

## AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING  
Conference Room, Third Floor, 3L14  
December 22, 1975 7:30 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. Acceptance of donations
  - 7. Approval of CETA lease
  - 8. Other items
- E. Old Business
  - 1. Report on Affirmative Action policy
  - 2. Other items
- F. New Business
  - 1. Proposed 1976-77 academic/administrative calendar
  - 2. Proposed LRC policy change
  - 3. Other items
- G. President's Report
  - 1. Report from student trustee member
  - 2. Minutes of SVC committee meetings
  - 3. Article on VCIP Funding
  - 4. Report on Senate Bill #1519
  - 5. Contract Negotiations Workshop
  - 6. Community Services Report
  - 7. Spring enrollment report
  - 8. Other items
- H. Time of next meeting
- I. Adjournment

12-17-75

bg

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

December 22, 1975

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on December 22, 1975 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order: The meeting was called to order by Vice-Chairman Reigle at 7:34 p.m. and the following members answered roll call:

Arman Gaulrapp	William Judd
William Reigle	Robert Wolf

Absent: Ronald Coplan Lorna Keefer  
Oscar Koenig Ty Simmons

Communications from Visitors: Grace Grove, mail clerk, read a communication to the Board in regard to her sick leave problem.

Minutes: It was moved by Member Gaulrapp and seconded by Member Wolf that the Board approve the minutes of the November 24th meeting as presented. Motion voted and carried.

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

Arrival: Member Oscar Koenig arrived at 7:45 p.m.

Bills Payable: It was moved by Member Gaulrapp and seconded by Member Koenig that the attached bills in the following amounts be approved as presented:

Educational Fund	\$245,993.61
Building Fund	6,211.11
Bond & Interest #1	272,630.00
Site and Construction	11,358.00

In a roll call vote, all voted aye. Motion carried.

Payroll: It was moved by Member Judd and seconded by Member Koenig that the payroll of November 30 in the amount of \$87,031.07 and the payroll of December 15 in the amount of \$91,656.56 be approved as presented. In a roll call vote all voted aye. Motion carried.

Temporary Position:

It was moved by Member Wolf and seconded by Member Gaulrapp that the Board employ Deborah Lund as speech instructor on a temporary contract for spring semester (1976) at a salary of \$5,350. In a roll call vote, all voted aye. Motion carried.

Donations:

It was moved by Member Gaulrapp and seconded by Member Koenig that the following donations be accepted and that the administration write letters of appreciation:

Russell Burdsall and Ward Company of Rock Falls, Illinois - two Rockwell Hardness Testers valued at \$3,000.

Northwestern Steel & Wire Company of Sterling, Illinois 6 tons of steel for welding classes.

Ron Leduc of Sims Cabs, Inc. of Rock Falls, Illinois - 800# steel sheets for welding.

Dick Miller of Henry Pratt Company of Dixon, Illinois - 1.000# stainless steel for welding classes.

Motion voted and carried.

CETA Lease:

It was moved by Member Gaulrapp and seconded by Member Koenig that the Board approve the attached lease with the Illinois Farmers Union (CETA) and authorize the Chairman and Secretary of the Board of Trustees to execute same. Motion voted and carried.

Affirmative Action Policy:

The Board noted the receipt of the attached policy of Affirmative Action. This policy is to be studied and acted upon at the January 12 meeting.

Calendars:

The Board noted the receipt of the attached proposed 1976-77 academic and administrative calendars. These calendars will be studied and acted upon at the January 12 meeting.

LCR Policy Change:

The Board noted the receipt of the attached policy change in regard to the Learning Resource Center. This policy change is to be studied and acted upon at the January 12 meeting.

Policy on Full-Time Students:

The Board noted the receipt of the attached policy on full-time students and discussion was held on same. This policy will be studied and acted upon at the January 12 meeting.

Sick Leave Policy:

In regard to the Sick Leave policy and the questions raised by Grace Grove in her communication to the Board, the Trustees referred this matter to Mr. Castendyck and the administration.

President's Report:

Dr. Cole reported on the Latino committee; the Instructional Standards Committee; the Curriculum Committee; veteran's funding; the deficiency appropriations bill; negotiations workshop to be held at Ann Arbor; Community Service report on enrollment for Fall, 1975; projected spring enrollment which shows an estimated increase of 91%; vocational industrial education teacher performance evaluations enclosure; and an Admissions report of new and readmit students who did not attend Fall, 1975.

Executive Session:

At 8:31 p.m. it was moved by Member Gaulrapp and seconded by Member Wolf that the Board adjourn to Executive session to discuss a grievance. Motion voted and carried.

Regular Session:

At 8:45 p.m. it was moved by Member Wolf and seconded by Member Judd to return to regular session. Motion voted and carried.

Executive Session:

At 8:46 p.m. it was moved by Member Judd and seconded by Member Wolf that the Board adjourn to Executive session to discuss the Donovan case. Motion voted and carried.

Regular Session:

At 9:20 p.m. it was moved by Member Wolf and seconded by Member Koenig that the Board return to regular session. Motion voted and carried.

Adjournment:

Since there was no further business, it is moved by Member Wolf and seconded by Member Judd that the Board adjourn. The next regular meeting will be 7:30 p.m. on January 12, 1976. Motion voted and carried.

The meeting adjourned at 9:27 p.m.

Respectfully submitted:

  
Arman Gaulrapp, Secretary

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 16, 1975

## MEMORANDUM

SVC Board of Trustees

g-7

TO: Dr. George E. Cole  
President

RE: AGENDA ITEM #D-7 - APPROVAL OF CETA LEASE

At a previous Board meeting the Board empowered the administration to negotiate specific terms for a lease with the Illinois Farmers Union (CETA).

Dean Edison has prepared the lease and has provided Mr. Castendyck with a copy for his review.

I would recommend that this lease be approved in accordance with the specific conditions stated in the lease. Specifically we are renting them the larger space at a rate of \$350 per month, or a total of \$4,200 a year. They are to provide any additional furniture which they need in addition to those items which we have already provided for their use.

GEC/bg  
Enc.

# SAUK VALLEY COLLEGE

RECEIVED DEC 11 1975

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE

December 11, 1975

## MORANDUM

TO: President Cole

FROM: Robert Edison

*Bob*

Attached herewith are two copies of the Lease to be approved and signed by the Board of Trustees at its meeting on December 22, 1975.

I have sent Mr. Castendyck a copy of this Lease for his review in the event that any questions arise and I have also sent Mr. Sery a copy in the event that anything should not be in accordance with what we discussed.

RE:fsb

Encl.

LEASE

THIS INDENTURE, made and entered into this 22nd day of December, 1975, by and between COMMUNITY COLLEGE DISTRICT NUMBER 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, commonly hereinafter called the "Lessor", and the ILLINOIS FARMERS UNION, hereinafter called the "Lessee", WITNESSETH:

WHEREAS, the Lessee has been designated by the State of Illinois to provide services in Region 1 of said State under the Comprehensive Employment and Training Act, and

WHEREAS, the Lessor desires to cooperate with the Lessee in making services available to residents of said Region, and

WHEREAS, the Lessor has certain space and equipment available in its building, at Route 1, Dixon, Illinois, which is not presently needed for College purposes and it is willing to make said space and equipment available on a temporary basis,

NOW, THEREFORE, the Lessor, for and in consideration of the covenants, conditions, agreements and stipulations of Lessee, hereinafter expressed, does hereby grant unto the Lessee the right to occupy the office space designated as Room 2L1 area, consisting of 1200 square feet, more or less, in the SAUK VALLEY COLLEGE building, Route #1, Dixon, Illinois, to be used as an office for its Staff in providing services within Region 1 under the provisions of the Comprehensive Employment and Training Act. Said premises shall be held upon the following terms and conditions:

1. Term. This lease shall be deemed to have commenced on the 1st day of January, 1976, and shall continue for a period of 6 months, terminating on the 30th day of June, 1976. In the event Lessee desires to extend the term thereafter, it shall give notice to the Lessor of such desire on or before the 1st day of June, 1976, in which event the parties shall endeavor to work out a mutually satisfactory arrangement.

2. Rent. The Lessee covenants and agrees to pay the Lessor rent for the premises as follows: The sum of \$4,200.00 payable at the rate of \$350.00 per month in advance on the 1st day of each month commencing with the 1st day of January, 1976.

3. Occasional Use. Lessor, as part of the consideration, further agrees that it will attempt to make available to Lessee, on an occasional basis, space for special meetings or activities. It is understood that requests for such space must be addressed to the Assistant to the President of the College and that space will be assigned in accordance with the priorities established in the College's Building Utilization Policy.

4. Utilities. Lessor agrees to furnish heat, air conditioning, electricity and normal custodial services for the premises. Lessee will be responsible for obtaining and paying for any telephone service it may desire.

5. Equipment. Lessor agrees to furnish the Lessee without additional charge one electric IBM typewriter, serial #2026788, one Olympia typewriter, serial #27-269370, one 10-key Monroe adding machine, Model #911E11, serial #M194918D, five desks, three tables, four vertical files, six plastic chairs, four metal chairs, two coat racks, two typewriter stands. The aforesaid office equipment shall be maintained by the Lessor on its regular maintenance service contract.

6. Subletting. Lessee will not sublet any portion of the premises or assign this lease during the initial term or any extension thereof.

7. Alterations and Remodeling. Lessee will not make any alterations or additions to the premises without first obtaining the Lessor's written consent.

8. Surrender of Premises. At the expiration of the lease, Lessee will yield the demised premises back to the Lessor in as good condition as at the date of Lessee's taking possession thereof, common loss by fire, storm, earthquake or other similar accident and ordinary wear and tear excepted.

9. Cancellation. In the event funds are not available under the Comprehensive Employment and Training Act to maintain an office in Region 1, Lessee may cancel this lease on the 10th day of any calendar month by giving 30 days written notice prior to the termination date.

10. Notices. Any notice or demand from or to either of the parties shall be in writing and shall be deemed duly served if mailed by registered or certified mail, return receipt requested, addressed to the respective party at the following address or at such other address as may have last been designated in writing. Notice shall be deemed served when mailed.

TO LESSOR: Sauk Valley College  
Route #1  
Dixon, IL 61021  
Attention: Office of the President

TO LESSEE: Farmers Union  
Room 2L1 Area  
Sauk Valley College  
Route #1  
Dixon, IL 61021

IN WITNESS WHEREOF, the parties have affixed their hands  
the day and year first above written.

COMMUNITY COLLEGE DISTRICT NUMBER 506

By \_\_\_\_\_ Chairman of the Board

ATTEST:

Secretary

ILLINOIS FARMERS UNION

By \_\_\_\_\_

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 16, 1975

## MORANDUM

Ross Dill      Bill Byar  
Deb Lund

TO: Dr. George E. Cole **G.E.C.**

I hesitate to disturb you during final exam week, however, after conferring with the deans at administrative council, I feel the most appropriate manner of handling the move from the offices you presently occupy to the smaller adjacent set of offices commonly referred to as the "Small Fish Bowl" can best be accomplished during the Christmas vacation.

Dean Edison indicates that if each of you could select an area in the small fish bowl and could box your office fixtures and label them, his crew could have you moved when you return from the holidays.

It is assumed that each of you will want to keep your own desk and filing cabinets so sometime between now and the time you leave for the Christmas holidays, please take a few minutes to do this and hopefully when you return for the spring semester the move will be totally accomplished with a minimum of confusion for you.

Mr. Dill has expressed some concerns about how and why the decision was made to rent the larger space to CETA and transfer you to the smaller area. It was the opinion of the space utilization committee that the space would be more efficiently utilized with this arrangement. CETA is experiencing rapid growth and is paying well for the space that they utilize in the building. As you know, in terms of economic pressure, we must take all opportunities to maximize the college income.

I really appreciate your patience and cooperation in this matter and hope that the move can be accomplished with minimum discomfort for you.

GEC/bg

c.c. Dean Noah Bunch  
Dean Robert Edison

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

MEMORANDUM

DATE December 17, 1975

E-1

SVC Board of Trustees

TO: Dr. George E. Cole  
President

RE: AGENDA ITEM #E-1 - REPORT ON AFFIRMATIVE ACTION POLICY

It is my understanding that the attached policy should be sent to the Federal Agencies on or before January 1, 1976.

I feel this draft should be discussed at the Board meeting of December 22, and any suggestions and changes could be incorporated so that it could be formally approved at the first Board meeting in January. In the meantime I will send a tentative document to the Federal Agencies before the deadline date with a qualifying statement that it has been reviewed by the Board and we will be approving it after the first of the year.

GEC/bg  
Enc.

DRAFT

DRAFT

DRAFT

DRAFT

DRAFT

## PROPOSED AFFIRMATIVE ACTION POLICY

### SAUK VALLEY COLLEGE

#### HISTORICAL BACKGROUND

Sauk Valley College was created by a vote of the people in 1965 for the expressed purpose of serving the residents of the Sauk Valley community college district and is given direction by an elected board of trustees who are selected at large by the district residents.

At the present time the college district includes all or part of 16 school districts and comprises approximately 2,500 square miles. There are slightly more than 105,000 people residing in the district. The college can best be described as a rural community college. At the present time the college enrollment is at about 4,300. The college employees about 180 persons.

Sauk Valley College is fully accredited by the North Central Association of Colleges and Secondary Schools, approved by the Illinois Community College Board, and its primary purpose as a college is to provide programs in community services for the residents of the district, to provide technical and vocational training for students seeking immediate employment upon the completion of a one-year certificate or a two-year Associate in Applied Science Degree, and also serves those students who wish to complete the standard two years of a four-year degree before transferring to a four-year institution.

#### AFFIRMATIVE ACTION POLICY

Since its inception, Sauk Valley College has practiced a policy of equal employment opportunity for all individuals regardless of race, color, religion, national origin, sex or age. These values are expressed

in existing college policies and documents and have been rigorously implemented in the hiring practices of the college.<sup>1</sup>

In the interest of complying with recent Affirmative Action requirements by the Federal government, the college will continue to practice all of its non-discrimination personnel policies. The institution has, in the past and will continue in the future, to make every attempt to comply with the guidelines of Federal Executive Orders #11246 and #11375.

It was the intent of the college founders to have a staff which reflected the racial, ethnic and cultural compositions of the college district. This will continue to be a paramount value in all decisions made at the college.

#### RESPONSIBILITY FOR THE AFFIRMATIVE ACTION POLICY

Although the primary responsibility for implementing these policies rest with the Board of Trustees and Chief Executive, they are broadly delegated to all college employees. This responsibility is expressed in the classroom where all students are treated equally, and in the way the Financial Aids Program for the college is administered. All students receive financial aid based upon need, regardless of race, color, religion, national origin, sex or age. All recruitment efforts by college staff are directed to maximize the enrollment of minority groups within the district. We actually utilize advisory committees from special interest groups within the community. Efforts have been made to hire people on an impartial basis at all levels of the college including the cus-

<sup>1</sup>References: Labor Agreement & Purchasing Policy

todial staff, secretarial and support services, faculty, and/or administration and professional staff.

The college keeps up-to-date records and will be more than willing to provide them to anyone upon request reflecting the composition of our staff and student body in regard to race, color, religion, national origin, sex or age.

No employee has, in the past nor will in the future, be terminated solely on the basis of race, color, religion, national origin, sex or age. All employees who are dismissed are given the rights of due process. All vacancies that are filled within the college are properly advertised in both local and sometimes in national publications.

The college practices a policy of Affirmative Action in its purchasing of all materials and supplies for the college and requires contractors who deal with the college to also comply with Federal guidelines.

#### DISSEMINATION OF THE POLICY

This policy is disseminated to every college employee and contained in all existing policy books within the college and is available upon request to any citizen of the area or Federal or State Agencies.

