

## **AGENDA**

Board Meeting - Sauk Valley College Campus  
Library Conference Room  
November 9, 1966      8:15 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 contractors' progress payments and other current bills

**D. Architect's recommendation regarding access roadway from Schuler property.**

**E. Report on Oregon situation--Peter Dillon**

**F. President Sabol's report:**

1. Schuler claim for reimbursement for roadway gravel
2. Refund policy for withdrawals
3. Correspondence regarding sewage disposal permit
4. Notice of tax objection
5. Other

**G. Business officer's report on status of funds--Robert Edison**

**H. Other old business:**

1. Final arrangements for meeting in Bloomington on November 11-12, Illinois Association of Junior Colleges

**I. New business**

**J. Schedule for next meeting**

**K. Adjournment**

**Minutes of Regular Meeting  
Sauk Valley College Board**

November 9, 1966

President Walder called a regular meeting of the Sauk Valley College Board to order in the Library Conference Room, 8:15 P.M., November 9, 1966.

The secretary called the roll and the following were present: 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. Stuff moved to accept minutes as submitted. Mr. Dillon seconded the motion. The motion carried.

Mr. Tabor moved to enter a change order to George Reitzel, electrical service contractor, in amount of \$9,019.93 as approved by the architect to provide a larger transformer and service than was originally thought necessary. 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 allow for payment of current bills and progress payments to contractors as listed and attached in the amount of \$59,352.67 in the Site and Construction Fund. 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 Board discussed the potential development on the balance of the Schuler property and the resulting problems that traffic might create on campus roads because of the purchase agreement made, in which Mr. Schuler was to be granted access by the college to its system of roads because his access to the highway would no longer be open.

Mr. Tabor moved to grant Mr. Schuler access at the point recommended by the architects which is the northeast corner of his property where his present house is located and closely adjacent to the college road. 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. Dillon reported on satisfactory progress in being made in the Oregon area relative to their decision to annex to Sauk Valley College.

Mr. Tabor moved and Mr. Schuneman seconded the motion to allow payment of half of a bill for road maintenance presented by Mr. Schuler in amount of \$323.64 – our share \$161.82. 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, Warren E. Walder. None voted "Nay." The motion carried.

The board discussed Dr. Sabol's recommendation of procedures for student withdrawals. Mr. Dillon moved to adopt the procedure as described on the attached sheets. Mr. Reuter seconded the motion and the motion carried.

Dr. Sabol reported on correspondence he and the architects have had concerning licensing, operating and testing of the sewage treatment plant.

Dr. Sabol reported that tax objections by the railroads was a general objection in Lee County because of the basis for assessment used by the revenue department and not a specific objection to our levy.

Dr. Sabol reported on a meeting with administrators of the four-year colleges in the State, in which articulation with community and junior college seems satisfactory. In this same meeting the hazards of collective bargaining in the colleges had been discussed.

Dr. Sabol reported of the possibility of a joint counseling office being established in the area which would not be connected with either the vocational high school or the college but would serve the whole area to help predict job needs for industry and would be a federally funded project.

Dr. Sabol reported that Mr. Darnes of the Illinois Junior College Board staff had visited the College in the interest of curriculum and general facilities.

After discussing the need for assistance in preparation of College bulletins, catalogs, brochures and general literature, Mr. Schuneman moved to authorize an agreement with Gus Hinueber for \$100 per month up to ten months as consultant for these services. 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 that the attached report from Mr. Edison of the status of funds be accepted and placed on file. Mr. Dillon seconded the motion. The motion carried.

Mr. Tabor moved that the report of the auditor be accepted and placed on file. Mr. Stuff seconded the motion. The motion carried.

The Board discussed plans to attend the meeting in Bloomington of the Illinois Association of Junior Colleges and the Illinois Junior College Board on November 11 and 12.

After discussion of necessary facilities for physical education, Mr. Schuneman moved to enter into a contract with Sterling YMCA for the first semester for \$265 for swimming and \$1,980 for general physical education facilities, which is a weekly cost of \$150 for physical education and \$20 for swimming, 13 weeks. 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. The motion carried.

