

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

**April 26, 2004**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on April 26, 2004 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:

|                     |                   |
|---------------------|-------------------|
| Ed Cox              | Henry Dixon       |
| William Simpson     | Robert Thompson   |
| Nancy Varga         | Pennie von Bergen |
| Lindsey Fitzsimmons | Wessels           |

**Absent:** Ed Andersen

**SVCC Staff:** President Richard L. Behrendt

Attorney Ole Bly Pace III  
Vice President Ruth Bittner  
Vice President Joan Kerber  
Director of College Relations Cal Lyons  
Athletic Director Russ Damhoff  
Director of Admissions Pam Clodfelter  
Faculty Association President David Breen  
Secretary to the Board Carmel Paulsen  
Associate Professor of Art, Bob van der Wege

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

**President's Report:** Dr. Behrendt reported that President Bush spoke at the AACC meeting he attended in Minneapolis, with the President supporting the role of community colleges as work training becomes even more important; that enrollment for spring was the same as last year and that summer registration to date is up 2.5%; announced that the 2003 Health Career Graduate exam results, once again, out-shine the state and national results; commended Steve Nunez on his recent receipt of the Robert Giles Distinguished Advisor Award (only 30 were awarded internationally) for his leadership of Sauk's PTK Chapter;

recognized Deana Gonzalez and Lorri Cunningham as Sauk's ICCTA Paul Simon Student Essay Contest winners; pointed out the Graduate Follow-up Survey as valuable NCA evidence of student outcomes measurement; introduced Sauk's new mini-CD, a new marketing tool; and reminded the Board that Sauk is hosting the Northwest Region ICCTA Meeting on May 6 and that commencement is May 20 at 7:30 p.m.

Lindsey Fitzsimmons and Dr. Kerber reported briefly on Student Lobby Day, which they attended on April 21. They met with Representatives Mitchell, Boland, Moffitt and Senator Todd Sieben and discussed budgets of ISAC, MAP grants, Adult Ed and temporary buildings, such as our T-1.

**Funding Bonds-  
Resolution of Intent:**

It was moved by Member Dixon and seconded by Member Varga that the Board approve the Resolution of Intent to Issue Funding Bonds to pay off Debt Certificates. In a roll call vote, the following was recorded: aye - Members Cox, Dixon, Simpson, Varga, Thompson; nay - Member von Bergen Wessels. Motion carried. Student Trustee Fitzsimmons advisory vote: aye.

**Bid Award – PHS  
Repair Storm Sewer Outfall  
Structures:**

It was moved by Member Dixon and seconded by Member von Bergen Wessels that the Board approve the College's acceptance of the bid submitted by Sjostrom and Sons in the amount of \$138,005 for the repair of the storm sewer outfall structures as presented, to be funded by the Protection, Health and Safety funds. In a roll call vote, all voted aye. Motion carried. Student Trustee Fitzsimmons advisory vote: aye.

**Bid Award -- PHS  
Elevator Improvements:**

It was moved by Member von Bergen Wessels and seconded by Member Dixon that the Board approve the College's acceptance of the bid submitted by KONE Elevators in the amount of \$91,010 for elevator improvements as presented, to be funded by the Protection, Health and Safety funds. In a roll call vote, all voted aye. Motion carried. Student Trustee Fitzsimmons advisory vote: aye.

**Bid Award – PHS  
Electrical Improvements:**

It was moved by Member Dixon and seconded by Member Cox that the Board approve the College's acceptance of the bid submitted by John D. Martin

Electrical Contractor in the amount of \$30,250 for electrical improvements as presented, to be funded by the Protection, Health and Safety funds. In a roll call vote, all voted aye. Motion carried. Student Trustee Fitzsimmons advisory vote: aye.

**Closed Session:** At 7:21 p.m., it was moved by Member Cox and seconded by Member von Bergen Wessels that the Board adjourn to closed session to discuss collective negotiating matters, pending litigation, and closed session minutes consideration. In a roll call vote, all voted aye. Motion carried. Student Trustee Fitzsimmons advisory vote: aye.

**Regular Session:** The Board returned to regular session at 7:57 p.m.

**Closed Session Minutes:** It was moved by Member Varga and seconded by Member Dixon that the Board approve the March 22, 2004 Closed Session Minutes. In a roll call vote, all voted aye. Motion carried. Student Trustee Fitzsimmons advisory vote: aye.

**Sabbatical Leave Report Bob van der Wege:** Mr. Bob van der Wege presented slides and a narrative of his fall 2003 sabbatical. Highlights included slides of his art projects and his instructors. Mr. van der Wege expressed his appreciation for the Board's support of this leave.

**Academic Appeals Procedure:** It was moved by Member Varga and seconded by Member Cox that the Board rescind the Board's January 2004 changes to the Academic Appeals Procedure. In a roll call vote, the following was recorded: aye – Members Cox, Dixon, Simpson, Varga, Thompson; nay – Member von Bergen Wessels. Motion carried. Student Trustee Fitzsimmons advisory vote: aye.

**Reports:** *Student Trustee* – Student Government held elections and selected President, Vice President and Student Trustee; a drunk driver simulation course was hosted on 4/22; Shakespeare Hike was a success; two SVCC PTK members (Derek Smith and Stephanie Baumwell) were recognized as All Illinois Academic Team Members at the Lobby Day conference; and students are gearing up for finals.

*ICCTA Representative* - Regular meeting is Tuesday, 4/27, and Lobby Day is Wednesday, 4/28 in Springfield.

*Foundation Liaison* – Foundation meeting is Tuesday, 4/27/04.

*Faculty Association* – David Breen introduced himself, with no report.

*Board Chair* – no report.

*Board Members Comments* - None

Adjournment:

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

The meeting adjourned at 8:35 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 pm on May 24, 2004 in the Board Room.

Respectfully submitted:

Nancy Varga, Secretary

SVCC COMMENCEMENT MAY 20, 2004  
7:30 p.m.

**PROFESSIONAL STAFF**  
**PLEASE BE IN LINE BY 7:00 P.M.**

Line up by Counseling Office  
Sit by North Side of Gym

Row: 1      Nesbit, Fred  
Devan, Curt  
Wright, Jim  
Sileyen, Larry  
Breed, Tom  
Lyons, Cal  
Meyer, Paula  
Little, Linda  
West, Chick  
White, Peg  
Vos, Amanda

Row: 2      Hamilton, Jane  
Williamson, Judy  
Turk, Kay  
Shippert, Stan  
Brevitt, Diana  
Hurd, Mary Ann  
Wittman, Valerie  
Hedrick, Jason  
Murray, Kris  
Iwaasa, Juel  
Hill, Judy

Row: 3      Shaff, Steve  
Frana, Jerry  
Niemeyer, Loren  
McPherson, Steve  
Fountain, Bryan  
Smith, Brad  
Edlebach, David  
McMahon, Paul  
Norris, Randy

Line up by Gym Wall  
Sit on South Side of Gym

Row: 1      Damhoff, Russ  
Leseman, Jolene  
Edleman, Paul  
Kennedy, Patrick  
White, Linley  
Gospodarczyk, Tom  
Nelson, John  
Frederick, Jim  
Breen, David  
Nunez, Steve  
Kidder, Mary Lou

Row: 2      Anderson, Judy  
Beinhoff, Lisa  
Pinter, Karen  
Jackson, Larry  
Cunningham, Pam  
Lynch, Janet  
Gehlbach, Chris  
Klein, Colleen  
Wells, Marcia  
Irving, Kristi  
Daly, Ann

Row: 3      Kooshesh, Cyrus  
Funston, Teri Lyn  
Matheney, Janet  
Clodfelter, Pam  
Okey, Deb  
Megill, Kevin  
Atchley, Charles  
Etter, Ernie

Absent: B. VanderWege, S. Braddock, D. Hill, D. Day, K. Youel, N. Berkey,  
R. Eichman, R. Pifer, D. Seeley, M. Heitman and J. Tufty

SAUK VALLEY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES - TREASURER'S REPORT  
 As of April 30, 2004

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

General Account - Sterling Federal Bank  
 Illinois Funds - Firstar Bank, Springfield

SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS

INTEREST

RATE

AMOUNT

0.44

(\$230,045.56)

0.91

2,339,695.02

2,109,649.46

NON-INT. BEARING ACCOUNT

Restricted - Sterling Federal Bank

148,983.49

MONEY MARKET

ABN-AMRO Investment Services, Inc.

0.35

216,461.75

TOTAL CHECKING ACCOUNTS

\$2,475,094.70

INVESTMENTS

MATURITY

FINANCIAL INSTITUTION

|                              | <u>DATE</u> |      |                  |
|------------------------------|-------------|------|------------------|
| First National Bank in Amboy | 02-09-05    | 1.69 | \$1,000,000      |
| First National Bank in Amboy | 02-26-05    | 1.74 | 1,000,000        |
| Union Bank, Tampico          | 03-28-05    | 1.79 | <u>1,000,000</u> |
| SUBTOTAL INVESTMENTS         |             |      | <u>3,000,000</u> |

BOND INVESTMENTS - Liability, Protection & Settlement

|                                     | <u>YIELD</u> | <u>PRICE</u>          |
|-------------------------------------|--------------|-----------------------|
| Federal Home Loan Mtg Corp          | 1.75         | \$515,214.95          |
| Federal Home Loan Bank              | 2.00         | 611,496.84            |
| GA Mun Elec Auth                    | 4.75         | 381,108.54            |
| Fed Natl Mtg Assn Benchmark         | 1.50         | 479,164.06            |
| Federal Home Ln Mtg Corp Refrnce NT | 1.60         | 200,699.17            |
| Federal Home Ln Mtg Corp Refrnce NT | 2.13         | 424,373.27            |
| Miami Dade Cnty Fla Solid Waste Sys | 2.60         | 107,157.33            |
| Houston Tex Water & Sewer System    | 1.40         | 53,259.22             |
| Federal Home Loan Bank Bonds        | 1.90         | 599,105.46            |
| NC Mun Elec Auth                    | 4.90         | 315,100.33            |
| Sun Prairie Wis Sch                 | 5.05         | 338,364.14            |
| Fed Natl Mtg Assn                   | 1.50         | 551,675.36            |
| Milwaukee Cnty Wis                  | 2.50         | 218,744.28            |
| Benton Cnty Wash Sch Dist No 52     | 1.50         | 266,538.06            |
| Las Cruces NM                       | 4.85         | 204,265.00            |
| Houston TX Wtr & Swr System         | 4.30         | 50,988.83             |
| Mokena IL Go Bonds 2004             | 1.25         | 395,048.75            |
| Carol Stream IL Tax                 | 5.07         | 202,570.89            |
| Anch AL Tel Util                    | 4.90         | <u>158,619.08</u>     |
| SUBTOTAL BONDS                      |              | <u>\$6,073,493.56</u> |

TOTAL INVESTMENTS

\$9,073,493.56

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

| <u>EDUCATION FUND</u>                      | <u>2002-2003</u> | <u>2002-2003</u> | <u>2003-2004</u>  | <u>2003-2004</u> | <u>Budget Percent</u> |
|--|------------------|------------------|-------------------|------------------|-----------------------|
|  | <u>Budget</u>    | <u>Actual</u>    | <u>Budget</u>     | <u>Actual</u>    |                       |
| <b>Revenues</b>                            |                  |                  |                   |                  |                       |
| Local Governmental Sources                 | 3,021,500        | 1,523,773        | 3,138,004         | 1,552,174        | 49.4%                 |
| State Governmental Sources                 | 2,407,922        | 1,783,581        | 3,049,616         | 2,365,890        | 77.5%                 |
| Federal Governmental Sources               | 30,700           | 855              | 1,000             | 4,240            | 424.0%                |
| Student Tuition and Fees                   | 2,604,821        | 3,330,560        | 3,012,300         | 3,659,619        | 121.4%                |
| Sales and Service                          | 212,500          | 244,445          | 341,818           | 186,894          | 54.6%                 |
| Investment Revenue                         | 80,000           | 29,237           | 80,000            | 26,251           | 32.8%                 |
| Other Revenues                             | 446,000          | 34,315           | 526,000           | 8,222            | 1.5%                  |
| <b>TOTALS</b>                              | <b>8,803,443</b> | <b>6,946,768</b> | <b>10,148,738</b> | <b>7,803,292</b> | <b>76.8%</b>          |
| <b>Expenditures</b>                        |                  |                  |                   |                  |                       |
| Salaries                                   | 6,053,764        | 4,940,627        | 6,316,729         | 5,211,327        | 82.5%                 |
| Employee Benefits                          | 1,458,859        | 919,887          | 1,581,447         | 972,994          | 61.5%                 |
| Contractual Services                       | 328,162          | 342,963          | 499,472           | 307,220          | 61.5%                 |
| General Materials and Supplies             | 653,216          | 520,381          | 921,962           | 679,610          | 73.7%                 |
| Travel and Conference Meeting Exp.         | 121,420          | 105,605          | 141,725           | 100,681          | 71.0%                 |
| Fixed Charges                              | 56,212           | 14,746           | 22,955            | 18,445           | 80.3%                 |
| Capital Outlay                             |                  |                  |                   |                  |                       |
| Other Expenditures                         | 476,000          | 424,899          | 111,840           | 23,402           | 20.9%                 |
| <b>TOTALS</b>                              | <b>9,147,633</b> | <b>7,269,111</b> | <b>10,083,130</b> | <b>7,752,121</b> | <b>76.8%</b>          |
| <b>Transfers</b>                           |                  |                  |                   |                  |                       |
| Transfers to Other Funds                   |                  |                  |                   |                  |                       |
| Transfers From Other Funds                 |                  |                  |                   |                  |                       |
| <b>TOTALS</b>                              | <b>-178,000</b>  | <b>-60,000</b>   | <b>-47,500</b>    | <b>-189,000</b>  | <b>0.0%</b>           |
| <b>NET INCREASE/DECREASE IN NET ASSETS</b> | <b>-166,190</b>  | <b>-382,343</b>  | <b>-141,500</b>   | <b>-8,780</b>    | <b>4.6%</b>           |
| <b>FUND BALANCE</b>                        |                  |                  |                   |                  |                       |
| <b>NET INCREASE/DECREASE IN NET ASSETS</b> | <b>-382,343</b>  | <b>207,107</b>   | <b>59,952</b>     | <b>796,997</b>   | <b>6.2%</b>           |

| <u>OPERATION AND MAINTENANCE FUND</u> | 2002-2003        |                | 2002-2003        |                  | 2003-2004     |               | 2003-2004     |               | Budget<br>Percent |
|---------------------------------------|------------------|----------------|------------------|------------------|---------------|---------------|---------------|---------------|-------------------|
|                                       | <u>Budget</u>    | <u>Actual</u>  | <u>Budget</u>    | <u>Actual</u>    | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> |                   |
| <b>Revenues</b>                       |                  |                |                  |                  |               |               |               |               |                   |
| Local Governmental Sources            | 370,000          | 187,474        | 384,123          | 190,061          | 49,4%         |               |               |               |                   |
| State Governmental Sources            | 321,520          | 232,265        | 432,632          | 332,415          | 76.8%         |               |               |               |                   |
| Federal Governmental Sources          |                  |                |                  |                  |               |               |               |               |                   |
| Student Tuition and Fees              | 271,586          | 366,556        | 328,500          | 404,594          | 123.1%        |               |               |               |                   |
| Sales and Service                     | 5,500            | 6,796          | 6,500            | 4,887            | 75.1%         |               |               |               |                   |
| Facilities Revenue                    | 6,000            | 1,581          | 4,000            | 2,051            | 51.2%         |               |               |               |                   |
| Investment Revenue                    | 9,000            | 799            | 2,000            | 60               | 3.0%          |               |               |               |                   |
| Other Revenues                        | 39,500           | 231            | 37,500           | 357              | .9%           |               |               |               |                   |
| <b>TOTALS</b>                         | <b>1,023,106</b> | <b>795,705</b> | <b>1,195,255</b> | <b>934,429</b>   | <b>78.1%</b>  |               |               |               |                   |
| <b>Expenditures</b>                   |                  |                |                  |                  |               |               |               |               |                   |
| Salaries                              | 443,944          | 375,430        | 461,850          | 383,848          | 83.1%         |               |               |               |                   |
| Employee Benefits                     | 153,329          | 111,189        | 152,131          | 115,120          | 75.6%         |               |               |               |                   |
| Contractual Services                  | 69,500           | 66,149         | 69,500           | 76,412           | 109.9%        |               |               |               |                   |
| General Materials and Supplies        | 91,400           | 74,274         | 121,300          | 83,569           | 68.8%         |               |               |               |                   |
| Travel and Conference Meeting Exp.    | 2,400            | 1,874          | 3,500            | 1,546            | 44.1%         |               |               |               |                   |
| Fixed Charges                         |                  |                |                  |                  |               |               |               |               |                   |
| Utilities                             | 337,000          | 246,487        | 355,362          | 59,369           | 107.2%        |               |               |               |                   |
| Capital Outlay                        | 15,000           | 12,181         | 386,700          | 317,725          | 82.1%         |               |               |               |                   |
| Other Expenditures                    |                  |                | 15,000           | 21,310           | 142.0%        |               |               |               |                   |
| <b>TOTALS</b>                         | <b>1,112,573</b> | <b>950,481</b> | <b>1,265,343</b> | <b>1,058,901</b> | <b>83.6%</b>  |               |               |               |                   |
| <b>Transfers</b>                      |                  |                |                  |                  |               |               |               |               |                   |
| Transfers From Other Funds            |                  | -34,000        |                  | -70,500          | 0.0%          |               |               |               |                   |
| <b>TOTALS</b>                         |                  | <b>-34,000</b> |                  | <b>-70,500</b>   | <b>0.0%</b>   |               |               |               |                   |
| NET INCREASE/DECREASE IN NET ASSETS   |                  |                |                  |                  |               |               |               |               |                   |
| FUND BALANCE                          | -55,467          | -154,775       | 411              | -124,472         |               |               |               |               |                   |
|                                       |                  | -104,946       |                  | -124,499         |               |               |               |               |                   |

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

OPERATION & MAINTENANCE- RESTRICTED

|  | 2002-2003<br><u>Budget</u> | 2002-2003<br><u>Actual</u> | 2003-2004<br><u>Budget</u> | 2003-2004<br><u>Actual</u> | Budget<br>Percent |
|--|----------------------------|----------------------------|----------------------------|----------------------------|-------------------|
|--|----------------------------|----------------------------|----------------------------|----------------------------|-------------------|

## Revenues

|                            |                  |                |                  |                |             |
|----------------------------|------------------|----------------|------------------|----------------|-------------|
| Local Governmental Sources | 613,000          | 310,477        | 632,938          | 313,161        | 49.4%       |
| State Governmental Sources | 3,204,922        | 140,563        | 3,382,000        | 5,776          | 0.0%        |
| Investment Revenue         | 30,000           | 21,468         | 10,000           | 250,000        | 57.7%       |
| Other Revenues             | 250,000          | -----          | 250,000          | -----          | 0.0%        |
| <b>TOTALS</b>              | <b>4,097,922</b> | <b>472,509</b> | <b>4,274,938</b> | <b>318,937</b> | <b>7.4%</b> |

## Expenditures

|                                     |                  |                   |                  |                |             |
|-------------------------------------|------------------|-------------------|------------------|----------------|-------------|
| Contractual Services                | 24,234           | 6,400             | -----            | -----          | -----       |
| General Materials and Supplies      | 4,441,152        | 273,115           | 5,361,936        | 447,832        | 8.3%        |
| Capital Outlay                      | -----            | -----             | -----            | -----          | -----       |
| <b>TOTALS</b>                       | <b>4,441,152</b> | <b>297,350</b>    | <b>5,361,936</b> | <b>454,232</b> | <b>8.4%</b> |
| Transfers                           | -----            | -----             | -----            | -----          | -----       |
| Transfers From Other Funds          | -570,000         | -1,282,769        | -----            | -----          | -----       |
| <b>TOTALS</b>                       | <b>-570,000</b>  | <b>-1,282,769</b> | -----            | -----          | -----       |
| NET INCREASE/DECREASE IN NET ASSETS | 226,770          | 1,457,929         | -1,086,998       | -135,295       | -----       |
| FUND BALANCE                        | 2,436,884        | 2,436,884         | 2,466,962        | 2,466,962      | -----       |

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05/14/2004

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

BOND AND INTEREST FUND

|                                     | 2002-2003<br><u>Budget</u> | 2002-2003<br><u>Actual</u> | 2003-2004<br><u>Budget</u> | 2003-2004<br><u>Actual</u> | Budget<br>Percent |
|-------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-------------------|
| <b>Revenues</b>                     |                            |                            |                            |                            |                   |
| Local Government Sources            | 1,385,000                  | 708,102                    | 1,413,519                  | 698,752                    | 49.4%             |
| Investment Revenue                  | 5,000                      | 7,453                      | 10,000                     | 3,685                      | 36.8%             |
| <b>TOTALS</b>                       | 1,390,000                  | 715,556                    | 1,423,519                  | 702,437                    | 49.3%             |
| <b>Expenditures</b>                 |                            |                            |                            |                            |                   |
| Contractual Services                | 5,000                      | 853                        | 5,000                      | 600                        | 12.0%             |
| Fixed Charges                       | 1,382,008                  | 1,366,562                  | 1,402,763                  | 1,371,318                  | 97.7%             |
| <b>TOTALS</b>                       | 1,387,008                  | 1,367,416                  | 1,407,763                  | 1,371,918                  | 97.4%             |
| NET INCREASE/DECREASE IN NET ASSETS | 2,992                      | -651,859                   | 15,756                     | -669,480                   |                   |
| FUND BALANCE                        |                            | 1,588                      | 84,219                     |                            |                   |

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

AUXILIARY ENTERPRISES FUND

|  | 2002-2003<br><u>Budget</u> | 2002-2003<br><u>Actual</u> | 2003-2004<br><u>Budget</u> | 2003-2004<br><u>Actual</u> | Budget<br>Percent |
|--|----------------------------|----------------------------|----------------------------|----------------------------|-------------------|
| <b>Revenues</b>                            |                            |                            |                            |                            |                   |
| Student Tuition and Fees                   | 153,000                    | 198,148                    | 160,500                    | 196,618                    | 122.5%            |
| Sales and Service                          | 44,400                     | 34,287                     | 51,490                     | 34,890                     | 67.7%             |
| Facilities Revenue                         | 75,000                     | 48,750                     | 75,000                     | 58,333                     | 77.7%             |
| Investment Revenue                         | 1,800                      | 894                        | 900                        | 883                        | 98.1%             |
| Other Revenues                             | 1,329,250                  | 1,201,939                  | 1,301,549                  | 1,261,772                  | 96.9%             |
| <b>TOTALS</b>                              | <b>1,603,450</b>           | <b>1,484,020</b>           | <b>1,589,439</b>           | <b>1,552,497</b>           | <b>97.6%</b>      |
| <b>Expenditures</b>                        |                            |                            |                            |                            |                   |
| Salaries                                   | 72,253                     | 59,558                     | 72,279                     | 55,652                     | 76.9%             |
| Employee Benefits                          | 11,710                     | 6,665                      | 11,481                     | 6,976                      | 60.7%             |
| Contractual Services                       | 38,455                     | 42,038                     | 1,334,654                  | 1,390,241                  | 104.1%            |
| General Materials and Supplies             | 1,392,405                  | 1,085,814                  | 1,72,490                   | 60,790                     | 83.8%             |
| Travel and Conference Meeting Exp.         | 68,340                     | 64,578                     | 62,655                     | 42,881                     | 68.4%             |
| Fixed Charges                              | 2,450                      | 4,503                      | 9,450                      | 16,703                     | 176.7%            |
| Capital Outlay                             |                            |                            |                            | 29,868                     |                   |
| Other Expenditures                         | 5,300                      | 1,643                      | 5,800                      | 1,229                      | 21.2%             |
| <b>TOTALS</b>                              | <b>1,590,913</b>           | <b>1,276,816</b>           | <b>1,568,809</b>           | <b>1,604,344</b>           | <b>102.2%</b>     |
| <b>Transfers</b>                           |                            |                            |                            |                            |                   |
| Transfers to Other Funds                   | 75,820                     | 12,366                     | 75,000                     | 8,780                      | 11.7%             |
| Transfers From Other Funds                 | -63,820                    |                            | -63,000                    |                            | 0.0%              |
| <b>TOTALS</b>                              | <b>12,000</b>              | <b>12,366</b>              | <b>12,000</b>              | <b>8,780</b>               | <b>73.1%</b>      |
| <b>NET INCREASE/DECREASE IN NET ASSETS</b> |                            |                            |                            |                            |                   |
| FUND BALANCE                               | 537                        | 194,837                    | 8,629                      | -60,627                    |                   |
|  |                            |                            |                            | 207,903                    |                   |

RESTRICTED PURPOSES FUND

|                                     | 2002-2003<br><u>Budget</u> | 2002-2003<br><u>Actual</u> | 2003-2004<br><u>Budget</u> | 2003-2004<br><u>Actual</u> | Budget<br>Percent |
|-------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-------------------|
| <b>Revenues</b>                     |                            |                            |                            |                            |                   |
| State Governmental Sources          | 1,366,393                  | 1,091,923                  | 1,107,936                  | 935,893                    | 84.4%             |
| Federal Governmental Sources        | 2,460,775                  | 2,794,580                  | 2,827,496                  | 3,141,604                  | 111.1%            |
| Investment Revenue                  | 20,000                     | 6,000                      | 6,000                      | 7,834                      | 130.5%            |
| Other Revenues                      | 99,860                     | 97,115                     | 60,619                     | 33,840                     | 55.8%             |
| <b>TOTALS</b>                       | <b>3,947,028</b>           | <b>3,983,619</b>           | <b>4,002,051</b>           | <b>4,119,171</b>           | <b>102.9%</b>     |
| <b>Expenditures</b>                 |                            |                            |                            |                            |                   |
| Salaries                            | 1,216,810                  | 996,943                    | 1,205,514                  | 813,084                    | 67.4%             |
| Employee Benefits                   | 1,216,159                  | 1,182,441                  | 1,188,199                  | 1,139,542                  | 74.1%             |
| Contractual Services                | 149,566                    | 33,858                     | 45,609                     | 24,373                     | 53.4%             |
| General Materials and Supplies      | 724,928                    | 522,328                    | 730,022                    | 428,854                    | 58.7%             |
| Travel and Conference Meeting Exp.  | 68,506                     | 29,478                     | 54,623                     | 27,523                     | 50.3%             |
| Fixed Charges                       | 13,107                     | 14,074                     | 10,412                     | 10,517                     | 101.0%            |
| Utilities                           | 16,200                     | 8,816                      | 3,000                      | 500                        | 166.9%            |
| Capital Outlay                      | 194,500                    | 168,225                    | 198,200                    | 419,782                    | 211.7%            |
| Other Expenditures                  | 2,002,689                  | 2,745,147                  | 2,378,441                  | 3,045,799                  | 128.0%            |
| <b>TOTALS</b>                       | <b>4,602,465</b>           | <b>4,701,315</b>           | <b>4,811,320</b>           | <b>4,909,978</b>           | <b>102.0%</b>     |
| <b>Transfers</b>                    |                            |                            |                            |                            |                   |
| Transfers to Other Funds            |                            |                            |                            |                            |                   |
| Transfers From Other Funds          |                            |                            |                            |                            |                   |
| <b>TOTALS</b>                       | <b>50,847</b>              | <b>50,847</b>              | <b>-1</b>                  | <b>-1</b>                  | <b>0.0%</b>       |
| NET INCREASE/DECREASE IN NET ASSETS |                            |                            |                            |                            |                   |
| FUND BALANCE                        |                            |                            |                            |                            |                   |
|                                     | <b>-706,284</b>            | <b>-717,696</b>            | <b>-809,268</b>            | <b>-790,807</b>            |                   |
|                                     |                            | <b>798,740</b>             |                            | <b>246,810</b>             |                   |

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

| <u>WORKING CASH FUND</u> | <u>2002-2003 Budget</u> | <u>2002-2003 Actual</u> | <u>2003-2004 Budget</u> | <u>2003-2004 Actual</u> | <u>Budget Percent</u> |
|--------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|
|--------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|

|   |          |          |          |           |       |
|---|----------|----------|----------|-----------|-------|
| Revenues  |          |          |          |           |       |
| Investment Revenue                                  | 100,000  | 16,820   | 100,000  | 100,000   | 3.3%  |
| TOTALS  | 100,000  | 16,820   | 100,000  | 100,000   | 3.3%  |
| Expenditures  |          |          |          |           |       |
| Investment Revenue                                  |          |          |          |           |       |
| TOTALS  |          |          |          |           |       |
| Transfers   |          |          |          |           |       |
| Transfers to Other Funds                            | 200,000  | -----    | 200,000  | 200,000   | 0.0%  |
| TOTALS  | 200,000  | -----    | 200,000  | 200,000   | 0.0%  |
| NET INCREASE/DECREASE IN NET ASSETS<br>FUND BALANCE | -100,000 | 2,16,820 | -100,000 | 2,487,604 | 3,342 |
|   |          |          |          |           |       |
|   |          |          |          |           |       |

|  | 2002-2003     | 2002-2003     | 2003-2004     | 2003-2004     | Budget<br>Percent |
|--|---------------|---------------|---------------|---------------|-------------------|
|  | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> |                   |

TRUST AND AGENCY FUND

## Revenues

|                   |               |               |
|-------------------|---------------|---------------|
| Sales and Service | 1,652         | 1,273         |
| Other Revenues    | 16,557        | 17,182        |
| <b>TOTALS</b>     | <b>18,209</b> | <b>18,456</b> |

## Expenditures

|                      |               |               |
|----------------------|---------------|---------------|
| Contractual Services | 63            | 16            |
| Capital Outlay       | 2,000         | 6,000         |
| Other Expenditures   | 12,442        | 19,125        |
| <b>TOTALS</b>        | <b>14,505</b> | <b>25,142</b> |

NET INCREASE/DECREASE IN NET ASSETS  
FUND BALANCE

|        |        |
|--------|--------|
| 3,703  | -6,686 |
| 22,058 | 14,856 |

05/14/2004

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

| <u>AUDIT FUND</u>                   | <u>2002-2003 Budget</u> | <u>2003-2004 Actual</u> | <u>2003-2004 Budget</u> | <u>2003-2004 Actual</u> | <u>Budget Percent</u> |
|-------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| Revenues                            |                         |                         |                         |                         |                       |
| Local Governmental Sources          |                         |                         |                         |                         |                       |
| Investment Revenue                  | 30,700                  | 15,589                  | 30,710                  | 15,180                  | 49.4%                 |
| TOTALS                              | 1,000                   | 195                     | 1,000                   | 132                     | 13.2%                 |
|                                     | 31,700                  | 15,784                  | 31,710                  | 15,313                  | 48.2%                 |
| Expenditures                        |                         |                         |                         |                         |                       |
| Contractual Services                |                         |                         |                         |                         |                       |
| TOTALS                              | 30,000                  | 28,010                  | 24,000                  | 22,950                  | 95.6%                 |
| NET INCREASE/DECREASE IN NET ASSETS |                         |                         |                         |                         |                       |
| FUND BALANCE                        | 1,700                   | -12,225                 | 7,710                   | -7,636                  |                       |
|                                     |                         | 17,263                  |                         | 25,009                  |                       |

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

| <u>LIABILITY, PROTECTION &amp; SETTLEMENT</u> | <u>2002-2003</u> | <u>2002-2003</u> | <u>2003-2004</u> | <u>2003-2004</u> | <u>Budget</u> | <u>Budget</u>  |
|---|------------------|------------------|------------------|------------------|---------------|----------------|
|   | <u>Budget</u>    | <u>Actual</u>    | <u>Budget</u>    | <u>Actual</u>    |               | <u>Percent</u> |
| <b>Revenues</b>                               |                  |                  |                  |                  |               |                |
| Local Governmental Sources                    | 291,000          | 146,563          | 295,275          | 146,054          | 49.4%         |                |
| Investment Revenue                            | 200,000          | -44,916          | 200,000          | 66,760           | 33.3%         |                |
| Other Revenues                                | 29,000           | ---              | 22,000           | ---              | 0.0%          |                |
| <b>TOTALS</b>                                 | <b>520,000</b>   | <b>101,646</b>   | <b>517,275</b>   | <b>212,814</b>   |               | <b>-41.1%</b>  |
| <b>Expenditures</b>                           |                  |                  |                  |                  |               |                |
| Salaries                                      | 273,621          | 204,106          | 297,291          | 211,345          | 71.0%         |                |
| Employee Benefits                             | 203,794          | 150,953          | 205,564          | 196,023          | 95.3%         |                |
| Contractual Services                          | 66,200           | 40,844           | 64,300           | 52,136           | 81.0%         |                |
| General Materials and Supplies                | 12,600           | 1,526            | 6,500            | 1,682            | 25.8%         |                |
| Travel and Conference Meeting Exp.            | 2,000            | 726              | 2,250            | 360              | 16.0%         |                |
| Fixed Charges                                 | 45,000           | 72,702           | 85,000           | 57,954           | 68.1%         |                |
| Utilities                                     | 1,000            | 894              | 1,100            | 896              | 81.4%         |                |
| Capital Outlay                                | 50,000           | 18,055           | 50,000           | 57,498           | 114.9%        |                |
| <b>TOTALS</b>                                 | <b>654,215</b>   | <b>489,810</b>   | <b>712,005</b>   | <b>577,897</b>   |               | <b>81.1%</b>   |
| NET INCREASE/DECREASE IN NET ASSETS           | -134,215         | -388,163         | -194,730         | -365,082         |               |                |
| FUND BALANCE                                  | 5,800,768        | ---              | 5,731,474        | 5,731,474        |               |                |

For Board Meeting of  
May 24, 2004

Agenda Item D-6

**ICCB REASONABLE AND MODERATE EXTENSION REQUESTS FOR  
NEW CERTIFICATES**

Attached are two Reasonable and Moderate Extension Requests for new certificates in the Computer Information Systems area. The new certificates are extensions of the newly revised Programming AAS degree and the revised Programming I certificate.

**RECOMMENDATION:** Board approval of the Reasonable and Moderate Extension Requests for the newly revised Programming AAS degree and Programming I certificate.

SAUK VALLEY COMMUNITY COLLEGE  
INSTRUCTIONAL SERVICES  
MEMORANDUM

---

**DATE:** May 11, 2004

**TO:** Dr. Richard Behrendt

**FROM:** Dr. Deborah Hecht *Deborah*

**RE:** ICCB Reasonable and Moderate Extension Requests for Board Approval

Enclosed are two Reasonable and Moderate Extension Requests for new certificates in the Computer Information Systems area.

Programming II  
Management Information Systems (MIS)

These two new certificates are extensions of the newly revised Programming AAS degree (formerly Computer Information Systems AAS). We have also revised the Computer Programmer certificate and changed the title to Programming I. Form 22s will be submitted for approval of these revised programs.

When these are approved we will have the following programs:

Computer Information Systems – Programming - AAS 025  
Programming I – Certificate B30  
Programming II – Certificate B38  
Management Information Systems (MIS) – Certificate B40

js

Form 21  
(July 2001)

Illinois Community College Board

**REASONABLE AND MODERATE EXTENSION REQUEST**  
(submit one copy)

COLLEGE NAME Sauk Valley  
Community College 5-DIGIT COLLEGE # 50601  
CONTACT PERSON Linley White, Dean of Business, PHONE # 815 288-5511 ext. 356  
E-MAIL white1@svcc.edu Technology & Natural Science FAX # 815 288-5958

**PROPOSED REASONABLE AND MODERATE EXTENSION:**

TITLE: Management Information Systems (MIS) CREDIT HOURS 16

**EXISTING/PARENT PROGRAM:**

TITLE: Programming PREFIX/# CIS 0025

**PLEASE ATTACH THE FOLLOWING ITEMS:**

1. A description of employment objectives/program purpose for both:
  - the proposed reasonable and moderate extension
  - the existing parent program
2. Copies of the term-by-term sequence of courses for both:
  - the proposed reasonable and moderate extension
  - the existing parent program
3. Labor market need information, including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
4. A description of approval/accreditation procedures if this extension requires approval or review by other agencies or professional or regulatory entities.
5. Course forms (Form 11) in duplicate to add any new courses to the curriculum.
6. Form 22 completed in duplicate.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
College Official Responsible

|                |                   |            |
|----------------|-------------------|------------|
| ICCB USE ONLY: | REVIEWED BY _____ | Date _____ |
|                | APPROVED BY _____ | Date _____ |

# Management Information Systems (MIS) Certificate (B40)

Pending ICCB Approval

The management information systems (MIS) certificate consists of a core of courses which systematically edifies the students who are interested in professional careers relating to the analysis, design, implementation, and management of information systems in businesses. The courses integrate theory and case studies of the implementation of the various components of information systems. This certificate may also be the means for advancement to higher levels in employment and education.

## WORK AND EMPLOYMENT

Employees who are involved in the management information systems area may have various backgrounds including general business, management, marketing, and computer science. This certificate will give those employees the additional knowledge to make effective decisions involving their company's information systems.

## PROGRAM CONTACTS at Sauk Valley Community College

Dr. Mary Lou Kidder, Professor of Computer Information Systems, Ext. 358;  
Kevin Megill, Associate Professor of Computer Information Systems, Ext. 251;  
Alan Pfeifer, Dean of Information Services, Ext. 218;  
Valarie Wittman, Assistant Professor of Computer Information Systems, Ext. 388.

| Major Field Requirements                      | Sem/Hrs |
|---|---------|
| CIS 101 Intro to Computer Information Systems | 3       |
| CIS 130 Information Systems Management        | 3       |
| CIS 210 Systems Analysis and Design           | 3       |
| CIS 214 Computer Operating Systems            | 3       |
| CIS 229 Database Management Systems           | 3       |
| CIS Elective                                  | 1       |
| Total Hours Required for Certificate          | 16      |

# Computer Information Systems - Programming

Pending ICCB Approval

This program consists of a core of courses that provide skills in the area of computer programming. This program can also be the foundation for advancement to higher level positions in an expanding field. In addition to learning to design and write programs students also learn the fundamentals of information systems, so that they will be equipped to understand the role of programs in specific business environments.

## WORK AND EMPLOYMENT

Computer programmers write software and prepare lists of logical steps the computer follows to organize data, solve a problem, or do other tasks. Applications programmers write programs to handle specific jobs such as programs to control inventory or provide access to online databases. They may work for all types of firms that use computer systems. Systems programmers usually work for organizations with large computer centers and for firms that manufacture computers or develop software. They make changes in the sets of instructions that determine how the computer handles the various jobs it has been given. Programming requires logic, abstract thinking and attention to detail.

## PROGRAM CONTACTS at

**Sauk Valley Community College:**  
 Counseling Office, Ext. 208;  
 Dr. Mary Lou Kidder, Professor of Computer Information Systems, Ext. 358;  
 Kevin Megill, Associate Professor of Computer Information Systems, Ext. 251;  
 Valarie Wittman, Assistant Professor of Computer Information Systems, Ext. 388.

## Major Field Requirements

|         |   | Sem/Hrs |
|---------|---|---------|
| ACC 101 | Financial Accounting                          | 4       |
| ACC 102 | Managerial Accounting                         | 4       |
| BUS 103 | Introduction to Business                      | 3       |
| CIS 101 | Fundamentals of Computer Information Systems  | 3       |
| CIS 130 | Information Systems Management                | 3       |
| CIS 150 | Fundamentals of Business Computer Programming | 3       |
| CIS 210 | Systems Analysis and Design                   | 3       |
| CIS 214 | Computer Operating Systems                    | 3       |
| CIS 222 | Assembler Language Programming or             | 3       |
| MAT 230 | Discrete Mathematics                          | 3       |
| CIS 229 | Database Management Systems Elective          | 3       |
| CIS     | *Programming Electives                        | 1       |
|         | **Advanced Programming Electives              | 9       |
|         | Minimum Hours for Major Field Requirement     | 45      |

## Associate in Applied Science (025)

| General Education Requirements             | Sem/Hrs |
|--|---------|
| Communications (ENG 101, ENG 111 required) | 6       |
| Humanities/Fine Arts                       | 3       |
| Social/Behavioral Science                  | 3       |
| Physical/Life Science                      | 3       |
| Mathematics (MAT 121 or MAT 220)           | 3-4     |
| Orientation (PSY 100)                      | 1       |

Total Hours Required for A.A.S. Degree

19-20

64-65

## Suggested Program

| First Semester                                | Sem/Hrs              |
|---|----------------------|
| ACC 101 Financial Accounting                  | 4                    |
| BUS 103 Introduction to Business              | 3                    |
| CIS 150 Fund of Business Computer Programming | 3                    |
| ENG 101 Composition I                         | 3                    |
| PSY 100 Orientation                           | 1                    |
|   | Humanities/Fine Arts |
|   | 3                    |
|   | 17                   |

## Second Semester

| Second Semester                              | Sem/Hrs |
|--|---------|
| ACC 102 Managerial Accounting                | 4       |
| CIS 101 Fund of Computer Information Systems | 3       |
| CIS *Programming Electives                   | 3       |
| MAT 121 College Algebra or                   | 6       |
| MAT 220 Finite Mathematics                   | 3-4     |
|  | 16-17   |

## Third Semester

| Third Semester                            | Sem/Hrs |
|---|---------|
| CIS 130 Information Systems Management    | 3       |
| CIS 210 Systems Analysis and Design       | 3       |
| CIS 214 Computer Operating Systems        | 3       |
| CIS 222 Assembler Language Programming or | 3       |
| MAT 230 Discrete Mathematics              | 3       |
| CIS *Programming Electives                | 3       |
|   | 15      |

## Fourth Semester

| Fourth Semester                        | Sem/Hrs |
|--|---------|
| CIS 229 Database Management Systems    | 3       |
| CIS Elective                           | 1       |
| CIS **Advanced Programming Elective    | 3       |
| ENG 111 Business and Technical Writing | 3       |
| Physical/Life Science                  | 3       |
| Social/Behavioral Science              | 3       |
|  | 16      |

\*Select 9 hours from: CIS 122, CIS 124, CIS 203, CIS 204, CIS 205, CIS 206, CIS 207, CIS 208, CIS 224

\*\*Select 3 hours from: CIS 204, CIS 208, CIS 224

## MANAGEMENT INFORMATION SYSTEMS (MIS)

### **Labor Market Need**

**Supply-Demand Data** According to the IDES, Employment in professional, scientific, and technical services will grow by 27.8 percent and add 1.9 million new jobs by 2012. Employment in computer systems design and related services will grow by 54.6 percent and add more than one-third of all new jobs in professional, scientific, and technical services. Employment growth will be driven by the increasing reliance of businesses on information. Management, scientific, and technical consulting services also will grow very rapidly, by 55.4 percent, spurred by the increased use of new technology and computer software and the growing complexity of business.

**Needs Summary** Locally, current IDES Industry and Occupational Projections show 13 job openings per year for which program graduates may qualify. In previous years, students with an interest in MIS completed the A.A.S. degree in Computer Information Systems while students interested in programming specifically completed one programming certificate roughly equivalent to the proposed Programming II certificate. In the past three years, Sauk graduated an average of 3 students per year with Programming certificates and 7 students per year with Computer Information Systems A.A.S. degrees.

**Planning and Collaboration** The college is responding to a perceived need in the Sauk Valley Community College District by rearranging its current Associate in Applied Science degree into three focused degrees with concentrations in particular areas. This request is for approval of one of those three areas of concentration. Students will now progress in an orderly fashion through a series of certificates to attain an A. A. S. Degree. The certificates are now tightly integrated into the degree curriculum.

### **Enrollment Data**

| <b>Labor Market Need</b> |                                      |                                 |  |
|--------------------------|--------------------------------------|---------------------------------|--|
| <b>SOC</b>               | <b>Job Title</b>                     | <b>Annual District Openings</b> |  |
| 15-1021                  | Computer Programmers                 | 2                               |  |
| 15-1031                  | Computer Software Engineering – Apps | 6                               |  |
| 15-1051                  | Computer Systems Analysts            | 4                               |  |
| 15-1061                  | Database Administrators              | 1                               |  |

| <b>Enrollment Projections</b>                                |                   |                    |                   |
|--|-------------------|--------------------|-------------------|
|  | <b>First Year</b> | <b>Second Year</b> | <b>Third Year</b> |
| <b>Programming 1</b>   |                   |                    |                   |
| <i>Full-Time Enrollments</i>                                 | 10                | 10                 | 10                |
| <i>Part-Time Enrollments</i>                                 | 0                 | 0                  | 0                 |
| <i>Completions</i>   | 7                 | 7                  | 7                 |
| <b>Programming 2</b>   |                   |                    |                   |
| <i>Full-Time Enrollments</i>                                 | 5                 | 5                  | 5                 |
| <i>Part-Time Enrollments</i>                                 | 0                 | 0                  | 0                 |
| <i>Completions</i>   | 4                 | 4                  | 4                 |
| <b>MIS</b>   |                   |                    |                   |
| <i>Full-Time Enrollments</i>                                 | 10                | 10                 | 10                |
| <i>Part-Time Enrollments</i>                                 | 8                 | 8                  | 8                 |
| <i>Completions</i>   | 15                | 15                 | 15                |
| <b>A. A. S. – Computer Information Systems – Programming</b> |                   |                    |                   |
| <i>Full-Time Enrollments</i>                                 | 5                 | 5                  | 5                 |
| <i>Part-Time Enrollments</i>                                 | 0                 | 0                  | 0                 |
| <i>Completions</i>   | 4                 | 4                  | 4                 |

Illinois Community College Board

**REASONABLE AND MODERATE EXTENSION REQUEST**  
(submit one copy)

COLLEGE NAME Sauk Valley Community College 5-DIGIT COLLEGE # 50601  
CONTACT PERSON Linley White, Dean of Business, PHONE # 815 288-5511 ext. 356  
E-MAIL white1@svcc.edu Technology & Natural Science FAX # 815 288-5958

**PROPOSED REASONABLE AND MODERATE EXTENSION:**

TITLE: Programming II CREDIT HOURS 18

**EXISTING/PARENT PROGRAM:**

TITLE: Programming PREFIX/# CIS 0025

**PLEASE ATTACH THE FOLLOWING ITEMS:**

1. A description of employment objectives/program purpose for both:
  - the proposed reasonable and moderate extension
  - the existing parent program
2. Copies of the term-by-term sequence of courses for both:
  - the proposed reasonable and moderate extension
  - the existing parent program
3. Labor market need information, including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
4. A description of approval/accreditation procedures if this extension requires approval or review by other agencies or professional or regulatory entities.
5. Course forms (Form 11) in duplicate to add any new courses to the curriculum.
6. Form 22 completed in duplicate.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
College Official Responsible

|                |                   |            |
|----------------|-------------------|------------|
| ICCB USE ONLY: | REVIEWED BY _____ | Date _____ |
|                | APPROVED BY _____ | Date _____ |

## Pending ICCB Approval

This certificate consists of a core of courses which provide expanded skills in the area of computer programming. This certificate can also be the function for advancement to higher level positions in an expanding field. In addition to the introductory programming skills taught in the Programming I Certificate, students obtaining this certificate learn the skills appropriate for writing relatively large programs, such as programming in teams and using modular to organize programs effectively.

### WORK AND EMPLOYMENT

Computer programmers write software and prepare lists of logical steps the computer follows to organize data, solve a problem, or do other tasks. Applications programmers write programs to handle specific jobs such as programs to control inventory or provide access to online databases. They may work for all types of firms that use computer systems. Systems programmers usually work for organizations with large computer centers and firms that manufacture computers or develop software. They make changes in the sets of instructions that determine how the computer handles the various jobs it has been given. Programming requires logic, abstract thinking and attention to detail.

## Certificate (B38) **Programming II**

### PROGRAM CONTACTS at Sauk Valley Community College

Dr. Mary Lou Kidder, Professor of Computer Information Systems, Ext. 358; Kevin Megill, Associate Professor of Computer Information Systems, Ext. 251; Alan Pfeifer, Dean of Information Services, Ext. 218; Valarie Wittman, Assistant Professor of Computer Information Systems, Ext. 388.

| <b>Major Field Requirements</b>      |   | <b>Sem/Hrs</b> |
|--------------------------------------|---|----------------|
| CIS 150                              | Fundamentals of Business Computer Programming | 3              |
| CIS                                  | *Programming Electives                        | 9              |
| CIS                                  | **Advanced Programming Electives              | 3              |
| CIS 222                              | Assembler Language Programming or             |                |
| MAT 230                              | Discrete Mathematics                          | 3              |
| Total Hours Required for Certificate |   | 18             |

\*Select 9 credits from: CIS 122, CIS 124, CIS 203, CIS 204, CIS 205, CIS 206, CIS 207, CIS 208, CIS 224

\*\*Select 3 credits from: CIS 204, CIS 208, CIS 224

# Computer Information Systems - Programming

Pending ICCB Approval

This program consists of a core of courses that provide skills in the area of computer programming. This program can also be the foundation for advancement to higher level positions in an expanding field. In addition to learning to design and write programs students also learn the fundamentals of information systems, so that they will be equipped to understand the role of programs in specific business environments.

## WORK AND EMPLOYMENT

Computer programmers write software and prepare lists of logical steps the computer follows to organize data, solve a problem, or do other tasks. Applications programmers write programs to handle specific jobs such as programs to control inventory or provide access to online databases. They may work for all types of firms that use computer systems. Systems programmers usually work for organizations with large computer centers and for firms that manufacture computers or develop software. They make changes in the sets of instructions that determine how the computer handles the various jobs it has been given. Programming requires logic, abstract thinking and attention to detail.

## PROGRAM CONTACTS at

Sauk Valley Community College

Counseling Office, Ext. 208;

Dr. Mary Lou Kidder, Professor of Computer Information Systems, Ext. 358;

Kevin Megill, Associate Professor of Computer Information Systems, Ext. 251;

Valarie Wittman, Assistant Professor of Computer Information Systems, Ext. 388.

