

# **SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA**

**Third Floor Board Room**

**September 22, 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**

<b>4. Payrolls</b>	<b>August 31, 2003</b>	<b>\$204,750.22</b>
	<b>Sept 15, 2003</b>	<b>\$233,928.89</b>

### **5. Budget Report**

### **6. Board Policy 504.01 Foreign Students (First Reading)**

## **E. President's Report**

### **1. Board Policies Review – 506.01, 507.01, 508.01, 509.01**

### **2. Unduplicated Enrollment Comparison FY01 - FY03 (attached)**

### **3. NCA Team Chair**

### **4. Student Housing Update**

### **5. Printing and Graphic Arts Report (attached)**

## **F. Financial Reports and Actions**

### **Bid Award – ADA Phase II**

## **G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, and closed session minutes consideration)**

## **H. Closed Session Minutes**

**Closed Session Minutes of August 25, 2003**

## **I. Personnel**

### **1. Temporary Full-Time Faculty Appointment – Mathematics**

### **2. Temporary Full-Time Faculty Appointment – Mathematics/Physics**

### **3. Part-Time Instructors Master List**

4. Administrative Resignation
5. Administrative Appointment – Coordinator of Student Support Services
6. Faculty Promotion

**J. Other**

1. November, 2003 Board of Trustees Regular Meeting date
2. December, 2003 Board of Trustees Regular Meeting date

**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**

**October 27, 2003**

**November 24, 2003 (?)**

**December 22, 2003 (?)**

**ICCTA Monthly Meetings**

**October 9 – 10, 2003  
Rend Lake Resort, Ina**

**November 14, 2003  
Swissotel, Chicago**

**No December Meeting**

**January 16, 2004  
Renaissance Hotel, Springfield**

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

**September 22, 2003**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on September 22, 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  
Director of College Relations Cal Lyons  
Print Shop Supervisor Michelle Mendoza  
Athletic Director and Men's Basketball Coach Russ Damhoff  
Secretary to the Board Carmel Paulsen

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

Member Dixon arrived at 7:03 p.m.

President's Report: Dr. Behrendt reported that the unduplicated headcount enrollment (credit and non-credit) for last year was up 22.3% to a total of 8,125 students served; that Fall Semester credit hours are up .5%; that he will be chairing two NCA teams this year; and that the College Foundation has decided to proceed with student housing. A presentation on the Print Shop operations was made by Cal Lyons and Michelle Mendoza.

Bid Award: It was moved by Member Andersen and seconded by Member Dixon to award the base bid in the amount of \$43,770 to Brown Construction Company, for the theater lift and wheelchair accessible entrance for the LRC, to be funded from the remaining

ICCB's ADA Grant and College operating funds. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

- Closed Session: At 7:42 p.m., it was moved by Member Thompson and seconded by Member Dixon that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, and closed session minutes consideration. In a roll call, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.
- Regular Session: The Board returned to regular session at 8:12 p.m.
- Closed Session Minutes: It was moved by Member Dixon and seconded by Trustee Engleking to approve the minutes of the August 25, 2003 closed session meeting. In a roll call vote, the following was recorded: Ayes – Members Andersen, Dixon, Simpson, Thompson, von Bergen Wessels, Wolf. Member Varga - abstain. Motion carried. Student Trustee Engleking advisory vote: aye.
- Faculty Appointment: It was moved by Member Varga and seconded by Member Andersen to approve the appointment of Mrs. Judith Cogdall as a temporary full-time Assistant Instructor (Step 3) of Mathematics for Fall 2003 semester, effective August 19 to December 12, 2003 at an annual salary of \$29,466 to be pro-rated for one semester. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.
- Faculty Appointment: It was moved by Member von Bergen Wessels and seconded by Member Dixon to approve the appointment of Mr. Robert Duncan as a temporary full-time Assistant Professor (Step 4) of Mathematics/Physics for Fall 2003 semester, effective August 19 to December 12, 2003 at an annual salary of \$35,052 to be pro-rated for one semester. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.
- Part-Time Instructors Master List: It was moved by Member Dixon and seconded by Member Andersen to approve the Part-time Instructors Master List for the 2003-2004 academic year. In a roll call vote, the following was recorded: Ayes – Members Andersen, Simpson, Varga, Wolf, with Members Dixon and Thompson voting “aye”, but abstaining for Charles Beckman. Nays – Member von Bergen Wessels. Motion carried. Student Trustee Engleking advisory vote: aye.
- Administrative Resignation: It was moved by Member Simpson and seconded by Member Wolf to accept, with regret, the resignation of Ms. Linda Kim,

Coordinator of VITAL, effective September 30, 2003. The Board expressed their deep appreciation for Ms. Kim's contributions to the College and to the Sauk community. In a roll call vote, all voted aye. Student Trustee Engleking advisory vote: aye.

**Administrative Appointment:** It was moved by Member Dixon and seconded by Member Andersen to approve the Administrative Appointment of Mr. Cyrus Kooshesh as the Coordinator of Student Support Services, effective October 15, 2003, at a salary of \$52,200 to be prorated. In a roll call vote, all voted aye. Student Trustee Engleking advisory vote: aye.

**Faculty Promotion:** It was moved by Member Varga and seconded by Member Dixon that Mr. Robertus van der Wege be promoted to Associate Professor, retroactive to the beginning of Fall 2003 semester. In a roll call vote, all voted aye. Student Trustee Engleking advisory vote: aye.

**Other:** The Board of Trustees agreed to change the November 24, 2003 regular meeting to Wednesday, November 19 at 7:00 p.m.

The Board of Trustees agreed to change the December 22, 2003 regular meeting to Monday, December 15 at 7:00 p.m.

**Reports:** Student Trustee Engleking reported that the College production *Frankenstein* will run October 16-18; that work is being done on the catalog, that all Student Government positions are filled; that web registration begins November 3 and that student leaders will be receiving training to assist students with registration.

ICCTA Representative Thompson distributed a report on his attendance at the National ACCT conference in Denver, CO. Member Thompson expressed gratitude for the extensive orientation he received upon joining the Board of Trustees of the College. He encouraged other members of the Board to attend the national ACCT conference.

Foundation Liaison Andersen announced two ICCTA Fall Super Regional meetings – October 6 in Elgin and October 7 in Normal. He reported that the Sauk Foundation has decided to move forward with student housing and is working with Clark Engineers. A feasibility study will be forwarded to the Board in the future.

Faculty Association: No report

Board Chair: No Report

Board Members Comments: None

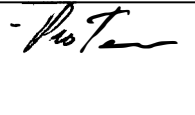
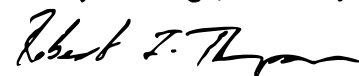
Adjournment: Since the scheduled business was completed, it was moved by Member von Bergen Wessels and seconded by Trustee Engleking that the Board adjourn. In a roll call vote, all voted aye. Motion carried. Student Trustee advisory vote: aye.

The meeting adjourned at 8:29 p.m.


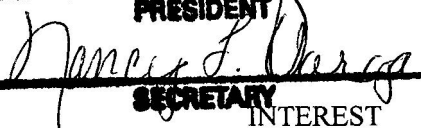
Next Meeting: The next regular meeting of the Board will be at 7:00 p.m. on October 27, 2003 in the Board Room.

Respectfully submitted,



~~Nancy L. Varga, Secretary~~ -   


SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES - TREASURER'S REPORT  
As of August 31, 2003

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY   
\_\_\_\_\_  
PRESIDENT  
  
\_\_\_\_\_  
SECRETARY  
INTEREST

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

	DATE	RATE	AMOUNT
General Account - Sterling Federal Bank		0.42	\$405,916.25
Illinois Funds - Firststar Bank, Springfield		0.94	1,654,517.31
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS			2,060,433.56

NON-INT. BEARING ACCOUNT

Restricted - Sterling Federal Bank	239,026.00
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MONEY MARKET

Sterling Federal Bank	2.23	1,303,069.65
ABN-AMRO Investment Services, Inc.	0.39	244,766.60

TOTAL CHECKING ACCOUNTS	\$3,847,295.81
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INVESTMENTS

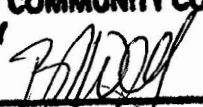
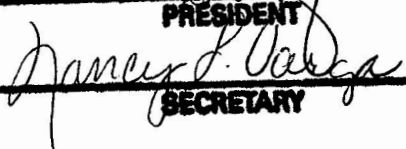
FINANCIAL INSTITUTION	MATURITY DATE	INTEREST RATE	AMOUNT
First National Bank, Amboy	01-07-04	1.30	\$1,000,000
Amcore Bank, Sterling	02-03-04	1.40	1,000,000
Union Bank, Tampico	03-06-04	1.45	1,000,000
Sterling Federal Bank	04-25-04	1.69	1,000,000
SUBTOTAL INVESTMENTS			4,000,000

BOND INVESTMENTS - Liability, Protection & Settlement

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
Federal Home Ln Mtg Corp Refrnce NT	09-15-05	2.13	424,373.27
Miami Dade Cnty Fla Solid Waste Sys	10-01-05	2.60	107,157.33
NC Mun Elec Auth	01-01-06	5.25	311,835.47
Sun Prairie Wis Sch	04-01-06	5.20	337,648.75
Milwaukee Cnty Wis	09-01-06	4.75	218,744.28
Las Cruces NM	12-01-06	5.10	202,914.48
Houston TX Wtr & Swr System	12-01-06	4.60	50,988.83
Carol Stream IL Tax	01-15-07	5.20	201,643.72
Anch AL Tel Util	03-01-07	5.30	154,620.03
SUBTOTAL BONDS			\$5,551,983.57

TOTAL INVESTMENTS	\$9,551,983.57
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Sauk Valley Community College  
Board of Trustees  
September 22, 2003

**SAUK VALLEY COMMUNITY COLLEGE**  
**APPROVED BY**  
  
\_\_\_\_\_  
**PRESIDENT**  
  
\_\_\_\_\_  
**SECRETARY**  
**DATE** \_\_\_\_\_

Summary of Bills Payable

Amount

General Operating Funds

\$ 685,061.02

Restricted Fund

\$ 8,097.60

TOTAL

\$ 693,158.62



REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 08/21/03 To 09/22/03

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Lyons, Calvin W.	01		Petty Cash	Petty Cash 5K Run	200.00
Consolidated Management Co	01		Foundation Expense	Breakfast for Foundation Meeting	131.25
Sports Graphics	01		Foundation Expense	5K Run-Style B Numbers	145.50
Sterling Complete Wellness Med	01		Foundation Expense	5K Run-Laminating Ledger	40.17
Quill Corporation	01		Dislocated Worker Expense	Desk Drawer Organizer	45.50
State Universities Retirement	01		SURS Payable		26,566.55
State Universities Retirement	01		SURS Payable		28,617.79
Select Employees Credit Union	01		Credit Union Payable		10,871.04
Select Employees Credit Union	01		Credit Union Payable		10,871.04
Minnesota Child Support Paymen	01		Wage Garnishment Payable	GARNISHMENT	316.80
Minnesota Child Support Paymen	01		Wage Garnishment Payable	GARNISHMENT	316.80
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charities	4.00
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charities	4.00
United Way of Dixon	01		United Way Payable		16.25
United Way of Dixon	01		United Way Payable		6.25
United Way of Sterling-Rock Fa	01		United Way Payable		37.00
United Way of Sterling-Rock Fa	01		United Way Payable		37.00
Trustmark Insurance	01		Optional Life Insurance		458.20
Trustmark Insurance	01		Optional Life Insurance		458.20
Illinois Mutual	01		Optional Disability Insurance		3.89
Illinois Mutual	01		Optional Disability Insurance		3.89
SVCC Foundation	01		Foundation Payable		70.50
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

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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		187.50
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		285.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Adams, Sharon J.	01		Accounts Payable	Online Refund	63.00
Aiston, Daniel W.	01		Accounts Payable	Online Refund	163.36
Anderson, Wendy L.	01		Accounts Payable	Stafford Ln	1,273.61
Arkin, Linda A.	01		Accounts Payable	Online Refund	75.00
Armstrong, Melissa J.	01		Accounts Payable	Online Refund	144.00
Baker, Teresa J.	01		Accounts Payable	Online Refund	35.00
Barton, Megan M.	01		Accounts Payable	Online Refund	15.00
Baumwell, Stephanie N.	01		Accounts Payable	Online Refund	360.00
Belha, Tony M.	01		Accounts Payable	Online Refund	75.00
Berry, Shawn R.	01		Accounts Payable	Athl Schol	937.50
Beveroth, Christopher M.	01		Accounts Payable	Online Refund	790.00

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Blake, Rosemary D.	01		Accounts Payable	Online Refund	167.00
Bock, Dustin D.	01		Accounts Payable	Online Refund	15.00
Boken, Ronda G.	01		Accounts Payable	Stafford Ln Bal	1,023.61
Boken, Thomas E.	01		Accounts Payable	Online Refund	62.00
Book, Gabriel A.	01		Accounts Payable	Stafford Ln	363.75
Boyer, Justin L.	01		Accounts Payable	Online Refund	130.00
Boyer, Justin L.	01		Accounts Payable	Online Refund	200.00
Brackemeyer, Julie A.	01		Accounts Payable	Online Refund	180.00
Bramm, Lisa M.	01		Accounts Payable	Online Refund	180.00
Brizell, Daniel R.	01		Accounts Payable	Online Refund	185.00
Bubrick, Jennifer C.	01		Accounts Payable	Online Refund	430.00
Bulfer, Bridgette A.	01		Accounts Payable	Stafford Bal	724.88
Burge, Brandon A.	01		Accounts Payable	Online Refund	63.00
Burgess, Cassandra A.	01		Accounts Payable	Online Refund	156.00
Burke, Robert J.	01		Accounts Payable	Online Refund	12.00
Carreno, Michelle M.	01		Accounts Payable	Online Refund	60.00
Catron, Chastity L.	01		Accounts Payable	Stafford Ln	1,273.61
Chapman, Andrea	01		Accounts Payable	Stafford Bal	342.51
Christian, Katie T.	01		Accounts Payable	Online Refund	305.00
Clancy, Sarah L.	01		Accounts Payable	Stafford Bal	332.77
Collins, Diane M.	01		Accounts Payable	Online Refund	575.00
Cox, Ericka J.	01		Accounts Payable	Online Refund	180.00
Cramer, Justin A.	01		Accounts Payable	Online Refund	336.00
Cunningham, Florence M.	01		Accounts Payable	Stafford Ln	1,273.61
Damhoff, Lindsay A.	01		Accounts Payable	Online Refund	445.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Degroot, Christine M.	01		Accounts Payable	Online Refund	600.00
Diehl, Niki M.	01		Accounts Payable	Stafford Bal	146.54
Douglas, Kasandra R.	01		Accounts Payable	Stafford Ln	424.86
Dunphy, Nancy M.	01		Accounts Payable	Online Refund	156.00
Dykstra, Becky S.	01		Accounts Payable	Online Refund	15.00
Eagle, Tia A.	01		Accounts Payable	Stafford Ln	1,061.18
Engle, Jason A.	01		Accounts Payable	Online Refund	340.00
Ernst, Katherine I.	01		Accounts Payable	Stafford Bal	694.61
Everly, Marilyn L.	01		Accounts Payable	Online Refund	3.00
Everly, Marilyn L.	01		Accounts Payable	Online Refund	160.00
Ewald, Jade C.	01		Accounts Payable	Online Refund	7.20
Feldner, Bryan M.	01		Accounts Payable	Athl Schol bal	175.00
Fink, Lori E.	01		Accounts Payable	Stafford Ln	420.01
Fisher, Nicole E.	01		Accounts Payable	Stafford Bal	822.50
Flock, Rebecca A.	01		Accounts Payable	Online Refund	180.00
Ford, Jacob T.	01		Accounts Payable	Stafford Bal	320.45
Fredericks, Roberta R.	01		Accounts Payable	Online Refund	60.00
French, Michel R.	01		Accounts Payable	Stafford Ln	1,273.61
Frerichs, Bob L.	01		Accounts Payable	Stafford Ln	1,273.61
Garland, Dina S.	01		Accounts Payable	Online Refund	180.00
Ginger, Richard W.	01		Accounts Payable	Online Refund	150.00
Clafton, Matt T.	01		Accounts Payable	Online Refund	60.00
Gray, Karen L.	01		Accounts Payable	Stafford Ln	1,273.61
Green, Charlene M.	01		Accounts Payable	Stafford Ln	1,273.61
Greenwalt, William E.	01		Accounts Payable	Stafford Ln	1,697.50

