

AGENDA

Board Meeting - Sauk Valley College

President Sabol's Office

October 23, 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

D. Old business:

1. Fire signal system for Rock Falls center
2. Other old business

E. Dr. Sabol's report:

1. Final fall enrollment figures
2. Status of construction project
3. Installation of sidewalk by building construction students
4. Other items

F. New business:

1. College flag
2. Federal grants for equipment for courses other than vocational-technical

G. Time of next meeting

H. Adjournment

MINUTES OF REGULAR MEETING
SAUK VALLEY COLLEGE BOARD

October 23, 1967

Chairman Walder called the regular meeting of the Sauk Valley College Board to order in the office of President Sabol on October 23, 1967, 8:00 P.M.

The secretary called the roll and the following members were present: E. Orval DeWeerth, Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, and Warren E. Walder. None were absent.

Mr. Schuneman moved to approve minutes as submitted; Mr. Stuff seconded the motion. The motion carried.

Mr. Schuneman moved to approve the attached financial statement. Mr. Dillon seconded the motion; the motion carried.

Mr. Stuff moved to approve the attached monthly budgetary report. Dr. DeWeerth seconded the motion. The motion carried.

The Board received and placed on file the attached reports of Imprest Fund, Student Loan Fund, Sauk Valley College Book Store, and Student Activity Funds.

Mrs. Perkins moved to approve payment of the payroll journal in amount of \$66,437.72. Mr. Reuter seconded the motion. The secretary called the roll and the following voted 'aye': E. Orval DeWeerth, 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. Reuter moved to approve current bills as listed and attached in these amounts: Educational Fund \$32,989.88, Building Fund \$3,375.93, and Site and Construction Fund \$122,057.26 (including an addition of \$9,425.60 to Walter Lohse for site preparation and seeding). 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, Gerald S. Stuff, and Warren E. Walder. None voted 'Nay'. The motion carried.

Dr. DeWeerth moved to hold in abeyance any further action on the fire signal system for the Rock Falls Vocational-Technical center of the College until a directive is received from the State Fire Marshall. Mr. Reuter seconded the motion. The motion carried.

Mr. Dillon moved to approve liquidation of Treasury Bills to net \$120,000. Mr. Reuter seconded the motion. The motion carried.

Dr. Sabol reported the following items as covered by the architects during actual construction as explained to Dr. Sabol by letter and telephone conversation with Mr. Durrant:

- Man on the job every day construction is in progress.

- Structural and mechanical inspection.
- One of the partners of the firm attends progress meetings.
- Approve monthly progress payments.
- \$18,000 'resident inspection' budget item was included in case an on-site project engineer might be required by either State or Federal regulations or for a full-time maintenance engineer who would need to be employed prior to completion of Phase I.

Dr. Sabol reported that the architects, Ladd Construction Company, and McNeill Asphalt Company had inspected the blacktop and reported there was no unusual problem present in the uneven areas.

Dr. Sabol reported that 1175 students had registered for the Fall Term and 22 had currently withdrawn and that a more comprehensive report would follow later.

Dr. Sabol discussed some of the problems that had arisen from the federal "freeze: on funds for construction and their subsequent release for projects already gone to bid, as had ours.

Dr. Sabol reported that students in Building Construction had built 492 feet of concrete sidewalks around the buildings and parking lots as class work and extra time.

Dr. Sabol reported receipt of a covering letter from Gerald Smith, executive secretary of the Illinois Junior College Board, with the attached policies of the Illinois Junior College Board for Public Junior College Building Program Policies and Procedures for Review of Capital Funds Requests for Public Junior Colleges.

The Board discussed the displaying of a College banner and/or flag and the probable costs thereof. Mr. Edison reported that inquiry is being made of such costs.

Dr. Sabol discussed Federal grants that may be had for equipment for teaching aids in humanities, social sciences, physical and biological sciences (not Vocational-Technical equipment) that we will need for second year courses to follow first year courses being taught this year. Fund applications are being welcomed from junior as well as four-year institutions for such equipment on a matching-fund basis through Title VI of the National Education Act of 1965. Applications should be made by November 30, 1967 for action in the Spring of 1968.

The Board discussed the problem of having sufficient matching funds at the time they would be needed and the probable acceptance of applications.

Mr. Reuter moved that the Board approve in principle the application for Federal matching funds for equipment other than Vocational-Technical. 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, Gerald S. Stuff and Warren E. Walder. None voted "Nay." The motion carried.

The Board discussed billings to high school districts outside the College District for tuition of students from those districts who attend Sauk Valley College.

Board members agreed to make personal calls to administrators in these districts to explain charge-back calculations and answer questions.

Ashton - Walder

Thomson and Fulton - Sabol

Oregon and Milledgeville - Dillon

Lyndon and Erie - Perkins

Manlius - Schuneman

Lanark and Chadwick - Stuff

In response to a previous question about insurance coverage on sprinkler leakage, Mr. Edison reported that the attached information had been received from the Wentsel Agency indicating leakage coverage but also a future decision as to the percentage of coverage desired.

Dr. Sabol announced that arrangements had been made for staff to be present at the Data Processing Center in Dixon for a tour and explanation of the equipment on November 6, 1967, 7:30 P.M. Most of the Board indicated that they could be present.

Mrs. Dillon moved to adjourn to November 13, 1967, 7:30 P.M. at the Rock Falls Technical Campus. 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, Gerald S. Stuff, and Warren E. Walder. None voted "Nay." The motion carried and the meeting adjourned.

Catherine R. Perkins, Secretary

FINANCIAL STATEMENT
October 23, 1967

ational Fund

nce on hand September 1, 1967	67,667.65
ipts: State Aid	67,873.00
Taxes	<u>41,744.00</u>
	<u>109,617.00</u>
1	<u>177,284.65</u>
ursements	64,383.86
nce on hand October 1, 1967	<u>112,900.79</u>
balance	129,940.34
tanding checks	17,039.55
cash balance	<u>112,900.79</u>

ding Fund

nce on hand September 1, 1967	53,781.32
ipts: Taxes	<u>10,432.00</u>
	10,432.00
1	<u>64,213.32</u>
ursements	7,827.05
nce on hand October 1, 1967	<u>56,386.27</u>
balance	58,458.02
tanding checks	2,071.75
cash balance	<u>56,386.27</u>

& Construction Fund-Dixon National Bank

nce on hand September 1, 1967	10,967.68
ipts: Harris Trust	66,138.42
Harris Trust	<u>39,644.21</u>
	105,782.63
1	<u>116,750.31</u>
ursements	109,603.20
nce on hand October 1, 1967	<u>7,147.11</u>
balance	44,760.93
tanding checks	37,613.82
cash balance	<u>7,147.11</u>

& Construction Fund-Harris Trust & Savings

nce on hand September 1, 1967	100.00
ipts: US Treas Bills	
Sold	2,920,071.48
Interest	<u>22,727.80</u>
	2,942,799.28
1	<u>2,942,899.28</u>
ursements	2,942,799.28
nce on hand October 1, 1967	<u>100.00</u>

financial report con't

ond & Interest Fund

alance on hand September 1, 1967		14,733.47
ceipts: Taxes	<u>27,824.00</u>	27,824.00
otal		<u>42,557.47</u>
isbursements none		
alance on hand October 1, 1967		42,557.47

unds Invested

U. S. Treasury Bills-from Harris Trust & Savings (12-7-67)	2,534,346.77
ertificate of Deposit-First National Bank of Sterling (12-1-67)	180,000.00
otal Funds Invested	<u>2,714,346.77</u>

