

**Board Meeting
Sauk Valley College
Campus
September 26, 1966 - 8:30 A.M.**

Please note: Ribbon cutting ceremony will be held at Building 1 between 7:45 and 8:00 A.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. compensation for temporary bookkeeper

D. Report on opening enrollment

E. Report on status of campus

1. Building
2. Lighting
3. Landscaping
4. Flagpole (Mr. Dillon)
5. Fencing for sewage disposal plant

F. Plans for general "Open House" October 15 and 16

G. Policy regarding tuition for staff members

H. President Sabol's report

I. Other old business

J. New business

K. Time of next meeting

L. Adjournment

**MINUTES OF REGULAR MEETING
SAUK VALLEY COLLEGE BOARD
SEPTEMBER 26, 1966**

Following the ribbon-cutting ceremony to mark the official opening of Sauk Valley College and the first day of classes, President Walder called the Board to order for its regular September meeting in Dr. Sabol's office on September 26, 1966, 8:30 A.M.

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

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

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

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

The Board discussed the problem of approving for payment the current payroll of those persons employed only part time. With the Board approving bills for payment only twice a month, it was decided that there would need to be a two-week lag between services rendered and payment for same in the case of part-time help.

Mr. Reuter moved to approve the current payroll journal as presented in the amount of \$36,915.33. Mr. Dillon seconded the motion. The secretary called the roll and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Gerald S. Stuff, Kenneth L. Reuter, and Warren E. Walder. None voted "Nay". The motion carried.

The Board discussed the request for payment by Mrs. Finch, the temporary bookkeeper, in the amount of \$2,500 covering the past 15 months since the organization of the Board on July 12, 1965, to September 30, 1966. Inasmuch as she had indicated that the work would require about an hour's time each week, the Board decided the amount was excessive and that \$100 per month or \$1,500 less \$375, which had previously been paid for her services, leaving a balance of \$1,125.00 due her, was more proper.

With this exception noted, Mr. Dillon moved to approve bills as listed and attached for payment. Mr. Reuter seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Gerald S. Stuff, and Warren E. Walder. None

voted "Nay". The motion carried. Items are as follows: Educational Fund \$17,987.88, Building Fund \$69,147.61, Site and Construction Fund \$136,303.15.

Dr. Sabol reported that of this date 572 students are enrolled at Sauk Valley College – 314 full-time day students, 33 part-time day students, and 225 evening students. Since registration will be kept open the remainder of this week, the number will undoubtedly increase. He stated that students are well distributed geographically and ability-wise.

Dr. Sabol reported that the building is virtually complete and that this week the architects would complete a checklist for any unfinished items. Electric service and science equipment is being installed in the science laboratory areas. Some furniture is yet to be received but satisfactory substitutes are temporarily being used.

The Board discussed landscaping of Building I and the adjacent areas. The architects are submitting proposals that will coordinate with plantings planned for the total campus.

The Board discussed the need for a temporary light to be installed on a pole across the road from the campus entrance as a safety precaution until the permanent lighting is completed sometime in November. Floodlights at the four corners of the building were thought to be desirable.

Mr. Dillon reported that the firm being contacted to fence the sewage disposal plant could furnish a flag pole if desired.

The Board discussed and agreed to have a general open house at the College on October 15 and 16, 1:00 P.M. to 5:00 P.M. It was decided that it was impractical to try to have refreshments for such a large group.

The Board discussed a policy for the tuition to be paid by staff members and office help for any courses they desired to take. The decision was deferred until a proposal could be made to the Board by Dr. Sabol and the staff involving a total personnel package with other fringe benefits.

Dr. Sabol reported that he could foresee no special problems in working with the Illinois Building Authority to let bids and make contracts for Phase I building after having attended a meeting of Class I college presidents with representatives of the Authority in Naperville on September 23, 1966.

The Board was reminded of the Class I Junior College Boards workshop in Edwardsville on October 22, 1966. Three or more expect to attend.

There has been a suggestion from other college boards that a legislative program be adopted by the group and that a paid legislative representative be in Springfield. There are both legal and practical questions involved.

