

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA
Third Floor Board Room
October 25, 2004 – 7:00 p.m.

A. Call to Order

B. Roll Call

C. Communications from Visitors

D. Consent Agenda

1. Approval of September 23, 2004 Minutes
2. Approval of September 27, 2004 Minutes
3. Treasurer's Report
4. Bills Payable
5. Payrolls

September 30, 2004	\$249,883.94
October 15, 2004	\$250,778.00
6. Budget Report
7. Board Policy 102.01 – Board Philosophy and Objectives (First Reading)
8. Board Policy 109.01 – Duties and Responsibilities of the Board of Trustees (First Reading)
9. Board Policy 107.01 – Organization and Meeting of the Board of Trustees (Second Reading)
10. Board Policy 421.01 – Outside Employment (Second Reading)
11. New Certificate Program

E. President's Report

1. Board Policies Review – 111.01; 112.01; 113.01; 114.01; 114.02
2. Sauk Specs (attached)
3. Assessment – Amanda Vos and Jane Hamilton Presentation
4. Board's Role in HLC Visit on Assessment – Robbie Teahan Presentation (attached)

F. Financial Reports and Actions

1. 2004 Audit Report
2. Recommendation for Bid Award – Carpeting Bid
3. Protection, Health and Safety Projects

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

H. Closed Session Minutes

- 1. Closed Session Minutes of September 23, 2004**
- 2. Closed Session Minutes of September 27, 2004**

I. Personnel

Faculty Appointment – Psychology Instructor

J. Other

- 1. Memorandum of Understanding with the SVCC Faculty Association**
- 2. December, 2004 Board of Trustees Regular Meeting date – December 20 (?)**

K. Reports

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

L. Adjournment

Board of Trustees Meetings

November 22, 2004

December 20, 2004 (?)

January 24, 2005

February 28, 2005

ICCTA Monthly Meetings

November 12-13, 2004

Holiday Inn City Centre, Chicago

No December Meeting

January 14, 2005

Hilton Hotel, Springfield

February 10-11, 2005

Crowne Plaza Hotel, Springfield

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

October 25, 2004

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on October 25, 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	

SVCC Staff:

Attorney Ole Bly Pace III
Vice President Ruth Bittner
Vice President Joan Kerber
Director of College Relations Cal Lyons
Dean of Information Services Al Pfeifer
Dean of Business, Technology and Workforce Development
Linley White
Dean of Art, Social Sciences, Math, and Physical Education
Patrick Kennedy
Dean of Health and Sciences Janet Lynch
Dean of Student Services Pam Clodfelter
Director of Buildings and Grounds John Ditto
Business Manager Paula Meyer
SVCC Faculty Association President David Breen
Assistant Professor of English/Reading Jane Hamilton
Assistant Professor of English/Education Amanda Vos
Administrative Assistant to the Board Nancy Breed

Absent: Student Trustee Karol Teal

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

President's Report: Dr. Behrendt introduced Jane Hamilton and Amanda Vos who highlighted the accomplishments made so far toward College assessment as well as the steps that still need to be taken to accomplish a college-wide assessment program.

Dr. Robbie Teahan, HLC Consultant for the College, was introduced and explained the changing criteria for accreditation being developed by the Higher Learning Commission and the role of the Board when the Higher Learning Commission is on campus for its focus visit in 2006.

- Annual Audit: Karl Appelquist from the auditing firm of Clifton Gunderson LLP summarized the 2004 annual audit. After discussion, it was moved by Member Dixon and seconded by Member von Bergen Wessels to approve the 2004 annual audit. In a roll call vote, all voted aye. Motion carried.
- Recommendation for Bid Award – Carpeting: It was moved by Member Varga and seconded by Member Dixon that the Board approve the bid from Floor Mart, Dixon, Illinois, to install new carpet in selected areas of the second and third floor hallways, to be paid from funding bonds. In a roll call vote, all voted aye. Motion carried.
- Protection, Health and Safety Projects: After discussion, it was moved by Member Varga and seconded by Member Simpson to approve the following Protection, Health and Safety Projects: Roof Replacement, Electrical Improvements, Elevator Improvements, Parking Lot and Sidewalk Improvements, and Window Replacement for submission to ICCB to be funded through the Protection, Health and Safety tax levy. In a roll call vote, all voted aye. Motion carried.
- Closed Session: At 8:24 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, and closed session minutes consideration. In a roll call vote, all voted aye. Motion carried.
- Regular Session: The Board returned to regular session at 8:40 p.m.
- Closed Session Minutes of September 23, 2004: It was moved by Member Andersen and seconded by Member Varga to approve the minutes of the September 23, 2004, closed session meeting. In a roll call vote, the following was recorded: aye – Members Andersen, Cox, Simpson, Thompson, Varga, von Bergen Wessels; abstain – Member Dixon. Motion carried.
- Closed Session Minutes of September 27, 2004: It was moved by Member Simpson and seconded by Member von Bergen Wessels to approve the minutes of the September 27, 2004, closed session meeting. In a roll call vote, the following was recorded: aye – Members Andersen, Simpson, Thompson, Varga, von Bergen Wessels; abstain – Member Cox. Motion carried.
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Faculty Appointment
Psychology Instructor:

It was moved by Member von Bergen Wessels and seconded by Member Varga to approve the appointment of Terry Lyn Funston as Associate Professor of Psychology, effective January 1, 2005. In a roll call vote, all voted aye. Motion carried.

Memorandum of
Understanding with the
SVCC Faculty Association:

It was moved by Member von Bergen Wessels and seconded by Member Cox to approve a Memorandum of Understanding between the SVCC Faculty Association and the College regarding the LAC Coordinator position. In a roll call vote, all voted aye. Motion carried.

December Board
Meeting Date:

It was moved by Member Cox and seconded by Member Andersen to change the date of the December 2004 Board meeting to December 20, 2004. In a roll call vote, all voted aye. Motion carried.

Reports:

Student Trustee: No report

ICCTA Representative: Chair Thompson reported that the next meeting is scheduled for November 12-13, 2004 in Chicago. Dr. Behrendt, Member Andersen and Chair Thompson will be attending the retirement dinner for ICCTA Executive Director Gary Davis on November 12.

Foundation Liaison: Member Dixon reported that the annual Foundation meeting is scheduled for Tuesday, October 26, 2004, but that he will be unable to attend.

Faculty Association: No report

Board Chair: Chair Thompson reported that the presidential search will begin in November. He stated that he had already accepted a volunteer from the Board to serve on the search committee, but that if other Board members were interested, to please let him know. He will be approaching faculty, staff and community members to find volunteers to serve on the search committee. He also reminded everyone that nominating petitions for the Spring 2005 election will be available on Wednesday, October 27, 2004.

Board Member Comments: None

Adjournment:

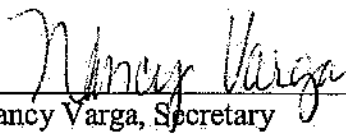
Since the scheduled business was completed, it was moved by Member Varga and seconded by Member Dixon that the Board adjourn. In a roll call vote, all voted aye. Motion carried.

The meeting adjourned at 9:36 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on
November 22, 2004 in the Board Room.

Respectfully submitted,



Nancy Varga, Secretary

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

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

	INTEREST RATE	AMOUNT
General Account - Sterling Federal Bank	0.89	\$1,806,345.01
Illinois Funds - Firststar Bank, Springfield	1.46	1,408,977.67
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS		3,215,322.68

NON-INT. BEARING ACCOUNT

Restricted - Sterling Federal Bank		0.00
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MONEY MARKET

ABN-AMRO Investment Services, Inc.	1.01	293,296.80
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TOTAL CHECKING ACCOUNTS

\$3,508,619.48

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

PRESIDENT

SECRETARY

DATE 10/25/04

INVESTMENTS

FINANCIAL INSTITUTION

MATURITY

DATE

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
The National Bank, Sterling	02-26-05	2.00	1,000,000
Union Bank, Tampico	03-28-05	1.79	1,000,000
Sterling Federal Bank	08-04-05	2.48	1,000,000
Sterling Federal Bank	08-04-05	2.48	1,000,000
SUBTOTAL INVESTMENTS			6,000,000

BOND INVESTMENTS - Liability, Protection & Settlement

YIELD

PRICE

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
Fed Natl Mtg Assn	04-15-06	1.50	551,675.36
Fed Natl Mtg Assn	07-15-06	2.67	504,439.27
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			\$5,724,353.74

TOTAL INVESTMENTS

\$11,724,353.74

REPORT SVRCHRR
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>
Illinois Valley Community Coll	01		Dislocated Workers	Map Grant for Students pd for by Dislocated Wrkrs	7,203.78
Hedrick, Jason J.	01		Foundation Expense	Travel Advance -Festival 10/15/04	1,000.00
Lyons, Calvin W.	01		Foundation Expense	Foundation Membership Meeting 10/11/04	36.13
Pearson Education	01		Foundation Expense	Magazines	503.84
Thomson Learning	01		Foundation Expense	Reading Text	264.01
Creative Printing	01		Dislocated Worker Expense	Business Cards-S Partington	60.00
Follett Bookstore	01		Dislocated Worker Expense	Bookstore Charges	22.05
Follett Bookstore	01		Dislocated Worker Expense	Bookstore Charges	5.00
State Universities Retirement	01		SURS Payable		28,457.51
State Universities Retirement	01		SURS Payable		28,251.74
Select Employees Credit Union	01		Credit Union Payable		11,786.89
Select Employees Credit Union	01		Credit Union Payable		11,786.89
SVCC Faculty Association	01		Faculty Association Payable		913.64
Cash Advance Centers of Illino	01		Wage Garnishment Payable	GARNISHMENT	237.46
Cash Advance Centers of Illino	01		Wage Garnishment Payable	GARNISHMENT	237.46
Minnesota Child Support Paymen	01		Wage Garnishment Payable		316.80
Minnesota Child Support Paymen	01		Wage Garnishment Payable		316.80
BRCA-Management	01		Wage Garnishment Payable	GARNISHMENT	132.90
BRCA-Management	01		Wage Garnishment Payable	GARNISHMENT	132.90
State Disbursement Unit	01		Wage Garnishment Payable		162.50
State Disbursement Unit	01		Wage Garnishment Payable		162.50
Community Health Charities of	01		United Way Payable		4.00
Community Health Charities of	01		United Way Payable	ACCURED W/H - Community Health Charities	4.00
United Way of Lee County	01		United Way Payable		15.00
United Way of Lee County	01		United Way Payable		15.00

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United Way of Sterling-Rock Pa	01		United Way Payable		25.35
United Way of Sterling-Rock Pa	01		United Way Payable		25.35
TIAA/CREF	01		Other Employee Benefits	Dr. Behrendt's Life Insurance	1,260.00
Illinois Mutual	01		Optional Disability Insurance		3.89
Illinois Mutual	01		Optional Disability Insurance		3.89
SVCC Foundation	01		Foundation Payable		109.00
SVCC Foundation	01		Foundation Payable		109.00
American Express Financial Adv	01		American Express		795.00
American Express Financial Adv	01		American Express		420.00
Equitable Life Assurance	01		Equitable		250.00
Equitable Life Assurance	01		Equitable		250.00
Franklin Financial Services Co	01		Franklin Life		297.50
Franklin Financial Services Co	01		Franklin Life		297.50
New York Life Insurance & Annu	01		New York Life		300.00
New York Life Insurance & Annu	01		New York Life		300.00
Fidelity Investments	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	60.00
Fidelity Investments	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	60.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Ackerman, Brandon P.	01		Accounts Payable	Stafford Bal	158.40
Adams, Lindsay M.	01		Accounts Payable	Online Refund	598.00
Adams, Mike E.	01		Accounts Payable	Stafford Loan	637.29
Adams, Rylan D.	01		Accounts Payable	MAP Bal	404.00
Alba, Brittany S.	01		Accounts Payable	Stafford In	78.18
Albee, Karen S.	01		Accounts Payable	Stafford Loan	1,273.61

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Alexander, Kayleigh R.	01		Accounts Payable	Stafford Loan	1,273.61
Anderson, Karen D.	01		Accounts Payable	Online Refund	75.00
Arkin, Linda A.	01		Accounts Payable	Online Refund	63.00
Arntzen, John	01		Accounts Payable	Online Refund	59.00
Baker, Stephen M.	01		Accounts Payable	Stafford Ln	1,014.38
Barber, Terra N.	01		Accounts Payable	Stafford Ln	1,273.61
Barthart, Renee L.	01		Accounts Payable	Stafford Loan	1,273.61
Baumgardner, Sally	01		Accounts Payable	Online Refund	59.00
Baxter, Cory W.	01		Accounts Payable	Stafford Bal	238.00
Bender, Sheila K.	01		Accounts Payable	Online Refund	6.00
Bentley, Susan D.	01		Accounts Payable	Stafford Loan	582.00
Bittorf, Joseph L.	01		Accounts Payable	Online Refund	85.00
Black, Nicole	01		Accounts Payable	Stafford Bal	595.03
Blake, Jennifer S.	01		Accounts Payable	Stafford Ln	1,273.61
Bohms, Erin M.	01		Accounts Payable	Athl Schol	250.00
Bott, Kevin M.	01		Accounts Payable	Online Refund	20.00
Brasen, Tammy	01		Accounts Payable	Online Refund	4.00
Brewer, Daniel J.	01		Accounts Payable	Stafford Bal	33.44
Brown, Gary P.	01		Accounts Payable	Stafford Bal	746.57
Burgess, Shirley	01		Accounts Payable	Online Refund	39.00
Bueche, Heather R.	01		Accounts Payable	Stafford Bal	1,056.00
Campbell, Robert K.	01		Accounts Payable	Stafford Loan	848.75
Centu, Jose E.	01		Accounts Payable	Stafford Loan	1,273.61
Carlock, Deanna L.	01		Accounts Payable	Stafford Bal	47.61
Chaffee, Linda L.	01		Accounts Payable	Online Refund	65.00

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Cheshire, Kenneth E.	01		Accounts Payable	Stafford Bal	12.15
Clayton, Karen K.	01		Accounts Payable	Online Refund	32.00
Coleman, Jamie	01		Accounts Payable	Athl Schol	250.00
Coleman, Shelby	01		Accounts Payable	Online Refund	49.00
Cook, Michele D.	01		Accounts Payable	Stafford Loan	1,273.61
Cox, Bradley	01		Accounts Payable	MAP Gt	120.20
Daniels, Maureen A.	01		Accounts Payable	Stafford Loan	1,273.61
Davis, Danielle	01		Accounts Payable	Stafford Bal	57.59
Davis, Elizabeth L.	01		Accounts Payable	Online Refund	20.00
Davis, Paulette G.	01		Accounts Payable	Online Refund	65.00
Dempsey, Laurie E.	01		Accounts Payable	Stafford Bal	597.50
Depuy, Jessica	01		Accounts Payable	Stafford Bal	136.23
Dietz, Andrea D.	01		Accounts Payable	Stafford Ln	93.36
Dirks, Leona R.	01		Accounts Payable	Online Refund	9.00
Divoky, Gertrude W.	01		Accounts Payable	Online Refund	35.00
Domdey, Ashley	01		Accounts Payable	Online Refund	6.00
Downing, Monica B.	01		Accounts Payable	Stafford Loan	1,273.61
Dumphy, Maureen E.	01		Accounts Payable	Online Refund	63.00
Eaglin, Erik S.	01		Accounts Payable	Stafford Bal	267.88
Fane, Katselin V.	01		Accounts Payable	Athl Schol	750.00
Fane, Steven T.	01		Accounts Payable	Online Refund	203.00
Fecht, Andrew R.	01		Accounts Payable	MAP Gt Bal	62.30
Fetzer, Brandy	01		Accounts Payable	Stafford Bal	253.61
Fish, Betty	01		Accounts Payable	Online Refund	39.00
Fleetwood, Katie L.	01		Accounts Payable	Athl Schol	525.00

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Flick, Jeannine E.	01		Accounts Payable	Stafford Loan	1,273.61
Forristall, Amanda R.	01		Accounts Payable	Stafford Bal	155.60
Foust, Beriah R.	01		Accounts Payable	Stafford Bal	179.61
Franklin, Adam J.	01		Accounts Payable	Stafford Ln	1,212.50
Frederick, Emily	01		Accounts Payable	MAP Gt	607.50
Frerichs, Nancy M.	01		Accounts Payable	Stafford Ln	216.31
Frerichs, Nancy M.	01		Accounts Payable	Fndtn Gt	1,000.00
Fritts, Jeffery	01		Accounts Payable	Online Refund	20.00
Garcia, James M.	01		Accounts Payable	Stafford Ln	1,697.50
Garcia, Vanessa L.	01		Accounts Payable	Stafford Ln	1,273.61
Garriott, Jon R.	01		Accounts Payable	Stafford Bal	324.61
Gassner, Joshua	01		Accounts Payable	Stafford Bal	353.48
Geary, Lindsey M.	01		Accounts Payable	MAP Bal	1.40
Glubczynski, Paul	01		Accounts Payable	Stafford Loan	1,697.50
Gonzalez, Aaron R.	01		Accounts Payable	Stafford Bal	860.97
Gordon, Shawna R.	01		Accounts Payable	Stafford Ln	1,273.61
Green, Charlene M.	01		Accounts Payable	Stafford Loan	424.86
Grier, Zilphia L.	01		Accounts Payable	Stafford Loan	1,273.61
Habben, Jillian	01		Accounts Payable	Stafford Loan	1,273.61
Haeffner, Danille L.	01		Accounts Payable	Stafford Bal	9.95
Harmon, Betty J.	01		Accounts Payable	Stafford Loan	1,273.61
Harris, Christopher P.	01		Accounts Payable	Stafford Bal	869.61
Hartley, William P.	01		Accounts Payable	Online Refund	876.00
Hayen, Jeffréy S.	01		Accounts Payable	Stafford Bal	199.74
Heath, Robert C.	01		Accounts Payable	Online Refund	39.00

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Heath, Shirley M.	01		Accounts Payable	Online Refund	39.00
Henkel, Kyle A.	01		Accounts Payable	Online Refund	49.00
Herbat, Jennifer L.	01		Accounts Payable	Stafford Ln	1,697.50
Hicks, Sarah E.	01		Accounts Payable	Stafford Bal	1,237.05
Hinkle, Michelle E.	01		Accounts Payable	Stafford Bal	476.93
Hitt, Marcia D.	01		Accounts Payable	Stafford Bal	93.73
Holcomb, Bryan A.	01		Accounts Payable	Stafford Bal	709.97
Hudgin, Cory J.	01		Accounts Payable	Stafford Ln	1,273.61
Hudson, Darcy L.	01		Accounts Payable	Stafford Ln	1,273.61
Hunsberger, Tristan L.	01		Accounts Payable	Stafford Ln	1,273.61
Hurst, Alex	01		Accounts Payable	Online Refund	20.00
Hussung, Anna M.	01		Accounts Payable	MAP Bal	20.82
Huyth, Tam M.	01		Accounts Payable	MAP Gt	540.00
Ingle, Maria A.	01		Accounts Payable	Stafford Ln	1,261.00
Jacobs, Christopher A.	01		Accounts Payable	Stafford Bal	349.90
Jensen, Kaarina	01		Accounts Payable	Online Refund	230.00
Jiminez, Taylor R.	01		Accounts Payable	Stafford Bal	908.61
Jones, Amber R.	01		Accounts Payable	Stafford Ln	1,697.50
Karrow, Katherine A.	01		Accounts Payable	Stafford Loan	1,273.61
Keen, Teesha S.	01		Accounts Payable	Art Trip Refund	14.00
Keine, Rogean M.	01		Accounts Payable	Online Refund	85.00
Kipping, Jena M.	01		Accounts Payable	Stafford Bal	64.26
Kirk, Sandra M.	01		Accounts Payable	Stafford Ln	1,273.61
Kness, Adam D.	01		Accounts Payable	Stafford Bal	380.61
Kutz, John E.	01		Accounts Payable	Stafford Ln Bal	115.43

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Lange, Patricia A.	01		Accounts Payable	Online Refund	39.00
Lansford, Nathan C.	01		Accounts Payable	Online Refund	6.00
Larry, Maribel	01		Accounts Payable	Stafford Loan	727.50
Larry, Maribel	01		Accounts Payable	Stafford Loan	546.11
Law, Nina J.	01		Accounts Payable	Online Refund	6.00
Lesperance, Michelle M.	01		Accounts Payable	Stafford Loan	1,273.61
Lilly, Jennifer S.	01		Accounts Payable	Stafford Loan	1,697.50
Lilly, Patricia J.	01		Accounts Payable	Stafford Ln	848.75
Lindsey, Shawn	01		Accounts Payable	Stafford Bal	210.50
Love, Andrea L.	01		Accounts Payable	Online Refund	6.00
Lubbs, Lori	01		Accounts Payable	Online Refund	85.00
Marley, Krista N.	01		Accounts Payable	Stafford Loan	1,273.61
McCormick, Karrie L.	01		Accounts Payable	Athl Schol Bal	1,094.00
McFadden, Lynette S.	01		Accounts Payable	Stafford Loan	1,697.50
McKinnon, Becky L.	01		Accounts Payable	Stafford Loan	1,273.61
McPherson, Mallory A.	01		Accounts Payable	Online Refund	95.00
Medendorp, Sara B.	01		Accounts Payable	Stafford Bal	191.82
Medina, Daniel D.	01		Accounts Payable	Stafford Bal	1,223.61
Meintzer, Sierra K.	01		Accounts Payable	Stafford Bal	1,158.18
Meisel, Jeremiah T.	01		Accounts Payable	Stafford Bal	565.00
Melton, Vanessa L.	01		Accounts Payable	Stafford Bal	331.66
Meyers, Luke W.	01		Accounts Payable	Online Refund	25.00
Miller, Ashley E.	01		Accounts Payable	Online Refund	169.61
Miller, Keith R.	01		Accounts Payable	Online Refund	49.00
Mills, Valerie K.	01		Accounts Payable	Stafford Bal	630.60

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Mireles, Tygen L.	01		Accounts Payable	Online Refund	198.00
Mohr, Courtney A.	01		Accounts Payable	MAP Bal	128.84
Monarrez, Maria L.	01		Accounts Payable	Stafford Ln	1,273.61
Montavon, Brandon J.	01		Accounts Payable	Stafford Bal	471.61
Moore, Janet K.	01		Accounts Payable	Online Refund	3.00
Nelson, Cody	01		Accounts Payable	Online Refund	20.00
Nelson, Cody	01		Accounts Payable	MAP Bal	134.19
Nunez, Reyna S.	01		Accounts Payable	Stafford Loan	1,273.61
O'Bryan, Sylvia	01		Accounts Payable	Online Refund	76.00
Oates, Alford O.	01		Accounts Payable	Stafford Bal	108.69
Olson, Cory R.	01		Accounts Payable	Stafford Loan	1,273.61
Olson, Janice A.	01		Accounts Payable	Online Refund	39.00
Owens, Robin A.	01		Accounts Payable	Refund-Fin Assistance Only	1,273.61
Pack, Luke A.	01		Accounts Payable	Stafford Bal	1,111.11
Palmer, Robin A.	01		Accounts Payable	MAP Ct	93.50
Parker, Yvonne Lor	01		Accounts Payable	Online Refund	25.00
Patterson, Veronica A.	01		Accounts Payable	Online Refund	364.50
Pyse, Ronald W.	01		Accounts Payable	Online Refund	39.50
Ramirez, Caleb J.	01		Accounts Payable	Stafford Bal	26.52
Ramos, Tina M.	01		Accounts Payable	Stafford Bal	99.39
Rangel, Nicole M.	01		Accounts Payable	Online Refund	213.00
Real, Teresa M	01		Accounts Payable	Online Refund	63.00
Repase, Dustin	01		Accounts Payable	Stafford Bal	52.34
Richardson, Jessica A.	01		Accounts Payable	Stafford Bal	534.83
Riley, Nicole M.	01		Accounts Payable	Stafford Bal	111.61

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Roberts, Connie S.	01		Accounts Payable	Online Refund	87.50
Robinson, Pat D.	01		Accounts Payable	Online Refund	822.00
Rodgers, Rosemary F.	01		Accounts Payable	Online Refund	10.00
Rodriguez, Eunice	01		Accounts Payable	Stafford Loan	1,273.61
Rodriguez, Jessica	01		Accounts Payable	Stafford Bal	314.61
Rodriguez, Kimmie L.	01		Accounts Payable	Stafford Loan	1,273.61
Rogers, Catherine A.	01		Accounts Payable	Stafford Loan	1,697.50
Rogers, Ellen E	01		Accounts Payable	Online Refund	32.00
Ross, Arnette M.	01		Accounts Payable	Stafford Ln	1,273.61
Salas, Kelsi S.	01		Accounts Payable	Athl Schol	525.00
Salazar, Robert G.	01		Accounts Payable	IVG	396.00
Sandoval, Israel A.	01		Accounts Payable	Stafford Bal	604.98
Schilling, Mark I.	01		Accounts Payable	MAP Bal	237.49
Schneider, Leslie L.	01		Accounts Payable	Stafford Loan	1,697.50
Schoonover, Timothy J.	01		Accounts Payable	Stafford Bal	329.61
Scott, Courtney M.	01		Accounts Payable	Stafford Bal	2.92
Shipley, Sarah E.	01		Accounts Payable	Stafford Loan	1,697.50
Shock, Tod J.	01		Accounts Payable	Online Refund	120.00
Simpson, Sean A.	01		Accounts Payable	Stafford Bal	823.32
Slick, Cheryl L.	01		Accounts Payable	Online Refund	39.00
Slifer, Amy J.	01		Accounts Payable	Stafford Loan	637.29
Smith, Angela M.	01		Accounts Payable	Stafford Bal	359.11
Smith, Bethany F.	01		Accounts Payable	Stafford In	1,273.61
Staas, Richard T.	01		Accounts Payable	Stafford Loan	637.29
Stankus, Nina	01		Accounts Payable	Online Refund	198.00

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Stark, Teresa D.	01		Accounts Payable	Stafford Ln	970.00
Staai, Anthony B.	01		Accounts Payable	Stafford Bal	658.87
Stephens, Kelly A.	01		Accounts Payable	Stafford Loan	1,273.61
Stephenson, Brian J.	01		Accounts Payable	Stafford Loan	1,273.61
Stingley, Roy C.	01		Accounts Payable	Online Refund	59.00
Stoeker, Lyn A.	01		Accounts Payable	Stafford Loan	1,273.61
Styczynski, Lauren J.	01		Accounts Payable	Online Refund	59.00
Szafrański, Nicole A.	01		Accounts Payable	Stafford Loan	1,273.61
Tate, Jessica R.	01		Accounts Payable	Stafford Bal	1,156.23
Taylor, Lori A.	01		Accounts Payable	Stafford Loan	1,697.50
Thompson, Michael D.	01		Accounts Payable	Stafford Loan	1,273.61
Thompson, Rita B.	01		Accounts Payable	Online Refund	20.00
Underhile, Cassie	01		Accounts Payable	Stafford Loan	1,273.61
Vega, Janice M.	01		Accounts Payable	Stafford Loan	1,273.61
Vinson, Amber L.	01		Accounts Payable	Stafford Bal	149.52
Wade, Christina M.	01		Accounts Payable	Online Refund	208.10
Wagar, Frances R.	01		Accounts Payable	Stafford Bal	555.74
Ward, Steven R.	01		Accounts Payable	Stafford Bal	760.41
Weegens, Lisa K.	01		Accounts Payable	MAP Gt	180.00
Wegley, Kayle B.	01		Accounts Payable	Stafford Bal	500.61
Welker, Brian J.	01		Accounts Payable	Online Refund	76.00
Wendland, Grant N.	01		Accounts Payable	Stafford Bal	138.34
Werle, Donita S.	01		Accounts Payable	MAP Gt	62.30
Wessels, Cody J.	01		Accounts Payable	Stafford Bal	1,273.00
Wessels, Josette L.	01		Accounts Payable	Stafford Ln	1,697.50

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Westbrook, Dustin T.		01		Accounts Payable	Online Refund	168.50
Whipple, Jenna R.		01		Accounts Payable	Online Refund	942.00
White, Justin		01		Accounts Payable	Stafford Bal	726.61
Wilkinson, Dawn M.		01		Accounts Payable	Stafford Loan	1,273.61
Wilson, Alisha A.		01		Accounts Payable	Stafford Ln	1,273.61
Wirth, Alicia C.		01		Accounts Payable	Athl Schol	1,100.00
Wolf, Heather A.		01		Accounts Payable	Stafford Ln	1,697.50
Wray, Justin R.		01		Accounts Payable	Stafford Ln	1,164.00
Wright, Stephanie E.		01		Accounts Payable	Stafford Loan	1,697.50
University of Illinois		01		Other Payables	Refund Overpayment E Eisenberg	33.00
Follett Bookstore		01		PELL EOG BT	Books	4,042.89
Follett Bookstore		01		PELL EOG BT	Books	4,619.78
Follett Bookstore		01		PELL EOG BT	Books	3,897.82
Follett Bookstore		01		PELL EOG BT	Books	2,645.87
Follett Bookstore		01		PELL EOG BT	Books	3,044.35
Follett Bookstore		01		Foundation B	Books	142.54
Follett Bookstore		01		Foundation B	Books	49.49
Follett Bookstore		01		Foundation B	Books	272.25
Follett Bookstore		01		Foundation B	Books	241.93
Follett Bookstore		01		Stafford Loans BT	Books	103.86
Follett Bookstore		01		Stafford Loans BT	Books	305.93
Follett Bookstore		01		JTPA Whiteside B	Books	305.39
Follett Bookstore		01		JTPA Whiteside B	Books	79.75
Follett Bookstore		01		JTPA Whiteside B	Books	39.99
Follett Bookstore		01		JTPA Whiteside B	Books	52.95

