

AGENDA

SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

President Sabol's Office

October 13, 1969

8:00 p. m.

A. Call to order

B. Roll call

C. Recommended actions:

1. Approval of minutes as submitted
2. Acceptance of bids on movable equipment
3. Approval of payment for part-time and evening instruction
4. Approval of new student organization requesting national affiliation

D. Old business:

1. Construction progress report
2. Status of field tile contract
3. Budget retrenchment and progress on recommendations for future
4. Faculty personnel policies
5. Other old business

E. President Sabol's report:

1. Recommendation by Presidents Council regarding restructuring of IACJC
2. Meeting with Director of Vocational-Technical Education Division
3. Faculty evaluation procedure
4. Student reading and writing problem
5. Possible change in affiliation - American Institute for Design and Drafting
6. Student achievement recognition program 1969-70
7. Statewide computer study
8. Other items

F. New business:

1. Application for federal permit for construction of retaining wall
2. Other new business

G. Time of next meeting

H. Adjournment

MINUTES OF REGULAR MEETING SAUK VALLEY COLLEGE BOARD

October 13, 1969

The Board of Sauk Valley College met in regular meeting at 8:00 p.m. on October 13, 1969 in the President's Office at Sauk Valley College, Rural Route #1, Dixon, Illinois. Chairman Schuneman called the meeting to order at 8:05 p.m. and the following members answered roll call: Peter Dillon, Catherine Perkins, Kenneth Reuter, Gerald Stuff, Warren Walder and Clayton Schuneman. Orval DeWeerth was absent.

It was moved and seconded that the minutes of the September 22, 1969 meeting and the September 29, 1969 adjourned meeting be approved as presented. Motion voted and carried.

Discussion was held on bids for movable equipment. It was decided to withhold action on this item until after item D-3 on the agenda.

It was moved and seconded that the rate of pay for part-time and evening instructors at Sauk Valley College be approved at the following rates:

Instructor	\$200 per credit hour
Asst. - Assoc. Professor	\$225 per credit hour
Professor	\$250 per credit hour

The following vote was recorded: Ayes Members Dillon, Perkins, Reuter, Walder and Schuneman. Nays Members Stuff. Motion carried.

It was moved and seconded that the Board approve the formation of a new student organization to be known as the "Young Democrats of Sauk Valley College". Motion voted and carried.

It was moved and seconded that the Board authorize the chairman to file an application with the Army Corps of Engineers for permission to construct a retaining wall along Rock River behind the new building. Motion voted and carried.

Dr. Sabol presented the following construction report to the Board.

Unit I wall partitions are being built. Mezzanine floor was poured today. (October 13, 1969). Unit II has finish trades working. Water tank has been filled and water is being pumped into the main water lines and the

fire lines. #1 elevator is complete and was used to take equipment by Royal to the second floor. Chalk and tack boards are being installed. Royal is installing their units on the third floor labs. Unit III exterior walls are 90% complete and they are working on the locker room area. Unit IV has trades on all floors. Paneling is being installed in the dining room. Elevator number 2 is complete and they are working on the last one. Servco is working in the basement kitchen and most of the equipment is placed. Electrical and mechanical connections are made as it is ready. Doors both exterior and interior are being installed. Two good days will finish the concrete sidewalks. Blacktop walks have been started. Seeding has kept up with grading and several loads of sod were delivered on Saturday but could not be placed because of the rain. Boilers are scheduled to be fired the last week in October. 90% of the time has elapsed and 90% of the work has been completed. 90% of the time has elapsed for Royal and Servco and they are 45% and 36% completed respectively. Terrazzo has been started in mall area of Unit II. Blacktop of roads will begin as soon as it dries off.

Discussion was held on the status of the field tile contract.

In regard to budget retrenchment, President Sabol presented to the Board the attached budget reductions which he recommended in order to reduce the present Educational Fund budget by \$143,045. Discussion was then held on the Board's plans in regard to moving into the new building. Member Walder noted that he did not think we should purchase furniture and equipment for the new building unless the Board was in agreement on a definite date on which to occupy this building. In order to secure more information on the budget for 1970-71 it was the consensus of the Board that the present meeting should be adjourned until Monday, October 20, 1969 at which time a possible decision could be made on whether or not to move into the new building when it is completed in November.