## Major Field Requirements

|   |   | Sem/Hrs |
|---|---|---------|
| ACC 101                                   | Financial Accounting                          | 4       |
| ACC 102                                   | Managerial Accounting                         | 4       |
| BUS 103                                   | Introduction to Business                      | 3       |
| CIS 101                                   | Fundamentals of Computer Information Systems  | 3       |
| CIS 130                                   | Information Systems Management                | 3       |
| CIS 150                                   | Fundamentals of Business Computer Programming | 3       |
| CIS 210                                   | Systems Analysis and Design                   | 3       |
| CIS 214                                   | Computer Operating Systems                    | 3       |
| CIS 222                                   | Assembler Language Programming or             | 3       |
| MAT 230                                   | Discrete Mathematics                          | 3       |
| CIS 229                                   | Database Management Systems Elective          | 3       |
| CIS                                       | *Programming Electives                        | 1       |
|   | **Advanced Programming Electives              | 9       |
|   | **Advanced Programming Electives              | 3       |
| Minimum Hours for Major Field Requirement |   | 45      |

## Associate in Applied Science (025)

| General Education Requirements             | Sem/Hrs |
|--|---------|
| Communications (ENG 101, ENG 111 required) | 6       |
| Humanities/Fine Arts                       | 3       |
| Social/Behavioral Science                  | 3       |
| Physical/Life Science                      | 3       |
| Mathematics (MAT 121 or MAT 220)           | 3-4     |
| Orientation (PSY 100)                      | 1       |

Total Hours Required for A.A.S. Degree

19-20  
64-65

## Suggested Program

| First Semester                                | Sem/Hrs              |
|---|----------------------|
| ACC 101 Financial Accounting                  | 4                    |
| BUS 103 Introduction to Business              | 3                    |
| CIS 150 Fund of Business Computer Programming | 3                    |
| ENG 101 Composition I                         | 3                    |
| PSY 100 Orientation                           | 1                    |
|   | Humanities/Fine Arts |

17

| Second Semester                              | Sem/Hrs |
|--|---------|
| ACC 102 Managerial Accounting                | 4       |
| CIS 101 Fund of Computer Information Systems | 3       |
| CIS *Programming Electives                   | 3       |
| MAT 121 College Algebra or                   | 6       |
| MAT 220 Finite Mathematics                   | 3-4     |

16-17

| Third Semester                            | Sem/Hrs |
|---|---------|
| CIS 130 Information Systems Management    | 3       |
| CIS 210 Systems Analysis and Design       | 3       |
| CIS 214 Computer Operating Systems        | 3       |
| CIS 222 Assembler Language Programming or | 3       |
| MAT 230 Discrete Mathematics              | 3       |
| CIS *Programming Electives                | 3       |

15

| Fourth Semester                        | Sem/Hrs |
|--|---------|
| CIS 229 Database Management Systems    | 3       |
| CIS Elective                           | 1       |
| CIS **Advanced Programming Elective    | 3       |
| ENG 111 Business and Technical Writing | 3       |
| Physical/Life Science                  | 3       |
| Social/Behavioral Science              | 3       |

16

\*Select 9 hours from: CIS 122, CIS 124, CIS 203, CIS 204, CIS 205, CIS 206, CIS 207, CIS 208, CIS 224

\*\*Select 3 hours from: CIS 204, CIS 208, CIS 224

## PROGRAMMING II

### **Labor Market Need**

**Supply-Demand Data** According to the IDES, Employment in professional, scientific, and technical services will grow by 27.8 percent and add 1.9 million new jobs by 2012. Employment in computer systems design and related services will grow by 54.6 percent and add more than one-third of all new jobs in professional, scientific, and technical services. Employment growth will be driven by the increasing reliance of businesses on information. Management, scientific, and technical consulting services also will grow very rapidly, by 55.4 percent, spurred by the increased use of new technology and computer software and the growing complexity of business.

**Needs Summary** Locally, current IDES Industry and Occupational Projections show 13 job openings per year for which program graduates may qualify. In previous years, students with an interest in MIS completed the A.A.S. degree in Computer Information Systems while students interested in programming specifically completed one programming certificate roughly equivalent to the proposed Programming II certificate. In the past three years, Sauk graduated an average of 3 students per year with Programming certificates and 7 students per year with Computer Information Systems A.A.S. degrees.

**Planning and Collaboration** The college is responding to a perceived need in the Sauk Valley Community College District by rearranging its current Associate in Applied Science degree into three focused degrees with concentrations in particular areas. This request is for approval of one of those three areas of concentration. Students will now progress in an orderly fashion through a series of certificates to attain an A. A. S. Degree. The certificates are now tightly integrated into the degree curriculum.

### **Enrollment Data**

| <b>Labor Market Need</b> |                                      |                                 |  |
|--------------------------|--------------------------------------|---------------------------------|--|
| <b>SOC</b>               | <b>Job Title</b>                     | <b>Annual District Openings</b> |  |
| 15-1021                  | Computer Programmers                 | 2                               |  |
| 15-1031                  | Computer Software Engineering – Apps | 6                               |  |
| -1051                    | Computer Systems Analysts            | 4                               |  |
| 15-1061                  | Database Administrators              | 1                               |  |

| <b>Enrollment Projections</b>                                    |                   |                    |                   |
|--|-------------------|--------------------|-------------------|
| <b>Programming 1</b>   | <b>First Year</b> | <b>Second Year</b> | <b>Third Year</b> |
| <i>Full-Time Enrollments</i>                                     | 10                | 10                 | 10                |
| <i>Part-Time Enrollments</i>                                     | 0                 | 0                  | 0                 |
| <i>Completions</i>   | 7                 | 7                  | 7                 |
| <br><b>Programming 2</b>   |                   |                    |                   |
| <i>Full-Time Enrollments</i>                                     | 5                 | 5                  | 5                 |
| <i>Part-Time Enrollments</i>                                     | 0                 | 0                  | 0                 |
| <i>Completions</i>   | 4                 | 4                  | 4                 |
| <br><b>MIS</b>   |                   |                    |                   |
| <i>Full-Time Enrollments</i>                                     | 10                | 10                 | 10                |
| <i>Part-Time Enrollments</i>                                     | 8                 | 8                  | 8                 |
| <i>Completions</i>   | 15                | 15                 | 15                |
| <br><b>A. A. S. – Computer Information Systems – Programming</b> |                   |                    |                   |
| <i>Full-Time Enrollments</i>                                     | 5                 | 5                  | 5                 |
| <i>Part-Time Enrollments</i>                                     | 0                 | 0                  | 0                 |
| <i>Completions</i>   | 4                 | 4                  | 4                 |

For Board Meeting of  
May 24, 2004

Agenda Item D-7

### DONATION

Monsanto has graciously donated the following items to our electronics department for use in our motor controls class ELT 262:

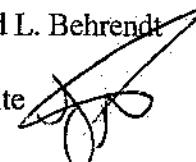
(14) 1/3 Hp Syncrogear Motors, 3 phase 230/460 Volts Hz: 60.

**RECOMMENDATION:** Board approval to accept this donation on behalf of the College with a letter of appreciation to be sent to Monsanto.

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

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DATE: May 17, 2004

TO: Dr. Richard L. Behrendt  
FROM: Linley White   
SUBJECT: Donations

I request permission to accept the following donations on behalf of the Board of Trustees:

14 1/3 Hp Syncogear Motors 3 Phase 230/460 Volts Hz: 60

Monsanto has graciously donated these items to our electronics department. These motors will be used in our motor controls class ELT 262. Loren Niemeyer was instrumental in encouraging Monsanto to provide these motors for our students use.

Please accept these items and send appropriate acknowledgement for the donation.

Thank you.

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

616.01 Code of Student Conduct and Disciplinary Procedures for Sauk Valley Community College

The **Code of Student Conduct** has been established to control action going beyond the exercise of such rights, to maintain order on campus and to guarantee the broadest range of freedom for all who come to learn at Sauk Valley Community College.

Each student is responsible for knowledge of and compliance with this **Code of Student Conduct**, which is available through the Student Activities Office (1M4), the Counseling Office (1H2), or from the Office of the Vice President of Student Services (3L10).

The College further recognizes each student's right to procedural due process, including notice, an opportunity to respond to the allegations, and an appeal process. Any student cited for violation of the **Code of Student Conduct** will:

1. receive notice of the alleged violation. The notice will include:
  - the specific code violations; and
  - reference to the process and rights of students as indicated in the **Code of Student Conduct**;
2. be provided an opportunity to respond to the charges;
3. be able to appeal the decision, if necessary;
4. not be permitted to withdraw from the College with a clear record until such charges have been resolved.

Students wishing to discuss the alleged violation before the hearing occurs should contact the Vice President of Student Services.

## **I Proscribed Conduct**

### **A Jurisdiction of the College**

The **Code of Student Conduct** applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility.

### **B Conduct – Rules and Regulations**

Students at Sauk Valley Community College are expected to demonstrate qualities of morality, honesty, civility, honor, and respect. Behavior which violates these standards for which discipline may be imposed includes, but is not limited to, the following:

**1** Acts of dishonesty, including, but not limited to:

**a** Cheating which includes, but is not limited to:

- 1)** use of any unauthorized assistance, resources or materials in taking quizzes, tests or examinations;
- 2)** dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
- 3)** the acquisition, without permission, of a test or other academic material belonging to Sauk Valley Community College, to any department, or to any staff;

**b** Plagiarism which includes, but is not limited to:

- 1)** use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment;
- 2)** unacknowledged use of materials prepared by another person;

- 3) use of any agency engaged in the selling of term papers or other academic materials;
- 4)
  - c. Furnishing false information to any College official, faculty member or office;
  - d. Forgery, alteration or misuse of any College document, record, form, or instrument of identification;
  - e. Alteration or sabotage of another student's work, such as tampering with laboratory experiments;
  - f. Tampering with the election of any College-recognized student organization or the student trustee election;
2. Disruption or obstruction of any operation of the College, including, but not limited to, teaching, disciplinary proceedings, College activities, public services functions on or off campus, or other authorized non-College activities when the act occurs on College premises;
3. Physical abuse, verbal abuse, threats, intimidation, harassment, hazing coercion, and/or other conduct which threatens or endangers the health or safety of any person;
4. Sexual harassment which includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
  - a. Such conduct has the purpose or effect of interfering with an individual's educational performance or extracurricular activities or creating an intimidating, hostile or offensive educational environment; or
  - b. Such conduct has the purpose or effect of interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment;
5. Attempted or actual theft of or damage to property of the College or other property of a member of the College community or other personal or public property;
6. Failure to comply with directions of College officials or law enforcement officers

acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so;

- 7 Unauthorized possession, duplication or use of keys to any College premises, or unauthorized entry to, occupancy of, or use of College premises;
- 8 Violation of published College policies, rules, regulations, or procedures;
- 9 Violation of federal, state, local law or Board policy;
- 10 Gambling in any form;
- 11 Use, possession or distribution of a narcotic or other chemical substance except as expressly permitted by law;
- 12 Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations, as well as public intoxication;
- 13 Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on College premises, off-campus instructional sites, or at College-sponsored or supervised functions;
- 14 Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicle, on campus;
- 15 Obstruction of the free flow of pedestrian or vehicular traffic on College premises, or at College-sponsored or supervised functions;
- 16 Conduct performed in such unreasonable manner as to alarm another and which is disorderly; aiding, abetting, or procuring another person to breach the peace;
- 17 Theft or other abuse of computer time, including, but not limited to:
  - a Unauthorized entry into a file to use, read or change the contents, or for any other purpose;

- b. Unauthorized transfer of a file;
- c. Unauthorized use of an individual's identification and password;
- d. Use of computing facilities to interfere with the work of a student, faculty member or College official;
- e. Use of computing facilities to interfere with operation of the College and other computer systems;
- f. Unauthorized use or copying of copyrighted software;
- g. The installation or use of a program whose effect is to damage the media or files;
- h. Unauthorized use of computer time for personal, business or illegal purposes;

18 Unauthorized use of College telephones or facsimile (fax) machines;

19 Abuse of the student conduct review procedure, including, but not limited to:

- a. Failure to obey the summons of a Student Conduct Review Board or College official;
- b. Falsification, distortion or misrepresentation of information before a Student Conduct Review Board;
- c. Disruption or interference with the orderly conduct of a proceeding;
- d. Bringing about charges without cause;
- e. Attempting to discourage an individual's proper participation in or use of the procedure;
- f. Attempting to influence the impartiality of a member of the Student Conduct Review Board prior to and/or during the course of the proceeding;
- g. Harassment (verbal or physical) and/or intimidation of a member of the Student Conduct Review Board to, during and/or after a proceeding;

- h** Failure to comply with the sanction(s) imposed under the **Code of Student Conduct**;
      - i** Influencing or attempting to influence another person to commit an abuse of the process;

**20** Children are not to accompany students to classes unless special instructor permission is given and they are not to be left unattended.

**C** Violation of Federal, State or Local Laws and College Discipline

- 1** College disciplinary proceedings may be instituted against a student charged with violation of a federal, state or local law which is also a violation of this code; that is, if both violations result from the same factual situation without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
- 2** When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Review Board, however, the College may advise off-campus authorities of the existence of the Code and of how such matters will be handled within the College community. The College will cooperate fully with the law enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students.

**II** Vice President of Student Services Authority

- A** The Vice President of Student Services is responsible for administration of the **Code of Student Conduct**.
- B** The Vice President of Students Services has the authority, in the Vice President's discretion, to impose discipline as provided herein Sections 4 A (1), (2), (3), (4), (5), (6), (7), (8), (9), and (10). The Vice President of Student Services has the authority and discretion to recommend College suspension or College expulsion. The Vice President

of Student Services may, in her/his discretion, refer any disciplinary matter to the Student Conduct Review Board.

- C The Vice President may delegate her/his authority to one or more other administrators. All references to the "Vice President of Student Services" or to the "Vice President" in this **Code of Student Conduct** include such designees, unless specifically stated to the contrary.
- D Confidential files should be maintained by the Vice President of Student Services for the purpose of recording actions taken incident to Article 616.01.

### **III Procedures in Cases Involving Possible Discipline**

#### **A Charges or Claims of Violation of Code of Student Conduct**

Any member of the College community may file charges against any student for misconduct. Charges will be prepared in writing and directed to the Vice President of Student Services. Any charge should be submitted within five administrative work days after the event takes place.

#### **B Investigation**

The Vice President of Student Services will conduct an investigation to determine if the charges should proceed. Following the investigation, the Vice President of Student Services shall make a determination of whether there are sufficient facts to warrant a belief that a violation of the **Code of Student Conduct** could have occurred.

#### **C Notice to Student**

Any student against whom charges of misconduct have been filed shall be notified of the accusation of violation of the **Code of Student Conduct**, as provided in this Policy.

#### **D Hearing**

In the event the Vice President of Student Services determines there is cause to believe there may have been a violation of the **Code of Student Conduct**, the Vice President shall determine whether the matter may be resolved informally, without a hearing. If the problem is not resolved informally, in her/his discretion the Vice President will either: (1) conduct a hearing, at which time the accused student shall have the opportunity to

respond to the charge; or (2) refer the matter to the Student Conduct Review Board for a hearing. The Vice President shall be responsible for the conduct of the hearings he/she holds, and for establishing the rules which shall apply for the particular hearing. The Vice President shall inform the student of the rules which shall be applied.

**E Imposition of Discipline and Decision After Hearing**

If on informal resolution there is agreement as to discipline, the Vice President shall impose the disciplinary action agreed upon. If the Vice President conducts a hearing and determines that a violation of the Code of Student Conduct occurred, the Vice President may impose discipline as authorized in Section II, or, in her/his discretion, she/he may refer the matter to the Student Conduct Review Board for hearing. In the event that the Vice President of Student Services believes after hearing that the violation warrants College suspension or College expulsion, the Vice President shall refer the matter to the Student Conduct Review Board for hearing and disposition. If, after the hearing, the Vice President determines no violation of the Code occurred, she/he shall render such decision.

**F Appeals**

Rights to appeal are as provided in Section VI.

**IV Disciplinary Actions**

**A** The following are types of disciplinary action which may be imposed, singly or in combination:

- 1 Warning** – Verbal or written notice to the student that the student is violating or has violated institutional rules, policies and/or regulations and that the continuation of such conduct or actions may result in further disciplinary action;
- 2 Reprimand** – A formal letter of reprimand sent to the student stating the violations of the **Code of Student Conduct**. Repetition of conduct resulting in reprimand may result in further disciplinary action described below in paragraphs 3, 4, 5, 6, 8, 9, 10, 11 or 12.
- 3 Disciplinary Probation** – A specified period of observation and review of conduct

during which the student must demonstrate compliance with College rules and regulations. Terms of probation and probationary period will be determined at the time the sanction is imposed. A student on disciplinary probation is subject to suspension for any further disciplinary referrals.

- 4 **Limitation to Participate in a Selective Admission Program** – Suspension or denied access to the opportunity to participate in a selective admissions program.
- 5 **Suspension of Privileges or College Services** – Suspension or loss of rights to specified privileges and College services for a specific period of time.
- 6 **Restitution** – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- 7 **Discretionary Sanctions** – Work assignments, service to the College or neighboring communities, or other related discretionary assignments.
- 8 **Limited Access** – Administrative restriction to selected parts/locations of campus sites.
- 9 **Withdrawal from Class** – Administrative withdrawal with consequent loss of tuition and fees from a class or classes.
- 10 **Temporary suspension from Class** – Temporary suspension of the opportunity to participate in a class.
- 11 **College Suspension** – Separation of the student, with consequent loss of tuition and fees, from the College for a definite period of time, after which the student may be eligible to return. Conditions for re-admission may be specified.
- 12 **College Expulsion** – Permanent separation, with consequent loss of tuition and fees, of the student from the College.

**B** When the student violation is deemed severe enough by the Vice President of Student Services to warrant possible College expulsion or College suspension, the Vice President of Student Services will file with the President of the College and the co-chairs of the

Student Conduct Review Board a notice of the necessity to convene for disciplinary action. Written notice to the student involved shall be served by certified mail, addressed to his/her usual place of abode or hand delivered. The notice shall include or contain the following:

- 1 A copy of these policies;
- 2 Specific factual allegations of misconduct and reference to any specific rules which the facts, as alleged, violate;
- 3 Notification of the Student Conduct Review Board convening time.

C Students may be directed to participate in counseling or educational seminars in lieu of, or in addition to, the imposition of disciplinary actions described in A above.

D Other than College expulsion, disciplinary sanctions will not be made part of the student's permanent academic record, but will become part of the student's confidential record maintained by the Vice President of Student Services.

E The following sanctions may be imposed.

- 1 Those sanctions listed in Section A Paragraphs 1, 2, 3, 4, 5, 6, 7, and 8.
- 2 **Deactivation** – loss of all privileges, including College recognition, for a specified period of time.

## **V Temporary Suspensions**

### **A Class Suspension**

An instructor or the Vice President of Student Services may temporarily suspend the opportunity of a student to participate in a class, if either determines that the continued presence of the student would disrupt the educational process, or endanger the physical well-being of others in the classroom or immediate area.

- 1 **Communication of Suspension of Student** – The temporary suspension of the student will be promptly communicated to the student.

- a If prompt action dictates that the temporary suspension be only communicated orally due to the urgency of the situation, the student will be given oral notification and then receive written notification of the reasons for the temporary suspension within three administrative work days from the removal.
- b Except as provided in sub (a) above, the temporary suspension of a student must be communicated to the student in writing, and the written notice shall state the reasons for the temporary suspension.
- c All temporary suspensions from the classroom initiated by the instructor shall be reported to the appropriate academic administrator or supervisor, and to the Vice President of Instruction and the Vice President of Student Services within one administrative work day of the temporary suspension from the classroom.

2 Any student temporary suspended from a class by an instructor may be readmitted to that class only by the appropriate academic administrator or the Vice President of Student Services, following a conference with student.

B College Suspension

In his/her discretion, the Vice President of Student Services may impose a College suspension prior to the hearing before the Student Conduct Review Board. Interim suspension may be imposed only:

- 1 To insure the safety and well-being of members of the College community or preservation of College property; or
- 2 To insure the student's own physical or emotional safety and well-being; or
- 3 To avoid a threat of disruption of or interference with the normal operations of the College.

During the interim suspension, students will be denied access to the campus (including classes), to off-campus instructional sites, and/or to all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Services determines appropriate.

**VI Appeals**

*A Disciplinary Action by Designees of Vice President of Student Services*

A decision reached, or discipline imposed by a designee of the Vice President of Student Services may be appealed in writing within five administrative work days to the Vice President of Student Services. The Vice President of Student Services shall render a decision on the appeal within five administrative days after receipt of the appeal.

*B Decision by Vice President of Student Services or Student Conduct Review Board*

A decision reached or discipline imposed by the Vice President of Student Services herself/himself, or by the Student Conduct Review Board may be appealed to the President of the College.

- 1 Time and Manner of Appeal – Appeal to the President shall be in writing containing the materials described in subsection 2 below, and must be presented to the Office of the President within five administrative work days from the date of issuance of the decision of the Student Conduct Review Board, or the Vice President of Student Services, as appropriate.
- 2 Content of Written Appeal – The written appeal shall include such information as the person bringing the appeal deems necessary to show that the decision reached was erroneous.
- 3 Record on Appeal – In considering the appeal, the President shall have available the report from the Student Conduct Review Board, or the Vice President of Student Services as appropriate, along with any written documentation submitted at the hearing.
- 4 Time for President's Decision – The President shall render a decision on the appeal within ten administrative work days after receipt of the last to be received report and written documentation.
- 5 Referral to Board of Trustees – Upon review of the materials, if the College President deems it necessary, the President may defer the responsibility for decision on the appeal to the Board of Trustees of the College. In the event of such deferral, the President shall notify the accused student, and the Vice President of Student Services, and the matter shall be presented to the Board for its consideration at the next

regularly scheduled Board meeting. The Board shall render a decision on the appeal after due consideration.

- C Rehearing – The right to appeal does not entitle a student to a full rehearing of his/her case.
- D Scope of Appeal – an appeal will be limited to review of the initial process except when appropriate new evidence is presented.
- E Change of Disciplinary Action on Appeal – If discipline is imposed, the Vice President of Student Services, the President or the Board of Trustees (as appropriate), who hears the appeal, may not impose a more severe disciplinary action than the original disciplinary action imposed. A disciplinary action may be reduced on appeal.
- F Finality of Decision – The decision on appeal of the Vice President of Student Services under Paragraph A above shall be final. The decision of the President on appeal pursuant to Paragraph B shall be final, unless the President shall defer the decision to the Board of Trustees of the College, in which case the decision of the Board of Trustees shall be final.

## VII Definitions

- A The Term “College” means Sauk Valley Community College.
- B The term “student” for the purposes of this code, includes all persons applying for admission or taking credit or non-credit courses provided by the College both full-time and part-time.
- C The term “faculty member” means all full- or part-time teachers, counselors and librarians, excluding interns and student teachers.
- D The term “official” includes any person employed by the College performing assigned administrative or professional staff responsibilities.
- E The term “member of the College Community” includes any person who is a student, faculty member, College official, or any other person employed by the College. A person’s status in a particular situation will be determined by the Vice President of Student Services.

- F** The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
- G** The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
- H** The term "will" is used in the imperative sense.
- I** The term "may" is used in the permissive sense.

### **VIII Interpretation and Revision**

- A** Any question of the interpretation regarding the **Code of Student Conduct** will be referred to the Vice President of Student Services or a designee for final determination.
- B** The Code will be reviewed periodically and amended as necessary under the direction of the Vice President of Student Services.

6/17/96  
10/28/96  
3/27/00

617.01 Proceedings by the Student Conduct Review Board

The hearing before the Student Conduct Review Board includes an inquiry into the question of whether the alleged act giving rise to the recommended disciplinary action shall be imposed.

Proceedings and hearings before the Student Conduct Review Board will be conducted with the following guidelines:

1. Notice - The accused student shall be given not less than five administrative work day's advance written notice of the hearing. The notice shall be provided by the Student Conduct Review Board. The notice shall indicate the time, date and place of the hearing.
2. Non-public Hearing - The hearing shall not be public. For all stages of presentation of evidence, and argument to the Student Conduct Review Board, the Vice President of Student Services, an advisor to the Vice President of Student Services, counsel to the College, the accused student, the accused student's advisor, and, if the accused student is a minor, the accused student's parents or legal guardian, may be present. Admission of any other person to the proceedings, other than for purposes of testimony as a witness, shall be at the discretion of the Student Conduct Review Board.
3. Advisors and Attorneys - Any party or witness may be accompanied by such single advisor as such party or witness may chose. The advisor may be an attorney. The cost of any advisor to the witness or party shall be borne by that witness or party. An advisor is not permitted to speak or to participate directly in the proceeding before the Student Conduct Review Board, and is not permitted to examine or cross examine witnesses.
4. Challenge of Members of Board - The accused student and the Vice President of Student Services may each request the removal of any member of the Student Conduct Review Board from hearing the cause for legitimate reason. Issues of removal shall be decided by the Student Conduct Review Board.

5. Multiple Accused Students - In hearings involving more than one accused student, the chairs of the Student Conduct Review Board, at their discretion, may require that the proceedings concerning each student be conducted separately.
6. Right to Present Evidence - The Vice President of Student Services, the accused student, and the Student Conduct Review Board may present witnesses or other evidence relating to the matter before the Student Conduct Review Board.
7. Order of Proceeding - The order of proceeding shall be as follows: the Vice President of Student Services shall first make an explanation of the charge or charges involved, and summarize the evidence to be presented by the Vice President of Student Services. The Vice President shall then present such evidence and witnesses as she deems appropriate relevant to the issues before the Student Conduct Review Board. Upon conclusion of the presentation, the accused student may summarize any evidence the accused student intends to produce to the Board, and shall then proceed to offer testimony of any witnesses, and any documentary evidence the accused student may desire, relevant to the issues before the Student Conduct Review Board. After the accused student has concluded the presentation of witnesses and documentary evidence, the Vice President of Student Services may offer any additional witnesses or evidence desired. Thereafter, the Student Conduct Review Board may call any different witnesses and any additional evidence not previously presented.
8. Receipt of Documentary Evidence - Pertinent records, exhibits and written statements may be accepted by the Student Conduct Review Board in the discretion of the chairs.
9. Argument - After submission of all evidence, the Chairs shall call for any final remarks. The Vice President of Student Services may address any arguments to the Board. At the conclusion of the Vice President of Student Services' remarks, the accused student may address the Board regarding the matter being considered by the Board.

10. Deliberation - After the conclusion of the arguments, the Student Conduct Review Board shall enter into deliberations to reach its decision.
11. Absence of the Accused Student - In all cases, the facts and support of any charges will be presented and considered whether or not the accused student attends the hearing. Except in the event the student is charged with failing to obey the summons of the Student Conduct Review Board, or summons of College official, no student may be found to have violated the Code of Student Conduct simply because the student failed to appear before the Student Conduct Review Board.
12. Continuances - The Student Conduct Review Board, in its sole discretion, may grant a continuance of proceedings when specifically requested by the accused student.
13. Miscellaneous - Matters relating to recess of proceedings, adjournment, relevance of matters submitted, limitation on time of argument, and orderly conduct of proceedings are in the discretion of the Chairs.

10/28/96

618.01 Student Conduct Review Board

Student Conduct Review Board shall be a subcommittee of the Student Services College Committee and shall be composed of four full-time faculty members. The Student Services Committee shall appoint the four faculty representatives and the four student members to the Student Conduct Review Board at the first meeting of the semester.

Any vacancies shall be filled by a 2/3 majority vote of all members of the Student Conduct Review Board. The Board shall designate one student member and one faculty member to act as co-chairs. The chairs shall be responsible for:

- a) chairing all meetings and hearings;
- b) providing accurate minutes of all meetings and hearings to Board members and others (when appropriate);
- c) ensuring that all procedures during hearings meet statutory and procedural requirements;
- d) keeping accurate records of all meetings, hearing, and hearing outcomes;
- e) ensuring that all sanctions are submitted in writing to the Vice President of Student Services.

All action taken by the Student Conduct Review Board under these procedures shall be taken by majority of the members present. A quorum shall consist of five members present. No member of the Board who was not present at the hearings shall vote upon sanctions except with the consent of the accused student, the Vice President of Student Services, and the Student Conduct Review Board.

Members are responsible for:

- a) possessing a copy of and being familiar with the process and its attendant policies and procedures;
- b) attending all meetings;
- c) maintaining strict confidentiality about all information pertaining to meetings and hearings.

The Vice President of Student Services shall facilitate the hearing by the Student Conduct Review Board, and shall provide advice to the Chairs regarding conduct of all hearings, and the application of College procedures and policies. The Vice President of Student Services may, in her/his discretion, have legal counsel to the College available to advise the Student Conduct Review Board regarding conduct of the proceeding and the application of College policies and law.

10/28/96

3/27/00

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

---

DATE: May 17, 2004  
TO: Dr. Richard L. Behrendt  
FROM: Linley White *lwy*  
SUBJECT: Math Contest

On May 1, 2004 Steve Shaff of Sauk Valley Community College took four high school math teams to the University of Illinois Champaign. The teams consisted of 22 students from Newman High School, 7 students from Sterling High School, 4 students from Oregon High School and 1 student from Polo High School. The following team members were awarded trophies for their individual performances on their 50-minute (written) event:

|                           |                       |          |          |
|---------------------------|-----------------------|----------|----------|
| Dan Hermes (Newman)       | 1 <sup>st</sup> place | Geometry | Class 1A |
| Martin McCormick (Oregon) | 3 <sup>rd</sup> place | Geometry | Class 2A |

The attached page shows the scores and top rankings from the team events. The website [www.ictm.org](http://www.ictm.org) has detailed results information for all schools in each division. Click on "Math Contest", then "Enter Contest Site", then "State Information", then "2004 Results."

Steve is to be commended for volunteering his coaching skills with these young high school students. His dedication to mathematics and Sauk Valley Community College is outstanding.

Attachment

|   |                              |
|---|------------------------------|
| <b>Saturday, May 1 (ICTM State Finals)</b>  |                              |
| Algebra I Team (S Zigler, J Bass, J Swegle, A Pietryga, M Baumann)  | Score: 52                    |
| Geometry Team (K Edison, S Gallardo, D Hermes, M McFadden, J Mellen)  | Score: 84(6 <sup>th</sup> )  |
| Geometry Team (M McPherson, J Pack, T Readel, J Reed, M Say)  | Score: 52                    |
| Algebra II Team (J Hansen, N Hoefler, C Norberg, C Salvatori, J Schutt)                                       | Score: 56                    |
| Precalculus Team (T Demmer, A Hartwig, J Hermes, R Hermes, B Nieman, G Weiland)                               | Score: 34                    |
| FS Eight Person Team (M McCormick, K Gutfrucht, J Nelson, B Nelson)   | Score: 30                    |
| FS Eight Person Team (J Bass, M Baumann, A Pietryga, J Swegle, K Edison, S Gallardo, M McFadden, J Mellen)    | Score: 30                    |
| JS Eight Person Team (M Callahan, T Demmer, N Hoefler, C Norberg, C Salvatori, A Hartwig, R Hermes, B Nieman) | Score: 30                    |
| FS Two Person Team (M McCormick, K Gutfrucht)   | Score: 37 (6 <sup>th</sup> ) |
| FS Two Person Team (D Hermes, M McFadden)   | Score: 60(1 <sup>st</sup> )  |
| FS Two Person Team (M Say, J Pack)  | Score: 19                    |
| JS Two Person Team (J Schutt, A Hartwig)  | Score: 4                     |
| Calculating Team (J Pack, M Say, J Reed, P Say, M Stolzoff)   | Score: 40                    |
| Calculating Team (S Zigler, D Hermes, J Hansen, J Schutt, J Hermes)   | Score: 50(4 <sup>th</sup> )  |
| FS Relay Team (J Bass, S Zigler, K Edison, S Gallardo)  | Score: 8                     |
| FS Relay Team (M Baumann, A Pietryga, J Swegle, J Mellen)   | Score: 10(6 <sup>th</sup> )  |
| JS Relay Team (J Hansen, C Norberg, J Hermes, R Hermes)   | Score: 4                     |
| JS Relay Team (M Callahan, N Hoefler, C Salvatori, B Nieman)  | Score: 6                     |
| Oral Event – Conic Sections (G Weiland, T Demmer)   | Score: 14                    |

For Board Meeting of  
May 24, 2004

Agenda Item F

PUBLIC HEARING  
FUNDING BONDS

As advertised, a period of time should be set aside for a public hearing at which time the Board will receive comments or inquiries (written or oral testimony) from any citizen present.

RECOMMENDATION: Board action to close the public hearing.

**TO:** Richard Behrendt  
**FROM:** Ruth Bittner *RB*  
**DATE:** May 5, 2004  
**SUBJECT:** Public Hearing – Funding Bonds

This month's step in the funding bonds process is to hold a public hearing at which the Board may receive public comments regarding the proposal to sell bonds.

The Board needs to take the following actions:

1. Call the public hearing to order and take roll.
2. Announce that the next agenda item is a public hearing to receive public comments on the proposal to sell not to exceed \$2,195,000 General Obligation Funding Bonds for the purpose of funding claims against the District and for the payment of the expenses incident thereto, and that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto.
3. Open the discussion and explain that the reasons for the proposed issuance of the bonds are to pay presently outstanding and unpaid claims against the District.
4. Ask for comments from the Trustees.
5. Ask the Secretary to read into the record any written testimony received.
6. Ask for oral testimony or public comments concerning the proposed issuance of the bonds.
7. Announce that all persons desiring to be heard have been given an opportunity to present oral and written testimony with respect to the proposed issuance of the bonds.
8. Hear a motion and a second to adjourn the hearing and take a vote on doing so, and then announce the hearing adjourned.

Thank you.

For Board Meeting of  
May 24, 2004

Agenda Item I-1

ADMINISTRATIVE APPOINTMENT  
DIRECTOR OF BUILDINGS AND GROUNDS

The Search Committee and the administration are recommending the appointment of Mr. John Ditto of Oregon, Illinois, as Director of Buildings and Grounds, effective July 1, 2004, at a salary of \$55,000.

RECOMMENDATION: Board approval of the appointment of John Ditto as Director of Buildings & Grounds, effective July 1, 2004, at a salary of \$55,000.

**TO:** Richard Behrendt

**FROM:** Ruth Bittner *RB*

**DATE:** May 5, 2004

**SUBJECT:** Recommendation for Appointment – Director of Buildings and Grounds

I would like to recommend that we appoint John Ditto as Director of Buildings and Grounds, with a start date of July 1, 2004.

Announcement Process

The position was advertised in the *Dixon Telegraph*, *Sterling Gazette*, newspapers in Rockford, the Quad Cities and Dekalb, *The Chronicle of Higher Education*, the Military Officers Association website, and the SVCC website.

Application Responses

We received twenty-eight applications, of which twelve met the minimum qualifications.

Screening

A committee composed of Loren Niemeyer, Darryl Paulsen, Carl Paxton, Thérèse Wood and myself reviewed the applications of all the candidates who met the minimum qualifications. Jim Frederick also reviewed the applications and assisted with the interview and evaluation process. I reviewed the College's Affirmative Action statistics. References were checked, and five candidates were invited to interview. One declined the invitation due to salary concerns, and another declined for personal reasons. The three remaining candidates were interviewed by the committee and the President (one by the Vice President of Student Services), toured the campus with Mr. Frederick, and met in an open session with the Buildings and Grounds staff.

Qualifications

Mr. Ditto served six years in the Navy's nuclear power program, attaining the rank of Petty Officer First Class (E-6). He then worked as a Senior Quality Assurance Specialist at the Nebraska Public Power District's Cooper Nuclear Station for over six years, while he completed his Bachelor of Science degree in Mathematics at Peru State College. In 1990 he began work at Exelon Corporation's Byron Nuclear Station, where he held the positions of Quality Assurance/Quality Control Inspector, Program Specialist, and then Facility Supervisor. Since

2001 he has been employed at Duke Energy's Lee Energy Facility as a Control Room Operator and Lead Production Technician. He has completed twelve hours of graduate work in Northern Illinois University's Industrial Management Program, along with several courses from SVCC.

Mr. Ditto has excellent hands-on experience with building systems and analytical report writing. His work as Facility Supervisor at Byron was similar to our Director of Buildings and Grounds. He has a calm, friendly, professional personal style that should enable him to get along well with all kinds of people, and he communicates well.

#### References

Mr. Ditto's references speak very highly of him. They say he is professional, knowledgeable, highly accountable, good at meeting deadlines, good at getting things done, trustworthy, accurate, organized, and a good worker. They say he has the ability to see the big picture, plans well, and can take a concept and carry it through. He works well with people, builds solid relationships, is able to defuse hostility, and people like working with him and for him. If given the opportunity, they would all be willing to hire him again.

I recommend that the Board of Trustees approve the employment of John Ditto as Director of Buildings and Grounds, with a start date of July 1, 2004, and a starting annual salary of \$55,000.

For Board Meeting of  
May 24, 2004

Agenda Item I-2.

FACULTY APPOINTMENT  
MATHEMATICS

The Search Committee and the administration are recommending the appointment of Mr. Robert Duncan, of Sterling, Illinois, as Assistant Professor of Mathematics, effective August 20, 2004, at a salary of \$35,959.

**RECOMMENDATION:** Board approval of the appointment of Robert Duncan as Assistant Professor of Mathematics, effective August 20, 2004, at a salary of \$35,959.

To: Dr. Richard L. Behrendt  
From: Dr. Deborah Hecht *D. Hecht*  
Linley White *L. White*  
Date: May 17, 2004  
Re: Mr. Robert Duncan

I would like to recommend that we appoint Mr. Robert Duncan as an Assistant Professor in the area of Mathematics. In support of this recommendation, I offer the following information:

Announcement Process

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

Application Responses

Eighty applications were received. Fifty-four applicants met the minimum qualifications.

Screening

A committee composed of Charles Atchley, Judy Cogdall, Janet Matheney, Steve Shaff, Jane Verbout, Charles West and co-chaired by Deans Linley White and Patrick Kennedy, reviewed the applications of all the candidates who met the minimum qualifications. After checking references, three candidates were invited to interview at the Sauk Valley Community College campus. All candidates were interviewed by the committee, the Vice President of Instructional Services, the Vice President of Student Services, individually by the Deans, and the President. Each candidate also provided a writing sample and did a teaching demonstration before the committee.

### Qualifications

1. Academic Background – Mr. Duncan received his Master of Science degree from Western Illinois University in March 1973. He also received his Bachelor of Science degree from Western Illinois University in June 1971 and his Associate in Science degree from Sauk Valley Community College in 1968.
2. Professional Background- Mr. Duncan has been a part-time faculty member at Sauk Valley Community College for twelve years and has taught a variety of math courses. He also has worked as a tutor at SVCC in the Learning Assistance Center, and is currently a temporary full-time math instructor here.

### References

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

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

For Board Meeting of  
May 24, 2004

Agenda Item I-3

FACULTY APPOINTMENT  
MATHEMATICS

The Search Committee and the administration are recommending the appointment of Mr. Kevin Sommerfield, of DeKalb, Illinois, as Assistant Professor of Mathematics, effective August 20, 2004, at a salary of \$34,170.

**RECOMMENDATION:** Board approval of the appointment of Kevin Sommerfield as Assistant Professor of Mathematics, effective August 20, 2004, at a salary of \$34,170.

To: Dr. Richard L. Behrendt  
From: Dr. Deborah Hecht *Deborah*  
Linley V. White *Linley*  
Date: May 17, 2004  
Re: Mr. Kevin Sommerfield

I would like to recommend that we appoint Mr. Kevin Sommerfield as an Assistant Professor in the area of Mathematics. In support of this recommendation, I offer the following information:

Announcement Process

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

Application Responses

Eighty applications were received. Fifty-four applicants met the minimum qualifications.

Screening

A committee composed of Charles Atchley, Judy Cogdall, Janet Matheney, Steve Shaff, Jane Verbout, Charles West and co-chaired by Deans Linley White and Patrick Kennedy, reviewed the applications of all the candidates who met the minimum qualifications. After checking references, three candidates were invited to interview at the Sauk Valley Community College campus. All candidates were interviewed by the committee, the Vice President of Instructional Services, the Vice President of Student Services, individually by the Deans, and the President. Each candidate also provided a writing sample and did a teaching demonstration before the committee.

### Qualifications

1. Academic Background – Mr. Sommerfield is currently working towards his Ph.D. from Northern Illinois University. He currently holds a Master in Science-Pure Mathematics from Northern Illinois University and a Bachelor of Science-Mathematics from Benedictine University.
2. Professional Background- Mr. Sommerfield has been an adjunct faculty member at Benedictine University, Elmhurst College, and Waubonsee Community College.

### References

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

Our screening committee has indicated that Kevin Sommerfield should fit very well with our faculty and student body. I recommend the employment of Kevin Sommerfield as the Mathematics Assistant Professor Step 3 without reservation of any kind.

For Board Meeting of  
May 24, 2004

Agenda Item I-4

#### FACULTY PROMOTION

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

1. Mastery of Subject matter
2. Teaching capability
3. Interest in students as individuals
4. Understanding of comprehensive community college
5. Evidence of personal growth
6. Meritorious service
7. Years in present rank

**RECOMMENDATION:** It is recommended Mr. Sam Braddock, nominated above, be promoted to the rank of Professor as outlined, effective the fall of 2004.

TO: Richard L. Behrendt  
FROM: Deborah Hecht *D. Hecht*  
DATE: April 26, 2004  
RE: Recommendation to promote Sam Braddock to the rank of Professor

This memorandum will serve as a formal recommendation to appoint Sam Braddock to the rank of Professor. This recommendation has been delayed pending completion of the required graduate credit hours. The following information is offered in support:

1. Mastery of Subject Matter

Mr. Braddock has a Bachelor's degree in Behavioral Science from the University of Southern Colorado and a Master's degree in Administration of Justice from Webster University. He has completed additional graduate work at the University of Northern Colorado, Illinois State University, and Jacksonville State University. He has been employed at Sauk Valley Community College since 2000. His studies have enhanced his teaching and his ability to advise and counsel students in the discipline of Criminal Justice.

2. Demonstrated Service Ability

Mr. Braddock has been an asset to the College. He has always been an active member on committees. He has arranged for speakers in his classes and to general audiences at Sauk. He has worked with area secondary school teachers to recruit students and to articulate the criminal justice curriculum between area high schools and the College. He has created numerous internet versions of the courses that he teaches and is responsible for the creation and vitality of the Skyhawk Polygraph Institute. He recently was appointed to the panel for Homeland Security for Community Colleges. He has also supervised student internships with area law enforcement agencies.

3. Interest in Students as Individuals

Mr. Braddock is interested in helping students learn and apply what they have learned to settings outside the classroom. He is well-prepared and up-to-date in the classroom. As noted above, he has created numerous internet versions of his courses to provide additional opportunities for students in the Sauk district and across the state. Student retention is high in his classes and he maintains high academic standards. He encourages the development of thinking skills necessary to succeed in college and outside the classroom.

4. Understanding the Comprehensive Community College Mission

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

5. Potential for Continued Professional Growth

Mr. Braddock remains committed to professional preparation through his development of internet courses, operation of the Skyhawk Polygraph Institute, and his participation on the Homeland Security for Community Colleges panel. He works continuously to update and refine the courses he teaches in Criminal Justice.

6. Number of Years in Present Rank

Mr. Braddock was employed as an Associate Professor in 2000. He has been in his current rank for four years.

7. Additional Hours Past Master's Degree

Mr. Braddock will complete the sixty (60) additional approved graduate semester hours on May 8, 2004.

For Board Meeting of  
May 24, 2004

Agenda Item I-5

**PROPOSED SUPPORT STAFF SALARY RANGES  
2004-05**

Attached is the Proposed Support Staff Salary Ranges for 2004-05.

**RECOMMENDATION:** Board approval of the Support Staff Salary Ranges for 2004-05 as presented.

OFFICE OF THE PRESIDENT  
SAUK VALLEY COMMUNITY COLLEGE

April 27, 2004

PROPOSED  
SUPPORT STAFF SALARY RANGES  
2004-2005

| SALARY GRADE |         | MINIMUM | MIDPOINT | MAXIMUM |
|--------------|---------|---------|----------|---------|
| 1            | Annual  | 15,696  | 20,929   | 26,161  |
|              | Monthly | 1,308   | 1,744    | 2,180   |
|              | Hourly  | 7.55    | 10.06    | 12.58   |
| 2            | Annual  | 17,493  | 23,324   | 29,156  |
|              | Monthly | 1,458   | 1,944    | 2,430   |
|              | Hourly  | 8.41    | 11.21    | 14.02   |
| 3            | Annual  | 19,511  | 26,015   | 32,519  |
|              | Monthly | 1,626   | 2,168    | 2,710   |
|              | Hourly  | 9.38    | 12.51    | 15.63   |
| 4            | Annual  | 21,238  | 28,317   | 35,396  |
|              | Monthly | 1,770   | 2,360    | 2,950   |
|              | Hourly  | 10.21   | 13.61    | 17.02   |
| 5            | Annual  | 23,660  | 31,547   | 39,433  |
|              | Monthly | 1,972   | 2,629    | 3,286   |
|              | Hourly  | 11.37   | 15.17    | 18.96   |
| 6            | Annual  | 26,387  | 35,182   | 43,978  |
|              | Monthly | 2,199   | 2,932    | 3,665   |
|              | Hourly  | 12.69   | 16.91    | 21.14   |
| 7            | Annual  | 29,423  | 39,231   | 49,038  |
|              | Monthly | 2,452   | 3,269    | 4,087   |
|              | Hourly  | 14.15   | 18.86    | 23.58   |

These ranges use the 2003-2004 support staff salary ranges and are revised upward by the March 2003- March 2004 CPI-U increase for the Midwest Region of 1.3%.

For Board Meeting of  
May 24, 2004

Agenda Item I-6

**PROPOSED PROFESSIONAL/TECHNICAL SALARY RANGE  
2004-05**

Attached is the Proposed Professional/Technical Salary Range for 2004-05.

**RECOMMENDATION:** Board approval of the Professional/Technical Salary Range for 2004-05 as presented.

OFFICE OF THE PRESIDENT  
SAUK VALLEY COMMUNITY COLLEGE

April 27, 2004

PROPOSED

**PROFESSIONAL/TECHNICAL SALARY RANGE**

2004-2005

| <b>SALARY GRADE</b> | <b>MINIMUM</b> | <b>MIDPOINT</b> | <b>MAXIMUM</b> |
|---------------------|----------------|-----------------|----------------|
| Annual              | 30,288         | 40,384          | 50,481         |
| Monthly             | 2,524          | 3,365           | 4,207          |
| Hourly              | 14.56          | 19.42           | 24.27          |

This range uses the 2003-2004 Professional/ Technical Staff salary range and is revised upward by the March 2003- March 2004 CPI-U increase for the Midwest Region of 1.3%.

For Board Meeting of  
May 24, 2004

Agenda Item I-7

PROPOSED ADMINISTRATIVE SALARY RANGES  
2004-05

Attached is the Proposed Administrative Salary Ranges for 2004-05.

RECOMMENDATION: Board approval of the Administrative Salary Ranges for 2004-05 as presented.

OFFICE OF THE PRESIDENT  
SAUK VALLEY COMMUNITY COLLEGE

May 10, 2004

PROPOSED

**ADMINISTRATIVE SALARY RANGES**

2004-2005

| LEVELS | CATEGORY                                | MINIMUM | MIDPOINT | MAXIMUM |
|--------|---|---------|----------|---------|
| I      | Assistant<br>Directors,<br>Coordinators | 44,617  | 55,771   | 66,925  |
| II     | Directors                               | 47,152  | 58,940   | 70,728  |
| III    | Deans                                   | 61,035  | 76,293   | 91,552  |
| IV     | Vice Presidents                         | 70,826  | 88,533   | 106,239 |

With the exception of the Dean range, these ranges use the 2003-2004 actual average salaries for 7 similar Illinois community colleges or SVCC's 2003-2004 actual average salaries, whichever is greater, as the base midpoints. These midpoints are then revised upward by the March 2003- March 2004 CPI-U increase for the Midwest Region of 1.3%. The minimums and maximums are 80% and 120%, respectively, of the midpoints. The Dean range was not increased for 2004-2005.

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

For Board Meeting of  
May 24, 2004

Agenda Item J

BOARD POLICY 116.02  
STATE OFFICIALS AND EMPLOYEES ETHICS ACT  
(FIRST READING)

In December the State Legislature passed PA93-617, the State Officials and Employees Ethics Act. Local governments are required to adopt the terms of the act as policy.

Attached is Sauk's proposed policy, drafted by Attorney Pace. If approved, this policy will totally replace our existing Policy 116.02, Governmental Ethics and State Gift Ban Act Compliance Policy, which is now inapplicable.

**RECOMMENDATION:** Board approval of the new proposed Board Policy 116.02, State Officials and Employees Ethics Act Compliance for first reading.

**TO:** Richard Behrendt  
**FROM:** Ruth Bittner *RB*  
**DATE:** May 6, 2004  
**SUBJECT:** Board Policy 116.02 – First Reading

In December the State Legislature passed PA 93-617, the State Officials and Employees Ethics Act. Local governments are required to adopt the terms of the act as policy. In March the Attorney General issued a “model ordinance” as required by the act; then the ICCTA issued a version that is more applicable to community colleges. Attorney Pace has drafted the attached proposed policy for Sauk’s Board to consider, based on the AG and ICCTA recommendations.

If approved, the new policy will totally replace our existing Policy 116.02 Governmental Ethics and State Gift Ban Act Compliance Policy, which is now inapplicable.

(Among other requirements of the act, we must develop and deliver annual training on the act for employees and Board members. We will do so within the next few months.)

It is recommended that the Board of Trustees approve the new proposed Board Policy 116.02 State Officials and Employees Ethics Act Compliance for first reading

Thank you.

116.02 Governmental Ethics and State Gift Ban Act Compliance Policy

1. COMPLIANCE WITH STATE GIFT BAN ACT. The College shall comply with all relevant provisions of the Illinois State Gift Ban Act ("Act") (5 ILCS 425, et seq.) which are both mandatory and are applicable to Illinois Community Colleges. The applicable provisions of the Act are incorporated by this reference.
2. PROHIBITIONS. The solicitation or the acceptance of gifts by any employee of the College that is prohibited under the Act as applicable to Community College Districts is prohibited to the extent mandated by law.
3. EXEMPTION OF BOARD MEMBERS. Each member of the board of Trustees is exempted from the applicability of the Act and of this policy to the full extent permitted or authorized by the Act. Each Trustee shall comply with the Act to the extent not exempted.
4. BOARD ETHICS OFFICER. The board shall annually select one of its members or an administrator to serve as the Board's Ethics Officer. The Ethics officer shall be appointed by the Chairman of the Board, with the concurrence of a majority of the board. The Ethics Officer shall have the duties of Ethics Officers in Community College Districts as provided by the Act. Further, the Ethics Officer shall maintain familiarity with the Act and shall, at least annually, report to the Board regarding any relevant amendments to the Act, and regarding any court or Ethics Commission interpretations of the Act applicable to Community College Districts. The President shall assist the Ethics Officer and provide resources for information regarding interpretation and responsibility under the Act.
5. COMPLAINTS. All complaints for violation of the Act and this policy shall be filed with the State Legislative Ethics Commission or such other commission as shall be directed by law.
6. AMENDMENTS TO THE ACT. This policy shall also incorporate relevant amendments to the Act as may be made from time to time.
7. COURT DECLARATION OF CONSTITUTIONALITY. In the event any provision of the Act applicable to Community Colleges is declared unconstitutional, then this policy shall be deemed repealed to the extent of the declaration of unconstitutionality and shall not be enforced.

