

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA**  
**Third Floor Board Room**  
**June 23, 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**

May 31, 2003	\$229,786.20
June 15, 2003	\$170,056.49
  - 5. **Budget Report**
  - 6. **Prevailing Wages Resolution**
  - 7. **Board Policy 416.01 Other Reasons for Termination (Second Reading)**
  - 8. **Board Policy 419.01 Fringe Benefits (Second Reading)**
  - 9. **2003 - 2004 Administrative Calendar**
  - 10. **Protection, Health, and Safety Project - Repair Storm Sewer Outfall Structures**
  - 11. **Protection, Health, and Safety Project - Correct Safety Deficiencies - Ladders, Safety Rails, and Work Platforms**
- E. President's Report**
  - 1. **Board Policies Review - 425.01, 425.02, 426.01**
  - 2. **Enrollment Update**
  - 3. **Transfer Students/Earnings (attached)**
  - 4. **Wallace's Bookstores Bankruptcy Case Update (attached)**
  - 5. **ISBE Award**
- F. Financial Reports and Actions**

**Tentative 2003 - 2004 Budget (First Reading)**
- 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 May 19, 2003**
- 2. Closed Session Minutes Review**

**I. Personnel**

- 1. Recommendation for Faculty Position (Electronics)**
- 2. Recommendation for Faculty Position (Radiologic Technology)**
- 3. Recommendation for Administrative Position (Dean of Health and Physical Education)**
- 4. Recommendation for Administrative Position (Director of Student Financial Assistance and Career Services)**
- 5. Administrative Resignation (Belinda Dalton)**
- 6. President's Contract Resolution**

**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**

**July 28, 2003**

**July 30-31, 2003 - Summer Retreat**

**August 25, 2003**

**September 22, 2003**

**ICCTA Monthly Meetings**

**Nothing Scheduled**

## SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

**June 23, 2003**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on June 23, 2003 in the third floor Board Room at Sauk Valley Community College, 173 Illinois Route 2, Dixon, Illinois.

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

Edward Andersen	Henry Dixon
William Simpson	Robert Thompson
Nancy Varga	Pennie von Bergen Wessels
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  
Dean of Business and Technology Linley White  
Athletic Director Russ Damhoff  
Secretary to the Board Pro-tem Shirley Walker

**Absent:** B.J. Wolf

**Closed Session Item Addition:** It was moved by Member Simpson and seconded by Member Andersen to add "pending litigation" to the closed session agenda item. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

**Consent Agenda:** It was moved by Member Simpson and seconded by Member Varga 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 Governor would be visiting the College on Wednesday, June 25, to present a \$36,000 grant for a computer literacy program at Wallace Center; that Terry Cox has resigned as the men's baseball coach; that paragraph 4, Grandfather Clause, in Board Policy 425.02 Senior Services Option was obsolete and would therefore be deleted and brought back to the Board for first reading at the next meeting; that the "College for

Kids" program has a record 397 enrolled; that FY03 enrollment was down 2.85%; that summer enrollment is down 8.8% in credit hours but fall enrollment is up 6.2%; reviewed an article in the *Community College Times* regarding transfer student earnings; and that the Wallace's Bookstores bankruptcy case update would be discussed in Closed Session.

Linley White presented an ISBE Award that the College received recently to the Board. The award was for the Tech Prep Career Pathways program.

**Tentative 2003-2004 Budget:** It was moved by Member Andersen and seconded by Member von Bergen Wessels to approve the tentative 2003-2004 Budget as presented for first reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

**Closed Session:** At 7:17 p.m., it was moved by Member Dixon 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, closed session minutes consideration, and pending litigation. 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 8:16 p.m.

**Closed Session Minutes:** It was moved by Member von Bergen Wessels and seconded by Member Simpson to approve the minutes of the May 19, 2003, closed session meeting. In a roll call vote, Members Andersen, Simpson, Thompson, Varga, and von Bergen Wessels voted aye. Member Dixon abstained. Motion carried. Student Trustee Engleking advisory vote: aye.

**Closed Session Minutes Review:** It was moved by Member von Bergen Wessels and seconded by Member Simpson to approve the recommendations given by Attorney Pace regarding the Closed Session Minutes for May 20, 2002 through February 24, 2003. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

**Faculty Position Recommendation:** It was moved by Member Varga and seconded by Member Andersen to approve the appointment of Steven P. McPherson as an Assistant Professor of Technology/Electronics, effective August 19, 2003, at a 9-month salary of \$44,145. In a roll call vote,

all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Faculty Position  
Recommendation:

It was moved by Member Varga and seconded by Member von Bergen Wessels to approve the appointment of Dianna Brevitt as an Assistant Professor of Radiologic Technology, effective August 19, 2003, at a 9-month salary of \$35,959. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Administrative  
Position  
Recommendation:

It was moved by Member Andersen and seconded by Member Varga to approve the appointment of Janet Lynch as Dean of Health and Physical Education, effective July 1, 2003, at an annual salary of \$72,000. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Administrative  
Position  
Recommendation:

It was moved by Member Simpson and seconded by Member Varga to approve the appointment of Marcia M. Wells as Director of Financial Assistance and Career Services, effective July 1, 2003, at an annual salary of \$46,547. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Administrative  
Resignation:

It was moved by Member von Bergen Wessels and seconded by Member Dixon to accept the resignation of Belinda A. Dalton, Coordinator of Student Support Services, effective July 14, 2003. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

President's  
Contract  
Resolution:

It was moved by Member Simpson and seconded by Member Dixon to approve the attached resolution and direct the Board Chair and Secretary to enter into a new contract with the president for 2004-2005. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Reports:

Student Trustee Engleking reported that summer classes began June 9.

ICCTA Representative Thompson reported that he attended the Annual ICCTA Meeting in Chicago on Saturday and is happy to report that the College's membership has been capped at 4%.

Foundation Liaison Andersen reported that the Foundation will be meeting in regular session on Tuesday, June 24.

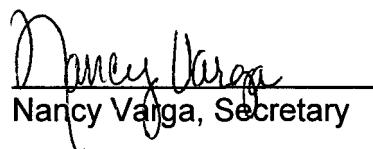
No report from the Faculty Association.

Adjournment: Since the scheduled business was completed, it was moved by Member Dixon and seconded by Member Andersen that the Board adjourn. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

The meeting was adjourned at 8:24 p.m.

Next Meeting: The next regular meeting of the Board will be at 7:00 p.m. on July 28, 2003 in the Board Room.

Respectfully submitted,

  
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Nancy Varga, Secretary

SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES - TREASURER'S REPORT

As of May 31, 2003

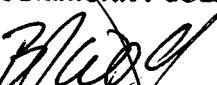
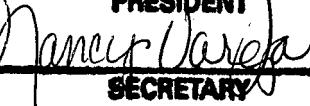
CHECKING ACCOUNTS

<u>INTEREST BEARING ACCOUNTS</u>	<u>INTEREST</u>	
	<u>RATE</u>	<u>AMOUNT</u>
General Account - Sterling Federal Bank	0.65	\$396,517.67
Illinois Funds - Firststar Bank, Springfield	1.15	1,766,587.49
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS		<u>2,163,105.16</u>

NON-INT. BEARING ACCOUNT

Restricted - Sterling Federal Bank		91,626.32
<u>MONEY MARKET</u>		
Sterling Federal Bank	2.23	1,303,069.65
ABN-AMRO Investment Services, Inc.	0.55	246,733.89
TOTAL CHECKING ACCOUNTS		<u>\$3,804,535.02</u>

**SAUK VALLEY COMMUNITY COLLEGE**  
**APPROVED BY**

  
**PRESIDENT**  
  
**SECRETARY**

**DATE** \_\_\_\_\_

INVESTMENTS

<u>FINANCIAL INSTITUTION</u>	<u>MATURITY</u>	<u>INTEREST</u>	
	<u>DATE</u>	<u>RATE</u>	<u>AMOUNT</u>
First National Bank, Amboy	07-09-03	1.74	\$500,000
mcore Bank, Sterling	08-24-03	3.22	1,000,000
mcore Bank, Sterling	02-03-04	1.40	1,000,000
SUBTOTAL INVESTMENTS			<u>2,500,000</u>

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
AL Tel	03-01-07	5.30	154,620.03
SUBTOTAL BONDS			<u>\$5,491,989.18</u>

TOTAL INVESTMENTS

\$7,991,989.18

For Board Meeting of  
June 23, 2003

**Agenda Item D-6**

**PREVAILING WAGES RESOLUTION**

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

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

State of Illinois  
County of Lee

## **CERTIFICATE**

I, Shirley Walker, do hereby certify that I am the Secretary Pro-tem to the Board of Trustees of Sauk Valley Community College, Lee County, Illinois, and that the attached is a true and correct copy of a resolution duly adopted by the Board of Trustees of the College at its regular meeting held at 7 p.m. on June 23, 2003 in the Board Room of said College, 173 Illinois Route #2, Dixon, Illinois, 61021, at which time and place a quorum was present.

Dated this 24<sup>th</sup> day of June, 2003

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Shirley Walker, Secretary Pro-tem to the  
Board of Trustees, District 506  
Dixon, Illinois

SAUK VALLEY COMMUNITY COLLEGE, DIXON, ILLINOIS

**RESOLUTION**

**ESTABLISHING PREVAILING WAGES**

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

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Sauk Valley Community College, Lee County, Illinois, to the extent as required by AN ACT regulating wages of laborers, mechanics, and other workers employed in any public works by the State, county, city, or by any public body or political sub- division or by anyone under contract public works," as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Board of Trustees is hereby ascertained to be the same as the prevailing rate of wage for construction work in Lee County area as determined by the Department of Labor of the State of Illinois as of June 1, 2003; a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the College. The definition of any terms appearing in this resolution which are also used in aforesaid Act shall be the same as in said Act.

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

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

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

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

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

Approved this 23rd day of June, 2003.

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

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Dr. B.J. Wolf, Chair

ATTEST:

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Shirley Walker, Secretary Pro-tem to the  
Board of Trustees, District #506

# Lee County Prevailing Wage for June 2003

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		BLD		20.780	21.780	1.5	1.5	2.0	3.150	7.950	0.000	0.300
ASBESTOS ABT-MEC		BLD		23.300	24.800	1.5	1.5	2.0	3.640	5.520	0.000	0.000
BOILERMAKER		BLD		27.730	30.730	2.0	2.0	2.0	4.050	6.600	0.000	0.150
BRICK MASON		BLD		26.790	28.790	1.5	1.5	2.0	3.750	5.750	0.000	0.290
CARPENTER		BLD		23.590	26.180	1.5	1.5	2.0	4.300	5.870	0.000	0.600
CARPENTER		HWY		23.790	25.540	1.5	1.5	2.0	4.300	6.000	0.000	0.400
CEMENT MASON		ALL		24.900	27.150	1.5	1.5	2.0	3.750	6.180	0.000	0.050
CERAMIC TILE FNSHER		BLD		21.520	0.000	1.5	1.5	2.0	3.750	3.300	0.000	0.240
COMMUNICATION TECH		BLD		25.500	27.500	1.5	1.5	2.0	5.600	6.340	0.000	0.260
ELECTRIC PWR EQMT OP		ALL		26.460	33.040	1.5	1.5	2.0	2.450	6.610	0.000	0.130
ELECTRIC PWR GRNDMAN		ALL		20.750	33.040	1.5	1.5	2.0	2.450	5.190	0.000	0.100
ELECTRIC PWR LINEMAN		ALL		31.290	33.040	1.5	1.5	2.0	2.450	7.820	0.000	0.160
ELECTRIC PWR TRK DRV		ALL		21.390	33.040	1.5	1.5	2.0	2.450	5.350	0.000	0.110
ELECTRICIAN		BLD		30.000	32.850	1.5	1.5	2.0	5.600	8.170	0.000	0.350
ELEVATOR CONSTRUCTOR		BLD		32.230	36.260	2.0	2.0	2.0	5.775	2.880	1.930	0.000
GLAZIER		BLD		25.580	26.580	1.5	1.5	2.0	4.400	4.850	0.000	0.300
HT/FROST INSULATOR		BLD		29.800	31.550	1.5	1.5	2.0	5.910	7.560	0.000	0.230
IRON WORKER	N	ALL		28.500	29.930	2.0	2.0	2.0	5.250	11.36	0.000	0.600
IRON WORKER	S	ALL		24.000	26.000	1.5	1.5	2.0	4.740	8.760	0.000	0.470
LABORER		BLD		20.780	21.780	1.5	1.5	2.0	3.150	7.950	0.000	0.300
LABORER		HWY		20.330	21.080	1.5	1.5	2.0	3.150	7.550	0.000	0.300
LABORER, SKILLED		HWY		21.430	22.180	1.5	1.5	2.0	3.150	7.550	0.000	0.300
LATHER		BLD		23.590	26.180	1.5	1.5	2.0	4.300	5.870	0.000	0.600
MACHINIST		BLD		31.920	33.670	2.0	2.0	2.0	3.200	3.100	2.200	0.000
MARBLE FINISHERS		BLD		21.520	0.000	1.5	1.5	2.0	3.750	3.300	0.000	0.240
MARBLE MASON		BLD		23.520	23.770	1.5	1.5	2.0	3.750	5.000	0.000	0.260
MILLWRIGHT		BLD		29.820	32.800	1.5	1.5	2.0	4.300	8.730	0.000	0.560
OPERATING ENGINEER	BLD 1	32.400		36.400	2.0		2.0	2.0	5.500	4.650	1.700	0.500
OPERATING ENGINEER	BLD 2	31.700		36.400	2.0		2.0	2.0	5.500	4.650	1.700	0.500
OPERATING ENGINEER	BLD 3	29.250		36.400	2.0		2.0	2.0	5.500	4.650	1.700	0.500
OPERATING ENGINEER	BLD 4	27.250		36.400	2.0		2.0	2.0	5.500	4.650	1.700	0.500
OPERATING ENGINEER	HWY 1	32.350		36.250	1.5		1.5	2.0	5.500	4.650	1.700	0.500
OPERATING ENGINEER	HWY 2	31.700		36.250	1.5		1.5	2.0	5.500	4.650	1.700	0.500
OPERATING ENGINEER	HWY 3	30.400		36.250	1.5		1.5	2.0	5.500	4.650	1.700	0.500
OPERATING ENGINEER	HWY 4	28.850		36.250	1.5		1.5	2.0	5.500	4.650	1.700	0.500
OPERATING ENGINEER	HWY 5	27.500		36.250	1.5		1.5	2.0	5.500	4.650	1.700	0.500
PAINTER	ALL	27.200		28.200	1.5		1.5	2.0	4.400	3.700	0.000	0.300
PILEDRIVER	BLD	24.590		27.290	1.5		1.5	2.0	4.300	5.870	0.000	0.600
PILEDRIVER	HWY	23.790		25.540	1.5		1.5	2.0	4.300	6.000	0.000	0.400
PIPEFITTER	ALL	29.420		32.360	1.5		1.5	2.0	3.650	6.380	0.000	0.440
PLASTERER	BLD	25.250		27.770	2.0		2.0	2.0	3.750	6.130	0.000	0.050
PLUMBER	ALL	29.420		32.360	1.5		1.5	2.0	3.650	6.380	0.000	0.440
ROOFER	BLD	30.850		32.850	1.5		1.5	2.0	4.120	2.460	0.000	0.320
SHEETMETAL WORKER	BLD	27.690		29.520	1.5		1.5	2.0	3.750	7.800	0.520	0.190
SPRINKLER FITTER	BLD	29.390		30.890	1.5		1.5	2.0	3.900	4.600	0.000	0.200
STONE MASON	BLD	26.790		28.790	1.5		1.5	2.0	3.750	5.750	0.000	0.290
TELECOM WORKER	ALL	21.900		23.400	1.5		1.5	2.0	3.000	2.650	1.430	0.000
TERRAZZO FINISHER	BLD	21.520		0.000	1.5		1.5	2.0	3.750	3.300	0.000	0.240
TERRAZZO MASON	BLD	23.520		23.770	1.5		1.5	2.0	3.750	5.000	0.000	0.260
TILE LAYER	BLD	23.590		26.180	1.5		1.5	2.0	4.300	5.870	0.000	0.600
TILE MASON	BLD	23.520		23.770	1.5		1.5	2.0	3.750	5.000	0.000	0.260
TRUCK DRIVER	O&C 1	19.132		0.000	1.5		1.5	2.0	5.750	2.500	0.000	0.000
TRUCK DRIVER	O&C 2	19.452		0.000	1.5		1.5	2.0	5.750	2.500	0.000	0.000
TRUCK DRIVER	O&C 3	19.612		0.000	1.5		1.5	2.0	5.750	2.500	0.000	0.000

TRUCK DRIVER	O&C 4	19.812	0.000	1.5	1.5	2.0	5.750	2.500	0.000	0.000
TRUCK DRIVER	O&C 5	20.412	0.000	1.5	1.5	2.0	5.750	2.500	0.000	0.000
TRUCK DRIVER	E ALL 1	26.400	26.950	1.5	1.5	2.0	4.050	2.950	0.000	0.000
TRUCK DRIVER	E ALL 2	26.550	26.950	1.5	1.5	2.0	4.050	2.950	0.000	0.000
TRUCK DRIVER	E ALL 3	26.750	26.950	1.5	1.5	2.0	4.050	2.950	0.000	0.000
TRUCK DRIVER	E ALL 4	26.950	26.950	1.5	1.5	2.0	4.050	2.950	0.000	0.000
TRUCK DRIVER	W ALL 1	23.915	0.000	1.5	1.5	2.0	5.750	2.500	0.000	0.000
TRUCK DRIVER	W ALL 2	24.315	0.000	1.5	1.5	2.0	5.750	2.500	0.000	0.000
TRUCK DRIVER	W ALL 3	24.515	0.000	1.5	1.5	2.0	5.750	2.500	0.000	0.000
TRUCK DRIVER	W ALL 4	24.765	0.000	1.5	1.5	2.0	5.750	2.500	0.000	0.000
TRUCK DRIVER	W ALL 5	25.515	0.000	1.5	1.5	2.0	5.750	2.500	0.000	0.000
TUCKPOINTER	BLD	26.790	28.790	1.5	1.5	2.0	3.750	5.750	0.000	0.290

## Legend:

M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)  
 OSA (Overtime is required for every hour worked on Saturday)  
 OSH (Overtime is required for every hour worked on Sunday and Holidays)  
 H/W (Health & Welfare Insurance)  
 Pensn (Pension)  
 Vac (Vacation)  
 Trng (Training)

## Explanations

## LEE COUNTY

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

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

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

Oil and chip resealing (O&C) means the application of road oils and liquid asphalt to coat an existing road surface, followed by application of aggregate chips or gravel to coated surface, and subsequent rolling of material to seal the surface.

## EXPLANATION OF CLASSES

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

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

CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

#### COMMUNICATIONS TECHNICIAN

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

#### LABORER, SKILLED - HIGHWAY

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

## TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - WEST

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

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

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

Class 4. Low Boy and Oil Distributors.

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

## TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

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

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

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

**TRUCK DRIVER - OIL AND CHIP RESEALING ONLY.**

This shall encompass laborers, workers and mechanics who drive contractor or subcontractor owned, leased, or hired pickup, dump, service, or oil distributor trucks. The work includes transporting materials and equipment (including but not limited to, oils, aggregate supplies, parts, machinery and tools) to or from the job site; distributing oil or liquid asphalt and aggregate; stock piling material when in connection with the actual oil and chip contract. The Truck Driver (Oil & Chip Resealing) wage classification does not include supplier delivered materials.

**OPERATING ENGINEERS - BUILDING**

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

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

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

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

**OPERATING ENGINEERS - HEAVY AND HIGHWAY CONSTRUCTION**

Class 1. Craft Foreman; Asphalt Plant, Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Silo Tender; Asphalt Spreader; Autograder; ABG Paver; Backhoes with Caisson attachment; Ballast Regulator, Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Backhoe w/shear attachments; Combination Backhoe

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

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

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

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

Class 5. Oilers and Directional Boring Machine Locator.

Other Classifications of Work:

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

#### LANDSCAPING

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

For Board Meeting of  
June 23, 2003

Agenda Item D-7

**BOARD POLICY 416.01 OTHER REASONS FOR TERMINATION  
(SECOND READING)**

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

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

(SECOND READING)

p. 421

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  
June 23, 2003

Agenda Item D-8

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

Attached for Second Reading is Board Policy 419.01 Fringe Benefits.

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

(SECOND 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 31<sup>st</sup>) 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

For Board Meeting of  
June 23, 2003

Agenda Item D-9

**APPROVAL OF ADMINISTRATIVE CALENDAR**

The attached Administrative Calendar for the 2003-2004 year is presented to the Board for approval.

**RECOMMENDATION:**      Board approval of the 2003-2004 Administrative Calendar as presented.

# Sauk Valley Community College

## Administrative Calendar

### 2003 - 2004

#### **2003**

##### **JULY**

- 1 RAMP due at ICCB
- 3 Fall 2003 Class Schedule on campus and in mail
- 3 Final Exams - Summer 2003 Session A
- 4 Independence Day - No classes - College closed
- 7 Annual Reports due in President's Office
- 24 Administrative Council meeting
- 24 Fall 2003 Corporate and Community Services Class Schedule to Vice President of Instructional Services
- 28 Board meeting
- 30-31 Final Exams - Summer 2003 Session C
- 31 Final Exams - Summer 2003 Session B
- 31 Last day for early registered students to pay for Fall 2003 classes

#### **2003**

##### **AUGUST**

- 1 Program Review Report due at ICCB
- 1 Fall 2003 Corporate and Community Services Class Schedule to Office of College Relations
- 5 All Summer 2003 grades due to Office of Admissions
- 7 All Summer 2003 grades mailed to students
- 11 Last Four-day Week for College offices
- 19 Fall In-service
- 20 Fall 2003 classes begin

**2003**

**AUGUST**

- 20-27      Registration Change Period - 8:00 a.m. to 7:00 p.m. (Monday through Thursday) 8:00 a.m. to 4:30 p.m (Friday)
- 25      Board meeting
- 29      Fall 2003 Corporate and Community Services Class Schedule on campus and in mail

**SEPTEMBER**

- 1      Unit Cost due at ICCB
- 1      Labor Day - No classes - College closed
- 3      Free-For-Fall (12 noon - 1:30 p.m.)
- 15      Spring 2004 Class Schedule to Office of College Relations
- 19      Supplemental Unit Cost due to ICCB
- 22      Board meeting
- 25      Administrative Council meeting

**OCTOBER**

- 3      Deficiency Notices to students
- 15      Fall 2003 Semester Midterm
- 20      Spring 2004 Class Schedule on campus and in mail
- 27      Board meeting

**NOVEMBER**

- 3      Web Registration for Spring 2004 begins
- 4      College Night
- 10      Walk-in Registration for Spring 2004 begins
- 17      Telephone Registration for Spring 2004 begins
- 17      Spring 2004 Corporate and Community Services Class Schedule to Vice President of Instructional Services

**2003**

**NOVEMBER**

- 20 Administrative Council meeting
- 24 Board meeting
- 26 No classes - Offices open until 4:30 p.m.
- 26 Thanksgiving Break begins at 4:30 p.m.
- 27-28 Thanksgiving Break - No classes - College closed

**2003**

**DECEMBER**

- 1 Fall 2003 classes resume
- 1 Spring 2004 Corporate and Community Services Class Schedule to Office of College Relations
- 5 Last day for early registered students to pay for Spring 2004 classes
- 8 Last day of Fall 2003 classes
- 9-12 Final exams for Fall 2003 classes
- 12 Recommendation from Vice Presidents to President for tenured personnel appointments
- 15 Final grades due in Admissions Office
- 15 Board meeting
- 18 Fall 2003 grades mailed to students
- 19 College closes for Holiday Break at 4:30 p.m.
- 26 Spring 2004 Corporate and Community Services Class Schedule on campus and in mail

**2004**

**JANUARY**

- 5 College offices open at 8:00 a.m.
- 9 Spring 2004 In-service
- 12 Spring 2004 classes begin

**2004**

**JANUARY**

- 12-16      Registration Change Period - 8:00 a.m. to 7:00 p.m (Monday through Thursday) 8:00 a.m. to 4:30 p.m (Friday)
- 14      Official deadline for notice of reappointment for tenured personnel from President
- 19      Martin Luther King Day - No classes - College closed
- 22      Administrative Council meeting
- 26      Board meeting

**FEBRUARY**

- 13      Deadline for official notice of reappointment of non-tenured personnel by the President
- 16      President's Day - No classes - College closed
- 17      Summer 2004 and Fall 2004 Class Schedules to Office of College Relations
- 20      Deficiency Notices to students
- 23      Board meeting
- 23      Board action on tenured and non-tenured personnel recommendations

**MARCH**

- 11      Workshop Day - No classes
- 12      Spring 2004 Semester Midterm
- 15      Summer 2004 and Fall 2004 Class Schedules on campus and in mail
- 19      Spring Break begins at 4:30 p.m.
- 22      Board meeting
- 25      Administrative Council meeting
- 29      Spring 2004 classes resume

**2004**

**APRIL**

- 5 Web Registration for Summer 2004 and Fall 2004 begins
- 5 Commencement Program copy due to Office of College Relations
- 9 Good Friday - No Classes - College closed
- 12 Walk-in Registration for Summer 2004 and Fall 2004 begins
- 19 Telephone Registration for Summer 2004 and Fall 2004 begins
- 26 Board meeting

**2004**

**MAY**

- 10 Last day of Spring 2004 classes
- 11-14 Final exams for Spring 2004 classes
- 14 Graduates grades due in Admissions Office by 12 noon
- 14 Health Education Pinning Ceremony
- 17 Four-day Week begins
- 17 All grades due in Admissions Office by 8:30 a.m.
- 19 Spring 2004 grades mailed to students
- 20 Administrative Council meeting
- 20 Commencement
- 24 Board meeting
- 27 Last day for early registered students to pay for Summer 2004 Sessions
- 31 Memorial Day - College closed

**2004**

**June**

- 3      **Updated Fall 2004 Class Schedule to Office of College Relations**
- 7      Summer 2004 Sessions A & C begin
- 7-8     Registration Change Period - 7:30 a.m. to 7:00 p.m.
- 20     All support and professional/technical staff evaluations to President's office
- 28     Board meeting

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- July 1              Final Exams for Summer 2004 Session A
- July 5              Fall 2004 Class Schedules on campus and in mail
- July 29 & August 2   Final Exams for Summer 2004 Session C
- August 2              Final Exams for Summer 2004 Session B

For Board Meeting of  
June 23, 2003

Agenda Item D-10

**PROTECTION, HEALTH, SAFETY PROJECT**

The College has discovered that two of the College's three concrete storm sewer outfall pipes along the riverbank have collapsed and erosion threatens the steel sheeting around those two outfalls and the third. The College's engineer has designed a project to repair the three storm drain outfalls and one sewage plant outfall.

