

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

Third Floor Board Room

December 20, 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

November 30, 2004 \$ 254,009.13

December 13, 2004 \$ 264,723.13

5. Budget Report

6. Board Policy 601.01 Rights and Responsibilities of Students (First Reading)

7. New AAS Degree and Certificate Programs

E. President's Report

1. Board Policies Review – 201.01; 202.01; 203.01; 204.01; 205.01

2. Enrollment Update

F. Financial Reports and Actions

None

G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, including hearing testimony on a complaint lodged against an employee to determine its validity, and closed session minutes consideration.)

H. Closed Session Minutes

Closed Session Minutes of November 22, 2004

I. Personnel

1. Temporary (Spring Semester) Full-Time Faculty Appointment – Music

2. Temporary (Spring Semester) Full-Time Faculty Appointment – English/Speech

J. Other

1. Presidential Search Brochure
2. Trustee Resignation

K. Reports

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

L. Adjournment

Board of Trustees Meetings

January 24, 2005

February 28, 2005

March 28, 2005

April 25, 2005

ICCTA Monthly Meetings

January 14, 2005

Hilton Hotel, Springfield

February 10-11, 2005
Crowne Plaza Hotel, Springfield

March 11, 2005
Hilton Hotel, Lisle/Naperville

TBA
Springfield

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
MINUTES
December 20, 2004**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:02 p.m. on December 20, 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 | Robert Thompson |
| Pennie von Bergen Wessels | |

SVCC Staff: President Richard L. Behrendt
Attorney Ole Bly Pace III
Vice President Ruth Bittner
Vice President Joan Kerber
Director of College Relations Cal Lyons
Dean of Health and Sciences Janet Lynch
Dean of Information Services Alan Pfeifer
SVCC Faculty Association Representative Judy Anderson
Administrative Assistant to the Board Nancy Breed

Absent: William Simpson
Nancy Varga

Communication from Visitors: Dr. Behrendt shared with the Board the letter received from retiring Professor Judy Williamson, thanking the Board for their support by granting her a sabbatical leave in 1996 and electing her faculty member of the year in 1998.

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

President's Report: Dr. Behrendt reported the Fall 10th day report for Sauk Valley and other area colleges and stated that the College will end the Fall 2004 semester up approximately 1% in credit hours.

Closed Session: At 7:04 p.m., it was moved by Member Andersen and seconded by Member von Bergen Wessels that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, including hearing testimony on a complaint lodged

against an employee to determine its validity, and closed session minutes consideration. In a roll call vote, all voted aye. Motion carried.

Regular Session:

The Board returned to regular session at 7:19 p.m.

Closed Session Minutes:

It was moved by Member Andersen and seconded by Member Dixon to approve the minutes of the November 22, 2004 closed session meeting. In a roll call vote, all voted aye. Motion carried.

Temporary (Spring Semester) Full-time Faculty Appointment - Music:

It was moved by Member von Bergen Wessels and seconded by Member Cox to approve the appointment of Sister Philomene Reiland as temporary full-time Assistant Professor of Music for the Spring Semester. In a roll call vote, all voted aye. Motion carried.

Temporary (Spring Semester) Full-time Faculty Appointment - English/Speech:

It was moved by Member von Bergen Wessels and seconded by Member Cox to approve the appointment of Ruth Montino as temporary full-time Assistant Professor of English/Speech for the Spring Semester. In a roll call vote, all voted aye. Motion carried.

Presidential Search Brochure:

It was moved by Member von Bergen Wessels and seconded by Member Cox to approve the Presidential Search Brochure as presented. In a roll call vote, all voted aye. Motion carried.

Trustee Resignation:

Member Dixon informed the Board that he is resigning from the Board effective with this meeting as his division of the Illinois National Guard is being mobilized to be deployed to Iraq in 2005. He thanked Dr. Behrendt for his many years of service to the College and his assistance to the Board. He also thanked all administrative staff and faculty for their support and service to the College.

Chair Thompson accepted with deep regret Member Dixon's resignation and thanked him for his years of service and support to the College and to the country. He stated that the Board had 60 days in which to find a replacement and that the procedure to replace Member Dixon will be announced at a later date.

Reports:

Student Trustee: None

ICCTA Representative: No report at this time. Chair Thompson is considering attending the legislative summit in Washington, D.C. in March 2005.

Foundation Liaison: No report at this time. Member Dixon stated that a new Foundation Liaison will need to be appointed since he is leaving.

Board Chair: Chair Thompson stated that procedures will be announced at a later date to fill the Trustee position vacated by Member Dixon and he wished everyone a joyous holiday season.

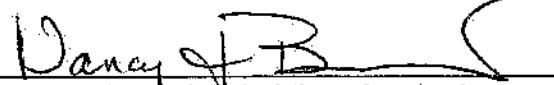
Board Member Comments: Member von Bergen Wessels stated that the February 2005 meeting of ICCTA will have Rush Kidder as the keynote speaker to discuss core values and she strongly urged all Board members to attend if possible.

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

The meeting adjourned at 7:27 p.m.

Next Meeting: The next regular meeting of the Board will be at 7:00 p.m. on January 24, 2005 in the Board Room.

Respectfully submitted,


Nancy J. Breed, Administrative Assistant
to the Board of Trustees



173 IL Route 2
Dixon, IL 61021

December 15, 2004

Dear President Behrendt,

I have enjoyed my years of teaching at SVCC. This has been a great place to work. It was a pleasure to be a part of the college and to work with the dedicated faculty and staff. I also appreciate the support and encouragement I received from Deans Patrick Kennedy and Michael Seguin.

Please thank the members of the SVCC board for granting me a sabbatical to work on minority American literature. As a result of the study I did that semester, I have used the material for my literature classes and published a number of articles on African American and Hispanic literature. I want the board to know that I appreciated having the time to devote to the study of that literature. I also enjoyed the dinner and ceremony in Springfield that Dave and I attended in 1998 when the board selected me as the SVCC faculty member of the year. Please let the board members know that I appreciated their acknowledgement of my teaching.

The time has passed quickly, and I have many good memories. Working with the team that established The Write Place was a highlight of my career here. It was rewarding to watch our English classes move from traditional classrooms to computer-assisted composition classes.

I have enjoyed working with so many SVCC students, and it is a pleasure to see them succeed as they continue their education and move on to their careers.

Most of all, I want to thank you for your support. You have always let me know that I am a valued member of the college.

Sincerely,

A handwritten signature in cursive script that appears to read "Judy Williamson".

Judy Williamson
Professor of English

cc: Dr. Patrick Kennedy

815/288-5511 - FAX 815/288-5958

SVCC provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, national origin, ancestry, age, gender, marital status, disability, military status, or unfavorable discharge from military service.

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

CHECKING ACCOUNTS

| <u>INTEREST BEARING ACCOUNTS</u> | <u>INTEREST</u> | |
|--|-----------------|---------------------|
| | <u>RATE</u> | <u>AMOUNT</u> |
| General Account - Sterling Federal Bank | 1.52 | \$108,258.56 |
| Illinois Funds - Firststar Bank, Springfield | 1.81 | 1,178,308.28 |
| SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS | | 1,286,566.84 |

MONEY MARKET

| | | | |
|------------------------------------|-----------|------|------------|
| ABN-AMRO Investment Services, Inc. | PRESIDENT | 1.29 | 301,626.27 |
|------------------------------------|-----------|------|------------|

| | | |
|--------------------------------|--------------------------|-----------------------|
| TOTAL CHECKING ACCOUNTS | <i>Daneen Varga (vp)</i> | \$1,588,193.11 |
| | 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 |

BOND INVESTMENTS - 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
December 20, 2004

Summary of Bills Payable Amount

General Operating Funds \$ 551,024.88

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

President

Secretary

DATE

12/20/04

REPORT SVRCHR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 11/18/04 To 12/20/04

RUN DATE: 12/13/04
TIME: 8:51 AM
PAGE: 2

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|-------------------------------|--|--|--------------------|
| | | | | | |
| United Way of Lee County | 01 | United Way Payable | | United Way Payable | 30.00 |
| United Way of Lee County | 01 | United Way Payable | | United Way Payable | 30.00 |
| United Way of Sterling-Rock Fa | 01 | United Way Payable | | United Way Payable | 33.46 |
| United Way of Sterling-Rock Fa | 01 | United Way Payable | | United Way Payable | 33.46 |
| Illinois Mutual | 01 | Optional Disability Insurance | | Optional Disability Insurance | 3.89 |
| Illinois Mutual | 01 | Optional Disability Insurance | | Optional Disability Insurance | 3.89 |
| SVCC Foundation | 01 | Foundation Payable | | Foundation Payable | 109.00 |
| SVCC Foundation | 01 | Foundation Payable | | Foundation Payable | 109.00 |
| American Express Financial Adv | 01 | American Express | | American Express | 420.00 |
| American Express Financial Adv | 01 | American Express | | American Express | 420.00 |
| Equitable Life Assurance | 01 | Equitable | | Equitable | 250.00 |
| Equitable Life Assurance | 01 | Equitable | | Equitable | 250.00 |
| Franklin Financial Services Co | 01 | Franklin Life | | Franklin Life | 297.50 |
| Franklin Financial Services Co | 01 | Franklin Life | | Franklin Life | 297.50 |
| New York Life Insurance & Annu | 01 | New York Life | | New York Life | 300.00 |
| New York Life Insurance & Annu | 01 | New York Life | | New York Life | 300.00 |
| Fidelity Investments | 01 | Fidelity Investments | ACCURED ANNUITIES-Fidelity Investments | ACCURED ANNUITIES-Fidelity Investments | 60.00 |
| Fidelity Investments | 01 | Fidelity Investments | | ACCURED ANNUITIES-Fidelity Investments | 60.00 |
| Waddell & Reed, Inc | 01 | Waddell & Reed | | Waddell & Reed | 8,060.00 |
| Waddell & Reed, Inc | 01 | Waddell & Reed | | Waddell & Reed | 285.00 |
| Appel, Ashley | 01 | Accounts Payable | Online Refund | Accounts Payable | 198.00 |
| Austin, Alma P. | 01 | Accounts Payable | Online Refund | Accounts Payable | 858.00 |
| Baker, Jessica M. | 01 | Stafford In | | Stafford In | 1,273.61 |
| Benson, Sarah R. | 01 | Online Refund | | Online Refund | 99.00 |
| Bohns, Amber R. | 01 | Online Refund | | Online Refund | 132.00 |

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------|------------------------------------|----------------------------------|--------------------|
| Southern Illinois University | 01 | JTPA Whiteside | Exam Fee-NINP | 100.00 | |
| Galvan, JoAnn M. | 01 | Ameriicorps | Ameriicorp Reimbursement | 637.37 | |
| BEST, INC | 01 | JTPA Lee | Refund Fall 04 | 621.00 | |
| | | | Dislocated Workers | 35.60 | |
| Illinois Valley Community Coll | 01 | Consolidated Management Co | Map Replacement-dislocated Workers | 726.25 | |
| | 01 | Consolidated Management Co | Reception-Sauk Employees | 26.00 | |
| New Readers Press | 01 | | Foundation Expense | Student Housing Kick Off | |
| Perce, Janice A. | 01 | | Foundation Expense | Puzzles | 70.40 |
| Rick Trow Productions | 01 | | Foundation Expense | Scholarship | 1,555.00 |
| Follett Bookstore | 01 | | Dislocated Worker Expense | Career Game Workbooks | 900.00 |
| Quill Corporation | 01 | | Dislocated Worker Expense | Bookstore Charges | 2.39 |
| Unique Computer | 01 | | Dislocated Worker Expense | Office Supplies | 101.97 |
| State Universities Retirement | 01 | | Due from Computer Purchase Plan | Computer Purchase Plan C Shelley | 1,126.25 |
| State Universities Retirement | 01 | | SURS Payable | | 28,459.31 |
| Select Employees Credit Union | 01 | | SURS Payable | | 29,969.47 |
| Select Employees Credit Union | 01 | | Credit Union Payable | | 11,840.97 |
| SVCC Faculty Association | 01 | | Credit Union Payable | | 11,840.97 |
| SVCC Faculty Association | 01 | | Faculty Association Payable | | 1,092.62 |
| Minnesota Child Support Paymen | 01 | | Faculty Association Payable | | 1,092.62 |
| Minnesota Child Support Paymen | 01 | | Wage Garnishment Payable | GARNISHMENT | 316.80 |
| RRCA-Management | 01 | | Wage Garnishment Payable | GARNISHMENT | 316.80 |
| State Disbursement Unit | 01 | | Wage Garnishment Payable | GARNISHMENT | 98.33 |
| State Disbursement Unit | 01 | | Wage Garnishment Payable | GARNISHMENT | 162.50 |
| Community Health Charities of | 01 | | Wage Garnishment Payable | | 162.50 |
| Community Health Charities of | 01 | | United Way Payable | ACCURED W/H | 9.00 |
| Community Health Charities of | 01 | | United Way Payable | | 9.00 |

REPORT SEARCHER
FISCAL YEAR 2004Sauk Valley Community College
Check Register
From 11/18/04 To 12/20/04RUN DATE: 12/13/04
TIME: 8:51 AM
PAGE: 4

| <u>PAYER/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|----------------------|-------------|---------------------|------------------|----------------------|--------------------|
| Kyzivat, Katie | 01 | | Accounts Payable | Online Refund | 41.00 |
| Leathers, Michael O. | 01 | | Accounts Payable | Upward Mob | 395.00 |
| Leigh, Shirley J | 01 | | Accounts Payable | Online Refund | 61.00 |
| Mackey, Tressa C. | 01 | | Accounts Payable | Stafford In | 1,697.50 |
| Metzger, Roland | 01 | | Accounts Payable | Online Refund | 39.00 |
| Meyer, Luke W. | 01 | | Accounts Payable | Online Refund | 1,435.00 |
| Miller, Nicki | 01 | | Accounts Payable | Online Refund | 85.00 |
| Monson, Bethany S. | 01 | | Accounts Payable | Online Refund | 99.00 |
| Newton, James | 01 | | Accounts Payable | Online Refund | 41.00 |
| Oester, Margaret M. | 01 | | Accounts Payable | Online Refund | 61.00 |
| Oester, Margaret M. | 01 | | Accounts Payable | Online Refund | 85.00 |
| Payne, Angela M. | 01 | | Accounts Payable | Stafford In | 1,697.50 |
| Roberts, Harrison M. | 01 | | Accounts Payable | Stafford In | 1,273.61 |
| Sathoff, Tanya M. | 01 | | Accounts Payable | MAP GL | 180.00 |
| Schmidt, Karen E. | 01 | | Accounts Payable | PELL GL | 507.00 |
| Seaman, Lisa J. | 01 | | Accounts Payable | Online Refund | 41.00 |
| Shetler, Sandra K. | 01 | | Accounts Payable | Online Refund | 61.00 |
| Shettler, Melissa R. | 01 | | Accounts Payable | Online Refund | 99.00 |
| Smith, Bethany F. | 01 | | Accounts Payable | Frtn Gt | 200.00 |
| Stanley, Ashley D. | 01 | | Accounts Payable | Ok fr mother for bks | 300.00 |
| Stanley, Ashley D. | 01 | | Accounts Payable | Online Refund | 700.00 |
| Stephenson, Brian J. | 01 | | Accounts Payable | PELL Bal | 230.49 |
| Stern, Mary L. | 01 | | Accounts Payable | PELL | 507.00 |
| Stuba, Sandra | 01 | | Accounts Payable | Online Refund | 26.00 |
| Sullivan, Gleason B. | 01 | | Accounts Payable | Online Refund | 462.00 |

Sauk Valley Community College
Check Register
From 11/18/04 To 12/20/04

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|---------------------------|-------------|---------------------|------------------|----------------------------|--------------------|
| Brown, Sherry L. | 01 | | Accounts Payable | Online Refund | 380.00 |
| Burkett, Nicole M. | 01 | | Accounts Payable | Fndtn Gt | 250.00 |
| Cassiberry, Bambi L. | 01 | | Accounts Payable | Refund-Fin Assistance Only | 184.43 |
| Colclasure, Kimberly J. | 01 | | Accounts Payable | Fndtn Gt | 250.00 |
| Conner, Sara R. | 01 | | Accounts Payable | Online Refund | 99.00 |
| Davis, Roxanne C. | 01 | | Accounts Payable | PELL/TIA | 2,275.00 |
| Davis, Roxanne C. | 01 | | Accounts Payable | MAP GT | 585.00 |
| Edwards, April-Lynn | 01 | | Accounts Payable | Online Refund | 62.42 |
| Ely, Sue E. | 01 | | Accounts Payable | Online Refund | 85.00 |
| Fahs, Gina A. | 01 | | Accounts Payable | Online Refund | 614.00 |
| Forren, Rachael L. | 01 | | Accounts Payable | Stafford Ln | 970.00 |
| Fritz, Nathan | 01 | | Accounts Payable | Online Refund | 114.00 |
| Gaul, Holly E. | 01 | | Accounts Payable | Refund-Fin Assistance Only | 280.55 |
| Gonzalez, Jose M. | 01 | | Accounts Payable | Online Refund | 39.00 |
| Grady, Hannah | 01 | | Accounts Payable | Online Refund | 85.00 |
| Grady, James E. | 01 | | Accounts Payable | Online Refund | 85.00 |
| Grady, Linda J. | 01 | | Accounts Payable | Online Refund | 85.00 |
| Grady, Megan | 01 | | Accounts Payable | Online Refund | 85.00 |
| Griffis, Jennifer S. | 01 | | Accounts Payable | MAP GT | 630.00 |
| Henderson, Melissa M. | 01 | | Accounts Payable | Online Refund | 26.00 |
| Howard, William K. | 01 | | Accounts Payable | Online Refund | 3.00 |
| Jacobs, Franz R. | 01 | | Accounts Payable | PELL Gt | 200.00 |
| Josephsen, Christopher A. | 01 | | Accounts Payable | PELL Bal | 1,441.00 |
| Kribs, Matt J. | 01 | | Accounts Payable | Online Refund | 99.00 |
| Kyriav, Katie | 01 | | Accounts Payable | Online Refund | 41.00 |

