

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA
Third Floor Board Room

June 24, 2002

7:00 p.m.

A. Call to Order

B. Roll Call

C. Communication from Visitors

D. Consent Agenda

1. Approval of Minutes

2. Treasurer's Report

3. Bills Payable

4. Payrolls	May 30, 2002	\$224,304.85
	June 13, 2002	\$175,973.19

5. Budget Report

✓6. Prevailing Wages Resolution

**✓7. Revisions to Board Policies 111.01, 112.01, and 114.01
(Second Reading)**

✓8. 2002 - 2003 Administrative Calendar

E. President's Report

- 1. Board Policies Review - 301.01, 302.01, 302.02, 303.01, 304.01**
- 2. Enrollment Update**
- 3. SVCC Tech Prep Consortium Award (attached)**

F. Financial Reports and Actions

- ✓1. Public Hearing on 2002 - 2003 Budget**
- ✓2. Approval of 2002 - 2003 Budget (Second Reading)**
- ✓3. 2004 RAMP Request**

G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, and closed session minutes consideration)

H. Closed Session Minutes of May 20, 2002

I. Personnel

✓ **Faculty Appointment**

J. Other

- ✓ 1. Revision to Board Policy 201.01 Administrative Organization (First Reading)
- ✓ 2. Revision to Board Policy 203.01 Duties and Responsibilities of Administrative and Confidential Personnel (First Reading)
- ✓ 3. Revision to Board Policy 116.01 Board Ethics (First Reading)
- ✓ 4. Discussion Item - Security Cameras

K. Reports

- 1. Student Trustee
- 2. ICCTA Representative
- 3. Foundation Liaison
- 4. Faculty Association
- 5. Board Chair
- 6. Board Members Comments

L. Adjournment

Board of Trustees Meetings

July 9, 2002 (Retreat)

July 22, 2002

August 26, 2002

September 23, 2002

ICCTA Monthly Meetings

**September 13 - 14, 2002
Crowne Plaza, Springfield**

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

June 24, 2002

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on June 24, 2002 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

Call to Order: Chair Wolf called the meeting to order at 7:00 p.m. and the following members answered roll call:

Edward Andersen	Henry S. Dixon, Jr.
Robert J. Thompson	Nancy Varga
William Simpson	Pennie von Bergen Wessels
B.J. Wolf	Neal Singleton

SVCC Staff: President Richard L. Behrendt
Attorney Ole Bly Pace III
Vice President Ruth Bittner
Vice President Deborah Hecht
Vice President Joan Kerber
Director of College Relations Cal Lyons
Secretary to the Board Marilyn Vinson

Consent Agenda: It was moved by Member Simpson and seconded by Member Thompson that the Board approve the Consent Agenda as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Neal advisory vote: aye.

President's Report: President Behrendt reported that total enrollment for last year (Summer 2001, Fall 2001, and Spring 2002) was up 20.5%, that the College had served 6,480 (unduplicated) students for this same period, that currently summer enrollment was up 14.5%, pre-registration for Fall was up 17.1%, that our Phi Theta Kappa was a Five-Star Chapter, that the College for Kids enrollment was 301, that the College would be offering six compressed video courses this Fall, and that the SVCC Tech Prep Consortium had received an Award of Excellence from the Illinois State Board of Education.

Public Hearing on 2002 - 2003 Budget: Chair Wolf noted that a Public Hearing would now be held on the 2002 - 2003 Budget and that the Board would receive comments or inquiries from any citizens present.

Approval of 2002 - 2003 Budget: It was moved by Member Andersen and seconded by Member Simpson that the Board approve the 2002 - 2003 Budget as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

2004 RAMP: It was moved by Member Varga and seconded by Member Dixon that the Board approve the 2004 RAMP Report as submitted. In a roll call vote, the following was recorded: Ayes - Members Andersen, Dixon, Simpson, Thompson, Varga, and Wolf. Nays - Member von Bergen Wessels. Motion carried. Student Trustee Singleton advisory vote: aye.

Closed Session: At 7:50 p.m. it was moved by Member von Bergen Wessels and seconded by Member Thompson that the Board adjourn to Closed Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and the Closed Session minutes of May 20, 2002. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

Open Session: The Board returned to regular session at 8:00 p.m.

Minutes: It was moved by Member Thompson and seconded by Member Dixon that the Board approve the amended minutes (Par. #2) of the May 20, 2002 Closed Session. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

Faculty Appointment: It was moved by Member Andersen and seconded by Member Dixon that the Board approve the appointment of Valarie Wittman as Assistant Professor of Computer Information Systems (Step 7), effective August 20, 2002 at an annual salary of \$36,824. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

Revisions to Board Policy 201.01 Administrative Organization:	It was moved by Member von Bergen Wessels and seconded by Student Trustee Singleton that the Board approve the proposed changes to Board Policy 201.01 Administrative Organization for first reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.
Revisions to Board Policy 203.01 Administrative and Confidential Personnel:	It was moved by Member Simpson and seconded by Member Dixon that the Board approve the proposed changes to Board Policy 203.01 Duties and Responsibilities of Administrative and Confidential Personnel for first reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.
Revisions to Board Policy 116.01 Board Ethics:	It was moved by Member Andersen and seconded by Student Trustee Singleton that the Board approve the proposed changes to Board Policy 116.01 Board Ethics for first reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.
Reports:	Student Trustee Singleton did not have a report.
	ICCTA Representative Thompson reported that community colleges will face a 4.9% reduction in state funding along with reductions in the MAP Grants.
	Foundation Liaison Andersen reported that the Foundation will be meeting at 7:30 a.m. on Tuesday morning.
	Board Chair Wolf requested Trustees to submit their items for the Board Retreat to the President's Office by July 2. He also reported that Sauk Valley Community College has been chosen to provide a Chair for the Northwest Region of the ICCTA and that he was appointing Nancy Varga to this position.

Adjournment: Since the scheduled business was completed, it was moved by Member Dixon and seconded by Member Thompson that the Board adjourn. The next meeting will be the Board Retreat to be held at the College at noon on July 9, 2002 and the next regular meeting will be held at the College on July 22, 2002 at 7 p.m. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

The Board adjourned at 8:20 p.m.

Respectfully submitted:

Nancy L. Varga
Nancy L. Varga, Secretary

For Board Meeting of
June 24, 2002

Agenda Item D-6

PREVAILING WAGES RESOLUTION

By law, during the month of June each community college must adopt a resolution establishing prevailing wages for their district. Subsequent thereto, the College must publish a notice of Establishment of Prevailing Wages in the local newspaper. A certified copy of the adopted resolution establishing prevailing wages will then be forwarded to the Secretary of State in Springfield.

RECOMMENDATION: Board approval of the attached Resolution Establishing Prevailing Wages for Sauk Valley Community college District #506.

SAUK VALLEY COMMUNITY COLLEGE, DIXON, ILLINOIS

RESOLUTION

ESTABLISHING PREVAILING WAGES

WHEREAS, Illinois Compiled Statutes, 820 ILCS 130/0.01-130/12, the Prevailing Wage Law, as amended, requires that the public body awarding any contract for construction of public works, exclusive of maintenance work, shall ascertain the general prevailing hourly rate of wages for employees engaged in such work; and

WHEREAS, the statutes further provide that said rate of pay be publicly posted and/or kept available for inspection by any interested party and certified copy thereof promptly filed in the Office of the Secretary of State;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Sauk Valley Community College, Lee County, Illinois, to the extent as required by AN ACT regulating wages of laborers, mechanics, and other workers employed in any public works by the State, county, city, or by any public body or political sub- division or by anyone under contract public works," as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Board of Trustees is hereby ascertained to be the same as the prevailing rate of wage for construction work in Lee County area as determined by the Department of Labor of the State of Illinois as of June 1, 2002; a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the College. The definition of any terms appearing in this resolution which are also used in aforesaid Act shall be the same as in said Act.

BE IT FURTHER RESOLVED that nothing herein contained shall be construed to apply to the prevailing hourly rate of wages in the locality for employment other than public works construction as defined in the ACT; and

BE IT FURTHER RESOLVED that the Secretary to the Board of Trustees be and is hereby directed to file a certified copy of this Resolution with the Secretary of State and the Department of Labor of the State of Illinois;

BE IT FURTHER RESOLVED that the Notice of this determination shall be published in the Dixon Telegraph in the City of Dixon, Illinois, a newspaper of general circulation within the area;

BE IT FURTHER RESOLVED that the Secretary shall publicly post or keep available for inspection by any interested party in the main office of the Board of Trustees this determination of such prevailing rate of wages; and

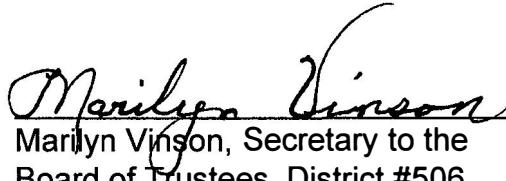
BE IT FURTHER RESOLVED that the Secretary to the Board of Trustees shall mail a copy of this determination to any employer and to any person or association of employees who have filed their names and addresses requesting copies of any determination stating the particular rates and the particular class of workmen whose wages will be affected by such rates.

Approved this 24th day of June, 2002.

Board of Trustees of Sauk Valley
Community College District #506
Lee County, Illinois


Dr. B.J. Wolf, Chair

ATTEST:



Marilyn Vinson, Secretary to the
Board of Trustees, District #506

Lee County Prevailing Wage for June 2002

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		BLD	20.780	21.780	1.5	1.5	2.0	3.150	7.950	0.000	0.300	
ASBESTOS ABT-MEC		BLD	23.300	24.800	1.5	1.5	2.0	3.640	5.520	0.000	0.000	
BOILERMAKER		BLD	26.850	29.850	2.0	2.0	2.0	3.800	6.100	0.000	0.150	
BRICK MASON		BLD	25.660	27.310	1.5	1.5	2.0	3.400	5.500	0.000	0.280	
CARPENTER		BLD	22.590	25.070	1.5	1.5	2.0	4.300	5.370	0.000	0.500	
CARPENTER		HWY	22.790	24.040	1.5	1.5	2.0	4.300	5.500	0.000	0.400	
CEMENT MASON		ALL	24.900	27.150	1.5	1.5	2.0	3.750	6.180	0.000	0.050	
COMMUNICATION TECH		BLD	24.040	26.040	1.5	1.5	2.0	3.600	5.830	0.000	0.360	
ELECTRIC PWR EQMT OP		ALL	26.460	33.040	1.5	1.5	2.0	2.450	6.610	0.000	0.130	
ELECTRIC PWR GRNDMAN		ALL	20.750	33.040	1.5	1.5	2.0	2.450	5.190	0.000	0.100	
ELECTRIC PWR LINEMAN		ALL	31.290	33.040	1.5	1.5	2.0	2.450	7.820	0.000	0.160	
ELECTRIC PWR TRK DRV		ALL	21.390	33.040	1.5	1.5	2.0	2.450	5.350	0.000	0.110	
ELECTRICIAN		BLD	29.180	31.930	1.5	1.5	2.0	4.350	8.150	0.000	0.340	
ELEVATOR CONSTRUCTOR		BLD	30.160	33.930	2.0	2.0	2.0	4.425	2.610	1.810	0.000	
GLAZIER		BLD	24.580	25.580	1.5	1.5	2.0	4.150	4.850	0.000	0.300	
HT/FROST INSULATOR		BLD	28.250	30.000	1.5	1.5	2.0	4.980	7.060	0.000	0.230	
IRON WORKER	N	ALL	28.500	29.930	2.0	2.0	2.0	4.230	9.045	0.000	0.600	
IRON WORKER	S	ALL	23.000	25.000	1.5	1.5	2.0	4.340	8.310	0.000	0.470	
LABORER		BLD	20.780	21.780	1.5	1.5	2.0	3.150	7.950	0.000	0.300	
LABORER		HWY	20.330	21.080	1.5	1.5	2.0	3.150	7.550	0.000	0.300	
LABORER, SKILLED		HWY	21.430	22.180	1.5	1.5	2.0	3.150	7.550	0.000	0.300	
LATHER		BLD	22.590	25.070	1.5	1.5	2.0	4.300	5.370	0.000	0.500	
MACHINIST		BLD	30.610	32.360	2.0	2.0	2.0	3.200	2.600	2.110	0.000	
MARBLE MASON		BLD	22.840	23.090	1.5	1.5	2.0	3.400	4.500	0.000	0.250	
MILLWRIGHT		BLD	24.850	27.340	1.5	1.5	2.0	3.750	6.200	0.000	0.000	
OPERATING ENGINEER		BLD 1	29.300	29.850	2.0	2.0	2.0	5.000	3.750	1.500	0.400	
OPERATING ENGINEER		BLD 2	28.600	29.850	2.0	2.0	2.0	5.000	3.750	1.500	0.400	
OPERATING ENGINEER		BLD 3	26.150	29.850	2.0	2.0	2.0	5.000	3.750	1.500	0.400	
OPERATING ENGINEER		BLD 4	24.150	29.850	2.0	2.0	2.0	5.000	3.750	1.500	0.400	
OPERATING ENGINEER		HWY 1	29.150	29.650	1.5	1.5	2.0	5.000	3.750	1.500	0.400	
OPERATING ENGINEER		HWY 2	28.600	29.650	1.5	1.5	2.0	5.000	3.750	1.500	0.400	
OPERATING ENGINEER		HWY 3	27.300	29.650	1.5	1.5	2.0	5.000	3.750	1.500	0.400	
OPERATING ENGINEER		HWY 4	25.750	29.650	1.5	1.5	2.0	5.000	3.750	1.500	0.400	
OPERATING ENGINEER		HWY 5	24.400	29.650	1.5	1.5	2.0	5.000	3.750	1.500	0.400	
PAINTER		ALL	26.300	27.300	1.5	1.5	1.5	4.150	3.450	0.000	0.300	
PILEDRIVER		BLD	23.590	26.180	1.5	1.5	2.0	4.300	5.370	0.000	0.500	
PILEDRIVER		HWY	22.790	24.040	1.5	1.5	2.0	4.300	5.500	0.000	0.400	
PIPEFITTER		ALL	28.700	31.570	1.5	1.5	2.0	3.400	5.750	0.000	0.400	
PLASTERER		BLD	25.250	27.770	2.0	2.0	2.0	3.750	6.130	0.000	0.050	
PLUMBER		ALL	28.700	31.570	1.5	1.5	2.0	3.400	5.750	0.000	0.400	
ROOFER		BLD	30.000	32.000	1.5	1.5	2.0	3.750	2.330	0.000	0.320	
SHEETMETAL WORKER		BLD	27.100	28.930	1.5	1.5	2.0	3.400	7.190	0.520	0.190	
SPRINKLER FITTER		BLD	29.040	30.540	1.5	1.5	2.0	3.400	2.900	0.000	0.150	
STONE MASON		BLD	25.660	27.310	1.5	1.5	2.0	3.400	5.500	0.000	0.280	
TELECOM WORKER		ALL	21.900	23.400	1.5	1.5	2.0	3.000	2.650	1.430	0.000	
TERRAZZO MASON		BLD	21.350	21.600	1.5	1.5	2.0	3.350	4.500	0.000	0.250	
TILE LAYER		BLD	22.590	25.070	1.5	1.5	2.0	4.300	5.370	0.000	0.500	
TILE MASON		BLD	21.350	21.600	1.5	1.5	2.0	3.350	4.500	0.000	0.250	
TRUCK DRIVER	O&C 1	18.550	0.000	1.5	1.5	2.0	4.360	2.125	0.000	0.000		
TRUCK DRIVER	O&C 2	18.870	0.000	1.5	1.5	2.0	4.360	2.125	0.000	0.000		
TRUCK DRIVER	O&C 3	19.030	0.000	1.5	1.5	2.0	4.360	2.125	0.000	0.000		
TRUCK DRIVER	O&C 4	19.230	0.000	1.5	1.5	2.0	4.360	2.125	0.000	0.000		
TRUCK DRIVER	O&C 5	19.830	0.000	1.5	1.5	2.0	4.360	2.125	0.000	0.000		
TRUCK DRIVER	E ALL 1	25.300	25.850	1.5	1.5	2.0	3.950	2.750	0.000	0.000		
TRUCK DRIVER	E ALL 2	25.450	25.850	1.5	1.5	2.0	3.950	2.750	0.000	0.000		
TRUCK DRIVER	E ALL 3	25.650	25.850	1.5	1.5	2.0	3.950	2.750	0.000	0.000		
TRUCK DRIVER	E ALL 4	25.850	25.850	1.5	1.5	2.0	3.950	2.750	0.000	0.000		
TRUCK DRIVER	W ALL 1	23.190	0.000	1.5	1.5	2.0	4.360	2.125	0.000	0.000		
TRUCK DRIVER	W ALL 2	23.590	0.000	1.5	1.5	2.0	4.360	2.125	0.000	0.000		

TRUCK DRIVER	W	ALL 3	23.790	0.000	1.5	1.5	2.0	4.360	2.125	0.000	0.000
TRUCK DRIVER	W	ALL 4	24.040	0.000	1.5	1.5	2.0	4.360	2.125	0.000	0.000
TRUCK DRIVER	W	ALL 5	24.790	0.000	1.5	1.5	2.0	4.360	2.125	0.000	0.000
TUCKPOINTER		BLD	25.660	27.310	1.5	1.5	2.0	3.400	5.500	0.000	0.280

Legend:

M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)

OSA (Overtime is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

Explanations

LEE COUNTY

IRONWORKERS (SOUTH) - That part of the county South of Route 30.

TRUCK DRIVERS (EAST) - That part of the county East of U.S. 251 and North of Route 30.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial/Decoration Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration such as the day after Thanksgiving for Veterans Day. If in doubt, please check with IDOL.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

COMMUNICATIONS TECHNICIAN

Installing, manufacturing, assembling and maintaining sound and intercom, protection alarm (security), fire alarm, master antenna television, closed circuit television, low voltage control for computers and/or door monitoring, school communications systems, telephones and servicing of nurse and emergency calls, and the installation and maintenance of transmit and receive antennas, transmitters, receivers, and associated apparatus which operates in conjunction with above systems. All work associated with these system installations will be included EXCEPT the installation of protective metallic conduit in new construction projects (excluding less than ten-foot runs strictly for protection of cable) and 120 volt AC (or higher) power wiring and associated hardware.

LABORER, SKILLED - HIGHWAY

Individuals engaged in the following types of work, irrespective of the site of the work: asbestos abatement worker, handling of any materials with any foreign matter harmful to skin or clothing, track laborer, cement handlers, chloride handlers, the unloading and loading with steel workers and re-bars, concrete workers wet, tunnel helpers in free air, batch dumpers, mason tenders, kettle and tar men, tank cleaners, plastic installers, scaffold workers, motorized buggies or motorized unit used for wet concrete or handling of building materials, laborers with de-watering systems, sewer workers plus depth, rod and chainmen with technical engineers, rod and chainmen with land surveyors, rod and chainmen with surveyors, vibrator operators, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers plus depth, on concrete paving, placing, cutting and tying of reinforcing, deck hand, dredge hand, and shore laborers, bankmen on floating plant, grade checker, power tools, front end man on chip spreaders, cassion workers plus depth, gunnite nozzle men, lead man on sewer work, welders, cutters, burners and torchmen, chainsaw operators, jackhammer and drill operators, layout man and/or drainage tile layer, steel form setter - street and highway, air tamping hammermen, signal man on crane, concrete saw operator, screedman on asphalt pavers, laborers tending masons with hot material or where foreign materials are used, mortar mixer operators, multiple concrete duct - leadsman, lumen, asphalt raker, curb asphalt machine operator, ready mix scalemen (permanent, portable or temporary plant), laborers handling masterplate or similar materials, laser beam operator, concrete burning machine operator, coring machine operator, plaster tender, underpinning and shoring of buildings, pump men, manhole and catch basin, dirt and stone tamper, hose men on concrete pumps, hazardous waste worker, lead base paint abatement worker, lining of pipe, refusing machine, assisting on direct boring machine, the work of laying watermain, fire hydrants, all mechanical joints to watermain work, sewer worker, and tapping water service and forced lift station mechanical worker.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - WEST

Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vactor trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST

Class 1. Two or three Axle Trucks. A-frame Truck when used for

transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yeards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

TRUCK DRIVER - OIL AND CHIP RESEALING ONLY. Oil and chip resealing (O&C) means the application of road oils and liquid asphalt to coat an existing road surface, followed by application of aggregate chips or gravel to coated surface, and subsequent rolling of material to seal the surface. This shall encompass laborers, workers and mechanics who drive contractor or subcontractor owned, leased, or hired pickup, dump, service, or oil distributor trucks. The work includes transporting materials and equipment (including but not limited to, oils, aggregate supplies, parts, machinery and tools) to or from the job site; distributing oil or liquid asphalt and aggregate; stock piling material; and maintaining trucks at job site related to oil and chip resealing. The Truck Driver (Oil & Chip Resealing) wage classification does not include supplier delivered materials.

OPERATING ENGINEERS - BUILDING

Class 1. Assistant Craft Foreman; Craft Foreman; Mechanic; Asphalt Plant; Asphalt Spreader; Autcgrade; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver; Concrete Placer; Concrete Pump (Truck Mounted); Concrete Tower, Cranes, All, Cranes, Hammerhead, Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, one, two and three Drum; Hoists, Two tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Locomotives, All; Motor Patrol; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes; Squeeze Cretes-screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Rock Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-form Paver; Straddle Buggies; Tie Back Machine;

Tractor with Back and Side Boom; Trenching Machines.

Class 2. Bobcat (over 3/4 cu. yd.); Boilers; Brick Forklift; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Greaser Engineer; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Asphalt Spreader; Combination - Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators - (Rheostat Manual Controlled); Hydraulic Power Units (Pile Driving and Extracting); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 small Electric Drill Winches; Bobcat (up to and including 3/4 cu. yd.).

Class 4. Hoists, Inside Elevators, Push Button with Automatic Doors; Oilers; Brick Forklift.

OPERATING ENGINEERS - HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Craft Foreman; Asphalt Plant, Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Silo Tender; Asphalt Spreader; Autograder; ABG Paver; Backhoes with Caisson attachment; Ballast Regulator, Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Backhoe w/shear attachments; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Hammerhead, Linden, Peco & Machines of a like nature; Crete Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Directional Boring Machine over 12"; Dredges; Field Mechanic-Welder; Formless Curb and Gutter Machine; Gradall and Machines of a like nature; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; GCI Crane; Hydraulic Telescoping form (Tunnel); Tie Back Machine; Tractor Drawn Belt Loader; Tractor with Boom; Tractor-aire with Attachments; Traffic Barrier conveyor machine; Raised or Blind Hole; Trenching Machine; Truck Mounted Concrete Pump with Boom; Truck Mounted Concrete Conveyor; Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Conveyor Muck Cars (Haglund or Similar Type); Drills, all; Finishing Machine - Concrete; Greaser Engineer; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro Blaster; Laser Screed; All Locomotives, Dinky; Pump Cretes; Squeeze Cretes-Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotory Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc,

Compactor, etc. Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers, Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper - Form-Motor Driven.

Class 4. Air Compressor - Small and Large; Asphalt Spreader, Backend Man; Bobcat (Skid Steer) all; Combination - Small Equipment Operator; Directional Boring Machine up to 12"; Generators - Small 50kw and Under; Generators - Large over 50kw; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Hydro-Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Tract-aire; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Oilers and Directional Boring Machine Locator.
Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If there is no such definition on file, the Bureau of Labor Statistics SIC list will be used. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. Further, if no such neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 618/993-7271 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

For Board Meeting of
June 24, 2002

Board Item D-7

BOARD POLICY REVISIONS
111.01 SPECIAL MEETINGS OF THE BOARD
112.01 MEETINGS OPEN TO THE PUBLIC
114.01 BOARD MEETING AGENDA
(SECOND READING)

At the last meeting, it was pointed out that updated statutory citations needed to be included in these three policies. As Attorney Pace's letters indicated, he also re-drafted them to be consistent with the Open Meetings Act.

RECOMMENDATION: Board approval for second reading of the proposed changes to Board Policies 111.01, 112.01, and 114.01.



WARD, MURRAY, PACE & JOHNSON, P.C.
LAW OFFICES

HILIP H. WARD, JR.
DAVID E. MURRAY, OF COUNSEL
OLE BLY PACE III
AURENCE F. JOHNSON
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RICHARD A. PALMER
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JAMES L. REESE
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DANIEL C. HAWKINS
TIMOTHY B. ZOLLINGER
ROBERT T. LESEAGE III
TRENT L. BUSH
TONY J. MILLER

February 27, 2002

Reply to:
Sterling Office

Dr. Richard Behrendt
President
SAUK VALLEY COMMUNITY COLLEGE
173 Illinois Route 2
Dixon, IL 61021

Dear Dr. Behrendt:

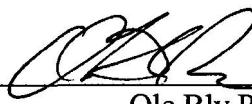
Enclosed is the set of policies with updated statutory citations.

A second revised version of Policy 111.01 is enclosed which has further revisions in the second sentence to provide for the special meeting notice by personal service 24 hours before the special meeting as permitted under the Community College Act. The statutory and policy provisions regarding notice to members of the Board are permissive rather than mandatory.

In Policy 114.01 "Board Meeting Agenda," there is a requirement that the agenda for special meetings be furnished at least 48 hours prior to the meeting. The Open Meetings Act permits emergency special meetings to be held on less than 48 hours prior notice. However, Policy 114.01 would be inconsistent with utilization of that statutory authority, and could be interpreted as preclusive, in view of the new sensitivity demonstrated by the courts regarding agendas. If you want to contemplate a change to 114.01(b), a redraft is also enclosed.

Very truly yours,

WARD, MURRAY, PACE & JOHNSON, P.C.

By 
Ole Bly Pace III

OBP:vh

Enclosures

STERLING (815) 625-8200
FAX (815) 625-8363

MILLEDGEVILLE (815) 225-7300

DIXON (815) 284-8200
FAX (815) 284-0926



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TONY J. MILLER

Reply to:
Sterling Office

April 26, 2002

Dr. Richard Behrendt
President
SAUK VALLEY COMMUNITY COLLEGE
173 Illinois Route 2
Dixon, IL 61021

Re: Policy 111.01

Dear Dr. Behrendt:

At a prior meeting, it was noticed that Policy 111.01 regarding special meetings needed to be updated and we were asked to do so. Enclosed is a redrafted version for your critical review. The policy provides a means for the chair or three members of the Board to call a public meeting, but also is then consistent with the Open Meetings Act regarding inclusion of the agenda in the notice, and an exception to the 48 hour rule in the event of bona fide emergencies. (In its existing format, the policy seems to preclude an emergency meeting held on less than 48 hours notice.) The redrafting is more extensive than just a change of statutory reference, and thus would have to go through the two reading procedure.

Very truly yours,

WARD, MURRAY, PACE & JOHNSON, P.C.

By 
Ole Bly Pace III

OBP:vh

Enclosure

PRESENT

111.01 Special meetings of the Board of Trustees

Special meetings of the Board may be called by the Chair or by three members of the Board by giving public notice thereof in writing stating the time, place and purpose of the meeting. Such notice may be served on members of the Board by mail 48 hours before the meeting. Notice shall also be given to the news media as required by Chapter 102, Section 42.02, of the Illinois Revised Statutes, as amended.

PROPOSED

111.01 Special Meetings of the Board of Trustees

Special meetings of the Board may be called by the Chair or by three members of the Board by giving public notice thereof in writing stating the time, place and purpose of the meeting. Such notice may be served on the members of the Board by mail 48 hours before the meeting, or by personal service 24 hours before the meeting. Notice shall also be given to the news media as required by 5 ILCS 120/2.02.

PRESENT

112.01 Meetings Open To Public

The Board, and its committees, shall comply with the Illinois Open Meetings Act as amended.

All meetings required to be public shall be held at specified times and in places which are convenient to the public. No meeting required to be public shall be held on a legal holiday unless the regular meeting day falls on the holiday.

Public notice of all meetings shall be given in compliance. Chapter 102 Par.

42.01.

PROPOSED

112.01

The Board, and its committees, shall comply with the Illinois Open Meetings Act as amended.

All meetings required to be public shall be held at specified times and in places which are convenient to the public. No meeting required to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

Public notice of all meetings shall be given in compliance with 5 ILCS 120/2.02.

114.01 Board Meeting Agenda

A. The President of the College will prepare the agenda of meetings for the Board of Trustees after conferring with the Chair of the Board. The Trustees may introduce agenda items through the Board Chair or the President of the College.

B. The Trustees will receive copies of the agenda of regular and special meetings and any available supporting materials, at least 48 hours prior to each meeting. These materials will be hand-delivered or sent by mail.

C. Copies of the agenda for each public meeting of the Board of Trustees will be sent to all news media who have requested notice of meetings pursuant to the Illinois Open Meetings Act and will be placed on file in the President's office for public inspection prior to regular and special meetings.

D. The Board agenda shall contain an item called "Communications from Visitors." At this time on the agenda, subject to policy 114.02, members of the public and employees of the College may be heard on petitions previously filed, or requests to be heard on specific agenda items, or to comment or ask questions of the Board. Any written communications for the Board not previously delivered to the Board shall be furnished to it at this place on the agenda. In the Chair's discretion, any written communication to the Board may be read aloud by the Chair, by a member of the Board, by the President or by other designees.

Chapter 102 Par. 42.02 (b) Chapter 122 Par. 103-8

10/23/89

PROPOSED

114.01 Board Meeting Agenda

A. The President of the College will prepare the agenda of meetings for the Board of Trustees after conferring with the Chair of the Board. The Trustees may introduce agenda items through the Board Chair or the President of the College.

B. The trustees should be furnished with copies of the agenda for regular meetings with any available supporting materials, at least 48 hours prior to each regular meeting. The materials will be hand delivered or sent by mail. The trustees will receive a copy of the agenda and any available supporting materials for a special meeting as soon as practicable prior to the meeting.

C. Copies of the agenda for each meeting of the Board of Trustees shall be sent to all news media who requested notice of meetings pursuant to the Illinois Open Meetings Act, and shall be posted at the College office for public inspection as provided by the Illinois Open Meetings Act.

D. The Board agenda shall contain an item called “Communications from Visitors.” At this time on the agenda, subject to Policy 114.02, members of the public and employees of the College may be heard on petitions previously filed, or requests to be heard on specific agenda items, or to comment or ask questions of the Board. Any written communications for the Board not previously delivered to the Board shall be furnished to it at this place on the agenda. In the Chair’s discretion, any written communication to the Board may be read aloud by the Chair, by a member of the Board, by the President or by other designees.

For Board Meeting of
June 24, 2002

Agenda Item D-8

APPROVAL OF ADMINISTRATIVE CALENDAR

The attached Administrative Calendar for the 2002 - 2003 year is presented to the Board for approval.

RECOMMENDATION: Board approval of the 2002 - 2003 Administrative Calendar as presented.

Sauk Valley Community College Administrative Calendar 2002 - 2003

2002

JULY

- 1 RAMP due at ICCB
- 4 Independence Day - Thursday - College closed
- 8 Annual Reports due in President's Office
- 8 Fall 2002 Class Schedule on Campus and in mail
- 22 Board Meeting
- 25 Administrative Council
- 25 Fall 2002 Corporate and Community Services class schedule to Vice President of Instructional Services

2002

AUGUST

- 1 PQP due at ICCB
- 1 Final Exams
- 1 Last day for early registered students to pay
- 2 Fall 2002 Corporate and Community Services class schedule to Office of College Relations
- 5 Final Exams
- 6 All Summer grades due to Office of Admissions by 5:00 p.m.
- 8 All Summer grades mailed to students
- 12 Last Four-Day Week
- 20 Fall In-service
- 21 Fall 2002 classes begin
- 21-28 Registration Change Period - 7:30 a.m. to 7:00 p.m.
(Monday through Thursday) 7:30 a.m. to 4:30 p.m (Friday)
- 26 Board Meeting
- 28 Free - For - Fall (During Activity Hour)
- 30 Fall 2002 Corporate and Community Services class schedule on Campus and Mailed

2002
SEPTEMBER

- 1 Unit Cost due at ICCB
- 2 Labor Day - College closed
- 16 Spring 2003 Class Schedule to Ofc. Of College Relations
- 20 Supplemental Unit Cost due to ICCB
- 23 Deadline for Trustee approval of final FY2002 Budget
- 23 Board Meeting
- 26 Administrative Council

2002
OCTOBER

- 4 Deficiency Notices to students
- 21 Spring 2003 Class Schedule on campus and mailed
- 28 Board Meeting

2002
NOVEMBER

- 4 Early Registration for Spring 2003
- 5 College Night
- 18 Spring 2003 Corporate and Community Services class schedule to Vice President of Instructional Services
- 21 Administrative Council
- 25 Board Meeting
- 27 No classes - Offices open until 4:30 p.m.
- 27 Thanksgiving Vacation Begins @ 4:30 p.m.

2002
DECEMBER

- 2 Telephone Registration begins
- 2 Spring 2003 Corporate and Community Services class schedule to Office of College Relations
- 2 Classes Resume
- 6 Last day for early registered students to pay
- 10-13 Final exams

13 Recommendation from Vice Presidents to President for tenured personnel appointments

16 Final grades due in Admissions Office at 4:30 p.m.

16 Board Meeting

19 Fall 2002 grades mailed to students

20 College closes for Christmas Break at 4:30 p.m.

26 Spring 2003 Corporate and Community Services class schedule on campus and mailed

2003

JANUARY

2 College offices open at 8 a.m.

10 Spring 2003 In-service

13 Spring 2003 Semester Classes Begin

13-17 Registration Change Period - 7:30 a.m. to 7:00 p.m (Monday through Thursday) 7:30 a.m. to 4:30 p.m (Friday)

15 Official deadline for notice of reappointment to tenured personnel from President

20 Martin Luther King Day - College closed

23 Administrative Council

27 Board Meeting

2003

FEBRUARY

14 Deadline for official notice of reappointment of non-tenured personnel by the President

17 President's Day - College closed

18 Summer 2003 and Fall 2003 Class Schedules to Office of College Relations

21 Deficiency Notices to students

24 Board action on tenured and non-tenured personnel recommendations

24 Board Meeting

2003
MARCH

- 13 Workshop Day - No classes
- 17 Summer 2003 and Fall 2003 Class Schedules on campus and mailed
- 21 Spring Break begins at 4:30 p.m.
- 24 Board Meeting
- 27 Administrative Council
- 31 Classes Resume

2003
APRIL

- 7 Early Registration for Summer 2003 and Fall 2003 sessions
- 7 Commencement Program copy due to Office of College Relations
- 18 Good Friday - Holiday
- 28 Board Meeting

2003
MAY

- 12 Last day of classes
- 13-16 Final exams begin
- 16 Graduates grades due by 12 noon in Admissions Office
- 16 Nurses Pinning Ceremony
- 19 Board Meeting
- 19 Four-Day Week begins
- 19 All grades due in Admissions Office
- 22 Commencement
- 22 Spring 2003 Semester grades mailed to students
- 22 Administrative Council
- 26 Memorial Day - College closed
- 29 Last day for early registered Summer 2003 Session students to pay

**Please note the
change in Final Exams
for Summer Session 2003**

**2003
JUNE**

- 2 **Updated** Fall 2003 Class Schedule to Office of College Relations
- 9 Summer 2003 Session begins
- 9-10 Registration Change Period - 7:30 a.m. to 7:00 p.m.
- 19 All support and professional/technical staff evaluations to President
- 23 Board Meeting



Fall 2003 Class Schedules on campus
and mailed

July 7, 2003

Final Exams for Summer Session

July 30 and July 31, 2003

Office of the President
August 1, 2002

301.01 Budgeting, Purchasing, Accounting, and Auditing Procedures

Budgeting, purchasing, accounting, and auditing procedures shall be conducted according to generally accepted accounting practices as prescribed by the Illinois Community College Board, by other cognizant government agencies, and by such statutes as may be applicable to the expenditure of public funds.

