

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA
Third Floor Board Room
May 19, 2003 - 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

April 30, 2003	\$240,544.44
May 15, 2003	\$244,807.05
- E. President's Report**
 - 1. Board Policies Review - 421.01, 422.01, 423.01, 424.01, 424.02
 - 2. Academic Waivers (attached)
 - 3. Enrollment Update
 - 4. Whiteside Area Career Center Collaboration (attached)
 - 5. National Tech Prep Network Presentation (attached)
 - 6. ICTM State High School Math Contest (attached)
 - 7. Reminder - Commencement May 22
- F. Financial Reports and Actions**
 - 1. Budget Presentation - Non-Operating Funds
 - 2. Bid Award - ADA Doors and Theater Renovation
- G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, closed session minutes review, and closed session minutes consideration)**
- H. Closed Session Minutes**
 - 1. Closed Session Minutes of April 28, 2003
 - 2. Closed Session Minutes Review

I. Personnel

- 1. Proposed Support Staff Salary Ranges 2003-04**
- 2. Proposed Professional/Technical Salary Range 2003-04**
- 3. Proposed Administrative Salary Ranges 2003-04**
- 4. Support Staff Salary Increases**
- 5. Professional/Technical Salary Increases**
- 6. Administrative Salary Increases**

J. Other

None

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

May 22, 2003 - Commencement

June 23, 2003

July 28, 2003

July 30-31, 2003 - Summer Retreat

August 25, 2003

ICCTA Monthly Meetings

Nothing Scheduled

**June 19-21 - Annual
Convention - Embassy Suites,
Downtown Lakefront, Chicago**

Nothing Scheduled

SAUK VALLEY COMMUNITY COLLEGE
 BOARD OF TRUSTEES - TREASURER'S REPORT
 As of April 30, 2003

CHECKING ACCOUNTS

	INTEREST	
	RATE	AMOUNT
<u>INTEREST BEARING ACCOUNTS</u>		
General Account - Sterling Federal Bank	0.60	\$1,029,922.73
Illinois Funds - Firststar Bank, Springfield	1.18	1,634,099.12
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS		2,664,021.85

NON-INT. BEARING ACCOUNT

Restricted - Sterling Federal Bank	89,906.52
<u>MONEY MARKET</u>	
Sterling Federal Bank	1,303,069.65
ABN-AMRO Investment Services, Inc.	240,988.75
TOTAL CHECKING ACCOUNTS	<u>\$4,297,986.77</u>

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

Bob Doff

PRESIDENT

Nancy Jorga

SECRETARY

DATE _____

INVESTMENTS

	MATURITY	INTEREST	
	DATE	RATE	AMOUNT
<u>FINANCIAL INSTITUTION</u>			
Amcore Bank, Sterling	05-03-03	2.58	\$1,000,000
First National Bank, Amboy	07-09-03	1.74	500,000
Amcore Bank, Sterling	08-24-03	3.22	1,000,000
SUBTOTAL INVESTMENTS			2,500,000

BOND INVESTMENTS - Liability, Protection & Settlement

Federal Home Loan Mtg Corp	08-22-03	1.53	\$364,378.88
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
Federal Home Loan Mtg Corp	07-15-04	1.75	515,214.95
Seattle WA L&P	11-01-04	4.70	228,211.30
Federal Home Loan Bank	12-15-04	2.12	611,496.84
GA Mun Elec Auth	01-01-05	4.70	378,488.89
Fed Natl Mtg Assn Benchmark	03-15-05	1.50	479,164.06
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			\$5,491,989.18
TOTAL INVESTMENTS			\$7,991,989.18

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

May 19, 2003

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on May 19, 2003 in the third floor Board Room at Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Edward Andersen	William Simpson
Robert Thompson	Pennie von Bergen Wessels
B.J. Wolf	Philip Engleking

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
Director of Buildings & Grounds Jim Frederick
Athletic Director Russ Damhoff
Secretary to the Board Pro-tem, Shirley Walker

Absent: Henry S. Dixon, Jr.
Nancy Varga

Secretary Pro-tem: Robert Thompson was appointed Secretary Pro-tem in the absence of Nancy Varga.

Consent Agenda: It was moved by Member Andersen and seconded by Member von Bergen Wessels that the Board approve the Consent Agenda. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

President's Report: President Behrendt reported that the College offers 142 academic waivers and 84 athletic waivers; that enrollment for Summer is down 6.3% but Fall enrollment is up 12.7%; that the College's heating and air conditioning classes participated by installing a furnace and ductwork in a house being built by the Whiteside Area Career Center's construction trades program; that Virginia Johnson and Janet Matheney have presented at the National Tech Prep Network; and that ten area high school students

qualified for the ICTM State High School Math Contest. He also reminded the Trustees about Commencement on Thursday, May 22.

Budget
Presentation:

At this time, Ruth Bittner, Vice President of Administrative Services, gave the last of a 3-part series presentation on the budget. This session was on Non-Operating Funds.

Bid Award:

It was moved by Member Simpson and seconded by Member von Bergen Wessels to approve the bid of \$93,353 from D.J. Stickley Construction Company for the theater and ADA entrances projects. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Closed Session:

At 7:42 p.m., it was moved by Member von Bergen Wessels and seconded by Member Andersen that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, closed session minutes review, and closed session minutes consideration. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Regular Session:

The Board returned to regular session at 8:22 p.m.

Closed Session
Minutes:

It was moved by Member Andersen and seconded by Member Thompson to approve the minutes of the April 28, 2003, closed session meeting. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Support Staff Salary
Ranges:

It was moved by Member von Bergen Wessels and seconded by Member Andersen to approve the proposed Support Staff Salary Ranges for 2003-04. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Professional/
Technical Staff
Salary Range:

It was moved by Member Simpson and seconded by Member Andersen to approve the proposed Professional/Technical Staff Salary Range for 2003-04. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Administrative
Salary Ranges:

It was moved by Member Simpson and seconded by Member von Bergen Wessels to approve the proposed Administrative Salary Ranges for 2003-04. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Support Staff Salary Increases:

It was moved by Member Simpson and seconded by Member Andersen to approve the salary increase of 4% for 2003-04 for all satisfactorily-evaluated support staff. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Professional/
Technical Salary Increases:

It was moved by Member Simpson and seconded by Member Andersen to approve the salary increase of 4% for 2003-04 for all satisfactorily-evaluated professional/technical staff. Motion carried. Student Trustee Engleking advisory vote: aye.

Administrative Salary Increases:

It was moved by Member Andersen and seconded by Member von Bergen Wessels to approve the salary increase of 4% for 2003-04 for all satisfactorily-evaluated administrative staff. Motion carried. Student Trustee Engleking advisory vote: aye.

Reports:

Student Trustee Engleking was welcomed to the Board and reported that final exams were held last week; that the Health Careers Pinning Ceremony was held on Friday, May 16; and that Commencement would be May 22.

ICCTA Representative Thompson reported that he and Dr. Behrendt attended Lobby Day and met with five Representatives and four Senators and that the day was very productive. He also reported that he would be attending the Annual Convention in June.

Foundation Liaison Andersen reported that the Foundation will be holding a Special Meeting on June 3 regarding Student Housing.

Faculty Association President Mary Lou Kidder presented a letter and offered comments regarding the recently passed Board Resolution on Sabbatical Leaves. Chair Wolf said that the topic of Faculty Development would be a good topic for the Board Retreat to be held in July.

Adjournment:

Since the scheduled business was completed, it was moved by Member von Bergen Wessels and seconded by Member Andersen that the Board adjourn. The next regular meeting of the Board will be at 7:00 p.m. on June 23, 2003 in the Board Room. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

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May 19, 2003

The meeting was adjourned at 8:36 p.m.

Respectfully submitted,



Robert Thompson, Secretary Pro-tem

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF APRIL 30

<u>EDUCATION FUND</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	Budget Percent
Revenues					
Local Governmental Sources	2,955,979	1,470,765	3,021,500	1,523,773	50.4%
State Governmental Sources	2,435,138	1,823,083	2,407,922	1,783,581	74.0%
Federal Governmental Sources	17,700	24,833	30,700	855	2.7%
Student Tuition and Fees	2,172,500	3,333,864	2,604,821	3,330,560	127.8%
Sales and Service	164,000	166,167	212,500	244,445	115.0%
Investment Revenue	95,000	99,138	80,000	28,292	35.3%
Other Revenues	462,000	12,382	446,000	34,315	7.6%
TOTALS	8,302,317	6,930,236	8,803,443	6,945,824	78.8%
Expenditures					
Salaries	5,812,162	4,754,845	6,053,764	4,940,627	81.6%
Employee Benefits	1,412,345	793,083	1,458,859	919,887	63.0%
Contractual Services	289,346	378,965	328,162	342,424	104.3%
General Materials and Supplies	597,981	454,558	653,216	520,381	79.6%
Travel and Conference Meeting Exp.	85,800	77,275	121,420	105,605	86.9%
Fixed Charges	46,560	48,185	56,212	14,746	26.2%
Utilities	480				
Capital Outlay					
Other Expenditures	295,500	491,206	476,000	424,899	89.2%
TOTALS	8,540,174	6,998,119	9,147,633	7,268,572	79.4%
Transfers					
Transfers to Other Funds	100,000			60,000	
Transfers From Other Funds	-211,250		-178,000		0.0%
TOTALS	-111,250		-178,000	60,000	-33.7%
NET INCREASE/DECREASE IN NET ASSETS	-126,607	-67,883	-166,190	-382,748	
FUND BALANCE		915,781		483,684	

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF APRIL 30

<u>OPERATION AND MAINTENANCE FUND</u>	<u>2001-2002 Budget</u>	<u>2001-2002 Actual</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Actual</u>	<u>Budget Percent</u>
Revenues					
Local Governmental Sources	361,895	180,117	370,000	187,474	50.6%
State Governmental Sources	323,198	235,255	321,520	232,265	72.2%
Federal Governmental Sources					
Student Tuition and Fees	227,800	338,984	271,586	366,556	134.9%
Sales and Service	6,000	4,755	5,500	6,796	123.5%
Facilities Revenue	6,200	3,676	6,000	1,581	26.3%
Investment Revenue	9,000	1,819	9,000	806	8.9%
Other Revenues	29,000	173	39,500	231	.5%
TOTALS	963,093	764,783	1,023,106	795,713	77.7%
Expenditures					
Salaries	414,487	362,653	443,944	375,430	84.5%
Employee Benefits	134,458	95,664	153,329	111,189	72.5%
Contractual Services	61,500	47,649	69,500	66,149	95.1%
General Materials and Supplies	94,700	73,735	91,400	74,274	81.2%
Travel and Conference Meeting Exp.	2,100	712	2,400	1,874	78.0%
Fixed Charges				62,893	
Utilities	335,400	278,007	337,000	246,471	73.1%
Capital Outlay	35,000	328	15,000	12,181	81.2%
Other Expenditures					
TOTALS	1,077,645	858,751	1,112,573	950,465	85.4%
Transfers					
Transfers From Other Funds	-125,750		-34,000		0.0%
TOTALS	-125,750		-34,000		0.0%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	11,197	-93,967	-55,467	-154,752	
		-68,763		-104,923	

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF APRIL 30

<u>OPERATION & MAINTENANCE- RESTRICTED</u>	<u>2001-2002 Budget</u>	<u>2001-2002 Actual</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Actual</u>	<u>Budget Percent</u>
Revenues					
Local Governmental Sources	603,159	300,178	613,000	310,477	50.6%
State Governmental Sources	3,209,827	49,827	3,204,922	140,563	4.3%
Investment Revenue	30,000	10,464	30,000	21,292	70.9%
Other Revenues	250,000		250,000		0.0%
TOTALS	4,092,986	360,470	4,097,922	472,333	11.5%
Expenditures					
Contractual Services		26,910		24,234	
General Materials and Supplies		11,367			
Capital Outlay	5,523,529	920,133	4,441,152	273,115	6.1%
TOTALS	5,523,529	958,411	4,441,152	297,350	6.6%
Transfers					
Transfers From Other Funds	-570,000		-570,000	-1,282,769	225.0%
TOTALS	-570,000		-570,000	-1,282,769	225.0%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-860,543	-597,941 829,942	226,770	1,457,752 2,436,708	

BINDER WILL FOLLOW SLIP EXACTLY

NAME AND ADDRESS

Sauk Valley Community College LRC
173 IL Route #2
Dixon, IL 61021
PAL ILDS - SULY

TITLE

SAUK VALLEY
COMMUNITY
COLLEGE
BOARD OF
TRUSTEES
MINUTES

MANDATORY FIELDS
MARKED IN GREEN

STAMP COLORS USED
BY HOUCHEM BINDERY
ARE:

Black
Gold
White

ADV	TITLE PAGE
FR COVER	TABLE CONT
RR COVER	INDEX

MATERIAL COLOR STAMP COLOR

MAY 19, 2003
THRU
JULY 31, 2003

Buckram - Black 990 GOLD

FOR BINDERY USE ONLY

1251-4
W 23.25 x 13.00
ADHSV 12.0
* HAND TRIM *

+als

OPTIONAL FIELDS
MARKED IN BLUE

Collation use; runs
extra charges. Highly
discouraged.

SPECIAL INSTRUCTIONS

Center type in center of spine.



NEW TITLE (NEVER BOUND BEFORE)
 PREVIOUSLY BOUND - HOUCHEM
 PREVIOUSLY BOUND - OTHER (IF
VOLUME PREVIOUSLY BOUND BY ANOTHER
BINDERY, PLEASE SEND PHOTOCOPY WITH
BOTTOM OF SPINE CLEARLY VISIBLE.)

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF APRIL 30

<u>BOND AND INTEREST FUND</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	Budget Percent
Revenues					
Local Governmental Sources	1,108,109	353,222	1,385,000	708,102	51.1%
Investment Revenue	5,000	21,633	5,000	7,453	149.0%
TOTALS	1,113,109	374,856	1,390,000	715,556	51.4%
Expenditures					
Contractual Services	250	6,929	5,000	853	17.0%
Fixed Charges	796,413	696,412	1,382,008	1,366,562	98.8%
TOTALS	796,663	703,342	1,387,008	1,367,416	98.5%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	316,446	-328,485	2,992	-651,860	
		26,388		1,588	

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF APRIL 30

<u>AUXILIARY ENTERPRISES FUND</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	Budget Percent
Revenues					
Student Tuition and Fees	139,000	201,938	153,000	198,148	129.5%
Sales and Service	44,900	37,342	44,400	34,287	77.2%
Facilities Revenue	75,000	54,166	75,000	48,750	65.0%
Investment Revenue	1,800	-858	1,800	891	49.5%
Other Revenues	1,052,900	1,011,571	1,329,250	1,201,939	90.4%
TOTALS	1,313,600	1,304,158	1,603,450	1,484,018	92.5%
Expenditures					
Salaries	63,329	57,949	72,253	59,558	82.4%
Employee Benefits	7,265	5,792	11,710	6,665	56.9%
Contractual Services	36,835	29,183	38,455	42,038	109.3%
General Materials and Supplies	1,115,105	1,175,346	1,392,405	1,079,175	77.5%
Travel and Conference Meeting Exp.	67,390	56,252	68,340	64,578	94.4%
Fixed Charges	2,450	8,858	2,450	4,503	183.7%
Capital Outlay		7,800		12,015	
Other Expenditures	5,300	1,347	5,300	1,643	31.0%
TOTALS	1,297,674	1,342,528	1,590,913	1,270,177	79.8%
Transfers					
Transfers to Other Funds	75,000		75,820	12,366	16.3%
Transfers From Other Funds	-63,000		-63,820		0.0%
TOTALS	12,000		12,000	12,366	103.0%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	3,926	-38,370 279,334	537	201,473 523,707	

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF APRIL 30

<u>RESTRICTED PURPOSES FUND</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	Budget Percent
Revenues					
Local Governmental Sources	1,875,000	1,877,574			
State Governmental Sources	1,491,714	1,411,020	1,366,393	1,086,515	79.5%
Federal Governmental Sources	2,203,474	2,364,284	2,452,224	2,796,674	114.0%
Investment Revenue		29,641	20,000		0.0%
Other Revenues	65,895	73,726	99,860	97,115	97.2%
TOTALS	5,636,083	5,756,246	3,938,477	3,980,304	101.0%
Expenditures					
Salaries	1,243,970	930,246	1,216,810	996,943	81.9%
Employee Benefits	207,246	157,427	216,159	182,441	84.4%
Contractual Services	113,022	69,191	149,566	33,858	22.6%
General Materials and Supplies	233,719	263,189	724,928	522,328	72.0%
Travel and Conference Meeting Exp.	70,556	43,160	68,506	29,478	43.0%
Fixed Charges	1,885,047	1,916,869	13,107	14,074	107.3%
Utilities	16,839	6,670	16,200	8,832	54.5%
Capital Outlay	713,090	151,679	194,500	168,225	86.4%
Other Expenditures	1,846,073	2,251,048	2,002,689	2,745,147	137.0%
TOTALS	6,329,562	5,789,483	4,602,465	4,701,331	102.1%
Transfers					
Transfers to Other Funds					
Transfers From Other Funds			50,847		0.0%
TOTALS	-----	-----	50,847	-----	0.0%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-693,479	-33,236	-714,835	-721,027	
		1,977,683		795,409	