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Follett Bookstore	01		JTPA Whiteside B	Books	50.20
Follett Bookstore	01		JTPA Lee B	Books	-60.75
Follett Bookstore	01		JTPA Lee B	Books	60.25
Follett Bookstore	01		JTPA Lee B	Books	97.55
Follett Bookstore	01		JTPA Lee B	Books	501.00
Follett Bookstore	01		Trade Act TAA Sterling B	Books	32.00
Follett Bookstore	01		Trade Act TAA Sterling B	Books	-270.25
Follett Bookstore	01		Trade Act TAA Sterling B	Books	10.00
Follett Bookstore	01		Short Term Book Loan due Booksto	Books	727.38
Follett Bookstore	01		Short Term Book Loan due Booksto	Books	402.58
Follett Bookstore	01		Americorps	Books	-195.80
Follett Bookstore	01		Americorps	Books	45.86
Consolidated Management Co	01		Cafeteria payable	Punch-A-Lunch Sales	8,780.00
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services Through August 2004	1,417.50
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services for September 2004	769.50
Follett Bookstore	01	Board of Trustees	Office Supplies	Bookstore Charges	7.56
McCormick's	01	Board of Trustees	Office Supplies	Flowers for Dr. Behrendt	43.50
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order Publication/Legal Notices & Ad	8.00
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Open P. O./Refreshments-Board Meetings 04-05	187.70
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Open P. O./Refreshments-Board Meetings 04-05	150.70
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Open P. O./Refreshments-Board Meetings 04-05	37.00
Fifth Third Bank	01	Board of Trustees	Conference/Meeting Expense	Board Lunch	16.71
Illinois Community College Pre	01	President	Publications and Dues	Additional FY 05 Dues	1,500.00
Illinois Community College Tru	01	President	Conference/Meeting Expense	Conf Fee -Nancy Breed 11/12/04	125.00
Illinois Community College Tru	01	President	Conference/Meeting Expense	Retirement Dinner 11/11/04	110.00

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Follett Bookstore	01	College Relations	Office Supplies	Bookstore Charges	7.99
Ogle County Newspapers	01	College Relations	Publications and Dues	Renewal	28.00
Amboy News	01	College Relations	Advertising	Full Play Molly Sweeney	123.00
Carroll County Review	01	College Relations	Advertising	Molly Sweeney Ad	70.00
Creative Design & Publishing C	01	College Relations	Advertising	Molly Sweeney Ad	65.00
Creative Printing	01	College Relations	Advertising	Business Card Masters 12,500/Box	400.00
Echo	01	College Relations	Advertising	Molly Sweeney Play	33.00
Mt. Carroll Mirror-Democrat	01	College Relations	Advertising	Molly Sweeney Ad	100.00
Ogle County Life	01	College Relations	Advertising	Molly Sweeney Ad	67.50
Ogle County Newspapers	01	College Relations	Advertising	Molly Sweeney Ad	73.00
Sauk Valley Newspapers	01	College Relations	Advertising	September Advertising	324.25
WIXN FM - WIXN AM	01	College Relations	Advertising	Guest DJ	550.00
WNS Pub. News-Sentinel/The Rev	01	College Relations	Advertising	Molly Sweeney Ad	87.50
Walnut Leader	01	College Relations	Advertising	Molly Sweeney Play	39.75
Lyons, Calvin W.	01	College Relations	Conference/Meeting Expense	Travel- 8/2/04	19.54
Lyons, Calvin W.	01	College Relations	Conference/Meeting Expense	Travel-Springfield 9/30/04 IRD Conference	302.78
Xerox Corporation	01	Printshop	Maintenance Services		1,561.49
Xerox Corporation	01	Printshop	Maintenance Services		918.99
Xerox Corporation	01	Printshop	Maintenance Services	Leasing & Meter Usage Charge for Contract 5818	41.03
Unique Computer	01	Printshop	Office Supplies	Omega Ext. USP Zip 250 Drive	129.00
Follett Bookstore	01	Printshop	Other Supplies	Bookstore Charges	3.19
Xerox Corporation	01	Printshop	Purchases for Resale	003R00721 PMP 4024 8.5 x 11 Paper (quant. 80)	2,104.00
Xerox Corporation	01	Printshop	Debt Principal Retirement		441.66
Xerox Corporation	01	Printshop	Debt Principal Retirement		234.21
Xerox Corporation	01	Printshop	Interest		283.24

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Xerox Corporation	01	Printshop	Interest		110.09
Xerox Corporation	01	Printshop	Lease Installment Payments	Leasing & Meter Usage Charge for Contract 5818	49.83
Brodart	01	Grant, Planning, & Research	Office Supplies	Black-007 70 900 Kik-Step Stool	61.90
Follett Bookstore	01	Grant, Planning, & Research	Office Supplies	Bookstore Charges	3.58
Follett Bookstore	01	Grant, Planning, & Research	Office Supplies	Bookstore Charges	35.03
Follett Bookstore	01	Grant, Planning, & Research	Office Supplies	Bookstore Charges	2.30
Agathon Press	01	Grant, Planning, & Research	Publications and Dues	Dept. Head's Guide to Assessment	19.00
Follett Bookstore	01	VP-Learning Services	Office Supplies	Bookstore Charges	34.21
Clodfelter, Pamela J.	01	VP-Learning Services	Conference/Meeting Expense	Travel-ICCCSSO Meeting 10/7/04	60.44
ICCCA	01	VP-Learning Services	Conference/Meeting Expense	Conference ICCCA 11/17/04	109.00
Kerber, Joan E.	01	VP-Learning Services	Conference/Meeting Expense	Travel-ISAC Mtg 9/24/04	40.75
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance for FY05	56.59
Brevitt, Dianna H.	01	Other Instructional	Conference/Meeting Expense	Travel-Clinical Inst Workshop	183.69
Francisco, Cassandra	01	Other Instructional	Conference/Meeting Expense	Travel- Conference 10/03/04	1,257.27
IUPUI	01	Other Instructional	Conference/Meeting Expense	Conference Fee	825.00
Fifth Third Bank	01	Other Instructional	Other Conference & Meeting	Board Lunch	186.67
IUPUI	01	Other Instructional	Other Conference & Meeting	Conference Fee	275.00
Kerber, Joan E.	01	Curriculum Development/ IAI	Conference/Meeting Expense	Travel-9/30/04 Parkland College	127.00
Matheney, Janet I.	01	Curriculum Development/ IAI	Conference/Meeting Expense	Travel-IAI Meeting 9/22/04	110.00
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges	21.79
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges	4.98
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges	5.09
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges	11.16
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges	16.77
Global Gov/Ed Solutions	01	Art	Instructional Supplies	Xerox Cyan 5+2 YITI-801461	1,098.00

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Lundgren's Inc	01	Art	Instructional Supplies	Darkroom Supplies & Finishing for Art Class	169.21
Menards	01	Art	Instructional Supplies	Open Purchase Order for Art Supplies	131.79
Green River Lines Inc	01	Art	Other Conference & Meeting	Art Trip to Chicago	325.00
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges	129.75
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges	66.52
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges	7.18
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges	3.33
Consolidated Management Co	01	Foreign Language	Instructional Supplies	Mexican Celebration	80.25
Follett Bookstore	01	Foreign Language	Instructional Supplies	Bookstore Charges	27.95
Follett Bookstore	01	Foreign Language	Instructional Supplies	Bookstore Charges	4.12
Apple Computer Inc	01	Music	Instructional Supplies	T4378LL/A Kensington Pocket Mouse Pro Portable USB	29.95
Follett Bookstore	01	Music	Instructional Supplies	Bookstore Charges	3.66
Heritage Music Center Inc	01	Music	Instructional Supplies	Music Supplies	87.12
Follett Bookstore	01	Philosophy	Instructional Supplies	Bookstore Charges	2.70
Sterling Park District	01	Physical Education	Instructional Service Contracts	PED Classes Fall 04	676.10
Follett Bookstore	01	Physical Education	Instructional Supplies	Bookstore Charges	68.62
Direct Fitness Solutions	01	Fitness Center	Maintenance Services	Repair of Elliptical Cross Trainer	153.00
Beta Technology	01	Fitness Center	Instructional Supplies	Skinfold Caliper Repair	75.00
Consolidated Management Co	01	Fitness Center	Instructional Supplies	Wellness Winner Lunch Cards 130\$4	52.00
Follett Bookstore	01	Fitness Center	Instructional Supplies	Bookstore Charges	2.39
Red Canyon Systems	01	Fitness Center	Instructional Supplies	Annual Service for Center Fit Software	310.00
Creative Printing	01	Criminal Justice	Instructional Supplies	SVCC Business Cards for Sam Braddock	40.00
Follett Bookstore	01	Criminal Justice	Instructional Supplies	Bookstore Charges	104.25
Follett Bookstore	01	Criminal Justice	Instructional Supplies	Bookstore Charges	3.99
Braddock, Samuel L.	01	Criminal Justice	Conference/Meeting Expense	Travel-Highland thru 9/22/04	225.00

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Follett Bookstore	01	Geography	Instructional Supplies	Bookstore Charges	110.25
Follett Bookstore	01	History	Instructional Supplies	Bookstore Charges	8.00
Follett Bookstore	01	Human Services	Instructional Supplies	Bookstore Charges	7.98
Hagemann, Herbert A.	01	Human Services	Conference/Meeting Expense	Mileage 9/2/04	37.50
Follett Bookstore	01	Political Science	Instructional Supplies	Bookstore Charges	19.98
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges	204.85
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges	12.36
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges	102.25
Follett Bookstore	01	Sociology	Instructional Supplies	Bookstore Charges	3.19
Follett Bookstore	01	Mathematics	Instructional Supplies	Bookstore Charges	1.19
Follett Bookstore	01	Mathematics	Instructional Supplies	Bookstore Charges	8.92
Follett Bookstore	01	Mathematics	Instructional Supplies	Bookstore Charges	4.79
Follett Bookstore	01	Mathematics	Instructional Supplies	Bookstore Charges	31.56
Unique Computer	01	Learning Assistance Center	Office Supplies	IBM TP Mindock w/Power CDR	129.00
Follett Bookstore	01	Dean of Business,Tech & Natural	Office Supplies	Bookstore Charges	17.56
White, Linley V.	01	Dean of Business,Tech & Natural	Office Supplies	Phone Expenses/Internet Charges	10.88
White, Linley V.	01	Dean of Business,Tech & Natural	Office Supplies	Phone Expense	15.40
White, Linley V.	01	Dean of Business,Tech & Natural	Conference/Meeting Expense	Travel-Area Meetings thru 9/30/04	175.63
Follett Bookstore	01	Accounting	Instructional Supplies	Bookstore Charges	3.95
Follett Bookstore	01	Business	Instructional Supplies	Bookstore Charges	2.97
Follett Bookstore	01	Computer Information Systems	Instructional Supplies	Bookstore Charges	3.02
Unique Computer	01	Computer Information Systems	Instructional Supplies	Printers	218.00
SEM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Service Contract for Sharp Copier	61.73
Smiley, Daryl C.	01	Office & Administrative Services	Publications and Dues	FY 05 Renewal IBEA	95.00
Follett Bookstore	01	Electronics	Instructional Supplies	Bookstore Charges	87.00

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Niemeyer, Loren	01	Electronics	Instructional Supplies	Electronic Supplies	34.95
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	21.00
Follett Bookstore	01	HVAC	Instructional Supplies	Bookstore Charges	1.90
Johnstone Supply	01	HVAC	Instructional Supplies	Roll 1/2 OD Ref Copper B92-001	134.46
Johnstone Supply	01	HVAC	Instructional Supplies	7/8 OD Copper B92697	19.43
Follett Bookstore	01	Machine Tool	Instructional Supplies	Bookstore Charges	101.25
Follett Bookstore	01	Manufacturing Technology	Instructional Supplies	Bookstore Charges	39.25
Data Print	01	Mechanical Design	Instructional Supplies	17 x 22 Vellum #3510224	250.44
Follett Bookstore	01	Mechanical Design	Instructional Supplies	Bookstore Charges	71.06
Follett Bookstore	01	Mechanical Design	Instructional Supplies	Bookstore Charges	156.70
Fountain, William B.	01	Mechanical Design	Instructional Supplies	Mechanical Design Supplies	97.10
Fountain, William B.	01	Mechanical Design	Instructional Supplies	Mechanical Design Supplies	35.23
Aidex Corporation	01	Mechanical Design	Computer Software	Renewal of ACES Membership 9/22/04-9/22/05	6,995.00
Follett Bookstore	01	Dean of Health Careers and Scien	Office Supplies	Bookstore Charges	28.99
Quill Corporation	01	Dean of Health Careers and Scien	Office Supplies	Open P.O. For Office Supplies	52.57
Quill Corporation	01	Dean of Health Careers and Scien	Office Supplies	Open P.O. For Office Supplies	46.69
SBM Business Equipment Center	01	Dean of Health Careers and Scien	Office Supplies	Open P.O. for Copy Count	49.29
National Network Headquarters	01	Dean of Health Careers and Scien	Publications and Dues	FY 05 Membership Dues	50.00
Lynch, Janet L.	01	Dean of Health Careers and Scien	Conference/Meeting Expense	Travel-Area Meetings thru 9/22/04	244.00
Poci, Shirley A.	01	Dean of Health Careers and Scien	Conference/Meeting Expense	Travel-CGH	18.75
Poci, Shirley A.	01	Phlebotomy	Instructional Supplies	Glucometer Strips	88.43
Briggs Corporation	01	Associate Degree Nursing	Instructional Supplies	Medication Added Labels #L-2313	47.54
CGH Medical Center	01	Associate Degree Nursing	Instructional Supplies	Linen Service for 2004	254.00
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	89.70
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	8.50

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Dekroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADM Program	97.68
Follett Bookstore	01	Associate Degree Nursing	Instructional Supplies	Bookstore Charges	79.90
Mueller Audio Visual	01	Associate Degree Nursing	Instructional Supplies	3 Panasonic Adapter PY-P1	90.00
R & D Batteries Inc	01	Associate Degree Nursing	Instructional Supplies	Colleague Memory Board Battery	27.34
Wallcur, Inc	01	Associate Degree Nursing	Instructional Supplies	Practi-Amp, Insulin Training Pack	141.52
Southern Illinois University	01	Nurse Assistant	Consultants	CNA Criminal Background	255.00
Dekroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	72.50
Dekroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	47.97
Dekroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	78.30
Flambeau	01	Licensed Practical Nursing	Instructional Supplies	Tool Beute 20 w/Lift-Out Tray #19800-2 Gray	80.63
Menards	01	Licensed Practical Nursing	Instructional Supplies	8' Long x 11" Wide Dk. Gray Metal Shelves	183.88
Menards	01	Licensed Practical Nursing	Instructional Supplies	Return Brackets/Shelving	-44.89
Wallcur, Inc	01	Licensed Practical Nursing	Instructional Supplies	Injecta-Pad	109.95
Diagnostic Imaging Inc (Source	01	Radiologic Technology	Maintenance Services	Open P.O. Rad Tech Maintenance	70.00
Dekroft-Metz and Co, Inc	01	Radiologic Technology	Instructional Supplies	3M Transpare Surgical Tape 1" #108-3M1527-1	15.08
Diagnostic Imaging Inc (Source	01	Radiologic Technology	Instructional Supplies	Open P.O. For Rad Tech Supplies	127.50
Brevitt, Diana H.	01	Radiologic Technology	Conference/Meeting Expense	Clinical Visits thru 9/27/04	131.25
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Visits thru 9/15/04	330.75
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Visits thru 9/29/04	293.25
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies See Attached	83.32
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies See Attached	40.94
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies See Attached	23.70
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies See Attached	28.31
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies See Attached	209.42
Consolidated Management Co	01	Biology	Instructional Supplies	Milk	8.58

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Follett Bookstore	01	Biology	Instructional Supplies	Bookstore Charges	87.14
Follett Bookstore	01	Biology	Instructional Supplies	Bookstore Charges	138.00
Follett Bookstore	01	Biology	Instructional Supplies	Bookstore Charges	3.85
Modern Biology	01	Biology	Instructional Supplies	EP-1/8	161.53
Wood, Therese L.	01	Biology	Instructional Supplies	Biology Supplies	132.84
Fisher Scientific	01	Chemistry	Instructional Supplies	40LE Pestle for Above Mortar	27.33
Fisher Scientific	01	Chemistry	Instructional Supplies	05-714-1 Chromatography Paper 46x57cm Thin	189.07
Flinn Scientific	01	Chemistry	Instructional Supplies	AP1412 Thermometers 12" Teflon Coated -20 to 110c	442.60
Follett Bookstore	01	Chemistry	Instructional Supplies	Bookstore Charges	38.98
U S Filter Corporation	01	Chemistry	Instructional Supplies	4 Service Visits See Attached Paperwork	133.00
Fifth Third Bank	01	Dean of Information Systems	Publications and Dues	Board Lunch	19.00
Pfeifer, Alan	01	Dean of Information Systems	Conference/Meeting Expense	Travel-Nortel Corp	9.25
Pfeifer, Alan	01	Dean of Information Systems	Conference/Meeting Expense	Travel- ION Meeting 10/08/04	149.25
Demco Inc	01	Learning Resource Center	Library Supplies	Replacement Ribbon 2-1/4" W x 244' L #D128-1734	125.18
Fifth Third Bank	01	Learning Resource Center	Library Supplies	Board Lunch	234.53
Follett Bookstore	01	Learning Resource Center	Library Supplies	Bookstore Charges	9.54
Follett Bookstore	01	Learning Resource Center	Library Supplies	Bookstore Charges	78.86
cleansweepsupply.com	01	Learning Resource Center	Library Supplies	Magnetic Bookends	135.12
Lincoln Trail Libraries System	01	Learning Resource Center	Computer Software	OCIC Charges	738.10
Lincoln Trail Libraries System	01	Learning Resource Center	Computer Software	Credit	-572.56
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Books	137.10
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Open P.O. for Library Books	333.47
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books Returned	-8.76
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	367.81
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	76.48

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Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	85.99
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	47.44
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	74.20
Dirpro	01	Learning Resource Center	Books and Binding Costs	Book	24.00
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	Board Lunch	3,590.85
EBSCO	01	Learning Resource Center	Publications and Dues	Book	26.05
EBSCO	01	Learning Resource Center	Publications and Dues	Book	10.42
Illinois OCLC Users Group Inc/	01	Learning Resource Center	Publications and Dues	IOUG Membership Fee	25.00
NILRC	01	Learning Resource Center	Publications and Dues	Books	6,838.80
Sauk Valley Newspapers	01	Learning Resource Center	Publications and Dues	Renewal	147.00
Anderson, Judy	01	Learning Resource Center	Conference/Meeting Expense	Travel-IVCC Fall Meeting	60.93
Beinhoff, Lisa A.	01	Learning Resource Center	Conference/Meeting Expense	FDAL Meeting 9/17/04	69.38
Mueller Audio Visual	01	Academic Computing	Maintenance Services	Laminater Repair	186.27
Mueller Audio Visual	01	Academic Computing	Maintenance Services	VCR Repair	19.00
Mueller Audio Visual	01	Academic Computing	Maintenance Services	VCR Repair	19.00
Mueller Audio Visual	01	Academic Computing	Maintenance Services	VCR Repair	19.00
Pratt Audio-Visual & Video Cor	01	Academic Computing	Maintenance Services	LCD Lamp Replacement	478.00
Graybar Electric Company Inc.	01	Academic Computing	Instructional Supplies	Patch Cables	137.70
Graybar Electric Company Inc.	01	Academic Computing	Instructional Supplies	Wiring	296.06
Unique Computer	01	Academic Computing	Instructional Supplies	Printers	109.00
Follett Bookstore	01	Academic Computing	Instructional Technology Materia	Bookstore Charges	89.54
Follett Bookstore	01	Academic Computing	Instructional Technology Materia	Bookstore Charges	5.48
Mueller Audio Visual	01	Academic Computing	Instructional Technology Materia	DVD/VCR Combo	160.00
Mueller Audio Visual	01	Academic Computing	Instructional Technology Materia	TDK Audio Cassette 90 min Tapes	260.00
Respondus, Inc.	01	Academic Computing	Instructional Technology Materia	3 Licenses Study Mate	237.00

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SBM Business Equipment Center	01	Academic Computing	Instructional Technology Materia	qrt-7694g Quartet 36x48 Graphite/Gray Fabric	173.85
Unique Computer	01	Academic Computing	Instructional Technology Materia	Toner	128.00
MINITAB, Inc	01	Academic Computing	Computer Software	Renewal-FPAEM 14WA English Minibab 14 (15)	1,050.00
Unique Computer	01	Administrative Computing	Maintenance Services	SUZ200RM2U UPS	899.00
Follett Bookstore	01	Administrative Computing	Office Supplies	Bookstore Charges	7.64
Follett Bookstore	01	Administrative Computing	Office Supplies	Bookstore Charges	5.88
Toner Tech Plus	01	Administrative Computing	Office Supplies	Refurbish Toner Cartridges	1,800.65
Unique Computer	01	Administrative Computing	Office Supplies	Ink	60.00
Unique Computer	01	Administrative Computing	Office Supplies	DDS Cleaning Cartridge	17.95
Unique Computer	01	Administrative Computing	Office Supplies	UPS Battery	55.00
Unique Computer	01	Administrative Computing	Office Supplies	USB Flash Pena	396.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink	176.00
Fifth Third Bank	01	Administrative Computing	Computer Software	Board Lunch	6,950.00
SCT Software & Resource Mgmt C	01	Administrative Computing	Computer Software	Software Mnt. 1/1/04-12/31/04 Cont 104402 & 125059	64,064.00
ITC (Instructional Technology	01	Administrative Computing	Publications and Dues	Membership Dues	200.00
Follett Bookstore	01	Dean of Student Services	Office Supplies	Bookstore Charges	2.97
Follett Bookstore	01	Dean of Student Services	Office Supplies	Bookstore Charges	1.43
Clodfelter, Pamela J,	01	Dean of Student Services	Conference/Meeting Expense	Travel-ICCCSSO Meeting 10/7/04	60.44
Dixon Park District	01	Dean of Student Services	Conference/Meeting Expense	Woodcote Rental for Student Services Retreat	65.00
Ill Assoc of Collegiate Regist	01	Dean of Student Services	Conference/Meeting Expense	Registration Fee-P Clodfelter	175.00
Family Centered Educational Ag	01	Other Student Services	Other Supplies	Proposal Review SSS Grant	1,500.00
Perfect Promotions	01	Other Student Services	Other Supplies	XL Red Tees w/Black Imprint on 1 Side	149.77
Consolidated Management Co	01	Student Recruitment	Other Supplies	Counselor Appreciation Breakfast	178.00
Lee Wayne	01	Student Recruitment	Other Supplies	Calculators/Pens Gift Sets, Stress Balls	1,230.35
Creative Printing	01	Admissions, Records & Placement	Office Supplies	SVCC Business Cards for Thomas Breed	40.00

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Formstart Inc	01	Admissions, Records & Placement	Office Supplies	Summer Program Change Forms pk/1000	239.27
Formstart Inc	01	Admissions, Records & Placement	Office Supplies	Spring Program Change Forms pk/1000	477.15
Formstart Inc	01	Admissions, Records & Placement	Office Supplies	Fall Program Change Forms pk/1000	593.72
Quill Corporation	01	Admissions, Records & Placement	Office Supplies	Quill Colored Paper	65.88
Quill Corporation	01	Admissions, Records & Placement	Office Supplies	Return Ink Jet Labels	-56.97
Illinois Comm Coll Admission &	01	Admissions, Records & Placement	Publications and Dues	FY 05 Membership Dues	40.00
Ill Assoc of Collegiate Regist	01	Admissions, Records & Placement	Conference/Meeting Expense	Registration Fee-P Clodfelter	175.00
Ill Assoc of Collegiate Regist	01	Admissions, Records & Placement	Conference/Meeting Expense	Registration Fee-P Clodfelter	175.00
Elgin Community College	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	ICCC Conf 10/22/04 -Wells & Meyers	50.00
Consolidated Management Co	01	Counseling	Office Supplies	Refreshments for Nursing Support Group	67.50
Follett Bookstore	01	Counseling	Office Supplies	Bookstore Charges	4.76
Matheney, Janet I.	01	Counseling	Instructional Supplies	PSY 100 Workshop	58.14
Daly, Ann C.	01	Counseling	Conference/Meeting Expense	Travel-ISU Conference 10/7/04	90.38
Fairfield Inn	01	Counseling	Conference/Meeting Expense	Travel-9/27/04 EIU Articulation Conference	75.48
Fiorini, Anthony D.	01	Counseling	Conference/Meeting Expense	Travel-thru 9/29/04 Wallace School	36.75
ICCCA	01	Counseling	Conference/Meeting Expense	Registration Fee 11/17/04	218.00
Irving, Kristi A.	01	Counseling	Conference/Meeting Expense	Travel-EIU Articulation Conference	181.03
Matheney, Janet I.	01	Counseling	Conference/Meeting Expense	Travel-9/17/04 Bradley Univ	97.50
Matheney, Janet I.	01	Counseling	Conference/Meeting Expense	Travel-WIU 9/30/04	112.50
Susan G. Komen Breast Cancer	01	Education Fund	Other Revenues	Lee National Denim Day 10/8/04	342.00
Federal Express Corp	01	Other Institutional	Postage	Federal Express Charges	19.45
Pitney Bowes	01	Other Institutional	Postage	Monthly Meter Rental	467.00
US Postmaster	01	Other Institutional	Postage	Spring 05 Class Schedule	685.00
US Postmaster	01	Other Institutional	Postage	Spring 05 Class Schedule	1,325.00
US Postmaster	01	Other Institutional	Postage	Postage Spring 05 Class Schedule	1,675.00

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US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,500.00
Chronicle of Higher Education	01	Other Institutional	Recruitment	Recruitment Open P.O.	1,187.50
Peoria Journal Star	01	Other Institutional	Recruitment	Ad for Coordinator of Personnel Services	1,462.84
Quad-City Times	01	Other Institutional	Recruitment	Recruitment Open P.O.	553.31
Rockford Register Star	01	Other Institutional	Recruitment	Recruitment Open P.O.	962.74
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment Open P.O.	349.33
SBM Business Equipment Center	01	Business Office	Maintenance Services	Open Purchase Order/Maint. Contract-Copier 2004-05	41.17
TouchNet	01	Business Office	Maintenance Services	Payment Plan Manager & Gateway Mgr. thru 10/31/05	9,318.83
Transworld Systems, Inc	01	Business Office	Office Supplies	Collection Costs	1,195.00
White, Linley V.	01	Business Office	Office Supplies	Tuition Reimbursement	690.00
Black Hawk College	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Fall 2004	2,490.00
Boonstra, Jenny L.	01	Personnel Office	Other Conference & Meeting	NIN Meeting	12.86
College of DuPage	01	Personnel Office	Other Conference & Meeting	Conference Fee NIN Retreat 9/29/04 Kerns/Nardini	400.00
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Open P.O. for B-day Parties, Ceremonies, & Meeting	117.25
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Open P.O. for B-day Parties, Ceremonies, & Meeting	151.00
Dirks, Kathleen M.	01	Personnel Office	Other Conference & Meeting	Travel-NIN Meeting 9/15/04	14.99
Nardini, Dawn A.	01	Personnel Office	Other Conference & Meeting	Travel-NIN Retreat 10/01/04	48.75
Partington, Sarah H.	01	Personnel Office	Other Conference & Meeting	Travel-NIN Meeting 9/15/04	14.03
Reighter, Patrice L.	01	Personnel Office	Other Conference & Meeting	Travel-NIN Meeting 9/15/04	12.81
Walker, Shirley A.	01	Personnel Office	Other Conference & Meeting	Travel-NIN Meeting 9/15/04	14.03
Gospodarczyk, Thomas J.	01	Dean of Adult Education	Conference/Meeting Expense	Travel-Area Visits thru 9/30/04	109.06
SBM Business Equipment Center	01	Information Center	Maintenance Services	Open P.O. for Copier Maintenance	36.00
SBM Business Equipment Center	01	Information Center	Instructional Supplies	Sharp FO-15CR Imaging Film	34.95
SBM Business Equipment Center	01	Information Center	Instructional Supplies	Sharp FO-15CR Imaging Film	34.95
Walrus Enterprises	01	Phi Theta Kappa	Office Supplies	PTK T-Shirts	450.00