2/12/79

302.01 Budget Control Policy

The budget is a tool used in implementing the philosophies and objectives of the College. It is prepared by the administration of the College and submitted to the Board of Trustees for their approval. The College budget requires that institutional resources be allocated on an organizational unit basis by function and object so that appropriations and expenditures may be controlled and reported by the person directly responsible for the financial management of the budget.

The financial integrity and responsibility of the College requires that College personnel shall underwrite expenditures only in those functions or objects specifically assigned to them by the budget. Obligations should be incurred only as a result of legal requirements, Board of Trustees policies, and specific Board approval. The Board approves the budget on an annual basis and budget changes must be approved on a specific individual change basis.

Any expenditure committed for an object and/or a function by College personnel not directly responsible for that function and not cleared in advance by a budget transfer, shall be considered a personal expenditure of that individual and shall not be considered as an obligation of Sauk Valley Community College.

2/12/79

3/23/87

302.02 Payment of Bills

Responsibility of Treasurer

The College Treasurer is responsible for the receipt of tax revenue, all certifications and claims of taxes, investments of College funds, providing a monthly financial report to the Board of Trustees, and for all disbursements of College funds.

Board Approval

All disbursements made by the Treasurer shall be submitted to the Board of Trustees for its approval.

Time of Disbursements

A. The Treasurer may, in his or her discretion, disburse funds for payment of the following items prior to receipt of Board approval:

1. Regular payroll checks and related withholding payments;
2. Investments permitted by law;
3. Approved travel advances;
4. Travel reimbursements consistent with policy;
5. Student aid and stipends provided pursuant to recognized student aid programs;
6. Refunds to students, staff or retirees consistent with policy;
7. Charges, expenses, or honoraria for personal incidental services to the College by third parties rendered consistently with prior authorization or contract;
8. Bills eligible for discount;
9. Bills subject to penalty if not paid before the next Board of Trustee's Meeting;

10. Interfund transfers consistent with policy;
11. Auxiliary fund transfers consistent with policy;
12. Agency fund transfers consistent with policy; and
13. Other urgent bills which in the discretion of the Treasurer must be paid to protect the College.

All disbursement of funds authorized by this clause shall be submitted for Board ratification at the Board meeting immediately following these disbursements. Any payments made pursuant to clause #13 hereof shall be disclosed to the recipient as being subject to Board ratification and being conditional thereon.

B. All other disbursements shall be made by the Treasurer only after obtaining prior Board approval therefor.

12/16/91

12/21/98

303.01 Contracts

The Vice President of Administrative Services and the President are authorized by the Board to sign contracts and agreements subject to prior approval of the Board.

This policy shall apply except in cases specified by the State law which requires the signature of the Chairman or the Secretary of the Board, their designate, or the President of the College.

2/12/79

11/28/94

304.01 Disposition of Equipment

Disposal of obsolete equipment shall be accomplished by public advertisement upon recommendation of the President and approval of the Board.

2/12/79

Sauk Valley Community College
Instructional Services
Business, Technology, and Natural Sciences
Linley V. White, Dean whitel@svcc.edu

DATE: June 17, 2002

TO: Dr. Deborah Hecht

FROM: Linley White 

SUBJECT: ISBE Award

The Sauk Valley Community College Tech Prep Consortium was recently honored by the Illinois State Board of Education. On June 10th the Illinois State Board in conjunction with the Illinois Community College Board presented our consortium with "an award of excellence" for leadership. Specifically mentioned at the ceremony was the administrative leadership of the consortium and the excellent WebPages.

Consortium members in attendance were: Linley White, Virginia Johnson, Loren Niemeyer, Paul McMahon, Rick Wilken, Jane Forristall, Carolyn Nelson, Larry Sileven, Deena Hughes, Kay Trinkle and Donna McFadden.

Attached is a copy of the "Certificate of Appreciation" presented to our consortium on Monday night. It was an honor and a privilege to represent Sauk on this occasion. If you have any questions, please feel free to contact me anytime.

Attachment

For Board Meeting of
June 24, 2002

Agenda Item F-1

PUBLIC HEARING OF 2002-2003 BUDGET

The tentative 2002-2003 budget was approved for first reading at the May meeting and has been available for public review for the required 30 days. As advertised, a period of time shall be set aside at this meeting for a Public Hearing at which time the Board will receive comments or inquires from any citizen present.

For Board Meeting of
June 24, 2002

Agenda Item F-2

APPROVAL OF 2002 - 2003 BUDGET
(SECOND READING)

The FY2002 - 2003 Budget is presented for final approval. Attached is a summary of adjustments made to the tentative budget that are now included in the final document, as well as highlights of the proposed budget.

RECOMMENDATION: Board approval of the 2002 - 2003 Budget as presented.

TO: Richard Behrendt

FROM: Ruth Bittner *PBB*

DATE: June 17, 2002

SUBJECT: FY 2003 Budget

Accompanying this memo is Sauk Valley Community College's FY 2003 Budget. The budget is directly linked to our strategic, technology, facilities, and marketing plans.

The final proposed expenditures budget of \$10,260,206 in the operating funds represents a 6.7% increase over the FY 2002 budget of \$9,617,820. With budgeted revenue and transfers in of \$10,038,549, we project a drawdown of \$221,657 from accumulated fund balance for the year.

For details of the budget and a discussion of its goals and assumptions, please refer to the Tentative Budget packet distributed in May.

Process

After soliciting input from staff and conducting extensive discussions, the FY 2003 Tentative Budget was prepared and presented to the Board of Trustees in May. The document was then made available for a 30-day public review period.

At the regularly scheduled June 24 meeting, the Board holds a Budget Hearing at which the public is invited to comment. Following this, the Board is asked to approve the FY 2003 Final Budget. Any changes made between the Tentative and Final budgets are presented at that time. The new fiscal year starts July 1, 2002.

Changes from the Tentative Budget

On June 11 the Governor and State Legislature completed their budgetary work, and the results have a significant impact on Sauk. First, the State cut the operating fund's Credit Hour and Equalization Grants by 1% (\$22,149) from the previously recommended level. Second, they eliminated the Special Populations Grant (\$59,078), a critical funding source in existence since FY 75; it pays for significant portions of Sauk's heavily used Learning Assistance Center and Student Needs operations. Third, they eliminated the Leadership and Core Values and Special Initiative Grants (\$15,000), newer programs that Sauk has used for the shared values initiative, support staff development retreats, the

Center for Excellence in Learning and Teaching, and other innovative, pilot-type activities. But, they also added \$5,000,000 for downstate community colleges. As of today, the ICCB plans to restore fully the Credit Hour and Equalization cuts and restore partially the Special Populations Grant.

It is an extremely high priority for Sauk to retain the much needed LAC and Student Needs operations, but at the same time it is also a priority to prevent the operating funds budget from falling further into deficit. Therefore, following news of the State cuts and proposed ICCB adjustments, we thoroughly reviewed revenues and expenditures to determine if the Special Populations programs could be absorbed into the operating funds.

We propose the following changes:

1. Increase property tax revenues by \$23,000, based on the most recent estimates from county clerks.
2. Increase tuition revenue by \$33,507, based on actual enrollment during the first week of Summer classes.
3. Increase salaries for the actual pay of new hires (\$4,706) and new estimates of property insurance (\$2,650) and assessment testing (\$3,000). Since last year the property and liability insurance market has hardened considerably; a number of insurance companies are refusing or delaying quotes. We still don't know what our premiums will be on July 1, but they appear to be headed for 15% to 20% increases.
4. Eliminate the programs previously funded by the Special Initiatives and Leadership and Core Values Grants (\$15,000). The Special Initiatives Grant paid for just that – new programs that needed seed money to get started. It was a relatively new and year-to-year competitive grant, so we simply won't have such a program in FY 03. Leadership and Core Values paid for development of the shared values concept at Sauk, attendance at shared values conferences, and support staff development retreats. It, too, is a relatively recent and competitive grant. The shared values concept is now entrenched in the institution and requires little funding to continue; we won't be able to fund conferences from this source. Some "hard" money is available for support staff development but most likely will not be used for a retreat.

An additional change to the budget is to add \$57,200 to the Liability, Protection and Settlement Fund expenditures to cover the purchase and annual maintenance of a security cameras system. This item was included in the FY 02 budget at a lower level, but we now plan to wait until fall, in FY 03, to make the purchase.

The net result of these changes is to improve the bottom line of the operating funds budget by \$15,034 – the Final Budget presented this month has a deficit of \$221,657, as opposed to \$236,691 in the Tentative Budget presented last month.

To provide some perspective on the state of Sauk's operating fund balance and our ability to absorb this year's proposed deficit, attached is a chart of the fund balance over time.

Thank you.

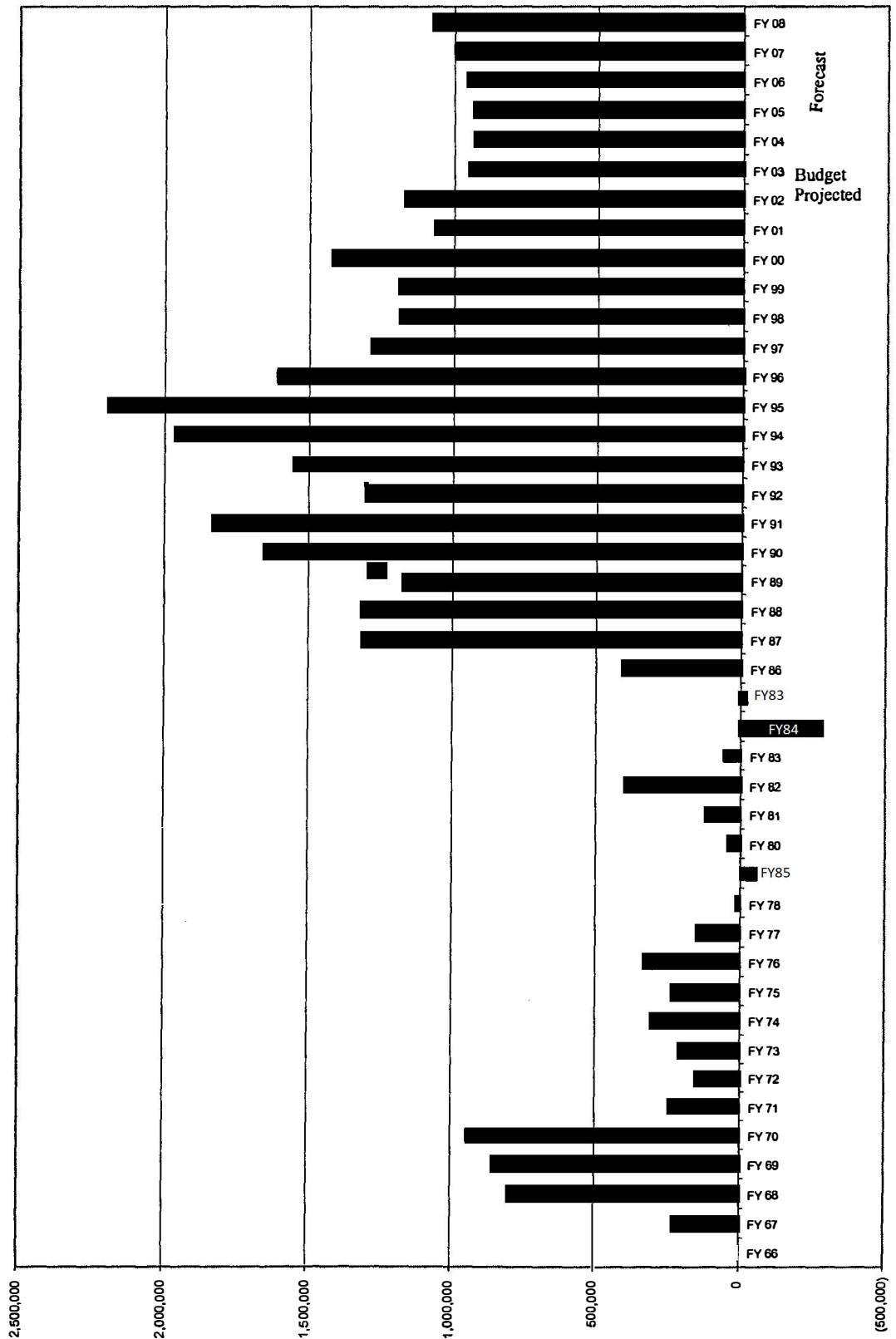
Recommendation

It is recommended that the Board of Trustees approve the FY 2003 Budget.

Sauk Valley Community College
Changes from Tentative to Final Budget
For FY 2003

Description	Tentative	Final	Change
Education Fund – Current Taxes	3,001,000	3,021,000	+ 20,000
Operations & Maintenance Fund – Current taxes	367,000	370,000	+ 3,000
(To adjust estimates of property tax revenue based on more current information.)			
Education Fund – Credit Hour Grant	1,372,938	1,372,109	- 829
Education Fund – Equalization Grant	598,360	604,412	+ 6,052
Operations & Maintenance Fund – Credit Hour Grant	169,689	169,587	- 102
Operations & Maintenance Fund – Equalization Grant	73,955	74,704	+ 749
(To reflect final estimated State aid amounts.)			
Education Fund – Resident Tuition	2,250,000	2,279,821	+ 29,821
Operations & Maintenance Fund – Resident Tuition	267,000	270,686	+ 3,686
(To reflect Summer 2002 enrollment.)			
Education Fund – selected Salaries	121,650	126,356	+ 4,706
(To reflect actual salaries for new hires- CIS faculty, LRC director, Student Activities coordinator.)			
Education Fund – Assessment Tests	10,000	13,000	+ 3,000
Education Fund – Property Insurance	34,000	36,650	+ 2,650
(To reflect increased estimates for assessment testing and property insurance).			
Education Fund – selected Special Needs/ADA Salary	0	24,402	+ 24,402
Education Fund – selected Other Student Services Salaries	0	12,585	+ 12,585
(To absorb partial cost of Student Needs Coordinator and LAC tutors from Special Populations Grant.)			
Restricted Purposes Fund – ICCB Special Populations Grant	59,078	22,292	- 36,786
(To reflect estimated final State grant amounts.)			
Liability, Protection & Settlement Fund – Capital Outlay	0	50,000	+ 50,000
Liability, Protection & Settlement Fund – Materials & Supplies	10,000	17,200	+ 7,200
(To reflect purchase of and annual maintenance fee for a security camera system.)			

SVCC Operating Fund Balances



On June 24, 2002, the Board of Trustees of Illinois Community College District #506 (Sauk Valley Community College) formally adopted the Fiscal Year 2003 Budget as follows:

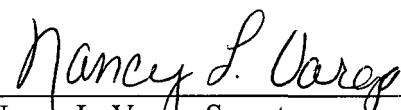
Member Andersen made a motion to adopt the FY 03 Budget as presented.

Member Simpson seconded the motion.

The roll call vote was as follows:

Andersen	<u>Aye</u>
Dixon	<u>Aye</u>
Simpson	<u>Aye</u>
Thompson	<u>Aye</u>
Wolf	<u>Aye</u>
von Bergen Wessels	<u>Aye</u>
Varga	<u>Aye</u>
Singleton-Student Trustee	<u>Aye</u>

A copy of the adopted budget is enclosed.



Nancy L. Varga, Secretary
Board of Trustees, Community College
District No. 506 in the Counties of Whiteside,
Lee, Ogle, Henry, Bureau, and Carroll,
State of Illinois

budget
06/17/20

SAUK VALLEY COMMUNITY COLLEGE
COMPARATIVE OPERATING BUDGET

Page 1

<u>EDUCATION FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted Variance
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Education Fund				
Current Taxes	2,955,479	1,696,497	3,021,000	2.2%
Chargeback Revenue	500	(2,263)	500	0.0%
ICCB Credit Hour Grants	1,395,910	1,050,370	1,372,109	1.7%
ICCB Equalization Grants	609,452	457,089	604,413	0.8%
Other ICCB Grants	53,400	53,400	53,400	0.0%
Vocational Education	70,312	58,908	70,000	0.4%
CPPRT	306,064	212,958	308,000	0.6%
Other Illinois Gov Sources		17,000		0.0%
Dept. of Education	17,000	30,511	30,000	76.4%
Other Federal Gov. Sources	700	588	700	0.0%
Resident Tuition	1,872,000	2,194,786	2,279,821	21.7%
Out of District Tuition	10,000	7,542	6,000	40.0%
Out State Tuition	500	1,659	1,000	100.0%
Course Fees	105,000	127,714	109,000	3.8%
Other Fees	3,000	2,865	2,000	33.3%
Installment Plan Fee	5,000	8,230	7,500	50.0%
Other Student Tuition & Fees	6,000	7,647	5,000	16.6%
Investment Revenue	95,000	105,292	80,000	15.7%
Other Revenues	7,000	6,985	4,000	42.8%
State on behalf SURS Revenue	455,000		442,000	2.8%
Business Occupational				
Resident Tuition	1,000		1,000	0.0%
Technical Occupational-Corporate				
Resident Tuition	10,000	8,593	4,500	55.0%
Course Fees		7,629	4,500	0.0%
Technical Occupational-Community				
Resident Tuition	68,000	53,295	74,500	9.5%
Course Fees		220,847	8,000	0.0%
Leisure				
Pub Srv, Comm Ed, & Cust Trng Rev	10,500	36,127	17,000	61.9%
Tours & Events				
Pub Srv, Comm Ed, & Cust Trng Rev	6,500	2,942	6,500	0.0%
Senior Programs				
Pub Srv, Comm Ed, & Cust Trng Rev	3,000		3,000	0.0%
Youth Programs				
Pub Srv, Comm Ed, & Cust Trng Rev	3,000	14,532	3,500	16.6%
Concert/ Lecture Series				
Pub Srv, Comm Ed, & Cust Trng Rev	1,000	116	1,000	0.0%

<u>EDUCATION FUND</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	Percent Budgeted <u>Variance</u>
				0.0%
Computers				
Pub Srv, Comm Ed, & Cust Trng Rev	15,000	27,940	15,000	0.0%
Health & Personal Development				
Pub Srv, Comm Ed, & Cust Trng Rev	7,000	9,106	7,000	0.0%
Professional Development				
Pub Srv, Comm Ed, & Cust Trng Rev	35,000	14,323	35,000	0.0%
Polygraph Institute				
Pub Srv, Comm Ed, & Cust Trng Rev		3,500	24,500	0.0%
Corp Serv Professional Development				
Pub Srv, Comm Ed, & Cust Trng Rev	72,000	68,824	88,000	22.2%
Corp Serv Computer Training				
Pub Srv, Comm Ed, & Cust Trng Rev	11,000	21,013	12,000	9.0%
Corporate Services Admin.				
Pub Srv, Comm Ed, & Cust Trng Rev		255		0.0%
Other Revenues		5,797		0.0%
Technology Fee				
Technology Fee	92,000	109,782	102,000	10.8%
Total Revenue	8,302,317	6,642,410	8,803,443	6.0%

<u>EDUCATION FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Board of Trustees				
Legal Services	20,000	21,961	25,000	25.0%
Office Supplies	1,000	2,072	1,800	80.0%
Publications and Dues	8,200	10,494	8,000	2.4%
Advertising	750	752	750	0.0%
Conference/Meeting Expense	3,000	2,263	2,500	16.6%
President				
Administrative Staff- Full-Time	133,256	126,979	137,799	3.4%
Prof/Tech- Full-time	44,955	43,081	46,753	3.9%
Medical Insurance	14,840	16,759	16,968	14.3%
Life Insurance	706	688	731	3.5%
Retirement Hlth Ins Emp Match	891	991	923	3.5%
Other Employee Benefits	29,000	28,869	29,250	0.8%
Office Supplies	1,000	1,244	1,000	0.0%
Publications and Dues	750	735	750	0.0%
Conference/Meeting Expense	2,500	2,586	2,500	0.0%
Other Conference & Meeting		49	400	0.0%
College Relations				
Administrative Staff- Full-Time	59,587	57,757	61,970	3.9%
Prof/Tech- Full-time	32,083	30,745	33,366	3.9%
Clerical-Full-time	31,044	29,284	31,641	1.9%
Medical Insurance	19,917	21,847	22,731	14.1%
Life Insurance	498	484	518	4.0%
Retirement Hlth Ins Emp Match	629	603	654	3.9%
Maintenance Services	1,500	1,237	1,500	0.0%
Office Supplies	1,000	762	1,200	20.0%
Publications and Dues	1,100	993	1,200	9.0%
Advertising	91,400	78,754	100,000	9.4%
Conference/Meeting Expense	750	709	1,500	100.0%
Printshop				
Prof/Tech- Full-time	30,592	29,796	31,815	3.9%
Clerical- Part-time	10,100	9,472	11,000	8.9%
Medical Insurance	7,957	8,225	8,390	5.4%
Life Insurance	130	135	135	3.8%
Retirement Hlth Ins Emp Match	164	157	171	4.2%
Maintenance Services	25,000	20,764	20,000	20.0%
Purchases for Resale	(29,000)	(47,643)	(35,000)	-20.6%
Debt Principal Retirement	11,863	10,814	13,500	13.7%
Interest	5,697	5,281	4,062	28.6%
Information Center				
Clerical-Full-time	99,790	95,933	92,813	6.9%
Clerical-Overtime		1,061	50	0.0%
Clerical-Temporary		36		0.0%
Medical Insurance	20,650	22,559	25,425	23.1%
Life Insurance	439	405	413	5.9%
Retirement Hlth Ins Emp Match	554	490	521	5.9%

<u>EDUCATION FUND</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	Percent Budgeted Variance
Maintenance Services	8,280	7,191	8,280	0.0%
Office Supplies	3,500	2,744	3,500	0.0%
Instructional Supplies	200	366	300	50.0%
Other Supplies	1,500	3,763	2,000	33.3%
Grant, Planning, & Research				
Administrative Staff- Full-Time	61,677	59,784	64,145	4.0%
Clerical-Full-time	9,380	8,989	9,755	3.9%
Clerical-Overtime		8		0.0%
Medical Insurance	7,616	8,428	8,645	13.5%
Life Insurance	332	289	345	3.9%
Retirement Hlth Ins Emp Match	419	356	436	4.0%
Office Supplies	1,300	816	1,300	0.0%
Instructional Supplies	8,000	8,736		100.0%
Publications and Dues			600	0.0%
Conference/Meeting Expense		155	1,500	0.0%
VP-Instructional Services				
Administrative Staff- Full-Time	87,922	85,427	91,439	4.0%
Clerical-Full-time	38,181	36,589	39,708	3.9%
Medical Insurance	13,034	11,237	11,526	11.5%
Life Insurance	522	507	542	3.8%
Retirement Hlth Ins Emp Match	659	632	685	3.9%
Office Supplies	2,000	1,496	2,000	0.0%
Publications and Dues	500	466	750	50.0%
Conference/Meeting Expense	2,000	2,065	2,500	25.0%
Honors				
Faculty-Part-time	5,353	4,811	2,520	52.9%
Faculty-Overload	6,060	3,516	6,000	0.9%
Medical Insurance		893		0.0%
Life Insurance		8		0.0%
Retirement Hlth Ins Emp Match		17		0.0%
Instructional Supplies	100	48	100	0.0%
Publications and Dues	300	300	300	0.0%
Conference/Meeting Expense			300	0.0%
Other Instructional				
Faculty-Full-time	50,900			100.0%
Tuition Reimbursement	5,000	3,889	5,000	0.0%
Consultants			10,000	0.0%
Maintenance Services	1,500	1,025	1,500	0.0%
Other Contractual Services	3,000	3,790	5,000	66.6%
Instructional Supplies	500		500	0.0%
Computer Software	40,740	40,740	40,000	1.8%
Conference/Meeting Expense		1,916	20,000	0.0%
Curriculum Development/ IAI				
Conference/Meeting Expense			500	0.0%

<u>EDUCATION FUND</u>	2001-2002	2001-2002	2002-2003	Percent
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budgeted Variance</u>
Dean of Arts, Social Sciences & P.E.				
Administrative Staff- Full-Time	72,835	77,775	64,220	11.8%
Clerical-Full-time	23,838	23,075	25,041	5.0%
Medical Insurance	15,914	17,965	19,595	23.1%
Life Insurance	405	390	367	9.3%
Retirement Hlth Ins Emp Match	512	562	463	9.5%
Early Retirement	13,798	14,170		100.0%
Consultants	500		500	0.0%
Office Supplies	1,200	1,289	1,500	25.0%
Publications and Dues			500	0.0%
Conference/Meeting Expense	500	1,699	1,500	200.0%
Humanities				
Faculty-Part-time		213		0.0%
Medical Insurance		31		0.0%
Life Insurance		1		0.0%
Retirement Hlth Ins Emp Match		1		0.0%
Art				
Faculty-Full-time	37,734	38,560	40,796	8.1%
Faculty-Part-time	20,200	17,546	22,680	12.2%
Faculty-Overload	4,545	4,987	5,000	10.0%
Medical Insurance	5,077	5,682	5,763	13.5%
Life Insurance	149	172	162	8.7%
Retirement Hlth Ins Emp Match	189	217	204	7.9%
Consultants	1,200	831	800	33.3%
Maintenance Services	600	649		100.0%
Instructional Supplies	4,000	3,127	4,000	0.0%
Conference/Meeting Expense		62		0.0%
Other Conference & Meeting	300	832	100	66.6%
English				
Faculty-Full-time	211,039	180,513	227,385	7.7%
Faculty-Part-time	28,280	36,590	28,980	2.4%
Faculty-Overload	7,171	1,979	2,000	72.1%
Faculty-Summer	1,287	4,145	3,450	167.8%
Other Salaries			6,000	0.0%
Medical Insurance	28,636	32,849	32,120	12.1%
Life Insurance	836	801	900	7.6%
Retirement Hlth Ins Emp Match	1,055	993	1,137	7.7%
Consultants		1,110		0.0%
Instructional Supplies	3,000	3,863	4,000	33.3%
Foreign Language				
Faculty-Part-time	24,240	24,805	27,720	14.3%
Instructional Supplies	650	1,212	750	15.3%
Publications and Dues		14		0.0%
Conference/Meeting Expense		158		0.0%

<u>EDUCATION FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted Variance
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Humanities				
Faculty-Full-time	26,832	22,898	29,067	8.3%
Faculty-Part-time	3,484	3,480	2,520	27.6%
Faculty-Overload		1,575		0.0%
Faculty-Summer	2,802	1,575	2,875	2.5%
Medical Insurance	3,808	3,991	4,322	13.4%
Life Insurance	106	106	115	8.4%
Retirement Hlth Ins Emp Match	134	143	145	8.2%
Instructional Supplies	500	767	600	20.0%
Conference/Meeting Expense		64	100	0.0%
Music				
Faculty-Full-time	36,123	30,671	39,003	7.9%
Faculty-Part-time	11,009	15,930	13,860	25.8%
Faculty-Overload	19,695	20,138	19,500	0.9%
Faculty-Summer	1,302	2,444	2,875	120.6%
Medical Insurance	11,032	12,689	12,646	14.6%
Life Insurance	143	149	154	7.6%
Retirement Hlth Ins Emp Match	181	283	195	7.7%
Consultants		120	1,000	0.0%
Instructional Supplies	2,700	2,437	3,500	29.6%
Computer Software			2,000	0.0%
Other Conference & Meeting			100	0.0%
Rental- Equipment	1,000	1,684	2,000	100.0%
Philosophy				
Faculty-Part-time	11,615	14,064	11,340	2.3%
Faculty-Summer			1,150	0.0%
Instructional Supplies	300	286	300	0.0%
Speech				
Faculty-Full-time	86,391	78,285	88,823	2.8%
Faculty-Part-time	10,453	13,845	11,340	8.4%
Faculty-Overload	2,777	1,669	1,500	45.9%
Faculty-Summer	1,212		1,150	5.1%
Medical Insurance	15,573	13,754	17,035	9.3%
Life Insurance	347	348	354	2.0%
Retirement Hlth Ins Emp Match	438	401	447	2.0%
Instructional Supplies	1,200	1,242	1,200	0.0%
Physical Education				
Administrative Staff- Full-Time	20,754	15,016	21,584	3.9%
Faculty-Full-time	34,248	29,216	36,938	7.8%
Faculty-Part-time	7,070	10,752	8,820	24.7%
Faculty-Overload	4,885	4,950	5,000	2.3%
Faculty-Summer	808		1,150	42.3%
Medical Insurance	9,294	7,735	10,210	9.8%
Life Insurance	344	193	241	29.9%
Retirement Hlth Ins Emp Match	435	293	300	31.0%
Other Contractual Services	4,200	5,163	5,000	19.0%

<u>EDUCATION FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Instructional Supplies	500	1,347	1,000	100.0%
Fitness Center				
Prof/Tech- Full-time	29,088	28,702	30,252	4.0%
Prof/Tech- Part-time	30,300	16,891	22,000	27.3%
Faculty-Overload	3,535	7,124	4,500	27.2%
Faculty-Summer	1,010		1,150	13.8%
Medical Insurance		978		0.0%
Life Insurance	131	157	136	3.8%
Retirement Hlth Ins Emp Match		199	172	0.0%
Maintenance Services	1,500	1,294	1,500	0.0%
Instructional Supplies	1,500	1,634	2,000	33.3%
Publications and Dues	100	45	100	0.0%
Conference/Meeting Expense		13	200	0.0%
College Success Skills				
Faculty-Overload			7,000	0.0%
Criminal Justice				
Faculty-Full-time	48,989	57,022	52,195	6.5%
Faculty-Part-time	8,080	6,018	6,300	22.0%
Faculty-Overload	6,868	22,110	12,000	74.7%
Faculty-Summer		2,468	2,300	0.0%
Medical Insurance	7,957	9,532	8,390	5.4%
Life Insurance	196	249	211	7.6%
Retirement Hlth Ins Emp Match	247	435	266	7.6%
Instructional Supplies	2,500	1,475	2,000	20.0%
Conference/Meeting Expense	1,500	921	1,500	0.0%
Economics				
Faculty-Part-time	9,292	5,849	5,040	45.7%
Faculty-Summer			2,300	0.0%
Instructional Supplies	150	380	300	100.0%
Geography				
Faculty-Part-time	2,424	2,459	1,260	48.0%
Faculty-Summer			1,150	0.0%
Instructional Supplies		7		0.0%
History				
Faculty-Full-time	15,245	14,917	16,626	9.0%
Faculty-Part-time	16,160	11,161	13,860	14.2%
Faculty-Overload	1,476		1,500	1.5%
Faculty-Summer		1,639	1,725	0.0%
Medical Insurance	2,539	2,772	2,882	13.5%
Life Insurance	60	59	66	10.0%
Retirement Hlth Ins Emp Match	76	79	83	9.2%
Instructional Supplies	1,200	1,247	1,200	0.0%
Advertising			750	0.0%

EDUCATION FUND	2001-2002	2001-2002	2002-2003	Percent
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budgeted Variance</u>
Human Services				
Faculty-Full-time	39,799	33,521	42,518	6.8%
Faculty-Part-time	12,726	15,094	11,340	10.8%
Faculty-Overload	1,050	254		99.9%
Medical Insurance	5,077	5,782	5,705	12.3%
Life Insurance	158	158	168	6.3%
Retirement Hlth Ins Emp Match	199	200	213	7.0%
Consultants		50	100	0.0%
Instructional Supplies	900	1,087	1,000	11.1%
Political Science				
Faculty-Full-time	15,657	16,127	17,055	8.9%
Faculty-Part-time	2,388	2,370	1,260	47.2%
Faculty-Overload	1,161	799		99.9%
Faculty-Summer			1,150	0.0%
Medical Insurance	2,539	3,019	2,882	13.5%
Life Insurance	62	73	68	9.6%
Retirement Hlth Ins Emp Match	78	84	85	8.9%
Instructional Supplies	200	261	300	50.0%
Psychology				
Faculty-Full-time	108,239	91,639	116,270	7.4%
Faculty-Part-time	8,282	7,731	8,820	6.4%
Faculty-Overload	11,362	10,350	10,500	7.5%
Faculty-Summer	10,124	8,559	10,350	2.2%
Medical Insurance	13,034	13,847	14,153	8.5%
Life Insurance	429	435	460	7.2%
Retirement Hlth Ins Emp Match	541	608	581	7.3%
Instructional Supplies	2,000	3,021	2,000	0.0%
Sociology				
Faculty-Full-time	42,232	41,025	45,488	7.7%
Faculty-Part-time	2,525	2,330	1,260	50.0%
Faculty-Overload	2,286		2,000	12.5%
Faculty-Summer	4,340	2,850	2,875	33.7%
Medical Insurance	5,077	5,618	5,705	12.3%
Life Insurance	167	166	180	7.7%
Retirement Hlth Ins Emp Match	211	216	227	7.5%
Instructional Supplies	800	805	1,000	25.0%
Library Science				
Faculty-Full-time	12,265	12,442	13,156	7.2%
Medical Insurance	1,015	1,107	1,153	13.5%
Life Insurance	49	51	52	6.1%
Retirement Hlth Ins Emp Match	61	62	66	8.1%
Academic Skills				
Faculty-Full-time	105,983	99,261	114,007	7.5%
Faculty-Part-time	12,327	13,239	13,860	12.4%
Faculty-Overload	4,646	9,000	10,000	115.2%

