

MINUTES OF THE SAUK VALLEY COLLEGE BOARD ADJOURNED MEETING

January 30, 1978

The Board of Trustees of Sauk Valley College met in an adjourned meeting on January 30, 1978 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order: Chairman Coplan called the meeting to order at 7:30 p.m. and the following members answered roll call:

| | |
|----------------|------------------|
| Kay Fisher | Lorna Keefer |
| Ann Powers | Juanita Prescott |
| William Reigle | Ronald Coplan |
| Barb Pasada | |

Absent: Oscar Koenig

Retrenchment: Chairman Coplan noted that this meeting was being held to discuss possible retrenchment of faculty members at Sauk Valley College.

He then recognized Ron Happach, President of the Sauk Valley College Faculty Association. Mr. Happach read the attached statement which expressed the concerns of the faculty on any possible retrenchment.

Executive Session: At 7:40 p.m. it was moved by Member Prescott and seconded by Member Reigle that the Board adjourn to executive session to discuss faculty retrenchment. In a roll call vote the following was recorded: Ayes Members Keefer, Powers, Prescott, Reigle, and Coplan. Nays-Members Fisher and Pasada. Motion carried.

Arrival: Member Oscar Koenig arrived at 7:44 p.m.

Regular Session: At 9:25 p.m. it was moved by Member Powers and seconded by Member Koenig that the Board return to regular session. In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott, Reigle, Coplan and Pasada. Nays-0. Motion carried.

Chairman Coplan explained that the contract with the Faculty Association requires that instructional staff be notified by February 1 if they are to be dismissed for economic reasons.

He said the Board had earlier directed President Cole to prepare recommendations for retrenchment of faculty personnel (honoring the February 1 contractual deadline) and added that the Board also expected recommendations for retrenching administrators, clerical and maintenance personnel at a future meeting since no deadline exists for decisions in these areas.

Dismissals:

It was then moved by Member Reigle and seconded by Member Powers that the Board approve the attached resolution calling for the honorable dismissal of the following faculty members:

John E. Devine, Jr.
Philip S. Osborn
Charles Harper
Dan Mabee
Donald R. Doyle
Cynthia D. Lawrence

In a roll call vote the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott, Reigle and Coplan. Nays-Pasada Motion carried.

Adjournment:

Since there was no further business, it was moved by Member Fisher and seconded by Member Keefer that the Board adjourn. The next regular meeting will be February 13, 1978 at 7:30 p.m.

The Board adjourned at 9:30 p.m.

Respectfully submitted:

Lorna Keefer
Lorna Keefer, Secretary

RESOLUTION RE HONORABLE DISMISSAL OF STAFF

WHEREAS, both the number of enrolled students and credit hours taught during the fall 1977 and spring 1978 terms have decreased, and the decrease in credit hours for the spring term will amount to a loss in excess of \$180,000 in income to the College, and

WHEREAS, it appears that the College will operate at a deficit during the 1977-78 school year, and that said deficit will be even greater during the 1978-79 school year, and

WHEREAS, DR. GEORGE E. COLE, President of SAUK VALLEY COLLEGE, after conferring with the Administrative Deans, has recommended to the Board of Trustees that the individuals, hereinafter named, be honorably dismissed from the College at the end of the contract year, and

WHEREAS, the Board of Trustees of SAUK VALLEY COLLEGE has determined that due to the decreases in enrollment and credit hours and the financial condition of the College, it is in the best interests of the College, its students and the taxpayers of the District to reduce Staff at the present time,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of COMMUNITY COLLEGE DISTRICT NO. 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, as follows:

1. That the individuals hereinafter named be honorably dismissed as members of the Staff of said COMMUNITY COLLEGE DISTRICT NO. 506, at the close of the present contract year for the reasons set forth in the form of Notice attached hereto and made a part hereof as Exhibit 1.

2. That the Chairman and Secretary of the Board of Trustees are hereby authorized and directed to execute a written notice of honorable dismissal in the form of the aforementioned Exhibit 1 for each of the individuals hereinafter named.

3. That DR. GEORGE E. COLE, or his designee, shall personally deliver a copy of the aforesaid notice to each of the individuals hereinafter named and shall further orally notify the individuals of the Board's decision.

4. That if the individuals named are unavailable so that they may not be advised of the Board's decision and a copy of the notice personally delivered, copies of such notice shall be mailed to the individual at his or her address as the same appears on the records of SAUK VALLEY COLLEGE and said notice shall be deemed delivered when deposited in a United States Post Office mail box in a postage prepaid envelope so addressed.

5. That the individuals dismissed and to whom the aforesaid notices shall be given are as follows:

Mr. John E. Devine, Jr.
Mr. Dan Mabee
Mr. Philip S. Osborn

Mr. Charles Harper
Mr. Donald R. Doyle
Mrs. Cynthia D. Lawrence

This resolution shall be effective upon its passage.

NOTICE AND STATEMENT OF HONORABLE DISMISSAL

TO: Mr. John E. Devine, Jr.
Route #1, Box 304
Dixon, Illinois 61021

Pursuant to action taken by the Board of Trustees of COMMUNITY COLLEGE DISTRICT NO. 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, you are hereby advised that you are to be honorably dismissed as a member of the College Staff at the end of the 1977-78 contract year and you are not to be re-employed for the 1978-79 contract year.

Your dismissal is a result of the decision of the Board of Trustees to reduce the number of Staff employed because of the decrease in the number of students, the number of credit hours, and the financial condition of the District.

If the position which you presently hold is to be refilled within two years it will first be offered to you, if only on a part-time basis, and you must notify the College of your intent to accept the position within fourteen calendar days after receipt of such offer of re-employment.

Your past service to the Board of Trustees is truly appreciated and the Board regrets the necessity of this action.

Dated this 30th day of January, 1978.

Very truly yours,

BOARD OF TRUSTEES OF COMMUNITY
COLLEGE DISTRICT NO. 506, Counties
of Whiteside, Lee, Ogle, Henry,
Bureau and Carroll, State of Illinois

By

Donald F. Caplan
Chairman

Lorna Keeler
Secretary

NOTICE AND STATEMENT OF HONORABLE DISMISSAL

TO: Mr. Dan Mabee
3410 Woodlawn Road
Sterling, Illinois 61081

Pursuant to action taken by the Board of Trustees of COMMUNITY COLLEGE DISTRICT NO. 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, you are hereby advised that you are to be honorably dismissed as a member of the College Staff at the end of the 1977-78 contract year and you are not to be re-employed for the 1978-79 contract year.

Your dismissal is a result of the decision of the Board of Trustees to reduce the number of Staff employed because of the decrease in the number of students, the number of credit hours and the financial condition of the District.

If the position which you presently hold is to be refilled within two years it will first be offered to you, if only on a part-time basis, and you must notify the College of your intent to accept the position within fourteen calendar days after receipt of such offer of re-employment.

Your past service to the Board of Trustees is truly appreciated and the Board regrets the necessity of this action.

Dated this 30th day of January, 1978.

Very truly yours,

BOARD OF TRUSTEES of Community
College District No. 506, Counties
of Whiteside, Lee, Ogle, Henry,
Bureau and Carroll, State of Illinois

By Donald J. Coplar
Chairman

Lorna Keefer
Secretary

NOTICE AND STATEMENT OF HONORABLE DISMISSAL

TO: Mr. Philip S. Osborn
306 Broadway
Sterling, Illinois 61081

Pursuant to action taken by the Board of Trustees of COMMUNITY COLLEGE DISTRICT NO. 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, you are hereby advised that you are to be honorably dismissed as a member of the College Staff at the end of the 1977-78 contract year and you are not to be re-employed for the 1978-79 contract year.

Your dismissal is a result of the decision of the Board of Trustees to reduce the number of Staff employed because of the decrease in the number of students, the number of credit hours, and the financial condition of the District.

If the position which you presently hold is to be refilled within two years it will first be offered to you, if only on a part-time basis, and you must notify the College of your intent to accept the position within fourteen calendar days after receipt of such offer of re-employment.

Your past service to the Board of Trustees is truly appreciated and the Board regrets the necessity of this action.

Very truly yours,

BOARD OF TRUSTEES of Community
College District No. 506, Counties
of Whiteside, Lee, Ogle, Henry,
Bureau and Carroll, State of Illinois

By

Donald F. Coplan

Chairman

Lorna Keefer
Secretary

NOTICE AND STATEMENT OF HONORABLE DISMISSAL

TO: Mr. Charles Harper
503 Heinze Drive
Rock Falls, Illinois 61071

Pursuant to action taken by the Board of Trustees of COMMUNITY COLLEGE DISTRICT NO. 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, you are hereby advised that you are to be honorably dismissed as a member of the College Staff at the end of the 1977-78 contract year and you are not to be re-employed for the 1978-79 contract year.

Your dismissal is a result of the decision of the Board of Trustees to reduce the number of Staff employed because of the decrease in the number of students, the number of credit hours, and the financial condition of the District.

If the position which you presently hold is to be refilled within two years it will first be offered to you, if only on a part-time basis, and you must notify the College of your intent to accept the position within fourteen calendar days after receipt of such offer of re-employment.

Your past service to the Board of Trustees is truly appreciated and the Board regrets the necessity of this action.

Dated this 30th day of January, 1978.

Very truly yours,

BOARD OF TRUSTEES of Community
College District No. 506, Counties
of Whiteside, Lee, Ogle, Henry,
Bureau and Carroll, State of Illinois

By Donald F. Caplin
Chairman

Lorna Keefer
Secretary

NOTICE AND STATEMENT OF HONORABLE DISMISSAL

TO: Mr. Donald R. Doyle
1305 Eleventh Avenue
Sterling, Illinois 61081

Pursuant to action taken by the Board of Trustees of COMMUNITY COLLEGE DISTRICT NO. 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, you are hereby advised that you are to be honorably dismissed as a member of the College Staff at the end of the 1977-78 contract year and you are not to be re-employed for the 1978-79 contract year.

Your dismissal is a result of the decision of the Board of Trustees to reduce the number of Staff employed because of the decrease in the number of students, the number of credit hours, and the financial condition of the District.

If the position which you presently hold is to be refilled within two years it will first be offered to you, if only on a part-time basis, and you must notify the College of your intent to accept the position within fourteen calendar days after receipt of such offer of re-employment.

Your past service to the Board of Trustees is truly appreciated and the Board regrets the necessity of this action.

Dated this 30th day of January, 1978.

Very truly yours,

BOARD OF TRUSTEES of Community
College District No. 506, Counties
of Whiteside, Lee, Ogle, Henry,
Bureau and Carroll, State of Illinois

By

Donald F. Capler
Chairman

Lorna Keefer
Secretary

NOTICE AND STATEMENT OF HONORABLE DISMISSAL

TO: Mrs. Cynthia D. Lawrence
2204 21st Avenue
Sterling, Illinois 61081

Pursuant to action by the Board of Trustees of COMMUNITY COLLEGE DISTRICT NO. 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, you are hereby advised that you are to be honorably dismissed as a member of the College Staff at the end of the 1977-78 contract year and you are not to be re-employed for the 1978-79 contract year.

Your dismissal is a result of the decision of the Board of Trustees to reduce the number of Staff employed because of the decrease in the number of students, the number of credit hours, and the financial condition of the District.

If the position which you presently hold is to be refilled within two years it will first be offered to you, if only on a part-time basis, and you must notify the College of your intent to accept the position within fourteen calendar days after receipt of such offer of re-employment.

Your past service to the Board of Trustees is truly appreciated and the Board regrets the necessity of this action.

Dated this 30th day of January, 1978.

Yours very truly,

BOARD OF TRUSTEES OF COMMUNITY
COLLEGE DISTRICT NO. 506, Counties
of Whiteside, Lee, Ogle, Henry,
Bureau and Carroll, State of Illinois

By

Donald F. Capler
Chairman

Lorna Keefer
Secretary



SAUK VALLEY COLLEGE

FACULTY ASSOCIATION

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

January 30, 1978

I wish to express the concerns of the faculty concerning retrenchment. Certainly something of the magnitude of retrenchment should be considered not in haste, not put together with a minimum amount of information, but with faculty, trustees and the public made fully aware of the issues facing us and the opportunity to provide input.

The retrenchment of faculty to reduce institutional costs is self-defeating. The teaching staff is the only income producing segment of the college. Retrenchment in the instructional area will reduce student credit hours by loss of class offerings which limit student selection and reduces enrollment. All other areas of cost reduction must be considered prior to teaching staff reductions.

Even if retrenchment is considered, upon what criteria are individuals selected for retrenchment? What basis in fact is there that names of candidates for retrenchment are being circulated among members of the College Board and in certain offices of the media?

We question the legality of any Board action tonight on the basis of two questions raised after reading the retrenchment clause in the Contractual Agreement.

First, we do not feel that the need for faculty retrenchment has ever been fully identified.

Second, we do not feel the terms of the contract have been fulfilled because department responses have not been forwarded by the President to the Board members prior to this meeting.

Not only is there no evidence that retrenchment of faculty will solve the current financial problem, but there is evidence that the size of the faculty is not the cause of the financial situation.

Dr. Cole, in his April 5, 1976, #E-1 states "At the same time, however, that we add administrators we release teachers to the classroom and reduce the probable number of new teachers to be added next year and will also reduce the amount of money needed for part-time and overload."

The following sets of figures concerning part-time and overload costs from 1975 to 1978 will illustrate that instead of reduction there has been a considerable increase in part-time and overload costs.

PART-TIME/OVERLOAD COSTS

1975-1976

\$100,000

1976-1977

\$137,500

1977-1978

\$203,000

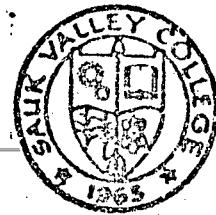
These increases show that the reorganization did not succeed in reducing costs. Relative to part-time and overload costs nearly doubling since the administrative reorganization, the Faculty Association can document that full-time faculty members were refused classes that they requested to teach--classes which were assigned to part-time faculty. The Association must ask, considering the possible existence of lists of faculty proposed for retrenchment, if lighter credit hour loads were not deliberately created for some of these individuals.

We were told at the bargaining table that the retraining clause of the Contractual Agreement would alleviate the problem of retrenchment. We saw and accepted the importance of retraining as the Board must have as they paid tax dollars for the services of a mediator to obtain agreement on the working of the retraining clause. As retraining is apparently not being proposed, those dollars seem wasted.

We feel that retrenchment of full-time faculty should be the last resort and all other avenues should be considered first. The fact that retrenchment is being considered now as a first alternative can only result in the students being deprived of a quality education. The citizens and taxpayers will receive diminished returns for their tax dollars.

We are including copies of our statement of concerns, dated March 22, 1976. As you can see, the Association forecasts were more accurate than those of the administration.

Ronald Happach, President
Sauk Valley College Faculty Association



SAUK VALLEY COLLEGE

FACULTY ASSOCIATION

R. R. 1 • Dixon, Illinois 61021 • Phone Area 815 288-6511

March 22, 1976

TO: Sauk Valley College Board of Trustees
FROM: Sauk Valley College Faculty Association Executive Board
RE: Current proposal for administrative reorganization

The Sauk Valley College Faculty Association Executive Board seriously questions the immediate adoption of the current administrative reorganization plan which calls for the addition of three to four assistant deans at a cost of \$60,000 to \$80,000 a year and the adding of two directors to the administrative staff. In addition to these fixed administrative costs, there would be additional clerical and office costs which would surely cause the total reorganization cost to exceed the amount shown in the proposal.

In addition we have the following concerns:

1. This proposed reorganization plan appears to be in direct contradiction to the reorganization plan adopted two years ago and included in our most recent North Central Report on page 103-107. On page 104, item 3 reads as follows:

"This proposed reorganization would eliminate one layer in our existing organizational structure. Most administrative theorists feel that fewer layers facilitate communication and decrease the probability of goal distortion. This proposed structure would permit faculty to communicate directly with deans on a one-to-one basis. Major decisions affecting each departmental area such as budgets, schedules and staff utilization would be heavily dependent upon consensus recommendations made by the department to the dean."

The Sauk Valley College Faculty Association Executive Board is in agreement with Dr. Cole's above statement. However, the current proposal would add "the layer" removed in 1973 and would administratively prevent the faculty from communicating "directly with the deans on a one-to-one basis."

2. Although this reorganization plan will affect the entire staff, and although a system does exist for communication and participation, we had no knowledge of the existence of such a plan prior to its presentation to the Board of Trustees. There was no opportunity for in-depth discussion, analysis, or evaluation by any faculty, students, or staff.

3. The proposed reorganization will take us far beyond the administrative costs presented in 1973, at which time, in a reorganization proposal submitted on April 4 and found on page 103 of the most recent North Central Self Study, the following statement was made:

"A second trend is for colleges to have fewer administrators and to expect these fewer administrators to have less professional staff assistance and to, in effect, assume more responsibility and work harder."

4. In 1973, it was projected that certain costs would result from an administration reorganization. These same costs were reported to North Central in our Self Study. The figures presented in the current proposal reveal that the actual costs were considerably higher--\$51,000 or approximately 57% higher. Is it possible that this current proposal could include some of the same kinds of miscalculation? Could it further escalate administrative costs? Could it create an unrealistic ratio of administration to faculty? Could it create unrealistic credit hour expectations and further complicate constructive communication between administration and faculty? Could it make faculty participation and contribution virtually impossible?

Based upon the above concerns, we respectfully request the Board of Trustees to delay action on this reorganization plan until an accurate analysis of data and an adequate assessment of needs can be made. We request that representatives of the Faculty Association, the Board, and Administration meet to discuss this new proposal and its ramifications before any action is taken.



SAUK VALLEY COLLEGE

FACULTY ASSOCIATION

R. R. 1 • Dixon, Illinois 60111 • Phone Area 315-288-5511

March 22, 1976

ADDITIONAL CONCERNS TO BE CONSIDERED

1. One of the memorandums in this proposal is dated November, 1975. If this reorganization has been under consideration since that time, why is there need to take action on it immediately? If the organizational plan is sound, why did one of the deans suggest that the longer action is delayed, the greater the problems?
2. How accurate are the figures in this proposal? The administrative organization plan adopted in 1973, on the basis of a decrease in administrative costs, and represented in this fashion to North Central in 1975, actually resulted in a 57% increase in administrative costs as compared to the estimate. (The figures used here are those presented in the 1973 reorganizational proposal and the current proposal.)

| | Costs Projected in 1973 | Actual Costs Reported in 1976 |
|---------------------|----------------------------|----------------------------------|
| Two Deans | \$44,000 | \$44,000 |
| Seven Dept. Heads | 25,000 | 56,800* |
| Nursing Coordinator | 20,000 | 20,000 |
| Assistant Dean | | 19,800 |
| | <u>\$89,000</u> | <u>\$140,600</u> |

Actual increase from proposal - \$51,600

*This figure is the total of Arts & Science Dept. Heads (20,931), Career Ed. Dept. Heads (14,126), L.P. (3,000), M.L.T. (3,816), Rad. Tech. (5,370), Public Safety (5,614), Public Service (3,945).

3. With an uncertain financial situation in the state of Illinois and an uncertain political situation for the forthcoming year, can Sauk Valley College afford to increase its fixed costs by more than \$60,000 for assistant deans and ^{coordinators} as well as secretarial assistance and other costs?
4. What rationale and studies support the 10% projected enrollment increase?
5. To what extent will the 10% projected enrollment increase generate a sufficient amount of income to cover the increased administrative and instructional costs created by hiring assistant deans, ^{coordinators}, and their clerical staff, by absorbing department chairmen into full-time teaching, and adding two full-time instructional staff, e.g. in business and agriculture?

6. Even if the projected enrollment increase does materialize, will it occur in the instructional departments where the projected costs are being placed? The savings in this proposal are based in part on the Arts and Science department chairmen increasing their current load by 670 student credit hours. Is this realistic?

7. The theoretical savings also represents additional summer funds in the case of all current department heads. Will any of the savings actually be realized since these people will be paid if the classes are available, but the assistant deans will be paid on a guaranteed basis?

8. Why has there been no input from the staff when college committees exist for that purpose and the North Central report cited as a strength of this institution that "Governance of the college provides a system whereby the students, faculty, staff, and community have input at various levels of operation?"

9. As approval of the total reorganization proposal is being sought now, is it not necessary to include more detail on the administration's intent "to radically change the duties of the Director of the Learning Resource Center"?

Is it appropriate to ask for approval of radical changes when not one is even minimally described?

Further, the proposal itself reveals no understanding of the present organization of the LRC. The proposed assistant dean is to have responsibility for the LRC and for audiovisual. An audiovisual department does not exist apart from an LRC. That concept is twofold; an LRC consists of a library and an audiovisual department.

Also, there is the problem of professional staff and duties. The present LRC director catalogs all materials, among other professional library duties. Is it likely that an assistant dean can continue such duties when he is also administering the Academic Skills Center? If he cannot, there will be even more cost because there will be continued need for two professional librarians and an audiovisual coordinator. For even now, personnel in these positions do not approach numerically the suggested regional accreditation and professional standards for current enrollment.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 18, 1977

D #5a \$6

MEMORANDUM

TO: Sauk Valley College Board of Trustees

FROM: George E. Cole, President **G.E.C**

Subject: Re-assignment of Bob Crouse to full-time teaching

The attached supporting documents from Dean Williams demonstrates that Robert Crouse has requested re-assignment to full-time teaching.

Recommendation:

Board approval to re-assign Robert Crouse to full-time teaching in accordance with his request and the contributions listed by Dean Williams.

SAUK VALLEY COLLEGE

#56

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 18, 1978

MEMORANDUM

TO: Sauk Valley College Board of Trustees

FROM: George E. Cole, President G.E.C.

Subject: Extra-duty assignment to Richard Holtam

The attached materials from Dean Williams explain that he would like to assign extra administrative duties to Richard Holtam and slightly reduce his teaching load.

Recommendation:

Board approval to assign Public Safety Administrative duties to Richard Holtam and reduce his teaching load from 19 to 16 semester hours.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 16, 1978

MEMORANDUM

Dr. Cole

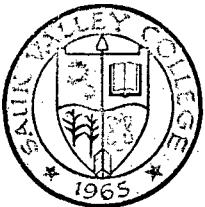
OM: Dr. Williams *[initials]*

Attached you will find a letter from Mr. Robert Crouse, dated January 5, 1978. He asks in this letter to be re-assigned to a full-time instructional teaching position. I feel Mr. Crouse has done a good job for us and I would recommend that the Board accept his re-assignment to the faculty, effective June 1, 1978, and that his salary beginning with the Fall 1978 contractual year, be at the 10th Step of the Assistant Professor scale at \$16,800.00, or at the salary finally negotiated by the Faculty Association for this step - 1978-79 academic year.

As you know, Mr. Crouse has had several substantial administrative assignments in his position as Director of Public Safety. After a thorough discussion of these assignments, with Mr. Crouse, Mrs. Burnham, Mr. Holtam, Mr. Barber, and Mr. Strickland, I am prepared to make a recommendation with regard to these assignments. (PLEASE SEE ATTACHED).

lm
enc

cc: Robert Crouse
Richard Holtam



SAUK VALLEY COLLEGE

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

January 5, 1978

Dr. Ronald F. Williams
Dean of Career Education
Sauk Valley College
Dixon, Illinois 61021

Dear Ron:

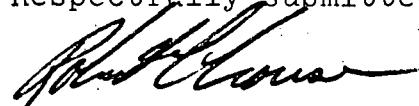
Pursuant to our conversation of January 3, 1978, I am formally requesting that effective June 1, 1978 I be reassigned to the instructional staff at my former rank and a salary appropriate to my past performance and current contract.

