

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA
Third Floor Board Room
December 15, 2003
7:00 p.m.

AMENDED

- A. Call to Order**
- B. Roll Call**
- C. Communications from Visitors**
- D. Consent Agenda**
 - 1. Approval of Minutes**
 - 2. Treasurer's Report**
 - 3. Bills Payable**
 - 4. Payrolls** November 30, 2003 \$ 250,421.63
December 11, 2003 \$ 247,046.85
 - 5. Budget Report**
 - 6. Board Policy 511.01 Use of College Facilities (Second Reading)**
 - 7. Board Policy 512.01 Student Loans (Second Reading)**
 - 8. Academic Calendar Fall 2004 through Summer 2006**
 - 9. Application for Permanent Approval of an Occupational Curriculum**
 - 10. Proposed Fee Increase**
 - 11. Bid Award – Safety Improvements**

- E. President's Report**
 - 1. Board Policies Review – 516.01, 517.01, 518.01**
 - 2. NAIT Award for Outstanding Professor of Industrial Technology (attached)**
 - 3. Enrollment Update**

F. Financial Reports and Actions

Tax Abatement Request

- G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, including hearing testimony on a complaint lodged against an employee to determine its validity, and closed session minutes consideration.)**

H. Closed Session Minutes

Closed Session Minutes of November 20, 2003

I. Personnel

Temporary Full-Time Faculty Appointment

J. Other

- 1. Foundation Request**
- 2. January Retreat 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

December 15, 2003

January 26, 2004

February 23, 2004

March 22, 2004

April 26, 2004

ICCTA Monthly Meetings

No December Meeting

January 16, 2004
Renaissance Hotel, Springfield

February 6, 2004
Springfield, IL

March 19, 2004
Northfield Inn and Conference
Center, Springfield

April 27, 2004
Renaissance Hotel, Springfield

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**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
MINUTES
December 15, 2003**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on December 15, 2003 in the third floor Board Room at Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Edward Andersen	Ed Cox
Henry Dixon	William Simpson
Robert Thompson	Nancy Varga
Pennie von Bergen Wessels	

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

Absent: Student Trustee Philip Engleking

Amended Agenda: It was moved by Member von Bergen Wessels and seconded by Member Cox to amend the agenda by adding Agenda Item F – Tax Abatement Request. In a roll call vote, all voted aye. Motion carried.

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

President's Report: Dr. Behrendt reported that Loren Neimeyer received the outstanding Professor of Industrial Technology award from the National Association of Industrial Technology for Region 2; that fall enrollment was up two-tenths of a percent and spring enrollment is down 7.7% to date; and that Sauk received an Opportunity Returns work force training grant for \$295,000.

Closed Session: At 7:10 p.m., it was moved by Member Dixon and seconded by Member Cox that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College,

including hearing testimony on a complaint lodged against an employee to determine its validity, and closed session minutes consideration. In a roll call vote, all voted aye. Motion carried.

Regular Session:

The Board returned to regular session at 8:17 p.m.

Closed Session Minutes:

It was moved by Member Dixon and seconded by Member Varga to approve the minutes of the November 20, 2003, closed session meeting. In a roll call vote, all voted aye. Motion carried.

Temporary Full-Time Faculty Appointment:

It was moved by Member von Bergen Wessels and seconded by Member Cox to approve the appointment of Robert Duncan as temporary full-time math instructor for the spring semester. In a roll call vote, all voted aye. Motion carried.

Foundation Request:

It was moved by Member Andersen and seconded by Member Simpson to approve the Foundation's request to follow applicable statutes, appropriate ICCB guidelines, and SVCC Board Policy 516.01, to serve alcoholic beverages at the Foundation Draw Down Dinner to be held on February 14, 2004. In a roll call vote, the following was recorded: ayes: Members Andersen, Cox, Simpson, Thompson, Varga, von Bergen Wessels; nay: Member Dixon. Motion carried.

Board Retreat:

The Board has established Thursday, February 19, 2004, as the Board Retreat date. The retreat will be held in the SVCC third floor Board Room.

Reports:

Student Trustee: none.

ICCTA Representative Thompson reported that there has been no meeting since the last Board of Trustees meeting, and that he will be in Springfield on January 16, 2004.

Foundation Liaison Dixon reported that the Foundation met last week and discussed the alcoholic beverages to be served at the Draw Down Dinner; received the audit; and awarded five Single Parents Scholarships.

Board Chair: Chair Thompson reminded the members that the Foundation would be mailing the Fund Raising Campaign letters and encouraged trustees to give.

Board Members Comments: none.

Adjournment:

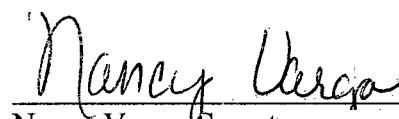
Since the scheduled business was completed, it was moved by Member Varga and seconded by Member Dixon that the Board adjourn. In a roll call vote, all voted aye. Motion carried.

The meeting adjourned at 8:26 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on January 26, 2004 in the Board Room.

Respectfully submitted,



Nancy Varga, Secretary

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

CHECKING ACCOUNTS

	INTEREST	
	RATE	AMOUNT
<u>INTEREST BEARING ACCOUNTS</u>		
General Account - Sterling Federal Bank	0.44	\$880,386.35
Illinois Funds - Firststar Bank, Springfield	0.90	1,454,884.55
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS		2,335,270.90

<u>NON-INT. BEARING ACCOUNT</u>	SAUK VALLEY COMMUNITY COLLEGE	
Restricted - Sterling Federal Bank	<i>✓</i>	92,216.25
<u>MONEY MARKET</u>		
ABN-AMRO Investment Services, Inc.	PRESIDENT <i>Nancy F. Varga</i>	0.34
TOTAL CHECKING ACCOUNTS	SECRETARY	\$2,688,989.59

INVESTMENTS

<u>FINANCIAL INSTITUTION</u>	MATURITY	INTEREST	
	DATE	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
Union Bank, Tampico	04-28-04	1.50	1,000,000
SUBTOTAL INVESTMENTS			5,000,000

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
Benton Cnty Wash Sch Dist No 52	12-01-06	1.50	266,538.06
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			\$5,818,521.63

TOTAL INVESTMENTS **\$10,818,521.63**

Sauk Valley Community College
Board of Trustees
December 15, 2003

<u>Summary of Bills Payable</u>	<u>Amount</u>
General Operating Funds	\$ 337,079.33
Restricted Fund	\$ 182,538.89
TOTAL	<u>\$ 519,618.22</u>

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY


PRESIDENT


Nancy J. Varga

SECRETARY

DATE 12/15/2003

REPORT SVRCHKR
FISCAL YEAR 2003

Sauk Valley Community College
Check Register
From 11/13/03 To 12/15/03

RUN DATE: 12/08/03
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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
BEST, INC	01		JTPA Lee	Refund Map Grant FY 04	1,227.25
Consolidated Management Co	01		Foundation Expense	Employee Apreciation Reception	659.35
Follett Bookstore	01		Dislocated Worker Expense	Bookstore Charges	35.98
State Universities Retirement	01		SURS Payable		29,693.51
State Universities Retirement	01		SURS Payable		29,577.10
Select Employees Credit Union	01		Credit Union Payable		11,571.04
Select Employees Credit Union	01		Credit Union Payable		11,571.04
SVCC Faculty Association	01		Faculty Association Payable		1,213.41
SVCC Faculty Association	01		Faculty Association Payable		1,213.41
Minnesota Child Support Paymen	01		Wage Garnishment Payable	Garnishment	316.80
Minnesota Child Support Paymen	01		Wage Garnishment Payable	Garnishment	316.80
RRCA-Management	01		Wage Garnishment Payable	Garnishment	133.88
State Disbursement Unit	01		Wage Garnishment Payable	Garnishment	65.00
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charties	26.00
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charities	26.00
United Way of Dixon	01		United Way Payable		191.00
United Way of Dixon	01		United Way Payable		35.00
United Way of Sterling-Rock Fa	01		United Way Payable		142.35
United Way of Sterling-Rock Fa	01		United Way Payable		42.35
Trustmark Insurance	01		Optional Life Insurance		399.87
Trustmark Insurance	01		Optional Life Insurance		399.87
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

REPORT SVRCHKR
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American Express Financial Adv	01		American Express		245.00
American Express Financial Adv	01		American Express		245.00
Equitable Life Assurance	01		Equitable		132.00
Equitable Life Assurance	01		Equitable		132.00
Federal Life Insurance Company	01		Federal Life		20.00
Federal Life Insurance Company	01		Federal Life		20.00
Franklin Financial Services Co	01		Franklin Life		277.50
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
Adams, Sara	01		Accounts Payable	Online Refund	90.00
Andrzejewski, Jeremy	01		Accounts Payable	PELL	1,012.34
Aull-Yount, Starleen L.	01		Accounts Payable	Stafford Bal	115.58
Bergstrom, Rebecca L.	01		Accounts Payable	Stafford Loan	1,273.61
Bulfer, Jeanette	01		Accounts Payable	Pell Bal (Correction)	41.17
Christen, Deanna L.	01		Accounts Payable	Stafford bal-correction	39.05
Devine, Josh R.	01		Accounts Payable	Fndtn Bal	70.00
George, Catherine L.	01		Accounts Payable	PELL - Bal (Correction)	31.88
Hamstra, Adam C.	01		Accounts Payable	PELL	799.26
Hedgecock, Chi	01		Accounts Payable	Fndtn	500.00
Henson, Lynne M.	01		Accounts Payable	Fndtn	250.00

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Herbert, T. Anne	01		Accounts Payable	Stafford Ln	1,697.50
Hertel, William Jo	01		Accounts Payable	Online Refund	55.00
Jacobs, Libby S.	01		Accounts Payable	Stafford Ln	1,273.61
Lane, Kelly R.	01		Accounts Payable	Stafford Ln	1,697.50
Lawton, Stacy T.	01		Accounts Payable	Stafford Ln	1,273.61
Lilly, Patricia J.	01		Accounts Payable	Stafford Ln	1,697.50
Love, Adam P.	01		Accounts Payable	Stafford Bal	1,206.58
Maupin, Gayle A.	01		Accounts Payable	Fndtn	500.00
McDaniel, Brandon J.	01		Accounts Payable	PELL	914.62
McGuire, Victoria	01		Accounts Payable	PELL	395.87
McNitt, Ryan M.	01		Accounts Payable	PELL	905.94
Mekeel, Jerry J.	01		Accounts Payable	Stafford Ln	812.86
Meyer, Paula S.	01		Accounts Payable	Online Refund	568.34
Michel, Amanda S.	01		Accounts Payable	Stafford Ln	1,273.61
Michl, Teah M.	01		Accounts Payable	Stafford Bal	4.61
Mickelson, James R.	01		Accounts Payable	Stafford Bal	106.48
Miklaj, Terezija I.	01		Accounts Payable	Stafford ln	727.50
Moats, Daniel	01		Accounts Payable	Online Refund	55.00
Peralga, Pedro	01		Accounts Payable	Online Refund	55.00
Ramirez, Kevin M.	01		Accounts Payable	Stafford Ln	1,455.00
Renkes, Angela B.	01		Accounts Payable	Online Refund	55.00
Rivera, Oralia	01		Accounts Payable	PELL	202.91
Rodriguez, Eunice	01		Accounts Payable	Stafford Ln	1,273.61
Ruiz, Amanda R.	01		Accounts Payable	Addtl PELL - correction	25.00
Seaman, Lisa J.	01		Accounts Payable	Online Refund	155.00

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Shirley, Jessica S.	01		Accounts Payable	Stafford Ln	1,164.00
Smith, Bethany F.	01		Accounts Payable	Fndtn	200.00
Stevenson, Carrie A.	01		Accounts Payable	Stafford Ln	1,697.50
Strand, Jennifer E.	01		Accounts Payable	Online Refund	55.00
Sullivan, Gleason B.	01		Accounts Payable	Stafford Bal	120.73
Tiemann, Erika L.	01		Accounts Payable	PELL Bal	267.56
Toole, Lynn M.	01		Accounts Payable	pd twice on-line	420.00
Vinson, Amber L.	01		Accounts Payable	Stafford Ln	1,273.61
Vinson, Tammy L.	01		Accounts Payable	SEOG	50.00
Vinson, Tammy L.	01		Accounts Payable	Stafford Ln	1,273.61
Walkine, DeAnn R.	01		Accounts Payable	Stafford Ln	1,273.61
Weathers, William L.	01		Accounts Payable	Online Refund	171.00
Wegley, Kayle	01		Accounts Payable	Stafford Bal	325.97
Whaley, Mary K.	01		Accounts Payable	PELL	225.00
Zellar, Susan M.	01		Accounts Payable	Online Refund	55.00
Zenaida, Kenneth R.	01		Accounts Payable	Online Refund	55.00
Follett Bookstore	01		Short Term Book Loan due Booksto	8/7/03 Books Jason Hedrick	587.83
Consolidated Management Co	01		Cafeteria payable	PNLU Sales-November	700.00
Ward, Murray, Pace, & Johnson, 01		Board of Trustees	Legal Services	General Legal Services-November	1,282.50
Ward, Murray, Pace, & Johnson, 01		Board of Trustees	Legal Services	General Legal Services Oct.	1,015.50
Economy Trophy Co	01	Board of Trustees	Office Supplies	One Name Plate Ordered Two Engraved	6.75
SBM Business Equipment Center	01	Board of Trustees	Office Supplies	Replacement Name Plates (See Attached)	30.99
Illinois Community College Tru	01	Board of Trustees	Publications and Dues	Association Dues 1/1-6/30/04	3,656.00
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Refreshments for Monthly Board Meeting	40.00
Follett Bookstore	01	President	Office Supplies	Bookstore Charges through 10/10/03	2.39

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Dixon Floral Company	01	President	Other Conference & Meeting	Floral Arrangements for Munson Birth	34.50
Lundstrom Florist	01	President	Other Conference & Meeting	Flowers for Funeral of Walter Mehl	36.00
AAFRC Trust for Philanthropy	01	College Relations	Publications and Dues	Giving USA 2003	64.15
Amboy News	01	College Relations	Advertising	Fall Play Ad	158.00
Carroll County Review	01	College Relations	Advertising	Spring Registration	90.00
Dixon Area Chamber of Commerce	01	College Relations	Advertising	Radio Day Package	220.00
Ogle County Life	01	College Relations	Advertising	Fall Play Ad	76.80
Ogle County Newspapers	01	College Relations	Advertising	Advertising	225.00
Sauk Valley Newspapers	01	College Relations	Advertising	Madrigal Tickets	147.30
Sauk Valley Newspapers	01	College Relations	Advertising	Adult Info Night	147.30
Sauk Valley Newspapers	01	College Relations	Advertising	Spring Registration	696.00
Sauk Valley Newspapers	01	College Relations	Advertising	Spring Registration	84.00
Sauk Valley Newspapers	01	College Relations	Advertising	NCH	270.00
WIXN FM - WIXN AM	01	College Relations	Advertising	Fall Play Ads	400.00
WLLT	01	College Relations	Advertising	Advertising	906.00
WNS Pub. News-Sentinel/The Rev	01	College Relations	Advertising	Spring Registration	120.00
Withers Broadcasting	01	College Relations	Advertising	Advertising	966.66
Lyons, Calvin W.	01	College Relations	Conference/Meeting Expense	Travel-Planned Giving Seminar 10/31/03	148.64
Lyons, Calvin W.	01	College Relations	Conference/Meeting Expense	Travel-AFP Survey Course Mtg 11/13/03	452.12
Twin City Sunrise Rotary	01	College Relations	Conference/Meeting Expense	July-Sept 03 Breakfast Meetings	65.00
Xerox Corporation	01	Printshop	Maintenance Services		170.00
Xerox Corporation	01	Printshop	Maintenance Services		53.00
Xerox Corporation	01	Printshop	Maintenance Services	Leasing Charges & Meter Usage	36.56
Follett Bookstore	01	Printshop	Purchases for Resale	Bookstore Charges through 10/10/03	1.39
Follett Bookstore	01	Printshop	Purchases for Resale	Bookstore Charges	15.99

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SBM Business Equipment Center	01	Printshop	Purchases for Resale	Swingline Electric Stapler 69008	259.98
Xerox Corporation	01	Printshop	Purchases for Resale	003R00721 PMP 4024 8.5x11 Paper (quant. 80)	1,840.00
Xerox Corporation	01	Printshop	Purchases for Resale	Xerox Staples #8R7809	68.00
Xerox Corporation	01	Printshop	Debt Principal Retirement		423.49
Xerox Corporation	01	Printshop	Debt Principal Retirement		389.11
Xerox Corporation	01	Printshop	Debt Principal Retirement		210.69
Xerox Corporation	01	Printshop	Interest		209.78
Xerox Corporation	01	Printshop	Interest		335.79
Xerox Corporation	01	Printshop	Interest		133.61
Xerox Corporation	01	Printshop	Lease Installment Payments	Leasing Charges & Meter Usage	49.83
SBM Business Equipment Center	01	Information Center	Maintenance Services	Minimum Copy Charge Count-Information Center	30.20
Follett Bookstore	01	Grant, Planning, & Research	Office Supplies	Bookstore Charges through 10/10/03	.50
Hecht, Deborah J.	01	VP-Instructional Services	Conference/Meeting Expense	Registration Airfare 1/31/04 & 4/23/04	1,052.50
Kidder, Mary L.	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement	1,725.00
Berkey, Noel C.	01	Other Instructional	Conference/Meeting Expense	Travel- NCHC Conference 11/6/03	582.42
Creative Printing	01	Art	Instructional Supplies	500 Business Cards for Robertus van der Wege	40.00
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges	2.00
Unique Computer	01	Art	Instructional Supplies	Scanner - Graphic Arts Lab	99.00
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges through 10/10/03	3.00
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges	6.21
Follett Bookstore	01	Humanities	Instructional Supplies	Bookstore Charges	7.19
Follett Bookstore	01	Music	Instructional Supplies	Bookstore Charges	7.09
Iwaasa, Juel	01	Music	Instructional Supplies	Music Supplies	97.39
Follett Bookstore	01	Philosophy	Instructional Supplies	Bookstore Charges through 10/10/03	1.35
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Towels	521.66

