

MINUTES OF THE SAUK VALLEY COLLEGE BOARD OF TRUSTEES MEETING

November 13, 1978

The Board of Trustees of Sauk Valley College met in regular meeting at 7:30 p.m. on November 13, 1978 in the Board Room of Sauk Valley College, Rural Route #1, Dixon, Illinois.

Call to Order: Chairman Reigle called the meeting to order at 7:30 p.m. and the following members answered roll call:

Kay Fisher	Lorna Keefer
Oscar Koenig	Ann Powers
Juanita Prescott	William Reigle
Molly Bulfer	

Absent: Ronald Coplan

Minutes: It was moved by Member Koenig and seconded by Member Keefer that the Board approve the minutes of the November 8 and October 23 meeting as presented. Motion voted and carried.

Tuition Increase: It was moved by Member Keefer and seconded by Member Powers that the Board raise the tuition at Sauk Valley College by \$2.00 per credit hour, effective with Spring semester pre-registration beginning December 4, 1978. In a roll call vote the following was recorded: Ayes Members Keefer, Koenig, Powers and Reigle. Nays Members Fisher, Prescott and Bulfer. Ayes-4 Nays-3. Motion carried.

Donations: It was moved by Member Prescott and seconded by Member Fisher that the Board accept the donations as listed below and send letters of appreciation to the donors:

\$300 to be used by the library to purchase books that ordinarily would not be purchased due to budgetary limitations, and \$700 to be used for horticultural purposes, donated by Dr. and Mrs. G.W. Nelson of Prophetstown, Ill. Also, 300# of sheet metal from Sims Cab Company of Rock Falls, 100# of stainless steel from J.T. Cullen of Fulton, 300# of stainless steel from Cook Mfg. Company of Oregon, and 100# of cast iron from Wood Brothers of Oregon, Illinois. Motion voted and carried.

Banking
Agreement:

It was moved by Member Fisher and seconded by Member Keefer that the Board approve the attached letter of agreement with the American Institute of Banking. Motion voted and carried.

Audit:

It was moved by Member Prescott and seconded by Member Koenig that the Board accept the 1977-78 audit as presented. Motion voted and carried.

Reports:

The Board received the attached **copies** of the Site and **Construction** report, insurance summary, and a listing of building repairs, prepared by the Business Office.

Ceramics Lab
Fees:

Discussion was held on the lab fee charged for ceramics class and the escalating costs for materials. It was moved by Member Fisher and seconded by Member Powers that the Board accept the recommendation of the Dean of Arts and Sciences and raise the current fee for Ceramics from \$10 to \$20 effective immediately for Spring registration. In a roll call vote, the following was recorded: Ayes Members Fisher, Keefer, Koenig, Powers, Prescott, Reigle. Nays-Member Bulfer. Ayes-6 Nays-1. Motion carried.

High School
Visitation:

The Board received the attached report from Dean John Sagmoe outlining high school visitations being conducted by Student Services personnel.

Policy Manual
Meeting:

Member Prescott gave a brief report on the Board Policy Manual meeting she attended in Arlington Heights with Marilyn Vinson.

President's
Report:

Student Trustee, Molly Bulfer, reported on the ASB meeting, the trip taken by the Outdoor Club, a dance to be sponsored by the Nostros La Gente club, and the Radiology Club field trip. Dr. Cole reported on the committee meeting minutes, the referendum wrap-up, College Night being held November 14, preparations for the North Central visitation, report of a tax objection, letters of appreciation from Don Dinges of Sublette and Jim Zimmerman of Fulton High School, a report on financial aid volume by Ron Marlier, and Dr. Cole's response to the faculty proposal.

Welcome:

Chairman Reigle officially welcomed the new Board attorney, Ole Bly Pace III, of the law firm of Ward, Ward, Castendyck, Murray, and

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Pace. Mr. Pace will be taking the place of Robert Castendyck who has been the college attorney since 1965, and recently won election as resident circuit judge for Whiteside County.

Executive Session:

At 8:50 p.m. it was moved by Member Prescott and seconded by Member Koenig that the Board adjourn to executive session to discuss collective bargaining. Motion voted and carried.

Regular Session:

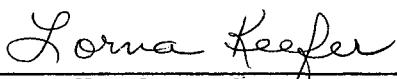
At 10:03 p.m. it was moved by Member Powers and seconded by Member Prescott that the Board return to regular session. Motion voted and carried.

Adjournment:

Since there was no further business, it was moved by Member Fisher and seconded by Member Koenig that the Board adjourn. The next regular meeting will be 7:30 p.m. on November 25, 1978.

The meeting adjourned at 10:04 p.m.

Respectfully submitted:



Lorna Keefer, Secretary

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 13, 1978

MEMORANDUM

TO: SVC Board of Trustees

FROM: Dr. George E. Cole

Dean Strickland has requested Board approval for the attached Letter of Understanding from the American Institute of Banking.

You will recall that this approval was given last year and Dean Strickland will be available to answer any questions you might have on this letter of understanding.

RECOMMENDATION: Board approval of the attached LETTER OF UNDERSTANDING from the AMERICAN INSTITUTE OF BANKING.

LETTER OF UNDERSTANDING

Between

SAUK VALLEY STUDY GROUP

CHAPTER

OF THE AMERICAN INSTITUTE OF BANKING

AND

SAUK VALLEY COLLEGE

(Name of College)

To Whom It May Concern:

The Sauk Valley Study Group Chapter of the American Institute of Banking (hereinafter referred to as "the Chapter") and Sauk Valley College (hereinafter referred to as "the College") do hereby declare our intention to fully comply with the terms set forth herein for the period of one year from the effective date of this Letter. This Letter of Understanding is subject to the written approval of the Director of Education of the American Institute of Banking.

This Letter of Understanding is not a contract and therefore not legally binding in any of its conditions. The Understanding may be rescinded by either party at any time upon giving written notice to this effect. However, that party should endeavor to give notice at least equal to the remaining time of any courses in progress. Otherwise reasonable notice shall be given to protect the students' interests in the program.