This request is brought about as a result of many existing and emerging circumstances. Primary, is my concern with regard to the condition of the Criminal Justice program. We apparently continue to have a declining enrollment. In order to stabilize and hopefully reverse this trend, I firmly believe I am of a greater asset to the institution as a full-time instructional staff member. With my reassignment will, of course, come a savings in terms of a reduced administrative cost and reduction in part-time staff expenditures. Additionally, I feel that the overall continuity of instruction will be improved and hopefully, together with more time to devote to the students, our retention rate will significantly improve.

The rigors of my current position have seriously affected my performance. The hours and demands of the position have been increasingly unrealistic. The three nights per week (four for spring semester), the weekly trips to Freeport, and my daily administrative duties have lacked both rewards and successes. I do not believe that together we have been successful in developing a manageable position which meets our individual conceptions of it's priorities and responsibilities.

Therefore, I sincerely hope that you will concur with this request and promptly arrange an orderly change in my reassignment to the faculty at the rank of Assistant Professor effective June 1, 1978.

Respectfully submitted,


Robert Crouse, Director
Public Safety Programs

In relation to the administrative assignments for the Director of Public Safety, it is my recommendation that this administrative position not be re-filled. I am fully aware of the efforts about the campus to cut costs, and, after discussing this position with my administrative staff, we feel that, with some additional effort, of course, we can handle these assignments. We will have to make the following adjustments:

- A. An overload will be paid to someone to handle the Fire Control Program. This was done in the past, prior to the creation of this administrative position.
- B. I am recommending that Mr. Crouse and Mrs. Burnham be placed under the immediate supervision of Mr. Holtam as Director of Public Service Programs.

As you know, Mr. Holtam has been teaching contractual load of 19 credit hours, plus 1 additional course, each summer session, as part of his contract. Mr. Holtam has agreed to accept these new duties under an arrangement which would change his contract effective June 1, 1978, to the extent that he would teach 16 credit hours and not be required to teach the additional course in the summer. This, essentially, means a decrease of 6 credit hours for his acceptance of the supervisory responsibilities that have been re-assigned to him.

- C. I, frankly, feel that when administrative salaries are discussed that consideration must be given to Mr. Holtam for his acceptance of these additional responsibilities, however, I know that the Board has not begun that discussion and I would suggest that a recommendation be held off until that time.
- D. I have discussed some functions that Mrs. Burnham will be able to assume; for example- the Advisory Committee of the Criminal Justice Program. She is more than willing to do this and we are encouraging her along that line.

Thus, I believe we have been able to make a very important cost-cut to the institution. This should encourage other areas to do the same in the near future.

1m
enc

cc: Robert Crouse
Richard Holtam

SAUK VALLEY COLLEGE

#D66.

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 18, 1978

MEMORANDUM

TO: Sauk Valley Board of Trustees

FROM: George E. Cole, President *G.E.C.*

The attached memo from Dr. Williams requests Board approval of the revised Cosmetology Contract in accordance with our last Board discussion on this topic.

Recommendation:

Board approval of the changed page of the Contract in accordance with details listed in the attached recommendation.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE January 12, 1978

MORANDUM

Dr. Cole

DM: Dr. Williams *PLW*

Attached you will find the revision in our Cosmetology Contract which was discussed at the last Board of Trustees meeting in executive session.

I am hereby requesting that you seek Board approval of this "changed page" at the next regularly scheduled meeting.

Thanks for your cooperation.

1m
enc

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 | \$128.00 |
| Cosmetology 102 | 4 | 105.56 | 64.00 |
| Cosmetology 103 | 12 | 316.66 | 192.00 |
| Cosmetology 104 | 12 | 316.66 | 192.00 |
| | 36 | 950.00 | |
| | | (\$26.39 per cr hr) | \$600.00 |

\$100 first day of School to SVC
8 payments of \$62.50 for 8 months the first school day of each month

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.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 23, 1978

MEMORANDUM

TO: Sauk Valley College Board of Trustees

FROM: George E. Cole, President

Re: Resolution on Nominating Petitions for
Board Membership

NOTICE is hereby given that nominating petitions for membership on the Board of Trustees of Sauk Valley College, District #506, Lee, Ogle, Henry, Bureau, Whiteside and Carroll Counties, for the election to be held April 8, 1978 must be filed only with the Secretary of the Board of Trustees of Community College District #506 or his duly appointed representatives at Sauk Valley College, Rural Route #1, Dixon, Illinois, between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, within the time provided by law.

Two candidates are to be elected for full three-year terms.

The first day for filing such petitions is February 22, 1978 and the last day for filing such petitions is March 17, 1977.

Dated this 23rd day of January, 1978

Lorna Keefer, Secretary
Board of Trustees
Community College
District #506

SAUK VALLEY COLLEGE

#D6c

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 24, 1978

MEMORANDUM

TO: Sauk Valley College Board of Trustees

FROM: George E. Cole, President

Re: Appointment of Representatives to Receive
Petitions for Board Membership

NOTICE is hereby given that Lorna Keefer, Secretary to the Board of Trustees of Community College District #506, Counties of Lee, Ogle, Henry, Bureau, Whiteside and Carroll, State of Illinois, does hereby appoint Marilyn A. Vinson and H. June Stanton, ~~her~~ duly designated representatives to receive and file on her behalf petitions for the nomination of members of the Board of said Community College District to fill the vacancies created by the expiration of the terms of William Reigle and Lorna Keefer.

Dated this 23rd day of January.

Lorna Keefer, Secretary Board of Trustees
Sauk Valley Community College District #506

January 18, 1978

MEMORANDUM

TO: *Board of Trustees and President Cole*
FROM: *Robert Edison, Dean of Business Services*

Bob

Re: Unemployment Compensation Insurance

Under current legislation Sauk Valley College will become responsible for unemployment compensation benefits effective January 1, 1978. The most recent legislation passed by the State of Illinois allows a non-profit organization to exercise its option of choosing either of two (2) methods as a means of fulfilling this legislative obligation.

Very briefly described, the methods allowed are as follows:

I. Contribution Method.

The most common method of financing unemployment compensation is by the contribution method. This method requires that employers pay a percentage of the eligible employee's wages up to a maximum amount. For governmental entities, the contribution will be 1% of the first \$6,000 of every employee's wages paid in 1978.

The Department of Labor will review the number of claims received during the calendar year 1979 to determine the adequacy of the 1% contribution rate. If this rate is to be changed, the director shall make his recommendation by March 15, 1980.

Unlike the reimbursement method, employers selecting the contribution method must begin to contribute with the first quarter of 1978. I would estimate that Sauk Valley College would be required to pay unemployment compensation taxes in 1978 of approximately \$13,500 of which approximately \$11,500 would be chargeable against the current fiscal year.

II. Reimbursement Method.

Under this method Sauk Valley College would agree to reimburse the State of Illinois for the actual amount of benefits (regular and extended) paid to its former employees that meet the eligibility requirements. Though the federal and state programs will reimburse approximately 75% of the unemployment claim costs for 1978 there is no way of projecting the actual costs for our portion of the 1978 claims, nor for any claims beyond 1978, which would be the sole responsibility of Sauk Valley College.

MEMORANDUM

1-18-78

To: Board of Trustees and President Cole
From: Robert Edison, Dean of Business Services

Page #2

The amount that Sauk Valley College would be required to pay through the exercise of this option would depend on many variable factors, some of which are:

- 1) the number of workers formerly employed who become unemployed. (Unknown, but SVC has had approximately 575 different employees per calendar year.)
- 2) the duration of employment of eligible claimants. (Unknown)
- 3) the number of former employees who file claims for benefits and can meet eligibility requirements. (Unknown)
- 4) the amount of weekly unemployment payments to be paid. (Maximum of \$138 per week)

One can readily ascertain from the foregoing that the new legislation contains many unknown and many accurately indeterminable facets, and it is these unknown and indeterminable elements that would lead me to the conclusion that Sauk Valley College should exercise the Contribution Method for fulfilling its legislative requirements under this new law.

RECOMMENDATION: Board authorization for Sauk Valley College to adopt the Contribution Method of Unemployment Compensation Insurance to be effective January 1, 1978.

RE:fsb

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE January 17, 1978

#7-1

MEMORANDUM

TO: Dr. George E. Cole, President

FROM: Ralph Gelander, Chairman, Building Utilization Committee *RG*

Attached is the Building Utilization Committee's recommendation for the improvement of Audio Visual Sound Systems at the college. The committee's proposal contains 3 points:

- 1) The improvement of the sound system for the gymnasium.
- 2) The addition of a new sound system for the cafeteria.
- 3) The purchase of drapes to serve as a backdrop for a stage in the cafeteria.

Requests for these improvements or additions came to the Building Utilization Committee from Betty Orlowski, Audio Visual Director at the college and Claire Buschmann, Director of Student Activities.

All of the proposed expenditures are recommended to be taken from the Site and Construction Fund. These are:

- 1) Revised gymnasium system - \$4,188.00
- 2) New cafeteria sound system - \$2,169.00
- 3) New cafeteria drapes - \$1,002.80

RG:js

BUILDING USE COMMITTEE MINUTES

November 1, 1977

Present: John Sagmoe Ronald Williams
Robert Edison Harriet Hastings
Noah Bunch Ralph Gelander

Guests: Betty Orlowski
 Claire Buschmann

I. SOUND SYSTEM PROPOSALS

Alternate proposals for the installation and reworking of sound systems in the college gym and the cafeteria were reviewed by the committee. These proposals were presented by William Kalies representing Wilson Electric Company in Rockford. The revised plans were requested from Mr. Kalies by the committee following its review of his original proposals. Copies of the alternate proposals are attached to these minutes.

After discussion the committee voted to recommend the purchase of a system to update the gym and add a new system in the cafeteria as outlined in Kalies' alternative proposals. It was further recommended that these systems be funded by money from the Site and Construction Fund.

II. CAFETERIA DRAPE PURCHASE

In an item related to the installation of the sound system in the cafeteria, Claire Buschmann submitted the attached proposal for the purchase of drapes that would be installed along the glass wall on the north side of the cafeteria. These drapes would provide the backdrop for a stage that would be served by the new sound system recommended above. The committee also suggests that this purchase be taken from the Site and Construction Fund.

October 18, 1977

Sauk Valley College
R# 1
Dixon, Illinois 61021
Attention: Betty Orlowski

Subject: Rework existing Gym Sound System
and new Cafeteria Sound System

Dear Mrs. Orlowski:

Enclosed is our alternate proposals for furnishing a new Cafeteria Permanent Sound System and reworking the existing Gym Sound System. The Cafeteria as it is now proposed would be permanent. The two way speaker assemblies would be mounted on the cement cross beams running east and west and spaced to give you the best coverage possible with the hard construction of the Cafeteria. The amplifier would be mounted on the cement pillar as shown on our diagram, and would be close to the Stage Area. Three microphone outlets would be provided, two at the Stage and one on the east wall. All wiring and microphone outlets would be enclosed in wiremold.

For the Gym System we would replace the existing 100 watt amplifier with a 200 watt amplifier and preamplifier with five channels, and replace the existing (4) horns with (4) high and low frequency speaker assemblies. The speaker assemblies would provide better coverage and sound reproduction than the metal horns. The speaker assemblies would have metal screen for protection against damage by basketballs, etc. The speakers are rated at 50 watts so the level can be raised so as to give you maximum coverage in the Gym Area. Two additional microphone outlets would be added, one on the west wall and one on the east wall.

Both systems carry a one year warranty from date of installation.

I wish to thank you for allowing us to quote you on these systems, and look forward to serving you.

Yours truly
WILSON ELECTRIC CO.

Warren Kalies
Warren Kalies
Treasurer-Asst. Secretary

WK/ec
Encl.

Wilson Electric Co.

COMMERCIAL SOUND DIVISION
113 SOUTH MADISON STREET, ROCKFORD, ILL.

DuKANE

AREA CODE 815-963-0431

PROPOSAL TO
SAUK VALLEY COLLEGE
R# 2
DIXON, ILLINOIS 61021
ATTN: BETTY ORLOWSKI

EQUIPMENT AS SUPPLIED BY DuKANE CORP.

OTHER MANUFACTURE —

PROJECT REWORK EXISTING DUKANE
SOUND SYSTEM IN GYM.

PRICES SPECIFIED IN THIS QUOTATION ARE FIRM FOR
60 DAYS ONLY. FIRM ORDERS ARE NOT SUBJECT TO
CANCELLATION WITHOUT FACTORY RESTOCKING CHARGE.

PROPOSAL NO. 174-M
DATED:
10-15-77

ALTERNATE PROPOSAL

PROPOSAL "A" UPDATE GYM SYSTEM

EQUIPMENT TO BE SUPPLIED

- (1) 1A921B- 200 WATT SOLID STATE AMPLIFIER
- (1) 2A75B- PREAMPLIFIER MIXER SOLID STATE
- (4) 6A500- LOW AND HIGH FREQUENCY SPEAKER ASSEMBLY
- (4) 710-3070- TRANSFORMERS
- (2) MICROPHONE WALL OUTLETS
- (2) 1776- ELECTRO-VOICE MICROPHONES
- (2) 5744- WIREMOLD BOXES (FOR MICROPHONE OUTLETS)
- (100') 500- WIREMOLD (FOR MICROPHONE LINES)
- MISC. MOUNTING HARDWARE
- #8461 BELDEN CABLE - (SPEAKER LINES)
- #8761 " " - (MICROPHONE LINES)

FURNISH ABOVE LISTED EQUIPMENT WIRE CABLE, INSTALLATION WITH
FINAL TIE IN AND CHECK OUT, WITH (1) ONE YEAR WARRANTY-----\$4,488.00

LESS TRADE IN EQUIPMENT AMPLIFIER, FOUR HORN, PRE-AMP-- 300.00

\$4,188.00

ADD TO QUOTATION — SPEAKER WIRE _____ @ \$ _____ /M

MICROPHONE CABLE _____ @ \$ _____ /M

SPECIAL CABLE _____ @ \$ _____ /M

SUBMITTED BY

Warren Kalies

Warren Kalies

SOUND SYSTEMS — PUBLIC ADDRESS — PRIVATE TELEPHONES — INTERCOM — DOCTORS PAGING
NURSES CALL EQUIPMENT — TELEVISION ANTENNA SYSTEMS — SPECIAL APPLICATIONS

Wilson Electric Co.

COMMERCIAL SOUND DIVISION

113 SOUTH MADISON STREET, ROCKFORD, ILL.

DuKANE

AREA CODE 815-963-0431

PROPOSAL TO
SAUK VALLEY COLLEGE
R#2
DIXON, ILLINOIS 61021
ATTN: BETTY ORLOWSKI

EQUIPMENT AS SUPPLIED BY DuKANE CORP.

OTHER MANUFACTURE —

PROJECT FURNISH NEW SOUND SYSTEM
IN CAFETERIA

PRICES SPECIFIED IN THIS QUOTATION ARE FIRM FOR
60 DAYS ONLY. FIRM ORDERS ARE NOT SUBJECT TO
CANCELLATION WITHOUT FACTORY RESTOCKING CHARGE.

PROPOSAL NO. 175-M

DATED: 10-15-77

ALTERNATE PROPOSAL PROPOSAL "B" EQUIPMENT

- (1) 1A728- WALL AMPLIFIER (SURFACE MOUNTING)
- (13) 5A402- FULL RANGE SPEAKER
- (13) 710-3096- TRANSFORMERS
- (13) 6A332- BIDIRECTIONAL BAFFLE
- (3) MICROPHONE OUTLETS
- (3) 5744- WIREMOLD BOXES (FOR MIC OUTLETS)
- (475) #500 WIREMOLD (FOR SPEAKER & MIC RUNS)
- (2) 1776- E.V. MICROPHONES
- (2) 651-32- MICROPHONE FLOOR STANDS
- MISC. MOUNTING HARDWARE
- #8461 BELDEN CABLE (SPEAKER LINES)
- #8761 " " (MIC LINES)

FURNISH ABOVE LISTED EQUIPMENT, WIRE CABLE, INSTALLATION
WITH FINAL TIE-IN AND CHECK OUT, WITH (1) ONE YEAR WARRANTY---\$2,169.00

ADD TO QUOTATION — SPEAKER WIRE _____ @ \$ _____ /M
MICROPHONE CABLE _____ @ \$ _____ /M
SPECIAL CABLE _____ @ \$ _____ /M

SUBMITTED BY Warren Kalies
Warren Kalies

SOUND SYSTEMS — PUBLIC ADDRESS — PRIVATE TELEPHONES — INTERCOM — DOCTORS PAGING
NURSES CALL EQUIPMENT — TELEVISION ANTENNA SYSTEMS — SPECIAL APPLICATIONS

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE November 4, 1977

MEMORANDUM

TO: Building Utilization Committee

FROM: Claire Buschmann *CB*

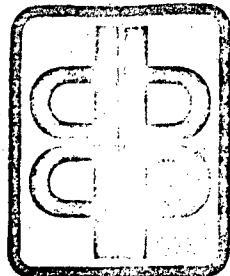
RE: CAFETERIA CURTAINS

After a year of investigation and review, checking with several local stores and looking at innumerable samples, it is my recommendation that Sauk Valley College accept the attached bid submitted by Prescott's on September 26, 1977.

The bid includes four sets of drapes (80 yards of material) in the Destry Brown pattern; Kirsch draw rods, which will allow the drapes to be easily opened or closed; and fireproofing, which I am told is the same as fire retardant. The total estimated cost is \$1,002.80.

I recommend that this proposal be forwarded to the Board of Trustees for their early approval.

jb



Prescott's

Fine Furniture, TV & Appliances

300 West Second Street, Rock Falls, IL. 61071
Phone 815 - 625-1123

September 26th, 1977

Sauk Valley College-

Prescott's bid on Drapes and rods for the cafeteria in the college;

Pattern- Destry- Beige

4 pairs of drapes- \$944.80

20% disc.- \$188.96

\$755.84

Kirsch Superfine- rods +\$79.96

\$835.80

Fireproof Material- +\$150.00

\$985.80

Labor to install rods - +\$ 17.00

\$1002.80

Alma Schettler

Alma Schettler

Drapery Dept.

AS/ms

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 18, 1978

MEMORANDUM

#F-2

TO: Sauk Valley College Board of Trustees

FROM: George E. Cole, President *G.E.C.*

SUBJECT: Budget Retrenchment

The attached enrollment summary covering the past four years demonstrates an overall decline in enrollment. During the fall semester we were down about 1,000 semester hours from last fall, and early reports indicate that we are more than 3,000 semester hours down this spring. Rough mathematics demonstrates the following revenue gap:

| | | |
|-----------|--------------|--|
| State Aid | \$21.50 | average $36.50 \times 4,000 = \$146,000$ |
| Tuition | <u>15.00</u> | |
| | | \$36.50 |

Recommendation

The Board adjourn the January 23rd meeting to January 30th or 31st where a detailed discussion be held about staff retrenchment. At these meetings the Board will review recommendations from the administration to reduce staff.

CAREER EDUCATION

STUDENT CREDIT HOURS BY DEPARTMENTS

| | Fall '74 | Spr '75 | TOTAL | Fall '75 | Spr '76 | TOTAL | Fall '76 | Spr '77 | TOTAL | Fall '77 | Spr '78 | TOTAL |
|------------------|----------|---------|-----------------|----------|---------|---------------|----------|---------|-----------------|----------|---------|---------------|
| AGRICULTURE | 343 | 348 | <u>691</u> | 484 | 603 | <u>1087</u> | 342 | 485 | <u>827</u> | 298 | 294 | 592 |
| BUSINESS | 2963.8 | 3511 | <u>6474.8</u> | 4598 | 4153 | <u>8751</u> | 3772 | 3635 | <u>7407</u> | 4391 | 3682 | 8073 |
| CRIMINAL JUSTICE | 657 | 894 | <u>1551</u> | 1011 | 912 | <u>1923</u> | 538 | 848 | <u>1386</u> | 596 | 639 | 1235 |
| FIRE CONTROL | 52 | 72 | <u>124</u> | 144 | 60 | <u>204</u> | 83 | 50 | <u>133</u> | 80 | 44 | 124 |
| IND & TECHNICAL | 1242 | 1438 | <u>2680</u> | 3246 | 3141 | <u>6387</u> | 3269 | 3214 | <u>6483</u> | 2589 | 2346 | 4935 |
| COSMETOLOGY | 416 | 328 | <u>744</u> | 328 | 472 | <u>800</u> | 484 | 640 | <u>1124</u> | 464 | 528 | 992 |
| AD NURSING | 646 | 856 | <u>1502</u> | 762 | 733 | <u>1495</u> | 896 | 871 | <u>1767</u> | 880 | 763 | 1643 |
| LP NURSING | 760 | 1260 | <u>2020</u> | 1045 | 930 | <u>1975</u> | 979.6 | 808 | <u>1787.6</u> | 851 | 722 | 1573 |
| MED LAB TECH | 199 | 112 | <u>311</u> | 240 | 124 | <u>364</u> | 228 | 304 | <u>532</u> | 282 | 235 | 517 |
| RAD TECH | 143 | 111 | <u>254</u> | 138 | 111 | <u>249</u> | 176 | 122 | <u>298</u> | 171 | 156 | 327 |
| HUMAN SERVICES | 261 | 445 | <u>706</u> | 745 | 557 | <u>1302</u> | 482 | 506 | <u>988</u> | 593 | 322 | 915 |
| LIBRARY | 105 | 42 | <u>147</u> | 108 | 162 | <u>270</u> | 63 | 69 | <u>132</u> | 27 | 39 | 66 |
| FOOD SERVICE | - | - | - | 46 | 112 | <u>158</u> | 205 | 233 | <u>438</u> | 179 | 145 | 324 |
| TOTAL----- | 7,787.8 | 9,417 | <u>17,204.8</u> | 12,895 | 12,070 | <u>24,965</u> | 11,517.6 | 11,785 | <u>23,302.6</u> | 11,401 | 9,915 | <u>21,316</u> |