REPORT SVRCHKR  
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Gross, Angela K.	01		Accounts Payable	Stafford Bal	1,679.19
Grote, Carrie A.	01		Accounts Payable	Stafford Ln	1,273.61
Grove, Chris P.	01		Accounts Payable	Online Refund	227.00
Guill, Jami R.	01		Accounts Payable	Online Refund	70.00
Gustafson, Andrew J.	01		Accounts Payable	Online Refund	336.00
Hammelman, Emily B.	01		Accounts Payable	Online Refund	68.00
Hancock, Jennifer A.	01		Accounts Payable	Online Refund	180.00
Harrison, Aaron L.	01		Accounts Payable	Online Refund	240.00
Heitmann, Thomas J.	01		Accounts Payable	Online Refund	51.00
Herchenbach, Krista D.	01		Accounts Payable	Online Refund	140.00
Hibbard, Kate E.	01		Accounts Payable	Online Refund	180.00
Hicks, Amy S.	01		Accounts Payable	Stafford Ln	1,697.50
Hilliard, Margaret P.	01		Accounts Payable	Online Refund	48.00
Hodges, Jaime C.	01		Accounts Payable	Online Refund	95.00
Hofmaster, Casey W.	01		Accounts Payable	Online Refund	180.00
House, Jessica R.	01		Accounts Payable	Stafford Bal	248.94
Howard, William K.	01		Accounts Payable	Athl Schol	50.00
Jamison, Brent W.	01		Accounts Payable	Online Refund	180.00
Johnson, Fred L.	01		Accounts Payable	Online Refund	156.00
Juarez, Maria F.	01		Accounts Payable	Online Refund	15.00
Kellett, Loree A.	01		Accounts Payable	Stafford Ln	1,273.61
Kerns, Deborah K.	01		Accounts Payable	Online Refund	9.00
Kibodeaux, Kelli L.	01		Accounts Payable	Stafford Bal	766.40
Killian, Crystal D.	01		Accounts Payable	Online Refund	240.00
Kollie, David D.	01		Accounts Payable	Online Refund	195.00

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Koster, Diane C.	01		Accounts Payable	Online Refund	190.00
Krager, Amber J.	01		Accounts Payable	Online Refund	123.00
Krahenbuhl, Leigh A.	01		Accounts Payable	Online Refund	90.00
Leal, Sara K.	01		Accounts Payable	Online Refund	65.00
Leamanczyk, Ranae C.	01		Accounts Payable	Stafford Bal	310.55
Lopez, Nichole L.	01		Accounts Payable	Online Refund	130.00
Love, Wesley M.	01		Accounts Payable	Online Refund	5.00
Magnafici, Ramona J.	01		Accounts Payable	Stafford bal	102.41
Martinez, Shirley A.	01		Accounts Payable	Online Refund	221.00
Maxwell, Elizabeth A.	01		Accounts Payable	Online Refund	100.00
McGinn, Diane R.	01		Accounts Payable	Stafford Bal	1,058.64
Medendorp, Sara B.	01		Accounts Payable	Online Refund	120.00
Medina, Amber N.	01		Accounts Payable	Stafford Ln	637.29
Meiners, Brandon J.	01		Accounts Payable	Online Refund	285.00
Merdian, Julie K.	01		Accounts Payable	Stafford Ln	1,273.61
Meyer, Erica R.	01		Accounts Payable	Online Refund	572.00
Miller, Donna J.	01		Accounts Payable	Online Refund	250.00
Moen, Coral L.	01		Accounts Payable	Online Refund	275.00
Mollner, Judy L.	01		Accounts Payable	Stafford Bal	511.97
Monier, Brenda M.	01		Accounts Payable	Stafford Ln	1,697.50
Moore, Janet K.	01		Accounts Payable	Online Refund	3.00
Moore, Johnathan	01		Accounts Payable	Athl Schol	500.00
Morton, Tasha L.	01		Accounts Payable	Stafford Loan	893.37
Moser, John P.	01		Accounts Payable	Stafford Ba.	148.61
O'Connell, Dan E.	01		Accounts Payable	Athl Schol	50.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Olalde, Sara M.	01		Accounts Payable	Stafford Ln	1,697.50
Packer, Alina M.	01		Accounts Payable	Online Refund	180.00
Paxton, Christine M.	01		Accounts Payable	Online Refund	12.00
Payne, Angela M.	01		Accounts Payable	Stafford Ln	1,273.61
Payne, Tomya M.	01		Accounts Payable	Stafford Ln	1,485.07
Peters, Andrea J.	01		Accounts Payable	Online Refund	180.00
Pitchford, Julie G.	01		Accounts Payable	Online Refund	165.00
Queckboerner, Jena R.	01		Accounts Payable	Stafford Bal	113.39
Ramer, Bobbie J.	01		Accounts Payable	Stafford Bal	382.41
Ratliff, Jason B.	01		Accounts Payable	Online Refund	50.00
Regalado, Barbara J.	01		Accounts Payable	Stafford Ln	1,697.50
Reid, Garth A.	01		Accounts Payable	Athl Schol	250.00
Reubin, Lori M.	01		Accounts Payable	Online Refund	120.00
Reyes, Ruben	01		Accounts Payable	Online Refund	130.00
Richards, Wayne E.	01		Accounts Payable	Stafford Bal	107.18
Riser, Eric D.	01		Accounts Payable	Online Refund	60.00
Rodriguez, Gloria J.	01		Accounts Payable	Stafford Ln	1,061.18
Rutledge, Justin S.	01		Accounts Payable	Online Refund	180.00
Ryan, Tyler S.	01		Accounts Payable	Athl Schol Bal	166.00
Salas, Kelsi S.	01		Accounts Payable	Online Refund	7.00
Schaefer, Paul J.	01		Accounts Payable	Online Refund	60.00
Setchell, Kelly S.	01		Accounts Payable	Stafford Ln	663.61
Shankar, Rama	01		Accounts Payable	Online Refund	57.00
Shipman, Larry D.	01		Accounts Payable	Stafford Ln	1,273.61
Sikkema, Kristine R.	01		Accounts Payable	Stafford Ln	1,697.50

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Smith, Bethany F.	01		Accounts Payable	Stafford Ln	1,273.61
Snyder, Sarah K.	01		Accounts Payable	Stafford Ln	1,212.50
Stadel, Ryan J.	01		Accounts Payable	Athl Schol	50.00
Stephenitch, Ryan J.	01		Accounts Payable	Online Refund	60.00
Stretz, Michele R.	01		Accounts Payable	Stafford Ln	272.81
Sturch, Rebecca J.	01		Accounts Payable	Online Refund	287.00
Swanson, Cole A.	01		Accounts Payable	Stafford Bal	78.89
Swanson, Jeanie L.	01		Accounts Payable	Online Refund	700.00
Talley, Jason E.	01		Accounts Payable	Online Refund	240.00
Taylor, Lance E.	01		Accounts Payable	Online Refund	180.00
Temple, Katie J.	01		Accounts Payable	Online Refund	180.00
Unger, Mike E.	01		Accounts Payable	Stafford Ln	1,273.61
Van Weelden, Marvin H.	01		Accounts Payable	Stafford Bal	883.05
VanNatta, Christopher D.	01		Accounts Payable	Stafford Bal	38.50
Vander Eide, Lynell M.	01		Accounts Payable	Stafford Bal	251.53
Whalen, Jessie T.	01		Accounts Payable	Online Refund	210.00
Willingham, Justin D.	01		Accounts Payable	Athl Schol	350.00
Wilson, Mary C.	01		Accounts Payable	Online Refund	250.00
Wittenauer, Joshua C.	01		Accounts Payable	Online Refund	94.00
Wolf, Stephanie M.	01		Accounts Payable	Online Refund	51.20
Wood, Christopher G.	01		Accounts Payable	Online Refund	190.00
Wright, Darrin S.	01		Accounts Payable	Online Refund	120.00
Yeoward, Jessica L.	01		Accounts Payable	Online Refund	285.00
Zaragoza, Anthony M.	01		Accounts Payable	Online Refund	15.00
Zuidema, Amy L.	01		Accounts Payable	Stafford Ln	1,273.61



REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 08/21/03 To 09/22/03

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TIME: 3:13 PM  
PAGE: 9

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Follett Bookstore	01		PELL EOG BT	Books	74,015.53
Follett Bookstore	01		PELL EOG BT	Books 8/18-8/22/03	34,240.13
Follett Bookstore	01		PELL EOG BT	Student Book Purchases 9/2-9/5/03	3,490.58
Follett Bookstore	01		PELL EOG BT	Purchased Books	8,921.61
Follett Bookstore	01		Foundation B	Books	2,520.97
Follett Bookstore	01		Foundation B	Books 8/18-8/22/03	1,965.07
Follett Bookstore	01		Foundation B	Student Book Purchases 9/2-9/5/03	76.68
Follett Bookstore	01		Foundation B	Purchased Books	595.29
Follett Bookstore	01		Stafford Loans BT	Books	10,002.21
Follett Bookstore	01		Stafford Loans BT	Books 8/18-8/22/03	3,959.79
Follett Bookstore	01		Stafford Loans BT	Student Book Purchases 9/2-9/5/03	419.36
Follett Bookstore	01		Stafford Loans BT	Purchased Books	967.28
Follett Bookstore	01		MRS BT	Books 8/18-8/22/03	319.43
Follett Bookstore	01		MRS BT	Student Book Purchases 9/2-9/5/03	17.75
Follett Bookstore	01		MRS BT	Purchased Books	162.82
Follett Bookstore	01		JTPA Whiteside B	Books	7,917.70
Follett Bookstore	01		JTPA Whiteside B	Books	13.75
Follett Bookstore	01		JTPA Whiteside B	Books 8/18-8/22/03	3,957.90
Follett Bookstore	01		JTPA Whiteside B	Student Book Purchases 9/2-9/5/03	869.02
Follett Bookstore	01		JTPA Whiteside B	Purchased Books	774.26
Follett Bookstore	01		JTPA Lee B	Books	5,541.87
Follett Bookstore	01		JTPA Lee B	Books 8/18-8/22/03	2,075.35
Follett Bookstore	01		JTPA Lee B	Student Book Purchases 9/2-9/5/03	28.75
Follett Bookstore	01		JTPA Lee B	Purchased Books	394.74
Follett Bookstore	01		DORS B	Books	509.20