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Consolidated Management Co	01	Fitness Center	Instructional Supplies	Cookies for Red Ribbon Week Contest	17.35
Follett Bookstore	01	Criminal Justice	Instructional Supplies	Bookstore Charges	19.57
NILRC	01	History	Other Contractual Services	1 yr Lic. "America in Perspective" & Enrollmt Fees	1,185.10
Follett Bookstore	01	History	Instructional Supplies	Bookstore Charges through 10/10/03	109.83
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges	30.28
Follett Bookstore	01	Dean of Business, Tech & Natural	Office Supplies	Bookstore Charges	5.73
Academy of Management	01	Dean of Business, Tech & Natural	Publications and Dues	Dues for March 2004-February 2005	58.00
Niemeyer, Loren	01	Dean of Business, Tech & Natural	Other Conference & Meeting	Travel-IAEEE Meeting 11/14/03	118.80
Wood, Therese L.	01	Dean of Business, Tech & Natural	Other Conference & Meeting	Travel-Chadwick 11/19/03	19.44
Follett Bookstore	01	Accounting	Instructional Supplies	Bookstore Charges	8.28
Kidder, Mary L.	01	Computer Information Systems	Instructional Supplies	Office Supplies	30.96
Follett Bookstore	01	Electronics	Instructional Supplies	Bookstore Charges	29.85
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	21.08
Follett Bookstore	01	HVAC	Instructional Supplies	Bookstore Charges through 10/10/03	.79
Follett Bookstore	01	Manufacturing Technology	Instructional Supplies	Bookstore Charges	29.85
Follett Bookstore	01	Mechanical Design	Instructional Supplies	Bookstore Charges	36.92
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies thru October 15th, 2003	21.16
Follett Bookstore	01	Biology	Instructional Supplies	Bookstore Charges through 10/10/03	3.16
Ward's-Biology	01	Biology	Instructional Supplies	Fully extracted Brains-pail of 10	183.05
Wood, Therese L.	01	Biology	Instructional Supplies	Biology Supplies	103.66
Aldrich Chemical Company	01	Chemistry	Instructional Supplies	Chemistry Supplies (See Attached)	99.51
Fisher Scientific	01	Chemistry	Instructional Supplies	05-880E Plastic Joint Clips Green 24/...pkg of 10	197.19
Flinn Scientific	01	Chemistry	Instructional Supplies	AP6308 Crystal Forest Kit	75.98
Follett Bookstore	01	Chemistry	Instructional Supplies	Bookstore Charges	7.18
Quill Corporation	01	Chemistry	Instructional Supplies	038-656-AN Post-it Notes pkg 12 asst colors	38.90

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Gospodarczyk, Thomas J.	01	Health Occupational	Instructional Supplies	CPR/First Aid at DCC	16.63
KSB Hospital	01	Health Occupational	Instructional Supplies	Instructional Supplies for First Aid/CPR at DCC	26.25
KSB Hospital	01	Health Occupational	Instructional Supplies	Instructional Supplies for First Aid/CPR at DCC	132.50
World Point ECC	01	Health Occupational	Instructional Supplies	WP Face Shields (100 per Unit)	84.60
Eastern Iowa Community College	01	Technical Occupational-Community	Consultants	10 Students for CDL Fal 2003	25,900.00
Consolidated Management Co	01	Technical Occupational-Community	Conference/Meeting Expense	Refreshments for CDL Graduation	60.70
Medical Associates PLC	01	Director of Health Careers Ed	Consultants	TB Immunization-Jeanine Tufty	46.20
SBM Business Equipment Center	01	Director of Health Careers Ed	Maintenance Services	Monthly Maintenane Agreement	36.09
Follett Bookstore	01	Director of Health Careers Ed	Office Supplies	Bookstore Charges through 10/10/03	49.95
Follett Bookstore	01	Director of Health Careers Ed	Office Supplies	Bookstore Charges	2.95
Quill Corporation	01	Director of Health Careers Ed	Office Supplies	Office Supplies Open P.O.	108.02
Quill Corporation	01	Director of Health Careers Ed	Office Supplies	Office Supplies Open P.O.	58.22
Lynch, Janet L.	01	Director of Health Careers Ed	Conference/Meeting Expense	Travel-NCI-Workshop	190.16
MED2000 Inc	01	Director of Health Careers Ed	Conference/Meeting Expense	Conference Fee 1/23/04-MED2000 Workshop	97.00
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	89.70
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	55.02
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	39.59
Follett Bookstore	01	Associate Degree Nursing	Instructional Supplies	Bookstore Charges	38.06
Henry Schein Inc.	01	Associate Degree Nursing	Instructional Supplies	DETECTO Eye-Level School Bean Scale	265.95
KSB Hospital	01	Licensed Practical Nursing	Consultants	Substitute Pay C Klein	56.25
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	LPN Supplies Open P.O.	2.08
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	LPN Supplies Open P.O.	408.00
Diagnostic Imaging Inc	01	Radiologic Technology	Maintenance Services	Maintenance	65.00
Diagnostic Imaging Inc	01	Radiologic Technology	Maintenance Services	Maintenance	65.00
Diagnostic Imaging Inc	01		s	Rad Tech Supplies Open P.O.	163.05

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Follett Bookstore	01	Radiologic Technology	Instructional Supplies	Bookstore Charges through 10/10/03	11.00
Brevitt, Dianna H.	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 10/30/03	356.04
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Clinical Visits thru 11/13/03	137.52
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Books	38.88
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Books	38.88
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books For Library	832.90
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	287.44
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	75.54
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	12.20
Edward R Hamilton, Bookseller	01	Learning Resource Center	Books and Binding Costs	Books	437.40
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	667.48
US Bank	01	Learning Resource Center	Books and Binding Costs	Books	3,041.55
EBSCO	01	Learning Resource Center	Publications and Dues	Books	87.19
Rockford Register Star	01	Learning Resource Center	Publications and Dues	Subscription Renewal	241.80
Sauk Valley Newspapers	01	Learning Resource Center	Publications and Dues	Subscription	171.50
Beinhoff, Lisa A.	01	Learning Resource Center	Conference/Meeting Expense	Travel-11/10/03 ILCSO Meeting	101.80
Hewlett-Packard	01	Academic Computing	Maintenance Services	HP rp2470 Hardware & Software Support	105.00
Unique Computer	01	Academic Computing	Instructional Supplies	120 G HD	210.00
Unique Computer	01	Academic Computing	Instructional Supplies	Scanjet Replacement	99.00
Unique Computer	01	Academic Computing	Instructional Supplies	Hard Drive	70.00
Unique Computer	01	Academic Computing	Instructional Supplies	RAM	136.00
Unique Computer	01	Academic Computing	Instructional Supplies	Combo Drive	105.00
Unique Computer	01	Academic Computing	Instructional Supplies	Radio Controller Card	95.00
Hewlett-Packard	01	Academic Computing	Computer Software	HP rp2470 Hardware & Software Support	58.00
Follett Bookstore	01	Instructional Technology Center	Instructional Technology Materia	Bookstore Charges	13.13

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Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	Camcorder Repair	121.70
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	Overhead Repair	26.50
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	VCR Repair	25.00
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	VCR Repair	90.50
Pratt Audio-Visual & Video Cor	01	Instructional Technology Center	Instructional Technology Materia	White Board	392.58
Unique Computer	01	Instructional Technology Center	Instructional Technology Materia	ITC Supplies	151.50
Unique Computer	01	Instructional Technology Center	Instructional Technology Materia	Video Card	98.00
Mueller Audio Visual	01	Instructional Technology Center	Capital Supplies	SHURE Lavalier Mic Model UT1-VE Rec. Model UT4A-VE	700.00
Shelley, Chris	01	Instructional Technology Center	Conference/Meeting Expense	Travel-WIU Conference 11/20/03	310.80
Hewlett-Packard	01	Administrative Computing	Maintenance Services	HP rp5470 Hardware & Software Support	1,668.00
Follett Bookstore	01	Administrative Computing	Office Supplies	Bookstore Charges through 10/10/03	1.51
Follett Bookstore	01	Administrative Computing	Office Supplies	Bookstore Charges	12.38
Graybar Electric Company Inc.	01	Administrative Computing	Office Supplies	OR-PSD66U24 Ortonics Patch Panel-24 Port	150.11
Graybar Electric Company Inc.	01	Administrative Computing	Office Supplies	108 232 778 Module MPS 100E-318 Blue	134.25
Graybar Electric Company Inc.	01	Administrative Computing	Office Supplies	Avaya Systimax Giga Speed Cable -107987315	259.70
SBM Business Equipment Center	01	Administrative Computing	Office Supplies	Desk Pad Calendar 5J-AAG-SK24-00	57.10
Toner Tech Plus	01	Administrative Computing	Office Supplies	Refurbish Toner Cartridges	1,588.85
Unique Computer	01	Administrative Computing	Office Supplies	Ink Cartridges	330.00
Unique Computer	01	Administrative Computing	Office Supplies	Data Cartridges	400.00
Unique Computer	01	Administrative Computing	Office Supplies	ZIP Drive	70.00
Hewlett-Packard	01	Administrative Computing	Computer Software	HP rp5470 Hardware & Software Support	769.30
Interone, Alice	01	Administrative Computing	Conference/Meeting Expense	Travel-Chicago 11/21/03	118.80
KW Media Group	01	Administrative Computing	Conference/Meeting Expense	Conference Fee 11/21/03-Alice Interone	79.00
Wilkins-Lowe and Company	01	VP- Student Services	Office Supplies	Notary Bond Nancy Breed	30.00
State of Illinois	01	VP- Student Services	Publications and Dues	Notary Renewal Fee 11/03	10.00

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Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel-AAT Meeting 11/7/03	43.20
Dixon Rotary Club	01	Other Student Services	Publications and Dues	Rotary Dues	140.25
Kerber, Joan E.	01	Other Student Services	Conference/Meeting Expense	Travel-ICCCA Conference 11/13/03	159.70
Matheney, Janet I.	01	Other Student Services	Conference/Meeting Expense	Travel-ICCCA Conference 11/13/03	41.10
Consolidated Management Co	01	Student Recruitment	Other Supplies	Discover Sauk! Pop & Lunch	314.87
Consolidated Management Co	01	Student Recruitment	Other Supplies	College Night Refreshments	531.75
SBM Business Equipment Center	01	Student Recruitment	Other Supplies	Community Strata Chairs-Armless-1183D	2,438.00
Clodfelter, Pamela J.	01	Student Recruitment	Conference/Meeting Expense	Travel- Area High Schools	42.12
Follett Bookstore	01	Admissions, Records & Placement	Office Supplies	Bookstore Charges through 10/10/03	2.34
Follett Bookstore	01	Admissions, Records & Placement	Office supplies	Bookstore Charges	6.99
Quill Corporation	01	Admissions, Records & Placement	Office Supplies	Fellows Personal Shredder without Basket	159.04
Quill Corporation	01	Admissions, Records & Placement	Office Supplies	Engraved Sign "Jane Grove"	15.39
Salgado, Ana S.	01	Admissions, Records & Placement	Office Supplies	Supplies -Mother/Daughter Program	20.72
Medema, Pamela S.	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel-IACRAO Conference	386.94
SBM Business Equipment Center	01	Financial Aid & Veterans Affairs	Office Supplies	Red/Fine Pen SAN-60139	89.48
Midwest Association of Student	01	Financial Aid & Veterans Affairs	Publications and Dues	Membership Dues	35.00
Quill Corporation	01	Counseling	Office Supplies	Counseling Office Supplies	35.12
Quill Corporation	01	Counseling	Office Supplies	Various Office Supplies Pens, Clips, Envelopes etc	123.05
Quill Corporation	01	Counseling	Office Supplies	Various Office Supplies Pens, Clips, Envelopes etc	44.94
Wilkins-Lowe and Company	01	VP- Administrative Services	Office Supplies	Notary Bond-Deb Dillow	30.00
Bittner, Ruth C.	01	VP- Administrative Services	Conference/Meeting Expense	Travel-CCBO Conf 11/15/03-ICCCFO Mtg 11/21/03	1,029.49
US Postmaster	01	Other Institutional	Postage	Refill Permit 243	1,000.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,500.00
United Parcel Service	01	Other Institutional	Postage	Monthly Charge	104.41
Council of North Central Two Y	01	Other Institutional	Publications and Dues	Dues for 20003/04	130.00

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Journal Register	01	Other Institutional	Recruitment	Computing Vacancy Ad	277.43
Quad-City Times	01	Other Institutional	Recruitment	Recruitment FY04	681.15
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY04 Open P.O.	146.83
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY04 Open P.O.	248.32
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY04 Open P.O.	92.36
Acom Solutions, Inc	01	Business Office	Office Supplies	70-4517-0700 Toner MICR Cartridge 4517/N17	408.66
Staples	01	Business Office	Office Supplies	Legal size File Jackets 50/box	23.77
Illinois Central Community Col	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Fall 2003	3,151.00
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Birthday Cake, Winner's Cards	106.75
Loparex Inc	010110	Corp Serv Professional Developme	Pub Srv, Comm Ed, & Cust Trng Re	Refund Fall 04	1,200.00
O'Leary, Sheila	010110	Corp Serv Professional Developme	Consultants	Training -Supervisory 11/12 & 11/19/03	630.00
O'Leary, Sheila	010110	Corp Serv Professional Developme	Consultants	Training @ Loparex 11/13/03	360.00
Follett Bookstore	010110	Corp Serv Professional Developme	Instructional Supplies	Bookstore Charges	19.14
Paper Direct Inc	010110	Corp Serv Professional Developme	Instructional Supplies	200 Table Tents CTT006	49.93
Consolidated Management Co	010110	Corp Serv Professional Developme	Conference/Meeting Expense	Meeting Expenses for VeriFact Training	44.25
Consolidated Management Co	010110	Corp Serv Professional Developme	Conference/Meeting Expense	Verifacts Class Meeting	108.25
Element K Press	010110	Corp Serv Computer Training	Instructional Supplies	Excel 2002 XP New Version Level 1	205.31
Element K Press	010110	Corp Serv Computer Training	Instructional Supplies	Excel 2002 XP New Revision Level 2	204.56
Follett Bookstore	010110	Corporate Services Admin.	Office Supplies	Bookstore Charges through 10/10/03	189.00
Quill Corporation	010110	Corporate Services Admin.	Office Supplies	4-3/8 x 5-3/4 White Envelopes 038-19250Q	31.92
SBM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Maintenance Contract FY04	112.16
4 Imprint	010110	Corporate Services Admin.	Advertising	#5398 CD Cleaner Imprinted	328.32
Gericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-Tri Cty Meeting	7.20
Brandon, Angela S	010120	Leisure	Consultants	CCS Class - Pottery F 04	240.00
Slain, Verna	010120	Leisure	Consultants	CCS Class-Crochet Fall 04	408.00

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Tompkins, Craig A	010120	Leisure	Consultants	CCS Class-Holiday Ornaments F 04	180.00
Deckro, Stephanie	010120	Leisure	Instructional Supplies	Supplies for Interior Design Class	149.20
Sauk Trails Inc	010120	Tours & Events	Conference/Meeting Expense	Dec 6 CCS Bus Trip	600.00
Sauk Trails Inc	010120	Tours & Events	Conference/Meeting Expense	Chicago Trip 12/6/03	550.00
Collins, Bonnie J.	010120	Youth Programs	Pub Srv, Comm Ed, & Cust Trng Re	Nutcracker Refund	4.00
Novak, Tracy	010120	Youth Programs	Pub Srv, Comm Ed, & Cust Trng Re	Nutcracker Refund	122.00
Brown, Miakka L.	010120	Youth Programs	Consultants	CCS Class-Ready Jet Go F 04	30.00
Brown, Miakka L.	010120	Youth Programs	Consultants	CCS Class-Gold Rush F 04	30.00
Dale, Julie	010120	Youth Programs	Consultants	Children's Theater-Nutcracker	1,862.00
Follett Bookstore	010120	Youth Programs	Instructional Supplies	Bookstore Charges through 10/10/03	714.00
Seguin, Kandy M.	010120	Youth Programs	Instructional Supplies	CCS Supplies - Youth Program	72.60
Marshall, Tanner G.	010120	Youth Programs	Advertising	Photos for Nutcracker	24.22
Follett Bookstore	010120	Community Service Administration	Office Supplies	Bookstore Charges	4.00
Quill Corporation	010120	Community Service Administration	Office Supplies	White 8-1/2x11 Paper HPC8511	107.78
SBM Business Equipment Center	010120	Community Service Administration	Office Supplies	Maintenance Contract FY04	112.16
ESCO Institute LTD.	010120	Concert/ Lecture Series	Instructional Supplies	Section 608 EPA Certification Exam Grading Fee	198.00
Education To Go	010120	Computers	Consultants	November 2003 Ed2Go Classes	166.00
Element K Press	010120	Computers	Instructional Supplies	Intro to Personal Computing Manuals	58.40
Jacobs, Debra	010120	Health & Personal Development	Consultants	CCS Class-Spanish Fall 03	320.00
Jacobs, Debra	010120	Health & Personal Development	Consultants	CCS Class-Spanish F 04	320.00
Khuntangta, Trirong	010120	Health & Personal Development	Consultants	CCS Class-Self Defense	240.00
Khuntangta, Trirong	010120	Health & Personal Development	Consultants	CCS Class-Tai Chi Fall 03	240.00
Harper College	010120	Professional Development	Consultants	8 Students for Home Inspection Course	4,500.00
Kelleghan, Kevin	010120	Professional Development	Consultants	CCS Class-Low-Cost Marketing	10.00
Summit Group	010120	Professional Development	Consultants	CCS Class-Grantwriting F 03	350.00

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Consolidated Management Co	010120	Professional Development	Conference/Meeting Expense	Two Lunches for Various Groups	70.88
Consolidated Management Co	010120	Professional Development	Conference/Meeting Expense	Lunch-Grantwriting & Low-Cost Marketing	82.95
Braddock, Samuel L.	010120	Polygraph Institute	Instructional Supplies	DAS SYSTEM Polygraph Inst.	1,525.00
Braddock, Samuel L.	010120	Polygraph Institute	Publications and Dues	APA Dues 2003	125.00
Consolidated Management Co	010120	Polygraph Institute	Conference/Meeting Expense	Polygraph Graduation	30.95
Consolidated Management Co	010120	Polygraph Institute	Conference/Meeting Expense	PCSOT Class & Graduation	175.90
Division Management Services	02	Maintenance	Maintenance Services	Boiler Inspection	70.00
ECOLAB	02	Maintenance	Maintenance Services	Monthly Exterminator Expense	186.50
PDC Laboratories, Inc	02	Maintenance	Maintenance Services	Water Testing	81.00
Bearing Headquarters Co	02	Maintenance	Maintenance Supplies	BP40	27.07
C-B Kramer Sales & Service	02	Maintenance	Maintenance Supplies	Control Head	456.01
C-B Kramer Sales & Service	02	Maintenance	Maintenance Supplies	Patching PLastic, Primer, Trowleze	115.94
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Lamps	80.96
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Electrical Supplies	35.40
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Coil	141.70
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 04	17.81
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 04	7.79
Grainger	02	Maintenance	Maintenance Supplies	Inlet Flange	37.62
Grainger	02	Maintenance	Maintenance Supplies	Returned-Inlet Flange	-37.62
Johnston Controls	02	Maintenance	Maintenance Supplies	Diaphragm	123.37
Johnston Controls	02	Maintenance	Maintenance Supplies	Packing Kit, Pneumatic Valve Activator	109.96
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	12.91
Menards	02	Maintenance	Maintenance Supplies	Hooks for Men's Restrooms	42.07
Menards	02	Maintenance	Maintenance Supplies	Maintenance Suppllies	19.25
Menards	02	Maintenance	Maintenance Supplies	Aerators	10.60

