

AGENDA

BOARD OF TRUSTEES WORKSHOP
December 19, 1977 6:30 P.M.

- 1) Status of 1977-78 Budget
- 2) Academic Calendar for 1978-79 (Summer School)
- 3) Board position on retirement age

js

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 13, 1977

MORANDUM

CONFIDENTIAL

Members of the Board of Trustees

Mr: George E. Cole G.E.C.

The attached budget summary which will be discussed in our budget workshop demonstrates that this year we will spend approximately \$200,000 more than we are taking in. Last year at this time we discussed our budget situation and explored several alternatives. Some of these alternatives were implemented, others were not. The prognosis for the 1978-79 year is less than favorable.

Preliminary indications are that there will be no increase in state aid. Our tax base will increase an estimated two or three percent, which will yield approximately \$20,000 additional. I do not feel a tuition increase is a good idea. By law, tuition can be 1/3rd of our unit cost which means that we could raise tuition no higher than \$17.00 per credit hour.

In my opinion, it is time we gave very serious consideration to attempting a referendum.

At the present time, SVC has one of the lowest tax rates in the state, and our tuition is nearly the highest. In our present budget of \$3,500,000 approximately \$900,000 is generated by local taxes, or approximately 26 percent of the college's annual expenditures. Based on 1976-77 published state reports, the average community college operational tax rate was approximately 24¢. At the present time, our rate is 15¢. Three cents of this 15¢ is earmarked as building operational expense. At the present time, 3¢ generates approximately \$180,000 which is considerably less than our budgeted utility bill.

It would take a tax increase of 9¢ to bring us up-to-date with the state average. During the past two legislative sessions efforts were made by some legislators to pass a permissive tax rate which would allow community colleges to levy a tax without the vote of the people. It is my understanding the most recent effort was only narrowly defeated. I do not feel such an effort will be successful for at least two years.

A tax increase of 9¢ would increase our projected revenue by approximately \$550,000. In my opinion, such an effort should be made in the spring of 1978 at a time other than the regularly scheduled Board Election. Several schools in our surrounding area, namely,

Members of the Board of Trustees
December 13, 1977
Page 2

Rock Valley College, Kishwaukee, Joliet, Triton and others, have had successful tax referendums within the past few years. Others such as Blackhawk and DuPage have not been successful. Blackhawk is planning another effort.

I offer the recommendation of tax referendum for the following reasons:

- 1) Recent action by the Federal Government concerning fair wage and employment practices will result in a settlement which will pay our custodial matrons a minimum of \$7,400. Nearly one-half of the secretarial staff working at Sauk, who have more training and skills, will be making considerably less than this. An up-grading of our clerical pay scale is overdue and can only be accomplished with additional revenue, which can only be obtained through a tax increase.
- 2) We are all aware of the present labor difficulties with the faculty and, although the salary study for the 1977-78 year has not been completed, preliminary reports indicate that our average faculty salary will be \$1200-\$1500 behind the state average at the close of our negotiations.
- 3) At the present time, our average administrative pay scale is rapidly falling behind the state average.
- 4) It is difficult to justify a referendum effort based on anticipated salary increases. An historical analysis of our college finances will demonstrate that during the 1977-78 year we educated a full-time student for less dollars than we did in the 1967-68 and 1968-69 years. During the college's history, staff salaries have more than doubled; the cost of instructional equipment and supplies has more than doubled; and the cost of utilities, despite increasing economic efforts in usage, continue to soar upward. Other public bodies in the community (such as secondary schools and park districts) have had several increases since the college's creation in 1965. SVC has NEVER had a tax rate increase even though we have had approximately 23,000 community residents enrolled at our college as students over the past 12 years. We have served nearly 25 percent of the residents of the district through direct institutional services and a much larger number through indirect services.
- 5) I feel a referendum effort at this time would unify the staff by providing them with a common goal.

Members of the Board of Trustees
December 13, 1977.
Page 3

- 6) I am continually amazed by the lack of knowledge most area residents have about the present college tax rate and how long it has been since we have had a tax increase. A referendum effort at this time would provide some accurate information to the residents of the community.

I do not feel we should enter into a referendum effort with the intention of being unsuccessful. An unsuccessful effort, however, provides very definite learning experience and usually increases the probability of successful future efforts. I am providing this recommendation on a confidential basis so that it may be discussed informally before it is discussed openly at a board meeting.

js

FISCAL YEAR 1977-78

REVENUE (Budget) \$3,326,239

	Original Budget	Revised Estimate
State Aid	\$1,422,790	\$1,384,790
Tuition and Fees	850,112	824,112
Local Taxes	897,965	897,965
Federal Government	153,972	175,000
Other	<u>1,400</u>	<u>1,400</u>
TOTAL	\$3,326,239	\$3,303,267

EXPENDITURES (Budget) \$3,415,803

	Revised Increase	Decrease
Unemployment Insurance	\$ 12,000	
Faculty Wage Settlement	50,000	
Adult Learning Ctr.	7,000	
Federal Work-study Increase	27,000	
Federal Wage Settlement	<u>5,000</u>	
Sub-total	\$101,000	
	\$3,516,803	

Estimated Expenditure	\$3,516,803
Estimated Revenue	<u>3,303,267</u>
Less Contingency	(\$ 213,536)
	<u>40,000</u>
	<u><u>(\$ 173,536)</u></u>

Excess of Expenditure over Revenue \$173,536

	HOURS	15-FTE	30-FTE	P/HR	DOLLARS
BACCALAUREATE	11197	746.467	373.233	21.24	237824.28
BUSINESS, PER, PUB SER	5615	374.333	187.167	14.49	81361.35
DATA PHOC, COMMERCE TECH	559	37.267	18.633	25.13	14647.67
NATIONAL SCI, INDUST TECH	2555	170.333	85.167	25.86	66072.30
HEALTH PROFESSIONS	2599	173.267	86.633	45.36	117890.64
REV OF VOC SKILLS	249	16.600	8.300	9.87	2457.63
REMEDIAL/DEV INSTRUCTION	1877	125.133	62.567	8.88	16667.76
OTHER GENERAL STUDIES	253	16.867	8.433	9.81	2481.93
TOTAL	24904				538803.56

Mid TRM FALL 77

RECEIVED DEC 12 1977

INSTITUTIONAL COMPARISONS
PREPARED FOR
HIGHLAND COMMUNITY COLLEGE BOARD

District Name	FY77 Total Institution Costs	FY77 Total Institution FTE	FY77 Total Student Credit Hours	FY77 Total Institution Cost Per Student Credit Hour	FY78 Tuition & Fee Rate Per Semester Credit Hour	FY78 Operating Tax Rate Net of Site & Construction Transfer	FY77 1976 EAV	FY77 Total Faculty (Part Time & Full Time)	FY77 Executive Officer Salary Less Fringes
Kaskaskia	\$ 2,613,563	1,383	41,484	\$63.00	\$ 9.00	\$.25	\$ 486,885,351	79	\$35,000
DuPage	15,058,203	8,246	248,534	60.58	17.25	.15	4,034,232,680	913	41,250
Black Hawk	8,651,644	4,650	141,699	61.05	17.00	.14	1,254,158,399	301	42,000
Triton	15,202,271	8,484	255,648	59.46	13.625	.325	2,077,487,487	1,175	35,000
Parkland	7,462,118	3,452	105,375	70.81	17.00	.25	1,602,526,380	339	39,500
Sauk Valley	3,448,242	1,950	58,489	58.95	16.00	.15	604,057,690	134	35,000
Danville	3,583,441	1,992	60,300	59.42	12.00	.25	539,820,486	153	31,500
Chicago	82,514,504	31,015	1,682,900	49.03	11.33	.1878	12,566,512,918	3,444	55,000
Elgin	4,965,000	2,475	74,260	66.85	12.94	.2250	924,824,968	341	35,000
Thornton	8,113,978	4,449	133,467	60.79	17.50	.15	1,074,439,729	265	37,200
Rock Valley	6,213,550	3,440	103,834	59.84	16.00	.1425	1,605,432,494	218	38,500
Harper	13,567,695	6,938	220,111	61.64	15.00	.1340	2,476,466,641	578	45,708
Illinois Valley	3,908,950	2,213	66,290	58.96	10.94	.17	1,097,312,937	143	38,000
Illinois Central	10,545,832	5,419	163,230	64.60	12.00	.2105	2,224,185,303	547	37,750
Prairie State	5,165,692	2,941	88,797	58.17	17.50	.12	850,711,540	288	38,000
Waubonsee	4,076,947	2,289	68,659	59.37	13.63	.13	973,898,989	245	38,800
Lake Land	4,155,296	2,528	76,771	54.12	15.09	.1250	1,041,028,089	268	34,900
Sandburg	2,728,758	1,325	41,002	66.55	9.75	.15	788,181,642	112	35,640
Highland	3,031,423	1,225	36,849	82.26	15.75	.25	393,437,319	92	28,000
Kankakee	3,261,505	1,742	52,843	61.72	13.06	.18	684,874,488	98	36,000
Rend Lake	2,638,570	1,510	45,305	58.24	8.50	.25	322,731,289	150	33,500
Belleville	7,994,518	4,960	149,100	53.61	11.94	.16	1,431,697,777	664	36,500 *
Kishwaukee	2,658,501	1,499	45,170	58.85	13.81	.1351	460,271,364	207	33,000
Moraine Valley	8,077,886	5,350	160,512	50.32	12.00	.2250	1,690,347,336	408	36,500
Joliet	9,185,089	5,166	152,769	60.12	14.00	.1459	2,122,010,220	401	37,800
Lincoln Land	5,862,356	2,905	87,311	67.14	12.41	.19	1,636,885,154	261	38,500
Morton	3,766,124	1,721	51,633	72.94	13.00	.25	642,439,301	127	36,646 *
McHenry	3,051,491	1,369	41,455	73.60	17.00	.15	668,560,774	178	35,000
Illinois Eastern	6,220,004	4,600	139,212	44.68	2.81	.25	565,584,091	421	37,200
John A. Logan	2,670,243	1,501	45,254	46.50	7.50	.25	424,298,104	102	30,000
Shawnee	1,845,308	1,154	34,745	53.11	6.00	.2270	235,071,514	168	32,457
Lake County	7,060,720	4,508	124,664	56.63	13.00	.19	1,514,084,869	427	46,500
Southeastern	1,667,753	1,325	27,988	59.58	7.00	.2496	210,998,882	76	33,500
Spoon River	2,174,206	759	23,563	92.27	11.35	.30	445,600,621	92	34,500
Oakton	7,424,567	3,727	113,064	65.66	12.66	.1120	1,782,515,587	264	38,500
Lewis & Clark	4,871,320	2,487	74,775	65.14	12.75	.2010	982,551,131	362	35,000
Richland	2,579,079	1,025	30,939	83.36	14.06	.19	839,172,349	126	33,305
John Wood	1,804,163	1,016	29,649	60.85	12.00	.2030	502,571,289	42	30,000
East St. Louis	4,274,833		44,598	95.85				99	31,500

*FY76 Salary

Prepared by ICCTA 12/8/77

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE December 13, 1977

MORANDUM

Members of Board of Trustees

M: George E. Cole *G.E.C.*

The instructional administrators have recommended that a one-week shutdown during the summer would be the most desirable course of action. This would involve both 6 and 8 week summer sessions and would still permit us to close the building down for one week during the summer and over the Christmas (New Year) holidays.

It is assumed that college staff members would have this time off with pay. We would like to have a decision made on this during the December 19th meeting so we can complete the 1977-78 academic calendar and also finalize the summer session of 1978. I feel it should be discussed in the workshop and hopefully, the Board will be able to take action on it during the meeting.

PROPOSAL FOR ADMINISTRATIVE COUNCIL

instructional administrators met on Thursday, December 1, for the purpose of preparing the following proposal relating to Summer School 1978. This group suggests that the Administrative Council select from the following alternatives two or possibly three for recommendation to the Board of Trustees. It is our opinion that action must be taken by the Trustees at their December 19th meeting on this issue as we are considerably behind schedule in our preparation for Summer School.

ALTERNATIVE A This alternative is based upon not shutting down the College during the Summer.

<u>STARTING DATE</u>	<u>ENDING DATES</u>	<u>INSTRUCTIONAL PERIOD</u>
June 12, 1978	August 4, 1978	8 Weeks
June 12, 1978	July 21, 1978	6 Weeks

This alternative will allow both 6 and 8 weeks courses to be operated and no College shutdown.

ALTERNATIVE B This alternative is essentially the same as last year's Summer operation

<u>STARTING DATES</u>	<u>ENDING DATES</u>	<u>INSTRUCTIONAL PERIOD</u>
May 29, 1978	July 21, 1978	8 Weeks
June 12, 1978	July 21, 1978	6 Weeks
*July 24, 1978	August 4, 1978	Shutdown (<u>2 weeks</u>)

This alternative will allow both 6 and 8 weeks instructional period and a 2 weeks shutdown period.

ALTERNATIVE C This alternative has both 6 and 8 weeks instructional periods, a selection can be made for either a 1 week or 2 weeks shutdown period. This alternative has a later starting date than either Alternatives A or B.

<u>STARTING DATES</u>	<u>ENDING DATES</u>	<u>INSTRUCTIONAL PERIOD</u>
June 5, 1978	July 28, 1978	8 Weeks
June 19, 1978	July 28, 1978	6 Weeks
*July 31, 1978	August 4, 1978	Shutdown (<u>1 Week</u>)
*July 31, 1978	August 18, 1978	Shutdown (<u>2 Weeks</u>)

A decision must be made if this alternative is selected, regarding the length of the shutdown period.

most desirable

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING
Conference Room, Third Floor, 3L1⁴
December 19, 1977 7:30 P.M.

- A. Call to order
- B. Roll call
- C. Written communication from visitors
- D. Recommended actions

- 1. Approval of minutes as submitted
- 2. Approval of Treasurer's Report
- 3. Approval of current bills for payment
- 4. Approval of current payroll journal
- 5. Personnel matters
- 6. Approval of Cooperative Agreement
- 7. Other items

E. Old Business

- 1. Progress report on building repairs
- 2. Responses to auditor's management letter

F. New Business

- 1. Attendance Policy
- 2. Report on Collective Bargaining
- 3. Retirement Policy
- 4. Contract with Sterling Beauty School

G. President's Report

- 1. Report from Student Trustee
- 2. Minutes of Sauk Valley College Committee Meetings
- 3. Other items:
 - a) Letter of commendation
 - b) Insurance presentation
 - c) Med Lab student test results
 - d) Revised Illinois Public Community College Act

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

December 19, 1977

The Board of Trustees of Sauk Valley College met in regular meeting on December 19, 1977 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Study Session: Chairman Coplan opened the study session at 6:30 p.m. and the Board discussed the 1977-78 budget, summer school calendar, and retirement policy.

Member Coplan left the meeting at 7:20 p.m.

Call to Order: At 7:30 p.m., Vice-Chairman Reigle called the meeting to order and the following members answered roll call:

Kay Fisher	Lorna Keefer
Oscar Koenig	Ann Powers
Juanita Prescott	William Reigle
Barb Pasada	

Absent: Ron Coplan

Minutes: It was moved by Member Reigle and seconded by Member Pasada that the Board approve the minutes of the November 28 meeting as presented. Motion voted and carried.

Treasurer's Report: It was moved by Member Fisher and seconded by Member Keefer that the Board approve the Treasurer's Report as presented. In a roll call vote, all voted aye. Motion carried

Bills Payable: It was moved by Member Keefer and seconded by Member Powers that the Board approve the bills in the following amounts:

Educational Fund	\$240,427.26
Building Fund	12,313.51

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

Payroll: It was moved by Member Keefer and seconded by Member Fisher that the Board approve the payroll of November 30 in the amount of \$97,616.94 and December 15 in the amount of \$117,436.71. In a roll call vote, all voted aye. Motion carried.

Electronics
Instructor:

It was moved by Member Koenig and seconded by Member Prescott that the Board approve the hiring of a full-time electronics instructor and have Ron Happach assume some of the teaching responsibilities for the previously approved position of heating and air-conditioning instructor. Motion voted and carried.

Cooperative
Agreement:

It was moved by Member Keefer and seconded by Member Koenig that the Board approve the attached Cooperative Agreement with Highland Community College for Ag Mechanics. Motion voted and carried.

Summer School
Calendar:

It was moved by Member Prescott and seconded by Member Fisher that the Board approve the summer school calendar for 1978 to begin June 5 and run through July 29, 1978. This time period will include both a six and eight week session. Motion voted and carried.

Referendum:

Discussion was held on the possibility of holding a referendum to gain additional monies in the Educational and Building funds. It was moved by Member Prescott and seconded by Member Fisher that the Board hold a referendum. The date and the amount for each fund will be decided at a later meeting. Motion voted and carried. Member Koenig indicated that he was willing to support an increase in the Building fund but would not support an increase in the Educational fund. He did not vote on the above motion.

Building
Repairs:

A letter to Charles H. Raths was presented to the Board which was written by Dean Edison and indicated that Mr. Raths will be at the January 9 meeting to discuss needed building repairs.

Discussion
Items:

Other items discussed under Old Business included a letter from Juanita Prescott regarding the auditor's comments, the ICCTA meeting scheduled for Sauk Valley in Feb., and the proposed equipment purchasing policy.

Attendance
Policy:

The attached attendance policy was presented to the Board for their study and possible action at the next meeting.

Retirement
Policy:

In regard to the matter of a retirement policy, it was the consensus of the Board that this be referred to the Board Policy Committee for their study and recommendations.