Sauk Valley Community College
Check Register
From 11/18/04 To 12/20/04

RUN DATE: 12/13/04
TIME: 8:51 AM
PAGE: 6

| PAYEE/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | | ITEM AMOUNT |
|---------------------------------|------|-------------------|----------------------------|--|--|-------------|
| | | | | | | |
| Unique Computer | 01 | President | Office Supplies | Replace Circuit Board in Printer | | 375.00 |
| Higher Education Publication | 01 | President | Publications and Dues | 2005 Higher Education Directory | | 68.00 |
| Behrendt, Richard | 01 | President | Conference/Meeting Expense | Travel-Conference 11/11-11/13/04 IICCA | | 25.20 |
| Fifth Third Bank | 01 | President | Office Supplies | President's Conference | | 560.00 |
| Campus Tech, Inc | 01 | College Relations | Publications and Dues | Quark Express 6.0 WIN | | 204.00 |
| Ashton Gazette | 01 | College Relations | College Relations | 1 Year Subscription | | 23.00 |
| Amboy News | 01 | College Relations | Advertising | Ad-College Night | | 73.80 |
| Carroll County Review | 01 | College Relations | Advertising | College Night Ad | | 70.00 |
| Fulton Press Inc | 01 | College Relations | Advertising | College Night | | 57.50 |
| Insight Media Advertising | 01 | College Relations | Advertising | Gross Ad Fee-4 Day Weather Crawl | | 25.00 |
| Mt. Carroll Mirror-Democrat | 01 | College Relations | Advertising | College Night Ads | | 130.00 |
| Ogle County Life | 01 | College Relations | Advertising | College Night Ad | | 67.50 |
| Ogle County Newspapers | 01 | College Relations | Advertising | Fall Registration Ad | | 225.00 |
| Ogle County Newspapers | 01 | College Relations | Advertising | College Night Ad | | 73.00 |
| Sauk Valley Newspapers | 01 | College Relations | Advertising | College Night | | 113.25 |
| Sauk Valley Newspapers | 01 | College Relations | Advertising | College Night | | 151.00 |
| Sauk Valley Newspapers | 01 | College Relations | Advertising | Adult Info Night | | 113.25 |
| Sauk Valley Newspapers | 01 | College Relations | Advertising | Adult Information Night | | 151.00 |
| Sauk Valley Newspapers | 01 | College Relations | Advertising | Spring Registration | | 225.50 |
| Sauk Valley Newspapers | 01 | College Relations | Advertising | Basketball Ad | | 100.00 |
| WIXN FM - WIXN AM | 01 | College Relations | Advertising | Spring Registration | | 169.88 |
| WIXN Pub. News-Sentinel/The Rev | 01 | College Relations | Advertising | Guest DJ | | 550.00 |
| WRHL FM The HUB | 01 | College Relations | Advertising | Radio Ad | | 550.00 |
| | | | Advertising | College Night | | 87.50 |
| | | | Advertising | Radio Ad | | 79.50 |

Sauk Valley Community College

Check Register

From 11/18/04 To 12/20/04

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|---------------------|-------------------|--|--------------------|
| Sullivan, Gleason B. | 01 | | Accounts Payable | Online Refund | 775.00 |
| Sullivan, Gleason B. | 01 | | Accounts Payable | Online Refund | 924.00 |
| Swagle, Janice K. | 01 | | Accounts Payable | Online Refund | 85.00 |
| Swagle, Jill M. | 01 | | Accounts Payable | Online Refund | 85.00 |
| Swagle, Joan M. | 01 | | Accounts Payable | Online Refund | 85.00 |
| Swagle, Terri A. | 01 | | Accounts Payable | Online Refund | 85.00 |
| Tapia, Gabriel L. | 01 | | Accounts Payable | Online Refund | 213.00 |
| Teich, Mia L. | 01 | | Accounts Payable | Stafford In | 1,273.61 |
| Valdes, Dee K. | 01 | | Accounts Payable | Online Refund | 39.00 |
| Watson, Gary R. | 01 | | Accounts Payable | Online Refund | 26.00 |
| Watson, Jan | 01 | | Accounts Payable | Online Refund | 26.00 |
| Wilson, Djuna M. | 01 | | Accounts Payable | Rec'd Addtl UPM | 132.00 |
| Young, Annetta L. | 01 | | Accounts Payable | MAP GT Bal | 245.60 |
| Zinke, Kelly R. | 01 | | Accounts Payable | Online Refund | 45.00 |
| Consolidated Management Co | 01 | | Cafeteria payable | Punch-A-Lunch Sales | 840.00 |
| Ward, Murray, Pace, & Johnson, | 01 | | Board of Trustees | General Legal Services Oct. | 540.00 |
| Ward, Murray, Pace, & Johnson, | 01 | | Board of Trustees | General Legal Services Nov. | 418.50 |
| Illinois Community College Tru | 01 | | Board of Trustees | Second Half of Membership Dues 2004-05 | 3,681.00 |
| Sauk Valley Newspapers | 01 | | Board of Trustees | Open Purchase Order Publication/Legal Notices & Ad | 726.72 |
| Sauk Valley Newspapers | 01 | | Board of Trustees | Open Purchase Order Publication/Legal Notices & Ad | 24.00 |
| Andersen, Edward A. | 01 | | Board of Trustees | Travel-ICCTA Meeting 11/13/04 | 422.00 |
| Breed, Nancy J. | 01 | | Board of Trustees | Travel-ICCTA Conference 11/12/04 | 112.38 |
| Consolidated Management Co | 01 | | Board of Trustees | Open P. O./Refreshments-Board Meetings 04-05 | 37.00 |
| Illinois Community College Tru | 01 | | Board of Trustees | ICCTA Conference Fee-Ed Andersen | 125.00 |
| Thompson, Robert J. | 01 | | Board of Trustees | Travel-ICCTA Conference 11/12/04 | 377.22 |

| PAYER/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
|-------------------------------|------|--------------------|---------------------------------|---|-------------|
| | | | ART | ART | |
| Xerox Corporation | 01 | Art | Maintenance Services | Maintenance Agreement FY 05 | 799.00 |
| Follett Bookstore | 01 | Art | Instructional Supplies | Bookstore Charges | 26.30 |
| Lundgren's Inc | 01 | Art | Instructional Supplies | Finishings for Art Department | 24.72 |
| Menards | 01 | Art | Instructional Supplies | Open Purchase Order for Art Supplies | 34.24 |
| Green River Lines Inc | 01 | Art | Other Conference & Meeting | Balance Due Navy Pier Trip | 525.00 |
| Ashton High School | 01 | English | Instructional Service Contracts | English 101 Class-Digital Credit | 1,455.00 |
| Follett Bookstore | 01 | English | Instructional Supplies | Bookstore Charges | 4.45 |
| Follett Bookstore | 01 | Humanities | Instructional Supplies | Bookstore Charges | 19.01 |
| Richard Trafny Piano Tuning & | 01 | Music | Consultants | Piano Tuning 10/04 | 40.00 |
| Fifth Third Bank | 01 | Music | Instructional Supplies | Instructional Supplies | 221.59 |
| Follett Bookstore | 01 | Music | Instructional Supplies | Bookstore Charges | 59.98 |
| Heritage Music Center Inc | 01 | Music | Instructional Supplies | Music Supplies | 198.82 |
| Sauk Valley Newspapers | 01 | Music | Instructional Supplies | Advertising for Music | 407.50 |
| Sweetwater Music | 01 | Music | Instructional Supplies | Edirol UM-1SX 1x1 USB MIDI Interface | 119.91 |
| Follett Bookstore | 01 | Philosophy | Instructional Supplies | Bookstore Charges | 1.43 |
| Aramark Uniform Services Inc | 01 | Physical Education | Other Contractual Services | PE Towels | 605.52 |
| Aramark Uniform Services Inc | 01 | Physical Education | Other Contractual Services | PE Towels | 669.09 |
| Follett Bookstore | 01 | Physical Education | Instructional Supplies | Bookstore Charges | 32.75 |
| Kellie's Upholstery | 01 | Fitness Center | Maintenance Services | Reupholster Equipment Pads | 80.00 |
| Direct Fitness Solutions | 01 | Fitness Center | Instructional Supplies | Fitness Center Supplies | 431.50 |
| Hoyle, Christine | 01 | Fitness Center | Instructional Supplies | Red Ribbon Week | 27.05 |
| Quill Corporation | 01 | Fitness Center | Instructional Supplies | 12x17 Calendar 039-29228 Ruled Daily Blocks | 7.59 |
| Cosmopolitan | 01 | Fitness Center | Publications and Dues | FY 05 Renewal | 21.97 |
| Fitness Magazine | 01 | Fitness Center | Publications and Dues | FY 05 Fitness Magazine | 9.75 |
| Hoyle, Christine | 01 | Fitness Center | Conference/Meeting Expenses | Travel-Conference 11/13/04 | 102.40 |

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|-------------------------------|-------------|-----------------------------------|----------------------------|--|--------------------|
| Walnut Leader | 01 | College Relations | Advertising | College Night Ad | 39.75 |
| Lyons, Calvin W. | 01 | College Relations | Conference/Meeting Expense | Airline Ticket for CRD Conference 12/01/04 | 224.40 |
| Xerox Corporation | 01 | Printshop | Maintenance Services | Leasing Charge & Meter Usage-Contract 5818 | 50.15 |
| Bandall | 01 | Printshop | Purchases for Resale | 11x17 70# Sm Fini Cougar Opaque White | 1,120.00 |
| Gordon Flesch Company | 01 | Printshop | Purchases for Resale | Staple Cart Refills | 400.00 |
| Midland Paper | 01 | Printshop | Purchases for Resale | 8-1/2x11 Astro Cosmic Orange | 327.20 |
| Midland Paper | 01 | Printshop | Purchases for Resale | Exact Offset Opaque 70# Txt Tan | 231.34 |
| GFC Leasing Company | 01 | Printshop | Interest | | 770.60 |
| Xerox Corporation | 01 | Printshop | Interest | | 394.93 |
| Follett Bookstore | 01 | VP-Learning Services | Lease Installment Payments | | 49.83 |
| Quill Corporation | 01 | VP-Learning Services | Office Supplies | Leasing Charge & Meter Usage-Contract 5818 | 33.93 |
| SBM Business Equipment Center | 01 | VP-Learning Services | Office Supplies | Bookstore Charges | |
| Kerber, Joan E. | 01 | VP-Learning Services | Office Supplies | 12x17 Calendar 039-PM228 Ruled Daily Blocks | 66.18 |
| Kerber, Joan E. | 01 | VP-Learning Services | Conference/Meeting Expense | Typewriter Ribbons for Royal Adler Sat. 40 NUKB214 | 24.85 |
| Brevitt, Dianna H. | 01 | Other Instructional | Conference/Meeting Expense | Travel-Coordinators meeting 11/16/04 | 138.25 |
| SBM Business Equipment Center | 01 | Other Instructional | Conference/Meeting Expense | Travel-ICCA Conference 11/17-11/19/04 | 273.08 |
| Hill, Deborah | 01 | Other Instructional | Tuition Reimbursement | Tuition Reimbursement Fall 2004 | 345.00 |
| Hurd, Mary Ann | 01 | Other Instructional | Maintenance Services | Copier Monthly Maintenance for FY05 | 60.63 |
| Megill, Kevin M. | 01 | Other Instructional | Conference/Meeting Expense | Travel-Assessment Conference 11/2/04 | 43.00 |
| Vos, Amanda K. | 01 | Other Instructional | Conference/Meeting Expense | Travel-JBE Conference 11/3-11/5/04 | 364.75 |
| Consolidated Management Co | 01 | Other Instructional | Conference/Meeting Expense | Travel-ICM Conference 10/16/04 | 251.38 |
| Smith, Brad W. | 01 | Curriculum Development/ IAI | Conference/Meeting Expense | Travel-Assessment Conference 11/2/04 | 43.00 |
| Quill Corporation | 01 | Dean of Arts, Social Sciences & P | Office Supplies | Faculty Forum | 81.00 |
| SBM Business Equipment Center | 01 | Dean of Arts, Social Sciences & P | Office Supplies | Travel-IAI Conference 11/19/04 | 104.13 |
| | | | | 12x17 Calendar 039-PM228 Ruled Daily Blocks | 19.96 |
| | | | | Smith-Corona Correctable Film Ribbons K22200 | 1.89 |

| <u>PAYER/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------------|----------------------------|--|--------------------|
| Quill Corporation | 01 | Dean of Health Careers and Scien | Office Supplies | Open P.O. For Office supplies | 269.85 |
| Quill Corporation | 01 | Dean of Health Careers and Scien | Office Supplies | Open P.O. For Office Supplies | 11.99 |
| SBM Business Equipment Center | 01 | Dean of Health Careers and Scien | Office Supplies | Open P.O. For Copy Count | 59.52 |
| Consolidated Management Co. | 01 | Dean of Health Careers and Scien | Instructional Supplies | PM Refreshments for 70 | 94.50 |
| Rebarber, Joan E. | 01 | Dean of Health Careers and Scien | Conference/Meeting Expense | Travel-ICCCA Conferance 11/17-11/19/04 | 303.39 |
| Lynch, Janet L. | 01 | Dean of Health Careers and Scien | Conference/Meeting Expense | Travel-11/22/04 | 286.77 |
| White, Peggy | 01 | Phlebotomy | Instructional Supplies | Travel-Clinical sites | 28.12 |
| DeKroft-Metz and Co., Inc | 01 | Associate Degree Nursing | Instructional Supplies | Open P.O. for ADN Program | 168.53 |
| DeKroft-Metz and Co., Inc | 01 | Associate Degree Nursing | Instructional Supplies | Open P.O. for ADN Program | 72.75 |
| Hopkins Medical Products | 01 | Associate Degree Nursing | Instructional Supplies | Open P.O. for ADN Program | 14.53 |
| Northern Illinois Home Medical | 01 | Associate Degree Nursing | Instructional Supplies | Replacement Bulb/Valve w/Fit Screen for B/P Cuff | 37.80 |
| Wallcur, Inc | 01 | Associate Degree Nursing | Instructional Supplies | Open P.O. for ADN Program | 250.00 |
| DeKroft-Metz and Co., Inc | 01 | Licensed Practical Nursing | Instructional Supplies | Practi-Dropper Vials #402PP | 62.95 |
| DeKroft-Metz and Co., Inc | 01 | Licensed Practical Nursing | Instructional Supplies | Open P.O. for LPN Program | 1.56 |
| Hopkins Medical Products | 01 | Licensed Practical Nursing | Instructional Supplies | Open P.O. for LPN Program | 20.72 |
| DeKroft-Metz and Co., Inc | 01 | Licensed Practical Nursing | Instructional Supplies | Open P.O. for LPN Program | 60.06 |
| Hopkins Medical Products | 01 | Licensed Practical Nursing | Instructional Supplies | Lge B/P Cuff #520123 | 67.20 |
| Wallcur, Inc | 01 | Licensed Practical Nursing | Instructional Supplies | Practi-Powder Vial | |
| JRCERT (Joint Review Committee | 01 | Diagnostic Imaging Inc (Source | Maintenance Services | Open P.O. Rad Tech Maintenance | |
| Brevitt, Dianna H. | 01 | Diagnostic Imaging Inc (Source | Publications and Dues | Annual Accreditation Fee | |
| Francisco, Cassandra | 01 | Diagnostic Technology | Conference/Meeting Expense | Travel-Clinical Visits-November | |
| Francisco, Cassandra | 01 | Diagnostic Technology | Conference/Meeting Expense | Travel-Clinical Visits -November | |
| Carolina Biological Supply Co | 01 | Biology | Instructional Supplies | Travel-Clinical Visits -November | |
| Finn Scientific | 01 | Biology | Instructional Supplies | ER-17-2100 Drosophila | |
| | | | | ML 1383 Coverlips No. 1 22x22 | |
| | | | | 101.63 | |