APREST FUND

Illinois State Chamber of Commerce	Luncheon tickets	136	7.50
ward Sabol	September travel expenses	137	181.74
ngineering Manpower Comm	Book	138	2.00
ostmaster	Postal meter	139	85.00
11. College Relations Conference	Reservations	140	15.00
ity Natl Bank of Dixon	Deposit tickets	141	4.20
ity Natl Bank of Dixon	Deposit tickets	142	4.20
ational League for Nursing	Booklets	143	2.75
i-Way Motor Service, Inc	Freight charges	144	5.78
ostmaster	Postal meter	145	80.00
			<u>388.17</u>

,631.83	in fund
388.17	expenditures
<u>,020.00</u>	total of fund

ALLEN	TRAVEL EXPENSES	1.666	71.42
ELECTRONICS	SUPPLIES	1.667	256.70
AND COMPANY	SUPPLIES	1.668	111.11
AN INDUSTRIAL ARTS ASSOC.	BOOK	1.669	4.90
AN SOCIETY OF RADIOLOGY	BOOKS	1.670	7.00
ANNING	TRAVEL EXPENSES	1.671	48.00
ATED MUSIC PUBLISHERS INC	CHORAL ARRANGEMTS	1.672	16.65
VISUAL INDIANA UNIV.	FILM RENTAL	1.673	5.40
E AUDIO VISUAL INSTR.	MEMBERSHIP RENEWAL	1.674	15.00
ENT A CAR	TRAVEL EXPENSES	1.675	20.30
KER & TAYLOR CO	BOOKS	1.676	3.864.10
INC	BOOKLETS	1.677	15.00
Y CARDY	RECORDS	1.678	76.19
REE MUSIC CORP	MUSIC ARRANGEMTS	1.679	112.60
OCIETY TRAINING & DEVELOPT	SUBSCRIPTION	1.680	12.50
GOTT & SONS	SUPPLIES	1.681	286.45
AND HAWKES, INC	MUSIC ARRANGEMTS	1.682	20.00
MUSIC INC	MUSIC ARRANGEMTS	1.683	93.95
BURTON	MOVING EXPENSES	1.684	210.50
ATIVE TEST DIVISION	SUPPLIES	1.685	2.15
E PRINTING	BROCHURES	1.686	202.00
AT ELECTRIC SUPPLY CO	LAMPS	1.687	64.62
NNIS	TRAVEL EXPENSES	1.688	16.80
M DIXON INCORP	TRANSP CHRGS	1.689	7.88
ELECTRONICS	SUPPLIES	1.690	1.239.69
X CO	SUPPLIES	1.691	45.00
EVENING TELEGRAPH	SUBSC & ADV	1.692	117.50
ILY GAZETTE	ADVERTISING	1.693	105.00
JSSLER	DOOR CHECKS	1.694	77.50
EDISON	TRAVEL EXPENSES	1.695	98.40
AL PROJECTS FOR EDUC	BOOK	1.696	10.00
HARDWARE CO	SUPPLIES	1.697	70.66
JANE FISCHER	TRAVEL EXPENSES	1.698	3.20
INDUSTRY ASSOC.	HANDBOOK	1.699	15.50
SCHER, INC	MUSIC ARRANGEMTS	1.700	47.75
HER & CO	MUSIC ARRANGEMTS	1.701	15.50
HOP	OFFSET PLATES	1.702	1.00
E FRITZ	TRAVEL EXPENSES	1.703	7.55
MUSIC CORP	MUSIC ARRANGEMTS	1.704	21.25
BIOLOGICAL SUPPLY HOUSE	SUPPLIES	1.705	104.31
GILBERT	PIANO TUNING	1.706	27.00
F BOWL	8 DINNERS	1.707	22.00
ILY CO., INC	MUSIC ARRANGEMTS	1.708	30.25
BOOK LTD	SUBSCRIPTION RENEWAL	1.709	8.00
IT BRACE & WORLD	ANSWER SHEETS	1.710	28.54
& ROW	BOOK	1.711	2.45
NEHART WINSTON	BOOK	1.712	1.48
IN MIFFLIN	ANSWER SHEETS	1.713	5.18
HOWE	SALARY	1.714	25.00
ACHE'S DIRECTORY	DIRECTORY	1.715	3.00
S MUNICIPAL LEAGUE	SUBSCRIPTION	1.716	3.50
ITE OF GOVERNMENT	SUBSCRIPTION RENEWAL	1.717	6.00
ITIONAL MATERIALS LAB	BOOK	1.718	8.30
ITE OF PUBLIC AFFAIRS	SUPPLIES	1.719	1.60
PORATION	SUPPLIES	1.720	105.41
OF DATA MANAGEMENT	SUBSCRIPTION	1.721	5.00

't Educational Fund

October 1967

KING CO	SUPPLIES	1.722	26.20
KUHN	TRAVEL EXPENSES	1.723	109.24
BRARY OF CONGRESS	BOOKS	1.724	680.00
PRINTERS	MAP	1.725	9.35
NS AUDIO VISUAL	SUPPLIES	1.726	37.71
SALES CO	SUPPLIES & EQUIP	1.727	1,183.11
I MUSIC CO	FURNITURE	1.728	2,459.04
MUSIC CORP	MUSIC ARRANGEMTS	1.729	125.07
MARLIER	MUSIC ARRANGEMTS	1.730	15.00
SIC	TRAVEL EXPENSES	1.731	61.64
ELVIN	MUSIC ARRANGEMTS	1.732	22.60
PUBLISHERS HOLDING CORP	TRAVEL EXPENSES	1.733	16.00
ON TRAVEL INC	MUSIC ARRANGEMTS	1.734	21.30
KILLE	TRAVEL EXPENSES	1.735	484.35
NASH	CITY DIRECTORY CONTRACT	1.736	126.00
AL LEAGUE FOR NURSING	TRAVEL EXPENSES	1.737	13.70
ELECTRONICS CORP	SUPPLIES	1.738	6.00
INC	SUPPLIES	1.739	48.52
INC	SUPPLIES	1.740	32.63
rn ILLINOIS UNIVERSITY	SUPPLIES	1.741	32.63
TI UNDERWOOD CORP	TESTS & LABOR	1.742	37.39
OSBORN	1 DIVISUMMA 24	1.743	499.00
E CO	TRAVEL EXPENSES	1.744	211.69
PPER & SON, INC	SUPPLIES	1.745	970.96
INE PERKINS	SUPPLIES	1.746	170.58
PETERSON	SALARY	1.747	50.00
CASH	TRAVEL EXPENSES	1.748	21.18
PLICATION SERVICE	MISC EXPENSES	1.749	20.44
BOWES INC	BOOK	1.750	30.00
TH MUSIC CO	RENTAL	1.751	21.00
ICK POST CO	MUSIC ARRANGEMTS	1.752	33.00
YCHOLOGICAL CORP	SUPPLIES	1.753	151.84
BOOKSHOP	BOOKS	1.754	44.50
PHOTOGRAPHY	BOOKS	1.755	5.75
Y MOVING & STORAGE	SUPPLIES	1.756	10.00
DE	MOVING	1.757	363.10
OBERTS	TRAVEL EXPENSES	1.758	86.88
Y ROBISON	TRAVEL EXPENSES	1.759	147.10
ALLS LUMBER & SUPPLY	TRAVEL EXPENSES	1.760	94.29
RD MORNING STAR	SUPPLIES	1.761	216.38
RD MORNING STAR	SUBSCRIPTION	1.762	26.00
IVER COUNTRY CLUB	ADVERTISING	1.763	182.07
SABOL	FACULTY DINNER	1.764	330.50
SABOL	MISC EXPENSES	1.765	150.00
MANAGEMENT INC	TRAVEL EXPENSES	1.766	339.13
HIRMER	SUBSCRIPTION	1.767	12.00
W PRINTING CO	MUSIC ARRANGEMTS,	1.768	63.65
E PRESS INC	ADVERTISING	1.769	97.20
EELE	MUSIC ARRANGEMTS	1.770	145.40
NG DAILY GAZETTE	TRAVEL EXPENSES	1.771	149.94
NG FARM & FLEET	SUBSCRIPTION	1.772	20.80
RICHARD CO	SUPPLIES	1.773	9.60
YS GREENHOUSES	MUSIC ARRANGEMTS	1.774	17.80
H SIGN CO	ON ACCOUNT	1.775	50.15
	SIGNS	1.776	25.82
	SUPPLIES	1.777	392.34
	TRAVEL EXPENSES	1.778	24.00

