

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

Third Floor Board Room

May 24, 2004 - 7:00 p.m.

- A. Call to Order**
- B. Roll Call**
- C. Communications from Visitors**
- D. Consent Agenda**
 - 1. Approval of Minutes**
 - 2. Treasurer's Report**
 - 3. Bills Payable**
 - 4. Payrolls**

April 30, 2004	\$241,205.64
May 15, 2004	\$256,508.53
 - 5. Budget Report**
 - 6. ICCB Reasonable and Moderate Extension Requests for New Certificates**
 - 7. Donation**
 - 8. RAMP Report**
- E. President's Report**
 - 1. Board Policies Review 616.01, 617.01, 618.01**
 - 2. Enrollment Update**
 - 3. ICTM State High School Math Contest (attached)**
- F. Financial Reports and Actions**

Public Hearing – Funding Bonds
- G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, collective negotiating matters, pending litigation, and closed session minutes consideration)**
- H. Closed Session Minutes**

Closed Session Minutes April 26, 2004
- I. Personnel**
 - 1. Administrative Appointment – Director of Buildings & Grounds**
 - 2. Faculty Appointment – Mathematics**
 - 3. Faculty Appointment - Mathematics**
 - 4. Faculty Promotion – Sam Braddock**

5. Proposed Support Staff Salary Ranges 2004-05
6. Proposed Professional/Technical Salary Range 2004-05
7. Proposed Administrative Salary Ranges 2004-05

J. Other

Board Policy 116.02 (State Officials and Employees Ethics Act) - First Reading

K. Reports

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

L. Adjournment

Board of Trustees Meeting

June 28, 2004

July 26, 2004

August 23, 2004

ICCTA Monthly Meetings

June 17-19, 2004

**ICCTA Annual Convention
Renaissance Hotel, Springfield**

June 17, 2004

Illinois Presidents Council

Subject to Call

Nothing Scheduled

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

May 24, 2004

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on May 24, 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:

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

Chair Thompson welcomed new Student Trustee Karol Teal to the Board.

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
Executive Secretary Nancy Breed
Secretary to the Board Carmel Paulsen

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

President's Report: Dr. Behrendt reported that summer school is currently up 4.1% over last year, due in part to the intersession students; and that the ICTM Math Contest involved 34 area high school students, with Dan Hermes of Newman placing 1st, and Martin McCormick of Oregon taking 3rd place. This contest, along with the administrative visits to area high school award ceremonies, is a vital connection between Sauk and high school students.

Public Hearing – Funding Bonds: At 7:10 pm roll call was taken, with all members present, to open 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 hereto. Mr. Robert Edison entered his objection to the funding bonds based on his question of the legality of the funding bonds, which claims against the district, and the amounts of the claims. Chair Thompson will respond in writing to Mr. Edison's concerns. At 7:20 p.m. it was moved by Member von Bergen Wessels and seconded by Member Andersen that the Board close the public hearing for Funding Bonds. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal advisory vote: aye.

Closed Session:

At 7:21 p.m., it was moved by Member von Bergen Wessels and seconded by Member Cox that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, collective negotiating matters, pending litigation, and closed session minutes consideration. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal advisory vote: aye.

Regular Session:

The Board returned to regular session at 8:23 p.m.

Closed Session Minutes:

It was moved by Member Varga and seconded by Member von Bergen Wessels that the Board approve the April 26, 2004 closed session minutes. In a roll call vote, the following was recorded: aye - Members Cox, Dixon, Simpson, Thompson, Varga and von Bergen Wessels; abstain - Member Andersen. Motion carried. Student Trustee Teal advisory vote: aye.

Administrative
Appointment - Director of
Buildings and Grounds:

It was moved by Member Andersen and seconded by Member von Bergen Wessels that the Board approve the appointment of Mr. John Ditto as the Director of Buildings and Grounds, effective July 1, 2004, at a salary of \$55,000. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal advisory vote: aye.

Faculty Appointment -
Mathematics:

It was moved by Member von Bergen Wessels and seconded by Member Andersen that the Board approve the appointment of Mr. Robert Duncan as Assistant Professor of Mathematics, effective August 20, 2004, at a salary of \$35,959. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal advisory vote: aye.

Faculty Appointment -

It was moved by Member Varga and seconded by Member

Mathematics:	Cox that the Board approve the appointment of Mr. Kevin Sommerfield as Assistant Professor of Mathematics, effective August 20, 2004, at a salary of \$34,170. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal advisory vote: aye.
Faculty Promotion:	It was moved by Member Varga and seconded by Member von Bergen Wessels that the Board approve the promotion of Mr. Sam Braddock to the rank of Professor, effective the fall of 2004. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal advisory vote: aye.
Proposed Support Staff Salary Ranges 2004-05:	It was moved by Member Simpson and seconded by Member Varga that the Board approve the Support Staff Salary Ranges for 2004-05 as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal advisory vote: aye.
Proposed Professional/Technical Salary Range 2004-05:	It was moved by Member Andersen and seconded by Member Simpson that the Board approve the Professional/Technical Salary Range for 2004-05 as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal advisory vote: aye.
Proposed Administrative Salary Ranges 2004-05:	It was moved by Member Simpson and seconded by Member Varga that the Board approve the Administrative Salary Ranges for 2004-05 as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal advisory vote: aye.
Board Policy 116.02 – State Officials and Employees Ethics Act (First Reading):	It was moved by Member Varga and seconded by Member Cox that the Board approve for first reading Board Policy 116.02, State Officials and Employees Ethics Act, replacing the current policy 116.02, Governmental Ethics and State Gift Ban Act Compliance Policy. Discussion followed the motion. As the policy must be adopted by June 9, a special telephone meeting will be scheduled for second reading and vote. In a roll call vote on the motion, the following was recorded: aye – Members Andersen, Cox, Simpson, Varga, von Bergen Wessels, Thompson; nay – Member Dixon. Motion carried. Student Trustee Teal advisory vote: aye.
Reports:	<i>Student Trustee</i> – no report <i>ICCTA Representative</i> – Member Thompson was in

Springfield for last month's meeting along with Dr. Behrendt and Member Simpson. He reported that Dr. Behrendt did an excellent job lobbying on the funding formulas and SVCC's position. Dr. Behrendt's general message was to leave the formulas as they are. Member Thompson will attend the June annual meeting.

Foundation Liaison – There has been no Foundation meeting since the April Board Meeting, and Member Dixon is unable to attend the next Foundation Board meeting.

Board Chair – Attention was drawn to the pending new Board Policy 116.01 and the need to adopt the policy by June 9, with Dr. Behrendt scheduling a future telephonic conference/vote.

Board Members Comments – Interest was expressed in inviting Dean Linley White to present information on the Perkins Grant to the Board. Appreciation was expressed to Members Cox and Thompson for their attendance at the Northwest Region ICCTA meeting hosted by Sauk, and to Sauk presenters, Becki White, Pam Clodfelter, and Virginia Johnson

Adjournment:

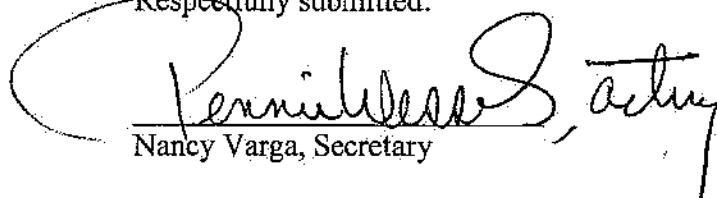
Since the scheduled business was completed, it was moved by Member Varga and seconded by Member Cox that the Board adjourn. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal advisory vote: aye.

The meeting adjourned at 8:46 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 pm. on June 28, 2004 in the Board Room.

Respectfully submitted:


Nancy Varga, Secretary

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

SAUK VALLEY COMMUNITY COLLEGE

BOARD OF TRUSTEES - TREASURER'S REPORT

As of April 30, 2004

PRESIDENT

SECRETARY

CHECKING ACCOUNTSINTEREST BEARING ACCOUNTS

	<u>DATE</u>	<u>INTEREST 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

NON-INT. BEARING ACCOUNT

Restricted - Sterling Federal Bank	148,983.49
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MONEY MARKET

ABN-AMRO Investment Services, Inc.	0.35	216,461.75
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TOTAL CHECKING ACCOUNTS**\$2,475,094.70**INVESTMENTS

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

BOND INVESTMENTS - Liability, Protection & Settlement

		<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 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
May 24, 2004

Summary of Bills Payable

Amount

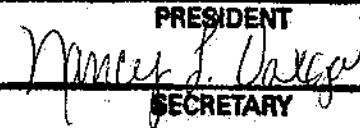
General Operating Funds

\$ 437,012.48

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY



PRESIDENT



SECRETARY

DATE _____

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
thern Illinois University	01		JTPA Whiteside	CNA Exam Fee	50.00
thern Illinois University	01		Dislocated Workers	CNA Exam Fee	50.00
avitt, Dianna H.	01		Foundation Expense	RAD Software Pkg.	145.95
rew, Michael W.	01		Foundation Expense	Horton Award	50.00
solidated Management Co	01		Foundation Expense	Foundation April Meeting Breakfast	131.25
phers, Dixie E.	01		Foundation Expense	Horton Award	25.00
an, Joseph W.	01		Foundation Expense	Horton Award	50.00
ies, John E.	01		Foundation Expense	Speaker/Global Awareness 4/28/04	50.00
sher Scientific	01		Foundation Expense	02-963BB 5-1/4 Gal. Carboy	66.16
sher Scientific	01		Foundation Expense	01-921-11 Scout Balance	338.68
rison, Pam R.	01		Foundation Expense	Horton Award	100.00
shenbuhl, Leigh A.	01		Foundation Expense	Horton Award	25.00
cture This Photography	01		Foundation Expense	Framing	195.77
se, Adam	01		Foundation Expense	Speaker/Global Awareness 4/28/04	500.00
mpenhorst, Jared J.	01		Foundation Expense	Art Prints	150.00
llect Bookstore	01		Dislocated Worker Expense	Bookstore Charges through 4/15/04	77.73
ate Universities Retirement	01		SURS Payable		29,877.54
ate Universities Retirement	01		SURS Payable		31,717.75
lect Employees Credit Union	01		Credit Union Payable		11,786.02
lect Employees Credit Union	01		Credit Union Payable		11,786.02
CC Faculty Association	01		Faculty Association Payable		1,267.59
CC Faculty Association	01		Faculty Association Payable		1,267.59
nesota Child Support Paymen	01		Wage Garnishment Payable		316.80
nesota Child Support Paymen	01		Wage Garnishment Payable		316.80
CA-Management	01		Wage Garnishment Payable	GARNISHMENT	132.90

