

## **AGENDA**

### **SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING**

**Conference Room, Third Floor, 3 L 14**

- A. Call to order**
- B. Roll call**
- C. Recommended actions:**
  - 1. Approval of minutes**
  - 2. Building regulations**
  - 3. Administrative calendar**
- D. Old business:**
  - 1. Estimated additional work and projected purchases related to new facilities**
  - 2. Other old business**
- E. New business:**
- F. President Sabol's report:**
  - 1. Enrollment - Fall Semester**
  - 2. Status of building contract and remaining incomplete items**
  - 3. Other items**
- G. Time of next meeting**
- H. Adjournment**

**ems**

**MINUTES OF SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING**

September 14, 1970

The Board of Trustees of Sauk Valley College met in regular meeting at 8:00 p.m. on September 14, 1970 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

**Call to Order:**

Chairman Schuneman called the meeting to order at 8:05 p.m. and the following members answered roll call:

Orval DeWeerth  
Kenneth Reuter  
Clayton Schuneman

Catherine Perkins  
Gerald Stuff

**Absent:**

The following members were absent:

Ronald Coplan

Warren Walder

Mr. Schuneman explained that President Sabol was absent due to a death in his family.

**Approval of Minutes**

It was moved and seconded that the minutes of the August 24, 1970 meeting be approved as presented with the following addition: Page #4, Par. #4 "Mr. Kramer stated that his firm would engage at their expense qualified consultants to review the sewage disposal plant capacity." Motion voted and carried.

Member Coplan arrived at 8:10 p.m.

**Building Regulations:**

Discussion was held on the attached set of Building Regulations. It was moved and seconded that these regulations be approved with the following deletion. Page #2, Item B, Par. #2. Delete "In General". In a roll call vote the following was recorded: Ayes Members Coplan, DeWeerth, Perkins, Reuter, Stuff and Schuneman. Nays-0. Motion carried.

**Administrative Calendar:**

It was moved and seconded that the attached Administrative Calendar for the 1970-71 year be approved as presented. Motion voted and carried.

**IBA Land Transfer:**

It was moved and seconded that the Board approve the attached resolution requesting a transfer of the land indicated on the attached resolution

IBA Land Transfer:

to the State of Illinois (Department of Public Works and Buildings) to construct a diamond-shaped interchange at the entrance of the college. The following vote was recorded: Ayes Members Coplan, DeWeerth, Perkins, Reuter, Stuff and Schuneman. Nays-0. Motion carried.

Athletic Insurance:

It was moved and seconded that the Board approve the recommendation of Dean Edison to purchase athletic insurance as per the low bid of Western Casualty and Surety Company through the Castendyck Agency of Sterling, Illinois, at a basic coverage cost of \$356.25 plus \$31.35 for a separate death and dismemberment clause. The following vote was recorded: Ayes Members Coplan, DeWeerth, Perkins, Reuter, Stuff and Schuneman. Nays-0. Motion carried.

Enrollment:

Dean Osborn reported that enrollment as of September 14, 1970 at 5 p.m. was 1492 students for a total of 16,360 semester hours.

Fixed Seating:

It was moved and seconded that the Board direct Dean Edison to secure estimates (on a time and material basis) to move as many fixed chairs as are needed from the temporary building to the present facility. Motion voted and carried.

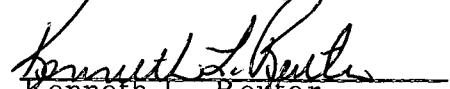
Discussions:

Other items discussed by the Board included the present status of the Site and Construction Fund; the official Open House; and the status of the punch list for the new building.

Adjournment:

Since there was no further business, it was moved and seconded that the Board adjourn. The next meeting to be September 28, 1970. The following vote was recorded: Ayes Members Coplan, DeWeerth, Perkins, Reuter, Stuff and Schuneman. Nays-0. Motion carried.

The meeting adjourned at 9:30 p.m.

