

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA
Third Floor Board Room
November 22, 2004
7:00 p.m.

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

October 29, 2004	\$251,592.85
November 15, 2004	\$249,078.12
 - 5. Budget Report**
 - 6. Board Policy 102.01 – Board Philosophy and Objectives (Second Reading)**
 - 7. Board Policy 109.01 – Duties and Responsibilities of the Board of Trustees (Second Reading)**
 - 8. Disposition of Equipment**
 - 9. Foundation Request**
- E. President's Report**
 - 1. Board Policies Review – 114.03; 115.01; 116.01; 116.02; 117.01; 117.02**
 - 2. Enrollment Update**
 - 3. Transfer GPA Comparison – NIU (attached)**
- F. Financial Reports and Actions**
 - 1. Tax Levy Approval**
 - 2. T-1/West Wing Project**
- G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, and closed session minutes consideration)**
- H. Closed Session Minutes**

Closed Session Minutes of October 25, 2004

L. Personnel

Administrative Appointment – Coordinator of Personnel Services

J. Other

None

K. Reports

- a. Student Trustee**
- b. ICCTA Representative**
- c. Foundation Liaison**
- d. Faculty Association**
- e. Board Chair**
- f. Board Members Comments**

L. Adjournment

Board of Trustees Meetings

December 20, 2004

January 24, 2005

February 28, 2005

March 28, 2005

ICCTA Monthly Meetings

No December Meeting

January 14, 2005
Hilton Hotel, Springfield

February 10-11, 2005
Crowne Plaza Hotel, Springfield

March 11, 2005
Hilton Hotel, Lisle/Naperville

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

November 22, 2004

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on November 22, 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	
Student Trustee Karol Teal	

SVCC Staff: Attorney Ole Bly Pace III
Vice President Ruth Bittner
Vice President Joan Kerber
Dean of Student Services Pam Clodfelter
Dean of Arts, Social Sciences, Math, and Physical Education
Patrick Kennedy
Dean of Business, Technology, and Workforce Development
Linley White
Dean of Health and Sciences Janet Lynch
Dean of Information Services Alan Pfeifer
SVCC Faculty Association Representative Charles Atchley
Assistant Professor of Nursing Pamela Cunningham
Administrative Assistant to the Board Nancy Breed

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

President's Report: Vice President Bittner reminded everyone of the gift restrictions stipulated in Board Policy 116.02 as presented. Vice President Kerber stated that fall enrollment is still up by 85 students and 194 credit hours over last year, and that the spring semester currently shows an increase of 261 credit hours over last year. Vice President Kerber summarized the progress of Sauk transfer students who attended Northern Illinois University during the summer 2004 semester.

Tax Levy Approval: It was moved by Member Andersen and seconded by Member Varga to approve the 2004 tax levy as presented. After discussion, Member von Bergen Wessels made a motion to amend the proposed tax levy so that the Liability, Protection, Settlement Fund levy would be \$251,385, the same as 2003. The motion died for lack of a second. Further discussion followed. In a roll call vote, the following was recorded: aye – Members Andersen, Dixon, Simpson, Varga, and Thompson; nay – Member von Bergen Wessels. Motion carried. Student Trustee Teal advisory vote: aye.

T-1/West Wing Project: It was moved by Member Andersen and seconded by Member Varga to rescind the T-1/West Wing Project previously approved by the Board and for the College to proceed with plans to complete alternate locally funded projects as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal advisory vote: aye.

Closed Session: At 7:15 p.m., it was moved by Member Cox and seconded by Member Dixon that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, and closed session minutes consideration. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal advisory vote: aye.

Regular Session: The Board returned to regular session at 7:40 p.m.

Closed Session Minutes: It was moved by Member von Bergen Wessels and seconded by Member Dixon to approve the minutes of the October 25, 2004, closed session meeting. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal Advisory vote: abstain.

Administrative Appointment Coordinator of Personnel Services: It was moved by Member Teal and seconded by Member Dixon to approve the appointment of Kathryn Snow, Coordinator of Personnel Services, effective December 1, 2004. In a roll call vote, all voted aye. Motion carried.

Reports: *Student Trustee:* Member Teal stated that two new clubs have been officially recognized by Student Government-- the Single Parents Club through Student Support Services and the Magic Club, and that Student Senators have been visiting local elementary schools to read to kindergarten and first grade children. She informed everyone that as of December she will have completed her degree requirements and that this will be her last meeting as Student Trustee. The Student Government is aware of the need for a new trustee and will be submitting the name of the

individual to Chair Thompson when known. She thanked everyone for the experience of being on the Board and that she enjoyed working with everyone.

ICCTA Representative: Chair Thompson summarized the ICCTA meeting held in Chicago, Illinois on November 19-20, 2004.

Foundation Liaison: No report.

Faculty Association: No report.

Board Chair: Chair Thompson summarized the meeting of the Presidential Search Committee held on November 15, 2004 and stated that the position should be advertised before the end of the year.

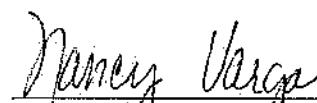
Board Member Comments: None.

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

The meeting adjourned at 7:48 p.m.

Next Meeting: The next regular meeting of the Board will be at 7:00 p.m. on December 20, 2004 in the Board Room.

Respectfully submitted,



Nancy Varga, Secretary

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

CHECKING ACCOUNTS

<u>INTEREST BEARING ACCOUNTS</u>	<u>INTEREST</u>	
	<u>RATE</u>	<u>AMOUNT</u>
General Account - Sterling Federal Bank	1.16	\$311,905.50
Illinois Funds - Firstar Bank, Springfield	1.61	1,126,721.20
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS		1,438,626.70
SAUK VALLEY COMMUNITY COLLEGE		
APPROVED BY		
<i>[Signature]</i>		
MONEY MARKET		
ABN-AMRO Investment Services, Inc.	1.13	301,344.78
TOTAL CHECKING ACCOUNTS		\$1,739,971.48
<i>[Signature]</i>		
SECRETARY		

INVESTMENTS

<u>FINANCIAL INSTITUTION</u>	<u>DATE</u>	<u>MATURITY</u>	
	<u>DATE</u>		
First National Bank in Amboy	02-09-05	1.69	\$1,000,000
First National Bank in Amboy	02-26-05	1.74	1,000,000
The National Bank, Sterling	02-26-05	2.00	1,000,000
US Bank, Sterling	02-27-05	1.88	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			7,000,000

<u>BOND INVESTMENTS</u> - Liability, Protection & Settlement	<u>YIELD</u>	<u>PRICE</u>
Federal Home Loan Bank	2.00	611,496.84
GA Mun Elec Auth	4.75	381,108.54
Fed Natl Mtg Assn Benchmark	1.50	479,164.06
Federal Home Ln Mtg Corp Refrnce NT	1.60	200,699.17
Federal Home Ln Mtg Corp Refrnce NT	2.13	424,373.27
Miami Dade Cnty Fla Solid Waste Sys	2.60	107,157.33
Houston Tex Water & Sewer System	1.40	53,259.22
Federal Home Loan Bank Bonds	1.90	599,105.46
NC Mun Elec Auth	4.90	315,100.33
Fed Natl Mtg Assn	1.50	551,675.36
Fed Natl Mgt Assn	2.67	504,439.27
Milwaukee Cnty Wis	2.50	218,744.28
Benton Cnty Wash Sch Dist No 52	1.50	266,538.06
Las Cruces NM	4.85	204,265.00
Houston TX Wtr & Swr System	4.30	50,988.83
Mokena IL Go Bonds 2004	1.25	395,048.75
Carol Stream IL Tax	5.07	202,570.89
Anch AL Tel Util	4.90	158,619.08
SUBTOTAL BONDS		\$5,724,353.74

TOTAL INVESTMENTS **\$12,724,353.74**

Sauk Valley Community College
Board of Trustees
November 22, 2004

Summary of Bills Payable Amount

General Operating Funds \$ 2,130,888.38

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY


PRESIDENT


SECRETARY

DATE _____

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Illinois Community College Boa	01		DCFS	DCFS Refund Boardman	916.00
Illinois Department Employment	01		Trade Act-TAA	Refund J. Bearss	142.00
ARC of Lee County	01		Foundation Expense	Scholarship Reimbursement	1,000.00
Consolidated Management Co	01		Foundation Expense	Continental Breakfast For Foundation Meeting	76.85
Consolidated Management Co	01		Foundation Expense	Special Meeting Breakfast	97.85
Consolidated Management Co	01		Foundation Expense	October Foundation Meeting	137.50
Economy Trophy Co	01		Foundation Expense	Plaque	24.50
Edelbach, David J.	01		Foundation Expense	Laser Pointer	100.28
Emergency Medical Products, In	01		Foundation Expense	EMS Supplies	392.83
Lyons, Calvin W.	01		Foundation Expense	Travel-Meeting Chicago 10/12/04	103.90
Thomson Learning	01		Foundation Expense	Heinle Picture Dictionary	95.01
Follett Bookstore	01		Dislocated Worker Expense	Bookstore Charges	3.19
Illini Trophy	01		Dislocated Worker Expense	Name Badges	6.00
Munson, Jeffrey T.	01		Due from Computer Purchase Plan	Computer Purchase	1,059.97
State Universities Retirement	01		SURS Payable		26,532.02
State Universities Retirement	01		SURS Payable		28,075.19
Select Employees Credit Union	01		Credit Union Payable		11,840.97
Select Employees Credit Union	01		Credit Union Payable		11,840.97
SVCC Faculty Association	01		Faculty Association Payable		1,018.04
SVCC Faculty Association	01		Faculty Association Payable		1,092.62
Cash Advance Centers of Illino	01		Wage Garnishment Payable		177.70
Minnesota Child Support Paymen	01		Wage Garnishment Payable		316.80
RRCA-Management	01		Wage Garnishment Payable		316.80
RRCA-Management	01		Wage Garnishment Payable		132.90
					80.57

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	ITEM AMOUNT	
				COMMONITY	
Abell, Tammy J.	01		Accounts Payable	PELL GT	1,417.26
Abell, Tiffany R.	01		Accounts Payable	PELL GT	1,225.48
Ackesberg, Elizabeth M.	01		Accounts Payable	PELL & EOG GT	236.14
Adams, Kristine L.	01		Accounts Payable	PELL GT	296.09
Adams, Leslie A.	01		Accounts Payable	PELL	288.84
Adams, Mike E.	01		Accounts Payable	PELL	483.97
Adams, Ryland D.	01		Accounts Payable	PELL	1,519.00
Adolph, Corey	01		Accounts Payable	PELL	50.00
Albee, Karen S.	01		Accounts Payable	PELL/IA	1,037.25
Alden, April L.	01		Accounts Payable	PELL	123.74
Aldridge, Mandy M.	02		Accounts Payable	PELL EOG	1,196.37
Alexander, Kayleigh R.	01		Accounts Payable	PELL	1,373.31
Altepeter, Michelle L.	01		Accounts Payable	PELL EOG	1,612.17
Altepeter, Ronnette S.	01		Accounts Payable	PELL/IA	1,519.25
Alumbaugh, Jessica R.	01		Accounts Payable	PELL/IA	1,284.94
Anderson, Elynn	01		Accounts Payable	PELL	220.00
Anderson, Kaci D.	01		Accounts Payable	PELTC BAL	340.82
Ankney, John W.	01		Accounts Payable	PELL/IA	1,769.00
Ankrom, Kathy R.	01		Accounts Payable	PELL EOG	973.97
Appleman, Mandy L.	01		Accounts Payable	PELL	635.51
Arellano, Isabel G.	01		Accounts Payable	PELL	204.00
Aronhalt, Brian K.	01		Accounts Payable	PELL	273.91
Arreola, John M.	01		Accounts Payable	PELL	20.87
Arreola, Ramona G.	01		Accounts Payable	PELL/IA	1,900.92
			Accounts payable	PELL	564.26

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM</u>	<u>AMOUNT</u>
Bennett, Cory N.	01		Accounts Payable	PELL	225.43	
Benson, Jesse R.	01		Accounts Payable	PELL/EOG	852.30	
Bentley, Susan D.	01		Accounts Payable	PELL	443.39	
Berry, Shawn R.	01		Accounts Payable	Athl. Schol Bal	382.00	
Beyer, Chad W.	01		Accounts Payable	PELL	732.37	
Blackburn, Christine M.	01		Accounts Payable	PELL	643.55	
Blackburn, Sara L.	01		Accounts Payable	PELL	608.15	
Blake, Jennifer S.	01		Accounts Payable	PELL/TIA	1,566.34	
Blaise, Russell E.	01		Accounts Payable	PELL	281.67	
Blumhoff, Amanda L.	01		Accounts Payable	PELL	550.92	
Boardman, Jeffrey M.	01		Accounts Payable	PELL/EOG	689.07	
Bock, Laura E.	01		Accounts Payable	Fdn/Un Bal	1,496.30	
Bokern, Ronda G.	01		Accounts Payable	PELL/EOG	210.00	
Bolt, Gabriel A.	01		Accounts Payable	PELL/EOG	1,567.12	
Boss, Kerianne	01		Accounts Payable	PELL/TIA	1,360.63	
Bowlin, Angela C.	01		Accounts Payable	Stafford Bal	760.41	
Boyer, Donna L.	01		Accounts Payable	PELL	512.86	
Brackemeyer, Katie L.	01		Accounts Payable	Endn. gr	250.00	
Breunig, Karen J.	01		Accounts Payable	PELL	80.13	
Broers, Sherry A.	01		Accounts Payable	PELL	213.00	
Brunn, Sarah M.	01		Accounts Payable	PELL/EOG	910.58	
Bulfer, Bridgette A.	01		Accounts Payable	PELL/EOG	1,103.32	
Bulfer, Jeanette	01		Accounts Payable	PELL	1,048.90	
Burgess, Kari A.	01		Accounts Payable	PELL	612.00	
Burmeister, Dustin M.	01		Accounts Payable	PELL	250.97	

