

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

October 28, 2002

7:00 p.m.

A. Call to Order

B. Roll Call

C. Communication from Visitors

D. Consent Agenda

- 1. Approval of Minutes**
- 2. Treasurer's Report**
- 3. Bills Payable**
- 4. Payrolls - September 30, 2002 - \$239,986.73**
October 15, 2002 - \$242,142.43
- 5. Budget Report**
- 6. Donations**
- 7. Disposal of Obsolete Equipment**
- 8. Change in Board Policy 419.01 (Fringe Benefits) - First Reading**

E. President's Report

- 1. Board Policies Review - 401.01, 402.01**
- 2. High School Enrollment Analysis (attached)**
- 3. Sauk Scholars Report (attached)**
- 4. Student Loan Cohort Default Rate (attached)**
- 5. Sauk's Center for Excellence in Learning and Teaching (attached)**
- 6. Sauk Specs (attached)**
- 7. Sam Braddock Recognition (attached)**

F. Financial Reports and Actions

- 1. 2002 Audit Report**
- 2. Protection, Health, and Safety Project: Repair Domestic Water System**
- 3. Protection, Health, and Safety Project: Theater Renovation**
- 4. ADA Project: Automatic Door Openers and Vestibules**
- 5. Transfer of Funds for T-1/West Wing Project**
- 6. Selection of T-1/West Wing Architect**
- 7. Funding Bonds Budget Report**
- 8. Review of Property and Liability Insurance Costs**
- 9. Course Fee Recommendations**

G. Closed Session (closed session minutes consideration)

H. Closed Session Minutes of September 23, 2002

I. Personnel

None

J. Other

New Certificates for Approval

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

November 25, 2002

December 16, 2002

January 27, 2003

February 24, 2003

March 24, 2002

ICCTA Monthly Meetings

November 8 - 9, 2002
Swissotel, Chicago

January 17 - 18, 2003
Renaissance Hotel, Springfield

March 14 - 15, 2003
William Rainey Harper -
Palatine

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

October 28, 2002

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on October 28, 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 A. Andersen	Henry S. Dixon, Jr.
William J. Simpson	Robert J. Thompson
Nancy L. Varga	Pennie von Bergen Wessels
B.J. Wolf	Neal Singleton

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

Communication from Visitors: Chair Wolf inquired if there were any communications from visitors. He then recognized Ann Daly SVCC counselor and PRIDE club representative Morgan Penwarden who presented a non-discrimination statement to the Board.

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

President's Report: President Behrendt reported on high school enrollment, the Sauk Scholars program, the Student Loan Cohort Default Rate for SVCC, Sauk's Center for Excellence in Learning and Teaching, the updated Sauk Specs, a letter of recognition for Sam Braddock, Associate Professor of Criminal Justice, that the Skyhawk Women's Tennis team made Sauk sports history by winning its first NJCAA Region IV championship, and that the men's golf team had placed third in the regional tournament.

2002 Annual Audit: It was moved by Member Andersen and seconded by Member Dixon that the Board accept the 2002 Annual Audit as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

Protection, Health and Safety Project - Domestic Water System: It was moved by Member Andersen and seconded by Member Simpson that the Board approve the Protection, Health and Safety Project to repair the domestic water system at the College for submission to the ICCB. In a roll call vote, the following was recorded: Ayes - Andersen, Simpson, Thompson, Varga, von Bergen Wessels, and Wolf. Nays - Member Dixon. Motion carried. Student Trustee Singleton advisory vote; aye.

Protection, Health and Safety Project - Theater Renovation: It was moved by Member Thompson and seconded by Member Simpson that the Board approve the Protection, Health and Safety Project to renovate the theater for submission to the ICCB. After discussion, it was moved by Member Thompson and seconded by Member Andersen that the Board amend the above motion to indicate that the theater renovation project is approved except for the item (listed under Ceiling) -- "Furnish new projection system." In a roll call vote on the amended motion, the following was recorded: Ayes - Members Andersen, Thompson, Varga, von Bergen Wessels, and Wolf. Nays - Members Dixon and Simpson. Motion carried. Student Trustee Singleton advisory vote: aye. In a roll call vote on the original motion, the following was recorded: Ayes - Members Andersen, Simpson, Thompson, Varga, von Bergen Wessels, and Wolf. Nays - Member Dixon. Motion carried. Student Trustee Singleton advisory vote: aye.

ADA Project: Automatic Door Openers and Vestibules: It was moved by Member Thompson and seconded by Member Varga that the Board approve the attached resolution, budget, and certification statement for the ADA project (funded by a grant from the State of Illinois) to create vestibules at the east, west and south main floor entrances and install ADA motion sensors at these doorways. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

Transfer of Funds for T-1/ West Wing Project: It was moved by Member Varga and seconded by Member Thompson that the Board approve the attached recommendations and resolution regarding the transfer of the remaining funds from the Building Bonds Proceeds Fund to the Operations and Maintenance Fund in order to create our local match of 25% for

the College T-1/West Wing Project. Discussion followed. In a vote on the motion, the following was recorded: Ayes - Members Andersen, Simpson, Thompson, Varga, and Wolf. Nays - Members Dixon and von Bergen Wessels. Motion carried. Student Trustee Singleton advisory vote: aye.

Selection of T-1/West Wing Architect: It was moved by Member Thompson and seconded by Student Trustee Singleton that the Board approve Burnidge Cassell Associates as the architect for the T-1/West Wing project. In a roll call vote, the following was recorded: Ayes - Members Andersen, Simpson, Thompson, Varga, and Wolf. Nays - Members Dixon and von Bergen Wessels. Motion carried. Student Trustee Singleton advisory vote: aye

Funding Bonds Budget Report: The attached Funding Bonds Budget Report was submitted to the Board as an information item.

Property and Liability Insurance Costs: The first annual review of Property and Liability Insurance Costs was presented to the Board as an information item.

Course Fees Recommendation: It was moved by Member Thompson and seconded by Member Dixon that the Board approve the attached list of course fees to be effective for Spring 2003 semester. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

Closed Session: At 8:40 p.m. it was moved by Member Dixon and seconded by Student Trustee Singleton that the Board adjourn to closed session to discuss closed session minutes consideration, and collective negotiating matters. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

Regular Session: The Board returned to regular session at 9:05 p.m.

Closed Session Minutes: It was moved by Member Andersen and seconded by Student Trustee Singleton that the Board approve the closed session minutes of the September 23, 2002 meeting. In a roll call vote, the following was recorded: Ayes - Members Andersen, Simpson, Thompson, Varga, von Bergen Wessels, and Wolf. Member Dixon - abstain. Motion carried. Student Trustee Singleton advisory vote: aye.

New Certificates for Approval: It was moved by Student Trustee Singleton and seconded by Member Simpson that the Board approve two new certificates (Computer Network Specialist and Desktop Publishing Specialist) for submission to the ICCB for their approval. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

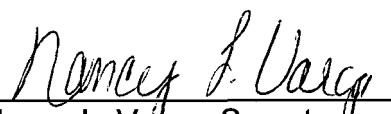
Reports: Student Trustee Singleton reported on the success of the Red Cross Bloodmobile sponsored by Student Activities, the State University Transfer Day, and College Night which will be held on November 6th. Foundation Liaison Andersen reported that the Foundation held their annual meeting on October 29 at which time they elected new officers, welcomed five new directors and set the dates of November 11 and 12 for their annual Employee Appreciation Receptions.

The Board discussed the possibility of adding the E-Mail addresses of the Trustees to the College website.

Adjournment: Since the scheduled business was completed, it was moved by Member von Bergen Wessels and seconded by Member Dixon that the Board adjourn. The next regular meeting will be held on November 25, 2002 at 7 p.m. in the third floor Board Room. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

The meeting adjourned at 9:10 p.m.

Respectfully submitted:



Nancy L. Varga, Secretary

For the Board Meeting of
October 28, 2002

Agenda Item D-6

DONATIONS

We have received the following donations:

Mr. and Mrs. Bryan Fountain donation of:

75 gallon aquarium with hood, base and accessories for Biology Lab
20 gallon hex-aquarium with hood and accessories for Biology Lab

Mr. and Mrs. Linley White donation of:

Pond with accessories (display on first floor)
Oak display case for chemistry
Ten gallon aquarium with metal stand and accessories for Biology Lab

RECOMMENDATION: Board approval to accept these donations with a letter of appreciation to be sent to the donors.

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES
MEMORANDUM**

DATE: October 14, 2002

TO: Dr. Richard L. Behrendt

FROM: Dr. Deborah Hechler 

RE: Donations for Board Approval

The following items have been donated to the college.

Mr. and Mrs. Bryan Fountain donation of:

75 gallon aquarium with hood, base and accessories
20 gallon hex-aquarium with hood and accessories

Mr. and Mrs. Linley White donation of:

Pond with accessories
Oak display case for chemistry
Ten gallon aquarium with metal stand and accessories

It is recommended that the Board accept these items and send a letter of appreciation to the donors.

js

For Board Meeting of
October 28, 2002

Agenda Item D-7

DISPOSAL OF OBSOLETE EQUIPMENT

Due to purchases of new furniture approved by the Board of Trustees at the September meeting, we will have the items listed in the attached memo available for disposal.

RECOMMENDATION: Board approval to declare the items listed on the attached memorandum as obsolete equipment to be disposed of through sale to the public.

TO: Richard Behrendt
FROM: Ruth Bittner *rb*
DATE: October 18, 2002
SUBJECT: Disposal of Obsolete Equipment

Due to purchases of new furniture approved by the Board of Trustees in September, we will soon have the following used furniture available for disposal:

- 6 side chairs
- 6 36" square pedestal-base tables
- 7 42" round pedestal-base tables
- 67 tablet armchairs
- 12 36"x84" trestle-base conference tables
- 6 various style lounge chairs

In addition, we are also ready to dispose of the following used Fitness Center equipment:

- 2 Trotter 3300 stair climbers, featuring six program options

In accordance with Board Policy 304.01, I recommend Board approval to declare this equipment as obsolete and to dispose of it through sale to the public.

After Board approval, we plan to place ads in the *Gazette* and *Telegraph* and also explore other means of notifying the public about the sale.

Thank you.

For Board Meeting of
October 28, 2002

Agenda Item D-8

CHANGE IN BOARD POLICY 419.01 (FRINGE BENEFITS)

FIRST READING

As the attached memo details, we recently considered adding choices for voluntary supplemental benefits for our staff. However, we discovered that while the faculty contract language allows us to add such benefits as pre-tax Section 125 cafeteria plan deductions, current Board Policy 419.01 does not permit this deduction. Therefore, we are recommending that we modify the wording in Board Policy 419.01 to allow for such a deduction so that the language is parallel to that contained in the faculty contract and also allow more options for these deductions.

RECOMMENDATION: Board approval of the recommended change in Board Policy 419.01 Fringe Benefits for first reading.

TO: Richard Behrendt

FROM: Ruth Bittner *RB*

DATE: October 17, 2002

SUBJECT: Change in Board Policy and subsequent cafeteria plan supplemental benefits

In response to requests from a number of employees who are interested in adding choices for voluntary supplemental benefits, we recently hosted a visit from AFLAC. AFLAC has offered our employees benefits in the form of insurance policies that cover accident expenses, sickness indemnity, short-term disability, cancer, and dental care. Premiums are paid 100% by employees through payroll deduction.

Because of the premium cost, a number of employees would like to elect to make the payments as pre-tax, Section 125 cafeteria plan deductions. Such payments are qualified according to the Internal Revenue Code.

To enable this option, we must make a change to Board Policy 419.01 "Fringe Benefits" and amend the official cafeteria plan document. The proposed change in Board policy will make the policy language similar to that contained in the faculty contract. The faculty contract language is broad enough to enable AFLAC as a Section 125 deduction without making additional changes to the contract.

While AFLAC is the current "trigger" for this recommended change, this would make our Board Policy 419.01 and the faculty contract compatible. Both provisions would now say the same thing.

The proposed plan amendment simply states that the new AFLAC offerings are added to the plan.

I recommend Board of Trustees approval of the proposed change in Board policy 419.01, and next month of the amendment to the Section 125 cafeteria plan document.

Thank you.

terminated from the College's group health plan. (On August 18, 1997, the Governor approved Senate Bill 423 which established a program of health, dental and vision benefits for retired employees of community college districts. This plan will be administered by the Illinois Department of Central Management Services and is similar to the benefits provided to state university retirees.)

C. Section 125 - details of Section 125 for all full-time faculty members may be found in the Faculty Contract.

The Board shall establish a Section 125 plan in accordance with the requirements of Section 125 of the Internal Revenue Code through salary reduction that will allow full-time staff **any allowable expenses not paid by the Board** to elect to designate a portion of their salary for the payment of ~~group insurance premiums~~.

D. Tuition Free Enrollment - details of tuition free enrollment for all full-time faculty members may be found in the Faculty Contract.

The college offers tuition free enrollment at Sauk Valley Community College for all full-time employees, their spouses, and their children under 23 years of age. Part-time employees working at least 20 hours per week and having completed 1 year of service are eligible for tuition waivers on a prorated basis. If an employee dies while working for the College, this tuition waiver will remain in effect for his/her surviving dependents under 23 years of age. It is the obligation of the employee to pay the student activity fee.

E. Academic Robe Expenses - the College will pay regular expenses for academic robes and regalia required for any Sauk Valley Function.

F. Tuition Reimbursement - details of tuition reimbursement for all full-time faculty members may be found in the Faculty Contract.

The Board will pay tuition and mandatory fees at the rate of not more than \$115 per credit hour up to a maximum of \$1,380 per year for those courses taken by full-time administrators, and full-time support and professional/technical staff, providing these courses are related to their work at the College. All courses must be approved in advance by the respective Vice President/ President and reimbursement will be limited to 12 credit hours per year. Any exceptions are to be made by the appropriate Vice President/President with the approval of a

FROM SVCC FACULTY ASSOCIATION CONTRACT

15.6 Tuition Reimbursement will be based upon Article 6, Section 6.5.

- A. The Board will reimburse tuition and mandatory course fees at the rate of up to \$115 per credit hour to a maximum of \$1,380 per year..
- B. Reimbursement for tuition may be used for graduate or undergraduate credit and for workshops, seminars, and symposiums as equated by the appropriate Vice President.
- C. Tuition reimbursement will be limited to twelve (12) semester credit hours per fiscal year.
- D. Tuition reimbursement shall be paid to faculty on approved leaves of absence for a maximum period of one (1) year at a rate not to exceed \$100 per credit hour and up to a total of thirty (30) credit hours. Tuition reimbursement does not apply in cases where these costs are covered by grants, scholarships, or assistantships.
- E. Tuition reimbursement shall be made upon presentation of a voucher or receipt from the institution where the faculty member was enrolled to the Vice President of Administrative Services and should bear the endorsement of the appropriate Vice President approving such reimbursement, and upon completion of the course and receipt of transcript.

15.7 The Board shall establish a Section 125 plan through salary reduction that will allow faculty members to elect to designate a portion of their salary for the payment of any allowable expenses not paid by the Board, in accordance with the requirements of Section 125 of the Internal Revenue Code.

401.01 Personnel Classifications and DefinitionsDefinitions

1. Contractual Employee - Contractual employees are hired by the Board of Trustees for a specific period of time to carry out the objectives of the special projects funded in whole or in part by an external agency for a specific and restricted purpose without obligation on the part of the college or expectations that the college will continue the employment beyond the terms of the contract. These employees will not have academic rank, but shall be entitled to salaries and benefits as specified by the Board of Trustees in a salary plan developed for use in their special circumstance. Contractual employees may include personnel in any classification: administrative, professional/technical, faculty, support, or any other classifications used at the College.

Continued employment shall be subject to a positive annual evaluation and the continued funding of the position in the project or program for which they were hired. Said employees shall not be eligible for tenure.

If the Board and/or the external agency shall determine that it is necessary to discontinue a project or program, written notice of termination of employment shall be given to all affected employees. Such termination shall be effective at the close of the project or program as determined by the Board of Trustees and/or the external agency.

2. Full-time Employees - Employees who work a full 40 hour week as in the case of support and professional/technical staff or full load as defined by a given administrative or instructional position.

3. Part-time Employees - Persons working less than a full workload as outlined in a written work agreement are considered part-time. Faculty who teach fewer than six (6) credit hours shall be considered part-time for the purposes of 401.01 (B) (3).

4. Permanent Employee - A permanent employee is a full-time or part-time employee who works on a continuing basis through the academic or calendar year.

5. Temporary (short-term) Employee - An employee appointed for a short period of time and may be terminated at any time. Temporary appointments are for periods of less than one year.

6. Term Employee - A term employee is appointed for a specific period of time, normally for one year. Such appointments automatically expire at the end of the agreed term.

7. Tenured Employee - A tenured employee is one who has been granted tenure. Tenure applies to all full-time faculty members employed by the institution when qualified as provided by the tenure provision of the Illinois Public Community College Act (Article IIIB) and is not related to a specific position.

However, any instructional faculty member having the status of tenure whose position is changed must be classified and paid for his/her new position at not less than the highest level of classification commensurate with his/her academic credentials and experience.

For purposes of the Illinois Collective Bargaining Act, the following definitions shall apply:

1. Confidential Employee - Any employee who, a) in the regular course of his/her duties assists, and acts in a confidential capacity to persons who formulate, determine, and effectuate management policies with regard to labor relations or who, b) in the regular course of his/her duties has access to information relating to the effectuation or review of the employer's collective bargaining policies.

2. Managerial Employee - An individual who is engaged predominantly in executive and management functions and is charged with the responsibility of directing and effectuation of such management policies and practices.

3. Part-Time Employee - Part-time academic employees shall be defined as those employees who provide fewer than six (6) credit hours of instruction per academic semester.

4. Professional Employee - An employee engaged in work a) predominantly intellectual and varied in character as opposed to routine, mental, manual, mechanical, or physical; b) involving consistent exercise of discretion and judgement in its performance; c) of such a character that the output produced or the result accomplished, cannot be standardized in relation to a given period of time; and d) requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study.

5. Temporary (short-term) Employee - An employee appointed for a short period of time and who may be terminated at any time. Temporary appointments are for periods of less than one year.

Classifications

The College staff is made up of the following personnel classifications or categories:

1. Administrative Personnel - Administrators are 12 month full-time professional staff members whose primary duties are managerial and supervisory in nature. Administrators are managerial and confidential employees pursuant to Section 401.01 (B) (1) (2). Duties are those described, inter alia, in policy 203.01.

2. Support Staff - Support staff include all clerical and maintenance personnel. Some support staff are confidential employees as defined by 201.01 (B) (1).

3. Instructional Faculty - All staff members whose primary duties are instructional and instructional support. Such persons are professional employees as defined in 401.01 (B) (4).

4. Professional/Technical Staff - Professional/technical staff are those who work under the supervision of a professional staff member or an administrator. Such persons may be a confidential employee, depending upon the responsibility of the position.

2/12/79

12/19/83

3/23/87

11/28/94

402.01 Academic Freedom

It is the policy of Sauk Valley Community College to maintain and encourage an atmosphere of freedom in teaching commensurate with the responsibility which each instructor must assume. The College believes that creative scholarship can thrive only in an atmosphere where there is freedom for examination of ideas. Such freedom includes the right to investigate problems, and to evaluate and question accepted theories. It carries with it the responsibility to offer alternative solutions in an unbiased manner and to develop in students the habit of independent investigation.

The protection of the prerogative of academic freedom requires a conscientious, responsible staff. Professional staff members should uphold the dignity of the College in all their activities; set an example of integrity, tolerance and decency for their students; and maintain high standards of scholarship and personal conduct.

3/23/81

3/23/87



**Sauk Valley Community College
Office of Financial Assistance and Career Services**

MEMORANDUM

TO: Dr. Joan Kerber
FROM: David Peterson *JK*
DATE: October 19, 2002
RE: Sauk Scholars Award Report

The following information provides detailed information on the Sauk Scholars Award for the 2002-2003 year. Overall the Sauk Scholars Award was taken advantage of by 25 students representing 10 area high schools. (See Attachment A). This represents 18.7% of the potential Sauk Scholars for our district in 2002. This is significantly higher than the previous program which averaged about 13 new awards per year. All students, who were identified as being in the top 10% and attended Sauk Valley Community College, did apply and receive the Sauk Scholar Award.

Of our 25 Sauk Scholars, six received financial assistance which offset the tuition waiver that is part of the Sauk Scholar Designation. Sauk's data correlates well with most national educational studies which suggest the greatest influence on academic performance is socio-economic status.

One area of concern for some parents involved the application process for financial assistance. Many families of potential Sauk Scholars failed to complete the application for financial assistance in a timely manner. I am unable to determine if the resistance was generated by the actual application for financial assistance, or if it was due to the late announcement of the program requirements. I suggest that we study this further when recruiting our 2003 Sauk Scholars.

A Recognition Banquet for the Sauk Scholars has been planned for Monday, November 18, 2002 at 6pm.

If you have any questions, please contact me at extension 282.

Sauk Scholars for 2002-2003
(by High School)

Sterling High School (7)	Nicole Dettman
	Ashley Flock
	Lindsay Hagen
	Gregory Hendrix
	William Inks
	Kara Knutti
	Emily Williams
Bureau Valley High School (3)	Phillip Endress
	Holly Leuchtenberg
	Joanna Stoller
Polo High School (2)	Linsey Fitzsimmons
	Courtney Mitchell
Dixon High School (4)	Grant Garrett
	Lindsay Joos
	Tara O'Neal
	Sarah Stouffer
Rock Falls High School (4)	James Gillen
	Lacy Hughes
	Katherine Peska
	Justin Van Zuiden
Prophetstown High School (1)	Josh Mosher
Fulton High School (1)	Ryan Ven Huizen
Milledgeville High School (1)	Amber Vos
Faith Christian High School (1)	Jeffrey Wegmeyer
Sterling Christian High School (1)	Alisha Young



**Sauk Valley Community College
Office of Financial Assistance and Career Services**

MEMORANDUM

TO: Dr. Joan Kerber, Vice-President of Student Services

FROM: David Peterson *DAP*

DATE: October 16, 2002

RE: Student Loan Cohort Default Rate

The United States Department of Education has released our final Cohort Default Rate for the 2000 Fiscal Year. The chart below illustrates our last four fiscal year default rates, with the 2000 rate bolded.

COHORT YEAR GROUP	NUMBER IN DEFAULT	NUMBER IN REPAYMENT	DEFAULT RATE
FY 1996	25	178	14.0%
FY 1997	17	197	8.6%
FY 1998	14	148	9.4%
FY 1999	3	162	1.8%
FY 2000	9	139	6.4%

FY1999 is the first cohort group to be affected by our Default Management Plan implemented during the 1998-1999 academic year. The Default Management Plan is designed to address this correlation between course completion and student default through education and strict borrowing limitations.

The following chart illustrates the average loan debt for FY1996 through FY2000. We believe that this chart demonstrates that the aggressiveness of our default management plan has decreased defaulter's loan debt and had a significant positive affect on Sauk Valley's default rate.

COHORT YEAR GROUP	AVERAGE DEBT	DEFUALTER'S AVERAGE DEBT
FY 1996	\$2,846	\$3,541
FY 1997	\$2,885	\$4,063
FY 1998	\$3,088	\$3,629
FY 1999	\$2,962	\$1,794
FY 2000	\$3,031	\$1,905

If you have any questions regarding this information, please contact me at your earliest convenience.

-dp



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

Memorandum

TO: Dr. Deborah Hecht
Vice President for Instructional Services

FROM: Dr. Patrick Kennedy *PDK*
Dean of Arts, Social Science, Adult Education, and Physical Education

DATE: October 16, 2002

RE: Sam Braddock recognition

I recently received a copy of a letter from Dr. Alvin Goldfarb, President of Western Illinois University, that notified Mr. Sam Braddock, Associate Professor of Criminal Justice, that he has been named a "Most Inspirational Teacher" because he was nominated for the honor by one of his graduates who is now attending Western.

Sam is very deserving of this honor. He has worked hard to build a strong program in Criminal Justice. He is student friendly and shares his vast knowledge and experience with Sauk Valley students pursuing careers in Criminal Justice and Corrections. We are pleased to have him on the SVCC faculty.

cc Dr. Deborah Hecht

C:\KENNEDY\Correspondence\sam braddock recognition 101602.wpd

For Board Meeting of
October 28, 2002

Agenda Item F-1

2002 AUDIT REPORT

Dick Wells of our auditing firm will be present to review the 2002 Audit Report and answer any questions from the Board.

RECOMMENDATION: Board approval of the 2002 Audit Report.

For Board Meeting of
October 28, 2002

Agenda Item F-2

PROTECTION, HEALTH, AND SAFETY PROJECT
REPAIR DOMESTIC WATER SYSTEM

As the attached information outlines, we have two projects for Protection, Health, and Safety Tax Levy funding and they are presented as Agenda Items F-2 and F-3. In addition, we have also provided an updated report on all projects funded from this levy since 1989.

RECOMMENDATION: Board approval of the Protection, Health and Safety Project to repair the domestic water system for submission to ICCB.

TO: Richard Behrendt

FROM: Ruth Bittner *RLB*

DATE: October 10, 2002

SUBJECT: Protection, Health and Safety Projects

The following two projects have been identified for funding through the Protection, Health and Safety Tax Levy.

