

AGENDA

Board Meeting - Sauk Valley College

Lab Room #22

September 25, 1967 8:00 p.m.

A. Call to order

B. Roll call

C. Recommended actions:

- 1. Approval of minutes as submitted**
- 2. Approval of financial statement**
- 3. Approval of monthly budgetary report**
- 4. Approval of current payroll journal**
- 5. Approval of current bills for payment**
- 6. Purchase of equipment for Voc-Tech labs**

D. Old business:

- 1. Claims for payment on current contracts**
- 2. Review of tuition charges**
- 3. Policy on use of College facilities**
- 4. Other old business**

E. President Sabol's report:

- 1. Architect's recommendation regarding bidding procedures**
- 2. Fall enrollment**
- 3. Plans for fall meeting of IACJC, November 16-18**
- 4. Other items**

F. New business:

- 1. Approval of faculty handbook**
- 2. Approval of travel policy**
- 3. Approval of student activities budget**
- 4. Constitution of the Associated Students of Sauk Valley College**
- 5. Other new business**

G. Time of next meeting

H. Adjournment

Minutes of Regular Meeting

MINUTES OP REGULAR MEETING

SAUK VALLEY COLLEGE BOARD

September 25, 1967

Vice Chairman Schuneman called a regular meeting of the Sauk Valley College Board to order in the Science Laboratory at 6:00 P. Me, September 25, 1967.

The secretary called the roll and found the following members to be present: E. Orval DeWeerth, Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton &. Schuneman and Gerald S. Stuff. Absent was Warren B. Walder.

After corrections were noted, Mr. Dillon moved to approve minutes as submitted. Mr. Reiter seconded the motion. The motion carried.

Dr. Deweerth moved to approve the attached financial statement. Mr. Stuff seconded the motion. The motion carried.

Mr. Stuff moved to approve the attached monthly budgetary report. Mr. Reuter seconded the motion; the motion carried.

Mr. Stuff moved to approve the payroll journal in amount of \$53,276.56. Dr. DeWeerth seconded the motion. The roll was called and the following voted "Aye": E. Orval Delweerth, Peter W. Dillon, Catherine R. Petkine, Kenneth L. Reuter, Clayton R. Schuneman and Gerald S. Stuff. None voted "Nay". The motion carried.

Mrs. Perkins moved to approve for payment current bills as listed and attached including these additions to bills for Site and Construction Fund:

Engel Electric	\$4376.33	Electric work
Hayden Moore	\$300.00	Piano
Ed Hussung Builders	\$420.00	Carpenters

making totals as follows: Educational Fund \$25,954.58, Building Fund\$3,928.31 and Site and Construction Pind \$42,710.15. Mr. Reuter seconded the motion. The secretary called the roll and the following voted "aye": EB. Orval DeWeerth, Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schunenan and Gerald S. Stuff. None voted "Nay". The motion carried.

To ensure adequate funds, Mr, Dillon moved to authorize sale of Treasury Bills for the Site and Construction Fund to net \$40,000. Mr. Stuff seconded the motion. The roll was called and the following members voted "Aye": E. Orval DeWeerth, Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman and Gerald S. Stuff. None voted "Nay". The motion carried.

Mr. Reuter moved to approve a change order to the Ladd Construction Company in amount of \$10,542.27 to cover extra work for drives built for the Child Gare Center, an access to the campus road from Schuler's road and time and materials as agreed upon to repair soft spots in the roads and parking lots prior to blacktopping. Mr. Stuff seconded the motion. The

secretary called the roll and the following voted "Aye": E. Orval DeWeerth, Peter W. Dillon, Catherine & Perkins, Kenneth L. Reuter, Clayton 'R. Schuneman and Gerald S. Stuff. None voted "Nay". The motion carried.

Dr. Sabol reviewed the establishing of Sauk Valley College as a vocational-technical center and the subsequent authorization of a federal grant for \$750,000 for equipment; he also related how equipment lists had been submitted to the State Board for approval prior to ordering. He then discussed problems arising from delays in receiving the necessary approval, due mostly to developing policies at State level as to which items would be approved. The result is that much equipment needed for the laboratories in organic chemistry, medical technology, etc. has not been received or even ordered for this year's classes. The lists in question contain some \$93,144 in equipment but when analyzed as to essential items for current teaching programs \$49,810 is needed. In discussing the problem with the State Board, Dr. Sabol was assured by telephone that items over \$25.00 could reasonably be expected to be reimbursed at least 85%, perhaps more.

To avoid further delay in ordering and receiving this essential equipment, Mr. Stuff moved to authorize the purchase of vocational-technical laboratory equipment not to exceed \$50,000. 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 and Gerald R. Stuff. Voting "Nay" was E. Orval DeWeerth. The motion carried.

Mr. Edison reported that there are no current claims submitted by contractors that have been approved for payment by the architects.

The Board discussed the tuition charges and the system of charging that will need to be changed by the second semester because of legislation that was enacted requiring a per-semester-hour charge rather than a flat rate semester charge. Mr. Dillon moved that the charge per semester hour be \$8.50 plus \$1.50 per semester hour comprehensive fee to a maximum of \$25.00 comprehensive fee effective second semester 1967-68 year. Dr. Deweerth seconded the motion. The roll was called and the following voted "Aye": E. Orval DeWeerth, Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman and Gerald S. Stuff. None voted "Nay". The motion carried.

Dr. DeWeeerth moved to approve the attached proposed policies for the use of the present College facilities. Mr. Stuff seconded the motion. The roll was called and the following voted "Aye" E. Orval DeWeerth, Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, and Gerald S. Stuff. None voted "Nay". The motion carried.

"The Board discussed the need to waive comprehensive fees for those students who are eligible for federal educational grants. Twelve such waivers of tuition had been allowed by the Board previously. The total amount of such fees waived by the College is matched equally by the federal government as an outright grant to the student to help pay for books, clothing or other necessary school expenses. Mr. Reuter moved to waive the twelve comprehensive fees corresponding to the twelve tuition waivers. Mrs. Perkins seconded the

motion. The roll was called and the following voted "Aye": E. Orval DeWeerth, Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman and Gerald S. Stuff. None voted "Nay". The motion carried.

The Board discussed the attached letter from the architects listing the various items of equipment that present construction contracts would not include but that would be negotiated for separately, such as heating, lighting, stage curtains and light control for windows.

The Board discussed the attached letter from the architects concerning their findings relative to single and multiple contract bidding. After much discussion, Mr. Dillon moved to direct the architects to proceed with multiple bids with assignments. Dr. DeWeerth seconded the motion. The roll was called and the following voted "Aye": E. Orval DeWeerth and Peter W. Dillon. The following voted "Nay": Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman and Gerald S. Stuff. The motion failed.

Dr. Sabol reminded the Board of the Fall meeting of the Illinois Association of Junior Colleges in Peoria, November 16-18.

Dr. Sabol announced that the Illinois Junior College Board had indicated that no further funds for extended programs from the present \$125,000,000 would be granted those colleges that had received an allotment for Phase IB projects.