VRHEL JR	TRAVEL EXPENSES	1,779	31.50
ONAL AGRICULTURE SERV	SUPPLIES	1,780	12.86
OLD WALKER	STRING BASS REPAIR	1,781	16.00
WARD	SERVICES	1,782	647.30
ARREN	TRAVEL EXPENSES	1,783	48.08
BB & ASSOC	SUPPLIES	1,784	12.46
EITZEL	TRAVEL EXPENSES	1,785	85.48
CORP	CABINET & RISER	1,786	184.00
ITE	TRAVEL EXPENSES	1,787	48.45
V WILLIAMS	TRAVEL EXPENSES	1,788	37.66
HALL CO	AGRIC EDUCATION FOLDER	1,789	398.00
V LUMBER CO	SUPPLIES	1,790	836.98
M J WOLF	SERVICES	1,791	1.235.00
M	ADVERTISING	1,792	49.00
V	ADVERTISING	1,793	51.00
R	ADVERTISING	1,794	49.50
S SALES INC	SUPPLIES	1,795	187.05
UNIV RETIREMENT SYSTEM	EMPLOYEE DEDUC.	1,796	3.350.96
RESERVE BANK	EMPLOYEE DEDUC	1,797	6.575.90
PREST FUND	MISC EXPENDITURES	1,798	382.39
ESTERN NATL INS CO	EMPLOYEE DEDUCTIONS	1,799	30.00
ESTERN MUTUAL INS CO	EMPLOYEE DEDUCTIONS	1,800	185.00

32,989.83 t

ING FUND

L TELEPHONE CO	SERVICE	261	25.82
L TELEPHONE CO	SERVICE	262	599.55
F ROCK FALLS UTILITIES	SERVICE	263	41.91
TO COAST STORES	SUPPLIES	264	110.26
S SERVISOFT INC	SERVICE	265	21.25
X HARDWARE CO	SUPPLIES	266	92.36
TER	EXTINGUISHERS	267	490.00
HEMICAL CO	SUPPLIES	268	1.97
CHEMICAL CO	SUPPLIES	269	71.45
I S BELL TELEPHONE CO	SERVICE	270	27.30
PREST FUND	MISC EXPENDITURES	271	5.78
NG CO	SUPPLIES	272	187.50
RTZ GLASS CO	GLASS & PUTTY	273	47.13
S LINEN & TOWEL SERVICE	SERVICES	274	125.69
RI KANSAS CHEMICAL CO	SUPPLIES	275	92.00
RN ILL GAS CO	SERVICE	276	25.60
CASH FUND	MISC EXPENDITURES	277	12.23
GAN TRUCKING	HAULING RUBBISH	278	42.50
ROEBUCK CO	SUPPLIES	279	106.44
E LOVELESS	SUPPLIES	280	6.26
S CHEMICAL CO	SUPPLIES	281	398.70
IMPLEMENT CO	REPAIRS	282	37.55
UNIV RETIREMENT SYSTEM	EMPLOYEE DEDUCTIONS	283	176.93
L RESERVE BANK	EMPLOYEE DEDUCTIONS	284	629.70

3,375.93 t

Hussung Builders	Child Care Bldg	341	420.00
en M. Moore	Spinet Piano	342	300.00
el Electric Co.	Child Care Bldg	343	4,376.33
ney Excavating Co.	Child Care Bldg	344	1,516.50
le Building Service	Child Care Bldg	345	4,730.47
4 Construction Co.	Blacktopping Work	346	13,618.22
(ck# 341-346 approved by the board and paid)			24,961.52
ressograph Multigraph Corp	Equipment	347	1,300.00
4 Boese Sales Store	Child Care Bldg	348	53.77
l. Bogott & Sons	Equipment	349	1,171.95
thead Garrett Co	Equipment	350	1,848.70
les Bruning Co	Equipment	351	1,423.93
oper Manuf. Co., Inc	Equipment	352	802.00
ce Crane	Equipment	353	796.44
ctronic Futures, Inc	Equipment	354	5,271.07
a Materials co.	Child Care Bldg.	355	125.13
ell Teaching Aids	Slides	356	25.36
ok Teaching Systems	Equipment	357	9,234.00
hton Mifflin Co.	Books	358	185.60
ussung Builders	Child Care Bldg	359	35.00
nd Manufacturing Co	Cabinet	360	714.00
rnational Business Machines	Equipment	361	2,918.00
west Electronic Sales	Equipment	362	3,784.10
ffel & Esser Company	Equipment	363	171.89
o. Kurtz Glass Company	Child Care Bldg	364	236.00
h. Lawrence and Sons	Child Care Bldg	365	275.00
le Giant, Inc	Equipment	366	1,230.11
eil Electric	Child Care Bldg	367	2,295.00
nick Longworth Co	Equipment	368	1,677.95
kin Sales Company	Furniture	369	6,156.50
le Imperial Desk Co.	Furniture	370	3,604.05
raw Hill Book Co.	Books	371	7.31
onal Cash Register Co	Accounting Machine	372	12,330.25
ark Electronics Corp	Equipment	373	162.52
ver Machinery Co	Equipment	374	14,463.00
ish Alford Fence Co	Child Care Bldg	375	8.50
on Equipment & Supply	Equipment	376	813.24
erick Post Co.	Equipment	377	4,562.84
le Testing Machines	Equipment	378	1,309.24
Company	Equipment	379	13,072.55
ronix, Inc	Equipment	380	18,034.93
o	Equipment	381	234.94
and Incorporated	Equipment	382	163.88
o. Webb & Assoc	Equipment	383	2,058.04
ck & Company	Equipment	384	74.63
(ck# 347-384 to be approved at 10-23 meeting)			112,631.42