PORT SVRCHKR
ICAL YEAR 2004

Sauk Valley Community College
Check Register
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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
AA-Management	01		Wage Garnishment Payable	GARNISHMENT	132.90
ite Disbursement Unit	01		Wage Garnishment Payable		229.92
ite Disbursement Unit	01		Wage Garnishment Payable	GARNISHMENT	229.92
mmunity Health Charities of	01		United Way Payable		19.00
mmunity Health Charities of	01		United Way Payable		9.00
ited Way of Lee County	01		United Way Payable		25.00
ited Way of Lee County	01		United Way Payable		15.00
ited Way of Sterling-Rock Pa	01		United Way Payable		37.35
ited Way of Sterling-Rock Pa	01		United Way Payable		37.35
istmark Insurance	01		Optional Life Insurance		392.51
istmark Insurance	01		Optional Life Insurance		392.51
inois Mutual	01		Optional Disability Insurance		3.89
inois Mutual	01		Optional Disability Insurance		3.89
TC Foundation	01		Foundation Payable		119.00
TC Foundation	01		Foundation Payable		119.00
frican Express Financial Adv	01		American Express		370.00
frican Express Financial Adv	01		American Express		370.00
uitable Life Assurance	01		Equitable		132.00
uitable Life Assurance	01		Equitable		132.00
leral Life Insurance Company	01		Federal Life		20.00
leral Life Insurance Company	01		Federal Life		20.00
nklin Financial Services Co	01		Franklin Life		277.50
nklin Financial Services Co	01		Franklin Life		277.50
/ York Life Insurance & Annu	01		New York Life		300.00
/ York Life Insurance & Annu	01		New York Life		300.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
telity Investments	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	60.00
telity Investments	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	60.00
Idell & Reed, Inc	01		Waddell & Reed		285.00
Idell & Reed, Inc	01		Waddell & Reed		285.00
le, Karen L.	01		Accounts Payable	Online Refund	34.00
mbaugh, Jessica R.	01		Accounts Payable	SEOG	250.00
ack, Mary K	01		Accounts Payable	Online Refund	34.00
ake, Jennifer S.	01		Accounts Payable	SEOG Gt	250.00
om, Kimberly A.	01		Accounts Payable	Online Refund	34.00
rdman, Alonzo L.	01		Accounts Payable	SEOG Gt	250.00
zds, Baraka L.	01		Accounts Payable	SEOG Gt	250.00
ly, Ginger R.	01		Accounts Payable	Online Refund	83.00
michael, Joyce E.	01		Accounts Payable	SEOG Gt	150.00
ppell, Donnie P.	01		Accounts Payable	SEOG Gt	250.00
urs, Katie M.	01		Accounts Payable	Online Refund	55.00
t, Randy	01		Accounts Payable	Online Refund	55.00
t, Willard L.	01		Accounts Payable	SEOG Gt	150.00
gman, Samantha S.	01		Accounts Payable	Online Refund	83.00
ward, Dina D.	01		Accounts Payable	PELL Gt-corr bkstr	84.47
ards, April-Lynn	01		Accounts Payable	SEOG Gt	250.00
wells, Todd M.	01		Accounts Payable	Stafford En	368.60
rett, Arthur D.	01		Accounts Payable	Online Refund	1.00
ncis, Nancy A.	01		Accounts Payable	SEOG Gt	50.00
rt, Seana K.	01		Accounts Payable	Online Refund	87.00
mer, David P.	01		Accounts Payable		

PORT 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>
don, Shawna R.	01		Accounts Payable	SEOG Gt	250.00
tel, Shelley H.	01		Accounts Payable	Online Refund	82.00
ty, Kassy L.	01		Accounts Payable	Online Refund	60.00
r, Dustin E.	01		Accounts Payable	Fndtn	350.00
l, Lisa A.	01		Accounts Payable	Online Refund	87.00
bard, Nicole M.	01		Accounts Payable	Stafford Loan	1,273.61
ton, Tammi L.	01		Accounts Payable	Online Refund	213.00
se, Jessica R.	01		Accounts Payable	Stafford Ln	645.05
ohs, Franz R.	01		Accounts Payable	SEOG Gt	150.00
er, Michelle A.	01		Accounts Payable	Online Refund	83.00
tes, Jim Wm	01		Accounts Payable	Online Refund	55.00
me, Joshua A.	01		Accounts Payable	Stafford Ln	970.00
len, Kathleen A.	01		Accounts Payable	PELL Gt	1,150.00
len, Kathleen A.	01		Accounts Payable	PELL Gt	1,150.00
win, William	01		Accounts Payable	Online Refund	55.00
hler, Sue Ellen	01		Accounts Payable	Online Refund	34.00
al, Anne C.	01		Accounts Payable	Stafford Loan	1,697.50
al, Anne C.	01		Accounts Payable	reverse	-1,697,350.00
al, Anne C.	01		Accounts Payable	Stafford Loan	1,697,350.00
as, Nicole R.	01		Accounts Payable	PELL - Bk correction	127.48
ndy, Dawn K.	01		Accounts Payable	Online Refund	87.00
ndy, Dawn K.	01		Accounts Payable	Online Refund	82.00
t, Joann G.	01		Accounts Payable	Pell Bal	164.01
boom, Elizabeth A.	01		Accounts Payable	WATH	470.00
key, Tresa C.	01		Accounts Payable	Stafford Loan	1,697.50

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Key, Tresa C.	01		Accounts Payable	Stafford Loan	1,697.50
Atinez, Edward V.	01		Accounts Payable	Online Refund	55.00
Et, Joe	01		Accounts Payable	Online Refund	82.00
Ison, Erica L.	01		Accounts Payable	Online Refund	76.00
cter, Lois L.	01		Accounts Payable	Online Refund	87.00
Ik, Lindsay N.	01		Accounts Payable	Online Refund	75.00
adette, Mark S.	01		Accounts Payable	PELL Gt	2,025.00
ikes, Kathleen J.	01		Accounts Payable	SEOG Gt	200.00
Iman, Barbara A.	01		Accounts Payable	SEOG Gt	250.00
ank, Christopher M.	01		Accounts Payable	SEOG Gt	250.00
aw, Susan	01		Accounts Payable	Online Refund	274.00
ippert, Diana K.	01		Accounts Payable	Online Refund	82.00
gars, Rae L.	01		Accounts Payable	PELL Correction	16.89
neilli, Kathryn A.	01		Accounts Payable	SEOG Gt	250.00
gall, Darla J.	01		Accounts Payable	Online Refund	30.00
franski, Nicole A.	01		Accounts Payable	Stafford Loan	1,697.50
franski, Nicole A.	01		Accounts Payable	Stafford Loan	1,697.50
/lor, Gary E.	01		Accounts Payable	Online Refund	87.00
ja, Elizabeth G.	01		Accounts Payable	SEOG Gt	250.00
huizen, Ryan D.	01		Accounts Payable	Online Refund	45.00
iz, Chelsey R.	01		Accounts Payable	Online Refund	264.00
ls, Steven F.	01		Accounts Payable	PELL Bal	685.00
le, Donita S.	01		Accounts Payable	SEOG Gt	250.00
lekauf, Andrea D.	01		Accounts Payable	Online Refund	132.00
lett Bookstore	01		PELL EOG BT	Books 3/8-3/18/04	4,279.88

PORT SVRCHK
FISCAL YEAR 2004

Sauk Valley Community College
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Lett Bookstore	01		Stafford Loans BT	Books 3/8-3/18/04	-85.75
Lett Bookstore	01		Stafford Loans BT	Books 4/6-4/23/04	-176.06
Lett Bookstore	01		JTPA Whiteside B	Books 3/8-3/18/04	79.98
Lett Bookstore	01		JTPA Whiteside B	Books 4/6-4/23/04	279.97
Lett Bookstore	01		JTPA Whiteside B	Books	229.98
Lett Bookstore	01		JTPA Lee B	Books 3/8-3/18/04	9.90
Lett Bookstore	01		JTPA Lee B	Books 4/6-4/23/04	-13.72
Lett Bookstore	01		Trade Act TAA Sterling B	Books 3/8-3/18/04	38.00
XC Foundation	01		Foundation Payable	Donation by Credit Card 4/16/04	25.00
Consolidated Management Co	01		Cafeteria payable	Punch-A-Lunch Tickets	820.00
Ed. Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services for March	3,793.50
Ed. Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services 4/04	1,287.50
un of Community College Trus	01	Board of Trustees	Publications and Dues	Annual Dues for 2004/2005	1,206.00
ith Third Bank	01	Board of Trustees	Advertising	Lunch Meeting Thompson-Behrendt	26.90
dk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order/Publication-Legal Notices 03-04	52.00
dk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order/Publication-Legal Notices 03-04	96.00
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Refreshments for Monthly Board Meeting	40.00
ith Third Bank	01	Board of Trustees	Conference/Meeting Expense	Lunch Meeting Thompson-Behrendt	17.77
lsen, Carmel A.	01	Board of Trustees	Conference/Meeting Expense	Travel-ICCTA Conference 4/30/04	119.45
mpson, Robert J.	01	Board of Trustees	Conference/Meeting Expense	Travel-ICCTA Meeting	234.37
inf Trophy	01	President	Office Supplies	Name Badges for Reorganization & Board Members	60.00
rendt, Richard	01	President	Conference/Meeting Expense	Travel- AACC Conference 4/26/04	124.47
sed, Nancy J.	01	President	Conference/Meeting Expense	Travel-ICCTA Conf 4/30/04	219.36
ith Third Bank	01	President	Conference/Meeting Expense	President's Travel	827.32
ary Club of Sterling	01	President	Conference/Meeting Expense	Rotary Club Dues & Tickets	122.00