The faculty handbook was presented for study and later approval.

The attached sheets of travel policies for the staff were moved by Mr. Reuter to be approved. Mr. Dillon seconded the motion. The motion carried.

The proposed attached Student Activity budget in amount of \$24,150 was moved by Mr. Stuff to be approved. Mr. Dillon seconded the motion. The roll was called and the following voted "Aye": E. Orval DeWeerth, Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman and Gerald S. Stuff. None voted "Nay". The motion carried.

The Constitution for the Associated Student Board was presented for later approval after students have ratified it.

The Board discussed the need for fire and burglar alarms in the Dussler building, housing the vocational-technical equipment, and decided to await the written suggestions of the Fire Marshall.

Mr. Dillon moved to adjourn; Mrs. Perkins seconded the motion. The meeting adjourned.

Catherine R. Perkins, Secretary

FINANCIAL STATEMENT

September 25, 1967

<u>educational Fund</u>		
Balance on hand	August 1, 1967	106,902.81
Receipts:	Taxes	<u>1,130.59</u>
Total		<u>108,033.40</u>
Disbursements		<u>40,365.75</u>
Balance on hand	September 1, 1967	<u>67,667.65</u>
Cash balance		80,278.72
Outstanding checks		<u>12,611.07</u>
True cash balance		<u>67,667.65</u>

<u>Building Fund</u>		
Balance on hand	August 1, 1967	64,252.39
Receipts:	Taxes	<u>282.54</u>
Total		<u>64,534.93</u>
Disbursements		<u>10,753.61</u>
Balance on hand	September 1, 1967	<u>53,781.32</u>
Cash balance		54,912.44
Outstanding checks		<u>1,131.12</u>
True cash balance		<u>53,781.32</u>

<u>Site & Construction Fund-Dixon National Bank</u>		
Balance on hand	August 1, 1967	15,657.23
Receipts:	State of Ill.	
	Voc Ed reimb.	<u>21,770.00</u>
Total		<u>37,427.23</u>
Disbursements		<u>26,459.55</u>
Balance on hand	September 1, 1967	<u>10,967.68</u>
Cash balance		83,652.33
Outstanding checks		<u>72,684.65</u>
True cash balance		<u>10,967.68</u>

<u>Site and Construction Fund-Harris Trust & Savings</u>		
Balance on hand	August 1, 1967	100.00
Receipts:	none	
Total		100.00
Disbursements	none	
Balance on hand	September 1, 1967	100.00

financial report con't

Bond & Interest

Balance on hand	August 1, 1967		13,979.89
Receipts:	Taxes	<u>753.58</u>	<u>753.58</u>
Total			<u>14,733.47</u>
Disbursements	none		
Balance on hand	September 1, 1967		<u>14,733.47</u>

Funds Invested

U. S. Treasury Bills-from Harris Trust & Savings	(9-7-67)	2,617,401.60
Certificate of Deposit-First National Bank of Sterling	(12-1-67)	<u>180,000.00</u>
Total Funds Invested		<u>2,797,401.60</u>

HARDWARE	SUPPLIES	1,594	13.43
ALLEN	TRAVEL EXPENSES	1,595	89.50
D ELECTRONICS	SUPPLIES	1,596	421.50
CAN COUNCIL ON EDUCATION	BOOKS	1,597	86.00
BUSINESS SYSTEMS	W-2 FORMS	1,598	14.35
AT SERVICE INTERNATIONAL	BOOKS	1,599	9.00
AKER & TAYLOR COMPANY	BOOKS	1,600	4,599.38
HAWK OFFICE SUPPLIES	SUPPLIES	1,601	273.90
R VOC & TECH EDUCATION	BOOKS	1,602	18.80
AL STEEL & WIRE CO	SUPPLIES	1,603	132.82
GO MEDICAL BOOK CO	BOOKS	1,604	37.93
S CHITWOOD	TRAVEL EXPENSES	1,605	12.00
SUBSCRIPTION AGENCY	SUBSCRIPTIONS	1,606	1,308.02
CK COMPANY	SUPPLIES	1,607	6.34
TIONAL MANAGMT CONSULTANTS	SERVICES	1,608	1,201.65
AX HARDWARE	SUPPLIES	1,609	23.55
OMAS FLYNN	SERVICES	1,610	250.00
AL ANILINE & FILM CORP	MANUAL	1,611	1.50
ORT BRACE & WORLD INC	SUPPLIES	1,612	13.00
ARE PRODUCTS COMPANY	SUPPLIES	1,613	12.46
LS	SUPPLIES	1,614	55.70
LS	TYPEWRITERS & STOOLS	1,615	298.08
NUEBER	SALARY	1,616	100.00
ON MIFFLIN CO	SUPPLIES	1,617	16.28
HARDWARE	SUPPLIES	1,618	10.85
IE HOWE	SALARY	1,619	25.00
AUDIO VISUAL ED SERVICE	SUPPLIES	1,620	78.65
WEK MAGAZINE	RENEWAL SUBSCRIPTION	1,621	3.00
ON LUMBER CO	SUPPLIES	1,622	2.00
BRARY OF CONGRESS	BOOKS	1,623	283.02
I SALES COMPANY	FURNITURE	1,624	209.65
MARLIER	TRAVEL EXPENSES	1,625	95.60
MATTHEWS	TRAVEL EXPENSES	1,626	78.99
TROPOLE, INC	AUGUST CHARGES	1,627	22.16
MICHEL	TRAVEL EXPENSES	1,628	51.15
SINESS PRODUCTS SALES INC	SUPPLIES	1,629	91.49
IAL CASH REGISTER	PROGRAM BARS	1,630	180.00
IAL CASH REGISTER	SERVICE	1,631	47.60
IAL AUDIO VISUAL ASSOC INC	DIRECTORY	1,632	6.00
AT PLASTICS	SUPPLIES	1,633	27.10
AIDS SERVICE	FILMS	1,634	67.75
SIDE LUMBER CO	SUPPLIES	1,635	4.32
CK PRESS	BOOK	1,636	1.85
INE PERKINS	SALARY	1,637	50.00
CASH	MISC EXPENDITURES	1,638	12.95
BOWES INC	RENTAL-POSTAL METER	1,639	19.50
UCATIONAL PRESS	RENEWAL SUBSCRIPTION	1,640	2.00
AY MOVING & STORAGE	MOVING EXPENSES	1,641	70.00
IVER VALLEY PRINTERS	BROCHURES	1,642	1,149.75
PRESS COMPANY	BOOK	1,643	5.25
SABOL	MISC EXPENSES	1,644	150.00
RMER INC	MUSIC ARRANGEMENTS	1,645	129.55
LINE SHANK	TRAVEL EXPENSES	1,646	58.90
& SCHUSTER	MUSIC ARRANGEMENTS	1,647	10.70
RD REGISTER CO	SUPPLIES	1,648	73.76
NG BUSINESS MACHINES	RENTAL GESTEFAX MACHINE	1,649	150.00