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------------|----------------------------|--|--------------------|
| Braddock, Samuel L. | 01 | Criminal Justice | Conference/Meeting Expense | Travel-Highland CC thru 11/15/04 | 281.25 |
| Davies-Black Publishing | 01 | Dean of Business, Tech & Natural | Office Supplies | Building The Learning Organization | 47.76 |
| Follett Bookstore | 01 | Dean of Business, Tech & Natural | Office Supplies | Bookstore Charges | 19.98 |
| Quill Corporation | 01 | Dean of Business, Tech & Natural | Office Supplies | 12x17 Calendar 039-PM228 Ruled Daily Blocks | 65.80 |
| White, Linley V. | 01 | Dean of Business, Tech & Natural | Office Supplies | Supplies-Staples/Barnes & Noble | 72.98 |
| Academy of Management | 01 | Dean of Business, Tech & Natural | Publications and Dues | Dues for March 2005-February 2006 | 58.00 |
| Illinois Assoc. for Career & T | 01 | Dean of Business, Tech & Natural | Publications and Dues | FY 05 Dues | 95.00 |
| Lawrence, Marcy S. | 01 | Dean of Business, Tech & Natural | Other Conference & Meeting | Travel-Lyndon Progress Center-October | 67.50 |
| Shaff, Steven J. | 01 | Dean of Business, Tech & Natural | Other Conference & Meeting | Travel-Oregon HS Dual Enrollment thru 12/15/04 | 60.00 |
| Quill Corporation | 01 | Accounting | Instructional Supplies | 12x17 Calendar 039-PM228 Ruled Daily Blocks | 2.99 |
| Follett Bookstore | 01 | Business | Instructional Supplies | Bookstore Charges | 82.25 |
| SBM Business Equipment Center | 01 | Office & Administrative Services | Instructional Supplies | Service Contract for Sharp Copier | 267.70 |
| CDW-G | 01 | Office & Administrative Services | Computer Software | 700467 Scan Soft Naturally Speaking 8 Professional | 173.92 |
| CDW-G | 01 | Office & Administrative Services | Computer Software | 700467 Scan Soft Naturally Speaking 8 Professional | 173.92 |
| Calendars | 01 | Electronics | Instructional Supplies | Success Calendar Refills | 16.09 |
| Kelvin Electronics | 01 | Electronics | Instructional Supplies | 840479 AM/FM Radio Kit | 24.95 |
| McPherson, Steven P. | 01 | Electronics | Instructional Supplies | Supplies | 25.22 |
| Airgas North Central | 01 | HVAC | Instructional Supplies | B Torch Acetylene Bottles | 48.34 |
| Airgas North Central | 01 | HVAC | Instructional Supplies | HVAC Supplies | 21.00 |
| Quill Corporation | 01 | HVAC | Instructional Supplies | 12x17 Calendar 039-PM228 Ruled Daily Blocks | 2.99 |
| Settles, Jeremiah M. | 01 | Machine Tool | Instructional Supplies | Machine Tool Supplies | 67.62 |
| Calendars | 01 | Manufacturing Technology | Instructional Supplies | Success Calendar Refills | 16.09 |
| Menards | 01 | Manufacturing Technology | Instructional Supplies | 1/2" Conduit | 59.60 |
| Quill Corporation | 01 | Dean of Health Careers and Scien | Office Supplies | Open P.O. For Office Supplies | 81.11 |

| PAYEE/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
|----------------------------|------|---------------------------------|---------------------------------|---|-------------|
| Unique Computer | 01 | Academic Computing | Instructional Supplies | Cable & Printer | 145.00 |
| Unique Computer | 01 | Academic Computing | Instructional Supplies | APC Battery | 249.00 |
| CDW-G | 01 | Academic Computing | Instructional Technology Materi | Norton System Works WIN 528522 | 103.19 |
| Mueller Audio Visual | 01 | Academic Computing | Instructional Technology Materi | Art Explosion 80000 WIN 637666 | 94.77 |
| Hewlett-Packard | 01 | Academic Computing | Instructional Technology Materi | 4121-290 EIKI 5090A Cassette Recorder | 115.00 |
| CDW-G | 01 | Academic Computing | Instructional Technology Materi | Koss Headphones | 150.00 |
| NCS Pearson, Inc | 01 | Academic Computing | Computer Software | 531285 Dream Weaver MX | 285.00 |
| Hewlett-Packard | 01 | Academic Computing | Computer Software | Instructional Software Support FY 05 | 50.65 |
| Fifth Third Bank | 01 | Administrative Computing | Computer Software | Support 10/13/04-10/12/05 | 156.00 |
| Tone-Tech Plus | 01 | Administrative Computing | Maintenance Services | Administrative Hardware Support FY 05 | 2,425.00 |
| Unique Computer | 01 | Administrative Computing | Office Supplies | Breakroom-Confrence Staples + Bookpool supplies | 1,162.55 |
| Unique Computer | 01 | Administrative Computing | Office Supplies | Refurbish Toner Cartridges | 1,633.40 |
| Unique Computer | 01 | Administrative Computing | Office Supplies | Lite Qns | 277.00 |
| Unique Computer | 01 | Administrative Computing | Office Supplies | Flash Pens | 218.00 |
| Unique Computer | 01 | Administrative Computing | Office Supplies | Ink Cartridges | 124.00 |
| Hewlett-Packard | 01 | Administrative Computing | Office Supplies | DRD+R DL 3 Pack | 39.00 |
| NCS Pearson, Inc | 01 | Administrative Computing | Computer Software | Administrative Software Support FY 05 | 755.30 |
| Quill Corporation | 01 | Dean of Student Services | Computer Software | Scanner Software Maintenance | 144.00 |
| LRP Publications | 01 | Dean of Student Services | Office Supplies | 12x17 Calender 019-PM228 Ruled Daily Blocks | 21.03 |
| Kerber, Joan E. | 01 | Dean of Student Services | Publications and Dues | Renewal for FERPA Answer Book for Higher Ed | 114.50 |
| Consolidated Management Co | 01 | Dean of Student Services | Conference/Meeting Expense | Travel-ICCCA Conference 11/17-11/19/04 | 232.10 |
| Follett Bookstore | 01 | Student Recruitment | Other Supplies | College Night Appetizers | 693.75 |
| Kerber, Joan E. | 01 | Student Recruitment | Other Supplies | Bookstore Charges | 59.96 |
| | | Admissions, Records & Placement | Conferences/Meeting Expense | Travel-ICCCA Conference 11/17-11/19/04 | 208.80 |

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|-----------------------------|------------------------------|--|--------------------|
| Wood, Therese L. | 01 | Biology | Instructional Supplies | Biology Supplies | 136.98 |
| Wood, Therese L. | 01 | Biology | Instructional Supplies | Travel-11/15/04 | 20.44 |
| Wood, Therese L. | 01 | Biology | Instructional Supplies | Biology Supplies | 97.18 |
| Fisher Scientific | 01 | Chemistry | Instructional Supplies | A407-4 Ethyl Alcohol 4 Liters | 91.59 |
| Fisher Scientific | 01 | Chemistry | Instructional Supplies | AC13013-0250 1, 10-Phenanthroline | 63.60 |
| Follett Bookstore | 01 | Chemistry | Instructional Supplies | Bookstore Charges | 3.18 |
| Follett Bookstore | 01 | Dean of Information Systems | Office Supplies | Bookstore Charges | 16.87 |
| NCS Pearson, Inc | 01 | Dean of Information Systems | Instructional Supplies | 229633 Answer Sheet 200 Q 8-1/x11 cut 500/pkg | 1,071.84 |
| Pfeiffer, Alan | 01 | Dean of Information Systems | Conference/Meeting Expense | Travel-Heartland 11/30/04 | 122.10 |
| Brodart | 01 | Learning Resource Center | Library Supplies | 23-620-003 Tall Pocket/Full Back Self-stick Imp | 289.85 |
| SBM Business Equipment Center | 01 | Learning Resource Center | Library Supplies | E210 Canlendar Refills | 20.97 |
| Amazon.com | 01 | Learning Resource Center | Books and Binding Costs | Open P.O. for Library Books | 728.43 |
| Baker & Taylor | 01 | Learning Resource Center | Books and Binding Costs | Open P.O. Library Books | 127.56 |
| Baker & Taylor | 01 | Learning Resource Center | Books and Binding Costs | Open P.O. Library Books | 476.23 |
| Baker & Taylor | 01 | Learning Resource Center | Books and Binding Costs | Open P.O. Library Books | 26.61 |
| Baker & Taylor | 01 | Learning Resource Center | Books and Binding Costs | Open P.O. Library Books | 88.88 |
| Fifth Third Bank | 01 | Learning Resource Center | Books and Binding Costs | President's Conference books | 3,905.53 |
| American Library Assn. | 01 | Learning Resource Center | Publications and Dues | Membership Renewal | 265.00 |
| EBSCO | 01 | Learning Resource Center | Publications and Dues | Books | 741.90 |
| Fifth Third Bank | 01 | Learning Resource Center | Publications and Dues | President's Conference books | 517.02 |
| NIIRC | 01 | Learning Resource Center | Other Materials and Supplies | ProQuest Version of CINAHL Plus | 2,951.55 |
| Hewlett-Packard | 01 | Academic Computing | Maintenance Services | Instructional Hardware Support FY 05 | 105.00 |
| Pratt Audio-Visual & Video Cor | 01 | Academic Computing | Maintenance Services | LCD Projector Lamp Replacement | 478.00 |
| Pratt Audio-Visual & Video Cor | 01 | Academic Computing | Maintenance Services | LCD Projector Lamp Replacement | 478.00 |
| Fifth Third Bank | 01 | Academic Computing | Instructional Supplies | President's Conference CDs w/supplies | 581.14 |

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| PAYER/ VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | |
|----------------------------------|------|---------------------|---------------------------------|--|----------|
| | | | | ITEM | AMOUNT |
| US Postmaster | 01 | Other Institutional | Postage | Spring 2005 CCS Class Schedule | 1,260.00 |
| US Postmaster | 01 | Other Institutional | Postage | Spring 2005 CCS Class Schedule | 1,575.00 |
| US Postmaster | 01 | Other Institutional | Postage | Postage | 3,500.00 |
| United Parcel Service | 01 | Other Institutional | Postage | Monthly Charges | 115.56 |
| Consolidated Management Co | 01 | Other Institutional | Recruitment | Search Committee Refreshments | 57.00 |
| Daily Chronicle | 01 | Other Institutional | Recruitment | Presidental Search Process | 17.90 |
| Kennedy, Patrick | 01 | Other Institutional | Recruitment | Webmaster Ad | 269.32 |
| Northern Illinois University | 01 | Other Institutional | Recruitment | Travel-English Candidates (4) | 215.54 |
| Quad-City Times | 01 | Other Institutional | Recruitment | Advertisement for Webmaster | 68.00 |
| Rockford Register Star | 01 | Other Institutional | Recruitment | Recruitment Open P.O. | 201.75 |
| Sauk Valley Newspapers | 01 | Other Institutional | Recruitment | Recruitment Open P.O. | 201.75 |
| Sauk Valley Newspapers | 01 | Other Institutional | Recruitment | Recruitment Open P.O. | 992.34 |
| Follett Bookstore | 01 | Other Institutional | Recruitment | Recruitment Open P.O. | 43.22 |
| SBM Business Equipment Center | 01 | Business Office | Financial Charges & Adjustments | Shannon Flynn Settlement | 51.58 |
| Classic Graphics Industries, Inc | 01 | Business Office | Maintenance Services | Open Purchase Order/Maint. Contract-Copier 2004-05 | 149.28 |
| Moore | 01 | Business Office | Office Supplies | Tax Forms | 27.50 |
| Moore | 01 | Business Office | Office Supplies | Double Window Envelopes MW398 per/1000 | 213.94 |
| Fifth Third Bank | 01 | Business Office | Office Supplies | Laser W-2 Special Format MW275 per/1000 | 87.85 |
| Meyer, Paula S. | 01 | Business Office | Conference/Meeting Expense | Touchnet- Conference Dinner- Conference | 94.85 |
| College of DuPage | 01 | Tuition Chargeback | Conference/Meeting Expense | Travel-Touchnet Conference 11/16/04 | 181.20 |
| Illinois Central Community Col | 01 | Tuition Chargeback | Tuition Chargeback | Chargeshack for Fall 2004 | 504.36 |
| Creative Printing | 01 | Personnel Office | Office Supplies | Chargeback for Fall 2004 Semester | 1,507.00 |
| Consolidated Management Co | 01 | Personnel Office | Other Conference & Meeting | SVCC Business Cards for Kathryn Snow Open P.O. for B-day Parties, Ceremonies, etc | 40.00 |
| | | | | | 118.00 |

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|-------------------------------|-------------|----------------------------------|----------------------------|--|--------------------|
| Medena, Pamela S. | 01 | Admissions, Records & Placement | Conference/Meeting Expense | Travel-ICRAO Conference 10/27/04 | 330.78 |
| Corporate Office City | 01 | Financial Aid & Veterans Affairs | Office Supplies | Maintenance Agreement | 349.00 |
| Creative Printing | 01 | Financial Aid & Veterans Affairs | Office Supplies | Business Cards Dawn Nardini 500/Box | 80.00 |
| Brown, John W. | 01 | Financial Aid & Veterans Affairs | Conference/Meeting Expense | Travel-State Meeting 11/18/04 | 65.25 |
| Nardini, Dawn A. | 01 | Financial Aid & Veterans Affairs | Conference/Meeting Expense | Travel-ISAC Conference 11/18/04 | 61.95 |
| Stieffel, Debra | 01 | Financial Aid & Veterans Affairs | Conference/Meeting Expense | Travel-EAC Conference 11/29-12/03/04 | 829.52 |
| Xerox Corporation | 01 | Counseling | Maintenance Services | Xerox Charges Oct 2004 | 7.73 |
| Consolidated Management Co | 01 | Counseling | Instructional Supplies | State University Transfer Meeting Breakfast | 136.25 |
| The Type Reporter | 01 | Counseling | Publications and Dues | Subscription Renewal | 24.95 |
| Fiorini, Anthony D. | 01 | Counseling | Conference/Meeting Expense | Travel-November Wallace/Peoria 11/5/04 | 207.18 |
| Funston, Terry L. | 01 | Counseling | Conference/Meeting Expense | Travel-ICCCA Conference 11/19/04 | 74.04 |
| Hall, Doris J. | 01 | Counseling | Conference/Meeting Expense | Travel-GED Testing 11/5/04 | 111.08 |
| Kerber, Joan E. | 01 | Counseling | Conference/Meeting Expense | Travel-ICCCA Conference 11/17-11/19/04 | 135.15 |
| Matheney, Janet I. | 01 | Counseling | Conference/Meeting Expense | Travel-ICCCA Conference 11/19/04 | 107.27 |
| Creative Printing | 01 | VP- College Services | Office Supplies | SVCC Business Cards for Ruth Bittner | 40.00 |
| SBM Business Equipment Center | 01 | VP- College Services | Office Supplies | Typewriter Ribbons for Royal Adler Sat. 40 NUKB214 | 18.36 |
| Bittner, Ruth C. | 01 | VP- College Services | Conference/Meeting Expense | Travel-CCBO Conference 11/14-11/16/04 | 931.70 |
| Bittner, Ruth C. | 01 | VP- College Services | Conference/Meeting Expense | Travel- CCBO Conference 11/14-11/16/04 ICCCF0 | 88.13 |
| Fifth Third Bank | 01 | VP- College Services | Other Revenues | Presidente Conference CCBO Conf registration | 425.00 |
| Southern Illinois University | 01 | Education Fund | Tuition Reimbursement | Exam Fee-NIWP | 50.00 |
| Seagren, Catherine L. | 01 | Other Institutional | Postage | Tuition Reimbursement Summer 04 | 298.20 |
| Pitney Bowes | 01 | Other Institutional | Postage | Monthly Meter Rental | 467.00 |
| US Postmaster | 01 | Other Institutional | Postage | Bulk Permit 243 Refill | 600.00 |
| US Postmaster | 01 | Other Institutional | Postage | Permit 243 First Class | 150.00 |
| US Postmaster | 01 | Other Institutional | Postage | Spring 2005 CCS Class Schedule | 685.00 |