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Menards	02	Maintenance	Maintenance Supplies	Ladder, Socket Set	54.87
Menards	02	Maintenance	Maintenance Supplies	Ladder & Electrical Supplies	460.73
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	29.33
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	102.53
Menards	02	Maintenance	Maintenance Supplies	Electrical Drill Bits	56.75
RUUD Lighting	02	Maintenance	Maintenance Supplies	Mounts	389.48
Schimberg Company	02	Maintenance	Maintenance Supplies	Freight on Maintenance Supplies	45.00
USA Bluebook	02	Maintenance	Maintenance Supplies	Valves	104.13
USA Bluebook	02	Maintenance	Maintenance Supplies	Hot Water Meter	110.72
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	118.83
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	118.83
Ace Hardware	02	Custodial	Maintenance Supplies	Misc Paint-Propane & Keys	19.94
Associated Technical Services,	02	Custodial	Maintenance Supplies	Leak Location Service	915.00
Grummerts Do It Best Hardware	02	Custodial	Maintenance Supplies	Hand Soap	280.56
Interior Building Systems	02	Custodial	Maintenance Supplies	Repair Roof Soffit E & W Sides of 4th Floor Atrium	3,696.00
Schmitt Plumbing & Heating, In	02	Custodial	Maintenance Supplies	Repair Water Leak	1,453.10
Schmitt Plumbing & Heating, In	02	Custodial	Maintenance Supplies	Repair Water Leak	695.00
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	738.63
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	27.96
Sterling Ford-Lincoln-Mercury	02	Grounds	Maintenance Services	Oil Change-03 Pickup	23.49
Ace Hardware	02	Grounds	Maintenance Supplies	Misc Paint-Propane & Keys	257.32
Dixon Tire Center	02	Grounds	Maintenance Supplies	Tire Tube Repair	9.01
Grainger	02	Grounds	Maintenance Supplies	Towels	140.01
LaSalle County Farm Supply	02	Grounds	Maintenance Supplies	Bags, Power Melt (50# bags) Inc. Delivery	619.50
Menards	02	Grounds	Maintenance Supplies	Electrical for Power Washer	38.44

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Menards	02	Grounds	Maintenance Supplies	Grounds Supplies	112.38
Menards	02	Grounds	Maintenance Supplies	Lumber, Supplies	545.01
Northern Tool & Equipment Co	02	Grounds	Maintenance Supplies	Pressure Washer 2000 psi -1579422411	917.98
CenterPoint Energy Marketing,	02	Utilities	Gas	Monthly Service	3,065.47
Nicor Gas	02	Utilities	Gas	Monthly Charges	176.99
Nicor Gas	02	Utilities	Gas	Monthly Charges	37.14
Nicor Gas	02	Utilities	Gas	Monthly Charges	354.47
Nicor Gas	02	Utilities	Gas	Monthly Charges	33.53
Nicor Gas	02	Utilities	Gas	Monthly Charges	120.58
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	19.12
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	10,385.68
Commonwealth Edison	02	Utilities	Electricity	Monthly Services	81.45
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	36.03
AT & T	02	Utilities	Telephone	Monthly Phone Charges	2,400.18
AT & T	02	Utilities	Telephone	Fax Lines Financial Aid	4.37
Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Charges	2,864.16
Gallatin River Communications	02	Utilities	Telephone	Pay Phones	9.83
Illinois Century Network (ICN)	02	Utilities	Telephone	Monthly Charges	1,168.00
United States Cellular	02	Utilities	Telephone	Cell Phone-Vans	48.28
Verizon Wireless	02	Utilities	Telephone	Monthly Charges-Cell Phone	31.36
Verizon Wireless	02	Utilities	Telephone	Dr. Behrendt Cell Phone Services 2003-2004	42.88
Rock Valley Disposal	02	Utilities	Refuse Disposal	Monthly Trash Removal	352.75
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	444.33
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Pens, Tape Dispenser, Printer Cartridges	112.85
Frederick, James E.	02	Building and Grounds Administrat	Conference/Meeting Expense	Travel-ICCFOA Conf 11/7/03	4.90

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Burnidge Cassell Associates, I	03	Operations & Maintenance- Restri	Building Remodeling	Theater Renovation	4,343.09
D. J. Sickley Construction Co.	03	Operations & Maintenance- Restri	Building Remodeling	Theater Renovation Project	1,122.44
Layne-Western	03	Operations & Maintenance- Restri	Building Remodeling	Final Payment on Water Project	4,640.65
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineer Services on Safety Project	15,344.75
D. J. Sickley Construction Co.	03	ICCB ADA Access Grant	Building Remodeling	Door Hardware Project	2,396.32
Ankney, Serrell E.	050500	Child Care Center	Other Sales & Service	Refund Child Care F 04	153.00
Bufford, Lindsay M.	050500	Child Care Center	Other Sales & Service	Refund Child Care	193.50
Bushman, Debra J.	050500	Child Care Center	Other Sales & Service	Refund Child Care Fall 03	60.75
Community Coordinated Child Ca	050500	Child Care Center	Other Supplies	Membership Dues FY 04	30.00
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	50.57
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	34.63
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies thru 12/02/03	39.23
Follett Bookstore	050500	Child Care Center	Other Supplies	Bookstore Charges through 10/10/03	3.36
Little Tikes	050500	Child Care Center	Other Supplies	Fall Promotion Pkg #2-88461 Tot Tree & Harry Hippo	1,999.00
Young, Christina M.	050500	Child Care Center	Other Supplies	Child Care Supply-DVD Player	29.87
Anderson, Rod	050600	Men's Basketball	Other Contractual Services		85.00
Beert, Terry	050600	Men's Basketball	Other Contractual Services		85.00
Bennett, Charles J	050600	Men's Basketball	Other Contractual Services	Referee Men's Practice BB game 11/13/03	15.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Men's BB Game 11/18/03	15.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	MBB Game 11/20/03	15.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services		15.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services		15.00
Brady, Don	050600	Men's Basketball	Other Contractual Services	Referee Men's BB Game 11/18/03	85.00
Bruns, Lenny	050600	Men's Basketball	Other Contractual Services		85.00
Hainline, Charlie	050600	Men's Basketball	Other Contractual Services	Referee Men's BB Game 11/18/03	85.00

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Hayes, Steve	050600	Men's Basketball	Other Contractual Services		85.00
Hill, Rod	050600	Men's Basketball	Other Contractual Services	Referee 11/20/03	85.00
Justice, Daniel L.	050600	Men's Basketball	Other Contractual Services	Referee Men's Practice BB 11/13/03	15.00
Leitner, Randy	050600	Men's Basketball	Other Contractual Services		85.00
Strating, James A	050600	Men's Basketball	Other Contractual Services	Men's BB Game 11/18/03	15.00
Strating, James A	050600	Men's Basketball	Other Contractual Services	MBB Game 11/20/03	15.00
Strating, James A	050600	Men's Basketball	Other Contractual Services		15.00
Strating, James A	050600	Men's Basketball	Other Contractual Services		15.00
Villarreal, Sergio	050600	Men's Basketball	Other Contractual Services	Referee Men's BB 11/18/03	85.00
Weeber, Mike	050600	Men's Basketball	Other Contractual Services		85.00
Williams, Brad	050600	Men's Basketball	Other Contractual Services	Referee MBB Game 11/20/03	85.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's BB Game 11/18/03	15.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	MBB Game 11/20/03	15.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services		15.00
Zahnle, Scott	050600	Men's Basketball	Other Contractual Services	Referee MBB Game 11/20/03	85.00
Adcraft Printwear Co.	050600	Men's Basketball	Other Supplies	40 T's @ \$6.50ea, 10 T's @ \$8ea, and Screen Charge	358.00
Adcraft Printwear Co.	050600	Men's Basketball	Other Supplies	16 Shooting Shirts	145.00
Overlord Sales	050600	Men's Basketball	Other Supplies	Rawlings X-10 NJCAA Mens BB	144.00
Santo Sport Store	050600	Men's Basketball	Other Supplies	Away Uniforms	1,847.80
Santo Sport Store	050600	Men's Basketball	Other Supplies	Home Uniforms	1,463.81
Santo Sport Store	050600	Men's Basketball	Other Supplies	15 Reversible Shirts	210.00
Santo Sport Store	050600	Men's Basketball	Other Supplies	Men & Women BB Shoes	290.00
Sports Illustrated	050600	Men's Basketball	Other Supplies	Subscription FY 04	39.00
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel Basketball thru 11/15/03	225.80

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Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel-DuPage College 11/29/03	222.80
Sterling Park District	050600	Cross Country	Other Conference & Meeting	Cross Country Swim Rental	82.50
Sullivan, Michael D.	050600	Cross Country	Other Conference & Meeting	Travel-Cross Country Nationals	791.89
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	TPX Response Bat	972.30
Southwest Airlines	050600	Men's Baseball	Other Conference & Meeting	Deposit-Spring Trip	629.00
Adamowich, Dan	050600	Women's Basketball	Other Contractual Services	Referee WBB 11/15/03	85.00
Adamowich, Dan	050600	Women's Basketball	Other Contractual Services		85.00
Bennett, Charles J	050600	Women's Basketball	Other Contractual Services	Referee WBB Game 11/13/03	85.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services	Women's BB Game 11/15/03	15.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services	Women's BB 11/13/03	15.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services	WBB Game 11/22/03	15.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services	WBB Game 11/20/03	15.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services		15.00
Cody, Anthony M.	050600	Women's Basketball	Other Contractual Services	Women's BB Game 11/15/03	15.00
Cody, Anthony M.	050600	Women's Basketball	Other Contractual Services	WBB Game 11/20/03	15.00
DeMoss, Gary	050600	Women's Basketball	Other Contractual Services	Referee WBB 11/22/03	85.00
Engle, Jason A.	050600	Women's Basketball	Other Contractual Services	Women's BB Game 11/15/03	15.00
Gerlach, Jeremy	050600	Women's Basketball	Other Contractual Services	Referee WBB 11/22/03	85.00
Gerlach, Wayne	050600	Women's Basketball	Other Contractual Services		85.00
Handsbard, Eric	050600	Women's Basketball	Other Contractual Services	Referee WBB Game 11/13/03	85.00
Hansen, Jack	050600	Women's Basketball	Other Contractual Services	Referee WBB Game 11/15/03	85.00
Hansparo, Eric	050600	Women's Basketball	Other Contractual Services		85.00
Humphrey, Lindsay R.	050600	Women's Basketball	Other Contractual Services	WBB 11/22/03	15.00
Humphrey, Lindsay R.	050600	Women's Basketball	Other Contractual Services		15.00
Humphrey, Lindsay R.	050600	Women's Basketball	Other Contractual Services		15.00

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Humphrey, Lindsay R.	050600	Women's Basketball	Other Contractual Services		30.00
Johnson, Millage	050600	Women's Basketball	Other Contractual Services	Referee WBB 11/15/03	85.00
Johnson, Millage	050600	Women's Basketball	Other Contractual Services		85.00
Jones, Rocky	050600	Women's Basketball	Other Contractual Services		85.00
Justice, Daniel L.	050600	Women's Basketball	Other Contractual Services	Referee WBB 11/13/03	85.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services	Women's BB Game 11/15/03	15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services	Women's BB Game 11/13/03	15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services	WBB Game 11/22/03	15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services		30.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services	Women's BB 11/15/03	15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services	Women's BB Game 11/13/03	15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services	WBB Game 11/22/03	15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services		30.00
Pollom, Kristy A.	050600	Women's Basketball	Other Contractual Services		30.00
Reiter, David	050600	Women's Basketball	Other Contractual Services		85.00
Rusk, Steve	050600	Women's Basketball	Other Contractual Services	Referee WBB 11/22/03	85.00
Stojanovic, Mijat	050600	Women's Basketball	Other Contractual Services	Women's BB Game 11/13/03	15.00
Strating, James A	050600	Women's Basketball	Other Contractual Services	Women's BB Game 11/15/03	15.00
Strating, James A	050600	Women's Basketball	Other Contractual Services	Women's BB Game 11/13/03	15.00

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Strating, James A	050600	Women's Basketball	Other Contractual Services	WBB Game 11/22/03	15.00
Strating, James A	050600	Women's Basketball	Other Contractual Services		15.00
Strating, James A	050600	Women's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services	Women's BB Game 11/13/03	15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services	WBB Game 11/22/03	15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services	WBB Game 11/20/03	15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		15.00
Follett Bookstore	050600	Women's Basketball	Instructional Supplies	Bookstore Charges through 10/10/03	22.40
Santo Sport Store	050600	Women's Basketball	Other Supplies	Proline Shooting Shirts	260.81
Santo Sport Store	050600	Women's Basketball	Other Supplies	Men & Women BB Shoes	260.00
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel-Basketball thru 11/4/03	154.73
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Women's BB Travel 11/7/03	90.63
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel- Scouting 11/15/03	157.46
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel-thru 12/2/03 -	294.22
Cross, Arnold	050600	Women's Volleyball	Other Contractual Services	Referee VB Game 10/28/03	75.00
Richards, Tom	050600	Women's Volleyball	Other Contractual Services	Referee WVW Game 10/28/03	75.00
Barnes, Kris	050600	Women's Volleyball	Other Conference & Meeting	Travel-Regional VB	209.27
Barnes, Kris	050600	Women's Volleyball	Other Conference & Meeting	Team Awards Dinner 11/23/03	93.33
Economy Trophy Co	050600	Women's Volleyball	Other Conference & Meeting	Granite Volleyball Team Awards	74.00
Boyle, Dayle	050600	General Athletics	Other Contractual Services	Trainer WBB - 11/18/03	50.00
Boyle, Dayle	050600	General Athletics	Other Contractual Services	Trainer WBB 11/13/03	50.00
Boyle, Dayle	050600	General Athletics	Other Contractual Services	Trainer Men & WBB Game 11/20/03	80.00
Boyle, Dayle	050600	General Athletics	Other Contractual Services	Trainer Men's BB 12/6/03	50.00
Gold, Christina	050600	General Athletics	Other Contractual Services	Trainer MBB & WBB 11/25/03	80.00
Muskiewicz, Tanya	050600	General Athletics	Other Contractual Services	Trainer -WBB 11/15/03	50.00

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Muskievicz, Tanya	050600	General Athletics	Other Contractual Services	Trainer-WBB Game 11/22/03	50.00
Damhoff, Russ K.	050600	General Athletics	Other Materials and Supplies	Drinks for Officials thru 11/15/03	20.90
Best Western	050600	Student Activities	Consultants	Room Charge for Frederick Winters	54.39
Consolidated Management Co	050600	Student Activities	Other Contractual Services	Student Activities Luncheon	111.69
Consolidated Management Co	050600	Student Activities	Other Contractual Services	Blood Drive Refreshments	132.15
Consolidated Management Co	050600	Student Activities	Other Contractual Services	Lunch Cards	81.34
Derby, Dustin C.	050600	Student Activities	Office Supplies	Holiday Wreath	12.00
Derby, Dustin C.	050600	Student Activities	Office Supplies	Supplies for Large Mailing	16.77
Campus Marketing Specialists	050600	Student Activities	Other Materials and Supplies	400 9" Flyers and Screen Fee	349.00
Follett Bookstore	050600	Student Activities	Other Materials and Supplies	Bookstore Charges through 10/10/03	2.67
Follett Bookstore	050600	Student Activities	Other Materials and Supplies	Bookstore Charges	42.43
Rock River Provision Co	050600	Student Activities	Other Materials and Supplies	Popcorn	57.15
Ballett Folklorico	050600	Student Activities	Conference/Meeting Expense	Dance Performance 9/15/03	50.00
Whitney, Elizabeth	050600	Speech & Readers Theater	Other Conference & Meeting	Performance 11/13-11/14/03	600.00
Lundstrom Florist	050600	Madrigal	Other Materials and Supplies	Holiday Roping for Madrigals	180.00
Castillo, Antonia	050600	Global Awareness	Consultants	Marichi for Global Awareness Week 11/18/03	350.00
Amoco Oil Company	050800	Transportation	Vehicle Supplies	Monthly Gas for College Van	242.55
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas - College Van	353.08
Shell Oil Company	050800	Transportation	Vehicle Supplies	Monthly Gas -College Van	99.64
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss		10,371.00
Professional Benefit Administr	051000	Medical Insurance	Dependent Stop Loss		8,040.21
Professional Benefit Administr	051000	Medical Insurance	Precertification		375.00
Professional Benefit Administr	051000	Medical Insurance	Cobra Conversion		20.00
Professional Benefit Administr	051000	Medical Insurance	Administrative Costs		2,745.00
Professional Benefit Administr	051000	Medical Insurance	Life & AD&D		1,916.24

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Consolidated Management Co	051800	Job Fest	Other Supplies	Career Fair Luncheon	426.15
Consolidated Management Co	062022	WFP- Ed to Careers	Conference/Meeting Expense	Transfer Day Breakfast with Representatives	109.50
Williamson, Michael E.	062024	WFP- Welfare to Work	Conference/Meeting Expense	Travel-Area High Schools	169.56
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	152.57
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	152.57
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Maintenance Contract FY04	112.17
Miller-McKinstra, Michele	062050	SBDC Grant	Conference/Meeting Expense	Supplies-SBDC	14.01
Miller-McKinstra, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel-SBDC Conference & Area Visits thru 11/4/03	355.91
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Telephone Charge	40.11
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance	15.18
Adult Learning Resource Center	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Fall 03 Conference	875.00
Lovekin, Carol N.	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel-Adult Ed Conf 11/21/03	17.00
Marruffo, Kerrie M.	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel-Fall Conference 11/21/03	117.10
Peterson, Laura	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel-Adult Ed Meeting 11/21/03	81.40
Deem, Craig A	062058	ICCB Adult Ed-State Basic-Instru	Administrative Staff- Part-Time	Cleaning Nov/Dec 2003-GED Class Rooms	50.00
Fiorini, Anthony D.	062059	ICCB Adult Ed-Performance-Litera	Conference/Meeting Expense	Travel-GED & GED Workshop	274.72
Fiorini, Anthony D.	062059	ICCB Adult Ed-Performance-Litera	Conference/Meeting Expense	Travel-GED Classes	72.72
Durough, Duff	062061	Ill Hum. Coun- Glob Aware	Consultants	Honorarium-Global Awareness Wk 11/3/03	800.00
Hogge, Deanna	062061	Ill Hum. Coun- Glob Aware	Consultants	Honorarium-Global Awareness Wk 11/03	200.00
Jean-Philippe Photography	062061	Ill Hum. Coun- Glob Aware	Consultants	Pictures/Free Mounting	225.00
Macedonia Baptist Church	062061	Ill Hum. Coun- Glob Aware	Consultants	Honorarium- Global Awareness 11/03	100.00
Purkey, Elaine	062061	Ill Hum. Coun- Glob Aware	Consultants	Honorarium Global Awarness Wk 11/03	800.00
Villanueva, Margaret	062061	Ill Hum. Coun- Glob Aware	Consultants	Honorarium Global Awareness Wk 11/03	400.00
Willoughby, Robert	062061	Ill Hum. Coun- Glob Aware	Consultants	Honorarium Global Awareness Wk 11/03	800.00
Durough, Duff	062061	Ill Hum. Coun- Glob Aware	Conference/Meeting Expense	Travel-Global Awareness Wk 11/03	718.44