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Follett Bookstore	01		DORS B	Books 8/18-8/22/03	469.36
Follett Bookstore	01		DORS B	Student Book Purchases 9/2-9/5/03	61.25
Follett Bookstore	01		DORS B	Purchased Books	-1.75
Follett Bookstore	01		Vets Rehab B	Books	273.66
Follett Bookstore	01		Vets Rehab B	Books 8/18-8/22/03	369.45
Follett Bookstore	01		Vets Rehab B	Purchased Books	68.25
Follett Bookstore	01		Trade Act TAA Sterling B	Books	869.44
Follett Bookstore	01		Trade Act TAA Sterling B	Books 8/18-8/22/03	-27.75
Follett Bookstore	01		Trade Act TAA Sterling B	Purchased Books	68.25
Follett Bookstore	01		Short Term Book Loan due Booksto	Books	25,037.72
Follett Bookstore	01		Short Term Book Loan due Booksto	Books 8/18-8/22/03	24,831.01
Follett Bookstore	01		Short Term Book Loan due Booksto	Student Book Purchases 9/2-9/5/03	698.59
Follett Bookstore	01		Short Term Book Loan due Booksto	Purchased Books	7,023.92
Follett Bookstore	01		Americorps	Books	742.70
Follett Bookstore	01		Americorps	Books 8/18-8/22/03	1,115.01
Follett Bookstore	01		Americorps	Student Book Purchases 9/2-9/5/03	104.90
Follett Bookstore	01		Americorps	Purchased Books	689.84
Follett Bookstore	01		Bookstore payable-Trade act -Ott	Books	385.75
Follett Bookstore	01		Bookstore payable-Trade act -Ott	Books 8/18-8/22/03	736.25
Follett Bookstore	01		Bookstore payable-Trade act -Ott	Purchased Books	86.95
Consolidated Management Co	01		Cafeteria payable	Punch-A-Lunch Sales	3,580.00
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services for July 2003	4,760.92
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order/Pulication-Legal Notices 03-04	50.70
Andersen, Edward A.	01	Board of Trustees	Conference/Meeting Expense	ICCTA Meeting Springfield 8/15/03	234.70
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Refreshments for Monthly Board Meeting	40.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Refreshments for Monthly Board Meeting	40.00
US Bank	01	Board of Trustees	Conference/Meeting Expense	Board Retreat	292.17
Follett Bookstore	01	President	Office Supplies	Bookstore Charges through 8/22/03	1.60
Illinois Community College Pre	01	President	Publications and Dues	Dues Renewal Fy 04	500.00
Dixon Area Chamber of Commerce	01	President	Conference/Meeting Expense	Legislative Luncheon 7/21/03	15.00
McCormick's	01	President	Other Conference & Meeting	Memorial Plant for Jane West	39.00
Baldwin Cooke Company	01	College Relations	Office Supplies	2004 Calendar Refills	23.26
Lundgren's Inc	01	College Relations	Office Supplies	Photo Developing	16.98
Amboy News	01	College Relations	Advertising	Fall Registration	106.65
Carroll County Review	01	College Relations	Advertising	August Ad For Fal Registration	90.00
Castle Print Tech	01	College Relations	Advertising	Fall 2003 Community Service Class Schedule	7,089.00
Coronet Communications WHBF TV	01	College Relations	Advertising	Fall Registration	735.00
Fulton Press Inc	01	College Relations	Advertising	Fall Registration Ad	86.25
KLJB TV	01	College Relations	Advertising	Fall Registration	725.00
KWQC TV	01	College Relations	Advertising	Fall Registration Ad	730.00
Ogle County Life	01	College Relations	Advertising	Fall Registration	175.50
Ogle County Newspapers	01	College Relations	Advertising	Fall Registration	250.00
Royal Publishing Company	01	College Relations	Advertising	Dixon Fall & Winter Programs	470.00
Sauk Valley Newspapers	01	College Relations	Advertising	August Advertising	4,693.28
Verizon North	01	College Relations	Advertising	Freeport Listing	11.28
Video Duplication Specialists,	01	College Relations	Advertising	Dubs for TV Spots	100.00
WBR TV	01	College Relations	Advertising	Fall Registration	345.00
WLLT	01	College Relations	Advertising	Fall Registration & Football Package	511.00
WNS Pub. News-Sentinel/The Rev	01	College Relations	Advertising	Fall Registration	240.00
WQAD TV, A New York Times Comp	01	College Relations	Advertising	July Advertising	715.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
WQRF TV	01	College Relations	Advertising	Fall Registration	225.00
WREX TV	01	College Relations	Advertising	Fall Registration	375.00
WTVO TV	01	College Relations	Advertising	Fall Registration Ad	85.00
Walnut Leader	01	College Relations	Advertising	Fall Registration Ad	53.00
Withers Broadcasting	01	College Relations	Advertising	August Advertising	766.66
CRD Region V	01	College Relations	Conference/Meeting Expense	CRD Conference-C Lyons	150.00
Mendoza, Michelle	01	College Relations	Conference/Meeting Expense	Travel Advance 9/29/03 McCormick Place	75.00
Consolidated Management Co	01	College Relations	Recruitment	Coffee for USDA Meeting	90.00
Xerox Corporation	01	Printshop	Maintenance Services	Leasing Contract 5818	29.32
Xerox Corporation	01	Printshop	Maintenance Services	DC 555 Copier Lease Payment-Principal	170.00
Xerox Corporation	01	Printshop	Maintenance Services	DC 2240 Copier Lease Payment-Principal	53.00
ABDICK Multigraphics	01	Printshop	Purchases for Resale	Dispersant 83-4-104416	30.11
ABDICK Multigraphics	01	Printshop	Purchases for Resale	Master Developer 83-1-101241	64.72
ABDICK Multigraphics	01	Printshop	Purchases for Resale	Blanket C1 Sponger 13-2-192691	59.36
ABDICK Multigraphics	01	Printshop	Purchases for Resale	9" Plates 83-4-106874	169.61
Xerox Corporation	01	Printshop	Purchases for Resale	Copy Paper 8.5 x 11	1,912.00
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 555 Copier Lease Payment-Principal	410.34
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 2240 Copier Lease Payment-Principal	204.70
Xerox Corporation	01	Printshop	Debt Principal Retirement	5995 Copier Lease Payment-Principal	375.89
Xerox Corporation	01	Printshop	Interest	DC 555 Copier Lease Payment-Principal	222.93
Xerox Corporation	01	Printshop	Interest	DC 2240 Copier Lease Payment-Principal	139.60
Xerox Corporation	01	Printshop	Interest	5995 Copier Lease Payment-Principal	349.01
Xerox Corporation	01	Printshop	Lease Installment Payments	Leasing Contract 5818	49.83
SBM Business Equipment Center	01	Information Center	Maintenance Services	Minimum Copy Count Charge	30.20
SBM Business Equipment Center	01	Information Center	Instructional Supplies	Boston Rapid Deluxe Staples	11.95

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
SBM Business Equipment Center	01	Information Center	Instructional Supplies	Boston Rapid Deluxe Staples	35.85
CMS Communications	01	Information Center	Other Supplies	Shipping	8.00
CMS Communications	01	Information Center	Other Supplies	Telephone Set-Repairs	344.06
Baldwin Cooke Company	01	Grant, Planning, & Research	Office Supplies	2004 Calendar Refills	11.63
Baldwin Cooke Company	01	VP-Instructional Services	Office Supplies	2004 Calendar Refills	11.63
Rock Falls Rotary Club	01	VP-Instructional Services	Publications and Dues	Dues 7/03-9/30/03	67.00
Klein, Colleen J.	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement Summer 03	690.00
Matheney, Janet I.	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement Summer 03	100.00
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance for FY 04	28.58
Consolidated Management Co	01	Other Instructional	Other Conference & Meeting	Refreshments & Lunch for Fall In-Service	1,305.00
Global Computer Supplies	01	Art	Instructional Supplies	016-1605-00 Tektronix Phaser 840 Cyan 5pk + 2 Blk	165.25
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges thru 8/14/03	-5.55
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges	37.98
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges through 8/22/03	7.50
Eichman, Richard	01	Foreign Language	Instructional Supplies	Supplies	217.85
Follett Bookstore	01	Foreign Language	Instructional Supplies	Bookstore Charges through 8/22/03	5.60
Latina	01	Foreign Language	Instructional Supplies	Magazine Renewal	12.00
People En Espanol	01	Foreign Language	Instructional Supplies	Magazine Renewal	14.90
Follett Bookstore	01	Humanities	Instructional Supplies	Bookstore Charges	6.36
Follett Bookstore	01	Humanities	Instructional Supplies	Bookstore Charges through 8/22/03	6.52
Iwaasa, Juel	01	Music	Instructional Supplies	Supplies for Music Supplies	34.74
Khuntangta, Trirong	01	Physical Education	Consultants	PED 171-Pay Request	112.50
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Towels	120.12
Follett Bookstore	01	Physical Education	Instructional Supplies	Bookstore Charges through 8/22/03	28.64
Creative Health Products	01	Fitness Center	Instructional Supplies	M-22C Gulick Measuring Tape	50.90

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Kellie's Upholstery	01	Fitness Center	Instructional Supplies	Re-Upholstery Pads	135.00
Follett Bookstore	01	Criminal Justice	Instructional Supplies	Bookstore Charges	3.96
Follett Bookstore	01	Criminal Justice	Instructional Supplies	Bookstore Charges through 8/22/03	2.39
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges thru 8/14/03	-47.25
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges	69.11
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges through 8/22/03	9.99
Baldwin Cooke Company	01	Dean of Business,Tech & Natural	Office Supplies	2004 Calendar Refills	11.63
Follett Bookstore	01	Dean of Business,Tech & Natural	Office Supplies	Bookstore Charges	7.99
SBM Business Equipment Center	01	Dean of Business,Tech & Natural	Office Supplies	HON 5901 AB90T Comfortask Chair Without Arms	154.93
Schmidt, Rebecca S.	01	Dean of Business,Tech & Natural	Instructional Supplies	Office Supplies	41.70
Rock Falls Rotary Club	01	Dean of Business,Tech & Natural	Publications and Dues	Dues 7/03-9/30/03	115.00
Niemeyer, Loren	01	Dean of Business,Tech & Natural	Other Conference & Meeting	Travel-Highland 8/30/03	36.00
American Institute of CPA's	01	Accounting	Publications and Dues	FY 04 Membership Dues	150.00
Illinois CPA Society	01	Accounting	Publications and Dues	FY 04 Membership Renewal	225.00
Institute of Management Accoun	01	Accounting	Publications and Dues	FY 04 Membership Renewal	88.00
Follett Bookstore	01	Computer Information Systems	Instructional Supplies	Bookstore Charges	138.75
Dragon Naturally Speaking	01	Office & Administrative Services	Instructional Supplies	DNS 5.0 upgrade to 7.0	140.95
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Monthly Service Contract-Sharp Copier OAS Lab	25.50
Coastal Skills Training	01	Electronics	Instructional Supplies	Training Tapes-Series O	99.00
Coastal Skills Training	01	Electronics	Instructional Supplies	Training Tapes-Series O	99.00
Creative Printing	01	Electronics	Instructional Supplies	500 SVCC Business Cards for Steven McPherson	40.00
Staples	01	Electronics	Instructional Supplies	063-125Y-04 Day Planner Refill	371.68
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	20.48
Crescent Electric Supply Co	01	HVAC	Instructional Supplies	Fem Disc Bulk B250 T & B 16-14	82.60
Eagle Morlin Manufacturing	01	HVAC	Instructional Supplies	Repair 5400 Electric Pittsburgh Lock Hammer	399.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Johnstone Supply	01	HVAC	Instructional Supplies	H24-855 Notchers	31.95
Johnstone Supply	01	HVAC	Instructional Supplies	H24-851 Seamers-Hand	33.99
Johnstone Supply	01	HVAC	Instructional Supplies	H24-854 Crimpers-Hand	22.81
Johnstone Supply	01	HVAC	Instructional Supplies	H24-170 Folding Tool 18"	15.44
Johnstone Supply	01	HVAC	Instructional Supplies	H24-856 Folding Tool 12"	9.26
Johnstone Supply	01	HVAC	Instructional Supplies	H26-063 Round Pipe Cutter	24.95
Johnstone Supply	01	HVAC	Instructional Supplies	H25-347 Alum Snips	31.20
Johnstone Supply	01	HVAC	Instructional Supplies	H24-855 Notchers	31.95
Johnstone Supply	01	HVAC	Instructional Supplies	H24-856 Folding Tool 12"	9.26
Crescent Electric Supply Co	01	Manufacturing Technology	Instructional Supplies	Fem Disc Bulk B250 T & B 16-14	82.60
Follett Bookstore	01	Mechanical Design	Instructional Supplies	Bookstore Charges through 8/22/03	80.75
BIOPAC Systems Inc	01	Biology	Instructional Supplies	EL503 Electrodes	80.00
Carolina Biological Supply Co	01	Biology	Instructional Supplies	ER-15-9063 Sunflower Seeds	130.70
Carolina Biological Supply Co	01	Biology	Instructional Supplies	ER-85-3530 Catalase 1ml	47.80
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies thru October 15th, 2003	24.36
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies thru October 15th, 2003	47.86
Flinn Scientific	01	Biology	Instructional Supplies	FB0062 Autoclave Tape	41.80
Follett Bookstore	01	Biology	Instructional Supplies	Bookstore Charges through 8/22/03	154.25
Triarch Inc	01	Biology	Instructional Supplies	HA-3-32 Psuedostratified Trachea Section	42.60
Wood, Therese L.	01	Biology	Instructional Supplies	Biology/Chemistry Supplies	105.17
Clean Harbors Environmental Se	01	Chemistry	Maintenance Services	Disposal of Chemicals	3,231.65
Flinn Scientific	01	Chemistry	Instructional Supplies	FB0698 Cage Litter	219.86
Follett Bookstore	01	Chemistry	Instructional Supplies	Bookstore Charges thru 8/14/03	3.18
Wood, Therese L.	01	Chemistry	Instructional Supplies	Biology/Chemistry Supplies	12.33
Follett Bookstore	01	Mathematics	Instructional Supplies	Bookstore Charges through 8/22/03	6.18

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
KSB Hospital	01	Health Occupational	Instructional Supplies	Instructional Supplies for First Aid/CPR at DCC	286.25
KSB Hospital	01	Health Occupational	Instructional Supplies	First Aid/CPR at DCC	56.25
Cox, Willard L	01	Technical Occupational-Community	Consultants	Refund IEPA Conference 7/18/03	445.00
SBM Business Equipment Center	01	Director of Health Careers Ed	Maintenance Services	Monthly Maintenane Agreement	25.20
Follett Bookstore	01	Director of Health Careers Ed	Office Supplies	Bookstore Charges thru 8/14/03	9.57
Follett Bookstore	01	Director of Health Careers Ed	Office Supplies	Bookstore Charges	13.80
Quill Corporation	01	Director of Health Careers Ed	Office Supplies	Office Supplies Open P.O.	106.61
Connections Project	01	Director of Health Careers Ed	Conference/Meeting Expense	Tech Prep/Perkins Conference 9/22/03	150.00
Klein, Colleen J.	01	Director of Health Careers Ed	Conference/Meeting Expense	Travel-KSB Hospital CPR Status	25.00
Lynch, Janet L.	01	Director of Health Careers Ed	Conference/Meeting Expense	Area Travel/INA Meeting	120.37
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Flo-Meter Labels Life	37.35
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	25.93
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Flo Meter Labels	-37.35
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Flo Meter Labels	-37.35
Follett Bookstore	01	Associate Degree Nursing	Instructional Supplies	Bookstore Charges thru 8/14/03	157.05
Follett Bookstore	01	Associate Degree Nursing	Instructional Supplies	Bookstore Charges through 8/22/03	25.25
KSB Hospital	01	Associate Degree Nursing	Instructional Supplies	ALARIS Blood Tubing #72980E	180.00
KSB Hospital	01	Associate Degree Nursing	Instructional Supplies	Infusion Pump Rental	360.00
Northern Illinois Home Medical	01	Associate Degree Nursing	Instructional Supplies	Lab Supplies	863.10
Wallcur, Inc	01	Associate Degree Nursing	Instructional Supplies	Practi-Powder - Practi-Empco Meds	87.90
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	LPN Supplies Open P.O.	45.50
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	LPN Supplies Open P.O.	27.74
Ward's-Biology	01	Licensed Practical Nursing	Instructional Supplies	Otoscopel Ophthalmoscope Set #15W8850	195.63
Diagnostic Imaging Inc	01	Radiologic Technology	Maintenance Services	Maintenance	65.00
Baldwin Cooke Company	01	Radiologic Technology	Instructional Supplies	2004 Calendar Refills	23.26



REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 08/21/03 To 09/22/03

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Diagnostic Imaging Inc	01	Radiologic Technology	Instructional Supplies	Rad Tech Supplies Open P.O.	676.44
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Clinical Site Visits thru 8/27/03	77.40
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Clinical Travel thru 8/13/03	180.00
Magna Publications	01	Dean of Information Systems	Publications and Dues	Subscription Renewal	159.00
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Reference Book	38.88
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books For Library	988.44
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	320.22
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	213.70
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	339.07
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	68.67
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	130.14
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	7.48
Dirpro	01	Learning Resource Center	Books and Binding Costs	Directory of Illinois Schools	24.00
Edward R Hamilton, Bookseller	01	Learning Resource Center	Books and Binding Costs	Book Order	496.30
New Deal Films Inc.	01	Learning Resource Center	Books and Binding Costs	Video: Artists At Work	100.00
Norris, Randall	01	Learning Resource Center	Books and Binding Costs	Video	141.34
Purple Monkey Productions	01	Learning Resource Center	Books and Binding Costs	Video Tape-Journeys with George	25.00
US Bank	01	Learning Resource Center	Books and Binding Costs		987.05
Amazon.com	01	Learning Resource Center	Publications and Dues	Popular Magazine Subcriptions	247.71
Chicago Magazine	01	Learning Resource Center	Publications and Dues	Subscription	9.95
Chicago Tribune	01	Learning Resource Center	Publications and Dues	Subscription	169.52
ProQuest Information & Learnin	01	Learning Resource Center	Publications and Dues		203.32
Wall Street Journal	01	Learning Resource Center	Publications and Dues	Subscription Renewal	189.00
Illinois State Library	01	Learning Resource Center	Conference/Meeting Expense	Advance Workshop 10/15/03	20.00
Unique Computer	01	Academic Computing	Instructional Supplies	Laptop Remover	80.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Unique Computer	01	Academic Computing	Computer Software	ACAD Firewall	90.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Repair	19.00
Pratt Audio-Visual & Video Cor	01	Instructional Technology Center	Maintenance Services	Projector Bulb Replacement	478.00
Global Computer Supplies	01	Instructional Technology Center	Instructional Technology Materia	C 38388-CD Sleeves w/Flap, pkg 2000	125.00
Global Computer Supplies	01	Instructional Technology Center	Instructional Technology Materia	C93718-DYMO File Folder Labels	6.95
Global Computer Supplies	01	Instructional Technology Center	Instructional Technology Materia	JNC46689-Verbatim 48x80 Min. Value Pac CD-R, 100	26.00
Global Computer Supplies	01	Instructional Technology Center	Instructional Technology Materia	444602NPK - Verbatim 15X DVD =R, 4.7 GB	42.50
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	AverKey 3 Plus	1,454.00
Shelley, Chris	01	Instructional Technology Center	Instructional Technology Materia	Respondus Software	79.00
Watchfire	01	Instructional Technology Center	Instructional Technology Materia	Bobby 4.0 Software	199.00
Hewlett-Packard	01	Administrative Computing	Maintenance Services	Software Support	1,773.00
Global Computer Supplies	01	Administrative Computing	Office Supplies	JNC46689 Verbatim 48x80 Min. Value Pac CD-R	126.35
Kahlon Inc	01	Administrative Computing	Office Supplies	KAPPG19-Mac RAM 128 MB	288.00
Toner Tech Plus	01	Administrative Computing	Office Supplies	Refurbish Toner Cartridge	609.45
Unique Computer	01	Administrative Computing	Office Supplies	Office Supplies	371.95
Unique Computer	01	Administrative Computing	Office Supplies	UPS Battery	275.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink Cartridges	79.00
Unique Computer	01	Administrative Computing	Office Supplies	Data Cartridges	450.00
Hewlett-Packard	01	Administrative Computing	Computer Software	Software Support	805.70
VeriSign Inc	01	Administrative Computing	Computer Software	Managed PKI For SSL (Premium) Quoted 7/23/03	6,950.00
Baldwin Cooke Company	01	VP- Student Services	Office Supplies	2004 Calendar Refills	11.63
Connections Project	01	VP- Student Services	Conference/Meeting Expense	Conference-Forum for Excellence	75.00
White Pines Inn	01	VP- Student Services	Conference/Meeting Expense	Deposit for 10/17 Retreat	50.00
CMS Communications	01	Student Recruitment	Office Supplies	8410 Phones With Display Color-Black	752.16
Baldwin Cooke Company	01	Admissions, Records & Placement	Office Supplies	2004 Calendar Refills	58.15

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM</u> <u>AMOUNT</u>
SBM Business Equipment Center	01	Admissions, Records & Placement	Office Supplies	Toner For Fax Machine	54.99
SBM Business Equipment Center	01	Admissions, Records & Placement	Office Supplies	Fax Toner	54.99
Xerox Corporation	01	Counseling	Maintenance Services	Copier Fees	11.50
Xerox Corporation	01	Counseling	Maintenance Services	Copier Fees	-7.50
Xerox Corporation	01	Counseling	Maintenance Services	Copier Fees	15.00
Baldwin Cooke Company	01	VP- Administrative Services	Office Supplies	2004 Calendar Refills	23.30
SBM Business Equipment Center	01	VP- Administrative Services	Office Supplies	Quartet Cork Bulletin Board-Anondized Aluminum	32.49
SBM Business Equipment Center	01	VP- Administrative Services	Office Supplies	Adler/Royal Satellite 40 Typewriter	499.00
Consolidated Management Co	01	VP- Administrative Services	Conference/Meeting Expense	Adopt A Highway 9/3/03	26.90
Meyer, Paula S.	01	VP- Administrative Services	Conference/Meeting Expense	Travel 8/25/03 TIF Meeting	9.00
Pitney Bowes	01	Other Institutional	Maintenance Services	Repair Tape Dispenser-Postage Machine	172.00
Federal Express Corp	01	Other Institutional	Postage	Additional Charges	5.94
Federal Express Corp	01	Other Institutional	Postage	Shipping Charges	18.45
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	2,500.00
United Parcel Service	01	Other Institutional	Postage	Monthly Charges	360.31
Kerber, Joan E.	01	Other Institutional	Recruitment	Recruitment SSS Candidate	36.24
CBNWI (Credit Bureau NorthWest	01	Other Institutional	Financial Charges & Adjustments	Financial Adjustment	135.30
Credit Management Services	01	Other Institutional	Financial Charges & Adjustments	Net due Aug 03	53.42
SBM Business Equipment Center	01	Business Office	Maintenance Services	Open Purchase Order/Maintenance-Sharp Copier 03-04	27.81
Baldwin Cooke Company	01	Business Office	Office Supplies	2004 Calendar Refills	11.63
Staples	01	Business Office	Office Supplies	File Jackets	27.59
Staples	01	Business Office	Office Supplies	Correction Film	3.25
Staples	01	Business Office	Office Supplies	Data Binders	43.65
Staples	01	Business Office	Office Supplies	A-Z Dividers	3.75
Illinois CUPA	01	Personnel Office	Publications and Dues	FY 04 Renewal	50.00

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Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Winner's Birthday	80.00
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Winners Birthday	100.00
PHI THETA KAPPA Society	01	Phi Theta Kappa	Office Supplies	Fall 04 Recognition Items	375.00
Frerichs, Nancy M.	01	Phi Theta Kappa	Conference/Meeting Expense	Travel-Regional Honors Institute	34.30
Frerichs, Nancy M.	01	Phi Theta Kappa	Conference/Meeting Expense	Travel-Phi Theta Kappa-Telethon	36.50
Clark, Jeffrey	010110	Corp Serv Professional Developme	Consultants	Lift Truck Training - Tyco 9/6/03	425.00
Follett Bookstore	010110	Corporate Services Admin.	Office Supplies	Bookstore Charges	1,470.00
SBM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Maintenance Contract FY04	70.26
Illinois Community College Eco	010110	Corporate Services Admin.	Publications and Dues	T Gospodarczyk & T Gericke	70.00
Creative Printing	010110	Corporate Services Admin.	Advertising	Business Cards-Thomas Gericke 500/Box	40.00
Gericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-Area Sites -Materials	6.48
Tilton, Ann R	010120	Youth Programs	Consultants	CCS Class - Study Skills	50.00
Dalc, Julie	010120	Youth Programs	Instructional Supplies	Copies/Nutcracker	92.50
Paper Direct Inc	010120	Youth Programs	Instructional Supplies	Tickets for the Nutcracker Play	68.91
Tilton, Ann R	010120	Youth Programs	Instructional Supplies	Study Skill Packets	50.00
Sauk Valley Newspapers	010120	Youth Programs	Advertising	Ad for Nutcracker Auditions	82.40
SBM Business Equipment Center	010120	Community Service Administration	Office Supplies	Maintenance Contract FY04	70.26
Education To Go	010120	Computers	Consultants	Ed-2-Go August 2003 On-Line Courses	274.00
Unique Computer	010120	Polygraph Institute	Instructional Supplies	Printer	275.00
C & E Glass	02	Maintenance	Maintenance Services	Replacement Glass 2F5	630.00
ECOLAB	02	Maintenance	Maintenance Services	Monthly Exterminator Service	186.50
Honeywell	02	Maintenance	Maintenance Services	Quarterly Contract	2,396.00
PDC Laboratories, Inc	02	Maintenance	Maintenance Services	Water Testing	81.00
Simplex-Grinnell	02	Maintenance	Maintenance Services	Equipment Service Contract 9/1/03-8/31/04	399.50
Youngren's Refrigeration Inc	02	Maintenance	Maintenance Services	Repair Cooler-Kitchen	100.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Ace Hardware	02	Maintenance	Maintenance Supplies	Plumbing Supplies	21.53
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 04	27.25
Grummerts Do It Best Hardware	02	Maintenance	Maintenance Supplies	Bleach	71.28
Leslie's Swimming Pool Supplie	02	Maintenance	Maintenance Supplies	Chemicals	105.97
McMaster Carr Supply Company	02	Maintenance	Maintenance Supplies	Computer Cooling Fans	58.12
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	116.30
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	9.57
Menards	02	Maintenance	Maintenance Supplies	Breaker	119.00
Menards	02	Maintenance	Maintenance Supplies	Paint	63.33
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	43.69
Menards	02	Maintenance	Maintenance Supplies	Locks	24.59
Menards	02	Maintenance	Maintenance Supplies	Keys	2.88
Schimberg Company	02	Maintenance	Maintenance Supplies	N445 WLC 9000V CI Wafer Chk 125# 2"	475.00
USA Bluebook	02	Maintenance	Maintenance Supplies	Wrenches	105.80
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	107.89
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	113.35
Ace Hardware	02	Custodial	Maintenance Supplies	Maintenance Supplies	53.92
Link-a-Bag Systems	02	Custodial	Maintenance Supplies	Recycle Container Liners	221.76
McMaster Carr Supply Company	02	Custodial	Maintenance Supplies	Castors	19.41
Menards	02	Custodial	Maintenance Supplies	Custodial Supplies	124.48
National Trade Publications In	02	Custodial	Maintenance Supplies	Cleanfax Magazine	69.00
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	38.25
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	38.25
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	1,130.16
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	1,548.40

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Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	50.32
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	195.18
Sterling Ford-Lincoln-Mercury	02	Grounds	Maintenance Services	Oil Change 03 Ford	24.49
Ace Hardware	02	Grounds	Maintenance Supplies	Battery, Blade Edger	15.27
Ace Hardware	02	Grounds	Maintenance Supplies	couplers	31.07
Menards	02	Grounds	Maintenance Supplies	Paint	96.34
Menards	02	Grounds	Maintenance Supplies	Maintenance Supplies	59.42
Menards	02	Grounds	Maintenance Supplies	Grounds Supplies	72.15
Mike's Repair Service	02	Grounds	Maintenance Supplies	Edger Blade	49.90
Mike's Repair Service	02	Grounds	Maintenance Supplies	HT75 Pole Pruner	449.95
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Supplies	Pro's Choice Soilmaster Red (120-50lb Bags)	1,776.00
Nicor Gas	02	Utilities	Gas	Monthly Charges	105.12
Nicor Gas	02	Utilities	Gas	Monthly Charges	120.14
Commonwealth Edison	02	Utilities	Electricity	Electrical Bill	10,543.62
Commonwealth Edison	02	Utilities	Electricity	Monthly Charge	13,731.40
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	19.12
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	13.33
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	39.05
AT & T	02	Utilities	Telephone	Monthly Telephone Charges	2,130.65
AT & T	02	Utilities	Telephone	Telephone Charges -Financial Aid	15.16
Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Charges	2,935.12
Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Charges for Pay Phones	67.12
Illinois Century Network (ICN)	02	Utilities	Telephone	Monthly Charges	1,168.00
United States Cellular	02	Utilities	Telephone	College Cell Phone Use	68.20
Verizon Wireless	02	Utilities	Telephone	Monthly Charge	23.16

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Verizon Wireless	02	Utilities	Telephone	Dr. Behrendt Cell Phone Services 2003-2004	42.88
Rock Valley Disposal	02	Utilities	Refuse Disposal	Monthly Trash Removal	124.00
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	444.33
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Office Supplies	99.46
Wilkins-Lowe and Company	02	Building and Grounds Administrat	Property & Casualty Insurance	Service Fee /Package Policy	1,000.00
D R Gilbert & Sons, Inc	03	Operations & Maintenance- Restri	Building Remodeling	Water Works Project	54,403.00
Pratt Audio-Visual & Video Cor	03	Operations & Maintenance- Restri	Building Remodeling	Theater Cabling	1,229.19
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineering Charges for Waterwork's Project	2,645.50
Sprinkmann Sons Corporation	03	ICCB Deferred Maintenance Grant	Maintenance Services	Repair Boiler Room Area	6,400.00
Drane, Paula E.	050500		Petty Cash	Petty Cash for FY04	100.00
Drane, Paula E.	050500	Child Care Center	Other Supplies	Reimbursement for Supplies	154.55
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	106.66
Teacher's Discount	050500	Child Care Center	Other Supplies	Basic Supercycle	143.68
Barnes, Kris	050600		Petty Cash	Petty Cash	200.00
Derby, Dustin C.	050600		Petty Cash	FY 04 Petty Cash	100.00
Kipping, Sara M.	050600		Petty Cash	FY 04 Petty Cash	250.00
Leseman, Jolene K.	050600		Petty Cash	Petty Cash Women's Basketball	300.00
Sullivan, Michael D.	050600		Petty Cash	Petty Cash FY 04	200.00
Acushnet Company	050600	Golf	Other Supplies	Dozen New ProV1 Golf Balls #1TV-LP w/SVCC imprint	182.00
Nike Golf	050600	Golf	Other Supplies	#166762 Tipped Dri-Fit Polo-White/Blac 2M, 2L, 2XL	18.00
Nike Golf	050600	Golf	Other Supplies	#165136 Textured Dri-Fit Polo-Red 2M, 2L, 2XL	20.25
Nike Golf	050600	Golf	Other Supplies	#565439 3-D Applique Cap-Light Bone	8.00
Sun Mountain	050600	Golf	Other Supplies	6 Collegiate Bags	524.25
Black Hawk College	050600	Golf	Other Conference & Meeting	Golf Entry Fee 8/28/03	120.00
Frederick, James E.	050600	Golf	Other Conference & Meeting	Golf Tourn-8/28/03 Port Byron	57.10

