

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

July 22, 2002

7:00 p.m.

# AMENDED

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

June 30, 2002	\$217,191.69
July 15, 2002	\$209,978.46
5. Budget Report
6. Revision to Board Policy 203.01 Duties and Responsibilities of Administrative and Confidential Personnel (Second Reading)
7. Revision to Board Policy 201.01 Administrative Organization (Second Reading)
8. Revision to Board Policy 116.01 Board Ethics (Second Reading)

E. President's Report

1. Board Policies Review - 305.01
2. Enrollment
3. Annual Reports

F. Financial Reports and Actions

1. Working Cash Fund Borrowing
2. Working Cash Fund Interest

G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, including hearing testimony on a complaint lodged against an employee to determine its validity, closed session minutes review, and closed session minutes consideration)

H. Closed Session Minutes of June 24, 2002 and July 9, 2002

I. Personnel

1. Faculty Appointment
2. Faculty Resignation
3. Temporary Full-time Faculty
4. **Administrative Appointment**

J. Other

Closed Session Minutes Review

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**

August 26, 2002

September 23, 2002

October 28, 2002

November 25, 2002

December 16, 2002

January 27, 2003

February 24, 2003

**ICCTA Monthly Meetings**

September 13 - 14, 2002  
Crowne Plaza, Springfield

November 8 - 9, 2002  
Swissotel, Chicago

January 17 - 18, 2003  
Renaissance Hotel, Springfield

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

**July 22, 2002**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on July 22, 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	Robert J. Thompson
William Simpson	Pennie von Bergen Wessels
B.J. Wolf	Neal Singleton

Absent: Henry S. Dixon, Jr. Nancy L. Varga

Secretary Pro-Tem: Due to the absence of Board Secretary Varga, it was moved by Member von Bergen Wessels and seconded by Member Andersen that Bob Thompson be appointed Secretary Pro-Tem. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

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 Andersen that the Board approve the Consent Agenda as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

President's Report: President Behrendt reported that enrollment for Summer was up 12.2% in credit hours and up 8% in credit hours for Fall, and that annual reports from all departments were completed for Board and staff distribution.

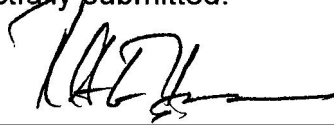
Working Cash Fund Borrowing:	It was moved by Member Thompson and seconded by Member Simpson that the Board approve the attached resolution to permit the borrowing of funds from the Working Cash Fund as needed for the Educational and the Operations/Maintenance Fund for the 2002-2003 year. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.
Transfer of Working Cash Fund Interest:	It was moved by Member von Bergen Wessels and seconded by Member Thompson that the Board approve the attached resolution authorizing the permanent transfer of Working Cash Fund interest in the amount of \$185,783.35 to the Educational Fund and \$10,602.59 to the Operations/Maintenance Fund to meet ordinary and necessary expenditures for FY 02. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.
Closed Session:	At 7:10 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 including hearing testimony on a complaint lodged against an employee to determine its validity, closed session minutes review, and the closed session minutes of June 24 and July 9, 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 7:50 p.m.
Minutes:	It was moved by Member Thompson and seconded by Member von Bergen Wessels that the Board approve the closed session minutes of the June 24 and July 9, 2002 meetings. 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 von Bergen Wessels that the Board approve the appointment of Marc Batt as an Associate Professor of Mathematics (Step 3), effective August 20, 2002 at an annual salary of \$37,394. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

Faculty Resignation:	It was moved by Member von Bergen Wessels and seconded by Student Trustee Singleton that the Board approve the resignation of Kenneth King, Professor of English and Criminal Justice, effective July 1, 2002. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.
Temporary Full-time Faculty:	It was moved by Member von Bergen Wessels and seconded by Member Thompson that the Board approve the appointment of Jane E. Hamilton as a temporary full-time Assistant Professor (Step 5) of English for Fall 2002 Semester only at an annual salary of \$34,991 to be pro-rated for one semester. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.
Administrative Appointment:	It was moved by Member von Bergen Wessels and seconded by Student Trustee Singleton that the Board approve the appointment of Chris Shelley as Director of Instructional Technology, effective August 1, 2002 at an annual (to be pro-rated) salary of \$50,000. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye
Closed Session Minutes Review:	It was moved by Member Thompson and seconded by Member von Bergen Wessels that the Board approve both of the attached lists of closed session minutes (the list of closed session minutes to be kept closed and the list of excerpts from these minutes that can be opened) with the exception of the September 21, 2001 closed session that will remain closed and be discussed at a later date. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.
Reports:	<p>Student Trustee Singleton reported on the possibility of polling students to get their opinions on security cameras.</p> <p>Foundation Liaison Andersen reported on the June 24<sup>th</sup> Foundation meeting and the discussions they had on revenue bonds for student housing, the Million Dollar Golf Shoot Out, and their revised investment policy.</p>

Adjournment: Since the scheduled business was completed, it was moved by Student Trustee Singleton and seconded by Member Andersen that the Board adjourn. The next regular meeting will be held at the College on August 26, 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 8:05 p.m.

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'R. Thompson', written over a horizontal line.

Robert J. Thompson, Secretary Pro-tem

For Board Meeting of  
July 22, 2002

Agenda Item D-6

REVISION TO BOARD POLICY 203.01 DUTIES AND RESPONSIBILITIES OF  
ADMINISTRATIVE AND CONFIDENTIAL PERSONNEL  
(SECOND 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 second 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/her 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/her 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.

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203.01 Duties and Responsibilities of Administrative and Confidential Personnel

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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.

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3/23/81

12/19/83

For Board Meeting of  
July 22, 2002

Agenda Item D-7

REVISION TO BOARD POLICY 201.01 ADMINISTRATIVE ORGANIZATION  
(SECOND 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 second reading.

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

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**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.

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For Board Meeting of  
July 22, 2002

Agenda Item D-8

REVISIONS TO BOARD POLICY 116.01 BOARD ETHICS  
(SECOND READING)

At the June meeting we presented a revised copy of Board Policy 116.01 Board Ethics for first reading. We are now presenting it for second reading.

RECOMMENDATION: Board approval of revisions to Board Policy 116.01 Board Ethics for second reading.

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.

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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.

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305.01 Purchasing Policy

A. Introduction

The administration of the purchasing policies and guidelines as set forth herein shall be the responsibility of the Vice President of Administrative Services. This document shall serve to enable responsible parties to act in the best interests of Sauk Valley Community College. An efficient, well-planned, and organized program of purchasing policies is imperative to protect the public trust relative to the expenditures of public tax monies. Because the success of the purchasing program depends on the ways and means of implementation, management, and administration, it is apparent that this written policy shall govern the purchasing program and its use.

B. Ethics

All administrators acting as purchasing agents for Sauk Valley Community College shall ever be mindful of and practice the following ethics:

1. To regard public service as a sacred trust giving primary consideration to the interest of the school district;
2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended;
3. To strive for knowledge of school equipment and supplies in order to recommend items that may either reduce costs or increase the efficiency of the means of education;
4. To insist on and expect honesty in sales representation whether offered verbally or in the sample of product submitted;
5. To give all responsible bidders equal consideration and the assurance of unbiased judgement in determining whether their product meets specifications and the educational needs of the district;
6. To discourage the offer of, and to decline, gifts which in any way might influence the purchase of school equipment and supplies;
7. To accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions; and

8. To cooperate with educational, governmental, and trade associations in the promotion and development of sound business methods in the procurement of school equipment and supplies.

C. Procedures

The Vice President of Administrative Services shall have the responsibility of securing for the district its requirements for services, materials, supplies, and equipment at the lowest possible cost consistent with satisfactory standards for quality and service.

Supervision and control of all purchases shall be the responsibility of the Vice President of Administrative Services, or his/her responsible officer.

The departmental budgets will be charged by journal entry for the value of the merchandise received. All purchases are to be initiated by requisition and shall be approved by the requisitioner's immediate supervisor and/or Vice President as required by the Vice President of Administrative Services.

D. Policies

Budgeted Expenditures - All expenditures for items of services, materials, supplies and equipment which have been budgeted for all College funds of the College shall be bid and purchased within the following guidelines and policies:

a. Purchases involving and 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.

b. Purchases involving an expenditure in excess of \$10,000 shall be let to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability, after due advertisement, except contracts which by their nature are not adaptable to competitive bidding such as contracts for:

- 1) services for individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
- 2) printing of finance committee reports and departmental reports;
- 3) printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
- 4) materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;
- 5) maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
- 6) use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services;
- 7) duplicating machines and supplies;
- 8) purchase of natural gas when the cost is less than that offered by a public utility and purchases of equipment previously owned by some entity other than the district itself;
- 9) purchases of equipment previously owned by some entity other than the district itself;
- 10) repair, maintenance, remodeling, renovation, or construction or a single project involving an expenditure not to exceed \$15,000 and not involving a change or increase in the size, type, or extent of an existing facility;
- 11) goods or services procured from another governmental agency;
- 12) 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;
- 13) where funds are expended in an emergency and such emergency expenditure is approved by 75% of the members of the Board.

c. All competitive bids for contracts involving an expenditure in excess of \$10,000 (15,000 for contracts listed in b(9) above) must be sealed by the bidder and must be opened by a member or employee of the Board, and witnessed, at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least three days notice of the time and place of such bid opening.

d. Due advertisement includes, but is not limited to, at least one public notice at least ten days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district.

e. All request for competitive bids shall be issued through the Office of the Vice President of Administrative Services.

Non-Budgeted Expenditures - Purchases of services, materials, supplies, and equipment which have not been specifically budgeted for in any of the College funds or which ultimately shall be funded through the Site and Construction Fund, shall be purchased according to the policies and guidelines as set forth in Section A, with the exception that responsibility for approval to purchase under this Section B, rests with the Board of Trustees.

Cooperative Purchasing Arrangements - The College purchasing officer may pursue the cooperative purchasing arrangements with other public institutions and the State of Illinois Department of General Services, in accordance with Paragraph 3-27.2. Joint Purchases, of the Illinois Public Community College Act. The Board Secretary is authorized to sign the appropriate resolution for the State of Illinois Department of General Services.

Non-Collusion Affidavit - All bids shall be submitted with a completed and original signed Non-Collusion Affidavit. Bids submitted without the completed form will be removed from consideration.

Miscellaneous - Vice President of Administrative Services will exercise discretion in determining the responsibility of each bidder. The lowest responsible bidder will be awarded the contract, provided he/she meets the specific requirements set forth in the bidding document. Preference will be given to persons or firms located in the college district so long as they provide the needed service on substantially equal basis with the persons or firms located outside the district.

AMENDMENT

RESOLVED, That the purchasing policy of Community College District Number 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, commonly known as Sauk Valley Community College, be amended by adding to the Miscellaneous Section the following language: All contracts to which Sauk Valley Community College is a party shall be conditioned upon the requirement that the supplier of materials or services of the contractor and his/her subcontractor, and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services, as the case may be, shall not commit an unfair employment practice in this State as defined in Section 853 of Chap. 48, IL. Rev. Stats., and all such contracts shall have incorporated therein the "Equal Employment Opportunity Clause" required under the Rules and Regulations of the Illinois Fair Employment Practices Commission, a copy of which is attached hereto and incorporated herein by reference. The said Clause may be incorporated in the College's contracts by reference to this purchasing policy.

"EQUAL EMPLOYMENT OPPORTUNITY CLAUSE"

In the event of the contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act of the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the contractor may be declared non-responsible and therefore ineligible for future contracts or sub-contracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may

reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

3. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, age, national origin or ancestry.

4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement of understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Fair Employment Act and the Commission's Rule and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5. That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

6. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

7. That it will include verbatim or by reference the provisions of paragraph 1 through 7 of this clause in every performance subcontract as defined in Section 2.10 (b) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor; and that it will also so include the provisions of paragraphs 1, 5, 6 and 7 in every supply subcontract as defined in Section 2.10 (a) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and

further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

With respect to the two types of subcontracts referred to under paragraph 7 of the Equal Employment Opportunity Clause above, following is an excerpt of Section 2 of the FEPC's Rules and Regulation for Public Contracts:

Section 2.10 - The term "Subcontract" means any agreement, arrangement or understanding, written or otherwise, between a contractor and any person (in which the parties do not stand in the relationship of an employer and an employee):

A. For the furnishing of supplies or services or for the use of real or personal property, including lease arrangements, which, in whole or in part, is utilized in the performance of any one or more contracts; or

B. Under which any portion of the contractor's obligations under any one or more contracts is performed, undertaken or assumed.

Sexual Harassment Clause - Each party submitting a proposal must certify that they have complied with the requirement of section 2-105 of the Illinois Human Rights Act (PA 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of the law as applicable are hereby incorporated into this contract.

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11/28/94

1/25/99

3/27/00

For Board meeting of  
July 22, 2002

Agenda Item F-1

**WORKING CASH FUND BORROWING**

Each year it is necessary for the Board to pass a resolution to permit the borrowing of funds from the Working Cash Fund as needed for the Educational and Operations/Maintenance Fund.

**RECOMMENDATION:** Board approval of the attached resolution to permit the borrowing of funds from the Working Cash Fund as needed for the Educational and the Operations/Maintenance Fund for the 2002-2003.