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<u>EDUCATION FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Faculty-Summer	3,535	7,125	5,750	62.6%
Medical Insurance	14,186	14,224	15,204	7.1%
Life Insurance	420	442	451	7.3%
Retirement Hlth Ins Emp Match	530	598	570	7.5%
Instructional Supplies	5,800	4,127	6,000	3.4%
Learning Assistance Center				
Prof/Tech- Part-time			12,585	0.0%
Faculty-Summer		3,600		0.0%
Academic Support-Full-time	41,977	42,730	45,215	7.7%
Academic Support-Summer	4,040			100.0%
Clerical-Full-time	19,863	19,726	21,408	7.7%
Medical Insurance	13,034	14,155	14,153	8.5%
Life Insurance	245	279	264	7.7%
Retirement Hlth Ins Emp Match	309	330	333	7.7%
Instructional Supplies	100	83	100	0.0%
Adult Basic & Secondary Ed				
Faculty-Part-time		64,105	60,000	0.0%
Medical Insurance		1,762		0.0%
Life Insurance		24		0.0%
Retirement Hlth Ins Emp Match		51		0.0%
Dean of Business, Tech & Natural Sci				
Administrative Staff- Full-Time	66,912	64,858	69,589	4.0%
Clerical-Full-time	25,598	24,531	26,622	4.0%
Medical Insurance	13,034	13,844	14,153	8.5%
Life Insurance	380	389	395	3.9%
Retirement Hlth Ins Emp Match	480	460	499	3.9%
Office Supplies	1,000	1,090	1,000	0.0%
Instructional Supplies		54		0.0%
Publications and Dues			250	0.0%
Conference/Meeting Expense	1,500	524	1,500	0.0%
Other Conference & Meeting	1,000		1,000	0.0%
Accounting				
Faculty-Full-time	77,219	74,580	83,541	8.1%
Faculty-Part-time	1,717	3,279	1,680	2.1%
Faculty-Overload	30,300	28,198	31,500	3.9%
Faculty-Summer	6,868	2,595	6,325	7.9%
Medical Insurance	12,302	14,460	14,087	14.5%
Life Insurance	308	336	331	7.4%
Retirement Hlth Ins Emp Match	389	529	418	7.4%
Instructional Supplies	1,000	1,101	1,000	0.0%
Publications and Dues			600	0.0%
Business				
Faculty-Full-time	23,251	24,126	41,857	80.0%
Faculty-Part-time	23,608	23,486	15,120	35.9%
Faculty-Summer	4,040		2,300	43.0%

<u>EDUCATION FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted Variance
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Medical Insurance	3,046	3,412	5,763	89.1%
Life Insurance	92	96	166	80.4%
Retirement Hlth Ins Emp Match	116	128	209	80.1%
Consultants	3,360		3,360	0.0%
Instructional Supplies	750	1,287	1,000	33.3%
Computer Information Systems				
Faculty-Full-time	136,498	122,814	146,501	7.3%
Faculty-Part-time	14,140	25,616	18,900	33.6%
Faculty-Temporary		55		0.0%
Faculty-Overload	12,120	8,129	7,500	38.1%
Faculty-Summer	7,726	6,750	8,625	11.6%
Medical Insurance	27,142	31,274	31,055	14.4%
Life Insurance	541	574	586	8.3%
Retirement Hlth Ins Emp Match	682	816	740	8.5%
Consultants	3,360	60	3,360	0.0%
Maintenance Services	8,310		10,000	20.3%
Instructional Supplies	6,000	5,724	6,000	0.0%
Office & Administrative Services				
Prof/Tech- Full-time	31,500	30,187	32,760	4.0%
Prof/Tech-Temporary		11,551	11,500	0.0%
Faculty-Full-time	35,776	35,714	37,776	5.5%
Faculty-Part-time	3,863	2,859	2,520	34.7%
Faculty-Overload	5,555	7,846	6,000	8.0%
Faculty-Summer	3,434		4,600	33.9%
Medical Insurance	10,154	11,441	11,526	13.5%
Life Insurance	267	292	275	2.9%
Retirement Hlth Ins Emp Match	337	378	353	4.7%
Consultants	700			100.0%
Instructional Supplies	3,000	1,126	3,000	0.0%
Electronics				
Faculty-Full-time	71,605	60,448	76,212	6.4%
Faculty-Part-time	5,151	3,430	2,520	51.0%
Faculty-Overload	10,100	7,100	8,500	15.8%
Faculty-Summer	2,146	6,905	8,625	301.8%
Medical Insurance	14,840	17,215	16,968	14.3%
Life Insurance	298	293	318	6.7%
Retirement Hlth Ins Emp Match	377	376	401	6.3%
Instructional Supplies	10,000	5,567	10,000	0.0%
HVAC				
Faculty-Full-time	43,197	36,809	65,809	52.3%
Faculty-Part-time	1,717	6,151	2,520	46.7%
Faculty-Temporary		12,437		0.0%
Faculty-Overload	6,060	11,367	7,500	23.7%
Faculty-Summer	2,575	2,700	1,725	33.0%
Medical Insurance	9,763	14,550	11,205	14.7%
Life Insurance	180	215	270	50.0%

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EDUCATION FUND	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	Percent
				<u>Budgeted</u>
Machine Tool				
Faculty-Full-time	47,770	41,139	51,964	8.7%
Faculty-Part-time	2,575	5,549	2,520	2.1%
Faculty-Overload	2,020	4,781	3,000	48.5%
Medical Insurance	7,957	8,205	8,390	5.4%
Life Insurance	201	206	217	7.9%
Retirement Hlth Ins Emp Match	254	269	273	7.4%
Instructional Supplies	3,000	2,521	3,500	16.6%
Manufacturing Technology				
Faculty-Full-time	31,114	55,109	33,558	7.8%
Faculty-Part-time	2,575	5,549	2,520	2.1%
Faculty-Overload	5,050	4,196	4,000	20.7%
Faculty-Summer	2,575	1,486	6,325	145.5%
Medical Insurance	5,077	10,629	5,763	13.5%
Life Insurance	130	248	140	7.6%
Retirement Hlth Ins Emp Match	164	327	177	7.9%
Consultants		5,040		0.0%
Instructional Supplies	1,800	2,590	2,000	11.1%
Mechanical Design				
Faculty-Full-time	73,134	31,322	39,762	45.6%
Faculty-Part-time	5,151			100.0%
Faculty-Overload	3,030	2,285	3,000	0.9%
Faculty-Summer	2,575	2,594	4,600	78.5%
Medical Insurance	7,957	6,100	8,390	5.4%
Life Insurance	145	142	157	8.2%
Retirement Hlth Ins Emp Match	184	200	199	8.1%
Instructional Supplies	3,000	2,769	3,500	16.6%
Natural Science				
Prof/Tech- Full-time	30,921	30,043	32,157	3.9%
Medical Insurance	9,763	11,140	11,205	14.7%
Life Insurance	130	135	135	3.8%
Retirement Hlth Ins Emp Match	164	157	171	4.2%
Biology				
Faculty-Full-time	105,347	106,793	116,382	10.4%
Faculty-Part-time	4,292	1,912	1,680	60.8%
Faculty-Overload	22,220	18,887	22,000	0.9%
Faculty-Summer	11,160	11,498	13,800	23.6%
Medical Insurance	19,917	22,725	22,731	14.1%
Life Insurance	439	496	485	10.4%
Retirement Hlth Ins Emp Match	554	708	613	10.6%
Maintenance Services		133		0.0%
Instructional Supplies	12,000	12,307	12,000	0.0%

<u>EDUCATION FLKD</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted Variance
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Chemistry				
Faculty-Full-time	95,245	72,895	83,469	12.3%
Faculty-Part-time	6,615	6,667	5,040	23.8%
Faculty-Overload	10,100	4,507	5,000	50.4%
Faculty-Summer	5,151	2,580	2,300	55.3%
Medical Insurance	10,154	10,717	11,526	13.5%
Life Insurance	397	325	348	12.3%
Retirement Hlth Ins Emp Match	501	409	439	12.3%
Maintenance Services	3,000	2,959	3,000	0.0%
Instructional Supplies	5,500	5,546	5,500	0.0%
Mathematics				
Faculty-Full-time	186,067	162,847	210,147	12.9%
Faculty-Part-time	60,600	63,058	60,480	0.1%
Faculty-Overload	4,040	8,397	5,000	23.7%
Faculty-Summer	18,457		20,700	12.1%
Medical Insurance	25,219	29,491	30,206	19.7%
Life Insurance	737	727	827	12.2%
Retirement Hlth Ins Emp Match	930	893	1,044	12.2%
Instructional Supplies	2,500	6,193	5,000	100.0%
Computer Software	1,000	1,600	1,500	50.0%
Physics				
Faculty-Full-time	72,733	69,748	59,350	18.4%
Faculty-Overload	4,040	5,250	5,000	23.7%
Faculty-Summer	2,146			99.9%
Medical Insurance	8,123	9,166	6,916	14.8%
Life Insurance	288	310	235	18.4%
Retirement Hlth Ins Emp Match	364	391	297	18.4%
Instructional Supplies	1,500	1,424	2,000	33.3%
Business Occupational				
Consultants	500		500	0.0%
Instructional Supplies	500		400	20.0%
Technical Occupational-Corporate				
Faculty-Part-time	505	14,323	5,040	898.0%
Faculty-Overload		945	500	0.0%
Medical Insurance		147		0.0%
Life Insurance		1		0.0%
Retirement Hlth Ins Emp Match		4		0.0%
Consultants	3,000		250	91.6%
Instructional Supplies	600	724	1,000	66.6%
Advertising			250	0.0%
Conference/Meeting Expense	200	28	200	0.0%
Technical Occupational-Community				
Faculty-Part-time	3,535	266		100.0%
Consultants	35,000	220,926	40,000	14.2%
Instructional Supplies	1,000	120	1,000	0.0%

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<u>EDUCATION FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted Variance
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Advertising	400		400	0.0%
Conference/Meeting Expense	100		100	0.0%
 Leisure				
Other Salaries	1,075	521	100	90.6%
Consultants	3,000	10,583	5,000	66.6%
Instructional Supplies		1,247	350	0.0%
Advertising	300		310	3.3%
Conference/Meeting Expense	50		55	10.0%
 Tours & Events				
Consultants	550	100	1,000	81.8%
Instructional Supplies	100		200	100.0%
Advertising	200		210	5.0%
Conference/Meeting Expense	1,000	2,679	1,015	1.5%
Other	500			100.0%
 Senior Programs				
Consultants	2,100	566	2,100	0.0%
Instructional Supplies	100		105	5.0%
Advertising	400		410	2.5%
Conference/Meeting Expense	300		310	3.3%
 Youth Programs				
Other Salaries	200	45	100	50.0%
Medical Insurance		4		0.0%
Retirement Hlth Ins Emp Match				0.0%
Consultants	1,200	471	1,335	11.2%
Instructional Supplies	500	206	515	3.0%
Advertising	100	978	105	5.0%
Conference/Meeting Expense		1,904		0.0%
 Community Service Administration				
Administrative Staff- Full-Time	13,771	14,947	12,890	6.3%
Prof/Tech- Part-time	30,098	13,609	18,228	39.4%
Clerical-Full-time	19,931	19,356	22,345	12.1%
Clerical-Overtime		3		0.0%
Medical Insurance	12,204	12,906	14,006	14.7%
Life Insurance	352	152	140	60.2%
Retirement Hlth Ins Emp Match	444	179	176	60.3%
Consultants		190	200	0.0%
Office Supplies	2,500	4,406	2,500	0.0%
Instructional Supplies			1,600	0.0%
Publications and Dues		30	200	0.0%
Advertising	400		500	25.0%
Conference/Meeting Expense	250		1,500	500.0%
 Concert/ Lecture Series				
Consultants	500	75	510	2.0%
Advertising	300		305	1.6%

<u>EDUCATION FUND</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	Percent Budgeted Variance
Conference/Meeting Expense	200	674	205	2.5%
Computers				
Other Salaries	800	3,097	100	87.5%
Medical Insurance		55		0.0%
Life Insurance		1		0.0%
Retirement Hlth Ins Emp Match		1		0.0%
Consultants	5,000	34,201	7,150	43.0%
Maintenance Services		491	500	0.0%
Instructional Supplies	1,000	994	1,030	3.0%
Advertising	150		155	3.3%
Conference/Meeting Expense	50	212	50	0.0%
Health & Personal Development				
Other Salaries	230	351		100.0%
Medical Insurance		26		0.0%
Life Insurance				0.0%
Retirement Hlth Ins Emp Match				0.0%
Consultants	2,700	3,041	2,930	8.5%
Instructional Supplies	100		100	0.0%
Advertising	100		100	0.0%
Professional Development				
Other Salaries	8,700	9,465		100.0%
Medical Insurance		97		0.0%
Life Insurance		3		0.0%
Retirement Hlth Ins Emp Match		2		0.0%
Consultants	2,750	5,859	11,450	316.3%
Instructional Supplies	50	79	50	0.0%
Advertising	400	15	400	0.0%
Conference/Meeting Expense	150	989	725	383.3%
Polygraph Institute				
Faculty-Part-time		500		0.0%
Other Salaries		1,360	13,400	0.0%
Medical Insurance		78		0.0%
Life Insurance		8		0.0%
Retirement Hlth Ins Emp Match		6		0.0%
Instructional Supplies			1,000	0.0%
Other Supplies		75		0.0%
Publications and Dues		125	900	0.0%
Advertising		656	1,900	0.0%
Conference/Meeting Expense		500	6,000	0.0%
Corp Serv Professional Development				
Other Salaries	3,000	10,650	25,000	733.3%
Medical Insurance		1,156		0.0%
Life Insurance		18		0.0%
Retirement Hlth Ins Emp Match		25		0.0%
Consultants	22,000	55,874	25,000	13.6%

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<u>EDUCATION FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted Variance
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Instructional Supplies	3,500	4,930	1,000	71.4%
Publications and Dues		30		0.0%
Conference/Meeting Expense	100	6,369	4,000	3900.0%
 Corp Serv Computer Training				
Other Salaries	3,000	900	3,500	16.6%
Consultants	1,000	16,050	3,500	250.0%
Maintenance Services		491	500	0.0%
Instructional Supplies	700	83	500	28.5%
Conference/Meeting Expense			200	0.0%
 Corporate Services Admin.				
Prof/Tech- Part-time	20,382	19,526	21,190	3.9%
Other Salaries	4,000	931		100.0%
Consultants		30		0.0%
Maintenance Services	300		300	0.0%
Office Supplies	2,500	1,856	2,500	0.0%
Publications and Dues	600	555	1,135	89.1%
Advertising	1,400	941	1,400	0.0%
Conference/Meeting Expense	3,000	3,145	3,650	21.6%
Telephone	480			100.0%
 Director of Health Careers Ed				
Administrative Staff- Full-Time	54,899	53,606	57,095	4.0%
Clerical-Full-time	27,030	25,903	28,111	3.9%
Medical Insurance	17,720	19,366	19,595	10.5%
Life Insurance	343	354	357	4.0%
Retirement Hlth Ins Emp Match	434	415	451	3.9%
Consultants			1,500	0.0%
Maintenance Services	350	86	400	14.2%
Office Supplies	1,100	1,199	1,100	0.0%
Instructional Supplies		81	1,500	0.0%
Publications and Dues	600	679	600	0.0%
Advertising			1,350	0.0%
Conference/Meeting Expense	1,500	681	1,500	0.0%
 Health Careers Education				
Conference/Meeting Expense		253		0.0%
 Phlebotomy				
Faculty-Overload		1,901	2,000	0.0%
Faculty-Summer		674		0.0%
Medical Insurance		433		0.0%
Life Insurance		8		0.0%
Retirement Hlth Ins Emp Match		36		0.0%
Office Supplies	100	46	100	0.0%
Instructional Supplies	1,000	284	500	50.0%
Conference/Meeting Expense	1,000	259	500	50.0%

<u>EDUCATION FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted Variance
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Associate Degree Nursing				
Faculty-Full-time	184,809	162,531	193,682	4.8%
Faculty-Part-time	5,656	3,450	7,140	26.2%
Faculty-Temporary		21		0.0%
Faculty-Overload	5,050	6,749	6,500	28.7%
Clerical- Part-time	5,277	6,102	5,488	3.9%
Medical Insurance	39,052	44,651	44,820	14.7%
Life Insurance	732	762	767	4.7%
Retirement Hlth Ins Emp Match	924	928	968	4.7%
Consultants		5,925		0.0%
Maintenance Services	500	848	900	80.0%
Office Supplies	700	821	900	28.5%
Instructional Supplies	9,000	7,849	9,500	5.5%
Computer Software	5,000	4,054	5,000	0.0%
Publications and Dues	150	300	300	100.0%
Conference/Meeting Expense	250	287	250	0.0%
Nurse Assistant				
Faculty-Part-time	16,160	11,449	15,960	1.2%
Consultants	500	1,300	1,800	260.0%
Instructional Supplies	200	608	600	200.0%
Licensed Practical Nursing				
Faculty-Full-time	79,959	73,409	91,936	14.9%
Faculty-Part-time	2,626	5,357	3,360	27.9%
Faculty-Overload	2,020	1,249	2,000	0.9%
Faculty-Summer	5,403	4,381	2,300	57.4%
Medical Insurance	13,034	11,048	14,153	8.5%
Life Insurance	317	343	364	14.8%
Retirement Hlth Ins Emp Match	400	415	460	15.0%
Maintenance Services	300	240	300	0.0%
Office Supplies	300	299	300	0.0%
Instructional Supplies	5,500	5,765	5,500	0.0%
Publications and Dues	150	200	200	33.3%
Conference/Meeting Expense	150	176	150	0.0%
Radiologic Technology				
Prof/Tech- Part-time	19,594	14,004	20,300	3.6%
Faculty-Full-time	103,084	92,741	108,105	4.8%
Faculty-Part-time	2,020	728		100.0%
Faculty-Overload	22,078	16,628	18,000	18.4%
Faculty-Summer	11,825	11,750	11,500	2.7%
Medical Insurance	10,154	11,236	11,526	13.5%
Life Insurance	408	401	428	4.9%
Retirement Hlth Ins Emp Match	515	624	541	5.0%
Consultants	5,125	2,147	5,125	0.0%
Maintenance Services	4,320	4,358	4,800	11.1%
Instructional Service Contracts	1,225	1,200	1,200	2.0%
Office Supplies	620	498	620	0.0%
Instructional Supplies	3,000	3,968	4,000	33.3%

<u>EDUCATION FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted Variance
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Publications and Dues	100	90	100	0.0%
Conference/Meeting Expense	7,900	6,726	7,500	5.0%
Other Health Careers				
Prof/Tech- Full-time	33,528	32,810	35,204	4.9%
Faculty-Part-time	2,020	2,247	2,520	24.7%
Medical Insurance	9,763	11,140	11,205	14.7%
Life Insurance	139	146	147	5.7%
Retirement Hlth Ins Emp Match	176	170	185	5.1%
Office Supplies	400	330	150	62.5%
Instructional Supplies	400	295	400	0.0%
Paramedic Program				
Consultants	13,000	14,737	13,000	0.0%
Office Supplies	300	220	300	0.0%
Instructional Supplies	700	1,086	1,000	42.8%
Dean of Information Systems				
Administrative Staff- Full-Time	36,899	39,450	36,660	0.6%
Clerical-Full-time	12,543	12,266	13,311	6.1%
Medical Insurance	8,196	8,427	8,558	4.4%
Life Insurance	361	218	198	45.1%
Retirement Hlth Ins Emp Match	455	307	240	47.2%
Early Retirement	16,372	8,461		100.0%
Office Supplies	500	431	500	0.0%
Instructional Supplies	1,300	1,060	1,300	0.0%
Publications and Dues	1,000	992	1,000	0.0%
Conference/Meeting Expense	1,000	113	400	60.0%
Learning Resource Center				
Administrative Staff- Full-Time			55,100	0.0%
Academic Support-Full-time	104,363	103,375	46,715	55.2%
Academic Support-Summer	12,269	12,860		99.9%
Clerical-Full-time	19,591	19,713	21,392	9.1%
Clerical- Part-time	10,605	10,938	11,029	3.9%
Medical Insurance	20,991	25,041	25,358	20.8%
Life Insurance	492	526	488	0.8%
Retirement Hlth Ins Emp Match	621	743	616	0.8%
Early Retirement	15,461	12,648		100.0%
Consultants	1,000			100.0%
Maintenance Services		372	1,000	0.0%
Library Supplies	3,500	2,693	3,500	0.0%
Computer Software	6,500	2,758	6,500	0.0%
Books and Binding Costs	42,000	48,772	54,600	30.0%
Publications and Dues	24,000	24,749	24,000	0.0%
Other Materials and Supplies	8,500	5,093	11,485	35.1%
Conference/Meeting Expense	1,500	1,516	1,000	33.3%

EDUCATION FUND	2001-2002	2001-2002	2002-2003	Percent Budgeted Variance
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Computing & Instruct Tech				
Administrative Staff- Full-Time	31,753	31,302	30,550	3.7%
Prof/Tech- Full-time	31,125	29,828	32,370	4.0%
Medical Insurance	12,094	9,389	10,126	16.2%
Life Insurance	391	253	249	36.3%
Retirement Hlth Ins Emp Match	493	313	321	34.8%
Maintenance Services	2,000	1,366	4,339	116.9%
Instructional Supplies	8,000	8,015	8,000	0.0%
Conference/Meeting Expense	500	150		100.0%
Instructional Technology Center				
Prof/Tech- Full-time	41,895	39,465	43,571	4.0%
Clerical-Full-time	26,713	27,187	29,171	9.2%
Medical Insurance	13,034	12,046	11,526	11.5%
Life Insurance	286	290	303	5.9%
Retirement Hlth Ins Emp Match	361	346	383	6.0%
Maintenance Services	2,000	2,073	2,000	0.0%
Instructional Technology Materials	13,800	13,514	13,800	0.0%
Conference/Meeting Expense	500	98	250	50.0%
Administrative Data Processing				
Administrative Staff- Full-Time	68,543	62,907	68,640	0.1%
Prof/Tech- Full-time	185,332	125,844	186,506	0.6%
Prof/Tech- Part-time		9,506		0.0%
Clerical-Full-time	12,543	12,265	13,311	6.1%
Medical Insurance	45,404	34,087	46,318	2.0%
Life Insurance	1,362	827	1,091	19.8%
Retirement Hlth Ins Emp Match	1,720	1,048	1,374	20.1%
Early Retirement		7,207		0.0%
Consultants			8,000	0.0%
Maintenance Services	55,216	54,053	59,373	7.5%
Office Supplies	12,000	9,584	12,000	0.0%
Computer Software	80,371	65,417	86,285	7.3%
Publications and Dues	250	200	250	0.0%
Conference/Meeting Expense	500	29	500	0.0%
VP- Student Services				
Administrative Staff- Full-Time	74,277	72,902	77,248	3.9%
Clerical-Full-time	29,765	28,524	30,956	4.0%
Medical Insurance	17,720	19,106	19,595	10.5%
Life Insurance	445	446	462	3.8%
Retirement Hlth Ins Emp Match	561	538	584	4.0%
Office Supplies	1,500	1,634	1,500	0.0%
Publications and Dues	800	538	800	0.0%
Conference/Meeting Expense	2,500	957	2,500	0.0%
Other Student Services				
Administrative Staff- Full-Time	23,791	28,936	24,742	3.9%
Prof/Tech- Full-time	50,547	31,843	32,830	35.0%
Prof/Tech-Temporary			6,840	0.0%

<u>EDUCATION FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Clerical- Part-time	12,120	10,073	12,120	0.0%
Medical Insurance	12,636	10,877	12,333	2.3%
Life Insurance	485	258	217	55.2%
Retirement Hlth Ins Emp Match	612	314	299	51.1%
Publications and Dues	500	645	500	0.0%
Conference/Meeting Expense	1,500	1,479	1,100	26.6%
Special Needs- ADA				
Prof/Tech- Full-time	25,000	3,288	39,810	59.2%
Other Salaries	3,000	3,026	11,000	266.6%
Medical Insurance		1,112	8,138	0.0%
Life Insurance		15	163	0.0%
Retirement Hlth Ins Emp Match		19	206	0.0%
Instructional Service Contracts		537		0.0%
Other Contractual Services	16,000	1,348	8,000	50.0%
Instructional Supplies	2,300	530	2,300	0.0%
Publications and Dues	500		500	0.0%
Conference/Meeting Expense	500		500	0.0%
Commencement				
Consultants	200	573	200	0.0%
Other Supplies	8,600	8,638	10,000	16.2%
Student Recruitment				
Other Supplies	3,300	3,823	3,300	0.0%
Conference/Meeting Expense	200	437	300	50.0%
Student Health Services				
Other Supplies	600	468	600	0.0%
Admissions, Records & Placement				
Administrative Staff- Full-Time	52,436	43,571	47,500	9.4%
Prof/Tech- Full-time	29,356	28,132	30,530	3.9%
Clerical-Full-time	58,317	53,225	60,880	4.3%
Clerical-Overtime	1,000	972	1,250	25.0%
Clerical- Part-time	15,150	14,525	15,500	2.3%
Medical Insurance	35,831	35,140	39,511	10.2%
Life Insurance	570	508	560	1.7%
Retirement Hlth Ins Emp Match	720	636	707	1.8%
Office Supplies	10,000	10,200	10,000	0.0%
Publications and Dues	900	972	920	2.2%
Conference/Meeting Expense	1,150	523	1,200	4.3%
Financial Aid & Veterans Affairs				
Administrative Staff- Full-Time	44,603	43,233	46,387	3.9%
Clerical-Full-time	70,595	67,950	73,741	4.4%
Clerical-Overtime	3,500	3,500	3,500	0.0%
Medical Insurance	24,994	27,997	28,494	14.0%
Life Insurance	465	473	485	4.3%
Retirement Hlth Ins Emp Match	588	583	613	4.2%

<u>EDUCATION FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted Variance
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Maintenance Services	400	349	400	0.0%
Office Supplies	3,700	3,233	4,000	8.1%
Publications and Dues	900	914	1,000	11.1%
Conference/Meeting Expense	4,100	3,441	3,500	14.6%
 Counseling				
Prof/Tech- Part-time		5,479	7,500	0.0%
Academic Support-Full-time	126,526	118,786	149,456	18.1%
Academic Support-Overload	7,726	7,402	8,033	3.9%
Academic Support-Summer	28,123	26,417	30,046	6.8%
Clerical-Full-time	23,659	22,673	24,605	3.9%
Other Salaries	4,000	5,363	6,000	50.0%
Medical Insurance	36,214	41,553	42,102	16.2%
Life Insurance	595	628	689	15.7%
Retirement Hlth Ins Emp Match	751	943	870	15.8%
Maintenance Services	600	1,578	700	16.6%
Office Supplies	2,000	2,134	3,000	50.0%
Instructional Supplies	4,000	3,367	7,000	75.0%
Publications and Dues	300	380	340	13.3%
Conference/Meeting Expense	3,300	2,344	3,300	0.0%
 VP- Administrative Services				
Administrative Staff- Full-Time	66,217	66,283	68,865	3.9%
Clerical-Full-time	31,863	30,535	33,138	4.0%
Medical Insurance	10,154	11,116	11,526	13.5%
Life Insurance	442	433	460	4.0%
Retirement Hlth Ins Emp Match	558	535	581	4.1%
Maintenance Services		126		0.0%
Office Supplies	1,000	562	1,000	0.0%
Publications and Dues	650	618	750	15.3%
Conference/Meeting Expense	300	231	2,500	733.3%
 Education Fund				
State on behalf SURS Expense	455,000		442,000	2.8%
 Other Institutional				
Medical Insurance		(50,000)		0.0%
Tuition Reimbursement	5,000	1,538	4,000	20.0%
Maintenance Services	1,000	532	1,000	0.0%
Computer Software			7,626	0.0%
Postage	70,000	76,640	75,000	7.1%
Publications and Dues	5,900	5,770	6,000	1.6%
Recruitment	30,000	41,239	30,000	0.0%
Property & Casualty Insurance	28,000	31,868	36,650	30.8%
Financial Charges & Adjustments	20,000	29,067	20,000	0.0%
 NCA Accreditation				
Other Salaries	12,500	12,500		100.0%
Medical Insurance		1,710		0.0%
Life Insurance		36		0.0%

<u>EDUCATION FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted Variance
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Retirement Hlth Ins Emp Match		62		0.0%
Consultants	8,000	7,855		100.0%
Office Supplies	4,200	3,886		100.0%
Conference/Meeting Expense	3,300	2,315		100.0%
Waivers				
SVCC Waivers	22,000	42,579	28,000	27.2%
Adult Basic & Sec. Ed. Waivers	60,000	248,745	200,000	233.3%
Other State Mandated Waivers		1,437	2,000	0.0%
Senior Citizens	16,000	23,112	19,000	18.7%
Academic Achievement	28,000	35,952	32,000	14.2%
Activity Achievement	13,000	39,036	38,000	192.3%
Athletic Achievement	113,000	122,630	120,000	6.1%
Business Office				
Administrative Staff- Full-Time		2,246	54,955	0.0%
Administrative Staff- Part-Time	31,705	31,529		100.0%
Prof/Tech- Full-time	37,925	27,213		100.0%
Prof/Tech- Part-time			16,000	0.0%
Clerical-Full-time	80,649	77,250	83,875	4.0%
Clerical-Overtime	1,000	175	900	10.0%
Clerical- Part-time	8,080	7,846	8,500	5.1%
Medical Insurance	34,366	37,927	39,154	13.9%
Life Insurance	216	473	554	156.4%
Retirement Hlth Ins Emp Match	272	534	700	157.3%
Consultants	10,000	11,009	11,000	10.0%
Maintenance Services	2,000	2,252	1,000	50.0%
Office Supplies	5,000	3,012	6,000	20.0%
Publications and Dues	400	183	410	2.5%
Conference/Meeting Expense	100	248	850	750.0%
Tuition Chargeback				
Tuition Chargeback	45,000	47,530	45,000	0.0%
Personnel Office				
Administrative Staff- Full-Time	50,112	48,522	51,550	2.8%
Medical Insurance	9,763	11,140	11,205	14.7%
Life Insurance	216	219	224	3.7%
Retirement Hlth Ins Emp Match	272	261	283	4.0%
Office Supplies	500	871	600	20.0%
Computer Software	500			100.0%
Publications and Dues	800	653	800	0.0%
Other Materials and Supplies		420		0.0%
Conference/Meeting Expense	300	170	1,050	250.0%
Other Conference & Meeting	1,800	1,641	3,360	86.6%
Phi Theta Kappa				
Office Supplies	1,000	991	1,000	0.0%
Conference/Meeting Expense	3,500	3,500	3,500	0.0%

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COMPARATIVE OPERATING BUDGET

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<u>EDUCATION FUND</u>				Percent
	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	Budgeted <u>Variance</u>
Total Expenditure	8,540,174	8,217,400	9,147,633	7.1%

<u>EDUCATION FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Education Fund				
Transfers to Other Funds	(100,000)			-100.0%
Transfers From Other Funds	211,250		178,000	15.7%
Total Transfer	111,250		178,000	60.0%

<u>OPERATIONS & MAINTENANCE FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted Variance
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Operations & Maintenance				
Current Taxes	361,395	207,757	370,000	2.2%
ICCB Credit Hour Grants	172,528	129,821	169,587	1.7%
ICCB Equalization Grants	75,326	56,494	74,703	0.8%
Other ICCB Grants	37,500	25,913	38,230	1.9%
CPPRT	37,844	26,320	39,000	3.0%
Resident Tuition	226,000	270,530	270,686	19.7%
Out of District Tuition	1,700	932	750	55.8%
Out State Tuition	100	205	150	50.0%
Other Sales & Service	6,000	6,707	5,500	8.3%
Facilities Revenue	6,200	3,676	6,000	3.2%
Investment Revenue	9,000	1,801	9,000	0.0%
Other Revenues	1,000	173	500	50.0%
State on behalf SURS Revenue	28,000		39,000	39.2%
Total Revenue	963,093	730,334	1,023,106	6.2%

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SAUK VALLEY COMMUNITY COLLEGE
COMPARATIVE OPERATING BUDGET

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<u>OPERATIONS & MAINTENANCE FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
State on behalf SURS Expense	28,000		39,000	39.2%
Maintenance				
Prof/Tech- Full-time	25,080	31,336	32,042	27.7%
Custodial/Maintenance-Full-time	86,259	98,036	100,120	16.0%
Custodial/Maintenance-Overtime	2,000	400	2,000	0.0%
Medical Insurance	28,948	34,363	33,748	16.5%
Life Insurance	503	554	550	9.3%
Retirement Hlth Ins Emp Match	635	709	695	9.4%
Maintenance Services	50,000	46,789	55,000	10.0%
Maintenance Supplies	49,500	46,139	44,000	11.1%
Conference/Meeting Expense	800	60	600	25.0%
Custodial				
Custodial/Maintenance-Full-time	139,110	140,063	143,945	3.4%
Custodial/Maintenance-Overtime	1,500	376	2,000	33.3%
Custodial/Maintenance- Part-time	32,587	30,102	33,000	1.2%
Medical Insurance	47,791	55,957	51,037	6.7%
Life Insurance	584	641	607	3.9%
Retirement Hlth Ins Emp Match	737	738	766	3.9%
Maintenance Services	3,000	3,303	3,500	16.6%
Maintenance Supplies	21,000	19,288	22,000	4.7%
Conference/Meeting Expense		18	500	0.0%
Grounds				
Custodial/Maintenance-Full-time	40,294	37,488	42,845	6.3%
Custodial/Maintenance-Overtime	5,000	2,078	5,000	0.0%
Custodial/Maintenance- Part-time	12,120	10,542	12,000	0.9%
Custodial/Maintenance- Temporary	2,000	1,061		100.0%
Medical Insurance	13,034	10,135	11,526	11.5%
Life Insurance	168	161	178	5.9%
Retirement Hlth Ins Emp Match	212	205	225	6.1%
Maintenance Services	7,000	8,226	10,000	42.8%
Maintenance Supplies	20,000	18,262	20,000	0.0%
Vehicle Supplies	1,500	993	1,500	0.0%
Publications and Dues			100	0.0%
Capital Supplies		2,245		0.0%
Conference/Meeting Expense	300	73	300	0.0%
Rental- Equipment		3,757		0.0%
Service Equipment		(3,757)		0.0%
Utilities				
Gas	145,000	129,818	110,000	24.1%
Electricity	125,000	115,818	135,000	8.0%
Telephone	55,000	51,640	82,000	49.0%
Refuse Disposal	5,000	4,854	5,000	0.0%
Other Utilities	5,400	4,887	5,000	7.4%

<u>OPERATIONS & MAINTENANCE FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted Variance
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Building and Grounds Administration				
Administrative Staff- Full-Time	41,041	43,935	42,682	3.9%
Clerical-Full-time	27,496	26,128	28,310	2.9%
Medical Insurance	13,034	13,597	14,153	8.5%
Life Insurance	359	362	373	3.8%
Retirement Hlth Ins Emp Match	453	434	471	3.9%
Consultants	1,500	395	1,000	33.3%
Office Supplies	1,500	1,122	2,500	66.6%
Publications and Dues	700	588	800	14.2%
Other Materials and Supplies	500	242	500	0.0%
Conference/Meeting Expense	1,000	568	1,000	0.0%
Site Improvements	20,000		10,000	50.0%
Building Remodeling	15,000	328	5,000	66.6%
Service Equipment		12,957		0.0%
Total Expenditure	1,077,645	1,008,035	1,112,573	3.2%

budget
06/17/20

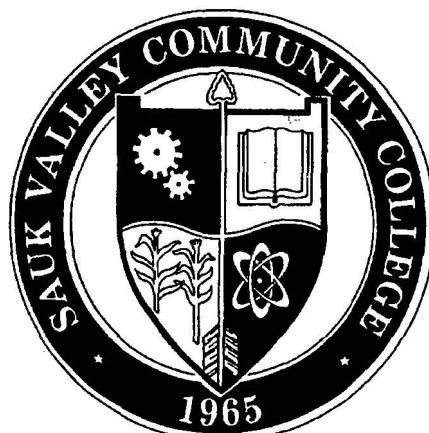
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COMPARATIVE OPERATING BUDGET

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<u>OPERATIONS & MAINTENANCE FUND</u>	2001-2002	2001-2002	2002-2003	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Operations & Maintenance				
Transfers From Other Funds	125,750		34,000	72.9%
Total Transfer	125,750		34,000	72.9%

BUDGET

2002 • 2003



Sauk Valley
Community College

815/288-5511
173 IL Route 2, Dixon, Illinois 61021

STATE OF ILLINOIS
SAUK VALLEY COMMUNITY COLLEGE

Annual Budget for Fiscal Year 2003

Sauk Valley Community College
173 Illinois Route 2
Dixon, Illinois 61021

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Sauk Valley Community College
Summary of Revenues, Expenditures and Transfers
Fiscal Year 2003 Budget

	GENERAL		SPECIAL REVENUE				DEBT SERVICE	CAPITAL PROJECTS		PROPRIETARY FUND		
	Education Fund	Operations & Maintenance Fund	Restricted Purposes Fund	Audit Fund	Liability, Protection & Settlement Fund	Working Cash Fund		Operations & Maintenance Fund (Restricted)	Building Bond Proceeds Fund			
Beginning Balance	\$1,042,000	\$125,000	\$1,250,000	\$27,500	\$6,100,000	\$2,470,784	\$323,331	\$1,100,000	\$1,200,000	\$280,000		
Budgeted Revenue	8,803,443	1,023,106	3,576,207	31,700	520,000	100,000	\$1,390,000	4,097,922	45,000	1,603,450		
Budgeted Expenditures	(9,147,633)	(1,112,573)	(3,576,207)	(30,000)	(654,215)		(1,387,008)	(4,441,152)	--	(1,590,913)		
Budgeted Transfers from (to) Other Funds	178,000	34,000			(200,000)			570,000	(570,000)	(12,000)		
Budgeted Ending Balance	\$875,810	\$69,533	\$1,250,000	\$29,200	\$5,965,785	\$2,370,784	\$326,323	\$1,326,770	\$675,000	\$280,537		

The Official Budget, which is accurately summarized in this document, was approved
 by the Board of Trustees on June 24, 2002.