| | <u>Fall'74</u> | <u>Spr'75</u> | <u>Total</u> | | <u>Fall'75</u> | <u>Spr'76</u> | <u>Total</u> | | <u>Fall'76</u> | <u>Spr'77</u> | <u>Total</u> | | <u>Fall'77</u> | <u>Spr'78</u> | <u>Total</u> |
|---------------------|----------------|---------------|--------------|-----|----------------|---------------|--------------|-------|----------------|---------------|--------------|-------|----------------|---------------|--------------|
| BUSINESS | | | | | | | | | | | | | | | |
| Bailey, G. | --- | --- | --- | 401 | 375 | 776 | | 366 | 328 | 694 | | 523 | 390 | 913 | |
| Burton, D. | 450 | 624 | 1074 | 438 | 558 | 996 | | 648 | 417 | 1065 | | 519 | 369 | 888 | |
| Dahlberg, M. | 418 | 443 | 861 | - | - | - | | 225 | 441 | 666 | | 482 | 279 | 781 | |
| Gates, C. | 339 | 624 | 963 | 642 | 669 | 1311 | | 531 | 495 | 1026 | | 477 | 366 | 843 | |
| Hartje, R. | 377 | 126 | 503 | 375 | 367 | 742 | | 502 | 254 | 756 | | 486 | 375 | 861 | |
| Holland, W. | - | - | - | 423 | 382 | 805 | | 373 | 364 | 737 | | 324 | 414 | 738 | |
| Osborn, P. | 379 | 542 | 921 | 541 | 315 | 856 | | 359 | 301 | 660 | | 382 | 199 | 581 | |
| | (Av. 864) | | | | (Av. 914) | | | | (Av. 800) | | | | (Av. 800) | | |
| AGRICULTURE | | | | | | | | | | | | | | | |
| Spencer, N. | 169 | 189 | 358 | 199 | 204 | 403 | | 144 | 188 | 332 | | 179 | 109 | 288 | |
| LP NURSING | | | | | | | | | | | | | | | |
| Cunningham, P. | - | - | - | - | - | - | | - | - | - | | 19 | 10 | 29 | |
| Grossman, L. | 238 | 420 | 658 | 84 | 234 | 318 | | 158.4 | 231 | 389.4 | | 264 | 256 | 520 | |
| Melvin, J. | 290 | 420 | 710 | 358 | 234 | 592 | | 158.4 | 225 | 383.4 | | 304 | 291 | 595 | |
| Starzyk, A. | - | - | - | - | - | - | | - | - | - | | 66 | 72 | 138 | |
| Johnson, R. | 232 | 420 | 652 | 348 | 228 | 576 | | 155 | 130 | 285 | | - | - | - | |
| | (Av. 673) | | | | (Av. 495) | | | | (Av. 352) | | | | (Av. 320) | | |
| AD NURSING | | | | | | | | | | | | | | | |
| Kime, J. | - | - | - | - | - | - | | - | - | - | | 22 | 28 | 28 | |
| Fortner, R. | - | - | - | - | - | - | | - | - | - | | 53 | 205 | 258 | |
| Hain, C. | 370 | 160 | 530 | 200 | 100 | 300 | | 170 | 246 | 416 | | 167.5 | 133 | 300.5 | |
| Hilton, J. | 136 | 270 | 406 | 114 | 100 | 214 | | 174 | 190 | 364 | | 167.5 | 229 | 396.5 | |
| Longanecker | 135 | 234 | 369 | 120 | 150 | 270 | | 200 | 120 | 320 | | 235 | 133 | 368 | |
| Eichman, L. | - | - | - | 190 | 218 | 408 | | 220 | 195 | 415 | | - | - | - | |
| Teuscher, D. | - | - | - | - | - | - | | - | - | - | | 235 | - | 235 | |
| | (Av. 435) | | | | (Av. 298) | | | | (Av. 379) | | | | (Av. 317) | | |
| MED LAB TECH | | | | | | | | | | | | | | | |
| Nelson, H. | 199 | 112 | 311 | 240 | 124 | 364 | | 148 | 248 | 396 | | 212 | 122 | 334 | |
| RAD TECH | | | | | | | | | | | | | | | |
| Shippert, S. | - | - | - | - | - | - | | - | - | - | | 125 | 114 | 239 | |
| Meredith, G. | - | - | - | 138 | 111 | 249 | | 130 | 100 | 230 | | - | - | - | |
| AUTOMOTIVE | | | | | | | | | | | | | | | |
| Logemann, R. | 220 | 216 | 436 | 278 | 198 | 476 | | 286 | 220 | 506 | | 212 | 178 | 390 | |
| Parke, I. | 60 | 214 | 274 | 309 | 186 | 495 | | 78 | 218 | 286 | | 262 | 152 | 414 | |

CAREER EDUCATION

STUDENT CREDIT HOURS

| | <u>Fall '74</u> | <u>Spr '75</u> | <u>Total</u> | <u>Fall '75</u> | <u>Spr '76</u> | <u>Total</u> | <u>Fall '76</u> | <u>Spr '77</u> | <u>Total</u> | <u>Fall '77</u> | <u>Spr '78</u> | <u>Total</u> |
|---|-----------------|----------------|--------------|-----------------|----------------|--------------|-----------------|----------------|--------------|-----------------|----------------|--------------|
| <u>MACHINE DESIGN</u> | | | | | | | | | | | | |
| Oster, C. | 209 | 314 | 523 | 408 | 317 | 725 | 369 | 287 | 656 | 259 | 297 | 556 |
| <u>CONSTRUCTION</u> | | | | | | | | | | | | |
| Smith, R. | - | - | - | 428 | 425 | 853 | 293 | 460 | 753 | 313 | 252 | 565 |
| <u>INDUSTRIAL</u> | | | | | | | | | | | | |
| Frana, J. | - | - | - | - | - | - | - | - | - | 182 | 183 | 365 |
| Happach, R. | 379 | 284 | 663 | 543 | 456 | 999 | 555 | 578 | 1133 | 479 | 342 | 821 |
| <u>WELDING</u> | | | | | | | | | | | | |
| Johnson, S. | - | - | - | 276 | 287 | 563 | 435 | 350 | 785 | 195 | 155 | 350 |
| <u>INDUSTRIAL AND TECHN AVERAGE</u> | | | | | | | | | | | | |
| | | | | (Av. 474) | | | (Av. 685) | | | (Av. 686) | | (Av. 494) |
| <u>CRIMINAL JUSTICE</u> | | | | | | | | | | | | |
| Burnham, J. | - | - | - | - | - | - | - | - | - | 237 | 402 | 639 |
| Geldean, L. | - | 346 | 346 | 306 | 396 | 702 | 231 | 273 | 504 | - | - | - |
| Crouse, R. | 402 | 279 | 681 | 588 | 306 | 894 | 310 | 44 | 354 | 191 | 210 | 401 |
| | | | | (Av. 514) | | | (Av. 798) | | | (Av. 429) | | (Av. 520) |

ANALYSIS OF STUDENT CREDIT HOUR PRODUCTION

| Department | 1974-75 | | Totals | | 1975-76 | | Totals | | 1976-77 | | Totals | | 1977-78 | | Totals | |
|--------------------|-----------|---------|-----------|--|-----------|----------|-----------|-------|-----------|------|---------------|--|-----------|--|-----------|--|
| HUMANITIES | Fall-Spr. | | Fall-Spr. | | Fall-Spr. | | Fall-Spr. | | Fall-Spr. | | Fall-Spr. | | Fall-Spr. | | Fall-Spr. | |
| Heatty, E. | --- | --- | | | 420 | 243° | 663 | 252 | 333 | 585 | xxx303xxx231 | | | | 534 | |
| Devine, J. | 383 | 310° | 693 | | 335 | 400° | 735 | 324 | 365° | 689 | xx 225 xx 132 | | | | 357 | |
| Dill, R. | 372 | 147 | 519 | | 402 | 213° | 615 | 321 | 189° | 510 | x 333 243 | | | | 576 | |
| Guinnup, M. | 405 | 501**** | 906 | | 357 | 447**** | 804 | --- | 261 | 261 | 314 281 | | | | 595 | |
| Edstrom, R. | 126 | 98 | 224 | | 118 | 117 | 235 | 198 | 151 | 349 | 108 154 | | | | 262 | |
| Leffelin, D. | --- | --- | | | --- | 351 | 351 | 267 | 336° | 603 | 276 279 | | | | 555 | |
| Horton, A. | 366 | 399 | 765 | | 387 | 303° | 690 | 303 | 264° | 567 | 366 201 | | | | 567 | |
| Lillyman, K. | *178 | *146 | 324 | | 217 | 185° | 402 | 281 | 182° | 463 | 217 132 | | | | 349 | |
| Lovekin, D. | 294 | 318 | 612 | | 372 | 372 | 744 | 288 | 351 | 639 | 273 165* | | | | 438 | |
| Iathis, J. | **248 | **240 | 488 | | **215 | **149° | 364 | **261 | **220 | 481 | ** 157 **171 | | | | 328 | |
| Fatter, R. | 270 | 229 | 499 | | 322 | 214° | 536 | 255 | 237 | 492 | 255 159 | | | | 414 | |
| McLean, K.) | | | | | | | | | | | | | | | | |
| Anderson, N.) | **220 | **174 | 394 | | **154 | **228 | 382 | **152 | **123 | 275 | ** 77 ** 60 | | | | 137 | |
| Fitchel, I.) | 417 | 285 | 702 | | 441 | 426° | 867 | 342 | 249 | 591 | 289 330 | | | | 619 | |
| B'Nanion, J. | | | | | | | | | | | | | | | | |
| Dept. totals | | | 6126 | | | | 7388 | | | 6505 | | | | | 5731 | |
| NATURAL SCIENCE | | | | | | | | | | | | | | | | |
| Frederick, L. | 417 | 394 | 811 | | 462 | 438° | 900 | 411 | 427 | 838 | 438 555 | | | | 993 | |
| Harding, T. | 284 | 283 | 567 | | 544 | 409 | 953 | 407 | 193 | 600 | 474 208 | | | | 682 | |
| Harper, C. | 247 | 286 | 533 | | *350 | 345° | 695 | 327 | 239 | 566 | 292 x 300 | | | | 592 | |
| Leuck, D. | 529 | 322*** | 851 | | 585 | 368**** | 953 | 507 | 315**** | 822 | 456 308 | | | | 764 | |
| Eller, S. | *130 | 277° | 407 | | 244 | 338° | 582 | 384 | 388° | 772 | 329 289 | | | | 618 | |
| Major, J. | 444 | 528° | 972 | | 301 | 332° | 633 | 299 | 272° | 571 | 250 185 | | | | 435 | |
| Weller, M. | 656 | 392 | 1048 | | 516 | 458 | 974 | 809 | 406° | 1215 | 556 457 | | | | 1013 | |
| Ouker, D. | 413 | 356 | 769 | | 582 | 511 | 1093 | 545 | 484° | 1029 | 452 373 | | | | 825 | |
| Dept. totals | | | 5958 | | | | 6783 | | | 6413 | | | | | 5922 | |
| SOCIAL SCIENCE | | | | | | | | | | | | | | | | |
| Var, W. | 309 | 468 | 777 | | 438 | 567 | 1005 | 345 | 381 | 726 | x 336 342 | | | | 678 | |
| Doyle, D. | 537 | 594 | 1131 | | 666 | 651 | 1317 | 450 | 444° | 894 | 546 432 | | | | 978 | |
| Ociepka, J.) | | | | | | | | | | | | | | | | |
| Oster, D. | *279 | *399 | 678 | | *366 | *360 | 726 | 303 | 249 | 552 | * * 78 * * 75 | | | | 153 | |
| Lesbit, F. | 486 | 357 | 843 | | 651 | 453 | 1104 | 693 | 534° | 1227 | 588 378 | | | | 966 | |
| Petersen, M. | 606 | 825 | 1431 | | 723 | 897 | 1620 | 504 | 810 | 1314 | 432 564 | | | | 996 | |
| Rhelin, G. | 432 | 519 | 951 | | 588 | 627 | 1215 | 513 | 447 | 960 | 430 339 | | | | 769 | |
| Wharton, R. | 273 | 360 | 633 | | 366 | 573 | 939 | 324 | 270° | 594 | 216 279 | | | | 495 | |
| Dept. totals | | | 6444 | | | | 7926 | | | 6267 | | | | | 5035 | |
| PHYSICAL EDUCATION | | | | | | | | | | | | | | | | |
| Holmberg, C. | +190 | +325 | 515 | | +310 | +553**** | 863 | +293 | +354 | 647 | +281 +351 | | | | 632 | |
| Tabbee, D. | 154 | 133 | 287 | | 226 | 241 | 467 | 188 | 213 | 401 | 239 173 | | | | 412 | |
| Alumbo, F.*** | *106 | *142 | 248 | | *153 | *147 | 300 | 136 | 140 | 276 | 98 107 | | | | 205 | |
| Dept. totals | | | 1050 | | | | 1630 | | | 1324 | | | | | 1249 | |

* Released time for Dept. Chairman - 3 sem. hrs.

** Released time for Speech and Theatre Activities - 3 sem. hrs.

*** Released time for Athletic Director - 3 sem. hrs.

**** Teaches 2 classes as part of load as Ass't. Dean of Arts & Sciences

One sem. hr. overload

° Three (3) sem. hr. overload

** Five (5) sem. hr. overload

**** Six (6) sem. hr. overload

***** 7.5 sem. hr. overload

Includes two (2) sections of BIO 120 - Environmental Health

Released time for Humanities Conference - 3 sem. hrs.

Includes classes in Nursing Homes

x Released time for College Newspaper - 3 sem. hrs. xxx Released time for English Placement - 2 sem. hrs.

STUDENT CREDIT HOUR SUMMARY

Academic Skills

| Name | 1974* | | | 1975* | | | 1976* | | | 1977** | | | 1978*** | | |
|---|----------------|------------------|--------------|----------------|------------------|--------------|----------------|------------------|--------------|------------------------|------------------|--------------|---------|-----|--|
| | Fall S.C.H. | Spring S.C.H. | Total | Fall S.C.H. | Spring S.C.H. | Total | Fall S.C.H. | Spring S.C.H. | Total | Fall S.C.H. | Spring S.C.H. | Total | | | |
| Teresa Mueller - | 274 | 264 | 538 | 303 | 342 | 645 | 282 | 269 | 551 | Leave of Absence | | | 174 | 174 | |
| Karen Pinter - | 269 | 213 | 482 | 360 | 348 | 708 | 284 | 331 | 615 | ****331 | ****118 | | 449 | | |
| Chuck Walrath - | 225 | 381 | 606 | 375 | 270 | 645 | 260 | 308 | 568 | 422 | 227 | | 649 | | |
| TOTAL ACADEMIC SKILLS DEPARTMENT - (Including Part-time) | 890 | 769 | 1,659 | 872 | 922 | 1,794 | 1,392 | 1,045 | 2,437 | 1,278 | 606 | 1,884 | | | |

*10-Day Totals

**Mid-Term Totals

***Totals as of January 18, 1978

****Karen Pinter has been released 2 credits in the fall semester and 3 credits in the spring semester to work with a special study and tutorial program for nursing students.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

#63

DATE

January 23, 1978

MEMORANDUM

TO: President Cole

FROM: *Harriet Hastings*

ENROLLMENT REPORT

| | Students | Hours |
|---------|----------|--------|
| 1-20-77 | 2937 | 25,661 |
| 1-20-78 | 2660 | 20,103 |



College Entrance Examination Board
888 Seventh Avenue, New York, New York 10019
(212) 582-6210

#G4a

Talent Roster of Outstanding
Minority Community College Graduates

December 30, 1977

Ms. Carolina Pena
Counselor
Sauk Valley College
Route 1
Dixon, Illinois 61081

Dear Ms. Pena:

We are pleased to announce that through the encouraging response and contributing efforts of your institution, the College Board has selected the following student(s) for inclusion in the 1978 Talent Roster of Outstanding Minority Community College Graduates:

Edward Marquez
Fred Marruffo
Larry Marruffo
Stephan Mercer
Edna Sandoval
Bill Williams

In late January, the 1978 Talent Roster will be mailed to the Director of Admissions at all accredited, baccalaureate degree-granting institutions in the United States. The Roster will list the names, addresses, major fields of interest and cumulative grade point averages of approximately 1,400 able but needy minority group students -- Black Americans, Mexican Americans, Puerto Ricans, and American Indians. With the Roster, we plan to send a letter informing the senior institutions that these students were nominated by their respective two-year colleges on the basis of past performance, future potential, and financial need; and that these students are expected to complete the requirements for the associate degree during the current 1977-78 academic year. In addition, we will emphasize that while these students could not be offered scholarships by the College Board, the Talent Roster would assist their Admissions' Officers in identifying and recruiting promising minority students and perhaps aid in anticipating their financial need.

We wish to take this opportunity to thank you, your colleagues, and your students for your support in this worthwhile endeavor which has made possible the publication of the 1978 Talent Roster.

A copy of the Roster will be sent to the President of your college, as soon as they are available.

Sincerely,

Alice B. McBride
Assistant Director

cc: President

MEMORANDUM

DATE: January 12, 1978

TO: Mr. Ron Coplan

FROM: Kay Fisher

I have some ideas I would like to express to you and have considered for action by the board, if you and other members agree they have merit. While I've considered some of these things for some time, the AGB Seminar helped me to formulate my ideas and to understand the part a board member can, and indeed should have in these considerations.

For the sake of brevity, I'm going to list my ideas with a few comments added. I am ready to discuss them with my rationale for them at your convenience.

- 1). We need to do some long-range planning. Too many of our decisions are made because of a pending deadline rather than through a process of thought and foresight. As a new board member, I have no overall view of where we're going.
- 2). Dr. Cole at one time suggested the formation of a faculty-board resource committee. I think the referendum presents an ideal opportunity to try this. I realize there are pitfalls involved, but I still think it offers positive aspects. It may be wise not to consider action on this until after the faculty contract is signed.
- 3). We need to develop some type of evaluation process for the President. As I understand it, Dr. Cole has met all of the goals established for him at the time of his employment. For both the board's and Dr. Cole's benefit I think an evaluation procedure - with yearly goals included - should be established.
- 4). Ann Powers and I were both surprised to learn at the AGB Seminar that many schools have an orientation process for new board members. After struggling to learn who people are, protocol, understanding the budget, etc., I feel such an orientation should be established at Sauk.
- 5). I'm feeling that we need a retreat (a legal one) or a couple of long study sessions to delve into some of these issues.

My reason for writing this memo is because I want us to be a board that acts rather than reacts. I would appreciate your thoughts.

cc: George Cole



Voice of the People

Recent action by the Sauk Valley College Board of Trustees, accepting the recommendations of its administrators, approved the dismissal of six faculty members.

The Sauk Valley College Faculty Association strongly condemns not only those recommendations and their approval, but also the process by which they were accomplished.

Ronald Coplan, board president, stated "that board members were being forced to act, possibly prematurely, at least very early, because of a clause in the board's contract with the teachers . . ."

That clause has existed for five years to allow teachers sufficient time, before the following fall, to find new employment. It would be most unfair to allow less time, especially as Coplan has stated that it is unlikely that the college's

financial status will sufficiently improve that any of the dismissals might be rescinded.

Complaints about lack of time only reflect the inadequacy of the administration and board in acting less than responsibly with the history of two years of inaccurate prediction of enrollment.

The faculty association has questioned not only those predictions but also the administrative reorganization of almost two years ago. Approved as saving money, the reorganization, along with the inaccurate predictions, bears much of the responsibility for current financial problems.

Not only did the reorganization add cost through the creation of new administrative posts but also through the part-time and overload costs which it was to reduce but which have nearly doubled. These errors make it imperative to analyze the details of cost-saving through retrenchment of faculty, as presented by the administration.

That proposal, as accepted by the board, was that retrenchment would save about \$90,000, as the six dismissed faculty have average salaries of about \$15,000.

The faculty association strongly questions the mathematical process. The four retrenched faculty in arts and sciences have, for 1977-78, generated about \$85,000 revenue. With total salary of about \$60,000, there is a positive remainder of about \$25,000. Their retrenchment can be viewed as causing a loss of about that amount next year.

The administration has probably argued that there will be even more savings next year by using part-time and overload assignments to compensate for the dismissal of the six. Not only have these costs nearly doubled in the past two years, but again who is considering the cost of the loss of quality of instruction.

Part-time instructors usually have other full-time positions. They cannot offer courses at times most beneficial for student needs. Also they are seldom available at other than course times to give students extra help.

As for overload assignments, once full-time faculty already

have full loads or overloads. And, as for the contract retraining clause which the administration and board wanted so much, retraining requires time. While faculty are retraining, requiring more part-time and overload assignments, students are going to other colleges.

Summarily, from the association's viewpoint, retrenchment to reduce institutional costs is a falsehood. Only the faculty directly produces income. Their retrenchment reduces course offerings which reduces enrollment which reduces income.

The association recommends that those who made the errors of administrative reorganization and of inaccurate enrollment prediction be held directly responsible—by the board, by the students and by the community. They, not the faculty, should pay the price of those errors.

The association reminds the board and its president of his words two years ago at the time of administrative reorganization: if we get hit with an enrollment decrease, people get lopped off. And I think the first place you lop is where we lopped before and that's at the administrative ranks . . .

The association simply states that the current financial plight is then the responsibility of the administration in "the first place." It does not lie upon those who came with the reorganization but upon those who suggested the reorganization and who projected enrollment increases. 2-11-73

Unless that responsibility is met, the association has little hope that the future will be much different from the present.

Ronald Happach
President, Faculty Association

SAUK VALLEY COLLEGE

#63

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE Januart 4, 1978

MORANDUM

Board of Trustees

AM: Dr. George E. Cole G.E.C.

In accordance with previous discussions, we are providing the Board with a summary of the results of our deferred payment plan for the Fall Semester.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 4, 1978

MORANDUM

Dr. Cole

TO: John Sagmoe

Financial Aid Hold Program

Attached is information related to the status of the Fall Semester Financial Aid Hold Program as of January 3, 1978. In summarizing the Fall Semester Program I would like to point out the following:

A total of 355 students registering for 4,096 credit hours were placed on Financial Aid Hold status by our Financial Aid office.

As of January 3rd the Financial Aid office reports that they have cleared the accounts of 302 students for a total of 3,604 credit hours. These hours generated a total tuition income of \$57,664.00.

As of January 3rd it appears that 492 credit hours should be considered as a bad debt. This represents a total of \$7,872.00 in lost tuition.

Of the total number of credit hours placed on hold, 88% of the hours were paid by January 3rd.

Considerations;

Altho some loss has been experienced with this program it should be pointed out that the college has realized income that would not have been received in the absence of a Financial Aid Hold policy. The 3,604 credit hours which were paid represent \$57,664.00 in tuition income. State Aid income figured at the budgeted rate of \$21.59 per credit hour equals \$77,810.36, for a total generated income of \$135,474.36.

Efforts are still being made to resolve the accounts of 4 other students, and of course there is always the possibility that other students will pay if they should ever return to Sauk Valley College.

In terms of educational considerations, it should be kept in mind that this program facilitated the education and training of over 300 students by allowing them to begin programs at Sauk Valley College this fall.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE January 3, 1978

MORANDUM

John Sagmoe

DM: Ronald Marlier

Financial Aid Hold Program Fall 1977.

Enclosed you will find the final list of the remaining financial aid holds who failed to pay, with the exception of Yolanda Zuniga who will pay at a later date and Marcy Shinault who a decision is pending.

If these two individuals pay, we will have a total of 492 hold hours as bad debts. Through October 19, 1977, according to our records we had 4096 credit hours on hold. We, in the Financial Aid Office, cleared up 3604 credit hours for a total tuition of \$57664. The potential lost revenue for the remaining unpaid hours is \$7872. Of course, this does not take into account any percent refund that occurred to students dropping through the refund period. Therefore, approximately 88 percent of the financial aid holds followed through with their commitments and the remaining students will be made bad debts through the Business Office effective immediately.

jm

SAUK VALLEY COLLEGE

#G4

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 3, 1978

RANDOM

Dr. Cole ✓

Dean Foster, AAO DAF

Quarterly Affirmative Action Report - October 1 to December 31, 1977.