**TO:** Dr. Richard Behrendt  
**FROM:** Ruth C. Bittner *RB*  
**DATE:** July 15, 2002  
**SUBJECT:** Resolution to Borrow Working Cash Funds

I recommend that we seek Board approval of the attached resolution for transferring working cash funds. This annual resolution authorizes borrowing funds as needed for our operating funds.

n  
att

## RESOLUTION AUTHORIZING TRANSFER OF WORKING CASH FUNDS

WHEREAS, the Board of Trustees of Community College District No. 506 has issued and sold working cash funds, and the proceeds thereof have been deposited in a Working Cash Fund; and

WHEREAS, the Public Community College Act (Illinois Compiled Statutes, Chapter 110, Section 805/3-33.6) authorizes the transfer of monies from said Working Cash Fund to the Educational Fund and the Operations and Maintenance Fund; and

WHEREAS, the Board further states:

- A) That the taxes or other funds in anticipation of the collection or receipt of which the Working Cash Fund is to be reimbursed are approximately \$9,826,549.
- B) The entire amount of taxes extended, or which the Board estimates will be extended or received for the year, in anticipation of the collection of all or a part of which this transfer is to be made is \$3,391,500.
- C) The aggregate amount of warrants or notes heretofore issued under the Community College Act in anticipation of the collection of such taxes, together with the amount of interest accrued and which the Board estimates will accrue thereon is 0.
- D) The amount of monies which the Board estimates will be derived for the year from state, federal, government and other sources in anticipation of the receipt of all or part of which the transfer hereinbelow is to be made is approximately \$2,760,142.
- E) The aggregate amount of monies heretofore transferred from the Working Cash Fund to the Educational Fund or Operations and Maintenance Fund in anticipation of the collection of such taxes or the receipt of such other monies from other sources is 0.

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of the District be and is hereby directed to transfer from the Working Cash Fund up to \$2,198,998 to the Educational Fund and up to \$271,786 to the Operations and Maintenance Fund.

Adopted: July 22, 2002

  
\_\_\_\_\_  
Chairman, Board of Trustees  
  
\_\_\_\_\_  
Secretary, Board of Trustees

For Board Meeting of  
July 22, 2002

Agenda Item F-2

TRANSFER OF WORKING CASH FUND INTEREST

Each time interest is transferred from the Working Cash Fund to the Educational or Operations/Maintenance Fund, the Board must approve a resolution authorizing the transfer. At this time, the administration is recommending the Board approve the permanent transfer of \$185,783.35 to the Educational Fund and \$10,602.59 to the Operations/Maintenance Fund.

RECOMMENDATION: Board approval of the attached resolution authorizing the permanent transfer of Working Cash Fund interest in the amount of \$185,783.35 to the Educational Fund and \$10,602.59 to the Operations/Maintenance Fund to meet ordinary and necessary expenditures for FY 02.



**TO:** Dr. Richard Behrendt  
**FROM:** Ruth C. Bittner *RCB*  
**DATE:** July 15, 2002  
**SUBJECT:** Transfer of Working Cash Fund Interest

The Public Community College Act allows for the permanent transfer of interest earned in the Working Cash Fund to the Operating Funds. The law indicates that this can be a permanent transfer, that a separate board resolution is required for each transfer, and that the specific dollars and purpose of the transfer must be reflected in the resolution. The attached resolution meets these statutory requirements.

Interest of \$196,385.94 is available now for transfer to meet ordinary and necessary expenditures for FY 02.

I recommend that we seek Board approval of the attached resolution for transfer of Working Cash Fund interest.

n  
att

**RESOLUTION AUTHORIZING TRANSFER OF  
WORKING CASH FUND INTEREST**

WHEREAS, the Board of Trustees of Community College District No. 506 has issued and sold working cash funds and the proceeds thereof have been deposited in a Working Cash Fund; and

WHEREAS, the Public Community College Act (Illinois Compiled Statutes, Chapter 110, Section 805/3-33.6) authorizes the transfer of interest earned on monies in said Working Cash Fund to the Educational Fund and the Operations and Maintenance Fund; and

WHEREAS, it is proposed to permanently transfer the interest earned in the Working Cash Fund of said District to the Educational and Operations and Maintenance Funds of this District to be used in meeting the ordinary and necessary expenditures of the District.

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of the District be and is hereby directed to permanently transfer the interest earned in the Working Cash Fund in the amounts of \$185,783.35 to the Educational Fund and \$10,602.59 to the Operations and Maintenance Fund, to be used in meeting the ordinary and necessary expenditures of the District.

  
\_\_\_\_\_  
Chairman, Board of Trustees

  
\_\_\_\_\_  
Secretary, Board of Trustees

Adopted: July 22, 2002

For Board Meeting of  
July 22, 2002

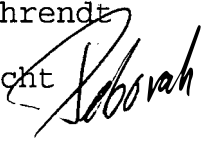
Agenda Item I-1

**FACULTY APPOINTMENT**

The Search Committee and the administration are recommending the appointment of Marc Batt of Pocatello, Idaho as Associate Professor of Mathematics (Step 3), effective August 20, 2002 at an annual salary of \$37,394.

**RECOMMENDATION:** Board approval of the appointment of Marc Batt as Associate Professor of Mathematics (Step 3), effective August 20, 2002 at an annual salary of \$37,394.

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht 

DATE: July 11, 2002

SUBJECT: Mr. Marc Batt

I would like to recommend that we appoint Mr. Marc Batt as an Associate Professor in Mathematics. 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

Thirty-nine applications were received.

#### Screening

A committee composed of Charles Atchley, Janet Matheney, Ron Scarpinato, Steve Shaff, Jane Verbout, and chaired by Linley White reviewed the applications of all the candidates who met the minimum qualifications. Multiple references were checked by committee members. At the conclusion of the reference checks, those candidates were invited to interview at the Sauk Valley Community College campus. Each candidate was interviewed by the committee, the Vice President of Instructional Services, individually by the Dean, and the President. The Vice President of Student Services and numerous non-committee faculty also participated. Each candidate also provided a writing sample and did a teaching demonstration before the committee.

## Qualifications

1. Academic Background-Mr. Batt received his B.S. degree in Mathematics from Colorado State University. He received his M.A. in Mathematics from University of Northern Colorado and will complete his D.A. in Mathematics from Idaho State University in August 2002.
2. Professional Background-Mr. Batt has held positions as a fixed term instructor at St. Cloud State University as well as Winona State University. At the time of his hiring, he was an instructor at Idaho State University.

## References

Mr. Marc Batt's references were checked by the committee members and the Vice President for Instructional Services. His colleagues describe him as "hardworking", dependable, and cooperative. He is able to engage students in the learning process and will "go the extra mile" to help students succeed. Mr. Batt has lots of teaching experience and will be sorely missed according to his peers at Idaho State University. Another reference described Mr. Batt as a "natural math teacher".

Our screening committee has indicated that Marc Batt should fit very well with our faculty and student body. I recommend the employment of Marc Batt as an Associate Professor of Mathematics Step 3 without reservation of any kind.

bs



For Board Meeting of  
July 22, 2002

Agenda Item I-2

### FACULTY RESIGNATION

We have received the attached letter of resignation from Kenneth King, Professor of English and Criminal Justice, effective July 1, 2002.

**RECOMMENDATION:** Board approval of the resignation of Kenneth King, Professor of English and Criminal Justice, effective July 1, 2002.

PO Box 1015  
Somerset, KY 42502  
July 1, 2002

Dr. Patrick Kennedy  
Dean of Arts, Social Sciences, and Physical Education  
Sauk Valley Community College  
173 IL Rte. 2  
Dixon, IL 61021

Dear Patrick:

It is with enormous regret that I tender my resignation. I am especially unhappy to be doing so at the last possible moment under my contract. However, it is only during the last couple of weeks that two different opportunities have arisen which made it possible for me to consider leaving Sauk at this time. I have not arrived at the decision to do so without considerable anguish and regret.

I want to make clear that the primary factor in my decision is my desire to move back to Kentucky. While I have felt welcomed by most people at the college and in the Sauk Valley area, I have also felt cut off from most of my former life. These feelings came to a head for me this spring when it appeared that my father might have lymphatic cancer. Though a biopsy in May proved negative, I found myself questioning my willingness to remain in northern Illinois for any considerable period.

I recognize that my decision causes some inconvenience for Sauk. I especially regret disappointing any students who may have actually sought me out as an instructor. Please let me know if I can do anything to ease the transition for the college. I will be planning to clear my office during the month of July, probably in the next week or two. Please let me know if the college needs me out by any particular time before August 1.

I will miss Sauk and the many good people I have come to know.

Sincerely,



Kenneth King

P.S. I am sending this letter by E-mail and fax, with a hard copy to follow. I may be reached at [KennethEW@excite.com](mailto:KennethEW@excite.com) or at 606-423-3553.

For Board Meeting of  
July 22, 2002

Agenda Item I-3

TEMPORARY FULL-TIME FACULTY

The administration is recommending the appointment of Jane E. Hamilton of Polo, IL as a temporary full-time Assistant Professor (Step 5) of English for the Fall Semester 2002 (only) at an annual salary of \$34,991 to be pro-rated for one semester.

**RECOMMENDATION:** Board approval of the appointment of Jane E. Hamilton as a temporary full-time Assistant Professor (Step 5) of English for Fall 2002 Semester only at an annual salary of \$34,991 to be pro-rated for 1 semester.



Dean of Arts, Social Sciences,  
Adult Education, and Physical Education

## Memorandum

TO: Dr. Deborah Hecht

FROM: Dr. Patrick Kennedy *PK*

DATE: July 16, 2002

RE: Appointment of Jane Hamilton as Temporary Full-Time English Instructor

Because of enrollment pressures that have prompted the College to add new Writing Skills, Composition I, and Composition II sections and because of the resignation of Dr. Kenneth King, I am writing this memorandum to request that we hire a temporary full-time English instructor for Fall Semester 2002. I also recommend that we hire Ms. Jane Hamilton to fill this position.

Ms. Hamilton has excellent credentials that qualify her to serve on the Sauk faculty as an English instructor. She has a Master's degree in English from Northern Illinois University. She has served as an adjunct instructor at Sauk for ten years, during which time she has taught Composition I, Composition II, and Technical Writing courses. She has experience as a technical writer and a freelance writer. She is active in her community. She has received excellent teaching evaluations. She will continue to serve the College and its students well.

If you have any questions, please feel free to contact me.

For Board Meeting of  
July 22, 2002

Agenda Item I-4

ADMINISTRATIVE APPOINTMENT

The Search Committee and the administration are recommending the appointment of Chris Shelley of Sterling, IL as Director of Instructional Technology, effective August 1, 2002, at an annual salary (to be pro-rated) of \$50,000.

RECOMMENDATION: Board approval of the appointment of Chris Shelley as Director of Instructional Technology, effective August 1, 2002, at an annual salary (to be pro-rated) of \$50,000.

# SAUK VALLEY COMMUNITY COLLEGE INFORMATION AND INSTRUCTIONAL TECHNOLOGY

## MEMORANDUM

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**To:** Dr. Deborah Hecht

**From:** Alan Pfeifer

**Date:** July 17, 2002

**Subject:** Appointment of Chris Shelley

I would like to recommend the appointment of Chris Shelley as Director of Instructional Technology. In support of this recommendation, I offer the following information:

### Announcement Process

The position of Director of Instructional Technology 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 and Sauk's Employment Website.

### Application Responses

Thirty-two applications were received.

### Screening

A committee composed of Mr. Richard Eichman, Mr. James Frederick, Ms. Terry Lynn Funston, Mr. Thomas Gospodarczyk, Ms. Kris Murray, Mr. John Nelson, Mr. Ralph Pifer, and Dr. Karen Pinter, and chaired by Dean Alan Pfeifer, reviewed the applications of all the candidates who met the minimum qualifications. After reference checking, four candidates were invited to interview at the Sauk Valley Community College campus. All candidates were interviewed by the committee, the Vice President of Instructional Services, the Vice President of Student Services, and the President. Each candidate also completed a writing assignment and did a training/instructional presentation before the committee.

## Qualifications

1. Academic Background – Ms. Shelley received a Master’s Degree in Instructional Technology and Telecommunications from Western Illinois University in 2000. In addition, Ms. Shelley has been taking professional development courses from the Illinois Online Network, an arm of the University of Illinois providing staff development on technology integration to faculty and staff.
2. Professional Background - Ms. Shelley is currently in the position of Instructional Support Specialist at Sauk Valley Community College supporting instructional technology for both on and off-campus courses as well as assisting and training faculty in all types of technology integration. She was previously a Technical Support Specialist at Sauk Valley Community College where she supported such efforts as the Write Place from its beginnings, compressed video, and administration of the Definity telephone system. Ms. Shelley has presented at the *League of Innovations in the Community College Conference on Information Technology*, and is a member of a community college technology consortium consisting of members from William-Rainey Harper College, Illinois Central College, Kankakee Community College, and Heartland Community College as well as Sauk.

## References

Ms. Shelley’s references were check by the committee members. Her commitment to her present position and her rapport with faculty and staff speak well of her ability to succeed in this position. Faculty whom she has assisted in the past spoke highly of her ability to not only use the technology but also find and develop other technologies to “best fix” the instructional setting, gap, and individual student needs.

Our screening committee has indicated that Ms. Shelley should fit well with our faculty and student body. I recommend the employment of Ms. Shelley as the Director of Instructional Technology without reservation of any kind.

For Board Meeting of  
July 22, 2002

Agenda Item - J

### CLOSED SESSION MINUTES REVIEW

Since the Board has reviewed closed session minutes and determined some of the minutes contain confidential information, it is recommended that the attached list of minutes remain closed at the present time. Also attached are excerpts of minutes that have been opened to date.