This project qualifies for Protection, Health, and Safety funds, which require approval of the Board, as well as ICCB (see attached memo).

**RECOMMENDATION:** Approval by the Board of the attached resolution, budget, and certification for the College to submit to ICCB a project to repair the storm sewer outfall structures as described in the attached memo.

**TO:** Richard Behrendt

**FROM:** Ruth Bittner *RB*

**DATE:** June 16, 2003

**SUBJECT:** Protection, Health and Safety Project – Repair Storm Sewer Outfall Structures

Several months ago we discovered that one of the College's three concrete storm sewer outfall pipes along the riverbank had collapsed. Upon further investigation we found that a second structure had collapsed as well, and that erosion threatened the steel sheeting around those two outfalls and the third. Another pipe leading to the river handles treated sewage from the wastewater treatment plant; that pipe is currently unprotected.

Our engineer has designed a project to repair the three storm drain outfalls and one sewage plant outfall. Because the work impacts the Rock River, a tributary to the Mississippi River, a permit application will also be submitted to the U.S. Corps of Engineers, Illinois Department of Natural Resources, and Illinois Environmental Protection Agency.

This project qualifies for Protection, Health and Safety funds, which require approval from both Sauk's Board of Trustees and the ICCB. We will use existing Protection, Health and Safety funds leftover from other projects and, therefore, will not levy a tax for it. We plan to do the work by this fall.

I recommend that the Board of Trustees approve the attached resolution, budget and certification statement for submission to the ICCB. Thank you.

(Revised 11/3/99)

# CAPITAL PROJECT APPLICATION FORM

*(One Application Form per Project)*

District/College and District # Sauk Valley Community College District #506  
Contact Person Ruth Bittner, V.P. Admin. Services Phone # (815) 288-5511, ext. 256  
Project Title Repair Storm Sewer Outfall Structures  
Project Budget \$ 172,000  check \* here if the proposed project is to be financed with a combination of local, state,  
federal, foundation gifts, etc and disclose on funding attachment 2  
Date 6/16/03

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

Locally Funded New Construction--complete/submit Sections I, II, and II.

Locally Funded Remodeling--complete/submit Sections I and III.

Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.

Protection, Health and Safety--complete/submit Section I and Attachment PHS.

Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.

ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

### **Section I (submit for ALL project approval requests)**

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

## **Section II**

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

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

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

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

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

### Section III

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

**RESOLUTION TO APPROVE PROTECTION,  
HEALTH AND SAFETY PROJECTS**

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

**WHEREAS**, the Board has received reports from licensed professional architect/engineer that there is a project at SVCC which requires repair and alteration, as defined in 23 Illinois Administrative Code, Sec. 1501.601; and

**WHEREAS**, the project recommended for repair and alteration are:

Repair Storm Sewer Outfall Structures	<u>\$172,000</u>
---------------------------------------	------------------

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

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

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

Repair Storm Sewer Outfall Structures

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

Adopted June 23, 2003

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Chairman  
Community College District 506

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Secretary  
Community College District 506

## Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

### Question #1: What does the project include?

The project includes the removal and replacement of three (3) storm sewer outfall structures and one (1) outfall structure from the wastewater treatment plant effluent line to the Rock River. The three (3) storm sewer outlets to the Rock River are 24", 36" and 54" in diameter and are located at three separate locations. The 54" diameter storm sewer outfall is located on far east side of the Sauk Valley College property and is identified as the "East Outfall Structure", the 36" diameter storm sewer outfall is located on the far west side of the property and is identified as the "West Outfall Structure" and the 24" diameter storm sewer is located just east of the maintenance building next to the wastewater treatment plant facility and is identified as the "Middle Outfall Structure".

The existing outfall structures are interlocking steel sheeting driven into the river bottom near the water's edge and then flare back into the riverbank. The steel sheeting was designed to support the end of the storm sewer and prevent erosion of the riverbank. However erosion has taken place behind the sheeting, which has caused the reinforced concrete storm sewer to collapse and severe erosion to take place at the East and Middle Outfall structures. The erosion of the riverbank has increased since the storm sewer collapsed, because there is no erosion protection devices at the end of the storm sewer where it has collapsed. The water volume and velocity during storm events will continue to erode the riverbank until storm sewer and outfall structures are replaced. At the West Outfall Structure the storm sewer pipe has not collapsed yet, but erosion behind the sheeting has begun. It is only a matter of time before there is a similar storm sewer collapse.

The proposed improvements at each outfall location include the removal of the existing collapsed storm sewer and steel sheeting and the construction of a new reinforced concrete outfall structure, regarding the riverbank where it has eroded, and installing riprap to stabilize the riverbank to prevent further erosion.

The wastewater treatment plant (WWTP) effluent line is a 6" cast iron pipe that protrudes through the riverbank and is unprotected. The WWTP outfall improvements will include regrading the riverbank and installing riprap for erosion protection.

### Question #2: How does the proposed project relate to other ongoing or proposed projects?

This project is not related to any other ongoing or proposed projects.

### Question #3: Are there any state or federal rules or regulations which may impact the project budget (IEPA, Historic Preservation, etc.)? If so, be sure that costs of compliance are included in the estimated project costs.

The removal and replacement of the outfall structures will require the submittal of a joint application permit to the U.S. Corps of Engineers, Illinois Department of Natural Resources and the Illinois Environmental Protection Agency to obtain a Nation Wide permit for the construction of the new outfall structure. The costs for submittal and obtaining the permit from the three agencies have been included in the A/E's fees.

## **Programmatic Justification**

The proposed work will repair three storm drain outfalls and 1 sewage plant outfall. These outfalls drain into the Rock River that is a tributary to the Mississippi River. The existing outfalls structures have collapsed and/or are otherwise causing erosion of the river back and need to be repaired to prevent further erosion.

## **Attachment #1** **Project Budget**

**Check One:**

**New Construction**  
 **Remodeling**

**Project Name** \_\_\_\_\_

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

**Protection, Health, and Safety Project Name** Repair Storm Sewer Outfall Structures

	<u>Budget Amounts</u>
Project Costs	<u>\$128,500</u>
Contingency	<u>13,500</u>
A/E Professional Fees	<u>30,000</u>
 Total	<u>\$172,000</u>

**Attachment #2**  
**Funding Source**

**District/College Name** Sauk Valley Community College District #506  
**Project Name** Repair Storm Sewer Outfall Structures

**Check the source(s) of funds:**

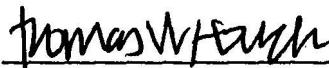
Available fund balance (Including excess funds from previously approved protection, health, and safety projects)	<input checked="" type="checkbox"/> Fund name (s): <u>Operations &amp; Maintenance-Restricted (Protection, Health &amp; Safety)</u>
Bond Proceeds (including protection, health, and safety bonds)	<input type="checkbox"/> Type of bond issuance (s): _____
Protection, Health, and Safety Tax Levy (ILCS 805/3-20.3.01)	<input type="checkbox"/> Tax rate/fiscal year: _____
Contract for Deed (ILCS 805/3-36)	<input type="checkbox"/> Term of Contract for Deed in months: _____
Lending Arrangement with a Financial Institution (ILCS 805/3-37)	<input type="checkbox"/> Term of Lending Arrangements in months: _____
Lease Agreement (ILCS 805/3-38)	<input type="checkbox"/> Term of Lease in months: _____
Capital Renewal Funding	<input type="checkbox"/> Proposed Fiscal Year Source(s): _____
ADA Access for All Funding	<input type="checkbox"/> Proposed Fiscal Year Source(s): _____

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

Name and address of architect/engineer providing the estimate:

WILLETT, HOFMANN & ASSOCIATES, INC.  
809 EAST SECOND STREET  
DIXON, ILLINOIS 61021  
PHONE 815-284-3381  
ATTN: THOMAS W. HOUCK, AIA, PE

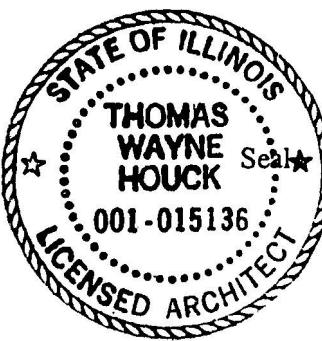
I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed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



Architect/Engineer's Signature

001-015136  
062-054110

Illinois Registration or License Number



06-10-03

Date



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

**RESOLUTION TO APPROVE PROTECTION,  
HEALTH AND SAFETY PROJECTS**

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

**WHEREAS**, the Board has received reports from licensed professional architect/engineer that there is a project at SVCC which requires repair and alteration, as defined in 23 Illinois Administrative Code, Sec. 1501.601; and

**WHEREAS**, the project recommended for repair and alteration are:

Repair Storm Sewer Outfall Structures	<u>\$172,000</u>
---------------------------------------	------------------

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

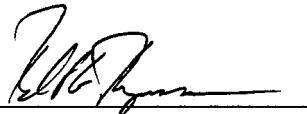
**NOW, BE IT RESOLVED** by the Board of Trustees of Sauk Valley Community College District 506, as follows:

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

Repair Storm Sewer Outfall Structures

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

Adopted June 23, 2003



*Vice Chairman*  
Community College District 506

  
\_\_\_\_\_  
Secretary  
Community College District 506

For Board Meeting of  
June 23, 2003

Agenda Item D-11

**PROTECTION, HEALTH, SAFETY PROJECT**

Last year, when the cooling towers were installed on the roof of the building, the College realized that there was a need for ladders, safety rails, and work platforms around the towers to provide a safe maintenance work environment. In considering such equipment, the College learned that similar improvements were needed for roof access, the sewer plant, and the boiler room.

This project qualifies for Protection, Health, and Safety funds, which require approval from both the Board, as well as ICCB (see attached memo).

**RECOMMENDATION:** Approval by the Board of the attached resolution, budget, and certification for the College to submit to ICCB a project to install ladders, safety rails, and work platforms as described in the attached memo.

**TO:** Richard Behrendt

**FROM:** Ruth Bittner *Bob*

**DATE:** June 16, 2003

**SUBJECT:** Protection, Health and Safety Project – Correct Safety Deficiencies –  
Ladders, Safety Rails and Work Platforms

Last year when new cooling towers were installed on the roof of the building, we realized that there was a need for ladders, safety rails and work platforms around the towers to provide a safe maintenance work environment. In considering such equipment, we learned that similar improvements were needed for roof access, the sewer plant, and the boiler room. Currently work in these areas is performed with extension ladders and/or without safety rails.

This project qualifies for Protection, Health and Safety funds, which require approval from both Sauk's Board of Trustees and the ICCB. We will use existing Protection, Health and Safety funds leftover from other projects and, therefore, will not levy a tax for it. We plan to do the work by this fall.

I recommend that the Board of Trustees approve the attached resolution, budget and certification statement for submission to the ICCB. Thank you.

(Revised 11/3/99)

# **CAPITAL PROJECT APPLICATION FORM**

*(One Application Form per Project)*

District/College and District # SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506  
Contact Person RUTH BITTNER, V.P. ADMINISTRATIVE SERVICES Phone # (815) 288-5511 Ext. 256  
Project Title CORRECT SAFETY DEFICIENCIES - LADDERS, SAFETY RAILS AND WORK PLATFORMS  
Project Budget \$ 167,000.00  check here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2  
Date 6/16/03

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

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

### **Section I (submit for ALL project approval requests)**

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

## Section II

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

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

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

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

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

### Section III

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

## **RESOLUTION TO APPROVE PROTECTION, HEALTH AND SAFETY PROJECTS**

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

**WHEREAS**, the Board has received reports from licensed professional architect/engineer that there is a project at SVCC which requires repair and alteration, as defined in 23 Illinois Administrative Code, Sec. 1501.601; and

**WHEREAS**, the project recommended for repair and alteration are:

Correct Safety Deficiencies—Ladders, Safety Rails and Work Platforms	<u><b>\$167,000</b></u>
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**WHEREAS**, all facilities described by the projects set forth are owned by SVCC.

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

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

Correct Safety Deficiencies—Ladders, Safety Rails and Work Platforms

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

Adopted June 23, 2003

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Chairman  
Community College District 506

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Secretary  
Community College District 506

## Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

THE WORK PROPOSED FOR THIS PROJECT ENTAILS 5 AREAS:

1. SEWER PLANT. INSTALL SAFETY RAILINGS AROUND DIGESTORS BOTH INSIDE AND OUTSIDE OF PLANT. PRESENTLY THERE ARE NO RAILINGS AROUND THE DIGESTORS.
2. BOILER ROOM. INSTALL CATWALKS AND LADDERS OVER TWO EXISTING BOILERS TO PROVIDE ACCESS TO MAIN STEAM HEADER VALVES FOR VALVE CONTROL AND MAINTENANCE. PRESENTLY ACCESS TO VALVES IS VIA EXTENSION LADDER.
3. COOLING TOWERS. INSTALL CATWALKS AND SAFETY RAILS AT EACH OF THREE COOLING TOWERS TO PROVIDE ACCESS FOR MAINTENANCE AND PERIODIC CLEANING OF EQUIPMENT, AND TO PROVIDE SAFE ACCESS TO INSIDE OF TOWER. INSTALL SAFETY RAILS ON TOP OF TOWERS FOR PERIODIC MAINTENANCE AND CLEANING OF FANS AND ENTRY SCREENS. PRESENTLY MAINTENANCE WORK IS PERFORMED WITHOUT SAFETY RAILS AND OFF OF LADDERS AND EXISTING PIPING.
4. ROOF TOP LADDERS. REMOVE 3 EXISTING LADDERS THAT PROVIDE ACCESS FROM ROOF TOP LEVEL TO ROOF TOP LEVEL. INSTALL ACCESS PLATFORMS, RAILINGS AND NEW LADDERS WITH SAFETY CAGE. PRESENT LADDERS DO NOT PROVIDE ACCESS PLATFORMS, RAILINGS OR SAFETY CAGES.
5. ROOF HATCHES. EXISTING ROOF HATCHES HAVE NO RAILINGS OR HAND HOLDS FOR EXIT OR ENTRY AND LADDERS ARE ALL BELOW FLOOR LEVEL. INSTALL LADDER EXTENSIONS, CAPS AND HAND HOLDS TO PREVENT FALLING THROUGH OR DOWN HATCH.

### **Programmatic Justification**

Provide an explanation of the programmatic impact of the proposed project.

WORK PROPOSED AT EACH OF THE FIVE (5) AREAS NOTED IN THE SCOPE OF WORK STATEMENT IS REQUIRED FOR IMPROVED SAFETY OF THE MAINTENANCE STAFF.

PRESENT CONDITIONS AT EACH LOCATION CREATES POTENTIAL FOR SERIOUS INJURY TO MAINTENANCE WORKERS.

## Attachment #1 Project Budget

Check One:

New Construction  
 Remodeling

Project Name \_\_\_\_\_

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

Protection, Health, and Safety Project Name CORRECT SAFETY DEFICIENCIES - LADDERS, SAFETY RAILS AND WORK PLATFORMS

	<u>Budget Amounts</u>
Project Costs	<u>\$132,000</u>
Contingency	<u>\$ 13,000</u>
A/E Professional Fees	<u>\$ 22,000</u>
Total	<u>\$167,000</u>

**Attachment #2**  
**Funding Source****District/College Name** SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506**Project Name** CORRECT SAFETY DEFICIENCIES - LADDERS, SAFETY RAILS AND WORK PLATFORMS**Check the source(s) of funds:**

Available fund balance  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

Fund name (s): Operations & Maintenance-Restricted  
(Protection, Health & Safety)

Bond Proceeds  
(including protection, health,  
and safety bonds)

Type of bond issuance (s): \_\_\_\_\_

Protection, Health, and  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

Tax rate/fiscal year: \_\_\_\_\_

Contract for Deed  
(ILCS 805/3-36)

Term of Contract for Deed in months: \_\_\_\_\_

Lending Arrangement with a  
Financial Institution  
(ILCS 805/3-37)

Term of Lending Arrangements in months: \_\_\_\_\_

Lease Agreement  
(ILCS 805/3-38)

Term of Lease in months: \_\_\_\_\_

Capital Renewal Funding

Proposed Fiscal Year Source(s): \_\_\_\_\_

ADA  
Access for All Funding

Proposed Fiscal Year Source(s): \_\_\_\_\_

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

Name and address of architect/engineer providing the estimate:

WILLETT, HOFMANN & ASSOCIATES, INC.  
809 EAST SECOND STREET  
DIXON, ILLINOIS 61021  
PHONE 815-284-3381  
ATTN: THOMAS W. HOUCK, AIA, PE

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

thomas W. houck

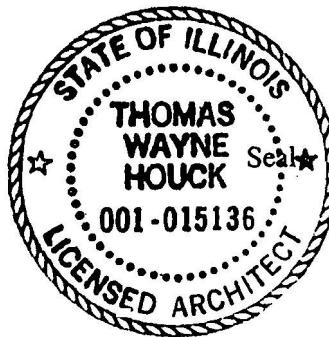
Architect/Engineer's Signature

001-015136  
062-054110

Illinois Registration or License Number

06-10-03

Date



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

## RESOLUTION TO APPROVE PROTECTION, HEALTH AND SAFETY PROJECTS

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

**WHEREAS**, the Board has received reports from licensed professional architect/engineer that there is a project at SVCC which requires repair and alteration, as defined in 23 Illinois Administrative Code, Sec. 1501.601; and

**WHEREAS**, the project recommended for repair and alteration are:

Correct Safety Deficiencies—Ladders, Safety Rails and Work Platforms	<u><b>\$167,000</b></u>
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**WHEREAS**, all facilities described by the projects set forth are owned by SVCC.

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

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

Correct Safety Deficiencies—Ladders, Safety Rails and Work Platforms

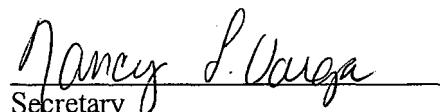
5. The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of this project consistent with Ill. Rev. Stat. Ch. 122 Paragraph 103-20.3.01 (and all other applicable statutes) and 23 Illinois Administrative Code Section 1501.608 (and all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

Adopted June 23, 2003



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Chairman  
Community College District 506



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Nancy L. Chuga  
Secretary  
Community College District 506

425.01 Early Retirement

The College provides for an early retirement incentive program as follows:

Eligibility - This program shall be open to all full-time College employees a) who are at least fifty-five (55) years of age but who have not reached sixty (60) years of age *on the date of retirement*, b) who have ten (10) or more years of service at Sauk Valley Community College, and c) who have been employed by the College on a full-time basis during each of the two (2) years preceding the date which their early retirement shall commence.

Application Procedures - A written request to participate in the retirement incentive program must be submitted and received by the President of the College no later than May 1st of the year prior to the year of actual retirement.

Provisions - A leave of absence will not be considered as years of service for the purpose of determining eligibility for early retirement.

In the event of death of the early retiree prior to the effective date of retirement, the College shall have no obligation to make any remuneration under this plan.

Incentive - The College will make a payment to the retiree calculated on the retiree's contractual base salary as of the effective date of retirement, based upon the participant's age *on the date of retirement*. The contribution percentage shall be calculated under the following provision:

A lump sum payment, based upon age and a percentage of retiree's base contractual salary, as listed below:

	<u>Percentage</u>
55	45%
56	40%
57	35%
58	30%
59	25%

The lump sum payment will, at the retiree's option, be paid either as of the effective date of the retirement or as of January 31 following the actual date of retirement.

Base contractual salary is further defined for:

Instructional Staff - base contractual salary to be received from the College for the academic year.

Administration and Support staff - computation for early retirement incentive is based upon base contract salary to be received from the College during the fiscal year (12 month) contract or other pro-rated contracts as appropriate.

Base contract salary shall not include summer school pay, overload pay, overtime pay or other non-regular salary or earnings. An employee may not participate in the College's early retirement plan and also participate in any other state early retirement incentive plan. If any other state early retirement incentive plan is elected the College plan shall not be available. For the purpose of this paragraph, a state early retirement "incentive plan" is defined as any state retirement plan which requires the College to pay more dollar benefits on behalf of an individual employee than is required under the normal SURS early retirement plan without discount, as provided in 40 ILCS 5/15-136.2.

The number of retirees retiring under this policy may be limited by the College Board depending upon budgetary conditions but shall not be limited to less than 15% of those eligible per year. The right to elect early retirement hereunder shall be allocated on the basis of priority of receipt by the College of notice of intent to retire in the event early retirement limitations must be applied.

1/23/84

3/23/87

11/22/93

5/27/97

7/24/00

## 425.02 Senior Services Option

The College shall make available to all full-time College retirees ("retirees") who qualify for and participate in the Sauk Valley Community College "Early Retirement Incentive Program" (as set out in Section 425.01 of the College Policies) the option to provide "professional educational services" to the College, in addition to his or her regular assignment, during the last year or years of service to the College. For such services the retiree can earn up to a maximum of an additional twenty percent (20%) of his or her college compensation earned during the prior year. Such option shall be referred to as the "Senior Services Option".

### 1. Professional Educational Services Plan

A "Professional educational services" to be performed by a retiree electing the Senior Services Option may include, but are not limited to, curriculum modification and improvements; design and program development; mentoring new full or part-time faculty or staff; research and analysis; additional work or other professional services which are to be performed in addition to the retiree's normal job. Professional educational services are expected to have a significant value to the College. Participation in this option shall require the retiree to submit a detailed plan ("Plan") which must be fully approved by the appropriate Vice President who shall submit it to the President of the College. The President must give final approval of the Plan before commencement of such services. The President shall have the right to refuse payment in part or full if the work is not performed according to the Plan. In the event the Senior Services Option work is not performed to the satisfaction of the President, the College shall have the option to refuse to allocate any or all of said additional salary as professional educational services. The judgement of the College shall be final and not subject to appeal.

### 2. Eligibility

To be eligible for participation in the Senior Services Option the staff member must:

- Otherwise qualify for the "Early Retirement Incentive Program" set out in Section 425.01 of College Policies. The Senior Services Option will not be available to retirees under any other retirement option.
- Notify the President, in writing, of his or her intention to participate in the Senior Services Option and complete all work under the Plan prior to the date of actual

retirement. The notice and the Plan shall be given before May 1 of any year the retiree expects to perform professional educational services which are intended to qualify under the Senior Services Option, prior to the actual retirement commencement date. The Plan shall be proposed by the retiree in sufficient time to permit the College administration a reasonable time to review and approve all of the proposed work and timetable details of the proposed plan.

- Submit a detailed plan of proposed professional services which provides the following:
  - a. The general scope of work to be performed; the dates for progressive completion of such work; including definite starting and ending dates;
  - b. The expected benefit to the College of such work;
  - c. All short term and long term costs expected to be paid by the College, if any.

### 3. Salary Limitations of Senior Services Option

- Each participating retiree shall be paid additional salary for the additional professional educational services, which shall not exceed twenty percent (20%) of that retiree's college compensation (defined hereunder as the total college compensation received by the employee during the prior year). The additional salary earned under the Senior Services Option shall be subtracted before determining the final year's retirement incentive payment being paid the retiring staff member by the College under the Early Retirement Incentive Program in effect at the time of retirement. Further, the additional salary approved by the College and paid the retiree for the professional educational services shall be credited against and shall be considered a part of the lump sum payment payable by the College to the retiree as early retirement incentive under Section 425.01 of the College Policies.
- Payment for such additional services shall be paid only for professional educational services actually rendered by the retiring employee in accordance with the approved Plan. Compensation earned by the retiree for such professional educational services will be paid in installments according to the regular pay plan chosen by the staff member, providing the installments shall be consistent with the Plan's progressive completion dates specified.

- All professional educational services to be performed under the Senior Services Option shall be completed and final payment by the College shall be made by the retiree's actual retirement date. In the event the retiring employee receives payment for professional educational services which are not performed or are not completed by the retiree's actual retirement date, the College shall have the right to deny additional salary value status for such work. In such event the College shall have the option to consider such payments previously made as retirement incentive payments, seek restitution from the retiring or retired employee, and/or withhold, deduct or set off any such overpayments against any other payments or credits due the retiree from the College from any source.

4. Grandfather Clause

Any employee who plans to retire during or at the end of the 1997-98 college year and is otherwise eligible to participate in the Senior Services Option except for the March 1, 1997 deadline for notice and submission of Plan, shall have the deadline extended for notice and Plan submission until July 1, 1997.

5/27/97

7/24/00

426.01 General Responsibilities, Duties, and Working Conditions for Contractual Employees

1. Contractual employees are required to fulfill all duties and responsibilities as specified in their respective job description.
2. Contractual employees are required to observe proper channels of communications in handling routine operational matters and to express any concerns through their respective supervisor in the same manner as all other Sauk Valley Community College employees.
3. Contractual employees are responsible for complying with all reporting requirements specified by the college or the external funding agency.

4. Contractual employees are afforded the following fringe benefits:

Sick Leave - Sick leave for full-time contractual employees will be earned at the rate of one day per month and terminates with the contract expiration date. If the contract is renewed and the employee(s) continue(s), sick leave will be cumulative as in accordance with college policy.

Personal Leave - Three personal days may be taken annually, and these days will be charged against sick leave.

Vacation Leave - Contractual employees will earn vacation at the same rate as the regular employment bears to a comparable college position. All vacations must be taken within the time span of the designated grant.

Tuition Reimbursement - Full-time contractual employees will be eligible for tuition reimbursement only if funds are specifically provided in the grant for such reimbursement.

Tuition Waiver - Full-time contractual employees shall be granted tuition waivers for Sauk Valley Community College courses in the same manner as for other full-time employees.

# Transfer students earn more than traditional classmates

Data from Florida, the nation's fourth most populous state, indicates that students who begin their higher education at a two-year community college, earn an associate degree, then transfer to a four-year school, earn more in most majors, than students who receive their entire education at a four-year college, on the average, \$2,052 more in starting pay than their university classmates.

The data, requested by the Public Information Office of Colorado Mountain College, comes from the Florida Department of Education. Colorado Mountain College is a community college serving rural resort towns such as Aspen, Vail, Breckenridge and Steamboat Springs.

According to the American Association of Community Colleges, Florida is the only state capable of tracking such data, which was generated using the starting pay statistics of students who received associate degrees at a community college in the Florida state system and then completed their baccalaureate degree at a Florida public four-year college.

"The results should be pretty similar for students anywhere," said Patricia Windham, rector of student success and accountability for Florida's Division of Community Colleges. Windham believes the findings can be generalized across the country in part because they use a statistically significant sample. "I would assume the relationship would be very similar in Colorado and other states because baccalaureate degree recipients should have the same initial earning power no matter where they assume as an employer, you are going for a the bachelor's degree, not the path that was taken to earn that degree," said Windham.