12-17-75  
bg

PURCHASING POLICYIntroduction

The administration of the purchasing policies and guidelines as set forth herein shall be the responsibility of the Dean of Business Services. This document shall serve to enable responsible parties to act in the best interests of Sauk Valley College. An efficient, well-planned, and organized program of purchasing policies is imperative to protect the public trust relative to the expenditures of public tax monies. Because the success of the purchasing program depends on the ways and means of implementation, management, and administration, it is apparent that this written policy shall govern the purchasing program and its use.

Ethics

All administrators acting as purchasing agents for Sauk Valley College shall ever be mindful of and practice the following ethics:

1. To regard public service as a sacred trust giving primary consideration to the interest of the school district.
2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended.
3. To strive for knowledge of school equipment and supplies in order to recommend items that may either reduce cost or increase the efficiency of the means of education.
4. To insist on and expect honesty in sale representation whether offered verbally or in the sample of a product submitted.
5. To give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their product meets specifications and the educational needs of the district.
6. To discourage the offer of, and to decline, gifts which in any way might influence the purchase of school equipment and supplies.

7. To accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.
8. To cooperate with educational, governmental, and trade associations in the promotion and development of sound business methods in the procurement of school equipment and supplies.

#### Procedures

The Dean of Business Services shall have the responsibility of securing for the district its requirements for services, materials, supplies, and equipment at the lowest possible cost consistent with satisfactory standards for quality and service.

Supervision and control of all purchases shall be the responsibility of the Dean of Business Services, or his responsible officer, and he shall not be burdened with interference from any person at or below his administrative level.

Supply items common to all departments and which are generally used throughout the college shall be purchased by the Dean of Business Services. Such items shall be of good quality and shall be purchased in sufficient and adequate quantities so as to assure the lowest possible cost. These supply items shall be located in a central storage room and controlled by dispensing through the Business Office. The departmental budgets will be charged by journal entry for the value of the merchandise received.

All purchases are to be initiated by requisition and shall be approved by the requisitioner's immediate supervisor and/or dean, or as required by the Dean of Business Services.

#### Policies

##### A. Budgeted Expenditures

All expenditures for items of services, materials, supplies and equipment which have been budgeted within the operational funds of the College shall be bid and purchased within the following guidelines and policies:

1. Purchases involving an expenditure of less than \$2,500 may be authorized by the Dean of Business Services without advertising for bids, or requiring formal competitive bidding. The Dean of Business Services shall determine the type of bidding necessary, the procedure being dependent upon the circumstances pertaining to each particular purchase.

2. Purchases involving an expenditure in excess of \$2,500 shall be let to the lowest responsible bidder after due advertisement, except contracts which by their nature are not adaptable to competitive bidding such as contracts for:
  - a. services for individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.
  - b. printing of finance committee reports and departmental reports.
  - c. printing or engraving of bonds, tax warrants and other evidences of indebtedness.
  - d. utility services such as water, light, heat, telephone or telegraph.
  - e. materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price.
  - f. the purchase of supplies, materials, and equipment for which written specifications cannot feasibly be formulated due to the nature of the product to be purchased, e.g. boiler chemicals, floor sealers, brand name typewriters, etc.
  - g. purchases of magazines, books, periodicals, pamphlets and reports.
  - h. where funds are expended in an emergency and such emergency expenditure is approved by 70% of the members of the Board.
3. All competitive bids for contracts involving an expenditure in excess of \$2,500 should be sealed by the bidder and must be opened by a member or employee of the board, and witnessed, at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least three days notice of the time and place of such bid opening.

4. Due advertisement includes, but is not limited to, at least one public notice at least ten days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district.
5. All requests for quotations or competitive bids shall be issued through the office of the Dean of Business Services.

**B. Non-Budgeted Expenditures**

Purchases of services, materials, supplies, and equipment which have not been specifically budgeted for in the operational funds of the College, or which ultimately shall be funded through the Site and Construction Fund, shall be purchased according to the policies and guidelines as set forth in Section A, with the exception that responsibility for approval to purchase under this Section B, rests with the Board of Trustees.

**Miscellaneous**

The Dean of Business Services will exercise discretion in determining the responsibility of each bidder. The lowest responsible bidder will be awarded the contract, provided he meets the specific requirements set forth in the bidding document.

Preference will be given to persons or firms located in the college district so long as they provide the needed service on a substantially equal basis with the persons or firms located outside the district.

**RESOLVED**, That the purchasing policy of COMMUNITY COLLEGE DISTRICT NUMBER 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, commonly known as SAUK VALLEY COLLEGE, be amended by adding to the Miscellaneous Section the following language: All contracts to which Sauk Valley College is a party shall be conditioned upon the requirement that the supplier of materials or services or the contractor and his subcontractors, and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services, as the case may be, shall not commit an unfair employment practice in this State as defined in Section 853 of Chap. 48, Ill. Rev. Stats., and all such contracts shall have incorporated therein the "Equal Employment Opportunity Clause" required under the Rules and Regulations of the Illinois Fair Employment Practices Commission, a copy of which is attached hereto and incorporated herein by reference. The said Clause may be incorporated in the College's contracts by reference to this purchasing policy.

Board Policy  
1-13-75

## **"EQUAL EMPLOYMENT OPPORTUNITY CLAUSE"**

In the event of the contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act or the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the contractor may be declared nonresponsible and therefore ineligible for future contracts or sub-contracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of this contract, the contractor agrees as follows:

- (1) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- (2) That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- (3) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry.
- (4) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- (5) That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.
- (6) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain

compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

(7) That it will include verbatim or by reference the provisions of paragraphs 1 through 7 of this clause in every performance subcontract as defined in Section 2.10(b) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor; and that it will also so include the provisions of paragraphs 1, 5, 6 and 7 in every supply subcontract as defined in Section 2.10(a) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be nonresponsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations."

With respect to the two types of subcontracts referred to under paragraph 7 of the Equal Employment Opportunity Clause above, following is an excerpt of Section 2 of the FEPC's Rules and Regulations for Public Contracts:

"Section 2.10. The term "Subcontract" means any agreement, arrangement or understanding, written or otherwise, between a contractor and any person (in which the parties do not stand in the relationship of an employer and an employee):

(a) for the furnishing of supplies or services or for the use of real or personal property, including lease arrangements, which, in whole or in part, is utilized in the performance of any one or more contracts; or

(b) under which any portion of the contractor's obligation under any one or more contracts is performed, undertaken or assumed."

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE December 17, 1975

MORANDUM

7-1

SVC Board of Trustees

OM: Dr. George E. Cole  
President

RE: AGENDA ITEM #F-1 - PROPOSED 1976-77 ACADEMIC &  
ADMINISTRATIVE CALENDARS

In the past we have always provided the Board with a copy of the proposed academic and administrative calendars for the following academic year. These are included for your information and after you have had sufficient time to review these we would like them formally approved by the Board.

This must be formally approved prior to the end of January so we can include it in our new college catalog.

GEC/bg  
Enc.

December 2, 1975

SAUK VALLEY COLLEGETEMPORARY ACADEMIC CALENDARFALL SEMESTER 1976

Early Registration	Begins Monday, July 8, 1976
Regular Registration	Thursday, August 26, 1976 9:00 a.m. - 8:30 p.m.
Faculty Orientation	Friday, August 27
All Classes Begin	Monday, August 30
Late Registration	Monday, August 30 - Friday, September 10
Last Day for Course Change Without Instructor's Signature	Friday, September 3
Late Registration With Instructor's Signature Only	Tuesday - Friday, September 7 - 10
Last Day for Course Change With Instructor's Signature Only	Friday, September 10
Labor Day - No Classes (College Offices Closed)	Monday, September 6
Pow Wow Day - Classes Dismissed at Noon (4:00 p.m. and evening classes will meet)	Wednesday
Columbus Day - No Classes (College Offices Closed)	Monday, October 11
Constitution Examination	Thursday, October 14
Mid-Semester Date	Friday, October 15
ACT Test Date	Saturday
Veterans' Day - No Classes (College Offices Closed)	Thursday, November 11
Thanksgiving Vacation Begins	Wednesday, November 24, 10:00 p.m.
College Offices Closed	Thursday, Friday - November 25, 26
All Classes Resume	Monday, November 29
ACT Test Date	Saturday
Final Examinations	Monday - Wednesday, December 20 - 22
Final Grades Due in Registrar's Office	Thursday, December 23, 4:00 p.m.
College Offices Closed	Friday, December 24
College Offices Closed	Friday, December 31

SAUK VALLEY COLLEGETEMPORARY ACADEMIC CALENDARSPRING SEMESTER 1977

Early Registration	Begins Monday, November 29, 1976
Regular Registration	Thursday, January 13, 1977 9:00 a.m. - 8:30 p.m.
All Classes Begin	Monday, January 17
Late Registration	January 17 - 28
Last Day for Course Change Without Instructor's Signature	Friday, January 21
Late Registration With Instructor's Signature Only	January 24 - 28
Last Day for Course Change With Instructor's Signature Only	Friday, January 28
Lincoln's Birthday - No Classes (College Offices Closed)	Friday, February 11
ACT Test Date	Saturday
Washington's Birthday - No Classes (College Offices Closed)	Monday, February 21
Mid-Semester Date	Friday, March 11
Constitution Examination	Thursday, March 17
Spring Vacation Begins	Friday, April 1, 5:00 p.m.
ACT Test Date	Saturday
Good Friday - No Classes (College Offices Closed)	Friday, April 8
All Classes Resume	Monday, April 11
Constitution Examination	Thursday, April 21
Final Examinations	Wednesday - Friday, May 11 - 13
All Grades for Prospective Graduates Due in Registrar's Office	Wednesday, May 11, 4:00 p.m.
All Grades Due in Registrar's Office	Tuesday, May 17, 12:00 noon
Commencement	Wednesday, May 18
Memorial Day (College Offices Closed)	Wednesday, May 31

December 2, 1975

SAUK VALLEY COLLEGETEMPORARY ACADEMIC CALENDARSUMMER SESSION 1977

Registration	Thursday, June 9 9:00 a.m. - 8:30 p.m.
ACT Test Date	Saturday
All Classes Begin	Monday, June 13
Last Day of Late Registration	Friday, June 17
Independence Day - No Classes (College Offices Closed)	Monday, July 4
Mid-Term	Thursday, July 7
Final Examinations	Wednesday - Thursday, August 10 - 11
All Grades Due in Registrar's Office	Friday, August 12, 4:00 p.m.

PROPOSED

SAUK VALLEY COLLEGE  
ADMINISTRATIVE CALENDAR - 1976-77

July

5 Independence Day Holiday - College Offices Closed  
15 Update of faculty and staff inventory data to ICCB

August

2 Deadline date to submit new programs for spring term to ICCB  
27 Faculty Orientation

September

1 Staff inventory data for full-time professional staff and administration to ICCB  
6 Labor Day - College Offices Closed  
14 Spring semester class schedules  
22 Pow Wow Day  
30 Spring semester textbook adoption forms due in Dean's offices

October

8 Spring semester textbook order forms from Data Center  
11 Columbus Day - College Offices Closed  
25 Spring semester textbook order forms to Bookstore

November

1 Update of faculty inventory data for all full-time teaching faculty to ICCB  
1 General distribution of spring schedule  
2 Basic data for all part-time teaching faculty to ICCB  
2 Formal notice of any program retrenchment  
11 Veterans' Day - College Offices Closed

November

- 16 Staff needs for 1976-77 academic year
- 23 Summer session class schedules
- 25-26 Thanksgiving Vacation - College Offices Closed

December

- 1 Deadline date to submit new programs for summer term to ICCB
- 6 Budget requests to appropriate Deans
- 13 Staff recommendations for "continuing appointees"
- 14 Budget requests to Business Office
- 22 General distribution of summer schedule
- 24 Christmas Holiday - College Offices Closed
- 31 New Year's Holiday - College Offices Closed

January

- 3 Notification to "continuing appointees" of Annual Review
- 17 Staff recommendations for "term" faculty
- 31 Fall semester class schedules

February

- 11 Lincoln's Birthday - College Offices Closed
- 15 Notification to "term" appointees of Annual Review
- 21 Washington's Birthday - College Offices Closed
- 28 Official notices for reappointment to "term" appointees

March

- 2 Deadline date to submit new programs for fall term to ICCB
- 2 Summer school textbook adoption forms due in Deans' offices
- 14 College Board of Trustees approval of tentative budget

14           Summer School textbook order forms from Data Center  
15           General distribution of fall schedule  
21           Summer school textbook order form to Bookstore

**April**

1           Faculty contracts issued  
1           Fall semester textbook adoption forms due in  
              Deans' offices  
8           Good Friday - College Offices Closed  
13          Fall semester textbook order forms from Data Center  
21          College and Career Night  
25          College Board of Trustees approval of final budget

**May**

2           Fall semester textbook orders to Bookstore  
18          Commencement  
31          Memorial Day - College Offices Closed

**June**

30          Annual Report due

Office of the President  
December 17, 1975  
bg

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 16, 1975

MEMORANDUM

F-2

SVC Board of Trustees

M: Dr. George E. Cole  
President

RE: AGENDA ITEM #F-2 - PROPOSED LRC POLICY CHANGE

The attached proposed policy regarding library use by community members is self-explanatory.

I would recommend that the Board review this policy and formally approve it at its first meeting in January.

GEC/bg  
Enc.

# SAUK VALLEY COLLEGE

RECEIVED NOV 17 1975

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 11-13-75

## MEMORANDUM

Dr. Cole

TO: Duane Paulsen, LRC *DP*

Proposed Policy change, extension of Learning Resources borrowing privileges to residents of the College Community.

The Learning Resources Committee met November 12, 1975 to discuss changes in the non-student card policy. The present policy was approved by the College Board in November, 1970. Since that time we have sold between 500 and 600 cards. Of this, only about 150 are active users.

The proposed policy:

- 1) Sauk Valley College District residents, at least 16 years of age, may, upon application, receive LRC borrower's card free of charge.
- 2) Borrower's cards are valid for one year. Expiration will be one year from the end of the month during which the card was issued.
- 3) Applicants will fill out and sign a borrower's registration card.
- 4) Borrowers will be subject to LRC regulation, including circulation period, renewals, overdue charges.

jh

# SAUK VALLEY COLLEGE

RECEIVED DEC 22 1975

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 22, 1975

MORANDUM

Dr. Cole

J-3c

IM:

Dr. Williams

*pls*

Regarding our conversation in the Administrative Council Meeting this morning, I would like to suggest that the Board consider at its next regularly scheduled meeting, a revised statement regarding full-time status of students at the College:

On Page #9 of our present catalog, full-time students are those carrying 12 semester hours (or more) of credit. This, however, creates problems for students in the following programs: Radiologic Technology, Medical Laboratory, and Agricultural. The reason being that these programs require a student to spend at least one semester in an internship, i.e., 30 to 40 hours of actual on-the-job experience per week. This makes it impractical for the student to assume additional course work during the semester, due to Illinois Community College Board regulations stipulating one credit to be granted for each five hours of internship experience.

A student working 40 hours a week, can register for only eight credit hours.

I, therefore, recommend the statement in the catalog be revised to read as follows:

Full-time status is equal to 12 semester hours of credit or more, except for students registered in Medical Laboratory Technology, Agriculture, and Radiologic Technology, during those semesters when they are registered as full-time interns with 30 or more contact hours required of them.

I would suggest that, before this is taken to the Board, you consult with ICCB regarding effects of such a change.