**RECOMMENDATION:** Board approval to keep confidential the attached list of closed session minutes.



LISTING OF  
**CLOSED SESSION MINUTES**  
THAT SHOULD REMAIN CLOSED  
AT THIS TIME  
July 22, 2002

Date of Closed Session

Reason to be kept confidential

January 28, 1991

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

May 29, 1991

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

May 26, 1992  
(second session)

Collective Bargaining

June 22, 1992  
(second session)

Collective Bargaining

August 24, 1992  
(first session)

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

(second session)

Collective Bargaining

February 22, 1993

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

March 22, 1993

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

May 24, 1993

Collective Bargaining

June 28, 1993

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

July 26, 1993  
(first session)

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

Date of Closed Session

Reason to be kept confidential

July 26, 1993  
(second session)

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

August 23, 1993  
(second session)

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

September 27, 1993  
(second session)

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

January 24, 1994

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees; Sale or  
Acquisition of Real Estate

February 4, 1994

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

March 28, 1994

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees; Collective  
Bargaining

April 24, 1994

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees; Collective  
Bargaining

May 23, 1994

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

Date of Closed Session

Reason to be kept confidential

June 27, 1994  
(first session)

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees; Sale or  
Acquisition of Real Estate

(second session)

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

November 28, 1994  
(first session)

Board Self-Evaluation

November 28, 1994

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees  
Attorney/Client Privilege

December 19, 1994

Litigation When an Action has  
been Filed or is Probable  
Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

January 23, 1995

Litigation When an Action has  
been Filed or is Probable  
Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

February 1, 1995

Selection of Board candidates  
to fill Board vacancies

March 27, 1995

Collective Bargaining  
Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

Date of Closed Session

Reason to be kept confidential

April 27, 1995

Collective Bargaining; Litigation  
When an Action has been Filed  
or is Probable; Setting Price for  
Real Estate

May 22, 1995

Collective Bargaining;  
Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

June 26, 1995

Litigation When an Action has  
been Filed or is Probable;  
Collective Bargaining;  
Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

July 24, 1995

Collective Bargaining;  
Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

August 28, 1995

Collective Bargaining

September 29, 1995

Collective Bargaining

October 3, 1995

Collective Bargaining

October 18, 1995

Collective Bargaining

October 23, 1995

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees

November 27, 1995

Appointment, Employment,  
Compensation, Discipline,  
Performance or Dismissal of  
Specific Employees; Sale or  
Acquisition of Real Estate

Date of Closed Session

Reason to be kept confidential

December 18, 1995

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

January 22, 1996

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

February 26, 1996

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Sale or Acquisition of Real Estate

March 25, 1996

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

April 22, 1996

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

May 28, 1996

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining

June 17, 1996

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

July 22, 1996

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

Date of Closed Session

Reason to be kept confidential

August 26, 1996

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

September 30, 1996

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining

November 25, 1996

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

January 27, 1997

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

March 24, 1997

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Sale or Acquisition of Real Estate

April 28, 1997

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining; Sale or Acquisition of Real Estate

May 27, 1997

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

Date of Closed Session

Reason to be kept confidential

June 23, 1997

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Litigation When an Action has been Filed or is Probable

July 28, 1997

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining

August 25, 1997

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Litigation When an Action has been Filed or is Probable; Collective Bargaining

September 22, 1997

Collective Bargaining; Litigation When an Action has been Filed or is Probable

October 27, 1997

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining

December 22, 1997

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Sale or Acquisition of Real Estate

January 26, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining



Date of Closed Session

Reason to be kept confidential

February 6, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

February 23, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining; Litigation When an Action has been Filed or is Probable

March 23, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

April 29, 1998

Collective Bargaining; Sale or Acquisition of Real Estate

May 26, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining; Sale or Acquisition of Real Estate

June 25, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining; Litigation When an Action has been Filed or is Probable

July 27, 1998

Sale or Acquisition of Real Estate; Litigation When an Action has been Filed or is Probable; Collective Bargaining

August 24, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

Date of Closed Session

Reason to be kept confidential

October 26, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees, Closed Session Minutes Discussion, Sale or Acquisition of Real Estate

November 23, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining; Litigation When an Action has been Filed or is Probable

December 21, 1998

Collective Bargaining; Pending Litigation; Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

January 25, 1999

Pending Litigation; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining

March 1, 1999

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

March 22, 1999

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

April 26, 1999

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

Date of Closed Session

Reason to be kept confidential

May 24, 1999

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees; Attorney/Client Discussion; Collective Bargaining

June 28, 1999

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, Semi-annual Discussion on Closed Session Minutes

July 26, 1999

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

August 23, 1999

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

September 27, 1999

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

October 25, 1999

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees and Pending Litigation

December 20, 1999

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees and Pending Litigation, Collective Bargaining

Date of Closed Session

Reason to be kept confidential

January 24, 2000

Closed Session Minutes Review;  
Appointment, Employment,  
Compensation, Discipline,  
Performance, or Dismissal of  
Specific Employees

February 28, 2000

Closed Session Minutes Review;  
Appointment, Employment,  
Compensation, Discipline,  
Performance, or Dismissal of  
Specific Employees

March 27, 2000

Closed Session Minutes Review;  
Appointment, Employment,  
Compensation, Discipline,  
Performance, or Dismissal of  
Specific Employees

April 24, 2000

Collective Bargaining;  
Appointment, Employment,  
Compensation, Discipline,  
Performance, or Dismissal of  
Specific Employees

May 22, 2000

Collective Bargaining;  
Appointment, Employment,  
Compensation, Discipline,  
Performance, or Dismissal of  
Specific Employees

June 26, 2000

Appointment, Employment,  
Compensation, Discipline,  
Performance, or Dismissal of  
Specific Employees including  
Hearing Testimony on a  
Complaint Lodged Against an  
Employee to Determine its  
Validity

Date of Closed Session

Reason to be kept confidential

July 24, 2000

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees including Hearing Testimony on a Complaint lodged against an Employee to Determine its Validity

August 28, 2000

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees (including hearing testimony on a complaint lodged against an employee to determine its validity)

September 25, 2000

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

October 23, 2000

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees and Closed Session Minutes Review

November 27, 2000

Closed Session Minutes Review, Possible Litigation, and Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

December 18, 2000

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees and Possible Litigation

Date of Closed Session

Reason to be kept confidential

January 26, 2001- Retreat 1:15 p.m.

Collective Bargaining Matters, and Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

January 26, 2001 - Retreat 4:15 p.m.

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

February 26, 2001

Collective Bargaining Matters, and Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

March 26, 20001

Collective Bargaining Matters, and Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

April 23, 2001

Collective Bargaining Matters, and Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees

May 21, 2001

Collective Bargaining Matters, Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, and Attorney-Client Consultation.

June 25, 2001

Collective Bargaining Matters, Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, and Possible Sale or Lease of Real-estate.

Date of Closed Session

Reason to be kept confidential

July 30, 2001

Collective Bargaining Matters, Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, and Possible Sale or Lease of Real Estate.

August 27, 2001

Collective Bargaining Matters, Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, and Discussion of Student Complaint

September 24, 2001

Collective Bargaining Matters, Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, and Possible Sale or Lease of Real Estate.

October 22, 2001

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, and Possible Sale or Lease of Real Estate, Collective Bargaining, Attorney/Client Privilege.

November 19, 2001

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, and Possible Sale or Lease of Real Estate.

December 17, 2001

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees.

Date of Closed Session

Reason to be kept confidential

January 28, 2002

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees.

February 25, 2002

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees, Attorney/Client Privilege.

March 25, 2002

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees.

April 22, 2002

Discussion of minutes of meetings lawfully closed.



EXCERPTS OF  
**CLOSED SESSION MINUTES**  
THAT HAVE BEEN OPENED

JULY 22, 2002

In reviewing the Closed Session Minutes from 1991 on, all minutes on the list should remain closed except the following excerpts:

January 1991

The Board discussed possible salary range increases for administrators which would affect Ginny Thompson and Walt Clevenger and also discussed possible salary range increases for classified staff which would affect Marilyn Vinson. The Board reviewed the Faculty Seniority list. Joe McDonald, Secretary

May 1991

Discussed allowing administrators which would affect G. Thompson and W. Clevenger and also classified staff which would affect M. Vinson to roll two unused personal leave days into their sick leave bank. J. McDonald, Secretary

June 1992

Discussed the idea of handling the President's evaluation at our next meeting.  
Tom Densmore, Secretary

July 1993

The Board discussed the establishment of the category "Professional/Technical staff" as an addition to the support staff classification system.....Tom Densmore

February 4, 1994

Board discussed FY94 budget and FY95 budget and appropriate assumptions and projections regarding employment for administrative staff and Title III positions. Dr. Behrendt and Vice President Gover discussed the proposed reorganization of administrative personnel, Board concerns concerning employment and other closed session matters was expressed. M. Tyne, Secretary

December 1994

Margaret Tyne told the Board that she would be resigning from the SVCC Board to accept a position on the Lee County Board. Marilyn Vinson, Secretary

April, 1995

The board discussed the property recently donated to the College Foundation by Dave and Edie Peterson and the pros and cons of the Foundation possibly building a dormitory. The question arose– should the Board re-investigate the concept of building a dormitory? It was the consensus of the Board that President Behrendt should once again submit his original rationale for building a dorm and possibly set up a meeting between the Board and the executive committee of the Foundation. Marilyn Vinson, Secretary

November - 1995

Vice President Bradley presented a Health Care Proposal for employees other than faculty, namely Marilyn Vinson, Phil Gover and Joan Kerber. Marilyn Vinson, Secretary

December - 1995

The Board discussed the fringe benefit of smoking and using tobacco in the College buildings and vehicles regarding employees Marilyn Vinson, Shirley Walker and Larry Lagow. Marilyn Vinson, Secretary

February 1996

The Board discussed the concept of student housing and agreed to encourage the Foundation to continue exploring this objective. The Board also agreed to consider such easements and licenses which may be necessary should the Foundation exploration warrant it. Marilyn Vinson, Secretary

January - 1997

The following topics were discussed: Faculty Seniority List. Marilyn Vinson, Secretary

March - 1997

The Board discussed the possible sale of real estate (then given to the Foundation) donated by Dave and Edie Peterson. The Board requested Chair Densmore talk to Foundation Chair (Ed Lawrence) and impress upon him and the Foundation Board that the Sauk Valley Community College Board of Trustees wishes to move forward as soon as possible on student housing. Marilyn Vinson, Secretary

May - 1997

The Board of Trustees discussed revisions to Board Policy 425.01 Early Retirement and the proposed new policy 425.02 Senior Services Option– both of these for second reading. Chair Densmore reported that he would be distributing presidential evaluation forms and would like them returned to him by June 10. Marilyn Vinson, Secretary

July - 1997

The Board discussed the president's contract and an error in the draft provision regarding automobile expense reimbursement. Counsel was directed to correct the contract. Marilyn Vinson, Secretary

June 1998

The Board discussed non-union staff compensation (for administrators Joan Kerber, Jami Bradley and Mike Seguin, support staff Deb Dillow, Judy Scribner and Daryl Paulsen and Professional/technical staff of Michelle Mendoza, Yogi Cox, and Marilyn Vinson) for the 1998-1999 fiscal year. It was the consensus of the Board to grant a 5% increase to the non-union staff members along with the fringe benefits of Section 125 and physical examinations. Marilyn Vinson, Secretary

May - 1999

The Board discussed a credit hour raise of \$20 per hour for part-time faculty, and it was the consensus of the Board to approve as proposed. Chair Groharing distributed presidential evaluations to the members and requested that they be returned to him by the middle of June. Marilyn Vinson, Secretary

June - 1999

The Board discussed the appointment of a Board member to serve as Board Ethics officer. Consensus of the Board to approve Chair Groharing's recommendation to appoint Trustee Bob Thompson as Board Ethics Officer. Marilyn Vinson, Secretary

September - 2000

President Behrendt reported there was a possibility of hiring new nursing instructors in conjunction with CGH and KSB in order to increase the number of nursing students that the College could accommodate. He said he would keep the Board informed. Marilyn Vinson, Secretary

April - 2001

In regard to salary for administrators and support staff, it was the consensus of the Board to have the administration bring back comparison figures for these staff members. (In regard to administrators— compare SVCC costs with other colleges.) Marilyn Vinson, Secretary

September - 2001

The Board discussed the attached request from the City of Rock Falls for a tax abatement agreement for the Hallman property. Because of a possible conflict of interest, Attorney Pace advised the Board to seek a different law firm to represent the College on this matter. It was the direction from the majority of the Board to ask the administration to contact Attorney William Shirk of Morrison or Gary Gehlbach from Dixon. Marilyn Vinson, Secretary

Presidents Office

7-22-02

SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES - TREASURER'S REPORT  
As of June 30, 2002

CHECKING ACCOUNTS

	INTEREST	
<u>INTEREST BEARING ACCOUNTS</u>	<u>RATE</u>	<u>AMOUNT</u>
General Account - Sterling Federal Bank	1.18	\$1,117,356.50
Illinois Funds - Firststar Bank, Springfield	1.82	655,292.75
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS		<u>1,772,649.25</u>
<u>NON-INT. BEARING ACCOUNT</u>		
Restricted - Sterling Federal Bank		351,901.09
<u>MONEY MARKET</u>		
Sterling Federal Bank	3.20	1,250,000.00
ABN-AMRO Investment Services, Inc.	1.19	<u>278,141.77</u>
TOTAL CHECKING ACCOUNTS		<u><u>\$3,652,692.11</u></u>

INVESTMENTS

	MATURITY	INTEREST	
<u>FINANCIAL INSTITUTION</u>	<u>DATE</u>	<u>RATE</u>	<u>AMOUNT</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	<u>1,000,000</u>
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	<u>154,620.03</u>
SUBTOTAL BONDS			\$5,036,959.19

TOTAL INVESTMENTS

\$9,536,959.19

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY

  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
SECRETARY

DATE 1-22-02

Sauk Valley Community College  
Revenues, Expenditures (by Object), and Transfers  
AS OF 30-JUN-2002

