

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, 1968

SAUK VALLEY COLLEGEEducational Fund

garet Harrison
atmaster
ela Sabol
rest Fund, Sauk Valley College

Cleaning	316	12.25
Stamps	317	50.00
Office help	318	43.50
Open account	319	<u>3,000.00</u>
		<u>3,105.75</u>

BALANCE OF MAY BILLS PAID

garet Harrison	320	14.25
rest Fund, Sauk Valley College	321	1,394.55
te Univ. Retirement System	322	134.00
eral Reserve Bank	323	295.40
orthwestern Mutual Life Ins. Co.	324	125.00
ate Univ. Retirement System	325	427.00
ternal Revenue Service	326	814.20
orthwestern Mutual Life Ins. Co.	327	125.00
oren H. Allen	328	295.89
merican Library Assn.	329	18.50
obert Bergelt	330	30.00
.H. Bowker Company	331	51.50
yers Printing Company	332	215.28
elen C. Coard	333	5.15
ommonwealth Edison Company	334	3.03
obert W. Cox	335	62.90
aily Gazette	336	20.80
aily Gazette	337	3.60
ea Joines Rubber Stamp Company	338	7.05
lberta Finch	339	125.00
reepart Community College	340	11,601.36
askell's	341	41.67
askell's	342	51.50
erline Howe	343	25.00
umphrey's Agency	344	1,10.00
inois Bell Telephone Co.	345	28.53
coln Lodge	346	27.50
iel Mabee	347	46.93
Catherine R. Perkins	348	1,050.00
Edward J. Sabol	349	150.00
Edward J. Sabol	350	356.65
Virginia E. Smith	351	18.40
B.F. Shaw Printing Company	352	4.20
State Univ. Retirement System	353	221.98
State Univ. Retirement System	354	315.49
Gerald S. Stuff	355	18.75
Forrest L. Tabor	356	11.25
Thomeway Lines	357	278.80
Travelodge	358	11.00
Superintendent of Documents	359	5.60
Walter Walder	360	24.61
Ward and Ward	361	482.50
Gary E. Widmar	362	32.50
Thomas J. Yackley	363	3.00
	TOTAL	
		20,350.12

BUILDING FUND

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

FINANCIAL STATEMENTucational 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>	26,585.55
<u>Total Receipts</u>		130,285.08
Disbursements: Bills and payroll	7,581.07	
Transferred to Building Fund	<u>1,650.00</u>	9,231.07
Balance on hand June 15, 1966		121,054.01
 Cash Balance:		
Outstanding Checks: #295	15.00	121,187.71
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>	14,514.74
<u>Total Receipts</u>		15,007.35
Disbursements		2,100.00
Balance on hand June 15, 1966		12,907.35

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

June 27, 1966

IMPREST FUND
EXPENDITURES

DATE	CHECK	TO	FOR	AMOUNT	
.7	6-16-66	1	Clancy Carting Co.	Moving Exp.-J. Roberts TOTAL	<u>1308.55</u> <u>1308.55</u>
.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	<u>1308.55</u>
1.9	<u>86.00</u>
TOTAL	1394.55

SAUK VALLEY COLLEGE - BUDGET REPORT

MAY, 1966

	<u>Description of Accts.</u>	<u>Outstanding Purch Orders</u>	<u>Total Expenditures To Date</u>	<u>To Date</u>	<u>TOTAL CHARGES</u>		<u>BALANCES</u>		
					<u>Previous Mo.</u>	<u>This Month</u>	<u>Budget</u>	<u>Unexpended</u>	<u>Unencumbered</u>
EDUCATIONAL FUND									
501,100,	ADMINISTRATION-SALARIES		10,598.25	10,598.25	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		10,118.64	10,118.64	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	.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	.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	.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	.00	.00	2,700.00	2,700.00	2,700.00*
508,810,	INTEREST-ANTIC.WARRANTS		.00	.00	.00	.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	17,000.00	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