1. **Repair Domestic Water System** – This project will replace 1,000 feet of water main, rehabilitate the backup domestic water well, install pressure tanks, replace two water softeners, and re-pipe two air handlers. Projected budget: \$324,000.
2. **Theater Renovation** – This project will remove, replace, and re-wire ceiling and stage lighting and electrical systems, remove the remaining ceiling asbestos, repair and replace the stage floor, and improve accessibility of the stage entrances. Projected budget: \$262,543.

The 2002 Protection, Health and Safety Fund levy, payable in 2003, should yield approximately \$600,000 at the maximum allowable tax rate. These two projects have an estimated total cost of \$586,543. The College has levied at or near the maximum five cents for this fund for a number of years. Protection, Health and Safety projects must cost at least \$25,000 and require ICCB approval. A list of past, current and possible future projects is attached.

I recommend that we seek Board approval of the attached resolutions, budgets and certification statements regarding these projects.

RESOLUTION TO APPROVE PROTECTION, HEALTH AND SAFETY PROJECTS

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 506 is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and,

WHEREAS, the Board has received reports from licensed professional architect/engineer that there are projects at SVCC which require repairs and alterations, as defined in 23 Illinois Administrative Code, Sec. 1501.601; and

WHEREAS, the projects recommended for repair and alteration are:

Repair Domestic Water System	\$324,000.00
Theater Renovation	<u>262,543.00</u>
	<u>\$586,543.00</u>

WHEREAS, all facilities described by the projects set forth are owned by SVCC.

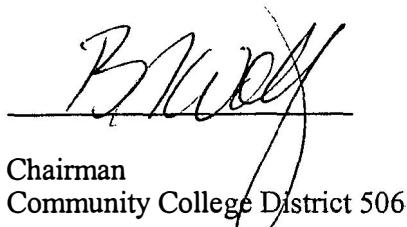
NOW, BE IT RESOLVED by the Board of Trustees of Sauk Valley Community College District 506, as follows:

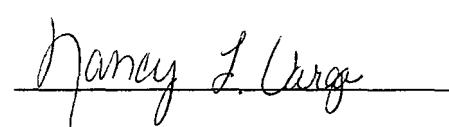
1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above require alteration or repair and are necessary to remove a health or safety hazard to the students, employees or visitors of SVCC.
3. There are not sufficient funds available in the Operations and Maintenance Fund of SVCC to complete the projects set forth above.
4. The Board approves the completion of the Protection, Health, and Safety projects described below:

Repair Domestic Water System
Theater Renovation

5. The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of this project consistent with Ill. Rev. Stat. Ch. 122 Paragraph 103-20.3.01 (and all other applicable statutes) and 23 Illinois Administrative Code Section 1501.608 (and all other applicable regulations).

Adopted October 28, 2002


Chairman
Community College District 506


Secretary
Community College District 506

Sauk Valley Community College

Protection Health and Safety Projects Tax Levy - History and Projected

As of October 8, 2002

Project Description	Budget	(Projected)		Levy Year	Approved for Levy	Actually Levied
		Completion Year	Year			
Reroof T-1, T-2, Gym - Phase 1	315,960	1989	c	1987	315,960	315,950
Reroof T-1, T-2, Gym - Phase 2	342,000	1990	c	1988	342,000	342,000
Reroof T-1, T-2, Gym - Phase 3	332,000	1991	c	1989	332,000	338,000
Boiler	72,700	1992	c	1990	72,700	
Reroof T-1, T-2, Gym - Phase 4	133,300	1992	c	1990	133,300	
Wastewater	156,000	1993	c	1990	156,000	
Cooling Tower	140,000	1994	c	1990	140,000	346,500
Exterior Lighting Safety Repairs	417,064	1993	c	1991	417,064	
Elevator Accessibility Modifications	108,973	1995	c	1991	108,973	
Gym Bleacher Replacement	152,686	1995	c	1991	152,686	
ADA Accessibility Modifications	226,926	2001	c	1991	226,926	357,000
Asbestos Abatement	56,000	1992	c	1992	56,000	
Asbestos Report	28,000	1993	c	1992	28,000	365,000
no project				1993		388,000
Gym Lighting Repairs	37,012	1994	c	1994	37,012	
Fire Hydrant Select Valve	41,303	1995	c	1994	41,303	
Kitchen Ventilation Modifications	79,685	1995	c	1994	79,685	415,000
Boiler Repair	36,600	1996	c	1995	36,600	
Door Hardware (safety)	98,300	1998	c	1995	98,300	453,000
Fire Alarm & Fire Exit Signs	406,600	1997	c	1996	406,600	490,000
Asbestos Abatement	200,000	1998	c	1997	200,000	
Energy Efficient Lighting	375,202	1998	c	1997	375,202	
Repair Cooling Towers	54,040	1998	c	1997	54,040	
Retaining Wall Repair, Phase 1	51,128	1998	c	1997	51,128	
T-3 Roof Repair	40,889	1998	c	1997	40,889	
Walkway Lighting Repairs	26,861	1998	c	1997	26,861	
Wellhouse Roof Membrane	40,960	1998	c	1997	40,960	
Exterior Concrete Surface Repair, Phase 1	226,584	2000	c	1997	226,584	440,341
Replace Steam Coils and Valves	222,750	1999	c	1998	222,750	
Egress Corrections - West Wing 2nd Floor	208,375	2002	c	1998	208,375	
Exterior Masonry Wall & Retaining Wall Repair, Phase 2	113,634	2001	c	1998	113,634	
Tennis Courts	240,046	2000	c	1998	0	544,759
Asbestos Abatement - 1K4, Theater	74,800	2000	c	1999	74,800	
Exterior Concrete Surface Repair, Phase 2	193,111	2000	c	1999	193,111	
Replace HVAC Controls	329,076	2000	c	1999	329,076	596,987
Exterior Concrete Surface Repair, Phase 3	290,000	2001	c	2000	349,941	
Re-coat Roofs of T-1 and T-2	130,000	2002	s	2000	129,010	

(Revised 11/3/99)

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Sauk Valley Community College District No. 506
Contact Person Jim Frederick Phone # (815) 288-5511, ext. 299
Project Title Repair Domestic Water System
Project Budget \$ 324,000 check ✓ here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2
Date October 17, 2002

Application Type (check the appropriate application type and follow instructions):

- Locally Funded New Construction--complete/submit Sections I, II, and II.
- Locally Funded Remodeling--complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
- Protection, Health and Safety--complete/submit Section I and Attachment PHS.
- Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.
- ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion

B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)

C. Has the site been determined professionally to be suitable for construction purposes? Yes
No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

A. Submit the remodeled square footage allocation (use *Square Footage Summary Attachment*)

Repair Domestic Water System

Project Scope:

This project replaces approximately 1,000 L.F. of water main, rehabilitates original well, installs pressure storage tanks, replaces two water softeners, and repipes Air Handlers #5 and 5A.

Project Programmatic Justification:

The water main to be replaced serves the farmhouse, T-2, the tennis courts, the baseball field and outdoor restroom facility. Over the last three years we have had to repair leaks five times. The piping is continuing to deteriorate and this work will help insure that domestic water is available to those facilities.

The original well has not been in operation for many years and the only backup to our main well that provides our domestic water. It is critical that this well be put back into operation to insure that domestic water is available to the College.

The installation of pressure tanks will relieve that current requirement that at least one pump has to run 24/7 to provide water and pressure to the College. This will reduce electric consumption and wear and tear on the distribution pumps.

The College water softeners provide soft water to the shower rooms and to the College boilers. They are original equipment and are more than 30 years old. Their controls do not work and replacement parts are not available. The media is worn out and the softeners do not hold their charge well and have to be regenerated three to four times as often as they should be.

Currently the loads on our three chillers are not balanced. Chiller #1 is overloaded and Chiller #2 is under loaded. The repiping of Air Handlers 5 & 5A will move them from Chiller #1 to Chiller #2 which will help balance their loads and will improve our capability to provide proper environmental conditions for our students, faculty and staff.

Attachment #1
Project Budget

Check One:

New Construction
 Remodeling

Project Name Repair Domestic Water System

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land		<u>N/A</u>
Site Development		<u>N/A</u>
Construction (including Fixed Equipment)		
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
 Total		

Protection, Health, and Safety Project Name _____

	<u>Budget Amounts</u>
Project Costs	<u>\$258,000</u>
Contingency	<u>27,000</u>
A/E Professional Fees	<u>20,800</u>
Design (8%)	
Construction Management (7%)	<u>18,200</u>
Total	<u>\$324,000</u>

Protection, Health, and Safety Signature/Certification Page**Check if Applicable**

Energy Conservation Certification (see attachment, if applicable) _____

Structural Integrity Certification (see attachment, if applicable) _____

Budget Certification (see attachment, always required) **X**

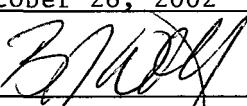
Feasibility Study Identifying Need of the Project _____

Other Documentation which May Support the Justification
of this Project _____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Sauk Valley Community College Board of
Trustees

Date October 28, 2002Signed , Chairperson_____
, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT**Budget and Certification**

Name and address of architect/engineer providing the estimate:

WILLETT, HOFMANN & ASSOCIATES, INC.
809 EAST SECOND STREET
DIXON, ILLINOIS 61021

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

George M. Hansen

Architect/Engineer's Signature
George M. Hansen, P.E.

10/10/02

Date

062-050717
Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

For Board Meeting of
October 28, 2002

Agenda Item F-3

**PROTECTION, HEALTH AND SAFETY PROJECT
THEATER RENOVATION**

The second project is for theater renovation and the detail is attached.

RECOMMENDATION: Board approval of the Protection, Health and Safety Project to renovate the theater and submission to ICCB.

RESOLUTION TO APPROVE PROTECTION, HEALTH AND SAFETY PROJECTS

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 506 is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and,

WHEREAS, the Board has received reports from licensed professional architect/engineer that there are projects at SVCC which require repairs and alterations, as defined in 23 Illinois Administrative Code, Sec. 1501.601; and

WHEREAS, the projects recommended for repair and alteration are:

Repair Domestic Water System	\$324,000.00
Theater Renovation	<u>262,543.00</u>
	<u>\$586,543.00</u>

WHEREAS, all facilities described by the projects set forth are owned by SVCC.

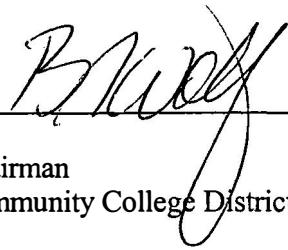
NOW, BE IT RESOLVED by the Board of Trustees of Sauk Valley Community College District 506, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above require alteration or repair and are necessary to remove a health or safety hazard to the students, employees or visitors of SVCC.
3. There are not sufficient funds available in the Operations and Maintenance Fund of SVCC to complete the projects set forth above.
4. The Board approves the completion of the Protection, Health, and Safety projects described below:

Repair Domestic Water System
Theater Renovation

5. The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of this project consistent with Ill. Rev. Stat. Ch. 122 Paragraph 103-20.3.01 (and all other applicable statutes) and 23 Illinois Administrative Code Section 1501.608 (and all other applicable regulations).

Adopted October 28, 2002



Chairman
Community College District 506



Secretary
Community College District 506

(Revised 11/3/99)

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Sauk Valley Community College District No. 506
Contact Person Jim Frederick Phone # 815/288-5511, ext. 299
Project Title Theater Renovation
Project Budget \$ 262,543.00 () check here if the proposed project is to be financed with a combination of local, state,
federal, foundation gifts, etc and disclose on funding attachment 2
Date October 17, 2002

Application Type (check the appropriate application type and follow instructions):

- Locally Funded New Construction--complete/submit Sections I, II, and II.
- Locally Funded Remodeling--complete/submit Sections I and III.
- Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
- Protection, Health and Safety--complete/submit Section I and Attachment PHS.
- Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.
- ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion _____

B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)

C. Has the site been determined professionally to be suitable for construction purposes? Yes
No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

October 15, 2002

SAUK VALLEY COMMUNITY COLLEGE
Dixon, Illinois

SCOPE – Theater Renovation

Program Narrative

The purpose of this project is to renovate the SVCC Theater for use in the 21st century. The theater has not had major work performed since the opening of the college.

The major problems are lighting, lack of power, asbestos in the ceiling areas, deterioration of stage front and floor surface, and lack of proper performance controls. The accompanying Scope of Work defines the items to be renovated.

September 14, 2002

**Sauk Valley Community College
Theater Renovation
BCA Project # 020XX
New Project**

Project Description

The scope of the work was defined as follows:

General

- The auditorium ceiling is separated by four transverse beams spanning the width of the auditorium area. Within each bay is a suspended drywall panel surrounded by a space containing separate strip-line diffusers. The diffusers are supplied from either side of the auditorium.
- General auditorium lighting fixtures (can lights) blow out on a regular basis (circuitry problem?).
- Stage area in front of the curtain is an addition after original construction and is in poor condition.
- The existing upper floor structure is covered by a spray-on asbestos material.
- The solution is to solve the asbestos, electric and lighting problems and bring the existing theater up to current state-of-the art operational condition.

Ceiling

- Remove existing stage lighting fixtures and preserve for future use.
- Remove existing ceiling panels, auditorium lighting and strip line diffusers.
- Remove existing drywall ceiling panels, diffusers and theater lighting.
- Remove existing spray-on asbestos insulation on structural slab and beams.
- Furnish and install new sound abatement material on existing structure - Possibility?).
- Install new wiring and circuitry for stage lighting – tie in to existing panel in Control Room.
- Install new ceiling panels, diffusers and auditorium lighting. Provide dimmer controls on switches for auditorium lighting.
- New acoustic insulation may be required.
- Furnish new projection system.
- Re- Install old stage lighting fixtures.

Stage Floor

- Remove existing stage "work floor" (masonite) from entire area.
- The past addition to the front of the Stage is of inferior construction and must be re-built.
- Re-build the front stage area to match the original construction (hardwood finish floor under masonite).
- Furnish new stage "work floor" over the entire area.
- Furnish and install new floor outlets in front floor addition area.

Left/Right Stage Entrances

- Existing condition does not provide proper control for staged entries. A light baffle must be constructed to separate the staging area from stage.
- Construct new vestibules/light-baffles at stage-left and stage-right.

Stage Lighting

- Remove existing stage lighting fixtures and preserve for future use.
- Re-wire all stage-lighting and back-stage lighting to new Control Room control panels.

Attachment #2
Funding Source

District/College Name Sauk Valley Community College District No. 506
Project Name Theater Renovation

Check the source(s) of funds:

Available fund balance
(Including excess funds from
previously approved protection,
health, and safety projects) _____ Fund name (s): _____

Bond Proceeds
(including protection, health,
and safety bonds) _____ Type of bond issuance (s): _____

Protection, Health, and
Safety Tax Levy
(ILCS 805/3-20.3.01) Tax rate/fiscal year: 2.19¢ / 2002

Contract for Deed
(ILCS 805/3-36) _____ Term of Contract for Deed in months: _____

Lending Arrangement with a
Financial Institution
(ILCS 805/3-37) _____ Term of Lending Arrangements in months: _____

Lease Agreement
(ILCS 805/3-38) _____ Term of Lease in months: _____

Capital Renewal Funding _____ Proposed Fiscal Year Source(s): _____

ADA
Access for All Funding _____ Proposed Fiscal Year Source(s): _____

Attachment #1

Project Budget

Check One:

- New Construction
- Remodeling

Project Name _____

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land	_____	<u>N/A</u>
Site Development	_____	<u>N/A</u>
Construction (including Fixed Equipment)	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
General Conditions	_____	_____
Contingency (10%)	_____	_____
A/E Professional Fees	_____	_____
Total	_____	_____

Protection, Health, and Safety Project Name Theater Renovation

	<u>Budget Amounts</u>
Project Costs	<u>\$ 216,192.00</u>
Contingency	<u>\$ 21,619.00</u>
A/E Professional Fees	<u>\$ 24,732.00</u>
Total	<u>\$ 262,543.00</u>

Protection, Health, and Safety Signature/Certification Page**Check if Applicable**

Energy Conservation Certification (see attachment, if applicable) _____

Structural Integrity Certification (see attachment, if applicable) _____

Budget Certification (see attachment, always required) _____

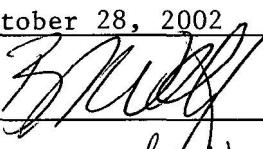
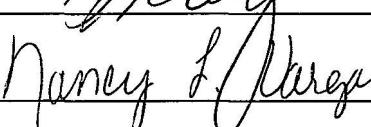
Feasibility Study Identifying Need of the Project _____

Other Documentation which May Support the Justification
of this Project _____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Sauk Valley Community College Board of
Trustees

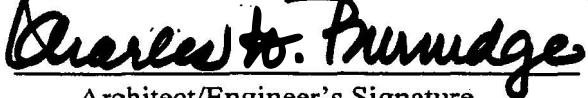
Date October 28, 2002Signed , Chairperson_____
, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT**Budget and Certification**

Name and address of architect/engineer providing the estimate:

Burnidge Cassell Associates, Inc.
2425 Royal Boulevard
Elgin, IL 60123

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



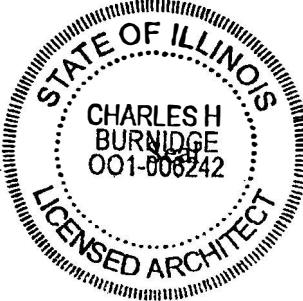
Architect/Engineer's Signature

October 15, 2002

Date

001-006242

Illinois Registration or License Number



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

PROTECTION, HEALTH, AND SAFETY PROJECT**Structural Integrity**

Name and address of architect/engineer providing the estimate:

Burnidge Cassell Associates
2425 Royal Boulevard
Elgin, IL 60123

I certify that the proposed project is necessary because the current condition of the facility poses a threat to the structural integrity of the facility.

Charles H. Burnidge

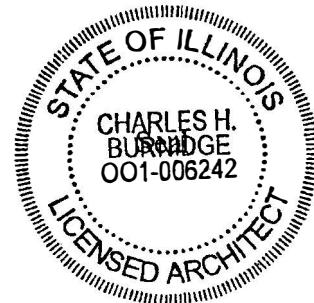
Architect/Engineer's Signature

October 15, 2002

Date

001-006242

Illinois Registration or License Number



For Board Meeting of
October 28, 2002

Agenda Item F-4

ADA PROJECT: AUTOMATIC DOOR OPENERS AND VESTIBULES

In the past, the College has done many projects to be sure that we are in compliance with the American with Disabilities Act. However, the State of Illinois recently provided an additional \$95,000 to allow us to further upgrade our efforts and the attached project is our recommendation for use of this state money.

RECOMMENDATION: Board approval of the attached ADA project for ICCB consideration.

**RESOLUTION TO APPROVE
ADA - ACCESS FOR ALL PROJECTS**

WHEREAS, pursuant to the provisions of the State of Illinois, Community College District No. 506 is authorized to complete necessary improvement projects which bring the district into compliance with the requirements of the Illinois Accessibility Code, 71 Illinois Administrative Code 400 and the Environmental Barriers Act (410 ILCS 25); and,

WHEREAS, the Board has received a report from a licensed professional architect/engineer that there is a project at SVCC which should improve access of students, staff and faculty to programs and services offered by the College; and,

WHEREAS, the project should provide long-term benefits, be durable and not consumed in use, significantly add to the value of the facility, not be recurring, and not be of a temporary nature; and,

WHEREAS, the project recommended is:

ADA Accessible Doorways	\$91,542.00
-------------------------	-------------

WHEREAS, the facility described by the project is owned by SVCC.

NOW BE IT RESOLVED by the Board of Trustees of Sauk Valley Community College District 506, as follows:

1. The recitals set forth above are incorporated herein and made a part thereof.
2. The physical facilities described in the project set forth above require alteration or repair to comply with the Illinois Accessibility Code, 71 Illinois Administrative Code 400 and the Environmental Barriers Act (410 ILCS 25).
3. There are not sufficient funds available in the Operations and Maintenance Fund of SVCC to complete the project set forth above.
4. The Board approves the completion of the ADA – Access for All project described below:

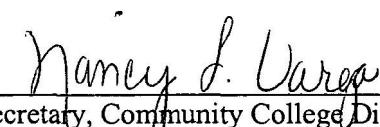
ADA Accessible Doorways

5. The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of this project consistent with all applicable statutes and regulations.

Adopted October 28, 2002



Chairman, Community College District 506



Secretary, Community College District 506

TO: Richard Behrendt

FROM: Ruth Bittner *RB*

DATE: October 10, 2002

SUBJECT: ADA Project

Recently the State of Illinois allocated funds to the community colleges for use on projects that would help bring facilities into compliance with the Americans With Disabilities Act (ADA). Sauk's allocation is \$95,000. After consulting with an architect who surveyed the building, we have developed the following project.

ADA Accessible Doorways – Based on a 2001 ADA building survey, this project will create vestibules at the west, east and south entrances to the main building and install ADA operators and motion sensors at those locations and at the northwest vestibule. Projected budget: \$91,542.

I recommend that we seek Board approval to submit to the ICCB the attached resolution, budget and certification statement regarding this project.

(Revised 11/3/99)

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Sauk Valley Community College District No. 506
Contact Person Jim Frederick Phone # 815/288-5511, ext. 299
Project Title ADA-Accessible Doorways
Project Budget \$ 91,542.00 check here if the proposed project is to be financed with a combination of local, state,
federal, foundation gifts, etc and disclose on funding attachment 2
Date October 17, 2002

Application Type (check the appropriate application type and follow instructions):

Locally Funded New Construction--complete/submit Sections I, II, and II.
 Locally Funded Remodeling--complete/submit Sections I and III.
 Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
 Protection, Health and Safety--complete/submit Section I and Attachment PHS.
 Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.
 ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion

B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)

C. Has the site been determined professionally to be suitable for construction purposes? Yes
No

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

Section III

A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

October 15, 2002

SAUK VALLEY COMMUNITY COLLEGE
Dixon, Illinois

PROTECTION, HEALTH AND SAFETY PROJECT

SCOPE – A.D.A. Vestibules

Program Narrative

The College performed an A.D.A. survey of the existing facilities in 2001. One item identified in the report was that only the Main Entrance provided accessibility. Due to the size of the structure, and the many entrances around the building; the report stated that accessibility should be provided at all major accesses to the building.

The Scope of Work is to provide additional accessibility. Four locations have been identified. Vestibules will be created on the West end of the building; East; and South entrances to the Main Lobby where only exit doors exist. Each of these locations will be provided with A.D.A. operators and motion sensors. In addition, an existing vestibule on the Northwest end of the building will be provided with door operators and motion sensors.

The purpose of this project is to provide much needed access for all students wherever they may choose to enter the campus.

September 14, 2002

Sauk Valley Community College
ADA Vestibules
BCA Project # 02023

Project Description

The scope of the work is defined as follows;

General

- All work to be done at of the ground floor level.
- All elements to be glazed, storefront type installations, to match existing.
- Unless otherwise noted, each set of doors to have automatic door operators for the single leaf, right hand out-swing door. Doors to be activated by electronic motion sensors, as in the existing installation on the north side of the main entrance.
- Power will need to be supplied to all new door operators.
- Revisions/Additions to signage should be included in this work.
- All dimensions given are approximate, for the purposes of estimating only.

West Vestibule

- A new exterior vestibule with double doors to be constructed, 10'-0" w x 10'-0" h x 5'-0" d, on the walk at the south face of column line 16 at column line C. A shed roof is needed for this installation. Foundation requirements must be considered for the south and east faces of this installation.
- Heat and light will be needed.
- Door operators are called for on the existing interior and new exterior doors. Both doors should operate simultaneously (minimum depth of vestibule). Interior exit operation to be activated by push-button in the doorframe and exterior entry by motion sensor.

North West Entrance

- New operators are required for the interior and exterior doors of the existing vestibule, activated by motion sensors.
- Installation to be at the door pairs at the west end of the vestibule, adjacent to column line J.
- Consideration should be given as to appropriate door swing. Exit left-hand swing would be less intrusive.

South Entrance – Main Lobby

- A new interior vestibule with double doors to be constructed, 10'-0" w x 10'-0" h x 10'-0" d, in the south east corner at the existing doors between column lines AQ & AR at column line 8.
- Door operators are called for on the existing exterior and new interior doors, to be activated by motion sensors.
- Consideration should be given as to appropriate door swing. Exit left-hand swing would be less intrusive.

East Entrance

- Two new interior window-walls, 10'-0" w x 10'-0" h, with double doors to be constructed at the corridor ends on column line AT north of column 13 and south of column line 18, creating a new east vestibule.
- Door operators are called for on the existing exterior and new interior doors at the north entrance, to be activated by motion sensors.
- Consideration should be given as to appropriate door swing. Exit left-hand swing would be less intrusive.