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF APRIL 30

<u>WORKING CASH FUND</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	Budget <u>Percent</u>
Revenues					
Investment Revenue	125,000	54,923	100,000	16,640	16.6%
TOTALS	-----	-----	-----	-----	-----
Expenditures					
Investment Revenue	-----	-----	-----	-----	-----
TOTALS	-----	-----	-----	-----	-----
Transfers					
Transfers to Other Funds	225,000	-----	200,000	-----	0.0%
TOTALS	-----	-----	-----	-----	0.0%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-100,000	54,923	-100,000	16,640	
		2,625,707		2,487,423	

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF APRIL 30

<u>TRUST AND AGENCY FUND</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	Budget <u>Percent</u>
Revenues					
Sales and Service				1,652	
Other Revenues		17,148		16,557	
TOTALS	-----	17,148	-----	18,209	-----
Expenditures					
Contractual Services				63	
General Materials and Supplies		1,474			
Travel and Conference Meeting Exp.		49			
Capital Outlay				2,000	
Other Expenditures		15,771		12,442	
TOTALS	-----	17,295	-----	14,505	-----
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE		-146		3,703	
		19,324		22,058	

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF APRIL 30

<u>AUDIT FUND</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	Budget Percent
Revenues					
Local Governmental Sources	31,364	15,653	30,700	15,589	50.7%
Investment Revenue	1,000	835	1,000	193	19.3%
TOTALS	32,364	16,489	31,700	15,783	49.7%
Expenditures					
Contractual Services	38,000	28,225	30,000	28,010	93.3%
TOTALS	38,000	28,225	30,000	28,010	93.3%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-5,636	-11,735	1,700	-12,226	
		21,423		17,262	

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF APRIL 30

<u>LIABILITY, PROTECTION & SETTLEMENT</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	Budget Percent
Revenues					
Local Governmental Sources	302,786	151,305	291,000	146,563	50.3%
Investment Revenue	200,000	26,615	200,000	-44,938	-22.4%
Other Revenues	20,000		29,000		0.0%
TOTALS	522,786	177,921	520,000	101,624	19.5%
Expenditures					
Salaries	258,368	192,096	273,621	204,106	74.5%
Employee Benefits	165,824	127,508	203,794	150,953	74.0%
Contractual Services	62,100	37,305	66,200	40,844	61.6%
General Materials and Supplies	22,000	17,709	12,600	1,526	12.1%
Travel and Conference Meeting Exp.	2,000	350	2,000	726	36.3%
Fixed Charges	39,500	28,330	45,000	72,702	161.5%
Utilities	1,000	894	1,000	894	89.4%
Capital Outlay	50,000	773	50,000	18,055	36.1%
TOTALS	600,792	404,968	654,215	489,810	74.8%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-78,006	-227,047	-134,215	-388,186	
		5,879,988		5,800,746	

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF APRIL 30

<u>BUILDING BOND PROCEEDS FUND</u>	<u>2001-2002 Budget</u>	<u>2001-2002 Actual</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Actual</u>	<u>Budget Percent</u>
Revenues					
Investment Revenue	50,000	37,347	45,000	-----	0.0%
TOTALS	-----	-----	-----	-----	-----
Expenditures					
Investment Revenue	-----	-----	-----	-----	-----
TOTALS	-----	-----	-----	-----	-----
Transfers					
Transfers to Other Funds	570,000	-----	570,000	1,222,769	214.5%
TOTALS	570,000	-----	570,000	1,222,769	214.5%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-520,000	37,347	-525,000	-1,222,769	
		1,203,761			

For Board Meeting of
May 19, 2003

Agenda Item D-6

BOARD POLICY 416.01 OTHER REASONS FOR TERMINATION
(FIRST READING)

Attached for First Reading is Board Policy 416.01 Other Reasons for Termination.

RECOMMENDATION: Board approval of Board Policy 416.01 Other Reasons for Termination for First Reading.

TO: Richard Behrendt
FROM: Ruth Bittner *fb*
DATE: May 7, 2003
SUBJECT: Board policies 415.01 and 416.01

There was a question at a recent Board meeting regarding two Board policies: 415.01 "Dismissal for Cause for Administrators and Instructional Faculty," and 416.01 "Other Reasons for Termination."

Policy 415.01 includes a list of reasons to dismiss administrators or faculty for cause. The list in the Board Policy matches the list in the faculty contract. In the last round of faculty contract negotiations, the wording of this list was a subject of extensive discussion. Attorney Pace considers the list to be reasonable. Because it is reasonable and it was discussed extensively in negotiations, I recommend that we not make a change to Board Policy.

Policy 416.01 includes a paragraph regarding expiration of tenure at age 70 and another regarding termination of services in the event of program retrenchment. Both paragraphs are consistent with the faculty contract, but Attorney Pace has advised that the "Age" provision is not legally enforceable.

Therefore, I recommend that we retain the paragraph regarding budget or program retrenchment as is, but that we delete the paragraph related to age from the Board policy. Its status in the faculty contract is a separate issue, subject to collective bargaining.

Thank you.

c: Deborah Hecht

416.01 Other Reasons for Termination

Age: Tenure shall expire automatically and without notice upon completion of the contract year in which the 70th birthday of a tenured staff member occurs. Employment after 70, if any, shall be on either a temporary or an annual contract basis.

Budget or Program Retrenchment: The services of any member of the faculty and administration may be terminated in the event of the need for financial or program retrenchment. Notification of termination shall be given as soon as the need for retrenchment is apparent. Such termination shall be made at the close of the contract year. Positions which have been vacated on such grounds shall not be filled within two years. Members of the division in which the program retrenchment is being considered shall be consulted in a division retrenchment.

2/12/79

3/23/87

For Board Meeting of
May 19, 2003

Agenda Item D-7

**BOARD POLICY 419.01 FRINGE BENEFITS
(FIRST READING)**

Attached for First Reading is Board Policy 419.01 Fringe Benefits.

RECOMMENDATION: Board approval of Board Policy 419.01 Fringe Benefits for First Reading.

(FIRST READING)

p. 424

419.01 - Fringe Benefits

A. Group Health Plan Coverage and Life Insurance - details of hospitalization/major medical and life insurance for all full-time faculty members may be found in the Faculty Contract.

The College shall make available group health plan coverage and life insurance coverage for all full-time employees and their eligible dependents. Such coverages may be through third party carriers, offered on a self-insured basis by the College, or other health care options, at the discretion of the Board. The types and extent of coverage shall be determined by the Board from time to time. The Board shall determine that portion of premium or other cost which will be paid by the College. To the extent the cost is not paid by the College, the employee shall pay the balance of the cost attributable to coverage for that employee and to any dependent coverage taken by the employee. Such costs shall be deducted, pro-rata, from the employee's pay unless otherwise authorized by the employee. In the event of termination of employment of the employee prior to the time that the employee has paid the necessary portion of the coverage cost, any balance shall be deducted from the final pay of the employee.

B. Group Health Plan Coverage for Retired Employees - Retirees may continue their eligibility in the group health plan until June 30, 1999, if the retiree qualifies for retirement under SURS and has five (5) or more years of service at Sauk Valley Community College. A retiree must request participation at least 30 days before the effective date of retirement. A retiree, and eligible dependents, must have been covered under the group health plan immediately prior to retirement. Retirees will not be eligible for continued coverage under the group health plan if the retired person is eligible for coverage under any other group health program because of his or her employment after retirement from the College. Once a retired employee goes off the group health plan, he or she may not be reinstated to the group health plan. The retiree's continuing eligibility is contingent upon payment of the entire premium or other cost to the College on a timely basis. The Retiree's coverage costs are set at the established Medicare rate. Upon reaching 65 years of age the College's group health plan becomes secondary to Medicare.

~~Effective July 1, 1999, all former and current full-time employees who are fully vested in SURS shall be enrolled in the state's health insurance plan established for community college 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.)~~

B. 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 to elect to designate a portion of their salary for the payment of any allowable expenses not paid by the Board.

C. Tuition Free Enrollment - details of tuition free enrollment for all full-time faculty members may be found in the appropriate 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 one 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.

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

E. 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 developmental plan. Reimbursement may be used for graduate or undergraduate credit, for workshops, seminars, or symposiums as equated by the appropriate Vice President/President. Reimbursement shall be made upon the presentation of the receipt from the institution where the staff member was enrolled to the Vice President of Administrative Services and must be approved by the appropriate Vice President/President approving such reimbursement and upon completion of the course and receipt of the transcript.

F. Retirement Program - SURS provides retirement, disability, death, and survivors benefits to all eligible participants. Generally, SURS covers all employees, including part-time employees, that work for the College for at least one continuous academic term.

Details concerning retirement allowances, disability benefits, reciprocity and refunds allowances are contained in the SURS handbook which is issued to every member at the beginning of his/her employment.

G. Vacations - details of annual vacation for the 12-month counselors and librarians may be found in the Faculty Contract.

Support and professional/technical staff, and administrators will earn annual vacation at the following rates per month:

SUPPORT STAFF

First and second years of employment	1.000 days
Third and fourth years of employment	1.083 days
Fifth and sixth years of employment	1.250 days
Seventh and eighth years of employment	1.330 days
Ninth and tenth years of employment	1.420 days
Eleventh and twelfth years of employment	1.500 days
Thirteenth and fourteenth years of employment	1.580 days
Fifteenth and all subsequent years of employment	1.670 days

PROFESSIONAL TECHNICAL STAFF

First and second years of employment	1.170 days
Third and fourth years of employment	1.250 days
Fifth and sixth years of employment	1.420 days
Seventh and eighth years of employment	1.500 days
Ninth and tenth years of employment	1.580 days
Eleventh and twelfth years of employment	1.670 days
Thirteenth and fourteenth years of employment	1.750 days
Fifteenth and all subsequent years of employment	1.830 days

ADMINISTRATORS

Administrators will earn annual vacation at the rate of two days per month. The above rates are effective with the first day of the first full month of employment.

The scheduling of all vacations shall be approved by the employee's supervisor. All vacations earned must be taken by the employee within 18 months (i.e., by December 31st) of the close of the fiscal years during which the vacation time has been earned. If not taken within the time specified, any accumulated vacation days shall be lost. Employees are encouraged to use vacation days rather than allow them to accumulate. Unless specifically excepted by the President, all employees shall take vacation or personal days during the period the College is scheduled to be closed in December and in the first week of January, as shown by the College calendar.

IT IS INTENDED THAT NO VACATION TIME WILL BE USED BEFORE BEING EARNED. However, should any employee seek to take vacation in advance of or for greater extent than earned, it may be allowed only with the prior written approval of a supervisor or a Vice President. Should their employment with the College be later severed before all used vacation days have become earned, any excess vacation days taken will be deducted from their final salary payment. Earned, but unused vacation upon separation from employment will be paid to the employee at the pay rate in effect at the time of separation.

Regular part-time employees that have a date of hire of 09/01/92 or earlier will earn comparable vacation time on a pro-rata basis. This pro-ration will be earned at the same ratio as their regular employment bears to a comparable full-time work schedule. Employees working less than full-time and hired after 09/01/92 will not be authorized vacation time.

H. Sick Leave - details of sick leave for all full-time faculty members may be found in the Faculty Contract.

All full-time administrators, support, and professional/ technical staff shall accrue sick leave at the rate of 17 days the first year and 12 days per year thereafter. (Ten-month employees will have prorated sick leave – 15 days the first year and 10 days thereafter.) Employees working less than full-time will not be authorized sick time.

Sick leave may be accumulated without limit. Sick leave shall be credited to each employee at the beginning of each fiscal year so that the accumulated unused sick leave from prior periods plus the credit for the current year, will be the total amount of sick leave benefits available to that employee through the end of the fiscal year (June 30th). This procedure has the effect of crediting the employee with a sick leave advance which must be repaid to the College through full-time employment during the fiscal year.

It is intended that no sick time will be used before being earned. However, in extraordinary circumstances, sick leave in advance of being earned or for a greater extent than earned may be allowed as provided in this paragraph on the prior written request of the employee's supervisor, and the prior written approval of the President. Additional sick leave may be granted in the sole discretion of the President, and will only be available to the extent of sick leave to which the employee would be entitled and credited at the beginning of the next fiscal year. In exercising his or her discretion, the President shall consider the likelihood of the employee's return to full-time employment, the probable date for return, and the best interests of the College. Should employment terminate after an employee has used unearned sick leave in advance, the unearned portion of the sick leave used will be considered as a debt to be repaid to the College by deduction from the final salary payment at the pay rate in effect at the time of separation. An employee will not be paid for unused sick leave when termination or resignation from the College occurs.

An employee who must be absent from duty because of illness shall notify his/her supervisor at the earliest possible time. Every day of absence for sickness should be indicated on the employee's time sheet. Any absence for reasons which qualify under the Family and Medical Leave Act must be counted toward the 12 workweeks of leave allowed under that policy.

Eligible employees are entitled to take sick leave as a result of personal illness or injury, serious health condition or death in the immediate family or household, or exposure to a contagious disease. Conditions relating to pregnancy shall be treated as any other serious health condition.

As a condition to such sick leave, the staff member may be required to furnish a written statement from the member's physician describing the condition of the ill-being and physical reasons for the staff member's inability to work. In the event of sick leave taken because of a sickness of a member of the employee's immediate family, as a condition to sick leave, the staff member may be required to furnish a statement from the treating physician describing the condition of the ill-being and physical reasons for the necessity for the staff member to be with the family member.

In its discretion, and at its own expense, the College may require a second independent physical examination, and in the event the staff member is found physically able to return to work and fails or refuses to do so, his/her employment shall be terminated.

I. Personal Leave - details of personal leave for all full-time faculty members may be found in the Faculty Contract.

All full-time administrators, support, and professional/technical staff shall accrue two personal leave days annually that may be taken for personal reasons. In addition, a third personal leave day may be taken annually, and if taken, will be charged against the sick leave credit of the individual. Any unused personal leave time remaining at the end of the fiscal year will automatically roll over into the accumulated sick leave account of the individual.

Staff members shall make reasonable effort to provide adequate notice to their supervisors when they are to be on a personal leave of absence.

J. Family and Medical Leave of Absence Policy - The College will grant Family and Medical Leave of absence for eligible employees for up to 12 weeks per year (defined as a 52 consecutive week period).

1. Employees are entitled to take leave for the purposes stated below:
 - a. upon birth of an employee's child and in order to care for the child within the first 12-months after birth;
 - b. upon the placement of a child with the employee for adoption or foster care within the first 12-months after placement;
 - c. in order to care for a spouse, child or parent of the employee who suffers from a serious health condition – "child" is defined as a son or daughter either under 18 years of age, or 18 years of age or older but incapable of self-care), "serious health condition" is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider); or
 - d. because of a serious health condition that makes the employee unable to perform the functions of the employee's position.
2. Eligibility for absence under the Family and Medical Leave Act - To be eligible for a leave of absence under this policy, an employee must have been employed by the College for at least 12 months (not required to be consecutive) and must have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave of absence. Thus, new employees and part-time or seasonal employees working fewer than 1,250 hours a year are not entitled to family or medical leave of absence. The annual Family and Medical Leave Act allotment is a rolling 12-month period. Each time an employee takes leave, the balance of the employee's 12 week entitlement which has not been used during the immediately preceding 12-month period may be used, however, there is no carryover or accrual of unused family and medical leave, except as otherwise provided in these policies.

3. Request for Leave/Notice by Employee - Any employee who desires a leave of absence pursuant to this policy must complete, sign, and submit a Request for Leave to his/her immediate supervisor. When the need for leave of absence is foreseeable or anticipated, such as planned medical treatment or the birth of a child, the employee must make his/her best efforts to schedule leave so as not to disrupt the College's operations and must submit the Request for Leave not less than 30 days before the date the leave is to begin.

If the need for leave was not foreseeable, the employee must submit a Request for Leave as far in advance of the date of leave is to begin as is practicable.

4. Intermittent or Reduced Scheduled Leave - A leave of absence pursuant to this policy may be taken by the employee on an intermittent (rather than on an uninterrupted) basis or on a reduced schedule if medically necessary as a result of an employee's serious health condition or that of his or her spouse, child, or parent. Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if approved by his/her immediate supervisor. The smallest increment of leave allowed to be taken in this category is one hour.

5. Certification Procedure - Every Request for Leave pursuant to this policy must include a written medical certification from the applicant's licensed medical care provider (except when the reason for the requested leave of absence is the birth of a child or the placement of a child for adoption or foster care). The written medical certification must be submitted within 15 calendar days, or as soon as possible. It is the responsibility of the employee to submit the written medical certification. It shall be attached to the Request for Leave. The written medical certification must state the following:

- a. The date of which the serious medical condition commenced.
- b. The probable duration of the condition.
- c. The appropriate medical facts regarding the condition and its duration.

If the basis for a proposed leave of absence is an employee's own serious health condition, the written medical certification must also include a statement that the employee is unable to perform the functions of his or her position. If the basis for a proposed leave of absence is the serious health condition of the spouse, child, or parent, the written medical certification must also include a statement that the employee is needed to care for the spouse, child, or parent, as well as an estimate of the amount of time the employee is needed to provide the care.