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Hogge, Deanna	062061	Ill Hum. Coun- Glob Aware	Conference/Meeting Expense	Travel-Global Awareness Wk 11/03	251.08
Purkey, Elaine	062061	Ill Hum. Coun- Glob Aware	Conference/Meeting Expense	Travel Global Awareness Wk 11/03	200.00
Villanueva, Margaret	062061	Ill Hum. Coun- Glob Aware	Conference/Meeting Expense	Travel Global Awareness Wk 11/03	482.87
Willoughby, Robert	062061	Ill Hum. Coun- Glob Aware	Conference/Meeting Expense	Travel Global Awareness Wk 11/03	675.60
Dept of Veteran's Affairs	062140	Dept of Veteran's Affairs	Department of Vet Affairs	Reimb Summer 03 R Sierra	60.00
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	593.20
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	593.20
Follett Bookstore	063011	Student Support Services Grant	Office Supplies	Bookstore Charges through 10/10/03	7.95
Consolidated Management Co	063020	Perkins IIC	Conference/Meeting Expense	RR Partnership Meeting 10/02/03	34.85
Consolidated Management Co	063020	Perkins IIC	Conference/Meeting Expense	Math Club Mtg 11/5/03	27.00
Hurd, Mary Ann	063020	Perkins IIC	Conference/Meeting Expense	Travel- WIU- Macomb 11/20/03	100.80
Marriott Hotels & Resorts	063020	Perkins IIC	Conference/Meeting Expense	Lodge-L Niemeyer NAIT Conference	475.28
Niemeyer, Loren	063020	Perkins IIC	Conference/Meeting Expense	Travel-NAIT Conf 11/23/03	553.15
Sauk Trails Inc	063020	Perkins IIC	Conference/Meeting Expense	SVCC Rad Tech Trip	550.00
Smiley, Daryl C.	063020	Perkins IIC	Conference/Meeting Expense	Travel-Springfield 11/9/03	665.03
White, Linley V.	063020	Perkins IIC	Conference/Meeting Expense	Travel-Area Meetings & NORCA Meeting thru 11/20/03	197.12
White, Linley V.	063020	Perkins IIC	Conference/Meeting Expense	Travel-WIA Meeting 11/25/03	26.04
Bos, Keith A.	063020	Perkins IIC -Special Populations	Conference/Meeting Expense	Travel-Career Games Area	78.48
American Mathematics Competiti	063030	Perkins IIIE Tech Prep	Consultants	Math Competition	323.00
Ducoing, Chris	063030	Perkins IIIE Tech Prep	Consultants	F 04 Mileage Tech Prep	10.08
Ducoing, Chris	063030	Perkins IIIE Tech Prep	Consultants	F 04 Stipend Tech Prep	250.00
Golden Ladder Productions	063030	Perkins IIIE Tech Prep	Consultants	Consultant Presentation	514.60
Hahne, Connie	063030	Perkins IIIE Tech Prep	Consultants	F04 Mileage Tech Prep	54.00
Hahne, Connie	063030	Perkins IIIE Tech Prep	Consultants	F 04 Stipend Tech Prep	250.00
Jamroch, Emily	063030	Perkins IIIE Tech Prep	Consultants	Mileage Tech Prep Fall 04	47.52

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Johannsen, Patrice	063030	Perkins IIIE Tech Prep	Consultants	F 04 Mileage Tech Prep	96.36
Johannsen, Patrice	063030	Perkins IIIE Tech Prep	Consultants	F 04 Stipend Tech Prep	250.00
Lindahl, Sharon	063030	Perkins IIIE Tech Prep	Consultants	F 04 Mileage Tech Prep	61.56
Lindahl, Sharon	063030	Perkins IIIE Tech Prep	Consultants	F 04 Stipend Tech Prep	250.00
Lipscomb, Lyle	063030	Perkins IIIE Tech Prep	Consultants	F 04 Mileage Tech Prep	47.52
Lipscomb, Lyle	063030	Perkins IIIE Tech Prep	Consultants	F 04 Stipend Tech Prep	250.00
Longfellow, Richard	063030	Perkins IIIE Tech Prep	Consultants	F 04 Mileage Tech Prep	8.64
Longfellow, Richard	063030	Perkins IIIE Tech Prep	Consultants	F 04 Stipend Tech Prep	250.00
Luker, Neal	063030	Perkins IIIE Tech Prep	Consultants	F 04 Mileage Tech Prep	47.52
Luker, Neal	063030	Perkins IIIE Tech Prep	Consultants	F 04 Stipend Tech Prep	250.00
Mathey, Barbara	063030	Perkins IIIE Tech Prep	Consultants	F 04 Mileage Tech Prep	57.60
Mathey, Barbara	063030	Perkins IIIE Tech Prep	Consultants	Fall 04 Stipend Tech Prep	250.00
McFadden, Donna S.	063030	Perkins IIIE Tech Prep	Consultants	F 04 Mileage Tech Prep	15.12
McFadden, Donna S.	063030	Perkins IIIE Tech Prep	Consultants	F 04 Stipend Tech Prep	250.00
Nelson, Carolyn J.	063030	Perkins IIIE Tech Prep	Consultants	Fall 03 Tech Prep Stipend	250.00
Nelson, Carolyn J.	063030	Perkins IIIE Tech Prep	Consultants	Milleage Fall 04 Tech Prep	75.60
Silvius, Candace S	063030	Perkins IIIE Tech Prep	Consultants	F 04 Mileage Tech Prep	36.00
Silvius, Candace S	063030	Perkins IIIE Tech Prep	Consultants	F 04 Stipend Tech Prep	250.00
Szakatits, Dana	063030	Perkins IIIE Tech Prep	Consultants	Fall 04 Stipend Tech Prep	250.00
Szakatits, Dana	063030	Perkins IIIE Tech Prep	Consultants	Mileage F 04 Tech Prep	5.04
Wilkin, Richard	063030	Perkins IIIE Tech Prep	Consultants	F 04 Mileage Tech Prep	64.80
Wilkin, Richard	063030	Perkins IIIE Tech Prep	Consultants	F 04 Stipend Tech Prep	250.00
Shawver Press Inc	063030	Perkins IIIE Tech Prep	Printing	Printing Cost College Booklet	650.00
Consolidated Management Co	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Consortium 11/12/03	30.95
Consolidated Management Co	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Consortium Mtg 10/14/03	37.20

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
SVCC Educational Fund	063071		I/F Payable	Transfer Funds	130,000.00
Fiserv Health Tennessee	063075	IDHS AmeriCorps - Member Activit	Other Salaries	Member's Health Insurance	926.01
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	268.56
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	268.56
Scholastic Book Club	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Book Giveaway	928.50
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel- Area Sites/ICOVA Mtg	82.04
Optical Analysis Corporation	064030	Restricted Fund-GOD Certificates	Capital Supplies	Retaining Rings for WHKIOX	30.36
Grainger	064030	Restricted Fund-GOD Certificates	Capital Supplies	Wire & Parts for Enhanced Classroom	287.94
KI Companies	064030	Restricted Fund-GOD Certificates	Capital Supplies	Portico Series Table 24x60x29 (See Attached Quote)	6,029.76
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	HP 6122	200.00
CDW	064030	Restricted Fund-GOD Certificates	Capital Supplies	360993 Sony FD Mavica MVC-FD200	376.00
CDW	064030	Restricted Fund-GOD Certificates	Capital Supplies	388284 Sony DCR-TRV950 MiniDV HandyCam Camcorder	1,841.00
CDW	064030	Restricted Fund-GOD Certificates	Capital Supplies	268797 Nikon CoolScan IV ED	626.00
Mueller Audio Visual	064030	Restricted Fund-GOD Certificates	Capital Supplies	HV-100XG ELMO Notebook Digital Document Camera	1,100.00
SBM Business Equipment Center	064030	Restricted Fund-GOD Certificates	Capital Supplies	6603 Hon Sensible Seating Task Chair w/Arms 6693	270.00
SBM Business Equipment Center	064030	Restricted Fund-GOD Certificates	Capital Supplies	HON-64630G1SS Hon Expectations Computer Cart 30x54	1,145.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	HP LJ 2300 DTN	1,450.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	HP 1100 DTN	499.00
Godfrey Group	064030	Restricted Fund-GOD Certificates	Capital Supplies	GLCAF-4 Color Accents Rotating Literature Display	565.00
Spectrum Industries	064030	Restricted Fund-GOD Certificates	Capital Supplies	55190 IDHD Media Manager	1,479.64
Apple Computer Inc	064030	Restricted Fund-GOD Certificates	Office Equipment	B4607LL/A APP for Power Mac w/Display-Auto Enroll	199.00
Apple Computer Inc	064030	Restricted Fund-GOD Certificates	Office Equipment	M8893ZM/A Apple Cinema Display (20" Flat Panel)	1,160.00
Apple Computer Inc	064030	Restricted Fund-GOD Certificates	Office Equipment	M9032LL/A Power Mac G5 2GHz/DP/512/160G	2,699.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Office Equipment	Matrix 5000XR	6.055.00
Apple Computer Inc	064030	Restricted Fund-GOD Certificates	Instructional Equipment	M9031LL/A Power Mac G5 1.8GHz/512MB DDR400 SDRAM/	398.00

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Apple Computer Inc	064030	Restricted Fund-GOD Certificates	Instructional Equipment	M9031LL/A Power Mac G5 1.8GHz/512MB DDR400 SDRAM/	5,596.00
Apple Computer Inc	064030	Restricted Fund-GOD Certificates	Instructional Equipment	M9110LL/A PowerBook G4 1.33 GHz/512MB DDR333 SDRAM	239.00
Apple Computer Inc	064030	Restricted Fund-GOD Certificates	Instructional Equipment	M9110LL/A PowerBook G4 1.33 GHz/512MB DDR333 SDRAM	124.00
Sauk Valley Newspapers	101010	Booster Club	Other	BBall T Advertisement	309.33
Consolidated Management Co	101020	Cheerleading Club	Other	Refreshments for Dance Practice	29.00
Depuy, Jeanne A.	101020	Cheerleading Club	Other	Supplies-Dance Costume	156.39
Scudder's Apparel	101020	Cheerleading Club	Other	T-Shirts for Skyhawk Dance Clinic	184.25
Ballett Folklorico	101120	ALAS Club	Other Revenues	Dance Performance 9/15/03	50.00
Salgado, Ana S.	101120	ALAS Club	Other	Candles for ALAS Fundraiser	246.06
Salgado, Ana S.	101120	ALAS Club	Other	Lunch - Folkloric Group 11/03	27.79
Baumwell, Stephanie N.	101258	Math Club	Other	Argonne Conference 10/24/03	40.00
Bellini, James A.	101258	Math Club	Other	Argonne Conference 10/24/03	40.00
Ebersole, Gregg M.	101258	Math Club	Other	Argonne Conference 10/24/03	40.00
Engleking, Philip J.	101258	Math Club	Other	Argonne Conference 10/24/03	40.00
Head, Jared T.	101258	Math Club	Other	Argonne Conference 10/24/03	40.00
Megill, Kevin M.	101258	Math Club	Other	Argonne Conference 10/24/03	40.00
Mount, Mathew E.	101258	Math Club	Other	Argonne Conference 10/24/03	40.00
Salazar, Don J.	101258	Math Club	Other	Argonne Conference 10/24/03	40.00
Shaff, Steven J.	101258	Math Club	Other	Argonne Conference 10/24/03	40.00
Shaff, Steven J.	101258	Math Club	Other	Math Club Meetings 10/15/03 & 11/12/03	55.44
Stauffer, Timothy D.	101258	Math Club	Other	Argonne Conference 10/24/03	40.00
Yocum, Denton M.	101258	Math Club	Other	Argonne Conference 10/24/03	40.00
Lindgren Callihan Van Osc--	11	Audit	Audit Services	Final Billing on 2003 Audit	5,200.00
Ward, Murray, Pace, & Johnson,	12	Risk Management	Legal Services	Person & Property Protection Serv. Oct	148.50
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.52

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Fyr-Fyter Inc	12	Public Safety	Maintenance Services	Service Fire Extinguishers	267.90
Radio Ranch Inc	12	Public Safety	Maintenance Services	Repair Call Boxes	554.00
Verizon Wireless	12	Public Safety	Maintenance Services	Security Phones	65.15
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 10/25, 11/01/03	875.61
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 11/8, 11/15/03	864.80
Ace Hardware	12	Public Safety	Other Supplies	Misc Paint-Propane & Keys	10.32
				BANK ACCOUNT 1 TOTAL:	337,079.33
				BANK ACCOUNT 2 TOTAL:	182,538.89
				ALL ACCOUNTS TOTAL:	519,618.22

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

<u>EDUCATION FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
Revenues					
Local Governmental Sources	3,021,500	1,479,984	3,138,004	1,544,445	49.2%
State Governmental Sources	2,407,922	627,169	3,049,616	814,427	26.7%
Federal Governmental Sources	30,700	855	1,000	4,240	424.0%
Student Tuition and Fees	2,604,821	2,222,019	3,012,300	2,409,401	79.9%
Sales and Service	212,500	112,094	341,818	115,940	33.9%
Investment Revenue	80,000	16,378	80,000	9,359	11.6%
Other Revenues	446,000	11,184	526,000	847,125	161.0%
TOTALS	8,803,443	4,469,687	10,148,738	5,744,937	56.6%
Expenditures					
Salaries	6,053,764	2,306,982	6,316,729	2,403,283	38.0%
Employee Benefits	1,458,859	457,009	1,581,447	468,013	29.5%
Contractual Services	328,162	156,974	499,472	106,367	21.2%
General Materials and Supplies	653,216	331,084	921,962	425,823	46.1%
Travel and Conference Meeting Exp.	121,420	37,232	141,725	41,231	29.0%
Fixed Charges	56,212	12,226	22,955	7,531	32.8%
Capital Outlay			111,840	10,717	9.5%
Other Expenditures	476,000	249,493	487,000	219,449	45.0%
TOTALS	9,147,633	3,551,004	10,083,130	3,682,418	36.5%
Transfers					
Transfers to Other Funds		60,000	47,500		0.0%
Transfers From Other Funds	-178,000		-189,000	-8,780	4.6%
TOTALS	-178,000	60,000	-141,500	-8,780	6.2%
NET INCREASE/DECREASE IN NET ASSETS	-166,190	858,682	207,107	2,071,300	
FUND BALANCE		1,725,115		2,808,345	

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

<u>OPERATION AND MAINTENANCE FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
Revenues					
Local Governmental Sources	370,000	180,886	384,123	217,815	56.7%
State Governmental Sources	321,520	80,831	432,632	112,749	26.0%
Federal Governmental Sources					
Student Tuition and Fees	271,586	243,125	328,500	267,564	81.4%
Sales and Service	5,500	4,132	6,500	1,690	26.0%
Facilities Revenue	6,000	296	4,000	675	16.8%
Investment Revenue	9,000	422	2,000	2	.1%
Other Revenues	39,500	231	37,500		0.0%
TOTALS	1,023,106	509,926	1,195,255	600,497	50.2%
Expenditures					
Salaries	443,944	192,563	461,850	200,807	43.4%
Employee Benefits	153,329	55,747	152,131	56,736	37.2%
Contractual Services	69,500	40,015	69,500	45,039	64.8%
General Materials and Supplies	91,400	38,828	121,300	41,846	34.4%
Travel and Conference Meeting Exp.	2,400	1,379	3,500	1,262	36.0%
Fixed Charges		58,247	55,362	55,612	100.4%
Utilities	337,000	98,488	386,700	135,971	35.1%
Capital Outlay	15,000	8,032	15,000		0.0%
Other Expenditures					
TOTALS	1,112,573	493,302	1,265,343	537,275	42.4%
Transfers					
Transfers From Other Funds	-34,000		-70,500		0.0%
TOTALS	-34,000		-70,500		0.0%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-55,467	16,624	411	63,222	
		66,452		63,195	

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

<u>OPERATION & MAINTENANCE- RESTRICTED</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
Revenues					
Local Governmental Sources	613,000	301,478	632,938	311,601	49.2%
State Governmental Sources	3,204,922		3,382,000		0.0%
Investment Revenue	30,000	561	10,000	-8,913	-89.1%
Other Revenues	250,000		250,000		0.0%
TOTALS	4,097,922	302,039	4,274,938	302,687	7.0%
Expenditures					
Contractual Services		7,550		6,400	
General Materials and Supplies					
Capital Outlay	4,441,152	240,702	5,361,936	269,491	5.0%
TOTALS	4,441,152	248,253	5,361,936	275,891	5.1%
Transfers					
Transfers From Other Funds	-570,000	-1,282,769			
TOTALS	-570,000	-1,282,769			
NET INCREASE/DECREASE IN NET ASSETS	226,770	1,336,556	-1,086,998	26,796	
FUND BALANCE		2,315,511		2,629,053	

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

<u>BOND AND INTEREST FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
Revenues					
Local Governmental Sources	1,385,000	687,672	1,413,519	666,575	47.1%
Investment Revenue	5,000	5,188	10,000	3,035	30.3%
TOTALS	1,390,000	692,861	1,423,519	669,610	47.0%
Expenditures					
Contractual Services	5,000	600	5,000	600	12.0%
Fixed Charges	1,382,008	1,269,718	1,402,763	1,321,843	94.2%
TOTALS	1,387,008	1,270,318	1,407,763	1,322,443	93.9%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	2,992	-577,457 75,990	15,756	-652,833 100,867	