Attachment #1 Project Budget

Check One:

New Construction
 Remodeling

Project Name ADA Accessible Doorways

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land		<u>N/A</u>
Site Development		<u>N/A</u>
Construction (including Fixed Equipment)		<u>\$74,129.00</u>
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		<u>7,413.00</u>
A/E Professional Fees		<u>10,000.00</u>
Total		<u>\$91,542.00</u>

Protection, Health, and Safety Project Name _____

	<u>Budget Amounts</u>
Project Costs	
Contingency	
A/E Professional Fees	
Total	

Attachment #2
Funding Source

District/College Name Sauk Valley Community College District No. 506
Project Name ADA-Accessible Doorways

Check the source(s) of funds:

Available fund balance
(Including excess funds from previously approved protection, health, and safety projects) Fund name (s): _____

Bond Proceeds
(including protection, health, and safety bonds) Type of bond issuance (s): _____

Protection, Health, and Safety Tax Levy
(ILCS 805/3-20.3.01) Tax rate/fiscal year: _____

Contract for Deed
(ILCS 805/3-36) Term of Contract for Deed in months: _____

Lending Arrangement with a Financial Institution
(ILCS 805/3-37) Term of Lending Arrangements in months: _____

Lease Agreement
(ILCS 805/3-38) Term of Lease in months: _____

Capital Renewal Funding Proposed Fiscal Year Source(s): _____

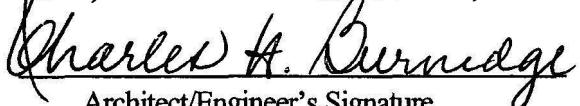
ADA Access for All Funding Proposed Fiscal Year Source(s): _____

ADA - ACCESS FOR ALL PROJECT**Budget and Certification**

Name and address of architect/engineer providing the estimate:

Burnidge Cassell Associates, Inc.
2425 Royal Boulevard
Elgin, IL 60123

I certify that the recommended accessibility project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and costs are true and accurate. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for a Disabilities Act accessibility project as defined in the Illinois Accessibility Code, 71 Illinois Administrative Code, 400 and the Environmental Barriers Act [410 ICLS 25].

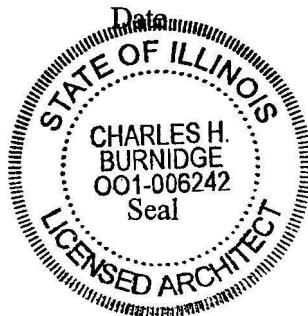


Architect/Engineer's Signature

001-006242

Illinois Registration or License Number

October 18, 2002



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

ARCHITECT RECOMMENDATION FORM
(To Be Submitted For Capital Renewal or ADA proposed projects)

1. Provide your preference for architectural and/or engineering services:

- Capital Development Board in-house services (skip to 2)
- Capital Development Board to select A/E firm (skip to 2)
- Using an A/E firm with whom we have a satisfactory relationship. *Attach a separate letter which states the projects completed over the last five years by the A/E firm and the college's satisfaction with that work. List the A/E firm below (only one needed).*
- College recommended A/E firm (must supply the name, address, phone number, and contact person of your top three choices).

1st Choice: Burnidge Cassell Associates 2nd Choice: _____

3rd Choice: _____

Provide the following if the A/E firm was college recommended:

The firm recommended is (is or is not) CDB certified as a minority business enterprise/female business enterprise company.

The firm recommended was chosen using a quality-based selection process.

X Yes No

If A/E firm will use a consultant, please provide the following information:

Name of consultant/firm _____

Type of work to be performed (mechanical, electrical, etc.) _____

Percentage of work estimated to be completed by a consultant _____

 Minority or Female owned business? Yes or No

2. Please attach a copy of the local board minutes approving the project.

Please return this form along with any attachments and the board minutes to:

Edward Smith
Director for System Finances
Illinois Community College Board
401 East Capitol Avenue
Springfield, Illinois 62701-1711

Sauk Valley Community College
Projects Done by Burnidge Cassell Associates
As of October 2002

Protection, Health and Safety Projects

Exterior Concrete Surface Repair, phases 1-4 (completed 2000-02)

Egress Corrections – West Wing 2nd Floor (completed 2002)

Exterior Masonry Wall and Retaining Wall Repair, phase 2 (completed 2001)

Tennis Courts (completed 2000)

Re-coat Roofs of T-1 and T-2 (in process, 2002)

T-1 Modifications (in process, 2002)

ADA Project

ADA Accessible Doorways (in process, 2002)

College staff is satisfied with the work done by Burnidge Cassell on these projects.

For Board Meeting of
October 28, 2002

Agenda F-5

TRANSFER OF FUNDS FOR T-1/WEST WING PROJECT

In order for us to begin the T-1/West Wing Project approved by the state, it is necessary that we have our local funds in place. The attached information and resolution is provided for this transfer.

RECOMMENDATION: Board approval of the attached resolution.

TO: Richard Behrendt

FROM: Ruth Bittner *RB*

DATE: October 18, 2002

SUBJECT: Transfer of Funds for T-1/West Wing Project

Sauk's recently approved T-1/West Wing remodeling project requires a local match of 25% of the total project cost. Part of Sauk's match is composed of \$619,258 of fund balances and \$100,742 from a Protection, Health and Safety levy. Each year the resolution approved by the Board of Trustees for our RAMP submission includes a statement that the "board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved." The funds "indicated below" in the most recent June 2002 submission included fund balances of \$640,000 (there's a slight difference between that and the \$619,258 needed because of the timing of project approval).

The composition of this part of the match is as follows:

Protection, Health and Safety Levy (currently in the Operations and Maintenance-Restricted Fund)	100,742
Corporate and Community Services fund balance (currently in the Education Fund)	60,000
Building Bond Proceeds Fund balance	559,258

The Protection, Health and Safety levy was approved in December 2001, for T-1 HVAC system repairs. We have at this point received most of that amount.

The portion of the Education Fund balance attributable to Corporate and Community Services earnings as of June 30, 2002 is \$185,009.

The Building Bond Proceeds Fund had a June 30, 2002, balance of \$1,222,769.36. The attached opinion letter from Attorney Pace discusses the propriety of using this balance for purposes such as the T-1/West Wing project. The law requires us to collapse the entire fund rather than just transfer a portion of it. The extra \$663,511 will be held in reserve in the Operations and Maintenance – Restricted Fund for future major construction projects, including the Science Labs Remodeling project that is currently on the ICCB's RAMP list.

The rest of Sauk's 25% match for the project will come from \$250,000 of private donations and \$98,000 of State Certified Construction Credits remaining from 1987.

The T-1/West Wing project will be coordinated by the Illinois Capital Development Board (CDB). The CDB uses a bank account that they control for each project; they pay the bills from that account, not the College. When an architect is selected and starts work, the CDB asks the College to place enough money in the account to pay the architect's bills. After the planning is done, all of the local match must be in the account before the CDB will start the bidding process for construction contractors. We expect to have an architect approved within two to four months, with construction bidding next summer or fall.

Because of the vagaries of the timing, it would be best to have the funds in place at Sauk as soon as possible and ready to move to the CDB bank account on demand. Therefore, I recommend that the Board of Trustees approve the following:

1. A transfer of fund balance in the amount of \$60,000 from the Education Fund (Corporate and Community Services) to the Operations and Maintenance-Restricted Fund, and
2. The attached resolution regarding transfer of the remaining \$1,222,769.36 from the Building Bonds Proceeds Fund to the Operations and Maintenance Fund, and
3. Use of the \$60,000 from Corporate and Community Services, the \$100,742 from the Protection, Health and Safety - T-1 HVAC Repairs Project, and \$559,258 from the Building Bond Proceeds Fund money for the new T-1/West Wing Project.

Thank you.

SAUK VALLEY COMMUNITY COLLEGE

**RESOLUTION REGARDING TRANSFER OF REMAINING FUNDS FROM THE
BUILDING BONDS PROCEEDS FUND TO THE OPERATIONS AND
MAINTENANCE FUND**

OCTOBER 28, 2002

WHEREAS, Sauk Valley Community College issued bonds dated June 1, 1966, for the purpose of borrowing money to pay the cost of a site for junior college purposes and to build and equip suitable buildings thereon and to provide funds for transfer to the Illinois Building Authority in accordance with the provisions contained in Article V of the Public Junior College Act of the State of Illinois, and

WHEREAS, expenditures from and earnings on the proceeds of these bonds were accounted for in the Building Bonds Proceeds Fund, and

WHEREAS, the principal of and interest on these bonds have been repaid in full, and

WHEREAS, the purpose for which the bonds were issued has been fulfilled, and

WHEREAS, there remain funds on hand in the Building Bonds Proceeds Fund in the amount of \$1,222,769.36,

THEREFORE, BE IT RESOLVED THAT:

The purchase and construction of a site and original building and equipment is complete, and the purposes of the bonds have been met, and

The remaining balance in the Building Bonds Proceeds Fund may be transferred to the fund bearing the nearest relationship to the purpose for which the bonds were issued, and

The Operations and Maintenance – Restricted Fund is the fund of the College bearing the nearest relationship to the purposes for which the bonds were issued, and

The remaining balance of \$1,222,769.36 in the Building Bonds Proceeds Fund shall be transferred to the Operations and Maintenance – Restricted Fund, and the Building Bonds Proceeds Fund shall be closed.



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

LAW OFFICES

PHILIP H. WARD, JR.
 DAVID E. MURRAY, OF COUNSEL
 OLE BLY PACE III
 LAURENCE F. JOHNSON
 ROBERT E. BRANSON
 MARK E. ZUMDAHL
 RICHARD A. PALMER
 JOSEPH E. HEATON, JR.
 PAUL A. OSBORN

202 EAST FIFTH STREET
 P.O. BOX 400
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100 EAST FIRST STREET
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JAMES L. REESE
 THOMAS L. SANDERS
 JOHN A. GUZZARDO
 LISA A. TREVIRANUS
 DANIEL C. HAWKINS
 TIMOTHY R. ZOLLINGER
 ROBERT T. LESAGE III
 TRENT L. BUSH
 TONY I. MILLER

October 18, 2002

Reply to:
 Sterling Office

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

Re: Building Bond Proceeds/Site and Construction Fund/T-1/West Wing Project

Dear Dr. Behrendt:

You have explained that the College will receive a grant toward remodeling work on the T-1 building, and on the West Wing Project. Matching of funds is requisite, and the College has inquired as to availability of the funds that are currently held in the College's Building Bonds Proceeds Fund. As part of that advice, Vice President Bittner has asked our opinion as to the steps that would be necessary to close the entire fund to a different fund called "Operations and Maintenance Fund (Restricted)."

According to the Community College accounting manual, the Operation and Maintenance Fund (Restricted):

"...is used to account for monies restricted for building purposes and site acquisition. It is suggested that protection, health, and safety levies; building bond proceeds; Renewal Grant; and accumulation monies restricted from the operations and maintenance levy for building purposes be accounted for in a series of self-balancing accounts in this fund. ICCB grants which should be accounted for in this fund include the deferred maintenance grant and other facilities improvement grants which may from time to time be appropriated to the ICCB on behalf of community colleges."

The College's "Building Bonds Proceeds Fund" was originally called the "Site and Construction Fund." (The nomenclature was changed to reflect the current accounting manual

Dr. Richard Behrendt
Re: Building Bond Proceeds/Site and
Construction Fund/T-1/West Wing Project
October 18, 2002
Page 2

description and did not change the character of the funds.) The money in the fund originally arose from proceeds of the bonds (and interest earned on them) issued to pay the College's share of the original construction of the main building at the College. There is also money in the fund that came from rental income that was placed in the account. The rental income is not directly traceable to the bonds.

The reason the College still has the fund is because of decisions the Board made in the past. The Bond and Interest Fund was used to pay back the bonds and interest, while Site and Construction was used to pay for acquisition, construction and equipping the College. The relevant Bond and Interest account could be closed by resolution and transferred to the College fund to which bore the nearest relationship to the purpose for which the bonds were issued. In fact the College did close out the relevant Bond and Interest account after the bonds were fully paid. The Board closed the balance to the College's Operations and Maintenance Fund. However, transfer of funds balance in the account from Site and Construction to the Bond and Interest Fund was not a mandated transfer. The Board, with the expert guidance of its Business Manager, chose to keep the Site and Construction Fund account balance for purposes of doing projects that would essentially complete the College, consistent with the original purpose of the bonds. Consistent with that purpose, the College has taken such steps as putting in signage, completed athletic fields, finished equipping classrooms and took other steps to functionally complete the College campus. (The original plans also anticipated an additional building, which clearly would have required substantially more funds.)

With that background, we turn to our analysis. As observed above, the Site and Construction/Building Bonds Proceed Fund contains not only proceeds attributable to the bonds and interest earned thereon, but also rental income. We have previously given the opinion that rental income in the fund was not subject to the same conditions for expenditures from the fund as were the bond proceeds and interest. In our opinion the College may transfer all or any portion the rental proceeds to any fund that it wishes. However, in our opinion, the portion of the fund attributable to the bonds cannot be closed out to another account piecemeal. Those funds must either be expended for purposes for which the bonds were originally issued, or the entire balance of the fund must be closed out. In our opinion, remodeling T-1 or the West Wing modifications are not within those purposes, and thus to use the balance for those purposes, the fund would need to be closed out to an account which could be used for that purpose.

For the Board to close out the account, the first step is for the Board to determine that the purposes of the original bond issue and its funds have been met. The Board can do this by resolution. Once that decision is made, the next question is where the proceeds can go. These bonds were not issued under the current Community College Act. The provisions in the Community College Act, regarding bonds (including Section 805/7-25, and the provisions of Article III A) were enacted after the bonds involved here were authorized and issued. Article III A contains provisions regarding excess funds (see e.g., 805/3A-2), but that section specifically provides it is applicable when bonds are issued

Dr. Richard Behrendt
Re: Building Bond Proceeds/Site and
Construction Fund/I-1/West Wing Project
October 18, 2002
Page 3

pursuant to Article III A. Because that is not the case here, provisions in Article III A involving either having a referendum, or closing to a type of account, are not applicable. When the bonds were issued, there was no provision like those currently in the Community College Act regarding what was to be done with excess proceeds. The then "Junior College Act" simply referred to the bond provisions applicable to common school districts. There was no specific proviso then regarding utilization of excess proceeds. Then, the practice was to transfer remaining proceeds to the fund bearing the nearest relationship to the purpose of the account being closed, and that remains a prudent course.

Because the College has already closed the relevant Bond and Interest account, the question is whether it is required to reopen a Bond and Interest account solely for the purpose of being a transfer point to the fund bearing the nearest working relationship. There is no case law on this. We consulted with the College's accountants to determine their view of the necessity under the Accounting Manual to recreate the Bond and Interest account solely for the purpose of making the transfer, as opposed to making a transfer directly to a fund which appears to bear the closest relationship or identity to the Building Bond Proceeds/Site and Construction Fund. They are comfortable with a direct transfer, on appropriate board resolution finding that the purposes of the original fund have been met. We find nothing in the statutes that would specifically preclude such a transfer, and thus it is our opinion that a direct transfer can be made.

Finally, as to the appropriate fund to which transfer could be made, it appears that the Operation and Maintenance (Restricted) Fund has purposes related to the original bonds. In our opinion, the Board, in its discretion, could appropriately determine that fund to be the one most nearly related.

Very truly yours,

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

By _____
Ole Bly Pace III

OBP:vh

For Board Meeting of
October 28, 2002

Agenda Item F-6

SELECTION OF T-1/ WEST WING ARCHITECT

Another necessary step in the construction of this project is for the Board of Trustees to select an architect. As the attached information details, Burnidge Cassell Associates has previously been selected via the state's QBS process and, with their agreement, we are recommending that the Board approve Burnidge Cassell Associates as the architect for the T-1/West Wing project.

RECOMMENDATION: Board of Trustees approval of Burnidge Cassell Associates as the architect for the T-1/West Wing project.

TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: October 7, 2002
SUBJECT: Selection of T-1/West Wing architect

Now that the State of Illinois has approved funding for the T-1/West Wing project, the first step we take to start the project is to select an architect. The State requires use of its “Quality Based Selection” (QBS) process, unless a college would like to use a qualified architect with which it already has an ongoing relationship.

In February 1999 the Board of Trustees approved establishing a relationship with Burnidge Cassell Associates from Elgin, after Jack Murphy led a review committee in applying the QBS process. Jack’s memo of recommendation is attached. The Request for Proposals that was used in the process specifically mentioned T-1/West Wing as an upcoming project. We have worked with Burnidge Cassell on the relatively minor repair and remodeling projects we’ve done during these three-and-a-half years. We are satisfied with their services.

On October 4, 2002, Sauk’s Facilities Utilization Board (FUB) discussed whether we should recommend Burnidge Cassell for the project or do another QBS search. The following is an excerpt from the meeting minutes:

We reviewed the State Capital Development Board’s Quality Based Selection process for architects. In 1999 the SVCC Board of Trustees approved the results of a QBS process recommending the use of Burnidge Cassell architects. The CDB allows us to stay with an approved firm if we wish, instead of going through the QBS process again. We discussed the work done by Burnidge Cassell at Sauk during the last three years. We are satisfied with their work. It was moved and seconded to recommend that the Board approve Burnidge Cassell for the T-1/West Wing project, assuming Burnidge Cassell wants the job. The motion was approved with no dissenting votes.

I called Charles Burnidge today to ask if his firm would be interested in taking on the T-1/West Wing job. He said they would.

The process of doing QBS takes a minimum of two months, with a significant amount of work on the part of both the architecture firms and a committee of college employees, and it involves making many subjective judgements. If a college already works well with a qualified architect who knows the facility and the personnel, continuing that relationship is preferable to doing a new QBS search. Since we selected Burnidge Cassell just three-and-a-half years ago via QBS with the T-1/West Wing project in mind, it seems reasonable to agree with the FUB's decision to recommend them for the project.

Therefore, I recommend that the Board of Trustees approve Burnidge Cassell Associates as the architect for the T-1/West Wing project. Thank you.



MEMORANDUM

TO: Dr. Richard Behrendt

FROM: John M. Murphy

DATE: February 19, 1999

SUBJECT: Architectural Services

During the past year the College has been experiencing unsatisfactory architectural services. This dissatisfaction includes inadequate project competition, inaccurate project cost estimates as compared to actual bid results, and overall slow and untimely service.

This lack of adequate service precipitated the search for a new architectural firm for the College. The selection process for architectural services is mandated by state law and is entitled the "Quality Based Selection Process". This seven-step process is to ensure that the architectural firm selected is open to all, a consistent and relevant measure of criteria, and in the best interest of the College.

1. The College's scope of work was first defined. This scope of work was intended to be realistic and was included in all written solicitations and advertisements (see Exhibit A).
2. A request for proposals was then developed (see Exhibit B).
3. A list was developed of potential professional firms to respond to the College's request for proposals. The College developed an initial invitation list by:
 - a. Determining from local nonprofit entities (i.e. local schools, cities, counties) who is their current architect;
 - b. Reviewed the on-going file of inquiries from interested firms; and
 - c. Positive experience of firms from past association of the Director of Building & Grounds and the Vice President of Administrative Services.
4. The decision for the best source of public notice was discussed. The official Capital Development Board publication was determined to be untimely, therefore, the College published a legal notice in the official state newspaper, the Edwardsville Intelligencer (see Exhibit C).
5. The College received seventeen (17) complete responses on or before the due date of January 11, 1999 at 2 p.m. These responses were all opened publicly, with several staff and one architectural firm in attendance (see Exhibit D).
6. A review committee was established to independently determine the finalists to invite to the College for an interview (see Exhibit E). These Committee members were selected for diversity, and the individuals most involved with an architect on a daily basis.

7. The following finalists were interviewed on February 11, 1999:

<u>Name</u>	<u>City</u>
Burnidge Cassell Associates	Elgin
Richard L. Johnson Associates, Inc.	Rockford
Kluber Engineer & Architect, Inc.	Batavia
LZT Associates	Peoria
Ruck/Pate Architecture	Barrington
Shive-Hattery, Inc.	Moline

Compensation of services was, by statute, not permitted to be determined in the initial request for proposal process. Therefore, these finalists were interviewed based on:

- a. The primary criteria (A-F) as indicated in the Committee analysis form exhibit (Exhibit F).
- b. Compensation of Services.
- c. Meeting with the liaison/individual from their firm (most professional services are impacted by a one-on-one relationship).

8. This eighth step was added to the mandated process. The Committee unanimously agreed to the top two firms: Shive-Hattery, Inc. of Moline and Burnidge Cassell Associates of Elgin, with the understanding that Mr. James Frederick, Director of Building and Grounds and Mr. Ross Herren, Assistant Director of Building and Grounds visit both firms to view facilities, technology, travel from the College and a sense of "fit". These visits were conducted February 15 and 16, 1999.

The essential criteria of the recommended architectural firm are:

1. Qualification of firm.
2. Qualification of professional personnel.
3. Past record and experience.
4. Location.
5. Work load of professional personnel and availability for assignments.
6. Projects relevant to SVCC scope of work.
7. Compensation of services.
8. Meeting with the liaison/individual from their firm (most professional services are impacted by a one-on-one relationship).

A profile of the recommended firm is shown in Exhibit G.

Based on this "Quality Based Selection Process", I recommend the College confirm the architectural firm of Burnidge Cassell Associates, Elgin, Illinois, effective March 1, 1999.

Cc: Walt Clevenger Tom Gospodarczyk
Jim Frederick Ross Herren

Sent to CDB: _____

Date Received by CDB: _____

CONTACT PERSON: _____

PHONE NO.: _____

FAX NO.: _____

HIGHER EDUCATION A/E RECOMMENDATION FORM

Project No.: _____	Appropriation Amount: \$ <u>3,305,100</u>	Estimated Total Project Cost \$ <u>4,275,000</u>
--------------------	--	---

Project Title and Location:

Remodel T-1 and West Wing, Building 1

at Sauk Valley Community College, Dixon, IL

Project Scope of Work:

The T-1 building is intended to house program space for Corporate and Community Services, the University Center, Career Programs, and expanded Physical Education space. The renovation work in Building 1 - West Wing will house an expanded Fine Arts complex.

Why Firm is Recommended Because:

Sauk Valley Community College and Burnidge Cassell Associates have a successful long standing working relationship. BCA has extensive experience with the CDB and with programs similar to the T-1/West Wing project. In 1999 Sauk selected BCA as the College's general architect through the QBS process.

Architect/Engineer - Name/Address	Total number of "team" staff assigned to this project	Percent of Work - to be completed by:	
	Prime	Consultant	
Burnidge Cassell Associates 2425 Royal Blvd. Elgin, IL 60123	8	55 %	45 %
		Total number of Licensed "team" staff assigned to this	Is the Prime firm or any of its consultants a certified M/FBE?
		5	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Consultants Anticipated for this Firm:

Name/Address	Type of Work	% of Work	M/FBE
KJWW Engineering Consultants 623 26th Ave. Rock Island, IL 61201-3715	heating, ventilation, plumbing, electrical, fire protection, and structural	40-45%	no

Architect/Engineer – Name/Address (If applicable)

Name/Address	Total number of "team" staff assigned to this project.		Percent of Work – to be completed by:	
	Prime Consultant			
	%	%		
	Total number of Licensed "team" staff assigned to this		Is the Prime firm or any of its consultants a certified M/FBE?	
			YES	NO

Consultants Anticipated for this Firm:

Name/Address	Type of Work	% of Work	M/FBE

Architect/Engineer – Name/Address (If applicable)	Total number of "team" staff assigned to this project.		Percent of Work – to be completed by:	
	Prime Consultant			
	%	%		
	Total number of Licensed "team" staff assigned to this		Is the Prime firm or any of its consultants a certified M/FBE?	
			YES	NO

Name/Address	Type of Work	% of Work	M/FBE

SUMMARY OF A/E SELECTION PROCESS

TYPE OF ADVERTISEMENT:	NUMBER OF SUBMITTALS:
NUMBER OF MINORITY OWNED FIRMS: (Must be certified with CMS or IDOT)	NUMBER OF FEMALE OWNED FIRMS:
NUMBER OF INTERVIEWS:	NUMBER OF INTERVIEWS:
APPROVED AT BOARD OF TRUSTEES MEETING DATE:	

For Board Meeting of
October 28, 2002

Agenda Item F-7

FUNDING BONDS BUDGET REPORT

Now that we have had a full year of funding bonds income and expenditures, a report of those expenditures to date is attached.

RECOMMENDATION: Information only.

TO: Richard Behrendt

FROM: Ruth Bittner *bbb*

DATE: October 3, 2002

SUBJECT: Funding Bonds Budget Report

Attached is a report showing how we have budgeted and spent the funding bonds money so far. The first page is a three-year summary. The rest is a detailed listing of expenditures. We can shift budget from one year to the next.

