

**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 Lonni 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 Sileven, 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	
<u>INTEREST BEARING ACCOUNTS</u>		<u>RATE</u>	<u>AMOUNT</u>
General Account - Sterling Federal Bank		0.44	(\$230,045.56)
Illinois Funds - Firststar Bank, Springfield		0.91	2,339,695.02
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS			2,109,649.46
<u>NON-INT. BEARING ACCOUNT</u>			
Restricted - Sterling Federal Bank			148,983.49
<u>MONEY MARKET</u>			
ABN-AMRO Investment Services, Inc.		0.35	216,461.75
TOTAL CHECKING ACCOUNTS			\$2,475,094.70

INVESTMENTS

		MATURITY	
<u>FINANCIAL INSTITUTION</u>		<u>DATE</u>	
First National Bank in Amboy		02-09-05	1.69
First National Bank in Amboy		02-26-05	1.74
Union Bank, Tampico		03-28-05	1.79
SUBTOTAL INVESTMENTS			3,000,000

<u>BOND INVESTMENTS - Liability, Protection & Settlement</u>		<u>YIELD</u>	<u>PRICE</u>
Federal Home Loan Mtg Corp	07-15-04	1.75	\$515,214.95
Federal Home Loan Bank	12-15-04	2.00	611,496.84
GA Mun Elec Auth	01-01-05	4.75	381,108.54
Fed Natl Mtg Assn Benchmark	03-15-05	1.50	479,164.06
Federal Home Ln Mtg Corp Refrnce NT	09-15-05	1.60	200,699.17
Federal Home Ln Mtg Corp Refrnce NT	09-15-05	2.13	424,373.27
Miami Dade Cnty Fla Solid Waste Sys	10-01-05	2.60	107,157.33
Houston Tex Water & Sewer System	12-01-05	1.40	53,259.22
Federal Home Loan Bank Bonds	12-15-05	1.90	599,105.46
NC Mun Elec Auth	01-01-06	4.90	315,100.33
Sun Prairrie Wis Sch	04-01-06	5.05	338,364.14
Fed Natl Mtg Assn	04-15-06	1.50	551,675.36
Milwaukee Cnty Wis	09-01-06	2.50	218,744.28
Benton Cnty Wash Sch Dist No 52	12-01-06	1.50	266,538.06
Las Cruces NM	12-01-06	4.85	204,265.00
Houston TX Wtr & Swr System	12-01-06	4.30	50,988.83
Mokena IL Go Bonds 2004	12-15-06	1.25	395,048.75
Carol Stream IL Tax	01-15-07	5.07	202,570.89
Anch AL Tel Util	03-01-07	4.90	158,619.08
SUBTOTAL BONDS			\$6,073,493.56
TOTAL INVESTMENTS			\$9,073,493.56

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

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EDUCATION FUND

Revenues

Local Governmental Sources	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
State Governmental Sources	3,021,500	1,523,773	3,138,004	1,552,174	49.4%
Federal Governmental Sources	2,407,922	1,783,581	3,049,616	2,365,890	77.5%
Student Tuition and Fees	30,700	855	1,000	4,240	424.0%
Sales and Service	2,604,821	3,330,560	3,012,300	3,659,619	121.4%
Investment Revenue	212,500	244,445	341,818	186,894	54.6%
Other Revenues	80,000	29,237	80,000	26,251	32.8%
	446,000	34,315	526,000	8,222	1.5%
TOTALS	8,803,443	6,946,768	10,148,738	7,803,292	76.8%

Expenditures

Salaries	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Employee Benefits	6,053,764	4,940,627	6,316,729	5,211,327	82.5%
Contractual Services	1,458,859	919,887	1,581,447	972,994	61.5%
General Materials and Supplies	328,162	342,963	499,472	307,220	61.5%
Travel and Conference Meeting Exp.	653,216	520,381	921,962	679,610	73.7%
Fixed Charges	121,420	105,605	141,725	100,681	71.0%
Capital Outlay	56,212	14,746	22,955	18,445	80.3%
Other Expenditures	476,000	424,899	111,840	23,402	20.9%
	---	---	487,000	438,439	90.0%
TOTALS	9,147,633	7,269,111	10,083,130	7,752,121	76.8%

Transfers

Transfers to Other Funds	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Transfers From Other Funds	-178,000	60,000	47,500	-8,780	0.0%
	---	---	-189,000	---	4.6%
TOTALS	-178,000	60,000	-141,500	-8,780	6.2%

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

2002-2003 Actual	2003-2004 Budget	2003-2004 Actual
-382,343	207,107	59,952
484,089		796,997

OPERATION AND MAINTENANCE FUND

Revenues

Local Governmental Sources
State Governmental Sources
Federal Governmental Sources
Student Tuition and Fees
Sales and Service
Facilities Revenue
Investment Revenue
Other Revenues

TOTALS

Expenditures

Salaries
Employee Benefits
Contractual Services
General Materials and Supplies
Travel and Conference Meeting Exp.
Fixed Charges
Utilities
Capital Outlay
Other Expenditures

TOTALS

Transfers

Transfers From Other Funds

TOTALS

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
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%
TOTALS	1,023,106	795,705	1,195,255	934,429	78.1%
Expenditures					
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		62,893	55,362	59,369	107.2%
Utilities	337,000	246,487	386,700	317,725	82.1%
Capital Outlay	15,000	12,181	15,000	21,310	142.0%
Other Expenditures					
TOTALS	1,112,573	950,481	1,265,343	1,058,901	83.6%
Transfers					
Transfers From Other Funds	-34,000		-70,500		0.0%
TOTALS	-34,000		-70,500		0.0%
NET INCREASE/DECREASE IN NET ASSETS	-55,467	-154,775	411	-124,472	
FUND BALANCE		-104,946		-124,499	

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REVENUES, EXPENDITURES, AND TRANSFERS
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<u>OPERATION & MAINTENANCE- RESTRICTED</u>	<u>2002-2003</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2003-2004</u>	<u>Budget</u>	<u>Percent</u>
Revenues	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>		
Local Governmental Sources	613,000	310,477	632,938	313,161		49.4%
State Governmental Sources	3,204,922	140,563	3,382,000			0.0%
Investment Revenue	30,000	21,468	10,000	5,776		57.7%
Other Revenues	250,000		250,000			0.0%
TOTALS	4,097,922	472,509	4,274,938	318,937		7.4%
Expenditures						
Contractual Services		24,234		6,400		
General Materials and Supplies						
Capital Outlay	4,441,152	273,115	5,361,936	447,832		8.3%
TOTALS	4,441,152	297,350	5,361,936	454,232		8.4%
Transfers						
Transfers From Other Funds	-570,000	-1,282,769				
TOTALS	-570,000	-1,282,769				
NET INCREASE/DECREASE IN NET ASSETS	226,770	1,457,929	-1,086,998	-135,295		
FUND BALANCE		2,436,884		2,466,962		

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<u>BOND AND INTEREST FUND</u>	<u>2002-2003</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2003-2004</u>	<u>Budget</u>
Revenues					
Local Governmental Sources					
Investment Revenue	1,385,000	708,102	1,413,519	698,752	49.4%
	5,000	7,453	10,000	3,685	36.8%
TOTALS	1,390,000	715,556	1,423,519	702,437	49.3%
Expenditures					
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%
TOTALS	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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AUXILIARY ENTERPRISES FUND

	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
<u>Revenues</u>					
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%
TOTALS	1,603,450	1,484,020	1,589,439	1,552,497	97.6%
<u>Expenditures</u>					
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	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		12,015		29,868	
Other Expenditures	5,300	1,643	5,800	1,229	21.2%
TOTALS	1,590,913	1,276,816	1,568,809	1,604,344	102.2%
<u>Transfers</u>					
Transfers to Other Funds	75,820	12,366	75,000	8,780	11.7%
Transfers From Other Funds	-63,820		-63,000		0.0%
TOTALS	12,000	12,366	12,000	8,780	73.1%
NET INCREASE/DECREASE IN NET ASSETS	537	194,837	8,629	-60,627	
FUND BALANCE		517,071		207,903	

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
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RESTRICTED PURPOSES FUND

Revenues

State Governmental Sources	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Federal Governmental Sources	1,366,393	1,091,923	1,107,936	935,893	84.4%
Investment Revenue	2,460,775	2,794,580	2,827,496	3,141,604	111.1%
Other Revenues	20,000		6,000	7,834	130.5%
	99,860	97,115	60,619	33,840	55.8%
TOTALS	3,947,028	3,983,619	4,002,051	4,119,171	102.9%

Expenditures

Salaries	1,216,810	996,943	1,205,514	813,084	67.4%
Employee Benefits	216,159	182,441	188,199	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	300	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%
TOTALS	4,602,465	4,701,315	4,811,320	4,909,978	102.0%

Transfers

Transfers to Other Funds			-1		0.0%
Transfers From Other Funds					

TOTALS

NET INCREASE/DECREASE IN NET ASSETS			-809,268	-790,807	
FUND BALANCE				246,810	

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<u>WORKING CASH FUND</u>	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Revenues					
Investment Revenue	100,000	16,820	100,000	3,342	3.3%
TOTALS	100,000	16,820	100,000	3,342	3.3%
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	16,820	-100,000	3,342	
FUND BALANCE		2,487,604		2,374,126	

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REVENUES, EXPENDITURES, AND TRANSFERS
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<u>TRUST AND AGENCY FUND</u>	<u>2002-2003</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2003-2004</u>	<u>Budget</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Percent</u>
Revenues					
Sales and Service		1,652		1,273	
Other Revenues		16,557		17,182	
TOTALS		18,209		18,456	
Expenditures					
Contractual Services		63		16	
Capital Outlay		2,000		6,000	
Other Expenditures		12,442		19,125	
TOTALS		14,505		25,142	
NET INCREASE/DECREASE IN NET ASSETS		3,703		-6,686	
FUND BALANCE		22,058		14,856	

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

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

LIABILITY, PROTECTION & SETTLEMENT

Revenues

Local Governmental Sources	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Investment Revenue	291,000	146,563	295,275	146,054	49.4%
Other Revenues	200,000	-44,916	200,000	66,760	33.3%
	29,000		22,000		0.0%
TOTALS	520,000	101,646	517,275	212,814	41.1%

Expenditures

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%
TOTALS	654,215	489,810	712,005	577,897	81.1%

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	-134,215	-388,163	-194,730	-365,082
		5,800,768		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 whitel@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	3
CIS		Elective	1
		*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	3
	17

Second Semester

	Sem/Hrs
ACC 102 Managerial Accounting	4
CIS 101 Fund of Computer Information Systems	3
CIS *Programming Electives	6
MAT 121 College Algebra or	
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	
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

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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

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

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

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 whitel@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 or 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.

Major Field Requirements

	Sem/Hrs
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

Visit Us! - Online www.svec.edu

Call Us Today at 815/288-5511

Computer Information Systems - Programming

Pending JCCB 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.

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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	3
CIS Elective	1
*Programming Electives	9
**Advanced Programming Electives	3
Minimum Hours for Major Field Requirement	45

Associate in Applied Science (025)

General Education Requirements	Sem/Hrs
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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
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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	Sem/Hrs
ACC 102 Managerial Accounting	4
CIS 101 Fund of Computer Information Systems	3
CIS *Programming Electives	6
MAT 121 College Algebra or	
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	
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

Labor Market Need

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15-1061	Database Administrators	1

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Part-Time Enrollments	0	0	0
Completions	7	7	7
Programming 2			
Full-Time Enrollments	5	5	5
Part-Time Enrollments	0	0	0
Completions	4	4	4
MIS			
Full-Time Enrollments	10	10	10
Part-Time Enrollments	8	8	8
Completions	15	15	15
A. A. S. – Computer Information Systems – Programming			
Full-Time Enrollments	5	5	5
Part-Time Enrollments	0	0	0
Completions	4	4	4

For Board Meeting of
May 24, 2004

Agenda Item D-7

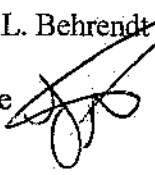
DONATION

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

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 Syncrogear 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;
 - 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 whitel@svcc.edu

DATE: May 17, 2004
TO: Dr. Richard L. Behrendt
FROM: Linley White 
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 st place	Geometry	Class 1A
Martin McCormick (Oregon)	3 rd place	Geometry	Class 2A

The attached page shows the scores and top rankings from the team events. The website 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

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

Saturday, May 1 (ICTM State Finals)

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 th)
Geometry Team (M McPherson, J Pack, T Readell, 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 th)
FS Two Person Team (D Hermes, M McFadden)	Score: 60(1 st)
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 th)
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 th)
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 *RLB*
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, Therese 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
Linley 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
Linley V. White

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 Waubensee 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.

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 *Deborah*

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

SALARY GRADE	MINIMUM	MIDPOINT	MAXIMUM
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 Directors, 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.

