

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA
Third Floor Board Room
July 28, 2003 – 7:00 p.m.

A. Call to Order

B. Roll Call

C. Communications from Visitors

D. Consent Agenda

1. Approval of Minutes
2. Treasurer's Report
3. Bills Payable
4. Payrolls

June 30, 2003	\$227,849.85
July 15, 2003	\$228,471.12
5. Budget Report
6. Special Course Fee
7. Eleven-College Agreement for Advanced Radiologic Technology Certificates
8. President's Contract Resolution
9. Board Policy 425.02 Senior Services Option (First Reading)

E. President's Report

1. Board Policies Review – 427.01, 428.01
2. Latino Education Policy Conference
3. Eliminate the Digital Divide Training Grants
4. Non-credit Course Enrollment Comparisons (attached)
5. Annual Reports (to be distributed at the meeting)
6. ACCT 2003 Annual Convention
7. Freeport Health Network Education Achievement Awards (attached)
8. Administration Biographical Profiles (attached)
9. Department of Human Services Award
10. Board Retreat

F. Financial Reports and Actions

1. Public Hearing on 2003-2004 Budget
2. Approval of 2003-2004 Budget (Second Reading)
3. Working Cash Fund Borrowing
4. Working Cash Fund Interest
5. Capital Renewal Grant Project
6. Security Cameras

G. Closed Session (Closed session minutes consideration, pending litigation)

H. Closed Session Minutes

Closed Session Minutes of June 23, 2003

I. Personnel

None

J. Other

Wallace's Bookstores Settlement Agreement

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

ICCTA Monthly Meetings

July 30-31, 2003 – Summer Retreat

August 25, 2003

September 22, 2003

October 27, 2003

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

July 28, 2003

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on July 28, 2003 in the third floor Board Room at Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

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

SVCC Staff:

- President Richard L. Behrendt
- Attorney Ole Bly Pace III
- Vice President Ruth Bittner
- Vice President Deborah Hecht
- Vice President Joan Kerber
- Dean of Information Technology Alan Pfeifer
- Director of College Relations Cal Lyons
- Director of Buildings and Grounds Jim Frederick
- Faculty Association Liaison Mary Lou Kidder
- Secretary to the Board Carmel Paulsen

Consent Agenda: It was moved by Member Thompson and seconded by Member Andersen that the Board approve the Consent Agenda with the exception of the Budget Report. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Member Dixon arrived at 7:08 p.m.

Budget Report: It was moved by Member Varga and seconded by Member Andersen to approve the Budget Report. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye

President's Report: Heard Dr. Behrendt report on the Latino Education Policy Conference where Dr. Linda Little was invited to make a presentation on our exemplary Latino program; that the Governor's presentation of a \$36,000 check to Sauk for the Eliminate the Digital Divide Training Grant was a result of a competitive grant process and 55 out of 114 applications were funded; that non-credit

July 28, 2003

course enrollment comparisons show a significant (65%+) increase, due in large part to the successful College For Kids campaign; distributed annual reports; reported on the ACCT 2003 Annual Convention; outlined the Freeport Health Network Education Achievement Awards, which pays an award (\$12,500 this year) to the College Foundation for Sauk nursing graduates hired by Freeport Health Network; distributed the Administration Biographical Profiles; announced the Department of Human Services Award; and gave details on the upcoming Summer Retreat.

Public Hearing
on 2003-2004
Budget:

Chair Wolf noted that a Public Hearing would now be held on the 2003-2004 Budget and that the Board would receive comments or inquiries from any citizens present.

Approval of
2003-2004
Budget:

It was moved by Member Simpson and seconded by Member Varga that the Board approve the 2003-2004 Budget as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Working Cash Fund
Borrowing:

It was moved by Member von Bergen Wessels and seconded by Member Andersen to approve a resolution to permit the borrowing of funds from the Working Cash Fund as needed for the Educational and Operations/Maintenance Fund for the 2003-2004 year. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Working Cash Fund
Interest Transfer

It was moved by Member von Bergen Wessels and seconded by Member Varga to approve a resolution authorizing the permanent transfer of Working Cash Fund Interest in the amount of \$128,583.82 to the Educational Fund and \$15,892.38 to the Operations/Maintenance Fund to meet ordinary and necessary expenditures for FY03. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Capital Renewal Grant
Project:

It was moved by Member Andersen and seconded by Member Thompson to approve submission to the ICCB the attached Capital Project Application to renovate the science labs in the amount of \$865,374.00 with money to come from accumulated Capital Renewal Grant funds. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Security Cameras:

It was moved by Member von Bergen Wessels and seconded by Member Engleking to approve the purchase of an MDI security camera system with electrical cabling and installation services from TCE for the price of \$57,419.00, with money from the

July 28, 2003

Liability, Protection, and Settlement Fund. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Closed Session: At 7:40 p.m., it was moved by Member Andersen and seconded by Member Simpson that the Board adjourn to closed session to discuss 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 7:45 p.m.

Closed Session Minutes: It was moved by Member von Bergen Wessels and seconded by Member Dixon to approve the minutes of the June 23, 2003, closed session meeting. In a roll call vote, Members Andersen, Dixon, Simpson, Thompson, Varga, and von Bergen Wessels voted aye. Member Wolf abstained. Motion carried. Student Trustee Engleking advisory vote: aye.

Wallace's Bookstores Settlement Agreement: It was moved by Member Thompson and seconded by Member Dixon to approve the Wallace's Bookstore Settlement Agreement in the amount of \$70,000. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Reports: Student Trustee Engleking reported that the Student Government Retreat was July 10/11; that they held a goal-setting meeting on July 22 and July 29, 2003, and that the year is winding down with finals on July 30, 31, 2003.

ICCTA Representative Thompson reported there have been no meetings since the June 23, 2003 Board meeting and that he is interested in attending the ACCT Conference in September.

Foundation Liaison Andersen reported that there were no Foundation meetings since the June 23, 2003 Board meeting. He will be attending the ICCTA Executive Planning Committee session in Springfield in August.

Faculty Association Liaison Mary Lou Kidder reported that faculty members were teaching classes, taking classes, and preparing additional on-line classes to enhance the options for our students.

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


July 28, 2003

The meeting adjourned at 7:55 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on August 25, 2003 in the Board Room.

Respectfully submitted,




Nancy Varga, Secretary

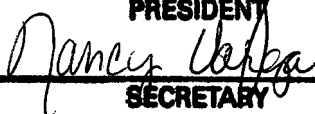
SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES - TREASURER'S REPORT
as of June 30, 2003

CHECKING ACCOUNTS

		INTEREST	
<u>INTEREST BEARING ACCOUNTS</u>		<u>RATE</u>	<u>AMOUNT</u>
General Account - Sterling Federal Bank		0.58	\$642,460.57
Illinois Funds - Firststar Bank, Springfield		1.11	1,027,528.56
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS			1,669,989.13
<u>NON-INT. BEARING ACCOUNT</u>			
Restricted - Sterling Federal Bank			86,539.93
<u>MONEY MARKET</u>			
Sterling Federal Bank		2.23	1,303,069.65
ABN-AMRO Investment Services, Inc.		0.44	279,278.45
TOTAL CHECKING ACCOUNTS			\$3,338,877.16

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY



PRESIDENT


SECRETARY

DATE _____

INVESTMENTS

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

BOND INVESTMENTS - Liability, Protection & Settlement

Federal Home Loan Mtg Corp	08-22-03	1.53	\$364,378.88
Cook County II Twp	12-01-03	5.00	581,288.76
Fed Natl Mtg. Assn.	12-15-03	2.50	205,349.57
Federal Natl Mtg. Assn.	03-15-04	4.75	542,843.04
Federal Home Loan Mtg Corp	07-15-04	1.75	515,214.95
Seattle WA L&P	11-01-04	4.70	228,211.30
Federal Home Loan Bank	12-15-04	2.12	611,496.84
GA Mun Elec Auth	01-01-05	4.70	378,488.89
Fed Natl Mtg Assn Benchmark	03-15-05	1.50	479,164.06
Miami Dade Cnty Fla Solid Waste Sys	10-01-05	2.60	107,157.33
NC Mun Elec Auth	01-01-06	5.25	311,835.47
Sun Prairie Wis Sch	04-01-06	5.20	337,648.75
Milwaukee Cnty Wis	09-01-06	4.75	218,744.28
Las Cruces NM	12-01-06	5.10	202,914.48
Houston TX Wtr & Swr System	12-01-06	4.60	50,988.83
Carol Stream IL Tax	01-15-07	5.20	201,643.72
San Antonio AL Tel Util	03-01-07	5.30	154,620.03
SUBTOTAL BONDS			\$5,491,989.18

TOTAL INVESTMENTS \$7,991,989.18

Sauk Valley Community College
Board of Trustees
July 28, 2003

Summary of Bills Payable

Amount

General Operating Funds

\$ 1,040,649.59

Restricted Fund

\$ 501,854.53

TOTAL

\$ 1,542,504.12

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY



PRESIDENT



SECRETARY

DATE _____

REPORT SVRCHKR
FISCAL YEAR 2003

Sauk Valley Community College
Check Register
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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
First National Bank in Amboy	00		Time Deposits	8 Month CD	495,661.92
Wood, Therese L.	01		Petty Cash	Petty Cash-Bio/Chemistry Supplies	100.00
Corporation for National Servi	01		Tuition Billed to Employer	Refund for Overpayment Fall 02-Shirley Swanson	33.00
Consolidated Management Co	01		Foundation Expense	Foundation Meeting 6/3/03	112.80
Consolidated Management Co	01		Foundation Expense	Foundation Breakfast Meeting 6/24/03	93.75
Follett Bookstore	01		Foundation Expense	April Bookstore Charges	19.37
New Readers Press	01		Foundation Expense	0-88336-901-X Laubach Way To Reading-Level 1	33.00
Follett Bookstore	01		Dislocated Worker Expense	Departmental Office Supplies	13.98
Follett Bookstore	01		Dislocated Worker Expense	Departmental Charges thru 3/31/03	30.46
Follett Bookstore	01		Dislocated Worker Expense	May Bookstore Charges	20.77
Follett Bookstore	01		Dislocated Worker Expense	April Bookstore Charges	66.84
Staples	01		Due from Computer Purchase Plan	Employee Computer Purchase-P Reighter	2,395.77
Unique Computer	01		Due from Computer Purchase Plan	Employee Computer Purchase-L Masengarb	2,093.13
AVECO	01		Prepaid Expense	AVECO Workshop 7/29/03	135.00
State Universities Retirement	01		SURS Payable		28,119.39
State Universities Retirement	01		SURS Payable		27,652.98
Select Employees Credit Union	01		Credit Union Payable		8,870.57
Select Employees Credit Union	01		Credit Union Payable		7,962.68
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charties	4.00
Community Health Charities of	01		United Way Payable	ACCRUES W/H-Community Health Charities	4.00
United Way of Dixon	01		United Way Payable		19.25
United Way of Dixon	01		United Way Payable		16.25
United Way of Sterling-Rock Fa	01		United Way Payable		27.00
United Way of Sterling-Rock Fa	01		United Way Payable		27.00
Trustmark Insurance	01		Optional Life Insurance		505.51

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Trustmark Insurance	01		Optional Life Insurance		469.58
Illinois Mutual	01		Optional Disability Insurance		3.89
Illinois Mutual	01		Optional Disability Insurance		3.89
SVCC Foundation	01		Foundation Payable		75.50
SVCC Foundation	01		Foundation Payable		70.50
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
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		277.50
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 Insurance	300.00
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		85.00
Waddell & Reed, Inc	01		Waddell & Reed		85.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Adams, Mike E.	01		Accounts Payable	PELL	30.00
Anderson, Adam S.	01		Accounts Payable	Online Refund	144.00
Armstrong, Sonya M.	01		Accounts Payable	PELL	228.00
Atkinson, Nicole L.	01		Accounts Payable	Fndtn Bal	5.00

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Banks, Gregory M.	01		Accounts Payable	Online Refund	65.00
Beard, Jeanette K.	01		Accounts Payable	PELL	147.00
Becker, Tamara E.	01		Accounts Payable	PELL	2.47
Behrens, Karen M.	01		Accounts Payable	Online Refund	35.00
Berardi, Kristina M.	01		Accounts Payable	PELL	100.00
Biller, Thomas E.	01		Accounts Payable	PELL	153.00
Boostrom, Erika A.	01		Accounts Payable	PELL Bal	25.37
Bowman, David L.	01		Accounts Payable	PELL	100.00
Brown, Ashley S.	01		Accounts Payable	Online Refund	70.00
Buck, Rachael N.	01		Accounts Payable	Fndtn Bal	145.39
Bulfer, Bridgette A.	01		Accounts Payable	Fndtn Bal	12.25
Butzen, Susan L.	01		Accounts Payable	Online Refund	20.00
Carreno, Michelle M.	01		Accounts Payable	Stafford Bal	323.41
Cavanaugh, Kimberly R.	01		Accounts Payable	Online Refund	180.00
Chand, Vijay B.	01		Accounts Payable	Online Refund	144.00
Cornilsen, Anthony	01		Accounts Payable	Online Refund	18.00
Couch, Laura B.	01		Accounts Payable	PELL	250.00
Dato, Michael R.	01		Accounts Payable	Online Refund	15.20
Davidson, Jennifer M.	01		Accounts Payable	PELL	18.80
Devine, Deborah A.	01		Accounts Payable	Online Refund	100.00
Dickson, Katheryn J.	01		Accounts Payable	PELL	962.00
Dickson, Katheryn J.	01		Accounts Payable	PELL Bal	286.00
Downing, Monica B.	01		Accounts Payable	PELL	17.00
Doyle, Rosemary L.	01		Accounts Payable	PELL	18.69
Dravis, Andra L.	01		Accounts Payable	Online Refund	144.00

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Dysart, Shannon L.	01		Accounts Payable	Online Refund	65.00
Eichholz, Joseph A.	01		Accounts Payable	Reissued Check	94.97
Esquivel, Jennifer M.	01		Accounts Payable	Fndtn bal	93.00
Farris, Ronita L.	01		Accounts Payable	Stafford Ln	424.86
Farris, Ronita L.	01		Accounts Payable	Stafford	423.89
Fisher, Teresa A.	01		Accounts Payable	PELL BAL	2.08
Fitzsimmons, Stefanie L.	01		Accounts Payable	PELL BAL	8.97
Folkerts, Karen M.	01		Accounts Payable	Online Refund	5.00
Fry, John C.	01		Accounts Payable	PELL	293.00
Germeraad, Laurie B.	01		Accounts Payable	MRS Bal	48.70
Gibler, Tanya M.	01		Accounts Payable	PELL BAL	70.00
Granskog, David J.	01		Accounts Payable	Reissued check	24.60
Gray, Karen L.	01		Accounts Payable	Stafford Bal	156.40
Grove, Joseph W	01		Accounts Payable	Reissued Check	126.47
Haack, Andy	01		Accounts Payable	Online Refund	21.00
Harding, Marlene L.	01		Accounts Payable	Fndtn Bal	17.00
Harnisch, John J.	01		Accounts Payable	PELL BAL	20.91
Hayes, David L.	01		Accounts Payable	PELL	153.00
Heidenreich, Sondra G.	01		Accounts Payable	Online Refund	65.00
Hicks, Janda K.	01		Accounts Payable	Online Refund	65.00
Hicks, Mary Lu	01		Accounts Payable	Online Refund	36.00
Hoeffler, Jenness M.	01		Accounts Payable	PELL BAL	168.80
House, Jessica R.	01		Accounts Payable	Stafford Bal	125.18
Howard, James R.	01		Accounts Payable	PELL BAL	10.00
Hudson, Darcy L.	01		Accounts Payable	PELL	250.00

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Huff, Charlotte J.	01		Accounts Payable	Online Refund	250.00
Hungerman, Christopher J.	01		Accounts Payable	Replacement Check	310.32
Hunt, Janet L.	01		Accounts Payable	Fndtn Bal	27.50
Hunt, Lloyd A.	01		Accounts Payable	PELL	55.00
Hunter, Jamie L.	01		Accounts Payable	Online Refund	100.00
Hussung, Anna	01		Accounts Payable	PELL BAL	5.45
Hyland, Rachel A.	01		Accounts Payable	PELL BAL	138.87
Jacobs, Matthew E.	01		Accounts Payable	Online Refund	65.00
Jakobs, Bryce	01		Accounts Payable	Online Refund	2.00
Jamison, Brent W.	01		Accounts Payable	Online Refund	180.00
Johnson, Fred L.	01		Accounts Payable	Online Refund	190.00
Jones, Paige	01		Accounts Payable	Online Refund	67.00
Jordan, Krystal M.	01		Accounts Payable	PELL BAL	25.37
Kaye, Veronica	01		Accounts Payable	PELL BAL	91.10
Kenney, Carrie D.	01		Accounts Payable	Online Refund	195.00
Kozlowski, Cynthia M.	01		Accounts Payable	Rec'd AMC	75.00
Kurek, Christopher A.	01		Accounts Payable	Online Refund	65.00
Lenz, Megan M.	01		Accounts Payable	Online Refund	50.00
Lilly, Amy R.	01		Accounts Payable	PELL BAL	27.37
Lombardo, Bethany J.	01		Accounts Payable	PELL BAL	32.41
Long, Kimberly A.	01		Accounts Payable	PELL	234.00
Lozano, Julie A.	01		Accounts Payable	Online Refund	65.00
Mahaffey, Kyle A.	01		Accounts Payable	Online Refund	65.00
Marks, Pam S.	01		Accounts Payable	PELL	500.00
Marks, Pam S.	01		Accounts Payable	Stafford Ln	636.32

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Marsili, Geno	01		Accounts Payable	Online Refund	42.00
Mayer, Jacqueline M.	01		Accounts Payable	PELL BAL	35.00
McGinn, Diane R.	01		Accounts Payable	Stafford Bal	44.64
McKenna, Jacquelyn M.	01		Accounts Payable	PELL	115.00
McWilliams, Ellen F.	01		Accounts Payable	PELL BAL	199.28
Meenach, Janna M.	01		Accounts Payable	Online Refund	65.00
Mekeel, Ashley M.	01		Accounts Payable	Online Refund	180.00
Merdian, Julie K.	01		Accounts Payable	PELL BAL	1.78
Merema, Connie L.	01		Accounts Payable	Online Refund	65.00
Metzler, Sarah	01		Accounts Payable	Online Refund	4.00
Miles, Tina A.	01		Accounts Payable	PELL	500.00
Moore, Karen M.	01		Accounts Payable	PELL BAL	114.37
Norman, Donna M.	01		Accounts Payable	Online Refund	48.00
Nusbaum, Michele R.	01		Accounts Payable	Online Refund	192.00
Perce, Janice A.	01		Accounts Payable	PELL	443.00
Perkins, Robert E.	01		Accounts Payable	PELL BAL	12.77
Pratt, Melanie	01		Accounts Payable	PELL BAL	124.00
Ramos, Shannon L.	01		Accounts Payable	PELL BAL	60.00
Regalado, Barbara J.	01		Accounts Payable	PELL	203.00
Ritchie, Lynne M.	01		Accounts Payable	Online Refund	20.00
Robinson, Jennifer	01		Accounts Payable	PELL Bal	110.00
Rolland, Dana M.	01		Accounts Payable	Stafford Bal	2.82
Rosado, Cheryl L.	01		Accounts Payable	PELL	60.00
Rosengren, Angela S.	01		Accounts Payable	PELL	23.47
Rus, Misty L.	01		Accounts Payable	PELL BAL	40.95

	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Sackett-Hood, June M.	01		Accounts Payable	PELL BAL	6.63
Sandusky, Christine A.	01		Accounts Payable	PELL	372.10
Shady, Patricia A.	01		Accounts Payable	PELL	5.45
Sharp, Sherrie A.	01		Accounts Payable	Online Refund	156.00
Shaulis, Tracy L.	01		Accounts Payable	Online Refund	144.00
Shoemaker, Rebecca A.	01		Accounts Payable	Online Refund	195.00
Shuman, Heather S.	01		Accounts Payable	PELL BAL	5.39
Shuman, Kathryn	01		Accounts Payable	Online Refund	65.00
Sikkema, Kristine R.	01		Accounts Payable	Stafford Ln	424.86
Sikkema, Kristine R.	01		Accounts Payable	Stafford Bal	120.89
Sisson, Mallory	01		Accounts Payable	Online Refund	7.00
Slusser, Tina M.	01		Accounts Payable	PELL bAL	10.97
Smith, Bethany F.	01		Accounts Payable	Fndtn Bal	5.45
Smith, Bethany F.	01		Accounts Payable	PELL	250.00
Smith, Jerry D.	01		Accounts Payable	Online Refund	240.00
Snyder, Sarah K.	01		Accounts Payable	Fndtn	250.00
Sulejmani, Ibadete	01		Accounts Payable	Online Refund	90.00
Sullivan, April N.	01		Accounts Payable	PELL	203.00
Surrey, Peter J.	01		Accounts Payable	Reissued check	172.42
Taylor, Crystal A.	01		Accounts Payable	PELL BAL	6.50
Thies, Kelley S.	01		Accounts Payable	PELL	100.00
Thomas, Raymond E.	01		Accounts Payable	PELL BAL	60.00
Thompson, Steven J.	01		Accounts Payable	PELL BAL	171.33
Torres, Golden C.	01		Accounts Payable	PELL BAL	2.00
VanDyke, Marc	01		Accounts Payable	Online Refund	65.00

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VanNatta, Jeffery J.	01		Accounts Payable	Online Refund	250.00
Vasquez, Antony M.	01		Accounts Payable	Online Refund	10.00
VenHuizen, Ryan D.	01		Accounts Payable	Online Refund	35.00
Vinson, Tammy L.	01		Accounts Payable	Fndtn	134.00
Vock, Nathen L.	01		Accounts Payable	Online Refund	144.00
Vondra, Andrea	01		Accounts Payable	PELL BAI	10.00
Weathers, William L.	01		Accounts Payable	Reissued check	160.83
White, Connie L.	01		Accounts Payable	PELL	228.00
Woessner, Brock	01		Accounts Payable	Online Refund	40.00
Wolf, David T.	01		Accounts Payable	Fndtn	250.00
Wolf, Heather A.	01		Accounts Payable	PELL	250.00
Wright, Stephanie E.	01		Accounts Payable	PELL	250.00
Zook, Amanda J.	01		Accounts Payable	Online Refund	65.00
Follett Bookstore	01		PELL EOG BT	Books-May 03	99.77
Follett Bookstore	01		PELL EOG BT	Books	1,074.50
Follett Bookstore	01		PELL EOG BT	Books	2,673.93
Follett Bookstore	01		PELL EOG BT	Book Charges 6/16-19/03	79.34
Follett Bookstore	01		Foundation B	Books-May 03	93.90
Follett Bookstore	01		Foundation B	Books	199.50
Follett Bookstore	01		Foundation B	Book Charges 6/16-19/03	70.25
Follett Bookstore	01		Stafford Loans BT	Books	1.05
Follett Bookstore	01		Stafford Loans BT	Books	401.89
Follett Bookstore	01		Stafford Loans BT	Book Charges 6/16-19/03	-54.51
Follett Bookstore	01		JTPA Whiteside B	Books-May 03	2,906.18
Follett Bookstore	01		JTPA Whiteside B	Books	1,186.18

