

A G E N D A
Board Meeting - Sauk Valley College

COLLEGE OFFICES
June 27, 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
 - f. approval of electric service contract

D. Addition of business officer to bond for Imprest Fund

E. Architect recommendations regarding colors for Building I

F. Report on site improvement plans

G. Report on bids for classroom furniture

H. President Sabol's report

I. Other Old Business

J. New Business

K. Date for next meeting

L. Adjournment

**MINUTES OF REGULAR MEETING
SAUK VALLEY COLLEGE BOARD
June 27, 1966**

The regular meeting of the Sauk Valley College Board was called to order in the College Office, 24 East Third Street, Sterling, June 27, 1966, 8:00 P.M.

The secretary called the roll and found the following present: Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, and Warren E. Walder. Absent was Forrest L. Tabor.

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

Mr. Schuneman and Mr. Dillon seconded a motion to approve the attached treasurer's report. Motion carried.

Mrs. Perkins moved and Mr. Reuter seconded a motion to approve the attached monthly statement of budgetary items. The motion carried.

Mr. Stuff moved to approve the payroll journal as presented. 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 and Warren E. Walder. None voted "Nay." The motion carried.

A motion was made by Mr. Dillon and seconded by Mr. Schumacher to allow payment of current bills as listed and attached in the amounts of \$23,461.87 Educational Fund and \$12,433.31 Building Fund. 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 Warren E. Walder. None voted "Nay." The motion carried.

The board reviewed and placed on file the attached report of the Imprest Fund.

At the architect's recommendation Mr. Dillon moved to add to the list of bills that of the Propheter Construction Company for \$87,725.69, subject to approval of the bonding company to cover materials in storage and not on the site, namely, insulating material which must be protected from the weather. Mr. Schuneman seconded the motion. The motion carried.

Mr. Dillon moved to add to the bill list \$2,187.50 for interest on the unpaid balance due Mr. Schuler. Mr. Stuff seconded the motion. The motion carried.

Mr. Dillon moved to approve a contract for electric service to include installation and removal of temporary service at the cost of \$3,969.30. 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 and Warren E. Walder. None voted "Nay." The motion carried.

Mr. Schumacher moved to add the name of the business manager, Robert Edison, to the bond for the Imprest Fund. Mr. Reuter seconded the motion. The Roll was called with the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff and Warren E. Walder. None voted "Nay." The motion carried.

Dr. Sabol reported that the architects had recommended the following colors for the interior of Building I in addition to the white chosen by the Board for classrooms: apricot on walls facing entrance doors in the library and student center and olive green on the sidewalls of same rooms. The Board preferred to stain and seal doors in the corridors rather than to paint, which is more difficult to maintain. Beige was preferred for the classroom side of the corridors and in the restrooms. Further recommendation was sought for the office doors.

Dr. Sabol announced that bids for site development and lighting would be opened in the College office July 1, 1966, 2:00 P.M.

The Board discussed some of the alternates that had been suggested in the proposals for bidding by some of the potential bidders.

Surface drainage would be used if the Board chose to defer a permanent system to a later date. Building I and parking lots are involved at this time.

The extension of bidding for lighting and site development also extended the completion date for these projects from August 15, 1966 to September 1, 1966.

There was discussion of availability, durability, cost and installation of copper and aluminum wire for the lighting system. Copper as recommended by the architects as more desirable for underground installation.

Dr. Sabol reported that classroom furniture bids would be in by June 30, 1966.

The Board discussed the alternates proposed in the site development in regard to removal of vegetation.

The need for additional windows, resulting from altered interior spaces after the original exterior was designed was discussed. Mr. Schuneman moved that they be approved at an additional cost of \$342.08. 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. Schumacher, Gerald S. Stuff and Warren E. Walder. None voted "Nay." The motion carried.

The Board discussed the need for glass panels at sides of doors of the administrative offices to indicate to students whether the office is open.

Dr. Sabol reported that the grant agreement for Federal Funds had been signed and returned.

The application for State funds is ready for review by the architects and Dr. Sabol.

Dr. Sabol reported that a meeting of the Class I junior college boards would be at O'Hare Inn, July 23, 1966, 9:30 A.M. with Harper College being the host.

Dr. Sabol requested approval for the following staff members:

- Delbert L. Ehlers - Assistant professor of Business
- Max A. Guinnup - Assistant professor Music
- Ahmed A. Safi – Instructor of Political Science and History
- Frank E. Palumbo – Assistant professor of Health and Physical Education; Coach, basketball and baseball

Mr. Dillon moved the Board approve these staff recommendations. 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 and Warren E. Walder. None voted "Nay." The motion carried.