(Total October Site & Construction Fund)

137,592.94

add: walter Lohse - seeking

9,425.84

122,059.26

October 23, 1967

Site and Construction Fund from Inception

s available June 30, 1967 \$ 4,120,745.97

ceipts:

est on Investments	23,373.01
of Hay	156.45
tional Equipment Reimbursement	21,770.00
VI Reimbursement	<u>28,163.00</u>

Amount available through October 23, 1967 \$ 4,194,208.43

Expenditures:

acquisition and improvements - June 30-67	\$ 530,373.52
nditures through October 23, 1967	<u>109,165.92</u>
	\$ 639,539.44

buildings and improvements - June 30, 67	\$ 721,641.21
nditures through October 23, 1967	48,372.75
Care building	<u>31,769.87</u>
	\$ 801,783.83

ppment (Incl. Title VI) - June 30, 1967	172,315.75
ppment thru October 23, 1967	62.65
ppment - Vocational Education	167,906.16
ppment - Title VI	<u>4,717.40</u>
	\$ 345,001.96

All expenditures \$ 1,786,325.23

nce October 23, 1967 \$ 2,407,883.20

* * * * *

Cash in Dixon National Bank	\$ (105,790.24)
Cash in Harris Trust	100.00
U.S. Treasury Bills (12-7-67)	<u>2,513,573.44</u>

Total 2,407,883.20

June 30, 1967

Site and Construction Fund From Inception - Post Audit

Proceeds from Sale of Bonds	\$ 3,975,000.00
Bond Premium	1,244.18
Treasury Bills Interest Income	142,316.79
Contributions (Landscaping)	675.00
Other Income	<u>1,510.00</u>
Total Amount Available Through June 30, 1967.	\$ 4,120,745.97

Less Expenditures

Site Acquisition & Improvements to June 30-66	\$ 91,203.47
Site Acquisition & Improvements to June 30-67	<u>439,170.05</u>
Total	530,373.52
New Buildings and Improvements to June 30-66	\$ 99,047.47
New Buildings and Improvements to June 30-67	<u>622,593.74</u>
Total	721,641.21
Equipment to June 30, 1967	168,142.84
Equipment Title VI.	<u>4,172.91</u>
Total Expenditures	<u>1,424,330.48</u>
Balance June 30, 1967 (Post Audit)	\$ 2,696,415.49

* * * * *

Cash in Dixon National Bank	\$ 14,477.24
Cash in Harris Trust	100.00
U.S. Treasury Bills	2,617,401.60
U.S. Treasury Bills	<u>64,436.65</u>
Balance June 30, 1967 (Post Audit)	\$ 2,696,415.49

June 30, 1967

Site and Construction Fund From Inception

ceeds from Sale of Bonds	\$ 3,975,000.00
ed Premium	1,244.18
asury Bills Interest Income	142,316.79
tributions (Landscaping)	675.00
er Income	1,510.00
und from Equipment (A. B. Dick and Diebold	865.25
und from Testing	<u>90.90</u>
al Amount Available Through June 30, 1967	\$ 4,121,702.12

Less Expenditures:

Acquisition & Improvements to June 30, 1966	\$ 91,203.47
Acquisition & Improvements to June 30, 1967	<u>439,260.95</u>

al \$ 530,464.42

New Buildings and Improvements to June 30, 1966	99,047.47
New Buildings and Improvements to June 30, 1967	<u>622,593.74</u>

al 721,641.21

Equipment to June 30, 1967 169,008.09

Equipment Title VI 4,172.91

al Expenditures 1,425,286.63

alance June 30, 1967 2,696,415.49

* * * * *

ash in Dixon National Bank	\$ 14,477.24
ash in Harris Trust	100.00
5. Treasury Bills	2,617,401.60
5. Treasury Bills	<u>64,436.65</u>

alance June 30, 1967 \$ 2,696,415.49

TOTAL CHARGES

Description of accounts	Total	To Date	Previous Mo.	This Mo.	Budget	Unexpended	Unencumbered
	Expenditures		To Date				
EDUCATIONAL FUND							
501.110.00 ADMIN SALARIES-GENERAL	26,986.07	26,986.07	15,988.67	10,997.40	148,880.00	121,893.93	121,893.93
501.120.00 ADMIN SALARIES-BUSINESS	3,735.29	3,735.29	1,689.40	2,045.39	26,825.00	23,089.71	23,089.71
501.130.00 ADMIN SALARIES-STUDENT SERV	11,921.76	11,921.76	6,879.12	5,042.64	64,020.00	52,098.24	52,098.24
LOCAL PAYROLL-BOOKSTORE ETC	565.65	565.65		565.65		565.65 CR	565.65 CR
501.200.00 ADMIN CONT SERVICES	3,811.85	3,811.85	2,185.20	1,626.65	12,600.00	8,788.15	8,788.15
501.301.00 ADMIN SUPPLIES-OFF OF PRESIDENT	421.39	421.39	171.30	250.09	2,000.00	1,578.61	1,578.61
501.302.00 ADMIN SUPPLIES-DEAN OF STU SERVICES	750.28	750.28	279.54	470.74	6,970.00	6,219.72	6,219.72
501.303.00 ADMIN SUPPLIES-DEAN OF INSTRUCTION	111.40	111.40	42.50	68.90	500.00	388.60	388.60
501.304.00 ADMIN SUPPLIES-BUSINESS AFFAIRS	1,089.83	1,089.83	647.27	442.56	6,000.10	4,910.27	4,910.27
501.305.00 ADMIN SUPPLIES-PLANNING & DEVELOPMENT	939.75	939.75	709.65	230.10	1,150.00	210.25	210.25
501.306.00 ADMIN SUPPLIES-PUBLIC RELATIONS	1,150.75	1,150.75		1,150.75	6,650.00	5,499.25	5,499.25
501.307.00 ADMIN SUPPLIES-WORK ROOM	952.13	952.13	22.50	929.63	2,000.00	1,047.87	1,047.87
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	811.07	811.07	661.07	150.00	5,000.00	4,188.93	4,188.93
501.730.00 ADMIN TRAVEL-DEAN OF INSTRUCTION	179.40	179.40	179.40	.00	1,500.00	1,320.60	1,320.60
501.740.00 ADMIN TRAVEL-STUDENT SERVICES	220.74	220.74	72.14	148.60	4,350.00	4,129.26	4,129.26
501.750.00 ADMIN TRAVEL-BUSINESS AFFAIRS		.00		.00	1,450.00	1,450.00	1,450.00
501.760.00 ADMIN TRAVEL-PLANNING & DEVELOPMENT	234.28	234.28	234.28	.00	1,500.00	1,265.72	1,265.72
501.770.00 ADMIN TRAVEL-PUBLIC RELATIONS		.00		.00	300.00	300.00	300.00
501.901.00 ADMIN OTHER-ADVERTISING	117.60	117.60	117.60	.00	2,100.00	1,982.40	1,982.40
501.902.00 ADMIN OTHER-ASSOCIATION MEMBERSHIPS	37.50	37.50	37.50	.00	2,700.00	2,662.50	2,662.50
501.903.00 ADMIN OTHER-BOARD OF EDUCATION		.00		.00	1,500.00	1,500.00	1,500.00
501.904.00 ADMIN OTHER-POSTAGE	676.20	676.20	360.00	316.20	3,800.00	3,123.80	3,123.80
501.905.00 ADMIN OTHER-PROSPECTIVE EMPLOYEES	1,538.37	1,538.37	772.32	766.05	3,500.00	1,961.63	1,961.63
501.909.00 ADMIN OTHER-MISC	47.11	47.11	24.95	22.16	3,000.00	2,952.89	2,952.89
502.150.00 INST SALARIES-TEACHERS	47,284.71	47,284.71	21,845.55	25,439.16	423,365.00	376,080.29	376,080.29
502.160.00 INST SALARIES-PART TIME & OVERLOAD	2,700.00	2,700.00	1,902.13	797.87	8,000.00	5,300.00	5,300.00
502.170.00 INST SALARIES-OTHER	853.31	853.31	426.74	426.57	11,980.00	11,126.69	11,126.69
502.180.00 INST SALARIES-LIBRARY	6,774.33	6,774.33	3,518.42	3,255.96	39,760.00	32,985.62	32,985.62
502.310.00 LIBRARY BOOKS REGULAR	4,069.53	4,069.53	3,247.03	822.50	41,000.00	36,930.42	36,930.42
502.312.00 BOOKS-BIOL SCIENCE	703.13	703.13	32.95	670.18		703.13 CR	703.13 CR
502.313.00 BOOKS-ENGLISH	1,903.92	1,903.92	213.59	1,690.33		1,903.92 CR	1,903.92 CR
502.314.00 BOOKS-FOREIGN LANGUAGE	166.34	166.34	113.85	52.49		166.34 CR	166.34 CR
502.315.00 BOOKS-GEOGRAPHY	238.28	238.28		238.28		238.28 CR	238.28 CR
502.316.00 BOOKS-GOVERNMENT	186.64	186.64	15.69	170.95		186.64 CR	186.64 CR
502.317.00 BOOKS-HISTORY	800.71	800.71	268.43	532.23		800.71 CR	800.71 CR
502.318.00 BOOKS-PHYSICAL SCIENCE	532.79	532.79	532.79	532.79		532.79 CR	532.79 CR