ATTEST: _____
 Secretary, Board of Trustees

Sauk Valley Community College
Operating Funds - Summary of Revenues by Source
Fiscal Year 2003 Budget

	Educational Fund	Operations & Maintenance Fund	Total Operating Fund
Local Government			
Taxes - Current Year	<u>\$3,021,500</u>	<u>\$370,000</u>	<u>\$3,391,500</u>
Total Local Government	<u>3,021,500</u>	<u>370,000</u>	<u>3,391,500</u>
State Government			
ICCB Credit Hour Grants	1,372,109	169,587	1,541,696
ICCB Square Footage Grant	--	31,630	31,630
ICCB Equalization Grant	604,413	74,703	679,116
ICCB Small School Grant	53,400	6,600	60,000
ISBE - Vocational Education	70,000	--	70,000
Corporate Personal Property Replacement Taxes	<u>308,000</u>	<u>39,000</u>	<u>347,000</u>
Total State Government	<u>2,407,922</u>	<u>321,520</u>	<u>2,729,442</u>
Federal Government			
Other Federal Revenue	<u>30,700</u>	<u>--</u>	<u>30,700</u>
Total Federal Government	<u>30,700</u>	<u>--</u>	<u>30,700</u>
Student Tuition and Fees			
Tuition	2,468,821	271,586	2,740,407
Fees	<u>136,000</u>	<u>--</u>	<u>136,000</u>
Total Student Tuition and Fees	<u>2,604,821</u>	<u>271,586</u>	<u>2,876,407</u>
Other Sources			
Sales and Service	212,500	5,500	218,000
Facilities Revenue	--	6,000	6,000
Investment Income	80,000	9,000	89,000
Other Revenue	4,000	500	4,500
SURS Revenues on Behalf	<u>442,000</u>	<u>39,000</u>	<u>481,000</u>
Total Other Sources	<u>738,500</u>	<u>60,000</u>	<u>798,500</u>
Total 2003 Budgeted Revenue	<u><u>\$8,803,443</u></u>	<u><u>\$1,023,106</u></u>	<u><u>\$9,826,549</u></u>

Sauk Valley Community College
Operating Funds - Summary of Expenditures and Transfers
Fiscal Year 2003 Budget

	Educational Fund	Operations & Maintenance Fund	Total Operating Fund	%
By Program				
Instruction	\$4,164,641	\$ --	\$4,164,641	40.59%
Academic Support	874,405	--	874,405	8.52%
Student Services	922,035	--	922,035	8.99%
Public Service	229,840	--	229,840	2.24%
Operation & Maintenance of Plant	--	1,073,573	1,073,573	10.46%
Institutional Support	2,030,712	--	2,030,712	19.79%
Scholarship, Student Grants, Waivers	484,000	--	484,000	4.72%
SURS on behalf	442,000	39,000	481,000	4.69%
Total Budgeted Expenditures	9,147,633	1,112,573	10,260,206	<u>100.00%</u>
Transfers	(178,000)	(34,000)	(212,000)	
Less Non Operating Item:				
Tuition Chargeback	(45,000)	--	(45,000)	
Adjusted Expenditures	<u>\$8,924,633</u>	<u>\$1,078,573</u>	<u>\$10,003,206</u>	
By Object				
Salaries	\$6,053,764	\$443,944	\$6,497,708	63.33%
Employee Benefits	1,016,859	\$114,329	1,131,188	11.03%
Contractual Services	328,162	\$69,500	397,662	3.88%
General Materials & Supplies	653,216	\$91,400	744,616	7.26%
Conference & Meeting Expense	121,420	\$2,400	123,820	1.21%
Fixed Charges	56,212	--	56,212	0.55%
Utilities	--	337,000	337,000	3.28%
Capital Outlay	--	15,000	15,000	0.15%
Other	476,000	--	476,000	4.64%
Expenditures on Behalf	442,000	39,000	481,000	4.69%
Total Budgeted Expenditures	9,147,633	1,112,573	10,260,206	<u>100.00%</u>
Transfers	(178,000)	(34,000)	(212,000)	
Less Non-Operating Item:				
Tuition Chargeback	(45,000)	--	(45,000)	
Adjusted Expenditures	<u>\$8,924,633</u>	<u>\$1,078,573</u>	<u>\$10,003,206</u>	

Sauk Valley Community College
Education Fund - Statement of Expenditures
Fiscal Year 2003 Budget

Instruction		
Salaries	\$3,380,234	
Employee Benefits	463,442	
Contractual Services	114,395	
General Materials & Supplies	172,070	
Conference & Meeting Expense	32,500	
Fixed Charges	<u>2,000</u>	
		\$4,164,641
Academic Support		
Salaries	598,204	
Employee Benefits	120,197	
Contractual Services	16,119	
General Materials & Supplies	133,735	
Conference & Meeting Expense	<u>6,150</u>	
		874,405
Student Services		
Salaries	704,638	
Employee Benefits	150,137	
Contractual Services	9,300	
General Materials & Supplies	44,560	
Conference & Meeting Expense	<u>13,400</u>	
		922,035
Public Services		
Salaries	116,853	
Employee Benefits	14,322	
Contractual Services	61,475	
General Materials & Supplies	19,480	
Conference & Meeting Expense	<u>17,710</u>	
		229,840
Institutional Support		
Salaries	1,253,835	
Employee Benefits	240,761	
Contractual Services	126,873	
General Materials & Supplies	283,371	
Conference & Meeting Expense	51,660	
Fixed Charges	54,212	
Other	<u>20,000</u>	
		2,030,712

Sauk Valley Community College
Education Fund - Statement of Expenditures
Fiscal Year 2003 Budget
(Continued)

Scholarships, Student Grants & Waivers

Employee Benefits	28,000
Other	<u>456,000</u>
	484,000

SURS Expenditures on Behalf	<u>442,000</u>
	<u>442,000</u>

Total Expenditures	<u><u>\$9,147,633</u></u>
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Transfers

Transfer from Working Cash Fund	<u>\$178,000</u>
Total Transfers to/from Other Funds	<u><u>\$178,000</u></u>

Sauk Valley Community College
Operations and Maintenance Fund - Statement of Expenditures
Fiscal Year 2003 Budget

Expenditures

Operation & Maintenance of Plant

Salaries	\$443,944
Employee Benefits	114,329
Contractual Services	69,500
General Materials & Supplies	91,400
Conference & Meeting Expense	2,400
Utilities	337,000
Capital Outlay	<u>15,000</u>
	\$1,073,573

SURS Expenditures on Behalf

	<u>39,000</u>
	<u>39,000</u>

Total Expenditures

	<u>\$1,112,573</u>
	<u>\$1,112,573</u>

Transfers

Transfer from Bookstore Fund	\$12,000
Transfer from Working Cash Fund	<u>22,000</u>
	<u>34,000</u>

Total Transfers from Other Funds

	<u>\$ 34,000</u>
	<u>\$ 34,000</u>

Sauk Valley Community College
Restricted Purposes Fund - Statement of Revenues and Expenditures
Fiscal Year 2003 Budget

Revenues

State Governmental Sources

ICCB Special Populations Grant	22,292
ICCB Workforce Preparation - Business & Industry	87,396
ICCB Workforce Preparation - Education to Career	89,297
ICCB Workforce Preparation - Welfare to Work	60,970
ICCB Staff Technical Skills Enhancement Grant	16,671
ICCB Advanced Technology Equipment - Instruction Eqpt	39,153
ICCB Advanced Technology Equipment - Technology Support	137,809
ICCB Accelerated College Enrollment Grant	15,000
ICCB Current Workforce Training	50,000
ICCB Illinois Community College On-Line	12,025
ICCB Adult Education & Family Literacy	275,208
ISBE Vocational Education	269,408
Other Illinois Governmental Sources	<u>62,518</u>
	1,137,747

Federal Governmental Sources

Department of Education	<u>2,438,460</u>
	<u>2,438,460</u>

Total Revenue

\$3,576,207

Sauk Valley Community College
Restricted Purposes Fund - Statement of Revenues and Expenditures
Fiscal Year 2003 Budget
(Continued)

Expenditures

Instruction

Salaries	\$199,178
Employee Benefits	37,105
Contractual Services	13,500
General Materials & Supplies	68,831
Conference & Meeting Expense	2,000
Capital Outlay	75,047
Other	<u>56,087</u>
	\$451,748

Academic Support

Salaries	157,740
Employee Benefits	19,081
Contractual Services	77,866
General Materials & Supplies	55,769
Conference & Meeting Expense	1,000
Utilities	15,900
Capital Outlay	9,500
Other	<u>56,000</u>
	392,856

Student Services

Salaries	355,955
Employee Benefits	93,367
Contractual Services	4,350
General Materials & Supplies	14,039
Conference & Meeting Expense	<u>9,500</u>
	477,211

Public Services

Salaries	123,163
Employee Benefits	22,791
Other	<u>50,000</u>
	195,954

Institutional Support

Conference & Meeting Expense	<u>16,671</u>
	16,671

Education Fund - Statement of Expenditures
Restricted Purposes Fund - Statement of Revenues and Expenditures
Fiscal Year 2003 Budget
(Continued)

Scholarships, Student Grants and Waivers

Salaries	159,850
Other	<u>1,881,917</u>
	<u>2,041,767</u>

Total Expenditures	<u>\$3,576,207</u>
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Sauk Valley Community College
Audit Fund - Statement of Revenues and Expenditures
Fiscal Year 2003 Budget

Revenues

Local Governmental Sources

Taxes - Current Year	<u>\$30,700</u>	\$30,700
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Other Sources

Interest Income	<u>1,000</u>	1,000
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Total Revenue

\$31,700

Expenditures

Institutional Support

Contractual Services	<u>\$30,000</u>
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Total Expenditures

\$30,000

Sauk Valley Community College
Liability, Protection & Settlement Fund - Statement of Revenues and Expenditures
Fiscal Year 2003 Budget

Revenues

Local Governmental Sources

Taxes - Current Year	<u>\$291,000</u>
	<u><u>\$291,000</u></u>
Other Sources	
Interest Income	200,000
SURS Revenues on Behalf	<u>29,000</u>
	<u><u>229,000</u></u>
Total Revenue	<u><u><u>\$520,000</u></u></u>

Expenditures

Institutional Support

Salaries	\$179,588
Employee Benefits	132,000
Contractual Services	19,000
Materials and Supplies	2,600
Conference and Meetings	1,000
Fixed Charges	45,000
Utilities	1,000
SURS Expenditures on Behalf	<u>29,000</u>
	<u><u>\$409,188</u></u>

Campus Security

Salaries	94,033
Employee Benefits	42,794
Contractual Services	47,200
Materials and Supplies	10,000
Conference and Meetings	1,000
Capital Outlay	<u>50,000</u>
	<u><u>245,027</u></u>

Total Expenditures

\$654,215

Sauk Valley Community College
Working Cash Fund - Statement of Revenues and Expenditures
Fiscal Year 2003 Budget

Revenues

Other Sources

Interest Income	<u>\$100,000</u>
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Total Revenues

	<u><u>\$100,000</u></u>
--	-------------------------

Transfers

Transfer to Education Fund	(\$178,000)
Transfer to Operations & Maintenance Fund	<u>(22,000)</u>

Total Transfers to Other Funds

	<u><u>(\$200,000)</u></u>
--	---------------------------

Sauk Valley Community College
Bond and Interest Fund - Statement of Revenues and Expenditures
Fiscal Year 2003 Budget

Revenues

Local Governmental Sources

Taxes - Current Year	<u>\$1,385,000</u>
	\$1,385,000

Other Sources

Interest Income	<u>5,000</u>
	5,000

Total Revenues

\$1,390,000

Expenditures

Institutional Support

Bond Principal	\$1,100,000
Bond Interest	282,008
Contractual Services	<u>5,000</u>

Total Expenditures

\$1,387,008

Sauk Valley Community College
Operation and Maintenance Fund (Restricted) - Statement of Revenues and Expenditures
Fiscal Year 2003 Budget

Revenues

Local Governmental Sources

Taxes - Current Year	<u>\$613,000</u>	
	\$613,000	

State Government Sources

ICCB Deferred Maintenance Grant	44,922	
Other Governmental Sources	<u>3,160,000</u>	
	3,204,922	

Other Sources

Interest Income	30,000	
Other Revenue	<u>250,000</u>	
	280,000	

Total Revenues

\$4,097,922

Expenditures

Institutional Support

Capital Outlay	<u>\$4,441,152</u>	
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Total Expenditures

\$4,441,152

Transfers

Transfer from Building Bond Proceeds Fund	<u>\$570,000</u>	
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Total Transfers from Other Funds

\$570,000

Sauk Valley Community College
Building Bond Proceeds Fund - Statement of Revenues and Expenditures
Fiscal Year 2003 Budget

Revenues

Other Sources

Interest Income	<u>\$45,000</u>
Total Revenues	<u>\$45,000</u>

Transfers

Transfer to Operation & Maintenance Fund (Restricted)	<u>(\$570,000)</u>
Total Transfers to Other Funds	<u>(\$570,000)</u>

Sauk Valley Community College
Auxiliary Enterprise Fund - Statement of Revenues and Expenditures
Fiscal Year 2003 Budget

Revenues

Student Fees	\$153,000
Sales and Service Fee Sources	45,900
Facilities Revenue	75,000
Investment Revenue Sources	1,800
Other Sources	1,322,000
SURS Revenues on Behalf	5,750

Total Revenues

\$1,603,450

Expenditures

Salaries	\$72,253
Employee Benefits	5,960
Contractual Services	38,455
General Materials and Supplies	1,392,405
Conference and Meeting Expense	68,340
Fixed Charges	2,450
Other	5,300
SURS Expenditures on Behalf	5,750

Total Expenditures

\$1,590,913

Transfers

Transfer to Operations and Maintenance Fund	<u>(\$12,000)</u>
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Total Transfers to Other Funds

(\$12,000)

For Board Meeting of
June 24, 2002

Agenda Item F-3

2004 RAMP REQUEST

The attached 2004 RAMP request is submitted for Board approval and will be forwarded to the Illinois Community College Board by July 1, 2002.

RECOMMENDATION: Board approval of the 2004 RAMP request which will be sent to the ICCB by July 1, 2002.

Resource Allocation and Management Plan
Fiscal Year 2004
Submitted June 2002

Sauk Valley Community College
Illinois Community College District 506
173 Illinois Route 2
Dixon, IL 61021
(815) 288-5511 x256
rbittner@svcc.edu

COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION

Occasionally it is necessary to contact the individual(s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested project(s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District 506 Sauk Valley Community College

Budget Year Request 2004

Capital RAMP Contact Person Ruth Bittner

Telephone Number (815) 288-5511 x256

ONE FORM ONLY

**Sauk Valley Community College
RAMP 2004
Submitted June 2002**

**Project 1
Remodel T-1 and West Wing, Building 1**

TABLE 1
FISCAL YEAR 2004 CAPITAL PROJECT REQUEST

DISTRICT/COLLEGE: 506 Sauk Valley Community College

PROJECT NAME AND/OR DESCRIPTION Remodel T-1 and West Wing, Building 1
Check one:
 NEW FACILITIES CONSTRUCTION/ACQUISITION _____ (Complete Table 2)
 REMODELING/REHABILITATION PROJECT (Complete Table 2)
 OTHER _____ (Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER 1 **OUT OF** 2
Check one:
 NEW REQUEST _____
 REQUESTED PREVIOUSLY

Dollars rounded to the nearest hundred (for example and per instructions enter \$1 456 789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDG'S, ADDITIONS, AND/OR STRUCTURES												
LAND												
EQUIPMENT			320.9	107.0	427.9					320.9	107.0	427.9
UTILITIES												
REMODELING & REHABILITATION			2,941.4	980.5	3,921.9					2,941.4	980.5	3,921.9
SITE IMPROVEMENTS												
PLANNING												
TOTAL			3,262.3	1,087.5	4,349.8					3,262.3	1,087.5	4,349.8

* *Describe prior year funding and/or future year funding in the scope statement section using the requested format.*

State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR)	\$ 4 350	MATCHING CONTRIBUTION \$ _____ (See item 10 in Section I of this Manual)
TOTAL COMPLETED PROJECT COST	\$ 4,350	LOCAL FINANCING SOURCE
DESIRED PROJECT START DATE	Jul-03	AVAILABLE FUND BALANCE \$ 640
ESTIMATED COMPLETION DATE	Dec-04	ICCB CONSTRUCTION CREDIT \$ 98 (if any)
ESTIMATED OCCUPANCY DATE	Dec-04	DEBT ISSUE \$ _____ DATE OF APPROVAL: _____
ESTIMATED ANNUAL OPERATING COST	\$ 48	OTHER (please specify) \$ 350 (Foundation 250 + PHS levy 100) TOTAL \$ 1,088

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

TABLE 2
FY 2004 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE

506 Sauk Valley Community College - Remodel T-1 and West Wing, Building 1

PART A

<u>Space Type</u>	<u>FICM Codes</u>	<u>Net Assignable Square Feet (NASF)</u>	<u>NET ASSIGNABLE SQUARE FOOTAGE SUMMARY</u>		<u>ACREAGE SUMMARY (Land Acquisition)</u>	<u>Number of Acres Requested in Budget Year</u>
			<u>REQUEST FOR NEW FACILITIES</u>	<u>REDISTRIBUTION OF NASF SPACE</u>		
			<u>Space Prior to Remodeling</u>	<u>Space After Remodeling</u>		
Classrooms	110 thru 115		400	13,433	1 Landscaped Ground	
Laboratory	210 thru 255		12,710	20,667	2 Physical Education and Athletic Fields	
Office	310 thru 355		1,050	5,766	3 Buildings and Attached Structures	
Study	410 thru 455				4 Experimental Plots	
Special Use	510 thru 590			8,520	5 Other Instructional Areas	
<i>General Use:</i>					6 Parking Lots	
Assembly and Exhibition	610 thru 625				7 Roadways	
Other General Use	630 thru 685				8 Pond Retention and Drainage	
Support Facilities	710 thru 765	1,920	2,400	3,500	9 Other (specify)	
Health Care	810 thru 895				Total Assigned Area	
Unclassified			32,600		Currently Unassigned	
TOTAL NASF #		1,920	49,160	52,540	Total Acres	
TOTAL GSF* #		2,400	60,200	60,200		

T- is a vacant 44,000 GSF building, except for 2,400 SF being used for vehicle storage.

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

TABLE 3
FY 2004 BUILDING BUDGET ESTIMATION FORM

District/College 506 Sauk Valley Community College
Location Dixon, IL
Project Name Remodel T-1 and West Wing, Building 1

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	(In thousands)
Van Storage Facility (construction)	1920		2400	25	\$60.0
T-1 (Alteration):					
Corp & Comm Svc/University Ctr	12600		14000	65	\$910.0
Career Programs	18850		21000	48	\$1,008.0
Physical Education	8520		9000	22	\$198.0
Exterior (façade, landscape, repaving)					
Utilities:					
Data lines		700 LF		28.57	\$20.0
Sewer		130 LF		38.46	\$5.0
Manhole		LS			\$4.0
Electrical		100 LF		40	\$4.0
Water		80 LF		55	\$4.4
West Wing, Building 1 (Alteration)	12570		16200	59.15	\$958.2
1. Base Total	54460		62600		\$3,171.6
2. Added Costs					
3. Base Cost	54460		62600		\$3,171.6

4. Escalation (Use 3.0 percent per year, .25 percent per month from base bid to bid date.) 95.1
 Expected Bid Date: Jul-03 Number of Months to Bid Date: 12

5. Escalated Building Budget (Line 3 plus Line 4) \$3,266.8

6. Escalated Building Budget
 Plus 10% Contingency (Line 5 multiplied by 1.10) \$3,593.5

7. Adds:

a. A/E Fees 8 % \$287.5

b. On-Site Observation
 Number of Months 9 Days per Week 1 \$18.0

c. Reimbursable Expenses \$5.0

d. Art in Architecture
 one-half of one percent (Multiply Line 6 by .005) \$18.0

e. Other Adds Equipment (ADA, Asbestos, etc. specify) \$427.9

f. Sub-total Adds (Lines 7a through 7e) \$756.3

8. Total Building Budget (Line 6 plus Line 7f) \$4,349.8

OTHER:
 Estimate of Annual State Supported Operations and Maintenance Expense 48

Source of Cost Estimate: Burnidge Cassell Architects & SVCC
 Date of Cost Estimate: Jun-99 & Jun-02

TABLE 4
FY 2004 MOVEABLE EQUIPMENT LIST

District: 506 Sauk Valley Community College
Project Name: Remodel T-1 and West Wing, Building 1

(cost column rounded to the nearest dollar—please round the grand total equipment cost to the nearest hundred when you transfer to table)

Programmatic Unit	Room Use Classification	Name of Equipment	Number of Units	Cost per Unit	Estimated Total Cost
Corporate & Comm Svcs	Secretarial	Desk	2	800	1600
	Secretarial	Desk chair	2	200	400
	Conference Room	Tables	1	700	700
	Conference Room	Chairs	8	170	1360
	Classrooms	Tables	90	350	31500
	Classrooms	Chairs	180	60	10800
	Classrooms	White boards	9	200	1800
	Classrooms	Projection equipment	9	10000	90000
	Other	Portable coat rack	5	200	1000
Fine Arts	Faculty Offices	Desks	8	800	6400
	Faculty Offices	Staff chairs	8	200	1600
	Faculty Offices	Chairs	8	100	800
	Faculty Offices	Bookcases	8	250	2000
	Faculty Offices	File cabinet, 4-drawer	8	300	2400
	Classrooms	White boards	8	450	3600
	Classrooms	Tables	30	350	10500
	Classrooms	Chairs	60	60	3600
	Classrooms	Projection equipment	3	10000	30000
Multimedia Classroom	Classrooms	Projection equipment	1	15000	15000
	Classrooms	Sound equipment	1	15000	15000
	Classrooms	White boards	2	450	900
Ceramics	Laboratory	Tables	10	450	4500
	Laboratory	Kilns	4	3500	14000
	Laboratory	Shelving	10	90	900
	Laboratory	Wedge table		600	600
	Laboratory	Plywood & canvas work boards		230	230
	Laboratory	Work tables 8' long	6	600	3600
	Laboratory	Ware cart	4	600	2400
	Laboratory	Sculpture burn out kiln	1	27000	27000
	Laboratory	Raku kiln		1000	1000
	Laboratory	Clay mixer		4200	4200
	Laboratory	Slab roller		1400	1400
	Laboratory	Glaze table 16'		1600	1600
	Laboratory	Spray booth		1200	1200
	Laboratory	Compressor & 2 spray guns		500	500
	Laboratory	Scales, scoop & misc. eqp.		1000	1000
Midi lab	Laboratory	Throwing wheels	10	1200	12000
	Laboratory	Pub mill		4000	4000
	Laboratory	Mat cutter		1300	1300
	Laboratory	Table saw		900	900
	Laboratory	Radial arm saw		600	600
	Laboratory	Digital piano w/mixer & sequencer		10000	10000
	Laboratory	Tone generator		1100	1100
Physical Education	Laboratory	Digital audio tape deck		1300	1300
	Laboratory	Midi guitar system w/accessories		400	400
	Laboratory	Midi cables, plugs, accessories		300	300
	Laboratory	Band saw		700	700
	Training eqpt.	Batting cage 10x12x75	2	850	1700
	Training eqpt.	Golf net	4	600	2400
	Training eqpt.	6x12 mats	4	300	1200
	Training eqpt.	Hitting streak ball machine	2	400	800

TABLE 4
FY 2004 MOVEABLE EQUIPMENT LIST

District: 506 Sauk Valley Community College
Project Name: Remodel T-1 and West Wing, Building 1

(cost column rounded to the nearest dollar—please round the grand total equipment cost to the nearest hundred when you transfer to table)

Programmatic Unit	Room Use Classification	Name of Equipment	Number of Units	Cost per Unit	Estimated Total Cost
Career Education	Training eqpt.	Promat (archery)	4	200	800
	Faculty offices	Desks	3	800	2400
	Faculty offices	Staff chairs	3	200	600
	Faculty offices	Chairs	3	100	300
	Faculty offices	Bookcases	3	250	750
	Faculty offices	File cabinet, 4-drawer	3	300	900
	Faculty offices	Desk	4	800	3200
	Faculty offices	Staff chairs	4	200	800
	Faculty offices	Chairs	4	100	400
	Faculty offices	Bookcases	4	250	1000
	Faculty offices	File cabinet, 4-drawer	4	300	1200
	Classrooms	Tables	60	350	21000
	Classrooms	Chairs	120	60	7200
	Classrooms	Projection equipment	5	10000	50000
	Classrooms	White boards	18	200	3600
TOTAL					427,940

Fiscal Year 2004 Ramp
Community College Capital Projects

Programmatic Justification Narrative

District/College: Sauk Valley Community College District 506
Project Name: Remodel T-1 and West Wing, Building One

Purpose

Since August 1996 the Trustees and administrators of Sauk Valley Community College have reflected on the fact that our potential is clearly limited, largely because quality space is just not available for some of our newer and more technologically oriented programs. Programs throughout the College are finding it increasingly difficult to find space on-campus for scheduling classes, meetings, and special events. The areas in the most urgent need of improved facilities and room to grow are:

- **Corporate & Community Services** which offers tailored education for business and industry,
- **University Center** which provides baccalaureate programs from several universities in Illinois and Iowa,
- **Selected Career Programs** which need improved infrastructure:

Air conditioning	Machine tool
Electricity	Refrigeration
Heating	Solar energy
- **Physical Education** programs which need suitable indoor space for:

Archery	Batting cages
Fencing	Self defense
Golf	Aerobics
- **Fine Arts** department needs more and better space for several programs which are growing and attracting more students:

Art	Orchestra
Chorus	Theater
Music	Foreign Languages
Graphic Design	

Many of our space constraint problems have developed due to the addition of many specialized labs—the Write Place, the Learning Assistance Center, compressed video rooms, the Computer labs and the Instructional Technology Center—that have taken at least a dozen rooms “out of circulation”. They are no longer available as classrooms or meeting rooms.

Instructional Objectives

1. Renovate T-1 (temporary) Building:
 - a. The nature of the programs provided by the **Corporate & Community Services** Division, including the **University Center**, requires flexibility to accommodate requests for training and other services. The Corporate & Community Services Division does not have allocated space within the main building, and due to scheduling conflicts has literally had to turn business away. And in some

instances, Corporate & Community Service clients have been relegated to other locations in the Building that are considered to be undesirable and non-conducive to learning such as the old diesel lab or the basement. Both Corporate & Community Services and the University Center need space in a professional atmosphere where these programs have first priority over room scheduling in order to accommodate clients when needed.

b. The relocation of **Career Programs** from the West Wing of the main building to T-1 is not intended to expand the instructional offerings of this department, but rather to vacate space to allow the Fine Arts department to expand instructional offerings (see below).

c. The growth of **Physical Education** offerings such as fencing, plus the addition of new athletic teams has resulted in inadequate class and/or practice space for these sports. Currently, batting and golf practice are held in the basement recycling room.

2. The renovation of the West Wing of Building One into a **Fine Arts Complex** will centralize the department in one location while accommodating the following expanded instructional objectives:

- Art
 - Expanded offerings in ceramics, sculpture, and painting,
 - Installation of listening-looking for art, and
 - Establishment of an art gallery for displays by students and guest artists
- Performing arts (theater and oral interpretation/performance)
 - Classroom with a stage to "free up" Mathis Theater and
 - Shop for building stage props
- Music
 - Required keyboard lab;
 - Enlarged and enhanced rehearsal space for:
 - Choir,
 - Concert band, and
 - Orchestra, and
 - Commercial music program
- Graphic Design

Comparison to Existing Facilities

The T-1 (temporary) building is not currently used for instructional purposes and could be remodeled to improve the utilization of the campus by providing much needed additional space to both credit and non-credit programs. The building is a 44,000 square foot metal warehouse structure that served as the temporary campus during construction of the main building. The roof of T-1 was replaced in 1993 and the building has been maintained in excellent condition. We have been advised that the building is structurally sound and could easily last for another thirty years with good maintenance.

11,000 square feet of the T-1 building will be remodeled and finished to provide a professional location for seven conference rooms for Corporate & Community Services, the University Center, and office space. The Career Programs and Physical Education programs can be easily accommodated in a warehouse environment, and therefore would require only minimal improvements to 33,000 square feet of the building in order to operate.

The West Wing of the main building vacated by the Career Programs will then be remodeled for a Fine Arts Complex that will allow for expanded offerings and improve the utilization of the West Wing. The original plans for the main building included an addition for a Fine Arts department that was never constructed, and therefore, the department is scattered around the facility and lacks the adequate space for the programs or room to expand offerings.

Facilities currently available

Current utilization

1. **Corporate & Community Services and University Center** – Utilization numbers are not gathered on non-credit classes provided by this division. Since all credit classes have first priority for classrooms, this division does not have classroom space in the main building allocated to it, and therefore they take what is left.
2. **Career Programs** – The room utilization rate for the classroom averaged 31% from 1997-99, while the three labs increased from 34.5% during Spring 1997 to 51.5% in 1998 and 58.3% in 1999. The main goal in relocating this division is to improve campus utilization by freeing up space for another department to expand offerings, while also reconfiguring space in T-1 to better meet the needs of the Career Programs.
3. **Physical Education** – Room utilization rates of credit classes held in the basement hall and recycling area were not available. (Room utilization rates for practice by athletic teams is not tracked.)
4. **Fine Arts** – Room utilization rates of the classrooms and labs used for music, art, humanities, and foreign language rose from 27% during the Fall 1997 semester to 35% during Spring 1999.

Inadequacy of current facilities

The instructional credit programs have first priority for classroom space on campus, leaving **Corporate & Community Services and the University Center** without designated space within the main building to meet client needs.

The growth of **Physical Education** offerings and the addition of athletic teams have resulted in inadequate space for new offerings such as fencing, and inadequate practice space for batting and golf. Currently, fencing classes are held in the East Mall (main entrance to the College), and batting and golf practice are held in the basement recycling room.

The original plans of the building included a **Fine Arts** department that was never constructed, and therefore the department is scattered around the facility and lacks adequate space. The Fine Arts department would like to offer new courses in sculpture, ceramics, and commercial music, in addition to providing an art gallery, rehearsal space and set design space.

Driving Forces

1. Improve utilization and scheduling.
2. Provide the needed space for Corporate & Community Services to expand offerings and improve operational efficiency.
3. Provide a University Center for junior, senior, and graduate level courses.
4. Expand Fine Arts Department offerings while simultaneously strengthening the department by providing a centralized location.

5. Expand Physical Education offerings and provide adequate space for current offerings and practice space for athletic teams.
6. Provide additional conference room space; currently only one large conference room exists on campus.