  
Kenneth L. Reuter  
Secretary

BUILDING REGULATIONS (TENTATIVE )

SAUK VALLEY COLLEGE

1970 - 1971

## Building Regulations, Sauk Valley College

### INTRODUCTION

Sauk Valley College was founded in accordance with the authority granted pursuant to the Illinois Public Junior College Act approved by the 74th Illinois General Assembly on July 15, 1965. The permanent facilities were occupied in June, 1970 and the first classes in the new building were scheduled during the Summer 1970 term.

The regulations contained herein are being compiled in order to serve as guidelines for all college personnel and visitors utilizing college facilities.

1.0 POLICIES ON UTILIZATION OF SAUK VALLEY COLLEGE FACILITIES. The primary purposes of the Sauk Valley College buildings and grounds is to serve the educational objectives, the ancillary student and faculty activities and community services of the college. The Dean of Business Services is in charge of all buildings and grounds. Assignment of facilities usage is the responsibility of the Dean of Administrative Services in accordance with policies adopted by the Board of Trustees of Sauk Valley College. Should a situation arise that is not covered by these policies, the Dean of Administrative Services shall refer the problem to the President. Requests to use the college facilities for religious or political meetings will be made directly to the Board of Trustees through the President.

The buildings and grounds may be used by (1) officially recognized college groups, (2) non-college groups for their members only, (3) non-college groups charging admission or taking up a collection, and (4) meetings of general community interest. The fees for the use of college facilities by non-college groups represent the additional cost of custodial service, fuel, light and water. The "Policy on Use of Sauk Valley College

## Building Regulations, Sauk Valley College

"Buildings and Grounds" was approved by the Sauk Valley College Board of Trustees on December 8, 1969. (See Sections 1.1-B and C below).

### 1.1 SPECIFIC USAGE POLICIES

#### A. College Groups

1. Buildings and grounds may be used by college groups in accordance with the established policies of the Board of Trustees.
2. Meetings shall be scheduled by the Dean of Administrative Services and must be under the supervision of a regular employee of the college.
3. Approval for college activities to be scheduled on Sunday or legal holidays when the college is not in session should be submitted to the office of the President.
4. Educational equipment and furniture shall not be removed from college premises without special permission from the Dean of Business Services.

#### B. Non-College Groups (For Use by Their Members Only)

1. 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.
2. 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.)
3. College buildings and grounds may be used only by organizations or groups resident to the district.
4. Private groups shall be permitted the use of the college buildings and grounds for activities involving only the members of the groups. Fees based on the actual cost of operating the facilities required

## Building Regulations, Sauk Valley College

will be assessed by the Dean of Business Services.

5. 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, a fee should be charged which will defray the cost or operation of the requested facilities. This fee will be determined by the Dean of Business Services.
6. Facilities are available without charge for civil service examinations and extension courses for college credit.
7. College buildings and grounds are not available to non-college groups for card parties or dances.
8. An additional charge will be made to pay for the overtime for the custodian when other than regular working hours are utilized. The normal rental time is considered three hours a night.
9. The organization shall pay for and reimburse the college for all damage or injury to college property occurring during its use of the premises, ordinary wear and tear excepted.
10. Any request to use the college facilities for religious or political meetings are subject to the approval of the Board of Trustees.
11. College buildings and grounds are not available on Sunday, except by special permission of the Board of Trustees.
12. Minors under twenty-one years of age must have a responsible adult in charge at all times.
13. Non-college groups must sign the "Agreement Granting Use of College Facilities" as adopted by the Board of Trustees before using college buildings and grounds.

**Building Regulations. Sauk Valley College**

14. The organization assumes the sole responsibility for any and all accidents or injuries to persons or property while the college premises are being used. In some cases the organization may be required to present evidence of sufficient insurance to cover any personal injuries or damage to college property incident to the event.

**C. Meetings of General Community Interest**

1. 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.
2. Boy Scouts, Girl Scouts, Cub Scouts, Brownie Scouts, 4-H, etc., are considered as groups of general community interest using the school facilities.
3. The organization allowed free use of the college buildings and grounds must sign the "Agreement Granting Use of College Facilities" as adopted by the Board of Trustees, before using college buildings or grounds.
4. College buildings and grounds are not available on Sunday, except by special permission of the Board of Trustees.