Dr. Sabol reported that the First National Bank of Sterling and the Frantz Manufacturing Company had some office furnishings to give to the College. He also distributed mounted pictures of the aerial view of the campus and construction of Building I which Preston Grandon of the Daily Gazette presented the Board.

The secretary was requested to acknowledge these gifts.

Mr. Schumacher moved that the Board approve a faculty workshop at an approximate cost of \$25.00 per person to be held in September just prior to the opening of school, and at which the Board would have a dinner meeting to become acquainted with the staff. Mr. Dillon 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 Warren E. Walder. None voted "Nay." The motion carried.

Mr. Stuff moved to adjourn to July 1, 1966, College Office, Sterling, 2:00 P.M. for the purpose of receiving bids and awarding contracts for site development, site lighting and furniture. Mr. Reuter 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 Warren E. Walder. None voted "Nay." The motion carried and the meeting adjourned.

Catherine R. Perkins
Secretary

June 27, 1966

SAUK VALLEY COLLEGEEducational Fund

Garet Harrison	Cleaning	316	12.25
Postmaster	Stamps	317	50.00
Maia Sabol	Office help	318	43.50
Investment Fund, Sauk Valley College	Open account	319	<u>3,000.00</u>

BALANCE OF MAY BILLS PAID

3,105.75

Garet Harrison	Cleaning	320	14.25
Investment Fund, Sauk Valley College	Moving expenses, postage	321	1,294.55
State Univ. Retirement System	Payroll deductions-May	322	154.00
Federal Reserve Bank	Payroll deductions-May	323	295.40
Northwestern Mutual Life Ins.Co.	Payroll deductions-May	324	125.00
State Univ. Retirement System	Payroll deductions-June	325	427.00
Internal Revenue Service	Payroll deductions-June	326	814.20
Northwestern Mutual Life Ins.Co.	Payroll deductions-June	327	125.00
John H. Allen	Expenses	328	295.69
American Library Assn.	Books	329	18.50
Robert Bergelt	Mileage	330	30.00
J.H. Bowker Company	Books	331	51.50
Wyers Printing Company	Election supplies	332	215.28
Wendell C. Coard	Mileage	333	5.15
Commonwealth Edison Company	Service	334	3.03
Robert W. Cox	Interview expenses	335	62.90
Daily Gazette	Subscription	336	20.80
Daily Gazette	Legal publication	337	3.60
Des Moines Rubber Stamp Company	Rubber stamp	338	7.05
Alberta Finch	Bookkeeping services	339	125.00
Freeport Community College	Tuition	340	11,201.38
Askell's	Office supplies	341	42.67
Askell's	Office equipment rent	342	51.50
Pauline Howe	Treas. salary	343	25.00
Thompson's Agency	Bond	344	1,100.00
Illinois Bell Telephone Co.	Service	345	136.53
Lincoln Lodge	Room-Roberts	346	27.50
Chiel Mabee	Interview expenses	347	46.93
Catherine R. Perkins	Sec. of Board salary	348	1,050.00
Edward J. Sabol	June mileage	349	150.00
Edward J. Sabol	Mileage and expenses	350	356.65
Virginia E. Smith	Mileage	351	18.40
B.F. Shaw Printing Company	Legal publication	352	4.20
State Univ. Retirement System	College contribution-May	353	221.98
State Univ. Retirement System	College contribution-June	354	315.49
Gerald S. Stuff	Telephone calls	355	18.75
Forrest L. Tabor	Expenses	356	11.25
Thomaway Lines	Moving expenses--Elmer Kuhn	357	278.80
Travelodge	Room-Roberts	358	11.00
Superintendent of Documents	Book	359	5.00
Warren Walder	Expenses, telephone calls	360	24.61
Ward and Ward	Expenses and services	361	282.50
Gary E. Widmar	Interview expenses	362	32.50
Thomas J. Yackley	Interview expenses	363	<u>3.00</u>
	TOTAL		<u>20,256.12</u>

BUILDING FUND

Capman and Cutler	Services--School bonds	17	4,000.00
Main Claiborne	College inspections	18	50.00
Municipal Research Associates	Financial services--School bonds	19	2,032.87
Northern Bank Note Company	Printing of college bonds	20	350.44
Hard and Ward	Preparation and sale of school bonds	21	6,000.00
	TOTAL		<u>12,433.31</u>