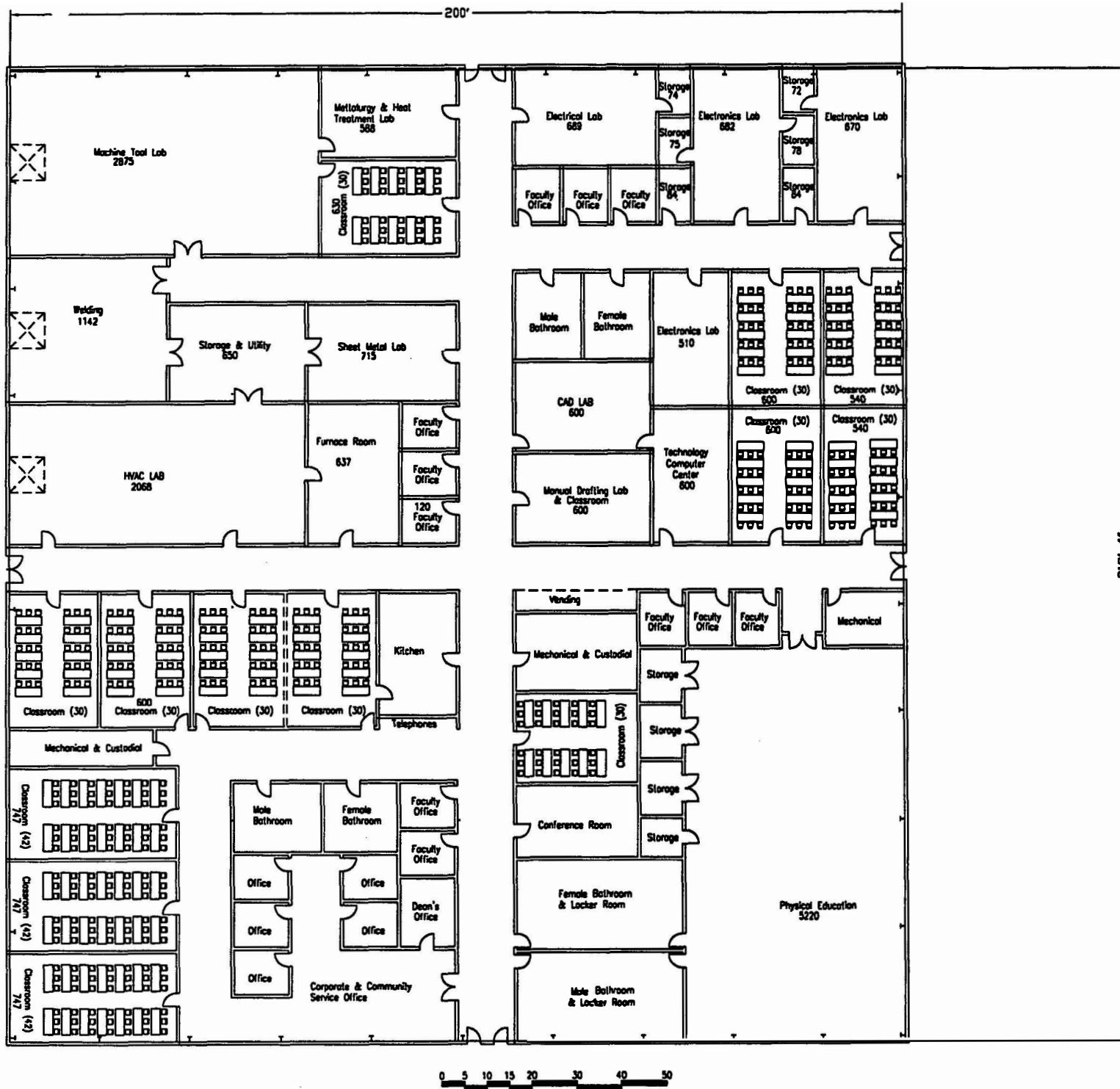
Master Plan

The project is part of the College's facilities master plan, prepared in March 2000.

Programmatic Justification – Continued

Attached are maps of renovations planned for:

Attachment A	T-1
Attachment B	West Wing (Fine Arts Complex)
Attachment C	Van Storage Siting



Sauk Valley Community College

Building T-1 Alteration Plan

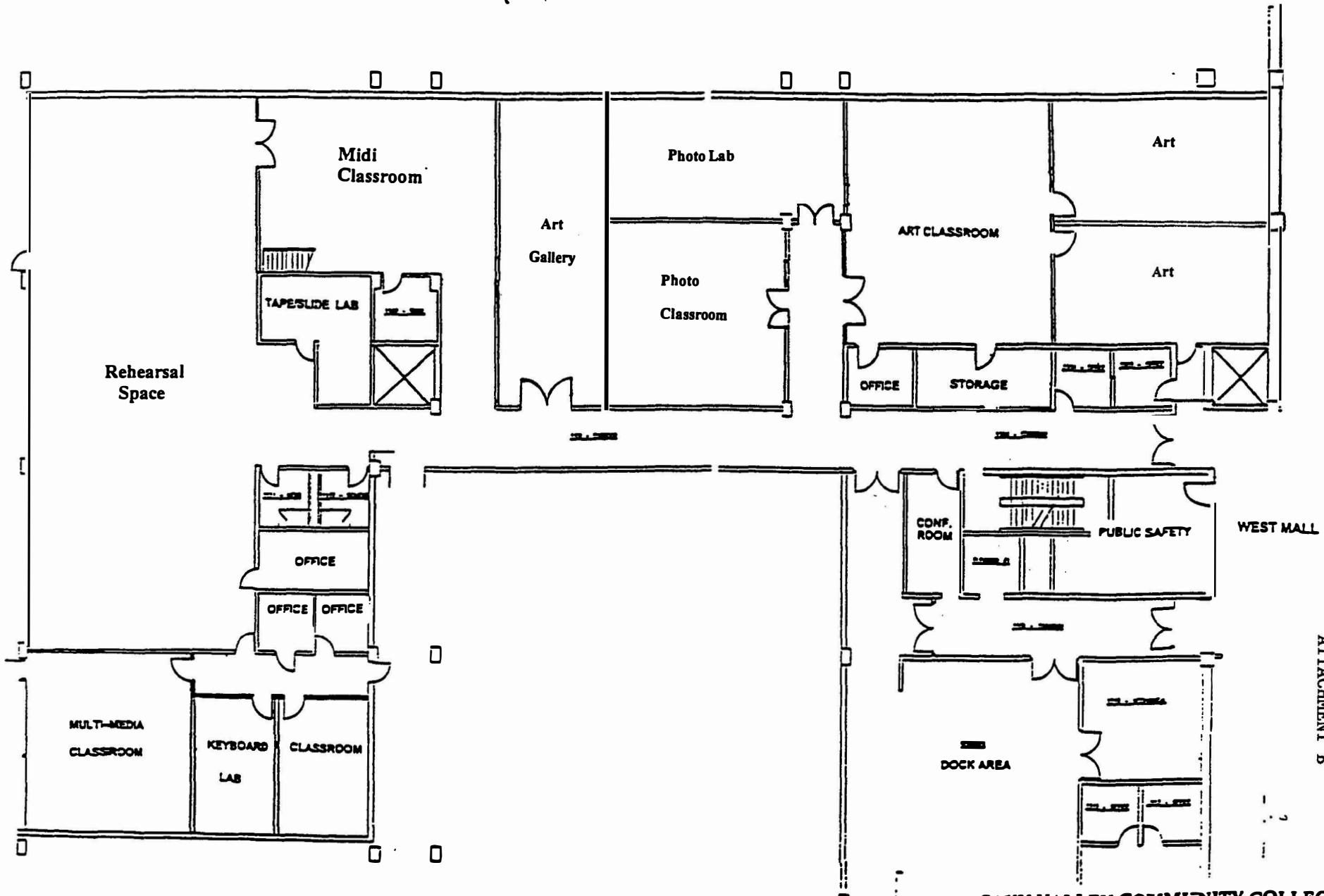
River Side



ATTACHMENT A

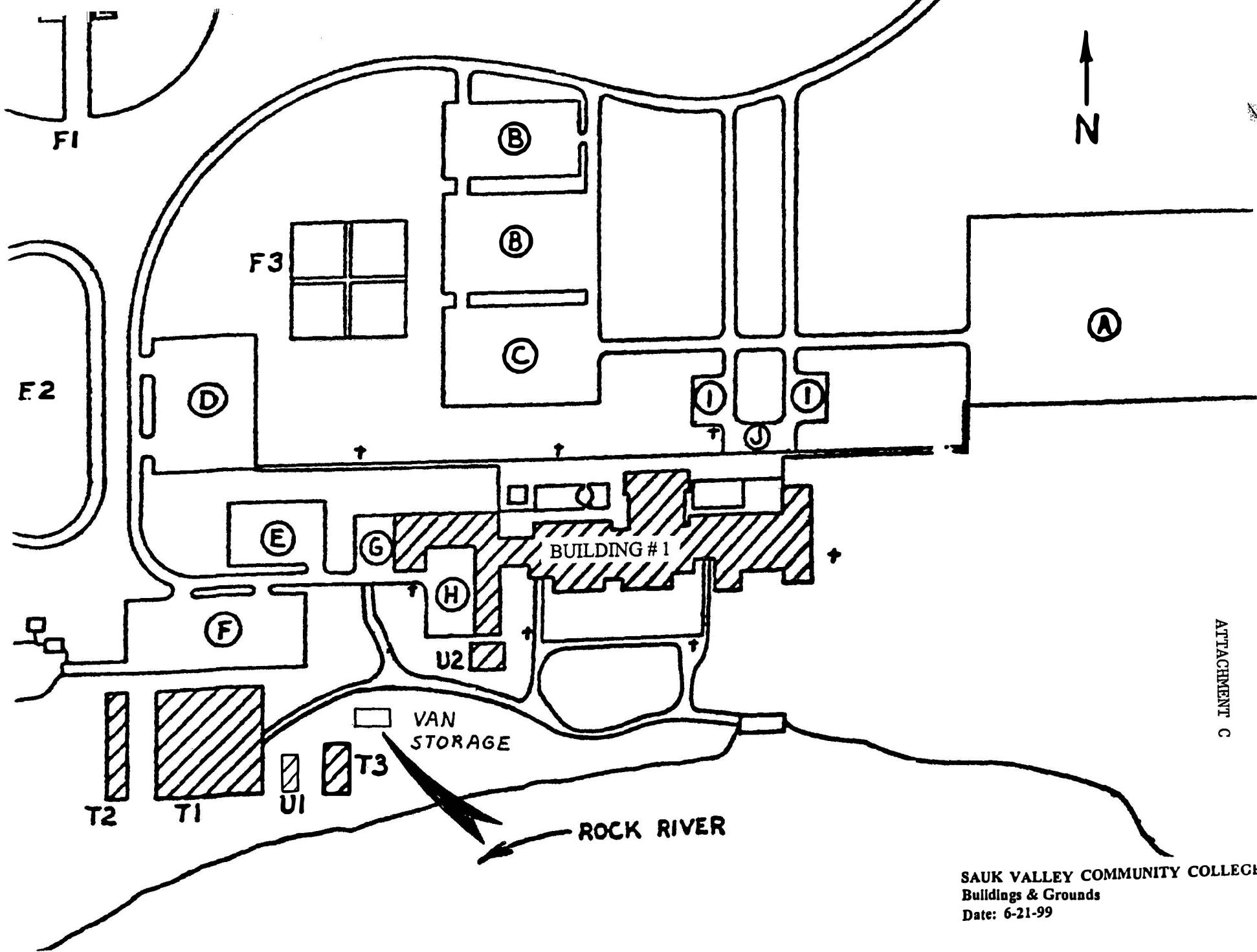
(June 2002)

(FINE ARTS COMPLEX)



ATTACHMENT B

SAUK VALLEY COMMUNITY COLLEGE
Buildings & Grounds
Date: 6-7-00
Drawn by: JEF
Updated June 12, 2002



Fiscal Year 2004 Ramp
Community College Capital Projects

SCOPE OF WORK NARRATIVE

District/College: Sauk Valley Community College District 506
Project Name: Remodel: T-1 and West Wing, Building One

Full Name of Building (if Remodeling): T-1 and Building One

Exact Location (including address and city):

173 Illinois Route 2
Dixon, Illinois 61021

T-1 was constructed in 1966 and served as the original academic facility. Building One was constructed in 1968 and has adequately served the needs of its students over the past thirty-plus years. New world wide technologies have emerged and the College has been increasingly hampered in meeting its mission of improving the quality of the student's educational experience.

Space utilization is the single largest challenge facing the College today. In 1997 a study was undertaken to explore building space utilization and to identify opportunities for greater efficiencies. The capability to expand instructional programs and support services is at a standstill until additional space is allocated.

It is proposed that the T-1 building be renovated into a state-of-the-art Learning Center, for expanded programming in Corporate & Community Services; selected career programs; physical education space; and a University Center for junior, senior, and graduate level courses. This would allow the West Wing of the Main Building to be reconfigured in regards to space allocation and the upgrading of other instructional administrative areas.

The T-1 Building is a stand-alone, one-story warehouse type structure that is situated in close proximity to the Main Building and is currently used for covered storage. Items stored in T-1 can be accommodated, with the exception of van storage and therefore, a new van storage facility was included in this project.

There are several life safety related items that would be included in the scope of work. These items would include the removal of interior wall partitions to correct classroom egress problems.

The nature of the work to be performed as it relates to the proposed scope would be electrical, lighting, plumbing, HVAC, interior finishes and carpentry.

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Sauk Valley Community College, District # 506, meeting in their regular session on June 24, 2002, with a quorum present, officially authorized the submission of the attached Fiscal Year 2004 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

PROJECT NAME: Remodel T-1 and West Wing, Building 1

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$ 640,000</u>
2. Protection, Health, and Safety Tax Levy	<u>\$ 100,000</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$ 98,000</u>
6. Other (Please specify) <u>Foundation</u>	<u>\$ 250,000</u>

TOTAL LOCAL MATCH

\$ 1,088,000

Signed _____
Chairperson of the Board of Trustees

Signed _____
Chief Executive Officer of the College District

COMPLETE ONE FOR EACH PROJECT REQUESTED

**Sauk Valley Community College
RAMP 2004
Submitted June 2002**

**Project 2
Remodel Natural Science Laboratories**

TABLE 1
FISCAL YEAR 2004 CAPITAL PROJECT REQUEST

DISTRICT/COLLEGE:	506 Sauk Valley Community College
PROJECT NAME AND/OR DESCRIPTION	<u>Remodel Natural Science Laboratories</u>
Check one:	
NEW FACILITIES CONSTRUCTION/ACQUISITION	<input type="checkbox"/> (Complete Table 2)
REMODELING/REHABILITATION PROJECT	<input checked="" type="checkbox"/> (Complete Table 2)
OTHER	<input type="checkbox"/> (Complete Table 2 or provide additional information per instructions)

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES*	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
BLDGs, ADDITIONS, AND/OR STRUCTURES												
LAND												
EQUIPMENT												
UTILITIES												
REMODELING & REHABILITATION				1 835.6	611.8	2 447.4				1 835.6	611.8	2 447.4
SITE IMPROVEMENTS												
PLANNING												
TOTAL				1,835.6	611.8	2,447.4				1,835.6	611.8	2,447.4

**Describe prior year funding and/or future year funding in the scope statement section using the requested format.*

State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR)	\$ <u>2,447</u>	MATCHING CONTRIBUTION \$ <u></u> (See item 10 in Section I of this Manual)
TOTAL COMPLETED PROJECT COST	\$ <u>2,447</u>	<u>LOCAL FINANCING SOURCE</u>
DESIRED PROJECT START DATE	<u>Jul-03</u>	AVAILABLE FUND BALANCE \$ <u>612</u>
ESTIMATED COMPLETION DATE	<u>Oct-02</u>	ICCB CONSTRUCTION CREDIT \$ <u></u> (if any)
ESTIMATED OCCUPANCY DATE	<u>Oct-02</u>	DEBT ISSUE \$ <u></u> DATE OF APPROVAL: <u></u>
ESTIMATED ANNUAL OPERATING COST	\$ <u></u>	OTHER (please specify) \$ <u></u>
		TOTAL \$ <u>612</u>

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

TABLE 2
FY 2004 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE

506 Sauk Valley Community College - Remodel Natural Science Laboratories

PART A

		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY		ACREAGE SUMMARY (Land Acquisition)		Number of Acres Requested in Budget Year
Space Type	FICM Codes	REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE			
		Net Assignable Square Feet (NASF)	Space Prior to Remodeling	Space After Remodeling		
Classrooms	110 thru 115			775		
Laboratory	210 thru 255		10,300	9,850		
Office	310 thru 355		1,250	1,250		
Study	410 thru 455					
Special Use	510 thru 590					
<i>General Use:</i>						
Assembly and Exhibition	610 thru 625					
Other General Use	630 thru 685					
Support Facilities	710 thru 765					
Health Care	810 thru 895					
Unclassified			1,950	1,625		
TOTAL NASF #			13,500	13,500		
TOTAL GSF* #						

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

TABLE 3
FY 2004 BUILDING BUDGET ESTIMATION FORM

District/College 506 Sauk Valley Community College
Location Dixon, IL
Project Name Remodel Natural Science Laboratories

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier Factor	GSF	\$/GSF	(In Thousands)
Demolition - Lab area	9850	1	9850	21.6	\$212.8
Demolition - support area	3650	1	3650	11.3	\$41.2
Construction - Classroom	775	1	775	33	\$25.6
Construction - Lab/Support	9850	1	9850	162.7	\$1,602.6
Construction - Office	1250	1	1250	33	\$41.3
Construction - Unassigned	1625	1	1625	33	\$53.6
1. Base Total	13500		13500		\$1,977.1
2. Added Costs					
3. Base Cost	13500		13500		\$1,977.1

4. Escalation (Use 3.0 percent per year, .25 percent per month from base bid to bid date.) 59.3
 Expected Bid Date: Jul-03 Number of Months to Bid Date: 12

5. Escalated Building Budget (Line 3 plus Line 4) \$2,036.4

6. Escalated Building Budget
 Plus 10% Contingency (Line 5 multiplied by 1.10) \$2,240.0

7. Adds:

a. A/E Fees 8 % \$179.2

b. On-Site Observation
 Number of Months 6 Days per Week 1 \$12.0

c. Reimbursable Expenses \$5.0

d. Art in Architecture
 one-half of one percent (Multiply Line 6 by .005) \$11.2

e. Other Adds (ADA, Asbestos, etc. specify)

f. Sub-total Adds (Lines 7a through 7e) \$207.4

8. Total Building Budget (Line 6 plus Line 7f) \$2,447.4

OTHER:
 Estimate of Annual State Supported Operations and Maintenance Expense

Source of Cost Estimate: Burnidge Cassell Architects
 Date of Cost Estimate: Jun-00

Fiscal Year 2004 Ramp
Community College Capital Projects

Programmatic Justification Narrative

District/College: Sauk Valley Community College District 506
Project Name: Remodel Natural Science Laboratories

Purpose

The second and third floor science laboratories at Sauk Valley Community College are open-walled. That causes especially serious pedagogical problems in the third floor Chemistry and Biology labs. One wall of each lab is windows, the two perpendicular to that are composed of tall banks of storage cabinets with openings at each end and near the ceiling, and there is no fourth wall. Students must walk through one room to reach another. This design results in a collection of safety and operational problems: open-walled rooms filled with expensive equipment and potentially dangerous supplies are left unsecured; a separate room that could be used as a general classroom is instead reserved for lab prep and storage functions that require security; students clearly hear noise from the labs next door; fumes or fire that might originate in one room would travel quickly to the others; and classes are disrupted by people who pass through one lab on their way to another. Lab stations and cabinetry in the rooms are worn, delaminating, and in some cases, broken. The student stations are arranged so that half of the students sit with their backs to the teacher's station. In addition, the adjacent faculty offices are separated from each other only by half partitions, so teachers are unable to meet privately with students or work in their offices without noise distractions.

The proposed project will solve these problems as follows. New walls that enclose the labs will provide soundproofing and security and create a hallway that eliminates the distraction of external foot traffic. The cabinetry and lab stations will be replaced. The teaching stations will be set up to utilize computer-aided presentation methods. The lab prep/storage room will be converted into a general classroom. The other storage room will be divided into two more efficient storage spaces. Full walls will be installed in the faculty offices.

Instructional Objectives

The project will improve the instructional effectiveness of all Biology and Chemistry classes by reducing noise, replacing worn-out lab stations, and enhancing instructional technology. The College will gain an additional general classroom by reclaiming a laboratory that is currently used for storage.

Comparison to Existing Facilities

The current labs are noisy and open, cannot be locked, and have cabinetry that is delaminating and gas and water fixtures that leak. The faculty offices lack privacy and security. This project will correct all of those problems.

Facilities Currently Available

Current utilization:

The third floor labs are used by students in Chemistry, Biology, Nursing, and health-related fields. Students enrolled in 5,316 credit hours of Chemistry and Biology in FY 1999 and 5,300 hours in FY 2000, approximately 12% of the College's total credit hours. The chemistry and biology labs are currently tied up almost continuously for either class instruction or lab preparations. Part of the renovation will convert a lightly-used allied health lab (Clinical Laboratory Science) into a fully-functioning biology lab, which will enable the addition of a long-planned Biology for Non-Majors course that is not now offered because of lack of appropriate lab space.

Inadequacy of current facilities:

The current facilities are inadequate for both safety and pedagogy. In an emergency, the open walls would encourage the spread of fire or fumes. Equipment and supplies in the labs cannot be locked up adequately. The openness of the labs lets in disruptive noise both from people passing through the rooms and from instruction taking place in neighboring classes. The surfaces of the lab stations have delaminated to the point of becoming rough and jagged. Some of the cabinetry is broken and unusable. Some of the gas and water lines in the lab stations have leaks. The orientation of the student stations causes half of the students to have their backs to the teacher. The faculty offices are open to each other and are, therefore, noisy and insecure.

Driving forces:

The driving forces for the project are a need to reduce noise and disruption in the labs, improve security and safety, replace worn fixtures, and improve instructional technology.

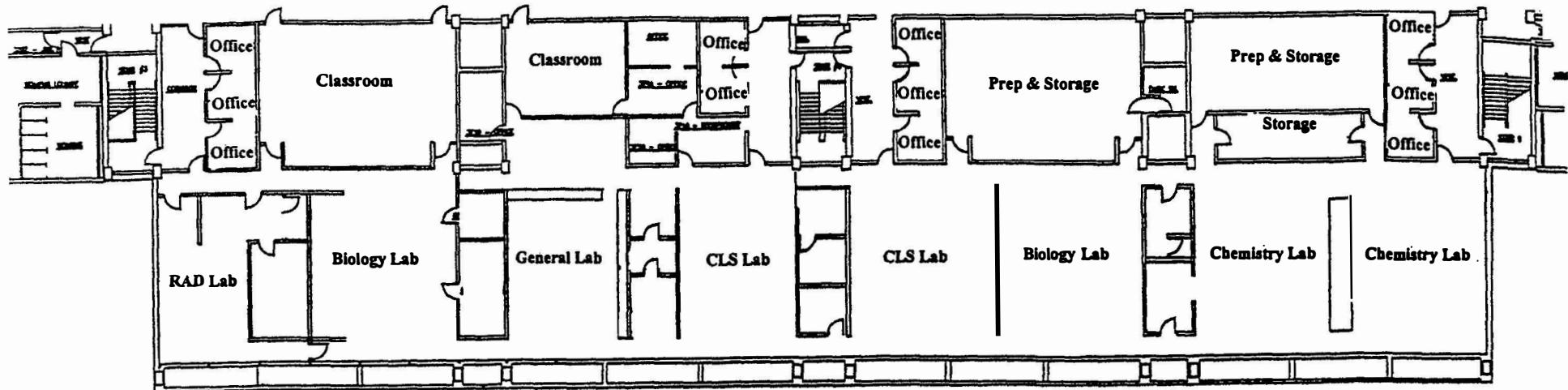
Master Plan

The project is a part of the College's facilities master plan, prepared in March 2000.

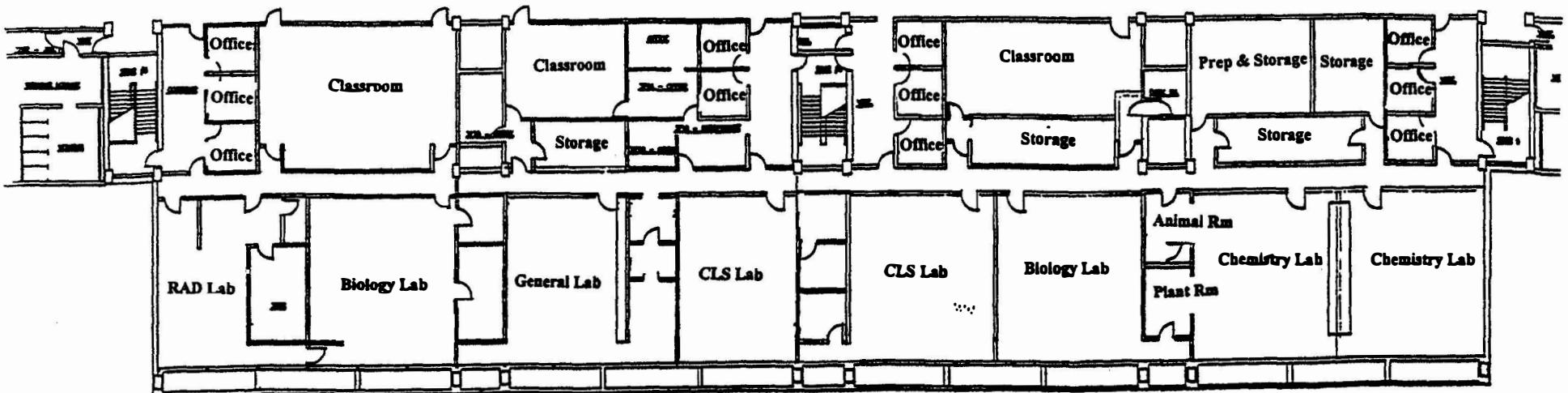
Attachments

Attached is a map of renovations planned for the third floor natural science laboratories.

RENOVATE NATURAL SCIENCE LABS



CURRENT FLOOR PLAN



PROPOSED FLOOR PLAN

SAUK VALLEY COMMUNITY COLLEGE
Buildings & Grounds
Date: 6-7-00
Drawn by: JEF

**Fiscal Year 2004 Ramp
Community College Capital Projects**

Scope of Work Narrative

District/College: Sauk Valley Community College District 506
Project Name: Remodel Natural Science Laboratories

Exact Location: 173 IL Route 2, Dixon, IL 61021

Nature of Work to be Performed

Seven open science laboratories on the third floor will be enclosed through installation of walls on three sides, plus drop ceilings. Full walls will be installed in eleven adjacent faculty offices. A large room currently used for storage and lab preparations will be divided into two spaces and converted for new uses: (1) a biology storage room, and (2) a general classroom. An existing storage and lab prep room will be divided into two spaces: (1) a properly ventilated chemical storage room, and (2) a lab prep room. An open space along the hallway will be enclosed for use as a storage room. Cabinetry and lab stations in seven labs will be replaced. Plumbing, gas and power lines leading to those stations, along with fume hoods, will be repaired and/or replaced. Heating, ventilating and air conditioning systems and lighting will be adjusted for the different needs of enclosed rooms. Vinyl floor tile will be installed on top of the existing bare concrete floor. Computer-aided instruction projection systems will be installed in two biology labs.

General Building Conditions

The current floor plan of the renovation area includes two chemistry labs, one biology lab, four nursing/allied health labs, two storage/preparation rooms, and eleven faculty offices. All of the labs are open-walled, with tall cabinetry as room dividers, and have bare concrete floors. The offices have partial half-wall dividers and are open to each other. The ventilation and heating and cooling systems are designed for open rooms. The area covers 13,500 GSF.

Site Analysis

The renovation will occur inside the existing facility (Building 1) and will affect only the third floor laboratory area.

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Sauk Valley Community College, District # 506 meeting in their regular session on June 24, 2002, with a quorum present, officially authorized the submission of the attached Fiscal Year 2004 RAMP Community College Capital Project Request.

- I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.
- I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

PROJECT NAME: Remodel Natural Science Laboratories

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$ 612,000</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify)	<u>\$</u>

TOTAL LOCAL MATCH

\$ 612,000

Signed _____
Chairperson of the Board of Trustees

Signed _____
Chief Executive Officer of the College District

COMPLETE ONE FOR EACH PROJECT REQUESTED

For Board Meeting of
June 24, 2002

Agenda Item I

FACULTY APPOINTMENT

The Search Committee and the administration are recommending the appointment of Valarie Wittman of Rockford, IL, as Assistant Professor of Computer Information Systems (Step 7), effective August 20, 2002 at an annual salary of \$36,824.

RECOMMENDATION: Board approval of the appointment of Valarie Wittman as Assistant Professor of Computer Information Systems (Step 7), effective August 20, 2002 at an annual salary of \$36,824.

SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

MEMORANDUM

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht

DATE: May 22, 2002

RE: Valarie Wittman



I would like to recommend that we appoint Ms. Valarie Wittman as assistant professor in the Computer and Information Systems area. In support of this recommendation, I offer the following information:

Announcement Process

The faculty position was advertised in the *Dixon Evening Telegraph*, the *Sterling Gazette*, *The Chronicle of Higher Education*, *The Quad City Times*, *The Rockford Register Star*, newspapers in both DeKalb and Peoria, Sauk's Employment Website and the Chamber of Commerce NationJob.com network.

Application Responses

Eighteen applications were received, of which fifteen met the minimum qualifications.

Screening

A committee composed of Mary Lou Kidder, Kevin Megill, Mary Ann Hurd, Richard Eichman and Ann Daly and co-chaired by Linley White and Alan Pfeifer, reviewed the applications of all the candidates who met the minimum qualifications. After checking references, one candidate was invited to interview at the Sauk Valley Community College campus. The candidate was interviewed by the committee, the Vice President of Instructional Services, individually by the Dean, and the President. The candidate also provided a writing sample and did a teaching demonstration before the committee.

Qualifications

1. Academic Background - Ms. Wittman received her A.A.S. degree from Rock Valley College, her B.A. from Western Illinois University in Business and Computer Applications and her M.S. from Cardinal Stritch University in Management.
2. Professional Background - Ms. Wittman is currently the Coordinator of Continuing Education at Blackhawk Technical College in Janesville, WI. She has served as the Training Manager for New Horizons Computer Learning Center in Rockford, IL and has taught as an adjunct faculty member at Rock Valley College. She has extensive business background using computers in various venues and continues to take courses to become familiar with new computer applications.

References

Ms. Wittman's references were checked by the committee members and the Vice President for Instructional Services. Her references were very positive regarding both her computer skills and her teaching style. She was described as "a leader", "innovator", and being able to "work well with a variety of skill levels". She uses a variety of teaching styles and topics and explains concepts well. Additionally, she was described as a "terrific team player" and was focused on class objectives and providing learning opportunities for her students.

Our screening committee has indicated that Valarie Wittman should fit very well with our faculty and student body. I recommend the employment of Valarie Wittman as the Computer Information Systems Assistant Professor Step 7 without reservation of any kind.

For Board Meeting of
June 24, 2002

Agenda Item J-1

**REVISION TO BOARD POLICY 201.01 ADMINISTRATIVE ORGANIZATION
(FIRST READING)**

During May's monthly policy review, it was noted that the attached policy contained inaccurate gender referencing. As you can see, the proposed policy contains the correct gender phrase and we are presenting it for first reading.

RECOMMENDATION: Board approval of the proposed change to Board Policy 201.01 Administrative Organization for first reading.

PRESENT

201.01 Administrative Organization

It is the policy of the Board to encourage the development of an administrative structure that will provide for the free flow of information between and among the President and his subordinates and clear lines of responsibility and authority. The administrative organization of the College must remain stable to the extent that it provides a clear understanding among the staff as to responsibility and job assignments and at the same time remain flexible enough to allow for appropriate changes when circumstances make them necessary.

The President will recommend for approval of the Board, the organizational structure of the College and as circumstances require, any changes that will improve the overall College operations.

All Sauk Valley Community College employees shall be responsible to the Board through the President.

2/12/79 3/23/87

PROPOSED

201.01 Administrative Organization

It is the policy of the Board to encourage the development of an administrative structure that will provide for the free flow of information between and among the President and his/her subordinates and clear lines of responsibility and authority. The administrative organization of the College must remain stable to the extent that it provides a clear understanding among the staff as to responsibility and job assignments and at the same time remain flexible enough to allow for appropriate changes when circumstances make them necessary.

The President will recommend for approval of the Board, the organizational structure of the College and as circumstances require, any changes that will improve the overall College operations.

All Sauk Valley Community College employees shall be responsible to the Board through the President.

For Board Meeting of
June 24, 2002

Agenda Item J-2

**REVISION TO BOARD POLICY 203.01 DUTIES AND RESPONSIBILITIES OF
ADMINISTRATIVE AND CONFIDENTIAL PERSONNEL
(FIRST READING)**

During May's monthly policy review, it was noted that the attached policy (Board Policy 203.01 Duties and Responsibilities of Administrative and Confidential Personnel) contained inaccurate information on confidential personnel. The proposed policy indicates that Item D on p. 204 is out-of-date and we are recommending Board approval to make this change.

RECOMMENDATION: Board approval of the proposed change to Board Policy 203.01 Duties and Responsibilities of Administrative and Confidential Personnel for first reading.

203.01 Duties and Responsibilities of Administrative and Confidential Personnel

Administrators of the College are expected to responsibly administer the areas under their management and supervision in accordance with the policies and regulations set forth by the Board of Trustees and as designated by the Illinois Public Community College Act. Within the limits of their authority, they shall demonstrate initiative and good judgment and, in full cooperation with other administrators and faculty, provide leadership in helping to create effective conditions for the fulfillment of the College's mission.

A. Duties of the President

1. The President shall be engaged in executive management functions and is charged with the responsibility of directing and effectuating Board of Trustees policies and practices.
2. The President shall in the regular course of his duties assist and act in a confidential capacity to persons, including the Board of Trustees, who formulate, determine, and effectuate management policies with regard to labor relations, and shall in the regular course of his duties have access to information relating to the effectuation or review of employer's collective bargaining policies.
3. The President shall have the authority to recommend to the Board of Trustees to hire, transfer, suspend, reward or discipline employees and to recommend action concerning grievances of employees.
4. The above duties are in addition to the duties listed in Policy 204.01.

B. Duties of the Vice Presidents and Deans

Vice Presidents and Deans shall in the regular course of their duties assist and act in a confidential capacity to persons, including the Board of Trustees and the President, in formulating, determining, and effectuation management policies with regard to labor relations, and toward this end shall have access to all collective bargaining policies.

A Vice President or Dean shall be engaged in executive management functions and is charged with the responsibility of directing and effectuating Board of Trustees policies and practices.

C. College Treasurer

The Treasurer shall in the regular course of his/her duties have access to information relating to the effectuation of review of employer's collective bargaining policies.

D. Job Description and Duties of College Bookkeeper

The Bookkeeper shall have in the regular course of his/her duties access information relating to the effectuation or review of the employer's collective bargaining policies.

E. Job Description and Duties of the Office Secretary, Secretary to the President, Secretary to the Vice Presidents and Deans

The Secretary shall have in the regular course of his/her duties access to information relating to the effectuation or review of the employer's collective bargaining policies.