ational fund con't September 1967

ING BUSINESS MACHINES	SUPPLIES	1,650	210.13
INTENDENT OF DOCUMENTS	BOOK	1,651	3.50
ON ENVELOPE CORP	SUPPLIES	1,652	1,780.36
LIFE RECORDS	SUBSCRIPTION	1,653	13.84
ELL MANUFACTURING CO INC	FREIGHT CHARGES	1,654	8.15
L AIDS SERVICE	FILMS	1,655	29.20
UNIVERSITY MICROFILMS	FILMS	1,656	7.75
GEORGE WAHR PUBLISHING CO	BOOKS	1,657	24.60
N WALTHER	TRAVEL EXPENSES	1,658	8.40
S YOUNG	TRAVEL EXPENSES	1,659	4.50
UNIV RETIREMENT SYSTEMS	COLLEGE CONTRIBUTIONS	1,660	3,421.81
UNIV RETIREMENT SYSTEMS	EMPLOYEE DEDUCTIONS	1,661	2,373.71
AL RESERVE BANK	EMPLOYEE DEDUCTIONS	1,662	4,439.90
WESTERN MUTUAL LIFE INS CO	EMPLOYEE DEDUCTIONS	1,663	125.00
WESTERN NATL LIFE INS CO	EMPLOYEE DEDUCTIONS	1,664	30.00
IMPREST FUND	MISC EXPENDITURES	1,665	1,310.00
			25,954.53 T

DING FUND

CAN TREE SERVICE	REMOVAL & TRIM OF TREES	235	285.00
AL TELEPHONE COMPANY	SERVICE	236	534.02
OF ROCK FALLS UTILITY	SERVICE	237	17.65
NWEALTH EDISON CO	SERVICE	238	2.46
NWEALTH EDISON CO	SERVICE	239	556.09
BROS PAINT STORES	SUPPLIES	240	118.13
COMMERCIAL ELECTRIC D W T	ELECTRICAL WORK	241	695.75
DUSSLER	MATERIALS	242	14.75
DUSSLER	SCAFFOLD RENTAL	243	69.00
AX HARDWARE	SUPPLIES	244	6.98
GAS CO OF ILLINOIS INC	PROPANE	245	4.62
AY PAPER & SUPPLY CO	FLAGS	246	19.86
OIS BELL TELEPHONE CO	ADVERTISING	247	28.95
LARSON COMPANY	SAW HORSE	248	12.33
OUNTY SERVICE CO	GASOLINE	249	70.50
ERN ILLINOIS GAS CO	SERVICE	250	26.22
NOVAK	TRAVEL EXPENSES	251	17.40
CASH	MISC EXPENSES	252	22.82
EGAN TRUCKING	RUBBISH HAULING	253	15.50
ROEBUCK CO	SUPPLIES	254	47.87
ROEBUCK CO	EQUIPMNT	255	119.78
SHORT & SONS	MOWER CABLES	256	91.60
NS CHEMICAL CO	SUPPLIES	257	502.80
UNIV RETIREMENT SYSTEMS	COLLEGE CONTRIBUTION	258	204.07
UNIV RETIREMENT SYSTEMS	EMPLOYEE DEDUCTIONS	259	141.56
AL RESERVE BANK	EMPLOYEE DEDUCTIONS	260	302.60
			3,928.31 T

TE AND CONSTRUCTION FUND

SEPTEMBER 1967

b Propheter Construction Co.	Child Care Bldg.	316	12,245.33
dd Construction Co.	Blacktopping work	317	59,744.05
lied Electronics	Equipment	318	2,390.93
ckman Electronics Sales	Equipment	319	4,745.94
ack and Company	Equipment	320	272.67
E. Bogott & Sons	Equipment	321	4,452.66
odhead Garrett Company	Equipment	322	761.60
ain Claiborne & Associates	Services - Child Care Bldg.	323	149.70
ldblatt Tool Company	Equipment	324	22.30
lliam H. Hatina	Equipment	325	3,353.50
wlett Packard	Equipment	326	5,380.25
ckok Teaching Systems	Equipment	327	421.81
ughton Mifflin Company	Books	328	24.42
adle Building Service	Child Care Bldg	329	352.85
ndberg Hevi-Duty	Equipment	330	6,005.00
Graw Hill Book Company	Books	331	51.60
Master-Carr Supply Co.	Equipment	332	56.45
ckin Sales Company	Furniture	333	861.90
tt Bros Company	Equipment	334	101.20
iver Machinery Company	Equipment	335	1,847.12
rish-Alford Fence & Machinery	Child Care Bldg	336	115.19
Frederick Post Company	Equipment	337	40.41
chard J. Prescott	Child Care Bldg	338	4,535.10
uth-Western Publishing Co.	Books	339	200.00
C. Webb & Associates	Equipment	340	1,471.22
	Total		109,603.20

ts # 316 & 317 were approved at the 9-11-67 Board meeting *total minus* (71,989.38)
same

add * Engel Electric 4,376.33
Hayden moss 300.00
Ed Humming Builders 420.00
47,710.15

MPREST FUND

ostmaster	Postal meter	123	70.00
ostmaster	Postal meter	124	75.00
ostmaster	Postal meter	125	60.00
llied Arts Corporation	Tickets	126	20.00
llied Art: Corporation	Subscriptions	127	100.00
arstensen Freight Lines, Inc	Freight charges	128	6.30
ostmaster	Postal meter	129	80.00
oid	-----	130	-----
ited Van Lines	Moving-Michel	131	766.05
ity National Bank	Charge for printed checks	132	4.65
GPA Convention	Registration for counselors	133	53.00
oid	-----	134	-----
ll. Assoc. of Comm. & Jr.			
colleges	Presidents workshop	135	75.00
	Total		1,310.00

,690.00 in fund
,310.00 expenditures
,000.00 total of fund

Student Activity Fund

Statement of Income and Expense August 31, 1967

Income

Application Fees	1,810.00
Canteen Services	768.76
Newspaper Advertising	2.60
Parking Regulations	34.00
Commjunity Service	81.00
Comprehensive Fee	9.00
Miscellaneous	7.39
Student Activity	13.50
	<u>\$ 2,726.25</u>

Less Expense:

Dramatics	5.80	
Non- Budgeted	186.28	
Student Activities	348.00	
Parking Expenses	<u>301.40</u>	<u>- 841.48</u>

Excess Revenue over Expenditures \$ 1,884.77

Statement of Condition as of August 31-67

Assets

Accounts Receivable	720.00
Cash in Bank	<u>25,792.31</u>
Total Assets	<u>\$ 26,512.31</u>

Liabilities and Net Worth

Due to Other Funds	1,420.80
Fund Equity to June 30-67	23,206.74
Fund Equity July 1 to Aug. 31-67	<u>1,884.77</u>
Total Liabilities and Net Worth	<u>\$ 26,512.31</u>

Student Activity Fund

August 1967

Balance on Hand July 31, 1967	\$ 24,532.95
August Receipts	<u>23,705.16</u>
	\$ 48,238.11