In its discretion, and at its own expense, the College may require a second medical opinion after an employee submits a medical certification. If the second medical opinion differs from the original medical certification, the College may require the employee to submit to examination by a third physician, the identity of whom will be agreed upon by the College and the employee requesting the leave of absence. The College may require periodic recertification by an employee's medical care provider when the College in its discretion deems recertification is warranted.

6. Conditions of absence under the Family and Medical Leave Act - The following conditions apply to a leave of absence pursuant to this policy:

- a. In its discretion, the College may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work.
- b. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the College may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.
- c. When applicable, spouses that are both employed by the College are entitled to 12 weeks of leave in total, rather than 12 weeks leave of absence each.
- d. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after completion of the leave of absence, the employee will be liable to and required to

reimburse the College for the cost of payments made to maintain the employee's benefits during the leave of absence.

7. Compensation and Benefits During absence under the Family and Medical Leave Act - Employees must use accrued paid vacation time or paid sick/personal time (if available and applicable), or both, (including time off for job related injuries) toward all or part the maximum 12-week period allowed for an approved leave of absence pursuant to this policy. Employees on Family and Medical Leave shall maintain health benefits under the College's self-funded plan at the same rate and coverage prior to illness.

Employees must arrange with the College's Personnel Office to pay any contributions due for continuation of the coverage, if applicable.

Employees on Family and Medical Leave which is unpaid, shall not accrue sick/personal leave or vacation, and shall not be eligible for any other benefits (i.e., holiday pay, tuition reimbursement, tuition waiver) which existed when working.

Responsibility for payment of any obligations previously deducted from regular biweekly paychecks, such as payroll deductions, rests with the employee.

8. Return from an approved Family and Medical Leave of Absence - Upon returning from an approved leave of absence granted as a result of an employee's own serious health condition, an employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. At that time, the College will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits. The College can deny reinstatement if the employee would otherwise not have been employed at the time reinstatement is requested, such as if the employee would have been laid off.

If an employee does not return to work on the agreed upon date, the employee will be considered to have voluntarily terminated his or her employment. Under no

circumstances will a leave of absence be approved for longer than a period of 12 weeks.

With respect to "highly paid" or "key" employees, there may be circumstances where no positions are available upon the expiration of his or her leave of absence. In such circumstances, the employee will be terminated from the College. A "key" or "highly paid" employee is a salaried employee who is among the highest paid 10 percent of those employees working for the College.

K. Discretionary Leave of Absence Without Pay - details of leave of absence for all full-time faculty members may be found in the Faculty Contract.

In its discretion, the College may grant leave of absence without pay to an employee if, in the opinion of the College, such leave would serve the best interest of the College and the employee. This Section is applicable only after any leave available and applicable under Family and Medical Leave as provided in Policy 419.01J is exhausted. No leave of absence without pay shall be granted to any employee who has accrued paid vacation time or who is eligible to be paid sick/personal time, or both, (to the extent that accrued paid leave is available and applicable).

An employee seeking leave of absence without pay shall request leave by giving written notice to the College at least 30 days in advance of the date of the proposed start of the leave of absence without pay. Leave of absence without pay must be approved in advance by the employee's supervisor. Leave of absence without pay for more than one calendar month in any fiscal year must be approved in advance by the President.

An employee on leave of absence without pay under this leave provision shall maintain health benefits under the College's health plan at the same rate and coverage prior to leave, but shall pay all premiums for such coverage. During the period of leave of absence without pay under this policy, an employee must arrange with the College's Personnel Office to pay all contributions due for continuation of coverage. Failure to make such payment shall constitute resignation from employment.

Employees on leave of absence without pay under this Section shall not accrue sick/personal leave or vacation, and shall not be eligible for any other benefits which existed or accrued when working.

An employee concurrently on SURS disability leave and on leave of absence without pay under this Section shall have his or her leave of absence without pay terminated after six months. Grant of leave of absence without pay under this Section does not guarantee the employee will return to the same or a similar job at the end of the leave. The College may deny reinstatement if the employee would not otherwise have been employed at the time reinstatement is requested.

Failure to return to work at the end of an approved leave of absence will be considered to be a resignation.

L. Section 403 (b) Annuity Programs - The College believes that it is in the best interest of its employees that the employees be able to make use of Retirement Benefit Programs. The College shall, from time to time, reasonably facilitate employee participation in Section 403 (B) annuity programs, and shall effect salary reductions on behalf of qualified employees when such employees comply with this policy.

The responsibility of the College to provide for salary reductions and to make the contributions to a designated Benefit Program is subject to the following requirements:

1. The employee shall use and complete such appropriate forms as required and provided by the College.
2. The Benefit Service Provider shall have entered into a service provider agreement in form satisfactory to the College.
3. The employee shall use only (a) those service providers who have entered into an agreement with the College as provided in Paragraph 2, and (b) appropriate salary reduction agreements in the form as approved from time to time by the Office of Administrative Services of the College.

03/23/87	07/27/92	11/28/94	05/26/98
05/21/90	11/23/92	10/27/97	11/23/98
02/25/91	10/31/94	03/23/98	12/20/99

Resource Allocation and Management Plan
Fiscal Year 2005

Submitted May 2003

Sauk Valley Community College
Illinois Community College District No. 506
173 Illinois Route 2
Dixon, IL 61021

(815) 288-5511 x256
rbittner@svcc.edu

**Sauk Valley Community College
RAMP 2005
Submitted May 2003**

**Project 1
Remodel Natural Science Laboratories**

COMMUNITY COLLEGE CONTACT FOR FURTHER INFORMATION

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

Community College District 506 Sauk Valley Community College

Budget Year Request 2005

Capital RAMP Contact Person Ruth Bittner

Telephone Number (815) 288-5511, ext. 256

ONE FORM ONLY

TABLE 1
FISCAL YEAR 2005 CAPITAL PROJECT REQUEST

DISTRICT/COLLEGE:		506 Sauk Valley Community College											
PROJECT NAME AND/OR DESCRIPTION		<i>Remodel Natural Science Laboratories</i>											
<i>Check one:</i>													
NEW FACILITIES CONSTRUCTION/ACQUISITION		<input checked="" type="checkbox"/> (Complete Table 2)											
REMODELING/REHABILITATION PROJECT		<input checked="" type="checkbox"/> (Complete Table 2)											
OTHER		<input type="checkbox"/> (Complete Table 2 or provide additional information per instructions)											
<i>Dollars rounded to the nearest hundred (for example and per instructions enter \$1 456 789 as \$1456.8)</i>													
PRIOR YEARS FUNDING*													
		CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST					
PROJECT CATEGORIES*	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	
BLDG'S ADDITIONS AND/OR STRUCTURES													
LAND													
EQUIPMENT													
UTILITIES													
REMODELING & REHABILITATION				1 903.8	634.6	2 538.4				1 903.8	634.6	2 538.4	
SITE IMPROVEMENTS													
PLANNING													
TOTAL				1 903.8	634.6	2 538.4				1 903.8	634.6	2 538.4	
<i>* Describe prior year funding and/or future year funding in the scope statement section using the requested format. State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits</i>													
TOTAL PROJECT REQUEST (CURRENT YEAR)		\$ 2 538			MATCHING CONTRIBUTION			\$					
TOTAL COMPLETED PROJECT COST		\$ 2 538			<i>(See item 10 in Section I of this Manual)</i>								
DESIRED PROJECT START DATE		May-04			LOCAL FINANCING SOURCE								
ESTIMATED COMPLETION DATE		Sep-04			AVAILABLE FUND BALANCE			\$ 635					
ESTIMATED OCCUPANCY DATE		Sep-04			ICCB CONSTRUCTION CREDITS			\$					
ESTIMATED ANNUAL OPERATING COST		\$			<i>(if any)</i>								
					DEBT ISSUE DATE OF APPROVAL:			\$					
					OTHER (please specify)			\$					
					TOTAL			\$ 635					

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

TABLE 2
FY 2005 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE

506 Sauk Valley Community College - Remodel Natural Science Laboratories

PART A

NET ASSIGNABLE SQUARE FOOTAGE SUMMARY

Space Type	FICM Codes	REQUEST FOR NEW FACILITIES
		Net Assignable Square Feet (NASF)
Classrooms	110 thru 115	
Laboratory	210 thru 255	
Office	310 thru 355	
Study	410 thru 455	
Special Use	510 thru 590	
<i>General Use:</i>		
Assembly and Exhibition	610 thru 625	
Other General Use	630 thru 685	
Support Facilities	710 thru 765	
Health Care	810 thru 895	
Unclassified		
TOTAL NASF #		
TOTAL GSF* #		

REDISTRIBUTION OF NASF SPACE

Space Prior to Remodeling	Space After Remodeling
---------------------------	------------------------

10 300	9 850
--------	-------

1 250	1 250
-------	-------

1 950	1 625
-------	-------

13,500	13,500
--------	--------

ACREAGE SUMMARY (Land Acquisition)

Number of Acres Requested in Budget Year

1 Landscaped Ground

2 Physical Education and Athletic Fields

3 Buildings and Attached Structures

4 Experimental Plots

5 Other Instructional Areas

6 Parking Lots

7 Roadways

8 Pond Retention and Drainage

9 Other (specify)

Total Assigned Area

Currently Unassigned

Total Acres

*Gross Square Feet

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

TABLE 3
FY 2005 BUILDING BUDGET ESTIMATION FORM

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

(cost column rounded to the nearest hundred)

Space Type	NASF	Multiplier			\$/GSF	\$
		Factor	GSF			
Demolition - Lab area	9850	1	9850	22.4		\$220.6
Demolition - support area	3650	1	3650	11.7		\$42.7
Construction - Classroom	775	1	775	34.2		\$26.5
Construction - Lab/Support	9850	1	9850	168.4		\$1,658.7
Construction - Office	1250	1	1250	34.2		\$42.8
Construction - Unassigned	1625	1	1625	34.2		\$55.6
1. Base Total	13500		13500			\$2,046.9
2. Added Costs						
3. Base Cost	13500		13500			\$2,046.9

4. Escalation (Use 3.5 percent per year, .29166 percent per month from base bid to bid date.) 65.7

Expected Bid Date: May-04 Number of Months to Bid Date: 11

5. Escalated Building Budget (Line 3 plus Line 4) \$2,112.6

6. Escalated Building Budget
 Plus 10% Contingency (Line 5 multiplied by 1.10) \$2,323.9

7. Adds:

a. A/E Fees 8 % \$185.9

b. On-Site Observation
 Number of Months 5 Days per Week 1 \$12.0

c. Reimbursable Expenses \$5.0

d. Art in Architecture
 one-half of one percent (Multiply Line 6 by .005) \$11.6

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

f. Sub-total Adds (Lines 7a through 7e) \$214.5

8. Total Building Budget (Line 6 plus Line 7f) \$2,538.4

OTHER:

Estimate of Annual State Supported Operations and Maintenance Expense

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

Fiscal Year 2005 Ramp
Community College Capital Projects

Programmatic Justification Narrative

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

Purpose

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

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

Instructional Objectives

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

Comparison to Existing Facilities

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

Facilities Currently Available

Current utilization:

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

Inadequacy of current facilities:

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

Driving forces:

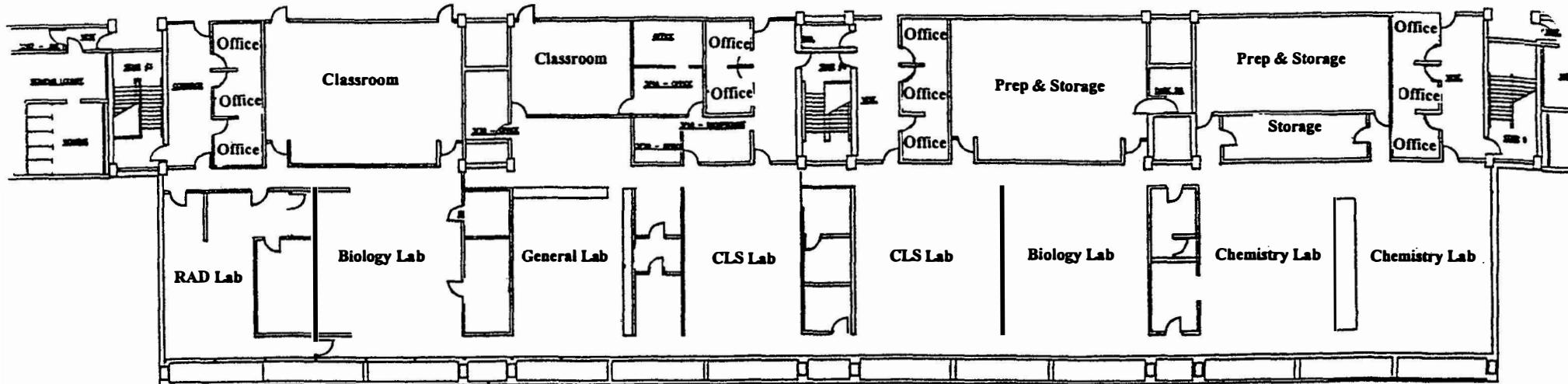
The driving forces for the project are a need to reduce noise and disruption in the labs, improve security and safety, replace worn fixtures, and improve instructional technology.

Master Plan

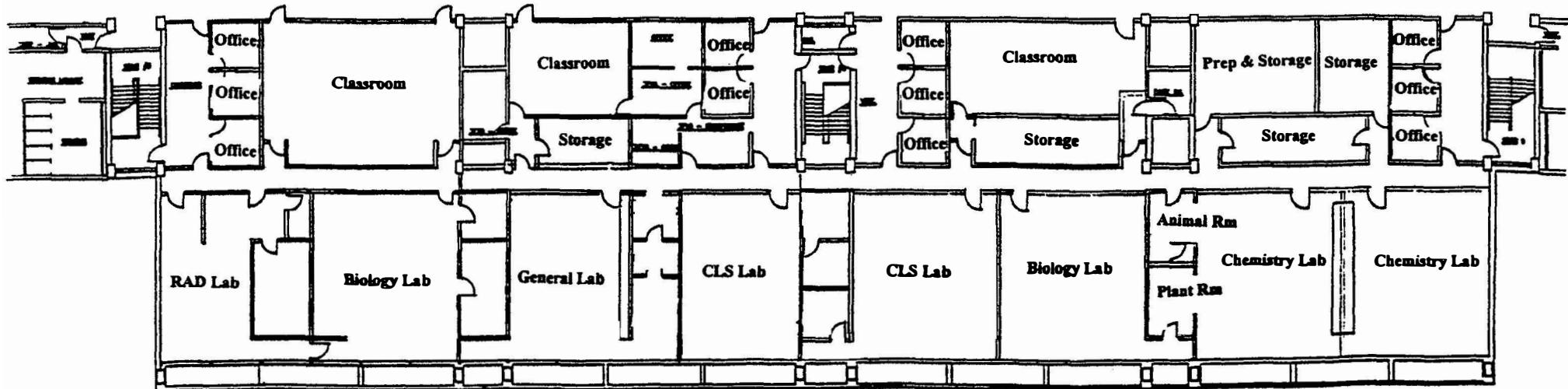
The project is a part of the College's facilities master plan, prepared in March 2000.

Attachments

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



CURRENT FLOOR PLAN



PROPOSED FLOOR PLAN

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

Fiscal Year 2005 Ramp
Community College Capital Projects

Scope of Work Narrative

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

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

Nature of Work to be Performed

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

General Building Conditions

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

Site Analysis

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

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Sauk Valley Community College, District # 506 meeting in their regular session on May 19, 2003, with a quorum present, officially authorized the submission of the attached Fiscal Year 2005 RAMP Community College Capital Project Request.

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

PROJECT NAME: Remodel Natural Science Laboratories

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	<u>\$ 611,800</u>
2. Protection, Health, and Safety Tax Levy	<u>\$</u>
3. Protection, Health, and Safety Bond Proceeds	<u>\$</u>
4. Other Debt Issue	<u>\$</u>
5. State Certified Construction Credits (remaining from 1987)	<u>\$</u>
6. Other (Please specify)	<u>\$</u>

TOTAL LOCAL MATCH

\$ 611,800

Signed _____



Chairperson of the Board of Trustees

Signed _____



Chief Executive Officer of the College District

COMPLETE ONE FOR EACH PROJECT REQUESTED

421.01 Outside Employment

Any staff member who accepts outside employment during the individual contract period without written notification to the appropriate supervisor may be subject to dismissal proceedings. Such employment shall in no way interfere with the College's ability to schedule classes and/or an employee fulfilling his/her duties and responsibilities.

2/12/79

422.01 Health Examinations and Communicable Diseases

The College desires to reasonably protect the health and well-being of its employees and its students.

A. Examination of New Employees

The Board of Trustees may require that new employees provide evidence of fitness to perform duties assigned. Such evidence may consist of a demonstration of performance of typical job tasks and/or a physical and/or mental examination by a physician, psychologist, or other health care practitioner selected by the Board, licensed in Illinois or in any other state, to practice in their field. Results of the physical and/or mental examination shall be furnished to the employee and to the College. The cost of such examination shall be paid by the College.