Percentage of time completed through the Budget: 100.000

01 Education Fund

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	PERCENT OF BUDGET
	-----	-----	-----
REVENUES:			
Local Governmental Sources	2,955,979.00	2,960,891.98	100.166
State Governmental Sources	2,435,138.00	2,384,900.66	97.937
Federal Governmental Sources	17,700.00	33,219.20	187.679
Student Tuition and Fees	2,172,500.00	2,757,592.84	126.932
Sales and Service	164,000.00	207,111.95	126.288
Investment Revenue	95,000.00	105,014.83	110.542
Other Revenues	7,000.00	13,105.00	187.214
State on behalf SURS Revenue	455,000.00	.00	.000
	-----	-----	-----
TOTAL REVENUES:	8,302,317.00	8,461,836.46	101.921
EXPENDITURES:			
Salaries	5,812,162.32	5,810,797.61	99.977
Employee Benefits	1,412,345.00	1,036,961.10	73.421
Contractual Services	289,346.00	546,314.88	188.810
General Materials and Supplies	597,981.00	582,995.50	97.494
Travel and Conference Meeting Exp.	85,800.00	103,318.05	120.417
Fixed Charges	46,560.00	51,111.72	109.776
Utilities	480.00	.00	.000
Capital Outlay	.00	.00	.000
Other Expenditures	295,500.00	531,685.13	179.927
	-----	-----	-----
TOTAL EXPENDITURES:	8,540,174.32	8,663,183.99	101.440
TRANSFERS AMONG FUNDS:			
Transfers to Other Funds	100,000.00	.00	.000
Transfers From Other Funds	-211,250.00	-185,783.35	-87.945
	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	-111,250.00	-185,783.35	-166.996
NET INCREASE/DECREASE IN NET ASSETS			
	-126,607.32	-15,564.18	87.707
FUND BALANCE			
		968,100.92	

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FISCAL YEAR 02

Sauk Valley Community College  
Revenues, Expenditures (by Object), and Transfers  
AS OF 30-JUN-2002  
Percentage of time completed through the Budget: 100.000

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02      Operation and Maintenance Fund

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	PERCENT OF BUDGET
	-----	-----	-----
REVENUES:			
Local Governmental Sources	361,895.00	362,858.53	100.266
State Governmental Sources	323,198.00	316,056.50	97.790
Student Tuition and Fees	227,800.00	274,519.71	120.509
Sales and Service	6,000.00	6,707.88	111.798
Facilities Revenue	6,200.00	3,676.54	59.299
Investment Revenue	9,000.00	1,791.11	19.901
Other Revenues	1,000.00	287.55	28.755
State on behalf SURS Revenue	28,000.00	.00	.000
	-----	-----	-----
TOTAL REVENUES:	963,093.00	965,897.82	100.291
 EXPENDITURES:			
Salaries	414,487.65	440,552.35	106.288
Employee Benefits	134,458.00	124,393.00	92.514
Contractual Services	61,500.00	60,010.15	97.577
General Materials and Supplies	94,700.00	93,041.16	98.248
Travel and Conference Meeting Exp.	2,100.00	764.69	36.414
Fixed Charges	.00	3,757.27	#####
Utilities	335,400.00	333,777.42	99.516
Capital Outlay	35,000.00	10,907.07	31.163
	-----	-----	-----
TOTAL EXPENDITURES:	1,077,645.65	1,067,203.11	99.031
 TRANSFERS AMONG FUNDS:			
Transfers From Other Funds	-125,750.00	-22,602.59	-17.974
	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	-125,750.00	-22,602.59	-17.974
  NET INCREASE/DECREASE IN NET ASSETS	11,197.35	-78,702.70	#####
  FUND BALANCE		-53,498.70	



Sauk Valley Community College  
 Revenues, Expenditures (by Object), and Transfers  
 AS OF 30-JUN-2002  
 Percentage of time completed through the Budget: 100.000

03      Operation & Maintenance- Restricted

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	PERCENT OF BUDGET -----
REVENUES:			
Local Governmental Sources	603,159.00	604,747.53	100.263
State Governmental Sources	3,209,827.00	49,827.00	1.552
Investment Revenue	30,000.00	22,779.15	75.931
Other Revenues	250,000.00	.00	.000
	-----	-----	-----
TOTAL REVENUES:	4,092,986.00	677,353.68	16.549
EXPENDITURES:			
Contractual Services	.00	26,910.84	#####
General Materials and Supplies	.00	14,661.90	#####
Capital Outlay	5,523,529.00	1,059,239.70	19.177
	-----	-----	-----
TOTAL EXPENDITURES:	5,523,529.00	1,100,812.44	19.930
TRANSFERS AMONG FUNDS:			
Transfers From Other Funds	-570,000.00	.00	.000
	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	-570,000.00	.00	.000
NET INCREASE/DECREASE IN NET ASSETS	-860,543.00	-423,458.76	50.792
FUND BALANCE		1,004,425.28	

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FISCAL YEAR 02

Sauk Valley Community College  
Revenues, Expenditures (by Object), and Transfers  
AS OF 30-JUN-2002  
Percentage of time completed through the Budget: 100.000

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04 Bond and Interest Fund

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	PERCENT OF BUDGET -----
REVENUES:			
Local Governmental Sources	1,108,109.00	890,623.63	80.373
Investment Revenue	5,000.00	22,136.00	442.720
	-----	-----	-----
TOTAL REVENUES:	1,113,109.00	912,759.63	82.001
EXPENDITURES:			
Contractual Services	250.00	6,929.50	###.###
Fixed Charges	796,413.00	696,412.50	87.444
	-----	-----	-----
TOTAL EXPENDITURES:	796,663.00	703,342.00	88.286
NET INCREASE/DECREASE IN NET ASSETS	316,446.00	209,417.63	-33.822
FUND BALANCE		564,291.54	

Sauk Valley Community College  
Revenues, Expenditures (by Object), and Transfers  
AS OF 30-JUN-2002

Percentage of time completed through the Budget: 100.000

05      Auxiliary Enterprises Fund

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	PERCENT OF BUDGET -----
REVENUES:			
Student Tuition and Fees	139,000.00	166,963.63	120.118
Sales and Service	44,900.00	43,220.30	96.259
Facilities Revenue	75,000.00	74,167.00	98.889
Investment Revenue	1,800.00	643.51	35.751
Other Revenues	1,050,900.00	1,325,155.20	126.097
State on behalf SURS Revenue	2,000.00	.00	.000
	-----	-----	-----
TOTAL REVENUES:	1,313,600.00	1,610,149.64	122.575
EXPENDITURES:			
Salaries	63,329.00	65,865.96	104.006
Employee Benefits	7,265.00	6,835.82	94.092
Contractual Services	36,835.00	30,498.12	82.797
General Materials and Supplies	1,115,105.00	1,412,222.80	126.645
Travel and Conference Meeting Exp.	67,390.00	64,036.54	95.024
Fixed Charges	2,450.00	8,858.00	361.551
Capital Outlay	.00	3,900.00	#####
Other Expenditures	5,300.00	1,632.31	30.798
	-----	-----	-----
TOTAL EXPENDITURES:	1,297,674.00	1,593,849.55	122.824
TRANSFERS AMONG FUNDS:			
Transfers to Other Funds	75,000.00	12,000.00	16.000
Transfers From Other Funds	-63,000.00	.00	.000
	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	12,000.00	12,000.00	100.000
NET INCREASE/DECREASE IN NET ASSETS	3,926.00	4,300.09	9.529
FUND BALANCE		322,005.23	

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FISCAL YEAR 02

Sauk Valley Community College  
Revenues, Expenditures (by Object), and Transfers  
AS OF 30-JUN-2002  
Percentage of time completed through the Budget: 100.000

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06 Restricted Purposes Fund

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	PERCENT OF BUDGET
	-----	-----	-----
REVENUES:			
Local Governmental Sources	1,875,000.00	1,877,574.30	100.137
State Governmental Sources	1,491,714.62	1,519,763.22	101.880
Federal Governmental Sources	2,203,474.00	2,519,548.65	114.344
Investment Revenue	.00	57,300.65	#####
Other Revenues	65,895.00	77,906.83	118.229
	-----	-----	-----
TOTAL REVENUES:	5,636,083.62	6,052,093.65	107.381
 EXPENDITURES:			
Salaries	1,243,970.62	1,142,374.72	91.833
Employee Benefits	207,246.00	197,698.89	95.393
Contractual Services	113,022.00	110,238.99	97.538
General Materials and Supplies	233,719.00	408,951.35	174.976
Travel and Conference Meeting Exp.	70,556.00	69,004.76	97.801
Fixed Charges	1,885,047.00	1,916,869.32	101.688
Utilities	16,839.00	13,226.13	78.545
Capital Outlay	713,090.00	304,626.03	42.719
Other Expenditures	1,846,073.00	2,386,770.47	129.289
	-----	-----	-----
TOTAL EXPENDITURES:	6,329,562.62	6,549,760.66	103.479
 NET INCREASE/DECREASE IN NET ASSETS	-693,479.00	-497,667.01	28.236
 FUND BALANCE		1,513,403.21	

Sauk Valley Community College  
Revenues, Expenditures (by Object), and Transfers  
AS OF 30-JUN-2002  
Percentage of time completed through the Budget: 100.000

07 Working Cash Fund

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	PERCENT OF BUDGET -----
REVENUES:			
Investment Revenue	125,000.00	96,385.94	77.109
	-----	-----	-----
TOTAL REVENUES:	125,000.00	96,385.94	77.109
TRANSFERS AMONG FUNDS:			
Transfers to Other Funds	225,000.00	196,385.94	87.283
	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	225,000.00	196,385.94	87.283
NET INCREASE/DECREASE IN NET ASSETS	-100,000.00	-100,000.00	.000
FUND BALANCE		2,470,783.73	

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FISCAL YEAR 02

Sauk Valley Community College  
Revenues, Expenditures (by Object), and Transfers  
AS OF 30-JUN-2002

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Percentage of time completed through the Budget: 100.000

10 Trust and Agency Fund

	ADJUSTED BUDGET	YEAR-TO-DATE ACTUAL	PERCENT OF BUDGET
	-----	-----	-----
REVENUES:			
Other Revenues	.00	17,314.83	#####
	-----	-----	-----
TOTAL REVENUES:	.00	17,314.83	#####
 EXPENDITURES:			
General Materials and Supplies	.00	1,474.00	#####
Travel and Conference Meeting Exp.	.00	49.69	#####
Other Expenditures	.00	16,907.21	#####
	-----	-----	-----
TOTAL EXPENDITURES:	.00	18,430.90	#####
 NET INCREASE/DECREASE IN NET ASSETS	.00	-1,116.07	#####
 FUND BALANCE		18,355.00	

Sauk Valley Community College  
Revenues, Expenditures (by Object), and Transfers  
AS OF 30-JUN-2002  
Percentage of time completed through the Budget: 100.000

11      Audit Fund

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	PERCENT OF BUDGET -----
REVENUES:			
Local Governmental Sources	31,364.00	31,148.48	99.313
Investment Revenue	1,000.00	1,179.92	117.992
	-----	-----	-----
TOTAL REVENUES:	32,364.00	32,328.40	99.890
 EXPENDITURES:			
Contractual Services	38,000.00	35,590.00	93.658
	-----	-----	-----
TOTAL EXPENDITURES:	38,000.00	35,590.00	93.658
 NET INCREASE/DECREASE IN NET ASSETS	-5,636.00	-3,261.60	42.129
 FUND BALANCE		29,897.28	

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FISCAL YEAR 02

Sauk Valley Community College  
Revenues, Expenditures (by Object), and Transfers

AS OF 30-JUN-2002

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Percentage of time completed through the Budget: 100.000

## 12. Liability, Protection &amp; Settlement

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	PERCENT OF BUDGET -----
REVENUES:			
Local Governmental Sources	302,786.00	296,083.05	97.786
Investment Revenue	200,000.00	300,321.74	150.161
State on behalf SURS Revenue	20,000.00	.00	.000
	-----	-----	-----
TOTAL REVENUES:	522,786.00	596,404.79	114.082
EXPENDITURES:			
Salaries	258,368.00	204,792.47	79.264
Employee Benefits	165,824.00	150,796.72	90.938
Contractual Services	62,100.00	47,430.60	76.378
General Materials and Supplies	22,000.00	8,384.13	38.110
Travel and Conference Meeting Exp.	2,000.00	350.00	17.500
Fixed Charges	39,500.00	28,330.00	71.722
Utilities	1,000.00	1,072.96	107.296
Capital Outlay	50,000.00	18,094.60	36.189
	-----	-----	-----
TOTAL EXPENDITURES:	600,792.00	459,251.48	76.441
NET INCREASE/DECREASE IN NET ASSETS	-78,006.00	137,153.31	#####
FUND BALANCE		6,244,189.04	



Sauk Valley Community College  
Revenues, Expenditures (by Object), and Transfers  
AS OF 30-JUN-2002

Percentage of time completed through the Budget: 100.000

13 Building Bond Proceeds Fund

	ADJUSTED BUDGET -----	YEAR-TO-DATE ACTUAL -----	PERCENT OF BUDGET -----
REVENUES:			
Investment Revenue	50,000.00	56,355.72	112.711
	-----	-----	-----
TOTAL REVENUES:	50,000.00	56,355.72	112.711
TRANSFERS AMONG FUNDS:			
Transfers to Other Funds	570,000.00	.00	.000
	-----	-----	-----
TOTAL TRANSFERS AMONG FUNDS:	570,000.00	.00	.000
NET INCREASE/DECREASE IN NET ASSETS	-520,000.00	56,355.72	#####
FUND BALANCE		1,222,769.95	