Sault Valley Community College
Check Register
From 10/21/04 To 11/22/04

<u>PAYER/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Celestino, April M.	01		Accounts Payable	PELL/TIA	1,409.65
Celestino, Deborah L.	01		Accounts Payable	EOG	50.00
Celestino, Ismael H.	01		Accounts Payable	PELL	350.00
Chaffee, Alison E.	01		Accounts Payable	PELL/TIA	889.94
Chambers, Amanda M.	01		Accounts Payable	PELL	378.44
Chambers, Yvette R.	01		Accounts Payable	PELL	293.61
Chapman, Jerry L.	01		Accounts Payable	PELL/EGG/TIA	1,847.43
Charleston, Jenelle L.	01		Accounts Payable	PELL	372.04
Chatten, Ann L.	01		Accounts Payable	Online Refund	25.00
Cheatwood, Jaymin L.	01		Accounts Payable	MAP GT	108.00
Cheatwood, Jaymin L.	01		Accounts Payable	PELL	850.00
Cheeseman, Lisa M.	01		Accounts Payable	Online Refund	95.00
Church, Jessica A.	01		Accounts Payable	PELL/TIA	1,562.63
Cisneros, Angelica	01		Accounts Payable	PELL	432.86
Clark, Brandon M.	01		Accounts Payable	PELL/TIA	1,634.75
Clark, Danyeal L.	01		Accounts Payable	PELL/TIA	1,522.51
Claxton, Heidi D.	01		Accounts Payable	PELL/EOG	166.66
Clayton, Tonya A.	01		Accounts Payable	Endtn Bal	136.17
Clayton, Tonya A.	01		Accounts Payable	PELL	375.00
Clifton, Georgianna E.	01		Accounts Payable	PELL	168.87
Coan, Alex B.	01		Accounts Payable	Endtn Bal	434.00
Cobb, Sharon P.	01		Accounts Payable	PELL	315.68
Colclasure, Kimberly J.	01		Accounts Payable	PELL/EOG	893.29
Coleman, Lisa A.	01		Accounts Payable	PELL/TIA	894.65
Colvin, Donna B.	01		Accounts Payable	PELL/TIA	765.91

PAYER/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Davenport, Mary J.	01		Accounts Payable	Fndtn St	250.00
Davidson, Jennifer M.	01		Accounts Payable	PELL	819.78
Davidson, Nathan C.	01		Accounts Payable	PELL	1,430.69
Davidson, Candice A.	01		Accounts Payable	PELL, IIA	910.94
Davis, Jennifer	01		Accounts Payable	PELL	636.45
DeFrang, Joseph J.	01		Accounts Payable	PELL/IIA	1,107.00
DeWaele, Kimberly A.	01		Accounts Payable	PELL, IIA	1,529.31
Deuers, Stephanie D.	01		Accounts Payable	PELL/IIA	1,446.05
Delgado, Damien R.	01		Accounts Payable	PELL/EGG/IIA	1,477.03
Delhotal, Bradley S.	01		Accounts Payable	Stafford Ln	1,261.00
Delhotal, Bradley S.	01		Accounts Payable	PELL/IIA	1,569.74
Devers, Shayla B.	01		Accounts Payable	PELL	925.00
Dennis, Stephanie D.	01		Accounts Payable	Fndtn St	70.00
Dexter, Tricia	01		Accounts Payable	Fndtn bal	1,394.67
Devers, Amanda M.	01		Accounts Payable	Online Refund	95.00
Dewart, Sherry L.	01		Accounts Payable	PELL	200.00
Dewey, Tieisha L.	01		Accounts Payable	Fndtn Bal	1.96
Dick, John A.	01		Accounts Payable	PELL	1.75
Dickey, Rebecca A.	01		Accounts Payable	Fndtn Bal	988.61
Dickeson, Kathryn J.	01		Accounts Payable	PELL/IIA	1,263.00
Dillon, Nadejda V.	01		Accounts Payable	Fndtn bal	73.33
Dillon, Nadejda V.	01		Accounts Payable	PELL/EGG	850.00
Ditto, Shane B.	01		Accounts Payable	Fndtn Bal	107.42
Dixon, Shane	01		Accounts Payable	Online Refund	519.66
Dober, Randal E.	01		Accounts Payable	PELL	117.48

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Espinosa, Christina M.	01		Accounts Payable	Activity Waiver	396.00
Everett, Arthur D.	01		Accounts Payable	PELL/IIA	1,222.69
Fairbanks, Jennifer L.	01		Accounts Payable	PELL	472.85
Fairchild, Tammy J.	01		Accounts Payable	PELL/EOG	289.92
Fargher, Heidi M.	01		Accounts Payable	PELL/IIA	895.39
Farley, Cazzie	01		Accounts Payable	PELL	98.27
Farraj, Alia A.	01		Accounts Payable	PELL	912.79
Farrington, Maria M.	01		Accounts Payable	PELL	1,260.89
Fay, Wesley A.	01		Accounts Payable	PELL	1,028.33
Fenwick, Jennifer H.	01		Accounts Payable	Online Refund	50.00
Ferger, Kyle R.	01		Accounts Payable	PELL	613.60
Fichtermueller, Jasmine A.	01		Accounts Payable	PELL	1,212.22
Fitzgerald, Lailonie	01		Accounts Payable	PELL/IIA	795.36
Fitzsimmons, Stefanie L.	01		Accounts Payable	Stafford Loan	1,697.50
Fitzsimmons, Stefanie L.	01		Accounts Payable	PELL/EOG	1,715.10
Flaherty, Christopher G.	01		Accounts Payable	PELL	563.99
Fogle, Ashley Kay L.	01		Accounts Payable	PELL	1,000.00
Forristall, Beth A.	01		Accounts Payable	PELL/IIA	1,518.28
Francis, Corrine M.	01		Accounts Payable	Endtn Gt	1,000.00
Francis, Corrine M.	01		Accounts Payable	MAP Gt	80.10
Franklin, Adam J.	01		Accounts Payable	PELL/IIA/EOG	1,567.39
Franks, Shonda Lyn	01		Accounts Payable	PELL	450.00
Frederick, Angela M.	01		Accounts Payable	PELL/EOG	463.25
Frederick, Emily	01		Accounts Payable	Endtn Gt	540.00
Frederick, Emily	01		Accounts Payable	PELL/EOG	1,600.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	
				ITEM	AMOUNT
Gonzalez, Vanessa L.	01		Accounts Payable	PEL:	23.01
Gordon, James R.	01		Accounts Payable	PELL/EOG	873.89
Gordon, Shawna R.	01		Accounts Payable	PELL/TIA	1,296.83
Gravila, Michael C.	01		Accounts Payable	PEL:EOG	988.67
Green, Charlene M.	01		Accounts Payable	Stafford Inv	423.89
Green, Charlene M.	01		Accounts Payable	PELL	300.23
Green, Joshua	01		Accounts Payable	PELL/TIA	1,019.99
Grier, Ziphia L.	01		Accounts Payable	PELL/TIA	432.87
Grifis, Jennifer S.	01		Accounts Payable	PELL	883.55
Griswold, Teresa R.	01		Accounts Payable	PELL	1,463.62
Grote, Carrie A.	01		Accounts Payable	PELL/EOG	1,409.02
Guinn, Terrie M.	01		Accounts Payable	PELL	253.49
Gulley, Olando L.	01		Accounts Payable	PELL	470.35
Gustafson, Andrew J.	01		Accounts Payable	PELL/EOG	100.00
Guttmann, Sean T.	01		Accounts Payable	Findin Gt	500.00
Haag, Sara N.	01		Accounts Payable	PELL	386.52
Habben, Amanda L.	01		Accounts Payable	PELL/EOG	150.00
Habben, Jillian	01		Accounts Payable	PELL/TIA	1,417.17
Hager, Denise M.	01		Accounts Payable	Findin Gt	500.00
Hager, Vicki L.	01		Accounts Payable	PELL	565.14
Hagerman, Tanya	01		Accounts Payable	PELL	1,030.67
Hall, Jeanmarie	01		Accounts Payable	Online Refund	95.00
Hamilton, Jessica M.	01		Accounts Payable	PELL	142.46
Hammelman, Julia L.	01		Accounts Payable	PELL	1,838.80
Hammett, Lindsey J.	01		Accounts Payable	Stafford Bal	160.73

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM</u>	<u>AMOUNT</u>
Hibbard, Timothy S.	01		Accounts Payable	PELL	1,666.18	
Hicks, Janda K.	01		Accounts Payable	PELL	1,539.00	
Hicks, Jennifer	01		Accounts Payable	PELL	1,369.16	
Hill, Caleb A.	01		Accounts Payable	Online Refund	696.00	
Hill, Ryan	01		Accounts Payable	Online Refund	492.00	
Hillestad, Judy F.	01		Accounts Payable	Online Refund	25.00	
Hilliard, Margaret P.	01		Accounts Payable	PELL/EOG	886.55	
Hochstein, Jewellie	01		Accounts Payable	MRS	475.00	
Hodge, Krymson L.	01		Accounts Payable	PELL	221.00	
Hoefler, Jenneese M.	01		Accounts Payable	PELL/EOG	1,259.03	
Hoffman, Danielle L.	01		Accounts Payable	PELL/ITA/EOG	1,840.62	
Hofmaster, Casey W.	01		Accounts Payable	Stafford Ln	1,697.50	
Hofmaster, Casey W.	01		Accounts Payable	PELL	882.93	
Holland, Stephanie M.	01		Accounts Payable	Stafford Ln	1,273.61	
Holland, Stephanie M.	01		Accounts Payable	PELL	435.57	
Hollingsworth, Dwayne P.	01		Accounts Payable	PELL/ITA	1,369.24	
Hooks, Abigail L.	01		Accounts Payable	PELL	1,340.08	
Horner, Kara L.	01		Accounts Payable	PELL	969.67	
Housingsa, Sara A.	01		Accounts Payable	PELL	366.28	
Housley, Sarah N.	01		Accounts Payable	PELL	961.15	
Houzenja, Timothy A.	01		Accounts Payable	Online Refund	990.00	
Howard, Dina M.	01		Accounts Payable	PELL/ITA	1,009.13	
Howard, Jennifer L.	01		Accounts Payable	PELL	641.10	
Howard, Mathew J.	01		Accounts Payable	PELL	76.98	
Howard, Sharrae L.	01		Accounts Payable	PELL/ITA	1,606.57	

Sauk Valley Community College
Check Register
From 10/21/04 To 11/22/04

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Imman, Misty M.	01		Accounts Payable	PELL	1,072.33
Jacobs, Cathy S.	01		Accounts Payable	PELL/TIA	1,044.37
Jacobs, Christopher A.	01		Accounts Payable	PELL/EOG	50.00
Jacobs, Libby S.	01		Accounts Payable	PELL	1,074.16
Jacobs, Matthew E.	01		Accounts Payable	PELL/EOG	29.00
Jacobs-Madison, Juli A.	01		Accounts Payable	PELL/EOG/TIA	946.25
James, Jessica M.	01		Accounts Payable	PELL/TIA	1,302.72
Jamison, Andrea D.	01		Accounts Payable	Findit, gt	215.00
Jensen, Paul D.	01		Accounts Payable	PELL	1,044.52
Johnson, Ann	01		Accounts Payable	Online Refund	33.00
Johnson, Dawn M.	01		Accounts Payable	Online Refund	95.00
Johnson, Debra S.	01		Accounts Payable	PELL	808.00
Johnson, Joshua R.	01		Accounts Payable	PELL	1,262.99
Johnson, Larry	01		Accounts Payable	Online Refund	33.00
Johnson, Megan R.	01		Accounts Payable	PELL/TIA	723.30
Johnson, Nicole R.	01		Accounts Payable	PELL/TIA	2,174.52
Johnson, Sarah A.	01		Accounts Payable	PELL, TIA	1,005.23
Johnson, Sheena R.	01		Accounts Payable	PELL/TIA	994.06
Johnson, Stephanie M.	01		Accounts Payable	pell	233.00
Johnson, Wesley	01		Accounts Payable	pell	934.18
Jones, Amber R.	01		Accounts Payable	pell	608.32
Jones, Andrew B.	01		Accounts Payable	pell/EOG	490.63
Jones, Arieka M.	01		Accounts Payable	PELL	726.84
Jones, Veronica	01		Accounts Payable	PELL/EOG	591.16
Katser, Jennifer A.	01		Accounts Payable	PELL/EOG	1,243.67

REPORT SVRCHER
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 10/21/04 To 11/22/04

RUN DATE: 11/12/04
TIME: 11:01 AM
PAGE: 19

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>ITEM AMOUNT</u>
Kodosky, David E.	01		Accounts Payable	406.67
Kooshesh, Sayed A.	01		Accounts Payable	1,428.66
Koster, Elizabeth	01		Accounts Payable	95.00
Krall, Danielle L.	01		Accounts Payable	1,538.43
Kruteinger, Melissa R.	01		Accounts Payable	516.56
Kulas, Nicole R.	01		Accounts Payable	13.96
Kutz, Jennifer A.	01		Accounts Payable	1,247.10
Kutz, Shannon E.	01		Accounts Payable	766.21
Landis, Amber	01		Accounts Payable	1,900.56
Lange, Krystal M.	01		Accounts Payable	467.03
Larry, Maribel	01		Accounts Payable	1,235.76
Larson, Angela C.	01		Accounts Payable	1,123.07
Lauts, Amy L.	01		Accounts Payable	869.69
Lauts, Cyndi E.	01		Accounts Payable	559.86
Law, Nina J.	01		Accounts Payable	235.48
Law, Nina J.	01		Accounts Payable	500.00
Leal, Nicholas R.	01		Accounts Payable	202.56
Lee, Brian	01		Accounts Payable	1,389.93
Lemus, Mireya E.	01		Accounts Payable	1,234.77
Lenz, Tony M.	01		Accounts Payable	1,518.49
Leonard, Nicole M.	01		Accounts Payable	356.93
Lesperance, Michelle M.	01		Accounts Payable	1,780.17
Lestar, Spring M.	01		Accounts Payable	387.69
Lewis, Davia L.	01		Accounts Payable	1,273.61