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Beggerow, Alan	010100	CCS Contract Training	Consultants	CCS Class thru 10/6/04 CEMEX	900.00
Clark, Jeffrey	010100	CCS Contract Training	Consultants	Lift Truck Training 9/18/04	270.00
Quill Corporation	010100	CCS Contract Training	Office Supplies	E717-50 17-Sty Refill	72.45
Quill Corporation	010100	CCS Contract Training	Office Supplies	Phone Stand	-10.99
Quill Corporation	010100	CCS Contract Training	Office Supplies	040-99205 Phone Stand	10.99
Quill Corporation	010100	CCS Contract Training	Office Supplies	76-03-05 Weekly/Monthly Calendars	9.51
Quill Corporation	010100	CCS Contract Training	Office Supplies	SK710-00 Desk Pads	8.99
SBM Business Equipment Center	010100	CCS Contract Training	Office Supplies	Open P.O. for Copier	66.80
Follett Bookstore	010100	CCS Contract Training	Instructional Supplies	Bookstore Charges	1,250.00
Follett Bookstore	010100	CCS Contract Training	Instructional Supplies	Bookstore Charges	1,349.00
Follett Bookstore	010100	CCS Contract Training	Instructional Supplies	Bookstore Charges	-206.50
Follett Bookstore	010100	CCS Contract Training	Instructional Supplies	Bookstore Charges	110.00
KSB Hospital	010100	CCS Contract Training	Instructional Supplies	First Aid/CPR Cards	37.50
KSB Hospital	010100	CCS Contract Training	Instructional Supplies	Instructional Supplies for First Aid/CPR at DCC	85.00
Southern Illinois University	010100	CCS Contract Training	Instructional Supplies	Instructional Material for Water Treatment	15.00
World Point ECC	010100	CCS Contract Training	Instructional Supplies	151200 Pace Shields for First Aid/CPR at DCC	134.75
Illinois Community College Eco	010100	CCS Contract Training	Publications and Dues	FY 05 Renewal	70.00
Rock River Human Resources Pro	010100	CCS Contract Training	Publications and Dues	FY 05 Membership Dues	40.00
Gericke, Thomas H.	010100	CCS Contract Training	Conference/Meeting Expense	Travel-Area Meetings thru 9/21/04	19.88
Summit Group	010100	CCS Public Workshops	Consultants	CCS Class-Writing	80.00
SBM Business Equipment Center	010100	CCS Public Workshops	Office Supplies	Open P.O. for Copier	66.80
Quill Corporation	010100	CCS Public Workshops	Office Supplies	E717-50 17-Sty Refill	124.12
Quill Corporation	010100	CCS Public Workshops	Office Supplies	040-5600-Bk Step Stool	24.99
Dearborn Publishing	010100	CCS Public Workshops	Instructional Supplies	ISB 079 318 397 9 The Home Ref Book & Study Guide	255.00
ESCO Institute LTD.	010100	CCS Public Workshops	Instructional Supplies	HXE-HVAC Excellence Exam For Grading	33.00

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Follett Bookstore	010100	CCS Public Workshops	Instructional Supplies	Bookstore Charges	375.00
Follett Bookstore	010100	CCS Public Workshops	Instructional Supplies	Bookstore Charges	85.00
Gallegos, Regino	010100	CCS Public Workshops	Instructional Supplies	Props for Wizard of Oz 12/18/04	925.00
Labyrinth Publications	010100	CCS Public Workshops	Instructional Supplies	Welcome to Windows-Silver Serie Text 1-59136-024-2	16.95
Labyrinth Publications	010100	CCS Public Workshops	Instructional Supplies	Welcome to Windows-Silver Serie Text 1-59136-024-2	16.95
M & M Aviation Services LTD	010100	CCS Public Workshops	Instructional Supplies	CCS Class	395.00
Heartland Community College	010100	CCS Public Workshops	Conference/Meeting Expense	ICCB/ICCEDA Conf 1010/28/04	49.00
C & B Glass	02	Maintenance	Maintenance Services	Repair Broken Glass	960.00
ECOLAB	02	Maintenance	Maintenance Services	Monthly Exterminator Service	192.50
Fifth Third Bank	02	Maintenance	Maintenance Services	Board Lunch	2,476.00
Kone, Inc	02	Maintenance	Maintenance Services	Quarterly Elevator Service	2,014.56
Pro Com Systems	02	Maintenance	Maintenance Services	#110-2170A Dukane Power Supply w/voltage adjustmen	2,491.25
Wellington Environmental	02	Maintenance	Maintenance Services	Remove Asbestos Pipe Fitting & Valve Insulation in	2,895.00
C-B Kramer Sales & Service	02	Maintenance	Maintenance Supplies	980-668LP Boiler Gasket Closure Kit	572.42
Crescent Electric Supply Co.	02	Maintenance	Maintenance Supplies	Flex PVC	92.12
Crescent Electric Supply Co.	02	Maintenance	Maintenance Supplies	Return PVC	-20.00
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	56.96
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	28.50
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	28.86
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	92.85
Grainger	02	Maintenance	Maintenance Supplies	Return Plug & Locking	-28.86
Grunnerts Do It Best Hardware	02	Maintenance	Maintenance Supplies	Bleach	67.68
Interstate Batteries	02	Maintenance	Maintenance Supplies	Battery-Fire Pump	103.95
Johnstone Supply	02	Maintenance	Maintenance Supplies	5 pk Tripper	5.54
Johnstone Supply	02	Maintenance	Maintenance Supplies	5 pk Tripper	2.77

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Leslie's Swimming Pool Supply	02	Maintenance	Maintenance Supplies	Chlorine Tabs	105.00
Leslie's Swimming Pool Supply	02	Maintenance	Maintenance Supplies	Bromine Tablets	170.94
Menards	02	Maintenance	Maintenance Supplies	Outlets	54.86
Menards	02	Maintenance	Maintenance Supplies	Paint Supplies	37.10
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	43.63
North Oil	02	Maintenance	Maintenance Supplies	5 gal Non-detergent Motor Oil	42.95
Sherwin-Williams	02	Maintenance	Maintenance Supplies	4 gal. Paint	76.60
USA Bluebook	02	Maintenance	Maintenance Supplies	Valve Parts	232.53
Fred Pryor Seminars	02	Maintenance	Conference/Meeting Expense	Seminar Facilities Mgmt-J Ditto	459.00
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	120.97
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	120.97
Menards	02	Custodial	Maintenance Supplies	Custodial Supplies	183.96
Menards	02	Custodial	Maintenance Supplies	2-way Radio, Dust Mop	149.94
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 05	2,789.65
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 05	29.00
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Return -Union Main Broom	-135.06
Leffelman & Sons, Inc.	02	Grounds	Maintenance Services	Replace and all associated parts per quote	421.74
Peabody's Inc	02	Grounds	Maintenance Services	Repair Holland	358.75
Ace Hardware	02	Grounds	Maintenance Supplies	Lube Blaster, Hookgrab	31.42
Bonnell Industries	02	Grounds	Maintenance Supplies	Post Acc., Anchor	101.84
Dixon Tire Center	02	Grounds	Maintenance Supplies	Replacement Tires	336.00
Menards	02	Grounds	Maintenance Supplies	T Lights, Ball Valve, Misc	15.73
Moore Tire Co	02	Grounds	Maintenance Supplies	11115 Firestone 4-Ply 8-Ply Tube Type Tires	719.00
Napa Auto Parts	02	Grounds	Maintenance Supplies	Hose	88.20
Napa Auto Parts	02	Grounds	Maintenance Supplies	Tester, Circuit Breaker, Hose	37.90

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North Oil	02	Grounds	Maintenance Supplies	55 gal. Oil, Marylube	292.70
North Oil	02	Grounds	Maintenance Supplies	500 gal Unleaded Gas	895.50
Peabody's Inc	02	Grounds	Maintenance Supplies	Air Cleaner, Filters, Oil	104.67
Nicor Gas	02	Utilities	Gas	Monthly Charges	109.20
Nicor Gas	02	Utilities	Gas	Monthly Charges	28.03
Nicor Gas	02	Utilities	Gas	Monthly Charges	27.76
Nicor Gas	02	Utilities	Gas	Monthly Charges	19.23
Nicor Gas	02	Utilities	Gas	Monthly Charges	212.20
Proliance Energy, LLC	02	Utilities	Gas	Monthly Gas purchase	27,024.45
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	19.12
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	13,416.18
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	13.33
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	39.05
Gallatin River Communications	02	Utilities	Telephone	Monthly Phone Bill	3,246.11
Illinois Century Network (ICN)	02	Utilities	Telephone	Monthly Charges 08/01-08/31/04	1,508.00
Verizon Wireless	02	Utilities	Telephone	Monthly Charge	23.58
Verizon Wireless	02	Utilities	Telephone	Open Purchase Order for Cellular Charges 2004-05	43.33
White, Linley V.	02	Utilities	Telephone	Phone Expenses/Internet Charges	23.95
White, Linley V.	02	Utilities	Telephone	Phone Expense	20.00
Rock Valley Disposal	02	Utilities	Refuse Disposal	Monthly Trash Removal	439.85
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	452.68
Follett Bookstore	02	Building and Grounds Administrat	Office Supplies	Bookstore Charges	31.84
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	2005 Calendars, Office Supplies	132.59
Fred Pryor Seminars	02	Building and Grounds Administrat	Conference/Meeting Expense	Seminar Facilities Mgmt-J Ditto	459.00
Viking Builders	03	Operations & Maintenance- Restri	Building Remodeling	Application 1 Fitness Center Addition	10,330.20

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Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineering Services Fitness Center	5,349.30
Dr. Donald L Rastade	050500	Child Care Center	Other Supplies	Breanna Douglas	43.00
Drane, Paula E.	050500	Child Care Center	Other Supplies	Books for Child Care	41.70
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	53.03
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	43.49
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	64.42
Follett Bookstore	050500	Child Care Center	Other Supplies	Bookstore Charges	5.98
Follett Bookstore	050500	Child Care Center	Other Supplies	Bookstore Charges	3.59
Damhoff, Russ K.	050600		Petty Cash	Petty Cash Volleyball Cash Box	200.00
Leseman, Jolene K.	050600		Petty Cash	Basketball Petty Cash	350.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game 10/16/04	45.00
Damhoff, Russ K.	050600	Men's Basketball	Other Contractual Services	Practice Officials 10/6/04	45.00
Strating, James A	050600	Men's Basketball	Other Contractual Services	Men's Basketball 10/16/04	45.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball 10/16/04	45.00
Temple's Sporting Goods	050600	Men's Basketball	Other Supplies	RX10 NJCAA 10 Stem Basketballs	776.02
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel- Basketball 10/9/04	189.90
Benedictine Athletic Departmen	050600	Cross Country	Other Conference & Meeting	Cross Country Meet 10/8/04	110.00
Franciscan University	050600	Cross Country	Other Conference & Meeting	Cross Country Meet 10/2/04	79.00
Sullivan, Michael D.	050600	Cross Country	Other Conference & Meeting	Cross Country Meet 8/28/04	157.35
Sullivan, Michael D.	050600	Cross Country	Other Conference & Meeting	Travel-Cross Country Meet 9/20/04	95.29
Sullivan, Michael D.	050600	Cross Country	Other Conference & Meeting	Travel-Cross Country Meet 9/4/04	65.70
Sullivan, Michael D.	050600	Cross Country	Other Conference & Meeting	Travel-Cross Country Meet 9/17/04	62.80
Sullivan, Michael D.	050600	Cross Country	Other Conference & Meeting	Travel-Cross Country Meet 9/24/04	46.07
Williams, David E.	050600	Golf	Other Supplies	Golf Supplies	64.52
Illinois Valley Community Coll	050600	Golf	Other Conference & Meeting	IVCC Golf Invite 9/24/04	250.00

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Williams, David E.	050600	Golf	Other Conference & Meeting	Travel-9/17/04 Golf Invite	294.73
Williams, David E.	050600	Golf	Other Conference & Meeting	Golf Invite 9/21/04	44.91
Williams, David E.	050600	Golf	Other Conference & Meeting	Golf Invite 9/24/04	282.13
Williams, David E.	050600	Golf	Other Conference & Meeting	Travel-Golf Invite thru 10/9/04	452.45
Miller, Forrest	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game 9/25/04	35.00
Miller, Forrest	050600	Men's Baseball	Other Contractual Services	Umpire-Baseball 9/26/04	35.00
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	Baseball Jackets	990.00
Ready, Alan J.	050600	Men's Baseball	Other Conference & Meeting	Travel Baseball 9/19/04	98.72
Follett Bookstore	050600	Women's Basketball	Instructional Supplies	Bookstore Charges	43.23
Follett Bookstore	050600	Women's Basketball	Other Supplies	Bookstore Charges	125.33
Leseman, Jolene K.	050600	Women's Basketball	Other Supplies	Travel-W Basketball 10/4/04	22.80
Danville Community College	050600	Women's Basketball	Other Conference & Meeting	10/16/04 Basketball Jamboree	30.00
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Women's BB Jamboree 10/9/04	179.20
Holabird Sports	050600	Women's Tennis	Other Supplies	Wilson X Duty Tennis Balls	186.15
Kipping, Sara M.	050600	Women's Tennis	Other Supplies	Shirts	22.31
Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Travel-Regional Meet 10/7-10/9/04	357.00
Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Travel-Tennis 9/28 & 9/30/04	201.37
Temple's Sporting Goods	050600	Women's Softball	Other Supplies	Schutt Battering Helmets #2788	251.74
Temple's Sporting Goods	050600	Women's Softball	Other Supplies	56AEML Bristol Scarlet Tube Socks	60.00
Temple's Sporting Goods	050600	Women's Softball	Other Supplies	Buy 3 Bats Get 1 Free 2 32"-22; 2 32"-23	697.96
Boyle, Dayle	050600	Women's Volleyball	Other Contractual Services	Trainer Volleyball Game 10/6/04	50.00
Boyle, Dayle	050600	Women's Volleyball	Other Contractual Services	Trainer Volley Ball Game 9/29/04	50.00
Bradow, Iris	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 9/29/04	75.00
Chapman, Michael	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 9/29/04	75.00
Chapman, Michael	050600	Women's Volleyball	Other Contractual Services	Volley Ball game 10/6/04	75.00

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Cole, Brett G.	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 1 10/16/04	15.00
Cole, Brett G.	050600	Women's Volleyball	Other Contractual Services	Volley Ball Game 10/16/04 Game 2	15.00
Devine, Rose D.	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 9/29/04	15.00
Devine, Rose D.	050600	Women's Volleyball	Other Contractual Services	Volley Ball Game 10/20/04	15.00
Devine, Rose D.	050600	Women's Volleyball	Other Contractual Services	Volley Ball Game 10/6/04	15.00
Gulley, Orlando L.	050600	Women's Volleyball	Other Contractual Services	Volley Ball Game 10/6/04	20.00
Gulley, Orlando L.	050600	Women's Volleyball	Other Contractual Services	Volley Ball 10/16/04 Game 1	20.00
Gulley, Orlando L.	050600	Women's Volleyball	Other Contractual Services	Volley Ball Game 10/16/04 Game 2	20.00
Gulley, Orlando L.	050600	Women's Volleyball	Other Contractual Services	Volley Ball 10/16/04 Game 3	20.00
O'Connell, Dan E.	050600	Women's Volleyball	Other Contractual Services	Volley Ball 10/16/04 Game 3	15.00
Pettitway, Ruth	050600	Women's Volleyball	Other Contractual Services	Volley Ball Game 10/6/04	75.00
Pettitway, Ruth	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 10/16/04	180.00
Popkins, Kelsey J.	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 9/29/04	15.00
Popkins, Kelsey J.	050600	Women's Volleyball	Other Contractual Services	Volley Ball Game 10/20/04	15.00
Popkins, Kelsey J.	050600	Women's Volleyball	Other Contractual Services	Volley Ball 10/06/04	15.00
Reid, Garth A.	050600	Women's Volleyball	Other Contractual Services	Volley Ball 10/16/04 Game 2	15.00
Stadel, Ryan J.	050600	Women's Volleyball	Other Contractual Services	Volley ball Game 10/16/04 Game 1	15.00
Thinnas, Roger	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 10/16/04	180.00
Washington, William E.	050600	Women's Volleyball	Other Contractual Services	Volley Ball 10/16/04 Game 3	15.00
First Place Volleyball	050600	Women's Volleyball	Other Supplies	Adidas Women's Clima Cool Response 2 Shoe (Team)	202.16
Follett Bookstore	050600	Women's Volleyball	Other Supplies	Bookstore Charges	72.00
College of DuPage	050600	Women's Volleyball	Other Conference & Meeting	Volleyball Entry Fee 10/1/04	235.00
Kipping, Sara M.	050600	Women's Volleyball	Other Conference & Meeting	Travel-Tennis Meet 9/14/04	160.70
McCaffrey, Nichole T.	050600	Women's Volleyball	Other Conference & Meeting	Travel-Volleyball thru 9/13/04	165.30
McCaffrey, Nichole T.	050600	Women's Volleyball	Other Conference & Meeting	Travel-Volleyball thru 9/18/04	298.71

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McCaffrey, Nichole T.		050600	Women's Volleyball	Other Conference & Meeting	Volleyball Travel thru 10/4/04	528.29
McCaffrey, Nichole T.		050600	Women's Volleyball	Other Conference & Meeting	Volleyball Travel thru 9/27/04	103.44
Follett Bookstore		050600	General Athletics	Other Materials and Supplies	Bookstore Charges	3.88
Follett Bookstore		050600	General Athletics	Other Materials and Supplies	Bookstore Charges	7.99
Damhoff, Russ K.		050600	General Athletics	Other Conference & Meeting	Travel - Basketball 9/19/04	9.16
Creative Printing		050600	Student Activities	Office Supplies	SVCC Business Cards for Nicole McCaffrey	35.00
Rock River Provision Co		050600	Student Activities	Office Supplies	Popcorn	24.20
Follett Bookstore		050600	Student Activities	Other Materials and Supplies	Bookstore Charges	39.99
Follett Bookstore		050600	Student Activities	Other Materials and Supplies	Bookstore Charges	8.62
Follett Bookstore		050600	Student Activities	Other Materials and Supplies	Bookstore Charges	77.36
Clow, Maria A.		050600	Student Activities	Conference/Meeting Expense	Supplies	54.54
Stewart Beverage Corp		050600	Student Activities	Conference/Meeting Expense	Pop for Free For Fall	230.00
Follett Bookstore		050600	Student Government	Other Materials and Supplies	Bookstore Charges	8.98
Follett Bookstore		050600	Student Government	Other Materials and Supplies	Bookstore Charges	17.33
Follett Bookstore		050600	Student Government	Other Materials and Supplies	Bookstore Charges	2.37
Follett Bookstore		050600	Drama	Other Materials and Supplies	Bookstore Charges	10.75
Hedrick, Jason J.		050600	Drama	Other Materials and Supplies	Supplies for play "Molly Sweeney"	33.61
Hedrick, Jason J.		050600	Drama	Other Materials and Supplies	Theatre Supplies-Molly Sweeney	109.37
Menards		050600	Drama	Other Materials and Supplies	Paint & Other Supplies For Fall Production	32.97
Menards		050600	Drama	Other Materials and Supplies	Paint & Other Supplies For Fall Production	31.70
Menards		050600	Drama	Other Materials and Supplies	Paint & Other Supplies For Fall Production	31.70
Menards		050600	Drama	Other Materials and Supplies	Paint & Other Supplies For Fall Production	118.36
Menards		050600	Drama	Other Materials and Supplies	Paint & Other Supplies For Fall Production	65.44
Samuel French, Inc		050600	Drama	Other Materials and Supplies	Irish Dialect Tapes	19.33
Valley Magic		050600	Drama	Other Materials and Supplies	Make-Up Supplies	121.20

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Olmsted, Brian T.		050600	Voyager	Other Materials and Supplies	Flash Card for Voyager Camera	31.81
Rolfe Press		050600	Voyager	Other Materials and Supplies	Quick Guide for Voyager	70.00
BP Amoco		050800	Transportation	Vehicle Supplies	Monthly Gas Purchase for College Vans	393.31
Glatka's Tire City		050800	Transportation	Vehicle Supplies	Tires for 1999 Van	369.75
Professional Benefit Administr		051000	Medical Insurance	Individual Stop Loss		9,817.88
Professional Benefit Administr		051000	Medical Insurance	Dependent Stop Loss		7,846.47
Professional Benefit Administr		051000	Medical Insurance	Precertification		355.00
Professional Benefit Administr		051000	Medical Insurance	Cobra Conversion	Cobra Premium 8/1/04	500.00
Professional Benefit Administr		051000	Medical Insurance	Administrative Costs		2,697.50
Professional Benefit Administr		051000	Medical Insurance	Life & AD&D		1,886.59
Frericha, Nancy M.		051400		Student Loans	Student Loan Due 12/10/04	368.07
Rexroat, Carrie L.		051400		Student Loans	Student Loan Due 12/10/04	200.00
State Universities Retirement		062050	SBDC Grant	SURS	Matching Funds	157.04
State Universities Retirement		062050	SBDC Grant	SURS	Matching Funds	157.04
Gable, Nancy J.		062050	SBDC Grant	Consultants	Ebay for Business 10/6/04	298.00
Gable, Nancy J.		062050	SBDC Grant	Consultants	Ebay FOR Fun 9/29/04	298.00
Follett Bookstore		062050	SBDC Grant	Office Supplies	Bookstore Charges	-110.00
Quill Corporation		062050	SBDC Grant	Office Supplies	E717-50 17-Sty Refill	53.89
Quill Corporation		062050	SBDC Grant	Office Supplies	040-45288 Orchid Steno Book	25.20
SBM Business Equipment Center		062050	SBDC Grant	Office Supplies	Open P.O. for Copier	66.79
Shawver Press Inc		062050	SBDC Grant	Advertising	SBDC Business Cards	115.00
Freeport Lincoln-Douglas Kiwan		062050	SBDC Grant	Conference/Meeting Expense	Quarterly Dues	80.00
Illinois Small Business Devalo		062050	SBDC Grant	Conference/Meeting Expense	Conference 11/17/04 M Miller	175.00
Miller, Michele		062050	SBDC Grant	Conference/Meeting Expense	Travel Area Clinical Visits thru 9/29/04	194.25
Rock Falls Chamber of Commerce		062050	SBDC Grant	Conference/Meeting Expense	Quarterly Meeting 10/28/04	13.00

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Gallatin River Communications	062050	SBCD Grant	Telephone	Monthly Telephone Charges	33.03
SPRINT	062050	SBCD Grant	Telephone	Monthly Long Distance Charge	14.91
Follett Bookstore	062056	ICCB Adult Ed-Federal Basic	Office Supplies	Bookstore Charges	1.26
Deem, Craig A	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Aug & Sept Cleaning-Adult Ed Classes	50.00
Marruffo, Kerrie M.	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Supplies for Wallace School	85.69
Peterson, Laura	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Office Supplies	41.36
Consolidated Management Co	062059	ICCB Adult Ed-Performance-Instru	Instructional Supplies	Refreshments for APC Meeting	30.00
Follett Bookstore	062060	SOS VITAL Grant	Instructional Supplies	Bookstore Charges	54.99
New Readers Press	062060	SOS VITAL Grant	Instructional Supplies	Single Subscription	22.00
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	429.33
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	429.33
Follett Bookstore	063011	Student Support Services Grant	Office Supplies	Bookstore Charges	27.94
Follett Bookstore	063011	Student Support Services Grant	Office Supplies	Bookstore Charges	32.43
Benny's Pizzeria	063011	Student Support Services Grant	Other Conference & Meeting	SSS Orientation	193.60
Consolidated Management Co	063020	Perkins IIC	Conference/Meeting Expense	Workforce Council Meeting 9/15	79.50
IOCCA	063020	Perkins IIC	Conference/Meeting Expense	Conference Fee 11/16/04	109.00
Lincoln Land Community College	063020	Perkins IIC	Conference/Meeting Expense	Registration Excellence Conf 9/14/04 White	75.00
Niemeyer, Loren	063020	Perkins IIC	Conference/Meeting Expense	Travel Advance NAIT Conference 10/19/04	1,100.70
White, Linley V.	063020	Perkins IIC	Conference/Meeting Expense	ICCB Meeting thru 9/17/04	572.30
Bos, Keith A.	063020	Perkins IIC -Special Populations	Conference/Meeting Expense	NIU HECA Meeting 9/14/04	90.00
Bos, Keith A.	063020	Perkins IIC -Special Populations	Conference/Meeting Expense	Travel-Lyndon	36.75
Calendars	063030	Perkins IIE Tech Prep	Office Supplies	2005 Calendar	32.44
Consolidated Management Co	063030	Perkins IIE Tech Prep	Office Supplies	Tech Prep Refreshments	33.95
Consolidated Management Co	063030	Perkins IIE Tech Prep	Office Supplies	Counselor Breakfast Refreshments	40.00
ICTM	063030	Perkins IIE Tech Prep	Office Supplies	Math Competition Fees	600.00

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Johnson, Virginia	063030	Perkins IIIIE Tech Prep	Office Supplies	Office Supplies	19.80
Johnson, Virginia	063030	Perkins IIIIE Tech Prep	Conference/Meeting Expense	Travel-Area High School thru 7/29/04	120.75
Johnson, Virginia	063030	Perkins IIIIE Tech Prep	Conference/Meeting Expense	Travel-Area High Schools thru 8/27/04	209.83
Johnson, Virginia	063030	Perkins IIIIE Tech Prep	Conference/Meeting Expense	Travel-Area High School thru 9/20/04	360.45
Illinois Student Assistance Co	063071	Federal Student Loan	Dept. of Education	Refund Due IVG	396.00
Fiserv Health Tennessee	063075	IDHS AmeriCorps - Member Activit	Medical Insurance	Members Health Care	972.50
State Universities Retirement	063075	IDHS AmeriCorps - Member Activit	SURS	Matching Funds	303.34
Sauk Valley Newspapers	063075	IDHS AmeriCorps - Member Activit	Advertising	Advertising ABC Lit	78.26
Fifth Third Bank	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Board Lunch	658.88
Scott, Amy	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Training 10/12/04	200.00
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Conference Fee 9/10/04 IVCC	140.00
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Registration Fee 10/23/04	270.00
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Additional Member 10/22/04 Conf	30.00
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	303.34
Campus Tech, Inc	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Adobe Acrobat 6.0 Pro WIN	280.00
Mississippi Industries for the	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Pledge Cards	52.00
Mississippi Industries for the	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Long Sleeved Polos-Medium	45.00
SBM Business Equipment Center	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Shredder FEL-36180	238.66
Unique Computer	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	HP Deskjet 450ci	260.00
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Badgemailnt/Supplies	465.90
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Starta Wall Kit	211.14
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Supplies-Character Counts	126.80
Mueller Audio Visual	063075	IDHS AmeriCorps- Nonmember Activ	Capital Supplies	Toshiba DVD/VHS Combo SD-V391	2,099.00
Misener, Angela L.	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	Mileage-Meeting 9/14/04	64.08
Northwest Regional Educational	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	Training Fee Conf 10/19/04	99.00

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White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	IAEYC Conf Fee 10/14/04	181.20
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	IDEC Conference 12/4/04	185.00
Sauk Valley Newspapers	063075	IDHS AmeriCorps- Nonmember Activ	Other	Recruitment Ad	91.14
Fifth Third Bank	064030	Restricted Fund-GOD Certificates	Other Supplies	Board Lunch	568.28
SPM Business Equipment Center	064030	Restricted Fund-GOD Certificates	Other Supplies	Maxon T-Base Connectors	32.00
SPM Business Equipment Center	064030	Restricted Fund-GOD Certificates	Other Supplies	Maxon Fabric Panel 42x60 silver/gray	225.00
School Specialty	064030	Restricted Fund-GOD Certificates	Capital Supplies	30632418N Workspace Multi-Use Stool No Arms Lt Gra	115.60
Universal Color Slide Co	064030	Restricted Fund-GOD Certificates	Capital Supplies	CC2901 5-Drawer Slide Cabinet-Black	908.05
KI Companies	064030	Restricted Fund-GOD Certificates	Capital Supplies	Workzone 30 X 72 level 2 Tables: 27" High	3,801.60
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	IBM TP Mindock w/Power CDR	910.00
Denco Inc	064030	Restricted Fund-GOD Certificates	Capital Supplies	P141-9937 5-Drawer Flat File Cabinet-Medium-Black	2,079.15
Calumet Photographic	064030	Restricted Fund-GOD Certificates	Capital Supplies	Universal Camera filter	27.60
RMS Informational Technology I	064030	Restricted Fund-GOD Certificates	Office Equipment	RMS-CISC Cisco Sup 720 Replacement	33,163.00
Consolidated Management Co	101140	Phi Theta Kappa Club	Other	PTK Induction Refreshments	64.00
Nunez, Steve C.	101140	Phi Theta Kappa Club	Other	PTK Introduction	139.25
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.52
Verizon Wireless	12	Public Safety	Maintenance Services	Cell Phones for Security	40.39
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 8/28, 9/4/04	854.00
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 9/6, 9/11, 9/18 Holiday	1,378.44
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 9/25, 10/2/04	854.00
Radio Ranch Inc	12	Public Safety	Other Supplies	Radio Batteries, Antenna	525.00