Description of accounts

Total Expenditures	To Date	Previous Mo. To Date	This Mo.	Budget	Unexpended	Unencum. br
22.93	22.93	16.57	6.41		22.93 CR	22.93 CR
2,054.27	2,054.27	255.95	1,798.32	7,400.00	5,345.73	5,345.73
568.96	568.96	472.50	96.46	2,050.00	1,481.04	1,481.04
94.29	94.29	6.05	88.24	2,250.00	2,155.71	2,155.71
827.83	827.83	38.60	789.23	15,000.00	14,172.17	14,172.17
70.00	70.00		70.00	5,000.00	4,930.00	4,930.00
306.03	306.03	100.00	206.03	5,000.00	4,693.97	4,693.97
62.96	62.96	54.46	8.50	550.00	487.04	487.04
82.22	82.22	81.90	.32	1,150.00	1,067.73	1,067.73
95.50	95.50	20.00	75.50	2,500.00	2,404.50	2,404.50
151.80	151.80		151.80	2,600.00	2,448.20	2,448.20
36.80	36.80	36.80	.00	600.00	563.20	563.20
51.15	51.15		51.15	1,200.00	1,148.85	1,148.85
.00	.00		.00	880.00	880.00	880.00
83.85	83.85	24.95	58.90	2,900.00	2,816.15	2,816.15
.00	.00		.00	480.00	480.00	480.00
.00	.00		.00	200.00	200.00	200.00
128.61	128.61	128.61	.00	1,500.00	1,371.39	1,371.39
.00	.00		.00	320.00	320.00	320.00
318.02	318.02	124.63	193.39	1,600.00	1,281.93	1,281.93
.00	.00		.00	1,000.00	1,000.00	1,000.00
60.00	60.00	60.00	.00	6,500.00	6,440.00	6,440.00
.00	.00		.00	200.00	200.00	200.00
5,189.73	5,189.73	1,767.92	3,421.81		5,189.73 CR	5,189.73 CR
.00	.00		.00	9,700.00	9,700.00	9,700.00
.00	.00		.00	11,000.00	11,000.00	11,000.00
.00	.00		.00	35,000.00	35,000.00	35,000.00
.00	.00		.00	7,500.00	7,500.00	7,500.00
.00	.00		.00	7,565.00	7,565.00	7,565.00
1,078.14	1,078.14	390.41	687.73	25,000.00	23,921.86	23,921.86
133,831.95	133,831.95	66,274.84	67,557.11	990,045.10	856,213.15	856,213.15

Description of accounts	Total	Previous Mo.		This Mo.	Budget	Unexpended	Unencumbered	
	Expenditures	To Date	To Date					
BUILDING FUND								
506.100.00 OPERATIONS-SALARIES	8,355.05	8,355.05	3,649.63	4,705.42	37,450.00	29,094.95	29,094.95	
506.200.00 OPERATIONS-CONT SERVICES	421.50	421.50	136.50	285.00	7,300.00	6,878.50	6,878.50	
506.300.00 OPERATIONS-SUPPLIES	2,082.40	2,082.40	1,261.74	820.66	7,999.30	5,916.90	5,916.90	
506.400.00 OPERATIONS-HEATING	794.93	794.93	768.76	26.22	6,000.00	5,205.02	5,205.02	
506.510.00 OPERATIONS-WATER & SEWAGE	17.65	17.65		17.65	1,200.00	1,182.35	1,182.35	
506.520.00 OPERATIONS-ELECTRICITY	1,793.88	1,793.88	1,235.33	558.55	21,800.00	20,006.12	20,006.12	
506.540.00 OPERATIONS-TELEPHONE & TELEGRAPH	1,075.11	1,075.11	512.14	562.97	7,000.00	5,924.89	5,924.89	
506.700.00 OPERATIONS-TRAVEL	17.40	17.40		17.40	100.00	82.60	82.60	
507.200.00 MAINT-CONT SERVICES	1,236.	1,236.25	525.00	711.25	9,000.00	7,763.75	7,763.75	
507.300.00 MAINT-SUPPLIES	96.70	96.70	5.10	91.60	500.00	403.30	403.30	
508.400.00 FIXED CHRG'S-RETIREMENT	226.77	226.77	22.70	204.07		226.77 CR	226.77 CR	
508.501.00 FIXED CHRG'S-GROUP HEALTH & LIFE		.00			.00	750.00	750.00	
508.502.00 FIXED CHRG'S-OTHER		.00			.00	600.00	600.00	
508.600.00 FIXED CHRG'S-RENTAL	69.00	69.00		69.00	13,025.00	12,956.00	12,956.00	
508.810.00 FIXED CHRG'S-INT ANTIC WARRANTS		.00			.00	625.00	625.00	
563.000.00 ADDITIONAL EQUIPMENT	7,319.73	7,319.73	7,200.00	119.78	90,450.00	83,130.22	83,130.22	
590.000.00 CONT NGENCIES		.00			.00	3,685.00	3,685.00	
TOTALS	.00 T	23,506.47 T	23,506.47 T	15,316.90 T	8,189.57 T	20,7434.30 T	18,3977.83 T	18,3977.83 T