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
March, Jaeon	01		Accounts Payable	PELL	101.15
Marks, Pam S.	01		Accounts Payable	PELL	1,722.00
Marley, Krista N.	01		Accounts Payable	PELL/EGG	4,114.18
Martin, Monica L.	01		Accounts Payable	PELL	950.56
Martinez, Ana L.	01		Accounts Payable	PELL	1,340.68
Martinez, Baltazar	01		Accounts Payable	PELL	1,716.83
Martinez, Elsa K.	01		Accounts Payable	PELL	1,032.33
Mathews, Lisa M.	01		Accounts Payable	PELL/TIA	867.74
Mathis, Toshia M.	01		Accounts Payable	PELL/EGG	626.31
Mayes, Jerry L.	01		Accounts Payable	PELL/TIA	2,214.82
Mayfield, Mark L.	01		Accounts Payable	PELL	31.72
Maynard, Bruce E.	01		Accounts Payable	PELL	900.00
Mazzarise, Stephen P.	01		Accounts Payable	PELL/TIA	994.45
McBroom, Amanda J.	01		Accounts Payable	PELL/EGG	254.87
McCartney, Ronald J.	01		Accounts Payable	Online Refund	25.00
McConnell, Alicia M.	01		Accounts Payable	EGG/PELL	1,534.68
McDermott, Candice M.	01		Accounts Payable	PELL	250.00
McFadden, Megan C.	01		Accounts Payable	PELL	1,009.24
McFadden, Christine E.	01		Accounts Payable	PELL	17.28
McFadden, Lynette S.	01		Accounts Payable	PELL/EGG	519.91
McFadden, Tyler J.	01		Accounts Payable	Fndtn Ct	125.00
McKenna, Brandon W.	01		Accounts Payable	Stafford Bal	394.50
McKinnion, Becky L.	01		Accounts Payable	PELL/TIA	1,386.82
McNeal, Scott C.	01		Accounts Payable	PELL	475.74
McNees, April M.	01		Accounts Payable	PELL	736.19

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Miller, Debra A.	01	Accounts Payable	PELL		1,300.00
Miller, Susan M.	01	Accounts Payable	PELL		333.50
Mills, Angelo M.	01	Accounts Payable	PELL/TIA		2,275.00
Mills, Valerie K.	01	Accounts Payable	Online Refund		139.00
Mills, Valerie K.	01	Accounts Payable	PELL		600.00
Milnes, Shaun M.	01	Accounts Payable	PELL		945.46
Mimini, Lirim	01	Accounts Payable	PELL/BOG		1,277.87
Minnel, Shawn F.	01	Accounts Payable	PELL		994.26
Minnis, Leigh A.	01	Accounts Payable	PELL/TIA		1,422.69
Mohr, Courtney A.	01	Accounts Payable	PELL		507.00
Monarrez, Maria L.	01	Accounts Payable	PELL/TIA		1,343.46
Monier, Brenda M.	01	Accounts Payable	PELL		212.32
Moore, Jonathan	01	Accounts Payable	Athl Schol		500.00
Moore, Jonathan	01	Accounts Payable	PELL		1,587.91
Moore, Karen M.	01	Accounts Payable	PELL		1,222.49
Moore, Michael	01	Accounts Payable	Fndtn Gt		300.00
Moore, Sarah M.	01	Accounts Payable	Fndtn Gt		250.00
Morton, Nina M.	01	Accounts Payable	PELL/TIA		1,177.79
Null, Kandi L.	01	Accounts Payable	PELL		176.30
Murphy, Le B.	01	Accounts Payable	PELL/TIA		1,650.99
Myers, Ryan R.	01	Accounts Payable	PELL		216.43
Nelson, Cody	01	Accounts Payable	PELL		550.00
Nelson, Lindsey N.	01	Accounts Payable	PELL		664.75
Nelson, Matthew	01	Accounts Payable	PELL		955.73
Nelson, Seth E.	01	Accounts Payable	PELL/TIA		1,371.52

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM	AMOUNT
Payne, Tonya M.	01		Accounts Payable	PELL		741.71
Pellecer, Iris W.	01		Accounts Payable	PELL		602.81
Penick, David A.	01		Accounts Payable	PELL		543.72
Percé, Janice A.	01		Accounts Payable	PELL		440.00
Peterson, Lucas A.	01		Accounts Payable	MAP OT		162.00
Peterson, Lucas A.	01		Accounts Payable	PELL		425.00
Phalen, Jillian	01		Accounts Payable	Online Refund		500.00
Phillips, Debi L.	01		Accounts Payable	PELL/TIA		925.00
Phomavong, Khanhnam	01		Accounts Payable	PELL/EGG		441.46
Pilgrim, Morgan M.	01		Accounts Payable	PELL		860.63
Piper, Ashli R.	01		Accounts Payable	ATHL Waiver Bal		408.00
Piper, Joyce L.	01		Accounts Payable	PELL/TIA		2,181.52
Pitchford, Sara N.	01		Accounts Payable	PELL		700.58
Pitts, Susan A.	01		Accounts Payable	PELL		169.47
Plog, Christina R.	01		Accounts Payable	MRS		500.00
Pohill, Jessica L.	01		Accounts Payable	PELL		1,246.37
Pool, Jennifer E.	01		Accounts Payable	PELL		1,383.14
Poore, Ashley K.	01		Accounts Payable	PELL		726.42
Portner, Heather A.	01		Accounts Payable	PELL/TIA		507.84
Price, Jennifer E.	01		Accounts Payable	PELL/EGG		479.91
Pruitt, Brianna K.	01		Accounts Payable	PELL/EGG/TIA		1,171.09
Prusia, Tamala J.	01		Accounts Payable	PELL		789.46
Pyse, Courtney M.	01		Accounts Payable	PELL		1,408.26
Raines, Rebecca J.	01		Accounts Payable	Endtn Bal		5.89
Raines, Rebecca J.	01		Accounts Payable	PELL/TIA		2,275.00

REPORT SEARCH
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 10/21/04 To 11/22/04

RUN DATE: 11/12/04
TIME: 11:01 AM
PAGE: 27

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Rieck, Candi	01		Accounts Payable	Findtn Bal	193.53
Riggins, Elisha M.	01		Accounts Payable	PELL	2,025.00
Rivera, Oralia	01		Accounts Payable	PELL	392.00
Robbins, Kengela M.	01		Accounts Payable	PELL	378.66
Roberts, Harrison M.	01		Accounts Payable	PELL	1,322.10
Rockwell, Kenneth L.	01		Accounts Payable	PELL	456.86
Rodriguez, Enice	01		Accounts Payable	PEL:	1,722.03
Rodriguez, Enice	01		Accounts Payable	Online Refund	213.00
Rodriguez, Gloria J.	01		Accounts Payable	PELL/BOG	921.84
Rodriguez, Jamie L.	01		Accounts Payable	Findtn Bal	552.75
Rodriguez, Jamie L.	01		Accounts Payable	PELL	750.00
Rodriguez, Kimmie L.	01		Accounts Payable	PELL	482.11
Rodriguez, Stephanie	01		Accounts Payable	PELL/TIA/BOG	1,076.31
Rogers, Adrienne K.	01		Accounts Payable	PELL	180.43
Rogers, Catherine A.	01		Accounts Payable	PELL	963.59
Rogers, Jeffrey W.	01		Accounts Payable	PELL	156.57
Rogers, Kristine B.	01		Accounts Payable	PELL	561.82
Rosko, Mark A.	01		Accounts Payable	Findtn Gr	250.00
Ross, Arnette M.	01		Accounts Payable	PELL/TIA	180.88
Ross, Jamie L.	01		Accounts Payable	PELL	1,063.87
Ruiz, Amanda R.	01		Accounts Payable	Findtn Gr	165.10
Ruiz, Amanda R.	01		Accounts Payable	PELL	400.00
Rumbolz, Bruce G.	01		Accounts Payable	PELL	1,261.83
Rumfelt, Virginia	01		Accounts Payable	WACT Bal	102.00
Russell, Curtis A.	01		Accounts Payable	Stafford Loan	1,273.61

PAYER/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Bevarson, Melissa S.	01	Accounts Payable	PELL		277.82
Shaw, Brenda J.	01	Accounts Payable	PELL		507.00
Shaw, Susan L.	01	Accounts Payable	PELL/EOG		333.27
Shaw, Veronica A.	01	Accounts Payable	PELL/IA/BOG		1,461.82
Shealey, Sarah N.	01	Accounts Payable	PELL		119.63
Shelley, Jennifer L.	01	Accounts Payable	PELL/EOG		1,209.17
Sheppardson, Jorie K.	01	Accounts Payable	FDNTH BAL		19.75
Shettler, Sandra K.	01	Accounts Payable	Online Refund		61.00
Shipley, Sarah E.	01	Accounts Payable	PELL		634.67
Shipman, Ashley D.	01	Accounts Payable	PELL		272.09
Shipman, Larry D.	01	Accounts Payable	PELL/EOG		1,478.74
Shortes, Nicole C.	01	Accounts Payable	PELL		495.21
Shuck, Trisha L.	01	Accounts Payable	FDNTH BAL		262.51
Shugars, Rae L.	01	Accounts Payable	PELL		744.35
Shutiman, Heather S.	01	Accounts Payable	PELL		843.61
Shuman, Kathryn	01	Accounts Payable	PELL		400.00
Silva, Samantha R.	01	Accounts Payable	Stafford loan		1,275.61
Silva, Samantha R.	01	Accounts Payable	PELL		1,891.71
Simpson, Maureen D.	01	Accounts Payable	PELL/EOG/IA		2,315.06
Sinderman, Gary L.	01	Accounts Payable	PELL		76.73
Skaggs, Emily S.	01	Accounts Payable	PELL/EOG		697.92
Skinner, Jamie	01	Accounts Payable	MRS		500.00
Slifer, Amy J.	01	Accounts Payable	Stafford loan		636.32
Slifer, Amy J.	01	Accounts Payable	PELL/IA		1,564.66
Slusser, Tina M.	01	Accounts Payable	PELL/EOG		1,724.37

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Stanley, Ashley D.	01	Accounts Payable	Online Refund		245.91
Stark, Teresa D.	01	Accounts Payable	PELL/TIA		1,264.01
Stantry, Brenda D.	01	Accounts Payable	PELL/TIA		986.74
Stauffer, Heather A.	01	Accounts Payable	Stafford Loan		848.75
Stauffer, Heather A.	01	Accounts Payable	Stafford Ln		847.78
Stauffer, Heather A.	01	Accounts Payable	PELL/EOG		1,185.14
Steider, Kari N.	01	Accounts Payable	PELL/TIA		905.20
Steiger, Heidi R.	01	Accounts Payable	PELL		94.69
Stephens, Kelly A.	01	Accounts Payable	PELL/EOG		559.63
Stern, Mary L.	01	Accounts Payable	PELL		507.00
Stevens, Rachel E.	01	Accounts Payable	Endtn-SC		115.00
Stingley, Carl W.	01	Accounts Payable	PELL		476.63
Stoecker, Lynn A.	01	Accounts Payable	PELL		1,724.99
Stoermer, Megan	01	Accounts Payable	Endtn bal		477.06
Stoermer, Megan	01	Accounts Payable	MRS		500.00
Stoller, Joanna R.	01	Accounts Payable	Endtn gt		250.00
Strallow, Justin D.	01	Accounts Payable	PELL		4,145.00
Stratz, Michele R.	01	Accounts Payable	EOG		50.00
Stretz, Michele R.	01	Accounts Payable	Endtn		250.00
Strickler, Ashley M.	01	Accounts Payable	PELL		31.93
Stroup, Rebecca D.	01	Accounts Payable	PELL/EOG		850.97
Styles, Gary L.	01	Accounts Payable	PELL/EOG		181.36
Styles, Tracy L.	01	Accounts Payable	PELL/EOG		310.04
Sunahara, Judith A.	01	Accounts Payable	PELL		757.26
Surratt, Ashley R.	01	Accounts Payable	Refund-Fin Assistance Only		1,273.61

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Valdivia, Heather A.	01		Accounts Payable	PELL	280.66
Van Horn, Kayla R.	01		Accounts Payable	PELL	507.00
VanDyke, Janice M.	01		Accounts Payable	FindtnBal	292.37
VanDyke, Janice M.	01		Accounts Payable	PELL/EOG	975.00
VanderLeest, Angie S.	01		Accounts Payable	PELL	434.25
Vanderlin, Cara V.	01		Accounts Payable	Findtn Bal	51.00
Vandermyde, Laura A.	01		Accounts Payable	Findtn.grt	140.00
Vandermyde, Matthew	01		Accounts Payable	PELL/EOG	249.06
Vargas, Magdalena	01		Accounts Payable	PELL/EOG	344.65
Vasquez, Careesa L.	01		Accounts Payable	PELL	328.68
Vasquez, Diana	01		Accounts Payable	PELL	610.29
Vaughn, Robin J.	01		Accounts Payable	PELL	74.02
Vega, Elizabeth G.	01		Accounts Payable	PELL/ITA	1,545.74
Vega, Janice M.	01		Accounts Payable	PELL/ITA	1,269.99
Verhulst, Justin P.	01		Accounts Payable	PELL	1,203.93
Verhulst, Shirley L.	01		Accounts Payable	PELL	357.86
Villa, Ann N.	01		Accounts Payable	PELL	6.53
Villarreal, Angela S.	01		Accounts Payable	PELL/ITA	1,466.09
Wade, Jodie L.	01		Accounts Payable	PELL/ITA/EOG	502.86
Wagenecht, Aimee	01		Accounts Payable	PELL	12.93
Wagner, Bradley W.	01		Accounts Payable	PELL/ENDTN	547.96
Wagner, Christopher P.	01		Accounts Payable	PELL	1,360.06
Wagner, Melissa K.	01		Accounts Payable	PELL	396.00
Wagner, Trista L.	01		Accounts Payable	Athl Waiver	17.33
Waite, Jacqueline P.	01		Accounts Payable	PELL	