BANK ACCOUNT 1 TOTAL:

598,710.82

ALL ACCOUNTS TOTAL:

598,710.82

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

Page 1

EDUCATION FUND

Revenues

Local Governmental Sources	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
State Governmental Sources	3,138,004	1,014,174	3,166,000	1,230,437	38.8%
Federal Governmental Sources	3,049,616	777,773	2,741,078	701,431	25.5%
Student Tuition and Fees	1,000	4,240	5,000	4,555	91.1%
Sales and Service	3,012,300	1,588,703	3,106,000	1,782,141	57.3%
Investment Revenue	341,818	83,924	400,000	55,564	13.8%
Other Revenues	80,000	8,171	35,000	3,127	8.9%
	526,000	-5,138	580,000	2,200	.3%
TOTALS	148,738	3,471,848	10,033,078	3,779,457	37.6%

Expenditures

Salaries	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Employee Benefits	6,316,729	1,287,373	6,382,172	1,335,867	20.9%
Contractual Services	1,581,447	278,467	1,760,032	307,469	17.4%
General Materials and Supplies	499,472	70,690	567,345	74,012	13.0%
Travel and Conference Meeting Exp.	921,962	254,451	880,069	176,883	20.0%
Fixed Charges	141,725	12,140	137,850	23,857	17.3%
Capital Outlay	22,955	5,679	23,050	2,229	9.6%
Other Expenditures	111,840	9,717	503,000	3,901	38.9%
	487,000	145,029	1,100,000	196,105	17.8%
TOTALS	83,130	2,063,550	10,253,518	2,120,327	20.6%

Transfers

Transfers to Other Funds	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Transfers From Other Funds	47,500	-8,780	85,000		0.0%
	-189,000		-133,500		0.0%
TOTALS	-141,500	-8,780	-48,500		0.0%

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual
207,107	1,417,079	-171,940	1,659,130
	2,154,125		2,349,824

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

Page 2

OPERATION AND MAINTENANCE FUND

Revenues

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Local Governmental Sources	384,123	153,054	387,000	151,101	39.0%
State Governmental Sources	432,632	108,218	360,474	90,210	25.0%
Student Tuition and Fees	328,500	174,721	347,500	200,392	57.6%
Sales and Service	6,500	230	4,000	688	17.2%
Facilities Revenue	4,000	565	2,000	135	6.7%
Investment Revenue	2,000	1	200	30	15.0%
Other Revenues	37,500		42,000		0.0%
TOTALS	1,195,255	436,791	1,143,174	442,557	38.7%

Expenditures

Salaries	461,850	114,593	453,406	124,169	27.3%
Employee Benefits	152,131	33,936	188,149	40,023	21.2%
Contractual Services	69,500	33,285	114,500	30,364	26.5%
General Materials and Supplies	121,300	16,424	86,600	13,006	15.0%
Travel and Conference Meeting Exp.	3,500	1,006	2,600	1,032	39.6%
Fixed Charges	55,362	55,362	40,000	50,091	125.2%
Utilities	386,700	82,562	355,500	57,841	16.2%
Capital Outlay	15,000		15,000	5,543	36.9%
TOTALS	1,265,343	337,172	1,255,755	322,071	25.6%

Transfers

Transfers From Other Funds

	-70,500		-113,500		0.0%
TOTALS	-70,500		-113,500		0.0%

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	411	919	120,486	
		99,591	126,383	

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

Page 3

OPERATION & MAINTENANCE- RESTRICTED

Revenues

Local Governmental Sources	204,833	574,000	223,623	38.9%
State Governmental Sources	632,938	3,305,100		0.0%
Investment Revenue	3,382,000	10,000	-4,036	-40.3%
Other Revenues	10,000	250,000		0.0%
TOTALS	250,000	4,139,100	219,586	5.3%

Expenditures

Contractual Services	6,400			
General Materials and Supplies		5,175,310	261,384	5.0%
Capital Outlay	125,306			
TOTALS	131,706	5,175,310	261,384	5.0%

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

-1,086,998	-1,036,210	-41,797
2,685,498		2,542,068

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

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BOND AND INTEREST FUND

Revenues

Local Governmental Sources
Investment Revenue

TOTALS

Expenditures

Contractual Services
Fixed Charges

TOTALS

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Local Governmental Sources	1,413,519	429,287	1,393,000	542,968	38.9%
Investment Revenue	10,000	2,989	5,000	5,316	106.3%
TOTALS	1,423,519	432,276	1,398,000	548,285	39.2%
Expenditures					
Contractual Services	5,000		5,000	3,000	60.0%
Fixed Charges	1,402,763		1,381,000	2,371	.1%
TOTALS	1,407,763		1,386,000	5,371	.3%
NET INCREASE/DECREASE IN NET ASSETS	15,756	432,276	12,000	542,914	
FUND BALANCE		1,185,977		1,299,836	

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

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AUXILIARY ENTERPRISES FUND

Revenues

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Student Tuition and Fees	160,500	86,701	156,000	88,260	56.5%
Sales and Service	51,490	4,047	48,500	4,577	9.4%
Facilities Revenue	75,000	17,500	85,000	17,500	20.5%
Investment Revenue	900	891	900	372	41.3%
Other Revenues	1,301,549	343,674	1,561,700	395,728	25.3%
TOTALS	1,589,439	452,814	1,852,100	506,438	27.3%

Expenditures

Salaries	72,279	10,823	72,682	10,128	13.9%
Employee Benefits	11,481	1,109	12,820	1,584	12.3%
Contractual Services	1,334,654	275,108	1,595,605	359,430	22.5%
General Materials and Supplies	72,490	66,837	72,990	12,885	17.6%
Travel and Conference Meeting Exp.	62,655	9,490	57,655	7,247	12.5%
Fixed Charges	9,450	5,051	9,450	19,229	203.4%
Capital Outlay					
Other Expenditures	5,800	29,868	5,750	150	2.6%
TOTALS	1,568,809	398,289	1,826,952	410,655	22.4%

Transfers

Transfers to Other Funds	75,000	8,780	85,000		0.0%
Transfers From Other Funds	-63,000		-73,000		0.0%
TOTALS	12,000	8,780	12,000		0.0%

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	45,744	13,148	95,783
	314,275		338,499

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

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RESTRICTED PURPOSES FUND

Revenues

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Local Governmental Sources			2,195,000	2,195,000	100.0%
State Governmental Sources		238,531	917,096	27,373	2.9%
Federal Governmental Sources		304,960	3,513,813	405,038	11.5%
Sales and Service				1,697	.9%
Investment Revenue	6,000		40,000	369	
Other Revenues	60,619	8,200		36,250	
TOTALS	4,002,051	551,692	6,665,909	2,665,729	39.9%

Expenditures

Salaries	1,205,514	218,009	1,140,662	230,906	20.2%
Employee Benefits	188,199	38,412	195,212	41,512	21.2%
Contractual Services	45,609	4,123	4,800	-119,806	-2495.9%
General Materials and Supplies	730,022	57,215	84,521	156,970	185.7%
Travel and Conference Meeting Exp.	54,623	4,670	49,934	10,853	21.7%
Fixed Charges	10,412	106	10,500	2,195,000	20904.7%
Utilities	300	113	300	149	49.8%
Capital Outlay	198,200	45,090	731,667	2,745	.3%
Other Expenditures	2,378,441	447,361	2,982,632	578,519	19.3%
TOTALS	4,811,320	815,102	5,200,228	3,096,849	59.5%

Transfers

Transfers to Other Funds	-1				
Transfers From Other Funds	-1				
TOTALS	-1				

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

-263,409	1,465,681	-431,119	
774,208		1,757,618	

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

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WORKING CASH FUND

Revenues

Investment Revenue

TOTALS

Expenditures

Investment Revenue

TOTALS

Transfers

Transfers to Other Funds

TOTALS

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	2004-2005 <u>Actual</u>	Budget Percent
Investment Revenue	100,000	9,366	50,000	-3,957	-7.9%
TOTALS	100,000	9,366	50,000	-3,957	-7.9%
Expenditures					
Investment Revenue					
TOTALS					
Transfers					
Transfers to Other Funds	200,000		150,000		0.0%
TOTALS	200,000		150,000		0.0%
NET INCREASE/DECREASE IN NET ASSETS	-100,000	9,366	-100,000	-3,957	
FUND BALANCE		2,380,150		2,266,826	

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

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TRUST AND AGENCY FUND

Revenues

Sales and Service
Other Revenues

TOTALS

Expenditures

Contractual Services
Capital Outlay
Other Expenditures

TOTALS

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>2004-2005</u> <u>Actual</u>	<u>Budget</u> <u>Percent</u>
	-----	-----	-----	-----	-----
		1,600		361	
		1,600		361	
		6,000		232	
		100		232	
		6,100			
		-4,500		128	
		17,042		13,887	

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

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<u>AUDIT FUND</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	2004-2005 <u>Actual</u>	Budget Percent
Revenues					
Local Governmental Sources					
Investment Revenue	30,710	9,935	30,000	11,905	39.6%
	1,000	124	100	-35	-35.6%
TOTALS	31,710	10,060	30,100	11,870	39.4%
Expenditures					
Contractual Services	24,000	11,500	24,000		0.0%
TOTALS	24,000	11,500	24,000		0.0%
NET INCREASE/DECREASE IN NET ASSETS	7,710	-1,439	6,100	11,870	
FUND BALANCE		31,206		52,091	

10/18/2004

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF SEPTEMBER 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

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Local Governmental Sources	295,275	95,640	357,000	139,319	39.0%
Investment Revenue	200,000	-15,234	200,000	39,750	19.8%
Other Revenues	22,000		9,000		0.0%
TOTALS	517,275	80,406	566,000	179,069	31.6%
Expenditures					
Salaries	297,291	68,258	282,337	20,038	7.0%
Employee Benefits	205,564	76,096	222,103	81,429	36.6%
Contractual Services	64,300	30,059	70,500	13,247	18.7%
General Materials and Supplies	6,500	85	9,400	4,792	50.9%
Travel and Conference Meeting Exp.	2,250		2,000		0.0%
Fixed Charges	85,000	40,594	63,000	40,814	64.7%
Utilities	1,100	178	1,300	268	20.6%
Capital Outlay	50,000	23,558			
TOTALS	712,005	238,831	650,640	160,590	24.6%
NET INCREASE/DECREASE IN NET ASSETS	-194,730	-158,424	-84,640	18,478	
FUND BALANCE		5,938,132		5,817,055	

For Board Meeting of
October 25, 2004

Agenda Item D-7

**BOARD POLICY 102.01 BOARD PHILOSOPHY AND OBJECTIVES
(FIRST READING)**

Attached for First Reading is Board Policy 102.01 Board Philosophy and Objectives.

RECOMMENDATION: Approval of Board Policy 102.01 Board Philosophy and Objectives
for First Reading.

102.01 Board Philosophy and Objectives

The following statements pertain to the philosophy and objectives which guide the deliberations and decisions of the Board of Trustees.

Sauk Valley Community College is an integral part of the Illinois System of Higher Education, and is organized to provide education and training to the citizens of the district and to participate as a partner in the Illinois Community College System.

The Board of Trustees of Community College District No. 506 assumes a full commitment to the objectives and philosophy of the Illinois Community College Act and to the standards and criteria as may from time to time be set forth by the Illinois Community College Board and the Illinois Board of Higher Education. It is therefore committed to meeting the needs for undergraduate college level education leading to employment, and to develop and experiment with programs to aid all district residents of post high school age through:

1. Baccalaureate-oriented curricula;
2. Occupation-oriented curricula;
3. Adult and continuing education; and
4. General studies programs designed as preparatory or developmental to help prepare individuals for admission to occupation-oriented curricula, or for their intrinsic value which may lead to a degree or certificate in other than the above areas.

The Board considers its primary responsibility to be to residents of the district it serves and secondly, insofar as it is practical, to residents of areas which are not included in the community college districts, and to residents of the State of Illinois who seek education in fields unavailable elsewhere; and lastly, to residents outside of Illinois and the continental limits of the United States.

Therefore, the Board of Trustees commits itself to a comprehensive program offering a variety of educational opportunities designed to meet a diversity of interests and abilities of its student body. Central to all of these programs and vital to the realization of their educational

aims is a strong counseling service to direct and aid students in the selection of educational programs for which they are most qualified and show the greatest potential for individual achievement.

The College Board of Trustees is committed to the concept that the quality of the administrative staff and instructional faculty is central to the quality of the educational experience of the students, and therefore, seeks to employ and retain persons with the highest professional qualifications and continuously demonstrated ability. *Its commitment to quality extends to its belief in the importance of assessing the impact and outcomes of its educational programming.*

2/12/79

For Board Meeting of
October 25, 2004

Agenda Item D-8

**BOARD POLICY 109.01 DUTIES AND RESPONSIBILITIES
OF THE BOARD OF TRUSTEES
(FIRST READING)**

Attached for First Reading is Board Policy 109.01 Duties and Responsibilities of the Board of Trustees.

RECOMMENDATION: Approval of Board Policy 109.01 Duties and Responsibilities of the Board of Trustees for First Reading.

109.01 Duties and Responsibilities of the Board of Trustees

The Board has overall responsibility for governance of the College. In carrying out its responsibility, it has the following specific duties, as well as others:

- A. *To advance the mission of the College by improving learning through implementing the results from assessment of student learning and institutional effectiveness.*
- B. To select, appoint and establish the salary and conditions of employment of the President of the College.
- C. To determine the broad general policies yearly, short and for governing the College, and to present long term direction for the College, to the President.
- D. To approve the annual budget.
- E. To give prior approval of all contractual agreements.
- F. To act upon the recommendation of the President for the appointment and subsequent employment status of employees in accordance with established personnel policies.
- G. To approve rates of compensation for regular full-time and/or part-time employees and annually review all salary schedules.
- H. To act upon recommendations of the President on site and physical plant development and utilization.
- I. To act upon recommendations of the President on matters of major repair and maintenance of buildings, grounds and equipment.
- J. To act upon competitive bids for supplies and equipment in excess of \$10,000, and for construction/repairs in excess of \$15,000. All vendors shall have affirmative action and OSHA programs.
- K. To approve curricular offerings of the College upon the recommendation of the President.
- L. To approve the annual Administrative and Academic Calendar of the College.

M. To act upon the recommendation of the President in all matters of policy pertaining to the welfare of the College.

N. To provide for the establishment of proper accounting of all receipts and disbursement of College funds according to generally accepted accounting practices and according to law and relevant regulations.

O. To consider communications and requests from responsible citizens and organizations within the district on matters of policy.

P. To establish and/or approve citizens advisory committees as needed.

Q. To serve as a Board of final appeal with the College for students, faculty and staff of the College and citizens of the district who may have grievances in any matter concerning the College District.

R. To appoint a treasurer and fix the salary of the treasurer for the District.

S. To designate depositories for college funds.

T. To establish a vehicle for presidential evaluation based on the Board's plans, goals and objectives for the College and leadership qualities.

U. To amend or make additions to the rules and policies of the Board as may from time to time be appropriate.

V. To evaluate annually the Board's activities, responsibilities and ethics.

W. To agree that correspondence to the Board from the President of the College marked "privileged" or "confidential" should not be read in open meeting nor made public without specific written permission of the President to all Board members or as authorized by a majority vote of the Board, and to agree that correspondence to the President from the Board or Board members marked "privileged" or "confidential" shall not be revealed without the permission of the sender.

X. To employ legal counsel for the College.

Y. To employ a certified public accounting firm to audit the financial records and status in accordance with the Illinois Community College Act.

Z. To assume such other duties and responsibilities as provided for in the Illinois Community College Act, in other laws of the State of Illinois, in the rules and regulations of the Illinois Community College Board, and the Board of Higher Education, in the rules and regulations of other relevant state regulatory agencies, and in relevant Federal regulations and laws.

2/12/79

3/25/02

For Board Meeting of
October 25, 2004

Agenda Item D-9

**BOARD POLICY 107.01 ORGANIZATION AND
MEETING OF THE BOARD OF TRUSTEES
(SECOND READING)**

Attached for Second Reading is Board Policy 107.01 Organization and Meeting of the Board of Trustees.

RECOMMENDATION: Approval of Board Policy 107.01 Organization and Meeting of the Board of Trustees.

107.01 Organization and Meeting of the Board of Trustees

After each election of members, the Board will meet within 21 days after the consolidated election in April to certify the election results, and within 28 days to re-organize and elect a Chair, Vice Chair, and a Secretary. Other re-organizational activities such as the following shall also be completed:

- Appoint the Treasurer
- Appoint the attorney for the district
- Designate the bank depositories
- Designate regular monthly dates for Board meetings
- Pass a resolution to reconfirm existing policies and regulations

The Board shall meet at the College in regular session on the fourth Monday of each calendar month except when changes are announced in advance. Meetings will be scheduled for 7:00 p.m. unless otherwise announced in advance.

3/23/81
7/27/81
10/24/83
8/27/84
3/23/87
1/22/90 - effective 12/1/90
10/25/04

For Board Meeting of
October 25, 2004

Agenda Item D-10

BOARD POLICY 421.01 OUTSIDE EMPLOYMENT
(SECOND READING)

Attached for Second Reading is Board Policy 421.01 Outside Employment.

RECOMMENDATION: Approval of Board Policy 421.01 Outside Employment.

421.01 Outside Employment

Any staff member who accepts outside employment shall notify the appropriate supervisor in writing prior to accepting such employment. Such employment shall in no way interfere with the College's ability to schedule classes and/or an employee fulfilling his/her duties and responsibilities.

2/12/79
10/25/04

For Board Meeting
October 25, 2004

Agenda Item D-11

NEW CERTIFICATE PROGRAM

Attached is ICCB Form 20 for Board approval of EMT Intermediate Certificate Program.

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

Form 20
(November 2003)

Illinois Community College Board

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

COLLEGE NAME Sauk Valley Community College 5-DIGIT COLLEGE NUMBER 50601
CONTACT PERSON Dr. Joan Kerber
PHONE 815-288-5511 FAX 815-288-5958
EMAIL kerberj@svcc.edu

CURRICULUM INFORMATION

AAS:
TITLE _____ CREDIT HOURS _____ CIP CODE _____

CERTIFICATE:
TITLE EMT Intermediate CREDIT HOURS 15 CIP CODE 12 510904

CERTIFICATE:
TITLE _____ CREDIT HOURS _____ CIP CODE _____

PROPOSED CLASSIFICATION: ☒ District ☐ Regional ☐ Statewide

PROPOSED IMPLEMENTATION DATE: Spring 2005

SUBMISSION INCLUDES:

☒ Part A: Feasibility Analysis

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

This curriculum was approved by the college Board of Trustees on: 10-25-04

State approval is hereby requested: [Signature] Date 10/26/04
Required- Chief Administrative Officer Signature Date

ICCB USE ONLY:

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

IBHE APPROVAL DATE for AAS _____

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION

PART 1: FEASIBILITY ANALYSIS

1. CURRICULUM DESCRIPTION

a. The program's purpose

This new program certificate, Emergency Medical Technician – Intermediate I and II (EMT –I) will prepare individuals for a career in the emergency medical services (EMS) structure. The graduate will be able to perform EMS care beyond the basic level of assessment, transport and communication. Emergency pharmacology, venous access medication administration and advanced airway management skills would be examples of the higher level of skills this intermediate EMS graduate would be expected to perform.

b. The types of jobs for which it would train graduates.

Emergency medical technician (EMT- Intermediate level), fire fighter, ambulance driver, ambulance attendant and EMS instructor.

c. The target population

Enrollment in the program would be open to anyone interested in pursuing a career in emergency services. However, most students will already be employed by local fire departments, hospitals or ambulance services. There have been recent changes in the curriculum standards at the state/national level. This curriculum offers individuals to function at this level of care. SVCC currently has four agencies in our geographic area that offer services at this level. This curriculum would therefore meet their needs. The student would already possess a current Illinois EMT - B license and be at least 18 years of age.

d. Relationship of the program to existing curricula at the college.

This program would be a further link in the offerings of the Health Career division at Sauk. This division currently offers Associate of Applied Science degrees in Nursing and Radiologic Technology. Career certificates in Practical Nursing, Nursing Assistant, EMT Basic and EMT Paramedic are also offered.

2. LABOR MARKET NEED

Supply - Demand Data

National Data: According to the Bureau of Labor Statistics, 179,112 persons were employed as EMT or Paramedics in 2002. The Bureau of Labor Statistics also indicates that the projected national employment in this discipline will grow to 238,449 by 2010. This is a 33.1% increase. Employment in this area is expected to grow faster than average employment rates for all occupations through 2012. Reasons for this trend include population growth and urbanization that will increase the need for full-time paid EMTs and Paramedics rather than volunteers. The aging of our society is another variable that is influencing the demand. Employment opportunities will also be present because of replacement needs that are created due to the stressful working conditions, limited advancement potential and modest pay/benefits (Bureau of Labor Statistics).

Statewide Data: This is a medium-sized occupation with 6550 employed in Illinois in the year 2000. 8,030 jobs or a 23% increase is projected for the state of Illinois by 2010. The average annual openings are 310 (State Occupational Projections 2000 – 2010).

The national median wage is \$11.14 per hour. The state of Illinois median wage is \$11.65 per hour. The wage range listed under national data was \$8.87 – 14.51 per hour. The wage variance is a reflection of the setting the skills are practiced in and the area of the country (Illinois Department of Employment Security).

Regional/Local Data:

The Horizons Career Information website was explored for employment projections and wage data for our LWIA 4, 12 and 3 sectors. All of these WIA sectors were evaluated, as there is only one other EMT – Basic program in those regions beside the one at Sauk Valley Community College. So, the EMT – Intermediate I and II along with Sauk's already functioning Paramedic program will potentially serve a much larger area than just Lee and Whiteside County.

The Horizons Career Information projections do not show a significant trend for job openings in the 8 county area explored. An annual percentage change ranging from 1.0 – 1.8 % for job openings was documented. The counties of Lee, Whiteside, Ogle, Bureau, Winnebago, Carroll, Jo Davies, and Stephenson show a projection of 7 annual openings.

These numbers are not reflective of the true need our area experiences. The majority of our students do become employed or are completing the course work to maintain or be a part of the volunteer services provided in our rural area. Also, the EMT curriculum is a requirement for many firefighters. So, any turnover or hiring in those positions would influence need.

The LWIA regional map was utilized to determine wage data from the Horizons Career Information website. EMT – Paramedic 2002 data is documented as:

LWIA 12:

<u>Entry Level</u>	<u>Mean</u>	<u>Median</u>	<u>Experienced</u>
\$6.16	\$8.26	\$7.18	\$9.33

LWIA 4:

<u>Entry Level</u>	<u>Mean</u>	<u>Median</u>	<u>Experienced</u>
\$7.09	\$10.30	\$9.95	\$11.91

LWIA 3:

<u>Entry Level</u>	<u>Mean</u>	<u>Median</u>	<u>Experienced</u>
\$8.41	\$13.89	\$14.88	\$16.64

These wages would not be a reflection of the firefighter wages that many who take the curriculum are under.

Alternate Documentation:

The Sauk Valley Community College area continues to experience a regular demand for EMS (Emergency Medical Systems) training. The college is hoping to add the EMT Intermediate I and II classes to conform to the most current national standards and to meet the local training needs of four area employers that require this level of certification. SVCC is aware of 4 current openings and 4 upcoming openings within the next year for EMT Intermediate personnel. Two of the major fire departments in the Lee, Whiteside and Ogle county area have approximately 35 fire fighters on staff and with their growth or personnel movement, they will represent the greatest need for this curriculum. These class additions will also allow us to provide a smooth transition for advancement to the EMS – Intermediate level.

Sauk has successfully conducted the EMT – Basic course since 1991. Students enroll independently with the goal of entering the EMS field or enroll per employer request. Those who successfully complete the EMT – Basic will now have the opportunity to enroll in the Intermediate or Paramedic level, also conducted at the college.

KSB Hospital in Dixon, Illinois has conducted EMS training since 1984. KSB teamed up with Sauk Valley College in 1990 to move the curriculum to the college environment. The National Transportation and Safety Administration propose that EMT education should take place in an academic environment and the EMS coordinators agreed. CGH Medical Center, in Sterling Illinois, is also affiliated with the program by offering their facilities for training sites.

Need Summary:

Chart A: Labor Market Need

<u>SOC Job Titles & Codes</u> (and other Job titles if alternate data also submitted)	Employment Projections:	
	<u>Annual District Openings*</u>	<u>Annual Program Completers**</u>
EMT: All levels. (IDES data)	2	62

The number of completers is reflective of this rural areas number of volunteer positions that meet our society's first responder and transport needs.

Planning and collaboration:

Both of our area's hospitals continue to collaborate with Sauk Valley College to maintain this as a successful program. KSB provides the coordination of the EMS curriculum and retains its designation as a resource hospital. The Dixon Rural Fire Protection District and the Fire Department of the City of Dixon also collaborate through the advisory committee structure and as training centers. Letters of support for the proposed certificate are located in Appendix A.

Regional programs:

Sauk is not seeking designation as a regional program.

Enrollment Data: Project enrollments and completions:

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Full - time enrollments:	- 0 -	- 0 -	- 0 -
Part - time enrollments:	- 41 -	- 35 -	- 38 -
Completions:	- 33 -	- 21 -	- 32 -

Note: This program will be offered on a part - time basis only.

PART B: CURRICULUM QUALITY AND COST ANALYSIS

1. OCCUPATIONAL CURRICULUM QUALITY AND COST ANALYSIS

Not required since Part B: Curriculum Quality and Cost Analysis is being submitted with Part A Feasibility Analysis.

2. CURRICULUM INFORMATION

a. Curriculum

Chart C: Curriculum

Course Prefix # Course Title	Asterisk New Courses	Credit Hours	Lecture Contact Hours	Lab Contact Hours
General Education Courses	NONE			
Technical/ Professional/ Specialty Courses (required Coursework)	EMS 101 EMS 103 EMS 104	 * *	7 8 8	5 5 5
				4 3 3
Work – based Learning (required)	Work – based learning hours are included in the required courses			
Electives	None			
Total	2	16	10	6

b. Articulation

This curriculum will stand alone as an occupational training program along with the pre-requisite EMS 101. Therefore there will not be any articulation agreements with other educational institutions. This program will in part be a progressive career ladder for students in the EMS curriculum. The students can progress from the EMT – Basic to the intermediate or paramedic level. The intermediate and paramedic levels stand alone as an independent training program or non-ladder entity. Students will earn college certificates and be eligible to take appropriate state and national licensure exams.

EMT Intermediate I and II Certificate: Intended for individuals who seek to expand their EMS skills and yet not possess the paramedic skill level.

c. Course Syllabi

The course outlines are attached in Appendix B for:

EMS 103 EMT – Intermediate I
EMS 104 EMT – Intermediate II

d. Work Based Learning

For each course, students will be required to complete a specified number of hours in an emergency room and/or ambulance. Students will be required to make their own arrangements for the work based hours prior to the start of class. This has traditionally not been a problem since most students are typically employed by or volunteer for an EMS agency.

Sites that continue to accommodate all levels of EMS students are KSB Hospital, CGH Medical Center, Rockford Memorial Hospital, Advanced EMS Ambulance Services and local fire departments. Freeport Health Network is a potential site based on need.

e. Equipment

The equipment is already available that is necessary for this curriculum level due to the EMT – Basic and Paramedic programs that currently exist. Consumable supplies will be purchased on an as needed basis and covered primarily by student fees.

Equipment that is currently available for use includes:

- Crisis Patient Mannequin
- Rhythm Sim 820 Patient Simulator
- AA-720 Pediatric Rhythm
- Baby Mannequin
- Fracture Care Kit
- V-Vac Trainer Kit
- Lites Blades Disposable Laryngoscope
- Combitube Airway Kit
- Stiff Neck Collars
- Nasopharyngeal Airway Kits
- Magill Forceps: Adult
- Disposable Bag Mask Respirators
- Oral Airway Kits

3. EDUCATION AND SKILL REQUIREMENTS

a. Employer input

There are 4 area employers that require EMT – Intermediate skill level for job placement, so they are pleased as this would meet their needs. Ms. Virginia Sheets, RN, will remain as our Emergency Medical Systems coordinator. She will maintain curriculum updates, assure program quality and secure instructors for the program.

b. Skill Level

The EMS – Intermediate I and II courses adhere to the standards established by the National Highway Safety Bureau, US Department of Transportation and the Illinois Department of Public Health. Successful completion of the courses will deem the students eligible to take the Illinois and National tests for licensure.

c. Skills Standards/Credentialing/Licensure for Students

The Illinois Department of Public Health has established the skills standards for all levels of EMS training. Students that have successfully completed the curriculum will be scheduled for the state and national licensure exams. The coordinator of the EMS program, Virginia Sheets will continue to assure that the curriculum provided is in adherence with state and national standards.

d. Skills Standards/Accreditation for Programs.