In accordance with the duties of the Affirmative Action Officer as listed on page seven of the Sauk Valley College Affirmative Action Plan this memo is submitted as a quarterly status report on the AA Program here at the college.

During the period from October 1, 1977 through December 31, 1977 the following AA related activities have taken place.

1. October 6, 1977 Affirmative Action Committee meeting held. (copy of minutes enclosed)
2. The AAO sent forms to all Deans and Directors on October 6, 1977 for the purpose of listing personal and ethnic data, salary information, years of experience, and academic rank for all professional staff. This information will be assembled as part of the annual review process and forwarded to the AAC for their analysis of workforce study. This study will be completed by March 1, 1978. (copy of form enclosed)
3. The AAO sent a memo to Ralph Gelander, Assistant to the President, on October 7, 1977 advising him that the phrase "Equal Opportunity/Affirmative Action Employer" should be placed on all college pamphlets, employment applications and literature.
4. On October 13, 1977 the AAC completed the revision of all college application forms to bring them into compliance with AA regulations and forwarded them to the Administrative Council. These revised forms were subsequently approved by the AC, have now been printed and are presently in use.
5. October 13, 1977 AAC meeting held. (copy of the minutes enclosed)
6. October 20, 1977 the AAC Sub-Committee on Regulation 504 and the Handicapped held a meeting. (copy of the minutes enclosed)
7. October 24, 1977 the AAO sent a memo to all Deans and Directors requesting them to prepare a statement regarding any barriers to handicapped persons (both students and employees) in their respective areas of responsibility. (copy enclosed)

AUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE January 3, 1978

MEMORANDUM

Dr. Cole

Dean Foster, AAO

Quarterly Affirmative Action Report - October 1 to December 31, 1977.

PAGE TWO

8. November 2, 1977 AAC Sub-Committee on Regulation 504 held. (copy of minutes enclosed)
9. November 11, 1977 Ron Schilling attended a conference in Chicago on Regulation 504 and the Handicapped. This conference provided instruction on the needed steps to bring an institution into compliance with Regulation 504.
10. November 15, 1977 AAC meeting held. (copy of minutes enclosed)
11. November 16, 1977 AAC Sub-Committee on Regulation 504 meeting held. A report on recommended modifications to bring the SVC physical plant into compliance with Regulation 504 was adopted. (copy of minutes enclosed)
12. November 29, 1977 the AAO prepared a statement on the implications of Regulation 504 for an admissions policy for health and public service programs at the college for Dean Williams. (copy enclosed)
13. December 5, 1977 the AAO met with the Vocational-Technical Department Chairpersons and Dean Williams to discuss the impact of Regulation 504 on admissions policies.
14. December 13, 1977 AAC meeting held. (copy of minutes enclosed)
15. December 19, 1977 the AAO revised the AAC recommendations on building modifications needed to bring the college into compliance with Regulation 504 and sent it to the Administrative Council.
16. December 22, 1977 the AAO filed a statement on the SVC Affirmative Action Plan with Dean Sagmoe for inclusion in the new college catalog.

AUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE January 3, 1978

BRANDUM

Dr. Cole

Dean Foster, AAO

Quarterly Affirmative Action Report - October 1 to December 31, 1977.

PAGE THREE

The Affirmative Action Committee and the AAO have undertaken the following projects in order to fulfill the SVC AA Plan.

1. Completed the revision of all employment application forms to bring them into compliance with EEOC guidelines.
2. Continued work on the ^{comparative} study of the SVC workforce with the regional and national workforce in terms of the seven protected categories. The target date for the completion of this project is April 1, 1978.
3. Continued work on the study of salaries, rank and years of service of SVC professional staff in order to ascertain the extent of compliance with AA guidelines. The information is being compiled by each of the academic deans as part of the annual evaluation process. The target date for the completion of this task is March 1, 1978.
4. The AAO is serving as chairman of the Job Classification Committee which is presently in the process of developing a classification system for all non-professional employees. As of December 23, 1977 the job descriptions and qualifications have been written for all clerical, secretarial, custodial and maintenance staff positions. The committee is presently beginning work on a salary schedule for each classification. The target date for completion of this project is February 15, 1978.
5. The work of the AAC Sub-Committee on Regulation 504 and the Handicapped is nearly complete. It has conducted a survey of the college building for barriers to handicapped persons and has submitted a list of recommended modifications. Reports from all Deans and Directors are presently being prepared on any barriers for handicapped students or staff members in their respective areas of responsibility. As soon as all of this information is assembled the subcommittee will analyze it and make recommendations to the AAC and the Administrative Council. Target date for completion of this project is February 1, 1978.

DF/js

cc AAC Members

Dean Bunch

Dean Williams

Dean Sagmoe

Dean Edison

AUK VALLEY COLLEGE

RURAL ROUTE ONE, DIXON, ILLINOIS 61021

DATE October 13, 1977

ORANDUM

Affirmative Action Committee

Don Foster *DF*

Report on AAC Meeting 10-13-77

Committee Members Present: Don Foster, Claire Buschmann, Maxine Petersen, Karen Pinter, and Ron Schilling

A. Items Discussed:

1. Meeting on Handicapped, Regulation 504, and AA in Chicago to be attended by Ron Schilling.
2. Meeting on AA at NIU to be attended by Claire Buschmann.
3. Subcommittee on Handicapped and Regulation 504 is to begin holding meetings next week to bring the SVC AAP into compliance.

B. Projects Worked on:

1. Completed work on revision of SVC Application Forms to bring them into compliance with AA guidelines. The revised forms will be sent to the Administrative Council for their approval on 10-17-77.

sg

cc: Dr. Cole
All Deans

SAUK VALLEY COLLEGE

RURAL ROUTE ONE, *D* DIXON, ILLINOIS 61021

DATE October 6, 1977

ORANDUM

Affirmative Action Committee

4: Don Foster *DF*

Report on Affirmative Action Committee Meeting 10-6-77

Members present: Don Foster, Claire Buschmann, Karen Pinter, Maxine Petersen, Ron Schilling, and John Sagmoe.

1. Don Foster, Ron Schilling, and John Sagmoe were assigned to the Committee on the Handicapped and Regulation 504. Two students will be added to this committee at a later date.
2. The Professional Employment Application and Non-Professional Employment Application forms were revised to bring them into compliance with AA guidelines. Copies of these revised forms will be sent to the Administrative Council for their review and suggestions.
3. A report on the status forms for professional staff members sent to all the Deans was presented by Don Foster. These forms will be completed by each of the Deans for their respective people as a part of the annual review this fall. The AAC will receive them early in January.
4. The next meeting will complete the revision of the application forms and examine the interview forms for compliance with AA.

Next meeting scheduled for Thursday 10-13-77 at 9:00 a.m. in the Board Room.

sg

cc: All Deans
Dr. Cole

Name of Staff Member _____
(Full Time Only)

Age _____

Sex _____ Male

_____ Female

Ethnic Group

_____ Anglo-American

_____ Hispanic-American

_____ Black-American

_____ Other

Academic Rank as of July 1, 1977 _____

Or Position Held if an Administrator

Highest Degree Earned as of July 1, 1977 _____

Number of Graduate Hours Earned Beyond Last

Degree as of July 1, 1977 _____

Years of Teaching Experience as of July 1, 1977 _____

Number of Years of Other Non-Teaching Professional

Experience as of July 1, 1977 _____

Salary (Basic Contract Only) For the 1976-77

School Year _____

_____ 10 month

_____ 12 month

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE October 20, 1977

MEMORANDUM

Affirmative Action - Sub Committee on Regulation 504 and the Handicapped

Re: Don Foster *DF*

Report on meeting - October 19, 1977

Members Present - Rosie Perino, Becky Tornow, Ron Schilling and Don Foster

Agenda - Items Discussed

1. Reviewed and discussed the five steps necessary to bring the college into compliance with Regulation 504.
2. Becky Tornow volunteered to prepare a list of physical-structural barriers in the building that present problems for wheel chair students.
3. Ron Schilling is going to attend a conference in Chicago on November 11 on how to modify the physical plant to be in compliance with A.A. Guidelines on the Handicapped.
4. The A.A.O. is to send a memo to all Deans and Directors requesting a statement on any barriers to handicapped students, teachers and classified personnel in their respective areas of responsibility.
5. A news release is to be placed in Sauk Talk about the application of the Affirmative Action Plan to the Handicapped, and of the existence of this committee. Notices of future meetings will be listed in the Special Events pamphlet.
6. Date of next meeting, Wednesday, November 2, 1977 at 11:00 a.m. in the Board Room.

DF/1c

cc Rosie Perino
Becky Tornow
John Sagmoe
Ron Schilling
Dr. Cole

AUK VALLEY COLLEGE

RURAL ROUTE ONE,

14
DIXON, ILLINOIS 61021

DATE October 24, 1977

RAMDUM

Deans and Directors

Don Foster, AAO *DAF*

Survey for Barriers to the Handicapped

The Affirmative Action Sub-Committee on the Handicapped is presently in the process of surveying the college (both physical plant and programs) in order to bring us into compliance with Regulation 504 of the 1973 Rehabilitation Act. Section 84.22 requires us to make every program accessible to handicapped persons--accept where reasonable accomodations are not possible due to the nature of the programs. I have enclosed a copy of the regulations for your use in preparing a statement in regard to any barriers to handicapped students, employees, or instructors in your respective areas of responsibility.

Admittedly these regulations are general and somewhat confusing. If there are obvious barriers to students with certain types of handicaps in some of the programs, do not hesitate to so state. The EEOC is only concerned that the barrier be a genuine deterrent to the students' or instructors' satisfactory performance in that program. A rule that is helpful to keep in mind is that the barrier cited must be "reasonable" and uniformly applied to all persons. For example, a blind person could not teach or perform in a satisfactory way as a medical laboratory technician or a radiologist. To require a person to have vision for entrance into these programs would be considered a "reasonable" requirement. In some instances DVTE or the State or Federal government may have rules and regulations that specify requirements for entry into programs. We would have to follow these rules, regardless of Regulation 504 rules to the contrary. If the EEOC wishes to challenge such rules, they can take up the issue with the DVTE, the State, or Federal agency involved.

Please provide the sub-committee with a statement of any barriers that exist to entry into any of your programs. If you have additonal questions, do not hesitate to call me.

sg

cc: Dr. Cole
Affirmative Action Committee
Affirmative Action Sub-Committee

AUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 2, 1977

MEMORANDUM

Affirmative Action Sub-Committee on Handicapped

Don Foster *Daf*

Report on Meeting on 11-2-77

Members Present:

Becky Tornow, Ron Schilling, and John Sagmoe

Items Discussed:

1. Report from the AAO on the responses from the Deans and Directors to the request for a statement of barriers to handicapped persons in their respective areas.
2. Report from Becky Tornow on the list of structural barriers in the building that present problems for handicapped persons.
3. Ron Schilling discussed his plans to attend a meeting in Chicago on November 11 on how to modify the physical plant to be in compliance with AA Guidelines on Regulation 504.
4. Date of next meeting - Wednesday, November 16, 1977 at 11:00 in the board room.

sg

cc: AAC Members
Dr. Cole

AUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 15, 1977

ORANDUM

Affirmative Action Committee

Don Foster, AAO

AAC Meeting 11-15-77

Members Present: Claire Buschmann, Maxine Petersen, Karen Pinter, and
Don Foster

Items Discussed:

1. Heard a report from Claire Buschmann on her attendance at a Title IX conference at NIU.
2. Heard a report from Don Foster on the progress of the regulation 504 and the Handicapped.
3. Progress report presented by Don Foster on data collection effort to complete our workforce analysis.
4. Report from the AAO on the status of the U.S. Department of Labor Compliance in regard to unequal pay for female janitors.

Action Taken:

1. Voted to reject the request from Ralph Gelander to use AAC funds to pay for the cost of printing the college job application forms.
2. Decided to run a series of articles-exercises on AA in the Chieftain (Sauk Talk) to inform students and faculty about the scope and nature of AA.
3. Set the date of next meeting for December 6, at 9:00 a.m. in the board room.

sg

cc: Dean Bunch
Dr. Cole

AUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 18, 1977

MEMORANDUM

Affirmative Action Sub-Committee

Don Foster

Report on Meeting 11-16-77

Items Discussed:

1. Report from Ron Schilling on the meeting he attended in Chicago on Compliance with Regulation 504 for the physical plant.

Mr. Schilling noted that the conference consisted of two attorneys reviewing the implications of Regulation 504. Very little attention was actually given to the subject of how to bring the physical plant into compliance.

2. Becky Tornow submitted a list of barriers in SVC that she has noted as being in need of correction in order for wheelchair persons to gain access and move around in the building. This list is as follows:

- Ramps needed on several outside doors. (Suggest a ramp and a sliding door be placed in outside entrance alongside the East side of the gym.)
- Restrooms are in need of modifications. At least one mens and womens room should have:
 - Stools higher off the floor
 - Wider Stalls
 - Flush lever more accessible
 - Stable handrails and handgrabs
 - Paper towel dispenser lowered
- Drinking fountains are too high. At least one on each floor should be lowered.
- Door pulls (handles) are too high. An additional handle should be placed on the doors- at a lower level.
 - also the fire doors need a glass--so a wheelchair student can see through and avoid being slammed when attempting to pass through.
 - Also the fire doors are hard to pull open.
- Many offices are too cramped to allow access for a wheelchair student. Rearrangement of furniture would help.
- Parking problems
 - A space directly in front of the main entrance along the curb should be reserved for wheelchair students.

Memorandum to: Affirmative Action Sub-Committee
November 18, 1977
Page 2

Exit from the vehicle directly on the curb is needed. Also the enforcement of parking regulations needs to be tightened up. Cars are frequently parked in spaces reserved for handicapped persons.

- Pay Phones are all too high for wheelchair persons to reach. At least one phone should be placed at a lower level.
- 3. The recommendations submitted by Ms. Tornow will be taken back to the full AAC and forwarded to the Administrative Council for further action.
- 4. Responses from the Deans and Directors in regard to barriers to handicapped students and employees in their respective programs are still coming in. As soon as this material is received the AAC Sub-Committee will analyze it and forward a set of recommendations to the full AAC for further action.

sg

cc: Dr. Cole
Dean Bunch
AAC

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 29, 1977

MORANDUM

Dean Williams

cc: Don Foster

Regulation 504 - Handicapped - Application to Drug Addicts and Alcoholics

Enclosed is a copy of the Federal Register for May 4, 1977 which contains the rules and regulations to implement Regulation 504 of the Rehabilitation Act of 1973. The section dealing with drug addicts and alcoholics is located on p. 22686 - section 4. The relevant paragraph that relates specifically to your concern about the Nursing and Medical Lab Programs is located on the upper right hand column. This paragraph reads as follows:

With respect to other services, the implications of coverage of alcoholics and drug addicts are two-fold: first, no person may be excluded from services solely by reason of the presence or history of these conditions; second, to the extent that the manifestations of the condition prevent the person from meeting the basic eligibility requirements of the program or cause substantial interference with the operation of the program, the condition may be taken into consideration. Thus, a college may not exclude an addict or alcoholic as a student on the basis of addiction or alcoholism, if the person can successfully participate in the education program and complies with the rules of the college and if his or her behavior does not impede the performance of other students.

Based upon this statement it would be my opinion that the college could exclude a known drug addict or alcoholic from entry into the Nursing Program, Medical Lab Program, and Law Enforcement Program. However, the evidence of a student's being a drug addict or alcoholic would have to be substantial. Hearsay evidence would not be an adequate basis to exclude a student from one of these programs. Hospital records of treatment for one of these forms of addiction or arrest and conviction records would constitute substantial evidence. However, gossip, etc. would not be valid evidence and should not be relied upon as a basis to exclude a student.

We should seek a legal opinion on this matter from Mr. Castendyck since the issue involves more than Affirmative Action and Regulation 504 considerations. The potential liability that the college could incur by having a student with a drug or drinking problem serving an internship in a local hospital or law enforcement center would have to be carefully considered and weighed against our obligations to comply with Regulation 504.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 29, 1977

MEMORANDUM

Dean Williams

Re: Don Foster

Regulation 504 - Handicapped - Application to Drug Addicts and Alcoholics

PAGE TWO

I have prepared copies of this issue of the Federal Register for your staff people who will be in attendance at our meeting on Monday, December 5.

DF/js

cc Dr. Cole

Enclosure

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 13, 1977

ORANDUM

Affirmative Action Committee

4: Don Foster *DF*

Report on Affirmative Action Committee Meeting-December 13, 1977

Members Present:

Marlier, Pinter, Buschmann, Petersen, Schilling, Foster

Items Discussed:

1. Discussion was held of the recommendations submitted by the Regulation 504 Sub-Committee on the changes in the college building needed to bring us into compliance with Regulation 504. It was decided to forward this list to the Academic Council for their examination and approval.
2. Discussion was held of the AAC budget for the 1977-78 academic year. It was noted that there is a balance of \$60.48 in the AAC Travel Budget for this year--with all expenditures accounted for.
3. Discussion was held of the progress of the assessment of college programs for access by the handicapped effort. It was reported by the AAO that progress is being made. The AAO attended a meeting with the Vo-Tech Department Heads and Dean Williams on this topic on Monday, December 5, 1977 to discuss admission into the Health and Public Safety programs by the handicapped. A formal statement from each director will be sent to Dean Williams by December 14th, and forwarded to the AAO. The AAC will have all of this information by early January for every program in the college
4. The status of the placement forms was discussed by the AAO. This information is being complied for each instructional staff member, and will be forwarded to the AAO at the end of the present evaluation season. The AAC will then be able to revise the work force analysis and update the statistical charts at the end of the Affirmative Action Policy.

The next meeting will be scheduled in January.

1c

cc: Dr. Cole

AUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 19, 1977

MEMORANDUM

Dr. Cole and Administrative Council

Don Foster

DYF

Specific Recommendations to Bring the SVC Physical Plant into Compliance with Regulation 504 for the Handicapped.

1. Action on any major physical changes must await the receipt of the official specifications from H.E.W. These specifications were due in October 1977--but the college has not received them as of December 19, 1977. As soon as they arrive, an architect should be consulted to develop the specifications for the required building modifications. This would require action by the Board of Trustees to implement.

Specific major items that should be placed in this category include:

- a) Construction of at least one ramp and a sliding door at one of the main entrances.
- b) Modifications in at least one men's rest room and women's rest room on the first floor to provide a stall for handicapped persons.
 - Higher stools
 - Wider stalls
 - Flush lever more accessible
 - Stable handrails and handgrabs that will fully support the weight of an adult

2. Recommended action on minor corrections that can be accomplished by the SVC maintenance staff.

- a) Paper cup dispenser placed by one drinking fountain on each floor.
- b) Paper towel dispensers in restrooms should be added at a lower level for use by handicapped persons.
- c) Lower door pulls on fire doors should be added so that wheel chair bound persons can open them without assistance. (If they are put on all fire doors in the east section of the building, this would require 36 added handles--if only one is placed on each pair of doors, the total would be 18.)
- d) A "Handicapped Person Loading and Unloading Area" should be established in front of the main entrance to the college. This area must be large enough to enable a van to pull up to the curb and discharge wheelchair bound persons from a side door. An area for this should be clearly marked with painted curbing and at least two signs (one on each end of the area) indicating that this area is reserved for loading and unloading of handicapped persons. The blue signs with a yellow picture of a wheelchair should be used for this purpose as well as a written warning for non-handicapped people to refrain from parking in the designated area.
- e) The telephone company should be contacted and asked to lower one of the pay phones on the first floor--to accommodate wheelchair persons.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE December 22, 1977

MEMORANDUM

Dean Sagmoe

Don Foster, AAO

Statement on AA for the College Catalog

Sauk Valley College adopted an Affirmative Action Plan on September 12, 1977. Copies of this plan are available in the Learning Resources Center and in the Counseling Center. Sauk Valley College is an equal opportunity/affirmative action employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student actions. Any student who may have questions or need advice about affirmative action matters should contact the Affirmative Action Officer in room 2H4.