<u>PAYER/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Wilkinson, Dawn M.	01		Accounts Payable	PELL	1,166.42
Williams, Jennifer L.	01		Accounts Payable	PELL/TIA	826.82
Williams, Wendy M.	01		Accounts Payable	PELL/TIA	528.23
Williamson, Jillean M.	01		Accounts Payable	PELL/BOG	1,201.48
Willingham, Justin D.	01		Accounts Payable	Athletic schol	425.00
Willis, Bradley A.	01		Accounts Payable	PELL/TIA	1,119.46
Wilson, Alisha A.	01		Accounts Payable	PELL/TIA/BOG	1,165.04
Wilson, Djuna M.	01		Accounts Payable	PELL/BOG	772.42
Wilson, Laura E.	01		Accounts Payable	PELL/TIA	1,402.58
Wolber, Shelli L.	01		Accounts Payable	PELL	1,143.80
Wolf, Heather A.	01		Accounts Payable	PELL/BOG	2,133.45
Wolf, Mitchell R.	01		Accounts Payable	PELL	408.02
Wolfe, Paul R.	01		Accounts Payable	PELL	249.60
Wolford, Janice E.	01		Accounts Payable	PELL	826.46
Wooden, Denise N.	01		Accounts Payable	Fdntn at	350.00
Wright, Joshua D.	01		Accounts Payable	PELL	519.60
Wright, Stephanie E.	01		Accounts Payable	PELL	293.12
Wurl, Chris R.	01		Accounts Payable	PELL	133.33
Young, Annette L.	01		Accounts Payable	PELL	44.89
Young, Rachel L.	01		Accounts Payable	Fndtn GC	1,250.00
Yucuis, Mark	01		Accounts Payable	PELL	703.50
Zeill, Crystal S.	01		Accounts Payable	frdntn bal	23.14
Zeill, Crystal S.	01		Accounts Payable	PELL	200.00
Zies, Cameron D.	01		Accounts Payable	frdntn bal	208.86
Zies, Cameron D.	01		Accounts Payable	MRS	500.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Lundstrom Florist	01	President	Other Conference & Meeting	Flowers for Brigitte Warren	34.00
Follett Bookstore	01	College Relations	Office Supplies	Bookstore Charges	10.36
Illini Trophy	01	College Relations	Office Supplies	Name Badges	12.00
CRD-Council for Resource Devol	01	College Relations	Publications and Dues	2005 CRD Membership Dues	175.00
Andrew Bollman Photography	01	College Relations	Advertising	Photos for Winter/Spring Sports Guide	535.00
Castle Print Tech	01	College Relations	Advertising	Spring 2005 Credit Schedule	8,278.00
Creative Design & Publishing C	01	College Relations	Advertising	College Night	45.00
Dixon Rotary Club	01	College Relations	Advertising	Books for Babies-Literacy Program	100.00
New Millennium Directories	01	College Relations	Advertising	FY 05 Advertising	685.00
Sauk Valley Newspapers	01	College Relations	Advertising	College Night Ad	151.00
WILLT	01	College Relations	Advertising	Advertising Fall Play	168.00
Witthers Broadcasting	01	College Relations	Advertising	October 04 Advertising	330.00
CRD-Council for Resource Devol	01	College Relations	Conference/Meeting Expense	2005 CRD Membership Dues	395.00
Twin City Sunrise Rotary	01	College Relations	Conference/Meeting Expense	Breakfast Meeting	65.00
Gordon Fleisch Company	01	Printshop	Maintenance Services	Maintenance Services	658.53
Xerox Corporation	01	Printshop	Maintenance Services	Lease Charge Contract 5818	17.82
Xerox Corporation	01	Printshop	Maintenance Services	Maintenance Services	2,125.18
Xerox Corporation	01	Printshop	Maintenance Services	Maintenance Services	170.00
Xerox Corporation	01	Printshop	Maintenance Services	Maintenance Services	6.24
Xerox Corporation	01	Printshop	Purchases for Resale	Astrobrille Cosmic Orange 24#	53.00
Midland Paper	01	Printshop	Purchases for Resale	Staples for DC555 #1.08R00493	394.08
Xerox Corporation	01	Printshop	Purchases for Resale	Debt Principal Retirement	150.00
GFC Leasing Company	01	Printshop	Purchases for Resale	Debt Principal Retirement	1,165.53
Xerox Corporation	01	Printshop	Purchases for Resale	Debt Principal Retirement	458.24
Xerox Corporation	01	Printshop	Purchases for Resale	Debt Principal Retirement	461.87

<u>PAYER/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Illini Trophy	01	Dean of Arts, Social Sciences & P	Office Supplies	Name Badges	6.00
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges	9.99
Lundgren's Inc	01	Art	Instructional Supplies	Darkroom Supplies October 04	98.76
Menards	01	Art	Instructional Supplies	Open Purchase Order for Art Supplies	22.72
VanderRege, Robertus J.	01	Art	Instructional Supplies	Supplies-Art Supplies	23.57
Green River Lines Inc	01	Art	Other Conference & Meeting	Bus Services Art Trip 10/5/04	975.00
Green River Lines Inc	01	Art	Other Conference & Meeting	Trip-Chicago 11/6/04	175.00
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges	61.94
Clow, Maria A.	01	Foreign Language	Instructional Supplies	10/25/04 Trip	80.00
Newsweek	01	Reading	Instructional Supplies	Subscription for Reading Class	1,112.15
Follett Bookstore	01	Humanities	Instructional Supplies	Bookstore Charges	44.96
Fifth Third Bank	01	Music	Instructional Supplies	Conf/Meeting	220.00
Murray, Kris A.	01	Music	Instructional Supplies	Travel-Opera 10/25/04	35.10
Top Dog Music Inc	01	Music	Instructional Supplies	Music Supplies	343.44
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Monthly Service	910.05
Beta Technology	01	Fitness Center	Maintenance Services	Caliper Repair RA 4092766	75.00
Consolidated Management Co	01	Fitness Center	Instructional Supplies	Wellness Supplies	20.00
Cyber	01	Fitness Center	Instructional Supplies	Parts for Leg Press	38.50
UW Health Sports Medicine Ctr	01	Fitness Center	Conference/Meeting Expense	Conference Fee 11/13/04	100.00
Illini Trophy	01	Criminal Justice	Instructional Supplies	Name Badges	6.00
Follett Bookstore	01	Mathematics	Instructional Supplies	Bookstore Charges	7.07
Illini Trophy	01	Mathematics	Instructional Supplies	Name Badges	12.00
Shaff, Steven J.	01	Mathematics	Instructional Supplies	Math Reference Packets	16.00
Illini Trophy	01	Dean of Business, Tech & Natural	Office Supplies	Name Badges	6.00
White, Linley V.	01	Dean of Business, Tech & Natural	Office Supplies	Supplies	234.03

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
CSH Medical Center	01	Licensed Practical Nursing	Instructional Supplies	Linen Service fro Sept.	238.00
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	73.03
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	115.18
Wallcur, Inc	01	Licensed Practical Nursing	Instructional Supplies	Aldo	187.32
Diagnostic Imaging Inc (Source	01	Radiologic Technology	Maintenance Services	Open P.O. Rad. Tech Maintenance	70.00
Landauer, Inc	01	Radiologic Technology	Maintenance Services	Radiation Monitoring	3,964.34
Diagnostic Imaging Inc (Source	01	Radiologic Technology	Instructional Supplies	Open P.O. For Rad Tech Supplies	275.40
Jim Coleman, Ltd	01	Radiologic Technology	Instructional Supplies	RAD TECH Week Supplies	87.90
Francisco, Cassandra	01	Radiologic Technology	Publications and Dues	Program Directors Guide	75.00
Brevitt, Diana H.	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Sites thru 10/28/04	156.00
Consolidated Management Co	01	Radiologic Technology	Conference/Meeting Expense	Instructor Meeting 10/8 (Rad Tech)	141.90
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Siter Visits thru 10/14/04	226.88
RSNA	01	Radiologic Technology	Conference/Meeting Expense	Conference Fee 11/30/04 - Stan Shippert	110.00
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Clinical Travel thru 10/20/04	352.75
Dixon Fire Department	01	Paramedic Program	Instructional Supplies	Sheep Heads	22.50
Coastline Learning Systems	01	Biology	Consultants	Enrollment Fees-Bio Cycles	585.00
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies See Attached	137.88
Carolina Biological Supply Co	01	Biology	Instructional Supplies	ER-13-2954 Planaria	23.52
Carolina Biological Supply Co	01	Biology	Instructional Supplies	ER-13-1308 Amoeba Proteus	40.92
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies See Attached	15.63
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies See Attached	6.17
Ward's-Biology	01	Biology	Instructional Supplies	85 W 1842 Clostridium Butyricum Freeze Dried Cultu	100.20
Wood, Therese L.	01	Biology	Instructional Supplies	Biology/Chem Supplies	46.26
Flinn Scientific	01	Chemistry	Instructional Supplies	C0375 Cadmium Chloride Solution 100 ml	272.66
Wood, Therese L.	01	Chemistry	Instructional Supplies	Biology/Chem Supplies	54.44

Sauk Valley Community College
Check Register
From 10/21/04 To 11/22/04

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM	AMOUNT
Follett Bookstore	01	Academic Computing	Instructional Technology Materia	Bookstore Charges		8.12
Highsmith Inc	01	Academic Computing	Instructional Technology Materia	W41-56785 Eagle		89.48
Highsmith Inc	01	Academic Computing	Instructional Technology Materia	3M Transparency film	100/sht	IR 1140-161-88130
Mueller Audio Visual	01	Academic Computing	Instructional Technology Materia	ATR97 Audio Technique Boundary Microphones		201.00
Unique Computer	01	Academic Computing	Instructional Technology Materia	Video Card		180.00
Unique Computer	01	Academic Computing	Instructional Technology Materia	VGA Splitters		135.00
Unique Computer	01	Academic Computing	Instructional Technology Materia	Toner Ink		104.00
CDW-G	01	Academic Computing	Computer Software	538838 Adobe Illustrator CS WIN		102.32
CDW-G	01	Academic Computing	Computer Software	537748 Dream Weaver MX CD		14.71
Campus Tech, Inc	01	Academic Computing	Computer Software	Quark Express 6.0 WIN		204.00
Fifth Third Bank	01	Academic Computing	Computer Software	Travel-Compass Workshop 10/13/04		109.50
Shelley, Chris	01	Academic Computing	Conference/Meeting Expense	Travel-10/21/04 ICCCA Meeting		89.00
Shelley, Chris	01	Academic Computing	Conference/Meeting Expense	Travel-ICCO Workshop 10/25/04		181.00
Shelley, Chris	01	Academic Computing	Conference/Meeting Expense	Conference-ICCO Meeting 10/29/04		67.50
Fifth Third Bank	01	Administrative Computing	Office Supplies	Conf/Meeting		67.50
Unique Computer	01	Administrative Computing	Office Supplies	Mouse (2)		34.00
Unique Computer	01	Administrative Computing	Office Supplies	USB Flash Drive		90.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink		395.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink, Stylus		354.00
Sungard SCT	01	Administrative Computing	Computer Software	TCP Maintenance on Oracle Products		100.00
Tribeworks	01	Administrative Computing	Computer Software	55 or 56 Edu Renewal Package		14,895.00
Linux Magazine	01	Administrative Computing	Publications and Dues	Subscription		795.00
Illini Trophy	01	Dean of Student Services	Office Supplies	Name Badges		29.95
Quill Corporation	01	Dean of Student Services	Office Supplies	Posterboard Bemiss Jason #902-76510		6.00
						30.52

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Florini, Anthony D.	01	Counseling	Conference/Meeting Expense	Travel-Wallace School thru 10/27/04	42.00
Matheney, Janet I.	01	Counseling	Conference/Meeting Expense	Travel-INTPN Conference 10/17/04	112.61
Bittner, Ruth C.	01	VP- College Services	Conference/Meeting Expense	Travel-ICCEN-10/22/04	23.10
Daly, Ann C.	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement: Summer 04	345.00
Consolidated Management Co	01	Other Institutional	Office Supplies	Adopt-A-Highway Refreshments	39.75
Pitney Bowes	01	Other Institutional	Office Supplies	Ink Cartridge - Meter	137.24
Menards	01	Other Institutional	Maintenance Supplies	Air Freshner, Weldable Plates	31.83
Federal Express Corp	01	Other Institutional	Postage	Monthly Charges	102.84
Pitney Bowes	01	Other Institutional	Postage	Meter Rental	467.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill 11/9/04	500.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,500.00
United Parcel Service	01	Other Institutional	Postage	Monthly Charges	140.32
American Assn of Community Col	01	Other Institutional	Publications and Dues	Annual Membership Dues for 2005	2,685.00
Chicago Tribune	01	Other Institutional	Recruitment	Advertisement for SSS Counselor	789.00
Chronicle of Higher Education	01	Other Institutional	Recruitment	Recruitment Open P.O.	562.50
Chronicle of Higher Education	01	Other Institutional	Recruitment	Recruitment Open P.O.	205.00
Chronicle of Higher Education	01	Other Institutional	Recruitment	Recruitment Open P.O.	205.00
Consolidated Management Co	01	Other Institutional	Recruitment	Recruitment Open P.O.	205.00
Quad-City Times	01	Other Institutional	Recruitment	Interview Refreshments	19.50
Peoria Journal Star	01	Other Institutional	Recruitment	Meet The Candidate Forums	58.50
Rockford Register Star	01	Other Institutional	Recruitment	Advertisement for 3 FT Faculty	1,699.48
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment Open P.O.	1,064.67
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment Open P.O.	1,594.96
			Recruitment	Recruitment Open P.O.	172.98
			Recruitment	Recruitment Open P.O.	62.71