1m

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE

December 22, 1975

## MORANDUM

President Cole

DM: Harriet Hastings, Registrar

*J-7*

### Enrollment Report

#### Spring 1975

	<u>Students</u>	<u>Hours</u>
12/26/74	947	10,773
1/6/75 (not paid)	1224	13,273
1/10/75 (paid)	1758	17,667
after registration on January 9, 1975		

#### Spring 1976

	<u>Students</u>	<u>Hours</u>
12/16/75	1618	17,153
12/22/75 (not paid)	1994	*20,574

\*Estimated

HH/bt

### PRE-ENROLLMENT

This Year	20,574 Hours
Same Time Last Year	<u>10,773</u> Hours
Increase	9,801 Hours

% OF INCREASE  $\frac{9,801}{10,530} = 91\%$

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 21, 1975

## MORANDUM

7-1

TO: William Sery  
Illinois Farmers Union

CC: Dr. George E. Cole  
SVC President

Pursuant to our meeting of last week, I have discussed the continuance of your lease and the freeing up of more space for your use and it is the general concensus of the administration that this is a good idea.

I intend to discuss it at the Board of Trustees' meeting of November 24 and gain their approval. In essence we are talking about giving you the large "Fish Bowl" area and then moving the activity currently going on in this large "Fish Bowl" to the small "Fish Bowl" which you now occupy.

It is also my understanding that you will be responsible for acquiring any actual furniture that you will need for your expanded space. I will be very happy to discuss more of the details with you later next week but felt this would give you the reassurance you need to proceed with your planning.

GEC/bg

c.c. Dean Robert Edison  
Dean John Sagmoe  
Dean Noah Bunch  
Dean Ronald Williams  
Ralph Gelander  
Harriet Hastings

My name is Gracie Grove and I am employed by Sauk Valley College as the Mail Room Clerk. Robert Edison, Dean of Business Services, is the Dean I have been employed by, and Norman Welch, Plant Engineer, is my immediate supervisor. During the five years I have been employed by Sauk Valley College, I have always tried to do my job well and at times over and above the call of duty, I have also had a low absentee record.

On July 21, 1975, I notified Robert Edison that my husband and I were expecting a baby in mid January, 1976, and that I would be terminating my employment in the future.

On November 24, 1975, I delivered a #3 premature seventh month baby at Rockford Memorial Hospital, Rockford, IL. She was immediately taken to the Neonatal High Risk Ctr. in the hospital and is there at the present time. The Neonatal Ctr. receives newborns from all over Northwestern Illinois. Our baby was admitted to this ctr. because of a problem that developed shortly after birth. The ctr. offers specially trained personnel and equipment needed to provide the kind of care infants require 24 hours a day. Therefore, the costs are very expensive and average \$200 per day minimum, not to include any tests, X-rays, blood or medication given to the infant. Our baby has been in the High Risk Ctr. four weeks thus far and we have not been given any date for her dismissal. She is considered "satisfactory" by her Drs. - but they have warned us that the condition of a small infant may change very rapidly.

On November 25, 1975, my husband, came to Sauk Valley College and spoke with Norman Welch. He informed Mr. Welch that we were parents of a premature baby the day before, that she was in the High Risk Ctr. at Rockford Memorial Hospital, and that I was not

On Friday, December 19, 1975, I presented this excuse to Robert Edison. He and Mr. Welch said that my part time employment was satisfactory to them. I then asked Mr. Edison, if I would be covered by sick time for the time I spent in the hospital, time at home, and for the additional four hours I couldn't work each day until January 12, 1976. He told me that a decision would have to be made by the Board of Trustees at Sauk Valley College.

Therefore, I am here, on my own behalf, to present my unusual situation. To summarize my position: By the act of God, I delivered a premature baby on November 24, 1975, instead of a full term baby on January 19, 1976. As soon as I could physically do so, I contacted my supervisor to find out about returning to my job for awhile longer. I tried to come back to work on a full time basis, but due to my physical condition, I am only allowed to work four hours each day until January 12, 1976.

Therefore, after taking all of this information into consideration, I am requesting for the days I was in the hospital, the recuperative period, and the half days which the doctor said I should not work. My husband and I have been through a traumatic experience of having a premature baby and are under considerable tension and pressure at this time. We would sincerely appreciate any help that you may give us.

NOTE: Copies of the Drs. statement may be reviewed by contacting Robert Edison, Dean of Business Services, Sauk Valley College.

gg

terminating my employment with the college at the present time, but that I would be coming to the college to speak to Mr. Welch about returning to work.

On December 1, 1975, one week after I delivered the baby and also the first working day after I was dismissed from the hospital, I had a conference with Mr. Welch. At that time, I presented to him the situation of our premature baby still being in the high risk ctr. at the hospital, and that I would like to come back to work for awhile longer. I then presented him with a plan of my work schedule, that I felt I was able to perform. Upon dismissal from Rockford Memorial Hospital, the Dr. gave me an excuse that permitted me to return to work on December 15, 1975. The weeks of December 1-12, 1975 would be two weeks at home. Then I asked Mr. Welch if I may work half days the first week upon returning to work. The reason behind this is because of the following: One of the responsibilities as Mail Room Clerk I have is to pick up and deliver mail for all faculty and staff throughout the entire building three times per day - pushing the mail cart. This job is very physical and consumes at least three hours out of each day.

I worked three - one-half days, December 15, 16, and 17th. On December 17, I had a Drs. appointment. I told him that I was not feeling well and that I was dizzy and weak at times. He prescribed medication for me and at that time wrote me an excuse for working only part time until January 12, 1976. He told me that he recommended this action regarding the part time work and strongly suggested that it should be followed for my own physical health and well being.

# SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 22, 1975

ORANDUM

SVC Board of Trustees

#F-3a

4: Dr. George E. Cole  
President

RE: AGENDA ITEM #F-3a - SICK LEAVE POLICY

As the attached note from Dean Edison indicates, the issue of utilizing maternity time as sick leave is covered in our collective bargaining agreement (see attached Xerox of Pages 34-37). It has been the past practice of the college to allow all college employees to receive the same fringe benefits as those negotiated with the Faculty Association. The only exception has been vacation time which has varied depending upon the length of an individual's contract and the individual employee's relative status within the institution. Although this relationship has never been written down as formal Board policy, it most certainly has been followed by past practice since the college's creation some ten years ago.

The problem was crystallized by an employee, namely Grace Grove, who feels very strongly that because she did not apply for a maternity leave and because she gave premature birth, that she should be permitted to utilize all of her existing sick days. There are many far-reaching implications in this situation. I will try to list a few of the more obvious implications:

- 1) In as much as we have always granted all employees of the college the same fringe benefits as those given to the faculty through the negotiation process, it would seem logical that any decision made on behalf of the clerical and support staff could be legitimately claimed by precedent to be also given to members of the Faculty Association. This would mean that in the future all faculty persons who become pregnant could utilize all accumulated sick time instead of applying for and receiving maternity leave.
- 2) I am not sure of the legal status of these arguments but I am aware that several males have challenged the equality of granting sick leave to pregnant females and not doing the same for males who have accumulated sick leave and who have wives who are pregnant. The argument is offered that fringe benefits are given to a family and not to just an individual and if we allow female employees to utilize their sick leave when they become pregnant then we should allow males to utilize their sick leave when their wives become pregnant. This has the potential of being an extremely expensive procedure if followed to its ultimate conclusion. Past experience has shown that generally members of the Faculty Association use to the maximum all their fringe benefits.

- 3) If we choose to defend our current policy it will probably be tested in court and we could end up with a decision which would require us to accept a policy which may not be in the best interest of the institution or the employees working at the institution.
- 4) The question must be asked if the Board has the legal authority to unilaterally change part of the collective bargaining agreement without returning to the bargaining table to accomplish that. Would it not be a grievable item if the Board unilaterally changed this contract by changing its policy?
- 5) If we pick a course of action which seems reasonable to us for our clerical and support staff and in good faith offer the promise that this will in turn be bargained at the bargaining table, are we not setting in motion a practice which will accelerate a redefinition of sick leave policy at variance with the original assumptions underlying the granting of sick leave policy. For example, at the present time we allow the unlimited accumulation of sick days. As the institution becomes older and as individuals stay at the institution for a longer period of time, the college is rapidly accumulating a commitment and an obligation which may eventually have to be considered as a budgetary item in future planning. At the present time approximately four college staff members per year have maternity situations. If each of these individuals utilize this fringe benefit to the maximum, we may be encountering a situation where we will have to provide the equivalent of two full-time unfilled staff positions per year to account for the possibility that substitute persons will have to be hired when regular staff people are exercising their maternity leave fringe benefit.

CONCLUSION:

In as much as this is a college policy change, according to our by-laws we must wait until at least the first Board meeting in January before we actually approve a policy. In the meantime, I feel the Board should discuss this and it might be desirable to return it to the administration for a policy recommendation. I do feel the Board should be aware of the implications I have listed. I am sure the college attorney will also advise us of many legal ramifications of which I am not aware. It is certainly a very complicated issue which would not be best served by a snap decision which has long range implications.

GEC/bg  
Enc.

December 18, 1975

MEMORANDUM

TO:           Board of Trustees  
                 President Cole

FROM:          Robert Edison *Bob*

During the past month a college staff member delivered a premature child on November 24, 1975. Including this date and subsequent thereto the employee filed a time sheet indicating a period of 13 days chargeable to sick leave, which includes the delivery date plus 12 working days thereafter. Based upon the fact that sick leave shall not be granted or used for maternity leave purposes, I questioned that these days were legitimately chargeable against sick leave.

Since I felt that a question or a precedent would arise from the approval and/or disapproval of these days I contacted Mr. Castendyck relative to proper sick leave charges, based upon maternity needs. I was informed of several variations of policies of other organizations, as well as legal questions involved with a determination of this nature. Based upon these discussions Mr. Castendyck will be prepared at the board meeting of December 22, 1975, to discuss the legality and/or approval or disapproval of these charges against accumulated sick leave.

I will assume that based upon the discussion to take place that the Board of Trustees will approval or disapprove these charges and/or possibly initiate a revised policy (included in Faculty Contract) for future determination relative to sick leave, pregnancy, and the child delivery, recuperation, etc. of sick leave under these circumstances.

RE:fsb

penses of the arbitrator shall be shared equally by the parties. Should only one party request a transcript of the proceedings, then that party shall bear the full costs of that transcript. Should both parties order a transcript, then the cost of the two transcripts shall be divided equally between the parties.

## ARTICLE XVIII

### Resignations by Advance Notice

If a faculty member is contemplating resignation, it should be discussed with his department head or immediate supervisor at the earliest possible time. Normally a resignation will not be accepted after July 1, except in extreme cases, and then subject to the availability of a replacement satisfactory to the President. In any case, the mutual interest of the College and the individual will be considered.

## ARTICLE XIX

### Leaves of Absence

#### Sick Leave:

1. Sick leave shall accrue to all full-time staff members at the rate of 15 days the first year and 10 days per year thereafter. Sick leave for the full contract year shall accrue as of the first duty day of employment and shall terminate as of the last duty day of employment. Sick Leave for those on twelve-month contract shall accrue at the rate of 17 days the first year and 12 days per year thereafter.

- Sick leave shall be credited to each employee at the beginning of each contract year so that the accumulated unused sick leave from prior periods plus the credit for the current year will be the total amount of sick leave benefits available to that employee through the end of the fiscal year (June 30).
- 3. This procedure has the effect of crediting the employee with a sick leave advance which must be repaid to the College through full-time employment during the contract year. Should service terminate after this banked credit has been used by the employee, the unearned portion of the sick leave used will be considered as a debt to be repaid to the College by deduction from the final salary payment.
- 4. Sick leave may be accumulated without limit. Sick leave will be deemed to be the result of the personal sickness of the employee involved. The employee may use up to 10 days of his sick leave in any one contract year for sickness in the immediate family which creates the necessity for the employee to remain away from the place of employment, or for personal bereavement related to a member of the immediate family.
- 5. Sick leave without salary may be granted to members of the professional staff subject to the discretion of the Board of Trustees. During any such leave, the administrator shall make appropriate arrangements for carrying on the activities of the affected area with due regard to the work load of other members of that area.

The immediate supervisor or appropriate dean shall submit a report to the Business Office of the number of days sick leave taken. The report shall be on forms supplied by the Business Office. A person may only be charged for sick days when he/she would normally be working. The Board reserves the right to require a Physician's Certificate that the individual is incapacitated from performing his or her usual or ordinary duties for any sick leave taken. If a person is sick, he shall notify his immediate supervisor or his appropriate dean at the earliest possible time, but not later than the time his duties are to begin. If personal leave is to be used, such notice shall be given whenever possible, not later than 24 hours before duties are to begin.

Each member of the professional staff may take three days annually for personal leave. Any days so taken will be charged against the sick leave credit of the individual.

No compensation shall be paid for sick leave accrued unless the individual is sick and incapacitated from performing his or her usual and ordinary duties or personal leave taken as in Paragraph 8. Upon termination of service, any accrued but unused sick leave shall be cancelled.

Maternity Leave:

1. Members of the professional staff who become pregnant should report this fact to their appropriate Dean not later than the fourth month of pregnancy. The President shall grant a leave of absence without pay upon request of the professional staff member until the beginning of the next semester after the delivery of the child. Return to service may be delayed until the

- beginning of the second semester after delivery with the approval of the President and other appropriate administrative officers.
- 2. On request from the staff member and upon the President's recommendation, the Board may grant an extension of such leaves of absences up to a total of one year with no loss of rank, tenure, placement on the salary schedule or accrued sick leave.
- 3. Sick leave shall not be granted or used for maternity leave purposes.
- 4. Not later than one month prior to the approved date for return from pregnancy leave, a physician's certificate indicating that the subject is capable of returning to full-time responsibility shall be furnished by the returnee.

The Board shall pay the regular salary to a teacher called to serve as a juror and the teacher shall submit his reimbursement to the college.

Other Leaves:

The President, with the approval of the Board of Trustees, may grant other leaves of absence with full pay, reduced salary or without salary for the purpose of professional development, acceptance of professional assignments of limited duration with other colleges, governmental agencies, or with foreign nations. Such leaves shall be for appropriate purposes consistent with the needs and interest of the College. Application for such leaves shall be made, in writing, to the President, and shall state the purpose for which the leave is requested, its anticipated duration, and its value to the College. The terms and conditions of the leave shall be determined at the time the request for leave is acted upon.