B. Examination of Employees Generally

If it appears to the College that an employee has a physical or mental health condition which is adversely affecting an employee's performance or is creating a risk to the health or welfare of other employees or students, the College may require an examination by any physician, health care professional, rehabilitation specialist or mental health care practitioner selected by the Board, licensed to practice in Illinois or in another state. The College shall pay all expenses of such examination. The results of such examination shall be furnished in writing to the employee and to the College.

The Board and/or its representatives shall utilize the following procedure in requiring employees to undergo a physical or mental health examination:

- (1) If a situation is present where the possibility of requesting an examination may exist, the Vice President or his/her designee, responsible for evaluating the involved employee, shall conduct an appropriate investigation of the circumstances. In the event the Vice President determines a physical or mental examination is to be requested then he/she shall supply to the employee written notice of the requirement to see a chosen medical or mental health care professional. The written notice must include a clear, detailed, statement of the specific actions and behaviors which have led to a questioning

of the employee's physical or mental fitness, and it must be signed by the Vice President responsible for evaluating the employee, or designee.

(2) All documents and communications regarding an employee's physical or mental health under this policy will be held in strictest confidence as secured documents in the Personnel Services Department accessible only by the appropriate Vice President initiating this action and only others authorized by law.

C. Communicable Diseases

Staff or students having any temporary communicable disease which is determined by a licensed medical practitioner satisfactory to the College to pose no health threat to other employees or to students may remain at the College, if they are medically able to continue at a level of performance reasonable for their position. Staff or students having a temporary communicable disease, as determined by a licensed medical practitioner satisfactory to the College, which does pose a health threat to other employees or to students may remain at the college only with permission of the Vice President in charge of evaluating them in the case of employees; if the subject is a student, with the permission of the Vice President of Student Services, or designee, under such conditions as the appropriate Vice President may impose.

D. Chronic Communicable Diseases

Employees or students suffering from chronic communicable diseases shall be accommodated to the extent required by the American s with Disability act, and the Illinois Human Rights Act.

E. Communicable Diseases in the Health Occupations Field

Any employee or student involved in the health occupation field who has a communicable disease of any nature shall comply with the standards and requirements of the clinical site involved in the instruction, consistent with the standards set by the clinical site for its employees.

F. Confidentiality

The College will provide appropriate confidentiality of information provided to the College regarding individual's medical or mental condition.

G. Compliance with Illinois Department of Public Health Regulations

The College shall comply with appropriate directives and the rules and regulations for the control of communicable diseases as promulgated by the Illinois Department of Public Health, Division of Infectious Diseases.

2/12/79

6/26/00

423.01 Policy for Substitute Instruction of Regularly Scheduled Classes

Philosophy - In the assignment of substitute instructors, the primary consideration shall be to provide the best instruction available for each class and to ensure coverage of instructional material without appreciable loss to the students involved.

Responsibility for Securing Substitutes - As soon as the Dean or Vice President of Instructional Services is notified of a faculty member's absence, the Dean will determine the best mechanism for ensuring that instructional objectives are met. The Dean may cover the classes personally, assign another staff member, extend subsequent class meetings, or schedule an additional session. If these are not possible, the Dean may secure an outside substitute.

When a faculty member submits a travel request which will make it necessary for him/her to miss his/her classes, it is the responsibility of the Dean to make sure that all arrangements have been made for meeting instructional objectives before the approval for travel is granted.

Payment for Substitution - Regular Staff Substitutes: When the Dean has determined the staff member's absence will extend beyond three consecutive days, he/she may assign another regular staff member or secure an outside substitute to cover classes at the approved rate of pay.

Part-time Faculty: When there is no viable alternative to meet instructional objectives, the Dean may secure an outside substitute for a part-time instructor for one class session during a semester without penalty to the part-time instructor. If a substitute is required for additional sessions, the salary of the part-time instructor will be pro-rated.

3/23/81

3/23/87

9/25/89

424.01 Tutoring Policy

Tutorial classes may be offered with the approval of the appropriate Vice President. The rate of compensation for tutorial courses at Sauk Valley Community College shall be established at 70% of the average combined total of tuition and ICCB apportionment as calculated in the annual college budget. The rate, once determined, will then be applied for the subsequent fall semester through the following summer session. Tutorial assignments shall be voluntary on the part of the faculty.

424.02 Summer School Policy

Summer school shall be held at the discretion of the Board of Trustees. The final decision for the continuation or cancellation of each class will rest with the instructional Vice President.

1/14/80

3/23/87

SAUK VALLEY COMMUNITY COLLEGE

MEMORANDUM

TO: Dr. Richard L. Behrendt

FROM: Joan E. Kerber

DATE: May 7, 2003

SUBJECT: Academic Waivers

At the last Board of Trustees meeting, Ruth indicated that we budget \$32,000 for academic achievement waivers and \$120,000 for athletic waivers. This was true for the FY 03 budget, and gave the impression that we provide more athletic than academic tuition waivers. This is not true – we offer more academic waivers than athletic waivers. The budget reflects only the dollar amount of waivers we expect to be used, not the full amount that has been authorized.

The Board has approved full-tuition waivers for the top 10% of our area high school graduates (Sauk Scholars Award) and a three-credit waiver for all Illinois State Scholars. Although the number of qualified graduates varies from year to year, it is approximately 142 potential Sauk Scholars and 143 Illinois State Scholars.

For activities waivers (such as newspaper, theater, student government), the Board has authorized 21 full or partial waivers and most of these waivers are used in full each year.

For athletics, the Board has authorized 84 full waivers, but these can be awarded on a “partial” basis if the coach recommends.

In addition to these traditional waivers, we also offer high school students waivers for Accelerated College Enrollment. The State gave us \$15,000 in FY 03 for use on ACE waivers. Substantially all of that has been used. We granted the students 50% waivers, the cost of which was covered by the grant this last year. The students paid the other 50% of their tuition.

The following chart summarizes these waivers:

Waiver	Authorized Number	Awarded Number FY 03	
Academic	142 Full* 143 Partial	26 Full	32 Partial (3 credits)
	5 Full 16 Partial	5 Full	16 Partial (3 credits)
Athletics	84 Full	58 Full	34 Partial (6 credits)
Total	231 Full 159 Partial	89 Full	82 Partial

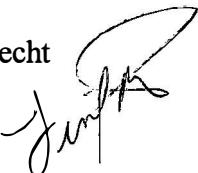
*Number changes each year depending on number of in-district high school graduates

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

DATE: May 6, 2003

TO: Dr. Deborah Hecht

FROM: Linley White



SUBJECT: Collaboration with Whiteside Area Career Center

In order to be successful, community colleges must create many strategic alliances and collaborations. Sauk Valley Community College is no different. Recently in the Sauk Valley Sunday newspaper dated April 27, 2003 an example of such collaboration was mentioned.

Whiteside Area Career Center's construction trades program builds a house as part of their education process. This year for the first time, Larry Sileven's heating and air conditioning class participated by installing the house's furnace and ductwork. Professor Sileven personally supervised the work, and the students received hands-on experience.

I want to thank John Gerke and Willy Hewitt from Whiteside Area Career Center for including us in their project, and professor Sileven who freely gave of his time to coordinate the effort. Hopefully many more collaborations will occur from this experience.

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

DATE: May 6, 2003

TO: Dr. Deborah Hecht

FROM: Linley White

SUBJECT: National Tech Prep Network Presentation

I am pleased and honored to inform you that Sauk Valley Community College has been selected as a presenter at the National Tech Prep Network conference in Nashville, Tennessee.

Virginia Johnson and Janet Matheney are to be commended for their work on "Developing Career Pathways – Linking the High School, Area Career Center, and Community College Curriculums." This proposal has been presented at the Connections Conference in St. Charles and will be presented at the Connections Conference in Springfield.

Attached is the formal notification from the National Tech Prep Network.

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

DATE: May 6, 2003

TO: Dr. Deborah Hecht

FROM: Linley White 

SUBJECT: ICTM State High School Math Contest

During 2002-03, the Sauk Valley Community College Mathematics Department and SVCC Tech Prep Program sponsored four area high schools in the state mathematics contest sponsored by the Illinois Council of Teachers of Mathematics (ICTM). These schools were Oregon HS, Sterling HS, Newman Central HS, and Polo HS. Between October and February, twenty-five students attended regularly scheduled practice sessions at SVCC to prepare for the regional competition. Steve Shaff, SVCC Professor of Mathematics, served as coach.

The ICTM Regional contest was held on February 22 at Rock Valley College in Rockford. At this event, ten students qualified for participation at state finals in a variety of individual and team events.

In team event performances, Polo HS qualified for state finals in the Division 1A Junior-Senior Eight Person event; Newman Central qualified in the Division 1A Junior-Senior Eight Person, Fresh-Soph Two person, and Calculating events.

Individual (written event) state qualifiers included the following:

Freshmen:	Dan Hermes Jaden Pack Mark Say	Newman HS Sterling HS Sterling HS	Division 1A Algebra I Division 3AA Algebra I Division 3AA Algebra I
Sophomores:	Martin McCormick Paul Hamilton	Oregon HS Polo HS	Division 2A Geometry Division 1A Geometry
Juniors:	Jessica Hermes	Newman HS	Division 1A Algebra II
Seniors:	Rich Nguyen Nik Jakobs Cory Henkel Christin Goetz	Oregon HS Polo HS Newman HS Newman HS	Division 2A Algebra II Division 1A Precalculus Division 1A Precalculus Division 1A Precalculus

The ICTM State Finals were held on April 26 at the University of Illinois in Champaign. At this competition, freshman Dan Hermes of Newman HS placed first among 108 qualifiers in the Division 1A Algebra I written event. Other strong performances at state finals were given by Jaden Pack of Sterling (Division 3AA Algebra I), Martin McCormick of Oregon (Division 2A Geometry), and Rich Nguyen of Oregon (Division 2A Algebra II).

Newman Central placed third among twenty Division 1A teams in the Fresh-Soph Two Person event and fourth among sixteen teams in the Calculating Team event. Polo High School placed seventh among twenty-two teams in the Junior-Senior Eight Person event.

“Provide the best learning opportunity for people to acquire the skills to be successfully employed in our district.”
SVCC Workforce Council

Non-Operating Funds

Operations and Maintenance-Restricted: This fund tracks revenues and expenditures for major buildings and grounds projects. We plan for major projects by maintaining a list of potential jobs. As each year's budgeting season arrives we review the list and select the highest priority projects for which funding is available. Most of the activity in this fund for Sauk has come from Protection, Health and Safety projects. According to the ICCB Capital Projects Manual, the goal of PHS projects is to alter and repair facilities in ways that protect the health and safety of occupants, conserve energy, improve handicapped accessibility, preserve the plant's structural integrity, or correct environmental hazards.

Other types of projects that might appear in this fund include those funded by State Capital Renewal grants, ADA Accessibility grants, legislative member project/Illinois First grants, or State bond-funded RAMP (Resource Allocation and Management Plan) projects. In addition, locally-funded major projects would also be accounted for here.

Protection, Health and Safety money is obtained by submitting a project plan and budget to the ICCB in time for the project to be included in the property tax levy, usually in October. ICCB staff review the plans to ensure that it qualifies for PHS funds, and then the ICCB's approval letter is used to instruct county clerks to levy a tax. The tax for these projects is limited to five cents per hundred dollars of EAV, which raises about \$600,000 to \$700,000 per year for Sauk.

The ICCB allocates State Capital Renewal Grant funds to each college each year. Funds can accumulate from year to year. The allocation amount was about \$70,000 a year for quite awhile, but it increased to \$200,000 in each of the last two years. Sauk currently has just over \$1 million available. According to the Capital Projects Manual, Capital Renewal Grants may include architectural planning and engineering for a specific qualified project, demolition related to a qualified project, site preparation and improvement, utility work, reconstruction or improvement of existing buildings or structures, replacement of fixed equipment, and any other work which significantly increases the service potential of a building or structure. These funds cannot be used to create new space, only to renovate existing space. Capital Renewal projects are managed by the Capital Development Board (CDB).

The ICCB's ADA-Access for All Grant was funded one time, in 1998, and remaining funds carry over to new years. The purpose of the program is to improve accessibility of district programs and services to students, faculty and staff. Sauk plans to use its allocation during 2003 to install vestibules and automatic door openers. We receive approval of this funding through a process similar to PHS projects.

Sauk receives legislative member projects funding only occasionally. The process requires applying to area State legislators to include us as a funding proposal. If the member agrees, we then fill out an application from the funding agency.

RAMP is the mechanism used by the ICCB to review and prioritize major State-funded projects from all the community colleges. Colleges submit a RAMP report every summer listing projects they wish to have funded. The college funds 25% and the state funds 75% of approved costs. When the ICCB reviews projects, they rank them according to criteria listed in the Capital Projects Manual. Those that receive a minimum number of ranking points "make the list" and are added to the end of the carryover list from prior years. Project funding depends on approval by the legislature and the Governor each year. It currently takes five to seven years for an approved project to receive funding.

Bond and Interest: When Sauk issues bonds, a part of the bond agreement establishes repayment and property tax levy schedules. The Bond and Interest Fund is used to account for these payments and levies. Sauk is obligated for payments of about \$690,000 per year through fiscal year 07 for Insurance Reserve Fund Bonds that were issued in 1996. There are also payments of about \$695,000 per year remaining through fiscal year 05 on the funding bonds that were issued in 2001.

Auxiliary Enterprises: This fund accounts for non-property tax, self-supporting activities. We also use it to account for some "pass through" activities, such as medical insurance claims payments and the related chargebacks to employee benefit accounts. The budgets are based on experience. Following is a description of the sub-funds within the fund:

Sub-Fund Description	6/30/02 Fund Balance	Expected Change FY 03
Bookstore – This sub-fund balance is unrestricted. It is used to subsidize student-related functions (\$40,000 per year) such as the child care center and student activities. The accumulated balance could be used for special projects, preferably with a direct connection to students. We receive a minimum of \$75,000 per year commission from the store; we charge \$12,000 per year against that for store utilities usage.	223,979	0
Child Care Center – This function receives approximately \$10,000 per year subsidy from the bookstore.	0	0
Student activities – This receives approximately \$30,000 per year subsidy from the bookstore. It includes student government, the newspaper, athletics, theater, madrigal, and miscellaneous student activities. It is supported by the activity fee allocation.	0	0
Student special projects – This fund was created by a bookstore transfer. The balance earns interest and is used for occasional special projects.	44,374	0
Transportation – This reflects revenue from departmental chargebacks for use of College vans. It	15,495	+2,000

can be used for major van repairs or replacements.		
Storeroom – This shows revenue from departmental chargebacks for stationery and envelopes and expenses to purchase such supplies.	1,563	0
Parking – This includes revenue from parking fines and expenses for stickers and other parking lot needs.	4,654	0
Lockers – This fund receives revenue from fees and pays for locks and locker repairs or replacements.	4,703	0
Student loans – This fund originated from a Foundation contribution. It is used for emergency student loans and earns interest.	18,260	0
Technology fee – This is a set-aside leftover operating fund balance from the FY 99 technology fee that was only partially spent. It will be used in full for technology purchases in FY 03.	8,781	-8,781
Summer camps – This fund accounts for sports camp fees and expenses and is expected to break even each year.	127	0
Wellness club – This fund started in FY 02 with a Foundation grant to encourage wellness among employees.	675	-675
Total	322,234	-7,456

Restricted Purposes: This fund accounts for grants that have restrictive use requirements. Many of the line item budgets are not approved by the grantors until after our fiscal year begins, so we budget in the interim for each grant using estimated totals. In addition, some grants are awarded during the year, so the total fund budget might change.

Following is a list of current grants:

Description	FY 03 Budget
Veterans (student financial aid)	74,000
ISAC (student financial aid)	400,000
ISAC – College Work/Study (student financial aid)	5,000
College Work/Study (student financial aid)	191,564
SEOG (student financial aid)	68,853
Pell (student financial aid)	1,000,000
Federal Student Loans (student financial aid)	310,000
Funding Bonds	625,000
ICCB Advanced Technology Support	137,809
ICCB Staff Technical Skills	16,671
ICCB Business and Industry	87,358
ICCB Current Workforce Training	50,000
ICCB Small Business Development Center	50,000

ICCB Education to Careers	89,297
ICCB Advanced Technology Instructional Equipment	39,086
ISBE Program Improvement Grant	7,226
State Tech Prep	64,403
ICCB Perkins IIc	140,621
Federal Tech Prep	57,184
ICCB Welfare to Work	60,970
ICCB Accelerated College Enrollment	15,000
ICCB Community Colleges Online	12,025
ED Student Support Services	240,551
ICCB Special Populations	50,847
Adult Ed – Federal Basic	53,126
Adult Ed – Public Aid	78,740
Adult Ed – State Basic	45,200
Adult Ed – Performance	68,608
VITAL	50,000
PLACE	65,000
SBC Excelerator	23,500
AmeriCorps	347,200
Total	4,524,839

Working Cash: This fund holds the principal generated from sales of Working Cash Fund bonds, in the amount of \$1,330,000. That principal must remain intact – if liquidated, we would have to wait ten years before attempting to sell new Working Cash bonds. The fund also contains accumulated interest earnings on those funds, in the amount of \$1,140,784 at June 30, 2002. Use of the interest is unrestricted. The purpose of the fund is to serve as an internal savings account, to help the other funds survive periods of low cash flow. No expenditures or other revenues occur in this fund, only interest earnings and transfers out.