6/28/99

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
 - 4. Payrolls
 - March 31, 2004 \$240,366.43
 - April 15, 2004 \$241,290.20
 - 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:

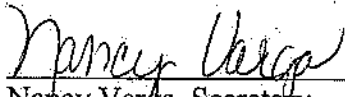
Since the scheduled business was completed, it was moved by Member Dixon and seconded by Member Cox that the Board adjourn. In a roll call vote, all voted aye. Motion carried. Student Trustee Fitzsimmons advisory vote: aye.

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, Secretary

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY



PRESIDENT



SECRETARY

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

INVESTMENTSFINANCIAL 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

07-15-04

1.75

\$515,214.95

Federal Home Loan Bank

12-15-04

2.00

611,496.84

GA Mun Elec Auth

01-01-05

4.75

381,108.54

Fed Natl Mtg Assn Benchmark

03-15-05

1.50

479,164.06

Federal Home Ln Mtg Corp Refrnce NT

09-15-05

1.60

200,699.17

Federal Home Ln Mtg Corp Refrnce NT

09-15-05

2.13

424,373.27

Miami Dade Cnty Fla Solid Waste Sys

10-01-05

2.60

107,157.33

Houston Tex Water & Sewer System

12-01-05

1.40

53,259.22

Federal Home Loan Bank Bonds

12-15-05

1.90

599,105.46

NC Mun Elec Auth

01-01-06

4.90

315,100.33

Sun Prairie Wis Sch

04-01-06

5.05

338,364.14

Fed Natl Mtg Assn

04-15-06

1.50

551,675.36

Milwaukee Cnty Wis

09-01-06

2.50

218,744.28

Benton Cnty Wash Sch Dist No 52

12-01-06

1.50

266,538.06

Las Cruces NM

12-01-06

4.85

204,265.00

Houston TX Wtr & Swr System

12-01-06

4.30

50,988.83

Mokena IL Go Bonds 2004

12-15-06

1.25

395,048.75

Carol Stream IL Tax

01-15-07

5.07

202,570.89

Anch AL Tel Util

03-01-07

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 COMMUNITY COLLEGE
APPROVED BY

PRESIDENT

SECRETARY

DATE _____

Summary of Bills Payable

Amount

General Operating Funds

\$ 1,226,942.59

Restricted Fund

\$ 1,160,327.33

\$ 2,387,269.92

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>
Village of Lyndon	01		Tuition Billed to Employer	Refund Spring 04	150.00
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
Pollitt Bookstore	01		Foundation Expense	Bookstore Charges	19.75
Frerichs, Nancy M.	01		Foundation Expense	Student Loan	1,304.65
Jackson, William J.	01		Foundation Expense	Spring 04 Trip (Meals)	1,992.25
YWCA 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
PRCA-Management	01		Wage Garnishment Payable	GARNISHMENT	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

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Community Health Charities of	01		United Way Payable	ACCRUED 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 Fa	01		United Way Payable		42.35
United Way of Sterling-Rock Fa	01		United Way Payable		37.35
Trustmark Insurance	01		Optional Life Insurance		392.51
Trustmark Insurance	01		Optional Life Insurance		392.51
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		20.00
Franklin Financial Services Co	01		Franklin Life		277.50
Franklin Financial Services Co	01		Franklin Life		277.50
New York Life Insurance & Annu	01		New York Life		300.00
New York Life Insurance & Annu	01		New York Life		300.00
Fidelity Investments	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	60.00
Fidelity Investments	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	60.00
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
Ackeberg, 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, Rylan D.	01		Accounts Payable	PELL Gt	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	697.64
Anderson, Wendy L.	01		Accounts Payable	PELL/EOG Bal	518.46
Angell, Alex R.	01		Accounts Payable	PELL Bal	395.00
Angell, Jennifer R.	01		Accounts Payable	PELL Bal	458.66
Arduini, Cathy L.	01		Accounts Payable	PELL Bal	248.70
Arellano, Isabel 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
Asiku, Fatume	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
Bailey, Zada B.	01		Accounts Payable	PELL Bal	920.50
Baker, Jessica L.	01		Accounts Payable	Natl Guard Paid	780.00
Baker, Jessica M.	01		Accounts Payable	PELL Bal	408.82

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Barnett, Kimberly S.	01		Accounts Payable	PELL Bal	1,021.65
Barnum, Ashley J.	01		Accounts Payable	PELL Bal - Correction	.08
Barnum, Ashley J.	01		Accounts Payable	PELL Bal	795.00
Barrata, Francesca M.	01		Accounts Payable	PELL Ct	1,700.00
Barron, Roberto	01		Accounts Payable	PELL Bal	1,039.08
Barsena, 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 M.	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 Bal	1,094.94
Bellini, James A.	01		Accounts Payable	PELL Ct	1,600.00
Bellini, James A.	01		Accounts Payable	reverse	-1,600.00
Bellini, James A.	01		Accounts Payable	PELL Bal	1,580.48
Bender, Joanne E.	01		Accounts Payable	PELL	336.61
Bennett, Lori L.	01		Accounts Payable	PELL Bal	1,196.52
Berge, Jeffrey R.	01		Accounts Payable	Online Refund	60.00
Bergstrom, Rebecca L.	01		Accounts Payable	Stafford In	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
Bieneman, Debbie A.	01		Accounts Payable	PELL Bal	359.71
Biller, Thomas E.	01		Accounts Payable	PELL/EOG Bal	169.14
Biscup, 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
Bunhoff, Amanda L.	01		Accounts Payable	PELL/EOG Bal	1,275.84
Boardman, Alonzo 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
Bovey, 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
Braunig, Karen J.	01		Accounts Payable	PELL Bal	812.67
Brill, 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	14.50

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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 Int	848.75
Bushman, Debra J.	01		Accounts Payable	PELL Bal	100.03
Buza, Allison L.	01		Accounts Payable	Stafford Bal	283.39
Buza, Allison L.	01		Accounts Payable	Stafford Bal	283.89
Buza, Allison L.	01		Accounts Payable	Correction	-283.39
Bady, Ginger R.	01		Accounts Payable	PELL Bal	278.41
Balderson, Brenda L.	01		Accounts Payable	PELL Bal	264.50
Campbell, Robert K.	01		Accounts Payable	PELL/EOG Bal	124.30
Campbell, Wendy J.	01		Accounts Payable	PELL Bal	1,667.65
Canas, Edualia	01		Accounts Payable	PELL Bal	60.44
Cantu, Cynthia	01		Accounts Payable	PELL/EOG Bal	980.77
Cantu, Elisha M.	01		Accounts Payable	PELL Bal	1,671.39
Cantu, Jose E.	01		Accounts Payable	Stafford Bal	380.92
Cantu, Maria E.	01		Accounts Payable	PELL Bal	281.44
Carey, Amos J.	01		Accounts Payable	PELL Bal	663.29
Carey, Michele A.	01		Accounts Payable	PELL Bal	1,149.17
Carmichael, Joyce E.	01		Accounts Payable	Online Refund	85.00
Caron, Jennifer S.	01		Accounts Payable	PELL Bal	1,005.48
Carr, Neil A.	01		Accounts Payable	PELL Bal	837.51
Cash, Anthony M.	01		Accounts Payable	Refund-Fin Assistance Only	914.86
Cassatt, Jodie N.	01		Accounts Payable	PELL Bal	292.29

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Castillo, Efrain J.	01		Accounts Payable	PELL Bal	1,155.24
Castillo, Eida L.	01		Accounts Payable	PELL Bal	1,764.46
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	78.31
Celestino, Ismael H.	01		Accounts Payable	PELL Gc	1,350.00
Chambers, Amanda M.	01		Accounts Payable	PELL Bal	30.39
Chapman, Carol M.	01		Accounts Payable	Online Refund	75.00
Chapman, Jerry L.	01		Accounts Payable	PELL Bal	1,096.84
Chappell, Donnie P.	01		Accounts Payable	PELL Bal	600.00
Chappell, Donnie P.	01		Accounts Payable	Stafford Ln	1,697.50
Charleston, Jenelle L.	01		Accounts Payable	PELL Bal	688.93
Chumacero, Talia	01		Accounts Payable	PELL Bal	737.62
Clark, Danyael L.	01		Accounts Payable	PELL Bal	628.60
Clausen, Logan R.	01		Accounts Payable	PELL/EOG Bal	682.25
Coakley, Amy L.	01		Accounts Payable	PELL/EOG Bal	1,764.00
Cobb, Sharon P.	01		Accounts Payable	PELL Bal	2,025.00
Cochran, Beth A.	01		Accounts Payable	Online Refund	141.00
Coers, Katie M.	01		Accounts Payable	PELL Bal	503.03
Colclasure, Kimberly J.	01		Accounts Payable	PELL/EOG Bal	380.33
Colmark, Cheryle A.	01		Accounts Payable	Online Refund	82.00
Coner, Marcia E.	01		Accounts Payable	PELL/EOG Bal	33.50

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Condalee, Mari A.	01		Accounts Payable	PELL Bal	363.98
Conklien, Katy K.	01		Accounts Payable	PELL Bal	956.28
Conner, Courtney K.	01		Accounts Payable	Stafford Bal	80.32
Cooper, Sarah A.	01		Accounts Payable	PELL/EOG Bal	1,064.81
Coppotelli, Lindsay S.	01		Accounts Payable	PELL Bal	41.05
Cornelius, Christa J.	01		Accounts Payable	PELL Bal	771.19
Courtright, Michelle A.	01		Accounts Payable	PELL/EOG Bal	1,925.43
Cowley, Ramona F.	01		Accounts Payable	PELL Bal	216.65
Coyle, Heather J.	01		Accounts Payable	Online Refund	83.00
Crawford, Carrie A.	01		Accounts Payable	PELL Gt	700.00
Croft, Lori M.	01		Accounts Payable	PELL Bal	337.00
Crowe, Allison L.	01		Accounts Payable	PELL Bal	275.15
Crump, Erica L.	01		Accounts Payable	PELL Bal	611.36
Cruz, Estela M.	01		Accounts Payable	PELL/EOG Bal	855.10
Culbertson, Catherine M.	01		Accounts Payable	PELL Bal	1,061.64
Cunningham, Florence M.	01		Accounts Payable	PELL/EOG Bal	1,330.75
Cunningham, Phyllis A.	01		Accounts Payable	PELL Bal	1,545.00
Dale, Christopher R.	01		Accounts Payable	PELL Bal	469.98
Davidson, Jennifer M.	01		Accounts Payable	PELL Bal	1,485.85
Davila, Candice	01		Accounts Payable	PELL Bal	494.21
Davis, Amber R.	01		Accounts Payable	PELL Bal	759.90
Day, Amy S.	01		Accounts Payable	PELL Bal	204.70
DeFrang, Joseph J.	01		Accounts Payable	PELL/EOG Bal	1,222.45
Deacon, Nina M.	01		Accounts Payable	PELL Bal	192.97
Denzer, Stephanie A.	01		Accounts Payable	PELL Bal	1,829.40

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<u>PAYER/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Depuy, Jessica	01		Accounts Payable	PELL Bal	339.43
Deveza, 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
Dieken, Robin E.	01		Accounts Payable	PELL/EOG Bal	213.12
Dienalake, Jamie L.	01		Accounts Payable	PELL/EOG Bal	800.00
Dillon, Nadya	01		Accounts Payable	PELL Bal	450.00
Dingman, Samantha S.	01		Accounts Payable	PELL Bal	707.62
Dingman, Samantha S.	01		Accounts Payable	Stafford Ln	637.29
Divoky, Gertrude W.	01		Accounts Payable	Online Refund	54.00
Divoky, Gertrude W.	01		Accounts Payable	Online Refund	28.00
Dober, Lois A.	01		Accounts Payable	PELL Bal	210.95
Dober, Randal E.	01		Accounts Payable	PELL Bal	378.91
Dolieslager, Brienne 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	1,161.66
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
Duis, Natalie L.	01		Accounts Payable	PELL Gt	455.84

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Dunlea, Kristen M.	01		Accounts Payable	PELL Bal	680.64
Dunn, 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
Ebersole, Gregg M.	01		Accounts Payable	PELL Bal	589.37
Ebersole, 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, Philip T.	01		Accounts Payable	PELL Bal	262.83
Emellis, 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, Marcella L.	01		Accounts Payable	PELL/EOG Bal	1,025.93
Escatel, Carlos	01		Accounts Payable	PELL Bal	607.00
Eshmeeva, Ksenia V.	01		Accounts Payable	PELL Gt	2,025.00
Esquivel, Jennifer M.	01		Accounts Payable	PELL/EOG	1,062.59
Iverson, Dawn L.	01		Accounts Payable	PELL Bal	474.97
Fahs, Gina A.	01		Accounts Payable	PELL Bal	175.00
Fairchild, Tammy J.	01		Accounts Payable	PELL/EOG Bal	725.97
Fargher, Heidi M.	01		Accounts Payable	PELL Bal	414.98
Farriss, Ronita L.	01		Accounts Payable	PELL Bal	1,704.66

