

A G E N D A
Board Meeting - Sauk Valley College
Prophetstown High School
May 23, 1966 - 8:00 P.M.

A. Call to order by President

B. Roll Call

C. Recommended Actions:

1. Routine Matters:

- a. Approval of minutes as submitted
- b. Approval of treasurer's report
- c. Approval of monthly statement of budgetary items
- d. Approval of current payroll journal
- e. Approval of current bills for payment

D. Transfer \$57,500 from Educational fund to Building fund

E. Transfer \$1,650 from Educational fund to Building fund to meet current expenses

F. Recommendations for:

- a. Treasurer's bond
- b. Investment of special funds
- c. Bond to cover special funds

G. Financial control

- a. Designation of depository/ies
- b. Designation of treasurer
- c. Bonding of treasurer
- d. Proposal for audit through June 30, 1966

H. Architects recommendations on bids for initial facilities.

- a. _____
- b. Plumbing
- c. Heating and Ventilation
- d. Electrical

I. President Sabol's report

J. Other old business

K. New business

L. Date for next meeting

M. Adjournment

**MINUTES OF REGULAR MEETING
SAUK VALLEY COLLEGE BOARD
May 23, 1966**

President Walder called the regular meeting of the Sauk Valley College Board to order in the cafeteria of Prophetstown High School, Prophetstown, Illinois, May 23, 1966, 8:00 P.M.

The following members answered roll call: Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None were absent.

Mr. Schuneman moved to approve minutes as submitted. Mr. Reuter seconded the motion. The motion carried.

Mr. Tabor moved to approve the attached treasurer's report. Mr. Dillon seconded the motion. The motion carried.

Mr. Tabor moved to approve the attached monthly statement of budgetary items. Mr. Schuneman seconded the motion. The motion carried.

Mr. Schuneman moved to approve the current payroll journal. Mr. Stuff seconded the motion. A roll call of the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay". The motion carried.

Mrs. Perkins moved to allow the current bills as listed and attached in these amounts be allowed for payment: \$2,894.82 Educational Fund and \$2,100.00 Building Fund. Mr. Tabor seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay". The motion carried.

Mr. Tabor moved to transfer \$57,500 from Educational Fund to Building Fund to correct an error in depositing funds. Mr. Dillon seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay". The motion carried.

Mr. Schuneman moved to adopt the following resolution: in order to meet current expenses that \$1,650.00 be transferred to the Building Fund from the Educational fund as a loan. Mr. Tabor seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay". The motion carried.

After discussing the amount of funds, the treasurer would probably receive in the following year, Mr. Schuneman moved to fix the treasurer's surety bond at \$250,000, for which the secretary should advertise for bids. Mr. Dillon seconded the motion. The motion carried.

After considering the immediate and future needs for the proceeds of the building bonds sale, Mr. Schuneman moved to invest \$3,500,000 in six-month treasury bills, \$100,000 in ninety-day bills and to retain \$300,000 in uninvested funds available for immediate needs. Mr. Stuff seconded the motion. The secretary called the roll and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff and Forrest L. Tabor and Warren E. Walder. None voted "Nay". The motion carried.

Bids were received from ten agencies for the treasurer's surety bond for special building fund issue of \$3,975,000. Pending confirmation of the integrity of the bonding company, Mr. Dillon moved to accept the apparent low bid of Humphrey Agency of Rock Falls in amount of \$1,100 for one year's premium. Mr. Reuter seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay". The motion carried.

The secretary was directed to inform the Humphrey Agency and to request the name and fiscal responsibility of the bonding company in addition to the bond form, in order to be available at the Board meeting of May 31, 1966.

The Board discussed the naming of depositories for various funds.

Mr. Reuter moved to designate the Harris Trust and Savings Bank of Chicago as the receiving depository for the Building Bond Fund and to designate all banks in the college district as legal depositories for the Board's funds subsequent to receiving from them the required statements of surplus and capital funds. Mr. Dillon seconded the motion. The motion carried.

The secretary was asked to request that the treasurer and secretary be placed on the mailing list to receive those statements as they are regularly filed by each bank.

At Dr. Sabol's recommendation, Mr. Stuff moved that Miss Pauline Howe be retained as treasurer for the Board at the monthly salary of \$25.00. Mr. Dillon seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay". The motion carried.

Mr. Tabor moved to authorize an annual audit of all accounts by a certified public accountant. Mr. Reuter seconded the motion. The motion carried.

Dr. Sabol was directed to secure more information about potential auditors before making a recommendation.

The Board discussed the bidding on mechanical contracts for the initial building, expressing pleasure that the bids were within or below projected costs.