Disbursements

Check #	Disbursements	Amount
441	Prudential Life Ins. Co. - Down payment	\$ 660.00
442	Dietz Bros. Paint Store - Drama	5.80
443	Paul James Reed - Application refund	10.00
444	Site & Construction Fund - Voc. Ed. Reimb.	<u>21,770.00</u>
	Total Expenses	\$ 22,445.80
		<u> </u>
	Balance on Hand August 31, 1967	<u><u>\$ 25,792.31</u></u>

SAUK VALLEY COLLEGE STUDENT LOAN FUND

Period Ended 8-31-67

B A L A N C E S H E E T

Assets

Cash in Bank - Checking	\$ 1,637.82
Cash in Bank - Savings	615.84
Notes Receivable	<u>450.00</u>
	<u>\$ 2,703.66</u>

Liabilities and Net Worth

Fund Equity	\$ 2,701.59
Net Profit 8-31-67	<u>2.07</u>
	<u>\$ 2,703.66</u>

P R O F I T A N D L O S S

Income

Interest Income	\$ 2.07	<u>\$ 2.07</u>
NET PROFIT		<u>\$ 2.07</u>

SAUK VALLEY COLLEGE BOOKSTORE

Period Ended 8-31-67

B A L A N C E S H E E T

Assets

Cash in Bank	\$ 4,640.49
Inventory 6/31/67	<u>8,073.99</u>
TOTAL ASSETS	\$ <u>12,714.48</u>

Liabilities and Net Worth

Accounts Payable	\$ 25,000.00
Fund Equity 7/1/67	951.61
Net Loss 8/31/67	(<u>-13,237.13</u>)
TOTAL LIABILITIES AND NET WORTH	\$ <u>12,714.48</u>

P R O F I T A N D L O S S

Income

Textbook Sales	\$ 216.41
Supplies Sales	15.93
Sales Tax Collected	11.60
Over and Under	(<u>-.05</u>)
	\$ 243.89

Expenses

Textbooks Purchased	13,037.79
Transportation Charges	226.52
Supplies Expense	193.59
Other Expense	3.50
Salaries & Wages	19.00
Sales Tax Paid	<u>.62</u>
	<u>13,481.02</u>

* NET LOSS 8/31/67 on Cash Basis Without Regard to
Inventory or Accounts Payable (-13,237.13)

Description of accounts	Total Expenditures	To Date	Previous Mo. To Date	This mo.	Budget	Unexpended	Unencumbered
EDUCATIONAL FUND							
01.110.00 ADMIN SALARIES-GENERAL	15,988.67	15,988.67	5,774.35	10,214.32	148,880.00	132,891.33	132,891.33
01.120.00 ADMIN SALARIES-BUSINESS	1,689.40	1,689.40	439.42	1,249.98	26,825.00	25,135.60	25,135.60
501.130.00 ADMIN SALARIES-STU SERVICES	6,879.12	6,879.12	2,302.43	4,576.64	64,020.00	57,140.83	57,140.83
501.200.00 ADMIN CONT SERVICES	2,185.20	2,185.20	2,010.20	175.00	12,600.00	10,414.80	10,414.80
501.301.00 ADMIN SUPPLIES-OFF OF PRESIDENT	171.30	171.30	157.50	13.80	2,000.00	1,828.70	1,828.70
501.302.00 ADMIN SUPPLIES-DEAN OF STU SERVICES	279.54	279.54	118.76	160.78	6,970.00	6,690.46	6,690.46
501.303.00 ADMIN SUPPLIES-DEAN OF INST	42.50	42.50	42.50	.00	500.00	457.50	457.50
501.304.00 ADMIN SUPPLIES-BUSINESS AFFAIRS	647.27	647.27	186.24	461.03	6,000.10	5,352.83	5,352.83
501.305.00 ADMIN SUPPLIES-PLANNING & DEVELOPMT	709.65	709.65	253.40	456.25	1,150.00	440.35	440.35
501.306.00 ADMIN SUPPLIES-PUBLIC RELATIONS	.00	.00	.00	.00	6,650.00	6,650.00	6,650.00
501.307.00 ADMIN SUPPLIES-WRK ROOM	22.50	22.50	22.50	.00	2,000.00	1,977.50	1,977.50
501.710.00 ADMIN TRAVEL-BOARD OF EDUCATION	36.60	36.60	36.60	.00	1,000.00	963.40	963.40
501.720.00 ADMIN TRAVEL-OFF OF PRESIDENT	661.07	661.07	423.27	237.80	5,000.00	4,338.93	4,338.93
501.730.00 ADMIN TRAVEL-DEAN OF INST	179.40	179.40	.00	179.40	1,500.00	1,320.60	1,320.60
501.740.00 ADMIN TRAVEL-STUDENT SERVICES	72.14	72.14	16.00	56.14	4,350.00	4,277.86	4,277.86
501.750.00 ADMIN TRAVEL-BUSINESS SERVICES	.00	.00	.00	.00	1,450.00	1,450.00	1,450.00
501.760.00 ADMIN TRAVEL-PLANNING & DEVELOPMT	234.28	234.28	157.42	76.86	1,500.00	1,265.72	1,265.72
501.770.00 ADMIN TRAVEL-PUBLIC RELATIONS	.00	.00	.00	.00	300.00	300.00	300.00
501.901.00 ADMIN OTHER-ADVERTISING	117.60	117.60	102.80	14.80	2,100.00	1,982.40	1,982.40
501.902.00 ADMIN OTHER-ASSOC MEMBERSHIPS	37.50	37.50	.00	37.50	2,700.00	2,662.50	2,662.50
501.903.00 ADMIN OTHER-BOARD OF EDUCATION	.00	.00	.00	.00	1,500.00	1,500.00	1,500.00
501.904.00 ADMIN OTHER-POSTAGE	360.00	360.00	110.00	250.00	3,800.00	3,440.00	3,440.00
501.905.00 ADMIN OTHER-PROSPECTIVE EMPLOYEES	772.32	772.32	35.81	736.51	3,500.00	2,727.63	2,727.63
501.909.00 ADMIN OTHER-MISC	24.95	24.95	.00	24.95	3,000.00	2,975.05	2,975.05
502.150.00 INST SALARIES-TEACHERS	21,845.55	21,845.55	7,743.53	14,102.02	423,365.00	401,519.45	401,519.45
502.160.00 INST SALARIES-PART TIME & OVERLOAD	1,902.13	1,902.13	622.75	1,279.33	8,000.00	6,097.87	6,097.87
502.170.00 INST SALARIES-OTHER INST	426.74	426.74	173.41	253.33	11,980.00	11,553.26	11,553.26
502.180.00 INST SALARIES-LIBRARY	3,518.42	3,518.42	1,153.43	2,364.94	39,760.00	36,241.53	36,241.53
502.310.00 LIBRARY BOOKS-REGULAR	3,247.03	3,247.03	7.89	3,239.19	41,000.00	37,752.92	37,752.92
502.312.00 BOOKS-BIOL SCIENCE	32.95	32.95	9.29	23.66		32.95 CR	32.95 CR
502.313.00 BOOKS-ENGLISH	213.59	213.59	18.63	194.91		213.59 CR	213.59 CR
502.314.00 BOOKS-FOREIGN LANGUAGE	113.85	113.85	.00	113.85		113.85 CR	113.85 CR
502.316.00 BOOKS-GOVERNMENT	15.69	15.69	2.61	13.08		15.69 CR	15.69 CR
502.317.00 BOOKS-HISTORY	268.43	268.43	28.11	240.37		268.43 CR	268.43 CR
502.319.00 BOOKS-SOCIAL SCIENCE BUS ED	16.57	16.57	1.31	15.26		16.57 CR	16.57 CR
502.320.00 LIBRARY & AUDIO VISUAL	255.95	255.95	84.60	171.35	7,400.00	7,144.05	7,144.05
502.391.00 INST SUPPLIES-BUSINESS	472.50	472.50	472.50	.00	2,050.00	1,577.50	1,577.50
502.392.00 INST SUPPLIES-HUMANITIES	6.05	6.05	6.05	.00	2,250.00	2,243.95	2,243.95
502.393.00 INST SUPPLIES-INDUSTRIAL ED	38.60	38.60	3.60	35.00	20,000.00	19,961.40	19,961.40