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Pay, Wesley A.	01		Accounts Payable	PELL Bal	1,442.89
Pelcner, Bryan M.	01		Accounts Payable	Athl Schol	200.00
Pallows, Jennifer L.	01		Accounts Payable	PELL Bal	884.47
Perguson, Jerry Lesl	01		Accounts Payable	Online Refund	52.00
Pichtenmueller, Aja L.	01		Accounts Payable	PELL Bal	1,260.57
Pichtenmueller, Jasmine A.	01		Accounts Payable	PELL/EOG Bal	228.83
Pink, Lori E.	01		Accounts Payable	PELL/EOG Bal	824.56
Pinkle, Shireen E.	01		Accounts Payable	Stafford In	229.89
Pinkle, Shireen E.	01		Accounts Payable	PELL/EOG Bal	691.13
Pischbach, Jon T.	01		Accounts Payable	PELL/EOG Gt	700.00
Fisher, Jeannie H.	01		Accounts Payable	PELL Bal	107.52
Fisher, Teresa A.	01		Accounts Payable	PELL Gt	1,012.00
Fisher, Teresa A.	01		Accounts Payable	PELL Bal	71.50
Fitzsimmons, Stefanie L.	01		Accounts Payable	PELL Bal	1,584.91
Flannagin, Sara A.	01		Accounts Payable	PELL Bal	452.88
Fogel, Luann	01		Accounts Payable	PELL/EOG Bal	1,896.21
Forren, Rachael L.	01		Accounts Payable	PELL/EOG Bal	444.48
Foss, 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
Frerichs, Bob L.	01		Accounts Payable	PELL/EOG Bal	988.82
Frerichs, Nancy M.	01		Accounts Payable	PELL/EOG Bal	1,648.55

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Prey, Tamara J.	01		Accounts Payable	PELL Bal	32.09
Print, Seana K.	01		Accounts Payable	PELL Gt	200.00
Prohazger, Billy J.	01		Accounts Payable	PELL Bal	214.89
Puegen, Matthew B.	01		Accounts Payable	PELL Bal	954.55
Fulkerson, Nicki M.	01		Accounts Payable	PELL Bal	108.00
Gabbard, Christina A.	01		Accounts Payable	PELL/EOG Bal	931.86
Gaffey, Wess A.	01		Accounts Payable	Pell Bal	609.26
Gallardo, Angela M.	01		Accounts Payable	PELL Bal	1,120.00
Gapski, 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
Barrett, 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
Geary, Lindsey M.	01		Accounts Payable	PELL Gt	266.90
George, Catherine L.	01		Accounts Payable	PELL/EOG	735.58
Gibbons, Christina M.	01		Accounts Payable	PELL/EOG	851.14
Gibler, Tanya M.	01		Accounts Payable	PELL/EOG	188.51
Giblin, Elizabeth A.	01		Accounts Payable	Stafford Bal	164.00
Ginger, Patty K.	01		Accounts Payable	PELL/EOG	1,649.19
Glenn, Alicia M.	01		Accounts Payable	PELL Bal	675.04
Gonzalez, Aaron R.	01		Accounts Payable	MRS Bal	18.66

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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	1,830.25
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, Nicole M.	01		Accounts Payable	PELL Bal	279.63
Granskog, Martha P.	01		Accounts Payable	PELL/EOG Bal	572.61
Grant, Linda L.	01		Accounts Payable	Online Refund	121.00
Gravila, Michael C.	01		Accounts Payable	PELL Bal	1,201.72
Gray, Karen L.	01		Accounts Payable	PELL Bal	1,383.64
Gray, Cassandra L.	01		Accounts Payable	PELL Bal	1,000.05
Green, Charlene M.	01		Accounts Payable	PELL Bal	934.90
Greenwald, Kerry 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
Probe, Jason J.	01		Accounts Payable	PELL Bal	735.33
Gross, Angela K.	01		Accounts Payable	PELL Bal	365.34
Prote, Carrie A.	01		Accounts Payable	PELL Bal	1,561.12
Gust, Stephanie A.	01		Accounts Payable	PELL/EOG Bal	244.53
Guttman, Sean T.	01		Accounts Payable	PELL Bal	400.00
Haag, Sara N.	01		Accounts Payable	PELL Bal	954.10
Habben, Amanda L.	01		Accounts Payable	PELL Bal	480.10

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Haenitzsch, 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
Hammett, Linsey 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
Handel, 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	615.00
Harper, Jammie L.	01		Accounts Payable	PELL Bal	1,400.73
Harrell, Jaimie J.	01		Accounts Payable	PELL/EOG	1,154.31
Harrison, Dylan T.	01		Accounts Payable	Stafford In	848.75
Harrison, Pam R.	01		Accounts Payable	PELL Bal	2,005.00
Harrison, Taylor	01		Accounts Payable	Stafford In	636.32
Hartje, Sarah A.	01		Accounts Payable	PELL/EOG Bal	1,085.89
Harts, Gabriel L.	01		Accounts Payable	PELL Bal	1,995.28
Hay, Dustin E.	01		Accounts Payable	PELL Bal	50.00
Hayes, David L.	01		Accounts Payable	PELL Bal	249.62
Hazuria, 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, Chi	01		Accounts Payable	PELL Gt	2,025.00
Heffelfinger, Dawn R.	01		Accounts Payable	PELL Gt	506.00
Heitzler, Kelly K.	01		Accounts Payable	PELL/EOG Bal	1,990.00
Helfrich, Russell C.	01		Accounts Payable	Stafford Ln	636.32
Helfrich, Russell C.	01		Accounts Payable	PELL/EOG Gt	700.00
Helfrich, William D.	01		Accounts Payable	Pell Gt	850.00
Helm, 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
Herbert, T. Anne	01		Accounts Payable	PELL Bal	1,837.25
Herbst, Jennifer L.	01		Accounts Payable	PELL Bal	1,098.68
Hibbard, Nicole M.	01		Accounts Payable	PELL Gt	1,013.00
Hibbard, Timothy S.	01		Accounts Payable	PELL/EOG Bal	777.69
Hibbard, Timothy S.	01		Accounts Payable	PELL Bal	925.00
Hibbard, Timothy S.	01		Accounts Payable	PELL Gt	1,425.00
Hibbard, Timothy S.	01		Accounts Payable	PELL Bal	1,685.76
Hicks, Amy S.	01		Accounts Payable	PELL Bal	1,232.07
Hicks, Kacie L.	01		Accounts Payable	Online Refund	85.00
Hill, Lawrence R.	01		Accounts Payable	Stafford ln	636.32
Hill, Shannon A.	01		Accounts Payable	PELL Bal	908.19
Hill, Shannon A.	01		Accounts Payable	PELL Bal	1,221.85
Hilliard, Margaret P.	01		Accounts Payable	PELL Bal	243.07
Hillman, Terrie M.	01		Accounts Payable	PELL Bal	624.38
Hines, Tina M.	01		Accounts Payable	PELL/EOG Bal	179.74
Hodge, Christina	01		Accounts Payable	PELL Bal	

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Hoefler, Jenness M.	01		Accounts Payable	PELL Bal	914.87
Hoggard, Kelli A.	01		Accounts Payable	PELL Bal	1,587.00
Hook, Jedediah K.	01		Accounts Payable	PELL/EOG Bal	39.01
Hornex, Kara L.	01		Accounts Payable	PELL/EOG	866.82
Hornex, Kara L.	01		Accounts Payable	MAP/IIA	925.00
Houale, 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 Schol	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 D.	01		Accounts Payable	PELL Gt	1,350.00
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
Huyth, 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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Ioman, 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	900.00
Jacobs, Libby S.	01		Accounts Payable	Pell Bal	769.44
Jenkins, Melissa L.	01		Accounts Payable	PELL Bal	762.57
Jensen, Monica M.	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		Accounts Payable	Stafford In	636.32
Jones, Aaron C.	01		Accounts Payable	PELL Bal	1,148.79
Jones, Amber R.	01		Accounts Payable	PELL Bal	736.75
Jones, Andrew B.	01		Accounts Payable	PELL/EOG Bal	653.40
Jones, Anicka M.	01		Accounts Payable	PELL Bal	720.47
Jones, Patricia J.	01		Accounts Payable	PELL Bal	1,298.06
Jones, Veronica	01		Accounts Payable	PELL Bal	424.84
Jordan, Krystal M.	01		Accounts Payable	PELL Bal	313.02
Kaecker, Melissa M.	01		Accounts Payable	PELL Gt	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
Keane, Joshua A.	01		Accounts Payable	PELL Bal	258.52

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Kelenen, Tamatha B.	01		Accounts Payable	PELL/EOG	1,243.55
Keller, Elliott F.	01		Accounts Payable	Online Refund	25.00
Kelly, Chrishaun 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	2,097.13
Kirk, Sandra M.	01		Accounts Payable	Stafford In	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
Kobbeman, Meghan E.	01		Accounts Payable	PELL Bal	412.31
Kodosky, David E.	01		Accounts Payable	PELL Bal	208.33
Kofoid, Adam W.	01		Accounts Payable	Stafford Bal	150.28
Koning, Nathan J.	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	963.53
Lachat, Cayla J.	01		Accounts Payable	pell bal	1,267.25
Lane, Kelly R.	01		Accounts Payable	PELL/EOG Bal	1,215.70
Larty, Maribel	01		Accounts Payable	PELL/EOG Bal	744.53
Larry, Maribel	01		Accounts Payable	Stafford In	1,273.61
Larsen, Jamie L.	01		Accounts Payable	PELL Bal	408.75

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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	Stafford Ln	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
Lehz, Megan M.	01		Accounts Payable	PELL Bal	777.81
Lerma, Tammy M.	01		Accounts Payable	PELL Bal	455.98
Lesperance, 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 /EOG Bal	915.00
Lewis, Bobette L.	01		Accounts Payable	PELL Bal	561.81
Lilly, Patricia J.	01		Accounts Payable	PELL Bal	2,117.11
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
Loomis, 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	Athl waiv bal	30.00
Lozano, Julie A.	01		Accounts Payable	PELL Bal	931.01

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Lyons, Melissa A.	01		Accounts Payable	PELL/EOG Bal	278.74
Macchi, Brittany A.	01		Accounts Payable	PELL Bal	1,056.86
Machen, William T.	01		Accounts Payable	PELL/EOG Bal	1,157.85
Machen, William T.	01		Accounts Payable	MAP/ITA	804.00
Mackey, Treasa 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
Marsili, 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/EOG Bal	2,048.74
Martinez, Elsa K.	01		Accounts Payable	PELL Bal	841.57
Mathis, Tosha M.	01		Accounts Payable	PELL/EOG Bal	735.45
Mattingley, 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	117.49
McCann, Martha L.	01		Accounts Payable	PELL Bal	869.34
McCartney, Melissa J.	01		Accounts Payable	PELL/EOG Bal	1,953.24
McConnell, Alicia M.	01		Accounts Payable	PELL Bal	564.04
McCormick, Karrie L.	01		Accounts Payable	PELL/EOG Bal	601.71
McCullough, Heather M.	01		Accounts Payable	PELL Bal	1,985.00

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McDaniel, Brandon J.	01		Accounts Payable	PELL Bal	651.11
McFadden, Lynette S.	01		Accounts Payable	PELL/EOG Bal	376.72
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	1,588.38
McNitt, Ryan M.	01		Accounts Payable	pell bal	565.14
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	200.00
Mendoza, Dawn M.	01		Accounts Payable	PELL Bal	758.77
Merdian, Julie K.	01		Accounts Payable	PELL Bal	1,043.41
Mazema, Connie L.	01		Accounts Payable	PELL Bal	1,114.60
Mazziman, 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
Meyer, Paula S.	01		Accounts Payable	Online Refund	115.00
Meyocks, Danielle J.	01		Accounts Payable	PELL/EOG Bal	1,675.65
Michel, Amanda S.	01		Accounts Payable	PELL/EOG Bal	878.27
Miklaj, Terezija I.	01		Accounts Payable	PELL/EOG Bal	884.39
Miles, Tina A.	01		Accounts Payable	PELL /EOG Bal	1,437.00
Miles, Todd C.	01		Accounts Payable	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
Mimini, Mond 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	868.05
Moore, Johnathan	01		Accounts Payable	Athl Schol	500.00
Morales, Erik J.	01		Accounts Payable	PELL Bal	1,887.11
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
Mosaholder, 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	843.61
Nailor, Brenda J	01		Accounts Payable	Online Refund	56.00

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Mailor, Katie S.	01		Accounts Payable	PELL Bal	1,765.29
Nally, Scot 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 E.	01		Accounts Payable	Athl Schol	50.00
Olalde, Sara M.	01		Accounts Payable	PELL Bal	1,168.35
Oldham, Nickalos A.	01		Accounts Payable	PELL Bal	910.59
Olds, Christopher	01		Accounts Payable	PELL Bal	1,261.50
Olds, Holly A.	01		Accounts Payable	Stafford Ln	636.32
Olson, Cory R.	01		Accounts Payable	PELL Bal	1,236.93
Ortgiesen, Karrie K.	01		Accounts Payable	Online Refund	265.00
Ortgiesen, Sheri R.	01		Accounts Payable	PELL Bal	44.64
Otto, Conni M.	01		Accounts Payable	PELL/EOG Bal	1,132.01
Owens, Kimberly R.	01		Accounts Payable	PELL Bal	1,567.61
Face, 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	1,435.25
Payne, Tomya M.	01		Accounts Payable	PELL/EOG Bal	1,027.60
Penick, David A.	01		Accounts Payable	PELL Bal	569.64