BILLS PAYABLE

December 22, 1975

EDUCATIONAL FUND

SVC PAYROLL FUND	11-30-75 Payroll	4,623	\$ 85,503.94
1-000-550 DR. GEORGE E. COLE	Expenses	4,624	69.75
VOID CHECK		4,625	
0-000-421-01A STATE TREAS. CLEARING ACCT.	Adjustment to		
	Apportionment	4,626	1,376.50
0-000-421-01A STATE TREAS. CLEARING ACCT.	" " "	4,627	250.00
2-000-565 WENTSEL, WILKINS, LOWE & WHEELER	Workmens Comp.		
		4,628	9,008.00
0-000-545 U.S. GOVT. PRINTING OFFICE	Deposit	4,629	200.00
SVC PAYROLL FUND	12-15-75 Payroll	4,630	88,488.43
0-100-550 GLENN BAILEY	Travel Expenses	4,631	123.25
0-000-113 MILLY COLE	Cash Advance for Christmas		
	Party	4,632	100.00
			\$185,119.87

00543.00	AC DELCO	SUPPLIES	4.633	15.50
00545.00	AMERICAN HERITAGE	BOOK	4.634	25.80
00543.00	AMERICAN MEDICAL ASSN	SUPPLIES	4.635	10.50
00541.00	AMERICAN PERSONNEL & GUIDANCE	SUPPLIES	4.636	10.00
00541.00	ARROW BUS SYSTEMS	SUPPLIES	4.637	147.75
00546.00	ASSN OF GOVERNING BOARDS	DUES	4.638	275.00
00544.02	BSC INC	SUPPLIES	4.639	614.75
00545.00	BAKER & TAYLOR	BOOKS	4.640	841.63
00545.00	BAKER & TAYLOR CO	BOOKS	4.641	93.03
00541.00	BALDWINCOOKE CO	SUPPLIES	4.642	29.99
00550.00	JAMES L BARBER	TRAVEL	18.00	
12550.00	X X	X	18.00	
13550.00	X X	X	294.72	330.72
16543.00	BEHAVIORAL PUBL INC	SUPPLIES	4.644	15.89
00550.00	FLORENCE BERTSCH	TRAVEL	4.645	12.60
00545.00	BETTER BOOKS CO	BOOKS	4.646	119.76
00585.00	BLACKHAWK OFFICE SUPPLY	EQUIP	4.647	421.02
00547.00	BLANKENBERG STUDIO	SUPPLIES	4.648	663.00
19543.00	DICK BLICK CO	SUPPLIES	142.92	
13543.00	X X X	X X	34.35	177.27
00545.00	BLYTHE PENNINGTON LTD	BOOKS	4.649	3.90
00543.00	BOGOTT IND SUPPLY INC	SUPPLIES	4.650	
00585.00	X X X X	EQUIP	687.28	1,128.28
00547.00	BOISE CASCADE OFFICE	SUPPLIES	441.00	4.651
00550.00	CLAIRE BUSCHMANN	TRAVEL	4.652	37.26
11550.00	NOAH BUNCH	TRAVEL	4.653	139.80
18543.00	CAROLINA BIOLOGICAL SUP	SUPPLIES	4.654	74.46
18543.00	CAROLINA BIOL SUPPLY	ADDTL TO ABOVE CK.	4.655	162.11
			4.656	1.00

00547.00	CARROLL COUNTY REVIEW	ADS	4.657	17.00
00571.00	CENTRAL TELEPHONE CO	SERVICE	4.658	1.826.29
00550.00	JUANITA CHERRY	TRAVEL	4.659	48.00
00556.00	CLAYTONS FLORAL SHOP	FLOWERS	4.660	13.00
00543.00	COLEMAN INSTRUMENTS	SUPPLIES	4.661	3.76
00543.00	COLE PARMER INSTRUMENT CO	SUPPLIES	4.662	36.94
00541.00	COLLEGE PLACEMENT COUNCIL	SUPPLIES	4.663	32.00
00573.00	COMMONWEALTH EDISON CO	SERVICE	4.664	9.334.35
00545.00	CONCEPT MEDIA	BOOKS	4.665	650.00
00543.00	CRESCENT ELECTRIC SUPPLY	SUPPLIES	4.666	450.92
18550.00	ROBERT CROUSE	TRAVEL	4.667	98.44
00543.00	CROWN PUBL INC	SUPPLIES	4.668	9.44
00544.01	CUMULATIVE INDEX TO NURSING	SUPPLIES	4.669	40.00
00550.00	DEL FARM	SUPPLIES	4.670	24.25
00543.00	A B DICK CO	SUPPLIES	4.671	36.00
00544.02	DIXON CAMERA CENTER	SUPPLIES	4.672	64.63
00541.00	DIXON EVENING TELEGRAPH	VETS ADS	229.50	
00547.00	X X X	PUB RELA	64.60	294.10
00543.00	DIXON GARAGE SUPPLY	SUPPLIES	4.674	134.44
00543.00	DOANES AGRIC REPORT	SUPPLIES	4.675	24.50
00544.02	EBERLEYS DRUG STORE	SUPPLIES	4.676	7.96
18543.00	THE ECONOMY CO	SUPPLIES	4.677	4.38
00543.00	EDMUND SCI CO	SUPPLIES	4.678	52.50
00545.00	EDUCATIONAL AUDIO VIS	BOOKS	4.679	39.07
00545.00	EDUCATIONAL DIMENSIONS GROUP	BOOKS	4.680	98.50
00541.00	EDUCATORS PROGRESS SERV	SUPPLIES	4.681	10.45
13550.00	EMERALD HILL	LUNCHEON	4.682	32.40
00545.00	ENCYCLOPAEDIA BRITANNICA	BOOKS	4.683	70.85
18543.00	FIRE TECHNOLOGY	SUPPLIES	4.684	10.00
12543.00	CARL FISCHER OF CHICAGO	SUPPLIES	4.685	152.62
00585.00	FISHER SCIENTIFIC CO	EQUIP	4.686	38.00
00545.00	FOLKWAYS RECORDS	BOOKS	4.687	25.33
00543.00	FORUM FOR CONTEMPORARY HISTORY	SUPPLIES	4.688	1.25
00545.00	GALE RESEARCH CO	BOOKS	4.689	82.30
18550.00	LARRY GELDEAN	TRAVEL	4.690	26.66
00543.00	GENERAL DISTRIBUTING	SUPPLIES	4.691	158.88
12530.00	VINCENT E GILBERT	SERVICES	4.692	90.00
00543.00	GINDERS HOSP SUPPLY	SUPPLIES	4.693	36.60
00547.00	GRAPHICS UNLIMITED	SUPPLIES	4.694	39.00
00544.01	GUIDANCE PUBL	SUPPLIES	4.695	8.50
00550.00	CAROL HAIN	TRAVEL	4.696	37.80
11543.00	HALL'S L P GAS SERV	SUPPLY	4.697	31.50
00541.00	HASKELL'S	SUPPLIES	44.62	
00541.00	X X	X X	48.88	
00585.00	X X	EQUIP	532.50	626.00
00544.01	HECKMAN BINDERY INC	SUPPLIES	4.699	20.30
18543.00	HOLIDAY INN STERLING	SUPPLIES	4.700	29.40
16550.00	RICHARD HOLTAM	TRAVEL	4.701	63.60
00541.00	HOUGHTON MIFFLIN CO	SUPPLIES	4.702	22.18
00550.00	KEVIN HUGHES	TRAVEL	4.703	20.40
00562.00	INTERNATL BUS MACH	RENTAL	4.704	369.90
00539.00	1.B.M.	SERVICES	4.705	51.45
00593.00	ILL CENTRAL C.C.	CHARGE BACK	4.706	1351.49
8543.00	INTERNATL ASSN OF ARSON	SUPPLIES	4.707	45.00

00545.00	JEFFREY NORTON PUBL	BOOKS	4.708	72.00
00550.00	STEVEN JOHNSON	TRAVEL	4.709	33.85
00544.03	LESLIE PAPER	SUPPLIES	4.710	52.50
00544.01	LIBRARY OF CONGRESS	SUPPLIES	4.711	15.75
00543.00	JAMES F LINCOLN ARC WELD	SUPPLIES	4.712	22.00
18550.00	G. LOGAN JR.	TRAVEL	4.713	79.35
00543.00	LOW X-RAY	SUPPLIES	4.714	14.04
00545.00	LYCEUM PRODUCTIONS INC	BOOK	4.715	22.50
00545.00	MCGRAW-HILL BOOK CO	BOOK	4.716	104.17
00543.00	MCGRAW HILL FILMS	SUPPLIES	4.717	35.00
15543.00	MCGREGOR MAGAZINE AGCY	SUPPLIES	68.08	
00544.01	X X X	27.00	4.718	95.08
00543.00	MAGNAFLUX CORP	SUPPLIES	4.719	40.32
00544.02	MAIN CAMERA CENTER	SUPPLIES	4.720	183.50
00543.00	MAINSTREAM INTERNATIONAL	SUPPLIES	4.721	99.95
15550.00	TERESA MALONE	TRAVEL	4.722	84.00
00541.00	MANDATA INC	SUPPLIES	4.723	48.00
00550.00	RONALD MARLIER	TRAVEL	4.724	21.00
00550.00	JERRY MATHIS	TRAVEL	4.725	161.00
11550.00	ROBERT MATTER	TRAVEL	4.726	11.10
18543.00	CHARLES MAYER STUDIOS	SUPPLIES	4.727	40.44
00543.00	MEANS SERVICE CENTER	SUPPLIES	4.728	41.04
00530.00	MIDWEST VISUAL EQUIP	SERVICE	289.39	
00544.01	X X X	SUPPLIES	117.90	
00585.00	X X X	EQUIP	6497.90	6905.19
00543.00	MODERN FILM RENTALS	SUPPLIES	4.730	44.00
00543.00	C V MOSBY CO	SUPPLIES	4.731	13.73
00530.00	ED MUELLER AUDIO VISUAL	SERVICE	4.732	14.50
0585.00	DON MULLERY FORD	EQUIPMENT	4.733	550.00
00542.00	MULTIGRAPHICS DIV	SUPPLIES	4.734	171.19
00530.00	N C R	SERVICE	1620.00	
00562.00	X X	RENTAL	2728.80	4.348.80
7.543.00	NASCO	SUPPLIES	4.735	36.59
00550.00	FRED NESBIT	TRAVEL	4.736	3.60
10.573.00	NORTHERN ILL GAS CO	SERVICE	4.737	
10.543.00	NORTHERN ILL UNIV.	SUPPLIES	4.738	3.312.38
10.544.01	X X X	5.35		
10.545.00	OCEANA PUBLICATIONS	17.45	4.739	22.80
00530.00	OPTICAL SCANNING CORP	BOOKS	4.740	8.25
0550.00	P S OSBORN	CONTRACT	4.741	105.00
0543.00	PARKE MAC TOOL SALES	TRAVEL	4.742	47.25
5.543.00	PASSONS SPORT CENTER	SUPPLIES	4.743	44.40
0550.00	DUANE PAULSEN	SUPPLIES	4.744	38.73
0543.00	PERGAMON PRESS	TRAVEL	4.745	12.75
0550.00	SUNBEAM BAKERS	SUPPLIES	4.746	18.23
0547.00	R L POLK CO	CONFERENCE	4.747	4.00
8.543.00	PORTERS CAMERA STORE	PUB RELA	4.748	24.00
0541.00	PSYCHOLGGICAL SERVICES BUREAU	SUPPLIES	4.749	349.71
5.543.00	READING JOY	SUPPLIES	4.750	145.36
2541.00	RESEARCH INSTITUTE OF AMERICA	SUPPLIES	4.751	3.53
00550.00	ELEANOR RIBENHOWER	TRAVEL	4.752	36.00
00541.00	ROCKWELL BARNES CO	SUPPLIES	4.753	4.50
00550.00	JOHN SAGMOE	TRAVEL	4.754	410.70
00543.00	ST JOSEPH MERCY HOSPITAL	SUPPLIES	4.755	116.59
00543.00	SARGENT WELCH SCI CO	SUPPLIES	4.756	11.00
			4.757	7.00

00543.00	SVC BOOKSTORE	SUPPLIES	6.25
00543.00	X X	16.69	
00543.00	X X	12.08	
11543.00	X X	24.73	
12543.00	X X	2.97	
00543.00	X X	17.21	
00542.00	X X	6.25	
00543.01	X X	.95	
12541.00	X X	4.80	
13543.00	X X	10.75	
15543.00	X X	15.91	
00541.00	X X	16.47	
00541.00	X X	10.86	4.758 145.92
00543.00	SVC BUILDING FUND	SUPPLIES	4.759
00550.00	MICHAEL SEGUIN	TRAVEL	4.760
00585.00	SELECTED EDUC AIDS	EQUIPMENT	4.761 307.70
00550.00	SERVOMATION	CONFERENCE	15.85
00550.00	X X	172.25	
00556.00	X X	67.38	4.762 255.48
00547.00	B F SHAW PRINTING CO	PUB RELA	2678.00
00544.00	X X X	POSTAGE	665.61 4.763 3.343.61
00543.00	SIEG CO	SUPPLIES	4.764 45.68
00550.00	TY SIMMONS	TRAVEL	4.765 47.95
00550.00	R C SMITH TRANSPORTATION	TRAVEL	4.766 135.00
00543.00	SOUTHERN ILL UNIV	SUPPLIES	4.767 3.70
00542.00	GLENN SPUTER	SUPPLIES	4.768 70.00
00543.00	SOUTHERN ILL UNIV	SUPPLIES	3.30
00543.00	X X X	6.75	4.769 10.05
00550.00	GEORGE STANLEY	TRAVEL	4.770 28.60
16543.00	STERLING BUS MACHINES	SUPPLIES	19.50
00542.00	X X X	2.20	
00541.00	X X X	22.44	
02383.00	X X X	EQUIP	550.00 4.771 594.14
	STERLING CAMERA CENTER	SUPPLIES	4.772 15.39
10538.00	STERLING SCHOOL OF BEAUTY	COSMETOLOGY	4.773 5.741.59
00585.00	SUN ELECTRIC CORP	EQUIPMENT	4.774 812.00
00545.00	SWEDISH COUNCIL OF AMERICA	BOOK	4.775 20.50
00545.00	TEMPLE UNIV PRESS	BOOK	4.776 5.65
00541.00	CHARLES C THOMAS PUBL	SUPPLIES	4.777 22.95
16543.00	TOTAL COMMUNICATION LAB	SUPPLIES	4.778 23.00
12543.00	THE TRIBUNE PRESS	SUPPLIES	4.779 34.14
00547.00	TRI COUNTY PRESS	PUB RELA	4.780 22.00
00550.00	TWIN CITY TRAVEL	TRAVEL	4.781 590.94
00545.00	TWO CONTINENTS PUBL GROUP	BOOKS	4.782 13.60
00545.00	UNIGRAPHICS INC	BOOKS	4.783 9.50
16543.00	UNIV OF ILL	SUPPLIES	19.80
00543.00	X X	18.75	
00543.00	X X	6.35	4.784 44.90
00543.00	UNIV OF IOWA	SUPPLIES	4.785 5.50
00547.00	W I X N	PUB RELA	4.786 59.00
00547.00	W S D R	PUB RELA	4.787 87.50
00547.00	W J V M	PUB RELA	4.788 49.50
00543.00	WALTER READE 16	SUPPLIES	4.789 207.50

00531.00	WARD WARD CASTENDYCK--	SERVICES	4.790	788.58
00550.00	MACK WARREN	TRAVEL	4.791	119.70
00543.00	WAYNE STATE UNIV	SUPPLIES	4.792	8.93
00565.00	WENTSEL WILKINS LOWE--	AUDITS	4.793	213.00
00544.02	WESTGOR MUSIC CENTER	SUPPLIES 66.35		
00585.00	X X X	842.00	4.794	908.35
2550.00	RONALD F WILLIAMS	TRAVEL	4.795	22.70
00543.88	P W WILSON CO	BOOKS	4.796	59.00
5543.00	XEROX UNIV MICROFILMS	SUPPLIES	4.797	5.44
00544.01	X X X	SUPPLIES 6.25		
00521.88	PRUDENTIAL INS CO	28.88	4.798	35.13
00543.88	SVC PETTY CASH	JAN PREMIUM	4.799	4,250.93
00541.00	X X X	SUPPLIES 1.10		
	SVC IMPREST FUND	4.24	4.800	5.34
		MISC EXPENSES	4.801	1,448.09
		TOTAL BILLS		<u>60873.74</u>
		Cks. #4623 - 4632		<u>185,119.87</u>
		TOTAL EDUCATIONAL FUND FOR DECEMBER		\$ 245,993.61

BUILDING FUND

6-000-571	SVC EDUC. FUND	Transf. Gas Credits	3,904	\$ 58.16
0-000-544	FARM & FLEET	Supplies	3,905	158.95
1-000-530	NERSTHEIMER BROS.	Upholstering	3,906	220.00
				\$ 437.11

