

## **AGENDA**

### **Board Meeting - Sauk Valley College**

**Library Conference Room**

**June 5, 1967 - 8:00 p.m.**

A. Call to order by President Walder

B. Roll call

C. Recommended actions:

1. Approval of minutes as submitted
2. Approval of current bills for payments
3. Approval of new faculty appointment

D. Old business:

1. Report on the line fence between College property and Brauer farm
2. Report on seeding of campus
3. Report on bids for group insurance for faculty and staff

E. President Sabol's report:

1. Status of legislation
2. Fall and summer applications
3. Tornado warning system

F. New business:

1. Recommended personnel policies for non-academic staff
2. Other new business

G. Time of next meeting

H. Adjournment

## MINUTES OF REGULAR MEETING

### SAUK VALLEY COLLEGE BOARD

June 5, 1967

President Warren E. Walder called a regular meeting of the Sauk Valley College Board to order in the Library Conference Room, June 5, 1967, at 8:00 P.M., D.S.T.

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, and Warren E. Walder. None were absent.

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

There were no current bills for payment.

Dr. Sabol presented for approval of the Board the appointment to the staff of Dr. Robert L. Nash as Director of Planning and Development, at an annual salary of \$14,000.

Mr. Dillon moved to approve the appointment of Dr. Nash. 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, and Warren E. Walder. None voted "Nay." The motion carried.

Mr. Edison reported that the line fence between the campus and the Brauer property is under construction and progressing satisfactorily.

Mr. Edison also reported that the area of the campus not being graded is being seeded temporarily to an oat cover crop and will be seeded in permanent grass later in the Fall.

The Board discussed the six low bids previously received for group insurance for the faculty and staff. The apparent low bids are from Golden Rule and Prudential, whose financial statements are being checked prior to a final decision. Inasmuch as many staff members are not available during Summer and new members will be arriving in the Fall, October 1, 1967, seems to be the most desirable signup date for group coverage.

Dr. Sabol reported that there is no new legislation being considered at this time, but that this is the crucial week in the Legislature for capital building funds, as the time for voting on these bills is near.

Dr. Sabol reported that Fall and Summer applications have passed the 350 mark and are

continuing to pick up.

Dr. Sabol reported that the receiver for the disaster warning system had been installed and would be tested on the regular civil defense test day, June 6, 1967, at 10:25 A.M.

Dr. Sabol presented a statement of non-academic personnel policies for study and future consideration.

Dr. Sabol reported that the receiver for the disaster warning system had been installed and would be tested on the regular civil defense test day, June 6, 1967, at 10:25 A.M.

Dr. Sabol presented a statement of non-academic personnel policies for study and future consideration.

Dr. Sabol presented the attached schedule of current and recommended new salaries for non-professional staff. Mr. Schuneman moved that the increase in salaries as listed be allowed. 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 approval has been announced for a grant for matching funds from the Federal Government, Title VI, in the amount of \$28,163 for these library purposes:

- Information and Retrieval Laboratory (24 positions)
- Student Audio-tutorial Laboratory (36 positions)
- Equipment and material for reading program
- Equipment and instructional materials
- Additional library books for all areas

After discussing the quality and maintenance of equipment for the above facilities, Mr. Stuff moved to proceed to accept the bids of Omni-Lab of Chicago for the electronic equipment at \$25,125 and of Mackin Sales, Momence, as representatives of Star Manufacturing Company, for carrels at \$3,975 (60 at \$66.25). 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, and Warren E. Walder. None voted "Nay." The motion carried.

Mr. Edison reported that receipt of vocational equipment is progressing.

Dr. Sabol reported that advisory committees are nearly complete and that staff vacancies are being filled.

Due to the inability of press and radio to cover meetings of the Board on the first and third Mondays of the month, Mr. Schuneman moved and Mr. Dillon seconded the motion to

change the regular meetings to the second and fourth Mondays. 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.

In order to receive bids for blacktopping drives and parking lots and other necessary business, Mr. Dillon moved to adjourn to Wednesday, June 7, 1967, at 2:00 P.M., in Dr. Sabol's office. 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, and Warren E. Walder. None voted "Nay." The motion carried.

Catherine R. Perkins  
Secretary

Group Insurance

May 24, 1967

Company	United Benefit	John Hancock	Ill. Mutual	Golden Rule	Time Inc.	Wentzel Northwestern	Life F & G	Wendell Prudential	Prudential	Bankers Life
Group										
Life	.55	.60	.51	.43	.44	.48	.52	.594	.594	.60
Dismem- berment	.06	.056	.08	.07	.06	.06	.06	.06	.06	.06
Indiv.										
Hosp.	7.94	9.59	9.46	6.34	8.95	7.78	7.21	7.66	7.66	7.12
Depend.										
Hosp.	16.75	20.55	20.25	13.93	17.95	19.45	21.15	15.47	15.47	17.41
Total	25.30 (4)	30.796	30.30	20.77 11	27.40	27.77	28.94	23.786 (2)	23.786	25.19 (3)