*See Transfers, page 4*

## Transfers, *from page 1*

Nick Isenberg, a Colorado Mountain College public information office staffer who worked with Windham to generate the data, said the findings show something very important. He comments, "Many people, especially outside of the region served by CMC, think of community colleges as 'schools of last resort,' where you go when you can't get into a 'good' college. This research shows that for many people, especially those who go to college primarily to increase their income and opportunities, community colleges should be their first choice."

Community college alumni who went on for bachelor's degrees brought home bigger paychecks than their fellow students who spent all four years at a Florida university in 10 of the 14 most popular majors. Students of political science and government fared the best, beating the pay of four-year traditional students by \$7,520. Nurses came in second making \$6,452 more than their traditional student counterparts, and biology majors came in third making \$5,700 more.

A few exceptions applied for the traditional students. Elementary school teachers who spent all four years at a four-year college earned \$1,264 more than

COMMUNITY COLLEGE TIMES

June 10, 2003

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community college transfers. Management information systems majors, finance majors and accounting majors also earned more, while accounting majors earned virtually the same.

However, the business and teaching students still might fare economically better by starting at a community college. "None of the students who were in a category that did better for traditional colleges earned enough more to make up for the difference that they paid in higher tuition at the four-year schools," said Windham.

"According to the U.S. Department of Labor," said Isenberg, "the fastest growing demand right now is for employees with associate degrees. "So, our alumni could increase their earning power even more when they transfer to four-year schools if they look for jobs which require associate degrees instead of going after the traditional 'while-in-college' job. For example, they'll earn more during the last two years

of their bachelor's degree if they get a position requiring an associate degree at a bank than if they have to take a job washing dishes because they have no degree at all."

Windham added that, "It doesn't matter whether you start at a community college, or whether you start at a university, once you make it and have a baccalaureate in hand, your earning power will be the same, and maybe even better if you go through a community college system. You have not hurt yourself in terms of your potential earning power, you have saved yourself money, and college is accessible to you where it might not have been otherwise."

"There are two other advantages community colleges have over traditional institutions," said Isenberg. "First, tuition is usually about half of that of most four-year state schools and second, most community colleges are open to everyone. We get excellent results by letting people in, not by keeping them out."

## **BEGINNING YEARLY SALARIES**

### **Community College Transfers\* Entire Education 4-Yr Institutions\*\* Income Difference Students With Entire Education At 4-Yr Institution\*\*\***

Elementary Teacher Ed	\$32,400*	\$33,664**	\$1,264***
Psychology, General	\$26,464*	\$24,320**	-2,144***
Business Admin & Mgmt	\$34,596*	\$30,880**	-3,716***
Finance, General	\$32,756*	\$33,640**	884***
Criminal Justice Studies	\$29,560*	\$26,908**	-2,652***
Nursing	\$43,808*	\$37,356**	-6,452***
Marketing Mgmt	\$31,300*	\$30,896**	-404***
Communication (Mass)	\$28,448*	\$27,388**	-1,060***
Accounting	\$37,188*	\$37,244**	56***
Computer & Information Science	\$44,912*	\$42,760**	-2,152***
Mgmt Info Systems/Business Data Processing	\$37,408*	\$38,536**	1,128***
English, General	\$28,640*	\$25,748**	-2,892***
Biology, General	\$30,148*	\$24,448**	-5,700***
Political Science & Government	\$31,792*	\$24,272**	-7,520***
Average	\$33,024*	\$30,972**	-2,052***

Notes: Earnings are based upon Fall 2001 follow-up of 2000-01 Florida College state college system graduates. Average earnings is the average of all persons found with earnings records and not going on to graduate school.

## Memorandum

**TO:** Richard Behrendt  
**FROM:** Ruth Bittner *RB*  
**DATE:** June 16, 2003  
**SUBJECT:** Update - Wallace's Bookstores Bankruptcy Case

As you recall, two years ago our bookstore contractor, Wallace's Bookstores, declared bankruptcy and went out of business. At that point we arranged for a new contract to operate the store with Follett Corp. and moved forward.

At the time of bankruptcy, Wallace's owed SVCC about \$136,000 (\$86,000 for the initial inventory plus \$50,000 of delinquent rent). SVCC owed Wallace's about \$105,000 (\$95,000 of financial aid charges plus \$10,000 of departmental purchases). At June 30, 2001, we wrote off these two amounts in our books – we assumed that Wallace's would not pay its balance due to Sauk, and we're carrying Sauk's balance due to Wallace's as a payable. In the two years since, the case has made its way through bankruptcy court in Kentucky. Today I was informed that the case has now reached a point at which a representative from Sauk might have to travel to Kentucky to testify at trial, so I wanted to give you a written update.

Wallace's claims that the financial aid funds were not Sauk's to hold onto – that we served only as a fiduciary between the federal government and the students who charged their book purchases. Therefore, they claim that these funds were not a debt owed by the College to the store in the same way that the store owed money to the College, so they can not be used as a setoff according to bankruptcy law. Last week a bankruptcy judge in Kentucky agreed with Wallace's, by denying our Motion for Summary Judgment. A trial is scheduled for late July. It is possible that Wallace's will move for summary judgment before then and win the money without a trial.

If Wallace's wins, we will have to pay them \$95,000. It will not affect our fund balance, since we already recorded the cost in FY 01. If Sauk wins, we can reverse that expense/payable entry, thereby increasing our fund balance by \$95,000.

If we wish to continue, it appears that someone from Sauk (most likely myself) will need to travel to Kentucky to testify in person at the trial in late July. The attorney in Kentucky says that we can't substitute a written deposition for a personal appearance. I am awaiting word from local attorney Lisa Treviranus at Ward Murray Pace and Johnson regarding her advice on the process.

For Board Meeting of  
June 23, 2003

Agenda Item F

**2003-2004 TENTATIVE BUDGET - FIRST READING**

Attached is the 2003-2004 Tentative Budget (and appropriate supplemental information) for Board consideration and first reading. This budget will be available in the Business Office, the President's Office, and the Learning Resource Center on public display for the next 30 days and the public hearing and final action will be taken at the July Board meeting.

**RECOMMENDATION:**      Board approval of the 2003-2004 Tentative Budget for first reading.

**TO:** Richard Behrendt

**FROM:** Ruth Bittner *RB*

**DATE:** June 4, 2003

**SUBJECT:** FY 2004 Budget

Accompanying this memo is Sauk Valley Community College's FY 2004 Tentative Budget. The budget is directly linked to our strategic, technology, facilities, and marketing plans.

The expenditures budget of \$11,422,747 in the operating funds represents an 11.3% increase over the FY 2003 budget of \$10,260,206. It reflects:

- the impact of costs shifted to the operating funds from restricted grants,
- increases in salaries and employee health insurance costs,
- increases in corporate training contracts,
- the potential for mid-year State cuts, and
- a cautious approach towards planning for FY 05.

With budgeted revenue and transfers in of \$11,588,656, we project an increase in fund balance of \$165,909 for the year. Recent operating fund balance history and projections:

6/30/00 actual	\$1,417,990
6/30/01 actual	\$1,008,869
6/30/02 actual	\$ 916,261
6/30/03 projected	\$ 710,000
6/30/04 budgeted	\$ 875,909

### Process

Budget input sheets were distributed to the President and Vice Presidents on March 3, for further distribution to their staffs as they saw fit. Budget requests were due back to the Business Office by April 1. The Business Office then entered the requests in the computer and produced analytical reports for review. The President, Vice Presidents, and other selected staff members have met several times since then to discuss and adjust the budget. The FY 2004 Final Budget will be presented to the Board of Trustees in July, following a 30-day public review period.

As a part of its regularly scheduled July 28 meeting, the Board holds a Budget Hearing at which the public is invited to comment. Following this, the Board is asked to approve the FY 2004 Final Budget. Any changes made between the Tentative and Final budgets are presented at that time. The new fiscal year starts July 1, 2003.

### Assumptions

We based property tax revenue on May estimates from the county clerks, an increase of about 3.8% from FY 03. Investment Income is expected to hold steady with the FY 2003 actual results due to continued low interest rates. Credit enrollment is expected to be level with FY 03 levels. We have incorporated State grants at the amounts proposed by the Governor and approved by the Legislature, along with the \$60 per credit hour tuition rate approved by the Board of Trustees in March. Salaries are budgeted with 5% raises for faculty and 4% raises for other staff. We estimate medical insurance costs will increase by about 10%. FY 04 will be the third of six planned years of transferring an additional \$100,000 of Working Cash Fund accumulated interest into the operating funds. (At the end of the six years the Working Cash Fund will still retain \$600,000 of accumulated interest, plus the \$1,330,000 principal.)

### Absorption of Restricted Grants and Other Major Changes

The State of Illinois has made serious cuts to school district restricted grants for FY 04. For Sauk, that means a cut of \$392,551 of ICCB restricted funding, from \$553,138 to \$160,587, plus another \$50,000 of cuts in non-ICCB State grants. These grants in the past have paid for significant parts of such vital functions as the Learning Assistance Center, technology equipment and support costs, workforce training, high school-to-college articulation and recruiting, and adult education. On the positive side, Sauk's 20%+ enrollment increase in FY 02 means Sauk will receive better than expected funding from State operating grants. Our operating fund ICCB grants will increase by \$855,165, from \$2,339,897 to \$3,195,062.

The President's Council and all of our managers and coordinators of State grant funded programs have extensively reviewed the affected grant operations to determine if any functions could be eliminated or performed more cost-effectively, or if we should absorb them in the operating funds. We settled on cuts and efficiencies of about \$20,000 and absorbed the rest into the Education Fund. That adds \$420,000 of expenditures to the operating funds budget.

There are two other major changes in activities that are not caused by grant cuts but which we normally would have sought to fund through grants. First, corporate services is adding \$90,000 of expenditures (offset by revenues) for major new corporate training contracts. Second, we are experiencing a \$12,000 increase in licensing fees for the AS/400 computer used in CIS classes, and we expect to pay \$61,000 to SCT Banner for pass-through Oracle software fees.

Without this \$583,000 of exceptional changes, the operating funds expenditures budget would have increased 5.6% over FY 03 instead of 11.3%.

### Analysis of Changes from FY 03 Budget

This section explains major changes from the FY 03 to FY 04 operating budget.

Salaries are increasing by \$350,000. Raises make up \$170,000; \$70,000 is due to absorption of State grant costs; and \$110,000 goes to increased faculty part time, overload and summer staffing. Benefits increase by \$130,000 because of a 10% increase in health insurance. The estimate for SURS expenditures on behalf is increasing by \$52,000 (offset by revenue).

Contractual services (+\$171,000), supplies (+\$272,000), and conferences and meetings (+\$21,000) together are increasing by \$464,000. Small equipment and software licenses formerly paid by grants total \$300,000; fees for internet, telecourse and instructional contracts are increasing by \$40,000; an increase of \$90,000 in Corporate Services contract instructors (offset by revenue); and \$13,000 of faculty and staff technology training previously paid by grants.

Fixed Charges are increasing by \$40,000. That is due to a 15% increase in property/liability insurance and a reallocation of costs from the Liability Fund per a recent review of accounting methods. Utilities are increasing by \$50,000. We expect gas rate increases to cost \$35,000 and other utilities inflation to be about \$11,000; telephone internet line charges should increase about \$4,000. Other expenses are increasing by \$11,000, due to increased usage of tuition waivers.

Capital Outlay is going up by \$112,000 due to absorption of costs previously paid by grants. This capital expenditure plus the \$300,000 of small equipment and software licenses mentioned above could be paid from funding bonds, but that money has already been allocated to other equipment. This \$412,000 used to be funded by grants.

### Beyond FY 04

In FY 03 the community colleges emerged almost unscathed from the Governor's mid-year budget cuts. However, we would be wise to prepare for the potential of FY 04 mid-year cuts by building some cushion into the operating budget. A 5% cut in operating grants would cost \$150,000. The tentative budget's proposed increase in fund balance of \$165,909 would just cover this.

In addition, FY 05's State funding picture could be tight for SVCC. Therefore, we would be wise not to commit to a higher level of expenditures in FY 04 than we could sustain in FY 05. The cause of this potential for tight future State funds is SVCC's enrollment. In FY 04 we are reaping the benefits of the FY 02 enrollment increase. In fact, while we expected a healthy State operating grant increase, the approved amount is unexpectedly high. However, in FY 05 we know will receive a smaller percentage of State funding for

enrollment-based grants because our enrollment decreased slightly in FY 03, while the other schools have increased. We were ahead of the statewide enrollment curve in FY 02. Assuming that in FY 05 the restricted grants won't be restored and that other grant funding for the community college system as a whole will be level with FY 04, we will see a decline in operating fund grants for Sauk in FY 05. It is difficult to predict State funding two years in advance, but we believe that the decline should not be as steep as the FY 04 increase - the difference between Sauk's enrollment decrease and other schools' increase in FY 03 is not as great as was the reverse difference in FY 02.

During the last several years we have intentionally chosen to balance the budget by drawing down fund balance rather than by implementing draconian operating cuts. We have fallen from a 6/30/00 operating fund balance of \$1,417,990 to about \$710,000 at 6/30/03. In FY 04, assuming there is no mid-year State cutback, we plan to begin restoring that reserve with the proposed \$165,909 increase.

In the longer term, we should prepare for a drop of about \$45,000 of State operating funds in FY 07. The funding formula is changing in FY 04 in a way that negatively impacts Sauk by that amount. However, the change includes a 3-year hold-harmless clause for schools that lose money. The full impact will hit us in FY 07. Because of the State's fiscal situation, we should not expect to see overall increases in education funding during the next few years.

We expect that our other two major operating funds revenues, tuition and property tax, should vary in ways that cancel each other out. These two sources are impacted most by the economy. As our area economy begins to strengthen over the next few years, property tax revenues should improve. However, enrollment tends to decrease (or at least not rise as fast) in a stronger economy. So, without regular tuition increases this revenue stream will not keep pace with inflation.

To summarize, we expect State funding to be flat and enrollment and EAV to be a wash during the next few years. Therefore, in order to keep up with normal inflationary trends, we expect to rely on annual increases in the tuition rate (requests for which will be brought to the Board each year at the appropriate times) and the cushion of a rebuilding fund balance.

#### Recommendation

It is recommended that the Board of Trustees approve the FY 2004 Tentative Budget.

## Sauk Valley Community College Budget Highlights FY 2004

The following are highlights of the FY 2004 budget.

● **Increase in State Operating Grants; Decrease in Restricted Funds \$413,000**

State operating grants will increase by \$855,165, while restricted grants will fall by \$442,551.

## ● **Increase in Tuition Rate** \$300,000

In February the Board of Trustees approved increasing the tuition rate by \$6 per credit hour, to \$60 (including the student activities and technology fees). Credit enrollment is expected to be level with FY 03.

● **Transfer from Working Cash Fund** **\$100,000**

As planned the last few years, we're transferring \$100,000 of previously accumulated interest earnings from Working Cash to Operating Funds.

● **Grant Technology Expenditures in Operating Funds** **\$425,000**

Because restricted State grants that have supported technology spending in the past have been eliminated for FY 04 and this necessary spending is in addition to items budgeted for funding bonds, we are absorbing this amount in the operating budget. This includes \$412,000 of equipment and software expenditures and support, plus \$13,000 of training funds.

● Other Grant Operating Expenditures in Operating Funds \$20,000

Because restricted State grants that have previously supported functions such as the LAC, special student needs, and high school recruiting and articulation have been reduced for FY 04, we are absorbing this net amount in the operating budget.

● **Annual Raises for Continuing Employees** **\$170,000**

The budget includes a negotiated 5% raise for faculty and 4% for other staff.

● Increased Health Insurance Benefit Cost	\$130,000
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We expect the trend of 10% inflation for health care to continue for another year.

- **Student Recruitment** \$21,000

During FY 03 we developed a comprehensive marketing plan. We're adding budget to support previously unfunded activities that were deemed high priority. They include: development of electronic recruiting materials, creation of a meeting space for parents that can double as a recruiting and retention headquarters for student assistants, promotion of SVCC in middle schools, and offering refresher placement testing tutorials for returning adults.

- **Corporate Services Expansion (net gain)** \$70,000

We have already started work under a large corporate training contract with Rayovac and expect to win contracts with other firms that may move to the district in the next year. In addition, because of the reduction of \$55,000 in State corporate training grants, Corporate Services has been challenged to increase their net from operations by at least that amount in order to support their existing level of service.

- **Equipment Supported by Funding Bonds** \$625,000

All capital equipment spending (prior to this year) that normally would have been charged to the operating funds will be supported by funding bonds. This is the third year of the three-year bond issue; we plan to ask the Board to issue another round during 2004.

Sauk Valley Community College  
Budget Impact of Strategic Goals and Objectives  
For FY 2004

The following lists budgeted activities that accomplish the College's strategic goals and objectives. Some objectives will be accomplished through routine operations, and some strategies speak to more than one objective; this document lists only selected highlights.

**Goal 1:**

**Strive for excellence in all educational offerings, programs and services.**

**Objectives:**

1. Maintain academic integrity and standards.
2. Attract and retain qualified, dedicated, and skilled faculty and staff.
3. Provide quality educational offerings that are responsive to the district's needs.
4. Help promote a sense of teamwork across all areas of the College.
5. Develop more effective means of assessing student learning.

**Strategies:**

#	Strategy	Continuing Resources	New Resources
1	Increase budget for library materials	78,000	18,000
1	Maintain funding for faculty development	20,000	
2	Employ 4 replacement faculty and Dean	220,000	
3	Review & update occupational programs	0	
4	Offer volunteer service opportunities such as Adopt-a-Highway and Heart Walk	0	
4	Restore hosting budgets for in-service days and employee recruitment		5,500
5	Continue student assessment program	10,000	

**Goal 2:**

**Contribute to College and community development through public, private, political, and professional partnerships and networks.**

**Objectives:**

1. Strengthen relationships with business, industry, educational, and civic/nonprofit groups to more effectively serve the educational needs of each sector.
2. Facilitate teamwork among educational institutions within the community.
3. Network with professional organizations, legislators, and governing boards at the local, state, and federal levels to increase overall institutional effectiveness, assure adequate resources, and continue degree-related articulation agreements.
4. Identify distinct segments of the student market to better serve our district's educational needs and improve enrollment management.
5. Develop and implement an updated Marketing Plan.
6. Raise the visibility of the College's educational programs and services throughout the district.

**Strategies:**

#	Strategy	Continuing Resources	New Resources
1	Aggressively promote Corporate Services to assist with area economic development efforts	50,000	
1	Distribute SVCC/Workforce Council employability brochures to all high school students	1,200	
2	Continue HECA grant to encourage and assist with further education of Latinos (Restricted Fund)	75,000	
2	Continue Americorps literacy program (Restricted Fd)	300,000	
2	Offer teacher training over compressed video in conjunction with Whiteside ROE & Bi-County Special Ed		0
1 3	Participate in area service & business organizations	2,200	
3	Participate in local, regional and statewide meetings and communications	6,000	4,000
4	Present career counseling in 8 <sup>th</sup> grade classes (Restricted Fd)		3,000
4 5 6	Implement new and continuing elements of marketing plan. New elements include: electronic recruiting tools, early intervention program, prospective students meeting room, promotion in middle schools, and refresher tutorials for adults.		21,000

**Goal 3:**

**Continue to make new and emerging technologies accessible to all College constituents.**

**Objectives:**

1. Maintain and integrate technologies that improve instruction and other College systems.
2. Provide greater access to learning through the use of technologies.
3. Provide training and support to faculty and staff in the use of current technologies.
4. Maintain and implement a comprehensive Technology Plan.

**Strategies:**

#	Strategy	Continuing Resources	New Resources
1 4	Absorb former Restricted Fund computer operating and capital costs in operating funds	425,000	
2	Maintain distance learning links with high schools	10,000	
2	Offer telecourses, compressed video and additional Internet courses	30,000	
3	Continue operations of the Instructional Technology Center	130,000	

**Goal 4:**

**Effectively manage and develop human, fiscal, and physical resources.**

**Objectives:**

1. Expand efforts to secure external funding to support and enhance the teaching and learning environment.
2. Maintain and enhance College effectiveness through long-range financial and capital planning, improved budgeting systems, and organizational efficiencies.
3. Maintain and implement a Facilities Master Plan.
4. Maintain and implement a preventive maintenance program.
5. Continue to upgrade and streamline administrative functions and services.
6. Continue to demonstrate fiscal responsibility.
7. Continue to develop and raise awareness of College health and safety programs and services for College staff and students that meet or exceed current standards.

**Strategies:**

#	Strategy	Continuing Resources	New Resources
1	Increase efforts to obtain grant funding, utilizing grant database subscription	600	
1	Prepare to issue round 2 of funding bonds		0
2	Update strategic plan and subsidiary components	0	
3	Start T-1/West Wing project		4,500,000
3	Complete annual Protection, Health & Safety and ADA projects	600,000	95,000
4	Resurface parking lots	10,000	
5	Review each vacant & potentially vacant position	0	
5	Implement Banner Web for Students and e-payments software		40,000
6	Hold travel, meeting & hospitality expenses to a healthy minimum	0	
7	Work with area agencies to implement crisis management plan	0	
7	Install security camera system (Liability, Protection & Settlement Fund)		50,000

**Goal 5:**

**Strengthen organizational structures and processes that foster student success.**

**Objectives:**

1. More effectively assess student learning, and the contributions of academic support and student services to promote retention and success.
2. Continually review and redesign the class schedule and course/curricular structures as needed to meet the needs of different student populations.
3. Work to provide well integrated curricular and advising experiences for students.
4. Provide effective systems of learning support for different segments of our student population, including first-generation and/or adult learners.
5. Provide a welcoming, supportive, and challenging College environment.

**Strategies:**

#	Strategy	Continuing Resources	New Resources
1	Continue student assessment program and satisfaction survey	10,000	
2	Redesign class schedule booklet format	0	
2	Expand Internet course offerings	10,000	
3	Conduct career fair, college night, Jobfest (Restricted Fund)	10,000	
3	Continue Tech Prep program (Restricted Fund)	100,000	
4	Maximize inclusion of students with disabilities (\$10,000 in Restricted Fund)	75,000	
4	Continue Student Support Services program (Restricted Fund)	210,000	
4	Continue cooperative agreement with IVCC Dislocated Workers program	11,000	
4	Improve student retention through creation of early intervention program		5,000
5	Continue Free-for-Fall welcome event	2,000	

**Goal 6:**

**Enhance opportunities for students to develop intellectually, culturally, socially, and physically.**

**Objectives:**

1. Foster lively and meaningful co-curricular programs to enrich students' overall educational experience.
2. Encourage student engagement with the College through a caring faculty and staff and programmatic excellence.

**Strategies:**

#	Strategy	Continuing Resources	New Resources
1	Begin construction of student housing (Foundation)		0
1	Reward intellectual excellence through active honor programs and Phi Theta Kappa	4,500	
1	Offer cultural and entertainment programs through Student Activities (Auxiliary Fund)	20,000	
2	Offer customer service skills training for staff	1,000	

**Goal 7:**

**Cultivate, recognize, and celebrate achievements and excellence among all College employees.**

**Objectives:**

1. Expand professional development opportunities for faculty and staff.
2. Recognize and celebrate both efforts and successes among all College employees.
3. Provide creative and meaningful recognition programs for faculty and staff through formal and informal means.

**Strategies:**

#	Strategy	Continuing Resources	New Resources
1	Send staff to appropriate professional conferences	20,000	
1	Support faculty sabbatical	15,000	
1	Maintain faculty development fund	20,000	
2	Support staff appreciation events	2,000	
3			
3	Award employee and team of the year honors	1,000	

**Goal 8:**

**Infuse our shared institutional values of Respect, Responsibility, Fairness, Integrity, and Caring within the classroom and throughout our decision-making processes and formal and informal communication.**

**Objectives:**

1. Broaden opportunities for informed participation by all members of the College community in shaping College policies, practices and directions.
2. Consciously work toward improved communication among College constituents.
3. Develop programs for faculty, staff and students to expand the understanding and practice of values appropriate to an academic community.

**Strategies:**

#	Strategy	Continuing Resources	New Resources
1	Encourage input through committee and informal communications	0	
2	Communicate through committees, e-mail, newsletter, departmental and informal means	0	
3	Communicate shared values through faculty and staff workshops	3,500	

Sauk Valley Community College  
Summary of Operating Funds Budget  
FY 2004

<b>Changes in Fund Balance:</b>	Educational Fund	Operations & Maintenance Fund	Total Operating Funds
Revenues	10,168,908	1,207,748	11,376,656
Expenditures	10,165,696	1,257,051	11,422,747
Transfers In *	158,500	53,500	212,000
Transfer to Fund Balance	161,712	4,197	165,909

\* Transfers come from bookstore utilities and Working Cash Fund interest.