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Follett Bookstore	01		JTPA Whiteside B	Books	2,027.04
Follett Bookstore	01		JTPA Whiteside B	Book Charges 6/16-19/03	138.00
Follett Bookstore	01		JTPA Whiteside B	Book Purchases thru 6/23/03 JTPA	73.50
Follett Bookstore	01		JTPA Whiteside B	Books	103.75
Follett Bookstore	01		JTPA Lee B	Books-May 03	1,101.94
Follett Bookstore	01		JTPA Lee B	Books	395.95
Follett Bookstore	01		JTPA Lee B	Books	995.75
Follett Bookstore	01		JTPA Lee B	Book Charges 6/16-19/03	201.24
Follett Bookstore	01		JTPA Lee B	Books	-88.00
Follett Bookstore	01		Vets Rehab B	Books-May 03	39.95
Follett Bookstore	01		Vets Rehab B	Books	129.05
Follett Bookstore	01		Trade Act TAA Sterling B	Books-May 03	248.60
Follett Bookstore	01		Short Term Book Loan due Booksto	Books-May 03	87.13
Follett Bookstore	01		Short Term Book Loan due Booksto	Books	269.87
Follett Bookstore	01		Short Term Book Loan due Booksto	Books	105.98
Follett Bookstore	01		Americorps	Books	52.59
Follett Bookstore	01		WIA- Clinton	Books	121.00
Follett Bookstore	01		Bookstore payable-Trade act -Ott	Books	118.50
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services for May, 2003	1,863.00
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	June 2003 - General Legal Services	5,739.75
Assn of Community College Trus	01	Board of Trustees	Publications and Dues	Membership Dues	1,138.00
Illinois Community College Tru	01	Board of Trustees	Publications and Dues	ICCTA Membership Dues	3,706.00
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Legal Publications for 2002-2003 fiscal year	39.00
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Legal Publications for 2002-2003 fiscal year	31.20
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Refreshments-Monthly Board Meeting 6/03	40.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Thompson, Robert J.	01	Board of Trustees	Conference/Meeting Expense	Travel-ICCTA Meeting 6/20/03	226.38
Follett Bookstore	01	President	Office Supplies	Departmental Office Supplies	38.03
Follett Bookstore	01	President	Office Supplies	May Bookstore Charges	4.99
Follett Bookstore	01	President	Office Supplies	May Bookstore Charges	5.98
Follett Bookstore	01	President	Office Supplies	June Department Charges	9.56
Follett Bookstore	01	President	Office Supplies	Department Bookstore Charges	3.83
Oregon Chamber of Commerce	01	President	Conference/Meeting Expense	Luncheon 8/4/03 D Manzullo	15.00
Rotary Club of Sterling	01	President	Conference/Meeting Expense	Rotary Dues for 2004 and Missed Meals	200.00
Sauk Valley Area Chamber of Co	01	President	Conference/Meeting Expense	Luncheon 7/23/03 J Mitchell	15.00
Lundgren's Inc	01	College Relations	Office Supplies	Commencement & Misc. Photos	73.20
Carroll County Review	01	College Relations	Publications and Dues	Renewal	28.00
Chronicle of Philanthropy	01	College Relations	Publications and Dues	Subscription Renewal	69.50
Castle Print Tech	01	College Relations	Advertising	Summer Class Schedule	7,460.00
WIXN FM - WIXN AM	01	College Relations	Advertising	Commercials	200.00
Withers Broadcasting	01	College Relations	Advertising	June Advertising	750.67
CRD Region V	01	College Relations	Conference/Meeting Expense	CRD Conference-Registration for Cal Lyons	150.00
Lyons, Calvin W.	01	College Relations	Conference/Meeting Expense	Travel-CRD Region Meeting 6/11/03	349.42
ABDICK Multigraphics	01	Printshop	Maintenance Services	Maint. Contract 3850 Printing Press 7-1/6/30/04	3,912.00
Xerox Corporation	01	Printshop	Maintenance Services	5818 Xerox-Lease Payment	19.55
Xerox Corporation	01	Printshop	Maintenance Services	DC 555 Copier-Lease Payment	170.00
Xerox Corporation	01	Printshop	Maintenance Services	DC 2240 Maintenance & Supply	1,005.26
Xerox Corporation	01	Printshop	Maintenance Services	DC 2240 Maintenance & Supply	729.04
Xerox Corporation	01	Printshop	Maintenance Services	DC 555 Copier-Maint & Supplies	472.13
Sauk Valley Newspapers	01	Printshop	Advertising	Advertising-Fall Registration	780.00
ABDICK Multigraphics	01	Printshop	Purchases for Resale	Maintenance for Print Shop	343.90

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Follett Bookstore	01	Printshop	Purchases for Resale	May Bookstore Charges	29.24
Follett Bookstore	01	Printshop	Purchases for Resale	Department Bookstore Charges	31.99
Professional Binding Inc	01	Printshop	Purchases for Resale	5/8" Black 11" Spiral Combs	74.00
Unique Computer	01	Printshop	Purchases for Resale	20" Monitor	1,500.00
Xerox Corporation	01	Printshop	Purchases for Resale	Paper	1,912.00
Xerox Corporation	01	Printshop	Purchases for Resale	Return of Staples	-131.36
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 555 Copier-Lease Payment	403.92
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 2240 Principal Lease Payment	200.80
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 2240 Principal Lease Payment	202.74
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 555 Copier-Principal Lease Payment	407.12
Xerox Corporation	01	Printshop	Interest	DC 555 Copier-Lease Payment	229.35
Xerox Corporation	01	Printshop	Interest	DC 2240 Interest Lease Payment	143.50
Xerox Corporation	01	Printshop	Interest	DC 2240 Interest Lease Payment	141.56
Xerox Corporation	01	Printshop	Interest	DC 555 Copier-Interest Lease Payment	226.15
Xerox Corporation	01	Printshop	Lease Installment Payments	5818 Xerox-Lease Payment	49.83
SBM Business Equipment Center	01	Information Center	Maintenance Services	Monthly Copy Charge	30.20
Follett Bookstore	01	Information Center	Office Supplies	April Bookstore Charges	2.60
Follett Bookstore	01	Information Center	Office Supplies	Bookstore Charges	2.79
Follett Bookstore	01	Grant, Planning, & Research	Office Supplies	Departmental Charges thru 3/31/03	47.36
Follett Bookstore	01	Grant, Planning, & Research	Office Supplies	May Bookstore Charges	25.52
SBM Business Equipment Center	01	Grant, Planning, & Research	Office Supplies	Pen's	7.60
Little, Linda	01	Grant, Planning, & Research	Conference/Meeting Expense	Travelk-CRD Meeting 6/11/03	358.09
Little, Linda	01	Grant, Planning, & Research	Conference/Meeting Expense	Travel- NIU Conf 6/20/03	161.75
Follett Bookstore	01	VP-Instructional Services	Office Supplies	April Bookstore Charges	1.60
Chronicle of Higher Education	01	VP-Instructional Services	Publications and Dues	Subscription Renewal 1 Year	82.50

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
National Collegiate Honors Cou	01	Honors	Publications and Dues	Membership Dues	300.00
Daly, Ann C.	01	Other Instructional	Tuition Reimbursement	Spring 2003 Tuition Reimbursement	100.00
Nunez, Steve C.	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement for 3 Credits	345.00
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Service-Shredder	68.00
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance FY 03	45.29
Campus Tech, Inc	01	Other Instructional	Instructional Supplies	Adobe Photoshop	278.00
Campus Tech, Inc	01	Other Instructional	Computer Software	Adobe Photoshop 7.0 WIN	278.00
RMS Informational Technology I	01	Other Instructional	Computer Software	Mdaemon Pro (500 User License)	6,460.00
Techsmith Corporation	01	Other Instructional	Computer Software	10-User Pack of SnagIT	196.45
Shippert, Stanley	01	Other Instructional	Conference/Meeting Expense	Travel-AERS/ASRT Meeting 6/12/03	1,230.05
Follett Bookstore	01	Dean of Arts,Social Sciences & P	Office Supplies	Departmental Office Supplies	5.72
Follett Bookstore	01	Dean of Arts,Social Sciences & P	Office Supplies	May Bookstore Charges	33.50
Follett Bookstore	01	Dean of Arts,Social Sciences & P	Office Supplies	Bookstore Charges	4.77
Follett Bookstore	01	Dean of Arts,Social Sciences & P	Office Supplies	June Department Charges	12.79
Quill Corporation	01	Dean of Arts,Social Sciences & P	Office Supplies	Binder Dividers	49.35
SBM Business Equipment Center	01	Dean of Arts,Social Sciences & P	Office Supplies	Credit for Ribbons	-15.92
SBM Business Equipment Center	01	Dean of Arts,Social Sciences & P	Office Supplies	Ribbons	14.58
Follett Bookstore	01	Art	Instructional Supplies	Departmental Office Supplies	53.50
Follett Bookstore	01	Art	Instructional Supplies	Departmental Charges thru 3/31/03	97.04
Follett Bookstore	01	Art	Instructional Supplies	May Bookstore Charges	100.59
Follett Bookstore	01	Art	Instructional Supplies	May Bookstore Charges	32.24
Follett Bookstore	01	Art	Instructional Supplies	April Bookstore Charges	3.99
Follett Bookstore	01	Art	Instructional Supplies	Department Bookstore Charges	56.25
Follett Bookstore	01	English	Instructional Supplies	Departmental Office Supplies	140.37
Follett Bookstore	01	English	Instructional Supplies	May Bookstore Charges	-52.75

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Follett Bookstore	01	English	Instructional Supplies	May Bookstore Charges	119.87
Follett Bookstore	01	English	Instructional Supplies	April Bookstore Charges	128.50
Quill Corporation	01	Reading	Instructional Supplies	Binder Dividers	10.98
Follett Bookstore	01	Humanities	Instructional Supplies	Departmental Office Supplies	4.30
Follett Bookstore	01	Humanities	Instructional Supplies	April Bookstore Charges	11.80
Follett Bookstore	01	Humanities	Instructional Supplies	June Department Charges	5.97
Follett Bookstore	01	Music	Instructional Supplies	May Bookstore Charges	5.97
Foster Family Music Center	01	Music	Instructional Supplies	Climate Control for Kawai Grand Piano	325.00
Heritage Music Center Inc	01	Music	Instructional Supplies	Music Supplies	471.20
Heritage Music Center Inc	01	Music	Instructional Supplies	Music Supplies	195.00
Heritage Music Center Inc	01	Music	Instructional Supplies	Bass Drum Head Set	100.00
Heritage Music Center Inc	01	Music	Instructional Supplies	Cymbal Stand & Bass Amplifier	261.80
Heritage Music Center Inc	01	Music	Instructional Supplies	Music	68.40
Murray, Kris A.	01	Music	Instructional Supplies	Computer Carts & Station	128.55
Coda Music	01	Music	Computer Software	Finale License Upgrade to Finale 2003 #HFNS-000113	880.00
Sweetwater Music	01	Music	Computer Software	MBox Hard Disk Recording Bundle	908.00
Follett Bookstore	01	Philosophy	Instructional Supplies	May Bookstore Charges	85.75
Follett Bookstore	01	Philosophy	Instructional Supplies	May Bookstore Charges	1.43
Follett Bookstore	01	Philosophy	Instructional Supplies	Bookstore Charges	3.09
American Red Cross	01	Physical Education	Instructional Supplies	PED "Responding to Emergencies" Class	150.00
Follett Bookstore	01	Physical Education	Instructional Supplies	Departmental Office Supplies	1.58
Hoyle, Christine	01	Fitness Center	Instructional Supplies	Wellness Club Gift Cards	170.00
Hoyle, Christine	01	Fitness Center	Instructional Supplies	Wellness Club Gift Cards	165.00
Hoyle, Christine	01	Fitness Center	Instructional Supplies	Wellness Club Gift Cards	15.00
Follett Bookstore	01	Criminal Justice	Instructional Supplies	Departmental Office Supplies	5.58

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Follett Bookstore	01	Criminal Justice	Instructional Supplies	May Bookstore Charges	155.50
Follett Bookstore	01	Criminal Justice	Instructional Supplies	April Bookstore Charges	70.50
Quill Corporation	01	Criminal Justice	Instructional Supplies	Binder Dividers	18.99
Follett Bookstore	01	History	Instructional Supplies	May Bookstore Charges	9.95
Follett Bookstore	01	History	Instructional Supplies	May Bookstore Charges	49.99
IN-TELE-COM	01	Political Science	Other Contractual Services	License Agreement	500.00
Follett Bookstore	01	Political Science	Instructional Supplies	May Bookstore Charges	1.19
Follett Bookstore	01	Political Science	Instructional Supplies	May Bookstore Charges	52.75
Follett Bookstore	01	Political Science	Instructional Supplies	April Bookstore Charges	2.30
Follett Bookstore	01	Psychology	Instructional Supplies	Departmental Office Supplies	7.16
Follett Bookstore	01	Psychology	Instructional Supplies	Departmental Charges thru 3/31/03	6.54
Follett Bookstore	01	Psychology	Instructional Supplies	May Bookstore Charges	1.26
Follett Bookstore	01	Psychology	Instructional Supplies	April Bookstore Charges	114.31
IN-TELE-COM	01	Psychology	Instructional Supplies	14 Students Enrolled in "The Human Condition" @\$22	308.00
Indiana University Audio Visua	01	Psychology	Instructional Supplies	Finding Time	26.15
Follett Bookstore	01	Academic Skills	Instructional Supplies	May Bookstore Charges	4.91
Follett Bookstore	01	Academic Skills	Instructional Supplies	June Department Charges	5.67
Quill Corporation	01	Academic Skills	Instructional Supplies	Swingline 747 Stapler Black 038-74701	38.57
Follett Bookstore	01	Learning Assistance Center	Instructional Supplies	April Bookstore Charges	3.57
Follett Bookstore	01	Learning Assistance Center	Instructional Supplies	Bookstore Charges	5.99
Community Development Society	01	Dean of Business,Tech & Natural	Publications and Dues	Renewal	35.00
White, Linley V.	01	Dean of Business,Tech & Natural	Conference/Meeting Expense	Travel-IVCC, Area Sites	138.64
Hurd, Mary Ann	01	Dean of Business,Tech & Natural	Other Conference & Meeting	Student Intern-travel	16.56
Follett Bookstore	01	Accounting	Instructional Supplies	Departmental Office Supplies	10.82
State of Illinois Office of Ba	01	Business	Instructional Supplies	Real Estate Licensing Fees	300.00

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White, Linley V.	01	Business	Instructional Supplies	Business Textbooks	188.76
Century 21-Results	01	Business	Publications and Dues	Membership Dues/License Fee-Ed Cox	225.00
Follett Bookstore	01	Computer Information Systems	Instructional Supplies	Departmental Office Supplies	34.00
Certiport	01	Office & Administrative Services	Instructional Supplies	Microsoft Office Specialist Certification Exams	480.00
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Monthly Service Contract Sharp AR201 Copier	25.50
Staples	01	Office & Administrative Services	Instructional Supplies	OAS Lab Supplies	225.41
Anderson, Zacharius	01	Electronics	Instructional Supplies	Electronic Supplies	33.00
Follett Bookstore	01	Electronics	Instructional Supplies	Departmental Office Supplies	43.39
Follett Bookstore	01	Electronics	Instructional Supplies	May Bookstore Charges	64.00
Follett Bookstore	01	Electronics	Instructional Supplies	May Bookstore Charges	24.99
Follett Bookstore	01	Electronics	Instructional Supplies	April Bookstore Charges	1.90
Follett Bookstore	01	Electronics	Instructional Supplies	Bookstore Charges	63.98
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	20.40
Follett Bookstore	01	Manufacturing Technology	Instructional Supplies	Bookstore Charges	37.50
Follett Bookstore	01	Mechanical Design	Instructional Supplies	Departmental Office Supplies	31.76
Follett Bookstore	01	Mechanical Design	Instructional Supplies	May Bookstore Charges	3.96
Follett Bookstore	01	Mechanical Design	Instructional Supplies	April Bookstore Charges	3.20
Follett Bookstore	01	Mechanical Design	Instructional Supplies	Department Bookstore Charges	3.99
Fountain, William B.	01	Mechanical Design	Instructional Supplies	Mechanical Design Supplies	52.86
Follett Bookstore	01	Biology	Administrative Staff- Part-Time	May Bookstore Charges	30.26
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies	91.81
Carolina Biological Supply Co	01	Biology	Instructional Supplies	See Attached Items & Ship Dates QUote #4128SQ	33.65
Carolina Biological Supply Co	01	Biology	Instructional Supplies	See Attached Items & Ship Dates QUote #4128SQ	47.95
Follett Bookstore	01	Biology	Instructional Supplies	Departmental Office Supplies	5.25
Follett Bookstore	01	Biology	Instructional Supplies	June Department Charges	2.73

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Grape & Granary	01	Biology	Instructional Supplies	Yeasf	10.90
Nunez, Steve C.	01	Biology	Instructional Supplies	Biology Supplies	36.12
Ward's-Biology	01	Biology	Instructional Supplies	85-W-0987 Halobacterium Salinarium Tube	53.40
Wood, Therese L.	01	Biology	Instructional Supplies	Biology Supplies	89.84
Follett Bookstore	01	Chemistry	Instructional Supplies	May Bookstore Charges	8.35
U S Filter Corporation	01	Chemistry	Instructional Supplies	Chemistry Supplies FY 03	133.00
Follett Bookstore	01	Mathematics	Instructional Supplies	Departmental Charges thru 3/31/03	2.85
Follett Bookstore	01	Mathematics	Instructional Supplies	April Bookstore Charges	98.75
Follett Bookstore	01	Mathematics	Instructional Supplies	Department Bookstore Charges	4.49
Air Zooka	01	Physics	Instructional Supplies	AirZooka (Tactical Black SKU: Black)	36.98
Pasco Scientific	01	Physics	Instructional Supplies	Universal DMM SB-9599A	275.50
KSB Hospital	01	Health Occupational	Instructional Supplies	Supplies CPR Class-DCC	20.00
KSB Hospital	01	Health Occupational	Instructional Supplies	Supplies for BPS 040-DCC	115.00
KSB Hospital	01	Health Occupational	Instructional Supplies	CPR Cards for DCC	11.25
KSB Hospital	01	Health Occupational	Instructional Supplies	CPR/First Aid-DCC	31.25
SBM Business Equipment Center	01	Director of Health Careers Ed	Maintenance Services	Maintenance Agreement for AR-164 Copier	34.30
Follett Bookstore	01	Director of Health Careers Ed	Office Supplies	Departmental Office Supplies	.55
Follett Bookstore	01	Director of Health Careers Ed	Office Supplies	Bookstore Charges	3.20
Quill Corporation	01	Director of Health Careers Ed	Office Supplies	Open P.O. 2002-03	45.90
Eisenberg, Diana L.	01	Director of Health Careers Ed	Conference/Meeting Expense	Travel-Springfield CNA Conference 5/1/03	206.54
Heitmann, Mary T.	01	Associate Degree Nursing	Conference/Meeting Expense	KSB Clinical Site Visits thru 4/23/03	60.48
Southern Illinois University	01	Nurse Assistant	Consultants	Criminal Background Check	240.00
Wallingford, Lori S	01	Nurse Assistant	Consultants	CPR Training-CNA Class	360.00
KSB Hospital	01	Licensed Practical Nursing	Consultants	NRS 111-Clinical 5/27/03	974.55
Follett Bookstore	01	Licensed Practical Nursing	Office Supplies	Departmental Office Supplies	34.85

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
CGH Medical Center	01	Licensed Practical Nursing	Instructional Supplies	Linen Service 5/2003	51.00
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. 2002-03	44.85
First HealthCare Products	01	Licensed Practical Nursing	Instructional Supplies	Blank Spine/Rack ID Labels #5093	173.95
Cunningham, Pamela S.	01	Licensed Practical Nursing	Conference/Meeting Expense	Clinical Travel thru 6/18/03	20.16
Diagnostic Imaging Inc	01	Radiologic Technology	Maintenance Services	Monthly Maintenance Fee FY 2002-2003	16.51
Diagnostic Imaging Inc	01	Radiologic Technology	Instructional Supplies	Monthly Maintenance Fee FY 2002-2003	48.49
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site thru 6/12/03	149.76
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Clinical Sites	164.88
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Sites thru 7/10/03	232.20
Kiele, Beverly M.	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Sites thru 6/23/03	370.08
Kiele, Beverly M.	01	Radiologic Technology	Conference/Meeting Expense	Clinical Travel 6/30/03	105.84
Kiele, Beverly M.	01	Radiologic Technology	Conference/Meeting Expense	Clinical Site Travel thru 7/10/03	132.48
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Sites 6/30/03	126.00
Unique Computer	01	Dean of Information Systems	Office Supplies	Iomega Gig-O-Pack Zip Disks	200.00
Unique Computer	01	Dean of Information Systems	Office Supplies	Information Services Supplies	70.52
Unique Computer	01	Dean of Information Systems	Office Supplies	Cordless Mouse	65.00
Unique Computer	01	Dean of Information Systems	Instructional Supplies	Information Services Supplies	106.24
Educause	01	Dean of Information Systems	Publications and Dues	Annual Dues	435.00
Edutech Report	01	Dean of Information Systems	Publications and Dues	Subscription Renewal	97.00
Nexus Office Systems, Inc	01	Learning Resource Center	Maintenance Services	Annual Fax Maintenance Agreement	410.96
Follett Bookstore	01	Learning Resource Center	Library Supplies	Departmental Charges thru 3/31/03	19.39
Follett Bookstore	01	Learning Resource Center	Library Supplies	April Bookstore Charges	178.13
Gaylord Brothers	01	Learning Resource Center	Library Supplies	CW-10 9-1/8" to 10" Adjustable Book Jacket Covers	367.31
SBM Business Equipment Center	01	Learning Resource Center	Library Supplies	Typewriter and ribbons	141.53
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Book Return	-15.97

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Amazon.com	01	Learning Resource Center	Books and Binding Costs	Book Return	-16.60
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	2,185.96
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Various Books for Library	12.89
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Library Books	808.86
CQ Press	01	Learning Resource Center	Books and Binding Costs	Books	66.62
CQ Press	01	Learning Resource Center	Books and Binding Costs	Credit	10.74
California Newsreel	01	Learning Resource Center	Books and Binding Costs	Race-The Power Of Illusion (3 Part Set)	305.00
Gale Group	01	Learning Resource Center	Books and Binding Costs	book	198.33
US Bank	01	Learning Resource Center	Books and Binding Costs	Books	1,005.99
Chronicle of Higher Education	01	Learning Resource Center	Publications and Dues	Account #61021SUK17 (2 Year Subscription)	140.00
Loyola University Health Scien	01	Learning Resource Center	Publications and Dues	Inter Library Book	11.00
NILRC	01	Learning Resource Center	Publications and Dues	Academic Index Renewal	5,424.30
Illinois State Library	01	Learning Resource Center	Other Materials and Supplies	OCLC Services	2,000.00
NILRC	01	Learning Resource Center	Other Materials and Supplies	Membership Renewal	750.00
Northern Illinois University	01	Learning Resource Center	Other Materials and Supplies	Subscription to Lexis-Nexis for 2003-2004	1,508.80
Beinhoff, Lisa A.	01	Learning Resource Center	Conference/Meeting Expense	Travel-NILRC Meeting 6/12/03	158.76
Hewlett-Packard	01	Academic Computing	Maintenance Services	7000 Sauk 210 Agreement 2646A8241 Billed Monthly	138.00
Hewlett-Packard	01	Academic Computing	Maintenance Services	HP rp2470 Hardware Support	105.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	Replacement Bulb fo ICD Projector	505.00
Follett Bookstore	01	Instructional Technology Center	Instructional Technology Materia	May Bookstore Charges	10.70
Follett Bookstore	01	Instructional Technology Center	Instructional Technology Materia	May Bookstore Charges	4.39
Unique Computer	01	Instructional Technology Center	Instructional Technology Materia	Printer Toner	29.00
Unique Computer	01	Instructional Technology Center	Instructional Technology Materia	Scroll Mouse	315.00
Hewlett-Packard	01	Administrative Computing	Maintenance Services	7000 Sauk 210 Agreement 2646A8241 Billed Monthly	1,995.00
Hewlett-Packard	01	Administrative Computing	Maintenance Services	Hardware Support	1,656.93

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Network System Technologies, I	01	Administrative Computing	Maintenance Services	FY 2004 Maintenance Agreement/CISCO Products	30,003.00
Network System Technologies, I	01	Administrative Computing	Maintenance Services	Maintenance for APC Symetra UPS 6/1/03-5/31/04	1,145.00
Follett Bookstore	01	Administrative Computing	Office Supplies	May Bookstore Charges	29.58
Follett Bookstore	01	Administrative Computing	Office Supplies	April Bookstore Charges	35.03
Toner Tech Plus	01	Administrative Computing	Office Supplies	Toner Refurbished	1,408.95
Toner Tech Plus	01	Administrative Computing	Office Supplies	Toner Cartridges	489.50
Unique Computer	01	Administrative Computing	Office Supplies	Printer Supplies	231.00
Unique Computer	01	Administrative Computing	Office Supplies	Information Services Supplies	453.24
Unique Computer	01	Administrative Computing	Office Supplies	NEC 19" LCD Panels	1,550.00
Unique Computer	01	Administrative Computing	Office Supplies	Scroll Mouse	431.00
Interone, Alice	01	Administrative Computing	Publications and Dues	Books	79.58
O'Reilly & Associates, Inc	01	Administrative Computing	Publications and Dues	Reference Books	39.45
Follett Bookstore	01	VP- Student Services	Office Supplies	April Bookstore Charges	31.50
Follett Bookstore	01	VP- Student Services	Office Supplies	June Department Charges	13.52
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel-ICCCSSO 6/19/03	269.45
National Conference Student De	01	Other Student Services	Publications and Dues	NSCD Student Development Membership	200.00
Follett Bookstore	01	Special Needs- ADA	Instructional Supplies	Bookstore Charges	120.50
E R Moore Company	01	Commencement	Other Supplies	Cap & Gown	47.50
E R Moore Company	01	Commencement	Other Supplies	Cap & Gown	119.00
E R Moore Company	01	Commencement	Other Supplies	Cap & Gown-Faucilty	115.00
E R Moore Company	01	Commencement	Other Supplies	Cap & Gown-Marshalls	27.00
E R Moore Company	01	Commencement	Other Supplies	Cap & Gown	2,557.50
Josten's Inc	01	Commencement	Other Supplies	"High Honor" Seals	53.35
Dillow, Debra D.	01	Student Health Services	Other Supplies	First Aid Supplies	150.00
Corporate Office City	01	Admissions, Records & Placement	Office Supplies	Service Call on Copier	76.42