2.0 **ASSIGNMENT OF SPACE.** The assignment of all space, with the exception of office space, has been delegated to the Dean of Administrative Services. In cooperation with the Dean of Instruction, he will assign all classes to classroom spaces. He is also responsible for any room changes and none can

## Building Regulations, Sauk Valley College

be effected without his written authority. Office spaces will be assigned by the Dean of Instruction. The Dean of Administrative Services has delegated to the Director of the Learning Resources Center the control of usage of the center conference room.

3.0 CALENDAR OF SPECIAL EVENTS. All events which are not on the published college calendars must be scheduled in the Office of the Dean of Administrative Services, which maintains a calendar of Special Events. This calendar is issued weekly before noon on Friday when school is in session. If special custodial and engineering services or audio-visual equipment are needed, they must be requested at this time.

Request forms for space and special services must be completed at least one week prior to the event but events to be calendared should be cleared through the Dean's office as soon as dates and times are firm. This is stressed since no two major events should be scheduled at the same time. Sample copies of the Reservation of Facilities form and the Audio-visual request form are attached to these regulations as appendices.

4.0 CUSTODIAL AND ENGINEERING SERVICES. In the interest of coordination so that the best services may be rendered it is necessary that direct requests for services to the janitorial staff or plant engineers be avoided. Requests for services incident to the normal program of the college should be directed to the Dean of Business Services. If services are required for calendared special events, requests for these services must be made through the Office of the Dean of Administrative Services, who will make arrangements with the Dean of Business Services.

Building Regulations, Sauk Valley College

5.0 TRAFFIC AND PARKING. Sauk Valley College is a commuter college which necessitates the use of private automobiles by students, faculty and employees. Therefore, it is incumbent upon each individual to make judicious use of the campus drives and parking spaces. "Motor Vehicle Registration and Parking Regulations" have been approved by the Board of Trustees. Copies of these regulations may be obtained from the Office of the Dean of Student Services.

6.0 KEYS AND CLEARANCE. Appropriate keys may be obtained from the Building Engineer when proper approval has been obtained from the Dean of Business Services. Security of the buildings and equipment of the college are in part dependent on the careful handling of keys.

Upon completion of employment each faculty or staff member is expected, prior to the receipt of his last paycheck, to obtain appropriate signatures on a clearance form indicating that all keys, supplies, library books, audio-visual equipment, etc., have been returned.

7.0 SAFETY AND SECURITY. Safety and security are the responsibilities of the Dean of Business Services in consultation with the Dean of Student Services. However, each person within the college community has the obligation to report suspicious persons and occurrences to a responsible college authority.

7.1 BUILDING SECURITY. The enlarged college facilities and the vast amount of expensive equipment contained in classrooms and laboratories requires increased vigilance on the part of all college personnel. In order to control the number of personnel in the building after normal working hours a check in and check-out book is established, effective September 14, 1970, in the boiler room at the west entrance. All persons, with the exception of those

## Building Regulations, Sauk Valley College

persons on duty, must enter only through this entrance, sign the register noting the time of entry, and reason for entry. On departure the individual will give only the time of departure. Each individual must be prepared to furnish at all times positive identification to properly constituted authorities. These security requirements are effective from 10:30 p.m. until 7:00 a.m. each week day and from 12:30 p.m. Saturday until 7:00 a.m. on Monday or at any other time that the buildings are officially closed.

8.0 FIRE REGULATIONS. Because of the isolated location of Sauk Valley College, all persons should be aware of the dangers of fire. The fire should be picked up by the Honeywell fire alarm system, which will set off the klaxon horn. The alarm system will be connected to the Dixon Rural Fire Protection fire alarm system in the near future. Until that time, call Dixon 288-3321.

If a fire is discovered before the alarm sounds, call the operator by dialing 0 (zero) and notify her of the location. The operator will notify the Learning Resources Center who will give the location over the public address system. The operator will notify the Dixon Rural Fire Protection District at Dixon 288-3321.

8.1 ACTION TO BE TAKEN IN EVENT OF FIRE. All persons who are not actively engaged in fighting the fire shall file out of the building at the nearest exit. Personnel should not return to the building until the all clear signal is given.