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Perales, Patricia M.	01		Accounts Payable	PELL Gr	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
Pitchford, Sara N.	01		Accounts Payable	PELL Bal	1,426.91
Polhill, Jessica L.	01		Accounts Payable	PELL Bal	19.00
Porter, Adam C.	01		Accounts Payable	PELL Bal	884.89
Bowers, Talia R.	01		Accounts Payable	PELL Bal	218.95
Pratt, Amy S.	01		Accounts Payable	PELL Bal	11.75
Pratt, Melanie	01		Accounts Payable	PELL Bal	239.37
Price, Jennifer E.	01		Accounts Payable	PELL/EOG Bal	956.39
Pruis, Jennie N.	01		Accounts Payable	PELL/EOG Bal	838.39
Pruis, Jennie N.	01		Accounts Payable	PELL-addtl	.50
Pruitt, Brienne K.	01		Accounts Payable	PELL/EOG Bal	522.25
Przyasucha, 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, Priscella 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	926.25
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 Schol	250.00
Ruiz, Amanda R.	01		Accounts Payable	PELL Bal	225.00
Rumbolz, Bruce G.	01		Accounts Payable	PELL Bal	1,015.47
Rumley, John W.	01		Accounts Payable	PELL Bal	875.00
Rumph, Charlene R.	01		Accounts Payable	PELL Bal	322.29
Rundie, Carrie S.	01		Accounts Payable	Refund-Fin Assistance Only	70.38
Ruppert, Katy	01		Accounts Payable	Online Refund	59.00
Rus, Misty L.	01		Accounts Payable	PELL Bal	1,125.89
Ryan, Tyler S.	01		Accounts Payable	Achl Schol Bal	165.00
Salgado, Ana S.	01		Accounts Payable	PELL Bal	271.53
Salgado, Raciell	01		Accounts Payable	PELL Bal	225.17
Sandoval, Jose E.	01		Accounts Payable	PELL Bal	1,470.98
Sandoval, Richard	01		Accounts Payable	PELL Bal	780.45
Sandoval-Herrera, Marcella M.	01		Accounts Payable	PELL Bal	880.05
Sandusky, Christine A.	01		Accounts Payable	PELL Bal	1,809.07
Sandusky, Julene M.	01		Accounts Payable	PELL Gt	1,012.00
Sanford, Sara J.	01		Accounts Payable	Stafford Ln	636.32
Sanford, Sara J.	01		Accounts Payable	PELL Bal	143.24
Santiago, Leida K.	01		Accounts Payable	PELL Bal	479.05
Scanlan, Christina M.	01		Accounts Payable	PELL Bal	968.17
Scarborough, Cynthia M.	01		Accounts Payable	PELL Bal	1,107.03
Schryver, Lindsay D.	01		Accounts Payable	PELL Bal	26.22
Schulte, Crystal L.	01		Accounts Payable	PELL Bal	1,068.61
Schultz, Jason S.	01		Accounts Payable	PELL Bal	949.78
Schultz, Kevin M.	01		Accounts Payable	PELL Gt	506.00

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Scoles, 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	931.58
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	Stafford Ln	437.47
Sleck, Cynthia L.	01		Accounts Payable	PELL Bal	207.17
Slick, Don R.	01		Accounts Payable	PELL Gt	413.00
Slifer, Amy J.	01		Accounts Payable	Stafford Ln	636.32
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 F.	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	470.86
Spinelli, Kathryn A.	01		Accounts Payable	PELL Bal	1,339.92
Squire, Peggy J.	01		Accounts Payable	Stafford Ln	587.82
Staas, Richard T.	01		Accounts Payable	PELL Bal	427.15
Stahl, 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
Stark, Teresa D.	01		Accounts Payable	PELL Bal	395.74

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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	1,236.41
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	1,082.67
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
Swanson, 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
Taylor, Virginia L.	01		Accounts Payable	Online Refund	63.00
Taylor, Virginia L.	01		Accounts Payable	Online Refund	10.00
Tetrick, Robin L.	01		Accounts Payable	PELL Bal	849.27
Thibado, Terri A.	01		Accounts Payable	Stafford Ln	636.32
Thibado, Terri A.	01		Accounts Payable	PELL Bal	1,303.96
Thomas, Kelly E.	01		Accounts Payable	PELL Bal	524.33
Thomas, Macie A.	01		Accounts Payable	PELL Bal	1,657.67

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Thomas, Raymond E.	01		Accounts Payable	PELL Bal	407.35
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 -Addtl	.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
Toomsen, Alan M.	01		Accounts Payable	PELL Bal	1,602.98
Tornow, Heather C.	01		Accounts Payable	Stafford Bal	609.41
Tosi, Tammy T.	01		Accounts Payable	PELL/EOG Bal	35.50
Tracy, Shannon M.	01		Accounts Payable	PELL Bal	1,502.71
Tucker, Paul R.	01		Accounts Payable	Stafford In	636.32
Tucker, Paul R.	01		Accounts Payable	PELL/EOG Bal	622.02
Tylkowski, Roy M.	03		Accounts Payable	PELL Bal	992.53
Unger, Mike E.	01		Accounts Payable	PELL Bal	422.28
Urrutia-Díaz, 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
Vargas, Magdalena	01		Accounts Payable	PELL/EOG	272.53
Vasquez, Caree 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	964.15
Vaughn, Judith A.	01		Accounts Payable	PELL Bal	387.83
Vaughn, Julie A.	01		Accounts Payable	Stafford In	963.21
Vaughn, Julie A.	01		Accounts Payable	Stafford In	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 F.	01		Accounts Payable	PELL Bal	1,520.20
Verhulst, Shirley L.	01		Accounts Payable	PELL Bal	10.00
Willia, 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
Vornkahl, 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, Jacquelyne P.	01		Accounts Payable	PELL/EOG Bal	100.00
Wakeley, 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 E.	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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Weats, Brad M.	01		Accounts Payable	Online Refund	140.00
Meguer, 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
Wessels, Josette L.	01		Accounts Payable	PELL/EOG Bal	1,004.92
Wetzell, Brad D.	01		Accounts Payable	PELL Bal	171.12
Wetzell, Danielle E.	01		Accounts Payable	PELL/EOG	802.19
Whaley, Mary K.	01		Accounts Payable	PELL Gt	675.00
White, Amanda L.	01		Accounts Payable	PELL Bal	39.04
White, Nichole F.	01		Accounts Payable	PELL/EOG	801.73
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
Wiersema, Lisa 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 P.	01		Accounts Payable	Online Refund	59.00
Williamson, Jillean M.	01		Accounts Payable	Stafford Ln	636.32
Williamson, Jillean M.	01		Accounts Payable	PELL/EOG Bal	491.17
Willingham, Justin D.	01		Accounts Payable	Athl Schol Bal	335.00
Wilson, Alisha A.	01		Accounts Payable	PELL Bal	347.89
Wilson, D'juna 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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Wise, Kristin	01		Accounts Payable	MAP	323.00
Wolber, Shelli 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
Wolfley, Natalie M.	01		Accounts Payable	Stafford Ln	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	32.14
Wyre, Tiffany L.	01		Accounts Payable	Stafford Ln	636.32
Wyre, Tiffany L.	01		Accounts Payable	PELL Bal	358.26
Yoakum, 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	Online Refund	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 Punch-A-Lunch Sales	6,660.00

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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
Castle Print Tech	01	College Relations	Advertising	Summer/Fall 2004 Class Schedules	6,930.00
Phillips Brothers Printers	01	College Relations	Advertising	Printing 10000 copies of 2004-06 College Catalog	12,048.40
SEC	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		170.00
Xerox Corporation	01	Printshop	Maintenance Services		53.00
Xerox Corporation	01	Printshop	Maintenance Services	DC 555 Copier Lease Payment & Supplies	460.60
Xerox Corporation	01	Printshop	Maintenance Services	5995 Copier Lease Payments & Supplies	1,904.30
Xerox Corporation	01	Printshop	Maintenance Services	DC 2240 Copier Lease Payment & Supplies	972.31

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Xerox Corporation	01	Printshop	Maintenance Services	Leasing & Meter Usage Charge For Contract 5819	32.70
Bandall	01	Printshop	Purchases for Resale	8-1/2x11 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 PMP 4024 8.5x11 Paper (quant.80)	1,912.00
Xerox Corporation	01	Printshop	Debt Principal Retirement		433.63
Xerox Corporation	01	Printshop	Debt Principal Retirement		407.45
Xerox Corporation	01	Printshop	Debt Principal Retirement		218.96
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 555 Copier Lease Payment & Supplies	437.06
Xerox Corporation	01	Printshop	Debt Principal Retirement	5995 Copier Lease Payments & Supplies	412.17
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 2240 Copier Lease Payment & Supplies	221.08
Xerox Corporation	01	Printshop	Interest		199.64
Xerox Corporation	01	Printshop	Interest		317.45
Xerox Corporation	01	Printshop	Interest		125.34
Xerox Corporation	01	Printshop	Interest	DC 555 Copier Lease Payment & Supplies	196.21
Xerox Corporation	01	Printshop	Interest	5995 Copier Lease Payments & Supplies	312.73
Xerox Corporation	01	Printshop	Interest	DC 2240 Copier Lease Payment & Supplies	123.22
Xerox Corporation	01	Printshop	Lease Installment Payments	Leasing & Meter Usage Charge For Contract 5818	49.83
SBM Business Equipment Center	01	Information Center	Maintenance Services	Copy Count	36.00
Follett Bookstore	01	Information Center	Office Supplies	Department Bookstore Charges	3.36
Follett Bookstore	01	Information Center	Other Supplies	Bookstore Charges	4.45
Menards	01	Information Center	Other Supplies	Telephone Supplies	37.08
Higher Learning Commission	01	Grant, Planning, & Research	Conference/Meeting Expense	109th Annual Meeting Registration for Linda Little	190.00
Higher Learning Commission	01	Grant, Planning, & Research	Conference/Meeting Expense	Registration Fee for January 16 2004 Reg. Workshop	95.00
Little, Linda	01	Grant, Planning, & Research	Conference/Meeting Expense	Travel-NCA 3/30/04	572.86

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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-CRAP 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	320.00
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	Travel-3/28/04 Chicago	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
Pollett Bookstore	01	Art	Instructional Supplies	Bookstore Charges	15.04

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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
VanderWege, Robertus J.	01	Art	Instructional Supplies	Art Supplies 3/16/04	48.42
VanderWege, Robertus J.	01	Art	Instructional Supplies	Art Supplies	47.69
VanderWege, 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	Instructional Supplies	Bus Fee for Chicago Art Institute Trip	325.00
Vincent & Cheryl Gilbert	01	Music	Other Conference & Meeting 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
Iwaasa, 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 Inkel Tuner	65.00
Cybex	01	Fitness Center	Instructional Supplies	Cable CQ000200 20/Fc	114.00
Cybex	01	Fitness Center	Instructional Supplies	Cable for Fly Machine 9522781	80.50
Cosmopolitan	01	Fitness Center	Publications and Dues	Subscription	15.00
Health	01	Fitness Center	Publications and Dues	Subscription	24.00
Follett Bookstore	01	Human Services	Instructional Supplies	Department Bookstore Charges	4.99
Follett Bookstore	01	Psychology	Instructional Supplies	Department Bookstore Charges	21.52
Follett Bookstore	01	Sociology	Instructional Supplies	Department Bookstore Charges	8.26
White, Linley V.	01	Dean of Business/Tech & Natural	Office Supplies	Book	38.70
White, Linley V.	01	Dean of Business/Tech & Natural	Office Supplies	Book	74.10

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White, Linley 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 cse/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	133.00
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 Light Source OS-8517A	790.50
Pasco Scientific	01	Physics	Instructional Supplies	Alnico Bar Magnets EM-8620	33.50
Sargent-Weich 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	Consultants	CCS Class FOD 105 addt'l	50.00
Consolidated Management Co	01	Technical Occupational-Community	Consultants	CCS Class FOD 105	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.	159.58
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.	226.20
BITNE	01	Associate Degree Nursing	Computer Software	Mobility Series with Site License/10 users	815.00
HESI	01	Associate Degree Nursing	Computer Software	Exit Exams 1st Time Testers	330.00
Health Science Consortium	01	Associate Degree Nursing	Computer Software	Managing the Experience of Labor & Delivery CD-ROM	480.00
Peoria 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	Linens Service for February 2004	75.00
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	LPN Supplies Open P.O.	327.38
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	LPN Supplies Open P.O.	251.68
Diagnostic Imaging Inc	01	Radiologic Technology	Maintenance Services	Maintenance	70.00
Diagnostic Imaging Inc	01	Radiologic Technology	Instructional Supplies	Rad Tech Supplies Open P.O.	85.00
Best Western Reagan	01	Radiologic Technology	Conference/Meeting Expense	Clinical Instructor Meeting/Lunch	179.50
Brevitt, Diana H.	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Visits 3/15/04	247.13
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits 2/26/04	172.50
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits 3/15/04	217.50
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Sites thru 3/31/04	98.25
Shippert, Stanley	01	Radiologic 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
MATRX	01	Paramedic Program	Instructional Supplies	Obstetrical Kits	43.00
NILEC	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	788.87
CleansweepSupply.com	01	Learning Resource Center	Library Supplies	UNV54072 Magnetic Bookends (48 pr. \$5.66/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	485.13
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		1,520.33
CINAHL Information Systems	01	Learning Resource Center	Publications and Dues	45 Student Subscriptions to CINAHL Database	900.00