The Board discussed the problems and costs of insuring varsity athletes with funds from student fees. Mr. Tabor moved to allow the administration to investigate and act on the program of insurance. Mr. Stuff 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 Forrest L. Tabor. Voting 'Nay' was Warren E. Walder. The motion carried.

Mrs. Perkins moved to authorize cashing of Treasury bills to net \$70,000 and to add to the attached list of bills for payment \$11,916 approved by the architects for Engel Electric Company. 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. Tabor moved to adjourn. Mr. Stuff seconded the motion. The meeting adjourned.

Catherine R. Perkins, Secretary

## BUDGET LEDGER

ACCOUNT additional equipment

ACCOUNT NO. 563.0

ACTIVITY SITE AND CONSTRUCTION

PAGE NO.

DEPARTMENT 1966-67

REFERENCE			DESCRIPTION	BUDGET ENTRY	PURCHASE ORDER		EXPENDI	BALANCES TO DATE			
DATE	CHECK NUMBER	PURCHASE ORDER NUMBER			Liquidated	Placed		BUDGET	EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED
SEP 29 66	39										
SEP 29 66	10		BLACKHAWK OFFICE SUPPLY				3,116.50	.00	3,116.50	.00	3,116.50 CR
SEP 29 66	102		CARSTENSEN FREIGHT LINES, INC.				232.10	.00	3,348.60	.00	3,348.60 CR
SEP 29 66	105		GAYLORD BROS., INC.				416.00				
SEP 29 66	106		IBM CRP.				1,920.00				
SEP 29 66	107		IMPERIAL DESK COMPANY				7,944.24	.00	13,628.84	.00	13,628.84 CR
SEP 29 66	110		LUKAS MICROSCOPE SERVICE				26,244.40				
SEP 29 66	111		MACKIN SALES COMPANY				6,388.42				
SEP 29 66	112		MINN MINING & MANUF				1,120.00				
SEP 29 66	113		PERKINS FURNITURE TRANSPORT, INC.				288.00				
SEP 29 66	114		WATLAND, INC.				26.35				
SEP 29 66	115		MINN MINING & MANUF				379.00	.00	48,075.01	.00	48,075.01 CR
OCT 24 66	125		CINARCO CAMERA CENTER				2,282.85	.00	50,357.86	.00	50,357.86 CR
OCT 24 66	127		FREDERICK POST COMPANY				2,707.55				
OCT 24 66	128		HASKELL'S INC.				660.00				
OCT 24 66	129		HASKELL'S INC.				1,239.10				
OCT 24 66	130		HASKELL'S				1,117.50				
OCT 24 66	131		IBM CORPORATION				8,725.00				
OCT 24 66	132		IBM CORPORATION				920.00				
OCT 24 66	133		LUNDGREN'S AUDIO VISUAL				299.95				
OCT 24 66	134		MACKIN SALES CMPY				19,646.49				
OCT 24 66	135		NATIONAL CASH REGISTER				8,457.50				
OCT 24 66	136		PEORIA SOUND				760.56				
OCT 24 66	137		PLATT & ASSOCIATES				280.00				
OCT 24 66	138		STERLING BUSINESS MACHINES				6,761.20				
OCT 24 66	139		STERLING BUSINESS MACHINES				2,179.34				
OCT 24 66	140		STERLING BUSINESS MACHINES				3,465.00	.00	10,757.705	.00	10,757.705 CR
OCT 24 66	144		CARSTENSEN FREIGHT LINES				90.59				
OCT 24 66	145		EDUCATION AIDS SERVICE				275.00				
OCT 24 66	146		IBM CORPORATION				495.00				
OCT 24 66	147		IMPERIAL DESK COMPANY				6,500.00				
OCT 24 66	148		MACKIN SALES SERVICE				1,924.08	.00	11,6861.72	.00	11,6861.72 CR