Sauk Valley Community College  
Board of Trustees  
July 22, 2002

<u>Summary of Bills Payable</u>	<u>Amount</u>
General Operating Funds	\$ 285,511.41
Restricted Fund	\$ <u>92,351.82</u>
TOTAL	<u>\$ 377,863.23</u>

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY

  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
SECRETARY

DATE 7-22-02

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Wood, Therese L.	01		Petty Cash	Petty Cash for Science Area FY 03	100.00
AFP Association of Fundraising	01		Foundation Expense	Annual Membership Renewal	235.00
Buhle, David J.	01		Foundation Expense	Travel 6/30/02 Chicago	172.02
Clodfelter, Pamela J.	01		Foundation Expense	Cash Advance Core Values Conference 6/30/02	300.00
Dixon Area Chamber of Commerce	01		Foundation Expense	Newsletter Inserts	95.00
Kerber, Joan E.	01		Foundation Expense	Cash Advance Core Values Conference 6/30/02	60.00
Kerber, Joan E.	01		Foundation Expense	Travel Conference 6/30/02 Chicago	105.79
Marriott	01		Foundation Expense	Hotel Rooms Core Values Conference- 6/30/02	2,102.93
Murray, Kris A.	01		Foundation Expense	Music Supplies	56.52
Follett Bookstore	01		Dislocated Worker Expense	June 2002 Bookstore Charges	2.39
Follett Bookstore	01		Dislocated Worker Expense	Bookstore Charges for April 2002	3.66
State Universities Retirement	01		SURS Payable		26,417.98
State Universities Retirement	01		SURS Payable		25,533.80
Select Employees Credit Union	01		Credit Union Payable		9,864.76
Select Employees Credit Union	01		Credit Union Payable		10,389.76
Professional Collection Servic	01		Wage Garnishment Payable	Garnishment	137.70
Professional Collection Servic	01		Wage Garnishment Payable	Garnishment	137.70
State Disbursement Unit	01		Wage Garnishment Payable	Garnishment	65.00
State Disbursement Unit	01		Wage Garnishment Payable	Garnishment	65.00
United Way of Dixon	01		United Way Payable		23.25
United Way of Dixon	01		United Way Payable		23.25
United Way of Sterling Rock Fa	01		United Way Payable		15.00
United Way of Sterling-Rock Fa	01		United Way Payable		24.90
TIAA/CREF	01		Other Employee Benefits	Behrendt Annuity FY 03	4,498.00
Trustmark Insurance	01		Optional Life Insurance		521.55

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Trustmark Insurance	01		Optional Life Insurance		521.55
Illinois Mutual	01		Optional Disability Insurance		9.61
Illinois Mutual	01		Optional Disability Insurance		9.61
SVCC Foundation	01		Foundation Payable		111.50
SVCC Foundation	01		Foundation Payable		101.50
American Express Financial Adv	01		American Express		370.00
American Express Financial Adv	01		American Express		370.00
Equitable Life Assurance	01		Equitable		132.00
Equitable Life Assurance	01		Equitable		132.00
Federal Life Insurance Company	01		Federal Life		20.00
Federal Life Insurance Company	01		Federal Life		20.00
Franklin Financial Services Co	01		Franklin Life		477.50
Franklin Financial Services Co	01		Franklin Life		477.50
New York Life Insurance & Annu	01		Great American Life	ACCRUED ANNUITIES-New York Life	300.00
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 ANNUITIES-Fidelity Investments	60.00
Waddell & Reed, Inc	01		Waddell & Reed		160.00
Waddell & Reed, Inc	01		Waddell & Reed		160.00
Main Stay Funds	01		Main Stay Fund		75.00
Main Stay Funds	01		Main Stay Fund		75.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Abell, Amy S.	01		Accounts Payable	Online Refund	129.60
Ashley, Shandra J.	01		Accounts Payable	PELL	73.31

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Bartalone, Gale A.	01		Accounts Payable	PELL	234.00
Bass, Amanda S.	01		Accounts Payable	PELL	21.35
Beyer, Jeff L.	01		Accounts Payable	PELL	100.00
Biller, Thomas E.	01		Accounts Payable	PELL	350.00
Blase, Russell E.	01		Accounts Payable	PELL	90.00
Boel, Lynnette M.	01		Accounts Payable	Online Refund	129.60
Bonnell, Ollena M.	01		Accounts Payable	Online Refund	25.00
Boothe, Robert E.	01		Accounts Payable	Online Refund	162.00
Brearton, Janice L.	01		Accounts Payable	PELL	8.25
Bright, Lisa C.	01		Accounts Payable	Online Refund	177.00
Brock, Kathi M.	01		Accounts Payable	PELL	468.00
Buhle, George W.	01		Accounts Payable	PELL	1.00
Bushland, Janelle M.	01		Accounts Payable	PELL	468.00
Bushman, Debra J.	01		Accounts Payable	Online Refund	23.55
Cantu, Tito R.	01		Accounts Payable	PELL	57.00
Carey, Amos J.	01		Accounts Payable	PELL	42.28
Carl, Sandra	01		Accounts Payable	PELL	108.00
Carroll, Lori J.	01		Accounts Payable	Online Refund	172.80
Celaya, Angela M.	01		Accounts Payable	PELL	128.00
Clark, Sarah A.	01		Accounts Payable	Online Refund	162.00
Coan, Alex B.	01		Accounts Payable	Online Refund	162.00
Coers, Vanessa K.	01		Accounts Payable	PRINT.	49.03
Coleman, Savannah M.	01		Accounts Payable	PELL	234.00
Colmark, Sara E.	01		Accounts Payable	PELL	106.00
Conderman, Kristen M.	01		Accounts Payable	PELL	100.00

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Conley, Brandi A.	01		Accounts Payable	PELL	18.00
Connelly, Tiffany A.	01		Accounts Payable	PELL	100.00
Coy, Christopher	01		Accounts Payable	Online Refund	24.00
Cruz, Michelle L.	01		Accounts Payable	PELL	175.00
Davis, Amber R.	01		Accounts Payable	PELL	3.28
Davis, Emily A.	01		Accounts Payable	PELL	163.00
Decker, Heather M.	01		Accounts Payable	PELL	12.76
Delgado, Jamie M.	01		Accounts Payable	PELL	100.00
Douglas, Kasandra R.	01		Accounts Payable	PELL	128.76
Dowd, Shawn M.	01		Accounts Payable	PELL	100.00
Duncan, Robert L.	01		Accounts Payable	Online Refund	144.00
Duncan, Robert L.	01		Accounts Payable	Online Refund	76.50
Dykema, Kristy R.	01		Accounts Payable	Online Refund	162.00
Ellis, Dena L.	01		Accounts Payable	PELL	42.63
Ellis, Jamie B.	01		Accounts Payable	PELL	112.63
Eshmeeva, Ksenia V.	01		Accounts Payable	Online Refund	177.00
Faley, Sara K.	01		Accounts Payable	Online Refund	177.00
Farris, Ronita L.	01		Accounts Payable	PELL	312.09
Felker, Benjamin	01		Accounts Payable	Online Refund	31.00
Floto, Alison A.	01		Accounts Payable	bal from Ogle Cty Farm Bur	253.00
Foster, Kathy S.	01		Accounts Payable	PELL	170.47
Franklin, Terri A.	01		Accounts Payable	PELL	15.00
Frederick, Angela M.	01		Accounts Payable	PELL	218.00
Frerichs, Bob L.	01		Accounts Payable	PELL	163.00
Frisbie, Lisa L.	01		Accounts Payable	PELL	117.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Frye, Brandyn S.	01		Accounts Payable	Online Refund	172.80
Gascoigne, Pamela S.	01		Accounts Payable	Online Refund	69.00
Gibler, Tanya M.	01		Accounts Payable	PELL	106.00
Gillette, Courtney J.	01		Accounts Payable	Online Refund	162.00
Greenwalt, William E.	01		Accounts Payable	Online Refund	15.00
Hankins, Daniel	01		Accounts Payable	Online Refund	12.00
Harden, Trisha M.	01		Accounts Payable	PELL	8.00
Harnisch, John J.	01		Accounts Payable	PELL	73.00
Hart, Amber R.	01		Accounts Payable	PELL	1.00
Harvey, Anne M.	01		Accounts Payable	Online Refund	226.00
Healy, Michelle M.	01		Accounts Payable	PELL	13.18
Hedgecock, Chi	01		Accounts Payable	Online Refund	162.00
Hermes, Gretta	01		Accounts Payable	Online Refund	24.00
Hicks, Amy S.	01		Accounts Payable	PELL	204.14
Higley, Angela G.	01		Accounts Payable	fnctn	24.00
Hoefler, Jenness M.	01		Accounts Payable	PELL	36.94
Huff, Christa M.	01		Accounts Payable	PELL	69.02
Hummel, Kelli A.	01		Accounts Payable	Online Refund	324.00
Hunt, Lloyd A.	01		Accounts Payable	PELL	161.60
Johnson, Kelli N.	01		Accounts Payable	PELL	234.00
Kaye, Veronica	01		Accounts Payable	PELL	18.00
Kofoed, Jamie L.	01		Accounts Payable	PELL	117.00
Kowal, Greg J.	01		Accounts Payable	Online Refund	54.00
Kreiser, Beth E.	01		Accounts Payable	Online Refund	162.00
Kreiser, Jill A.	01		Accounts Payable	Online Refund	177.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Krueger, Andrew	01		Accounts Payable	Online Refund	165.00
Landheer, Jessica B.	01		Accounts Payable	Online Refund	162.00
Lendman, William A.	01		Accounts Payable	PELL	156.00
Lilly, Deanna R.	01		Accounts Payable	Online Refund	462.00
Lilly, Patricia J.	01		Accounts Payable	PELL	431.86
Mahoney, Susan E.	01		Accounts Payable	Foundation	20.00
Mandrell, Michael A.	01		Accounts Payable	Online Refund	24.00
Marchek, Rebecca L.	01		Accounts Payable	PELL	9.72
Martinez, DeAnn	01		Accounts Payable	PELL	22.36
Martinez, Sylvia C.	01		Accounts Payable	PELL	112.00
Mathews, Chelsie D.	01		Accounts Payable	PELL	20.13
McCarty, Ashley C.	01		Accounts Payable	Online Refund	57.00
McCray, Kimberly A.	01		Accounts Payable	PELL	1,250.00
McCray, Kimberly A.	01		Accounts Payable	PELL	900.00
McCray, Kimberly A.	01		Accounts Payable	PELL	100.00
McDaniel, Tina M.	01		Accounts Payable	PELL	90.00
Merdian, Amy L.	01		Accounts Payable	Online Refund	162.00
Meyer, Heather D.	01		Accounts Payable	Online Refund	118.00
Miller, Kelly H.	01		Accounts Payable	Online Refund	324.00
Miller, Lisa E.	01		Accounts Payable	PELL	106.00
Modler, Amber M.	01		Accounts Payable	Online Refund	129.60
Montiel, Reynaldo S.	01		Accounts Payable	PELL	34.00
Moore, Karen M.	01		Accounts Payable	PELL	100.00
Morash, Tanya L.	01		Accounts Payable	PELL	155.00
Morrissey, Kelly L.	01		Accounts Payable	Online Refund	54.00



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Mosbach, Amanda M.	01		Accounts Payable	PELL	8.00
Nailor, Katie S.	01		Accounts Payable	PELL	234.00
Newman, Rebecca L.	01		Accounts Payable	Online Refund	94.00
Noble, Diana M.	01		Accounts Payable	PELL	1.00
O'Neil, Jason R.	01		Accounts Payable	Fndtn	23.00
Olds, Christopher	01		Accounts Payable	PELL	8.19
Ortgiesen, Sheri R.	01		Accounts Payable	PELL	6.66
Oswalt, Timothy S.	01		Accounts Payable	Online Refund	129.60
Owens, Kimberly R.	01		Accounts Payable	PELL	38.26
Owens, Robin A.	01		Accounts Payable	PELL	7.54
Richards, Wayne E.	01		Accounts Payable	Online Refund	295.00
Ries, Rebecca R.	01		Accounts Payable	Online Refund	5.00
Royer, Margo L.	01		Accounts Payable	PELL	227.00
Rus, Misty L.	01		Accounts Payable	PELL	403.62
Sanders, Lisa M.	01		Accounts Payable	PELL	159.89
Seeley, Jennifer B.	01		Accounts Payable	PELL	147.89
Shady, Patty A.	01		Accounts Payable	PELL	52.50
Sheley, Monica J.	01		Accounts Payable	PELL	97.20
Sikkema, Kristine R.	01		Accounts Payable	PELL	137.00
South, Olivia	01		Accounts Payable	Online Refund	7.00
Spurgeon, Lela M.	01		Accounts Payable	PELL	100.00
Stadel, Jason R.	01		Accounts Payable	Online Refund	129.60
Stingley, Kimberly R.	01		Accounts Payable	Online Refund	177.00
Stomberg, Kristi L.	01		Accounts Payable	Online Refund	162.00
Stuart, Dwayne N.	01		Accounts Payable	PELL	425.50