It was then moved and seconded that furniture as listed and attached (Recommendation Set #2) be approved in the following amounts:

Items on page numbers 1 thru 22	\$149,607.91
Page #25 - Item #1	547.20
Page #24 - trash receptacles	<u>1,262.25</u>
Total amount approved	\$151,417.36

The following vote was recorded: Ayes Members Dillon, Perkins, Reuter, Stuff, and Schuneman. Nays Member Walder. Motion carried.

It was moved and seconded that the Sauk Valley Board approve a resolution authorizing the Chairman and Secretary to execute an amendment to Par. #18 of our annual lease agreement with the Illinois Building Authority dated February 19, 1968, in ref u n . Motion voted and carried.

At 11 p.m. it was moved and seconded that the Board go into Executive Session. Motion voted and carried. At 11:25 p.m. it was moved and seconded that the Board return to regular session. Motion voted and carried.

There being no further business, it was moved and seconded that the Board adjourn to 8:00 p.m. on October 20, 1969. The following vote was recorded: Ayes Members Dillon, Perkins, Reuter, Stuff, Walder, and Schuneman. Nays-0. Motion carried.

The meeting adjourned at 11:30 p.m.

Kenneth L. Reuter
Kenneth L. Reuter
Secretary.

BUILDING FUND
1969-70

	<u>Tentative Budget</u>	<u>Approved Budget</u>	<u>This Submission</u>	
<u>TAXES</u>				
Back Taxes - 1968 Taxes	\$ 52,500	\$ 52,500	\$ 43,100	444M @ 3¢ @ 94% = 125,200 less \$82,090 collected
Current Taxes - 1969 Taxes	<u>74,250</u>	<u>176,250</u>	<u>74,400</u>	<u>455M @ 3¢ @ 94% @ 58%</u>
	<u>\$ 126,750</u>	<u>\$ 228,750</u>	<u>\$ 117,500</u>	
Interest on Investments	<u>\$ 1,800</u>	<u>\$ 1,800</u>	<u>\$ 3,500</u>	
Other Revenue	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	
Budgeted Fund Balance	<u>\$ 140,000</u>	<u>\$ 140,000</u>	<u>\$ 134,150</u>	
TOTAL BUDGET	<u>\$ 270,050</u>	<u>\$ 372,050</u>	<u>\$ 276,650</u>	

BUILDING FUND
1969-70

	<u>Tentative Budget</u>	<u>Approved Budget</u>	<u>This Submission</u>
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OPERATIONS

Operation Salaries	\$ 152,400	\$ 152,400	\$ 152,400
Contractual Services	18,000	18,000	18,000
Operation Supplies	23,800	23,800	23,800
Heating	30,300	30,300	30,300
Travel	650	650	650
	<u>\$ 225,150</u>	<u>\$ 225,150</u>	<u>\$ 225,150</u>

MAINTENANCE

Maintenance Cont. Serv.	---	---	---
Maintenance Supplies	\$ 4,000	\$ 4,000	\$ 4,000
	<u>\$ 4,000</u>	<u>\$ 4,000</u>	<u>\$ 4,000</u>

FIXED CHARGES

Group Health-Life	\$ 5,300	\$ 5,300	\$ 5,300
Other Insurance	7,000	7,000	7,000
Rental	13,700	13,700	13,700
Interest-Anticipation Warrants	3,000	3,000	3,000
	<u>\$ 29,000</u>	<u>\$ 29,000</u>	<u>\$ 29,000</u>
Provision for Contingencies	\$ 11,900	\$ 11,900	\$ 18,500
Additional Equipment		20,000	----
TOTAL EXPENDITURES	<u>\$ 270,050</u>	<u>\$ 290,050</u>	<u>\$ 276,650</u>

EDUCATIONAL FUND
1969-70

	<u>Tentative Budget</u>	<u>Approved Budget</u>	<u>This Submission</u>	
<u>TAXES</u>				
Back Taxes - 1968 Taxes	\$ 210,000	\$ 210,000	\$ 171,997	444M @ 12¢ @ 94% = 501,000 less 329,000 collected
Current Taxes - 1969 Taxes	297,000	463,000	297,000	455M @ 12¢ @ 94% @ 58%
<u>GOVERNMENTAL DIVISIONS</u>				
Junior College Aid				
Summer of 1969 - 2100 hours @ \$ 11.50	24,150	31,050	31,211	Actual
Fall of 1969 - 14,600 hours @ \$ 15.50	241,800	241,800	252,960	\$197,700 @ 86.9% @ 95% = 163,200 = 16,320 @ 15.50
Spring of 1970 - 13,300 hours @ \$ 15.50	221,650	221,650	231,840	Add 4.6% based on 1st semester
Vocational Education	167,000	167,000	165,042	
Federal Subsidy Work Study	43,000	72,000	63,000	\$39,500 + \$23,500 2nd semester
State Subsidy Work Study	15,000	15,000	----	
<u>STUDENT TUITION</u>				
Fall	150,850	150,850	159,200	\$197,700 @ 86.9% @ 96% less \$5750 EOG Approx.
Spring	138,000	138,000	146,350	Add \$8350 based on 1st semester
Summer	24,000	30,000	30,000	3000 hours @ \$10.00 net
<u>OUT OF DISTRICT CHARGES</u>	65,000	65,000	75,000	Estimate plus collection from Lyndon