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

<u>AUXILIARY ENTERPRISES FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget <u>Percent</u>
Revenues					
Student Tuition and Fees	153,000	134,934	160,500	132,316	82.4%
Sales and Service	44,400	16,604	51,490	16,027	31.1%
Facilities Revenue	75,000	21,666	75,000	29,167	38.8%
Investment Revenue	1,800	408	900	607	67.4%
Other Revenues	1,329,250	583,589	1,301,549	592,568	45.5%
TOTALS	1,603,450	757,202	1,589,439	770,687	48.4%
Expenditures					
Salaries	72,253	27,628	72,279	28,483	39.4%
Employee Benefits	11,710	2,739	11,481	2,744	23.9%
Contractual Services	38,455	15,311	1,334,654	577,267	43.2%
General Materials and Supplies	1,392,405	586,053	72,490	84,802	116.9%
Travel and Conference Meeting Exp.	68,340	23,555	62,655	23,319	37.2%
Fixed Charges	2,450	4,503	9,450	16,424	173.7%
Capital Outlay		12,015		29,868	
Other Expenditures	5,300	1,562	5,800	75	1.2%
TOTALS	1,590,913	673,369	1,568,809	762,984	48.6%
Transfers					
Transfers to Other Funds	75,820		75,000	8,780	11.7%
Transfers From Other Funds	-63,820		-63,000		0.0%
TOTALS	12,000		12,000	8,780	73.1%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	537	83,832	8,629	-1,078	
		406,066		267,453	

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

<u>RESTRICTED PURPOSES FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
Revenues					
State Governmental Sources	1,366,393	535,506	1,107,936	309,514	27.9%
Federal Governmental Sources	2,460,775	1,170,688	2,827,496	1,463,271	51.7%
Investment Revenue	20,000		6,000	7,834	130.5%
Other Revenues	99,860	88,535	60,619	29,140	48.0%
TOTALS	3,947,028	1,794,729	4,002,051	1,809,760	45.2%
Expenditures					
Salaries	1,216,810	488,673	1,207,514	390,582	32.3%
Employee Benefits	216,159	87,866	188,199	67,585	35.9%
Contractual Services	149,566	12,604	45,609	17,304	37.9%
General Materials and Supplies	724,928	248,648	730,022	164,933	22.5%
Travel and Conference Meeting Exp.	68,506	12,103	54,623	15,385	28.1%
Fixed Charges	13,107		10,412	5,311	51.0%
Utilities	16,200	3,135	300	218	72.7%
Capital Outlay	194,500	123,828	198,200	64,364	32.4%
Other Expenditures	2,002,689	1,326,259	2,376,441	1,487,250	62.5%
TOTALS	4,602,465	2,303,118	4,811,320	2,212,934	45.9%
Transfers					
Transfers to Other Funds					
Transfers From Other Funds	50,847		-1		0.0%
TOTALS	50,847		-1		0.0%
NET INCREASE/DECREASE IN NET ASSETS	-706,284	-508,389	-809,268	-403,174	
FUND BALANCE		1,008,047		634,443	

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

<u>WORKING CASH FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
Revenues					
Investment Revenue	100,000	-3,755	100,000	-10,256	-10.2%
TOTALS	-----	-----	-----	-----	-----
Expenditures					
Investment Revenue	-----	-----	-----	-----	-----
TOTALS	-----	-----	-----	-----	-----
Transfers					
Transfers to Other Funds	200,000	-----	200,000	-----	0.0%
TOTALS	-----	-----	-----	-----	0.0%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-100,000	-3,755	-100,000	-10,256	
		2,467,028		2,360,526	

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

<u>TRUST AND AGENCY FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget <u>Percent</u>
Revenues					
Sales and Service		58			
Other Revenues		5,527		4,704	
TOTALS	-----	5,586	-----	4,704	-----
Expenditures					
Contractual Services					
Capital Outlay		2,000		6,000	
Other Expenditures		3,020		3,749	
TOTALS	-----	5,020	-----	9,749	-----
NET INCREASE/DECREASE IN NET ASSETS		565		-5,044	
FUND BALANCE		18,920		16,497	

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

<u>AUDIT FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
Revenues					
Local Governmental Sources	30,700	15,141	30,710	15,105	49.1%
Investment Revenue	1,000	19	1,000	-10	-1.0%
TOTALS	31,700	15,160	31,710	15,094	47.6%
Expenditures					
Contractual Services	30,000	27,035	24,000	22,150	92.2%
TOTALS	30,000	27,035	24,000	22,150	92.2%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	1,700	-11,874	7,710	-7,055	
					25,590

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

<u>LIABILITY, PROTECTION & SETTLEMENT</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
Revenues					
Local Governmental Sources	291,000	142,316	295,275	145,327	49.2%
Investment Revenue	200,000	-102,652	200,000	-16,630	-8.3%
Other Revenues	29,000		22,000		0.0%
TOTALS	520,000	39,664	517,275	128,696	24.8%
Expenditures					
Salaries	273,621	78,790	297,291	81,636	27.4%
Employee Benefits	203,794	86,469	205,564	105,028	51.0%
Contractual Services	66,200	24,566	64,300	35,300	54.9%
General Materials and Supplies	12,600	786	6,500	1,451	22.3%
Travel and Conference Meeting Exp.	2,000	550	2,250		0.0%
Fixed Charges	45,000	67,789	85,000	57,954	68.1%
Utilities	1,000	447	1,100	357	32.5%
Capital Outlay	50,000	18,055	50,000	57,498	114.9%
TOTALS	654,215	277,455	712,005	339,228	47.6%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-134,215	-237,790	-194,730	-210,531	
		5,951,141		5,886,026	

For Board Meeting of
December 15, 2003

Agenda Item D-6

**BOARD POLICY 511.01 USE OF COLLEGE FACILITIES
(SECOND READING)**

Attached for Second Reading is Board Policy 511.01 Use of College Facilities revision.

RECOMMENDATION: Board approval of Board Policy 511.01 Use of College Facilities
for Second Reading.

511.01 Use of College Facilities

~~A major responsibility of a comprehensive community college is The College wishes to open its resources to the community it serves for appropriate uses. Pursuant to and as limited by this policy, The Board of Trustees may grants permission for use of College premises to recognized public and/or private citizens organizations, provided the and to individuals for any proper purpose of such renders a distinct educational and/or cultural value for the community. However, the The use of College facilities for educational, co-curricular and community service programs of the College will normally shall take precedence over outside activities.~~

~~The Board of Trustees may College shall deny the use of any College facilities to any persons or groups whose policy, or practice or activity is considered by the Board to be detrimental to the best interests of the College. Any activity, whether scheduled or casual, that is in the reasonable judgment of the administration could potentially interfere with College-approved activities, could cause damage to College property or grounds, could present unreasonable risk of bodily harm, or could cause unreasonable risk of danger to the safety of uninvolved third parties, is prohibited.~~

Discharge of firearms on College grounds is prohibited.

The use of smokeless tobacco, alcoholic beverages or controlled substances is prohibited on College property, in College facilities, or vehicles. Smoking tobacco is limited to designated areas outside of College buildings.

Administration shall enforce this policy, and to take such lawful steps as may be necessary to its implementation and enforcement.

The rules and regulations for the use of building and grounds is fully are further described in the following **Facilities Utilization Policy**.

2/12/79

1/24/83

11/25/96

SAUK VALLEY COMMUNITY COLLEGE FACILITIES UTILIZATION POLICY

STATEMENT OF PHILOSOPHY

~~A major responsibility of a comprehensive community college is The College wishes to share its resources with the community it serves. Any individual and any groups using SVCC facilities, whether on a rental fee basis or a casual basis must abide by the requirements of the laws of the State of Illinois, as well as the Policies and any applicable regulations and providers of Sauk Valley Community College.~~ This Facilities Utilization Policy provides guidelines by which access to and utilization of the College buildings, ~~and~~ other physical facilities and open space may be ~~is~~ regulated and controlled.

REQUEST TO BOARD IF PERMISSION FOR USE DENIED

~~Any group or individual who has been denied use of any College facilities for particular purposes including casual use, may petition the Board for permission to make such use of the College facilities. The petition to the Board shall be written, and shall describe the proposed use and anticipated participants. Such petition shall be filed with the College President.~~

Policy Guidelines- PRIORITIES FOR USE AND RENTAL

~~The priorities listed below refer to on-going College functions as well as meetings or activities which non-college groups, organizations, or individuals wish to schedule at SVCC on an occasional or one-time basis and charges for such use, if any. Requests for the use of the College facilities on a regular or long term basis must be addressed to the College President and require the approval of the Sauk Valley Community College Board.~~ The following priorities are established for utilization of facilities at Sauk Valley Community College:

PRIORITY #1: INSTRUCTION

SVCC Classroom instruction. (No fees assessed).

PRIORITY #2: COLLEGE RELATED ACTIVITIES

College related activities initiated and participated in by SVCC faculty, students, or staff. (No fees assessed).

PRIORITY #3: EDUCATIONAL INSTITUTIONS

Cooperative activities on an occasional basis with other educational institutions including local public schools and other colleges and universities. No rental fees assessed, but non-college groups are expected to pay the actual direct* costs incurred by the college (or university) instituting the cooperative activity. These costs will be determined by the Director of College Relations and/or the Director of Buildings and Grounds.

*Direct costs are those which may be connected clearly with the activity. Examples of direct costs are equipment, supplies, insurance, electrical hookups, air conditioning, or personnel such as custodial, security, lighting equipment operators, etc.

PRIORITY # 4: NOT-FOR-PROFIT GROUP ACTIVITIES

Cooperative activities on an occasional basis with local groups and organizations that may be of general interest to the Sauk Valley Community College student body, college staff, or community. Such organizations include churches, community service clubs, political action groups, hobby-leisure time organizations, and other governmental bodies. (Rental fees may be assessed based on the approved rental rate schedule for non-commercial groups.)

PRIORITY #5: COMMERCIAL

Commercial ventures that are profit-making and for private gain, but which by virtue of the events they sponsor may also provide a service to the college, its students, and/or the community. (Rental fees may be assessed based on the approved rental rate schedule for commercial groups.)

Any problems regarding interpretation of the above priorities or implementation of this policy shall be resolved administratively by the Director of College Relations and/or the Director of Buildings and Grounds.

RENTAL RATES

The following rates are those assessed for group commercial activities (see Priority #5) and non-commercial activities (see Priority #3 and Priority #4). Unless stated otherwise these rates apply to all or any part of one day.

SCHEDULE OF RATES*

<u>AREA</u>	<u>COMMERCIAL</u>	<u>NON-COMMERCIAL</u>
Gymnasium	\$500	\$200
West Mall	350	150
Cafeteria	200	100
Little Mathis Theater	150	50
East Mall	140	50
Private Dining <u>Founders Room (2K2)</u>	100	40
Classrooms	75	25
Athletic Fields	N/A	25
Tennis Courts	N/A	1 per court
Track	500	100
Cross Country Course	N/A	25 per practice
Parking Lots	500	200
Riverfront	400	50
Lawn	300	50

*These are basic rates designed to include INDIRECT costs such as the use of restrooms, wear and tear on facilities, and routine maintenance. All DIRECT costs (as described on p. 515) associated with the activity are extra. The College reserves the right to ~~charge commercial activities more than the rental rates established above by structuring a profit sharing agreement between the College and the sponsoring organization~~ vary from this schedule of rates.

POLICY GUIDELINES ADMINISTRATIVE RESPONSIBILITY

The Director of College Relations is delegated the authority to determine responsible for determining the priority classification and commercial aspect of a particular event and the need for insurance. The Director of Buildings and Grounds is responsible for providing personnel and a security force to successfully supervise the event for which permission has been obtained. Any problems regarding interpretation of the above priorities or implementation of this policy shall be resolved administratively by the Director of College Relations and/or the Director of Buildings and Grounds.

Any individuals and any groups using SVCC facilities must abide by the requirements of the laws of the State of Illinois, as well as the policies and any applicable Building Regulations of Sauk Valley Community College. Specifically, the use of smokeless tobacco, alcoholic beverages or controlled substances is prohibited on College property, in College facilities, or vehicles. Smoking tobacco is limited to designated areas outside of College buildings. Any group using College facilities or College vehicles must be under the supervision of an adult at least 21 years of age.

IMPLEMENTATION PROCEDURES

Community Groups Outside organizations wanting to use College facilities may contact the Information Center to initiate the room reservation process. All outside groups (whether they are assessed a fee or not) are expected to complete the College form entitled Agreement Granting Use of College Facilities. (Agreement is attached.)

Student Groups The following steps must be carried out before any student activity, including assembly, demonstration, or rally, may occur on the Sauk Valley Community College campus.

1. Any student or group of students desiring to hold an activity must contact the President or the Secretary of the Student Government. Coordinator of Student Activities, Recruitment and Retention.
2. A form (in duplicate) requesting the time, date, desired location, and purpose of the activity must be completed and submitted to the Office of the Student Government Coordinator at least seven administrative work days prior to the activity.

3. The ~~Student Government Coordinator~~ may then approve or disapprove any request within four days after receiving the request, ~~after consultation with the Coordinator of Student Activities who is responsible for the approval and coordinating of the Activity Calendar.~~
4. In the event the request for an activity is disapproved, the group has the right to appeal the decision to the Vice President of Student Services.
5. In the event an activity is held without approval, the group will be subject to disciplinary procedures.

Faculty Employee Group - Faculty Employee groups wishing to use College facilities for meetings of an academic or professional nature may schedule college facilities rent-free by contacting the Information Center.

Co-Sponsorship - Co-sponsorship can occur through the cooperative efforts of a College office such as the Student Activities, Recruitment and Retention Office, a SVCC student or faculty employee group and at least one of the following:

1. A non-Sauk Valley Community College student group;
2. A commercial group;
3. A civic or governmental organization; and/or
4. A group from another educational institution.

~~Any Sauk Valley Community College party intending to become involved with co-sponsoring an activity must request in writing and receive written approval for their activity from the Director of College Relations. All non-college groups co-sponsoring an event must sign the college form entitled Agreement Granting Use of College Facilities.~~

CASUAL USE OF OPEN SPACE

Any individual or group using the open spaces on the College campus for casual recreational purposes may do so for lawful purposes, provided that the activity does not create unreasonable risk of (1) interfering with College approved activities; (2) causing damage to College property or grounds; (3) bodily harm; (4) damages to rights of uninvolved third parties.

Any person making casual use shall cease the use of demand of a College administrator or security officer.

SUPPLEMENTAL REGULATIONS

Advance Reservations - The College will consider reserving space, for approved outside organizations, no earlier than thirty days before the planned event.

Use of Marquee - The outside marquee will be utilized only for College events and activities.

Assignment of Space - The assignment of all space, with the exception of instructional and office space, has been delegated to the Director of College Relations. The Instructional Deans, in consultation with the Instructional Vice President, will assign all instructional spaces. The Deans are also responsible for room changes which can be affected only with their written approval.

Faculty office spaces will be assigned by the Vice President of Instructional Services.

Calendar of Special Events - All events which are not on the published College calendars must be scheduled in the Information Center, which maintains a calendar of special events. This calendar is issued before noon on Friday of every week when school is in session. If special custodial and engineering services or audio-visual equipment are needed, they should be requested when the event is scheduled. ~~Request forms for space and special services must be completed at least one week prior to the event, but the~~ Events to be calendared should be cleared as soon as dates and times are firm. This is stressed so that no two major events shall be scheduled in the same facility at the same time.

Maintenance, Audio Visual, or Food Services - If maintenance, audio visual or food services are required for a calendared event, requests for these services should be included on the Room Reservation Request available at the Information Center. In the interest of coordination, so that services may be rendered most effectively, requests for services incidental to the normal program of the College shall be directed to the Director of Building and Grounds. Direct requests to the maintenance staff for services shall be avoided.

Traffic and Parking - Sauk Valley Community College is a commuter college designated to accommodate the use of private automobiles by the students, faculty, and employees. Therefore,

it is incumbent upon each individual to make judicious use of campus drives and parking spaces. Motor Vehicle Registration and Parking Regulations have been approved by the Board of Trustees. Copies of these regulations may be obtained from the Business Office.

Key and Clearance Appropriate keys are provided by the Director of Building and Grounds. Proper approval must be obtained from the Vice President of Administrative Services. Security of the buildings and equipment of the college are is in part dependent on the careful handling of keys. Upon completion of employment each faculty or staff member is expected, prior to the receipt of his last paycheck, to obtain appropriate signatures on a clearance form indicating that all keys, supplies, library books, audio-visual equipment, etc, have been returned.

Safety and Security Safety and security are the responsibilities of the Vice President of Administrative Services in consultation with the Vice President of Student Services. However, each person within the College community has the obligation to report suspicious persons and occurrences to a responsible college authority.

Building Security Building security is a matter of concern to all College personnel. In order to control the number of personnel in the building after normal working hours, a check-in and check-out book is maintained in the north end of the dock area. On those occasions when no event is scheduled, all persons, with the exception of those persons on duty, must enter only through this entrance, sign the register noting time of entry, and reason for entry. On departure the individual will give only the time of departure. Each individual must be prepared to furnish at all times positive identification to properly constituted authorities. These security requirements are effective from 10:30 p.m. until 7:00 a.m. each weekday and from 12:30 p.m. Saturday until 7:00 a.m. on Monday when no events are scheduled, or at any other time that the buildings are officially closed.

Weather Alert The office of the Vice President of Student Services will keep all personnel apprised of the status of weather warnings in the event of threatening weather.

Action to be Taken in Event of a Fire All persons who are not actively engaged in fighting the fire shall file out of the building at the nearest exit. Personnel should not return to the building until all clear signal is given.