There shall be no change or amendment to this understanding without the mutual consent of both parties hereto and the written approval of the Director of Education of AIB.

Upon termination of this understanding, there shall be no obligation or liability on the part of either party hereto as against the other.

The terms are as follows.

I. Course Standards

Courses offered through the College for AIB credit must meet all of the following requirements.

1. Be included in the AIB national curriculum offerings as listed in the AIB Catalog or be banking related subjects which can apply toward AIB credit under present AIB regulations.
2. For each AIB credit earned, consist of at least 15 instructional hours or the equivalent; or, in the case of required courses in the AIB certificate programs, consist of at least the number of instructional hours necessary to meet the certificate requirements. AIB credit is determined as follows:

One Credit	15 - 29 instructional hours
Two Credits	30 - 44 instructional hours
Three Credits	45 - 59 instructional hours
Four Credits	60 - 74 instructional hours

(One instructional hour = 50 minutes.)

3. Be taught by instructors who meet AIB qualifications.
4. Employ texts and/or other instructional materials recommended by AIB; or, where AIB makes no such recommendations, employ texts and/or instructional materials deemed satisfactory by both parties.
5. Demand attendance standards consistent with Chapter and College regulations.
6. Require a comprehensive final examination of all students without exception.
7. Provide a final letter grade for each AIB student according to the grading system described in the current AIB Catalog. It is understood that where the College's grading system is different from the AIB grading system, the instructor will prepare two sets of grades, one for the College and one for AIB.

II. Degree Status

In accordance with items checked below, AIB students will be apprised of the fact that credits taken through this cooperative program may apply to:

- 1. the bachelor's degree
- 2. the associate degree and may be transferred toward the bachelor's degree
- 3. the associate degree and may not be transferred toward the bachelor's degree
- 4. no degree program.

III. Courses of Instruction

We understand that the following courses meet all the requirements stated in Section I and will be accorded credit by the College and/or AIB.

<u>Course Number and Title</u>	<u>Semester Credits</u>		
<u>From the College's Curriculum</u>	<u>AIB credit</u>	<u>College credit</u>	<u>Both</u>
BUS 115 Principles of Bank Operations	3	3	x
BUS 116 Negotiable Instruments and the Payments Mechanism	3	3	x
BUS 217 Money and Banking	3	3	x
BUS 218 Supervision and Personnel Administration	3	3	x
BUS 219 Credit Administration	3	3	x
ECO 211 Principles of Economics	3	3	x
AGR 218 Agricultural Credit and Financing	3	3	x
SPE 131 General Principles of Speech	3	3	x
PSY 103 Introduction to Psychology	3	3	x
BUS 112 Human Relations	3	3	x

We understand that other courses not listed which students take at the College and which they wish to apply for AIB credit must meet the transfer credit criteria specified in the "Educational Regulations" section of the current AIB Catalog.

IV. Class Size and Location

We will arrange that classroom facilities shall meet the specific requirements of both parties.

We further understand that the size of each class shall fall within limits acceptable to both the College and the Chapter in terms of their respective standards and requirements, bearing in mind the convenience and needs of faculty and students.

V. Students

AIB courses are designed for members of the American Institute of Banking and normally all students who attend these courses must be members of the Chapter. There is provision, however, for limited attendance by students who are not members of AIB under the following special conditions:

1. They must be matriculated students of the College.
2. They will receive credit for the course at the College, but will not receive credit toward AIB certificates.
3. Tuition for non-AIB students shall be the same as for any other course they may take at the College and for which they receive the same number of credits.
4. Any tuition payable to the Chapter for non-AIB students shall be the same as the tuition set by the Chapter for its members.
5. Retroactive credit will be granted by AIB to any non-AIB student who successfully completes a course under this association, should he eventually enter the banking industry.
6. Every effort will be made by the College and the Chapter to sustain the essential banking character of the courses so that AIB students may derive maximum benefit.

AIB students are entitled to the ordinary services and facilities usually accorded students of the College except as there may be specific limitations and restrictions as follows:

VI. Faculty

We understand that all faculty who teach AIB courses listed in Section III must satisfy AIB qualifications.

We fully intend to take all reasonable measures to obtain as faculty members those deemed qualified to teach the respective courses and to cooperate with each other to insure that standards of performance are maintained.

The evaluation, continuance, transfer or termination of any member of the regular faculty of the College can be accomplished by the College without consultation with the Chapter.

The evaluation, continuance, transfer or termination of any member of the Chapter's faculty can be accomplished by the Chapter without consultation with the College.

Each of the parties hereto shall be separately responsible for compensation of its own regular faculty. The Chapter will arrange to reimburse the College for its accepted share of faculty costs.

VII. Tuition

It is understood that tuition fees for AIB students shall be determined and collected by the Chapter.

VIII. Administrative and Other Costs

Any other administrative and supplemental costs that apply to this understanding, together with details of payment, are listed below:

The AIB Executive Council has ruled that chapters may derive benefit of subsidy awarded the Institution in those cases where AIB students are enrolled in the Institution's courses leading to AIB certificates, provided this Letter of Understanding be on file with the National Office. The Chapter may not receive remuneration derived from public funds.

IX. Review and Evaluation of this Affiliation

The Chapter and the College shall form a review team consisting of representatives of both parties for purposes of establishing effective communications between the Chapter and the College. The cooperative effect of this review team is necessary to maintain the terms and conditions of this Understanding.

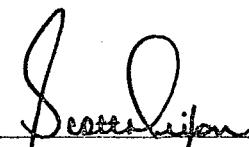
This review team is of central importance in assessing the efficacy of this affiliation and developing recommendations to the Chapter and the College regarding any aspect of this or future arrangements that may be contemplated.

The review shall include an attempt to assess student reactions to the cooperative program. If it is feasible, a report will be prepared by this review team with comments and recommendations for both institutions with a copy sent to the AIB Director of Education.