SITE AND CONSTRUCTION  
Fund From Inception

Proceeds from Sale of Bonds	3,975,000.00
and Premium	1,244.18
Treasury Bills Interest Income	8,215.36
Distributions (Landscaping)	450.00
Fund from Testing	<u>90.90</u>
 Total Amount Available thru 10-31-66	 <u>3,985,000.44</u>

**Less Expenditures:**

Acquisition & Improvements to 6-30-66	91,203.47
Acquisition & Improvements to 10-31-66	<u>274,095.41</u>
 Total	 <u>365,298.88</u>
 Buildings & Improvements to 6-30-66	99,047.47
Buildings & Improvements to 10-31-66	<u>473,291.58</u>
 Total	 <u>572,339.05</u>
 Equipment to 10-31-66	 <u>119,661.12</u>
 Total Expenditures	 <u>1,057,299.05</u>
 Balance October 31, 1966	 <u>2,927,701.39</u>

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in Dixon National Bank	2,596.65
in Harris Trust	100.00
S. Treasury Bills	2,858,292.36
S. Treasury Bills	<u>66,712.39</u>
 Balance October 31, 1966	 <u>2,927,701.39</u>

SITE AND CONSTRUCTION

<u>Site Acquisition</u>	<u>Improvements</u>	<u>Payments To Date</u>	<u>Known Balances Due</u>
Elzie C., Charles W., & Nancy J. Schuler Grzyn Engineering and Service Co.		77,188.50	
Elter, Cora, Robert, & Frances Brauer H. Lawrence and Sons		1,096.08	
erd & Ward		8,650.00	
Elter Hoyle		1,850.00	
		2,417.89	
		<u>1.00</u>	
Payments to June 30, 1966		91,203.47	
Topheter Construction Co.-Grading & Parking Storm Drainage		195,782.30	
Angel Electric		36,702.90	
El Caldwell (Appraisal)		37,459.71	81,710.85
sterburg (Foundations)		65.00	
esting Engineering, Inc.		330.80	
Grzyn Engineering		2,644.50	
llets Realty		567.20	
oe Beeler		275.00	
Midwest Fence		90.00	
arm Supply Service		178.00	838.00
yne Feed Supply		236.04	
		<u>1,100.00</u>	
Payments thru October 31, 1966		275,431.45	82,548.85
Total Site Acquisition and Improvements			
Payments thru October 31, 1966		366,634.92	82,548.85

SITE AND CONSTRUCTION

W Buildings and Improvements

	Payments To Date	Known Balances Due
Insurance	1,110.00	
arrant-Deininger-Dommer-Kramer-Gordon	83,442.15	
K. Willett, Cons. Eng.	1,379.16	
l W. Caldwell	300.00	
e J. Baeler	250.00	
apman and Cutler	4,000.00	
ain Claiborne	50.00	
nic. Research Association	2,032.87	
rthern Banknote Company	350.44	
rd & Ward	6,000.00	
nd Buyer	98.00	
ily Gazette	2.85	
F. Shaw Printing Company	<u>32.00</u>	
Payments to June 30, 1966	99,047.47	

brecht Well Drillers	-0-	4,633.00
opheter Construction Company	160,447.73	20,084.83
ain Claiborne	883.70	
arrant-Deininger-Dommar-Kramer-Gordon	188,895.00	12,212.50
ein & Heckman	58,052.64	6,550.29
aver Sheet Metal	32,415.30	8,117.54
itzel Electric	25,124.22	32,651.20
onmonwealth Edison Company	3,969.30	
wanee Laboratory	1,153.90	19,426.50
noy Insurance Company	947.00	
llett Engineering	<u>66.75</u>	
Payments thru October 31, 1966	471,955.54	103,675.86
<b>Total New Buildings and Improvements</b>		
<b>Payments thru October 31, 1966</b>	<b>571,003.01</b>	<b>103,675.86</b>
<b>and Total Site &amp; Construction</b>		
<b>October 31, 1966</b>	<b>937,637.93</b>	<b>186,224.71</b>