Sauk Valley Community College
Check Register
From 10/21/04 To 11/22/04

PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM	AMOUNT
Knott, Matthew	010100	CCS Contract Training	Consultants	CCS Class-10/12-10/18/04		2,100.00
Knott, Matthew	010100	CCS Contract Training	Consultants	CPR/First Aid- Plews F 04		800.00
Sterling Steel Company	010100	CCS Contract Training	Consultants	ETIP Training Reimbursement		37,765.17
Wiltfang, Gerald	010100	CCS Contract Training	Consultants	CCS Class 10/12/04		900.00
Illini Trophy	010100	CCS Contract Training	Office Supplies	Name Badges		6.00
Quill Corporation	010100	CCS Contract Training	Office Supplies	040-02254 One Dozen Pencils		354.42
SEM Business Equipment Center	010100	CCS Contract Training	Office Supplies	Open P.O. for Copier		77.52
KSP Hospital	010100	CCS Contract Training	Instructional Supplies	Instructional Materials for First Aid/CPR at DCC		46.25
Creative Printing	010100	CCS Contract Training	Advertising	Business Cards-Gerry Harrington		40.00
Gerickie, Thomas H.	010100	CCS Contract Training	Conference/Meeting Expense	Travel-Area Business thru 10/28/04		46.38
Bond, Chuck	010100	CCS Public Workshops	Consultants	CCS Class Fall 04		330.00
Dale, Julie	010100	CCS Public Workshops	Consultants	CCS Class-Beginning Ballroom		490.00
Dale, Julie	010100	CCS Public Workshops	Consultants	Int Ballroom Dance F 04		140.00
Education To Go	010100	CCS Public Workshops	Consultants	Ed2Go Classes-Sept.		978.00
Education To Go	010100	CCS Public Workshops	Consultants	Credit -Student R Pyse		-45.00
Millhouse, Anna M	010100	CCS Public Workshops	Consultants	CCS Class- Fall 04 Manage		60.00
Owen, David W	010100	CCS Public Workshops	Consultants	CCS Class Fall 04		150.00
Schroeder, Jill	010100	CCS Public Workshops	Consultants	CCS Class Fall 04 - No Impact		360.00
Slain, Verna	010100	CCS Public Workshops	Consultants	CCS Class-Quilting F 04		300.00
Summit Group	010100	CCS Public Workshops	Consultants	Name Badges		6.00
Illini Trophy	010100	CCS Public Workshops	Office Supplies	Cover Paper-Calendar Refill		111.43
Quill Corporation	010100	CCS Public Workshops	Office Supplies	Open P.O. for Copier		77.53
SEM Business Equipment Center	010100	CCS Public Workshops	Office Supplies	Bookstore Charges		-85.00
Polllett Bookstore	010100	CCS Public Workshops	Instructional Supplies	Books		165.00
Owen, David W	010100	CCS Public Workshops	Instructional Supplies			

PAYER/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	200.94
Menards	02	Maintenance	Maintenance Supplies	Custodial & Maintenance Supplies	75.19
Menards	02	Maintenance	Maintenance Supplies	Lumber	17.58
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	31.99
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	16.27
Menards	02	Maintenance	Maintenance Supplies	Batteries	6.99
Robert Brooke & Associates	02	Maintenance	Maintenance Supplies	Door Holders	233.10
Sexauer, Inc	02	Maintenance	Maintenance Supplies	Plumbing Parts	49.64
Paxton, Carl M.	02	Maintenance	Conference/Meeting Expense	Travel-Seminar 10/7/04	123.06
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	115.36
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	120.97
Acme Hardware	02	Custodial	Maintenance Supplies	Propane Burnisher	25.94
Menards	02	Custodial	Maintenance Supplies	Custodial & Maintenance Supplies	50.50
Vacland	02	Custodial	Maintenance Supplies	2 Commercial Vacuums	225.66
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 05	462.45
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 05	3,135.22
Bonwell Industries	02	Grounds	Maintenance Supplies	Unistrut Post	205.82
Bonwell Industries	02	Grounds	Maintenance Supplies	Strobe Light	55.00
Fifth Third Bank	02	Grounds	Maintenance Supplies	Conf/Meeting	219.92
LaSalle County Farm Supply	02	Grounds	Maintenance Supplies	Ibs. Pramitol 525 Pellets	2,290.80
LaSalle County Farm Supply	02	Grounds	Maintenance Supplies	Cans White Athletic Aerosol	188.40
LaSalle County Farm Supply	02	Grounds	Maintenance Supplies	All Star Dry Line Marker	502.27
LaSalle County Farm Supply	02	Grounds	Maintenance Supplies	Bags 16-4-8 25# S.C.V. w/Millenium Ultra	675.50
LaSalle County Farm Supply	02	Grounds	Maintenance Supplies	25-5-15 50# U-Flex	221.06
LaSalle County Farm Supply	02	Grounds	Maintenance Supplies	Bags Power Melt	577.50

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	
				ITEM	AMOUNT
Verizon Wireless	02	Utilities	Telephone	Monthly Charges	24.36
Verizon Wireless	02	Utilities	Telephone	Open Purchase Order for Cellular Charges 2004-05	43.33
White, Linley V.	02	Utilities	Telephone	Monthly Phone-svc	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
Ditto, John C.	02	Building and Grounds Adminstrat	Conference/Meeting Expense	Travel-Conference 10/7/04	24.06
Sterling Commercial Roofing	03	Operations & Maintenance- Restr	Building Remodeling	Replace rubber membrane roof on center section of	112,500.00
Williett, Hoffmann & Associates,	03	Operations & Maintenance- Restr	Building Remodeling	Roof replacement project	12,114.19
Heartland Bank & Trust Company	04	Bond & Interest Fund	Consultants	Principal Due on Funding Bonds	600.00
Heartland Bank & Trust Company	04	Bond & Interest Fund	Debt Principal, Retirement	Principal Due on Funding Bonds	675,000.00
Heartland Bank & Trust Company	04	Bond & Interest Fund	Interest	Principal Due on Funding Bonds	17,212.50
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	52.30
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	223.13
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	56.09
Illini Trophy	050500	Child Care Center	Other Supplies	Name Badges	12.00
Young, Christina M.	050500	Child Care Center	Other Supplies	Child Care Supplies	25.94
Young, Christina M.	050600	Men's Basketball	Conference/Meeting Expense	Travel-10/26/04 Davenport	62.75
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	MBB Classic-Game 1	15.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	MBB Classic-Game 2	15.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	MBB Classic-Game 1 11/05/04	15.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	MBB Classic-Game 2 11/6/04	15.00
Boyle, Dayle	050600	Men's Basketball	Other Contractual Services	Trainer MBB Game 11/5/04	80.00
Boyle, Dayle	050600	Men's Basketball	Other Contractual Services	Trainer MBB Game 11/6/04	130.00
Brady, Dale	050600	Men's Basketball	Other Contractual Services	Other Contractual Services	85.00
Bruna, Lenny	050600	Men's Basketball	Other Contractual Services	Other Contractual Services	85.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Damhoff, Russ K.	050600	Men's Basketball		Travel-Players 10/16	50.96
Damhoff, Russ K.	050600	Men's Basketball		Travel-10/23/04 Jamboree - Iowa	84.83
Damhoff, Russ K.	050600	Men's Basketball		Travel-11 Central 10/30/04	175.97
Damhoff, Russ K.	050600	Men's Basketball		Travel Game 11/9/04	99.33
Custom Monogram	050600	Cross Country		15058 Men's Defiance Singlet-Black	233.76
Sullivan, Michael D.	050600	Cross Country		Travel-Cross Country 10/3/04	190.85
Sullivan, Michael D.	050600	Cross Country		Travel-Cross Country 10/16/04	89.73
Sullivan, Michael D.	050600	Cross Country		Travel-Cross Country 10/30/04	496.15
Ashworth, Inc.	050600	Golf		DM3028 Black Pique Shirt w/Stryhawk	225.00
Economy Trophy Co	050600	Golf		Trophies/Golf invite	68.50
Emerald Hill	050600	Golf		Golf Invitational 9/29/04	1,695.00
Creative Printing	050600	Men's Baseball		Business Cards for Alan Ready	40.00
Blackburn, Jan	050600	Women's Basketball		Other Contractual Services	15.00
Johnson, Karl	050600	Women's Basketball		Other Contractual Services	85.00
Kennedy, Karl K.	050600	Women's Basketball		Other Contractual Services	15.00
Kennedy, Karl K.	050600	Women's Basketball		Other Contractual Services	15.00
Lancaster, Kyle A	050600	Women's Basketball		Other Contractual Services	15.00
Lancaster, Kyle A	050600	Women's Basketball		Other Contractual Services	15.00
Lancaster, Merri	050600	Women's Basketball		Other Contractual Services	15.00
Sendt, David	050600	Women's Basketball		Other Contractual Services	85.00
Stoakes, Jim	050600	Women's Basketball		Other Contractual Services	85.00
Strating, James A	050600	Women's Basketball		Other Contractual Services	15.00
Worthington, Patrick	050600	Women's Basketball		Other Contractual Services	15.00
Follett Bookstore	050600	Women's Basketball		Other Supplies	9.59
				Bookstore Charges	

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
BP Amoco	050800	Transportation	Vehicle Supplies	Monthly Gas Purchase	424.77
Don Mullery's World of Cars	050800	Transportation	Vehicle Supplies	Service of College Van	103.98
Don Mullery's World of Cars	050800	Transportation	Vehicle Supplies	Service of College Van	60.53
Don Mullery's World of Cars	050800	Transportation	Vehicle Supplies	Service of College Van	91.62
Don Mullery's World of Cars	050800	Transportation	Vehicle Supplies	Service of College Van	23.39
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas-College Van Use	256.96
Sterling Ford-Lincoln-Mercury	050800	Transportation	Vehicle Supplies	Repairs College Van	242.53
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	Administrative Costs		2,697.50
Professional Benefit Administr	051000	Medical Insurance	Life & AD&D		1,886.50
Schneider, Angela E.	051400		Student Loans	Student Loan due 12/10/04	143.00
Stasny, Brenda D.	051400		Student Loans	Student Loan due 12/10/04	450.00
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds 10/31/04 Payroll	157.04
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds 11/15/04 Payroll	157.04
Illini Trophy	062050	SBDC Grant	Office Supplies	Name Badges	6.00
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Open P.O. for Copier	77.52
Miller, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel-Area Business thru 10/29/04	180.00
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Telephone Charges	34.07
SPRINT	062050	SBDC Grant	Telephone	Monthly Charge	16.81
Jasco Uniform Company	062051	ISU Non Traditional Nursing Grant	Other Supplies	Scrub Tops-Men in Nursing	62.93
Adult Learning Resource Center	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Conference Fee 11/18/04	170.00
Adult Learning Resource Center	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Conference Fee 11/18/04	130.00
Pager, Renee	062060	EOS VITAL Grant	Prof/Tech- Part-time	Mileage for Tutoring 10/19/04	48.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
MAEOPP				Registration Fees-MAEOPP 30th Annual Conference	425.00
Marriott	063011	Student Support Services Grant	Conference/Meeting Expense	HotelTravel-MAEOPP Conference 11/7/04	621.00
Consolidated Management Co	063011	Student Support Services Grant	Other Conference & Meeting	Single Parent Student Org. Lunch	42.06
Consolidated Management Co.	063011	Student Support Services Grant	Other Conference & Meeting	Refreshments for SSS Workshop	88.25
Staples	063020	Perkins LLC	Instructional Supplies	TI-83 Calculators	1,689.80
Consolidated Management Co	063020	Perkins LLC	Conference/Meeting Expense	Faculty Workshop Refreshments	156.25
Consolidated Management Co	063020	Perkins LLC	Conference/Meeting Expense	Oct 26 Workshop Afternoon Refreshments	252.50
Illinois Council on Continuing	063020	Perkins LLC	Conference/Meeting Expense	2004 Fall Conference-X Seguin	65.00
Niemeyer, Loren	063020	Perkins LLC	Conference/Meeting Expense	Travel-NATT Conference 10/1/04	283.86
White, Linley V.	063020	Perkins LLC	Conference/Meeting Expense	Travel-thru 10/25/04	329.75
American Mathematics Competiti	063030	Perkins LIE Tech Prep	Office Supplies	High School Math Competition Fees	350.00
Johnson, Virginia	063030	Perkins LIE Tech Prep	Conference/Meeting Expense	Travel-Tech Prep Conf 10/11-10/17/04	1,204.73
Learning Consultants	063060	ICCB Cont. Quality Imp. Grant	Consultants	Assessment Consultant	3,889.00
Wells Fargo	063071	Federal Student Loan	Dept. of Education	Fall on Return J Adams	99.31
Wells Fargo	063071	Federal Student Loan	Dept. of Education	Stafford Loan Return S. Simpson	689.10
Lutheran Outdoor Ministries C	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Deposit-Reflections Retreat 2/12/05	50.00
Misener, Angela L.	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Travel-Meetings	63.75
Misener, Angela L.	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Monthly Meeting Travel 11/2/04	65.25
Scott, Amy	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Member Training 11/02/04	200.00
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	other Conference & Meeting	Travel 8/25-9/28/04	126.13
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	other Conference & Meeting	Travel 10/5-10/27/04	36.36
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	Other	Recruitment 10/19/04	189.60
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds 10/31/04 Payroll	303.34
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds 11/15/04 Payroll	303.34
Consolidated Management Co	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Cookies for Lights On After School-Sunnissippi	38.75

Sauk Valley Community College
Check Register
From 10/21/04 To 11/22/04

RUN DATE: 11/12/04
TIME: 11:01 AM
PAGE: 59

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Hamilton, Jane E.	101060	Magic Club	Other	Booster Packs	170.00
Hamilton, Jane E.	101060	Magic Club	Other	Magic Club Supplies	106.20
Kathryn Beich Inc	101080	Rad Tech Senior	Other	Candy Fundraiser	900.00
PHI THETA KAPPA Society	101140	Phi Theta Kappa Club	Other	New Memberships-Beta Alpha Gamma PTK chapter SVCC	1,450.00
Illinois Department Employment	12	Risk Management	Unemployment	Insurance	3,094.47
Gallatin River Communications	12	Risk Management	Telephone	911 Call Trunk Lines	89.52
Verizon Wireless	12	Public Safety	Maintenance Services	Security Phones	24.63
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 10/9, 10/16/04	854.00
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 10/23, 10/30/04	848.59

BANK ACCOUNT 1 TOTAL: 2,130,888.38
ALL ACCOUNTS TOTAL: 2,130,888.38

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

<u>EDUCATION FUND</u>	<u>2003-2004 Budget</u>	<u>2003-2004 Actual</u>	<u>2004-2005 Budget</u>	<u>2004-2005 Actual</u>	<u>Budget Percent</u>
-----------------------	-------------------------	-------------------------	-------------------------	-------------------------	-----------------------