Sauk Valley Community College
 Funding Bonds: Budget vs. Actual
 FY 02-04

	FY 02		FY 03		FY 04		Total	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Microcomputers & associated electronics	40,000		40,000		40,000		120,000	0.00
Systems support equipment	350,000		350,000		350,000		1,050,000	0.00
Systems software	110,000		50,000		50,000		210,000	0.00
Administrative support equipment & software	10,000		10,000		10,000		30,000	0.00
Total Instructional & Computer Equipment	510,000	369,677.16	450,000	215,115.12	450,000	0.00	1,410,000	584,792.28
Building & grounds equipment	20,000	3,838.00	20,000	4,648.75	20,000		60,000	8,486.75
Furniture	95,000	91,817.80	100,000	98,281.46	100,000		295,000	190,099.26
Carpeting	0	0.00	55,000	32,736.00	55,000		110,000	32,736.00
Total	625,000	465,332.96	625,000	350,781.33	625,000	0.00	1,875,000	816,114.29

Sauk Valley Community College
Funding Bonds Expenditures
7/01/01 - 6/30/04

Acquisition Date	Vendor	Item	Cost	Category
2/13/02	Youngren's Refrigeration	Norlake Freezer	3,838.00	B&G
1/16/02	KI	Classroom Tables	57,042.88	Furn
2/6/02	KI	Classroom Tables	3,097.44	Furn
2/13/02	SBM	Hon Everyday Chairs	5,279.34	Furn
2/13/02	Virco	Classroom Tables	6,097.60	Furn
2/27/02	American Seating	Stacking Chairs	19,413.50	Furn
4/16/02	KI	Tables for Disabled Students	887.04	Furn
Category Total			<u>91,817.80</u>	
9/12/01	Flinn Scientific	Lab Stools (30)	1,026.00	I&C
12/19/01	Direct Fitness Solutions	Cross Trainer	3,945.00	I&C
1/7/02	SBM	Copiers	240.95	I&C
1/7/02	SBM	Copiers	247.02	I&C
1/9/02	SBM	Copiers	2,098.74	I&C
1/9/02	SBM	Copiers	2,151.63	I&C
1/23/02	Optical Analysis Corp	Microscopes	15,274.04	I&C
1/23/02	Resource Communications, Inc.	Switches and Routers	27,340.84	I&C
1/23/02	Stairmaster	Freeclimber	2,600.00	I&C
1/23/02	Unique Computer	Printshop Computer	1,670.00	I&C
1/23/02	Unique Computer	IT Computer	125.00	I&C
2/6/02	Pratt AV	Smart Classroom Equipment	20,730.00	I&C
2/6/02	Pratt AV	Smart Classroom Equipment	24,270.00	I&C
2/13/02	SBM	Surge Protectors	39.31	I&C
2/13/02	SBM	Surge Protectors	40.30	I&C
2/13/02	Unique Computer	Deskjet Printer	179.00	I&C
2/15/02	Mueller AV	Television for IT	770.00	I&C
2/27/02	Gallatin River Communications	Phone lines for Credit Card Machine	358.00	I&C
2/27/02	Sterling Federal Bank	Credit Card Machines	1,351.50	I&C
3/19/02	Unique Computer	IBM Net Vista Computers	9,502.00	I&C
3/20/02	Pratt AV	Extron Mounting Eqpt	523.00	I&C
3/20/02	Unique Computer	Laserjet Printers	6,530.00	I&C
3/20/02	Unique Computer	Deskjet Printers	2,137.00	I&C
5/13/02	RMS Informational Technology	Servers	59,838.66	I&C
5/13/02	RMS Informational Technology	E-mail Server	46,384.00	I&C
5/13/02	SCT Software	License Fee-Faculty & Advisors	14,834.01	I&C
5/13/02	SCT Software	Services Fee-Faculty & Advisors	12,438.93	I&C
5/13/02	Unique Computer	Monitors	28,440.00	I&C
5/13/02	Unique Computer	Sony DVD CD Drive	450.00	I&C
5/13/02	Unique Computer	Visual Communicator	240.00	I&C
5/13/02	Unique Computer	Windows XP Professional	179.00	I&C
5/13/02	Unique Computer	Microsoft Publisher	80.00	I&C
5/13/02	Unique Computer	Viking Memory	95.00	I&C
5/22/02	Mueller AV	Pioneer Video/DVD Player	995.00	I&C
5/22/02	Unique Computer	Quickcam Pro 3000	100.00	I&C
6/12/02	RMS Informational Technology	Servers	31,454.00	I&C

Sauk Valley Community College
Funding Bonds Expenditures
7/01/01 - 6/30/04

Acquisition Date	Vendor	Item	Cost	Category
6/12/02	SCT Software	Services Fee-Faculty & Advisors	4,000.00	I&C
6/12/02	SCT Software	Services Fee-Faculty & Advisors	9,750.00	I&C
6/12/02	SCT Software	Services Fee-Students	14,400.00	I&C
6/13/02	Englewood Electric	Programmable Logic Controller	2,999.23	I&C
6/18/02	Unique Computer	DVD Drives	1,105.00	I&C
6/18/02	Unique Computer	Monitors	1,185.00	I&C
6/25/02	Unique Computer	DVD Drive w/accessories	360.00	I&C
6/30/02	Unique Computer	IBM Computers	17,200.00	I&C
	Category Total		<u>369,677.16</u>	
	Total for the Year		<u>465,332.96</u>	
7/31/02	School Specialty	enhanced classroom stools	763.98	Furn
7/31/02	School Specialty	art room tables	9,530.28	Furn
7/31/02	School Specialty	art room stools	1,594.44	Furn
8/7/02	School Specialty	replacement art room stools	1,720.44	Furn
8/7/02	School Specialty	art stools credit	-88.58	Furn
8/14/02	School Specialty	Biology lab stools	2,180.16	Furn
8/14/02	School Specialty	enhanced classroom stools	381.96	Furn
8/14/02	American Seating	Acton Stacker chairs	2,808.00	Furn
8/14/02	American Seating	Acton Stacker chairs	50.00	Furn
8/14/02	SBM	payroll desk chair	253.00	Furn
9/25/02	HenrikSEN	Hon Everyday chairs	4,272.00	Furn
9/25/02	HenrikSEN	KI Portico tables	6,725.52	Furn
9/25/02	HenrikSEN	KI WorkZone tables	10,337.70	Furn
9/25/02	HenrikSEN	KI Piretti chairs	11,000.64	Furn
9/25/02	HenrikSEN	KI tables installation	1,080.00	Furn
9/25/02	SBM	Plymold tables & panels	8,591.00	Furn
9/25/02	Executive Interiors	Community Kennedy tables	6,875.00	Furn
9/25/02	Master's Business Interiors	Sauder tables	11,400.00	Furn
9/25/02	Master's Business Interiors	Sauder Ply-Lock chairs	13,284.00	Furn
9/25/02	Blockhouse	Bentply stack chairs	2,727.45	Furn
9/25/02	Blockhouse	Arcadia end tables	358.20	Furn
9/25/02	Blockhouse	shipping	214.67	Furn
10/3/02	Blockhouse	Bentply stack chairs	950.00	Furn
10/3/02	Brodat	LRC CD display racks	1,271.60	Furn
	Category Total		<u>98,281.46</u>	
8/19/02	Unique Computer	Write Place computers	67,944.00	I&C
8/28/02	SBM	Sharp copier for Nursing	2,216.00	I&C
9/18/02	Unique Computer	computer	926.00	I&C
8/21/02	Unique Computer	faculty zip drives & ports	779.00	I&C
8/19/02	Unique Computer	floppy drives, printers, cables	1,827.00	I&C
8/19/02	Unique Computer	enhanced classroom computers	3,900.00	I&C

Sauk Valley Community College
Funding Bonds Expenditures
7/01/01 - 6/30/04

Acquisition		Item	Cost	Category
Date	Vendor			
8/19/02	Unique Computer	computers	8,580.00	I&C
8/19/02	Spectrum Industries	enhanced classroom workstations	216.12	I&C
8/19/02	Spectrum Industries	enhanced classroom workstations	4,644.00	I&C
8/19/02	Unique Computer	faculty computers	13,080.00	I&C
8/19/02	Unique Computer	Write Place computers	3,270.00	I&C
8/19/02	Unique Computer	administrative computers	26,160.00	I&C
8/19/02	Bradshaw	line printers	18,403.00	I&C
9/18/02	Pratt AV	enhanced classroom AV equipment	49,708.00	I&C
7/30/02	Indoff	reversible graph chalkboards	748.00	I&C
9/27/02	Mueller AV	laminator	1,399.00	I&C
9/27/02	Unique Computer	computers	8,720.00	I&C
9/27/02	Mueller AV	cassette duplicator	2,595.00	I&C
Category Total			<u>215,115.12</u>	
8/27/02	Boss Carpet	carpet-cafeteria, Subbies, LAC, NRS	32,736.00	C
8/27/02	Sterling Ford	pickup truck	4,648.75	B&G

For Board Meeting of
October 28, 2002

Agenda Item F-8

REVIEW OF PROPERTY AND LIABILITY INSURANCES COSTS

When the College joined the Illinois Community College Risk Management Consortium a year ago, the administration stated that it would provide annual reports on the results of that membership. The first report is attached for your information.

RECOMMENDATION: Information only.

TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: October 18, 2002
SUBJECT: Review of Property & Liability Insurance Costs

A year ago Sauk joined the Illinois Community College Risk Management Consortium (ICCRMC) in an effort to control rapidly rising costs for property and liability insurance. We had considered joining the consortium the year before because of its purchasing power, but we wished to maintain a relationship with our local broker. The consortium in 2001 developed a means to involve local brokers in their system, so in September 2001 Sauk's Board of Trustees approved joining the consortium for an initial commitment of at least three years.

The last two years have seen a hardening of the property and liability insurance markets. Rates have risen precipitously, and many insurers have refused even to quote on coverages they had provided previously. Industry-wide, companies have experienced claims losses that exceeded premiums collected for three consecutive years, and the poor investment market reduced the companies' ability to cover losses with investment earnings. Several companies have gone out of business. The events of September 11, 2001, only heightened the industry's loss problems and nervousness.

The coverage year for the ICCRMC starts July 1. The coverage year for many of Sauk's policies through the local broker started October 1. Therefore, when Sauk joined the consortium on October 1, 2001, we were able to take advantage of rates locked in during June. If we had been able to finalize local rates last September, they would have been higher. The new rates for FY 03, for both ICCRMC coverages and other supplemental policies we obtain locally, reflect even greater concerns and increases on the part of insurers. Plus, insurers this year have been requiring extremely detailed information about potential risks before they'll even consider offering coverage.

Overall, the insurance market is not a pleasant one for buyers right now.

Attached is a spreadsheet listing Sauk's property and liability insurance costs from FY 00 through FY 03. Please note that we don't have renewal rates yet for all coverages for FY 03, as they expire throughout the year.

Annual increases have been as follows (FY 03 is only for renewed policies): FY 01 5.3%; FY 02 30.5%; FY 03 46.8%. The FY 02 and FY 03 increases are outrageous. However, they are also not bad for the industry these last two years, and we're fortunate to obtain any insurance at all for some policies. Industry experts expect to see large increases again for FY 04.

One benefit touted last year when we joined the consortium was the expectation of dividends on premiums. In fact, for FY 03 the consortium did pay a dividend totaling \$745,484 divided among the seven schools that had joined prior to Sauk. The dividend reduced the overall FY 03 premiums for those schools by an average of 27%. Unfortunately, Sauk must wait a few years – probably four or five – before it begins to receive dividends.

Dividends come from the consortium's past years' reserves. When all consortium claims have been settled for a year, any remaining reserve from that year is considered for dividend payouts. It generally takes four or five years before all possible claims for a year have been cleared. This is the advantage of a self-insured consortium – with a traditional insurance company, those leftover premiums just become insurance company profits. In the consortium, they're returned to the members. If Sauk had earned the average 27% dividend this year, our net renewal cost would have been reduced by \$35,130.

This summer I discussed our ICCRMC experience with our local broker, Shelley Gottel. Shelley is pleased with the relationship. She says the claims process and service quality is generally better than she experienced with our previous insurers, and the coverages provided are excellent – better than we had before. She believes the ICCRMC administrator, Gallagher, did a good job marketing the consortium account in an attempt to obtain good coverage at the best possible prices. With her other local clients, she has seen some rates double or triple this year, so Sauk's 47% increase isn't bad. Some of her other clients have also joined consortia this year because of the tight market.

In conclusion, liability and property insurance rates for FY 03 have skyrocketed. However, Sauk is not alone in that, and, indeed, has been spared some of the worst increases experienced by other entities.

SVCC - Property & Liability Insurance Analysis - As of 9/26/02

	Expense FY 00	Expense FY 01	Expense FY 02	Annualized ICCRMC FY 02	Paid FY 03	FY 03 Carrier
<u>Education Fund</u>						
Package Property/Auto/Crime/Foreign	21,772.31	21,098.58	35,954.08	38,660.25	65,031.75	ICCRMC
Boiler & Machinery	785.75	0.00	3,162.00	2,553.00	2,505.00	ICCRMC
Service fee (5%)				2,060.66	3,376.84	Wilkins-Lowe
EDP	6,592.63	6,894.38	0.00		0.00	
Cadaver Bond	60.00	145.83	104.17			Wilkins-Lowe
Total	29,210.69	28,138.79	39,220.25		70,913.59	
<u>Auxiliary Fund</u>						
Child Care	200.00	200.00	199.36			Wilkins-Lowe
Sports Accident < \$10,000	4,500.00	4,500.00	4,485.62			Peterson-Book
Sports Accident \$10,000-\$25,000	1,581.00	1,725.83	1,731.46		1,965.00	First Agency
Sports Accident > \$25,000	1,328.00	1,328.00	1,532.99		2,338.00	First Agency
Total	7,609.00	7,753.83	7,949.43		4,303.00	
<u>Liability, Protection & Settlement Fund</u>						
Workers Compensation	24,443.50	21,895.50	30,947.00	29,866.00	34,703.00	ICCRMC
Package Liability	7,257.44	9,655.93	13,702.27	12,886.75	21,677.25	ICCRMC
Service fee (5%)				2,137.64	2,819.01	Wilkins-Lowe
Treasurer Bond-General	735.33	735.33			1,644.33	Peterson-Book
Treasurer Bond-Insurance Reserve Bonds	0.00	0.00	839.67		839.67	Peterson-Book
Treasurer Bond-Funding Bonds	0.00	75.22	950.73		950.73	Peterson-Book
Public Employee Dishonesty Bond	545.00	545.00	248.03		150.00	Wilkins-Lowe
Directors & Officers Dishonesty Bond	6,245.00	9,692.50	9,687.79		17,360.00	Wilkins-Lowe
Nurses Professional Liability	2,579.34	4,458.47	4,744.42		4,788.00	Wilkins-Lowe
Board Accident	750.00	750.00	746.40		900.00	Wilkins-Lowe
Student Accident	1,800.00	1,800.00	2,507.67		2,554.00	Wilkins-Lowe
Total	44,355.61	49,607.95	64,373.98		88,385.99	
Grand Total	81,175.30	85,500.57	111,543.66		163,602.58	
<i>ICCRMC Total</i>				88,164.30	<i>130,112.85</i>	

For Board Meeting of
October 28, 2002

Agenda Item F-9

COURSE FEE RECOMMENDATIONS

The administration is recommending revisions in course fees to be effective for the Spring 2003 semester.

RECOMMENDATION: Board approval to increase course fees as outlined in the attached memorandum.

SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

MEMORANDUM

DATE: October 2, 2002

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Heck 

RE: Course Fee Recommendation

The Instructional Services Council is recommending the following revisions in course fees effective for the Spring 2003 semester:

Radiologic Technology Program

Due to a substantial cost increase in film badges and supplies for the Radiology program, a \$60 increase in course fees is recommended. Currently per student course fees for the program are \$145 and expenses per student are \$206.

Course	Current Fee	Requested Fee
RAD 185 - Radiologic Technology Clinical Experience II	\$10.00	\$25.00
RAD 186 - Radiologic Technology Clinical Experience III	\$10.00	\$25.00
RAD 194 - Introduction to Radiologic Technology	\$25.00	\$30.00
RAD 195 - Intermediate Radiologic Technology	\$25.00	\$30.00
RAD 284 - Radiologic Technology Clinical Experience IV	\$20.00	\$25.00
RAD 285 - Radiologic Technology Clinical Experience V	\$15.00	\$20.00
RAD 286 - Radiologic Technology Clinical Experience VI	\$10.00	\$20.00

Commercial Drivers License - Truck Driving Program

The CDL program approved by the Board in 1999, is conducted through a partnership with Scott Community College (SCC) of Bettendorf, Iowa. In accordance with the terms of the agreement, SCC conducts the CDL program under their authority. SCC has raised their charges to Sauk to

parallel their own increased tuition rates, and to cover their rising truck maintenance expenses and higher fuel costs. It is recommended that the total price for the program be increased from \$2,625 to \$2,825. The \$200 increase will assure coverage of all CDL program expenses.

Revenue Breakdown	\$54 tuition x 9 credit hours	\$ 486.00
Additional Fees		2314.00
	Total	\$2800.00

Business, Technology and Natural Science

The Business, Technology and Natural Science division requests revisions in the course fee schedule to more closely represent the actual cost of instruction per student. The following revisions are recommended:

Biology courses (BIO 103, 105, 108, 109, 110, 111, 123, and 131) have been surveyed to determine the costs for supplies and equipment for each course. Fees are being adjusted to more accurately reflect the cost of instruction.

CIS 122, 204, 243, 252, 254, and DFT 217 are being offered for the first time and fees are being attached.

CIS 152, 154, 156, 158, 162, 164, and 208 have been added to the course offering over the past four years. Fees were not attached to these courses and it is apparent now that students need to share in the cost for the equipment and software required for these offerings.

CIS 130, DFT 121, EGR 103, MET 201, HRS 114 and 120 have experienced rising costs for supplies and software. These increasing instructional costs should be shared with students.

MAT 204 and 205 are part of a sequence of MAT 203, 204 and 205. MAT 203 has had fees for several years. These fees should also apply to MAT 204 and 205.

Course	Current Fee	Requested Fee
BIO 103 - Introductory Biology	None	\$ 3.00
BIO 105 - Principles of Biology	\$10.00	\$15.00
BIO 108 - Introduction to Human Anatomy and Physiology	\$20.00	\$10.00
BIO 109 - Human Anatomy and Physiology I	\$15.00	None
BIO 110 - Human Anatomy and Physiology II	\$15.00	\$10.00
BIO 111 - Introduction to Microbiology	\$15.00	\$10.00

BIO 123 - Introduction to Botany	\$15.00	\$35.00
BIO 131 - General Zoology	\$15.00	\$35.00
CIS 122 - Beginning Java Programming	None	\$15.00
CIS 130 - Information Systems Management	\$10.00	\$15.00
CIS 152 - Introduction to Internetworking	None	\$15.00
CIS 154 - Introduction to Internetworking Operating System	None	\$15.00
CIS 156 - Introduction to Local Area Networks	None	\$15.00
CIS 158 - Introduction to Wide Area Networks	None	\$15.00
CIS 162 - Network Administration	None	\$15.00
CIS 164 - Network Design and Installation	None	\$15.00
CIS 204 - Visual Basic Programming II	None	\$15.00
CIS 208 - C++ Programming II	None	\$15.00
CIS 243 - Advanced Desktop Publishing	None	\$15.00
CIS 252 - Advanced Routing	None	\$15.00
CIS 254 - Remote Access	None	\$15.00
DFT 121 - Geometric Dimensioning and Tolerancing	None	\$15.00
DFT 217 - Civil Engineering Drafting	None	\$15.00
EGR 103 - Engineering Graphics	\$10.00	\$15.00
HRS 114 - Sheet Metal Fabrication	\$10.00	\$35.00
HRS 120 - Basic Refrigeration	\$10.00	\$20.00
MAT 204 - Calculus & Analytic Geometry II (Off-campus)	None	\$10.00
MAT 204 - Calculus & Analytic Geometry II (On-campus)	None	\$25.00
MAT 205 - Calculus & Analytic Geometry III (Off-campus)	None	\$10.00
MAT 205 - Calculus & Analytic Geometry III (On-campus)	None	\$25.00
MET 201 - Technical Physics	\$10.00	\$15.00

The fee for telecourses is being raised to \$45 to cover the actual cost to the college.

SAUK VALLEY COMMUNITY COLLEGE
LABORATORY/COURSE FEE SCHEDULE
EFFECTIVE - SPRING 2003

(Note revisions in bold italics)

<u>Department/Course</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
<u>Accounting</u>		
ACC 100 - Basic Accounting	10.00	
ACC 101 - Principles of Accounting I	10.00	
ACC 102 - Principles of Accounting II	10.00	
ACC 201 - Intermediate Accounting I	10.00	
ACC 202 - Intermediate Accounting II	10.00	
ACC 203 - Cost Accounting	10.00	
ACC 204 - Tax Accounting	10.00	
ACC 205 - Accounting Information Systems	10.00	
ACC 207 - Accounting for Not-for-Profit Organizations	10.00	
<u>Art</u>		
ART 101 - Beginning Design	15.00	
ART 213 - Life Drawing I	15.00	
ART 214 - Life Drawing II	15.00	
ART 230 - Graphic Design	15.00	
ART 250 - Sculpture I	15.00	
ART 251 - Sculpture II	15.00	
<u>Agriculture</u>		
AGR 140 - Floral Design	15.00	
AGR 143 - Home Grounds Planning	5.00	
AGR 240 - Advanced Floral Design	15.00	
<u>Biology</u>		
<i>BIO 103 - Introductory Biology</i>	<i>none</i>	<i>3.00</i>
BIO 105 - Principles of Biology	10.00	<i>15.00</i>
BIO 108 - Introduction to Human Anatomy and Physiology	20.00	<i>10.00</i>
BIO 109 - Human Anatomy and Physiology I	15.00	<i>none</i>
BIO 110 - Principles of Medical Science II	15.00	<i>10.00</i>
BIO 111 - Introductory Microbiology	15.00	<i>10.00</i>
BIO 123 - Introduction to Botany	15.00	<i>35.00</i>
BIO 131 - General Zoology	15.00	<i>35.00</i>
<u>Business</u>		
BUS 112 - Human Relations	10.00	
BUS 214 - Business Statistics	10.00	

<u>Department/Course</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
<u>Chemistry</u>		
CHE 101 - Introduction to Chemistry for Non-Science Majors	10.00	
CHE 103 - Introduction to Chemistry	10.00	
CHE 105 - General Chemistry I	10.00	
CHE 106 - General Chemistry II	10.00	
CHE 110 - Introduction to Organic Chemistry	10.00	
CHE 201 - Organic Chemistry I	10.00	
CHE 202 - Organic Chemistry II	10.00	
<u>Clinical Laboratory Science</u>		
CLS 203 - Phlebotomy	20.00	
<u>Commercial Drivers License/Truck Driving Program</u>	2114.00	<u>2314.00</u>
<u>Criminal Justice</u>		
CJS 105 - Institutional Behavior in Corrections	5.00	
<u>Computer Information Systems</u>		
CIS 101 - Fundamentals of Computer Information Systems	10.00	
CIS 102 - Introduction to Computers	10.00	
CIS 103 - Introduction to Microcomputers - DOS	15.00	
CIS 105 - Introduction to Microsoft Windows	15.00	
CIS 106 - Microcomputer Spreadsheet Software	15.00	
CIS 108 - Windows Database Applications	15.00	
CIS 109 - Introduction to Microcomputers - Windows	15.00	
CIS 111 - FORTRAN	15.00	
<i>CIS 122 - Beginning Java Programming</i>	<i>none</i>	<i>15.00</i>
CIS 124 - Beginning Structured COBOL	15.00	
CIS 130 - Information Systems Management	<i>10.00</i>	<i>15.00</i>
CIS 143 - Introduction to Desktop Publishing	15.00	
CIS 146 - Introduction to MS-DOS for Microcomputers	10.00	
CIS 147 - Microcomputer Graphics	15.00	
CIS 148 - Business Presentation Graphics	15.00	
CIS 150 - Fundamentals of Business Computer Programming	10.00	
<i>CIS 152 - Introduction to Internetworking</i>	<i>none</i>	<i>15.00</i>
<i>CIS 154 - Introduction to Internetworking Operating System</i>	<i>none</i>	<i>15.00</i>
<i>CIS 156 - Introduction to Local Area Networks</i>	<i>none</i>	<i>15.00</i>
<i>CIS 158 - Introduction to Wide Area Networks</i>	<i>none</i>	<i>15.00</i>
CIS 160 - Intermediate Microcomputer Applications	15.00	
<i>CIS 162 - Network Administration</i>	<i>none</i>	<i>15.00</i>
<i>CIS 164 - Network Design and Installation</i>	<i>none</i>	<i>15.00</i>
CIS 180 - Introduction to Internet	10.00	
CIS 201 - Technical Programming in Basic	15.00	
CIS 203 - Visual Basic Programming	15.00	
<i>CIS 204 - Visual Basic Programming II</i>	<i>none</i>	<i>15.00</i>

<u>Department/Course</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
CIS 205 - Pascal Programming	15.00	
CIS 206 - C Programming	15.00	
CIS 207 - C++ Programming	15.00	
<i>CIS 208 - C++ Programming II</i>	<i>none</i>	<i>15.00</i>
CIS 210 - System Analysis and Design	10.00	
CIS 212 - RPG Programming	15.00	
CIS 214 - Computer Operating Systems	10.00	
CIS 222 - Assembler Language Programming	15.00	
CIS 224 - Advanced Structured COBOL	15.00	
CIS 229 - Database Management Systems	15.00	
<i>CIS 243 - Advanced Desktop Publishing</i>	<i>none</i>	<i>15.00</i>
<i>CIS 252 - Advanced Routing</i>	<i>none</i>	<i>15.00</i>
<i>CIS 254 - Remote Access</i>	<i>none</i>	<i>15.00</i>
CIS 260 - Advanced Microcomputer Applications	15.00	
CIS 299 - Current Topics in Computer Information Systems	15.00	

Drafting

DFT 104 - Basic Technical Drawing	10.00	
DFT 106 - Advanced Technical Drawing	10.00	
<i>DFT 121 - Geometric Dimensioning and Tolerancing</i>	<i>none</i>	<i>15.00</i>
(was QLT 211)		
DFT 208 - Basic Computer-Aided Drafting	15.00	
DFT 209 - Advanced Computer-Aided Drafting	15.00	
DFT 210 - Three Dimensional Drafting	15.00	
<i>DFT 217 - Civil Engineering Drafting</i>	<i>none</i>	<i>15.00</i>
DFT 242 - Architectural Drafting	10.00	