3/23/81

12/19/83

203.01 Duties and Responsibilities of Administrative and Confidential Personnel

Administrators of the College are expected to responsibly administer the areas under their management and supervision in accordance with the policies and regulations set forth by the Board of Trustees and as designated by the Illinois Public Community College Act. Within the limits of their authority, they shall demonstrate initiative and good judgment and, in full cooperation with other administrators and faculty, provide leadership in helping to create effective conditions for the fulfillment of the College's mission.

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2. The President shall in the regular course of his duties assist and act in a confidential capacity to persons, including the Board of Trustees, who formulate, determine, and effectuate management policies with regard to labor relations, and shall in the regular course of his duties have access to information relating to the effectuation or review of employer's collective bargaining policies.
3. The President shall have the authority to recommend to the Board of Trustees to hire, transfer, suspend, reward or discipline employees and to recommend action concerning grievances of employees.
4. The above duties are in addition to the duties listed in Policy 204.01.

B. Duties of the Vice Presidents and Deans

Vice Presidents and Deans shall in the regular course of their duties assist and act in a confidential capacity to persons, including the Board of Trustees and the President, in formulating, determining, and effectuation management policies with regard to labor relations, and toward this end shall have access to all collective bargaining policies.

A Vice President or Dean shall be engaged in executive management functions and is charged with the responsibility of directing and effectuating Board of Trustees policies and practices.

C. College Treasurer

The Treasurer shall in the regular course of his/her duties have access to information relating to the effectuation of review of employer's collective bargaining policies.

D. Job Description and Duties of College Bookkeeper

The Bookkeeper shall have in the regular course of his/her duties access to information relating to the effectuation or review of the employer's collective bargaining policies.

D. A Job Description and Duties of the Office Secretary, Secretary to the President, Secretary to the Vice Presidents and Deans

The Secretary shall have in the regular course of his/her duties access to information relating to the effectuation or review of the employer's collective bargaining policies.

3/23/81

12/19/83

For Board Meeting of
June 24, 2002

Agenda Item J-3

**REVISIONS TO BOARD POLICY 116.01 BOARD ETHICS
(FIRST READING)**

In response to a request made at the April Board meeting regarding Board Policy 116.01 Board Ethics, we have attached copies of the present policy and a proposed new policy.

RECOMMENDATION: Appropriate action.

116.01 Board Ethics

Board ethics are not intended to encompass the full responsibility and good judgement expected of a trustee; its intent is one of general direction.

1. Regular attendance is necessary. If one is unable to attend a meeting, the Chair should be notified. Trustees unable to attend meetings for an extended period are asked to consider resignation.
2. Packets are to be studied before the scheduled Board meeting.
 - a. Questions and comments are encouraged and each trustee has the responsibility to participate in discussion.
 - b. The agenda provides an opportunity for each trustee to pursue concerns and questions.
3. It is generally assumed that from time to time trustees will disagree on an issue. All discussion should take place at the meeting. When a consensus has been reached, the full board will accept the decision of the majority.
4. The Chair should be aware of the interest, concerns and talents of each trustee. Every attempt should be made to include them fully in the Board's activities.
5. All discussion in Closed Session is to remain confidential.
6. A trustee should be available and willing to listen to constituents and should not commit themselves to a particular action before Board discussion.
7. Trustees shall honor the chain of command procedures as described in the current college organizational chart.
8. To promote orderly functioning of the Board of Trustees, all written communications to the Board shall be transmitted through the Office of the President.

2/12/87

3/23/87

116.01 Board Ethics

Board ethics are not intended to encompass the full responsibility and good judgement expected of a trustee; its intent is one of general direction.

1. Regular attendance is necessary. If one is unable to attend a meeting, the Chair should be notified. Trustees unable to attend meetings for an extended period are asked to consider resignation.
2. Packets are to be studied before the scheduled Board meeting.
 - a. Questions and comments are encouraged and each trustee has the responsibility to participate in the discussion.
 - b. The agenda provides an opportunity for each trustee to pursue concerns and questions.
3. It is generally assumed that from time to time trustees will disagree on an issue. All discussion should take place at the meeting. When a consensus has been reached, the full board will accept the decision of the majority.
4. The Chair should be aware of the interest, concerns and talents of each trustee. Every attempt should be made to include them fully in the Board's activities.
5. All discussion in Closed Session is to remain confidential.
6. A trustee should be available and willing to listen to constituents and should not commit themselves to a particular action before Board discussion.
7. Trustees will not use their position nor make use of College property or services for personal financial gain.
8. Trustees shall honor the chain of command procedures as described in the current college organizational chart.
9. To promote orderly functioning of the Board of Trustees, all written communications to the Board shall be transmitted through the Office of the President.

2/12/87

3/23/87

For Board Meeting of
June 24, 2002

Agenda Item J-4

SECURITY CAMERAS

At the May meeting, the Board asked the administration to include the subject of Security Cameras on the June agenda as a discussion item.



To: SVCC Board of Trustees
From: Richard L. Behrendt 
Date: May 22, 2002
Subject: More Information— Installation of Security Cameras

This memo is to provide more information about the security camera installation plans in preparation for the June Board meeting discussion. Our two earlier memos focused on the background of the issue and the system itself, while this memo will focus more on the budgeting, decision-making, and purchasing processes.

Although Ruth's May 14 memo touched upon the Board's approval of the FY 2002 budget which included the equipment line item for such a system, (see her final two paragraphs) I have attached three relevant pages— the first from the June-approved Tentative Budget, the second from the July budget information detailing changes from the Tentative Budget, and the third showing the \$20,000 line item as it appeared in the July-approved Final Budget. In addition, I have included a third memo from Ruth— this one describing purchasing policy and practices here.

If the Board needs more information to prepare for the June discussion on this issue, please let me know.

Sauk Valley Community College
Liability, Protection & Settlement Fund - Statement of Revenues and Expenditures
Fiscal Year 2002 Budget

Revenues

Local Governmental Sources

Taxes - Current Year	<u>\$302,786</u>	\$302,786
Other Sources		
Interest Income	200,000	
SURS Revenues on Behalf	<u>20,000</u>	
		<u>220,000</u>
Total Revenue		<u><u>\$522,786</u></u>

Expenditures

Institutional Support

Salaries	\$166,929
Employee Benefits	112,500
Contractual Services	20,100
Materials and Supplies	2,000
Conference and Meetings	1,000
Fixed Charges	39,500
Utilities	1,000
SURS Expenditures on Behalf	<u>20,000</u>
	\$363,029

Campus Security

Salaries	91,439
Employee Benefits	33,324
Contractual Services	42,000
Materials and Supplies	20,000
Conference and Meetings	<u>1,000</u>
	187,763

Total Expenditures

\$550,792

Sauk Valley Community College
Changes from Tentative to Final Budget
For FY 2002

Description	Tentative	Final	Change
Education Fund – Beginning Balance	950,000	1,000,000	+ 50,000
Operations & Maintenance Fund – Beginning Balance	0	40,000	+ 40,000
(To adjust estimates of FY 01 ending balances based on more current information.)			
Restricted Purposes Fund – Beginning Balance	0	1,875,000	+ 1,875,000
(To reflect carryover of FY 01 General Obligation Debt revenue.)			
Restricted Purposes Fund – Bond Proceeds Revenue	0	1,875,000	+ 1,875,000
Restricted Purposes Fund – Expenditures (various)	0	625,000	+ 625,000
Restricted Purposes Fund – Fixed Charges (Institutional Support)	0	1,875,000	+ 1,875,000
(To reflect receipt of Funding Bonds proceeds, expenditure of one-third of those proceeds on equipment, and repayment of General Obligation Debt.)			
Restricted Purposes Fund – ICCB Adult Education & Family Literacy Revenue	0	275,200	+ 275,200
Restricted Purposes Fund – ISBE Adult Education Revenue	74,234	48,000	- 26,234
Restricted Purposes Fund – Expenditures (various)	74,234	323,200	+248,966
(To reflect more current information concerning grant awards.)			
Liability, Protection & Settlement Fund – Capital Outlay (Campus Security)	0	50,000	+ 50,000
(To add budget for purchase of a replacement Security pickup truck (\$15,000), a camera system to monitor the basement weight room and computer labs (\$20,000), automated external defibrillators (\$5,000), and replacement emergency call boxes (\$10,000).)			
Bond & Interest Fund – Tax Revenue	708,109	1,108,109	+ 400,000
Bond & Interest Fund – Bond Interest	171,413	271,413	+ 100,000
(To reflect tax levy and first interest expense payment for Funding Bonds.)			

Sauk Valley Community College
Liability, Protection & Settlement Fund - Statement of Revenues and Expenditures
Fiscal Year 2002 Budget

Revenues

Local Governmental Sources	
Taxes - Current Year	<u>\$302,786</u>
	\$302,786
Other Sources	
Interest Income	200,000
SURS Revenues on Behalf	<u>20,000</u>
	220,000
Total Revenue	<u><u>\$522,786</u></u>

Expenditures

Institutional Support	
Salaries	\$166,929
Employee Benefits	112,500
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	\$363,029
Campus Security	
Salaries	91,439
Employee Benefits	33,324
Contractual Services	42,000
Materials and Supplies	20,000
Conference and Meetings	1,000
Capital Outlay	<u>50,000</u>
	237,763
Total Expenditures	<u><u>\$600,792</u></u>

TO: Richard Behrendt

FROM: Ruth Bittner *PLB*

DATE: May 23, 2002

SUBJECT: Purchasing policy and practices (as applied to security cameras)

A question arose at the May Board of Trustees meeting regarding appropriate Board involvement in purchasing decisions. This memo discusses the relevant existing administrative and Board policies, responsibilities and options.

Administrative authority for purchasing derives from Board Policy 305.01 "Purchasing Policy," which in turn is derived largely from 110 ILCS 805/3-27.1 "Contracts" from the Illinois Public Community College Act. Section D of the Board policy essentially repeats the State law, while section B describes general Board purchasing philosophies, and sections A and C define the specific purchasing responsibilities of the SVCC Vice President of Administrative Services.

The critical breakpoint in purchasing decisions comes when a purchase is expected to exceed \$10,000. The general rule is that a purchase greater than \$10,000 must proceed through the formal sealed bid/Board approval process. Competitive price quotes for purchases less than \$10,000 may be obtained if appropriate, depending on the situation. As stated in section D.a. of the policy: "Purchases involving an expenditure of less than \$10,000 may be authorized by the Vice President of Administrative Services without advertising for bids, or requiring formal competitive bidding. The Vice President of Administrative Services shall determine the type of bidding necessary, the procedure being dependent upon the circumstances pertaining to each particular purchase." In practice this means, for example, that a routine purchase of office supplies does not require obtaining competitive price quotes, while the purchase of a single item costing, say, \$7,000, should first be thoroughly researched by the user department.

For purchases over \$10,000, the State law and Board policy both list 13 exceptions to the bidding requirement. The exceptions are geared towards situations in which a "low bid" system could prove dysfunctional. Examples include cases in which the "quality" or "responsibility" of the vendor is difficult to define in specifications, where there is no effective competitive market, where a discount can be obtained that would achieve a lower cost than would competitive bids, or in an emergency situation.

It is the current proposal to purchase security cameras that has raised questions about purchasing authority. In this case, the purchase qualifies for two of the 13 exceptions:

Use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services.

Goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph.

The security camera system actually consists of a server, software, and computer cameras. The specific brand and model that are proposed were chosen because our Information Systems staff is sure that it will work properly with Sauk's existing computer network and that it is one of only a few, if not the only, effective systems that will do so. Given the selection of that system, there is only one vendor authorized by the manufacturer to sell the product in Sauk's geographic territory; that vendor already services other parts of Sauk's network. Therefore, this purchase meets both the data processing and sole source exceptions to the formal bidding rule.

Another requirement of the Board Policy for proceeding without direct Board action is that the item must have been budgeted. A security camera system was, indeed, included in the FY 02 budget for the Liability Protection and Settlement Fund, in the amount of \$20,000. The other equipment items budgeted in that fund were automated external defibrillators (budget \$5,000, actual cost \$6,884), emergency call boxes (budget \$10,000, actual cost for totally new radio system \$11,926), and 70% of a replacement pickup truck (budget \$15,000, expected purchase in June via State contract pricing). The camera system as proposed would cost approximately \$50,000 plus an annual maintenance fee because of the addition of a separate server to improve the ease and effectiveness of its operation and its capability to expand. It was originally thought that the system would still be purchased during FY 02, but given the requested delay it now needs to be added to the FY 03 Final Budget instead (it is not a part of the Tentative Budget).

If there are any questions, please contact me. Thank you.



To: SVCC Board of Trustees

From: Richard L. Behrendt 

Date: May 15, 2002

Subject: Background Information– Installation of Security Cameras

On May 1, I sent you information outlining our plans to install security cameras on campus to provide for improved safety for individuals, protection against personal injuries, and security for College equipment. Since that time, I have been requested to provide additional background for this move. Attached is a second memo from Ruth Bittner providing some historical background for the current decision. Since I understand this is a sensitive issue, I hope this further information increases the Board's "comfort level" since you will now have more information and know how long we have studied this issue.

We take campus security very seriously; protection of our students and all individuals on this campus is our primary concern, but protection against a loss of equipment paid for by the taxpayers is also a strong concern. We believe that the installation of this security camera system will help protect both at Sauk Valley Community College. If you have questions about any of this background, please let me know.

TO: Richard Behrendt

FROM: Ruth Bittner *RB*

DATE: May 14, 2002

SUBJECT: Security cameras – background information

This memo supplies some background for plans to purchase a campus security camera system, as described in my memo dated April 24.

Lead Security Officer Scott Seeley and Director of Buildings and Grounds Jim Frederick first started to think about purchasing cameras about four or five years ago. At that time Sauk had experienced a series of minor security incidents in an unmonitored area of the building, and they felt a camera would have caught the perpetrator in the act. (Sauk has a large campus and a small security staff; so it is impossible for staff members to watch all areas all the time.)

Based on those incidents, the College purchased a single camera/VCR system. If we suspect that a crime will take place in a specific location at a specific time, we can set up the small camera in a camouflaged spot and hide the VCR nearby, then set a tape to record for six hours. Afterwards we review the tape to see if anything happened.

The camera has been used judiciously and sparingly. Before use, Scott must receive approval from Jim, myself, and Dr. Behrendt. In the last two years it has been used to supply evidence against one individual.

While it has proven useful, this single camera/VCR system is cumbersome to operate. In addition, about two years ago our interest renewed in having a more effective camera system because of several concerns.

In the Facilities Master Plan, the Facilities Utilization Board (FUB) expressed concern about the safety of individuals in the basement weight room. The room is isolated and contains free weight equipment that could cause serious injury if used improperly. In addition, if there were to be an interpersonal incident in that basement area, response would be slow because of lack of monitoring. In fact, a scuffle did occur at about that time between two users of the weight room, culminating a dispute which was eventually resolved through the Student Code of Conduct process. The FUB suggested combining the weight room with an expanded and monitored fitness center, which would be an ideal solution. However, it would also be a very expensive solution, requiring extensive

changes to the facility. A weight room camera that could be monitored from either the fitness center or the security office was suggested as a relatively inexpensive option.

Another concern that arose about two years ago was an increasing number of thefts of expensive computer equipment, especially computer projectors. Since Sauk is an open building that is accessible during extended hours, it is difficult for security officers to monitor all areas. Having security cameras in place might either deter potential burglars or record their actions for later review.

A third concern came to light through student comments on NCA-related surveys, in which they expressed some unease with personal safety in the parking lots. Again, it's difficult for our security staff to patrol all areas, and having cameras might deter or at least record incidents.

During this timeframe there was also more attention being paid to student safety and school security nationwide, due to several well-publicized high school shooting incidents. Those incidents helped expand Sauk's thinking about crisis planning beyond simply planning for a tornado or fire, to include what to do in a hostage or violent intruder situation. Cameras are one way to help monitor such a situation remotely.

In recent years computer video technology has progressed to a point at which an on-line camera system can be cost effective. Several area high schools have already installed such systems, as have community colleges. I have now heard from 22 of 39 Illinois community colleges in response to a question about whether or not they have a security camera system. Eighteen say they have a system, two said they don't currently but would like to when they have budget available to purchase one, and only two responded that they do not have a system. The positive responses came from all types of schools – both large and small, and urban and rural.

So, following some research assisted by Alan Pfeifer, Jim and Scott have recommended purchase of the Axis/Cisco system described in my previous memo.

The Board has been informed about the administration's interest in a security camera system only indirectly. The FY 02 budget includes an equipment line item for \$20,000 in the Liability Protection and Settlement Fund for such a system, but as with all other planned equipment purchases, it was not itemized in a Board budget document. Attorney Pace was consulted about the appropriateness of charging a camera system to that fund in July 2001, before approval of the final budget.

As described in the previous memo, this purchase does not require Board approval because it satisfies two exception clauses in the Illinois Community College Act purchasing statute: clause (f) for computer equipment and clause (l) for a sole source purchase. However, we have chosen to inform the Board anyway because of the potential sensitivity of a camera system.

Thank you.

Sauk Valley Community College



Office Of The President

173 IL Route 2
Dixon, IL 61021

To: Board of Trustees
From: Richard L. Behrendt
Date: May 1, 2002
Subject: Installation of Security Cameras

In order to maximize campus safety for individuals and provide security for College equipment, we are considering the installation of security cameras on campus. Although I realize this expenditure is an administrative decision, the possible sensitivity of this installation prompts this information memo to you.

Attached is a memo from Ruth Bittner outlining our rationale for this move. It is accompanied by a letter from Attorney Pace verifying the legality of using the tort fund as well as Ruth's tally of the 21 Illinois community colleges who responded to her E-mail inquiring about their use of security cameras.

While I don't believe any of us like the idea of a security system, in the wake of Columbine, 9/11, and similar incidents, the administration believes this is a prudent measure to protect both the people and equipment on this campus. If you have questions about any of this information, please let me know.

815/288-5511 - FAX 815/288-5958

SVCC provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, national origin, ancestry, age, gender, marital status, disability, military status, or unfavorable discharge from military service.

TO: Richard Behrendt**FROM:** Ruth Bittner *RB***DATE:** April 24, 2002**SUBJECT:** Security cameras

For several years our Security staff has considered installing a security camera system to assist in remote monitoring of sensitive campus locations. Such a system should help discourage, investigate and protect against both personal injury and property loss incidents. Scott Seeley, Jim Frederick, and Alan Pfeifer recommend purchase of an Axis/Cisco networkable camera system from NST, Inc.

While Sauk can in no way be characterized as a high crime area, in the last several years we have experienced a growing number and dollar value of equipment thefts. Our Annual Security Report indicates 5, 5 and 10 thefts in 1998, 1999, and 2000 respectively. We filed insurance claims for stolen items totaling \$3,733 in 2000, \$10,729 in 2001, and \$10,000 already in 2002. The stolen items include three computers, three computer projectors, and a microscope. (The other Security Report incidents were either not Sauk property or very minor – such as a cookie shoplifted from the bookstore.) The bulk of the cost of stolen goods is reimbursed by insurance, but repeat occurrences and failure to take effective preventive measures contribute to rising insurance premiums. It is expected that our liability and property insurance premiums will increase by about 15% next year.

In addition to property loss, if an individual were to be injured or attacked on College property, the College could be liable for medical costs or legal judgements. Again, while Sauk is not a high risk location, it is still important to take prudent measures to protect the personal safety of people on campus. Students reported in surveys last year that they feel relatively unsafe in our parking lots. The unsupervised weight room in the basement presents a serious concern for injuries arising from workout accidents or from interactions between users of the room. The bank that previously operated our ATM machine had installed a camera to help protect customers; it was removed when Sauk took over the machine's operation. As an open campus, we can be vulnerable to intruders. Most of the time we have just one or two security officers on duty, and they do a good job; but, it is impossible for them to watch every door and every part of the campus at all times. We have been fortunate not to have experienced injuries or attacks to date; however, we don't want to wait until one occurs before we enact preventive measures.

The Axis/Cisco system allows us to set up cameras anyplace where there's a connection to Sauk's computer network. The images can be viewed on-line all the time from any networked computer (with the correct password). There's no need to have a VCR at each location, and a dedicated computer isn't required for viewing the images. This capability could be useful in a hostage situation, for example, if a security or police officer couldn't be at the hostage location or in the security office. We could arrange for password access from remote computers as well if needed, for example, at the Sheriff's Department. Videos are stored in memory for one to two months and can be edited and saved as needed.

The current price for the system is \$33,600 for the server, \$3,200 for installation, \$7,200 for annual server maintenance, and \$1,369 for each camera. (The actual prices will change by the time we make the purchase.) We estimate that the life cycle for this equipment is about six or seven years, so the annual "amortization" would be about \$15,000.

The goal in selecting camera locations is to pick sites that carry the greatest risk of unsupervised personal injury (the weight room, parking lots and ATM) or present the best chance to see people who attempt to remove valuable equipment from unsupervised areas of the building (the computer areas).

Seven possible camera locations have been identified, including the basement weight room, the second floor west end computer lab hallway, the "blueberry room," the ATM machine, the doors/parking lot west of the industrial program rooms, the north parking lot, and the east parking lot. More cameras could be added later if needed. Outdoor cameras would be equipped with weather protection and wireless networking. It is also possible to set up fake cameras in selected locations if desired. Signs would be posted in each location to alert people to the presence of the cameras. A number of other Illinois community colleges have similar systems, with cameras installed at building entrances, parking lots, and other high traffic or secure areas.

To summarize, benefits of the system include the following:

1. Protect the College against loss of expensive equipment,
2. Protect the safety of weight room users and the liability of the College for personal injuries in the weight room,
3. Protect the personal safety of students, employees and visitors and the College's liability for parking lot incidents,
4. Protect the personal safety of ATM users and the College's liability for that (and the machine itself from theft of cash), and
5. Improve the ability of a lone security officer to monitor the building.

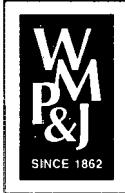
These risks need to be weighed against the estimated annual cost of \$15,000 for a security camera system. The system would be purchased through the Liability Protection and Settlement Fund. This would be a no-bid purchase from NST, Inc., because of 110 ILCS 805/3-27.1 (f), the computer equipment exemption from the competitive bidding

rules, and section (l), the sole source exemption. NST is the authorized regional dealer for the system. This Axis/Cisco camera system is the only one of which we are aware that we know will work smoothly with our Cisco computer network. Alan Pfeifer has successfully installed individual cameras of this type in the "cyber cafe" and for "lizard cam," and the new cameras would be compatible with that existing system.

We would like to inform faculty and staff about this plan at the Fall 2002 in-service and also inform students close to that time. Then we would proceed to install the system during the Fall semester.

We will await approval before proceeding further.

Thank you.



WARD, MURRAY, PACE & JOHNSON, P.C.
LAW OFFICES

HILIP H. WARD, JR.
DAVID E. MURRAY, OF COUNSEL
OLE BLY PACE III
AURENCE F. JOHNSON
OBERT E. BRANSON
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DANIEL C. HAWKINS
TIMOTHY B. ZOLLINGER
ROBERT T. LESEAGE III
TRENT L. BUSH
TONY J. MILLER

April 26, 2002

Reply to:
Sterling Office

Dr. Richard Behrendt
President
SAUK VALLEY COMMUNITY COLLEGE
173 Illinois Route 2
Dixon, IL 61021

Re: Security Cameras

Dear Dr. Behrendt:

I have reviewed the memorandum regarding security cameras, and considered the question as to whether the purchase from tort funds is consistent with the provisions of the Local Governmental and Governmental Employees Tort Immunity Act. Use of these types of cameras would appear to be analogous to having security officers. Having one security officer looking at monitors showing camera views at ten different locations so that she can go to a location to intervene in the event of tortious conduct, etc., is much the same as having ten officers in those locations with that capacity. To the extent that the College charges the security officers' services to the tort fund, it would appear that an equivalent percentage would be an appropriate charge for the cameras.

Very truly yours,

WARD, MURRAY, PACE & JOHNSON, P.C.

By _____
Ole Bly Pace III

OBP:vh

Security Cameras

1	Danville	yes
2	Elgin	yes
3	Heartland	yes
4	Highland	no, but wants to
5	Illinois Central	yes
6	Illinois Eastern	yes
7	Illinois Valley	yes
8	Lincoln Land	no
9	John A. Logan	yes
10	McHenry	yes
11	Moraine Valley	yes
12	Morton	yes
13	Prairie State	yes
14	Richland	yes
15	Carl Sandburg	no
16	Shawnee	yes
17	Southeastern	no, but wants to
18	Waubonsee	yes
19	South Suburban	yes
20	COD	yes
21	John Wood	yes

SAUK VALLEY COMMUNITY COLLEGE
 BOARD OF TRUSTEES - TREASURER'S REPORT
 As of May 31, 2002

CHECKING ACCOUNTS

	INTEREST	
	RATE	AMOUNT
<u>INTEREST BEARING ACCOUNTS</u>		
General Account - Sterling Federal Bank	1.01	\$499,759.68
Illinois Funds - Firstar Bank, Springfield	1.82	455,505.17
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS		955,264.85

NON-INT. BEARING ACCOUNT

Restricted - Sterling Federal Bank	66,449.92
<u>MONEY MARKET</u>	
Sterling Federal Bank	3.20
ABN-AMRO Investment Services, Inc.	1.24
TOTAL CHECKING ACCOUNTS	\$2,512,303.63

INVESTMENTS

	MATURITY	INTEREST	
	DATE	RATE	AMOUNT
<u>FINANCIAL INSTITUTION</u>			
Marquette Bank, Morrison	07-05-02	5.00	\$500,000
Marquette Bank, Morrison	09-01-02	3.00	1,000,000
Union Bank, Tampico	10-02-02	2.16	1,000,000
First National Bank, Amboy	10-24-02	2.54	1,000,000
Amcore Bank, Sterling	08-24-03	3.22	1,000,000
SUBTOTAL INVESTMENTS			4,500,000

BOND INVESTMENTS - Liability, Protection & Settlement

Alachua Cnty Fal Sch	07-01-02	4.20	\$48,786.41
Federal Home Loan Mtg Corp	11-07-02	1.79	360,422.29
Federal National Mtg. Assn.	11-15-02	6.05	513,271.63
Naperville, IL	12-01-02	4.20	542,575.35
Federal Home Loan Mtg Corp	02-15-03	6.90	474,262.91
Cook County II Twp	12-01-03	5.00	581,288.76
Federal Natl Mtg. Assn.	03-15-04	4.75	542,843.04
Seattle WA L&P	11-01-04	4.70	228,211.30
GA Mun Elec Auth	01-01-05	4.70	378,488.89
Miami Dade Cnty Fla Solid Waste Sys	10-01-05	2.60	107,157.33
NC Mun Elec Auth	01-01-06	5.25	311,835.47
Sun Prairie Wis Sch	04-01-06	5.20	337,648.75
Las Cruces NM	12-01-06	5.10	202,914.48
Houston TX Wtr & Swr System	12-01-06	4.60	50,988.83
Carol Stream IL Tax	01-15-07	5.20	201,643.72
Anch AL Tel Util	03-01-07	5.30	154,620.03
SUBTOTAL BONDS			\$5,036,959.19
TOTAL INVESTMENTS			\$9,536,959.19

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

P. K. Dill

PRESIDENT

Nancy J. Urdga

SECRETARY

DATE 6-24-02

Sauk Valley Community College
Board of Trustees
June 24, 2002

<u>Summary of Bills Payable</u>	<u>Amount</u>
General Operating Funds	\$ 1,455,392.22
Restricted Fund	\$ <u>572,920.76</u>
TOTAL	<u>\$ 2,028,312.98</u>

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY
BK

PRESIDENT
Nancy L. Urepa

SECRETARY
DATE 6-24-02

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Amcore Bank	00		Time Deposits	CD investment 5 months	1,000,000.00
SVCC Educational Fund	01		Petty Cash	Petty Cash for Cash Drawers	600.00
Brown, Sherry L.	01		Foundation Expense	Anne Horton Award for 2002	100.00
Consolidated Management Co	01		Foundation Expense	May Winner's Birthday	70.00
Consolidated Management Co	01		Foundation Expense	Anne Horton Awards Refreshments	43.80
Consolidated Management Co	01		Foundation Expense	Commencement Refreshments	1,060.50
Gall's Inc	01		Foundation Expense	C-TA855 Notebook Edition Page 178	73.86
Hoyle, Christine	01		Foundation Expense	Gift Cards-Certificate Paper	143.69
Leadership & Core Values Insti	01		Foundation Expense	Registration for 2 Advisors & 4 Students	1,300.00
Oriental Trading Company	01		Foundation Expense	SV-34/17 One Dozen Folding Fans	11.55
Pinter, Karen	01		Foundation Expense	Books for CELT	82.00
Sanders, Jamie L.	01		Foundation Expense	Anne Horton Award for 2002	50.00
Scholastic Book Club	01		Foundation Expense	#42720 Abi Yo Yo	92.70
Quill Corporation	01		Dislocated Worker Expense	6 Pocket Standalone Organizer	32.51
Illinois Department of Revenue	01		State Withholding Payable	Accrued Withholding State-Illinois Dept Revenue	8,157.66
State Universities Retirement	01		SURS Payable	Accrued Withholding-SURS	26,640.56
State Universities Retirement	01		SURS Payable		20,953.65
Select Employees Credit Union	01		Credit Union Payable		9,958.37
Select Employees Credit Union	01		Credit Union Payable	Accrued Withholding-Select Employess Credit Union	12,454.54
SVCC Faculty Association	01		Faculty Association Payable	Accrued Withholding Faculty Dues-SVCC	1,240.81
Minnesota Child Support Paymen	01		Wage Garnishment Payable	Minnesota Child Support Payment	302.40
Professional Collection Servic	01		Wage Garnishment Payable	Professional Collection Service	137.70
State Disbursement Unit	01		Wage Garnishment Payable	State Disbursement Unit	65.00
State Disbursement Unit	01		Wage Garnishment Payable	Wage Garnishment	65.00
United Way of Dixon	01		United Way Payable	Accrued Withholding-United Way Dixon	53.25
United Way of Dixon	01		United Way Payable		23.25
United Way of Sterling-Rock Fa	01		United Way Payable	Accrued Withholding-United Way Sterling/Rock Falls	34.90
United Way of Sterling-Rock Fa	01		United Way Payable		24.90
Trustmark Insurance	01		Optional Life Insurance	Accrued Optional Life Insur.-Trustmark	521.55
Trustmark Insurance	01		Optional Life Insurance		521.55
Illinois Mutual	01		Optional Disability Insurance	Accrued Optional Disability Insur.-Illinois Mutual	9.61
Illinois Mutual	01		Optional Disability Insurance		9.61
SVCC Foundation	01		Foundation Payable	Accrued Withholding Foundation-SVCC	116.50
SVCC Foundation	01		Foundation Payable		111.50
American Express Financial Adv	01		American Express		370.00
American Express Financial Adv	01		American Express	Accrued Annuities-American Express	370.00
Equitable Life Assurance	01		Equitable		132.00
Equitable Life Assurance	01		Equitable	Accrued Annuities-Equitable	132.00
Federal Life Insurance Company	01		Federal Life		20.00
Federal Life Insurance Company	01		Federal Life	Accrued Annuities-Federal Life	20.00
Franklin Financial Services Co	01		Franklin Life		387.50
Franklin Financial Services Co	01		Franklin Life	Accrued Annuities-Franklin Life	477.50
New York Life Insurance & Annu	01		Great American Life	Accrued Annuities-New York Life	300.00
Fidelity Investments	01		Horace Mann	ACCRUED ANNUITIES-Fidelity Investments	60.00
Fidelity Investments	01		Horace Mann	Accrued Auities-Fidelity Investments	60.00
Waddell & Reed, Inc	01		Waddell & Reed	Accrued Annuities-Waddell & Reed	360.00
Waddell & Reed, Inc	01		Waddell & Reed		160.00
Main Stay Funds	01		Main Stay Fund	Accrued Auities-Main Stay Fund	75.00