## PROPOSED

### 116.02 State Officials and Employees Ethics Act Compliance

#### ARTICLE 1 DEFINITIONS AND GENERAL PROVISIONS

Section 1-1. For purposes of this Policy, the following terms shall be given these definitions or, if different from time to time, then as defined by the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following):

“Board” means the Board of Trustees of the College.

“Campaign for elective office” means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

“Candidate” means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

“Collective bargaining” has the same meaning as contemplated by the Illinois Educational Labor Relations Act (115 ILCS 5/1 and following).

“Compensated time” means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Policy, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, “compensated time” includes any period of time when the officer or employee is on premises under the control of the College and any other time when the officer or employee is executing his or her official duties, regardless of location.

“Compensatory time off” means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

“Contribution” has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

“Employee” means a person employed by the College whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and

control of an employer with regard to the material details of how the work is to be performed, but does not include a volunteer or an independent contractor.

“Employer” means the College.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

“Leave of absence” means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

“Officer” means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in his or her official capacity. The term “officer” includes all members of the Board of Trustees.

“Political activity” means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

“Political organization” means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), as the case may be, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

“Prohibited political activity” means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

“Prohibited source” means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

Section 1-2. Construction. This Policy shall be construed in a manner consistent with the provisions of the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following). This Policy is intended to impose the same but not greater restrictions than the Act.

## **ARTICLE 2** **PROHIBITED POLITICAL ACTIVITIES**

Section 2-1. Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the College in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Policy.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

## **ARTICLE 3** **GIFT BAN**

Section 3-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 3-2. Exceptions. Section 3-1 is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé.
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the

gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments provided as a "contribution" under the definition of the term offered above, not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

(13) Any item or items provided by the College in support of the employee's, officer's or member's discharge of official duties.

Section 3-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

#### **ARTICLE 4 ETHICS ADVISOR**

Section 4-1. The President, with the advice and consent of the Board of Trustees, may designate an Ethics Advisor for the College. If no other designation is made, the regularly retained attorney of the College will serve as the Ethics Advisor.

Section 4-2. The Ethics Advisor shall provide guidance to the officers and employees of the College concerning the interpretation of and compliance with the provisions of this Policy and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board.

## ARTICLE 5 ETHICS COMMISSION

Section 5-1. An Ethics Commission may be appointed by the Board to review opinions issued by the Ethics Advisor, to consider ethics complaints, and to undertake other responsibilities deemed appropriate. If appointed, the Ethics Commission shall consist of three (3) members. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any member of the Board of Trustees. The Ethics Commission may be appointed to serve on an ongoing basis or on an ad hoc basis.

Section 5-2. Where appointed to serve on an ongoing basis, at the first meeting of the Ethics Commission, the initial appointees shall draw lots to determine their initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to 2-year terms. Commissioners may be reappointed to serve subsequent terms. At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any 2 commissioners. A quorum shall consist two commissioners, and official action by the commission shall require the affirmative vote of two members.

### Section 5-3. The Board of Trustees

The Board may remove a commissioner in case of incompetency, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

### Section 5-4. The Commission shall have the following powers and duties:

- (1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.
- (2) Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions or reprimand. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Policy and not upon its own prerogative.

(3) To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Policy.

(4) To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the College to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.

(5) The powers and duties of the Commission are limited to matters clearly within the purview of this Policy.

Section 5-5.

(a) Complaints alleging a violation of this Policy shall be filed with the Ethics Commission.

(b) The Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall also send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

(c) Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Policy, to determine whether there is cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent required by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on cause to proceed within ten business days after such meeting. If the complaint is deemed sufficient to allege a violation of Article 10 of this Policy and there is a determination of cause, then the Commission's notice to the parties shall include a hearing date scheduled within four weeks thereafter.

(d) On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

(e) Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline or reprimand to the alleged violator and to the Board of

Trustees, The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

(f) A complaint alleging the violation of this Policy must be filed within one year after the alleged violation.

## **ARTICLE 6** **BOARD ACTION ON RECOMMENDATION OF COMMISSION**

Section 6-1. Officers. Upon receipt of a recommendation from the Ethics Commission, the Board may issue a reprimand to a board member or officer who intentionally violates any provision of Article 5 or Article 10 of this Policy.

Section 6-2. Employees. Upon receipt of a recommendation from the Ethics Commission, the Board may initiate a disciplinary or discharge action against an employee who intentionally violates any provision of Article 5 or Article 10 of this Policy in accordance with the applicable procedures.

/ /04

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

**Third Floor Board Room**

**April 25, 2004 - 7:00 p.m.**

- A. Call to Order**
- B. Roll Call**
- C. Vote Canvass Certification**
- D. Adjournment**

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA**  
**Third Floor Board Room**  
**April 26, 2004 – 7:00 p.m.**

**A. Call to Order**

**B. Roll Call**

**C. Communication from Visitors**

**D. Consent Agenda**

**1. Approval of Minutes**

**2. Treasurer's Report**

**3. Bills Payable**

|                    |                       |                     |
|--------------------|-----------------------|---------------------|
| <b>4. Payrolls</b> | <b>March 31, 2004</b> | <b>\$240,366.43</b> |
|                    | <b>April 15, 2004</b> | <b>\$241,290.20</b> |

**5. Budget Report**

**6. New Degrees and Certificates**

**E. President's Report**

**1. Board Policies Review – 613.01, 614.01, 615.01**

**2. Enrollment Update**

**3. Exam Results for 2003 Health Career Graduates (attached)**

**4. Student Lobby Day**

**5. PTK Award – Steve Nunez (attached)**

**6. ICCTA Paul Simon Student Essay Contest Winners (attached)**

**7. Graduate Follow-up Survey**

**8. Commencement – May 20, 2004, 7:30 p.m.**

**F. Financial Reports and Actions**

**1. Funding Bonds – Resolution of Intent**

**2. Bid Award – PHS – Repair Storm Sewer Outfall Structures**

**3. Bid Award – PHS – Elevator Improvements**

**4. Bid Award – PHS – Electrical Improvements**

**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, collective negotiating matters, pending litigation, closed session minutes consideration)**

**H. Closed Session Minutes of March 22, 2004**

**I. Other**

1. Sabbatical Leave Report – Bob van der Wege
2. Academic Appeals Procedure

**J. Reports**

1. Student Trustee
2. ICCTA Representative
3. Foundation Liaison
4. Faculty Association
5. Board Chair
6. Board Members Comments

**K. Adjournment**

**Board of Trustees Meetings**

May 20, 2004

May 24, 2004

June 28, 2004

July 26, 2004

**ICCTA Monthly Meetings**

April 27, 2004  
Renaissance Hotel, Springfield

April 28, 2004 – Lobby Day

Commencement

Subject to Call

June 17-19, 2004 – ICCTA Annual  
Convention – Renaissance Hotel,  
Springfield

June 18, 2004  
Renaissance Hotel, Springfield

July – Subject to Call

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

**April 26, 2004**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on April 26, 2004 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:

|                     |                   |
|---------------------|-------------------|
| Ed Cox              | Henry Dixon       |
| William Simpson     | Robert Thompson   |
| Nancy Varga         | Pennie von Bergen |
| Lindsey Fitzsimmons | Wessels           |

**Absent:** Ed Andersen

**SVCC Staff:** President Richard L. Behrendt  
Attorney Ole Bly Pace III  
Vice President Ruth Bittner  
Vice President Joan Kerber  
Director of College Relations Cal Lyons  
Athletic Director Russ Damhoff  
Director of Admissions Pam Clodfelter  
Faculty Association President David Breen  
Secretary to the Board Carmel Paulsen  
Associate Professor of Art, Bob van der Wege

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

**President's Report:** Dr. Behrendt reported that President Bush spoke at the AACC meeting he attended in Minneapolis, with the President supporting the role of community colleges as work training becomes even more important; that enrollment for spring was the same as last year and that summer registration to date is up 2.5%; announced that the 2003 Health Career Graduate exam results, once again, out-shine the state and national results; commended Steve Nunez on his recent receipt of the Robert Giles Distinguished Advisor Award (only 30 were awarded internationally) for his leadership of Sauk's PTK Chapter;

recognized Deana Gonzalez and Lonn Cunningham as Sauk's ICCTA Paul Simon Student Essay Contest winners; pointed out the Graduate Follow-up Survey as valuable NCA evidence of student outcomes measurement; introduced Sauk's new mini-CD, a new marketing tool; and reminded the Board that Sauk is hosting the Northwest Region ICCTA Meeting on May 6 and that commencement is May 20 at 7:30 p.m.

Lindsey Fitzsimmons and Dr. Kerber reported briefly on Student Lobby Day, which they attended on April 21. They met with Representatives Mitchell, Boland, Moffitt and Senator Todd Sieben and discussed budgets of ISAC, MAP grants, Adult Ed and temporary buildings, such as our T-1.

**Funding Bonds-  
Resolution of Intent:**

It was moved by Member Dixon and seconded by Member Varga that the Board approve the Resolution of Intent to Issue Funding Bonds to pay off Debt Certificates. In a roll call vote, the following was recorded: aye - Members Cox, Dixon, Simpson, Varga, Thompson; nay - Member von Bergen Wessels. Motion carried. Student Trustee Fitzsimmons advisory vote: aye.

**Bid Award – PHS  
Repair Storm Sewer Outfall  
Structures:**

It was moved by Member Dixon and seconded by Member von Bergen Wessels that the Board approve the College's acceptance of the bid submitted by Sjostrom and Sons in the amount of \$138,005 for the repair of the storm sewer outfall structures as presented, to be funded by the Protection, Health and Safety funds. In a roll call vote, all voted aye. Motion carried. Student Trustee Fitzsimmons advisory vote: aye.

**Bid Award – PHS  
Elevator Improvements:**

It was moved by Member von Bergen Wessels and seconded by Member Dixon that the Board approve the College's acceptance of the bid submitted by KONE Elevators in the amount of \$91,010 for elevator improvements as presented, to be funded by the Protection, Health and Safety funds. In a roll call vote, all voted aye. Motion carried. Student Trustee Fitzsimmons advisory vote: aye.

**Bid Award – PHS  
Electrical Improvements:**

It was moved by Member Dixon and seconded by Member Cox that the Board approve the College's acceptance of the bid submitted by John D. Martin

Electrical Contractor in the amount of \$30,250 for electrical improvements as presented, to be funded by the Protection, Health and Safety funds. In a roll call vote, all voted aye. Motion carried. Student Trustee Fitzsimmons advisory vote: aye.

Closed Session:

At 7:21 p.m., it was moved by Member Cox and seconded by Member von Bergen Wessels that the Board adjourn to closed session to discuss collective negotiating matters, pending litigation, and closed session minutes consideration. In a roll call vote, all voted aye. Motion carried. Student Trustee Fitzsimmons advisory vote: aye.

Regular Session:

The Board returned to regular session at 7:57 p.m.

Closed Session Minutes:

It was moved by Member Varga and seconded by Member Dixon that the Board approve the March 22, 2004 Closed Session Minutes. In a roll call vote, all voted aye. Motion carried. Student Trustee Fitzsimmons advisory vote: aye.

Sabbatical Leave Report  
Bob van der Wege:

Mr. Bob van der Wege presented slides and a narrative of his fall 2003 sabbatical. Highlights included slides of his art projects and his instructors. Mr. van der Wege expressed his appreciation for the Board's support of this leave.

Academic Appeals  
Procedure:

It was moved by Member Varga and seconded by Member Cox that the Board rescind the Board's January 2004 changes to the Academic Appeals Procedure. In a roll call vote, the following was recorded: aye – Members Cox, Dixon, Simpson, Varga, Thompson; nay – Member von Bergen Wessels. Motion carried. Student Trustee Fitzsimmons advisory vote: aye.

Reports:

*Student Trustee* – Student Government held elections and selected President, Vice President and Student Trustee; a drunk driver simulation course was hosted on 4/22; Shakespeare Hike was a success; two SVCC PTK members (Derek Smith and Stephanie Baumwell) were recognized as All Illinois Academic Team Members at the Lobby Day conference; and students are gearing up for finals.

*ICCTA Representative* – Regular meeting is Tuesday, 4/27, and Lobby Day is Wednesday, 4/28 in Springfield.

*Foundation Liaison* – Foundation meeting is Tuesday, 4/27/04.

*Faculty Association* – David Breen introduced himself, with no report.

*Board Chair* – no report.

*Board Members Comments* - None

Adjournment:

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

The meeting adjourned at 8:35 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 pm on May 24, 2004 in the Board Room.

Respectfully submitted:

Nancy Varga

Nancy Varga, Secretary

SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES - TREASURER'S REPORT  
As of March 31, 2004

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY

*LLD*  
PRESIDENT  
*Daniel Varga*  
SECRETARY

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

General Account - Sterling Federal Bank  
Illinois Funds - Firststar Bank, Springfield

SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS

| INTEREST | RATE | DATE | AMOUNT       |
|----------|------|------|--------------|
|          | 0.39 |      | \$905,149.26 |
|          | 0.93 |      | 2,242,608.89 |
|          |      |      | 3,147,758.15 |

NON-INT. BEARING ACCOUNT

Restricted - Sterling Federal Bank 144,630.49

MONEY MARKET

|                                    |      |                |
|------------------------------------|------|----------------|
| ABN-AMRO Investment Services, Inc. | 0.33 | 259,890.64     |
| TOTAL CHECKING ACCOUNTS            |      | \$3,552,279.28 |

INVESTMENTS

| FINANCIAL INSTITUTION        | MATURITY | DATE |             |
|------------------------------|----------|------|-------------|
| Sterling Federal Bank        | 04-25-04 | 1.69 | \$1,000,000 |
| Union Bank, Tampico          | 04-28-04 | 1.50 | 1,000,000   |
| First National Bank in Amboy | 02-09-05 | 1.69 | 1,000,000   |
| SUBTOTAL INVESTMENTS         |          |      | 3,000,000   |

BOND INVESTMENTS - Liability, Protection & Settlement

|                                     | YIELD | PRICE          |
|-------------------------------------|-------|----------------|
| Federal Home Loan Mtg Corp          | 1.75  | \$515,214.95   |
| Federal Home Loan Bank              | 2.00  | 611,496.84     |
| GA Mun Elec Auth                    | 4.75  | 381,108.54     |
| Fed Natl Mtg Assn Benchmark         | 1.50  | 479,164.06     |
| Federal Home Ln Mtg Corp Refrnce NT | 1.60  | 200,699.17     |
| Federal Home Ln Mtg Corp Refrnce NT | 2.13  | 424,373.27     |
| Miami Dade Cnty Fla Solid Waste Sys | 2.60  | 107,157.33     |
| Houston Tex Water & Sewer System    | 1.40  | 53,259.22      |
| Federal Home Loan Bank Bonds        | 1.90  | 599,105.46     |
| NC Mun Elec Auth                    | 4.90  | 315,100.33     |
| Sun Prairie Wis Sch                 | 5.05  | 338,364.14     |
| Fed. Natl. Mtg. Assn                | 1.50  | 551,675.36     |
| Milwaukee Cnty Wis                  | 2.50  | 218,744.28     |
| Benton Cnty Wash Sch Dist No 52     | 1.50  | 266,538.06     |
| Las Cruces NM                       | 4.85  | 204,265.00     |
| Houston TX Wtr & Swr System         | 4.30  | 50,988.83      |
| Mokena IL Go Bonds 2004             | 1.25  | 395,048.75     |
| Carol Stream IL Tax                 | 5.07  | 202,570.89     |
| Anch AL Tel Util                    | 4.90  | 158,619.08     |
| SUBTOTAL BONDS                      |       | \$6,073,493.56 |
| TOTAL INVESTMENTS                   |       | \$9,073,493.56 |

Sauk Valley Community College  
Board of Trustees  
April 26, 2004

SAUK VALLEY COMMU.  
APPROVED BY

*[Signature]*  
PRESIDENT

*[Signature]*  
SECRETARY

DATE \_\_\_\_\_

| <u>Summary of Bills Payable</u> | <u>Amount</u>          |
|---------------------------------|------------------------|
| General Operating Funds         | \$ 1,226,942.59        |
| Restricted Fund                 | <u>\$ 1,160,327.33</u> |
|                                 | \$ 2,387,269.92        |

REPORT SYRCHKR  
FISCAL YEAR 2004.

Sauk Valley Community College  
Check Register  
From 03/18/04 To 04/26/04

RUN DATE: 04/16/04  
TIME: 10:11 AM  
PAGE: 1

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>             | <u>ACCOUNT</u>                    | <u>ITEM AMOUNT</u> | <u>COMMODITY</u> |
|--------------------------------|-------------|---------------------------------|-----------------------------------|--------------------|------------------|
| Village of Lyndon              | 01          |                                 | Tuition Billed to Employer        | 150.00             | Refund Spring 04 |
| Southern Illinois University   | 01          | JTPA Whiteside                  | CNA-Exam Fee Spr 04               | 200.00             |                  |
| BEST, INC.                     | 01          | JTPA Lee                        | Map Refund                        | 554.00             |                  |
| Southern Illinois University   | 01          | JTPA Lee                        | CNA-Exam Fee Spr 04               | 50.00              |                  |
| Southern Illinois University   | 01          | Dislocated Workers              | CNA-Exam Fee Spr 04               | 50.00              |                  |
| Upward Mobility Program        | 01          | Upward Mobility                 | Reimbursement R Taylor            | 39.00              |                  |
| Clevenger, Dale                | 01          | Foundation Expense              | Library Card                      | 45.00              |                  |
| Follett Bookstore              | 01          | Foundation Expense              | Bookstore Charges                 | 19.75              |                  |
| Freichs', Nancy M.             | 01          | Foundation Expense              | Student Loan                      | 1,304.65           |                  |
| Jackson, William J.            | 01          | Foundation Expense              | Spring 04 Trip (Meals)            | 1,992.25           |                  |
| YRCA of the Sauk Valley        | 01          | Dislocated Worker Expense       | YWCA Women of Achievement 4/16/04 | 50.00              |                  |
| Unique Computer                | 01          | Due from Computer Purchase Plan | Computer P McMahon                | 1,168.75           |                  |
| SVCC Educational Fund          | 01          | I/F Receivable                  | Interfund                         | 730,000.00         |                  |
| State Universities Retirement  | 01          | SURS Payable                    |                                   | 29,656.23          |                  |
| State Universities Retirement  | 01          | SURS Payable                    |                                   | 29,952.91          |                  |
| Select Employees Credit Union  | 01          | Credit Union Payable            |                                   | 11,636.09          |                  |
| Select Employees Credit Union  | 01          | Credit Union Payable            |                                   | 11,636.09          |                  |
| SVCC Faculty Association       | 01          | Faculty Association Payable     |                                   | 1,213.41           |                  |
| SVCC Faculty Association       | 01          | Faculty Association Payable     |                                   | 1,267.59           |                  |
| Minnesota Child Support Paymen | 01          | Wage Garnishment Payable        |                                   | 316.80             |                  |
| Minnesota Child Support Paymen | 01          | Wage Garnishment Payable        |                                   | 316.80             |                  |
| RRCA Management                | 01          | Wage Garnishment Payable        |                                   | 132.90             |                  |
| State Disbursement Unit        | 01          | Wage Garnishment Payable        |                                   | 54.29              |                  |
| State Disbursement Unit        | 01          | Wage Garnishment Payable        |                                   | 222.17             |                  |
| Community Health Charities of  | 01          | United Way Payable              |                                   | 21.00              |                  |

REPORT: SYRCHIGR.  
FISCAL YEAR 2004

Sauk Valley Community College  
Check Register  
From 03/18/04 To 04/26/04

RUN DATE: 04/16/04  
TIME: 10:11 AM  
PAGE: 2

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>                | <u>COMMODITY</u>                       | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|---------------------|-------------------------------|--|--------------------|
| Community Health Charities of  | 01          |                     | United Way Payable            | ACCURED W/H-Community Health Charities | 19.00              |
| United Way of Lee County       | 01          |                     | United Way Payable            |  | 25.00              |
| United Way of Lee County       | 01          |                     | United Way Payable            |  | 25.00              |
| United Way of Sterling-Rock Pa | 01          |                     | United Way Payable            |  | 42.35              |
| United Way of Sterling-Rock Pa | 01          |                     | United Way Payable            |  | 37.35              |
| Trustmark Insurance            | 01          |                     | Optional Life Insurance       |  | 392.51             |
| Trustmark Insurance            | 01          |                     | Optional Life Insurance       |  | 3.89               |
| Illinois Mutual                | 01          |                     | Optional Disability Insurance |  | 3.89               |
| Illinois Mutual                | 01          |                     | Optional Disability Insurance |  | 3.89               |
| SVCC Foundation                | 01          |                     | Foundation Payable            |  | 119.00             |
| SVCC Foundation                | 01          |                     | Foundation Payable            |  | 119.00             |
| American Express Financial Adv | 01          |                     | American Express              |  | 370.00             |
| American Express Financial Adv | 01          |                     | American Express              |  | 370.00             |
| 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                  |  | 277.50             |
| Franklin Financial Services Co | 01          |                     | Franklin Life                 |  | 277.50             |
| Franklin Financial Services Co | 01          |                     | Franklin Life                 |  | 300.00             |
| New York Life Insurance & Annu | 01          |                     | New York Life                 |  | 300.00             |
| New York Life Insurance & Annu | 01          |                     | New York Life                 |  | 300.00             |
| Fidelity Investments           | 01          |                     | Fidelity Investments          |  | 60.00              |
| Fidelity Investments           | 01          |                     | Fidelity Investments          |  | 60.00              |
| Waddell & Reed, Inc            | 01          |                     | Waddell & Reed                |  | 285.00             |
| Waddell & Reed, Inc            | 01          |                     | Waddell & Reed                |  | 285.00             |

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|-------------------------|------|--------------|------------------|-----------------------|
| Abell, Tammy J.         | 01   |              | Accounts Payable | PELL Bal 729.52       |
| Abell, Tiffany R.       | 01   |              | Accounts Payable | PELL Bal 776.17       |
| Abell, William F.       | 01   |              | Accounts Payable | PELL Bal 1,297.00     |
| Ackenberg, Elizabeth M. | 01   |              | Accounts Payable | PELL Bal 215.12       |
| Adams, Kristine L.      | 01   |              | Accounts Payable | PELL/EOG Bal 279.79   |
| Adams, Leslie A.        | 01   |              | Accounts Payable | PELL/EOG Bal 866.56   |
| Adams, Mike E.          | 01   |              | Accounts Payable | PELL Bal 771.38       |
| Adams, Ryian D.         | 01   |              | Accounts Payable | PELL/EOG Bal 1,519.00 |
| Albee, Karen S.         | 01   |              | Accounts Payable | PELL Bal 969.41       |
| Aldridge, Mandy M.      | 01   |              | Accounts Payable | PELL/EOG Bal 1,256.21 |
| Altepeter, Michelle L.  | 01   |              | Accounts Payable | PELL/EOG Bal 632.72   |
| Alumbaugh, Jessica R.   | 01   |              | Accounts Payable | PELL Bal 697.54       |
| Anderson, Wendy L.      | 01   |              | Accounts Payable | PELL/EOG Bal 518.46   |
| Angel, Alex R.          | 01   |              | Accounts Payable | PELL Bal 395.00       |
| Angell, Jennifer R.     | 01   |              | Accounts Payable | PELL Bal 458.66       |
| Ardinini, Cathy L.      | 01   |              | Accounts Payable | PELL Bal 248.70       |
| Arellano, Isabell G.    | 01   |              | Accounts Payable | PELL/EOG Bal 717.24   |
| Arreola, Ramses G.      | 01   |              | Accounts Payable | PELL Bal 1,865.00     |
| Ashby, James R.         | 01   |              | Accounts Payable | PELL Bal 1,820.40     |
| Asikui, Fatlume         | 01   |              | Accounts Payable | PELL Bal 1,257.13     |
| Audette, Derick J.      | 01   |              | Accounts Payable | PELL Bal 48.70        |
| Aurand, Nikki K.        | 01   |              | Accounts Payable | PELL Bal 251.30       |
| Bayley, Zada B.         | 01   |              | Accounts Payable | PELL Bal 920.50       |
| Baker, Jessica L.       | 01   |              | Accounts Payable | PELL Bal 786.00       |
| Baker, Jessica M.       | 01   |              | Accounts Payable | PELL Bal 408.82       |
|                         |      |              | Natl Guard Paid  |                       |

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|------------------------|------|--------------|------------------|-----------------------|------|-----------|
| Barnett, Kimberly S.   | 01   |              | Accounts Payable | PELL Bal              |      | 1,021.65  |
| Barnum, Ashley J.      | 01   |              | Accounts Payable | PELL Bal - Correction |      | .98       |
| Barnum, Ashley J.      | 01   |              | Accounts Payable | PELL Bal              |      | 795.00    |
| Barrera, Francesca M.  | 01   |              | Accounts Payable | PELL GT               |      | 1,700.00  |
| Barton, Robert Q.      | 01   |              | Accounts Payable | PELL Bal              |      | 1,039.08  |
| Bareina, Matthew J.    | 01   |              | Accounts Payable | PELL Bal              |      | 60.00     |
| Barton, Kelli A.       | 01   |              | Accounts Payable | PELL Bal              |      | 165.00    |
| Basford, Stacy M.      | 01   |              | Accounts Payable | PELL/EOG Bal          |      | 570.99    |
| Batha, Daniel J.       | 01   |              | Accounts Payable | Stafford Bal          |      | 578.66    |
| Batten, Jessica N.     | 01   |              | Accounts Payable | PELL Bal              |      | 1,911.79  |
| Baumwell, Stephanie N. | 01   |              | Accounts Payable | Online Refund         |      | 10.00     |
| Bear, Alex E.          | 01   |              | Accounts Payable | PELL Bal              |      | 944.92    |
| Beauchamp, Erin J.     | 01   |              | Accounts Payable | PELL/EOG Bal          |      | 358.39    |
| Becker, Brian          | 01   |              | Accounts Payable | PELL Bal              |      | .92.50    |
| Becker, Matthew T.     | 01   |              | Accounts Payable | PELL Bal              |      | 420.85    |
| Becker, Tamara E.      | 01   |              | Accounts Payable | PELL Bal              |      | 288.54    |
| Behrens, Dennis R.     | 01   |              | Accounts Payable | PELL Bal              |      | 102.45    |
| Behrens, Thomas J.     | 01   |              | Accounts Payable | PELL GT               |      | 1,094.94  |
| Bellini, James A.      | 01   |              | Accounts Payable | PELL Bal              |      | 1,600.00  |
| Bellini, James A.      | 01   |              | Accounts Payable | reverse               |      | -1,600.00 |
| Bender, Joanne E.      | 01   |              | Accounts Payable | PELL Bal              |      | 1,560.48  |
| Seinnett, Lori L.      | 01   |              | Accounts Payable | PELL                  |      | 336.61    |
| Berge, Jeffrey R.      | 01   |              | Accounts Payable | PELL Bal              |      | 1,196.52  |
| Bergstrom, Rebecca L.  | 01   |              | Accounts Payable | Online Refund         |      | 60.00     |
|                        |      |              | Accounts Payable | Stafford Lin          |      | 727.50    |

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|-----------------------|-------------|---------------------|------------------|------------------|-------------|---------------|
| Bergstrom, Rebecca L. | 01          |                     | Accounts Payable | PELL Bal         |             | 1,182.31      |
| Berlin, Adam J.       | 01          |                     | Accounts Payable | PELL Bal         |             | 170.82        |
| Best, Dana J.         | 01          |                     | Accounts Payable | PELL Bal         |             | 1,835.48      |
| Beyer, Chad W.        | 01          |                     | Accounts Payable | PELL Bal         |             | 850.00        |
| Bleneman, Debbie A.   | 01          |                     | Accounts Payable | PELL Bal         |             | 359.71        |
| Biller, Thomas E.     | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 169.14        |
| Bliscup, Randall D.   | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 1,080.33      |
| Bittinger, Larry G.   | 01          |                     | Accounts Payable | PELL Bal         |             | 285.00        |
| Blackburn, Sara L.    | 01          |                     | Accounts Payable | PELL Bal         |             | 649.39        |
| Blackburn, Tracy L.   | 01          |                     | Accounts Payable | PELL Bal         |             | 287.18        |
| Blake, Jennifer S.    | 01          |                     | Accounts Payable | PELL Bal         |             | 830.00        |
| Blase, Russell E.     | 01          |                     | Accounts Payable | PELL Bal         |             | 310.00        |
| Bloom, Kimberly A.    | 01          |                     | Accounts Payable | Online Refund    |             | 10.00         |
| Blumhoff, Amanda L.   | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 1,275.84      |
| Boardman, Alonso L.   | 01          |                     | Accounts Payable | PELL Bal         |             | 359.11        |
| Boards, Baraka L.     | 01          |                     | Accounts Payable | PELL Bal         |             | 319.78        |
| Book, Gabriel A.      | 01          |                     | Accounts Payable | PELL Bal         |             | 1,511.01      |
| Bottoms, Mary Ann     | 01          |                     | Accounts Payable | PELL Bal         |             | 501.47        |
| Boyce, Theresa A.     | 01          |                     | Accounts Payable | PELL Bal         |             | 162.70        |
| Bowlin, Angela C.     | 01          |                     | Accounts Payable | Stafford Bal     |             | 647.73        |
| Boyle, Jeralynn A.    | 01          |                     | Accounts Payable | PELL Bal         |             | 1,724.81      |
| Breunig, Karen J.     | 01          |                     | Accounts Payable | PELL Bal         |             | 812.67        |
| Briill, Debbie A.     | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 113.69        |
| Bruns, Sarah M.       | 01          |                     | Accounts Payable | PELL Bal         |             | 255.81        |
| Bulfer, Bridgette A.  | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 14.60         |

| <u>PAYEE/VENDOR</u>   | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>   | <u>COMMODITY</u>           | <u>ITEM</u> | <u>AMOUNT</u> |
|-----------------------|-------------|---------------------|------------------|----------------------------|-------------|---------------|
| Bulfer, Jeanette      | 01          |                     | Accounts Payable | PELL Bal                   |             | 1,179.30      |
| Burkitt, Jodi S.      | 01          |                     | Accounts Payable | PELL/EOG Bal               |             | 150.00        |
| Burmeister, Dustin M. | 01          |                     | Accounts Payable | PELL Bal                   |             | 865.40        |
| Burnell, Laura E.     | 01          |                     | Accounts Payable | PELL/EOG GT                |             | 2,255.00      |
| Bushman, Debra J.     | 01          |                     | Accounts Payable | Stafford Inv               |             | 848.75        |
| Bushman, Debra J.     | 01          |                     | Accounts Payable | PELL Bal                   |             | 100.03        |
| Buza, Allison L.      | 01          |                     | Accounts Payable | Stafford Inv               |             | 283.39        |
| Buza, Allison L.      | 01          |                     | Accounts Payable | Stafford Bal               |             | 283.89        |
| Buza, Allison L.      | 01          |                     | Accounts Payable | Stafford Bal               |             | -283.39       |
| Jady, Ginger R.       | 01          |                     | Accounts Payable | PELL Bal                   |             | 278.41        |
| Halderon, Brenda L.   | 01          |                     | Accounts Payable | PELL Bal                   |             | 264.50        |
| Buza, Allison L.      | 01          |                     | Accounts Payable | PELL/EOG Bal               |             | 124.30        |
| Balderson, Brenda L.  | 01          |                     | Accounts Payable | PELL Bal                   |             | 1,667.65      |
| Campbell, Robert K.   | 01          |                     | Accounts Payable | PELL Bal                   |             | 60.44         |
| Campbell, Wendy J.    | 01          |                     | Accounts Payable | PELL/EOG Bal               |             | 980.77        |
| Zanas, Eulalia        | 01          |                     | Accounts Payable | PELL Bal                   |             | 1,671.39      |
| Zantu, Cynthia        | 01          |                     | Accounts Payable | Stafford Bal               |             | 380.92        |
| Zantu, Elisha M.      | 01          |                     | Accounts Payable | PELL Bal                   |             | 281.44        |
| Zantu, José E.        | 01          |                     | Accounts Payable | PELL Bal                   |             | 653.29        |
| Zantu, Maria E.       | 01          |                     | Accounts Payable | PELL Bal                   |             | 1,149.17      |
| Zarey, Amos J.        | 01          |                     | Accounts Payable | Online Refund              |             | 85.00         |
| Zarey, Michele A.     | 01          |                     | Accounts Payable | PELL Bal                   |             | 1,005.48      |
| Zarmichael, Joyce E.  | 01          |                     | Accounts Payable | PELL Bal                   |             | 837.51        |
| Zaron, Jennifer S.    | 01          |                     | Accounts Payable | Refund-Fin Assistance Only |             | 914.86        |
| Zarr, Neil A.         | 01          |                     | Accounts Payable | PELL Bal                   |             | 292.29        |
| Zash, Anthony M.      | 01          |                     | Accounts Payable | PELL Bal                   |             |               |
| Zassatt, Jodie N.     | 01          |                     | Accounts Payable | PELL Bal                   |             |               |

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|------------------------|-------------|---------------------|------------------|------------------|--------------------|
| Castillo, Efrain J.    | 01          |                     | Accounts Payable | PELL/Bal         | 1,155.24           |
| Castillo, Eida L.      | 01          |                     | Accounts Payable | PELL/Bal         | 1,754.46           |
| Caudillo, Angelina C.  | 01          |                     | Accounts Payable | PELL/Bal         | 316.79             |
| Caudillo, Manuel L.    | 01          |                     | Accounts Payable | Stafford/Bal     | 632.32             |
| Celaya, Agustin J.     | 01          |                     | Accounts Payable | PELL/Bal         | 71.77              |
| Celaya, Angela M.      | 01          |                     | Accounts Payable | PELL/EOG/Bal     | 878.12             |
| Celestino, April M.    | 01          |                     | Accounts Payable | PELL/Bal         | 340.94             |
| Celestino, Deborah L.  | 01          |                     | Accounts Payable | PELL/Bal         | 30.39              |
| Celestino, Ismael H.   | 01          |                     | Accounts Payable | Online Refund    | 75.00              |
| Chambers, Amanda M.    | 01          |                     | Accounts Payable | PELL/Bal         | 1,096.84           |
| Chapman, Carol M.      | 01          |                     | Accounts Payable | PELL/Bal         | 600.00             |
| Chapman, Jerry L.      | 01          |                     | Accounts Payable | Stafford/Bal     | 1,697.50           |
| Chappell, Donnie P.    | 01          |                     | Accounts Payable | PELL/Bal         | 668.93             |
| Chappell, Donnie P.    | 01          |                     | Accounts Payable | PELL/Bal         | 737.62             |
| Charleston, Jenelle L. | 01          |                     | Accounts Payable | PELL/Bal         | 628.60             |
| Chumacero, Talia       | 01          |                     | Accounts Payable | PELL/EOG/Bal     | 684.25             |
| Clark, Danyel L.       | 01          |                     | Accounts Payable | PELL/EOG/Bal     | 1,764.00           |
| Clausen, Logan R.      | 01          |                     | Accounts Payable | PELL/Bal         | 2,025.00           |
| Coakley, Amy L.        | 01          |                     | Accounts Payable | Online Refund    | 141.00             |
| Jobb, Sharon P.        | 01          |                     | Accounts Payable | PELL/Bal         | 503.03             |
| Zochran, Beth A.       | 01          |                     | Accounts Payable | PELL/EOG/Bal     | 380.33             |
| Zoers, Katie M.        | 01          |                     | Accounts Payable | Online Refund    | 82.00              |
| Zolcasure, Kimberly J. | 01          |                     | Accounts Payable | PELL/EOG/Bal     | 33.50              |
| Zolmark, Cheryle A.    | 01          |                     | Accounts Payable | PELL/EOG/Bal     |                    |
| Zomer, Marcia E.       | 01          |                     | Accounts Payable | PELL/EOG/Bal     |                    |

| <u>PAYEE/VENDOR</u>      | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM</u> | <u>AMOUNT</u> |
|--------------------------|-------------|---------------------|----------------|------------------|-------------|---------------|
| Condalee, Mari A.        | 01          |                     | PELL Bal       | Accounts Payable |             | 3,631.98      |
| Conklen, Katy K.         | 01          |                     | PELL Bal       | Accounts Payable |             | 956.28        |
| Conner, Courtney K.      | 01          |                     | Stafford, Bal  | Accounts Payable |             | 80.32         |
| Cooper, Sarah A.         | 01          |                     | PELL/EOG Bal   | Accounts Payable |             | 1,064.81      |
| Coppotelli, Lindsay S.   | 01          |                     | PELL Bal       | Accounts Payable |             | 41.05         |
| Cornelius, Christa J.    | 01          |                     | PELL Bal       | Accounts Payable |             | 771.10        |
| Courtright, Michelle A.  | 01          |                     | PELL/EOG Bal   | Accounts Payable |             | 1,325.43      |
| Cowley, Rawona F.        | 01          |                     | PELL Bal       | Accounts Payable |             | 216.65        |
| Coyle, Heather J.        | 01          |                     | Online Refund  | Accounts Payable |             | 83.00         |
| Crawford, Carrie A.      | 01          |                     | PELL GT        | Accounts Payable |             | 700.00        |
| Croft, Loni M.           | 01          |                     | PELL Bal       | Accounts Payable |             | 337.00        |
| Crowe, Allison L.        | 01          |                     | PELL Bal       | Accounts Payable |             | 275.15        |
| Crump, Erica L.          | 01          |                     | PELL Bal       | Accounts Payable |             | 611.36        |
| Cruz, Estela M.          | 01          |                     | PELL/EOG Bal   | Accounts Payable |             | 855.10        |
| Culbertson, Catherine M. | 01          |                     | PELL Bal       | Accounts Payable |             | 1,061.64      |
| Cunningham, Florence M.  | 01          |                     | PELL/EOG Bal   | Accounts Payable |             | 1,330.75      |
| Cunningham, Phyllis A.   | 01          |                     | PELL Bal       | Accounts Payable |             | 1,545.00      |
| Dale, Christopher R.     | 01          |                     | PELL Bal       | Accounts Payable |             | 469.98        |
| Davidson, Jennifer M.    | 01          |                     | PELL Bal       | Accounts Payable |             | 1,485.65      |
| Davidia, Candice         | 01          |                     | PELL Bal       | Accounts Payable |             | 494.21        |
| Davis, Amber R.          | 01          |                     | PELL Bal       | Accounts Payable |             | 204.70        |
| Day, Amy S.              | 01          |                     | PELL Bal       | Accounts Payable |             | 759.90        |
| DeFrang, Joseph J.       | 01          |                     | PELL/EOG Bal   | Accounts Payable |             | 1,222.45      |
| Deacon, Nina M.          | 01          |                     | PELL Bal       | Accounts Payable |             | 192.97        |
| Jenzer, Stephanie A.     | 01          |                     | PELL Bal       | Accounts Payable |             | 1,829.40      |

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| Depuy, Jessica          | 01          |                     | Accounts Payable | PELL Bal           | 339.43             |
| Devere, Amanda M.       | 01          |                     | Accounts Payable | PELL Bal           | 1,081.87           |
| Dibble, Justin          | 01          |                     | Accounts Payable | PELL Bal           | 346.43             |
| Dickson, Kathryn J.     | 01          |                     | Accounts Payable | PELL Gt            | 506.00             |
| Diekam, Robin E.        | 01          |                     | Accounts Payable | PELL/EOG Bal       | 213.12             |
| Dienelake, Jamie L.     | 01          |                     | Accounts Payable | PELL/EOG Bal       | 800.00             |
| Dillon, Nadiya          | 01          |                     | Accounts Payable | PELL Bal           | 707.62             |
| Dingman, Samantha S.    | 01          |                     | Accounts Payable | PELL Bal           | 637.29             |
| Dingman, Samantha S.    | 01          |                     | Accounts Payable | Stafford Ln        | 450.00             |
| Divoity, Gertrude W.    | 01          |                     | Accounts Payable | PELL Bal           | 54.00              |
| Divoity, Gertrude W.    | 01          |                     | Accounts Payable | Online Refund      | 28.00              |
| Dober, Lois A.          | 01          |                     | Accounts Payable | PELL Bal           | 210.95             |
| Dobier, Randal E.       | 01          |                     | Accounts Payable | PELL Bal           | 378.91             |
| Doldesleger, Brianne L. | 01          |                     | Accounts Payable | PELL/EOG Bal       | 1,090.84           |
| Donna, Dennis J.        | 01          |                     | Accounts Payable | Online Refund      | 52.00              |
| Douglas, Ashley A.      | 01          |                     | Accounts Payable | PELL Bal           | 78.00              |
| Downing, David T.       | 01          |                     | Accounts Payable | PELL/EOG Bal       | 425.12             |
| Doyle, Rosemary L.      | 01          |                     | Accounts Payable | PELL Bal           | 119.34             |
| Doyle, Rosemary L.      | 01          |                     | Accounts Payable | VOID ENTRY         | -119.34            |
| Doyle, Rosemary L.      | 01          |                     | Accounts Payable | PELL Bal-Corrected | 107.34             |
| Drew, Tanya R.          | 01          |                     | Accounts Payable | PELL/EOG Bal       | 1,161.86           |
| Dubois, Andrew T.       | 01          |                     | Accounts Payable | Stafford Ln        | 636.32             |
| Duffy, Joanna M.        | 01          |                     | Accounts Payable | PELL Gt            | 1,013.00           |
| Duffy, Kimberly A.      | 01          |                     | Accounts Payable | PELL/EOG Bal       | 557.46             |
| Juhs, Natalie L.        | 01          |                     | Accounts Payable | PELL Gt            | 455.84             |

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|------------------------|-------------|---------------------|------------------|------------------|--------------------|
| Zurlea, Kristen M.     | 01          |                     | Accounts Payable | PELL Bal         | 680.64             |
| Junn, Joseph W.        | 01          |                     | Accounts Payable | MRS Bal          | 350.00             |
| Durham, Rosa A.        | 01          |                     | Accounts Payable | PELL Bal         | 1,886.13           |
| Dye, Donald E.         | 01          |                     | Accounts Payable | Online Refund    | 53.50              |
| Dykema, Jessica L.     | 01          |                     | Accounts Payable | PELL Bal         | 1,651.65           |
| Dykstra, Becky S.      | 01          |                     | Accounts Payable | PELL Gt.         | 300.00             |
| Eagle, Tia A.          | 01          |                     | Accounts Payable | PELL Gt.         | 1,470.51           |
| Eberole, Gregg M.      | 01          |                     | Accounts Payable | PELL Bal         | 589.37             |
| Eberole, Gregg M.      | 01          |                     | Accounts Payable | Online Refund    | 5.00               |
| Edwards, April-Lynn    | 01          |                     | Accounts Payable | PELL Bal         | 1,311.98           |
| Egan, Julie A.         | 01          |                     | Accounts Payable | PELL Gt.         | 600.00             |
| Eklund, Keri           | 01          |                     | Accounts Payable | PELL Bal         | 1,214.27           |
| Endress, Phillip T.    | 01          |                     | Accounts Payable | PELL Bal         | 262.83             |
| Ennells, Todd M.       | 01          |                     | Accounts Payable | PELL Bal         | 1,050.11           |
| Ernst, Katherine I.    | 01          |                     | Accounts Payable | PELL Bal         | 372.80             |
| Escalante, Ivett M.    | 01          |                     | Accounts Payable | PELL Bal         | 424.75             |
| Escamilla, Marcelia L. | 01          |                     | Accounts Payable | PELL/EOG Bal     | 1,025.93           |
| Escatell, Carlos       | 01          |                     | Accounts Payable | PELL Bal         | 607.00             |
| Ishmeeva, Ksenia V.    | 01          |                     | Accounts Payable | PELL/EOG         | 1,062.59           |
| Isquivel, Jennifer M.  | 01          |                     | Accounts Payable | PELL Gt.         | 474.97             |
| Iverson, Dawn L.       | 01          |                     | Accounts Payable | PELL Bal         | 175.00             |
| Jabs, Gina A.          | 01          |                     | Accounts Payable | PELL/EOG Bal     | 725.97             |
| Mairchild, Tammy J.    | 01          |                     | Accounts Payable | PELL Bal         | 414.98             |
| Parther, Heidi M.      | 01          |                     | Accounts Payable | PELL Bal         | 1,761.66           |
| Tarris, Ronita L.      | 01          |                     | Accounts Payable | PELL Bal         |                    |

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|----------------------------|-------------|---------------------|------------------|------------------|--------------------|
| Say, Wesley A.             | 01          |                     | Accounts Payable | PELL/Bal         | 1,442.89           |
| Feldner, Bryan M.          | 01          |                     | Accounts Payable | Athl. School     | 200.00             |
| Fellows, Jennifer L.       | 01          |                     | Accounts Payable | PELL/Bal         | 884.47             |
| Ferguson, Jerry Lesi       | 01          |                     | Accounts Payable | Online Refund    | 52.00              |
| Fichtennueller, Aja L.     | 01          |                     | Accounts Payable | PELL/Bal         | 1,260.57           |
| Fichtennueller, Jasmine A. | 01          |                     | Accounts Payable | PELL/EOG Bal     | 228.83             |
| Fink, Lori E.              | 01          |                     | Accounts Payable | PELL/EOG Bal     | 824.56             |
| Finkle, Shireen E.         | 01          |                     | Accounts Payable | Stafford In      | 229.89             |
| Finkle, Shireen E.         | 01          |                     | Accounts Payable | PELL/EOG Bal     | 691.13             |
| Fischbach, Jon T.          | 01          |                     | Accounts Payable | PELL/EOG GT      | 700.00             |
| Fisher, Jeannie H.         | 01          |                     | Accounts Payable | PELL/Bal         | 1,07.52            |
| Fisher, Teresa A.          | 01          |                     | Accounts Payable | PELL/Bal         | 1,584.91           |
| Fisher, Teresa A.          | 01          |                     | Accounts Payable | PELL/Bal         | 1,012.00           |
| Fitzsimmons, Stefanie L.   | 01          |                     | Accounts Payable | PELL/Bal         | 71.50              |
| Flannagan, Sara A.         | 01          |                     | Accounts Payable | PELL/Bal         | 452.88             |
| Fogel, Luann               | 01          |                     | Accounts Payable | PELL/EOG Bal     | 1,886.21           |
| Forren, Rachael L.         | 01          |                     | Accounts Payable | PELL/EOG Bal     | 444.48             |
| Forss, Dawn E.             | 01          |                     | Accounts Payable | PELL/Bal         | 411.00             |
| Frank, Denise R.           | 01          |                     | Accounts Payable | PELL/Bal         | 67.53              |
| Franklin, Terri A.         | 01          |                     | Accounts Payable | Stafford In      | 485.00             |
| Franklin, Terri A.         | 01          |                     | Accounts Payable | PELL/Bal         | 869.97             |
| Frederick, Angela M.       | 01          |                     | Accounts Payable | PELL/Bal         | 292.70             |
| French, Michel R.          | 01          |                     | Accounts Payable | PELL/EOG Bal     | 1,177.77           |
| Frichs, Bob L.             | 01          |                     | Accounts Payable | PELL/EOG Bal     | 988.82             |
| Frichs, Nancy M.           | 01          |                     | Accounts Payable | PELL/EOG Bal     | 1,648.55           |