Donation:

It was moved by Member Keefer and seconded by Member Prescott that the Board approve the donation of \$300 from Dr. and Mrs. G.W. Nelson of Prophetstown to be used in the Sauk Valley College library. Motion voted and carried.

President's
Report:

Student trustee, Barb Pasada, reported on the recent ASB meeting and the request from the Nostros La Gente Club for a Latin American Recognition Day to be held later in the year. President Cole reported on the test results of our Med Lab students which showed they graduated above the national mean, unemployment compensation cost, a letter of commendation from the U.S. Dept. of Agriculture, minutes from the administrative council meetings, instructional standards committee, faculty development committee, and the executive board meeting minutes of the faculty association.

Executive
Session:

At 8:25 p.m. it was moved by Member Fisher and seconded by Member Keefer that the Board adjourn to executive session to discuss pending litigation, collective bargaining, and a college contract (with legal counsel). In a roll call vote, all voted aye. Motion carried.

Regular
Session:

At 9:54 p.m. it was moved by Member Prescott and seconded by Member Powers that the Board return to regular session. In a roll call vote, all voted aye. Motion carried.

Adjournment:

Since there was no further business, it was moved by Member Fisher and seconded by Member Koenig that the Board adjourn. The next regular meeting will be 7:30 p.m. on January 9. Motion voted and carried. The Board adjourned at 9:55 p.m.

Respectfully submitted:

Lorna Keefer
Lorna Keefer, Secretary

SAUK VALLEY COLLEGE

D-6

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 29, 1977

ORANDUM

Dr. Cole

Dr. Williams

flw

Attached please find a letter from Ray Serby, Dean of Instruction, at Highland Community College, and a Joint Agreement between the two institutions.

I hereby request that the Board approve this Agreement at the next regularly scheduled meeting. This Agreement allows Sauk Valley College residents to attend Highland Community College's Agr Mechanics Program.

Thanks for your cooperation.

1m

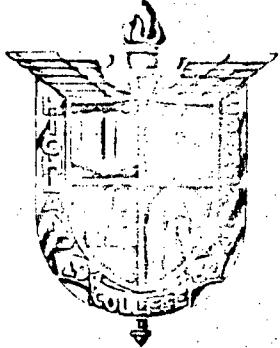
enc

GHLAND COMMUNITY COLLEGE

"Serving Northwestern Illinois"

**RL CITY ROAD
235-6121**

FREEPORT, ILLINOIS 61032



November 17, 1977

**Dr. Ronald Williams
Sauk Valley College
R.R. #1
Dixon, IL 61021**

Dear Ron:

Enclosed is a copy of our signed Cooperative Agreement for the Agricultural Mechanics Program. Please present to your Board of Trustees for approval and signatures. Please return a copy of the signed agreement.

Thank you very much.

Sincerely,

Ray Searby
**Ray Searby
Dean of Instruction**

RECEIVED
NOV 18 1977

Ofc of Dean of Career Education

**RS:s
enc.**

**A JOINT EDUCATION AGREEMENT
BETWEEN
HIGHLAND COMMUNITY COLLEGE AND SAUK VALLEY COLLEGE**

THIS AGREEMENT is entered into this 15th day of November 1977,

by and between the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 506,
SAUK VALLEY COLLEGE, a body politic and corporate, hereinafter referred to as the
"Sending" college, and the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 519,
HIGHLAND COMMUNITY COLLEGE, a body politic and corporate, hereinafter referred to as
the "Receiving" college, for the expressed purpose of providing additional education
to the students of SAUK VALLEY COLLEGE, specifically the program Agricultural Mechanics,
currently approved and offered by HIGHLAND COMMUNITY COLLEGE.

WITNESSETH:

WHEREAS, it is the desire of the parties hereto to expand educational services
to the greatest number of students in each district served by the parties, and,

WHEREAS, the parties hereto believe this agreement should be one of the means
of implementing the State of Illinois Master Plan - Phase III in accomplishing a viable
method of cooperation between the Parties, hereto, and

WHEREAS, by means of this Agreement, the Parties hereto desire to share programs
of each institution and thereby maximize the utilization of the finances, facilities,
equipment and personnel of each institution, and by so doing, provide educational services
that might otherwise be impracticable for either of the parties individually; and

WHEREAS, the Parties hereto believe that implementation of this Agreement holds
great promise for further development of higher education in Illinois:

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained,
the Parties hereto agree as follows:

1. INSTITUTIONAL IDENTIFICATION

For the purposes of the Agreement, the college district sending the students to
another college will be referred to as the "Sending College", and the college receiv-
ing students from another college district will be referred to as the "Receiving

College".

2. TERMS OF AGREEMENT

Any educational program offered by the parties to this agreement shall be an approved program by the Illinois Community College Board at the "Receiving" college.

3. DURATION OF AGREEMENT

The administration of each of the parties hereto shall confer and agree upon an educational program to be subject to the terms of this Agreement prior to the beginning of such an instructional offering, and such initial Agreement shall be in force for a three year period. It shall be renewable upon written consent of all parties, with such notification affirmed at least Thirty (30) days prior to the termination date.

4. AMENDMENTS TO AGREEMENT

Amendments and/or revisions to this Agreement may be made at any time by mutual consent of all parties in writing. Such amendments and/or revisions shall be prepared in the form of an addendum agreement. The procedure for approval of such addenda and/or revisions shall follow the same procedure employed in securing approval by all parties in the original cooperative agreement.

5. TERMINATION OF AGREEMENT

In the event of termination, students who have entered an educational program shall be allowed to complete the program under the terms of this agreement.

6. CLASS SCHEDULES

Schedules of classes will be exchanged by the two colleges.

7. REGISTRATION

Students shall register at the "Receiving" college and shall be considered members of that district for the terms of their enrollments. A student is normally expected to take all courses at the "Receiving" college, however, at the student's request one or more courses may be taken at the "Sending" college. Upon successful completion courses taken at the "Sending" college would be acceptable for transfer to the

"Receiving" college for completion of the program.

8. ADDITIONAL EDUCATIONAL SERVICES

The "Receiving" college shall provide access to its Learning Resources Center and other instructional resources for students from the "Sending" college, equal to those provided for any other student at its campus.

The "Receiving" college shall also provide counseling-guidances and other services that will facilitate the learning process. Courses, seminars, workshops and in-service programs related to any educational program bound by this Agreement may be offered within the district confines of any "Receiving" or "Sending" college with the consent of that district. Said programs may be carried on singly by the "Sending" institution or jointly by both "Sending" and "Receiving" colleges.

9. STUDENT-RECOGNITION OF COMPLETION

The "Receiving" college shall maintain all admissions records, transcripts, and issue any and all degrees or certificates to the students completing the educational program.

10. SCHOLARSHIPS AND STUDENT ACTIVITIES

The "Receiving" college shall be considered the home district for athletic eligibility and/or any other activity where the student officially represents an institution as well as for military and Illinois State Commission Scholarships.

11. RECORDS

The "Receiving" college shall maintain appropriate records for students from the "Sending" college in accordance with standard procedures while that student is in attendance in the "Receiving" college and will provide copies of said records to the "Sending" college at the request of the student concerned.

12. PUBLICITY

Any educational program offered through this Agreement shall be duly publicized in the participating district catalog and other information brochures consistent with institutional policy or all other similar publicity.

13. IDENTIFICATION OF CONDITIONS OF AGREEMENT TO STUDENTS

It shall be the responsibility of the "Sending" college to identify the terms of this Agreement to their students going to a "Receiving" college. Said students shall be responsible for all normal operating rules and conditions of the campus he is on at any given time.

14. REIMBURSEMENT

The "Receiving" college shall be eligible to file all claims for reimbursement for any student enrolled in their classes from a "Sending" college.

15. INSURANCE

Students at the "Receiving" college shall be covered by the terms of their liability insurance while on the premises of the "Receiving" college.

16. EMERGENCIES

In the event of an emergency:

(a) proper first aid practices should be employed by the "Receiving" college, and

(b) next-of-kin or designated individual shall be notified.

17. TRANSPORTATION

Students shall be responsible and liable for their own transportation to and from both "Sending" and "Receiving" colleges.

18. EDUCATIONAL CHARGES FOR SERVICES RENDERED

There will be no "charge back" to the "Sending" college. The college teaching a particular course shall count all students enrolled in that course as part of its own enrollment FTE for purpose of construction space support.

19. TUITION

All students enrolled under this agreement will pay tuition based on "in district" rates.

13. IDENTIFICATION OF CONDITIONS OF AGREEMENT TO STUDENTS

It shall be the responsibility of the "Sending" college to identify the terms of this Agreement to their students going to a "Receiving" college. Said students shall be responsible for all normal operating rules and conditions of the campus he is on at any given time.

14. REIMBURSEMENT

The "Receiving" college shall be eligible to file all claims for reimbursement for any student enrolled in their classes from a "Sending" college.

15. INSURANCE

Students at the "Receiving" college shall be covered by the terms of their liability insurance while on the premises of the "Receiving" college.

16. EMERGENCIES

In the event of an emergency:

- (a) proper first aid practices should be employed by the "Receiving" college, and
- (b) next-of-kin or designated individual shall be notified.

17. TRANSPORTATION

Students shall be responsible and liable for their own transportation to and from both "Sending" and "Receiving" colleges.

18. EDUCATIONAL CHARGES FOR SERVICES RENDERED

There will be no "charge back" to the "Sending" college. The college teaching a particular course shall count all students enrolled in that course as part of its own enrollment FTE for purpose of construction space support.

19. TUITION

All students enrolled under this agreement will pay tuition based on "in district" rates.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in two (2) counterparts, each of which shall be deemed an original, as of the date and year first above written.

BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 519

BY: Delbert Schneider
Chairman of the Board

BY: Howard Illinois
President, Highland Community College

ATTEST: Nola Miller
Secretary of the Board

BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 506

BY: _____
Chairman of the Board

BY: _____
President, Sauk Valley College

ATTEST: _____
Secretary of the Board

7771

ATTENDANCE

We have been informed in recent months that both the federal and state governmental agencies will require more careful monitoring of student progress. The V. A. officials were the first group to require regular attendance reports on students receiving V. A. Benefits. Following these expectations, other federal agencies formulated similar requirements for students receiving federal financial Aid. State agencies are making similar requirements for all State Scholarship recipients. The completion of these reports require all instructional staff to keep accurate grade and attendance records. Although the Faculty Handbook spelled out this requirement in the faculty member's job description, a clear-cut Board policy would make enforcement easier. Many of our new faculty are not familiar with the Faculty Handbook.

RECOMMENDATION: The Board approved the following attendance policy. "It is the policy of SVC to require each instructional staff member to keep an accurate grade and daily attendance record for each student enrolled in his or her classes and to provide this information upon request to appropriate college officials. These information requests will occur at regular intervals during the semester and at the close of the semester."

PROCEDURE: The forms and procedures will be prepared by the Administrative Staff and communicated to the faculty. It is anticipated that there will be a regular 10 day, 4 week, 8 week, 12 week, and term end report required.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 14, 1977

MEMORANDUM

F-4

SVC Board of Trustees

RE: Dr. George E. Cole Q.E.C.

RE: Contract - Sterling School of Beauty Culture

At the present time I am not in a position to make a recommendation to the Board on this problem.

I would like it to be discussed, to have a legal opinion from our counselor, and perhaps make a recommendation for Board action in our January meeting.

We have not been able to discuss some of the details of this matter with Mr. Renner as he has been out of town for several days.

js

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 5, 1977

RANDOM

Dr. Cole

Dr. Williams *Reh*

As you know, last August we had some problems with our contract with the Sterling School of Beauty Culture. These problems revolved around a unilateral decision on their part to change the fee structure which is required of students in the program.

Attached is a copy of the full contract with the Sterling School of Beauty Culture. You will note on Page 3 that we pay Sterling School of Beauty Culture a total of \$950 for each student who enrolls in the 4 courses so specified. Additionally, according to this contract, which is effective from July 1, 1977 to July 1, 1978, students were required to pay an additional fee of \$250 to cover various supplies and small hand equipment.

Without consulting Sauk Valley College, Mr. Keith Renner changed the fee structure as follows:

<u>COURSE</u>	<u>CR HRS</u>	<u>AMT OF TUITION</u>	<u>CONTRACT FEES</u>	<u>CHARGED FEES</u>
COSMETOLOGY 101	8	\$211.12	\$75.00	\$100 + \$62.50 per month for 8 months.
COSMETOLOGY 102	4	105.56	75.00	
COSMETOLOGY 103	12	316.66	50.00	
COSMETOLOGY 104	12	316.66	50.00	
		\$950.00 (\$26.39/cr hr)	\$250.00	\$600.00

As you can see, the fees jumped from \$250 to \$600. The first indication we had of this change came from students who approached our institution immediately after the shutdown period in August, expressing concern. I asked Mr. Richard Holtam, Director of Public Service Programs to investigate the situation at that time. I spoke to Mr. Keith Renner and confirmed that he had, in fact, changed these rates.

On August 17th, I wrote to Mr. Renner (see attached), expressing my concern, and in fact, indicating that as far as I was personally concerned, this was a breach of our contract. On August 22nd, I received a letter from Mr. Renner, dated August 18 (copy attached), that-- yes, he had changed the contracted cost without our consultation.

At that time, I felt that in order to safeguard the students already in the program, we should continue to honor the contract until June 30, 1978, and prior to the Board of Trustees approving a new contract, that this matter should be resolved.

UK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 5, 1977

RANDOM

PAGE TWO

Dr. Cole

Dr. Williams

We have had yearly negotiations with Mr. Renner regarding the cost, etc., prior to signing a new contract.

However, in the meantime, several serious problems have developed, the first being that the additional amount of money resulting from the increased fees cannot be covered by the normal State financial aid guarantees. Therefore, the students have had to bear the brunt directly on this additional cost. An additional issue is that CETA will not cover these additional costs for their students. Between these, and other problems, resulting from the increased fees, it has placed us in a difficult position in order to justify our continuation of this contract.

You will note that I have provided (attachment) a copy of the policies of the Illinois Community College Board, with regard to contracts between public institutions and proprietary schools. Of particular concern, of course, is the statement on student tuition and fees.

I have provided Attorney Robert Castendyck with this information, for his review prior to the next Board meeting. I want to point out that we are profiting to a small degree from this program, and in fact, had projected approximately \$5,000 revenue, over expenditure, for this year. At this time, we have no control over the fees as they are paid directly to the Sterling School of Beauty Culture and collected from the students by same.

I would appreciate some advice from the Board of Trustees regarding the tack that I should take in this matter. I, frankly, feel that I have been negligent in not bringing this before the Board until now. However, as I indicated, I was trying to safeguard the students already in the program and hoping things would go as smoothly as possible for the remainder of the contract period. I am sorry to say this has not been the case.

m
enc

cc: Richard Holtam
Attorney Robert Castendyck

AGREEMENT
FOR COSMETOLOGY TRAINING BETWEEN
COMMUNITY COLLEGE DISTRICT NUMBER 506
AND
THE STERLING SCHOOL OF BEAUTY CULTURE, INC.

THIS AGREEMENT, made this 1st day of July, 1977, between this BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NUMBER 506, an Illinois Community College organized and existing under the laws of the State of Illinois (hereinafter referred to as the "District"), with its principal office located at Route 1, Dixon, Illinois and the STERLING SCHOOL OF BEAUTY CULTURE, INC., an Illinois Corporation, which is presently located at 211 East Third Street, Sterling, Illinois, (hereinafter referred to as the "Beauty School").

WHEREAS, the District, wishes to provide cosmetology training for those of its students desiring it, and the Beauty School is licensed by the Illinois Department of Registration and Education to furnish instruction and clinical training to students in cosmetology and is willing to furnish such instruction and clinical training to students of the District enrolled with the Beauty School for the program on a contracted basis for a set fee per student as hereinafter provided.

NOW, THEREFORE, in consideration of the mutual promises of the parties, each bargained for and given in exchange for the other, it is hereby mutually agreed as follows:

1. STUDENT ENROLLMENT. The District may enroll with the Beauty School students who meet R & E requirements and admission standards of the District as prescribed in the current college catalog for instruction and clinical training in cosmetology as set forth herein, the exact number of students not to exceed 90 for any particular school term. The final date for enrollment for any particular term shall be determined by the Beauty School with a schedule agreed upon by the college in conjunction with the Registrar and the Dean of Career Education.

2. INSTRUCTION, RECORDS, ETC. The Beauty School shall provide the necessary instructors who shall be employees of said School and under its complete control and jurisdiction. Said instructor shall not be considered as members of the faculty of Sauk Valley College and shall not be entitled to membership in the Sauk Valley College Faculty Association. The college shall maintain credentials on these faculty members for the purpose of review by accrediting agencies. The Beauty School shall be solely responsible for all Workmen's Compensation Insurance, Unemployment Insurance, and payrolls of persons it hires or uses for instruction of the courses provided for herein. The Beauty School will provide instruction and clinical training to students as prescribed by the Department of Registration and Education of the State of Illinois, the District, and the Illinois Community College Board. The Beauty School shall maintain records of attendance, grades, and hours of instruction and these shall be communicated to the college's registrar office. The normal college admission procedures will require that the college admissions office collect certain documents as specified in the admissions area of the college catalog. The Beauty School shall submit to the District Registrar at the conclusion of each course, evaluation reports of each student by grade. The district shall conduct annual follow-studies of Cosmetology graduates. The overall administrative supervision of the program lies with the college. Representatives of the District may make periodic calls at the Beauty School for the purpose of observing and assessing the progress of the students and the evaluation of the instructional process and make these evaluations known to the director of the Beauty School.