X. Closing

This Letter of Understanding has been prepared by the Sauk Valley Study Group Chapter of the American Institute of Banking and Sauk Valley College as written indication of our mutual intention to work effectively toward the achievement of quality education for the banking industry under terms and conditions of affiliation compatible with both parties and designed to enhance our respective educational programs and the essential integrity of both the Chapter and the College. Moreover, it is expressly understood that the termination of this association is without obligation or penalty to the Chapter or the College.

Therefore, we understand that commencing November 28 1978 and for a period of one year thereafter, this understanding shall be in effect. Recognizing the importance of our endeavor and in a spirit of cooperative effort and mutual benefit, we are pleased to enter into this association.



, Chairman

Scott Dixon

Sauk Valley Study Group

Chapter

American Institute of Banking

, Board of Trustees
(title)

Sauk Valley College

(name of College)

Approved:

American Institute of Banking

Date:

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 2, 1978

MORANDUM

Sauk Valley Deans and Directors

TO: John Sagmoe ✓

RE: FALL SEMESTER HIGH SCHOOL VISITATION PROGRAM

Please advise either Mike Seguin or myself of any faculty members who intend to participate in this program.

JES/jmb

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE November 2, 1978

MORANDUM

Sauk Valley College Faculty

→M:

John Sagmoe

RE: FALL SEMESTER HIGH SCHOOL VISITATION PROGRAM

Attached is a schedule of the Student Services visitation program to area high schools. Faculty members interested in participating and representing a specific college program or area of study are invited to participate.

Please contact your respective director and/or dean to determine what members will represent your area of study.

JES/jmb

SAUK VALLEY COLLEGE

High School Visitation Program

Fall 1978

Coordinator: John Sagmoe
Michael Seguin

Student Services Representative	Date	High School	Time
Seguin, Aguayo	October 30	Morrison High School	9:00 a.m.
Buschmann	November 7	Milledgeville H.S.	9:00 a.m.
Seguin	November 7	Thomson High School	11:45 a.m.
		(will be speaking to an English class at 12:10 and also have individual meetings with seniors)	
Seguin, Aguayo, Buschmann	November 9	Sterling H.S.	8:45 a.m. - 3:30 p.m. (Health and Law Enforcement careers requested)
Seguin	November 10	Tampico	8:30 a.m.
Sagmoe, Seguin	November 10	Dixon High School	8:00 a.m. - (All Business fields, Health, Law Enforcement)
Seguin, Aguayo, Sagmoe	November 13	Newman High School	1:30 p.m. (Nursing)
Seguin, Buschmann	November 16	Amboy High School	9:30 a.m.
Hardersen	November 16	Franklin Center H.S.	12:15 p.m. (Talk to a 12:34 class)
Seguin, Hardersen	November 20	Walnut High School	12 noon (Will be speaking to class of senior students)
Seguin	November 21	Polo High School	9:30 a.m. - 12 noon
Hardersen	November 21	Ashton High School	10:30 a.m. (Will be speaking to an 11:00 class of seniors)

NOVEMBER 1978
(Month)

SUN	MON	TUE	WED	THUR	FRI	SAT
	OCTOBER		NOVEMBER			
	30	31	1	2	3	4
		Morrison H.S. 9:00 a.m.				
5	6	7 Milledgeville 9:00 a.m. Thomson 11:45 a.m.	8	9 Sterling H.S. 8:45-3:30 p.m.	10 Tampico H.S. 8:30 a.m. Dixon H.S. 8:00 a.m.	11
12	13	14 Newman H.S. 1:30 p.m.	15	16 Amboy H.S. 9:00-12 noon Franklin Center 12:15 p.m.	17	18
19	20	21 Polo H.S. 9:30-12 noon Ashton H.S. 10:45 a.m. (11:05 - class of seniors)	22	23	24	25
26	27	28 Ohio H.S. 11:00-1:00	29 Chadwick H.S. 10:00 a.m. Fulton H.S. 10:00 a.m.	30 Manlius H.S. 11:00 a.m. Rock Falls 8:30 a.m.	Prophetstown H.S. 10:00-12 noon Whiteside Area Vocational Center 9:00-3:00 p.m.	

November 8, 1978

MEMORANDUM

TO: BOARD OF TRUSTEES AND PRESIDENT COLE

FROM: Robert Edison *Bob*

RE: Board Meeting 11-13-78. (3 Enclosures)

I am enclosing herein the Site and Construction Report from its date of inception through June 30, 1978. This is an annual report which has been furnished the Board of Trustees since 1967.

Also enclosed is the annual report of the "Summary of Insurance" coverages carried by Sauk Valley College.

In addition to the Site and Construction Report, and the Summary of Insurance, I am also including herein copies of my inquiry and response from Raths, Raths & Johnson relative to previously authorized engineering services by this firm.

As an addenda to this information I have included two (2) lists of building and/or concrete repair work which is relative to our current facility and most of which was initially recommended by the engineering studies of several years ago, even though not currently included in the exploratory work by Raths, Raths & Johnson, which is now being performed. One of these lists represents work which has already been accomplished and the second list includes work which should be accomplished as soon as reasonably possible.

I have no specific recommendations to make at this time but would suggest a thorough review of this report by the Board of Trustees since it is apparent that a decision possibly should be made in reference to recommended repairs by the early spring of 1979, and conceivably the brick and cement work could be concomitantly approached within the same time frame.

Should there be any questions relative to these reports I would be happy to respond to the best of my ability.

RE:fsb

Encls.

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE 11-2-78

MORANDUM

BOARD OF TRUSTEES AND PRESIDENT COLE

IM: Robert D. Edison, Treasurer

Bob

Board Meeting 11-13-78

Subject: Site and Construction Fund Report from Date of Inception

I am enclosing herein a copy of the June, 1978 fiscal year Site and Construction Fund Report which has been made to the Board of Trustees on an annual basis since 1967. This report comprehensively includes the total income activity which has occurred within this fund since its origin, as well as the expenditures from this fund approved by the Board of Trustees, and broken down into classification as indicated herein.