Company	Ill. Mutual Weaver	Etna Benoy	Benoy USFG	Amer. Gener.	Weaver Etna	Aggen Prudential	New York Life	Travelers
Group								
Life	.51	.57	.52	.49	.57	.594	.59	.60
Dismem- berment	.08	.06	.06	.06	.06	.06	.06	.052
Indiv.								
Hosp.	9.46	9.22	7.21	7.71	9.22	7.66	7.60	6.87
Depend.								
Hosp.	20.28	19.42	21.15	Spouse 20.84	19.42	15.47	17.94	18.28
Total	30.33	29.27	28.94	28.46 * 15.33 **	29.27	23.786	26.19	25.822 (5)

\* Spouse and Children

\*\* Employee and Children

Treasurer's Bond 2,800,000

Humphrey	890.00	American Casualty Co.
Hicks	2,562.50	Western Surety
Mitchell	2,362.00	Pearl Assurance Co.
Stone	1,257.00	Lumberman's Mutual Casualty

SAUK VALLEY COLLEGE

PAYROLL SCHEDULE 1967-68

PAY PERIOD

CHECKS TO BE DISTRIBUTED

July 1 - 15	Friday, July 14
July 16 - 31	Tuesday, August 1
August 1 - 15	Wednesday, August 16
August 16 - 31	Friday, September 1
September 1 - 15	Friday, September 15
September 16 - 30	Friday, September 29
October 1 - 15	Monday, October 16
October 16 - 31	Wednesday, November 1
November 1 - 15	Thursday, November 16
November 16 - 30	Friday, December 1
December 1 - 15	Friday, December 15
December 16 - 31	Tuesday, January 2
January 1 - 15	Tuesday, January 16
January 16 - 31	Thursday, February 1
February 1 - 15	Friday, February 16
February 16 - 29	Friday, March 1
March 1 - 15	Friday, March 15
March 16 - 31	Monday, April 1
April 1 - 15	Tuesday, April 16
April 16 - 30	Wednesday, May 1
May 1 - 15	Thursday, May 16
May 16 - 31	Friday, May 31
June 1 - 15	Friday, June 14
June 16 - 30	Monday, July 1-ck dated 6-29

Exemptions

Bona fide executive, administrative and professional employees (including any employee employed in the capacity of academic administrative personnel or teacher in elementary or secondary schools) may be exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act if they meet certain tests established for such exemption.

Based upon the foregoing data and other information available it is apparent that:

1. A single work week is the basis of overtime computation and the averaging of hours beyond a single work week is not permitted.

2. It is permissible to average any and all hours within a single work week. Sauk Valley College has been operating on a work week beginning on Saturday and ending on the succeeding Friday.

3. If time is taken off within a pay period, but not within the single week when the overtime was worked, the time must be given at the rate of 1 and 1/2 hours for every hour worked.

4. Since overtime worked must be taken off within the single work week to permit averaging, or within the pay period at 1 and 1/2 times the hours worked, it is apparent that we are not permitted to carry compensatory time into additional pay periods. In the absence of either of these situations the College must pay for overtime worked at the rate of 1 and 1/2 times the regular rate of pay.

May 29, 1967

To: All Department Heads  
From: Robert Edison

Re: Non-Academic Personnel

Under the revised rules and regulations of the Fair Labor Standards Act as amended in 1966, it is apparent that educational institutions now must operate within the jurisdiction of the Wage and Hour and Public Contracts Division of the United States Department of Labor.

Some of the pertinent data as it affects Sauk Valley College is as follows:

Minimum Wage

For newly covered employment in schools and institutions of higher education, employees unless specifically exempt must be paid not less than the minimum wage shown in the following schedule:

\$1.00 per hour, beginning February 1, 1967  
\$1.15 per hour, beginning February 1, 1968  
\$1.30 per hour, beginning February 1, 1969  
\$1.45 per hour, beginning February 1, 1970  
\$1.60 per hour, beginning February 1, 1971

Overtime

For newly covered employment in such educational institutions, employees, unless specifically exempt, must be paid not less than one and one-half times their regular rates of pay for all hours worked:

After 44 hours, beginning February 1, 1967  
After 42 hours, beginning February 1, 1968  
After 40 hours, beginning February 1, 1969

(This law does not require premium pay for Saturday, Sunday, or holiday work as such, or vacation or severance pay, or a discharge notice; nor does it set any limit on the number of hours of work for females or persons 16 years of age and over.



June 2, 1967

The following recommendations were those discussed at the prior <sup>WEEKLY</sup> meeting for non-professional staff members that will be employed beyond July 1, 1967. It was decided not to initiate ranges and classifications at this time. All others will be new employees and/or hired so recently as not to be eligible for increases.

Business Office Clerk	\$ 80.00	87.50
Work Room	75.00	80.00
Library Clerk	70.00	80.00
Student Services	75.00	80.00
Student Services	75.00	80.00
Bookkeeper	90.00	100.00
Library Clerk	70.00	80.00
Secretary	80.00	87.50
Custodial	90.00	90.00
Custodial	90.00	98.00
Custodial	92.50	104.00
Custodial	100.00	100.00