3. COURSES AND FEES. The courses to be offered by the Beauty School shall be designated Cosmetology 101, 102, 103, 104; the content of which courses shall consist of the items contained in the descriptions thereof attached hereto and made a part hereof by reference. The college shall maintain course outlines and revise these as program changes warrant. The District shall collect tuition and pay the Beauty School the following fee for each student enrolled at the mid point in the following courses:

<u>COURSE NAME</u>	<u>CR.HRS.</u>	<u>AMOUNT OF TUITION</u>	<u>FEES</u>
Cosmetology 101*	8	\$211.12	\$75.00
Cosmetology 102	4	105.56	75.00
Cosmetology 103	12	316.66	50.00
Cosmetology 104	12	316.66	50.00
	<u>36</u>	<u>950.00</u>	
		(\$26.39 per cr hr)	\$250.00

The student will be enrolled in only one (1) course at any period of time. *The fee for this course includes special supplies, materials, and reference books needed by the student to begin the study of Cosmetology.

4. PAYMENT SCHEDULE. The District agrees to pay the Beauty School the amount specified in accordance with the foregoing schedule per student per course contingent upon the student's good standing and attendance (student must be in attendance) at the established mid-term date based upon the course starting date as determined by the academic calendar of the Beauty School developed in conjunction with the college. Said calendar, shall prevail with reference to the determination of the mid-term date. The invoice shall include the student's name, social security number, starting date and ending date of the course, together with the amount due.

5. CLASSES AND HOURS. The Beauty School is located at 211 East Third Street, Sterling, Illinois. The hours of classes shall be 8:30 A.M. to 5:00 P.M., Tuesday through Friday, 8:00 A.M. to 4:30 P.M. Saturday, except legal holidays. The academic calendar of the Beauty School will be in effect, not the calendar of the district.

6. REGISTRATION AND QUALIFICATION OF STUDENTS. Each student and his/her parent or guardian, if he/she is a minor, shall execute and file a Registration and Matriculation Application with the Beauty School before the beginning date of class or submission to the Department of Registration and Education of the State of Illinois, in addition to regulations of college. The form of Registration and Matriculation Application shall be prescribed by the School and shall show or be accompanied by the following requirements of the Illinois Beauty Culture Act and the Rules and Regulations for the Administration of the Illinois Beauty Culture Act and the Department of Registration and Education before a student may be permitted to attend or participate in Cosmetology training.

- (a) Proof that the student is a graduate of at least the eighth grade or equivalent, provide transcripts of high school course work, marital status must be certified in keeping with Illinois Dept of Registration and Education regulations.
- (b) That the student is a citizen or has filed a Declaration of Intent (as defined in the Beauty Culture Act of 1967, Section 5, Par.F)
- (c) An executed form of the modified Registration contract delivered to the Beauty School.

Students shall also be required to complete registration with the District in accordance with its rules and regulations, as specified in the college catalog.

7. RESPONSIBILITIES OF STUDENTS. In addition to any and all other duties as set forth herein and as required by the rules, regulations and policies of the District, each student shall purchase at his or her own expense and perform the following:

- (a) Supply his or her own white professional uniforms and shoes and transportation to and from the Beauty School and any other supplies and expenses needed.
- (b) Adhere to the rules and regulations of the Beauty School which are attached hereto and made a part hereof by reference, it being understood that the Beauty School shall not be responsible for any acts of the students while not in attendance at the school.

8. PRIVILEGES OF THE BEAUTY SCHOOL. As an independent contractor, it is understood and agreed that the Beauty School, in cooperation with the District, shall have the right to request the withdrawal of any student in keeping with the college's enrollment withdrawal and disciplinary procedures as specified in the college catalog. Any tuition refunds to the students shall be in accordance with the prevailing District policy. Such withdrawal requests should be made to the Dean of Career Education.

It is understood that the District is a public institution and the Beauty School agrees to indemnify and hold harmless the said District, its Board of Trustees and employees from any loss or damage, and any attorneys fees, court costs, and expenses incurred as a result of any claim or wrongful dismissal or any claim of deprivation of any instructional or legal right, regardless of whether such claims are groundless in fact.

In the event the Beauty School closes or ceases doing business for any reason whatsoever, it shall refund fees to the District, on a pro rata basis, based upon the actual hours of instruction given the students. The Beauty School further agrees to indemnify and hold the District, its Board of Trustees and Staff harmless from any and all expense, claim or loss, including reasonable attorneys' fees, which may result from said closing or cessation of business.

9. PRIVILEGES OF DISTRICT AND STUDENTS. The District for an individual student or any individual student shall have the right at his discretion to withdraw from or cancel the cosmetology instruction and clinical training afforded by the Beauty School by forwarding to said School a written notice containing, but not limited to, the reason for the discontinuance or disconnection and the date it is to be effective. In the event of withdrawal or cancellation, the student shall be entitled to a tuition refund in accordance with the then current policy of the District as stated in the District catalog.

Should the District cancel its program in cosmetology or not enroll new students, students enrolled in the program will be allowed to finish their education through continued enrollment in the remaining courses at the Beauty School upon payment of the Beauty School's required fees. Time for completion of this sequence cannot exceed three calendar years from the date of enrollment in the first course. Students participating in this program are eligible for all auxiliary services of the college and shall be encouraged in every way to participate in the student activities normally provided for students of other programs.

10. NO REFUNDS FOR SUPPLIES. There shall be no refunds or credits given by the Beauty School and/or the District for "School Kits" or any other equipment or supplies purchased by the student or District under any circumstances.

11. ADVISORY COMMITTEE. An Advisory Committee shall be formulated to work with the college and the School of Beauty for improvement of the program. This advisory committee shall be representative of the District at large.

12. LIABILITY INSURANCE, ETC. Beauty School shall, during the duration of this agreement, maintain in force comprehensive general liability insurance in companies suitable to and approved by District and naming District as an additional insured, protecting District from any loss, claim or demand which may arise in any manner from the conduct of instruction as provided for herein, including without limitation, any and all liability to third person, students, or agents, or servants of Beauty School for personal injury or property damage. It is understood and agreed that Beauty School shall not be required to insure nor be responsible for any claims or occurrences which may arise off the premises and surroundings of Beauty School, or out of operation of motor vehicle by any student for the purpose of attending instruction at Beauty School. Limits of liability under such policy shall be as follows:

\$100,000.00 for individual
300,000.00 for accident
5,000.00 per property damage;
and excess liability of \$1,000,000.00

13. NOTICES AND DEMANDS. All notices and demands herein shall be in writing. The mailing of notices or any other instrument shall be sufficiently served hereunder if duly sent by registered or certified mail (return receipt requested), addressed to the respective addresses as stated above, subject to the right of any party to designate by notice in writing a new address to which notice must be sent.

14. AMENDMENTS. This agreement may from time to time be altered, amended or cancelled in whole or in part, subject, however, to the express condition precedent that such alteration, amendment or cancellation shall be in writing and signed by the parties; and the same shall not be invalid because of the lack of consideration, but shall have the same force and effect as though originally embodied herein.

15. PRIOR AGREEMENTS, ETC. This agreement supersedes and takes the place of any and all prior agreements, representations and negotiations, and said prior agreements, representations and negotiations are hereby released and terminated.

16. CAPTIONS. The captions at the beginning of each paragraph shall not be construed to limit or restrict the language contained therein; it being the intention of the parties that said captions are employed simply as a convenient index.

17. BENEFIT. This agreement shall be binding upon and shall inure to the benefit of the parties, their successors and assigns. No assignment by the Beauty School shall be made without the prior written agreement of the District.

18. DURATION OF AGREEMENT. This contract between the District and the Beauty School shall be continuous from this date. The duration of this agreement with regard to finances shall be from July 1, 1977, through June 30, 1978. Both the District and the Beauty School shall, however, have the right to terminate this contract upon giving written notice to the other at least ninety (90) days before the date

pon which either District or Beauty School desires to terminate this contract.

Notwithstanding the foregoing, in case of termination as above stated, the Beauty School shall continue its obligation to those students already enrolled, until those students have completed their training and are qualified to take state examinations. The District will pay the Beauty School for such students as hereinbefore provided.

19. ENTIRE AGREEMENT. This agreement contains all of the terms, covenants, and conditions between the parties and no modifications, additions, waivers or alterations shall be binding unless in writing and signed by the party against whom the same is sought to be enforced.

This entire agreement shall be subject to the approval of the District's program in Cosmetology by the Illinois Community College Board, the Illinois Board of Vocational Education and Rehabilitation, the Illinois Board of Higher Education and the Illinois Department of Registration and Education and Beauty School shall at all times comply with applicable law, statutes, and regulations and keep in force required licenses as provided by the Illinois Department of Registration and Education.

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

THE STERLING SCHOOL OF BEAUTY
CULTURE, INC., AN ILLINOIS CORPORATION

BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NUMBER 506

BY Edgar Service
President

BY Donald F. Caylor
President

ATTEST:

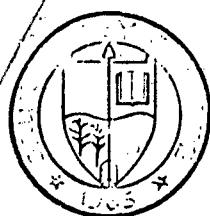
Kathleen
Secretary

ATTEST:

Lorna Keefer
Secretary

(SEAL)

(SEAL)



SAUK VALLEY COLLEGE

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

August 17, 1977
(dictated August 16)

Mr. Keith Renner
Sterling School of Beauty Culture, Inc.
211 East Third Street
Sterling, IL 61081

Dear Keith:

This afternoon I met with Dick Holtam at his request to discuss the changes you have apparently made within the fee structure for the Cosmetology Students. As you know, we signed a contract with the Sterling School of Beauty Culture, in effect at the present time, covering this fiscal year.

At that time, you requested an increase in tuition paid to the Beauty School, and a fee structure be established. At that time I requested from you, some justification for the fees and received a list of materials, small hand-equipment and supplies which were needed to run the program. Also, at that time, I stated we were unable to pay the amount of tuition you requested and we agreed that as a result of this, and your need for some type of fees, that a total of \$250.00 per student would be required. This agreement is included in our current contract.

During my discussion with Dick Holtam this afternoon, he revealed to me that some time during the past two months you have changed the fees from \$250.00, to \$600.00. Frankly, this is a breach of contract. More importantly to me, it seems that you could have contacted someone here at the College to indicate your intention to raise the fees. We have, of course, been advising students and using the \$250 figure in our publicity materials. Although, at this time, I have not recommended that any action be taken regarding this breach of contract, I want to make it clear to you that any changes in tuition or additional expenses, during this fiscal year, and the life of the contract should be cleared with my office. You have placed us in a difficult position as far as negotiating any raises in either tuition or fees for the foreseeable future. I realize that, at your end, this may have been necessary, however, it will be difficult for many students to attend the Cosmetology School as a result of the increased tuition. The Illinois State Scholarship Fund, for example, will not cover fees of this extent.

Mr. Keith Renner
August 17, 1977
Page Two

In summary, it is my hope you will contact me if any changes to the contract are necessary, so that we can come to some type of agreement in matters of this nature, and inform our students properly.

I am sorry that this has occurred.

Sincerely,

Ronald F. Williams, Ed.D.
Dean of Career Education

lm

cc: Richard Holtam
Dr. George Cole



Sterling School of Beauty Culture, Inc.



PHONE 625-0247

August 18, 1977
 (dictated August 18)

RECEIVED
 AUG 19 1977

Off of Dean of Career Education

Dr. Ronald R. Williams, Ed.D.
 Dean of Career Education
 Sauk Valley College
 Rt. # 1
 Dixon, IL 61021

Dear Dr. Williams:

I am in complete agreement with the content of your letter.

As you state, the most important part of this whole problem was my failure to contact someone in the college in regard to the second tuition increase. The amended tuition sheets were sent to Sauk in excess of two weeks ago. I also tried to call your office and the recording said due to cost cutting etc. the college would be closed for two weeks. I hope this explanation is satisfactory.

Our business year ends June 1, and for the second year in a row the Sterling School has shown a substantial loss. My original \$250 proposal for tuition was basically predicated on increased student equipment costs. After our yearly audit, our CPA clearly spelled out the financial position we were in, which showed the increased operational costs we were faced with and the need for more income to meet these demands.

I am sure it will be interesting to note the affect tuition has on enrollment. To date, we have exactly the same number of pre-enrolled students for the September class as we normally have.

Sincerely,


 Keith Renner

KR/ca

file
 Cabinet
 Contract

Agenda Item #7-F

May 16, 1975

Illinois Community College Board

CRITERIA FOR ILLINOIS PUBLIC COMMUNITY COLLEGES CONTRACTING
FOR UNITS OF INSTRUCTION WITH PROPRIETARY SCHOOLS

STAFF RECOMMENDATION: It is recommended that the Illinois Community College Board endorse the following criteria for Illinois public community colleges contracting for units of instruction with proprietary schools which were approved by the Illinois Board of Higher Education on May 6, 1975. It is also recommended that these criteria be applied to those programs previously given conditional approval by the IBHE, those which will be contractually renewed, and those which are intended for future implementation.

Illinois public community colleges contracting for units of instruction with proprietary schools shall:

- 1) be reviewed and evaluated upon the same approval criteria utilized in new program review;
- 2) require the governing board of a community college certify to Illinois Community College Board that the following items are included within the contract.
 - 2.1 Administrative responsibility for the program be with the community college;
 - 2.2 Provisions for program supervision including on-site visits;
 - 2.3 Admission policies consistent with the approved college policies;
 - 2.4 Procedures for the maintenance of records for transcripts;
 - 2.5 Statement on student tuition, fees, and other charges;
 - 2.6 Number of credit hours required and criteria for course completion within the program should be consistent with Illinois Community College Board policies and guidelines;
 - 2.7 Student withdrawal policy consistent with approved college policy;
 - 2.8 Maintenance of liability insurance;
 - 2.9 Establish responsibility for faculty employment and evaluation;

- 2.10 Availability of student auxiliary services;
- 2.11 Consistency with policies, rules and regulations of other state approval agencies;
- 2.12 Establishment and utilization of a representative advisory committee;
- 2.13 Provision for follow-up studies consistent with college practices;
- 2.14 Annual program and contract review.

3) colleges no longer contracting for services on the specific program must reapply for the program through normal procedures if they desire to offer the program.

STAFF REPORT: On May 6, 1975, the Illinois Board of Higher Education approved a policy relating to "Illinois public community college units of instruction utilizing contracts with proprietary schools for the delivery of services." This policy was developed as a result of concerns which were expressed by members of the IBHE and other individuals.

The Board may recall that in May and June of 1974 the Illinois Board of Higher Education gave conditional approval to these programs. At that time, the IBHE staff was asked to investigate the operation of these programs and provide a recommendation as to the relationship of these proprietary public institutions to the utilization of public funds for educational services. Since that time, the Illinois Board of Higher Education staff has been working closely with the staff of the ICCB, the Illinois Community College Council of Presidents, operators of proprietary schools, and its advisory committee to ascertain the viability of these programs. As a result of these meetings, these criteria were developed and subsequently approved by the IBHE.

It is the ICCB staff's opinion that this policy be endorsed and supported by the ICCB and that the ICCB staff work with the IBHE to implement these criteria. It has been suggested that those community colleges which have conditionally approved programs, programs which are being contractually renewed, or programs which are intended for future implementation identify that they are in compliance with this policy and criteria subject to audit.

The report which was presented to the Illinois Board of Higher Education and the policy statement and criteria for which we recommend endorsement is attached.

JJS:ds

Attachment: IBHE Report on Community College - Proprietary School Contracts

COSMETOLOGY CREDIT HOUR AND ENROLLMENT FIGURES

<u>REDIT HOUR TOTALS</u>	<u>1974-75</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977 to Date</u>
	744	912	1320	516

CURRENT NUMBER OF STUDENTS ENROLLED FALL 1977

<u>COURSE</u>	<u>CREDITS</u>	<u>ENROLLMENT</u>
COS 101	(8)	6
COS 102	(4)	15
COS 103	(12)	21
COS 104	(12)	6

FISCAL DATA 1977

516 St Cr Hrs

x 36.99 Tuition, State Aid and DAVTE

19,086.84

- 13,617.24 Paid to Beauty School at (26.29)

\$ 5,469.60 Current income over direct expense to Cosmetology School

Although we are projecting 1200 student credit hours for this fiscal year, only 516 have been accounted for to date. New COS 101 classes are scheduled to begin in January and March.

ADMINISTRATIVE COUNCIL MINUTES

December 12, 1977

1. ATTENDANCE POLICY

Dr. Cole distributed copies of the proposed attendance policy modeled after the regulation on attendance in the Faculty Handbook. Dean Sagmce emphasized the concern of the Financial Aid Office to be made aware of students on aid who stop attending class within 30 days after their last date of attendance. It was decided that the instructional deans would work out procedures to implement the new attendance policy, which will be taken to the Board for approval.

2. GRANT ON AGING

Jim Barber announced that the Northern Illinois Agency on Aging has been awarded a \$75,000 grant. The college has been encouraged by the agency to apply for some of these funds to help defray costs of our instructional program in area nursing homes.

3. TAPED TELEPHONE MESSAGE

Jim Barber proposed that the college install a unit on the switchboard which could carry a recorded message (i.e., the cancellation of classes) during hours when the college offices are not open. Dean Edison objected to such an installation noting that it would tie up all incoming calls.