Audit: This fund is used for recording audit expenses and the property tax levy that supports them. The annual audit costs around \$30,000.

Liability Protection and Settlement: This fund includes revenue from the tort liability and Medicare insurance/FICA property tax levies. The money can be spent only for expenses related to tort liability, unemployment tax, worker's compensation insurance or claims, risk management, and Medicare and Social Security taxes. In 1996 we issued Insurance Reserve Fund bonds whose proceeds and investment earnings can be used for risk management and tort expenses. At the end of FY 02, the tort and Medicare/Social Security functions had a fund balance of \$82,500 (15% of average annual expenditures), while the insurance reserve fund balance was \$6,106,433 (\$5,000,000 principal and \$1,106,433 investment earnings). The risk management costs charged to this fund include Security department expenses, Affirmative Action, liability insurance premiums, salary allocations of employees who perform risk management services, tort-related legal fees, 9-1-1 line charges and computer security firewall fees. Total expenditures in the fund are about \$530,000 per year. The budget is based on experience.

Building Bond Proceeds Fund: This fund originated with a \$3,975,000 bond issue in 1966 to construct Sauk's building. The remaining balance in the fund, about \$1.2 million, is funding part of Sauk's 25% match requirement for the two RAMP construction projects: T-1/West Wing and Science Labs Renovation. The fund will be closed in FY 03, as we have transferred the fund balance to the Operations and Maintenance-Restricted Fund in preparation for these two projects.

Reporting and Internal Controls

Reporting: A budget system is useful only if the information is reported and reviewed. Sauk uses a number of reporting methods.

Whenever the SCT Banner administrative software is up and running, anybody with password access to the system can look up budgets on-line. This is the most timely way to obtain information, as the query screens are updated immediately upon data entry.

The Business Office staff is always available to answer budget questions. The support staff can handle most routine inquiries, while more specialized questions go to the Business Manager or Vice President of Administrative Services. Customized reports can be requested as well.

Every month the Business Office distributes budget printouts to department managers. These reports can aid the managers in identifying accounts that might require review.

Also every month the Business Office prepares a Treasurer's Report, Budget Report, and Bill List for review by the Board of Trustees and general public. These reports are on an overall, "macro" level, which provides yet another way to analyze the budget.

A number of external agencies request budget information from the College. The ICCB requires compliance and informational reports as outlined in the Fiscal Management Manual. Other State agencies, grantors, and miscellaneous entities also file requests.

Finally, Sauk's entire financial accounting and reporting system is audited annually by an independent public accounting firm. This is an in-depth, comprehensive review that requires us to verify and justify amounts reported in the income statements and balance sheets. The auditors also review the College's system of internal controls to provide assurance that the processes used should produce reasonably accurate financial statements. The fiscal year ends June 30, and the audit report is due to the ICCB by October 15.

Internal Controls: The internal control system is multi-faceted. We need a number of checks and balances to provide extra assurance that we are upholding our fiduciary responsibilities.

Before funds can be expended, purchase and payment requests run through several levels of approval. Larger expenditures require higher level okays. Nobody can expend College funds without passing the purchase through at least two approvals in the Business Office, aside from approvals obtained through the supervisory chain of command.

Separation of duties is a basic accounting concept that applies mostly to the Business Office staff. An example is that we have one person prepare bank deposits, another write checks, and yet another perform the monthly bank statement reconciliation. Such a

system prevents any one person from controlling an entire process that could create opportunities for a breach.

Reporting plays a large role in internal controls. Managers review and ask questions about their accounts on-line or monthly, the Business Manager and Vice President of Administrative Services review transactions and perform analyses, other administrators ask questions, and the Board of Trustees reviews and questions monthly reports. We depend on these “external” reviews as a critical means of catching errors or discovering irregularities.

Finally, the Board of Trustees plays an important role in internal control, as their requirements set a standard for reporting and compliance. In order to demonstrate good funds stewardship to the public, we must operate a budget system that meets with the Board’s approval.

For Board Meeting of
May 19, 2003

Agenda Item F-2

PROTECTION, HEALTH, SAFETY PROJECT
and
STATE OF ILLINOIS ADA PROJECT

The College received eight bids for the Protection, Health, and Safety Project to remove, replace, and rewire 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 and eight bids for the State of Illinois ADA funds to install automatic door openers and vestibules as needed at outer entrances to the building.

The lowest bid of \$93,353.00 was submitted by D.J. Stickley Construction Company (see attached memo).

RECOMMENDATION: Approval by the Board for the College to accept the bid of \$93,353 from D.J. Stickley Construction Company for the theater and entrances projects as described above.

Memorandum

TO: Richard Behrendt

FROM: Ruth Bittner *RB*

DATE: May 12, 2003

SUBJECT: Recommendation for Bid Award – ADA Doors and Theater Renovation

On Thursday, May 8, 2003, at 1:30 pm, bids for ADA doors and vestibules and renovations in the theater were opened in the Boardroom. Nancy Breed, Carl Paxton, Rich Siegler (Burnidge Cassell Assoc.) and I attended the bid opening, along with Jamie Lawson and Tim Spotts (Laborers Local 727), Wayne Givin (Bennett Construction), John Glaser (Harn Construction), Dave Sickley (D.J. Sickley Construction), Amber Hopperstad (Sjostrom), Dave Gaumer (Viking Builders), Lavonne Sturtevant (Brown Construction), and Michael Ford (Superior Design and Construction).

This bid combined the major elements of two projects approved by the Board last fall. The first uses a Protection, Health and Safety levy to remove, replace and rewire 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. The construction budget for this project is \$216,192. The second project uses State of Illinois ADA funds to install automatic door openers and vestibules as needed at outer entrances to the building. The construction budget for this project is \$74,129. The projects were combined for bidding purposes because most of the work would be done by similar companies, and a larger combined project would likely elicit a lower total bid than would two separate smaller projects.

Bid specifications were sent to likely bidders, and a bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*. Bids were received from eight companies.

All of the bids were much lower than the project budgets, partly because we were able to simplify the work involved as a result of redesign during specification development, and partly because a poor economy and tight State spending have resulted in a “buyer’s market” for construction work.

In the theater, we had originally estimated a cost of \$100,650 to encapsulate the ceiling asbestos and \$57,000 for mechanical and electrical modifications. The theater has a solid drop ceiling that hangs below baffles; the asbestos is contained in the spray-on sound insulation that is on the baffles. Lighting consists of can lights that hang through the drop ceiling. HVAC and electrical components run through the space between the baffles and

the drop ceiling. When the architects climbed up into that space to investigate our precise needs as they developed the bid specifications, they discovered that the mechanical components and the existing insulation were in much better condition than anticipated. Therefore, we no longer had a need to disturb the HVAC system or, therefore, the asbestos insulation. That discovery cut approximately \$150,000 from the project budget. (The need still exists to clean asbestos dust from the top of the drop ceiling to enable safe access for the electrical and lighting work. We have obtained price quotes from asbestos abatement companies for the cleaning and have awarded that work separately for \$5,500.) Because of the design change, we would have expected the new total cost (without asbestos) to be around \$60,000, which includes a \$7,000 contingency and \$8,000 profit. The bids range from \$39,704 to \$61,584, with most bids bunched fairly tightly between \$45,000 and \$50,000. Therefore, it appears as if the tight market is causing most contractors to shave their contingencies and profit margins in order to obtain work.

A design change also resulted in reduced cost expectations for the ADA door openers and vestibules. The original budget called for the East Mall South and far west (near room 1B1) vestibules to be built outside. As the design progressed for specification development, we were able to place those vestibules in less costly interior positions. That redesign cut about \$15,000 from the construction estimate, dropping it to about \$59,000. That is just slightly above the general range of the bids received, again indicating some profit margin trimming.

The work is to be awarded as one combined project. The low bidder for the combination is D.J. Sickley Construction Company. The architect has reviewed Sickley's bid and qualifications and is confident that they are a responsible bidder.

Therefore, I recommend that the Board of Trustees award the bid for ADA doors and theater renovation to D.J. Sickley Construction Company in the amount of \$93,353.

Bid Results – ADA Doors and Theater Renovation

Company Name	Location	ADA	Theater	Total
D.J. Sickley Construction Co.	LaSalle	47,930	45,423	93,353
Viking Builders	Dixon	54,390	39,704	94,094
Brown Construction Co.	Milledgeville	50,750	46,500	97,250
Superior Design & Construction	Sterling	52,119	47,975	100,094
Tasc Contracting	Dixon	51,430	49,930	101,360
Sjostrom & Sons	Rockford	54,866	48,830	103,696
Harn Construction Co.	Freeport	56,000	53,000	109,000
Bennett Construction	Pecatonica	72,820	61,584	132,044

For Board Meeting of
May 19, 2003

Agenda Item H-2

CLOSED SESSION MINUTES REVIEW

Attached are the recommendations given by Ole Bly Pace III regarding Closed Session Minutes for May 20, 2002 through February 24, 2003.

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

For Board Meeting of
May 19, 2003

Agenda Item I-1

**PROPOSED SUPPORT STAFF SALARY RANGES
2003-04**

Attached is the Proposed Support Staff Salary Ranges for 2003-04.

RECOMMENDATION: Board approval of the Support Staff Salary Ranges for 2003-04 as presented.

OFFICE OF THE PRESIDENT
SAUK VALLEY COMMUNITY COLLEGE

April 28, 2003

PROPOSED
SUPPORT STAFF SALARY RANGES
2003-2004

SALARY GRADE		MINIMUM	MIDPOINT	MAXIMUM
1	Annual	15,495	20,660	25,825
	Monthly	1,291	1,722	2,152
	Hourly	7.45	9.93	12.42
2	Annual	17,269	23,025	28,781
	Monthly	1,439	1,919	2,398
	Hourly	8.30	11.07	13.84
3	Annual	19,261	25,681	32,101
	Monthly	1,605	2,140	2,675
	Hourly	9.26	12.35	15.43
4	Annual	20,965	27,953	34,942
	Monthly	1,747	2,329	2,912
	Hourly	10.08	13.44	16.80
5	Annual	23,356	31,142	38,927
	Monthly	1,946	2,595	3,244
	Hourly	11.23	14.97	18.71
6	Annual	26,048	34,731	43,413
	Monthly	2,171	2,894	3,618
	Hourly	12.52	16.70	20.87
7	Annual	29,045	38,727	48,409
	Monthly	2,420	3,227	4,034
	Hourly	13.96	18.62	23.27

These ranges use the 2002-2003 support staff salary ranges and are revised upward by the March 2002- March 2003 CPI-U increase for the Midwest Region of 2.9%.

For Board Meeting of
May 19, 2003

Agenda Item I-2

PROPOSED PROFESSIONAL/TECHNICAL SALARY RANGE
2003-04

Attached is the Proposed Professional/Technical Salary Range for 2003-04.

RECOMMENDATION: Board approval of the Professional/Technical Salary Range for 2003-04 as presented.

OFFICE OF THE PRESIDENT
SAUK VALLEY COMMUNITY COLLEGE

PROPOSED

April 28, 2003

PROFESSIONAL/TECHNICAL SALARY RANGE

2003-2004

SALARY GRADE	MINIMUM	MIDPOINT	MAXIMUM
Annual	29,900	39,866	49,833
Monthly	2,492	3,322	4,153
Hourly	14.37	19.17	23.96

This range uses the 2002-2003 Professional/ Technical Staff salary range and is revised upward by the March 2002- March 2003 CPI-U increase for the Midwest Region of 2.9%.

For Board Meeting of
May 19, 2003

Agenda Item I-3

PROPOSED ADMINISTRATIVE SALARY RANGES
2003-04

Attached is the Proposed Administrative Salary Ranges for 2003-04.

RECOMMENDATION: Board approval of the Administrative Salary Ranges for 2003-04 as presented.

OFFICE OF THE PRESIDENT
SAUK VALLEY COMMUNITY COLLEGE

PROPOSED

April 28, 2003

ADMINISTRATIVE SALARY RANGES

2003-2004

LEVELS	CATEGORY	MINIMUM	MIDPOINT	MAXIMUM
I	Assistant Directors, Coordinators	44,044	55,055	66,066
II	Directors	46,547	58,184	69,821
III	Deans	61,035	76,293	91,552
IV	Vice Presidents	69,472	86,840	104,208

These ranges use the 2002-2003 actual average salaries for 7 similar Illinois community colleges or SVCC's 2002-2003 actual average salaries, whichever is greater, as the base midpoints. These midpoints are then revised upward by the March 2002- March 2003 CPI-U increase for the Midwest Region of 2.9%. The minimums and maximums are 80% and 120%, respectively, of the midpoints.

Comparison group: Danville, Highland, John Wood, Kishwaukee, Richland, Sandburg, Spoon River.

For Board Meeting of
May 19, 2003

Agenda Item I-4

SUPPORT STAFF SALARY INCREASES

The administration is recommending that the salaries for satisfactorily-evaluated support staff be increased by 4% for 2003-2004.

RECOMMENDATION: Board approval of the salary increase of 4% for 2003-2004 for all satisfactorily-evaluated support staff.

For Board Meeting of
May 19, 2003

Agenda Item I-5

PROFESSIONAL/TECHNICAL SALARY INCREASES

The administration is recommending that the salaries for satisfactorily-evaluated professional/technical staff be increased by 4% for 2003-2004.

RECOMMENDATION: Board approval of the salary increase of 4% for 2003-2004 for all satisfactorily-evaluated professional/technical staff.

For Board Meeting of
May 19, 2003

Agenda Item I-6

ADMINISTRATIVE SALARY INCREASES

It is recommended that the salaries for satisfactorily-evaluated administrative staff be increased by 4% for 2003-2004.

RECOMMENDATION: Board approval of the salary increase of 4% for 2003-2004 for all satisfactorily-evaluated administrative staff.



Sauk Valley
Community
College

K-4

5/12/03

Mary Lou Kidder will
be present to "present"
this letter and offer comment
on Monday night, but
she asked that a copy be
included in your Board
packet also. Richard

May 12, 2003

Sauk Valley Community College
Board of Trustees
176 IL Rt. 2
Dixon, Illinois 61021

Dear SVCC Board of Trustees,

The faculty association would like to respectfully respond to your decision at the last board meeting regarding sabbatical leave. We recognize that financial considerations have to be a top priority especially in the current negative financial climate. We also acknowledge that you have another top priority which is the continuous improvement of the quality of services to the constituents of Sauk Valley Community College.

Since the current faculty contract language allows you the right to approve or deny an individual sabbatical, we urge you to reconsider your decision to make a standing policy addressing guidelines for granting a sabbatical. We believe this policy violates the spirit and intent of the faculty contract. Withholding a sabbatical may demoralize the faculty and jeopardize the achievement of improved quality in the long run. In the last two years, due to budget constraints, the faculty have already had their development funds taken away and/or constrained to limited use for assessment purposes. Sabbatical leave is a gesture of good faith and good will. We would hope that you would have a strong desire to support and promote a faculty that have upheld the caring and quality at our institution.