Electrical

ELT 101 - Electrical Wiring	10.00	
ELT 102 - Small Appliance Repair	10.00	
ELT 110 - Electrician - Entry	10.00	
ELT 111 - Electrician - Intermediate	10.00	
ELT 112 - Electrician - Advanced	10.00	
ELT 160 - Fundamentals of Electricity	10.00	
ELT 165 - Electrical Blueprint Reading	10.00	
ELT 204 - Tools and Test Instruments (was ELT 104)	10.00	
<i>ELT 246 - Electrical Supply (was CON 146)</i>	<i>5.00</i>	
ELT 260 - Farm Wiring	10.00	
ELT 261 - National Electric Code	10.00	
ELT 262 - Electrical Controls	10.00	

Electronics

EET 102 - Exploring Electronics	15.00	
EET 105 - Electronics Direct Current Circuitry	15.00	
EET 106 - Electronics Alternating Current Circuitry	15.00	

<u>Department/Course</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
EET 110 - Introduction to Digital Electronics	15.00	
EET 111 - Active Discrete Devices	15.00	
EET 201 - Communications I: Amplitude Modulation	15.00	
EET 206 - Communications II: Frequency Modulation	15.00	
EET 215 - Microprocessor Architecture	15.00	
EET 217 - Microprocessor Applications	15.00	
EET 223 - Opto-Electronics	15.00	
EET 245 - Introduction to Programmable Controllers	15.00	
EET 247 - Microcomputer Repair I	15.00	
EET 252 - Industrial Electronics	15.00	
EET 256 - Technical Problems	15.00	
English		
ENG 091 - Developmental Composition	5.00	
ENG 099 - Writing Skills (computer sections only) (was ENG 100)	15.00	
ENG 101 - Composition I (computer sections only)	15.00	
ENG 103 - Composition II (computer sections only)	15.00	
Engineering		
EGR 103 - Engineering Graphics	10.00	15.00
Food Service		
FOD 101 - Food Preparation and Service I	25.00	
FOD 102 - Food Preparation and Service II	25.00	
Health/Continuing Education		
VOC 294 - Cross Sectional Anatomy	30.00	
Heating, Refrigeration and Air Conditioning		
HRS 100 - EPA Certification	40.00	
HRS 112 - Design, Installation and Servicing	10.00	
HRS 114 - Sheet Metal Fabrication	10.00	35.00
HRS 120 - Basic Refrigeration	10.00	20.00
HRS 130 - Basic Heating	10.00	
HRS 220 - Domestic Appliances	10.00	
HRS 222 - Commercial Refrigeration	10.00	
HRS 236 - Advanced Heating	10.00	
Human Services		
HSV 110 - Human Services Seminar I (Career Decision Making section only)	5.00	

<u>Department/Course</u>	<u>Current Fee</u>	<u>Proposed Fee</u>		
<u>Industrial and Technical</u>				
IND 105 - Introduction to Computers for Technologists	15.00			
IND 125 - Machining and Manufacturing Processes	15.00			
<i>IND 141 - Architectural Drawing Interpretation</i> (was CON 141)	10.00			
IND 150 - Introduction to Pipe Fitting	15.00			
IND 151 - Intermediate Pipe Fitting	15.00			
IND 152 - Advanced Pipe Fitting	15.00			
IND 170 - Millwright - Entry	15.00			
IND 171 - Millwright - Intermediate	15.00			
IND 172 - Millwright - Advanced	15.00			
IND 203 - Advanced Machining and Manufacturing Processes	15.00			
IND 207 - Beginning Computer Numerical Control	15.00			
IND 208 - Advanced Computer Numerical Control	15.00			
<u>Mathematics</u>				
MAT 150 - FORTRAN for Science and Engineering	15.00			
MAT 203 - Calculus and Analytic Geometry I (off-campus)	10.00			
MAT 203 - Calculus and Analytic Geometry I (on-campus)	25.00			
<i>MAT 204 - Calculus and Analytic Geometry II (off-campus)</i>	<i>none</i>	<i>10.00</i>		
<i>MAT 204 - Calculus and Analytic Geometry II (on-campus)</i>	<i>none</i>	<i>25.00</i>		
<i>MAT 205 - Calculus and Analytic Geometry III (off-campus)</i>	<i>none</i>	<i>10.00</i>		
<i>MAT 205 - Calculus and Analytic Geometry III (on-campus)</i>	<i>none</i>	<i>25.00</i>		
MAT 240 - Elementary Statistics	10.00			
<u>Mechanical Design</u>				
MET 201 - Technical Physics	10.00	15.00		
MET 205 - Die Design	10.00			
MET 206 - Jig and Fixture Design	10.00			
MET 210 - Mechanisms	10.00			
MET 212 - Strength of Materials	10.00			
MET 222 - Industrial Hydraulics	10.00			
MET 223 - Industrial Pneumatics	10.00			
MET 230 - Metallurgy and Heat Treatment	10.00			
MET 242 - Machine Design (was MET 202)	10.00			
MET 250 - Design Project I	10.00			
<u>Music</u>				
MUS 131, 133, 135, 137 - Applied Music	160.00			
	per credit hour			
<u>Nursing</u>				
<u>Associate Degree Nursing (ADN)</u>				
NRS 130 - Nursing Fundamentals	35.00			
NRS 133 - Medical-Surgical Nursing I	35.00			
NRS 200 - Nursing Concepts for Role Transition	20.00			

<u>Department/Course</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
NRS 230 - Medical-Surgical Nursing II	35.00	
NRS 232 - Psychiatric/Mental Health Nursing	20.00	
NRS 234 - Nursing of Children	25.00	
NRS 235 - Medical-Surgical Nursing III	35.00	
NRS 237 - Maternity Nursing	35.00	
<u>Certified Nurse Assistant (CNA)</u>		
NRS 101 - Basic Nursing Assistant	20.00	
NRS 103 - Advanced Nursing Assistant	10.00	
<u>Licensed Practical Nursing (LPN)</u>		
NRS 108 - Bedside Nursing: Concepts and Skills I	40.00	
NRS 109 - Bedside Nursing: Concepts and Skills II	20.00	
NRS 110 - Bedside Nursing: Concepts and Skills III	20.00	
NRS 111 - Bedside Nursing: Concepts and Skills IV	20.00	
NRS 115 - LPN Intravenous Therapy	35.00	
<u>Office and Administrative Services</u>		
(\$3.00 per credit hour for open lab courses)		
OAS 101 - Keyboarding and Document Processing - Basic	6.00 to 12.00	
OAS 102 - Document Processing-Intermediate	3.00 to 12.00	
OAS 111 - Machine Transcription	3.00 to 9.00	
OAS 112 - Legal Transcription	9.00	
OAS 113 - Medical Transcription	9.00	
OAS 141 - Word Processing with Microcomputer	15.00	
OAS 201 - Document Processing - Advanced	3.00 to 12.00	
OAS 213 - Advanced Medical Transcription	9.00	
OAS 231 - Calculating Machines	3.00 to 9.00	
OAS 242 - Word Processing Practicum	10.00	
OAS 243 - Electronic Office Procedures	10.00	
<u>Paramedic/EMT</u>		
EMS 106 - Intermediate Paramedic I	50.00	
EMS 111 - Paramedic III	10.00	
<u>Physical Education</u>		
PED 121 - Basketball	3.00	
PED 123 - Conditioning	3.00	
PED 126 - Tennis	3.00	
PED 127 - Volleyball	3.00	
PED 129 - Weightlifting	3.00	
PED 134 - Beginning Golf	3.00	
PED 140 - Lifetime Fitness	3.00	
PED 143 - Karate	3.00	
PED 148 - Team Sports	3.00	

<u>Department/Course</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
PED 150 - Super-Circuit Fitness I	25.00	
PED 151 - Super-Circuit Fitness II	25.00	
PED 152 - Super-Circuit Fitness II	25.00	
PED 153 - Super-Circuit Fitness IV	25.00	
PED 160 - Foil Fencing	15.00	
PED 163 - Epee and Sabre Fencing	15.00	
PED 220 - Rhythms and Games for Children	3.00	
PED 234 - Intermediate Golf	3.00	

Physics

PHY 175 - Introduction to Physics	15.00
PHY 201 - General Physics I	15.00
PHY 202 - General Physics II	15.00
PHY 211 - Engineering Physics I	15.00
PHY 212 - Engineering Physics II	15.00
PHY 213 - Engineering Physics III	15.00
PHY 221 - Mechanics I (Statics)	10.00

Psychology

PSY 100 - Orientation	5.00
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Radiologic Technology

RAD 184 - Radiologic Technology Clinical Experience I	30.00	
RAD 185 - Radiologic Technology Clinical Experience II	10.00	25.00
RAD 186 - Radiologic Technology Clinical Experience III	10.00	25.00
RAD 194 - Introduction to Radiologic Technology	25.00	30.00
RAD 195 - Intermediate Radiologic Technology	25.00	30.00
RAD 284 - Radiologic Technology Clinical Experience IV	20.00	25.00
RAD 285 - Radiologic Technology Clinical Experience V	15.00	20.00
RAD 286 - Radiologic Technology Clinical Experience VI	10.00	20.00

Reading

<i>RDG 095</i> - Developmental Reading I (was ENG 095)	5.00
<i>RDG 098</i> - Efficient Reading (was ENG 105)	15.00

Telecourses	20.00	45.00
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Office of the Vice President of Instructional Services
 October 1, 2002

For Board Meeting of
October 28, 2002

Agenda Item J

NEW CERTIFICATES FOR APPROVAL

The College's Instructional Affairs Committee and the Work Force Council have approved the addition of two new certificates— Computer Network Specialist, and Desktop Publishing Specialist. Both of these certificates require Board of Trustees approval before submission to ICCB for their approval.

RECOMMENDATION: Board approval of the attached new programs for submission to ICCB for their consideration.

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

CHECKING ACCOUNTS

<u>INTEREST BEARING ACCOUNTS</u>	<u>INTEREST</u>	
	<u>RATE</u>	<u>AMOUNT</u>
General Account - Sterling Federal Bank	1.03	\$1,064,834.26
Illinois Funds - Firstar Bank, Springfield	1.78	1,523,243.98
SUBTOTAL INTEREST BEARING ACCOUNTS		2,588,078.24
NON-INT. BEARING ACCOUNT		
Restricted - Sterling Federal Bank	PRESIDENT	316,591.31
MONEY MARKET		
Sterling Federal Bank	<i>Nancy J. Varoa</i> SECRETARY	1,303,069.65
ABN-AMRO Investment Services, Inc.		164,456.33
TOTAL CHECKING ACCOUNTS		\$4,372,195.53

INVESTMENTS

<u>FINANCIAL INSTITUTION</u>	<u>MATURITY</u>	<u>INTEREST</u>	
	<u>DATE</u>	<u>RATE</u>	<u>AMOUNT</u>
Union Bank, Tampico	10-02-02	2.16	\$ 1,000,000
First National Bank, Amboy	10-24-02	2.54	1,000,000
Sterling Federal Bank	01-08-03	2.47	500,000
Amcore Bank, Sterling	03-08-03	3.07	1,000,000
Amcore Bank, Sterling	05-03-03	2.58	1,000,000
Amcore Bank, Sterling	08-24-03	3.22	1,000,000
SUBTOTAL INVESTMENTS			5,500,000

BOND INVESTMENTS - Liability, Protection & Settlement

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
Fed Natl Mtg. Assn.	12-15-03	2.50	205,349.57
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
Milwaukee Cnty Wis	09-01-06	4.75	218,744.28
Las Cruces NM	12-01-06	5.10	202,914.48
Houston TX Wtr & Swr System	12-01-06	4.60	50,988.83
Carol Stream IL Tax	01-15-07	5.20	201,643.72
Anch AL Tel Util	03-01-07	5.30	154,620.03
SUBTOTAL BONDS			\$5,412,266.63

TOTAL INVESTMENTS **\$10,912,266.63**

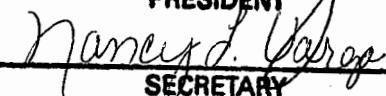
Sauk Valley Community College
Board of Trustees
October 28, 2002

<u>Summary of Bills Payable</u>	<u>Amount</u>
General Operating Funds	\$ 1,398,173.70
Restricted Fund	\$ <u>102,353.74</u>
TOTAL	<u>\$ 1,500,527.44</u>

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY



PRESIDENT



SECRETARY

DATE 10-28-2002

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 1

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Blackbaud	01		Foundation Expense	Laser Checks	134.00
Consolidated Management Co	01		Foundation Expense	Directors Meeting	79.20
Hoyle, Christine	01		Foundation Expense	Gift Card for Wellness Club	685.00
NCHEMS	01		Foundation Expense	Indicators of Good Practice in Undergraduate Edu-	20.70
Walker, Shirley A.	01		Foundation Expense	Travel-10/11/02- Raisers Edge Users Workshop	43.44
Staples	01		Dislocated Worker Expense	Magnetic File Folder #413724 Smoke Color	20.20
State Universities Retirement	01		SURS Payable		28,377.28
State Universities Retirement	01		SURS Payable		28,532.67
Select Employees Credit Union	01		Credit Union Payable	ACCRUED W/H	11,275.06
Select Employees Credit Union	01		Credit Union Payable		11,250.06
Minnesota Child Support Paymen	01		Wage Garnishment Payable	GARNISHMENT	302.40
Minnesota Child Support Paymen	01		Wage Garnishment Payable	GARNISHMENT	302.40
United Way of Dixon	01		United Way Payable		23.25
United Way of Dixon	01		United Way Payable		23.25
TIAA/CREF	01		Other Employee Benefits	Additional Life Insurance	1,387.50
Trademark Insurance	01		Optional Life Insurance		507.68
Trademark Insurance	01		Optional Life Insurance		507.68
Illinois Mutual	01		Optional Disability Insurance		3.89.
SVCC Foundation	01		Foundation Payable		101.50
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

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 2

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
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 Insurance	300.00
New York Life Insurance & Annu	01		Great American Life	ACCRUED ANNUITIES-New York Life Insurance	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		285.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Adams, Rylan D.	01		Accounts Payable	MAP Balance	381.50
Adams, Thomas J.	01		Accounts Payable	Stafford Ln	1,697.50
Anderson, Erica S.	01		Accounts Payable	Stafford Bal-correction	688.21
Anderson, Seth E.	01		Accounts Payable	Stafford Bal	16.91
Arteberry, Tara L.	01		Accounts Payable	MAP Bal	249.02
Ashley, Shandra J.	01		Accounts Payable	stafford ln	945.75
Audette, Derick J.	01		Accounts Payable	reverse	-244.00
Audette, Derick J.	01		Accounts Payable	MAP Bal	244.00
Audette, Derick J.	01		Accounts Payable	MAP Bal	162.00
Aurand, Christine E.	01		Accounts Payable	MAP Gt	775.00
Baker, Angela M.	01		Accounts Payable	SS Schol-cc	550.00
Barger, Timothy M.	01		Accounts Payable	Stafford Ln	1,697.50
Barney, Patricia L.	01		Accounts Payable	Online Refund	48.00
Bechdolt, Joyce	01		Accounts Payable	Online Refund	69.00

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 3

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Bechdolt, Rebecca E.	01		Accounts Payable	Online Refund	69.00
Becker, Matthew F.	01		Accounts Payable	Stafford Ba;	320.20
Bennett, Lori L.	01		Accounts Payable	MAP/IIA	5.64
Biggerstaff, Stephanie K.	01		Accounts Payable	Online Refund	32.40
Bontz, Eric J.	01		Accounts Payable	Online Refund	259.20
Branscum, Ryan W.	01		Accounts Payable	Stafford Bal	15.59
Bruns, Sarah M.	01		Accounts Payable	MAP Gt	145.50
Bryan, Rebecca A.	01		Accounts Payable	Stafford Loan	1,697.50
Buhle, George W.	01		Accounts Payable	MAP Gt	548.50
Burnett, Karla	01		Accounts Payable	Stafford Bal	173.29
Burt, Ale E.	01		Accounts Payable	Athl Schol	125.00
Burt, Ale E.	01		Accounts Payable	Stafford Ln	1,273.61
Busche, Kirstyn M.	01		Accounts Payable	Stafford Bal	389.61
Bushman, Debra J.	01		Accounts Payable	St Supp Schol	650.00
Canterbury, Alinda J.	01		Accounts Payable	Online Refund	44.00
Carey, Amos J.	01		Accounts Payable	Online Refund	1.00
Castillo, Monique D.	01		Accounts Payable	MAP/IIA	42.11
Celestino, Deborah L.	01		Accounts Payable	Online Refund	24.37
Chaney, Nicole K.	01		Accounts Payable	Stafford Bal	69.66
Charleston, Theresa B.	01		Accounts Payable	MAP Gt	339.00
Charleston, Theresa B.	01		Accounts Payable	Stafford Bal	1,304.50
Christiansen, Kimberley S.	01		Accounts Payable	Online Refund	125.00
Clancy, Sarah L.	01		Accounts Payable	Stafford Bal	1,075.89
Coffman, Jaclyn J.	01		Accounts Payable	Stafford Ln	1,273.61
Conrady, Bethany J.	01		Accounts Payable	Online Refund	43.00

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 4

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Crebo, Daniel J.	01		Accounts Payable	MAP Bal	179.50
Crebo, Frank A.	01		Accounts Payable	Online Refund	59.20
Crist, John P.	01		Accounts Payable	Online Refund	58.00
Crump, Karsanna L.	01		Accounts Payable	MAP/IIA Bal	201.67
Cruz, Michelle L.	01		Accounts Payable	IIA Bal	78.18
Dahler, Kurt P.	01		Accounts Payable	Stafford Ln	1,698.47
Damhoff, Lindsay A.	01		Accounts Payable	Rec'd WATH	864.00
Danielson, Joseph P.	01		Accounts Payable	Athl Schol Bal	100.00
DeBrock, Ryan L.	01		Accounts Payable	Online Refund	18.80
Depuy, Jeanne A.	01		Accounts Payable	Online Refund	35.00
Dietz, Danielle P.	01		Accounts Payable	Stafford Ln	1,235.78
Douglas, Kasandra R.	01		Accounts Payable	Stafford Ln	1,273.61
Drozda, Joel R.	01		Accounts Payable	Stafford Bal	128.79
Dudley, Subrina A.	01		Accounts Payable	MAP/IIA Bal	176.00
Durham, Joni M.	01		Accounts Payable	Stafford Bal	437.06
Eagle, Amber N.	01		Accounts Payable	Stafford Bal	1,013.61
Eccles, Yvonne M.	01		Accounts Payable	Online Refund	25.00
Eckberg, William A.	01		Accounts Payable	Online Refund	75.00
Eckhardt, Debra A.	01		Accounts Payable	Online Refund	96.00
Eickert, Dawn M.	01		Accounts Payable	MAP Bal	547.00
Eller, Jimmy R.	01		Accounts Payable	St Supp Schol	650.00
Emmons, Josh A.	01		Accounts Payable	Stafford Bal	320.48
Erbes, Lori C.	01		Accounts Payable	Online Refund	44.00
Faivre, James G.	01		Accounts Payable	Online Refund	75.00
Farrar, Misty L.	01		Accounts Payable	MAP Bal	51.47

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Farwell, Tyler J.	01		Accounts Payable	Athl Schol	75.00
Fecht, Andrew R.	01		Accounts Payable	MAP Bal	63.00
Feldner, Bryan M.	01		Accounts Payable	Athl Schol	150.00
Fell, Stephanie L.	01		Accounts Payable	Stafford Bal	766.46
Fellows, Jennifer L.	01		Accounts Payable	Stafford Bal	214.08
Flesch, Jared E.	01		Accounts Payable	Stafford Ln	991.34
Frederick, Johnathon P.	01		Accounts Payable	MAP Bal	116.50
Frerichs, Bob L.	01		Accounts Payable	Stafford Ln	1,273.61
Friederick, Robert D.	01		Accounts Payable	Stafford Balance	893.48
Fulkerson, Amber L.	01		Accounts Payable	Stafford Bal	710.42
Garza, Mary A.	01		Accounts Payable	Stafford Ln	679.00
George, Randy M.	01		Accounts Payable	Athl Schol	200.00
Gettle, Barbara L.	01		Accounts Payable	Online Refund	34.00
Gibler, Tanya M.	01		Accounts Payable	IIA GT	250.00
Gilmore, Jacob M.	01		Accounts Payable	MAP Bal	182.50
Goddard, Pamela K.	01		Accounts Payable	Online Refund	14.00
Goddard, Pamela K.	01		Accounts Payable	Online Refund	60.00
Graves, Mark A.	01		Accounts Payable	Stafford Ln	1,273.61
Gray, Harold L.	01		Accounts Payable	Online Refund	96.00
Greene, Melissa R.	01		Accounts Payable	SS Schol-bks	250.00
Greenfield, Shanelle R.	01		Accounts Payable	MAP Bal	348.33
Greenwald, Kerry M.	01		Accounts Payable	Online Refund	47.00
Greenwald, Kerry M.	01		Accounts Payable	Online Refund	64.00
Greenwalt, William E.	01		Accounts Payable	Online Refund	162.00
Griffis, Jason W.	01		Accounts Payable	MAP BAL	130.06

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 6

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Gruhn, Beverly K.	01		Accounts Payable	MAP BAL	245.00
Gunderson, Mark R.	01		Accounts Payable	MAP Bal	19.00
Gutshall, Adam S.	01		Accounts Payable	Athl Schol	200.00
Haack, Andy	01		Accounts Payable	Online Refund	65.00
Harkins, Robert H.	01		Accounts Payable	Stafford Ln	970.00
Harris, Jermaine C.	01		Accounts Payable	Stafford Bal	721.00
Harrison, Dylan T.	01		Accounts Payable	Acad waiver rec'd	162.00
Haseman, Mary M.	01		Accounts Payable	Online Refund	125.00
Hay, Tyler J.	01		Accounts Payable	Stafford Bal	841.36
Hayes, Stasha N.	01		Accounts Payable	SS Schol-childcare	550.00
Hayes, Stasha N.	01		Accounts Payable	SS Schol	350.00
Head, Jared T.	01		Accounts Payable	MAP Bal	525.00
Heaton, June N.	01		Accounts Payable	MAP Bal	76.00
Helm, Katrina N.	01		Accounts Payable	Stafford Ln	1,273.61
Hemminger, Daniel R.	01		Accounts Payable	Online Refund	40.00
Hernandez, Jason T.	01		Accounts Payable	MAP Bal	233.47
Hicks, Amy S.	01		Accounts Payable	MAP Bal	77.57
Higley, Christine M.	01		Accounts Payable	Online Refund	52.00
Hines, Janine M.	01		Accounts Payable	SS Schol-bks	250.00
Hintz, Joshua D.	01		Accounts Payable	MAP Bal	136.00
Hopkins, Lucas W.	01		Accounts Payable	Online Refund	3.00
Howard, William K.	01		Accounts Payable	Athl Schol	75.00
Huff, Christa M.	01		Accounts Payable	Stafford Ln	1,273.61
Hufford, Amber L.	01		Accounts Payable	Stafford Bal	112.40
Hume, Joseph L.	01		Accounts Payable	ING Bal	150.30

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 7

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Ide, Laurence	01		Accounts Payable	Online Refund	165.00
Jenkins, Melissa L.	01		Accounts Payable	MAP Bal	25.50
Johnson, Jeffery L.	01		Accounts Payable	Online Refund	60.00
Jones, Danielle M.	01		Accounts Payable	Online Refund	162.00
Kaecker, Melissa M.	01		Accounts Payable	IIA Gt	250.00
Kane, Christine E.	01		Accounts Payable	Stafford Bal	113.31
Kaplan, Jason R.	01		Accounts Payable	Stafford Ln	1,261.00
Kaplan, Jason R.	01		Accounts Payable	Athl Schol Bal	292.50
Kaufman, Jeffrey D.	01		Accounts Payable	MAP Gt	436.00
Kibodeaux, Kelli L.	01		Accounts Payable	Stafford Bal	809.69
King, Lisa A.	01		Accounts Payable	MAP Gt	145.50
Kobbeman, Meghan E.	01		Accounts Payable	MAP Gt	436.00
Koppien, Marsha R.	01		Accounts Payable	Online Refund	75.00
Latigo, Crystal N.	01		Accounts Payable	MAP Bal	30.00
Leamanczyk, Ranae C.	01		Accounts Payable	Stafford Bal	502.61
Lenz, Megan M.	01		Accounts Payable	Online Refund	259.00
Lowery, Barbara J.	01		Accounts Payable	Stafford Bal	322.78
Luther, Michelle M.	01		Accounts Payable	MAP Gt	570.00
Maas, Martin R.	01		Accounts Payable	Athl Schol	50.00
McCormick, Nikki S.	01		Accounts Payable	Stafford Ln	701.31
McCormick, Nikki S.	01		Accounts Payable	Stafford Ln	700.34
McGinn, Andrea M.	01		Accounts Payable	MAP/IIA Bal	383.49
McVey, Elissa A.	01		Accounts Payable	Stafford Ln	1,697.50
Medina, Amber N.	01		Accounts Payable	Stafford Ln	1,273.61
Merdian, Julie K.	01		Accounts Payable	MAP/IIA Bal	4.63