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Highland Community College	050600	Golf	Other Conference & Meeting	Golf Entry Fee 8/22/03	35.00
Lincoln College	050600	Golf	Other Conference & Meeting	Golf Invite 9/14/03	285.00
Park Hills Golf Course	050600	Golf	Other Conference & Meeting	Green Fees 8/22/03	120.00
Follett Bookstore	050600	Women's Basketball	Instructional Supplies	Bookstore Charges	27.96
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel Area Games thru 9/5/03	288.33
Holabird Sports	050600	Women's Tennis	Other Supplies	Wilson 023024	219.95
Kipping, Sara M.	050600	Women's Tennis	Other Supplies	Tennis Shirts	62.65
Leseman, Jolene K.	050600	Women's Tennis	Other Supplies	Travel-Women's Basketball thru 8/30/03	275.98
Clark, Jim	050600	Women's Volleyball	Other Contractual Services	Referee Volleyball Game 9/15/03	75.00
Fleetwood, Katie L.	050600	Women's Volleyball	Other Contractual Services	Volleyball 9/15/03	15.00
Major, Krista L.	050600	Women's Volleyball	Other Contractual Services	VolleyBall Game 9/15/03	15.00
McCormick, Karrie L.	050600	Women's Volleyball	Other Contractual Services	VolleyBall Game 9/15/03	15.00
Schach, Steve	050600	Women's Volleyball	Other Contractual Services	Referee Volleyball Game 9/15/03	75.00
Johnson, Tara L.	050600	Women's Volleyball	Instructional Supplies	Coaches Clinic 7/24/03	90.00
Midwest Volleyball Warehouse	050600	Women's Volleyball	Instructional Supplies	#STATZ.WIN Stat Program	452.70
Santo Sport Store	050600	Women's Volleyball	Other Supplies	Mueller Athletic Tape	2,748.75
Santo Sport Store	050600	Women's Volleyball	Other Supplies	Asic Gel VTR Shoes	69.03
Santo Sport Store	050600	Women's Volleyball	Other Supplies	Asic Gel VTR Shoes	66.88
Sports Decals Kwik	050600	Women's Volleyball	Other Supplies	#SWZBW Crop Hoodie-Red-4M, 8L	608.40
Barnes, Kris	050600	Women's Volleyball	Other Conference & Meeting	Travel 8/23/03 Volleyball	129.65
Barnes, Kris	050600	Women's Volleyball	Other Conference & Meeting	Travel-McKendree Game 9/6/03	283.27
Camelot Inn	050600	Women's Volleyball	Other Conference & Meeting	McKendree Tourney 9/4/03-9/5/03	449.55
Joliet Junior College	050600	Women's Volleyball	Other Conference & Meeting	Volley Ball Entry Fee	225.00
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Bookstore Charges through 8/22/03	54.00
Sterling Rock Falls Clinic	050600	General Athletics	Other Materials and Supplies	Drug Testing	1,170.00



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Moss, Bryant	050600	Student Activities	Consultants	Comedian 9/11/03	1,300.00
Music By Night	050600	Student Activities	Consultants	Performance 9/3/03	250.00
Fun Services	050600	Student Activities	Other Contractual Services	Services for Fun Fair 9/3/03	600.00
Twin Cities Fiesta Committee	050600	Student Activities	Other Contractual Services	Fiesta Parade Entry	25.00
Derby, Dustin C.	050600	Student Activities	Other Materials and Supplies	Student Activities Supplies	21.07
Film for the Humanities & Scie	050600	Student Activities	Other Materials and Supplies	Return of Video	-89.95
Film for the Humanities & Scie	050600	Student Activities	Other Materials and Supplies	BLV 11027 Chill: Straight Talk About Stress	162.00
Gold Medal	050600	Student Activities	Other Materials and Supplies	#2172 Fast Off-Pint	39.90
Rock River Provision Co	050600	Student Activities	Other Materials and Supplies	Popcorn Bags	12.30
Derby, Dustin C.	050600	Student Activities	Conference/Meeting Expense	Supplies for the Parade Float	8.49
Derby, Dustin C.	050600	Student Activities	Conference/Meeting Expense	Supplies Fiesta Parade	5.36
Derby, Dustin C.	050600	Student Activities	Conference/Meeting Expense	Supplies Fiesta Parade	12.62
Derby, Dustin C.	050600	Student Activities	Conference/Meeting Expense	Travel-NCSS Conference	20.80
Derby, Dustin C.	050600	Student Activities	Conference/Meeting Expense	Pizza - Working on Fiesta Float	50.00
Baudville	050600	Student Activities	Other Conference & Meeting	Certificates	751.48
Stewart Beverage Corp	050600	Student Government	Other Contractual Services	Pop for Free for Fall	264.00
Follett Bookstore	050600	Student Government	Other Materials and Supplies	Bookstore Charges	.99
Grand Stage Company	050600	Drama	Other Materials and Supplies	Image Pro Projector	773.45
Valentino Production Music, In	050600	Drama	Other Materials and Supplies	CD-Music for Fall Production-"Frankenstein"	75.00
Display Sales Co.	050600	Voyager	Other Materials and Supplies	Photo Developing and Printing-College Relations	381.95
Don Mullery's World of Cars	050700	Student Special Projects	Service Equipment	Vanterra Passenger Van	27,868.57
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas for College Van	19.84
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas College Van	4.12
Don Mullery's World of Cars	050800	Transportation	Service Equipment	Vanterra Passenger Van	5,000.00
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss		10,025.30

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Professional Benefit Administr	051000	Medical Insurance	Dependent Stop Loss		7,846.47
Professional Benefit Administr	051000	Medical Insurance	Precertification		362.50
Professional Benefit Administr	051000	Medical Insurance	Cobra Conversion		10.00
Professional Benefit Administr	051000	Medical Insurance	Administrative Costs		2,654.25
Professional Benefit Administr	051000	Medical Insurance	Life & AD&D		2,262.61
Anderson, Erica S.	051400		Student Loans	Student Loan Due 12/5/03	300.00
Fassig, Sarah L.	051400		Student Loans	Student Loan Due 12/5/03	300.00
Marks, Pam S.	051400		Student Loans	Student Loan Due 12/5/03	300.00
Miles, Todd C.	051400		Student Loans	Student Loan Due 12/5/03	300.00
Perce, Janice A.	051400		Student Loans	Student Loan Due 12/5/03	250.00
Smith, Ramona D.	051400		Student Loans	Student Loan Due 12/5/03	300.00
State Universities Retirement	062050	SBDC Grant	SURS	SBDC-Matching Fund	152.57
State Universities Retirement	062050	SBDC Grant	SURS		152.57
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Maintenance Contract FY04	70.26
Sauk Valley Newspapers	062050	SBDC Grant	Advertising	Ad-Before you Start	136.42
Illinois Small Business Develo	062050	SBDC Grant	Conference/Meeting Expense	Conference fee-M Miller McKinstra 10/27/03	180.00
Miller-McKinstra, Michele	062050	SBDC Grant	Conference/Meeting Expense	Small Business Group Meeting 7/29/03	14.08
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Telephone Charge	34.76
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance	13.54
Unique Computer	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	Intellimouse	25.00
Marruffo, Kerrie M.	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Admin Retreat 8/5/03 St. Charles, IL	376.85
Deem, Craig A	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Cleaning Adult Ed Class	25.00
Unique Computer	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	CDRW	88.00
Fiorini, Anthony D.	062059	ICCB Adult Ed-Performance-Instrc	Conference/Meeting Expense	Wallace travel-8/27/03	40.32
Lee Wayne	062059	ICCB Adult Ed-Performance-Litera	Instructional Supplies	Pencils	197.58

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Sterling Public Library	062059	ICCB Adult Ed-Performance-Litera	Instructional Supplies	Display Ad for Story telling	35.00
Amsterdam Printing & Litho	062060	SOS VITAL Grant	Instructional Supplies	Brass Plate Laser	82.80
Kim, Linda A.	062062	IBHE PLACE Grant	Conference/Meeting Expense	Travel-ESL Workshop	212.58
Consolidated Management Co	062062	IBHE PLACE Grant	Other Conference & Meeting	Dinner/Mother-Daughter Program	360.00
Salgado, Ana S.	062062	IBHE PLACE Grant	Other Conference & Meeting	Parade Supplies	21.99
Unique Computer	062063	DCEO Community Technology Center	Instructional Supplies	P ScanJet 4400Cxi (USB)	27.49
State Universities Retirement	063011	Student Support Services Grant	SURS	SBDC-Matching Fund	427.90
State Universities Retirement	063011	Student Support Services Grant	SURS		427.90
Copy Shop	063011	Student Support Services Grant	Office Supplies	SSS Newsletter August 2003	201.57
Consolidated Management Co	063011	Student Support Services Grant	Other	Fall 2003 Tutor Training	73.85
Connections Project	063020	Perkins IIC	Conference/Meeting Expense	Tech Prep State Conference	75.00
Carson-Dellosa	063075	IDHS AmeriCorps - Member Activit	Instructional Supplies	Tutoring/Training Materials	1,260.12
Trend Enterprises, Inc.	063075	IDHS AmeriCorps - Member Activit	Instructional Supplies	T 38069 Poster	37.85
Consolidated Management Co	063075	IDHS AmeriCorps - Member Activit	Other Supplies	Graduation	180.00
Consolidated Management Co	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Advisory Committee 7/21/03	84.00
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	SBDC-Matching Fund	294.70
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS		268.56
SCT Software & Resource Mgmt C	064030	Restricted Fund-GOD Certificates	Consultants	Web Banner Training	1,282.83
Unique Computer	064040	SBC Excelerator	Other Materials and Supplies	P ScanJet 4400Cxi (USB)	1,236.51
Don Mullery's World of Cars	101010	Booster Club	Service Equipment	Vanterra Passenger Van	6,000.00
Derby, Dustin C.	101120	ALAS Club	Other	Pizza-Parade Float	60.51
Salgado, Ana S.	101120	ALAS Club	Other	Gift Card Limbo Contest-Free for Fall	20.00
Lindgren Callihan Van Osdol &	11	Audit	Audit Services	Charges for 2003 Audit	4,000.00
Wilkins-Lowe and Company	12	Risk Management	General Insurance	Employee Dishonesty Insurance	150.00
Wilkins-Lowe and Company	12	Risk Management	General Insurance	Nurses Prof Liab. Insurance	5,105.50

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 08/21/03 To 09/22/03

RUN DATE: 09/12/03  
TIME: 3:13 PM  
PAGE: 28

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.48
Clean Harbors Environmental Se	12	Public Safety	Maintenance Services	Hazardous Waste Disposal (estimate)	6,628.63
Verizon Wireless	12	Public Safety	Maintenance Services	Security Phones	65.22
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 82, 8/9/03	951.28
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 8/16, 8/23/03	908.04
Factory Mutual Insurance Co	12	Public Safety	Other Supplies	Subscription	36.00
Tri-City Electric Co.	12	Public Safety	Service Equipment	MDI Security Camera System w/Wiring, Cabling, &	23,399.00
BANK ACCOUNT 1 TOTAL:					685,061.02
BANK ACCOUNT 2 TOTAL:					8,097.60
ALL ACCOUNTS TOTAL:					693,158.62

For Board Meeting of  
September 22, 2003

Agenda Item D-6

BOARD POLICY 504.01 FOREIGN STUDENTS  
(FIRST READING)

Attached for First Reading is Board Policy 504.01 Foreign Students.

RECOMMENDATION: Board approval of Board Policy 504.01 Foreign Students.

504.01 Foreign Students

**(Bold type indicates proposed changes)**

The Board of Trustees of Sauk Valley Community College recognizes the value of better world understanding. In support of this belief, the following policy shall be in effect.

An international student may attend Sauk Valley Community College on a resident tuition basis provided that the student meets the following requirements:

**The College recognizes the value of better world understanding. An appropriately documented international student who is a citizen of a foreign country may attend Sauk Valley Community College on a resident tuition basis provided that the student meets the following requirements throughout his or her attendance.**

- A. Be sponsored by a regular tax-paying resident of the Sauk Valley Community College district;

**The student is sponsored by a regular tax-paying resident of the Sauk Valley Community College district, as evidenced by a current United States Immigration and Naturalization Service form Affidavit of Support (or comparable document) filed with the College;**

- B. Be willing to serve as a community resource person to make speeches and presentations to interested community groups; and

**The student is willing to serve as a community resource person to make speeches and presentations to interested community groups with the Sauk Valley Community College district; and**

**SAUK VALLEY COMMUNITY COLLEGE  
ADMISSIONS PROCEDURE FOR CITIZENS OF FOREIGN COUNTRIES  
AS INTERNATIONAL STUDENTS UNDER F-1 VISAS**

The following is the procedure for admission of citizens of countries where English is **not** the native language. *Applicants from countries where English is the native language must complete steps 2 through 6 listed below.*

**All applicants who are citizens of non-English speaking countries will be eligible for admission to Sauk Valley Community College only when they complete the following requirements:**

1. Complete the Test of English as a Foreign Language (TOEFL) which is administered by the Educational Testing Services of Princeton, New Jersey, and earn a cumulative score of **not less than 500**. For complete information concerning the TOEFL examination, applicants should write to:

**Test of English as a Foreign Language  
Educational Testing Service  
Princeton, New Jersey 08549  
USA**

**or**

Applicants from non-English speaking countries may become eligible for admission to Sauk Valley Community College through successful completion of intensive English training at centers such as: ELS Language Center, Augusta Street, River Forest, Illinois 60305, Phone: (708) 771-7746; or, Center for English as a Second Language, Southern Illinois University, Carbondale, Illinois 62901. Applicants who attend one of these centers to gain English proficiency, upon completion, **must provide evidence of English proficiency at Level 7 or above** to be considered for admission to Sauk Valley Community College.

**or**

Special arrangements can be made **in advance** through Sauk Valley Community College=s Coordinator of Counseling to satisfy the English proficiency requirement. This could involve the student registering for English as a Second Language courses (ESL) at Sauk Valley Community College during the first academic year.

Applicants who are citizens of foreign countries where **English is the native language** will be *eligible* for admission to Sauk Valley Community College when they have completed steps 2 through 6 listed on the next page.

**All entering international students will be administered the college=s placement examination in writing, reading, and mathematics.** All Students should make arrangements to have completed the placement exam at least two weeks prior to the beginning of classes. Based on the placement exam results, students may be required to enroll in courses that are developmental in content and will not be used to satisfy degree requirements.

2. Submit a Sauk Valley Community College application to the Coordinator of Counseling.
3. Submit to Sauk Valley Community College official copies of all secondary education coursework and grades, as well as any college or university transcripts. Students wishing to use college level coursework from their home countries will need to have their credentials evaluated before Sauk Valley Community College will apply those credits towards a degree. The evaluating institution frequently used by our students is Educational Credential Evaluators, Inc. They can be contacted through the internet at <http://www.ece.org/>. Students will need to have a **Catalog Match** evaluation submitted to the Coordinator of Counseling at Sauk Valley Community College.
4. Submit to Sauk Valley Community College an I-134 Affidavit of Support indicating the student/sponsor has funds equal to, or surpassing, the \$15,182.00 in educational expenses needed to be a student at our college for one academic year.
5. Students participating in “sister city” programs, or “student exchange” programs will need to provide documentation indicating who is the local host family, their address, and telephone number.
6. When the international student has filed **all of the above stated documentation** with the Coordinator of Counseling Services, and it has determined that the student meets all admissions criteria, the appropriate United States Department of Immigration and Naturalization forms a SEVIS I-20 form will be sent to the student. **With this action the student is officially admitted to the college and may make plans for attendance.**

All international students must register for a minimum of 12 credit hours each semester. The current tuition rate for international students holding F-1 visas is \$251.00 per credit hour (*\$60.00 per credit hour if sponsored by a Sauk Valley Community College resident, or community organization*). There are additional charges (\$1,000.00) for lab fees and textbooks. Students will want to anticipate spending around \$6,000 for housing costs.