Don Foster suggested that an information referral system that does not tie up incoming calls is available and pointed out that the Sterling Unit District #5 has such a system.

Ralph Gelander and Jim Barber, in a related matter, will arrange for a taped message that will greet callers when the college is closed during the Christmas/New Year's holidays.

4. BOARD AGENDA ITEMS

Dr. Cole asked that administrators with items for the next Board agenda turn in their information tomorrow so that it can be included on the agenda, which will be mailed Wednesday.

5. MANDATORY RETIREMENT

Dr. Williams asked about the institutional position regarding staff members who reach their 65th birthday during the current academic

year. Dean Edison said that the State University Retirement System does not require the approval of the system for individuals who wish to continue to work until the age of 68. Dr. Williams noted that the college's contract with the Faculty Association provides for the loss of tenure and the granting of only 1-year contracts after a staff member reaches age 65.

It was felt that the Board should decide whether the college will retire individuals out at age 65 and whether this group will include non-faculty employees such as administrators, secretaries, and custodians. This item will be discussed at the budget workshop on December 19.

Don Foster suggested that if the Board does not choose to re-trench staff, it may want to allow normal attrition through retirement to run its course.

6. FINANCIAL STATUS REPORT FOR THE BUDGET WORKSHOP

Dr. Cole reviewed the budget and noted the following facts:

- a) A revised estimate of credit hours taught during the fall semester is 25,400 - down approximately 900 from the budgeted hours of 26,300. This equals a reduction in revenue from state aid of \$19,200 and a revenue reduction in tuition of \$13,300. When projected for a full year, our revenue appears to be down \$64,000.
- b) At the same time, revised expenditures are up nearly \$68,000 - \$7,000 for Unemployment Compensation, \$4,000 for work-study increases, \$7,000 already transferred from contingency for the Rock Falls Learning Center, and approximately \$50,000 in anticipated faculty pay raises.
- c) These changes in revenue and expenses will apparently thrust our budgeted deficit of \$90,000 to a real deficit at the end of the fiscal year to \$182,000.

Considerable discussion was then held regarding the advisability of considering a tax rate referendum this spring.

#4-2b

ADMINISTRATIVE COUNCIL MINUTES

November 28, 1977

BUILDING SECURITY

Jim Barber advised council members that a candle was stolen and bolts securing a work-study typewriter were loosened over the weekend in Marilyn Vinson's office area. Dean Sagmoe noted that he is receiving reports of more stolen coats as well this year. It was decided that administrators having typewriters in outside or hallway offices should process work orders and request that they be bolted to the desks.

BOARD PACKETS

Dr. Cole reviewed board agenda items, paying special attention to the auditor's letter. He also reported that Elgin Community College had received a \$3.1 million grant and noted that there were other developing institutional grants being awarded in the state. Some discussion followed regarding the need for a development officer at SVC.

FACULTY LOAD REPORT

Dean Williams said he needed a copy of the Faculty Load Report for the following semester and asked Dr. Cole to expedite the release from Sally Clevenger.

FACULTY DEVELOPMENT COMMITTEE

Dr. Williams asked about the status of the faculty development committee. He noted that instructional deans were unable to fund faculty development projects since the committee has not been meeting regularly, and, therefore, has been unable to approve such projects. Dr. Cole said he would follow up on this issue and report back to the council.

1978 SUMMER SCHEDULE

Don Foster asked what calendar would be in effect for the 1978 summer session? Will we run for 6 or 8 weeks? Will the college close again for two weeks? Dr. Cole said we are late in making these decisions because (1) state funding for the current year was just recently settled, and (2) bargaining with the faculty is not yet complete. Following group discussion, it was decided that a special committee of instructional deans meet and outline possible alternative calendars.

ADMINISTRATIVE SECRETARIAL AND CUSTODIAL RAISES

Dean Williams asked if the two weeks of additional vacation granted last year in lieu of a salary raise would be cumulative. He pointed out a relationship between the answer to this question and our decision on a summer calendar.

STITUTE PAY FOR PART-TIME TEACHERS

Edison said the college has no policy to provide for the payment of sick leave for a part-time teacher although Dean Williams had requested such pay for Karen Huber, a part-time teacher in the Nursing department. It was decided that part-time instructors will have their salary reduced by the amount necessary to pay a substitute when they are ill. This practice, however, will be applied in the future and will not be enforced in the case of Mrs. Huber since she was unaware that this action would be taken.

LETTER FROM AUDITOR

on Foster noted that he felt the auditor was obviously angry when he wrote his letter, while Dean Williams pointed out that the college has many more serious problems than the procedural items noted by the auditor.

LIBRARY SURVEY

Frank Pintozzi advised Council members that he is planning a survey to determine the student's view of services provided by the Learning Resources Center.

S
2-12-77

ADMINISTRATIVE COUNCIL MINUTES

December 7, 1977

ATTENDANCE POLICY

Dean Sagmoe said the college needs to develop some kind of requirement that faculty maintain records of student attendance. Such a requirement is becoming necessary because of the increasing demand on the part of federal government for the Financial Aid Office to document class attendance for those students receiving federal financial aid. Sagmoe cited some recent examples where students have stopped attending classes but are not officially drop from the college. Some of these individuals received financial aid checks for which they were not entitled. Ron Marlier said the college could be required to reimburse the government for such institutional errors.

Sagmoe proposed a quarterly reporting system for each semester requiring faculty members to certify student attendance at the 4-week, 8-week and 2-week points in a semester. He suggested that a computer print-out roster from the data processing center, which the faculty member signs to certify attendance, could be used for this purpose. The roster would be issued by the Registrar, and students not certified as attending would have procedures initiated to drop them from the college.

Mr. Cole will prepare a draft of a letter to the faculty outlining these problems and suggesting methods to solve them.

2. COAT-CHECK

Dean Sagmoe advised council members of the increasing number of thefts, particularly of coats, that have been occurring in the building recently. He suggested that we might consider establishing a coat-check area during winter months that could be manned by work-study students. One possible site for the coat-check could be an area of the East Mall located across from the Information Center. Dean Sagmoe will investigate this further and bring a proposal to a future meeting.

3. EMERGENCY PROCEDURES

Dean Sagmoe asked if there was a need to develop a system to allow accidents that occur in off-campus situations to be reported to his office. Current procedures require the filing of reports pertaining to accidents that occur on campus. Dr. Cole said the Deans should take the responsibility of following up on accidents that occur at internship sites and other off-campus locations and insure that a report is filed with the Dean of Students.

4. TV STUDIO

Frank Pintozzi outlined problems his staff is experiencing in terms of

ideo taping and other functions of the TV studio (Room 2C3B). Currently that room is available from 1 p.m. until 4 p.m. for video purposes, and the remainder of the time it is scheduled for classes. Pintozzi said our hours a day was not adequate time to fulfill the video taping demands at SVC. Dr. Cole said he would talk with Harriet Hastings about the possibility of expanding video taping hours from 1 p.m. until 6 p.m. daily.

4. BUDGET FORMS

Dean Edison asked by what deadline date he would be expected to prepare preliminary budget for the 1978-79 fiscal year. He was advised by Dr. Cole that he should have budget requests submitted to him by the Deans by February 1. Dean Edison said he would distribute forms on which these requests could be made as soon as possible and would expect the completed forms in his office by February 1 date.

5. WORK-STUDY PAY RATE

Dean Edison asked what pay rates the college will be using after Jan. 1, 1978. At that time, the new minimum wage law will be in effect, and in the past the college has always adjusted work-study rates when the minimum wage changed. Current work-study rates are \$2.35/hr. for inside work and \$2.75/hr. for work done out-of-doors. One problem pointed out by Ron Marlier was the fact that if we raised the rates to the minimum wage, we will have some work-study students earning hourly pay equal to, or possibly higher than, some full time secretarial and clerical staff. After some discussion it was decided to raise the work-study rates to \$2.65/hr. (inside work) and \$3.05/hr. (outside work) and recognize that we must work hard to up-grade the salaries of secretaries and clerical employees.

Jim Barber advised Council members of the difficulty he is encountering in finding students to work evenings manning the switchboard when that job is classified at the lower rate of pay. He proposed raising the switchboard duties to the higher pay rate, and he and Dean Williams will bring a formal recommendation regarding this to a future meeting.

7. DEPARTMENTAL PRESENTATION AT BOARD MEETINGS

Don Foster proposed that academic departments at the college be given the opportunity to make written presentations to the Board of Trustees on a rotational basis. It was agreed that this would be a good idea and such presentations will be made at the first meeting in each month beginning in February. Dean Bunch, Dean Williams and Dean Sagmoe will prepare a schedule of such presentations.

8. MEMBERSHIP IN THE NATIONAL COUNCIL OF INSTRUCTIONAL ADMINISTRATORS

Dean Bunch suggested that individuals consider joining this organization.

he will investigate to see if the college must hold institutional membership in the American Association of Community and Junior Colleges before we could join the Instructional Administrators group. The college does not currently hold institutional membership in the AACJC.

SUMMER SCHOOL CALENDAR

Dean Williams distributed three possible calendars for the 1978 Summer session which were developed last week by a special committee. After some discussion it was decided to recommend Board approval of Proposal C. That proposal provides for the following:

This alternative has both 6 and 8 weeks instructional periods. A selection can be made for either a 1 week or 2 weeks shutdown period. This alternative has a later starting date than either Alternatives A or B.

<u>STARTING DATES</u>	<u>ENDING DATES</u>	<u>INSTRUCTIONAL PERIOD</u>
June 5, 1978	July 28, 1978	8 Weeks
June 19, 1978	July 28, 1978	6 Weeks
July 31, 1978	August 4, 1978	Shutdown (<u>1</u> Week)

10. WORK ON SNOW DAY

Dean Williams asked what the administration should do about teachers who did not meet their classes on December 6th (Tuesday), after the college re-opened its doors following being closed that morning until noon. It was decided that such teachers would be asked to either make up the class at a future date or take personal leave for the time in question.

11. FINANCIAL AID HOLDS

Dean Edison asked if the college wished to stand by information contained in a letter from Ron Marlier to students on financial aid hold. This letter indicated that the college would automatically withdraw students who have failed to pay their tuition the week prior to final exams. He suggested that we would have a stronger hold and hence, an increasing probability of getting that tuition money, if we allowed the students to take the final and receive a grade for the course. There was a general concensus with Dean Edison's feeling, and it was decided that Ron Marlier would send a second letter to these students extending the deadline beyond the final exam period.

js
12-8-77

BILLS PAYABLE

December 19, 1977

EDUCATIONAL FUND

110-800-530-02	VOID CK. #1012 written November to A.B. Dick	\$ - 308.83
110-800-530-02	A.B. DICK Replace #1012	306.65
110-813-530	RANDALL PETERSON Clerical services	40.00
SVC PAYROLL FUND	11-30-77 Payroll	95,205.81
110-811-550-01	NOAH BUNCH Addtl. travel exp.	10.00
182-000-541	SVC BOOKSTORE Supplies	4.35
110-500-550	DAVID LOVEKIN Travel exp.	81.50
		\$ 95,339.48

0.000.545.00	ABRAXAS FILMS	BOOKS	1.172	60.00
1.811.541.01	A.. AC.J.C.	MEMBERSHIP	1.173	25.00
0.712.543.00	AMERICAN JOURN OF NURSING	SUPPLIES	1.174	20.00
0.000.545.00	AMERICAN LIBRARY ASSN	BOOKS	1.175	5.75
0.300.543.00	AMERICAN PETROLEUM INST	SUPPLIES	1.176	19.50
1.711.543.00	AMERICAN SOC OF CLIN PATHOL	SUPPLIES	1.177	156.00
2.000.541.00	AMSTERDAM PRINTING & LITHO	SUPPLIES	1.178	27.70
0.811.543.00	A.R.T STUDIO	SUPPLIES	1.179	32.50
1.000.545.00	AUTHORS EDITION	BOOKS	1.180	16.40
1.000.545.00	AUDIO VISUAL NARRATIVE ARTS	BOOKS	1.181	47.50
.000.545.00	BAKER & TAYLOR CO	BOOKS	1.182	224.54
1.813.550.00	JAMES BARBER	TRAVEL	1.183	151.60
1.000.545.00	ROBERT BENTLEY INC	BOOKS	1.184	32.95
1.600.543.00	BOGOTT INDUS SUPPLY	SUPPLIES	1.185	1.00
1.011.550.01	NOAH BUNCH	TRAVEL	1.186	13.00
1.600.543.00	BURSTEIN APPLEBEE CO	SUPPLIES	1.187	40.41
1.400.550.00	WILLIAM BYAR	TRAVEL	1.188	39.00
1.000.545.00	CAEDMON	BOOKS	1.189	25.56
1.000.545.00	CAPITAL PUBLISHERS	BOOKS	1.190	16.15
1.511.543.00	CEDAR HEIGHTS CLAY CO	SUPPLIES	1.191	110.80
1.600.543.00	CENTRAL SCIENTIFIC CO	SUPPLIES	1.192	105.94
1.000.575.00	CENTRAL TELEPHONE CO	SERVICE	1.193	2,068.02
.000.556.00	CLAYTONS FLORAL SHOP	FLOWERS	1.194	11.65
0.000.550.00	WALTER CLEVENGER	TRAVEL	1.195	95.52
0.000.550.00	GEORGE COLE	TRAVEL EXP	1.196	83.05
.711.543.00	CURTIN MATHESON SCIENTIFIC	SUPPLIES	1.197	24.35
0.000.554.00	THE DAILY GAZETTE	ADS	1.198	16.66
0.000.547.00	DECISION	PUB RELA	1.199	24.00
0.000.544.01	DEMCO EDUC CORP	SUPPLIES	1.200	114.60
0.000.565.01	DENOYER GEPPERT	EQUIPMENT	1.201	175.00
0.151.543.00	DESCRIPTIVE TESTS O F LANGUAGE SKILLS	SUPPLIES	1.202	2.50
1.00.530.00	A B DICK CO.	SERVICE 38.00		
1.00.543.00	A B DICK CO.	SUPPLIES 12.30	1.203	50.30
7.11.543.00	DIFCO LABORATORIES	SUPPLIES	1.204	6.90
0.000.544.01	DIXON EVENING TELEGRAPH	SUPPLIES	1.205	26.00
0.000.556.00	DIXON FLORAL CO	FLOWERS	1.206	10.50
0.000.543.00	DIXON GARAGE SUPPLY	SUPPLIES	1.207	4.99

4,000.541.00	D S G INC	SUPPLIES	7.95		
2,000.541.00	X X	X X	7.95	1,208	15.90
2,600.543.00	EALING CORP	SUPPLIES		1,209	23.86
2,000.550.00	ROBERT EDISON	TRAVEL		1,210	52.10
2,000.543.00	FISHER SCIENTIFIC CO	SUPPLIES	18.67		
2,000.565.01	X X X	EQUIP.	186.66	1,211	205.33
2,111.530.02	DON FOSTER	TRAVEL		1,212	63.82
3,000.550.00	RALPH GELANDER	TRAVEL		1,213	23.40
2,000.545.00	GENEALOGICAL INSTITUTE	BOOK		1,214	10.00
2,711.543.00	GIBCO DIAGNOSTICS	SUPPLIES		1,215	20.04
2,511.543.00	A P GREEN REFRactories CO	SUPPLIES		1,216	199.48
2,812.541.01	HASKELLS	SUPPLIES		1,217	15.17
2,316.530.00	BETTY HIGBY	TRAVEL		1,218	
2,117.550.00	RICHARD HOLTAM	TRAVEL		1,219	46.90
2,000.530.02	I B M	SERVICE	47.59		
2,000.539.00	X	50.49		1,220	98.08
2,000.562.00	I B M	EQUIP RENTAL		1,221	401.00
2,000.575.00	ILLINOIS BELL TELEPHONE	SERVICE		1,222	160.70
2,000.547.00	JOHNSON PUBL CO	SUPPLIES		1,223	78.00
2,000.593.00	JOLIET JR COLLEGE	TUITION		1,224	780.00
2,511.543.00	L & R SPECIALTIES	SUPPLIES		1,225	224.80
2,000.593.00	LAKE LAND COLLEGE	TUITION		1,226	322.35
2,714.543.00	R S LANDAUER JR	SUPPLIES		1,227	428.95
2,000.550.00	CYNTHIA LAWRENCE	TRAVEL		1,228	7.00
2,000.541.00	LIFE GIVING ENTERPRISES	SUPPLIES		1,229	7.50
2,000.550.00	CAROL LINTON	TRAVEL		1,230	9.00
2,000.547.00	LUNDRENS CAMRA	SUPPLIES		1,231	45.60
2,000.585.00	LYONS BAND	EQUIPMENT		1,232	741.00
2,812.541.01	MANAGEMENT BOOKS INST	SUPPLIES		1,233	10.08
2,000.541.00	MANDATA INC	SUPPLIES		1,234	48.00
2,000.550.00	RONALD MARLIER	TRAVEL		1,235	20.50
2,300.543.00	MEANS SERVICE CENTER	SUPPLIES		1,236	10.40
2,000.545.00	MIDWEST EDUC MATERIALS	BOOKS		1,237	45.00
2,000.541.00	MOORE BUSINESS FORMS	SUPPLIES		1,238	127.18
2,000.530.00	ED MUELLER A V	SERVICE		1,239	37.50
2,300.542.00	MULTIGRAPHIC DIV	SUPPLIES		1,240	67.19
2,000.543.00	NASCO	SUPPLIES		1,241	37.53
2,000.545.00	NATL ARCHIVES, TRUST FUND	BOOKS		1,242	91.50
2,000.541.00	NATL BETA CLUB	SUPPLIES		1,243	20.00
2,000.562.00	N C R	EQUIP RENTAL		1,244	10.00
2,812.541.01	NCSCBHE	MEMBERSHIP DUES COLLECTIVE			
		BARGAINING		1,245	225.00
2,000.530.00	NATL COMPUTER SYSTEMS	SERVICE		1,246	115.00
2,000.541.00	NATL DATA PRODUCTS	SUPPLIES		1,247	16.27
2,000.545.00	NATL DIRECTORY SERV	BOOKS		1,248	7.26
2,000.541.00	NATL EMPLOYMENT LISTING SERV	SUPPLIES		1,249	30.00
2,000.547.00	OGLE COUNTY LIFE	SUBSCR		1,250	16.00
2,115.550.00	FRANK PALUMBO	TRAVEL		1,251	32.10
2,511.543.00	PAOLI CLAY CO	SUPPLIES		1,252	248.70
2,000.593.00	PARKLAND COLLEGE	TUITION		1,253	1,061.28
2,400.550.00	MARINE PETERSEN	TRAVEL		1,254	48.40
2,000.550.00	FRANK PINTOZZI	TRAVEL		1,255	36.10
2,125.543.00	PLYMOUTH MUSIC CO	SUPPLIES		1,256	7.41