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 8

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Metzler, Rae L.	01		Accounts Payable	Stafford Ln	1,273.61
Meyocks, Danielle J.	01		Accounts Payable	MAP/IIA Bal	61.49
Miller, James B.	01		Accounts Payable	Stafford Bal	381.63
Miller, Joyce G.	01		Accounts Payable	Online Refund	48.00
Moreno, Bonnie L.	01		Accounts Payable	MAP Bal	90.50
Morgan, Cari L.	01		Accounts Payable	Stafford Ln	1,273.61
Mosbach, Amanda M.	01		Accounts Payable	MAP Bal	206.50
Mosbach, Amanda M.	01		Accounts Payable	Stafford Bal	1,149.24
Moser, John P.	01		Accounts Payable	Stafford Ln	1,273.61
Murphy, Patricia E.	01		Accounts Payable	Online Refund	69.00
Neahring, Annie G.	01		Accounts Payable	Online Refund	49.00
Neal, Justin E.	01		Accounts Payable	Stafford Bal	805.51
Nelson, Luke A.	01		Accounts Payable	SS Schol-Bks	250.00
Noble, Diana M.	01		Accounts Payable	MAP/IIA BAL	121.29
Nordhougen, Lori E.	01		Accounts Payable	Online Refund	574.03
Oltmans, Traci A.	01		Accounts Payable	MAP/IIA	45.40
Ortiz, Ernestine M.	01		Accounts Payable	Online Refund	125.00
Ottens, Vicki A.	01		Accounts Payable	Online Refund	52.00
Payne, Samantha D.	01		Accounts Payable	Rec'd UPM Auth	162.00
Peretto, Nicole L.	01		Accounts Payable	MAP/IIA Bal	45.73
Poston, Jamie L.	01		Accounts Payable	Athl Schol	300.00
Pottinger, Sara M.	01		Accounts Payable	Stafford Ln	1,697.50
Powers, Deborah L.	01		Accounts Payable	Online Refund	52.00
Reed, Andrea R.	01		Accounts Payable	Stafford Bal	77.00
Regalado, Barbara J.	01		Accounts Payable	Stafford Ln	1,273.61

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 9

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Reul, Emily J.	01		Accounts Payable	MAP Gt	387.50
Richards, Wayne E.	01		Accounts Payable	Stafford Bal	144.45
Richmond, Sarah B.	01		Accounts Payable	Online Refund	547.94
Robinson, Matt K.	01		Accounts Payable	Athl Schol	50.00
Rockwell, Kenneth L.	01		Accounts Payable	Stafford Bal	402.12
Rogers, Doris J.	01		Accounts Payable	Online Refund	69.00
Rosquist, Melissa S.	01		Accounts Payable	MAP Gt	630.00
Ryan, Tyler S.	01		Accounts Payable	Athl Schol Bal	100.00
Ryan, Zane M.	01		Accounts Payable	Online Refund	65.00
Sage, Steven R.	01		Accounts Payable	Online Refund	114.00
Salazar, Glenda S.	01		Accounts Payable	Online Refund	54.00
Saldivar, Norma E.	01		Accounts Payable	Stafford Bal	1,416.50
Sandusky, Julene M.	01		Accounts Payable	Stafford Ln	1,061.18
Schaver, Justin W.	01		Accounts Payable	Stafford Bal	67.23
Schryver, Cynthia S.	01		Accounts Payable	Online Refund	44.00
Shipman, Ashley D.	01		Accounts Payable	Stafford Bal	354.69
Shipman, Ashley D.	01		Accounts Payable	Stafford Bal	617.69
Shipman, Ashley D.	01		Accounts Payable	Correction	-354.69
Shoffner, Linda E.	01		Accounts Payable	Online Refund	216.00
Silva, Samantha R.	01		Accounts Payable	MAP/IIA BAL	374.50
Singleton, Taylor B.	01		Accounts Payable	Online Refund	65.00
Skelton, Kathleen D.	01		Accounts Payable	Online Refund	33.00
Smith, Bethany F.	01		Accounts Payable	Stafford Loan	1,273.61
Smith, Ramona D.	01		Accounts Payable	IIA Bal	90.17
Snyder, Sarah K.	01		Accounts Payable	IIA Gt	250.00

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 10

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Sofolo, Steven J.	01		Accounts Payable	Stafford Ln	1,273.61
Spratt, Andrew K.	01		Accounts Payable	Online Refund	99.60
Spurgeon, Lela M.	01		Accounts Payable	MAP Bal	194.00
Stahl, Michael M.	01		Accounts Payable	MAP/IIA Bal	60.33
Strader, Tanya M.	01		Accounts Payable	Stafford Ln	1,273.61
Strike, Koren N.	01		Accounts Payable	MAP Gt	581.50
Strike, Koren N.	01		Accounts Payable	Stafford Ln	636.32
Strike, Koren N.	01		Accounts Payable	Stafford Ln	637.29
Strode, Janessa E.	01		Accounts Payable	Stafford Bal	68.11
Stroud, Joshua J.	01		Accounts Payable	Stafford Bal	590.00
Sublett, Andrea M.	01		Accounts Payable	MAP Bal	190.96
Sullivan, April N.	01		Accounts Payable	Stafford Ln	970.00
Sutton, Teresa N.	01		Accounts Payable	MAP Gt	427.50
Swan, Amy J.	01		Accounts Payable	Online Refund	18.00
Tetrick, Robin L.	01		Accounts Payable	IIA Gt	250.00
Timberlake, Leah T.	01		Accounts Payable	Online Refund	50.00
Toms, Anna M.	01		Accounts Payable	Online Refund	25.00
Tucker, Michelle R.	01		Accounts Payable	Stafford Ln	848.75
Tucker, Paul R.	01		Accounts Payable	Stafford Ln	1,697.50
Van Horn, Kayla R.	01		Accounts Payable	MAP/IIA Bal	16.28
Van Weelden, Marvin H.	01		Accounts Payable	Stafford Bal	79.61
VanDeVelde, Shari K.	01		Accounts Payable	Online Refund	52.00
VanDeburgh, Ken	01		Accounts Payable	Online Refund	45.00
VanHorn, Sarah A.	01		Accounts Payable	Online Refund	33.00
VanNatta, Christopher D.	01		Accounts Payable	Stafford Bal	803.02

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 11

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
VanNatta, Christopher D.	01		Accounts Payable	Online Refund	15.00
Vasquez, Erin L.	01		Accounts Payable	MAP/IIA Bal	60.39
Vinson, Heather R.	01		Accounts Payable	Stafford Ln	1,273.61
Vondra, Theresa A.	01		Accounts Payable	MAP Bal	143.50
Wagner, Bradley W.	01		Accounts Payable	SS Schol-bks	250.00
Wangelin, Joseph M.	01		Accounts Payable	Stafford Bal	64.13
Wiersema, Lisa L.	01		Accounts Payable	MAP Gt	145.50
Williams, Adrian R.	01		Accounts Payable	Stafford Ln	1,273.61
Willis, Jamie L.	01		Accounts Payable	St Supp Schol	350.00
Witmer, Randall L.	01		Accounts Payable	Stafford Bal	402.80
Wittenauer, Emily K.	01		Accounts Payable	Online Refund	248.67
Wolfe, Melydi A.	01		Accounts Payable	MAP Bal	323.63
Workman, Amy L.	01		Accounts Payable	Stafford Bal	9.25
Follett Bookstore	01		PELL EOG BT	Books 8/14-15/02	47,747.31
Follett Bookstore	01		PELL EOG BT	Books purchased 9-03/9-06-02	2,979.27
Follett Bookstore	01		PELL EOG BT	Books 8/26-8/30/02	10,452.83
Follett Bookstore	01		PELL EOG BT	Books 8/19-8/23/02	41,874.26
Follett Bookstore	01		Foundation B	Books 8/19-8/23/02	2,450.77
Follett Bookstore	01		Foundation B	Books purchased 9-03/9-06-02	95.00
Follett Bookstore	01		Foundation B	Books 8/26-8/30/02	237.40
Follett Bookstore	01		Stafford Loans BT	Books purchased 9-03/9-06-02	348.66
Follett Bookstore	01		Stafford Loans BT	Books 8/19-8/23/02	4,123.52
Follett Bookstore	01		Stafford Loans BT	Books 8/14-15/02	6,373.33
Follett Bookstore	01		Stafford Loans BT	Books 8/26-8/30/02	1,129.26
Follett Bookstore	01		MRS BT	Books 8/19-8/23/02	500.00

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 12

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Follett Bookstore	01		JTPA Whiteside B	Books 8/26-8/30/02	4,117.18
Follett Bookstore	01		JTPA Whiteside B	Books 8/19-8/23/02	17,501.02
Follett Bookstore	01		JTPA Whiteside B	Books purchased 9-03/9-06-02	2,338.23
Follett Bookstore	01		JTPA Lee B	Books 8/26-8/30/02	334.58
Follett Bookstore	01		JTPA Lee B	Books 8/19-8/23/02	1,510.51
Follett Bookstore	01		DORS B	Books 8/19-8/23/02	654.42
Follett Bookstore	01		DORS B	Books 8/26-8/30/02	215.50
Follett Bookstore	01		Vets Rehab B	Books purchased 9-03/9-06-02	69.50
Follett Bookstore	01		Vets Rehab B	Books 8/26-8/30/02	92.68
Follett Bookstore	01		Vets Rehab B	Books 8/19-8/23/02	1,004.65
Follett Bookstore	01		Trade Act TRI- Rock Island	Books 8/14-15/02	11,378.73
Follett Bookstore	01		Trade Act TRI- Rock Island	Books 8/19-8/23/02	16,806.52
Follett Bookstore	01		Trade Act TRI- Rock Island	Books purchased 9-03/9-06-02	595.02
Follett Bookstore	01		Trade Act TRI- Rock Island	Books 8/26-8/30/02	1,674.73
Follett Bookstore	01		AmeriCorps	Books 8/19-8/23/02	453.67
Follett Bookstore	01		AmeriCorps	Books 8/26-8/30/02	337.06
Follett Bookstore	01		WIA- Clinton	Books purchased 9-03/9-06-02	15.98
Follett Bookstore	01		WIA- Clinton	Books 8/26-8/30/02	-28.42
Follett Bookstore	01		WIA- Clinton	Books 8/19-8/23/02	-137.75
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	Generl legal Services September 2002	1,152.75
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Monthly Board Meeting-September	40.00
US Bank	01	President	Conference/Meeting Expense	President's Travel-Springfield, IL 9/12/02	140.67
Andrew Bollman Photography	01	College Relations	Advertising	Sports Guide Photographs	592.50
KWQC TV	01	College Relations	Advertising	August Advertising	750.00
Ogle County Life	01	College Relations	Advertising	August Advertising	207.00

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 13

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Sauk Valley Newspapers	01	College Relations	Advertising	Hopkins Show	275.12
WIXN FM - WIXN AM	01	College Relations	Advertising	September 02 Advertising	550.00
WLLT	01	College Relations	Advertising	September Advertising	114.00
Walnut Leader	01	College Relations	Advertising	Advertising	26.50
Withers Broadcasting	01	College Relations	Advertising	September Advertising	1,000.67
Lyons, Calvin W.	01	College Relations	Conference/Meeting Expense	Travel-Springfield-IRDC 9/26/02	243.44
Castle Print Tech	01	Printshop	Advertising	Fall Class Schedule	6,658.50
CURTIS 1000	01	Printshop	Purchases for Resale	9 1/2"x 12 1/2" L. Envelopes w/Admissions Imprint	187.51
Midland Paper	01	Printshop	Purchases for Resale	8-1/2x11 20# Exact Multipurpose Yel 20#	895.11
Midland Paper	01	Printshop	Purchases for Resale	8-1/2x11 60# txt Astroparch Green Vel	72.84
Shawver Press Inc	01	Printshop	Purchases for Resale	Women in Manufacturing	315.00
SBM Business Equipment Center	01	Information Center	Maintenance Services	Monthly Copy Count Charge	30.20
Illini Trophy	01	Information Center	Office Supplies	Name Badge for Wynn Johnson	5.50
Olmsted, Brian T.	01	Information Center	Office Supplies	Photo Development	71.84
Unique Computer	01	Information Center	Office Supplies	Black Cartridge for Printer	88.00
SBM Business Equipment Center	01	Information Center	Instructional Supplies	FO-15CR Sharp Imaging Film Roll	34.95
CMS Communications	01	Information Center	Other Supplies	3193-001 Black 8110 Phone	88.66
Knie Appliance & TV, Inc	01	Information Center	Other Supplies	Verizon Cell Phone	179.00
NACUBO	01	Grant, Planning, & Research	Office Supplies	Excellence in Higher Education Guidebook: 2001-02	22.00
Blackhawk Hills EDD	01	Grant, Planning, & Research	Conference/Meeting Expense	Registration Fee-L Little Regional Comm Econ Devel	15.00
Hecht, Deborah J.	01	Grant, Planning, & Research	Conference/Meeting Expense	Travel 9/23/02 Conference- Higher Education	45.63
Little, Linda	01	Grant, Planning, & Research	Conference/Meeting Expense	Travel 10/3/02 DCCA Meeting	122.89
Little, Linda	01	Grant, Planning, & Research	Conference/Meeting Expense	Travel 9/23/02 Higher Education Learning Conf	25.00
Lodis Corporation	01	VP-Instructional Services	Office Supplies	Desk Calendar Refill-D Hecht	29.50
SBM Business Equipment Center	01	VP-Instructional Services	Office Supplies	AVE-5260 Avery White Laser Labels	9.98

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 14

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Hecht, Deborah J.	01	VP-Instructional Services	Conference/Meeting Expense	Travel 9/23/02 Conference- Higher Education	82.02
SBM Business Equipment Center	01	Honors	Instructional Supplies	Self-Inking Name Stamp-Black-Times New Roman,	31.58
Eichman, Richard	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement	345.00
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance FY 03	54.85
Grand Valley State University	01	Other Instructional	Conference/Meeting Expense	Conference Fee 11/20/02	975.00
Hecht, Deborah J.	01	Curriculum Development	Conference/Meeting Expense	Travel-Bloomington 10/3/02 Chief Academic Officers	240.18
Follett Bookstore	01	Dean of Arts,Social Sciences & P	Office Supplies	Departmental -Bookstore Charges August 2002	53.25
Schmidt, Rebecca S.	01	Dean of Arts,Social Sciences & P	Office Supplies	Supplies Dean's Office	10.79
Follett Bookstore	01	Art	Instructional Supplies	Departmental -Bookstore Charges August 2002	29.58
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges For August 02	7.39
Global Computer Supplies	01	Art	Instructional Supplies	5-pack Magenta + 2 Free Black OEM#016-1606-00	340.00
Lundgren's Inc	01	Art	Instructional Supplies	Pelican 1500 Camera Case	383.77
VanderWege, Robertus J.	01	Art	Instructional Supplies	Art Supplies 10/6/02	45.71
Green River Lines Inc	01	Art	Other Conference & Meeting	Bus Rental -Chicago Art Institute Trip 10/22/02	1,160.00
Altiris	01	English	Instructional Supplies	#22630-03 Altiris Vision K-12 Site Upgrade	823.50
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges	190.50
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges For August 02	4.31
Follett Bookstore	01	English	Instructional Supplies	Departmental -Bookstore Charges August 2002	141.32
Clow, Maria A.	01	Foreign Language	Instructional Supplies	Copies & Supplies	71.79
Follett Bookstore	01	Humanities	Instructional Supplies	Bookstore Charges	43.00
Foster Family Music Center	01	Music	Consultants	Repair & Cleaning on Grand Piano	65.00
Heller, Dr. Steven	01	Music	Consultants	Artist 10/7/02	100.00
Unique Computer	01	Music	Instructional Supplies	Supplies Music Department	129.00
Unique Computer	01	Music	Instructional Supplies	Music Department Supplies	570.00
Follett Bookstore	01	Philosophy	Instructional Supplies	Departmental -Bookstore Charges August 2002	11.19

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 15

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Heller, Dr. Steven	01	Speech	Instructional Supplies	Artist 10/7/02	100.00
Consolidated Management Co	01	Fitness Center	Instructional Supplies	Apples	12.50
Hoyle, Christine	01	Fitness Center	Instructional Supplies	Tri-Cep Rope	26.55
Red Canyon Systems	01	Fitness Center	Instructional Supplies	Yearly Tech Support	310.00
Follett Bookstore	01	Criminal Justice	Instructional Supplies	Bookstore Charges	50.75
Braddock, Samuel L.	01	Criminal Justice	Conference/Meeting Expense	Travel-Highland thru 9/5/02	181.77
Follett Bookstore	01	Human Services	Instructional Supplies	Bookstore Charges For August 02	60.25
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges For August 02	45.00
NILRC	01	Sociology	Instructional Supplies	VHS Tapes "Exploring Society"	63.54
Follett Bookstore	01	Learning Skills	Instructional Supplies	Bookstore Charges For August 02	16.90
Newsweek	01	Learning Skills	Instructional Supplies	Subscription	1,534.00
SBM Business Equipment Center	01	Dean of Business, Tech & Natural	Office Supplies	Calculator Ribbon	2.95
Schmidt, Rebecca S.	01	Dean of Business, Tech & Natural	Office Supplies	Supplies Dean's Office	72.68
Follett Bookstore	01	Accounting	Instructional Supplies	Bookstore Charges For August 02	4.12
Follett Bookstore	01	Business	Instructional Supplies	Bookstore Charges For August 02	92.94
Nelson, John D.	01	Business	Instructional Supplies	Business Dept Supplies	42.86
Altiris	01	Computer Information Systems	Instructional Supplies	#22630-03 Altiris Vision K-12 Site Upgrade	823.50
Follett Bookstore	01	Computer Information Systems	Instructional Supplies	Bookstore Charges For August 02	67.50
CDW-G	01	Office & Administrative Services	Instructional Supplies	Intuit Academic Quickbooks Pro 2002 Lab Pk 25-User	189.33
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Photo Scanner	419.99
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Monthly Service Contract Sharp AR201 Copier	43.89
Electronix Express	01	Electronics	Instructional Supplies	03MB 104 RSR Breadboard (P78 Figure G)	158.80
JBH Technologies, Inc	01	Electronics	Instructional Supplies	443-764 Heathkit (2114 Memory IC)	282.95
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	19.13
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Rental on Cylinders	32.56

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 16

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Airgas North Central	01	HVAC	Instructional Supplies	Gas Class B Tank Acetylene Refill	95.78
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	45.12
Follett Bookstore	01	HVAC	Instructional Supplies	Departmental -Bookstore Charges August 2002	3.80
Johnstone Supply	01	HVAC	Instructional Supplies	H24-851 Hand Seamers	140.03
Johnstone Supply	01	HVAC	Instructional Supplies	H24-266 Swag Tools	1,455.38
Menards	01	HVAC	Instructional Supplies	Wire Brush	371.71
C & N Supply	01	Machine Tool	Instructional Supplies	Mag Chuck 6x18 #HM4STM618	450.90
Follett Bookstore	01	Manufacturing Technology	Instructional Supplies	Bookstore Charges For August 02	208.00
Data Print	01	Mechanical Design	Instructional Supplies	#1700350 Dot Master Drafting Dots	472.56
Follett Bookstore	01	Mechanical Design	Instructional Supplies	Bookstore Charges For August 02	50.91
Fountain, William B.	01	Mechanical Design	Instructional Supplies	Mechanical Design Supplies 9/25/02	63.48
Nimco	01	Mechanical Design	Instructional Supplies	Geo. Form & Position Tolerancing Vid. #RMI-MS9-V69	92.88
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies FY 03	20.00
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies FY 03	21.90
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies FY 03	10.25
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies FY 03	142.65
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies FY 03	15.70
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies FY 03	17.75
Flinn Scientific	01	Biology	Instructional Supplies	A0139 Aluminum Chloride Anhydrous, 100 G	90.95
Follett Bookstore	01	Biology	Instructional Supplies	Bookstore Charges For August 02	43.73
Follett Bookstore	01	Biology	Instructional Supplies	Departmental -Bookstore Charges August 2002	190.50
Ward's-Biology	01	Biology	Instructional Supplies	36-W-0034 Refill Kit Simulated ABO/Rh Blood Typing	66.51
Wood, Therese L.	01	Biology	Instructional Supplies	Bio/Chemistry Supplies	91.09
Wood, Therese L.	01	Biology	Instructional Supplies	BIO/CHEM Supplies	16.81
Fisher Scientific	01	Chemistry	Instructional Supplies	13-641-350 ph Electrode for Chek Mite	209.12

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 17

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Flinn Scientific	01	Chemistry	Instructional Supplies	Live Materials for BIO/Chém	25.10
Wood, Therese L.	01	Chemistry	Instructional Supplies	Bio/Chemistry Supplies	16.52
Wood, Therese L.	01	Chemistry	Instructional Supplies	BIO/CHEM Supplies	56.03
Follett Bookstore	01	Mathematics	Instructional Supplies	Bookstore Charges	107.25
Follett Bookstore	01	Mathematics	Instructional Supplies	Bookstore Charges For August 02	221.76
KSB Hospital	01	Remedial Studies	Instructional Supplies	Supplies BPS 030-First Aid & CPR	29.25
KSB Hospital	01	Remedial Studies	Instructional Supplies	CPR/First Aid Class Supplies at DCC	707.50
KSB Hospital	01	Remedial Studies	Instructional Supplies	Supplies for CPR/First Aid Class	56.00
KSB Hospital	01	Remedial Studies	Instructional Supplies	Instructional Supplies BPS 030-First Aid CPR	150.75
Seguin, Kandy M.	01	Technical Occupational-Community	Conference/Meeting Expense	Travel 9/12/02 Heartland College	97.89
SBM Business Equipment Center	01	Director of Health Careers Ed	Maintenance Services	Maintenance Agreement for AR-164 Copier	43.26
Lynch, Janet L.	01	Director of Health Careers Ed	Instructional Supplies	2 Hep B Immunizations	45.00
National Federation of License	01	Director of Health Careers Ed	Conference/Meeting Expense	Registration Fee 10/11/02	100.00
KSB Hospital	01	Associate Degree Nursing	Consultants	Substitute Pay S Rowe 9/25/02	93.75
Follett Bookstore	01	Associate Degree Nursing	Office Supplies	Bookstore Charges For August 02	215.80
Follett Bookstore	01	Associate Degree Nursing	Office Supplies	Bookstore Charges	12.25
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. 2002-03	58.50
Euro-Pacific Film & Video	01	Associate Degree Nursing	Instructional Supplies	Video-AD Nursing	64.95
KSB Hospital	01	Associate Degree Nursing	Instructional Supplies	ALARIS Blood Tubing #72980E	81.00
MPL	01	Associate Degree Nursing	Instructional Supplies	Left Forearm IV Pad Caucasian #1000279	167.50
Medical Plastics Lab, Inc	01	Associate Degree Nursing	Instructional Supplies	Left Forearm IV Pad Caucasian #1000279	167.50
Poci, Shirley A.	01	Associate Degree Nursing	Instructional Supplies	Appt Book-Office Supplies	31.28
Unique Computer	01	Associate Degree Nursing	Instructional Supplies	Speaker System	65.00
Southern Illinois University	01	Nurse Assistant	Consultants	CNA Background Checks 10/02	200.00
Briggs Corporation	01	Licensed Practical Nursing	Instructional Supplies	Glo-Germ Kit	105.02

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
CGH Medical Center	01	Licensed Practical Nursing	Instructional Supplies	Linen Service September 02	438.00
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. 2002-03	59.90
MPL	01	Licensed Practical Nursing	Instructional Supplies	Forarm Assembly-Right (Caucasion) 1000194	74.75
Medical Plastics Lab, Inc	01	Licensed Practical Nursing	Instructional Supplies	Forarm Assembly-Right (Caucasion) 1000194	74.75
Techno-Aide Mfg Co, Inc	01	Radiologic Technology	Instructional Supplies	TA-002 Identifier R L w/init.	333.45
Techno-Aide Mfg Co, Inc	01	Radiologic Technology	Instructional Supplies	General Sponge Set #GPS-71	68.70
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Clinical Site Visits thru 9/30/02	267.18
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Clinical Site travel thru 9/12/02	189.07
Poci, Shirley A.	01	Other Health Careers	Office Supplies	Appt Book-Office Supplies	38.60
Pfeifer, Alan	01	Dean of Information Systems	Conference/Meeting Expense	Travel-College Dupage 9/10/02	62.31
Pfeifer, Alan	01	Dean of Information Systems	Conference/Meeting Expense	Travel- 10/11/02 ION Meeting	156.40
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Books	38.88
African American Publications	01	Learning Resource Center	Books and Binding Costs		481.00
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books	12.91
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books	1,436.52
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs		151.54
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books	17.56
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs		23.01
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books	1,228.89
Cataloguing Distribution Servic	01	Learning Resource Center	Books and Binding Costs	Cataloguing Classification Manuals	478.00
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	174.63
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	169.83
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	169.83
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	169.83
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	170.02