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Stuart, Dwayne N.	01		Accounts Payable	CORRECTION	-425.50
Stuart, Dwayne N.	01		Accounts Payable	PELL	425.00
Toomsen, Alan M.	01		Accounts Payable	PELL	459.82
Van Horn, Kayla R.	01		Accounts Payable	PELL	57.41
VanNatta, Charlotte E.	01		Accounts Payable	Online Refund	25.00
VanRycke, Rodney A.	01		Accounts Payable	PELL	41.49
Villarreal, Valerie M.	01		Accounts Payable	PELL	158.00
Vock, Nathen L.	01		Accounts Payable	Online Refund	162.00
Wagner, Bradley W.	01		Accounts Payable	PELL	175.00
Wells, Brett D.	01		Accounts Payable	Online Refund	129.60
White, Connie L.	01		Accounts Payable	PELL	206.00
Wilcox, Elizabeth	01		Accounts Payable	PELL	46.93
Smith, Romana	01		Other Payables	Refund-Anna Dametz	992.00
Follett Bookstore	01		PELL EOG BT	June 02 Book Charges	3,372.05
Follett Bookstore	01		Foundation B	Books 6/01-6/18/02	186.45
Follett Bookstore	01		Stafford Loans BT	Books 6/01-6/18/02	56.31
Follett Bookstore	01		JTPA Whiteside B	May Book Purchases 2002	4,895.60
Follett Bookstore	01		JTPA Whiteside B	May Book Purchases 2002	146.75
Follett Bookstore	01		JTPA Whiteside B	June 02 Book Charges	6,435.80
Follett Bookstore	01		JTPA Lee B	June 02 Book Charges	8.95
Follett Bookstore	01		JTPA Lee B	May Book Purchases 2002	828.63
Follett Bookstore	01		JTPA Lee B	Books 6/01-6/18/02	1,130.32
Follett Bookstore	01		Vets Rehab B	Books 6/01-6/18/02	141.58
Follett Bookstore	01		Vets Rehab B	May Books	90.95
Follett Bookstore	01		Trade Act TAA Sterling B	May Book Purchases 2002	39.95

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Follett Bookstore	01		Trade Act TFA Freeport B	May Book Purchases 2002	219.79
Follett Bookstore	01		Trade Act TRI- Rock- Island	Books 6/01-6/18/02	150.00
Follett Bookstore	01		WIA- Clinton	Books 6/01-6/18/02	126.00
Consolidated Management Co	01		Cafeteria payable	Punch A Lunch May 02	20.00
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services for April	572.00
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services	338.00
Assn of Community College Trus	01	Board of Trustees	Publications and Ducs	Membership Dues FY 03	1,094.00
Sileven, Larry L.	01	Board of Trustees	Conference/Meeting Expense	Travel 6/14/02 ICCTA Annual Meeting	75.92
Follett Bookstore	01	President	Office Supplies	Bookstore Charges for April 2002	33.03
Follett Bookstore	01	President	Office Supplies	June 2002 Bookstore Charges	19.91
Sterling Area Chamber of Comme	01	President	Conference/Meeting Expense	Legislative Dinner	15.00
ABDICK Multigraphics	01	Printshop	Maintenance Services	Maintenance/Repair Print Shop Machines	110.00
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
Follett Bookstore	01	Printshop	Purchases for Resale	Bookstore Charges for April 2002	36.08
Rock River Printers	01	Printshop	Purchases for Resale	22 x 34 2c Calendars 4/M	1,575.26
Rock River Printers	01	Printshop	Purchases for Resale	Tech Prep Brochure 4/M	515.58
Rock River Printers	01	Printshop	Purchases for Resale	Career Program-Sm Brochures 185 15/M	603.76
Shawver Press Inc	01	Printshop	Purchases for Resale	Program Brochures 3/M	4,725.00
Xerox Corporation	01	Printshop	Debt Principal Retirement	5100 Copier Lease Payment-Principal	508.04
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 265 Copier Lease Payment-Principal	540.08
Xerox Corporation	01	Printshop	Interest	DC 265 Copier Lease Payment-Principal	204.57
Xerox Corporation	01	Printshop	Interest	5100 Copier Lease Payment-Principal	210.62
SBM Business Equipment Center	01	Information Center	Maintenance Services	Monthly Copy Count	30.20
Follett Bookstore	01	Information Center	Office Supplies	Bookstore Charges for April 2002	2.79

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
SBM Business Equipment Center	01	Information Center	Office Supplies	FO - 15CR Sharp Imaging Film Roll	70.85
Follett Bookstore	01	Grant, Planning, & Research	Office Supplies	June 2002 Bookstore Charges	2.86
Follett Bookstore	01	VP-Instructional Services	Office Supplies	Bookstore Charges May 2002	7.41
Hecht, Deborah J.	01	VP-Instructional Services	Conference/Meeting Expense	Travel WIEC Meeting 6/25/02	65.70
National Collegiate Honors Cou	01	Honors	Publications and Dues	Institutional Membership FY 03	300.00
Edleman, Paul	01	Other Instructional	Tuition Reimbursement	Summer 2002 Tuition Reimburement	150.00
Eichman, Richard	01	Other Instructional	Tuition Reimbursement	Spring 2002 Tuition Reimbursement	690.00
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance 08/01-06/02 Sharp 2214	53.47
Follett Bookstore	01	Dean of Arts,Social Sciences & P	Office Supplies	June 2002 Bookstore Charges	46.00
Staples	01	Dean of Arts,Social Sciences & P	Office Supplies	Appointment Book	15.99
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges May 2002	121.44
Follett Bookstore	01	Art	Instructional Supplies	June 2002 Bookstore Charges	-42.78
VanderWege, Robertus J.	01	Art	Instructional Supplies	Village Common Books	94.36
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges for April 2002	42.48
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges for April 2002	60.76
Follett Bookstore	01	Foreign Language	Instructional Supplies	Bookstore Charges May 2002	9.00
Follett Bookstore	01	Humanaties	Instructional Supplies	Bookstore Charges for April 2002	105.51
Consolidated Management Co	01	Music	Instructional Supplies	Refreshments for Concert	133.30
Follett Bookstore	01	Music	Instructional Supplies	June 2002 Bookstore Charges	1.59
Follett Bookstore	01	Physical Education	Instructional Supplies	Bookstore Charges for April 2002	10.70
Follett Bookstore	01	History	Instructional Supplies	June 2002 Bookstore Charges	75.47
Follett Bookstore	01	History	Instructional Supplies	Bookstore Charges May 2002	23.25
Plaza Centre	01	Political Science	Instructional Supplies	Framework for Democracy master tapes	457.60
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges May 2002	11.42
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges for April 2002	35.54

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Cox, Doris	01	Learning Skills	Instructional Supplies	Stop Watches	39.68
Follett Bookstore	01	Learning Skills	Instructional Supplies	Bookstore Charges May 2002	1.43
Follett Bookstore	01	Dean of Business,Tech & Natural	Office Supplies	Bookstore Charges May 2002	19.18
Heffelfinger, Tricia M.	01	Dean of Business,Tech & Natural	Conference/Meeting Expense	Travel for Brochure Delivery	14.60
White, Linley V.	01	Dean of Business,Tech & Natural	Conference/Meeting Expense	Travel-LaSalle WIB Meeting 6/25/02	49.61
White, Linley V.	01	Dean of Business,Tech & Natural	Conference/Meeting Expense	Reimbursements for Math Candidate's Lunches	118.00
Follett Bookstore	01	Business	Instructional Supplies	Bookstore Charges for April 2002	19.50
Follett Bookstore	01	Computer Information Systems	Instructional Supplies	Bookstore Charges for April 2002	21.95
Hold N View	01	Office & Administrative Services	Instructional Supplies	Hold N View II Package	559.60
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Sharp Emerson CS2194 Calculator Machine 13 Digit	460.00
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Coat Rack 48" QRT 20214 Black	249.00
Follett Bookstore	01	Electronics	Instructional Supplies	June 2002 Bookstore Charges	69.50
Follett Bookstore	01	Electronics	Instructional Supplies	Bookstore Charges May 2002	2.06
Newark Electronics	01	Electronics	Instructional Supplies	88F1645 Diode IN34A	15.17
Newark Electronics	01	Electronics	Instructional Supplies	13B3436 PNP Transistor 2N4249	13.67
Follett Bookstore	01	HVAC	Instructional Supplies	June 2002 Bookstore Charges	60.50
Follett Bookstore	01	HVAC	Instructional Supplies	Bookstore Charges for April 2002	131.47
Johnstone Supply	01	HVAC	Instructional Supplies	H24-851 Hand Scanners	136.72
Follett Bookstore	01	Mechanical Design	Instructional Supplies	Bookstore Charges for April 2002	9.59
Fountain, William B.	01	Mechanical Design	Instructional Supplies	Mechanical Design Supplies	78.53
BioCam Communications	01	Biology	Instructional Supplies	Biology Supplies-	59.24
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies	87.88
Follett Bookstore	01	Biology	Instructional Supplies	Bookstore Charges May 2002	3.58
Follett Bookstore	01	Chemistry	Instructional Supplies	Bookstore Charges May 2002	1.20
Follett Bookstore	01	Chemistry	Instructional Supplies	Bookstore Charges for April 2002	10.38

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Follett Bookstore	01	Chemistry	Instructional Supplies	June 2002 Bookstore Charges	4.99
Follett Bookstore	01	Mathematics	Instructional Supplies	June 2002 Bookstore Charges	189.92
Follett Bookstore	01	Mathematics	Instructional Supplies	Bookstore Charges for April 2002	97.55
Follett Bookstore	01	Mathematics	Instructional Supplies	Bookstore Charges May 2002	18.37
Atchley, Charles E.	01	Physics	Instructional Supplies	Printer paper & Notebooks	65.51
Follett Bookstore	01	Physics	Instructional Supplies	Bookstore Charges for April 2002	136.75
Follett Bookstore	01	Technical Occupational	Instructional Supplies	Bookstore Charges for April 2002	1.99
Lincoln Land Community College	01	Technical Occupational	Instructional Supplies	CFC Tests for class 5/28/02	440.00
Follett Bookstore	01	Director of Health Careers Ed	Office Supplies	June 2002 Bookstore Charges	17.44
Follett Bookstore	01	Director of Health Careers Ed	Office Supplies	Bookstore Charges May 2002	11.33
Shippert, Stanley	01	Clinical Laboratory Science	Conference/Meeting Expense	Travel-Clinical Sites thru 6/27/02	363.18
Follett Bookstore	01	Clinical Laboratory Science	Office Supplies	Bookstore Charges May 2002	3.19
KSB Hospital	01	Associate Degree Nursing	Consultants	NRS Clinical	974.55
Follett Bookstore	01	Associate Degree Nursing	Office Supplies	Bookstore Charges May 2002	11.93
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	1 1/2" Needle 100/Box	112.10
Quill Corporation	01	Associate Degree Nursing	Instructional Supplies	3M Overhead Transparencies 035-PP-2500	59.97
Follett Bookstore	01	Licensed Practical Nursing	Office Supplies	Bookstore Charges May 2002	6.38
Licensed Practical Nurse Assoc	01	Licensed Practical Nursing	Instructional Supplies	Application Fee	50.00
Freeport Memorial Hospital	01	Radiologic Technology	Consultants	Rad Tec Clinical 185 & 285	1,811.25
Quill Corporation	01	Radiologic Technology	Office Supplies	Rolodex Tray File-Covered 035-67262	48.47
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel Clinical Site thru 6/27/02	166.44
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical thru 6/13/02	172.65
Kiele, Beverly M.	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Sites thru 6/26/02	158.41
Kiele, Beverly M.	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Sites thru 6/17/02	499.69
Follett Bookstore	01	Dean of Information Systems	Office Supplies	June 2002 Bookstore Charges	4.78