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|-----------------------|-------------|---------------------|----------------|------------------|---------------|---------------|
| Frey, Tamara J.       | 01          |                     |                | Accounts Payable | PELL, Bal     | 32.09         |
| Frits, Seana K.       | 01          |                     |                | Accounts Payable | PELL, Gt      | 200.00        |
| Fronabarger, Billy T. | 01          |                     |                | Accounts Payable | PELL, Bal     | 214.89        |
| Fuegen, Matthew B.    | 01          |                     |                | Accounts Payable | PELL, Bal     | 554.55        |
| Fulkerson, Nicki M.   | 01          |                     |                | Accounts Payable | PELL, Bal     | 108.00        |
| Gabbard, Christina A. | 01          |                     |                | Accounts Payable | PELL/EOG, Bal | 931.86        |
| Gaffey, Bess A.       | 01          |                     |                | Accounts Payable | Pell, Bal     | 609.26        |
| Gallardo, Angela M.   | 01          |                     |                | Accounts Payable | PELL, Bal     | 1,120.00      |
| Gaspski, Crystal S.   | 01          |                     |                | Accounts Payable | PELL, Bal     | 639.12        |
| Garcia, James M.      | 01          |                     |                | Accounts Payable | PELL, Bal     | 1,060.65      |
| Garcia, Robert L.     | 01          |                     |                | Accounts Payable | PELL/EOG, Bal | 1,108.95      |
| Garcia, Vanessa L.    | 01          |                     |                | Accounts Payable | PELL, Bal     | 1,664.56      |
| Gardner, Judith N.    | 01          |                     |                | Accounts Payable | PELL, Bal     | 1,567.51      |
| Garrett, Mattie L.    | 01          |                     |                | Accounts Payable | PELL/EOG      | 165.25        |
| Garza, Jessica M.     | 01          |                     |                | Accounts Payable | PELL/EOG, Bal | 303.03        |
| Garza, Tara M.        | 01          |                     |                | Accounts Payable | Pell, Bal     | 1,565.82      |
| Geary, Lindsey M.     | 01          |                     |                | Accounts Payable | Stafford, In  | 485.00        |
| George, Catherine L.  | 01          |                     |                | Accounts Payable | PELL, Gt      | 266.90        |
| Geary, Lindsey M.     | 01          |                     |                | Accounts Payable | PELL/EOG      | 735.58        |
| Gibbons, Christina M. | 01          |                     |                | Accounts Payable | PELL/EOG      | 851.14        |
| Zibbler, Tanya M.     | 01          |                     |                | Accounts Payable | PELL/EOG      | 108.51        |
| Ziblin, Elizabeth A.  | 01          |                     |                | Accounts Payable | Stafford, Bal | 164.00        |
| Zinger, Patty K.      | 01          |                     |                | Accounts Payable | PELL/EOG      | 1,649.19      |
| Zlann, Alicia M.      | 01          |                     |                | Accounts Payable | PELL, Bal     | 675.04        |
| Zonalez, Aaron R.     | 01          |                     |                | Accounts Payable | MRS, Bal      | 18.66         |

| PAYEE/VENDOR          | FUND | ORGANIZATION | ACCOUNT          | COMMODITY     | ITEM | AMOUNT   |
|-----------------------|------|--------------|------------------|---------------|------|----------|
| Gonzalez, Aaron R.    | 01   |              | Accounts Payable | PELL/EOG      |      | 1,300.00 |
| Gonzalez, Deana M.    | 01   |              | Accounts Payable | Stafford Bal. |      | 209.81   |
| Good, Stacey L.       | 01   |              | Accounts Payable | PELL, Bal.    |      | 379.21   |
| Gordon, James R.      | 01   |              | Accounts Payable | PELL/EOG      |      | 1,330.25 |
| Gordon, Shawna R.     | 01   |              | Accounts Payable | Stafford Ln   |      | 636.32   |
| Gordon, Shawna R.     | 01   |              | Accounts Payable | PELL, Bal.    |      | 856.02   |
| Gould, Trudy L.       | 01   |              | Accounts Payable | Stafford Ln   |      | 636.32   |
| Gowan, Nicolle M.     | 01   |              | Accounts Payable | PELL, Bal.    |      | 279.63   |
| Granshaw, Martha P.   | 01   |              | Accounts Payable | PELL/EOG Bal  |      | 572.61   |
| Grant, Linda L.       | 01   |              | Accounts Payable | Online Refund |      | 121.00   |
| Gravilla, Michael C.  | 01   |              | Accounts Payable | PELL, Bal.    |      | 1,201.72 |
| Gray, Karen L.        | 01   |              | Accounts Payable | PELL, Bal.    |      | 1,383.64 |
| Gray, Kassandra L.    | 01   |              | Accounts Payable | PELL, Bal.    |      | 1,000.05 |
| Green, Charlene M.    | 01   |              | Accounts Payable | PELL, Bal.    |      | 934.90   |
| Greenwald, Kerri M.   | 01   |              | Accounts Payable | Online Refund |      | 82.00    |
| Greenwalt, Chris P.   | 01   |              | Accounts Payable | Stafford Loan |      | 848.75   |
| Greenwalt, Chris P.   | 01   |              | Accounts Payable | PELL, Bal.    |      | 1,154.97 |
| Greenwalt, William E. | 01   |              | Accounts Payable | PELL, Bal.    |      | 1,189.12 |
| Grobe, Jason J.       | 01   |              | Accounts Payable | PELL, Bal.    |      | 735.33   |
| Gross, Angela K.      | 01   |              | Accounts Payable | PELL, Bal.    |      | 365.34   |
| Grote, Carrie A.      | 01   |              | Accounts Payable | PELL, Bal.    |      | 1,561.42 |
| Gust, Stephanie A.    | 01   |              | Accounts Payable | PELL/EOG Bal  |      | 244.53   |
| Guttmann, Sean T.     | 01   |              | Accounts Payable | PELL, Bal.    |      | 400.00   |
| Haag, Sara N.         | 01   |              | Accounts Payable | PELL, Bal.    |      | 954.10   |
| Haibben, Amanda L.    | 01   |              | Accounts Payable | PELL, Bal.    |      | 480.10   |

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|-----------------------|------|------------------|----------------------------|-----------|-------------|
| Haenitsch, Sara E.    | 01   | Accounts Payable | PELL/EOG Bal               |           | 606.00      |
| Hagemann, Francine L. | 01   | Accounts Payable | PELL/EOG Bal               |           | 1,017.34    |
| Haley, Chad A.        | 01   | Accounts Payable | PELL Bal                   |           | 1,392.60    |
| Hamilton, Jessica M.  | 01   | Accounts Payable | PELL Bal                   |           | 712.37      |
| Hammert, Lindsey J.   | 01   | Accounts Payable | Stafford Bal               |           | 166.59      |
| Hamstra, Adam C.      | 01   | Accounts Payable | PELL Gt                    |           | 2,025.00    |
| Hancock, Jennifer A.  | 01   | Accounts Payable | Refund-FIN Assistance Only |           | 86.38       |
| Hanefel, Kenneth T.   | 01   | Accounts Payable | PELL Bal                   |           | 639.31      |
| Hansen, Tanya S.      | 01   | Accounts Payable | PELL Bal                   |           | 1,431.99    |
| Harbach, Lisa A.      | 01   | Accounts Payable | PELL/EOG Bal               |           | 606.26      |
| Hardin, Tiffany J.    | 01   | Accounts Payable | PELL/EOG Bal               |           | 815.29      |
| Harmon, Betty J.      | 01   | Accounts Payable | PELL/EOG Bal               |           | 815.00      |
| Harper, Jammie L.     | 01   | Accounts Payable | PELL Bal                   |           | 1,400.73    |
| Harrell, Jaimee J.    | 01   | Accounts Payable | PELL/EOG                   |           | 1,154.31    |
| Harrison, Dylan T.    | 01   | Accounts Payable | Stafford Ln                |           | 848.75      |
| Harrison, Pam R.      | 01   | Accounts Payable | PELL Bal                   |           | 2,005.00    |
| Harrison, Taylor      | 01   | Accounts Payable | Stafford Ln                |           | 636.32      |
| Hartje, Sarah A.      | 01   | Accounts Payable | PELL/EOG Bal               |           | 1,085.89    |
| Harts, Gabriel L.     | 01   | Accounts Payable | PELL Bal                   |           | 1,995.29    |
| Hay, Dustin E.        | 01   | Accounts Payable | PELL Bal                   |           | 50.00       |
| Hayes, David L.       | 01   | Accounts Payable | PELL Bal                   |           | 249.62      |
| Hazarria, Herminder   | 01   | Accounts Payable | Online Refund              |           | 14.00       |
| Head, Jared T.        | 01   | Accounts Payable | PELL Bal                   |           | 165.10      |
| Heckman, Brandy J.    | 01   | Accounts Payable | PELL Bal                   |           | 799.32      |
| Hedeen, Lori A.       | 01   | Accounts Payable | PELL Bal                   |           | 179.03      |

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|-----------------------|------|--------------|------------------|---------------|-------------|
| Hedgecock, Chl        | 01   |              | Accounts Payable | PELL Gt       | 2,025.00    |
| Heffelfinger, Dawn R. | 01   |              | Accounts Payable | PELL Gt       | 505.00      |
| Heitzler, Kelly K.    | 01   |              | Accounts Payable | PELL/EOG Bal  | 1,990.00    |
| Heifrich, Russell C.  | 01   |              | Accounts Payable | Stafford, Ln  | 636.32      |
| Heifrich, Russell C.  | 01   |              | Accounts Payable | PELL/EOG Gt   | 700.00      |
| Heifrich, William D.  | 01   |              | Accounts Payable | PELL Gt       | 850.00      |
| Heim, Mary Lou        | 01   |              | Accounts Payable | Online Refund | 30.00       |
| Hemminger, Tabitha J. | 01   |              | Accounts Payable | PELL Bal      | 1,040.68    |
| Hendrix, Greg M.      | 01   |              | Accounts Payable | PELL Bal      | 695.71      |
| Henkel, Kristin E.    | 01   |              | Accounts Payable | Online Refund | 60.00       |
| Herbertz, T. Anne     | 01   |              | Accounts Payable | PELL Bal      | 1,837.25    |
| Herbst, Jennifer L.   | 01   |              | Accounts Payable | PELL Bal      | 1,998.68    |
| Hibbard, Nicole M.    | 01   |              | Accounts Payable | PELL/EOG Bal  | 1,013.00    |
| Hibbard, Timothy S.   | 01   |              | Accounts Payable | PELL Gt       | 777.69      |
| Hibbard, Timothy S.   | 01   |              | Accounts Payable | PELL Bal      | 925.00      |
| Hicks, Amy S.         | 01   |              | Accounts Payable | PELL Gt       | 1,425.00    |
| Hicks, Kacie L.       | 01   |              | Accounts Payable | PELL Bal      | 85.00       |
| Hill, Lawrence R.     | 01   |              | Accounts Payable | Online Refund | 1,685.76    |
| Hill, Shannon A.      | 01   |              | Accounts Payable | Stafford, Ln  | 636.32      |
| Hilliard, Margaret P. | 01   |              | Accounts Payable | PELL Bal      | 968.19      |
| Hillman, Terrie M.    | 01   |              | Accounts Payable | PELL Bal      | 1,221.85    |
| Hines, Tina M.        | 01   |              | Accounts Payable | PELL Bal      | 243.07      |
| Hodge, Christina      | 01   |              | Accounts Payable | PELL/EOG Bal  | 624.38      |
|                       |      |              | Accounts Payable | PELL Bal      | 179.74      |

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|----------------------|-------------|---------------------|------------------|------------------|-------------|---------------|
| Hoefer, Jennesse M.  | 01          |                     | Accounts Payable | PELL Bal.        |             | 914.87        |
| Hoggard, Kelli A.    | 01          |                     | Accounts Payable | PELL Bal.        |             | 1,587.00      |
| Hook, Jeddiah K.     | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 39.01         |
| Horner, Kara L.      | 01          |                     | Accounts Payable | PELL/EOG         |             | 866.82        |
| Horner, Kara L.      | 01          |                     | Accounts Payable | MAP/LIA          |             | 925.00        |
| Housley, Sarah N.    | 01          |                     | Accounts Payable | PELL Gt          |             | 1,012.00      |
| Howard, Dina M.      | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 815.24        |
| Howard, Jennifer L.  | 01          |                     | Accounts Payable | PELL Bal         |             | 205.16        |
| Howard, William K.   | 01          |                     | Accounts Payable | ATHL School      |             | 50.00         |
| Hoyle, Diana         | 01          |                     | Accounts Payable | PELL /EOG Bal    |             | 53.41         |
| Hubbell, Ryan M.     | 01          |                     | Accounts Payable | PELL/EOG GT      |             | 1,262.00      |
| Hudgin, Cory J.      | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 867.60        |
| Hudson, Jennie A.    | 01          |                     | Accounts Payable | PELL/EOG         |             | 95.29         |
| Hughes, Lacy M.      | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 1,769.00      |
| Hughes, Rhonda K.    | 01          |                     | Accounts Payable | PELL Bal         |             | 1,472.56      |
| Hughes, Whitney M.   | 01          |                     | Accounts Payable | PELL Gt          |             | 400.00        |
| Hull, Tracie L.      | 01          |                     | Accounts Payable | PELL GT          |             | 1,356.00      |
| Humphrey, Lindsay R. | 01          |                     | Accounts Payable | PELL Bal         |             | 1,816.00      |
| Hunt, Janet L.       | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 1,727.51      |
| Hunt, Lloyd A.       | 01          |                     | Accounts Payable | PELL Bal         |             | 395.15        |
| Hussung, Anna M.     | 01          |                     | Accounts Payable | PELL /EOG Bal    |             | 300.80        |
| Hussung, Krista A.   | 01          |                     | Accounts Payable | PELL Bal         |             | 1,734.17      |
| Hyunh, Tam M.        | 01          |                     | Accounts Payable | PELL Gt          |             | 2,025.00      |
| Hyland, Rachel A.    | 01          |                     | Accounts Payable | PELL Bal         |             | 141.75        |
| Ingram, Amy L.       | 01          |                     | Accounts Payable | PELL Bal         |             | 1,517.74      |

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|---------------------|-------------|---------------------|------------------|------------------|-------------|---------------|
| Inman, Misty M.     | 01          |                     | Accounts Payable | PELL/EOG         |             | 1,114.25      |
| Jacinto, Salina C.  | 01          |                     | Accounts Payable | PELL/EOG         |             | 1,427.42      |
| Jackson, Amanda R.  | 01          |                     | Accounts Payable | PELL Bal         |             | 287.53        |
| Jackson, Joshua A.  | 01          |                     | Accounts Payable | PELL Bal         |             | 1,635.97      |
| Jacobs, Cathy S.    | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 775.52        |
| Jacobs, Franz R.    | 01          |                     | Accounts Payable | PELL GT          |             | 500.00        |
| Jacobs, Libby S.    | 01          |                     | Accounts Payable | PELL Bal         |             | 769.44        |
| Jenkins, Melissa L. | 01          |                     | Accounts Payable | PELL Bal         |             | 762.57        |
| Jensen, Monica N.   | 01          |                     | Accounts Payable | PELL Bal         |             | 191.53        |
| Johnson, Joshua R.  | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 1,625.64      |
| Johnson, Wesley     | 01          |                     | Accounts Payable | PELL Bal         |             | 914.30        |
| Jones, Aaron C.     | 01          | Stafford, In        | Accounts Payable | PELL Bal         |             | 636.32        |
| Jones, Amber R.     | 01          |                     | Accounts Payable | PELL Bal         |             | 736.75        |
| Jones, Andrew B.    | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 653.40        |
| Jones, Anieka M.    | 01          |                     | Accounts Payable | PELL Bal         |             | 720.47        |
| Jones, Patricia J.  | 01          |                     | Accounts Payable | PELL Bal         |             | 1,298.05      |
| Jones, Veronica     | 01          |                     | Accounts Payable | PELL Bal         |             | 424.84        |
| Jordan, Krystal M.  | 01          |                     | Accounts Payable | PELL GT          |             | 313.02        |
| Kaecker, Melissa M. | 01          |                     | Accounts Payable | PELL Bal         |             | 1,519.00      |
| Kaiser, Jennifer A. | 01          |                     | Accounts Payable | PELL GT          |             | 1,555.32      |
| Kaiser, Leah M.     | 01          |                     | Accounts Payable | PELL Bal         |             | 521.83        |
| Karper, Darci R.    | 01          |                     | Accounts Payable | PELL Bal         |             | 317.31        |
| Kaye, Veronica      | 01          |                     | Accounts Payable | PELL Bal         |             | 545.73        |
| Keene, Joshua A.    | 01          |                     | Accounts Payable | PELL Bal         |             | 258.52        |

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| Kellemen, Tamatha B. | 01          |                     | Accounts Payable | PELL/EOG         | 1,243.55           |
| Keller, Elliott F.   | 01          |                     | Accounts Payable | Online Refund    | 25.00              |
| Kelly, Christaann M. | 01          |                     | Accounts Payable | PELL/EOG Bal     | 279.49             |
| Kendrick, Craig E.   | 01          |                     | Accounts Payable | PELL/Bal         | 767.20             |
| Kesler, Erica L.     | 01          |                     | Accounts Payable | PELL/EOG Bal     | 2,997.13           |
| Kirk, Sandra M.      | 01          |                     | Accounts Payable | Stafford Ln      | 636.32             |
| Kirk, Sandra M.      | 01          |                     | Accounts Payable | PELL/EOG Bal     | 1,203.33           |
| Kisiel, June M.      | 01          |                     | Accounts Payable | PELL Gt          | 900.00             |
| Knowles, Ashley M.   | 01          |                     | Accounts Payable | PELL Bal         | 1,647.65           |
| Kobberman, Meghan E. | 01          |                     | Accounts Payable | PELL Bal         | 412.31             |
| Kodosky, David E.    | 01          |                     | Accounts Payable | PELL Bal         | 208.33             |
| Kofold, Adam W.      | 01          |                     | Accounts Payable | Stafford Bal     | 150.28             |
| Koning, Nathan L.    | 01          |                     | Accounts Payable | PELL/EOG Gt      | 2,275.00           |
| Kopitas, Sandra L.   | 01          |                     | Accounts Payable | PELL Bal         | 117.33             |
| Koppien, Marsha R.   | 01          |                     | Accounts Payable | Online Refund    | .83 .00            |
| Kowal, Anne C.       | 01          |                     | Accounts Payable | PELL Bal         | 1,330.00           |
| Kramer, Julie A.     | 01          |                     | Accounts Payable | PELL Bal         | 899.39             |
| Krone, Austin W.     | 01          |                     | Accounts Payable | PELL Bal         | 1,784.78           |
| Kulas, Nicole R.     | 01          |                     | Accounts Payable | PELL Bal         | 707.14             |
| Kutz, Jennifer A.    | 01          |                     | Accounts Payable | pell bal         | 965.53             |
| Lachat, Cayla J.     | 01          |                     | Accounts Payable | pell bal         | 1,267.25           |
| Lane, Kelly R.       | 01          |                     | Accounts Payable | PELL/EOG Bal     | 1,215.70           |
| Larry, Maribel       | 01          |                     | Accounts Payable | PELL/EOG Bal     | 744.53             |
| Larry, Maribel       | 01          |                     | Accounts Payable | Stafford Ln      | 1,273.61           |
| Larsen, Jamie L.     | 01          |                     | Accounts Payable | PELL Bal         | 408.75             |

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| <u>PAYEE/VENDOR</u>     | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM</u> | <u>AMOUNT</u> |
|-------------------------|-------------|---------------------|----------------|------------------|-------------|---------------|
| Lassiter, Bret E.       | 01          | Accounts Payable    | PELL/EOG Bal   |                  |             | 829.82        |
| Lauts, Amy L.           | 01          | Accounts Payable    | PELL Bal       |                  |             | 285.28        |
| Lauts, Cyndi E.         | 01          | Accounts Payable    | PELL Bal       |                  |             | 221.80        |
| Lawrence, Kale E.       | 01          | Accounts Payable    | PELL Bal       |                  |             | 21.13         |
| Leal, Martin J.         | 01          | Accounts Payable    | PELL Bal       |                  |             | 141.31        |
| Leal, Nicholas R.       | 01          | Accounts Payable    | PELL/EOG Bal   |                  |             | 732.36        |
| Leif, Jessica F.        | 01          | Accounts Payable    | PELL Bal       |                  |             | 631.00        |
| Lenington, Lyndsey L.   | 01          | Accounts Payable    | PELL Bal       |                  |             | 1,165.03      |
| Lenox, Cindy S.         | 01          | Accounts Payable    | PELL/EOG Bal   |                  |             | 179.40        |
| Lenz, Negeen M.         | 01          | Accounts Payable    | PELL Bal       |                  |             | 777.81        |
| Lerma, Tammy M.         | 01          | Accounts Payable    | PELL Bal       |                  |             | 455.98        |
| Lespérance, Michelle M. | 01          | Accounts Payable    | PELL Bal       |                  |             | 1,377.15      |
| Leuchtenberg, Holly C.  | 01          | Accounts Payable    | PELL Bal       |                  |             | 1,187.84      |
| Levesque, Elizabeth A.  | 01          | Accounts Payable    | PELL/EOG Bal   |                  |             | 553.56        |
| Lewandowski, Mary F.    | 01          | Accounts Payable    | PELL Bal       |                  |             | 915.00        |
| Lewis, Bobette L.       | 01          | Accounts Payable    | PELL Bal       |                  |             | 561.81        |
| Lilly, Patricia J.      | 01          | Accounts Payable    | PELL Bal       |                  |             | 1,117.11      |
| Lindsay, Chrystal D.    | 01          | Accounts Payable    | PELL Bal       |                  |             | 1,173.85      |
| Lindsey, Cynthia K.     | 01          | Accounts Payable    | PELL Bal       |                  |             | 1,934.00      |
| Lindstrom, Kayla K.     | 01          | Accounts Payable    | PELL Gt        |                  |             | 1,012.00      |
| Long, Kimberly A.       | 01          | Accounts Payable    | PELL Bal       |                  |             | 808.66        |
| Loemis, Cassey A.       | 01          | Accounts Payable    | PELL/EOG Bal   |                  |             | 730.21        |
| Love, Adam P.           | 01          | Accounts Payable    | PELL Bal       |                  |             | 169.00        |
| Love, Adam P.           | 01          | Accounts Payable    | Athi wavy bal  |                  |             | 39.00         |
| Lozano, Julie A.        | 01          | Accounts Payable    | PELL Bal       |                  |             | 931.01        |

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| PAYEE/VENDOR           | FUND | ORGANIZATION     | ACCOUNT       | COMMODITY | ITEM AMOUNT |
|------------------------|------|------------------|---------------|-----------|-------------|
| Lyons, Melissa A.      | 01   | Accounts Payable | PELL/BOG Bal. |           | 278.74      |
| Macchi, Brittany A.    | 01   | Accounts Payable | PELL Bal      |           | 1,056.86    |
| Machen, William T.     | 01   | Accounts Payable | PELL/BOG Bal  |           | 1,157.65    |
| Machen, William T.     | 01   | Accounts Payable | MAP/IAA       |           | 804.00      |
| Mackey, Tresa C.       | 01   | Accounts Payable | PELL Bal      |           | 333.44      |
| Maldonado, Michele L.  | 01   | Accounts Payable | PELL Bal      |           | 750.91      |
| March, Justin R.       | 01   | Accounts Payable | PELL Bal      |           | 652.02      |
| Marchek, Rebecca L.    | 01   | Accounts Payable | PELL Gt       |           | 2,025.00    |
| Marka, Pam S.          | 01   | Accounts Payable | PELL Bal      |           | 1,347.00    |
| Marley, Krista N.      | 01   | Accounts Payable | PELL Bal      |           | 1,254.19    |
| Marilli, Lisa M.       | 01   | Accounts Payable | PELL Bal      |           | 1,408.29    |
| Martin, Johnathan C.   | 01   | Accounts Payable | Online Refund |           | 60.00       |
| Martin, Monica L.      | 01   | Accounts Payable | PELL Bal      |           | 1,154.81    |
| Martinez, Ana L.       | 01   | Accounts Payable | PELL Bal      |           | 1,306.67    |
| Martinez, Baltazar     | 01   | Accounts Payable | PELL/BOG Bal  |           | 2,048.74    |
| Martinez, Elsa K.      | 01   | Accounts Payable | PELL Bal      |           | 841.57      |
| Mathis, Tasha M.       | 01   | Accounts Payable | PELL/BOG Bal  |           | 735.45      |
| Mattingly, Christi L.  | 01   | Accounts Payable | PELL Bal      |           | 977.13      |
| Maynard, Angela J.     | 01   | Accounts Payable | PELL Bal      |           | 397.00      |
| McBroom, Amanda J.     | 01   | Accounts Payable | PELL Bal      |           | 1,952.24    |
| McCann, Martha L.      | 01   | Accounts Payable | PELL Bal      |           | 564.04      |
| McCartney, Melissa J.  | 01   | Accounts Payable | PELL/BOG Bal  |           | 604.71      |
| McConnell, Alicia M.   | 01   | Accounts Payable | PELL Bal      |           | 1,995.00    |
| McCormick, Karrie L.   | 01   | Accounts Payable | PELL/BOG Bal  |           |             |
| McCullough, Heather N. | 01   | Accounts Payable | PELL Bal      |           |             |

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| PAYER/VENDOR         | FUND | ORGANIZATION | ACCOUNT          | COMMODITY     | ITEM AMOUNT |
|----------------------|------|--------------|------------------|---------------|-------------|
| McDaniel, Brandon J. | 01   |              | Accounts Payable | PELL Bal      | 651.11      |
| McFadden, Lynette S. | 01   |              | Accounts Payable | PELL/EOG Bal  | 375.72      |
| McGuire, Victoria    | 01   |              | Accounts Payable | PELL Bal      | 280.60      |
| McMunn, Amber F.     | 01   |              | Accounts Payable | PELL Bal      | 1,519.00    |
| McNees, April M.     | 01   |              | Accounts Payable | PELL Bal      | 1,094.25    |
| McNitt, Maggie       | 01   |              | Accounts Payable | PELL Bal      | 1,588.98    |
| McNitt, Ryan M.      | 01   |              | Accounts Payable | PELL Bal      | 555.14      |
| McPerryman, Bruce    | 01   |              | Accounts Payable | PELL Bal      | 294.02      |
| McWilliams, Ellen F. | 01   |              | Accounts Payable | PELL/EOG Bal  | 976.75      |
| Meintser, Sierra K.  | 01   |              | Accounts Payable | Stafford In   | 636.32      |
| Melendres, Jane M.   | 01   |              | Accounts Payable | Online Refund | 59.00       |
| Menchaca, Jose       | 01   |              | Accounts Payable | PELL Bal      | 206.00      |
| Mendoza, Dawn M.     | 01   |              | Accounts Payable | PELL Bal      | 758.77      |
| Meridian, Julie K.   | 01   |              | Accounts Payable | PELL Bal      | 1,043.41    |
| Meysma, Connie L.    | 01   |              | Accounts Payable | PELL Bal      | 1,114.60    |
| Merriman, Rachel C.  | 01   |              | Accounts Payable | PELL/EOG Bal  | 658.97      |
| Metz, Roger A.       | 01   |              | Accounts Payable | PELL Bal      | 317.34      |
| Meusel, Christina L. | 01   |              | Accounts Payable | PELL Bal      | 1,150.12    |
| Meyer, Paula S.      | 01   |              | Accounts Payable | Online Refund | 341.39      |
| Nayocks, Danielle J. | 01   |              | Accounts Payable | Online Refund | 115.00      |
| Michel, Amanda S.    | 01   |              | Accounts Payable | PELL/EOG Bal  | 1,675.65    |
| Miklaj, Terizija T.  | 01   |              | Accounts Payable | PELL/EOG Bal  | 878.27      |
| Miles, Tina A.       | 01   |              | Accounts Payable | PELL /EOG Bal | 884.39      |
| Miles, Todd C.       | 01   |              | Accounts Payable | PELL /EOG Bal | 1,437.00    |
|                      |      |              |                  | PELL Bal      | 423.85      |

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|----------------------|-------------|---------------------|------------------|------------------|-------------|---------------|
| Miller, Debra A.     | 01          |                     | Accounts Payable | PELL Bal         |             | 832.50        |
| Miller, Jennifer L.  | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 836.07        |
| Miller, Sheila L.    | 01          |                     | Accounts Payable | PELL Bal         |             | 849.16        |
| Miller, Stacie M.    | 01          |                     | Accounts Payable | PELL Bal         |             | 400.00        |
| Mills, Rusty K.      | 01          |                     | Accounts Payable | Online Refund    |             | 59.00         |
| Mimini, Lirim        | 01          |                     | Accounts Payable | PELL Bal         |             | 1,146.49      |
| Mimint, Mondi E.     | 01          |                     | Accounts Payable | PELL Bal         |             | 445.62        |
| Miranda, Monique S.  | 01          |                     | Accounts Payable | PELL Bal         |             | 163.00        |
| Modler, Amber M.     | 01          |                     | Accounts Payable | PELL Bal         |             | 123.75        |
| Modler, Rosemary A.  | 01          |                     | Accounts Payable | PELL Bal         |             | 300.00        |
| Mon, Karyn K.        | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 681.60        |
| Mon, Kevin L.        | 01          |                     | Accounts Payable | PELL Bal         |             | 493.72        |
| Monier, Brenda M.    | 01          |                     | Accounts Payable | PELL Bal         |             | 1,054.02      |
| Moore, Johnathan     | 01          |                     | Accounts Payable | PELL Bal         |             | 668.05        |
| Moore, Johnathan     | 01          |                     | Accounts Payable | Athl School      |             | 500.00        |
| Morales, Erik J.     | 01          |                     | Accounts Payable | PELL Bal         |             | 1,897.11      |
| Morgan, Cari L.      | 01          |                     | Accounts Payable | PELL Bal         |             | 253.00        |
| Morris, Donald L.    | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 698.32        |
| Morris, Shawn A.     | 01          |                     | Accounts Payable | PELL Bal         |             | 827.24        |
| Morris, Tracey E.    | 01          |                     | Accounts Payable | PELL Bal         |             | 288.28        |
| Mosbholder, Diane M. | 01          |                     | Accounts Payable | PELL Bal         |             | 753.00        |
| Murphy, Le E.        | 01          |                     | Accounts Payable | PELL Bal         |             | 498.02        |
| Murray, Audra        | 01          |                     | Accounts Payable | PELL Bal         |             | 1,624.71      |
| Myers, Ryan R.       | 01          |                     | Accounts Payable | PELL Bal         |             | 843.51        |
| Nailor, Brenda J     | 01          |                     | Accounts Payable | Online Refund    |             | 56.00         |

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|------------------------|-------------|---------------------|----------------|------------------|-------------|---------------|
| Nailor, Katie S.       | 01          | Accounts Payable    | PELL Bal       |                  | 1,795.29    |               |
| Nally, Scott W.        | 01          | Accounts Payable    | PELL GT        |                  | 500.00      |               |
| Nelson, Lindsey N.     | 01          | Accounts Payable    | PELL Bal       |                  | 351.52      |               |
| Newman, Audra N.       | 01          | Accounts Payable    | Stafford Bal   |                  | 140.64      |               |
| Newman, Jessica N.     | 01          | Accounts Payable    | PELL Bal       |                  | 507.00      |               |
| Newsome, Melony A.     | 01          | Accounts Payable    | PELL Bal       |                  | 402.13      |               |
| Nieto, Niko M.         | 01          | Accounts Payable    | PELL Bal       |                  | 438.81      |               |
| Noble, Jama L.         | 01          | Accounts Payable    | PELL Bal       |                  | 456.38      |               |
| Nunez, Reyna S.        | 01          | Accounts Payable    | PELL Bal       |                  | 1,468.11    |               |
| O'Connell, Dan B.      | 01          | Accounts Payable    | Athl School    |                  | 50.00       |               |
| Olaide, Sara M.        | 01          | Accounts Payable    | PELL Bal       |                  | 1,168.35    |               |
| Oldham, Nickaloo A.    | 01          | Accounts Payable    | PELL Bal       |                  | 910.59      |               |
| Olds, Christopher      | 01          | Accounts Payable    | Stafford In    |                  | 1,261.50    |               |
| Olds, Holly A.         | 01          | Accounts Payable    | PELL Bal       |                  | 636.32      |               |
| Olsen, Cory R.         | 01          | Accounts Payable    | PELL Bal       |                  | 1,236.93    |               |
| Ortgiesen, Karrie K.   | 01          | Accounts Payable    | Online Refund  |                  | 265.00      |               |
| Ortgiesen, Sherril R.  | 01          | Accounts Payable    | PELL Bal       |                  | 44.64       |               |
| Otto, Connii M.        | 01          | Accounts Payable    | PELL/EOG Bal   |                  | 1,132.01    |               |
| Owens, Kimberly R.     | 01          | Accounts Payable    | PELL Bal       |                  | 1,567.61    |               |
| Pace, Laurie D.        | 01          | Accounts Payable    | PELL Bal       |                  | 142.48      |               |
| Paschal, Chandra S.    | 01          | Accounts Payable    | PELL/EOG Bal   |                  | 152.19      |               |
| Patterson, Jennifer M. | 01          | Accounts Payable    | PELL Bal       |                  | 719.10      |               |
| Payne, Angela M.       | 01          | Accounts Payable    | PELL Bal       |                  | 1,425.25    |               |
| Payne, Tonya M.        | 01          | Accounts Payable    | PELL/EOG Bal   |                  | 1,077.60    |               |
| Penick, David A.       | 01          | Accounts Payable    | PELL Bal       |                  | 569.64      |               |

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|------------------------|-------------|---------------------|------------------|------------------|--------------------|
| Bernal, Patricia M.    | 01          |                     | Accounts Payable | PELL Gt          | 1,012.00           |
| Peretto, Nicole L.     | 01          |                     | Accounts Payable | PELL Bal         | 906.85             |
| Personette, Angela K.  | 01          |                     | Accounts Payable | PELL/EOG Bal     | 255.13             |
| Peterson, Josh D.      | 01          |                     | Accounts Payable | PELL/EOG Bal     | 320.84             |
| Phillips, Debi L.      | 01          |                     | Accounts Payable | PELL Bal         | 389.22             |
| Pritchard, Sara N.     | 01          |                     | Accounts Payable | PELL Bal         | 1,426.91           |
| Pohlhill, Jessica L.   | 01          |                     | Accounts Payable | PELL Bal         | 19.00              |
| Porter, Adam C.        | 01          |                     | Accounts Payable | PELL Bal         | 884.89             |
| Powers, Talia R.       | 01          |                     | Accounts Payable | PELL Bal         | 218.95             |
| Pratt, Amy S.          | 01          |                     | Accounts Payable | PELL Bal         | 11.75              |
| Pratt, Mélanie         | 01          |                     | Accounts Payable | PELL Bal         | 239.37             |
| Price, Jennifer E.     | 01          |                     | Accounts Payable | PELL/EOG Bal     | 956.39             |
| Pruiss, Jennie N.      | 01          |                     | Accounts Payable | PELL/EOG Bal     | 838.39             |
| Pruiss, Jennie N.      | 01          |                     | Accounts Payable | PELL-addtl       | .50                |
| Pruitt, Brianne R.     | 01          |                     | Accounts Payable | PELL/EOG Bal     | 622.25             |
| Przysucha, Kimberly A. | 01          |                     | Accounts Payable | PELL/Bal         | 275.00             |
| Puetz, Heidi L.        | 01          |                     | Accounts Payable | PELL/Bal         | 1,519.00           |
| Pyse, Tasha K.         | 01          |                     | Accounts Payable | PELL/EOG Bal     | 715.48             |
| Quintana, Camilo       | 01          |                     | Accounts Payable | PELL/Bal         | 802.33             |
| Rascon, Ann M.         | 01          |                     | Accounts Payable | PELL/EOG Bal     | 716.12             |
| Regalado, Barbara J.   | 01          |                     | Accounts Payable | PELL/Bal         | 1,972.43           |
| Reid, Garth A.         | 01          |                     | Accounts Payable | Athletic Schol   | 250.00             |
| Reul, Emily J.         | 01          |                     | Accounts Payable | PELL/EOG Bal     | 362.00             |
| Reyes, Melissa A.      | 01          |                     | Accounts Payable | PELL/Bal         | 1,054.74           |
| Reyes, Priscilla R.    | 01          |                     | Accounts Payable | PELL Bal         | 1,437.89           |

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|-------------------------|-------------|---------------------|------------------|------------------|-------------|---------------|
| Reynolds, Stephanie L.  | 01          |                     | Accounts Payable | PELL Bal         |             | 1,489.60      |
| Reza, Nicole A.         | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 905.00        |
| Richardson, Amanda M.   | 01          |                     | Accounts Payable | PELL Bal         |             | 59.06         |
| Richardson, April L.    | 01          |                     | Accounts Payable | PELL Bal         |             | 26.89         |
| Richardson, Paula S.    | 01          |                     | Accounts Payable | PELL Bal         |             | 712.73        |
| Rinehart, Ashley M.     | 01          |                     | Accounts Payable | Online Refund    |             | 144.00        |
| Rivera, Oralia          | 01          |                     | Accounts Payable | PELL Bal         |             | 739.20        |
| Roach, Jason E.         | 01          |                     | Accounts Payable | PELL Bal         |             | 746.39        |
| Roberts, Harrison M.    | 01          |                     | Accounts Payable | PELL Bal         |             | 1,379.33      |
| Roberts, Heather M.     | 01          |                     | Accounts Payable | PELL Bal         |             | 1,175.22      |
| Roberts, Nicole A.      | 01          |                     | Accounts Payable | PELL Bal         |             | 1,019.69      |
| Robinson, Monique K.    | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 719.58        |
| Rodriguez, Charlotte J. | 01          |                     | Accounts Payable | PELL Bal         |             | 555.25        |
| Rodriguez, Eunice       | 01          |                     | Accounts Payable | PELL BAL         |             | 1,971.87      |
| Rodriguez, Gloria J.    | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 1,653.08      |
| Rodriguez, Ray C.       | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 136.24        |
| Rodriguez, Stephanie    | 01          |                     | Accounts Payable | PELL Bal         |             | 525.25        |
| Rogers, Adrienne K.     | 01          |                     | Accounts Payable | PELL Bal         |             | 179.70        |
| Rogers, Catherine A.    | 01          |                     | Accounts Payable | PELL Bal         |             | 765.19        |
| Rogers, Jennifer M.     | 01          |                     | Accounts Payable | PELL Bal         |             | 661.82        |
| Rogers, Kristine B.     | 01          |                     | Accounts Payable | PELL Bal         |             | 828.35        |
| Roop, Diane K.          | 01          |                     | Accounts Payable | Online Refund    |             | 204.00        |
| Rosado, Cheryl L.       | 01          |                     | Accounts Payable | PELL Bal         |             | 770.16        |
| Rossi, Joseph A.        | 01          |                     | Accounts Payable | PELL Bal         |             | 1,448.65      |
| Ruch, Roxanne M.        | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 792.91        |

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| Ruch, Valarie A.              | 01          | Accounts Payable    | IL Mason School             | PELL Bal.        | 250.00             |
| Ruiz, Amanda R.               | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 225.00             |
| Rumboltz, Bruce G.            | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 1,015.47           |
| Rumley, John W.               | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 875.00             |
| Rumph, Charlene R.            | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 322.39             |
| Runble, Carrie S.             | 01          | Accounts Payable    | Refund-Fin. Assistance Only | Online Refund    | 70.38              |
| Ruppert, Katy                 | 01          | Accounts Payable    | Online Refund               | PELL Bal.        | 59.00              |
| Rus, Misty L.                 | 01          | Accounts Payable    | Athl. School Bal            | PELL Bal.        | 1,125.89           |
| Ryan, Tyler S.                | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 165.00             |
| Salgado, Ana S.               | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 271.53             |
| Salgado, Raciel               | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 225.17             |
| Sandoval, Jose E.             | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 1,470.98           |
| Sandoval, Richard             | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 780.45             |
| Sandoval-Herrera, Marcella M. | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 880.05             |
| Sandusky, Christine A.        | 01          | Accounts Payable    | Stafford Ln                 | PELL Bal.        | 1,609.07           |
| Sandusky, Julene M.           | 01          | Accounts Payable    | PELL Gt                     | PELL Bal.        | 1,012.00           |
| Sanford, Sara J.              | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 636.32             |
| Sanford, Sara J.              | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 143.24             |
| Santiago, Leilda K.           | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 479.05             |
| Scanlan, Christina M.         | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 968.17             |
| Scarborough, Cynthia M.       | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 1,107.03           |
| Schryver, Lindsey D.          | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 26.22              |
| Schulte, Crystal L.           | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 1,068.61           |
| Schultz, Jason S.             | 01          | Accounts Payable    | PELL Bal.                   | PELL Bal.        | 949.78             |
| Schultz, Kevin M.             | 01          | Accounts Payable    | PELL Gt                     | PELL Gt          | 506.00             |

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|-----------------------|-------------|---------------------|------------------|------------------|-------------|---------------|
| Scopes, Kate E.       | 01          |                     | Accounts Payable | Stafford         | Bal         | 352.83        |
| Seaworth, Ann M.      | 01          |                     | Accounts Payable | PELL             | Bal         | 1,218.27      |
| Seible, Ryan B.       | 01          |                     | Accounts Payable | Stafford         | In          | 1,697.50      |
| Seible, Ryan B.       | 01          |                     | Accounts Payable | Stafford         | In          | 1,697.50      |
| Selman, Barbara A.    | 01          |                     | Accounts Payable | PELL             | Bal         | 448.64        |
| Serrano, Veronica     | 01          |                     | Accounts Payable | PELL             | Bal         | 489.96        |
| Setchell, Abby A.     | 01          |                     | Accounts Payable | PELL             | Bal         | 1,284.82      |
| Shank, Christopher M. | 01          |                     | Accounts Payable | PELL             | Bal         | 718.17        |
| Sharp, Jennifer K.    | 01          |                     | Accounts Payable | PELL/EOG         | Bal         | 1,439.99      |
| Shaw, Susan L.        | 01          |                     | Accounts Payable | PELL/EOG         | Bal         | 391.58        |
| Shearer, Austin J.    | 01          |                     | Accounts Payable | PELL/EOG         | Bal         | 1,680.67      |
| Shelley, Sarah N.     | 01          |                     | Accounts Payable | PELL             | Bal         | 902.75        |
| Shelley, Jennifer L.  | 01          |                     | Accounts Payable | PELL             | Bal         | 1,535.44      |
| Shelley, Tori L.      | 01          |                     | Accounts Payable | PELL             | Bal         | 1,737.40      |
| Sheridan, Tina L.     | 01          |                     | Accounts Payable | PELL             | Bal         | 460.32        |
| Sheridan, Tina L.     | 01          |                     | Accounts Payable | Online Refund    |             | 180.00        |
| Shipman, Larry D.     | 01          |                     | Accounts Payable | PELL/EOG         | Bal         | 856.98        |
| Shipman, Mary E.      | 01          |                     | Accounts Payable | PELL/EOG         | Bal         | 1,451.65      |
| Shippert, Eric F.     | 01          |                     | Accounts Payable | Stafford         | In          | 636.32        |
| Shippert, Eric F.     | 01          |                     | Accounts Payable | PELL             | Bal         | 650.01        |
| Shoemaker, Stacy L.   | 01          |                     | Accounts Payable | Online Refund    |             | 60.00         |
| Shugars, Rae L.       | 01          |                     | Accounts Payable | PELL             | Bal         | 876.53        |
| Shuman, Heather S.    | 01          |                     | Accounts Payable | PELL/EOG         | Bal         | 1,263.00      |
| Sierra, Angel R.      | 01          |                     | Accounts Payable | PELL/EOG         | Bal         | 1,287.16      |
| Sikkema, Kristine R.  | 01          |                     | Accounts Payable | PELL/EOG         |             | 645.84        |

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|----------------------|-------------|---------------------|------------------|-----------------------|
| Silva, Samantha R.   | 01          |                     | Accounts Payable | PELL Bal 617.66       |
| Simpson, Maureen D.  | 01          |                     | Accounts Payable | PELL Bal 1,505.50     |
| Sinderman, Gary L.   | 01          |                     | Accounts Payable | PELL Gt. 1,050.00     |
| Sleck, Cynthia L.    | 01          |                     | Accounts Payable | PELL Gt. 437.47       |
| Sleck, Cynthia L.    | 01          |                     | Accounts Payable | PELL Bal 207.17       |
| Slick, Jun R.        | 01          |                     | Accounts Payable | PELL Gt. 413.00       |
| Slifer, Amy J.       | 01          |                     | Accounts Payable | Stafford Ln 635.32    |
| Slifer, Amy J.       | 01          |                     | Accounts Payable | PELL Bal 1,038.87     |
| Slusser, Tina M.     | 01          |                     | Accounts Payable | PELL Bal 976.31       |
| Slutz, Samantha L.   | 01          |                     | Accounts Payable | PELL/EOG Bal 1,437.79 |
| Smith, Angela M.     | 01          |                     | Accounts Payable | PELL Bal 807.54       |
| Smith, Bethany E.    | 01          |                     | Accounts Payable | PELL/EOG Bal 1,644.01 |
| Smith, Michelle R.   | 01          |                     | Accounts Payable | PELL Bal 1,672.12     |
| Smith, Ramona D.     | 01          |                     | Accounts Payable | PELL Bal 1,173.60     |
| Smith, Vanessa L.    | 01          |                     | Accounts Payable | PELL/EOG Bal 247.78   |
| Snyder, Sarah K.     | 01          |                     | Accounts Payable | PELL/EOG Bal 975.30   |
| Sosa, Adolfo F.      | 01          |                     | Accounts Payable | PELL Bal 1,274.64     |
| Spencer, Rachael I.  | 01          |                     | Accounts Payable | PELL Bal 587.82       |
| Spinelli, Kathryn A. | 01          |                     | Accounts Payable | PELL Bal 470.86       |
| Squire, Peggy J.     | 01          |                     | Accounts Payable | Stafford Ln 1,339.92  |
| Staats, Richard P.   | 01          |                     | Accounts Payable | PELL Bal 427.15       |
| Stahn, Michael M.    | 01          |                     | Accounts Payable | PELL Bal 1.25         |
| Stambaugh, Faith V.  | 01          |                     | Accounts Payable | PELL Bal 837.72       |
| Stanley, Ashley D.   | 01          |                     | Accounts Payable | PELL Bal 455.00       |
| Stack, Teresa D.     | 01          |                     | Accounts Payable | PELL Bal 395.74       |

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|------------------------|------|--------------|------------------|---------------|----------|
|                        |      |              |                  | COMMODITY     |          |
| Stauffer, Heather A.   | 01   |              | Accounts Payable | PELL/EOG Bal  | 1,479.73 |
| Stegmaier, Jennifer A. | 01   |              | Accounts Payable | PELL Bal      | 350.31   |
| Stephens, Kelly A.     | 01   |              | Accounts Payable | PELL Bal      | 1,310.51 |
| Stern, Mary L.         | 01   |              | Accounts Payable | PELL Bal      | 940.57   |
| Stewart, Matthew R.    | 01   |              | Accounts Payable | PELL Bal      | 145.35   |
| Stoecker, Lyn A.       | 01   |              | Accounts Payable | PELL/EOG Bal  | 1,226.41 |
| Strader, Tanya L.      | 01   |              | Accounts Payable | PELL Bal      | 1,339.03 |
| Strand, Charlie A.     | 01   |              | Accounts Payable | PELL/EOG Bal  | 1,155.91 |
| Stroup, Rebecca D.     | 01   |              | Accounts Payable | PELL/EOG Bal  | 1,429.04 |
| Stuart, Dwayne N.      | 01   |              | Accounts Payable | PELL/EOG Bal  | 1,012.67 |
| Styles, Gary L.        | 01   |              | Accounts Payable | PELL Bal      | 260.69   |
| Styles, Tracy L.       | 01   |              | Accounts Payable | PELL/EOG Bal  | 637.63   |
| Sullivan, Kelly M.     | 01   |              | Accounts Payable | PELL/EOG Bal  | 1,023.00 |
| Sunahara, Judith A.    | 01   |              | Accounts Payable | PELL Bal      | 1,017.60 |
| Swardson, Jennifer L.  | 01   |              | Accounts Payable | PELL/EOG Bal  | 1,305.45 |
| Szafranski, Nicole A.  | 01   |              | Accounts Payable | PELL Gt.      | 1,500.00 |
| Taylor, Lori A.        | 01   |              | Accounts Payable | PELL Bal      | 1,050.00 |
| Taylor, Virginia L.    | 01   |              | Accounts Payable | Online Refund | 10.00    |
| Terrick, Robin L.      | 01   |              | Accounts Payable | Online Refund | 63.00    |
| Taylor, Virginia L.    | 01   |              | Accounts Payable | Online Refund | 10.00    |
| Thibado, Terri A.      | 01   |              | Accounts Payable | Stafford Ln   | 849.27   |
| Thibado, Terri A.      | 01   |              | Accounts Payable | PELL Bal      | 636.32   |
| Thomas, Kelly E.       | 01   |              | Accounts Payable | PELL Bal      | 1,303.96 |
| Thomas, Macie A.       | 01   |              | Accounts Payable | PELL Bal      | 524.33   |
|                        |      |              | Accounts Payable | PELL Bal      | 1,657.67 |

| <u>PAYER/VENDOR</u>       | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>   | <u>COMMODITY</u> | <u>ITEM</u> | <u>AMOUNT</u> |
|---------------------------|-------------|---------------------|------------------|------------------|-------------|---------------|
| Thomas, Raymond E.        | .01         |                     | Accounts Payable | PELL Bal         |             | 407.36        |
| Thompson, Caprice L.      | 01          |                     | Accounts Payable | PELL Bal         |             | 832.03        |
| Thompson, Isabell I.      | 01          |                     | Accounts Payable | PELL Bal         |             | 787.40        |
| Thompson, Isabell I.      | 01          |                     | Accounts Payable | PELL Add'l       |             | .20           |
| Thompson, Steven J.       | 01          |                     | Accounts Payable | PELL Bal         |             | 1,714.52      |
| Thorman, Carrie J.        | 01          |                     | Accounts Payable | PELL Bal         |             | 939.98        |
| Toney, Jeremy J.          | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 529.30        |
| Toomser, Alan M.          | 01          |                     | Accounts Payable | PELL Bal         |             | 1,602.98      |
| Tornow, Heather C.        | 01          |                     | Accounts Payable | Stafford Bal     |             | 3609.41       |
| Tosi, Tammy T.            | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 35.50         |
| Tracy, Shannon M.         | 01          |                     | Accounts Payable | PELL Bal         |             | 1,692.71      |
| Tucker, Paul R.           | 01          |                     | Accounts Payable | Stafford In      |             | 636.32        |
| Tucker, Paul R.           | 01          |                     | Accounts Payable | PELL/EOG Bal     |             | 622.02        |
| Tylkowski, Roy M.         | 01          |                     | Accounts Payable | PELL Bal         |             | 992.53        |
| Unger, Mike E.            | 01          |                     | Accounts Payable | PELL Bal         |             | 422.28        |
| Urrutia-Diaz, Francine E. | 01          |                     | Accounts Payable | PELL Gt          |             | 200.00        |
| Valdez, Karina            | 01          |                     | Accounts Payable | PELL Bal         |             | 1,103.06      |
| Vallez, Michael L.        | 01          |                     | Accounts Payable | PELL             |             | 1,012.00      |
| Van Horn, Kayla R.        | 01          |                     | Accounts Payable | PELL Bal         |             | 842.64        |
| Vandyke, Janice M.        | 01          |                     | Accounts Payable | PELL/EOG         |             | 844.06        |
| VanLanduit, Ryan D.       | 01          |                     | Accounts Payable | Stafford In      |             | 636.32        |
| Yargas, Magdalena         | 01          |                     | Accounts Payable | PELL/EOG         |             | 272.53        |
| Vasquez, Carega L.        | 01          |                     | Accounts Payable | PELL Bal         |             | 371.56        |
| Vasquez, Diana            | 01          |                     | Accounts Payable | Stafford In      |             | 1,261.00      |
| Vasquez, Diana            | 01          |                     | Accounts Payable | Stafford In      |             | 1,261.00      |