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National Business Systems	01	Admissions, Records & Placement	Office Supplies	Imaging & Indexing Student Files	1,265.42
National Business Systems	01	Admissions, Records & Placement	Office Supplies	Imaging	2,133.65
Quill Corporation	01	Admissions, Records & Placement	Office Supplies	Flexgrip Pens Blue	196.73
Unique Computer	01	Admissions, Records & Placement	Office Supplies	CDRW	100.00
Ill Assoc of Collegiate Regist	01	Admissions, Records & Placement	Publications and Dues	Membership Fees 2003-2004	110.00
Illinois Assoc for College Adm	01	Admissions, Records & Placement	Publications and Dues	2003/2004 Membership Dues	55.00
Illinois Comm Coll Admission &	01	Admissions, Records & Placement	Publications and Dues	Membership Dues FY 03	40.00
Illinois Comm Coll Admission &	01	Admissions, Records & Placement	Publications and Dues	Institutional Membership 2003-2004	40.00
Clodfelter, Pamela J.	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel-ICCAROO Meeting 6/19/03	72.88
Brown, John W.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-Chicago 6/17/03 ED Express	118.10
Stiefel, Debra	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-Chicago 6/17/03 Ed Express	7.00
Follett Bookstore	01	Counseling	Office Supplies	May Bookstore Charges	5.98
Follett Bookstore	01	Counseling	Office Supplies	April Bookstore Charges	55.00
American College Testing Progr	01	Counseling	Instructional Supplies	See Attached Order Form	2,425.00
Consulting Psychologists Press	01	Counseling	Instructional Supplies	Package of Form M Item Booklets #6115	276.50
NACUBO	01	VP- Administrative Services	Publications and Dues	CACUBO Membership Dues	200.00
Consolidated Management Co	01	VP- Administrative Services	Conference/Meeting Expense	Adopt - a - Highway	33.90
Seagren, Catherine L.	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spring 03	273.00
Pitney Bowes	01	Other Institutional	Maintenance Services	Repair Postage Meter	272.00
Federal Express Corp	01	Other Institutional	Postage	Shipping Charges	38.27
Pitney Bowes	01	Other Institutional	Postage	Meter Rental 03-04	1,243.40
US Postmaster	01	Other Institutional	Postage	Refill Business Reply	500.00
US Postmaster	01	Other Institutional	Postage	Postal Permit Renewal (#94 Rockford)	150.00
US Postmaster	01	Other Institutional	Postage	Refill Permit 243 Summer Grades	800.00
US Postmaster	01	Other Institutional	Postage	Piano Sale Address Correction Fees	500.00

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US Postmaster	01	Other Institutional	Postage	Bulk Mailing renewal Permit 7	150.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,500.00
United Parcel Service	01	Other Institutional	Postage	Monthly Charges thru 6/6/03	385.53
Higher Learning Commission	01	Other Institutional	Publications and Dues	Annual Dues for HLC	2,459.00
Daily Chronicle	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	125.44
Daily Chronicle	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	295.74
Daily Chronicle	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	20.93
Daily Chronicle	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	333.80
Quad-City Times	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	697.00
Rockford Register Star	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	1,394.76
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	105.08
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	119.80
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	266.22
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	173.86
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY03 Open PO	57.38
SBM Business Equipment Center	01	Business Office	Maintenance Services	Maintenance-Copy Machine	25.50
Acom Solutions, Inc	01	Business Office	Office Supplies	Direct Deposit Checks-Burgandy 1000/box	47.00
Acom Solutions, Inc	01	Business Office	Office Supplies	Direct Deposit Checks-Burgandy 1000/box	47.00
Acom Solutions, Inc	01	Business Office	Office Supplies	General Fund Checks-Blue/Green 1000/box	47.00
American Institute of CPA's	01	Business Office	Publications and Dues	Annual Dues	150.00
Kiplinger Washington Letter	01	Business Office	Publications and Dues	Kplinger Subscription	84.00
Parkland College	01	Tuition Chargeback	Tuition Chargeback	Summer 03 Chargeback	597.18
Society for Human Resource Man	01	Personnel Office	Publications and Dues	Renewal of Membership 2003/2004	160.00
Thompson Publishing Group	01	Personnel Office	Publications and Dues	Renewal ADA Compliance Guide 2003/2004	329.00
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Monthly Winners Birthday Party	80.00

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College of DuPage	01	Phi Theta Kappa	Conference/Meeting Expense	PTK Honors Institute	75.00
Clark, Jeffrey	010110	Corp Serv Professional Developme	Consultants	Lift Truck Training-Rayovac	680.00
Honold, Donna	010110	Corp Serv Professional Developme	Consultants	Rayovac Training 6/27/03	7,125.00
IMEC	010110	Corp Serv Professional Developme	Consultants	Training for Edelmann 6/18/03	3,500.00
IMEC	010110	Corp Serv Professional Developme	Consultants	Six Sigman/Lean Mfg Trng for Plews Edelmann	6,000.00
O'Leary, Sheila	010110	Corp Serv Professional Developme	Consultants	Training for Loparex	220.00
West, Bob	010110	Corp Serv Professional Developme	Consultants	IMECO Welding Trng 5/20 & 6/26	300.00
West, Bob	010110	Corp Serv Professional Developme	Consultants	Mileage for Imeco Trng	22.75
Follett Bookstore	010110	Corp Serv Professional Developme	Instructional Supplies	Departmental Office Supplies	165.00
Follett Bookstore	010110	Corp Serv Professional Developme	Instructional Supplies	April Bookstore Charges	855.25
Follett Bookstore	010110	Corporate Services Admin.	Office Supplies	Departmental Charges thru 3/31/03	5.88
Follett Bookstore	010110	Corporate Services Admin.	Office Supplies	May Bookstore Charges	3.92
SBM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Open PO Contract for Copier 7/1/02-6/30/03	61.26
SBM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Monthly Copy Charges	60.79
Follett Bookstore	010110	Corporate Services Admin.	Advertising	April Bookstore Charges	220.55
Gericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Area travel thru 6/30/03	57.60
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-Area Sites thru 6/18/03	74.52
Mandernach, Patricia	010120	Leisure	Consultants	CCS Class-Dog Obedience	1,530.00
Stevens, Tina	010120	Leisure	Consultants	Equestrian Riding Class-CCS	400.00
Dixon YMCA	010120	Senior Programs	Consultants	CCS Class Cardio Mix	126.00
Dixon YMCA	010120	Senior Programs	Consultants	Cardio Mix-50 Plus Class	126.00
Brandon, Angela S	010120	Youth Programs	Other Salaries	CFK Pottery-1st Year	240.00
Khuntangta, Trirong	010120	Youth Programs	Other Salaries	CFK Thai Kickboxing	200.00
Vail, Becky J	010120	Youth Programs	Other Salaries	CFK Create Drama	240.00
Brandon, Angela S	010120	Youth Programs	Consultants	CFK-Pottery	240.00

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Brown, Miakka L.	010120	Youth Programs	Consultants	CFK-Class-Bug Science	60.00
Brown, Miakka L.	010120	Youth Programs	Consultants	Rental-Kiln for CFK Class	50.00
Delancey, Deborah	010120	Youth Programs	Consultants	CFK Class-Operation Super Star	125.00
Delancey, Deborah	010120	Youth Programs	Consultants	CFK Class-Confident Peaker	240.00
Delancey, Deborah	010120	Youth Programs	Consultants	CFK Class-Personal Power	100.00
Ginn, Janet L	010120	Youth Programs	Consultants	CFK-Cooking	240.00
Ginn, Janet L	010120	Youth Programs	Consultants	CFK-Quilting	240.00
Ginn, Janet L	010120	Youth Programs	Consultants	CFK-Scrapbooking	240.00
Johnson, Randall	010120	Youth Programs	Consultants	CFK-Mural	240.00
Johnson, Randall	010120	Youth Programs	Consultants	CFK-Who's Line	240.00
Johnson, Randall	010120	Youth Programs	Consultants	CFK-Kid TV	240.00
Khuntangta, Trirong	010120	Youth Programs	Consultants	CFK - Class Thai	240.00
Seguin, Michael	010120	Youth Programs	Consultants	CFK - Class Tours	135.00
Stevens, Tina	010120	Youth Programs	Consultants	Additional CFK Student	100.00
Vail, Becky J	010120	Youth Programs	Consultants	College for Kids Class	240.00
Vaughn, Kelly J.	010120	Youth Programs	Consultants	College for Kids Class-Nature	240.00
Vaughn, Kelly J.	010120	Youth Programs	Consultants	CFK-Class-Internet	240.00
Brandon, Angela S	010120	Youth Programs	Instructional Supplies	Pottery Supplies-CFK	124.06
Brandon, Angela S	010120	Youth Programs	Instructional Supplies	CFK Pottery Supplies	207.96
Brandon, Angela S	010120	Youth Programs	Instructional Supplies	CFK Pottery Supplies	21.97
Brown, Miakka L.	010120	Youth Programs	Instructional Supplies	CFK Bug Science Class Supplies	12.90
Follett Bookstore	010120	Youth Programs	Instructional Supplies	Departmental Office Supplies	221.00
Ginn, Janet L	010120	Youth Programs	Instructional Supplies	CFK Supplies	1,022.00
Harrington, Gerry	010120	Youth Programs	Instructional Supplies	CFK Supplies	39.21
Johnson, Randall	010120	Youth Programs	Instructional Supplies	Mural Supplies -College for Kids	150.30

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Reyes, Gonzalo S.	010120	Youth Programs	Instructional Supplies	Supplies-CFK	184.29
Rock and Learn	010120	Youth Programs	Instructional Supplies	Books & CD's CFK Class-Spanish	289.77
Scudder's Apparel	010120	Youth Programs	Instructional Supplies	T-Shirts CFK	154.00
Seguin, Kandy M.	010120	Youth Programs	Instructional Supplies	College for Kids (CFK) Supplies	87.75
Seguin, Kandy M.	010120	Youth Programs	Instructional Supplies	CFK Supplies	53.33
Seguin, Kandy M.	010120	Youth Programs	Instructional Supplies	CFK - Supplies	32.46
Seguin, Kandy M.	010120	Youth Programs	Instructional Supplies	CFK - Supplies	22.00
Seguin, Kandy M.	010120	Youth Programs	Instructional Supplies	Supplies CFK-Spanish Class	25.99
Sauk Valley Newspapers	010120	Youth Programs	Advertising	CFK-AD Saukwarts	206.22
Sauk Valley Newspapers	010120	Youth Programs	Advertising	CFK-AD Saukwarts	154.67
SBM Business Equipment Center	010120	Community Service Administration	Office Supplies	Open PO Contract for Copier 7/1/02-6/30/03	61.26
SBM Business Equipment Center	010120	Community Service Administration	Office Supplies	Monthly Copy Charges	150.00
Economy Trophy Co	010120	Community Service Administration	Conference/Meeting Expense	Plaque	14.00
Education To Go	010120	Computers	Consultants	Ed2Go-May 2003 Classes	353.00
Education To Go	010120	Computers	Consultants	June 2003 Classes	283.00
Anderson, Pamela J.	010120	Professional Development	Consultants	CCS Class-Joy of Signing	160.00
Follett Bookstore	010120	Polygraph Institute	Instructional Supplies	Departmental Office Supplies	12.90
Follett Bookstore	010120	Polygraph Institute	Instructional Supplies	May Bookstore Charges	21.50
Scenic Stage Line, Inc	010130	Tours & Events	Conference/Meeting Expense	Bus Trip-Chicago	624.00
Diamond Petroleum Systems	02	Maintenance	Maintenance Services	Test Sensors	144.00
ECOLAB	02	Maintenance	Maintenance Services	Monthly Exterminator Service	186.50
Honeywell	02	Maintenance	Maintenance Services	Maintenance Contract 2003-04	2,396.00
Kone, Inc	02	Maintenance	Maintenance Services	Quarterly Elevator Service	2,014.56
PDC Laboratories, Inc	02	Maintenance	Maintenance Services	Water Testing 6/30/03	81.00
Columbia Pipe & Supply Co	02	Maintenance	Maintenance Supplies	Ring Gaskets	22.34

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Columbia Pipe & Supply Co	02	Maintenance	Maintenance Supplies	Ring Gaskets Returned	-9.63
Davenport Trane	02	Maintenance	Maintenance Supplies	Chiller Repair	1,554.73
Fastenal Company	02	Maintenance	Maintenance Supplies	Open Purchase Order for Maintenance Supplies	9.88
Fastenal Company	02	Maintenance	Maintenance Supplies	Open Purchase Order for Maintenance Supplies	155.00
Fastenal Company	02	Maintenance	Maintenance Supplies	Tools	181.75
Fastenal Company	02	Maintenance	Maintenance Supplies	Open Purchase Order for Maintenance Supplies	147.10
Ferguson Thrall	02	Maintenance	Maintenance Supplies	Maintenance Parts	269.66
Ferguson Thrall	02	Maintenance	Maintenance Supplies	Freight-Valves	64.44
Follett Bookstore	02	Maintenance	Maintenance Supplies	May Bookstore Charges	2.60
Grainger	02	Maintenance	Maintenance Supplies	Transformers	23.92
Grainger	02	Maintenance	Maintenance Supplies	Lamps	91.32
Grainger	02	Maintenance	Maintenance Supplies	Lamps	114.96
H F Wilson	02	Maintenance	Maintenance Supplies	Freight-Lamps	19.50
H F Wilson	02	Maintenance	Maintenance Supplies	Freight-Lamps	28.22
H F Wilson	02	Maintenance	Maintenance Supplies	Freight-Lamps	6.86
Kmart	02	Maintenance	Maintenance Supplies	Fans	194.87
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	23.91
Menards	02	Maintenance	Maintenance Supplies	Batteries	12.97
Menards	02	Maintenance	Maintenance Supplies	Paint for Parking Lot Stripes	83.82
Menards	02	Maintenance	Maintenance Supplies	Caulking	83.61
Menards	02	Maintenance	Maintenance Supplies	Caulk, Electrical Tape, Supplies	74.25
Menards	02	Maintenance	Maintenance Supplies	Supplies-Sink Clips	45.50
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	20.28
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	96.42
Menards	02	Maintenance	Maintenance Supplies	Vacuum Cleaner	1.19

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Menards	02	Maintenance	Maintenance Supplies	Lights	149.97
Menards	02	Maintenance	Maintenance Supplies	Wire	50.58
Novaspect	02	Maintenance	Maintenance Supplies	Diaphragms	305.44
ONDEO Nalco Company	02	Maintenance	Maintenance Supplies	Chemical Insertion Quills-2 each	152.85
Schimberg Company	02	Maintenance	Maintenance Supplies	Wrenches	230.69
Sexauer Inc	02	Maintenance	Maintenance Supplies	Anti-clog Valves	64.60
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	113.35
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	115.05
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	113.35
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	109.59
Grainger	02	Custodial	Maintenance Supplies	Towels, Degreaser	267.20
Grainger	02	Custodial	Maintenance Supplies	Window Cleaning Supplies	57.44
Grummerts Do It Best Hardware	02	Custodial	Maintenance Supplies	Handsoap (4 gal/case)	233.80
Menards	02	Custodial	Maintenance Supplies	Tarp Rolls	88.00
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Scrubber Parts	367.75
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	2,408.79
Mezo's Repair & Outdoor Equipm	02	Grounds	Maintenance Services	Clean & Repair drive shaft	48.00
Mike's Repair Service	02	Grounds	Maintenance Services	Repair Simplicity Mower	1,245.65
Ace Hardware	02	Grounds	Maintenance Supplies	Line Trim	39.88
Ace Hardware	02	Grounds	Maintenance Supplies	Grounds Supplies	62.70
Anne's	02	Grounds	Maintenance Supplies	Annual Flats	19.90
Glaflka's Tire City	02	Grounds	Maintenance Supplies	Tire Repair	10.63
Menards	02	Grounds	Maintenance Supplies	Maintenance Supplies	51.55
Menards	02	Grounds	Maintenance Supplies	Water Wand	9.98
Menards	02	Grounds	Maintenance Supplies	Paint	17.82

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Mike's Repair Service	02	Grounds	Maintenance Supplies	Simplicity Parts	42.05
Vonachen Service & Supply	02	Grounds	Maintenance Supplies	Oil Filter	41.35
Wildseed Farms	02	Grounds	Maintenance Supplies	Flowers	117.50
North Oil	02	Grounds	Instructional Technology Materia	650 Gal. Unleaded Gas	969.15
CenterPoint Energy Marketing,	02	Utilities	Gas	Monthly Charges	9,912.40
Nicor Gas	02	Utilities	Gas	Monthly Charges	108.04
Nicor Gas	02	Utilities	Gas	Monthly Charge	211.49
Nicor Gas	02	Utilities	Gas	Monthly Charge	175.32
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	19.12
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	8,584.20
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	13.33
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	39.05
AT & T	02	Utilities	Telephone	Monthly Charge	2,527.12
AT & T	02	Utilities	Telephone	Monthly Telephone-Fax	61.92
Gallatin River Communications	02	Utilities	Telephone	Pay Phone Installation	67.02
Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Charges	2,922.86
Illinois Century Network (ICN)	02	Utilities	Telephone	Linecharges 5/01-5/31/03	1,168.00
United States Cellular	02	Utilities	Telephone	College Use	63.36
Verizon Wireless	02	Utilities	Telephone	Cell Phone Charges	42.84
Verizon Wireless	02	Utilities	Telephone	Monthly Charges	29.45
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	444.33
Paulsen, Carmel A.	02	Building and Grounds Administrat	Office Supplies	Computer Disks, Ink Pads	35.39
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Supplies	163.97
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Labor Posters	46.98
IL Community College Risk Mana	02	Building and Grounds Administrat	Property & Casualty Insurance	Liability Insurance Coverage 2003-2004	51,475.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
IL Community College Risk Mana	02	Building and Grounds Administrat	Property & Casualty Insurance	Liability Insurance Coverage 2003-2004	2,887.00
Focus Environmental Contractor	03	Operations & Maintenance- Restri	Building Remodeling	Clean & Decontaminate the Plaster Ceiling Panels	5,255.00
Wellington Enviromental	03	Operations & Maintenance- Restri	Building Remodeling	Removal of Asbestos Pipe Fittings for Domestic	5,850.00
Wellington Enviromental	03	Operations & Maintenance- Restri	Building Remodeling	Abestos Abatement	285.00
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineering Services on Waterworks Project	1,799.10
Ferguson Thrall	03	ICCB Deferred Maintenance Grant	Maintenance Supplies	Armstrong 5000 Series Condensate Pumps	5,172.51
Follett Bookstore	050500	Child Care Center	Other Supplies	May Bookstore Charges	5.49
Follett Bookstore	050500	Child Care Center	Other Supplies	April Bookstore Charges	10.90
School Specialty	050500	Child Care Center	Other Supplies	Easter Eggs #30323700 (cd-1413)	22.36
White Pines Inn	050600		Prepaid Expense	Leadership Retreat 7/10/03	206.01
Swanny's Roundball Review	050600	Men's Basketball	Other Supplies	2003/2004 Subscription Dues	145.00
Williams, David E.	050600	Golf	Other Conference & Meeting	NJCAA Golf Championship 5/18/03	1,639.97
Kankakee Community College	050600	Men's Baseball	Other Conference & Meeting	Baseball Sectional	382.50
Waubensee Community College	050600	Men's Baseball	Other Conference & Meeting	Fee for 1 Player to the Region IV Jr. College	40.00
College of Lake County	050600	Women's Volleyball	Other Conference & Meeting	Basketball Entry Fee 9/19/03	215.00
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Departmental Office Supplies	3.82
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	April Bookstore Charges	14.19
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Department Bookstore Charges	15.97
Paper Clip Communications	050600	Student Activities	Office Supplies	Set of 5 Student Ambassador Training Kits	162.00
Quill Corporation	050600	Student Activities	Office Supplies	#037-OE69-28 6"x9" Plain Brn Kraft Envelopes	29.93
Vernon Company	050600	Student Activities	Office Supplies	Apothecary Jars	387.82
National Council on Student De	050600	Student Activities	Publications and Dues	2003/2004 Membership Dues	50.00
Follett Bookstore	050600	Student Activities	Other Materials and Supplies	Departmental Office Supplies	7.63
Follett Bookstore	050600	Student Activities	Other Materials and Supplies	Departmental Charges thru 3/31/03	33.58
Follett Bookstore	050600	Student Activities	Other Materials and Supplies	April Bookstore Charges	96.32

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Follett Bookstore	050600	Student Activities	Other Materials and Supplies	June Department Charges	519.48
National Resource Center for F	050600	Student Activities	Other Materials and Supplies	#MS-036 Involvement in Campus Activities & Retent-	36.50
Project Adventure Product	050600	Student Activities	Other Materials and Supplies	PFKPORK Obj. Ret. & Keyboard Combo Kit	508.75
Quickstickers.com	050600	Student Activities	Other Materials and Supplies	2 3'x6' Vinyl Banners w/Artwork	276.00
Quill Corporation	050600	Student Activities	Other Materials and Supplies	Wood-Yardsticks-SS5ACM10425	6.30
Derby, Dustin C.	050600	Student Activities	Conference/Meeting Expense	Leadership Meeting 7/10/03	226.80
Follett Bookstore	050600	Student Government	Other Materials and Supplies	April Bookstore Charges	19.96
Cheeseman Coaches	050600	Student Government	Other Conference & Meeting	Bus for Cub Game	100.00
Follett Bookstore	050600	Drama	Other Materials and Supplies	April Bookstore Charges	7.99
Sweetwater Music	050600	Music	Other Materials and Supplies	Digidesign MBox Hard Disk Recording Bundle	908.00
Follett Bookstore	050600	Voyager	Other Materials and Supplies	Departmental Office Supplies	7.16
Follett Bookstore	050600	Voyager	Other Materials and Supplies	April Bookstore Charges	5.97
Lundgren's Inc	050600	Voyager	Other Materials and Supplies	Digital Camera-Student Newspaper	524.00
Sauk Valley Newspapers	050600	Voyager	Other Materials and Supplies	Printing of the Voyager	335.95
Bennett, Charles J	050600	Men's Basketball Camp	Instructional Service Contracts	Boys Basketball Camp Coach	140.00
Berlin, Adam J.	050600	Men's Basketball Camp	Instructional Service Contracts	Boys Basketball Camp Coach	80.00
Krug, Donald W.	050600	Men's Basketball Camp	Instructional Service Contracts	Boys Basketball Camp Coach	80.00
Maas, Martin R.	050600	Men's Basketball Camp	Instructional Service Contracts	Boys Basketball Camp Coach	80.00
O'Connell, Dan E.	050600	Men's Basketball Camp	Instructional Service Contracts	Boys Basketball Camp Coach	70.00
Damhoff, Russ K.	050600	Men's Basketball Camp	Other Supplies	Boys Basketball Camp Supplies	30.40
Economy Trophy Co	050600	Men's Basketball Camp	Other Supplies	Boys Basketball Camp Awards	49.00
Amoco Oil Company	050800	Transportation	Vehicle Supplies	Gas Charges-College Van	57.01
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas-College Vans	336.58
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas-College Van	123.29
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss		10,094.44

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Professional Benefit Administr	051000	Medical Insurance	Dependent Stop Loss		7,168.38
Professional Benefit Administr	051000	Medical Insurance	Precertification		365.00
Professional Benefit Administr	051000	Medical Insurance	Cobra Conversion		10.00
Professional Benefit Administr	051000	Medical Insurance	Administrative Costs		5,169.50
Professional Benefit Administr	051000	Medical Insurance	Group Stop Loss		14,000.00
Professional Benefit Administr	051000	Medical Insurance	Life & AD&D		2,205.28
Dolieslager, Brianne L.	051400		Student Loans	Student Loan due 12/5/03	291.73
Heitzler, Kelly K.	051400		Student Loans	Student Loan Due 12/5/03	300.00
Sikkema, Kristine R.	051400		Student Loans	Student Loan Due 7/21/03	300.00
SVCC Educational Fund	062021		I/F Receivable	Pay off of Interfunds	-79,004.54
SVCC Educational Fund	062021		I/F Payable	Pay off of Interfunds	114,004.54
SVCC Educational Fund	062022		I/F Receivable	Pay off of Interfunds	-88,478.58
SVCC Educational Fund	062022		I/F Payable	Pay off of Interfunds	106,009.05
Unique Computer	062022	WFP- Education to Careers Grant	Capital Supplies	HP 2230Xi	299.00
Unique Computer	062022	WFP- Education to Careers Grant	Capital Supplies	HP 4200TN w/3 year warranty	1,779.28
Lee Wayne	062022	WFP- Ed to Careers	Office Supplies	Red Sunglass Clips w/white lettering (Same imprint	1,216.78
Lee Wayne	062022	WFP- Ed to Careers	Office Supplies	Red Translucent Whistle Key Chains w/white imprint	1.35
Lee Wayne	062022	WFP- Ed to Careers	Office Supplies	4" Mini Flyer (red w/white lettering) (Imprint:	.35
Follett Bookstore	062022	WFP- Ed to Careers	Instructional Supplies	Departmental Office Supplies	15.99
Follett Bookstore	062022	WFP- Ed to Careers	Instructional Supplies	Departmental Charges thru 3/31/03	17.18
Follett Bookstore	062022	WFP- Ed to Careers	Instructional Supplies	May Bookstore Charges	2,000.00
American College Testing Progr	062022	WFP- Ed to Careers	Other Materials and Supplies	PC Score NCS Opscan Answer Sheets	2,699.60
Follett Bookstore	062022	WFP- Ed to Careers	Other Materials and Supplies	Departmental Office Supplies	1.04
Follett Bookstore	062022	WFP- Ed to Careers	Other Materials and Supplies	May Bookstore Charges	277.57
Global Computer Supplies	062022	WFP- Ed to Careers	Other Materials and Supplies	Imaging Unit	185.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
SVCC Educational Fund	062024		I/F Receivable	Pay off of Interfunds	-58,917.10
SVCC Educational Fund	062024		I/F Payable	Pay off of Interfunds	73,352.77
Global Computer Supplies	062024	WFP- Welfare to Work	Office Supplies	JNC99321A 3M Standard Computer Filter (16"-19")	49.99
American College Testing Progr	062024	WFP- Welfare to Work	Instructional Supplies	Discover Computer License	1,800.00
SVCC Educational Fund	062025		I/F Receivable	Pay off of Interfunds	-74,990.00
SVCC Educational Fund	062025		I/F Payable	Pay off of Interfunds	88,007.50
SVCC Educational Fund	062031		I/F Receivable	Payoff Interfund 6/03	-39,362.00
SVCC Educational Fund	062031		I/F Payable	Payoff Interfund 6/03	39,776.00
Pratt Audio-Visual & Video Cor	062031	Adv Tech- Instruc Equip Grnt	Publications and Dues	AMX Custom Remote Control System	5,920.00
Unique Computer	062031	Adv Tech- Instruc Equip Grnt	Capital Supplies	HP 4200TN w/3 year warranty	894.31
Mueller Audio Visual	062031	Adv Tech- Instruc Equip Grnt	Instructional Equipment	Sanyo LCD	150.00
SBC DataComm	062031	Adv Tech- Instruc Equip Grnt	Instructional Equipment	RDVN-MCU-323-6-VTL Radvision MCU	4,507.86
Greenbrier & Russel	062032	Adv Tech- Technology Support Gra	Consultants	Consulting Services	2,625.00
RMS Informational Technology I	062032	Adv Tech- Technology Support Gra	Consultants	Mdaemon Pro (500 User License)	4,440.00
Hewlett-Packard	062032	Adv Tech- Technology Support Gra	Computer Software	7000 Sauk 210 Agreement 2646A8241 Billed Monthly	144.00
Hewlett-Packard	062032	Adv Tech- Technology Support Gra	Computer Software	HP rp2470 Hardware Support	58.00
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	Hardware Support	745.30
Verizon Wireless	062032	Adv Tech- Technology Support Gra	Telecommunications	Monthly Charges	23.13
Jones, Robert G.	062041	ICCB Tech Skills Enhancement Gra	Consultants	A+ Certification	290.00
Illinois Community College Boa	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Conf Fee Working Connections Workshop	475.00
Lincoln Land Community College	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Conf Fee Working Connections Workshop	475.00
Shelley, Chris	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Travel-Working Connections Conference 6/26/03	80.00
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	151.25
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	152.57