DF/js

BILLS PAYABLE

January 23, 1978

EDUCATIONAL FUND

| | | | | |
|-------------|--------------------------------------|----------------------|-------|------------|
| -000-550 | ALAN PFEIFER | Travel | 1,293 | \$ 17.00 |
| -000-531 | LINDGREN CALLIHAN WEAVER & VAN OSDOL | Audit | 1,294 | 4,600.00 |
| -813-530 | GORDON NELSON | Comm. Serv. Clerical | 1,295 | 40.00 |
| -000-554 | G. DAVID LASLEY | Interview | 1,296 | 109.83 |
| -300-514-03 | SELF HELP ENTERPRISES | Teacher services | 1,297 | 288.00 |
| -000-550 | GEORGE COLE | Travel | 1,298 | 138.14 |
| -000-550 | KAY FISHER | Travel | 1,299 | 124.36 |
| -000-550 | ANN POWERS | Travel | 1,300 | 124.36 |
| -000-550 | RONALD COPLAN | Travel | 1,301 | 23.00 |
| | SVC PAYROLL FUND | 12-23-Payroll | 1,302 | 120,146.19 |
| -418-550 | JUDY BURNHAM | Travel | 1,303 | 198.00 |
| -418-550 | ROBERT CROUSE | Travel | 1,304 | 184.80 |
| | SVC PAYROLL FUND | 1-15-78 Payroll | 1,305 | 86,645.70 |
| | | | | 212,639.38 |

| | | | | | |
|--------------|-----------------------------|---------------|---------|----------|----------|
| 000.541.00 | ADMIN EDUC BOOK CLUB | SUPPLIES | 1,306 | 13.88 | |
| 714.543.00 | AGFA GEVAERT REX INC | SUPPLIES | 1,307 | 369.09 | |
| 000.585.01 | ALLENS | EQUIPMENT | 1,308 | 540.00 | |
| 712.543.00 | AMERICAN JOURN OF NURSING | SUPPLIES | 112.50 | | |
| 713.543.00 | X X X | 112.50 | 1,309 | 225.00 | |
| 000.550.00 | AMERICANA OF BAL HARBOUR | TRAVEL COPLAN | 1,310 | 73.99 | |
| 711.543.00 | AMERICAN SOC OF CLIN PATHOL | SUPPLIES | 1,311 | 13.00 | |
| 511.550.01 | ANTHONY'S RESTAURANT | LUNCHES | 1,312 | 11.66 | |
| 313.543.00 | ARCO PUBL CO | SUPPLIES | 1,313 | 38.96 | |
| 511.543.00 | A R T STUDIO | SUPPLIES | 1,314 | 411.55 | |
| 400.543.00 | ASSOC FILMS | SUPPLIES | 1,315 | 127.94 | |
| 2000.546.00 | ASSN OF GOVERNING BOARDS | MEMBERSHIP | 1,316 | 300.00 | |
| 2000.545.00 | BAKER & TAYLOR CO | BOOKS | 1,317 | 1,010.92 | |
| 2000.545.00 | BAKER & TAYLOR CO | BOOKS | 1,318 | 182.58 | |
| 1,800.544.00 | JAMES BARBER | REIMB 3 HRS | 84.50 | | |
| 1,813.550.00 | X X | TRAVEL | 7.05 | 1,319 | 91.55 |
| 1,300.543.00 | BOGOTTS | SUPPLIES | 566.44 | | |
| 1,600.543.00 | X X | 1.00 | | | |
| 1,000.585.01 | X X | EQUIP | 1367.97 | 1,320 | 1,935.41 |
| 1,300.543.00 | BRANSON ELECTRIC | SUPPLIES | | 1,321 | 23.00 |
| 1,600.543.00 | BURSTEIN APPLEBEE CO | SUPPLIES | | 1,322 | 13.98 |
| 1,000.530.00 | BURROUGHS CORP | SERVICE CONTR | | 1,323 | 73.30 |
| 1,815.543.00 | CAMBRIDGE BOOK CO | SUPPLIES | | 1,324 | 69.23 |
| 1,600.543.00 | CENTRAL SCIENTIFIC CO | SUPPLIES | | 1,325 | 60.00 |
| 1,000.575.00 | CENTRAL TELEPHONE CO | SERVICE | | 1,326 | 1,584.86 |
| 000.556.00 | CLAYTONS FLORAL SHOP | FLOWERS | | 1,327 | 23.65 |
| | VOID CHECK | | | 1,328 | .00 |
| .300.543.00 | COAST TO COAST STORES | SUPPLIES | | 1,329 | 14.70 |
| .300.543.00 | CRESCENT ELECTRIC | SUPPLIES | | 1,330 | 5.48 |

| | | | | | |
|------------|-----------------------------|--------------|---------|--------|----------|
| 815.543.00 | CURRICULUM INNOVATIONS | SUPPLIES | 1,331 | 7.00 | |
| 100.550.00 | MARVIN DAHLBERG | TRAVEL | 1,332 | 156.54 | |
| 500.550.00 | ROSS DILL | TRAVEL | 1,333 | 99.45 | |
| 000.544.02 | DIXON CAMERA CENTER | SUPPLIES | 1,334 | 8.24 | |
| 000.547.00 | | | | | |
| 300.543.00 | DIXON EVENING TELEGRAPH | ADS | 1,335 | 6.30 | |
| 200.543.00 | DIXON GARAGE SUPPLY | SUPPLIES | 1,336 | 84.04 | |
| 800.544.00 | DOANE AGRIC SERVICE | SUPPLIES | 1,337 | 8.95 | |
| 400.550.00 | RICHARD DOOLEN | REIMB 6 HRS | 1,338 | 142.50 | |
| 000.541.00 | DON DOYLE | TRAVEL | 1,339 | 5.00 | |
| 000.530.00 | D S G INC | SUPPLIES | 1,340 | 7.95 | |
| 000.545.00 | EASTMAN KODAK CO | SERVICE | 1,341 | 78.60 | |
| 712.543.00 | EDISON RECORD CLEARANCE | RECORDS | 1,342 | 53.00 | |
| 000.531.00 | FAIRVIEW GEN HOSPITAL | SUPPLIES | 1,343 | 35.00 | |
| 000.541.00 | DR THOMAS FLYNN | SERVICES | 1,344 | 250.00 | |
| 000.585.00 | FOSCO FABRICATORS | SUPPLIES | 1,345 | 25.00 | |
| 000.545.00 | 47TH STREET PHOTO INC | EQUIPMENT | 1,346 | 370.50 | |
| 000.545.00 | FRENCH & EUROPEAN PUBLIC | BOOKS | 1,347 | 12.94 | |
| 000.545.00 | GALE RESEARCH CO | BOOKS | 1,348 | 62.52 | |
| 815.543.00 | GED INSTITUTE | SUPPLIES | 62.77 | | |
| 000.541.00 | X X | | | | |
| 000.550.00 | RALPH GELANDER | 11.51 | 1,349 | 74.28 | |
| 711.543.00 | GIBCO DIAGNOSTICS | TRAVEL | 1,350 | 195.0 | |
| 800.542.00 | GRAHAM PAPER CO | SUPPLIES | 1,351 | 20.04 | |
| 800.544.00 | LEONA GROSSMAN | SUPPLIES | 1,352 | 41.61 | |
| 400.543.00 | GROVE PRESS INC | REIMB 3 HRS | 1,353 | 84.50 | |
| 712.550.00 | CAROL HAIN | SUPPLIES | 1,354 | 23.00 | |
| 000.544.00 | RON HARTJE | TRAVEL | 1,355 | 32.00 | |
| 100.550.00 | WAYNE HOLLAND | REIMB 1 HR | 1,356 | 42.50 | |
| 000.585.00 | IBM CORP | TRAVEL | 1,357 | 114.45 | |
| 000.562.00 | IBM CORP | EQUIP | 1,358 | 725.00 | |
| 000.544.02 | ILLINI A V EDUC SERVICE | EQUIP RENTAL | 1,359 | 401.00 | |
| 311.541.01 | ILLINI UNION BOOKSTORE | SUPPLIES | 1,360 | 68.80 | |
| 000.575.00 | ILLINOIS BELL TELEPHONE | SUPPLIES | 1,361 | 2.00 | |
| 100.593.00 | ILL CENTRAL COLLEGE | SERVICE | 1,362 | 160.26 | |
| 200.543.00 | IOWA STATE UNIV PRESS | TUITION | 1,363 | 437.58 | |
| 300.550.00 | STEVE JOHNSON | SUPPLIES | 1,364 | 6.53 | |
| 511.543.00 | KENTUCKY TENN CLAY CO | TRAVEL | 1,365 | 65.00 | |
| 712.550.00 | JANET KIME | SUPPLIES | 1,366 | 120.00 | |
| 000.541.00 | KIPLINGER WASHINGTON LETTER | TRAVEL | 1,367 | 254.55 | |
| 000.585.00 | J S LATTA & SON | N SUBSCR | 1,368 | 42.00 | |
| 000.544.01 | LIBRARY OF CONGRESS | EQUIPMENT | 1,369 | 236.85 | |
| 000.545.00 | LITTON EDUC PUBL INC | SUPPLIES | 1,370 | 2.25 | |
| 712.550.00 | ESTHER LONGANECKER | BOOKS | 1,371 | 95.59 | |
| 000.544.01 | MCGREGOR MAGAZINE AGCY | TRAVEL | 1,372 | 46.80 | |
| 000.545.00 | MCINTYRE PRODUCTIONS | SUPPLIES | 1,373 | 27.00 | |
| 312.541.89 | MACMILLAN SCI CO | BOOKS | 1,374 | 23.50 | |
| 000.550.00 | MANAGEMENT BOOKS INSTITUTE | SUPPLIES | 1,375 | 11.39 | |
| 000.543.00 | JERRY MATHIS | BOOKS | 1,376 | 10.08 | |
| 100.545.00 | MEANS SERVICE CENTER | TRAVEL | 1,377 | 126.60 | |
| 000.545.00 | MIDWEST EDUC MATERIALS | SUPPLIES | 1,378 | 9.20 | |
| 000.530.00 | MIDWEST VISUAL EQUIP | BOOKS | 1,379 | 110.00 | |
| 700.544.02 | X X X | SERVICE | 131.10 | | |
| 000.585.00 | X X X | SUPPLIES | 52.10 | | |
| 511.543.00 | MINNESOTA CLAY CO | EQUIP | 6634.69 | 1,380 | 6,817.89 |
| | | SUPPLIES | | 1,381 | 94.26 |

| | | | | |
|--------------|---------------------------------|---------------------|-------|----------|
| 000,541.00 | MOORE BUSINESS FORMS | SUPPLIES | 1.382 | 315.70 |
| 000,530.00 | ED MUELLER A V | SERVICE 141.40 | | |
| 000,585.00 | X X X | EQUIP 399.20 | 1.383 | 540.60 |
| 000,545.00 | MULTI MEDIA PUBL INC | BOOKS | 1.384 | 17.80 |
| 812,541.01 | MUNICIPAL COLLECTIVE BARGAINING | SUBSCR | 1.385 | 25.00 |
| 000,562.00 | NCR MIDWEST R.A.D. | EQUIP RENTAL | 1.386 | 4,233.70 |
| 000,530.00 | NATL COMPUTER SYSTEMS | SERVICE | 1.387 | 115.00 |
| 420,543.00 | N.F.P.A. | SUPPLIES | 1.388 | 58.52 |
| 316,543.00 | NORD CHECK | SUPPLIES 12.90 | 1.389 | |
| 400,543.00 | X X X | 6.85 | | |
| 418,543.00 | X X X | 14.70 | | |
| 500,543.00 | X X X | 10.45 | | |
| 600,543.00 | X X X | 51.60 | | |
| 813,543.00 | X X X | 13.10 | | |
| 500,543.00 | NORTHWESTERN UNIV FILM LIB | SUPPLIES | 1.390 | 109.60 |
| 512,530.00 | NUSBAUM TRANSF & STORAGE | SERVICES | 1.391 | 33.00 |
| 100,550.00 | PHILLIP OSBORN | TRAVEL | 1.392 | 195.00 |
| 800,544.00 | CHARLES OSTER | TUITION REIMB 3 HRS | 1.393 | 115.04 |
| 813,543.00 | PANEL PUBLISHERS | SUPPLIES | 1.394 | 84.50 |
| 000,545.00 | PERFECTION FORM CO | BOOKS | 1.395 | 15.90 |
| 400,550.00 | MAXINE PETERSEN | TRAVEL | 1.396 | 265.34 |
| 000,545.00 | PRENTICE HALL INC | BOOKS | 1.397 | 24.20 |
| 000,547.00 | THE PRINT SHOP | PUB RELA | 1.398 | 54.83 |
| 315,543.00 | PSYCHOLOGICAL CORP | SUPPLIES | 1.399 | 100.00 |
| 512,543.00 | PUBLISHERS CENTRAL BUREAU | SUPPLIES 29.64 | 1.400 | 17.29 |
| 000,545.00 | X X X X | 24.66 | | |
| 000,545.00 | REFERENCE BOOK BOURSE | BOOKS | 1.401 | 54.30 |
| 400,543.00 | REGENTS OF U.C. | SUPPLIES | 1.402 | 11.15 |
| 000,545.00 | ROSE DISCOUNT RECORD STORE | RECORDS | 1.403 | 44.00 |
| 200,543.00 | SVC BOOKSTORE | SUPPLIES 15.40 | 1.404 | 207.61 |
| 300,543.00 | X X | 179.39 | | |
| 500,543.00 | X X | 4.63 | | |
| 511,543.00 | X X | 5.92 | | |
| 713,543.00 | X X | .69 | | |
| 613,543.00 | X X | 2.21 | | |
| 000,541.00 | X X | 2.12 | | |
| 000,541.00 | X X | 18.00 | | |
| 300,543.00 | SVC BUILDING FUND | GAS | 1.405 | 228.36 |
| 100,0541.00 | SVC STUDENT ACTIVITY FUND | SUPPLIES | 1.406 | 6.54 |
| 100,0550.00 | CATHERINE SEAGREN | TRAVEL | 1.407 | 4.80 |
| .000,0556.00 | SERVOMATION CORP | LUNCHES | 1.408 | 18.90 |
| .000,0547.00 | B F SHAW PRINTING CO | SPRING SCHEDULES | 1.409 | 119.60 |
| .000,0544.00 | X X X | 4429.75 | | |
| .714,550.00 | STANLEY SHIPPERT | POSTAGE 736.77 | 1.410 | 5,166.52 |
| .000,544.02 | STILLERS SUPPLIES | TRAVEL | 1.411 | 103.80 |
| .300,550.06 | ROBERT SMITH | SUPPLIES | 1.412 | 273.90 |
| .000,585.01 | SOILTEST INC | TRAVEL | 1.413 | 162.29 |
| 800,542.00 | GLENN SPUTTE | EQUIPMENT | 1.414 | 1,495.69 |
| 913,543.08 | GEORGE STANLEY | SUPPLIES | 1.415 | 34.50 |
| \$00,530.01 | STERLING BUS MACHINES | TRAVEL | 1.416 | 98.83 |
| 815,543.00 | X X X | SUPPLIES 9.86 | | |
| 000,541.00 | X X X | 17.80 | | |
| 000,539.00 | X X X | 2.15 | | |
| 000,585.00 | X X X | 11.05 | | |
| | | 27.65 | | |
| | | 180.00 | | |
| | | | 1.417 | 248.51 |

| | | | | |
|-----------|---------------------------|---------------------|-------|-----------|
| 512530.00 | STERLING CAMERA CENTER | SERVICE | 1.418 | 10.50 |
| 320530.00 | STERLING SCHOOL OF BEAUTY | COSMETOLOGY | 1,419 | 1,688.96 |
| 000550.00 | SUNNY TRAVEL CENTER | TRAVEL-COLE 354.00 | | |
| 000550.00 | X X X | BOARD TRAVEL 917.00 | 1.420 | 1,271.00 |
| 000585.00 | TELE TIME SYSTEMS | EQUIPMENT | 1,421 | 242.70 |
| 000541.00 | TEXAS INSTRUMENTS | SUPPLIES | 1,422 | 5.45 |
| 200543.00 | TIME LIFE BOOKS | SUPPLIES | 1,423 | 7.93 |
| 000545.00 | TRAINEX CORP | BOOKS | 1,424 | 24.00 |
| 400543.00 | UNIV OF ILLINOIS | SUPPLIES 12.40 | | |
| 418543.00 | X X | 16.50 | | |
| 600543.00 | X X | 11.70 | | |
| 813543.00 | X X | 30.90 | 1.425 | 71.50 |
| 200543.00 | UNIV OF ILL | SUPPLIES | 1.426 | 11.51 |
| 000544.01 | UNIVERSITY MICROFILMS | SUPPLIES | 1.427 | 551.66 |
| 000541.00 | ANITA VAN DUSEN | SUPPLIES | 1.428 | 17.33 |
| 000531.00 | WARD WARD CASTENDYCK--- | SERVICES | 1.429 | 445.00 |
| 000545.00 | WEST PUBL CO | BOOKS | 1.430 | 35.50 |
| 512530.00 | ROBERT C WHIPPLE | SERVICES | 1.431 | 20.00 |
| 000545.00 | H W WILSON | BOOKS | 1.432 | 97.50 |
| 000544.03 | XEROX CORP | SUPPLIES | 1.433 | 793.48 |
| 000549.00 | SVC PETTY CASH | SUPPLIES 2.21 | | |
| 000544.00 | X X | 1.35 | 1.434 | 3.56 |
| 000521.00 | SVC IMPREST FUND | MISC EXPENSES | 1.435 | 1,256.09 |
| 000521.00 | PRUDENTIAL INS CO | FEB PREMIUM | 1.436 | 10,537.31 |
| 00-550 | DAVID LOVEKIN | TRAVEL | 1.437 | 78.90 |

TOTAL BILLS 50,747.57

Cks. #1293 - 1305 212,639.38

TOTAL EDUCATIONAL FUND FOR JANUARY \$263,386.95

BOND & INTEREST FUND #2

| | | | |
|-------------|-----------------------------------|------------------------|-----------------|
| 490-000-563 | CENTRAL NATIONAL BANK OF STERLING | Prinicpal - 115,000.00 | |
| 490-000-564 | X X X X X | Interest - 2,300.00 | 14 \$117,300.00 |
| 90-000-569 | CENTRAL NATIONAL BANK OF STERLING | Fees | 15 84.50 |
| | | | |
| | TOTAL BOND & INTEREST #2 | | \$117,384.50 |

BUILDING FUND

| | | | | | |
|-------------|--------------------------------|--------------|-------|-----------|--------------|
| 271-000-530 | VOID CHECK #4842 written Dec. | | | | - \$4,500.00 |
| -000-530 | DEAN L. WENTLING | Services | 4,855 | | 4,500.00 |
| 000,530.00 | AFFILIATED STEAM EQUIP CO | REPAIRS | 4,856 | 117.00 | |
| 000,544.00 | AIR & ELECTRIC POWER EQUIP CO | SUPPLIES | 4,857 | 575.00 | |
| 000,544.00 | BRADLEY CORP | SUPPLIES | 4,858 | 14.27 | |
| 000,544.00 | CARDINAL AUTO PARTS | SUPPLIES | 4,859 | 43.26 | |
| 000,573.00 | COMMONWEALTH EDISON CO | SERVICE | 4,860 | 8,574.37 | |
| 000,544.00 | CORBELT ENGINEERING CO | SUPPLIES | 4,861 | 222.02 | |
| 000,544.00 | CRESCENT ELECTRIC CO | SUPPLIES | 4,862 | 82.84 | |
| 000,544.00 | DIXON EVENING TELEGRAPH | SUPPLIES | 4,863 | 6.40 | |
| 000,544.00 | DIXON SWIMMING POOL SUPPLY | SUPPLIES | 4,864 | 40.00 | |
| 000,544.00 | EAST CHICAGO MACHINE TOOL CORP | SUPPLIES | 4,865 | 48.20 | |
| 000,544.00 | ENERGY CONTROLS INC | SUPPLIES | 4,866 | 237.76 | |
| 000,544.00 | FAIRFAX HARDWARE | SUPPLIES | 4,867 | 30.24 | |
| 000,544.00 | FULFS TRUE VALUE HARDWARE | SUPPLIES | 4,868 | 14.93 | |
| 000,544.00 | W W GRAINGER INC | SUPPLIES | 4,869 | 11.66 | |
| 000,550.00 | GLADYS GUNTLE | TRAVEL | 4,870 | 8.40 | |
| 000,544.00 | HIGLEY CHEMICAL | SUPPLIES | 4,871 | 20.25 | |
| 000,544.00 | HOYLE ROAD EQUIP CO | SUPPLIES | 4,872 | 9.35 | |
| 000,544.00 | KRADLES | SUPPLIES | 4,873 | 25.00 | |
| 000,544.00 | KRA KRAFT SIGNS | SUPPLIES | 4,874 | 22.00 | |
| 000,544.00 | LEE F S INC | SUPPLIES | 4,875 | 472.28 | |
| 000,530.00 | MCLANE AND MCLANE | SERVICES | 4,876 | 256.27 | |
| 000,530.00 | DAVID MAYES | SERVICES | 4,877 | 150.00 | |
| 000,530.00 | G MESSENGER | TRUCK RENTAL | 4,878 | 48.00 | |
| 000,530.00 | MONTGOMERY ELEVATOR | MAINT CONTR | 4,879 | 381.19 | |
| 000,544.00 | MORGAN LINEN SERV | SUPPLIES | 4,880 | 150.06 | |
| 000,544.00 | MOTT BROS CO | SUPPLIES | 4,881 | 246.60 | |
| 000,571.00 | NORTHERN ILL GAS | SERVICE | 4,882 | 11,513.08 | |
| 000,544.00 | OIL HEAT PARTS | SUPPLIES | 4,883 | 38.95 | |
| 000,544.00 | E T PADDOCK ENTERPRISES | SUPPLIES | 4,884 | 76.33 | |
| 000,544.00 | PHOTO COPY SERVICE CO | SUPPLIES | 4,885 | 207.00 | |
| 000,544.00 | PHOTO COPY SERV CO | SUPPLIES | 4,886 | 549.00 | |
| 100,587.00 | PAUL REILLY CO | EQUIPMENT | 4,887 | 4,076.24 | |
| 100,530.00 | ROCK VALLEY DISPOSAL SERV | SERVICE | 4,888 | 20.00 | |
| 000,544.00 | SVC BOOKSTORE | SUPPLIES | 4,889 | 2.60 | |
| 00,544.00 | SVC EDUCATIONAL FUND | SUPPLIES | 4,890 | 16.50 | |
| 00,544.00 | EDDIE SCHULER | SUPPLIES | 4,891 | 4.80 | |
| 00,544.00 | STEWART TRUCK & EQUIP | SUPPLIES | 4,892 | 81.40 | |
| 10,530.00 | STERLING BUS MACHINES | SERVICE | 4,893 | 31.25 | |
| 000,561.00 | STERLING PARKDIST | POOL RENTAL | 4,894 | 16.00 | |

| | | | | | |
|----------|-------|--------------------------|---------------|-------|--------|
| 4,000.54 | 44.00 | TACO PARTS DISTRIBUTING | SUPPLIES | 4,895 | 141.90 |
| 4,000.54 | 44.00 | JOE TULLYS AUTO REPAIR | SUPPLIES | 4,896 | 52.80 |
| 4,000.54 | 44.00 | WESTERN AUTO ASSOC STORE | SUPPLIES | 4,897 | 2.73 |
| 4,000.53 | 00.00 | YOUNGREN'S REFRIGERATION | SERVICE | 4,898 | 30.00 |
| | | SVC IMPREST FUND | MISC EXPENSES | 4,899 | 73.76 |

TOTAL BUILDING FUND FOR JANUARY

28,741.69

IMPREST FUND

January 1978

| | | | | |
|---------------|-------------------------------|-----------------|------|---------|
| 38-000-541 | Carreer Educ Workshop | Subscription | 4064 | 37.51 |
| 20-000-544-02 | Kathy Wainright | Supplies | 4065 | 17.85 |
| 92-000-544 | United Parcel Service | Service | 4066 | 3.28 |
| 10-812-550-01 | Stronghold, Inc. | Meeting | 4067 | 50.00 |
| 92-000-544 | United Parcel Service | Service | 4068 | 2.00 |
| 82-000-541 | City Nat'l Bank & Trust | Supplies | 4069 | 1.00 |
| 38-000-541 | Educational Testing Service | Subscription | 4070 | 5.00 |
| 10-511-543 | Western Transportation | Supplies | 4071 | 170.40 |
| 10-512-530 | Alex Korkolis | Contractual | 4072 | 100.00 |
| 92-000-544 | United Parcel Service | Service | 4073 | 2.00 |
| 92-000-544 | Postmaster | Postage | 4074 | 145.00 |
| 91-000-549 | Marilyn Vineson | Supplies | 4075 | 18.60 |
| 91-000-550 | Marilyn Vineson | Meeting Expense | 4076 | 24.48 |
| 92-000-544 | Postmaster | Postage | 4077 | 25.00 |
| 91-000-550 | George Cole | Meeting Expense | 4078 | 33.03 |
| 10-418-530 | Tom McGuire | Contractual | 4079 | 50.00 |
| 10-418-550 | " " | Travel | " | 64.30 |
| 10-418-530 | George Craves | Honorarium | 4080 | 50.00 |
| 20-000-545 | Planned Parenthood | Books | 4081 | 7.95 |
| 10-418-530 | E P O I | Contractual | 4082 | 43.75 |
| 20-000-545 | G. Robert McLean/Univ of Told | Books | 4083 | 3.00 |
| 10-100-530 | Jim Glazier | Contractual | 4084 | 35.00 |
| 10-100-530 | Larry Ratliff | Contractual | 4085 | 35.00 |
| 20-000-545 | U S Gov Printing Office | Books | 4086 | 300.00 |
| 92-000-544 | United Parcel Service | Service | 4087 | 2.00 |
| 38-000-541 | American Con. of Educ. | Materials | 4088 | 8.00 |
| 70-000-587 | Standard Trucking Co. | Equipment | 4089 | 73.76 |
| 33-000-547 | Cartensen Freight | Supplies | 4090 | 17.90 |
| 92-000-544 | United Parcel Service | Service | 4091 | 4.04 |
| | | | | 1329.85 |