PORT SVRCHKR
CAL YEAR 2004

Sauk Valley Community College
Check Register
From 04/22/04 TO 05/24/04

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
lett Bookstore	01	College Relations	Office Supplies	Bookstore Charges though 4/30/04	2.80
adgren's Inc	01	College Relations	Office Supplies	8x10 Enlargements of Service Award Recipients	34.00
io	01	College Relations	Publications and Dues	Subscription	27.00
frican Association of Univer	01	College Relations	Advertising	Banquet Sponsor	125.00
rk Valley Newspapers	01	College Relations	Advertising	April Advertising	830.30
izon Directories Corp.	01	College Relations	Advertising	Princeton Listing	216.00
hers Broadcasting	01	College Relations	Advertising	April Billing	742.67
ms, Calvin W.	01	College Relations	Conference/Meeting Expense	2004 Annual Business Luncheon May 5	18.00
n City Sunrise Rotary	01	College Relations	Conference/Meeting Expense	Meetings Jan-Mar 04	55.00
ox Corporation	01	Printshop	Maintenance Services	Leasing & Meter Usage Charges for Contract 5818	31.52
ox Corporation	01	Printshop	Purchases for Resale	Xerox Staples #8R7809	136.00
ox Corporation	01	Printshop	Lease Installment Payments	Leasing & Meter Usage Charges for Contract 5818	49.83
Business Equipment Center	01	Information Center	Maintenance Services	Minimum Copy Count Charge	36.00
ted Asset Coverage Inc.	01	Information Center	Maintenance Services	May-August 2004	2,274.56
lett Bookstore	01	Information Center	Office Supplies	Bookstore Charges through 3/31/04	4.77
lett Bookstore	01	Information Center	Office Supplies	Bookstore Charges though 4/30/04	2.76
Business Equipment Center	01	Information Center	Office Supplies	Sharp FO-35CR Imaging Film	34.95
Media East LLC	01	Information Center	Other Supplies	Telephone Directory	48.29
lett Bookstore	01	Grant, Planning, & Research	Office Supplies	Bookstore Charges through 3/31/04	9.56
th Third Bank	01	Grant, Planning, & Research	Publications and Dues	Lunch Meeting Thompson-Behtrend	13.00
ht, Deborah J.	01	VP-Learning Services	Conference/Meeting Expense	Travel-AACC Conference 4/27/04	533.56
solidated Management Co	01	Honors	Conference/Meeting Expense	Lunch-Honor's Banquet	250.00
ed, Nancy J.	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement Spring 04	230.00
vitt, Dianna H.	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement Spring 2004	345.00
rican College Testing Progr	01	Other Instructional	Consultants	Link Report	285.00

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Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance for FY 04	54.47
Witt, Dianna H.	01	Other Instructional	Conference/Meeting Expense	Travel-ISSRT Meeting 4/21/04	156.80
Uxell University	01	Other Instructional	Conference/Meeting Expense	Conference Fee-6/11/04 Nursing Education	1,350.00
Ule, Christine	01	Other Instructional	Conference/Meeting Expense	Travel-IDEA Fitness Conference 4/26/04	289.00
Uasa, Juel	01	Other Instructional	Conference/Meeting Expense	Travel-3/24/04 Pro Tools Trng	264.22
UOD	01	Other Instructional	Conference/Meeting Expense	Conference Fee 5/21/04	470.00
Uff, Steven J.	01	Other Instructional	Conference/Meeting Expense	Travel-NCTM Conference 4/25/04	953.88
Uppert, Stanley	01	Other Instructional	Conference/Meeting Expense	Travel-ISSRT Meeting	268.05
Uth, Brad W.	01	Curriculum Development/ IAI	Conference/Meeting Expense	Travel-IAI Meeting 5/7/04	168.75
Uemann, Herbert A.	01	Dean of Arts, Social Sciences & P	Conference/Meeting Expense	Travel-Normal IL 4/23/04	107.50
Uo, Carolyn L.	01	Art	Consultants	Art Class 213 -4/13/04	32.50
Uo, Carolyn L.	01	Art	Consultants	Art 213/214 4/20/04	37.50
Uo, Carolyn L.	01	Art	Consultants	Art 213 5/4/04	32.50
Upar, Charles	01	Art	Consultants	Honorarium Art 213-4/29/04	37.50
Uinn, Rory J.	01	Art	Consultants	Art Class 4/15/04	32.50
Ueno, Natalie L.	01	Art	Consultants	Art 213 4/27/04	37.50
Umpson, Pete S.	01	Art	Consultants	Art 213/214 4-23-04	30.00
Ulett Bookstore	01	Art	Instructional Supplies	Bookstore Charges through 4/15/04	196.44
Ulett Bookstore	01	Art	Instructional Supplies	Bookstore Charges through 4/30/04	10.13
Udgren's Inc	01	Art	Instructional Supplies	Art Class Supplies	75.00
Udgren's Inc	01	Art	Instructional Supplies	Art Class Supplies	18.48
Udgren's Inc	01	Art	Instructional Supplies	Art Class Supplies	18.48
Udgren's Inc	01	Art	Instructional Supplies	Art Class Supplies	18.48
Udgren's Inc	01	Art	Instructional Supplies	Art Class Supplies	26.76
UderWegé, Robertus J.	01	Art	Instructional Supplies	Art Supplies	10.60

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derWege, Robertus J.	01	Art	Instructional Supplies	Supplies for Art Class	23.57
.lett Bookstore	01	English	Instructional Supplies	Bookstore Charges through 4/15/04	2.98
.lett Bookstore	01	Humanities	Instructional Supplies	Bookstore Charges through 4/15/04	11.51
.lett Bookstore	01	Humanities	Instructional Supplies	Bookstore Charges through 4/30/04	.99
.lett Bookstore	01	Music	Instructional Supplies	Bookstore Charges through 4/15/04	3.18
.lett Bookstore	01	Music	Instructional Supplies	Bookstore Charges through 4/30/04	43.92
asa, Juel	01	Music	Instructional Supplies	Music Supplies	74.86
asa, Juel	01	Music	Instructional Supplies	Music Supplies	34.22
ay, Kris A.	01	Music	Instructional Supplies	Guitar Music	49.80
mark Uniform Services Inc	01	Physical Education	Other Contractual Services	Towels/Monthly Service	712.63
ex	01	Fitness Center	Instructional Supplies	Lat Pull Down Cable w/Eyelet 9523070 #AW55015 Cut	46.00
le, Christine	01	Fitness Center	Conference/Meeting Expense	Travel-IDEA Conference 4/24/04	125.01
.lett Bookstore	01	Criminal Justice	Instructional Supplies	Bookstore Charges through 4/15/04	4.78
addock, Samuel L.	01	Criminal Justice	Conference/Meeting Expense	Travel-Highland CC thru 4/12/04	253.13
.lett Bookstore	01	History	Instructional Supplies	Bookstore Charges through 4/30/04	10.62
.lett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges through 4/15/04	19.53
.lett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges through 4/30/04	18.38
.lett Bookstore	01	Dean of Business, Tech & Natural	Office Supplies	Bookstore Charges through 4/15/04	5.70
meyer, Loren	01	Dean of Business, Tech & Natural	Other Conference & Meeting	Travel-Site Visits	57.75
ff, Steven J.	01	Dean of Business, Tech & Natural	Other Conference & Meeting	Travel-Math Contest	242.26
.lett Bookstore	01	Business	Instructional Supplies	Bookstore Charges through 3/31/04	4.76
i Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Monthly Service Contract-Sharp Copier OAS Lab	26.70
gas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	21.00
even, Larry L.	01	HVAC	Instructional Supplies	HVAC Supplies	26.14
even, Larry L.	01	HVAC	Instructional Supplies	HVAC Supplies	45.06