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Follett Bookstore	01	Learning Resource Center	Library Supplies	Bookstore Charges May 2002	14.00
Thomas, Robert	01	Learning Resource Center	Conference/Meeting Expense	Travel NILS Conference-Rockford 6/20/02	43.50
Unique Computer	01	Computing & Instruct Tech	Instructional Supplies	Hard Drive (2)	240.00
Pfeifer, Alan	01	Computing & Instruct Tech	Conference/Meeting Expense	Travel 6/24/02 PTown High School	18.25
Network System Technologies, I	01	Administrative Data Processing	Maintenance Services	CISCO Maintenance Agreement FY 03	38,368.00
Apple Computer Inc	01	Administrative Data Processing	Office Supplies	D1022LL/B Quick-Time Pro, Win License	59.98
Follett Bookstore	01	Administrative Data Processing	Office Supplies	Bookstore Charges May 2002	41.55
Toner Tech Plus	01	Administrative Data Processing	Office Supplies	Toner Refurb	770.45
Unique Computer	01	Administrative Data Processing	Office Supplies	Toner	299.00
Follett Bookstore	01	VP- Student Services	Office Supplies	June 2002 Bookstore Charges	2.39
Follett Bookstore	01	VP- Student Services	Office Supplies	Bookstore Charges for April 2002	20.55
Dixon Rotary Club	01	VP- Student Services	Publications and Dues	Dixon Rotary Dues	133.75
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel-President's Meeting 6/13/02	144.10
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel-ICCCSSO Meeting 6/20/02	99.25
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel Conference 6/30/02 Chicago	70.34
Marriott	01	VP- Student Services	Conference/Meeting Expense	Hotel Rooms Core Values Conference- 6/30/02	834.00
Murray, Kris A.	01	VP- Student Services	Conference/Meeting Expense	Cash Advance Core Values Conference 6/30/02	160.00
Kennay, Doris J	01	Special Needs- ADA	Other Contractual Services	Americorp-Court Services	87.50
Creative Printing	01	Special Needs- ADA	Office Supplies	SVCC Business Cards For Keith Bos 500/Box	40.00
Follett Bookstore	01	Commencement	Other Supplies	Bookstore Charges May 2002	40.00
Sauk Valley Cleaners	01	Commencement	Other Supplies	Cleaning of Drapes & Supplies for Commencement	256.00
National Business Systems	01	Admissions, Records & Placement	Office Supplies	Imaging & Indexing of Student Files/Final Grades	1,342.67
Quill Corporation	01	Admissions, Records & Placement	Office Supplies	541-S-OE912-28 9x12 Gum Closure Gold Kraft Cat Env	56.97
American Assn of Collegiate Re	01	Admissions, Records & Placement	Publications and Dues	AACRAO Membership Renewal	700.00
Ill Assoc of Collegiate Regist	01	Admissions, Records & Placement	Publications and Dues	Membership Dues FY 03	110.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Peterson, David A.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	NASFAA Conference Reimbursement	350.00
Daly, Ann C.	01	Counseling	Tuition Reimbursement	Tuition Reimbursement Spring 2002	105.00
SBM Business Equipment Center	01	Counseling	Maintenance Services	Copier Charges 2002	40.49
Follett Bookstore	01	Counseling	Office Supplies	Bookstore Charges May 2002	3.20
Follett Bookstore	01	Counseling	Instructional Supplies	Bookstore Charges May 2002	236.00
Breed, Thomas	01	Counseling	Conference/Meeting Expense	Area H.S. Assessments thru 5/21/02	179.95
Funston, Terry L.	01	Counseling	Conference/Meeting Expense	Travel H.S. Assessments thru 5/9/02	26.28
Marriott	01	Counseling	Conference/Meeting Expense	Hotel Rooms Core Values Conference- 6/30/02	417.00
Matheney, Janet I.	01	Counseling	Conference/Meeting Expense	Travel-IAI Educational Panel 4/22/02	96.74
Partington, Sarah H.	01	Counseling	Conference/Meeting Expense	Cash Advance Core Values Conference 6/30/02	60.00
Partington, Sarah H.	01	Counseling	Conference/Meeting Expense	Travel 6/30/02 Chicago	14.52
Reighter, Patrice L.	01	Counseling	Conference/Meeting Expense	Cash Advance Core Value Conference 6/30/02	60.00
Clodfelter, Pamela J.	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spring 02	460.00
Olmsted, Brian T.	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spring 2002	345.00
Seagren, Catherine L.	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spring 2002	273.00
Federal Express Corp	01	Other Institutional	Postage	Fed Ex Charges	79.05
US Postmaster	01	Other Institutional	Postage	Permit Refill 243	600.00
Batt, Marc	01	Other Institutional	Recruitment	Travel Reimbursement for Math Candidate 7/9/02	233.60
Consolidated Management Co	01	Other Institutional	Recruitment	Lunch for Candidate 3/18/02	6.00
White, Linley V.	01	Other Institutional	Recruitment	Community Tours for Math Candidates	14.60
SFI Standard Forms Inc	01	Business Office	Office Supplies	Purchase Order 4/Part	465.46
Illinois CPA Society	01	Business Office	Publications and Dues	CPA Dues	210.00
Society for Human Resource Man	01	Personnel Office	Publications and Dues	Renewal Dues FY 03	160.00
Thompson Publishing Group	01	Personnel Office	Publications and Dues	Guide-Controlling Sexual Harassment	297.00
Thompson Publishing Group	01	Personnel Office	Publications and Dues	Guide-ADA Compliance	299.00



<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Follett Bookstore	010110	workforce prep	Instructional Supplies	June 2002 Bookstore Charges	118.00
Follett Bookstore	010110	workforce prep	Instructional Supplies	Bookstore Charges May 2002	735.89
Follett Bookstore	010110	workforce prep	Instructional Supplies	Bookstore Charges for April 2002	1,042.25
Follett Bookstore	010110	Corporate Services Admin.	Advertising	June 2002 Bookstore Charges	4.72
Follett Bookstore	010110	Corporate Services Admin.	Advertising	Bookstore Charges May 2002	7.08
Follett Bookstore	010110	Corporate Services Admin.	Advertising	Bookstore Charges for April 2002	23.04
Gericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel In-District thru 6/26/02	29.20
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-Company Visits thru 6/27/02	89.42
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Conference/Meeting Expense	Trvl In-District 5/3/02 thru 6/18/02	190.96
Mandernach, Patricia	010120	Community Education	Consultants	Dog Obedience 4-16/5-16-02	1,350.00
Stevens, Mary	010120	Community Education	Consultants	Beginning Equestrian 5/23-6/6/02	500.00
Anzelmo, John R.	010120	Community Education	Instructional Supplies	Instructional Materials for Basic Pistol Course	168.00
Anderson, Pamela J.	010120	College for Kids	Consultants	CFK-Survival Guide to Signing	240.00
Brandon, Angela S	010120	College for Kids	Consultants	CFK-Supplies Pottery Class	240.00
Brandon, Angela S	010120	College for Kids	Consultants	Pottery Magic 7-8	240.00
Brandon, Angela S	010120	College for Kids	Consultants	Pottery Magic 4-6	240.00
Brown, Miakka L.	010120	College for Kids	Consultants	Assistant Spanish 7-8	108.00
Brown, Miakka L.	010120	College for Kids	Consultants	Assistant Spanish 7-8	108.00
Brown, Miakka L.	010120	College for Kids	Consultants	Easing the Teasing 6/02	240.00
Delancey, Deborah	010120	College for Kids	Consultants	CFK-Confident Speaker	240.00
Ginn, Janet L	010120	College for Kids	Consultants	CFK-Quilting	240.00
Ginn, Janet L	010120	College for Kids	Consultants	Scrapbooking	240.00
Johnson, Kent N.	010120	College for Kids	Consultants	CFK-Emotional IQ	240.00
Solorzano, Christopher L.	010120	College for Kids	Consultants	Fencing 6/02	240.00
Solorzano, Christopher L.	010120	College for Kids	Consultants	Fencing II	240.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Vail, Becky J	010120	College for Kids	Consultants	Creative Drama 6-8	240.00
Vail, Becky J	010120	College for Kids	Consultants	Creative Drama 4-5	240.00
Vaughn, Kelly J.	010120	College for Kids	Consultants	Assistant Pottery Class 6/02	108.00
Vaughn, Kelly J.	010120	College for Kids	Consultants	Leadership Training 6/02	240.00
Follett Bookstore	010120	College for Kids	Instructional Supplies	Bookstore Charges May 2002	7.55
Follett Bookstore	010120	College for Kids	Instructional Supplies	June 2002 Bookstore Charges	133.86
Ginn, Janet L	010120	College for Kids	Instructional Supplies	Materials-Quilting/Scrapbook Classes CFK	262.00
Rock and Learn	010120	College for Kids	Instructional Supplies	Spanish Tapes/Books CFK	41.75
Rock and Learn	010120	College for Kids	Instructional Supplies	Spanish to English - Book & Cassette RL919	103.40
STRESS*ED	010120	College for Kids	Instructional Supplies	Activity Books-Easing the Teasing	33.50
Scudder's Apparel	010120	College for Kids	Instructional Supplies	T-Shirts College For Kids	366.50
Seguin, Kandy M.	010120	College for Kids	Instructional Supplies	CFK Dungeon-Materials 6/17/02	37.10
Tilton, Ann R	010120	College for Kids	Instructional Supplies	Study Skills Packets/CFK	100.00
Valley Magic	010120	College for Kids	Instructional Supplies	Materials for Magic Workshop-CFK	34.00
Follett Bookstore	010120	Community Ed Administration	Office Supplies	Bookstore Charges for April 2002	23.04
Follett Bookstore	010120	Community Ed Administration	Office Supplies	June 2002 Bookstore Charges	2.11
Khuntangta, Trirong	010120	Health & Personal Development	Consultants	Thai Kickboxing 6/22/02	272.00
Khuntangta, Trirong	010120	Health & Personal Development	Consultants	Thai Kickboxing May 4, 2002	272.00
CIRCA 21	010130	Trips & Tours	Conference/Meeting Expense	Deposit for Sing	150.00
Pratt	010200	Technology Fee	Capital Supplies	AMX VPT-CP Viewpoint	5,400.00
C-B Kramer Sales & Service	02	maint	Maintenance Services	Proposal #50294-RN-R1: Perform burner/control test	850.00
Lazer's Machine & Welding	02	maint	Maintenance Services	Weld Light Poles	189.00
Ferrellgas	02	maint	Maintenance Supplies	Propane-Forklift	23.00
Grainger	02	maint	Maintenance Supplies	Open Purchase Order Supplies	118.20
Grainger	02	maint	Maintenance Supplies	Open Purchase Order Supplies	-454.40

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Grainger	02	maint	Maintenance Supplies	Open Purchase Order Supplies	135.60
Grainger	02	maint	Maintenance Supplies	Open Purchase Order Supplies	32.34
Grainger	02	maint	Maintenance Supplies	Open Purchase Order Supplies	75.40
Grainger	02	maint	Maintenance Supplies	Open Purchase Order Supplies	74.04
Grainger	02	maint	Maintenance Supplies	Open Purchase Order Supplies	5.52
Grainger	02	maint	Maintenance Supplies	Open Purchase Order Supplies	73.40
Leslie's	02	maint	Maintenance Supplies	45 lbs Tab Bromide	583.96
Menards	02	maint	Maintenance Supplies	Supplies	69.37
Menards	02	maint	Maintenance Supplies	Supplies	25.95
Menards	02	maint	Maintenance Supplies	Fans & Plugs	124.18
Morgan Services Inc.	02	custodial	Maintenance Services	Towel Service	120.89
Napa Auto Parts	02	Grounds	Maintenance Supplies	Brake Lines	14.90
Commonwealth Edison	02	Utilities	Electricity	Monthly Electrical Service	8,729.60
AT & T	02	Utilities	Telephone	Monthly Telephone Charge	1,444.75
Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Service	2,960.58
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine testing	444.33
Paulsen, Carmel A.	02	Building and Grounds Administrat	Conference/Meeting Expense	Travel Sycamore-Postal Rate Seminar	44.17
Floor Covering Express	02	Building and Grounds Administrat	building Remodeling	Carpet-Business Office	1,139.52
Menards	02	Building and Grounds Administrat	building Remodeling	Dividers for Business Office	239.55
Burnidge Cassell Associates, I	03	Operations & Maintenance- Restri	building Remodeling	Architectural Fees	2,538.07
Burnidge Cassell Associates, I	03	Operations & Maintenance- Restri	building Remodeling	Architectural Fees	2,700.60
John A Loos Sons Inc	03	Operations & Maintenance- Restri	building Remodeling	Replacement of the College Cooling Towers per bid	24,641.50
Surin-Westerman Ltd	03	ICCB Deferred Maintenance Grant	Maintenance Supplies	Leslie Controls Gpk-1 #U3044348501 Pressure Redu-	3,294.51
Follett Bookstore	050500	Child Care Center	Other Supplies	June 2002 Bookstore Charges	3.84
Follett Bookstore	050500	Child Care Center	Other Supplies	Bookstore Charges for April 2002	15.56

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Leseman, Jolene K.	050600		Petty Cash	Petty Cah	250.00
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Summer League Basketball 02	500.00
Achushnet Company	050600	Men's Golf	Instructional Supplies	One pair-Foot-Joy Classics Dry Premiere	126.00
Acushnet Company	050600	Men's Golf	Instructional Supplies	DCI 762 RH Irons	384.00
Spalding Sports WW	050600	Men's Golf	Instructional Supplies	Apex Edge Pro Iron:2,3,4,5,6,7,8,9,EQ,SW stl shaft	525.22
Sterling Park District	050600	Men's Golf	Other Conference & Meeting	Golf Team Usage Fee-Spring 02	285.00
Williams, David E.	050600	Men's Golf	Other Conference & Meeting	Travel-Men's Golf	23.58
Waubonsee Community College	050600	Men's Baseball	Other Conference & Meeting	Region IV Junior College Baseball All-Star Game	70.00
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel Basketball 7/6/02	183.96
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Basketball Travel thru 6/30/02	97.82
Follett Bookstore	050600	Women's Softball	Instructional Supplies	Bookstore Charges for April 2002	22.40
Anaconda Sports	050600	Women's Volleyball	Instructional Supplies	ZD0155 Black Competition II Knee Pads	176.25
Follett Bookstore	050600	General Athletics	Instructional Supplies	Bookstore Charges for April 2002	1.91
Arrowhead Conference	050600	General Athletics	Other Materials and Supplies	Athletic Dues FY 03	350.00
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Bookstore Charges May 2002	4.61
Derby, Dustin C.	050600	Student Activities	Other Materials and Supplies	Supplies	31.85
Follett Bookstore	050600	Student Activities	Other Materials and Supplies	Bookstore Charges for April 2002	9.37
Marriott	050600	Student Activities	Other Conference & Meeting	Room Conf NCSS 8/9/02	169.06
Magna Publications	050600	Student Government	Other Conference & Meeting	Travel Chicago NCSS CSGSL	199.00
Magna Publications	050600	Student Government	Other Conference & Meeting	Travel Chicago-NCSS-CGSL	199.00
Magna Publications	050600	Student Government	Other Conference & Meeting	Travel Chicago-NCSS-CGSL	199.00
Marriott	050600	Student Government	Other Conference & Meeting	Room Conf NCSS 8/9/02	169.06
Follett Bookstore	050600	Voyager	Other Materials and Supplies	Bookstore Charges for April 2002	3.99
Olmsted, Brian T.	050600	Voyager	Other Conference & Meeting	Reimbursement 2002 ICCJA Confernce/Hotel Fees	130.08
Amoco Oil Company	050800	Transportation	Other Sales & Service	Gas for College Van	220.61