Con't August expense report

Description of accounts

Total
Expenditures

To date

Previous mo.
To date

This mo.

Budget

Unexpended

Unencumbered

EDUCATIONAL FUND CON'T

502394.00	INST SUPPLIES-MATH SCIENCE	100.00	100.00		100.00	5,000.00	4,900.00	4,900.00
502395.00	INST SUPPLIES-SOCIAL STUDIES	54.46	54.46		54.46	550.00	495.54	495.54
502396.00	INST SUPPLIES-PHYSICAL ED	81.90	81.90		81.90	1,150.00	1,068.10	1,068.10
502397.00	INST SUPPLIES-AGRICULTURE	20.00	20.00		20.00	2,500.00	2,480.00	2,480.00
502399.00	INST SUPPLIES-MUSIC		.00		.00	2,600.00	2,600.00	2,600.00
502710.00	INST TRAVEL-BUSINESS-DEPT	36.80	36.80		36.80	600.00	563.20	563.20
502711.00	INST TRAVEL-HUMANITIES		.00		.00	1,200.00	1,200.00	1,200.00
502712.00	INST TRAVEL-INDUSTRIAL ED		.00		.00	880.00	880.00	880.00
502713.00	INST TRAVEL-MATH SCIENCE	24.95	24.95	24.95	.00	2,900.00	2,875.05	2,875.05
502714.00	INST TRAVEL-SOCIAL STUDIES		.00		.00	480.00	480.00	480.00
502715.00	INST TRAVEL-PHYSICAL ED		.00		.00	200.00	200.00	200.00
502716.00	INST TRAVEL-AGRICULTURE	128.61	128.61		128.61	1,500.00	1,371.39	1,371.39
502718.00	INST TRAVEL-MUSIC		.00		.00	320.00	320.00	320.00
502719.00	INST TRAVEL-LIBRARY	124.63	124.63	61.95	62.68	1,600.00	1,475.37	1,475.37
502720.00	INST TRAVEL-DIR INDUSTRIAL ED		.00		.00	1,000.00	1,000.00	1,000.00
502800.00	TUITION PAID	60.00	60.00		60.00	6,500.00	6,440.00	6,440.00
504200.00	HEALTH SUPPLIES		.00		.00	200.00	200.00	200.00
508400.00	FIXED CHRGS-RETIREMENT	1,767.92	1,767.92	63.06	1,704.86		1,767.92 CR	1,767.92 CR
508501.00	FIXED CHRGS-GROUP HEALTH & LIFE		.00		.00	9,700.00	9,700.00	9,700.00
508502.00	FIXED CHRGS-OTHER		.00		.00	11,000.00	11,000.00	11,000.00
508601.00	FIXED CHRGS-RENTAL IBM EQUIP		.00		.00	35,000.00	35,000.00	35,000.00
508810.00	FIXED CHRGS-INT ANTIC WARRANTS		.00		.00	7,500.00	7,500.00	7,500.00
509000.00	CONTINGENCIES		.00		.00	7,565.00	7,565.00	7,565.00
563000.00	ADDITIONAL EQUIPMT	390.41	390.41		390.41	25,000.00	24,609.59	24,609.59

.00 T 66,274.84 T 66,274.84 T 22,667.02 T 43,607.82 T 990,045.10 T 923,770.26 T 923,770.26 T

Description of accounts	Total Expenditures	To date	Previous mo. To date	This mo.	Budget	Unexpended	Unencumbered
BUILDING FUND							
.00 T							
506.100.00 OPERATIONS SALARIES	3,649.63	3,649.63	912.50	2,737.13	37,450.00	33,800.37	33,800.37
506.200.00 OPERATIONS CONT SERV	136.50	136.50		136.50	7,300.00	7,163.50	7,163.50
506.300.00 OPERATIONS SUPPLIES	1,261.74	1,261.74	13.43	1,248.26	7,999.30	6,737.56	6,737.56
506.400.00 OPERATIONS HEATING	768.76	768.76		768.76	6,000.00	5,231.24	5,231.24
506.510.00 OPERATIONS WATER & SEWAGE		.00		.00	1,200.00	1,200.00	1,200.00
506.520.00 OPERATIONS ELECTRICITY	1,235.33	1,235.33		1,235.33	21,800.00	20,564.67	20,564.67
506.540.00 OPERATIONS TELEPHONE & TELEGRAPH	512.14	512.14	3.90	508.24	7,000.00	6,487.86	6,487.86
506.700.00 OPERATIONS TRAVEL		.00		.00	100.00	100.00	100.00
507.200.00 MAINT CONT SERVICES	525.00	525.00	525.00	.00	9,000.00	8,475.00	8,475.00
507.300.00 MAINT SUPPLIES	5.10	5.10		5.10	500.00	494.90	494.90
508.400.00 FIXED CHRGs-RETIREMENT	22.70	22.70		22.70		22.70 CR	22.70 CR
508.501.00 FIXED CHRGs-GROUP HEALTH & LIFE		.00		.00	750.00	750.00	750.00
508.502.00 FIXED CHRGs-OTHER		.00		.00	600.00	600.00	600.00
508.600.00 FIXED CHRGs-RENTAL		.00		.00	13,025.00	13,025.00	13,025.00
508.810.00 FIXED CHRGs-INT ANTIC WARRANTS		.00		.00	625.00	625.00	625.00
563.000.00 ADDITIONAL EQUIPMENT	7,200.00	7,200.00	2,800.00	4,400.00	90,450.00	83,250.00	83,250.00
590.000.00 CONTINGENCIES		.00		.00	3,685.00	3,685.00	3,685.00
.00 T	15,316.90 T	15,316.90 T	4,254.83 T	11,062.02 T	207,484.30 T	192,167.40 T	192,167.40 T
SITE & CONSTRUCTION FUND							
561.000.00 SITE ACQ & IMPROVEMENTS	82,430.10	82,430.10	82,430.10	.00		82,430.10 CR	82,430.10 CR
562.000.00 NEW BLDG & IMPROVEMENTS	1,942.65	1,942.65		1,942.65		1,942.65 CR	1,942.65 CR
563.000.00 ADDITIONAL EQUIPMENT	62.65	62.65	62.65	.00		62.65 CR	62.65 CR
563.100.00 VOC ED-AUTO LAB	7,079.98	7,079.98	13.00	7,066.98		7,079.98 CR	7,079.98 CR
563.101.00 VOC ED-WELDING LAB	591.15	591.15		591.15		591.15 CR	591.15 CR
563.105.00 VOC ED-BLDG CONST LAB	837.49	837.49		837.49		837.49 CR	837.49 CR
563.120.00 VOC ED-ELECTRONIC LAB	11,380.24	11,380.24		11,380.24		11,380.24 CR	11,380.24 CR
563.121.00 VOC ED-ELEC FABRICATION LAB	184.78	184.78		184.78		184.78 CR	184.78 CR
563.125.00 VOC ED-MANUF PROCESSES LAB	422.78	422.78		422.78		422.78 CR	422.78 CR
563.126.00 VOC ED-STRENGTH OF MATERIALS LAB	447.35	447.35	135.00	312.35		447.35 CR	447.35 CR
563.128.00 VOC ED-METALLURGICAL LAB	202.10	202.10		202.10		202.10 CR	202.10 CR
563.140.00 VOC ED-BUSINESS ACCOUNTING	593.23	593.23	548.71	44.52		593.23 CR	593.23 CR
563.141.00 VOC ED-BUSINESS MACHINES	12,155.50	12,155.50	8,710.50	3,445.00		12,155.50 CR	12,155.50 CR
563.142.00 VOC ED-BUSINESS SECRETARIAL	259.51	259.51	230.00	29.51		259.51 CR	259.51 CR
563.175.00 TITLE VI LIBRARY	9.50	9.50	9.50	.00		9.50 CR	9.50 CR
.00 T	118,599.01 T	118,599.01 T	92,139.46 T	26,459.55 T		.00 T 118,599.01 CR	118,599.01 CR