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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 NLS CatT 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-ILCSO Conf 3/23/04	9.40
Anderson, Judy	01	Learning Resource Center	Conference/Meeting Expense	Travel 3/29/04 ILCSO Trng Day 1	74.70
Anderson, Judy	01	Learning Resource Center	Conference/Meeting Expense	Travel 3/30/04 ILCSO Trng Day 2	73.72
Beinhoff, Lisa A.	01	Learning Resource Center	Conference/Meeting Expense	Travel-ILCSO Conf 3/5/04	71.53
Beinhoff, Lisa A.	01	Learning Resource Center	Conference/Meeting Expense	Travel-Champaign ILCSO 3/23/04	182.19
Illinois Central Community Col	01	Learning Resource Center	Conference/Meeting Expense	Conf 4/16/04 Beinhoff/Anderson	30.00
NILRC	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	WB7S-S-WebBoard Std Ed Support.ESD Renewal	1,400.00
Campus Tech, Inc	01	Academic Computing	Computer Software	AASM 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 EXAMSYSTEM 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	Conference/Meeting Expense	Workshop: Enhancing WebCT Courses with Reusable	325.00
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
Boss Best Office	01	Instructional Technology Center	Instructional Technology Materia	HON Desk Model 38933 Color G60S	310.20
Fifth Third Bank	01	Instructional Technology Center	Instructional Technology Materia		31.92
Follett Bookstore	01	Instructional Technology Center	Instructional Technology Materia	Department Bookstore Charges	22.92
Shelley, Chris	01	Instructional Technology Center	Instructional Technology Materia	IT Supplies	37.24
Shelley, Chris	01	Instructional Technology Center	Instructional Technology Materia	CD Labels	33.51
Unique Computer	01	Instructional Technology Center	Instructional Technology Materia	Mouse Splitter	96.00
Unique Computer	01	Instructional Technology Center	Instructional Technology Materia	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 Bnd	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

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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	789.30
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
Masengarb, Lisa G.	01	Administrative Computing	Conference/Meeting Expense	SCT Banner Conf 3/27-4/1/04	135.36
Follett Bookstore	01	Dean of Student Services	Office Supplies	Department Bookstore Charges	8.60
Formstart Inc	01	Dean of Student Services	Office Supplies	8-1/2x11 Letterhead-Vice Pres. Stud. Ser.	37.95
Dixon Rotary Club	01	Dean of Student Services	Publications and Dues	Rotary Dues	190.25
Kerber, Joan E.	01	Dean of Student Services	Conference/Meeting Expense	Travel-IVCC 3/12/04	72.35
Kerber, Joan E.	01	Dean of Student Services	Conference/Meeting Expense	Travel-Springfield President's Meeting	218.00
Kerber, Joan E.	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
YWCA of the Sauk Valley	01	Dean of 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
Illinois Community College Boa	01	Other Student Services	Conference/Meeting Expense	Conf Fee 4/20/04 D Smith	35.00
Unique Computer	01	Special Needs- ADA	Instructional Supplies	Scanjet 4400 CXI (ADA)	99.00
Josten's Inc	01	Commencement	Other Supplies	Honor Program Stickers	29.15
Shawver Press Inc	01	Commencement	Other Supplies	Health Career Program Pinning Invitation & Envelop	175.00
Consolidated Management Co	01	Student Recruitment	Other Supplies	Discover Sauk Pop & Lunch	163.80
Higher Education Publication I	01	Admissions, Records & Placement	Office Supplies	2004 Higher Education Dictionary	70.50
Proforma Graphic Communication	01	Admissions, Records & Placement	Office Supplies	Transcript Paper (special security paper) 1000/box	389.25
Quill Corporation	01	Admissions, Records & Placement	Office Supplies	Office Supplies for Admissions	56.71
SEM Business Equipment Center	01	Admissions, Records & Placement	Office Supplies	Service on FAX Machine & New Drum	156.99
Shawver Press Inc	01	Admissions, Records & Placement	Office Supplies	Dual Enrollment Forms	445.00

<u>PAYER/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 Cards 501069	19.99
LASFNA	01	Financial Aid & Veterans Affairs	Publications and Dues	Conf Fee M Wells,J Brown, D Stiefel 4/19/04	105.00
Brown, John W.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel- Deerfield 3/16/04	98.85
Gilton	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Lodging ILASFNA Conf 4/19/04	195.80
LASFNA	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Conf Fee M Wells,J Brown, D Stiefel 4/19/04	465.00
Harrigott	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Hotel-SCT Banner Conference 3/27/04	552.90
Jells, Marcia M.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Airline Ticket /Banner Conf 3/27/04	286.20
Jells, Marcia M.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-SCT Banner Conf 3/27-4/1/04	181.60
terox Corporation	01	Counseling	Maintenance Services	Maintenance Fees	7.50
Null Corporation	01	Counseling	Instructional Supplies	Utility Cart	77.81
Breed, Thomas	01	Counseling	Conference/Meeting Expense	Travel-Area High Schools 3/16/04	32.75
onsolidated 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-NIU Conf 4/1/04	37.50
Jackson, Lawrence E.	01	Counseling	Conference/Meeting Expense	Travel-Aurora Conf 4/6/04	57.00
ooshesh, Cyrus	01	Counseling	Conference/Meeting Expense	Travel-Area HS Testing & Dekalb	114.00
WCA of the Sauk Valley	01	Counseling	Conference/Meeting Expense	YWCA Women of Achievement 4/16/04	75.00
Hittner, Ruth C.	01	VP- College Services	Conference/Meeting Expense	Travel-ICCRMC Meeting 3/26/04	20.15
Illinos Community College Chie	01	VP- College Services	Conference/Meeting Expense	Conf Fee 4/28/04 R Bittner	100.00
incent & Cheryl Gilbert	01	Other Institutional	Maintenance Services	Restoration of Piano in Cafeteria	400.00
ederal 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

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US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,500.00
United Parcel Service	01	Other Institutional	Postage	Monthly Shipping Charge	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
Mad-City Times	01	Other Institutional	Recruitment	Recruitment FY04	441.45
Mad-City Times	01	Other Institutional	Recruitment	Recruitment FY04	657.18
Rockford 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
Acorn Solutions, Inc	01	Business Office	Maintenance Services	Hardware Maintenance	720.00
Acorn Solutions, Inc	01	Business Office	Maintenance Services	Hardware Maintenance	1,070.00
BM Business Equipment Center	01	Business Office	Maintenance Services	Open Purchase Order/Maintenance-Sharp Copier 03-04	27.29
Staples	01	Business Office	Office Supplies	CPV 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	Tuition Chargeback	Chargeback for Spring 2004	2,494.00
Earl Sandberg College	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Spring 2004	6,630.09
Parkland College	01	Tuition Chargeback	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	Conferences/Meeting Expense	Distinguished Service Awards Plaques	284.25
Makton Community College	01	Personnel Office	Conference/Meeting Expense	Staff Exchange Conf 4/2/04	15.00
Makton 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	Cas 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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Braybar Electric Company Inc.	01	Personnel Office	Other Conference & Meeting	9x12 Walnut Retiree Plaques	256.25
White Pines Inn	01	Personnel Office	Other Conference & Meeting	Staff Retreat 3/26/04	415.80
White Pines Inn	01	Personnel Office	Other Conference & Meeting	Balance Due for Staff Retreat 3/26/04	82.97
Wyatt Regency	01	Phi Theta Kappa	Conference/Meeting Expense	Phi Theta Kappa Conference 4/1/04	1,084.80
Junéz, Steve C.	01	Phi Theta Kappa	Conference/Meeting Expense	Advance - Phi Theta Kappa Conference 4/1/04	180.00
Junéz, Steve C.	01	Phi Theta Kappa	Conference/Meeting Expense	Travel-Phi Theta Kappa Conf 4/1/04	80.33
Konold, Donna	010110	Corp Serv Professional Developme	Consultants	CCS Class-3/31 & 4/1/04 Performance Review	2,060.00
MEC	010110	Corp Serv Professional Developme	Consultants	Training For Flews Edelmann 3/24 & 3/25/04	7,000.00
McLeary, Sheila	010110	Corp Serv Professional Developme	Consultants	CCS Class-Loparex 3/27/04	360.00
Pollett Bookstore	010110	Corp Serv Professional Developme	Instructional Supplies	Department Bookstore Charges	12.10
Quill Corporation	010110	Corp Serv Professional Developme	Instructional Supplies	3 Ring Binders	66.40
Quill Corporation	010110	Corp Serv Professional Developme	Instructional Supplies	Calculators 039-TI-503SV	109.60
Consolidated Management Co	010110	Corp Serv Professional Developme	Conference/Meeting Expense	Meeting Expense for Loparex Training 3/27/04	81.25
Pollett Bookstore	010110	Corporate Services Admin.	Office Supplies	Department Bookstore Charges	16.50
IBM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Maintenance Contract FY04	106.83
Pericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-Area Site Visits	129.75
Pospodarczyk, Thomas J.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel- Area Visits thru 3/31/04	314.81
Heartland Community College	010110	Corporate Services Admin.	Conference/Meeting Expense	Conf-Tom G 4/22/04-ICEEDA	99.00
Deckro, Stephanie	010120	Leisure	Consultants	CCS Class-Putting Together 3/11/04	140.00
Deckro, Stephanie	010120	Leisure	Consultants	CCS Class-Textiles 3/9/04	140.00
Padés, John E.	010120	Leisure	Consultants	CCS Class Spring 04	240.00
Blain, Verna	010120	Leisure	Consultants	CCS Class-Spring 04 Quilting	300.00
Thompson, Debbie O	010120	Leisure	Consultants	CCS Class-Spring 04 Drawing	300.00
Deckro, Stephanie	010120	Leisure	Instructional Supplies	Supplies for Design Class	148.25
Brown, Miakka L.	010120	Tours & Events	Other Supplies	Kiln Rental	200.00

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Consolidated Management Co	010120	Tours & Events	Conference/Meeting Expense	Am Refreshments-Parenting Con. & Lunch for 92	490.50
Nixon YMCA	010120	Senior Programs	Consultants	CCS Class-Cardio Mix 4/1/04	210.00
Schamberger, Joyce A.	010120	Youth Programs	Consultants	ACT Prep Course 3/17/04	210.00
Farcourt Brace & Company	010120	Youth Programs	Instructional Supplies	ACT Books	176.25
In Stage	010120	Youth Programs	Instructional Supplies	Copies of Cinderella	19.00
Pollett Bookstore	010120	Community Service Administration	Office Supplies	Department Bookstore Charges	4.80
BM Business Equipment Center	010120	Community Service Administration	Office Supplies	Maintenance Contract FY04	106.83
Heartland Community College	010120	Community Service Administration	Conference/Meeting Expense	ICCETA/ICCET Spring 04 Conference	99.00
Education To Go	010120	Computers	Consultants	February 2004 Ed2Go Classes	352.00
Education To Go	010120	Computers	Consultants	March 2004 Ed2Go Classes	254.00
Klement K. Press	010120	Computers	Instructional Supplies	Excel 2002 Level 1 Books	85.84
Jacobs, Debra	010120	Health & Personal Development	Consultants	CCS Class Spring 04	320.00
Chuntangta, Triyong	010120	Health & Personal Development	Consultants	CCS Class-Self Defense Spr 04	180.00
Campbell, Terry D.	010120	Polygraph Institute	Consultants	Spring 2004 Polygraph Institute	300.00
Kahn, Ross	010120	Polygraph Institute	Consultants	Spring 2004 Polygraph Institute	100.00
Leistroffer, James	010120	Polygraph Institute	Consultants	Spring 04 Polygraph Institute	300.00
Theodore, Steve	010120	Polygraph Institute	Consultants	Spr 2004 Polygraph Inst.	800.00
Kramm, Melissa A.	010120	Polygraph Institute	Conference/Meeting Expense	Lodging Rebate Spring 2004 Polygraph Institute	500.00
Christ, Elizabeth J.	010120	Polygraph Institute	Conference/Meeting Expense	Lodging Rebate Spring 04 Polygraph	500.00
Consolidated Management Co	010120	Polygraph Institute	Conference/Meeting Expense	Spring 04 Polygraph Meeting	66.00
Rock County Sheriff's Police	010120	Polygraph Institute	Conference/Meeting Expense	Lodging Rebate/Spring 04 Polygraph Course	2,500.00
Cooper, George L.	010120	Polygraph Institute	Conference/Meeting Expense	Lodging Rebate Spring 04 Polygraph	500.00
Wey, Shaun J.	010120	Polygraph Institute	Conference/Meeting Expense	Lodging Rebate Spring 04 Polygraph	500.00
Moody, Stephen L.	010120	Polygraph Institute	Conference/Meeting Expense	Lodging Rebate Spring 04 Polygraph	500.00
VCC Educational Fund	02		I/F Payable	Interfunds	87,514.86