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SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Open PO Contract for Copier 7/1/02-6/30/03	61.27
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Monthly Copy Charges	60.79
Shawver Press Inc	062050	SBDC Grant	Advertising	Business Cards for SBDC	75.00
Miller-McKinstra, Michele	062050	SBDC Grant	Conference/Meeting Expense	Supplies for Seminar	28.04
Miller-McKinstra, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel-Area Sites thru 6/19/03	106.29
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Telephone Charges	33.22
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance	15.16
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance Charges	16.34
SVCC Educational Fund	062056		I/F Payable	Interfund Payment	27,740.46
Follett Bookstore	062056	ICCB Adult Ed-Federal Basic	Office Supplies	Departmental Office Supplies	15.96
Follett Bookstore	062056	ICCB Adult Ed-Federal Basic	Office Supplies	April Bookstore Charges	1.10
Marruffo, Kerrie M.	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	Supplies for Wallace School	41.72
Fiorini, Anthony D.	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel-Area Sites thru 6/19/03	45.36
SVCC Educational Fund	062057		I/F Payable	Interfund Payment	27,903.79
Stevens, Shirley A.	062057	ICCB Adult Ed-Public Aid -Litera	Conference/Meeting Expense	Travel thru 6/18/03	78.48
Center for Adult Learning Lead	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Registration-K Marruffo	75.00
SVCC Educational Fund	062059		I/F Payable	Interfund Payment	19,355.75
Follett Bookstore	062060	SOS VITAL Grant	Office Supplies	May Bookstore Charges	55.26
Follett Bookstore	062060	SOS VITAL Grant	Office Supplies	April Bookstore Charges	15.75
Follett Bookstore	062060	SOS VITAL Grant	Office Supplies	June Department Charges	34.00
Creative Printing	062060	SOS VITAL Grant	Instructional Supplies	500 Business Cards for Linda Kim (See Attached)	40.00
Follett Bookstore	062060	SOS VITAL Grant	Instructional Supplies	Departmental Office Supplies	41.45
Slosson Educational Publicatio	062060	SOS VITAL Grant	Instructional Supplies	SORT-R3-3 Pads	330.00
Follett Bookstore	062062	IBHE PLACE Grant	Instructional Supplies	Departmental Charges thru 3/31/03	6.38
Follett Bookstore	062062	IBHE PLACE Grant	Instructional Supplies	May Bookstore Charges	6.38

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Follett Bookstore	062062	IBHE PLACE Grant	Instructional Supplies	May Bookstore Charges	35.58
Follett Bookstore	062062	IBHE PLACE Grant	Instructional Supplies	April Bookstore Charges	310.78
Kim, Linda A.	062062	IBHE PLACE Grant	Conference/Meeting Expense	Travel-Naperville, IL 6/20/03	73.30
Salgado, Ana S.	062062	IBHE PLACE Grant	Conference/Meeting Expense	Home Visits	52.20
Kim, Linda A.	062062	IBHE PLACE Grant	Other Conference & Meeting	Supplies-Books	98.67
Firewatch	062062	IBHE PLACE Grant	Rental- Facilities	Sterling Coliseum Concert	27.50
Sterling Coliseum	062062	IBHE PLACE Grant	Rental- Facilities	Rental Balance-Concert	10.00
Follett Bookstore	062063	DCEO Community Technology Center	Instructional Supplies	Department Bookstore Charges	246.30
Mueller Audio Visual	062071	ISBE Voc Ed- Program Improvment	Instructional Equipment	Sanyo LCD	2,845.00
Consolidated Management Co	062073	ISBE Voc Ed- Tech Prep Grant	Other Revenues	Graduate Class	392.50
Consolidated Management Co	062073	ISBE Voc Ed- Tech Prep Grant	Other Revenues	Graduate Class	303.55
Johnson, Virginia	062073	ISBE Voc Ed- Tech Prep Grant	Other Revenues	Travel-Springfield 6/9/03 Connections Conference	150.65
Johnson, Virginia	062073	ISBE Voc Ed- Tech Prep Grant	Instructional Supplies	Supplies for Bus Trip	137.42
Johnson, Virginia	062073	ISBE Voc Ed- Tech Prep Grant	Instructional Supplies	Supplies	18.51
National Tech Prep Network	062073	ISBE Voc Ed- Tech Prep Grant	Instructional Supplies	Membership Renewal	50.00
ICSPPS (Ill Center for Speciali	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Connections Conference-Janet Matheney	35.00
Johnson, Virginia	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Airline Tickets-Tech Prep Conf -Johnson & Matheney	174.50
Amboy High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep transit	178.50
Ashton High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 9 & 10	955.41
Bureau Valley High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep transit 3	89.92
Fulton High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transits 12 - 17	200.00
Morrison High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep transit 13-17	1,220.26
Ohio High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 1-20	3,909.17
Thomson High School	062073	ISBE Voc Ed- Tech Prep Grant	Other	Tech Prep Transit 1-6	4,181.24
SVCC Educational Fund	062140		I/F Receivable	Pay off of Interfunds	-11.00

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SVCC Educational Fund	062140		I/F Payable	Pay off of Interfunds	21,000.00
Illinois Student Assistance Co	062140	Dept of Veteran's Affairs	Department of Vet Affairs	Proration refund	7,312.64
Illinois Student Assistance Co	062140	Dept of Veteran's Affairs	Department of Vet Affairs	IVG Edit/Update 5/13/03	108.00
SVCC Educational Fund	063011		I/F Receivable	Payoff Interfund 6/03	13,740.33
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	653.26
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	1,029.11
Follett Bookstore	063011	Student Support Services Grant	Office Supplies	May Bookstore Charges	1.90
Follett Bookstore	063011	Student Support Services Grant	Office Supplies	May Bookstore Charges	1.36
Consolidated Management Co	063011	Student Support Services Grant	Other Conference & Meeting	SSS Graduation/Transfer/Alumni Recognition Dinner	855.00
Paper Direct Inc	063011	Student Support Services Grant	Other Conference & Meeting	KE8207 Gold Foil Certificate Jackets-Color (wine)	66.92
SVCC Educational Fund	063012		I/F Receivable	Payoff Interfund 6/03	5,152.38
SVCC Educational Fund	063012		I/F Payable	Payoff Interfund 6/03	10,000.00
SVCC Educational Fund	063014		I/F Receivable	Payoff Interfund 6/03	-30,077.00
SVCC Educational Fund	063014		I/F Payable	Payoff Interfund 6/03	80,000.00
Charleston, Theresa B.	063020	Perkins IIc	Advertising	Advertising Brochure	117.00
Rock River Printers	063020	Perkins IIc	Advertising	Advertising Materials	1,619.50
Rock River Printers	063020	Perkins IIc	Advertising	Advertising Materials	1,900.00
American College Testing Progr	063020	Perkins IIc -Acad Imp	Instructional Supplies	See Attached Order Form	825.00
American College Testing Progr	063020	Perkins IIc -Acad Imp	Instructional Supplies	See Attached Order Form	450.00
Unique Computer	063020	Perkins IIc -Program Quality	Capital Supplies	HP 4200TN w/3 year warranty	1,384.41
Unique Computer	063020	Perkins IIc -Program Quality	Instructional Equipment	IBM xServer 345 - 2.6 Ghz with 4 - 73.4 G HD/Serve	6,017.00
Consolidated Management Co	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Criminal Justice Workforce Council	77.40
Consolidated Management Co	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Workforce Council	60.90
Consolidated Management Co	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Workforce Council	47.00
Cox, Edson C.	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Instructor Training Course	149.00

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Fountain, William B.	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Travel-Autodesk Training 6/27/03	476.16
Illinois Community College Boa	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	2003 Working Connections IT Faculty Development	950.00
Interone, Alice	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Travel-Springfield Connections Conf 6/22/03	52.00
Johnson, Virginia	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Airline Tickets-Tech Prep Conf -Johnson & Matheney	174.50
Lincoln Land Community College	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	2003 Working Connections IT Faculty Development	950.00
Niemeyer, Loren	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Travel-6/11/03 Connections Conference-Springfield	128.52
Pfeifer, Alan	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Travel-Working Connections Conf 6/26/03	82.00
White, Linley V.	063020	Perkins IIc -Acad Staff Developm	Conference/Meeting Expense	Travel-Connections Conference 6/9/03	1,007.44
LRP Publications	063020	Perkins IIc -Special Populations	Instructional Supplies	Book-Disability Compliance	220.00
LRP Publications	063020	Perkins IIc -Special Populations	Instructional Supplies	Book-ADA	24.75
Bos, Keith A.	063020	Perkins IIc -Special Populations	Conference/Meeting Expense	Travel-ICSPS Conference 6/18/03	90.00
SVCC Educational Fund	063030		I/F Receivable	Payoff Interfund 6/03	2,457.56
SVCC Educational Fund	063030		I/F Payable	Payoff Interfund 6/03	2,643.42
State Universities Retirement	063030	Perkins IIIE Tech Prep	SURS	Matching Funds	102.75
Nelson, Carolyn J.	063030	Perkins IIIE Tech Prep	Consultants	Tech Prep Transit 9	200.00
Goodale, Susan	063030	Perkins IIIE Tech Prep	Other Contractual Services	Consultant Fee for Tech Prep	4,000.00
Goodale, Susan	063030	Perkins IIIE Tech Prep	Other Contractual Services	Mileage for Tech Prep Classes	304.00
Illinois State University	063030	Perkins IIIE Tech Prep	Other Contractual Services	Graduate Class Fee	1,800.00
Follett Bookstore	063030	Perkins IIIE Tech Prep	Office Supplies	Departmental Office Supplies	22.30
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Office Supplies	Notecards	17.49
SVCC Educational Fund	063075		I/F Receivable	Payoff Interfund 6/03	-3,427.04
SVCC Educational Fund	063075		I/F Payable	Payoff Interfund 6/03	124,706.90
Fiserv Health Tennessee	063075	IDHS AmeriCorps - Member Activit	Medical Insurance	Health Insurance	1,131.79
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	Other Supplies	Supplies	28.38
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	Other Supplies	Walmart-Parade Supplies	32.18

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Sauk Valley Newspapers	063075	IDHS AmeriCorps - Member Activit	Advertising	Recruitment Advertising	103.18
Sauk Valley Newspapers	063075	IDHS AmeriCorps - Member Activit	Advertising	Advertising for ABC Literacy	77.39
Mystic Blue Cruises	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Down Payment-Members at Navy Pier	364.00
Mystic Blue Cruises	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Balance due -Members /Navy Pier	1,090.10
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Walmart-Parade Supplies	23.19
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	Recruitment	Criminal Searches on Members	80.00
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	280.30
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	294.70
Staples	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	ACCO Three Hole Paper Punch #SW174007	8.42
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Office Supplies	36.87
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Walmart-Parade Supplies	4.42
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	National Conference 6/11/03	1,650.36
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel- 6/26/03 Starnet Training	238.14
SBC DataComm	064030	Restricted Fund-GOD Certificates	Instructional Equipment	VIS-VX-IP-TRADE-V Vtel Vista VX Rack-mountable	28,577.29
Unique Computer	064030	Restricted Fund-GOD Certificates	Instructional Equipment	IBM xServer 345 - 2.6 Ghz with 4 - 73.4 G HD/Serve	1,908.00
Follett Bookstore	101010	Booster Club	Other	Departmental Office Supplies	65.76
Strike, Koren N.	101080	Rad Tech Senior	Other	Rad Tech Instructor Gifts	80.50
Nunez, Steve C.	101140	Phi Theta Kappa Club	Other	PTK Travel 5/30/03	30.00
Lindgren Callihan Van Osdol &	11	Audit	Audit Services	Preliminary Work 2003 Audit	1,100.00
Lindgren Callihan Van Osdol &	11	Audit	Audit Services	Gasb 38 Compliance Research	450.00
IL Community College Risk Mana	12	Risk Management	Worker's Compensation	Liability Insurance Coverage 2003-2004	38,059.00
Illinois Department Employment	12	Risk Management	Unemployment Insurance	2nd Quarter Unemployment	2,635.46
Network System Technologies, I	12	Risk Management	Maintenance Services	FY 2004 Maintenance Agreement/CISCO Products	11,300.00
IL Community College Risk Mana	12	Risk Management	General Insurance	Liability Insurance Coverage 2003-2004	32,785.00
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.48

REPORT SVRCHKR
FISCAL YEAR 2003

Sauk Valley Community College
Check Register
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03
TIME: 1:23 PM
PAGE: 37

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
J & K Locksmith	12	Public Safety	Maintenance Services	Duplicate 5 Keys	12.50
United Electric	12	Public Safety	Maintenance Services	Emergency Repair of South West Sidewalk Lighting S	4,068.97
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	65.15
Verizon Wireless	12	Public Safety	Maintenance Services	Monthly Charges 7/5-8/4	65.22
Simplex	12	Public Safety	Other Contractual Services	Service Contract 7/1/03-6/30/04	2,012.50
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 6/7, 6/14/03	951.28
Stewart & Associates	12	Public Safety	Other Contractual Services	Security Contract	951.28
Downtown Sports	12	Public Safety	Other Supplies	Embroider Security Shirts	28.00
Gall's Inc	12	Public Safety	Other Supplies	K-TR118 Slacks 38wx32 Inseam	524.89
BANK ACCOUNT 1 TOTAL:					1,040,649.59
BANK ACCOUNT 2 TOTAL:					501,854.53
ALL ACCOUNTS TOTAL:					1,542,504.12

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

<u>EDUCATION FUND</u>	<u>2001-2002 Budget</u>	<u>2001-2002 Actual</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Actual</u>	<u>Budget Percent</u>
Revenues					
Local Governmental Sources	2,955,979	2,960,891	3,021,500	3,076,818	101.8%
State Governmental Sources	2,435,138	2,369,434	2,407,922	2,365,383	98.2%
Federal Governmental Sources	17,700	33,535	30,700	855	2.7%
Student Tuition and Fees	2,172,500	2,757,592	2,604,821	2,696,137	103.5%
Sales and Service	164,000	231,984	212,500	350,341	164.8%
Investment Revenue	95,000	105,014	80,000	34,636	43.2%
Other Revenues	462,000	470,960	446,000	44,174	9.9%
	-----	-----	-----	-----	-----
TOTALS	8,302,317	8,929,414	8,803,443	8,568,346	97.3%
Expenditures					
Salaries	5,812,162	5,780,747	6,053,764	5,977,311	98.7%
Employee Benefits	1,412,345	1,496,005	1,458,859	1,006,189	68.9%
Contractual Services	289,346	547,260	328,162	413,772	126.0%
General Materials and Supplies	597,981	592,011	653,216	645,419	98.8%
Travel and Conference Meeting Exp.	85,800	103,094	121,420	128,220	105.6%
Fixed Charges	46,560	58,463	56,212	19,176	34.1%
Utilities	480				
Capital Outlay					
Other Expenditures	295,500	554,847	476,000	486,400	102.1%
	-----	-----	-----	-----	-----
TOTALS	8,540,174	9,132,430	9,147,633	8,676,489	94.8%
Transfers					
Transfers to Other Funds	100,000	100,000		114,679	
Transfers From Other Funds	-211,250	-185,783	-178,000	-137,364	77.1%
	-----	-----	-----	-----	-----
TOTALS	-111,250	-85,783	-178,000	-22,685	12.7%
NET INCREASE/DECREASE IN NET ASSETS	-126,607	-117,232	-166,190	-85,457	
FUND BALANCE		846,160		780,975	

07/17/2003

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

Page 2

<u>OPERATION AND MAINTENANCE FUND</u>	<u>2001-2002 Budget</u>	<u>2001-2002 Actual</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Actual</u>	<u>Budget Percent</u>
Revenues					
Local Governmental Sources					
State Governmental Sources	361,895	362,858	370,000	377,642	102.0%
Federal Governmental Sources	323,198	316,056	321,520	308,588	95.9%
Student Tuition and Fees					
Sales and Service	227,800	274,519	271,586	292,860	107.8%
Facilities Revenue	6,000	6,707	5,500	9,782	177.8%
Investment Revenue	6,200	3,676	6,000	1,581	26.3%
Other Revenues	9,000	1,791	9,000	783	8.7%
	29,000	33,793	39,500	231	.5%
	-----	-----	-----	-----	-----
TOTALS	963,093	999,403	1,023,106	991,470	96.9%
Expenditures					
Salaries	414,487	429,896	443,944	448,142	100.9%
Employee Benefits	134,458	157,899	153,329	120,384	78.5%
Contractual Services	61,500	60,088	69,500	69,018	99.3%
General Materials and Supplies	94,700	90,215	91,400	86,759	94.9%
Travel and Conference Meeting Exp.	2,100	764	2,400	1,874	78.0%
Fixed Charges		3,757		62,893	
Utilities	335,400	343,724	337,000	310,697	92.1%
Capital Outlay	35,000	11,035	15,000	14,803	98.6%
Other Expenditures					
	-----	-----	-----	-----	-----
TOTALS	1,077,645	1,097,381	1,112,573	1,114,573	100.1%
Transfers					
Transfers From Other Funds	-125,750	-122,602	-34,000	-15,892	46.7%
	-----	-----	-----	-----	-----
TOTALS	-125,750	-122,602	-34,000	-15,892	46.7%
NET INCREASE/DECREASE IN NET ASSETS	11,197	24,624	-55,467	-107,210	
FUND BALANCE		37,425		-57,381	

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

Page 3

<u>OPERATION & MAINTENANCE- RESTRICTED</u>	<u>2001-2002 Budget</u>	<u>2001-2002 Actual</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Actual</u>	<u>Budget Percent</u>
Revenues					
Local Governmental Sources	603,159	604,747	613,000	623,813	101.7%
State Governmental Sources	3,209,827	49,827	3,204,922	140,563	4.3%
Investment Revenue	30,000	22,779	30,000	48,348	161.1%
Other Revenues	250,000		250,000		0.0%
	-----	-----	-----	-----	-----
TOTALS	4,092,986	677,353	4,097,922	812,725	19.8%
Expenditures					
Contractual Services		26,910		27,895	
General Materials and Supplies		17,487		7,984	
Capital Outlay	5,523,529	1,081,884	4,441,152	304,210	6.8%
	-----	-----	-----	-----	-----
TOTALS	5,523,529	1,126,282	4,441,152	340,090	7.6%
Transfers					
Transfers From Other Funds	-570,000		-570,000	-1,282,769	225.0%
	-----	-----	-----	-----	-----
TOTALS	-570,000		-570,000	-1,282,769	225.0%
NET INCREASE/DECREASE IN NET ASSETS	-860,543	-448,928	226,770	1,755,404	
FUND BALANCE		978,955		2,734,359	

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

Page 4

<u>BOND AND INTEREST FUND</u>	<u>2001-2002 Budget</u>	<u>2001-2002 Actual</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Actual</u>	<u>Budget Percent</u>
Revenues					
Local Governmental Sources	1,108,109	1,043,511	1,385,000	1,407,191	101.6%
Investment Revenue	5,000	22,136	5,000	7,493	149.8%
	-----	-----	-----	-----	-----
TOTALS	1,113,109	1,065,647	1,390,000	1,414,684	101.7%
Expenditures					
Contractual Services	250	6,929	5,000	853	17.0%
Fixed Charges	796,413	760,143	1,382,008	1,313,579	95.0%
	-----	-----	-----	-----	-----
TOTALS	796,663	767,073	1,387,008	1,314,432	94.7%
NET INCREASE/DECREASE IN NET ASSETS	316,446	298,574	2,992	100,252	
FUND BALANCE		516,006		753,700	

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

<u>AUXILIARY ENTERPRISES FUND</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	Budget <u>Percent</u>
Revenues					
Student Tuition and Fees	139,000	166,963	153,000	162,500	106.2%
Sales and Service	44,900	43,220	44,400	38,943	87.7%
Facilities Revenue	75,000	79,584	75,000	81,509	108.6%
Investment Revenue	1,800	519	1,800	1,311	72.8%
Other Revenues	1,052,900	1,338,351	1,329,250	1,334,652	100.4%
	-----	-----	-----	-----	-----
TOTALS	1,313,600	1,628,639	1,603,450	1,618,917	100.9%
Expenditures					
Salaries	63,329	65,229	72,253	66,575	92.1%
Employee Benefits	7,265	11,919	11,710	7,375	62.9%
Contractual Services	36,835	30,513	38,455	38,437	99.9%
General Materials and Supplies	1,115,105	1,417,361	1,392,405	1,346,724	96.7%
Travel and Conference Meeting Exp.	67,390	64,175	68,340	66,178	96.8%
Fixed Charges	2,450	7,804	2,450	11,698	477.4%
Capital Outlay		13,473		12,015	
Other Expenditures	5,300	1,632	5,300	107,488	2028.0%
	-----	-----	-----	-----	-----
TOTALS	1,297,674	1,612,110	1,590,913	1,656,492	104.1%
Transfers					
Transfers to Other Funds	75,000	51,860	75,820	12,366	16.3%
Transfers From Other Funds	-63,000	-39,860	-63,820		0.0%
	-----	-----	-----	-----	-----
TOTALS	12,000	12,000	12,000	12,366	103.0%
NET INCREASE/DECREASE IN NET ASSETS	3,926	4,528	537	-49,941	
FUND BALANCE		313,101		272,291	

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

Page 6

<u>RESTRICTED PURPOSES FUND</u>	<u>2001-2002 Budget</u>	<u>2001-2002 Actual</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Actual</u>	<u>Budget Percent</u>
Revenues					
Local Governmental Sources	1,875,000	1,877,574			
State Governmental Sources	1,491,714	1,609,794	1,366,393	1,492,085	109.1%
Federal Governmental Sources	2,203,474	2,592,849	2,460,775	3,094,441	125.7%
Investment Revenue		57,300	20,000	32,479	162.3%
Other Revenues	65,895	120,733	99,860	95,622	95.7%
	-----	-----	-----	-----	-----
TOTALS	5,636,083	6,258,252	3,947,028	4,714,628	119.4%
Expenditures					
Salaries	1,243,970	1,173,992	1,216,810	1,219,958	100.2%
Employee Benefits	207,246	239,581	216,159	198,171	91.6%
Contractual Services	113,022	120,376	149,566	73,964	49.4%
General Materials and Supplies	233,719	524,019	724,928	602,282	83.0%
Travel and Conference Meeting Exp.	70,556	70,427	68,506	42,517	62.0%
Fixed Charges	1,885,047	1,916,869	13,107	14,111	107.6%
Utilities	16,839	13,226	16,200	11,588	71.5%
Capital Outlay	713,090	305,498	194,500	212,230	109.1%
Other Expenditures	1,846,073	2,388,895	2,002,689	2,862,594	142.9%
	-----	-----	-----	-----	-----
TOTALS	6,329,562	6,752,885	4,602,465	5,237,420	113.7%
Transfers					
Transfers to Other Funds		5,153		10,161	
Transfers From Other Funds		-5,153	50,847	-56,059	-110.2%
	-----	-----	-----	-----	-----
TOTALS			50,847	-45,898	-90.2%
NET INCREASE/DECREASE IN NET ASSETS	-693,479	-494,633	-706,284	-476,893	
FUND BALANCE		1,516,437		1,039,543	