	<u>Tentative Budget</u>	<u>Approved Budget</u>	<u>This Submission</u>	
<u>OTHER REVENUE</u>				
Comprehensive Fee	9,000	9,000	9,600	32,000 net hours @ \$1.50 @ 20%
Budgeted Fund Balance	<u>150,000</u>	<u>180,000</u>	<u>310,000</u>	
Total Fund Available 1969-70	<u>\$1,756,450</u>	<u>\$1,994,350</u>	<u>\$1,943,200</u>	
Less Expenditures 1969-70			<u>1,701,305</u>	
Carry Over Fund to 1970-71			<u>\$ 241,895</u>	

EDUCATIONAL FUND1969-70

	<u>Tentative Budget</u>	<u>Approved Budget</u>	<u>This Submission</u>
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ADMINISTRATION SALARIES

General Administration	\$ 97,620	\$ 97,620	\$ 99,850	Adjustments
Data Processing	46,040	46,040	38,040	Less programmer
Business Office	53,230	53,230	53,230	
Student Services	161,515	161,515	161,515	
Work Study Salaries-Federal	60,000	92,000	82,500	Revised Estimate
Work Study Salaries-State	20,000	20,000	---	Eliminated
	<u>\$ 438,405</u>	<u>\$ 470,405</u>	<u>\$ 435,135</u>	

<u>ADMINISTRATION CONTRACTUAL SERVICES</u>	<u>12,600</u>	<u>\$ 12,600</u>	<u>\$ 12,600</u>	Same
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ADMINISTRATION SUPPLIES

Office of the President	\$ 1,300	\$ 1,300	\$ 1,300	
Dean of Student Services	6,100	6,100	5,250	Less \$850.
Dean of Instruction	3,000	3,000	3,000	
Business Affairs	5,500	5,500	5,500	
Planning & Development	1,200	1,200	1,200	
Public Relations	13,000	13,000	12,000	Less \$1000.
Work Room	1,500	1,500	1,500	
Data Processing	2,800	2,800	2,800	
	<u>\$ 34,400</u>	<u>\$ 34,400</u>	<u>\$ 32,550</u>	

ADMINISTRATION OFFICE CONTRACTUAL SERVICES

Office of President	\$ 200	\$ 200	\$ 200	
Dean of Student Services	800	800	800	
Dean of Instruction	200	200	200	
Dean of Business	1,600	1,600	1,600	
Planning & Development	150	150	150	
Public Relations	100	325	325	
Work Room	350	350	350	
Data Processing	50	50	50	
	<u>\$ 3,450</u>	<u>\$ 3,675</u>	<u>\$ 3,675</u>	Same

EDUCATIONAL FUND

	<u>Tentative Budget</u>	<u>Approved Budget</u>	<u>This Submission</u>
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ADMINISTRATION TRAVEL

Board of Education	\$ 1,750	\$ 1,750	\$ 1,400
Office of President	4,000	4,000	3,200
Dean of Instruction	1,500	1,500	1,200
Dean of Student Services	4,400	4,400	3,520
Dean of Business Services	1,700	1,700	1,360
Planning & Development	1,200	1,200	960
Public Relations	300	300	240
Data Processing	500	500	400
	<u>\$ 15,350</u>	<u>\$ 15,350</u>	<u>\$ 12,280</u>

20% Reduction

ADMINISTRATION - OTHER

Advertising	\$ 2,100	\$ 2,100	\$ 2,100
Association Memberships	2,700	2,700	2,700
Board of Education	3,000	3,000	3,000
Postage	6,000	6,000	6,000
Prospective Employees	3,500	3,500	2,500
Miscellaneous	2,500	2,500	2,500
Commencement-Special Ceremonies	3,000	3,000	3,000
	<u>\$ 22,800</u>	<u>\$ 22,800</u>	<u>\$ 21,800</u>

Reduced \$1,000.