With concern,

Mary Lou Kidder

Mary Lou Kidder
Sauk Valley Community College
Faculty Association President

Sauk Valley Community College
Board of Trustees
May 19, 2003

<u>Summary of Bills Payable</u>	<u>Amount</u>
General Operating Funds	\$ 262,912.43
Restricted Fund	\$ 128,271.21
TOTAL	<u>\$ 391,183.64</u>

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY *Blodgett*

PRESIDENT
Dorothy J. Duga

SECRETARY
DATE 5/19/03

REPORT SVRCHKR
FISCAL YEAR 2003

Sauk Valley Community College
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Highland Community College	01		Tuition Billed to Employer	Refund for Eric Bausman -Military	162.00
Northwest Illinois -WIP	01		JTPA Whiteside	Overpayment Spring 03	1,709.75
Southern Illinois University	01		JTPA Whiteside	Exam fee Spring 03	200.00
Consolidated Management Co	01		Foundation Expense	April Foundation Meeting Breakfast	115.00
Scholastic Book Club	01		Foundation Expense	#20 Click Clack Moo Book & Video	22.35
State Universities Retirement	01		SURS Payable		28,733.25
Select Employees Credit Union	01		Credit Union Payable		11,312.24
SVCC Faculty Association	01		Faculty Association Payable		1,272.13
Minnesota Child Support Paymen	01		Wage Garnishment Payable	GARNISHMENT	302.40
United States Treasury	01		Wage Garnishment Payable	GARNISHMENT	8.38
United States Treasury	01		Wage Garnishment Payable	GARNISHMENT-	250.00
Community Health Charities of	01		United Way Payable	ACCRUED W/H - Community Health Charities	19.00
United Way of Dixon	01		United Way Payable		42.25
United Way of Sterling-Rock Fa	01		United Way Payable		42.00
Trademark Insurance	01		Optional Life Insurance		505.51
Illinois Mutual	01		Optional Disability Insurance		3.89
SVCC Foundation	01		Foundation Payable		85.50
American Express Financial Adv	01		American Express		245.00
Equitable Life Assurance	01		Equitable		132.00
Federal Life Insurance Company	01		Federal Life		20.00
Franklin Financial Services Co	01		Franklin Life		477.50
New York Life Insurance & Annu	01		New York Life	ACCRUED ANNUITIES-New York Life	300.00
Fidelity Investments	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	60.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00

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Bennett, Ashley A.	01		Accounts Payable	St Supp Award	653.25
Blackford, Troy A.	01		Accounts Payable	MRS	500.00
Blythe, Corrine M.	01		Accounts Payable	St Support Award	653.25
Brackemeyer, Julie A.	01		Accounts Payable	Athl Waiver	864.00
Bush, Tisha J.	01		Accounts Payable	Online Refund	10.00
Coffman, Jaclyn J.	01		Accounts Payable	Fndtn	50.00
Coffman, Jaclyn J.	01		Accounts Payable	St Support Award	653.25
Coleman, Savannah M.	01		Accounts Payable	St Support Award	653.25
Crane, Jeanne E.	01		Accounts Payable	Online Refund	24.00
Davis, Anthony T.	01		Accounts Payable	COMC --Pd twice	25.00
Deets, Lindsey	01		Accounts Payable	Online Refund	70.00
Devine, Kimberly	01		Accounts Payable	Online Refund	150.00
Doeden, Doris A.	01		Accounts Payable	Online Refund	10.00
Endress, Philip T.	01		Accounts Payable	MRS	500.00
Fink, Lori E.	01		Accounts Payable	EOG-Fall	50.00
Frerichs, Bob L.	01		Accounts Payable	St Support Award	653.25
Gray, Eric L.	01		Accounts Payable	Grad Fee -pd twice	25.00
Hartman, Douglas J.	01		Accounts Payable	St Support Award	653.25
Hibbard, Timothy S.	01		Accounts Payable	Refund-Fin Assistance Only	1,273.61
Hicks, Amy S.	01		Accounts Payable	St Support Award	653.25
Hicks, Kacie L.	01		Accounts Payable	St Support Award	653.25
Hinrichs, Jodi S	01		Accounts Payable	Online Refund	180.00
Hughes, Rhonda K.	01		Accounts Payable	St Support Award	282.20
Imel, Tom A.	01		Accounts Payable	Athl Waiver	756.00
Johnson, Wynn L.	01		Accounts Payable	St Support Award	653.25

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Kalyan, Manreet S.	01		Accounts Payable	St Support Award	100.00
Leuchtenberg, Holly C.	01		Accounts Payable	MRS	500.00
Lozano, Julie A.	01		Accounts Payable	St Support Award	653.25
Malmberg, Juliet M.	01		Accounts Payable	St Support Award	100.00
Martinez, Shirley A.	01		Accounts Payable	St Support Award	282.20
Maupin, Gayle A.	01		Accounts Payable	St Support Award	282.20
Melchi, Stephanie A.	01		Accounts Payable	MRS	500.00
Mills, Michael C.	01		Accounts Payable	Online Refund	180.00
Modglin, Zachary J.	01		Accounts Payable	Athletic Waiver	702.00
Mount, Mathew E.	01		Accounts Payable	St Support Award	100.00
Payne, Angela M.	01		Accounts Payable	Stafford Ln	1,273.61
Payne, Tomya M.	01		Accounts Payable	Stafford Ln	1,486.04
Payne, Tomya M.	01		Accounts Payable	Stafford Ln	1,485.07
Schell, Wesley J.	01		Accounts Payable	St Support Award	450.00
Scherer, Jason L.	01		Accounts Payable	Online Refund	45.20
Shannon, Joshua T.	01		Accounts Payable	Athletic Waiver	864.00
Shuman, Heather S.	01		Accounts Payable	SEOG	250.00
Shuman, Kathryn	01		Accounts Payable	Online Refund	195.00
Stiefel, Jennifer L.	01		Accounts Payable	Stafford Ln	1,272.64
Stiefel, Jennifer L.	01		Accounts Payable	Stafford Ln	1,273.61
Stoller, Joanna R.	01		Accounts Payable	MRS Bal	386.94
Stouffer, Sarah E.	01		Accounts Payable	MRS Bal	500.00
Van Zuiden, Justin R.	01		Accounts Payable	MRS Bal	237.30
VenHuizen, Ryan D.	01		Accounts Payable	MRS Bal	37.50
Volz, Garrett T.	01		Accounts Payable	Online Refund	180.00

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Wegmeyer, Jeffrey D.	01		Accounts Payable	MRS Bal	70.51
Wermers, Jeffrey R.	01		Accounts Payable	MAP	630.00
Wise, Kristin	01		Accounts Payable	St Support Award	282.20
Bonnell Industries	01		PELL EOG BT	Refund-CCS Classes Spring 03	300.00
Consolidated Management Co	01		Cafeteria payable	April Punch-A-Lunch Sales	840.00
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	Wallace's Bankruptcy	400.00
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services March 2003	1,150.50
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Legal Publications for 2002-2003 fiscal year	50.70
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Lunch 10 SVCC Board	64.50
Illinois Community College Tru	01	Board of Trustees	Conference/Meeting Expense	ICCTA Seminar 11/9/01 R Thompson	75.00
Thompson, Robert J.	01	Board of Trustees	Conference/Meeting Expense	ICCTA Conf 4/29/03	315.86
Greater Sterling Development C	01	President	Conference/Meeting Expense	Annual Luncheon 5/14/03-L White	15.00
Rotary Club of Sterling	01	President	Conference/Meeting Expense	Rotary	72.00
US Bank	01	President	Conference/Meeting Expense	Conference-Higher Learning	1,052.70
Rotary Club of Sterling	01	President	Other Conference & Meeting	BBQ Tickets 6/9/03	50.00
Swartleys Florist	01	President	Other Conference & Meeting	Flowers-Terry Cox Mother	39.95
Echo	01	College Relations	Publications and Dues	1 Year Subscription	25.00
Carroll County Review	01	College Relations	Advertising	Spring Play-Advertisement	60.00
Insight Media Advertising	01	College Relations	Advertising	March Advertising	200.00
Mt. Carroll Mirro-Democrat	01	College Relations	Advertising	Spring Play	100.00
Ogle County Newspapers	01	College Relations	Advertising	Spring Play	75.00
WLLT	01	College Relations	Advertising	Spring Play & Early Registration	570.00
Withers Broadcasting	01	College Relations	Advertising	April Advertising	750.67
Xerox Corporation	01	Printshop	Maintenance Services	DC 555 Copier-Lease Payment-Principal	170.00
Xerox Corporation	01	Printshop	Maintenance Services	DC 2240 Lease Payment-Principal	53.00

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Xerox Corporation	01	Printshop	Maintenance Services	5818 Leasing Charge	50.33
ABDICK Multographics	01	Printshop	Purchases for Resale	9" Plates 83-4-106874	719.92
Bandall	01	Printshop	Purchases for Resale	8-1/2x11 20# Hammermill Tedal White MP	1,153.80
Bandall	01	Printshop	Purchases for Resale	8-1/2x11 Brite Hue Ultra Orange Semi-Velum 60# tx	364.38
Xerox Corporation	01	Printshop	Purchases for Resale	April Charges	2,043.36
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 555 Copier-Lease Payment-Principal	397.60
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 2240 Lease Payment-Principal	198.88
Xerox Corporation	01	Printshop	Interest	DC 555 Copier-Lease Payment-Principal	235.67
Xerox Corporation	01	Printshop	Interest	DC 2240 Lease Payment-Principal	145.42
Xerox Corporation	01	Printshop	Lease Installment Payments	5818 Leasing Charge	49.83
SBM Business Equipment Center	01	Information Center	Maintenance Services	Minimum & Additional Copy Count Charges	34.82
Lundgren's Inc	01	Information Center	Office Supplies	Printing & Developing-Theater/Service Awards 2003	53.35
SBM Business Equipment Center	01	Information Center	Office Supplies	FO-15CR Sharp Imaging Film Roll	30.99
CMS Communications	01	Information Center	Other Supplies	Audio Amp for Linda Little's Phone	40.00
Gallatin River Communications	01	Information Center	Other Supplies	Pay Phones Installed	244.79
SBM Business Equipment Center	01	Grant, Planning, & Research	Office Supplies	PIL 11201 Blue Pen	3.80
CRD Region V	01	Grant, Planning, & Research	Conference/Meeting Expense	Conference 6/11/03 L Little	175.00
Menards	01	VP-Instructional Services	Office Supplies	Ladders, Ballfield Electrical & Maint. Supplies	250.18
SBM Business Equipment Center	01	VP-Instructional Services	Office Supplies	7-MMM-810P10K Magic Tape Multipack	61.52
Rock Falls Rotary Club	01	VP-Instructional Services	Publications and Dues	April/June Dues	35.00
Hecht, Deborah J.	01	VP-Instructional Services	Conference/Meeting Expense	Travel AACC & NCA Conference	598.59
Hecht, Deborah J.	01	VP-Instructional Services	Conference/Meeting Expense	Travel- Regional P-20 Conference Naperville	69.40
Holiday Inn	01	VP-Instructional Services	Conference/Meeting Expense	Room Rental ISC Retreat 3/26/03	112.92
Nunez, Steve C.	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement Spring 03	30.00
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance FY 03	55.42

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CDW	01	Other Instructional	Computer Software	287652 Adobe Academic TLPE Acrobat V5.0 Win	1,080.00
Unique Computer	01	Other Instructional	Computer Software	Netware 6 License for 100 Users	1,290.00
Unique Computer	01	Other Instructional	Computer Software	ARC Backup V9 For Netware	495.00
Heitmann, Mary T.	01	Other Instructional	Conference/Meeting Expense	Travel 4/10/03 Joliet	36.00
Hill, Judith L.	01	Other Instructional	Conference/Meeting Expense	Travel-Chicago 4/23/03	490.65
NISOD	01	Other Instructional	Conference/Meeting Expense	Conference Fee -C Klein	395.00
Shaff, Steven J.	01	Other Instructional	Conference/Meeting Expense	Travel-San Antonio NCTM Conference	528.31
Wittman, Valarie	01	Other Instructional	Conference/Meeting Expense	Travel McHenry CCC-Conference 3/7 & 14/03	64.80
Foust, Emily J.	01	Art	Consultants	Art 213 & 214 4/16/03	30.00
Foust, Emily J.	01	Art	Consultants	Art 213 & 214 4/23/03	30.00
Gaspar, Charles	01	Art	Consultants	ART 213 & 214 4/28/03	37.50
Gaspar, Charles	01	Art	Consultants	ART 213 & 214 4/30/02	37.50
Strange, Jennifer N.	01	Art	Consultants	Art 213 & 214 4/22/03	35.00
Strange, Jennifer N.	01	Art	Consultants	ART 213 5/6/03	37.50
Crescent Electric Supply Co	01	Art	Instructional Supplies	Tube Guards w/End Caps for Flourescent Lamps in //	144.00
NILRC	01	English	Consultants	Enrollment Fees -Spring 2003	672.00
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Towel Service	136.44
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Towel Service	136.44
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Towel Service	136.44
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Towel Service	120.12
Consolidated Management Co	01	Fitness Center	Instructional Supplies	Wellness Club Gift Cards 12@\$4	48.00
NILRC	01	History	Consultants	Enrollment Fees -Spring 2003	320.45
White, Linley V.	01	Dean of Business, Tech & Natural	Instructional Supplies	Replacement check for Supplies 12/20/01	19.83
Rock Falls Rotary Club	01	Dean of Business, Tech & Natural	Publications and Dues	April/June 03 Dues	107.00
White, Linley V.	01	Dean of Business, Tech & Natural	Publications and Dues	Rotary Dues 7/02-12/02	214.00

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Greater Sterling Development C	01	Dean of Business, Tech & Natural	Conference/Meeting Expense	Annual Luncheon 5/14/03-L White	15.00
White, Linley V.	01	Dean of Business, Tech & Natural	Conference/Meeting Expense	Travel thru 5/2/03 Dixon, Peru & Elgin	129.14
Lawrence, Marcy S.	01	Dean of Business, Tech & Natural	Other Conference & Meeting	Traverl-Lyndon Progress Center	86.40
Microsoft Corporation	01	Computer Information Systems	Publications and Dues	MSDNAA Full Membership	799.00
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Monthly Service Contract Sharp AR201 Copier	26.16
Radio Shack	01	Electronics	Instructional Supplies	Digital Multimeter 22-809	23.97
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	20.40
Sileven, Larry L.	01	HVAC	Instructional Supplies	HVAC Supplies	154.19
Penn Tool Co	01	Mechanical Design	Instructional Supplies	Mitutoyo Digital Pocket Mini Micrometer #700-118	300.21
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies (see Attached List)	77.25
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies (see Attached List)	42.85
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies (see Attached List)	107.59
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies (see Attached List)	51.37
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies (see Attached List)	44.60
Farley's Appliance	01	Chemistry	Instructional Supplies	Dishwasher	499.00
Shaff, Steven J.	01	Mathematics	Instructional Supplies	Algebra Tile Kits	24.00
Ace Hardware	01	Physics	Instructional Supplies	Machine Tool Supplies	38.58
Pasco Scientific	01	Physics	Instructional Supplies	Hooke's Law Spring Set SE-8749	488.00
KSB Hospital	01	Health Occupational	Instructional Supplies	Supplies for First Aid Classes DCC	53.75
KSB Hospital	01	Health Occupational	Instructional Supplies	Heartsaver CPR Cards for BPS 040 at DDC	27.50
SBM Business Equipment Center	01	Director of Health Careers Ed	Maintenance Services	Maintenance Agreement for AR-164 Copier	37.39
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. 2002-03	233.22
First HealthCare Products	01	Associate Degree Nursing	Instructional Supplies	1-1/2" Titan Ringbinder Charts-Navy Blue #50360RS	142.10
FITNE	01	Associate Degree Nursing	Computer Software	Site License (to 10 users) for Sterile Technique	395.00
Heitmann, Mary T.	01	Associate Degree Nursing	Conference/Meeting Expense	Travel-UIC 4/14/03 Rockford	36.00

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CGH Medical Center	01	Licensed Practical Nursing	Instructional Supplies	Linen Service for March 2003	63.00
Flambeau	01	Licensed Practical Nursing	Instructional Supplies	Tool Brute 20 w/Lift Out Tray #19800-2 Gray/No Log	291.14
Mueller Audio Visual	01	Licensed Practical Nursing	Instructional Supplies	Panasonic PV-L352 VHS-C Palmcorder	329.00
Diagnostic Imaging Inc	01	Radiologic Technology	Maintenance Services	Monthly Maintenance Fee FY 2002-2003	16.51
Diagnostic Imaging Inc	01	Radiologic Technology	Instructional Supplies	Overpayment (tax)	-17.61
Diagnostic Imaging Inc	01	Radiologic Technology	Instructional Supplies	Monthly Maintenance Fee FY 2002-2003	48.49
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Clinical Site Visits	227.16
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Clinical Site Travel thru 4/24/03	450.00
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Travvel-REM Meeting 4/25/03	63.76
Highsmith Inc	01	Learning Resource Center	Library Supplies	Luxor Book Truck W41-36787G	210.87
Library Corporation	01	Learning Resource Center	Computer Software	Books	995.00
Library Corporation	01	Learning Resource Center	Computer Software	Books	57.00
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Books	38.88
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Books	38.88
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	47.52
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	270.73
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	13.16
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books fro Library	10.80
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	20.20
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books fro Library	16.58
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books fro Library	28.90
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	46.75
CEPR-UO	01	Learning Resource Center	Books and Binding Costs	CD-ROM-Understanding University Success	21.95
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	198.52
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	198.33

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Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	29.36
Superintendent of Documents	01	Learning Resource Center	Books and Binding Costs		51.00
US Bank	01	Learning Resource Center	Books and Binding Costs	Books	965.91
West Group	01	Learning Resource Center	Books and Binding Costs	Books	1,029.50
West Group	01	Learning Resource Center	Books and Binding Costs	Books	98.50
H. W. Wilson Company	01	Learning Resource Center	Other Materials and Supplies	Books	2,762.00
H. W. Wilson Company	01	Learning Resource Center	Other Materials and Supplies	Books	430.00
Highsmith Inc	01	Learning Resource Center	Other Materials and Supplies	Book Savers & CD Protection Kits	235.50
NILRC	01	Learning Resource Center	Conference/Meeting Expense	Retreat-Allerton 4/1-2/03	100.00
Unique Computer	01	Academic Computing	Instructional Supplies	ZIP Drive	129.00
Unique Computer	01	Academic Computing	Instructional Supplies	Floppy Drive	230.00
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materi	3109-4613170 Tripod	490.00
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materi	Overhead Projector Repair	46.00
Enterprise Group	01	Administrative Computing	Office Supplies	081109 8-1/2x11 1 ply 15# 1/2" Green Bar 3500/ctn	482.51
Global Computer Supplies	01	Administrative Computing	Office Supplies	C40288 Verbatim 16x80 Min CD-R, 100 PAC Spindle	54.00
Toner Tech Plus	01	Administrative Computing	Office Supplies	Toner Refurbishing	1,116.10
Toner Tech Plus	01	Administrative Computing	Office Supplies	Refurb HP 4100 (5)	424.75
Unique Computer	01	Administrative Computing	Office Supplies	HP Cartridges	166.00
Unique Computer	01	Administrative Computing	Office Supplies	HP LJ4100 Toner	258.00
Unique Computer	01	Administrative Computing	Office Supplies	Epson Cartridges	96.00
Unique Computer	01	Administrative Computing	Office Supplies	Data Cartridges	1,100.00
Unique Computer	01	Administrative Computing	Office Supplies	3 KVM Cable Kits	87.00
Interone, Alice	01	Administrative Computing	Publications and Dues	Books	26.55
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Phi Theta Kappa Ceremony -Springfield 4/15/03	437.20
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel-President's Meeting 4/29/03	100.20