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|--------------------------------|-------------|----------------------|---------------------------------|--|--------------------|
| Manderbach, Patricia | 010100 | CCS Public Workshops | Consultants | Beginning Therapy & Dog Training F 04 | 135.00 |
| Manderbach, Patricia | 010100 | CCS Public Workshops | Consultants | Dog Obedience F 04 | 855.00 |
| Millhouse, Anna M | 010100 | CCS Public Workshops | Consultants | F 04 CCS Class-Building Healthy Relationships | 66.00 |
| Reistroffer, James | 010100 | CCS Public Workshops | Consultants | Fall 2004 Polygraph Institute | 600.00 |
| Slain, Verna | 010100 | CCS Public Workshops | Consultants | Fall 2004 CCS Class-Quilting | 500.00 |
| Eastern Iowa Community College | 010100 | CCS Public Workshops | Instructional Service Contracts | CDJ Fees Truck Rental & Travel Instruct. Etc. | 16,385.00 |
| William Rainey Harper College | 010100 | CCS Public Workshops | Instructional Service Contracts | Home Inspection Classes | 4,012.50 |
| Follett Bookstore | 010100 | CCS Public Workshops | Office Supplies | Bookstore Charges | 14.54 |
| Quill Corporation | 010100 | CCS Public Workshops | Office Supplies | (A) 415-QSW-103WW Weekly Professional Planner | 34.35 |
| SBM Business Equipment Center | 010100 | CCS Public Workshops | Office Supplies | Open P.O. for Copier | 73.05 |
| Dearborn Publishing | | CCS Public Workshops | Instructional Supplies | ISBN 0733183979 Home Ref Book & Study Guide-Dunlop | 110.50 |
| American Polygraph Association | 010100 | CCS Public Workshops | Advertising | Annual Advertising in APA for Polygraph Institute | 375.00 |
| Consolidated Management Co | 010100 | CCS Public Workshops | Conference/Meeting Expense | Graduation Expense Fall Polygraph | 46.90 |
| Seguin, Kandy M. | 010100 | CCS Public Workshops | Conference/Meeting Expense | Travel 10/29/04-11/17/04 | 278.40 |
| C-B Kramer Sales & Service | 02 | Maintenance | Maintenance Services | Repair Boiler | 1,149.45 |
| C-B Kramer Sales & Service | 02 | Maintenance | Maintenance Services | Service Boiler | 899.00 |
| C-B Kramer Sales & Service | 02 | Maintenance | Maintenance Services | Repair Boiler | 655.00 |
| ECOIR | 02 | Maintenance | Maintenance Services | Monthly Pest Elimination | 192.50 |
| Honeywell | 02 | Maintenance | Maintenance Services | Quarterly Maintenance Contract | 2,642.00 |
| Illinois Material Handling | 02 | Maintenance | Maintenance Services | Repair Forklift | 133.60 |
| Illinois Material Handling | 02 | Maintenance | Maintenance Services | Check Boom Truck | 39.38 |
| John A Iops Sons Inc | 02 | Maintenance | Maintenance Services | Material & Labor: Fab/Install Brackets for 2 | 1,400.00 |
| Fisher Scientific | 02 | Maintenance | Maintenance Supplies | Welch Parts | 235.54 |
| Grainer | 02 | Maintenance | Maintenance Supplies | Maintenance Supplies F105 | 154.92 |
| Grainer | 02 | Maintenance | Maintenance Supplies | Maintenance Supplies F105 | 72.90 |

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|-------------------------------|-------------|----------------------------|----------------------------|--|--------------------|
| Gospodarczyk, Thomas J. | 01 | Dean of Adult Education | Conference/Meeting Expense | Travel-Area Sites thru 11/29/04 | 195.33 |
| Deem, Craig A | 01 | Adult Basic & Secondary Ed | Instructional Supplies | Cleaning -GED Classes Oct & Nov 2004 | 50.00 |
| Marruffo, Kerrie M. | 01 | Adult Basic & Secondary Ed | Instructional Supplies | Supplies for Wallace | 60.13 |
| SBM Business Equipment Center | 01 | Information Center | Maintenance Services | Open P.O. for Copier Maintenance | 36.00 |
| Lentz, Penny | 010100 | CCS Contract Training | Consultants | CPR Classes - Plews 10/21/04 | 30.00 |
| IMEC | 010100 | CCS Contract Training | Other Contractual Services | Lean Mfg IFH Group 11/12/04 | 7,000.00 |
| Quill Corporation | 010100 | CCS Contract Training | Office Supplies | (A) 415-QSW-103MW Weekly Professional Planner | 19.08 |
| Quill Corporation | 010100 | CCS Contract Training | Office Supplies | 040-7-11506QJ Standard 500 Paper Clips | 100.61 |
| SBM Business Equipment Center | 010100 | CCS Contract Training | Office Supplies | Open P.O. for Copier | 73.05 |
| Follett Bookstore | 010100 | CCS Contract Training | Instructional Supplies | Credit CCS Contract Training | -60.00 |
| KSB Hospital | 010100 | CCS Contract Training | Instructional Supplies | Instructional Materials for First Aid/CPR at DCC | 56.25 |
| Swedish American EMS | 010100 | CCS Contract Training | Instructional Supplies | First Aid Books | 97.50 |
| Beggerow, Alan | 010100 | CCS Contract Training | Instructional Supplies | OSHA Breakfast 11/10/04 | 218.00 |
| Consolidated Management Co | 010100 | CCS Contract Training | Conference/Meeting Expense | CEMEX Training 04 | 57.47 |
| Consolidated Management Co | 010100 | CCS Contract Training | Conference/Meeting Expense | Meeting Expense for Lean Mfg Training | 388.00 |
| Gerickie, Thomas H. | 010100 | CCS Contract Training | Consultants | Travel-Area Sites thru 11/23/04 | 31.50 |
| American Red Cross | 010100 | CCS Public Workshops | Consultants | CPR Classes Fall 2004 | 60.00 |
| Bond, Chuck | 010100 | CCS Public Workshops | Consultants | Fall 04 CCS Class-Photoshop | 330.00 |
| Consolidated Management Co | 010100 | CCS Public Workshops | Consultants | CCS Class-FOD 105 11/04 | 908.00 |
| Dixon YMCA | 010100 | CCS Public Workshops | Consultants | CCS Class F 04-Cardio Mix | 210.00 |
| Dixon YMCA | 010100 | CCS Public Workshops | Consultants | F 04 CCS Class-TAI Chi | 122.50 |
| Eades, John E. | 010100 | CCS Public Workshops | Consultants | CCS Class-Fall 04 | 200.00 |
| Education To Go | 010100 | CCS Public Workshops | Consultants | October 2004 Classes | 656.00 |
| Education To Go | 010100 | CCS Public Workshops | Consultants | November Ed2Go Classes | 392.00 |
| Lafayette Instruments | 010100 | CCS Public Workshops | Consultants | F 04 Polygraph Institute | 100.00 |

Sauk Valley Community College
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| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------------|----------------------|--|--------------------|
| North American Salt Company | 02 | Grounds | Maintenance Supplies | Ton Bulk Deicing Salt | 1,971.10 |
| Menards | 02 | Grounds | Vehicle Supplies | Supplies | 21.84 |
| Nicor Gas | 02 | Utilities | Gas | Monthly Charges | 284.20 |
| Nicor Gas | 02 | Utilities | Gas | Monthly Charges | 32.35 |
| Nicor Gas | 02 | Utilities | Gas | Monthly Charges | 262.20 |
| Nicor Gas | 02 | Utilities | Gas | Monthly Charges | 98.55 |
| Nicor Gas | 02 | Utilities | Gas | Monthly Charges | 76.08 |
| Proliance Energy, Inc | 02 | Utilities | Gas | Monthly Gas Purchase | 15,860.15 |
| Commonwealth Edison | 02 | Utilities | Electricity | Monthly Service | 10,225.08 |
| Commonwealth Edison | 02 | Utilities | Electricity | Monthly Service | 64.49 |
| Commonwealth Edison | 02 | Utilities | Electricity | Monthly Service | 36.03 |
| Gallatin River Communications | 02 | Utilities | Telephone | Monthly Phone Bill | 3,268.19 |
| Illinois Century Network (ICN) | 02 | Utilities | Telephone | Monthly Charges 10/1-10/31 | 1,500.00 |
| United States Cellular | 02 | Utilities | Telephone | Phone for College Vans | 48.25 |
| 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 | Phone Expense | 20.00 |
| Rock Valley Disposal | 02 | Utilities | Refuse Disposal | Monthly Trash Removal | 439.85 |
| Caterpillar Inc. | 02 | Utilities | Other Utilities | Monthly Engine Testing | 452.68 |
| Quill Corporation | 02 | Building and Grounds Administrat | Office Supplies | Fax Machine, Office Supplies | 154.15 |
| Sterling Commercial Roofing | 03 | Operations & Maintenance- Restr | Building Remodeling | Supplies | 77.06 |
| Sterling Commercial Roofing | 03 | Operations & Maintenance- Restr | Building Remodeling | Application No. 3 Roof Replacement Project | 97,689.00 |
| Willet, Hoffmann & Associates, | 03 | Operations & Maintenance- Restr | Building Remodeling | Roofing Project | 12,379.00 |
| Drane, Paula E. | 050500 | Child Care Center | Other Supplies | Engineer Services for Roof Replacement Project | 1,189.50 |
| | | | | Child Care Supplies | 55.36 |

Sauk Valley Community College
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| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|-------------------------------|-------------|---------------------|----------------------|---|--------------------|
| Grummerts Do It Best Hardware | 02 | Maintenance | Maintenance Supplies | Bleach | 67.68 |
| McMaster Carr Supply Company | 02 | Maintenance | Maintenance Supplies | Flexible Conduit | 47.07 |
| Menards | 02 | Maintenance | Maintenance Supplies | Lumber, Bolts | 14.68 |
| Menards | 02 | Maintenance | Maintenance Supplies | Switch, Batteries, Caulk | 56.32 |
| Menards | 02 | Maintenance | Maintenance Supplies | Couplings, Cable Ties | 69.63 |
| Menards | 02 | Maintenance | Maintenance Supplies | Paint Supplies | 14.43 |
| Menards | 02 | Maintenance | Maintenance Supplies | Electrical Supplies | 41.20 |
| Sexauer Inc | 02 | Maintenance | Maintenance Supplies | Plumbing Parts | 88.44 |
| USA Bluebook | 02 | Maintenance | Maintenance Supplies | Chlorine Test | 32.96 |
| Morgan Services Inc. | 02 | Custodial | Maintenance Services | Towel Service | 126.54 |
| Morgan Services Inc. | 02 | Custodial | Maintenance Services | Electrical Supplies | 64.22 |
| Menards | 02 | Custodial | Maintenance Services | Install spreader harness | 303.58 |
| Bonnell Industries | 02 | Grounds | Maintenance Services | Logo-Dump Truck | 125.00 |
| Morley Signs | 02 | Grounds | Maintenance Services | Pin Hitch | 19.94 |
| Ace Hardware | 02 | Grounds | Maintenance Supplies | Lamps, Parts | 184.45 |
| Bonneill Industries | 02 | Grounds | Maintenance Supplies | Spinner Motor for Spreader | 261.11 |
| Bonneill Industries | 02 | Grounds | Maintenance Supplies | Truck Guards | 60.76 |
| Fifth Third Bank | 02 | Grounds | Maintenance Supplies | President's Conference Polo Equip. mowersupplies | 301.51 |
| Menards | 02 | Grounds | Maintenance Supplies | Rags, Flashlight | 55.79 |
| Menards | 02 | Grounds | Maintenance Supplies | Loadbinder, S Hooks, Bolts, Gloves | 23.37 |
| Menards | 02 | Grounds | Maintenance Supplies | Supplies | 116.10 |
| Napa Auto Parts | 02 | Grounds | Maintenance Supplies | Terminals, Brackets, Wires | 64.37 |
| Napa Auto Parts | 02 | Grounds | Maintenance Supplies | Belts & Blades | 34.73 |

REPORT SURVEY
FISCAL YEAR 2004

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Sauk Valley Community College
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| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|-------------------------------|-------------|---------------------|----------------------------|--|--------------------|
| Drane, Paula E. | 050500 | Child Care Center | Other Supplies | Easels for Child Care | 84.98 |
| Drane, Paula E. | 050500 | Child Care Center | Other Supplies | Child Care Supplies | 85.16 |
| Drane, Paula E. | 050500 | Child Care Center | Other Supplies | Child Care Supplies | 41.07 |
| Follett Bookstore | 050500 | Child Care Center | Other Supplies | Bookstore Charges | 18.63 |
| Mailbox | 050500 | Child Care Center | Other Supplies | FY 05 Subscription | 44.95 |
| Anderson, Kevin | 050600 | Men's Basketball | Other Contractual Services | | 15.00 |
| Boyle, Dayle | 050600 | Men's Basketball | Other Contractual Services | | 80.00 |
| Spivey, Steve | 050600 | Men's Basketball | Other Contractual Services | | 85.00 |
| Strating, James A | 050600 | Men's Basketball | Other Contractual Services | | 15.00 |
| Weeber, Mike | 050600 | Men's Basketball | Other Contractual Services | | 85.00 |
| Williams, Brad | 050600 | Men's Basketball | Other Contractual Services | | 85.00 |
| Adcraft Printwear Co. | 050600 | Men's Basketball | Other Supplies | T-Shirts for MBB | 115.00 |
| Santo Sport Store | 050600 | Men's Basketball | Other Supplies | Away Uniforms (Wilson T595 Jersey, T595 pants) | 1,615.41 |
| Santo Sport Store | 050600 | Men's Basketball | Other Supplies | Travel Uniforms | 1,190.00 |
| Sauk Valley Newspapers | 050600 | Men's Basketball | Other Supplies | Seasonal Posters & Pocket Schedules | 95.00 |
| Sauk Valley Newspapers | 050600 | Men's Basketball | Other Supplies | Basketball Ad | 105.00 |
| Damhoff, Russ K. | 050600 | Men's Basketball | Other Conference & Meeting | Travel-MBB 11/16/04 | 109.06 |
| Damhoff, Russ K. | 050600 | Men's Basketball | Other Conference & Meeting | Travel-Men's Basketball 11/20/04 | 191.53 |
| Damhoff, Russ K. | 050600 | Men's Basketball | Other Conference & Meeting | Travel-Basketball 11/27/04 | 123.16 |
| Damhoff, Russ K. | 050600 | Men's Basketball | Other Conference & Meeting | Travel-Basketball thru 12/5/04 | 247.40 |
| Sterling Park District | 050600 | Cross Country | Other Conference & Meeting | Swim Rental | 87.50 |
| Achushnet Company(DO NOT USE) | 050600 | Golf | Other Supplies | Dozen Pro V-1 X w/Logo-SVCC in Red | 364.00 |
| Penick, David A. | 050600 | Golf | Other Conference & Meeting | Travel-Golf Team Airport | 50.00 |
| Temple's Sporting Goods | 050600 | Men's Baseball | Other Supplies | Nike Championship Jacket Black&white w/Wh&blk Logo | 247.60 |
| Temple's Sporting Goods | 050600 | Men's Baseball | Other Supplies | NPWY05963 Nike Championship Pant Bla/Whi | 446.53 |

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|---------------------------------|-------------|--------------------------|-------------------------------|---|--------------------|
| Consolidated Management Co | 050500 | Student Activities | Conference/Meeting Expense | Punch Cards For Pumpkin Contest Winners | 40.00 |
| Redrick, Jason J. | 050600 | Speech & Readers Theater | Conference/Meeting Expense | Refreshments 11/19/04 | 62.85 |
| Sauk Valley Newspapers | 050600 | Voyager | Other Conference & Meeting | Supplies | 53.03 |
| Consolidated Management Co | 050600 | Global Awareness | Other Materials and Supplies | Supplies | 79.48 |
| Murray, Kris A. | 050600 | Global Awareness | Other Supplies | Printing of November Voyager | 414.89 |
| Don Mullery's World of Cars | 050800 | Transportation | Maintenance Services | Global Awareness Refreshments | 520.25 |
| Sterling Ford-Lincoln-Mercury | 050800 | Transportation | Maintenance Services | Project Materials | 53.40 |
| Sterling Ford-Lincoln-Mercury | 050800 | Transportation | Maintenance Services | Repairs to College Van | 108.00 |
| BP Amoco | 050800 | Transportation | Maintenance Services | Repair to College Van | 264.21 |
| Shell Oil Company | 050800 | Transportation | Vehicle Supplies | Repair to College Van | 24.49 |
| Sterling Ford-Lincoln-Mercury | 050800 | Transportation | Vehicle Supplies | Gas for College Van | 493.35 |
| Professional Benefit Adminstr | 051000 | Medical Insurance | Vehicle Supplies | Gas for College Van | 333.98 |
| Professional Benefit Adminstr | 051000 | Medical Insurance | Vehicle Supplies | Part Purchased for College Van | 16.33 |
| Professional Benefit Adminstr | 051000 | Medical Insurance | Individual Stop Loss | Gas for College Van | 9,679.60 |
| Professional Benefit Adminstr | 051000 | Medical Insurance | Dependent Stop Loss | Gas for College Van | 7,749.60 |
| Professional Benefit Adminstr | 051000 | Medical Insurance | Prerегистration | Gas for College Van | 350.00 |
| Gallagher Benefit Services, Inc | 051000 | Medical Insurance | Cobra Conversion | Gas for College Van | 5.00 |
| Gallagher Benefit Services, Inc | 051000 | Medical Insurance | Administrative Costs | Gas for College Van | 2,650.50 |
| State Universities Retirement | 052050 | SBDC Grant | Life Insurance/AD&D Insurance | Gas for College Van | 1,452.19 |
| State Universities Retirement | 052050 | SBDC Grant | SURS | Matching Funds 11/30/04 | 157.04 |
| SBM Business Equipment Center | 052050 | SBDC Grant | SURS | Matching Funds | 157.04 |
| Miller, Michele | 062050 | SBDC Grant | Office Supplies | Open P.O. for Copier | 73.03 |
| Miller, Michele | 062050 | SBDC Grant | Conference/Meeting Expense | Travel-Area Sites November | 154.88 |
| Miller, Michele | 062050 | SBDC Grant | Conference/Meeting Expense | Tra vel-11/17-11/19/04 | 355.51 |
| Miller, Michele | 062050 | SBDC Grant | Conference/Meeting Expense | Travel-Area Sites thru 11/23/04 | 154.88 |