Smoking Policy ~~Smoking and the use of tobacco is not permitted in any Sauk Valley Community College buildings and vehicles.~~

Consumption of Food and Beverages ~~Food and beverages purchased in the dining and recreation rooms are to be consumed in those areas. Careless handling of food and beverages causes needless maintenance problems and increases the danger of vermin and damage to floors, furniture, and carpeting.~~

Civil Defense ~~Sauk Valley Community College is on the area civil defense tornado alert system and will be alerted of any tornado conditions that exist in a fifty mile radius. The basement of the building has been designated by the Director of Civil Defense of Lee County as the safest and best protection in case of an emergency evacuation situation. In the case of an alert, communication for evacuation will be given over the public address system and by word of mouth. All procedures will be under the direction of the Vice President of Student Services or the administrator in charge in conjunction with Security. Students and faculty will not be allowed to use their automobiles in leaving the area during an alert. When classes are not in session, evacuation procedures will be directed by the senior College official present.~~

Fire Regulations ~~Because of the isolated location of the College, all staff should be aware of the dangers of fire. A fire in the building should be sensed by the College fire alarm system. The system will automatically set off the klaxon horn on campus and alert the Dixon Rural Fire Station. If a fire is discovered before the alarm sounds, pull the nearest fire alarm box then call the operator (dial 0) and notify her of the location. The operator will announce the fire and its location over the public address system.~~

Emergencies and First Aid ~~In the event of an injury or emergency during the day, the switchboard operator should be notified and they in turn will notify Security and the Information Center in order to direct medical personnel to the location of the emergency. During the evening hours, the switchboard will notify Security and the administrator in charge. In all cases, follow the Emergency Procedures distributed by the Vice President of Student Services.~~

Lost and Found ~~The information Center maintains a lost and found service on the first floor. Articles which are found should be sent to the Information Center as soon as possible.~~

Telephone Service Telephones are a vital part of the College operation. Their primary use is for College business. Their proper care is the responsibility of the staff. The College must be reimbursed for any personal toll calls. Public phones are placed strategically throughout the facility. Their use by students and the public is encouraged.

College Grounds Certain parts of the College grounds may be utilized by College and non-college organizations or groups if the activity in no way interferes with the educational program of the College. Application for the use of those areas such as tennis courts, baseball field, etc., must be made to the Director of Athletics, who will notify the Director of College Relations concerning such approvals. Non-college groups are required to sign the Agreement Granting Use of College Facilities as adopted by the Board of Trustees before using College grounds. Attention is invited to previous sections of these regulations. All persons utilizing College grounds are required to obey college regulations. Failure to do so may subject the person to ejection from the premises or even prosecution by civil authorities.

Learning Resource Center The Sauk Valley Community College Library and Audio Visual Services are combined into one unit referred to as the Learning Resource Center (LRC). The purpose of the LRC is to support the instructional aims of the College by providing materials and equipment for faculty and students. The LRC Conference Room (3K3) is available for meetings by contacting the Coordinator of the Learning Resource Center, but is not available at any time the Library is closed.

2/11/79 1/22/96 (Smoking)

1/24/83 11/25/96

3/23/87

11/28/94

For Board Meeting of
December 15, 2003

Agenda Item D-7

**BOARD POLICY 512.01 Student Loans
(SECOND READING)**

Attached for Second Reading is Board Policy 512.01 Student Loans revision.

RECOMMENDATION: Board approval of Board Policy 512.01 Student Loans for Second Reading.

512.01 Student Loan Policy

Policy

1. Short term loans require the approval of the Director of Financial **Aid Assistance and Career Services**, and will be charged to the student's account.
2. The maximum loan that a full-time student may receive will be **\$300 500**. The maximum loan that a part-time student may receive will be **\$150 300**.
3. A \$1.00 processing and distribution fee will be charged for each student loan issued, and shall be repaid by the student when the loan is repaid. Any loans over \$100 will be charged an additional \$1.00 processing and distribution fee per \$100.
4. Loans will be made only on the basis of the Director of Financial **Aid's Assistance and Career Services'** professional judgment of the individual's ability to pay and/or **past** performance on previous student loans. For example, students receiving financial aid will be given preference. ~~Loans will not be issued solely on the basis of the fact that the student is Simply attending Sauk Valley Community College does not create a right to receive a loan.~~
5. At the discretion of the Vice President of Student Services and the Vice President of Administrative Services, the following exceptions may be approved, if in their professional judgment, a situation exists that would merit such an exception:
 - a. A loan agreement exceeding the policy loan limits, even if an outstanding loan remains unpaid.
 - b. A loan agreement to a student with a poor performance on a previous loan agreement.
6. The student account must be paid in full prior to the end of the current term.
7. Any outstanding student loan agreements may be collected from any monies due the student from College sources.
8. Any student financial obligation that is due Sauk Valley Community College will result in a "freeze" being placed on the transmittal of any student records.

Issuing Loans

For Board Meeting of
December 15, 2003

Agenda Item D-8

ACADEMIC CALENDAR
FALL 2004 THROUGH SUMMER 2006

Attached for Board approval is the Academic Calendar for Fall 2004 through summer 2006. Upon approval, this calendar will be published in our next College catalog.

RECOMMENDATION: Board approval of the Academic Calendar for Fall 2004 through summer 2006 as presented.

SAUK VALLEY COMMUNITY COLLEGE
DIXON, ILLINOIS
ACADEMIC CALENDAR
FALL SEMESTER 2004

Web Registration and fee payment begins	Monday, April 5
Regular Registration and fee payment begins	Monday, April 12
Last day for early registered students to pay	Tuesday, August 3
Fall In-Service	Friday, August 20
Fall classes begin.....	Monday, August 23
Registration Change Period	August 23-27
Last day for 100% refund	Friday, August 27
Free-For-Fall Day - No classes 12 Noon to 1:30 PM	Wednesday, September 1
Last Day for 80% Refund	Friday, September 3
Labor Day - No classes - Offices closed	Monday, September 6
Last Day to File Intent to Graduate	Friday, September 17
5 th Week grades posted	Friday, September 24
Mid-semester date	Friday, October 15
Last Day for student initiated withdrawal.....	Friday, October 29
College Night.....	Tuesday, November 9
No classes, Offices Open.....	Wednesday, November 24
Thanksgiving Vacation begins at 4:30 PM	Wednesday, November 24
Classes resume	Monday, November 29
Final examinations	December 13-17
All grades due in Office of Admissions and Records by 8:30 AM	Monday, December 20
College closes for the Christmas Break at 4:30 PM.....	Wednesday, December 22
College offices open at 8:00 AM	Monday, January 3

REVISED

SAUK VALLEY COMMUNITY COLLEGE
DIXON, ILLINOIS
ACADEMIC CALENDAR
SPRING SEMESTER 2005

Web Registration and fee payment begins	Monday, November 1
Regular Registration and fee payment begins	Monday, November 8
Last day for early registered students to pay	Thursday, December 2
Spring In-Service	Friday, January 7
Classes begin.....	Monday, January 10
Registration Change Period	January 10 - 14
Last Day for 100% Refund	Friday, January 14
Martin Luther King, Jr Day - No classes - Offices closed	Monday January 17
Last Day for 80% Refund	Friday, January 21
Last Day to File Intent to Graduate	Friday, February 4
5 th Week grades posted	Friday, February 11
Mid-semester date	Friday, March 4
Spring Workshop (No classes until 4:00 PM).....	Thursday, March 10
Spring Break begins at 4:30 PM.....	Friday, March 11
Last Day of Spring Break – No classes - Offices closed	Friday, March 18
Classes resume	Monday, March 21
Last day for student initiated withdrawal	Thursday, March 24
Good Friday – No classes - Offices closed	Friday, March 25
Final examinations	May 9 - 13
Final grades for prospective graduates due in Office of Admissions and Records by 12 Noon	Friday, May 13
All grades due in Office of Admissions and Records by 8:30 AM	Monday May 16
Commencement.....	Thursday, May 19

REVISED

SAUK VALLEY COMMUNITY COLLEGE

DIXON, ILLINOIS

ACADEMIC CALENDAR

SUMMER 2005

Web Registration and fee payment begins for Summer Sessions	Monday, April 4
Regular Registration and fee payment begins for Summer Sessions	Monday, April 11
Last day for early registered students to pay, 4-week session.....	Friday, May 13
4-week Session begins	Monday, May 16
Registration Change period, 4-week session	May 16 - 17
Last day for 100% refund, 4-week session	Tuesday, May 17
Last day for 80% refund, 4-week session	Thursday, May 19
Mid-semester date, 4-week session	Thursday, May 26
Memorial Day – No classes – Offices closed	Monday, May 30
Last day for student initiated withdrawal, 4-week session.....	Wednesday, June 1
Last day for early registered students to pay, 8-week summer session.....	Wednesday, June 1
Final Exams, 4-week session	Thursday, June 9
Final grades due in Office of Admissions and Records by 8:30 a.m., 4-week session.....	Monday, June 13
8-week summer session begins	Monday, June 13
Registration Change period, 8-week summer session	June 13-14
Last day for 100% refund, 8-week summer session	Tuesday, June 14
Last day for 80% refund, 8-week summer session	Thursday, June 16
Last Day to File Intent to Graduate	Thursday, June 23
4 th of July Holiday – No classes – Offices closed	Monday, July 4
Mid-semester date, 8-week summer session.....	Thursday, July 7
Last day for student initiated withdrawal, 8-week summer session.....	Thursday, July 14
Final Exams, 8-week summer session	August 2 – 3
Final grades due in Office of Admissions and Records by 8:30 a.m., 8-week summer session.....	Monday, August 8

11-6-03

SAUK VALLEY COMMUNITY COLLEGE
DIXON, ILLINOIS
ACADEMIC CALENDAR
FALL SEMESTER 2005

Web registration and fee payment begins.....	Monday, April 4
Regular Registration and fee payment begins	Monday, April 11
Last day for early registered students to pay	Tuesday, August 2
Fall In-Service	Friday, August 19
Fall classes begin.....	Monday, August 22
Registration Change Period	August 22 - 26
Last day for 100% Refund.....	Friday, August 26
Free-for-Fall Day – No classes – 12 noon to 1:30 PM	Wednesday, August 31
Last day for 80% refund	Friday, September 2
Labor Day - No classes - Offices closed	Monday, September 5
Last Day to File Intent to Graduate	Friday, September 16
5 th Week grades posted	Friday, September 23
Mid-semester date	Friday, October 14
Last day for student initiated withdrawal	Friday, October 28
College Night.....	Tuesday, November 1
No classes, Offices Open.....	Wednesday, November 23
Thanksgiving Vacation begins at 4:30 PM	Wednesday, November 23
Classes resume	Monday, November 28
Final examinations	December 12 - 16
All grades due in Office of Admissions and Record by 8:30 AM	Monday, December 19
College closed for the Christmas Break at 4:30 PM.....	Wednesday, December 21
College offices open at 8:00 AM	Tuesday, January 3

SAUK VALLEY COMMUNITY COLLEGE
DIXON, ILLINOIS
ACADEMIC CALENDAR
SPRING SEMESTER 2006

Web registration and fee payment begins.....	Monday, November 7
Regular Registration and fee payment begins	Monday, November 14
Last day for early registered students to pay	Tuesday, December 6
Spring In-Service.....	Friday, January 6
Classes begin.....	Monday, January 9
Registration Change period.....	January 9 - 13
Last day for 100% Refund.....	Friday, January 13
Martin Luther King, Jr Day – No classes – Offices closed.....	Monday, January 16
Last day for 80% Refund Period	Friday, January 20
Last Day to File Intent to Graduate	Friday, February 3
5 th Week grades posted	Friday, February 10
Mid-semester date	Friday, March 3
Spring Workshop – No classes	Friday, March 9
Spring Break begins at 4:30 PM.....	Friday, March 10
Last day of Spring Break – No classes – Offices closed.....	Friday, March 17
Classes resume	Monday, March 20
Last day for student initiated withdrawal	Friday, March 24
Good Friday - No classes – Offices closed	Friday, April 14
Final Exams	May 8 - 12
Final Grades for Prospective Graduates due in Office of Admissions and Records by 12 Noon	Friday, May 12
All Grades are due in the Office of Admissions and Records by 8:30 a.m.....	Monday, May 15
Commencement.....	Thursday, May 18

SAUK VALLEY COMMUNITY COLLEGE
DIXON, ILLINOIS
ACADEMIC CALENDAR
SUMMER 2006

Web Registration and fee payment begins for Summer Sessions	Monday, April 3
Regular Registration and fee payment begins for Summer Sessions	Monday, April 10
Last day for early registered students to pay, 4-week session.....	Friday, May 12
4-week Session begins	Monday, May 15
Registration Change period, 4-week session.....	May 15 - 16
Last day for 100% refund, 4-week session	Tuesday, May 16
Last day for 80% refund, 4-week session	Thursday, May 18
Mid-semester date, 4-week session.....	Thursday, May 25
Memorial Day – No classes – Offices closed	Monday, May 29
Last day for early registered students to pay, 8-week summer session.....	Tuesday, May 30
Last day for student initiated withdrawal, 4-week session.....	Wednesday, May 31
Final Exams, 4-week session.....	Thursday, June 8
Final grades due in Office of Admissions and Records by 8:30 a.m., 4-week session.....	Monday, June 12
8-week summer session begins	Monday, June 12
Registration Change period, 8-week summer session	June 12-13
Last day for 100% refund, 8-week summer session	Tuesday, June 13
Last day for 80% refund, 8-week summer session	Thursday, June 15
4 th of July Holiday – No classes – Offices closed	Tuesday, July 4
Mid-semester date, 8-week summer session.....	Thursday, July 6
Last day for student initiated withdrawal, 8-week summer session	Thursday, July 13
Last Day to File Intent to Graduate	Thursday, July 27
Final Exams, 8-week summer session.....	August 2 – 3
Final grades due in Office of Admissions and Records by 8:30 a.m., 8-week summer session.....	Monday, August 7

For Board Meeting of
December 15, 2003

Agenda Item D-9

**APPLICATION FOR PERMANENT APPROVAL OF AN OCCUPATIONAL
CURRICULUM**

The administration is submitting to the ICCB an Application for Permanent Approval of an Occupational Curriculum for the Desktop Publishing Specialist.

RECOMMENDATION: Board approval of the Application for Permanent Approval of an Occupational Curriculum for the Desktop Publishing Specialist as presented.

Form 20
(July 2001)

Illinois Community College Board

APPLICATION FOR PERMANENT APPROVAL
OF AN OCCUPATIONAL CURRICULUM
Submit 4 Complete Copies

Sauk Valley

COLLEGE NAME Community College

5-DIGIT COLLEGE NUMBER 50601

CONTACT PERSON Linley White, Dean of Business, Technology & Natural Science

PHONE 815 288-5511 ext. 356
E-mail whitel@svcc.edu

FAX 815 288-5958

CURRICULUM INFORMATION

AAS:

TITLE _____ CREDIT HOURS _____ CIP CODE _____

CERTIFICATE: Desktop

TITLE Publishing Specialist CREDIT HOURS 27 CIP CODE 12 520407

CERTIFICATE:

TITLE _____ CREDIT HOURS _____ CIP CODE _____

PROPOSED CLASSIFICATION: X District _____ Regional _____ Statewide

PROPOSED IMPLEMENTATION DATE: Fall 2004

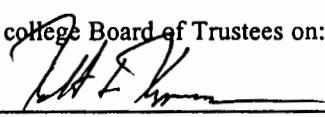
SUBMISSION INCLUDES:

Part A: Feasibility Analysis

Part B: Curriculum Quality and Cost Analysis. Also, complete the following when submitting Part B:

This curriculum was approved by the college Board of Trustees on: December 15, 2003

Date

State approval is hereby requested:  12/16/2003

ICCB USE ONLY:

ICCB APPROVAL DATE: AAS _____ 7-29 cr hrs Cert. _____ 30+ Cert. _____

IBHE APPROVAL DATE for AAS _____

Program Manual

Page 18

Form 20
(July 2001)

Illinois Community College Board

**APPLICATION FOR PERMANENT APPROVAL
OF AN OCCUPATIONAL CURRICULUM
Submit 4 Complete Copies**

Sauk Valley
COLLEGE NAME Community College **5-DIGIT COLLEGE NUMBER** 50601

CONTACT PERSON Linley White, Dean of Business, Technology & Natural Science

PHONE 815 288-5511 ext. 356 **FAX** 815 288-5958
E-mail white1@svcc.edu

CURRICULUM INFORMATION

AAS: _____ **TITLE** _____ **CREDIT HOURS** _____ **CIP CODE** _____

CERTIFICATE: Desktop
TITLE Publishing Specialist **CREDIT HOURS** 27 **CIP CODE** 12 520407

CERTIFICATE: CREDIT HOURS _____ CIP CODE _____
TITLE _____

PROPOSED CLASSIFICATION: District Regional Statewide

PROPOSED IMPLEMENTATION DATE: Fall 2004

SUBMISSION INCLUDES:

X Part A: Feasibility Analysis

X Part B: Curriculum Quality and Cost Analysis. Also, complete the following when submitting Part B:

This curriculum was approved by the college Board of Trustees on: _____.

Date

State approval is hereby requested: _____

ICCB USE ONLY:

ICCB APPROVAL DATE: AAS _____ 7-29 cr hrs Cert. _____ 30+ Cert. _____

IBHE APPROVAL DATE for AAS _____

APPLICATION FOR PERMANENT APPROVAL OF AN OCCUPATIONAL CURRICULUM

INSTRUCTIONS

Application Components: The curriculum approval application is designed to be submitted as two separate parts, **Part A: Feasibility Analysis** and **Part B: Curriculum Quality and Cost Analysis**.

Part A: Feasibility Analysis. This section is designed to verify that the program is feasible from a labor market standpoint and solicits conclusive or convincing evidence of labor market need. Colleges are advised to submit this section in advance to indicate feasibility and obtain comments from the state curriculum review team prior to program development and submission of Part B: Curriculum Quality and Cost Analysis.

Part B: Curriculum Quality and Cost Analysis. This section is intended to solicit information from the college that documents quality in response to identified needs and that it is a cost-effective program with commensurate financial support. Form B should be submitted in a timely fashion following submittal of Part A: Feasibility Analysis to ensure the timeliness and applicability of the labor market need documentation.

Community colleges may submit both Parts A and B together as a package.

Approval of Related AAS Degree and Certificate Curricula. When applying for approval of closely related AAS degree and certificate programs, the college should submit a single application that reflects all programs. (For example, a hospitality management AAS and certificate would use a single application.) In the application, ensure that information is tailored as needed to each curriculum, as the rationale and supporting information may vary for each program. For Chart B: Enrollment, provide separate completion figures for each program. For Chart C: Curriculum, submit a separate chart for each program.

Application Submission. Submit four complete copies of the application.

For More Information. Community colleges are encouraged to contact ICCB staff with questions on the application process. Pertinent information is also contained in the *Administrative Rules of the Illinois Community College Board*.