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Sauk Valley Community College
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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Main Stay Funds	01		Main Stay Fund		75.00
New York Life Insurance & Annu	01		Main Stay Fund	ACCRUED ANNUITIES-New York Life	300.00
Capital Guardian Trust Company	01		Capital Guardian Trust	Accrued Annuities-Capital Guard Trust	125.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Anderson, Timothy R.	01		Accounts Payable	Online Refund	79.00
Anderson, Timothy R.	01		Accounts Payable	Online Refund	1.00
Armstrong, Sonya M.	01		Accounts Payable	Fndtn	300.00
Bond, Patti A.	01		Accounts Payable	Online Refund	334.00
Bramm, Nathaniel A.	01		Accounts Payable	Online Refund	765.00
Bushland, Janelle M.	01		Accounts Payable	Rec'd 5JTW	339.00
Camp, James A.	01		Accounts Payable	Online Refund	14.00
Couch, Laura B.	01		Accounts Payable	Stafford Ln	1,273.61
Davenport, Mary J.	01		Accounts Payable	Online Refund	216.00
Denzer, Stephanie A.	01		Accounts Payable	PELL	1,700.00
Denzer, Stephanie A.	01		Accounts Payable	Online Refund	153.00
Denzer, Stephanie A.	01		Accounts Payable	PELL	850.00
Deter, Jessica R.	01		Accounts Payable	Online Refund	145.00
Deter, Jessica R.	01		Accounts Payable	Online Refund	160.00
Garcia, Benito	01		Accounts Payable	PELL	862.00
Giedd, Christin M.	01		Accounts Payable	Online Refund	9.00
Haack, Andy	01		Accounts Payable	Online Refund	49.00
Harris, Jason L.	01		Accounts Payable	PELL Addition	250.00
Hartman, Troy M.	01		Accounts Payable	Online Refund	867.00
Hawkins, Cody	01		Accounts Payable	Online Refund	24.00
Kelly, George	01		Accounts Payable	Online Refund	12.00
Kelly, George	01		Accounts Payable	Online Refund	5.00
Krahenbuhl, Kyle D.	01		Accounts Payable	Online Refund	25.00
LaCoursiere, Cassie A.	01		Accounts Payable	Stafford Ln	363.75
LaCoursiere, Cassie A.	01		Accounts Payable	Stafford Ln	363.75
Lindenmeyer, Christin R.	01		Accounts Payable	Stafford Ln	873.00
Livengood,	01		Accounts Payable	Online Refund	225.00
Mansell, Travis S.	01		Accounts Payable	Online Refund	70.00
McCray, Kimberly A.	01		Accounts Payable	PELL	500.00
McCray, Kimberly A.	01		Accounts Payable	PELL	375.00
Parks, Alyssa	01		Accounts Payable	Online Refund	10.00
Ramirez, Sandra	01		Accounts Payable	Online Refund	55.00
Russell, Shiovahn M.	01		Accounts Payable	Online Refund	226.00
Scott, Harold F.	01		Accounts Payable	Online Refund	18.00
Sedig, Jeff M.	01		Accounts Payable	Online Refund	25.00
Spotts, Rebecca A.	01		Accounts Payable	Online Refund	50.00
Webb, Austin W.	01		Accounts Payable	Online Refund	54.00
Welsh, Fentie R.	01		Accounts Payable	Online Refund	18.00
Follett Bookstore	01		JTPA Whiteside B	Books Whiteside JTPA	157.95
Follett Bookstore	01		JTPA Whiteside B	Books Whiteside JTPA	334.00
Follett Bookstore	01		Trade Act TAA Sterling B	Books Whiteside JTPA	59.99
Follett Bookstore	01		Trade Act TFA Freeport B	Books Whiteside JTPA	179.97
Consolidated Management Co	01		Cafeteria payable	Punch-A-Lunch Sales for May	200.00
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services for April	1,599.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Weinstine, Shirk & Buckwalter-	01	Board of Trustees	Legal Services	Legal Charges fro Intergovernmental Agreement	350.00
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open P.O. For Legal Notices for 2002 fiscal year	37.25
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open P.O. For Legal Notices for 2002 fiscal year	37.25
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	May Board Meeting	40.00
Illinois Community College Tru	01	Board of Trustees	Conference/Meeting Expense	ICCTA Lobby Day 4/17/02	40.00
Heckman Bindery, Inc	01	President	Office Supplies	Board Supplies Bind Board Books	50.20
Illinois Community College Tru	01	President	Office Supplies	2002 Edition-Illinois Community College Act	120.00
ICCCA	01	President	Publications and Dues	24 College Directories	120.00
Illinois Community College Tru	01	President	Conference/Meeting Expense	ICCTA Lobby Day 4/17/02	40.00
US Bank	01	President	Conference/Meeting Expense	Hotel & Parking Conference AACC Convention-Seattle	773.36
SBM Business Equipment Center	01	College Relations	Office Supplies	Clear Hole Reinforcements-AVE-5721	15.14
Echo	01	College Relations	Publications and Dues	Subscription C Lyons	20.00
Amboy News	01	College Relations	Advertising	Ad for Play	44.50
Radio WZND	01	College Relations	Advertising	General Advertising	300.00
Sauk Valley Newspapers	01	College Relations	Advertising	Graduation Tab	800.00
WCCI-FM	01	College Relations	Advertising	May Advertising	69.50
WIXN FM - WIXN AM	01	College Relations	Advertising	Guest DJ June 02	400.00
WIXN FM - WIXN AM	01	College Relations	Advertising	Guest DJ	400.00
Wilkinson, Rachel J.	01	College Relations	Advertising	Fees for TV Commercials	1,800.00
Withers Broadcasting	01	College Relations	Advertising	May Commercials	743.19
ABDICK Multigraphics	01	Printshop	Maintenance Services	Maintenance/Repair Print Shop Machines	1,007.60
Xerox Corporation	01	Printshop	Maintenance Services	Print Charges	92.79
Xerox Corporation	01	Printshop	Maintenance Services	DC 265 Copier Lease Payment-Principal	54.89
Xerox Corporation	01	Printshop	Maintenance Services	5100 Copier Lease Payment-Principal	6.24
ABDICK Multigraphics	01	Printshop	Purchases for Resale	Blankrolla (5 gal)	186.90
Professional Binding Inc	01	Printshop	Purchases for Resale	1/2" Black Plastic Binding	51.95
R-Graphics	01	Printshop	Purchases for Resale	GTO VP 9" Plates	722.39
Xerox Corporation	01	Printshop	Purchases for Resale	Copier Paper	1,816.00
Xerox Corporation	01	Printshop	Debt Principal Retirement	5100 Copier Lease Payment-Principal	502.39
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 265 Copier Lease Payment-Principal	534.52
Xerox Corporation	01	Printshop	Interest	5100 Copier Lease Payment-Principal	216.27
Xerox Corporation	01	Printshop	Interest	DC 265 Copier Lease Payment-Principal	210.13
Olmsted, Brian T.	01	Information Center	Office Supplies	Printing of Photos-Nurses Pinning& OAS-CIS Labs	35.68
SBM Business Equipment Center	01	Information Center	Office Supplies	Minimum Copy Count	30.20
Agathon Press	01	Grant, Planning, & Research	Office Supplies	Practitioners Handbook for Institutional	52.00
SBM Business Equipment Center	01	Grant, Planning, & Research	Office Supplies	Expo 2 Low Odor Dry Erase Markers (Black) SAN86001	10.09
Little, Linda	01	Grant, Planning, & Research	Conference/Meeting Expense	Travel 5/7 HECA-5/9/02 Ameritech	155.80
SBM Business Equipment Center	01	VP-Instructional Services	Office Supplies	MMM-R-330-AP Post-it Pop-up Notes-6 pack-pastel	39.49
Hecht, Deborah J.	01	VP-Instructional Services	Conference/Meeting Expense	Travel 5/10/02 Heartland CC- IAI Panel	107.01
Klein, Colleen J.	01	Other Instructional	Tuition Reimbursement	Spring 2002 Tuition Reimbursement	345.00
VanderWege, Robertus J.	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement Spring 2002	690.00
American College Testing Progr	01	Other Instructional	Consultants	Test Booklets/ANS Folders	1,500.00
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance 08/01-06/02 Sharp 2214	69.20
Unique Computer	01	Other Instructional	Computer Software	Office XP Licenses	37,828.00
McFarland Office Products & Bu	01	Dean of Arts,Social Sciences & P	Office Supplies	Medium Binder Clips 5/8 UNV 10210	20.40
McFarland Office Products & Bu	01	Dean of Arts,Social Sciences & P	Office Supplies	6 Column Pad	52.97
Clucas, Henry	01	Art	Consultants	Art 213 & 214 5/14/02	37.50
Hendrix, Laurel R.	01	Art	Consultants	Art 213 & Art 214 3/19/02	26.00

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FISCAL YEAR 2002

Sauk Valley Community College
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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Bureau Valley High School	01	English	Consultants	English 103 BV taught by L Bechtold	1,110.00
Clow, Maria A.	01	Foreign Language	Instructional Supplies	Supplies "Cinco De Mayo"	81.88
Unique Computer	01	Music	Instructional Supplies	Combo Drive CDRW/DVD	285.00
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	April 02 Services	393.28
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	May Services	406.70
American Red Cross	01	Physical Education	Instructional Supplies	Universal Certificate	135.00
Teacher's Video Company	01	Criminal Justice	Instructional Supplies	Training Video's	211.40
Braddock, Samuel L.	01	Criminal Justice	Conference/Meeting Expense	Travel HCC-Classes thru 5/15/02	151.48
Indiana University Audio Visua	01	Psychology	Instructional Supplies	Manage: Conduct Effective Meetings - Req. 4/9/02	71.95
McFarland Office Products & Bu	01	Learning Skills	Instructional Supplies	Date Stamper COS 016412	5.73
Leadership Management, Inc	01	Dean of Business, Tech & Natural	Office Supplies	MR32 Renewal Set w/Storage Binder 01/03-12/03	46.95
Quill Corporation	01	Dean of Business, Tech & Natural	Office Supplies	Pentel R.S.V.P. Fine Point Pens Red	151.14
White, Linley V.	01	Dean of Business, Tech & Natural	Conference/Meeting Expense	Travel Workforce Council Meeting 5/17/02	42.57
Lake Land College	01	Computer Information Systems	Consultants	CIS Usage	60.00
Kidder, Mary L.	01	Computer Information Systems	Instructional Supplies	Computer Information Systems Supplies	66.57
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Monthly Service Contract: Sharp AR201 Copier OAS	24.00
Electronix Express	01	Electronics	Instructional Supplies	0701BNC-BND (P196) BNC Male to Binding Post	22.90
Electronix Express	01	Electronics	Instructional Supplies	17MOMt80P8701C (P181) Switch Push Button	96.20
Electronix Express	01	Electronics	Instructional Supplies	BreadBoard 03MB104 RSR	231.05
Englewood Electric	01	Electronics	Instructional Supplies	Allen Bradley-Power Supply/ 7 Lot Ext Rack	357.42
JBH Technologies, Inc	01	Electronics	Instructional Supplies	Processor MC6808	85.45
Menards	01	Electronics	Instructional Supplies	Bags of Five 3/4 inch EMT box Connectors	26.64
Newark Electronics	01	Electronics	Instructional Supplies	PNP Transistor Newark 18C7747	6.22
Englewood Electric	01	Electronics	Instructional Equipment	Allen Bradley 1747A7 Seven Slot Extention Rack	2,999.23
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	16.20
ESCO Institute LTD.	01	HVAC	Instructional Supplies	TSMAC-ISBN 1-930044-06-2 Trouble shooting	41.28
Johnstone Supply	01	HVAC	Instructional Supplies	Sheets of Sheet Metal 28 Gage	573.00
J. Rubin	01	Machine Tool	Instructional Supplies	1 1/2 x 1 1/2 x 20 Alum 6061	204.39
Wood, Therese L.	01	Biology	Instructional Supplies	Biology Supplies	16.23
Klaus Companies	01	Mathematics	Instructional Supplies	10 Pack Cabri Geometry for Windows	315.61
Shaff, Steven J.	01	Mathematics	Instructional Supplies	Math Supplies	27.87
White, Linley V.	01	Mathematics	Instructional Supplies	Batteries for Math Calculators	80.15
Pasco Scientific	01	Physics	Instructional Supplies	Polarization Analyzer OS-8533 (p 200)	95.50
Pasco Scientific	01	Physics	Instructional Supplies	60 cm Optics Bench OS-8541 (p 199)	393.00
Sargent-Welch Scientific	01	Physics	Instructional Supplies	Super Slinky w/Stand WL 3339B (p 740)	88.38
Eastern Iowa Community College	01	Technical Occupational-Community	Consultants	CDL Truck Driving Program 3/18-5/17/02	22,448.00
Johnson, Rosemary	01	Director of Health Careers Ed	Conference/Meeting Expense	Travel 5/9/02 RVCC	51.11
Shippert, Stanley	01	Clinical Laboratory Science	Conference/Meeting Expense	Travel Clinical Sites 5/2-5/23/02	253.68
CGH Medical Center	01	Associate Degree Nursing	Instructional Supplies	April Linen Service	29.00
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ANSELL PERRY Sterile Latex Free Size 8 1/2 #8517	139.75
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Kendall ABD 5" x 9" Pads Reorder number 9190	8.22
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	B-D 22G 1 1/2" Needle #305156	40.74
Edgeco	01	Associate Degree Nursing	Instructional Supplies	Folding Adjustable Hamper Stand #5550	115.54
K-Log	01	Associate Degree Nursing	Instructional Supplies	Pamphlet Display 24 Pocket 30"x41" GP-P24	171.46
Klein, Colleen J.	01	Associate Degree Nursing	Conference/Meeting Expense	Clinical Travel thru 5/1/02	25.55
Klein, Colleen J.	01	Associate Degree Nursing	Conference/Meeting Expense	Clinical travel thru 5/16/02	61.32
Klein, Colleen J.	01	Associate Degree Nursing	Conference/Meeting Expense	Clinical travel thru 4/9/02	61.32
Lynch, Janet L.	01	Associate Degree Nursing	Conference/Meeting Expense	Clinical Travel 4/30/02	51.10

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Weinstine, Shirk & Buckwalter-	01	Board of Trustees	Legal Services	Legal Charges fro Intergovernmental Agreement	350.00
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open P.O. For Legal Notices for 2002 fiscal year	37.25
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open P.O. For Legal Notices for 2002 fiscal year	37.25
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	May Board Meeting	40.00
Illinois Community College Tru	01	Board of Trustees	Conference/Meeting Expense	ICCTA Lobby Day 4/17/02	40.00
Heckman Bindery, Inc	01	President	Office Supplies	Board Supplies Bind Board Books	50.20
Illinois Community College Tru	01	President	Office Supplies	2002 Edition-Illinois Community College Act	120.00
ICCCA	01	President	Publications and Dues	24 College Directories	120.00
Illinois Community College Tru	01	President	Conference/Meeting Expense	ICCTA Lobby Day 4/17/02	40.00
US Bank	01	President	Conference/Meeting Expense	Hotel & Parking Conference AACC Convention-Seattle	773.36
SBM Business Equipment Center	01	College Relations	Office Supplies	Clear Hole Reinforcements-AVE-5721	15.14
Echo	01	College Relations	Publications and Dues	Subscription C Lyons	20.00
Amboy News	01	College Relations	Advertising	Ad for Play	44.50
Radio WZND	01	College Relations	Advertising	General Advertising	300.00
Sauk Valley Newspapers	01	College Relations	Advertising	Graduation Tab	800.00
WCCCI-FM	01	College Relations	Advertising	May Advertising	69.50
WIXN FM - WIXN AM	01	College Relations	Advertising	Guest DJ June 02	400.00
WIXN FM - WIXN AM	01	College Relations	Advertising	Guest DJ	400.00
Wilkinson, Rachel J.	01	College Relations	Advertising	Fees for TV Commercials	1,800.00
Withers Broadcasting	01	College Relations	Advertising	May Commercials	743.19
ABDICK Multigraphics	01	Printshop	Maintenance Services	Maintenance/Repair Print Shop Machines	1,007.60
Xerox Corporation	01	Printshop	Maintenance Services	Print Charges	92.79
Xerox Corporation	01	Printshop	Maintenance Services	DC 265 Copier Lease Payment-Principal	54.89
Xerox Corporation	01	Printshop	Maintenance Services	5100 Copier Lease Payment-Principal	6.24
ABDICK Multigraphics	01	Printshop	Purchases for Resale	Blankrolla (5 gal)	186.90
Professional Binding Inc	01	Printshop	Purchases for Resale	1/2" Black Plastic Binding	51.95
R-Graphics	01	Printshop	Purchases for Resale	GTO VP 9" Plates	722.39
Xerox Corporation	01	Printshop	Purchases for Resale	Copier Paper	1,816.00
Xerox Corporation	01	Printshop	Debt Principal Retirement	5100 Copier Lease Payment-Principal	502.39
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 265 Copier Lease Payment-Principal	534.52
Xerox Corporation	01	Printshop	Interest	5100 Copier Lease Payment-Principal	216.27
Xerox Corporation	01	Printshop	Interest	DC 265 Copier Lease Payment-Principal	210.13
Olmsted, Brian T.	01	Information Center	Office Supplies	Printing of Photos-Nurses Pinning& OAS-CIS Labs	35.68
SBM Business Equipment Center	01	Information Center	Office Supplies	Minimum Copy Count	30.20
Agathon Press	01	Grant, Planning, & Research	Office Supplies	Practitioners Handbook for Institutional	52.00
SBM Business Equipment Center	01	Grant, Planning, & Research	Office Supplies	Expo 2 Low Odor Dry Erase Markers (Black) SAN86001	10.09
Little, Linda	01	Grant, Planning, & Research	Conference/Meeting Expense	Travel 5/7 HECA-5/9/02 Ameritech	155.80
SBM Business Equipment Center	01	VP-Instructional Services	Office Supplies	MMM-R-330-AP Post-it Pop-up Notes-6 pack-pastel	39.49
Hecht, Deborah J.	01	VP-Instructional Services	Conference/Meeting Expense	Travel 5/10/02 Heartland CC- IAI Panel	107.01
Klein, Colleen J.	01	Other Instructional	Tuition Reimbursement	Spring 2002 Tuition Reimbursement	345.00
VanderWege, Robertus J.	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement Spring 2002	690.00
American College Testing Progr	01	Other Instructional	Consultants	Test Booklets/ANS Folders	1,500.00
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance 08/01-06/02 Sharp 2214	69.20
Unique Computer	01	Other Instructional	Computer Software	Office XP Licenses	37,828.00
McFarland Office Products & Bu	01	Dean of Arts,Social Sciences & P	Office Supplies	Medium Binder Clips 5/8 UNV 10210	20.40
McFarland Office Products & Bu	01	Dean of Arts,Social Sciences & P	Office Supplies	6 Column Pad	52.97
Clucas, Henry	01	Art	Consultants	Art 213 & 214 5/14/02	37.50
Hendrix, Laurel R.	01	Art	Consultants	Art 213 & Art 214 3/19/02	26.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Southern Illinois University	01	Nurse Assistant	Consultants	CNA Background Check 6/02	200.00
Peoria Production Shop	01	Nurse Assistant	Instructional Supplies	60" x 2" Width Natural Color	242.24
Quill Corporation	01	Licensed Practical Nursing	Office Supplies	35-653-AD Post-it 1 1/2x2 Notes	13.17
Quill Corporation	01	Licensed Practical Nursing	Office Supplies	035-934100 Certificate Paper-Red Border	13.99
Quill Corporation	01	Licensed Practical Nursing	Office Supplies	035-8103412 Scotch Tape	133.48
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	ANSELL PERRY X-am Gloves-Med #5760802	81.26
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	ABBOTT 2ml 0.9% Carpject 22G 1 1/4" Ndl #01811-02	88.40
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	ANSELL PERRY Gloves #ANS5711105	148.20
HESI	01	Licensed Practical Nursing	Instructional Supplies	NCLEX Exit Exams	420.00
Cunningham, Pamela S.	01	Licensed Practical Nursing	Conference/Meeting Expense	Clinical Travel thru 2/27/02	60.23
Diagnostic Imaging Inc	01	Radiologic Technology	Maintenance Services	Service Label	65.00
Unique Computer	01	Radiologic Technology	Instructional Supplies	HP Deskjet Printer	159.00
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Clinical Site Visits 5-1 thru 5-16-02	171.55
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Clinical Travel thru 5/30/02	117.53
Kiele, Beverly M.	01	Radiologic Technology	Conference/Meeting Expense	Clinical Site Visits 1/02-4/02	351.13
Kiele, Beverly M.	01	Radiologic Technology	Conference/Meeting Expense	Clinical Site Visits 4/02-5/02	371.57
Northern Illinois Home Medical	01	Paramedic Program	Instructional Supplies	O2 Tanks	24.00
Unique Computer	01	Dean of Information Systems	Office Supplies	Zip Discs	200.00
NCS Pearson, Inc	01	Dean of Information Systems	Instructional Supplies	4521, Answer Sheet, 200Q, 8 1/2x11-cut 500/Box	1,060.27
Clevenger, Walter	01	Dean of Information Systems	Conference/Meeting Expense	Travel 5/20/02 ION Committee	20.00
Pfeifer, Alan	01	Dean of Information Systems	Conference/Meeting Expense	Travel 5/20/02 ION Committee	20.00
SBM Business Equipment Center	01	Learning Resource Center	Library Supplies	Calculator paper/Index cards	11.19
SBM Business Equipment Center	01	Learning Resource Center	Library Supplies	Labels	6.41
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Books-Families In America	38.52
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books	19.51
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books	184.19
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books	94.19
Dirpro	01	Learning Resource Center	Books and Binding Costs	Directory	24.00
Film for the Humanities & Scie	01	Learning Resource Center	Books and Binding Costs	Books	214.92
Gale Group	01	Learning Resource Center	Books and Binding Costs		170.07
Gale Group	01	Learning Resource Center	Books and Binding Costs		170.07
Gale Group	01	Learning Resource Center	Books and Binding Costs		131.16
Gale Group	01	Learning Resource Center	Books and Binding Costs		160.30
Gale Group	01	Learning Resource Center	Books and Binding Costs		131.16
Gale Group	01	Learning Resource Center	Books and Binding Costs		170.45
Gale Group	01	Learning Resource Center	Books and Binding Costs		101.24
Gale Group	01	Learning Resource Center	Books and Binding Costs		101.24
Gale Group	01	Learning Resource Center	Books and Binding Costs		174.96
Gale Group	01	Learning Resource Center	Books and Binding Costs		125.11
Gale Group	01	Learning Resource Center	Books and Binding Costs		170.45
Gale Group	01	Learning Resource Center	Books and Binding Costs		170.59
Gale Group	01	Learning Resource Center	Books and Binding Costs		170.07
Gale Group	01	Learning Resource Center	Books and Binding Costs		170.07
Gaylord Brothers	01	Learning Resource Center	Books and Binding Costs	Library Supplies	263.38
Illinois Community College Tru	01	Learning Resource Center	Books and Binding Costs	Books	60.00
Information Today	01	Learning Resource Center	Books and Binding Costs	Books	280.50
McGraw-Hill Companies	01	Learning Resource Center	Books and Binding Costs	Encyclopedias	1,999.34
Thomas, Robert	01	Learning Resource Center	Books and Binding Costs	Direct Purchase Media Play 5/30/02	131.64

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Thomas, Robert	01	Learning Resource Center	Books and Binding Costs	Direct Purchase Media Play 5/16/02	117.73
West Group	01	Learning Resource Center	Books and Binding Costs		928.25
West Group	01	Learning Resource Center	Books and Binding Costs		718.00
Thomas, Robert	01	Learning Resource Center	Conference/Meeting Expense		200.77
Thomas, Robert	01	Learning Resource Center	Conference/Meeting Expense		36.50
Hewlett-Packard	01	Computing & Instruct Tech	Maintenance Services	Travel NILRC Normal, IL 6/5/02	113.90
Hewlett-Packard	01	Computing & Instruct Tech	Maintenance Services	NILS Conference 5/16/02	113.90
Hewlett-Packard	01	Computing & Instruct Tech	Computer Software	7000 Sauk1 Hardware, Software & Support	144.00
Hewlett-Packard	01	Computing & Instruct Tech	Computer Software	7000 Sauk1 Hardware, Software & Support	144.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	7000 Sauk1 Hardware, Software & Support	19.50
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Maintenance	19.50
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Maintenance	19.50
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Maintenance	19.50
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Maintenance	19.50
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Maintenance	19.50
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Maintenance	19.50
Pratt Audio-Visual & Video Cor	01	Instructional Technology Center	Maintenance Services	VCR Maintenance	19.50
Unique Computer	01	Instructional Technology Center	Maintenance Services	Epson projector repair	600.47
Dymo Corporation	01	Instructional Technology Center	Instructional Technology Materia	Quickcam Camera	100.00
Frostline, Inc	01	Instructional Technology Center	Instructional Technology Materia	Label-Folders, Diskettes & Dumbells	83.95
Frostline, Inc	01	Instructional Technology Center	Instructional Technology Materia	#901 Black Image On Clear Transparency Film	137.82
Frostline, Inc	01	Instructional Technology Center	Instructional Technology Materia	PPC Film No Stripe	86.29
Klaus Radio Inc	01	Instructional Technology Center	Instructional Technology Materia	Return P PC Film	80.00
Micro Warehouse	01	Instructional Technology Center	Instructional Technology Materia	Maxell T-120 PT Bland Videotapes	534.48
Micro Warehouse	01	Instructional Technology Center	Instructional Technology Materia	Dymo Label Folders	-9.95
Micro Warehouse	01	Instructional Technology Center	Instructional Technology Materia	Dymo Labels	9.95
Micro Warehouse	01	Instructional Technology Center	Instructional Technology Materia	VW12023 White 3.5D isketted YMOLabel #30324	15.90
Micro Warehouse	01	Instructional Technology Center	Instructional Technology Materia	PA 3803 1-Up White File Folder Dymo Label	20.94
Micro Warehouse	01	Instructional Technology Center	Instructional Technology Materia	Dymo Label Folders	-9.95
Micro Warehouse	01	Instructional Technology Center	Instructional Technology Materia	Dymo Label Folders	9.95
Micro Warehouse	01	Instructional Technology Center	Instructional Technology Materia	Dymo Labels	-9.95
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	2121-18 Elki 3270 Cassette Recorder	302.00
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	ENX-5 Bulbs	199.26
Philadelphia Security Products	01	Instructional Technology Center	Instructional Technology Materia	HK-36B Black Cable & Plates Kit-Keyed Alike	110.25
Techsmith Corporation	01	Instructional Technology Center	Instructional Technology Materia	Camtasia	202.89
Shelley, Chris	01	Instructional Technology Center	Conference/Meeting Expense	Kishwaukee College 5/17/02	36.50
Hewlett-Packard	01	Administrative Data Processing	Maintenance Services	7000 Sauk1 Hardware, Software & Support	1,626.05
Hewlett-Packard	01	Administrative Data Processing	Maintenance Services	7000 Sauk1 Hardware, Software & Support	39.10
Hewlett-Packard	01	Administrative Data Processing	Maintenance Services	7000 Sauk1 Hardware, Software & Support	39.10
Hewlett-Packard	01	Administrative Data Processing	Maintenance Services	7000 Sauk1 Hardware, Software & Support	1,626.05
Campus Tech, Inc	01	Administrative Data Processing	Office Supplies	Adobe Photoshop 7.0 Upgrade for WIN	429.00
Global Computer Supplies	01	Administrative Data Processing	Office Supplies	HP Black Inkjet Cartridge 15 C34302	495.00
Global Computer Supplies	01	Administrative Data Processing	Office Supplies	DLT ITK Media Transporters C25008	146.00
Global Computer Supplies	01	Administrative Data Processing	Office Supplies	C42786 Tripplite Surge Protector	170.00
Global Computer Supplies	01	Administrative Data Processing	Office Supplies	877-061-846 LTO Cleaning Cartridge	100.79
Global Computer Supplies	01	Administrative Data Processing	Office Supplies	C40681 Imation LTO Ultrium-100GB	543.45
Global Computer Supplies	01	Administrative Data Processing	Office Supplies	C34302 HP DeskJet 940C-Black	117.91
Global Computer Supplies	01	Administrative Data Processing	Office Supplies	C35130 HP DeskJet 940C-Color	208.79
McFarland Office Products & Bu	01	Administrative Data Processing	Office Supplies	Avery 6490	37.96

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Unique Computer	01	Administrative Data Processing	Office Supplies	Visual Communicator	169.00
Unique Computer	01	Administrative Data Processing	Office Supplies	25' Cable	12.95
Unique Computer	01	Administrative Data Processing	Office Supplies	25' DB 2.5 Cable (2)	25.00
Interone, Alice	01	Administrative Data Processing	Publications and Dues	Books	100.42
American Association of Univer	01	VP- Student Services	Office Supplies	2002 Annual Membership	40.00
Leadership & Core Values Insti	01	VP- Student Services	Conference/Meeting Expense	Registration for 4 Faculty	1,400.00
Kennay, Doris J	01	Special Needs- ADA	Other Contractual Services	Americorp Services	225.00
Buck, Rachael N.	01	Commencement	Consultants	Usher for Commencement 2002	24.60
Dykstra, Susan L.	01	Commencement	Consultants	Usher for Commencement 2002	24.60
Trujillo, Raul M.	01	Commencement	Consultants	Usher for Commencement 2002	24.60
Wadsworth, Tom	01	Commencement	Consultants	Commencement Speaker 2002	500.00
Blumhoff, Nick	01	Commencement	Other Supplies	Guest Pianist for Health Career Pinning 5/17/02	50.00
Consolidated Management Co	01	Commencement	Other Supplies	Pinning Refreshments	547.50
E R Moore Company	01	Commencement	Other Supplies	Gap & Gown Fees	65.55
E R Moore Company	01	Commencement	Other Supplies	Cap & Gown Fees	77.25
E R Moore Company	01	Commencement	Other Supplies	Caps & Gowns for Commencement	46.05
E R Moore Company	01	Commencement	Other Supplies	Cap & Gown Fees	26.50
E R Moore Company	01	Commencement	Other Supplies	Caps & Gowns for Commencement	110.00
E R Moore Company	01	Commencement	Other Supplies	Caps & Gowns for Commencement	110.00
E R Moore Company	01	Commencement	Other Supplies	Cap & Gown Fees	27.50
E R Moore Company	01	Commencement	Other Supplies	Caps & Gowns for Commencement	187.00
E R Moore Company	01	Commencement	Other Supplies	Cap & Gown Fees	2,737.00
E R Moore Company	01	Commencement	Other Supplies	Cap & Gown Fees	347.00
Lynch, Larissa L.	01	Commencement	Other Supplies	Guest Soloist for Health Career Pinning 5/17/02	50.00
Rock River Printers	01	Commencement	Other Supplies	Commencement Programs	2,325.00
Swartleys Florist	01	Commencement	Other Supplies	Flowers for Graduation	235.00
Vernon Company	01	Student Recruitment	Other Supplies	Sports Bottle-Recruitment Item	401.57
Vernon Company	01	Student Recruitment	Other Supplies	Clic Stic Pens-Recruitment Item	1,540.88
Vernon Company	01	Student Recruitment	Other Supplies	Carabiners Key Chains-Recruitment Item	675.31
Holtam, Richard	01	Student Recruitment	Conference/Meeting Expense	Registration Area High Schools-	107.31
CMS Communications	01	Admissions, Records & Placement	Office Supplies	Credit (1) Headset	70.00
CMS Communications	01	Admissions, Records & Placement	Office Supplies	Headset	105.00
CMS Communications	01	Admissions, Records & Placement	Office Supplies	Headsets & Adapters	378.34
Corporate Office City	01	Admissions, Records & Placement	Office Supplies	Fixed Copier	70.50
Peterson, David A.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Financial Aid Conference 4/14/02	276.68
SBM Business Equipment Center	01	Counseling	Maintenance Services	April 02 Copier Fees	79.11
SBM Business Equipment Center	01	Counseling	Maintenance Services	Copier Charges for May	65.35
Quill Corporation	01	Counseling	Instructional Supplies	Supplies	35.97
Quill Corporation	01	Counseling	Instructional Supplies	Office Supplies	175.45
Quill Corporation	01	Counseling	Instructional Supplies	Supplies	11.54
Staples	01	Counseling	Instructional Supplies	Plain Paper Fax	145.96
Unique Computer	01	Counseling	Instructional Supplies	Software Updates for Counseling Staff	767.00
Association for Psychological	01	Counseling	Publications and Dues	Annual Dues for APT	95.00
Breed, Nancy J.	01	VP- Administrative Services	Conference/Meeting Expense	Travel-CD's	29.93
Breed, Nancy J.	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spring 2002	345.00
Federal Express Corp	01	Other Institutional	Postage	Fed Ex Charges	87.12
US Postmaster	01	Other Institutional	Postage	Postage Fall 2002 Schedule	700.00
US Postmaster	01	Other Institutional	Postage	Postage SVCC Fall 2002 Schedule	1,300.00

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US Postmaster	01	Other Institutional	Postage	Annual Fee 00094 Pre Sort	125.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill June 2002	3,500.00
US Postmaster	01	Other Institutional	Postage	Postage Fall 2002 Schedule	1,600.00
United Parcel Service	01	Other Institutional	Postage	April 02 Shipping Charges	263.35
United Parcel Service	01	Other Institutional	Postage	Monthly Charges	522.79
Bernhardt, Mark	01	Other Institutional	Recruitment	Mileage-Student Activities Candidate	496.40
Best Western	01	Other Institutional	Recruitment	Lodging for LRC Candidate-L Beinhoff	54.39
Best Western	01	Other Institutional	Recruitment	Lodging fro LRC Candidate-L Bacon	163.17
Best Western	01	Other Institutional	Recruitment	Lodging for LRC Candidate-C Heister	54.39
Chronicle of Higher Education	01	Other Institutional	Recruitment	Open P.O.	250.00
Daily Chronicle	01	Other Institutional	Recruitment	Open P.O.	928.41
Heister, Carla	01	Other Institutional	Recruitment	Interview Expenses 5/1/02	423.21
Misfeldt, Ken	01	Other Institutional	Recruitment	Mileage Student Activities Candidate	27.01
Quad-City Times	01	Other Institutional	Recruitment	Advertising	750.50
Quad-City Times	01	Other Institutional	Recruitment	Open P.O.	948.20
Rockford Register Star	01	Other Institutional	Recruitment	Open P.O.	554.96
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Open P.O.	1,043.83
The Register-Mail	01	Other Institutional	Recruitment	Ad-Coordinator of Institutional Computing	157.92
White, Linley V.	01	Other Institutional	Recruitment	Candidate luncheon for Director of LRC	18.00
SBM Business Equipment Center	01	Business Office	Maintenance Services	Maintenance Copier Business Office	31.30
Meyer, Paula	01	Business Office	Conference/Meeting Expense	Travel 5/7/02 403B Compliance Seminar	111.69
College of DuPage	01	Business Office	Tuition Chargeback	Chargeback for Spring 2002 Tuition	434.60
Illinois Valley Community Coll	01	Business Office	Tuition Chargeback	Chargeback for Spring 2002	394.17
Walrus Enterprises	01	Phi Theta Kappa	Office Supplies	PTK-T Shirts	665.60
Ayala, Karen	010110	workforce prep	Consultants	Independent Contractor	90.00
Bay de Noc Community College	010110	workforce prep	Consultants	Trainer travel-Anchor Coupling	12,500.00
Jerold Panas, Linzy & Partners	010110	workforce prep	Consultants	CGH Consultant Charges 5/30/02 Trng	2,326.51
West, Bob	010110	workforce prep	Consultants	Consulting Fees 5/24/02	375.00
Bay de Noc Community College	010110	workforce prep	Instructional Supplies	Trainer travel-Anchor Coupling	2,000.00
West, Bob	010110	workforce prep	Instructional Supplies	Reimburse for Instructional Materials for Imeco Tr	443.72
Bay de Noc Community College	010110	workforce prep	Conference/Meeting Expense	Trainer travel-Anchor Coupling	2,000.00
West, Bob	010110	workforce prep	Conference/Meeting Expense	Travel for Consult 5/24/02	394.20
SBM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Open P.O. Contract for Copier 7/1/01-6/30/02	86.26
SBM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Open P.O. Contract for Copier 7/1/01-6/30/02	93.73
SBM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Open P.O. Contract for Copier 7/1/01-6/30/02	54.68
Gericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel -Malta / Dixon thru 5/23/02	37.96
Anzelmo, John R.	010120	Community Education	Consultants	Basic Pistol & Personal Safety - Seminar	280.00
Ginn, Janet L	010120	Community Education	Consultants	Independent Contractor	204.00
Slain, Verna	010120	Community Education	Consultants	Advanced Quilting 3/21-5/9/02	300.00
Tompkins, Craig A	010120	Community Education	Consultants	Mosaic Stepping Stone Class thru 5/27/02	408.00
Dixon YMCA	010120	Senior Programs	Consultants	Young T Heart Exercise class 4/2/02-5/16/02	220.00
Christian, Kelsie	010120	College for Kids	Pub Srv, Comm Ed, & Cust Trng Re	T-Shirt Refund-	10.00
Clow, Maria A.	010120	College for Kids	Instructional Supplies	Spanish is Fun/CFK Supplies	22.28
Clow, Maria A.	010120	College for Kids	Instructional Supplies	Spanish is Fun College For Kids Supplies	22.28
Seguin, Kandy M.	010120	College for Kids	Instructional Supplies	CFK Supplies	22.91
Tilton, Ann R	010120	College for Kids	Instructional Supplies	26 Study Skill Booklet	139.00
Sauk Valley Newspapers	010120	College for Kids	Advertising	Saukwarts Ad 5/24/02	114.40
Consolidated Management Co	010120	College for Kids	Conference/Meeting Expense	Cookie Coupons-Athletic Dept	22.50