SAUK VALLEY COLLEGE INCOME REPORT

AUGUST 1967

Description of accounts	Total revenues	To date	Previous mo.	This mo.	Budget	Unexpended	Unencumbered
EDUCATIONAL FUND							
401.100.00 1966 TAXES	11,213.19	11,213.19	11,213.19	.00	183,000.00	171,786.81	171,786.81
401.100.00 1967 TAXES		.00		.00	281,740.00	281,740.00	281,740.00
402.300.00 JUNIOR COLLEGE AID		.00		.00	188,600.00	188,600.00	188,600.00
402.600.00 VOCATIONAL EDUCATION		.00		.00	31,200.00	31,200.00	31,200.00
402.860.00 FEDERAL SUBSIDY TITLE II	7,072.00	7,072.00	7,072.00	.00	7,072.00	.00	.00
406.000.00 TUITION		.00		.00	149,775.00	149,775.00	149,775.00
409.000.00 OTHER REVENUES RETIREMENT		.00		.00	37,900.00	37,900.00	37,900.00
	OT 18,285.19 T	18,285.19 T	18,285.19 T	.00 T	879,287.00 T	861,001.81 T	861,001.81 T
BUILDING FUND							
401.100.00 1966 TAXES	2,802.22	2,802.22	2,802.22	.00	45,750.00	42,947.73	42,947.73
401.100.00 1967 TAXES		.00		.00	70,435.00	70,435.00	70,435.00
409.000.00 OTHER CASH REVENUE RETIREMENT		.00		.00	730.00	730.00	730.00
	OT 2,802.22 T	2,802.22 T	2,802.22 T	.00 T	116,915.00 T	114,112.73 T	114,112.73 T

Policy on Use of Sauk Valley College Buildings and Grounds

The fees for the use of college facilities represent the additional cost of custodial service, fuel, light, and water.

The Business Manager is in charge of all buildings and is authorized to grant the use of the college buildings and grounds according to the policies adopted by the Board of Education. Should a situation arise that is not covered by these policies, the Business Manager is to refer the problem to the President. Requests to use college facilities for religious or political meetings will be made directly to the Board of Education through the President.

The buildings and grounds may be used by (1) college groups (2) non-college groups for their members only (3) non-college groups charging an admission or taking a collection, and (4) meetings of general community interest. The buildings and grounds also may be used for religious meetings, evening schools and literary societies, and for such other meetings as the Board deems proper to provide for the conducting of recreational, social, and civil activities.

I - College Groups

- a. Buildings and grounds may be used at any time by college groups except as hereinafter provided.
- b. Meetings shall be scheduled by the Business Manager and must be under the supervision of a full-time employee of the district.
- c. College facilities are not to be used on Sunday (Christmas and Easter Concerts and Baccalaureate excepted.)
- d. Educational equipment and furniture shall not be removed from college premises without special permission from the Business Manager.

II - Non-College Groups

(For Use By Their Members Only)

- a. College facilities are available to non-college groups, resident to the district, provided that the use in no way affects the efficient and complete operation of the college.
- b. In general, college equipment shall not be removed from the college premises for use by non-college groups. (Special cases of general concern to the community will be considered by the President) Non-college groups should not request the use of student-owned equipment.
- c. College buildings and grounds may be used only by organizations or groups resident to the district.

- d. Private groups shall be permitted the use of the college buildings and grounds for activities involving only the members of the groups by paying the following fees:

Student Center	\$15.00
Library	15.00
Small Classroom (30 seats or less)	5.00
Large Classroom (over 30 seats)	7.50

Facilities are available without charge for civil service examinations and extension courses for college credits.

An additional charge of \$2.50 per hour will be made to pay for the overtime for the custodian when other than regular working hours.

The normal rental time is considered three hours a night.

- e. College buildings and grounds are not available on Sunday, except by special permission of the Board of Education.
- f. Minors under twenty-one years of age must have a responsible adult in charge at all times.
- g. College buildings and grounds are not available to non-school groups for dances or card parties.
- h. Non-college groups must sign the "Agreement Granting Use of College Facilities" as adopted by the Board of Education, before using college buildings or grounds.

III - Meetings of General Community Interest

- a. Benevolent, service, and civic organizations, resident to the district, shall be allowed the free use of any part of college property for the purposes of general community interest, where no admission is charged nor collection is made, providing the use in no way affects the efficient and complete operation of the college.
- b. Boy Scouts, Girl Scouts, Cub Scouts, Brownie Scouts, 4-H, etc., are considered as groups of general community interest using the school facilities.
- c. Organizations allowed free use of the college buildings and grounds must sign the "Agreement Granting Use of College Facilities" as adopted by the Board of Education, before using college buildings or grounds.
- d. College buildings and grounds are not available on Sunday, except by special permission of the Board of Education.