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Kerber, Joan E.	01	Other Student Services	Conference/Meeting Expense	Travel IAI Meeting 4/23/03	4.85
Economy Trophy Co	01	Commencement	Other Supplies	Brass Plaque	51.00
Josten's Inc	01	Commencement	Other Supplies	Black Diploma Covers	537.19
Vernon Company	01	Student Recruitment	Other Supplies	Black Ink Clic Stick Pens	953.31
Vernon Company	01	Student Recruitment	Other Supplies	500 16 oz Cups	288.27
Quill Corporation	01	Admissions, Records & Placement	Office Supplies	Manila File Folders	78.85
Clodfelter, Pamela J.	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel-Kirkwood Visit 5/2/03	118.75
Brown, John W.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-Deerfield 4/25/03	95.60
NAFSA	01	Counseling	Publications and Dues	International Student Advisor's Manual	275.00
Community College Business Off	01	VP- Administrative Services	Publications and Dues	Membership Dues FY 03	250.00
Illinos Community College Chie	01	VP- Administrative Services	Conference/Meeting Expense	Conference Fee 5/15/03	150.00
Weight Watchers	01	Education Fund	Resident Tuition	Summer 03	160.20
Weight Watchers	01	Education Fund	Course Fees	Summer 03	118.50
Federal Express Corp	01	Other Institutional	Postage	Federal Express Charges	138.10
US Postmaster	01	Other Institutional	Postage	Refill-Bulk Mail Grades Spring 03	1,000.00
US Postmaster	01	Other Institutional	Postage	Refil Permit 243	600.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,500.00
Advance News Magazines	01	Other Institutional	Recruitment	Dean of Health & Physical Education	1,000.00
Chronicle of Higher Education	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	1,725.00
Kleeman, Linda	01	Other Institutional	Recruitment	Reimbursement for Expenses of Interview 4/2/03-	252.05
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	131.32
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	57.26
SBM Business Equipment Center	01	Business Office	Maintenance Services	Maintenance Copier Charges FY 03	32.32
Qwest Dex The Directory Source	01	Business Office	Other Materials and Supplies	Area Code Book	7.58
Illinos Community College Chie	01	Business Office	Conference/Meeting Expense	Conference Fee 5/15/03	150.00

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Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	April Winner/Birthday	134.25
Graphic Electronics	01	Personnel Office	Other Conference & Meeting	Retirement Plaques for 2003	213.50
Nunez, Steve C.	01	Phi Theta Kappa	Office Supplies	Replacement Check 10/11/00	112.60
Arndt, Julie	010110	Corp Serv Professional Developme	Consultants	Lead trainer-Rayovac	2,250.00
Honold, Donna	010110	Corp Serv Professional Developme	Consultants	Rayovac Training May 03	5,125.00
Kavanaugh, Patrick	010110	Corp Serv Professional Developme	Consultants	Trainer CGH Staff 4/24/03	360.00
O'Leary, Sheila	010110	Corp Serv Professional Developme	Consultants	Loparex training 3/20 & 4/24/03	255.00
Gericke, Thomas H.	010110	Corp Serv Professional Developme	Instructional Supplies	Supplies for Rayovac	26.42
Honold, Donna	010110	Corp Serv Professional Developme	Conference/Meeting Expense	Hotel Expense-Raynor & Rayovc	55.50
Paper Direct Inc	010110	Corporate Services Admin.	Office Supplies	CT1091 Blue Certificates	211.85
Paper Direct Inc	010110	Corporate Services Admin.	Office Supplies	CT1120 Gold Certificates	19.99
SBM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Open PO Contract for Copier 7/1/02-6/30/03	109.54
Gericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-Area Sites thru 4/29/03	68.76
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Conference/Meeting Expense	Area Travels thru 4/25/03	398.00
Greater Rochelle Economic	010110	Corporate Services Admin.	Conference/Meeting Expense	Registration for 5/9/03 CREDO function	35.00
Greater Sterling Development C	010110	Corporate Services Admin.	Conference/Meeting Expense	Annual Luncheon 5/14/03-L White	15.00
Nelson, Dewaine	010120	Leisure	Consultants	CCS Class Spring 03	180.00
Dixon YMCA	010120	Senior Programs	Consultants	Cardio Mix 50 Feb - April 03	140.00
Quill Corporation	010120	Community Service Administration	Office Supplies	Color Copy Paper	218.40
SBM Business Equipment Center	010120	Community Service Administration	Office Supplies	Open PO Contract for Copier 7/1/02-6/30/03	109.54
Consolidated Management Co	010120	Concert/ Lecture Series	Conference/Meeting Expense	Refreshments for Red Hats	124.00
Daehler, Deborah	010120	Computers	Consultants	Replacement of Lost Check 49971	135.00
Shetler, Sandra K	010120	Computers	Consultants	CCS-Beginning Web Page Spring 03	270.00
Consolidated Management Co	010120	Computers	Conference/Meeting Expense	Lunch for Computer Class	43.08
Kooi, Audrey	010120	Health & Personal Development	Consultants	Morrison Fitness Session III	306.00

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Soderholm, Eric	010120	Health & Personal Development	Consultants	CCS-Debt Free Living 3/25/03	175.00
Unique Computer	010120	Polygraph Institute	Instructional Supplies	Printer Carriage	15.90
Scenic Stage Line, Inc	010130	Tours & Events	Conference/Meeting Expense	Bus for Galena Trip 4/12/03	477.00
Weight Watchers	02	Operations & Maintenance	Resident Tuition	Summer 03	19.80
Grand Lodge of Illinois	02	Operations & Maintenance	Facilities Revenue	Refund Rental Fees	165.00
ECOLAB	02	Maintenance	Maintenance Services	Monthly Exterminator Charges	186.50
Lazer's Machine & Welding	02	Maintenance	Maintenance Services	Repair Boiler Diffuser	177.50
ONDEO Nalco Company	02	Maintenance	Maintenance Services	Quarterly Payments for Annual Contract	3,750.00
PDC Laboratories, Inc	02	Maintenance	Maintenance Services	Water Test	93.50
Youngren's Refrigeration Inc	02	Maintenance	Maintenance Services	Repair Ice Machine	304.50
C-B Kramer Sales & Service	02	Maintenance	Maintenance Supplies	Gasket	40.71
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 03 -Open Purchase Order	224.94
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 03 -Open Purchase Order	438.40
Grummerts Do It Best Hardware	02	Maintenance	Maintenance Supplies	Rope-Ballfield Parking	197.42
H F Wilson	02	Maintenance	Maintenance Supplies	Lamps	672.75
Interstate Batteries	02	Maintenance	Maintenance Supplies	Battery	101.95
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies Ballfield	101.71
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	34.99
Menards	02	Maintenance	Maintenance Supplies	Wire-Ballfield Electrical	24.98
Menards	02	Maintenance	Maintenance Supplies	Ladders, Ballfield Electrical & Maint. Supplies	393.09
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	35.25
Menards	02	Maintenance	Maintenance Supplies	Batteries, Table Legs	17.64
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	40.84
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	18.14
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	28.06

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Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	42.88
ONDEO Nalco Company	02	Maintenance	Maintenance Supplies	Chiller Chemicals	1,194.80
ONDEO Nalco Company	02	Maintenance	Maintenance Supplies	Chemicals	686.20
Professional Power Products, I	02	Maintenance	Maintenance Supplies	#125810-000 Water Heater Jacket	380.31
Schmall, Rex G.	02	Maintenance	Maintenance Supplies	Rental-Trencher	45.00
Sexauer Inc	02	Maintenance	Maintenance Supplies	Plumbing Parts	50.61
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Paint	141.68
USA Bluebook	02	Maintenance	Maintenance Supplies	#30905-1 Pack Joint 1:	76.80
USA Bluebook	02	Maintenance	Maintenance Supplies	Maintenance Parts	63.24
USA Bluebook	02	Maintenance	Maintenance Supplies	Corp Stop	389.61
Paxton, Carl M.	02	Maintenance	Conference/Meeting Expense	Travel-Utica 4/10/03 Nalco Cooling Tower Seminar	69.58
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	107.89
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	107.89
Ace Hardware	02	Custodial	Maintenance Supplies	Motor Oil, Propane	22.84
McMaster Carr Supply Company	02	Custodial	Maintenance Supplies	Fragrance Catridges	53.44
Menards	02	Custodial	Maintenance Supplies	Custodial Supplies	92.50
Diamond Petroleum Systems	02	Grounds	Maintenance Services	Repair Gas Pump	144.00
Dixon Tire Center	02	Grounds	Maintenance Services	Repair Tire	12.00
Sterling Ford-Lincoln-Mercury	02	Grounds	Maintenance Services	Oil Change Ford Pickup	24.49
Mike's Repair Service	02	Grounds	Maintenance Supplies	Arbor Shaft & BE	43.68
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Supplies	Mower Parts	89.00
Grainger	02	Grounds	Vehicle Supplies	Towels-Van Cleanup	37.89
CenterPoint Energy Marketing,	02	Utilities	Gas	Monthly Service	4,923.20
Nicor Gas	02	Utilities	Gas	Monthly Charges	17.52
Nicor Gas	02	Utilities	Gas	Monthly Charges 3/25-4/24/03	157.11

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Nicor Gas	02	Utilities	Gas	Monthly Charges 3/25-4/24/03	350.72
Nicor Gas	02	Utilities	Gas	Monthly Charges	124.42
Nicor Gas	02	Utilities	Gas	Monthly Charges	121.54
Quill Corporation	02	Utilities	Gas	Lamination Sheets, Fax Paper, & Labels	76.96
Commonwealth Edison	02	Utilities	Electricity	Electric Bill	19.12
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	64.41
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	36.03
AT & T	02	Utilities	Telephone	Monthly Telephone Charges	2,533.50
AT & T	02	Utilities	Telephone	Monthly Telephone Charge	22.39
Cox, Terry J.	02	Utilities	Telephone	Phone Cards for Recruiting/Scheduling	92.83
Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Charge	3,064.32
Illinois Century Network (ICN)	02	Utilities	Telephone	ICN Line Charges 7/1/02-2/31/03	10,512.00
Verizon Wireless	02	Utilities	Telephone	Cell Phone-Dr. Behrendt	42.84
Rock Valley Disposal	02	Utilities	Refuse Disposal	Monthly Trash Removal	399.00
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	444.33
Menards	02	Building and Grounds Administrat	Other Materials and Supplies	Microwave-Student Use-Cafeteria	69.99
Wellington Enviromental	03	Operations & Maintenance- Restri	Building Remodeling	Asbestos inspection for Waterworks Project	810.00
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Water Work Project Billing 1	5,628.75
Norquip, Inc	03	ICCB Deferred Maintenance Grant	Maintenance Services	2" Cla-Val Model 90-01 AS Pressure Reducing Valve	841.00
RUUD Lighting	03	ICCB Deferred Maintenance Grant	Maintenance Services	Roadway Fixture Lights	2,820.00
United Electric	03	ICCB Deferred Maintenance Grant	Maintenance Services	Labor/Material-Install five quazite junction boxes	3,250.00
Burnidge Cassell Associates, I	03	ICCB ADA Access Grant	Building Remodeling	Services for ADA Accessibility project	7,860.16
Heartland Bank & Trust Company	04	Bond & Interest Fund	Interest	Interest on General Obligation Bonds	33,137.50
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies thru 4/16/03	27.37
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies thru 4/28/03	88.56

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Drane, Paula E.	050500	Child Care Center	Other Supplies	Chikd Care Supplies 5/5/03	144.56
Downtown Sports	050600	Peer Recruitment	Other Supplies	Student Ambassador T with Logo	31.85
Damhoff, Lindsay A.	050600	Men's Basketball	Other Contractual Services	Filming Open gym 4/29/03	10.00
Poston, Jamie L.	050600	Men's Basketball	Other Contractual Services	Travel-Airport	30.00
Scenic Stage Line, Inc	050600	Men's Basketball	Other Contractual Services	Charter Bus-Poplar Bluff, MO 3/10/03	2,160.20
Messing & Becker	050600	Men's Basketball	Instructional Supplies	Athletic Tape	48.00
Bank One	050600	Men's Basketball	Other Conference & Meeting	Rooms-Poplar Bluff, Mo-Basketball	395.12
Millikin University	050600	Cross Country	Other Conference & Meeting	Replacement Check 40075	90.00
Holthaus, Ann K.	050600	Golf	Other Contractual Services	Women's Softball 4/24/03	15.00
Lancaster, Kyle A	050600	Golf	Other Contractual Services	Women's Softball 4/24/03	15.00
Lund, Sarah E.	050600	Golf	Other Contractual Services	Women's Softball 4/24/03	15.00
Achushnet Company(DO NOT USE)	050600	Golf	Instructional Supplies	Pair Foot-Joy Contour Series #54058 Size 12M Shoes	82.00
Sterling Park District	050600	Golf	Other Conference & Meeting	Sauk Conference Golf Meet 4/21/03	350.00
Gilmore, Todd	050600	Men's Baseball	Other Contractual Services	Umpire Men's Baseball 4/21/03	100.00
Gilmore, Todd	050600	Men's Baseball	Other Contractual Services	Umpire Men's Baseball 4/18 & 19/03	200.00
Gilmore, Todd	050600	Men's Baseball	Other Contractual Services	Umpire 4/24/03	100.00
Gilmore, Todd	050600	Men's Baseball	Other Contractual Services	Umpire 4/23/03	100.00
Miller, Forrest	050600	Men's Baseball	Other Contractual Services	Umpire Men's Baseball 4/21/03	100.00
Miller, Forrest	050600	Men's Baseball	Other Contractual Services	Umpire 4/24/03	100.00
Miller, Forrest	050600	Men's Baseball	Other Contractual Services	Umpire 4/23/03	100.00
Consolidated Management Co	050600	Men's Baseball	Other Conference & Meeting	Sack Lunches for Baseball Team 4/16/03	110.00
Consolidated Management Co	050600	Men's Baseball	Other Conference & Meeting	20 Basball Sack Lunches	100.00
Consolidated Management Co	050600	Men's Baseball	Other Conference & Meeting	20 Baseball Sack Lunches	100.00
Jackson, William J.	050600	Men's Baseball	Other Conference & Meeting	Travel-District Tournament thru 5/3/03	1,010.63
Chattic, A C.	050600	Men's Tennis	Instructional Supplies	Supplies	55.84

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Chattic, A C.	050600	Men's Tennis	Other Conference & Meeting	Travel -Tennis Match 4/12,14,18/03	229.79
Chattic, A C.	050600	Men's Tennis	Rental- Facilities	Rental	538.75
Messing & Becker	050600	Women's Basketball	Instructional Supplies	Duffle Bags	64.00
Poston, Jamie L.	050600	Women's Tennis	Other Contractual Services	Travel-Airport	50.00
Brazos Valley Sports Foundatio	050600	Women's Tennis	Other Conference & Meeting	Entry Fee & Banquet	345.00
Hilton College Station	050600	Women's Tennis	Other Conference & Meeting	Lodging Spring 03 Championship	1,202.32
Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Meals for Spring 03 Championship	1,008.00
Cross, Mike	050600	Women's Softball	Other Contractual Services	Umpire 4/26/03	70.00
Holthaus, Ann K.	050600	Women's Softball	Other Contractual Services	Women's Softball 4/27/03	15.00
Holthaus, Ann K.	050600	Women's Softball	Other Contractual Services	Women's Softball 4/26/03	15.00
Knoup, John	050600	Women's Softball	Other Contractual Services	Umpire Game 4/26/03	70.00
Knoup, John	050600	Women's Softball	Other Contractual Services	Umpire 4/27/03	70.00
Lamps, Gary	050600	Women's Softball	Other Contractual Services	Umpire Softball 4/23/03	70.00
Lancaster, Kyle A	050600	Women's Softball	Other Contractual Services	Women's Softball 4/27/03	15.00
Lancaster, Kyle A	050600	Women's Softball	Other Contractual Services	Women's Softball 4/27/03	15.00
Lund, Sarah E.	050600	Women's Softball	Other Contractual Services	Women's Softball 4/27/03	15.00
Lund, Sarah E.	050600	Women's Softball	Other Contractual Services	Women's Softball 4/26/03	15.00
Powell, Darwin	050600	Women's Softball	Other Contractual Services	Umpire 4/27/03	70.00
Messing & Becker	050600	Women's Softball	Instructional Supplies	Baseball Scorebook	85.99
Highland Community College	050600	Women's Softbal	Other Conference & Meeting	Entry fee 4/12/03	80.00
Leseman, Jolene K.	050600	Women's Softball	Other Conference & Meeting	Travel-Women's Softball 4/19 & 4/22/03	225.00
Leseman, Jolene K.	050600	Women's Softball	Other Conference & Meeting	Travel-Softball thru 4/29/03	234.00
MacLennan, Janie S.	050600	Women's Volleyball	Other Contractual Services	Replacement Check 40671	15.00
Damhoff, Lindsay A.	050600	General Athletics	Other Contractual Services	Intramurel Basketball Games (6)	60.00
Johnson, Stacie	050600	General Athletics	Other Materials and Supplies	Replacement Check 44012	80.00