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|------------------------|-------------|---------------------|------------------|---------------|---------------|
| Vasquez, Diana         | 01          |                     | Accounts Payable | PELL Bal      | 954.15        |
| Vaughn, Judith A.      | 01          |                     | Accounts Payable | PELL Bal      | 387.83        |
| Vaughn, Julie A.       | 01          |                     | Accounts Payable | Stafford Ln   | 963.21        |
| Vaughn, Julie A.       | 01          |                     | Accounts Payable | Stafford Ln   | 962.24        |
| Vega, Elizabeth G.     | 01          |                     | Accounts Payable | PELL Bal      | 1,329.00      |
| Velazquez, Julia C.    | 01          |                     | Accounts Payable | PELL Bal      | 1,312.00      |
| Verhulst, Justin T.    | 01          |                     | Accounts Payable | PELL Bal      | 1,520.20      |
| Vernalist, Shirley L.  | 01          |                     | Accounts Payable | PELL Bal      | 10.00         |
| Villa, Ann N.          | 01          |                     | Accounts Payable | PELL Bal      | 527.12        |
| Vinson, Tammy L.       | 01          |                     | Accounts Payable | PELL/EOG Bal  | 135.00        |
| Volkmann, Danielle E.  | 01          |                     | Accounts Payable | PELL Bal      | 1,407.73      |
| Vondra, Andrea         | 01          |                     | Accounts Payable | PELL Bal      | 325.89        |
| Vorikahl, Ross J.      | 01          |                     | Accounts Payable | Stafford Bal  | 121.31        |
| Wade, Jodie L.         | 01          |                     | Accounts Payable | PELL Bal      | 183.24        |
| Wagner, Bradley W.     | 01          |                     | Accounts Payable | PELL Bal      | 86.51         |
| Wagner, Nancy S.       | 01          |                     | Accounts Payable | Online Refund | 11.00         |
| Waite, Jacqueline P.   | 01          |                     | Accounts Payable | PELL/EOG Bal  | 100.00        |
| Wakely, Crystal D.     | 01          |                     | Accounts Payable | PELL Gt       | 350.00        |
| Wallingford, Kurt S.   | 01          |                     | Accounts Payable | PELL Bal      | 200.00        |
| Ward, Nicole M.        | 01          |                     | Accounts Payable | PELL Bal      | 1,302.62      |
| Warkentin, Barbara A.  | 01          |                     | Accounts Payable | PELL Bal      | 199.98        |
| Washington, William B. | 01          |                     | Accounts Payable | PELL Bal      | 1,833.67      |
| Webb, Aaron R.         | 01          |                     | Accounts Payable | PELL Bal      | 741.00        |
| Weegens, Lisa K.       | 01          |                     | Accounts Payable | PELL Bal      | 337.87        |
| Weerts, Laurel M.      | 01          |                     | Accounts Payable | PELL Bal      | 512.48        |

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|-------------------------|-------------|---------------------|------------------|------------------|--------------------|
| Watts, Brad M.          | 01          |                     | Accounts Payable | Online Refund    | 140.00             |
| Wegner, Stephanie R.    | 01          |                     | Accounts Payable | PELL Bal         | 1,051.28           |
| Weier, John P.          | 01          |                     | Accounts Payable | Online Refund    | 83.00              |
| Werle, Donita S.        | 01          |                     | Accounts Payable | PELL Gt          | 1,013.00           |
| Wesseis, Josette L.     | 01          |                     | Accounts Payable | PELL/EOG Bal     | 1,004.92           |
| Wetzell, Brad D.        | 01          |                     | Accounts Payable | PELL Bal         | 171.12             |
| Wetzell, Danielle B.    | 01          |                     | Accounts Payable | PELL/EOG         | 802.19             |
| Whaley, Mary K.         | 01          |                     | Accounts Payable | PELL Gt          | 675.00             |
| White, Amanda D.        | 01          |                     | Accounts Payable | PELL Bal         | 39.04              |
| White, Nichole F.       | 01          |                     | Accounts Payable | PELL/EOG         | B01.73             |
| Whitmore, Christina A.  | 01          |                     | Accounts Payable | Stafford Ln      | 636.32             |
| Whitmore, Christina A.  | 01          |                     | Accounts Payable | PELL/EOG Bal     | 618.02             |
| Widolff, Amy M.         | 01          |                     | Accounts Payable | PELL Gt          | 612.75             |
| Wiersma, Lisan L.       | 01          |                     | Accounts Payable | PELL Bal         | 119.30             |
| Wilcox, Elizabeth       | 01          |                     | Accounts Payable | PELL Bal         | 360.50             |
| Williams, Jennifer S.   | 01          |                     | Accounts Payable | PELL/EOG Bal     | 21.12              |
| Williams, Katherine F.  | 01          |                     | Accounts Payable | Online Refund    | 59.00              |
| Williamson, Jilleean M. | 01          |                     | Accounts Payable | Stafford Ln      | 636.32             |
| Williamson, Jilleean M. | 01          |                     | Accounts Payable | PELL/EOG Bal     | 491.17             |
| Willingham, Justin D.   | 01          |                     | Accounts Payable | Athl School Bal  | 335.00             |
| Wilson, Alisha A.       | 01          |                     | Accounts Payable | PELL Bal         | 347.89             |
| Wilson, Djona M.        | 01          |                     | Accounts Payable | PELL/EOG Bal     | 1,163.16           |
| Wilson, Kayla M.        | 01          |                     | Accounts Payable | PELL/EOG Bal     | 1,121.41           |
| Winters, Krystal M.     | 01          |                     | Accounts Payable | PELL Bal         | 1,815.41           |
| Wise, Kristin           | 01          |                     | Accounts Payable | PELL/EOG         | 55.77              |

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|----------------------------|------|--------------|-------------------|---------------------------|----------|
|                            |      |              |                   | ITEM                      | AMOUNT   |
| Wise, Kristin              | 01   |              | Accounts Payable  | MAP                       | 323.00   |
| Wolber, Sheli L.           | 01   |              | Accounts Payable  | PELL/EOG                  | 261.80   |
| Wolf, Chad M.              | 01   |              | Accounts Payable  | PELL/EOG Gt               | 439.75   |
| Wolf, Heather A.           | 01   |              | Accounts Payable  | PELL                      | 1,921.27 |
| Wolf, Megan C.             | 01   |              | Accounts Payable  | PELL/EOG Bal              | 1,371.87 |
| Wolf, Michael J.           | 01   |              | Accounts Payable  | Online Refund             | 63.00    |
| Wolfe, Paul R.             | 01   |              | Accounts Payable  | PELL Bal                  | 25.00    |
| Wolffley, Natalie M.       | 01   |              | Accounts Payable  | Stafford In               | 636.32   |
| Wright, Christa A.         | 01   |              | Accounts Payable  | PELL/EOG Bal              | 954.77   |
| Wright, Christa A.         | 01   |              | Accounts Payable  | MAP Gt                    | 277.00   |
| Wurtzel, Nevada J.         | 01   |              | Accounts Payable  | PELL Gt                   | 12.14    |
| Wyre, Tiffany L.           | 01   |              | Accounts Payable  | Stafford In               | 636.32   |
| Wyre, Tiffany L.           | 01   |              | Accounts Payable  | PELL Bal                  | 358.26   |
| Yakum, Joy L.              | 01   |              | Accounts Payable  | PELL Gt                   | 598.66   |
| Young, Alisha A.           | 01   |              | Accounts Payable  | PELL Bal                  | 71.77    |
| Yucus, Jennifer A.         | 01   |              | Accounts Payable  | PELL Gt                   | 771.79   |
| Zell, Crystal S.           | 01   |              | Accounts Payable  | PELL BAL                  | 212.00   |
| Zellar, Susan M.           | 01   |              | Accounts Payable  | Online Refund             | 87.00    |
| Zellar, Susan M.           | 01   |              | Accounts Payable  | PELL Bal                  | 52.00    |
| Zigler, Nathan E.          | 01   |              | Accounts Payable  | PELL Bal                  | 1,058.68 |
| Zink, Laurissa M.          | 01   |              | Accounts Payable  | PELL Bal                  | 1,406.27 |
| Zook, Amanda J.            | 01   |              | Accounts Payable  | PELL Bal                  | 850.64   |
| Zuidema, Amy L.            | 01   |              | Accounts Payable  | PELL Bal                  | 598.77   |
| Zuidema, Kimberly K.       | 01   |              | Accounts Payable  | PELL/EOG Bal              | 700.91   |
| Consolidated Management Co | 01   |              | Cafeteria payable | March Purch-A-Lunch Sales | 6,660.00 |

| <u>PAYER/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>             | <u>COMMODITY</u>                                    | <u>ITEM AMOUNT</u> |
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|                                |             |                     |                            |   |                    |
| Lake Land College              | 01          | Board of Trustees   | Consultants                | Consultant 4/7/04                                   | 1,000.00           |
| Ward, Murray, Pace, & Johnson, | 01          | Board of Trustees   | Legal Services             | Legal Services for Section 457 Plan                 | 3,102.00           |
| Ward, Murray, Pace, & Johnson, | 01          | Board of Trustees   | Legal Services             | General Legal Services Feb                          | 978.75             |
| Illinois Community College Tru | 01          | Board of Trustees   | Publications and Dues      | 2 Copies of Illinois Public Comm College Act 4th E  | 60.00              |
| Sauk Valley Newspapers         | 01          | Board of Trustees   | Advertising                | Open Purchase Order/Publication-Legal Notices 03-04 | 168.00             |
| Consolidated Management Co     | 01          | Board of Trustees   | Conference/Meeting Expense | Refreshments For Monthly Board Meeting              | 34.00              |
| Thompson, Robert J.            | 01          | Board of Trustees   | Conference/Meeting Expense | Travel-ICCTA Meeting 3/19/04                        | 241.10             |
| Formstart Inc                  | 01          | President           | Office Supplies            | B-1/2x11 Letterhead-Off. of Pres.                   | 34.50              |
| Flowerland                     | 01          | President           | Other Conference & Meeting | Flowers-D. Peterson Funeral                         | 36.00              |
| Lundgren's Inc                 | 01          | College Relations   | Office Supplies            | Service Awards Photos                               | 17.73              |
| Lundgren's Inc                 | 01          | College Relations   | Office Supplies            | Service Awards Photos                               | 17.73              |
| Lundgren's Inc                 | 01          | College Relations   | Office Supplies            | Distinguished Service Awards Photos                 | 25.72              |
| Amboy News                     | 01          | College Relations   | Publications and Dues      | 1 Year Subscription                                 | 23.00              |
| CASE Membership                | 01          | College Relations   | Publications and Dues      | Book-Case Mgmt & Reporting Standards                | 55.90              |
| Castile Print Tech             | 01          | College Relations   | Publications and Dues      | Summer/Fall 2004 Class Schedules                    | 6,920.00           |
| Phillips Brothers Printers     | 01          | College Relations   | Advertising                | Printing 10000 copies of 2004-06 College Catalog    | 12,048.40          |
| SBC                            | 01          | College Relations   | Advertising                | Advertising March 2004                              | 168.00             |
| Sauk Valley Newspapers         | 01          | College Relations   | Advertising                | March Advertising                                   | 741.69             |
| Withers Broadcasting           | 01          | College Relations   | Advertising                | March Advertising                                   | 1,655.17           |
| Lyons, Calvin W.               | 01          | College Relations   | Conference/Meeting Expense | Travel-ICCTA Meeting 1/16/04                        | 121.50             |
| Xerox Corporation              | 01          | Printshop           | Maintenance Services       | Maintenance Services                                | 170.00             |
| Xerox Corporation              | 01          | Printshop           | Maintenance Services       | DC 555 Copier Lease Payment & Supplies              | 53.00              |
| Xerox Corporation              | 01          | Printshop           | Maintenance Services       | 5995 Copier Lease Payments & Supplies               | 460.60             |
| Xerox Corporation              | 01          | Printshop           | Maintenance Services       | DC 2240 Copier Lease Payment & Supplies             | 1,904.30           |
| Xerox Corporation              | 01          | Printshop           | Maintenance Services       |   | 972.31             |

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|-------------------------------|-------------|-----------------------------|----------------------------|--|--------------------|
| Xerox Corporation             | 01          | Printshop                   | Maintenance Services       | Leasing & Meter Usage Charge For Contract 5818     | 32.70              |
| Bandai                        | 01          | Printshop                   | Purchases for Resale       | 8-17/x11 20# Hammermill Tidal MP                   | 920.00             |
| Midland Paper                 | 01          | Printshop                   | Purchases for Resale       | 11x17 White Cougar sm fine white 70#               | 919.73             |
| Xerox Corporation             | 01          | Printshop                   | Purchases for Resale       | Staples for DC555                                  | 75.00              |
| Xerox Corporation             | 01          | Printshop                   | Purchases for Resale       | 003R00721 FMP 4024 8.5x11 Paper (quant. 80)        | 1,912.00           |
| Xerox Corporation             | 01          | Printshop                   | Debt Principal Retirement  | DC 555 Copier Lease Payment & Supplies             | 433.63             |
| Xerox Corporation             | 01          | Printshop                   | Debt Principal Retirement  | 5995 Copier Lease Payments & Supplies              | 407.45             |
| Xerox Corporation             | 01          | Printshop                   | Debt Principal Retirement  | DC 2240 Copier Lease Payment & Supplies            | 221.08             |
| Xerox Corporation             | 01          | Printshop                   | Interest                   | Leasing & Meter Usage Charge For Contract 5818     | 199.64             |
| Xerox Corporation             | 01          | Printshop                   | Interest                   | Copy Count   | 36.00              |
| Xerox Corporation             | 01          | Printshop                   | Interest                   | Department Bookstore Charges                       | 3.36               |
| Xerox Corporation             | 01          | Printshop                   | Interest                   | Bookstore Charges                                  | 4.45               |
| Xerox Corporation             | 01          | Printshop                   | Interest                   | Telephone Supplies                                 | 37.08              |
| Xerox Corporation             | 01          | Printshop                   | Lease Installment Payments | 109th Annual Meeting Registration For Linda Little | 190.00             |
| SBM Business Equipment Center | 01          | Information Center          | Maintenance Services       | Registration Fee For January 16 2004 Reg. Workshop | 95.00              |
| Follett Bookstore             | 01          | Information Center          | Office Supplies            | Travel-NCA 3/30/04                                 | 572.86             |
| Follett Bookstore             | 01          | Information Center          | Other Supplies             |  |                    |
| Menards                       | 01          | Information Center          | Other Supplies             |  |                    |
| Higher Learning Commission    | 01          | Grant, Planning, & Research | Conference/Meeting Expense |  |                    |
| Higher Learning Commission    | 01          | Grant, Planning, & Research | Conference/Meeting Expense |  |                    |
| Little, Linda                 | 01          | Grant, Planning, & Research | Conference/Meeting Expense |  |                    |

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| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>               | <u>ACCOUNT</u>             | <u>COMMODITY</u>                                    | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|-----------------------------------|----------------------------|---|--------------------|
| North Central Assoc. of Colleg | 01          | Grant, Planning, & Research       | Conference/Meeting Expense | 109th Annual Meeting Registration for Linda Little  | 190.00             |
| North Central Assoc. of Colleg | 01          | Grant, Planning, & Research       | Conference/Meeting Expense | Registration Fee for January 16, 2004 Reg. Workshop | 95.00              |
| ACT-CAAP Customer Services     | 01          | Other Instructional               | Consultants                | Testing Materials-Order Form Attached               | 8,890.40           |
| SBM Business Equipment Center  | 01          | Other Instructional               | Maintenance Services       | Repair Paper Shredder                               | 68.00              |
| SBM Business Equipment Center  | 01          | Other Instructional               | Maintenance Services       | Copier Monthly Maintenance for FY 04                | 38.61              |
| Consolidated Management Co     | 01          | Other Instructional               | Instructional Supplies     | Refreshments for IT Dept Tech Showcase              | 96.00              |
| Electric Lounge Inc            | 01          | Other Instructional               | Conference/Meeting Expense | Conf 3/22/04-Iwaasa/Murray                          | 1,790.00           |
| ISSRT                          | 01          | Other Instructional               | Conference/Meeting Expense | Conference 4/21/04                                  | 320.60             |
| Kidder, Mary L.                | 01          | Other Instructional               | Conference/Meeting Expense | Travel-Conf 4/3/04                                  | 686.64             |
| Lincoln Land Community College | 01          | Other Instructional               | Conference/Meeting Expense | Conference 4/30/04                                  | 210.00             |
| Murray, Kris A.                | 01          | Other Instructional               | Conference/Meeting Expense | Travel-Conf Schaumburg 3/24/04                      | 322.50             |
| Norris, Randall                | 01          | Other Instructional               | Conference/Meeting Expense | Conference/Meeting Expense                          | 406.25             |
| Consolidated Management Co     | 01          | Other Instructional               | Other Conference & Meeting | Lunch Spring Workshop                               | 1,120.00           |
| Higher Learning Commission     | 01          | Dean of Arts, Social Sciences & P | Conference/Meeting Expense | NCA Conference Registration                         | 210.00             |
| Kennedy, Patrick               | 01          | Dean of Arts, Social Sciences & P | Conference/Meeting Expense | Travel-NCA Conference 3/30/04                       | 895.40             |
| North Central Assoc. of Colleg | 01          | Dean of Arts, Social Sciences & P | Conference/Meeting Expense | NCA Conference Registration                         | 210.00             |
| Como, Carolyn L.               | 01          | Art                               | Consultants                | Art 213- 3/9/04                                     | 30.00              |
| Como, Carolyn L.               | 01          | Art                               | Consultants                | Art 213 3/16/04                                     | 30.00              |
| Como, Carolyn L.               | 01          | Art                               | Consultants                | Art Class Honorarium 4/6/04                         | 30.00              |
| Gaspar, Charles                | 01          | Art                               | Consultants                | Art Class 3/4/04                                    | 37.50              |
| Gaspar, Charles                | 01          | Art                               | Consultants                | Art 213 -3/16/04                                    | 37.50              |
| Gaspar, Charles                | 01          | Art                               | Consultants                | Art 213/214- 4/1/04                                 | 37.50              |
| McGinn, Rory J.                | 01          | Art                               | Consultants                | Art 213 -3/11/04                                    | 30.00              |
| McGinn, Rory J.                | 01          | Art                               | Consultants                | Art Class 4/8/04                                    | 32.50              |
| Follett Bookstore              | 01          | Art                               | Instructional Supplies     | Bookstore Charges                                   | 15.04              |

| <u>PRYEE/VENDOR</u>          | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>             | <u>COMMODITY</u>                       | <u>ITEM AMOUNT</u> |
|------------------------------|-------------|----------------------------------|----------------------------|--|--------------------|
| Follett Bookstore            | 01          | Art                              | Instructional Supplies     | Department Bookstore Charges           | 3.91               |
| Lundgren's Inc               | 01          | Art                              | Instructional Supplies     | ITC Supplies                           | 49.05              |
| Lundgren's Inc               | 01          | Art                              | Instructional Supplies     | Art Supplies                           | 46.20              |
| Lundgren's Inc               | 01          | Art                              | Instructional Supplies     | Reimbursement for Supplies             | 57.89              |
| Lundgren's Inc               | 01          | Art                              | Instructional Supplies     | Reimbursement for Art Class Supplies   | 39.46              |
| VanderNeege, Robertus J.     | 01          | Art                              | Instructional Supplies     | Art Supplies 3/16/04                   | 48.42              |
| VanderNeege, Robertus J.     | 01          | Art                              | Instructional Supplies     | Art Supplies                           | 47.69              |
| VanderNeege, Robertus J.     | 01          | Art                              | Instructional Supplies     | Supplies for ART                       | 37.83              |
| inBronze                     | 01          | Art                              | Instructional Supplies     | Supplies for Art Class                 | 340.00             |
| Green River Lines Inc        | 01          | Art                              | Other Conference & Meeting | Bus Fee for Chicago Art Institute Trip | 325.00             |
| Vincent & Cheryl Gilbert     | 01          | Music                            | Consultants                | Piano Tuning & Services                | 520.00             |
| Follett Bookstore            | 01          | Music                            | Instructional Supplies     | Bookstore Charges                      | 3.51               |
| Heritage Music Center Inc    | 01          | Music                            | Instructional Supplies     | Supplies for Music Classes             | 12.87              |
| Iwasa, Juel                  | 01          | Music                            | Instructional Supplies     | Music Supply                           | 29.72              |
| Aramark Uniform Services Inc | 01          | Physical Education               | Other Contractual Services | Towel Service Feb 04                   | 513.25             |
| Hoyle, Christine             | 01          | Fitness Center                   | Maintenance Services       | Repair of Intel Tuner                  | 65.00              |
| Cyberx                       | 01          | Fitness Center                   | Instructional Supplies     | Cable CQ000200 20/ft                   | 114.00             |
| Cosmopolitan                 | 01          | Fitness Center                   | Instructional Supplies     | Cable for Fly Machine 9522781          | 80.50              |
| Health                       | 01          | Fitness Center                   | Publications and Dues      | Subscription                           | 15.00              |
| Follett Bookstore            | 01          | Human Services                   | Instructional Supplies     | Department Bookstore Charges           | 24.00              |
| Follett Bookstore            | 01          | Psychology                       | Instructional Supplies     | Department Bookstore Charges           | 4.99               |
| Follett Bookstore            | 01          | Sociology                        | Instructional Supplies     | Department Bookstore Charges           | 21.52              |
| White, Linley V.             | 01          | Dean of Business, Tech & Natural | Office Supplies            | Department Bookstore Charges           | 8.26               |
| White, Linley V.             | 01          | Dean of Business, Tech & Natural | Book                       | Book                                   | 38.70              |
|                              |             |                                  |                            |  | 74.10              |

| <u>PAYEE/VENDOR</u>           | <u>FUND</u> | <u>ORGANIZATION</u>               | <u>ACCOUNT</u>             | <u>COMMODITY</u>                                   | <u>ITEM AMOUNT</u> |
|-------------------------------|-------------|-----------------------------------|----------------------------|--|--------------------|
| White, Finley V.              | 01          | Dean of Business, Tech. & Natural | Conference/Meeting Expense | Travel-Area Meetings thru 3/18/04                  | 142.50             |
| Follett Bookstore             | 01          | Business                          | Instructional Supplies     | Department Bookstore Charges                       | 23.80              |
| SBM Business Equipment Center | 01          | Office & Administrative Services  | Instructional Supplies     | Monthly Service Contract-Sharp Copier OAS Lab      | 26.70              |
| Follett Bookstore             | 01          | Electronics                       | Instructional Supplies     | Department Bookstore Charges                       | 3.49               |
| Airgas North Central          | 01          | HVAC                              | Instructional Supplies     | HVAC Supplies                                      | 21.08              |
| Crescent Electric Supply Co   | 01          | HVAC                              | Instructional Supplies     | F 250 TA Male/Female Connector 100/box             | 20.34              |
| Follett Bookstore             | 01          | HVAC                              | Instructional Supplies     | Bookstore Charges                                  | 20.00              |
| Johnstone Supply              | 01          | HVAC                              | Instructional Supplies     | B81-173 Ice Machine Cleaner                        | 109.86             |
| C & N Supply                  | 01          | Machine Tool                      | Instructional Supplies     | Gallon-G-25J Synthetic Grinding Coolant LK60 75012 | 16.25              |
| C & N Supply                  | 01          | Machine Tool                      | Instructional Supplies     | EM50-227 NPT Tap                                   | 305.14             |
| C & N Supply                  | 01          | Machine Tool                      | Instructional Supplies     | Tool Bits -FC 51-004 M2 1/4 x 2 1/2                | 79.00              |
| C & N Supply                  | 01          | Machine Tool                      | Instructional Supplies     | Acu-Rite Micro-Line "M" Readout Sys. MS30304021332 | 1,309.95           |
| Follett Bookstore             | 01          | Mechanical Design                 | Instructional Supplies     | Department Bookstore Charges                       | 631.08             |
| Coastline Learning Systems    | 01          | Biology                           | Other Contractual Services | Enrollment Fee for Cycle of Life                   | 855.00             |
| Carolina Biological Supply Co | 01          | Biology                           | Instructional Supplies     | Biology Supplies-See Attached                      | 84.28              |
| Carolina Biological Supply Co | 01          | Biology                           | Instructional Supplies     | Biology Supplies-See Attached                      | 22.75              |
| Carolina Biological Supply Co | 01          | Biology                           | Instructional Supplies     | Biology Supplies-See Attached                      | 49.50              |
| Carolina Biological Supply Co | 01          | Biology                           | Instructional Supplies     | Biology Supplies-See Attached                      | 45.90              |
| Fisher Scientific             | 01          | Biology                           | Instructional Supplies     | 08-757-14G Petri Dishes case/500                   | 134.32             |
| Ward's-Biology                | 01          | Biology                           | Instructional Supplies     | Halobacterium Salinarium (DEL 3/11/04)             | 129.86             |
| Ward's-Biology                | 01          | Biology                           | Instructional Supplies     | 85-W-0987 Halobacterium Salinarium, Tube Culture   | 132.48             |
| Wood, Therese L.              | 01          | Biology                           | Instructional Supplies     | Biology Supplies                                   | 56.43              |
| Follett Bookstore             | 01          | Chemistry                         | Instructional Supplies     | Department Bookstore Charges                       | 1.51               |
| U S Filter Corporation        | 01          | Chemistry                         | Instructional Supplies     | See Attached Chemistry Service Work                | 533.00             |
| Wood, Therese L.              | 01          | Chemistry                         | Instructional Supplies     | Biology Supplies                                   | 47.40              |

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|--------------------------------|------|----------------------------------|----------------------------|--|------|--------|
| Follett Bookstore              | 01   | Mathematics                      | Instructional Supplies     | Department Bookstore Charges                       |      | 240.48 |
| Pasco Scientific               | 01   | Physics                          | Instructional Supplies     | 4-in-1 Night Source OS-8517A                       |      | 790.50 |
| Pasco Scientific               | 01   | Physics                          | Instructional Supplies     | Alnico Bar Magnets EM-8620                         |      | 53.50  |
| Sargent-Welch Scientific       | 01   | Physics                          | Instructional Supplies     | Air Core Solenoid CP-72700-02                      |      | 519.19 |
| KSB Hospital                   | 01   | Health Occupational              | Instructional Supplies     | Instructional Materials for First Aid/CPR at DCC   |      | 36.25  |
| KSB Hospital                   | 01   | Health Occupational              | Instructional Supplies     | Instructional Supplies for First Aid/CPR at DCC    |      | 16.25  |
| Consolidated Management Co     | 01   | Technical Occupational-Community | Instructional Supplies     | Instructional Supplies for First Aid/CPR at DCC    |      | 50.00  |
| Consolidated Management Co     | 01   | Technical Occupational-Community | Consultants                | CCS Class FOD 105 add'l                            |      | 790.00 |
| Southern Illinois University   | 01   | Technical Occupational-Community | Instructional Supplies     | Instructional Manuals for Drinking Water Operator  |      | 75.00  |
| SBM Business Equipment Center  | 01   | Dean of Health Careers and Scien | Maintenance Services       | Monthly Maintenance Agreement                      |      | 51.56  |
| Quill Corporation              | 01   | Dean of Health Careers and Scien | Office Supplies            | Office Supplies Open P.O.                          |      | 54.26  |
| White, Peggy                   | 01   | Phlebotomy                       | Conference/Meeting Expense | Travel-Clinical Visits thru 4/2/04                 |      | 145.50 |
| Corporate Office City          | 01   | Associate Degree Nursing         | Maintenance Services       | COPY Machine Repair                                |      | 311.58 |
| DeKroft-Metz and Co, Inc       | 01   | Associate Degree Nursing         | Instructional Supplies     | ADN Supplies Open P.O.                             |      | 61.46  |
| DeKroft-Metz and Co, Inc       | 01   | Associate Degree Nursing         | Instructional Supplies     | ADN Supplies Open P.O.                             |      | 159.56 |
| DeKroft-Metz and Co, Inc       | 01   | Associate Degree Nursing         | Instructional Supplies     | ADN Supplies Open P.O.                             |      | 174.41 |
| DeKroft-Metz and Co, Inc       | 01   | Associate Degree Nursing         | Instructional Supplies     | ADN Supplies Open P.O.                             |      | 44.85  |
| Follett Bookstore              | 01   | Associate Degree Nursing         | Instructional Supplies     | Bookstore Charges                                  |      | 1.58   |
| Follett Bookstore              | 01   | Associate Degree Nursing         | Instructional Supplies     | Department Bookstore charges                       |      | 3.18   |
| Northern Illinois Home Medical | 01   | Associate Degree Nursing         | Instructional Supplies     | Overpayment /Returns of Supplies                   |      | -33.50 |
| Northern Illinois Home Medical | 01   | Associate Degree Nursing         | Instructional Supplies     | ADN Medical Supplies Open P. O.                    |      | 815.00 |
| BTME                           | 01   | Associate Degree Nursing         | Instructional Supplies     | Mobility Series with Site License/10 users         |      | 226.20 |
| HEST                           | 01   | Associate Degree Nursing         | Instructional Supplies     | Exit Exams 1st Time Testers                        |      | 330.00 |
| Health Science Consortium      | 01   | Associate Degree Nursing         | Instructional Supplies     | Managing the Experience of Labor & Delivery CD-ROM |      | 480.00 |
| Pecoria Production Shop        | 01   | Nurse Assistant                  | Instructional Supplies     | Gait Belt 60" 2" Wide Natural                      |      | 289.58 |

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|--------------------------------|-------------|----------------------------|----------------------------|--|-------------|---------------|
| Briggs Corporation             | 01          | Licensed Practical Nursing | Instructional Supplies     | Nursing Supplies                                   |             | 41.04         |
| CGH Medical Center             | 01          | Licensed Practical Nursing | Instructional Supplies     | Linen Service for February 2004                    |             | 75.00         |
| Dekroft-Metz and Co, Inc       | 01          | Licensed Practical Nursing | Instructional Supplies     | IPN Supplies Open P.O.                             |             | 327.38        |
| Dekroft-Metz and Co, Inc       | 01          | Licensed Practical Nursing | Instructional Supplies     | IPN Supplies Open P.O.                             |             | 251.68        |
| Diagnostic Imaging Inc         | 01          | Diagnostic Technology      | Maintenance Services       | Maintenance  |             | 70.00         |
| Diagnostic Imaging Inc         | 01          | Diagnostic Technology      | Instructional Supplies     | Rad Tech Supplies Open P.O.                        |             | 85.00         |
| Best Western, Reagan           | 01          | Diagnostic Technology      | Conference/Meting Expense  | Clinical Instructor Meeting/Lunch                  |             | 179.50        |
| Brevitt, Dianne H.             | 01          | Diagnostic Technology      | Conference/Meeting Expense | Travel-Clinical Visits 3/15/04                     |             | 247.13        |
| Francisco, Cassandra           | 01          | Diagnostic Technology      | Conference/Meeting Expense | Travel-Clinical Site Visits 2/26/04                |             | 172.50        |
| Francisco, Cassandra           | 01          | Diagnostic Technology      | Conference/Meeting Expense | Travel-Clinical Site Visits 3/15/04                |             | 217.50        |
| Francisco, Cassandra           | 01          | Diagnostic Technology      | Conference/Meeting Expense | Travel-Clinical Sites thru 3/31/04                 |             | 98.25         |
| Shippergert, Stanley           | 01          | Diagnostic Technology      | Conference/Meeting Expense | Travel- Clinical Visits thru 3/16/04               |             | 350.25        |
| Northern Illinois Home Medical | 01          | Other Health Careers       | Instructional Supplies     | Oxygen Cylinder-EMT                                |             | 30.00         |
| MATRIX                         | 01          | Paramedic Program          | Instructional Supplies     | Obstetrical Kits                                   |             | 43.00         |
| NILRC                          | 01          | Learning Resource Center   | Library Supplies           | Laser Scanner & Receipt Printers                   |             | 1,000.78      |
| Watson Label Products          | 01          | Learning Resource Center   | Library Supplies           | 2"X5/8" Single Codabar Item Labels @ \$38.94 per M |             | 768.87        |
| cleansweepsupply.com           | 01          | Learning Resource Center   | Library Supplies           | UNV54072 Magnetic Bookends (48 pr. \$5.56/pr)      |             | 271.68        |
| Amazon.com                     | 01          | Learning Resource Center   | Books and Binding Costs    | Books For Library                                  |             | 408.86        |
| Baker & Taylor                 | 01          | Learning Resource Center   | Books and Binding Costs    | Books For Library                                  |             | 465.13        |
| Baker & Taylor                 | 01          | Learning Resource Center   | Books and Binding Costs    | Books For Library                                  |             | 173.54        |
| Baker & Taylor                 | 01          | Learning Resource Center   | Books and Binding Costs    | Books For Library                                  |             | 412.29        |
| Baker & Taylor                 | 01          | Learning Resource Center   | Books and Binding Costs    | Books For Library                                  |             | 154.73        |
| Baker & Taylor                 | 01          | Learning Resource Center   | Books and Binding Costs    | Books For Library                                  |             | 43.56         |
| Fifth Third Bank               | 01          | Learning Resource Center   | Books and Binding Costs    | Publications and Dues                              |             | 1,520.33      |
| CINAHL Information Systems     | 01          | Learning Resource Center   | Publications and Dues      | 45 Student Subscriptions to CINAHL Database        |             | 2000.00       |

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>             | <u>ACCOUNT</u>               | <u>COMMODITY</u>                                | <u>ITEM AMOUNT</u> |
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| EBSCO                          | 01          | Learning Resource Center        | Publications and Dues        | Book  | 9.75               |
| Encyclopaedia Britannica       | 01          | Learning Resource Center        | Publications and Dues        | Books   | 528.89             |
| Northern Illinois Library Syst | 01          | Learning Resource Center        | Publications and Dues        | 1/2 NYIS Catr Payment for Year                  | 255.00             |
| University of Illinois         | 01          | Learning Resource Center        | Publications and Dues        | Books   | 5,950.00           |
| Fifth Third Bank               | 01          | Learning Resource Center        | Other Materials and Supplies |   | 9.35               |
| Anderson, Judy                 | 01          | Learning Resource Center        | Conference/Meeting Expense   | Travel-LICSO Conf 3/21/04                       | 9.40               |
| Anderson, Judy                 | 01          | Learning Resource Center        | Conference/Meeting Expense   | Travel 3/23/04 LICSO Trng Day 1                 | 74.70              |
| Anderson, Judy                 | 01          | Learning Resource Center        | Conference/Meeting Expense   | Travel 3/30/04 LICSO Trng Day 2                 | 73.72              |
| Beinhoff, Lisa A.              | 01          | Learning Resource Center        | Conference/Meeting Expense   | Travel-LICSO Conf 3/5/04                        | 71.53              |
| Beinhoff, Lisa A.              | 01          | Learning Resource Center        | Conference/Meeting Expense   | Travel-Champaign LICSO 3/23/04                  | 182.19             |
| Illinois Central Community Col | 01          | Learning Resource Center        | Conference/Meeting Expense   | Conf 4/16/04 Beinhoff/Anderson                  | 30.00              |
| NIIRC                          | 01          | Learning Resource Center        | Conference/Meeting Expense   | Registration For Retreat                        | 159.00             |
| Hewlett-Packard                | 01          | Academic Computing              | Maintenance Services         | HP rp2470 Hardware & Software Support           | 105.00             |
| Unique Computer                | 01          | Academic Computing              | Instructional Supplies       | CD-ROM  | 65.00              |
| Unique Computer                | 01          | Academic Computing              | Instructional Supplies       | CDRW  | 110.00             |
| Unique Computer                | 01          | Academic Computing              | Instructional Supplies       | Tape Drive & Cable                              | 1,342.00           |
| Unique Computer                | 01          | Academic Computing              | Instructional Supplies       | AIT Tape Drive                                  | 298.00             |
| AKIVA                          | 01          | Academic Computing              | Computer Software            | WB78-S-WebBoard Std Ed Support, ESD Renewal     | 1,400.00           |
| Campus Tech, Inc               | 01          | Academic Computing              | Computer Software            | ASIM Adobe Acrobat Pro 6.0 WIN                  | 1,362.80           |
| Hewlett-Packard                | 01          | Academic Computing              | Computer Software            | HP rp2470 Hardware & Software Support           | 58.00              |
| NCS Pearson, Inc               | 01          | Academic Computing              | Computer Software            | Software Support for EXAMSYS II Single User     | 144.00             |
| Unique Computer                | 01          | Academic Computing              | Computer Software            | MS Front Page Media                             | 36.00              |
| Unique Computer                | 01          | Academic Computing              | Computer Software            | Roxio GoBack 3                                  | 599.25             |
| WebCT                          | 01          | Academic Computing              | Computer Software            | Workshop: Enhancing WebCT Courses with Reusable | 225.00             |
| Mueller Audio-Visual           | 01          | Instructional Technology Center | Maintenance Services         | VCR Repair                                      | 30.00              |

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|-------------------------------|-------------|---------------------------------|-----------------------------------|-----------------------------------|--------------------|
| Mueller Audio Visual          | 01          | Instructional Technology Center | Maintenance Services              | VCR Repair                        | 29.50              |
| Bosis Best Office             | 01          | Instructional Technology Center | Instructional Technology Material | HON Desk Model 38933 Color G60S   | 310.20             |
| Fifth Third Bank              | 01          | Instructional Technology Center | Instructional Technology Material |                                   | 31.92              |
| Pollitt Bookstore             | 01          | Instructional Technology Center | Instructional Technology Material | Department Bookstore Charges      | 22.92              |
| Shelley, Chris                | 01          | Instructional Technology Center | Instructional Technology Material | IT Supplies                       | 37.24              |
| Shelley, Chris                | 01          | Instructional Technology Center | Instructional Technology Material | CD Labels                         | 33.51              |
| Unique Computer               | 01          | Instructional Technology Center | Instructional Technology Material | Mouse Splitter                    | 96.00              |
| Unique Computer               | 01          | Instructional Technology Center | Instructional Technology Material | Pen Drive Repair                  | 20.00              |
| TouchNet                      | 01          | Administrative Computing        | Consultants                       | Hosting Services                  | 6,000.00           |
| Unique Computer               | 01          | Administrative Computing        | Consultants                       | Consulting/Configure Video Server | 700.00             |
| Hewlett-Packard               | 01          | Administrative Computing        | Maintenance Services              | Hardware Support                  | 1,668.00           |
| Graybar Electric Company Inc. | 01          | Administrative Computing        | Office Supplies                   | Patch Cords                       | 119.80             |
| Unique Computer               | 01          | Administrative Computing        | Office Supplies                   | Ink Cartridges                    | 412.00             |
| Unique Computer               | 01          | Administrative Computing        | Office Supplies                   | Zip Disks                         | 60.00              |
| Unique Computer               | 01          | Administrative Computing        | Office Supplies                   | Tripplite Line Conditioner        | 100.00             |
| Unique Computer               | 01          | Administrative Computing        | Office Supplies                   | Cats End                          | 60.00              |
| Unique Computer               | 01          | Administrative Computing        | Office Supplies                   | Ink Cartridge, Cables             | 74.80              |
| Unique Computer               | 01          | Administrative Computing        | Office Supplies                   | Cables                            | 63.00              |
| Unique Computer               | 01          | Administrative Computing        | Office Supplies                   | Memory for X345                   | 185.00             |
| Unique Computer               | 01          | Administrative Computing        | Office Supplies                   | DVD & RW Drive                    | 175.00             |
| Unique Computer               | 01          | Administrative Computing        | Office Supplies                   | MS Keyboard/Mouse                 | 109.00             |
| Unique Computer               | 01          | Administrative Computing        | Office Supplies                   | SCSI Cable Terminator             | 68.00              |
| Unique Computer               | 01          | Administrative Computing        | Office Supplies                   | Inkjet Cartridge                  | 31.95              |
| Unique Computer               | 01          | Administrative Computing        | Office Supplies                   | Memory for Laptop                 | 99.00              |
| Unique Computer               | 01          | Administrative Computing        | Office Supplies                   | Speakers                          | 36.00              |

| <u>PAYEE/VENDOR</u>            | <u>FIND</u> | <u>ORGANIZATION</u>             | <u>ACCOUNT</u>             | <u>COMMODITY</u>                                    | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|---------------------------------|----------------------------|---|--------------------|
| Unique Computer                | 01          | Administrative Computing        | Office Supplies            | Ink Cartridges                                      | 240.00             |
| Unique Computer                | 01          | Administrative Computing        | Office Supplies            | Ink Cartridge                                       | 48.00              |
| Hewlett-Packard                | 01          | Administrative Computing        | Computer Software          | Hardware Support                                    | 769.30             |
| Marriott                       | 01          | Administrative Computing        | Conference/Meeting Expense | Hotel-SCT Banner Conference 3/27/04                 | 552.90             |
| Masengarb, Lisa G.             | 01          | Administrative Computing        | Conference/Meeting Expense | Airline-Ticket-Banner Conf 3/27/04                  | 219.00             |
| Follett Bookstore              | 01          | Administrative Computing        | Conference/Meeting Expense | SCT Banner Conf 3/27-4/1/04                         | 135.36             |
| Formstart Inc                  | 01          | Dean of Student Services        | Office Supplies            | Department Bookstore Charges                        | 8.60               |
| Dixon Rotary Club              | 01          | Dean of Student Services        | Office Supplies            | 8-1/2x11 Letterhead-Vice Pres. Stud. Ser.           | 37.95              |
| Kerber, Joan E.                | 01          | Dean of Student Services        | Publications and Dues      | Rotary Dues   | 190.25             |
| Kerber, Joan E.                | 01          | Dean of Student Services        | Conference/Meeting Expense | Travel-YVSC 3/12/04                                 | 72.35              |
| Kerber, Joan E.                | 01          | Dean of Student Services        | Conference/Meeting Expense | Travel-Springfield President's Meeting              | 218.00             |
| YWCA of the Sauk Valley        | 01          | Dean of Student Services        | Conference/Meeting Expense | Travel-NCA Conf 3/30/04                             | 589.10             |
| YWCA of the Sauk Valley        | 01          | Dean of Student Services        | Conference/Meeting Expense | YWCA Women of Achievement 4/16/04                   | 50.00              |
| Illinois Community College Boa | 01          | Other Student Services          | Conference/Meeting Expense | YWCA Women of Achievement 4/16/04                   | 25.00              |
| Illinois Community College Boa | 01          | Other Student Services          | Conference/Meeting Expense | Conference Fee 4/20/04 L Fitzsimmons                | 35.00              |
| Unique Computer                | 01          | Special Needs- ADA              | Instructional Supplies     | Conf. Fee 4/20/04 D. Smith                          | 35.00              |
| Josten's Inc.                  | 01          | Commencement                    | Other Supplies             | Scanjet 4400 CXI (ADA)                              | 99.00              |
| Shawver Press Inc              | 01          | Commencement                    | Other Supplies             | Honor Program Stickers                              | 29.15              |
| Consolidated Management Co     | 01          | Student Recruitment             | Other Supplies             | Health Career Program Printing Invitation & Envelop | 175.00             |
| Higher Education Publication I | 01          | Admissions, Records & Placement | Other Supplies             | Discover Sauk Pop & Lunch                           | 163.80             |
| Proforma Graphic Communication | 01          | Admissions, Records & Placement | Office Supplies            | 2004 Higher Education Dictionary                    | 70.50              |
| Quill Corporation              | 01          | Admissions, Records & Placement | Office Supplies            | Transcript Paper (special security paper) 1000/box  | 389.25             |
| SEM Business Equipment Center  | 01          | Admissions, Records & Placement | Office Supplies            | Office Supplies for Admissions                      | 56.71              |
| Shawver Press Inc              | 01          | Admissions, Records & Placement | Office Supplies            | Service on FAX Machine & New Drum                   | 156.99             |
|                                |             |                                 | Office Supplies            | Dual Enrollment Forms                               | 445.00             |

REPORT SVRCHKR  
FISCAL YEAR 2004

Sauk Valley Community College  
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| <u>PAYEE/VENDOR</u>             | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>             | <u>COMMODITY</u>                               | <u>ITEM AMOUNT</u> |
|---------------------------------|-------------|----------------------------------|----------------------------|--|--------------------|
| Itaples                         | 01          | Financial Aid & Veterans Affairs | Office Supplies            | CPU Carts 501069                               | 19.99              |
| LASPPA                          | 01          | Financial Aid & Veterans Affairs | Publications and Dues      | Conf. Fee M Wells, J Brown, D Stieffel 4/19/04 | 105.00             |
| Brown, John W.                  | 01          | Financial Aid & Veterans Affairs | Conference/Meeting Expense | Travel- Deerfield 3/16/04                      | 98.85              |
| Tilton                          | 01          | Financial Aid & Veterans Affairs | Conference/Meeting Expense | Lodging LASPPA Conf 4/19/04                    | 195.80             |
| LASPPA                          | 01          | Financial Aid & Veterans Affairs | Conference/Meeting Expense | Conf. Fee M Wells, J Brown, D Stieffel 4/19/04 | 455.00             |
| Laricott                        | 01          | Financial Aid & Veterans Affairs | Conference/Meeting Expense | Hotel-SCR Banner Conference 3/27/04            | 552.90             |
| Wells, Marcia M.                | 01          | Financial Aid & Veterans Affairs | Conference/Meeting Expense | Airline Ticket /Banner Conf 3/27/04            | 286.20             |
| Wells, Marcia M.                | 01          | Financial Aid & Veterans Affairs | Conference/Meeting Expense | Travel-SCR Banner Conf 3/27-4/1/04             | 181.60             |
| Xerox Corporation               | 01          | Counseling                       | Maintenance Services       | Maintenance Fees                               | 7.50               |
| Will Corporation                | 01          | Counseling                       | Instructional Supplies     | Utility Cart                                   | 77.81              |
| Wreed, Thomas                   | 01          | Counseling                       | Conference/Meeting Expense | Travel-Area High Schools 3/16/04               | 32.75              |
| Consolidated Management Co.     | 01          | Counseling                       | Conference/Meeting Expense | SEVIS Conference                               | 55.00              |
| Unston, Terry L.                | 01          | Counseling                       | Conference/Meeting Expense | Travel-High School 3/8/04                      | 16.13              |
| Unston, Terry L.                | 01          | Counseling                       | Conference/Meeting Expense | Travel-3/10/04 Polo High School                | 15.00              |
| Unston, Terry L.                | 01          | Counseling                       | Conference/Meeting Expense | Travel-MU Conf 4/1/04                          | 37.50              |
| Tackson, Lawrence E.            | 01          | Counseling                       | Conference/Meeting Expense | Travel-Aurora Conf 4/6/04                      | 57.00              |
| Booshish, Cyrus                 | 01          | Counseling                       | Conference/Meeting Expense | Travel-Area HS Testing & Dekab                 | 114.00             |
| WCA of the Sauk Valley          | 01          | Counseling                       | Conference/Meeting Expense | WPCA Women of Achievement 4/15/04              | 75.00              |
| Bittner, Ruth C.                | 01          | VP- College Services             | Conference/Meeting Expense | Travel-ICCRM/C Meeting 3/26/04                 | 20.15              |
| Illinois Community College Chie | 01          | VP- College Services             | Conference/Meeting Expense | Conf. Fee 4/28/04 R Bittner                    | 100.00             |
| Dincent & Cheryl Gilbert        | 01          | Other Institutional              | Maintenance Services       | Restoration of Piano in Cafeteria              | 400.00             |
| Federal Express Corp            | 01          | Other Institutional              | Postage                    | Federal Express Shipping Charges               | 54.40              |
| Itney Bowes                     | 01          | Other Institutional              | Postage                    | #608-0 EZ Seal 1/2 gal Bottles 4/Case)         | 117.93             |
| Itney Bowes                     | 01          | Other Institutional              | Postage                    | Equipment Rental for Two Months                | 934.00             |
| IS Postmaster                   | 01          | Other Institutional              | Postage                    | Refill Business Reply Account                  | 1,100.00           |

| <u>PAYEE/VENDOR</u>             | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>             | <u>COMMODITY</u>                                   | <u>ITEM AMOUNT</u> |
|---------------------------------|-------------|---------------------|----------------------------|--|--------------------|
|                                 |             |                     |                            |  |                    |
| IS Postmaster                   | 01          | Other Institutional | Postage                    | Postage Meter Refill                               | 3,500.00           |
| United Parcel Service           | 01          | Other Institutional | Postage                    | Monthly Shipping Charge                            | 143.04             |
| United Parcel Service           | 01          | Other Institutional | Postage                    | Monthly Charge                                     | 80.20              |
| Chronicle of Higher Education   | 01          | Other Institutional | Recruitment                | Recruitment FY04                                   | 1,200.00           |
| Peoria Journal Star             | 01          | Other Institutional | Recruitment                | Ad For B & G Director Vacancy                      | 948.96             |
| Quad-City Times                 | 01          | Other Institutional | Recruitment                | Recruitment FY04                                   | 441.45             |
| Quad-City Times                 | 01          | Other Institutional | Recruitment                | Recruitment FY04                                   | 657.18             |
| Trockford Register Star         | 01          | Other Institutional | Recruitment                | Recruitment FY04                                   | 713.70             |
| Sauk Valley Newspapers          | 01          | Other Institutional | Recruitment                | Recruitment FY04 Open P.O.                         | 91.67              |
| Sauk Valley Newspapers          | 01          | Other Institutional | Recruitment                | Recruitment FY04 Open P.O.                         | 99.12              |
| Icon Solutions, Inc             | 01          | Business Office     | Maintenance Services       | Hardware Maintenance                               | 720.00             |
| Icon Solutions, Inc             | 01          | Business Office     | Maintenance Services       | Hardware Maintenance                               | 1,070.00           |
| IBM Business Equipment Center   | 01          | Business Office     | Office Supplies            | Open Purchase Order/Maintenance-Sharp Copier 03-04 | 27.29              |
| Staples                         | 01          | Business Office     | Office Supplies            | cpu Carts 501069                                   | 39.98              |
| Illinois Community College Chie | 01          | Business Office     | Conference/Meeting Expense | Conf Fee 4/28/04 R Bittner                         | 100.00             |
| Black Hawk College              | 01          | Tuition             | Chargeback                 | Chargeback for Spring 2004                         | 2,434.00           |
| Carl Sandberg College           | 01          | Tuition             | Chargeback                 | Chargeback for Spring 2004                         | 6,600.09           |
| Parkland College                | 01          | Tuition             | Chargeback                 | Chargeback for Spring 2004                         | 8,556.88           |
| Rock River Health Care Council  | 01          | Personnel Office    | Publications and Dues      | FY 04 Dues   | 50.00              |
| Illini Trophy                   | 01          | Personnel Office    | Conference/Meeting Expense | Distinguished Service Awards Plaques               | 284.25             |
| Watson Community College        | 01          | Personnel Office    | Conference/Meeting Expense | Staff Exchange Conf 4/2/04                         | 15.00              |
| Watson Community College        | 01          | Personnel Office    | Conference/Meeting Expense | Registration Fee For NIN Staff Exchange Meeting    | 15.00              |
| Consolidated Management Co      | 01          | Personnel Office    | Other Conference & Meeting | Service Awards Program & Winner's Cards            | 226.75             |
| Devan, Curtis                   | 01          | Personnel Office    | Other Conference & Meeting | Gas College Van NIN Exchange 4/2/04                | 5.90               |
| Graphic Electronics             | 01          | Personnel Office    | Other Conference & Meeting | Retirement Plaque-Jim Frederick                    | 25.39              |