**IV - Non-College Groups Charging Fees or Taking
A Collection**

- a. Benevolent, service, and civic organizations, resident to the district, shall be permitted the use of the college facilities for affairs of community interest. If an admission is charged or collection is taken the following fees should be charged:

Student Center	\$30.00
Library	30.00
Small Classroom (30 seats or Less)	10.00
Large classroom (Over 30 seats)	15.00

The normal rental time is considered three hours a night.

- b. College buildings and grounds are not available to non-college groups for card parties or dances.
- c. College buildings and grounds are not available on Sunday except by special permission of the Board of Education.
- d. Non-college groups must sign the "Agreement Granting Use of College Facilities" as adopted by the Board of Education before using college buildings and grounds.
- e. College facilities are available to non-college groups, resident to the district, provided that the use in no way affects the efficient and complete operation of the college.

SAUK VALLEY COLLEGE

Rural Route #1

Dixon, Illinois 61021

AGREEMENT GRANTING USE OF COLLEGE FACILITIES

THIS AGREEMENT made and entered into by and between the Sauk Valley College District #506 of the Counties of Lee, Ogle, Henry, Bureau, Whiteside, party of the first part, hereinafter referred to as "College" and the _____, party of the second part hereinafter referred to as "Organization".

WITNESSETH, pursuant to Section 3-43 of House Bill 1710 Public Junior College Act of the State of Illinois, and the rules and regulations of said "College" permission is hereby given to said "Organization" to use the _____ of the _____ College Building, on the _____ day of _____ A.D. 19____ between the hours of _____ M. and _____ M. of said date for the purpose of _____.

It is agreed as follows:

1. The said Organization shall pay in advance the sum of \$_____ which represents the cost for the use of said room, and the College will furnish the necessary heat, lights, and water.
2. The Hourly overtime rate of pay as established by the Board of Education shall be paid for custodial services beyond the regular custodial working hours.
3. The said Organization shall pay for and reimburse said District for all damage or injury to College property of said District, occurring during its use of said premises, ordinary wear and tear excepted.
4. The said Organization assumes the sole responsibility for any and all accidents or injuries to persons or property while said premises are used by the aforesaid.
5. The said "Organization" shall obey all regulations of the Board of Education of said District, and shall maintain order in keeping with the dignity and good reputation of said College.

IN WITNESS WHEREOF, the said College has caused these presents to be executed by its duly authorized agent for that purpose, and the said Organization by its duly elected officer this _____ day of _____ A. D., 19 _____.

BOARD OF EDUCATION, COLLEGE DISTRICT #506

Organization _____

By _____
Business Manager

By _____

This blank should be completed in triplicate at least one week before school facilities are used by an Organization. One copy is for the Organization, one copy for the Business Manager, and one copy for the President.

DURRANT · DEININGER · DOMMER · KRAMER · GORDON
TECTS AND ENGINEERS - 1122 ROCKDALE ROAD, DUBUQUE, IOWA 52001 - PH. 583-91

September 22, 1967

DDDKG 16566

DR. EDWARD J. SABOL, PRESIDENT, Sauk Valley College, R. R. #1,
Dixon, Illinois 61021

RE: - Sauk Valley College - Movable Equipment

DEAR DOCTOR SABOL - After your telephone call several days ago,
I became concerned that perhaps we have not kept you adequately
informed as to what items are not included as part of the construction
contract.

As the contracts are now written, the following items will need to be
purchased from other funds or added at a later date by contract
change order:

- 1) Classroom chairs, desks, file cabinets.
- 2) Faculty office desks, chairs, book shelves.
- 3) Administration office desks, chairs, file cabinets.
- 4) Seats in both large lecture halls.
- 5) Library furniture and book stacks.
- 6) Vertical blinds and other light control.
- 7) Stage curtain, lighting, etc.
- 8) Dishes, silverware, trays.
- 9) Expendable science equipment and teaching aids.
- 10) Projection screens.
- 11) Personal and movable athletic equipment.
- 12) Tables and chairs in dining rooms.

OFFICES IN DUBUQUE, IOWA · WATERTOWN, WISCONSIN · MEMBERS A.I.A.
ASSOCIATES RONALD E. BAKER · NORMAN E. WIRKLER · FRANKLIN K. ISAACSON

Dr. Edward J. Sabol

September 22, 1967

Page -2-

- 13) Lounge furniture.
- 14) Vocational Equipment.
- 15) Miscellaneous stoves and refrigerators.

Rough-in for the above items has been included as part of the basic building contract.

Several of the items listed above can be classified as either fixed or movable. If adequate overage after award of contract becomes a reality, these items could be added to the contract by change order. If we add them now, it may affect the alternates which will need to be taken.

Each of the items listed are also very critical esthetically, thus it is desirable that you retain purchase control. Please notify us of any items you want put into the basic building contract.

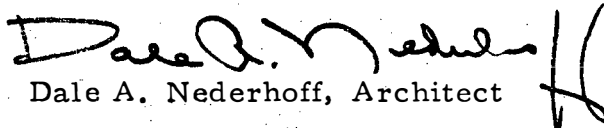
Please note however that a great deal of cabinetry, storage shelving, counters, etc., is now included as part of the General Construction contract. This will help reduce the total cost of building equipment.

Ed, we have attempted to classify the critical items of building equipment in such a manner that the final selection and degree of quality can be set by you and your Board.

I sincerely hope that we will be able to coordinate the equipment selection, color schedule, and style by awarding separate equipment contracts early in 1968.

We would like to receive your feelings concerning building equipment.

Best regards,


Dale A. Nederhoff, Architect

cc: Jim Hughes

DURRANT · DEININGER · DOMMER · KRAMER · GORDON

ARCHITECTS AND ENGINEERS - 1122 ROCKDALE ROAD, DUBUQUE, IOWA 52001 - PH. 583-9

September 22, 1967

SPECIAL DELIVERY

DDDKG 165-66

DR. EDWARD J. SABOL, PRESIDENT, Sauk Valley College, R. R. #1,
Dixon, Illinois 61021

RE: Bid Procedure - Sauk Valley College

DEAR DOCTOR SABOL - As instructed by the Board of the Sauk Valley College on September 18, 1967, we have thoroughly reviewed the bid procedure for this project.

As you recall, four members voted for a single contract, one member voted for a multiple contract with a provision for a combined bid, and one board member voted for a multiple contract.

We thoroughly discussed and investigated all phases of bidding types with IBA in Chicago, CRS, and a number of reputable contractors.

IBA stated that they will approve three bidding procedures. These are (1) Single Contract, (2) Conventional Multiple Contract, and (3) Conventional Multiple Contract with assignment.

IBA describes "Conventional Multiple Contract" as:

- 1) General
- 2) Plumbing
- 3) Heating
- 4) Ventilating, Air Conditioning and Temperature Control
- 5) Pipe Covering and Insulation
- 6) Electrical

We discussed with IBA the possibility of combining #2, #3, #4 and #5 into a single "Mechanical" contract. We were told that it would require an approval from Mr. William P. Ford, Executive Director of IBA to change the listing of contract breakdown. IBA discouraged using anything other than one of the three bid procedures listed above.