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Damhoff, Russ K.	050600	General Athletics	Other Conference & Meeting	Travel-thru 4/29/03	248.75
Best Western	050600	Student Activities	Other Contractual Services	Room Charges-Kramer Ent.	54.39
Best Western	050600	Student Activities	Other Contractual Services	Room Charge-Alex Reymundo	54.39
Isaacson, Micah J.	050600	Student Activities	Other Contractual Services	Tech Work for Alex Reymindo 4/11/03	75.00
Menards	050600	Student Activities	Office Supplies	Breaker Box-Alex Reymundo Show	138.51
Adcraft Printwear Co.	050600	Student Activities	Other Materials and Supplies	Printed, Lofteez	325.00
Consolidated Management Co	050600	Student Activities	Other Materials and Supplies	Student Lunch Cards	46.10
Kidder Music	050600	Student Activities	Other Materials and Supplies	Conquest Direct Box	113.70
Quill Corporation	050600	Student Activities	Other Materials and Supplies	037-78036 Framed United We Stand	64.99
Anderson's	050600	Student Activities	Conference/Meeting Expense	Invitations for Banquet	158.20
Consolidated Management Co	050600	Student Activities	Conference/Meeting Expense	Snacks/Drunk Driving Sim.	29.35
Consolidated Management Co	050600	Student Activities	Conference/Meeting Expense	Election Incentives	89.10
Derby, Dustin C.	050600	Student Activities	Conference/Meeting Expense	Ambassador Leadership Incentive	80.48
Finishing Touch	050600	Student Activities	Conference/Meeting Expense	Leadership Awards Banquet-Table Center Pieces	56.00
Illinois Community College Stu	050600	Student Activities	Conference/Meeting Expense	Retreat 5/19/03	75.00
Cahill, Bill J.	050600	Student Activities	Other Conference & Meeting	Music 5/1/03	25.00
Dagner, Kevin W.	050600	Student Activities	Other Conference & Meeting	Music Award 5/1/03	25.00
Dempsey, Mark T.	050600	Student Activities	Other Conference & Meeting	Music 5/1/03	25.00
Inks, William D.	050600	Student Activities	Other Conference & Meeting	Music 5/1/03	25.00
Mekeel, Ashley M.	050600	Student Activities	Other Conference & Meeting	Music-May 1, 2003	25.00
Smith, Alison B.	050600	Student Activities	Other Conference & Meeting	Music 5/1/03	25.00
Whitlock, Ashleigh J.	050600	Student Activities	Other Conference & Meeting	Music 5/1/03 Student Activities	25.00
Illini Trophy	050600	Student Activities	Other	Plaques for Awards Banquet & Engraving	255.50
Consolidated Management Co	050600	Drama	Other Materials and Supplies	Dinner Theater for Cast & Comps	348.00
Hedrick, Jason J.	050600	Drama	Other Materials and Supplies	Props for "Laramie Project"	38.97

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Menards	050600	Drama	Other Materials and Supplies	Building Materials for Spring Production	10.35
Menards	050600	Drama	Other Materials and Supplies	Building Materials for Spring Production	5.88
Performing Arts of Chicago (PA	050600	Drama	Other Materials and Supplies	PAC/Edge Festival 4/26/03	515.00
Sauk Valley Newspapers	050600	Voyager	Other Materials and Supplies	Printing of Voyager	285.35
Amoco Oil Company	050800	Transportation	Vehicle Supplies	Gas-College Van	476.57
Damhoff, Russ K.	050800	Transportation	Vehicle Supplies	Gas College Van	20.07
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas-College Van	209.65
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss		10,647.56
Professional Benefit Administr	051000	Medical Insurance	Dependent Stop Loss		7,362.12
Professional Benefit Administr	051000	Medical Insurance	Precertification		385.00
Professional Benefit Administr	051000	Medical Insurance	Cobra Conversion		5.00
Professional Benefit Administr	051000	Medical Insurance	Administrative		2,648.50
Professional Benefit Administr	051000	Medical Insurance	Life & AD&D		2,559.13
Consolidated Management Co	051800	Job Fest	Other Supplies	Lunch & Snack for Job Fest Exhibitors	622.00
Regional Superintendent of Sch	062026	ICCB Accel College Enroll Grt	Other Contractual Services	Special Education Law In-Service Fee	150.00
AKIVA	062032	Adv Tech- Technology Support Gra	Computer Software	Web Board Support Renewal	995.00
NCS Pearson, Inc	062032	Adv Tech- Technology Support Gra	Computer Software	8902 Exam System II Software	1,095.00
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits	Matching Funds for 4/30/03 P/R	151.25
Quill Corporation	062050	SBDC Grant	Office Supplies	Color Copy Paper	67.98
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Open PO Contract for Copier 7/1/02-6/30/03	109.54
Highland Community College	062050	SBDC Grant	Conference/Meeting Expense	Conf Fee M Miller-McKinstra	129.00
Illinois Small Business Develo	062050	SBDC Grant	Conference/Meeting Expense	Conference- 5/6/03 T Gospodarczyk	175.00
Miller-McKinstra, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel-Rockford4/11/03 & Galena 4/12/03	84.40
Miller-McKinstra, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel-Area Sites thru 4/23/03	82.44
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly telephone charge	35.50

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Deem, Craig A	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	Cleaning April 03 -Adult Ed classes	25.00
Fiorini, Anthony D.	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel-Wallace School thru 4/30/03	45.36
Stevens, Shirley A.	062057	ICCB Adult Ed-Public Aid -Litera	Conference/Meeting Expense	Travel-Area Sites & Schools	77.04
Stevens, Shirley A.	062057	ICCB Adult Ed-Public Aid -Litera	Conference/Meeting Expense	Travel Area Sites & Schools thru 4/2/03	25.20
Sones de Mexico	062062	IBHE PLACE Grant	Consultants	Ensemble Concert 5/9/03	2,500.00
Pratt Audio-Visual & Video Cor	062071	ISBE Voc Ed- Program Improvment	Instructional Equipment	Enhanced classroom equipment install as quoted 1/9	2,748.00
Consolidated Management Co	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Refreshments for Tech Prep	301.35
Consolidated Management Co	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Refreshments Tech Prep	282.20
Barnhart, Janet L	062073	ISBE Voc Ed- Tech Prep Grant	Other	Consultant Work Tech Prep 2/14/03	200.00
Bowers, Janis	062073	ISBE Voc Ed- Tech Prep Grant	Other	Consultant for Tech Prep Work 2/14/03	200.00
Bureau Valley High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 1	850.34
Dixon High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep-Transit 4 & 6	232.11
Fulton High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 10-11	284.29
Fulton High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 2-9	2,453.79
Hamilton-Walsh, Kimberly D	062073	ISBE Voc Ed- Tech Prep Grant	Other	Consultant-Spring 03 Tech Prep	200.00
Jones, Connie	062073	ISBE Voc Ed- Tech Prep Grant	Other	Consulting-Tech Prep 2/14/03	200.00
Milledgeville High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 2	314.96
Milledgeville High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Tranit 5 & 6	668.19
Miller, Karin Sue	062073	ISBE Voc Ed- Tech Prep Grant	Other	Stipend Dixon High School	250.00
Morin, Pat	062073	ISBE Voc Ed- Tech Prep Grant	Other	Consultant 2/14/03 Tech Prep	200.00
Morrison High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 1-12	2,675.71
Prophetstown High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 13 17	665.76
Prophetstown High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 8-12	1,071.07
Rockhold, Tim	062073	ISBE Voc Ed- Tech Prep Grant	Other	Consultant 2/14/03 Tech Prep	200.00
Silvius, Candace S	062073	ISBE Voc Ed- Tech Prep Grant	Other	Supplies Tech Prep Spring 03	100.32

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Thome, Kathleen K	062073	ISBE Voc Ed- Tech Prep Grant	Other	Consultant 2/14/03 Tech Prep	200.00
Whiteside Area Career Center	062073	ISBE Voc Ed- Tech Prep Grant	Other	Transit 7-11 Tech Prep	1,490.69
State Universities Retirement	063011	Student Support Services Grant	Allocated Employee Benefits	Matching Funds for 4/30/03 P/R	653.26
Quill Corporation	063011	Student Support Services Grant	Office Supplies	003-SOE101328 10"x13" Envelopes	26.93
Quill Corporation	063011	Student Support Services Grant	Office Supplies	004-P-1KS Paper Clips; Reg. Smooth, 1 pk/10 boxes	24.11
Cahill, Bill J.	063011	Student Support Services Grant	Other Conference & Meeting	Music-SSS Grad 5/7/03	20.00
Dagner, Kevin W.	063011	Student Support Services Grant	Other Conference & Meeting	SSS Graduation 5/7/03	20.00
Dempsey, Mark T.	063011	Student Support Services Grant	Other Conference & Meeting	SSS Grad 5/7/03	20.00
Economy Trophy Co	063011	Student Support Services Grant	Other Conference & Meeting	Trophies 2003 SSS Graduation	266.50
Gunderson, Mark R.	063011	Student Support Services Grant	Other Conference & Meeting	SSS Graduation 5/7/03	20.00
Inks, William D.	063011	Student Support Services Grant	Other Conference & Meeting	Music-SSS Graduation 5/7/03	20.00
Mekeel, Ashley M.	063011	Student Support Services Grant	Other Conference & Meeting	Music SSS Graduation 5/7/03	20.00
Smith, Alison B.	063011	Student Support Services Grant	Other Conference & Meeting	Music SSS Graduation 5/7/03	20.00
Whitlock, Ashleigh J.	063011	Student Support Services Grant	Other Conference & Meeting	Music SSS Graduation 5/7/03	20.00
White, Rebecca	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Travel Conf 5/2/03 Springfield-Early Childhood	124.20
Consolidated Management Co	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	3/13/03 Workforce Council Meeting	90.00
Consolidated Management Co	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Nursing Workforce Council	100.00
ICSPS (Ill Center for Speciali	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Conference Fee- L White 6/9/03	35.00
Bos, Keith A.	063020	Perkins IIc -Special Populations	Conference/Meeting Expense	Travel-Area Schools	102.24
State Universities Retirement	063030	Perkins IIIE Tech Prep	Allocated Employee Benefits	Matching Funds for 4/30/03 P/R	102.75
Ducoing, Chris	063030	Perkins IIIE Tech Prep	Consultants	Mileage Spring 03 Tech Prep	12.80
Ducoing, Chris	063030	Perkins IIIE Tech Prep	Consultants	Stipend Spring 03	250.00
Hahne, Connie	063030	Perkins IIIE Tech Prep	Consultants	Mileage Tech Prep Spr 03	112.00
Hahne, Connie	063030	Perkins IIIE Tech Prep	Consultants	Stipend Spring 03 Tech Prep	250.00
Jamroch, Emily	063030	Perkins IIIE Tech Prep	Consultants	Mileage Spring 03 Tech Prep	64.00

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Johannsen, Patrice	063030	Perkins IIIE Tech Prep	Consultants	Mileage Spring 03 Tech Prep	83.20
Johannsen, Patrice	063030	Perkins IIIE Tech Prep	Consultants	Stipend Spring 03 Tech Prep	250.00
Lindahl, Sharon	063030	Perkins IIIE Tech Prep	Consultants	Mileage -Spring 03 Tech Prep	72.96
Lindahl, Sharon	063030	Perkins IIIE Tech Prep	Consultants	Stipend Spring 03 Tech Prep	250.00
Lipscomb, Lyle	063030	Perkins IIIE Tech Prep	Consultants	Mileage Spring 03 Tech Prep	70.40
Lipscomb, Lyle	063030	Perkins IIIE Tech Prep	Consultants	Stipend Spring 03 Tech Prep	250.00
Longfellow, Richard	063030	Perkins IIIE Tech Prep	Consultants	Mileage Spring 03 Tech Prep	23.04
Longfellow, Richard	063030	Perkins IIIE Tech Prep	Consultants	Stipend Spring 03 Tech Prep	250.00
Luker, Neal	063030	Perkins IIIE Tech Prep	Consultants	Mileage Spring 03 Tech Prep	63.36
Luker, Neal	063030	Perkins IIIE Tech Prep	Consultants	Stipend Spring 03 Tech Prep	250.00
Matheney, Janet I.	063030	Perkins IIIE Tech Prep	Consultants	Travel-Conf 4/14/03 St. Charles	92.53
Mathey, Barbara	063030	Perkins IIIE Tech Prep	Consultants	Mileage Spring 03 Tech Prep	76.80
Mathey, Barbara	063030	Perkins IIIE Tech Prep	Consultants	Stipend Spring 03 Tech Prep	250.00
McFadden, Donna S.	063030	Perkins IIIE Tech Prep	Consultants	Mileage Spring 03 Tech Prep	24.96
McFadden, Donna S.	063030	Perkins IIIE Tech Prep	Consultants	Stipend Spring 03 Tech Prep	250.00
Nelson, Carolyn J.	063030	Perkins IIIE Tech Prep	Consultants	Mileage Spring 03 Tech Prep	144.00
Nelson, Carolyn J.	063030	Perkins IIIE Tech Prep	Consultants	Stipend Spr 03 Tech Prep	250.00
Silvius, Candace S	063030	Perkins IIIE Tech Prep	Consultants	Stipend Spring 03 Tech Prep	250.00
Silvius, Candace S	063030	Perkins IIIE Tech Prep	Consultants	Mileage Spr 03 Tech Prep	80.00
Szakatits, Dana	063030	Perkins IIIE Tech Prep	Consultants	Mileage Spring 03 Tech Prep	22.40
Szakatits, Dana	063030	Perkins IIIE Tech Prep	Consultants	Stipend Spring 03 Tech Prep	250.00
Wilkin, Richard	063030	Perkins IIIE Tech Prep	Consultants	Mileage Spr 03 Tech Prep	64.00
Wilkin, Richard	063030	Perkins IIIE Tech Prep	Consultants	Stipend Spr 03 Tech Prep	250.00
Consolidated Management Co	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Tech Prep Graduate Class	293.25
Consolidated Management Co	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Tech Prep Facilitator Meeting 3/25/03	45.90

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Willis Corroon Administrative	063075	IDHS AmeriCorps - Member Activit	Medical Insurance	Member's Insurance	1,150.32
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Phone Calls Mar/Apr	21.50
Northern Illinois University	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Deposit -Retreat for Members 7/16/03	86.50
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	Allocated Employee Benefits	Matching Funds for 4/30/03 P/R	280.30
Brinkmeier, Tamara L.	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Books	129.63
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel 4/16/03 ICOVA Conference-Naperville	83.92
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Area Travel Sites thru April	180.36
Bradshaw	064030	Restricted Fund-GOD Certificates	Maintenance Services	3 Year Maintenance Contract:4 Hour Service	4,134.60
Unique Computer	064030	Restricted Fund-GOD Certificates	Other Supplies	IBM NV M41 1.8/512/50/CD/Zip/ENet	4,360.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	LCD Panel (3)	1,494.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Lasetjet	1,535.00
Bradshaw	064030	Restricted Fund-GOD Certificates	Office Equipment	P5000LJ-1000 Line/min Quietized Cabinet C3204D	6,016.00
Bradshaw	064030	Restricted Fund-GOD Certificates	Office Equipment	Freight Charge	275.00
Pratt Audio-Visual & Video Cor	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Enhanced classroom equipment install as quoted 1/9	13,657.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Instructional Equipment	IBM Xserver 345 (4V)	6,730.00
Kim, Linda A.	101130	International Students Club	Other	Dinner -After Performance Hour 4/25/03	150.00
Kumar, Sanjay	101130	International Students Club	Other	Travel-4/25/03 Dekalb	75.00
Lincoln Land Community College	101140	Phi Theta Kappa Club	Other	Conference Fee 5/30/03	150.00
Nunez, Steve C.	101140	Phi Theta Kappa Club	Other	Food Purchased for Easter Baskets-PTK Donations	564.90
Plum Hollow Fitness & Recreati	101260	P.R.I.D.E. Club	Other	P.R.I.D.E. Banner	80.00
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.48
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phone	69.79
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 4/12 4/19 OT	1,243.27
Gall's Inc	12	Public Safety	Other Supplies	Slim Jim Kit	64.98
McMaster Carr Supply Company	12	Public Safety	Other Supplies	Lock-File Cabinet	38.95

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				BANK ACCOUNT 1 TOTAL:	262,912.43
				BANK ACCOUNT 2 TOTAL:	128,271.21
				ALL ACCOUNTS TOTAL:	391,183.64