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	124.93
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	169.83
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	98.33
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	174.71
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	159.86
West Group	01	Learning Resource Center	Books and Binding Costs	Books	91.00
American Correctional Associat	01	Learning Resource Center	Publications and Dues	Membership Dues	25.00
Chicago Tribune	01	Learning Resource Center	Publications and Dues	Subscription	169.52
NILRC	01	Learning Resource Center	Publications and Dues	ALSS Membership	984.50
West Group	01	Learning Resource Center	Publications and Dues	Books	242.50
Beinhoff, Lisa A.	01	Learning Resource Center	Conference/Meeting Expense	travel-NILRC Meeting 9/12/02	113.15
Hewlett-Packard	01	Computing & Instruct Tech	Maintenance Services	7000 Sauk 210 Agreement 2646A8241 Billed Monthly	138.00
Graybar Electric Company Inc.	01	Computing & Instruct Tech	Instructional Supplies	AVAYA Systimax-SCS Gigaspeed Cable 107987315	554.40
Unique Computer	01	Computing & Instruct Tech	Instructional Supplies	Hard Drive	195.00
Unique Computer	01	Computing & Instruct Tech	Instructional Supplies	Internal Tape Drive	1,900.00
Unique Computer	01	Computing & Instruct Tech	Instructional Supplies	UPS Battery	178.00
Unique Computer	01	Computing & Instruct Tech	Instructional Supplies	Battery	58.00
Unique Computer	01	Computing & Instruct Tech	Instructional Supplies	Ink Cartridges	224.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Repair	24.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Repair	24.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Repair	24.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Repair	24.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Repair	24.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	Slide Projector Repair	39.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	Overhead Repair	48.95

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 20

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Repair	24.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	Overhead Repair	24.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	Repair Casette Recorder	15.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Repair	24.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Repair	24.00
Activision Electric Inc.	01	Instructional Technology Center	Inatructional Technology Materia	#37695 Bulb DZE/FDS	56.43
Global Computer Supplies	01	Instructional Technology Center	Inatructional Technology Materia	C40288 Verbatim 16X 80 min Value Life CD-R 100pak	74.00
Illini Trophy	01	Instructional Technology Center	Inatructional Technology Materia	Name Badge- Shelley	5.50
Mueller Audio Visual	01	Instructional Technology Center	Inatructional Technology Materia	2126-828 AMX Mobile Mouse for PC	498.00
Mueller Audio Visual	01	Instructional Technology Center	Inatructional Technology Materia	EXR Bulbs	296.00
Mueller Audio Visual	01	Instructional Technology Center	Inatructional Technology Materia	2126-828 AMX Mobile Mouse for PC	498.00
SBM Business Equipment Center	01	Instructional Technology Center	Inatructional Technology Materia	AVE-53211 Avery Glossy Photo Paper 8.5x11	266.07
Hewlett-Packard	01	Administrativc Data Processing	Maintenance Services	7000 Sauk 210 Agreement 2646A8241 Billed Monthly	2,059.00
Global Computer Supplies	01	Administrative Data Processing	Office Supplies	C31481 Paladin Cable Stripper, Black	90.00
McFarland Office Products & Bu	01	Administrative Data Processing	Office Supplies	AAG-SK-2400 Desk Pad Calendar	79.51
Toner Tech Plus	01	Administrative Data Processing	Office Supplies	Toners	169.90
Toner Tech Plus	01	Administrative Data Processing	Office Supplies	Toner Refurbishing	947.70
Unique Computer	01	Administrative Data Processing	Office Supplies	Cartridges	300.00
Unique Computer	01	Administrative Data Processing	Office Supplies	Tapes	360.00
Unique Computer	01	Administrative Data Processing	Office Supplies	USB Card	190.00
Unique Computer	01	Administrative Data Processing	Office Supplies	Credit Tapes	90.00
Unique Computer	01	Administrative Data Processing	Office Supplies	Cable	12.95
Unique Computer	01	Administrative Data Processing	Office Supplies	Freeplate/Bracket	30.00
Unique Computer	01	Administrative Data Processing	Office Supplies	Tapes	740.00
Unique Computer	01	Administrative Data Processing	Office Supplies	Cleaning Cartridges	25.90

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 21

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Unique Computer	01	Administrative Data Processing	Office Supplies	EIDE Card	79.90
MINITAB, Inc	01	Administrative Data Processing	Computer Software	Renewal-FPAM13WNN-15 User	1,050.00
Blackhawk Hills EDD	01	Administrative Data Processing	Conference/Meeting Expense	Economic Development Program 10/17/02	15.00
ICCCA	01	VP- Student Services	Conference/Meeting Expense	Conference Fee-J Kerber 11/13/02	99.00
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel-IAI Meeting 9/13/02	82.34
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel ICCSSO Conf 10/4/02	84.65
Ill Assoc of Collegiate Regist	01	Other Student Services	Conference/Meeting Expense	Conference Fee -Kerber/Clodfelter	155.00
Carlson, Summer	01	Special Needs- ADA	Other Contractual Services	Signing for C Apenzellar	300.00
Carlson, Summer	01	Special Needs- ADA	Other Contractual Services	Signing for C Appenzellar-August 2002	300.00
Staples	01	Special Needs- ADA	Instructional Supplies	Microsoft Natural Keyboard Elite	47.94
Josten's Inc	01	Commencement	Other Supplies	Black Seal Certificates	63.60
Josten's Inc	01	Commencement	Other Supplies	Diplomas	212.98
Clodfelter, Pamela J.	01	Student Recruitment	Other Supplies	Supplies	35.47
Josten's Inc	01	Admissions, Records & Placement	Office Supplies	Diploma Inserts	105.17
Menards	01	Admissions, Records & Placement	Office Supplies	Saw Blades, Nails, and Wood	80.94
SBM Business Equipment Center	01	Admissions, Records & Placement	Office Supplies	Paper & Toner	74.90
Illinois Assoc for College Adm	01	Admissions, Records & Placement	Publications and Dues	Membership Dues 2003	55.00
Ill Assoc of Collegiate Regist	01	Admissions, Records & Placement	Conference/Meeting Expense	Conference Fee -Kerber/Clodfelter	155.00
Unique Computer	01	Financial Aid & Veterans Affairs	Office Supplies	JetDirect 170 X	160.00
Brown, John W.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-10/10/02 Deerfield	98.33
SBM Business Equipment Center	01	Counseling	Maintenance Services	Copier Charges	80.33
Creative Printing	01	Counseling	Office Supplies	500 Business Cards for Janet Matheney-See Attached	180.00
Follett Bookstore	01	Counseling	Office Supplies	Bookstore Charges	7.19
Follett Bookstore	01	Counseling	Instructional Supplies	Bookstore Charges	52.44
Breed, Thomas	01	Counseling	Conference/Meeting Expense	Travel Bradley University & SIU 9/13 & 9/16/02	355.26

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 22

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Funston, Terry L.	01	Counseling	Conference/Meeting Expense	Travel-Area High Schools 9/27/02	20.44
ICCCA	01	Counseling	Conference/Meeting Expense	Conference Fee-T Breed, T Funston, J Matheny	297.00
Matheney, Janet I.	01	Counseling	Conference/Meeting Expense	Travel ISU-Conference 9/25/02	91.98
Matheney, Janet I.	01	Counseling	Conference/Meeting Expense	Travel 10/3/02 WIU Articulation Conference	165.00
SBM Business Equipment Center	01	VP- Administrative Services	Office Supplies	Toner for Fax Machine	69.96
Community College Business Off	01	VP- Administrative Services	Conference/Meeting Expense	Conference Fee Nov 9-12-2002	395.00
Consolidated Management Co	01	VP- Administrative Services	Conference/Meeting Expense	Adopt A Highway Refreshments 9/12/02	38.85
Meyer, Paula	01	VP- Administrative Services	Conference/Meeting Expense	Airfare-Conference CCBO 11/9/02	216.49
Susan G. Komen Breast Cancer	01	Education Fund	Other Revenues	Breast Cancer Fund Raiser (Donations Received)	455.00
Kishwaukee College	01	Education Fund	Conference/Meeting Expense	Staff Exchange 10/11/02	24.00
Pitney Bowes	01	Other Institutional	Postage	Repair Postage Meter	50.00
US Postmaster	01	Other Institutional	Postage	Spring 2003 Class Schedule	1,625.00
US Postmaster	01	Other Institutional	Postage	Spring 2003 Class Schedule	600.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,500.00
US Postmaster	01	Other Institutional	Postage	Permit 243 Bulk Account	1,100.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,500.00
US Postmaster	01	Other Institutional	Postage	Spring 2003 Class Schedule	1,300.00
United Parcel Service	01	Other Institutional	Postage	Monthly Charges	393.10
AACC	01	Other Institutional	Publications and Dues	2003 Membership Dues	2,530.00
Chronicle of Higher Education	01	Other Institutional	Recruitment	Ad-Disciplinary English Faculty	1,380.00
Lamm, Jodie L.	01	Other Institutional	Recruitment	Moving Expense	300.00
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	836.62
Treasurer, State of Illinois	01	Other Institutional	Financial Charges & Adjustments	Financia; Adjustment (Unclaimed Property)	5.16
SBM Business Equipment Center	01	Business Office	Maintenance Services	Monthly Copier Charges	40.03
Acom Solutions, Inc	01	Business Office	Office Supplies	Blank Check Stock	525.00

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 23

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Staples	01	Business Office	Office Supplies	Data Binders Assorted Colors	87.30
Staples	01	Business Office	Office Supplies	Avery File Folders Labels Red-Green-Blue-Yellow	8.60
Blackhawk Hills EDD	01	Business Office	Conference/Meeting Expense	Economic Development Program 10/17/02	15.00
Seagren, Catherine L.	01	Business Office	Conference/Meeting Expense	Travel-NIN Conference 10/11/02	33.95
Black Hawk College	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Fall 2002	818.80
Waubonsee Community College	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Fall 2002	2,158.20
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	September Birthday/Winner	170.50
PHI THETA KAPPA Society	01	Phi Theta Kappa	Office Supplies	Satellite Seminar-	425.00
IMEC	010110	workforce prep	Consultants	Training Plews-Edelmann- 9/4-5/02	7,000.00
West, Bob	010110	workforce prep	Consultants	Welding Cretification-IMECO 8/26/02	2,940.55
Follett Bookstore	010110	workforce prep	Instructional Supplies	Departmental -Bookstore Charges August 2002	119.23
CDW-G	010110	Seminars	Instructional Supplies	Intuit Academic Quickbooks Pro 2002 Lab Pk 25-User	96.82
Lcc Wayne	010110	Corporate Services Admin.	Office Supplies	Red Pencils w/White Imprint SVCC C&CS	232.72
SBM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Open PO Contract for Copier 7/1/02-6/30/03	90.61
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Publications and Dues	2003 Kiwanis Dues	80.00
Blackhawk Hills EDD	010110	Corporate Services Admin.	Conference/Meeting Expense	Registration for Tom G Regional Comm & Econ Devel	15.00
Gericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-Area Businesses	7.30
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel thru 10/3/02	365.38
Rock Falls Chamber of Commerce	010110	Corporate Services Admin.	Conference/Meeting Expense	Chamber Event 10/31/02	12.00
Sterling Area Chamber of Comme	010110	Corporate Services Admin.	Conference/Meeting Expense	9/27/02 Chamber Luncheon	12.50
Dixon YMCA	010120	Senior Programs	Consultants	Young at Heart 2/19-3/28/02	150.00
Illinois Humanities Council	010120	College for Kids	Consultants	Illinois Folk Music	25.00
Lee Wayne	010120	Public Service Administration	Office Supplies	Red Pencils w/White Imprint SVCC C&CS	232.71
Quill Corporation	010120	Public Service Administration	Office Supplies	036-31212 Black 16x20 Frame	28.98
Quill Corporation	010120	Public Service Administration	Office Supplies	036-7-39202 Dark Blue 1/2" Round Ring Binders	79.71

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 24

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Quill Corporation	010120	Public Service Administration	Office Supplies	036-31212 Black 16x20 Frame	16.99
Quill Corporation	010120	Public Service Administration	Office Supplies	036-7-39206 Burgundy 1/2" Three Round Ring Binder	186.69
Quill Corporation	010120	Public Service Administration	Office Supplies	Calendar	8.99
Quill Corporation	010120	Public Service Administration	Office Supplies	Calendars	37.24
Quill Corporation	010120	Public Service Administration	Office Supplies	036-70-100-05 Weekly Calendar	24.15
Quill Corporation	010120	Public Service Administration	Office Supplies	Return Metal Poster Frame	-16.99
SBM Business Equipment Center	010120	Public Service Administration	Office Supplies	Open PO Contract for Copier 7/1/02-6/30/03	90.61
Illinois Council on Continuing	010120	Public Service Administration	Publications and Dues	ICCET Membership Dues 2x\$25	50.00
Seguin, Kandy M.	010120	Public Service Administration	Conference/Meeting Expense	Travel-In District Libraries	37.60
Education To Go	010120	Community Serv Computer Seminars	Consultants	Ed2 go August 2002 Classes	304.00
CDW-G	010120	Community Serv Computer Seminars	Instructional Supplies	Intuit Academic Quickbooks Pro 2002 Lab Pk 25-User	96.82
Khuntangta, Trirong	*010120	Health & Personal Development	Consultants	CCS-Class Thai Kickboxing	48.00
Ideal Environmental Engineerin	010120	Professional Development	Consultants	Training Asbestos Program 9/20/02	795.00
Kelleghan, Kevin	010120	Professional Development	Consultants	CCS Course Sentence Review9/25/02	125.00
Kelleghan, Kevin	010120	Professional Development	Consultants	CCS Course 9/25/02 Grammer Review	150.00
Kelleghan, Kevin	010120	Professional Development	Instructional Supplies	Materials for Class-Speak/Listen & Write	9.00
Consolidated Management Co	010120	Professional Development	Conference/Meeting Expense	Refreshments for CDL GRaduation 9/6/02	38.85
Unique Computer	010120	Polygraph Institute	Instructional Supplies	Printers for Polygraqph Institute	559.90
Unique Computer	010120	Polygraph Institute	Instructional Supplies	Equipment for Polygraph Institute	559.90
Unique Computer	010120	Polygraph Institute	Instructional Supplies	Printer Cartridge-Polygraph Equipment	63.60
CIRCA 21	010130	Trips & Tours	Conference/Meeting Expense	Tickets "Sing Hallelujah" 11/2/02	530.00
Aurora Window Cleaning Co	02	maint	Maintenance Services	Window Cleaning	2,900.00
Commonwealth Edison	02	maint	Maintenance Services	Service to Conduct thermal imaging of all switch	1,360.00
Diamond Petroleum Systems	02	maint	Maintenance Services	Service to repair Veeder-Root system to first clas	4,170.00
Downtown Sports	02	maint	Maintenance Services	Embroidery on Uniforms	105.00

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 25

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
ECOLAB	02	maint	Maintenance Services	Monthly Exterminator Service	186.50
Honeywell Inc	02	maint	Maintenance Services	Quarterly Contract Payment	2,396.00
Kone, Inc	02	maint	Maintenance Services	Monthly Elevator service	2,014.56
PDC Laboratories, Inc	02	maint	Maintenance Services	Water Testing	78.00
Tee Jay Service Company, Inc	02	maint	Maintenance Services	Repair Handicapped doors-East Mall	1,282.00
Ag View FS, Inc.	02	maint	Maintenance Supplies	50 Salt Blocks-Softener	199.50
C & E Glass	02	maint	Maintenance Supplies	Windows in CCS	280.00
Crescent Electric Supply Co	02	maint	Maintenance Supplies	Electrical Supplies	75.61
Crescent Electric Supply Co	02	maint	Maintenance Supplies	Brass Floor Plates	62.16
Fastenal Company	02	maint	Maintenance Supplies	Open Purchase Order for Maintenance Supplies	5.11
Fastenal Company	02	maint	Maintenance Supplies	Open Purchase Order for Maintenance Supplies	36.98
Fastenal Company	02	maint	Maintenance Supplies	Open Purchase Order for Maintenance Supplies	78.72
Fisher Scientific	02	maint	Maintenance Supplies	Vacuum Tubing	151.59
Fisher Scientific	02	maint	Maintenance Supplies	Vacuum Tubing	15.00
Grainger	02	maint	Maintenance Supplies	Maintenance Supplies FY 03 -Open Purchase Order	101.95
Grainger	02	maint	Maintenance Supplies	Fittings Returned	-42.40
Grainger	02	maint	Maintenance Supplies	Maintenance Supplies FY 03 -Open Purchase Order	145.80
Grainger	02	maint	Maintenance Supplies	Maintenance Supplies FY 03 -Open Purchase Order	56.20
Grainger	02	maint	Maintenance Supplies	Maintenance Supplies FY 03 -Open Purchase Order	44.84
Grummerts Do It Best Hardware	02	maint	Maintenance Supplies	Clorox Bleach	71.28
H F Wilson	02	maint	Maintenance Supplies	Light Fixtures	467.39
Hill's Electric Motor Service	02	maint	Maintenance Supplies	Motors	84.00
Johnstone Supply	02	maint	Maintenance Supplies	Trippers	13.14
Lab Safety Supply	02	maint	Maintenance Supplies	Eyewash Stations	140.68
Leslie's Swimming Pool Supplie	02	maint	Maintenance Supplies	Chlorine Tabs	81.19

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 26

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Maintenance USA	02	maint	Maintenance Supplies	Tape and Hose Barbs	36.33
Menards	02	maint	Maintenance Supplies	Spray Foam	23.06
Menards	02	maint	Maintenance Supplies	Maintenancde Supplies	22.49
Menards	02	maint	Maintenance Supplies	Iron Out	8.95
Menards	02	maint	Maintenance Supplies	Electrical Supplies	66.49
Menards	02	maint	Maintenance Supplies	maintenance Supplies	68.44
Menards	02	maint	Maintenance Supplies	Supplies	66.51
Menards	02	maint	Maintenance Supplies	Maintenance Supplies	57.53
Menards	02	maint	Maintenance Supplies	Electrical Supplies	122.00
Menards	02	maint	Maintenance Supplies	Bolts	5.94
Menards	02	maint	Maintenance Supplies	Packing Supplies and Pliers	39.99
Menards	02	maint	Maintenance Supplies	Electrical-Electronics	65.55
Menards	02	maint	Maintenance Supplies	Maintenance Supplies	9.33
ONDEO Nalco Company	02	maint	Maintenance Supplies	2577-580 lbs@\$1.96	1,136.80
ONDEO Nalco Company	02	maint	Maintenance Supplies	Nalco 2577 Cooling Treatment	1,136.80
Rockford Industrial Welding Su	02	maint	Maintenance Supplies	Welding Supplies	252.30
Sexauer Inc	02	maint	Maintenance Supplies	Plumbing Parts	70.69
USA Bluebook	02	maint	Maintenance Supplies	Boiler Chemical Pump Parts	199.86
Workplace Direct	02	maint	Maintenance Supplies	Return-Golf Shirts	-87.50
Workplace Direct	02	maint	Maintenance Supplies	Shirts per Attached Order	96.67
Workplace Direct	02	maint	Maintenance Supplies	Shirts per Attached Order	465.00
Downtown Sports	02	custodial	Maintenanc Services	Embroidery on Uniforms	120.00
Morgan Services Inc.	02	custodial	Maintenance Services	Towel Service	124.51
Kmart	02	custodial	Maintenance Supplies	Custodial Supplies	163.09
Menards	02	custodial	Maintenance Supplies	Custodial Supplies	130.48

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 27

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Paulsen, Darryl D.	02	custodial	Maintenance Supplies	Galvanized Stock Tank	48.86
Vonachen Service & Supply	02	custodial	Maintenance Supplies	Open Purchase Order for Custodial Supplies	114.89
Workplace Direct	02	custodial	Maintenance Supplies	Smocks per Attached Order	446.34
Downtown Sports	02	Grounds	Maintenance Services	Embroidery on Uniforms	45.00
Peabudy's Inc	02	Grounds	Maintenance Services	Repair Tractor	70.03
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Services	Repair Turfcat	2,356.64
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Services	Repair Turfcat	770.00
Ace Hardware	02	Grounds	Maintenance Supplies	Cables	53.33
Menards	02	Grounds	Maintenance Supplies	Maintenance Supplies	34.07
Menards	02	Grounds	Maintenance Supplies	Clamps, Bolts	7.09
Menards	02	Grounds	Maintenance Supplies	Paint supplies	211.35
Mezo's Repair & Outdoor Equipm	02	Grounds	Maintenance Supplies	ECH Heads	53.98
Mezo's Repair & Outdoor Equipm	02	Grounds	Maintenance Supplies	Blades, Belts	36.95
Mike's Repair Service	02	Grounds	Maintenance Supplies	Parts	89.94
Mike's Repair Service	02	Grounds	Maintenance Supplies	Arbor Shaft and Washer	95.67
Mike's Repair Service	02	Grounds	Maintenance Supplies	Tractor Supplies	219.15
Mike's Repair Service	02	Grounds	Maintenance Supplies	Wheel Repair	15.24
Napa Auto Parts	02	Grounds	Maintenance Supplies	Grounds Supplies	56.32
Napa Auto Parts	02	Grounds	Maintenance Supplies	Return Grounds Supplies	1.34
North Oil	02	Grounds	Maintenance Supplies	Gal. Roundup	1,675.25
Peachtree Business Products	02	Grounds	Maintenance Supplies	"DO NOT ENTER SIGN" SNR-51-30 (30x30)	250.50
Peachtree Business Products	02	Grounds	Maintnance Supplies	"STOP" SNR-11-30 (30" Sign)	250.50
Workplace Direct	02	Grounds	Maintenance Supplies	#104377 Striped Workshirt Large Color 24	171.87
Workplace Direct	02	Grounds	Maintenance Supplies	#104377 Striped Workshirt Large Color 95	18.50
Rock River Ready Mix	02	Grounds	Inatractional Technology Materia	Ball Field Supplies	1,534.28

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 28

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
CenterPoint Energy	02	Utilities	Gas	Monthly Service	12,211.12
CentrePoint Energy Marketing,	02	Utilities	Gas	Monthly Gas Service	7,240.43
Nicor Gas	02	Utilities	Gas	Monthly Gas Charge	68.65
Nicor Gas	02	Utilities	Gas	Gas Services	125.08
Nicor Gas	02	Utilities	Gas	Monthly Charges	35.04
Nicor Gas	02	Utilities	Gas	Gas Services	78.16
Nicor Gas	02	Utilities	Gas	Monthly Charges	125.05
Commonwealth Edison	02	Utilities	Electricity	Monthly Charges	13.33
Commonwealth Edison	02	Utilities	Electricity	Monthly Electrical Service	19.12
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	11,222.49
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	39.06
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	19.12
AT & T	02	Utilities	Telephone	Phone Charges-Fax Financial Assistance Office	2.29
AT & T	02	Utilities	Telephone	Monthly Service	190.41
Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Charges	2,895.46
United States Cellular	02	Utilities	Telephone	College Cell Phone Charges	47.08
Rock Valley Disposal	02	Utilities	Refuse Disposal	Monthly Trash Removal	376.50
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	444.33
Frederick, James E.	02	Building and Grounds Administrat	Conference/Meeting Expense	Travel Advance 9/28/02 MAPPA Conference	422.25
Frederick, James E.	02	Building and Grounds Administrat	Conference/Meeting Expense	Travel-MAPPA Conference 9/28/02	402.47
Menards	02	Building and Grounds Administrat	building Remodeling	Supplies for 2D15	112.71
Mike Harris Mason Contractor,	03	Operations & Maintenance- Restri	building Remodeling	Phase 4 Project Final Payment	138,100.00
Glass Enhancements	03	ICCB Deferred Maintenance Grant	Maintenance Services	Application of Bronze to Windows per Quote 7/8/02	6,979.30
UMB Bank & Trust NA	04	Bond & Interest Fund	Debt Principal Retirement	Bond Principal	550,000.00
UMB Bank & Trust NA	04	Bond & Interest Fund	Interest	Bond Principal	77,043.75

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 29

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Crucial Technology	050500	Child Care Center	Other Supplies	128MB RAM #CT200620	24.29
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies thru 10/1/02	36.17
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	47.66
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	60.45
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies 9/23/02	19.16
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	98.37
YWCA of the Sauk Valley	050500	Child Care Center	Conference/Meeting Expense	Conference 11/2/02 Drane & Young	20.00
Barnes, Kris	050600		Petty Cash	Additional Petty Cash	75.00
Barnes, Kris	050600		Petty Cash	VoleyBall Match 9/20/02	-75.00
Damhoff, Russ K.	050600		Petty Cash	Basketball Petty Cash - 2003 Season	250.00
Dillow, Debra D.	050600		Petty Cash	Petty Cash for Volleyball Tickets	155.00
Damhoff, Russ K.	050600	Men's Basketball	Other Contractual Services	Officials Practice 10/9/02	15.00
Damhoff, Russ K.	050600	Men's Basketball	Other Contractual Services	Officials Practice 10/10/02	30.00
Damhoff, Russ K.	050600	Men's Basketball	Other Contractual Services	Travel-Jamboree	15.00
KSB Hospital	050600	Men's Basketball	Instructional Supplies	Insurance Deductible-Baseball	100.00
Santo Sport Store	050600	Men's Basketball	Instructional Supplies	Cramer 279820 Cryo Caps	343.89
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel-10/6/02 Danville Jamboree	163.53
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel-Region 4	185.83
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Dupage Clinic 9/21/02	49.00
Danville Area Community Colleg	050600	Men's Basketball	Other Conference & Meeting	Entry Fee Danville Jamboree 10/6/02	35.00
Executive Inn Hotel & Conventi	050600	Men's Basketball	Other Conference & Meeting	Rooms for Jamboree 10/12/02	291.60
Preston, James M.	050600	Men's Basketball	Other Conference & Meeting	TeamTravel 9/21/02 Dekalb	35.77
Vincennes University	050600	Men's Basketball	Other Conference & Meeting	Jamboree 10/12/02	50.00
Mount Saint Clare College	050600	Men's Cross Country	Other Conference & Meeting	Cross Country Meet 10/5/02	36.00
Sullivan, Michael D.	050600	Men's Cross Country	Other Conference & Meeting	Cross Country Travel 9/21/02	68.22