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas Purchases for College Vans	36.61
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas for College Van	37.26
Johnson, Jedidiah F.	051600	Recreation Room	Instructional Service Contracts	Assistant Basketball Camp 7/11/02	96.00
Poston, Jamie L.	051600	Recreation Room	Instructional Service Contracts	Assistant Basketball Camp 7/11/02	72.00
Follett Bookstore	062010	Special Populations Grant	Instructional Supplies	June 2002 Bookstore Charges	4.93
Mueller Audio Visual	062022	WFP- Education to Careers Grant	Capital Supplies	Panasonic 352 VHS-C Camcorders	1,594.00
Pratt Audio-Visual & Video Cor	062022	WFP- Education to Careers Grant	Capital Supplies	15" Professional Monitors	2,025.00
ACT Educational Technology Cen	062022	WFP- Ed to Careers	Instructional Supplies	Administration Units (2600)	3,524.96
American College Testing Asset	062022	WFP- Ed to Careers	Instructional Supplies	Discover License Fee FY 03	1,850.00
American College Testing Asset	062022	WFP- Ed to Careers	Instructional Supplies	Software Annual License fee	450.00
Follett Bookstore	062022	WFP- Ed to Careers	Instructional Supplies	Bookstore Charges for April 2002	53.14
Follett Bookstore	062022	WFP- Ed to Careers	Instructional Supplies	June 2002 Bookstore Charges	216.96
Franklin Covey	062024	WFP- Career Services	Office Supplies	Monarch-Monticello Monthly Tabs	13.76
CGH Medical Center	062025	ICCB Current Workforce Training	Other	Trainer Fees Quality Training 5/2/02	2,283.59
Interact	062031	Advance Technology Grant	Instructional Equipment	Interactive Video Workstation IA2002P500	4,375.00
Greenbrier & Russel	062032	Adv Tech- Technology Support Gra	Consultants	Oracle Services Initial Contract (Banner Products)	8,000.00
Network System Technologies, I	062032	Adv Tech- Technology Support Gra	Consultants	Consulting-CISCO	8,439.60
RMS Informational Technology I	062032	Adv Tech- Technology Support Gra	Consultants	120 Hrs Support	18,600.00
Real Networks	062032	Adv Tech- Technology Support Gra	Computer Software	Annual Real Server & Producer Support and Renewal	1,277.50
Unique Computer	062032	Adv Tech- Technology Support Gra	Computer Software	Media Ghost 7.5 -License Version	732.50
Network System Technologies, I	062032	Adv Tech- Technology Support Gra	Capital Supplies	Cisco 1200 Access Point	1,111.88
Verizon Wireless	062032	Adv Tech- Technology Support Gra	Telecommunications	Monthly Charqe	24.26
Atwood Publishing, LLC	062041	ICCB Tech Skills Enhancement Gra	Inatructional Technology Materia	147 Practical Tips for Teaching Online Groups	107.00
Funston, Terry L.	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Travel ION Conference 5/22/02	33.00
Hurd, Mary Ann	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Travel ION Conference 5/22/02	33.00

REPORT SVRCHKR  
FISCAL YEAR 2002

Sauk Valley Community College  
Check Register  
From 06/20/02 To 07/20/02

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Kidder, Mary L.	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Travel ION Conference 5/22/02	33.00
Matheney, Janet I.	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Travel -ION Conference 5/22/02	33.00
Nelson, John D.	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Travel 5/22/02 ION Conference-Springfield	175.35
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits	Matching Funds 6/30/02	248.43
Nelson, John D.	062050	SBDC Grant	Conference/Meeting Expense	Travel-Business Sites thru 4/2/02	87.14
Nelson, John D.	062050	SBDC Grant	Conference/Meeting Expense	Travel 12/20/01 Elgin SBDC	62.16
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Telephone Charge	74.80
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance Charges	13.17
United States Cellular	062050	SBDC Grant	Telephone	Monthly Cell Phone Usage for SBDC	31.37
Deem, Craig A	062056	ISBE Adult Education- EA	Instructional Supplies	June 02 Cleaning Adult Ed Classes	25.00
Marruffo, Kerrie M.	062056	ISBE Adult Education- EA	Instructional Supplies	Supplies for GED Awards	99.05
Rhodes, Jay H.	062056	ISBE Adult Education- EA	Instructional Supplies	Supplies for Wallace Educational Center	56.62
Fiorini, Anthony D.	062056	ISBE Adult Education- EA	Other Supplies	Travel Wallace-GED	25.55
Grainger	062057	ISBE Adult Education- GG	Instructional Supplies	Wiring for Internet at Wallace	145.32
Sterling Community Unit School	062057	ISBE Adult Education- GG	Instructional Supplies	Copier Use-Wallace School May 02	63.30
Stevens, Shirley A.	062057	ISBE Adult Education- GG	Conference/Meeting Expense	Travel In-District thru 6/19/02	70.45
Follett Bookstore	062060	SOS VITAL Grant	Office Supplies	Bookstore Charges for April 2002	5.19
Apostolos, Jui-Hsian	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	A/P Shadowing	1,000.00
Bechtold, Lynne	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	A/P Job Shadowing 6/21/02	500.00
Hahne, Connie	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Job Shadowing 6/20/02	200.00
Holley, Jeff	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	A/P Experience 6/02	1,000.00
Michel, Steven E.	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	A/P Exp 6/15/02 Tech Prep	1,000.00
Nelson, Carolyn J.	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	A/P Experience 6/02	1,000.00
Career Solutions Training Grou	062073	ISBE Voc Ed- Tech Prep Grant	Other Supplies	Hand's On Academics premium Series	99.00
Lee Wayne	062073	ISBE Voc Ed- Tech Prep Grant	Printing	Pens for Tech Prep Consortium	540.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Lee Wayne	062073	ISBE Voc Ed- Tech Prep Grant	Printing	Juggling Balls	857.60
Unique Computer	062073	ISBE Voc Ed- Tech Prep Grant	Printing	Diskjet Printer	345.00
Illinois Student Assistance Co	062150	ISAC	ISAC	Excess Map Refund	30.00
Illinois Student Assistance Co	062150	ISAC	ISAC	Reimbursement overpayment II A Funds	500.00
Consolidated Management Co	062266	Building Healthy Families Grant	Other Materials and Supplies	BHF Program-Incentive Dinner	375.00
State Universities Retirement	063011	Student Support Services Grant	Allocated Employee Benefits	Americorp Matching Funds 7/15/02	636.02
State Universities Retirement	063011	Student Support Services Grant	Allocated Employee Benefits	Matching Funds 6/30/02	619.23
SBM Business Equipment Center	063011	Student Support Services Grant	Maintenance Services	Monthly Copy Charge 2002	40.48
Follett Bookstore	063011	Student Support Services Grant	Office Supplies	Bookstore Charges for April 2002	7.99
Council for Opportunity in Edu	063011	Student Support Services Grant	Conference/Meeting Expense	Registration B Dalton	490.00
Entas, Amber L.	063011	Student Support Services Grant	Conference/Meeting Expense	Deposit for B Dalton Hotel - Conf 9/10/02	179.77
Irving, Kristi A.	063011	Student Support Services Grant	Conference/Meeting Expense	Travel 6/7/02 Conference Vermont	136.27
Twin City Travel	063011	Student Support Services Grant	Conference/Meeting Expense	Airfare B Dalton-Washington,DC	223.00
Washington Hilton & Towers	063011	Student Support Services Grant	Conference/Meeting Expense	Hotel Accomodations Conf 9/10/02	779.75
SBM Business Equipment Center	063020	Perkins IIc	Office Supplies	Correction Tape TOM-68650	28.30
SBM Business Equipment Center	063020	Perkins IIc	Office Supplies	Texas Instrument Calculators TEX-TI-30X11S	380.00
SBM Business Equipment Center	063020	Perkins IIc	Office Supplies	Dust Off Disposables FAL-DPSXL	934.66
Campus Tech, Inc	063020	Perkins IIc	Instructional Supplies	Adobe Publishing Collection	489.00
SBM Business Equipment Center	063020	Perkins IIc	Instructional Supplies	Texas Instrument Calculators TEX-TI-83Plus	2,300.00
Highsmith Inc	063020	Perkins IIc	Printing	6 Pamphlet Display	875.00
ACT Educational Technology Cen	063020	Perkins IIc	Computer Software	Administration Units (2600)	1,675.04
Englewood Electric	063020	Perkins IIc	Computer Software	Catalog 9324-RL0300ENE RSLogix Software	1,265.00
Learning Center	063020	Perkins IIc	Computer Software	90 Plus OLCSM-0140-P1	284.70
MSDN Academic Alliance	063020	Perkins IIc	Computer Software	Annual MSDNAA agreement thru 6/30/2003	799.00
The Learning Pit	063020	Perkins IIc	Computer Software	LogixPro Multiple License Registration-Site Licens	816.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Unique Computer	063020	Perkins IIc	Computer Software	Mechanical Design Licenses	737.50
Lee Wayne	063020	Perkins IIc	Advertising	Calendars 2003 School Year	1,205.00
Lee Wayne	063020	Perkins IIc	Advertising	Pencils Tech Prep Program	1,640.00
Sauk Valley Newspapers	063020	Perkins IIc	Advertising	Educational Advertising	648.72
Sauk Valley Newspapers	063020	Perkins IIc	Advertising	Class Ads	423.63
Consolidated Management Co	063020	Perkins IIc	Conference/Meeting Expense	Math Meeting 5/23/02	67.65
White, Linley V.	063020	Perkins IIc	Conference/Meeting Expense	Travel-Springfield Connections Conference 6/11/02	182.66
Johnson, Virginia	063020	Perkins IIc	Other Conference & Meeting	Travel Connections Conf 6/17/02 & Addtl Site Visit	165.35
Sileven, Larry L.	063020	Perkins IIc	Other Conference & Meeting	Travel - Connections Conference 6/17/02	75.92
White, Linley V.	063020	Perkins IIc	Other Conference & Meeting	Travel-Springfield Connections Conference 6/11/02	2,000.00
State Universities Retirement	063030	Perkins IIIIE Tech Prep	Allocated Employee Benefits	Americorp Matching Funds 7/15/02	102.75
National Tech Prep Network	063030	Perkins IIIIE Tech Prep	Consultants	National Conference	640.00
SBM Business Equipment Center	063030	Perkins IIIIE Tech Prep	Office Supplies	Typewriter & Typewriter Supplies	142.88
Amboy High School	063030	Perkins IIIIE Tech Prep	Other	Tranist Tech Prep 5/31/02	285.00
Johnson, Virginia	063030	Perkins IIIIE Tech Prep	Other	Supplies for Consortium	307.46
Ohio High School	063030	Perkins IIIIE Tech Prep	Other	Tech Prep Transit 14- 17	737.66
Sterling Community Unit School	063030	Perkins IIIIE Tech Prep	Other	Transit Tech Prep 5/23/02	693.80
Sterling Community Unit School	063030	Perkins IIIIE Tech Prep	Other	Tech Prep Transit 5/8/02	65.20
Sterling Community Unit School	063030	Perkins IIIIE Tech Prep	Other	Tech Prep Transit 4/9/02	450.00
State Universities Retirement	063075	IDHS AmeriCorps	Allocated Employee Benefits	Americorp Matching Funds 7/15/02	238.98
Consolidated Management Co	063075	IDHS AmeriCorps	Other Supplies	Americorp Rural Tech Grad	36.00
White, Rebecca	063075	IDHS AmeriCorps	Other Supplies	National Conference	72.00
White, Rebecca	063075	IDHS AmeriCorps	Other Supplies	Office Supplies	66.79
Ogle County Newspapers	063075	IDHS AmeriCorps	Advertising	Recruitment Ad	90.00
Sauk Valley Newspapers	063075	IDHS AmeriCorps	Advertising	Recruitment Advertising	136.65



REPORT SVRCHKR  
FISCAL YEAR 2002

Sauk Valley Community College  
Check Register  
From 06/20/02 To 07/20/02

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<u>NAME/LOCATION</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Consolidated Management Co	063075	IDHS AmeriCorps	Conference/Meeting Expense	Americorp Supervisory Meeting 5/15/02	38.85
State Universities Retirement	063075	AmeriCorps - Member Activity	Allocated Employee Benefits	Matching Funds 6/30/02	228.12
Garrett, Teri L.	063075	AmeriCorps - Member Activity	Office Supplies	Notebooks/Cartridge Supplies	81.06
White, Rebecca	063075	AmeriCorps - Member Activity	Conference/Meeting Expense	Travel-Trng Rockford 6/13/02	72.61
White, Rebecca	063075	AmeriCorps - Member Activity	Conference/Meeting Expense	Travel-Conference Salt Lake City 6/12/02	1,664.79
Unique Computer	064030	Restricted Fund-GOD Certificates	Other Supplies	Faculty Hardware	360.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Flat Panel Monitors	1,185.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	DVD Drives	1,105.00
Lindgren Callihan Van Osdol &	11	Audit	Audit Services	Preliminary Work Audit 2002	2,225.00
Illinois Department Employment	12	Risk Management	Unemployment Insurance	2nd Quarterly Unemployment Tax	2,302.70
Network System Technologies, I	12	Risk Management	Maintenance Services	Maintenance Service FY 03	12,106.40
Ward, Murray, Pace, & Johnson,	12	Risk Management	Legal Services	General Legal Services	2,026.00
Network System Technologies, I	12	Risk Management	Computer Software	Upgrade to Firewall Software	1,771.60
Gallatin River Communications	12	Risk Management	Telephone	011 Cama Trunk Line	89.48
Radio Ranch Inc	12	Safety & Security	Maintenance Services	Repair-Security Radios	213.24
Verizon Wireless	12	Safety & Security	Maintenance Services	Security Cell Phone	67.69
Stewart & Associates Inc.	12	Safety & Security	Other Contractual Services	Contract Security	951.28
BANK ACCOUNT 1 TOTAL:					285,511.41
BANK ACCOUNT 2 TOTAL:					92,351.82
ALL ACCOUNTS TOTAL:					377,863.23