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
lett Bookstore	01	Mechanical Design	Instructional Supplies	Bookstore Charges through 3/31/04	2.85
lett Bookstore	01	Mechanical Design	Instructional Supplies	Bookstore Charges through 4/15/04	21.60
ntain, William B.	01	Mechanical Design	Instructional Supplies	Mechanical Design Supplies	182.68
on High School	01	Biology	Consultants	Bio 103 Class Spring 04	1,980.00
olina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies-See Attached	73.35
olina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies-See Attached	57.70
d, Therese L.	01	Biology	Instructional Supplies	Chemistry/Biology Supplies	88.73
d, Therese L.	01	Biology	Instructional Supplies	Biology Supplies	102.52
nn Scientific	01	Chemistry	Instructional Supplies	P0074 Formaldehyde, 100ml	109.43
d, Therese L.	01	Chemistry	Instructional Supplies	Chemistry/Biology Supplies	8.76
lett Bookstore	01	Mathematics	Instructional Supplies	Bookstore Charges through 3/31/04	91.37
lett Bookstore	01	Mathematics	Instructional Supplies	Bookstore Charges through 4/15/04	4.39
hley, Charles E.	01	Physics	Instructional Supplies	Physics Supplies	65.24
podarczyk, Thomas J.	01	Health Occupational	Instructional Supplies	First Aid/CPR Supplies	13.62
ospital	01	Health Occupational	Instructional Supplies	Instructional Supplies for First Aid/CPR at DCC	33.75
ospital	01	Health Occupational	Instructional Supplies	Instructional Materials for First Aid/CPR at DCC	200.00
ospital	01	Health Occupational	Instructional Supplies	Instructional Materials for First Aid/CPR at DCC	55.00
thern Illinois University	01	Technical Occupational-Community	Instructional Supplies	Instructional Manuals	30.00
Business Equipment Center	01	Dean of Health Careers and Scien	Maintenance Services	Monthly Maintenance Agreement	37.33
ll Corporation	01	Dean of Health Careers and Scien	Office Supplies	038-465799-QL Document Covers	478.51
lett Bookstore	01	Dean of Health Careers and Scien	Office Supplies	Bookstore Charges through 4/15/04	16.75
lett Bookstore	01	Dean of Health Careers and Scien	Office Supplies	Bookstore Charges through 4/30/04	3.19
inois Coalition for Nursing	01	Dean of Health Careers and Scien	Publications and Dues	Membership Dues	50.00
incott Williams & Wilkins	01	Dean of Health Careers and Scien	Publications and Dues	Renewal 5/04	91.95
ospital	01	Associate Degree Nursing	Consultants	NRS 109/110 Lab/Clinical	3,525.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Hospital	01	Associate Degree Nursing	Consultants	Clinical Coordinating	940.00
Hospital	01	Associate Degree Nursing	Consultants	NRS 133 Lab/Clinical	2,820.00
Hospital	01	Associate Degree Nursing	Consultants	Clinical Coordinating	940.00
iller Audio Visual	01	Associate Degree Nursing	Maintenance Services	Power Supply	93.50
lett Bookstore	01	Associate Degree Nursing	Office Supplies	Bookstore Charges through 4/15/04	2.37
roft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	34.00
roft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	276.65
leur, Inc	01	Associate Degree Nursing	Instructional Supplies	Bmpco 30	337.68
NE	01	Associate Degree Nursing	Computer Software	Preview Therapeutic Communication Series 1-4	40.00
f Medical Center	01	Licensed Practical Nursing	Instructional Supplies	Linen Services April 2004	43.00
leur, Inc	01	Licensed Practical Nursing	Instructional Supplies	Practi-Digox 0.25	84.85
port Memorial Hospital	01	Radiologic Technology	Consultants	RAD 185/285 Classes Spring 04	2,310.00
gnostic Imaging Inc	01	Radiologic Technology	Maintenance Services	Maintenance	200.00
gnostic Imaging Inc	01	Radiologic Technology	Maintenance Services	Maintenance	450.00
gnostic Imaging Inc	01	Radiologic Technology	Maintenance Services	Maintenance	450.00
witt, Dianna H.	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Sites thru 4/29/04	323.63
ncisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Visits thru 4/15/04	168.00
ncisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Clinical Visits thru 4/29/04	99.00
ppert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Visits 4/16/04	423.75
Hospital	01	Paramedic Program	Consultants	EMS 121-Paramedic IV	2,640.00
Hospital	01	Paramedic Program	Consultants	Clinical Coordinating	440.00
roft-Metz and Co, Inc	01	Paramedic Program	Instructional Supplies	Medisource Non-Sterile Lat. Pwdr Free Size-M #400M	27.98
th Third Bank	01	Dean of Information Systems	Publications and Dues	Lunch Meeting Thompson-Behrendt	77.44
lett Bookstore	01	Learning Resource Center	Library Supplies	Bookstore Charges through 3/31/04	205.86
hamith Inc	01	Learning Resource Center	Library Supplies	L41-53702 Highsmith Classification Labels-roll/500	131.79

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3-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Books	45.70
zon.com	01	Learning Resource Center	Books and Binding Costs	Books For Library	2,576.80
er & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	156.17
er & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	22.22
th Third Bank	01	Learning Resource Center	Books and Binding Costs	Lunch Meeting Thompson-Behrendt	2,044.69
th Third Bank	01	Learning Resource Center	Books and Binding Costs	President's Travel	1,093.14
e Group	01	Learning Resource Center	Books and Binding Costs	Books	208.09
W. Wilson Company	01	Learning Resource Center	Publications and Dues	Books	1,719.00
erson, Judy	01	Learning Resource Center	Conference/Meeting Expense	Travel-ILCSO Reveiw Training	155.84
nhoff, Lisa A.	01	Learning Resource Center	Conference/Meeting Expense	Travel-ICC 4/16/04	69.00
nhoff, Lisa A.	01	Learning Resource Center	Conference/Meeting Expense	Travel-NILRC 4/21/04	149.63
th Third Bank	01	Learning Resource Center	Conference/Meeting Expense	Lunch Meeting Thompson-Behrendt	55.50
ormick, Corrine	01	Learning Resource Center	Conference/Meeting Expense	Travel-ILCSO Training 4/28/04	8.06
son, Jeffrey T.	01	Learning Resource Center	Conference/Meeting Expense	Travel-ILCSO Training 4/28/04	10.59
lett-Packard	01	Academic Computing	Maintenance Services	HP rp2470 Hardware & Software Support	105.00
que Computer	01	Academic Computing	Maintenance Services	Server Maintenance	1,545.00
que Computer	01	Academic Computing	Instructional Supplies	Sony Service	298.00
que Computer	01	Academic Computing	Instructional Supplies	HD	70.00
que Computer	01	Academic Computing	Instructional Supplies	R/RW DVD Drive	175.00
que Computer	01	Academic Computing	Instructional Supplies	HD	100.00
le Computer Inc	01	Academic Computing	Computer Software	M9227LL/A Mac OS X Version 10.3 "Panther"	94.00
pus Tech, Inc	01	Academic Computing	Computer Software	SXPA-MVT/STUDIO MX 2004 M/W Lic A (3-24 qty)	1,435.65
lett-Packard	01	Academic Computing	Computer Software	HP rp2470 Hardware & Software Support	58.00
l Networks	01	Academic Computing	Computer Software	Helix Server & Producer Plus Upgrades-2 yr.	1,277.50
iller Audio Visual	01	Instructional Technology Center	Maintenance Services	Camcorder Repair	81.50

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iller Audio Visual	01	Instructional Technology Center	Maintenance Services	TV/VCR Repair	35.00
tt Audio-Visual & Video Cor	01	Instructional Technology Center	Maintenance Services	AMX Repair	11.99
th Third Bank	01	Instructional Technology Center	Instructional Technology Materia	President's Travel	20.00
lett Bookstore	01	Instructional Technology Center	Instructional Technology Materia	Bookstore Charges through 4/15/04	163.84
dett-Packard	01	Administrative Computing	Maintenance Services	HP rp5470 Hardware & Software Support	1,668.00
erprise Group	01	Administrative Computing	Office Supplies	Ctn. 141109 14-7/8x11 1-ply 15# 1/2" GB Premium	738.56
th Third Bank	01	Administrative Computing	Office Supplies	President's Travel	182.99
lett Bookstore	01	Administrative Computing	Office Supplies	Bookstore Charges through 3/31/04	5.49
ed's Lockemithing	01	Administrative Computing	Office Supplies	Lock Box & 20 Padlocks	90.00
er Tech Plus	01	Administrative Computing	Office Supplies	Refurbish Toner Cartridges	1,851.95
er Tech Plus	01	Administrative Computing	Office Supplies	Refurbish Toner Cartridges	199.90
que Computer	01	Administrative Computing	Office Supplies	Ink Cartridges	23.50
que Computer	01	Administrative Computing	Office Supplies	Ink Cartridges	78.00
que Computer	01	Administrative Computing	Office Supplies	Ink Cartridges	72.00
que Computer	01	Administrative Computing	Office Supplies	Ink Jet Cartridge	81.00
que Computer	01	Administrative Computing	Office Supplies	Toner Cartridge	300.00
que Computer	01	Administrative Computing	Office Supplies	Ink Cartridge	171.75
lett-Packard	01	Administrative Computing	Computer Software	HP rp5470 Hardware & Software Support	769.39
th Third Bank	01	Administrative Computing	Publications and Dues	Lunch Meeting Thompson-Behrendt	44.55
lett Bookstore	01	Dean of Student Services	Office Supplies	Bookstore Charges through 3/31/04	1.99
lett Bookstore	01	Dean of Student Services	Office Supplies	Bookstore Charges through 4/15/04	5.42
inois Community College Chi	01	Dean of Student Services	Conference/Meeting Expense	Conference Fee-J Karber 6/24/04	50.00
ber, Joan E.	01	Other Student Services	Conference/Meeting Expense	Travel-4/21/04 Lobby Day	351.75
nhoff, Nick	01	Commencement	Consultants	Pianist-Pinning 5/14/04	50.00
pbell, Robert K.	01	Commencement	Consultants	Vocalist-Health Career Pinning 5/14/04	50.00

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mony Trophy Co	01	Commencement	Other Supplies	Special Recognition Plaques	53.25
ten's Inc	01	Commencement	Other Supplies	Black Diploma Covers (hard)	847.85
solidated Management Co	01	Student Recruitment	Other Supplies	Discover Sauk Pop & Lunch	71.75
dfelter, Pamela J.	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel-High School Registration	26.12
Business Equipment Center	01	Financial Aid & Veterans Affairs	Office Supplies	Nameplate Replacement COS-086989 Dawn Nardini	29.27
Business Equipment Center	01	Financial Aid & Veterans Affairs	Office Supplies	HON F24 Lock	12.98
wn, John W.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-ILASFAA 4/20/04	114.00
ls, Marcia M.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-ILASFAA Conference 4/20/04	384.68
ox Corporation	01	Counseling	Maintenance Services	Xerox Charges	200.82
ll Corporation	01	Counseling	Office Supplies	Twist Erase III Automatic Pencil	-2.99
ll Corporation	01	Counseling	Office Supplies	Various Office Supplies	99.98
ll Corporation	01	Counseling	Office Supplies	Various Office Supplies	171.81
ll Corporation	01	Counseling	Office Supplies	Twist Erase III Automatic Pencil	2.99
lett Bookstore	01	Counseling	Instructional Supplies	Bookstore Charges Through 3/31/04	2.39
ental Trading Company	01	Counseling	Instructional Supplies	Supplies for PSY 100 Class	138.30
inois Community College Cou	01	Counseling	Publications and Dues	Membership Dues	100.00
SA	01	Counseling	Publications and Dues	Advisors	195.00
ed, Thomas	01	Counseling	Conference/Meeting Expense	Travel-High School Visits	34.13
ston, Terry L.	01	Counseling	Conference/Meeting Expense	Travel -Career Summit 5/7/04 Rockford	59.44
kson, Lawrence B.	01	Counseling	Conference/Meeting Expense	Travel-High School Registrations	26.66
munity College Business Off	01	VP- College Services	Publications and Dues	Membership Dues for 2005	275.00
tner, Ruth C.	01	VP- College Services	Conference/Meeting Expense	Travel-Springfield 5/11/04	24.00
ed, Nancy J.	01	VP- College Services	Conference/Meeting Expense	Travel-Bank for CD's	68.25
th Third Bank	01	VP- College Services	Conference/Meeting Expense	Lunch Meeting Thompson-Behrendt	237.78
th Third Bank	01	VP- College Services	Conference/Meeting Expense	President's Travel	-20.20