<u>EDUCATION FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Education Fund				
Local Taxes	3,021,000	1,520,142	3,137,004	3.8%
Chargeback Revenue	500	3,147	1,000	100.0%
ICCB Credit Hour Grants	1,372,109	1,019,236	1,492,437	8.7%
ICCB Equalization Grants	604,413	447,542	1,246,949	106.3%
ICCB Career & Tech Ed		73,675	54,000	0.0%
ICCB Addl Designated Grant		50,847		0.0%
Other ICCB Grants	53,400	53,400	53,400	0.0%
Vocational Education	70,000			100.0%
CPPRT	308,000	193,641	223,000	27.5%
Dept. of Education	30,000	855	1,000	96.6%
Other Federal Gov. Sources	700			100.0%
Resident Tuition	2,279,821	2,331,589	2,662,000	16.7%
Out of District Tuition	6,000	29,736	6,000	0.0%
Out State Tuition	1,000	3,557	1,000	0.0%
Course Fees	109,000	125,891	150,000	37.6%
Other Fees	2,000	2,710	2,200	10.0%
Technology Fee	102,000	108,151	109,000	6.8%
Installment Plan Fee	7,500	10,248	9,500	26.6%
Other Student Tuition & Fees	5,000	6,812	7,000	40.0%
Investment Revenue	80,000	30,864	80,000	0.0%
Other Revenues	4,000	37,300	30,000	650.0%
State on behalf SURS Revenue	442,000		496,000	12.2%
Business Occupational				
Resident Tuition		1,000		0.0%
Technical Occupational-Corporate				
Resident Tuition	4,500	7,233	7,000	55.5%
Course Fees	4,500	2,700	3,000	33.3%
Technical Occupational-Community				
Resident Tuition	74,500	14,975	16,800	77.4%
Course Fees	8,000	35,647	37,800	372.5%
Leisure				
Pub Srv, Comm Ed, & Cust Trng Rev	17,000	17,924	17,000	0.0%
Tours & Events				
Pub Srv, Comm Ed, & Cust Trng Rev	6,500	6,845	5,000	23.0%
Senior Programs				
Pub Srv, Comm Ed, & Cust Trng Rev	3,000	1,880	1,400	53.3%
Youth Programs				
Pub Srv, Comm Ed, & Cust Trng Rev	3,500	16,396	4,000	14.2%
Concert/ Lecture Series				
Pub Srv, Comm Ed, & Cust Trng Rev	1,000	143	200	80.0%

<b>budget</b>	<b>SAUK VALLEY COMMUNITY COLLEGE COMPARATIVE OPERATING BUDGET</b>			<b>Page 2</b>
06/03/20				
<b><u>EDUCATION FUND</u></b>	<b>2002-2003 <u>Budget</u></b>	<b>2002-2003 <u>Actual</u></b>	<b>2003-2004 <u>Budget</u></b>	<b>Percent Budgeted <u>Variance</u></b>
Computers Pub Srv, Comm Ed, & Cust Trng Rev	15,000	21,844	18,000	20.0%
Health & Personal Development Pub Srv, Comm Ed, & Cust Trng Rev	7,000	11,982	9,000	28.5%
Professional Development Pub Srv, Comm Ed, & Cust Trng Rev	35,000	26,995	18,000	48.5%
Polygraph Institute Pub Srv, Comm Ed, & Cust Trng Rev	24,500	24,500	16,000	34.6%
Corp Serv Professional Development Pub Srv, Comm Ed, & Cust Trng Rev	88,000	124,929	252,218	186.6%
Corp Serv Computer Training Pub Srv, Comm Ed, & Cust Trng Rev	12,000	560	1,000	91.6%
<b>Total Revenue</b>	<b>8,803,443</b>	<b>6,363,906</b>	<b>10,168,908</b>	<b>15.5%</b>

<u>EDUCATION FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	Percent Budgeted <u>Variance</u>
				2003-2004 <u>Budget</u>
Board of Trustees				
Legal Services	25,000	18,266	25,000	0.0%
Office Supplies	1,800	1,531	1,600	11.1%
Publications and Dues	8,000	8,254	8,500	6.2%
Advertising	750	1,013	1,300	73.3%
Conference/Meeting Expense	2,500	2,317	2,500	0.0%
President				
Administrative Staff- Full-Time	137,799	126,316	143,311	4.0%
Prof/Tech- Full-time	46,753	42,856		100.0%
Clerical-Full-time			30,000	0.0%
Medical Insurance	16,968	16,962	22,641	33.4%
Life Insurance	731	721	686	6.1%
Retirement Hlth Ins Emp Match	923	972	897	2.8%
Other Employee Benefits	29,250	24,763	31,000	5.9%
Office Supplies	1,000	1,071	1,000	0.0%
Publications and Dues	750	741	1,000	33.3%
Conference/Meeting Expense	2,500	3,497	3,100	24.0%
Other Conference & Meeting	400	592	500	25.0%
College Relations				
Administrative Staff- Full-Time	61,970	57,351	64,449	4.0%
Prof/Tech- Full-time	33,366	30,585	34,701	4.0%
Clerical-Full-time	31,641	29,112	32,906	3.9%
Medical Insurance	22,731	22,094	25,318	11.3%
Life Insurance	518	508	523	0.9%
Retirement Hlth Ins Emp Match	654	600	660	0.9%
Maintenance Services	1,500	1,237	1,500	0.0%
Office Supplies	1,200	432	1,700	41.6%
Publications and Dues	1,200	866	1,000	16.6%
Advertising	100,000	92,322	100,000	0.0%
Conference/Meeting Expense	1,500	493	1,500	0.0%
Printshop				
Prof/Tech- Full-time	31,815	29,562	33,088	4.0%
Clerical- Part-time	11,000	10,085	12,600	14.5%
Medical Insurance	8,390	8,382	8,967	6.8%
Life Insurance	135	143	131	2.9%
Retirement Hlth Ins Emp Match	171	156	165	3.5%
Maintenance Services	20,000	14,309	20,000	0.0%
Other Supplies		(55,221)	(62,000)	0.0%
Purchases for Resale	(35,000)	27,652	32,000	-191.4%
Debt Principal Retirement	13,500	10,743	15,200	12.5%
Interest	4,062	4,188	5,155	26.9%
Lease Installment Payments		498	600	0.0%
Information Center				
Clerical-Full-time	92,813	83,286	93,861	1.1%
Clerical-Overtime		50	941	2100.0%
Clerical- Part-time			6,133	0.0%
10,500				

<u>EDUCATION FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	Percent <u>Budgeted</u>
				<u>Variance</u>
Clerical-Temporary		1,656		0.0%
Medical Insurance	25,425	22,928	25,766	1.3%
Life Insurance	413	367	372	9.9%
Retirement Hlth Ins Emp Match	521	426	469	9.9%
Maintenance Services	8,280	9,248	9,900	19.5%
Office Supplies	3,500	3,462	3,000	14.2%
Instructional Supplies	300	178	300	0.0%
Other Supplies	2,000	1,424	2,000	0.0%
Grant, Planning, & Research				
Administrative Staff- Full-Time	64,145	59,362	66,710	3.9%
Clerical-Full-time	9,755	306		100.0%
Medical Insurance	8,645	5,720	6,262	27.5%
Life Insurance	345	261	264	23.4%
Retirement Hlth Ins Emp Match	436	311	334	23.3%
Office Supplies	1,300	950	1,300	0.0%
Publications and Dues	600		600	0.0%
Conference/Meeting Expense	1,500	1,623	1,500	0.0%
VP-Instructional Services				
Administrative Staff- Full-Time	91,439	84,791	95,096	3.9%
Clerical-Full-time	39,708	36,398	41,296	3.9%
Medical Insurance	11,526	11,440	12,789	10.9%
Life Insurance	542	531	540	0.3%
Retirement Hlth Ins Emp Match	685	628	682	0.4%
Office Supplies	2,000	1,301	2,000	0.0%
Publications and Dues	750	413	700	6.6%
Conference/Meeting Expense	2,500	2,712	3,000	20.0%
Honors				
Faculty-Part-time	2,520	1,704	2,520	0.0%
Faculty-Overload	6,000	6,713	6,000	0.0%
Medical Insurance		939		0.0%
Life Insurance				0.0%
Retirement Hlth Ins Emp Match		34		0.0%
Instructional Supplies	100	91	100	0.0%
Publications and Dues	300	300	300	0.0%
Conference/Meeting Expense	300	258	300	0.0%
Other Instructional				
Tuition Reimbursement	5,000	3,695	5,000	0.0%
Consultants	10,000	9,716	10,000	0.0%
Maintenance Services	1,500	555	1,500	0.0%
Other Contractual Services	5,000			100.0%
Instructional Supplies	500		100	80.0%
Computer Software	40,000	9,486		100.0%
Capital Supplies			94,631	0.0%
Conference/Meeting Expense	20,000	8,471	20,000	0.0%
Other Conference & Meeting			3,000	0.0%
Instructional Equipment			111,840	0.0%

<u>EDUCATION FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	Percent <u>Budgeted Variance</u>
				2003-2004 <u>Budget</u>
Curriculum Development/ IAI Conference/Meeting Expense	500	543	750	50.0%
Dean of Arts, Social Sciences & P.E.				
Administrative Staff- Full-Time	64,220	58,288	65,504	1.9%
Clerical-Full-time	25,041	20,097	24,785	1.0%
Clerical-Overtime		8		0.0%
Medical Insurance	19,595	16,545	18,858	3.7%
Life Insurance	367	350	358	2.4%
Retirement Hlth Ins Emp Match	463	404	451	2.5%
Consultants	500			100.0%
Office Supplies	1,500	1,260	1,500	0.0%
Publications and Dues	500		500	0.0%
Conference/Meeting Expense	1,500	118	1,000	33.3%
Art				
Faculty-Full-time	40,796	40,796	43,023	5.4%
Faculty-Part-time	22,680	21,348	38,000	67.5%
Faculty-Overload	5,000	4,500	2,500	50.0%
Medical Insurance	5,763	9,139	9,642	67.3%
Life Insurance	162	182	170	4.9%
Retirement Hlth Ins Emp Match	204	226	215	5.3%
Consultants	800	1,641	1,200	50.0%
Maintenance Services			800	0.0%
Instructional Supplies	4,000	3,534	4,000	0.0%
Other Conference & Meeting	100	(184)	300	200.0%
English				
Faculty-Full-time	227,385	179,956	190,198	16.3%
Faculty-Part-time	28,980	33,730	33,000	13.8%
Faculty-Temporary		1,093		0.0%
Faculty-Overload	2,000	5,299	5,000	150.0%
Faculty-Summer	3,450	3,609	3,600	4.3%
Other Salaries	6,000			100.0%
Medical Insurance	32,120	34,831	34,892	8.6%
Life Insurance	900	848	753	16.3%
Retirement Hlth Ins Emp Match	1,137	1,047	545	52.0%
Consultants		1,388		0.0%
Other Contractual Services			1,000	0.0%
Instructional Supplies	4,000	5,654	6,500	62.5%
English- Developmental				
Faculty-Full-time			36,394	0.0%
Faculty-Part-time			6,930	0.0%
Faculty-Overload			5,000	0.0%
Faculty-Summer			2,875	0.0%
Medical Insurance			6,608	0.0%
Life Insurance			144	0.0%
Retirement Hlth Ins Emp Match			67	0.0%
Instructional Supplies			3,000	0.0%

<u>EDUCATION FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Foreign Language				
Faculty-Part-time	27,720	23,915	28,000	1.0%
Instructional Supplies	750	605	750	0.0%
Reading				
Faculty-Full-time			70,145	0.0%
Faculty-Part-time			6,930	0.0%
Faculty-Overload			5,000	0.0%
Faculty-Summer			2,875	0.0%
Medical Insurance			11,011	0.0%
Life Insurance			278	0.0%
Retirement Hlth Ins Emp Match			158	0.0%
Instructional Supplies			3,000	0.0%
Humanities				
Faculty-Full-time	29,067	23,011	48,909	68.2%
Faculty-Part-time	2,520	2,520	2,670	5.9%
Faculty-Overload		905	2,250	0.0%
Faculty-Summer	2,875	1,724	2,875	0.0%
Medical Insurance	4,322	4,121	7,580	75.3%
Life Insurance	115	112	194	68.6%
Retirement Hlth Ins Emp Match	145	151	151	4.1%
Other Contractual Services			1,000	0.0%
Instructional Supplies	600	528	600	0.0%
Conference/Meeting Expense	100	60		100.0%
Music				
Faculty-Full-time	39,003	30,877	42,693	9.4%
Faculty-Part-time	13,860	16,706	15,000	8.2%
Faculty-Overload	19,500	13,904	17,850	8.4%
Faculty-Summer	2,875	3,994	4,000	39.1%
Medical Insurance	12,646	12,832	14,560	15.1%
Life Insurance	154	160	169	9.7%
Retirement Hlth Ins Emp Match	195	269	175	10.2%
Consultants	1,000	845	2,000	100.0%
Instructional Supplies	3,500	2,173	2,700	22.8%
Computer Software	2,000		2,000	0.0%
Other Conference & Meeting	100	138		100.0%
Rental- Equipment	2,000	1,742	2,000	0.0%
Philosophy				
Faculty-Part-time	11,340	11,715	14,000	23.4%
Faculty-Summer	1,150		2,670	132.1%
Instructional Supplies	300	329	300	0.0%
Speech				
Faculty-Full-time	88,823	83,018	72,155	18.7%
Faculty-Part-time	11,340	12,974	15,700	38.4%
Faculty-Overload	1,500	5,069	3,225	115.0%
Faculty-Summer	1,150		4,005	248.2%

<u>EDUCATION FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	Percent Budgeted Variance
Medical Insurance	17,035	14,821	13,052	23.3%
Life Insurance	354	382	286	19.2%
Retirement Hlth Ins Emp Match	447	459	258	42.2%
Instructional Supplies	1,200	1,276	1,500	25.0%
Physical Education				
Administrative Staff- Full-Time	21,584	18,337	27,374	26.8%
Faculty-Full-time	36,938	29,341	39,032	5.6%
Faculty-Part-time	8,820	8,476	8,820	0.0%
Faculty-Overload	5,000	3,800	4,375	12.5%
Faculty-Summer	1,150		1,335	16.0%
Medical Insurance	10,210	7,815	11,018	7.9%
Life Insurance	241	207	258	7.0%
Retirement Hlth Ins Emp Match	300	289	320	6.6%
Other Contractual Services	5,000	4,761	5,000	0.0%
Instructional Supplies	1,000	705	1,000	0.0%
Fitness Center				
Prof/Tech- Full-time	30,252	28,419	31,462	3.9%
Prof/Tech- Part-time	22,000	15,391	29,300	33.1%
Faculty-Overload	4,500	7,558	5,994	33.2%
Faculty-Summer	1,150		1,150	0.0%
Custodial/Maintenance-Overtime		78		0.0%
Medical Insurance		1,040		0.0%
Life Insurance	136	160	125	8.0%
Retirement Hlth Ins Emp Match	172	199	157	8.7%
Maintenance Services	1,500		1,500	0.0%
Instructional Supplies	2,000	1,916	2,000	0.0%
Publications and Dues	100		100	0.0%
Conference/Meeting Expense	200	329	300	50.0%
College Success Skills				
Faculty-Part-time		1,779	2,700	0.0%
Faculty-Overload	7,000		7,000	0.0%
Instructional Supplies			1,000	0.0%
Criminal Justice				
Faculty-Full-time	52,195	52,462	64,604	23.7%
Faculty-Part-time	6,300	10,068	8,600	36.5%
Faculty-Overload	12,000	38,360	28,000	133.3%
Faculty-Summer	2,300	2,527	3,000	30.4%
Medical Insurance	8,390	8,606	10,768	28.3%
Life Insurance	211	221	256	21.3%
Retirement Hlth Ins Emp Match	266	476	279	4.8%
Instructional Supplies	2,000	1,755	2,000	0.0%
Conference/Meeting Expense	1,500	1,535	1,500	0.0%
Economics				
Faculty-Full-time			13,244	0.0%
Faculty-Part-time	5,040	5,199	5,340	5.9%

<u>EDUCATION FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Faculty-Summer	2,300			100.0%
Medical Insurance			1,978	0.0%
Life Insurance			52	0.0%
Retirement Hlth Ins Emp Match			20	0.0%
Instructional Supplies	300	108	300	0.0%
 Geography				
Faculty-Part-time	1,260	1,335	2,670	111.9%
Faculty-Summer	1,150			100.0%
Instructional Supplies			100	0.0%
 History				
Faculty-Full-time	16,626	13,161	29,242	75.8%
Faculty-Part-time	13,860	8,349	7,560	45.4%
Faculty-Overload	1,500	500	1,500	0.0%
Faculty-Summer	1,725		1,725	0.0%
Medical Insurance	2,882	3,157	5,274	82.9%
Life Insurance	66	72	116	75.7%
Retirement Hlth Ins Emp Match	83	90	117	40.9%
Consultants		320		0.0%
Other Contractual Services			1,000	0.0%
Instructional Supplies	1,200	351	1,000	16.6%
Advertising	750			100.0%
 Human Services				
Faculty-Full-time	42,518	33,678	44,843	5.4%
Faculty-Part-time	11,340	14,687	11,340	0.0%
Faculty-Overload		500	500	0.0%
Medical Insurance	5,705	5,913	6,526	14.3%
Life Insurance	168	170	178	5.9%
Retirement Hlth Ins Emp Match	213	204	222	4.2%
Consultants	100		100	0.0%
Instructional Supplies	1,000	1,130	1,200	20.0%
 Political Science				
Faculty-Full-time	17,055	17,054	22,475	31.7%
Faculty-Part-time	1,260	1,335	1,335	5.9%
Faculty-Overload		4,278	4,119	0.0%
Faculty-Summer	1,150	1,884	1,884	63.8%
Medical Insurance	2,882	3,272	3,955	37.2%
Life Insurance	68	78	89	30.8%
Retirement Hlth Ins Emp Match	85	113	67	21.1%
Consultants		484		0.0%
Other Contractual Services			1,000	0.0%
Instructional Supplies	300	386	600	100.0%
 Psychology				
Faculty-Full-time	116,270	92,046	122,327	5.2%
Faculty-Part-time	8,820	17,048	14,000	58.7%
Faculty-Overload	10,500	9,308	10,500	0.0%

<u>EDUCATION FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Faculty-Summer	10,350	10,350	10,350	0.0%
Medical Insurance	14,153	14,923	16,234	14.7%
Life Insurance	460	478	484	5.2%
Retirement Hlth Ins Emp Match	581	650	612	5.3%
Other Contractual Services			1,000	0.0%
Instructional Supplies	2,000	2,577	2,500	25.0%
 Sociology				
Faculty-Full-time	45,488	36,029	38,154	16.1%
Faculty-Part-time	1,260	3,892	2,670	111.9%
Faculty-Overload	2,000		2,000	0.0%
Faculty-Summer	2,875	1,724	2,875	0.0%
Medical Insurance	5,705	5,718	5,207	8.7%
Life Insurance	180	176	151	16.1%
Retirement Hlth Ins Emp Match	227	215	151	33.4%
Other Contractual Services			1,000	0.0%
Instructional Supplies	1,000	3,882	3,000	200.0%
 Education				
Faculty-Full-time	13,156	13,156	29,489	124.1%
Medical Insurance	1,153	1,191	4,103	255.8%
Life Insurance	52	55	117	125.0%
Retirement Hlth Ins Emp Match	66	65	44	33.3%
 Academic Skills				
Faculty-Full-time	114,007	114,007		100.0%
Faculty-Part-time	13,860	21,255		100.0%
Faculty-Temporary		275		0.0%
Faculty-Overload	10,000	11,344		100.0%
Faculty-Summer	5,750	7,134		100.0%
Medical Insurance	15,204	13,061		100.0%
Life Insurance	451	477		100.0%
Retirement Hlth Ins Emp Match	570	691		100.0%
Instructional Supplies	6,000	4,797		100.0%
 Learning Assistance Center				
Prof/Tech- Part-time	12,585		18,500	47.0%
Faculty-Summer		3,450		0.0%
Academic Support-Full-time	45,215	45,215	47,724	5.5%
Academic Support-Summer		1,150	4,500	0.0%
Clerical-Full-time	21,408	19,623	22,264	3.9%
Other Salaries			8,500	0.0%
Medical Insurance	14,153	14,859	16,234	14.7%
Life Insurance	264	297	277	4.9%
Retirement Hlth Ins Emp Match	333	341	350	5.1%
Instructional Supplies	100	8	900	800.0%
 Adult Basic & Secondary Ed				
Faculty-Part-time	60,000	63,080	43,130	28.1%
Medical Insurance		1,325		0.0%

<u>EDUCATION FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	Percent Budgeted <u>Variance</u>
Life Insurance		21		0.0%
Retirement Hlth Ins Emp Match		40		0.0%
<b>Dean of Business, Tech &amp; Natural Sci</b>				
Administrative Staff- Full-Time	69,589	64,398	72,372	3.9%
Clerical-Full-time	26,622	24,403	27,687	4.0%
Medical Insurance	14,153	14,102	15,752	11.2%
Life Insurance	395	407	396	0.2%
Retirement Hlth Ins Emp Match	499	458	500	0.2%
Office Supplies	1,000	1,016	1,000	0.0%
Publications and Dues	250	545	200	20.0%
Conference/Meeting Expense	1,500	620	1,500	0.0%
Other Conference & Meeting	1,000	359	1,000	0.0%
<b>Accounting</b>				
Faculty-Full-time	83,541	77,544	80,855	3.2%
Faculty-Part-time	1,680	3,560	3,520	109.5%
Faculty-Overload	31,500	19,313	22,116	29.7%
Faculty-Summer	6,325	7,441	9,600	51.7%
Medical Insurance	14,087	14,831	13,454	4.4%
Life Insurance	331	356	320	3.3%
Retirement Hlth Ins Emp Match	418	529	277	33.7%
Other Contractual Services			2,000	0.0%
Office Supplies		33		0.0%
Instructional Supplies	1,000	821	1,000	0.0%
Publications and Dues	600	423	600	0.0%
<b>Business</b>				
Faculty-Full-time	41,857	41,857	70,140	67.5%
Faculty-Part-time	15,120	20,934	25,360	67.7%
Faculty-Temporary		75		0.0%
Faculty-Overload		3,188	12,102	0.0%
Faculty-Summer	2,300		9,000	291.3%
Medical Insurance	5,763	6,815	11,308	96.2%
Life Insurance	166	189	278	67.4%
Retirement Hlth Ins Emp Match	209	226	168	19.6%
Consultants	3,360	2,917		100.0%
Other Contractual Services			4,000	0.0%
Instructional Supplies	1,000	839	1,000	0.0%
Publications and Dues		25	100	0.0%
<b>Computer Information Systems</b>				
Faculty-Full-time	146,501	116,472	124,624	14.9%
Faculty-Part-time	18,900	34,019	30,140	59.4%
Faculty-Temporary		175		0.0%
Faculty-Overload	7,500	12,411	13,150	75.3%
Faculty-Summer	8,625	10,041	10,800	25.2%
Medical Insurance	31,055	30,485	32,415	4.3%
Life Insurance	586	594	494	15.6%
Retirement Hlth Ins Emp Match	740	794	623	15.8%

<u>EDUCATION FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Consultants	3,360			100.0%
Maintenance Services	10,000		10,000	0.0%
Other Contractual Services			14,000	0.0%
Instructional Supplies	6,000	3,127	6,000	0.0%
Publications and Dues		799		0.0%
<b>Office &amp; Administrative Services</b>				
Prof/Tech- Full-time	32,760	30,030	34,070	3.9%
Prof/Tech-Temporary	11,500	13,733	11,500	0.0%
Faculty-Full-time	37,776	37,775	37,841	0.1%
Faculty-Part-time	2,520		500	80.1%
Faculty-Overload	6,000	9,022	10,000	66.6%
Faculty-Summer	4,600	3,955	4,000	13.0%
Medical Insurance	11,526	16,255	13,229	14.7%
Life Insurance	275	304	285	3.6%
Retirement Hlth Ins Emp Match	353	399	350	0.8%
Instructional Supplies	3,000	2,346	3,000	0.0%
<b>Electronics</b>				
Faculty-Full-time	76,212	68,745	106,155	39.2%
Faculty-Part-time	2,520	2,834		100.0%
Faculty-Overload	8,500	8,636	14,768	73.7%
Faculty-Summer	8,625	11,500	2,700	68.6%
Medical Insurance	16,968	16,194	21,326	25.6%
Life Insurance	318	337	420	32.0%
Retirement Hlth Ins Emp Match	401	504	407	1.4%
Instructional Supplies	10,000	4,574	10,000	0.0%
<b>HVAC</b>				
Faculty-Full-time	65,809	36,946	35,235	46.4%
Faculty-Part-time	2,520	4,095	7,040	179.3%
Faculty-Temporary		21,172		0.0%
Faculty-Overload	7,500	7,359	6,738	10.1%
Faculty-Summer	1,725	2,012	2,100	21.7%
Medical Insurance	11,205	17,042	9,037	19.3%
Life Insurance	270	277	140	48.1%
Retirement Hlth Ins Emp Match	341	373	123	63.9%
Instructional Supplies	3,500	4,086	3,500	0.0%
<b>Machine Tool</b>				
Faculty-Full-time	51,964	41,251	51,863	0.1%
Faculty-Overload	3,000	1,900	4,400	46.6%
Medical Insurance	8,390	8,382	9,525	13.5%
Life Insurance	217	219	205	5.5%
Retirement Hlth Ins Emp Match	273	258	116	57.5%
Instructional Supplies	3,500	3,257	3,500	0.0%
<b>Manufacturing Technology</b>				
Faculty-Full-time	33,558	26,639	25,683	23.4%
Faculty-Part-time	2,520	2,819	3,300	30.9%

<u>EDUCATION FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	Percent Budgeted <u>Variance</u>
Faculty-Overload	4,000	2,222	1,691	57.7%
Faculty-Summer	6,325	2,012	6,300	0.3%
Medical Insurance	5,763	5,982	4,669	18.9%
Life Insurance	140	150	102	27.1%
Retirement Hlth Ins Emp Match	177	179	37	79.0%
Instructional Supplies	2,000	2,515	2,000	0.0%
 Mechanical Design				
Faculty-Full-time	39,762	31,478	35,642	10.3%
Faculty-Overload	3,000	2,469	5,376	79.2%
Faculty-Summer	4,600	4,940	2,100	54.3%
Medical Insurance	8,390	8,382	8,205	2.1%
Life Insurance	157	162	141	10.1%
Retirement Hlth Ins Emp Match	199	211	151	24.1%
Instructional Supplies	3,500	2,851	3,500	0.0%
Computer Software			6,000	0.0%
 Natural Science				
Prof/Tech- Full-time	32,157	29,820		100.0%
Medical Insurance	11,205	11,172		100.0%
Life Insurance	135	143		100.0%
Retirement Hlth Ins Emp Match	171	156		100.0%
 Biology				
Prof/Tech- Full-time			16,722	0.0%
Faculty-Full-time	116,382	111,090	130,706	12.3%
Faculty-Part-time	1,680	12,344	16,500	882.1%
Faculty-Overload	22,000	18,635	20,302	7.7%
Faculty-Summer	13,800	15,380	17,400	26.0%
Medical Insurance	22,731	24,308	31,848	40.1%
Life Insurance	485	535	584	20.4%
Retirement Hlth Ins Emp Match	613	751	643	4.8%
Consultants		4,930		0.0%
Other Contractual Services			5,000	0.0%
Instructional Supplies	12,000	15,090	12,000	0.0%
 Chemistry				
Prof/Tech- Full-time			16,722	0.0%
Faculty-Full-time	83,469	75,072	67,077	19.6%
Faculty-Part-time	5,040	8,295	8,140	61.5%
Faculty-Temporary		200		0.0%
Faculty-Overload	5,000	3,500	4,532	9.3%
Faculty-Summer	2,300	2,639	2,700	17.3%
Medical Insurance	11,526	11,581	15,692	36.1%
Life Insurance	348	352	332	4.5%
Retirement Hlth Ins Emp Match	439	446	335	23.6%
Maintenance Services	3,000		4,000	33.3%
Instructional Supplies	5,500	6,564	6,000	9.0%