Description of accounts	Total	Previous Mo.		This Mo.	Budget	Unexpended	Unencumbered
	Expenditures	To Date	To Date				
SITE AND CONSTRUCTION FUND							
561.000.00 SITE ACQ & IMPROVEMENTS	142,174.15	142,174.15	82,430.10	59,744.05		142,174.15 CR	142,174.15 CR
562.000.00 NEW BUILDINGS & IMPROVEMENTS	1,942.65	1,942.65	1,942.65	.00		1,942.65 CR	1,942.65 CR
562.100.00 CHILD CARE & MUSIC BUILDING	17,398.17	17,398.17			17,398.17	17,398.17 CR	17,398.17 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	10,550.63	10,550.63	7,079.93	3,470.70		10,550.63 CR	10,550.63 CR
563.101.00 VOC ED-WELDING LAB	2,278.82	2,278.82	591.15	1,687.67		2,278.82 CR	2,278.82 CR
563.105.00 VOC ED-BUILDING CONST LAB	5,941.52	5,941.52	837.49	5,104.03		5,941.52 CR	5,941.52 CR
563.116.00 VOC ED-ARCHIT DRAFTING LAB	40.41	40.41		40.41		40.41 CR	40.41 CR
563.120.00 VOC ED-ELECTRONIC LAB	25,006.52	25,006.52	11,380.24	1,362.28		25,006.52 CR	25,006.52 CR
563.121.00 VOC ED-ELECT FAB LAB	1,019.25	1,019.25	184.78	834.47		1,019.25 CR	1,019.25 CR
563.125.00 VOC ED-MANUF PROCESSES LAB	464.98	464.98	422.78	42.20		464.98 CR	464.98 CR
563.126.00 VOC ED-STRENGTH OF MAT LAB	449.65	449.65	447.35	2.30		449.65 CR	449.65 CR
563.127.00 VOC ED-HEAT TREATMENT LAB	6,005.00	6,005.00		6,005.00		6,005.00 CR	6,005.00 CR
563.128.00 VOC ED-METALLURGICAL LAB	712.10	712.10	202.10	510.00		712.10 CR	712.10 CR
563.140.00 VOC ED-BUSINESS DEPT ACCOUNTING	793.23	793.23	593.23	200.00		793.23 CR	793.23 CR
563.141.00 VOC ED-BUSINESS DEPT BUS MACHINES	12,155.50	12,155.50	12,155.50	.00		12,155.50 CR	12,155.50 CR
563.142.00 VOC ED-BUSINESS DEPT SECRETARIAL	1,173.01	1,173.01	259.51	913.50		1,173.01 CR	1,173.01 CR
563.175.00 VOC ED-TITLE VI LIBRARY	33.92	33.92	9.50	24.42		33.92 CR	33.92 CR
TOTALS	228,202.21 T	228,202.21 T	118,599.01 T	109,603.20 T	.00 T	228,202.21 CR	228,202.21 CR

Description of accounts		Total revenues	To Date	Previous Mo.	This Mo.	Budget	Unexpended	Unencumbered	
EDUCATIONAL FUND									
401.100.00	1966 TAXES	12,343.73	12,343.73	11,213.19	1,130.59	183,000.00	170,656.22	170,656.22	
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	
TOTALS		.00 T	19,415.73 T	19,415.73 T	18,285.19 T	1,130.59 T	879,287.00 T	859,871.22 T	859,871.22 T
BUILDING FUND									
401.100.00	1966 TAXES	3,084.76	3,084.76	2,802.22	282.54	45,750.00	42,665.24	42,665.24	
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	
TOTALS		.00 T	3,084.76 T	3,084.76 T	2802.22 T	282.54 T	116,915.00 T	113,830.24 T	113,830.24 T

SAUK VALLEY COLLEGE STUDENT LOAN FUND

Period Ended 9-30-67

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

Assets

Cash in Bank - Checking	\$ 543.32
Cash in Bank - Savings	615.84
Notes Receivable	<u>1,450.00</u>
	<u>\$ 2,609.16</u>

Liabilities and Net Worth

Fund Equity	\$ 2,701.59
Net Loss 9/30/67	<u>- 92.43</u>
	<u>\$ 2,609.16</u>

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

Income

Interest Income	\$ 7.57
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Expenses

Bad Debts	<u>- 100.00</u>
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NET LOSS	<u>(\$ 92.43)</u>
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SAUK VALLEY COLLEGE BOOKSTORE

Period Ended 9-30-67

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

ASSETS

Cash in Bank	\$ 20,722.54
Inventory 6/31/67	8,073.99
Petty Cash	<u>100.00</u>
TOTAL ASSETS	<u>\$ 28,896.53</u>

LIABILITIES AND NET WORTH

Accounts Payable	\$ 25,000.00
Fund Equity	\$ 951.61
Net Profit	<u>2,944.92</u>
TOTAL LIABILITIES AND NET WORTH	<u>\$ 28,896.53</u>

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

Income

Textbook Sales	\$25,985.19
Supplies Sales	1,024.74
Sales Tax Collected	1,350.97
Over and Under	<u>(- 3.77)</u>
	\$ 28,357.13

Expenses

Textbooks Purchased	\$24,346.92
Transportation Charges	530.42
Supplies Purchased	307.33
Supplies Expense	193.59
Other Expense	3.50
Sales Tax Paid	11.45
Salaries & Wages	<u>19.00</u>
	<u>25,412.21</u>

NET PROFIT 9/30/67 on Cash Basis Without Regard
to Inventory or Accounts Payable \$ 2,944.92

Student Activity Fund

9-30-67

Income

Application Fees	\$ 4,520.00
Canteen	918.34
Community Services	525.50
Comprehensive Fee	20,683.22
Miscellaneous	996.16
Newspaper	2.60
Parking	497.41
Child Care	236.00
Student Activity	13.50
	<u>\$ 28,392.72</u>

Less Expense

Dramatics	5.80
Non-Budgeted	508.75
Parking	301.40
Student Activities	473.00
Athletics	<u>95.00</u>
	<u>- 1,383.95</u>
	<u>\$ 27,008.78</u>

* * * * *

Statement of Condition as of September 30, 1967

Assets

Petty Cash	50.00
Accounts Receivable	12,631.92
Cash in Bank	<u>125,135.08</u>
Total Assets	<u>\$ 137,817.00</u>

Liabilities and Net Worth

Due to other Funds	87,601.48
Fund Equity June 30, 1967	23,206.74
Fund Equity to Sept. 30, 1967	<u>27,008.78</u>
Total Liabilities and Net Worth	<u>\$ 137,817.00</u>