07/17/2003

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

Page 7

<u>WORKING CASH FUND</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	Budget <u>Percent</u>
Revenues					
Investment Revenue	125,000	96,385	100,000	44,476	44.4%
	-----	-----	-----	-----	-----
TOTALS	125,000	96,385	100,000	44,476	44.4%
Expenditures					
Investment Revenue					
	-----	-----	-----	-----	-----
TOTALS					
Transfers					
Transfers to Other Funds	225,000	196,385	200,000	144,476	72.2%
	-----	-----	-----	-----	-----
TOTALS	225,000	196,385	200,000	144,476	72.2%
NET INCREASE/DECREASE IN NET ASSETS	-100,000	-100,000	-100,000	-100,000	
FUND BALANCE		2,470,783		2,370,783	

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

Page 8

<u>TRUST AND AGENCY FUND</u>	<u>2001-2002 Budget</u>	<u>2001-2002 Actual</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Actual</u>	<u>Budget Percent</u>
Revenues					
Sales and Service				1,652	
Other Revenues		17,314		17,347	
	-----	-----	-----	-----	-----
TOTALS		17,314		18,999	
Expenditures					
Contractual Services				63	
General Materials and Supplies		1,474			
Travel and Conference Meeting Exp.		49			
Capital Outlay				2,000	
Other Expenditures		16,907		13,748	
	-----	-----	-----	-----	-----
TOTALS		18,430		15,812	
NET INCREASE/DECREASE IN NET ASSETS		-1,116		3,187	
FUND BALANCE		18,355		21,542	

07/17/2003

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

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<u>AUDIT FUND</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	Budget <u>Percent</u>
Revenues					
Local Governmental Sources	31,364	30,740	30,700	30,778	100.2%
Investment Revenue	1,000	1,179	1,000	387	38.7%
	-----	-----	-----	-----	-----
TOTALS	32,364	31,920	31,700	31,166	98.3%
Expenditures					
Contractual Services	38,000	35,590	30,000	28,010	93.3%
	-----	-----	-----	-----	-----
TOTALS	38,000	35,590	30,000	28,010	93.3%
NET INCREASE/DECREASE IN NET ASSETS	-5,636	-3,669	1,700	3,156	
FUND BALANCE		29,897		32,645	

07/17/2003

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

Page 10

<u>LIABILITY, PROTECTION & SETTLEMENT</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	Budget <u>Percent</u>
Revenues					
Local Governmental Sources	302,786	294,974	291,000	292,697	100.5%
Investment Revenue	200,000	300,321	200,000	193,656	96.8%
Other Revenues	20,000	19,220	29,000		0.0%
	-----	-----	-----	-----	-----
TOTALS	522,786	614,515	520,000	486,354	93.5%
Expenditures					
Salaries	258,368	246,600	273,621	263,076	96.1%
Employee Benefits	165,824	170,017	203,794	186,447	91.4%
Contractual Services	62,100	48,119	66,200	55,028	83.1%
General Materials and Supplies	22,000	8,384	12,600	2,182	17.3%
Travel and Conference Meeting Exp.	2,000	350	2,000	760	38.0%
Fixed Charges	39,500	39,979	45,000	61,173	135.9%
Utilities	1,000	1,072	1,000	1,073	107.3%
Capital Outlay	50,000	18,094	50,000	18,055	36.1%
	-----	-----	-----	-----	-----
TOTALS	600,792	532,619	654,215	587,797	89.8%
NET INCREASE/DECREASE IN NET ASSETS	-78,006	81,896	-134,215	-101,443	
FUND BALANCE		6,231,849		6,087,488	

07/17/2003

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

Page 11

<u>BUILDING BOND PROCEEDS FUND</u>	2001-2002 <u>Budget</u>	2001-2002 <u>Actual</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	<u>Budget Percent</u>
Revenues					
Investment Revenue	50,000	56,355	45,000		0.0%
	-----	-----	-----	-----	-----
TOTALS	50,000	56,355	45,000		0.0%
Expenditures					
Investment Revenue					
	-----	-----	-----	-----	-----
TOTALS					
Transfers					
Transfers to Other Funds	570,000		570,000	1,222,769	214.5%
	-----	-----	-----	-----	-----
TOTALS	570,000		570,000	1,222,769	214.5%
NET INCREASE/DECREASE IN NET ASSETS	-520,000	56,355	-525,000	-1,222,769	
FUND BALANCE		1,222,769			

For Board Meeting of
July 28, 2003

Agenda Item D-6

SPECIAL COURSE FEE

A new course, ART 106 - Introduction to Computer Art, was added to our course offerings in the Spring of 2003. The Art department has recommended a course fee to defray the cost of software and computer supplies for this course.

RECOMMENDATION:

Approval by the Board for the College to charge a course fee of \$15.00 for the above named course, beginning with Fall, 2003 semester.

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES
MEMORANDUM**

DATE: July 7, 2003

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht



RE: Course Fee Request

A new course, ART 106 – Introduction to Computer Art, was added to our course offerings in the Spring of 2003. The Art department has recommended a course fee of \$15.00 to defray the cost of software and computer supplies for this course. I am requesting approval by the Board of Trustees.

js

For Board Meeting of
July 28, 2003

Agenda Item D-7

ELEVEN-COLLEGE AGREEMENT FOR ADVANCED RADIOLOGIC
TECHNOLOGY CERTIFICATES

The College has received an Eleven-College Agreement for the Advanced Radiologic Technology Certificates for July 2003 through June 2005.

RECOMMENDATION: Approval by the Board for the College to approve the Eleven-College Agreement for Advanced Radiologic Technology Certificates for July 2003 through June 2005.



Carl Sandburg College

The mission of Carl Sandburg College is to provide accessible, quality education in a caring environment by keeping the learner's needs at the center of decision making and by working in partnership with communities of the College district.

July 1, 2003

Dr. Richard L. Behrendt
Sauk Valley Community College
173 IL Route 2
Dixon IL 61021

Dear Dr. Behrendt;

Enclosed please find a copy of the Eleven-College Agreement for the Advanced Radiologic Technology Certificates for July 2003 through June 2005. Please sign and send a copy back to our office. Once all signatures have been obtained, on complete agreement will be sent to your office. Should you have questions please call (309) 341-5244 or email me at lbenne@sandburg.edu. Thank you for your prompt attention to this agreement.

Sincerely,

Larry Benne
Vice President of Instructional Services

Illinois Community College District 518

MAIN CAMPUS
2400 Tom L. Wilson Boulevard
Galesburg, Illinois 61401
Phone: 309-344-2518
Fax: 309-344-1395

THE BRANCH CAMPUS
305 Sandburg Drive
Carthage, Illinois 62321
Phone: 217-357-3129
Fax: 217-357-3512

THE EXTENSION CENTER
380 East Main Street
Bushnell, Illinois 61422
Phone: 309-772-2177
Fax: 309-772-2958

www.csc.cc.il.us

**EDUCATIONAL SERVICES CONTRACT BETWEEN
BLACK HAWK COLLEGE, CARL SANDBURG COLLEGE,
HEARTLAND COMMUNITY COLLEGE, ILLINOIS CENTRAL COLLEGE,
JOHN WOOD COMMUNITY COLLEGE, LINCOLN LAND COMMUNITY COLLEGE,
PARKLAND COLLEGE, RICHLAND COMMUNITY COLLEGE, SAUK VALLEY COMMUNITY
COLLEGE, SCOTT COMMUNITY COLLEGE (IOWA), SOUTHEASTERN COMMUNITY
COLLEGE (IOWA), and SPOON RIVER COLLEGE**

WHEREAS, BLACK HAWK COLLEGE (Illinois Community College District #522), herein "Black Hawk", having its principal campus at Moline, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, HEARTLAND COMMUNITY COLLEGE (Illinois Community College District #540), herein "Heartland" having its principal campus at Bloomington, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, ILLINOIS CENTRAL COLLEGE (Illinois Community College District #514), herein "Illinois Central", having its principal campus at East Peoria, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, LINCOLN LAND COMMUNITY COLLEGE (Illinois Community College District # 526), herein "Lincoln Land", having its principal campus at Springfield, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, RICHLAND COMMUNITY COLLEGE (Illinois Community College District #537), herein "Richland", having its principal campus at Decatur, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS , CARL SANDBURG COLLEGE (Illinois Community College District #518), herein "Sandburg", having its principal campus at Galesburg, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, SOUTHEASTERN COMMUNITY COLLEGE (Iowa Community College District #16), herein "Southeastern", having its principal campus at Keokuk, Iowa, has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, SPOON RIVER COLLEGE (Illinois Community College district #534), herein "Spoon River", having its principal campus at Canton, Illinois, has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, SCOTT COMMUNITY COLLEGE (Iowa Community College District #9), herein "Scott", having its principal campus at Davenport, Iowa, has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, JOHN WOOD COMMUNITY COLLEGE (Illinois Community College District #539), herein "John Wood", having its principal campus at Quincy, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, PARKLAND COLLEGE (Illinois Community College District #505), herein "Parkland", having its principal campus at Champaign, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, SAUK VALLEY COLLEGE (Illinois Community College District #506), herein "Sauk", having its principal campus at Dixon, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, the Colleges mentioned above desire to participate in Regional Certificated Programs in the fields of Sonography, Nuclear Medicine, CT and MRI; and

WHEREAS, the programs will be offered initially to students who have ARRT certification in radiologic technology or are registry eligible; and

WHEREAS, the course work will be offered by Sandburg at Sandburg's tuition rate with no charge back to the participating colleges; to the extent possible courses will be offered through distance learning systems; and

WHEREAS, the commencement of the regional programs are dependent upon the prior approval by each of the local Boards of Trustees and by the Illinois Community College Board; and

WHEREAS, the Boards of Trustees of all of the named Colleges feel that it would be in the best interest of the residents of their districts to offer this regional educational opportunity to students residing within their district under a clearly outlined contracted arrangement between the institutions:

NOW, THEREFORE, BE IT RESOLVED, that a contract is hereby entered into between Black Hawk, Heartland, Illinois Central, Lincoln Land, Parkland, Richland, Sandburg, Sauk Valley, Southeastern, Spoon River, Scott and John Wood for those purposes upon the following terms and conditions.

I - GENERAL PROVISIONS

1.1 This contract is being developed under the provisions of 110 ILCS 805/2-12, 1996 as amended and is subject to approval by the Illinois Community College Board and is subject to the limitations of the statute and the State Board.

1.2 The contract is for a two year period of time beginning July 1, 2003 through June 30, 2005, with the understanding that any student beginning a term during the life of the contract will be extended the opportunity of completing said term under the provisions of the contract even though said term may extend beyond the June 30 termination date.

1.3 The contract may be renewed per mutual agreement of the Boards of Trustees of the Colleges involved.

1.4 The programs offered through this educational services contract would be certificated specialized programs in the field of radiologic technology as related to sonography, nuclear medicine, CT and MRI.

1.5 The Colleges shall jointly articulate all requirements to obtain these specialized Certificates.

II - ENROLLMENT

2.1 The number of students allowed to enroll from each district will be based upon the number of clinical slots available within each district.

ARRT eligible, or meet alternative eligibility requirements established by Sandburg which are acceptable to the national certification agencies involved.

2.3 Applicants for the programs will be selected by Sandburg from within each district on a most qualified basis according to criteria established by Sandburg. The initial selection will be made 90 days prior to a program start date.

2.4 Illinois students will register for all program specific courses through Carl Sandburg College. Tuition for these courses will be paid to Sandburg at Sandburg's tuition rate.

2.5 Unfilled slots remaining after the initial selection will be filled on a most qualified basis from the remaining pool consisting of all applicants from participating districts. Should any positions remain available after all qualified applicants from participating districts have been enrolled, applicants residing outside the participating districts may be considered. ARRT registered or registry eligible applicants will have priority over applicants applying under any alternative admission requirements.

2.6 Students enrolled under Section 2.5 of this Agreement will be required to travel to the available clinical site that may be outside their district.

III - EDUCATIONAL SERVICES FEE

3.0 Educational Service Fees for students enrolled through Scott Community College and Southeastern Community College will be paid by the enrolling Community College in accordance with Appendix A attached hereto and expressly made a part of this Agreement.

IV - JOINT OBLIGATIONS

4.1 The Colleges agree that college and clinical personnel will work together for coordination of clinicals in hospitals and related clinical sites.

4.2 The Colleges agree that their marketing, public relations and recruiting personnel will work together to develop procedures for joint marketing of programs and recruitment of students for the programs.

4.3 The Colleges agree that they will jointly work to develop distance learning alternatives to be utilized throughout all districts.

V - SUPPORTIVE CONCLUSIONS

5.1 Any College may, at its discretion, either separately or jointly, make application for and receive private, state, federal or foundation grants for the purposes of furthering the educational goals of this contract, however, any such application must not alter the ability of any institution, if eligible, to receive state aid on their students even though educational services are being provided on a contractual basis by another institution.

5.2 The officials of the Colleges will mutually resolve any unforeseen problems arising from the Agreement in an expeditious manner.

5.3 As to the matter of acquisition and disposition of property, it is hereby agreed that the parties to this document do not contemplate the joint acquisition of any real or personal property to be used in this joint undertaking.

IN WITNESS WHEREOF THE PARTIES HERETO, following approval by their respective Boards of Trustees, have executed this Agreement in multiple parts each of which may be deemed the original, this ____ day of _____, 2003.

Chairman of Board of Trustees

President

BLACK HAWK COLLEGE

Chairman of Board of Trustees

President

HEARTLAND COMMUNITY COLLEGE

Chairman of Board of Trustees

President

ILLINOIS CENTRAL COLLEGE

Chairman of Board of Trustees

President

LINCOLN LAND COMMUNITY COLLEGE

Chairman of Board of Trustees

President

RICHLAND COMMUNITY COLLEGE

Chairman of Board of Trustees

President

CARL SANDBURG COLLEGE

Chairman of Board of Trustees

President

**SOUTHEASTERN COMMUNITY
COLLEGE (IOWA)**

Chairman of Board of Trustees

President

SPOON RIVER COLLEGE

Chairman of Board of Trustees

President

JOHN WOOD COMMUNITY COLLEGE

Chairman of Board of Trustees

President

SCOTT COMMUNITY COLLEGE (IOWA)

Chairman of Board of Trustees

President

PARKLAND COLLEGE

Chairman of Board of Trustees



President

SAUK VALLEY COMMUNITY COLLEGE



Carl Sandburg College

The mission of Carl Sandburg College is to provide accessible, quality education in a caring environment by keeping the learner's needs at the center of decision making and by working in partnership with communities of the College district.

July 1, 2003

Dr. Richard L. Behrendt
Sauk Valley Community College
173 IL Route 2
Dixon IL 61021

Dear Dr. Behrendt;

Enclosed please find a copy of the Eleven-College Agreement for the Advanced Radiologic Technology Certificates for July 2003 through June 2005. Please sign and send a copy back to our office. Once all signatures have been obtained, on complete agreement will be sent to your office. Should you have questions please call (309) 341-5244 or email me at lbenne@sandburg.edu. Thank you for your prompt attention to this agreement.

Sincerely,

Larry Benne
Vice President of Instructional Services

Illinois Community College District 518

MAIN CAMPUS
2400 Tom L. Wilson Boulevard
Galesburg, Illinois 61401
Phone: 309-344-2518
Fax: 309-344-1395

THE BRANCH CAMPUS
305 Sandburg Drive
Carthage, Illinois 62321
Phone: 217-357-3129
Fax: 217-357-3512

THE EXTENSION CENTER
380 East Main Street
Bushnell, Illinois 61422
Phone: 309-772-2177
Fax: 309-772-2958

**EDUCATIONAL SERVICES CONTRACT BETWEEN
BLACK HAWK COLLEGE, CARL SANDBURG COLLEGE,
HEARTLAND COMMUNITY COLLEGE, ILLINOIS CENTRAL COLLEGE,
JOHN WOOD COMMUNITY COLLEGE, LINCOLN LAND COMMUNITY COLLEGE,
PARKLAND COLLEGE, RICHLAND COMMUNITY COLLEGE, SAUK VALLEY COMMUNITY
COLLEGE, SCOTT COMMUNITY COLLEGE (IOWA), SOUTHEASTERN COMMUNITY
COLLEGE (IOWA), and SPOON RIVER COLLEGE**

WHEREAS, BLACK HAWK COLLEGE (Illinois Community College District #522), herein "Black Hawk", having its principal campus at Moline, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, HEARTLAND COMMUNITY COLLEGE (Illinois Community College District #540), herein "Heartland" having its principal campus at Bloomington, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, ILLINOIS CENTRAL COLLEGE (Illinois Community College District #514), herein "Illinois Central", having its principal campus at East Peoria, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, LINCOLN LAND COMMUNITY COLLEGE (Illinois Community College District # 526), herein "Lincoln Land", having its principal campus at Springfield, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, RICHLAND COMMUNITY COLLEGE (Illinois Community College District #537), herein "Richland", having its principal campus at Decatur, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, CARL SANDBURG COLLEGE (Illinois Community College District #518), herein "Sandburg", having its principal campus at Galesburg, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, SOUTHEASTERN COMMUNITY COLLEGE (Iowa Community College District #16), herein "Southeastern", having its principal campus at Keokuk, Iowa, has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, SPOON RIVER COLLEGE (Illinois Community College district #534), herein "Spoon River", having its principal campus at Canton, Illinois, has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

WHEREAS, SCOTT COMMUNITY COLLEGE (Iowa Community College District #9), herein "Scott", having its principal campus at Davenport, Iowa, has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

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WHEREAS, the programs will be offered initially to students who have ARRT certification in radiologic technology or are registry eligible; and

WHEREAS, the course work will be offered by Sandburg at Sandburg's tuition rate with no charge back to the participating colleges; to the extent possible courses will be offered through distance learning systems; and

WHEREAS, the commencement of the regional programs are dependent upon the prior approval by each of the local Boards of Trustees and by the Illinois Community College Board; and

WHEREAS, the Boards of Trustees of all of the named Colleges feel that it would be in the best interest of the residents of their districts to offer this regional educational opportunity to students residing within their district under a clearly outlined contracted arrangement between the institutions:

NOW, THEREFORE, BE IT RESOLVED, that a contract is hereby entered into between Mack Hawk, Heartland, Illinois Central, Lincoln Land, Parkland, Richland, Sandburg, Sauk Valley, Southeastern, Spoon River, Scott and John Wood for those purposes upon the following terms and conditions.

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1.2 The contract is for a two year period of time beginning July 1, 2003 through June 30, 2005, with the understanding that any student beginning a term during the life of the contract will be extended the opportunity of completing said term under the provisions of the contract even though said term may extend beyond the June 30 termination date.

1.3 The contract may be renewed per mutual agreement of the Boards of Trustees of the colleges involved.

1.4 The programs offered through this educational services contract would be certificated specialized programs in the field of radiologic technology as related to sonography, nuclear medicine, CT and MRI.

1.5 The Colleges shall jointly articulate all requirements to obtain these specialized Certificates.

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III - EDUCATIONAL SERVICES FEE

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4.2 The Colleges agree that their marketing, public relations and recruiting personnel will work together to develop procedures for joint marketing of programs and recruitment of students for the programs.

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5.3 As to the matter of acquisition and disposition of property, it is hereby agreed that the parties to this document do not contemplate the joint acquisition of any real or personal property to be used in this joint undertaking.

IN WITNESS WHEREOF THE PARTIES HERETO, following approval by their respective Boards of Trustees, have executed this Agreement in multiple parts each of which may be deemed the original, this ____ day of _____, 2003.

Chairman of Board of Trustees

President

BLACK HAWK COLLEGE

Chairman of Board of Trustees

President

HEARTLAND COMMUNITY COLLEGE

Chairman of Board of Trustees

President

ILLINOIS CENTRAL COLLEGE

Chairman of Board of Trustees

President

LINCOLN LAND COMMUNITY COLLEGE

Chairman of Board of Trustees

President

RICHLAND COMMUNITY COLLEGE

Chairman of Board of Trustees

President

CARL SANDBURG COLLEGE

Chairman of Board of Trustees

President

**SOUTHEASTERN COMMUNITY
COLLEGE (IOWA)**

Chairman of Board of Trustees

President

SPOON RIVER COLLEGE

Chairman of Board of Trustees

President

JOHN WOOD COMMUNITY COLLEGE

Chairman of Board of Trustees

President

PARKLAND COLLEGE


Chairman of Board of Trustees

President

SCOTT COMMUNITY COLLEGE (IOWA)



Chairman of Board of Trustees



President

SAUK VALLEY COMMUNITY COLLEGE

For the Board Meeting
July 28, 2003

Agenda Item D-8

PRESIDENT'S CONTRACT RESOLUTION AMENDMENT

At the June 23, 2003 meeting, the Board approved the attached resolution to direct the Board Chair and Secretary to enter into a contract with the president for 2004-2005.

However, that resolution did not specifically state that the President would pay no premium for his post-retirement group health insurance coverage. Attorney Pace has advised this issue needs to be clarified and the Resolution has been amended for that purpose.

RECOMMENDATION: Board approval of the attached, amended 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, **at no premium cost to the President for his coverage, but** 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 23rd day of June, 2003.

For Board Meeting of
July 28, 2003

Agenda Item D-9

**BOARD POLICY 425.02 SENIOR SERVICES OPTION
(FIRST READING)**

Attached for First Reading is Board Policy 425.02 Senior Services Option revision.

RECOMMENDATION: Board approval of Board Policy 425.02 Senior Services Option for First Reading.

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

“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

427.01 Sexual Harassment Policy

The College shall provide its employees and students an educational and employment environment free from unwelcome sexual advances by employees of the College, free from requests for sexual favors by employees of the College and free from other verbal or physical conduct by employees constituting sexual harassment as herein defined and as is otherwise prohibited by state or federal law.

1. Definitions -

A. "Sexual harassment" or "sexually harass" shall mean that term as defined by federal and state law, and, to the extent not inconsistent with federal or state law, shall mean:

(1) Unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when one or more of the following is present:

- Submission to or participation in such conduct is made, whether explicitly or implicitly, a term or condition of the individual's employment at the College;
- Submission to or rejection of such advances is used as a basis for employment decisions affecting such individual's employment at the College;
- Submission to or rejection of such advances is used as a basis for grades to be given a student for course work or for the extent or nature of work necessary to successfully complete course work;
- Submission to or rejection of such advances is used as a basis for a student's selection or participation in any College extracurricular activity.

(2) Where unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidation, hostile, or offensive working environment.

- B. "Aggrieved Party" shall mean any employee or student who believes he or she has been the victim of sexual harassment by an employee or at an employee's behest.
- 2. Sexual Harassment Officers (SHO) - The College shall designate two Sexual Harassment Officers (SHO). The Affirmative Action Officer shall be designated as one and the President shall appoint the other. There shall be equal gender representation. SHO shall have the responsibility to observe compliance with this policy, shall have such further responsibilities as are provided herein, and shall have such other related duties as may be assigned from time to time.
- 3. Sexual Harassment Committee (SHC) - The SHC shall include the members of the members of the Affirmative Action Committee, both Sexual Harassment Officers and the Coordinator of Personal Services.
 - A. Function -
 - 1. The SHC shall monitor procedures and policies pertaining to sexual harassment.
 - 2. The SHC shall monitor/provide an educational awareness program pertaining to sexual harassment.
 - B. Frequency of Meetings - the SHC shall meet at least once a year.
- 4. Violations of Policy - It shall be a violation of this policy for any person employed by the College who is authorized to recommend or to take personnel actions affecting an employee, or who is otherwise authorized to transact business or to perform acts or services on behalf of the College to do any of the following:
 - A. To sexually harass any student or employee of the College;
 - B. To make sexual advances or to request sexual favors when submission to or rejection of such conduct is, either explicitly or implicitly, the basis for recommending, imposing, granting, withholding, or refusing terms and conditions that either favor or adversely affect an employee's condition of employment or a student's status;

- C. To recommend, impose, grant, withhold or refuse to take any personnel action consistent with his or her duties and responsibilities either because of sexual favors, or as a reprisal against an employee or student who has rejected or reported sexual advances or sexual harassment;
 - D. To fail to take immediate corrective action in the event sexual harassment has occurred; and/or
 - E. To create an intimidating, hostile, or offensive working environment by continuing to make unwelcome sexual remarks, unwelcome advances, unwelcome requests for sexual favors, or exposure of sexual organs, regardless of whether the person committing such conduct is in a position to adversely affect an employee's position of employment with the College.
5. Effect of Violation - Violation of this policy may result in the discipline of the employee or employees who have committed the act or acts of sexual harassment. Discipline may include discharge.
6. Responsibility of the College and of the Person Allegedly Affected by Sexual Harassment - An employee, student, or other individual who is an aggrieved person shall take the following steps:
- A. An aggrieved person who feels comfortable in doing so should immediately inform the person engaging in sexual harassment that such conduct or communication is offensive unless stopped.
 - B. If an aggrieved individual does not wish to communicate directly with the person whose conduct is offensive, or if an aggrieved individual has had direct communication with the offending party but that communication has been unavailing, then such aggrieved party should contact a SHO. In the absence of both SHO's, the aggrieved individual shall contact a member of the SHC. An aggrieved person alleging sexual harassment by the SHO or a failure of the SHO to take immediate action on the aggrieved person's complaint, shall contact the President of the College. In the event that the aggrieved person alleges that the President of the College is the person committing acts of

sexual harassment, the aggrieved party shall contact the Chairperson of the Board of Trustees.