The Illinois Department of Public Health does not require accreditation of the EMS training program. However, the course schedule must be submitted to the IDPH 60 days prior to the start of each course to assure compliance with IDPH regulations. SVCC adheres to this requirement and will do so for this new certificate as well.

4. ASSESSMENT OF STUDENT LEARNING

a. Student Learning Objectives

The EMS Assessment plan for the 2004 – 2005 academic year is attached in Appendix C. Any goal or objective in the assessment plan identified with the number 2 signifies that it is a general education student learning objective for this curriculum. Any goal or objective are marked numerically with a 1 are the career related components of the curriculum.

b. Assessment of Student Learning Objectives

EMS students will be assessed through multiple means prior to program completion to demonstrate that the listed learning objectives have been met. The proposed means or assessment processes that will be utilized include clinical evaluations, precepted evaluations, written tests, case study problems and practical or competency based exams. The students will also complete state licensure examinations.

c. Program Improvement

Data will be collected on program assessment goals and will be analyzed on an annual or semi-annual basis. The result of this analysis will provide the feedback loop necessary in the assessment process where decisions will be made to improve the learning process and changes will be implemented. New goal setting and data collection will then re-occur to perpetuate the loop. Assessment at the college is and will continue to be faculty driven.

5. FACULTY

a. Faculty Qualifications

Degree	Field	Years of Related Occupational Experience	Years of Teaching Experience
EMS Licenses & Degree	Paramedic, RN or MD	4	2

b. Faculty Needs

	First Year		Second Year		Third Year	
	Full - time	Part - time	Full - time	Part - time	Full - time	Part - time
# of New Faculty	- 0 -	- 1 -	0	0	0	0
# of Existing Faculty	- 0 -	- 2 -	0	2	0	2

6. ACADEMIC CONTROL

a. Contractual/Cooperative Agreements

KSB will be an active partner with Sauk in conducting the program. Their commitment is summarized in their letter of support found in Appendix A.

b. Academic Control

Sauk Valley Community College will have full control over the program. All changes in the courses or their content will be made and approved according to prescribed college policies. The college will handle all details related to student admissions and enrollment, fee collection and the payment of expenses. The evaluation of instructors and all record keeping will be the college's responsibility. Contractual/cooperative agreements that are applicable are in Appendix D.

7. COST DATA

a. Source of Funds

Existing resources or equipment are sufficient at this time to meet the needs of this proposed certificate program.

KSB Hospital and CGH Medical Center can be contacted if future equipment needs arise. Student fees will cover the purchase of consumable supplies. The SVCC budget or SVCC Foundation have added pieces of equipment to the program and will continue to do so as the need or opportunity arises.

b. Finance. Chart E: FINANCE

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Faculty Costs	\$7,264	\$7,264	\$ 7,264
Administrator Costs *	\$ 0	\$0	\$0
Other Personnel Costs (specify positions)	\$ 0	\$ 0	\$ 0
Equipment Costs	\$ 0	\$ 0	\$ 0
Library/LRC Costs	\$ 200	\$200	\$ 200
Facility Costs	\$ 100	\$ 100	\$ 100
Other (specify)	\$ 0	\$ 0	\$ 0
TOTAL NEW COSTS	\$7,564	\$ 7,564	\$ 7,564

* No new administrative costs will be incurred. Administrative responsibility will be assigned to the Dean of Health and Sciences.

APPENDIX C

EMS ASSESSMENT PLAN (AY 2004-2005)

Mission Statement: Sauk Valley Community College is an institution of higher education that provides a broad range of quality educational opportunities to meet the diverse needs of its students and community.

Rationale and Philosophy: By providing a challenging, supportive, and ethical learning environment, Sauk Valley Community College will, at all times, strive to exceed the standards and expectations of its original community college mandate to provide high-quality, accessible, and cost-effective opportunities for the individuals and communities it serves.

Every five years, disciplines and career programs engage in an intensive program evaluation required by the Illinois Community College Board based on data analysis and other input that contains a plan of action for instructional and program improvement. The program will undergo evaluation during the 2004-2005 academic year.

Discipline Goal:

1. Basic, Intermediate, and Paramedic level EMT students will demonstrate the skills necessary to obtain employment as entry-level practitioners.

Discipline Objective:

- 1a. Students will demonstrate professionalism in appearance and behavior at clinical and precepted settings.

****Means of Assessment and Criteria for Success:***

Proposed means: Clinical evaluations in EMS 101, clinical and precepted evaluations in EMS 103, EMS 104, EMS 106, EMS 111, EMS 116, EMS 121 courses.

Criteria for success: 95 percent of students will receive satisfactory clinical ratings on the professionalism measure.

****Assessment Results:***

****Use of Results:***

Discipline Objective:

- 1b. Students will demonstrate an understanding of the pre-hospital emergency care process in analyzing data, performing patient assessment, initiating a plan for patient care, and evaluating the effectiveness of care.

****Means of Assessment and Criteria for Success:***

Proposed means: Clinical evaluations in EMS 101, clinical and precepted evaluations in EMS 103, EMS 104, EMS 106, EMS 111, EMS 116, EMS 121 courses. Criteria for success:

95 percent of students will achieve satisfactory clinical ratings for pre-hospital emergency care process.

90 percent of students will achieve an 80 percent or better on written evaluation of the pre-hospital emergency care process.

95 percent of students will achieve a passing score on the final practical evaluation exam.

****Assessment results***

****Use of Results:***

Discipline Objective:

- 1c. Student will demonstrate critical thinking skills.

****Means of Assessment and Criteria for Success:***

Proposed means: Clinical evaluations in EMS 101, clinical and precepted evaluations in EMS 103, EMS 104, EMS 106, EMS 111, EMS 116, EMS 121 courses. Criteria for success:

95 percent of students will achieve satisfactory clinical ratings for critical thinking in pre-hospital emergency care processes.

95 percent of students will achieve a passing score on the final practical evaluation exam.

****Assessment Results:***

****Use of Results:***

Discipline Objective:

- 1d. Students will demonstrate clinical competence skills in communication, standards of pre-hospital emergency care, patient care planning, and time management.

****Means of Assessment and Criteria for Success:***

Proposed means: Clinical evaluations in EMS 101, clinical and precepted evaluations in EMS 103, EMS 104, EMS 106, EMS 111, EMS 116, EMS 121 courses. Criteria for success:

95 percent of students will achieve satisfactory ratings for competence on the clinical and precepted evaluation.

95 percent of students will achieve satisfactory ratings on the final clinical evaluation exam.

****Assessment Results:***

****Use of Results:***

Discipline Goal:

2. Students will develop and apply various general education competencies through studies in the Discipline of pre-hospital emergency care and crisis intervention.

Discipline Objective:

- 2a. Students will demonstrate the ability to recognize and evaluate case study skills.

****Means of Assessment and Criteria for Success:***

Proposed means: Case study in EMS 116 (Paramedic III)

Criteria for success:

95 percent of students will earn a score of 80 percent or greater on their case study.

****Assessment Results:***

****Use of Results:***

Discipline Objective:

- 2b. Students will demonstrate the ability to communicate effectively using oral and written methods.

****Means of Assessment and Criteria for Success:***

Proposed means: EMS 101, EMS 103, EMS 106, (Communication and Documentation chapters written exams).

EMS 101, EMS 104, EMS 121; (Behavioral and Psychiatric Disorders chapters written exams). EMS 121; (The Challenged Patient chapter written exam).

Criteria for success:

95 percent of students will achieve satisfactory ratings for clinical and precepted evaluation of written and oral communication.

95 percent of students will achieve an 80% or greater on the written chapter exams.

****Assessment Results:***

****Use of Results:***

Discipline Objective:

- 2c. Students will demonstrate a knowledge of ethical behaviors.

****Means of Assessment and Criteria for Success:***

Proposed means: EMS 101, (Medical / Legal and Ethical Considerations). EMS 103, EMS 106; (Ethics in Advanced Pre-hospital Care). Clinical evaluation in all EMS courses.

Criteria for success:

- 95 percent of students will earn a score of 80 percent or higher on their written evaluation of ethical behavior.
- 95 percent of students will achieve satisfactory ratings on their clinical and precepted evaluation of ethical behavior.

****Assessment Results:***

****Use of Results:***

Discipline Objective:

- 2d. Students will demonstrate problem solving capabilities.

****Means of Assessment and Criteria for Success:***

Proposed means: Clinical evaluation in EMS 101. Clinical and precepted evaluation in EMS 103, EMS104, EMS 106, EMS 111, EMS 116, EMS 121.

Criteria for success:

- 95 percent of students will achieve satisfactory ratings on their critical thinking evaluation exam.
- 95 percent of students will achieve satisfactory ratings on their clinical and precepted evaluation of critical thinking.

****Assessment Results:***

****Use of Results:***

Discipline Objective:

- 2e. Students will demonstrate a knowledge of appropriate mathematical and quantitative skills.

****Means of Assessment and Criteria for Success:***

Proposed means: EMS 101, (Airway Management, General Pharmacology). EMS 103, (Medical Mathematics, Medication Administration); EMS 104, (Cardiovascular Emergencies). EMS 106, (Medical Mathematics, Medication Administration, Cardiology). Clinical and precepted evaluation in EMS 103, EMS 104, EMS 106, EMS 111, EMS 116, EMS 121.

Criteria for success:

- 95 percent of students will earn 80 percent or better on written examination evaluation.
- 95 percent of students will achieve satisfactory ratings on their mathematic and quantitative skills practical evaluation.
- 95 percent of students will achieve satisfactory ratings on their clinical and precepted evaluations of mathematic and quantitative competencies.

****Assessment Results:***

****Use of Results:***

Appendix A

October 7, 2004



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

Dear Richard:

KSB Hospital is in support of adding the EMT-Intermediate Curriculum to the EMS program already established at Sauk Valley Community College.

KSB Hospital and Sauk Valley Community College have worked cooperatively over the past four years in providing the EMS Curriculum to the service area. This includes the EMT-Basic and EMT-Paramedic level classes. There are four pre-hospital providers in the area that provide emergency care at the Intermediate level. With curriculum changes that have occurred it seems reasonable to add this level of training to the program.

KSB Hospital will continue to provide instructors through their EMS Department and we anticipate that Sauk Valley will continue to provide support through equipment for training and classroom space, as well as provide information about the program through the college catalog.

We look forward to continuing the good working relationship we have previously experienced. We are proud to be able to add this additional class to the curriculum making the program complete.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Darryl', is written over the printed name.

Darryl L. Vandervort
President/CEO

DLV:mc

Dixon Rural Fire Protection District

**1020 Palmyra Street
Dixon, Illinois 61021-1964**

Emergency Dial 9-1-1

Administration
815/284-6897

Fax
815/288-2700

October 13, 2004

**Dr. Richard Behrendt, President
Sauk Valley Community College
173 IL Rt 2
Dixon, IL 61021**

Dear Dr. Behrendt,

I am writing you today in support of Sauk Valley Community College providing the EMT Intermediate Curriculum in our area. The Dixon Rural Fire Protection District provides EMT-I ambulance service for its residents. Currently we send our EMT-Bs through Sauk Valley College's EMT-B program. If Sauk Valley Community College had an EMT-I program we would send our EMT-Bs through the program to become EMT-Is. We currently have the need for four EMT-Intermediates in our department.

If you have any questions about how valuable an EMT-I class would be to the area please feel free to contact me.

Sincerely,



Kevin E. Lalley, Fire Chief

**cc: Janet Lynch, Dean of Health Care Services SVCC
Virginia Sheets, EMS Director KSB Hospital
Norris Tucker, Assistant Chief / Training Officer, Dixon Rural Fire Protection District**

Appendix B

SAUK VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

EMS 103 - EMT INTERMEDIATE I

I. Course Description

- A. The student will be introduced into the roles of the EMT Intermediate in addition to legal and ethical aspects of Advanced Pre-hospital Care. There will be a review of Anatomy and Physiology as well as patient assessment skills and techniques. Emergency pharmacology will be covered along with venous access and medication administration. Advanced airway management skills will be covered as well as trauma management skills. Medical emergency care and assessment will be taught including respiratory, diabetic, allergic reaction, poisoning, overdose, neurological, non-traumatic abdominal, environmental, behavioral and gynecological emergencies. This course has been approved by the National Highway Safety Bureau, U.S. Department of Transportation.
- B. Number of Hours per week: 7 credit hours, 5 lecture/4 lab
- C. Prerequisites: The student must possess a current Illinois EMT-B license and submit documentation that an EMS system vehicle will be available to accommodate field experience. Consent of instructor required. Not available for online registration.

II. Topical Outline and Course Objectives

Unit A. Preparatory

- 1. Foundation of the EMT- Intermediate
Outcome: The student will become familiar with Advanced Pre- hospital Care, EMS Systems, roles and responsibilities of the EMT- Intermediate, well being of the EMT- Intermediate, illness and injury prevention as well as medical/ legal considerations in Pre-hospital Care and ethics in Advanced Pre-hospital Care.

Assessment: On an objective exam, students will recognize when and how to use medical protocols, identify correct medical terminology, identify roles and responsibilities of the EMT- I, recognize issues of well being and injury/illness prevention, and identify medical, legal, ethical concerns that arise in pre-hospital care.
- 2. Overview of Human System
Outcome: The student will become familiar with the cell, its environment and the structure and function of the human body/cell.

Assessment: The student will be able to label the major organs on diagrams of the body's system. On an objective exam, the student will be able to identify the general functions of each body system.

3. Emergency Pharmacology

Outcome: The student will gain knowledge about medications, administrative procedures, medication they can give in emergencies, and how they function in the body.

Assessment: On an objective exam, the student will be able to identify levels and standards regarding medications administration, references for medications, common measurements for medication dosages, routes of administration, and medications commonly used in pre-hospital treatment. Indications, contraindications, common doses, therapeutics effects, side effects and toxicity of medications will also be identified. In the lab/clinical setting, the students will demonstrate the correct preparation and administration of medications.

4. Medication Administration

Outcome: The students will gain knowledge and skills regarding various types of medication administration, documentation of administration, correct disposal of equipment and sharps, IV/IO access, and medical mathematics.

Assessment: On an objective exam, the students will be able to identify correct medication administration methods, needs for particular type of medications, precautions for body substance isolation, correct methods to figure drug doses, and when need for medical control is required. In the lab/clinical setting, the students will be able to demonstrate the correct IV/IO technique, proper communication with medical control for orders, other drug administration techniques and will figure drug doses correctly.

Unit B Airway Management and Ventilation

Outcome: The students will increase their knowledge of respiratory function, and techniques for advanced airway management.

Assessment: On an objective exam, the students will identify causes of airway obstruction and ineffective ventilation, recognize appropriate assessment techniques, appropriate methods for oxygenation and appropriate airway management techniques. In the lab/clinical setting, the students will demonstrate the correct method of airway management using advanced airway adjuncts. Eg. Endotracheal intubation and chest decompression.

Unit C Patient Assessment

1. History Taking, Physical Examination Techniques and Patient Assessment in the Field.

Outcome: The students will review the essential components of thorough history taking and the techniques for medical and trauma patients assessment.

Assessment: On an objective exam, the students will recognize assessment techniques, proper sequence of assessment, communication techniques for getting a thorough history, and correct tools and how they function. They will also be able to explain the significance of physical findings. In the lab/clinical setting, the students will be able to demonstrate how to do patient assessment for all ages, how to get a thorough history, how to handle special challenges and how to document these findings.

2. Clinical Decision Making, Communication, and Documentation.

Outcome: The students will be introduced to critical thinking skills, the critical decision process, appropriate verbal and written communications, reporting procedures, uses for documentation, and consequences of inappropriate documentation.

Assessment: On an objective exam, the students will be able to identify steps in clinical decision making, information that needs to be communicated to patient/Emergency Department, and essential elements of documentation of patient assessment, care and transport. In the lab/clinical setting, the students will be able to demonstrate critical decision making as well as appropriate communication and documentation.

Unit D Trauma

Outcome: The EMT-I students will be able to utilize the assessment findings to formulate a field impression and implement a treatment plan for the trauma patients.

Assessment: On an objective exam, the students will be able to identify principles of kinematics and predict the likelihood of injuries based on mechanism of injury; recognize signs of shock and develop a treatment plan; implement a treatment plan for burns based on assessment findings; and use assessment findings to plan treatment for a patient with a thoracic injury. In the lab/clinical setting, the students will be able to demonstrate trauma assessment and the practical skills needed to manage trauma patients.

Unit E Medical Emergencies

1. Respiratory Emergencies

Outcome: The students will be able to utilize assessment findings to form a field impression and implement a treatment plan for patients with respiratory emergencies.

Assessment: On an objective exam, the students will be able to identify various types of respiratory emergencies, assessment skills needed, and appropriate treatment for respiratory emergencies. In the lab/clinical setting, the students will appropriately assess patients, identify the respiratory problem, and provide appropriate treatment.

2. Diabetic Emergencies, Allergic Reactions and Poisoning/ Overdose Emergencies

Outcome: The students will gain knowledge allowing them to use assessment findings to formulate a field impression and implement a treatment plan for patients with a diabetic emergency, an allergic, anaphylactic or toxic exposure.

Assessment: On an objective exam, the students will be able to identify assessment procedures, field impressions and treatment plans for patients with diabetic emergencies, allergic or anaphylactic reactions and those with toxic exposure. In the lab/clinical setting, the students will demonstrate appropriate assessment and treatment for patients with diabetes, allergic or anaphylactic reactions and toxic exposures.

3. Neurological and Environmental Emergencies

Outcome: The EMT-I students will gain knowledge about the care of neurological and environmental emergencies including assessment findings, field experiences and treatment implementation.

Assessment: On an objective exam, the students will identify pathophysiology, assessment findings and management of neurological and environmental-induced or exacerbated emergencies.

4. Emergency Care of Abdominal, Gynecological, and Behavioral Emergencies.

Outcome: At the end of this unit, the students will have gained knowledge of identifying and caring for the emergency patient experiencing non-traumatic abdominal pain, gynecological emergencies or behavioral emergencies.

Assessment: On an objective exam, the students will identify signs & symptoms and appropriate treatment for non-traumatic abdominal, gynecological, and behavioral emergencies.

III. Text Books and Material Required

Bledsoe, Porter, Cherry, "Intermediate Emergency Care – Principles and Practice."
Brady Publications and accompanying workbook 2004

IV. Suggested Bibliography

See instructor for suggestions.

V. Methods of Presentation

- A. Lecture
- B. Demonstration
- C. Guest Speakers
- D. Audiovisual Materials
- E. Written Assignments
- F. Reading Assignments
- G. Laboratory Activities

VI. Methods of Evaluation

During the class, students are counseled/evaluated in the following areas:

- 1. Classroom activities
 - a. Attendance
 - b. Didactic progress
 - c. Practical participation/psychomotor skills
 - d. Preparedness for class.
- 2. Attitude (affective domain)
 - a. Interest/motivation
 - b. Ability to take direction and constructive feed-back
 - c. Psychosocial interactions with peers, instructors, etc.
- 3. Personal
 - a. Appearance (grooming)
 - b. Behavioral: appropriate or inappropriate
 - c. Contribution to group cohesiveness and learning

Students will be required to complete written evaluations of the instructor, Course Coordinator, and course, prior to taking final examinations.

Tutoring, extra help with practical skills, extra time in which to work with equipment, are all available. Dates and times to be scheduled with the Course Coordinator Instructor, 288-5560 or 285-5561.

Tardy: Arrival in class 30 minutes late without prior notification will constitute being tardy. Three unexcused tardies will be counted as an absence.

Absences: Students will be allowed a maximum of (3) absences from class.

Grading Scale:

93-100 = A
86-92 = B
80-85 = C
72-79 = D
Below = F

All tests need to be passed with a minimum of 80%. Students have 1 chance to retake a failed exam (excluding the final exam). Any retake test must be completed within 7 days of the original test. Retake tests must be passed with a minimum of 85%. If a different test is taken it must be passed with 80%.

Students are responsible for making arrangements with the instructor to make up tests.

The average of the two (2) test grades will be considered your score for overall averaging. Three (3) retake tests in which you do not get 85% will result in dismissal from the class.

Students failing to achieve 80% on 2 or more tests, quizzes, or exams need to make arrangements to meet with the course instructor to evaluate the problem.

Failure to pass any section of the class may result in dismissal, after a review by the instructor.

Students must achieve a cumulative course average of 80% or above. They are not eligible to take the Final Written Exam if course average is below 80%.

Students must achieve a minimum score of 80% or above on the Final Written Exam.

Students must successfully pass each station of the practical exam.

Students failing to meet the overall criteria for successful completion have the following options available:

1. Repeat the course at a later time.
2. Attend classes addressing those areas where students need additional education and then retake the practical exam in its entirety. (Final written exam cannot be retaken)

Clinical Requirements must be completed in a timely manner and completed for each semester prior to taking the final exam for that semester.

Filed internship requirements must be completed prior to taking State or National Registry Exams. An interview with the EMS Medical Director is also required. There is one year allowed for completion of Field Internship – approval by preceptors with written notice is required also.

SAUK VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

EMS 104 - EMT INTERMEDIATE II

I. Course Description

- A. The students will be introduced to all facets of cardiac emergencies which includes anatomy and physiology of the cardiac system, ECG Monitoring and dysrhythmia recognition, assessment and management of cardiac emergencies. They will also be introduced to obstetrical emergencies, neonatal and pediatric emergencies, and geriatric emergencies. This course has been approved by the National Highway Safety Bureau, U.S. Department of Transportation. Upon successful completion of this course and precepted field experiences, the students are eligible to take a licensing exam as designated by the State of Illinois.
- B. Hours per week: 9 credit hours, 5 lecture/8 lab
- C. Prerequisites: The students must possess a current Illinois EMT– B license and submit documentation that an EMT system vehicle will be available to accommodate field experiences. They must have successfully completed EMT Intermediate I with a final grade of C or better.

II. Topical Outline and Course Objectives

Unit A Cardiovascular Emergencies

- 1. Cardiovascular Anatomy and Physiology, ECG Monitoring, and Dysrhythmias.
Outcome: The students will be able to discuss normal and abnormal anatomy, physiology, and the function of the cardiac system, recognize and interpret ECG monitoring, and recognize dysrhythmias and understand their significance.

Assessment: On an objective exam, the students will be able to identify cardiac anatomy, normal and abnormal cardiac functions, identify EKG strips and be familiar with significance of them. In the lab/clinical setting, the students will be able to identify cardiac rhythms, circulatory/electrical actions of the heart, and understand the use of cardiac monitors.

2. **Assessment and Management of the Cardiovascular Patient**
Outcome: The students will become familiar with assessment techniques for the cardiac patient, the management of cardiovascular emergencies and the management of specific cardiovascular emergencies.

Assessment: On an objective exam, the students will be able to identify assessment techniques of the cardiovascular patient, management of findings regarding cardiovascular emergencies and recognize signs and symptoms of specific cardiovascular emergencies. In the lab/clinical setting, the students will be able to demonstrate patient assessment, correct medical management of the cardiac patient, and correct use of monitor/defibrillator and medications.

Unit B Obstetric, Neonatal, Pediatric and Geriatric Emergencies

1. **Obstetric Emergencies**
Outcome: The students will be able to assess, recognize and manage a normal and abnormal labor.

Assessment: On an objective exam, the student will identify the progress of a normal delivery as well as identify indications of an abnormal delivery. In the lab/clinical setting, the students will demonstrate how to deliver a normal birth and interventions required in the case of an abnormal birth.

2. **Neonatal Emergencies**
Outcome: The student will be able to recognize the assessment of both normal birth and a neonatal emergency.

Assessment: On an objective exam, the student will be able to identify steps of a normal birth and signs and symptoms, and management of an abnormal birth. In the lab/clinical setting, the students will demonstrate a normal delivery and discuss/demonstrate interventions for an abnormal delivery and resuscitation.

3. **Pediatric Emergencies**
Outcome: The students will be able to identify pediatric differences from adults, assessment techniques for children, management of pediatric patients, specified medical emergencies, child abuse and neglect, SIDS, trauma emergencies, and children with special needs.

Assessment: On an objective exam, the students will be able to identify specific assessment techniques, anatomical differences, development of children, issues related specifically to children, management of children in emergencies and children with special needs. In the lab/clinical setting, the students will demonstrate assessment and management of various pediatric emergencies as well as resuscitation of the pediatric patient.

4. Geriatric Emergencies

Outcome: The student will be able to discuss epidemiology and demographics relating to the elderly, assessment and management differences in the elderly, system pathophysiology, and common medical and trauma problems in the elderly.

Assessment: On an objective exam, the students will be able to identify appropriate assessment and management techniques relating to the elderly, epidemiology and demographics, general pathophysiology, medical and trauma problems. In the lab/clinical setting, the students will demonstrate interaction and assessment of the elderly, management of common medical and trauma emergencies of the elderly.

Unit C Assessment Based Management

Outcome: The students will have developed skills to integrate principles of assessment based management to perform an appropriate assessment and implement the management plan for patients with common complaints.

Assessment: On an objective exam, the student will be able to identify assessment skills, correct equipment, general approach to the patient, and common complaints. In the lab/clinical setting, students will be able to demonstrate correct assessment techniques, use of right equipment and correct management of common complaints.

III. Text Books and Material Required

Bledsoe, Porter, Cherry, "Intermediate Emergency Care – Principles and Practice."
Brady Publications and accompanying workbook 2004

Walraven. "Basic Arrhythmias" Brady 6th Edition

ACLS Provider Manual
PALS Provider Manual

IV. Suggested Bibliography

A. See instructor for suggestions.

V. Methods of Presentation

- A. Lecture
- B. Demonstration
- C. Guest Speakers
- D. Audiovisual Materials
- E. Written Assignments
- F. Reading Assignments
- G. Laboratory Activities

VI. Methods of Evaluation

During the class, students are counseled/evaluated in the following areas:

1. Classroom activities
 - a. Attendance
 - b. Didactic progress
 - c. Practical participation/psychomotor skills
 - d. Preparedness for class.
2. Attitude (affective domain)
 - a. Interest/motivation
 - b. Ability to take direction and constructive feed-back
 - c. Psychosocial interactions with peers, instructors, etc.
3. Personal
 - a. Appearance (grooming)
 - b. Behavioral: appropriate or inappropriate
 - c. Contribution to group cohesiveness and learning

Students will be required to complete written evaluations of the instructor, Course Coordinator, and Course, prior to taking Final Examinations.

Tutoring, extra help with practical skills, extra time in which to work with equipment, are all available. Dates and times to be scheduled with the course Coordinator Instructor, 288-5560 or 285-5561.

Tardy: Arrival in class 30 minutes late without prior notification will constitute being tardy. Three unexcused tardies will be counted as an absence.

Absences: Students will be allowed a maximum of (3) absences from class.

Grading Scale:

- 93-100 = A
- 86-92 = B
- 80-85 = C
- 72-79 = D
- Below = F

All tests need to be passed with a minimum of 80%. Students have 1 chance to retake a failed exam (excluding the final exam). Any retake test must be completed within 7 days of the original test. Retake tests must be passed with a minimum of 85%. If a different test is taken it must be passed with 80%.

Students are responsible for making arrangements with the instructor to make up tests.

The average of the two (2) test grades will be considered your score for overall averaging. Three (3) retake tests in which you do not get 85% will result in dismissal from the class.

Students failing to achieve 80% on 2 or more tests, quizzes, or exams need to make arrangements to meet with the course instructor to evaluate the problem.

Failure to pass any section of the class may result in dismissal, after a review by the instructor.

Students must achieve a cumulative course average of 80% or above. They are not eligible to take the Final Written Exam if course average is below 80%.

Students must achieve a minimum score of 80% or above on the Final Written Exam.

Students must successfully pass each station of the practical exam.

Students failing to meet the overall criteria for successful completion have the following options available:

1. Repeat the course at a later time.
2. Attend classes addressing those areas where students need additional education and then retake the practical exam in its entirety. (Final written exam cannot be retaken)

Clinical Requirements must be completed in a timely manner and completed for each semester prior to taking the final exam for that semester.

Filed internship requirements must be completed prior to taking State or National Registry Exams. An interview with the EMS Medical Director is also required. There is one year allowed for completion of Field Internship – approval by preceptors with written notice is required also.

Appendix C

APPENDIX C

EMS ASSESSMENT PLAN (AY 2004-2005)

Mission Statement: Sauk Valley Community College is an institution of higher education that provides a broad range of quality educational opportunities to meet the diverse needs of its students and community.

Rationale and Philosophy: By providing a challenging, supportive, and ethical learning environment, Sauk Valley Community College will, at all times, strive to exceed the standards and expectations of its original community college mandate to provide high-quality, accessible, and cost-effective opportunities for the individuals and communities it serves.

Every five years, disciplines and career programs engage in an intensive program evaluation required by the Illinois Community College Board based on data analysis and other input that contains a plan of action for instructional and program improvement. The program will undergo evaluation during the 2004-2005 academic year.

Discipline Goal:

1. Basic, Intermediate, and Paramedic level EMT students will demonstrate the skills necessary to obtain employment as entry-level practitioners.