Student Activity Fund

September 1967

ance on Hand September	
ance on Hand August 31, 1967	25,792.31
tember receipts	170,618.51
al	196,410.82

bursements

Check #	Disbursements	Amount
	Fred Voda petty cash for Student Activities	50.00
	Void	
	David Lambert refund full time tuition	90.00
	Student Loan - Tom Duffy repayment	51.50
	Haskells - two typewriters for Student Activity	322.47
	To Educ. Fund for Junior College Aid	67,873.00
	Student Loan - Dick Fortner repayment	25.50
	Charles Thomas - refund tuition - waiver	125.00
	Void	
	Edward Taylor - refund tuition - waiver	125.00
	Donald Castle - refund tuition - waiver	125.00
	Void	
	Prudential Life Insurance - second payment	66.92
	George Nichols - refund application fee as Dixon	
	State School will pay it	10.00
	Student Loan Fund - Mike Huggins repayment	103.50
	Ed Badger-Region IV- Athletic dues, etc.	45.00
	Joseph Rockenback-N. J. C. A. A. Dues Athletics	50.00
	Richard Turnroth - part time tuition refund	40.00
	Gerald Zigler - part time tuition refund	40.00
	Mary A. Wagner - part time tuition refund	20.40
	Void	
	George Bert - withdrew from college	80.00
	Harold Devries - drop from six hours to three	20.40
	Judith Fellows - part time tuition refund	20.00
	Thomas Walter - part time tuition refund	20.40
	Irene Petteti - part time tuition refund	20.40
	Irene Petteti - part time tuition refund	20.40
	Imogene Spangler - part time tuition refund	10.00
	Kathryn Wright - Dixon State to pay fees	30.00
	Ed Rife - part time tuition refund	22.95
	Joanne Edeus - part time tuition refund	15.30
	Melissa Skekel - part time tuition refund	15.30
	Virginia Mathews - part time tuition refund	27.20
	Betty Colberg - refund tuition - moving	60.00
	Camilla Soldati - application fee - class closed	
	before she got to the end of the line	10.00
	Dr. Duane Soldati - application fee - same as above	10.00

September Checks
Page #2

1	Donald Michael - refund application as DVR will pay	10.00
2	American College Testing - pay for ACT Tests	216.00
3	John Sagmoe - honorarium(Supervisor)	20.00
4	Fred Voda- honorarium (Associate Supervisor)	16.00
5	Anne Johnson - honorarium (Proctor)	12.00
6	Terry Murphy - Dance Band Student Activity	125.00
7	Steve Burdge - full time tuition refund	80.00
8	Merrill Bowers - part time tuition refund	20.40
9	Steve Babin - full time tuition	60.00
0	Pauline Downs - part time tuition	15.30
1	Void	
2	Void	
3	Rose Marie Bass - part time tuition	20.40
4	Deana Lawson - tuition waiver	125.00
5	Cleo Lanham - tuition waiver - refund Comp.	25.00
6	James Treacy - tuition waiver	125.00
7	Barry Johnson - tuition waiver	125.00
8	Irving Harvey - tuition waiver - refund Comp. Fee	25.00
9	John Weil- drop one hour	15.00
0	Void	

Debit \$100 - Bad check for Gragert 100.00

total Expenses	=	<u>71,275.74</u>
balance on Hand September 30, 1967	\$	125,235.08

ILLINOIS JUNIOR COLLEGE BOARD
544 Iles Park Place
Springfield, Illinois 62706

PART I

POLICIES OF ILLINOIS JUNIOR COLLEGE BOARD FOR
PUBLIC JUNIOR COLLEGE BUILDING PROJECTS

Approved by the Illinois Junior College Board
October 13, 1967

PART II

POLICIES AND PROCEDURES FOR REVIEW
OF CAPITAL FUNDS REQUESTS FOR
PUBLIC JUNIOR COLLEGES

Approved by the Board of Higher Education
May 3, 1967

Approved by the Illinois Junior College Board
May 12, 1967

October, 1967

ILLINOIS JUNIOR COLLEGE BOARD
544 Iles Park Place
Springfield, Illinois 62706

**POLICIES OF ILLINOIS JUNIOR COLLEGE BOARD FOR
PUBLIC JUNIOR COLLEGE BUILDING PROJECTS**
to be constructed under
Provisions of Article V of The Public Junior College Act

1. The State Board works with the colleges on continuous planning for building needs in keeping with the principles outlined in the recommendations of the Master Plan for higher education, published by the Board of Higher Education and contained in the Public Junior College Act.
2. It is the policy of the State Board to apportion state funds to all junior college districts which have need, are eligible for and capable of effectively using them by the end of the biennium in which a grant is made. Effective use means completion of building plans and working drawings and the taking of bids not later than April or May of the second year of a biennium.
3. It is the policy of the State Board to set criteria and standards by which applications for state funds will be judged. Such criteria and standards will be subject to continuous study. Amendments will be made as experience and conditions show need for change.
4. Each junior college district desiring to participate in state financing of its building program shall submit its Master Plan for campus development. State Board review of each application shall include a study of the specific building project in relation to the Master Plan. Significant changes in campus planning shall be approved by the State Board.
5. The policy of the State Board in accepting and processing applications for Building Projects is as follows:
 - A. Applications for building grants must be submitted in compliance with the criteria set forth in the "Policies and Procedures for Review of Capital Funds Requests for Public Junior Colleges," approved by the Illinois Junior College Board and the Board of Higher Education.
 - B. If a college desires to request deviation from any criterion set forth in said policies, a supplementary application shall be submitted. The petition accompanying the supplementary application shall state what changes in building plans as submitted in the basic application are requested and the reasons for requesting each stated change.

6. State financing will be authorized for:

A. Site acquisition:

1. In accordance with the provisions of the Public Junior College Act, the Illinois Building Authority Act and the approved procedures of the Building Authority.

B. Site development including:

1. Site clearance, grading and earth movement, drainage, construction of water, sewer, gas, electric service lines, and other required utilities, construction of streets and walks, installation of grounds, lighting, construction of parking areas, finish grading, seeding, landscaping and other work normally required to make land usable as a building site.
2. Normally, rock or black-top surfacing is approved for parking areas. Concrete surfacing will be approved for state financing where cost and soil conditions merit.
3. State financing for roads and streets shall be in accordance with specifications approved by the State Board. Such specifications will conform to those established by the State Highway Department for comparable roadways and streets.
4. The number of parking spaces to be provided from State financing shall be in accordance with a formula approved by the State Board. Such formula will take into consideration such factors as site location, normal mode of student travel, proximity to other available parking areas, availability of public transportation, and peak attendance period and recognized norms.
5. Landscaping costs to be included in state financed site development shall be in accordance with specifications approved by the State Board.

C. Buildings:

1. Classrooms.
2. Libraries.
3. Science laboratories and related science facilities.
4. Occupational, technical, semi-technical laboratories, shops and classrooms.