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COLAB	02	Maintenance	Maintenance Services	Monthly Exterminator Services	186.50
COLAB	02	Maintenance	Maintenance Services	Monthly Exterminator Service	186.50
honeywell	02	Maintenance	Maintenance Services	Qly Maintenance Contract	2,557.00
honey, Inc	02	Maintenance	Maintenance Services	Quarterly Elevator Service	2,014.56
PDC Laboratories, Inc	02	Maintenance	Maintenance Services	Water Testing	81.00
PDC Laboratories, Inc	02	Maintenance	Maintenance Services	Water Testing	81.00
Blain's Farm & Fleet	02	Maintenance	Maintenance Supplies	Maintenance Supplies	51.44
Crescent Electric Supply Co.	02	Maintenance	Maintenance Supplies	Plug Insert	114.24
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Circuit Breaker	39.93
Pastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 04	49.74
Pastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 04	221.42
Pastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 04	73.67
brainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	24.56
brainger	02	Maintenance	Maintenance Supplies	Return Relay Pins	-26.00
brainger	02	Maintenance	Maintenance Supplies	Relay Pins	26.00
brainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	41.27
Genards	02	Maintenance	Maintenance Supplies	Silicone, Conduit Hangers	40.97
Genards	02	Maintenance	Maintenance Supplies	Concrete Filler, Electrical Supplies	15.94
Genards	02	Maintenance	Maintenance Supplies	Door Closer	24.88
Genards	02	Maintenance	Maintenance Supplies	Twine, Rollers, Duct Tape, Drop Cloth	22.33
Genards	02	Maintenance	Maintenance Supplies	Garage Door Hinge, Rollers	5.35
Genards	02	Maintenance	Maintenance Supplies	Battery Jumper	62.43
JSA 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

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Brainer	02	Custodial	Office Supplies	Mop, Stripper System	92.70
Ice 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
Kenards	02	Custodial	Maintenance Supplies	Carpet Runner, Custodial Supplies	139.31
Pro Com Systems	02	Custodial	Maintenance Supplies	Furnish & Install Dukane 24X715 Master Clock &	1,990.25
Tacony 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
Jonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	1,062.50
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Services	Rakes	149.15
Ice Hardware	02	Grounds	Maintenance Supplies	Drill Bits, Marker, Hoses, STP	59.33
Ice Hardware	02	Grounds	Maintenance Supplies	Roller, RSTP	27.99
Kenards	02	Grounds	Maintenance Supplies	Lumber Supplies	90.09
Kenards	02	Grounds	Maintenance Supplies	Rags, Car Wash, Grinding Wheel	34.84
Kenards	02	Grounds	Maintenance Supplies	Supplies-Files	26.80
Kenards	02	Grounds	Maintenance Supplies	Landscaping Supplies	39.30
Kenards	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
Blain's Farm & Fleet	02	Grounds	Vehicle Supplies	Maintenance Supplies	28.27
Fifth Third Bank	02	Grounds	Conference/Meeting Expense		-7.00
CenterPoint Energy Gas Service	02	Utilities	Gas	Monthly Service	8,680.67
Vicor Gas	02	Utilities	Gas	Monthly Charges	160.34
Vicor Gas	02	Utilities	Gas	Monthly Charges	113.24

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Aicor Gas	02	Utilities	Gas	Monthly Charges	362.64
Aicor Gas	02	Utilities	Gas	Monthly Charges	33.53
Aicor 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 Service	36.03
AT & T	02	Utilities	Telephone	Monthly Telephone Charges	2,265.10
AT & T	02	Utilities	Telephone	Telephone Service	4.41
Ballatin River Communications	02	Utilities	Telephone	Monthly Telephone Charges	2,829.90
Ballatin River Communications	02	Utilities	Telephone	Pay Phone Charges	72.97
Illinois Century Network (ICN)	02	Utilities	Telephone	Monthly Charges-Feb.	1,509.00
Northwest Capital Recovery Gro	02	Utilities	Telephone	Telephone Consultant	13,877.28
United States Cellular	02	Utilities	Telephone	College Cell Phone-Van Use	48.22
United States Cellular	02	Utilities	Telephone	Cell phone for College Van	48.22
Verizon Wireless	02	Utilities	Telephone	Monthly Charge	23.57
Verizon Wireless	02	Utilities	Telephone	Dr. Behrendt Cell Phone Services 2003-2004	43.31
Rock Valley Disposal	02	Utilities	Refuse Disposal	Monthly Trash Removal	439.85
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	452.68
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	452.68
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Replacement Policy-Grounds Copier	7.99
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Office Supplies for Maintenance	51.86
Genards	02	Building and Grounds Administrat	Other Supplies	Battery Jumper	59.94
New Holland Credit	02	Building and Grounds Administrat	Lease Installment Payments	Tractor Lease	3,757.27

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Lited Electric	02	Building and Grounds Administrat	Site Improvements	Repair Roadway & Parking Lot Lighting	6,868.16
Superior Design & Construction	03	Operations & Maintenance- Restri	Building Remodeling	Safety Improvements Project Including Alternata	24,120.00
Superior Design & Construction	03	Operations & Maintenance- Restri	Building Remodeling	Safety Project	26,194.50
Allett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Professional Services Safety Improvmt Project	1,881.00
Allett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Professional Services/Sewer Outfall Project	6,221.42
Allett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineer Services for Outfall Project	7,197.25
Allett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineer services for Electrical Improvements Proj	2,818.27
Allett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineer services for Elevator Project	874.20
Allett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineer Services for Safety Project	511.00
Brane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies 3/16/04	48.95
Brane, Paula E.	050500	Child Care Center	Other Supplies	Supplies for Child Care	36.37
Brane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies 4/6/04	90.96
Collett Bookstore	050500	Child Care Center	Other Supplies	Department Bookstore Charges	5.78
Lamhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Meals for Highland Game	83.87
Managan, Bill "	050600	Men's Basketball	Other Conference & Meeting	Hoop Facts Subscription Renewal	99.00
Scenic Stage Line, Inc	050600	Men's Basketball	Other Conference & Meeting	Bus-IVCC Game 2/17/04	250.00
Cleveland Golf	050600	Golf	Other Supplies	588 Wedge RTG 54 Degree RH Steel Shaft Standard	64.00
Run Mountain	050600	Golf	Other Supplies	Headwind Solo Single-Fly Pullovers Color-Bonfire	132.15
Williams, David E.	050600	Golf	Other Conference & Meeting	Travel-Golf 4/6/04	71.44
Hilmore, Todd	050600	Men's Baseball	Other Contractual Services		105.00
Hilmore, Todd	050600	Men's Baseball	Other Contractual Services		105.00
Hilmore, Todd	050600	Men's Baseball	Other Contractual Services		105.00
Hilmore, Todd	050600	Men's Baseball	Other Contractual Services		105.00
Hilmore, Todd	050600	Men's Baseball	Other Contractual Services		185.00
Hilmore, Todd	050600	Men's Baseball	Other Contractual Services		185.00

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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	Women's Softball Game 4/1/04	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
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	Other Supplies	Dozen Easton Increda Balls	89.41
Leseman, Jolene K.	050600	Women's Softball	Other Conference & Meeting	Travel-Softball	240.38
Leseman, Jolene K.	050600	Women's Softball	Other Conference & Meeting	Travel-WSB 4/1/04	91.00
Leseman, Jolene K.	050600	Women's Softball	Other Conference & Meeting	Travel-W Softball	132.50
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Bookstore Charges	12.62
Boyle, Dayle	050600	Intramurals	Other Conference & Meeting	Trainer 11/22/03 Game	50.00
Best Western Reagan	050600	Student Activities	Consultants	Hotel for Michelle Garb	54.39
Garb, Michelle	050600	Student Activities	Consultants	Video	100.00
Anderson's	050600	Student Activities	Office Supplies	Invitations for Honors Banquet	173.95
Consolidated Management Co	050600	Student Activities	Office Supplies	Lunch Cards for Cafeteria	68.49
Derby, Dustin C.	050600	Student Activities	Office Supplies	Supplies	26.82
Noel-Levitz	050600	Student Activities	Office Supplies	Campus Report	162.75

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Sollett Bookstore	050600	Student Activities	Other Materials and Supplies	Department Bookstore Charges	.49
Forté Stage Combat	050600	Drama	Other Materials and Supplies	Sword and Accessories Rental for 1 Month	280.00
Hedrick, Jason J.	050600	Drama	Other Materials and Supplies	Supplies for Play 2/28/04	390.18
Hedrick, Jason J.	050600	Drama	Other Materials and Supplies	Costume Supplies/Spring Play	472.19
Menards	050600	Drama	Other Materials and Supplies	Building Material for Spring Production	333.97
Triplette Competition Arms	050600	Drama	Other Materials and Supplies	R9 Raplers-Double Clam-Shell Swept Hilt T03 Rapier	339.60
Hedrick, Jason J.	050600	Speech & Readers Theater	Other Conference & Meeting	Supplies for Spring 04 Production	237.46
Hedrick, Jason J.	050600	Speech & Readers Theater	Other Conference & Meeting	Supplies for Spring Production	38.77
Morgan, Brian K	050600	Speech & Readers Theater	Other Conference & Meeting	Work for Spring Production	900.00
Sesac	050600	Music	Other Contractual Services	FY 04 License Fee	180.00
Sauk Valley Newspapers	050600	Voyager	Other Materials and Supplies	Printing of March Voyager	435.95
Amoco Oil Company	050800	Transportation	Vehicle Supplies	Gas for College Van	154.01
Chattic, A C.	050800	Transportation	Vehicle Supplies	Travel thru 3/31/04 Tennis Match	45.10
Chattic, A C.	050800	Transportation	Vehicle Supplies	Additional Travel 3/18/04 Tennis	-22.10
Devan, Curtis	050800	Transportation	Vehicle Supplies	Gas College Van NIN Exchange 4/2/04	29.60
Drew, Gary	050800	Transportation	Vehicle Supplies	Gas Purchase College van	24.00
Munoz, Steve C.	050800	Transportation	Vehicle Supplies	Gas for College Van	57.39
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas Purchase for College Van	257.12
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss		10,232.72
Professional Benefit Administr	051000	Medical Insurance	Dependent Stop Loss		8,137.08
Professional Benefit Administr	051000	Medical Insurance	Prereertification		370.00
Professional Benefit Administr	051000	Medical Insurance	Administrative Costs		2,693.50
Professional Benefit Administr	051000	Medical Insurance	Life & AD&D		1,863.03
Formstart Inc	051100	Storeroom	Purchases for Resale	8-1/2x11 Letterhead	34.50
Setchell, Abby A.	051400		Student Loans	Student Loan Due 5/7/04	300.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
SVCC Educational Fund	062021		I/F Payable	Interfunds	3,742.01
SVCC Educational Fund	062022		I/F Payable	Interfunds	241.42
Consolidated Management Co	062022	WFP- Education to Careers Grant	Other Contractual Services	College Grad Class	155.25
SVCC Educational Fund	062024		I/F Payable	Interfunds	2,746.16
SVCC Educational Fund	062024		I/F Payable	Interfund	10.52
Pollett Bookstore	062024	WFP- Welfare to Work	Office Supplies	Bookstore Charges	5.63
WCA 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
Giller-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
Giller-McKinstra, Michele	062050	SBDC Grant	Office Supplies	Ink Jet Printer	29.95
Quill Corporation	062050	SBDC Grant	Office Supplies	901-GSF-11-BK Roundstick Fine Point Black	179.19
Quill 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 Develo	062050	SBDC Grant	Conference/Meeting Expense	Annual Dues	125.00
Giller-McKinstra, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel-Area Client Visits	136.88
Ballatin River Communications	062050	SBDC Grant	Telephone	Monthly Charge	35.35
Giller-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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enedict, Timothy	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel- 3/10/04 Springfield Adult Ed Conf	277.91
Illinois State University	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Conference 4/14/04 - T Gospodarczyk	90.00
VCC Educational Fund	062057		I/F Payable	Interfunds	573.37
VCC Educational Fund	062058		I/F Payable	Interfunds	1,931.36
eam, Craig A	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	March Cleaning-GED Classes	25.00
arruffo, Kerrie M.	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Supplies for Wallace Educational Center	83.01
VCC Educational Fund	062059		I/F Payable	Interfunds	22,059.78
VCC Educational Fund	062059		I/F Payable	Interfund	5.79
ollett Bookstore	062059	ICCB Adult Ed-Performance-Instru	Instructional Supplies	Bookstore Charges	12.94
ollett Bookstore	062059	ICCB Adult Ed-Performance-Instru	Instructional Supplies	Department Bookstore Charges	14.00
lorini, Anthony D.	062059	ICCB Adult Ed-Performance-Litera	Conference/Meeting Expense	Travel-GED thru 3/31/04	63.00
VCC Educational Fund	062060		I/F Payable	Interfunds	4,405.92
VCC 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	8,584.00
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	5.45
VCC Educational Fund	062140		I/F Payable	Interfunds	47,589.97
VCC Educational Fund	062150		I/F Payable	Interfund	9,919.27
VCC Educational Fund	063011		I/F Payable	Interfund	29,381.58
late Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds SURS	593.20
late 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