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART A: FEASIBILITY ANALYSIS

- 1. CURRICULUM DESCRIPTION**. Provide a one-page description addressing:
 - a. the program's purpose
 - b. the type of jobs for which it would train graduates (e.g., job titles, occupations, clusters of occupations, cross-functional positions, emerging occupations)
 - c. the target population; e.g., current employees and/or persons desiring career entry
 - d. unique or noteworthy features of the program
 - e. relationship of the program to existing curricula at the college (e.g., how the program complements or shares resources with existing programs)
- 2. LABOR MARKET NEED**. Document labor market need for the proposed curriculum. Consult ICCB's *"Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval"* (Appendix B of the *Program Manual*).
 - a. **Supply-Demand Data.** Attach information on program completers versus projected job openings for your district. For comparison purposes you may want to include statewide data. Regional proposals should include data reflective of all districts to be served.
 - b. **Alternate Documentation.** If supply-demand data is not supportive, not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of labor market need. This might include career information, such as occupational growthrates, wage information, or a job outlook summary. This might also include data from employers assessing current openings in your area or their need to retrain employees.
 - c. **Need Summary.** Summarize the key findings on Chart A: Labor Market Need.
 - d. **Planning and Collaboration.** Describe how the proposed curriculum fits into the college's overall plans and goals to meet occupational education/workforce preparation needs within the district/region. Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the education-to-careers partnership, the Tech Prep consortium, the regional community college/university consortium, or other local/regional initiatives and partners.
 - e. **Regional Programs.** If the college is seeking "regional" designation for the proposed program, describe how the college will ensure the region is adequately served by the program; e.g., via cooperative arrangements or telecommunications.

3. **ENROLLMENT DATA**. Project enrollments and completions on Chart B: Enrollment.

CHART A: LABOR MARKET NEED. Summarize key findings from labor market data (including alternate data if appropriate) to document need for the proposed program.

<u>OES Job Titles & Codes</u> (and other job titles if alternate data also submitted)	Employment Projections:	
	<u>Annual District Openings</u>	<u>Annual Program Completers</u> (indicate from which surrounding districts)
55108 Secretary	6	-0-
55347 General Clerk	64	-0-
55338 Bookkeeper	6	-0-

Note: Data summarized in Chart A should directly correspond to data appended for 2a and 2b.

CHART B: ENROLLMENT: Project enrollments and completions:

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Full-Time Enrollments:	1	2	3
Part-Time Enrollments:	4	8	10
Completions:*		2	4

*If more than one program is presented in this application; e.g., related degree and certificate programs, provide separate completion projections for each program, adding lines to the chart as needed.

**OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART B: CURRICULUM QUALITY AND COST ANALYSIS**

1. **OCCUPATIONAL CURRICULUM APPROVAL APPLICATION COVER SHEET.** If Part A: Feasibility Analysis was submitted previously and Part B: Curriculum Quality and Cost Analysis is a separate submission:
 - a. **Cover Sheet.** Attach a copy of the cover sheet from the original submission that includes the local college board of trustees approval date and the chief administrative officer's signature.
 - b. **Part A Revisions.** Verify if the information submitted previously on Part A is still accurate and pertinent. If any revisions are needed, please submit.
2. **CURRICULUM INFORMATION.** Provide the following information on the program:
 - a. **Curriculum.** Complete Chart C: Curriculum to present the proposed curriculum.
 - b. **Articulation.** Specify how the program is structured or articulated to provide a career ladder for students. Include information on articulation with secondary schools, articulation between certificate and AAS degrees, and articulation with baccalaureate instruction.
 - c. **Course Syllabi.** Append course syllabi for new courses or any existing courses that are being modified significantly for the proposed curriculum.
 - d. **Work-Based Learning.** Append a list of work-based learning sites to be used; e.g., for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.
 - e. **Equipment.** List equipment to be purchased, shared, or leased to implement the curriculum.
3. **EDUCATION AND SKILL REQUIREMENTS.** Describe how the college ensures that the proposed curriculum will provide needed education and skills for the occupation and will meet program objectives by addressing the following:
 - a. **Employer Input.** Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.
 - b. **Skill Level.** Describe how the program incorporates the appropriate level of academic, technical, and workplace skills, including SCANS skills (Secretary's Commission on Achieving Necessary Skills), and state and/or national skill standards, if available.

c. **Skills Standards/Credentialing/Licensure for Students.** Regarding the *students*, please specify:

- What skills standards have been set in this occupation or what professional credentialing is available to students and through what agency/entity? Is it optional or required; i.e., Is licensure or certification required for job entry? What steps has the college completed to ensure that students will earn the skills required to obtain the necessary licensure or certification?

d. **Skills Standards/Accreditation for Programs.** Regarding the proposed *program*, please specify:

- What external approval or accreditation can be obtained and through what agency/entity? Is it optional or required; i.e., Is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?

4. FACULTY

a. **Faculty Qualifications.** Complete and append Chart D1: Faculty Qualifications to specify the minimum qualifications for program faculty, including new and existing faculty.

b. **Faculty Needs.** Complete and append Chart D2: Faculty Needs to specify the number of full- and part-time faculty the program will need for each of the first three years, including new and existing faculty.

5. ACADEMIC CONTROL. If another entity is involved in the delivery of the program in addition to the community college through a cooperative arrangement or contract; e.g., with another college or university, the regional telecommunications consortia, an apprenticeship organization, a private institution or business, or other outside entity:

a. **Contractual/Cooperative Agreements.** Append a copy of the contractual or cooperative agreement.

b. **Academic Control.** Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality.

6. COST DATA. Document the financial feasibility of the proposed program.

a. **Source of Funds.** Specify the source of resources to support the proposed program and note what portion of funds will come from reallocations of existing resources as compared to new resources.

b. **Finance.** Complete and append Chart E: Finance to identify new direct costs to establish the program.

CHART C: CURRICULUM. List courses within the proposed program, and *asterisk new courses.*

	Course Prefix/# Course Title	Asterisk New Courses	Credit Hours	Lecture Contact Hours	Lab Contact Hours
General Education Courses (<i>required</i> coursework).	ART 101 - Beginning Design ECO 211 - Principles of Economics ENG 101 - Composition I ----- Note which courses are <i>transferable.</i>		3 3 3	3 3 3	6
	ART 101 - Beginning Design BUS 103 - Introduction to Business BUS 107 - Business Correspondence ECO 211 - Principles of Economics ENG 111 - Business and Technical Writing CIS 109 - Intro to Microcomputer Windows		3 3 3 3 3	3 3 3 3 3	2
Technical/ Professional/ Specialty Courses (<i>required</i> coursework)	OAS 104 - Keyboarding & Document Proc CIS 105 - Intro to Microsoft Windows CIS 109 - Intro to Microcomputers Windows CIS 137 - Intro to Desktop Publishing 1 CIS 138 - " " " " 2 CIS 139 - " " " " 3 CIS 244 - Advanced Desktop Publishing 1 CIS 245 - " " " " 2 CIS 246 - " " " " 3 OAS 141 - Word Processing with Micro- computers 2 OAS 110 - Proofreading and Editing 1	* * * * * * * * * *	2 1 3 1 1 1 1 1 2 1	2 .5 2 .5 .5 .5 .5 .5 4	4 1 2 2 2 2 2 2 2
*	OAS 103 and 104 were previously OAS 101 - 4 credits CIS 137, 138, 139 were previously CIS 143 - 3 credits CIS 244, 245, 246 were previously CIS 243 - 3 credits				
Work-Based Learning (<i>required</i> internship, practicum, apprenticeship, etc.)					
Electives					
TOTAL				27	

SAUK VALLEY COMMUNITY COLLEGE

DESKTOP PUBLISHING SPECIALIST (B33)

Required Technical Courses	Course No.	Credit Hours	Semester Offered
Keyboarding and Document Processing Basic Level 2	OAS 104	2	Fall, Spring, Summer
Introduction to Microsoft Windows	CIS 105	1	Fall, Spring
Word Processing with Microcomputers	OAS 141	2	Fall, Spring, Summer
Introduction to Microcomputers - Windows	CIS 109	3	Fall, Spring, Summer
Introduction to Desktop Publishing Level 1	CIS 137	3	Fall, Spring, Summer
Introduction to Desktop Publishing Level 2	CIS 138		
Introduction to Desktop Publishing Level 3	CIS 139		
Advanced Desktop Publishing Level 1	CIS 244	3	Fall, Spring, Summer
Advanced Desktop Publishing Level 2	CIS 245		
Advanced Desktop Publishing Level 3	CIS 246		
Proofreading and Editing	OAS 110	1	Fall, Spring, Summer
TOTAL		15 Semester Hours	

Required Related Courses	Course No.	Credit Hours	Semester Offered
Beginning Design	ART 101	3	Fall, Spring
Business Correspondence or Business and Technical Writing or English Composition I	Bus 107 or ENG 111 or ENG 101	3	Spring or Fall, Spring or Fall, Spring
Introduction to Business	BUS 103	3	Fall, Spring
Principles of Economics	ECO 211	3	Fall, Spring
TOTAL		12 Semester Hours	
TOTAL CERTIFICATE HOURS		27 Semester Hours	

CHART D1: FACULTY QUALIFICATIONS. Cite the minimum qualifications for new and existing faculty.

<u>Degree</u>	<u>Field</u>	<u>Years of Related Occupational Experience</u>	<u>Years of Teaching Experience</u>
<u>AAS (minimum)</u>	<u>Secretary/Computers</u>	<u>1 year</u>	<u>1 year</u>
_____	_____	_____	_____

CHART D2: FACULTY NEEDS. Cite the number of faculty, including new and existing faculty, that the program will need for each of the first three years, noting if they will serve as full-time faculty or part-time.

# of New Faculty	<u>First Year</u>		<u>Second Year</u>		<u>Third Year</u>	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
# of Existing Faculty	<u>1</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>0</u>

CHART E: FINANCE Identify projected new direct costs to establish the program.

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Faculty Costs	<u>\$ 0</u>	_____	_____
Administrator Costs	_____	_____	_____
Other Personnel Costs (specify positions)	_____	_____	_____
Equipment Costs	_____	_____	_____
Library/LRC Costs	_____	_____	_____
Facility Costs*	_____	_____	_____
Other (specify)	_____	_____	_____
TOTAL NEW COSTS	<u>\$</u> _____	_____	_____

All courses are currently taught by college faculty, no additional cost.

*Capital projects that use state funds require prior ICCB approval, as do capital projects over \$250,000 that use local funds.

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION

PART A: FEASIBILITY ANALYSIS

1. CURRICULUM DESCRIPTION:

- A. This program is designed to prepare students who are already employed for higher level responsibilities and therefore higher pay. These positions are found locally in business, industry and government.
- B. The Desktop Publishing Certificate links the positions of secretary, general clerk, and bookkeeper into an elevated career cluster using computer technology. Computer technology allows the student to become more productive and produce at a higher level for management. The additional skills learned with this certificate make the employee more valuable as human capital and therefore will receive higher compensation for their work.
- C. This certificate will attract students who are currently employed in the field and traditional students who will be seeking employment upon graduation. Sauk graduate approximately 50 secretaries and clerks each year. Many return to Sauk to receive additional training and skills to move higher into the internal company hierarchy.
- D. This certificate helps currently employed students seek higher levels of responsibility and status within their organizations.
- E. All courses have been approved by the ICCB. Sauk's goal is to create a certificate which allows returning students to increase skills. This course melds well with the other OAS certificates and AAS degrees.

2. LABOR MARKET NEED:

- A. **Supply-Demand Data:** Sauk Valley Community College's Office and Administrative Services degree and certificate program graduates over 50 students each year. IDES Industry and Occupational Projections estimate annual opening in these fields to over 70 within the Sauk Valley Community College district. Since this degree is cross-functional with these occupations, there are more than enough students to warrant this certificate.
- B. Sauk Valley Community College has a Workforce Council which meets on a monthly basis. The council has identified the need for the Desktop Publishing Certificate for the Sauk Valley area. After reviewing the certificate the Workforce Council voted unanimously for submittal.
- C. The college currently has many students who have completed the OAS program and who might want to expand their skills. Secretaries, General clerks, and bookkeepers are the fifth, fourth and eleventh fastest growing occupations in the state according to IDES. IDES Occupational Projections for 1998 – 2008 suggest that there will be at least 76 openings in the Sauk Valley Community College District in occupations which require these types of skills.
- D. The college has responded to a perceived need in the Sauk Valley Community College district by creating a 27 credit hour Desktop Publishing Certificate. This certificate is an extension of the skills required for secretaries, bookkeepers, and general clerks. The Sauk Valley Community

College's Workforce Council has endorsed this certificate. The Desktop Publishing Certificate fits well with the OAS/AAS degrees currently offered by Sauk. Many OAS/AAS graduates will return to Sauk to complete the certificate. CIS 143 Introduction to Desktop Publishing currently has eight students enrolled for the Fall Semester. This exceeds the enrollment projections for the first offering.

E. This is not a regional program.

PART B: CURRICULUM QUALITY AND COST ANALYSIS

1. **OCCUPATIONAL CURRICULUM APPROVAL APPLICATION COVER SHEET.**
 - A. Cover sheet. Attached
 - B. Revisions. No revisions.
2. **CURRICULUM INFORMATION.**
 - A. Curriculum. See attached chart C.
 - B. Articulation. The Desktop Publishing Courses will be articulated with secondary schools which have comparable programs. This includes the Whiteside Area Career Center which offers similar courses. Dual credit with Whiteside Area Career Center will also be evaluated.
 - C. No courses are being modified at this time.
 - D. Work-based Learning sites: No work-based learning sites are planned for this certificate.
 - E. Equipment. No additional purchases are necessary to implement this certificate. The college currently owns enough hardware and software for implementation.
3. **EDUCATION AND SKILL REQUIREMENTS.**
 - A. Employer input. Sauk Valley Community College meets monthly with employers. This Workforce Council review curricula and makes recommendations. The Workforce Council reviewed this curriculum on November 20, 2003 and voted to recommend approval.
 - B. Skill level. The Desktop Publishing Certificate incorporates both academic and technical courses to insure the graduate has the necessary skill base to perform desktop publishing. Industry representatives, faculty, and students have scrutinized the curriculum. Once approved, this certificate will be reviewed every five years in accordance with the ICCB review process.
 - C. Skills Standards/Credentialing/Licensure for Students. This certificate is designed for students who are already employed. Therefore, it is not a requirement for employment. Furthermore, there are no standards or professional Credentialing for this certificate.
 - D. Skills Standards/Accreditation for Programs. None required or available.

4. FACULTY:

- A. Faculty Qualifications: See chart D1
- B. Faculty Needs: See chart D2

5. ACADEMIC CONTROL:

- A. Contractual/Cooperative Agreements. All faculty are adjuncts approved by the Dean of Business, Technology and Natural Sciences.
- B. Academic Control. All faculty are hired and evaluated by the Dean of Business, Technology and Natural Sciences. The Dean recruits, hires, evaluates, and terminates faculty as needed. He is directly responsible for the quality of the program.

6. COST DATA:

- A. Source of Funds. The college currently owns all equipment necessary to operate the program. No additional purchases are necessary.
- B. Finance. See Chart E.

For Board Meeting of
December 15, 2003

Agenda Item D-10

PROPOSED FEE INCREASE

Scott Community College, with whom we partner to conduct the Commercial Drivers License training program, has regularly increased their charges to Sauk.

In order to cover expenses incurred for this class, Corporate and Community Services is requesting that fees be increased from \$2,800 to \$2,950 (\$150), effective for the summer semester 2004.

RECOMMENDATION: Board approval of the fee increase for the Commercial Drivers License program of \$150, effective summer semester 2004.

Corporate and Community Services
Sauk Valley Community College
815-288-5511, ext 302

TO: Deborah Hecht
FROM: Tom Gospodarczyk
DATE: November 19, 2003
RE: CDL Price Increase

Scott Community College, with whom we partner to conduct the Commercial Drivers License training program, has regularly raised their charges to Sauk.

In order to cover expenses incurred for this class, I am requesting that fees be increased \$150 so the program costs increase from \$2800 to \$2950 effective for the summer semester 2004.

Revenue detail:

\$60 tuition x 9 credits =	\$540
Additional fees	<u>\$2410</u>
Total student charges	\$2950



For Board Meeting of
December 15, 2003

Agenda Item D-11

BID AWARD – SAFETY IMPROVEMENTS

The College received two bids for the Protection, Health and Safety projects for safety improvements (ladders, safety rails and work platforms).

The lowest bid of \$143,995 was submitted by Superior Design of Sterling.

RECOMMENDATION: Board approval of the bid of \$143,995 from Superior Design for the safety projects as described, to be paid by the Protection, Health and Safety funds.

TO: Richard Behrendt

FROM: Ruth Bittner *RBB*

DATE: December 5, 2003

SUBJECT: Recommendation for Bid Award – Safety Improvements

On Tuesday, December 2, 2003, at 2:00 pm, bids for safety improvements (ladders, safety rails and work platforms) were opened in the Boardroom. Tom Houck (Willett, Hofmann), representatives from Brown Construction and Superior Design, Jim Frederick, Carl Paxton, Nancy Breed and I attended the bid opening.

Bid specifications were mailed to several companies, and a bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*. Bids were received from two companies.

The low bidder was Superior Design and Construction Corp. Mr. Houck and Mr. Frederick have confirmed with them that their bid is consistent with specifications and that they are a responsible bidder. The cost will be paid by Protection, Health and Safety funds and is within budget.

Therefore, I recommend that the Board of Trustees award the bid for safety improvements to Superior Design, at a price of \$143,995. Thank you.

Bid Results – Safety Improvements

Company Name	Location	Amount
Superior Design	Sterling	143,995
Brown Construction	Milledgeville	152,500

516.01 Drug-Free Workplace Policy

In accordance with P.L. 100-690, the Drug-Free Workplace Act of 1988, it is the policy of Sauk Valley Community College that its workplace be drug-free.

1. **A Notice to Employees complying with the provisions of the Drug-Free Workplace Act of 1988 shall be distributed to each employee of the College.**

NOTICE TO EMPLOYEES REGARDING
DRUG-FREE WORKPLACE

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in campus buildings, on campus grounds, or in any other workplace designated for College employees.

Within thirty (30) days of receiving notice of a violation of paragraph 1 (above) the College shall institute appropriate disciplinary action. This action could include, but is not limited to, dismissal. The College may also require an employee who violated this policy to participate satisfactorily in an employee assistance program or a substance abuse assistance or rehabilitation program.

As a condition of his or her employment, each employee shall abide by the terms contained in this Notice.

Employees, as a condition of employment, are required to notify the College of any criminal drug conviction resulting from a violation occurring at the workplace no later than five (5) days after conviction.

The College shall notify the appropriate federal agency from which it receives grant monies of an employee conviction within ten (10) days after receiving notice of such a conviction.

For the purpose of this Notice, the following definitions shall apply:

- A. A “controlled” substance: is one (1) which is legally obtainable; (2) which is being used in a manner different from that prescribed; or (3) which is legally obtainable but has not been legally obtained.
- B. A “conviction@ is defined as a finding of guilt (including plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal drug statutes.

2. A drug-free awareness program shall be developed which will inform its employees of the following:

- A. The dangers of drug abuse in the workplace;
- B. The College=s policy of maintaining a drug-free workplace;
- C. Any health or drug abuse agency which provides drug counseling, rehabilitation, and assistance programs; and
- D. The penalties that may be imposed for drug abuse violations occurring in the workplace.