5. Fine and applied arts classrooms and laboratories.
6. Central utility facilities.
7. Administration and student personnel services facilities.
8. Physical education instruction facilities. Junior college baccalaureate oriented programs include required courses in physical education. Approved physical education facilities will include those appropriate for the teaching of such courses and physical education programs offered in other curricula as well. These are classrooms, gymnasiums, and swimming pools designed as teaching stations. Space for spectator seating and seats to be included in state financing shall not exceed that normally allotted to the students. Colleges desiring to build spectator space and seating for use by the general public at sports events will be required to provide for the financing of such space from sources other than state money authorized in House Bill 2221. This policy will apply to the general design and size of a gymnasium as well as floor space for seating. Colleges are encouraged to design gymnasiums for a high level of utilization as teaching stations.
9. Student lounge areas appropriate to the needs of a commuter institution. Facilities for student services are necessary for junior colleges. State funds may be used to the extent they are appropriate to a commuter college. They may include food services, lounge areas, study carrels, facilities for student activities such as newspaper editing, student government, etc. They do not include facilities comparable to student unions at the public universities which are financed by other than state appropriations.

Approved by the Illinois Junior College Board
October 13, 1967

State of Illinois
Junior College Board
and
Board of Higher Education

Policies and Procedures for Review
of Capital Funds Requests for
Public Junior Colleges

A. Background:

1. The Illinois Junior College Board and the Board of Higher Education in keeping with their statutory responsibility for review and approval of capital projects have directed the development of a joint statement of policies, procedures and criteria to be employed in the review of capital funds requests under provision of the Public Junior College Act.
2. Policies, procedures and criteria hereinafter specified are based upon experience and current studies of capital needs and costs. Continued monitoring of these factors will be conducted by the Illinois Junior College Board and the Board of Higher Education for the purpose of such policy modification, from time to time, as is dictated by quality educational programming and cost efficiency factors.

B. Procedures for Review of Enrollment Projections:

1. The Illinois Junior College Board and the Board of Higher Education will review enrollment projections and assumptions submitted in applications for state and federal funding of capital projects in light of such school census data, attrition and retention rates, curricula and program developments, student enrollment patterns, and other criteria as deemed necessary in establishing facilities requirements. Appropriate standards and methodology for enrollment projection within the principles outlined below shall be developed by the Illinois Junior College Board in consultation with the institutions.
2. Applications for state and federal funds to support capital projects will include projections of:

- a. The number of additional full-time equivalent on-campus day students (1) estimated to be enrolled in each of the fall terms through and including the sixth year following the date of application. Separate enrollment projections for college transfer, occupational and adult education programs will be included.
- b. The number of additional courses, or programs, to be offered in technical and semi-technical (occupational) fields as a result of the construction of the proposed facilities.
- c. The number of additional courses or programs to be offered both in preparation for, and as a part of, college transfer programs as a result of construction of the proposed facilities.

3. Applications for state and federal funds to support capital projects shall include:

- a. Enrollments by grade (1-12), by schools, public and private, within the junior college district, and within any areas in which petitions for annexation to the applying district have been initiated, as of the beginning of the last fall term preceding the application date.
- b. The actual and projected number of high school graduates from all schools as specified in "a" above for the two years preceding and the six years following the application date.
- c. Assumptions and rationale concerning the percentage of high school graduating classes within the junior college district for the years specified in "b" above that will enroll in the junior college program as first year students.

(1) On-campus full-time equivalent day students to be calculated by dividing the total of credit hours enrolled for in scheduled instruction between 7:00 A.M. and 5:00 P.M. on the date specified by Sec. 5-3 of the Public Junior College Act by 15.

d. Assumptions and rationale concerning the proportion of first year students enrolled in the junior college that will be retained into their second year for the years specified in "b" above.

e. Assumptions and rationale regarding the projected ratios between full-time students and part-time students, between head-count of part-time and full-time equivalency thereof, between total full-time equivalent student enrollment and the full-time equivalent on-campus day student enrollment.

C. Procedures and Criteria for Review of Project Efficiency:

1. The Illinois Junior College Board and the Board of Higher Education shall review all applications for state and federal funding, including applications for approval of site acquisition, in light of such cost and efficiency criteria as are deemed essential to meet such minimum standards as are determined, from time to time, to be in the best interest of educational quality and economy.

a. Deviations from established criteria may be approved by these reviewing authorities if adequately justified by applications clearly demonstrating specific exceptions for program needs or unique local circumstances.

b. Construction costs will be adjusted according to recent bid experiences and cost indices.

c. At the time of review of capital project plans and applications for state funding submitted by Class I Junior College Districts, the Illinois Junior College Board and the Board of Higher Education shall determine the extent of state and federal funds participation, in a sum not exceeding 75 per cent of the cost of the project or so much thereof as qualifies by application of the following criteria. Additional project costs, over and above those approved by the two Boards, may be incurred by the local junior college district but will not be shared in by state funding.

2. The following procedures and criteria are adopted for review of applications for state and federal funds available in 1967 or thereafter, with the exception that the Phase I A and Phase I B projects approved for funding by the Illinois Junior College Board before January 1, 1967, shall be constructed in accordance with the criteria applied at the time of approval.

a. Land Purchases

- 1) That portion of real estate to be transferred as a part or all of the contribution of a junior college district for building purposes must, prior to purchase by district, be appraised by three appraisers appointed or approved by the Illinois Junior College Board from a list provided by the Illinois Building Authority.
- 2) The maximum acreage of real estate which may be transferred as a part of a local district's 25% contribution for building purposes for a campus shall not exceed:

<u>Full-Time Equivalent On-Campus Day Students</u>	<u>Site Acreage</u>
Up to 1499	100
1500 to 2999	150
3000 or more	200

b. Other Capital Improvements

- 1) The net assignable space to gross square foot ratio shall not be less than .65 (2)
- 2) Facilities required shall be determined on the basis of full-time equivalent on-campus day students.
- 3) The gross square feet of all space per full-time equivalent on-campus day student shall not exceed:

(2) As defined in "Classification of Building Areas" distributed by the National Academy of Science, National Research Council, Washington, D. C. publication 1235.

a- For facilities other than occupational program instructional shops:

<u>FTE Day Students</u>	<u>Gross Square Feet Per FTE Day Student</u>
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For the first 1500 students	110
For the next 1500 students	100
For each student above 3000	90

b- For occupational program instructional shops 140 gross square feet per FTE day student enrolled in courses using such shops.

- 4) Costs of construction, to include architects fees, legal and administrative costs, fixed equipment, construction to the 5 foot line and contingencies shall not exceed \$30.00 per gross square foot.
- 5) Costs of site clearance, site development, central utility facility and utility extension beyond the 5 foot line shall be reviewed separately and in accordance with local conditions and costs.

Approved Board of Higher Education May 3, 1967.
Approved Illinois Junior College Board May 12, 1967

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

RANDOM

DATE October 11, 1967

Dr. Sabol

Robert Edison

The following elements were discussed and under question at the Board meeting of October 9, 1967. In the event you would like to specifically report to the Board:

1. We are covered for vehicle insurance with a telephone call on the day we receive the vehicle.
2. We have a binding agreement on our sprinkler leakage insurance, though this might come to the Board regarding the percentage of insurance coverage which they will want in this respect.
3. The clause contained in the "Agreement Granting Use of College Facilities" specifically quotes the following: "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." I discussed this with Dave Lowe of Wentsel's and he indicated that this is an excellent statement, but in no way negates the college from a liability claim, should we have such a claim. He assured me that we are definitely covered in this area.