EDUCATIONAL FUND 1256.09

BUILDING FUND 73.76

| | |
|-----------------|-----------|
| Balance On Hand | 1694.15 |
| Disbursements | - 1329.85 |
| Total in Fund | 3024.00 |

BAUK VALLEY COLLEGE

APPROVED BY

Donald F. Coplan

PRESIDENT

Lorna Keefer

SECRETARY

DATE

TREASURER'S REPORT

December 31, 1977

EDUCATIONAL FUND

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

Receipts:

| | |
|------------------------|-------------------|
| Taxes | 3,081.56 |
| Charge-Back Revenue | 468.93 |
| Summer State Apport. | 105,364.44 |
| ICCB Equalization | 4,439.00 |
| Federal Work Study | 14,754.44 |
| Transcript Fees | 77.00 |
| Other Revenue | 17.70 |
| Expenditure Credit | 1,169.52 |
| Loan from Working Cash | <u>104,992.01</u> |
| | 234,364.60 |

Total Available \$ 502,977.35

Disbursements:

| | |
|-----------------------|-------------------|
| Expenses for November | <u>240,427.26</u> |
|-----------------------|-------------------|

Balance on Hand December 31, 1977 \$ 262,550.09

BUILDING FUND

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

Receipts:

| | |
|---------------------|--------------|
| Taxes | 770.67 |
| Misc. Revenue | 60.00 |
| Expenditure Credits | <u>21.97</u> |
| | 852.64 |

Total Available \$ 108,883.98

Disbursements:

| | |
|-----------------------|---------------------|
| Expenses for November | <u>\$ 12,313.51</u> |
|-----------------------|---------------------|

Balance on Hand December 31, 1977 \$ 96,570.47

ITE AND CONSTRUCTION FUND - Dixon National Bank

alance on Hand November 30, 1977 \$ 99,992.55

Receipts:

Facilities Revenue 5,555.50

Total Available

\$ 105,548.05

Disbursements:

alance on Hand December 31, 1977 \$ 105,548.05

ITE AND CONSTRUCTION FUND - Harris Trust

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

Receipts:

-0-

Disbursements:

-0-

alance on Hand December 31, 1977 \$ 6,811.09

BOND & INTEREST #1

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

Receipts:

Taxes 1,096.55
Interest on Invest. 226.05 1,322.60

Total Available \$ 5,268.66

Disbursements:

-0-

alance on Hand December 31, 1977 \$ 5,268.66

BOND & INTEREST #2

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

Receipts:

Investments 115,500.00
Taxes 437.47
Interest on Invest. 1,078.56 117,016.03

Total Available \$ 118,944.88

Disbursements:

Investments 1,078.56

Balance on Hand December 31, 1977 \$ 117,866.32

WORKING CASH FUND

Balance on Hand November 30, 1977 \$ 36,000.54

Receipts:

| | | |
|---------------------|---------------|-------------------|
| Investments | 104,272.11 | |
| Interest on Invest. | <u>719.90</u> | <u>104,992.01</u> |

Total Available \$ 141,492.55

Disbursements:

| | |
|--------------------------|-------------------|
| Loan to Educational Fund | <u>104,992.01</u> |
|--------------------------|-------------------|

Balance on Hand December 31, 1977 \$ 36,000.54

* * * * *

FUNDS INVESTED

| | | | |
|------------------------|--------------|----------|-------------------|
| Time-Open Deposits | B & I #2 | | \$ 16,362.84 |
| Time-Open Deposits | S & C | 5-28-78 | 100,000.00 |
| Time-Open Deposits | B & I #1 | | 141,167.42 |
| Certificate of Deposit | S & C | | 50,000.00 |
| Certificate of Deposit | B & I #1 | 1-18-78 | 45,000.00 |
| Certificate of Deposit | S & C | 2-21-78 | 360,881.84 |
| Time-Open Deposit | S & C | 11-28-78 | 100,000.00 |
| Certificate of Deposit | Working Cash | 1-31-78 | 252,050.04 |
| Certificate of Deposit | Working Cash | 2-28-78 | <u>212,757.64</u> |

TOTAL INVESTED \$ 1,278,219.78

SAUK VALLEY COLLEGE

STUDENT LOAN FUND

Period Ending 12/31/77

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

ASSET:

| | |
|--------------------------|-------------------|
| Cash in Bank #1..... | \$ 944.08 |
| Cash in Bank #2..... | 810.98 |
| Notes Receivable #1..... | 2,528.86 |
| Notes Receivable #2..... | 1,585.00 |
| | <u>\$5,868.92</u> |

LIABILITIES & NET WORTH:

| | | |
|---------------------|-------------------|------------|
| Fund Equity #1..... | \$3,317.94 | |
| Net Profit #1..... | <u>155.00</u> | \$3,472.94 |
| Fund Equity #2..... | \$2,314.92 | |
| Net Profit #2..... | <u>81.06</u> | \$2,395.98 |
| | <u>\$5,868.92</u> | |

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

INCOME:

| | | |
|--------------------------|---------------------|-----------|
| Interest Income #1..... | \$ 55.00..... | \$ |
| Bad Debts Repaid #1..... | <u>100.00</u> | \$ 155.00 |
| Interest Income #2..... | 21.06 | |
| Bad Debts Repaid #2..... | <u>60.00</u> | 81.06 |

EXPENSES:..... NONE

| | |
|--------------------|-----------|
| Net Profit #1..... | \$ 155.00 |
| Net Profit #2..... | \$ 81.06 |

SAUK VALLEY COLLEGE

E.O.G WORK STUDY FUNDS

Period Ending 12/31/77

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

| | |
|--|---------------------|
| Cash on Hand..... | \$ 28,693.65 |
| Workstudy Awards Available from Fed Gov. 1977-78..... | 94,877.00 |
| Workstudy Awards Capital 1977-78..... | \$141,377.00 |
| Workstudy Awards Paid 1977-78..... | 53,479.88 |
| 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..... | 7,186.48 |
| Renewal E.O.G. Awards Capital 1977-78..... | 33,615.00 |
| Renewal E.O.G. Awards 1977-78..... | 10,511.00 |
| 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..... | 94,067.25 |
| Inactive Federal Grants..... | 6,006.43 |
| | <u>\$373,865.00</u> |
| | <u>\$373,865.00</u> |

SAUK VALLEY COLLEGE BOOKSTORE

Period Ending 12/31/77

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

ASSETS:

| | |
|---|---------------------|
| Cash in Bank..... | \$ 11,422.82 |
| Petty Cash..... | 300.00 |
| Investments..... | 32,598.50 |
| Inventory 6/30/77..... | 45,208.24 |
| Accounts Receivable - Educational Fund..... | 35.04 |
| | <u>\$ 89,564.60</u> |

LIABILITIES AND NET WORTH:

| | |
|---|---------------------------|
| Accounts Payable - Student Activities Fund..... | \$ 352.00 |
| Fund Equity..... | \$125,982.78..... |
| Net Loss..... | <u>(-36,770.18)</u> |
| | <u>\$ 89,212.60</u> |
| | <u>\$ 89,564.60</u> |

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

INCOME:

| | |
|--------------------------|---------------------|
| Textbook Sales..... | \$ 89,337.51 |
| Supplies Sales..... | 9,348.03 |
| Miscellaneous Sales..... | 5,423.95 |
| Paperback Sales..... | 2,203.96 |
| Used Books Sales..... | 3,741.82 |
| Sales Tax Collected..... | 5,282.32 |
| Other Income..... | 34.77 |
| Investments Income..... | <u>956.39</u> |
| | <u>\$116,328.75</u> |

EXPENSES:

| | |
|------------------------------|---------------------|
| Textbook Purchases..... | \$ 123,330.52 |
| Supplies Purchases..... | 5,112.96 |
| Miscellaneous Purchases..... | 3,692.33 |
| Paperback Purchases..... | 2,333.48 |
| Used Book Purchases..... | 2,642.35 |
| Sales Tax Paid..... | 4,871.16 |
| Salaries & Wages..... | 6,272.38 |
| Transportation Charges..... | 2,694.88 |
| Supplies Expense..... | 1,267.96 |
| Travel..... | 273.57 |
| Telephone..... | 142.19 |
| Dues & Subscriptions..... | 10.00 |
| Other Expense..... | 446.04 |
| Over & Under..... | <u>8.61</u> |
| | <u>\$153,098.93</u> |

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

(\$-36,770.18)

RESTRICTED PURPOSES FUND

STATEMENT OF INCOME & EXPENSES

December 23, 1977

| <u>ACTIVITIES</u> | <u>AMOUNT</u> |
|---|------------------------|
| Comprehensive Fee Income | \$ 4,423.49 |
| Athletic Income | 55.00 |
| Drama Income | 402.50 |
| Student Activity Income | 1,643.69 |
| Film Income | 175.50 |
| Cash Over & Under | 21.50 |
| Other Income - Student Activity Fund Only | <u>18.00</u> |
| TOTAL INCOME | \$ 6,739.68 |

| | <u>BUDGET</u> | <u>EXPENSE</u> |
|-------------------------------|--------------------|--------------------|
| Athletic Expense | \$18,012.00 | \$ 6,072.70 |
| Cheerleaders & Pom Pom Exp. | 650.00 | 366.20 |
| Speech Act./Readers Theatre | 4,400.00 | 2,379.00 |
| Drama Expense | 2,700.00 | 1,274.19 |
| Music Expense | 3,000.00 | 771.34 |
| Student Activity Expense | 16,900.00 | 9,141.16 |
| Student Newspaper Expense | 3,000.00 | 2,723.51 |
| Associated Student Board Exp. | 2,500.00 | 1,177.53 |
| Women's Intercoll. Act. | 10,430.00 | 4,275.27 |
| Intramurals - Coed | 300.00 | 181.25 |
| SVC Clubs | 2,200.00 | 95.00 |
| Contingency Exp/Equipment | 1,000.00 | 500.00 |
| Contingences/Non-Budgeted | <u>1,008.00</u> | <u>- 0 -</u> |
| | \$66,100.00 | \$28,957.15 |

TOTAL EXPENSE 28,957.15

Excess of Expenditures

over Revenue, as of

December 23, 1977

(\$22,217.47)

RESTRICTED PURPOSES FUND

STATEMENT OF ASSETS AND LIABILITIES

December 23, 1977

| ASSETS | REVOLVING AGENCY FUND LIABILITIES | AMOUNT |
|--------------|-----------------------------------|--|
| Cash In Bank | \$192,437.33 | Student Tuition \$346,135.00 |
| Petty Cash | 535.00 | Out-of-District Fees 5,135.90 |
| Accts. Rec. | 209,072.82 | Due Educational Fund 1,817.79 Due Building Fund 229.61 Due Student Loan Fund 447.49 Due Bookstore 1,596.91 Tuition Refunds (14,484.80) |
| | | \$340,877.90 |

RESTRICTED AGENCY FUND LIABILITIES

| | |
|---------------------------|--------------|
| Child Care Operations | \$ 168.28 |
| Parking | 11,649.23 |
| Recreation Room Fund | 3,715.87 |
| Student Locker Fund | 161.70 |
| Land Lab | 6,256.53 |
| Community Services | 11,457.87 |
| Child Care Center | 92.94 |
| Photography Supplies | 1,539.31 |
| LPM Supplies | 6,393.07 |
| Law Enforcement Grant | (194.69) |
| HEW Nurses Grant | 534.25 |
| Nursing Capitation | 121.05 |
| 1977-78 Disadvantaged Gr. | -11,169.14 |
| 1975-76 ICCB Pub. Serv. | 309.42 |
| CETA Public Services | (3,140.00) |
| Ill. Humanities Gr. | 2,507.10 |
| Miscellaneous Account | 773.52 |
| Student Clubs | 531.34 |
| | \$ 54,065.93 |

FUND EQUITY

July 1, 1977 \$ 29,318.79

Excess of Expenditures
over Revenue, as of
December 23, 1977 (22,217.47)

\$ 7,101.32

| | | | |
|--------------|--------------|---------------------------------|--------------|
| TOTAL ASSETS | \$402,045.15 | TOTAL LIABILITIES & FUND EQUITY | \$402,045.15 |
|--------------|--------------|---------------------------------|--------------|

STUDENT ACTIVITY

| | |
|------------------------------------|---------------------|
| Balance On Hand, November 30, 1977 | \$ 75,105.29 |
| December Receipts | <u>136,714.70</u> |
| | 211,819.99 |
| December Disbursements | <u>19,382.66</u> |
| Balance On Hand, December 23, 1977 | <u>\$192,437.33</u> |

| CHECK # | NAME | DESCRIPTION | AMOUNT |
|---------|--|-------------|----------|
| 3267 | Bob Devrieze-#266 Women's Intercollegiate Act., Officiating, 11/29 and 11/30/77 | | 60.00 |
| 3268 | Lee Ecks-#266 Women's Intercollegiate Act., Officiating, 11/29/77 | | 30.00 |
| 3269 | Shawer Press-#262 Student Newspaper Exp., Sauk Talk issues | | 415.00 |
| 3270 | Eva Pendarvis-#266 Women's Intercollegiate Act., Officiating, 11/30/77 | | 20.00 |
| 3271 | The Dramatic Publishing Co.-#258 Drama Exp., Royalties for "The Invisible Dragon" | | 55.00 |
| 3272 | SVC Student Loan Fund-#318 Due Student Loan, Loans paid during November 1977 | | 489.41 |
| 3273 | SVC Educational Fund-#302 Out of District Fees \$468.93, #315 Due Educational Fund \$1,068.89, Trial Balance, 11/30/77 | | 1,537.82 |
| 3274 | SVC Building Fund-#316 Due Building Fund, Trial Balance, 11/30/77 | | 77.30 |
| 3275 | SVC Bookstore-#319 Due Bookstore, Sales tax collected | | 5.99 |
| 3276 | Janice Ronzone-#103 Accts. Rec., ISSC Grant, Fall 77 | | 192.00 |
| 3277 | Cheryl Neahring-#103 Accts. Rec., ISSC Grant, Fall 77 | | 152.00 |
| 3278 | Mary Blesener-#103 Accts. Rec., ISSC Grant, Fall 77 | | 152.00 |
| 3279 | Salvador Valdivia-#103 Accts. Rec., Foundation Grant, Fall 77 | | 192.00 |
| 3280 | Servonation Corp.-#335 Comm. Services, Service for meeting | | 17.00 |
| 3281 | Chuck Walrath-#254 Wrestling/Walrath, Wrestling meet expenses at Jacksonville, IL, 12/2-12/3/77 | | 193.95 |
| 3282 | Mel Reglin-#254 Wrestling/Walrath, Travel expenses, 12/2-12/3/77 | | 60.00 |
| 3283 | Frank Palumbo-#251 Athletic Exp/Palumbo, Meals for tourney at Wright College, 12/2/77 | | 32.67 |
| 3284 | Wentsel Wilkins Lowe & Wheeler Inc.-#352D Disadvantaged Grant, Additional liability property insurance for Adult Learning Center | | 19.00 |
| 3285 | Michael Heckman, Supt. Lee Cty. Schools-#103 Accts. Rec., CETA, Fall 77, GED testing fees for S. Pierce | | 5.00 |
| 3286 | Bun Austin Chevrolet Co.-#257 Speech Act., Rental for Kentucky and Springfield trips for IL Interpretation Workshops | | 273.48 |
| 3287 | The Kroger Co.-#330 Child Care Operations, Supplies | | 34.79 |
| 3288 | Nusbaum Transfer & Storage Inc.-#260 Student Activity Exp., Service, Legends of Jazz Concert | | 80.00 |

| CHECK # | NAME | DESCRIPTION | AMOUNT |
|---------|---|-------------|----------|
| 3289 | Files Inc.-#260 Student Activity, Film rental "Blow Up" | | 91.00 |
| 3290 | Christine Klapprodt-#103 Accts. Rec., ISSC Grant, Fall 77 | | 16.00 |
| 3291 | VOID | | |
| 3292 | Mary Loy-#103 Accts. Rec., ISSC Grant, Fall 77 | | 16.00 |
| 3293 | The Sherwin-Williams Co.-#258 Drama Exp., Paint supplies | | 19.98 |
| 3294 | Gibbons Bus Service-#251 Athletic Exp/Palumbo \$303.70, #266 | | |
| | Womens' Intercollegiate \$102.60, Transportation for sports | | |
| 3295 | SVC Educational Fund-#352D Disadvantaged Grant \$0.99, Xerox, #258 | | |
| | Drama Exp. \$8.28, #260 Student Activity \$12.65, #352D Disadvantaged | | |
| | Grant \$3.45, Workroom, #260 Student Activity \$19.35, Storercom | | |
| 3296 | SVC Bookstore-#260 Student Activity, Bookstore purchases in Nov. | | 44.72 |
| 3297 | Red Carpet Room-#259 Music Exp., Dinners for choir | | 2.74 |
| | | | 117.62 |
| 3298 | VOID | | |
| 3299 | VOID | | |
| 3300 | Randi Schwartz, #264 A.S.B., Supplies | | 3.80 |
| 3301 | Claire Buschmann-#264 A.S.B., Supplies | | 27.91 |
| 3302 | Sandra D'Uien-#264 A.S.B., Supplies | | 49.38 |
| 3303 | Nam T. Pham-#330 Child Care, Refund for amount deducted from BOG | | |
| | check for Fall 1977, Semester | | |
| 3304 | KAL Lines of Sterling-#266 Women's Intercol. Transporation to | | |
| | Malta, IL, 11/5/77 | | |
| 3305 | Ben Nye Co., Inc.-#258 Drama Exp., Make-up supplies | | 95.00 |
| 3306 | VOID | | |
| 3307 | Ken McLean-#258 Drama Exp., Misc. purchases for play | | 24.20 |
| 3308 | So-Fro Fabric House-#258 Drama Exp., Materials | | 37.15 |
| 3309 | Frank Palumbo-#251 Athletic Exp/Palumbo, Meals at Kishwaukee, | | |
| | 12/12/77 | | |
| 3310 | Westwood Tennis Club-#251 Athletic Exp/Palumbo, Court time for | | |
| | basketball practice | | |
| 3311 | Anthony's Restaurant-#266 Women's Intercol. Meals for volleyball | | |
| | award dinners | | |
| 3312 | The Daily Gazette-#260 Student Activity, Film ads for "Children of | | |
| | Paradise" and "North by Northwest" | | |
| 3313 | Richard Sarver-#320 Tuition Refund, Dropped 1 sem. hr., Spring 78 | | 22.20 |
| 3314 | Frank Cesarek-#251 Athletic Exp/Palumbo, Officiating, 12/15/77 | | 16.00 |
| 3315 | John Stone-#251 Athletic Exp/Palumbo, Officiating, 12/15/77 | | 30.00 |
| 3316 | VOID | | |
| 3317 | Eric Grennan-#254 Wrestling Exp/Walrath, Officiating, 12/16/77 | | 30.00 |
| 3318 | Tony Licocci-#254 Wrestling Exp/Walrath, Officiating, 12/16/77 | | 45.00 |
| 3319 | Claire Holmberg-#266 Women's Intercol \$72.00, #256 Cheerleading Exp. | | |
| | \$10.35, SVC Tourney trophies and basketball team at Augustana, meals | | |
| | for cheerleaders at Kishwaukee | | |
| 3320 | Economy Trophy-#266 Women's Intercol. Trophies | | 82.35 |
| 3321 | Ray Franks Publishing Ranch-#266 Women's Intercol., Directory of | | 15.00 |
| | Women's College Athletics | | |
| 3322 | SVC Payroll Fund-#330 Child Care \$499.42, #335 Comm. Services \$2,055.00 | | |
| | #352D Disadvantaged Gt \$515.50, #354 CETA Public Services \$785.00, | | |
| | Payroll for 12/15/77 | | 6.95 |
| | | | 3,854.92 |

| CHECK # | NAME | DESCRIPTION | AMOUNT |
|---------|--------------------------------------|--|----------|
| 3323 | Frank Palumbo-#251 | Athletic Exp/Palumbo, Scorer & timer for 12/16/77 | 10.00 |
| 3324 | Junior Valdivia-#260 | Student Activity, Performance 12/16/77 | 80.00 |
| 3325 | Bev Ohde-#330 | Child Care, Misc. supplies | 10.00 |
| 3326 | Swartley's Florist & Greenhouse-#254 | A.S.B. Planter | 10.98 |
| 3327 | Ruth Adair-#103 | Accts. Rec. ISSC Grant, Fall 77 | 192.00 |
| 3328 | Lisa Colyer-#103 | Accts. Rec., ISSC Grant, Fall 77 | 192.00 |
| 3329 | Jeffrey Cornwall-#103 | Accts. Rec., ISSC Grant, Fall 77 | 256.00 |
| 3330 | Elaine Craig-#103 | Accts. Rec., ISSC Grant, Fall 77 | 240.00 |
| 3331 | Russell Gridley-#103 | Accts. Rec., ISSC Grant, Fall 77 | 144.00 |
| 3332 | VOID | | |
| 3333 | Dianne McFadden-#103 | Accts. Rec., ISSC Grant, Fall 77 | 288.00 |
| 3334 | Lucy Ortiz-#103 | Accts. Rec., ISSC Grant, Fall 77 | 224.00 |
| 3335 | Cynthia Piper-#103 | Accts. Rec., ISSC Grant, Fall 77 | 192.00 |
| 3336 | Bonnie Pyrom-#103 | Accts. Rec., ISSC Grant, Fall 77 | 192.00 |
| 3337 | Ollena Withrow-#103 | Accts. Rec., ISSC Grant, Fall 77 | 192.00 |
| 3338 | Linda Thornbloom-#266 | Women's Intercoll, Officiating, 12/15/77 | 20.00 |
| 3339 | Darwin Powell-#266 | Women's Intercoll. Officiating, 12/15/77 | 20.00 |
| 3340 | Economy Trophy-#268 | Intramurals, Volleyball trophies & awards | 51.50 |
| 3341 | Shawver Press-#262 | Student Newspaper, Sauk Talk issues | 805.00 |
| 3342 | Wiersema Charter Service Inc.-#251 | Athletic Exp/Palumbo, Transportation to Kankakee, 11/25-11/26/77 | 309.00 |
| 3343 | The Sport Shop-#254 | Wrestling/Exp/Walrath, Sweat pants | 107.40 |
| 3344 | Elkhorn Corp.-#352D | Disadvantaged Grant, Rent for Center | 300.00 |
| 3345 | Claire Holmberg-#256 | Cheerleading Exp. \$10.30, #266 Women's Intercoll. \$26.35, Meals for cheerleaders and basketball team, 12/17/77 | 36.65 |
| 3346 | Carstensen Freight Lines, Inc.-#260 | Student Activity, Freight on student handbooks | 19.90 |
| 3347 | SVC Site & Construction Fund-#360 | Misc., Comm. Unit #5 rental | 1,000.00 |
| 3348 | Frank Palumbo-#251 | Athletic Exp/Palumbo, Meals, IL Valley, 12/17/77 | 45.00 |
| 3349 | John Hemelman-#268 | Intramurals, Officiating seven games | 14.00 |
| 3350 | Ben Mena-#268 | Intramurals, Officiating seven games | 14.00 |
| 3351 | Triton College-#254 | Wrestling Exp/Walrath, Entry fee for tournament | 40.00 |
| 3352 | Dori Maighan-#268 | Intramurals, Officiating seven games | 14.00 |
| 3353 | Judith Weidman-#103 | Accts. Rec., ISSC Grant, Fall 77 | 192.00 |
| 3354 | Wesley United Methodist Church-#298 | Equipment, Piano purchase | 500.00 |
| 3355 | Chuck Walrath-#254 | Wrestling/Walrath, Timers for meet | 10.00 |
| 3356 | Carl Sandburg Comm. College-#266 | Woman's Intercoll. Entry fee | 25.00 |
| 3357 | Debra Best-#103 | Accts. Rec., Foundation Grant, Fall 77 | 75.00 |
| 3358 | Treasurer-State of Illinois-#103 | Accts. Rec., ISSC Grant, Fall 77 | 32.00 |
| 3359 | Richard C. Stockton-#360 | Misc., Check for change | 548.50 |
| 3360 | Richard A. Baker-#360 | Misc., Check for change | 590.00 |
| 3361 | SVC Payroll Fund-#330 | Child Care \$515.42, #352D Disadvantaged Grant \$1,283.00, #354 CETA Public Services \$785.00, Payroll 12/23/77 | 2,585.42 |
| 3362 | Ill. Bell Telephone Co.-#352D | Disadv. Grant, Phone service for Adult Learning Center, 11/25-12/24/77 | 28.90 |
| 3363 | Sterling Camera Center-#258 | Drama Exp., Photo finishing | 11.88 |
| 3364 | Ellen Book-#315 | Due Educ. Fund \$10.00, #320 Tuition Refund \$48.00, Dropped 3 sem. hrs., Spring 1978 plus lab fee refund | 58.00 |
| 3365 | Kline's-#103 | Accts. Rec., CETA, Fall 77, Nurses' watches | 102.15 |