- C. Complaints of sexual harassment made to the SHO of a member of the SHC, or to the President of the College, or to the chairperson of the Board of Trustees shall be handled as follows:

1. Investigation - The person receiving the report shall cause an investigation to be initiated within 24 hours. The investigation shall be conducted diligently and shall include at least the following:
 - a. Interview of the person making the complaint to determine facts, circumstances, and identity of witness.
 - b. Interview of the person who allegedly committed the harassment and, as necessary and appropriate, interview of any witness to the events alleged.
2. Confidentiality - The matters learned in the investigation shall be kept confidential only to the extent consistent with needs to make disclosure to effect remediation or to protect the interests of the College.
3. Remedy
 - a. If in the judgement of the SHO, (or other person responsible for the investigation) it is more probably true than not true that the claimed sexual harassment occurred, the SHO or other responsible person shall, individually or with the SHC, as appropriate, promptly formulate and effect a proposed plan to remedy the harassment.
 - b. If the SHO or other person responsible for the investigation does not have the authority to effect the recommended resolution, the SHO shall make prompt report of the findings and of the recommended action to the President or, as appropriate, to the chairperson of the Board of Trustees. The appropriate officer or the Board of Trustees shall consider the proposed remedy, and

shall impose discipline in accordance with the disciplinary policies of the College and take such other steps as are reasonably necessary to correct problems created by the sexual harassment.

- c. The SHO (or other person responsible for the investigation) shall promptly serve written notice on the claimant and on the respondent of the action taken as a result of the investigation.

4. Appeal- In the event either the person making the complaint or the person complained of wishes to appeal the decision reached pursuant to paragraph 6 C 3., such person may utilize the appeal provisions of the College's Affirmative Action Plan grievance procedures. For purposes of an appeal of a decision made pursuant to this policy, the decision of the SHO shall be equivalent to notice under the Affirmative Action Plan grievance procedure. On request by the person seeking to appeal, the SHO shall provide direction on means and necessary steps to make the appeal.

4. When a complaint of sexual harassment does or will likely result in discipline of an employee, the SHO shall furnish a written report to the President of the College within ten days of the date the complaint of sexual harassment is first made to the SHO or appointed alternate, or to the S HC. Such report shall contain, to minimum:
 - The date of the receipt of the complaint;
 - Identification of the complainant;
 - Identification of the party or parties and the action complained of including relevant background facts and circumstances;
 - A statement detailing the scope of the investigation that has been undertaken and the result there of;
 - A statement of the corrective measures pursued including discipline imposed, the date such measures were undertaken and the results achieved; and
 - Where possible, a written statement signed by the complainant detailing the conduct about which complaint is made.

- E. Quarterly a report will be communicated by the SHOs to the President concerning the status of any complaints made of a sexual harassment nature.
- 7. Implementation - All levels of administration are responsible to implement practices for persons under their supervision which shall avoid sexual harassment. All members of administration shall correct and notify one of the SHO of any sexual harassment which occurs under their supervision. In addition, all members of the administration shall report any sexual harassment which they observe in other areas of the College to either SHO or to a member of the SHC. In the absence of both SHO and all members of SHC, the report shall be made to the President.
- 8. Non-Retaliation
 - A. Initiation of a complaint of sexual harassment will not adversely affect the aggrieved person's employment, compensation, or work assignments, or position as a student.
 - B. The College will not retaliate against any employee for utilizing the charge provisions of the Illinois Department of Human Rights, Illinois Human Rights Commission or Equal Employment Opportunity Commission.
- 9. Consensual Relationships
 - A. Perceived sexual harassment frequently occurs in a situation where there is a superior/subordinate relationship between the parties to the relationship. Such relationships exist between administrator and faculty or staff, between faculty member and staff member, between staff and students, or between faculty and students.
 - B. In evaluating whether sexual harassment has occurred, the superior employee's perception of consent shall not be given greater weight than the student's or subordinate's assertion that the relationship was not one of mutual or voluntary consent simply because of the superior employee's position or status.
 - C. College employees who enter into a sexual or amorous relationship with a student or subordinate where a professional relationship exists shall recognize

that, if a charge of sexual harassment is subsequently made, the student or subordinate will assert the relationship was not one of mutual or voluntary consent.

- D. If an employee enters or seeks to enter into a sexual relationship with a student or subordinate when a professional relationship exists, and the student or subordinate brings any complaint or action against the College claiming sexual harassment, the College shall utilize all appropriate legal recourse against the employee to recover all costs, expenses, settlements, judgments, awards and attorneys fees incurred by the College in any way arising out of such claim or action.
- 10. A charge of discrimination may be filed with the Illinois Department of Human Rights. The Illinois Department of Human Rights investigates complaints of discrimination. If charges are found to have merit, a complaint of discrimination may be issued, leading to a hearing before an administrative law judge of the Illinois Human Rights Commission.

A charge of discrimination, to be timely under Illinois law, must be filed within 180 days of the event complained of.

The Department of Human Rights can be contacted at the following addresses and phone numbers:

Illinois Department of Human Rights
222 South College, Room 101-A
Springfield, IL 62704
(217) 785-5100

Illinois Department of Human Rights
100 West Randolph Street, Suite 5-100
State of Illinois Building
Chicago, IL 60601
(312) 814-6200

The Illinois Human Rights Commission can be contacted at the following addresses and phone numbers:

Illinois Human Rights Commission
William G. Stratton Office Building
Room 404-A
Springfield, Il. 62706
(217) 785-4350

Illinois Human Rights Commission
32 West Randolph Street, Suite 5-100
State of Illinois Building
Chicago, Il. 60601
(312) 814-6269

08/26/91
11/22/93
11/28/94
6/25/98
5/22/00

428.01 Intellectual Property

1. Purpose of Policy

Sauk Valley Community College's (hereinafter "College") primary mission lies in the creation and dissemination of knowledge in works of the intellect in whatever medium they may be embodied or expressed. This public service mission creates an environment which is highly conducive to the conception and development of many forms of intellectual property. There is always the possibility that these developments may have commercial value and the College wishes to encourage and support development of inventions, copyrightable materials and other intellectual property for public use.

The purpose of this Policy is to state for College faculty, administrators, other staff and students (hereinafter "College Community") the nature of the responsibilities, privileges and options available to the College Community when members of the College Community have created intellectual properties.

Clear allocation of ownership and control of intellectual property rights is necessary to avoid disputes among the College Community over many issues, including teaching uses, copyrights and royalties.

In the event members of the College Community take the initiative in developing intellectual property of any nature, including instructional programs or courses, it is hoped and expected that all such members of the College Community will utilize this policy as a basis to determine ownership and compensation issues which may result from such developments. It is important to do so since the law concerning rights to the ownership and use of educational works is evolving and many issues are unclear and unresolved.

2. Statement of Principles

The Board recognizes the value of professional development, which may or may not result in the creation of intellectual properties. The Board further encourages and supports such development because of its inherent benefits to the College Community. Pursuit of professional development through development of intellectual properties is valuable to the College, but such pursuit does not diminish the responsibilities or commitment faculty, administrators and other

staff members have to the College's regular instructional program.

The development of intellectual properties may, in many cases, involve questions relative to ownership of such intellectual properties between the employee or student who may have developed the property and the College who employed the creator and may have provided support for the development of such intellectual properties. A process to resolve such ownership issues quickly and equitably will help create a climate of understanding and trust as well as determine the ownership of corresponding payments for usage of the intellectual properties which may result in revenue, commonly referred to as royalties. The College seeks to resolve such questions by adherence to and application of this policy.

3. Definition of Intellectual Properties

Intellectual properties may include but are not limited to inventions, software, written/graphic materials, techniques, device-like software, and processes. For exemplification purposes only, the Board provides the following list of definitions of intellectual properties in which questions about ownership or royalties may exist:

- A. Inventions. Devices, device-like software (or middleware), discoveries, processes, methods, uses, products, or combinations of any of these, whether or not patented or patentable at any time under the Federal Patent Act (Act 35 U.S.C. Sec. 1 et. seq.) as now existing or hereafter amended or supplemented;
- B. Written/Graphic Materials. Instructional, literacy, graphic/visual art, dramatic, and musical materials or works, computer programs, and all other materials, published or unpublished, whether or not copyrighted or copyrightable;
- C. Recorded Materials. Sound, visual, or audio-visual productions, including without limitation slides, films, tapes, videotapes, compact discs, laser discs, or other recordings or transcriptions, published or unpublished, whether or not copyrighted or copyrightable.

4. General Ownership of Intellectual Properties

A. Creator's Rights In Title to Intellectual Properties

As between the College and the creator, title to intellectual properties produced by

faculty, administrators, employees or students without any support from the College and produced by the creator on his or her own unpaid time and at his or her own expense, in the absence of other agreements, will normally belong to the creator of those properties. Intellectual property rights arising in courses approved for College credit may belong to their individual creator but rights shall also vest in the College to the extent that every member of the College Community, including students, faculty, staff and administrators, shall enjoy a permanent non-exclusive royalty-free license to make all traditional, customary or reasonable academic uses of the immediate content of that course. To that extent, the College shall retain the right to a copy for its own use once such a course has been taught at the College.

B. Joint or Shared Developed Intellectual Properties

In those instances where intellectual properties are developed by a combination of faculty, administrators', employees' or students' individual efforts and with some College support in the form of stipends, facilities, release time or overload time, the ownership of the materials, processes or inventions developed (including copyrights or patents) will be vested in the creator or the College or both as designated by written agreement between the parties. Such properties shall normally be held in the name of the College but ownership rights shall be shared as provided in the agreement. It is incumbent on any creator who wishes to share in intellectual property rights to secure a written agreement and understanding prior to creation of any intellectual property. In the event no such written agreement is entered into, ownership will be vested solely in the College.

C. College Rights In Title To Intellectual Properties

As between the College and the creator(s), the College will retain any title to any intellectual properties produced and/or developed by any College employee(s) under the concept of works-for-hire when the College has assigned the development of such intellectual property or properties to the creator(s) as part of the duties of the creator(s), whether or not extra-routine support is provided. In such event, the creator shall be entitled to retain a copy for the creator's own use.

D. Intellectual Property Rights In Grant or Contract Work

Intellectual property rights in works developed or supported by grants or contracts shall be governed according to the terms and conditions which may be contained in such grants or contracts; in the event such grants or contracts are silent as to intellectual property rights, such rights arising from grants or contracts shall be governed and determined by policy.

5. Royalties and Revenue

The creator's rights to revenue from intellectual properties to which the creator retains title and full rights will belong to the creator(s). The creator(s) will make arrangements independent from the College to collect these revenues directly from the agency providing them, and will be responsible for the tax-related issues associated with them. The creator(s) will also assume all copyright and/or patent costs and will indemnify the College against all infringement claims which may arise as a result of the creator's development and uses of the intellectual properties.

The creator's rights to a reasonable share of revenue from intellectual properties to which the College retains title in whole or in part, will be negotiated as part of the agreement in accordance with this policy relating to intellectual properties. The College's costs will be recovered as part of the College's share of revenue, unless negotiated otherwise.

6. College Revenue Collection and Distribution

In order to minimize bookkeeping questions or accounting problems or both, the Vice-President for Administrative Services will be the collection agent for the creator(s) and the College of all income for all intellectual properties to which the College retains sole or shared title.

Promptly following receipt of revenue, the Vice-President (or his or her designee) will disburse it according to the revenue shares provided in this Policy or pursuant to the negotiated agreement under provisions of this Policy. Each of the parties shall be responsible for any payment of income or other taxes of every nature imposed upon or

related to the respective portions of shared income received by the College or creator(s).

The creator(s) shall not be entitled in any event to any part of tuition or student fees paid to the College for enrolling in courses and all such revenues will belong solely to the College. The creator(s) shall have the rights of full disclosure of all aspects of accounting relating to revenue from a shared property, including, but not limited to, requesting an independent audit of the records of revenue and distribution.

7. Procedures for Intellectual Property Agreement

A. Negotiating the Agreement. Prior to the time intellectual properties are developed and before College support is awarded or used for the purpose of developing, producing or marketing intellectual property, the Vice-President for Instructional Services (or his or her designee) will meet with the creator(s) to negotiate the terms of the development of any intellectual properties which are intended to result, as well as the production, marketing, and the reasonable division of revenue which may result from the sale of intellectual properties. The creator(s) shall be entitled to representation during this negotiation process, e.g. an attorney or a representative of the Sauk Valley Community College Faculty Association.

B. Division of Revenue. The Vice-President of Instructional Services (or his or her designee) and the creator(s) will consider the following conditions in arriving at a reasonable division of revenue:

- 1) The origins of the ideas upon which the intellectual properties are based;
- 2) The expertise and investment of resources, e.g. time and money and/or equipment, involved in conceptualization and development of the intellectual properties;
- 3) The extent to which the College has or will support the development and production of the intellectual properties, particularly concerning released time;
- 4) Costs that may be incurred in the production, marketing, and sale of intellectual property. The parties will pay particular attention to avoid negotiating agreements in which the cost of processing and administering the agreements to

the College and the creator(s) may be disproportionate to the proceeds obtained. Furthermore, the parties must include in the agreement specific information about the costs which will be incurred by the College and which must be repaid out of the College's share of revenue, the ways the cost of the copyright/patent/licensing of the intellectual property will be shared by the parties involved, and specific terms under which revenue will be distributed between/among the parties. The parties shall also address the issues of responsibility for infringements upon intellectual property rights of others.

The Vice-President of Instructional Services (or his or her designee) and creator(s) may consult with experts as they deem necessary in arriving at an agreement. Each party shall be solely responsible for payment of any experts each party selects unless the parties agree otherwise. To maintain consistency in negotiations, the agreements that are negotiated should be available for public information and inspection.

- C. Binding Resolution of Disputes. Unless otherwise mutually agreed, negotiations should be concluded within sixty (60) calendar days after the initial meeting. In the event a satisfactory conclusion cannot be reached, the matters at issue will be submitted to a Resolution Committee, composed of three members: one member selected by the President of Sauk Valley Community College, one selected by the creator (which may include the President of the Sauk Valley Community College Faculty Association), and one selected by mutual agreement between the President of Sauk Valley Community College and the creator. In the event the resolution Committee cannot reach an agreement by consensus, the representative of the President of the College will make one final last best offer, the member appointed by the creator will make one final last best offer, and the third member will make a final binding selection of one of the two offers. The decision shall be final and shall not be subject to review by any other person or body, including but not limited to any grievance process.

8. Covered Parties and the Element of Time


All intellectual properties developed subsequent to this agreement shall be subject to the terms of this policy. Any intellectual properties developed prior to this agreement are exempt therefrom.

11-27-00

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES
MEMORANDUM**

DATE: July 8, 2003

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht 

RE: Noncredit Course Enrollment Comparisons

The following is a comparison of FY 02 and FY 03 noncredit course enrollment.

Category	Enrollment FY 02	Enrollment FY 03
Annual Unduplicated Headcount Enrollment	1747	2859
Annual Duplicated Headcount Enrollment	2308	3942
Number of Nonreimbursable Course Sections Conducted	220	281

Corporate and Community Services, Tom Gospodarczyk and Kandy Seguin, should be congratulated for this significant enrollment increase.

js


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FREEPORT HEALTH NETWORK

Ms. Rosemary Johnson
Director of Health Careers
Sauk Valley Community College
173 IL Route 2
Dixon, IL 61021

June 16, 2003

Dear Rosemary,

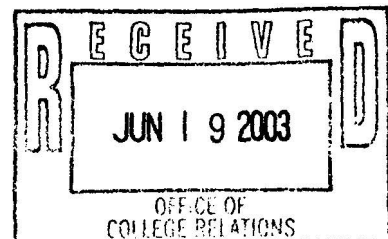
As you are aware, the Freeport Health Network is offering an Education Achievement Award to recent graduates and alumni of Sauk Valley Community College who accept a position as a RN. This award is in recognition of the exceptional level of quality education Sauk Valley provides to its nursing students.

We are excited to inform you that we have recently hired four new graduates of Sauk Valley who started with us on June 2, 2003. As the program indicates, each new employee will receive two separate awards in the amount of \$2500 each, as well as an award of \$2500 per individual to Sauk Valley Community College to be used for nursing scholarship monies.

It is my pleasure to present you with the enclosed check for \$10,000 to be used for future nursing scholarships and the continued success of the Sauk Valley Community College nursing program. I look forward to our continued professional and collegial relationship.

Best Regards,

Joanne McFadden, RN, MSN
Director of Human Resources/Education Services



Human Resources

1045 W. STEPHENSON STREET, FREEPORT, IL 61032

Phone (815)599-6336 Fax (815)599-6311

www.freeporthealthnet.com

For Board Meeting of
July 28, 2003

Agenda Item F-2

2003-2004 BUDGET – SECOND READING

Attached is the 2003-2004 Budget (and appropriate supplemental information) for Board consideration and second reading.

RECOMMENDATION: Board approval of the 2003-2004 Budget for the second reading.

TO: Richard Behrendt

FROM: Ruth Bittner *RB*

DATE: July 9, 2003

SUBJECT: FY 2004 Budget

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

The final proposed expenditures budget of \$11,348,473 in the operating funds represents a 10.6% increase over the FY 2003 budget of \$10,260,206. With budgeted revenue and transfers in of \$11,555,993, we project an increase of \$207,520 in fund balance for the year.

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

Process

After soliciting input from staff and conducting extensive discussions, the FY 2004 Tentative Budget was prepared and presented to the Board of Trustees in June. The document was then made available for a 30-day public review period.

At the 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 started July 1, 2003.

Changes from the Tentative Budget

Since the Tentative Budget was prepared, the State budget for community college operating grants has been finalized, a number of positions have been filled at salaries that differ from budget, and more recent information has been received about some insurance premiums.

There have been two changes in State funding that affect the operating funds. First, the Governor approved Credit Hour Grants for \$22,663 less than had originally been budgeted. Second, he eliminated the Deferred Maintenance Grant, under which Sauk

was scheduled to receive \$42,284 for use on maintenance projects. In addition, the Square Footage Grant was overstated in the Tentative Budget by \$10,000.

On the expense side, salary changes for nine positions result in a net savings of \$31,978. We have learned that the actual rate for stop loss insurance and administrative fees for our self-insured health plan will not increase from the FY 04 rate – overall it will be \$67,451 less than expected (and less than was in the Tentative Budget), with \$56,658 of that savings coming in the operating funds. We have also learned that our property insurance rate will go up by only 1% instead of the previously budgeted 15%, resulting in a savings of \$15,638. Since we had planned for some necessary repair projects, we increased the Maintenance budget by \$30,000 to partially compensate for loss of the Deferred Maintenance Grant.

The net result of these changes is to improve the bottom line of the operating funds budget by \$41,611 – the Final Budget presented this month projects an increase in accumulated fund balance of \$207,520, as opposed to \$165,909 in the Tentative Budget presented last month.

Thank you.

Recommendation

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

Sauk Valley Community College
Changes from Tentative to Final Budget
For FY 2004

Description	Tentative	Final	Change
Education Fund – Credit Hour Grant Revenue	1,492,437	1,472,267	- 20,170
Operations & Maintenance Fund – Credit Hour Grant Revenue	184,459	181,966	- 2,493
Operations & Maintenance Fund – Square Footage Grant Revenue	39,240	29,240	- 10,000
Operations & Maintenance (Restricted) Fund – Deferred Maintenance Grant Revenue	42,284	0	- 42,284
Operations & Maintenance (Restricted) Fund – Capital Outlay Expense	5,404,220	5,361,936	-42,284
Operations & Maintenance Fund – Materials & Supplies Expense (To reflect final State budget)	91,300	121,300	+ 30,000
Education Fund – Salaries Expense (To reflect actual salaries for new hires and reclassifications – Reading, Electronics, and Rad Tech faculty, Instructional Technology specialist, Dean of Health, Financial Aid director, President's secretary, Board secretary, Dean of Health secretary, Information Center secretary.)	6,348,707	6,316,729	- 31,978
Operations & Maintenance Fund - Fixed Charges Expense	71,000	55,362	- 15,638
Education Fund – Benefits Expense	1,136,035	1,085,447	- 50,588
Operations & Maintenance Fund – Benefits Expense	121,201	115,131	- 6,070
Auxiliary Fund – Other Sources Revenue	1,363,500	1,296,049	- 67,451
Auxiliary Fund – Contractual Services Expense (To reflect actual rates for property insurance and health plan stop loss insurance and administrative fees.)	1,402,105	1,334,654	- 67,451
Education Fund – Transfers	158,500	141,500	- 17,000
Operations & Maintenance Fund – Transfers (To make the Operations & Maintenance Fund ending fund balance positive.)	53,500	70,500	+ 17,000

For Board Meeting of
July 28, 2003

Agenda Item F-3

WORKING CASH FUND BORROWING

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

RECOMMENDATION: Board approval of the attached resolution to permit the borrowing of funds from the Working Cash Fund as needed for the Educational and the Operations/Maintenance Fund for the 2003-2004.

TO: Dr. Richard Behrendt

FROM: Ruth C. Bittner *RCB*

DATE: July 19, 2003

SUBJECT: Resolution to Borrow Working Cash Funds

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

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RESOLUTION AUTHORIZING TRANSFER OF WORKING CASH FUNDS

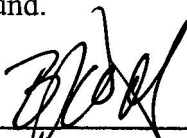
WHEREAS, the Board of Trustees of Community College District No. 506 has issued and sold working cash funds, and the proceeds thereof have been deposited in a Working Cash Fund; and

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

WHEREAS, the Board further states:

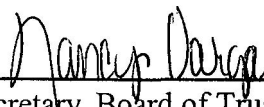
- A) That the taxes or other funds in anticipation of the collection or receipt of which the Working Cash Fund is to be reimbursed are approximately \$11,343,993.
- B) The entire amount of taxes extended, or which the Board estimates will be extended or received for the year, in anticipation of the collection of all or a part of which this transfer is to be made is \$3,522,127.
- C) The aggregate amount of warrants or notes heretofore issued under the Community College Act in anticipation of the collection of such taxes, together with the amount of interest accrued and which the Board estimates will accrue thereon is 0.
- D) The amount of monies which the Board estimates will be derived for the year from state, federal, government and other sources in anticipation of the receipt of all or part of which the transfer hereinbelow is to be made is approximately \$3,483,248.
- E) The aggregate amount of monies heretofore transferred from the Working Cash Fund to the Educational Fund or Operations and Maintenance Fund in anticipation of the collection of such taxes or the receipt of such other monies from other sources is 0.

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of the District be and is hereby directed to transfer from the Working Cash Fund up to \$2,109,998 to the Educational Fund and up to \$260,786 to the Operations and Maintenance Fund.



Chairman, Board of Trustees

Adopted: July 28, 2003



Secretary, Board of Trustees

For Board Meeting of
July 28, 2003


Agenda Item F-4

WORKING CASH FUND INTEREST

Each time interest is transferred from the Working Cash Fund to the Educational or Operations/Maintenance Fund, the Board must approve a resolution authorizing the transfer. At this time, the administration is recommending the Board approve the permanent transfer of \$128,583.82 to the Educational Fund and \$15,892.38 to the Operations/Maintenance Fund.

RECOMMENDATION: Board approval of the attached resolution authorizing the permanent transfer of Working Cash Fund interest in the amount of \$128,583.82 to the Educational Fund and \$15,892.38 to the Operations/Maintenance Fund to meet ordinary and necessary expenditures for FY03.

TO: Dr. Richard Behrendt

FROM: Ruth C. Bittner 

DATE: July 19, 2003

SUBJECT: Transfer of Working Cash Fund Interest

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

Interest of \$144,476.20 is available now for transfer to meet ordinary and necessary expenditures for FY 03.

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

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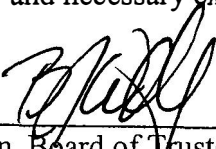
**RESOLUTION AUTHORIZING TRANSFER OF
WORKING CASH FUND INTEREST**

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

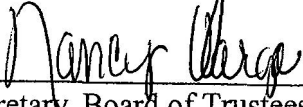
WHEREAS, the Public Community College Act (Illinois Compiled Statutes, Chapter 110, Section 805/3-33.6) authorizes the transfer of interest earned on monies in said Working Cash Fund to the Educational Fund and the Operations and Maintenance Fund; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of the District be and is hereby directed to permanently transfer the interest earned in the Working Cash Fund in the amounts of \$128,583.82 to the Educational Fund and \$15,892.38 to the Operations and Maintenance Fund, to be used in meeting the ordinary and necessary expenditures of the District.



Chairman, Board of Trustees



Secretary, Board of Trustees

Adopted: July 28, 2003

For Board Meeting of
July 28, 2003

Agenda Item F-5

CAPITAL RENEWAL GRANT PROJECT

The College's RAMP project to renovate the third floor science labs includes work to be done in the two Chemistry labs and related preparation and storage rooms. These rooms present the most critical needs of the entire project because of concerns about the safety of gas, electrical and water lines; of storage cabinets that are unusable; and of delamination of the lab table cabinets.