<u>EDUCATION FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
<b>Mathematics</b>				
Faculty-Full-time	210,147	167,765	124,133	40.9%
Faculty-Part-time	60,480	81,516	26,000	57.0%
Faculty-Overload	5,000	9,782	12,034	140.6%
Faculty-Summer	20,700	6,900	5,000	75.8%
Medical Insurance	30,206	35,114	26,197	13.2%
Life Insurance	827	805	492	40.5%
Retirement Hlth Ins Emp Match	1,044	982	465	55.4%
Instructional Supplies	5,000	5,278	5,000	0.0%
Computer Software	1,500	1,530	1,500	0.0%
<b>Mathematics- Developmental</b>				
Faculty-Full-time			99,518	0.0%
Faculty-Part-time			49,000	0.0%
Faculty-Summer			4,000	0.0%
Medical Insurance			17,109	0.0%
Life Insurance			394	0.0%
Retirement Hlth Ins Emp Match			335	0.0%
<b>Physics</b>				
Faculty-Full-time	59,350	72,297	68,553	15.5%
Faculty-Part-time			1,980	0.0%
Faculty-Overload	5,000	3,157	2,200	56.0%
Medical Insurance	6,916	9,680	8,570	23.9%
Life Insurance	235	333	271	15.3%
Retirement Hlth Ins Emp Match	297	395	290	2.3%
Instructional Supplies	2,000	1,686	2,000	0.0%
<b>Geology</b>				
Faculty-Full-time			8,722	0.0%
Medical Insurance			1,252	0.0%
Life Insurance			35	0.0%
Retirement Hlth Ins Emp Match			4	0.0%
<b>Business Occupational</b>				
Consultants	500		600	20.0%
Instructional Supplies	400		400	0.0%
<b>Technical Occupational-Corporate</b>				
Faculty-Part-time	5,040	5,100	4,000	20.6%
Faculty-Overload	500	1,890	500	0.0%
Medical Insurance		207		0.0%
Life Insurance		8		0.0%
Retirement Hlth Ins Emp Match		9		0.0%
Consultants	250		500	100.0%
Instructional Supplies	1,000	760	3,000	200.0%
Advertising	250			100.0%
Conference/Meeting Expense	200		100	50.0%

<u>EDUCATION FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Health Occupational				
Faculty-Part-time		14,276	13,000	0.0%
Medical Insurance		388		0.0%
Life Insurance		3		0.0%
Retirement Hlth Ins Emp Match		5		0.0%
Consultants		380		0.0%
Instructional Supplies		3,669	4,300	0.0%
Technical Occupational-Community				
Faculty-Part-time		2,370	3,540	0.0%
Consultants	40,000	25,225	25,500	36.2%
Instructional Supplies	1,000	285	1,525	52.5%
Advertising	400	115	400	0.0%
Conference/Meeting Expense	100	97	100	0.0%
Leisure				
Other Salaries	100	375	500	400.0%
Medical Insurance		126		0.0%
Life Insurance				0.0%
Retirement Hlth Ins Emp Match		1		0.0%
Consultants	5,000	8,071	6,800	36.0%
Instructional Supplies	350	1,442	200	42.8%
Advertising	310		350	12.9%
Conference/Meeting Expense	55	63	50	9.0%
Tours & Events				
Consultants	1,000		1,000	0.0%
Instructional Supplies	200	46		100.0%
Other Supplies			200	0.0%
Advertising	210	7	200	4.7%
Conference/Meeting Expense	1,015	2,911	2,500	146.3%
Senior Programs				
Consultants	2,100	598	800	61.9%
Instructional Supplies	105	99	100	4.7%
Advertising	410		300	26.8%
Conference/Meeting Expense	310		150	51.6%
Youth Programs				
Other Salaries	100	750	500	400.0%
Medical Insurance		21		0.0%
Retirement Hlth Ins Emp Match				0.0%
Consultants	1,335	882	1,500	12.3%
Office Supplies		111		0.0%
Instructional Supplies	515	93	500	2.9%
Advertising	105	331	1,000	852.3%
Conference/Meeting Expense		664		0.0%

<u>EDUCATION FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Community Service Administration				
Administrative Staff- Full-Time	12,890	12,651	13,405	3.9%
Prof/Tech- Part-time	18,228	17,051	18,957	3.9%
Clerical-Full-time	22,345	20,482	23,239	4.0%
Medical Insurance	14,006	14,052	15,235	8.7%
Life Insurance	140	169	145	3.5%
Retirement Hlth Ins Emp Match	176	184	183	3.9%
Consultants	200		200	0.0%
Office Supplies	2,500	3,155	4,000	60.0%
Instructional Supplies	1,600		100	93.7%
Publications and Dues	200	70	175	12.5%
Advertising	500	164	250	50.0%
Conference/Meeting Expense	1,500	993	1,000	33.3%
Concert/ Lecture Series				
Consultants	510		150	70.5%
Advertising	305		250	18.0%
Conference/Meeting Expense	205	124	175	14.6%
Computers				
Other Salaries	100	3,590	2,200	2100.0%
Consultants	7,150	9,512	5,800	18.8%
Maintenance Services	500		500	0.0%
Instructional Supplies	1,030	932	1,200	16.5%
Advertising	155	9	150	3.2%
Conference/Meeting Expense	50	131	100	100.0%
Health & Personal Development				
Other Salaries		1,013	500	0.0%
Medical Insurance		310		0.0%
Life Insurance		2		0.0%
Retirement Hlth Ins Emp Match		3		0.0%
Consultants	2,930	4,392	4,500	53.5%
Instructional Supplies	100	222	500	400.0%
Advertising	100	40	500	400.0%
Conference/Meeting Expense		3,173		0.0%
Professional Development				
Other Salaries		5,597	4,400	0.0%
Medical Insurance		46		0.0%
Life Insurance		1		0.0%
Retirement Hlth Ins Emp Match				0.0%
Consultants	11,450	6,711	5,400	52.8%
Instructional Supplies	50	940	1,000	1900.0%
Advertising	400	229	200	50.0%
Conference/Meeting Expense	725	1,763	150	79.3%
Polygraph Institute				
Other Salaries	13,400	11,000	7,000	47.7%
Medical Insurance		584		0.0%

<u>EDUCATION FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Life Insurance		15		0.0%
Retirement Hlth Ins Emp Match		55		0.0%
Consultants		2,300	1,500	0.0%
Instructional Supplies	1,000	1,429	1,400	40.0%
Publications and Dues	900			100.0%
Advertising	1,900	10	300	84.2%
Conference/Meeting Expense	6,000	3,000	2,000	66.6%
Corp Serv Professional Development				
Other Salaries	25,000	2,515	5,000	80.0%
Medical Insurance		65		0.0%
Retirement Hlth Ins Emp Match		3		0.0%
Consultants	25,000	114,459	110,000	340.0%
Instructional Supplies	1,000	10,178	6,000	500.0%
Conference/Meeting Expense	4,000	728	2,000	50.0%
Corp Serv Computer Training				
Other Salaries	3,500	912	250	92.8%
Medical Insurance		106		0.0%
Life Insurance		4		0.0%
Retirement Hlth Ins Emp Match		4		0.0%
Consultants	3,500	2,000	250	92.8%
Maintenance Services	500		50	90.0%
Instructional Supplies	500		250	50.0%
Conference/Meeting Expense	200		200	0.0%
Corporate Services Admin.				
Administrative Staff- Full-Time			42,361	0.0%
Prof/Tech- Part-time	21,190	19,424	22,038	4.0%
Medical Insurance			7,618	0.0%
Life Insurance			174	0.0%
Retirement Hlth Ins Emp Match			220	0.0%
Maintenance Services	300		300	0.0%
Other Contractual Services			1,200	0.0%
Office Supplies	2,500	2,501	2,500	0.0%
Instructional Supplies		30		0.0%
Publications and Dues	1,135	735	900	20.7%
Advertising	1,400	882	900	35.7%
Conference/Meeting Expense	3,650	4,218	3,800	4.1%
Director of Health Careers Ed				
Administrative Staff- Full-Time	57,095	53,165	55,200	3.3%
Clerical-Full-time	28,111	25,768	29,236	4.0%
Medical Insurance	19,595	19,624	21,783	11.1%
Life Insurance	357	372	334	6.4%
Retirement Hlth Ins Emp Match	451	413	422	6.4%
Consultants	1,500	468	350	76.6%
Maintenance Services	400	318	600	50.0%
Office Supplies	1,100	1,439	3,450	213.6%
Instructional Supplies	1,500	1,171	200	86.6%

<u>EDUCATION FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Publications and Dues	600	413	600	0.0%
Advertising	1,350	1,333		100.0%
Conference/Meeting Expense	1,500	396	1,500	0.0%
 Phlebotomy				
Faculty-Full-time			4,798	0.0%
Faculty-Overload	2,000	1,999	2,000	0.0%
Medical Insurance		66	659	0.0%
Life Insurance			19	0.0%
Retirement Hlth Ins Emp Match		10	2	0.0%
Office Supplies	100	68		100.0%
Instructional Supplies	500	49	300	40.0%
Conference/Meeting Expense	500	124	300	40.0%
 Associate Degree Nursing				
Faculty-Full-time	193,682	163,850	203,053	4.8%
Faculty-Part-time	7,140			100.0%
Faculty-Temporary		406		0.0%
Faculty-Overload	6,500	5,539	6,500	0.0%
Clerical- Part-time	5,488	5,005	7,000	27.5%
Medical Insurance	44,820	45,887	48,378	7.9%
Life Insurance	767	803	804	4.8%
Retirement Hlth Ins Emp Match	968	933	1,015	4.8%
Consultants		8,832	11,200	0.0%
Maintenance Services	900	750	900	0.0%
Office Supplies	900	757		100.0%
Instructional Supplies	9,500	8,899	9,500	0.0%
Computer Software	5,000	451	5,000	0.0%
Publications and Dues	300	300	300	0.0%
Conference/Meeting Expense	250	414	300	20.0%
 Nurse Assistant				
Faculty-Part-time	15,960	17,760	17,000	6.5%
Consultants	1,800	975	1,800	0.0%
Instructional Supplies	600	620	600	0.0%
 Licensed Practical Nursing				
Faculty-Full-time	91,936	72,782	95,632	4.0%
Faculty-Part-time	3,360	2,686	5,500	63.6%
Faculty-Temporary		656		0.0%
Faculty-Overload	2,000	1,707	2,000	0.0%
Faculty-Summer	2,300	2,234	2,400	4.3%
Medical Insurance	14,153	8,493	19,504	37.8%
Life Insurance	364	371	379	4.1%
Retirement Hlth Ins Emp Match	460	428	478	3.9%
Consultants		131		0.0%
Maintenance Services	300		300	0.0%
Office Supplies	300	79		100.0%
Instructional Supplies	5,500	4,898	5,500	0.0%
Publications and Dues	200	200	200	0.0%

<u>EDUCATION FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Conference/Meeting Expense	150	229	300	100.0%
<b>Radiologic Technology</b>				
Prof/Tech- Part-time	20,300	19,747	21,000	3.4%
Faculty-Full-time	108,105	92,572	109,894	1.6%
Faculty-Overload	18,000	22,492	28,325	57.3%
Faculty-Summer	11,500	7,426	13,900	20.8%
Medical Insurance	11,526	11,456	16,234	40.8%
Life Insurance	428	427	435	1.6%
Retirement Hlth Ins Emp Match	541	630	549	1.4%
Consultants	5,125	4,278	5,125	0.0%
Maintenance Services	4,800	4,118	5,300	10.4%
Instructional Service Contracts	1,200	1,200	600	50.0%
Office Supplies	620	418		100.0%
Instructional Supplies	4,000	4,024	4,600	15.0%
Publications and Dues	100	28	100	0.0%
Conference/Meeting Expense	7,500	7,984	8,000	6.6%
<b>Other Health Careers</b>				
Prof/Tech- Full-time	35,204	32,579	36,613	4.0%
Faculty-Part-time	2,520	2,929	5,500	118.2%
Medical Insurance	11,205	11,242	12,266	9.4%
Life Insurance	147	155	145	1.3%
Retirement Hlth Ins Emp Match	185	169	183	1.0%
Office Supplies	150	58		100.0%
Instructional Supplies	400	388	400	0.0%
<b>Paramedic Program</b>				
Consultants	13,000	13,095	13,200	1.5%
Office Supplies	300			100.0%
Instructional Supplies	1,000	398	1,000	0.0%
<b>Dean of Information Systems</b>				
Administrative Staff- Full-Time	36,660	36,141	36,972	0.8%
Clerical-Full-time	13,311	12,201	27,687	108.0%
Medical Insurance	8,558	8,426	13,982	63.3%
Life Insurance	198	216	256	29.2%
Retirement Hlth Ins Emp Match	240	256	323	34.5%
Consultants			11,500	0.0%
Office Supplies	500	229	500	0.0%
Instructional Supplies	1,300	1,193	1,444	11.0%
Publications and Dues	1,000	951	1,597	59.7%
Conference/Meeting Expense	400	400	12,850	3112.5%
<b>Learning Resource Center</b>				
Administrative Staff- Full-Time	55,100	40,701	56,937	3.3%
Academic Support-Full-time	46,715	66,656	49,224	5.3%
Academic Support-Summer		3,987		0.0%
Clerical-Full-time	21,392	19,610	22,248	4.0%
Clerical- Part-time	11,029	9,584	11,000	0.2%

<u>EDUCATION FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Medical Insurance	25,358	23,678	25,766	1.6%
Life Insurance	488	521	509	4.3%
Retirement Hlth Ins Emp Match	616	680	642	4.2%
Early Retirement		2,249		0.0%
Consultants			1,000	0.0%
Maintenance Services	1,000	391		100.0%
Library Supplies	3,500	2,642	5,370	53.4%
Computer Software	6,500	6,987	6,529	0.4%
Books and Binding Costs	54,600	40,407	54,600	0.0%
Publications and Dues	24,000	19,762	44,111	83.7%
Other Materials and Supplies	11,485	21,708	9,767	14.9%
Conference/Meeting Expense	1,000	1,258	1,800	80.0%
Academic Computing				
Administrative Staff- Full-Time	30,550	20,833	23,400	23.4%
Prof/Tech- Full-time	32,370	29,485	97,614	201.5%
Other Salaries			6,150	0.0%
Medical Insurance	10,126	8,221	22,743	124.6%
Life Insurance	249	216	479	92.3%
Retirement Hlth Ins Emp Match	321	251	605	88.4%
Other Employee Benefits		44		0.0%
Maintenance Services	4,339	1,518	4,775	10.0%
Instructional Supplies	8,000	7,595	10,000	25.0%
Computer Software			61,600	0.0%
Conference/Meeting Expense			1,000	0.0%
Instructional Technology Center				
Administrative Staff- Full-Time			26,000	0.0%
Prof/Tech- Full-time	43,571	15,890	68,330	56.8%
Clerical-Full-time	29,171	14,585		100.0%
Medical Insurance	11,526	5,863	18,719	62.4%
Life Insurance	303	133	374	23.4%
Retirement Hlth Ins Emp Match	383	158	472	23.2%
Maintenance Services	2,000	3,088	3,000	50.0%
Instructional Technology Materials	13,800	14,438	15,300	10.8%
Conference/Meeting Expense	250	227	1,000	300.0%
Administrative Computing				
Administrative Staff- Full-Time	68,640	52,894	41,080	40.1%
Prof/Tech- Full-time	186,506	97,368	132,160	29.1%
Prof/Tech- Part-time		30,867		0.0%
Clerical-Full-time	13,311	12,201		100.0%
Medical Insurance	46,318	30,015	30,699	33.7%
Life Insurance	1,091	706	686	37.1%
Retirement Hlth Ins Emp Match	1,374	818	866	36.9%
Other Employee Benefits		44		0.0%
Consultants	8,000	8,000	43,000	437.5%
Maintenance Services	59,373	60,267	66,222	11.5%
Office Supplies	12,000	9,760	12,000	0.0%
Computer Software	86,285	73,366	190,319	120.5%

<u>EDUCATION FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Publications and Dues	250	160	250	0.0%
Conference/Meeting Expense	500	161	2,700	440.0%
<b>VP- Student Services</b>				
Administrative Staff- Full-Time	77,248	72,240	80,338	4.0%
Clerical-Full-time	30,956	28,376	32,194	3.9%
Medical Insurance	19,595	19,568	21,590	10.1%
Life Insurance	462	467	446	3.4%
Retirement Hlth Ins Emp Match	584	535	563	3.5%
Office Supplies	1,500	1,541	1,500	0.0%
Publications and Dues	800	816	800	0.0%
Conference/Meeting Expense	2,500	2,015	2,500	0.0%
<b>Other Student Services</b>				
Administrative Staff- Full-Time	24,742	25,181	20,805	15.9%
Prof/Tech- Full-time	32,830	29,588	34,143	3.9%
Clerical- Part-time	12,120	8,869	12,500	3.1%
Medical Insurance	12,333	10,972	10,125	17.9%
Life Insurance	217	262	218	0.4%
Retirement Hlth Ins Emp Match	299	305	275	8.0%
Other Supplies			3,000	0.0%
Publications and Dues	500	351	300	40.0%
Conference/Meeting Expense	1,100	330	1,100	0.0%
<b>Special Needs- ADA</b>				
Prof/Tech- Full-time	39,810	18,502	20,061	49.6%
Other Salaries	11,000	6,616	7,000	36.3%
Medical Insurance	8,138	4,247	4,531	44.3%
Life Insurance	163	86	79	51.5%
Retirement Hlth Ins Emp Match	206	94	100	51.4%
Other Contractual Services	8,000	942	4,000	50.0%
Instructional Supplies	2,300	864	1,750	23.9%
Publications and Dues	500	300		100.0%
Conference/Meeting Expense	500		750	50.0%
<b>Commencement</b>				
Consultants	200	124	200	0.0%
Other Supplies	10,000	7,312	10,000	0.0%
<b>Student Recruitment</b>				
Other Contractual Services			21,250	0.0%
Other Supplies	3,300	3,349	6,000	81.8%
Conference/Meeting Expense	300	114	200	33.3%
<b>Student Health Services</b>				
Other Supplies	600		600	0.0%
<b>Admissions, Records &amp; Placement</b>				
Administrative Staff- Full-Time	47,500	44,836	50,385	6.0%
Prof/Tech- Full-time	30,530	27,985	31,751	3.9%

<u>EDUCATION FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted Variance
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Clerical-Full-time	60,880	48,944	59,115	2.8%
Clerical-Overtime	1,250	463	1,250	0.0%
Clerical- Part-time	15,500	14,570	15,800	1.9%
Medical Insurance	39,511	37,656	44,736	13.2%
Life Insurance	560	555	559	0.1%
Retirement Hlth Ins Emp Match	707	620	706	0.1%
Office Supplies	10,000	7,072	10,000	0.0%
Instructional Supplies		345		0.0%
Publications and Dues	920	1,114	1,114	21.0%
Conference/Meeting Expense	1,200	639	1,200	0.0%
Financial Aid & Veterans Affairs				
Administrative Staff- Full-Time	46,387	41,020	48,242	3.9%
Clerical-Full-time	73,741	67,595	76,690	3.9%
Clerical-Overtime	3,500	3,865	3,500	0.0%
Medical Insurance	28,494	27,729	32,358	13.5%
Life Insurance	485	468	495	2.0%
Retirement Hlth Ins Emp Match	613	571	625	1.9%
Maintenance Services	400	349	400	0.0%
Office Supplies	4,000	3,748	4,000	0.0%
Publications and Dues	1,000	915	1,000	0.0%
Conference/Meeting Expense	3,500	2,817	4,100	17.1%
Counseling				
Prof/Tech- Part-time	7,500	12,983	12,000	60.0%
Academic Support-Full-time	149,456	135,729	157,587	5.4%
Academic Support-Overload	8,033	7,363	8,354	3.9%
Academic Support-Summer	30,046	27,262	31,517	4.8%
Clerical-Full-time	24,605	22,554	25,589	3.9%
Clerical-Overtime		35		0.0%
Other Salaries	6,000	3,150	6,000	0.0%
Medical Insurance	42,102	42,282	48,392	14.9%
Life Insurance	689	686	725	5.2%
Retirement Hlth Ins Emp Match	870	967	912	4.8%
Maintenance Services	700	563	700	0.0%
Office Supplies	3,000	3,209	3,000	0.0%
Instructional Supplies	7,000	3,094	7,000	0.0%
Publications and Dues	340	1,150	500	47.0%
Conference/Meeting Expense	3,300	2,867	3,000	9.0%
VP- Administrative Services				
Administrative Staff- Full-Time	68,865	65,477	71,620	4.0%
Clerical-Full-time	33,138	30,376	34,463	3.9%
Medical Insurance	11,526	11,440	12,063	4.6%
Life Insurance	460	459	420	8.6%
Retirement Hlth Ins Emp Match	581	532	530	8.7%
Office Supplies	1,000	967	1,500	50.0%
Publications and Dues	750	648	780	4.0%
Conference/Meeting Expense	2,500	2,332	2,500	0.0%

<u>EDUCATION FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	Percent Budgeted <u>Variance</u>
Education Fund				
State on behalf SURS Expense	442,000		496,000	12.2%
Other Institutional				
Tuition Reimbursement	4,000	1,998	4,000	0.0%
Maintenance Services	1,000	86	1,000	0.0%
Computer Software	7,626			100.0%
Postage	75,000	65,517	75,000	0.0%
Publications and Dues	6,000	6,420	6,500	8.3%
Recruitment	30,000	43,810	32,500	8.3%
Property & Casualty Insurance	36,650			100.0%
Financial Charges & Adjustments	20,000	34,700	20,000	0.0%
Waivers				
SVCC Waivers	28,000	45,227	30,000	7.1%
Adult Basic & Sec. Ed. Waivers	200,000	180,047	200,000	0.0%
Other State Mandated Waivers	2,000	912	1,000	50.0%
Senior Citizens	19,000	13,769	15,000	21.0%
Academic Achievement	32,000	52,395	55,000	71.8%
Activity Achievement	38,000	18,007	21,000	44.7%
Athletic Achievement	120,000	134,198	130,000	8.3%
Business Office				
Administrative Staff- Full-Time	54,955	49,300	55,404	0.8%
Prof/Tech- Part-time	16,000			100.0%
Clerical-Full-time	83,875	76,886	87,230	4.0%
Clerical-Overtime	900	55	500	44.4%
Clerical- Part-time	8,500	8,152	9,500	11.7%
Medical Insurance	39,154	39,199	44,682	14.1%
Life Insurance	554	578	565	1.9%
Retirement Hlth Ins Emp Match	700	641	713	1.8%
Consultants	11,000	10,830	11,000	0.0%
Maintenance Services	1,000	2,007	2,000	100.0%
Office Supplies	6,000	5,352	6,000	0.0%
Publications and Dues	410	219	450	9.7%
Conference/Meeting Expense	850	324	850	0.0%
Tuition Chargeback				
Tuition Chargeback	45,000	36,599	45,000	0.0%
Personnel Office				
Administrative Staff- Full-Time	51,550	48,106	53,612	4.0%
Other Salaries		100		0.0%
Medical Insurance	11,205	11,252	11,749	4.8%
Life Insurance	224	229	212	5.3%
Retirement Hlth Ins Emp Match	283	260	268	5.3%
Office Supplies	600	588	600	0.0%
Publications and Dues	800	558	800	0.0%
Conference/Meeting Expense	1,050	308	1,000	4.7%
Other Conference & Meeting	3,360	4,211	4,200	25.0%

<u>EDUCATION FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	Percent Budgeted <u>Variance</u>
				50.0%
Phi Theta Kappa				
Office Supplies	1,000	425	500	50.0%
Conference/Meeting Expense	3,500	4,074	4,000	14.2%
Total Expenditure	9,147,633	7,998,740	10,165,696	11.1%

budget  
06/03/20

SAUK VALLEY COMMUNITY COLLEGE  
COMPARATIVE OPERATING BUDGET

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<u>EDUCATION FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	Percent Budgeted <u>Variance</u>
Corporate Services Admin. Transfers to Other Funds		60,000		0.0%
Technology Fee Transfers to Other Funds		8,780		0.0%
Education Fund Transfers to Other Funds	(178,000)	(8,780)	30,500	0.0%
Transfers From Other Funds			(189,000)	-6.1%
Total Transfer	(178,000)	60,000	(158,500)	-10.9%

<u>OPERATIONS &amp; MAINTENANCE FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted Variance
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
<b>Operations &amp; Maintenance</b>				
Local Taxes	370,000	187,482	384,123	3.8%
ICCB Credit Hour Grants	169,587	125,970	184,459	8.7%
ICCB Equalization Grants	74,703	55,314	187,826	151.4%
Other ICCB Grants	38,230	30,324	45,840	19.9%
CPPRT	39,000	23,933	27,000	30.7%
Resident Tuition	270,686	288,172	326,000	20.4%
Out of District Tuition	750	3,675	2,000	166.6%
Out State Tuition	150	440	500	233.3%
Other Sales & Service	5,500	7,719	6,500	18.1%
Facilities Revenue	6,000	1,581	4,000	33.3%
Investment Revenue	9,000	799	2,000	77.7%
Other Revenues	500	231	500	0.0%
State on behalf SURS Revenue	39,000		37,000	5.1%
<b>Total Revenue</b>	<b>1,023,106</b>	<b>725,644</b>	<b>1,207,748</b>	<b>18.0%</b>

<u>OPERATIONS &amp; MAINTENANCE FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	Percent Budgeted Variance
State on behalf SURS Expense	39,000			100.0%
Other Materials and Supplies		490		0.0%
Property & Casualty Insurance		62,893		0.0%
<b>Maintenance</b>				
Prof/Tech- Full-time	32,042	30,879	33,324	4.0%
Custodial/Maintenance-Full-time	100,120	93,072	104,125	4.0%
Custodial/Maintenance-Overtime	2,000	284	2,000	0.0%
Medical Insurance	33,748	33,703	33,878	0.3%
Life Insurance	550	565	544	1.0%
Retirement Hlth Ins Emp Match	695	684	687	1.1%
Maintenance Services	55,000	55,542	55,000	0.0%
Maintenance Supplies	44,000	37,645	45,000	2.2%
Conference/Meeting Expense	600	819	1,200	100.0%
<b>Custodial</b>				
Custodial/Maintenance-Full-time	143,945	141,014	149,702	3.9%
Custodial/Maintenance-Overtime	2,000	191	2,000	0.0%
Custodial/Maintenance- Part-time	33,000	29,472	35,000	6.0%
Custodial/Maintenance- Temporary		936		0.0%
Medical Insurance	51,037	56,102	55,185	8.1%
Life Insurance	607	678	593	2.3%
Retirement Hlth Ins Emp Match	766	741	749	2.2%
Maintenance Services	3,500	2,662	3,500	0.0%
Maintenance Supplies	22,000	19,278	22,000	0.0%
Conference/Meeting Expense	500	79	500	0.0%
<b>Grounds</b>				
Custodial/Maintenance-Full-time	42,845	39,948	44,867	4.7%
Custodial/Maintenance-Overtime	5,000	630	5,000	0.0%
Custodial/Maintenance- Part-time	12,000	8,525	12,000	0.0%
Custodial/Maintenance- Temporary		3,629		0.0%
Medical Insurance	11,526	14,524	15,707	36.2%
Life Insurance	178	177	178	0.0%
Retirement Hlth Ins Emp Match	225	212	224	0.4%
Maintenance Services	10,000	8,256	10,000	0.0%
Maintenance Supplies	20,000	16,837	20,000	0.0%
Vehicle Supplies	1,500	315	1,000	33.3%
Publications and Dues	100		100	0.0%
Conference/Meeting Expense	300	123	300	0.0%
Rental- Equipment			1,000	0.0%
<b>Utilities</b>				
Gas	110,000	100,485	145,000	31.8%
Electricity	135,000	95,988	140,000	3.7%
Telephone	82,000	63,675	91,200	11.2%
Refuse Disposal	5,000	4,166	5,000	0.0%
Other Utilities	5,000	4,443	5,500	10.0%

<u>OPERATIONS &amp; MAINTENANCE FUND</u>	2002-2003	2002-2003	2003-2004	Percent Budgeted <u>Variance</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Building and Grounds Administration				
Administrative Staff- Full-Time	42,682	42,955	44,390	4.0%
Clerical-Full-time	28,310	25,999	29,442	3.9%
Medical Insurance	14,153	14,102	12,793	9.6%
Life Insurance	373	384	292	21.7%
Retirement Hlth Ins Emp Match	471	432	369	21.6%
State on behalf SURS Expense			37,000	0.0%
Consultants	1,000	395	1,000	0.0%
Office Supplies	2,500	2,077	2,000	20.0%
Publications and Dues	800	599	700	12.5%
Other Materials and Supplies	500	169	500	0.0%
Conference/Meeting Expense	1,000	851	1,500	50.0%
Property & Casualty Insurance			70,000	0.0%
Site Improvements	10,000	7,300	10,000	0.0%
Building Remodeling	5,000	4,881	5,000	0.0%
Total Expenditure	1,112,573	1,029,828	1,257,051	12.9%

<u>OPERATIONS &amp; MAINTENANCE FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	Percent Budgeted <u>Variance</u>
Operations & Maintenance Transfers From Other Funds		(34,000)	(53,500)	-57.3%
Total Transfer		(34,000)	(53,500)	-57.3%

For the Board Meeting  
June 23, 2003

Agenda Item I-1

#### **FACULTY APPOINTMENT**

The administration is recommending the appointment of Steven P. McPherson as an Assistant Professor of Technology/Electronics, effective August 19, 2003, at a 9-month salary of \$44,145.