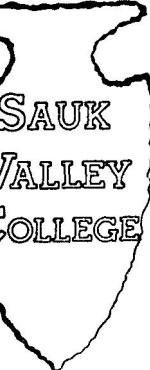
SAUK VALLEY COLLEGE  
Educational Fund

Gerta Finch	Service	1,375.00
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Site and Construction Fund

Grant-Deininger-Dommer-Kramer-Gordon Vanee Technical Furniture Co. George F. Reitzel Aver Sheet Metal Shop	Service BLDG. Furniture Payment on contr ct Payment on contract	12,212.50 17,483.85 17,736.47 4,064.26
Rockhawk Office Supply Co.	Calculators	1,000.00
Educational Aids Service	Equipment	420.00
Gold's Office Furniture	File cabinets	79.95
11 Freight Lines, Inc.	Freight charges	5.44
Rock Sales Company	Furniture	275.00
National Cash Register Company	Equipment	519.12
Game, Inc.	Equipment	1,834.00
Att & Associates, Inc.	Equipment	467.72
Frederick Post Company	Furniture	1,982.50
Rock Falls Township High School	Chairs	78.00
Use Duplicating Products, Inc.	Equipment	585.25
Erlerling Business Machines	Dictating machine	608.61
		<hr/> 59,352.67

ANGEL ELECTRIC	11,916.00
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# SAUK VALLEY COLLEGE

ROUTE ONE, DIXON, ILLINOIS 61021

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UDENT SERVICES

November 8, 1966

## MEMORANDUM

### WITHDRAWALS:

A student who finds it necessary to withdraw from a class after the drop-add period is over is required to make the request with the Registrar in the Office of Student Services.

A student may, with official permission, withdraw from a class up to and including the week prior to final examinations. The grade of "W" will be recorded for courses in which the student is passing at the time of withdrawal and a grade of "F" in the courses in which the student is failing at the time of withdrawal.

If a student absents himself from class and neglects to make the request for withdrawal from the Office of Student Services, he will have a grade of "F" recorded on the transcript for the course or courses involved.

### WITHDRAWAL FROM COLLEGE:

A student who decides to withdraw from the college must notify the Dean of Student Services and secure a withdrawal card.

When a student withdraws from the college, his grades are recorded as "W" in the subjects in which he is passing and as "F" in the subjects he is failing at the time of notification. The student withdrawing from college may, with official permission, do so up to, and including the week prior to final examinations. A student who withdraws from the college without notification will receive a grade of "F" at the end of the semester in each of the courses for which he is registered.

# SAUK VALLEY COLLEGE

ROUTE ONE, DIXON, ILLINOIS 61021

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UDENT SERVICES

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## WITHDRAWAL: NATIONAL DEFENSE SERVICE

A student who must withdraw from college, due to being called by the Selective Service Board, will follow the procedures outlined in Withdrawal from College. The recording of the grades will follow the same procedure. In the case of involuntary withdrawal as herein mentioned, special refund privileges will be made by the college. A student who is called into service by the Selective Service Board prior to the mid-term will receive full refund of tuition less the non-refundable fees. If the involuntary withdrawal is made during the second half of the semester and prior to the final week exams, the refund will be made equaling one-half of the tuition, less the non-refundable fees.

## TUITION GUIDE LINES:

Guidelines regarding tuition and other charges for Illinois Public Junior Colleges - Illinois Junior College Board, May 13, 1966.

<u>Period during which classes are officially dropped during the regular semester</u>	<u>Per cent of tuition for refund</u>
Registration week	90%
First week of classes	80%
Second week of classes	70%
Third week of classes	60%
Fourth week of classes	50%
Fifth week of classes	40%
Sixth week of classes	30%
Seventh week of classes	20%
Eighth week of classes	10%
Ninth week of classes and later	0%

## RECOMMENDATION:

1. Refunds to full-time students (12 or more hours) be made on the basis of tuition payments less Admission Fee and Comprehensive Fee. (\$100.00)
2. Refunds made to part-time students (11 hours or less) be made on the basis of tuition payments less Admission fee and Comprehensive Fee. (\$8.50 per semester hour)