9.0 SMOKING AREAS. Smoking presents an ever present hazard to life and property in any public building. Efforts have been made to construct the building as fireproof as possible. However, flammable materials, such as papers, wooden desks, carpets, etc., are utilized and are dangerous if smoking materials are carelessly used.

Building Regulations, Sauk Valley College

9.1 ALLOWED AREAS. Smoking is permitted in recreation rooms, offices, lounges, (where ash trays are provided), dining rooms, lounges located in the main malls with brick and terrazo flooring, rest rooms and at other locations specifically marked.

9.2 FORBIDDEN AREAS. Smoking is not permitted at any other location, including class rooms and study areas.

10.0 CONSUMPTION OF FOOD AND BEVERAGES. Food and beverages purchased in the dining and recreation rooms are to be consumed in those areas. Careless handling of food and beverages causes needless maintenance problems and increases the danger of vermin and damage to floors, furniture and carpeting.

11.0 USE OF ELEVATORS. Elevators are generally confined to work functions, use by aged persons, paraplegics and those individuals unable for medical reasons to climb steps. From 8:00 to 8:30 a.m. each working day elevators will be available for staff use.

12.0 CIVIL DEFENSE. Sauk Valley College is on the area civil defense tornado alert system and will be alerted of any tornado conditions that exist in a fifty mile radius. The basement of the new building has been designated by the Director of Civil Defense of Lee County as the safest and best protection in case of an emergency evacuation situation. In the case of an alert, communication for evacuation will be given over the public address system in the Learning Resources Center and by word of mouth. All procedures will be under the direction of the Dean of Student Services. Students and faculty will not be allowed to use their automobiles in leaving the area during an alert. When no students are present or classes are not in session, evacuation procedures will be directed by the senior college official present.

Building Regulations, Sauk Valley College

12.1 NOTIFICATION OF ALERT. The Office of the Dean of Student Services will keep all personnel apprised of the status of the weather warning in the event of threatening weather.

13.0 EMERGENCIES AND FIRST AID. In the event of injury, first aid treatment and a nursing station is available in Room 1H14 (1439). No nurse or doctor is on duty. Serious emergencies requiring more than first aid should be taken to the nearest hospital.

14.0 LOST AND FOUND. The Office of Student Activities maintains a lost and found service in Room 1H4. Articles which are found or turned in to offices should be sent to the Office of Student Activities as soon as practicable.

15.0 TELEPHONE SERVICE. The telephone switchboard is open during the following hours:

Monday through Friday	8:00 a.m. to 5:00 p.m.
Saturday	8:30 a.m. to 12:00 noon

All calls from the college to any number outside of the college must be placed through the switchboard by dialing zero (0) and identifying yourself by name and extension number. Calls to Dixon are local calls but calls to Sterling-Rock Falls are toll calls.

16.0 COLLEGE GROUNDS. Certain parts of the college grounds may be utilized by college and non-college organizations or groups if the activity in no way interferes with the educational program of the college. Application for the use of those areas such as tennis courts, baseball fields, etc., must be made to the Director of Athletics, who will notify the Dean of Administrative Services concerning such approvals. Non-college groups are required to sign

Building Regulations, Sauk Valley College

the "Agreement Granting Use of College Facilities" as adopted by the Board of Trustees before using college grounds. Attention is invited to Section 1.1B14 of these regulations. All persons utilizing college grounds are required to obey college regulations. Failure to do so may subject the person to ejection from the premises or even prosecution by civil authorities.

17.0 LIBRARY. The Sauk Valley College Library and Audio-visual Services are combined into one unit referred to as the Learning Resources Center. The purpose of the Center is to support the instructional aims of the college by providing materials and equipment for faculty and students.

The Center is open and may be utilized during the following hours:

7:30 a.m. - 10:00 p.m.	Monday through Thursday
7:30 a.m. - 5:00 p.m.	Friday
Closed Saturday and Sunday	

The control of the usage of the conference room in the center (3K3) has been delegated to the Center Director by the Dean of Administrative Services. This conference room will not be assigned at any time the library is closed.