Revenues

Local Governmental Sources	3,138,004	1,154,315	3,166,000	1,276,794	40.3%
State Governmental Sources	3,049,616	814,427	2,741,078	744,306	27.1%
Federal Governmental Sources	1,000	4,240	5,000	4,555	91.1%
Student Tuition and Fees	3,012,300	1,616,246	3,106,000	1,853,151	59.6%
Sales and Service	341,818	103,339	400,000	97,383	24.3%
Investment Revenue	80,000	10,190	35,000	5,251	15.0%
Other Revenues	526,000	-3,433	580,000	10,399	1.7%
TOTALS	148,738	3,699,324	10,033,078	3,991,841	39.7%

Expenditures

Salaries	6,316,729	1,850,832	6,382,172	1,884,942	29.5%
Employee Benefits	1,581,447	375,191	1,760,032	408,282	23.1%
Contractual Services	499,472	88,785	567,345	130,939	23.0%
General Materials and Supplies	921,962	362,681	880,069	313,934	35.6%
Travel and Conference Meeting Exp.	141,725	22,189	137,850	42,429	30.7%
Fixed Charges	22,955	7,481	23,050	4,563	19.7%
Capital Outlay	111,840	10,717	117,560	3,901	43.6%
Other Expenditures	487,000	167,560	503,000	219,793	29.3%
TOTALS	83,130	2,885,440	10,253,518	3,008,786	29.3%
Transfers					
Transfers to Other Funds	47,500		85,000		0.0%
Transfers From Other Funds	-189,000	-8,780	-133,500		0.0%
TOTALS	-141,500	-8,780	-48,500		0.0%
NET INCREASE/DECREASE IN NET ASSETS					
FUND BALANCE	207,107	822,665	-171,940	983,055	
				1,673,749	

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

OPERATION AND MAINTENANCE FUND

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
--	---------------------	---------------------	---------------------	---------------------	-------------------

Revenues

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Revenues					
Local Governmental Sources	384,123	170,044	387,000	156,539	40.4%
State Governmental Sources	432,632	112,749	360,474	95,509	26.4%
Student Tuition and Service	328,500	177,675	347,500	207,942	59.8%
Sales and Service	6,500	926	4,000	1,457	36.4%
Facilities Revenue	4,000	675	2,000	485	24.2%
Investment Revenue	2,000	2	200	41	20.7%
Other Revenues	37,500	42,000	42,000	0	0.0%
TOTALS	1,195,255	462,073	1,143,174	461,976	40.4%
Expenditures					
Salaries	461,850	157,375	453,406	166,367	36.6%
Employee Benefits	152,131	45,236	188,149	53,284	28.3%
Contractual Services	69,500	39,546	114,500	39,637	34.6%
General Materials and Supplies	121,300	26,796	86,600	23,361	26.9%
Travel and Conference Meeting Exp.	3,500	1,257	2,600	1,179	45.3%
Fixed Charges	55,362	55,362	40,000	50,091	125.2%
Utilities	386,700	118,539	355,500	104,518	29.4%
Capital Outlay	15,000	15,000	15,000	5,543	36.9%
TOTALS	1,265,343	444,113	1,255,755	443,983	35.3%
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	17,960	919	17,992	
		17,932		23,889	

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

<u>OPERATION & MAINTENANCE - RESTRICTED</u>	<u>2003-2004</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2004-2005</u>	<u>Budget Percent</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
Revenues					
Local Governmental Sources	632,938	232,799	574,000	231,686	40.3%
State Governmental Sources	3,382,000	3,305,100	10,000	-3,807	0.0%
Investment Revenue	10,000	10,000	250,000	-38,07	-38.0%
Other Revenues	250,000	250,000	-	-	0.0%
TOTALS	4,274,938	243,167	4,139,100	227,879	5.5%
Expenditures					
Contractual Services	6,400	-	-	-	-
General Materials and Supplies	-	-	-	-	-
Capital Outlay	5,361,936	218,556	5,175,310	401,677	7.7%
TOTALS	5,361,936	224,956	5,175,310	401,677	7.7%
NET INCREASE/DECREASE IN NET ASSETS	-1,086,998	18,211	-1,036,210	-173,798	
FUND BALANCE	2,620,469	2,620,469	2,410,067	2,410,067	

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

	<u>2003-2004</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2004-2005</u>	<u>Budget Percent</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
BOND AND INTEREST FUND					

Revenues

Local Governmental Sources	1,413,519	491,584	1,393,000	562,527	40.3%
Investment Revenue	10,000	3,048	5,000	5,433	108.6%
TOTALS	1,423,519	494,632	1,398,000	567,961	40.6%

Expenditures

Contractual Services	5,000		5,000	3,600	72.0%
Fixed Charges	1,402,763	638,706	1,381,000	1,349,058	97.6%
TOTALS	1,407,763	638,706	1,386,000	1,352,658	97.5%

NET INCREASE/DECREASE IN NET ASSETS
 FUND BALANCE

AUXILIARY ENTERPRISES FUND

	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	2004-2005 <u>Actual</u>	2004-2005 <u>Budget</u>	Budget Percent
Revenues						
Student Tuition and Fees	160,500	88,209	156,000	91,513	58,6%	
Sales and Service	51,490	11,163	48,500	10,253	21.1%	
Facilities Revenue	75,000	23,333	85,000	23,333	27.4%	
Investment Revenue	900	899	900	382	42.4%	
Other Revenues	1,301,549	468,105	1,561,700	587,256	37.6%	
TOTALS	1,589,439	591,710	1,852,100	712,738	38.4%	
Expenditures						
Salaries	72,279	21,000	72,682	17,432	23.9%	
Employee Benefits	11,481	11,930	12,820	2,668	20.8%	
Contractual Services	1,334,654	435,039	1,595,605	449,151	28.1%	
General Materials and Supplies	72,490	75,622	72,990	18,660	24.7%	
Travel and Conference Meeting Exp.	62,655	19,895	57,655	12,635	21.9%	
Fixed Charges	9,450	16,424	9,450	19,229	203.4%	
Capital Outlay		29,868				
Other Expenditures	5,800	75	5,750	150	2.6%	
TOTALS	1,568,809	599,856	1,826,952	519,328	28.4%	
Transfers						
Transfers to Other Funds	75,000	8,780	85,000	0	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	8,629	-16,926	13,148	193,410		
		251,604		436,125		

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

RESTRICTED PURPOSES FUND 2003-2004 Budget 2003-2004 Actual 2004-2005 Budget 2004-2005 Actual Budget Percent

Revenues

Local Governmental Sources	1,107,936	275,793	2,195,000	2,195,000	100.0%
State Governmental Sources	2,827,496	420,560	3,513,813	329,402	35.9%
Federal Governmental Sources				641,380	18.2%
Sales and Service				2,971	.9%
Investment Revenue	6,000	7,834	40,000	369	
Other Revenues	60,619	29,140		36,250	
TOTALS	4,002,051	733,328	6,665,909	3,205,374	48.0%

Expenditures

Salaries	1,205,514	301,948	1,134,314	332,364	29.3%
Employee Benefits	188,199	53,102	195,212	54,936	28.1%
Contractual Services	45,609	8,691	4,800	46,436	96.7.4%
General Materials and Supplies	730,022	146,803	86,771	179,650	207.0%
Travel and Conference Meeting Exp.	54,623	7,622	52,342	14,566	27.8%
Fixed Charges	10,412	5,311	10,500	2,195,000	20904.7%
Utilities	300	202	300	300	66.4%
Capital Outlay	198,200	47,885	731,667	35,908	4.9%
Other Expenditures	2,378,441	1,384,381	2,984,322	1,628,185	54.5%
TOTALS	4,811,320	1,955,949	5,200,228	4,487,247	86.2%

Transfers

Transfers to Other Funds
Transfers From Other Funds

Transfers to Other Funds	-1				
Transfers From Other Funds		-1			
TOTALS		-1			
NET INCREASE/DECREASE IN NET ASSETS	-809,268	-1,222,620	1,465,681	-1,281,873	
FUND BALANCE		-1,185,002			

NET INCREASE/DECREASE IN NET ASSETS	-809,268	-1,222,620	1,465,681	-1,281,873	
FUND BALANCE		-1,185,002			

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

<u>WORKING CASH FUND</u>	<u>2003-2004</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2004-2005</u>	<u>Budget Percent</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
Revenues					
Investment Revenue	100,000	9,597	50,000	-3,753	-7.5%
TOTALS	-100,000	9,597	50,000	-3,753	-7.5%
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	9,597	-100,000	-3,753	
FUND BALANCE	2,380,381	2,380,381	2,267,030	2,267,030	

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

<u>TRUST AND AGENCY FUND</u>	<u>2003-2004</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2004-2005</u>	<u>Budget</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Percent</u>
Revenues					
Sales and Service		2,465			3,986
Other Revenues					
TOTALS		2,465			3,986
Expenditures					
Contractual Services		6,000			
Capital Outlay		1,893			
Other Expenditures					
TOTALS		7,893			
NET INCREASE/DECREASE IN NET ASSETS					
FUND BALANCE					
		-5,428			3,217
		16,114			16,976

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

<u>AUDIT FUND</u>	<u>2003-2004</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2004-2005</u>	<u>Budget Percent</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
Revenues					
Local Governmental Sources	30,710	11,284	30,000	12,339	41.1%
Investment Revenue	1,000	127	100	30	-30.9%
TOTALS	31,710	11,411	30,100	12,308	40.8%
Expenditures					
Contractual Services	24,000	16,950	24,000	24,000	0.0%
TOTALS	24,000	16,950	24,000	24,000	0.0%
NET INCREASE/DECREASE IN NET ASSETS					
FUND BALANCE	7,710	-5,538	6,100	12,308	
		27,107		52,530	

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

<u>LIABILITY, PROTECTION & SETTLEMENT</u>	<u>2003-2004 Budget</u>	<u>2003-2004 Actual</u>	<u>2004-2005 Budget</u>	<u>2004-2005 Actual</u>	<u>Budget Percent</u>
Revenues					
Local Governmental Sources	295,275	108,687	357,000	144,324	40.4%
Investment Revenue	200,000	-15,228	200,000	52,018	26.0%
Other Revenues	22,000	9,000	9,000	0	0.0%
TOTALS	517,275	93,458	566,000	196,342	34.6%
Expenditures					
Salaries	297,291	74,947	282,337	26,752	9.4%
Employee Benefits	205,564	91,272	222,103	100,053	45.0%
Contractual Services	64,300	31,927	50,000	15,504	21.9%
General Materials and Supplies	6,500	511	9,400	5,317	56.5%
Travel and Conference Meeting Exp.	2,250	2,250	2,000	0	0.0%
Fixed Charges	85,000	57,954	63,000	40,814	64.7%
Utilities	1,100	357	1,300	358	27.5%
Capital Outlay	50,000	57,498	50,000	50,000	100.0%
TOTALS	712,005	314,471	650,640	188,800	29.0%
NET INCREASE/DECREASE IN NET ASSETS	-194,730	-221,012	-84,640	7,542	
FUND BALANCE	5,875,545	5,875,545	5,806,118	5,806,118	

For Board Meeting of
November 22, 2004

Agenda Item D-6

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

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

RECOMMENDATION: Approval of Board Policy 102.01 Board Philosophy and Objectives.

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.*

For Board Meeting of
November 22, 2004

Agenda Item D-7

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

Attached for Second 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.

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

11/22/04

For Board Meeting of
November 22, 2004

Agenda Item D-8

DISPOSITION OF EQUIPMENT

We have received a request to waive Board policy 304.01 Disposition of Equipment for public advertisement to declare the Kelvinator upright refrigerator in the HVAC area as surplus equipment and allow it to be donated to the Sterling Food Bank who can utilize it.

RECOMMENDATION:

Board approval to waive the requirement of Board Policy 304.01, Disposition of Equipment for public advertisement and approve the donation of the Kelvinator upright refrigerator to the Sterling Food Bank.

Sauk Valley Community College
Learning Services
Business, Technology, and Workforce Development
Linley V. White, Dean whitel@svcc.edu

DATE: October 29, 2004

TO: Joan Kerber

FROM: Linley White

SUBJECT: Donation of Surplus Equipment

Please have the Sauk Valley Community College Board of Trustees declare the Kelvinator upright refrigerator located in the HVAC area surplus equipment. The Kelvinator's SVCC tag number is NO: VE 6442. This refrigerator is not needed for classroom or lab assignments and it is taking up space that is needed for other equipment. The refrigerator is very old, but does function at this time.

I request that the board donate this refrigerator to the Sterling Food Bank. The Sterling Food Bank supplies numerous food pantries throughout the SVCC community college district and is a tremendous asset to our community. The food bank has a need for this refrigerator. It will be used during the summer months to refrigerate lunches for the children's summer meal program. The summer meal program serves several thousand meals each summer and serves many of our college district's most needy residents.

Thank you for your time and consideration. I will answer any additional questions as needed.

For the Board Meeting
November 22, 2004

Agenda Item D-9

FOUNDATION REQUEST

The Foundation is planning to hold the second annual Draw-Down Dinner Fund Raiser on Saturday evening, March 5, 2005 in the east mall at the College and is requesting permission to serve alcoholic beverages. We have been assured that the alcoholic beverages will be handled the same as last year and that the Foundation will acquire the special one-day liquor license and the necessary insurance.

RECOMMENDATION: Board approval to allow the administration and the Foundation to follow applicable statutes, appropriate ICCB guidelines, and SVCC Board Policy 516.01, to serve alcoholic beverages at the Foundation Draw-Down Dinner on March 5, 2005.

**Sauk Valley
Community College**
Foundation

173 IL Route 2, Dixon, IL 61021
815/288-5511, ext. 294 - FAX: 815/288-5958



TO: Dr. Richard L. Behrendt

FROM: Cal Lyons *CL*

DATE: November 15, 2004

SUBJECT: Foundation Draw-Down Dinner Fund Raiser

The SVCC Foundation is requesting permission to serve alcoholic beverages at the 2nd Annual Draw-Down Dinner Fund Raiser scheduled for Saturday evening, March 5, 2005 in the east mall at the College. As in the past, the Foundation will acquire a special one-day liquor license and the necessary insurance.