4,612,541.01	PRAKKEN PUBLICATIONS	SUPPLIES	16.04	
4,000,545.00	X X X	BOOKS	15.95	31.99
4,100,543.00	PRENTICE HALL INC	SUPPLIES	1,257	38.21
4,000,547.00	THE PRINT SHOP	NEW FORMS	1,258	145.05
4,316,543.00	PYRAMID FILMS	SUPPLIES	1,259	34.00
4,811,541.01	RODALE PRESS	SUPPLIES	1,260	12.00
4,000,540.00	JOHN SAGMOE	TRAVEL	1,261	23.89
4,600,543.00	SARGENT WELCH SCI CO	SUPPLIES	1,262	102.99
4,300,543.00	SVC BUILDING FUND	GAS	1,263	1.52
4,815,538.81	SVC RESTRICTED PUR FUND	ADULT LEARNING CENTER	1,264	7,000.00
4,000,558.86	RONALD SCHILLING	TRAVEL	1,265	137.43
4,000,545.00	SCHOLARS BOOKSHELF	BOOKS	1,266	6.30
4,000,541.00	SCIENCE RESEARCH ASSOC	SUPPLIES	1,267	12.78
4,000,550.00	CATHERLINE SEAGREN	TRAVEL	1,268	8.40
4,000,550.00	MICHAEL SEGUIN	TRAVEL	1,269	8.50
4,300,543.00	SIEG CO	SUPPLIES	1,270	10.60
4,100,543.00	SITLERS SUPPLIES	SUPPLIES	1,271	39.34
4,000,541.00	STERLING BUS MACHINES	SUPPLIES	1,272	9.00
4,812,550.02	JAMES STRICKLAND	TRAVEL	1,273	46.90
4,000,550.00	SUNNY TRAVEL CENTER	TRAVEL-DATA PROC	1,274	212.00
4,000,541.00	UARCO	SUPPLIES	1,275	113.87
4,000,545.00	FREDERICK UNGAR PUBL CO	BOOKS	1,276	136.08
4,000,545.00	UNITED STATES PUBL ASSN	BOOKS	1,277	55.95
4,100,543.00	UNIVERSITY ASSOCIATES INC	SUPPLIES	1,278	11.75
4,000,545.00	UNIV OF TENN PRESS	BOOKS	1,279	12.50
4,813,550.00	MARILYN VINSON	TRAVEL	1,280	16.80
4,000,531.00	WARD WARD CASTENDYCK MURRAY	& PACE SERVICES	1,281	350.00
4,000,530.00	MACK WARREN	TRAVEL	1,282	95.45
4,000,565.00	WENTSEL WILKINS LOWE & WHEELER	LIAB & W.COMP	1,283	308.00
4,812,550.01	RONALD WILLIAMS	TRAVEL	1,284	108.80
4,000,544.02	WIDL VIDEO	SUPPLIES	1,285	19.95
4,000,544.03	XEROX CORP	SUPPLIES	1,286	469.50
4,000,549.00	SVC IMPREST FUND	MISC EXPENSES	1,287	1,332.40
4,000,521.00	SVC PETTY CASH	MISC SUPPLIES	1,288	3.34
4,100,543.00	PRUDENTIAL INS CO	JANUARY PREMIUM	1,289	
4,000,541.00	SVC BOOKSTORE	SUPPLIES	1,290	10,509.99
4,117,543.00	X X	9.95		
4,316,543.00	X X	10.90		
4,400,543.00	X X	29.35		
4,412,543.00	X X	52.89		
4,500,543.00	X X	57.30		
4,511,543.00	X X	7.51		
4,512,543.00	X X	5.00		
4,712,543.00	X X	8.90		
4,713,543.00	X X	1.30		
4,813,543.00	X X	86.55		
4,815,543.00	X X	18.53		
4,000,541.00	X X	8.57		
4,000,541.00	X X	4.49		
4,000,541.00	X X	5.92		
			1,291	347.63

SVC PAYROLL FUND	TOTAL BILLS 12-15-77 Payroll	31,990.50 113,097.22
------------------	---------------------------------	-------------------------

Cks. #1166 - 1171, and void #1012

95,339.48

TOTAL EDUCATIONAL FUND FOR DECEMBER

\$ 240,427.26

BUILDING FUND

270-000-550	GLADYS GUNTLE	Travel exp.	4,829	\$ 4.20
00544.00	CARDINAL AUTO PARTS	SUPPLIES	4,830	11.08
00573.00	COMMONWEALTH EDISON CO	SERVICE	4,831	9.25
00544.00	CRESCENT ELECTRIC SUPPLY	SUPPLIES	4,832	7.72
00550.00	PATT DAWSON	TRAVEL	4,833	18.40
00544.00	DIXON SWIMMING POOL SUPP	SUPPLIES	4,834	60.00
00544.00	DWYER INSTRUMENTS INC	SUPPLIES	4,835	67.06
00544.00	FULFS TRUE VALUE HOME	SUPPLIES	4,836	44.04
00550.00	GLADYS GUNTLE	TRAVEL	4,837	12.60
00544.00	HOME LUMBER CO	SUPPLIES	4,838	15.81
00544.00	HONEYWELL INC	SUPPLIES 79.92		
00530.00	X X	SERVICE 2132.50	4,839	2212.42
00544.00	INK SMITH INC	SUPPLIES	4,840	66.34
00544.00	JOHNSTON LUMBER CO	SUPPLIES	4,841	39.60
00530.00	MCLANE & MCLANE	SERVICES	4,842	4500.00
00530.00	DAVID MAYES	SERVICES	4,843	150.00
00544.00	MONROE MACHINE & WELDING	SUPPLIES	4,844	35.00
00530.00	MONTGOMERY ELEVATOR CO	MAINT CONTR	4,845	381.19
00544.00	MOTT BROS CO	SUPPLIES	4,846	162.48
00571.00	NORTHERN ILL GAS CO	SERVICE	4,847	3945.11
00544.00	P & W SUPPLY	SUPPLIES	4,848	59.30
00544.00	ROCK RIVER GLASS	SUPPLIES	4,849	359.10
00544.00	SVC EDUC FUND	SUPPLIES	4,850	5.65
10561.00	STERLING PARK DIST	POOL RENTAL	4,851	32.00
00544.00	SUTTON BROS	SUPPLIES	4,852	100.00
00544.00	SVC IMPREST FUND	MISC EXP	4,853	8.00
00544.00	SVC PETTY CASH	SUPPLIES	4,854	7.16

12309.31 7

Ck. #4829

4.20

TOTAL BUILDING FUND FOR DECEMBER

\$ 12,313.51

IMPREST FUND		December 1977
192-000-544	Postmaster	4036 25.00
110-813-514-01	Dorothy Scaggs	4037 25.00
139-000-541	NAVPA Membership	4038 30.00
139-000-550	NAVPA Treasurer	4039 20.00
139-000-550	Britt Airways	4040 194.00
110-712-543	Little Brown & Co	4041 6.95
120-000-545	The Learning Exchange	4042 6.00
270-000-544	A J Dixon, Sec of State	4043 8.00
192-000-544	United Parcel Service	4044 2.84
138-000-550	Ramada Inn of Champaign	4045 58.80
110-511-543	Art In America	4046 16.50
110-811-550-01	Ramada Inn of Champaign	4047 14.70
110-811-550-02	" " " "	Travel 14.70 29.40
192-000-544	Gladys Gentle	Postage 4048 5.78
192-000-544	United Parcel Service	Service 4049 2.00
192-000-544	Postmaster	Postage 4050 25.00
110-117-550	Dick Walt	Travel 4051 54.00
110-117-530	Joyce Miller	Contractual 4052 70.00
110-712-550	Conv Serv Natl League/Nursing	Meeting Expense 4053 120.00
110-712-550	Royal Travel & Tours	Travel 4054 340.00
192-000-544	United Parcel Service	Service 4055 3.05
110-117-543	Robert Bates	Supplies 4056 17.08
110-400-543	American Sociol Assn	Supplies 4057 6.00
120-000-545	Feminist Radio Network	Cassette Tapes 4058 92.00
192-000-544	Postmaster	Postage 4059 25.00
138-000-541	College Placement Council	Supplies 4060 2.00
110-815-543	The Daily Gazette	Subscription 4061 26.00
110-813-543	Los Angeles Unif School Dist	Supplies 4062 30.00
192-000-544	Postmaster	Special Mailing 4063 100.00
		\$1,340.40

EDUCATIONAL FUND - 1,332.40

BUILDING FUND - 8.00

Balance on Hand	1,683.60
Disbursements	1,340.40
Total in Fund	3,024.00

BACK VALLEY COLLEGE

APPROVED BY

William E. Keifer
Vice **PRESIDENT**

Lorna Keifer
SECRETARY
DATE

TREASURER'S REPORT

November 30, 1977

EDUCATIONAL FUND

Balance on Hand October 31, 1977 \$ 373,758.46

Receipts:

Taxes	174,545.48
Charge-Back Revenue	128.31
State Equalization	1,458.94
Federal Work Study	10,848.38
Transcript Fees	78.00
Other Revenue	15.30
Expenditure Credits	<u>1,993.28</u>
	<u>189,067.69</u>

Total Available \$ 562,826.15

Disbursements:

Expenses for November	<u>294,213.40</u>
-----------------------	-------------------

Balance on Hand November 30, 1977 \$ 268,612.75

BUILDING FUND

Balance on Hand October 31, 1977 \$ 78,766.57

Receipts:

Taxes	43,652.45
Misc. Revenue	6.00
Expenditure Credits	<u>186.88</u>
	<u>43,845.33</u>

Total Available \$ 122,611.90

Disbursements:

Expenses for November	<u>14,580.56</u>
-----------------------	------------------

Balance on Hand November 30, 1977 \$ 108,031.34

ITEM AND CONSTRUCTION FUND - Dixon National Bank

Balance on Hand October 31, 1977 \$ 87,729.41

Receipts:

Facilities Revenue	5,555.50
Interest on Invest.	<u>6,707.64</u>
	<u>12,263.14</u>

Total Available \$ 99,992.55

Disbursements:

Balance on Hand November 30, 1977	<u>-0-</u>
-----------------------------------	------------

\$ 99,992.55

DE AND CONSTRUCTION FUND - Harris Trust

Balance on Hand October 31, 1977 \$ 6,811.09

Receipts: -0-

Disbursements: -0-

Balance on Hand November 30, 1977 \$ 6,811.09

END AND INTEREST FUND #1

Balance on Hand October 31, 1977 \$ 47,229.23

Receipts:

Investments	147,000.00
Taxes	74,010.58
Interest on Invest.	<u>225.00</u>
	\$ 221,235.58

Total Available \$ 268,464.81

Disbursements:

Bond Principal	225,000.00
Bond Interest	39,375.00
Service Charges	<u>143.75</u>
	\$ 264,518.75

Balance on Hand November 30, 1977 \$ 3,946.06

END AND INTEREST FUND #2

Balance on Hand October 31, 1977 \$ 18,401.99

Receipts:

Taxes	29,526.86
	<u>29,526.86</u>

Total Available \$ 47,928.85

Disbursements:

Investments	46,000.00
	<u>46,000.00</u>

Balance on Hand November 30, 1977 \$ 1,928.85

WORKING CASH FUND

Balance on Hand October 31, 1977 \$ 36,500.54

Receipts: Interest on Investments 5,241.07

Total Available \$ 41,741.61

Disbursements: 5,241.07

Balance on Hand November 30, 1977 \$ 36,500.54

FUNDS INVESTED

ae-Open Deposits	B & I #2		\$ 130,784.28
ee-Open Deposits	S & C	5-28-78	100,000.00
ee-Open Deposits	B & I #1		141,167.42
rtificate of Deposit	S & C	2-21-78	50,000.00
rtificate of Deposit	B & I #1	1-18-78	45,000.00
rtificate of Deposit	S & C	2-21-78	360,881.84
ee-Open Deposit	S & C	11-28-77	100,000.00
rtificate of Deposit	Working Cash	1-31-78	252,050.04
rtificate of Deposit	Working Cash	12-13-77	104,272.11
rtificate of Deposit	Working Cash	12-14-77	<u>212,757.64</u>
	TOTAL INVESTED		\$1,496,913.33

SAUK VALLEY COLLEGE

E.O.G. WORK STUDY FUNDS

Period Ending 11/30/77

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

Cash on Hand.....	\$ 45,591.25	
Workstudy Awards Available form Fed. Gov. 1977-78.....	94,877.00	
Workstudy Awards Capital 1977-78.....		\$141,377.00
Workstudy Awards Paid 1977-78.....	44,066.31	
E.O.G. Funds Receivable from Fed. Gov. 1977-78.....	46,018.00	
Initial E.O.G. Awards Capital 1977-78.....		25,903.00
Initial E.O.G. Awards Paid 1977-78.....	6,198.48	
Renewal E.O.G. Awards Capital 1977-78.....		33,615.00
Renewal E.O.G. Awards Paid 1977-78.....	9,703.00	
Basic E.O.G. Program Awards Rec. from Fed. Gov. 1977-78.	33,025.31	
Basic E.O.G. Program Awards Capital 1977-78.....		172,970.00
Basic E.O.G. Program Awards Paid 1977-78.....	88,379.22	
Inactive Federal Grants.....	6,006.43	
	<u>\$373,865.00</u>	<u>\$373,865.00</u>

SADK VALLEY COLLEGE

STUDENT LOAN FUND

Period Ending 11/30/77

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

ASSET:

Cash in Bank #1.....	\$2,504.34
Cash in Bank #2.....	621.57
Notes Receivable #1.....	965.86
Notes Receivable #2.....	1,770.00
	<u>\$5,861.77</u>

LIABILITIES & NET WORTH:

Fund Equity #1.....	\$3,317.94....
Net Profit #1.....	<u>152.26</u>\$3,470.20
Fund Equity #2.....	\$2,314.92....
Net Profit #2.....	<u>76.65</u>\$2,391.57
	<u>\$5,861.77</u>

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

INCOME:

Interest Income #1.....	\$ 52.26....
Bad Debts Repaid #1.....	<u>100.00</u>\$152.26
Interest Income #2.....	16.65....
Bad Debts Repaid #2.....	<u>60.00</u> 76.65

EXPENSES:.....NONE

Net Profit #1.....	<u>\$152.26</u>
Net Profit #2.....	<u>76.65</u>

SAUK VALLEY COLLEGE BOOKSTORE

Period Ending 11/30/77

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

ASSETS:

Cash in Bank.....	\$ 35,524.37
Petty Cash.....	300.00
Investments.....	32,366.70
Inventory 6/30/77.....	45,208.24
Accounts Receivable - Educational Fund.....	35.04
	<u>\$113,434.35</u>

LIABILITIES AND NET WORTH:

Accounts Payable - Student Activities Fund.....	\$ 96.00
Fund Equity.....	\$125,982.78.....
Net Loss.....	<u>(-12,644.43)</u>
	<u>\$113,338.35</u>
	<u>\$113,434.35</u>

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

INCOME:

Textbook Sales.....	\$ 83,116.47
Supplies Sales.....	8,321.87
Miscellaneous Sales.....	4,249.75
Paperback Sales.....	1,720.18
Used Books Sales.....	3,389.41
Sales Tax Collected.....	4,878.29
Other Income.....	31.77
Investments Income.....	724.59
Over & Under.....	<u>8.05</u>
	\$106,440.38

EXPENSES:

Textbook Purchases.....	\$ 93,584.81
Supplies Purchases.....	4,367.30
Miscellaneous Purchases.....	3,292.58
Paperback Purchases.....	1,654.13
Used Book Purchases.....	2,623.60
Sales Tax Paid.....	4,306.09
Salaries & Wages.....	5,264.66
Transportation Charges.....	2,055.23
Supplies Expense.....	1,090.92
Travel.....	273.57
Telephone.....	121.38
Dues & Subscriptions.....	10.00
Other Expense.....	<u>440.54</u>
	<u>\$119,084.81</u>

NET LOSS on a cash basis without regard to inventory
or Account Payable..... (-12,644.43)