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by, Dustin C.	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spring 04	345.00
eral Express Corp	01	Other Institutional	Postage	Shipment Charge	54.91
ney Bowes	01	Other Institutional	Postage	Monthly Lease	467.00
Postmaster	01	Other Institutional	Postage	Postage Meter Refill	4,500.00
ited Parcel Service	01	Other Institutional	Postage	Monthly Charges	104.84
tner, Ruth C.	01	Other Institutional	Recruitment	Lunch Interviews Dir B & G thru 5/4/04	126.19
ily Chronicle	01	Other Institutional	Recruitment	Recruitment FY04	637.00
ad-City Times	01	Other Institutional	Recruitment	Recruitment FY04	601.25
ad-City Times	01	Other Institutional	Recruitment	Recruitment FY04	634.45
ad-City Times	01	Other Institutional	Recruitment	Recruitment FY04	530.20
rkford Register Star	01	Other Institutional	Recruitment	Recruitment FY04	3,737.82
rk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY04 Open P.O.	813.93
ite, Linley V.	01	Other Institutional	Recruitment	Lunch -Candidate 5/6 & 5/7/04	101.69
WI (Credit Bureau Northwest	01	Other Institutional	Financial Charges & Adjustments	Funds Collected May	165.02
edit Management Services	01	Other Institutional	Financial Charges & Adjustments	Funds Collected	479.66
4 Business Equipment Center	01	Business Office	Maintenance Services	Open Purchase Order/Maintenance-Sharp Copier 03-04	30.42
th Third Bank	01	Business Office	Conference/Meeting Expense	Lunch Meeting Thompson-Behrendt	237.78
th Third Bank	01	Business Office	Conference/Meeting Expense	President's Travel	-20.20
er, Paula S.	01	Business Office	Conference/Meeting Expense	Travel -ICCCFO Conf 4/30/04	56.25
lege of DuPage	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Spring 2004 Semester	2,313.22
inois Central Community Col	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Spring 2004	3,657.90
iet Junior College	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Spring 2004	2,189.28
isolated Management Co	01	Personnel Office	Other Conference & Meeting	Refreshments Birthday/Winners Cards	136.75
isolated Management Co	01	Personnel Office	Other Conference & Meeting	Retirement Ceremony	358.00
lett Bookstore	01	Personnel Office	Other Conference & Meeting	Bookstore Charges through 3/31/04	51.32

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phic Electronics	01	Personnel Office	Other Conference & Meeting	Walnut Retiree Plaques	256.25
Henry County College	01	Phi Theta Kappa	Conference/Meeting Expense	Leadership Conference Fee-6/4/04	180.00
Gold, Donna	010110	Corp Serv Professional Developme	Consultants	CCS Workshop 4/5/04	500.00
Leary, Sheila	010110	Corp Serv Professional Developme	Consultants	CCS Class 4/22/04 Team Bldg	5,760.00
Unit Group	010110	Corp Serv Professional Developme	Consultants	CCS Class 4/21/04	270.00
Lett Bookstore	010110	Corp Serv Professional Developme	Instructional Supplies	Bookstore Charges through 3/31/04	1,944.30
Lett Bookstore	010110	Corporate Services Admin.	Office Supplies	Bookstore Charges through 3/31/04	82.50
ll Corporation	010110	Corporate Services Admin.	Office Supplies	039-711509QL Binder Clips	39.84
Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Maintenance Contract FY04	98.34
Hicke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-Area Meetings	27.98
podarczyk, Thomas J.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-Area Business thru 4/22/04	229.75
id, Chuck	010120	Leisure	Consultants	CCS Class Spring 04	236.00
ndon, Angela S	010120	Leisure	Consultants	CCS Class Spring 04	240.00
e, Julie	010120	Leisure	Consultants	Spring 04 Dance Class Intermediate Class	210.00
Kro, Stephanie	010120	Leisure	Consultants	CCS Class-Design 4/13/04	140.00
les, John E.	010120	Leisure	Consultants	CCS Class PSY -Spring 2004	240.00
in, Verna	010120	Leisure	Consultants	CCS Class Spring 04	400.00
At Blick	010120	Leisure	Instructional Supplies	#30502-0050 No 20 Versa Clay (50 lbs)	14.36
At Blick	010120	Leisure	Instructional Supplies	#30433-1020 Stroke Coat Glaze Kit 2 pints	139.39
phanie Deckro Interiors	010120	Leisure	Instructional Supplies	CCS Class-Supplies	26.50
mic Stage Line, Inc	010120	Tours & Events	Conference/Meeting Expense	Transportation for Louis & Clark Canoe Trip	108.94
uin, Kandy M.	010120	Tours & Events	Conference/Meeting Expense	Supplies-Lewis & Clark Trip 5/1/04	47.68
Isolated Management Co	010120	Youth Programs	Conference/Meeting Expense	AM Refreshments for Speakers at Character College	25.50
Lett Bookstore	010120	Community Service Administration	Office Supplies	Bookstore Charges through 3/31/04	5.12
ll Corporation	010120	Community Service Administration	Office Supplies	039-711509QL Binder Clips	39.84

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Business Equipment Center	010120	Community Service Administration	Office Supplies	Maintenance Contract FY04	98.34
Third Bank	010120	Community Service Administration	Conference/Meeting Expense	President's Travel	84.00
ication To Go	010120	Computers	Consultants	April 2004 Ed2Go Classes	264.00
lhouse, Anna M	010120	Health & Personal Development	Consultants	CCS Class-Spring 04	125.00
roeder, Jill	010120	Health & Personal Development	Consultants	CCS Class -Spring 04	320.00
mit Group	010120	Professional Development	Consultants	Grant Writing 4/15/04	350.00
O Institute LTD.	010120	Professional Development	Instructional Supplies	HXE-HVAC Excellence Exam for Grading	50.00
O Institute LTD.	010120	Professional Development	Instructional Supplies	HXE-HVAC Excellence Exam for Grading	50.00
O Institute LTD.	010120	Professional Development	Instructional Supplies	HXE-HVAC Excellence Exam for Grading	25.00
O Institute LTD.	010120	Professional Development	Instructional Supplies	HXE-HVAC Excellence Exam for Grading	25.00
LAB	02	Maintenance	Maintenance Services	Monthly Exterminator Service	192.50
Anois Material Handling	02	Maintenance	Maintenance Services	Repair Forklift	596.15
co Company	02	Maintenance	Maintenance Services	Chemical/Service Contract 7/1/03-6/30/04	3,750.00
Laboratories, Inc	02	Maintenance	Maintenance Services	Water Testing	93.50
ngren's Refrigeration Inc.	02	Maintenance	Maintenance Services	Repair Cooler Cafeteria	120.00
E Glass	02	Maintenance	Maintenance Supplies	Parm House Window Glass	18.50
Kramer Sales & Service	02	Maintenance	Maintenance Supplies	880-668-LP Boiler Basket Closure Kit	566.92
Kramer Sales & Service	02	Maintenance	Maintenance Supplies	Gas Spuds	217.40
umbia Pipe & Supply Co	02	Maintenance	Maintenance Supplies	PVC Supplies	68.92
tenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 04	7.82
guson Enterprises	02	Maintenance	Maintenance Supplies	Clean Outg/Plugs	75.00
th Third Bank	02	Maintenance	Maintenance Supplies	Lunch Meeting Thompson-Behrendt	528.00
th Third Bank	02	Maintenance	Maintenance Supplies	President's Travel	-264.00
inger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	49.20
inger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	60.18

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Unger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	64.40
Unger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	8.88
Unger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	21.20
Unger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	57.00
Unger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	126.72
Unger	02	Maintenance	Maintenance Supplies	Bleach	42.84
Unger	02	Maintenance	Maintenance Supplies	Motor	38.56
Unger	02	Maintenance	Maintenance Supplies	2 Motors	37.98
Unger	02	Maintenance	Maintenance Supplies	Maintenance Supplies	63.53
Unger	02	Maintenance	Maintenance Supplies	Drill Bits	21.64
Unger	02	Maintenance	Maintenance Supplies	Cold Weather Lamp	13.74
Unger	02	Maintenance	Maintenance Supplies	Wood, Electrical Supplies	128.62
Unger	02	Maintenance	Maintenance Supplies	Plumbing Supplies	17.57
Unger	02	Maintenance	Maintenance Supplies	Spring Clamps	17.96
Unger	02	Maintenance	Maintenance Supplies	Battery	9.99
Unger	02	Maintenance	Maintenance Supplies	Battery	9.97
Unger	02	Maintenance	Maintenance Supplies	Bng Pack	48.45
Unger	02	Maintenance	Maintenance Supplies	Freight	252.00
Unger	02	Maintenance	Maintenance Supplies	Wall Arm	55.79
Unger	02	Maintenance	Maintenance Supplies	Plumbing Supplies	232.41
Unger	02	Maintenance	Maintenance Supplies	2" Connection Gauge	23.72
Unger	02	Maintenance	Conference/Meeting Expense	Travel-Moraine Valley 4/30/04	92.03
Unger	02	Maintenance	Maintenance Services	Towel Service	118.83
Unger	02	Maintenance	Maintenance Services	Towel Service	113.32
Unger	02	Maintenance	Maintenance Supplies	Chair Cushions & Air Fresheners	132.24