Mr. Walder announced that the Board and their spouses were welcome at a luncheon given by the Dixon Chamber of Commerce to honor new teachers in Dixon and Sauk Valley College on Saturday, October 1, 1966.

Mr. Dillon moved to adjourn to the regular meeting, October 12, 1966, in the College office. Mr. Reuter seconded the motion. The meeting adjourned.

Catherine R. Perkins, Secretary

SAUK VALLEY COLLEGEEducational Fund

Univ. Retirement System	Void - National Cash Register Co.	461	--
al Reserve Bank	Employee deductions	462	1020.68
western Mutual Life	Employee deductions	463	2058.10
Corp. Book & Seal Co.	Employee deductions	464	125.00
Engraving Co.	Notary seal	465	7.04
H. Allen	Book	466	12.00
Assoc. Junior Colleges	Travel expense	467	70.65
Soc. Radiologic Tech.	Subscription renewal	468	24.00
n Gazette	Reference books	469	37.95
Insurance Co.	Advertising	470	13.44
	Ins. policy	471	467.00
	Void -	472	--
hawk office supply	Supplies	473	22.18
ake r & Taylor Co.	Books	474	4726.39
Bowker Co.	Books	475	30.50
am F. Byar	Travel expenses	476	12.00
n Community College	Tuition	477	80.00
Subsc. Co.	Subscriptions	478	869.80
on Paper Company	Supplies	479	5.88
er-MacMillan Lib. Serv.	Books	480	205.50
h DeLoach	Travel expense	481	69.89
Aviation	Travel expense	482	166.70
Evening Telegraph	Advertising	483	3.15
tional Mang. Consults.	Services	484	2341.00
lop. Britannica Press	Books	485	254.00
ta Finch	Expenses	486	2500.00 1125
rick Post Co.	Supplies	487	184.53
ills	Supplies	488	23.73
E. Hughes	Consultant fees	489	20.00
Coyle	Consultant fees	490	20.00
reys Agency	Bond fee	491	10.00
Chamber of Commerce	Booklets	492	10.00
el & Essen Co.	Books	493	75.06
amental Music Co.	Supplies	494	20.68
r A. Lang	Travel expense	495	26.56
ry Journal	Book	496	10.00
ibrary of Congress	Supplies	497	201.68
arlier	Travel expense	498	27.20
Hotel	Meals	499	28.94
sota Mining & Manuf.	Supplies	500	45.71
al Education Assoc.	Membership	501	15.00
ounty Fair, Inc.	Advertising	502	40.00
Pepper & Son, Inc.	Supplies	503	1.60
Cash	Petty cash	504	33.52
Ray Moving & Storage	Moving expense	505	173.25
d J. Sabol	Expenses	506	207.50
d J. Sabol	Expenses	507	150.00
Shaw Printing Co.	Legal publication	508	6.40
univ. ret. system	College contribution	509	1471.24
ing Business Machines	Supplies	510	8.50
ing Business Machines	Supplies	511	262.93
d Lodge	Rooms	512	293.85
s Univers. Book Store	Books	513	102.30
* Ward	Legal fees	514	520.03
d C. Werner	Consultant services	515	100.00
d Food Mart	Open house expense	516	18.82
Wilson Company	Books	517	131.00

TOTAL

~~10362.83~~
 11,987.88

<u>Building Fund</u>			
al National Bank	Anticipation warrant	27	43,019.37
National Bank of Sterling	Anticipation warrant	28	25,566.32
al Reserve Bank	Employee deductions	29	21.80
Home Telephone Co.	Service	30	87.23
ax Hardware	Miscellaneous supplies	31	61.29
ois Bell Telephone Co.	Service	32	375.25
trial Towel Service	Service	33	1.60
ing Clean Towel Service	Service	34	5.00
ing Farm & Fleet	Silo caps	35	8.10
rn Union	Service	36	1.65
Total			<u>69,147.61</u>

<u>Site and Construction</u>			
<u>Rock Falls National Bank</u>			
a National Bank	Close account	19	3975.93