## ADMINISTRATIVE CALENDAR

1970-71

### September

7 Labor Day - College offices closed  
22 Academic-Administrative meeting

### October

1 Final approval for spring semester courses  
15 Spring schedule to Registrar  
15 North Central Self Study (1) Analysis and definition of the institutional purposes. Preliminary Report

### November

2 General distribution of spring schedule  
2 Textbook orders to Bookstore (spring semester)  
9 Formal notice for any program retrenchment  
16 Deadline for catalog changes to Gelander  
17 Academic-Administrative meeting  
20 North Central Self Study (1) Analysis and definition of the institutional purposes. Final Report  
20 North Central Self Study (2) Preliminary evaluation of the institutional strengths and weaknesses. Preliminary Report  
23 Staff needs for 1971-72 academic year  
23 Consideration for tenured faculty  
26-27 College offices closed

### December

1 Budget request to appropriate deans  
1 IJCB-7 "Request for Initial Discussion regarding a New Curriculum of Program"  
1 Final approval for summer session courses  
15 Staff recommendations to appropriate deans for continuing appointees  
18 Budget request to business office  
18 Summer schedule to Registrar  
24 College offices closed 1:00 PM  
25-26 College offices closed  
31 College offices closed 1:00 PM

### January

1 Notification to all continuing appointees of Annual Review Recommendation  
1-2 College offices closed  
8 General distribution of summer schedule  
15 Staff recommendations to appropriate deans for term appointees  
15 North Central Self Study (2) Preliminary evaluation of the institutional strengths and weaknesses. Final Report  
20 Academic-Administrative meeting

February  
1 Final staff recommendations to appropriate deans  
15 Notification to all term appointees of Annual Review Recommendation  
19 North Central Self Study (3) Recommendations to action  
groups for institutional improvement. Preliminary Report  
22 College Board approval tentative budget

March  
1 Official Notices of Termination  
1 Final approval for fall semester courses  
15 Fall schedule to Registrar  
16 Academic-Administrative meeting  
22 General distribution of fall schedule  
23 Contracts issued

April  
1 Textbook orders to Bookstore (summer session)  
1 IJCB-8 "Baccalaureate Curriculum Approval"  
2 North Central Self Study (3) Recommendations to action  
groups for institutional improvement. Final Report  
9 College offices closed  
26 College Board approval final budget

May  
1 IJCB-9 "Occupational Curriculum Approval"  
1 North Central Self Study (5) Synthesis of previous steps  
into a unified description of the institutional personality.  
Preliminary Report  
19 Academic-Administrative meeting

June  
1 Textbook orders to Bookstore (fall semester)  
1 North Central Self Study (5) Synthesis of previous steps  
into a unified description of the institutional personality.  
Final Report

RESOLUTION

WHEREAS, the Department of Public Works and Buildings, Division of Highways, State of Illinois, has completed plans for certain improvements along S.B.I. 6 in Lee County, Illinois, and a portion of said improvements are to be made upon land, hereinafter described, which was conveyed by the Board of Junior College District No. 506, Counties of Whiteside, Lee, Ogle, Henry and Bureau, State of Illinois, to the Illinois Building Authority, a body corporate and politic of the State of Illinois, and

WHEREAS, the said Illinois Building Authority has leased the said premises to the said Board of Junior College District No. 506, which lease provides that upon the payment of the total rentals, plus any other amounts which Lessor may have paid to protect its interests, the lease shall terminate and the Lessor will transfer to the Lessee all right, title and interest in and to the facilities constructed on the premises and also jurisdiction or title to all parts of the property, and

WHEREAS, the Board of said Junior College District No. 506 has made certain improvements upon the premises in question and feels it will be in the best interests of the College and of the Lessor to have the improvements contemplated by the Department of Public Works and Buildings completed, and

WHEREAS, the Board of said Junior College District No. 506 believes that it is proper that it be reimbursed for damage done to the improvements made by the College and for work that may be necessitated as a result of the construction project of the Department of Public Works and Buildings, and

WHEREAS, the said Department of Public Works and Buildings will

require an agreement for a temporary road during the period of construction,

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

The Illinois Building Authority is hereby requested to convey and transfer to the State of Illinois for the use of the Department of Public Works and Buildings, the real estate described as follows:

A tract of land in the SE $\frac{1}{4}$  of Section 8 and in the SW $\frac{1}{4}$  of Section 9, all in T21N, R8E of the 4th P.M., bounded and described as follows, to-wit:

Commencing at the northwest corner of said SW $\frac{1}{4}$  of Section 9; thence southerly on the west line of said Section 9, a distance of 140.37 feet to a point; thence easterly in a straight line at an angle of 90° 24' as measured clockwise from the last described course, a distance of 50 feet to a point; thence southerly, parallel with said west line of Section 9, a distance of 1494.6 feet, more or less, to a point easterly of and opposite Station 35+00 on the survey line for a public road designated TR 20, said point being the point of beginning of the hereinafter described tract; thence northerly on the last described course, a distance of 1494.6 feet, more or less, to a point in the existing southerly right of way line of a public highway designated FA Route 7 (SBI 6); thence westerly in a straight line at an angle of 90° 26' as measured clockwise from the last described course, a distance of 100 feet to a point in said existing southerly right of way line; thence southerly, parallel with said west line of Section 9, a distance of 633 feet; thence westerly, parallel with said southerly right of way line, a distance of 50 feet, more or less, to a point westerly of and 100 feet perpendicularly distant from said survey line for TR 20; thence southerly, parallel with said survey line, a distance of 261.6 feet, more or less, to a point opposite Station 29+00 on said survey line; thence southeasterly in a straight line, a distance of 602.1 feet, more or less, to a point westerly of and 50 feet perpendicularly distant from Station 35+00 on said survey line for TR 20; thence easterly in a straight line to the point of beginning.

The above described tract of land is designated Tract C and contains 4.076 acres, more or less, of which 1.059 acres, more or less, have been previously set aside for public road purposes.

Said survey line is divided into stations 100 feet in length numbered in increasing numerical order toward the south and

is fixed by references and data shown on the Plat of Survey recorded in Book 13 on Page 3 in the Recorder's Office of Lee County, Illinois,

for the sum of \$3,950.00, plus \$1,220.00 or such other sum as may be agreed upon for damage to an existing entrance from the parking lot onto the public way, which entrance is to be extinguished.

That the Illinois Building Authority should be and hereby is requested to authorize the Department of Public Works and Buildings, Division of Highways State of Illinois, to pay to Junior College District No. 506. Counties of Whiteside. Lee. Ogle. Henry and Bureau. the sums hereinafter set forth for damages done to improvements made by the College and for the cost of replacing or relocating the entrance to the parking lot which is to be extinguished:

32 Guard Posts and cable	\$ 100.00
Relocation of trees	1,050.00
Payment for new entrance replacing one being extinguished	<u>1,982.25</u>
Total	\$3.132.25

That the Illinois Building Authority be and hereby is requested to grant unto the State of Illinois an easement for temporary road purposes during the period of construction, provided the temporary road surface be removed upon completion of the project and that the surface be smoothed out, graded, seeded and any damage to drainage systems repaired.

September 14, 1970

To: President Sabol

From: Robert Edison

*R. Edison*

Re: Athletic Insurance Bids

Coverage Requested

Basic Coverages      \$5,000 Blanket Accident Medical Expense payable for 26 weeks on full coverage basis.

Option      Show reduction in premium for  
                    \$10 Deductible  
                    \$25 Deductible

                    Show additional premium to include  
                    \$5,000 Accidental Death & Dismemberment  
                    Include schedule of benefits payable

Bid must be accompanied with specimen copy of policy to cover all participants, coaches and managers.

\* \* \* \* \* \* \* \* \* \* \* \*

Basic      \$10      \$25      \$5,000 Death

Company      Coverage      Deductible      Deductible      and Dismemberment

St. Paul Fire & Marine Insurance Company  
Cliff-John Agency      427.35      363.23      320.51      117.00

Karl Wentzel Co.  
Continental Casualty      465.60      403.75      340.35      34.50

Castendyck Agency  
St. Paul Fire & Marine Company      427.35      363.23      320.51      117.00

Castendyck Agency  
Western Casualty      \*\* 356.25      292.13      237.50      31.35 \*

\* Dental expense \$50 maximum to original teeth. 26 weeks to claim.

\*\* Recommended for approval and purchase.