Once again, this year's Draw-Down Dinner is designed to be formal event and the serving of alcoholic beverages will be handled tastefully as it was last year.

CL/sw

114.03 Recording, Photographing and Televising Board and Committee Meetings, News Media

Recordation - Any person may record proceedings at meetings of the Board or committees open to the public. Such recordation may be by tape, film, videotape, or other means. Such recordation shall not be done in such manner as to distract, disrupt or otherwise interfere with the operation of the meeting by the Board or the committee.

The Board shall provide a central location for microphones. The location shall be such that microphones of good quality and recording equipment of good quality will be able to pick up the voices of the Board member speaking in customary and ordinary tones used at Board meetings, and shall not be further than fifteen feet from any Board member. Unless the College shall provide a pooled microphone with leads, any person seeking to use the provided central location for microphones shall provide their own microphone and cable to connect such microphone to the recorder away from the Board table. Placement of any wires or cables shall be done in such manner as to minimize any safety hazard. Except for the central location, no recording microphones or other recording devices shall be allowed on the Board table except as may be provided by the College.

Lights and Flash Bulbs - During the meetings of the Board or any committee, no flash bulbs or lights other than normal room lighting shall be used.

Television Cameras - During any meeting of the Board or committee, television cameras shall not be placed where they impede the view of the Trustees by any persons in attendance. Television cameras shall not be closer to the meeting table than the table or other location provided for members of the news media.

Location for News Media - A place, in reasonable proximity to the Board's meeting table, shall be provided for members of the news media. If reasonably possible, a table will be provided for the convenience of the members of the news media. Chapter 102 Par. 42.05

115.01 Student Trustee

The Sauk Valley Community College Board shall have one non-voting member who is a student enrolled in Sauk Valley Community College under the jurisdiction of the Board. The method of selecting these student members shall be determined by campus-wide student referendum.

The student member shall serve a term of one year beginning on April 15 of each year.

This non-voting member shall have all of the privileges of membership, including the right to make and second motions and to attend Closed Sessions, other than the right to vote.

It is the policy of the Sauk Valley Community College Board of Trustees to allow the student trustee an advisory vote.

Travel by the student trustee is to be approved by the President of the College.

2/12/79
3/23/87
10/23/89

116.01 Board Ethics

In support of the best interests of the College, all Trustees shall adhere to reasonable ethical standards, including the following principles:

A. Authority. Trustees have authority for official Board action only when acting in concert as a Board of Trustee legally in session. No member of the Board of Trustees has the power to act in the name of the Board unless authorized to do so by the Board of Trustees in legal session, with the exception of the Board Chair in case of an emergency. The Chair will report such emergency actions to the Board at the next scheduled meeting. Trustee relationships with staff, students, citizens, and media representatives will be based on this fact.

B. Conduct. Trustees will demonstrate personal integrity and ethical behavior in word and action; work with other Trustees in a spirit of decency, harmony, and cooperation despite personal differences of opinion that may arise; regularly attend and contribute to Board meetings; focus discussion and decisions on problem solving rather than blame-placing; avoid making public statements or acting in ways that would discredit the Board and undermine public confidence in the College or damage its reputation; and act consistently with the College's shared ethical values of Respect, Responsibility, Fairness, Integrity, and Caring.

C. Decision making. Trustees will become informed to the extent necessary to be an effective Trustee and vote on issues based on correct information; review meeting packets, pose clarifying questions to College staff, and prepare for meetings in advance; welcome and encourage citizen input on the College, while remembering that final decisions are the responsibility of the Board based on input from the staff and recommendations from the President; place the best interests of the College and the District as the top priority in deciding votes; recognize that the primary function of the Board is to establish the policies by which the College is administered, but that the administration of the educational programs and the conduct of College business is the primary function of the President and the staff, and abide by and support majority decisions of the Board.

D. Conflict of Interest. Trustees will not use their position to obtain personal or financial gain for themselves, for family or friends, or for other organizations or businesses with which they are affiliated. Trustees will not attempt to exercise undue influence over employment or purchasing decisions that are not ordinarily acted upon by the Board. Trustees will not make use of College property or services for personal financial gain, except as they would be reasonably available to other residents of the District.

E. Confidentiality. Trustees will maintain confidentiality of privileged information, including all information discussed in closed or executive session meetings and other communications, such as attorney-client privileged communications.

F. Compliance with law. Trustees will abide by all laws relevant to their role at the College. Nothing in this policy will in any way restrict the application or take precedence over misfeasance, or nonfeasance in office.

2/12/87
3/23/87
7/22/02
3/24/03

116.02 State Officials and Employees Ethics Act Compliance

ARTICLE 1 DEFINITIONS AND GENERAL PROVISIONS

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

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

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

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

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

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

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

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

“Employee” means a person employed by the College whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include a volunteer or an independent contractor.

“Employer” means the College.

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

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

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

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

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

“Prohibited political activity” means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.

“Prohibited source” means any person or entity who:

- (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
- (2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
- (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

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

ARTICLE 2 **PROHIBITED POLITICAL ACTIVITIES**

Section 2-1 Prohibited Political Activities.

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

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

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

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

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

ARTICLE 3 GIFT BAN

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

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

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

and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

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

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

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

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

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

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

Section 3-3 Disposition of Gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from

p 132

income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 4 **ETHICS ADVISOR**

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

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

ARTICLE 5 **ETHICS COMMISSION**

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

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

Section 5-3 The Board of Trustees. The Board may remove a commissioner in case of incompetency, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

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

(1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.

(2) Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions or reprimand. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Policy and not upon its own prerogative.

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

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

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

Section 5-5.

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

B. The Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall also send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant. The notices to the respondent and the complainant

shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

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

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

E. Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline or reprimand to the alleged violator and to the Board of Trustees. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

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

ARTICLE 6

BOARD ACTION ON RECOMMENDATION OF COMMISSION

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

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

6/7/04

117.01 Board Orientation

1. Within a month of seating, the new Board member will be provided with a policy manual. The Chairperson will designate discussion of same in a regularly scheduled Board meeting or in a workshop.
2. The new Board member shall be provided with a glossary of terms and associations.
3. The administration will provide the new member with the opportunity of a tour of the facilities and staff introductions. Previously seated members are to be included if they so desire.
4. Minutes of meetings for the prior six meetings shall be provided by the administration.

117.02 Board Self-Evaluation

At least once each year, the Board shall conduct a self-evaluation.

2/12/79
11/28/94

SAUK VALLEY COMMUNITY COLLEGE

VICE PRESIDENT OF STUDENT SERVICES

MEMORANDUM

TO: Dr. Richard Behrendt

FROM: Dr. Joan E. Kerber

DATE: November 9, 2004

SUBJECT: Transfer GPA Comparisons

As always, I like to keep you informed of the progress of our transfer students. Once again, I am proud to announce that Sauk Valley Community College has demonstrated quality instruction through their transfer record. The following grade point average comparison has been sent to us from Northern Illinois University for Summer 2004 semester.

Northern Illinois University Transfer Student Summary Progress Report

Summer 2004 Data for Students

60 Community College Transfers from Sauk Valley Community College	1,684 All Illinois Community College Transfers at Northern Illinois University	609 All Other Transfers at Northern Illinois University	1,905 All Native Students at Northern Illinois University
Sauk Valley Community College Transfer GPA Cum NIU	Other Community College Transfer GPA Cum NIU	All Other Transfer GPA Cum NIU	Total Native GPA Cum NIU
Mean 3.14	Mean 2.97	Mean 2.96	Mean 2.83

(G.P.A. based on the Northern Illinois University cumulative grades)

Our faculty, staff, and students need to be commended on a job well done. These comparisons once again confirm that we have every right to boast about the quality education that our students are receiving at Sauk Valley Community College. Both Student Services and Instructional Services can take pride in this display of excellence.

For Board Meeting of
November 22, 2004

Agenda Item F-1

TAX LEVY APPROVAL

Attached is the proposed tax levy for 2004 (payable 2005).

RECOMMENDATION: Board approval of the 2004 tax levy as presented with the stipulation that the property tax adopted for the calendar year 2004 (to be collected in the calendar year 2005) be allocated 50% for fiscal year 2005 and 50% for fiscal year 2006.

TO: Richard Behrendt
FROM: Ruth Bittner *rb*
DATE: November 4, 2004
SUBJECT: 2004 Tax Levy

State law requires us to file a tax levy with the county clerks by the fourth Tuesday of December. Attached is Sauk's proposed Certificate of Tax Levy for 2004. The proposed levy for non-debt funds is less than 105% of the 2003 extension, so no Truth in Taxation hearing is required this year. If approved, the estimated tax rate for 2004 will be 46.93 cents per hundred dollars of equalized assessed valuation (EAV), up 2.09% from 45.97 cents in 2003. The following table compares the two years' levies and tax rates:

Fund	2003 Extension	2004 Levy Proposed	% Change	2003 Rate	2004 Rate Proposed
Education	\$3,149,560	\$3,190,000	1.28%	\$.2450	\$.2450
Operations & Maintenance	385,660	390,000	1.13%	.0300	.0300
Protection, Health, Safety	570,762	569,196	-0.27%	.0444	.0459
Liability, Protection, Settlement	251,385	400,000	59.12%	.0195	.0323
Social Security/Medicare	105,880	130,000	22.78%	.0082	.0105
Audit	30,276	23,000	-24.03%	.0024	.0019
TOTAL	\$4,493,523	\$4,702,196	4.64%	\$.3495	\$.3656
Bond & Interest	1,386,027	1,286,284	-7.20%	.1102	.1037
TOTAL	\$5,879,550	\$5,988,480	1.85%	\$.4597	\$.4693

Early information from the district's six county assessors indicates that the 2004 EAV will decrease about 3.5% from 2003, from \$1,285,534,896 to \$1,240,034,273. Our EAV is impacted by another year of 10% farmland devaluation, plus about a 5% loss for increased exemptions on owner-occupied homes and for senior citizens, according to a change in State law. The actual tax base upon which our tax revenue is collected will not be determined until May 2005. Therefore, the request for tax revenue in the Education and Operations and Maintenance Funds needs to be set slightly higher than the anticipated actual base in order to provide the College with all of the tax revenue previously authorized by the public.

The Protection, Health and Safety levy equals the cost of the capital projects that the Board approved in October. The Bond and Interest levy is the amount needed to meet annual principal and interest payments on our insurance reserve fund and funding bonds. The Social Security/Medicare and Audit Fund levies are set at estimates of actual costs for those functions next fiscal year. The Liability, Protection and Settlement Fund levy represents estimated expenditures for affirmative action, risk management and public safety functions for next fiscal year, less expected investment earnings from the insurance reserve fund and partial use of the fund's unrestricted balance.

The total tax rate for 2003 was \$.4597 per \$100 of EAV. A house valued at \$100,000 has an EAV of \$33,333, so its Sauk tax in 2003 was \$153.08. The Sauk tax for the same house at the estimated proposed 2004 rate of \$.4693 will be \$156.28, a \$3.20 or 2.1% increase.

In addition to the statements made on the accompanying Certificate of Tax Levy, by approving this resolution the Board of Trustees also approves the following statement for GASB accounting purposes:

That the property tax levy adopted by the Board of Trustees for the calendar year 2004 to be collected in the calendar year 2005 be allocated 50% for fiscal year 2005 and 50% for fiscal year 2006.

I recommend Board of Trustee approval of the 2004 tax levy as presented. Thank you.

Sauk Valley Community College
 Calculation of 2004 Property Tax Levy
 November 4, 2004

<u>Fund Name (Number)</u>	<u>2003 Levy Extension</u>	<u>2004 Levy Proposed</u>	<u>\$ Change</u>	<u>% Change</u>	<u>2003 Rate</u>	<u>2004 Rate</u>	<u>Change</u>	<u>% Change</u>
Education (01)	3,149,560	3,190,000	40,440	1.28	0.2450	0.2450	0.0000	0.00
Operations & Maintenance (02)	385,660	390,000	4,340	1.13	0.0300	0.0300	0.0000	0.00
Protection, Health, Safety (03)	570,762	569,196	-1,566	-0.27	0.0444	0.0459	0.0015	3.38
Liability, Protection, Settlement (12)	251,385	400,000	148,615	59.12	0.0195	0.0323	0.0128	65.64
Social Security/Medicare (12)	105,880	130,000	24,120	22.78	0.0082	0.0105	0.0023	28.05
Audit (11)	30,276	23,000	-7,276	-24.03	0.0024	0.0019	-0.0005	-20.83
Total	4,493,523	4,702,196	208,673	4.64	0.3495	0.3656	0.0161	4.61
Bond & Interest (04)	1,386,027	1,286,284	-99,743	-7.20	0.1102	0.1037	-0.0065	-5.90
Total	5,879,550	5,988,480	108,930	1.85	0.4597	0.4693	0.0096	2.09

Education and Operations & Maintenance: Capture maximum allowable tax rate of \$.275/\$100 EAV.
 Protection, Health, Safety: Levy for amount of approved capital projects (maximum rate of \$.05/\$100 EAV).
 Liability, Protection, Settlement: FY 2004 expenditures \$840,544, less Social Security/Medicare \$116,839, less equipment \$57,499, less SJURS \$158,508, plus 3% inflation \$15,231, plus equipment \$30,000, less interest earned on Insurance Reserve Fund (\$5 mil) \$60,000, = \$492,929 gross tax levy. Use \$100,000 from unrestricted Ins Reserve fund balance; = \$400,000 levy.
 Social Security/Medicare: Estimated FY 2005 expenditure budget.
 FY 04 expenditures of \$116,839; FY 05 budget +5% = 122,680; round up to 130,000
 Audit: Estimated FY 2005 expenditure budget.
 FY 04 expenditures of \$22,950; FY 05 expected \$23,000
 Bond & Interest: Levy for amount approved in outstanding bond issues.