0.530.00	BLACK & DECKER	SERVICE	3.907	144.89
0.544.00	CARDINAL AUTO PARTS	SUPPLIES	3.908	43.00
0.544.00	CORBELT ENG CO	SUPPLIES	3.909	188.03
0.544.00	DAWSON NORMANS WATER TREATMENT	SUPPLIES	3.910	212.00
0.530.00	DEEM & RICK	SERVICE	3.911	60.00
0.550.00	LYLE DEXTER	TRAVEL	3.912	15.40
0.544.00	DIXON PAINT CO	SUPPLIES	3.913	94.82
0.544.00	ECODYNE	SUPPLIES	3.914	92.58
0.544.00	ELECTRONIC BUS EQUIP	SUPPLIES	3.915	15.03
0.544.00	ENGLEWOOD ELECTRIC SUPPLY	SUPPLIES	3.916	20.08
0.544.00	HOME LUMBER CO	SUPPLIES	3.917	11.69
0.530.00	HONEYWELL	SERVICE	3.918	1,839.50
0.544.00	JOHNSTON LUMBER CO	SUPPLIES	3.919	24.39
0.544.00	KNOLL INTERNATIONAL	SUPPLIES	3.920	46.14
0.544.00	LEE FS INC	SUPPLIES	3.921	218.05
0.544.00	MASSEYS ACE HARDWARE	SUPPLIES	3.922	47.63
	DAVID MAYES	SERVICE	3.923	150.00
0.544.00	MELLOTT'S	SUPPLIES	3.924	19.50
0.544.00	MICKEY'S	SUPPLIES	3.925	82.11
0.544.00	MIDWEST SHOP SUPPLIES	SUPPLIES	3.926	1.20
0.530.00	MONTGOMERY ELEVATOR CO	SERVICE	3.927	329.25
0.544.00	P & W SUPPLY CO	SUPPLIES	3.928	13.68
0.544.00	ROBERT E PETERSON CO	SUPPLIES	3.929	121.80
0.544.00	ROCK RIVER GLASS	SUPPLIES	3.930	17.90
0.530.00	ROCK VALLEY DISPOSAL	SERVICE	3.931	10.00
0.544.00	SAFETY SIGN CO	SUPPLIES	3.932	22.70
0.544.00	SVC EDUC FUND	SUPPLIES	3.933	57.17
0.544.00	SEARS ROEBUCK & CO	SUPPLIES	3.934	208.91
0.544.00	STERLING BUS MACHINES	SUPPLIES	3.935	69.92
0.561.00	STERLING PARK DIST	POOL RENTAL	3.936	36.00
0.544.00	STEWART TRUCK & EQUIP	SUPPLIES	3.937	62.00
0.544.00	TRACTOR SUPPLY CO	SUPPLIES	3.938	46.97
0.544.00	JIM WALTER DOOR SALES	SUPPLIES	3.939	550.00
0.544.00	WOODROWS IMPLEMENT CO	SUPPLIES	3.940	5.41
	SVC IMPREST FUND	MISC EXPENSES	3.941	22.52
0.544.00	SVC PETTY CASH FUND	SUPPLIES	3.942	3.13
0.521.00	PRUDENTIAL INS CO	JANUARY PREMIUM	3.943	870.60

TOTAL BILLS	5,774.00 T
Cks. #3904-3906	437.11
TOTAL BUILDING FUND FOR DECEMBER	\$ 6,211.11

BOND & INTEREST #1

-000-563	AMERICAN NATL. BANK & TRUST	Principal - 225,000.00
-000-564	X X X X	Interest - 47,475.00
-000-569	X X X X	Service Fee= 155.00
		110 \$272,630.00

SITE & CONSTRUCTION FUND

SVC WORKING CASH FUND	Repay Loan	553	\$ 10,000.00
-000-584-02 RATHS, RATHS & JOHNSON	Bldg. Engineers	554	<u>1,358.00</u>
			\$11,358.00

PREST FUND

1-000-530	Div. of Boiler Inspection	Certificate	3,145.	\$ 4.00
2-000-544	Postmaster	Postage meter	3,146	904.00
0-300-543	Don Mullery Ford	Title	3,147	5.00
2-000-544	Postmaster	Bulk Mailing	3,148	100.00
0-000-545	American Crafts Council	Book	3,149	11.85
2-000-544	United Parcel Service	Service	3,150	2.00
8-000-541	Rock River Guidance Assn.	Supplies	3,151	13.00
8-000-541	MASFAA/NASFAA	Dues	3,152	50.00
2-000-544	United Parcel Service	Service	3,153	8.08
0-700-543	ASCP Commission on Continuing Educ.	Supplies	3,154	12.00
8-000-541	Community College Review	Subscr.	3,155	4.00
2-000-544	Postmaster	Postage Due	3,156	25.00
8-000-541	Supt. of Documents	Pamphlets	3,157	23.95
0-300-543	Carter Carburetor Div.	Supplies	3,158	5.00
3-000-547	The Ashton Gazette	Subscr.	3,159	4.50
8-000-541	Alumnae Advisory Center, Inc.	Supplies	3,160	14.40
2-000-544	United Parcel Service	Service	3,161	2.00
0-419-543	C-Line Products Inc.	Supplies	3,162	40.00
0-815-543	The Committee on Diagnostic Testing	Supplies	3,163	4.20
8-000-541	Assistant Public Printer	Supplies	3,164	33.95
0-316-530	Alan G. Hardersen	Workshop	3,165	50.00
1-000-541	Christian Science Monitor	Subscr.	3,166	40.00
0-000-544	Dixon Evening Telegraph	Supplies	3,167	24.00
0-000-544	Farm & Fleet	Supplies	3,168	18.52
0-000-545	Peoria Public Library	Book	3,169	2.50
0-316-543	Child Care Association	Supplies	3,170	8.00
8-000-550	Bonnie Ryan	Supplies	3,171	7.56
8-000-541	Wider Opportunities for Women	Supplies	3,172	5.00
3-000-541	Career Planning	Supplies	3,173	15.00
8-000-541	Supt. of Documents	Supplies	3,174	2.20
8-000-541	Assistant Public Printer	Supplies	3,175	17.90
2-000-544	United Parcel Service	Service	3,176	2.00
0-000-545	ACT Publications	Book	3,177	3.00
8-000-541	Career Information Review	Supplies	3,178	8.00

1,470.61

EDUCATIONAL FUND - 1448.09

BUILDING FUND - 22.52

alance in fund - 1553.39  
bursements - 1470.61  
tal in fund - 3024.00

**DAUK VALLEY COLLEGE**

APPROVED BY

William E. Leed  
PRESIDENT *ffm ch.*

Arman Gauzoff  
SECRETARY  
DATE

TREASURER'S REPORT

November 30, 1975

BUILDING FUND

Balance on Hand October 31, 1975 \$ 78,974.85

Receipts:

Taxes	56,301.81
Misc. Revenue	278.34
Expenditure Credits	<u>878.21</u>
	<u>57,958.36</u>

Total Available \$ 136,933.21

Disbursements:

Expenses for November	<u>3,662.23</u>
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Balance on Hand November 30, 1975 \$ 133,270.98

EDUCATIONAL FUND

Balance on Hand October 31, 1975 \$ 238,879.57

Receipts:

Taxes	227,208.07
Charge-Back Revenue	122.70
State Apport. Summer	102.00
ICCB Non-Business	16.95
Federal Work Study	16,606.09
Transcript Fees	63.00
Other Revenue	61.65
Expenditure Credits	<u>6,162.44</u>
	<u>250,342.90</u>

Total Available \$ 489,222.47

Disbursements:

Expenses for November	<u>253,011.43</u>
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Balance on Hand November 30, 1975 \$ 236,211.04

E AND CONSTRUCTION FUND - Dixon National Bank

Balance on Hand October 31, 1975	\$ 8,135.65
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Receipts:

Rental Income	5,531.67	<u>5,531.67</u>
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All Available	\$ 13,667.32
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Bursements:

Expenses for November	<u>179.96</u>
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Balance on Hand November 30, 1975	\$ <u>13,487.36</u>
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E AND CONSTRUCTION FUND - Harris Trust

Balance on Hand October 31, 1975	\$ 6,811.09
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Receipts:

-0-
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Bursements:

-0-
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Balance on Hand November 30, 1975	\$ <u>6,811.09</u>
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END INTEREST FUND #1

Balance on Hand October 31, 1975	\$ 26,677.58
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Receipts:

Investments	225,000.00
Taxes	110,220.30
Int. on Investments	<u>5,550.52</u>
	<u>340,770.82</u>

All Available	\$ 367,448.40
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Bursements:

Investments	<u>239.58</u>
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Balance on Hand November 30, 1975	\$ <u>367,208.82</u>
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END INTEREST FUND #2

Balance on Hand October 31, 1975	\$ 2,775.57
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Receipts:

Taxes	39,358.10
Int. on Investments	<u>119.79</u>
	<u>39,477.89</u>

All Available	\$ 42,253.46
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Bursements:

Investments	<u>119.79</u>
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Balance on Hand November 30, 1975	\$ <u>42,133.67</u>
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WORKING CASH FUND

Balance on Hand October 31, 1975 \$ 26,201.77

Receipts:

Int. on Investments	486.95	
Loan from S & C-Repayment	<u>10,000.00</u>	<u>10,486.95</u>

Total Available \$ 36,688.72

Disbursements:

Investments	<u>486.95</u>
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Balance on Hand November 30, 1975 \$ 36,201.77

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FUNDS INVESTED

Certificate of Deposit	B & I #2	12-21-75	\$ 25,119.79
Certificate of Deposit	Building	12-18-75	60,300.73
Certificate of Deposit	S & C	12-18-75	75,375.91
Certificate of Deposit	B & I #1	12-20-76	30,000.00
Certificate of Deposit	S & C	1-2-76	317,196.96
Money-Open Deposit	S & C	5-28-76	150,000.00
S. Treas. Bills	B & I #2	12-16-75	48,800.00
Certificate of Deposit	Working Cash	12-20-75	102,111.95
Certificate of Deposit	Working Cash	11-20-75	200,000.00
Certificate of Deposit	Working Cash	1-19-76	200,000.00
Certificate of Deposit	B & I #1	12-21-75	<u>50,239.58</u>
			\$1,259,144.92

SAUK VALLEY COLLEGE

STUDENT LOAN FUND

Period Ending 11-30-75

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

ASSETS:

Cash in Bank . . . . .	\$ 571.73
Notes Receivable . . . . .	<u>2,858.75</u>
	<u>\$ 3,430.48</u>

LIABILITIES AND NET WORTH:

Fund Equity . . . . .	\$ 3,331.65
Net Profit . . . . .	<u>98.83</u>
	<u>\$ 3,430.48</u>

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

INCOME:

Interest Income . . . . .	\$ 48.83
Bad Debts Repaid . . . . .	50.00

EXPENSES: . . . . . NONE

NET PROFIT. . . . . . \$ 98.83

SAUK VALLEY COLLEGE

E.O.G. - WORK STUDY FUNDS

Period Ending 11-30-75

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

Cash (E.O.G. and Work Study) . . . . .	\$ 74,874.97
Work Study Awards Available from Fed. Gov. 1975-76 . . . . .	85,209.00
Work Study Awards Capital 1975-76 . . . . .	127,709.00
Work Study Awards Paid 1975-76 . . . . .	33,417.56
E.O.G. Funds Receivable from Fed. Gov. 1975-76 . . . . .	31,815.00
Initial Year E.O.G. Awards Capital 1975-76 . . . . .	27,970.00
Initial Year E.O.G. Awards Paid 1975-76 . . . . .	10,682.55
Renewal Year E.O.G. Awards Capital 1975-76 . . . . .	35,645.00
Renewal Year E.O.G. Awards Paid 1975-76 . . . . .	11,684.89
Basic E.O.G. Program Awards Receivable from Fed. Gov. 1975-76	-0-
Basic E.O.G. Program Awards Capital 1975-76 . . . . .	81,840.00
Basic E.O.G. Program Awards Paid 1975-76 . . . . .	69,931.30
Inactive Federal Grants . . . . .	44,451.27
	<u>\$ 317,615.27</u>
	<u>\$ 317,615.27</u>

SAUK VALLEY COLLEGE BOOKSTORE

Period Ending 11-30-75

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

ASSETS:

Cash in Bank . . . . .	\$ 18,360.74
Petty Cash . . . . .	300.00
Investments . . . . .	15,000.00
Inventory 6-30-75 . . . . .	39,014.03
	<u>\$ 72,674.77</u>

LIABILITIES AND NET WORTH:

Fund Equity . . . . .	\$ 73,282.10
Net Loss . . . . .	<u>-607.41</u>
	<u>\$ 72,674.77</u>

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

INCOME:

Textbook Sales . . . . .	\$ 77,548.04
Supplies Sales . . . . .	9,282.29
Misc. Sales . . . . .	5,372.06
Paperback Sales . . . . .	920.08
Used Book Sales . . . . .	3,587.53
Sales Tax Collected . . . . .	4,470.15
Over & Under . . . . .	<u>4.91</u>
	<u>\$ 101,155.06</u>

EXPENSES:

Textbook Purchases . . . . .	\$ 71,886.47
Supplies Purchases . . . . .	9,494.34
Misc. Purchases . . . . .	4,155.83
Paperback Purchases . . . . .	283.98
Used Book Purchases . . . . .	2,936.46
Sales Tax Paid . . . . .	4,215.62
Salaries & Wages . . . . .	4,384.00
Transportation Charges . . . . .	1,782.59
Supplies Expense . . . . .	486.09
Equipment . . . . .	939.19
Travel . . . . .	305.42
Telephone . . . . .	69.89
Dues . . . . .	10.00
Other Expenses . . . . .	242.59
	<u>\$ 101,793.47</u>

NET LOSS ON A CASH BASIS without regard to inventory  
or Accounts Payable . . . . . (-607.41)

RESTRICTED PURPOSES FUND

STATEMENT OF INCOME & EXPENSE

November 30, 1975

<u>ACTIVITIES</u>	<u>AMOUNT</u>
Comprehensive Fee Income	\$ 6,136.41
Athletic Income	58.00
Drama Income	1,802.90
Student Activity Income	3,242.35
Student Newspaper Income	
Film Income	
Cash Over & Under	(99.50)
Other Income--Student Activity Fund Only	<u>206.50</u>
 TOTAL INCOME	 \$11,346.66

	<u>BUDGET</u>	<u>EXPENSE</u>
Athletic Expense	\$16,300.00	\$ 4,771.65
Intramurals - Coed	2,000.00	69.70
Cheerleaders & Pom Pom Expense	600.00	26.24
Speech Activities/Reader's Theatre	3,800.00	1,614.46
Drama Expense	1,925.00	1,754.80
Music Expense	2,800.00	296.29
Student Activity Expense	15,000.00	12,332.55
Student Newspaper Expense	2,700.00	497.13
Student Magazine Expense	3,000.00	13.42
Associated Student Board	2,125.00	922.30
Musical	2,300.00	1,235.76
Women's Intercollegiate Act.	6,000.00	1,512.06
SVC Volunteers		
Contingencies/Non-Budgeted	<u>4,000.00</u>	<u></u>
	 \$62,550.00	 \$25,046.36
 TOTAL EXPENSE		 <u>25,046.36</u>

Excess of Expenditures  
over Revenue, as of  
November 30, 1975 (\$13,699.70)

RESTRICTED PURPOSES FUND

STATEMENT OF ASSETS AND LIABILITIES

November 30, 1975

<u>ASSETS</u>	<u>REVOLVING AGENCY FUND LIABILITIES</u>	<u>TOTAL</u>
Cash In Bank	\$215,222.87	Student Tuition \$353,975.00
Petty Cash	580.00	Out of District Fees 1,376.93
Accts. Rec.	205,327.00	Due Educational Fund 26.16 Due Building Fund 244.81 Due Student Loan Fund 15.25 Due Bookstore (13,781.00) Tuition Refunds
		\$341,857.15
	<u>RESTRICTED AGENCY FUND LIABILITIES</u>	
	Child Care Operations \$ 1,245.82	
	Parking 9,432.48	
	Recreation Room Fund 1,827.56	
	Student Locker Fund 61.40	
	Land Lab. 2,594.19	
	Community Services 7,082.97	
	Child Care Center 1,520.95	
	EMTA Grant (2,720.34)	
	Photography Supplies 41.41	
	LPN Supplies 877.73	
	The Fantastics 346.68	
	Title II Library 3,918.00	
	HEW Nurses Grants 2,055.00	
	Law Enforcement Grants 7,237.00	
	Nursing Capitation 86.55	
	1974-75 Disadvantaged Gr. 9,009.43	
	1975-76 Disadvantaged Gr. 20,680.00	
	1974-75 ICCB Pub. Services 2,664.11	
	CETA Public Services (1,980.55)	
	Miscellaneous 1,187.41	
		67,167.80
	<u>FUND EQUITY</u>	
	July 1, 1975 \$25,804.62	
	Excess of Expenditures over Revenue, as of November 30, 1975 (13,699.70)	
		12,104.92
<u>TOTAL ASSETS</u>	<u>\$421,129.87</u>	<u>TOTAL LIABILITIES &amp; FUND EQUITY</u>
		\$421,129.87