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| <u>PAYEE/VENDOR</u>           | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u> | <u>COMMODITY</u>                            | <u>ITEM AMOUNT</u> |
|-------------------------------|-------------|----------------------------------|----------------|---|--------------------|
| iraybar Electric Company Inc. | 01          | Personnel Office                 |                | Other Conference & Meeting                  | 256.25             |
| White Pines Inn               | 01          | Personnel Office                 |                | Other Conference & Meeting                  | 415.80             |
| White Pines Inn               | 01          | Personnel Office                 |                | Other Conference & Meeting                  | 82.97              |
| Iyatt Regency                 | 01          | Phi Theta Kappa                  |                | Balance Due for Staff Retreat 3/26/04       |                    |
| Junez, Steve C.               | 01          | Phi Theta Kappa                  |                | Phi Theta Kappa Conference 4/1/04           | 1,084.80           |
| Junez, Steve C.               | 01          | Phi Theta Kappa                  |                | Advance - Phi Theta Kappa Conference 4/1/04 | 180.00             |
| Kenold, Donna                 | 010110      | Corp Serv Professional Developme |                | Conference/Meeting Expense                  |                    |
| MFEC                          | 010110      | Corp Serv Professional Developme |                | Consultants                                 | 80.33              |
| Leary, Sheila                 | 010110      | Corp Serv Professional Developme |                | Consultants                                 | 2,060.00           |
| Rollett Bookstore             | 010110      | Corp Serv Professional Developme |                | Instructional Supplies                      |                    |
| Roll Corporation              | 010110      | Corp Serv Professional Developme |                | Instructional Supplies                      | 7,000.00           |
| Roll Corporation              | 010110      | Corp Serv Professional Developme |                | Instructional Supplies                      | 360.00             |
| Consolidated Management Co    | 010110      | Corp Serv Professional Developme |                | Instructional Supplies                      | 12.10              |
| Rollett Bookstore             | 010110      | Corporate Services Admin.        |                | Office Supplies                             | 66.40              |
| SEM Business Equipment Center | 010110      | Corporate Services Admin.        |                | Office Supplies                             | 109.60             |
| Iericke, Thomas H.            | 010110      | Corporate Services Admin.        |                | Conference/Meeting Expense                  |                    |
| Jospodarczyk, Thomas J.       | 010110      | Corporate Services Admin.        |                | Conference/Meeting Expense                  |                    |
| Heartland Community College   | 010110      | Corporate Services Admin.        |                | Conference/Meeting Expense                  |                    |
| Jeckro, Stephanie             | 010120      | Leisure                          |                | Consultants                                 | 81.25              |
| Jeckro, Stephanie             | 010120      | Leisure                          |                | CCS Class-Textiles 3/9/04                   | 106.83             |
| Jades, John E.                | 010120      | Leisure                          |                | Consultants                                 | 129.75             |
| Hain, Verna                   | 010120      | Leisure                          |                | Consultants                                 | 314.81             |
| Thompson, Debbie O            | 010120      | Leisure                          |                | Consultants                                 | 99.00              |
| Jeckro, Stephanie             | 010120      | Leisure                          |                | Instructional Supplies                      | 140.00             |
| Brown, Miakka L.              | 010120      | Tours & Events                   |                | Other Supplies                              | 148.25             |
|                               |             |                                  |                | Kilm Rental                                 | 200.00             |

| <u>PAYEE/VENDOR</u>           | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u> | <u>COMMODITY</u>                               | <u>ITEM AMOUNT</u> |
|-------------------------------|-------------|----------------------------------|----------------|--|--------------------|
| Consolidated Management Co    | 010120      | Tours & Events                   |                | Am Refreshments/Parenting Con. & Lunch for 92. | 490.50             |
| Dixon YMCA                    | 010120      | Senior Programs                  |                | CCS Class-Cardio Mix 4/1/04                    | 210.00             |
| Johamberger, Joyce A.         | 010120      | Youth Programs                   |                | ACT Prep Course 3/17/04                        | 210.00             |
| Iarcourt Brace & Company      | 010120      | Youth Programs                   |                | ACT Books                                      | 176.25             |
| In Stage                      | 010120      | Youth Programs                   |                | Copies of Cinderella                           | 19.00              |
| Vollett Bookstore             | 010120      | Community Service Administration |                | Department Bookstore Charges                   | 4.80               |
| IBN Business Equipment Center | 010120      | Community Service Administration |                | Maintenance Contract FY04                      | 106.83             |
| Heartland Community College   | 010120      | Community Service Administration |                | ICCEDA/ICCTC Spring 04 Conference              | 99.00              |
| Education To Go               | 010120      | Computers                        |                | February 2004 Ed2Go Classes                    | 352.00             |
| Education To Go               | 010120      | Computers                        |                | March 2004 Ed2Go Classes                       | 254.00             |
| Element K. Press              | 010120      | Computers                        |                | Excel 2002 Level 1 Books                       | 85.84              |
| Jacobs, Debra                 | 010120      | Health & Personal Development    |                | Instructional Supplies                         | 320.00             |
| Chuntangta, Tritrong          | 010120      | Health & Personal Development    |                | CCS Class-Self Defense Spr 04                  | 180.00             |
| Campbell, Terry D.            | 010120      | Polygraph Institute              |                | CCS Class-Self Defense Spr 04                  | 300.00             |
| Zahn, Ross                    | 010120      | Polygraph Institute              |                | Spring 2004 Polygraph Institute                | 100.00             |
| Leistroffer, James            | 010120      | Polygraph Institute              |                | Spring 2004 Polygraph Institute                | 300.00             |
| Theodore, Steve               | 010120      | Polygraph Institute              |                | Spring 04 Polygraph Institute                  | 800.00             |
| Irami, Melissa A.             | 010120      | Polygraph Institute              |                | Spring 04 Polygraph Inst.                      | 500.00             |
| Thrist, Elizabeth J.          | 010120      | Polygraph Institute              |                | Lodging Rebate Spring 2004 Polygraph Institute | 66.00              |
| Consolidated Management Co    | 010120      | Polygraph Institute              |                | Lodging Rebate Spring 04 Polygraph             | 500.00             |
| Book County Sheriff's Police  | 010120      | Polygraph Institute              |                | Lodging Rebate Spring 04 Polygraph Course      | 2,500.00           |
| Cooper, George L.             | 010120      | Polygraph Institute              |                | Lodging Rebate Spring 04 Polygraph             | 500.00             |
| Key, Shaun J.                 | 010120      | Polygraph Institute              |                | Lodging Rebate Spring 04 Polygraph             | 500.00             |
| Woolley, Stephen L.           | 010120      | Polygraph Institute              |                | Lodging Rebate Spring 04 Polygraph             | 500.00             |
| IVCC Educational Fund         | 02          |                                  |                | I/F Payable                                    | 87,514.86          |
|                               |             |                                  |                | Interest                                       |                    |

| <u>PAYEE/ VENDOR</u>         | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>       | <u>COMMODITY</u>                      | <u>ITEM AMOUNT</u> |
|------------------------------|-------------|---------------------|----------------------|---------------------------------------|--------------------|
| ICOLAB                       | 02          | Maintenance         | Maintenance Services | Monthly Exterminator Services         | 186.50             |
| ICOLAB                       | 02          | Maintenance         | Maintenance Services | Monthly Exterminator Service          | 186.50             |
| Honeywell                    | 02          | Maintenance         | Maintenance Services | Qty Maintenance Contract              | 2,557.00           |
| Tone, Inc                    | 02          | Maintenance         | Maintenance Services | Quarterly Elevator Service            | 2,014.56           |
| EDC Laboratories, Inc        | 02          | Maintenance         | Maintenance Services | Water Testing                         | 81.00              |
| EDC Laboratories, Inc        | 02          | Maintenance         | Maintenance Services | Water Testing                         | 81.00              |
| Hain's Farm & Fleet          | 02          | Maintenance         | Maintenance Supplies | Maintenance Supplies                  | 51.44              |
| Incident Electric Supply Co. | 02          | Maintenance         | Maintenance Supplies | Plug Insert                           | 114.24             |
| Crescent Electric Supply Co  | 02          | Maintenance         | Maintenance Supplies | Circuit Breaker                       | 39.93              |
| Fastenal Company             | 02          | Maintenance         | Maintenance Supplies | Maintenance Supplies FY 04            | 49.74              |
| Fastenal Company             | 02          | Maintenance         | Maintenance Supplies | Maintenance Supplies FY 04            | 221.42             |
| Fastenal Company             | 02          | Maintenance         | Maintenance Supplies | Maintenance Supplies FY 04            | 73.67              |
| Frainer                      | 02          | Maintenance         | Maintenance Supplies | Maintenance Supplies FY 04            | 24.56              |
| Frainer                      | 02          | Maintenance         | Maintenance Supplies | Maintenance Supplies Fiscal Year 2004 | 26.00              |
| Frainer                      | 02          | Maintenance         | Maintenance Supplies | Return Relay Pins.                    |                    |
| Frainer                      | 02          | Maintenance         | Maintenance Supplies | Relay Pins.                           | 26.00              |
| Frainer                      | 02          | Maintenance         | Maintenance Supplies | Maintenance Supplies Fiscal Year 2004 | 41.27              |
| Menards                      | 02          | Maintenance         | Maintenance Supplies | Silicone, Conduit Hangers             | 40.97              |
| Menards                      | 02          | Maintenance         | Maintenance Supplies | Concrete Filler, Electrical Supplies  | 15.94              |
| Menards                      | 02          | Maintenance         | Maintenance Supplies | Door Closer                           | 24.88              |
| Menards                      | 02          | Maintenance         | Maintenance Supplies | Twine, Rollers, Duct Tape, Drop Cloth | 22.33              |
| Menards                      | 02          | Maintenance         | Maintenance Supplies | Garage Door Hinge, Rollers            | 5.35               |
| Menards                      | 02          | Maintenance         | Maintenance Supplies | Battery Jumper                        | 62.43              |
| ISA Bluebook                 | 02          | Maintenance         | Maintenance Supplies | Plumbing Supplies                     | 89.59              |
| Morgan Services Inc.         | 02          | Custodial           | Maintenance Services | Towel Service                         | 118.83             |
| Morgan Services Inc.         | 02          | Custodial           | Maintenance Services | Towel Service                         | 118.83             |

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>       | <u>COMMODITY</u>                                   | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|---------------------|----------------------|--|--------------------|
| Brainerd                       | 02          | Custodial           | Office Supplies      | Mop, Stripper System                               | 92.76              |
| Ace Hardware                   | 02          | Custodial           | Maintenance Supplies | Propane  | 19.94              |
| John A Loos Sons Inc           | 02          | Custodial           | Maintenance Supplies | Material & Labor to Remove Tank Fab & Install Tank | 410.00             |
| Menards                        | 02          | Custodial           | Maintenance Supplies | Carpet Runner, Custodial Supplies                  | 139.31             |
| Pro Com Systems                | 02          | Custodial           | Maintenance Supplies | Furnish & Install Dukane 24B715 Master Clock &     | 1,990.25           |
| Racony Corporation             | 02          | Custodial           | Maintenance Supplies | Vacuum Supplies                                    | 166.76             |
| Jonachen Service & Supply      | 02          | Custodial           | Maintenance Supplies | Custodial Supplies Fiscal Year 2004                | 2,647.76           |
| Jonachen Service & Supply      | 02          | Custodial           | Maintenance Supplies | Custodial Supplies Fiscal Year 2004                | 80.24              |
| Wisconsin Turf Equipment Corp  | 02          | Grounds             | Maintenance Supplies | Custodial Supplies Fiscal Year 2004                | 1,062.50           |
| Ace Hardware                   | 02          | Grounds             | Maintenance Services | Rakes  | 149.15             |
| Ace Hardware                   | 02          | Grounds             | Maintenance Supplies | Drill Bits, Marker, Hoses, Stp                     | 59.33              |
| Menards                        | 02          | Grounds             | Maintenance Supplies | Roller, Rsp  | 27.99              |
| Menards                        | 02          | Grounds             | Maintenance Supplies | Lumber Supplies                                    | 90.09              |
| Menards                        | 02          | Grounds             | Maintenance Supplies | Rags, Car Wash, Grinding Wheel                     | 34.84              |
| Menards                        | 02          | Grounds             | Maintenance Supplies | Supplies-Files                                     | 26.80              |
| Menards                        | 02          | Grounds             | Maintenance Supplies | Landscaping Supplies                               | 39.30              |
| Menards                        | 02          | Grounds             | Maintenance Supplies | Propane Cylinder                                   | 38.76              |
| Mike's Repair Service          | 02          | Grounds             | Maintenance Supplies | Maintenance Parts                                  | 56.49              |
| Peabody's Inc                  | 02          | Grounds             | Maintenance Supplies | Maintenance Parts                                  | 20.12              |
| Peachtree Business Products    | 02          | Grounds             | Maintenance Supplies | Road Signs   | 170.10             |
| Plain's Farm & Fleet           | 02          | Grounds             | Maintenance Supplies | Maintenance Supplies                               | 28.27              |
| Fifth Third Bank               | 02          | Grounds             | Utilities            | Conference/Meeting Expense                         | -7.00              |
| CenterPoint Energy Gas Service | 02          | Utilities           | Utilities            | Monthly Service                                    | 8,680.67           |
| Vicor Gas                      | 02          | Utilities           | Utilities            | Gas  | 160.34             |
| Vicor Gas                      | 02          | Utilities           | Utilities            | Gas  | 113.24             |

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>  | <u>COMMODITY</u>                           | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------------|-----------------|--|--------------------|
| Nicor Gas                      | 02          | Utilities                        | Gas             | Monthly Charges                            | 3,622.64           |
| Nicor Gas                      | 02          | Utilities                        | Gas             | Monthly Charges                            | 33.53              |
| Nicor Gas                      | 02          | Utilities                        | Gas             | Monthly Charges                            | 89.33              |
| Commonwealth Edison            | 02          | Utilities                        | Electricity     | Monthly Service                            | 7,180.69           |
| Commonwealth Edison            | 02          | Utilities                        | Electricity     | Monthly Service                            | 19.12              |
| Commonwealth Edison            | 02          | Utilities                        | Electricity     | Monthly Service                            | 9,534.64           |
| Commonwealth Edison            | 02          | Utilities                        | Electricity     | Monthly Service                            | 70.07              |
| Commonwealth Edison            | 02          | Utilities                        | Electricity     | Monthly Telephone Charges                  | 36.03              |
| UT & T                         | 02          | Utilities                        | Telephone       | Telephone Service                          | 2,265.10           |
| UT & T                         | 02          | Utilities                        | Telephone       | Monthly Telephone Charges                  | 4.41               |
| Jalatin River Communications   | 02          | Utilities                        | Telephone       | Pay Phone Charges                          | 2,829.90           |
| Jalatin River Communications   | 02          | Utilities                        | Telephone       | Monthly Charges-Feb.                       | 72.97              |
| Illinois Century Network (ICN) | 02          | Utilities                        | Telephone       | College Cell Phone-Van Use                 | 1,508.00           |
| Northwest Capital Recovery Gro | 02          | Utilities                        | Telephone       | Cell phone for College Van                 | 48.22              |
| United States Cellular         | 02          | Utilities                        | Telephone       | Monthly Charge                             | 48.22              |
| United States Cellular         | 02          | Utilities                        | Telephone       | Dr. Behrendt Cell Phone Services 2003-2004 | 41.31              |
| Verizon Wireless               | 02          | Utilities                        | Telephone       | Monthly Trash Removal                      | 439.85             |
| Rock Valley Disposal           | 02          | Utilities                        | Refuse Disposal | Other Utilities                            | 452.68             |
| Caterpillar Inc.               | 02          | Utilities                        | Other Utilities | Monthly Engine Testing                     | 452.68             |
| Caterpillar Inc.               | 02          | Utilities                        | Other Utilities | Monthly Engine Testing                     | 7.99               |
| Jeill Corporation              | 02          | Building and Grounds Administrat | Office Supplies | Replacement Policy-Grounds Copier          | 51.86              |
| Jeill Corporation              | 02          | Building and Grounds Administrat | Office Supplies | Office Supplies For Maintenance            | 59.94              |
| Denards                        | 02          | Building and Grounds Administrat | Other Supplies  | Battery Jumper                             | 3,757.27           |
| New Holland Credit             | 02          | Building and Grounds Administrat |                 | Tractor Lease                              |                    |
|                                |             |                                  |                 | Lease Installment Payments                 |                    |

| <u>PAYEE/ VENDOR</u>          | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>      | <u>COMMODITY</u>                                   | <u>ITEM AMOUNT</u>                                |        |
|-------------------------------|-------------|----------------------------------|---------------------|--|---|--------|
| United Electric               | 02          | Building and Grounds Adminstrat  |                     | Site Improvements                                  | 6,868.16  |        |
| uperior Design & Construction | 03          | Operations & Maintenance- Restri | Building Remodeling | Safety Improvements Project Including Alternate    | 24,120.00   |        |
| uperior Design & Construction | 03          | Operations & Maintenance- Restri | Building Remodeling | Safety Project                                     | 26,194.50   |        |
| illett, Hofmann & Associates, | 03          | Operations & Maintenance- Restri | Building Remodeling | Professional Services Safety Improvement Project   | 1,881.00  |        |
| illett, Hofmann & Associates, | 03          | Operations & Maintenance- Restri | Building Remodeling | Professional Services/Sewer Outfall Project        | 6,221.42  |        |
| illett, Hofmann & Associates, | 03          | Operations & Maintenance- Restri | Building Remodeling | Engineer Services for Outfall Project              | 7,197.25  |        |
| illett, Hofmann & Associates, | 03          | Operations & Maintenance- Restri | Building Remodeling | Engineer services for Electrical Improvements Proj | 2,818.27  |        |
| illett, Hofmann & Associates, | 03          | Operations & Maintenance- Restri | Building Remodeling | Engineer services for Elevator Project             | 874.20  |        |
| illett, Hofmann & Associates, | 03          | Operations & Maintenance- Restri | Building Remodeling | Engineer Services for Safety Project               | 513.00  |        |
| hrane, Paula E.               | 050500      | Child Care Center                |                     | Child Care Supplies 3/16/04                        | 48.95   |        |
| hrane, Paula E.               | 050500      | Child Care Center                |                     | Supplies for Child Care                            | 36.37   |        |
| hrane, Paula E.               | 050500      | Child Care Center                |                     | Child Care Supplies 4/6/04                         | 90.96   |        |
| ollect Bookstore              | 050500      | Child Care Center                |                     | Other Supplies                                     | 5.78  |        |
| hamhoff, Russ K.              | 050600      | Men's Basketball                 |                     | Other Conference & Meeting                         | 83.87   |        |
| lanagan, Bill "               | 050600      | Men's Basketball                 |                     | Other Conference & Meeting                         | 568 Wedge RTG 54 Degree RH Steel Shaft Standard   | 99.00  |
| cenic Stage Line, Inc         | 050600      | Men's Basketball                 |                     | Other Conference & Meeting                         | BNS-IVCC Game 2/17/04                             | 250.00 |
| leveland Golf                 | 050600      | Golf                             |                     | Other Supplies                                     | 64.00   |        |
| un Mountain                   | 050600      | Golf                             |                     | Other Conference & Meeting                         | Hesadwind Solo Single-Ply Pullovers Color-Bonfire | 132.15 |
| lliams, David E.              | 050600      | Golf                             |                     | Travel-Golf 4/6/04                                 | 71.44   |        |
| llmore, Todd                  | 050600      | Men's Baseball                   |                     | Other Contractual Services                         | 105.00  |        |
| llmore, Todd                  | 050600      | Men's Baseball                   |                     | Other Contractual Services                         | 105.00  |        |
| llmore, Todd                  | 050600      | Men's Baseball                   |                     | Other Contractual Services                         | 105.00  |        |
| llmore, Todd                  | 050600      | Men's Baseball                   |                     | Other Contractual Services                         | 105.00  |        |
| llmore, Todd                  | 050600      | Men's Baseball                   |                     | Other Contractual Services                         | 185.00  |        |
|                               |             |                                  |                     | Other Contractual Services                         | 185.00  |        |



| <u>PAYER/VENDOR</u>        | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u>           | <u>ITEM AMOUNT</u> |
|----------------------------|-------------|---------------------|----------------|----------------------------|--------------------|
| Lancaster, Kyle A.         | 050600      | Women's Softball    |                | Other Contractual Services | 15.00              |
| Lancaster, Kyle A.         | 050600      | Women's Softball    |                | Other Contractual Services | 15.00              |
| Lancaster, Kyle A.         | 050600      | Women's Softball    |                | Other Contractual Services | 15.00              |
| Lancaster, Kyle A.         | 050600      | Women's Softball    |                | Other Contractual Services | 15.00              |
| Lancaster, Merri           | 050600      | Women's Softball    |                | Other Contractual Services | 15.00              |
| Lancaster, Merri           | 050600      | Women's Softball    |                | Other Contractual Services | 15.00              |
| Lancaster, Merri           | 050600      | Women's Softball    |                | Other Contractual Services | 15.00              |
| Lancaster, Merri           | 050600      | Women's Softball    |                | Other Contractual Services | 15.00              |
| Lancaster, Merri           | 050600      | Women's Softball    |                | Other Contractual Services | 15.00              |
| Lancaster, Merri           | 050600      | Women's Softball    |                | Other Contractual Services | 15.00              |
| Lancaster, Merri           | 050600      | Women's Softball    |                | Other Contractual Services | 15.00              |
| Ruiz, Don                  | 050600      | Women's Softball    |                | Other Contractual Services | 75.00              |
| Temple's Sporting Goods    | 050600      | Women's Softball    |                | Dozen Easton Increda Balls | 89.41              |
| Leseman, Jolene K.         | 050600      | Women's Softball    |                | Travel-Softball            | 240.38             |
| Leseman, Jolene K.         | 050600      | Women's Softball    |                | Travel-MSB 4/1/04          | 91.00              |
| Leseman, Jolene K.         | 050600      | Women's Softball    |                | Travel-W Softball          | 132.50             |
| Pollett Bookstore          | 050600      | General Athletics   |                | Bookstore Charges          | 12.62              |
| Boyle, Dayle               | 050600      | Intramurals         |                | Other Conference & Meeting | 50.00              |
| Best Western Reagan        | 050600      | Student Activities  |                | Consultants                | 54.39              |
| Zarb, Michelle             | 050600      | Student Activities  |                | Consultants                | 100.00             |
| Anderson's                 | 050600      | Student Activities  |                | Office Supplies            | 173.95             |
| Consolidated Management Co | 050600      | Student Activities  |                | Office Supplies            | 68.49              |
| Derby, Dustin C.           | 050600      | Student Activities  |                | Office Supplies            | 26.82              |
| Noel-Levitz                | 050600      | Student Activities  |                | Office Supplies            | 162.75             |
|                            |             |                     |                | Campus Report              |                    |

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|----------------------------------|-------------|--------------------------|----------------|---|--------------------|
|                                  |             |                          |                |   |                    |
| Follett Bookstore                | 050600      | Student Activities       |                | Other Materials and Supplies                      | .49                |
| Forte Stage Combat               | 050600      | Drama                    |                | Department Bookstore Charges                      |                    |
| Hedrick, Jason J.                | 050600      | Drama                    |                | Other Materials and Supplies                      | 280.00             |
| Hedrick, Jason J.                | 050600      | Drama                    |                | Sword and Accessories Rental for 1 Month          | 390.18             |
| Yenards                          | 050600      | Drama                    |                | Supplies for Play 2/28/04                         | 472.19             |
| Triplette Competition Arms       | 050600      | Drama                    |                | Costume Supplies/Spring Play                      | 333.97             |
| Hedrick, Jason J.                | 050600      | Speech & Readers Theater |                | Building Material for Spring Production           |                    |
| Hedrick, Jason J.                | 050600      | Speech & Readers Theater |                | R9 Rapier-Double Clam-Shell Swept Hilt T03 Rapier | 339.60             |
| Morgan, Brian K.                 | 050600      | Speech & Readers Theater |                | Supplies for Spring 04 Production                 | 237.46             |
| Sesac                            | 050600      | Music                    |                | Supplies for Spring Production                    | 38.77              |
| Sauk Valley Newspapers           | 050600      | Voyager                  |                | Work for Spring Production                        | 900.00             |
| Amoco Oil Company                | 050800      | Transportation           |                | PY 04 License Fee                                 | 180.00             |
| Chattic, A.C.                    | 050800      | Transportation           |                | Printing of March Voyager                         | 435.95             |
| Chattic, A.C.                    | 050800      | Transportation           |                | Gas for College Van                               | 154.01             |
| Devan, Curtis                    | 050800      | Transportation           |                | Travel - thru 3/31/04 Tennis Match                | 45.10              |
| Drew, Gary                       | 050800      | Transportation           |                | Additional Travel 3/18/04 Tennis                  | -22.10             |
| Yunez, Steve C.                  | 050800      | Transportation           |                | Gas College Van NIN Exchange 4/2/04               | 29.60              |
| Shell Oil Company                | 050800      | Transportation           |                | Gas Purchase College van                          | 24.00              |
| Professional Benefit Administrtr | 051000      | Medical Insurance        |                | Gas for College Van                               | 57.39              |
| Professional Benefit Administrtr | 051000      | Medical Insurance        |                | Gas Purchase for College Van                      | 257.12             |
| Professional Benefit Administrtr | 051000      | Medical Insurance        |                | Individual Stop Loss                              | 10,232.72          |
| Professional Benefit Administrtr | 051000      | Medical Insurance        |                | Dependent Stop Loss                               | 3,137.08           |
| Professional Benefit Administrtr | 051000      | Medical Insurance        |                | Precertification                                  | 370.00             |
| Professional Benefit Administrtr | 051000      | Medical Insurance        |                | Administrative Costs                              | 2,693.50           |
| Formatart Inc                    | 051100      | Storage Room             |                | Life & ADWD                                       | 1,863.03           |
| Setchell, Abby A.                | 051400      |                          |                | Purchases for Resale                              | 34.50              |
|                                  |             |                          |                | Student Loans                                     | 300.00             |
|                                  |             |                          |                | B-1/2x11 Letterhead                               |                    |
|                                  |             |                          |                | Student Loan Due 5/7/04                           |                    |

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|---------------------------------|-------------|----------------------------------|---------------------------------|---|--------------------|
| SVCC Educational Fund           | 062021      |                                  | I/F Payable                     | Interfunds                                | 3,742.01           |
| SVCC Educational Fund           | 062022      | WFP- Education to Careers Grant  | I/F Payable                     | Interfunds                                | 241.42             |
| Consolidated Management Co      | 062022      | Other Contractual Services       | College Grad. Class             | Interfunds                                | 155.25             |
| SVCC Educational Fund           | 062024      |                                  | I/F Payable                     | Interfunds                                | 2,746.16           |
| SVCC Educational Fund           | 062024      |                                  | I/F Payable                     | Interfund                                 | 10.52              |
| Follett Bookstore               | 062024      | WFP- Welfare to Work             | Office Supplies                 | Bookstore Charges                         | 5.63               |
| CWCA of the Sauk Valley         | 062024      | WFP- Welfare to Work             | Conference/Meeting Expense      | YWCA - Women of Achievement 4/16/04       | 25.00              |
| SVCC Educational Fund           | 062026      |                                  | I/F Payable                     | Interfunds                                | 8,359.18           |
| SVCC Educational Fund           | 062026      |                                  | I/F Payable                     | Interfund                                 | 10.82              |
| SVCC Educational Fund           | 062030      |                                  | I/F Payable                     | Interfunds                                | 271.60             |
| SVCC Educational Fund           | 062050      |                                  | I/F Payable                     | Interfunds                                | 11,165.69          |
| Miller-McKinstra, Michele       | 062050      | SBDC Grant                       | Administrative Staff- Full-Time | Computer Supplies                         | 42.49              |
| State Universities Retirement   | 062050      | SBDC Grant                       | SURS                            | Matching Funds: SURS                      | 152.57             |
| State Universities Retirement   | 062050      | SBDC Grant                       | SURS                            | Matching Funds                            | 152.57             |
| Miller-McKinstra, Michele       | 062050      | SBDC Grant                       | Office Supplies                 | Ink Jet Printer                           | 29.95              |
| Luill Corporation               | 062050      | SBDC Grant                       | Office Supplies                 | 901-GSF-11-BK Roundstick Fine Point Black | 179.19             |
| Luill Corporation               | 062050      | SBDC Grant                       | Office Supplies                 | Ream of Goldenrod Paper 038-083200        | 5.99               |
| IBM Business Equipment Center   | 062050      | SBDC Grant                       | Office Supplies                 | Maintenance Contract FY04                 | 106.82             |
| Illinois Small Business Develop | 062050      | SBDC Grant                       | Conference/Meeting Expense      | Annual Dues                               | 125.00             |
| Miller-McKinstra, Michele       | 062050      | SBDC Grant                       | Telephone                       | Travel-Area Client Visits                 | 136.88             |
| Illatian River Communications   | 062050      | SBDC Grant                       | Telephone                       | Monthly Charge                            | 35.35              |
| Miller-McKinstra, Michele       | 062050      | SBDC Grant                       | Telephone                       | Computer Supplies                         | 23.75              |
| PRINT                           | 062050      | SBDC Grant                       | Telephone                       | Monthly Long Distance Charge              | 14.16              |
| Johnson, Virginia               | 062051      | ISU Non Traditional Nursing Gran | Other Supplies                  | Supplies:Men in Nursing Day               | 48.75              |
| SVCC Educational Fund           | 062056      |                                  | I/F Payable                     | Interfunds                                | 17,201.19          |

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| <u>PAYEE/VENDOR</u>                     | <u>FUND</u> | <u>ORGANIZATION</u>               | <u>ACCOUNT</u>             | <u>COMMODITY</u>                           | <u>ITEM AMOUNT</u> |
|---|-------------|-----------------------------------|----------------------------|--|--------------------|
| Benedict, Timothy                       | 062056      | ICCB Adult Ed-Federal Basic       | Conference/Meeting Expense | Travel- 3/10/04 Springfield Adult Ed Conf. | 277.91             |
| Illinois State University Team, Craig A | 062056      | ICCB Adult Ed-Federal Basic       | Conference/Meeting Expense | Conference 4/14/04 - T Gospodarczyk        | 90.00              |
| IVCC Educational Fund                   | 062057      |                                   | I/F Payable                | Interfunds                                 | 573.37             |
| IVCC Educational Fund                   | 062058      | ICCB Adult Ed-State Basic-Instruc | I/F Payable                | Interfunds                                 | 1,931.36           |
| Arrufo, Kerrie W.                       | 062058      | ICCB Adult Ed-State Basic-Instruc | Instructional Supplies     | March Cleaning-GED Classes                 | 25.00              |
| IVCC Educational Fund                   | 062059      | ICCB Adult Ed-State Basic-Instruc | Instructional Supplies     | Supplies for Wallace Educational Center    | 83.01              |
| IVCC Educational Fund                   | 062059      |                                   | I/F Payable                | Interfunds                                 | 22,059.78          |
| Collett Bookstore                       | 062059      | ICCB Adult Ed-Performance-Instrc  | I/F Payable                | Interfund                                  | 5.79               |
| Collett Bookstore                       | 062059      | ICCB Adult Ed-Performance-Instrc  | Instructional Supplies     | Bookstore Charges                          | 12.94              |
| Corinini, Anthony D.                    | 062059      | ICCB Adult Ed-Performance-Litera  | Instructional Supplies     | Department Bookstore Charges               | 14.00              |
| IVCC Educational Fund                   | 062060      |                                   | Conference/Meeting Expense | Travel-GED thru 3/31/04                    | 63.00              |
| IVCC Educational Fund                   | 062060      |                                   | I/F Payable                | Interfunds                                 | 4,405.92           |
| IVCC Educational Fund                   | 062060      |                                   | I/F Payable                | Interfund                                  | 8.49               |
| VCC Educational Fund                    | 062063      |                                   | I/F Payable                | Interfunds                                 | 633.73             |
| VCC Educational Fund                    | 062071      |                                   | I/F Payable                | Interfund                                  | 8,684.00           |
| VCC Educational Fund                    | 062073      |                                   | I/F Payable                | Interfunds                                 | 10,894.09          |
| VCC Educational Fund                    | 062073      |                                   | I/F Payable                | Interfund                                  | 4.64               |
| VCC Educational Fund                    | 062074      |                                   | I/F Payable                | Interfunds                                 | 603.55             |
| VCC Educational Fund                    | 062074      |                                   | I/F Payable                | Interfund                                  | 47,589.97          |
| VCC Educational Fund                    | 062140      |                                   | I/F Payable                | Interfund                                  | 9,919.27           |
| State Universities Retirement           | 063011      | Student Support Services Grant    | SURS                       | Matching Funds SURS                        | 593.20             |
| State Universities Retirement           | 063011      | Student Support Services Grant    | SURS                       | Matching Funds                             | 593.20             |
| erox Corporation                        | 063011      | Student Support Services Grant    | Maintenance Services       | Maintenance Fees                           | 7.50               |

| <u>PAYEE/VENDOR</u>         | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>             | <u>COMMODITY</u>                            | <u>ITEM</u> | <u>AMOUNT</u> |
|-----------------------------|-------------|----------------------------------|----------------------------|---|-------------|---------------|
| Creative Printing           | 063011      | Student Support Services Grant   | Office Supplies            | SVCC Business Cards-Rebecca White           |             | 70.00         |
| Creative Printing           | 063011      | Student Support Services Grant   | Office Supplies            | Business Cards for Cyrus Kooshesh           |             | 40.00         |
| Collett Bookstore           | 063011      | Student Support Services Grant   | Office Supplies            | Department Bookstore Charges                |             | 9.17          |
| Irving, Kristi A.           | 063011      | Student Support Services Grant   | Other Conference & Meeting | Travel-NUU 3/19/04                          |             | 35.50         |
| Jackson, Lawrence E.        | 063011      | Student Support Services Grant   | Other Conference & Meeting | P/U Students ConC 3/24/04                   |             | 37.88         |
| Jackson, Lawrence E.        | 063011      | Student Support Services Grant   | Other Conference & Meeting | Travel 3/26/04 NIU Visit                    |             | 28.53         |
| Jackson, Lawrence E.        | 063011      | Student Support Services Grant   | Other Conference & Meeting | Travel-Western Ill 4/2/04                   |             | 27.30         |
| Kooshesh, Cyrus             | 063011      | Student Support Services Grant   | Other Conference & Meeting | SSS Cultural Trip-3/23/04                   |             | 287.80        |
| Paper Direct Inc.           | 063011      | Student Support Services Grant   | Other Conference & Meeting | #SEV5530 Square Veilum Invitations (28/box) |             | 149.91        |
| WCA of the Sauk Valley      | 063011      | Student Support Services Grant   | Other Conference & Meeting | YWCA Women of Achievement 4/16/04           |             | 175.00        |
| VCC Educational Fund        | 063012      |                                  | I/F Payable                | Interfund                                   |             | 22,120.13     |
| VCC Educational Fund        | 063013      |                                  | I/F Payable                | Interfund                                   |             | 3,560.95      |
| VCC Educational Fund        | 063013      |                                  | I/F Payable                | Interfund                                   |             | 14.05         |
| VCC Educational Fund        | 063014      |                                  | I/F Payable                | Interfund                                   |             | 7,212.43      |
| VCC Educational Fund        | 063014      |                                  | I/F Payable                | Interfund                                   |             | 7.56          |
| VCC Educational Fund        | 063020      |                                  | I/F Payable                | Interfund                                   |             | 62,158.11     |
| tapes                       | 063020      | Perkins IIC                      | Instructional Supplies     | TI-83 Calculators                           |             | 999.60        |
| Consolidated Management Co. | 063020      | Perkins IIC                      | Conference/Meeting Expense | Workforce Council Meeting                   |             | 51.25         |
| Johnson, Virginia           | 063020      | Perkins IIC                      | Conference/Meeting Expense | Travel-Preport 3/31/04 Program Assessment   |             | 112.67        |
| Hite, Linley V.             | 063020      | Perkins IIC                      | Conference/Meeting Expense | Workforce Council Meeting 3/15/04           |             | 29.00         |
| Hite, Linley V.             | 063020      | Perkins IIC                      | Conference/Meeting Expense | Travel-WIB Meeting 3/24/04                  |             | 210.31        |
| Collett Bookstore           | 063020      | Perkins IIC -Special Populations | Instructional Supplies     | Department Bookstore Charges                |             | 109.75        |
| Os, Keith A.                | 063020      | Perkins IIC -Special Populations | Conference/Meeting Expense | Travel-Area High Schools Testing 3/15/04    |             | 53.25         |
| Os, Keith A.                | 063020      | Perkins IIC -Special Populations | Conference/Meeting Expense | Travel Area HS thru 3/30/04                 |             | 52.50         |
| VCC Educational Fund        | 063030      |                                  | I/F Payable                | Interfund                                   |             | 18,340.71     |

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|-------------------------------|-------------|----------------------------------|----------------------------|--|--------------------|
| Hawver Press, Inc             | 063030      | Perkins IIIE Tech Prep           | Printing                   | Compass Exam Prep Brochures                        | 135.00             |
| hington High School           | 063030      | Perkins IIIE Tech Prep           | Conference/Meeting Expense | Tech Prep-Travel Reimbursement Connections Conf    | 326.26             |
| Consolidated Management Co    | 063030      | Perkins IIIE Tech Prep           | Conference/Meeting Expense | Food for Tech Prep Meeting                         | 33.90              |
| Johnson, Virginia             | 063030      | Perkins IIIE Tech Prep           | Conference/Meeting Expense | Travel-Freeport 3/31/04 Program Assessment         | 214.26             |
| ulton High School             | 063030      | Perkins IIIE Tech Prep           | Other                      | Tech Prep Supplies 3/15/04                         | 1,099.77           |
| IVCC Educational Fund         | 063071      |                                  | I/F Payable                | Interfunds   | 48,947.96          |
| IVCC Educational Fund         | 063071      |                                  | I/F Payable                | Interfund  | .99                |
| ells Fargo                    | 063071      | Federal Student Loan             | Dept. of Education         | Return of Funds J Ballini                          | 39.52              |
| ducaid                        | 063071      | Federal Student Loan             | Dept. of Education         | Refund- Win Greenwald                              | 252.00             |
| ational Education/IDAPP       | 063071      | Federal Student Loan             | Dept. of Education         | Return of Funds S Rice                             | 321.10             |
| iserv Health Tennessee        | 063075      | IDHS AmeriCorps - Member Activit | Medical Insurance          | Member's Health Insurance                          | 823.12             |
| iserv Health Tennessee        | 063075      | IDHS AmeriCorps - Member Activit | Medical Insurance          | Member's Healthcare                                | 823.12             |
| State Universities Retirement | 063075      | IDHS AmeriCorps- Nonmember Activ | SURS                       | Matching Funds SURS                                | 268.56             |
| State Universities Retirement | 063075      | IDHS AmeriCorps- Nonmember Activ | SURS                       | Matching Funds                                     | 268.56             |
| Consolidated Management Co    | 063075      | IDHS AmeriCorps- Nonmember Activ | Office Supplies            | Am Refreshments-Parenting Con. & Lunch for 92      | 63.25              |
| creative Printing             | 063075      | IDHS AmeriCorps- Nonmember Activ | Office Supplies            | SVCC Business Cards-Rebecca White                  | 40.00              |
| ust Say No to Drugs           | 063075      | IDHS AmeriCorps- Nonmember Activ | Office Supplies            | Shirts for Parade                                  | 43.00              |
| hite, Rebecca                 | 063075      | IDHS AmeriCorps- Nonmember Activ | Conference/Meeting Expense | National Conf 6/5/04                               | 400.00             |
| hite, Rebecca                 | 063075      | IDHS AmeriCorps- Nonmember Activ | Other Conference & Meeting | Travel-2/3-2/28/04 Area Visits                     | 63.50              |
| hite, Rebecca                 | 063075      | IDHS AmeriCorps- Nonmember Activ | Other Conference & Meeting | Travel 3/2-3/19/04 Area Visits                     | 66.88              |
| nique Computer                | 064030      | Restricted Fund-GOD Certificates | Capital Supplies           | Travel 3/23-3/30/04 Computer                       | 56.50              |
| nique Computer                | 064030      | Restricted Fund-GOD Certificates | Capital Supplies           | IBM TC A50T  | 735.00             |
| nique Computer                | 064030      | Restricted Fund-GOD Certificates | Capital Supplies           | IBM Thinkpad Laptop                                | 1,185.00           |
| BM Business Equipment Center  | 064030      | Restricted Fund-GOD Certificates | Capital Supplies           | Hon Task Chair 7708-T-HW103 T black AB Confetti 18 | 1,485.00           |
|                               |             |                                  |                            |  | 279.00             |

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| <u>PAYEE/VENDOR</u>           | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>             | <u>COMMODITY</u>                            | <u>ITEM AMOUNT</u> |
|-------------------------------|-------------|----------------------------------|----------------------------|---|--------------------|
| unique Computer               | 064030      | Restricted Fund-GOD Certificates | Capital Supplies           | NBC TCD (2)                                 | 990.00             |
| MS Informational Technology I | 064030      | Restricted Fund-GOD Certificates | Office Equipment           | HF EVA 3000 SAN with ISCSI                  | 176,250.00         |
| action, William J.            | 101010      | Booster Club                     | Other                      | Spring 04 Baseball Trip                     | 5,500.00           |
| athrya, Betch Inc.            | 101080      | Rad Tech Senior                  | Other                      | Candy for Fundraiser                        | 810.00             |
| oriental Trading Company      | 101120      | ALAS Club                        | Other                      | Prizes for Child Fair                       | 47.60              |
| unez, Steve C.                | 101140      | Phi Theta Kappa Club             | Other                      | Plaque for Phi Theta Kappa                  | 31.85              |
| unez, Steve C.                | 101140      | Phi Theta Kappa Club             | Other                      | 4/10/04 Phi Theta Kappa Donation            | 140.49             |
| HI THETA KAPPA Society        | 101140      | Phi Theta Kappa Club             | Other                      | PRK International & Regional dues           | 1,634.00           |
| allatin River Communications  | 12          | Risk Management                  | Telephone                  | 911 Call Trunk Lines                        | 89.52              |
| impex-Grinnell                | 12          | Public Safety                    | Maintenance Services       | Equipment Contract 5/1-4/30-04 (prorated)   | 1,206.00           |
| ericon Wireless               | 12          | Public Safety                    | Maintenance Services       | Security Cell Phones                        | 66.02              |
| tewart & Associates           | 12          | Public Safety                    | Other Contractual Services | Contract Security w/e 2/28, 3/06 Holiday    | 945.95             |
| tewart & Associates           | 12          | Public Safety                    | Other Contractual Services | Contract Security w/e 3/13, 3/20/04         | 864.80             |
| tewart & Associates           | 12          | Public Safety                    | Other Contractual Services | Contract Security w/e 3/27, 4/3/04          | 864.80             |
| xane, Anthony J.              | 12          | Public Safety                    | Conference/Meeting Expense | Travel Advance 4/14/04 Conf                 | 170.10             |
| niversity of Illinois         | 12          | Public Safety                    | Conference/Meeting Expense | Pesticide Conf 4/14/04 Drew, Shehorn, Dlane | 60.00              |

BANK ACCOUNT 1 TOTAL: 1,226,942.59  
BANK ACCOUNT 2 TOTAL: 1,160,327.33  
ALL ACCOUNTS TOTAL: 2,387,269.92

SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF MARCH 31

| <u>EDUCATION FUND</u>               | <u>2002-2003 Budget</u> | <u>2002-2003 Actual</u> | <u>2003-2004 Budget</u> | <u>2003-2004 Actual</u> | <u>Budget Percent</u> |
|-------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| <b>Revenues</b>                     |                         |                         |                         |                         |                       |
| Local Governmental Sources          | 3,021,500               | 1,523,410               | 3,138,004               | 1,551,749               | 49.4%                 |
| State Governmental Sources          | 2,407,922               | 1,238,318               | 3,049,616               | 2,293,012               | 75.1%                 |
| Federal Governmental Sources        | 30,700                  | 855                     | 1,000                   | 4                       | 424.0%                |
| Student Tuition and Fees            | 2,604,821               | 2,653,449               | 3,011,360               | 2,859,942               | 94.9%                 |
| Sales and Service                   | 212,500                 | 227,595                 | 341,818                 | 177,280                 | 51.8%                 |
| Investment Revenue                  | 80,000                  | 28,255                  | 80,000                  | 23,379                  | 29.2%                 |
| Other Revenues                      | 446,000                 | 31,095                  | 526,000                 | 4,287                   | .8%                   |
| <b>TOTALS</b>                       | <b>8,803,443</b>        | <b>5,702,980</b>        | <b>10,148,738</b>       | <b>6,913,892</b>        | <b>68.1%</b>          |
| <b>Expenditures</b>                 |                         |                         |                         |                         |                       |
| Salaries                            | 6,053,764               | 4,428,384               | 6,316,729               | 4,657,259               | 73.7%                 |
| Employee Benefits                   | 1,458,859               | 829,818                 | 1,581,447               | 872,489                 | 55.1%                 |
| Contractual Services                | 328,162                 | 295,281                 | 499,472                 | 267,338                 | 53.5%                 |
| General Materials and Supplies      | 653,216                 | 467,389                 | 921,962                 | 627,048                 | 68.0%                 |
| Travel and Conference Meeting Exp.  | 121,420                 | 71,168                  | 141,725                 | 85,693                  | 60.4%                 |
| Fixed Charges                       | 56,212                  | 11,598                  | 22,955                  | 16,693                  | 72.7%                 |
| Capital Outlay                      |                         |                         | 111,840                 | 23,402                  | 20.9%                 |
| Other Expenditures                  | 476,000                 | 397,612                 | 487,000                 | 411,389                 | 84.4%                 |
| <b>TOTALS</b>                       | <b>9,147,633</b>        | <b>6,501,252</b>        | <b>10,083,130</b>       | <b>6,961,315</b>        | <b>69.0%</b>          |
| <b>Transfers</b>                    |                         |                         |                         |                         |                       |
| Transfers to Other Funds            |                         | 60,000                  | 47,500                  |                         | 0.0%                  |
| Transfers From Other Funds          |                         |                         | -189,000                | -8,780                  | 4.6%                  |
| <b>TOTALS</b>                       | <b>-178,000</b>         | <b>60,000</b>           | <b>-141,500</b>         | <b>-8,780</b>           | <b>6.2%</b>           |
| NET INCREASE/DECREASE IN NET ASSETS |                         |                         |                         |                         |                       |
| NET FUND BALANCE                    | -166,190                | -858,272                | 207,107                 | -38,641                 |                       |
|                                     |                         | 8,160                   |                         | 698,403                 |                       |

| <u>OPERATION AND MAINTENANCE FUND</u> | 2002-2003        |                 | 2002-2003        |                | 2003-2004     |               | <u>Budget Percent</u> |
|---------------------------------------|------------------|-----------------|------------------|----------------|---------------|---------------|-----------------------|
|                                       | <u>Budget</u>    | <u>Actual</u>   | <u>Budget</u>    | <u>Actual</u>  | <u>Budget</u> | <u>Actual</u> |                       |
| <b>Revenues</b>                       |                  |                 |                  |                |               |               |                       |
| Local Governmental Sources            | 370,000          | 187,429         | 384,123          | 190,009        | 49,4%         |               |                       |
| State Governmental Sources            | 321,520          | 156,966         | 432,632          | 323,408        | 74.7%         |               |                       |
| Federal Governmental Sources          |                  |                 |                  |                |               |               |                       |
| Student Tuition and Fees              | 271,586          | 289,469         | 328,500          | 313,277        | 95.3%         |               |                       |
| Sales and Service                     | 5,500            | 6,036           | 6,500            | 3,140          | 48.3%         |               |                       |
| Facilities Revenue                    | 6,000            | 1,711           | 4,000            | 2,051          | 51.2%         |               |                       |
| Investment Revenue                    | 9,000            | 806             | 2,000            | 74             | 3.7%          |               |                       |
| Other Revenues                        | 39,500           | 231             | 37,500           | 357            | .9%           |               |                       |
| <b>TOTALS</b>                         | <b>1,023,106</b> | <b>642,651</b>  | <b>1,195,255</b> | <b>832,320</b> | <b>69.6%</b>  |               |                       |
| <b>Expenditures</b>                   |                  |                 |                  |                |               |               |                       |
| Salaries                              | 443,944          | 332,816         | 461,850          | 340,356        | 73.6%         |               |                       |
| Employee Benefits                     | 153,329          | 100,076         | 152,131          | 102,720        | 67.5%         |               |                       |
| Contractual Services                  | 69,500           | 58,230          | 69,500           | 69,993         | 100.7%        |               |                       |
| General Materials and Supplies        | 91,400           | 65,842          | 121,300          | 77,730         | 64.0%         |               |                       |
| Travel and Conference Meeting Exp.    | 2,400            | 1,777           | 3,500            | 1,465          | 41.8%         |               |                       |
| Fixed Charges                         |                  | 62,893          | 55,362           | 55,612         | 100.4%        |               |                       |
| Utilities                             | 337,000          | 205,973         | 386,700          | 268,769        | 69.5%         |               |                       |
| Capital Outlay                        | 15,000           | 12,181          | 15,000           | 14,442         | 96.2%         |               |                       |
| Other Expenditures                    |                  |                 |                  |                |               |               |                       |
| <b>TOTALS</b>                         | <b>1,112,573</b> | <b>839,793</b>  | <b>1,265,343</b> | <b>931,089</b> | <b>73.5%</b>  |               |                       |
| <b>Transfers</b>                      |                  |                 |                  |                |               |               |                       |
| Transfers From Other Funds            | -34,000          |                 | -70,500          |                | 0.0%          |               |                       |
| <b>TOTALS</b>                         | <b>-34,000</b>   |                 | <b>-70,500</b>   |                | <b>0.0%</b>   |               |                       |
| NET INCREASE/DECREASE IN NET ASSETS   | <b>-55,467</b>   | <b>-197,141</b> | <b>411</b>       | <b>-98,769</b> |               |               |                       |
| FUND BALANCE                          |                  | <b>-147,312</b> |                  | <b>-98,796</b> |               |               |                       |

SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF MARCH 31

| <u>OPERATION &amp; MAINTENANCE- RESTRICTED</u> | <u>2002-2003</u> | <u>2002-2003</u> | <u>2003-2004</u> | <u>2003-2004</u> | <u>Budget Percent</u> |
|--|------------------|------------------|------------------|------------------|-----------------------|
|  | <u>Budget</u>    | <u>Actual</u>    | <u>Budget</u>    | <u>Actual</u>    |                       |
| <b>Revenues</b>                                |                  |                  |                  |                  |                       |
| Local Governmental Sources                     | 613,000          | 310,403          | 632,938          | 313,075          | 49.4%                 |
| State Governmental Sources                     | 3,204,922        | 140,563          | 3,382,000        | 2,199            | 0.0%                  |
| Investment Revenue                             | 30,000           | 10,174           | 10,000           |                  | 21.9%                 |
| Other Revenues                                 | 250,000          |                  | 250,000          |                  | 0.0%                  |
| <b>TOTALS</b>                                  | <b>4,097,922</b> | <b>461,141</b>   | <b>4,274,938</b> | <b>315,275</b>   | <b>7.3%</b>           |

**Expenditures**

|                                     |                  |                   |                  |                |             |
|-------------------------------------|------------------|-------------------|------------------|----------------|-------------|
| Contractual Services                | 13,419           | 6,400             |                  |                |             |
| General Materials and Supplies      |                  |                   |                  |                |             |
| Capital Outlay                      | 4,441,152        | 266,875           | 5,361,936        | 410,235        | 7.6%        |
| <b>TOTALS</b>                       | <b>4,441,152</b> | <b>280,294</b>    | <b>5,361,936</b> | <b>416,635</b> | <b>7.7%</b> |
| <b>Transfers</b>                    |                  |                   |                  |                |             |
| Transfers From Other Funds          | -570,000         | -1,282,769        |                  |                |             |
| <b>TOTALS</b>                       | <b>-570,000</b>  | <b>-1,282,769</b> |                  |                |             |
| NET INCREASE/DECREASE IN NET ASSETS | 226,770          | 1,463,616         | -1,086,998       | -101,360       |             |
| FUND BALANCE                        |                  | 2,442,571         |                  | 2,500,897      |             |

SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF MARCH 31

| <u>BOND AND INTEREST FUND</u>       | <u>2002-2003 Budget</u> | <u>2002-2003 Actual</u> | <u>2003-2004 Budget</u> | <u>2003-2004 Actual</u> | <u>Budget Percent</u> |
|-------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| <b>Revenues</b>                     |                         |                         |                         |                         |                       |
| Local Governmental Sources          |                         |                         |                         |                         |                       |
| Investment Revenue                  | 1,385,000               | 707,935                 | 1,413,519               | 698,561                 | 49.4%                 |
| TOTALS                              | 5,000                   | 7,007                   | 10,000                  | 3,560                   | 35.6%                 |
|                                     | 1,390,000               | 714,943                 | 1,423,519               | 702,121                 | 49.3%                 |
| <b>Expenditures</b>                 |                         |                         |                         |                         |                       |
| Contractual Services                | 5,000                   | 853                     | 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               | 1,270,572               | 1,407,763               | 1,322,443               | 93.9%                 |
| NET INCREASE/DECREASE IN NET ASSETS | 2,992                   | -555,629                | 15,756                  | -620,322                |                       |
| FUND BALANCE                        |                         | 97,819                  |                         | 133,378                 |                       |

**SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF MARCH 31**

SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF MARCH 31

| <u>RESTRICTED PURPOSES FUND</u>            | <u>2002-2003 Budget</u> | <u>2002-2003 Actual</u> | <u>2003-2004 Budget</u> | <u>2003-2004 Actual</u> | <u>Budget Percent</u> |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| <b>Revenues</b>                            |                         |                         |                         |                         |                       |
| State Governmental Sources                 | 1,366,393               | 839,906                 | 1,107,936               | 905,301                 | 81.7%                 |
| Federal Governmental Sources               | 2,460,775               | 1,913,640               | 2,827,496               | 3,048,174               | 107.8%                |
| Investment Revenue                         | 20,000                  | 6,000                   | 7,834                   | 7,834                   | 130.5%                |
| Other Revenues                             | 99,860                  | 95,490                  | 60,619                  | 33,840                  | 55.8%                 |
| <b>TOTALS</b>                              | <b>3,947,028</b>        | <b>2,849,036</b>        | <b>4,002,051</b>        | <b>3,995,150</b>        | <b>99.8%</b>          |
| <b>Expenditures</b>                        |                         |                         |                         |                         |                       |
| Salaries                                   | 1,216,810               | 897,750                 | 1,205,514               | 724,688                 | 60.1%                 |
| Employee Benefits                          | 216,159                 | 164,712                 | 188,199                 | 125,921                 | 66.9%                 |
| Contractual Services                       | 149,566                 | 24,154                  | 445,609                 | 119,523                 | 42.8%                 |
| General Materials and Supplies             | 724,928                 | 443,936                 | 730,022                 | 417,343                 | 57.1%                 |
| Travel and Conference Meeting Exp.         | 68,506                  | 25,487                  | 54,623                  | 24,014                  | 43.9%                 |
| Fixed Charges                              | 13,107                  | 10,317                  | 10,412                  | 10,517                  | 101.0%                |
| Utilities                                  | 16,200                  | 6,107                   | 300                     | 482                     | 160.7%                |
| Capital Outlay                             | 194,500                 | 138,799                 | 198,200                 | 426,013                 | 214.9%                |
| Other Expenditures                         | 2,002,689               | 2,700,625               | 2,378,441               | 3,012,470               | 126.6%                |
| <b>TOTALS</b>                              | <b>4,602,465</b>        | <b>4,411,891</b>        | <b>4,811,320</b>        | <b>4,760,973</b>        | <b>98.9%</b>          |
| <b>Transfers</b>                           |                         |                         |                         |                         |                       |
| Transfers to Other Funds                   |                         |                         |                         |                         |                       |
| Transfers From Other Funds                 |                         |                         |                         |                         |                       |
| <b>TOTALS</b>                              | <b>50,847</b>           | <b>50,847</b>           | <b>-1</b>               | <b>-1</b>               | <b>0.0%</b>           |
| <b>NET INCREASE/DECREASE IN NET ASSETS</b> | <b>-706,284</b>         | <b>-1,562,855</b>       | <b>-809,268</b>         | <b>-765,823</b>         |                       |
| <b>FUND BALANCE</b>                        |                         | <b>-46,418</b>          |                         | <b>271,794</b>          |                       |

04/16/2004

SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF MARCH 31

WORKING CASH FUND

|                                     | 2002-2003<br><u>Budget</u> | 2002-2003<br><u>Actual</u> | 2003-2004<br><u>Budget</u> | 2003-2004<br><u>Actual</u> | Budget<br>Percent |
|-------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-------------------|
| Revenues                            |                            |                            |                            |                            |                   |
| Investment Revenue                  | 100,000                    | 5,369                      | 100,000                    | -97                        | %                 |
| TOTALS                              | 100,000                    | 5,369                      | 100,000                    | -97                        | %                 |
| Expenditures                        |                            |                            |                            |                            |                   |
| Investment Revenue                  |                            |                            |                            |                            |                   |
| TOTALS                              |                            |                            |                            |                            |                   |
| Transfers                           |                            |                            |                            |                            |                   |
| Transfers to Other Funds            | 200,000                    |                            | 200,000                    |                            | 0.0%              |
| TOTALS                              | 200,000                    |                            | 200,000                    |                            | 0.0%              |
| NET INCREASE/DECREASE IN NET ASSETS | -100,000                   | 5,369                      | -100,000                   | 2,370,686                  | -97               |
| FUND BALANCE                        | 2,476,153                  |                            |                            |                            |                   |

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SAUK VALLEY COMMUNITY COLLEGE  
 REVENUES, EXPENDITURES, AND TRANSFERS  
 AS OF MARCH 31

| <u>AUDIT FUND</u> | <u>2002-2003 Budget</u> | <u>2002-2003 Actual</u> | <u>2003-2004 Budget</u> | <u>2003-2004 Actual</u> | <u>Budget Percent</u> |
|-------------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|
|-------------------|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|

## Revenues

|                            |               |               |               |               |              |
|----------------------------|---------------|---------------|---------------|---------------|--------------|
| Local Governmental Sources | 30,700        | 15,585        | 30,710        | 15,176        | 49.4%        |
| Investment Revenue         | 1,000         | 115           | 1,000         | 96            | 9.6%         |
| <b>TOTALS</b>              | <b>31,700</b> | <b>15,701</b> | <b>31,710</b> | <b>15,273</b> | <b>48.1%</b> |

## Expenditures

|   |               |               |               |               |              |
|---|---------------|---------------|---------------|---------------|--------------|
| Contractual Services                                | 30,000        | 28,010        | 24,000        | 22,950        | 95.6%        |
| <b>TOTALS</b>                                       | <b>30,000</b> | <b>28,010</b> | <b>24,000</b> | <b>22,950</b> | <b>95.6%</b> |
| NET INCREASE/DECREASE IN NET ASSETS<br>FUND BALANCE | 1,700         | -12,308       | 7,710         | -7,676        |              |
|   |               | 17,180        |               | 24,968        |              |

SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF MARCH 31

| <u>LIABILITY, PROTECTION &amp; SETTLEMENT</u> | <u>2002-2003 Budget</u> | <u>2002-2003 Actual</u> | <u>2003-2004 Budget</u> | <u>2003-2004 Actual</u> | <u>Budget Percent</u> |
|---|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| <b>Revenues</b>                               |                         |                         |                         |                         |                       |
| Local Government Sources                      | 291,000                 | 146,528                 | 295,275                 | 146,014                 | 49.4%                 |
| Investment Revenue                            | 200,000                 | -78,436                 | 200,000                 | 13,479                  | 6.7%                  |
| Other Revenues                                | 29,000                  |                         | 22,000                  |                         | 0.0%                  |
| <b>TOTALS</b>                                 | <b>520,000</b>          | <b>68,091</b>           | <b>517,275</b>          | <b>159,494</b>          | <b>30.8%</b>          |
| <b>Expenditures</b>                           |                         |                         |                         |                         |                       |
| Salaries                                      | 273,621                 | 197,431                 | 297,291                 | 204,492                 | 68.7%                 |
| Employee Benefits                             | 203,794                 | 130,658                 | 205,564                 | 160,768                 | 78.2%                 |
| Contractual Services                          | 66,200                  | 37,801                  | 64,300                  | 49,134                  | 76.4%                 |
| General Materials and Supplies                | 12,600                  | 1,490                   | 6,500                   | 1,682                   | 25.8%                 |
| Travel and Conference Meeting Exp.            | 2,000                   | 640                     | 2,250                   | 130                     | 5.7%                  |
| Fixed Charges                                 | 45,000                  | 72,702                  | 85,000                  | 57,954                  | 68.1%                 |
| Utilities                                     | 1,000                   | 715                     | 1,100                   | 806                     | 73.3%                 |
| Capital Outlay                                | 50,000                  | 18,055                  | 50,000                  | 57,498                  | 114.9%                |
| <b>TOTALS</b>                                 | <b>654,215</b>          | <b>459,495</b>          | <b>712,005</b>          | <b>532,468</b>          | <b>74.7%</b>          |
| NET INCREASE/DECREASE IN NET ASSETS           |                         |                         |                         |                         |                       |
| FUND BALANCE                                  | -134,215                | -391,404                | -194,730                | -372,973                |                       |
|   |                         |                         |                         | 5,723,583               |                       |

For Board Meeting  
April 26, 2004

Agenda Item D-6

#### NEW DEGREE AND CERTIFICATES

Attached is ICCB Form 20 for Board approval of Microcomputer Applications (AAS), and Microcomputer Applications Specialist II and Web Design Certificates. The Form 20 has been revised and requires approval by the Board of Trustees.

RECOMMENDATION: Board approval of the attached programs for submission to ICCB.

**SAUK VALLEY COMMUNITY COLLEGE**  
**INSTRUCTIONAL SERVICES**  
**MEMORANDUM**

---

DATE: April 12, 2004

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht 

RE: AAS and Certificate Approvals

Attached is an ICCB Form 20 for approval of Microcomputer Applications (AAS), and Microcomputer Applications Specialist II and Web Design Certificates. These programs require approval by the SVCC Board of Trustees. The Form 20 has been revised and still requires *approval* by the Board of Trustees but now requires the signature of the Chief Administrative Officer.

js

\*The current Microcomputer Applications Specialist certificate is being revised and it will become Microcomputer Applications Specialist I. The form 22 to revise this certificate is enclosed.

|   |  |  |
|---|--|--|
| ICCB USE ONLY:                                      |  |  |
| ICCB APPROVAL DATE: AAS 7-29 cr hrs Cert. 30+ Cert. |  |  |
| IBHE APPROVAL DATE for AAs                          |  |  |

|  |  |  |
|--|--|--|
| State approval is hereby requested: _____  |  |  |
| This curriculum was approved by the College Board of Trustees on: _____                            |  |  |
| Part B: Curriculum Quality and Cost Analysis. Also, complete the following when submitting Part B: |  |  |
| Part A: Feasibility Analysis   |  |  |
| SUBMISSION INCLUDES:   |  |  |

PROPOSED IMPLEMENTATION DATE: Fall 2004 (08-02-04)

|  |
|--|
| PROPOSED CLASSIFICATION: <input checked="" type="checkbox"/> District <input type="checkbox"/> Regional <input type="checkbox"/> Statewide |
| TITLE: Microcomputer Applications Specialist CREDIT HOURS 16 CIP CODE 12 520407  |
| CERTIFICATE: Microcomputer Applications Specialist CREDIT HOURS 27 CIP CODE 12 520407  |
| TITLE APPROPRIATE CREDIT HOURS 64-65 CIP CODE 12 520407  |
| AAS: Microcomputer   |

#### CURRICULUM INFORMATION

|  |
|--|
| CONTACT PERSON: Linley White, Dean of Business, Technology & Natural Science |
| PHONE: 815 288-5511, ext. 356 FAX: 815 288-5958                              |
| EMAIL: white1@svcc.edu   |
| COLLEGE NAME: Sauk Valley 5-DIGIT COLLEGE NUMBER: 50601                      |
| COMMUNITY COLLEGE: Submit THREE complete Copies                              |

APPICATION FOR PERFORMANCE APPROVAL  
OF AN OCCUPATIONAL CURRICULUM

Illinoiis Community College Board

Form 20 (November 2003)

Program Manual November 2003 update  
Page 1

(c) **Target Population:** Current employees looking to expand software skills, or people desiring entry into the field.

(b) **Type of jobs which graduates train:** Graduates will be equipped with skills in a broad variety of software packages, including word processing, spreadsheets, database software, presentation graphics, web browsers, and operating systems. Job titles include Help Desk Technician, Computer Lab Technician or Applications Developer, Webmaster, Web Support Technician, Web Designer, Administrator, and other businesses in fields such as accounting, bookkeeping, database and presentation software use on a daily basis to more efficiently perform job duties.

(b) **Type of jobs which graduates train:** Graduates will be equipped with skills in a broad-based understanding and skill set across a variety of software applications. 7-11 additional hours of CIS electives. Completion of the curriculum will give students a Applications Specialist II courses or the Web Design certificate courses, in addition to Applications Specialist I certificate courses, and either the Microcomputer.

To attain the Associate in Applied Science - Microcomputer Applications degree, students must complete 19-20 General Education course hours, the Microcomputer

The certificate in Web Design consists of a core of courses designed to prepare the student for entry-level positions in web site design and support. The certificate is a prerequisite to completing the Microcomputer Applications Specialist II certificate.

The certificate of Microcomputer Applications Specialist II will provide advanced courses which expand on existing skills in the programming and operation of microcomputers. Completion of the Microcomputer Applications Specialist I courses: (This is a revision of the current Microcomputer Applications Specialist II certificate. Form 22 for this certificate enclosed)

(a) **Program Purpose:** The degree of Associate in Applied Science - Microcomputer Applications is designed to provide graduates with the entry-level job skills necessary in the computer information systems field, with a specialization in microcomputer applications.

## 1. Curriculum Description

### Occupational Curriculum Approval Applications Feasibility Analysis

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

| Course Prefix/#  | Course Title  | Asterisk New Courses                 | Credit Hours                           | Lecture Contact Hours                  | Lab Contact Hours                   |
|--|---|--------------------------------------|--|--|-------------------------------------|
| General Education Courses<br><i>(required coursework).</i>                                   |   |                                      |  |  |                                     |
| Note which courses are <i>transferable.</i>  |   |                                      |  |  |                                     |
| <b>Total</b>   |   |                                      |  |  |                                     |
| Career and Technical Education Courses<br><i>(required coursework)</i>                       | CIS 109 - Intro to Microcomputers Windows<br>CIS 117 - Intro to Web Design<br>CIS 119 - Intro to Web Authoring Software<br>CIS 121 - Beginning JavaScript<br>CIS 180 - Intro to Internet<br>CIS 182 - Research and the Internet<br>CIS 185 - Intro to Multimedia<br>OAS 103 - Keyboarding & Document Processing Basic Level I | 3<br>1<br>2<br>3<br>1<br>1<br>3<br>2 | 2<br>.5<br>1<br>3<br>.5<br>.5<br>3<br> | 2<br>.5<br>1<br>3<br>.5<br>.5<br>3<br> | 2<br>1<br>2<br>1<br>1<br>1<br>1<br> |
| <b>Total</b>   |   | 16                                   |  |  |                                     |
| Work-Based Learning Courses<br><i>(required internship, practicum, apprenticeship, etc.)</i> |   |                                      |  |  |                                     |
| <b>Total</b>   |   |                                      |  |  |                                     |
| Electives  |   |                                      |  |  |                                     |
| <b>Total</b>   |   |                                      |  |  |                                     |
| <b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>  |   |                                      |  | 16                                     |                                     |

**(d) Noteworthy features of the program:** Students will be exposed to a variety of common business software applications, and learn how to use those programs to solve problems. The program concludes with a capstone course in which students develop a proposal for an entire information system from the ground up. The student will spend a significant number of class hours in a hands-on lab environment using the software to solve problems.

**(e) Relationship of the program to existing curricula at the college:** With the exception of two new courses (CIS 117 – Introduction to Web Design and CIS 119 – Introduction to Web Authoring Software) in the curriculum, each class is already approved by the ICCB. This A.A.S. degree provides a focused track of study that allows for specialization in application software. Other degrees in the CIS division focus on network administration, or programming. Most of the courses that feed into the program are already in place; we are reorganizing the way they fit together to present a logical development of skills concentrated on applications. The certificates will now become very tightly articulated to the A.A.S. degree, as the student will complete a series of certificates on the way to accomplishing the goal of completing the degree.

## 2. Labor Market Need

**(a) Supply-Demand Data** According to the IDES, Employment in professional, scientific, and technical services will grow by 27.8 percent and add 1.9 million new jobs by 2012. Employment in computer systems design and related services will grow by 54.6 percent and add more than one-third of all new jobs in professional, scientific, and technical services. Employment growth will be driven by the increasing reliance of businesses on information. Management, scientific, and technical consulting services also will grow very rapidly, by 55.4 percent, spurred by the increased use of new technology and computer software and the growing complexity of business.

**(b) Alternate Documentation** Not required

**(c) Needs Summary:** Locally, current IDES Industry and Occupational Projections show 20 job openings per year for which program graduates may qualify. In the past 3 years, Sauk has graduated an average of 11 students per year with Computer Applications certificates and an average of 7 students per year with Computer Information Systems A. A. S. degrees. Increasingly, companies are desiring a presence on the Internet, and will need employees capable of designing and developing new web sites, or maintaining existing sites. Students trained in a wide variety of software applications packages, including web authoring and multimedia software, will be prepared to fill these new roles.

**(d) Planning and Collaboration** The college is responding to a perceived need in the Sauk Valley Community College District by rearranging its current Associate in Applied Science degree into focused 3 degrees with concentrations in particular areas. This request is for approval of one of those three areas of concentration. Students will now progress in an orderly fashion through a series of certificates to attain an A. A. S. Degree. The certificates are now tightly integrated into the degree curriculum.

**(e) Regional Programs** This is not a regional program.

**CHART C: CURRICULUM.** List courses within the proposed program, and *asterisk new courses.*  
Microcomputer Applications Specialist II Certificate

| Course Prefix/#  | Course Title   | Asterisk New Courses | Credit Hours   | Lecture Contact Hours   | Lab Contact Hours  |
|--|--|----------------------|--|---|--|
| General Education Courses (required coursework).                                   |  |                      |  |   |  |
| Note which courses are <i>transferable</i> .                                       |  |                      |  |   |  |
| <b>Total</b>   |  |                      |  |   |  |
| Career and Technical Education Courses (required coursework)                       | CIS 101 - Intro to Computer Information Systems<br>CIS 106 - Microcomputer Spreadsheet Software<br>CIS 108 - Windows Database Applications<br>CIS 109 - Intro to Microcomputer Windows<br>CIS 117 - Introduction to Web Design<br>CIS 137 - Intro to Desktop Publishing I<br>CIS 138 - Intro to Desktop Publishing II<br>CIS 299 - Topics/Issues in CIS<br>CIS 148 - Business Presentation Graphics<br>CIS 160 - Intermed Microcomputer Apps<br>CIS 229 - Database Management Systems<br>CIS 260 - Systems Design Practicum<br>OAS 103 - Keyboard & Document Processing Basic Level I<br>OAS 141 - Word Processing with Microcomputers |                      | 3<br>2<br>2<br>3<br>1<br>1<br>1<br>1<br>1<br>3<br>3<br>3<br>3<br>2 | 3<br>1<br>1<br>2<br>.5<br>.5<br>1<br>.5<br>1<br>2<br>2<br>3<br>1<br>4 | 2<br>2<br>2<br>2<br>1<br>2<br>1<br>1<br>1<br>2<br>2<br>3<br>1<br>4 |
| <b>Total</b>   |  |                      | 27   |   |  |
| Work-Based Learning Courses (required internship, practicum, apprenticeship, etc.) |  |                      |  |   |  |
| <b>Total</b>   |  |                      |  |   |  |
| Electives  |  |                      |  |   |  |
| <b>Total</b>   |  |                      |  |   |  |
| <b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>                                  |  |                      |  | 27  |  |

**3. Enrollment Data**

| <b>Chart A: Labor Market Need</b> |                                      |                                 |
|-----------------------------------|--------------------------------------|---------------------------------|
| <b>SOC</b>                        | <b>Job Title</b>                     | <b>Annual District Openings</b> |
| 15-1031                           | Computer Software Engineering – Apps | 6                               |
| 15-1040                           | Computer Support Specialist          | 6                               |
| 15-1041                           | Computer Support Specialist          | 6                               |
| 15-1090                           | Miscellaneous Computer Specialist    | 2                               |
| 15-1099                           | Computer Specialist – All Other      | 2                               |

**Chart B: Enrollment Projections**

| <b>Microcomputer Apps 1</b>   | <b>First Year</b> | <b>Second Year</b> | <b>Third Year</b> |
|---|-------------------|--------------------|-------------------|
| <i>Full-Time Enrollments</i>  | 4                 | 4                  | 4                 |
| <i>Part-Time Enrollments</i>  | 16                | 16                 | 16                |
| <i>Completions</i>  | 11                | 11                 | 11                |
|   |                   |                    |                   |
| <b>Microcomputer Apps 2</b>   |                   |                    |                   |
| <i>Full-Time Enrollments</i>  | 2                 | 3                  | 4                 |
| <i>Part-Time Enrollments</i>  | 8                 | 12                 | 15                |
| <i>Completions</i>  | 2                 | 4                  | 6                 |
|   |                   |                    |                   |
| <b>Web Design Certificate</b>   |                   |                    |                   |
| <i>Full-Time Enrollments</i>  | 2                 | 4                  | 6                 |
| <i>Part-Time Enrollments</i>  | 4                 | 6                  | 8                 |
| <i>Completions</i>  | 1                 | 4                  | 6                 |
|   |                   |                    |                   |
| <b>A. A. S. – Computer Information Systems – Microcomputer Applications</b> |                   |                    |                   |
| <i>Full-Time Enrollments</i>  | 7                 | 9                  | 12                |
| <i>Part-Time Enrollments</i>  | 19                | 24                 | 26                |
| <i>Completions</i>  | 7                 | 15                 | 22                |

**Occupational Curriculum Approval Application****Part B: Curriculum Quality and Cost Analysis****1. OCCUPATIONAL CURRICULUM APPROVAL APPLICATION COVER SHEET – N/A****2. CURRICULUM INFORMATION**

**(a) Curriculum** See Chart C for AAS – Microcomputer Applications  
 Certificate – Microcomputer Applications Specialist II  
 Certificate – Web Design

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

| Course Prefix/#   | Course Title  | Asterisk New Courses | Credit Hours  | Lecture Contact Hours   | Lab Contact Hours   |
|---|---|----------------------|---|---|---|
| <b>General Education Courses</b><br><i>(required coursework).</i>                                   | ENG 101 - Composition I (transfer)<br>ENG 111 - Business & Technical Writing (transfer)<br>Humanities/Fine Arts<br>Social/Behavioral Science<br>Physical/Life Science<br>Mathematics (MAT 106 or higher required)<br>Orientation PSY 100  |                      | 3<br>3<br>3<br>3<br>3<br>3<br>1   | 3<br>3<br>3<br>3<br>3<br>3<br>.1                                  |   |
| <b>Total</b>  |   |                      | 19-20   | 19-20   |   |
| <b>Career and Technical Education Courses</b><br><i>(required coursework).</i>                      | ACC 101 - Financial Accounting<br>ACC 102 - Managerial Accounting<br>BUS 103 - Intro to Business<br>CIS 106 - Microcomputer Spreadsheet Software<br>CIS 108 - Windows Database Applications<br>CIS 109 - Intro to Microcomputers - Windows<br>CIS 117 - Intro to Web Design<br>CIS 137 - Intro to Desktop Publishing Level I<br>CIS 138 - Intro to Desktop Publishing Level II<br>CIS 148 - Business Presentation Graphics<br>CIS 160 - Intermediate Microcomputer Applications<br>CIS 229 - Database Management Systems<br>CIS 260 - Systems Design Practicum<br>CIS 299 - Topics/Issues in CIS<br>OAS 141 - Word Processing with Microcomputers |                      | 4<br>4<br>3<br>2<br>2<br>3<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>2 | 4<br>4<br>3<br>1<br>1<br>2<br>.5<br>.5<br>.5<br>.5<br>3<br>1<br>1 | 2<br>2<br>2<br>.5<br>.5<br>.5<br>.5<br>1<br>2<br>2<br>1<br>4<br>4 |
| <b>Total</b>  |   |                      | 34  |   |   |
| <b>Work-Based Learning Courses</b><br><i>(required internship, practicum, apprenticeship, etc.)</i> |   |                      |   |   |   |
| <b>Total</b>  |   |                      |   |   |   |
| <b>Electives</b>  | Select 11 hours from the following<br>CIS 101 - Fund of Computer Info Systems<br>CIS 105 - Intro to Microsoft Windows<br>CIS 119 - Intro to Web Authoring Software<br>CIS 121 - Beginning Javascript<br>CIS 139 - Intro to Desktop Publishing Level III<br>CIS 147 - Microcomputer Graphics<br>CIS 180 - Intro to Internet<br>CIS 182 - Research and the Internet   | *                    | 3<br>1<br>2<br>3<br>1<br>1<br>2<br>1<br>1   | .5<br>1<br>3<br>3<br>.5<br>1<br>.5<br>.5                          | 1<br>2<br>3<br>3<br>2<br>2<br>1<br>1                              |
| <b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>   | also CIS 185, 244, 245, 246, OAS 103  |                      | 11  |   |   |
|   |   |                      | 64-65   |   |   |

**(b) Articulation:** In order to complete the A.A.S. degree, students must complete a core of General Education classes, plus the Microcomputer Applications Specialist I certificate courses, and then *either* the Microcomputer Applications Specialist II certificate *OR* the Web Design certificate, in addition to CIS electives. There is very tight articulation between the certificates and the degree into which they feed.

**(c) Course Syllabi:** Append course syllabi for new courses or any existing courses that are being modified significantly for the proposed curriculum. (Course approval forms and course outlines for CIS 117 – Introduction to Web Design and CIS 117- Introduction for Web Authoring Software are enclosed.)

**(d) Work-based learning:** No requirements for this program

**(e) Equipment:** No new equipment is required to implement this program.

### **3. EDUCATION AND SKILL REQUIREMENTS**

**(a) Employer Input.** The Sauk Valley Community College Workforce Council meets monthly to review curricula and make recommendations.

**(b) Skill Level.** The A. A. S. Degree in Computer Information Systems – Microcomputer Applications includes a broad-based curriculum of both academic and technical courses to provide the graduate with skills necessary to enter the workforce in fields such as computer support specialist. Each of the related certificates – Microcomputer Applications Specialist I, Microcomputer Applications Specialist II, and Web Design, provide a progressive building block of skills culminating in the award of the A. A. S. degree, should the student choose to pursue this path.

**(c) Skills Standards/Credentialing/Licensure for Students.** Students graduating with a Microcomputer Applications Specialist I certificate should have skills necessary to complete the core test components of the Microsoft Office Specialist certification in Word Processing, Spreadsheets, Databases, and Presentation Graphics software. Graduates of the Microcomputer Applications Specialist II certificate, or the A. A. S. Degree track with the Microcomputer Applications Specialist II option, should have the skills necessary to pass the expert level test components of the Microsoft Office Specialist certification in Word Processing, Spreadsheets, Databases, and Presentation Graphics software.

**(d) Skills Standards/Accreditation for Programs.** This program covers and teaches all required skills as outlined in the Illinois Occupational Skills Standards publication for Information Technology End User Applications cluster.

## 5. FACULTY

- (a) Faculty Qualifications:** See chart D1
- (b) Faculty Needs:** See chart D2

## 6. ACADEMIC CONTROL

- (a) Contractual/Cooperative Agreements:** All faculty are full-time or 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.

## 7. 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.

#### **4. ASSESSMENT OF STUDENT LEARNING**

##### **Certificate: Microcomputer Applications Specialist I (Revision— see Form 22)**

###### **(a) Student Learning Objectives:**

Upon completion of this certificate, students will be able to utilize a wide variety of common business computer application software packages, including word processors, spreadsheets, databases, presentation graphics, and web browsers. Students will be able to identify and select the correct application package appropriate to the task, and use the software to solve common business problems.

###### **(b) Assessment of Student Learning Objectives**

Assessment will be by objective test, and through hands-on lab assignments and case studies.

##### **Certificate: Microcomputer Applications Specialist II**

*Prerequisite: Microcomputer Applications Specialist I*

###### **(a) Student Learning Objectives:**

Upon completion of this certificate, students will be able to perform increasingly sophisticated tasks using popular word processors, spreadsheets, databases, presentation graphics, and web browsers. Students will be able to produce business-quality documents using desktop publishing software, and will be able to perform basic tasks using a popular financial management software package. Students will acquire a basic understanding of Computer Information Systems and Database Management systems.

###### **(b) Assessment of Student Learning Objectives**

Assessment will be by objective test, and through hands-on lab assignments and case studies.

##### **Certificate: Web Design**

*Prerequisite: Microcomputer Applications Specialist I*

###### **(a) Student Learning Objectives**

Upon completion of this certificate, students will be able to design a web site, create a web site using popular web authoring and multimedia tools, and perform basic support to existing web sites and pages.

###### **(b) Assessment of Student Learning Objectives**

Assessment will be by objective test, and through hands-on lab assignments and case studies.

###### **(c) Program Improvement - (All listed certificates and the degree program)**

The program will be periodically assessed to determine if software upgrades are necessary to remain current with the changing industry. Textbook review will be made bi-annually to ensure the most current lab exercises and case studies are used in presenting the material. The Sauk Valley Community College workforce council meets monthly to review curricula and make recommendations, and their counsel is available when developing changes to the program.

**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> |
|---------------|-------------------------------------|---|-------------------------------------|
| M.S.          | CIS, IS, Business or Related Field* | 2+  | 2+                                  |
| M.S.<br>Ed.D. | CIS<br>MIS                          |   | 20+<br>12+                          |

\*Preference for related (computer) industry certifications.

**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      | First Year |           | Second Year |           | Third Year |           |
|-----------------------|------------|-----------|-------------|-----------|------------|-----------|
|                       | Full-Time  | Part-Time | Full-Time   | Part-Time | Full-Time  | Part-Time |
| # of Existing Faculty | 3          |           | 3           |           | 3          |           |

**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                                | \$ _____          | _____              | _____             |
| Administrator Costs                          | _____             | _____              | _____             |
| Other Personnel Costs<br>(specify positions) | _____             | _____              | _____             |
| Equipment Costs                              | _____             | _____              | _____             |
| Library/LRC Costs                            | _____             | _____              | _____             |
| Facility Costs*                              | _____             | _____              | _____             |
| Other (specify)                              | _____             | _____              | _____             |
| <b>TOTAL NEW COSTS</b>                       | <b>\$ 0</b>       | _____              | _____             |

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

NOTE: Equipment, faculty, software and technology are in place. We are reordering existing courses to build a more tightly articulated certificate-AAS degree relationship for our students.

## Appendix A – Course Outlines for New Courses

Program: Web Design Certificate

CIP Code: 12 521202 00

### SAUK VALLEY COMMUNITY COLLEGE COURSE OUTLINE

#### **CIS 117 - Introduction to Web Design**

Prepared by: Valarie Wittman

Date: 11-20-03

##### I. Complete Catalog Description of Course.

- A. This course will introduce the fundamentals of Web Site and Web Page design. Students will create a design document to be used as a blueprint for creating a web site. Issues addressed will include audience, message, navigation, themes, text, graphics, accessibility and usability. Students will also be introduced to HTML and get an overview of the structure and function of the internet as it relates to web site design.
- B. Number of Hours: .5 lecture/1 lab per week for 1 credit hour
- C. Prerequisite: None, but CIS 109 is recommended

##### II. Topical Outline and Course Objectives (OBE Outcomes)

###### A. Unit 1: Understanding Web Site Design and Development

###### 1. What is the World Wide Web

Outcome: Students will learn about the mechanics behind the Internet and the World Wide Web, and learn how to distinguish between popular browsers.

Assessment: In an objective test, students will be able to recall facts about Internet mechanics and identify components of major browser software.

###### 2. Building a Web Site

Outcome: Students will gain a broad understanding of the planning, constructing and testing of a web site.

Assessment: In an objective test, students will be able to identify and list major concepts of web site design, construction and testing.

###### B. Unit 2: Planning a Web Site

1. Information Design

Outcome: Through lecture, study, discussion, and online research, students will learn the three components of information design.

Assessment: Students will complete a design document project encompassing the three components of information design.

2. Interaction Design

Outcome: Students will be able to describe and create a storyboard, and identify and distinguish between effective and ineffective context devices and navigation schemes.

Assessment: Students will add to the design document project, demonstrating their knowledge of storyboards, navigation aids, and context devices.

3. Presentation Design

Outcome: Students will learn about the principles behind adding a theme to a web site

Assessment: Students will continue to add to the design document project, demonstrating their understanding and ability to select and apply a theme to a web site.

## C. Unit 3: Producing a Web Site

1. Preparing Text

Outcome: Students will learn about writing effectively for the web through lecture and practice

Assessment: Students will complete a project designed to demonstrate their ability to write effectively for the web.

2. Exploring Web Graphics

Outcome: Students will be able to identify and determine when to correctly use graphics, and in what format to present those graphics.

Assessment: Students will complete a project demonstrating their understanding of web graphics.

3. Beginning HTML

Outcome: Students will acquire fundamental HTML authoring skills.

Assessment: Students will complete a project demonstrating their ability to create a basic HTML document.

4. Accessibility

Outcome: Students will learn about accessibility issues, and learn about tools to test the accessibility of a given web site.

Assessment: Students will complete a project utilizing a tool to test the accessibility of a web site.

## III. Textbook and Materials Required

Web Design Basics, Stubbs, Todd and Karl Barksdale. Course Technology, 2003. Boston, MA.  
(2) 3.5" floppy disks

IV. Suggested bibliography: See instructor.

V. Methods of Presentation

Lecture, discussions, demonstrations, web sites and textbook.

VI. Methods of Evaluation

Projects, quizzes, final exam

90-100% - A      80-89% - B      70-79% - C      60-69% - D      <60% - F

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CIP Code 12 521202 00

## **SAUK VALLEY COMMUNITY COLLEGE COURSE OUTLINE**

### **CIS 119 – Introduction to Web Authoring Software**

Prepared by Valarie Wittman

Date 11-17-03

#### **I. Complete Catalog Description of Course**

- A. This introductory level course is designed to introduce students to the fundamentals of creating web sites using web authoring software. Students will create web pages containing text, graphics, and internal and external hyperlinks. The use of frames and forms will be explored. Students will learn the basic procedures to publish web sites to a web server.
- B. Number of Hours Per Week: 1 lecture/2 lab = 2 credits
- C. Prerequisite: CIS 109 or consent of instructor  
Recommended: CIS 117 – Introduction to Web Page Design

#### **II. Topical Outline and Course Objectives (OBE Outcomes)**

- A. Unit A: Getting Started with web authoring software
  - (1. Understanding Web terminology and fundamental internet concepts. 2. Basic web page design. 3) Opening and closing an existing web site. 3. Using online help)

1. Understanding Web terminology and fundamental internet concepts.  
Outcome: Students will become familiar with basic Web terminology and internet fundamentals.  
Assessment: On an objective test, students correctly identify and define Web terms and basic Internet concepts
2. Basic web page design  
Outcome: Students will acquire the necessary skills to hand-draw an outline for a web site.  
Assessment: Students will complete a project demonstrating understanding of hand-drawing web site outlines.
3. Opening and closing existing web sites  
Outcome: Students will be able to locate existing web sites and successfully open and close the sites.  
Assessment: Throughout the course, students will demonstrate through lab work the ability to locate, open, and close existing web sites.
4. Use online help  
Outcome: Students will be able to research unfamiliar topics using the online help provided with the web authoring software.  
Assessment: Students will complete a lab exercise researching topics using online help.

B. Unit B: Creating a New Web Site

- (1. Create a new site. 2. Enter, edit, and format text in a Web page. 3. Spell check, preview, and print a Web page.)

1. Create a new Web site  
Outcome: Students will create a Web site and the individual pages that make up that site.  
Assessment: Students will complete lab assignments demonstrating their ability to create new Web sites and new pages within that site.
2. Enter, edit, and format text in a Web page.  
Outcome: Students will learn to insert, edit and format text using a variety of methods, including importing text from other software packages.  
Assessment: Students will complete lab assignments demonstrating their ability to correctly work with text.
3. Spell check, preview and print a Web page  
Outcome: Students will learn to check a Web page for spelling errors and use the software to correct those errors. Additional, students will learn to run a print preview on a Web page, and how to print a page.  
Assessment: Students will complete lab assignments demonstrating their ability to spell check, preview, and print Web pages.

C. Unit C: Working on the Web's Hyperlinks and Appearance  
(1. Navigation using internal and external hyperlinks. 2. Using shared borders and link bars. 3. Applying themes).

1. Navigation using internal and external hyperlinks

Outcome: Students will learn the basics of navigation between pages, and between areas of the same page.

Assessment: Students will complete lab assignments demonstrating their ability to create internal and external hyperlinks.

2. Using shared borders and link bars

Outcome: Students will understand the benefits of creating shared borders and link bars to ensure consistency of appearance and navigation on all pages of the Web site.

Assessment: Students will complete lab assignments demonstrating their ability to create and utilize shared borders and link bars.

3. Applying themes

Outcome: Students will learn to quickly and attractively format an entire Web page with background graphics and a selection of colors, using themes.

Assessment: Students will complete lab assignments demonstrating their ability to apply and modify themes.

D. Unit D: Working with Pictures

(1. Insert clip art and photos. 2. Changing picture properties. 3. Creating image maps. 4. Creating thumbnails and photo galleries.)

1. Insert clip art and photos

Outcome: Students will understand the differences between the two major file types of web graphics, and learn how to insert graphics into their web pages.

Assessment: Students will complete lab assignments demonstrating their ability to bring graphics into their web pages.

2. Changing picture properties

Outcome: Students will learn to clip, crop and resize graphics for optimal use in a Web page.

Assessment: Students will complete lab assignments demonstrating their ability to clip, crop and resize graphics for Web use.

3. Creating image maps

Outcome: Students will learn to create an image which acts as a hyperlink.

Assessment: Students will complete lab assignments demonstrating their ability to create and utilize image maps in a Web page.

4. Creating thumbnails and photo galleries

Outcome: Students will learn the benefits of storing and presenting graphics in a reduced file size, and how to allow users to alternately display full-sized versions of those images.

**Assessment:** Students will complete lab assignments demonstrating their ability to create and incorporate thumbnails and photo galleries in their Web pages.

**E. Creating and Managing Tables**

(1. Adding tables to a Web page. 2. Changing table properties. 3. Entering text and pictures in table cells)

**1. Adding tables to a Web page**

**Outcome:** Students will learn the benefits of using tables to align Web page elements. Using the web authoring software, students will create tables in a Web page.

**Assessment:** Students will complete lab assignments demonstrating their ability to insert tables into Web pages.

**2. Changing table properties**

**Outcome:** Students will learn to change attributes of tables, including cell height and width, background colors, and borders.

**Assessment:** Students will complete lab assignments demonstrating their ability to effectively manipulate table properties.

**3. Entering text and pictures in table cells**

**Outcome:** Students will learn the mechanics of inserting text and graphics in table cells.

**Assessment:** Students will complete lab assignments demonstrating their ability to insert text and graphics into table cells.

**F. Unit F: Creating Web Pages with Frames**

(1. Understanding the benefits and drawbacks of frames. 2. Creating and managing frames pages. 3. Setting frame properties)

**1. Understanding the benefits and drawbacks of frames**

**Outcome:** Students will discuss and explore the positive and negative aspect of incorporating frames in their Web pages.

**Assessment:** In an objective test, students will identify reasons for and against using frames in Web pages.

**2. Creating frames pages**

**Outcome:** Students will learn how to create a Web page that contains frames.

**Assessment:** Students will complete lab assignments demonstrating their ability to create a frames page.

**3. Setting frame properties and managing frames pages**

**Outcome:** Students will learn how to edit the attributes of frames pages, and to edit and delete existing frames pages.

**Assessment:** Students will complete lab assignments demonstrating their ability to edit and delete frames pages, and to modify frame properties.

G. Unit G: Creating Forms

(1. Understanding forms. 2. Creating a form and adding form controls. 3. Creating a search form)

1. Understanding forms

Outcome: Through discussion and research, students will learn the fundamentals of form usage, and basic form design principles.

Assessment: Students will complete lab assignments demonstrating their ability to sketch forms and identify when form usage is appropriate.

2. Creating a form and adding form controls

Outcome: Students will be able to create a basic form using the controls provided by the software package.

Assessment: Students will complete lab assignments demonstrating their ability to create a form containing basic controls.

3. Creating a search form

Outcome: Students will be able to develop a form which allows a user to search the Web site for information.

Assessment: Students will complete lab assignments demonstrating their ability to create a functional search form using the web authoring software package.

H. Publishing a Web Site

(1. Publish a Web site. 2. Test pages 3. Create a hit counter. 4. Maintain a published Web site)

1. Publish a Web site

Outcome: Students will configure their Web site and ready it for publication

Assessment: Students will complete lab assignments demonstrating their ability to prepare a site for publishing to the Web.

2. Test pages

Outcome: Students will learn how to test their site for broken hyperlinks and test pages that contain forms.

Assessment: Students will complete lab assignments demonstrating their ability to run tests for broken links, and tests for form functionality.

3. Create a hit counter

Outcome: Students will learn how to incorporate a tool which tracks how many visitors have been to the site.

Assessment: Students will complete lab assignments demonstrating their ability to add a hit counter to a Web page.

4. Maintain a published Web site.

Outcome: Students will learn to use utilize reporting tools observe information about traffic to the site.

Assessment: Students will complete lab assignments demonstrating their ability to interpret usage reports.

III. Textbook and materials required:

Microsoft FrontPage Illustrated Introductory 2002. Evans, Jessica. Course Technology, 2002. ISBN: 0-619-04515-9.

At least (3) 3.5" floppy disks.

IV. Suggested Bibliography: See syllabus and instructor for suggestions

V. Methods of Presentation

Interactive hands-on demonstrations and labs, internet research, class discussion, lecture, individual student projects.

VI. Methods of Evaluation

Class attendance and participation, lab assignments, (2) written tests, final lab project.

90-100% = A    80-89% = B    70-79% = C    60-69% = D    <60% = F

## Appendix B – Course Outline for Amended Course

Course expanded to one credit hour from one-half credit hour to offer a more broad skill set.

Program: Web Design certificate

CIP Code: 12.521204

# SAUK VALLEY COMMUNITY COLLEGE COURSE OUTLINE

## CIS 180 Introduction to the Internet

Prepared by: Valarie Wittman

Date: 11-20-03

Credit hours revised effective Fall 2004

### I. Complete Catalog Description of Course

- A. This introductory level course is designed to equip the student with the necessary tools to navigate through the network of computers comprising the Internet. It will cover a brief history and description of the Internet, focusing on the World Wide Web and e-mail components. Students will examine and configure popular Web browsers. Introductory level security issues will be addressed, including firewalls and content restriction. Finally, students will explore ecommerce fundamentals and accessibility issues, and learn how the Internet can be a means of taking courses online.
- B. Number of Hours: .5 lecture, 1 lab for 1 credit
- C. Prerequisite: None, but CIS 109 is recommended

### II. Topical Outline and Course Objectives (OBE Outcomes)

#### A. Unit 1: The Internet and the World Wide Web

##### 1. History of the Internet and the World Wide Web

Outcome: Students will consider the major historical events in the development of the Internet and the World Wide Web, and explore the major impact electronic communications have had on today's society.

Assessment: In class discussion, students will identify major historical events in the development of online communications, and identify positive and negative impacts on society as a whole.

##### 2. Description of the Internet and the World Wide Web

Outcome: Students will acquire an overview of the Internet and World Wide Web, including terminology, through class lecture and online exploration.

Assessment: In a lab setting, students will discuss the functions of the Internet and recognize terminology from handouts.

3. Accessing the World Wide Web

Outcome: Students will access the World Wide Web through Sauk Valley College's server, using Internet Explorer and Netscape Navigator

Assessment: In a lab environment, students will launch Internet Explorer and Netscape Navigator and identify major components of the screens.

4. Navigating Typical Web Pages and Using Hyperlinks

Outcome: Students will learn to navigate through the World Wide Web by using hyperlinks and Uniform Resource Locators (URLs), and discuss the meanings and operations of each.

Assessment: In a lab environment, students will access web sites using suggested URLs, and navigate through the Web using hyperlinks.

5. Using Search Engines

Outcome: Students will consider differences in various search engines, learn to research topics of personal interest with several different search engines, and to print resulting information, understanding the difference between physical and logical pages.

Assessment: In a class research project, students will research a topic using several different search engines, and then print at least five physical pages of results.

B. Unit 2: Browsers and Browser Configuration

1. Internet Explorer

Outcome: Students will be able to locate and launch the Microsoft Internet Explorer web browser, and configure settings designed to customize browser use.

Assessment: Students will complete a project designed to demonstrate their ability to configure Internet Explorer settings.

2. Netscape Navigator

Outcome: Students will be able to locate and launch the Netscape Navigator web browser, and configure settings designed to customize browser use.

Assessment: Students will complete a project designed to demonstrate their ability to configure Netscape Navigator settings.

3. Opera

Outcome: Students will be able to locate, download, install and launch the Opera web browser, and configure settings designed to customize browser use.

Assessment: Students will complete a project designed to demonstrate their ability to configure Opera settings.

messaging program. Students will also learn how to remove an instant messenger program from a computer.

Assessment: In a class project, students will download, install and configure an instant message program, and participate in instant message communications with the instructor and fellow classmates. At the conclusion of the project, students will remove the instant message program from the computer.

**D. Unit 4: E-Commerce and Security**

**1. E-Commerce**

Outcome: Students will explore the basic infrastructure necessary to host an e-commerce site, including order forms, payment options, and shopping carts.

Assessment: On an objective test, students will recall key infrastructure components of e-commerce sites.

**2. Basic Security**

Outcome: Students will understand current security issues and understand how to safeguard for common security concerns, such as viruses, unauthorized use and spyware.

Assessment: On an objective test, students will recall information about common security concerns, such as viruses, unauthorized use and spyware.

**E. Unit 5: Online Learning**

Outcome: Students will explore the environment of an online class and learn the various means of instruction available in online learning (online "lecture", message boards, email, and synchronous chat).

Assessment: Students will recall information about the online learning environment by completing an objective test online.

**III. Textbook and Materials Required**

**IV. None; handouts and internet resources will be utilized.**

**V. Suggested bibliography:**

See instructor.

**VI. Methods of Presentation**

Lecture, discussions, demonstrations, web sites and handouts.

**VII. Methods of Evaluation**

Projects, quizzes, final exam

90-100% - A      80-89% - B      70-79% - C      60-69% - D      <60% - F

4. Browser comparison

Outcome: Students will be able to identify major differences between 3 browser packages.

Assessment: Students will write a paper outlining major differences between 3 browser packages.

C. Unit 3: Internet Communications

1. Composing/Sending Email

Outcome: Students will learn the basic functions of email, including folder structures, obtaining an account through a public domain, and composing and sending email messages.

Assessment: In a class project, students will procure an email address through a public domain (if they don't already have an account), and initiate messages from the instructor and from fellow students.

2. Receiving/Replying to Email

Outcome: Students will learn how to receive and reply to email messages

Assessment: In a class project, students will receive email from the instructor and fellow classmates, replying to both.

3. Saving/Printing Email

Outcome: Students will learn how to use email folders, and save and print email messages received from the instructor and fellow students.

Assessment: In a class project, students will save, file and print email messages received from the instructor and fellow students.

4. Using Attachments and Hyperlinks in Email

Outcome: Students will investigate the concept of email attachments, and learn to create and send a message with an attachment and suggested hyperlinks.

Assessment: In a class project, students will create a simple word-processed document, compose and email message including hyperlinks in the message body, and send it to the instructor.

5. Creating/Using and Address Book

Outcome: Students will come to understand how to create, save and use a personal email address book.