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|-------------------------|-------------|---------------------|------------------------------|--|--------------------|
| Follett Bookstore | 050600 | Women's Basketball | Other Supplies | Bookstore Charges | 11.76 |
| Santo Sport Store | 050600 | Women's Basketball | Other Supplies | Adidas Super Star Ultra | 130.00 |
| Sauk Valley Newspapers | 050600 | Women's Basketball | Other Supplies | Seasonal Posters & Pocket Schedules | 95.00 |
| Sauk Valley Newspapers | 050600 | Women's Basketball | Other Supplies | Classic Basketball Ad | 105.00 |
| Temple's Sporting Goods | 050600 | Women's Basketball | Other Supplies | Russell Dri Fit Shorts-Black | 15.50 |
| Temple's Sporting Goods | 050600 | Women's Basketball | Other Supplies | Reversible Jerseys | 17.50 |
| Temple's Sporting Goods | 050600 | Women's Basketball | Other Supplies | 1-1/2" Athletic Tape | 35.99 |
| Temple's Sporting Goods | 050600 | Women's Basketball | Other Supplies | Can QDA | 5.75 |
| Temple's Sporting Goods | 050600 | Women's Basketball | Other Supplies | Rawlings 10 Seamless Basketballs | 28.20 |
| Temple's Sporting Goods | 050600 | Women's Basketball | Other Supplies | Sleeveless T-Shirts | 6.00 |
| Temple's Sporting Goods | 050600 | Women's Basketball | Other Supplies | Team Pregame Jacket | 48.00 |
| Temple's Sporting Goods | 050600 | Women's Basketball | Other Supplies | Hooded Sweatshirts | 17.50 |
| Temple's Sporting Goods | 050600 | Women's Basketball | Other Supplies | Addidas Bags w/Numbers | 27.00 |
| Temple's Sporting Goods | 050600 | Women's Basketball | Other Supplies | Addidas Bags w/out Numbers | 27.00 |
| Temple's Sporting Goods | 050600 | Women's Basketball | Other Supplies | Red Russell Dr Fit | 15.50 |
| Leseman, Jolene K. | 050600 | Women's Basketball | Other Supplies | Russell Dri Fit Shorts-Black | 18.50 |
| Leseman, Jolene K. | 050600 | Women's Basketball | Other Conference & Meeting | Travel- WBB 11/13/04 | 94.55 |
| Leseman, Jolene K. | 050600 | Women's Basketball | Other Conference & Meeting | Travel-Women's Basketball 11/20/04 | 82.12 |
| Leseman, Jolene K. | 050600 | Women's Basketball | Other Conference & Meeting | Travel-Basketball 11/23/04 | 113.88 |
| Trade Mark Hitter | 050600 | Women's Softball | Other Supplies | Travel-Lincoln Basketball Game 12/5/04 | 305.47 |
| Follett Bookstore | 050600 | Women's Volleyball | Other Supplies | Swing Away (Hitting Station) | 450.00 |
| Stenzel, Nichole T. | 050600 | Women's Volleyball | Other Supplies | Bookstore Charges | 77.90 |
| Varsity Spirit Fashions | 050600 | Tournaments | Other Conference & Meeting | Popcorn & Coconut Bars | 626.21 |
| Rock River Provision Co | 050600 | Student Activities | Other Materials and supplies | Woman's Halter | 2,059.70 |
| | | Office Supplies | | | 135.20 |

| PAVEE/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | | ITEM AMOUNT |
|--------------------------------|--------|----------------------------------|---------|--|------|-------------|
| | | | | SURS | SURS | |
| State Universities Retirement | 063020 | Perkins- Learning Assistance Cen | SURS | Retroactive Matching Funds 7/1/04 | | 599.43 |
| Calendars | | | | Success Calendar Refills | | 16.09 |
| State Universities Retirement | 063020 | Perkins IIC | SURS | Matching Funds | | 91.23 |
| World Point ECC | 063020 | Perkins IIC | SURS | Retroactive Matching Funds 7/1/04 | | 727.20 |
| Consolidated Management Co | 063020 | Perkins IIC | SURS | TMAN2, Infant Manikin | | 725.65 |
| Kerber, Joan E. | 063020 | Perkins IIC | SURS | Work Force Council Refreshments | | 103.00 |
| Smiley, Daryl C. | 063020 | Perkins IIC | SURS | Travel-ICCCA Conference 11/17-11/19/04 | | 32.24 |
| Starlink | 063020 | Perkins IIC | SURS | Travel-Conf Springfield 11/6/04 | | 649.66 |
| White, Linley V. | 063020 | Perkins IIC | SURS | VHS Tape-Critical Thinking Skills | | 275.00 |
| White, Linley V. | 063020 | Perkins IIC | SURS | Travel-Area Sites thru 11/10/04 | | 73.60 |
| Wiersma Charter Service | 063020 | Perkins IIC | SURS | Travel-ICCCA Conference 11/19/04 | | 665.93 |
| Consolidated Management Co | 063020 | Perkins IIC | SURS | Travel-Tech Prep 12/2/04 | | 161.00 |
| State Universities Retirement | 063020 | Perkins IIC -Special Populations | SURS | Bus Charter-Rad Tech Conference 11/30/04 | | 645.00 |
| Bob, Keith A. | 063020 | Perkins IIC -Special Populations | SURS | DCBO Luncheon 11/10/04 | | 27.00 |
| Consolidated Management Co | 063020 | Perkins IIC -Special Populations | SURS | Matching Funds | | 100.23 |
| Consolidated Management Co | 063020 | Perkins IIC Tech Prep | SURS | Retroactive Matching Funds 7/1/04 | | 1,002.28 |
| Rick Trow Productions | 063020 | Perkins IIC Tech Prep | SURS | Travel-Area Schools thru 12/2/04 | | 87.75 |
| Well's Fargo | 063075 | Perkins IIC Tech Prep | SURS | Refreshments | | 44.90 |
| Rierv Health Tennessee | 063075 | IDHS AmeriCorps - Member Activit | SURS | Refreshments | | 79.50 |
| Rierv Health Tennessee | 063075 | IDHS AmeriCorps - Member Activit | SURS | Career Game Workbooks | | 337.68 |
| Rierv Health Tennessee | 063075 | IDHS AmeriCorps - Member Activit | SURS | Health Care Members | | 1,035.02 |
| Scott, Amy | 063075 | IDHS AmeriCorps - Member Activit | SURS | Return F 04 Stafford Loan J White | | 340.41 |
| Sttived Rock Lodge & Conferenc | 063075 | IDHS AmeriCorps - Member Activit | SURS | Medical Insurance | | 958.72 |
| | | | | Members Health Insurance | | 200.00 |
| | | | | Member Training 12/02/04 | | 125.00 |
| | | | | Deposit For Retreat 3/7/05 | | |

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| PAYER/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | |
|-------------------------------|--------|----------------------------------|----------------------------|---|----------|
| | | | | ITEM | AMOUNT |
| Gallatin River Communications | 062050 | SBDC Grant | Telephone | Monthly Telephone Charges | 36.30 |
| SPRINT | 062050 | SBDC Grant | Telephone | Monthly Long Distance | 17.24 |
| State Universities Retirement | 062058 | ICCB Adult Ed-State Basic-Instru | SURS | Matching Funds | 267.00 |
| State Universities Retirement | 062058 | ICCB Adult Ed-State Basic-Instru | SURS | Retroactive Matching Funds 7/1/04 | 2,267.81 |
| Follett Bookstore | 062058 | ICCB Adult Ed-State Basic-Instru | Instructional Supplies | Bookstore Charges | 39.99 |
| Follett Bookstore | 062060 | SOS VITAL Grant | Office Supplies | Bookstore Charges | 1.26 |
| Quill Corporation | 062060 | SOS VITAL Grant | Office Supplies | Copy Paper, Note Pads, Clasp Envelopes | 95.55 |
| Quill Corporation | 062060 | SOS VITAL Grant | Office Supplies | Calendar Refill | 7.99 |
| Myron Corporation | 062060 | SOS VITAL Grant | Other Conference & Meeting | 2005 Calendars for Tutors | 266.69 |
| State Universities Retirement | 062074 | ICCB Comm Coll Tech Prep Support | SURS | Matching Funds | 36.22 |
| State Universities Retirement | 063011 | Student Support Services Grant | SURS | Matching Funds | 633.83 |
| State Universities Retirement | 063011 | Student Support Services Grant | SURS | Matching Funds 11/30/04 | 429.33 |
| Xerox Corporation | 063011 | Student Support Services Grant | Maintenance Services | Matching Funds 7/1/04 | 429.33 |
| Quill Corporation | 063011 | Student Support Services Grant | Office Supplies | Xerox Charges Oct 2004 | 7.72 |
| Quill Corporation | 063011 | Student Support Services Grant | Office Supplies | Button Hanging File Folders 2" Dk Green | 129.36 |
| Consolidated Management Co | 063011 | Student Support Services Grant | Conference/Meeting Expense | Phone Wipes Antibacterial | 7.64 |
| Kooshesh, Cyrus | 063011 | Student Support Services Grant | Conference/Meeting Expense | Lunch for SSS Project Counselor Search | 20.01 |
| Marriott | 063011 | Student Support Services Grant | Conference/Meeting Expense | Travel-MAEOPP Conference 11/7-11/04 | 366.65 |
| Consolidated Management Co | 063011 | Student Support Services Grant | Conference/Meeting Expense | COE Conference 12/2-12/4/04 | 606.81 |
| Consolidated Management Co | 063011 | Student Support Services Grant | Other Conference & Meeting | SSS Single Parent's Lunch | 16.95 |
| Fitzsimmons, Stefanie L. | 063011 | Student Support Services Grant | Other Conference & Meeting | SSS Tutor Training Breakfast | 52.40 |
| Jackson, Lawrence E. | 063011 | Student Support Services Grant | Other Conference & Meeting | Campus Visit WIU 11/17/04 | 7.00 |
| Lozano, Julie A. | 063011 | Student Support Services Grant | Other Conference & Meeting | Travel-11/19/04 NIU Campus Visit | 43.83 |
| State Universities Retirement | 063020 | Perkins- Learning Assistance Cen | SURS | Travel-WIU Campus Visit 11/17/04 | 48.81 |
| | | | | Matching Funds | 63.85 |

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
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From 11/18/04 To 12/20/04

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PAYEE/VENDOR
National Seminars Group

FUND
12 Public Safety

ORGANIZATION
Conference/Meeting Expense

ACCOUNT
Conference - OSHW/Workplace Safety 1/13/05

COMMODITY
597.00

ITEM AMOUNT

BANK ACCOUNT 1 TOTAL:

551,024.88

ALL ACCOUNTS TOTAL:

551,024.88

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------------|----------------------------|---|--------------------|
| State Universities Retirement | 063075 | IDHS AmeriCorps- Nonmember Activ | SURS | Matching Funds 11/30/04 | 303.34 |
| State Universities Retirement | 063075 | IDHS AmeriCorps- Nonmember Activ | SURS | Matching Funds | 303.34 |
| SBM Business Equipment Center | 063075 | IDHS AmeriCorps- Nonmember Activ | Office Supplies | Color Cartridges HEW C5010DN | 179.94 |
| SBM Business Equipment Center | 064030 | Restricted Fund-GOD Certificates | Other Supplies | Community Strata Chairs | 310.00 |
| Fisher Scientific | 064030 | Restricted Fund-GOD Certificates | Capital Supplies | Computer & RAM | 1,100.00 |
| Unique Computer | 064030 | Restricted Fund-GOD Certificates | Capital Supplies | Laserjet 2300N | 1,235.00 |
| Demco Inc | 064030 | Restricted Fund-GOD Certificates | Capital Supplies | P149-5007 Best-Rite Valu-Tak Tackboard Alum. | 201.37 |
| Demco Inc | 064030 | Restricted Fund-GOD Certificates | Capital Supplies | Additional Freight Charges | 83.00 |
| SBM Business Equipment Center | 064030 | Restricted Fund-GOD Certificates | Capital Supplies | Smith-Corona Correctable Film Ribbons K22200 | 22.67 |
| SBM Business Equipment Center | 064030 | Restricted Fund-GOD Certificates | Capital Supplies | Hon 214CP 4-Drawer Lockable File Cabinet-Legal | 294.00 |
| Viking Builders | 064030 | Restricted Fund-GOD Certificates | Building Remodeling | Fitness Center Project | 70,678.29 |
| Willett, Hofmann & Associates, | 064030 | Restricted Fund-GOD Certificates | Building Remodeling | Engineering Services for Fitness Center Project | 1,686.75 |
| Devine, Deborah A. | 101010 | Booster Club | Other Revenues | Booster Club Membership | 35.00 |
| Sauk Valley Newspapers | 101010 | Booster Club | Other | Classic Basketball Ad | 422.35 |
| Hamilton, Jane E. | 101060 | Magic Club | Other | Supplies for Magic Club | 200.15 |
| Human Rights Campaign | 101070 | Single Parents Club | Other | FY 05 Membership | 35.00 |
| Blue Freedom Farm Market | 101140 | Phi Theta Kappa Club | Other | Fruit for Phi Theta Kappa | 1,258.20 |
| Clifton Gunderson LLP | 11 | Audit | Audit Services | Professional Services for 2004 Audit | 22,000.00 |
| Gallatin River Communications | 12 | Risk Management | Telephone | 911 Cama Trunk Lines | 89.52 |
| Fyr-Fyter Inc | 12 | Public Safety | Maintenance Services | Check Fire Extinguishers | 332.40 |
| Verizon Wireless | 12 | Public Safety | Maintenance Services | Security Phones | 49.29 |
| Stewart & Associates | 12 | Public Safety | Other Contractual Services | Contract Security w/e 11/6, 11/13/04 | 864.81 |
| Stewart & Associates | 12 | Public Safety | Other Contractual Services | Contract Security | 1,502.80 |
| SBM Business Equipment Center | 12 | Public Safety | Other Supplies | Lock, Core for File Cabinet | 13.98 |

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

| <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 | 1,544,445 | 3,166,000 | 1,566,482 | 49.4% |
| State Governmental Sources | 3,049,616 | 814,427 | 2,741,078 | 744,306 | 27.1% |
| Federal Governmental Sources | 1,000 | 4,240 | 5,000 | 4,725 | 94.5% |
| Student Tuition and Fees | 3,012,300 | 2,409,401 | 3,106,000 | 2,738,815 | 88.1% |
| Sales and Service | 341,818 | 115,940 | 400,000 | 107,003 | 26.7% |
| Investment Revenue | 80,000 | 10,673 | 35,000 | 7,568 | 21.6% |
| Other Revenues | 526,000 | 847,125 | 580,000 | 12,979 | 2.2% |
| TOTALS | 148,738 | 5,746,251 | 10,033,078 | 5,181,880 | 51.6% |

Expenditures

| | | | | | |
|------------------------------------|---------------|------------------|-------------------|------------------|--------------|
| Salaries | 6,316,729 | 2,403,283 | 6,382,172 | 2,403,724 | 37.6% |
| Employee Benefits | 1,581,447 | 468,013 | 1,760,032 | 514,842 | 29.2% |
| Contractual Services | 499,472 | 107,229 | 567,345 | 172,167 | 30.3% |
| General Materials and Supplies | 921,962 | 425,823 | 880,069 | 350,517 | 39.8% |
| Travel and Conference Meeting Exp. | 141,725 | 41,231 | 137,850 | 61,623 | 44.7% |
| Fixed Charges | 22,955 | 7,531 | 23,050 | 8,108 | 35.1% |
| Capital Outlay | 111,840 | 10,717 | 3,901 | 3,901 | |
| Other Expenditures | 487,000 | 219,449 | 503,000 | 263,801 | 52.4% |
| TOTALS | 83,130 | 3,683,280 | 10,253,518 | 3,778,687 | 36.8% |