STUDENT ACTIVITY

November 30, 1975

Balance On Hand, October 31, 1975	\$206,765.33
November Receipts	<u>26,232.25</u>
	232,997.58
Disbursements for November 1975	<u>19,542.14</u>
	213,455.44
J.V. #35, stop payment chk. #11319	1,650.00
J.V. #37, SVC Bookstore	<u>117.43</u>
Balance, November 30, 1975	<u>\$215,222.87</u>

CHECK NO.	PAID TO	DESCRIPTION	AMOUNT
11375	Faith Dennis-#360 Miscellaneous, Check for change	\$ 14.00	
11376	WJVM-#260 Student Activity Exp., Ad for "Barefoot Jerry" concert	49.50	
11377	The Print Shop-#260 Student Activity Exp., Flyers for "Fiesta Folklorico"	35.85	
11378	Basketball Clinic-#251 Athletic Exp/Palumbo, Renewal of subscription	25.95	
11379	Rebecca Tornow-#257 Speech Activities, Speech Tournament, Hope College, Holland, MI, 10/24-10/25/75	84.30	
11380	Jerry Mathis-#257 Speech Activities, Speech Tournament, HopeCollege Holland, MI, 10/24-10/25/75	249.46	
11381	Butterbaugh Bus Service-#253 Athletic Exp/Hartje, Golf transportation, Aurora & Robinson, IL	263.50	
11382	Chadwick Lumber Co.-#265 Musical, Lumber for Musical	80.00	
11383	Sauk Valley College-#259 Music Exp., Registration for IMEA District VII Choral Festival	40.00	
11384	Carol Carr-#360 Miscellaneous, Lab Fees	9.00	
11385	Robert McCoy-#360 Miscellaneous, Accompanist for 1975 IMEA District VII Choral Festival	50.00	
11386	Don V. Moses-#360 Miscellaneous, Conductor for 1975 IMEA	50.00	
11387	Robert Collins-#334 Land Lab. Rent due from Agricultural Dept.	172.25	
11388	Charles Schuler-#334 Land Lab., Rent due from Agricultural Dept.	585.00	
11389	Nusbaum Transfer & Storage Inc.-#260 Student Activity Exp., Moving piano for "Barefoot Jerry" Concert	50.00	
11390	Byron Weidman-#260 Student Activity, Cleanup after concert	36.00	
11391	Steven Whiting-#260 Student Activity Exp., Cleanup after concert	15.75	
11392	Marc Eatman-#260 Student Activity Exp., Cleanup after concert	15.75	
11393	Steven Hannah-#260 Student Activity Exp., Cleanup after concert	15.75	
11394	Mark Granzow-#260 Student Activity Exp., Cleanup after concert	15.75	
11395	William Williams-#260 Student Activity Exp., Cleanup after concert	15.75	
11396	Loran Eatman-#260 Student Activity., Cleanup after concert	15.75	
11397	Deb Held-#266 Women's Intercoll. Activities, Officiating Volleyball	45.00	
11398	Evie Duitsman-#266 Women's Intercoll. Activities, Officiating Volleyball	45.00	

CHECK NO.	PAID TO	DESCRIPTION	AMOUNT
11399	Crete Wade-#266 Women's Intercoll. Activities, Officiating	Volleyball	35.00
11400	Sandra Mahar-#266 Women's Intercoll. Activities, Officiating	Volleyball	35.00
11401	LaVonne Morgan-#266 Women's Intercoll. Activities, Officiating	Volleyball	35.00
11402	Patricia J. Brandon-#103 Accts. Receivable, ISSC Grant, Fall 1975		90.00
11403	Thomas Simmons-#320 Tuition Refund, Dropped 1 sem. hr. Fall		9.00
11404	Elizabeth Hofmann-#320 Tuition Refund, Dropped 2 sem. hrs. Fall		30.00
11405	Arlene McBride-#320 Tuition Refund, Class cancelled, Fall		15.00
11406	VOID		
11407	Ruth McKee-#320 Tuition Refund \$15.00, #360 Miscellaneous \$3.00		18.00
	Class cancelled, refund of lab fee, Fall		
11408	Frances Crawford-#335 Community Services, Class cancelled, Fall		1.00
11409	Don V. Moses-#360 Miscellaneous, IMEA Choral Festival		50.00
11410	Max Guinnup-#259 Music Expense, Advance for students' meals		114.00
11411	Clyde Baldscun-#260 Student Activities, "Fiesta Folklorico"		3,000.00
11412	Ginger Smith-#260 Student Activity, Supplies for concert		3.02
11413	Benito Villarreal-#260 Student Activity, Money refunded for tickets		8.00
11414	Charles Kested-#335 Community Services, Dropped C/S course, Fall		15.00
11415	Anthony Kallas-#335 Community Services, Dropped C/S course, Fall		15.00
11416	Highland College-#347 Law Enforcement Grants, Tuition and fees for		
	students for Fall 1975		533.00
11417	Byron Weidman-#260 Student Activity, additional for concert cleanup		4.00
11418	Myrna Boothe-#103 Accts. Receivable, ISSC Grant, Fall		135.00
11419	SVC Bookstore-#360 Miscellaneous, Erroneous deposit to Restricted		
	Purposes Fund, should have been Bookstore deposit		117.43
11420	Jessie Warner-#103 Accts. Receivable, Refund for Senior Citizen		14.00
11421	Barbara S. Blackburn-#103 Accts. Receivable, ISSC Grant, Fall		135.00
11422	VOID		
11423	Deborah Dawson-#103 Accts. Receivable, ISSC Grant, Fall		210.00
11424	Kathleen A. Munson-#103 Accts. Receivable, ISSC Grant, Fall		240.00
11425	Susan G. Juarez-#103 Accts. Receivable, ISSC Grant, Fall		267.00
11426	Steven C. Renner-#103 Accts. Receivable, ISSC Grant, Fall		240.00
11427	Wendy Cesarek-#320 Tuition Refund, Class cancelled, Fall		15.00
11428	George Miller-#320 Tuition Refund, Class cancelled, Fall		15.00
11429	Tom Groh-#320 Tuition Refund, Class cancelled, Fall		15.00
11430	Mildred Larkin-#320 Tuition Refund, Class cancelled, Fall		15.00
11431	Gloria Groh-#320 Tuition Refund, Class cancelled, Fall		15.00
11432	Tom S. Appenzeller-#103 Accts. Receivable, Foundation Grant, Fall		150.00
11433	Sauk Valley College-#360 Miscellaneous, Programs for IMEA Festival		14.50
11434	Shirley M. Albus-#320 Tuition Refund, Dropped 3 sem. hrs. Fall		96.00
11435	Cathy L. Scharpf-#320 Tuition Refund, Dropped 2 sem. hrs. Fall		12.00
11436	Ramada Inn-#260 Student Activity, Lodging for Walter Browne, Chess		
	lecturer and exhibition		18.90
11437	SVC Payroll Fund-#330 Child Care \$572.56, #354 CETA Public Services		
	\$507.17, Payroll for 11/15/75		1,079.73
11438	SVC Student Loan Fund-#118 Due Student Loan, Loans paid in October		375.46
11439	SVC Educational Fund-#264 A.S.B. \$39.30, Storeroom charges,--#263		
	Student Magazine \$8.58, #264 A.S.B. \$1.67, #265 Musical \$4.28,		
	Xerox charges, #302 Out-of-District Fees \$122.70, Trial Balance,		
	October 31, 1975		176.53

CHECK NO.	PAID TO	DESCRIPTION	AMOUNT
11440	SVC Educational Fund	#315 Due Educational Fund, Trial Balance, October 31, 1975	\$1,994.76
11441	SVC Building Fund	#31y Due Building Fund, Trial Balance, as of October 31, 1975	296.44
11442	SVC Bookstore	#319 Due Bookstore, Trial Balance, October 31, 1975	40.56
11443	Robert J. Brady Co.	---#360 Miscellaneous, Student manuals for EMTA	217.12
11444	Kradle's	#265 Musical, Lumber for musical	130.86
11445	Evie Duitsman	-#266 Women's Intercoll. Activities, Officiating Northwestern sectionals Volleyball tournament, 11/7/75	27.00
11446	Crete Wade	-#266 Women's Intercoll. Activities, Officiating Northwestern Sectionals Volleyball tournament, 11/7/75	21.00
11447	Deb Held	-#266 Women's Intercoll. Activities, Officiating Northwestern Sectionals Volleyball tournament, 11/7/75	27.00
11448	Frank Palumbo	-#102 Petty Cash, for Basketball and tennis, 1975-76	75.00
11449	SVC Educational Fund	#260 Student Activities Exp. \$35.87, #353	
11450	ICCB Public Services	\$17.31, Workroom charges for October	53.18
11451	SVC Bookstore	-#257 Speech Activities \$1.00, #258 Drama Exp. \$1.34, #260 Student Activity \$3.10, #263 Student Magazine \$4.84, #264 A.S.B. \$10.50, #265 Musical \$2.20, Bookstore charges for October	22.98
11452	Visual Educational Consultants, Inc.	-#353 ICCB Public Services, Book for GSP 050	15.45
11453	John F. Gordon	-#103 Accts. Receivable, Military Grant, Fall	180.00
11454	Gary Schreiner	-#251 Athletic Exp/Palumbo, Officiating for basketball game, 11/15/75	25.00
11455	Herb McDonell	-#251 Athletic Exp/Palumbo, Officiating for basketball game, 11/15/75	25.00
11456	Graphics Unlimited	-#331 Parking, Posters	65.00
11457	J. C. Penney Co., Inc.	-#260 Student Activity Exp., Sheets for showing of films	14.37
11458	WIXN	-#260 Student Activity Exp., Ad for "Barefoot Jerry" Concert	59.00
11459	VOID		
11460	Walnut Community High School	-#360 Miscellaneous, Refund of lab fee payments by students and tuition overpayment	14.00
11461	Westgor Music Center	-#260 Student Activity Exp., Rental for Fiesta Folklorico program, 11/5/75	10.00
11462	Chuck Walrath	-#102 Petty Cash, Petty cash for wrestling season	50.00
11463	Max A. Guinnup	-#259 Music Exp., Coordinator-Directors of IMEA Choral Festival, Evanston, IL. Northwestern Univ., 11/6-11/8/75	104.72
11464	J. S. Latta and Son	-#360 Miscellaneous, Supplies for Village Inn Course/Barber	59.47
11465	John L. Larson	-#320 Tuition Refund, Dropped 3 sem. hrs. Fall	18.00
11466	Sharon Reisenbigler	-#360 Miscellaneous, Check for change	1.00
11467	Alice J. Patzer	-#103 Accts. Receivable, ISSC Grant, Fall	144.00
11468	Janice Rogers	-#103 Accts. Receivable, ISSC Grant, Fall	90.00
11469	Peggy L. Gabany	-#103 Accts. Receivable, ISSC Grant, Fall	285.00
11470	Joan M. Jones	-#103 Accts. Receivable, ISSC Grant, Fall	90.00
11471	Claryce Holmberg	-#266 Women's Intercoll. Activities, Meal after volleyball game, Kewanee, 11/13/75	8.61
11472	Stewart Beverage Corp.	-#256 Cheerleading Exp. Pop for cheerleaders of opposition at half-time	21.00
11473	Grand Stage Lighting Co.	-#260 Student Activity \$63.45, #265 Musical \$125.30, Supplies for Musical, and lamps for Student Activity	188.75
	Advance Theatrical Co.	-#265 Musical, Makeup, belts and plumes	74.49

CHECK NO.	PAID TO	DESCRIPTION	AMOUNT
11474	Mark Granzow-#260 Student Activity, Lighting for Fiesta Folklorico	\$ 7.05	
11475	Jack Butterfield-#260 Student Activities, Lighting for Fiesta Folklorico	7.05	
11476	Jon Harrison-#264 A.S.B., Balance of contract for "Genesis Rock" engagement, 11/21/75, at Emerald Hill, Tenth Anniversary	210.00	
11477	Frank Palumbo-#251 Athletic Exp/Palumbo, Scorer and timer for Alumni game, 11/15/75	10.00	
11478	Esther Schnell-#320 Tuition Refund, Class cancelled, Fall	1.00	
11479	Beverly Capp-#320 Tuition Refund, Class cancelled, Fall	15.00	
11480	Carol Leslie-#320 Tuition Refund, Class cancelled, Fall	15.00	
11481	Deborah Nelson-#320 Tuition Refund, Class cancelled, Fall	15.00	
11482	United Feature Syndicate-#262 Student Newspaper, Peanuts column charges for period 10/26/75 to 12/1/75	28.75	
11483	Frank Palumbo-#251 Athletic Exp/Palumbo, Basketball scouting \$40.20, Meals, Kankakee, 11/28-11/29/75 \$187.00	227.20	
11484	Howard Johnson Motel-#251 Athletic Exp/Palumbo, Lodging for basketball team, Kankakee, 11/28-11/29/75	218.00	
11485	Norm Kruger-#251 Athletic Exp/Palumbo, Officiating for basketball game with Clinton, 11/25/75	30.00	
11486	Don Morgan-#251 Athletic Exp/Palumbo, Officiating for basketball game with Clinton, 11/25/75	25.00	
11487	Films, Inc.-#260 Student Activity Exp., Films "Blowup" & "2001"	487.00	
11488	Sterling Camera Center-#262 Student Newspaper, Supplies for Sauk Talk	70.96	
11489	Frank Palumbo-#251 Athletic Exp/Palumbo, Basketball scouting, Kishwaukee, 11/20/75	14.40	
11490	Tri-County Press-#262 Student Newspaper, Sauk Talk papers	187.50	
11491	Frank Palumbo-#251 Athletic Exp/Palumbo, Meals for basketball team, Canton, 11/22/75	45.00	
11492	Jerry Mathis-#257 Speech Activities, Bradley Univ. Speech Tournament, 11/20-11/21/75 \$325.89, Hope College Tournament, Conference Fees \$112.00	437.89	
11493	Karolyn S. Sheridan-#346 HEW Nurses Grants, Total award due	250.00	
11494	Ray Landis-#260 Student Activity Exp., Services rendered for Fiesta Folklorico program	40.00	
11495	Samuel French, Inc.-#258 Drama Exp., Two plays "Little Women"	3.75	
11496	Baker's Plays-#258 Drama Exp., One play, "Little Women"	1.70	
11497	James B. Thomas-#103 Accts. Receivable, Military Grant, Fall	30.00	
11498	Bun Austin Chevrolet Co.-#257 Speech Activities, Rental of station wagon for Bradley U. Tournament	48.00	
11499	SVC Payroll Fund-#330 Child Care \$480.56, #353A ICCB Public Services \$100.00, #354 CETA Public Services \$507.17, Payroll for 11/30/75	1,087.73	
11500	Ramada Inn-#259 Music Exp., Luncheon for small ensemble before performance, 11/11/75	37.57	
11501	Van Anderson-#264 A.S.B., Decorations for Tenth Anniversary Dance at Emerald Hill, 11/21/75	19.49	
11502	Jerry Mathis-#257 Speech Activities, Lodging for Speech Tournament at Bradley Univ., Peoria, IL., 11/20-11/21/75	134.13	
11503	Linda Bennett-#346 HEW Nurses Grants, Total award due	500.00	
11504	SVC Site & Construction Fund-#360 Miscellaneous, Comm. Unit #5	1,158.33	