EAV estimate

1,240,034,273 -3.5%

Appendix B3

CERTIFICATE OF TAX LEVY

Community College District No. 506 County(ies) Lee, Whiteside, Ogle, Bureau, Carroll, HenryCommunity College District Name: Sauk Valley Community College and State of Illinois

We hereby certify that we require:

the sum of \$ 3,190,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 390,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ _____ to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

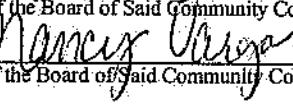
the sum of \$ 400,000 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and

the sum of \$ 130,000 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 23,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 569,196 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ _____ to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20____

Signed this 22 day of November, 2004 Chairman of the Board of Said Community College District Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 3

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 506 County(ies) of Lee, Whiteside, Ogle, Bureau, Carroll, Henry and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2004 was filed in the office of the County Clerk of this county on 20, 2004.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2004 is \$ 1,286,284.

Date _____

County Clerk and County _____

For the Board Meeting
November 22, 2004

Agenda Item F-2

T-1/WEST WING PROJECT

After learning that the State of Illinois has once again placed a hold on capital projects and with the realization that the project would be \$1,000,000 short based on current architectural estimates, the College staff and local economic development professionals reviewed the T-1/West Wing Project to determine if it should be continued or dropped. The College would use the local match dollars from the project to complete several smaller projects that would achieve many of the same goals as the full project.

RECOMMENDATION: Board approval to rescind the T-1/West Wing Project previously approved by the Board and for the College to proceed with plans to complete alternate locally funded projects as presented.

Memorandum

TO: Richard Behrendt
FROM: Ruth Bittner
DATE: November 2, 2004
SUBJECT: Recommendation on T-1/West Wing project continuation

As the attached list shows, over the last two months many people have reviewed the status of our proposed T-1/West Wing remodeling project that is to be funded through a combination of State Temporary Facilities Replacement money and local match. The Facilities Advisory Council, academic deans, faculty in areas impacted by the project, and President's Council have discussed whether we should continue with the project, downsize it, or drop the project in favor of lower cost, locally funded alternatives. We have also met with area economic development people to learn their perspective.

The three main points of concern are continued delays in the release of State funding (the State share is still on hold now), a lack of sufficient money to complete the project the way it was designed, and whether this eight-year-old project is still relevant enough to our ever-evolving instructional programs to make the investment worthwhile.

The internal groups expressed some preference for continuing with the original project IF we have the money to complete it. If we do not, they are very willing to switch to the smaller alternatives. There has been only lukewarm interest in downsizing the original project, since that still leaves the need to raise more money eventually. The economic development group expressed their support for us in whatever decision we make, as long as we make a responsible decision and one that satisfies the training needs of area manufacturers. They prefer that we be the ones to make the decision, since we're the ones who know our facilities and our needs the best. Their interest is in the services we're able to provide, not in what facilities we use to provide them.

After reviewing input from these groups and the accompanying analysis of options, I believe that our most responsible choice - both economically and structurally - is option 3, to drop the full project in favor of smaller ones.

If we do T-1, it will still be a 40+ year old "temporary" metal building not intended for its new use. Despite our best efforts to install state of the art interiors, it will never exude the flash, glamour and classy aura of new training and technology centers built at other colleges, because it

will always be just an old metal building. It is, however, in its current form, an appropriate and very useful storage building that should serve us for perhaps ten or fifteen more years.

Based on conversations with Cal Lyons regarding the Foundation and fundraising, I also believe that it's highly unlikely we can raise sufficient money to finish the project completely. There are doubts even about our ability to raise the initial \$250,000 that we thought had been committed to us. In addition, using some of the extra funds listed in option 1 will mean bankrupting our ability to use that money for other productive purposes for at least five years.

I believe that doing option 2 means that we'll cripple the efforts we would like to make to build a positive impression in Corporate and Community Services training, to firmly establish a commercial music program, and to improve the image and enrollment of our art program. By the time we could feasibly finish the job over a total of probably seven or eight years, some of the initial work will have become out of date again, while in the interim the programs that aren't done will suffer.

Option 3 would allow us to accomplish some of the work almost immediately and all of the work within a year. It will not increase annual operating costs because everything (with the exception of the farmhouse if we choose that route) will be done within the main building, with only minimal added square footage. We won't have to wait for State funding and construction management. We can hold back the money we need for other projects, such as equipment purchases and pavement repairs. We won't have to launch a fundraising campaign. And, most importantly, we will achieve a very high proportion of the goals we have hoped to achieve through the full \$5 million project, for just a fraction of the cost. This seems like the most responsible option for good stewardship of public money, whether state or local.

Therefore, I recommend that the Board of Trustees rescind its October 22, 2001, approval of the request for State Temporary Facilities Replacement funding for the T-1/West Wing project, CDB project #810-084-008. We will submit that rescission to Geoff Obrzut at ICCB. We will proceed with plans for alternate locally funded projects in line with those listed in Option 3.

Thank you.

Sauk Valley Community College
T-1/West Wing Project Options Analysis

List of People Involved in Discussions

Administrators

Richard Behrendt
Joan Kerber
Ruth Bittner
Linda Little
Cal Lyons
Pam Clodfelter
John Ditto
Tom Gospodarczyk
Patrick Kennedy
Janet Lynch
Paula Meyer
Alan Pfeifer
Linley White

Carl Paxton
Laura Peterson
Bob vanderWege
Brigitte Warren
Ashlee Dawson (student)
Steven Ward (student)

Economic Development Professionals

Dave Barajas, Jr.
Betty Steinert
John Thompson
Christian Tscheschlok

Architect

Tom Houck

Facilities Advisory Council

Ann Daly
Bryan Fountain
Kris Murray
Dawn Nardini
Loren Niemeyer

Additional faculty and staff have been
included in informal discussions.

Sauk Valley Community College
T-1/West Wing Project Options Analysis

Option 1: Continue with Full Project

Financing method:

State contribution		3,305,000
SVCC contribution:		
Building Bond Proceeds fund balance	559,258	
CCS fund balance	60,000	
Private sector donations ^(a)	250,000	
Protection Health Safety levy (roof repairs 1)	100,742	
Total		970,000
Total approved budget		4,275,000
Additional needed funds:		
Protection Health Safety levy (roof repairs 2) ^(b)	100,350	
Funding bonds allocation for equipment ^(c)	200,000	
Capital Renewal Grant ^(d)	300,000	
Protection Health Safety fund balance (asbestos) ^(e)	100,000	
Private sector donations ^(f)	299,650	
Total additional estimated budget need		1,000,000
Total estimated budget need		5,275,000

Notes:

- (a) We have not yet secured this amount from donors.
- (b) This money is already in place and will be used for T-1 no matter which option is selected.
- (c) This reduces funds available for other equipment needs, such as new theater seating, office and classroom furniture, new telephone system, and computers.
- (d) This reduces funds available for sidewalk, parking lot and road repairs, which would have to be deferred until more Capital Renewal Grant money accumulates.
- (e) This reduces funds that could be used for other major Protection Health Safety needs that cannot easily be funded within the available annual tax levy, such as window replacements, chiller replacements, electrical upgrades, and asbestos abatement.
- (f) We have not yet secured this amount from donors. We believe that raising any more than a total of \$100,000 from private donations will be extremely difficult.

Order of preference for using extra funds: (1) b, (2) e, (3) c, (4) d, (5) f.

Sauk Valley Community College
T-1/West Wing Project Options Analysis

Option 2: Downsize the Project

Early estimates (from RAMP submissions) indicate that the work in T-1 will require slightly more than two-thirds of the project budget. Therefore, the cost to complete building T-1 should be approximately \$3.6 million, and the cost for West Wing remodeling should be approximately \$1.7 million, for a total of \$5.3 million.

If we use only the extra funding sources that are the most assured (the two Protection Health Safety projects and funding bonds) and are able to secure the initial \$250,000 of private donations, we will have \$4.7 million available. This leaves a likely shortage of \$600,000.

The architect has not yet performed the preliminary design work that includes costs of project components. However, we can make some extremely rough estimates of costs on our own (without architectural knowledge or approval) to gain some perspective on possible types of cost savings.

Potential downsizing options:

Defer purchases of some new furniture and equipment	200,000
Defer construction of walls separating studio art rooms	60,000
Defer construction of new doors into studio art rooms	40,000
Defer construction of hallway wall and doors in music area	40,000
Defer construction of upstairs music rooms	70,000
Defer completion of 3 Corporate and Community Services classrooms	50,000
Defer completion of walls separating T-1 offices and storage rooms	40,000
Defer completion of 2 technology area classrooms	30,000
Defer exterior landscaping and façade construction	70,000
Total	600,000

It would take several years, perhaps five, to accumulate enough Capital Renewal Grant allocations to pay for this deferred work.

**Sauk Valley Community College
T-1/West Wing Project Options Analysis**

Option 3: Cancel the Full Project; Do Alternative Small Projects Instead

If we were to drop the T-1/West Wing project, we could use some of the local match money we've set aside to do smaller projects within the main building instead, in an attempt to fulfill most of the goals we would otherwise achieve through the full project.

Available funds:

Building Bond Proceeds fund balance	559,258
Corporate and Community Services fund balance	60,000
Bookstore fund balance ^(a)	200,000
Total	819,258

Notes:

(a) We try to use accumulated bookstore fund balance for student-oriented projects.

Therefore, we have available between \$619,258 and \$819,258.

Potential alternative projects:

	Project	Construction	Furnishings	Total
1	Prepare BL8 for Art	1,000	1,000	2,000
2	Renovate 2K-north suite for Art	50,000	10,000	60,000
3	Build 2 rooms in east end of cafeteria	30,000	20,000	50,000
4	Enclose mezzanine above 1A6	14,000	5,000	19,000
5	Build room in back of 3K4	6,500	5,000	11,500
6	Build 2 rooms in south end of East Mall	18,000	20,000	38,000
7	Build Student Activities room north of snack bar	150,000	1,000	151,000
8	Renovate Student Activities/Music for Music	50,000	10,000	60,000
9	Build south of West Mall onto water/rock garden	200,000	10,000	210,000
10	Prepare 1C9 for welding lab	1,000	1,000	2,000
11	Create soundproofing for Electricity	30,000	1,000	31,000
12	Prepare 1C5 for classroom	1,000	5,000	6,000
13	Move Polygraph Institute or band to basement weight room or farmhouse	20,000	5,000	25,000
14	Make more efficient use of 1C1	1,000	1,000	2,000
	Total	572,500	95,000	667,500
	20% contingency and 10% architect/engineer	171,750	19,000	190,750
	Total	744,250	114,000	858,250

Notes:

(a) Projects 3, 4, 9 and 13 create six new general use classrooms.

- (b) The new general classrooms would enable us to free up 2K9B for Art. So, Art could move painting/sculpture out of the basement recycling room and into BL8, and use 2K9B also.
- (c) Art and Music would have access, along with everyone else, to the new general classrooms for lecture courses.
- (d) Project 5 could become either another computer classroom or general classroom.
- (e) Projects 4 and 12 create two new lecture classrooms for technology programs. Projects 10, 11 and 14 create new and/or better space for new and evolving technology programs.
- (f) Project 7 places Student Activities in a more central location.
- (g) The extra classrooms create more space for Corporate and Community Services programs.

In addition, we're considering the option of renting space at either Northland Mall or a site in downtown Rock Falls or Sterling that could be used for Corporate and Community Services classes.

Another factor to consider is that we estimate operating costs (utilities and custodial) for T-1, if we were to complete the full project, to be \$50,000 per year. The proposed alternative projects would carry little, if any, additional operating cost.

For Board Meeting of
November 22, 2004

Agenda Item I

**ADMINISTRATIVE APPOINTMENT
COORDINATOR OF PERSONNEL SERVICES**

The Search Committee and the administration are recommending the appointment of Ms. Kathryn Snow of Dixon, Illinois, as Coordinator of Personnel Services, effective December 1, 2004, at a salary of \$60,000 per year.

RECOMMENDATION: Board approval of the appointment of Kathryn Snow as Coordinator of Personnel Services, effective December 1, 2004, at a salary of \$60,000 per year.

TO: Richard Behrendt
FROM: Ruth Bittner *PLB*
DATE: November 1, 2004
SUBJECT: Recommendation for Appointment of Kathryn Snow as Coordinator of Personnel Services

I would like to recommend that we appoint Kathryn Snow as Coordinator of Personnel Services.

Announcement Process

The position was advertised in the *Dixon Telegraph* and *Sterling Gazette*, *The Chronicle of Higher Education*, *The Quad City Times*, *The Rockford Register Star*, the *Peoria Journal Star*, the *Sauk Scout*, and on-line on Sauk's website and *The Chronicle of Higher Education's* job listings.

Application Responses

Eighty-two applications were received, of which twenty-four met the minimum qualifications.

Screening

A committee composed of Paula Meyer, John Nelson, Patty Reighter and myself reviewed the applications of all the candidates who met the minimum qualifications. After checking references, six candidates were invited to interview. Four accepted the invitation and were interviewed by the committee and met other College staff during an open forum. The President met with the final candidate. The committee was unanimous in its recommendation.

Qualifications

Academic background: Ms. Snow received Associate of Applied Science in Secretarial Science and Associate of Arts degrees from Black Hawk East Community College, and a Bachelor of Business degree from Western Illinois University.

Professional background: Ms. Snow is currently Corporate Human Resources Manager at HALO Branded Solutions/Lee Wayne Corporation in Sterling. She has worked in Human Resources for HALO and Lee Wayne since 1998. Previously she worked in Human Resources

for Kable News Company and Lutheran Social Services of Illinois, and as a store manager for Payless Shoe Source. She has 16 years of experience in Human Resources.

Personal background: Ms. Snow impressed the committee with her strong knowledge and breadth of experience in Human Resources, her professionalism and pride in a job well done, her computer skills, her friendly and open communications ability, and her experienced perspective on personnel issues. We believe that her personality will be a good fit for Sauk Valley Community College.

References

I checked four references for Ms. Snow and also received informal comments from several Sauk employees who know either her or people who have worked with her. Her references sing her praises. They say that she has the ability to know what needs to be done and to get the job done, that she's thorough, multi-tasks well, has dealt well with difficult employee situations, listens well, and is extremely loyal. They report that she does everything expected of her and more, and that if we hire her we'll have a good one. She is interested in working at Sauk because of her interest in career growth and our stable work environment.

I recommend that the Board of Trustees approve the employment of Kathryn Snow as Coordinator of Personnel Services, starting December 1, 2004, at an annual salary of \$60,000. Thank you.