The origin of the Site and Construction Fund was a legally mandated process which originated with the initial bond issue totalling \$3,975,000, which was designated as the local contributed responsibility to construct and equip Sauk Valley College.

Should there be any question relative to this report I would be happy to respond or to obtain the answers thereto.

RE:fsb

Encl.

June 30, 1978

SITE AND CONSTRUCTION FUND FROM INCEPTION

Proceeds from Sale of Bonds	\$ 3,975,000.00
Bond Premium	1,244.18
Investment Income	507,038.08
Contributions (Landscaping, Child Care, Library, Misc.)	65,548.33
Library - Title VI Reimbursement	28,163.00
Vocational Education Equipment Reimbursement	750,000.00
Rental Income	299,867.54
Other Income	4,804.80
 Total Amount Available Through June 30, 1978	 \$ 5,631,665.93

LESS EXPENDITURES:

Site Acquisition and Improvements - June 30, 1966	\$ 91,203.47
Site Acquisition and Improvements - June 30, 1967	439,170.05
Site Acquisition and Improvements - June 30, 1968	132,595.86
Site Acquisition and Improvements - June 30, 1969	4,210.80
Site Acquisition and Improvements - June 30, 1970	10,862.80
Site Acquisition and Improvements - June 30, 1971	1,909.69
Site Acquisition and Improvements - June 30, 1972	(8,300.00)
Site Acquisition and Improvements - June 30, 1973	10,284.62
Site Acquisition and Improvements - June 30, 1974	43,804.58
Site Acquisition and Improvements - June 30, 1976	17,579.25
	743,321.12

New Buildings and Improvements - June 30, 1966	\$ 99,047.47
New Buildings and Improvements - June 30, 1967	622,593.74
New Buildings and Improvements - June 30, 1968	1,856,677.11
New Buildings and Improvements - June 30, 1969	46,689.51
New Buildings and Improvements - June 30, 1970	(12,433.38)
New Buildings and Improvements - June 30, 1971	44,068.07
New Buildings and Improvements - June 30, 1972	15,807.05
New Buildings and Improvements - June 30, 1973	780.42
New Buildings and Improvements - June 30, 1974	1,935.00
New Buildings and Improvements - June 30, 1975	73,595.53
New Buildings and Improvements - June 30, 1976	112,775.23
New Buildings and Improvements - June 30, 1977	6,629.94
New Buildings and Improvements - June 30, 1978	3,462.19
	2,871,627.88

Title VI - Library - June 30, 1967	\$ 4,172.91
Title VI - Library - June 30, 1968	32,162.20
Equipment - Regular - June 30, 1967	168,142.84
Equipment - Regular - June 30, 1968	4,465.11
Equipment - Regular - June 30, 1970	235,846.43
Equipment - Regular - June 30, 1971	51,624.13
Equipment - Regular - June 30, 1972	889.25
Equipment - Regular - June 30, 1974	2,541.01
Equipment - Regular - June 30, 1977	950.00
	\$ 500,793.88

Vocational Education Equipment - 1968 through 1975	\$ 750,137.36
	1,250,931.24

Total Expenditures through June 30, 1978	\$ 4,865,880.24
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Balance June 30, 1978	\$ 765,785.69
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Fund Balance Consists of:

Cash in Dixon National Bank	\$ 36,995.64
Cash in Harris Trust	6,811.09
Time Deposits	721,978.96
	\$ 765,785.69

CONSTRUCTION FUND through June 30, 1978

PAYEE	PURPOSE	BUILDINGS, LAND, ETC.	OTHER CAPITALIZED COSTS	ALLOWED BY ILL. BUILDING AUTHORITY
Albrecht Well Drillers	Water well	\$ 5,332.00	\$ ---	\$ ---
Art Drapery Studios	Theatre draperies	---	1,831.00	---
Baartol Co., Inc.	Flag pole	---	681.12	---
Joe J. Beeler	Appraisal	---	485.00	---
Benoy Ins. Co.	Builders' Risk	947.00	---	---
Big Rock Nursery	Shrubs and trees	679.00	---	---
Bond Buyer	Advertising for bond issue	---	98.00	---
Brauer Family	Land and Right-of-way	8,650.00	---	---
Butcher Bros.	Moving expenses	---	9,786.00	---
Byron Material Co.	Field tile	---	6,862.80	---
Cal Caldwell	Appraisal	---	440.00	---
Chapman-Cutler	Bond opinion	---	4,000.00	---
Child Care Building	All costs	59,599.27	---	---
Claiborne, Duain	Supervisor, Temp. bldg.	1,280.00	---	---
Commonwealth Edison Co.	Power Line (Temp.)	---	3,969.30	---
Crescent Electric Co.	Cafeteria Lighting revision	---	12.42	---
Curtis Industries	Fasteners for curtain track	---	170.86	---
Daily Gazette	Adv. for Surety Bond	---	2.85	---
Dixon Commercial Electric	Lecture room lights	---	2,500.00	---
Dixon National Bank	Check charges	---	21.18	---
Deady Chemical Co.	Pumps-Water Treatment	---	3,884.71	---
Donovan Constr. Co.	Athletic Field	---	4,000.00	---
DuBois Chemical Co.	Water Treatment	---	1,434.00	---
Dunlop & Dunlop	Abstractors	---	39.00	---
Durrant, Deininger, etc.	Architect and Phase II	12,212.50	3,433.15	362,740.98
Durrant, Deininger, etc.	Interior Design-New Bldg.	---	20,921.35	---
Elcen Metal Products	Little Theatre Curtains	---	820.52	---
Engel Electric	Transformer & Misc.	---	5,300.98	---
Engel Electric	Roadway & Parking Lights	---	---	119,961.04
Engel Electric	Data Proc. Elec. (1873.00);			
	Corridor Lights (407.02);			
	Voc. Dept. (1904.04); A.V. (1896.10);			
	Fire Alarm (1762.00)	---	7,842.16	---