<u>Site and Construction</u>			
<u>Harris Trust and Savings Bank</u>			
a National Bank	Close account except for \$100.00	6	104,063.74

<u>Site and Construction</u>			
<u>Dixon National Bank</u>			
ge F. Reitzel	Payment on contract	1	19,294.04
er Sheet Metal	Payment on contract	2	15,030.00
n and Heckman	Payment on contract	3	32,670.00
. Electric	Payment on contract	4	15,830.10
hawk Office Supplies	Shelving		3116.50
ensen Freight Lines	Freight		232.10
a Claiborne	Services		214.05
omwealth Edison Co.	Service		3969.30
ard Bros, Inc.	Labeler		416.00
	Typewriters		1920.00
cial Desk Company	Furniture		7944.24
ee Technical Furniture Co.	Furniture		1153.90
Microscope Service	Microscopes		26,244.40
n Sales Company	Furniture		6388.42
esota Mining & Manufactr. Co.	Equipment		1120.00
ns Furniture Transport, Inc.	Freight		288.00
and Incorp.	Equipment		26.35
esota Mining & Manufactr. Co.	Equipment		379.00
, Willett Consulting Eng.	Services		66.75
Total			<u>136,303.15</u>

FINANCIAL STATEMENT

National Fund

Balance on hand August 1, 1966

108,299.95

Disbursements

23,649.14

Balance on hand September 1, 1966

84,650.81

Cash Balance:

92,615.99

Outstanding Checks:	#333	5.15	P.R. #45	1086.30
	391	222.00	46	313.00
	412	4.40	48	916.70
	413	15.50	51	1051.30
	414	8.00	55	951.30
	418	37.00	56	728.65
	420	15.00	57	522.80
	425	29.50	58	782.00
	430	10.00	59	404.27
	431	19.20	61	388.50
	432	9.90	65	27.30
	433	98.00		
	444	127.70		
	449	37.00		
	459	28.71		
	460	126.00		

7,965.1
84,650.81

True Cash Balance:

Building Fund

Balance on hand August 1, 1966

189,133.23

Disbursements

453.27

Transferred to Site and Construction

50,000.00

50,453.27

Balance on hand September 1, 1966

138,679.96

Land and Construction - Rock Falls National Bank

Balance on hand August 1, 1966

386.43

Deposits: Transferred from Harris Trust and Savings

200,000.00

Transferred from Building Fund

50,000.00

250,000.00

Receipts

250,386.43

Disbursements

246,410.50

Balance on hand September 1, 1966

3,975.93

Cash Balance:

41,719.93

Outstanding Checks: #15 37,744.00

37,744.00

True Cash Balance:

3,975.93

Land and Construction - Harris Trust and Savings Bank

Balance on hand August 1, 1966 (checking account)

7,080.41

Deposits: U.S. Treas. bills sold

195,439.60

Interest

1,643.73

197,083.33

Receipts

204,163.74

Transferred to Site and Construction - Rock Falls National Bank

200,000.00

Balance on hand September 1, 1966

4,163.74

Land and Interest

Balance on hand September 1, 1966

5,106.67

Is Invested

Treas. bills - from Rock Falls National Bank

66,712.38

Treas. bills - from Harris Trust and Savings Bank
Total funds invested

3,322,473.23
3,389,185.61

add Proffiter - S.C. -
\$135,000 Treasury bills

\$40,828.60 Bldg. 1
3854.96 Stone 15
61,509.37 Site & con.