**Students with an F-1 Student Visa are not allowed to work off-campus.** On-campus jobs are few, and students should not anticipate using this income as a means of financial support. Under recent changes in immigration laws **students with an F-1 Student Visa will n longer be issued a Social Security Card, which in turn means that the student will not be able to receive an Illinois Driver’s License.** All transportation to and from the college will be the student’s responsibility. *There are no forms of public transportation to the college.*

Direct all correspondence to: Thomas Breed  
Coordinator of Counseling Services  
Sauk Valley Community College  
173 IL Route 2  
Dixon, Illinois 61021  
USA

Telephone: (815) 288-5511, extension 334  
FAX: (815) 288-3190  
E-mail: [breedt@svcc.cc.il.us](mailto:breedt@svcc.cc.il.us)  
Website: [www.svcc.edu](http://www.svcc.edu)



**Affidavit of Support**

*(Answer All Items: Fill in with Typewriter or Print in Block Letters in Ink.)*

I, \_\_\_\_\_ residing at \_\_\_\_\_  
(Name) (Street and Number)  
\_\_\_\_\_  
(City) (State) (Zip Code if in U.S.) (Country)

**BEING DULY SWORN DEPOSE AND SAY:**

1. I was born on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (City) (Country)

If you are not a native born United States citizen, answer the following as appropriate:

- If a United States citizen through naturalization, give certificate of naturalization number \_\_\_\_\_
- If a United States citizen through parent(s) or marriage, give citizenship certificate number \_\_\_\_\_
- If United States citizenship was derived by some other method, attach a statement of explanation.
- If a lawfully admitted permanent resident of the United States, give "A" number \_\_\_\_\_

2. That I am \_\_\_\_\_ years of age and have resided in the United States since (date) \_\_\_\_\_

3. That this affidavit is executed in behalf of the following person:

Name	Gender	Age
Citizen of (Country)	Marital Status	Relationship to Sponsor
Presently resides at (Street and Number)	(City)	(State) (Country)

Name of spouse and children accompanying or following to join person:

Spouse	Gender	Age	Child	Gender	Age
Child	Gender	Age	Child	Gender	Age
Child	Gender	Age	Child	Gender	Age

4. That this affidavit is made by me for the purpose of assuring the United States Government that the person(s) named in item 3 will not become a public charge in the United States.

5. That I am willing and able to receive, maintain and support the person(s) named in item 3. That I am ready and willing to deposit a bond, if necessary, to guarantee that such person(s) will not become a public charge during his or her stay in the United States, or to guarantee that the above named person(s) will maintain his or her nonimmigrant status, if admitted temporarily and will depart prior to the expiration of his or her authorized stay in the United States.

6. That I understand this affidavit will be binding upon me for a period of three (3) years after entry of the person(s) named in item 3 and that the information and documentation provided by me may be made available to the Secretary of Health and Human Services and the Secretary of Agriculture, who may make it available to a public assistance agency.

7. That I am employed as, or engaged in the business of \_\_\_\_\_ with \_\_\_\_\_  
(Type of Business) (Name of concern)  
at \_\_\_\_\_  
(Street and Number) (City) (State) (Zip Code)

I derive an annual income of *(if self-employed, I have attached a copy of my last income tax return or report of commercial rating concern which I certify to be true and correct to the best of my knowledge and belief. See instructions for nature of evidence of net worth to be submitted.)*

\$ \_\_\_\_\_

I have on deposit in savings banks in the United States

\$ \_\_\_\_\_

I have other personal property, the reasonable value of which is

\$ \_\_\_\_\_

**OVER**

I have stocks and bonds with the following market value, as indicated on the attached list, which I certify to be true and correct to the best of my knowledge and belief.

\$ \_\_\_\_\_

I have life insurance in the sum of

\$ \_\_\_\_\_

With a cash surrender value of

\$ \_\_\_\_\_

I own real estate valued at

\$ \_\_\_\_\_

With mortgage(s) or other encumbrance(s) thereon amounting to \$ \_\_\_\_\_

Which is located at \_\_\_\_\_

(Street and Number)

(City)

(State)

(Zip Code)

8. That the following persons are dependent upon me for support: (Place an "x" in the appropriate column to indicate whether the person named is **wholly** or **partially** dependent upon you for support.)

Name of Person	Wholly Dependent	Partially Dependent	Age	Relationship to Me

9. That I have previously submitted affidavit(s) of support for the following person(s). If none, state "**None.**"

Name

Date submitted

10. That I have submitted visa petition(s) to the Immigration and Naturalization Service on behalf of the following person(s). If none, state none.

Name

Relationship

Date submitted

11. (Complete this block only if the person named in the item 3 will be in the United States temporarily.)

That I ☐ intend ☐ do not intend, to make specific contributions to the support of the person named in item 3. (If you check "intend," indicate the exact nature and duration of the contributions. For example, if you intend to furnish room and board, state for how long and, if money, state the amount in United States dollars and state whether it is to be given in a lump sum, weekly or monthly, or for how long.)

### Oath or Affirmation of Sponsor

I acknowledge at that I have read Part III of the Instructions, Sponsor and Alien Liability, and am aware of my responsibilities as an immigrant sponsor under the Social Security Act, as amended, and the Food Stamp Act, as amended.

I swear (affirm) that I know the contents of this affidavit signed by me and the statements are true and correct.

Signature of sponsor \_\_\_\_\_

Subscribed and sworn to (affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_,

at \_\_\_\_\_. My commission expires on \_\_\_\_\_

Signature of Officer Administering Oath \_\_\_\_\_ Title \_\_\_\_\_

If affidavit prepared by other than sponsor, please complete the following: I declare that this document was prepared by me at the request of the sponsor and is based on all information of which I have knowledge.

(Signature)

(Address)

(Date)

## INSTRUCTIONS

### I. Execution of Affidavit.

A separate affidavit must be submitted for each person. You, as the sponsor, must sign the affidavit in your full, true and correct name and affirm or make it under oath. If you are in the United States, the affidavit may be sworn to or affirmed before an immigration officer without the payment of fee, or before a notary public or other officer authorized to administer oaths for general purposes, in which case the official seal or certificate of authority to administer oaths must be affixed. If you are **outside the United States** the affidavit must be sworn to or affirmed before a United States consular or immigration officer.

### II. Supporting Evidence.

The sponsor must submit, in duplicate, evidence of income and resources, as appropriate.

A. Statement from an officer of the bank or other financial institution in which you have deposits giving the following details regarding your account:

1. date account opened
2. total amount deposited for the past year
3. present balance

B. Statement of your employer on business stationery, showing:

1. date and nature of employment
2. salary paid
3. whether position is temporary or permanent

C. If self-employed:

1. copy of last income tax return filed, or
2. report of commercial rating concern

D. List containing serial numbers and denominations of bonds and name of record owner(s).

### III. Sponsor and Alien Liability.

Effective October 1, 1980, amendments to section 1614(f) of the Social Security Act and Part A of Title XVI of the Social Security Act establish certain requirements for determining the eligibility of aliens who apply for the first time for Supplemental Security Income (SSI) benefits. Effective October 1, 1981, amendments to section 415 of the Social Security Act establish similar requirements for determining the eligibility of aliens who apply for the first time for Aid to Families with Dependent Children (AFDC) benefits. Effective December 22, 1981, amendments to the Food Stamp Act of 1977 affect the eligibility of alien participation in the Food Stamp Program. These amendments require that the income and resources of any person, who as the sponsor of an alien's entry into the United States, executes an affidavit of support or similar agreement on behalf of the alien, and the income and resources of the sponsor's spouse (*if living with the sponsor*) shall be deemed to be the income and resources of the alien under formulas for determining eligibility for SSI, AFDC and Food Stamp benefits during the three years following the alien's entry into the United States.

An alien applying for SSI must make available to the Social Security Administration documentation concerning his or her income and resources and those of the sponsor, including information that was provided in support of the application for an immigrant visa or adjustment of status. An alien applying for AFDC or Food Stamps must make similar information available to the State public assistance agency. The Secretary of Health and Human Services and the Secretary of Agriculture are authorized to obtain copies of any such documentation submitted to INS or the Department of State and to release such documentation to a State public assistance agency.

Sections 1621(e) and 415(d) of the Social Security Act and subsection 5(i) of the Food Stamp Act also provide that an alien and his or her sponsor shall be jointly and severally liable to repay any SSI, AFDC or Food Stamp benefits that are incorrectly paid because of misinformation provided by a sponsor or because of a sponsor's failure to provide information. Incorrect payments that are not repaid will be withheld from any subsequent payments for which the alien or sponsor are otherwise eligible under the Social Security Act or Food Stamp Act, except that the sponsor was without fault or where good cause existed.

These provisions do not apply to the SSI, AFDC or Food Stamp eligibility of aliens admitted as refugees, granted political asylum by the Attorney General, or Cuban/ Haitian entrants as defined in section 501(e) of P.L. 96-422 and of dependent children of the sponsor or sponsor's spouse. The provisions also do not apply to the SSI or Food Stamp eligibility of an alien who becomes blind or disabled after admission to the United States for permanent residency.

### IV. Authority/ Use/ Penalties.

Authority for the collection of the information requested on this form is contained in 8 USC 1182(a)(15), 1184(a) and 1258. The information will be used principally by INS, or by any consular officer to whom it may be furnished, to support an alien's application for benefits under the Immigration and Nationality Act and specifically the assertion that he or she has adequate means of financial support and will not become a public charge. Submission of the information is voluntary. It may also, as a matter of routine use, be disclosed to other federal, state, local and foreign law enforcement and regulatory agencies, including the Department of Health and Human Services, Department of Agriculture, Department of State, Department of Defense and any component thereof (if the deponent has served or is serving in the armed forces of the United States), Central Intelligence Agency, and individuals and organizations during the course of any investigation to elicit further information required to carry out Service functions. Failure to provide the information may result in the denial of the alien's application for a visa or his or her removal from the United States.

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**Privacy Act Notice.**

We ask for the information on this form, and associated evidence, to determine if you have established eligibility for the immigration benefit you are seeking. Our legal right to ask for this information is in 8 USC 1203 and 1225. We may provide this information to other government agencies. Failure to provide this information and any requested evidence may delay a final decision or result in denial of your request.

**Paperwork Reduction Act Notice.**

We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. The estimated average time to complete and file this application is 20 minutes per application. If you have comments regarding the accuracy of this estimate or suggestions for making this form simpler, you can write to the Immigration and Naturalization Service, HQPDI, 425 I Street, N.W., Room 4034, Washington, D.C. 20536; OMB No. 1115-0005. **DO NOT MAIL YOUR COMPLETED APPLICATION TO THIS ADDRESS.**

506.01 Institutional Membership in Organizations

Sauk Valley Community College may maintain institutional membership in representative organizations which promote the general interests of the College as recommended by the President of the College or the Board. He/She shall periodically assess the value of continuing membership in any organization and recommend changes for Board consideration.

2/12/79

3/23/87

2/28/00

3/27/00

507.01 Publications and Publicity

The preparation of official announcements and publications of the College intended for general distribution off-campus, unless otherwise authorized by the President, will be supervised and released by the Office of College Relations.

The Office of College Relations shall be used as a clearing house for news releases to avoid the duplication of materials that are released to the public and to maintain a consistent policy with regard to the standard and quality of publicity and publications.

This office shall also be responsible for maintaining historical records, pictures and other general information concerning the development of the College.

College Archives

It shall be the policy of Sauk Valley Community College that the institutional archives be developed and housed in the College Learning Resource Center. The content and structure of the archives shall be developed jointly by the staff of the Learning Resource Center and the Office of College Relations.

2/12/79

3/23/87

10/31/94

10/28/96

508.01 Scheduling of Programs

The actual scheduling of courses necessary to meet certificate and/or degree requirements shall be subject to financial provisions made in the College budget as approved by the Board of Trustees.

2/12/79

509.01 Snowmobiles

Snowmobiles are not to be allowed on Sauk Valley Community College property. No trespassing signs shall be posted. The administration has the authority to file complaints against any and all violators.

2/12/79

3/23/87



## SAUK VALLEY COMMUNITY COLLEGE OFFICE OF INFORMATION SERVICES

**To:** Dr. Richard Behrendt, Dr. Deborah Hecht, Dr. Joan Kerber, Dr. Linda Little  
**From:** Alan Pfeifer  
**Date:** August 20, 2003  
**Subject:** Unduplicated Enrollment Comparison FY 01 - FY 03

Below are the annual enrollment numbers for the past three years.

	<u>FY 01</u>	<u>FY 02</u>	<u>FY 03</u>	<u>02-03 increase</u>
Unduplicated Credit Students	4,065	4,913	5,286	7.59%
Unduplicated Non-Credit Students	1,856	1,747	2,859	63.65%
Unduplicated Total Students	5,921	6,660	8,145	22.3%

We will publish the annual summary statistics comparing Sauk to other community colleges when we receive the information from ICCB.

**Sauk Valley**  
**Community College**

**Director of College Relations**  
**Cal Lyons**



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***Memorandum***

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**Date:** September 16, 2003

**To:** Dr. Richard L. Behrendt

**Subject:** Print Shop report to the Board

As a part of the presentation we will be making to the Board of Trustees at next Monday's meeting, I submit a copy of the FY '03 Print Shop Year-End Report that indicates the number of and types of tasks performed by the college print shop in 2002-2003. We are also including a financial analysis summary prepared by Ruth Bittner of the print shop and copier usage at SVCC. These two documents should provide a good overview of the printing operations and needs we are currently experiencing at SVCC.

Michelle Mendoza, our supervisor of printing and design, will be in attendance to present a sampling of the types of jobs that we handle on campus and to give an explanation of the types of printing productions that can currently only be handled by off campus vendors.

**Print Shop Year-End Report  
2002 - 2003**

Michelle Mendoza, Supervisor  
John Heath, Printer (part-time)

Work Requests	4,266
Letters	497
Instructions	454
Books	144
Tests	1,781
Board Packet	258
General	1,132
Impressions	2,418,138
Masters	23,106
Desktop Publishing Design	
Requests	322
Separate pages	951
<u>Paper Stock</u>	
White	1038900
Colored	360837
White Card	17034
Colored Card	1,996

SVCC  
Financial Analysis of the Printshop  
August 2003

SVCC fulfills its copying and printing needs through a combination of internal centralized and decentralized copiers and outsourcing. Substantially all “copy” jobs are completed in-house. Employees may either submit jobs to the printshop staff to be copied and returned, or they may use a walkup copier. We encourage people to submit larger, more complicated, or non-rush jobs to the printshop staff, while quick, simple, small jobs are best suited for the walkups. Very high volume or specialized print jobs are outsourced to area printing businesses.

The College’s array of copy machines includes an offset press that is used only by printshop staff, two high-volume black and white walkup copiers, a color copier, and ten smaller units located in various offices. Costs for the offset press, the two high-volume copiers, and the color copier are recorded in the printshop’s cost center, while costs for the ten smaller units are charged directly to the host departments. The cost of copies made on the centralized printshop machines is charged back to the user departments, who must enter a departmental code in order to use a machine.