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reative Printing	063011	Student Support Services Grant	Office Supplies	SVCC Business Cards-Rebecca White	70.00
reative Printing	063011	Student Support Services Grant	Office Supplies	Business Cards for Cyrus Kooshesh	40.00
ollett 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-NIU 3/19/04	35.50
Jackson, Lawrence E.	063011	Student Support Services Grant	Other Conference & Meeting	P/U Students Conf 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
aper Direct Inc	063011	Student Support Services Grant	Other Conference & Meeting	#95V530 Square Vellum 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
WCC Educational Fund	063012		I/F Payable	Interfunds	22,120.13
WCC Educational Fund	063013		I/F Payable	Interfunds	3,560.95
WCC Educational Fund	063013		I/F Payable	Interfund	14.05
WCC Educational Fund	063014		I/F Payable	Interfunds	7,212.43
WCC Educational Fund	063014		I/F Payable	Interfund	7.56
WCC Educational Fund	063020		I/F Payable	Interfund	62,158.11
taples	063020	Perkins IIC	Instructional Supplies	TI-83 Calculators	999.60
onsolidated Management Co	063020	Perkins IIC	Conference/Meeting Expense	Workforce Council Meeting	51.25
ohnson, Virginia	063020	Perkins IIC	Conference/Meeting Expense	Travel-Freeport 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
ollett 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
WCC Educational Fund	063030		I/F Payable	Interfund	18,340.71

<u>PAYEE/VENDOR</u>		<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Hawver Press Inc		063030	Perkins IIIIE Tech Prep	Printing	Compass Exam Prep Brochures	135.00
Wilton High School		063030	Perkins IIIIE Tech Prep	Conference/Meeting Expense	Tech Prep-Travel Reimbursement Connections Conf	326.26
Consolidated Management Co		063030	Perkins IIIIE Tech Prep	Conference/Meeting Expense	Food for Tech Prep Meeting	33.90
Johnson, Virginia		063030	Perkins IIIIE Tech Prep	Conference/Meeting Expense	Travel-Freeport 3/31/04 Program Assessment	214.26
Wilton High School		063030	Perkins IIIIE Tech Prep	Other	Tech Prep Supplies 3/15/04	1,099.77
WCC Educational Fund		063071		I/F Payable	Interfunds	48,947.96
WCC Educational Fund		063071		I/F Payable	Interfund	.99
Wells Fargo		063071	Federal Student Loan	Dept. of Education	Return of Funds J Ballini	39.52
McCaig		063071	Federal Student Loan	Dept. of Education	Refund- Wm Greenwalt	252.00
National Education/IDAPP		063071	Federal Student Loan	Dept. of Education	Return of Funds S Rice	321.10
Maery Health Tennessee		063075	IDHS AmeriCorps - Member Activit	Medical Insurance	Member's Health Insurance	823.12
Maery Health Tennessee		063075	IDHS AmeriCorps - Member Activit	Medical Insurance	Members 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
Just Say No to Drugs		063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Shirts for Parade-	43.00
White, Rebecca		063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	National Conf 6/5/04	400.00
White, Rebecca		063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel-2/3-2/28/04 Area Visits	63.50
White, Rebecca		063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel 3/2-3/19/04 Area Visits	66.88
White, Rebecca		063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel 3/23-3/30/04	56.50
Unique Computer		064030	Restricted Fund-GOD Certificates	Capital Supplies	Computer	735.00
Unique Computer		064030	Restricted Fund-GOD Certificates	Capital Supplies	IBM TC A50T	1,185.00
Unique Computer		064030	Restricted Fund-GOD Certificates	Capital Supplies	IBM Thinkpad Laptop	1,485.00
BM Business Equipment Center		064030	Restricted Fund-GOD Certificates	Capital Supplies	Hon Task Chair 7708-T-HW103 T black AB Confetti 18	279.00

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Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	NEC LCD (2)	990.00
MS Informational Technology I	064030	Restricted Fund-GOD Certificates	Office Equipment	HP EVA 3000 SAN with ISCSI	176,250.00
ackson, William J.	101010	Booster Club	Other	Spring 04 Baseball Trip	5,500.00
athryn Beich Inc	101080	Rad Tech Senior	Other	Candy for Fundraiser	810.00
iental Trading Company	101120	ALAS Club	Other	Prizes for Child Fair	47.80
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	PTK International & Regional Dues	1,834.00
allatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.52
implerx-Grinnell	12	Public Safety	Maintenance Services	Equipment Contract 5/1-4/30-04 (prorated)	1,206.00
erizon 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, Drane	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

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AS OF MARCH 31

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EDUCATION FUND	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Revenues					
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	4,240	424.0%
Student Tuition and Fees	2,604,821	2,653,449	3,012,300	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%
TOTALS	8,803,443	5,702,980	10,148,738	6,913,892	68.1%
Expenditures					
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%
TOTALS	9,147,633	6,501,252	10,083,130	6,961,315	69.0%
Transfers					
Transfers to Other Funds		60,000	47,500		0.0%
Transfers From Other Funds	-178,000		-189,000	-8,780	4.6%
TOTALS	-178,000	60,000	-141,500	-8,780	6.2%
NET INCREASE/DECREASE IN NET ASSETS	-166,190	-858,272	207,107	-38,641	
FUND BALANCE		8,160		698,403	

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SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
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OPERATION AND MAINTENANCE FUND

Revenues

Local Governmental Sources
State Governmental Sources
Federal Governmental Sources
Student Tuition and Fees
Sales and Service
Facilities Revenue
Investment Revenue
Other Revenues

	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
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%
TOTALS	1,023,106	642,651	1,195,255	832,320	69.6%

Expenditures

Salaries
Employee Benefits
Contractual Services
General Materials and Supplies
Travel and Conference Meeting Exp.
Fixed Charges
Utilities
Capital Outlay
Other Expenditures

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					
TOTALS	1,112,573	839,793	1,265,343	931,089	73.5%

Transfers

Transfers From Other Funds

Transfers From Other Funds	-34,000		-70,500		0.0%
TOTALS	-34,000		-70,500		0.0%

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

NET INCREASE/DECREASE IN NET ASSETS		-197,141	411	-98,769	
FUND BALANCE		-147,312		-98,796	

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REVENUES, EXPENDITURES, AND TRANSFERS
AS OF MARCH 31

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OPERATION & MAINTENANCE- RESTRICTED

Revenues

Local Governmental Sources
State Governmental Sources
Investment Revenue
Other Revenues

	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
	613,000	310,403	632,938	313,075	49.4%
	3,204,922	140,563	3,382,000		0.0%
	30,000	10,174	10,000	2,199	21.9%
	250,000		250,000		0.0%
TOTALS	4,097,922	461,141	4,274,938	315,275	7.3%

Expenditures

Contractual Services
General Materials and Supplies
Capital Outlay

	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
	4,441,152	266,875	5,361,936	410,235	7.6%
	4,441,152	280,294	5,361,936	416,635	7.7%
TOTALS					

Transfers

Transfers From Other Funds

	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
	-570,000	-1,282,769			
	-570,000	-1,282,769			
TOTALS					

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
	226,770	1,463,616	-1,086,998	-101,360	
		2,442,571		2,500,897	

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<u>BOND AND INTEREST FUND</u>	<u>2002-2003</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2003-2004</u>	<u>Budget</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Percent</u>
Revenues					
Local Governmental Sources					
Investment Revenue	1,385,000	707,935	1,413,519	698,561	49.4%
	5,000	7,007	10,000	3,560	35.6%
TOTALS	1,390,000	714,943	1,423,519	702,121	49.3%
Expenditures					
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	

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REVENUES, EXPENDITURES, AND TRANSFERS
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AUXILIARY ENTERPRISES FUND	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Revenues					
Student Tuition and Fees	153,000	160,561	160,500	156,219	97.3%
Sales and Service	44,400	30,369	51,490	31,401	60.9%
Facilities Revenue	75,000	43,333	75,000	52,500	70.0%
Investment Revenue	1,800	719	900	865	96.2%
Other Revenues	1,329,250	1,076,866	1,301,549	1,125,229	86.4%
TOTALS	1,603,450	1,311,850	1,589,439	1,366,217	85.9%
Expenditures					
Salaries	72,253	52,997	72,279	48,861	67.6%
Employee Benefits	11,710	5,916	11,481	6,124	53.3%
Contractual Services	38,455	28,368	1,334,654	1,268,508	95.0%
General Materials and Supplies	1,392,405	946,383	72,490	58,362	80.5%
Travel and Conference Meeting Exp.	68,340	52,091	62,655	36,898	58.8%
Fixed Charges	2,450	4,503	9,450	16,703	176.7%
Capital Outlay		12,015		29,868	
Other Expenditures	5,300	1,632	5,800	1,102	19.0%
TOTALS	1,590,913	1,103,908	1,568,809	1,466,429	93.4%
Transfers					
Transfers to Other Funds	75,820	12,366	75,000	8,780	11.7%
Transfers From Other Funds	-63,820		-63,000		0.0%
TOTALS	12,000	12,366	12,000	8,780	73.1%
NET INCREASE/DECREASE IN NET ASSETS	537	195,575	8,629	-108,993	
FUND BALANCE		517,808		159,538	

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

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RESTRICTED PURPOSES FUND

Revenues

State Governmental Sources	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Federal Governmental Sources	1,366,393	839,906	1,107,936	905,301	81.7%
Investment Revenue	2,460,775	1,913,640	2,827,496	3,048,174	107.8%
Other Revenues	20,000		6,000	7,834	130.5%
	99,860	95,490	60,619	33,840	55.8%
TOTALS	3,947,028	2,849,036	4,002,051	3,995,150	99.8%

Expenditures

Salaries	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Employee Benefits	1,216,810	897,750	1,205,514	724,688	60.1%
Contractual Services	216,159	164,712	188,199	125,921	66.9%
General Materials and Supplies	149,566	24,154	45,609	19,523	42.8%
Travel and Conference Meeting Exp.	724,928	443,936	730,022	417,343	57.1%
Fixed Charges	68,506	25,487	54,623	24,014	43.9%
Utilities	13,107	10,317	10,412	10,517	101.0%
Capital Outlay	16,200	6,107	300	482	160.7%
Other Expenditures	194,500	138,799	198,200	426,013	214.9%
	2,002,689	2,700,625	2,378,441	3,012,470	126.6%
TOTALS	4,602,465	4,411,891	4,811,320	4,760,973	98.9%

Transfers

Transfers to Other Funds	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Transfers From Other Funds	50,847		-1		0.0%
TOTALS	50,847		-1		0.0%

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual
-706,284	-1,562,855	-809,268	-765,823
	-46,418		271,794

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SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
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WORKING CASH FUND

Revenues	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
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	-97	
FUND BALANCE		2,476,153		2,370,686	

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REVENUES, EXPENDITURES, AND TRANSFERS
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AUDIT FUND

Revenues

Local Governmental Sources
Investment Revenue

TOTALS

Expenditures

Contractual Services

TOTALS

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
	30,700	15,585	30,710	15,176	49.4%
	1,000	115	1,000	96	9.6%
	-----	-----	-----	-----	-----
	31,700	15,701	31,710	15,273	48.1%
	30,000	28,010	24,000	22,950	95.6%
	-----	-----	-----	-----	-----
	30,000	28,010	24,000	22,950	95.6%
	1,700	-12,308	7,710	-7,676	
		17,180		24,968	

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REVENUES, EXPENDITURES, AND TRANSFERS
AS OF MARCH 31

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LIABILITY, PROTECTION & SETTLEMENT

Revenues

Local Governmental Sources
Investment Revenue
Other Revenues

TOTALS

Expenditures

Salaries
Employee Benefits
Contractual Services
General Materials and Supplies
Travel and Conference Meeting Exp.
Fixed Charges
Utilities
Capital Outlay

TOTALS

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Local Governmental 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%
TOTALS	520,000	68,091	517,275	159,494	30.8%
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%
TOTALS	654,215	459,495	712,005	532,468	74.7%
NET INCREASE/DECREASE IN NET ASSETS	-134,215	-391,404	-194,730	-372,973	
FUND BALANCE		5,797,527		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

Illinois Community College Board

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

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

CONTACT PERSON Linley White, Dean of Business, Technology & Natural
Science
PHONE 815 288-5511, ext. 356
FAX 815 288-5958
EMAIL white@svcc.edu

CURRICULUM INFORMATION

AAS: Microcomputer
TITLE Applications
CREDIT HOURS 64-65 CIP CODE 12 520407
CERTIFICATE: Microcomputer
TITLE Applications Specialist
CREDIT HOURS 27 CIP CODE 12 520407
CERTIFICATE:
TITLE Web Design
CREDIT HOURS 16 CIP CODE 12 520407
PROPOSED CLASSIFICATION: X District Regional Statewide
PROPOSED IMPLEMENTATION DATE: Fall 2004 (08-02-04)

SUBMISSION INCLUDES:
Part A: Feasibility Analysis
Part B: Curriculum Quality and Cost Analysis. Also, complete the following when submitting Part B:
This curriculum was approved by the college Board of Trustees on: _____
Date
State approval is hereby requested: _____
Chief Administrative Officer Signature
Date

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

*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.