<u>CHECK NO.</u>	<u>PAID TO</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11505	Frank Palumbo-#251	Athletic Exp/Palumbo, Scorer & Timer for basket- ball game, Clinton, 11/25/75	\$ 10.00
11506	Bruce E. Garrison-#103	Accts. Receivable, ISSC Grant, Fall	180.00
11507	James D. Hart-#103	Accts. Receivable, ISSC Grant, Fall	195.00

SAUK VALLEY COLLEGE

APPROVED BY

William E. Bergman  
PRESIDENT  
Arman Saalrapp  
SECRETARY  
DATE

EDUCATIONAL FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF BUSINESS SALARIES	34,330.66	34,330.66	24,521.90	9,803.76	115,235.00	80,904.34	30,904.34
DIV OF BUS CONTR SERV	2,774.64	2,774.64	2,774.64	.00	2,415.00	359.64 28	359.64 28
DIV OF BUS SUPPLIES	2,394.37	2,394.37	1,983.40	410.97	6,300.00	3,905.63	3,905.63
DIV OF BUS CONF & MEETINGS	1,271.15	1,271.15	509.71	761.44	1,680.00	408.85	408.85
FOOD SERVICES CONTR SERV		.00		.00	210.00	210.00	210.00
FOOD SERVICES SUPPLIES	473.79	473.79	435.72	38.07	945.00	471.21	471.21
FOOD SERVICES CONF & MEETINGS	30.30	30.30	30.30	.00	210.00	179.70	179.70
DIV OF AGRIC SALARIES	4,958.31	4,958.31	3,541.65	1,416.66	17,000.00	12,041.69	12,041.69
DIV OF AGRIC CONTR SERV		.00		.00	210.00	210.00	210.00
DIV OF AGRIC SUPPLIES	418.47	418.47	369.63	48.79	2,365.00	1,946.53	1,946.53
DIV OF AGRIC CONF & MEETINGS	97.20	97.20	76.80	20.40	735.00	637.80	637.80
DIV OF INDUS EDUC SALARIES	27,363.28	27,363.28	14,545.20	7,613.08	80,225.00	52,661.72	52,661.72
DIV OF INDUS EDUC CONTR SERV	2,079.18	2,079.18	2,079.18	.00	630.00	1,449.18 28	1,449.18 28
DIV OF INDUS EDUC SUPPLIES	6,215.50	6,215.50	4,454.33	1,761.12	11,605.00	5,389.50	5,389.50
DIV OF INDUS EDUC CONF & MEETINGS	138.33	138.33	86.43	51.85	525.00	386.67	386.67
COSMETOLOGY	18,726.65	18,726.65	12,935.06	5,741.59	26,510.00	7,783.35	7,783.35
HUMAN SERVICES SALARIES	3,915.66	3,915.66	2,796.90	1,118.76	13,425.00	4,509.34	9,509.34
HUMAN SERV CONTR SERV	50.00	50.00		50.00	105.00	55.00	55.00
HUMAN SERV SUPPLIES	269.73	269.73	172.42	97.31	1,050.00	780.27	780.27
HUMAN SERV CONF & MEETINGS	318.17	318.17	302.57	15.60	525.00	206.83	206.83
DIV OF SOC SCI SALARIES	33,310.83	33,310.83	23,793.45	9,517.38	104,425.00	76,114.17	76,114.17
DIV OF SOC SCI OFC SALARIES	2,241.00	2,241.00	1,791.00	450.00	6,307.00	4,066.00	4,066.00
DIV OF SOC SCI CONTR SERV		.00		.00	120.00	120.00	120.00
DIV OF SOC SCI SUPPLIES	943.56	943.56	706.78	236.78	2,732.00	1,783.44	1,783.44
DIV OF SOC SCI CONF & MEETINGS	179.52	179.52	175.92	3.60	963.00	783.48	783.48
LAW ENF ADMIN SALARIES	350.00	350.00	350.00	.00	1,400.00	1,050.00	1,050.00
LAW ENF & FIRE SCI SALARIES	9,065.98	9,065.98	6,475.70	2,540.28	26,900.00	17,834.02	17,834.02
LAW ENF & FIRE SCI CONTR SERV	35.00	35.00	35.00	.00	265.00	230.00	230.00
LAW ENF & FIRE SCI SUPPLIES	2,682.03	2,682.03	1,950.63	731.45	4,075.00	1,392.92	1,392.92
LAW ENF & FIRE SCI CONF & MEETINGS	229.45	229.45	25.00	204.45	735.00	505.55	505.55
LIBRARY TECH SUPPLIES	182.92	182.92		182.92	400.00	217.08	217.08
DIV OF HUMANITIES SALARIES	7,337.51	7,337.51	5,240.965	20,963.86	222,363.00	144,589.49	144,589.49
DIV OF HUMANITIES SEC SALARIES	2,847.04	2,847.04	2,263.28	583.76	7,005.00	4,157.96	4,157.96
DIV OF HUMAN SUPPLIES	826.03	826.03	522.63	303.40	2,500.00	1,673.97	1,673.97
DIV OF HUMAN CONF & MEETINGS	363.45	363.45	202.45	161.00	962.00	593.55	593.55
ART DEPT CONTR SERV		.00		.00	300.00	300.00	300.00
ART DEPT SUPPLIES	245.76 28	245.76 28	273.87 28	28.11	1,600.00	1,845.76	1,845.76

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
ART DEPT CONF & MEETINGS	11.10	11.10		11.10	121.00	109.90	109.90
MUSIC DEPT CONTR SERV	90.00	90.00		90.00	700.00	610.00	610.00
MUSIC DEPT SUPPLIES	1,383.69	1,383.69	1,173.23	210.46	1,582.00	198.31	198.31
MUSIC DEPT CONF & MEETINGS	240.49	240.49	240.49	.00	242.00	1.51	1.51
DIV OF MATH SCI SALARIES	44,160.76	44,160.76	31,543.40	12,617.36	130,050.00	85,889.24	65,089.24
DIV OF MATH SCI CONTR SERV		.00		.00	700.00	700.00	700.00
DIV OF MATH SCI SUPPLIES	6,073.11	6,073.11	5,688.42	184.69	8,395.00	2,321.89	2,321.89
DIV OF MATH SCI CONF & MEETINGS		.00		.00	962.00	962.00	962.00
DIV OF HEALTH SCI SALARIES	66,276.72	66,276.72	50,164.08	16,112.64	174,680.00	108,403.28	106,403.28
DIV OF HEALTH SCI OFC SALARIES	2,796.75	2,796.75	2,288.25	508.50	6,102.00	3,305.25	3,305.25
DIV OF HEALTH SCI CONTR SERV	72.49	72.49	72.49	.00	920.00	847.51	847.51
DIV OF HEALTH SCI SUPPLIES	2631.27	2,631.27	2,368.41	262.86	6,690.00	4,058.73	4,058.73
DIV OF HEALTH SCI CONF & MEETINGS	775.03	775.03	538.38	236.65	3,075.00	2,299.97	2,299.97
DIV OF PHYS EDUC SALARIES	14,809.41	14,809.41	10,578.15	4,231.26	50,775.00	35,965.59	35,965.59
DIV OF PHYS EDUC SUPPLIES	1,027.09	1,027.09	955.10	71.99	2,455.00	1,427.91	1,427.91
DIV OF PHYS EDUC CONF & MEETINGS	50.10	50.10	50.10	.00	352.00	301.90	301.90
INSTR ADMIN SALARIES	22,229.24	22,229.24	18,187.56	4,041.63	48,500.00	26,270.76	26,270.76
PART TIME OVERLOAD SALARIES	26,635.72	26,635.72	25,659.30	976.42	100,000.00	73,364.28	73,364.28
SUMMER SESSION SALARIES	99,756.50	99,756.50	99,756.50	.00	100,000.00	243.50	243.50
INSTR SECR SALARIES	13,021.80	13,021.80	10,654.20	2,367.60	28,411.00	15,389.20	15,389.20
WORKROOM CONTR SERV	149.05	149.05	149.05	.00	1,100.00	950.95	950.95
UNALLOCATED INSTR CONTR SERV	182.70	182.70	182.70	.00	1,925.00	1,742.30	1,742.30
FACULTY IN SERVICE TRAINING	817.00	817.00	817.00	.00	5,000.00	4,183.00	4,183.00
WORKROOM SUPPLIES	687.03	687.03	407.68	279.35	1,000.00	312.97	312.97
FACULTY OFFICE SUPPLIES	224.46	224.46	139.05	85.41	800.00	575.54	575.54
INSTITUTIONAL COMMITTEES SUPPLIES	67.81	67.81	61.68	6.13	250.00	182.19	182.19
TUITION REIMBURSEMENT	1,517.00	1,517.00	1,517.00	.00	5,000.00	3,483.00	3,483.00
ARTS & SCI FED WORK STUDY	5,557.00	5,557.00	4,148.00	1,409.00	15,910.00	10,353.00	10,353.00
ARTS & SCI STATE WORK STUDY	443.50	443.50	317.50	126.00		443.50 CR	443.50 CR
STUDENT TUTORS	1,077.00	1,077.00	744.00	333.00	2,500.00	1,423.00	1,423.00
ARTS & SCI CONTR SERV		.00		.00	50.00	50.00	50.00
ARTS & SCI OFC SUPPLIES	350.67	350.67	301.69	48.98	1,300.00	949.33	949.33
ARTS & SCI CONF & MEETINGS	165.63	165.63	91.20	74.48	800.00	634.32	634.32
CAREER EDUC FED WORK STUDY	3,147.00	3,147.00	2,370.00	777.00	9,576.00	6,429.00	6,429.00
CAREER EDUC STATE WORK STUDY	682.00	682.00	582.00	100.00		682.00 CR	682.00 CR
CAREER EDUC STUDENT EMPLOYEES	1,557.49	1,557.49	1,227.99	329.50	5,000.00	3,442.51	3,442.51
CAREER EDUC OFC SUPPLIES	614.26	614.26	481.22	133.04	1,315.00	700.74	700.74
CAREER EDUC CONF & MEETINGS	209.13	209.13	168.48	40.70	1,575.00	1,365.82	1,365.82

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
COMMUNITY EDUC ADMIN SALARIES	9,093.37	9,093.37	7,440.03	1,653.34	14,840.00	10,746.63	10,746.63
COMMUNITY EDUC INSTR SALARIES	10,027.96	10,022.96	7,697.96	2,325.00	55,000.00	44,977.04	44,977.04
COMMUNITY ED COORDINATORS	1,525.00	1,525.00		1,525.00	3,500.00	1,975.00	1,975.00
COMM EDUC SECR SALARIES	3,960.00	3,960.00	3,240.00	720.00	8,640.00	4,680.00	4,680.00
COMM EDUC CONTR SERV	39.50	39.50	39.50	.00	1,000.00	960.50	960.50
COMM EDUC SUPPLIES	738.15	738.15	562.53	175.62	2,500.00	1,761.85	1,761.85
COMM EDUC CONF & MEETINGS	669.27	669.27	342.15	327.12	1,500.00	830.73	830.73
DEV PROGRAM CONTR SERV	40.90	40.90	40.90	.00	120.00	79.10	79.10
DEV PROGRAM SUPPLIES	1,480.83	1,480.83	1,299.54	181.29	6,515.00	5,034.17	5,034.17
DEV PROGRAM CONF & MEETINGS	322.40	322.40	238.40	84.00	363.00	40.60	40.60
LEARNING RES PROF SALARIES	21,699.35	21,699.35	17,304.77	4,394.58	52,735.00	31,035.65	31,035.65
LEARNING RES SECR SALARIES	8,878.79	8,878.79	7,195.81	1,682.98	20,196.00	11,317.21	11,317.21
LEARNING RES FED WORK STUDY	3,966.00	3,966.00	3,110.50	855.50	8,650.00	4,684.00	4,684.00
			7.00	7.00 CR			
LEARNING RES STATE WORK STUDY	251.00	251.00	150.00	101.00		251.00 CR	251.00 CR
LEARNING RES CONTR SERV	884.65	884.65	580.76	303.89	1,900.00	1,015.35	1,015.35
LIBRARY SUPPLIES	4,460.86	4,460.86	4,150.33	310.53	7,300.00	2,839.14	2,839.14
A V SUPPLIES	4,540.17	4,540.17	3,725.63	814.54	6,300.00	1,759.83	1,759.83
LIBRARY SUPPLIES-XEROX	137.14 CR	137.14 CR	1,684.24	1,821.38 CR	2,000.00	2,137.14	2,137.14
LIBRARY BOOKS	12,709.55	12,709.55	10,401.97	2,307.58	30,000.00	17,290.45	17,290.45
LEARNING RES CONF & TRAVEL	206.28	206.28	1,935.53	12.75	413.00	206.72	206.72
ADM & RECORDS SALARIES	16,133.37	16,133.37	13,200.03	2,933.34	35,200.00	14,066.63	14,066.63
ADM & RECORDS SECR SALARIES	11,352.94	11,352.94	9,277.86	2,075.08	25,409.00	14,056.06	14,056.06
ADM & RECORDS FED WORK STUDY	1,668.00	1,668.00	1,377.00	291.00	3,435.00	1,767.00	1,767.00
REG OFC STATE WORK STUDY							
ADM & RECORDS CONTR SERV		.00		.00	175.00	175.00	175.00
ADM & RECORDS SUPPLIES	1,127.73	1,127.73	1,016.63	111.10	2,600.00	1,472.27	1,472.27
ADM & RECORDS CONF & MEETINGS		.00		.00	500.00	500.00	500.00
COUNSELING SALARIES	34,982.47	34,982.47	28,070.18	6,912.29	36,540.00	5,155.753	5,155.753
COUNSELING SECR SALARIES	2,809.07	2,809.07	2,293.33	510.74	6,129.00	3,319.93	3,319.93
HEALTH SERVICES SUPPLIES		.00		.00	300.00	300.00	300.00
FIN AIDS PROF SALARIES	8,822.83	8,822.83	7,213.72	1,604.16	14,250.00	10,427.12	10,427.12
FIN AIDS SECR SALARIES	2,673.00	2,673.00	2,187.00	486.00	5,832.00	3,159.00	3,159.00
STUDENT SERV ADMIN SALARIES	10,908.37	10,908.37	8,925.03	1,983.34	23,800.00	12,891.63	12,891.63
STUDENT SERV SECR SALARIES	3,279.32	3,279.32	2,683.03	596.24	7,155.00	3,875.68	3,875.68
STUDENT SERV FED WORK STUDY	7,374.55	7,374.55	5,424.13	1,950.45	25,610.00	18,235.42	18,235.42
STUDENT SERV STATE WORK STUDY	3,505.00	3,505.00	3,266.00	242.00	3,505.00 CR	3,505.00 CR	