105,392.73

SAUK VALLEY COLLEGE - AUGUST 1966

		TOTAL CHARGES				BALANCES		
Description of Accts.		Outstanding	Total	Previous Mo.	This Month	Budget	Unexpended	Unencumbered
		Purch Orders	Expenditures	To Date	To Date			
EDUCATIONAL FUND								
501,100	ADMIN.-SALARIES		17,851.66	17,851.66	8,353.33	9,498.33	148,000.00	130,148.34
501,200	ADMIN.-CONT.SERV.		650.00	650.00	525.00	125.00	12,000.00	11,350.00
501,300	ADMIN.-SUPPLIES		806.03	806.03	563.78	242.25	25,000.00	24,193.97
501,700	ADMIN.-TRAVEL		1,677.26	1,677.26	832.17	845.09	10,000.00	8,322.74
501,900	ADMIN.-OTHER		1,983.37	1,983.37	690.69	1,292.68	2,500.00	516.63
502,150	INST.-TEACHERS		6,332.82	6,332.82	1,250.00	5,082.82	310,000.00	303,667.18
502,180	INST.-SECRETARIES		668.75	668.75	400.00	268.75	16,000.00	15,331.25
502,190	INST.-OTHER SALARIES			.00		.00	5,000.00	5,000.00
502,320	LIBRARY AND AUDIO VISUAL		6,488.51	6,488.51	1,373.99	5,114.52	50,000.00	43,511.49
502,390	INST.-OTHER SUPPLIES			.00		.00	20,000.00	20,000.00
502,700	INST.-TRAVEL			.00		.00	5,000.00	5,000.00
502,800	TUITION PAID		296.00	296.00	222.00	74.00	6,000.00	5,704.00
504,100	HEALTH-SALARIES			.00		.00	2,500.00	2,500.00
504,200	HEALTH-CONT.SERV			.00		.00	500.00	500.00
508,400	FIXED CHARGES-RET		1,009.34	1,009.34		1,009.34	55,000.00	53,990.66
508,500	FIXED CHARGES-INS.		2,347.00	2,347.00	1,344.00	1,003.00	17,000.00	14,653.00
508,810	INT.-ANTIC.WARRANTS			.00		.00	8,000.00	8,000.00
511,100	ADULT EDUC.-SALARIES			.00		.00	40,000.00	40,000.00
511,300	ADULT EDUC.-SUPPLIES			.00		.00	3,000.00	3,000.00
513,200	ATHLETICS-CONT.SERV.			.00		.00	500.00	500.00
513,300	ATHLETICS-SUPPLIES			.00		.00	7,000.00	7,000.00
513,700	ATHLETICS-TRAVEL			.00		.00	2,500.00	2,500.00
563,000	EQUIPMENT		1,631.48	1,631.48	1,631.48	.00		1,631.48
590,000	CONTINGENCIES						3,340.00	3,340.00
TOTALS			41,742.22	41,742.22	17,186.44	655.78	748,840.00	707,097.78
BUILDING FUND								
506,400	OPERATION-HEATING			.00		.00	6,500.00	6,500.00
506,500	OPERATION-UTILITIES		345.97	345.97		345.97	10,500.00	10,154.03
507,100	MAINT.-SALARIES		127.50	127.50		127.50	21,000.00	20,872.50
507,200	MAINT.-CONTR SERV		1.60	1.60		1.60	4,000.00	3,998.40
507,300	MAINT.-SUPPLIES			.00		.00	4,000.00	4,000.00
508,400	ENPL.SHARE OF RET.			.00		.00	2,250.00	2,250.00
508,810	INT.-ANTIC.WARRANTS			.00		.00	2,500.00	2,500.00
563,000	ADDIT.-EQUIP			.00		.00	111,428.00	111,428.00
590,000	CONTINGENCIES			.00		.00	5,000.00	5,000.00
TOTALS								

<u>Description of Accts.</u>	<u>Outstanding Purch Orders</u>	<u>Total Expenditures</u>	<u>TOTAL CHARGES</u>		<u>Mo. To Date</u>	<u>This Month</u>	<u>BALANCES</u>		
			<u>To Date</u>	<u>Previous</u>			<u>Budget</u>	<u>Unexpended</u>	<u>Unencumbered</u>
<u>SITE AND CONSTRUCTION</u>									
561,000, SITE ACQ. AND IMPV.		151,710.43	151,710.43	3,607.50		148,102.93		151,710.43	151,710.43CR
562,000, NEW BLDGS AND IMPV.		288,601.26	288,601.26	190,293.69		98,307.57		288,601.26	288,601.26CR
TOTALS	.00	440,311.69	440,311.69	193,901.19		246,410.50	.00	440,311.69	440,311.69CR