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 | 2,071,752 | -171,940 | 1,403,193 | |
| | | 2,808,798 | | 2,093,887 | |

| | 2003-2004 <u>Budget</u> | 2003-2004 <u>Actual</u> | 2004-2005 <u>Budget</u> | 2004-2005 <u>Actual</u> | Budget Percent |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-------------------|
| <u>OPERATION AND MAINTENANCE FUND</u> | | | | | |
| Revenues | | | | | |
| Local Governmental Sources | 384,123 | 217,815 | 387,000 | 192,011 | 49.6% |
| State Governmental Sources | 432,632 | 112,749 | 360,474 | 95,509 | 26.4% |
| Student Tuition and Fees | 328,500 | 267,564 | 347,500 | 308,951 | 88.9% |
| Sales and Service | 6,500 | 1,690 | 4,000 | 1,457 | 36.4% |
| Facilities Revenue | 4,000 | 675 | 2,000 | 485 | 24.2% |
| Investment Revenue | 2,000 | 6 | 200 | 46 | 23.2% |
| Other Revenues | 37,500 | | 42,000 | 143 | 3.3% |
| TOTALS | 1,195,255 | 600,501 | 1,143,174 | 598,605 | 52.3% |
| Expenditures | | | | | |
| Salaries | 461,850 | 200,807 | 453,406 | 195,738 | 43.1% |
| Employee Benefits | 152,131 | 56,736 | 188,149 | 66,603 | 35.3% |
| Contractual Services | 69,500 | 45,039 | 114,500 | 45,010 | 39.3% |
| General Materials and Supplies | 121,300 | 41,846 | 86,600 | 34,292 | 39.5% |
| Travel and Conference Meeting Exp. | 3,500 | 1,262 | 2,600 | 1,179 | 45.3% |
| Fixed Charges | 55,362 | 55,612 | 40,000 | 50,091 | 125.2% |
| Utilities | 386,700 | 135,971 | 355,500 | 157,781 | 44.3% |
| Capital Outlay | 15,000 | | 15,000 | 5,543 | 36.9% |
| TOTALS | 1,265,343 | 537,275 | 1,255,755 | 556,240 | 44.2% |
| Transfers | | | | | |
| Transfers From Other Funds | | | -70,500 | -113,500 | 0.0% |
| TOTALS | -70,500 | -70,500 | -113,500 | -113,500 | 0.0% |
| NET INCREASE/DECREASE IN NET ASSETS | | | | | |
| FUND BALANCE | 411 | 63,226 | 919 | 42,365 | |
| | | 63,199 | | 48,262 | |

| <u>OPERATION & MAINTENANCE- RESTRICTED</u> | 2003-2004 | | 2003-2004 | | 2004-2005 | | Budget Percent Actual |
|--|------------------|----------------|------------------|----------------|---------------|---------------|-----------------------------|
| | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | |
| Revenues | | | | | | | |
| Local Governmental Sources | 632,938 | 311,601 | 574,000 | 284,207 | 49,5% | | |
| State Governmental Sources | 3,382,000 | | 3,305,100 | | 0,0% | | |
| Investment Revenue | 10,000 | -8,752 | 10,000 | -3,318 | -33,1% | | |
| Other Revenues | 250,000 | | 250,000 | | 0,0% | | |
| TOTALS | 4,274,938 | 302,848 | 4,139,100 | 280,889 | 6,7% | | |
| Expenditures | | | | | | | |
| Contractual Services | | 6,400 | | | | | |
| General Materials and Supplies | | | | | | | |
| Capital Outlay | 5,361,936 | 269,491 | 5,175,310 | 500,556 | 9,6% | | |
| TOTALS | 5,361,936 | 275,891 | 5,175,310 | 500,556 | 9,6% | | |
| NET INCREASE/DECREASE IN NET ASSETS | -1,086,998 | 26,957 | -1,036,210 | -219,667 | | | |
| FUND BALANCE | | 2,629,215 | | 2,364,198 | | | |

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

| <u>BOND AND INTEREST FUND</u> | 2003-2004 <u>Budget</u> | 2003-2004 <u>Actual</u> | 2004-2005 <u>Budget</u> | 2004-2005 <u>Actual</u> | Budget Percent |
|---|----------------------------|----------------------------|----------------------------|----------------------------|-------------------|
| Revenues | | | | | |
| Local Governmental Sources | 1,413,519 | 666,575 | 1,393,000 | 690,104 | 49.5% |
| Investment Revenue | 10,000 | 3,041 | 5,000 | 5,428 | 108.5% |
| TOTALS | 1,423,519 | 669,616 | 1,398,000 | 695,532 | 49.7% |
| Expenditures | | | | | |
| Contractual Services | 5,000 | 600 | 5,000 | 3,600 | 72.0% |
| Fixed Charges | 1,402,763 | 1,321,843 | 1,381,000 | 1,349,058 | 97.6% |
| TOTALS | 1,407,763 | 1,322,443 | 1,386,000 | 1,352,658 | 97.5% |
| NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE | 15,756 | -652,826 | 12,000 | -657,125 | |
| | | 100,873 | | 99,796 | |

| <u>AUXILIARY ENTERPRISES FUND</u> | 2003-2004 | | 2003-2004 | | 2004-2005 | | Budget Percent |
|--|------------------|----------------|------------------|----------------|---------------|---------------|-------------------|
| | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | |
| Revenues | | | | | | | |
| Student Tuition and Fees | 160,500 | 132,316 | 156,000 | 136,590 | 87.5% | | |
| Sales and Service | 51,490 | 16,027 | 48,500 | 13,451 | 27.7% | | |
| Facilities Revenue | 75,000 | 29,167 | 85,000 | 29,167 | 34.3% | | |
| Investment Revenue | 900 | 608 | 900 | 384 | 42.7% | | |
| Other Revenues | 1,301,549 | 592,568 | 1,561,700 | 720,319 | 46.1% | | |
| TOTALS | 1,589,439 | 770,687 | 1,852,100 | 899,912 | 48.5% | | |
| Expenditures | | | | | | | |
| Salaries | 72,279 | 28,483 | 72,682 | 25,118 | 34.5% | | |
| Employee Benefits | 11,481 | 2,744 | 12,820 | 3,733 | 29.1% | | |
| Contractual Services | 1,334,654 | 577,267 | 1,595,605 | 576,525 | 36.1% | | |
| General Materials and Supplies | 72,490 | 84,802 | 72,990 | 25,846 | 35.4% | | |
| Travel and Conference Meeting Exp. | 62,655 | 23,446 | 57,655 | 17,916 | 31.0% | | |
| Fixed Charges | 9,450 | 16,424 | 9,450 | 19,229 | 203.4% | | |
| Capital Outlay | 5,800 | 29,868 | 5,750 | 150 | 2.6% | | |
| Other Expenditures | | | | | | | |
| TOTALS | 1,568,809 | 763,111 | 1,826,952 | 668,520 | 36.5% | | |
| Transfers | | | | | | | |
| Transfers to Other Funds | 75,000 | 8,780 | 85,000 | 0.0% | | | |
| Transfers From Other Funds | -63,000 | | -73,000 | 0.0% | | | |
| TOTALS | 12,000 | 8,780 | 12,000 | 0.0% | | | |
| NET INCREASE/DECREASE IN NET ASSETS | | | | | | | |
| FUND BALANCE | 8,629 | -1,204 | 13,148 | 231,391 | | | |
| | | 267,326 | 474,107 | | | | |

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

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

Revenues

| | | | | | |
|------------------------------|------------------|------------------|------------------|------------------|--------------|
| Local Governmental Sources | 1,107,936 | 309,644 | 2,195,000 | 2,195,000 | 100.0% |
| State Governmental Sources | 2,827,496 | 1,460,737 | 960,544 | 411,376 | 42.8% |
| Federal Governmental Sources | | | 3,542,823 | 1,728,294 | 48.7% |
| Sales and Service | | | | 2,971 | |
| Investment Revenue | 6,000 | 7,834 | 40,000 | 369 | 9% |
| Other Revenues | 60,619 | 29,140 | | 46,150 | |
| TOTALS | 4,002,051 | 1,807,356 | 6,738,367 | 4,384,162 | 65.0% |

Expenditures

| | | | | | |
|------------------------------------|------------------|------------------|------------------|------------------|--------------|
| Salaries | 1,205,514 | 390,528 | 1,119,489 | 435,361 | 38.8% |
| Employee Benefits | 188,199 | 67,512 | 1199,779 | 67,553 | 33.8% |
| Contractual Services | 45,609 | 17,304 | 4,800 | 12,757 | 265.7% |
| General Materials and Supplies | 730,022 | 164,933 | 87,758 | 214,828 | 244.7% |
| Travel and Conference Meeting Exp. | | | | | |
| Fixed Charges | 54,623 | 15,385 | 52,342 | 21,966 | 41.9% |
| Utilities | 10,412 | 5,311 | 10,500 | 2,195,000 | 20904.7% |
| Capital Outlay | 300 | 218 | 300 | 286 | 95.6% |
| Other Expenditures | 198,200 | 64,364 | 731,667 | 249,918 | 34.1% |
| TOTALS | 2,378,441 | 1,483,713 | 3,026,750 | 1,687,447 | 55.7% |

Transfers

| | | | | | |
|-------------------------------------|-----------------|-----------------|------------------|-----------------|------------------|
| Transfers to Other Funds | | | | | |
| Transfers From Other Funds | | | | | |
| TOTALS | -1 | -1 | -1 | -1 | -1 |
| NET INCREASE/DECREASE IN NET ASSETS | | | | | |
| FUND BALANCE | | | | | |
| TOTALS | -809,268 | -401,914 | 1,504,982 | -500,956 | 1,687,781 |

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

| <u>WORKING CASH FUND</u> | <u>2003-2004 Budget</u> | <u>2003-2004 Actual</u> | <u>2004-2005 Budget</u> | <u>2004-2005 Actual</u> | Budget Percent |
|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------------|
| Revenues | | | | | |
| Investment Revenue | 100,000 | -10,112 | 50,000 | -3,293 | -6.5% |
| TOTALS | 100,000 | -10,112 | 50,000 | -3,293 | -6.5% |
| 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 FUND BALANCE | | | | | |
| | -100,000 | -10,112 | -100,000 | -3,293 | |
| | | 2,360,671 | | 2,267,490 | |

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

| <u>TRUST AND AGENCY 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

Sales and Service
 Other Revenues

4,704

5,431

TOTALS

4,704

5,431

Expenditures

Contractual Services
 Capital Outlay
 Other Expenditures

6,000

3,749

3,225

TOTALS

9,749

3,225

NET INCREASE/DECREASE IN NET ASSETS
 FUND BALANCE

-5,044

16,497

2,206

15,965

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

| <u>AUDIT FUND</u> | <u>2003-2004 Budget</u> | <u>2003-2004 Actual</u> | <u>2004-2005 Budget</u> | <u>2004-2005 Actual</u> | Budget Percent |
|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------|
| Revenues | | | | | |
| Local Governmental Sources | 30,710 | 15,105 | 30,000 | 15,074 | 50.2% |
| Investment Revenue | 1,000 | -9 | 100 | -20 | -20.2% |
| TOTALS | 31,710 | 15,096 | 30,100 | 15,053 | 50.0% |
| Expenditures | | | | | |
| Contractual Services | 24,000 | 22,150 | 24,000 | 24,000 | 0.0% |
| TOTALS | 24,000 | 22,150 | 24,000 | 24,000 | 0.0% |
| NET INCREASE/DECREASE IN NET ASSETS | | | | | |
| FUND BALANCE | 7,710 | -7,053 | 6,100 | 15,053 | |
| | | 25,591 | 55,275 | | |

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

Page 10

For Board Meeting of
December 20, 2004.

Agenda Item D-6

**BOARD POLICY 601.01 RIGHTS AND RESPONSIBILITIES
OF STUDENTS (FIRST READING)**

Attached for First Reading is Board Policy 601.01 Rights and Responsibility of Students.

RECOMMENDATION: Approval of Board Policy 601.01 Rights and Responsibilities of
Students for First Reading.

601.01 Rights and Responsibilities of Students

Sauk Valley Community College is committed to a philosophy which ensures the basic rights of students, such as freedom of speech, freedom of the press, the right to assemble and the right of inquiry. In consideration of these rights, it is implicit that students should also accept those responsibilities that are inherent with attendance at a public community college. These include such basic responsibilities as:

- Respect for public and private property;
- Respect for the rights and privileges of others;
- Adherence to recognized standards of scholarship; and
- Respect for duly constituted authority

Students should recognize that the primary educational function of Sauk Valley Community College must be maintained at all times and that ultimate authority rests with the Board of Trustees as elected representatives of the College constituency. *The Board also serves as the place of final appeal for grievances in any matter concerning the College provided that the student shall have first exhausted all relevant procedures and appeals provided by College policy or procedure.*

2/12/79

3/23/87

10/28/96

For Board Meeting
December 20, 2004

Agenda Item D-7

NEW AAS DEGREE AND CERTIFICATE PROGRAMS

Attached is ICCB Form 20 for Board approval of Associate in Applied Science-Networking Specialist and Certificate Programs in Networking Administration.

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

Program Manual
November 2003 update

Form 20
(November 2003)

Illinois Community College Board

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

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

CONTACT PERSON Dr. Joan Kerber, Vice President Learning Services

PHONE 815 288-5511 280 FAX 815 288-5958

EMAIL kerberj@svcc.edu

CURRICULUM INFORMATION

AAS:

TITLE Networking Specialist CREDIT HOURS 64.0 CIP CODE 12 521204

CERTIFICATE:

TITLE Networking Administration CREDIT HOURS 12.0 CIP CODE 12 521204

CERTIFICATE:

TITLE _____ CREDIT HOURS _____ CIP CODE _____

PROPOSED CLASSIFICATION: District Regional Statewide

PROPOSED IMPLEMENTATION DATE: 01-02-05

SUBMISSION INCLUDES:

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

This curriculum was approved by the college Board of Trustees on: 12/2/04 Date: 12/2/04

State approval is hereby requested:  Chief Administrative Officer Signature 12/2/04 Date: 12/2/04

ICCB USE ONLY:

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

IBHE APPROVAL DATE for AAS _____

NOTE: Also enclosed are Form 22s to revise The Computer Network Specialist and the Computer Network Analyst certificates.

Occupational Curriculum Approval Applications

Feasibility Analysis

1. Curriculum Description

(a) Program Purpose: The degree of Associate in Applied Science – Networking Specialist is designed to provide graduates with the entry-level job skills necessary in the networking field, with a specialization in networking applications.

The certificates of **Networking Specialist**, **Networking Professional**, and **Networking Administration**, will each provide a core of courses which provide job entry skills in the networking administration field. The certificate can be the means for advancement to high level positions.

NOTE: The **Networking Specialist** certificate is a revision of the Computer Network Specialist that was 20 hours. A form 22 to change the title and credit hours for this certificate is included. The **Networking Professional** certificate is a revision of the Computer Network Analyst that was 15 hours. A form 22 to change the title and credit hours for this certificate is also included.

To attain the Associate in Applied Science – Networking Specialist degree, students must complete 19-20 General Education course hours, the **Networking Administration** certificate courses, and either the **Networking Specialist** certificate courses or the **Networking Professional** certificate courses, in addition to 14-17 additional hours of CIS electives. Completion of the curriculum will give students a broad based understanding and skill set for networking applications.

(b) Type of Jobs for which graduates train: Graduates will be equipped with the skills to implement, operate and troubleshoot networks. Job titles include Network Administrator, Computer Systems Administrator, LAN/WAN Administrator, Network Control Operator, Network Security Administrator, Network Systems Analyst, Data Communication Analyst, Internet Developer, Webmaster, Systems Integrator.

(c) Target population: Current employees looking to expand skills for entry into the networking field.

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

(e) Relationship of the program to existing curricula at the college: All of the courses in the curriculum are already approved by the ICCB. This A.A.S. degree provides a focused track of study that allows for specialization in networking. Other degrees in the CIS division focus on microcomputer applications, and programming. The courses that feed into the programs are already in place; we are reorganizing the way they fit together

to present a logical development of skills concentrated on applications. The certificates will now become very tightly articulated to the A.A.S. degree, as the student will complete a series of certificates on the way to accomplishing the goal of completing the degree.

2. Labor Market Need

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

(b) Alternate Documentation Not required

(c) Needs Summary: In the past 3 years, Sauk has graduated an average of 7 students per year with Computer Network Specialist certificates. Locally, current IDES Industry and Occupational Projections show 6 job openings per year for which program graduates may qualify. Other companies with no formal position for network administrators are likely to find themselves in need of employees with high-level networking and Internet skills.

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

(e) This is not a regional program.