PAYEE	PURPOSE	BUILDINGS, LAND, ETC.	OTHER CAPITALIZED COSTS	ALLOWED BY ILL. BUILDING AUTHORITY
Farm Supply Service	Fertilizer	\$ ---	\$ ---	\$ 236.04
Franke & Miller; also Schippers,				
Betar, Lamendella & Obrien	Legal Services		37,075.89	---
Franke & Miller (Norman & Billeck)	Legal Services	---	1,660.00	---
Fraza Materials	Concrete for fence	---	---	47.68
Haskells	Moving expense	---	154.00	---
Holding Pond	All costs 1971-72	1,749.35	---	---
" "	" " 1972-73	148.00	---	---
" "	" " 1973-74	242.06	---	---
" "	" " 1974-75	3,341.23	---	---
" "	" " 1975-76	83,937.00	---	---
" "	" " 1976-77	(1,460.91)	---	---
Wm. Hoyle	Option	---	1.00	---
Humphrey Agency	Treas. Bond	---	2,799.00	---
Ill. Building Authority	College Portion	---	---	1,746,145.33
Kewanee Laboratories	Science Labs	20,580.40	---	---
Klein & Heckman	Plumbing & Sewage Plant	34,675.19	---	32,541.55
Kra-Kraft Displays	Bldg. Directories	---	1,668.00	---
Ladd Construction	Parking & Roadways	---	---	80,342.27
J.S. Latta	Little Theatre seating (27,386.60);			
V.H. Lawrence	Bulleting Board (238.25)	---	27,624.85	---
Lee Co. Title & Abstract Co.	Earth moving and clearance	---	---	1,850.00
Lee Co. Treasurer	Title search and insurance	---	250.00	---
Lohse Nursery	1966 and 1967 taxes	---	718.87	---
Midwest Fence	Landscaping	---	1,026.80	9,425.84
Municipal Research Assoc.	Flag pole and sewage fence	---	---	1,016.00
Northern Banknote Co.	Financial Serv. Bonds	---	2,032.87	---
Nusbaum Transfer & Storage	Printing of Bonds	---	350.44	---
Osterburg	Moving expenses	---	4,527.40	---
Paintcraft	Foundation recommendations	---	---	330.80
Permanent Bldg. Bid Adv.	Sealing of lots	---	2,475.00	---
Richard J. Prescott	Adv. Bldgs	---	316.31	---
Propheter Constr. Co.	Flag pole installation	---	340.00	---
Propheter Constr. Co.	Building T-1	181,440.74	---	---
Raths, -ths & Johnson	Grading & Parking	---	---	195,782.30
Prophe Constr. Co.	Building repairs	---	15,247.50	---
	Storm Drainage	---	---	7,329.44

PAYEE	PURPOSE	BUILDINGS, LAND, ETC.	OTHER CAPITALIZED COSTS	ALLOWED BY ILL. BUILDING AUTHORITY
Floyd Reed	Fence erector	---	---	\$ 400.00
Reitzel Electric	Electrical	\$ 60,179.46	---	---
Cliff John, Peter, Flock (Peterson, Detweiler Agcy.)	Treas. Bond	---	\$ 382.00	---
Simple Space Rite Signs	Door letters	---	1,295.40	---
Roadway Repairs & Sealing	All costs 1973-74	---	32,398.58	---
" " "	" " 1975-76	---	17,579.25	---
Schmitt Plumbing & Heating	Voc. Tech Plumbing	---	1,651.48	---
Schuler, Goldie, Chas., Nancy	Land and Interest	59,933.33	4,376.00	102,666.67
Schuler, Charles	Roadway repairs	---	---	161.82
Scott Eng. Sciences	Moving Language Lab	---	8,887.00	---
Sears, Roebuck & Co.	Shades for offices	---	529.12	---
B.F. Shaw Printing Co.	Bids for Surety Bond	---	32.00	---
Stone Ins. Agency	Treas. bond	---	302.00	---
Stutzke Excavating	Site preparation	---	---	4,210.80
Testing Engineers	Soil-foundation investigation	---	---	2,553.60
Thomeway Lines	Moving expenses	---	106.00	---
Town & Country Home Improv.	Moving seating	---	527.47	---
Ward & Ward	Services on Bond Issue	---	6,000.00	---
Ward & Ward	Legal Services	---	9,555.64	---
Warzyn Engr. Service	Sub-soil investigation	---	(162.28)	1,825.56
Wayne Feed Supply	Grass seed & fence (568.80)	---	---	2,304.80
Weaver Sheet Metal	Heating	* 40,532.84	---	---
Weaver Sheet Metal	Ventilating/Kitchen duct work	6,275.00	635.00	---
Welding Lab	All costs 1973-74	1,692.94	---	---
" "	" " 1974-75	58,647.78	---	---
" "	" " 1975-76	6,373.02	---	---
Karl Wentsel Co.	Treas. Bond	---	733.00	---
C.K. Willett	Survey-Topographic	---	---	1,445.91
Willet, Hoffman	Revision Topographic Map	---	---	820.31
Wooden, Floyd	Lab remodeling	---	620.00	---
Part-time movers	Moving expenses	---	18.90	---
Moving expense	June 1970	---	(5,045.00)	---
Misc. Vendors	Sound proofing, canteen wiring, cafeteria lights	---	3,151.92	---

PAYEE	PURPOSE	BUILDINGS, LAND, ETC.	OTHER CAPITALIZED COSTS	ALLOWED BY ILL. BUILDING AUTHORITY
Willets Realty	Appraisal	---	\$ 460.00	---
Installation Donated X-Ray Machine	1978	---	2,985.25	---
		<hr/>	<hr/>	<hr/>
		\$ 646,987.20	\$ 263,823.06	\$ 2,704,138.74
Total (Columns 1 - 2 - 3). \$3,614,949.00				
Add: Equipment Category 1,250,931.24				
GRAND TOTAL OF EXPENDTIRUES \$4,865,880.24				

SAUK VALLEY COLLEGE

RURAL ROUTE ONE,

DIXON, ILLINOIS 61021

DATE *November 6, 1978*

MEMORANDUM

TO: *Board of Trustees and President Cole*

FROM: *Robert Edison*

RE: Attachment

I am enclosing herein informational copies of the Summary of the insurance coverages at Sauk Valley College.