Discipline Objective:

- 1a. Students will demonstrate professionalism in appearance and behavior at clinical and precepted settings.

****Means of Assessment and Criteria for Success:***

Proposed means: Clinical evaluations in EMS 101, clinical and precepted evaluations in EMS 103, EMS 104, EMS 106, EMS 111, EMS 116, EMS 121 courses.

Criteria for success: 95 percent of students will receive satisfactory clinical ratings on the professionalism measure.

****Assessment Results:***

****Use of Results:***

Discipline Objective:

- 1b. Students will demonstrate an understanding of the pre-hospital emergency care process in analyzing data, performing patient assessment, initiating a plan for patient care, and evaluating the effectiveness of care.

****Means of Assessment and Criteria for Success:***

Proposed means: Clinical evaluations in EMS 101, clinical and precepted evaluations in EMS 103, EMS 104, EMS 106, EMS 111, EMS 116, EMS 121 courses. Criteria for success:

95 percent of students will achieve satisfactory clinical ratings for pre-hospital emergency care process.

90 percent of students will achieve an 80 percent or better on written evaluation of the pre-hospital emergency care process.

95 percent of students will achieve a passing score on the final practical evaluation exam.

****Assessment results***

****Use of Results:***

Discipline Objective:

- 1c. Student will demonstrate critical thinking skills.

****Means of Assessment and Criteria for Success:***

Proposed means: Clinical evaluations in EMS 101, clinical and precepted evaluations in EMS 103, EMS 104, EMS 106, EMS 111, EMS 116, EMS 121 courses. Criteria for success:

95 percent of students will achieve satisfactory clinical ratings for critical thinking in pre-hospital emergency care processes.

95 percent of students will achieve a passing score on the final practical evaluation exam.

****Assessment Results:***

****Use of Results:***

Discipline Objective:

- 1d. Students will demonstrate clinical competence skills in communication, standards of pre-hospital emergency care, patient care planning, and time management.

****Means of Assessment and Criteria for Success:***

Proposed means: Clinical evaluations in EMS 101, clinical and precepted evaluations in EMS 103, EMS 104, EMS 106, EMS 111, EMS 116, EMS 121 courses. Criteria for success:

95 percent of students will achieve satisfactory ratings for competence on the clinical and precepted evaluation.

95 percent of students will achieve satisfactory ratings on the final clinical evaluation exam.

****Assessment Results:***

****Use of Results:***

Discipline Goal:

2. Students will develop and apply various general education competencies through studies in the Discipline of pre-hospital emergency care and crisis intervention.

Discipline Objective:

- 2a. Students will demonstrate the ability to recognize and evaluate case study skills.

****Means of Assessment and Criteria for Success:***

Proposed means: Case study in EMS 116 (Paramedic III)

Criteria for success:

95 percent of students will earn a score of 80 percent or greater on their case study.

****Assessment Results:***

****Use of Results:***

Discipline Objective:

- 2b. Students will demonstrate the ability to communicate effectively using oral and written methods.

****Means of Assessment and Criteria for Success:***

Proposed means: EMS 101, EMS 103, EMS 106, (Communication and Documentation chapters written exams).

EMS 101, EMS 104, EMS 121; (Behavioral and Psychiatric Disorders chapters written exams). EMS 121; (The Challenged Patient chapter written exam).

Criteria for success:

95 percent of students will achieve satisfactory ratings for clinical and precepted evaluation of written and oral communication.

95 percent of students will achieve an 80% or greater on the written chapter exams.

****Assessment Results:***

****Use of Results:***

Discipline Objective:

2c. Students will demonstrate a knowledge of ethical behaviors.

****Means of Assessment and Criteria for Success:***

Proposed means: EMS 101, (Medical / Legal and Ethical Considerations). EMS 103, EMS 106; (Ethics in Advanced Pre-hospital Care). Clinical evaluation in all EMS courses.

Criteria for success:

95 percent of students will earn a score of 80 percent or higher on their written evaluation of ethical behavior.

95 percent of students will achieve satisfactory ratings on their clinical and precepted evaluation of ethical behavior.

****Assessment Results:***

****Use of Results:***

Discipline Objective:

2d. Students will demonstrate problem solving capabilities.

****Means of Assessment and Criteria for Success:***

Proposed means: Clinical evaluation in EMS 101. Clinical and precepted evaluation in EMS 103, EMS104, EMS 106, EMS 111, EMS 116, EMS 121.

Criteria for success:

95 percent of students will achieve satisfactory ratings on their critical thinking evaluation exam.

95 percent of students will achieve satisfactory ratings on their clinical and precepted evaluation of critical thinking.

****Assessment Results:***

****Use of Results:***

Discipline Objective:

2e. Students will demonstrate a knowledge of appropriate mathematical and quantitative skills.

****Means of Assessment and Criteria for Success:***

Proposed means: EMS 101, (Airway Management, General Pharmacology). EMS 103, (Medical Mathematics, Medication Administration); EMS 104, (Cardiovascular Emergencies). EMS 106, (Medical Mathematics, Medication Administration, Cardiology). Clinical and precepted evaluation in EMS 103, EMS 104, EMS 106, EMS 111, EMS 116, EMS 121.

Criteria for success:

95 percent of students will earn 80 percent or better on written examination evaluation.

95 percent of students will achieve satisfactory ratings on their mathematic and quantitative skills practical evaluation.

95 percent of students will achieve satisfactory ratings on their clinical and precepted evaluations of mathematic and quantitative competencies.

****Assessment Results:***

****Use of Results:***

Appendix D

**COOPERATIVE AGREEMENT
BETWEEN
SAUK VALLEY COMMUNITY COLLEGE AND KSB HOSPITAL**

THIS AGREEMENT entered into at Dixon, IL this 1st day of May, 2003, by and between Sauk Valley Community College, administered by the Board of Community College District Number 506, Counties of Whiteside, Lee, Carroll, Ogle, Henry, and Bureau, State of Illinois, hereinafter designated as "College," and KSB Hospital of the city of Dixon, Illinois, hereinafter designated as "Hospital."

WHEREAS College and Hospital acknowledge a public obligation to contribute to the education for Radiologic Technicians, Phlebotomy Technicians, Practical Nurses, Associate Degree Nurses, and Paramedics for the benefit of students and for community needs; and,

WHEREAS College has established programs in Radiologic Technology, Phlebotomy, Practical Nursing, Associate Degree Nursing, and Paramedic which requires the educational facilities of the Hospital for clinical experience; and,

WHEREAS Hospital has clinical facilities suitable for the educational needs of the College programs in Radiologic Technology, Phlebotomy, Practical Nursing, Associate Degree Nursing, and Paramedic

WHEREAS it is to the mutual benefit of both the College and the Hospital that students have opportunities for clinical experience as students and future practitioners; and,

WHEREAS the following agreement is effected by the proper authorizing bodies of both parties, each in independent status from the other; and,

WHEREAS the agreement is to be governed by the following general concepts of cooperative action:

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements hereinafter set forth, it is agreed as follows:

THE COLLEGE COVENANTS AND AGREES AS FOLLOWS:

1. The college assumes full responsibility for offering an educational program eligible for accreditation by the Council on Education of the American Medical Association, the American Society of Radiologic Technologists, the American College of Radiology, the Department of Professional Regulation, the Board of Nursing, the National Highway Safety Bureau, U.S. Department of Transportation, and the Department of Public Health.
2. College will provide the necessary faculty for the instruction given to all students with the Hospital providing facilities for laboratory instruction.

3. College Radiology faculty, Phlebotomy faculty, Nurse faculty, and Paramedic faculty will plan, develop, implement, and be responsible for all clinical instruction and evaluation of students.
4. College in cooperation with such personnel as the Hospital designates, will provide an orientation period during which Radiology faculty, Phlebotomy faculty, Nurse faculty, and Paramedic faculty can become familiar with hospital policies, practices, and facilities before instructing students there.
5. College will develop a "Clinical Instruction Plan" for using the Hospital's clinical areas to meet the educational goals of the curricula in Radiologic Technology, Phlebotomy, Practical Nursing, Associate Degree Nursing, and Paramedic. This plan shall be made available to the Hospital at a mutually agreed upon time prior to the beginning of the school term and subject to revision by the Hospital in instances where conflicts with Hospital patient care responsibilities seem to exist.
6. College Radiology faculty, Phlebotomy faculty, Nurse faculty, and Paramedic faculty will be responsible for learning and observing the policies and regulations of both College and Hospital as they apply to the circumstances of clinical teaching.
7. College is responsible to assure that students assigned to the Hospital for clinical instruction meet both College and Hospital standards of health and have the ability to profit from the experience. The College shall be responsible for documenting that students using Hospital facilities have annual physicals.
8. College will pay Hospital for supplies furnished to the College students and faculty, as approved by the instructor. The Hospital agrees to give priority for the clinical space to Sauk Valley students, consistent with clinical space requirements as documented by the assignment sheet submitted to the Hospital by the College.
9. College agrees to provide the appropriate hospital personnel with adequate advance notification of at least several weeks, to facilitate planning for the acceptance of these students.
10. College agrees that only as many students as are mutually agreed to be acceptable will be placed in any area of the hospital. Further, College agrees that all discussion and decision regarding the number of students which any area of the hospital may accommodate will occur prior to the College's assignment of these students.

THE HOSPITAL AGREES AS FOLLOWS:

1. At the request of the College, the Hospital will schedule meetings with the Hospital staff for

the purpose of interpreting, discussing, and evaluating, the educational program in Radiologic Technology, Phlebotomy, Practical Nursing, Associate Degree Nursing, and Paramedic.

2. Hospital will maintain the standards which make it eligible for approval as a clinical area for instruction in an accredited program in Radiologic Technology, Phlebotomy, Practical Nursing, Associate Degree Nursing, and Paramedic but Hospital will not acquire supplies or equipment solely for the program.
3. Hospital will permit the faculty and students of the College to use its patient care and patient service facilities for clinical experience according to a plan approved by the Council on Education of the American Medical Association, American Society of Radiologic Technologists, the American College of Radiology, the Department of Professional Regulation, the Board of Nursing, the National Highway Safety Bureau, U.S. Department of Transportation, and the Department of Public Health. Details of such educational use may be modified to fit changing needs and will be described in the "Clinical Instruction Plan," submitted to the Hospital's Education Coordinator and reviewed prior to the arrival of students. It shall be mutually satisfactory to both the educational goals of the College and the patient care standards of the Hospital.
4. The Hospital shall make available, for educational purposes, rooms or area where groups of students may hold discussions and receive clinical instruction from the faculty:
(Examples of facilities)
 - a. Areas for demonstration of hospital equipment
 - b. Areas for pre- and post- clinical experience conferences
 - c. Desk space where the teacher can make clinical assignments and plans
5. Hospital will permit the use, for educational purposes, of such supplies and equipment as are commonly available for patient care.
6. Hospital will provide the following facilities and services to College students and faculty:
(Examples)
 - a. Reasonable use of parking areas
 - b. Locker and dressing areas to change into clinical attire if necessary
 - c. Same food service as is available to Hospital staff
7. Hospital will provide access to sources of information for education purposes:
(Examples)
 - a. Procedure guides, policy manuals
 - b. Standard clinical references, such as Medical Dictionary, Diagnostic Tests, pharmacology references, and standard references suitable to the clinical area and care program

8. Hospital staff may participate in education on the request of the instructor. This may be the role of resource persons, clinical experts, or assisting in the planning and implementation of aspects of clinical education. Such participation will be voluntary and shall not interfere with assigned duties.
9. Hospital will designate a staff member who will serve as Education Coordinator for all educational use of the Hospital facilities.
10. Hospital may refuse, after consulting with the Coordinator of the Radiologic Technology Program, Coordinator of the Phlebotomy Program, the Director of Nursing Education, or Coordinator of the Paramedic Program educational access to its clinical areas to any College employees or students who do not meet its written Employee Standards for safety, health, or ethical behavior.
11. Hospital may resolve any problem, after consulting with the Coordinator of the Radiologic Technology Program, Coordinator of the Phlebotomy Program, the Director of Health Careers Education, or the Coordinator of the Paramedic Program pertaining to the patient's welfare and restrict the student involved to the observer role until the incident can be clarified by the Hospital Coordinator and the Coordinator of these programs.
12. Hospital will assure that students will be accepted and treated without regard to sex, race, color, national origin, or handicap.

THE COLLEGE AND THE HOSPITAL FURTHER AGREE


1. The students will have the status of learners and not employees. They will not replace Hospital staff nor give service to patients apart from its educational value.
2. Students are subject to the authority, policies and regulations of the College. They are also subject, during clinical assignment, to the same standards as are set for Hospital employees in matters relating to the welfare of patients and the standards of the Hospital.
3. Students will be under the guidance of the College instructor or his/her designate at all times when in the Hospital for clinical experience.
4. The students and faculty of the College participating in this program shall be deemed to be employees, affiliates, or individual contractors of the College.
5. Any additional premiums charged to the Hospital by reason of having the students and faculty of the College participating in this program will be paid by the College.
6. The College will furnish the Hospital a certificate of insurance covering the College, its staff,

and all students participating in the program, for professional liability in the amount of \$1,000,000.

7. In the event of any litigation concerning the making or terms of the agreement by any taxpayer, or in the event of any court restraints in the effectuation of any part or parts of this agreement resulting from such suits, neither party shall have any claim against the other for any damages that may be sustained by them for any delays in performances caused by such litigation and restraints.
8. This agreement is to be reviewed in three years by representatives of the College and Hospital administration as an opportunity to exchange progress reports and to give and receive suggestions for making the cooperative agreement more effective. This agreement may from time-to-time be altered, amended, or canceled in whole or in part, subject, however, to the express condition precedent that such alteration, amendment, or cancellation shall be in writing and signed by the parties; and the same shall not be invalid because of the lack of consideration, but shall have the same force and effect as though originally embodied herein.
9. The agreement may be terminated by either the College or the Hospital with six months' notice by either personal service upon the College President or Hospital Administrator, of certified mail, or registered mail providing that students then enrolled in the Radiologic Technology Program, the Phlebotomy Program, the Practical Nursing Program, the Associate Degree Nursing Program, and the Paramedic Program will have an opportunity to complete the program.
10. The Hospital retains the responsibility for the care of the patient and for meeting the needs of the patient. The Hospital may resolve any problem or situation in favor of the patient's welfare and, if necessary, restrict the student to the role of observer.

SAUK VALLEY COMMUNITY COLLEGE

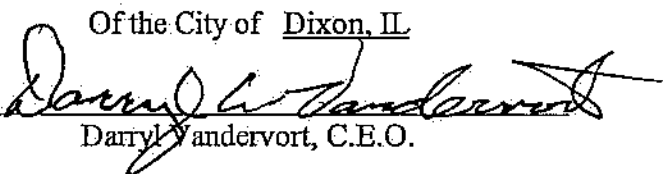
By


Dr. Richard Behrendt, President

And KSB Hospital

Of the City of Dixon, IL

By


Darryl Vandervort, C.E.O.

111.01 Special Meetings of the Board of Trustees

Special meetings of the Board may be called by the Chair or by three members of the Board by giving public notice thereof in writing, stating the time, place and purpose of the meeting. Such notice may be served on members of the Board by mail 48 hours before the meeting, or by personal service 24 hours before the meeting. Notice shall also be given to the news media as required by 5 ILCS 120/2.02.

2/12/79
6/24/02

112.01 Meetings Open To Public

The Board, and its committees, shall comply with the Illinois Open Meetings Act as amended.

All meetings required to be public shall be held at specified times and in places which are convenient to the public. No meeting required to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

Public notice of all meetings shall be given in compliance with 5 ILCS 120/2.02

12/20/82
6/24/02

113.01 Inspection of Board Records and Accounts

The College shall furnish the opportunity for review or copying of College records to the extent required by law. In carrying out that responsibility, the Board shall adopt regulations, from time to time, to facilitate compliance with the law. The Vice President of College Services shall be the Freedom of Information Officer for the College, and that person shall have the primary responsibility to carry out the requirements of the law and the regulations.

10/23/89
12/20/99
6/28/04

114.01 Board Meeting Agenda

A. The President of the College will prepare the agenda of meetings for the Board of Trustees after conferring with the Chair of the Board. The Trustees may introduce agenda items through the Board Chair or the President of the College.

B. The Trustees should be furnished with copies of the agenda for regular meetings with any available supporting materials, at least 48 hours prior to each regular meeting. The materials will be hand delivered or sent by mail. The Trustees will receive a copy of the agenda and any available supporting materials for a special meeting as soon as practicable prior to the meeting.

C. Copies of the agenda for each meeting of the Board of Trustees shall be sent to all news media that requested notice of meetings pursuant to the Illinois Open Meetings Act, and shall be posted at the College office for public inspection as provided by the Illinois Open Meetings Act.

D. The Board agenda shall contain an item called "Communications from Visitors". At this time on the agenda, subject to policy 114.02, members of the public and employees of the College may be heard on petitions previously filed, or requests to be heard on specific agenda items, or to comment or ask questions of the Board. Any written communications for the Board not previously delivered to the Board shall be furnished to it at this place on the agenda. In the Chair's discretion, any written communication to the Board may be read aloud by the Chair, by a member of the Board, by the President or by other designees.

5 ILCS 120/2.02
110 ILCS 805/3-8

10/23/89
6/24/02

114.02 Conduct of Meeting

- A. Roberts Rules of Order shall be used as a guide in the conduct of all meetings of the Board of Trustees or its committees.
- B. Presentation of items of business shall follow the Agenda, unless varied by the Chair.
- C. The Board welcomes attendance at its meetings by members of the public and College employees and encourages their interest in the conduct of the affairs of the College. The Board also welcomes the orderly expression of concerns by members of the public or organizations relating to the welfare of the College, and welcomes questions or comments from members of the public and employees. In order that Board meetings may be orderly, and serve the purposes of the College, the following additional rules shall govern visitors' participation in Board meetings:
 - 1. Citizens or organizations wishing to present written or oral proposals or petitions regarding matters of interest to the citizens, organizations, or the Board, shall summarize such proposals in writing and furnish them to the Secretary of the Board seven (7) days prior to the meeting. Such proponents or petitioners shall be assigned a period not to exceed 10 minutes on the meeting agenda during the period for "Communications from Visitors" for any comments or additional oral materials the proponent or petitioner wishes to furnish in regard to the proposals. In the event an opponent to the proposal or petition is present, such opponent shall be given a like period of time to address the Board. The Chair may limit the number of citizen petitions to be heard at a particular meeting in the interest of time, but shall cause any petition not heard to be placed on the agenda for the next meeting.
 - 2. Members of the public and employees of the College may be heard without prior written notice on matters on the agenda, may make comments, or may ask questions of the Board by requesting permission of the Chair during the "Communication from Visitors" portion of the meeting.

a. Agenda Items

1) The Chair shall, during "Communication from Visitors" on the agenda, ask whether any members of the public wish to be heard on any agenda item. At the commencement of consideration of that item on the agenda during the course of the meeting, the citizen shall be called upon and permitted to address the Board on such item. Speakers for or against an item on the agenda shall be limited to a total of five (5) minutes of meeting time for his, her, or their statement. If more than one person wishes to address the Board, the time shall be divided among them. If there are proponents and opponents present, each side shall have a total of five (5) minutes available for a statement of their position.

2) Although citizens may address the Board on agenda items (pursuant to Paragraph 2 a.1), it is usually beneficial to the Board and citizen (or Board and citizen or organization) to inform the Secretary of the Board of the citizen's or organization's desire to speak and to give a general outline of concerns at least twenty-four (24) hours in advance of the meeting. The advance notice permits the administration to solicit further helpful information and may avoid delay in acting on or responding to the item or concern.

b. Persons Addressing the Board: Persons addressing the Board shall address the Board as a whole or shall address the Chair. No more than two persons shall address the Board on the same topic on the same side of an issue.

c. Questions

1) All questions to the Board shall be directed to the Chair. The Chair,

citizen speaking. Presentations by the citizen and citizen response to any questions by the Board shall be orderly. After the citizen or citizens' allotted time has lapsed, the citizen shall not further address the Board unless requested to do so by the Chair. The Board shall not respond to questions asked during the course of the meeting except as permitted herein. Persons attending the meeting shall not be permitted to interject comments or questions during the Board's discussion of the matter. The Board is not obligated to act upon items presented by members of the public, employees, or organizations, or to answer questions at the time such question is presented. The Board will make a good faith effort to respond to questions within a reasonable time.

In order to permit time to consider other items on the Board's agenda, the time allowed under "Communication from Visitors" shall not exceed twenty (20) minutes. The Chair may, for good cause, extend the time limitations provided. The Chair may terminate the privilege of addressing the Board of any speaker who does not conduct himself or herself in an orderly, decorous and respectful manner.

- D. The Chair shall serve as spokesperson for the full Board at all meetings of the Board.
- E. The rules shall apply to committee meetings to the extent they are germane.

10/23/89

Fall 2004

Sauk Specs

FUN FACTS

General Information

- President: Dr. Richard L. Behrendt
- Year founded: 1965
- Size of campus: 144 acres
- School motto:
Sauk makes it possible... You make it happen!
- Mascot: Skyhawk - A mythical bird
- School colors: Red, White & Black
- Degrees offered:
30 Transfer degrees
18 Career degrees
1 Liberal studies degree
- Number of Athletic teams: 10

Board of Trustees Information

- Robert Thompson, Attorney -- Chair
- Ed Andersen, Hospital CEO -- Vice Chair
- Nancy Varga, Business Owner-- Secretary
- Ed Cox, Realtor
- Dr. William Simpson, Dentist
- Pennie von Bergen Wessels, Attorney
- Henry S. Dixon Jr., Attorney
- Karol Teal -- Student Trustee
- Board Attorney Firm --
Ward, Murray, Pace & Johnson, P.C.
- Meeting date: Fourth Monday of each month
- Meeting time & place: 7:00 p.m. in Board Room

Student Information

- Total students served in 2003/04: 6,920
- Total credit hours Fall 2004 semester: 23,653
- Credit students Fall 2004 semester: 2,623
- FTE Fall 2004 semester: 1,577
- Average student credit hour load: 9.0
- Average age of students: 28 years
- Percent of female students: 63%
- Percent of full-time students: 43%
- Percent of students in transfer programs: 46%
- Number of students in Honors Program: 46
- Number of students in Phi Theta Kappa: 73
- Percent of local HS graduates at SVCC: 32%
- Retention rate from Fall to Spring: 58%
- Percent of students receiving financial aid: 46%
- Percent of students working while attending: 66%

Sauk Valley Community College District #506

- District size: 1,625 sq. miles
- Total population: 103,608
- Number of High Schools served: 17
- Median age of district residents: 39.2
- Labor force percentages:
Manufacturing: 18%
Services: 24%
Retail Trade: 15%
Government: 13%
Other: 30%

- Dixon population: 15,941
- Rock Falls population: 9,468
- Sterling population: 15,451
- Points of Interest:

Birthplace of Ronald Reagan
Boyhood home of Ronald Reagan
John Deere Historic Site
Dillon Home Museum
Lincoln Statue
Little Red School House
Heritage Canyon

- Counties served by SVCC:
Bureau, Lee, Henry, Carroll, Ogle, Whiteside
- Accredited by:
The Higher Learning Commission,
North Central Association

Institutional Information

- Student to faculty ratio: 18:1
- Student to computer ratio: 10:1
- Number of administrators: 20
- Number of full-time faculty: 55
- Number of part-time faculty: 95
- Number of professional-technical: 35
- Number of support staff: 61
- Number of F/T faculty with doctorates: 7
- Annual operating budget: \$11,509,273
- Annual total budget: \$25,772,403

Core Values: Respect Responsibility Fairness Integrity Caring

SVCC provides equal opportunity and affirmative action in education and employment for qualified persons regardless of race, color, religion, national origin, ancestry, age, gender, marital status or unfavorable discharge from military service. Complaints and inquiries related to this policy or any potential discriminatory concerns may be addressed to: Coordinator of Personnel Services, Sauk Valley Community College, 173 IL Route 2, Dixon IL 61021, 815/288-5511, 9/04 pc.

A Board's Eye View of Assessment

Assessment Defined

There are multiple definitions of assessment, including the following:

1. Assessment is the systematic collection, review, and use of information about educational programs undertaken for the purpose of improving student learning and development (Marchese, 1998).
2. Assessment is putting into place a systematic process that will answer the following questions on a continuous, ongoing basis:
 - What are we trying to do and why?
 - What is the program supposed to accomplish?
 - How well are we doing it?
 - How do we know?
 - How do we use the information to improve or celebrate successes?
 - Do the improvements we make work? (Bresciani, 2002)
3. Assessment is a system designed to assure and advance learning (Teahen, 2004).

One important step being taken at SVCC is to develop a shared definition that fits the college. Assessment may have many purposes, but the most important is the documentation that the educational mission of the college is being achieved.

The Role of the Board

As the group charged with the overall responsibility for the effectiveness of the institution, the Board has several roles to play in assessment, including the following.

Policy Development. There should be academic policies brought to the board concerning assessment, such as how assessment relates to planning, what students or staff will be expected to do, required student learning outcome assessments, and/or similar items.

Accountability. Because assessment of student learning outcomes is a major accreditation issue, the board should be asking for and acting upon reports brought to it from the administration and other campus groups.

Assurance. As representatives of the community's stakeholders, the board should also be prepared to assure the public that the College is meeting its educational purposes.

Budget. As budgets are approved, resources should be invested in advancing student learning, and data should be provided about what the needs are and what the results of investments or changes have been.

Topics

Assessment Defined	1
Board's Role	1
Commission Statement	2
Learning College	2
Criterion 3	2

Prepared for the Board of
Trustees of Sauk Valley
Community College
by

Robert C. Teahen, Ph.D.
Learning Consultants and
Ferris State University
Michigan

E-mail: rteahen@aol.com
Telephone:
(231) 631-5587

The Higher Learning Commission Statement on Assessment

"The commission posited in 1989 that assessment of student academic achievement is an essential component of every organization's effort to evaluate overall effectiveness. . . . Among the public's many expectations of higher education, the most basic is that students will learn, and in particular that they will learn what they need to know to attain personal success and fulfill their public responsibilities in the twenty-first century.

. . . Their assessment strategy should be informed by the organization's mission and include explicit public statements regarding the knowledge, skills, and competencies students should possess as a result of completing course and program requirements; it also should document the values, attitudes, and behaviors faculty expect students to have developed. . .

. . . An organization's commitment to and capacity for effective assessment of student learning will figure more prominently than ever in the accreditation relationship established between the Commission and that organization."

Source: Handbook of Accreditation, Third edition. (ncahigherlearningcommission.org)

Learning College Principles

Criterion 3: The organization provides evidence of student learning and teaching effectiveness that demonstrates it is fulfilling its educational mission.

"It is not enough to make students feel good about the environment on the campus or the service they receive. It is not enough to impress students with the dazzling performance of great lecturers. . . . If we cannot document expanded or improved learning--however measured--we cannot say with any assurance that learning has occurred. And it is much more likely that we will be able to document learning when we place a high value on learning-centered policies, programs and practices and when we employ personnel who know how to create learning outcomes, learning options and learning-centered activities" (O'Banion, Community College Times, 1998).

Beginning in about 1995, Terry O'Banion of the League for Innovation began writing about the concept of a "learning college." The learning-college concept gained momentum almost immediately, as college faculty and administrators sought to be more effective in creating substantive learning. .

By 1998, in a survey of members of the League Alliance, of the 243 respondents, 94% said they have undertaken an initiative to become a more learning-centered community college.

In explaining his view of the six principles of a learning college, O'Banion writes:

- The learning college creates substantive change in individual learners.
- The learning college engages learners as full partners in the learning process, with learners assuming primary responsibility for their own choices.
- The learning college creates and offers as many options for learning
- The learning college assists learners to form and participate in colla
- The learning college defines the roles of learning facilitators by the
- The learning college and its learning facilitators succeed only when documented for its learners.

Saginaw Valley
Community College
Board of Trustees

October 25, 2004

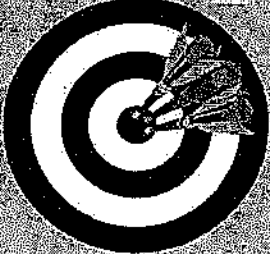
Presentation by
Roberta C. Leaphen, Ph.D.
Ferris State University

**Making a Difference in
Student Learning**

Credits

This presentation has been adapted from
one developed by Lynn Priddy and
colleagues at the Higher Learning
Commission for use in training new
Consultant-Evaluators in Fall 2004.

Assessment of Student Learning IS
Central to determining
Educational Quality



**Assessment is Central
to Improving Student Learning**

Assessment is a strategy
for institutional accountability,
institutional distinctiveness,
accreditation, and effectiveness.

MORE IMPORTANTLY, assessment
is a strategy for understanding and
improving student learning and
educational quality.

In the next phase, there will likely be five fundamental
questions for engaging conversations on assessment of
student learning

The Preliminary Questions

- How are your stated student learning outcomes
appropriate to your mission, programs, and
degrees?
- What is the evidence of students having
achieved your stated learning outcomes?
- In what ways do you analyze and use evidence
of student learning?
- How do you ensure shared responsibility for
assessment of student learning?
- How do you evaluate and improve the
effectiveness of your assessment of student
learning efforts?