The attached proposed project to renovate the science labs would use \$865,374, leaving us with an accumulation of \$372,551, all from FY03 and FY04. If this project does receive Capital Renewal Grant funding, next summer we will reduce the amount and scope of work of the related RAMP project accordingly.

RECOMMENDATION: Board approval to submit to the ICCB the attached Capital Project Application.

TO: Richard Behrendt

FROM: Ruth Bittner *RB*

DATE: July 17, 2003

SUBJECT: Capital Renewal Grant Project – Science Lab Renovations

The College's RAMP project to renovate the third floor science labs includes work to be done in the two Chemistry labs and related preparation and storage rooms. These rooms present the most critical needs of the entire project because of concerns about the safety of gas, electrical and water lines; of storage cabinets that are unusable; and of delamination of the lab table cabinets.

Even if State funding of RAMP projects were to return to its pace of a few years ago, we would still expect to wait five more years before this project reached the top of the list for funding. In the meantime, ICCB staff have advised us that there is a possibility that the legislature might take action to cease reappropriating accumulated funds older than three years, including those for Capital Renewal Grants. Sauk has accumulated Capital Renewal funds dating back to FY 95, so we could be in danger of losing their benefit. We had allowed the funds to accumulate so we could do larger, more cost effective projects rather than small, higher unit price jobs. Our accumulations are as follows:

FY 95	79,713
FY 97	180,400
FY 98	98,300
FY 99	73,700
FY 00	71,000
FY 01	166,600
FY 02	166,800
FY 03	172,187
FY 04	229,225
Total	1,237,925

The attached proposed project to renovate the science labs would use \$865,374, leaving us with an accumulation of \$372,551, all from FY 03 and FY 04. If this project does receive Capital Renewal Grant funding, next summer we will reduce the amount and scope of work of the related RAMP project accordingly.

The project will enclose each room as separate labs (currently they are open to each other), replace all fixed casework and equipment, update the mechanical systems, change the orientation of the teacher station by 90 degrees to improve sight lines and sound, and improve the safety of the related preparation and storage rooms.

I recommend that we seek Board approval to submit to the ICCB the attached Capital Project Application.

(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 Jim Frederick Phone # 815/288-5511 ext. 299
 Project Title Science Lab Renovations
 Project Budget \$ 865,374.00 () 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 June 11, 2003

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*)

June 11, 2003

SAUK VALLEY COMMUNITY COLLEGE
Dixon, Illinois

SCOPE – Renovation of Science Labs

Scope of Work

At the present time, Science labs 3H-8 and 3H-10 and the accompanying Prep Room and Balance Room are to be renovated.

The rooms were originally designed open to one-another. Scope of work will enclose each room as separate classrooms. To this end a classroom exit will be provided to the corridor for each room. The existing casework, and equipment in all labs will be demolished and replaced. New casework will accommodate ADA and Accessibility requirements. Mechanical systems for each room will up-dated. New fume hoods will be provided and Instructor's demonstration table will be relocated to provide better sight lines and sound isolation. Improved safety features will be provided in classrooms and prep facility.

June 11, 2003

SAUK VALLEY COMMUNITY COLLEGE
Dixon, Illinois

SCOPE – Renovation of Science Labs

Program Narrative

The purpose of this project is to renovate and update the science classrooms. The science labs have not had major work performed since the opening of the college.

All of the systems in the laboratories are original to the construction of the college in the late sixties. The use of science labs has changed and a great many safety features could be incorporated with updated equipment. Thirty-five year old laboratory tables, storage units, and equipment are in need of replacement. The plumbing of lab tables and equipment has deteriorated over the years. The mechanical and exhaust systems need to be brought up to today's standards. The rooms were originally designed to be open to one-another. The faculty would like to enclose each classroom to improve sound separation. Renovation will also allow ADA and Accessibility provisions to be incorporated in the new classrooms.

Attachment #1 Project Budget

Check One:

☒ New Construction

☐ Remodeling x

Project Name Sauk Valley Community College - Science Lab Renovations

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land		N/A
Site Development		N/A
Construction (including Fixed Equipment)		\$276,500.00
Mechanical		\$232,450.00
Electrical		\$114,650.00
General Conditions		\$ 93,540.00
Contingency (10%)		\$ 71,714.00
A/E Professional Fees		\$ 76,520.00 (9.7%)
Total		\$865,374.00

Protection, Health, and Safety Project Name _____

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

Attachment #2
Funding Source

District/College Name Sauk Valley Community College
Project Name Science Lab Renovations

Check the source(s) of funds:

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

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

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

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

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

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

Capital Renewal Funding X Proposed Fiscal Year Source(s): 95-03

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

Sauk Valley Community College
Projects Done by Burnidge Cassell Associates
As of July 2003

Protection, Health and Safety Projects

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

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

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

Tennis Courts (completed 2000)

Re-coat Roofs of T-1 and T-2 (in process, 2003)

T-1 Modifications (in process, 2003)

ADA Project

ADA Accessible Doorways (in process, 2003)

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

ARCHITECT RECOMMENDATION FORM

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

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

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

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

3rd Choice: _____

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

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

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

☐ Yes ☐ No

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

Name of consultant/firm _____

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

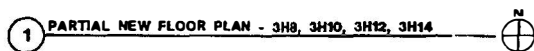
Percentage of work estimated to be completed by a consultant _____

☐ Minority or ☐ Female owned business? Yes or No

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

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

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

[illegible]

A1.0

For Board Meeting of
July 28, 2003

Agenda Item F-6

SECURITY CAMERAS

Over the last several years our Security and Information Systems staffs have researched the capabilities and utility of various security camera systems. Last spring we informed the Board of Trustees about our intent to purchase such a system. Since then we have incorporated their comments and the comments of College Counsel in further developing a plan. We would now like to recommend the purchase of a system.

RECOMMENDATION: Board approval of the purchase of an MDI security cameras system with electrical cabling and installation services from TCE for the price of \$57,419, with money from the Liability, Protection, and Settlement Fund.

TO: Richard Behrendt

FROM: Ruth Bittner *RB*

DATE: July 14, 2003

SUBJECT: Recommendation to purchase security cameras system

Over the last several years our Security and Information Systems staffs have researched the capabilities and utility of various security camera systems. Last spring we informed the Board of Trustees about our intent to purchase such a system. Since then we have incorporated their comments and the comments of College Counsel in further developing a plan. We would now like to recommend the purchase of a system.

The attached memo from Alan Pfeifer and Jim Frederick describes the system we would like to install and the process used to arrive at that decision. Several different camera vendors have visited the campus over the last year to give demonstrations of their systems, and Alan and Jim have selected the system that they believe will provide the best value to enhance our security program and function effectively.

The initial set of nine cameras will be placed in locations such that their main purpose is to enhance the security and protection of students, staff, visitors, and the awareness of hazardous conditions that might create risks. In accordance with the July 5, 2002 opinion letter of Attorney Pace, a system purchased for these purposes may be charged appropriately to the tort fund, which is our intent. Such a charge has been budgeted there for the last two fiscal years. I have conferred with him again this week about the purchase, and he is comfortable with us using the tort fund. Since this transaction involves the purchase and installation of computer related equipment and software, it is exempt from sealed bid purchasing requirements.

We recommend purchasing an MDI security cameras system with electrical cabling and installation services from TCE for the price of \$57,419. Thank you.

**SAUK VALLEY COMMUNITY COLLEGE
INFORMATION SERVICES**

MEMORANDUM

To: Ruth Bittner

From: Alan Pfeifer, Jim Frederick, Scott Seeley

Date: July 14, 2003

Subject: Security Camera update

Reasons for Security Cameras at SVCC:

The SVCC campus is located in a comparatively remote area between two medium size towns. There is an approximate ten minute response time for all emergency agencies. A surveillance camera system would provide the College with protection in several ways:

- Provide a deterrent to on-campus crimes.
- The proposed systems will greatly enhance the Security Department's ability to monitor the campus and its activities. This ability could potentially thwart criminal acts before they happen, allow security personnel to witness criminal acts or emergency situations as they occur, and respond to criminal acts or emergency situations in a timelier manner.
- In the event of occurrences ranging from major crimes to fender benders, the system's ability to store and retrieve recorded video could possibly assist in investigations and/or prosecution by providing evidentiary data.
- These network based systems would allow off-site emergency agencies, as well as designated College Personnel to access surveillance of the campus without entering the premises. Designated persons can also access surveillance footage from any on-site computers with network capability as well.

Plan:

After review of the facilities by our own security staff and outside security vendors, a list of over twenty possible camera locations was made. This list was prioritized with the idea of an initial installation of nine cameras at the facility followed by adding other cameras on an incremental basis. Those locations are as follows:

- Snack Bar area covering entrance to child care
- Exit Hallway covering secondary doors to child care
- Basement weight room

- Exterior covering south (river) side of building
- Exterior covering north west side of building
- Exterior covering part of north parking lot
- Exterior covering north east side of building (visitor area)
- Exterior covering part of east parking lot
- Exterior covering west exit and lot located outside of technology areas (1A area of building)

Process and results:

We have investigated several camera sources and selected two possible solutions. We have a price on the Ewatch camera system from two vendors, one in the Chicago area (NST) and one from XNET in Texas, the home of Ewatch. We have two quotes on wiring for the camera installation, one from Data-Comm that does classroom cabling and another from Tri-city electric (TCE). TCE does all type of cabling including electricity. TCE has also quoted the entire camera project using MDI as the head end equipment. The quote from TCE that includes installation seems to be significantly less money.

All systems have the capability of being able to view video in a real time environment over the network. All systems will store video for later review. The MDI system has the capability of using a "special station" for viewing video and easier control of the PTZ (pan tilt zoom) cameras for approximately \$4500 (additional).

Wiring Quotes:

Data-Comm - \$36,793.00 + 600 for lift if they could not use ours

TCE - data cabling as above \$31,370

TCE - electrical cabling \$2,650

Camera Systems Quotes:

NST - Ewatch system \$ 30,721.00

XNET - Ewatch system \$ 35,896.21

TCE - MDI \$ 23,399.00

Recommendation:

A Ewatch solution from NST coupled with the lowest costs from TCE for cabling and electrical would be \$64,741 and does not include camera installation. The TCE solution would be \$57,419 and does include installation.

Ewatch has a list of clients two of which we contacted and received excellent reviews but most Ewatch's current customers are in the Texas area. TCE has several large corporate clients locally including ALCOA.

Factoring cost, installation, testing, and customer base, the best solution seems to be TCE. Therefore we would like to recommend proceeding on this project with TCE doing the entire project.

Why have a security system rather than stand-alone cameras and VCRs? Additional information on selected systems:

Security of system:

- Secure access – only viewable with authorized userid/password or from secured station
- Multiple levels of access
- Self-contained network segment with only one point of entry – virtually unable to hack or sniff view segment

Accessibility of information:

- Video accessible to any networked location with authorized userid/password
- Video accessible off campus for emergency agencies (police, fire, etc.)
- Ability to search prior events for occurrence of or characteristics regarding event

Expandability:

- Add cameras to system
- Add real-time monitoring stations to system

Manageability:

- Able to store and easily and randomly recall video from any camera on any authenticated workstation
- Centralized storage rather than camera/VCR setup which requires a large amount of human resources changing tapes in the VCR and reviewing video for an event manually.
- Able to page/call a security person when a predefined type of security event occurs. These events are locally defined and can be different from camera to camera.

If you have any question, please feel free to contact either of us.

For Board Meeting of
July 28, 2003

Agenda Item J

WALLACE'S BOOKSTORES SETTLEMENT AGREEMENT

Wallace's Bookstores Settlement Agreement will be discussed in closed session.

RECOMMENDATION: **Appropriate action**



Student Support Services

Volume 6, Issue 1

August, 2003

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Generosity is a Gift Never to be Taken for Granted

We Extend our Gratitude to the College Foundation Board for Their Unwavering Generosity

Your role as a member of the Sauk Valley Community College Foundation Board has been **phenomenal** to the students of the Student Support Services Program. We appreciate your continued support and commitment to the SSS Program. You have been vital in bridging the gap between the aspirations and desire to succeed that are hallmarks of our students and the funds they need to bring their goals within reach. Your loyalty and support of our Program has had a profound impact on the lives and future of many students who find themselves in hopeless situations.

It is an awesome task to advocate for disadvantaged students (first generation, low-income, and students with learning and physical disabilities) who have the desire, ability and willingness to reach for educational opportunity; however, lack a solid foundation to hold on to.

As tuition at colleges and universities throughout the United States skyrockets and federal aid becomes less readily available, the hope to have access to higher education diminishes for many who are well-deserving.

With the tremendous need for bright, talented individuals that can be counted on to navigate our nation's future and our increasingly technological world, it is more critical now than ever to keep the doors to educational opportunity open to all qualified students. It is imperative that you know how meaningful your contributions have been over the past seven years and the role it has played in making it possible for our students to become rising stars.

We are proud of the accomplishments of our students and hold genuine respect and admiration toward those such as yourself who have worked alongside us to bring students one step closer to reaching their lifelong goals.

The College Foundation Board has been a priceless gift to us. We hope you have received prior copies of the SSS Newsletter(s) acknowledging your contributions and want to personally invite you to our 2003-2004 programs and activities for the upcoming year; including the May 2004 SSS Graduation, Transfer, and Alumni Recognition dinner. Mark your calendar, the dinner will be held on Wednesday, May 5, 2004 in the Cafeteria from 6 p.m. to 8 p.m.. Thank you from the depth of our souls for the concrete expression of your belief in our students and the mission of our program. Your generosity has truly, truly touched our hearts.

Sauk Valley Community College Foundation Board Members

Cal Lyons, Executive Director
Shirley Walker, Executive Secretary
John McCormick, President
Marilyn Blum, Vice President
Amy Shaw, Secretary
John Prange, Treasurer
David Barajas
Michael Christensen, M.D.

Walter Clevenger
Deborah Crowson
Thomas Finney, D. C.
Barry Flint
Linda Giesen
Daniel Hawkins
Dale Heuck
Curt Perkins

R. Kim Pettygrove
Edward Raley
James Say
Howard Sims
Jack Spencer
Stanley Weber

Welcome Back

SSS would like to welcome you back for the 2003 Fall semester! We are proud of you for successfully completing the spring and summer semesters and committing to this one. College requires a lot of hard work, dedication and perseverance, and we know that keeping yourself motivated sometimes is the biggest challenge. Keep in mind that your counselor is here to cheer you on and help you stay on track all year long. Take advantage and see your counselor early and often to stay ahead of the game! We wish you a semester filled with exciting challenges and peaceful moments of relaxation. College is a time for both academic and personal growth, so take advantage of all that Sauk has to offer. Good luck!

New Requirements for Participants

As some of you may already know, during your initial meeting with your SSS counselor, you sign a participant agreement contract. This contract outlines the benefits of our program as well as what you, as a student, are obligated to do while in the SSS program. As most of you know, your obligation is minimal. However, in order to improve our program, we have modified what is required of you as a participant of SSS. **In order to be given priority consideration for tutoring, attending cultural events and receiving SSS monies, you must fulfill the following:**

- Regular class attendance, completion of assignments and utilization of Learning Assistance Center.
- Meet with your assigned counselor **at least three times** per semester.
- Attend one or more SSS workshop per academic year.
- Consult with your assigned SSS counselor prior to registration, schedule changes, and to review mid-term evaluations.
- Contact your counselor if you are experiencing problems with school, home or work that affect your academic performance.
- Keep scheduled appointments and respond to phone calls and correspondence.

The reason for these changes is to best serve you. If we don't see you on a regular basis, there is little we can do to help you. All of our services are designed to benefit you, but in order to benefit we need you to be an active participant! If you have any questions regarding these changes, please contact your assigned counselor.

Leadership Opportunities

Get Jiggy With It!

SSS believes that student participation in co-curricular activities contribute to the development of the individual and the growth of leadership abilities. Therefore, students are encouraged to become involved in the planning of co-curricular activities and to participate. Becoming a leader or active member of an organization can enhance leadership, time management, organization, delegation, motivation, problem solving, budget management, fundraising, communications, and skills. SSS participants are members of student ambassadors, student government officers, student senate, Theta Kappa, Theatre, ALAS, Math Club, Academic Appeals Board, YWCA Women of Achievement, Athletics, Commencement Speakers, SSS Alumni Address, SSS tutors, student workers, presenters at the College Foundation Board of Directors Reception, and community volunteers. These experiences don't just help to educate you, but also give you the burning desire to change your life!

Farewell Tribute to Dr. Belinda A. Dalton

For those of you who don't know, our coordinator of SSS, Dr. Belinda A. Dalton, resigned her position here effective July 14, 2003 to become the Dean of Student Services at Danville Area Community College in Danville, IL. Belinda has been a source of encouragement, support and inspiration to both students and staff since coming to Sauk in 1998, and her presence will be sorely missed. Though it is with sad hearts that we watch Belinda go on to bigger things, we know that it is not goodbye because Belinda is not just our supervisor, our co-worker, or a counselor, she is part of our family. So, a note of farewell to Belinda, to let her know that we wish her only the best that life has to offer, and that we are supporting her all the way. We have no doubt that she will become as important to Danville as she is to us. That's just who Belinda is. Congratulations and good luck!

A Difficult Farewell and Warm Wishes for a Radiant Future

Dear Valued Students and Colleagues:

It is with 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. I will begin my new position 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. You are invaluable and have provided me with a strong sense of connect-edness as well as a spirit of emotional rejuvenation.

I will always be grateful to Dr. Joan E. Kerber and the search committee that selected me for allowing me this extra-territorial opportunity to enrich the lives of others and also to be enriched. 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 my students, staff, and 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 love this college, its students, and employees. You are very dear to me and I will continue to be a strong advocate and supporter. 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 for creating a supervisory experience for me that is beyond reproach.

I also extend my gratitude to all administrators, faculty, staff, and students who supported the efforts of the SSS Program and me personally. I want to express a much deserved thank you to **Walt Clevenger** and the **Technology Information Staff** for its statistical support while preparing the SSS grant and numerous other reports for the Department of Education. Your expertise greatly contributed to the efforts to be refunded. 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 heights.

With Love, Support, and Care,

Belinda A. Dalton, Ed.D.

Program Suggestions

Once again, SSS is asking for your help! Our goal is to give you the best services we can, and in order to do that, we need your input. In our effort to meet your needs, we need to know what kind of workshops you would like us to present, activities you would like to participate in and in general, how we can realistically improve our services. Feel free to write in your suggestions, or give them to Amber Entas, our secretary, or your assigned counselor.

Tutors Needed for Fall 2003 and Spring 2004

How smart are you? If you are a student who finds yourself helping your friends with their classes, why not get paid to do it? We are in need of tutors for a variety of subjects, but especially for math and biology. If you have taken classes that you have received an "A" or "B" in, and you feel confident that you could help someone else understand the material, then we want you! Being a tutor requires commitment, flexibility, and responsibility. It's a great experience, keeps you updated on material, and looks great on a resume! If you are interested in becoming a tutor, please stop in the Counseling Office (Room 1H2) and ask for Amber Entas to get an application. You can also call us at (815) 288-5511, ext. 268 for more information.

What are you waiting for? Share your knowledge!

Tutor Training

There will be a tutor training for all the SSS tutors on Tuesday, July 29th from 5:00 p.m. to 7:00 p.m. in SVCC Room 2K2. Refreshments will be served. This is a mandatory training for those wishing to tutor for the fall semester 2003. If you are a current SSS tutor and cannot attend, or if you wish to become an SSS tutor, please contact Amber Entas at Extension 268 for details or to make alternate arrangements.



The Importance of Vision

Know Where You're Going

In 1981, Eugene Lange, a very successful businessman, offered each of the sixth graders at a New York school a full four-year scholarship if they graduated from high school and were admitted to a college.

Previously, 25% of the students from PS 121 in Harlem section of New York graduated from high school and 0% went to college afterward. This sixth grade class had 96% graduate from high school and had 80% attend college. The vision Eugene Lange provided these children motivated them to an extraordinary achievement. Vision can do the same for all of us.

Do you know where you want to be in 5 years? In 10 years? Does it seem possible? Take some time this week to write down your example, don't just say, "I want to have a great job," say, "I want to be the regional sales manager for an international pharmaceutical company, making over \$120,000 a year, and loving my job so much it doesn't seem like work." And don't limit yourself to envisioning your career. Think about other areas of your life as well: where you will live, your health, your family, your spiritual life, etc.

Next, get on the Internet and find some people who are living your dream. Ask them how they did it. You'll find that often they are people much like you. That will make it easier to picture yourself achieving your vision. They may also help you develop a game plan to get you to your vision.

As the philosopher Seneca said, "Our plans miscarry because they have no aim. When a man does not know what harbor he is making for, no wind is the right wind."

Written by: Dr. Walter Bradley, Featured in the Success-4-Students Newsletter

Special Thank You

A special thank you and congratulations goes out to **Michael Hunter, Karen Freres, Shirley Carroll and Patty Reighter** for presenting their heartfelt stories at the SSS Graduation and Transfer dinner and commencement ceremony. Your words of wisdom serve as an inspiration and we appreciate your willingness to share them with us. A hearty congratulations goes out to **Kate Vos**, who received the 2003 Sauk Valley Community College Outstanding Alumni award. SSS is proud to have students like you!

Congratulations to Our SSS Graduates and Transfer Students

Congratulations to all of our Fall 2002 and Spring/Summer 2003 graduates and transfer students. For our graduates, you did it! Your hard work and dedication finally paid off and now you get to seek the rewards. For some of you that means transferring on to pursue a Bachelor's Degree and for others it means time to get to work! For our transfer students, we hope that your experience at Sauk has provided you with the tools you need to be successful at your chosen school. For all of our students, we wish you the very best and ask that you keep in touch with us to let us know of all your wonderful achievements! Congratulations!

SSS Graduates and Transfer Students

*Tamela Renee Adams
Angela M. Baker
William Boyd Baker
Alexander Thomas Barajas III
Natalie Nicole Cantu
Lloyd Andrew Chambers
Savannah Coleman
Kasandra R. Douglas
Katy Frances Dykema
Jimmy Ray Eller
Sina Etemadi
Karen Marie Freres
Sarah N. Geering
Crisy Marie Gowan*

*Melissa Rene Greene
Stasha Nicole Hayes
Valerie A. Hill
Janine Marie Hines
Michael A. Hunter
Manreet Singh Kalyan
Jessica Lynn Leal
Amber Marilyn Maberry
Juliet M. Malmberg
Mary L. McDonald
Patrick J. McDonald
Rebecca Jayne Miller
Mathew Enoch Mount
Luke Andrew Nelson*

*Trisha Jo Nelson
Norma E. Saldivar
Wesley Joseph Schell
Ruthann Marie Shambaugh
Jeffry S. Smith
Jerry D. Smith, Jr.
Jean Renee Sterenberg
Jessica Lynn Taylor
Gerald William Turner
Jacalyn Kay VanWassenhove
Bradley William Wagner
Kristie Kay Wagner
Patrick Weier
Amy Louise Workman*

Congratulations to the Recipients of the Department of Education Financial Awards

Earlier this year, SSS participants were given an opportunity to compete for U.S. Department of Education Financial Awards. In order to be eligible to be selected for an award, participants were asked to submit a one-page, typed essay describing their financial needs and educational goals, and to also have filed for Financial Assistance, have an unmet financial need, be an active participant of SSS, and have a cumulative GPA of at least 2.0. Congratulations to the following SSS participants who were selected to receive this years awards:

*Ashley Bennett
Corinne Blythe
Debbie Bushman
Jaclyn Coffin
Savannah Coleman
Bob Frerichs*

*Nancy Frerichs
Douglas Hartman
Lynn Henson
Amy Hicks
Kacie Hicks
Rhonda Hughes*

*Wynn Johnson
Manreet Kalyan
Julie Lozano
Juliet Malmberg
Gayle Maupin
Shirley Martinez*

*Mathew Mount
Wesley Schell
Kristin Wise*

Congratulations, Sandra Magana and Nancy Frerichs

SSS would like to extend warm congratulations to Sandra Magana for being the 1st place winner of the Paul Simon Essay Writing Contest held in March, 2003. Sandra is currently a sophomore who plans to major in nursing. Her essay, which was about how college changed her life, won her a six credit hour tuition waiver at Sauk. We are so proud of her and this accomplishment.

Congratulations, also, to Nancy Frerichs who has been selected as the recipient of the Coca Cola Scholarship Award. Nancy will begin the ADN program this Fall. The scholarship is a two year scholarship. Way to go, Sandra and Nancy!



Applications Available for Fall 2003 Student Support Services Foundation Waivers

The Sauk Valley Community College Foundation has provided funds for tuition waivers for Fall 2003. To be eligible for one of the SSS Waivers, a student must be an active participant in the Student Support Services Program, have completed a minimum of 12 credit hours at the time of application, be enrolled at SVCC for the semester you are applying for, and have a cumulative grade point average of at least 2.0. Recipients are selected on the basis of financial need and the review of a student submitted essay. Selection of the recipients is made by an advisory committee of faculty and staff from the College. No SSS staff members are involved in the selection process.