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Lico Shack	02	Custodial	Maintenance Supplies	Custodial Radios	149.97
Linberg Company	02	Custodial	Maintenance Supplies	Powell #130s 150" Cast Steel Valve for Steam 8"	1,098.00
Hardware	02	Grounds	Maintenance Supplies	Maintenance Hardware	15.26
Lin's Farm & Fleet	02	Grounds	Maintenance Supplies	Grounds Supplies	29.07
North Oil	02	Grounds	Maintenance Supplies	500 gal Unleaded	890.50
O Equipment Company	02	Grounds	Maintenance Supplies	V-Belts	134.04
One, Anthony J.	02	Grounds	Conference/Meeting Expense	Travel-4/15/04 Conf Pesticide Trng	21.53
ow, Gary	02	Grounds	Conference/Meeting Expense	Travel-4/15/04 Pesticide Trng	12.00
horn, Donald J.	02	Grounds	Conference/Meeting Expense	Travel-4/15/04 Pesticide Trng	47.10
InterPoint Energy Gas Service	02	Utilities	Gas	Monthly Service	6,036.15
For Gas	02	Utilities	Gas	Monthly Charges	117.76
For Gas	02	Utilities	Gas	Monthly Charges	84.77
For Gas	02	Utilities	Gas	Monthly Charges	236.99
For Gas	02	Utilities	Gas	Monthly Charges	113.96
monwealth Edison	02	Utilities	Electricity	Monthly Service	19.12
monwealth Edison	02	Utilities	Electricity	Monthly Service	8,780.83
monwealth Edison	02	Utilities	Electricity	Monthly Service	36.03
monwealth Edison	02	Utilities	Electricity	Monthly Service	36.03
& T	02	Utilities	Telephone	Monthly Charge	2,692.24
& T	02	Utilities	Telephone	Fax Charges	1.70
& T	02	Utilities	Telephone	Monthly Telephone Charges	94.85
Latin River Communications	02	Utilities	Telephone	Monthly Telephone Charge	3,089.39
inois Century Network (ICN)	02	Utilities	Telephone	Monthly Charges	1,508.00
izon Wireless	02	Utilities	Telephone	Monthly Charge	23.56
izon Wireless	02	Utilities	Telephone	Dr. Behrendt Cell Phone Services 2003-2004	43.30

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k Valley Disposal	02	Utilities	Refuse Disposal	Monthly Trash Removal	439.85
erpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	452.68
ll Corporation	02	Building and Grounds Administrat	Office Supplies	Office Supplies-Maint.	240.60
erior Building Systems	02	Building and Grounds Administrat	Building Remodeling	Install Acoustical Ceiling-Rm 2E19 per proposal	695.00
lett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Safety Project	2,013.00
lett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Outfall Project	702.45
lett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Electrical Improvements	2,647.15
lett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Elevator Improvements	295.15
lett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Roof Replacement	9,860.50
rtland Bank & Trust Company	04	Bond & Interest Fund	Interest	Interest Payment Funding Bonds	17,212.50
perance, Michelle M.	050500	Child Care Center	Public Serv, Comm Ed, & Custom T	Child Care Charges Refund	354.43
riguez, Charlotte J.	050500	Child Care Center	Public Serv, Comm Ed, & Custom T	Refund Child Care Charges	52.44
ne, Paula E.	050500	Child Care Center	Other Supplies	Childcare Supplies 4/9/04	120.09
ne, Paula E.	050500	Child Care Center	Other Supplies	Books	42.70
ne, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	24.12
ne, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	11.68
ne, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	44.94
lett Bookstore	050500	Child Care Center	Other Supplies	Bookstore Charges through 4/30/04	3.18
eman, Jolene K.	050600		Petty Cash	Travel-Women's Softball 5/4/04	-50.00
ini Trophy	050600	Men's Basketball	Other Supplies	Trophies, Certs, Medals, etc. for Banquet-M B-Ball	251.25
olidated Management Co.	050600	Men's Basketball	Other Conference & Meeting	Food for Athletic Banquet	468.00
shnet Company	050600	Golf	Other Supplies	Titlelist Newport 2.5 Studio Stainless Putter	135.00
shnet Company	050600	Golf	Other Supplies	Pair of Green Joy #45581 (brown/white) Size 8-1/2M	22.00
veland Golf	050600	Golf	Other Supplies	900 Wedge Brz 52 Degree LB RH Steel Shaft Standard	78.00
liams, David E.	050600	Golf	Other Conference & Meeting	Travel Golf 4/13/04	60.01

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Liams, David E.	050600	Golf	Other Conference & Meeting	Golf Travel 4/27/04	76.33
Liams, David E.	050600	Golf	Other Conference & Meeting	Golf Travel 5/4/04	43.00
more, Todd	050600	Men's Baseball	Other Contractual Services		105.00
ler, Forrest	050600	Men's Baseball	Other Contractual Services		105.00
kson, William J.	050600	Men's Baseball	Other Conference & Meeting	Travel Baseball 4/15 & 4/19/04	190.00
kson, William J.	050600	Men's Baseball	Other Conference & Meeting	Game 4/24/04	95.00
kson, William J.	050600	Men's Baseball	Other Conference & Meeting	Travel-Baseball team 5/4/04	190.00
lett Bookstore	050600	Men's Tennis	Instructional Supplies	Bookstore Charges though 4/30/04	335.47
ttic, A C.	050600	Men's Tennis	Other Conference & Meeting	Court Rental	622.50
ttic, A C.	050600	Men's Tennis	Other Conference & Meeting	Tennis Travel-thru 5/1/04	874.82
olidated Management Co	050600	Women's Basketball	Other Conference & Meeting	Food for Athletic Banquet	455.00
os Valley Sports Foundatio	050600	Women's Tennis	Other Conference & Meeting	Entry Fee-5/1/04	369.00
ner, Bryan M.	050600	Women's Tennis	Other Conference & Meeting	Airport Run Tennis Team 5/8/04	50.00
iday Inn	050600	Women's Tennis	Other Conference & Meeting	Rooms for Tennis Tournament 5/1/04	928.76
ping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Advance-Tennis Tournament 5/1/04	1,008.00
ping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Travel-Spring Tennis Nationals	849.93
t, Charles D.	050600	Women's Tennis	Other Conference & Meeting	Travel-Tennis Team to Chicago 5/1/04	50.00
xander, Keith J.	050600	Women's Softball	Other Contractual Services		75.00
erson, Therol	050600	Women's Softball	Other Contractual Services		75.00
as, Mike	050600	Women's Softball	Other Contractual Services		50.00
up, John	050600	Women's Softball	Other Contractual Services		75.00
caster, Kyle A	050600	Women's Softball	Other Contractual Services	Baseball 4/27/04	15.00
caster, Kyle A	050600	Women's Softball	Other Contractual Services	Baseball Game 4/22/04	15.00
caster, Kyle A	050600	Women's Softball	Other Contractual Services		15.00
caster, Kyle A	050600	Women's Softball	Other Contractual Services		15.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
caster, Kyle A	050600	Women's Softball	Other Contractual Services		15.00
caster, Merri	050600	Women's Softball	Other Contractual Services	Baseball 4/27/04	15.00
caster, Merri	050600	Women's Softball	Other Contractual Services	Baseball Game 4/22/04	15.00
caster, Merri	050600	Women's Softball	Other Contractual Services		15.00
caster, Merri	050600	Women's Softball	Other Contractual Services		15.00
caster, Merri	050600	Women's Softball	Other Contractual Services		15.00
ks, Jim	050600	Women's Softball	Other Contractual Services		75.00
z, Don	050600	Women's Softball	Other Contractual Services		75.00
mony Trophy Co	050600	Women's Softball	Other Supplies	Plaques for WBB	72.00
asing & Becker	050600	Women's Softball	Other Supplies	Chest Protector	94.00
asing & Becker	050600	Women's Softball	Other Supplies	Coaching Shoes	53.13
eman, Jolene K.	050600	Women's Softball	Other Conference & Meeting	Travel-Women's Softball 5/4/04	156.00
lett Bookstore	050600	General Athletics	Other Materials and Supplies	Bookstore Charges through 3/31/04	2.11
lett Bookstore	050600	General Athletics	Other Materials and Supplies	Bookstore Charges through 4/15/04	3.56
st Western Reagan	050600	Student Activities	Consultants	Hotel for Kramer Entertainment	48.84
mer Entertainment Agency, I	050600	Student Activities	Consultants	Drunk Driving Simulator	3,500.00
solidated Management Co	050600	Student Activities	Other Contractual Services	12 Dozen Cookies for Government Elections	51.00
erson's	050600	Student Activities	Office Supplies	Invitations for Honors Banquet	188.95
lett Bookstore	050600	Student Activities	Other Materials and Supplies	Bookstore Charges through 4/15/04	2.74
lett Bookstore	050600	Student Activities	Other Materials and Supplies	Bookstore Charges through 4/30/04	5.79
mm, Sara J.	050600	Student Activities	Conference/Meeting Expense	OSARR'S Banquet	25.00
ill, Bill J.	050600	Student Activities	Conference/Meeting Expense	OSARR'S Banquet	25.00
solidated Management Co	050600	Student Activities	Conference/Meeting Expense	Dinner for Mother Daughter Program	142.50
solidated Management Co	050600	Student Activities	Conference/Meeting Expense	Lunch for Drunk Driving Simulator Volunteers	24.37
solidated Management Co	050600	Student Activities	Conference/Meeting Expense	Coffee House Refreshments	110.25