RESTRICTED PURPOSES FUND

STATEMENT OF INCOME & EXPENSE

November 30, 1977

<u>ACTIVITIES</u>	<u>AMOUNT</u>
Comprehensive Fee Income	\$ 4,423.49
Athletic Income	30.00
Drama Income	201.00
Student Activity Income	1,643.69
Film Income	175.50
Cash Over & Under	16.50
TOTAL INCOME	\$ 6,490.18

	<u>BUDGET</u>	<u>EXPENSE</u>
Athletic Expense	\$18,012.00	\$ 4,745.98
Cheerleaders & Pom Pom Expenses	650.00	345.55
Speech Activities/Reader's Theatre	4,400.00	2,105.52
Drama Expense	2,700.00	894.45
Music Expense	3,000.00	653.72
Student Activity Expense	16,900.00	8,813.32
Student Newspaper Expense	3,000.00	1,503.51
Associated Student Board	2,500.00	1,085.46
Women's Intercollegiate Act.	10,430.00	3,772.37
Intramurals-Coed	300.00	87.75
SVC Clubs	2,200.00	95.00
Contingency Expense/Equipment	1,000.00	
Contingencies/Non-Budgeted	1,008.00	
	\$66,100.00	\$24,102.63

TOTAL EXPENSE 24,102.63

Excess of Expenditures
over Revenue, as of
November 30, 1977 (\$17,612.45)

RESTRICTED PURPOSES FUND

STATEMENT OF ASSETS AND LIABILITIES

November 30, 1977

<u>ASSETS</u>	<u>REVOLVING AGENCY FUND LIABILITIES</u>	<u>AMOUNT</u>
Cash In Bank \$ 75,105.29	Student Tuition \$246,279.00	
Petty Cash 535.00	Out-of-District Fees 468.93	
Accts. Rec. 196,668.87	Due Educational Fund 1,068.89	
	Due Building Fund 77.30	
	Due Student Loan Fund 489.41	
	Due Bookstore 5.99	
	Tuition Refunds (13,947.20)	
		\$232,442.32

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	\$ (134.95)
Parking	11,649.23
Recreation Room Fund	3,715.87
Student Locker Fund	161.70
Land Lab	1,312.38
Community Services	12,529.87
Child Care Center	92.94
Photography Supplies	1,539.31
LPN Supplies	6,367.07
Law Enforcement Grant	534.25
HEW Nurses Grant	(750.00)
Nursing Capitation	121.05
1977-78 Disadvantaged Gr.	(9,464.02)
1975-76 ICCB Pub. Serv.	309.42
CETA Public Services	(3,102.08)
Ill. Humanities Grant	2,507.10
Miscellaneous Account	237.02
Student Clubs	534.34
	\$ 28,160.50

FUND EQUITY

July 1, 1977 \$29,318.79

Excess of Expenditures
over Revenue, as of
November 30, 1977 (17,612.45)

11,706.34

TOTAL ASSETS \$272,309.16 TOTAL LIABILITIES & FUND EQUITY \$272,309.16

STUDENT ACTIVITY

Balance On Hand, October 31, 1977	\$53,956.99
November Receipts	<u>42,975.19</u>
	96,932.18
November Disbursements	<u>21,827.99</u>
	75,104.19
J. V. #35, Correction to Cash Over on 9/30/77 deposit	<u>1.10</u>
Balance On Hand, November 30, 1977	\$75,105.29

CHECK #	NAME	DESCRIPTION	AMOUNT
3133	Mr. Nifty Cleaners	#259 Music Exp., Cleaning of music supplies	\$ 48.85
3134	Nusbaum Transfer & Storage, Inc.	#260 Student Activity, Services	80.00
3135	Ozark Attractions, Inc.	#260 Student Activity, "Legends of Jazz", concert, 11/7/77	1,850.00
3136	Henry N. Tarrson	#260 Student Activity, "Henry The Fiddler", performance on 11/17/77	350.00
3137	Films Inc.	#260 Student Activity, Film rental, "Tenant", shown on 10/29/77	181.00
3138	Debra Schrader	#103 Accts. Receivable, ISSC Grant, Fall 77	96.00
3139	Claire Holmberg	#266 Women's Intercollegiate, Volleyball expenses, 10/29/77	86.67
3140	Dan Mabee	#252 Athletic Exp/Mabae, Awards banquet	48.78
3141	Collegiate Baseball	#253 Athletic Exp/Hartje, Subscription	6.00
3142	SVC Educators of Young Children	#335 Comm. Services, Proceeds from Seminar held at Sauk Valley College	15.19
3143	Sheldon Enterprises, Inc.	#360 Misc., Technologist I. D. markers paid for by students	12.95
3144	Gordon Hatch	#103 Accts. Receivable, Military Grant, Fall 77	48.00
3145	Timothy Kyker	#103 Accts. Receivable, ISSC Grant, Fall 77 (Special)	240.00
3146	J. S. Latta and Son	#336 Child Care, Supplies	69.60
3147	SVC Student Loan Fund	#318 Due Student Loan, Loans paid during Oct.	362.38
3148	SVC Educational Fund	#302 Out-of-District Fees \$128.31, #315 Due Educational Fund \$1,585.05, Trial Balance, 10/31/77	1,713.36
3149	SVC Building Fund	#316 Due Building Fund, Trial Balance, 10/31/77	192.88
3150	SVC Bookstore	#319 Due Bookstore, Trial Balance, 10/31/77	964.16
3151	Frank Palumbo	#251 Athletic Exp/Palumbo, Meals for basketball	74.70
3152	Sheila Olalde	#257 Speech Act., Travel expense, Commonwealth Interpretation Workshop, Keenlake, KY, 10/26-10/30/77	157.65
3153	SVC Educational Fund	#335 Comm. Services, Slides for C/S teachers	280.00
3154	SVC Bookstore	#346 HEW Nurses Grant, Shirley Watt purchases	98.69
3155	The Daily Gazette	#260 Student Activity, Ads for "Small Change" and "Tennant", films shown at SVC	22.20
3156	SVC Educational Fund	#260 Student Activity, Reimbursements for Divorce Seminar course for Fullerton, Burn, Murphy & Johnson	60.00

CHECK #	NAME	DESCRIPTION	AMOUNT
3157	Illinois Bell Telephone Co.-#352D Disadvantaged Ct., Phone Service	41.44	
3158	Holiday Inn of Sterling-#260 Student Activity, Lodging for Bishops	48.30	
3159	Max A. Guinnup-#372 Student Clubs, IMEA Choral Festival	174.00	
3160	Nita Bellini-#320 Tuition Refund, Class cancelled, 1 sem. hr.	16.00	
3161	Jeri Durham-#320 Tuition Refund, Class cancelled, 1 sem. hr.	16.00	
3162	Faye Helms-#320 Tuition Refund, Class cancelled, 1 sem. hr.	16.00	
3163	Denise Hubbard-#320 Tuition Refund, Class cancelled, 1 sem. hr.	16.00	
3164	Kathryn Hubbard-#320 Tuition Refund, Class cancelled, 1 sem. hr.	16.00	
3165	Pat Loos-#320 Tuition Refund, Class cancelled, 1 sem. hr.	16.00	
3166	Pamela Masterson-#320 Tuition Refund, Class cancelled, 1 sem. hr.	16.00	
3167	Patricia Poci-#320 Tuition Refund, Class cancelled, 1 sem. hr.	16.00	
3168	Anita Pratt-#320 Tuition Refund, Class cancelled, 1 sem. hr.	16.00	
3169	Anna Rose-#320 Tuition Refund, Class cancelled, 1 sem. hr.	16.00	
3170	Audrey Sandrock-#320 Tuition Refund, Class cancelled, 1 sem. hr.	16.00	
3171	Marilyn Seidel-#320 Tuition Refund, Class cancelled, 1 sem. hr.	16.00	
3172	Debbie Stern-#320 Tuition Refund, Class cancelled, 1 sem. hr.	16.00	
3173	Shirley Walker-#320 Tuition Refund, Class cancelled, 1 sem. hr.	16.00	
3174	Teresa Griffith-#320 Tuition Refund, Class cancelled, 1 sem. hr.	1.00	
3175	Richard Snyder-#257 Speech Act., ISTA Convention, Springfield, IL	54.00	
3176	Shiela Olalde-#257 Speech Act., ISTA Convention, Springfield, IL	67.35	
3177	Jerry Mathis-#257 Speech Act., ISTA Convention, Springfield, IL	411.22	
3178	Claire Holzberg-#266 Women's Intercollegiate, Meals for volleyball	16.20	
3179	Bev Ohda-#330 Child Care, Registration for Natl. Assn. Educ. of Young Children Conference	45.00	
3180	SVC Payroll Fund-#330 Child Care \$553.62, #335 Comm. Services \$200.00, #352D Disadvantaged Grant \$847.00, #354 CETA \$785.00, Payroll 11/15/77	2,385.82	
3181	Jeannie Swanson-#257 Speech Act., Meals, Commonwealth Interpretation Workshop, Ksulake, KY	22.48	
3182	Mrs. Robert Collins-#334 Land Lab., Rent	172.25	
3183	Trausch Baking Co.-#264 A.S.B., Supplies	57.00	
3184	Vincent E. Gilbert-#260 Student Act., Tuning for Jazz concert	20.00	
3185	Paula Colson-#330 Child Care, Registration for Young ChildrenWorkshop	40.00	
3186	Walter Lillyman Jr.,-#352D Disadvantaged Grant, Ads	7.90	
3187	The Kroger Co.-#330 Child Care, Supplies	27.96	
3188	SVC Educational Fund-#352D Disadvantaged Grant \$10.83, Xerox, #257 Speech Act. \$2.10, #335 Comm. Services \$17.60, Workroom, #335 Comm. Services \$3.60, #264 A.S.B. \$4.80, #330 Child Care \$18.45, Storeroom, Miscellaneous charges for October 1977	57.38	
3189	SVC Bookstore-#319 Due Bookstore \$0.30, #260 Student Act. \$5.94, #264 A.S.B. \$0.49, #258 Drama Exp. \$1.96, #335 Comm. Services \$38.83	47.52	
3190	Economy Trophy Co.-#251 Athletic Exp/Palumbo, Lettering	4.08	
3191	House & Town Shoppe-#372 Student Clubs, Gown for concert choir	44.00	
3192	Bev Ohda-#330 Child Care, Misc. supplies	9.72	
3193	Haskell's-#330 Child Care, Ledger book	6.71	
3194	Films Inc.-#260 Student Activity, Film rental, "Children of Paradise", shown on 11/5/77	206.00	
3195	Loem E. Mears-#360 Misc., Check for change	1.00	

CHECK #	NAME	DESCRIPTION	AMOUNT
3196	Janice Pollock-#320 Tuition Refund, Dropped 1 sem. hr. Fall	16.00	
3197	Jo Anne Latta-#320 Tuition Refund, Dropped 1 sem. hr. Fall	9.60	
3198	Frank Palumbo-#251 Athletic Exp/Palumbo, Meals for basketball, Kankakee Tourney, 11/24-11/26/77	192.00	
3199	Howard Johnson Motel-#251 Athletic Exp/Palumbo, Lodging for Kankakee Tourney	250.00	
3200	Terri Scofield-#320 Tuition Refund, Dropped 2 sem. hrs. Fall	25.60	
3201	Tina Pyron-#103 Accts. Receivable, ISSC Grant, Fall	240.00	
3202	Michael Kolk-#103 Accts. Receivable, ISSC Grant, Fall	272.00	
3203	Debra Cox-#103 Accts. Receivable, ISSC Grant, Fall	43.00	
3204	Patricia Berge-#103 Accts. Receivable, ISSC Grant, Fall	96.00	
3205	SVC Bookstore-#347 Law Enforcement Grant, Fall 1977 charges	804.83	
3206	Highland Community College-#347 Law Enforcement Grant, Fall 77	547.92	
3207	Gerri Vermeire-#103 Accts. Receivable, Foundation Grant, Fall 77	224.00	
3208	Josie Ramirez-#103 Accts. Receivable, ISSC Grant, Fall 77	144.00	
3209	Deborah Droad-#103 Accts. Receivable, ISSC Grant, Fall 77	208.00	
3210	Judy Hagen-#103 Accts. Receivable, ISSC Grant, Fall 77	96.00	
3211	John Heath-#103 Accts. Receivable, ISSC Grant, Fall 77	208.00	
3212	Janice Manno-#103 Accts. Receivable, ISSC Grant, Fall 77	152.00	
3213	Alice Miller-#103 Accts. Receivable, ISSC Grant, Fall 77	192.00	
3214	Pamela Owen-#103 Accts. Receivable, ISSC Grant, Fall 77	192.00	
3215	Diane Shaw-#103 Accts. Receivable, ISSC Grant, Fall 77	272.00	
3216	Jose Diaz-#103 Accts. Receivable, ISSC Grant, Fall 77	272.00	
3217	Jesus Medina-#103 Accts. Receivable, ISSC Grant, Fall 77	96.00	
3218	Treva Hargitt-#103 Accts. Receivable, ISSC Grant, Fall 77	16.00	
3219	Frank Pintozzi-#103 Accts. Receivable, Adult Basic Educ. Gt.	13.65	
3220	Dick Blick-#336 Child Care, Supplies	36.78	
3221	Ray Ellen Schultz-#320 Tuition Refund, Dropped 2 sem. hrs., Spring 78	32.00	
3222	Nancy Stinemeyer-#103 Accts. Receivable, Foundation Grant, Fall	104.00	
3223	John Mills-#251 Athletic Exp/Palumbo, Officiating	30.00	
3224	Marv Howsare-#251 Athletic Exp/Palumbo, Officiating	30.00	
3225	Frank Palumbo-#251 Athletic Exp/Palumbo, Scouting Kishwaukee	14.10	
3226	American Airlines-Freight System-#359 Humanities Grant, film freight	20.95	
3227	K-Mart-#258 Drama Exp., Supplies	32.90	
3228	Frank Palumbo-#251 Athletic Exp/Palumbo, Scorer & timer for 11/19/77	10.00	
3229	Ruth Allen-#103 Accts. Receivable, ISSC Grant, Fall 77	224.00	
3230	Veronica Castillo-#103 Accts. Receivable, ISSC Grant, Fall 77	220.80	
3231	Joe Marchini-#103 Accts. Receivable, ISSC Grant, Fall 77	90.00	
3232	Cheryl Peterson-#103 Accts. Receivable, ISSC Grant, Fall 77	32.00	
3233	Elkhorn Corporation-#352D Disadvantaged Grant, December rent	300.00	
3234	The Wrestlers Scorebook-#254 Wrestling Exp/Walrath, Scorebook	4.50	
3235	Macmurray College-#254 Wrestling Exp/Walrath, Entry fee for meat	36.00	
3236	Chuck Walrath-#102 Petty Cash, Petty cash for 1977-78 season	50.00	
3237	Beverly Ohda-#330 Child Care, NAEYC Convention, Chicago, 11/11-11/12	51.18	
3238	Paula Colson-#330 Child Care, NAEYC Convention, Chicago, 11/11-11/12	48.45	
3239	Rita Martinez-#360 Miscellaneous, Check for change	2.00	
3240	Frank Palumbo-#251 Athletic Exp/Palumbo, Meals for basketball, Canton	55.00	
3241	Claire Holmberg-#256 Cheerleading Exp. \$12.00, #266 Women's Inter-collegiate \$30.00, Dinners	42.00	

CHECK #	NAME	DESCRIPTION	AMOUNT
3242	Frank Palumbo-#251 Athletic Exp/Palumbo, Scouting Rock Valley, Ill. Central & IVCC, 11/24/77		19.95
3243	John Moran-#251 Athletic Exp/Palumbo, Officiating, 11/29/77		30.00
3244	Darryl Lamps-#251 Athletic Exp/Palumbo, Officiating, 11/29/77		30.00
3245	Jerry Methis-#257 Speech Act., Registration for ISTA Convention, Springfield, IL and phone calls for Kentucky Interpret. Workshop		49.58
3246	Claire Buschmann-#260 Student Activity \$4.71, #332 Rec Room \$6.56, Misc. expenses for summer theatre and rec room refunds		11.27
3247	Westwood Tennis Club-#252 Athletic Exp/Mabee, Track time & shoes		118.00
3248	Films Incorporated-#260 Student Activity, Rental for film "North by Northwest", shown on 11/19/77		106.00
3249	Motel "6"-#254 Wrestling Exp/Walrath, Accommodations for wrestlers, Highlander Open Tournament		47.10
3250	Pat McBride-#266 Women's Intercollegiate, Officiating		80.00
3251	Linda Thornbloom-#266 Women's Intercollegiate, Officiating		80.00
3252	Dallas Knitting Co.-#256 Cheerleading Exp., Skirts		305.35
3253	Gail Stickle-#103 Accts. Receivable, Foundation Grant, Fall 77		140.00
3254	Chuck Walrath-#102 Petty Cash, Additional petty cash for 1977-78		50.00
3255	SVC Payroll Fund-#330 Child Care \$528.22, #3520 Disadvantaged Grant \$547.00, #354 CETA \$785.00, Payroll for 11/30/77		1,860.22
3256	Barbara Baughman-#360 Miscellaneous, Check for change		1.50
3257	KAL Lines of Sterling-#266 Women's Intercollegiate, Transportation		681.03
3258	Dixon Developmental Center Trust Fund-#360 Miscellaneous, Refund for Joseph Kot, not registered for class		43.00
3259	Colette Von Holten-#103 Accts. Receivable, ISSC Grant, Fall 77		192.00
3260	Stan Jensen-#251 Athletic Exp/Palumbo, Officiating, 12/1/77		30.00
3261	Larry Wilcoxen-#251 Athletic Exp/Palumbo, Officiating, 12/1/77		30.00
3262	Frank Palumbo-#251 Athletic Exp/Palumbo, Scorer & timer for games 11/29/77 and 12/1/77 @ \$5.00 each		20.00
3263	Sherwin-Williams Co.-#257 Speech Activity, Supplies		2.79
3264	Dick Pond, Dekan Athletic Equipment-#254 Wrestling Exp/Walrath, Wrestling shoes		116.55
3265	Ann Apple-#103 Accts. Receivable, ISSC Grant, Fall 77		224.00
3266	KAL Lines of Sterling-#259 Music Exp., Transportation for choir		255.00