Occupational Curriculum Approval Applications Feasibility Analysis

1. Curriculum Description

(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.

The certificate of Microcomputer Applications Specialist I will provide a core of courses which provide job entry skills in the programming and the operation of microcomputers. The certificate can be the means for advancement to high level positions. (This is a revision of the current Microcomputer Applications Specialist certificate. Form 22 for this certificate enclosed)

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 certificate is a prerequisite to completing the Microcomputer Applications Specialist II certificate.

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.

To attain the Associate in Applied Science – Microcomputer Applications degree, students must complete 19-20 General Education course hours, the Microcomputer Applications Specialist I certificate courses, and either the Microcomputer Applications Specialist II courses or the Web Design certificate courses, in addition to 7-11 additional hours of CIS electives. Completion of the curriculum will give students a broad based understanding and skill set across a variety of software applications.

(b) Type of jobs for 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. Additionally, the advanced software skills and the practical uses acquired by students will be invaluable in general business in fields such as accounting, bookkeeping, administrative assistant, and other positions requiring knowledge of spreadsheet, database and presentation software use on a daily bases to more efficiently perform job duties.

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

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 (<i>required</i> coursework).					
Note which courses are <i>transferable</i> .					
Total					
Career and Technical Education Courses (<i>required</i> coursework)	CIS 109 - Intro to Microcomputers Windows		3	2	2
	CIS 117 - Intro to Web Design		1	.5	1
	CIS 119 - Intro to Web Authoring Software		2	1	2
	CIS 121 - Beginning JavaScript		3	3	
	CIS 180 - Intro to Internet		1	.5	1
	CIS 182 - Research and the Internet		1	.5	1
	CIS 185 - Intro to Multimedia		3	3	
	OAS 103 - Keyboarding & Document Processing Basic Level I		2		4
	Total		16		
Work-Based Learning Courses (<i>required</i> internship, practicum, apprenticeship, etc.)					
Total					
Electives					
Total					
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION			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 transferable.					
Total					
Career and Technical Education Courses (required coursework)	CIS 101 - Intro to Computer Information Systems		3	3	
	CIS 106 - Microcomputer Spreadsheet Software		2	1	2
	CIS 108 - Windows Database Applications		2	1	2
	CIS 109 - Intro to Microcomputer Windows		3	2	2
	CIS 117 - Introduction to Web Design		1	.5	1
	CIS 137 - Intro to Desktop Publishing I				
	CIS 138 - Intro to Desktop Publishing II		1	.5	2
	OR CIS 299 - Topics/Issues in CIS			1	
	CIS 148 - Business Presentation Graphics		1	.5	1
	CIS 160 - Intermed Microcomputer Apps		3	2	2
	CIS 229 - Database Management Systems		3	3	
	CIS 260 - Systems Design Practicum		3	1	4
	OAS 103 - Keyboard & Document Processing Basic Level I		2		4
	OAS 141 - Word Processing with Microcomputers		2		4
Total			27		
Work-Based Learning Courses (required internship, practicum, apprenticeship, etc.)					
Total					
Electives					
Total					
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION			27		

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
General Education					
Courses					
(required coursework).	ENG 101 - Composition I (transfer)		3	3	
	ENG 111 - Business & Technical Writing (transfer)		3	3	
	Humanities/Fine Arts		3	3	
	Social/Behavioral Science		3	3	
	Physical/Life Science		3	3	
	Mathematics (MAT 106 or higher required)		3	3	
Note which courses are transferable.			1	1	
Total			19-20	19-20	
Career and Technical Education Courses					
(required coursework)	ACC 101 - Financial Accounting		4	4	
	ACC 102 - Managerial Accounting		4	4	
	BUS 103 - Intro to Business		3	3	
	CIS 106 - Microcomputer Spreadsheet Software		2	1	2
	CIS 108 - Windows Database Applications		2	1	2
	CIS 109 - Intro to Microcomputers - Windows		3	2	2
	CIS 117 - Intro to Web Design	*	1	.5	1
	CIS 137 - Intro to Desktop Publishing Level I	*	1	.5	2
	CIS 138 - Intro to Desktop Publishing Level II	*	1	.5	2
	CIS 148 - Business Presentation Graphics		1	.5	2
	CIS 160 - Intermediate Microcomputer Applications		1	.5	1
	CIS 229 - Database Management Systems		3	3	
	CIS 260 - Systems Design Practicum		3	1	4
	CIS 299 - Topics/Issues in CIS		1	1	
	OAS 141 - Word Processing with Microcomputers		2		4
Total			34		
Work-Based Learning Courses					
(required internship, practicum, apprenticeship, etc.)					
Total					
Electives					
	Select 11 hours from the following				
	CIS 101 - Fund of Computer Info Systems		3		
	CIS 105 - Intro to Microsoft Windows		1	.5	1
	CIS 119 - Intro to Web Authoring Software	*	2	1	2
	CIS 121 - Beginning Javascript		3	3	3
	CIS 139 - Intro to Desktop Publishing Level III	*	1	.5	2
	CIS 147 - Microcomputer Graphics		2	1	2
	CIS 180 - Intro to Internet		1	.5	1
Total			1	.5	1
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION			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.	CIS		20+
Ed.D.	MIS		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.

	<u>First Year</u>		<u>Second Year</u>		<u>Third Year</u>	
	<u>Full-Time</u>	<u>Part-Time</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Full-Time</u>	<u>Part-Time</u>
# of New Faculty						
# 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 (specify positions)			
Equipment Costs			
Library/LRC Costs			
Facility Costs*			
Other (specify)			
TOTAL NEW COSTS	\$ 0		

*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

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. Additionally, 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 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 object 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 Materials

Unapproved 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 *[Signature]*
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
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January 1 -	National	44,080	88%
December 31,	State	1,152	92%
2003	Program	10	100%

Rmp

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

2003-04 Hallmark Awards Program Brochure:
Honoring the Best

Hallmark Awards

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TO EXPAND YOUR
CHOICES.

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| [Advisor Awards](#) | [Regional Awards](#) | [Creative Awards](#) |
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ESSAYS
- 2004 HALLMARK
AWARD WINNERS
2003-04
HALLMARK
AWARDS
PROGRAM
BROCHURE
- CHAPTER
RESOURCES
- REGION
RESOURCES

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

DATE: March 23, 2004
TO: Dr. Richard Behrendt
FROM: Deborah Hecht 
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@svmmail.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 Adviser 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.

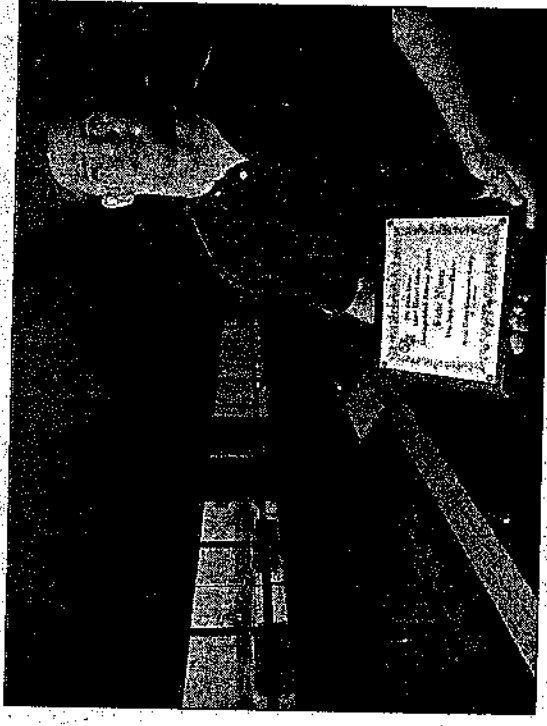
"He gives so much of himself,"

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 afterthought. 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 Rahn 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."



Alex T. Paschal/SVN

HONORED: SVCC biology professor Steve Nunez has received the 2004 Robert Giles Distinguished Adviser 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,	State	2,945	87%
2003	Program	17	94%

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

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.

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.

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.

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

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.

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

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

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.

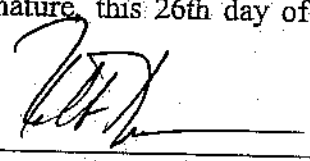
I do further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 26th day of April, 2004, insofar as the same relates to the adoption of Resolution No. _____ entitled:

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. Larga



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 Electrical Contractor	Dixon	22,500	7,750	30,250
Engel Electric	Sterling	25,625	8,300	33,925
Morse Electric	Freeport	26,800	8,500	35,400



TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: April 15, 2004
SUBJECT: Funding Bonds – Resolution of Intent

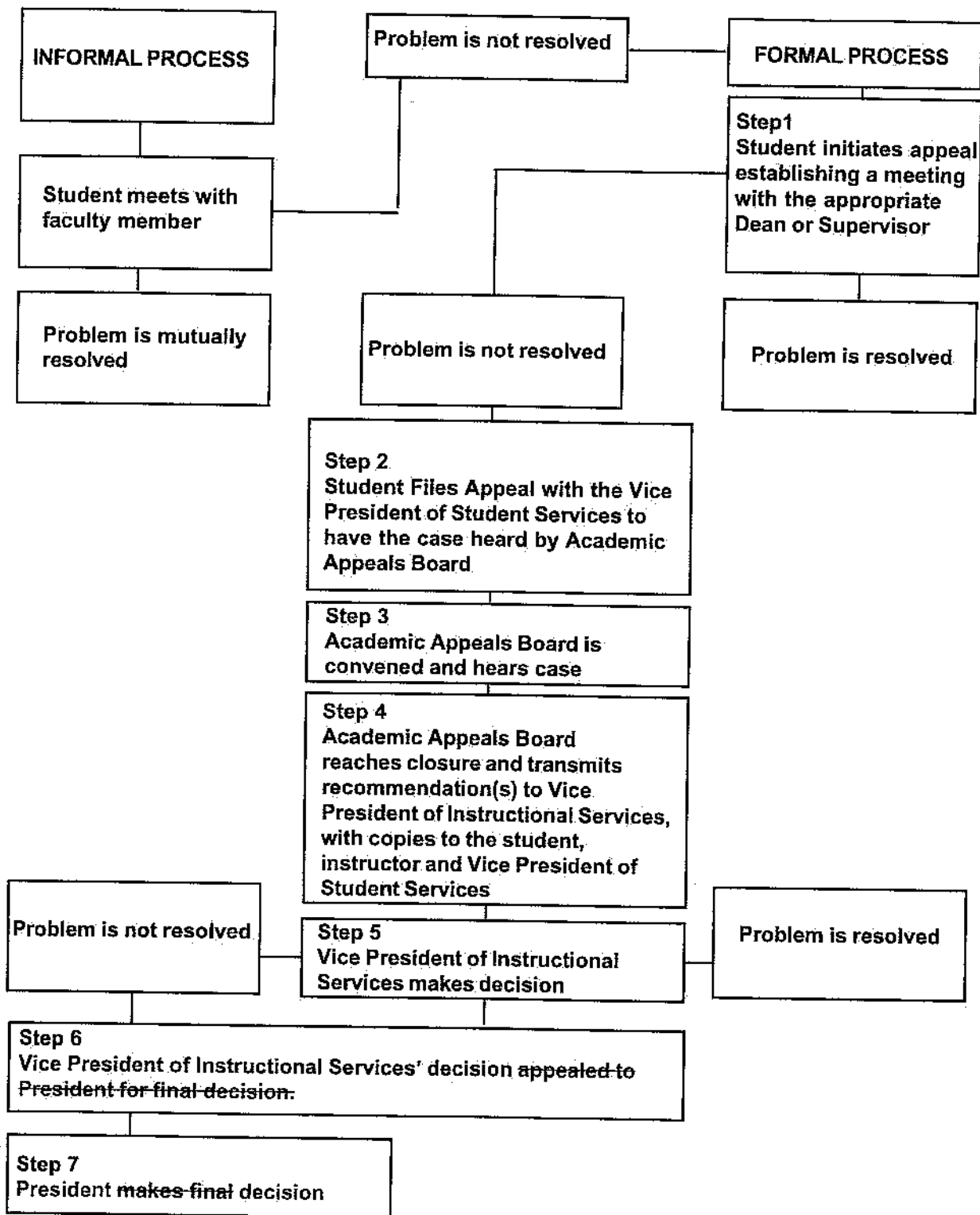
Last month the Board of Trustees approved the issuance of general obligation debt certificates in the amount of \$2,195,000 for the purpose of financing building improvements and expenditures for technology and equipment. This month's step in the funding bonds process is to adopt a resolution of intention 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.