This insurance summary is normally submitted to the Board of Trustees approximately once each year, subsequent to any renewal dates and the annual audit period for insurance changes.

RE:fsb

Encl.

SAUK VALLEY COLLEGE

10/5/78

Type	Agent Company & Policy Number	Amount of Insurance	Summary	Policy Period	Annual Cost
I. Package Policy					
A. Fire Ins.	W.W.L.&W. International 500 054469 3	* \$1,065,000.	Blanket "All Risk" Replacement Cost Buildings & Personal Property Agreed Amount Clause applies \$500 Disappearing Deductible	8-15-77 to 8-15-80 A	\$1,347.
50% Sec. I	Vearl Benoy U.S.F & G SMP 556615	* \$1,065,000.	*Includes \$6,000 Contents at 203½ First Ave., Rock Falls, IL	8-15-77 to 8-15-80 A	\$1,336.
TOTAL BUILDING & CONTENTS		* \$2,130,000.			
Extra Expense	W.W.L.&W.	\$ 25,000.	To cover any extra expenses necessary to continue school subsequent to insured loss 40-80-100 Recovery Period No Deductible		\$ 74.
	Vearl Benoy	\$ 25,000			\$ Incl.
		\$ 50,000.			
TOTAL EXTRA EXPENSE		\$ 55,000			
B. Open Stock Burglary	W.W.L.&W. International		Covers loss of property resulting from forcible entry. (exterior door only) Blanket Basis \$50 Deductible		\$1,004.
C. Comprehensive General	W.W.L&W. International	500/500,000 B.I. 100,000 P.D.	Covers all sums insured shall be obligated to pay due to bodily injury or property damage. Includes personal injury, corporal punishment, board members named insureds, product liability, incidental malpractice, lab. & work experience public schools endorsement. Incl. Location #2, 203½ First Ave., Rock Falls, IL.		\$4,940.

D. Money Coverage	W.W.L&W. International	\$2,500 YearRound 7,500. Cash 55,000 Checks (Stipulated Enrollment Periods)	Covers loss of money inside and outside premises.	\$ 192.
E. Fidelity	W.W.L&W.	\$ 150,000.	Covers dishonesty of all employees on blanket basis.	\$ 383.
F. Inland Marine	W.W.L&W.	\$ 30,000.	"All Risks" coverage on Taylor 16" Telescope \$250 Deductible	\$ 225.
1. Scientific Instrument	1. Scientific International Instrument ML208690			
2. Camera Equipment		\$ 11,808	"All Risks" on items owned by SVC at Blackhawk F.T.C.	\$ 35.
II. Comprehensive General Automobile	W.W.L&W. International 1300567302	\$250/1,000,000 B.I. 100,000 P.D. 5,000 Med.Pay Comprehensive \$50 & \$100 Ded. Collision 10/20,000 U.M.	Covers all owned Vehicles. \$50 Ded. Comprehensive on 71 IHC Dump only	8-15-78 to 8-15-79
1. Owned Autos				
2. Non-Owned Autos		\$250/1,000,000 B.I. 100,000 P.D.	Covers insured for vicarious liability of employees use of own automobiles on school business.	\$ 255.
III. Workmen's Compensation	W.W.L&W. International 408-07-24-27	\$100,000	Statutory coverage on employees injured in course of employment	8-15-78 to 8-15-79
IV. Comprehensive Catastrophe	W.W.L&W. Westchester 520-3531269	\$1,000,000.	Umbrella Liability insurance over and above basic liability coverages, \$10,000 retention on losses not insured under basic coverage. First dollar defense.	8-15-78 to 8-15-79

V.	Travel Accident Insurance					
	A. Board & Prof. Employees	W.W.L&W. Federal FGA64000583	\$ 25,000. Prin Sum 150,000 Aggregate	Covers board members & Prof. employees while traveling away from school premises on school business.	8-15-78 to 8-15-79	\$ 426.75
B. Nursing Students	W.W.L&W. Federal 64037298	\$ 5,000 Principal 500 Med. Pay	\$um	Covers studens while away from resident or SVC for accidental injury	8-31-78 to 8-31-79	\$1,000.00 (Dep. Prem.)
VI. Nursery School	W.W.L.&W. Nationwide GBH 30137	\$ 1,000 Death 10,000 Dismember- ment	Covers all nursery school children as named on policy. No deductible	9-1-78 to 9-1-79	\$ 180.	
A. Accident		\$ 2,500 Death 5,000 Dismember- ment	Covers all day camp students for accidental injury	6-5-78 to 7-29-78	\$ 25. (Dep.Prem.)	
B. Day Camp	Nationwide	5,000 Blanket Med.				
VII. Board of Education Liability	W.W.L&W. Continental Casualty Co. 1169408-1	\$1,000,000.	Covers alleged "wrongful acts" on part of members of the board and all other employees of school district. \$1,000 retention	8-15-78 to 8-15-81	\$3,060.	
VIII. Public Official Bond	Peterson-Detweiler Kemper 7S287277	\$1,200,000	Treasurer's Bond	7-1-77 to 6-30-80	\$ 545.	
IX. Public Official Bond	400EW8908	\$ 550,000.	Site & Construction Fund	7-1-77 to 6-30-80	\$ 191.	
X. Sports Accidents	Peterson-Detweiler Western Cas. TSM28121	\$ 5,000 Death & Dismemberment \$ 5,000 Blanket Medical Expense	Covers athletic team while traveling to & from, and engaging in athletic contests including practice. Includes coaches and managers.	9-1-78 to 9-1-79	\$ 729.60	

XI. Group Life,
Hospital,
Surgical &
Major Medical

Prudential
Ins. Co.
42675

**

Covers all full time employees

9-1-74

Variable

**Life equal to one times basic annual earnings
Hospital - \$45 daily limit
Surgical - \$2,000 modified schedule
Major Medical - \$100 Deductible; 80/20 contribution only on first \$2,500.
Maternity - \$300
Accident Benefit

October 12, 1978

Mr. Thomas L. Rewerts
RATHS, RATHS & JOHNSON, INC.
907 North Elm Street
Hinsdale, IL 60521

Dear Tom:

I wish to acknowledge receipt of your most recent bill and indicate that I will process this invoice within the next scheduled payment dates and that payment should be received during the next month.