Applications are included in this edition of the SSS Newsletter.

Additional applications may be picked up in the SSS Office Room 1H2.

The application deadline for the Fall 2003 semester is September 15, 2003.

Free Money!!!

Now that I have your attention, did you know that the Office of Student Financial Assistance at SVCC has a wealth of knowledge and information regarding financial assistance. In addition to providing you with information on financial assistance from Federal, State, and Campus-Based Programs, there is information and/or application forms for various scholarships from local area businesses and/or agencies as well as out of area resources. The information is contained in a notebook in the Office of Student Financial Assistance. Anyone is welcome to review the notebook during scheduled office hours there in the office. You are not allowed to take the notebook nor any of its contents out of the Office of Student Financial Assistance.

If you would like to have any materials copied out of the notebook, speak with staff in the Office of Student Financial Assistance and they will make the requested copies on your behalf.

Intent to Graduate

Degree and certificate seeking students must apply for graduation at the beginning of the semester in which they will fulfill their graduation requirements. You may do this by filing an "Intent to Graduate" form in the Office of Admissions and Records. If you are planning to graduate in December, 2003, you must file your completed form by **September 19, 2003**. For those of you who are graduating in May, 2004, you must file your completed form by **February 6, 2004**. The Summer, 2004 graduates must file their completed form by the end of the second week of the summer session. You may file your "Intent to Graduate" form anytime prior to the deadline dates. However, SSS recommends that you file your intent to graduate a semester prior to your anticipated date.

Free-for-Fall

Free-for-Fall for the 2003-2004 academic year is scheduled for Wednesday, September 3, 2003, from 12 noon to 1:30 p.m. along the riverside part of campus. There will be free food, games/activities, music, various booths with information on campus clubs/organizations, and in general, a good time to be had by everyone.

Don't miss out on this year's annual Free-for-Fall event!

SSS Fall 2003 Office Hours

Beginning August 18, 2003, Student Support Services will return back to their regular schedule. The hours for the Fall semester are as follows:

Monday: 8:00 a.m.—4:30 p.m.
Tuesday: 8:00 a.m.—7:00 p.m.
Wednesday: 8:00 a.m.—7:00 p.m.
Thursday: 8:00 a.m.—4:30 p.m.
Friday: 8:00 a.m.—4:30 p.m.



We are here to help you succeed in your classes, so please don't hesitate to call to set up an appointment with your SSS counselor for any reason. You may contact SSS by calling us at (815) 288-5511, ext. 268, emailing us (see below), or stop in the Counseling Office, Room 1H2.

Kristi Irving: irvingk@svcc.edu

Larry Jackson: jacksol@svcc.edu

Amber Entas: entasa@svcc.edu

We look forward to seeing you this semester!

Bertha Brooks, Eddie Dalton, and Lurlene Dalton Scholarship's Available 2003-2004 and 2004-2005

A total of six \$50.00 scholarships have been generously donated. Three for the 2003-2004 and three for the 2004-2005 academic year.

The recipient(s) must demonstrate a financial need, be a full-time or part-time degree seeking student with a 2.0 G.P.A. or higher, Student Support Services participant or single parent preferred. You may request consideration by contacting Deb Stiefel in the Office of Student Financial Assistance at 288-5511, ext. 276 or stop by the Office of Student Financial Assistance in Room 1G12.

College and Community Resources

Community Resources

ALCOHOL and SUBSTANCE ABUSE

SINNISSIPPI CENTER

325 IL Route 2, Dixon
(815) 284-6611
1-800-242-7642 (after hours)

THE RECOVERY CENTER

1503—1st Avenue, Rock Falls
(815) 626-2800

ROSECRANCE ON ALPINE

1505 N Alpine Road, Rockford
(815) 391-1000 (Main Number)
(815) 399-5351 (Emergency only)

ALCOHOL ABUSE TREATMENT CENTER

1-800-333-2294

ALCOHOL ANONYMOUS

1-800-452-7990

ACT (Abuse Changing Team)

412—1st Avenue, Sterling
(815) 625-0343

WHITESIDE COUNTY HEALTH DEPARTMENT*

18929 Lincoln Road, Morrison, IL 61270
(815) 772-7411

*Female SSS Participants 18-64: You could be eligible to take part in the Women's Cancer Prevention Program if you have no health/medical insurance or you are underinsured. Includes: Free education of breast and cervical cancer prevention and risk, free clinical breast exam and Pap test, free mammogram, free follow-up care. Call Terry at CGH Community Services 625-0400, ext. 5666.

HOPE CRISIS PREGNANCY CENTER

404 N Galena Avenue, Suite 220, Dixon
(815) 284-4673
2323 E Lincolnway, Sterling
(815) 625-5300

COVE HOTLINE

412—1st Avenue, Sterling
(815) 625-0343 or (815) 626-7277 (Emergency)
Dixon (815) 288-1011

RAPE SEXUAL ASSAULT

412—1st Avenue, Sterling
(815) 626-7277

CANCER PREVENTION PROGRAM

CGH Medical Center
Whiteside County Health Department
(815) 625-0400, ext. 4422

WHITESIDE COUNTY HOUSING AUTHORITY

401 W 18th, Sterling, IL 61081
(815) 625-0581

College Resources

SERVICES FOR STUDENTS W/ SPECIAL NEEDS

Keith Bos, Coordinator of Special Needs
Sauk Valley Community College
Counseling Office, Room 1G24
Dixon, IL 61021 (815) 288-5511, ext. 246

LEARNING ASSISTANCE CENTER

Kay Turk, Coordinator
SVCC Room 3M06
Dixon, IL 61021 (815) 288-5511, ext. 293

Accommodations and services may include:

Orientation	Notetakers
Extended Test Time	Transition Planning
Tutoring	Readers
Academic Advising	Agency Referrals

Accommodations and services may include:

Tutoring	Testing
Tools	

College and Community Resources, Cont'd

OFFICE OF STUDENT FINANCIAL ASSISTANCE

Marcia Wells, Director
SVCC Room 1G12

Dixon, IL 61021 (815) 288-5511, ext. 339

Accommodations and services may include:

Grants Scholarships
Loans Federal Workstudy Program

CAREER SERVICES & JOB PLACEMENT

Michael Williamson, Coordinator
SVCC Counseling Office

Dixon, IL 61021 (815) 288-5511, ext. 216

Accommodations and services may include:

Job Search Resume Writing
Job Listings Mock Interviews

Creating a Legacy of Honoring Those Committed to Student Success 1999-2003

Since 1999, SSS students have been provided an opportunity to select Faculty, Staff, and Administrators who have contributed to their academic success. We applaud past honorees and all of those who make a difference in the lives of others. Listed below are past award recipients.

MAY 2003

Faculty/Staff

Jason Hedrick Dr. Fred Nesbit
Judy Hill Carmel Paulsen
Joan Hipple Ron Scarpinato
Kristi Irving Steve Shaff
Larry Jackson Peggy White
Paula Myer

Offices

Buildings & Grounds
Business Office
Consolidated Management Co.
Learning Assistance Center
Student Support Services

SSS Alumni

Shirley Carroll
Karen Freres
Michael Hunter
Patty Reighter

SSS Tutors

Gary Blair Karen Freres Sharon Krosch Mary McDonald Melissa Rhodes Sherri Whitlock
Amy Cain Nancy Frerichs Amber Maberry Pam Medema Wesley Schell
Mary Callaghan Janet Hunt Glenda MacLennan Mathew Mount Mary Steinhaus

SSS Foundation Waiver Committee

Brian Olmsted Kathy Perry Chick West Judy Williamson Michael Williamson

College Foundation Board of Directors

Cal Lyons John Prange Thomas Finney, D.C. Dale Heuck James Say
Shirley Walker David Barajas Barry Flint Curt Perkins Howard Sims
John McCormick Michael Christensen, M.D. Linda Giesen R. Kim Pettygrove Jack Spencer
Marilyn Blum Walter Clevenger Daniel Hawkins Edward Raley Stanley Weber
Amy Shaw Deborah Crowson

Creating a Legacy of Honoring Those Committed to Student Success 1999-2003, Cont'd.

MAY 2002

Faculty/Staff

Judy Cogdall
Larry Jackson
Loren Niemeyer

Offices

Learning Assistance Center
Student Support Services

SSS Alumni

Danielle Calsyn
Alexander T. Barajas
Wendy Cox

Nancy Frerichs
Michael Hunter
Tedra Mewhirter

Tutors

Shirley Carroll
Mary Callaghan
Karen Freres
Nancy Frerichs
James Hose

Janet Hunt
Craig Lewis
Amber Maberry
Patrick McDonald
Pamela Medema

Mathew Mount
Melissa Rhodes
Wesley Schell
Dustin Segura

Jessica Taylor
Nick Williams
Mark Steider
Nancy Salvner

Foundation Waiver Committee

Renate Bardo

Cheryl Bertolozzi

Brian Olmsted

Chick West

Judy Williamson

MAY 2001

Faculty/Staff

Robert Duncan
Amber Entas
Pam Medema
Dr. Fred Nesbit
Deborah Okey

Brent Schmall
Larry Sileven
Fred Turk
Robertus van der Wege
Judy Williamson

Administrators

Dr. Belinda A. Dalton

Alumni

Diane Fetzer-Brandau
Ermelinda Lewis
Shirley Martinez
Dr. David Warner

SSS Tutors

Mary Bartoli
Patricia Brady
Melva Broderick
Sandy Burton
Mary Callaghan
Sandra Carl
Joyce Carmichael
Shirley Carroll

Kristina Clark
Marty Garrett
Linda Gaudio
Justin Hart
Valerie Howes
Debi Kerns
Craig Lewis
Susan Mahoney

Mary McDonald
Patrick McDonald
Pam Medema
Lisa Mensinger
Jacob Pence
Melissa Rhodes
Stasha Rivas
Angela Stake

Amber Sutton
Sherri Whitlock
Nancy Salvner

Foundation Waiver Committee Members

Renate Bardo

Brian Olmsted

Sarah Partington

Charles West

Judy Williamson

Creating a Legacy of Honoring Those Committed to Student Success 1999-2003, Cont'd.

MAY 2000

Faculty/Staff

Keith Bos	Scott Seeley
Colleen Cox	Deb Stiefel
Mona Dowiat	Brad Smith
Paula Drane	Robertus van der Wege
James Johnson	Brigitte Warren
Mary Lou Kidder	Charles West
Steve Nunez	

Administrators

Dr. Richard L. Behrendt
Dr. Belinda A. Dalton
Dr. Joan E. Kerber

Offices

Art Department
Consolidated Management Co.
Information Technology
Learning Assistance Center
Office of Student Financial
Assistance
Student Support Services

MAY 1999

Faculty/Staff

Cindy Alfano	Ronald Happach	Mary Lou Kidder	Brian Olmsted
Jean Cogdall	Ruth Hedstrom	Kevin McGill	Ralph Pifer
Judy Cogdall	Debi Hill	Charla Minson	Marie Welker
Dr. Dennis Day	Judy Hill	Kris Murray	Charles West
Gene Folsom	Rhonda Hulteen	Steve Nunez	Judy Williamson
Dr. Carl W. Gates			

Administration

Dr. Belinda A. Dalton
Linda Kim

Offices

Consolidated Management Co.	Office & Administrative Services
Counseling Office	Student Activities
Fitness Center	Student Support Services
Learning Assistance Center	

Foundation Waiver Committee Members

Renate Bardo	Brian Olmsted	Sarah Partington	Charles West	Judy Williamson
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Buildings and Grounds Special Tribute Luncheon 1999

"For creating a safe, attractive environment conducive for learning and working."

Charles Camp	Carlos Garcia	Helen Parvin	Rex Schmall
Karla Cathey	Ross Herren	Carmel Paulsen	Scott Seeley
Angel Chino	Michael Hunter	Darryl Paulsen	Wendy Spangler
Gary Drew	Larry Kahly	Tony Regalado	Sam Taormina
Bob Field	Juan Martinez	Jim Risley	Roger Warrenfeltz
Jim Frederick	Rachel Medina	Brent Schmall	

A Look at SSS Students

Mastering the Art of Ability Written by: Dr. Belinda A. Dalton

Mathew Enoch Mount grew up surrounded by billowing clouds of darkness. He was born to a mother that suffered from a severe mental illness and at an early age he was diagnosed with a learning disability. He seldom if ever played with children his own age. Most of his time away from school was spent entertaining adults. He was routinely charged with adult tasks including the awesome and tremendous responsibility of caring for his severely ill mother. Even though Mathew often lived in anguish and made unthinkable sacrifices for his family, he never felt appreciated or valued.

Mathew's childhood riveted with abrupt whispers and painful screams. Each day seemed to be more hopeless than the day before. He was never accepted by his classmates and more often than not verbally and physically ridiculed. Mathew was often singled out for what he couldn't achieve rather than what he could. His peers found his 60's dress attire and methodical demeanor uniquely unusual. He lacked social skills and had no close friends. What Mathew did have was a passion for learning. Traditionally, education was discouraged and devalued by his father and grandfather before him. Mathew's thirst and pursuit of higher education brought about a bitter response and was seen as a waste of time. He struggled to gain independence from a father whose values were in strong opposition of his own. He also struggled to fit into a society that didn't welcome him with open arms.

Despite hardships beyond comprehension, after he graduated from high school, Mathew enrolled at Sauk Valley Community College and immediately became a member of the Student Support Services program; his mother supported these efforts. As Mathew's counselor, it became evident that we faced many challenges ahead. It was also apparent that despite these challenges, I saw a light shining brightly in the distance. The light was in Mathew's spirit, he is a luminous first of his kind. His dyslexia often left him swimming upstream, yet he held his own in the swift currents. His can-do attitude is as contagious as his laughter. The word no and can't do are not in the Mathew Mount dictionary. I have often seen him embrace his educational challenges and paint a vivid image of how he would conquer his goals.

Mathew found written language difficult; however, his verbal and technology skills were exceptional. I found myself humbled by his strength and resilience. He worked diligently (with the support of SSS, Special Needs Coordinator, LAC, and other caring faculty and staff) to hurdle his barriers and quickly distinguished himself as a person with ability rather than a disability. He appeared on the Dean's List. He attended the ILAEOPP Student Leadership Conference and supported the YWCA Achievement workshop. He founded Undiscovered Concepts for Philosophy for Jesus Christ as well as Undiscovered Concepts for Technology and Corp. He is an active member of the SSS Tutoring Team, STAR, and the Math Club.

Mathew began his educational journey undecided about his major and uncertain of his future. He found solace and acceptance at SVCC and for once felt valued for his abilities. Education coupled with a nurturing college environment provided Mathew with strength, courage, and empowerment. It became his source of energy and survival.

Mathew earned his Associate in Liberal Studies July 2000 and became inspired to pursue additional degrees and certificates. He moved forward with his plan with the energy and mystique of a steam locomotive. He is currently a candidate for three (3) degrees. The Associate of Science in Mathematics and Associates of Arts to be completed Summer 2003, also the Associate of Applied Science in Computer Information Systems scheduled to be awarded Fall 2003. He successfully completed the requirements for the Certificate in Computer Programming and Management in May 2003.

Mathew plans to pursue a Bachelor's and Graduate degree in Religious Studies.

Mary McDonald Written by: Kristi A. Irving

Mary McDonald is a success. She is not a single parent. She did not work full time all the way through school and she didn't have any major illnesses or issues that would make it impossible for her to complete her college education. What she did have were other struggles. Struggles that may seem minor in comparison, but have made many other students give up. Mary never gave up. It took her six years to get where she is, but she got there. Her experiences in college are not uncommon. You may see yourself in her.

Mary graduated from high school in 1985. She went on to earn a diploma in Radio Broadcasting from the American Institute of Commerce. Broadcasting can be a hard field to enter into, and while waiting for her break, Mary took a lot of babysitting jobs in order to earn money. Eventually, she gave up on the broadcasting idea and took a full time job at Quebecor Printing in Mount Morris. She got very used to the work and a steady income. In 1997, Mary made a spontaneous decision to return to school and see what college had to offer her. Not knowing what direction she wanted to take and still working full time, Mary started Sauk Valley Community College with only one course, which was in computers. At this time, she also took the college placement exams and was disheartened to learn she had placed in remedial courses in reading and math. However, Mary wisely realized that these scores were not a reflection of her intelligence, but instead a reflection of the many years that had passed since she had need for this specific knowledge. Being a "non-traditional" student, Mary also wisely realized that she would benefit from some extra support and guidance. With that knowledge, she applied to be in the Student Support Services program. Mary's first SSS counselor helped her narrow the field to decide what career path she wanted to take. Mary chose computers. In the fall of 1999, after a year of coping with a bad allergy she had developed from a chemical at work, Mary decided to quit her job and concentrate on school full time.

By this time, Mary had completed her remedial courses and was ready for college algebra. She soon found that the way in which she learned was incompatible with the instructor's style of teaching. Mary could have dropped the course or given up, as many people would have, but she persevered. She learned to adapt to the instructor's teaching style and found that she could work around the differences. Mary earned a "B" in that course, and from starting in remedial math, worked her way up through Calculus I and II. During her coursework, Mary struggled with certain coursework, COBOL being the biggest. Mary had to withdraw from it the first time as she had been away from programming classes too long, but she gave it another attempt and was able to pass it. She didn't turn away from computers or change her major, declaring the work too difficult. She simply kept on, and that takes courage and dedication.

Being a non-traditional student and admittedly shy, Mary found her first few semesters at Sauk intimidating. With support from SSS, Mary got involved in Phi Theta Kappa and the VIP/STARS programs at Sauk. Through these programs, Mary's confidence increased and she was able to take on several leadership roles, assisting in many charity events like The Memory Walk for Alzheimer Disease and the YWCA's, Bowl for Kids Sake. Mary soon found her niche, meeting many students who have walked the same route she has. She also became a tutor for the SSS program and an active participant in many of Sauk's activities. This was a far cry from where she started, but she had the courage to take the risk and make her college career more than just a classroom education.

Going into the spring semester of 2002, Mary was one semester away from earning her Associate of Science in Computer Information Systems. She found out that she was no longer eligible for financial aid due to the amount of credit hours she had accumulated while exploring her options and taking remedial courses. Again, Mary persevered. She asked for assistance from SSS and wrote an appeal letter that got her financial aid reinstated so that she could complete her degree. SSS also assisted her in obtaining a scholarship and book waiver to allay expenses. Mary graduated in 2002 with her Associate of Science degree. Due in part to the anxiety of leaving such a familiar place and the fact that she was so close to an Associate of Applied Science degree, Mary decided to stay at Sauk and complete her second degree. In March of 2003, though she would be graduating with her second Associate's degree and wished to pursue a Bachelor's, Mary had not applied to any colleges or universities. By mid-March, with encouragement and assistance from SSS, Mary had applied to three colleges and was introduced to a college she had not even known existed.

Mary McDonald Written by: Kristi A. Irving (cont'd.)

So, where does Mary's story end? It doesn't. Mary is eagerly waiting to transfer to The Franciscan University this fall, where she will pursue her Bachelor's degree in Computer Science. Her time at Sauk has proved to be not just an education, but a journey. She has proved to herself, the only person that really counts, that she can succeed at anything she chooses to. She chose her goals and kept her focus, even through the set-backs she encountered along the way, and she was never afraid to ask for help. It takes a strong person to say they need assistance and Mary utilized all the resources she could to get what she needed. So we congratulate Mary, who had the determination, courage and belief in herself to keep going. We wish her the best. Congratulations and good luck!

Michael Hunter Written by: Larry Jackson

Michael Hunter, a friend and associate, is a very outgoing, engaging and intelligent man with many interests. He is currently the first shift lead for maintenance in the custodial department at Sauk Valley Community College. He has published several short stories and poems and teaches personal interest classes through the Corporate and Community Services Department at SVCC.

After graduating from high school, Mike decided "to forgo college in lieu of a career in automotive repair". He worked in small shops and then had the opportunity to work in a new car dealership: "I worked my way up the chain until I started supervising the service departments". It was in 1995 when he made the decision to go back to school "to learn more about computers". He initially attended Triton College, then College of DuPage, and Elgin Community College: "After moving from the Chicago area to Prophetstown, I began attending SVCC".

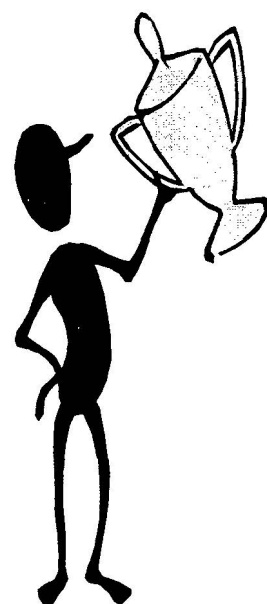
Mike earned his Associate of Arts degree in May, 2003. In pursuit of his degree, he indicated that there were many barriers that presented themselves: "Personal, family finances, employment flexibility, and staying on task to complete the degree were my largest barriers". He gives credit to various campus resources and/or departments for his academic success, including but not limited to, SSS, counseling, admissions, maintenance, etc. "My classes at Sauk assisted me greatly in organizing myself towards public speaking and freelance writing."

Awards for Academic Excellence for Spring 2003

Kudos to the following students who were named to SVCC's President's List: *Timothy Anderson, Felipe Avelar, William Baker, Lori Bennett, David Bowman, Natalie Cantu, Karen Freres, Lynne Henson, Janet Hunt, Wynn Johnson, Manreet Kalyan, Julie Lozano, Luke Nelson, Lisa Ross, Wesley Schell, Kristine Sikkema, Heather Stauffer, Jessica Taylor, and Gerald Turner*. To be considered for the President's List at SVCC a student must have a semester GPA of a 3.75 or higher and be enrolled for a minimum of 6 credit hours. Developmental courses are not calculated into the GPA and are not used in determining eligibility for the President's List.

Congratulations to the following students who were named to SVCC's Dean's List: *Lonn Cunningham, Subrina Dudley, Glenda MacLennan, Alex Magana, Juliet Malmberg, Patrick McDonald, John Rumley, Ruthann Shambaugh, and Bradley Wagner*. To be considered for the Dean's List at SVCC a student must have a semester GPA between 3.50 and 3.749 and be enrolled for a minimum of 6 or more credit hours. Developmental courses are not calculated into the GPA and are not used in determining eligibility for the Dean's List.

Keep up the excellent work!



Fall 2003 Important Dates and Deadlines

August 2003

Fall Classes Begin..... Wednesday, August 20
Registration Change Period Wednesday, August 20—Wednesday, August 27
Last Day for 100% Refund Wednesday, August 27

September 2003

Labor Day—No Classes—Offices Closed..... Monday, September 1
Last Day for 80%..... Tuesday, September 2
Free-for-Fall Day—No Classes 12 noon—1:30 p.m. Wednesday, September 3
Foundation Waiver Application Deadline **Monday, September 15**
Last Day to File Intent to Graduate..... Friday, September 19

October 2003

Mid-semester date..... Wednesday, October 15
SSS Workshop “How to Read/Utilize the IAI Website”
Room 2F5 Computer Lab 12 noon—1:00 p.m Wednesday, October 22
Last Day for Student Initiated Withdrawal..... Wednesday, October 29

November 2003

SSS Workshop “The Transfer Process” Room 2K2 12 noon—1:30 p.m..... Wednesday, November 5
No Class Day—Offices Open..... Wednesday, November 26
Thanksgiving Vacation Begins @ 4:30 p.m. Wednesday, November 26

December 2003

Classes Resume from Thanksgiving Vacation Monday, December 1
Final Examinations Tuesday, December 9—Friday, December 12
College Closed for the Holiday Break @ 4:30 p.m. Friday, December 19

January 2004

College Offices Open @ 8:00 a.m. Monday, January 5
Spring 2004 Classes Begin Monday, January 12

All Events and Activities are Subject to Change



Sauk Valley
Community College

173 Illinois Route 2
Dixon, Illinois 61021

TRiO
STUDENT SUPPORT SERVICES

Non-Profit Organization

U.S. POSTAGE

PAID

Dixon, Illinois

Permit No. 243

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

Fall 2003 Campus Visits

October 2003

U of I—Chicago..... Friday, October 3
Northern Illinois University Friday, October 3
Augustana Saturday, October 11
Illinois State University Monday, October 13
Western Illinois University Monday, October 13
Western Illinois University Saturday, October 25
*The Franciscan University Friday, October 31

November 2003

Illinois State University Saturday, November 1
*The Franciscan University Friday, November 7
Augustana Saturday, November 8
Illinois State University Tuesday, November 11
Western Illinois University Tuesday, November 11
Northern Illinois University Tuesday, November 11
Bradley University Saturday, November 15

December 2003

*The Franciscan University..... Friday, December 5
Western Illinois University..... Saturday, December 6

Fall college/university campus visits will be available. Transportation is provided by Student Support Services. To sign up for a campus visit, stop by the Student Support Services Office, Room 1H2, at least two weeks prior to the scheduled visit. At that time, you **must** provide a list of eight questions (four questions regarding your major and four questions regarding the college/university) that you would like to find answers to during the campus visit. If you fail to follow through, you will not be allowed to go on that visit.

Please note that in order to provide more efficient and effective services to program participants, we are needing a minimum number of four SSS students to sign up for any scheduled campus visit.

**Open houses for The Franciscan University are set up by major. Please contact SSS to find out which one is right for you.*

(Schedule Subject to Change)