Assessment: In a lab class, students will create, save and copy to disk a personal address book, and use the address book to send an email message.

6. Instant Messaging

Outcome: Students will understand the difference between email (asynchronous communication) and instant messaging (synchronous communication) and learn to download, install and configure a popular instant

613.01 Policy for Posting MaterialsUnapproved Areas for Posting Materials

No material shall be posted in entrances, this includes any doors or glass surfaced doors throughout the building. Unapproved areas include brick or wood surfaces and all glass surfaces except those areas that have been designated as appropriate for student announcements. No materials shall be posted on vehicles under windshield wipers or outside fixtures.

Area Restricted to Instructional and Official School Announcements

Bulletin boards in classroom areas and adjacent to faculty offices are intended for announcements of instructional importance. Permission need not be granted by the Coordinator of Student Activities to post instructional materials on the boards. However, students should secure permission to post materials on these instructional bulletin boards from the person in charge of the office area of the instructor assigned to that particular bulletin board area.

Areas Requiring Coordinator of Student Activities Approval

All materials to be posted should be submitted to the Coordinator of Student Activities for approval. The Office of Student Activities will post all materials in predesignated areas. Materials posted without approval may be removed. Sauk Valley Community College assumes no responsibility for damage or removal of posted materials.

The Office of Student Activities will also be responsible for keeping all posted materials up-to-date. The permanent bulletin boards located in the first floor mall, the west end of the second floor and in the stairwells on the second floor are primarily intended for general college publicity materials.

Moveable bulletin boards located throughout the building are primarily intended for official school announcements, general information, and student activity publicity. All materials posted on the bulletin boards other than official school announcements must be approved by the Coordinator of Student Activities.

614.01 Student Activities Including Assembly, Rally, or Demonstration

**A. Responsibility**

Establishment of these policies is the legal responsibility of the governing Board of Sauk Valley Community College in accordance with provisions of House Bill 1719 74th Illinois General Assembly. Nothing contained in these policies shall be construed to restrict the power of the Board to alter, amend, revise, or repeal these policies in whole or in part from time to time.

**B. Freedom of Speech**

In the democracy in which we live, every person has the right of freedom of speech and assembly and the right to exercise these freedoms freely, if he/she does not interfere with the rights of others.

In the pursuit of these freedoms; the Board, the administration, and the Student Government of Sauk Valley Community College pledge equal emphasis to its responsibilities in three areas: 1) Vigorous protection of the rights of all students and encouragement of the free expression of ideas; 2) Unceasing efforts to keep the channels of communication open to all suggestions for change; and 3) A guarantee to the people of the community and to the great majority of the students that the educational process will not be disrupted.

The College respects the rights accorded to all persons by the Constitution, to freedom of speech, peaceful assembly, petition, and association. Students and student organizations as well as other members of the college community (faculty, other staff, board members, and alumni), may examine and discuss all questions of interest to them, and express opinions publicly as well as privately. The college community may support causes by lawful means which do not disrupt the operation of the college or interfere with the normal use of the college's facilities.

**C. Procedures**

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.
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 at least seven administrative work days prior to the activity.
3. The Student Government 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.

D. Problems

In the event that a student group interferes with normal operations of the College's functions and services, the following procedures shall be invoked.

1. The group involved shall be informed of the following channels for the discussion and resolution of complaints:

Student Government  
Vice President of Student Services  
Student Conduct Review Board  
College President; and  
Board of Trustees, in that order
2. Every attempt should be made to discuss issues rationally and to avoid violence or the use of force, but no attempt shall be made to discuss issues under situation of duress (forcible restraint or restriction, compulsion by threat, or unlawful restraint).

3. The judgment in determining whether the action taken by the group is disruptive shall be made by the College President or his/her duly appointed representative, after discussion with representatives of the Student Government.
4. If the action is determined to be disruptive, a written dispersal signed by the President, or a duly assigned representative, will be issued to the group or organization leader. If compliance is refused, each student involved shall be suspended from status as a student along with the rights and privileges of a student.
5. Those students suspended from the College may petition for readmission to the College to the Student Conduct Review Board. This board shall meet within ten administrative work days after any suspension following procedures outlined in 621.01 and decision submission outlined in 621.02.
6. The administration shall reserve the right to request law enforcement authorities to restore the College to its normal operations by whatever means are appropriate and necessary, and at any time when violence, vandalism or personal injury occurs, or is threatened.
7. Any student group making use of the College facilities without prior approval of the Student Government will subject themselves to charges of trespass.

10/28/96

615.01 Student Motor Vehicle Parking Regulations

**A. Handicap Permits**

Special handicap permits will be issued to physically disabled or hardship cases upon request to Campus Security and upon presentation of a doctor's statement indicating the medical necessity for the special parking permit (Room 1C14).

**B. Parking Regulations**

The responsibility of finding a legal parking space rests with the vehicle owners. Lack of immediate space or inclement weather is not considered a valid excuse for violation of parking regulations.

Students may park in all areas except those areas that are designated as **STAFF, SERVICE, VISITORS or LOADING ZONES**. The east, west (Lots C and D) and south (Lot A) parking areas are reserved for student vehicles.

Parking is not permitted on the roadway, next to the curbing on the roadway, in or about the entrance to the building, or any other areas designated as **NO PARKING**. All yellow marks on curbing indicate **NO PARKING ZONES**.

Parking is prohibited at all times on grass plots, or tree plots, or any other place where parking would mar the landscape of the campus, create a safety hazard or interfere with the use of the college facility.

**ANY VEHICLE PARKED IN A NO PARKING AREA, BLOCKING AN ENTRANCE TO A BUILDING, EXCEEDING THE 15 MINUTE LIMIT IN THE LOADING ZONES, OR IN SUCH A MANNER AS TO OBSTRUCT THE FLOW OF TRAFFIC, MAY BE TOWED AWAY AT THE EXPENSE OF THE OWNER.**

Traffic and parking signs should be obeyed at all times. Posted campus speed limits should be strictly adhered to especially when approaching congested areas. All vehicles shall be parked in such a manner so as not to occupy more than one parking stall. All vehicles should park head-on with the front of the car facing the curb. All accidents involving a motor vehicle on campus shall be reported to Campus Security (Room 1C14).

**C. Parking Violations**

Upon receipt of a parking violation, the student has five days in which to pay the \$5 parking penalty. Payment should be placed in the parking violation envelope, sealed and returned to the Business Office (Room 3K10) or dropped off in the Information Center (Room 1K13).

After five days have elapsed from the time of the violation, all fines will be assessed according to a graduated scale as follows:

After **five days** have elapsed from the time of the violation, the fine will increase to \$15 and tickets not paid within **ten days** of the violation will be charged \$30.

2/12/79

3/23/87

6/22/92

11/28/94

4/28/97



**MEMORANDUM**

**DATE:** April 6, 2004

**TO:** Dr. Behrendt

**FROM:** Janet Lynch *JL*

**SUBJECT:** Exam Results for 2003 Health Career Graduates

I am pleased to report that the 2003 graduates of the Health Career programs continue the tradition of success on their registry and licensing exams.

We have received notice that 16 out of 17 Radiologic Technology graduates passed the American Registry of Radiologic Technologist (AART) Exam on the first try. One student retook the exam and passed. We have also received notice that all of the graduates of our Practical Nursing Program who took the NCLEX exam passed and 16 out of 17 ADN graduates passed their NCLEX exam the first try.

I have attached some information for your review from the NCLEX Program Reports that compares our programs results to other programs in the state and nation-wide.

The outstanding success of our graduates reflects the quality and dedication of our students and faculty.

cc Dr. Hecht  
Dr. Kerber



# Illinois Department of Professional Regulation

Fernando E. Grillo  
Director

Rod R. Blagojevich  
Governor

## MEMORANDUM

**TO:** JANET LYNCH, DEAN  
PRACTICAL NURSING PROGRAM  
SAUK VALLEY COMMUNITY COLLEGE  
173 ILLINOIS, ROUTE 2  
DIXON, IL 61021-9110

**FROM:** THE DEPARTMENT OF PROFESSIONAL REGULATION  
NURSING DIVISION

**DATE:** APRIL 02, 2004

**RE:** NATIONAL COUNCIL LICENSURE EXAMINATION  
REVISED SUMMARY DATA

Listed below are the national, state, and your program pass rates for candidates who have completed the 2003, NCLEX-PN examination. The data is based on candidates completing the licensure examination for the first time upon graduation from a nursing education program.

| EXAMINATION DATE  | CANDIDATE GROUP | NUMBER OF CANDIDATES | PASS RATE PERCENTAGE |
|-------------------|-----------------|----------------------|----------------------|
| January 1 -       | National        | 44,080               | 88%                  |
| December 31, 2003 | State           | 1,152                | 92%                  |
|                   | Program         | 10                   | 100%                 |

Rmp

Respond to:  320 West Washington  
3rd Floor  
Springfield, Illinois 62786  
217/785-0800  
TDD 217/524-6735  www.dpr.state.il.us  James R. Thompson Center  
100 West Randolph  
Suite 9-300  
Chicago, Illinois 60601  
312/814-4500



## Hallmark Awards Program

*CLICK TO THE LEFT  
OF EACH TOPIC  
BELOW  
TO EXPAND YOUR  
CHOICES.*

- HALLMARK AWARDS PROGRAM INFORMATION
- HALLMARK AWARDS SAMPLE ESSAYS
- 2004 HALLMARK AWARD WINNERS
- 2003-04 HALLMARK AWARDS PROGRAM BROCHURE
- CHAPTER RESOURCES
- REGION RESOURCES

## 2003-04 Hallmark Awards Program Brochure: Honoring the Best

### Hallmark Awards

[| Chapter Awards | Individual Awards |](#)  
[| Advisor Awards | Regional Awards | Creative Awards |](#)  
[| Alumni Awards |](#)

### Advisor Awards

*The Robert Giles Distinguished Advisors and Continued Excellence Awards for Advisors*

Giles Distinguished Advisors will be chosen from advisors and coordinators serving the Society for at least five years. From the nominations, as many as 30 advisors may be named Giles Distinguished Advisors. Advisors who have previously been named Giles Distinguished Advisors are eligible for the Continued Excellence Awards for Advisors.

myself last. The kids needed me at home, and there was no extra money in our budget. Besides, I did not know what I wanted to be when I "grew up" yet.

As my kids got involved in school, so did I. The academic atmosphere was exhilarating, and I would volunteer often. As I helped my son study for a big test, I thought, "This isn't so bad. Maybe school wouldn't be so hard after all." As I helped my daughter write a story for English class, I thought, "I am good at this. Maybe I could become an author." Everything I tried, I thought of as a possible career option. Endless possibilities swirled inside my head and begged for a chance to be explored.

The day I turned off the main road and followed the curve to Sauk Valley Community College, I knew my life would never be the same. I had driven by often, but never had the courage to go in. That day, as I took a calming breath, I realized my time was finally here.

There stood my ticket to a new life, disguised as an ordinary building. Ann Daly, a wonderful counselor, showed me that I did not need to know what I wanted to do with my life, in order to get started. In the financial aid office, I learned a Stafford loan would give me the opportunity to learn now, and pay later. With the discovery of the children's center daycare, no longer was anything standing in my way. The knowledge and possibilities I had been longing for were now open to me.

Today I am using parts of my brain I had long forgotten about, and revel in the opportunity my community college has given to me. Recently, I heard "that each of us have only 100 years here on earth. These are our years to make our

Changing My Destiny

By

Deana Gonzalez

Everywhere around me life paraded on, but I felt like I could only listen to its music from a distance. I watched, as family and friends passed me by, on their way to bigger and better things. With a plastic smile on my face, I applauded each person, privately longing to be more than a housewife and a mother.

Truly, part of me was happy for the others as they went to college, got promoted, and took advantage of the opportunities life had presented them. The other part of me felt trapped by my own life choices.

Some day, I thought, there would time for me. But fifteen years after graduating high school, I was still waiting. There were so many excuses to put

**SAUK VALLEY COMMUNITY COLLEGE  
INSTRUCTIONAL SERVICES**

**MEMORANDUM**

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**DATE:** March 23, 2004

**TO:** Dr. Richard Behrendt

**FROM:** Deborah Hecht *Deborah*

**SUBJECT:** ICCTA Paul Simon Student Essay Contest

Attached are copies of the winning essays for the ICCTA contest. First place was won by Deana Gonzalez and second place went to Lonn Cunningham. Deana will receive a scholarship for six credits and Lonn will receive a scholarship for three credits at SVCC. The essays were judged by Brian Olmsted and Patrick Kennedy. I have forwarded Deana's essay to ICCTA for entry in the statewide essay contest.

js

attachments

# Sauk's Phi Theta Kappa adviser one of 30 to receive distinguished award

BY LISA FRYE

SVN NEWS REPORTER  
lfrye@svnmail.com

STERLING — More than 1,200 advisers lead Phi Theta Kappa chapters at colleges.

One of those recognized at the honor society's international convention in Minneapolis in early April was Sauk Valley Community College Phi Theta Kappa adviser Steve Nunez.

Nunez was one of 30 advisers to receive the Robert Giles Distinguished Advisor Award. He was nominated by SVCC Phi Theta Kappa chapter President Nancy Frerichs.

"I was surprised," said Nunez, who has been the PTK adviser for six years. "I had no clue, no idea this was occurring. There were 3,000 people there. It's a huge awards ceremony. It's like the Grammys for Phi Theta Kappa.... I'm very proud that

someone would nominate me and that I would win. It's a very nice award."

Frerichs said she nominated

Nunez because of his dedication to

the organization.

"He gives so much of himself," Frerichs said. "Steve spends Sundays, after hours working on Phi Theta Kappa. He takes his family along (to PTK events). ... I felt he's worth it. ... Nobody knows the hours he puts in. He doesn't run (Phi Theta Kappa) as an after-thought. He gives Phi Theta Kappa his attention."

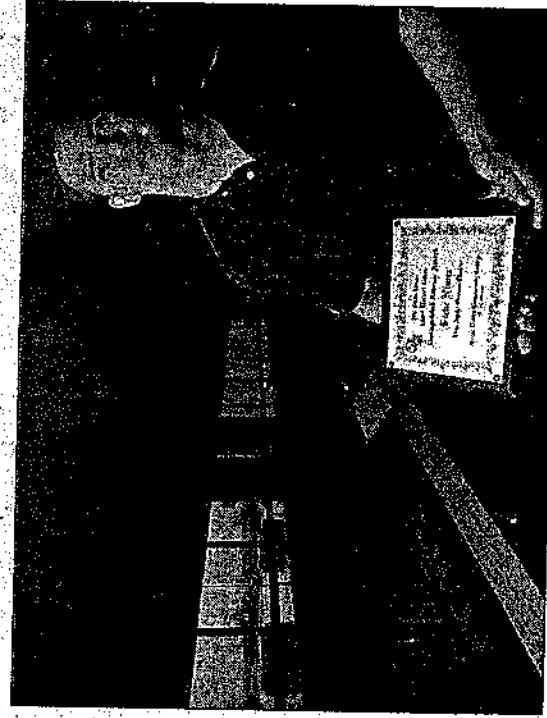
He lets the students run the organization, she said. Nunez handles the finances for the group and keeps a "tight rein" on that part, she said. "Because we'd do everything (otherwise)," she said.

Frerichs said she can go to Nunez whenever she hears of a community or Sauk student need and suggest that Phi Theta Kappa help out, such as when Rain Elementary School burned. Phi Theta Kappa conducted a drive and sent four vanloads of supplies to the students, Frerichs said.

"Public service is something I think a lot of us want to do and don't really know how to go about it," Nunez said. "Phi Theta Kappa is my outlet for public service... and I can help others do the same."

**HONORED:** SVCC biology professor Steve Nunez has received the 2004 Robert Giles Distinguished Advisor Award for his work with Phi Theta Kappa.

Nunez received his award when he and four PTK members traveled to Minneapolis for the international convention. Frerichs didn't know Nunez was receiving an award, and Nunez didn't know he'd been nomi-



Alex T. Pascha/SVN

Professor Steve Nunez has received the 2004 Robert Giles Distinguished Advisor Award for his work with Phi Theta Kappa.

Nunez received his award when he and four PTK members traveled to Minneapolis for the international convention. Frerichs didn't know Nunez was receiving an award, and Nunez didn't know he'd been nomi-

nated, Frerichs said.

She said she cried out of excitement for him.

"He was so floored," she said. "This was his year. He deserved this."



# Illinois Department of Professional Regulation

Fernando E. Grillo  
Director

Rod R. Blagojevich  
Governor

## MEMORANDUM

**TO:** JANET LYNCH, DEAN  
ASSOCIATE DEGREE NURSING PROGRAM  
SAUK VALLEY COMMUNITY COLLEGE  
173 ILLINOIS, ROUTE 2  
DIXON, IL 61021-9110

**FROM:** THE DEPARTMENT OF PROFESSIONAL REGULATION  
NURSING DIVISION

**DATE:** APRIL 02, 2004

**RE:** NATIONAL COUNCIL LICENSURE EXAMINATION  
REVISED SUMMARY DATA

Listed below are the national, state, and your program pass rates for candidates who have completed the 2003, NCLEX-RN examination. The data is based on candidates completing the licensure examination for the first time upon graduation from a nursing education program.

| EXAMINATION DATE  | CANDIDATE GROUP | NUMBER OF CANDIDATES | PASS RATE PERCENTAGE |
|-------------------|-----------------|----------------------|----------------------|
| January 1 -       | National        | 76,724               | 87%                  |
| December 31, 2003 | State           | 2,945                | 87%                  |
|                   | Program         | 17                   | 94%                  |

Rmp

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Respond to:  320 West Washington  
3rd Floor  
Springfield, Illinois 62786  
217/785-0800  
TDD 217/524-6735

[www.dpr.state.il.us](http://www.dpr.state.il.us)  James R. Thompson Center  
100 West Randolph  
Suite 9-300  
Chicago, Illinois 60601  
312/814-4500

For the Board Meeting of  
April 26, 2004

Agenda Item F-1

FUNDING BONDS  
RESOLUTION OF INTENT

Last month the Board of Trustees approved the issuance of general obligation debt certificates in the amount of \$2,195,000 for the purpose of financing building improvements and expenditures for technology and equipment. The next step in the funding bond process is to adopt a resolution of intention to issue funding bonds to pay claims against the District, as presented in the attached memo.

RECOMMENDATION: Board approval of the Resolution of Intent to Issue Funding Bonds to pay off Debt Certificates.

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## ACADEMIC APPEALS

The following procedures shall govern appeals by affected persons of post-admission student academic issues. This procedure shall not apply to decisions of agencies other than Sauk Valley Community College such as National Junior College Athletic Association, clinical facilities, employers of students and other businesses allowing job site training of students; the College has no authority over those decisions.

### Informal Resolution

1. Appeals regarding instructional or grade issues will be handled informally insofar as possible. Ordinarily, matters will be decided by the College staff member whose responsibility incorporates the area at issue. Normally, the instructor is the first point of contact. If satisfaction is not realized, the student may then appeal to the appropriate supervisor. The student has the right to have an advisor present during the meeting with the instructor or supervisor.
2. Any student may appeal any instructional or grade issues to the staff member's supervisor within 15 College business days after receiving notice of such action or decision unless, for good cause shown, the appeal period is extended by the supervisor or others having authority to decide the appeal.

### Formal Resolution

1. Should the decision of the supervisor still not satisfy the student, the student may request an appeal to the Academic Appeals Board. The student must present his/her appeal in writing stating 1) the specific action being appealed and 2) the remedy sought. The student should present this appeal to the Vice President of Student Services, who will act as the ombudsperson throughout this process.
2. When the written appeal for an Academic Appeals Board has been received, the Vice President of Student Services will notify the Vice President of Instructional Services that a request for an Academic Appeals Board has been received and that Academic Appeal Policy procedures (Attachment A) were followed prior to this request.

3. The Academic Appeals Board shall consist of six members from instructional faculty serving alphabetically rotating appointments (appointed by the Vice President of Instructional Services) and three student members (appointed by the Coordinator of Student Activities with approval of the Vice President of Student Services). Attendance of seven Board members shall be required as a quorum. [NOTE: In the case where the student is appealing his/her dismissal or suspension from the College, two Student Services faculty (appointed by the Vice President of Student Services) will be added to the Academic Appeals Board membership. In cases involving issues other than grade appeals or dismissal/suspension, the College President may add appropriate additional members.]

#### Hearing(s)

4. The Vice President of Student Services will call a meeting of the Board at a time arranged in consideration of the schedules of the student and the members, with avoidance of conflict with class schedules. The student will be notified of the scheduled time of the meeting in writing at least five (5) College business days prior to the meeting. The Chair may request other students or College staff members who have relevant information to appear at the meeting of the Board. The student or instructor may also make such a request, and the Chair shall decide if such person(s) (in addition to their advisor(s)) shall be permitted to appear. All meetings of the Academic Appeals Board are closed.
5. The student and the instructor involved may each request the removal of any one member of the Academic Appeals Board from the hearing for legitimate reason. Issues of removal shall be decided by the Academic Appeals Board at the first meeting, and the Vice President of Student Services shall coordinate any necessary replacement(s). The Board shall elect its Chair at the start of the first meeting.
6. If the student gives notice and appropriate justification requesting a rescheduling of the meeting, the meeting may be rescheduled once.
7. The student and the instructor may each have one advisor (not an attorney) present. The advisor is not permitted to speak or to participate directly in the proceeding before the Academic Appeals Board and is not permitted to examine or cross-examine witnesses.
8. The hearing shall not be public. For all stages of presentation of evidence and argument to the Academic Appeals Board, the Vice President of Student Services\*, Vice President of Instructional Services\*\*, the appellant student's advisor, the student's parents or legal guardian (only if the appellant student is a minor), the involved instructor, and the involved instructor's advisor, shall be present. Admission of any other person shall be at the discretion of the Academic Appeals Board.

### Board Deliberation

9. Only the members of the Academic Appeals Board shall be present during their deliberations.

### Recommendation(s)

10. The Academic Appeals Board may choose to reach its recommendation(s) by secret written ballot. All members have a vote, but if the final vote is taken openly, the Chair shall vote last. A majority decision of those present shall constitute the recommendation to the Vice President of Instructional Services.
11. The Board may recommend upholding the previous academic action, or it may recommend that the previous academic action be overruled in whole or in part. The Chair shall forward the Board's written recommendation and rationale to the Vice President of Instructional Services for action within five (5) College business days. Copies shall also be provided at the same time to the student and the involved instructor, and the Vice President of Student Services.

### Disposition

12. The Vice President of Instructional Services may 1) uphold the Board's recommendation, or 2) render a decision more favorable to the student. If the Vice President chooses to investigate the situation further or consider evidence not presented to the Academic Appeals Board, the student and the instructor shall also be given the opportunity to be heard by the Vice President. The Vice President shall provide rationale for his/her decision if the decision does not uphold the Board's recommendation.
13. The Vice President of Instructional Services shall notify the student, the instructor, the Vice President of Student Services, and the President in writing of the decision made by the Vice President of Instructional Services within ten (10) College business days of the date of the Board meeting.
14. When the written decision of the Vice President of Instructional Services is given to the student and the instructor, the student will be provided with options as to follow-up action she/he may pursue. All evidence and minutes from the appeals process, including the student's written request, reasons, response and decision will be kept on file by the Vice President of Student Services. All other copies/documents will be destroyed.

15. The decision of the Vice President may be appealed by the student to the College President within ten (10) College business days after the date of the Vice President's decision letter. The President's decision shall be final.
16. All deliberations of the Academic Appeals Board will remain confidential.

\*The Vice President of Student Services shall act as the facilitator/resource person for the elected Board Chair in order to ensure consistency and fairness in the process.

\*\*The Vice President of Instructional Services shall use the evidentiary portion of the hearing to acquire sufficient background for his/her decision on the appeal.

ADDED\*\*\* In accordance with Board Policy 109.1P the Board of Trustees serves as the final appeal with the College for students who may have grievances.

For Board Meeting  
April 26, 2004

Agenda Item F-2

BID AWARD- PHS  
REPAIR STORM SEWER OUTFALL STRUCTURES

The college received six bids for the Protection, Health and Safety project to repair the storm sewer outfall structures. The project includes a base bid to repair the easternmost and center storm sewer outfalls, alternate 1 to repair the sewage plant outfall, and alternate 2 to repair the westernmost storm sewer outfall.

The lowest bidder was Sjostrom and Sons. This bid is consistent with specifications and Sjostrom and Sons is a responsible bidder. The cost will be paid by Protection, Health and Safety funds and is within the construction budget of \$142,000.

RECOMMENDATION: Approval by the Board for the College to accept the bid of \$138,005 submitted by Sjostrom and Sons for the repair of the storm sewer outfall structures as presented, to be funded by the Protection, Health and Safety funds.

For Board Meeting  
April 26, 2004

Agenda Item F-4

**BID AWARD - PHS  
ELECTRICAL IMPROVEMENTS**

The college received three bids for the Protection, Health and Safety project for electrical improvements. The project includes a base bid to provide additional power for the Financial Aid, Student Activities and Instructional Technology Center areas, and an alternate to include the Fitness Center.

The lowest bid of \$30,250 was submitted by John D. Martin Electrical Contractor. This bid is consistent with specifications and John D. Martin Electrical Contractor is a responsible bidder. The cost will be paid by Protection, Health and Safety funds and is within the construction budget of \$51,000.

**RECOMMENDATION:** Approval by the Board for the College to accept the bid of \$30,250 submitted by John D. Martin Electrical Contractor for electrical improvements as presented, to be funded by the Protection, Health and Safety funds.

**TO:** Richard Behrendt  
**FROM:** Ruth Bittner *RB*  
**DATE:** April 14, 2004  
**SUBJECT:** Recommendation for Bid Award – Elevator Improvements

On Monday, April 12, 2004, at 2:30 pm, bids for elevator improvements were opened in the Boardroom. Tom Houck of Willett, Hofmann, a representative from KONE Elevators, Jim Frederick, Carl Paxton and I attended the bid opening.

Two companies were notified directly about the bid, and a bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*. Bids were received from one company. The project includes a base bid to replace the hydraulic cylinders and casings on the two 4-story elevators, and an alternate to do the same for the 3-story elevator. This project will bring our elevators up to code according to new standards that are likely to become law soon in Illinois; they have already been passed by a number of other states. The code requires an updated type of hydraulic cylinder that protects against failure and better contains potential oil spills.

The only bidder was KONE Elevators. Mr. Houck has confirmed with them that their bid is consistent with specifications and that they are a responsible bidder. He reviewed their pricing with them in depth and feels it is reasonable. He believes that although the project could have been bid on by any elevator manufacturer, firms in the industry prefer to work only on their own products. Hence, KONE was the only firm to submit a bid. The cost will be paid by Protection, Health and Safety funds and is within 10% of the construction budget of \$88,000. We have sufficient fund balance from other Protection, Health and Safety projects to cover the overage.

Therefore, I recommend that the Board of Trustees award the bid for elevator improvements to KONE Elevators, at a price of \$91,010. Thank you.

**Bid Results – Elevator Improvements**

| Company Name   | Location | Base   | Alt    | Total  |
|----------------|----------|--------|--------|--------|
| KONE Elevators | Moline   | 62,255 | 28,755 | 91,010 |

**TO:** Richard Behrendt

**FROM:** Ruth Bittner *RB*

**DATE:** April 14, 2004

**SUBJECT:** Recommendation for Bid Award – Repair Storm Sewer Outfall Structures

On Monday, April 12, 2004, at 3:00 pm, bids for the repair of storm sewer outfall structures were opened in the Boardroom. Tom Houck of Willett, Hofmann, representatives from Northwest Illinois Construction Co., Civil Constructors, D.R. Gilbert and Sons, and Brown Construction Co., Jim Frederick, Carl Paxton, Nancy Breed and I attended the bid opening.

Eight companies were contacted directly about the bid, and a bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*. Bids were received from six companies. The project includes a base bid to repair the easternmost and center storm sewer outfalls, alternate 1 to repair the sewage plant outfall, and alternate 2 to repair the westernmost storm sewer outfall. The project is needed because two of our storm sewer outfall pipes along the riverbank have collapsed, erosion is threatening the steel sheeting around all three storm outfalls, and the sewage plant outfall is unprotected.

The low bidder was Sjostrom and Sons. 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 the construction budget of \$142,000.

Therefore, I recommend that the Board of Trustees award the bid for repair of storm sewer outfall structures to Sjostrom and Sons, at a price of \$138,005. Thank you.

**Bid Results – Repair Storm Sewer Outfall Structures**

| Company Name                    | Location      | Base    | Alt 1  | Alt 2  | Total   |
|---------------------------------|---------------|---------|--------|--------|---------|
| Sjostrom and Sons               | Rockford      | 99,950  | 6,655  | 31,400 | 138,005 |
| D.R. Gilbert & Sons             | Rochelle      | 98,000  | 4,096  | 41,000 | 143,096 |
| Civil Constructors              | Freeport      | 107,867 | 3,896  | 38,593 | 150,356 |
| TASC Contracting                | Dixon         | 109,000 | 8,000  | 46,000 | 163,000 |
| Brown Construction              | Milledgeville | 153,700 | 14,200 | 49,600 | 217,500 |
| Northwest Illinois Construction | Rock Falls    | 147,000 | 28,750 | 59,500 | 235,250 |

mark." I have decided to leave mine as a teacher, and pass on the knowledge I feel so lucky to receive. I want to show children that everyday offers new experiences, and help them uncover the endless possibilities that are all around. Sauk Valley Community College has changed my destiny and helped to make my dreams realities.

The best way for me to describe, "how my community college has changed my life" is that it gave me a new outlook on life. In February 1997 I was hit head on by a drunk driver leaving me a quadriplegic bilateral amputee. Unable to return to my previous employment as a correctional officer I knew I needed to get an education to be more employable, but in high school I was a D student. I didn't think I had a chance.

When I first came out to Sauk to see a counselor I was only going to get information about Sauk but before I knew it, I was registered for my first class. I remember my first class. I was afraid because, like I said in high school, I was a poor student. In the spring of 2001 I started at Sauk taking only one class, I got an A. I decided to dive deeper in to college because of this success and my counselor's support. In the fall I took five classes and was able to get A's in all of them. I had realized in the spring of 2002 that my fears of failing were unwarranted. I took six classes and received five A's and one B. I have continued my journey by succeeding in many more classes. I have taken four to six classes each semester and currently have a 3.66 GPA. My current major is education.

I decided that whatever future holds for me, Sauk was going to get me started toward it. I have taken classes that challenged me. I have taken classes that broadened my horizons. I have take classes that made me look at things differently. When I was too confused to continue there was the LAC that would help me through. There seemed to be an endless supply of support to assist me to my goal. Failure is not and never will be an option. This outlook I owe to Sauk and its supportive staff.

From here I hope to leave to a four-year institution. I want a bachelors degree. I want a masters degree. These are my goals and I know I can achieve them. However,

I wouldn't have a chance if it weren't for Sauk. A weak foundation can cause any structure to fall. I will succeed because of the strong foundation that Sauk helped me to build. I want a master's degree in clinical psychology and I know that someday I will have that degree.

Thank you for your consideration.

Lonn J. Cunningham

For Board Meeting  
April 26, 2004

Agenda Item F-3

BID AWARD - PHS  
ELEVATOR IMPROVEMENTS

The college notified two companies about the Protection, Health and Safety project for elevator improvements. Bids were received from one company. The project includes a base bid to replace the hydraulic cylinders and casings on the two 4-story elevators, and an alternate to do the same for the 3-story elevator, bringing our elevators up to code according to new standards that are likely to become law soon in Illinois.

The only bid of \$91,010 was submitted by KONE Elevators. This bid is consistent with specifications and KONE Elevators is a responsible bidder. The cost will be paid by Protection, Health and Safety funds and is within 10% the construction budget of \$88,000.

RECOMMENDATION: Approval by the Board for the College to accept the bid of \$91,010 submitted by KONE Elevators for elevator improvements as presented, to be funded by the Protection, Health and Safety funds.

For Board Meeting  
April 26, 2004

Agenda Item I-1

**SABBATICAL LEAVE REPORT**  
Bob van der Wege

Bob van der Wege will be present at the Board Meeting to report on his fall 2003 sabbatical leave.

**RECOMMENDATION:** No action required.



# Sauk Valley Community College

## Robertus J. van der Wege Sabbatical 2003 Report

### Proposal

In the spring of 2003, the Board of Trustees at Sauk Valley Community College granted me a sabbatical for the fall semester of 2003. During that sabbatical, I was to attend Northern Illinois University on a full-time basis in pursue a Master's in Fine Arts Degree in sculpture. My proposal indicated that I would earn 12 to 15 hours of graduate credit during the time that I was away from Sauk.

### The Sabbatical

During the spring semester of 2003, I was taking six hours of graduate credit when my drawing/illustration class was reorganized by the NIU Art Department due to a mid-semester scheduling conflict. The result was that several additional students came into that class late in the semester. To adjust to the inconvenience, students were offered the opportunity to extend the class into the summer. I was one who elected to continue the class which was completed early that summer.

During the summer I also enrolled in a human resources class at Rock Valley Community College that was related to Native American culture. I did so with Dr. Hecht's approval as I wished to create a Native American art appreciation course. I completed that course at the end of the summer and I am writing a proposal for a similar course at Sauk.

In the fall I enrolled in three graduate art classes at NIU: one in photography, one in ceramics, and one in sculpture. All three of those courses have since been completed.

### Conclusion

Between the end of the spring semester of 2003 and the beginning of the spring semester of 2004, I have completed 15 hours, 12 of which are graduate art credits. In addition, the graduate program at NIU has granted me credit for nine graduate credits in art history. I have spoken with Dr. Hecht regarding the acceptance of these credits as a part of my M.F.A., and she has indicated that NIU's acceptance of those credits would result in Sauk's acceptance as well. Adding these credits, I have earned 24 credit hours while on sabbatical, 21 of which are graduate credits in art. I now have only 15 hours of the original 60 hours remaining towards my M.F.A. Degree.

I would like to thank the Sauk Valley College Board of Trustees for their confidence and support of my graduate studies. I plan to complete my degree by the end of the fall semester 2005.

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

For the Board Meeting of  
April 26, 2004

Agenda Item I-2

#### ACADEMIC APPEALS PROCEDURE

Attached for Board review is the current, revised (January 26, 2004) Academic Appeals Procedure. Changes are in orange on pages 2 and 4, and on the flowchart.

RECOMMENDATION: Board review of the revised Academic Appeals Procedure, with appropriate action.

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MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois, held at Sauk Valley Community College, Dixon, Illinois, in said Community College District at 7:00 o'clock P.M., on the 26th day of April, 2004.

\* \* \*

The Chairman called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, Robert J. Thompson, the Chairman, and the following Trustees at said location answered present: Nancy Varga, ~~Ed Andersen~~, Henry Dixon, Jr., Ed Cox, William Simpson, and Pennie von Bergen Wessels.

The following Trustees were absent from the meeting: Ed Andersen

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The Chairman announced that in view of the financial condition of the District, the Board of Trustees would consider the adoption of a resolution setting forth and describing in detail outstanding claims against the District, declaring its intention to issue funding bonds to pay claims against the District and directing that notice of such intent be published.

Whereupon Trustee Nancy Varga presented the following resolution, copies of which were available to all in attendance at said meeting who requested a copy:

RESOLUTION NO. \_\_\_\_\_

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, and to issue bonds for the purpose of funding and paying claims against Community College District No. 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois, and directing that notice of such intention be published as provided by law.

\* \* \*

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the "Act"), Community College District No. 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois (the "District"), is authorized to issue bonds (the "Bonds") to fund and pay claims against the District (the "Claims"); and

WHEREAS, the District has presently outstanding and unpaid Claims in the aggregate amount of \$2,195,000, all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District (the "Board") has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be funded and paid from proceeds of the Bonds in the principal amount of \$2,195,000; and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

*Section 2. The Claims.* The Claims are the District's General Obligation Debt Certificates (Limited Tax), Series 2004, dated April 1, 2004 (the "Claims"), and it is hereby found, determined and declared that the Claims were heretofore authorized and allowed for proper community college purposes and constitute valid and binding unpaid obligations of the District.

*Section 3. Declaration of Intent.* The Board does hereby determine and declare its intention to avail of the provisions of Article 3A of the Act and to issue the Bonds in the amount of \$2,195,000 for the purpose of paying the Claims.

*Section 4. Notice of Intent.* Notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds shall be given by publication of such notice once in *The Telegraph* and *Daily Gazette*, the same being newspapers having general circulation within the District.

*Section 5. Form of Notice.* The notice of intention to issue the Bonds shall be in substantially the following form:

**NOTICE OF INTENTION OF  
COMMUNITY COLLEGE DISTRICT NO. 506,  
COUNTIES OF WHITESIDE, LEE, CARROLL, OGLE,  
BUREAU AND HENRY AND STATE OF ILLINOIS,  
TO ISSUE \$2,195,000 FUNDING BONDS**

PUBLIC NOTICE is hereby given that on the 26th day of April, 2004, the Board of Trustees (the "Board") of Community College District No. 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois (the "District"), did adopt a resolution declaring its intention and determination to issue bonds in the aggregate amount of \$2,195,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of funding and paying said unpaid claims.

A petition may be filed with the Secretary of the Board within thirty (30) days after the date of publication of this notice signed by not less than 6,550 voters of the District, being equal to ten percent (10%) of the voters of the District, requesting that the proposition to issue said bonds be submitted to the voters of the District. If such petition is filed with the Secretary of the Board within thirty (30) days after the date of publication of this notice, an election on the proposition to issue said bonds shall be held on the 2nd day of November, 2004. The Circuit Court may declare that an emergency referendum should be held prior to said election date pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

By order of the Board of Trustees of Community College District No. 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois.

DATED this 26th day of April, 2004.

/s/ Robert J. Thompson

Chairman, Board of Trustees,  
Community College District No. 506,  
Counties of Whiteside, Lee, Carroll,  
Ogle, Bureau and Henry and State of  
Illinois

/s/ Nancy Varga

Secretary, Board of Trustees,  
Community College District No. 506,  
Counties of Whiteside, Lee, Carroll,  
Ogle, Bureau and Henry and State of  
Illinois

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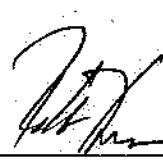
Note to Publisher: Please be certain that this notice appears over the names of the Chairman and Secretary of the Board.

*Section 6. Further Proceedings.* If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after publication of said notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issuance of the Bonds and provide for the levy of a tax to pay principal and interest on the same.

*Section 7. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Resolution.

*Section 8. Repealer and Effective Date.* All resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted April 26, 2004.



\_\_\_\_\_  
Chairman, Board of Trustees



\_\_\_\_\_  
Secretary, Board of Trustees

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF WHITESIDE )

**CERTIFICATION OF MINUTES**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois (the "Board"), and that as such official I am the keeper of the records and files of the Board.

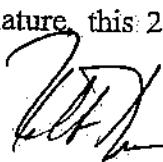
I do further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 26th day of April, 2004, insofar as the same relates to the adoption of Resolution No. \_\_\_\_\_ entitled:

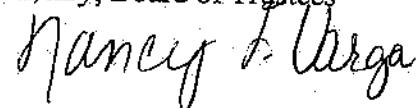
RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, and to issue bonds for the purpose of funding and paying claims against Community College District No. 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois, and directing that notice of such intention be published as provided by law.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were taken openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that said agenda contained a separate specific item concerning the proposed adoption of said resolution, a true, correct and complete copy of the agenda as so posted being attached hereto as *Exhibit A*, that notice of said meeting was duly given to all of the news media requesting such notice, and that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Local Government Debt Reform Act of the State of Illinois, as amended, and the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the applicable provisions of said Acts and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 26th day of April, 2004.

  
Secretary, Board of Trustees

  
Nancy L. Uarga

**TO:** Richard Behrendt

**FROM:** Ruth Bittner *RB*

**DATE:** April 14, 2004

**SUBJECT:** Recommendation for Bid Award – Electrical Improvements

On Monday, April 12, 2004, at 2:00 pm, bids for electrical improvements were opened in the Boardroom. Tom Houck of Willett, Hofmann, a representative from Morse Electric, Jim Frederick, Carl Paxton and I attended the bid opening.

Five companies were notified directly about the bid, and a bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*. Bids were received from three companies. The project includes a base bid to provide additional power for the Financial Aid, Student Activities and Instructional Technology Center areas, and an alternate to include the Fitness Center. We have reached capacity in our electrical circuit panels in these locations, so no further expansion of power circuits can be done until we install new panels.

The low bidder was John D. Martin Electrical Contractor. Mr. Houck has confirmed with them that their bid is consistent with specifications and that they are a responsible bidder. Since all three bids fell into a similar price range significantly below the estimated budget, he reviewed the estimate in depth with his electrical engineer. He believes that there are two reasons for the low bids. First, during the design process we were able to identify a lower cost location for providing power to one portion of the project than what was originally considered. Second, the estimate included an allowance for the contractor having to work around existing utilities and students and staff, and in an unfamiliar environment. However, these firms have worked at Sauk previously, so they felt comfortable with submitting minimal cost bids. The cost will be paid by Protection, Health and Safety funds and is within the construction budget of \$51,000.

Therefore, I recommend that the Board of Trustees award the bid for electrical improvements to John D. Martin Electrical Contractor, at a price of \$30,250. Thank you.

**Bid Results – Electrical Improvements**

| Company Name                            | Location | Base   | Alt   | Total  |
|---|----------|--------|-------|--------|
| John D. Martin<br>Electrical Contractor | Dixon    | 22,500 | 7,750 | 30,250 |
| Engel Electric                          | Sterling | 25,625 | 8,300 | 33,925 |
| Morse Electric                          | Freeport | 26,800 | 8,000 | 35,400 |

**TO:** Richard Behrendt  
**FROM:** Ruth Bittner *RB*  
**DATE:** April 15, 2004  
**SUBJECT:** Funding Bonds – Resolution of Intent

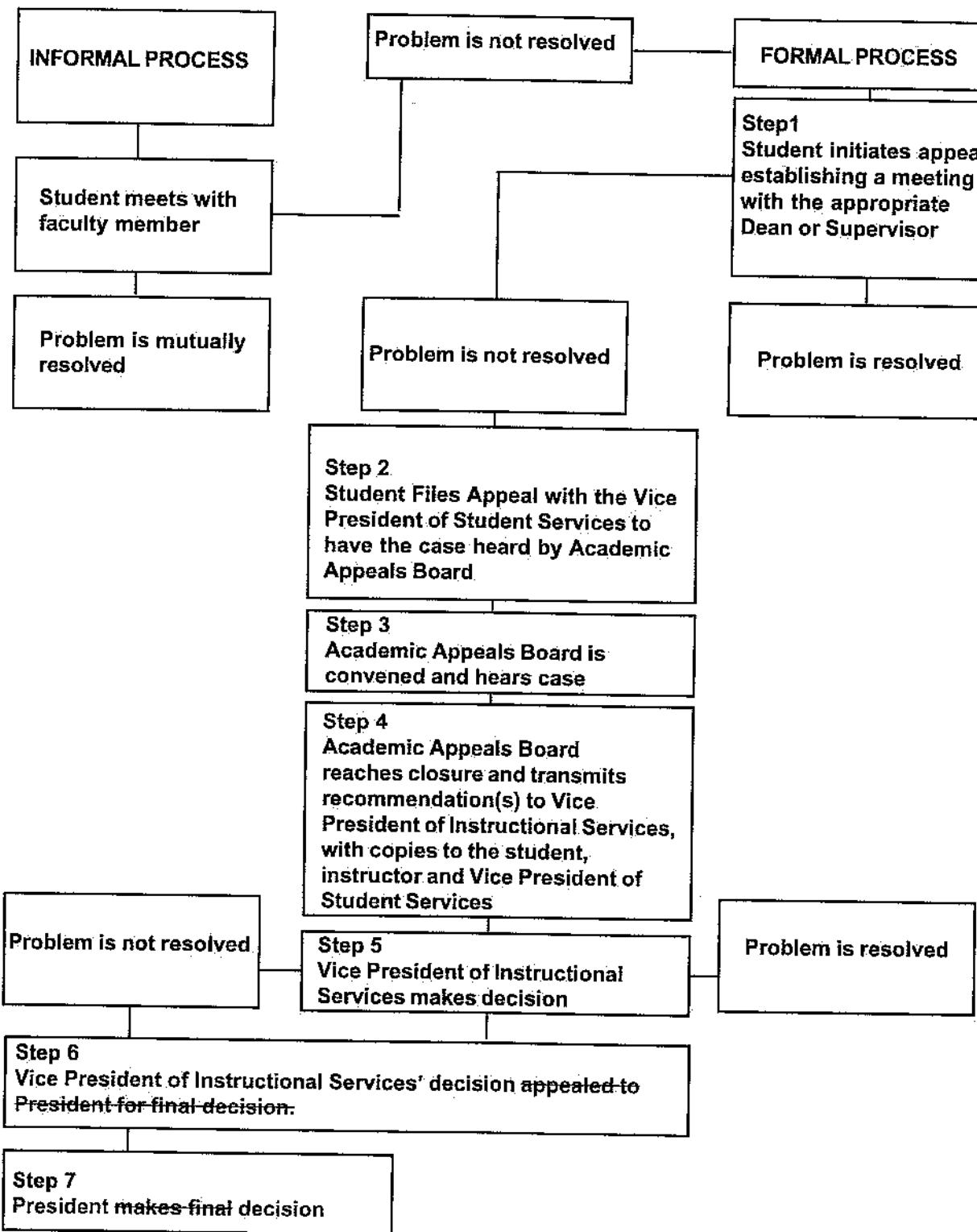
Last month the Board of Trustees approved the issuance of general obligation debt certificates in the amount of \$2,195,000 for the purpose of financing building improvements and expenditures for technology and equipment. This month's step in the funding bonds process is to adopt a resolution of intention to issue funding bonds to pay claims against the District (i.e., to pay off the general obligation debt).

Assuming the Board approves the resolution, we will publish the notice of intent in the local newspapers within a few days. The public then is allowed 30 days in which to file a petition containing signatures of at least 6,550 District voters, if they wish to attempt to place the bond issue on November's election ballot. If no such petition is filed, we are then authorized to issue funding bonds.

At the May Board meeting we'll hold a public hearing on the issuance of funding bonds, and then in June we'll recommend that the Board approve the bond resolution. The bond closing will take place two to three weeks later, at which time the funds will be available for spending.

It is recommended that the Board approve the accompanying Resolution of Intent to Issue Funding Bonds to pay off Debt Certificates. Thank you.

## Sauk Valley Community College Student Academic Appeal Policy



In accordance with Board Policy 109.1P the Board of Trustees serves as the final appeal with the College for students who may have grievances.

### **Guidelines for the Chair of Academic Appeals Board**

1. The student shall be allowed to present his/her case to the Board, in the presence of all parties, bringing in any relevant documents and/or witnesses. The Board members can question the student.
2. The instructor shall be allowed to present his/her case to the Board, in the presence of all parties, bringing in any relevant documents and/or witnesses. The Board members can question the instructor.
3. The instructor and student may question each other, or at the Chair's discretion, questions will be asked through the Chair.
4. If the student or instructor have any questions or additional statements to make that are relevant to the issue at hand, they may address them to the Chair of the Board.
5. When the Board deems that all relevant information has been heard, all parties except the Board members shall leave the room.
6. The Chair shall lead the discussion but shall refrain from providing his/her opinion on the issue. The discussion will culminate in a recommendation of the Board as a whole. A minority report may be filed by one or more Board members at the same time the Board's recommendation is presented.
7. After the Board has reached a decision, both the student and the instructor will return to the room, where the Chair of the Board will read the recommendation.
8. The Chair shall present, in writing, the Board's recommendation to the Vice President of Instructional Services no later than five (5) College business days after the Board hearing. The recommendation shall also include the reasons for the recommendation and a minority report (if one is prepared).
9. The Board shall respect the confidentiality of all parties and communicate on the matter only with other Board members and the Vice President of Instructional Services.

## ACADEMIC APPEALS BOARD

**Purpose:** To review exceptions to College academic policy and procedure, to hear instructional and grade appeals, and to make recommendations to the Vice President of Instructional Services.

**\*Composition:** Six instructional faculty (Appointed by the Vice President of Instructional Services) - Rotating in alphabetical order

Three students - (Appointed by the Coordinator of Student Activities with approval of the Vice President of Student Services)

Two Student Services faculty (Appointed by the Vice President of Student Services) (NOTE: In the case where the student is appealing his/her dismissal or suspension from the College, Student Services faculty will be added to the Academic Appeals Board membership. In cases involving issues other than grade appeals, the College President may add appropriate additional members.)

**Time of appointment:** Members are appointed as appeals are received.

**Chair:** Elected from the membership of the Academic Appeals Board by its members; election facilitated by the Vice President of Student Services.

**Responsibilities:** Chair: The Chair will be responsible for chairing the Board's private deliberations, keeping accurate and necessary records of the hearing outcomes, reading the Board's recommendation and rationale, and ensuring that all such recommendations and rationale are submitted in writing to the Vice President of Instructional Services within five (5) College business days.

Board Members: Academic Appeals Board members are responsible for possessing a copy of, being familiar with, and adhering to, the process and its attendant procedures and guidelines; attending all meetings; and maintaining strict confidentiality about all information pertaining to meetings and hearings.

### **Guidelines for the Academic Appeals Board**

1. Relevant documents shall be provided to the Board by the Vice President of Student Services in advance of the scheduled hearing.
2. Once the hearing starts, the person who has been given the floor should be the only person speaking.
3. The Appeals Board's function is to determine if an error occurred, if the student was treated unfairly, or if the student was treated differently in any way from other students - thus giving due cause to the Board for recommending action. This action may or may not be the action requested by the student.
4. It is not the Appeals Board's function to change College policy or procedure. (This does not prohibit the Board from making a recommendation addressing policy or procedures.)
5. The Academic Appeals Board does not have the authority to recommend a change of the student's letter grade. Grade awards are the prerogative of the instructor involved. The Board can recommend that a letter grade (i.e., "A", "B", "C", "D", or "F") be changed to a "W" or "P" grade.
6. The Academic Appeals Board should not allow themselves to be placed in a position in which they are expected to assume a role of subject matter expertise above and beyond the faculty within the discipline being questioned.
7. If the Academic Appeals Board wishes to view the academic area or equipment to assist in its deliberations — and the instructor and student both agree --- the Board may adjourn to that area for more information.