When you visited the college it was my understanding that the testing program had possibly been adjusted from that which Charles Raths presented to our Board, and I also noted that no testing was done on the exterior of the upper floors which had previously been scheduled as test areas.

Since I am processing invoices through the Board of Trustees I would appreciate an updated letter which I will submit to the Board in reference to :

- (a) Your initial program related to the testing.
- (b) The amended program related to the testing, together with your opinion as to comparable efficiency and/or expectancy of the two plans.
- (c) The possible schedule when you would expect to complete and report the results.

Should you have any question please contact me at your convenience.

Very truly yours,

Robert Edison
Dean of Business Services

RE:fsb



CHARLES H. RATHS
DONALD C. RATHS
ROBERT W. JOHNSON

907 NORTH ELM STREET
HINSDALE, ILLINOIS 60521

312/325-6160

October 25, 1978

Mr. Robert Edison,
Dean of Business Services
Sauk Valley College
RR 1
Dixon, Illinois 61021

Re: SVC Repair Test Program
RRJ 78055

Dear Mr. Edison:

In response to your letter of October 12, 1978, and with reference to our letter of March 13, 1978 in which an exploratory epoxy injection program for the College was outlined, the following progress statements are presently in order:

A. We have completed our exploratory epoxy injection field work. Decisions were made at the site prior to the commencement of the test work to change the test areas to the following three locations:

1. The concrete beam at the second level of the structure framing in an east-west direction along building grid line 5 between lines AL and AQ. In general, the beam is located at the ceiling area outside the south entrance to Unit IV of the structure.

This beam was selected because of its excellent typical representation of crack widths, lengths, and frequency, as well as its ease of access for testing. The eastern one-half of this beam was utilized for epoxy injection treatment. The western one-half was utilized for application of two types of waterproofing treatment to the beam surface.

2. The concrete sun-shade beam at the third level of the structure above the mall which lies 5'-0" north of building grid line 17 and frames in an east-west direction between lines M and P.

This beam was selected for its frequency of large crack widths and lengths, and also for its ease of access for testing. The epoxy testing was confined to the central 20 foot section of the beam.

RATHS, RATHS & JOHNSON, inc.

Sauk Valley College
"SVC Repair Test Program"
RRJ 78055
October 25, 1978
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3. The concrete spandrel beam at the third level of the structure framing in an east-west direction, having its longitudinal centerline 2'-6" north of building grid line 3, between lines AL and AQ.

This beam was selected as a representative spandrel beam having one side exposed to the weather and one side with an interior exposure.

The epoxy injection test work on the areas described above followed the items outlined under the "Purpose of Test" section in our previously referenced letter of March 13, 1978.

- B. After consultations with the test work contractor, Lance Construction Company of Chicago, and based upon their recommendation, two types of waterproofing treatment were applied to the part of the test area described in item 1 under A above. This was considered consistent with our test program as outlined in the "Description of Test" section of our letter of March 13, 1978.
- C. In regards to our investigation of the gym column cracking, we have measured and mapped all cracking for the columns located at building grid lines 17T, 17X, 17Y, and 17AC at the third level of the structure. We have secured the shop drawings for the post-tensioned concrete beams above the gym which frame into these columns for study.

Preliminary study and field observations indicate the cracking may result from mislocation of the end anchorage for the post-tensioning cables in these gym roof beams at the columns caused by congestion of reinforcement at those areas.

However, prior to a recommendation of repair for the columns we will electronically field measure the location of the post-tensioning anchorage and the reinforcing as well as complete a structural analysis of a typical beam/column framing system in this area. Both of these items are in line with the "Description of Work" section in our March 13th letter, and will be completed as soon as scheduling permits.

RATHS, RATHS & JOHNSON, inc.

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Based upon our work to date the following preliminary recommendations are offered for your consideration in regards to development of a viable repair program for this structure. Please bear in mind that our repair program objectives are to waterproof the entire structure, to prevent the loss of structural integrity of any portion of the structure due to corrosion of internal reinforcing in the concrete members, and to provide an aesthetically pleasing solution; all at the lowest possible present and future cost.

- A. Based on field inspections of the curtain wall and window caulking and sealants, it is recommended that a sealant contractor be hired to evaluate and replace as necessary all existing sealant conditions on the entire perimeter of the building prior to further addressing the concrete cracking problem. We recommend the Harry S. Peterson Company in Elmhurst, Illinois based on past working experience in this area. This work should also include inspection of the roof flashing details around the entire building and any subsequent needed repairs. This work should start immediately as soon as weather permits in the calendar year of 1979.
- B. All cracks larger than 0.007 inches in width in the concrete spandrel beams and walls which have one side exposed to the weather and one side with an interior exposure should be epoxy injected and treated cosmetically as done on the test areas previously described. The purpose of this is to prevent water leakage through the large cracks in the beams into the structure and to prevent long term corrosion of the internal steel reinforcing in the concrete beams.
- C. Several areas of the "sun-shade" beams at the roof level of the structure above the mall should be selected at which small areas of the concrete would be chipped away at locations of large cracks to expose the internal steel reinforcing to determine if any corrosion of the reinforcing has occurred to date.

If it is found that corrosion of the reinforcing is consistently occurring at each location our recommendation would be that all cracks in the building over .007 inches should be epoxy injected. If it is found that no corrosion is occurring, mutual consideration could possibly be given to not epoxy injecting the cracks

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in the sun-shade beams as well as any other beams where the cracks do not contribute to water leakage into the building. It is recommended that this decision should include provision for future monitoring of the steel reinforcing in the concrete for development of corrosion to determine if the cracks will ever require repair. This test work could commence this fall in conjunction with the gym column work as our scheduling permits. Our expenses for this work would fall within those already presented in our March 13th letter.