BAUK VALLEY COLLEGE

APPROVED BY

William E. Keay
THE PRESIDENT

Lorna Keefer

SECRETARY

DATE

EDUCATIONAL FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF BUSINESS SALARIES	37,842.77	37,842.77	27,030.55	10,812.22	123,755.00	85,912.23	85,912.23
DIV OF BUS CONTR SERV	2,698.00	2,693.00	2,660.00	38.00	3,600.00	902.00	902.00
DIV OF BUS SUPPLIES	1,495.03	1,495.03	1,242.85	252.18	4,700.00	3,204.97	3,204.97
DIV OF BUS CONF & MEETINGS	506.13	506.13	506.13	.00	1,500.00	993.87	993.87
FOOD SERV CONTR SERV	70.00	70.00		70.00	350.00	280.00	280.00
FOOD SERV SUPPLIES	186.73	186.73	156.10	30.63	825.00	638.27	638.27
FOOD SERV CONF & MEETINGS	219.42	219.42	283.52	64.10 CR	250.00	30.58	30.58
DIV OF AGRIC SALARIES	5,067.72	5,067.72	3,619.80	1,447.92	17,375.00	12,307.28	12,307.28
DIV OF AGRIC CONTR SERV		.00		.00	200.00	200.00	200.00
DIV OF AGRIC SUPPLIES	491.44	491.44	482.89	8.55	1,570.00	1,078.56	1,078.56
DIV OF AGRIC CONF & MEETINGS		.00		.00	700.00	700.00	700.00
DIV OF INDUS ED SALARIES	34,195.56	34,195.56	24,425.40	9,770.16	106,025.00	71,829.44	71,829.44
DIV OF INDUS ED CONTR SERV	154.12	154.12	154.12	.00	1,250.00	1,095.88	1,095.88
DIV OF INDUS ED SUPPLIES	2,166.23	2,166.23	2,060.76	105.47	15,193.00	13,026.77	13,026.77
DIV OF INDUS ED CONF & MEETINGS	40.60	40.60	40.60	.00	1,465.00	1,424.40	1,424.40
COSMETOLOGY	15,922.88	15,922.88	15,922.88	.00	31,008.00	15,085.12	15,085.12
COSMETOL SUPPLIES		.00		.00	100.00	100.00	100.00
COSMETOL CONF & MEETINGS	7.50	7.50	7.50	.00	50.00	42.50	42.50
HUMAN SERV ADMIN SALARIES	8,438.87	8,438.87	6,904.53	1,034.34	18,412.00	9,973.13	9,973.13
HUMAN SERV CONTR SERV	65.00	65.00	125.00	60.00 CR	350.00	285.00	285.00
HUMAN SERV SUPPLIES	437.87	437.87	370.86	67.01	1,200.00	762.13	762.13
HUMAN SERV CONF & MEETINGS	463.17	463.17	448.00	15.17	550.00	86.83	86.83
DIV OF SOC SCI SALARIES	31,903.41	31,903.41	22,788.15	9,115.26	94,075.00	67,171.59	67,171.59
DIV OF SOC SCI SUPPLIES	722.29	722.29	600.94	121.35	2,172.00	1,449.71	1,449.71
DIV OF SOC SCI CONF & MEETINGS	355.34	355.34	282.34	73.00	1,320.00	964.66	964.66
CRIM JUS ADMIN SALARIES	8,967.31	8,967.31	7,336.89	1,630.42	19,565.00	10,597.69	10,597.69
CRIM JUS INSTR SALARIES	4,156.25	4,156.25	2,968.75	1,187.50	14,250.00	10,093.75	10,093.75
CRIM JUS CONTR SERV	378.49	378.49	378.49	.00	300.00	78.49 CR	78.49 CR
CRIM JUS SUPPLIES	1,092.94	1,092.94	999.90	100.04	2,750.00	1,657.06	1,657.06
CRIM JUS CONF & MEETINGS	566.24	566.24	566.24	.00	940.00	373.76	373.76
LIBRARY TECH SUPPLIES		.00		.00	250.00	250.00	250.00
FIRE SCI CONTR SERV		.00		.00	100.00	100.00	100.00
FIRE SCI SUPPLIES	1,302.83	1,302.83	1,286.10	16.73	1,625.00	322.17	322.17
FIRE SCI CONF & MEETINGS	189.00	189.00	189.00	.00	400.00	211.00	211.00
DIV OF HUMANITIES SALARIES	52,371.27	52,371.27	37,408.05	14,963.22	155,900.00	103,528.73	103,528.73
DIV OF HUMAN CONTR SERV		.00		.00	500.00	500.00	500.00
DIV OF HUMAN SUPPLIES	453.59	453.59	296.06	157.53	2,274.00	1,820.41	1,820.41

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
DIV OF HUMAN CONF & MEETINGS	379.25	379.25	283.35	95.90	1,266.00	886.75	886.75
ART DEPT SALARIES	4,433.31	4,433.31	3,166.65	1,266.66	15,200.00	10,766.69	10,766.69
ART DEPT CONTR SERV		.00		.00	330.00	330.00	330.00
ART DEPT SUPPLIES	751.73	751.73	885.60	840.29	1,602.00	850.27	850.27
ART DEPT CONF & MEETINGS		.00		.00	109.00	109.00	109.00
MUSIC DEPT SALARIES	8,939.56	8,939.56	6,385.40	2,554.16	30,650.00	21,710.44	21,710.44
MUSIC DEPT CONTR SERV	157.50	157.50	157.50	.00	700.00	542.50	542.50
MUSIC DEPT SUPPLIES	842.37	842.37	826.63	15.74	1,584.00	741.63	741.63
MUSIC DEPT CONF & MEETINGS		.00		.00	228.00	228.00	228.00
DIV OF MATH SCI SALARIES	4,672.738	4,672.738	3,337.670	1,335.068	13,760.00	9,087.262	9,087.262
DIV OF MATH SCI CONTR SERV		.00		.00	700.00	700.00	700.00
DIV OF MATH SCI SUPPLIES	4,075.40	4,075.40	3,700.58	374.82	8,801.00	4,725.60	4,725.60
DIV OF MATH SCI CONF & MEETINGS	42.21	42.21	42.21	.00	1,166.00	1,123.79	1,123.79
MED LAB TECH SALARIES	9,240.00	9,240.00	7,560.00	1,680.00	20,160.00	10,920.00	10,920.00
MED LAB TECH CONTR SERV	204.25	204.25	204.25	.00	400.00	195.75	195.75
MED LAB TECH SUPPLIES	4,320.67	4,320.67	4,074.05	246.62	4,691.00	370.33	370.33
MED LAB TECH CONF & MEETINGS	129.40	129.40	129.40	.00	410.00	280.60	280.60
ADV ADMIN SALARIES	5,954.62	5,954.62	4,371.28	1,583.34	19,000.00	13,045.38	13,045.38
ADV INSTR SALARIES	22,098.37	22,098.37	15,908.77	6,189.60	66,185.00	44,086.63	44,086.63
ADV OFC SALARIES	2,959.00	2,959.00	2,421.00	538.00	6,456.00	3,497.00	3,497.00
ADV CONTR SERV		.00		.00	25.00	25.00	25.00
ADV SUPPLIES	882.66	882.66	820.00	62.66	1,480.00	597.34	597.34
ADV CONF & MEETINGS	772.49	772.49	312.49	460.00	1,495.00	722.51	722.51
LPN SALARIES	23,049.28	23,049.28	19,161.78	3,887.50	48,865.00	25,815.72	25,815.72
LPN CONTR SERV		.00		.00	75.00	75.00	75.00
LPN SUPPLIES	770.03	770.03	739.03	31.00	1,590.00	819.97	819.97
LPN CONF & MEETINGS	58.15	58.15	58.15	.00	740.00	681.85	681.85
RAD TECH SALARIES	7,680.00	7,680.00	6,300.00	1,380.00	16,560.00	8,880.00	8,880.00
RAD TECH CONTR SERV		.00		.00	700.00	700.00	700.00
RAD TECH SUPPLIES	706.11	706.11	225.55	480.56	2,785.00	2,078.89	2,078.89
RAD TECH CONF & MEETINGS	328.50	328.50	328.50	.00	1,000.00	671.50	671.50
DIV OF PHYS ED SALARIES	17,191.37	17,191.37	12,279.55	4,911.82	53,700.00	36,508.63	36,508.63
DIV OF PHYS ED SUPPLIES	805.91	805.91	790.93	14.98	2,172.00	1,366.09	1,366.09
DIV OF PHYS ED CONF & MEETINGS	72.10	72.10	40.00	32.10	602.00	529.90	529.90
PART TIME OVERLOAD-BUNCH	2,735.50	2,735.50	1,487.50	1,248.00	17,150.00	14,414.50	14,414.50
PART TIME-OVERLOAD-SAGMOE	2,100.00	2,100.00	2,100.00	.00	10,600.00	8,500.00	8,500.00
PART TIME OVERLOAD-WILLIAMS	2,350.121	2,350.121	2,283.065	670.56	110,000.00	86,498.79	86,498.79
SUMMER SALARIES	66,703.02	66,703.02	66,703.02	.00	67,000.00	296.98	296.98

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
INSTR SEC'R SALARIES	11.711.52	11.711.52	9.851.73	1.859.79	27.086.00	15,374.48	15,374.48
WORKROOM CONTR SERV	1,013.20	1,013.20	1,013.20	.00	1,100.00	86.80	86.80
UNALLOCATED INSTR CONTR SERV	546.74	546.74	501.33	45.41	2,000.00	1,453.26	1,453.26
FACULTY IN SERVICE TRAINING	558.32	558.32	558.32	.00	5,000.00	4,441.68	4,441.68
WORKROOM SUPPLIES	45.08	45.08	403.42	358.34 CR	1,000.00	954.92	954.92
FACULTY OFFICE SUPPLIES	310.47	310.47	264.52	45.95	800.00	489.53	489.53
INSTITUTIONAL COMM SUPPLIES	142.82	142.82	133.94	8.88	200.00	57.18	57.18
TUITION REIMBURSEMENT	1,559.75	1,559.75	1,559.75	.00	5,500.00	3,940.25	3,940.25
ARTS & SCI DEAN SALARY	11,916.63	11,916.63	9,749.97	2,166.66	26,000.00	14,083.37	14,083.37
ARTS & SCI ASST DEAN	7,818.93	7,818.93	6,081.39	1,737.54	19,113.00	11,294.07	11,294.07
ARTS & SCI SEC'R	3,786.84	3,786.84	3,161.84	625.00	8,056.00	4,269.16	4,269.16
ARTS & SCI FED WORK STUDY	6,463.75	6,463.75	4,722.38	1,741.37	18,745.00	12,281.25	12,281.25
ARTS & SCI STATE WORK STUDY	868.33	868.33	847.18	21.15	868.33 CR	868.33 CR	868.33 CR
STUDENT TUTORS	1,455.00	1,455.00	877.50	577.50	2,500.00	1,045.00	1,045.00
ARTS & SCI DEAN SUPPLIES	371.52	371.52	190.74	180.73	900.00	528.48	528.48
ASST DEAN SUPPLIES	182.63	182.63	88.83	93.80	400.00	217.37	217.37
ARTS & SCI DEAN CONF & MEETINGS	74.85	74.85	37.15	37.70	720.00	645.15	645.15
ASST DEAN CONF & MEETINGS	100.52	100.52	22.00	78.52	360.00	259.48	259.48
CAREER ED DEAN SALARY	11,687.50	11,687.50	9,562.50	2,125.00	25,500.00	13,812.50	13,812.50
ASST DEAN SALARY	8,708.37	8,708.37	7,125.03	1,583.34	19,000.00	10,291.63	10,291.63
CAREER ED SEC'R SALARY	3,866.50	3,866.50	3,163.50	703.00	8,436.00	4,569.50	4,569.50
CAREER ED FED WORK STUDY	2,461.07	2,461.07	1,776.04	685.03	14,380.00	11,918.93	11,918.93
CAREER ED STATE WORK STUDY	1,723.76	1,723.76	1,329.54	394.22	1,723.76 CR	1,723.76 CR	1,723.76 CR
SVC EMPLOYEES	2,765.93	2,765.93	2,229.64	536.29	6,000.00	3,234.07	3,234.07
CAREER ED DEAN SUPPLIES	747.78	747.78	440.12	307.66	1,500.00	752.22	752.22
CAREER ED ASST DEAN SUPPLIES	179.40	179.40	158.80	20.60	750.00	570.60	570.60
DEAN CONF & MEETINGS	161.10	161.10	52.30	108.80	1,500.00	1,338.90	1,338.90
ASST DEAN CONF & MEETINGS	90.90	90.90	44.00	46.90	500.00	409.10	409.10
COMMUNITY ED SALARIES ADMIN	9,551.63	9,551.63	7,814.97	1,736.66	20,840.00	11,283.37	11,283.37
COMM ED INSTR SALARIES	32,982.50	32,982.50	13,916.00	1,9066.50	63,000.00	30,017.50	30,017.50
COMM SERVCOORDINATORS	3,475.00	3,475.00	2,875.00	3,187.50	4,500.00	1,025.00	1,025.00
COMM ED SEC'R	4,197.82	4,197.82	3,434.58	763.24	9,159.00	4,961.18	4,961.18
COMM ED CONTR SERV	610.00	610.00	570.00	40.00	3,000.00	2,390.00	2,390.00
COMM ED SUPPLIES	1,027.75	1,027.75	760.73	267.03	2,400.00	1,372.24	1,372.24
COMM ED CONF & MEETINGS	488.60	488.60	320.20	168.40	1,800.00	1,311.40	1,311.40
ACADEMIC SKILLS SALARIES	8,567.72	8,567.72	6,119.80	2,447.92	36,500.00	27,932.28	27,932.28
ACADEM SKILLS FED WORK STUDY	1,068.71	1,068.71	713.84	354.87	2,700.00	1,631.29	1,631.29
ACADEM SKILLS STATE WORK STUDY	.00 T	47.00	47.00	.00	47.00	47.00 CR	47.00 CR

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
ACADEM SKILLS CONTR SERV	26.00	26.00		26.00	500.00	474.00	474.00
DISADVANTAGED GRANT	7,000.00	7,000.00		7,000.00	7,000.00	.00	.00
ACADEM SKILLS SUPPLIES	750.78	750.78	621.36	129.42	3,000.00	2,249.22	2,249.22
ACADEM SKILLS CONF & MEETINGS	88.71	88.71	88.71	.00	300.00	211.29	211.29
LRC ADMIN SALARIES	8,708.37	8,708.37	7,125.03	1,583.34	19,000.00	10,291.63	10,291.63
LRC PROF SALARIES	1,265.31	1,265.31	9,041.65	3,016.66	4,340.00	3,074.169	3,074.169
LRC SECR SALARIES	9,692.87	9,692.87	7,930.53	1,762.34	21,148.00	11,455.13	11,455.13
LRC FED WORK STUDY	3,381.29	3,381.29	2,690.37	690.92	9,000.00	5,618.71	5,618.71
LRC STATE WORK STUDY	270.84	270.84	199.75	71.09		270.84 CR	270.84 CR
LRC CONTR SERV	964.72	964.72	953.22	11.50	3,500.00	2,535.23	2,535.23
LRC LIBRARY SUPPLIES	4,892.73	4,892.73	3,662.13	1,230.60	8,300.00	3,407.27	3,407.27
A V SUPPLIES	2,746.21	2,746.21	3,090.36	344.15 CR	6,400.00	3,653.79	3,653.79
XEROX SUPPLIES	539.34 D	539.34 R	1,348.09	1,887.43 CR	2,000.00	2,539.34	2,539.34
LIBRARY BOOKS	8,174.58	8,174.58	7,315.19	859.39	25,000.00	16,825.42	16,825.42
LRC CONF & MEETINGS	221.27	221.27	185.17	36.10	600.00	378.73	378.73
ADM & RECORDS PROF SALARIES	17,050.00	17,050.00	13,950.00	3,100.00	37,200.00	20,150.00	20,150.00
ADM & RECORDS SECR SALARIES	14,813.10	14,813.10	12,184.51	2,628.59	26,678.00	11,864.90	11,864.90
ADM & REC FED WORK STUDY	2,186.13	2,186.13	1,744.91	441.22	3,500.00	1,313.87	1,313.87
ADM & REC CONTR SERV	415.00	415.00	415.00	.00	390.00	25.00 CR	25.00 CR
REG OFC SUPPLIES	1,687.16	1,687.16	1,442.41	244.75	4,800.00	3,112.84	3,112.84
ADM & REC CONF & MEETINGS	.00			.00	500.00	500.00	500.00
COUNSELING SALARIES	35,588.27	35,588.27	28,995.85	6,592.42	79,110.00	43,521.73	43,521.73
COUNSELING SECR SALARIES	3,019.94	3,019.94	2,470.86	549.08	6,589.00	3,569.06	3,569.06
HEALTH SERV SUPPLIES	.00			.00	300.00	300.00	300.00
FIN AIDS PROF SALARIES	9,281.25	9,281.25	7,593.75	1,687.50	20,250.00	10,968.75	10,968.75
FIN AIDS SECR SALARIES	2,873.75	2,873.75	2,351.25	522.50	6,270.00	3,396.25	3,396.25
STUDENT SERV ADMIN SALARIES	11,366.63	11,366.63	9,299.97	2,066.66	24,800.00	13,433.37	13,433.37
STUDENT SERV SECR SALARIES	3,162.50	3,162.50	2,587.50	575.00	6,900.00	3,737.50	3,737.50
STUDENT SERV FED WORK STUDY	1,268.576	1,268.576	9,493.36	3,192.40	37,100.00	24,414.24	24,414.24
STUDENT SERV STATE WORK STUDY	4,162.47	4,162.47	3,581.22	581.25		4,162.47 CR	4,162.47 CR
COACHING SALARIES	2,300.00	2,300.00	2,300.00	.00	9,300.00	7,000.00	7,000.00
STUDENT SERV CONTR SERV	136.00	136.00	136.00	.00	300.00	164.00	164.00
STUDENT SERV SUPPLIES	3,570.85	3,570.85	3,086.23	484.62	9,000.00	5,429.15	5,429.15
STUDENT RECRUITMENT	546.21	546.21	546.21	.00	2,000.00	1,453.79	1,453.79
COMMENCEMENT	506.68	506.68	506.68	.00	4,000.00	3,493.32	3,493.32
STUDENT SERV CONF & MEETINGS	1,496.31	1,496.31	1,283.06	213.25	4,300.00	2,603.69	2,603.69
VETERANS GRANT SALARIES	6,325.00	6,325.00	5,175.00	1,150.00	13,800.00	7,475.00	7,475.00