INSTRUCTION - SALARIES

Teachers - Junior College	\$ 758,148	\$ 758,148	\$ 731,085	Reduced \$27,063 Increased \$300 Less clerk
Summer Teaching Salaries	19,000	34,000	34,300	
Part Time & Overload	22,000	34,000	34,000	
Other Salaries - Instruction	37,310	37,310	32,760	
Library Salaries	53,615	53,615	53,615	
	<u>\$ 890,073</u>	<u>\$ 917,073</u>	<u>\$ 885,760</u>	

LIBRARY

Library Books Regular	\$ 41,000	\$ 41,000	\$ 41,000	Same
Library & Audio Visual Mat.	10,500	10,500	10,500	
Library - Contractual	700	700	700	
	<u>\$ 52,200</u>	<u>\$ 52,200</u>	<u>\$ 52,200</u>	

EDUCATIONAL FUND

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INSTRUCTIONAL - OTHER SUPPLIES

Supplies - Business	\$ 3,000	\$ 3,000	\$ 2,700
Supplies - Humanities	3,000	3,000	2,700
Supplies - Indus. Ed.	9,000	9,000	8,100
Supplies - Math-Science	12,000	12,000	10,800
Supplies - Social Studies	1,550	1,550	1,400
Supplies - Physical Ed.	1,040	1,040	840
Supplies - Agriculture	4,800	4,800	4,320
Supplies - Art	100	100	100
Supplies - Music	1,500	1,500	1,350
	<u>\$ 35,990</u>		

Instruc. Supplies Unallocated		30,000	25,000
		<u>\$ 65,990</u>	<u>57,310</u>

Reduced \$5,000
Reduced total of \$8680.

INSTRUCTIONAL TRAVEL

Business Department	\$ 1,300	\$ 1,300	\$ 1,140
Humanities	1,000	1,000	1,000
Industrial Education	1,300	1,300	1,050
Math-Science	2,500	2,500	2,000
Social Studies	700	700	560
Physical Education	400	400	300
Agriculture	2,200	2,200	1,800
Art	100	100	80
Music	250	250	220
Library - Inst. Mat.	900	900	400
	<u>\$ 10,650</u>	<u>\$ 10,650</u>	<u>\$ 8,550</u>

Reduced \$2100.

TUITION PAID

	\$ 3,500	\$ 3,500	\$ 2,500
	<u>\$ 3,500</u>		

Reduced \$1000.

EDUCATIONAL FUND

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INSTRUCTIONAL CONTRACTUAL

Business	\$ 3,350	\$ 3,350	\$ 3,350
Humanities	370	370	370
Industrial Educ.	750	750	750
Math-Science	350	350	350
Social Science	125	125	125
Physical Education	-0-	-0-	-0-
Agriculture	400	400	400
Art	-0-	-0-	-0-
Music	200	200	200
	<u>\$ 5,545</u>	<u>\$ 5,545</u>	<u>\$ 5,545</u>

Same

HEALTH SUPPLIES

	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ 300</u>
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Reduced \$200

UTILITIES

Water & Sewage	\$ 500	\$ 500	\$ 500
Electricity	44,000	44,000	44,000
Telephone-Telegraph	15,500	15,500	15,500
	<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>

Same

FIXED CHARGES

Employer's Share of Retirement	\$ 14,500	\$ 14,500	\$ 14,500
Group Health & Life	20,000	20,000	20,000
Other Insurance	10,000	10,000	10,000
Rental IBM Equipment	41,000	41,000	41,000
Rental - Other	1,600	1,600	1,600
Interest-Anticipation Warrants	15,000	15,000	15,000
	<u>\$ 102,100</u>	<u>\$ 102,100</u>	<u>\$ 102,100</u>

Same

EDUCATIONAL FUND

	<u>Tentative Budget</u>	<u>Approved Budget</u>	<u>This Submission</u>
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CAPITAL OUTLAY

Additional Equipment	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 9,000</u>	Reduced \$16,000
Provision for Contingencies	<u>\$ 43,887</u>	<u>\$ 42,562</u>	<u>-0-</u>	
TOTAL EXPENDITURES	<u>\$1,756,450</u>	<u>\$1,844,350</u>	<u>\$1,701,305</u>	