Dr. Edward J. Sabol

September 22, 1967

Page -2-

After a discussion of assignment with both CRS and IBA, it was determined that if assignment is used, the entire contract is assigned to the General Contractor. Thus this procedure of bidding requires that the General Contractor have sufficient bonding capability for the entire project. IBA also requested that a time delay between bidding the service trades and the General Construction be used so that the General Contractor would know the subcontractors which are to be assigned.

As you know, the factors most often expressed in favor of a multiple contract are:

- 1) Provide an opportunity for local contractors to bid as prime contractors.
- 2) Procedure results in a lower total project cost.

We have carefully examined these two factors relative to Sauk Valley College.

Our research and discussion with the Board has concluded that there are not sufficient prime contractors within 50 miles of the site to do this work. Thus the probability of the Board being able to award contracts to a local firm is extremely negligible. It appears that the project will need to draw substantial prime contractors from outside of its immediate area. We have contractors from 200 to 300 miles away who have expressed interest in the entire project. Local labor and subcontractors will no doubt be used regardless of the bid breakdown and home office of the prime contractors. It appears therefore that item #1 above does not apply to this project.

We then analyzed the draw which this contract would have relative to attracting good contractors capable of handling large projects. We discussed bid breakdown thoroughly with a number of good substantial General Contractors. We brought forth the following beliefs:

- 1) A lump sum contract would attract contractors from a larger area thus increasing competitive bidding.
- 2) General Contractors strongly believe that on projects of this size and complexity, a single contract will result in a better building and better end results for the Owner.
- 3) Adequate job control cannot be assured with a multiple contract.

Dr. Edward J. Sabol

September 22, 1967

Page -3-

- 4) Coordination, project management, and overhead costs are not necessarily increased by a single contract. General Contractors believe it is actually less because duplication of job superintendents, office staff, etc., is avoided.
- 5) Extra costs and delays caused by disputes between responsibility is decreased because one contractor carries all responsibility.
- 6) Total bid may very well be less because General Contractors use only subcontractors who will promote cooperation and job progress.

We have concluded that because of the above items, a single lump sum bid for this project will probably not result in a total cost higher than multiple contracts.

We therefore have confirmed the direction of the Board given in their September 18, 1967 meeting and concur that a single contract would be in your best interest. We base this conclusion on the following beliefs:

- 1) A multiple contract employing six prime contractors would not be desirable considering the complexity and integration of the mechanical and electrical systems.
- 2) It will be necessary to obtain bids from large major contractors who are accustomed to constructing this type of work.
- 3) A lower or equal bid will probably be obtained by creating greater bid competition among General Contractors.
- 4) Better job coordination, job relations, and construction procedures will be obtained thus resulting in a better building.

In conclusion, our findings have confirmed the previous decision of the Board, and we recommend that a single lump sum award be made for all building and site work construction.

Best regards,


Dale A. Nederhoff, Architect

cc: Jim Hughes

m

Proposed Regulations for Reimbursement for In-District and Out-Of-District Travel and Miscellaneous:

In-District Travel

All personnel will regard their regular places of instruction, or duty, as their regular places of work. No reimbursement will be allowed for travel from home to the regular place of work or duty. Logs will be kept of all in-district travel, and reimbursement must be approved by division heads and Deans. Logs will be turned in monthly for reimbursement claims for in-district travel.

Out-of-District Travel

Out-of-District travel requires prior approval initiated by proper written request, unless performed under emergency conditions. Meals are subject to reimbursement up to \$9.00 per day for meals, including tips. Lodging is to be reimbursed by receipts to be submitted. Reimbursement on fares for public transportation will be based only on the actual tax exempt fare.

Reimbursement when using personal automobile will be as follows:

0 to 500 miles	10¢ per mile
Next 300 miles 501-800	8¢ per mile
Over 800 miles	6¢ per mile

When several staff members are travelling together, by auto, mileage will be claimed by the owner of the automobile, and no claim for mileage will be submitted by passengers.

Chartered aircraft are available at local airports. They may prove practical when several staff members are going to a single destination which is difficult

Travel #2

reach by means of public transportation, or a time factor indicates such need.

Personnel of Sauk Valley are advised to use good judgement in the selection of modes

of travel, bearing in mind that the College is publicly supported, and abuse

of the public trust will make the accomplishment of Sauk Valley's total

educational program more difficult. Loss of public trust, with an ensuing attitude

of suspicion, would be extremely disadvantageous. Conversely, the continuance

of trust is a most valuable asset which the College is most anxious to preserve.

It is reasonable and proper to use lodgings which are clean and comfortable.

A single room with bath is considered normal accommodation. Personal credit cards

may be used, but copies of the bills must be provided when reimbursement

claims are made.

Dependents travelling with SVC personnel will not normally be eligible for any

reimbursement. Their expenses will be covered in total by the staff member

from personal funds, and only claims incurred by the eligible person will

be honored. Proper handling of such situations is expected.

Meal allowance of up to \$9.00 per day will be allowed when an employee leaves home prior to 7 a.m. and returns after 7 p.m. If less than a full day is utilized for travel the rates and time requirements for reimbursement are as follows:

	Leave Home	Return Home After	Maximum Amount
Breakfast	Prior to 7 a.m.	10 a.m.	\$ 2.00
Lunch	Prior to 11 a.m.	2 p.m.	2.50
Dinner	Prior to 4 p.m.	7 p.m.	4.50

No food reimbursement will be made in connection with travel of less than three (3) hours duration.

Travel #3

Costs of banquets or special meals may be included as the actual cost for an occasion in lieu of the per diem and/or per meal cost.

All expenses to be reimbursed must be based on receipts submitted with the exception of mileage allowance and meal allowances.

You are "Host" to a Guest of the College

Any member of the faculty or staff who is acting as host or guide to a guest of the College will act in such capacity upon request of the President, Dean, or Business Officer. Arrangements for lodging, transportation, and meals may be requested for such guests, and the responsible individual will attend to proper billing and all other elements of concern. The acting host will also attend to arranging for introductions, local transportation, and other kindly considerations which will assure the guest of the College's interest in his comfort and well-being.

All out-of-pocket expense incurred by the designated host will be reimbursed if it is incurred in connection with his (or her) function in that capacity.

September 1, 1967

Dr. Sabol

The following are the recommended budgets for Student Activities for the 1967-68 school year. I did estimate the reimbursement from the Comp. Fees to be approximately \$29,000 for the 1967-68 year, so this would represent 83.3% of the estimated revenue. In addition to this revenue, we will undoubtedly have some revenue from attendance at athletic events, plays, newspaper advertising, etc. I also anticipate some items of Non-Budgeted expenditures which will be given to the Board under this title, but will not be charged against any of the budgets listed below. The following budgets are recommended to the Board for its approval and I will have details on these different expenditures at the Board meeting should there be any specific questions.

Athletics	\$ 5,200
Debate	1,200
Drama	1,450
Music	600
Student Activities	11,000
Student Newspaper	1,200
Yearbook	<u>3,500</u>
Total	\$ 24,150

Robert Edison