SAUK VALLEY COLLEGE

APPROVED BY

Gerald F. Coplan

PRESIDENT

Lorna Keeler

SECRETARY

DATE

EDUCATIONAL FUND

| Account | Total Expenditures | To Date | Prev. Mo. To Date | This Mo. | Budget | Unexpended | Unencumbered |
|-----------------------------|-----------------------|-----------|----------------------|-----------|------------|------------|--------------|
| DIV OF BUSINESS SALARIES | 48,654.99 | 48,654.99 | 37,842.77 | 10,812.22 | 123,755.00 | 75,100.01 | 75,100.01 |
| BUS CONTR SERV | 2,768.00 | 2,768.00 | 2,698.00 | 70.00 | 3,600.00 | 832.00 | 832.00 |
| BUS SUPPLIES | 1,908.98 | 1,908.98 | 1,495.03 | 413.95 | 4,700.00 | 2,791.02 | 2,791.02 |
| DIV OF BUS CONF & MEETINGS | 860.16 | 860.16 | 506.13 | 354.03 | 1,500.00 | 639.84 | 639.84 |
| FOOD SERV CONTR SERV | 54.00 | 54.00 | 70.00 | 16.00 CR | 350.00 | 296.00 | 296.00 |
| FOOD SERV SUPPLIES | 186.73 | 186.73 | 186.73 | .00 | 825.00 | 638.27 | 638.27 |
| FOOD SERV CONF & MEETINGS | 219.42 | 219.42 | 219.42 | .00 | 250.00 | 30.58 | 30.58 |
| DIV OF AGRIC SALARIES | 6,515.64 | 6,515.64 | 5,067.72 | 1,447.92 | 17,375.00 | 10,859.36 | 10,859.36 |
| DIV OF AGRIC CONTR SERV | | .00 | | .00 | 200.00 | 200.00 | 200.00 |
| AGRIC SUPPLIES | 557.43 | 557.43 | 491.44 | 65.99 | 1,570.00 | 1,012.57 | 1,012.57 |
| AGRIC CONF & MEETINGS | | .00 | | .00 | 700.00 | 700.00 | 700.00 |
| DIV OF INDUS ED SALARIES | 43,965.72 | 43,965.72 | 34,195.56 | 9,770.16 | 106,025.00 | 62,059.28 | 62,059.28 |
| 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 | 3,109.02 | 3,109.02 | 2,166.23 | 942.79 | 15,193.00 | 12,083.98 | 12,083.98 |
| INDUS ED CONF & MEETINGS | 267.89 | 267.89 | 40.60 | 227.29 | 1,465.00 | 1,197.11 | 1,197.11 |
| COSMETOLOGY | 17,611.84 | 17,611.84 | 15,922.88 | 1,688.96 | 31,008.00 | 13,396.16 | 13,396.16 |
| COSMETOLOGY SUPPLIES | | .00 | | .00 | 100.00 | 100.00 | 100.00 |
| COSMETOLOGY CONF & MEETINGS | 7.50 | 7.50 | 7.50 | 7.50 CR | 50.00 | 42.50 | 42.50 |
| HUMAN SERV ADMIN SALARIES | 9,973.21 | 9,973.21 | 8,438.87 | 1,534.34 | 18,412.00 | 8,438.79 | 8,438.79 |
| HUMAN SERV CONTR SERV | 65.00 | 65.00 | 65.00 | .00 | 350.00 | 285.00 | 285.00 |
| HUMAN SERV SUPPLIES | 474.16 | 474.16 | 437.87 | 36.29 | 1,200.00 | 725.84 | 725.84 |
| HUMAN SERV CONF & MEETINGS | 309.17 | 309.17 | 463.17 | 154.00 CR | 550.00 | 240.83 | 240.83 |
| DIV OF SOC SCI SALARIES | 41,018.67 | 41,018.67 | 31,903.41 | 9,115.26 | 99,075.00 | 58,056.33 | 58,056.33 |
| DIV OF SOC SCI SUPPLIES | 1,005.42 | 1,005.42 | 722.29 | 283.13 | 2,172.00 | 1,166.58 | 1,166.58 |
| SOC SCI CONF & MEETINGS | 384.54 | 384.54 | 355.34 | 29.20 | 1,320.00 | 935.46 | 935.46 |
| CRIM JUS ADMIN SALARIES | 10,597.73 | 10,597.73 | 8,967.31 | 1,630.42 | 14,565.00 | 8,967.27 | 8,967.27 |
| CRIM JUS INSTR SALARIES | 5,343.75 | 5,343.75 | 4,156.25 | 1,187.50 | 14,250.00 | 8,906.25 | 8,906.25 |
| CRIM JUS CONTR SERV | 522.24 | 522.24 | 378.49 | 143.75 | 300.00 | 222.24 CR | 222.24 CR |
| CRIM JUS SUPPLIES | 1,171.06 | 1,171.06 | 1,092.94 | 78.12 | 2,750.00 | 1,578.94 | 1,578.94 |
| CRIM JUS CONF & MEETINGS | 1,013.34 | 1,013.34 | 566.24 | 447.10 | 940.00 | 73.34 CR | 73.34 CR |
| 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 | 1,378.87 | 1,378.87 | 1,302.83 | 76.04 | 1,625.00 | 246.13 | 246.13 |
| FIRE SCI CONF & MEETINGS | 189.00 | 189.00 | 189.00 | .00 | 400.00 | 211.00 | 211.00 |
| DIV OF HUMANITIES SALARIES | 67,334.49 | 67,334.49 | 52,371.27 | 14,963.22 | 155,900.00 | 88,565.51 | 88,565.51 |
| DIV OF HUMAN CONTR SERV | | .00 | | .00 | 500.00 | 500.00 | 500.00 |

| Account | Total Expenditures | To Date | Prev. Mo. To Date | This Mo. | Budget | Unexpended | Unencumbered |
|---------------------------------|--------------------|-----------|-------------------|-----------|------------|------------|--------------|
| DIV OF HUMAN SUPPLIES | 576.56 | 576.56 | 453.59 | 122.97 | 2274.00 | 1,697.44 | 1,697.44 |
| DIV OF HUMAN CONF & MEETINGS | 683.30 | 683.30 | 379.25 | 304.05 | 1,266.00 | 582.70 | 582.70 |
| ART DEPT SALARIES | 5,699.97 | 5,699.97 | 4,433.31 | 1,266.66 | 15,200.00 | 9,500.03 | 9,500.03 |
| ART DEPT CONTR SERV | | .00 | | .00 | 330.00 | 330.00 | 330.00 |
| ART DEPT SUPPLIES | 1,554.22 | 1,554.22 | 751.73 | 802.49 | 1,602.00 | 47.78 | 47.78 |
| ART DEPT CONF & MEETINGS | | .00 | | .00 | 109.00 | 109.00 | 109.00 |
| MUSIC DEPT SALARIES | 11,493.72 | 11,493.72 | 8,939.56 | 2,554.16 | 30,650.00 | 19,156.28 | 19,156.28 |
| MUSIC DEPT CONTR SERV | 483.00 | 483.00 | 157.50 | 325.50 | 700.00 | 217.00 | 217.00 |
| MUSIC DEPT SUPPLIES | 891.85 | 891.85 | 842.37 | 49.48 | 1,584.00 | 692.15 | 692.15 |
| MUSIC DEPT CONF & MEETINGS | | .00 | | .00 | 228.00 | 228.00 | 228.00 |
| DIV OF MATH SCI SALARIES | 60,078.06 | 60,078.06 | 46,727.33 | 13,350.68 | 137,600.00 | 77,521.94 | 77,521.94 |
| DIV OF MATH SCI CONTR SERV | | .00 | | .00 | 700.00 | 700.00 | 700.00 |
| DIV OF MATH SCI SUPPLIES | 4,264.03 | 4,264.03 | 4,075.40 | 188.63 | 8,801.00 | 4,536.97 | 4,536.97 |
| 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 | 10,920.00 | 10,920.00 | 9,240.00 | 1,680.00 | 20,160.00 | 9,240.00 | 9,240.00 |
| MED LAB TECH CONTR SERV | 204.25 | 204.25 | 204.25 | .00 | 400.00 | 195.75 | 195.75 |
| MED LAB TECH SUPPLIES | 4,360.05 | 4,360.05 | 4,320.67 | 39.38 | 4,691.00 | 330.95 | 330.95 |
| MED LAB TECH CONF & MEETINGS | 129.40 | 129.40 | 129.40 | .00 | 410.00 | 280.60 | 280.60 |
| ADN ADMIN SALARIES | 7,537.96 | 7,537.96 | 5,954.62 | 1,583.34 | 19,000.00 | 11,462.04 | 11,462.04 |
| ADN INSTR | 28,287.97 | 28,287.97 | 22,098.37 | 6,189.60 | 66,185.00 | 37,897.03 | 37,897.03 |
| ADN OFC SALARIES | 3,497.00 | 3,497.00 | 2,959.00 | 538.00 | 6,456.00 | 2,959.00 | 2,959.00 |
| ADN CONTR SERV | | .00 | | .00 | 25.00 | 25.00 | 25.00 |
| ADN SUPPLIES | 1,022.04 | 1,022.04 | 887.66 | 139.38 | 1,480.00 | 457.96 | 457.96 |
| ADN CONF & MEETINGS | 1,105.84 | 1,105.84 | 772.49 | 333.35 | 1,495.00 | 389.16 | 389.16 |
| LPN SALARIES | 27,626.78 | 27,626.78 | 23,049.28 | 4,577.50 | 48,865.00 | 21,238.22 | 21,238.22 |
| LPN CONTR SERV | | .00 | | .00 | 75.00 | 75.00 | 75.00 |
| LPN SUPPLIES | 932.84 | 932.84 | 770.03 | 162.81 | 1,590.00 | 657.16 | 657.16 |
| LPN CONF & MEETINGS | 58.15 | 58.15 | 58.15 | .00 | 740.00 | 681.85 | 681.85 |
| RAD TECH SALARIES | 8,370.00 | 8,370.00 | 7,680.00 | 690.00 | 16,560.00 | 8,190.00 | 8,190.00 |
| RAD TECH CONTR SERV | | .00 | | .00 | 700.00 | 700.00 | 700.00 |
| RAD TECH SUPPLIES | 1,114.17 | 1,114.17 | 706.11 | 408.06 | 2,785.00 | 1,670.83 | 1,670.83 |
| RAD TECH CONF & MEETINGS | 432.30 | 432.30 | 328.50 | 103.80 | 1,000.00 | 567.70 | 567.70 |
| DIV OF PHYS ED SALARIES | 22,103.19 | 22,103.19 | 17,191.37 | 4,911.82 | 53,700.00 | 31,596.81 | 31,596.81 |
| PHYS ED SUPPLIES | 832.27 | 832.27 | 805.91 | 26.36 | 2,172.00 | 1,339.73 | 1,339.73 |
| PHYS ED CONF & MEETINGS | 72.10 | 72.10 | 72.10 | .00 | 602.00 | 529.90 | 529.90 |
| PART TIME OVERLOAD BUNCH | 4,313.00 | 4,313.00 | 2,735.50 | 1,577.50 | 17,150.00 | 12,837.00 | 12,837.00 |
| PART TIME OVERLOAD SAGMOE | 4,600.00 | 4,600.00 | 2,100.00 | 2,500.00 | 10,600.00 | 6,000.00 | 6,000.00 |

| Account | Total Expenditures | To Date | Prev. Mo. To Date | This Mo. | Budget | Unexpended | Unencumbered |
|-----------------------------------|-----------------------|---------------------|----------------------|---------------------|------------------------|------------------------|------------------------|
| PART TIME OVERLOAD WILLIAMS | 44829.21 | 44829.21 | 23501.21 | 21328.00 | 110000.00 | 55170.79 | 65170.79 |
| SUMMER SESSION SALARIES | 66703.02 | 66703.02 | 66703.02 | .00 | 67000.00 | 296.98 | 296.98 |
| INSTR SECR SALARIES | 13430.66 | 13430.66 | 11711.52 | 1719.14 | 27086.00 | 13655.34 | 13655.34 |
| WORKROOM CONTR SERV | 1,031.00 | 1,031.00 | 1,013.20 | 17.80 | 1,100.00 | 69.00 | 69.00 |
| INSTR UNALLOCATED CONTR SERV | 546.74 | 546.74 | 546.74 | .00 | 2000.00 | 1,453.26 | 1,453.26 |
| FACULTY IN SERVICE TRAINING | 558.32 | 558.32 | 558.32 | .00 | 5000.00 | 4,441.68 | 4,441.68 |
| WORKROOM SUPPLIES | 15.81 ^{DR} | 15.81 ^{DR} | 45.08 | 60.89 ^{CR} | 1,000.00 | 1,015.81 | 1,015.81 |
| FACULTY OFFICE SUPPLIES | 413.28 | 413.28 | 310.47 | 102.81 | 800.00 | 386.72 | 386.72 |
| INSTITUTIONAL COMMITTEES SUPPLIES | 179.09 | 179.09 | 142.82 | 36.27 | 200.00 | 20.91 | 20.91 |
| TUITION REIMBURSEMENT | 1,998.25 | 1,998.25 | 1,559.75 | 438.50 | 5,500.00 | 3,501.75 | 3,501.75 |
| ARTS & SCI DEAN | 14,083.29 | 14,083.29 | 11,916.63 | 2,166.66 | 26,000.00 | 11,916.71 | 11,916.71 |
| ARTS & SCI ASST DEAN | 9,556.47 | 9,556.47 | 7,818.93 | 1,737.54 | 19,113.00 | 9,556.53 | 9,556.53 |
| ARTS & SCI SECR | 4,296.32 | 4,296.32 | 3,786.84 | 509.48 | 8,056.00 | 3,759.68 | 3,759.68 |
| ARTS & SCI FED WORK STUDY | 7,525.34 | 7,525.34 | 6,463.75 | 1,061.59 | 18,745.00 | 11,219.66 | 11,219.66 |
| ARTS & SCI STATE WORK STUDY | 930.60 | 930.60 | 868.33 | 62.27 | 930.60 ^{CR} | 930.60 ^{CR} | 930.60 ^{CR} |
| STUDENT TUTORS | 1,725.00 | 1,725.00 | 1,455.00 | 270.00 | 2,500.00 | 775.00 | 775.00 |
| ARTS & SCI DEAN SUPPLIES | 407.45 | 407.45 | 371.52 | 35.93 | 900.00 | 492.55 | 492.55 |
| ARTS & SCI ASST DEAN SUPPLIES | 251.19 | 251.19 | 182.63 | 68.56 | 400.00 | 148.81 | 148.81 |
| ART & SCI DEAN CONF & MEETINGS | 86.51 | 86.51 | 74.85 | 11.66 | 720.00 | 633.49 | 633.49 |
| ASST DEAN CONF & MEETINGS | 100.52 | 100.52 | 100.52 | .00 | 360.00 | 259.48 | 259.48 |
| CAREER ED DEAN SALARY | 13,812.50 | 13,812.50 | 11,687.50 | 2,125.00 | 25,500.00 | 11,687.50 | 11,687.50 |
| CAREER ED ASST DEAN | 10,291.71 | 10,291.71 | 8,708.37 | 1,583.34 | 19,000.00 | 8,708.29 | 8,708.29 |
| CAREER ED SECR | 4,569.50 | 4,569.50 | 3,666.50 | 703.00 | 8,436.00 | 3,866.50 | 3,866.50 |
| CAREER ED FED WORK STUDY | 2,813.56 | 2,813.56 | 2,461.07 | 352.49 | 14,380.00 | 11,566.44 | 11,566.44 |
| CAREER ED STATE WORK STUDY | 2,069.20 | 2,069.20 | 1,723.76 | 345.44 | 2,069.20 ^{CR} | 2,069.20 ^{CR} | 2,069.20 ^{CR} |
| SVC EMPLOYEES | 3,213.25 | 3,213.25 | 2,765.93 | 447.32 | 6,000.00 | 2,786.75 | 2,786.75 |
| CAREER ED DEAN SUPPLIES | 864.87 | 864.87 | 747.78 | 117.09 | 1,500.00 | 635.13 | 635.13 |
| ASST DEAN SUPPLIES | 208.33 | 208.33 | 179.40 | 28.93 | 750.00 | 541.67 | 541.67 |
| DEAN CONF & MEETINGS | 211.10 | 211.10 | 161.10 | 50.00 | 1,500.00 | 1,288.90 | 1,288.90 |
| ASST DEAN CONF & MEETINGS | 90.90 | 90.90 | 90.90 | .00 | 500.00 | 409.10 | 409.10 |
| COMM ED ADMIN SALARIES | 11,288.29 | 11,288.29 | 9,551.63 | 1,736.66 | 20,840.00 | 9,551.71 | 9,551.71 |
| COMM ED INSTR | 35,422.50 | 35,422.50 | 32,982.50 | 2,440.00 | 63,000.00 | 27,577.50 | 27,577.50 |
| COMM SERV COORDINATORS | 3,475.00 | 3,475.00 | 3,475.00 | .00 | 4,500.00 | 1,025.00 | 1,025.00 |
| COMM ED SECR | 4,961.06 | 4,961.06 | 4,197.82 | 763.24 | 9,159.00 | 4,197.94 | 4,197.94 |
| COMM ED CONTR SERV | 650.00 | 650.00 | 610.00 | 40.00 | 3,000.00 | 2,350.00 | 2,350.00 |
| COMM ED SUPPLIES | 1,051.05 | 1,051.05 | 1,027.76 | 23.29 | 2,400.00 | 1,348.95 | 1,348.95 |
| COMM ED CONF & MEETINGS | 495.65 | 495.65 | 488.60 | 7.05 | 1,800.00 | 1,304.35 | 1,304.35 |

| Account | Total Expenditures | To Date | Prev. Mo. To Date | This Mo. | Budget | Unexpended | Unencumbered |
|--------------------------------|-----------------------|-----------|----------------------|----------|-----------|-------------|--------------|
| ACADEMIC SKILLS SALARIES | 11.015.64 | 11.015.64 | 8.567.72 | 2.447.92 | 36.500.00 | 25.484.36 | 25.484.36 |
| ACADEMIC SKILLS FED WORK STUDY | 1.364.79 | 1.364.79 | 1.068.71 | 2.96.08 | 2.700.00 | 1.335.21 | 1.335.21 |
| ACADEM SKILLS STATE WORK STUDY | 81.07 | 81.07 | 47.00 | 34.07 | | 81.07 CR | 81.07 CR |
| ACADEM SKILLS CONTR SERV | 26.00 | 26.00 | 26.00 | .00 | 500.00 | 474.00 | 474.00 |
| DI SADV GRANT | 7.000.00 | 7.000.00 | 7.000.00 | .00 | 7.000.00 | .00 | .00 |
| ACADEM SKILLS SUPPLIES | 967.03 | 967.03 | 750.78 | 216.25 | 3.000.00 | 2.032.97 | 2.032.97 |
| ACADEM SKILLS CONF & MEETINGS | 122.71 | 122.71 | 88.71 | 34.00 | 300.00 | 177.29 | 177.29 |
| LCR ADMIN SALARIES | 10291.71 | 10291.71 | 8708.37 | 1.583.34 | 19.000.00 | 8708.29 | 8708.29 |
| LCR PROF SALARIES | 16274.97 | 16274.97 | 12658.31 | 3.616.66 | 43.400.00 | 27.125.03 | 27.125.03 |
| LCR SECR SALARIES | 11.185.29 | 11.185.29 | 9.692.87 | 1.492.42 | 21.148.00 | 9.962.71 | 9.962.71 |
| LCR FED WORK STUDY | 3.794.88 | 3.794.88 | 3.381.29 | 413.59 | 9.000.00 | 5.205.12 | 5.205.12 |
| LCR STATE WORK STUDY | 352.50 | 352.50 | 270.84 | 81.66 | | 352.50 CR | 352.50 CR |
| LCR CONTR SERV | 1.237.22 | 1.237.22 | 964.72 | 272.50 | 3.500.00 | 2.262.78 | 2.262.78 |
| LIBRARY SUPPLIES | 5.509.39 | 5.509.39 | 4.892.73 | 616.66 | 8.300.00 | 2.790.61 | 2.790.61 |
| AV SUPPLIES | 3.106.10 | 3.106.10 | 2.746.21 | 359.89 | 6.400.00 | 3.293.90 | 3.293.90 |
| XEROX SUPPLIES | 625.98 ▷ | 625.98 CR | 539.34 ▷ | 86.64 CR | 2.000.00 | 2.625.98 | 2.625.98 |
| LIBRARY BOOKS | 10.761.62 | 10.761.62 | 8174.58 | 2537.04 | 25.000.00 | 14.238.38 | 14.238.38 |
| LCR CONF & MEETINGS | 187.27 | 187.27 | 721.27 | 34.00 CR | 600.00 | 412.73 | 412.73 |
| ADM & RECORDS SALARIES | 20.150.00 | 20.150.00 | 17.050.00 | 3.100.00 | 37.200.00 | 17.050.00 | 17.050.00 |
| ADM & REC SECR | 17.296.67 | 17.296.67 | 14.813.10 | 2.483.57 | 26.678.00 | 9.381.33 | 9.381.33 |
| ADM & REC FED WORK STUDY | 2.483.98 | 2.483.98 | 2.186.13 | 297.85 | 3.500.00 | 1.016.02 | 1.016.02 |
| ADM & REC CONTR SERV | 493.60 | 493.60 | 415.00 | 78.60 | 390.00 | 103.60 CR | 103.60 CR |
| REG OFC SUPPLIES | 2.079.51 | 2.079.51 | 1.687.16 | 392.35 | 4.800.00 | 2.720.49 | 2.720.49 |
| ADM & REC CONF & MEETINGS | .00 | .00 | .00 | .00 | 500.00 | 500.00 | 500.00 |
| COUNSELING SALARIES | 42.180.69 | 42.180.69 | 32.588.27 | 6592.42 | 79.110.00 | 36.929.31 | 36.929.31 |
| COUNSELING SECR | 3.467.58 | 3.467.58 | 3.019.94 | 447.64 | 6589.00 | 3.121.42 | 3.121.42 |
| HEALTH SERV SUPPLIES | | .00 | .00 | .00 | 300.00 | 300.00 | 300.00 |
| FIN AIDS PROF SALARIES | 10.968.75 | 10.968.75 | 9.281.25 | 1.687.50 | 20.250.00 | 9.281.25 | 9.281.25 |
| FIN AIDS SECR SALARIES | 3.396.25 | 3.396.25 | 2.873.75 | 522.50 | 6.270.00 | 2.873.75 | 2.873.75 |
| STUDENT SERV ADMIN SALARIES | 13.433.29 | 13.433.29 | 11.366.63 | 2.066.66 | 24.800.00 | 11.366.71 | 11.366.71 |
| STUDENT SERV SECR SALARIES | 3657.82 | 3657.82 | 3.162.50 | 495.32 | 6.900.00 | 3.242.18 | 3.242.18 |
| STUDENT SERV FED WORK STUDY | 14.776.49 | 14.776.49 | 12.685.76 | 2.090.73 | 37.100.00 | 22.323.51 | 22.323.51 |
| STUDENT SERV STATE WORK STUDY | 4.861.03 | 4.861.03 | 4.162.47 | 698.56 | | 4.861.03 CR | 4.861.03 CR |
| COACHING | 4.050.00 | 4.050.00 | 2.300.00 | 1.750.00 | 4.300.00 | 5.250.00 | 5.250.00 |
| STUDENT SERV CONTR SERV | 136.00 | 136.00 | 136.00 | .00 | 300.00 | 164.00 | 164.00 |
| STUDENT SERV SUPPLIES | 3.939.02 | 3.939.02 | 3.570.85 | 368.17 | 9.000.00 | 5.060.98 | 5.060.98 |
| STUDENT RECRUITMENT | 546.21 | 546.21 | 546.21 | .00 | 2.000.00 | 1453.79 | 1453.79 |