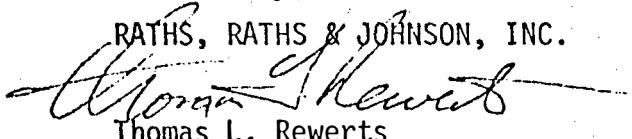
- D. After completion of the epoxy work described in B above, and the sealant work described in A above, the structure should be allowed to stand for one year during which time all areas of the building should be monitored to see if any water leakage is occurring through the cracks in the concrete spandrel beams that were not epoxy injected. If leakage occurs consideration will have to be made at that time to either epoxy injecting the remaining cracks in the portions of concrete beams and walls that permit leakage, or applying a waterproofing treatment to the entire structure to seal all of the remaining small cracks.

It is recognized that aesthetics are of considerable importance in our recommendations so it must be pointed out that the cosmetic treatment of the epoxy injection work as tested may be objectional to some parties. Therefore, we are preparing several representative photographs of the epoxy injection/cosmetic crack treatment test work as already completed for your consideration. If it is determined that the epoxy injection/cosmetic surface treatment is unacceptable in appearance, use of an exterior metal or similar cladding material or similar will have to be considered for the entire structure at that time.

Finally, we will prepare preliminary cost estimates for the proposals given above and forward them to you with the photos mentioned above. Additionally, we will continue with our work on the gym column cracking problems and keep you progressively informed of same. At the conclusion of that work, and as soon as the question of aesthetics for the crack cosmetic repairs is settled, we will issue our final report and recommendations. I will call you next week to discuss this project.. In the meantime please call if you have any questions.

Yours truly,

RATHS, RATHS & JOHNSON, INC.


Thomas L. Rewerts

TLR:jd

BRICK AND CEMENT WORK COMPLETED DURING PAST TWO YEARS:

1. Well and pump house - some brick work on exterior walls and penthouses re-set and pointed.
2. East side of boiler room, 100 ft. pavers re-set and tuck-pointing.
3. Top (6) or (8) courses of brick work on walls at roof level, South Side Unit II, knocked out and re-set, metal flashing installed, and brick siliconed 15 ft. down side of wall.
4. Brick retaining wall all along South side of building repaired - some brick re-set, others tuck-pointed, corners at steps re-done, water scuppers modified for good drainage where patio deck settled. Expansion joints re-caulked.
5. Same as in (3) above at Unit III, South side.
6. Area South, ground level above electric vault #3 and basement kitchen:
 - A. 20 ft. brick retaining wall on patio completely rebuilt and internal drainage provided.
 - B. Some pavers removed and replaced with cement to prevent water leakage into kitchen, some pavers re-set.
7. Concrete foundation for (3) double door thresholds knocked out and re-poured in order to level settled doors (1) Unit III, South side (2) Game Room (3) South of Machine Shop.
8. 600 sq. ft. of patio broken out and re-poured at S.E. corner of building where settling occurred. Another 40 sq. ft. between two columns at same location where sprinkler supply pipe broke due to settling.
9. Approximately 15 ft of East retaining wall rebuilt at S.E. corner, wall tipped and pulling away from South wall.
10. Sidewalk to East parking lot from building (215 ft. x 6 ft.) poured. Also area by Southwest corner of East parking lot.
11. North exterior brick wall of Little Theatre, top (9) courses re-set, and metal flashing installed.
12. Retaining wall East and North sides of building repaired as in (4).
13. Cement work between columns North side Unit II, broken out and replaced where settled or cracked (400 sq. ft.). Pavers in same area being worked on.

BRICK AND CEMENT WORK COMPLETED DURING PAST TWO YEARS:

14. 750 sq. ft. sidewalk to North parking lot from main East-West walk poured. 100 sq. ft. sidewalk South-East corner of North lot poured.
15. 180 sq. ft. ramp poured on West end of front sidewalk, West parking lot for Grounds vehicles approach.
16. Brick retaining walls, adjacent to West end of automotive and Wood Shop capped and siliconed for waterproofing.
17. S.W. corner West lot, sidewalk broken out and repoured (80 sq. ft.).
18. Small stoop poured at T-2 building in front of new door, North classroom.
19. Interior pavers, High Mall, tuck pointed.

BRICK AND CEMENT WORK THAT CURRENTLY NEEDS ATTENTION:

1. Sprandrel by expansion joint opposite Machine Shop, South side, patching.
2. Loading dock, (4) patches where cement chipped out.
3. Patching at base of (2) columns, East side of boiler room.
4. Foundation exterior surface patching beneath window and brick wall, Unit II, South side.
5. 175 sq. ft. of walk area above electric vault #2, South side, Unit II needs replacing because of settling.
6. Patch at expansion joint Unit II, Southside, Third Floor sprandrel beam.
7. Two sets of steps, Unit II, South side need cap poured on top step because of settling.
8. Foundation and column base patchwork around outside of Little Theatre.
9. Pavers in front of High Mall North entrance - some need replacing others tuck-pointed.
10. Patchwork on brick wall foundation in front of Unit IV, North side.
11. Round brick planters in front, North side of building tuck-pointing and replacing .
12. Pavers East of Gym - some need replacing.
13. Round surface planters, North of Unit II need work, bricks replaced and tuck pointed.
14. Sidewalk needs patchwork in front of Unit II, North side.
15. Square planter, North of Unit II, main entrance needs tuck-pointing.
16. Patch needed in steps leading to Unit II, North side, Main entrance.
17. Patch for brick wall foundation under building overhang, main entrance from North parking lot to Unit II.
18. Patchwork needed on main sidewalk front of building, South of tennis courts towards West parking lots.
19. Pavers in area by receiving dock and East of woodshop need work.