Mr. Dillon moved and Mr. Schuneman seconded the motion to accept the following bids:

- **Plumbing** - Klein and Heckman, Inc., Dixon - \$53,845

- **Heating** – Weaver Sheet Metal, Sterling - \$36,736
- **Electrical** - George E. Reitzel, Sterling - \$44,328

The secretary called the roll and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor, and Warren E. Walder. None voted "Nay". The motion carried.

Mr. Tabor moved to approve the president and secretary to enter into appropriate contracts with the above listed firms. Mr. Dillon seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor, and Warren E. Walder. None voted "Nay". The motion carried.

Dr. Sabol presented for Board approval the following candidates for staff positions:

- Dr. James J. Kuhn - Dean of Student Services - \$14,000
- Mr. Joseph L. DeLoach - Administrative Assistant - \$6,000

Mr. Tabor moved their approval; seconded by Mr. Dillon. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay". The motion carried.

Dr. Sabol reported that 250 applications have been received for admission, that the office is now ready to mail out acceptances and that he expects to begin personal interviews with students by mid-June.

Dr. Sabol reported that the architects had indicated that July 3, 1966 is the date they expect to be able to advertise for bids for the site grading, access road, drives and lighting for drives with bids being received by June 17, 1966.

The Board indicated a desire to see the plans prior to advertising for bids.

Dr. Sabol reported that he is seeking bids for laboratory equipment and is considering furniture firms.

Dale Blocklinger of Allied Construction Services, Davenport, Iowa, demonstrated and discussed a vinyl coated sheet rock panel that could be used for part of partitions in the initial facility. He indicated the cost would be about \$12 to \$13 per lineal foot installed and including 76 doors and hardware; ceilings of the same material are about .40 cents to .45 cents per square foot.

Mr. Reuter moved to establish a loan fund for students with monies already given and any future gifts and to authorize Dr. Sabol to designate the depository and administer the funds. Mr. Tabor seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor, and Warren E. Walder. None voted "Nay". The motion carried.

As recommended by Dr. Sabol, Mr. Stuff moved and Mr. Reuter seconded the motion to authorize the president and secretary to enter into an agreement with Dixon School District #170 to enable the Dixon FFA Chapter to proceed with planting, seeding and weed control as they have proposed to do on the College site. The motions carried.

Dr. Sabol reported that inspection of the initial facility under construction is being done by a local architect, Duane Claiborne.

He also reported that Mr. Kramer of Dubuque architects had indicated that water for this facility would probably be from a temporary well costing \$1500 to 3000 rather than from the permanent well which had been estimate to require drilling 1000 or 1500 feet and to involve related equipment and facilities of much greater investment than presently needed.

The Lee County Insurance Association has appointed an agent who will be responsible for the building risk of \$200,00 for the initial facility.

Mr. Tabor moved to authorize the establishment of an Imprest Fund of \$3000 for which Dr. Sabol would be bonded as its treasurer and for which monthly reports would be made to the Board indicating nature and amount of expenditure and to which monthly reimbursement would be made by the Board to keep it revolving. Mr. Schuneman seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay". The motion carried.

Mr. Stuff moved to adjourn to May 31, 1966, Sauk Valley college office, 24 East Third Street, Sterling, IL 8:00 P.M. Mr. Reuter seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay". The motion carried and the meeting adjourned.

Catherine R. Perkins

Secretary

May 23, 1966

SAUK VALLEY COLLEGEEducational Fund

Michael Flemigan		Prize--"Name the College Contest"	287	
Maryret Harrison		Cleaning services	288	
Maryret Harrison		Cleaning services	289	<u>9.70</u>
		BALANCE OF APRIL BILLS PAID		<u>45.10</u>
Postmaster		Stamps	290	<u>50.00</u>
State University Ret. System		Employee deductions	291	<u>143.50</u>
Federal Reserve Bank		Employee deductions	292	<u>253.90</u>
Northwestern Mutual Life Ins. Co.		Employee deductions	293	<u>125.00</u>
Gen H. Allen		Expenses	294	<u>105.84</u>
Council of North Cent.Jr.Colleges		Membership dues	295	<u>15.00</u>
Play cassette		Legal publication	296	<u>2.85</u>
Hell's		Office supplies	297	<u>37.14</u>
C. HINDEBER		PROFESSIONAL SERVICES	298	<u>15.00</u>
Alaine Howe		Treas. salary	299	<u>25.00</u>
Illinois Bell Telephone Co.		Service	300	<u>77.01</u>
Arden Lithographing Company		Official Statements, Notice of bond sale	301	<u>408.40</u>
Arto Copy Service		Photos	302	<u>72.80</u>
Arney Printers and Publishers		Engraved cards	303	<u>31.45</u>
Arte's Art Craft		Framing pictures, posterboard	304	<u>89.45</u>
Arth E. Roberts		Expenses and services	305	<u>245.20</u>
Arck River Valley Printers		Purchase orders	306	<u>87.40</u>
Arck Valley College		Tuition--Warren Long	307	<u>111.00</u>
Arward J. Sabol		May mileage	308	<u>150.00</u>
Arward J. Sabol		Expenses	309	<u>372.87</u>
Armeth B. Settle		Interview expenses	310	<u>69.48</u>
ArF. Shew Printing Company		Legal publications	311	<u>32.00</u>
Arate University Ret. System		College contribution	312	<u>206.85</u>
Arerling Business Machines		Office supplies, service on Heyer	313	<u>64.53</u>
Arerling Clean Towel Service		Service	314	<u>5.80</u>
Arvelodge		Rooms--Edison and Roberts	315	<u>58.45</u>
		TOTAL		<u>2,849.72</u>