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By, Dustin C.	050600	Student Activities	Conference/Meeting Expense	Leadership Meeting	24.97
By, Dustin C.	050600	Student Activities	Conference/Meeting Expense	Supplies for Banquet	44.70
Ben, Amanda L.	050600	Student Activities	Conference/Meeting Expense	OSARR'S Banquet	25.00
Ind Trophy	050600	Student Activities	Conference/Meeting Expense	Plaques for Banquets	203.70
rs, William D.	050600	Student Activities	Conference/Meeting Expense	OSARR'S Banquet	25.00
ile, Jama L.	050600	Student Activities	Conference/Meeting Expense	Supplies for Honors Banquet 5/5/04	66.25
ile, Jama L.	050600	Student Activities	Conference/Meeting Expense	Supplies for banquet	27.61
ies, James P.	050600	Student Activities	Conference/Meeting Expense	OSARR'S Banquet 5/5/04	25.00
th, Alison B.	050600	Student Activities	Conference/Meeting Expense	OSARR'S Banquet 5/5/04	25.00
Block, Ashleigh J.	050600	Student Government	Other Materials and Supplies	OSARR'S Banquet 5/5/04	25.00
lett Bookstore	050600	Speech & Readers Theater	Other Conference & Meeting	Bookstore Charges though 4/30/04	29.99
rick, Jason J.	050600	Music	Other Materials and Supplies	Production Supplies-Shakespear	216.57
ray, Kris A.	050600	Madrigal	Other Conference & Meeting	Supplies for play	40.45
ps Banquet Facility	050600	Global Awareness	Other Conference & Meeting	USO 4/17/04	1,949.08
ray, Kris A.	050800	Transportation	Maintenance Services	Display Kit	46.98
i Mullery's World of Cars	050800	Transportation	Vehicle Supplies	Van Repairs	1,041.03
Go Oil Company	050800	Transportation	Vehicle Supplies	Gas for College Van	329.66
ttic, A C.	050800	Transportation	Vehicle Supplies	Gas for Van	21.00
i Mullery's World of Cars	050800	Transportation	Vehicle Supplies	Van Servicing	49.29
i Mullery's World of Cars	050800	Transportation	Vehicle Supplies	Van Servicing	23.56
i Mullery's World of Cars	050800	Transportation	Vehicle Supplies	Van Servicing	362.19
i Mullery's World of Cars	050800	Transportation	Vehicle Supplies	Van Servicing	21.99
ber, Joan E.	050800	Transportation	Vehicle Supplies	Gas-College Van	27.10
Oil Company	050800	Transportation	Vehicle Supplies	Gas for College Van	108.73
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss		10,509.28

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Professional Benefit Administr	051000	Medical Insurance	Dependent Stop Loss		8,621.43
Professional Benefit Administr	051000	Medical Insurance	Precertification		380.00
Professional Benefit Administr	051000	Medical Insurance	Cobra Conversion		5.00
Professional Benefit Administr	051000	Medical Insurance	Administrative Costs		2,766.50
Professional Benefit Administr	051000	Medical Insurance	Life & AD&D		1,897.28
Health Horizons	051000	Medical Insurance	Medical Insurance Claims	Wellness Screening 2004	8,552.00
AT	051800	Job Fest	Other Supplies	Job Fest 2004 Commercials	266.00
IL FM The HUB	051800	Job Fest	Other Supplies	Job Fest 2004 Commercials	99.50
Solidated Management Co.	062022	WFP- Education to Careers Grant	Other Contractual Services	Food for Graduate Class 4/21	148.50
dale, Susan	062022	WFP- Education to Careers Grant	Other Contractual Services	Mileage Spring 04 Tech Prep	356.25
dale, Susan	062022	WFP- Education to Careers Grant	Other Contractual Services	Tech Prep Stipend Spring 04	4,000.00
ican College Testing Progr	062022	WFP- Ed to Careers	Instructional Supplies	Testing Supplies	4,837.50
ber, Joan E.	062022	WFP- Ed to Careers	Conference/Meeting Expense	Travel-IAI Meeting 4/30/04	91.13
lett Bookstore	062024	WFP- Welfare to Work	Office Supplies	Bookstore Charges through 3/31/04	6.00
lett Bookstore	062024	WFP- Welfare to Work	Office Supplies	Bookstore Charges through 4/15/04	2.56
zaw-Hill Companies	062030	ICCS Educational Technology Gran	Computer Software	Training Software	186.00
te Universities Retirement	062050	SBDC Grant	SURS	Matching Funds 4/30/04	152.57
te Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	152.57
Business Equipment Center	062050	SBDC Grant	Office Supplies	Maintenance Contract FY04	98.34
inois Steward Alliance	062050	SBDC Grant	Other Supplies	Illinois Guide	7.50
port Lincoln-Douglas Kiwan	062050	SBDC Grant	Conference/Meeting Expense	Third Quarter Dues April-June 2004	80.00
inois Small Business Develo	062050	SBDC Grant	Conference/Meeting Expense	Spring Conference 5/2/04 M Miller	175.00
ler-McKinstra, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel-Area Visits thru 4/26/04	223.50
latin River Communications	062050	SBDC Grant	Telephone	Monthly Telephone Charges	32.50
INT	062050	SBDC Grant	Telephone	Monthly Long Distance Charges	18.55

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11 Corporation	062051	TSU Non Traditional Nursing Gran	Office Supplies	038-465799-QL Document Covers	19.99
podarczyk, Thomas J.	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel-Adult Ed Meeting 4/14/04	212.86
m, Craig A	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Cleaning Adult Ed Classes May 04	25.00
m, Craig A	062059	ICCB Adult Ed-Performance-Instric	Instructional Supplies	Cleaning for Adult Ed Classes	25.00
edict, Timothy	062059	ICCB Adult Ed-Performance-Litera	Conference/Meeting Expense	Workshop 4/20/04	26.10
rini, Anthony D.	062059	ICCB Adult Ed-Performance-Litera	Conference/Meeting Expense	Travel-Wallace School thru 4/28/04	42.00
yens, Shirley A.	062059	ICCB Adult Ed-Performance-Litera	Conference/Meeting Expense	Travel-Area Visits/3/31/04	50.50
ite Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds 4/30/04	593.20
ite Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	593.20
ox Corporation	063011	Student Support Services Grant	Maintenance Services	Xerox Charges	200.81
ith Third Bank	063011	Student Support Services Grant	Conference/Meeting Expense	President's Travel	602.56
isolated Management Co	063011	Student Support Services Grant	Other Conference & Meeting	Refreshments for L Jackson Workshops 4/8 & 4/13	71.25
mony Trophy Co	063011	Student Support Services Grant	Other Conference & Meeting	Plaques for Grad/Transfer Recognition Dinner 2004	38.50
LEOPP	063011	Student Support Services Grant	Other Conference & Meeting	Conference 4/30/04	825.00
ing, Kristi A.	063011	Student Support Services Grant	Other Conference & Meeting	Travel-Banquet Supplies	15.15
shesh, Cyrus	063011	Student Support Services Grant	Other Conference & Meeting	Campus Visit 4/29/04	59.00
shesh, Cyrus	063011	Student Support Services Grant	Other Conference & Meeting	Travel-ILABOPP Conf 5/2/04	227.47
er Direct Inc.	063011	Student Support Services Grant	Other Conference & Meeting	#CT1199 Certificates for SSS Grad/Tran Dinner	34.04
cessories, Inc	063011	Student Support Services Grant	Other Conference & Meeting	Interactive Puzzle Cube w/Inspiring Mess #722409	208.69
frican College Testing Progr	063020	Perkins IIC	Instructional Supplies	Testing Supplies	1,275.00
isolated Management Co	063020	Perkins IIC	Conference/Meeting Expense	Workforce Council Refreshments	41.90
isolated Management Co	063020	Perkins IIC	Conference/Meeting Expense	Paramedic Workforce Council Refreshments	26.95
isolated Management Co	063020	Perkins IIC	Conference/Meeting Expense	4/15 Workforce Council Meeting	87.75
isolated Management Co	063020	Perkins IIC	Conference/Meeting Expense	4/20 Education Majors Meeting	73.50
te, Linley V.	063020	Perkins IIC	Conference/Meeting Expense	Travel thru 4/20/04 Area Meetings	103.20

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id, Therese L.	063020	Perkins IIC	Conference/Meeting Expense	Travel 4/21/04 Safety Workshop	216.27
id, Keith A.	063020	Perkins IIC -Special Populations	Conference/Meeting Expense	Travel-Area Schools thru 4/30/04	54.75
oy High School	063030	Perkins IIIE Tech Prep	Consultants	Tech Prep Projector & Cabinet	392.00
oing, Chris	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Mileage	15.75
oing, Chris	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Stipend	250.00
me, Connie	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Mileage-Tech Prep	172.12
me, Connie	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Stipend-Tech Prep	250.00
roch, Emily	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Mileage-Tech Prep	82.50
annsen, Patrice	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Mileage-Tech Prep	118.53
annsen, Patrice	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Stipend- Tech Prep	250.00
idahl, Sharon	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Mileage-Tech Prep	64.12
idahl, Sharon	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Stipend-Tech Prep	250.00
iscomb, Lyle	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Mileage-Tech Prep	86.00
iscomb, Lyle	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Stipend-Tech Prep	250.00
igfellow, Richard	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Mileage-Tech Prep	26.64
igfellow, Richard	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Stipend-Tech Prep	250.00
ter, Neal	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Mileage-Tech Prep	74.25
ter, Neal	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Stipend-Tech Prep	250.00
hey, Barbara	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Mileage-Tech Prep	94.50
hey, Barbara	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Stipend-Tech Prep	250.00
adden, Donna S.	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Mileage-Tech Prep	35.25
adden, Donna S.	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Stipend-Tech Prep	250.00
son, Carolyn J.	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Mileage-Tech Prep	181.70
son, Carolyn J.	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Stipend-Tech Prep	250.00
vius, Candace S.	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Mileage-Tech Prep	74.25

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CAL 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>
Vaus, Candace S	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Stipend-Tech Prep	250.00
Katitsa, Dana	063030	Perkins IIIE Tech Prep	Consultants	Spring-04 Mileage-Tech Prep	26.25
Katitsa, Dana	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Stipend-Tech Prep	250.00
teside Area Career Center	063030	Perkins IIIE Tech Prep	Consultants	Tech Prep Supplies & Reimbursements	1,054.56
kin, Richard	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Mileage-Tech Prep	90.00
kin, Richard	063030	Perkins IIIE Tech Prep	Consultants	Spring 04 Stipend-Tech Prep	250.00
nson, Virginia	063030	Perkins IIIE Tech Prep	Office Supplies	Office Supplies	20.73
wer Press Inc	063030	Perkins IIIE Tech Prep	Printing	Printing 460 Spanish Booklets-Prep for College	345.00
solidated Management Co	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Food for Tech Prep Meeting	32.90
nson, Virginia	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Travel Area School 3/08/04-4/30/04	232.88
ton High School	063030	Perkins IIIE Tech Prep	Other	Claims #1-7 Supplies & Materials	1,899.60
eau Valley High School	063030	Perkins IIIE Tech Prep	Other	Claims #1-7 Catering, Materials, Travel, & Subs	4,000.00
nklin Center High School	063030	Perkins IIIE Tech Prep	Other	Claims #6-11 Travel & Supplies Tech Prep	1,450.81
ton High School	063030	Perkins IIIE Tech Prep	Other	Claim #3 Red Cross, Supplies, Software	2,353.43
gfellow, Richard	063030	Perkins IIIE Tech Prep	Other	Claim 4 Tech Prep	91.28
k Falls High School	063030	Perkins IIIE Tech Prep	Other	Claims #3 & #4 Connections Con. Subs & Buses	615.53
k Falls High School	063030	Perkins IIIE Tech Prep	Other	Claims #5&6	856.22
teside Area Career Center	063030	Perkins IIIE Tech Prep	Other	Claims #23-26 Laptop & Office Supplies-Tech Prep	1,145.27
ill, Kevin M.	063060	ICCB Cont. Quality Imp. Grant	Conference/Meeting Expense	Travel-NCA Conference 3/29/04	273.00
erv Health Tennessee	063075	IDHS AmeriCorps- Nonmember Activ	Medical Insurance	Members Health Insurance	823.12
te Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds 4/30/04	268.56
te Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	268.56
ter, Karen	064030	Restricted Fund-GOD Certificates	Capital Supplies	Computer Cart	129.99
Business Equipment Center	064030	Restricted Fund-GOD Certificates	Capital Supplies	Return Keyboard Drawer	-137.00
Business Equipment Center	064030	Restricted Fund-GOD Certificates	Capital Supplies	Hon Keyboard	195.00