3. Enrollment Data

| Chart A: Labor Market Need | | Annual District Openings |
|-----------------------------------|--|---------------------------------|
| SOC | Job Title | |
| 15-1070 | Network and Computer Systems Administrators | 2 |
| 15-1071 | Network and Computer Systems Administrators | 2 |
| 15-1080 | Network Systems and Data Communications Analysts | 1 |
| 15-1081 | Network Systems and Data Communications Analysts | 1 |

| Chart B: Enrollment Projections | | | |
|--|-------------------|--------------------|-------------------|
| Networking Specialist Certificate | First Year | Second Year | Third Year |
| Full-time enrollments | | | |
| Part-time enrollments | 8 | 10 | 12 |
| Completions | 0 | 6 | 8 |
| | | | |
| Networking Professional Certificate | First Year | Second Year | Third Year |
| Full-time enrollments | | | |
| Part-time enrollments | 6 | 8 | 10 |
| Completions | 0 | 2 | 6 |
| | | | |
| Networking Administration Certificate | First Year | Second Year | Third Year |
| Full-time enrollments | | | |
| Part-time enrollments | 8 | 10 | 12 |
| Completions | 0 | 4 | 8 |
| A.A.S. – Networking Specialist | First Year | Second Year | Third Year |
| Full-time enrollments | | | |
| Part-time enrollments | 15 | 18 | 22 |
| Completions | 0 | 0 | 6 |

Occupational Curriculum Approval Application

Part B: Curriculum Quality and Cost Analysis

2. CURRICULUM INFORMATION

(a) Curriculum: Refer to Chart C: Curriculum

| Chart C: Curriculum | | | | | | |
|---|-------------------|------------------------------|----------------------|--------------|-----------------------|-------------------|
| Networking Specialist AAS - General Education Courses | | | | | | |
| | Course Prefix # | Course Title | Asterisk New Courses | Credit Hours | Lecture Contact Hours | Lab Contact Hours |
| | ENG 101 | Composition I | | 3 | 3 | |
| | ENG 111 | Business & Technical Writing | | 3 | 3 | |
| | | Humanities/Fine Arts | | 3 | 3 | |
| | | Social/Behavioral Science | | 3 | 3 | |
| | | Physical/Life Science | | 3 | 3 | |
| | MAT 106 or higher | Applied Math | | 3-4 | 3-4 | |
| | PSY 100 | Orientation | | 1 | 1 | |
| Total General Education | | | | 19-20 | 19-20 | |

| Networking Specialist AAS - Career and Technical Education Courses | | | | | | |
|--|-----------------|--|----------------------|--------------|-----------------------|-------------------|
| | Course Prefix # | Course Title | Asterisk New Courses | Credit Hours | Lecture Contact Hours | Lab Contact Hours |
| | ACC 101 | Financial Accounting | | 4 | 4 | |
| | ACC 102 | Managerial Accounting | | 4 | 4 | |
| | BUS 103 | Intro to Business | | 3 | 3 | |
| | CIS 101 | Fundamentals of Computer Information Systems | | 3 | 3 | |
| | CIS 152 | Intro to Internetworking | | 3 | 2 | 2 |
| | CIS 154 | Intro to Internetworking Operating Systems | | 3 | 2 | 2 |
| | CIS 156 | Intro to Local Area Networks | | 3 | 1 | 4 |
| | CIS 158 | Intro to Wide Area Networks | | 3 | 1 | 4 |
| | CIS 162 | Network Administration | | 2 | 1 | 2 |
| | CIS 164 | Networking Design and Installation | | 2 | 1 | 2 |
| Total Major Field Requirements | | | | 30 | 22 | 18 |

| Networking Specialist AAS - Career and Technical Education Electives | | | | | | |
|--|-----------------|---|----------------------|--------------|-----------------------|-------------------|
| | Course Prefix # | Course Title | Asterisk New Courses | Credit Hours | Lecture Contact Hours | Lab Contact Hours |
| | Choice of | CIS 146, CIS 250, CIS 252, CIS 256, CIS 258 | | 15 | | |
| Total Hours to Complete AAS Degree | | | | 64-65 | | |

Career and Technical Education Courses – Networking Specialist

Certificate

| | Course Prefix # | Course Title | Asterisk New Courses | Credit Hours | Lecture Contact Hours | Lab Contact Hours |
|---|-----------------|--|----------------------|--------------|-----------------------|-------------------|
| Completion of these courses results in the award of a Networking Specialist certificate | CIS 101 | Fundamentals of Introduction to Computer Information Systems Or | | 3 | 3 | |
| | CIS 250 | Beginning Linux | | 3 | 2 | 2 |
| | CIS 152 | Introduction to Internetworking | | 3 | 2 | 2 |
| | CIS 154 | Intro to Internetworking Operating Systems | | 3 | 1 | 4 |
| | CIS 156 | Intro to Local Area Networks | | 3 | 1 | 4 |
| | CIS 158 | Intro to Wide Area Networks | | 3 | 1 | 2 |
| | CIS 162 | Networking Administration | | 2 | 1 | |
| | CIS 164 | Network Design and Installation | | 2 | 1 | 2 |
| Total Career and Technical Hours for Certificate | | | | 19 | 11 | 16 |

Career and Technical Education Courses – Networking Professional

Certificate

| | Course Prefix # | Course Title | Asterisk New Courses | Credit Hours | Lecture Contact Hours | Lab Contact Hours |
|---|-----------------|-------------------------|----------------------|--------------|-----------------------|-------------------|
| Completion of these courses results in the award of a Networking Professional Certificate | CIS 250 | Beginning Linux | | 3 | 3 | |
| | CIS 252 | Advanced Routing | | 3 | 2 | 2 |
| | CIS 254 | Remote Access | | 3 | 2 | 2 |
| | CIS 256 | Multi-layer Switching | | 3 | 1 | 4 |
| | CIS 258 | Network Troubleshooting | | 3 | 1 | 4 |
| | CIS | Elective | | 1 | 1 | |

Career and Technical Education Courses – Networking Administration

Certificate

| | Course Prefix # | Course Title | Asterisk New Courses | Credit Hours | Lecture Contact Hours | Lab Contact Hours |
|--|-----------------|--|----------------------|--------------|-----------------------|-------------------|
| Completion of these courses, will result in the award of a Networking Administration Certificate | CIS 152 | Intro to Internetworking | | 3 | 2 | 2 |
| | CIS 154 | Intro to Internetworking Operating Systems | | 3 | 2 | 2 |
| | CIS 156 | Intro to Local Area Networks | | 3 | 1 | 4 |
| | CIS 158 | Intro to Wide Area Networks | | 3 | 1 | 4 |
| Total Career and Technical Hours for Certificate | | | | 12 | 6 | 12 |

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

(c) Course Syllabi: Append course syllabi for new courses or any existing courses that are being modified significantly for the proposed curriculum. — No new courses.

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

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

3. EDUCATION AND SKILL REQUIREMENTS

(a) Employer Input: The Sauk Valley Community College workforce council meets monthly to review curricula and make recommendations.

(b) Skill Level: The A. A. S. Degree in Computer Information Systems – Networking Specialist includes a broad-based curriculum of both academic and technical courses to provide the graduate with skills necessary to enter the workforce in the field of networking. Each of the related certificates – Networking Specialist, Networking Professional, and Networking Administration, provide a progressive building block of skills culminating in the award of the A.A.S. degree, should the student choose to pursue this path.

(c) Skills Standards/Credentialing/Licensure for Students: Students graduating with a Networking Specialist A.A.S. degree should have the skills necessary to complete the core test components of the Cisco Certified Network Associate Certification (CCNA 640-801). This certification is optional but recommended for job entry. During the courses, which adhere to the official Cisco Networking Curriculum, the students demonstrate their skills by designing and configuring a three router WAN/LAN lab with full connectivity in under two hours.

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

4. ASSESSMENT OF STUDENT LEARNING

Describe how the college plans to ensure the following:

(a) Student learning objectives: Students completing the Microcomputer Applications AAS degree will demonstrate knowledge and skills in professional, technical and general education areas:

- Professional and technical objectives:
 - Students will demonstrate proficiency in implementation and operation of networks.

- Students will systematically troubleshoot networks.
- Students will describe and evaluate the characteristics and design of common networking components and processes.
- Students will demonstrate knowledge, skills, and behaviors consistent with entry-level employment.
- General education objectives:
 - Students will demonstrate technological competencies.

(b) Assessment of Student Learning: The College has a comprehensive plan for assessing student learning outcomes related to program choices and to general education competencies. The CIS program has a plan that contributes to the assessment of the College as a whole and to measuring the effectiveness of this particular program. CIS instructors meet together to determine the objectives most important for their program and identify courses and activities most crucial for assessing those objectives. Instructors in each of the key courses devise ways of assessing student learning with regard to the critical objectives. Results of these assessments are collected and compared across classes. Area instructors meet again to consider the implications of the results and to suggest changes to the program in the future for the purpose of improving student learning. Finally, student learning for the networking degree as a whole is assessed through a project in a capstone course, in which they must design and configure a three router WAN/LAN lab with full connectivity in under two hours. Other methods by which the CIS program assesses student learning include lab assignments; case studies; microcomputer applications projects; group activities and projects and objective examinations covering basic terms and concepts. CIS internship supervisors complete evaluations rating appearance, attitude, general work habits, skills demonstration, professional conduct, teamwork, and ethical standards.

(c) Program Improvement: Program improvement involving the CIS program is accomplished within the College's system for Organizational Planning and Improvement. Courses listed as core requirements regularly contribute assessment data on student learning both toward general education competencies and toward career core requirements. Individual instructors analyze their data and report any changes made at the course level. These findings are aggregated into the Assessment Data Folder and are both shared and discussed by the program's Workforce Development Committee. They are also examined annually by the full-time faculty in the CIS program. This annual examination may result in recommendations for course- or program-level change. Aggregated data is stored and reviewed again during a comprehensive five-year review of the program, from which additional improvements may be recommended. The five-year review incorporates data collected from both direct and indirect sources. Changes that are recommended must be approved through the College's Organizational Planning and Improvement system.

5. FACULTY

(a) Faculty Qualifications: (Chart D1)

| Degree | Field | Years of related occupational experience | Years of teaching experience |
|------------------------|---------------------------|--|------------------------------|
| Industry certification | | | |
| BA, BS | CIS, IS, or related field | 3+ | |
| MS | CIS, IS or related field | 2+ | 2+ |
| MS Ph D | CIS, MIS | | 20+ 12+ |

(b) Faculty Needs: (Chart D2)

Cite the number of faculty, including new and existing faculty, that the program will need for each of the first three years, noting if they will serve as full-time faculty or part-time faculty.

| | First Year | | Second Year | | Third Year | |
|-----------------------|------------|--------|-------------|--------|------------|--------|
| | F-time | P-time | F-time | P-time | F-time | P-time |
| # of new Faculty | | | | | | |
| # of existing Faculty | 3 | 3 | 3 | 3 | 3 | 3 |

ACADEMIC CONTROL

(a) Contractual/Cooperative Agreements: All faculty are full-time or adjuncts approved by the Dean of Business, Technology and Workforce Development.

(b) Academic Control: All faculty are hired and evaluated by the Dean of Business, Technology and Workforce Development. The Dean recruits, hires, evaluates, and terminates faculty as needed. He is directly responsible for the quality of the program.

6. COST DATA

(a) Source of Funds: The College currently owns all equipment necessary to operate the program. No additional purchases are necessary.

(b) Finance: (Chart E) Identify projected new direct costs to establish the program.

| | 1 st Year | 2 nd Year | 3 rd Year |
|--|----------------------|----------------------|----------------------|
| Faculty Costs | \$ _____ | \$ _____ | \$ _____ |
| Administrator Costs | _____ | _____ | _____ |
| Other Personnel Costs (specify positions) | _____ | _____ | _____ |
| Equipment Costs | _____ | _____ | _____ |
| Library/LRC Costs | _____ | _____ | _____ |
| Facility Costs* | _____ | _____ | _____ |
| Other (specify) | _____ | _____ | _____ |
| Total New Costs | \$ 0 | \$ 0 | \$ 0 |

*Capital projects that use state funds require prior ICCB approval, as do capital projects over \$25,000 that use local funds.

201.01 Administrative Organization

It is the policy of the Board to encourage the development of an administrative structure that will provide for the free flow of information between and among the President and his/her subordinates and clear lines of responsibility and authority. The administrative organization of the College must remain stable to the extent that it provides a clear understanding among the staff as to responsibility and job assignments and at the same time remain flexible enough to allow for appropriate changes when circumstances make them necessary.

The President will recommend for approval of the Board, the organizational structure of the College and as circumstances require, any changes that will improve the overall College operations.

All Sauk Valley Community College employees shall be responsible to the Board through the President.

2/12/79
3/23/87
7/22/02

202.01 Administrative Staff and Work Regulations

The Board of Sauk Valley recognizes the responsibility of the administrative staff to establish rules and regulations governing the administration of the College and directs that the administration will maintain and issue written administrative rules and procedures for the general and specific administration of the institution.

All rules and regulations shall be placed in appropriate handbooks, and shall be reviewed annually.

These rules and regulations shall not be in conflict with Board policies and Illinois Community College Board regulations.

2/12/79
12/19/83

203.01 Duties and Responsibilities of Administrative and Confidential Personnel

Administrators of the College are expected to responsibly administer the areas under their management and supervision in accordance with the policies and regulations set forth by the Board of Trustees and as designated by the Illinois Public Community College Act. Within the limits of their authority, they shall demonstrate initiative and good judgment and, in full cooperation with other administrators and faculty, provide leadership in helping to create effective conditions for the fulfillment of the College's mission.

A. Duties of the President

1. The President shall be engaged in executive management functions and is charged with the responsibility of directing and effectuating Board of Trustees policies and practices.
2. The President shall in the regular course of his/her duties assist and act in a confidential capacity to persons, including the Board of Trustees, who formulate, determine, and effectuate management policies with regard to labor relations, and shall in the regular course of his/her duties have access to information relating to the effectuation or review of employer's collective bargaining policies.
3. The President shall have the authority to recommend to the Board of Trustees to hire, transfer, suspend, reward or discipline employees and to recommend action concerning grievances of employees.
4. The above duties are in addition to the duties listed in Policy 204.01.

B. Duties of the Vice Presidents and Deans

1. Vice Presidents and Deans shall in the regular course of their duties assist and act in a confidential capacity to persons, including the Board of Trustees and the President, in formulating, determining, and effectuation management policies with regard to labor relations, and toward this end shall have access to all collective bargaining policies.
2. A Vice President or Dean shall be engaged in executive management functions and is charged with the responsibility of directing and effectuating Board of Trustees policies and practices.

C. College Treasurer

The Treasurer shall in the regular course of his/her duties have access to information relating to the effectuation or review of employer's collective bargaining policies.

D. Job Description and Duties of the Office Secretary, Secretary to the President, Secretary to the Vice Presidents and Deans

The Secretary shall have in the regular course of his/her duties access to information relating to the effectuation or review of the employer's collective bargaining policies.

3/23/81
12/19/83
7/22/02

204.01 Duties and Responsibilities of the President of the College

The President of the College is the chief executive, administrative, and education officer of the community college district and derives authority from, and is responsible to, the Sauk Valley Community College Board of Trustees. The President's primary responsibility is to provide vision for the College and continuous leadership and direction for the planning and operation of all aspects of the College's programs and services in conformity with Board policies, ICCB and IBHE rules and regulations, and State law.

More specifically, the President is responsible for:

1. Developing and implementing a progressive and community responsive College philosophy, including a comprehensive strategic plan which details the institutional mission, goals and objectives, priorities, and resources, for the current and long-range needs of the district;
2. Developing, maintaining, and evaluating the academic programs and student services of the College and creating a climate which enhances student learning, stimulates creative approaches to teaching and learning, and motivates both staff and students to optimum achievement;
3. Developing and maintaining an appropriate administrative organization to insure effective and efficient management of the College and its resources;
4. Recommending policies for board action and implementing those policies adopted by the Board;
5. Developing and maintaining a personnel operation which includes the recruitment, selection, development, compensation, evaluation, and continuation of all College staff;
6. Preparation, recommendation, and administration of the annual operating and capital budgets as approved by the Board of Trustees;
7. Maintenance and efficient use of existing institutional resources and the creation of new resources;
8. Internal and external communications, including keeping the Board informed, being the College's chief spokesperson, and representing the College to the general public;

9. Providing for the preparation and submission of all reports required by local, state, and national agencies;
10. Representing and actively participating in appropriate local, state, and national efforts to promote the interests of the college;
11. Managing the operational affairs of the Board of Trustees, including being its professional advisor by analyzing implications of proposed actions and making recommendations, handling agendas, minutes, policies, and other necessary records;
12. Representing the College interests as a member of the Sauk Valley Community College Foundation Board of Directors;
13. Delegating to appropriate staff members and committees powers and duties listed above as the President deems appropriate for the administration of the College;
14. Exercising the discretionary power necessary to insure the continuous efficient operation of the College and deciding all other administrative matters not outlined above and for which no specific provision has been made in the law or by Board policies; and
15. Any other duties assigned or delegated by the Board of Trustees.

2/12/79

3/23/87

12/18/89

205.01 The College Calendar

- A. The fiscal year of the College is from July 1 of one year to June 30 of the next year inclusive.
- B. The College academic year shall begin with the registration and orientation scheduled just prior to the first day of instruction of the fall semester, whichever is earlier, and extend no less than one day beyond the official date of Commencement at the end of the spring semester. For purposes of administration, the summer session is considered a special session outside the academic year calendar.
- C. An administrative calendar specifying working days for all 12-month personnel will be issued by the Office of the President prior to the start of each fiscal year (July 1).
- D. Sauk Valley Community College shall schedule a sufficient number of preparatory, instructional and testing days each semester to insure that adequate time is provided for teaching and learning and to comply with minimum State requirements and standards. The calendar shall also include days for registration, pre-entrance testing and other activities associated with admission to the College.

3/23/81
3/23/87

FL04ENRL
DISK:ICCB

SAUK VALLEY COMMUNITY COLLEGE

FALL 10TH DAY

TABLE 2 and TABLE 3

| | FALL 03 HEADS | FTE | FALL 04 HEADS | FTE | DIFFERENCE HEADS | FTE |
|-----------------|------------------|------|------------------|------|---------------------|------|
| SVCC ENROLLMENT | 2579 | 1551 | 2623 | 1577 | 1.7% | 1.7% |

BORDERING COLLEGES--PERCENT OF CHANGE FALL 03 VS FALL 04

TABLE 4

TABLE 5

| COLLEGE | STUDENTS | FTE |
|------------------------|----------|-------|
| BLACKHAWK | 5.3% | 3.2% |
| HIGHLAND | 1.5% | 1.6% |
| ILLINOIS VALLEY | -2.0% | -1.9% |
| KISHWAUKEE | 2.8% | 2.9% |
| ROCK VALLEY | 1.9% | 4.9% |
| SAUK VALLEY | 1.7% | 1.7% |
| ALL COMMUNITY COLLEGES | -0.9% | 0.2% |

NON-CORRECTIONAL DATA COMPARISON

SOURCE: ICCB FALL ENROLLMENT REPORTS
INFORMATION SERVICES

12/10/04

For Board Meeting of
December 20, 2004

Agenda Item I-1

**TEMPORARY (SPRING SEMESTER) FULL-TIME
FACULTY APPOINTMENT - MUSIC**

The administration is recommending the continued appointment of Sister Philomene Rieland of Sterling, IL as a temporary full-time Assistant Professor (Step 3) of Music for the Spring 2005 Semester.

RECOMMENDATION: Board approval of the appointment of Sister Philomene Rieland as a temporary full-time Assistant Professor (Step 3) of Music for Spring 2005 Semester only.