BUILDING FUND

J. Beeler		Appraisal services	15	<u>250.00</u>
Ar Lawrence and Sons		Campus clearance, earth moving, etc.	15	<u>1,850.00</u>
		TOTAL		<u>2,100.00</u>

Financial Statement

Educational Fund

Balance on hand April 25, 1966	66,420.13
Receipts: U.S. Treasury bills sold	<u>100,000.00</u>
Total Receipts	166,420.13
Disbursements:	
Transferred to Building Fund	5,220.60
Balance on hand May 23, 1966	<u>57,500.00</u>
	62,720.60
	<u>103,699.53</u>

Cash Balance:

Outstanding Checks:	#210	10.00	103,804.23
	212	10.00	
	229	10.00	
	241	10.00	
	250	10.00	
	259	10.00	
	262	10.00	
	287	25.00	
	289	<u>9.70</u>	<u>104.70</u>
True Cash balance			103,699.53

Balance on hand April 25, 1966

14,234.76

Transferred from Educational Fund

57,500.00

Total Receipts

71,734.76

Disbursements

71,242.15

Balance on hand May 23, 1966

492.61

Bonds and Interest

Receipts: Sale of bonds	70,000.00
Disbursements: Funds invested	<u>66,712.38</u>
Bal on hand May 23, 1966	<u>3,287.62</u>

Bonds Invested

66,712.38

Total Available

70,000.00

SAUK VALLEY COLLEGE - BUDGET REPORT

APRIL 1966

<u>Description of Accts.</u>	<u>Outstanding Purch Orders</u>	<u>Total Expenditures To Date</u>	<u>TOTAL CHARGES</u>		<u>BALANCE</u>		
			<u>Previous Mo.</u>	<u>This Month</u>	<u>Budget</u>	<u>Unexpended</u>	<u>Unencumbered</u>

EDUCATIONAL FUND

501,100,	ADMINISTRATION-SALARIES	8,354.75	8,354.75	6,304.75	2,050.00	98,700.00	90,345.25	90,345.25*
501,200,	CONTRACTUAL SERVICES	4,887.22	4,887.22	4,837.22	50.00	6,900.00	2,012.78	2,012.78*
501,300,	ADMINISTRATION-SUPPLIES	1,599.05	1,599.05	1,346.41	252.64	1,800.00	200.95	200.95*
501,700,	ADMINISTRATION-TRAVEL	9,117.00	9,117.00	8,344.29	772.71	5,000.00	4,117.00	4,117.00CR
501,900,	ADMINISTRATION-OTHER	2,292.36	2,292.36	1,235.04	1,057.32	12,550.00	1,257.64	1,257.64*
502,320,	SUPPLIES-LIBRARY AND AUDIO VIS.	.00			.00	50,000.00	50,000.00	50,000.00*
502,700,	TUITION PAID	1,302.40	1,302.40	1,302.40	.00	20,000.00	18,697.60	18,697.60*
506,500,	UTILITIES	356.23	356.23	188.61	167.62	1,800.00	1,443.77	1,443.77*
508,400,	FIXED CHARGES-RETIREMENT	605.41	605.41	398.56	206.85	700.00	94.59	94.59*
508,500,	FIXED CHARGES-INSURANCE	380.00	380.00	380.00	.00	1,450.00	1,070.00	1,070.00*
508,810,	INTEREST-ANTIC.WARRANTS	.00			.00	1,250.00	1,250.00	1,250.00*

BUILDING FUND

35.113

37,307.39CR