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
COACHING SALARIES	1.700.00	1.700.00	1.000.00	700.00	5.900.00	4.200.00	4.200.00
STUDENT SERV CONTR SERV		.00		.00	225.00	225.00	225.00
STUDENT SERV SUPPLIES	3.693.84	3.693.84	2.622.09	1.071.75	7.200.00	3.506.16	3.506.16
SPECIAL STUDENT RECRUITMENT	484.56	484.56	484.56	.00	2.150.00	1.665.44	1.665.44
COMMENCEMENT	341.36	341.36	341.36	.00	4.000.00	3.658.64	3.658.64
STUDENT SERV CONF & MEETINGS	1.684.35	1.684.35	1.068.20	616.15	3.500.00	1.815.65	1.815.65
VETERANS GRANT SALARIES	5.041.63	5.041.63	4.124.97	916.66	11.000.00	5.958.37	5.958.37
VETERANS GRANT SECR SALARIES		.00		.00	1.700.00	1.700.00	1.700.00
VETERANS GRANT SUPPLIES	854.85	854.85	522.83	332.02	1.750.00	895.15	895.15
VETERANS GRANT CONF & MEETINGS		178.21	178.21	149.61	1.000.00	821.79	821.79
VETERANS GRANT EQUIPMENT		.00		.00	498.00	498.00	498.00
PUBLIC SERV SALARIES		.00		.00	3.500.00	3.500.00	3.500.00
PUB SERV CONTR SERV		.00		.00	500.00	500.00	500.00
PUB SERV SUPPLIES		.00		.00	500.00	500.00	500.00
SERVICE STAFF SALARIES	113.478.09	113.478.09	93.092.46	20335.63	262.120.00	148.641.91	148.641.91
MAINT FED WORK STUDY	13.632.33	13.632.33	11.183.69	2449.64	48.923.00	35.290.67	35.290.67
MAINT FED WORK STUDY MATRONS	4.267.00	4.267.00	3.673.17	593.83		4.267.00 CR	4.267.00 CR
MAINT STATE WORK STUDY BOYS	2.770.28	2.770.28	2.728.36	41.92		2.710.28 CR	2.770.28 CR
MAINT STATE WORK STUDY MATRONS	1.632.93	1.632.93	1.632.93	.00		1.632.93 CR	1.632.93 CR
GAS	25.633.14	25.633.14	20.567.06	5.066.08	56.175.00	30.541.86 CR	30.541.86 CR
ELECTRICITY	35.079.70	35.079.70	25.745.35	9.334.35	106.820.00	92.825.970 CR	92.825.970 CR
TELEPHONE	6.827.66	6.827.66	6.836.49	8.83 CR	21.500.00	14.672.34	14.672.34
PRESIDENTS SALARY	15.125.00	15.125.00	12.375.00	2.750.00	33.000.00	17.875.00	17.875.00
PRES SECR SALARY	3.696.58	3.696.58	2.938.24	758.34	9.100.00	5.403.42	5.403.42
PRES OFC FED WORK STUDY	633.00	633.00	453.00	180.00	1.730.00	1.097.00	1.097.00
PRES OFC STATE WORK STUDY	494.00	494.00	494.00	.00		494.00 CR	494.00 CR
PRES OFC CONTR SERV		.00		.00	100.00	100.00	100.00
PRES OFC SUPPLIES	1.163.65	1.163.65	966.87	201.73	2.000.00	831.35	831.35
PRES OFC CONF & MEETINGS	509.40	509.40	439.65	69.75	4.000.00	3.490.60	3.490.60
SPECIAL AFFAIRS	183.08	183.03	102.70	80.33	1.500.00	1.316.92	1.316.92
BUS OFC ADMIN SALARIES	13.750.00	13.750.00	11.250.00	2.500.00	30.000.00	16.250.00	16.250.00
BUS OFC PROF SALARIES	8.937.50	8.937.50	7.312.50	1.625.00	14.500.00	10.562.50	10.562.50
BUS OFC SECR SALARIES	16.331.20	16.331.20	13.255.97	3.075.23	45.725.00	29.393.80	29.393.80
BUS OFC FED WORK STUDY	2.701.00	2.701.00	2.340.50	360.50	7.293.00	4.592.00	4.592.00
BUS OFC STATE WORK STUDY	278.00	278.00	278.00	.00		278.00 CR	278.00 CR
BUS OFC CONTR SERV	1.404.80	1.404.80	1.404.80	.00	1.850.00	445.20	445.20

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
BUS OFC SUPPLIES	4,393.87	4,393.87	3,512.92	880.95 CR	7,000.00	11,393.87	11,393.87
BUS OFC CONF & MEETINGS	878.41	878.41	1,103.77	225.36 CR	1,975.00	1,096.59	1,096.59
PUB RELA ADMIN SALARIES	8,616.63	8,616.63	7,049.97	1,566.66	18,800.00	10,183.37	10,183.37
PUB RELA SECR SALARIES	608.40	608.40	452.40	196.00	6,250.00	5,641.60	5,641.60
PUB RELA ADS & SUPPLIES	11,587.16	11,587.16	7,763.03	3,824.13	42,000.00	30,412.84	30,412.84
PUB RELA CONF & MEETINGS	44.60	44.60	44.60	.00	750.00	705.40	705.40
AUDITING & LEGAL	7,040.75	7,040.75	6,252.17	738.58	13,000.00	5,959.25	5,959.25
ELECTIONS & OTHER	53.34	53.34	52.42	.92	2,500.00	2,446.66	2,446.66
BOARD CONF & MEETINGS	434.43	434.43	386.43	47.95	950.00	515.57	515.57
INSTITUTIONAL SECR SALARIES	2,616.20	2,616.20	2,236.36	379.84	6,250.00	3,633.80	3,633.80
GROUP MEDICAL & LIFE INS	15,474.39	15,474.39	15,513.44	39.05 CR	25,750.00	10,275.61	10,275.61
UNALLOCATED INSTITU CONTR SERV	550.80	550.80	499.35	51.45	1,675.00	1,124.20	1,124.20
FACULTY ASSN SUPPLIES	53.31	53.31	36.79	16.52	200.00	146.69	146.69
POSTAGE	6,492.13	6,492.13	4,783.44	1,703.69	20,800.00	14,307.87	14,307.87
PUBLICATIONS & DUES	2,558.87	2,558.87	2,283.87	275.00	6,200.00	3,641.13	3,641.13
ADVERTISING	130.30	130.30	130.30	.00	500.00	369.70	369.70
RECRUITMENT	.00	.00	.00	.00	2,000.00	2,000.00	2,000.00
GENERAL INSURANCE	18,120.34	18,120.34	8,901.80	9,218.54	18,540.00	4,196.66	4,196.66
CAPITAL OUTLAY	50,884.52	50,884.52	39,892.40	10,992.12	88,937.00	38,052.48	38,052.48
TUITION CHARGE BACK	2,726.22	2,726.22	1,374.73	1,351.49	12,500.00	9,773.78	9,773.78
INSTITUTIONAL RESEARCH SUPPLIES	32.00	32.00	32.00	.00	1,000.00	968.00	968.00
INSTITUTIONAL RES CONF & MEETINGS	.00	.00	.00	.00	500.00	500.00	500.00
DATA PROC SERV PROF SALARIES	21,037.50	21,037.50	17,212.50	3,825.00	45,900.00	24,862.50	24,862.50
DATA PROC NON ACADEM SALARIES	2,753.19	2,753.19	2,252.61	500.58	6,007.00	3,253.81	3,253.81
DATA PROC FED WORK STUDY	1,598.00	1,598.00	1,402.00	196.00	3,860.00	2,262.00	2,262.00
DATA PROC STATE WORK STUDY	.00	.00	.00	.00	.00	.00	.00
DATA PROC CONTR SERV	1,935.00	1,935.00	210.00	1,725.00	2,382.00	447.00	447.00
DATA PROC SUPPLIES	2,364.29	2,364.29	2,389.43	25.19 CR	3,500.00	1,135.71	1,135.71
DATA PROC CONF & MEETINGS	301.87	301.87	301.87	.00	600.00	298.13	298.13
DATA PROC EQUIP RENTAL	24,082.20	24,082.20	20,983.50	3,098.70	41,187.00	17,104.80	17,104.80
CONTINGENCIES	.00	.00	.00	.00	16,987.00	16,987.00	16,987.00

1.20 2.734.84 T 1.20 2.734.84 T 96 4.680.17 T 238.104.67 T 295.2036.00 T 744.251.16 T 744.251.16 T

BUILDING FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
BLDG & MAINT SUPPLIES	9,628.36	9,628.36	7,087.46	2,540.90	51,500.00	41,871.64	41,871.64
MAINT CONF & MEETINGS	94.25	94.25	78.85	15.40	1,000.00	905.75	905.75
SERVICE EQUIPMENT	.00	.00	88.96	88.96 CR	8,400.00	8,400.00	8,400.00
MAINT CONTR SERV	11,442.81	11,442.81	8,685.17	2,757.64	42,027.00	30,584.19	30,584.19
GAS	.00	.00	58.16 CR	58.16	.00	.00	.00
GROUP MEDICAL & LIFE INS	3,913.77	3,913.77	3,000.01	13.76	9,000.00	1,086.23	1,086.23
RENTAL	84.00	84.00	48.00	36.00	1,500.00	1,416.00	1,416.00
CONTINGENCIES	.00	.00	.00	.00	15,000.00	15,000.00	15,000.00
	25,163.19 T	25,163.19 T	19,741.33 T	5,421.86 T	124,427.00 T	99,263.81 T	99,263.81 T
	.00 T	.00 T	88.96 T	88.96 CR	.00 T	.00 T	.00 T

BOND & INTEREST #1

DEBT PRINCIPAL RETIREMENT	225,000.00	225,000.00		225,000.00	225,000.00	.00	.00
INTEREST	47,475.00	47,475.00		47,475.00	90,900.00	43,425.00	43,425.00
OTHER CHARGES	155.00	155.00		155.00	500.00	345.00	345.00
	272,630.00 T	272,630.00 T	.00 T	272,630.00 T	316,400.00 T	43,770.00 T	43,770.00 T

BOND & INTEREST #2

DEBT PRINCIPAL RETIREMENT	.00	.00		.00	100,000.00	100,000.00	100,000.00
INTEREST	6,400.00	6,400.00	6,400.00	.00	12,800.00	6,400.00	6,400.00
OTHER FIXED CHARGES	.00	.00	.00	.00	500.00	500.00	500.00

SITE AND CONSTRUCTION FUND

SITE IMPROVEMENT	17,579.25	17,579.25	17,579.25	.00	25,000.00	7,420.75	7,420.75
WELDING LAB	6,373.02	6,373.02	6,373.02	.00	6,373.02 CR	6,373.02 CR	6,373.02 CR
HOLDING POND	8,937.00	8,937.00	8,937.00	.00	8,937.00 CR	8,937.00 CR	8,937.00 CR
BUILDING REPAIRS	1,358.00	1,358.00		1,358.00	1,358.00 CR	1,358.00 CR	1,358.00 CR
OFFICE EQUIPMENT	.00	.00	.00	.00	10,000.00	10,000.00	10,000.00
INSTR EQUIPMENT	.00	.00	.00	.00	10,000.00	10,000.00	10,000.00
SERVICE EQUIPMENT	.00	.00	.00	.00	10,000.00	10,000.00	10,000.00
OTHER CAPITAL OUTLAY	1,045.96	1,045.96	1,045.96	.00	20,000.00	18,954.04	18,954.04
	110,293.23 T	110,293.23 T	108,935.23 T	1,358.00 T	150,000.00 T	39,706.77 T	39,706.77 T

REVENUE REPORT

EDUCATIONAL FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1974 TAXES	658711.38	658711.38	431509.81	227201.57	648348.00	10363.38 CR	10363.38 CR
BACK TAXES	19.78	19.78	13.28	6.50		19.78 CR	19.78 CR
CHARGE BACK REVENUE	5419.91	5419.91	5297.21	122.70	40000.00	34580.09	34580.09
SUMMER STATE APPORT	102549.50	102549.50	104074.00	152450 CR	110214.00	7664.50	7664.50
FALL STATE APPORT		.00		.00	476640.00	476640.00	476640.00
SPRING STATE APPORT		.00		.00	468000.00	468000.00	468000.00
ICCB VOC GRANT	8361.60	8361.60	8344.65	16.95	84390.00	76028.40	76028.40
STATE FISCAL 75 PAYMENTS	7368.66	7368.66	7368.66	.00	121113.00	115302.00	115302.00
VOC ED REG REIMB	5811.00	5811.00	5811.00	.00	7028.00	7028.00	7028.00
VOC ED EQUIP REIMB		.00		.00	17375.00	17375.00	17375.00
STATE WORK STUDY		.00		.00	3918.00	3918.00	3918.00
HEW TITLE 2		.00		.00	15948.00	15948.00	15948.00
VETERANS COST OF INSTR		.00		.00	85046.00	51628.44	51628.44
FEDERAL WORK STUDY	33417.56	33417.56	16811.47	16606.09	10000.00	985.67	985.67
OTHER FED GOVT SOURCES	14.33	14.33	14.33	.00	79586.00	188.04 CR	188.04 CR
SUMMER 1975 TUITION	79774.04	79774.04	79774.04	.00	370720.00	270720.00	270720.00
FALL 1975 TUITION	100000.00	100000.00	100000.00	.00	364000.00	364000.00	364000.00
SPRING 1976 TUITION		.00		.00	750.00	750.00	750.00
GRADUATION FEES		.00		.00	750.00	750.00	750.00
TRANSCRIPT FEES	376.00	376.00	313.00	63.00	750.00	374.00	374.00
PUB SERV INCOME		.00		.00	4500.00	4500.00	4500.00
INTEREST ON INVESTMENTS		.00		.00	10000.00	10000.00	10000.00
OTHER REVENUE	308.52	308.52	246.87	61.65	1500.00	1191.48	1191.48
DATA PROC REVENUE		.00		.00	50.00	50.00	50.00

1.002132.26 T 1.002132.26 T 754576.32 T 242553.96 T 2.910376.00 T 1.908743.72 T 1.908743.72 T

BUILDING FUND

1974 TAXES	164677.23	164677.23	107877.05	55800.18	162087.00	2590.23 CR	2590.23 CR
BACK TAXES	4.95	4.95	3.32	1.63		4.95 CR	4.95 CR
INTEREST ON INVESTMENTS	1.663.11	1.663.11	1.663.11	.00	2.000.00	336.89	336.89
MISC REVENUE	1.212.36	1.212.36	934.02	278.34	1.500.00	287.64	287.64
	167557.65 T	167557.65 T	110477.50 T	57080.15 T	165587.00 T	1.970.65 CR	1.970.65 CR

BOND & INTEREST FUND #1

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
1974 TAXES	314545.74	314545.74	204328.59	110217.15	316140.00	3405.74 CR	3405.74 CR
BACK TAXES	11.13	11.13	7.98	3.15		11.13 CR	11.13 CR
INTEREST ON INVESTMENTS	5.983.50	5.983.50	432.98	5.550.52	4.000.00	3.016.50	3.016.50

325540.37 T 325540.37 T 204769.55 T 115770.82 T 325140.00 T 400.37 CR 400.37 CR

BOND & INTEREST #2

1974 TAXES	114105.24	114105.24	74748.26	39356.98	112890.00	1215.24 CR	1215.24 CR
BACK TAXES	3.87	3.87	2.75	1.12		3.87 CR	3.87 CR
INTEREST ON INVESTMENTS	119.79	119.79		119.79	1.500.00	1.380.21	1.380.21

114226.90 T 114226.90 T 74751.01 T 39477.89 T 114390.00 T 161.10 T 161.10 T

SITE & CONSTRUCTION FUND

FACILITIES REV-ANNEXTER	21866.70	21866.70	17493.36	4373.34	47000.00	25133.30	25133.30
FACILITIES REV-UNIT 5	5791.65	5791.65	4633.32	1153.33	13000.00	7208.35	7208.35
INTEREST ON INVESTMENTS	6766.49	6766.49	6766.49	.00	25000.00	18233.51	18233.51
OTHER REVENUE	2426.25	2426.25	2426.25	.00		2426.25 CR	2426.25 CR

.00 T 36851.09 T 36851.09 T 31310.42 T 5531.67 T 85000.00 T 48148.91 T 48148.91 T

WORKING CASH

INTEREST ON INVESTMENTS	4088.16	4088.16	3601.21	486.95	20000.00	15911.84	15911.84
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4088.16 T 4088.16 T 3601.21 T 486.95 T 20000.00 T 15911.84 T 15911.84 T

SAUK VALLEY COLLEGE

APPROVED BY

William E. Keefe  
PRESIDENT

Arman Paulsipp  
SECRETARY

DATE