PORT 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>
1. Information Technology I	064030	Restricted Fund-GOD Certificates	Office Equipment	Inspiron XPS Pentium 4 w/HT Technology 3.4GHz	3,423.60
h Vending Inc	064030	Restricted Fund-GOD Certificates	Office Equipment	Installation & Configuration	26,850.00
how, John L.	101080	Booster Club	Other	Pop for Pizza Night Booster Club	54.60
er, Steven A.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	6.35
upman, Andrea	101080	Rad Tech Senior	Other	Rad Tech Supplies Spr 04	43.17
ukley, Gary R.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
is, Amber R.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
ifenbaugh, Tai E.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
ison, Ashley M.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
inson, Kelli N.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	6.35
e, Veronica	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
ly, Julia A.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
odeaux, Kelli L.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	6.35
is, Erica N.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
some, Melony A.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
o, Corni M.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spr 04	43.17
adino, Kristine K.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	6.35
itz, Heidi L.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
l, Dana L.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
wright, Donna J.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
idusky, Christine A.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
arp, Kelton L.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
ppert, Stanley	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
live, Bethany A.	101080	Rad Tech Senior	Other	Travel-Student Conference 4/21/04	637.20
				Rad Tech Supplies Spring 04	43.17

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
anson, Courtney L.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
or, Sheili A.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
laguez, Julia C.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
ren, Danielle M.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
shalesky, Jennifer L.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	6.35
lf, David T.	101080	Rad Tech Senior	Other	Rad Tech Supplies Spring 04	43.17
olidated Management Co.	101258	Math Club	Other	Math Club Meeting 3/4/04	32.00
ly, Ann C.	101260	P.R.I.D.E. Club	Other	Travel-Pride Fest 4/17/04	101.00
linois Department Employment	12	Risk Management	Unemployment Insurance	First Quarter 2004 Unemployment Tax	21,729.55
Latin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.52
lison Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	66.00
wart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 4/10, 4/17/04	1,237.86
wart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 4/24, 5/1/04	864.80
BANK ACCOUNT 1 TOTAL:					437,012.48
ALL ACCOUNTS TOTAL:					437,012.48

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

Page 1

EDUCATION FUND

Revenues

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

Expenditures

Salaries	6,053,764	4,940,627	6,316,729	5,211,327	82.5%
Employee Benefits	1,458,859	919,887	1,581,447	972,994	61.5%
Contractual Services	328,162	342,963	499,472	307,220	61.5%
General Materials and Supplies	653,216	520,381	921,962	679,610	73.7%
Travel and Conference Meeting Exp.	121,420	105,605	141,725	100,681	71.0%
Fixed Charges	56,212	14,746	22,955	18,445	80.3%
Capital Outlay			111,840	23,402	20.9%
Other Expenditures	476,000	424,899	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		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
FUND BALANCE

59,952
796,997

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

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OPERATION AND MAINTENANCE FUND

Revenues

Local Governmental Sources	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
State Governmental Sources	370,000	187,474	384,123	190,061	49.4%
Federal Governmental Sources	321,520	232,265	432,632	332,415	76.8%
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

TOTALS	-34,000		-70,500		0.0%
	-34,000		-70,500		0.0%

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	-154,775
	-104,946
	411
	-124,472
	-124,499

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

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OPERATION & MAINTENANCE- RESTRICTED

Revenues

Local Governmental Sources	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
State Governmental Sources	613,000	310,477	632,938	313,161	49.4%
Investment Revenue	3,204,922	140,563	3,382,000		0.0%
Other Revenues	30,000	21,468	10,000	5,776	57.7%
	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					
TOTALS	4,441,152	273,115	5,361,936	447,832	8.3%
	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
FUND BALANCE

	1,457,929	-1,086,998	-135,295	
	2,436,884		2,466,962	

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

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BOND AND INTEREST FUND

Revenues

Local Governmental Sources
Investment Revenue

TOTALS

2002-2003	2002-2003	2003-2004	2003-2004	Budget
1,385,000	708,102	1,413,519	698,752	49.4%
5,000	7,453	10,000	3,685	36.8%
1,390,000	715,556	1,423,519	702,437	49.3%

Expenditures

Contractual Services
Fixed Charges

TOTALS

2002-2003	2002-2003	2003-2004	2003-2004	Budget
5,000	853	5,000	600	12.0%
1,382,008	1,366,562	1,402,763	1,371,318	97.7%
1,387,008	1,367,416	1,407,763	1,371,918	97.4%

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

2002-2003	2002-2003	2003-2004	2003-2004
2,992	-651,859	15,756	-669,480
	1,588		84,219

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

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AUXILIARY ENTERPRISES FUND

Revenues

Student Tuition and Fees	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Sales and Service	153,000	198,148	160,500	196,618	122.5%
Facilities Revenue	44,400	34,287	51,490	34,890	67.7%
Investment Revenue	75,000	48,750	75,000	58,333	77.7%
Other Revenues	1,800	894	900	883	98.1%
	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%

Expenditures

Salaries	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Employee Benefits	72,253	59,558	72,279	55,652	76.9%
Contractual Services	11,710	6,665	11,481	6,976	60.7%
General Materials and Supplies	38,455	42,038	1,334,654	1,390,241	104.1%
Travel and Conference Meeting Exp.	1,392,405	1,085,814	72,490	60,790	83.8%
Fixed Charges	68,340	64,578	62,655	42,881	68.4%
Capital Outlay	2,450	4,503	9,450	16,703	176.7%
Other Expenditures	5,300	12,015	5,800	29,868	21.2%
	---	---	---	---	---
TOTALS	1,590,913	1,276,816	1,568,809	1,604,344	102.2%

Transfers

Transfers to Other Funds	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Transfers From Other Funds	75,820	12,366	75,000	8,780	11.7%
	-63,820	---	-63,000	---	0.0%
TOTALS	12,000	12,366	12,000	8,780	73.1%

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual
	537	194,837	8,629	-60,627
		517,071		207,903

05/14/2004

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

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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	97,115	6,000	7,834	130.5%
	99,860		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					0.0%
Transfers From Other Funds	50,847		-1		
TOTALS	50,847		-1		0.0%

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	-717,696	-809,268	-790,807
	798,740		246,810

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

WORKING CASH FUND

	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
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100,000	16,820	100,000	3,342	3,348
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100,000	16,820	100,000	3,342	3,338
100,000	16,820	100,000	3,342	3,338

100,000	16,820	100,000	3,342
100,000			3,348

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-100,000	16,820	-100,000	3,342
	2,487,604		2,374,126

05/14/2004

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

Page 8

TRUST AND AGENCY FUND

Revenues

Sales and Service
Other Revenues

TOTALS

1,652
16,557
18,209

1,273
17,182
18,456

Expenditures

Contractual Services
Capital Outlay
Other Expenditures

63
2,000
12,442
14,505

16
6,000
19,125
25,142

TOTALS

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

3,703
22,058

-6,686
14,856

Budget
Percent2003-2004
Actual2003-2004
Budget2002-2003
Actual2002-2003
Budget

05/14/2004

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

Page 9

<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	

05/14/2004

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

Page 10

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
Revenues					
Local Governmental Sources	291,000	146,563	295,275	146,054	49.4%
Investment Revenue	200,000	-44,916	200,000	66,760	33.3%
Other Revenues	29,000		22,000		0.0%
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	-134,215	-388,163	-194,730	-365,082	
FUND BALANCE		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.

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 _____

**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: 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 _____

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
		19-20
Total Hours Required for A.A.S. Degree		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

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

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 for firms that manufacture computers or develop software. They make changes in the sequence 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

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Computer Information Systems - Programming

Pending ICCB Approval

Associate in Applied Science (025)

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

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
		19-20
Total Hours Required for A.A.S. Degree		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

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

For Board Meeting of
May 24, 2004

Agenda Item D-7

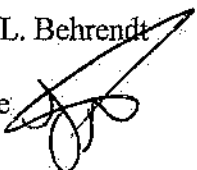
DONATION

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

(14) 1/3 Hp Synéogear 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

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

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 *RB*
DATE: May 5, 2004
SUBJECT: Public Hearing – Funding Bonds

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

The Board needs to take the following actions:

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

Thank you.

For Board Meeting of
May 24, 2004

Agenda Item I-1

ADMINISTRATIVE APPOINTMENT
DIRECTOR OF BUILDINGS AND GROUNDS

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

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



TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: May 5, 2004
SUBJECT: Recommendation for Appointment – Director of Buildings and Grounds

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

Announcement Process

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

Application Responses

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

Screening

A committee composed of Loren Niemeyer, Darryl Paulsen, Carl Paxton, 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.

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.

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.

For Board Meeting of
May 24, 2004

Agenda Item I-4

FACULTY PROMOTION

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

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

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

TO: Richard L. Behrendt
FROM: Deborah Hecht *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.

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.

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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