In FY 03 the printshop incurred the following costs and chargebacks:

<b>Salaries and benefits</b>	<b>51,462</b>
Supplies & Equipment:	
Maintenance	16,705
Supplies	31,653
Equipment lease & rentals	17,435
<b>Total Supplies &amp; Equipment</b>	<b>65,793</b>
Less: Departmental chargebacks	(62,922)
<b>Net Supplies &amp; Equipment</b>	<b>2,871</b>
<b>Total Printshop Cost</b>	<b>54,333</b>

Departments are charged a price of 2.5 cents per copy for jobs done on a centralized machine. The cost to operate a copier at SVCC is about 1.7 cents (includes lease and per copy “click” fees only), plus paper at about 0.5 cents a sheet, plus toner, staples, and maintenance not covered by a contract. The chargeback price is set at a point that recovers these costs, but not the salaries and benefits of the 1.5 FTE printshop staff. We have chosen not to chargeback these salary costs to departments for copy services, since these two staff members perform many duties in addition to basic copying, such as collating, making booklets, or operating the machines that bind, fold, punch holes, cut or staple documents. In addition, the supervisor spends the majority of her time serving as the graphic designer for College publications.

(The supplies purchased by the printshop appear in a general ledger account called “Purchases for Resale” because they will all be charged back, or “sold” to user departments.)

The College makes about 313,000 copies per month, for an average monthly “lease and click” cost of \$5,300. Paper costs add about \$1,600 per month, with toner and miscellaneous costs on top of that. Over 90% of the copies are made on the centralized machines.

Miscellaneous handouts for classes are not sold to students. However, some departments have developed “course packs,” which are bound compilations of a large number of handouts. Course packs are produced by (or for) the bookstore on College machines; the store is then billed for those copies at our standard copy rate, and they then sell them to students off the shelf as if the course pack were a required book.

The offset press is our largest production copier. However, it is quite old – we purchased it used a number of years ago, and repairs are an almost daily occurrence and depend sometimes on either fabricating or scavenging parts from other used presses. In addition, use of a press demands an operator who has a higher level and different type of skill set than that possessed by an operator of a photocopier. As presses disappear from the typical office, fewer people have the skills to run them. A press also requires use of potentially hazardous chemicals and creates a “dirty” environment, which does not occur with a photocopier. Therefore, we would like to replace the press with a high volume production digital copier, most likely in the Xerox DocuTech line. However, we have tried to wait as long as we can before doing that because the cost of a lease/maintenance contract for a DocuTech will be higher than the cost of maintenance and supplies for the already paid-for press. We estimate that operating the press costs about \$1,600 a month, while a DocuTech producing the same volume of copies will cost about \$4,300 a month. Because of maintenance problems, though, we will soon have no choice. Our plan is to use part of new issue of funding bonds (to be proposed next spring) to purchase a DocuTech type of copier.

Attached is a table showing a cost and volume analysis for all College copiers.

SVCC  
Analysis of Copy Costs  
August 2003

Copier	Location	Purpose	Monthly Copies	Copy Cost *	Monthly Cost
Offset press	Printshop	Major production jobs	137,000	0.0117	1,602.90
Xerox DC555 (old 265)	Outside printshop	Walkup B&W - mostly administration and backup production jobs	37,300	0.0253	943.69
Xerox 5995 (old 5100)	Outside LRC	Walkup B&W - mostly faculty	105,000	0.0101	1,060.50
Xerox DC 2240	Outside printshop	Walkup color & color production jobs	6,100	0.1758	1,072.38
Sharp SF2120	Corporate & Comm Svcs	CCS & Tech faculty	9,500	0.0288	273.60
Xerox 412 (old Sharp)	Counseling	Counseling, SSS	4,500	0.0302	135.90
Sharp AR163	Vice Presidents	Instruction, Student Services & Presidents administrative offices	3,200	0.0172	55.04
Sharp AR164	Health Careers	Health Careers	2,200	0.0172	37.84
Sharp AR163	Business Office	Business Office & Admin Svcs	1,700	0.0174	29.58
Sharp AR163	OAS Lab	OAS student instruction	1,500	0.0200	30.00
Sharp SF2114	Information Center	Info Ctr & miscellaneous walkup	550	0.0560	30.80
Mita 1560	Admissions	Admissions	1,400	0.0000	0.00
Mita 1470	Buildings & Grounds	Buildings & Grounds	1,600	0.0000	0.00
Mita 1560	Financial Aid	Financial Aid	1,500	0.0000	0.00
Monthly averages			313,050	0.0168	5,272.23

\* Cost includes lease & click charges only, not paper, toner, staples, etc. Cost for offset press includes maintenance and hardware supplies.

\*\* There is also a walkup pay copier in the LRC, for use by students. Cost is recovered through fees.

For Board Meeting  
September 22, 2003

Agenda Item F

BID AWARD – ADA PHASE II

The college received three bids for the ADA Project Phase II to (1) install an ADA accessible entrance for the LRC and (2) install a wheelchair lift that enables access to the stage in the Mathis Theatre.

The lowest base bid of \$43,770 was submitted by Brown Construction Company (see attached memo).

RECOMMENDATION: Approval by the Board for the College to accept the base bid of \$43,770 submitted by Brown Construction Company for the theater lift and accessible entrance for the LRC, to be funded by the remaining funds of the ICCB's ADA Grant and College operating funds.

**TO:** Richard Behrendt  
**FROM:** Ruth Bittner *RB*  
**DATE:** September 15, 2003  
**SUBJECT:** Recommendation for Bid Award – ADA Phase II

On Friday, September 12, 2003, at 1:30 pm, bids for the ADA project phase II were opened in the Boardroom. Nancy Breed, Rich Siegler and Matt Falco (Burnidge Cassell Assoc.) and I attended the bid opening, along with Al Dettman (Brown Construction) and Mr. Ford (Superior Design).

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

This bid originated in order to use up the remaining funds of the ICCB's ADA Grant. In May we awarded a bid to D.J. Sickley Construction Company for \$47,930 to install vestibules and automatic door openers at several locations on the first floor. Because of design efficiencies, this bid came out much lower than the total grant amount of \$95,641. The ICCB has already sent us the cash for the full amount of the grant; it is a one-time grant, and any unspent funds must be returned to the State of Illinois. We therefore moved further down our list of potential ADA projects and selected two more whose estimated cost would be roughly comparable to the remaining budget.

The new "phase II" bid includes these two additional projects: (1) install an ADA accessible entrance for the LRC and (2) install a wheelchair lift that enables access to the stage in the Mathis Theatre. An alternate called for installation of crash bars on doors in the west end technology area.

Costs so far are \$49,094.30 for phase I construction (includes a change order) and \$10,000 for architect/engineer services, for a total of \$59,094.30. That leaves \$36,546.70 for phase II construction.

The low bidder for phase II is Brown Construction Company. The architect has reviewed Brown's bid and qualifications and is confident that they are a responsible bidder.

This low base bid, however, is \$43,770, or \$7,223.30 over budget for the total grant. If we were to reject the bids and try again we would not be able to complete the project by the end of January, which is the date required by terms of the ICCB grant; the lead time



for delivery of the necessary equipment is quite lengthy. Our options, therefore, are to reject this bid and create and bid a different ADA project that does not have such a lengthy lead time, to reject this bid and return the remaining funds to the State, or to accept this bid and absorb the \$7,000 in our operating budget. We recommend the last option. The two projects involved are our next highest ADA priorities, it seems unwise to waste \$36,000 of State money that will never be available again, and \$7,000 is a relatively small, absorbable amount within an \$11.3 million operating budget. Therefore, we recommend accepting the bid and absorbing the overrun in the operating budget.

Therefore, I recommend that the Board of Trustees award the bid for ADA project phase II to Brown Construction Company in the amount of \$43,770.

**Bid Results – ADA Project Phase II**

<b>Company Name</b>	<b>Location</b>	<b>Base</b>	<b>Alternate</b>	<b>Total</b>
Brown Construction Co.	Milledgeville	43,770	4,965	48,735
Superior Design & Construction Co.	Sterling	50,567	4,675	55,242
D.J. Sickley Construction Co.	Peru	56,542	4,959	61,501

For the Board Meeting  
September 22, 2003

Agenda Item I-1

TEMPORARY FULL-TIME FACULTY APPOINTMENT  
ASSISTANT INSTRUCTOR - MATHEMATICS

The administration is recommending the appointment of Judith Cogdall of Sterling, IL as a temporary full-time Assistant Instructor (Step 3) of Mathematics for the Fall Semester 2003 (only) effective August 19 to December 12, 2003 at an annual salary of \$29,466 to be pro-rated for one semester.

RECOMMENDATION: Board approval of the appointment of Judith Cogdall as a temporary full-time Assistant Instructor (Step 3) of Mathematics for Fall 2003 Semester only effective August 19 to December 12, 2003 at an annual salary of \$29,466 to be pro-rated for one semester.

Sauk Valley Community College  
Instructional Services  
Business, Technology, and Natural Sciences  
**Linley V. White, Dean**    [whitel@svcc.edu](mailto:whitel@svcc.edu)

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DATE:            August 23, 2003  
TO:              Dr. Deborah Hecht  
FROM:           Linley White  
SUBJECT:       Appointment of Judith Cogdall as Temporary Full-Time Math Instructor

Due to the recent hospitalization of a math instructor, I request permission to hire Judith (Judy) Cogdall as a temporary full-time, mathematics instructor. I have two classes, MAT 080 E and MAT 074 N, unstaffed at this time. The combined enrollment in these classes is over 50 students. On such short notice, it is impossible to staff these classes with adjunct instructors. In the past two semesters, Sauk has significantly expanded the number of math sections to meet the needs of students, and the supply of qualified adjuncts is exhausted.

Ms. Cogdall has already taught both courses and would therefore require very little preparation to teach the classes. She has been an adjunct math instructor since 1998 and does an excellent job in the classroom. Judy has taught numerous sections of math including MAT 074, MAT 072, MAT 070, MAT 080 and one section of IND 220, a math class for industry students. She has always been accommodating to her students who do very well upon successfully completing her class. Judy has also been very active as a tutor in the Learning Assistance Center at Sauk.

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

For the Board Meeting  
September 22, 2003

Agenda Item I-2

TEMPORARY FULL-TIME FACULTY APPOINTMENT  
ASSISTANT PROFESSOR – MATHEMATICS/PHYSICS

The administration is recommending the appointment of Robert Duncan of Sterling, IL as a temporary full-time Assistant Professor (Step 4) of Mathematics for the Fall Semester 2003 (only) effective August 19 to December 12, 2003 at an annual salary of \$35,052 to be pro-rated for one semester.

RECOMMENDATION: Board approval of the appointment of Robert Duncan as a temporary full-time Assistant Professor (Step 4) of Mathematics/Physics for Fall 2003 Semester only, effective August 19 to December 12, 2003 at an annual salary of \$35,052 to be pro-rated for one semester.

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

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DATE:            August 29, 2003  
TO:              Dr. Deborah Hecht  
FROM:           Linley White  
SUBJECT:       Appointment of Robert Duncan as Temporary Full-Time Math Instructor

Due to the recent incapacitation of a math/physics instructor, I request permission to hire Robert (Bob) Duncan as a temporary full-time, mathematics instructor. I have two classes, MAT 080 A and MAT 080 B, unstaffed at this time. Bob is already teaching three courses and will become full-time with the addition of these two courses. On such short notice, it is impossible to staff these classes with adjunct instructors. In the past two semesters, Sauk has significantly expanded the number of math sections to meet the needs of students, and the supply of qualified adjuncts is exhausted.

Mr. Duncan has already taught MAT 080 and would therefore require very little preparation to teach the classes. He has been an adjunct math instructor since 1992 and does an excellent job in the classroom. Bob has taught numerous sections of math including MAT 074, MAT 072, MAT 070, MAT 080, MAT 076, MAT 106, MAT 115, MAT 122, MAT 220 and MAT 221. He has always been accommodating to his students who do very well upon successfully completing his class. Robert has also been very active as a tutor in the Learning Assistance Center at Sauk.

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

For Board Meeting  
September 22, 2003

Agenda Item I-3

PART-TIME INSTRUCTORS MASTER LIST


Attached is the Part-time Instructors Master List for the 2003-2004 academic year.

RECOMMENDATION: Board approval of the Part-time Instructors Master List for the 2003-2004 academic year.

# SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

## MEMORANDUM

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**DATE:** September 9, 2003  
**TO:** Dr. Richard Behrendt  
**FROM:** Dr. Deborah Hecht   
**RE:** Part-time Faculty List

Attached is the list of the fall 2003 part-time instructional faculty for approval by the SVCC Board of Trustees.

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## Division of Arts, Social Science and Adult Ed

### Part-Time Faculty Information

### Fall 2003

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Name	Highest Degree	Discipline	SVCC Course
Karen Abele	MA	English	ENG 099
Amy Beard 1.	HS	Music	MUS 137*
Odile Blazquez	Ph D	Medicine	ENG 091, ENG 099, RDG 095
Steve Boll	MM	Music Education	MUS 137*, MUS 155**
Gary Carlson	MA	History	GEO 122*
Janice Carnes	MS	Reading	RDG 095
Lance Carter 2.	BA	Music Education	MUS 137*, MUS 140*
Adela Clow	MA	Humanities	LAN 161*, LAN 261*
Will Costello	MA	Hearing Handicapped	HSV 130*
Carla Crowson	BA	Art History	GSP 061/063
Melanie Dittus	MA	English Literature	ENG 101*
Michael Dowell	MS	Music Education	MUS 137*
Jim Duis 3.	BS	Art	ART 119*
Kristin Erwin	MA	Creative Writing	ENG 099, ENG 101*
Cheryl Faber	MA	Reading	RDG 098
Charles Fierz	Ph D	English	ENG 103*
Tim Fischbach 4.	BA	Music Education	MUS 131*, 133*, 135*, 171*, 172*, 173*, 174*
Dan Fish	Law Degree	Law	CJS 210*
Patrice Galbreath LeFevre	MAT	Instructional Strategies	ENG 099
Herbert Hagemann	MS, CAS	Educational Admin.	PSY 276*, 277*
Carolyn Handy	MA	English/Lit/Writing	ENG 101*, 103*
Ruth Hedstrom	MM	Music	MUS 135*
William Helgason	MA	Finance/Economics	ECO 211*
Martin Hill	LLB	Law	CJS 231
Maria Hoffman	Law Degree	Law	LAN 161*
Richard Holtam	MA	Counseling	HSV 110*, PSY 100*
Martin Huntley	BA, Certified Addictions Counselor + 14 Graduate Credits	Sociology	HSV 270*
Larry Jones	Ph D	Theology	PHL 103*