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Consolidated Management Co	010120	College for Kids	Conference/Meeting Expense	CFK's Opening Ceremony	193.20
Seguin, Kandy M.	010120	College for Kids	Conference/Meeting Expense	CFK-Travel	8.76
Seguin, Kandy M.	010120	College for Kids	Conference/Meeting Expense	Travel-Deliver CFK schedules	44.53
SBM Business Equipment Center	010120	Community Ed Administration	Office Supplies	Service on Fax Machine	318.00
SBM Business Equipment Center	010120	Community Ed Administration	Office Supplies	Open P.O. Contract for Copier 7/1/01-6/30/02	86.26
SBM Business Equipment Center	010120	Community Ed Administration	Office Supplies	Open P.O. Contract for Copier 7/1/01-6/30/02	54.68
SBM Business Equipment Center	010120	Community Ed Administration	Office Supplies	Open P.O. Contract for Copier 7/1/01-6/30/02	93.73
Education To Go	010120	Community Serv Computer Seminars	Consultants	May 2002 Internet Classes	233.00
Millhouse, Anna M	010120	Health & Personal Development	Consultants	Manage Your Time-Life 4/02	61.00
Shoger, Margaret	010120	Health & Personal Development	Consultants	Yoga Classes Spring 2002	180.00
Blair, Donald	010120	Professional Development	Consultants	DOTSTAR 5/1 & 5/22/02	450.00
Hughes, Glen S.	010120	Professional Development	Consultants	Consulting Services May 02	150.00
Kelleghan, Kevin	010120	Professional Development	Consultants	Working w/Spanish Speaking Employees 5/3/02	300.00
Kelleghan, Kevin	010120	Professional Development	Consultants	Contract-Low Cost Methods - Promote Business Sp 02	300.00
Consolidated Management Co	010120	Professional Development	Conference/Meeting Expense	CDL Graduation	76.65
Consolidated Management Co	010120	Professional Development	Conference/Meeting Expense	Lunch for Working with Spanish Speaking Employees	71.50
Thomas, Richard P.	010120	Polygraph Institute	Faculty-Part-time	Spring 2002 Polygraph Institute	500.00
Illinois Humanities Council	010130	Trips & Tours	Consultants	Illinois Folk Music for Little Folks	25.00
Illinois Humanities Council	010130	Trips & Tours	Consultants	Speaker Series-Buddhism in America	25.00
Scenic Stage Line, Inc	010130	Trips & Tours	Conference/Meeting Expense	Tip for Driver for Amana Colonies 5/4/02	50.00
Scenic Stage Line, Inc	010130	Trips & Tours	Conference/Meeting Expense	Charter for Amana Colonies 5/4/02	719.00
Honeywell Inc	02		Prepaid Expense	Charges for Automation 7/01/02-9/30/02	2,396.00
Division Management Services	02	maint	Maintenance Services	Boiler Inspection	35.00
ECOLAB	02	maint	Maintenance Services	Monthly Exterminating Service for April	186.50
ECOLAB	02	maint	Maintenance Services	Monthly Exterminator Service	186.50
Fyr-Fyter Inc	02	maint	Maintenance Services	Replace Hood Extinguisher Sys. 2nd F. Main Kitchen	1,710.62
Fyr-Fyter Inc	02	maint	Maintenance Services	Replace Hood Extinguisher System 1st Fl. Snack Bar	1,405.85
Fyr-Fyter Inc	02	maint	Maintenance Services	Provide & Install 3 "K" Portable Extinguishers	317.85
Lazer's Machine & Welding	02	maint	Maintenance Services	Weld Light Poles	189.00
PDC Laboratories, Inc	02	maint	Maintenance Services	Water Test	88.00
PDC Laboratories, Inc	02	maint	Maintenance Services	Water Testing 5/15/02	88.00
ALL Equipment	02	maint	Maintenance Supplies	Gaskets	142.35
Bearing Headquarters Co	02	maint	Maintenance Supplies	AX40 Belt	237.40
Bearing Headquarters Co	02	maint	Maintenance Supplies	BX34 Belt	56.88
Bearing Headquarters Co	02	maint	Maintenance Supplies	Belts	62.89
Bearing Headquarters Co	02	maint	Maintenance Supplies	Screw Collar	133.20
Bearing Headquarters Co	02	maint	Maintenance Supplies	Bearings	31.74
Environmental Protection Agency	02	maint	Maintenance Supplies	Annual State Site Fee	100.00
Ferguson Thrall	02	maint	Maintenance Supplies	Credit Armstrong Valves	3,406.66
Ferguson Thrall	02	maint	Maintenance Supplies	Armstrong Valves	7,519.79
Hill's Electric Motor Service	02	maint	Maintenance Supplies	Bearings	72.66
Honeywell Inc	02	maint	Maintenance Supplies	Actuator	165.11
Menards	02	maint	Maintenance Supplies	Fitting, Hose	7.79
Menards	02	maint	Maintenance Supplies	Supplies	144.23
Menards	02	maint	Maintenance Supplies	Electrical Supplies	28.36
Menards	02	maint	Maintenance Supplies	Supplies	10.05
Menards	02	maint	Maintenance Supplies	Maintenance Supplies	34.31
Menards	02	maint	Maintenance Supplies	Marking flags & Voltage detector	20.44

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Menards	02	maint	Maintenance Supplies	Supplies	73.24
Menards	02	maint	Maintenance Supplies	Ladder	129.74
ONDEO Nalco Company	02	maint	Maintenance Supplies	15 gallon drum of 2578	2,752.80
OSMONICS	02	maint	Maintenance Supplies	Refurnace Probe	589.51
Sexauer Inc	02	maint	Maintenance Supplies	Anti-Clog Formula	74.24
USA Bluebook	02	maint	Maintenance Supplies	Union Ball Valve	95.71
Morgan Services Inc.	02	custodial	Maintenance Services	Towel Service 5/30/02	124.28
Morgan Services Inc.	02	custodial	Maintenance Services	Towel Service	124.28
Vonachen Service & Supply	02	custodial	Maintenance Supplies	Open Purchase Order for Supplies	80.84
Vonachen Service & Supply	02	custodial	Maintenance Supplies	Open Purchase Order for Supplies	1,973.59
Paulsen, Darryl D.	02	custodial	Conference/Meeting Expense	Seminar-Amboy 5/17/02	18.25
LaSalle County Farm Supply	02	Grounds	Maintenance Services	Apply Weed & Feed to 60 Acres Turf w/Turf Spreader	5,153.64
Weigle's Towing	02	Grounds	Maintenance Services	Repair Bucket Truck	594.75
Ace Hardware	02	Grounds	Maintenance Supplies	Gaskets & Switches	15.28
Ace Hardware	02	Grounds	Maintenance Supplies	Hardware	3.99
LaSalle County Farm Supply	02	Grounds	Maintenance Supplies	Round-UP for Grounds	254.70
Mezo's Repair & Outdoor Equipm	02	Grounds	Maintenance Supplies	Echo Head	27.99
Peabudy's Inc	02	Grounds	Maintenance Supplies	Fuel, Filter Element	28.88
Polo Equipment Company	02	Grounds	Maintenance Supplies	Supplies	12.79
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Supplies	Keyswitch Kit	21.60
LaSalle County Farm Supply	02	Grounds	Conference/Meeting Expense	Credit Turf Conference 3/02	-10.00
Nicor Gas	02	Utilities	Gas	Monthly Service	49.46
Nicor Gas	02	Utilities	Gas		286.73
Nicor Gas	02	Utilities	Gas		141.50
Nicor Gas	02	Utilities	Gas		34.94
Reliant Energy Retail, Inc	02	Utilities	Gas		6,398.38
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	9,877.20
Commonwealth Edison	02	Utilities	Electricity	Electrical Service	36.04
Commonwealth Edison	02	Utilities	Electricity	Monthly Electrical Service 5/29/02	19.12
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	36.04
Commonwealth Edison	02	Utilities	Electricity	Monthly Electrical Service 5/29/02	19.12
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	19.12
AT & T	02	Utilities	Telephone	Electrical Service	19.12
AT & T	02	Utilities	Telephone	Monthly Telephone Charges	1,655.37
Gallatin River Communications	02	Utilities	Telephone	Fax Machine-Financial Assistance Office	5.05
Qwest Dex The Directory Source	02	Utilities	Telephone	Monthly Telephone Charges	2,800.71
United States Cellular	02	Utilities	Telephone	Area Code Directory	6.49
United States Cellular	02	Utilities	Telephone	Use of College Cell Phones	47.08
Rock Valley Disposal	02	Utilities	Refuse Disposal	Cell Phone-College Use	49.25
Caterpillar Inc.	02	Utilities	Other Utilities	Trash Removal June 02	376.50
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Monthly Engine Testing	444.33
Polo Equipment Company	02	Building and Grounds Administrat	Service Equipment	Misc Office Supplies	157.93
Clark Engineers MW Inc	03	Operations & Maintenance- Restri	building Remodeling	Woods 9180 TurfBatwing Mower 540PTO & frt rollers	9,200.00
Edgeco	03	Operations & Maintenance- Restri	building Remodeling	Services thru 4/26/02 Underground Storage Tanks	4,434.50
John A Loos Sons Inc	03	Operations & Maintenance- Restri	building Remodeling	3901M Single Doop Narcotic Cabinet	258.40
Drane, Paula E.	050500	Child Care Center	Other Supplies	Application No. 4 for Cooling Towers Project	84,772.80
McKenna, Shelly A.	050500	Child Care Center	Other Supplies	Child Care Supplies 5/14/02	97.96
Mitchell, Julie A.	050500	Child Care Center	Other Supplies	Refund Child Care Charges	67.50
				Refund Child Care Charges	99.57

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Seguin, Kandy M.	050600		Petty Cash	Petty Cash for College For Kids 5/25/02	100.00
Crown Plaza North Phoenix	050600	Men's Golf	Other Conference & Meeting	Room Payment -NJCAA Golf Team Finals 5/18-5/25/02	1,237.28
Dixon Country Club	050600	Men's Golf	Other Conference & Meeting	Usage of Gold Course-Spring 02 Golf Team	250.00
Phoenix College	050600	Men's Golf	Other Conference & Meeting	Entry Fee NJCAA National Golf Team	340.00
Phoenix College	050600	Men's Golf	Other Conference & Meeting	Shirts & Hats for NJCAA Nationals	150.00
Thrifty Car Rental	050600	Men's Golf	Other Conference & Meeting	Car rental-NJCAA National	413.00
Williams, David E.	050600	Men's Golf	Other Conference & Meeting	Airline Tickets-Golf Championship-Phx,AZ	887.50
Williams, David E.	050600	Men's Golf	Other Conference & Meeting	Travel NJCAA Natl Championship Phoenix,AZ	530.00
Williams, David E.	050600	Men's Golf	Other Conference & Meeting	Travel Port Byron 5/7/02	45.90
College of Lake County	050600	Men's Baseball	Other Conference & Meeting	Payment Umpire Section II Baseball	180.00
Clinton Lumber Kings Baseball	050600	Men's Baseball	Other Contractual Services	Tarp for Infield	200.00
Temple's Sporting Goods	050600	Men's Baseball	Instructional Supplies	XXL Dri Mock Sleeves	105.90
Cox, Terry J.	050600	Men's Baseball	Instructional Supplies	Travel Baseball thru 5/10/02	474.80
Illinois Valley Community Coll	050600	Men's Tennis	Other Conference & Meeting	Hotel-N Chattic Tennis Championship Plano-TX	245.28
Messing & Becker	050600	Women's Softball	Other Conference & Meeting	Knee Savers	421.00
Santo Sport Store	050600	Women's Softball	Instructional Supplies	Athletic Tape	153.46
Best Western	050600	Student Activities	Consultants	Room Payment Fee-Fun Flicks	54.39
Consolidated Management Co	050600	Student Activities	Consultants	Refreshments for Cinco De Mayo	34.80
Consolidated Management Co	050600	Student Activities	Consultants	Student Leadership Award Dinner	696.50
Holtam, Richard	050600	Student Government	Other Conference & Meeting	Tickets for Medieval Times	819.00
Wiersema Charter Service	050600	Student Government	Other Conference & Meeting	Bus Service to Medieval Times 5/19/02	250.00
Sauk Valley Newspapers	050600	Voyager	Other Materials and Supplies	Printing of the Voyager	335.95
Amoco Oil Company	050800	Transportation	Vehicle Supplies	Gas-College Van	446.12
Breen, David A.	050800	Transportation	Vehicle Supplies	Reimbursement Gas Purchase	39.40
Don Mullery's World of Cars	050800	Transportation	Vehicle Supplies	Service for College Vans	25.70
Don Mullery's World of Cars	050800	Transportation	Vehicle Supplies	Service for College Vans	26.48
Don Mullery's World of Cars	050800	Transportation	Vehicle Supplies	Service for College Vans	135.45
Don Mullery's World of Cars	050800	Transportation	Vehicle Supplies	Service for College Vans	27.95
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas-College Van	246.37
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas College Van	18.74
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	6,704.40
Professional Benefit Administr	051000	Medical Insurance	Dependent Stop Loss	Individual Stop Loss	4,694.56
Professional Benefit Administr	051000	Medical Insurance	Precertification	Individual Stop Loss	296.00
Professional Benefit Administr	051000	Medical Insurance	Cobra Conversion	Individual Stop Loss	5.00
Professional Benefit Administr	051000	Medical Insurance	Administrative	Individual Stop Loss	2,428.00
Professional Benefit Administr	051000	Medical Insurance	Life & AD&D	Individual Stop Loss	2,126.81
Rice, Stacey	051400		Student Loans	Student Loan Due 7/15/02	500.00
SVCC Educational Fund	062010		I/F Payable	Interfund-5/14/02	42,526.32
SVCC Educational Fund	062021		I/F Payable	Interfund-5/14/02	66,795.48
Anatomical Gift Association of	062022	WFP- Education to Careers Grant	Instructional Equipment	Cadavar Deliver in May 2002	1,600.00
Olson, Daniel R	062022	WFP- Education to Careers Grant	Instructional Equipment	Professional Dissection of Cadaver	1,500.00
American College Testing Progr	062022	WFP- Ed to Careers	Instructional Supplies	Test Booklets/ANS Folders	2,566.75
Consolidated Management Co	062022	WFP- Ed to Careers	Instructional Supplies	TGIF 4/17/02	132.00
Consolidated Management Co	062022	WFP- Ed to Careers	Instructional Supplies	TGIF 3/22/02	129.50
Riverside Publishing	062022	WFP- Ed to Careers	Instructional Supplies	Nelson-Denny Reading Test Booklets Form H 9-83204	56.71
Clodfelter, Pamela J.	062022	WFP- Ed to Careers	Conference/Meeting Expense	Travel Fulton High School 5/8/02	38.82
SVCC Educational Fund	062024		I/F Payable	Interfund-5/14/02	44,967.34
Quill Corporation	062024	WFP- Career Services	Office Supplies	Avery File Folder Labels	129.71

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Clodfelter, Pamela J.	062024	WFP- Career Services	Conference/Meeting Expense	Travel Deliver Job Fest Brochures	9.13
Consolidated Management Co	062024	WFP- Career Services	Conference/Meeting Expense	Job Fest 4/18/2002	552.00
SVCC Educational Fund	062025		I/F Payable	Interfund-5/14/02	25,464.50
CGH Home Nursing	062025	ICCB Current Workforce Training	Other	Reimburse 1/2 Misys Registration Fee	400.00
SCT Software & Resource Mgmt C	062032	Adv Tech- Technology Support Gra	Consultants	Consulting Fees	2,600.00
AKIVA	062032	Adv Tech- Technology Support Gra	Computer Software	Web Board Support Contract	895.50
Hewlett-Packard	062032	Adv Tech- Technology Support Gra	Computer Software	7000 Sauk1 Hardware, Software..& Support	856.00
Hewlett-Packard	062032	Adv Tech- Technology Support Gra	Computer Software	7000 Sauk1 Hardware, Software & Support	856.00
Unique Computer	062032	Adv Tech- Technology Support Gra	Computer Software	Office XP Licenses	2,422.00
WebCT	062032	Adv Tech- Technology Support Gra	Computer Software	Annual WebCT Campus Edition Subscription	7,000.00
SCT Software & Resource Mgmt C	062032	Adv Tech- Technology Support Gra	Computer Software	SCT Banner Web for Faculty License	3,317.06
SCT Software & Resource Mgmt C	062032	Adv Tech- Technology Support Gra	Computer Software	Implementation/Support/Training:Faculty/Students	650.00
RMS Informational Technology I	062032	Adv Tech- Technology Support Gra	Capital Supplies	HP MUX Card	688.65
RMS Informational Technology I	062032	Adv Tech- Technology Support Gra	Capital Supplies	K Classer Server Replacement	3,281.28
Black Hawk College	062032	Adv Tech- Technology Support Gra	Telecommunications	Distance Learning Line Charges for FY02 1131.25x12	2,631.25
Black Hawk College	062032	Adv Tech- Technology Support Gra	Telecommunications	Distance Learning Line Charges for FY02 1131.25x12	2,631.25
Verizon Wireless	062032	Adv Tech- Technology Support Gra	Telecommunications	Monthly charges	24.26
RMS Informational Technology I	062032	Adv Tech- Technology Support Gra	Office Equipment	E-mail Saver Replacement	1,200.75
RMS Informational Technology I	062032	Adv Tech- Technology Support Gra	Office Equipment	HP LTO Rack Equipment + UPS	3,344.54
Illini Union	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Rooms for -Conference 5/20/02 ION	954.60
Moraine Valley Community Colle	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	CISCO Training-Sem 6	1,150.00
Moraine Valley Community Colle	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	CISCO Training Sem 5	1,150.00
Consolidated Management Co	062043	ICCB Leadership & Core Values Gr	Conference/Meeting Expense	Luncheon-Shared Values	121.50
Leadership & Core Values Insti	062043	ICCB Leadership & Core Values Gr	Conference/Meeting Expense	Registration for 2 Support Staff	100.00
SVCC Educational Fund	062050		I/F Payable	Interfund-5/14/02	3,734.59
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits	Matching Funds for 5/31 Payroll	177.45
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits		177.45
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Open P.O. Contract for Copier 7/1/01-6/30/02	54.68
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Open P.O. Contract for Copier 7/1/01-6/30/02	86.27
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Open P.O. Contract for Copier 7/1/01-6/30/02	93.72
Gospodarczyk, Thomas J.	062050	SBDC Grant	Conference/Meeting Expense	Travel ISBDA Meeting 5/22/02	79.64
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Telephone Charges - May 02	75.98
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance Charge	17.47
Sterling Community Unit School	062056	ISBE Adult Education- EA	Other Contractual Services	April & May Van Use	3,000.00
Deem, Craig A	062056	ISBE Adult Education- EA	Instructional Supplies	May 02 Cleaning - Adult Ed Classes	25.00
Fiorini, Anthony D.	062056	ISBE Adult Education- EA	Other Supplies	GED Travel thru 5/15/02	30.66
Hall, Doris	062056	ISBE Adult Education- EA	Other Supplies	Travel GED Testing /May 2002	42.90
American Academic Suppliers	062057	ISBE Adult Education- GG	Instructional Supplies	22885 Blank Card Set	51.90
Curriculum Publishing Clearing	062057	ISBE Adult Education- GG	Instructional Supplies	134 Constitution Study Guide-State of IL & U.S.	110.00
Delta Systems Co, Inc	062057	ISBE Adult Education- GG	Instructional Supplies	Sentence Scramble 1-930818-18-1	92.14
McFarland Office Products & Bu	062057	ISBE Adult Education- GG	Instructional Supplies	#8P-UNV-35260 Clasp Envelopes 6x9	19.76
Steck-Vaughn Company	062057	ISBE Adult Education- GG	Instructional Supplies	Complete GED Preparation 0-7398-2837-1	282.36
Sterling Community Unit School	062057	ISBE Adult Education- GG	Instructional Supplies	Wallace-Copier Use April 2002	41.35
Peterson, Laura	062057	ISBE Adult Education- GG	Conference/Meeting Expense	Understanding Index Needs Data Bloomington	85.80
Rhodes, Jay H.	062057	ISBE Adult Education- GG	Conference/Meeting Expense	Travel-II Stairs training 6/3/02	76.35
Sterling Community Unit School	062059	ISBE Adult Ed- Performance Grant	Other Supplies	April & May Van Use	206.90
Steck-Vaughn Company	062061	ALRC-GED 2002 Online Initiative	Instructional Supplies	0-7398-5444-5 PC Half-length Test	128.08
Gehrke, Nancy M	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Lead Facilitator Stipend 5/02	250.00

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Goodale, Susan	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Consultant ISU Spring Class	4,000.00
Hahne, Connie	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Lead Facilitator Stipend 5/02	250.00
Hamilton-Walsh, Kimberly D	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Lead Facilitator Stipend 5/02	250.00
Jamroch, Emily	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Lead Facilitator Stipend 5/02	250.00
Johannsen, Patrice	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Lead Facilitator Stipend 5/02	250.00
Lindahl, Sharon	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Lead Facilitator Stipend 5/02	250.00
Lipscomb, Lyle	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Lead Facilitator Stipend 5/02	250.00
Longfellow, Richard	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Lead Facilitator Stipend 5/02	250.00
Luker, Neal	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Lead Facilitator Stipend 5/02	250.00
Mathey, Barbara	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Lead Facilitator Stipend 5/02	250.00
Nelson, Carolyn J.	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Lead Facilitator Stipend 5/02	250.00
Silvius, Candace S	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Lead Facilitator Stipend 5/02	250.00
Trinkle, Kay	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Lead Facilitator Stipend	250.00
Wilkin, Richard	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Lead Facilitator Stipend 5/02	250.00
Gehrke, Nancy M	062073	ISBE Voc Ed- Tech Prep Grant	Other Supplies	Supplies for Chad Foster Presentation	15.94
Johnson, Virginia	062073	ISBE Voc Ed- Tech Prep Grant	Other Supplies	Tech Prep Supplies	172.14
Gehrke, Nancy M	062073	ISBE Voc Ed- Tech Prep Grant	Printing	Supplies for Chad Foster Presentation	25.00
Whiteside Area Career Center	062073	ISBE Voc Ed- Tech Prep Grant	Printing	Printing of Folders	250.00
Consolidated Management Co	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Tech Prep	49.45
Consolidated Management Co	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Susan Goodale Class	317.05
Consolidated Management Co	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Program Review	96.19
Goodale, Susan	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage-consultant	318.28
Illinois Student Assistance Co	062140	Dept of Veteran's Affairs	ISAC	Refund Overpayment of MAP Funds FY 02	1,047.00
Illinois Student Assistance Co	062140	Dept of Veteran's Affairs	ISAC	Refund Overpayment of IIA 5/02	250.00
SVCC Educational Fund	062266		I/F Payable	Interfund-5/14/02	2,251.15
SVCC Educational Fund	063011		I/F Payable	Interfund-5/14/02	11,626.51
State Universities Retirement	063011	Student Support Services Grant	Allocated Employee Benefits	Matching Funds for 5/31 Payroll	619.23
State Universities Retirement	063011	Student Support Services Grant	Allocated Employee Benefits	619.23	
State Universities Retirement	063011	Student Support Services Grant	Allocated Employee Benefits	619.23	
SBM Business Equipment Center	063011	Student Support Services Grant	Maintenance Services	Matching Funds	619.23
Quill Corporation	063011	Student Support Services Grant	Office Supplies	April 02 Copier Fees	79.11
SBM Business Equipment Center	063011	Student Support Services Grant	Office Supplies	035-7-2213 Quill 1.41 oz. Glue Stick	117.88
Vernon Company	063011	Student Support Services Grant	Office Supplies	1/2 Copier Charge for Month of May 2002	65.34
Radisson Hotel Burlington	063011	Student Support Services Grant	Conference/Meeting Expense	H93 Triangular Highlighters-Finals Survival Kits	357.93
Consolidated Management Co	063011	Student Support Services Grant	Other Conference & Meeting	Hotel Accommodations-Conference 6/4-6/7/02 LD Trai	406.38
Economy Trophy Co	063011	Student Support Services Grant	Other Conference & Meeting	SSS Graduation	1,440.00
Economy Trophy Co	063011	Student Support Services Grant	Other Conference & Meeting	SSS Recognition	212.50
Freres, Karen M.	063011	Student Support Services Grant	Other Conference & Meeting	SSS Plaques	45.00
Paper Direct Inc	063011	Student Support Services Grant	Other Conference & Meeting	Copies made for Tutoring - SSS	34.86
Sauk Trails Inc	063011	Student Support Services Grant	Other Conference & Meeting	SSS Grad Transfer Dinner	114.92
Six Flags Great America	063011	Student Support Services Grant	Other Conference & Meeting	Bus Trip - Tommy Gun's Garage 6/7/02	600.00
Tommy Gun's Garage	063011	Student Support Services Grant	Other Conference & Meeting	Advance Tickets 6/28/02	2,056.25
SVCC Educational Fund	063012		I/F Payable	Ticket's for Dinner Theatre	1,608.50
SVCC Educational Fund	063020	Perkins IIC	I/F Payable	Interfund-5/14/02	7,040.81
Quill Corporation	063020	Perkins IIC	Instructional Supplies	Interfund-5/14/02	2,302.02
HVAC Computer Systems	063020	Perkins IIC	Computer Software	Pentel R.S.V.P. Fine Point Pens Red	174.67
Prokup Media	063020	Perkins IIC	Computer Software	HVAC CALC Residential 4.0	698.00
Bos, Keith A.	063020	Perkins IIC	Conference/Meeting Expense	410 A CD	519.70
				Travel 4/30/02 & 5/20/02	29.57

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Consolidated Management Co	063020	Perkins IIc	Conference/Meeting Expense	Faculty Meeting	125.00
Lawrence, Marcy S.	063020	Perkins IIc	Conference/Meeting Expense	Travel-Lyndon Progress Center 4/9-5/23/02	175.20
White, Linley V.	063020	Perkins IIc	Conference/Meeting Expense	Travel 5-9 & 5-10-02 Workforce Council/Whiteside A	13.87
Elfline, Geraldine S.	063030	Perkins IIIE Tech Prep	Other Contractual Services	Stipends 4/02	63.00
Horberg, Janice E	063030	Perkins IIIE Tech Prep	Other Contractual Services	Stipend 4/02	63.00
Johannsen, Patrice	063030	Perkins IIIE Tech Prep	Other Contractual Services	Stipends 4/02	63.00
Mathey, Barbara	063030	Perkins IIIE Tech Prep	Other Contractual Services	Transit 12 Tech Prep	247.64
McCloud, Patricia	063030	Perkins IIIE Tech Prep	Other Contractual Services	Transit Morrison High School	63.00
Miller, Karin Sue	063030	Perkins IIIE Tech Prep	Other Contractual Services	Transit for Dixon High School	250.00
Peterson, Glenn	063030	Perkins IIIE Tech Prep	Other Contractual Services	Stipend 4/02	63.00
Simmons, Mary	063030	Perkins IIIE Tech Prep	Other Contractual Services	Stipends 4/02	63.00
Sterling High School	063030	Perkins IIIE Tech Prep	Other Contractual Services	Transit #2	65.70
Whiteside Area Career Center	063030	Perkins IIIE Tech Prep	Other Contractual Services	Transit 12 & 13 Tech Prep	83.00
Consolidated Management Co	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Tech Prep Class 4/20/02	325.55
Consolidated Management Co	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	TGIF 4/26/02	60.25
Consolidated Management Co	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Parent's Night 4/23/02	75.60
Gehrke, Nancy M	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Lead Facilitator Mileage	21.90
Hahne, Connie	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Lead Facilitator Mileage	127.75
Hamilton-Walsh, Kimberly D	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Lead Facilitator Mileage	17.52
Jamroch, Emily	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Lead Facilitator Mileage	73.00
Johannsen, Patrice	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Lead Facilitator Mileage	62.78
Kennedy, Patrick	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Travel 5/29/02 NISOD Conference-Austin, TX	841.87
Kennedy, Patrick	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Airline Ticket NISOD Conference 5/26/02	448.00
Lindahl, Sharon	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Lead Facilitator Mileage	87.60
Lipscomb, Lyle	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	lead Facilitator Mileage	80.30
Longfellow, Richard	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Lead Facilitator Mileage	21.90
Luker, Neal	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Lead Facilitator Mileage	24.09
Mathey, Barbara	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Lead Facilitator Mileage	116.80
NISOD	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Conference / Registration fees	495.00
Nelson, Carolyn J.	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Lead Facilitator Mileage	91.25
Silvius, Candace S	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Lead Facilitator Mileage	96.73
Smiley, Daryl C.	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Travel-NISOD Conference 5/29/02	1,191.85
Trinkle, Kay	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Lead Facilitator-Mileage	29.20
Wilkin, Richard	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Lead Facilitator Mileage	146.00
Ashton High School	063030	Perkins IIIE Tech Prep	Other	Transit 4-High School	129.95
Bureau Valley High School	063030	Perkins IIIE Tech Prep	Other		233.77
Fulton High School	063030	Perkins IIIE Tech Prep	Other		201.90
Jamroch, Emily	063030	Perkins IIIE Tech Prep	Other		269.99
Morrison High School	063030	Perkins IIIE Tech Prep	Other		785.65
Morrison High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Transit 1-9	2,836.94
Rock Falls High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Transit 4 thru 9	1,824.78
Sterling Community Unit School	063030	Perkins IIIE Tech Prep	Other	Transit 1 Tech Prep	2,500.00
SVCC Educational Fund	063071		I/F Payable	Interfund-5/14/02	22,351.24
SVCC Educational Fund	063075	IDHS AmeriCorps	I/F Payable	Interfund-5/14/02	33,541.30
Willis Corroon Administrative	063075	IDHS AmeriCorps	Medical Insurance	Member's Health Insurance	1,635.40
White, Rebecca	063075	IDHS AmeriCorps	Other Supplies	Tree/Flowering Materials	64.58
Sauk Valley Newspapers	063075	IDHS AmeriCorps	Advertising	Job Fair Newsletter	296.85
White, Rebecca	063075	IDHS AmeriCorps	Conference/Meeting Expense	Retreat Shelter Reservation	40.00

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State Universities Retirement	063075	AmeriCorps - Member Activity	Allocated Employee Benefits	Matching Funds	228.12
State Universities Retirement	063075	AmeriCorps - Member Activity	Allocated Employee Benefits		228.12
State Universities Retirement	063075	AmeriCorps - Member Activity	Allocated Employee Benefits		228.12
Garrett, Teri L.	063075	AmeriCorps - Member Activity	Office Supplies	Matching Funds for 5/31 Payroll	46.90
White, Rebecca	063075	AmeriCorps - Member Activity	Conference/Meeting Expense	Travel Area Sites & Travel Naperville 5/9/02	204.70
White, Rebecca	063075	AmeriCorps - Member Activity	Conference/Meeting Expense	Rural Tech Computer Trng	107.31
SCT Software & Resource Mgmt C	064030	Restricted Fund-GOD Certificates	Consultants	SCT Banner Web for Faculty License	14,834.01
SCT Software & Resource Mgmt C	064030	Restricted Fund-GOD Certificates	Consultants	Implementation/Support/Training:Faculty/Students	4,000.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Computer Software	Visual Communicator	240.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Computer Software	MS Publisher 2002	80.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Computer Software	MS XP Pro	179.00
SCT Software & Resource Mgmt C	064030	Restricted Fund-GOD Certificates	Computer Software	Implementation/Support/Training:Faculty/Students	9,750.00
SCT Software & Resource Mgmt C	064030	Restricted Fund-GOD Certificates	Computer Software	Implementation/Support/Training:Faculty/Students	14,400.00
SCT Software & Resource Mgmt C	064030	Restricted Fund-GOD Certificates	Computer Software	SCT Banner Web for Faculty License	12,438.93
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Nec 15+ LCD Panels-Black	28,440.00
Mueller Audio Visual	064030	Restricted Fund-GOD Certificates	Capital Supplies	2108-545 Pioneer DVD V7400 Player	995.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	QuickCam	100.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Sony DVD	450.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Viking Memory	95.00
RMS Informational Technology I	064030	Restricted Fund-GOD Certificates	Office Equipment	RMS-rp2470 Server	31,454.00
RMS Informational Technology I	064030	Restricted Fund-GOD Certificates	Office Equipment	E-mail Saver Replacement	46,384.00
RMS Informational Technology I	064030	Restricted Fund-GOD Certificates	Office Equipment	K Claeser Server Replacement	59,838.66
Kumar, Sanjay	101245	Undiscovered Concept (Technology	Other	Travel UC Tech Conf 3/6/02	26.03
Megill, Kevin M.	101245	Undiscovered Concept (Technology	Other	Travel Chicago-Comdex UC Tech	34.34
Mount, Mathew E.	101245	Undiscovered Concept (Technology	Other	Lunch UC Tech	24.73
Wiersema Charter Service	101255	CHOICE	Other	Bus Service to Medieval Times 5/19/02	250.00
American Appraisal Associates,	11	Audit	Audit Services	Equipment Appraisal	5,440.00
Simplex	12		Prepaid Expense	Annual Contract 7/01/02-06/30/03	1,935.00
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.48
Pratt	12	Risk Management	Instructional Equipment	Sharp XG-P10XU Video Projector	5,995.00
Verizon Wireless	12	Safety & Security	Maintenance Services	Monthly Service Job	49.71
Stewart & Associates	12	Safety & Security	Other Contractual Services	Contract Security 4/27, 5/4	854.00
Stewart & Associates	12	Safety & Security	Other Contractual Services	Contract Securityt	854.00
Stewart & Associates	12	Safety & Security	Other Contractual Services	Contract Security	1,364.91
Stewart & Associates Inc.	12	Safety & Security	Other Contractual Services	Contract Security	1,364.91
Stewart & Associates Inc.	12	Safety & Security	Other Contractual Services	Contract Securityt	854.00
Stewart & Associates Inc.	12	Safety & Security	Other Contractual Services	Contract Security 4/27, 5/4	854.00
Knie Appliance & TV, Inc	12	Safety & Security	Other Supplies	Cell phones-Maintenance	63.95

BANK ACCOUNT 1 TOTAL: 1,455,392.22
BANK ACCOUNT 2 TOTAL: 572,920.76
ALL ACCOUNTS TOTAL: 2,028,312.98