Commission-Defined Focus

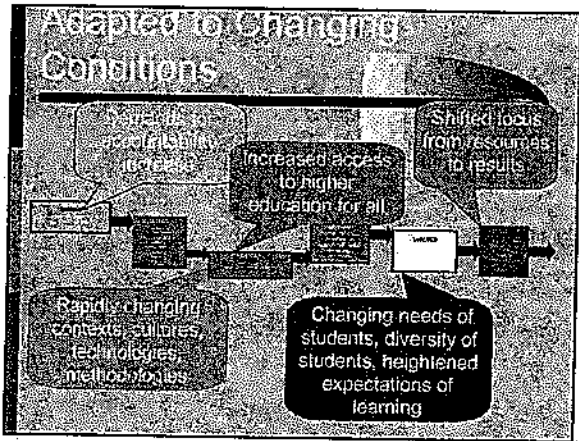
PURPOSE OF ASSESSMENT:
The primary purpose of an assessment program is to contribute to the continuous improvement of student learning by documenting the extent to which:

- students are achieving the learning that the institution as a whole and the faculty intend; and
- students are meeting or exceeding the published goals and measurable objectives for general education, and disciplinary learning that are a reflection of those broader institutional goals.

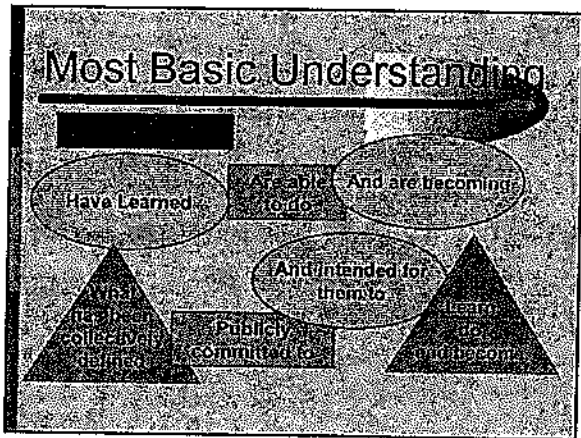
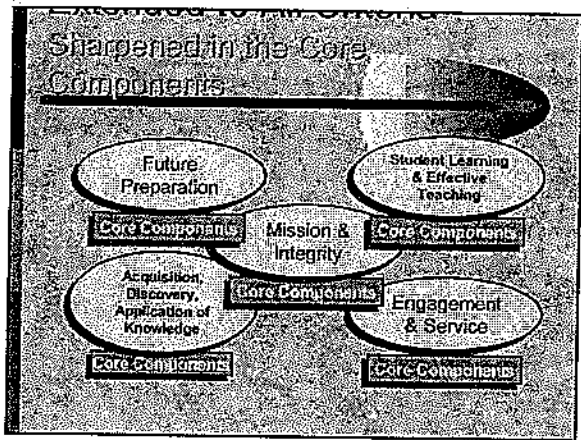
Commission-Defined Focus

EFFECTIVE ASSESSMENT:
The degree to which the college and its academic programs:

- demonstrate that they are actively using the results of assessment to discover where students could be learning more and better; and
- from discussion of those findings, recommend and make changes that result in documented improvements in student learning.



How is student learning central in the Commission's New Criteria? (January 2005 at latest)



Evidence More Fundamental

Therefore

Evidence which demonstrate
assessment, confirmation, and improvement
of student learning is
more fundamental than ever
for institutional learning and instruction,
for public accountability, and for
the accrediting relationship.

Key Understandings

- No expectation of what effective assessment must look like BUT should be informed by scholarship and good practice
- Effective assessment deals with what is meaningful and useful related to student learning
- Assessment is not about amassing data but rather about analyzing and using information to make a difference in student learning

Key Understandings

- Institutions take a diversity of approaches to assessment of student learning and progress at different paces

HOWEVER, effective assessment reflects a workable process with a reasonable schedule and evidence of a sustained effort to improve student learning, educational quality, and organizational effectiveness

Sauk Valley's Status

- Leadership is strong for the Assessment Initiative (Hamilton, Joan Kerber, Linda Little, Kevin Mehl, Steve McPherson, Karen Pitter, Amanda Vos, Roberta White, etc.)
- Faculty are responsive and creative
- The adoption of the "Learning College" model is highly consistent with the Commission's focus on student learning
- Resources have been allocated - time, consulting, materials, professional development
- Systems are being developed
- The SVCC team is on track for an outstanding review IF the current level of engagement continues

Questions and Conversation

For Board Meeting of
October 25, 2004

Agenda Item F-1

ANNUAL AUDIT

Karl Appelquist of our auditing firm will be present to review the 2004 Audit Report and answer any questions from the Board.

RECOMMENDATION: Board approval of the 2004 Audit.

For Board Meeting of
October 25, 2004

Agenda Item F-2

RECOMMENDATION FOR BID AWARD - CARPETING

After due advertisement, three bids were received to carpet selected areas of the second and third floor hallways. The low bidder was Floor Mart, Dixon, IL.

RECOMMENDATION: Board acceptance of the low bid from Floor Mart at a price of \$26,989.



TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: October 13, 2004
SUBJECT: Recommendation for Bid Award – Carpeting

On Tuesday, October 12, 2004, at 2:00 pm, bids for carpeting selected second and third floor hallways were opened in the Boardroom. Nancy Breed, John Ditto, Paula Meyer, representatives from Carpetland and Floor Mart, and I attended the bid opening.

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

The low bidder was Floor Mart. Mr. Ditto has confirmed with them that their bid is consistent with specifications. The bid is for 13,350 square feet of Mohawk Multiple Choice Lockback carpet. The company will remove and dispose of the old carpet and deliver and install the new carpet and new cove molding as needed. The cost will be paid by funding bonds and is within budget.

Therefore, I recommend that the Board of Trustees award the bid for carpet to Floor Mart, at a price of \$26,989. Thank you.

Bid Results – Carpeting

Company Name	Location	Amount
Floor Mart	Dixon	26,989
Floor Covering Express	Sterling	28,695.83
Carpetland	Sterling	33,534

Agenda Item F-3

PROTECTION, HEALTH & SAFETY PROJECTS

The attached information from Vice President Bittner identifies five projects that the administration is recommending for funding through the Protection, Health and Safety Tax Levy:

Roof Replacement

Electrical Improvements

Elevator Improvements

Parking Lot and Sidewalk Improvements

Window Replacement

RECOMMENDATION: Board approval of the attached resolutions, budgets and certification statements for these projects.



TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: October 14, 2004
SUBJECT: Protection, Health and Safety Projects

The following five projects have been identified for funding through the Protection, Health and Safety Tax Levy.

1. **Roof Replacement** – This project will eliminate roof leaks and correct deterioration, preventing possible future leaks, in two locations. The work will replace the roofing systems over the Admissions Office and building T-2. The new roofs will be the same type as the existing systems. Projected budget: \$104,500.
2. **Electrical Improvements** – This project will install new grounded connections at mechanical pumps located in the basement and at motorized fans located on the roof. Projected budget: \$43,000.
3. **Elevator Improvements** – This project is a continuation of the work done this summer to bring our three elevators up to code according to new standards that are likely to become law soon in Illinois. The code requires an updated type of hydraulic cylinder that protects against failure and better contains potential oil spills. This legislation has already passed in a number of states and is expected to be enacted in Illinois as well. Unforeseen contingencies on the main passenger elevator this summer drove expenditures significantly over budget, so we need additional funds to complete the freight elevator and the west elevator. The new budget includes a significant contingency (\$35,000) in case we encounter similar problems on these elevators. If the contingency is not needed, it will be saved for use on other PHS projects. Projected budget: \$108,500. \$30,304 remains from the original project; we will levy $\$108,500 - \$30,304 = \$78,196$ for this project.
4. **Parking Lot and Sidewalk Improvements** – This project will remove and replace deteriorated pavement, curbs and ramps in the visitor/handicap parking and walkway area near the flagpole and on the sidewalk leading from the building to the east lot. We have consulted with ICCB staff to confirm that because this work improves handicap accessibility it qualifies for PHS funding. Projected budget: \$112,000.
5. **Window Replacement** – Over the years we have discussed ways to improve energy efficiency and eliminate leaks around our exterior windows. Two areas that have experienced significant problems are the third floor east end offices and the third floor science labs. The offices have continuing rain water leakage

problems, and the labs have damaged sills that allow both rain water and air leakage. We believe we have identified a new double-paned window system and concrete curb sill repair method that should solve these problems at an affordable price. We expect the energy savings in these two areas to be about \$3,000 per year, and we also expect to see noticeable improvements in comfort levels and elimination of mold growth. This project will replace 3,300 square feet of windows and 200 linear feet of sills. Projected budget: \$231,500.

The 2004 Protection, Health and Safety Fund levy, payable in 2005, should yield approximately \$600,000 at the maximum allowable tax rate. These projects require a levy of \$569,196. The College has levied at or near the maximum five cents for this fund for a number of years. Protection, Health and Safety projects must cost at least \$25,000 and require ICCB approval. A list of past, current and possible future projects is attached.

I recommend that we seek Board approval of the attached resolutions, budgets and certification statements regarding these projects.

Sauk Valley Community College						
Protection Health and Safety Projects Tax Levy - History and Projected						
As of October 14, 2004						
Project Description	Budget	(Projected) Completion Year		Levy Year	Approved for Levy	Actually Levied
Reroof T-1, T-2, Gym - Phase 1	315,960	1989 c		1987	315,960	315,950
Reroof T-1, T-2, Gym - Phase 2	342,000	1990 c		1988	342,000	342,000
Reroof T-1, T-2, Gym - Phase 3	332,000	1991 c		1989	332,000	338,000
Boiler	72,700	1992 c		1990	72,700	
Reroof T-1, T-2, Gym - Phase 4	133,300	1992 c		1990	133,300	
Wastewater	156,000	1993 c		1990	156,000	
Cooling Tower	140,000	1994 c		1990	140,000	346,500
Exterior Lighting Safety Repairs	417,064	1993 c		1991	417,064	
Elevator Accessibility Modifications	108,973	1995 c		1991	108,973	
Gym Bleacher Replacement	152,686	1995 c		1991	152,686	
ADA Accessibility Modifications	226,926	2001 c		1991	226,926	357,000
Asbestos Abatement	56,000	1992 c		1992	56,000	
Asbestos Report	28,000	1993 c		1992	28,000	365,000
no project				1993		388,000
Gym Lighting Repairs	37,012	1994 c		1994	37,012	
Fire Hydrant Select Valve	41,303	1995 c		1994	41,303	
Kitchen Ventilation Modifications	79,685	1995 c		1994	79,685	415,000
Boiler Repair	36,600	1996 c		1995	36,600	
Door Hardware (safety)	98,300	1998 c		1995	98,300	453,000
Fire Alarm & Fire Exit Signs	406,600	1997 c		1996	406,600	490,000
Asbestos Abatement	200,000	1998 c		1997	200,000	
Energy Efficient Lighting	375,202	1998 c		1997	375,202	
Repair Cooling Towers	54,040	1998 c		1997	54,040	
Retaining Wall Repair, Phase 1	51,128	1998 c		1997	51,128	
T-3 Roof Repair	40,889	1998 c		1997	40,889	
Walkway Lighting Repairs	26,861	1998 c		1997	26,861	
Wellhouse Roof Membrane	40,960	1998 c		1997	40,960	
Exterior Concrete Surface Repair, Phase 1	226,584	2000 c		1997	226,584	440,341
Replace Steam Coils and Valves	222,750	1999 c		1998	222,750	
Egress Corrections - West Wing 2nd Floor	208,375	2002 c		1998	208,375	
Exterior Masonry Wall & Retaining Wall Repair, Phase 2	113,634	2001 c		1998	113,634	
Tennis Courts	240,046	2000 c			0	544,759
Asbestos Abatement - 1K4, Theater	74,800	2000 c		1999	74,800	
Exterior Concrete Surface Repair, Phase 2	193,111	2000 c		1999	193,111	
Replace HVAC Controls	329,076	2000 c		1999	329,076	596,987
Exterior Concrete Surface Repair, Phase 3	290,000	2001 c		2000	349,941	
Re-coat Roofs of T-1 and T-2	130,000	2004 s		2000	129,010	
Correct Electrical Deficiencies	127,234	2001 c		2000	127,234	606,185
T-1 Modifications	100,742	2004 s		2001	100,742	

Protection Health and Safety Projects Tax Levy - History and Projected
As of October 14, 2004

As of October 14, 2004

c: completed and closed
p: completed and pending closure
s: started and in process

**RESOLUTION TO APPROVE PROTECTION,
HEALTH AND SAFETY PROJECTS**

WHEREAS, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 506 is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and,

WHEREAS, the Board has received reports from licensed professional architect/engineer that there is are projects at SVCC which require repair and alteration, as defined in 23 Illinois Administrative Code, Sec. 1501.601; and

WHEREAS, the projects recommended for repair and alteration are:

2005 Roof Replacement	\$104,500
2005 Electrical Improvements	\$43,000
2005 Elevator Improvements	\$108,500
Parking Lot and Sidewalk Improvements	\$112,000
Window Replacement	\$231,500

WHEREAS, all facilities described by the projects set forth are owned by SVCC.

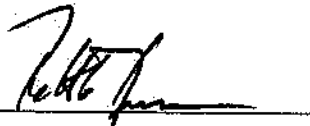
NOW, BE IT RESOLVED by the Board of Trustees of Sauk Valley Community College District 506, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above requires alteration or repair and is necessary to remove a health or safety hazard to the students, employees or visitors of SVCC.
3. There are not sufficient funds available in the Operations and Maintenance Fund of SVCC to complete the projects set forth above.
4. The Board approves the completion of the Protection, Health, and Safety projects described below:

2005 Roof Replacement
2005 Electrical Improvements
2005 Elevator Improvements
Parking Lot and Sidewalk Improvements
Window Replacement

5. The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of this project consistent with Ill. Rev. Stat. Ch. 122 Paragraph 103-20.3.01 (and all other applicable statutes) and 23 Illinois Administrative Code Section 1501.608 (and all other applicable regulations).

Adopted October 25, 2004



Chairman
Community College District 506



Secretary
Community College District 506

CAPITAL PROJECT APPLICATION FORM (One Application Form per Project)

(Revised 11/3/99)

District/College and District # SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506
 Contact Person RUTH BITTNER, V.P. ADMINISTRATIVE SERVICES Phone # 815-288-5511, EXT. 256
 Project Title 2005 ROOF REPLACEMENT PROJECT
 Project Budget \$ 104,500.00 () check * here if the proposed project is to be financed with a combination of local, state,
 federal, foundation gifts, etc. and disclose on funding attachment 2

Date _____

Application Type (check the appropriate application type and follow instructions):

- ☐ Locally Funded New Construction—complete/submit Sections I, II, and III.
☐ Locally Funded Remodeling—complete/submit Sections I and III.
☐ Locally Funded New Construction and Remodeling—complete/submit Sections I, II, and III.
☒ Protection, Health and Safety—complete/submit Section I and Attachment PHS.
☐ Capital Renewal Project—complete/submit Section I and the Architect Recommendation form.
☐ ADA Project—complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action—attach a copy of the local board's resolution and certified minutes
 B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
 C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
 D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
 E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion _____

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
 C. Has the site been determined professionally to be suitable for construction purposes? Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) _____

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

PROPOSED PROJECT WILL ELIMINATE ROOF LEAKS AND CORRECT PRESENT DETERIORATED ROOF CONDITIONS PREVENTING POTENTIAL FUTURE LEAKING.

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

REMOVAL AND REPLACEMENT OF EXISTING ROOFING SYSTEMS AT AREAS WHERE PRESENT ROOF SYSTEM HAS FAILED OR WHERE FAILURE APPEARS IMMINENT.

Attachment #1
Project Budget

Check One:

- ☒ New Construction
☒ Remodeling

Project Name _____

	Budget Amounts	
	New Construction	Remodeling
Land		
Site Development		N/A
Construction (including Fixed Equipment)		N/A
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Protection, Health, and Safety Project Name _____ 2005 ROOF REPLACEMENT PROJECT

	Budget Amounts
Project Costs	\$ 82,000.00
Contingency	\$ 8,000.00
A/E Professional Fees	\$ 14,500.00
Total	\$104,500.00

Attachment #2
Funding Source**District/College Name** SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506**Project Name** 2005 ROOF REPLACEMENT PROJECT**Check the source(s) of funds:**Available fund balance
(Including excess funds from
previously approved protection,
health, and safety projects)

_____ Fund name (s): _____

Bond Proceeds
(including protection, health,
and safety bonds)

_____ Type of bond issuance (s): _____

Protection, Health, and
Safety Tax Levy
(ILCS 805/3-20.3.01)☒ Tax rate/fiscal year: .0087 / 2004 (\$104,500)Contract for Deed
(ILCS 805/3-36)

_____ Term of Contract for Deed in months: _____

Lending Arrangement with a
Financial Institution
(ILCS 805/3-37)

_____ Term of Lending Arrangements in months: _____

Lease Agreement
(ILCS 805/3-38)

_____ Term of Lease in months: _____

Capital Renewal Funding

_____ Proposed Fiscal Year Source(s): _____

ADA

Access for All Funding

_____ Proposed Fiscal Year Source(s): _____

Protection, Health, and Safety Signature/Certification Page

Energy Conservation Certification (see attachment, if applicable)

Check if Applicable

Structural Integrity Certification (see attachment, if applicable)

Budget Certification (see attachment, always required)

X

Feasibility Study Identifying Need of the Project

Other Documentation which May Support the Justification
of this Project

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the _____ Sauk Valley Community College _____ Board of
Trustees

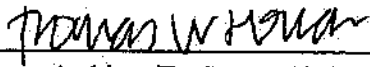
Date October 25, 2004Signed [Signature], ChairpersonNancy L. Uruga, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT**Budget and Certification**

Name and address of architect/engineer providing the estimate:

WILLETT, HOFMANN & ASSOCIATES, INC.
809 EAST SECOND STREET
DIXON, ILLINOIS 61021
THOMAS W. HOUCK, AIA, PE

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



Architect/Engineer's Signature

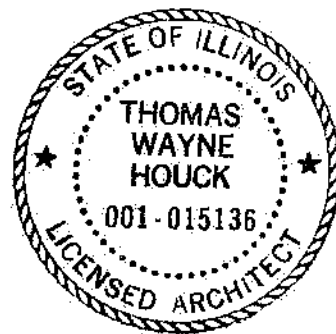
10-08-2004

Date

001-015136

Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

2005 ROOF REPLACEMENT PROJECT

Sauk Valley Community College
WHA#1160D04

Preliminary Opinion of Probable Project Costs

CONSTRUCTION

1.	T-2 BUILDING Prepare, repair and level existing roof. Install new roofing system. Install new flashings and trim as required. Approximately 9,000 SF at \$6.00/SF	\$ 54,000.00
2.	PATIO OVER ADMINISTRATION Admissions Remove and replace existing membrane. Remove existing lightweight concrete fill and paving tiles under existing membrane. Repair existing concrete rails. Install new tapered insulation, drains and roof flashings.	\$ 28,000.00
	SUB-TOTAL	\$ 82,000.00
	CONTINGENCY	\$ 8,000.00
	CONSTRUCTION TOTAL	\$ 90,000.00

ENGINEERING

1.	DESIGN PHASE Documentation of existing conditions. Preparation of Bid, Construction and Contract Documents.	\$ 3,500.00
2.	BIDDING PHASE Pre-Bid Meeting. Respond to Bidder inquiries. Issuance of Addenda. Bid Opening. Bid Recommendation.	\$ 2,000.00
3.	CONSTRUCTION PHASE Review shop drawings. Review Contractor Pay Requests. Periodic site visits to observe construction in accordance with Contract Documents. Final Punch List. Final Acceptance/Closeout.	\$ 4,000.00
4.	Allowance for ACM Inspection and air testing during demolition. Subcontracted to Wellington Environmental.	\$ 5,000.00
	ENGINEERING TOTAL	\$ 14,500.00

PROJECT TOTAL

1.	CONSTRUCTION TOTAL	\$ 90,000.00
2.	ENGINEERING TOTAL	\$ 14,500.00
	PROJECT BUDGETARY TOTAL	\$104,500.00

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

(Revised 11/3/99)

District/College and District # SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506
 Contact Person RUTH BITTNER, V.P. ADMINISTRATIVE SERVICES Phone # 815-288-5511, EXT. 256
 Project Title 2005 ELECTRICAL IMPROVEMENTS PROJECT
 Project Budget \$ 43,000.00 () check * here if the proposed project is to be financed with a combination of local, state,
 federal, foundation gifts, etc and disclose on funding attachment 2

Date _____

Application Type (check the appropriate application type and follow instructions):

- ☐ Locally Funded New Construction--complete/submit Sections I, II, and III.
☐ Locally Funded Remodeling--complete/submit Sections I and III.
☐ Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
☒ Protection, Health and Safety--complete/submit Section I and Attachment PHS.
☐ Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.
☐ ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
 B. A detailed description identifying the scope of work to be accomplished (complete the narration section and attach)
 C. A detailed description of the project's programmatic justification (complete the narration section and attach)
 D. Board of trustees approved budget (use the appropriate format on Attachment #1)
 E. Funding source (use the appropriate format on Attachment #2)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion _____

- B. Submit the new square footage allocation (use Square Footage Summary Attachment)
 C. Has the site been determined professionally to be suitable for construction purposes? Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) _____

Section III

- A. Submit the remodeled square footage allocation (use Square Footage Summary Attachment)

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

THROUGHOUT THE BUILDING, SEVERAL PIECES OF ELECTRICAL EQUIPMENT FROM ORIGINAL INSTALLATION ARE NOT GROUNDED. GROUNDED THIS EQUIPMENT WILL PROVIDE PERSONNEL PROTECTION AND EXTEND THE LIFE OF THE EQUIPMENT AND PROTECT THE ELECTRICAL SYSTEM. THIS PROJECT WILL ALSO BRING THIS PORTION OF THE ELECTRICAL SYSTEM UP TO THE CURRENT LOCAL CODES.

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

PROVIDE ELECTRICAL GROUNDING FOR THE EXISTING MECHANICAL PUMPS IN THE BASEMENT AND OTHER VENTILATION EQUIPMENT ON THE ROOF THAT ARE PRESENTLY NOT GROUNDED.

Attachment #1 Project Budget

Check One:

- ☒ New Construction
- ☒ Remodeling

Project Name _____

	Budget Amounts	
	New Construction	Remodeling
Land		
Site Development		N/A
Construction (including Fixed Equipment)		N/A
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Protection, Health, and Safety Project Name _____ 2005 ELECTRICAL IMPROVEMENTS PROJECT

	Budget Amounts
Project Costs	\$31,000.00
Contingency	\$ 3,000.00
A/E Professional Fees	\$ 9,000.00
Total	\$43,000.00

**Attachment #2
Funding Source****District/College Name** SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506**Project Name** 2005 ELECTRICAL IMPROVEMENTS PROJECT**Check the source(s) of funds:**Available fund balance
(Including excess funds from
previously approved protection,
health, and safety projects)

_____ Fund name (s): _____

Bond Proceeds
(including protection, health,
and safety bonds)

_____ Type of bond issuance (s): _____

Protection, Health, and
Safety Tax Levy
(ILCS 805/3-20.3.01)X Tax rate/fiscal year: .0036 / 2004 (\$43,000)Contract for Deed
(ILCS 805/3-36)

_____ Term of Contract for Deed in months: _____

Lending Arrangement with a
Financial Institution
(ILCS 805/3-37)

_____ Term of Lending Arrangements in months: _____

Lease Agreement
(ILCS 805/3-38)

_____ Term of Lease in months: _____

Capital Renewal Funding

_____ Proposed Fiscal Year Source(s): _____

ADA

Access for All Funding

_____ Proposed Fiscal Year Source(s): _____

Protection, Health, and Safety Signature/Certification Page

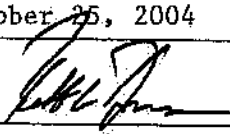
	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	<u> x </u>
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the _____ Sauk Valley Community College _____ Board of Trustees

Date October 25, 2004

Signed , Chairperson

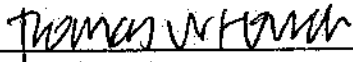
, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT**Budget and Certification**

Name and address of architect/engineer providing the estimate:

WILLETT, HOFMANN & ASSOCIATES, INC.
809 EAST SECOND STREET
DIXON, ILLINOIS 61021
THOMAS W. HOUCK, AIA, PE

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



Architect/Engineer's Signature

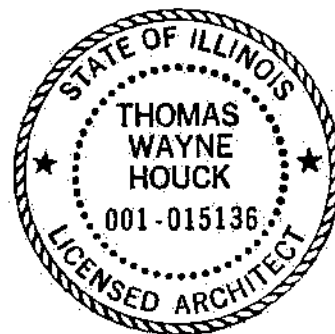
10-09-2004

Date

001-015136

Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

2005 ELECTRICAL IMPROVEMENTS PROJECT

Sauk Valley Community College
WHA#1161D04

Preliminary Opinion of Probable Project Costs

CONSTRUCTION

1.	PHASE 1 - BASEMENT Install new grounded connections at mechanical pumps located throughout the basement.	\$ 11,000.00
2.	PHASE 2 -- ROOF TOP EQUIPMENT Install new grounded connections at motorized fans located on the roof.	\$ 20,000.00
	SUB-TOTAL	\$ 31,000.00
	CONTINGENCY	\$ 3,000.00
	CONSTRUCTION TOTAL	\$ 34,000.00

ENGINEERING

1.	DESIGN PHASE Documentation of existing conditions. Preparation of Bid, Construction and Contract Documents.	\$ 5,400.00
2.	BIDDING PHASE Pre-Bid Meeting. Respond to Bidder inquiries. Issuance of Addenda. Bid Opening. Bid Recommendation.	\$ 1,400.00
3.	CONSTRUCTION PHASE Review shop drawings. Review Contractor Pay Requests. Periodic site visits to observe construction in accordance with Contract Documents. Final Punch List. Final Acceptance/Closeout.	\$ 2,200.00
	ENGINEERING TOTAL	\$ 9,000.00

PROJECT TOTAL

1.	CONSTRUCTION TOTAL	\$ 34,000.00
2.	ENGINEERING TOTAL	\$ 9,000.00
	PROJECT BUDGETARY TOTAL	\$ 43,000.00

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

(Revised 11/3/99)

District/College and District # SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506
 Contact Person RUTH BITTNER, V.P. ADMINISTRATIVE SERVICES Phone # 815-288-5511, EXT. 256
 Project Title 2005 ELEVATOR IMPROVEMENTS PROJECT
 Project Budget \$ 108,500.00 () check * here if the proposed project is to be financed with a combination of local, state,
 federal, foundation gifts, etc and disclose on funding attachment 2

Date _____

Application Type (check the appropriate application type and follow instructions):

- ☐ Locally Funded New Construction--complete/submit Sections I, II, and III.
☐ Locally Funded Remodeling--complete/submit Sections I and III.
☐ Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
☒ Protection, Health and Safety--complete/submit Section I and Attachment PHS.
☐ Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.
☐ ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
 B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
 C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
 D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
 E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion _____

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
 C. Has the site been determined professionally to be suitable for construction purposes? Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) _____

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

TWO (2) EXISTING ELEVATOR CYLINDERS DO NOT MEET LATEST REVISIONS OF ANSI A17.1 AND CAN3-B44 CODES. NEW CYLINDERS TO BE INSTALLED FOR PROTECTION AGAINST CATASTROPHIC CYLINDER FAILURE AND CONTAINMENT OF SPILL OF HYDRAULIC OIL, PREVENTING ENVIRONMENTAL CONTAMINATION OF SOILS.

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

HYDRAULIC CYLINDER REPLACEMENT FOR TWO (2) ELEVATORS. EXISTING CYLINDERS DO NOT PROVIDE FOR PROTECTION OR CONTAINMENT OF SPILL OF HYDRAULIC OIL. LATEST REVISIONS OF ANSI A17.1 AND CAN3-B44 CODES REQUIRE DOUBLE BOTTOM DESIGNED CYLINDERS FOR CONTAINMENT AND PROTECTION AGAINST SPILLS CONTAMINATING THE SOILS. CONCRETE TO BE REMOVED AROUND EXISTING CYLINDER, EXISTING CYLINDER REMOVED, CYLINDER HOLE DEBRIS REMOVED AND NEW DOUBLE BOTTOM DESIGN CYLINDERS INSTALLED.