3. The College shall continue to maintain a drug-free workplace through the continued implementation of both this policy and the provisions of the Notice to Employees.

517.01 Campus Security

1. Part 668 of title 34 of the Code of Federal Regulations “Student Assistance General Provision” obligates the College to provide certain information relating to campus security. The Vice President of Administrative Services or his/her designee is assigned the principal responsibility to assure the College remains in compliance with federal law.
2. The College shall collect the information described below with respect to campus crime statistics for each calendar year, on the following crimes or offenses:
 - a. Criminal Homicide: murder, non-negligent or negligent manslaughter
 - b. Sex Offenses; forcible or non-forcible
 - c. Robbery
 - d. Aggravated Assault
 - e. Burglary
 - f. Motor Vehicle Theft
 - g. Arson
 - h. Liquor Law Violations
 - i. Drug Law Violations
 - j. Illegal Weapons Possession

The statistics will be reported for the three most recent calendar years, for the years in which the crimes were reported to a campus security authority. The College will report any crimes included in items A through G and any other reported crime involving bodily injury that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

3. By October 1 of each year, the administration shall prepare, “an annual security report” and distribute either the report or a notice of its availability to all current students and employees, and to any applicant for enrollment or employment who requests the report. The annual security report shall contain the following information with respect to the College:

- a. A statement of current College policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus and the policies concerning the College's response to such reports.
- b. A statement of current policies concerning security of and access to campus facilities, and security considerations used in the maintenance of campus facilities.
- c. A statement of current policies concerning campus law enforcement, including: (1) The enforcement authority of any security personnel at the College, with the working relationship between the College and state and local police agencies; (2) Any College policies which encourage accurate and prompt reporting of all crimes to appropriate police agencies and to any campus security personnel; and (3) any procedures that encourage professional counseling, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.
- d. A description of the type and frequency of programs designed to inform students and employees about campus security practices and procedures and to encourage students and employees to be responsible for their own security and the security of others.
- e. A description of any program designed to inform students and employees about the prevention of crimes.
- f. The statistics regarding crimes or offenses described in Clause 2 above.
- g. The statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off campus locations of student organizations which are recognized by the institution, and that are engaged in by students attending the College.

- h. A statement of College policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws.
- i. A statement of the College policy regarding the possession, use and sale of illegal drugs and enforcement of Federal and State drug laws.
- j. A description of any drug or alcohol abuse education programs that exist as otherwise required by federal law.
- k. A copy of the College's policy regarding sexual assault programs aimed at the prevention of sexual offenses, and the procedures to be followed once a sex offense has occurred.

4. The administration shall make timely reports to students and employees regarding crimes described in Clause 2 above that are considered to be a threat to other students and employees. The reports will be given in a manner that will aid in the prevention of similar occurrences.
5. The statistics required in Clause 2 above shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Department of Justice, and the Federal Bureau of Investigation and the modifications in such definitions as is done pursuant to the Federal Hate Crimes Statistics Act.
6. The College will maintain a written, easily understood daily crime log that records the date a crime was reported; the nature, date, time and general location of each crime; and the disposition of the complaint, if known. Disclosure of certain portions of this information may be restricted under the Freedom of Information Act.

7/27/92

11/22/93

11/28/94

10/23/00

518.01 Student Sexual Assault Policy

A. General Policy

1. Unwelcome physical sexual contact with any student or employee by any person is absolutely prohibited. Any student or employee who makes an unwelcome physical contact shall be subject to College discipline up to and including expulsion or discharge.
2. During regular hours after dark at the College when students, employees, or guests of the College are expected to be present, the College, parking lots, and access ways from the parking lots to the College building shall remain lighted.

B. Information For Students On Sexual Crimes

1. The Administration shall, from time to time, but at least annually, obtain information from appropriate law enforcement agencies regarding effective methods for the prevention of sexual offenses, and shall plan and implement such methods as may be reasonably accomplished by the College.
2. Any employee or student who claims to have been the victim of sexual assault shall promptly report the assault to any College administrator. Administration shall promptly contact appropriate law enforcement agencies through the offices of the Vice President of Student Services. The Vice President of Student Services shall take steps as are requested by law enforcement to preserve evidence and to memorialize the report.
3. Any employee or student who claims to be the victim of sexual assault may, at the individual's option, notify law enforcement authorities directly, or may request the administration of the College to assist the individual in such activity. Any such request for assistance shall be coordinated through the office of the Vice President of Student Services.

D. Counseling For Victims of Sexual Assault

The administration shall provide information, at least annually, to the students regarding counseling, mental health or student services available for victims of sexual assault, both on campus and in the Sauk Valley Community College area.

E. Disciplinary Action

1. In the event of College disciplinary action for alleged sexual assault, a student alleged to be involved in a sexual assault shall be subject to campus discipline under and in accordance with student disciplinary policies. At any student disciplinary proceeding involving sexual assault:
 - a. The accuser and the accused are entitled to the same opportunities to have others present;
 - b. Both the accuser and the accused shall be informed of the outcome of any proceeding brought involving sexual assault.
2. Student discipline may include immediate expulsion from school, suspension, or reprimand, depending upon the conduct involved.

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

DATE: November 24, 2003

TO: Dr. Deborah Hecht

FROM: Linley White

SUBJECT: Loren Niemeyer

On Friday November 24, 2003 the National Association of Industrial Technology organization held its 36th convention in Nashville, Tennessee. One of our instructors was honored at the 2003 Awards Banquet.

Loren Niemeyer, electronics instructor, was honored at the "Outstanding Professor of Industrial Technology Award." Loren was recognized for his exceptional performance in "excellence in teaching and service to the profession."

Loren is a credit to his department, Sauk Valley Community College, and his profession. Please share this with Dr. Behrendt and the Sauk Valley Community College Board of Trustees.

N.A.I.T AWARD

This award was given to me by N.A.I.T (National Association of Industrial Technology). The award was for Outstanding Professor of Industrial Technology in Region Two. Region two covers seven states. There is a total of seven regions for the country.

The award was for bringing Industry and Education together in the classroom, also for service to the teaching profession.

There is a student division which I am also looking to implement in the Technology Department here at SVCC.

Loren Niemeyer

A handwritten signature in black ink that reads "Loren Niemeyer". The signature is fluid and cursive, with "Loren" on the top line and "Niemeyer" on the bottom line.



National Association of Industrial Technology

AIT Vision:

The National Association of Industrial Technology is recognized as the premiere professional association responsible for:

- The promotion of industrial technology in business, industry, education, and government;
- The accreditation of industrial technology programs in colleges, universities, and technical institutes; and
- The certification of industrial technologists and the recognition of their continued professional development.



Definition of Industrial Technology

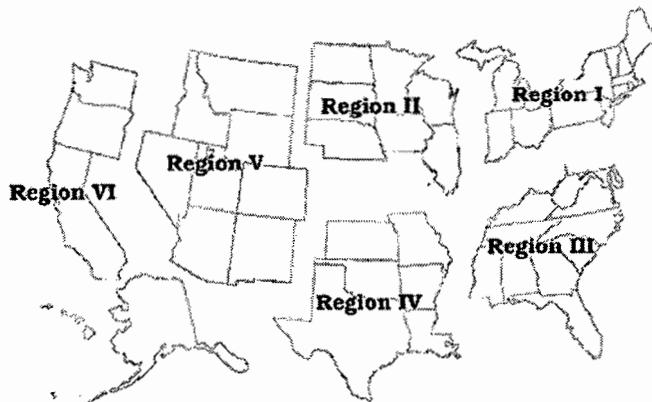
Industrial Technology is a field of study designed to prepare technical and/or management oriented professionals for employment in business, industry, education, and government. Industrial Technology is primarily involved with the management, operation, and maintenance of complex technological systems while Engineering and Engineering Technology are primarily involved with the design and installation of these systems.

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For Board Meeting of
December 15, 2003

Agenda Item F

TAX ABATEMENT REQUEST

Attached is a request (with explanatory information) from the Greater Sterling Development Corporation asking the Board to revise the tax abatement it approved last December for Wal-Mart's development of the "Pierson Farm" property in Hopkins Township.

RECOMMENDATION: Board approval of the attached resolution.



GREATER STERLING DEVELOPMENT CORP.

1741 Industrial Drive • Sterling, Illinois 61081
Phone: 815-625-5255 • Fax: 815-625-5094 • www.sterlingdevelopment.org

December 9, 2003

Dr. Richard Behrendt
President, Sauk Valley Community College
173 Illinois Route 2
Dixon, Illinois 61021

Dear Dr. Behrendt,

Thanks for speaking with us today about the resolution to abate a portion of real estate taxes within the Whiteside/Carroll County Enterprise Zone. As we related, when we spoke to you about this project last December, we did not have a formal written agreement with Wal-Mart. The enclosed resolution changes the abatement resolution you passed last year in only 2 ways. 1) It adds a requirement that Wal-Mart constructs a building that is a minimum of 400,000 sq. ft under roof. It still requires, as last years resolution did, a \$25,000,000 investment. 2) The enclosed resolution eliminates the 500 job creation requirement. The formal agreement (memorandum of understanding) the county entered into with Wal-Mart has a requirement of 600 jobs phased in over three years.

Wal-Mart will fund entirely the cost of the 4 1/2 mile sewer and water infrastructure improvements. Wal-Mart will do this by purchasing bonds secured by special taxes solely on the Wal-Mart Distribution Center Property. The real estate tax abatement that Wal-Mart seeks will pay them back for the sewer and water infrastructure improvements that they are paying for. This real estate tax abatement kicks in when the warehouse distribution center is fully assessed. The abatement also exists during the warehouse distribution center construction period. The last year that the full real estate tax abatement could exist is 2018, although it could end earlier. In all other respects, economically, the enclosed resolution is virtually identical to the one that your Board passed last year.

The County urgently needs to have a bond issue funded by Wal-Mart so the water and sewer infrastructure improvements can be designed and built. Accordingly, we would very much appreciate this resolution being placed on the December 15th, 2003 agenda and approved that same evening. The Sauk Valley Board's positive action will allow for the 4 1/2 mile water and sewer infrastructure to be designed and built in 2004 -2005, thereby, not only enabling the Wal-Mart Project, but also all other economic development projects along this newly developed corridor.

Should you have any questions, please feel free to call me at my office. Thank you for your time and consideration.

Sincerely,


David R. Barajas, Jr.
Greater Sterling Development Corporation

SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506

A RESOLUTION TO ABATE A PORTION OF REAL ESTATE TAXES WITHIN THE WHITESIDE COUNTY ENTERPRISE ZONE

WHEREAS, property within the boundaries of Sauk Valley Community College #506, Dixon, Lee County, Illinois ("District") is within the boundaries of the Whiteside County Enterprise Zone; and

WHEREAS, state statute authorizes taxing districts to abate any portion of its taxes on property located within an enterprise zone and upon which either new improvements have been constructed or existing improvements have been renovated or rehabilitated; and

WHEREAS, to encourage new and substantial investment within the Whiteside County Enterprise Zone, the District desires to abate a portion of its taxes with respect to warehouse/distribution and related facilities described below; and

WHEREAS, it is in the best interests of the citizens of the District to abate a portion of its ad valorem real estate taxes to encourage the type of facilities above described.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SAUK VALLEY COMMUNITY COLLEGE #506, DIXON, LEE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1. The findings and recitations hereinabove set forth are adopted and found to be true.

SECTION 2. The District authorizes and directs the County Clerk of the County of Whiteside to abate its ad valorem taxes imposed upon real property improved with warehouse/distribution and related facilities (collectively, the "facility") having (I) an excess of 400,000 square feet under roof and (ii) total capital cost of the property, plant and equipment in excess of \$25 million, subject to the following:

(a) Any abatement of taxes on any parcel shall not exceed the amount of taxes attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements on the parcel containing such facility, and

(b) Such abatement shall be at the rate of 100% of the District's taxes attributable to the construction of the improvements and the renovation or rehabilitation of existing improvements on the parcel containing such facility for each assessment year during a period (the "Abatement Period"), consisting of (x) the entire construction period of such facility thereon (i.e., until and including the assessment year in which construction of the facility is substantially completed); and (y) the ten (10) year period commencing with the first assessment year after substantial completion of construction of the facility (i.e., the first assessment year after the construction of the facility is substantially completed). For purposes of this Section 2(b), the date of "substantial completion" of construction shall be the date when the entire facility to be constructed is sufficiently complete so that the owner can fully occupy and utilize the entire facility for its warehouse/distribution

purposes in accordance with the applicable construction contract documents for construction of the entire facility. Such date of substantial completion shall be reasonably determined by and agreed to jointly by the Enterprise Zone Administrator and the owner of the facility and certified to the County Clerk by such Enterprise Zone Administrator and owner; provided, however, that, the date of substantial completion of construction for purposes of this Section 2(b) shall be no later than forty-eight (48) months from the date that a building permit for construction of the facility is issued by the applicable governmental authority. Notwithstanding the above, no property tax abatement shall be granted to improvements assessed in the year 2019 or any subsequent year.

Example: Assume construction of a facility commenced in 2004 and was substantially completed in 2006, with the result that the facility will be subject to a complete assessment as of January 1, 2007, for assessment year 2007 (with taxes for such 2007 assessment year payable in 2008). In this event, the Abatement Period would commence with assessment year 2004 (with taxes for such 2004 assessment year payable in 2005) and would continue to and including assessment year 2016 (with taxes for such 2016 assessment year payable in 2017)(i.e., the tenth assessment year after the 2007 assessment year).

SECTION 3. This resolution shall be in full force and effect from and after the date of its passage and approval in the manner provided by law.

SECTION 4. The Secretary of the District is hereby authorized and directed to deliver a certified copy of this resolution to the County Clerk of the County of Whiteside.

SECTION 5. This resolution is in addition to all other resolutions on the subject. In the event of conflict between this resolution and any other resolutions, the provisions of this resolution shall govern.

ADOPTED AND APPROVED THIS 15TH DAY OF DECEMBER, 2003.

SAUK VALLEY COMMUNITY COLLEGE #506,
DIXON, LEE COUNTY, ILLINOIS

By: _____
Chair

ATTEST:

Secretary

803-1436

STATE OF ILLINOIS

COUNTY OF LEE

CERTIFICATE

I, Nancy Varga, DO HEREBY CERTIFY THAT I am the Secretary in and for Sauk Valley Community College #506, Dixon, Lee County, Illinois, known as Sauk Valley Community College #506; that the foregoing is a true and correct copy of an Ordinance duly passed by the Board of Sauk Valley Community College #506 being entitled: "A RESOLUTION TO ABATE A PORTION OF REAL ESTATE TAXES WITHIN THE WHITESIDE COUNTY ENTERPRISE ZONE," at a regular meeting held on the 15th day of December, 2003, the ordinance being a part of the official records of Sauk Valley Community College #506.

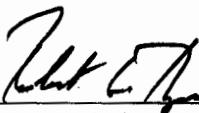
DATED this 15th day of December, 2003.

Secretary of the Board

(SEAL)

ADOPTED AND APPROVED THIS 15TH DAY OF DECEMBER, 2003.

SAUK VALLEY COMMUNITY COLLEGE #506,
DIXON, LEE COUNTY, ILLINOIS

By: 
Chair

ATTEST:

Nancy L. Varga
Secretary

803-1436

STATE OF ILLINOIS

COUNTY OF LEE

CERTIFICATE

I, Nancy Varga, DO HEREBY CERTIFY THAT I am the Secretary in and for Sauk Valley Community College #506, Dixon, Lee County, Illinois, known as Sauk Valley Community College #506; that the foregoing is a true and correct copy of an Ordinance duly passed by the Board of Sauk Valley Community College #506 being entitled: "A RESOLUTION TO ABATE A PORTION OF REAL ESTATE TAXES WITHIN THE WHITESIDE COUNTY ENTERPRISE ZONE," at a regular meeting held on the 15th day of December, 2003, the ordinance being a part of the official records of Sauk Valley Community College #506.

DATED this 15th day of December, 2003.

Nancy L. Varga
Secretary of the Board

(SEAL)

For Board Meeting of
December 15, 2003

Agenda Item I

TEMPORARY FULL-TIME FACULTY APPOINTMENT

The administration is recommending the continued appointment of Robert Duncan of Sterling, IL as a temporary full-time Assistant Professor (Step 4) of Mathematics for the spring semester 2004.

RECOMMENDATION: Board approval of the continued appointment of Robert Duncan as a temporary full-time Assistant Professor (Step 4) of Mathematics/Physics for Spring 2004 Semester only.

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

DATE: November 24, 2003

TO: Dr. Deborah Hecht

FROM: Linley White

SUBJECT: Appointment of Robert Duncan as Temporary Full-Time Math Instructor

Due to the continued incapacitation of a math/physics instructor, I request permission to hire Robert (Bob) Duncan as a temporary full-time, mathematics instructor for the spring semester. I have two classes, MAT 115 N and MAT 240 DSP/DRP, 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 qualified 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. We are still advertising for an adjunct instructor for MAT 076 Geometry.

Mr. Duncan has already taught MAT 115 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 of
December 15, 2003

Agenda Item J-1

FOUNDATION REQUEST

In the past (early 1990's) the Board has granted permission for the SVCC Foundation to serve alcoholic beverages at their Galas held on campus.

The Foundation is planning another fund raising event for February 14, 2004 and is once again requesting permission to serve alcoholic beverages. We have been assured that the alcoholic beverages will be handled much as they were in the past, and the Foundation will acquire the special one-day liquor license and the necessary insurance.

RECOMMENDATION: Board approval to allow the administration and the Foundation to follow applicable statutes, appropriate ICCB guidelines, and SVCC Board Policy 516.01, to serve alcoholic beverages at the Foundation Draw Down Dinner to be held on February 14, 2004.

Sauk Valley Community College

Foundation

173 IL Route 2, Dixon, IL 61021

815/288-5511, ext. 294 - FAX: 815/288-5958



Memorandum

TO: Dr. Richard L. Behrendt

FROM: Cal Lyons 

DATE: December 9, 2003

SUBJECT: Foundation Valentine Draw-Down Dinner Fund Raiser

The SVCC Foundation is requesting permission to serve alcoholic beverages at the Valentine Draw-Down Dinner Fund Raiser scheduled for Saturday evening, February 14, 2004 in the east mall at the College. As in the past, the Foundation will acquire a special one-day liquor license and the necessary insurance.

The Valentine Draw-Down Dinner is designed to be a black tie type of event and the serving of alcoholic beverages will be handled tastefully as it was during the showcase galas sponsored by the Foundation in the past.

CL\sw