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Sullivan, Michael D.	050600	Men's Cross Country	Other Conference & Meeting	Cross Country Travel-Davenport 9/27/02	39.02
Bridges Golf Course	050600	Men's Golf	Other Conference & Meeting	Golf Invitational 9/23/02	85.00
Emerald Hill	050600	Men's Golf	Other Conference & Meeting	Sauk Invite	1,525.00
Rock Valley College	050600	Men's Golf	Other Conference & Meeting	Entry fee Refund -SVCC Golf Meet	100.00
Williams, David E.	050600	Men's Golf	Other Conference & Meeting	Byron Invite 10/4-05/02	327.32
Williams, David E.	050600	Men's Golf	Other Conference & Meeting	Golf Travel 9/20 & 21/02	183.01
Williams, David E.	050600	Men's Golf	Other Conference & Meeting	Golf Travel 9/23/02	68.76
KSB Medical Group	050600	Men's Baseball	Instructional Supplies	Insurance -Baseball	100.00
Temple's Sporting Goods	050600	Men's Baseball	Instructional Supplies	Red BP Tops	1,577.59
Temple's Sporting Goods	050600	Men's Baseball	Instructional Supplies	Russell Adult T-shirts (workout)	286.01
Temple's Sporting Goods	050600	Men's Baseball	Instructional Supplies	Brett Brothers Wood Bat 33 1/2/33	1,288.06
Temple's Sporting Goods	050600	Men's Baseball	Instructional Supplies	Wilson Catchers Mitt	246.65
Temple's Sporting Goods	050600	Men's Baseball	Instructional Supplies	Nike Air Zoom Clipper	247.95
Temple's Sporting Goods	050600	Men's Baseball	Instructional Supplies	Baseball Equipment	79.02
Cox, Terry J.	050600	Men's Baseball	Other Conference & Meeting	Baseball 9/7/02	360.00
Cox, Terry J.	050600	Men's Baseball	Other Conference & Meeting	Travel Baseball 9/22/02	211.25
Cox, Terry J.	050600	Men's Baseball	Other Conference & Meeting	Travel-Baseball thru 10/6/02	391.57
Motel 60	050600	Men's Baseball	Other Conference & Meeting	Rooms Indian Hills Fall Games	400.00
Follett Bookstore	050600	Women's Basketball	Instructional Supplies	Bookstore Charges	42.00
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel-WBasketball thru 9/25/02	225.57
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel thru 9/14/02 Womens BB	183.38
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel WBB- 9/22/02	182.87
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Entry Fee Womens Clinic 10/5/02	90.00
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel Bloomington, Ind Basketball Cllinic	246.01
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel-Basketball thru 10/13/02	249.25

<u>NAME/VERBOS</u>	<u>FOID</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Team Connections	050600	Women's Tennis	Instructional Supplies	ARWT2108 Hydro Move Court Sport Dress M 141 (wh/r)	68.34
Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Tennis Match 9/16/02	52.23
Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Travel-Tennis Match 10/10-10/13/02	775.56
Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Tennis Match 9/14/02	38.51
Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Kishwaukee Tennis Match	41.64
Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Travel - Elgin Tennis Match 9/21/02	38.85
Messing & Becker	050600	Women's Cross Country	Instructional Supplies	Barricade Shoes	90.00
Barnes, Kris	050600	Women's Volleyball	Other Contractual Services	Traveling Supplies for Game	35.37
Bradow, Iris	050600	Women's Volleyball	Other Contractual Services	Referee 10/14/02	70.00
Bradow, Iris	050600	Women's Volleyball	Other Contractual Services	Referee 10/7/02 WVolleyBall	70.00
Bradow, Iris	050600	Women's Volleyball	Other Contractual Services	W Volleyball 10/02/02 Referee	70.00
Clark, Jim	050600	Women's Volleyball	Other Contractual Services	Referee 9/23/02 W Volleyball	70.00
College of DuPage	050600	Women's Volleyball	Other Contractual Services	Tourney Fee 10/4/02	195.00
Fowler, Paul	050600	Women's Volleyball	Other Contractual Services	Referee VolleyBall 9/25/02	80.00
Humphrey, Lindsay R.	050600	Women's Volleyball	Other Contractual Services	WVolleyBall 10/7/02 Stats	15.00
Humphrey, Lindsay R.	050600	Women's Volleyball	Other Contractual Services	W Volleyball 10/2/02 Stats	15.00
Humphrey, Lindsay R.	050600	Women's Volleyball	Other Contractual Services	W Volleyball 9/23/02 Lines	15.00
Humphrey, Lindsay R.	050600	Women's Volleyball	Other Contractual Services	Women's VolleyBall 10/14/02 Stats	15.00
Humphrey, Lindsay R.	050600	Women's Volleyball	Other Contractual Services	W Volleyball 9/25/02 Stats	15.00
Kaplan, Jason R.	050600	Women's Volleyball	Other Contractual Services	Volley Ball Book Official -3 games	45.00
Major, Krista L.	050600	Women's Volleyball	Other Contractual Services	WVolleyball 9/23/02 Scoreboard	15.00
Major, Krista L.	050600	Women's Volleyball	Other Contractual Services	WVolleyball Game 9/25/02 Scoreboard/Clock	15.00
Major, Krista L.	050600	Women's Volleyball	Other Contractual Services	W Volleyball 10/2/02 Scoreboard/Clock	15.00
Major, Krista L.	050600	Women's Volleyball	Other Contractual Services	WVolleyball Book Official 10/14/02	15.00
Major, Krista L.	050600	Women's Volleyball	Other Contractual Services	Scoreboard/Clock WVB 10/7/02	15.00

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 32

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Pettiway, Ruth	050600	Women's Volleyball	Other Contractual Services	Referee WVolleyBall 10/7/02	70.00
Pettiway, Ruth	050600	Women's Volleyball	Other Contractual Services	Refere W Volleyball 10/2/02	70.00
Schach, Steve	050600	Women's Volleyball	Other Contractual Services	Referee 9/23/02 W Volleyball	70.00
Schach, Steve	050600	Women's Volleyball	Other Contractual Services	Referee 10/14/02	70.00
Thinnes, Roger	050600	Women's Volleyball	Other Contractual Services	Referee Volleyball 9/25/02	80.00
Trotter, Nicky S.	050600	Women's Volleyball	Other Contractual Services	Stats W Volleyball 10/14/02	15.00
Trotter, Nicky S.	050600	Women's Volleyball	Other Contractual Services	W Volleyball 9/25/02 Stats	15.00
Trotter, Nicky S.	050600	Women's Volleyball	Other Contractual Services	WVolleyball 9/23/02 Lines	15.00
Trotter, Nicky S.	050600	Women's Volleyball	Other Contractual Services	W Volleyball 10/02/02 Stats	15.00
Trotter, Nicky S.	050600	Women's Volleyball	Other Contractual Services	WVolleyball Stats 10/7/02	15.00
Wright, Ashley N.	050600	Women's Volleyball	Other Contractual Services	W Volleyball 10/2/02 Camera	15.00
Wright, Ashley N.	050600	Women's Volleyball	Other Contractual Services	WVB Camera 10/14/02	15.00
Wright, Ashley N.	050600	Women's Volleyball	Other Contractual Services	W Volleyball 9/23/02 Camera	15.00
Wright, Ashley N.	050600	Women's Volleyball	Other Contractual Services	WVB Camera 10/7/02	15.00
Wright, Ashley N.	050600	Women's Volleyball	Other Contractual Services	W Volleyball 9/25/02 Camera	15.00
Barnes, Kris	050600	Women's Volleyball	Instructional Supplies	Supplies	63.27
Follett Bookstore	050600	Women's Volleyball	Instructional Supplies	Departmental -Bookstore Charges August 2002	16.85
Santo Sport Store	050600	Women's Volleyball	Instructional Supplies	Tape	110.60
Barnes, Kris	050600	Women's Volleyball	Other Conference & Meeting	VoleyBall Match 9/20/02	356.38
Barnes, Kris	050600	Women's Volleyball	Other Conference & Meeting	Travel W Volleyball 9/11/02	32.28
Barnes, Kris	050600	Women's Volleyball	Other Conference & Meeting	Travel Volleyball thru 10/13/02	538.16
Barnes, Kris	050600	Women's Volleyball	Other Conference & Meeting	Dupage Volleyball Match	133.82
Damhoff, Russ K.	050600	Women's Volleyball	Other Conference & Meeting	Hotel Rooms for Volleyball 9/20/02	382.95
Dukes, Michele	050600	General Athletics	Other Contractual Services	Trainer for Games 9/25/02 & 10/2/02	100.00
Gold, Christina	050600	General Athletics	Other Materials and Supplies	Trainer 10/7 - 10/14/2002 Volleyball	100.00

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 33

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Johnson, Stacie	050600	General Athletics	Other Materials and Supplies	Trainer WVB 9/23/02	50.00
Johnson, Stacie	050600	General Athletics	Other Materials and Supplies	Trainer WVB 9/14/02	50.00
Consolidated Management Co	050600	Student Activities	Consultants	September Punch A Lunches	42.75
Consolidated Management Co	050600	Student Activities	Consultants	Film Series	42.75
Consolidated Management Co	050600	Student Activities	Consultants	Mexican Independence Day	73.70
Kramer Entertainment Agency, I	050600	Student Activities	Consultants	Fantasy Photo Globes/Key Chains	1,400.00
Nu MagiConcepts	050600	Student Activities	Consultants	Artist Fee 11/22/02	900.00
Best Western	050600	Student Activities	Other Contractual Services	Lodging for J Hopkins Appearance	54.39
Consolidated Management Co	050600	Student Activities	Other Contractual Services	Food for Free-For-Fall	1,459.64
Filmmakers Library, Inc	050600	Student Activities	Other Materials and Supplies	Islam & America: Through the Eyes of Imran Khan	70.00
Filmmakers Library, Inc	050600	Student Activities	Other Materials and Supplies	What's Ailing Medicine?	90.00
Follett Bookstore	050600	Student Activities	Other Materials and Supplies	Bookstore Charges For August 02	7.71
Illinois Community College Stu	050600	Student Activities	Conference/Meeting Expense	Conference-ICCSAA	675.00
Ramada Suites	050600	Student Activities	Conference/Meeting Expense	Rock Valley College Conference 10/11/02	309.12
Segneri, Alex J.	050600	Student Activities	Other Conference & Meeting	Travel 8/9/02 NCSS Leadership Conference	29.20
Heller, Dr. Steven	050600	Student Activities	Other	Artist 10/7/02	100.00
Stewart Beverage Corp	050600	Student Government	Other Contractual Services	Soda for Free-For-Fall	290.00
Follett Bookstore	050600	Student Government	Other Materials and Supplies	Bookstore Charges For August 02	10.50
Hedrick, Jason J.	050600	Drama	Other Materials and Supplies	Supplies for Fall 02 Production	77.29
Hedrick, Jason J.	050600	Drama	Other Materials and Supplies	Supplies for Fall 02 Production	362.37
Menards	050600	Drama	Other Materials and Supplies	Custodial Supplies	176.92
Menards	050600	Drama	Other Materials and Supplies	Building & Storage Supplies for Fall Production:	295.12
Menards	050600	Drama	Other Materials and Supplies	Walkway Lights, Supplies	21.78
Menards	050600	Drama	Other Materials and Supplies	Building & Storage Supplies for Fall Production:	20.99
Menards	050600	Drama	Other Materials and Supplies	Building & Storage Supplies for Fall Production:	14.93

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 34

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Menards	050600	Drama	Other Materials and Supplies	CLR Remover	11.28
Menards	050600	Drama	Other Materials and Supplies	Building & Storage Supplies for Fall Production:	9.95
Menards	050600	Drama	Other Materials and Supplies	Building & Storage Supplies for Fall Production:	80.99
Menards	050600	Drama	Other Materials and Supplies	Building & Storage Supplies for Fall Production:	38.45
Menards	050600	Drama	Other Materials and Supplies	Remodel Supplies	43.20
Menards	050600	Drama	Other Materials and Supplies	Building & Storage Supplies for Fall Production:	202.86
Menards	050600	Drama	Other Materials and Supplies	Building & Storage Supplies for Fall Production:	112.41
Menards	050600	Drama	Other Materials and Supplies	Remodel Supplies	86.16
Menards	050600	Drama	Other Materials and Supplies	Remodel Supplies	179.61
Allison, Jay	050600	Speech & Readers Theater	Other Conference & Meeting	Deposit-Registration Fall Fest 02	50.00
Don Mullery's World of Cars	050800	Transportation	Maintenance Services	College Van Repairs	240.82
Don Mullery's World of Cars	050800	Transportation	Maintenance Services	Repairs for College Van	386.06
Amoco Oil Company	050800	Transportation	Vehicle Supplies	Monthly Gas Charge	316.71
Amoco Oil Company	050800	Transportation	Vehicle Supplies	Monthly Gas Purchases for College Vans	69.25
Leseman, Jolene K.	050800	Transportation	Vehicle Supplies	Travel-Basketball thru 10/13/02	18.30
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas for College Vans	102.54
White, Rebecca	050800	Transportation	Vehicle Supplies	Gas Expense College Van	39.40
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss		10,371.00
Professional Benefit Administr	051000	Medical Insurance	Dependent Stop Loss		7,265.25
Professional Benefit Administr	051000	Medical Insurance	Precertification		2.50
Cobra Manager	051000	Medical Insurance	Cobra Conversion	Cobra Manager Fees	500.00
Professional Benefit Administr	051000	Medical Insurance	Administrative		2,962.00
Professional Benefit Administr	051000	Medical Insurance	Life & AD&D		2,197.86
Ashley, Shandra J.	051400		Student Loans	Student Loan due 12/6/02	400.00
Cruz, Michelle L.	051400		Student Loans	Student Loan Due 12/6/02	625.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Ellis, Dena L.	051400		Student Loans	Student Loan Due 12/6/02	657.00
Greenwalt, William E.	051400		Student Loans	Student Loan Due 12/6/02	300.00
Hudson, Darcy L.	051400		Student Loans	Student Loan Due 12/6/02	690.00
Kelnhofer, Justin A.	051400		Student Loans	Student Loan Due 12/6/02	50.00
Ortgiesen, Sheri R.	051400		Student Loans	Student Loan Due December 6, 2002	236.00
Sullivan, April N.	051400		Student Loans	Student Loan Due 12/0/6/02	200.00
Digi-Key Corp	062022	WFP- Education to Careers Grant	Capital Supplies	AE 1033-ND Null Modem CableD-Sub 9-Pin Fem to same	109.36
DeKroft-Metz and Co, Inc	062022	WFP- Education to Careers Grant	Capital Supplies	Huntleigh Super Doplex II (01-40-S02)	1,559.99
MPL	062022	WFP- Education to Careers Grant	Capital Supplies	MST-1100 Multi Sounds Complete Trainer Kit-Adult	4,347.50
Sterling Area Chamber of Comme	062022	WFP- Ed to Careers	Instructional Supplies	Chamber Week Luncheon P Clodfelter	12.50
Proforma Graphic Communication	062022	WFP- Ed to Careers	Other Materials and Supplies	Balance of Overrun & Freight -Student ID Cards	73.73
Clodfelter, Pamela J.	062022	WFP- Ed to Careers	Conference/Meeting Expense	Travel-Rock Valley College Night	54.33
Creative Printing	062024	WFP- Career Services	Office Supplies	SVCC Business Cards-Michael Williamson 500/Box	40.00
Pratt Audio-Visual & Video Cor	062031	Advance Technology Grant	Instructional Equipment	Sharp XG-P10 XU XGA Data Video Projection System	11,990.00
Hewlett-Packard	062032	Adv Tech- Technology Support Gra	Computer Software	7000 Sauk 210 Agreement 2646A8241 Billed Monthly	144.00
Hewlett-Packard	062032	Adv Tech- Technology Support Gra	Computer Software	7000 Sauk 210 Agreement 2646A8241 Billed Monthly	870.00
Black Hawk College	062032	Adv Tech- Technology Support Gra	Telecommunications	Distance Learning Charges FY 03	2,631.25
Verizon Wireless	062032	Adv Tech- Technology Support Gra	Telecommunications	Monthly Charge	51.81
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits	Matching Funds	153.54
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits	Matching Funds 10/15/02	153.54
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Open PO Contract for Copier 7/1/02-6/30/03	90.60
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Service	75.72
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance	15.16
Deem, Craig A	062056	ISBE Adult Education- EA	Instructional Supplies	Sept Cleaning Adult Ed Classes	25.00
Deem, Craig A	062056	ISBE Adult Education- EA	Instructional Supplies	Cleaning Adult Education Classrooms	25.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Marruffo, Kerrie M.	062056	ISBE Adult Education- EA	Instructional Supplies	Materials for Wallace Educational Center	38.71
Staples	062056	ISBE Adult Education- EA	Instructional Supplies	Office and Educational Supplies	264.70
Fiorini, Anthony D.	062056	ISBE Adult Education- EA	Conference/Meeting Expense	Travel Sept 02 Lee Cty Jail/Wallace School	56.21
Illinois Professional Developm	062057	ISBE Adult Education- GG	Conference/Meeting Expense	Registration Fee -P Kennedy	75.00
Kim, Linda A.	062057	ICCB Adult Ed-Public Aid -Litera	Conference/Meeting Expense	Travel-Chicago, Il 9/25/02	73.00
Kim, Linda A.	062062	Phi Theta Kappa	Conference/Meeting Expense	Travel NIU Meeting 9/26/02	37.85
Johnson, Virginia	062073	ISBE Voc Ed- Tech Prep Grant	Instructional Supplies	Books & Supplies from Consortium	215.91
Unique Computer	062073	ISBE Voc Ed- Tech Prep Grant	Instructional Supplies	Computer	1,022.00
Ashton High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Act Plan Fee	204.00
Ashton High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Claim 2	125.13
State Universities Retirement	063011	Student Support Services Grant	Allocated Employee Benefits	Matching Funds	653.26
State Universities Retirement	063011	Student Support Services Grant	Allocated Employee Benefits	Matching Funds 10/15/02	653.26
SBM Business Equipment Center	063011	Student Support Services Grant	Maintenance Services	Copier Charges	80.33
Dalton, Belinda A.	063011	Student Support Services Grant	Conference/Meeting Expense	Travel-Washington DC 9/14/02	358.72
Kerber, Joan E.	063020	Perkins IIc	Conference/Meeting Expense	Conference Springfield 9/17/02	85.75
Pfeifer, Alan	063020	Perkins IIc	Conference/Meeting Expense	Travel 9/17/02 Springfield	77.90
Blackhawk Hills EDD	063020	Perkins IIc	Conference/Meeting Expense	Registration fee-Regional Comm & Econ Devel	15.00
Bos, Keith A.	063020	Perkins IIc -Acad Imp	Conference/Meeting Expense	Travel-10/14/02 BPS Testing	62.05
Shippert, Stanley	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Clinical Instructors Meeting/Lunch	195.70
LRP Publications	063020	Perkins IIc -Special Populations	Instructional Supplies	Disability Compliance for Higher Ed	212.00
State Universities Retirement	063030	Perkins IIIE Tech Prep	Allocated Employee Benefits	Matching Funds	102.75
State Universities Rctircment	063030	Perkins IIIE Tech Prep	Allocated Employee Benefits	Matching Funds 10/15/02	102.75
4 Imprint	063030	Perkins IIIE Tech Prep	Consultants	Tote Bags	60.36
Hahne, Connie	063030	Perkins IIIE Tech Prep	Consultants	Tech Prep Claim 1	200.00
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Consultants	Travel National Tech Prep Conf	307.11

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Consultants	In-District Travel thru 9/13/02	109.87
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Consultants	Certificates	81.25
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Consultants	Books & Supplies from Consortium	804.06
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Printing	Certificates	15.80
Wells Fargo	063071	Stafford Subsidized	Dept. of Education	Stafford Rev-Return D Landherr	690.31
National Assoc of Service & Co	063075	IDHS AmeriCorps	Medical Insurance	Corpsmember Annual dues-Health Insurance	250.00
Willis Corroon Administrative	063075	IDHS AmeriCorps	Medical Insurance	Members Medical Insurance	1,246.18
White, Rebecca	063075	IDHS AmeriCorps	Other Supplies	Laminator & Badge Kits	271.32
Consolidated Management Co	063075	IDHS AmeriCorps	Books and Binding Costs	Orientation Lunches 8/5-8/15/02	1,609.25
State Universities Retirement	063075	AmeriCorps - Member Activity	Allocated Employee Benefits	Matching Funds 10/15/02	280.30
State Universities Retirement	063075	AmeriCorps - Member Activity	Allocated Employee Benefits	Matching Funds	289.61
DBD Marketing (TradeShowJoe.co	063075	AmeriCorps - Member Activity	Office Supplies	Showstyle presentation briefcase	284.00
Follett Bookstore	063075	AmeriCorps - Member Activity	Office Supplies	Departmental -Bookstore Charges August 2002	212.40
SBM Business Equipment Center	063075	AmeriCorps - Member Activity	Office Supplies	Credit for Chair	109.98
SBM Business Equipment Center	063075	AmeriCorps - Member Activity	Office Supplies	Office Furniture	4,968.96
White, Rebecca	063075	AmeriCorps - Member Activity	Office Supplies	Phone Charges thru 8/02	8.50
White, Rebecca	063075	AmeriCorps - Member Activity	Office Supplies	Uni forms & Supplies	157.75
White, Rebecca	063075	AmeriCorps - Member Activity	Office Supplies	Parade Candy	275.02
White, Rebecca	063075	AmeriCorps - Member Activity	Office Supplies	Supplies	180.35
White, Rebecca	063075	AmeriCorps - Member Activity	Conference/Meeting Expense	ICOVA Meeting 9/5/02	45.05
White, Rebecca	063075	AmeriCorps - Member Activity	Conference/Meeting Expense	Lee County Welfare Meeting-Dixon 9/4/02	45.05
White, Rebecca	063075	AmeriCorps - Member Activity	Conference/Meeting Expense	Travel Kansas City-National Service Financial 9/25	389.63
White, Rebecca	063075	AmeriCorps - Member Activity	Other Conference & Meeting	Travel-In District & SIU Conference	47.85
School Specialty	064030	Restricted Fund-GOD Certificates	Capital Supplies	Student Drafting Tables	9,530.28
School Specialty	064030	Restricted Fund-GOD Certificates	Capital Supplies	Multiuse Stools/No Arms	763.92

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 38

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
School Specialty	064030	Restricted Fund-GOD Certificates	Capital Supplies	Gray Swivel Stool	1,594.44
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Monitor	485.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Mini Hubs & Mice	441.00
Pratt Audio-Visual & Video Cor	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Dalite #40194 60x80 Model B Manual Screen	49,708.00
Kathryn Beich Inc	101080	Rad Tech Senior	Other	Fundraiser-Candy Sales	810.00
Heller, Dr. Steven	101140	Phi Theta Kappa Club	Other	Artist 10/7/02	100.00
Nunez, Steve C.	101140	Phi Theta Kappa Club	Other	Red Cross Sponsor	40.00
Hill, Judith L.	101255	CHOICE	Other	Behavioral Science Meeting	55.45
Argonne National Laboratory	101258	Math Club	Other	Math Club Trip-Registration	315.00
American Appraisal Associates,	11	Audit	Audit Services	Equipment Appraisal	1,260.00
Lindgren Callihan Van Osdol &	11	Audit	Audit Services	Billing Audit 2002 Services	4,000.00
Lindgren Callihan Van Osdol &	11	Audit	Audit Services	Audit Services 2002	13,200.00
Illinois Department Employment	12	Risk Management	Unemployment Insurance	Third Quarter Unemployment Taxes	1,132.52
Peterson-Book-Quigg & Inboden	12	Risk Management	General Insurance	Three Year treasurers bond renewal for 2002	4,933.00
Wilkins-Lowe and Company	12	Risk Management	General Insurance	Blanket Accident/Health Insurance	2,700.00
Wilkins-Lowe and Company	12	Risk Management	General Insurance	Employee Dishonesty Bond for 2003	150.00
Wilkins-Lowe and Company	12	Risk Management	General Insurance	Directors & Officers Liab Insurance	17,360.00
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.48
Verizon Wireless	12	Safety & Security	Maintenance Services	Monthly Service	65.29
Stewart & Associates	12	Safety & Security	Other Contractual Services	Contract Security 9/14 & 9/21	864.80
Stewart & Associates	12	Safety & Security	Other Contractual Services	Contract Security	1,199.99
Ballard Companier	12	Safety & Security	Service Equipment	PA System Installation and Materials	1,529.00

REPORT SVRCHKR
FISCAL YEAR 2002

Sauk Valley Community College
Check Register
From 09/19/02 To 10/28/02

RUN DATE: 10/18/02
TIME: 10:57 AM
PAGE: 39

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
				BANK ACCOUNT 1 TOTAL: BANK ACCOUNT 2 TOTAL:	1,398,173.70 102,353.74
				ALL ACCOUNTS TOTAL:	1,500,527.44