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
VETERANS GRANT SECR	2,443.66	2,443.66	2,136.78	306.88	5,693.00	3,254.34	3,254.34
VETERANS GRANT SUPPLIES	640.75	640.75	607.53	33.17	2,500.00	1,859.25	1,859.25
VETERANS GRANT CONF & MEETINGS	283.40	283.40	69.40	214.00	1,200.00	916.60	916.60
PUB 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	116,140.63	116,140.63	95,305.63	20,835.00	274,150.00	163,009.37	163,009.37
MAINT FED WORK STUDY BOYS	20,467.21	20,467.21	16,674.89	3,792.32	64,160.00	48,692.79	48,692.79
MATRONS FED WORK STUDY	5,179.35	5,179.35	4,494.09	685.26		5,179.35 CR	5,179.35 CR
MAINT STATE WORK STUDY BOYS	1,007.92	1,007.92	844.29	163.63		1,007.92 CR	1,007.92 CR
MATRONS STATE WORK STUDY	597.29	597.29	504.46	92.83		597.29 CR	597.29 CR
TELEPHONE	9,167.52	9,167.52	7,065.77	2,101.75	22,800.00	13,632.48	13,632.48
PRESIDENTS SALARY	16,041.63	16,041.63	13,124.97	2,916.66	35,000.00	18,958.37	18,958.37
PRES SECR SALARY	4,108.39	4,108.39	3,769.27	339.12	10,250.00	6,141.61	6,141.61
PRES OFC FED WORK STUDY	889.49	889.49	681.51	207.98	2,465.00	1,575.51	1,575.51
PRES OFC CONTR SERV	.00			.00	100.00	100.00	100.00
PRES OFC SUPPLIES	1,044.83	1,044.83	908.54	136.29	3,000.00	1,955.17	1,955.17
PRES CONF & MEETINGS	694.03	694.03	610.93	83.05	2,500.00	1,805.97	1,805.97
SPECIAL AFFAIRS	628.95	628.95	606.80	22.15	1,500.00	871.05	871.05
BUS OFC ADMIN SALARIES	14,300.00	14,300.00	11,700.00	2,600.00	31,200.00	16,900.00	16,900.00
BUS OFC PROF SALARIES	9,395.87	9,395.87	7,687.53	1,708.34	20,500.00	11,104.13	11,104.13
BUS OFC SECR SALARIES	18,741.94	18,741.94	15,136.13	3,605.81	47,525.00	28,783.06	28,783.06
BUS OFC FED WORK STUDY	2,528.63	2,528.63	2,036.34	492.34	4,200.00	6,671.32	6,671.32
BUS OFC STATE WORK STUDY	258.50	258.50	258.50	.00		258.50 CR	258.50 CR
BUS OFC CONTR SERV	2,367.76	2,367.76	2,367.76	.00	2,200.00	167.76 CR	167.76 CR
BUS OFC SUPPLIES	2,438.87 D	2,438.87 CR	1,567.46 D	871.41 CR	8,000.00	10,438.87	10,438.87
BUS OFC CONF & MEETINGS	1,194.08	1,194.08	987.15	206.93	2,000.00	805.92	805.92
PUB RELA ADMIN SALARIES	9,075.00	9,075.00	7,425.00	1,650.00	14,800.00	10,725.00	10,725.00
PUB RELA SECR SALARIES	986.70	986.70	820.47	166.23	6,250.00	5,263.30	5,263.30
PUB RELA SUPPLIES & ADS	12,405.50	12,405.50	11,698.62	706.88	43,000.00	30,594.50	30,594.50
PUB RELA CONF & MEETINGS	66.60	66.60	43.20	23.40	750.00	683.40	683.40
AUDITING & LEGAL	2,540.74	2,540.74	2,190.74	350.00	13,000.00	10,459.26	10,459.26
ELECTIONS & OTHER	217.72	217.72	205.47	12.25	2,750.00	2,532.28	2,532.28
BOARD CONF & MEETINGS	148.06	148.06	148.06	.00	2,000.00	1,851.94	1,851.94
INSTITUTIONAL SECR SALARIES	3,047.83	3,047.83	2,493.72	554.16	6,650.00	3,602.12	3,602.12
GROUP MEDICAL & LIFE INS	66,030.95	66,030.95	55,900.71	10,130.24	113,200.00	47,169.05	47,169.05
UNALLOCATED CONTR SERV	875.70	875.70	857.06	18.64	2,100.00	1,224.30	1,224.30

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
FACULTY ASSN SUPPLIES	4.62	4.62	1.80	2.82	200.00	195.38	195.38
POSTAGE	11103.35	11103.35	10914.68	188.67	25080.00	13976.65	13976.65
PUBLICATIONS & DUES	1,040.00	1,040.00	1,040.00	.00	6,200.00	5,160.00	5,160.00
ADVERTISING	131.16	131.16	131.16	.00	500.00	368.84	368.84
RECRUITMENT	1,703.23	1,703.23	1,686.57	16.66	2000.00	296.77	296.77
GENERAL INSURANCE	28702.79	28702.79	28435.56	267.23	32000.00	3297.21	3297.21
CAPITAL OUTLAY	741.00	741.00		741.00	23691.00	22950.00	22950.00
STATE VOC EQUIPMENT	2758.55	2758.55	2,393.89	364.66		2758.55	2758.55 CR
TUITION CHARGE BACK	10,853.12	10,853.12	8,669.49	2,183.63	20,000.00	4,146.88	4,146.88
SUPPLIES INSTITU RESEARCH	113.94	113.94	87.09	26.85	1,000.00	886.06	886.06
INSTITU RES CONF & MEETINGS		.00		.00	500.00	500.00	500.00
DATA PROC SERV PROF SALARIES	22,366.63	22,366.63	18,299.97	4,066.66	48,800.00	26,433.37	26,433.37
DATA PROC NON ACADEM SALARIES	2,769.60	2,769.60	2,236.26	533.34	6,400.00	3,630.40	3,630.40
DATA PROC FED WORK STUDY	1,206.75	1,206.75	1,073.97	132.78	3,800.00	2,593.25	2,593.25
DATA PROC STATE WORK STUDY	258.51	258.51	172.73	85.78		258.51	258.51 CR
DATA PROC CONTR SERV	7,686.60	7,686.60	7,571.60	115.00	9,216.00	1,529.40	1,529.40
DATA PROC SUPPLIES	2,632.06	2,632.06	2,508.74	123.32	3,600.00	967.94	967.94
DATA PROC CONF & MEETINGS	402.52	402.52	95.00	307.52	1,000.00	597.48	597.48
DATA PROC EQUIP RENTAL	12,496.95	12,496.95	12,085.95	411.00	45,012.00	32,515.05	32,515.05
AFFIRM ACTION CONTR SERV		.00		.00	250.00	250.00	250.00
AFFIRM ACTION SUPPLIES	11.43	11.43	2.55	8.88	400.00	388.57	388.57
AFFIRM ACTION CONF & MEETINGS	831.64	831.64	831.64	.00	1,000.00	168.36	168.36
CONTINGENCIES		.00		.00	18,000.00	18,000.00	18,000.00

1,235,977.96 1,235,977.96 997,543.98 238,433.98 3,091,403.00 1,855,425.04 1,855,425.04

BUILDING FUND

Account	Total Expenditures	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
MAINT SUPPLIES	4,937.07	4,937.07	3,945.69	991.38	55,000.00	50,062.93	50,062.93
MAINT CONF & MEETINGS	106.90	106.90	121.70	14.80 CR	1,000.00	893.10	893.10
SERVICE EQUIPMENT	.00			.00	10,000.00	10,000.00	10,000.00
MAINT CONTR SERV	9,909.89	9,909.89	2,746.20	7,163.69	26,600.00	16,690.11	16,690.11
GAS	23,452.92	23,452.92	19,507.81	3,945.11	99,800.00	76,347.08	76,347.08
ELECTRIC	22,550.51	22,550.51	22,541.26	9.25	116,000.00	93,449.49	93,449.49
RENTAL	96.00	96.00	64.00	32.00	1,000.00	904.00	904.00
CONTINGENCIES	.00			.00	15,000.00	15,000.00	15,000.00
	61,053.29 T	61,053.29 T	48,926.66 T	12,126.63 T	324,400.00 T	263,346.71 T	263,346.71 T

SITE AND CONSTRUCTION FUND

SITE IMPROVEMENT	.00			.00	50,000.00	50,000.00	50,000.00
NEW BLDGS & ADDITIONS	.00			.00	45,000.00	45,000.00	45,000.00
BUILDING IMPROVEMENTS	.00			.00	5,000.00	5,000.00	5,000.00
OFFICE EQUIPMENT	.00			.00	10,000.00	10,000.00	10,000.00
INSTR EQUIPMENT	.00			.00	10,000.00	10,000.00	10,000.00
SERVICE EQUIPMENT	.00			.00	10,000.00	10,000.00	10,000.00
OTHER CAPITAL OUTLAY	38.44	38.44	38.44	.00	20,000.00	19,961.56	19,961.56
	38.44 T	38.44 T	38.44 T	.00 T	150,000.00 T	149,961.56 T	149,961.56 T

BOND & INTEREST #1

DEBT PRINCIPAL RETIREMENT	225,000.00	225,000.00	225,000.00	.00	225,000.00	.00	.00
INTEREST	39,375.00	39,375.00	39,375.00	.00	74,700.00	35,325.00	35,325.00
OTHER FIXED CHARGES	143.75	143.75	143.75	.00	500.00	356.25	356.25
	264,518.75 T	264,518.75 T	264,518.75 T	.00 T	300,200.00 T	35,681.25 T	35,681.25 T

BOND & INTEREST #2

DEBT PRINCIPAL RETIREMENT	.00			.00	115,000.00	115,000.00	115,000.00
INTEREST	2,300.00	2,300.00	2,300.00	.00	4,600.00	2,300.00	2,300.00
OTHER CHARGES	.00			.00	500.00	500.00	500.00

WORKING CASH FUND

MISC EXPENSES	201.23	201.23	201.23	.00	250.00	48.77	48.77
	201.23 T	201.23 T	201.23 T	.00 T	250.00 T	48.77 T	48.77 T

REVENUE REPORT

EDUCATIONAL FUND

Account	Total		Prev. Mo.		Budget	Unexpended	Unencumbered
	Receipts	To Date	To Date	This Mo.			
1976 TAXES	701.985.13	701.985.13	527.439.65	174.545.48	710.373.00	8387.87	8387.87
BACK TAXES	105.33	105.33	105.33	.00		105.33 CR	105.33 CR
CHARGE BACK REVENUE	3.745.07	3.745.07	3616.76	128.31	10000.00	6254.93	6254.93
SUMMER STATE APPORT	.00			.00	105364.00	105364.00	105364.00
FALL STATE APPORT	.00			.00	567586.00	567586.00	567586.00
SPRING STATE APPORT	.00			.00	575229.00	575229.00	575229.00
ICCB EQUALIZATION GRANT	1458.94	1458.94		1458.94	14450.00	17991.06	17991.06
VOC ED REG REIMB	21422.00	21422.00	21422.00	.00	115000.00	93578.00	93578.00
VOC ED EQUIP REIMB	697.00	697.00	697.00	.00	3161.00	2464.00	2464.00
STATE WORK STUDY	632.92 □	632.92 □	632.92 □	.00	17000.00	17632.92	17632.92
OTHER ILL REVENUE	10437.00	10437.00	10437.00	.00	20000.00	9563.00	9563.00
HEW TITLE 2	.00			.00	3500.00	3500.00	3500.00
VETERANS COST OF INSTR PAYMENT	.00			.00	17972.00	17972.00	17972.00
FEDERAL WORK STUDY	38725.44	38725.44	27877.06	10848.38	124000.00	85274.56	85274.56
VETERANS REPORTING FEE	.00			.00	8500.00	8500.00	8500.00
SUMMER TUITION	66352.41	66352.41	66352.41	.00	66352.00	.41 CR	.41 CR
FALL TUITION	200000.00	200000.00	200000.00	.00	386478.00	186478.00	186478.00
SPRING TUITION	.00			.00	391682.00	391682.00	391682.00
GRADUATION FEES	.00			.00	400.00	400.00	400.00
TRANSCRIPT FEES	475.50	475.50	397.50	78.00	700.00	224.50	224.50
PUB SERV TUITION	.00			.00	4500.00	4500.00	4500.00
INTEREST ON INVESTMENTS	.00			.00	100.00	100.00	100.00
OTHER REVENUE	70.20	70.20	54.90	15.30	100.00	29.80	29.80

1.044.841.10 T 1.044.841.10 T 857.766.69 T 187.074.41 T 3.147.447.00 T 2.102.605.90 T 2.102.605.90 T

BUILDING FUND

1976 TAXES	175560.92	175560.92	131.908.47	43652.45	177592.00	2031.08	2031.08
BACK TAXES	26.33	26.33	26.33	.00		26.33 CR	26.33 CR
INTEREST ON INVESTMENTS	1249.31	1249.31	1249.31	.00	200.00	1049.31 CR	1049.31 CR
MISC REVENUE	519.00	519.00	513.00	6.00	1000.00	481.00	481.00
	177355.56 T	177355.56 T	133697.11 T	43650.45 T	178792.00 T	1436.44 T	1436.44 T

SITE AND CONSTRUCTION FUND

Account	Total Receipts	To Date	Prev. Mo. To Date	This Mo.	Budget	Unexpended	Unencumbered
ANVIXTER REVENUE	22,777.50	22,777.50	18,222.00	4,555.50	48,000.00	25,222.50	25,222.50
UNIT 5 REVENUE	5,000.00	5,000.00	4,000.00	1,000.00	12,000.00	7,000.00	7,000.00
INTEREST ON INVESTMENTS	18,011.42	18,011.42	11,303.78	6,707.64	25,000.00	6,988.58	6,988.58
	45,788.92	45,788.92	33,525.73	12,263.14	85,000.00	39,211.08	39,211.08
<u>BOND & INTEREST #1</u>							
1976 TAXES	297,031.11	297,031.11	223,020.53	74,010.58	300,430.00	3,398.89	3,398.89
BACK TAXES	51.10	51.10	51.10	.00		51.10 CR	51.10 CR
INTEREST ON INVESTMENTS	3,382.41	3,382.41	3,157.41	225.00	6,000.00	2,617.59	2,617.59
	300,464.62	300,464.62	226,229.04	74,235.58	306,430.00	5,965.38	5,965.38
<u>BOND & INTEREST #2</u>							
1976 TAXES	118,501.95	118,501.95	88,975.09	24,526.86	119,875.00	1,373.05	1,373.05
BACK TAXES	18.25	18.25	18.25	.00		18.25 CR	18.25 CR
INTEREST ON INVESTMENTS	521.21	521.21	521.21	.00	1,200.00	678.79	678.79
	119,041.41	119,041.41	89,514.55	24,526.86	121,075.00	2,033.59	2,033.59
<u>WORKING CASH FUND</u>							
SALE OF BONDS	90,000.00	90,000.00	90,000.00	.00	90,000.00	.00	.00
INTEREST ON INVESTMENTS	12,616.31	12,616.31	7,375.24	5,241.07	10,000.00	2,616.31 CR	2,616.31 CR
	102,616.31	102,616.31	97,375.24	5,241.07	100,000.00	2,616.31 CR	2,616.31 CR

HAUK VALLEY COLLEGE

APPROVED

APPROVED BY

William E. Reyle
THE PRESIDENT

Lorna Keefer

SECRETARY
DATE