FINANCIAL STATEMENT

Educational Fund

Balance on hand May 23, 1966		103,699.53
Receipts: Whiteside County - Taxes	23,889.95	
Bureau County - Taxes	<u>2,695.60</u>	<u>26,585.55</u>
Total Receipts		130,285.08
Disbursements: Bills and payroll	7,581.07	
Transferred to Building Fund	<u>1,650.00</u>	<u>9,231.07</u>
Balance on hand June 15, 1966		<u>121,054.01</u>

Cash Balance:		121,187.71
Outstanding Checks: #295	15.00	
P.R. #15	<u>118.70</u>	<u>133.70</u>
True Cash Balance		121,054.01

Building Fund

Balance on hand May 23, 1966		492.61
Receipts: Whiteside County - Taxes	11,560.34	
Bureau County - Taxes	1,304.40	
Transferred from Educational Fund	<u>1,650.00</u>	<u>14,514.74</u>
Total Receipts		15,007.35
Disbursements		<u>2,100.00</u>
Balance on hand June 15, 1966		<u>12,907.35</u>

Balance on hand May 23, 1966	3,287.62
Funds Invested	<u>66,712.38</u>
Total Available June 15, 1966	<u>70,000.00</u>

June 27, 1966

**IMPREST FUND
EXPENDITURES**

	DATE	CHECK	TO	FOR	AMOUNT
.7	6-16-66	1	Clancy Carting Co.	Moving Exp.-J. Roberts	<u>1308.55</u>
				TOTAL	1308.55
.9	6-20-66	2	Postmaster	5¢ Postage Stamps	40.00
.9	6-21-66	3	Postmaster	Double Post Cards	40.00
.9	6-22-66	4	Postmaster	Box Rent	<u>6.00</u>
				TOTAL	86.00

TOTAL EXPENDITURES

1.7	1308.55
1.9	<u>86.00</u>
TOTAL	1394.55

SAUK VALLEY COLLEGE - BUDGET REPORT
MAY, 1966

				TOTAL CHARGES		BALANCES		
				Previous Mo.	This Month	Budget	Unexpended	Unencumbered
Description of Accts.	Outstanding Purch Orders	Total Expenditures	To Date	To Date				
EDUCATIONAL FUND								
501,100, ADMINISTRATION-SALARIES		17,598.25	17,598.25	8,354.75	2,243.50	98,700.00	88,101.75	88,101.75*
501,200, CONTRACTUAL SERVICES		4,912.22	4,912.22	4,887.22	25.00	6,900.00	1,987.78	1,987.78*
501,300, ADMINISTRATION-SUPPLIES		1,815.62	1,815.62	1,599.05	216.57	1,800.00	15.62	15.62CR
501,700, ADMINISTRATION-TRAVEL		17,118.64	17,118.64	9,117.00	1,001.64	5,000.00	5,118.64	5,118.64CR
501,900, ADMINISTRATION-OTHER		3,025.81	3,025.81	2,292.36	733.45	12,550.00	9,524.19	9,524.19*
502,320, LIBRARY AND AUDIO VISUAL			.00		.00	50,000.00	50,000.00	50,000.00*
502,700, TUITION		1,413.40	1,413.40	1,302.40	111.00	20,000.00	18,586.60	18,586.60*
506,500, UTILITIES		451.29	451.29	356.23	95.06	1,800.00	1,348.71	1,348.71*
508,400, FIXED CHARGES-RETIREMENT		812.26	812.26	605.41	206.85	700.00	112.26	112.26CR
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*
563,000, EQUIPMENT		867.01	867.01	867.01	.00	19,625.00	18,757.99	18,757.99*
590,000, CONTINGENCIES			.00		.00	1,000.00	1,000.00	1,000.00*
TOTALS	.00	34,394.50	34,394.50	29,761.43	4,633.07	220,775.00	196,380.50	196,380.50*

BUILDING FUND

508,600, RENTAL			.00		.00	2,700.00	2,700.00	2,700.00*
508,810, INTEREST-ANTIC. WARRANTS			.00		.00		.00	.00*
561,000, SITE ACQUISITION AND IMPV.		86,736.08	86,736.08	84,886.08	1,850.00	120,000.00	33,263.92	33,263.92*
562,000, NEW BLDGS AND IMPV.		85,371.31	85,371.31	85,121.31	250.00	10,000.00	75,371.31	75,371.31CR
TOTALS	.00	172,107.39	172,107.39	170,007.39	2,100.00	132,700.00	39,407.39	39,407.39CR