**RECOMMENDATION:** Board approval of the appointment of Steven P. McPherson as an Assistant Professor of Technology/Electronics, effective August 19, 2003, at a 9-month salary of \$44,145.

# SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

## MEMORANDUM

---

TO: Dr. Richard Behrendt  
FROM: Dr. Deborah Hecht   
DATE: June 3, 2003  
RE: Mr. Steven McPherson

I would like to recommend that we appoint Mr. Steven McPherson as an Assistant Professor in the area of Technology/Electronics. In support of this recommendation, I offer the following information:

### Announcement Process

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

### Application Responses

Twenty-six applications were received. Twenty-four applicants met the minimum qualifications.

### Screening

A committee composed of Mr. Loren Niemeyer, Mr. Larry Sileven, Mr. John Nelson, Mr. Tom Breed and chaired by Dean Linley White, reviewed the applications of all the candidates who met the minimum qualifications. After checking references, three candidates were invited to interview at the Sauk Valley Community College campus. All candidates were interviewed by the committee, the Vice President of Instructional Services, the Vice President of Student Services, individually by the Dean, and the President. Each candidate also provided a writing sample and did a teaching demonstration before the committee.

## Qualifications

1. Academic Background - Mr. McPherson expects to receive his Master of Science in Electrical Engineering from Northern Illinois University in August 2003. He currently holds a Bachelor of Science in Electrical Engineering from NIU and an Associate in Science from Sauk Valley Community College.
2. Professional Background - Mr. McPherson has been a teaching assistant at Northern Illinois University for one year. Previously he has had his own business in Dixon, IL, designing and implementing custom audio/video systems and test fixtures for consumer and industrial use. He also worked as an electronics technician at Sears for five years.

## References

Mr. McPherson's references were checked by the committee members and the Vice President for Instructional Services.

Our screening committee has indicated that Steven McPherson should fit very well with our faculty and student body. I recommend the employment of Steven McPherson as the Technology/Electronics Assistant Professor Step 13 without reservation of any kind.

For the Board Meeting  
June 23, 2003

Agenda Item I-2

#### **FACULTY APPOINTMENT**

The administration is recommending the appointment of Dianna Brevitt as an Assistant Professor of Radiologic Technology, effective August 19, 2003, at a 9-month salary of \$35,959.

**RECOMMENDATION:** Board approval of the appointment of Dianna Brevitt as an Assistant Professor of Radiologic Technology, effective August 19, 2003, at a 9-month salary of \$35,959.

TO: Dr. Richard Behrendt  
FROM: Dr. Deborah Hecht   
DATE June 15, 2003  
RE: Dianna Brevitt

Due to the unique nature of the Radiologic Technology program, I am requesting that we put Dianna Brevitt on salary one week prior to the beginning of the Fall, 2003 semester.

This will allow Ms. Brevitt to work with the coordinator of the program and visit clinical sites to orient her to the people and places where she will be supervising students.

Thank you.

# SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

## MEMORANDUM

---

TO: Dr. Deborah Hecht  
FROM: Rosemary Johnson   
DATE: June 5, 2003  
RE: Ms. Dianna Brevitt

I would like to recommend that we appoint Ms. Dianna Brevitt as an Assistant Professor of Radiologic Technology. In support of this recommendation, I offer the following information:

### Announcement Process

The faculty position was advertised in the *Dixon Evening Telegraph*, the *Sterling Gazette*, *The Chronicle of Higher Education*, *The Quad City Times*, *The Rockford Register Star*, newspapers in both DeKalb and Peoria, *Advance for Imaging and Radiation Therapy Professions Journal*, American Society of Radiologic Technologist website and Sauk's Employment Website.

### Application Responses

Eight applications were received. Five applicants met the minimum qualifications.

### Screening

A committee composed of Ms. Rosemary Johnson, Mr. Stan Shippert, Ms. Christyne Gehlbach, Mr. Brad Smith, Ms. Peggy White and chaired by Vice President Dr. Deborah Hecht, reviewed the applications of all the candidates who met the minimum qualifications. After checking references, three candidates were invited to interview at the Sauk Valley Community College campus. The committee interviewed all three candidates. The candidates, also, met individually with the Vice President of Instructional Services and the President. Each candidate also provided a writing sample and did a teaching demonstration before the committee.

## Qualifications

1. Academic Background – Ms. Brevitt has a Bachelor of Science from the University of St. Francis, and an Associate of Applied Science from Sauk Valley Community College. She is currently working on a Master of Arts in Teaching at Rockford College.
2. Professional Background – Ms. Brevitt has been a Radiologic Technologist at KSB Hospital since 1989. As part of her duties, she has served as a clinical instructor for radiologic technology students from Sauk Valley Community College. She has also worked in the Dixon Public Schools as a Teacher Assistant, focusing on special education students.

## References

The committee members checked Ms. Brevitt's references. She was characterized as an excellent and enthusiastic teacher who uses appropriate teaching strategies to achieve student learning objectives. She uses various teaching techniques to accommodate various learning styles. Ms. Brevitt's hospital supervisor reported that she is a very good employee and a very competent technologist. In addition to being a registered technologist, she is also registered in Computed Tomography and has experience in that specialty. SVCC staff who have worked with Ms. Brevitt in her role as clinical instructor at KSB were pleased with her performance in this capacity.

Our screening committee has indicated that Dianna Brevitt should fit very well with our faculty and student body. I recommend the employment of Dianna Brevitt as the Radiologic Technologist Assistant Professor Step 5 without reservation of any kind.

For Board Meeting of  
June 23, 2003

Agenda Item I-3

ADMINISTRATIVE APPOINTMENT  
DEAN OF HEALTH AND PHYSICAL EDUCATION

The administration is recommending the appointment of Janet Lynch as Dean of Health and Physical Education, effective July 1, 2003, at an annual salary of \$72,000.

RECOMMENDATION: Board approval of the appointment of Janet Lynch as Dean of Health and Physical Education, effective July 1, 2003, at an annual salary of \$72,000.

# SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

## MEMORANDUM

---

TO: Dr. Richard Behrendt  
FROM: Dr. Deborah Hecht *Deborah*  
DATE: June 3, 2003  
RE: Ms. Janet Lynch

I would like to recommend that we appoint Ms. Janet Lynch as Dean of Health and Physical Education. In support of this recommendation, I offer the following information:

### Announcement Process

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

### Application Responses

Eight applications were received, two of which met the minimum qualifications.

### Screening

A committee composed of Tom Gospodarczyk, Christine Hoyle, David Edelbach, Terry Lyn Funston, Pam Cunningham, Colleen Klein, and chaired by Vice President Deborah Hecht, reviewed the applications of all the candidates who met the minimum qualifications. After checking references, Ms. Lynch was invited to interview at the Sauk Valley Community College campus. Ms. Lynch was interviewed by the committee, the Vice President of Instructional Services, the Vice President of Student Services, and the President. Additionally, she met with the current deans and any other interested staff during an open forum.

## Qualifications

1. Academic Background – Ms. Lynch received both her Bachelor of Science and her Masters of Science in Nursing from Northern Illinois University.
2. Professional Background – Ms. Lynch has served as a hospital staff nurse, office nurse, Director of nursing and as a nursing consultant. She has been an Assistant Professor of nursing at Sauk Valley Community College since 1989. She is well known in the community and has served on several community boards. She has presented at national nursing conventions and has served as president of District 13 Illinois Nurses Association.

## References

Ms. Lynch's references were checked by the committee members and the Vice President of Instructional Services. Her references described her as very organized, decisive, and responsible. She instills confidence in others and, while she makes up her own mind, she is a good listener. One reference stated that Janet has "a strong work ethic, loyalty to SVCC, and a sincere love of education."

Our screening committee has indicated that Janet Lynch should fit very well with our Deans and the health and physical education staff. I recommend the employment of Janet Lynch as the Dean of Health and Physical Education without reservation of any kind.

For Board Meeting of  
June 23, 2003

Agenda Item I-4

**ADMINISTRATIVE APPOINTMENT  
DIRECTOR OF FINANCIAL ASSISTANCE AND CAREER SERVICES**

The administration is recommending the appointment of Marcia M. Wells as Director of Financial Assistance and Career Services, effective July 1, 2003, at an annual salary of \$46,547.

**RECOMMENDATION:** Board approval of the appointment of Marcia M. Wells as Director of Financial Assistance and Career Services, effective July 1, 2003, at an annual salary of \$46,547.

**SAUK VALLEY COMMUNITY COLLEGE  
VICE PRESIDENT OF STUDENT SERVICES**

**MEMORANDUM**

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**TO:** Dr. Richard L. Behrendt

**FROM:** Dr. Joan E. Kerber *JK*

**DATE:** June 9, 2003

**SUBJECT:** Documentation of Recommendation for Appointment of  
Director of Financial Assistance and Career Services

**SEARCH PROCESS**

***Announcement Process***

The Director of Financial Assistance and Career Services position was advertised in the Chronicle of Higher Education, newspapers in the Quad Cities, Rockford, Peoria, DeKalb, Dixon and Sterling, as well as internally to the Sauk Valley Community College current employees.

***Application Process***

Thirty-one applications were received for the position.

***Screening***

The search committee consisted of faculty, administrators and classified staff. They were the following:

Dr. Joan Kerber – Vice President of Student Services  
Deb Stiefel – Student Financial Assistance Office Supervisor  
John Brown – Financial Assistance Advisor  
Michael Williamson – Coordinator of Career Services/Job Placement  
Pam Clodfelter – Director of Admissions, Records, and Enrollment Services  
Alan Pfeifer – Dean of Information Services  
Janet Matheney – Coordinator of Student Articulation/Counselor  
Cathy Seagren – Business Office Accounting Assistant

Also assisting in the search:

Lisa Masengarb, Tech Support Specialist  
Tom Breed, Coordinator of Counseling  
Pam Medema, Registrar  
Deb Kerns, Career Center/Job Placement Secretary  
Dawn Heppler, Financial Assistance Specialist

After review of all applications, six candidates were chosen for reference checks and two candidates were selected by the committee to be interviewed. Each candidate was provided with a similar schedule which included a tour of the College, a formal interview with the committee, lunch with a selected group of individuals, overview of benefits by the personnel officer, and interviews with the President and Vice President of Administrative Services.

### **ANALYSIS OF QUALIFICATIONS:**

#### ***Academic Background***

Marcia Wells holds a Bachelor of Science Degree in Business Administration from Columbia College, Columbia, Missouri and an Associate of Science Degree from Highland Community College, Freeport, Illinois.

#### ***Professional Background***

Ms. Wells has twelve years of experience that relate directly and indirectly to the Director of Financial Assistance and Career Services position. She has been employed at Highland Community College in a full-time capacity since March 2002 as the Director of Financial Aid. Marcia was employed eleven years in the corporate world in sales and services, purchasing, accounting, and marketing. This business background experience will be valuable to Sauk in the areas of marketing and recruitment programs targeting area business/industry students and adult students.

#### ***Personal Qualifications/References***

Ms. Wells received outstanding recommendations from every contact person, both from Highland Community College, and from Fluid Control Products, Rockford, Illinois. At Highland Community College, it was reported that she has done an exemplary job and that her "can do attitude" and willingness to go the extra mile have allowed her to learn more in one year as their Financial Aid Director than most learn in five years. Every contact person indicated that she is extremely conscientious to detail, has a strong work ethic, is very capable in financial aid, and an asset to any College or business.

I recommend the employment of Marcia Wells as the Director of Financial Assistance and Career Services.

For the Board Meeting  
June 23, 2003

Agenda Item I-5

#### ADMINISTRATIVE RESIGNATION

Belinda A. Dalton, Coordinator of Student Support Services, has resigned effective July 14, 2003.

RECOMMENDATION: Board approval to accept the resignation of Belinda A. Dalton, Coordinator of Student Support Services, effective July 14, 2003



June 9, 2003

173 IL Route 2  
Dixon, IL 61021

Dr. Joan E. Kerber  
Vice President of Student Services  
SVCC 173 IL Route 2  
Dixon, IL 61021

Dear Dr. Kerber:

It is with a heavy heart that I personally write to inform you that I have accepted the Dean of Student Services position at Danville Area Community College in Danville, Illinois and that I submit my resignation effective beginning July 14, 2003. The position as Dean offers an excellent opportunity to expand my professional skills while fully utilizing my education and vast experiences in new areas. The Danville location will also bring me in closer proximity to my immediate family. I am excited and highly optimistic about my new responsibilities; however find it heart wrenching to separate from my family at Sauk, as well as this community. They are invaluable and have provided me with a strong sense of connectedness as well as a spirit of emotional rejuvenation.

I will always be grateful to the search committee that selected me. I appreciate that members felt I had something valuable to contribute to the college. I hope that I have lived up to the expectations of those who have a vested interest in the overall achievement of students. Sauk Valley Community College is truly the best career decision I have made thus far. I have never regretted relocating to this community. I will continue to be a strong advocate and supporter of the college, students and community. I am confident that Student Support Services has been left in capable and caring hands and that Amber, Larry, and Kristi will continue to exemplify committed resilience on a daily basis. Each has brought a unique strength to the program and when working in collaboration with other members in the college help to transform students into well educated, successful, contributing members of society. I express my profound gratitude to each of them for their dedication and creating a supervisory experience for me that is beyond reproach.

Again, thank you for allowing me this extraterritorial opportunity to enrich the lives of others and also to be enriched. I have greatly benefited from your leadership and believe you are unequivocally a student advocate and dedicated to the mission of this college. I extend my gratitude to all administrators, faculty, staff and students who supported the efforts of the SSS program and me personally. SVCC will always be in my heart and never far from my thoughts. I wish you the best in the future as you soar to new limits.

Respectfully,

A handwritten signature in black ink, appearing to read "Belinda A. Dalton".

Belinda A. Dalton, Ed. D

For the Board Meeting  
June 23, 2003

Agenda Item I-6

**PRESIDENT'S CONTRACT RESOLUTION**

Board approval of the attached resolution will direct the Board Chair and Secretary to enter into a contract with the president for 2004-2005.

**RECOMMENDATION:** Board approval of the attached resolution.

**SAUK VALLEY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**RESOLUTION**

WHEREAS, Dr. Richard L. Behrendt, President of the College, is currently completing the fourth year of a five year employment contract with the College and has been the President of the College since 1986; and

WHEREAS, the Board desires continued stability in the College's Administration; and

WHEREAS, Dr. Behrendt has been evaluated pursuant to his contract and is performing the duties of his office in a better than satisfactory manner;

NOW THEREFORE, BY THIS RESOLUTION the Board directs the Chairman of the Board to enter into an employment contract for July 1, 2004 - June 30, 2005 with the President on behalf of the College which substantially contains the following terms and conditions:

1. Eliminates the current \$50,000.00 penalty (5.A.) to be imposed in the event the President resigns from the Presidency during the contract term;
2. Eliminates the current provision (6.A.) for salary increases over the term of the contract equivalent to any general salary increases given to administrators;
3. Eliminates the current provision (7.G.) for free tuition for the President's dependent children in the event of his death;
4. Eliminates the current prohibition (11.C.) from seeking renegotiation;
5. Continuation of benefits contained in the present contract with adjustments as provided in the 2004-05 contract;

6. Vacation pay accumulation limits to be removed, except that the College will only reimburse for 48 unused days and the maximum to be reported to SURS at retirement will be 56 unused days;

7. Appropriate language guaranteeing that the President and his spouse will remain as insureds on the College's group health plan after the President's retirement until each is eligible for full Medicare coverage, provided the President pays the same share of the spouse premium as is paid by the staff segment (faculty, support, professional/technical, or administration) that is paying the smallest spouse share premium in 2004-05, and guaranteeing that the President's spouse may continue in the plan for the same spouse share premium even in the event of the President's death;

8. Provides that the President will earn sick leave at the rate of 3.5 days per month and that, upon retirement, the College will certify to SURS that the President has earned a minimum of 300 days of unused sick leave;

9. Provides an amount of \$1,000 toward the cost of a physical exam for the President's discretionary use;

10. Provides the President with a 5% increase (except for his automobile expense allowance, which shall remain at the 2003-04 amount) over his 2003-04 compensation; and

11. Continuation of the general terms and conditions of the existing contract not inconsistent with these terms and conditions.

This Resolution approved the 23<sup>rd</sup> day of June, 2003.

Sauk Valley Community College  
Board of Trustees  
June 23, 2003

<u>Summary of Bills Payable</u>	<u>Amount</u>
General Operating Funds	\$ 341,685.63
Restricted Fund	\$ 287,778.62
<b>TOTAL</b>	<b><u>\$ 629,464.25</u></b>

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY  
Jeff Lynn  
Vice **PRESIDENT**  
Darren L. Larson  
SECRETARY  
DATE 6/23/03

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 05/15/03 To 06/23/03

RUN DATE: 06/16/03  
TIME: 10:29 AM  
PAGE: 1

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Hospice of the Rock River Vall	01		Tuition Billed to Employer	Refund-D Dean	65.00
Northwestern Center for Indepe	01		Tuition Billed to Employer	Refund Spring 03 D Kekstadt	150.00
Penberthy, Inc	01		Tuition Billed to Employer	Refund Spring 03 Classes	1,150.00
Spicer Driveshaft	01		Tuition Billed to Employer	Refund - Lean Manufacturing	1,100.00
BEST, INC	01		JTPA Lee	Student Refund Fall 02 & Spring 03	290.50
Alta Books	01		Foundation Expense	#1-882483-92-8 Cathy's Cards	346.23
Alta Books	01		Foundation Expense	#0-521-34972-9 SB Pronunciation Paris	104.23
Boyes, Caleb W.	01		Foundation Expense	Horton Award Spring 03	200.00
Consolidated Management Co	01		Foundation Expense	Commencement Reception	1,060.50
Consolidated Management Co	01		Foundation Expense	Special Meeting (Housing)	21.50
Consolidated Management Co	01		Foundation Expense	Single Parent's Reception	60.00
Delta Systems Co, Inc	01		Foundation Expense	#0-201-83409-X For Your Information Book 1 (Basic)	182.29
Economy Trophy Co	01		Foundation Expense	Plaque-Outstanding Alumni	29.50
Harrison, Pam R.	01		Foundation Expense	Books-Honors Project	72.10
Lynn, Robert W.	01		Foundation Expense	Horton Award-Spring 03	50.00
McFarland Office Products & Bu	01		Foundation Expense	MEI-29900-055 BGD Holders	63.76
New Readers Press	01		Foundation Expense	0-88336-786-6 Challenger Book #6	171.33
Pinter, Karen	01		Foundation Expense	Awards for Horton Contest	19.92
Scholastic Book Club	01		Foundation Expense	cbe 03029 The Very Hungry Caterpillar	397.35
Scholastic Book Club	01		Foundation Expense	Credit Account	-.25
Vogel, Jessica L.	01		Foundation Expense	Horton Award-Spring 03	50.00
Williamson, Judith B.	01		Foundation Expense	Horton-Plaque	92.00
Illinois Humanities Council	01		Prepaid Expense	Road Scholar-Randall Norris	50.00
Southwest Wisconsin Technical	01		Prepaid Expense	Conference Fee-Sileven 7/13/03	495.00
State Universities Retirement	01		SURS Payable		29,461.05

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 05/15/03 To 06/23/03

RUN DATE: 06/16/03  
TIME: 10:29 AM  
PAGE: 2

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
State Universities Retirement	01		SURS Payable		28,622.74
State Universities Retirement	01		SURS Payable		21,565.32
Select Employees Credit Union	01		Credit Union Payable		11,312.24
Select Employees Credit Union	01		Credit Union Payable		11,451.74
Select Employees Credit Union	01		Credit Union Payable		8,855.57
SVCC Faculty Association	01		Faculty Association Payable		1,272.13
SVCC Faculty Association	01		Faculty Association Payable		1,272.13
Minnesota Child Support Paymen	01		Wage Garnishment Payable	Garnishment	316.80
Minnesota Child Support Paymen	01		Wage Garnishment Payable	GARNISHMENT	316.80
United States Treasury	01		Wage Garnishment Payable	Garnishment	250.00
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charties	19.00
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health	19.00
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charities	4.00
United Way of Dixon	01		United Way Payable		42.25
United Way of Dixon	01		United Way Payable		42.25
United Way of Dixon	01		United Way Payable		19.25
United Way of Sterling-Rock Fa	01		United Way Payable		42.00
United Way of Sterling-Rock Fa	01		United Way Payable		42.00
United Way of Sterling-Rock Fa	01		United Way Payable		27.00
Trustmark Insurance	01		Optional Life Insurance		505.51
Trustmark Insurance	01		Optional Life Insurance		505.51
Trustmark Insurance	01		Optional Life Insurance		505.51
Illinois Mutual	01		Optional Disability Insurance		3.89
Illinois Mutual	01		Optional Disability Insurance		3.89
Illinois Mutual	01		Optional Disability Insurance		3.89

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SVCC Foundation	01		Foundation Payable		85.50
SVCC Foundation	01		Foundation Payable		85.50
SVCC Foundation	01		Foundation Payable		75.50
American Express Financial Adv	01		American Express		245.00
American Express Financial Adv	01		American Express		245.00
American Express Financial Adv	01		American Express		245.00
Equitable Life Assurance	01		Equitable		132.00
Equitable Life Assurance	01		Equitable		132.00
Equitable Life Assurance	01		Equitable		132.00
Federal Life Insurance Company	01		Federal Life		20.00
Federal Life Insurance Company	01		Federal Life		20.00
Federal Life Insurance Company	01		Federal Life		20.00
Franklin Financial Services Co	01		Franklin Life		477.50
Franklin Financial Services Co	01		Franklin Life		477.50
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
New York Life Insurance & Annu	01		New York Life	ACCRUED ANNUITIES-New York Life	300.00
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
Fidelity Investments	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	60.00
Fidelity Investments	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	60.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Waddell & Reed, Inc	01		Waddell & Reed		85.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00

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Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Ackerman, Melinda A.	01		Accounts Payable	Replacement Check 3/27/02	192.00
Barber, Lawrence A.	01		Accounts Payable	Online Refund	180.00
Barney, Patricia L.	01		Accounts Payable	Online Refund	15.00
Bartelt, David B.	01		Accounts Payable	Online Refund	180.00
Bennett, Toni R.	01		Accounts Payable	Online Refund	60.00
Blackert, Andrew J.	01		Accounts Payable	Online Refund	120.00
Bontz, Kelsey R.	01		Accounts Payable	WACE Award	90.00
Bushman, Debra J.	01		Accounts Payable	St Supp bal	188.25
Carr, DaleAnne P.	01		Accounts Payable	WACE Award	90.00
Coffey, Christinamercy	01		Accounts Payable	Online Refund	60.00
Collins, Diane M.	01		Accounts Payable	Online Refund	250.00
Cox, Audrey M.	01		Accounts Payable	Replacement Check 3/21/02	8.00
Crump, Erica L.	01		Accounts Payable	Online Refund	100.00
Engel, Charmaine H.	01		Accounts Payable	commencement	25.00
Etemadi, Sina	01		Accounts Payable	Online Refund	195.00
Flock, Rebecca A.	01		Accounts Payable	Online Refund	180.00
Frerichs, Nancy M.	01		Accounts Payable	St Supp	282.20
Gallardo, Grace E.	01		Accounts Payable	Online Refund	85.00
Garcia, Kayla A.	01		Accounts Payable	Online Refund	250.00
Guerrero, Lina S.	01		Accounts Payable	Online Refund	5.00
Harden, Melissa M.	01		Accounts Payable	Online Refund	180.00
Hawk, Tara L.	01		Accounts Payable	Online Refund	315.00
Hayes, David L.	01		Accounts Payable	Online Refund	180.00

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Hebeler, Chris D.	01		Accounts Payable	Online Refund	180.00
Henson, Ashley M.	01		Accounts Payable	Fndtn	350.00
Henson, Lynne M.	01		Accounts Payable	St Supp Award	653.25
Jensen, Monica M.	01		Accounts Payable	Online Refund	78.00
Johnson, Sandy L.	01		Accounts Payable	Online Refund	190.00
Leffelman, Megan E.	01		Accounts Payable	Online Refund	180.00
Lego, Amy L.	01		Accounts Payable	Online Refund	95.00
Love, Andrew D.	01		Accounts Payable	Online Refund	100.00
Lucas, Elaine R.	01		Accounts Payable	Replacement Check from 4/128/2002	623.23
Magana, Sandra	01		Accounts Payable	Online Refund	75.00
Martin, Johnathan C.	01		Accounts Payable	Online Refund	300.00
Mason, Charles C.	01		Accounts Payable	Online Refund	350.00
Mason, Samantha J.	01		Accounts Payable	Online Refund	180.00
Massey, Kelsey L.	01		Accounts Payable	Online Refund	3.00
Merema, Connie L.	01		Accounts Payable	PELL	1,000.00
Murphy, Mark J.	01		Accounts Payable	Athl Waiver	864.00
Murphy, Sarah	01		Accounts Payable	Online Refund	195.00
Nelson, Trisha J.	01		Accounts Payable	Online Refund	180.00
Nicholson, Sean E.	01		Accounts Payable	Online Refund	90.00
Norman, Donna M.	01		Accounts Payable	Online Refund	135.00
O'Neal, Bonnie L.	01		Accounts Payable	Online Refund	180.00
Ottens, Troy M.	01		Accounts Payable	Online Refund	120.00
Prosch, Kimberly R.	01		Accounts Payable	Online Refund	40.00
Rittenhouse, Laura D.	01		Accounts Payable	Online Refund	9.00
Sandoval, Richard	01		Accounts Payable	Online Refund	100.00