<b>Name</b>	<b>Highest Degree</b>	<b>Discipline</b>	<b>SVCC Course</b>
Kathleen Kennedy	MA	History	HIS 131*
Patrick Kennedy	Ph D	History	HIS 222*
Jim Kerns	MA	American History	CJS 101*
Sharon Lilly	BS	Elementary Ed	GSP 031, 041, 051/080
Kathryn Lillyman	MA	Spanish	LAN 163*, IDS 298
Carol Lovekin	BA	Graphic Arts, Biology	GSP 031, 051/080, 060/064
Kimberly Luthin- Hungerman	MA	Art Education	ART 106*, 113*, 119*
Diane Markel	MA	Communications	ENG 091, 101*
Karla Mellott	MSE	Reading	RDG 098
Mary Murrian	MA	Communications	SPE 131*
Ron Novak	MA	English	ENG 101*
Bonnie Olentine	MS	English	GSP 031, 041, 051/080
Brian Olmstead	MS	Adult & Continuing Education	ENG 091, 155, 156, 255
Joseph Popp	MS	Art Education	ART 101*, 225*
Lois Porter	MA	Education/Business	GSP 031, 080
Cheryl Price	MSW	Social Work	SOC 200*
Deborah Proctor	BS	Education	GSP 041
Gonzalo Reyes	MA	Fine Arts	HUM 210*
Richard (Ted) Simmering	MA	Art	ART 120*, 122*
Peter Surrey	MS	Education & Religion	PHL 101*, 102*
Margaret Taylor	MA	Early Childhood Education	HSV 206*, 275*
Thomas Tegge	MA	History	SOC 231, HIS* 245*
Richard Thomas 5.	BS	Criminal Justice	CJS 101 *
Carolyn Trevino 6.	BA	Psychology	PSY 103*
Harry Ulferts	MA	Law Enforcement	CJS 130*
William Weathers	BS, CPA	Accounting	ECO 212*
Robert Whipple 7.	BA	Music Composition	MUS 137*
Sarah Willey	MS	Special Education	PSY 220*
David Williams	MS	Physical Education	CSS 100
James Wiltz	MA	Music Education	MUS 131*
Norma Wolens	MA	Public Administration	GSP 085, 086, 087

\*denotes transfer course

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## Division of Business, Technology & Natural Sciences

### Part-Time Faculty Information

### Fall 2003

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Name	Highest Degree	Discipline	SVCC Course
Thomas Anderson	Master of Arts	Physics	*MAT 203, 204
Alex Barajas	Associate in Applied Science	Technology/HVAC	HRS 114
Charles Beckman	Juris Doctorate with Distinction	Law	*BUS 222
Donald Burnett	Master of Science	Education	*MAT 115
Judy Cogdall	Bachelor of Arts	Liberal Arts	MAT 074, 080
Edson Cox	Master of Arts	Organizational Communication	*BUS 240
Shauna Dinges	Master of Science	Accounting Science	BUS 106
Robert Duncan	Master of Science	Chemistry	MAT, 072, 080, MAT 106 *MAT 122
Cindy Everett	Master of Science	Chemistry	*CHE 103
Eric Forman	Doctorate Bachelors in Pre Med	Chiropractic	*BIO 108
Jeanne Fuger	Bachelor of Science	Math Education	MAT 074
Eric Grennan	Bachelor of Science	Chemistry	MAT 106
David Habben	Associate of Applied Science	Computer Technology	CIS 152, 154,
Tom Hamilton	MBA	Engineering Business	*CIS 101 MAT 074
Julie Helfrich	Bachelors of Arts	Board of Trustees	QLT 101
William Helgason	Master of Arts	Finance/Economy	*BUS 112
Dale Heuck	Master of Science	Chemistry	*CHE 102,103

<b>Name</b>	<b>Highest Degree</b>	<b>Discipline</b>	<b>SVCC Course</b>
Martha Johannsen	Master of Science	Mathematics	MAT 106 *MAT 121
Jim Johnson	Master of Science	Mathematics	MAT 080 *MAT 115
Abigail Koch	Bachelor of Science	Mathematics	MAT 076
Stephen Kuhn	MBA	Finance	*BUS 103
Allen Lee 8.	Bachelor of Arts	Journalism	*BUS 205
Charles Lee	Master of Science	Biological Sciences	*BIO 103
Roy Letchford	Master of Science	Mathematics	MAT 072
Jeff Link	Master of Science	Accounting	*ACC 101
Teresa McCue	Associate in Applied Science	Accounting	CIS 299 QuickBooks
Robert McKinley	MBA	Business Administration	*BUS 105
Jerry McNair	Bachelor of Science	Forest Science	MAT 074, 080
Alan Pfeifer	Master of Science	Instructional Technology & Telecommunications	*CIS 122, 124
Rick Prestley	Master of Science	Reading	MAT 070
Belavadi Shankar	PhD	Biostatistics	*MAT 110
Chris Shelley	Master of Science	Instructional Technology & Telecommunications	*IND 105
Palmer Swanson	No Degree	Vocational training in Computer Information Systems	*CIS 105
Roberta White	PhD	Biostatistics	*MAT 110
Edwin M. Wied III	MBA	Business Administration	* BUS 205

\*denotes transfer course

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**Division of Health and Physical Education**  
**Part-Time Faculty Information**  
**Fall 2003**

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<b>Name</b>	<b>Highest Degree</b>	<b>Discipline</b>	<b>SVCC Course</b>
Bryant, Caren	RN, BSN	Nursing	NRS 102
Eisenberg, Diana	RN, BSN	Nursing	NRS 101, 103
Giltner, Donna	RN, CNA Evaluator	Nursing	NRS 101, 103
Rowe, Sue	RN, MSN	Nursing	NRS 129, 130
Sears, Doug	Licensed Certification	Emergency Medical Services	EMS 116
Sheets, Virginia	Licensed Certification	Emergency Medical Services	EMS 101
Dunsworth, Karen	RN, MSN	Nursing	NRS 230
Zoeller, Cindy	RN, MSN	Nursing	NRS 115
Junis, Jennifer	RN, MSN	Nursing	NRS 109, 110, 111
Chattic, Craig	MA	Physical Education	*PED 126
Shoger, Margaret	Accredited Yoga Instructor	Physical Education	*PED 102, 103

\*denotes transfer course

**JUSTIFICATIONS FOR HIRING SELECTION ADJUNCT FACULTY  
FALL SEMESTER 2003**

<b>Name</b>	<b>Courses taught</b>	<b>Highest degree</b>	<b>Justification</b>
Amy Beard (1)	MUS 137	HS. diploma	Amy has two years of college credit from UW-Madison and Western Illinois. She has taught private lessons for over 10 years and has taught flute at Sauk for 9 years.
Lance Carter (2)	MUS 137, 140	BA	Lance taught high school music for 5 years. He conducted the Sterling Municipal Band for 15 years. He has given private lessons for many years.
Jim Duis (3)	ART 119	BS	Jim has 18 years of art teaching experience in elementary and secondary schools. He also has some graduate work from Western Illinois.
Tim Fischbach (4)	MUS 131, 135, 171-174	BA	Tim has been the Minister of Music for First Christian Church (Sterling) for 7 years. He has been the accompanist for Sauk's choir for many years and has also given private voice and keyboard lessons for many years.
Richard Thomas (5)	CJS 101	BS	Richard has 12 credits toward a graduate degree in Criminal Justice. He has served 29 years with the Beloit (Wisconsin) Police Department in positions ranging from patrol officer to his current position as Chief of Police.
Carolyn Trevino (6)	PSY 103	BA	Carolyn is working on her dissertation at the Adler School of Professional Psychology (Chicago). She has 160 credits in graduate work; she also has 5 years experience as a psychiatric nurse (and a nursing degree).
Robert Whipple (7)	MUS 137	BA	Robert conducted the Illowa Chamber Orchestra for 10 years. He is president of the Illinois String Teachers Association. He has given private lessons for many years.
Allen Lee (8)	BUS 205	BA	Allen has completed all coursework for his Master's degree and has passed the exam to candidacy. He expects to complete his degree by December.

For the Board Meeting  
September 22, 2003

Agenda Item I-4

ADMINISTRATIVE RESIGNATION

Linda Kim, Coordinator of Project VITAL, has resigned her position, effective September 30, 2003.

RECOMMENDATION: Board approval to accept the resignation of Linda Kim, Coordinator of VITAL effective September 30, 2003.

Sterling, IL 61081  
August 28, 2003

Dr. Patrick Kennedy, Dean  
SVCC  
173 IL Rte. 2  
Dixon, IL 61021

Dear Dr. Kennedy:

This letter is to inform you of my decision to leave Project VITAL, (Volunteers In Teaching Adult Literacy), the grant-funded program that I helped initiate in 1985. As you know, grant funds are no longer sufficient to cover my full-time salary.

The staff is very capable and will function well in the interim. My last day will be September 30. I plan to use my vacation during the last week of September.

I wish to thank you and the College for many wonderful years.

Sincerely,

A handwritten signature in cursive script that reads "Linda A. Kim".

Linda A. Kim  
Coordinator,  
Project VITAL

For Board Meeting of  
September 22, 2003

Agenda Item I-5

ADMINISTRATIVE APPOINTMENT

The Search Committee and the administration are recommending the appointment of Mr. Cyrus Kooshesh of Normal, Illinois, as Coordinator of Student Support Services, effective October 15, 2003 to September 30, 2004, at a salary of \$52,200 (to be pro-rated).

RECOMMENDATION: Board approval of the appointment of Cyrus Kooshesh as Coordinator of Student Support Services, effective October 15, 2003 to September 30, 2004, at a salary of \$52,200 (to be pro-rated).



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

**MEMORANDUM**

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

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

**DATE:** September 18, 2003

**SUBJECT:** Documentation of Recommendation for Appointment of  
Coordinator of Student Support Services – Cyrus Kooshesh

**SEARCH PROCESS**

***Announcement Process***

The Coordinator of Student Support Services position was advertised in the Chronicle of Higher Education, The Hispanic Outlook, newspapers in the Quad Cities, Rockford, Peoria, DeKalb, Dixon and Sterling, as well as internally to the Sauk Valley Community College current employees.

***Application Process***

Sixty-nine applications were received for the position.

***Screening***

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

- Dr. Joan Kerber – Vice President of Student Services
- Deb Stiefel – Student Financial Assistance Office Supervisor
- Pam Clodfelter – Director of Admissions, Records & Enrollment Services
- Kay Turk – Coordinator of Learning Assistance Center
- Karen Pinter – Professor of English
- Amber Entas – Secretary to Coordinator of Student Support Services
- Larry Jackson – Student Support Services Counselor
- Loren Niemeyer – Assistant Instructor Electronics
- Ann Daly – Counselor
- Keith Bos – Student Needs Coordinator

After review of all applications, four candidates were chosen for reference checks and four candidates were selected by the committee to be interviewed. Three candidates accepted the invitation to interview.

Each candidate was provided with a similar schedule which included a tour of the College, a formal interview with the committee, lunch with a selected group of individuals, overview of benefits by the personnel officer, and interviews with the President and Vice President of Instructional Services.

## **ANALYSIS OF QUALIFICATIONS:**

### ***Academic Background***

Cyrus Kooshesh holds a Masters of Arts in Education and Human Development from George Washington University, Washington, D.C. and a Bachelor of Arts Degree in Sociology from Pahlavi University, Shiraz, Iran. He also holds a Certificate of Programming from the Computer Learning Center, Springfield, V.A.

### ***Professional Background***

Mr. Kooshesh has fourteen years of direct experience with U. S. Department of Education's TRIO programs. He is currently employed at Heartland Community College in a full-time capacity as the Director of Student Support Services/Project RISE. He has an additional twelve years of related experience in the human/student services field. He has written successful TRIO grants, been active in the TRIO professional organizations and has held executive positions in the State Association.

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

Mr. Kooshesh received outstanding recommendations from every contact person, including those from Heartland Community College, Illinois State University, Arkansas State University, University of Arkansas, and Iowa State University. All reported his exemplary commitment to the TRIO program and to assisting students reach their educational goals. Both Heartland and ISU references indicated that they would hate to see him leave his current position because of his enthusiasm for the program and his willingness to collaborate with all departments within the institutions.

I recommend the employment of Cyrus Kooshesh as the Coordinator of Student Support Services.

For Board Meeting of  
September 22, 2003

Agenda Item I-6

FACULTY PROMOTION

Mr. Robertus van der Wege is presented as having successfully completed the requirements outlined in the Faculty Contract for promotion to a higher rank. His record has been carefully reviewed and evaluated for each of these criteria:

1. Mastery of Subject Matter
2. Demonstrated Service Ability
3. Interest in Students as Individuals
4. Understanding of Comprehensive Community College
5. Potential for Continued Professional Growth
6. Number of Years in Present Rank


RECOMMENDATION: It is recommended that Mr. Robertus van der Wege be promoted as outlined, *retroactive to the beginning of fall semester 2003.*

**SAUK VALLEY COMMUNITY COLLEGE  
INSTRUCTIONAL SERVICES  
MEMORANDUM**

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DATE: September 15, 2003

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht 


RE: Promotion of Robertus van der Wege

Attached is a recommendation for promotion for Robertus van der Wege to be *retroactive to the beginning of fall semester 2003*. Mr. van der Wege completed six semester hours at NIU during the spring/summer term. He was hired as an Assistant Professor of Art in 1997. He now has 30 additional approved graduate credit semester hours and six years of related professional experience making him eligible for promotion to the rank of Associate Professor.

js

attachment

TO: Richard L. Behrendt

FROM: Deborah Hecht 

DATE: September 15, 2003

RE: Recommendation to promote Robertus van der Wege to the rank of Associate Professor

This memorandum will serve as a formal recommendation to appoint Robertus van der Wege to the rank of Associate Professor, retroactive to August 15, 2003. The following information is offered in support:

1. Mastery of Subject Matter

Mr. van der Wege has a Bachelor's degree in Art History from Western Michigan University and a Master's degree in Asian and Pacific Art from the University of Hawaii. In addition, he has earned 30 additional credit hours in Art History and has taught full-time at the collegiate level for six years. He has been employed at Sauk Valley Community College since 1997. His studies have enhanced his teaching and his ability to advise and counsel students in the disciplines of Art and Art History.

2. Demonstrated Service Ability

Mr. van der Wege has been an asset to the College. He has served on several committees. He has presented papers at conferences of elementary and secondary school art educators. His artwork has been exhibited in galleries and at art shows around the country.

3. Interest in Students as Individuals

Mr. van der Wege is interested in helping students learn and apply what they have learned to settings outside the classroom. He is well-prepared and up-to-date in the classroom. He encourages the development of skills necessary to succeed in college and outside the classroom. In addition, he encourages students to exhibit their work at art shows and in galleries; he also maintains contacts with senior institutions of higher education to secure admission and financial aid for Sauk Art graduates.

#### 4. Understanding the Comprehensive Community College Mission

Mr. van der Wege places a high priority on teaching excellence. He is well-organized in the classroom and employs appropriate technology to enhance his teaching capabilities. He provides both a theoretical framework and hands-on activities to encourage the application of learning. He encourages students to work on honors projects and independent study.

#### 5. Potential for Continued Professional Growth

Mr. van der Wege is currently working on completing a Master's degree in Art History at Northern Illinois University. He works continuously to update and refine the courses he teaches in Art and Art History.

#### 6. Number of Years in Present Rank

Mr. van der Wege was employed as an Assistant Professor in 1997. He has been in his current rank for six years.