| Account | Total | Prev. Mo. | | This Mo. | Budget | Unexpended | Unencumbered |
|--------------------------------|--------------|------------|------------|-------------|------------|-------------|--------------|
| | Expenditures | To Date | To Date | | | | |
| 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 | 1,496.31 | .00 | 4,300.00 | 2,803.69 | 2,803.69 |
| VETERANS GRANT PROF SALARIES | 7,475.00 | 7,475.00 | 6,325.00 | 1,150.00 | 13,800.00 | 6,325.00 | 6,325.00 |
| VETERANS GRANT SECR | 2,640.94 | 2,640.94 | 2,443.66 | 197.28 | 2,698.00 | 3,057.06 | 3,057.06 |
| VETERANS GRANT SUPPLIES | 643.90 | 643.90 | 640.75 | 3.15 | 2,500.00 | 1,856.10 | 1,856.10 |
| VETERANS GRANT CONF & MEETINGS | 382.23 | 382.23 | 283.40 | 98.83 | 1,200.00 | 817.77 | 817.77 |
| 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 | 136,362.77 | 136,362.77 | 116,140.63 | 20,222.14 | 274,150.00 | 142,787.23 | 142,787.23 |
| MAINT FED WORK STUDY BOYS | 228,328.3 | 228,328.3 | 204,672.1 | 2,365.62 | 64,160.00 | 46,327.17 | 46,327.17 |
| MATRONS FED WORK STUDY | 5,666.41 | 5,666.41 | 5,179.35 | 487.06 | | 5,666.41 CR | 5,666.41 CR |
| BOYS STATE WORK STUDY | 1,123.41 | 1,123.41 | 1,007.92 | 115.49 | | 1,123.41 CR | 1,123.41 CR |
| MATRONS STATE WORK STUDY | 597.29 | 597.29 | 597.29 | .00 | | 597.29 CR | 597.29 CR |
| TELEPHONE | 10,766.11 | 10,766.11 | 9,167.52 | 1,598.59 | 22,800.00 | 12,033.89 | 12,033.89 |
| PRES SALARY | 18,958.29 | 18,958.29 | 16,041.63 | 2,916.66 | 35,000.00 | 16,041.71 | 16,041.71 |
| PRES SECR SALARY | 4,925.05 | 4,925.05 | 4,108.39 | 816.66 | 10,250.00 | 5,324.95 | 5,324.95 |
| PRES OFC FED WORK STUDY | 1,039.89 | 1,039.89 | 889.49 | 150.40 | 2,465.00 | 1,425.11 | 1,425.11 |
| PRES OFC CONTR SERV | | .00 | | .00 | 100.00 | 100.00 | 100.00 |
| PRES OFC SUPPLIES | 1,142.54 | 1,142.54 | 1,044.83 | 97.71 | 3,000.00 | 1,857.46 | 1,857.46 |
| PRES CONF & MEETINGS | 1,186.17 | 1,186.17 | 694.03 | 492.14 | 2,500.00 | 1,313.83 | 1,313.83 |
| SPECIAL AFFAIRS | 777.20 | 777.20 | 628.95 | 148.25 | 1,500.00 | 722.80 | 722.80 |
| BUS OFC ADMIN SALARIES | 16,900.00 | 16,900.00 | 14,300.00 | 2,600.00 | 31,200.00 | 14,300.00 | 14,300.00 |
| BUS OFC PROF SALARIES | 11,104.21 | 11,104.21 | 9,395.87 | 1,708.34 | 20,500.00 | 9,395.79 | 9,395.79 |
| BUS OFC SECR SALARIES | 20,227.73 | | | | | | |
| BUS OFC FED WORK STUDY | 2,000.00 | 2,222.73 | 1,874.194 | 3,485.79 | 4,752.50 | 5,069.54 | 5,069.54 |
| BUS OFC STATE WORK STUDY | 2914.07 | 2914.07 | 2,528.68 | 385.33 | 4,200.00 | 6,285.93 | 6,285.93 |
| BUS OFC CONTR SERV | 2,343.46 | 2,343.46 | 2,367.76 | .00 | | 258.50 CR | 258.50 CR |
| BUS OFC SUPPLIES | 3519.57 | 3519.57 CR | 2,438.87 | 1,080.70 CR | 8,000.00 | 1,151.957 | 1,151.957 |
| BUS OFC CONF & MEETINGS | 1,212.98 | 1,212.98 | 1,194.08 | 18.90 | 2,000.00 | 787.02 | 787.02 |
| PUB RELA ADMIN SALARIES | 10,725.00 | 10,725.00 | 9,075.00 | 1,650.00 | 19,800.00 | 9,075.00 | 9,075.00 |
| PUB RELA SECR SALARIES | 1,081.24 | 1,081.24 | 986.70 | 94.54 | 6,250.00 | 5,168.76 | 5,168.76 |
| PUB RELA SUPPLIES | 16,973.81 | 16,973.81 | 12,405.50 | 4,568.31 | 43,000.00 | 26,026.19 | 26,026.19 |
| PUB RELA CONF & MEETINGS | 86.10 | 86.10 | 66.60 | 19.50 | 750.00 | 663.90 | 663.90 |
| AUDITING & LEGAL | 7,835.74 | 7,835.74 | 2,540.74 | 5,295.00 | 13,000.00 | 5,164.26 | 5,164.26 |

| Account | Total Expenditures | To Date | Prev. Mo. To Date | This Mo. | Budget | Unexpended | Unencumbered |
|-------------------------------|-----------------------|-----------|----------------------|-----------|-------------|-------------|--------------|
| ELECTIONS & OTHER | 273.03 | 273.03 | 217.72 | 59.31 | 2750.00 | 2476.97 | 2476.97 |
| BOARD CONF & MEETINGS | 1,468.28 | 1,468.28 | 148.06 | 1,320.22 | 2000.00 | 531.72 | 531.72 |
| INSTITUTIONAL SEC SALARIES | 3,602.04 | 3,602.04 | 3,047.88 | 554.16 | 6,650.00 | 3,047.96 | 3,047.96 |
| GROUP MED & LIFE INS | 76,394.36 | 76,394.36 | 66,030.95 | 10,363.41 | 113,200.00 | 36,805.64 | 36,805.64 |
| UNALLOCATED CONTR SERV | 1,000.95 | 1,000.95 | 875.70 | 125.25 | 2,100.00 | 1,099.05 | 1,099.05 |
| FACULTY ASSN SUPPLIES | 14.61 | 14.61 | 4.62 | 9.99 | 200.00 | 185.39 | 185.39 |
| POSTAGE | 12,019.01 | 12,019.01 | 11,103.35 | 915.66 | 25,080.00 | 13,060.99 | 13,060.99 |
| PUBLICATIONS & DUES | 1,340.00 | 1,340.00 | 1,040.00 | 300.00 | 6,200.00 | 4,860.00 | 4,860.00 |
| ADVERTISING | 137.46 | 137.46 | 131.16 | 6.30 | 500.00 | 362.54 | 362.54 |
| RECRUITMENT | 1,813.06 | 1,813.06 | 1,703.23 | 109.83 | 2000.00 | 186.94 | 186.94 |
| GENERAL INSURANCE | 28,701.91 | 28,701.91 | 28,702.79 | .88 CR | 32,000.00 | 3,298.09 | 3,298.09 |
| CAPITAL OUTLAY | 9,529.94 | 9,529.94 | 741.00 | 8,788.94 | 23,691.00 | 14,161.06 | 14,161.06 |
| STATE VOC EQUIP | 6,162.21 | 6,162.21 | 2,753.55 | 3,403.66 | 6,162.21 CR | 6,162.21 CR | 6,162.21 CR |
| TUITION CHARGE BACK | 11,290.70 | 11,290.70 | 10,853.12 | 437.58 | 20,000.00 | 8,709.30 | 8,709.30 |
| SUPPLIES-INST RESEARCH | 129.74 | 129.74 | 113.94 | 15.80 | 1,000.00 | 870.26 | 870.26 |
| INST RES CONF & MEETINGS | .00 | | | .00 | 500.00 | 500.00 | 500.00 |
| DATA PROC PROF SALARIES | 26,433.29 | 26,433.29 | 22,366.63 | 4,066.66 | 48,800.00 | 22,366.71 | 22,366.71 |
| DATA PROC NON ACADEM SALARIES | 3,302.94 | 3,302.94 | 2,769.60 | 533.34 | 6,400.00 | 3,097.06 | 3,097.06 |
| DATA PROC FED WORK STUDY | 1,265.50 | 1,265.50 | 1,206.75 | 58.75 | 3,800.00 | 2,534.50 | 2,534.50 |
| DATA PROC STATE WORK STUDY | 350.16 | 350.16 | 258.51 | 91.65 | 350.16 CR | 350.16 CR | 350.16 CR |
| DATA PROC CONTR SERV | 7,801.60 | 7,801.60 | 7,686.60 | 115.00 | 9,216.00 | 1,414.40 | 1,414.40 |
| DATA PROC SUPPLIES | 2,501.73 | 2,501.73 | 2,632.06 | 130.33 CR | 3,600.00 | 1,098.27 | 1,098.27 |
| DATA PROC CONF & MEETINGS | 419.52 | 419.52 | 402.52 | 17.00 | 1,000.00 | 580.48 | 580.48 |
| DATA PROC EQUIP RENTAL | 17,131.65 | 17,131.65 | 12,496.95 | 4,634.70 | 45,012.00 | 27,880.35 | 27,880.35 |
| AFFIRM ACTION CONTR SERV | .00 | | | .00 | 250.00 | 250.00 | 250.00 |
| AFFIRM ACTION SUPPLIES | 11.43 | 11.43 | 11.43 | .00 | 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 |

11,235.97 1,967 26,221,743 13,091,403.00
 1,498,195.39 1,498,195.39 1,593,207.61 1,593,207.61

BUILDING FUND

| Account | Total Expenditures | To Date | Prev. Mo. To Date | This Mo. | Budget | Unexpended | Unencumbered |
|-----------------------|--------------------|----------|-------------------|----------|-----------|------------|--------------|
| MAINT SUPPLIES | 8361.23 | 8361.23 | 4937.07 | 3424.16 | 55000.00 | 46638.77 | 46638.77 |
| MAINT CONF & MEETINGS | 115.30 | 115.30 | 106.90 | 8.40 | 1000.00 | 884.70 | 884.70 |
| SERVICE EQUIPMENT | 4150.00 | 4150.00 | | 4150.00 | 10000.00 | 5850.00 | 5850.00 |
| MAINT CONTR SERV | 10943.60 | 10943.60 | 9098.89 | 1033.71 | 26600.00 | 15656.40 | 15656.40 |
| GAS | 34966.00 | 34966.00 | 23452.92 | 11513.08 | 94800.00 | 64834.00 | 64834.00 |
| ELECTRICITY | 31124.88 | 31124.88 | 22550.51 | 8574.37 | 116000.00 | 84875.12 | 84875.12 |
| RENTAL | 112.00 | 112.00 | 96.00 | 16.00 | 1000.00 | 888.00 | 888.00 |
| CONTINGENCIES | | .00 | | .00 | 15000.00 | 15000.00 | 15000.00 |
| | 89773.01 | 89773.01 | 61053.29 | 28719.72 | 324400.00 | 234626.99 | 234626.99 |

SITE & CONSTRUCTION FUND

| | | | | | | | |
|-----------------------|-------|-------|-------|----------|-----------|-----------|-----------|
| SITE IMPROVEMENT | .00 | | .00 | 50000.00 | 50000.00 | 50000.00 | |
| NEW BLDGS & ADDITIONS | .00 | | .00 | 45000.00 | 45000.00 | 45000.00 | |
| BLDG IMPROVEMENTS | .00 | | .00 | 5000.00 | 5000.00 | 5000.00 | |
| OFC EQUIPMENT | .00 | | .00 | 10000.00 | 10000.00 | 10000.00 | |
| INSTR EQUIPMENT | .00 | | .00 | 10000.00 | 10000.00 | 10000.00 | |
| SERVICE EQUIPMENT | .00 | | .00 | 10000.00 | 10000.00 | 10000.00 | |
| OTHER CAPITAL OUTLAY | 38.44 | 38.44 | 38.44 | .00 | 20000.00 | 19961.56 | 19961.56 |
| | 38.44 | 38.44 | 38.44 | .00 | 150000.00 | 149961.56 | 149961.56 |

BOND & INTEREST #1

| | | | | | | | |
|---------------------------|-----------|-----------|-----------|-----|-----------|----------|----------|
| DEBT PRINCIPAL RETIREMENT | 225000.00 | 225000.00 | 225000.00 | .00 | 225000.00 | .00 | .00 |
| INTEREST | 39375.00 | 39375.00 | 39375.00 | .00 | 74700.00 | 35325.00 | 35325.00 |
| OTHER CHARGES | 143.75 | 143.75 | 143.75 | .00 | 500.00 | 356.25 | 356.25 |
| | 264518.75 | 264518.75 | 264518.75 | .00 | 300200.00 | 35681.25 | 35681.25 |

BOND & INTEREST #2

| | | | | | | | |
|---------------------------|--------------|--------------|------------|--------------|--------------|-------------|-------------|
| DEBT PRINCIPAL RETIREMENT | 115.000.00 | 115.000.00 | | 115.000.00 | 110.500.00 | 4.500.00 CR | 4.500.00 CR |
| INTEREST | 4.600.00 | 4.600.00 | 2.300.00 | 2.300.00 | 4.600.00 | .00 | .00 |
| OTHER CHARGES | 84.50 | 84.50 | | 84.50 | 500.00 | 415.50 | 415.50 |
| | 119.684.50 T | 119.684.50 T | 2.300.00 T | 117.384.50 T | 115.600.00 T | 4.084.50 CR | 4.084.50 CR |

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 Receipts | To Date | Prev. Mo. To Date | This Mo. | Budget | Unexpended | Unencumbered |
|-------------------------|----------------|------------|-------------------|------------|------------|------------|--------------|
| CURRENT TAXES | 705,066.69 | 705,066.69 | 701,985.13 | 3,081.56 | 710,373.00 | 5,306.31 | 5,306.31 |
| BACK TAXES | 105.33 | 105.33 | 105.33 | .00 | | 105.33 CR | 105.33 CR |
| CHARGE BACK REVENUE | 4,214.00 | 4,214.00 | 3,745.07 | 468.93 | 10,000.00 | 5,786.00 | 5,786.00 |
| SUMMER STATE APPORT | 105,364.44 | 105,364.44 | | 105,364.44 | 105,364.00 | .44 CR | .44 CR |
| FALL STATE APPORT | | .00 | | .00 | 56,758.60 | 56,758.60 | 56,758.60 |
| SPRING STATE APPORT | | .00 | | .00 | 57,522.90 | 57,522.90 | 57,522.90 |
| ICCB EQUALIZATION GRANT | 1,458.94 | 1,458.94 | 1,458.94 | .00 | 19,450.00 | 17,991.06 | 17,991.06 |
| VOC ED REG REIMB | 21,422.00 | 21,422.00 | 21,422.00 | .00 | 115,000.00 | 93,578.00 | 93,578.00 |
| VOC ED EQUIP REIMB | 697.00 | 697.00 | 697.00 | .00 | 3,161.00 | 2,464.00 | 2,464.00 |
| STATE WORK STUDY | 3,806.08 | 3,806.08 | 632.92 | 4,439.00 | 17,000.00 | 13,193.92 | 13,193.92 |
| ILL OFC OF EDUC REV | 10,437.00 | 10,437.00 | 10,437.00 | .00 | 20,000.00 | 9,563.00 | 9,563.00 |
| HEW TITLE II | | .00 | | .00 | 3,500.00 | 3,500.00 | 3,500.00 |
| VETERANS COST OF INSTR | | .00 | | .00 | 17,972.00 | 17,972.00 | 17,972.00 |
| FEDERAL WORK STUDY | 53,479.88 | 53,479.88 | 38,725.44 | 14,754.44 | 124,000.00 | 70,520.12 | 70,520.12 |
| VETERANS REPORTING FEE | | .00 | | .00 | 8,500.00 | 8,500.00 | 8,500.00 |
| SUMMER TUITION | 66,352.41 | 66,352.41 | 66,352.41 | .00 | 66,352.00 | .41 CR | .41 CR |
| FALL TUITION | 200,000.00 | 200,000.00 | 200,000.00 | .00 | 386,478.00 | 186,478.00 | 186,478.00 |
| SPRING TUITION | | .00 | | .00 | 391,682.00 | 391,682.00 | 391,682.00 |
| GRADUATION FEES | | .00 | | .00 | 400.00 | 400.00 | 400.00 |
| TRANSCRIPT FEES | 552.50 | 552.50 | 475.50 | 77.00 | 700.00 | 147.50 | 147.50 |
| PUB SERV INCOME | | .00 | | .00 | 4,500.00 | 4,500.00 | 4,500.00 |
| INTEREST ON INVESTMENTS | | .00 | | .00 | 100.00 | 100.00 | 100.00 |
| OTHER REVENUE | 87.90 | 87.90 | 70.20 | 17.70 | 100.00 | 12.10 | 12.10 |

1.173,044.17 + 1.173,044.17 + 1.044.841.10 + 128,203.07 + 3,147,447.00 + 1,974,402.83 + 1,974,402.83

BUILDING FUND

| | | | | | | | |
|-------------------------|------------|------------|------------|--------|------------|-------------|-------------|
| CURRENT TAXES | 176,331.59 | 176,331.59 | 175,560.92 | 770.67 | 177,592.00 | 1,260.41 | 1,260.41 |
| BACK TAXES | 26.33 | 26.33 | 26.33 | .00 | | 26.33 CR | 26.33 CR |
| INTEREST ON INVESTMENTS | 1,249.31 | 1,249.31 | 1,249.31 | .00 | 200.00 | 1,049.31 CR | 1,049.31 CR |
| MISC REVENUE | 579.00 | 579.00 | 519.00 | 60.00 | 1,000.00 | 421.00 | 421.00 |
| | 178,186.23 | 178,186.23 | 177,355.56 | 830.67 | 178,792.00 | 605.77 | 605.77 |

| <u>SITE AND CONSTRUCTION FUND</u> | | | | | | | |
|-----------------------------------|-----------------|-----------------|-------------------|---------------|-----------------|----------------|----------------|
| Account | Total Receipts | To Date | Prev. Mo. To Date | This Mo. | Budget | Unexpended | Unencumbered |
| ANNIXTER REVENUE | 27333.00 | 27333.00 | 22777.50 | 4555.50 | 48000.00 | 20667.00 | 20667.00 |
| UNIT 5 REVENUE | 6000.00 | 6000.00 | 5000.00 | 1000.00 | 12000.00 | 6000.00 | 6000.00 |
| INTEREST ON INVESTMENTS | 18011.42 | 18011.42 | 18011.42 | .00 | 25000.00 | 6988.58 | 6988.58 |
| <u>BOND & INTEREST #1</u> | 51344.42 T | 51344.42 T | 45788.92 T | 5555.50 T | 85000.00 T | 33655.58 T | 33655.58 T |
| CURRENT TAXES | 298127.66 | 298127.66 | 297031.11 | 1096.55 | 300430.00 | 2302.34 | 2302.34 |
| BACK TAXES | 51.10 | 51.10 | 51.10 | .00 | | 51.10 CR | 51.10 CR |
| INTEREST ON INVESTMENTS | 3608.46 | 3608.46 | 3382.41 | 226.05 | 6000.00 | 2391.54 | 2391.54 |
| <u>BOND & INTEREST 2</u> | 301787.22 T | 301787.22 T | 300464.62 T | 1322.60 T | 306430.00 T | 4642.78 T | 4642.78 T |
| CURRENT TAXES | 118939.42 | 118939.42 | 118501.95 | 437.47 | 119875.00 | 935.58 | 935.58 |
| BACK TAXES | 18.25 | 18.25 | 18.25 | .00 | | 18.25 CR | 18.25 CR |
| INTEREST ON INVESTMENTS | 1599.77 | 1599.77 | 521.21 | 1,078.56 | 1,200.00 | 399.77 CR | 399.77 CR |
| <u>WORKING CASH FUND</u> | 120557.44 T | 120557.44 T | 119041.41 T | 1516.03 T | 121075.00 T | 51756 T | 51756 T |
| SALE OF BONDS | 90000.00 | 90000.00 | 90000.00 | .00 | 90000.00 | .00 | .00 |
| INTEREST ON INVESTMENTS | 13336.21 | 13336.21 | 12616.31 | 719.90 | 10000.00 | 3336.21 CR | 3336.21 CR |
| <u></u> | 103336.21 T | 103336.21 T | 102616.31 T | 719.90 T | 100000.00 T | 3336.21 CR | 3336.21 CR |

SAUK VALLEY COLLEGE

APPROVED BY

Donald F. Costar

PRESIDENT

Lorna Keafer

SECRETARY

DATE