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Scanlan, Leslie K.	01		Accounts Payable	Online Refund	180.00
Smith, Angela M.	01		Accounts Payable	Replacement Voided Check 3/27/02	46.50
Smith, Derek A.	01		Accounts Payable	Online Refund	225.00
Smoot, Kevin D.	01		Accounts Payable	COMC - pd twice	25.00
Spohn, Matthew W.	01		Accounts Payable	Athl Waiver	810.00
Swanson, Jon E.	01		Accounts Payable	Online Refund	240.00
Theodore Wierenga, Dearne N.	01		Accounts Payable	Online Refund	350.00
Wade, Christopher J.	01		Accounts Payable	Athletic Ref	864.00
Wehmhoefer, Clayton L.	01		Accounts Payable	Refund-Fin Assistance Only	862.00
Williams, Emily A.	01		Accounts Payable	Online Refund	120.00
Williams, Susan L.	01		Accounts Payable	Online Refund	350.00
Wolf, Michael J.	01		Accounts Payable	Online Refund	180.00
Wyzgowski, Jordyn	01		Accounts Payable	Online Refund	98.00
Consolidated Management Co	01		Cafeteria payable	Punch-A-Lunch Sales	280.00
Consolidated Management Co	01		Cafeteria payable	Additional May Lunch Tickets Sold	40.00
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services for April	2,470.50
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Board Refreshments for April Meeting	40.00
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Refreshments for May Board Meeting	40.00
Dixon, Henry S.	01	Board of Trustees	Conference/Meeting Expense	Travel-Board Meetings thru Dec 02	65.52
Simpson, William	01	Board of Trustees	Conference/Meeting Expense	Travel-Board Meetings	224.64
Thompson, Robert J.	01	Board of Trustees	Conference/Meeting Expense	Travel-Board Meetings	46.80
Varga, Nancy L.	01	Board of Trustees	Conference/Meeting Expense	Board Travel-FY03	65.52
Wessels, Pennie L.	01	Board of Trustees	Conference/Meeting Expense	Travel-Board Meetings	97.20
Wolf, B J	01	Board of Trustees	Conference/Meeting Expense	Travel-Board Meetings	162.00
Illinois Community College Tru	01	President	Conference/Meeting Expense	Lobby Day Dinner 4/29/03	22.00

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US Bank	01	President	Conference/Meeting Expense	Hotel-Springfield-Dr. Behrendt 4/30/03	107.29
Swartleys Florist	01	President	Other Conference & Meeting	Flowers For Paulsen Service	39.95
Unique Computer	01	College Relations	Office Supplies	Maintenance Kit for HP Laserjet 4000 TN	132.50
CD Advantage, Inc	01	College Relations	Advertising	CD Package	2,500.00
Radio WZND	01	College Relations	Advertising	April 03 Advetising	210.00
Sauk Valley Newspapers	01	College Relations	Advertising	Advertising	1,405.01
Sterling Gus Macker	01	College Relations	Advertising	Gold Court Sponsorship	500.00
WIXN FM - WIXN AM	01	College Relations	Advertising	April Advertising	475.00
Withers Broadcasting	01	College Relations	Advertising	May Advertising	750.67
Xerox Corporation	01	Printshop	Maintenance Services	Leasing Charge 5818	34.97
Xerox Corporation	01	Printshop	Maintenance Services	DC 555 Copier-Lease Payment-Principal	454.07
ABDICK Multographics	01	Printshop	Purchases for Resale	4-4931 Cotton Pads	64.20
ABDICK Multographics	01	Printshop	Purchases for Resale	Maint. Contract for 3850 Printing Press PM inc	652.00
Gale Group	01	Printshop	Purchases for Resale	Xerox Staples #8R7809	66.30
Midland Paper	01	Printshop	Purchases for Resale	11x17 70/28" Wh Cougar Op-Sm Fini	46.60
Midland Paper	01	Printshop	Purchases for Resale	8-1/2x11 65# Solar Yellow Card	30.65
Midland Paper	01	Printshop	Purchases for Resale	8-1/2x11 24/60# Cosmic Orange	74.85
Midland Paper	01	Printshop	Purchases for Resale	8-1/2x11 20/50# Exac Multipurpose Br Blue Sm Fini	55.65
Midland Paper	01	Printshop	Purchases for Resale	8-1/2x11 65# Ex Off Opaque White Cov	40.78
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 555 Copier-Lease Payment-Principal	400.75
Xerox Corporation	01	Printshop	Interest	DC 555 Copier-Lease Payment-Principal	232.52
Xerox Corporation	01	Printshop	Lease Installment Payments	Leasing Charge 5818	49.83
SBM Business Equipment Center	01	Information Center	Maintenance Services	Minimum Cop Count Charge	30.20
Unique Computer	01	Grant, Planning, & Research	Office Supplies	Maintenance Kit for HP Laserjet 4000 TN	132.50
Northern Illinois University	01	Grant, Planning, & Research	Conference/Meeting Expense	Conference Fee-L Little-Latino Education	50.00

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Hecht, Deborah J.	01	VP-Instructional Services	Conference/Meeting Expense	Travel-Oregon HS Awards Ceremony	21.60
Consolidated Management Co	01	Honors	Conference/Meeting Expense	Honors Luncheon	258.00
Eichman, Richard	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement Spring 03	239.42
Klein, Colleen J.	01	Other Instructional	Tuition Reimbursement	Spring 03-Tuition Reimbursement	690.00
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance FY 03	41.46
CDW-G	01	Other Instructional	Computer Software	446208 ACAD Macromedia Dir. MX WIN #MMD-DRW090D400	418.31
CDW-G	01	Other Instructional	Computer Software	446208 ACAD Macromedia Dir. MX WIN #MMD-DRW090D400	425.31
CDW G	01	Other Instructional	Computer Software	460833 ACAD MMD Authorware 6.5 #MMA APW065D400	601.49
Unique Computer	01	Other Instructional	Computer Software	C27-00002A Desktop Campus Faculty-Lvl A	12,740.00
Unique Computer	01	Other Instructional	Computer Software	Symantec Norton Corporate Antivirus	5,495.00
Klein, Colleen J.	01	Other Instructional	Conference/Meeting Expense	Travel-NISOD Conference 5/28/03	1,044.65
NISOD	01	Other Instructional	Conference/Meeting Expense	Addtional fee for Conference	50.00
Shaff, Steven J.	01	Other Instructional	Conference/Meeting Expense	Additional Travvel 4/13/03 NCTM Conference	75.67
Shaff, Steven J.	01	Other Instructional	Conference/Meeting Expense	Travel- 4/5/03 Conference Honors Council	396.00
University of Texas	01	Other Instructional	Conference/Meeting Expense	Conference Fee-M Heitmann 6/25/03	375.00
Megill, Kevin M.	01	Curriculum Development/ IAI	Conference/Meeting Expense	Travel- 4/4/03 IAI Computer Conference	108.00
Mueller Audio Visual	01	Art	Instructional Supplies	ESJ Bulbs for Art Dept. Photo Enlarger	270.00
Popp, Joseph S.	01	Art	Instructional Supplies	Art Class Supplies	97.00
VanderWege, Robertus J.	01	Art	Instructional Supplies	Art Supplies	103.33
Consolidated Management Co	01	English	Instructional Supplies	Anne Horton Award Refreshments	43.80
Unique Computer	01	English	Instructional Supplies	HP 8400 Scanner with Omni Page	308.00
Vincent & Cheryl Gilbert	01	Music	Consultants	Piano Tunning & Repairs	500.00
Iwaasa, Juel	01	Music	Instructional Supplies	Supplies for Music Classes & Music Meetings	67.36
Iwaasa, Juel	01	Music	Instructional Supplies	Music Supplies	52.39
Consolidated Management Co	01	Music	Other Conference & Meeting	Applied Music Recital Refreshments	125.00

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Iwaasa, Juel	01	Music	Other Conference & Meeting	Supplies for Music Classes & Music Meetings	13.74
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Towel Services	482.29
Braddock, Samuel L.	01	Criminal Justice	Conference/Meeting Expense	Travel Highland CC thru 5/14/03	358.56
Indiana University Audio Visua	01	Psychology	Instructional Supplies	Discipline without Punishment	26.15
NILRC	01	Sociology	Instructional Supplies	2nd Installment-Long Term Con./Exploring Society	1,642.67
White, Linley V.	01	Dean of Business, Tech & Natural	Office Supplies	Tech Prep Facilitator's Meeting 5/14/03	47.79
White, Linley V.	01	Dean of Business, Tech & Natural	Conference/Meeting Expense	Travel-11/13/02 NILRC Meeting Springfield	116.64
Niemeyer, Loren	01	Dean of Business, Tech & Natural	Other Conference & Meeting	Travel IAEEE Meeting 5/9/03	176.40
Sileven, Larry L.	01	Dean of Business, Tech & Natural	Other Conference & Meeting	Travel-Buildings Trade House	23.76
White, Linley V.	01	Dean of Business, Tech & Natural	Other Conference & Meeting	Travel-Area Visits thru 5/27/03	76.98
STK Consulting	01	Business	Consultants	BUS 103 Class -Spring 03	1,335.00
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Monthly Service Contract Sharp AR201 Copier	40.58
Fred Locksmithing	01	Electronics	Instructional Supplies	Keys - Electronics Area	25.00
Menards	01	Electronics	Instructional Supplies	1000' Rolls 12/2/nm/wg	370.81
Menards	01	Electronics	Instructional Supplies	See Attached Sheets	527.72
Menards	01	Electronics	Instructional Supplies	Electronic Supplies	1,231.20
Menards	01	Electronics	Instructional Supplies	Electronic Supplies	37.27
Staples	01	Electronics	Instructional Supplies	HP 6122 Ink Jet Printer	264.94
Staples	01	Electronics	Instructional Supplies	hp 5500c mod. c9929a#ba 496315 Scanner	249.94
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	20.48
Goodman Midwest	01	HVAC	Instructional Supplies	Sheet Metal	145.25
Fountain, William B.	01	Mechanical Design	Instructional Supplies	Mechanical Design Supplies	103.56
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Promotional Discount	-50.00
Carolina Biological Supply Co	01	Biology	Instructional Supplies	ER-69-2307 Single Use ECG Electrodes	22.23
Carolina Biological Supply Co	01	Biology	Instructional Supplies	ER-74-1248 Disposable Petri Dishes, 100x10mm 30/pk	136.50

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Wood, Therese L.	01	Biology	Instructional Supplies	Biology Supplies	54.54
Wood, Therese L.	01	Chemistry	Instructional Supplies	Biology Supplies	21.46
Atchley, Charles E.	01	Physics	Instructional Supplies	Physics Supplies-Staples	58.55
Atchley, Charles E.	01	Physics	Instructional Supplies	Physics Supplies	27.98
Lincoln Land Community College	01	Technical Occupational-Corporate	Instructional Supplies	CFC Testing 5/2/03	260.00
Johnson, Cheryl A.	01	Health Occupational	Instructional Supplies	Supplies for DCC Class	42.42
KSB Hospital	01	Health Occupational	Instructional Supplies	First Aid/CPR-DCC	32.50
KSB Hospital	01	Health Occupational	Instructional Supplies	CPR Cards	28.75
KSB Hospital	01	Health Occupational	Instructional Supplies	Supplies First Aid Class/CPR at DCC	41.25
World Point ECC	01	Health Occupational	Instructional Supplies	WP-2250 Face Shields	260.50
Lynch, Janet L.	01	Director of Health Careers Ed	Consultants	Immunizations- 3rd Hep B	45.00
SBM Business Equipment Center	01	Director of Health Careers Ed	Maintenance Services	Maintenance Agreement for AR-164 Copier	28.05
Coastal Training Technologies	01	Director of Health Careers Ed	Instructional Supplies	HIPAA Compliance Video	318.11
Picture This Photography	01	Director of Health Careers Ed	Advertising	Mats & Frames - Health Career Class Pictures	1,333.00
Anderson, Sandra	01	Director of Health Careers Ed	Conference/Meeting Expense	Travel-Rockford 4/1/03	36.00
Cunningham, Pamela S.	01	Director of Health Careers Ed	Conference/Meeting Expense	Travel 5/2/03 CNA Conference-Springfield	206.54
Johnson, Rosemary	01	Director of Health Careers Ed	Conference/Meeting Expense	Travel-Rockford 5/1/03-Dental	37.40
Poci, Shirley A.	01	Director of Health Careers Ed	Conference/Meeting Expense	Travel-Supplies	2.52
Poci, Shirley A.	01	Director of Health Careers Ed	Conference/Meeting Expense	Travel-Rockford Seminar	36.00
Quill Corporation	01	Associate Degree Nursing	Office Supplies	Open P.O. 2002-03	97.02
Quill Corporation	01	Associate Degree Nursing	Office Supplies	Open P.O. 2002-03	59.46
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. 2002-03	8.22
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. 2002-03	15.08
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. 2002-03	91.55
Poci, Shirley A.	01	Associate Degree Nursing	Instructional Supplies	Supplies	7.17

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Klein, Colleen J.	01	Associate Degree Nursing	Conference/Meeting Expense	Clinical Site Visits SRFC thru 5/5/03	55.44
Klein, Colleen J.	01	Associate Degree Nursing	Conference/Meeting Expense	Clinical Site Visits Winning Wheels thru 3/18/03	84.24
Klein, Colleen J.	01	Associate Degree Nursing	Conference/Meeting Expense	Clinical Site Visits CGH thru April	55.44
Lynch, Janet L.	01	Associate Degree Nursing	Conference/Meeting Expense	Clinical Sites- CGH	60.48
Hopkins Medical Products	01	Nurse Assistant	Instructional Supplies	Hopkins Combo Kit 527407	52.95
CGH Medical Center	01	Licensed Practical Nursing	Instructional Supplies	Linen Service for April 2003	31.00
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. 2002-03	34.01
DeKroft Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Return-Surgical Tape	15.08
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. 2002-03	15.08
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. 2002-03	101.09
Health Education Systems (HESI	01	Licensed Practical Nursing	Instructional Supplies	NCLEX -PN Exit Exams	330.00
Northern Illinois Home Medical	01	Licensed Practical Nursing	Instructional Supplies	Arm Sling	10.84
Northern Illinois Home Medical	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. 2002-03	30.00
Poci, Shirley A.	01	Licensed Practical Nursing	Instructional Supplies	Supplies	64.50
Cunningham, Pamela S.	01	Licensed Practical Nursing	Conference/Meeting Expense	Clinical Site Travel thru 3/5/03	60.48
Freeport Memorial Hospital	01	Radiologic Technology	Consultants	RAD 185/285 Clinical	2,205.00
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Clinical Site Visits thru 4/30/03	120.60
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Clinical Travel thru 5/15/03	162.72
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Conference 4/9/03	45.00
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Clinical Travel thru 5/29/03	111.24
Kiele, Beverly M.	01	Radiologic Technology	Conference/Meeting Expense	Clinical Site Travel 1/03 thru 5/03	1,086.84
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Sites	260.64
KSB Hospital	01	Paramedic Program	Consultants	EMS 101 Class-Spring 2003	2,925.00
Northern Illinois Home Medical	01	Paramedic Program	Instructional Supplies	O2 Tank Refill	15.00
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Books	38.88

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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
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	-3.98
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	-3.99
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	75.90
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	40.51
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	13.99
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	12.08
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	13.97
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	17.98
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	181.06
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	61.40
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	24.94
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	64.22
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	71.59
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	339.43
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	27.97
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library	-13.07
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library	-9.98
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Library Books	692.46
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books fro Library	30.76
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Credit Return Books	-95.04
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	198.33
US Bank	01	Learning Resource Center	Books and Binding Costs	CD's for Library	968.68
Illinois Library Association	01	Learning Resource Center	Publications and Dues	Membeship Dues	140.00

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Encyclopaedia Britannica	01	Learning Resource Center	Other Materials and Supplies	Books for Library	518.42
Illinois State Library	01	Learning Resource Center	Other Materials and Supplies	Block of Firstsearch in CINAHL Database	425.00
Munson, Jeffrey T.	01	Learning Resource Center	Conference/Meeting Expense	Travel Conference ISU 5/16/03	96.72
Northern Illinois University	01	Learning Resource Center	Conference/Meeting Expense	ICCCMP Workshop 6/16/03-J Munson	25.00
Hewlett Packard	01	Academic Computing	Maintenance Services	7000 Sauk 210 Agreement 2646A8241 Billed Monthly	138.00
Unique Computer	01	Academic Computing	Instructional Supplies	CDRW	100.00
Unique Computer	01	Academic Computing	Instructional Supplies	Floppy Drive	345.00
Pratt Audio Visual & Video Cor	01	Instructional Technology Center	Maintenance Services	LCD Projector Bulb Replacement	483.86
OnSat Subscription Dept	01	Instructional Technology Center	Instructional Technology Materi	Subscription renewal	59.95
Unique Computer	01	Instructional Technology Center	Instructional Technology Materi	20' Andio Cable	24.00
Hewlett-Packard	01	Administrative Computing	Maintenance Services	7000 Sauk 210 Agreement 2646A8241 Billed Monthly	1,997.06
Hewlett-Packard	01	Administrative Computing	Maintenance Services	Software	1,585.00
Interone, Alice	01	Administrative Computing	Office Supplies	A+ Certification Training Book	46.69
Unique Computer	01	Administrative Computing	Office Supplies	Printer Cartridge	133.00
Unique Computer	01	Administrative Computing	Office Supplies	Printer Cartridge	58.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink Cartridges	84.00
Unique Computer	01	Administrative Computing	Office Supplies	Monitor	500.00
Blumhoff, Nick	01	Commencement	Consultants	Pinning 5/16/03	50.00
Farris, Ronita L.	01	Commencement	Consultants	Usher - 2003 Commencement	24.60
Lynch, Larissa L.	01	Commencement	Consultants	Music-Pinning 5/16/03	50.00
Consolidated Management Co	01	Commencement	Other Supplies	Pinning Ceremony Refreshments	547.50
Rock River Printers	01	Commencement	Other Supplies	Commencement Program 1400	2,247.50
Sauk Valley Cleaners	01	Commencement	Other Supplies	Dry Cleaning for Commencement	261.00
Swartleys Florist	01	Commencement	Other Supplies	Flowers For Commencement	234.00
Corporate Office City	01	Admissions, Records & Placement	Office Supplies	Service Call & Repair on Mlta Copier	73.56

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Formstart Inc	01	Admissions, Records & Placement	Office Supplies	3000 Permanent Class Rosters	549.05
American College Testing Progr	01	Admissions, Records & Placement	Conference/Meeting Expense	Conference Fee D Derby	195.00
Ewald, Jade C.	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel-Area School/On Site Registration	31.68
Midwest Association of Student	01	Financial Aid & Veterans Affairs	Publications and Dues	Membership Dues FY 03	65.00
Amazon.com	01	Counseling	Office Supplies	Books	22.32
Amazon.com	01	Counseling	Office Supplies	Books	15.90
American College Testing Progr	01	Counseling	Office Supplies	License Agreement	450.00
Xerox Corporation	01	Counseling	Office Supplies	Toners for Xerox Copier WorkCenter Pro 412	109.00
Creative Printing	01	Counseling	Instructional Supplies	500 Business Cards-Terry Lyn Funston/See Attached	60.00
Association for Psychological	01	Counseling	Publications and Dues	Dues Renewal FY 03	95.00
Breed, Thomas	01	Counseling	Conference/Meeting Expense	Travel 3/28/03 ICCA Meeting College of Dupage	59.76
Breed, Thomas	01	Counseling	Conference/Meeting Expense	Travel-Area HS Assessment	163.44
Daly, Ann C.	01	Counseling	Conference/Meeting Expense	Travel-Area High School	108.00
Funston, Terry L.	01	Counseling	Conference/Meeting Expense	Travel-Polo HS Registration	14.40
Bittner, Ruth C.	01	VP- Administrative Services	Conference/Meeting Expense	ICCCFO Meeting 5/15/03	14.60
Bittner, Ruth C.	01	VP- Administrative Services	Conference/Meeting Expense	Travel- ICCIC Quarterly Meeting 6/5/03	16.75
Breed, Nancy J.	01	VP- Administrative Services	Conference/Meeting Expense	Travel-Delivery-CD	16.20
York Refrigeration	01	Education Fund	Other Revenues	Overpayment-Welding Class	700.00
Breed, Nancy J.	01	Other Institutional	Tuition Reimbursement	Spring 03 Tuition Reimbursement	345.00
Derby, Dustin C.	01	Other Institutional	Tuition Reimbursement	Spring 03 Tuition Reimbursement	345.00
Pitney Bowes	01	Other Institutional	Office Services	Repair Postage Meter	312.00
Federal Express Corp	01	Other Institutional	Postage	Shipping	91.59
US Postmaster	01	Other Institutional	Postage	Fall 2003 Class Schedule	375.00
US Postmaster	01	Other Institutional	Postage	Fall 2003 Class Schedule	1,275.00
US Postmaster	01	Other Institutional	Postage	Fall 2003 Class Schedule	1,675.00

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US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,500.00
United Parcel Service	01	Other Institutional	Postage	Monthly Shipping Charge	314.93
Rockford Register Star	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	923.30
Shippert, Stanley	01	Other Institutional	Recruitment	Lunch - Rad Tech Candidate	21.69
Credit Management Services	01	Other Institutional	Financial Charges & Adjustments	April Payments	297.82
SBM Business Equipment Center	01	Business Office	Maintenance Services	Maintenance Copier Charges	25.50
Staples	01	Business Office	Office Supplies	Post-It Notes 1-1/2x2 12/pk	.08
Staples	01	Business Office	Office Supplies	Calculator Paper 12/pk	28.59
Unique Computer	01	Business Office	Office Supplies	Replacement Battery	52.00
Illinois CPA Society	01	Business Office	Publications and Dues	Membership Dues	225.00
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	May 2003 Retirement Ceremonies Refreshments	168.00
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Winners Cards for April & May	90.00
Employers' Association of Illi	010110	Corp Serv Professional Developme	Consultants	CCS Class-Eyelet Products	850.00
Feary, Lon E	010110	Corp Serv Professional Developme	Consultants	Lift Truck Operator Class 5/1/2003	500.00
Honold, Donna	010110	Corp Serv Professional Developme	Consultants	Communication Skills-Rayovac	5,125.00
Knott, Matthew	010110	Corp Serv Professional Developme	Consultants	CPR/First Aid 6/10/03	800.00
Lenz, Jim	010110	Corp Serv Professional Developme	Consultants	Lift Truck Operator Class 4/03	500.00
West, Bob	010110	Corp Serv Professional Developme	Consultants	Postage for Class	37.68
West, Bob	010110	Corp Serv Professional Developme	Consultants	Imeco Training 4/5/03 & 5/6/03	1,350.00
Iowa-Illinois Safety Council	010110	Corp Serv Professional Developme	Instructional Supplies	Lift Truck Books	114.80
Bowen & Groves Inc	010110	Corp Serv Computer Training	Consultants	MI Implementation Eyelet Products	2,000.00
Quill Corporation	010110	Corporate Services Admin.	Office Supplies	Return-Copy Paper	-3.16
Quill Corporation	010110	Corporate Services Admin.	Office Supplies	Miscellaneous Office Supplies	55.84
SBM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Open PO Contract for Copier 7/1/02-6/30/03	133.13
Flowers Etc	010110	Corporate Services Admin.	Advertising	Flowers-Rayovac	72.00

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Gericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Area -Work Sites	35.28
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-Area Meetings thru 5/27/03	132.08
Harrington, Gerry	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel 5/19/03 Seminar-Peru, Il	48.48
Bond, Chuck	010120	Leisure	Consultants	Advanced Camera Class Spring 03	330.00
Brandon, Angela S	010120	Leisure	Consultants	Pottery Class	240.00
Seguin, Michael	010120	Leisure	Consultants	CCS- Workshop 5/3/03	23.10
Brandon, Angela S	010120	Leisure	Instructional Supplies	Supplies for Pottery Class	160.02
Brown, Miskka L.	010120	Leisure	Instructional Supplies	Rental for Kiln Pottery Class	200.00
Valley Magic	010120	Youth Programs	Consultants	Open Ceremony CFK 6/7/03	100.00
Seguin, Kandy M.	010120	Youth Programs	Instructional Supplies	Supplies for College for Kids	76.32
Wagner Printing	010120	Youth Programs	Advertising	CFK Schedules	280.00
Quill Corporation	010120	Community Service Administration	Office Supplies	Return-Copy Paper	-3.16
Quill Corporation	010120	Community Service Administration	Office Supplies	Miscellaneous Office Supplies	55.84
Quill Corporation	010120	Community Service Administration	Office Supplies	037-W55061 Dividers	283.66
SBM Business Equipment Center	010120	Community Service Administration	Office Supplies	Open PO Contract for Copier 7/1/02-6/30/03	133.13
Depuy, Jeanne A.	010120	Community Service Administration	Conference/Meeting Expense	Travel-Seminar 5/19/03	6.00
Economy Trophy Co	010120	Community Service Administration	Conference/Meeting Expense	Plaque-Character College	19.50
Seguin, Kandy M.	010120	Community Service Administration	Conference/Meeting Expense	Travel-5/9/03 NIRCC Meeting	52.56
Seguin, Kandy M.	010120	Community Service Administration	Conference/Meeting Expense	Travel -Area Sites CFK delivery	122.04
Seguin, Kandy M.	010120	Community Service Administration	Conference/Meeting Expense	Travel-Area Sites	27.72
Education To Go	010120	Computers	Consultants	Ed-2Go April 2003 Classes	332.00
Khuntangta, Trirong	010120	Health & Personal Development	Consultants	Tai Chi (2nd Offering) Spring 03	320.00
Khuntangta, Trirong	010120	Health & Personal Development	Consultants	Kick Boxing Int/Adv	320.00
Khuntangta, Trirong	010120	Health & Personal Development	Consultants	TAI CHI (2nd Offering) Spring 03	192.50
Khuntangta, Trirong	010120	Health & Personal Development	Consultants	Kick Boxing (2nd) Class	320.00