RECOMMENDATION SET #2

Page Number	Item Number	Bidder and Product	Amount	Recommendation
1	1-5	Hedberg - American Chair Company	14,545.50	Purchase @ \$14,545.50 As originally specified
3	2	Hedberg - Fritz Hansen	1,054.80	
		Sterling Business Machines - Fritz Hansen	1,275.00	
		C.A.S. - Fritz Hansen	959.10	Purchase 959.10
		Harris - Fritz Hansen	986.91	
3		C.A.S. - George Jansen	(1,169.50)	Deduct from Set #1 to retabulate bid as shown below (\$1,169.50)
3		C.A.S. - George Jansen	832.00	Purchase @ 832.00 - to exclude 5 side table in preceding recommen- dation
5		C.A.S. - Herman Miller (To replace a portion of the C.I. Designs chairs with Herman Miller chairs)		Purchase @ 705.09
6-10		Haskell - Gen al Fireproofing	29,028.78	
		Less deduction* 440.03	<u>28,588.73</u>	*General areas on Page 10 priced to show ded. for polished chrome, w/lam. tops
		Sterling Business Machines - All Steel	29,118.94	Purchase @ 28,588.73
		Prairie State - All Steel	32,240.75	
		Harris - Steelcase	35,930.31	
11	1,2,3,4	C.A.S. - C.I. Designs	24,250.34	Purchase @ 24,250.34
		Harris - C.I. Designs	27,236.41	
		Haskell - C.I. Designs	27,477.28	
12	5,6,7	C.A.S. - C.I. Designs	6,711.18	Purchase 6,711.18
		Harris - C.I. Designs	11,019.75	
		Haskell - C.I. Designs	9,993.10	
13		C.A.S. - C.I. Designs	4,748.10	Purchase 4,748.10
14		Hedberg - Gunlocke	2,721.08	
		Sterling Business Machines - Gunlocke	2,323.52	Purchase 2,323.52
		Gunlocke	2,721.08	

RECOMMENDATION SET #2

Page Number	Item Number	Bidder and Product	Amount	Recommendation
15		Hedberg - Gunlocke	561.40	Purchase @ \$ 554.40
		Sterling Business Machines - Gunlocke	564.20	Add
		C.A.S. - Gunlocke	554.40	<u>198.00</u> (5) tables (orig. 752.40 specified Geo.Jensen)
16,17,18 and 19		Shorr - Propper	50,991.70	
		Hedberg - Propper	50,996.10	
		Haskell - Propper	48,618.45	Purchase @ 48,618.45
20		Sterling Business Machines - Design Group	8,083.00	Purchase @ 8,083.00
		Haskell - Design Group	7,422.10 no freight	
21		Sterling Business Machines - Design Group	9,355.00	Purchase @ 9,355.00
		Haskell - Design Group	9,095.00 no freight	
		No-Name - Stacer (Alternate)	4,871.55	
		Library Bureau - Library Bureau (Alternate)	7,059.05	
22		Estey - Estey	(7,049.00)	To be eliminated from Recommendations as shown on Set #1 (\$7,049.00)
22		Estey - Estey	7,349.00	Purchase as specified using dark gold matte finish 7,349.00
24		Hedberg - Architectural Fiberglass	7,012.00	
		Sterling Business Machines - Architectural Fiberglass	7,036.35	
		* Harris - Architectural Fiberglass	6,257.75	Purchase @ 6,257.75 1262.25
		Haskell - Architectural Fiberglass	6,089.25 no freight	
24	Item # 1 Gras Recyclable	Hedberg - Architectural Pottery	364.00	Purchase @ 364.00
		Sterling Business Machines - Architectural Pottery	476.00	
		Harris - Architectural Pottery	399.00	
		Haskell - Architectural Pottery	386.40 no freight	

RECOMMENDATION SET #2

Page Number	Item Number	Bidder and Product	Amount	Recommendation
25	<i>Item I</i>	Hedberg - Architectural Pottery	547.20	Purchase @ 547.20
		Sterling Business Machines - Architectural Pottery	754.30	
		Harris - Architectural Pottery	668.04	
		Haskell - Architectural Pottery	550.62	
26	C.A.S.	- Duk-It	853.00	Purchase @ 853.00 No
Total to Purchase and Approve 10-13-69 - Set #2				\$ 157,629.86 <u>151,471.36</u>
Set #1				<u>42,857.98</u>
Total Sets #1 and #2				\$ 200,487.84 193,775.34 <u>194,275.34</u>
Amount of original bids on items included in Recommendations Sets #1 and #2				<u>\$ 211,092.57</u>
Net Reduction				\$ 10,601.72