**Attachment #1
Project Budget**

Check One:

- ☒ New Construction
☒ Remodeling

Project Name _____

	Budget Amounts	
	New Construction	Remodeling
Land		
Site Development		
Construction (including Fixed Equipment)		N/A
Mechanical		N/A
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Protection, Health, and Safety Project Name 2005 ELEVATOR IMPROVEMENTS PROJECT

	Budget Amounts
Project Costs	\$ 70,000.00
Contingency	\$ 35,000.00
A/E Professional Fees	\$ 3,500.00
Total	\$108,500.00

Attachment #2
Funding Source

District/College Name SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506
Project Name 2005 ELEVATOR IMPROVEMENTS PROJECT

Check the source(s) of funds:

Available fund balance
(Including excess funds from
previously approved protection,
health, and safety projects)

☒ Fund name (s): Operations + Maintenance - Restricted (\$30,304)

Bond Proceeds
(including protection, health,
and safety bonds)

_____ Type of bond issuance (s): _____

Protection, Health, and
Safety Tax Levy
(ILCS 805/3-20.3.01)

☒ Tax rate/fiscal year: .0065/2004 (\$78,196)

Contract for Deed
(ILCS 805/3-36)

_____ Term of Contract for Deed in months: _____

Lending Arrangement with a
Financial Institution
(ILCS 805/3-37)

_____ Term of Lending Arrangements in months: _____

Lease Agreement
(ILCS 805/3-38)

_____ Term of Lease in months: _____

Capital Renewal Funding

_____ Proposed Fiscal Year Source(s): _____

ADA

Access for All Funding

_____ Proposed Fiscal Year Source(s): _____

Protection, Health, and Safety Signature/Certification Page

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	<u> X </u>
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

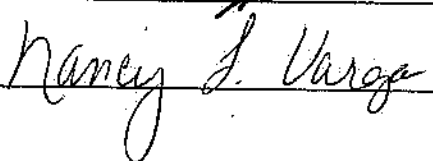
We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the _____ Sauk Valley Community College _____ Board of Trustees

Date October 25, 2004

Signed , Chairperson

, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT**Budget and Certification**

Name and address of architect/engineer providing the estimate:

WILLETT, HOFMANN & ASSOCIATES, INC.

809 EAST SECOND STREET

DIXON, ILLINOIS 61021

THOMAS W. HOUCK, AIA, PE

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



Architect/Engineer's Signature

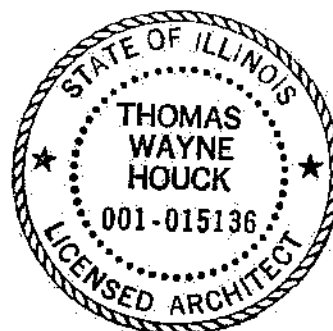
10-08-2004

Date

001-015136

Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

2005 ELEVATOR IMPROVEMENTS PROJECT

Sauk Valley Community College
WHA#1159D04

Preliminary Opinion of Probable Project Costs

CONSTRUCTION

1.	REMOVAL & REINSTALLATION OF ELEVATOR CYLINDERS Removal of existing hydraulic cylinder, oil, debris and installation new casing and cylinder and oil at three existing elevators.	\$ 70,000.00
	CONTINGENCY	\$ 35,000.00
	CONSTRUCTION TOTAL	\$105,000.00

ENGINEERING

1.	DESIGN PHASE Documentation of existing conditions. Preparation of Bid, Construction and Contract Documents.	\$ 1,200.00
2.	BIDDING PHASE Pre-Bid Meeting. Respond to Bidder inquiries. Issuance of Addenda. Bid Opening. Bid Recommendation.	\$ 800.00
3.	CONSTRUCTION PHASE Review shop drawings. Review Contractor Pay Requests. Periodic site visits to observe construction in accordance with Contract Documents. Final Punch List. Final Acceptance/Closeout.	\$ 1,500.00
	ENGINEERING TOTAL	\$ 3,500.00

PROJECT TOTAL

1.	CONSTRUCTION TOTAL	\$105,000.00
2.	ENGINEERING TOTAL	\$ 3,500.00
	PROJECT BUDGETARY TOTAL	\$108,500.00

CAPITAL PROJECT APPLICATION FORM (One Application Form per Project)

(Revised 11/3/99)

District/College and District # SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506
 Contact Person RUTH BITTNER, V.P. ADMINISTRATIVE SERVICES Phone # 815-288-5511, EXT. 256
 Project Title 2005 PARKING LOT AND SIDEWALK IMPROVEMENTS
 Project Budget \$ 112,000.00 () check • here if the proposed project is to be financed with a combination of local, state,
 federal, foundation gifts, etc and disclose on funding attachment 2
 Date _____

Application Type (check the appropriate application type and follow instructions):

- ☐ Locally Funded New Construction--complete/submit Sections I, II, and III.
☐ Locally Funded Remodeling--complete/submit Sections I and III.
☐ Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
☒ Protection, Health and Safety--complete/submit Section I and Attachment PHS.
☐ Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.
☐ ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
 B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
 C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
 D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
 E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion _____

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
 C. Has the site been determined professionally to be suitable for construction purposes? Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) _____

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

PROPOSED PROJECT WILL REPAIR AND REPLACE CRACKED AND HEAVED PORTIONS OF SIDEWALKS AND PARKING LOTS THAT POSE A TRIPPING HAZARD AND SHALL IMPROVE OVERALL ACCESSIBILITY OF THE SITE. THIS PROPOSED PROJECT SHALL RESTORE IDENTIFIED AREAS TO A SOUND STATE.

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

PROPOSED PROJECT SHALL REMOVE AND REPLACE IDENTIFIED AREAS OF SIDEWALKS, RAMPS AND PARKING LOTS THAT HAVE DETERIORATED AND BECOME A HAZARD FOR TRIPPING. IN ADDITION, FURTHER DETERIORATION WILL BE CONFINED AND DRAINAGE OF STORM WATER WILL BE PROPERLY CHanneLED TO AVOID PONDING AND POTENTIAL ICE PATCHES.

Attachment #1 Project Budget

Check One:

- ☒ New Construction
☒ Remodeling

Project Name _____

	Budget Amounts	
	New Construction	Remodeling
Land		
Site Development		N/A
Construction (including Fixed Equipment)		N/A
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Protection, Health, and Safety Project Name _____ 2005 PARKING LOT AND SIDEWALK IMPROVEMENTS

	Budget Amounts
Project Costs	\$ 85,000.00
Contingency	\$ 8,500.00
A/E Professional Fees	\$ 18,500.00
Total	\$112,000.00

Attachment #2
Funding SourceDistrict/College Name SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506Project Name 2005 PARKING LOT AND SIDEWALK IMPROVEMENTS**Check the source(s) of funds:**Available fund balance
(Including excess funds from
previously approved protection,
health, and safety projects)

_____ Fund name (s): _____

Bond Proceeds
(including protection, health,
and safety bonds)

_____ Type of bond issuance (s): _____

Protection, Health, and
Safety Tax Levy
(ILCS 805/3-20.3.01)☒ Tax rate/fiscal year: .0093 / 2004 (\$112,000)Contract for Deed
(ILCS 805/3-36)

_____ Term of Contract for Deed in months: _____

Lending Arrangement with a
Financial Institution
(ILCS 805/3-37)

_____ Term of Lending Arrangements in months: _____

Lease Agreement
(ILCS 805/3-38)

_____ Term of Lease in months: _____

Capital Renewal Funding

_____ Proposed Fiscal Year Source(s): _____

ADA

Access for All Funding

_____ Proposed Fiscal Year Source(s): _____

Protection, Health, and Safety Signature/Certification Page

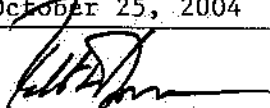
	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	_____ <u>X</u> _____
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the _____ Sauk Valley Community College _____ Board of Trustees

Date October 25, 2004

Signed , Chairperson

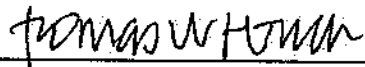
, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT**Budget and Certification**

Name and address of architect/engineer providing the estimate:

WILLETT, HOFMANN & ASSOCIATES, INC.
809 EAST SECOND STREET
DIXON, ILLINOIS 61021
THOMAS W. HOUCK, AIA, PE

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



Architect/Engineer's Signature

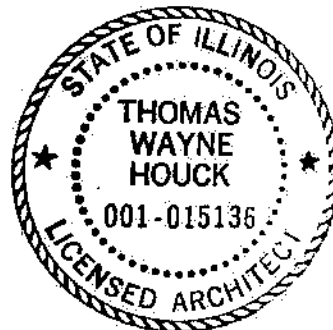
10-08-2004

Date

001-015136

Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

2005 PARKING LOT AND SIDEWALK IMPROVEMENTS PROJECT

Sauk Valley Community College
WHA#1158D04

X

Preliminary Opinion of Probable Project Costs

CONSTRUCTION

1.	HANDICAP PARKING LOT IMPROVEMENTS Remove existing 3" bituminous pavement and 3" aggregate base. Install, compact and reshape new base and new pavement. Install new curb, gutter, curb ramps, striping and drainage inlets.	\$ 65,000.00
2.	SIDEWALKS AND RAMPS REPLACEMENT Remove existing concrete walks and ramps that are severely cracked, heaved and deteriorated. Replace with new concrete. Approximately 4000SF at \$5/SF	\$ 20,000.00
	SUB-TOTAL	\$ 85,000.00
	CONTINGENCY	\$ 8,500.00
	CONSTRUCTION TOTAL	\$ 93,500.00

ENGINEERING

1.	DESIGN PHASE Documentation of existing conditions. Preparation of Bid, Construction and Contract Documents.	\$ 6,500.00
2.	BIDDING PHASE Pre-Bid Meeting. Respond to Bidder inquiries. Issuance of Addenda. Bid Opening. Bid Recommendation.	\$ 2,000.00
3.	CONSTRUCTION PHASE Review contractor submittals. Review Contractor Pay Requests. Perform on-site inspection services and construction staking. Final Punch List. Final Acceptance/Closeout.	\$ 10,000.00
	ENGINEERING TOTAL	\$ 18,500.00

PROJECT TOTAL

1.	CONSTRUCTION TOTAL	\$ 93,500.00
2.	ENGINEERING TOTAL	\$ 18,500.00
	PROJECT BUDGETARY TOTAL	\$112,000.00

(Revised 11/3/99)

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506
 Contact Person RUTH BITTNER, V.P. ADMINISTRATIVE SERVICES Phone # 815-288-5511, EXT. 256
 Project Title 2005 WINDOW REPLACEMENT PROJECT
 Project Budget \$ 231,500.00 () check * here if the proposed project is to be financed with a combination of local, state,
 federal, foundation gifts, etc and disclose on funding attachment 2 Date _____

Application Type (check the appropriate application type and follow instructions):

- ☐ Locally Funded New Construction—complete/submit Sections I, II, and III.
☐ Locally Funded Remodeling—complete/submit Sections I and III.
☐ Locally Funded New Construction and Remodeling—complete/submit Sections I, II, and III.
☒ Protection, Health and Safety—complete/submit Section I and Attachment PHS.
☐ Capital Renewal Project—complete/submit Section I and the Architect Recommendation form.
☐ ADA Project—complete/submit Section I, Attachment ADA, and Architect Recommendation form.

Section I (submit for ALL project approval requests)

- A. Board of trustees action—attach a copy of the local board's resolution and certified minutes
 B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
 C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
 D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
 E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes _____ No _____

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion _____

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
 C. Has the site been determined professionally to be suitable for construction purposes? Yes _____ No _____

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) _____

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

THE PRESENT WINDOW SYSTEM IS LEAKING WATER AT NUMEROUS LOCATIONS DURING RAINSTORMS, CAUSING DETERIORATION OF CONCRETE WINDOW SILL CURBS, DAMAGING CARPETS IN OFFICES AND CREATING WET, SLIPPERY FLOORS IN CLASSROOMS AND LABS. THIS PROPOSED PROJECT WILL PROTECT AND PRESERVE THE CONDITION OF EXISTING INTERIOR BUILDING ELEMENTS AND THE OVERALL QUALITY OF THE INTERIOR ENVIRONMENT. IN ADDITION, EXISTING GLAZING WILL BE REPLACED WITH INSULATED GLAZING, PROVIDING NEARLY THREE TIMES GREATER RESISTANCE TO HEAT FLOW THROUGH THE GLAZING THAN THE EXISTING GLAZING.

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

EXISTING GLAZING AND PORTIONS OF EXISTING WINDOW FRAMES SHALL BE REMOVED. DAMAGED AND DETERIORATED CONCRETE WINDOW SILL CURBS SHALL BE REPAIRED. NEW WINDOW FRAMES AND INSULATED GLAZING SHALL BE INSTALLED WITHIN THE EXISTING OPENINGS.

Attachment #1
Project Budget

Check One:

- ☒ New Construction
☒ Remodeling

Project Name _____

	Budget Amounts	
	New Construction	Remodeling
Land		
Site Development		N/A
Construction (including Fixed Equipment)		N/A
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Protection, Health, and Safety Project Name 2005 WINDOW REPLACEMENT PROJECT

	Budget Amounts
Project Costs	\$195,000.00
Contingency	\$ 20,000.00
A/E Professional Fees	\$ 16,500.00
Total	\$231,500.00

Attachment #2
Funding SourceDistrict/College Name SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506Project Name 2005 WINDOW REPLACEMENT PROJECT**Check the source(s) of funds:**Available fund balance
(including excess funds from
previously approved protection,
health, and safety projects)

_____ Fund name (s): _____

Bond Proceeds
(including protection, health,
and safety bonds)

_____ Type of bond issuance (s): _____

Protection, Health, and
Safety Tax Levy
(ILCS 805/3-20.3.01)☒ Tax rate/fiscal year: .0193 / 2004 (\$231,500)Contract for Deed
(ILCS 805/3-36)

_____ Term of Contract for Deed in months: _____

Lending Arrangement with a
Financial Institution
(ILCS 805/3-37)

_____ Term of Lending Arrangements in months: _____

Lease Agreement
(ILCS 805/3-38)

_____ Term of Lease in months: _____

Capital Renewal Funding

_____ Proposed Fiscal Year Source(s): _____

ADA

Access for All Funding

_____ Proposed Fiscal Year Source(s): _____

Protection, Health, and Safety Signature/Certification Page

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	_____ X _____
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the _____ Sauk Valley Community College _____ Board of Trustees

Date October 25, 2004

Signed _____, Chairperson

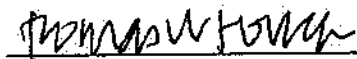
Nancy J. Varga, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT**Budget and Certification**

Name and address of architect/engineer providing the estimate:

WILLETT, HOFMANN & ASSOCIATES, INC.
809 EAST SECOND STREET
DIXON, ILLINOIS 61021
THOMAS W. HOUCK, AIA, PE

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



Architect/Engineer's Signature

10-08-2004

Date

001-015136

Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

2005 WINDOW REPLACEMENT PROJECT

Sauk Valley Community College
WHA#1157D04

Preliminary Opinion of Probable Project Costs

CONSTRUCTION

1.	WINDOW REPLACEMENT Remove portions of existing window frames and glazing and Install new frames and insulated glazing. Approximately 3300 SF at \$55/SF	\$180,000.00
2.	CONCRETE CURB SILL REPAIRS Repair existing deteriorated concrete curb sills. Approximately 200 LF at \$75/LF	\$ 15,000.00
	SUB-TOTAL	\$ 195,000.00
	CONTINGENCY	\$ 20,000.00
	CONSTRUCTION TOTAL	\$ 215,000.00

ENGINEERING

1.	DESIGN PHASE Documentation of existing conditions. Preparation of Bid, Construction and Contract Documents.	\$ 9,500.00
2.	BIDDING PHASE Pre-Bid Meeting. Respond to Bidder inquiries. Issuance of Addenda. Bid Opening. Bid Recommendation.	\$ 1,800.00
3.	CONSTRUCTION PHASE Review shop drawings. Review Contractor Pay Requests. Periodic site visits to observe construction in accordance with Contract Documents. Final Punch List. Final Acceptance/Closeout.	\$ 5,200.00
	ENGINEERING TOTAL	\$ 16,500.00

PROJECT TOTAL

1.	CONSTRUCTION TOTAL	\$215,000.00
2.	ENGINEERING TOTAL	\$ 16,500.00
	PROJECT BUDGETARY TOTAL	\$231,500.00

For Board Meeting of
October 25, 2004

Agenda Item I

FACULTY APPOINTMENT
PSYCHOLOGY INSTRUCTOR

The Search Committee and the administration are recommending the appointment of Ms. Terry Lyn Funston, of Sterling, Illinois, as Associate Professor of Psychology, effective January 1, 2005, at a salary of \$37,601 (to be pro-rated).

RECOMMENDATION: Board approval of the appointment of Terry Lyn Funston as Associate Professor of Psychology, effective January 1, 2005, at a salary of \$37,601 (to be pro-rated).

Sauk Valley Community College

Recommendation for Appointment

- ☒ New employees or changes affecting biographical information—complete parts 1, 2 and 3.
☐ Temporary changes of current employees—complete part 1; and Supervisor/Dean's signature of part 3 only.

Please see instructions on back for additional information.

Part 1: Employee and Position Information

Name Terry Lyn Funston Social Security # 099-66-7413

Address 622 E. Nineteenth Street Sterling, IL 61081
street city state zip

Present Position Assistant Professor / Counselor Home Telephone # 815-626-4781

Recommended Position Associate Professor Position Code: ----

Division of Arts &
Department Social Sciences Account Number(s) 01324800-510310-1010

Effective Date or Period: From January 1, 2005 To June 30, 2005

Basis of Employment: ☒ Full-time ☐ Part-time @ hrs per week ☐ Temporary ☐ Student Enrolled

Special Instructions position tenured

Vice President of Administrative Services *Ruth C. Hatcher* Date 10/13/04

Part 2: Biographical Information

Position on Salary Scale Associate Professor 2 Salary \$37,601 (prorated)
Grade/Rank/Level Step

Highest Degree Earned Master of Science Date 6/2004

Other experience in related field: Counseling

AA/EEO *RLB* Coord of Pers Services *RLB*

Part 3: Authorization

Applicant *Terry Lyn Funston* Date 10/11/04

Supervisor/Dean *Patrick D. Kennedy* Date 10/11/04

Vice President *John C. Leiber* Date 10/11/04

President's Recommendation for Board Approval *Patrick D. Kennedy* Date 10/13/04

President's Approval or Board Action *Patrick D. Kennedy* Date 10/26/04

SAUK VALLEY COMMUNITY COLLEGE LEARNING SERVICES

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Dr. Joan Kerber
DATE: October 11, 2004
RE: Ms. Terry Lyn Funston

I would like to recommend that we appoint Ms. Terry Lyn Funston as Associate Professor of Psychology. In support of this recommendation, I offer the following information:

Announcement Process:

This 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 both Dekalb and Peoria, and on Sauk's employment website.

Application Responses:

Thirty-eight applications were received. Thirty applicants met the minimum qualifications.

Screening:

A committee composed of Mr. Larry Jackson, Dr. Patrick Kennedy, Mr. Ralph Pifer, Ms. Deana Seeley, and Dr. James Wright and chaired by Vice President Dr. Joan Kerber reviewed the applications of all the candidates who met the minimum qualifications. After checking references, six candidates were invited to interview at the Sauk Valley Community College campus. Three candidates accepted the invitation to interview. All candidates were interviewed by the committee, the Vice President of Learning Services, individually by the Dean, and the President. Each candidate also provided a writing sample and did a teaching demonstration before the committee.

Qualifications:

1. Academic Background. Ms. Funston completed a Master of Science in Psychology from Capella University in June 2004. She also holds a Master of Arts in Counseling from Marshall University.

2. Professional Background: Ms. Funston served as a part-time Psychology instructor at Sauk Valley Community College in Fall Semester 2004; she has taught the Student Success Orientation course since Fall Semester 1999 and the Career Decision-Making course since Fall Semester 2001. Additionally she has worked as an Assistant Professor/Counselor at Sauk since Fall Semester 2001 and previously worked at Sauk as a Student Support Counselor for the 1999-2000 academic year.

References:

Ms. Funston's references were checked by the committee members and the Vice President for Learning Services. Her references state that Ms. Funston relates well to students, works diligently, and is an enthusiastic teacher. She is also well-organized and able to meet the diverse needs of the student body.

Our screening committee has indicated that Terry Lyn Funston should fit very well with our faculty and student body. I recommend the employment of Terry Lyn Funston as Associate Professor of Psychology Step 2 without reservation of any kind.

TERRY LYN FUNSTON

622 East 19th Street
Sterling, Illinois 61081
(815)626-4781

March 2, 2004

Curt Devan
Coordinator of Personnel Services
Sauk Valley Community College
173 Illinois Route 2
Dixon, Illinois 61021

Dear Mr. Devan,

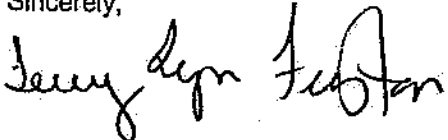
I am responding with a great deal of interest and enthusiasm to your recent advertisement for the Multi-Disciplinary Psychology faculty position. My qualifications, as described in the enclosed resume, are an exceptional match for the requirements of this position.

Teaching is my passion, and it is continually reinforced by the results I have experienced as I work one on one with students on a daily basis and from all my previous work primarily in the classroom. I believe in student-centered learning because it places students' learning needs as a top priority. This is why, as an educator, my approach is to foster an energetic, open atmosphere that promotes questions, critical thinking, and engages students in the learning process.

I have well-developed teaching skills complemented by a strong educational background in psychology and agency counseling. In addition, for the past five years, I have instructed community college students by effectively intergrading technology into my classroom. As my resume indicates, I co-created and taught an Internet course.

I am a dedicated, innovative assistant professor who believes and demonstrates a commitment to the community college philosophy. I would welcome the opportunity to meet with you further to discuss my qualifications. I feel my experience and training, combined with my creativity and excellent interpersonal skills would be a beneficial part of the Arts, Social Sciences, and Adult Education Division of the College. I look forward to hearing from you soon.

Sincerely,



Terry Lyn Funston

Terry Lyn Funston

622 East 19th Street
Sterling, Illinois 61081
Phone: (815)626-4781
Email: tfunston@msn.com

OBJECTIVE: Seeking a multi-disciplinary psychology faculty position at a community college.

EDUCATION

Master of Science in Psychology – course work completed by March 20, 2004

Graduation date: June, 2004

Capella University, Minneapolis, Minnesota

Specialization: Industrial/Organizational Psychology

Master of Arts in Counseling

Marshall University, Huntington, West Virginia

Specialization: Agency Counseling

Bachelor of Science in Education

The University of Alabama, Tuscaloosa, Alabama

Major: Education emphasis in Secondary Social Science

EMPLOYMENT

Assistant Professor/ Counselor, Sauk Valley Community College, 2001-present

- Teach PSY 100-Student Success Orientation Course and CSS 100 (Formally HSV 110) Career Decision-Making Course.
- Co-created and taught on-line version PSY 100- Student Success Orientation Course.
- Created and maintain an instructor's guide for teaching PSY 100.
- Serve on numerous campus committees.
- Participate in campus recruitment.
- Administer and interpret college assessment tools, career and personal interest inventories.
- Serve SVCC students and district residents in career, academic and personal counseling.
- Develop and facilitate campus wide workshops.
- Assist in a variety of campus activities.
- Attend articulation conferences and update transfer guides.
- Co-conduct informational meetings for all potential nursing students.

Student Support Counselor, Federal Grant program, 1999-2000

- Counseled students with special needs, first generation college students, and lower income students.
- Taught PSY 100 - Student Success Orientation Course.
- Assisted in the data collection and analyses for writing the Federal Student Support Services Grant Proposal.
- Monitored students' academic progress.
- Developed and conducted workshops on a variety of issues for all Student Support Services Students.
- Designed the Student Support Services brochure and Webpage.
- Facilitated campus visits to colleges and universities.
- Assisted the Special Needs Coordinator with SSS students with disabilities.
- Co-wrote and edited the Student Support Services quarterly newsletter.
- Co-coordinated the Student Support Services peer-tutoring program.

- Co-taught a reading/English class for the freshman student population.
- Conducted personal, academic, financial aid, career counseling.
- Created and facilitated workshops on campus.
- Worked with multi-culturally diverse students.
- Used a variety of assessment materials.
- Facilitated students development programs on campus.
- Assisted in a variety of campus activities.

Social Studies Teacher, Concord College Upward Bound Program, Athens, West Virginia, 1995-1997

- Taught low income, first generation college student bound students, and students with special needs.
- Created and conducted special focus workshops during the school year.
- Planned and administered evening and weekend programs.
- Traveled with students on educational and cultural trips.

Program Instructor, Close Up Foundation, Alexandria, Virginia, 1994-1996

- Taught history and government to adults, English as a Second Language students, high school and middle school students from all fifty states, three territories, and forty countries.
- Led meetings between United States Senators and Representatives, lobbyists, and embassy officials and Close Up participants.
- Organized and conducted in-service and training workshops for new and returning instructors.
- Spoke in front of groups, ranging in size of fifteen to three hundred people.

OTHER WORK EXPERIENCES

Pre-Admission Screening Coordinator, West Virginia Medical Institute, Inc., Charleston, West Virginia, 1996-1998

- Coordinated the placement process for the nursing department's home review and waiver program.
- Participated in national level conferences for the Department of Veterans Affairs.
- Assisted in the development of clinical guidelines for the Department of Veterans Affairs on such topics as psychoses.
- Participated in a series of medical conferences throughout the state of West Virginia.
- Co-designed a computer program for nursing home placement.

TECHNOLOGY SKILLS

WebCT, Blackboard, BANNER including the web product (SOAR), ELMO, Power Point, Publisher, Microsoft Works Suite 2002, I have taught and participated in on-line courses; prefer teaching in enhanced classrooms.

PROFESSIONAL DEVELOPMENT

Certificate of completion of 21 hours of training with special needs population, BANNER And SOAR, NASFAA Financial Aid Seminar, Conference on Student Learning And Outcomes, and Crisis Intervention Training

COMMITTEES

Funston 3

Communications, Honors Program, Instructional Technology, Sexual Harassment, Job Fest, Criterion One of the NCA Self Study Steering Committee, and numerous Job Search committees

HONORS and PRESENTATIONS

Student Support Services Recognition Award, SSS Program Participants' Faculty, Staff, or Administrator Appreciation Award, International Who's Who of Professionals, Co-Presented Enhance Student Success: Tips for Creating an Online Required College Orientation Course, presented at the Illinois Counsel of Community College Administrators November, 2002 and at the poster session exhibits, June 2002 at the Illinois Online Network Faculty Summer Institute on Learning Technologies, Demonstrated at the fall 2003 SVCC Classroom Technology Showcase

AFFILIATIONS

American Psychological Association for Graduate Students
Association on Higher Education and Disability
American Counseling Association
Rock River Guidance Association, Secretary in 2001
Sauk Valley Faculty Association

REFERENCE

Mrs. Janet Lynch, BSN, MSN
Dean of Health and Physical Education
Sauk Valley Community College
173 IL Route 2
Dixon, IL 61021
815-288-5511, extension 376

Mr. Thomas Breed
Coordinator of Counseling
Sauk Valley Community College
173 IL Route 2
Dixon, IL 61021
815-288-5511, extension 334

Mr. Steve Nunez
Associate Professor of Biology
Sauk Valley Community College
173 IL Route 2
Dixon, IL 61021
815-288-5511, extension 263

Mrs. Oretta Keeney, RN
Nurse Review Manager
West Virginia Medical Institute
3001 Chesterfield, West Virginia 25304
1-800-642-8686

For Board Meeting of
October 25, 2004

Agenda Item J-1

MEMORANDUM OF UNDERSTANDING
WITH THE SVCC FACULTY ASSOCIATION

Following Closed Session discussion, the Board will consider appropriate action to take on this item.

RECOMMENDATION: Appropriate action.

Memorandum of Understanding
Between
The Board of Community College District No. 506
And
The Sauk Valley Community College Faculty Association

October 5, 2004

The Learning Assistance Center Coordinator position is currently vacant. A committee of administrators and faculty has reviewed the position to determine if it should be restructured from its existing 9-month faculty status. They recommend that it should be restructured into a 12-month full-time tenure track faculty position, in which the individual will spend approximately half-time coordinating operations of the LAC and developmental programs and half-time teaching developmental courses.

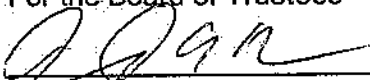
The newly designed position has a new job description that is not currently covered appropriately under the 2004-2007 Contractual Agreement. The Board prefers to create the position as a bargaining unit position rather than a technical position.

The Board desires to compensate the new coordinator with base pay calculated according to the individual's placement on the faculty salary schedule, plus a summer stipend calculated according to clause 17.3 (multiply base by 1.2 for 2004-05), plus overload pay for credit hours taught above 15 per year. The proposed pay plan for this newly created position is not covered under the terms of 4.1 E of the current faculty contract.

The parties agree that the newly created faculty position shall be a bargaining unit faculty position and although it is technically not consistent with the current collective bargaining contract, it will not be considered a violation of the 2004-2007 Contractual Agreement so long as the position is created and continues to be maintained in conformance with the terms set out in this Memorandum. Further, the parties agree to discuss this new position and consider appropriate contract language during the negotiations for a new contract in 2007.



For the Board of Trustees



For the Faculty Association



Date



Date