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Roldan, Herbert	010120	Professional Development	Conference/Meeting Expense	Lodging Rebate for Spring 03-Polygraph Institute	500.00
Theodore, Steve	010120	Polygraph Institute	Consultants	Part-Time Instruction Polygraph Institute	500.00
Thomas, Richard P.	010120	Polygraph Institute	Consultants	Polygraph Institute-Part Time Instruction Spring 0	600.00
Unique Computer	010120	Polygraph Institute	Instructional Supplies	Pin Narrow Carriage	7.95
Rush, Mathias J.	010120	Polygraph Institute	Conference/Meeting Expense	Spring 03 Lodge Rebate-Polygraph Institute	500.00
Schuh, Maury L.	010120	Polygraph Institute	Conference/Meeting Expense	Spring 03 Lodge Rebate-Polygraph Institute	500.00
Division Management Services	02	Maintenance	Maintenance Services	Boiler Inspection	25.00
ECOLAB	02	Maintenance	Maintenance Services	Monthly Exterminator Service	186.50
ECOLAB	02	Maintenance	Maintenance Services	Monthly Extermintor Service	186.50
Environmental Protection Agency	02	Maintenance	Maintenance Services	Annual Fee Air Pollution Control	100.00
PDC Laboratories, Inc	02	Maintenance	Maintenance Services	Water Testing	12.50
PDC Laboratorics, Inc	02	Maintenance	Maintenance Services	Water Test 5/14/03	81.00
Bearing Headquarters Co	02	Maintenance	Maintenance Supplies	Belts	136.88
Bearing Headquarters Co	02	Maintenance	Maintenance Supplies	Belts 2Rb 115	108.07
Bearing Headquarters Co	02	Maintenance	Maintenance Supplies	Return of Belts	-52.17
Grainger	02	Maintenance	Maintenance Supplies	Time Delay Fuses	146.40
Grummerts Do It Best Hardware	02	Maintenance	Maintenance Supplies	Bleach	71.64
H F Wilson	02	Maintenance	Maintenance Supplies	Lamps	149.50
Menards	02	Maintenance	Maintenance Supplies	Paint Supplies	86.29
Menards	02	Maintenance	Maintenance Supplies	Clock, Paint, Supplies	117.41
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	38.19
Menards	02	Maintenance	Maintenance Supplies	Yellow Marking Paint	83.82
Menards	02	Maintenance	Maintenance Supplies	Ladders-Chiller Rooms	357.34
Menards	02	Maintenance	Maintenance Supplies	Supplies-Panel Remodeling Third Floor	246.65
Menards	02	Maintenance	Maintenance Supplies	Couplings	5.94

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Paxton, Carl M.	02	Maintenance	Maintenance Supplies	Battery & Battery Clip	41.32
USA Bluebook	02	Maintenance	Maintenance Supplies	Corp Stop	389.61
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	115.05
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	113.35
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Return Thermal Coat Floor Finish	-101.52
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Open Purchase Order for Custodial Supplies	48.81
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Open Purchase Order for Custodial Supplies	7.97
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Open Purchase Order for Custodial Supplies	15.94
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Open Purchase Order for Custodial Supplies	1,202.58
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Open Purchase Order for Custodial Supplies	522.64
Ace Hardware	02	Grounds	Maintenance Supplies	Drill Bits	47.49
Ace Hardware	02	Grounds	Maintenance Supplies	Gaskets	23.69
Anne's	02	Grounds	Maintenance Supplies	Annual Flats	69.65
Menards	02	Grounds	Maintenance Supplies	Maintenance Supplies	40.81
Menards	02	Grounds	Maintenance Supplies	Paint and Supplies	42.38
Mezo's Repair & Outdoor Equipm	02	Grounds	Maintenance Supplies	Trimmer Parts & Repairs	86.49
Mike's Repair Service	02	Grounds	Maintenance Supplies	Mower Parts	119.77
Peabudy's Inc	02	Grounds	Maintenance Supplies	Gasket & Seals	16.94
Peabudy's Inc	02	Grounds	Maintenance Supplies	Oil	7.44
CenterPoint Energy	02	Utilities	Gas	Monthly Services	5,536.98
Nicor Gas	02	Utilities	Gas	Monthly Charges	74.31
Nicor Gas	02	Utilities	Gas	Monthly Charges	65.67
Nicor Gas	02	Utilities	Gas	Monthly Charges	211.85
Nicor Gas	02	Utilities	Gas	Monthly Charges	17.52
Commonwealth Edison	02	Utilities	Electricity	Electric Monthly Service	9,426.67

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Commonwealth Edison	02	Utilities	Electricity	Monthly Service	19.12
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	8,932.08
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	30.35
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	36.03
AT & T	02	Utilities	Telephone	Monthly Charge	2,841.43
AT & T	02	Utilities	Telephone	Direct Line & Fax	32.57
Gallatin River Communications	02	Utilities	Telephone	Monthly telephone Charges	3,009.39
Illinois Century Network (ICN)	02	Utilities	Telephone	April 03 Line Charges	1,168.00
United States Cellular	02	Utilities	Telephone	College Cell Phone for Vans	52.26
Verizon Wireless	02	Utilities	Telephone	Dr. Behrendt Cell Phone	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
RUUD Lighting	02	Building and Grounds Administrat	Site Improvements	Lamps	2,622.00
Clark Engineers MW Inc	03	Operations & Maintenance- Restri	Building Remodeling	Final Billing on LUST Project	3,007.42
Mattson Associates, Ltd	03	Operations & Maintenance- Restri	Building Remodeling	Clearance Air Sampling of Two Areas for Domestic	600.00
Ferguson Thrall	03	ICCB Deferred Maintenance Grant	Maintenance Supplies	Lochinvar Horz Tank TGH141-2-001	2,811.75
Anderson, Timothy R.	050500	Child Care Center	Other Sales & Service	Spring 03 Child Care Refund	102.29
Douglas, Kasandra R.	050500	Child Care Center	Other Sales & Service	Spring 03 Child Care Refund	18.26
Lozano, Julie A.	050500	Child Care Center	Other Sales & Service	Spring 03 Child Care Refund	40.50
McKenna, Shelly A.	050500	Child Care Center	Other Sales & Service	Spring 03 Child Care Refund	41.06
Stauffer, Heather A.	050500	Child Care Center	Other Sales & Service	Spring 03 Child Care Refund	112.50
Strader, Tanya M.	050500	Child Care Center	Other Sales & Service	Spring 03 Child Care Refund	194.62
Stroup, Rebecca D.	050500	Child Care Center	Other Sales & Service	Spring 03 Child Care Refund	158.06
Wright, Stephanie E.	050500	Child Care Center	Other Sales & Service	Spring 03 Child Care Refund	251.81
Discount School Supply	050500	Child Care Center	Other Supplies	Celebration Sponge Stampers #EGCEL	153.03

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Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies/Groceries	18.13
Drane, Paula E.	050500	Child Care Center	Other Supplies	Training Wheels/Window Clings	16.26
Oriental Trading Company	050500	Child Care Center	Other Supplies	Tropical Fish Bean Bag Game #JE-27/938	46.78
School Specialty	050500	Child Care Center	Other Supplies	#30070507 Pizza Party	159.33
School Specialty	050500	Child Care Center	Other Supplies	#303224509 Shamrocks Trimmer t91404	24.89
Teacher's Discount	050500	Child Care Center	Other Supplies	#3T138035 Toaster	59.41
National Conference on Student	050600		Prepaid Expense	Conference Fee 8/8/03 Stdnt Gov (8)	1,800.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Check Replacement 12/15/00	15.00
Poston, Jamie L.	050600	Men's Basketball	Other Contractual Services	Airport 5/8/ & 5/10/03	30.00
Consolidated Management Co	050600	Men's Basketball	Instructional Supplies	Athletic Cookie (9) Coupons for Attendance	6.75
Santo Sport Store	050600	Men's Basketball	Instructional Supplies	Athletic Tape	85.70
Illini Trophy	050600	Men's Basketball	Other Supplies	Trophies For Banquet	178.25
Shirt Tales	050600	Men's Basketball	Other Supplies	T's for Men's Basketball	123.00
Acushnet Company	050600	Golf	Other Supplies	Vokey Wedge Oil Can Finish Std Shaft Lth grip & Li	60.00
Phoenix College	050600	Golf	Other Conference & Meeting	Entry Fee 5/17/03 NJCAA -Golf	200.00
Williams, David E.	050600	Golf	Other Conference & Meeting	Meal Advance Money-Golf Meet-AZ	336.00
Williams, David E.	050600	Golf	Other Conference & Meeting	Golf Travel	275.75
Berge, Scott T.	050600	Men's Baseball	Other Contractual Services	Umpire-Baseball Game 4/1/03	100.00
Temple's Sporting Goods	050600	Men's Baseball	Instructional Supplies	College Bat Special	868.65
Consolidated Management Co	050600	Men's Baseball	Other Conference & Meeting	Sack Lunches 4/25, 4/29	220.00
Webb, Teresa	050600	Men's Baseball	Other Conference & Meeting	Airline Ticket Reimbursement	180.00
Chattic, A C.	050600	Men's Tennis	Other Conference & Meeting	Regional Tennis Match 5/2-3/03	521.97
Barnes, Kris	050600	Women's Basketball	Other Contractual Services	Replacement Check 11/29/01	15.00
Economy Trophy Co	050600	Women's Basketball	Instructional Supplies	Trophies for Basketball Banquet	127.50
Poston, Jamie L.	050600	Women's Tennis	Other Contractual Services	Airport 5/8/ & 5/10/03	50.00

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Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Travel-Tennis Tournament 5/3-5/10/03	722.59
Leseman, Jolene K.	050600	Women's Softball	Other Conference & Meeting	Travel Softball 5/12/03	126.00
Derby, Dustin C.	050600	Student Activities	Consultants	Dinner Alex Reymundo 4/11/03	37.84
Ken Nelson Auto Plaza	050600	Student Activities	Consultants	Refund -Drunk Driving Simulator	1,300.00
Gramco School Supplies	050600	Student Activities	Office Supplies	Horizontal Rack #BJ67780	524.95
Adcraft Printwear Co.	050600	Student Activities	Other Materials and Supplies	Printed Lofteez T's	575.00
Consolidated Management Co	050600	Student Activities	Other Materials and Supplies	Lunch Coupons	106.35
Lundstrom Florist	050600	Student Activities	Other Materials and Supplies	Flowers For Club Recognition Banquet	178.00
Quill Corporation	050600	Student Activities	Other Materials and Supplies	037-78025 Framed Teamwork	324.95
Team Management Briefings	050600	Student Activities	Other Materials and Supplies	Subscription	89.00
Vernon Company	050600	Student Activities	Other Materials and Supplies	CD Holders	467.43
American College Testing Progr	050600	Student Activities	Conference/Meeting Expense	Conference Fee-P Clodfelter	195.00
Clow, Maria A.	050600	Student Activities	Conference/Meeting Expense	Supplies for Cinco De Mayo	150.02
Consolidated Management Co	050600	Student Activities	Conference/Meeting Expense	Leadership Awards Banquet	1,344.00
Consolidated Management Co	050600	Student Activities	Conference/Meeting Expense	Cinco De Mayo Refreshments	87.60
Consolidated Management Co	050600	Student Activities	Conference/Meeting Expense	Cinco De Mayo Refreshments	59.18
Derby, Dustin C.	050600	Student Activities	Conference/Meeting Expense	Ambassador Lunch 5/8/03	19.02
Derby, Dustin C.	050600	Student Activities	Conference/Meeting Expense	Allerton Professional Retreat	133.20
Derby, Dustin C.	050600	Student Activities	Conference/Meeting Expense	Dinner Alex Reymundo 4/11/03	39.05
Kim, Linda A.	050600	Student Activities	Other	Travel-Chicago/ALAS	47.90
Consolidated Management Co	050600	Student Government	Other Conference & Meeting	Town Meeting	85.50
Consolidated Management Co	050600	Drama	Other Materials and Supplies	Perfomance Hour Reception Refreshments	152.55
Insight Media Advertising	050600	Drama	Other Materials and Supplies	Advertising-Spring 03 Production	696.00
Menards	050600	Drama	Other Materials and Supplies	Building Materials for Spring Production	13.48
Prescott Satellite Systems	050600	Recreation Room	Other Supplies	Antenna-Cafeteria Television	344.00

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FreightQuote.com	050600	Global Awareness	Other Supplies	Shipping for Display Panels	101.20
Amoco Oil Company	050800	Transportation	Vehicle Supplies		339.00
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas Charges-College Vans	73.45
Shell Oil Company	050800	Transportation	Vehicle Supplies		96.73
KC Health Horizons	051000	Medical Insurance	Medical Insurance Claims	Wellness Screening Services-April 03	7,282.00
Professional Benefit Administratr	051000	Medical Insurance	Individual Stop Loss		10,440.14
Professional Benefit Administratr	051000	Medical Insurance	Dependent Stop Loss		7,458.99
Professional Benefit Administratr	051000	Medical Insurance	Precertification		377.50
Professional Benefit Administratr	051000	Medical Insurance	Administrative		2,598.75
Professional Benefit Administratr	051000	Medical Insurance	Life & AD&D		2,219.70
Kerns, Deborah K.	051800	Job Fest	Other Supplies	Travel-Area Sites for Posters for Career Fair 2003	43.56
Bound Tree Medical	062022	WFP- Education to Careers Grant	Capital Supplies	Central Venous Cannulation Simulator #651087	619.02
Lee Wayne	062022	WFP- Ed to Careers	Office Supplies	Table Throw with SVCC & Bullet Imprint	320.75
Global Computer Supplies	062022	WFP- Ed to Careers	Other Materials and Supplies	Tektronix 780 Black Toner	919.02
Consolidated Management Co	062022	WFP- Ed to Careers	Conference/Meeting Expense	Discover Sauk Night	95.00
National Association of Colleg	062024	WFP- Welfare to Work	Publications and Dues	Membership Dues	360.00
Rock River Human Resources Pro	062024	WFP- Welfare to Work	Publications and Dues	Membership Dues	20.00
SVCC Educational Fund	062026		I/F Payable	Interfund	289.00
SVCC Educational Fund	062027		I/F Payable	Interfund	2,655.30
College of DuPage	062031	Adv Tech- Instruc Equip Grnt	Computer Software	All 11 TLC Integration Plans	396.00
FITNE	062031	Adv Tech- Instruc Equip Grnt	Computer Software	Sterile Technique-CD ROM #SST-CD	403.00
SVCC Educational Fund	062032		I/F Payable	Interfund	6,307.88
Greenbrier & Russel	062032	Adv Tech- Technology Support Gra	Consultants	Consulting	8,000.00
Hewlett-Packard	062032	Adv Tech- Technology Support Gra	Computer Software	7000 Sauk 210 Agreement 2646A8241 Billed Monthly	144.00
WebCT	062032	Adv Tech- Technology Support Gra	Computer Software	Annval Web CT Campus Edition Subs. Lic. thru 6/04	7,500.00

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Hewlett-Packard	062032	Adv Tech- Technology Support Gra	Computer Software	7000 Sauk 210 Agreement 2646A8241 Billed Monthly	870.00
Hewlett-Packard	062032	Adv Tech- Technology Support Gra	Computer Software	Software	745.30
Dirks, Kathleen M.	062032	Adv Tech- Technology Support Gra	Conference/Meeting Expense	Travel- Video Conference 4/24/03	21.60
Black Hawk College	062032	Adv Tech- Technology Support Gra	Telecommunications	Distance Learning Charges FY 03	2,631.25
Verizon Wireless	062032	Adv Tech- Technology Support Gra	Telecommunications	Monthly Charge	23.13
Comfort Suites	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Rooms for U of I FSI Conference	649.00
Interone, Alice	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Travel-Confrence 5/30/03 MAC Design	199.99
Nunez, Steve C.	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Travel 5/21/03 ION Convention	20.00
Pfeifer, Alan	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	ION Meeting 5/19/03	95.10
Shaff, Steven J.	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Travel-Springfield 5/20/03	18.00
Shelley, Chris	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Travel-ION Meeting 5/19/03	14.00
Williamson, Judith B.	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	ION Conference 5/20/03	22.98
Wittman, Valarie	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Travel-Springfield 5/21/03 ION Conference	29.50
Interone, Alice	062041	ICCB Tech Skills Enhancement Gra	Other	A+ Certification Training Book	63.74
SVCC Educational Fund	062050		I/F Payable	Interfund	3,677.94
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds 5/15/03 P/R	151.25
State Universities Retirement	062050	SBDC Grant	SURS	SURS-Matching Funds	151.25
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	151.25
Miller-McKinstra, Michele	062050	SBDC Grant	Office Supplies	SBDC-Supplies	67.41
Quill Corporation	062050	SBDC Grant	Office Supplies	Return-Copy Paper	-3.17
Quill Corporation	062050	SBDC Grant	Office Supplies	Miscellaneous Office Supplies	160.03
Quill Corporation	062050	SBDC Grant	Office Supplies	Miscellaneous Office Supplies	7.49
Quill Corporation	062050	SBDC Grant	Office Supplies	037-7-10942 Printer Cartridge	47.98
Quill Corporation	062050	SBDC Grant	Office Supplies	037-A425 Hanging File System	11.99
Quill Corporation	062050	SBDC Grant	Office Supplies	037-504-BK 4-Drawer File Cabinets	109.99

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SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Open PO Contract for Copier 7/1/02-6/30/03	133.13
Gospodarczyk, Thomas J.	062050	SBDC Grant	Conference/Meeting Expense	Travel-SBDC 4/15 & 5/6/03	228.42
Miller-McKinstra, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel Client Visit-ISBDCN Conference	429.31
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Telephone Charge	33.05
SPRINT	062050	SBDC Grant	Telephone	Monthly Invoice	12.68
Sterling Community Unit School	062056	ICCB Adult Ed-Federal Basic	Other Contractual Services	Charges for Adult Van Usage	2,065.00
Deem, Craig A	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	May Cleaning - Adult Ed Classes	75.00
Marruffo, Kerrie M.	062056	ICCB Adult Ed Federal Basic	Instructional Supplies	Supplies for Wallace School	10.27
Fiorini, Anthony D.	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel-Wallace School thru 5/20/03	117.36
Sterling Community Unit School	062057	ICCB Adult Ed-Public Aid -Instru	Other Contractual Services	Charges for Adult Van Usage	4,035.00
Alta Books	062060	SOS VITAL Grant	Instructional Supplies	0-13-016635-9 SB1 Survival Eng.: (Low Beg.)	100.67
Great Events Publishing	062060	SOS VITAL Grant	Instructional Supplies	#LFH-G4076 Post-It Note Pads	34.04
McFarland Office Products & Bu	062060	SOS VITAL Grant	Instructional Supplies	AVE-00-196 Glue Stic	103.55
Oriental Trading Company	062060	SOS VITAL Grant	Instructional Supplies	X2-8/250- 1 Dozen Metal Mini Tool Kits	59.75
Scholastic Book Club	062060	SOS VITAL Grant	Instructional Supplies	#26 Learn About Science Value Pk- (Win XP)	44.90
SVCC Educational Fund	062062		I/F Payable	Interfund	5,673.14
Sauk Valley Newspapers	062062	IBHE PLACE Grant	Advertising	Concert Advetisement	323.96
Northern Illinois University	062062	IBHE PLACE Grant	Conference/Meeting Expense	Conference -Latino 6/20/03	100.00
Salgado, Ana S.	062062	IBHE PLACE Grant	Conference/Meeting Expense	Area Travel-High Schools & Home Visits	176.04
Kim, Linda A.	062062	IBHE PLACE Grant	Other Conference & Mceting	ALAS Planning 5/19/03	76.04
Stewart Beverage Corp	062062	IBHE PLACE Grant	Other Conference & Meeting	Pop for Concert	112.00
SVCC Educational Fund	062073		I/F Payable	Interfund	260.50
White, Linley V.	062073	ISBE Voc Ed- Tech Prep Grant	Other Revenues	End of Year Facilitator's Meeting	350.00
Johnson, Virginia	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Tech Prep Supplies	180.99
Amboy High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 1-8	2,415.89

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Amboy High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 10-12	1,237.97
Amboy High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 9	260.00
Bureau Valley High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 2	3,059.74
Dixon High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 7	125.00
Jogersl, Nancy	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep transit 3	403.63
Milledgeville High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 6 2	652.90
Milledgeville High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 9	1,272.84
Paris, Michael V.	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 4	200.00
Sterling High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep transit 9-14	2,462.02
SVCC Educational Fund	062150		I/F Payable	Interfund	178,608.75
Illinois Student Assistance Co	062150	ISAC	ISAC	Overpayment IIA Funds	750.00
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds 5/15/03 P/R	653.26
State Universities Retirement	063011	Student Support Services Grant	SURS	SURS-Matching Funds	653.26
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	653.26
Xerox Corporation	063011	Student Support Services Grant	Office Supplies	Toners for Xerox Copier WorkCenter Pro 412	108.00
Copy Shop	063011	Student Support Services Grant	Other Conference & Meeting	Printing of SSS April Newsletter	220.54
Dalton, Belinda A.	063011	Student Support Services Grant	Other Conference & Meeting	Student Support -Supplies	120.07
Dalton, Belinda A.	063011	Student Support Services Grant	Other Conference & Meeting	Supplies - SSS Program	55.21
Economy Trophy Co	063011	Student Support Services Grant	Other Conference & Meeting	Award-SVCC Foundation	22.75
Paper Direct Inc	063011	Student Support Services Grant	Other Conference & Meeting	Certificates Jackets SSS Recognition Dinner	135.88
Economy Trophy Co	063011	Student Support Services Grant	Other	Plaque SSS Recognition	31.25
Lee Wayne	063020	Perkins IIC	Advertising	Calendar Magnets-Advertising	1,164.90
Consolidated Management Co	063020	Perkins IIC	Conference/Meeting Expense	HSV Workforce Council Meeting	61.80
Unique Computer	063020	Perkins IIC -Program Quality	Capital Supplies	IBM N41	680.00
Unique Computer	063020	Perkins IIC -Program Quality	Capital Supplies	Zip Drive	85.00

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Unique Computer	063020	Perkins IIc -Program Quality	Capital Supplies	RAM Upgrade	80.00
Unique Computer	063020	Perkins IIc -Program Quality	Capital Supplies	IBM NV M42	1,078.00
Unique Computer	063020	Perkins IIc -Program Quality	Capital Supplies	IBM NV M42	1,078.00
Unique Computer	063020	Perkins IIc -Program Quality	Capital Supplies	IBM NV M42	1,078.00
Consolidated Management Co	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Rad Tech Meeting	67.85
Moraine Valley Community Colle	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Conference-6/23/03 B Fountain	650.00
Bos, Keith A.	063020	Perkins IIc -Special Populations	Conference/Meeting Expense	Travel Area High School -thru 5/21/03	83.98
State Universities Retirement	063030	Perkins IIIE Tech Prep	SURS	Matching Funds 5/15/03 P/R	102.75
State Universities Retirement	063030	Perkins IIIE Tech Prep	SURS	SURS-Matching Funds	102.75
State Universities Retirement	063030	Perkins IIIE Tech Prep	SURS	Matching Funds	102.75
Golden Ladder Productions	063030	Perkins IIIE Tech Prep	Consultants	Motivational Speaker	2,950.00
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Consultants	Travel-Connections Conf 4/14/03	260.86
Wiersema Charter Service	063030	Perkins IIIE Tech Prep	Consultants	Bus Transportation	520.00
Creative Cuisine	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Meals for Bus trip 6/6/03	252.00
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Travel Area Sites 3/7-3/24/03	113.76
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Travel Area Sites 4/4-4/24/03	96.12
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Travel Area Sites 5/1-5/12/03	124.92
Fulton High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Transit 12-17	1,225.47
Quill Corporation	063030	Perkins IIIE Tech Prep	Other	Toner for Tech Prep-Dixon High School	194.94
Fiserv Health Tennessee	063075	IDHS AmeriCorps - Member Activit	Medical Insurance	Member's Health Insurance	958.60
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	Other Supplies	Picnic Supplies	105.75
Consolidated Management Co	063075	IDHS AmeriCorps - Member Activit	Books and Binding Costs	ABC Litereracy Meeting	34.75
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel thru 5/9/03	126.90
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds 5/15/03 P/R	280.30
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	SURS-Matching Funds	280.30

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State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	280.30
Staples	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Hewlett Packard Combo Pack 45A/78DN #465259	275.31
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Picnic Supplies	18.06
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Area Travel thru 5/27/03	143.76
School Specialty	064030	Restricted Fund-GOD Certificates	Capital Supplies	Swivel Stool	1,720.44
School Specialty	064030	Restricted Fund-GOD Certificates	Capital Supplies	Credit Swivel Stool	-177.16
School Specialty	064030	Restricted Fund-GOD Certificates	Capital Supplies	#622412 5300/\$5000/26 Gray multi-use Stool-no arms	144.32
Unique Computer	064030	Restricted Fund GCE Certificates	Capital Supplies	IBM xServer 305 1U Rackmount P4 2.4Ghz/512M RAM/40	9,625.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	IBM NV M42 2.4/512/40G/48X/Zip/XPP	9,280.00
Schimberg Company	064030	Restricted Fund-GOD Certificates	Capital Supplies	Miscellaneous Parts Propress Tool Kit	53.12
Schimberg Company	064030	Restricted Fund-GOD Certificates	Capital Supplies	#68076912000 Propress Tool Kit w/Jaws 1/2-2	1,776.71
Schimberg Company	064030	Restricted Fund-GOD Certificates	Capital Supplies	#N91568967000 Rigid SF 2500 Freese Machine	2,069.75
Schimberg Company	064030	Restricted Fund-GOD Certificates	Capital Supplies	Miscellaneous Parts Propress Tool Kit	53.12
SBC DataComm	064030	Restricted Fund-GOD Certificates	Capital Supplies	Freight PO 6556	24.02
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	UPS Rackmount	1,600.00
Consolidated Management Co	101010	Booster Club	Other	Athletics Banquet 5/9/03	761.25
Gordon, Kathaleen F.	101080	Rad Tech Senior	Other	Graduation Ceremony Expense	51.00
Shaff, Steven J.	101258	Math Club	Other	Pizza-Math Club Meeting Spring 03	35.00
Daly, Ann C.	101260	P.R.I.D.E. Club	Other	Travel-Chicago PRIDE Fest	185.00
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.48
United Electric	12	Public Safety	Maintenance Services	Emergency Electrical Repair Parking Lot Lights	5,000.00
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	65.15
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 4/26, 5/3/03	864.80
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security	864.80
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 5/24, 5/31 Holiday	1,340.56

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				BANK ACCOUNT 1 TOTAL: BANK ACCOUNT 2 TOTAL: ALL ACCOUNTS TOTAL:	341,685.63 287,778.62 629,464.25