Dean of Arts, Social Sciences, Mathematics, and Physical Education

Memorandum

TO: Dr. Joan Kerber

FROM: Dr. Patrick Kennedy

DATE: December 10, 2004

RE: Appointment of Sister Philomene Reiland as Temporary Full-Time Music Faculty

Sauk Valley Community College has offered instruction leading to an associate's degree in Music for many years. When the full-time Music faculty member departed abruptly in July 2004 to take a position in the State of Washington, the College was left in an awkward position.

To address the vacancy, the Vice President of Learning Services; the Dean of Arts, Social Science, Mathematics, and Physical Education; and several faculty members discussed the needs of the College and trends in Music education. It was agreed that the College should hire an individual capable of both teaching the traditional music curriculum (theory, aural skills, music appreciation, etc.) and developing a commercial music curriculum designed to enhance enrollment at the College as well as transfer and career opportunities for students.

The search committee attempted to fill the vacancy during the summer but the lack of time available prohibited the completion of this task. Ms. Ruth Hedstrom, a retired Sauk Music faculty member, agreed to teach music theory and aural skills courses during the Fall Semester to assist the College. The search committee reconvened during the fall semester and identified four semi-finalists. Three declined the option to interview; the committee had problems contacting the references of the fourth semi-finalist and did not invite him to campus. As the close of the semester was upon the College, the search was again put on hold.

I propose the following steps to help the College maintain its Music program and to provide adequate time to attract a sufficient pool of candidates to complete the hiring process for a faculty member able to assist Sauk in meeting its strategic objectives related to music.

First, we reconvene the search committee in January and readvertise the position. It is expected that the pool will be larger as graduate students and individuals with year-long commitments to other institutions will be able to pursue their interests in different positions and make a move by August.

Second, we hire Sister Philomene Reiland on a temporary full-time basis for Spring Semester 2005. Sister Philomene has a bachelor's degree in Music Education with minors in Piano, Organ, and Voice and a master's degrees in Music with concentrations in Church Music and Liturgy. She taught music education in elementary schools for 12 years and directed music and liturgy for several parishes for 30 years. She is currently teaching the Music Appreciation course for Sauk. I also propose that she teach the following courses:

1. MUS 112 (Theory of Music II).
2. MUS 150 (Music History and Literature).
3. MUS 182 (Aural Skills II).
4. MUS 201 (Music Appreciation) (two sections).
5. MUS 212 (Theory of Music IV).
6. MUS 284 (Aural Skills IV).

I believe this proposal is sound. It fits with the strategic objectives discussed last summer when the Music vacancy occurred. In the short term, it allows the College to hire a qualified and capable Music instructor to meet the needs of our current students and to aid in the recruitment of future students. It also permits the College to continue to offer all its courses in the Music major. For the long term, this proposal provides time to recruit and hire an individual who can begin teaching courses in the fall while developing the commercial music curriculum.

If you have any questions, please feel free to contact me.

For Board Meeting of
December 20, 2004

Agenda Item I-2

**TEMPORARY (SPRING SEMESTER) FULL-TIME
FACULTY APPOINTMENT – ENGLISH/SPEECH**

The administration is recommending the continued appointment of Ruth Montino of Rock Falls, IL as a temporary full-time Assistant Professor (Step 3) of English/Speech for the Spring 2005 Semester.

RECOMMENDATION: Board approval of the appointment of Ruth Montino as a temporary full-time Assistant Professor (Step 3) of English/Speech for Spring 2005 Semester only.

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

DATE: December 14, 2004

TO: Dr. Joan Kerber

FROM: Patrick Kennedy *EDS 24*
Linley White *JK*

SUBJECT: Appointment of Ruth Montino as Temporary Full-Time English Instructor

Sauk Valley Community College is in a position of needing to hire a temporary full-time instructor. This has occurred for several reasons. First, SVCC is experiencing robust enrollment in dual credit courses at the Whiteside Area Career Center. In the fall semester, Sauk was able to staff almost all of the dual credit classes with adjunct instructors. This has become difficult at best for the spring semester. Also, Sauk has attempted to hire a full-time English instructor to replace a retiring instructor who has been teaching classes on campus. We had an individual who agreed to join our staff, but at the last minute took another position. The search process has been unsuccessful in filling the vacancy.

Attempting to fill spring classes with adjuncts has placed a burden on the adjunct pool of qualified English instructors in the Sauk Valley Community College area. Sauk requests permission to hire Ruth Montino as a temporary full-time instructor of English for the spring semester.

Ruth Montino has been an adjunct instructor for Sauk since June 7, 2000. She has taught 10 semesters of classes for the college. She also has high school certification and has taught a total of three years in the secondary system. Ruth has a graduate degree in English and is well qualified to teach courses at the post secondary level. Her willingness to teach dual credit courses at the secondary level will allow us to keep those courses active at the Career Center. She is very willing to pick up additional classes on campus to ensure that all classes for spring are staffed.

In summary, Dr. Kennedy and I recommend hiring Ruth Montino as a temporary full-time faculty member for spring semester. Since Sauk will not be hiring a full-time instructor for the spring semester, the revenue needed to fund this position is already within the budget.

For the Board Meeting
December 20, 2004

Agenda Item J-1

PRESIDENTIAL SEARCH BROCHURE

Board approval of the attached Presidential Search Brochure is required in order to place the advertisement for president in appropriate publications.

COMMENDATION: Board approval of the attached Presidential Search Brochure.

The Board of Trustees of Sauk Valley Community College invites applications and nominations for the position of President. The President is the Chief Executive Officer of the College District and reports to an eight-member Board of Trustees. Seven members are elected from the community at large and one member is an appointed student. The College's current President, Dr. Richard L. Behrendt, is retiring after 18 years of distinguished service to the Board and College community. The Board of Trustees seeks an individual who is committed to the goals of a comprehensive community college and who can provide the leadership necessary to meet the challenges Sauk Valley Community College will face in the future.

Mission of Sauk Valley Community College

The mission of Sauk Valley Community College is to provide quality learning opportunities that meet the diverse needs of the College's students and community. This is accomplished by providing opportunities for students and community to do the following:

- Complete the first two years of a baccalaureate degree,
- Improve employability through career education,
- Achieve confidence in essential skills,
- Continue learning on a lifelong basis; and
- Enhance the cultural and economic climate of the College's district.

In achieving this mission and purpose the Board of Trustees, faculty and staff of the College have adopted a Statement of Shared Ethical Values. This Statement provides guidance about how members of the College community work with each other, develop programs, and serve students. The following ethical value statement has been adopted:

| | |
|-----------------------|--|
| Respect | We respect the worth and dignity of all people. |
| Responsibility | We value and advocate that all take responsibility for themselves, their learning and their environment. |
| Fairness | We accommodate fairness and just treatment of all people. |
| Integrity | We expect and constantly stand for integrity, honesty and ethical treatment of all people. |
| Caring | We value the creation of opportunities in a caring environment. |

Sauk Valley Community College is becoming a learning community and a learning college which exemplifies cooperation, collaboration, and shared governance.

About the District and the College

Sauk Valley Community College is located along the scenic Rock River in rural heartland America. The College district is made up of parts of six counties in northwest Illinois, approximately two hours west of Chicago and one hour east of the Quad Cities (Moline and Rock Island, Illinois and Davenport and Bettendorf, Iowa). There are 17 high schools in the district and the median age of district residents is 39.2. The district's labor force is made up of manufacturing (18%), services (24%), retail trades (15%), government (13%) and agriculture (4.7%). The district is rich in history and includes such points of interest as the John Deere Historical Site and the boyhood home of President Ronald Reagan.

In 2004 the College served 6,920 students (approximately 3,000 students per semester), and produced over 46,000 credit hours. The average age of the College's students is 28 years, and 63% of the students are female. 46% of the College's students are in transfer programs and 32% came directly to Sauk Valley from a regional high school. Sixty-six percent of the College's students work while attending classes.

The College offers 30 transfer degrees and 18 career degrees. In addition, the College has a very strong athletic program with 10 teams. Student athletes come primarily from district high schools, but also from as far away as Canada and Arizona.

Sauk Valley Community College receives broad support in its College community as is evidenced by the large number of student scholarships which are supported by community organizations and groups. In addition, the College has a strong Foundation which annually raises funds to support College programs and services.

The College has approximately 161 full-time employees, with an annual total budget of \$25,700,000. The operating budget is \$11,500,000.

The faculty, staff and administrators of Sauk Valley Community College are a dedicated group of individuals who work to demonstrate and practice their shared values as they carry out the work of the College which is to serve students exceptionally well.

Opportunities and Challenges

Sauk Valley Community College is a mature institution that has served its community for decades. In 2005, the College will celebrate its 40th Anniversary. In the recent past, the administration, faculty and staff have applied their energy to a number of new initiatives which

will ultimately change College culture—the way College employees work together to serve students and community. The College seeks a leader who can understand and embrace this energy and its products and then inspire and guide the College community to achieve the goals it seeks.

The new President of Sauk Valley Community College will provide leadership for faculty and staff to:

1. Assist the College staff in renewing the College vision with emphasis beyond mission and purpose to include the College's values and the manner in which those values affect culture and engage employees as they work and serve.
2. Lead College staff in their efforts to create a learning organization which is value-driven and has its own sustaining energy and creativity.
3. Provide leadership and guidance to College employees as they continue to develop participative systems which involve employees in shaping the future of the College.
4. Assist and lead the College staff in developing new institutional planning processes which merge program, facility, and equipment needs with financial resources and budget allocations.
5. Demonstrate fiscal responsibility through seeking new revenue opportunities from the private and public sector and as well as continuing to stabilize existing resources through appropriate budgeting practices.
6. Assist the staff in developing new in-service and learning programs which enhance employee skills and abilities and improve the quality of work.
7. Support and enhance the College's student-centered programs including student activities, multi-cultural activities and athletics.
8. Establish new partnerships with business, industry and labor for the purpose of expanding the college's technical programs and supporting the economic base of northwest Illinois.
9. Be visible in the College and the community and provide support in developing successful workforce and economic development partnerships.

Characteristics

Professional

1. Earned doctorate or its equivalent in experience with a pattern of continued self-development.
2. Understanding of and commitment to the community college, its purposes and students.
3. Demonstrated ability to be visionary in moving the College forward to meet the needs of community, while respecting and maintaining initiatives already engaged.
4. Demonstrated support of technology and its use in an academic and administrative environment.
5. Demonstrated ability to embrace a rural community and maintain an active role within the community to the benefit of the College.
6. A commitment to diversity and a demonstrated ability to lead an institution that values and respects differences.
7. Understanding of and commitment to assessment of student learning and institutional assessment processes.
8. General knowledge of academic, technical, and career-based educational programs, with demonstrated openness to alternative teaching methods.
9. Demonstrated ability to generate external funding through fostering partnerships with community businesses, aggressive grant seeking and working with the College Foundation.
10. Proven interest in and support of student academic success, and all student extracurricular activities.
11. Experience with student housing and general college construction projects.
12. Successful advocacy skills in working with all levels of government and community groups.
13. A demonstrated appreciation of people and their contributions to organizational growth and creativity.

Personal

Excellent communication and listening skills, willingness to learn from others as well as share his or her own experience and knowledge, ability to be flexible and to facilitate change when needed, a caring administrator who delegates effectively, and who encourages faculty and staff in their endeavors.

Application Procedures

Inquiries and applications should be directed to: Ms. Nancy Breed, Search Liaison, Sauk Valley Community College, 173 Illinois Route 2, Dixon, IL 61021; (815) 288-5511, ext. 290; e-mail: breedn@svcc.edu.

A complete application packet includes the following:

- A letter of application of five pages or less, which includes how they would address the identified opportunities and challenges and how they meet the Presidential Profile.
- A current and complete resume.
- Provide names, titles, business and home telephone numbers for five references consisting of supervisors, subordinates (including one support staff member), colleagues, faculty members, community members, and student leaders (at least one from each group). References from either current or former institutions are acceptable.
- Applications will continue to be accepted until the position is filled. The Search Committee will begin reviewing applications March 21, 2005.
- Applicants will be notified of receipt of application materials.
- All inquiries and applications will be held in confidence until interviews with final candidates are confirmed.

The Board of Trustees of Sauk Valley Community College invites applications and nominations for the position of President. The President is the Chief Executive Officer of the College District and reports to an eight-member Board of Trustees. Seven members are elected from the community at large and one member is an appointed student. The College's current President, Dr. Richard L. Behrendt, is retiring after 18 years of distinguished service to the Board and College community. The Board of Trustees seeks an individual who is committed to the goals of a comprehensive community college and who can provide the leadership necessary to meet the challenges Sauk Valley Community College will face in the future.

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- Complete the first two years of a baccalaureate degree,
- Improve employability through career education,
- Achieve confidence in essential skills,
- Continue learning on a lifelong basis, and
- Enhance the cultural and economic climate of the College's district.

In achieving this mission and purpose the Board of Trustees, faculty and staff of the College have adopted the following Statement of Shared Ethical Values. This Statement provides guidance about how members of the College community work with each other, develop programs, and serve students:

Respect We respect the worth and dignity of all people.

Responsibility We value and advocate that all take responsibility for themselves, their learning and their environment.

Fairness We accommodate fairness and just treatment of all people.

Integrity We expect and constantly stand for integrity, honesty and ethical treatment of all people.

Caring We value the creation of opportunities in a caring environment.

Sauk Valley Community College is becoming a learning community and a learning college which exemplifies cooperation, collaboration, and shared governance.

OPPORTUNITIES AND CHALLENGES

Sauk Valley Community College is a mature institution that has served its community for decades. In 2005, the College will celebrate its 40th Anniversary. Recently the administration, faculty and staff have applied their energy to a number of new initiatives which will ultimately change College culture, and particularly the way College employees work together to serve students and community. The College seeks a leader who can understand and embrace this energy and its products and then inspire and guide the College community to achieve the goals it seeks.

The new President of Sauk Valley Community College will provide leadership for faculty and staff to:

1. Assist the College staff in renewing the College vision, with emphasis beyond mission and purpose, to include the College's values and the manner in which those values affect culture and engage employees as they work and serve;
2. Lead College staff in their efforts to create a learning organization which is value-driven and has its own sustaining energy and creativity;
3. Provide leadership and guidance to College employees as they continue to develop participative systems which involve employees in shaping the future of the College;
4. Assist and lead the College staff in developing new institutional planning processes which merge program, facility, and equipment needs with financial resources and budget allocations;
5. Demonstrate fiscal responsibility through seeking new revenue opportunities from the private and public sectors as well as maintaining existing resources through appropriate budgeting practices;
6. Assist the staff in developing new in-service and learning programs which enhance employee skills and abilities and improve the quality of work;
7. Support and enhance the College's student-centered programs including student activities, multi-cultural activities, and athletics;
8. Establish new partnerships with business, industry and labor for the purpose of expanding the college's technical programs and supporting the economic base of northwest Illinois; and
9. Be visible in the College and the community and provide support in developing successful workforce and economic development partnerships.

ABOUT THE DISTRICT AND THE COLLEGE

Sauk Valley Community College is located along the scenic Rock River in rural heartland America. The College district covers 1625 square miles and encompasses portions of six different counties in northwest Illinois. The heart of Chicago is an easy two hour drive to the east and the heritage rich Quad Cities (Moline and Rock Island, Illinois and Davenport and Bettendorf, Iowa) lie an hour to the west along the banks of the mighty Mississippi River. There are 17 high schools in the district and the median age of district residents is 39.2. The district's labor force is made up of manufacturing (18%), services (24%), retail trades (15%), government (13%) and agriculture (4.7%). The district is rich in history and includes such points of interest as the John Deere Historical Site and the boyhood home of President Ronald Reagan.

In 2004 the College served 6,920 students (approximately 3,000 students per semester), and produced over 46,000 credit hours. The average age of the College's students is 28 years, and 63% of the students are female. Forty-six percent of the College's students are in transfer programs and 32% come directly to Sauk Valley from a regional high school. Sixty-six percent of the College's students work while attending classes.

The College offers 30 transfer degrees and 18 career degrees. In addition, the College has a very strong athletic program with 10 teams. Student athletes come primarily from district high schools, but also from as far away as Canada and Arizona.

Sauk Valley Community College receives broad support in its College community as is evidenced by the large number of student scholarships which are supported by community organizations and groups. In addition, the College has a strong Foundation (over \$3.5 million in assets) which annually raises funds to support College programs and services, and is currently building a new student housing complex.

The College has approximately 161 full-time employees, with an annual total budget of \$25,700,000. The operating budget is \$11,500,000.

The faculty, staff and administrators of Sauk Valley Community College are a dedicated group of individuals who work to demonstrate and practice their shared values as they carry out the work of the College, which is to serve students exceptionally well.

**Sauk Makes It Possible...
You Make It Happen!!**

CHARACTERISTICS

Professional

1. Earned doctorate or its equivalent in experience with a pattern of continued self-development.
2. Understanding of and commitment to the community college, its purposes, and its students.
3. Demonstrated ability to be visionary in moving the College forward to meet the needs of community, while respecting and maintaining initiatives already engaged.
4. Demonstrated support of technology and its use in an academic and administrative environment.
5. Demonstrated ability to embrace a rural community and maintain an active role within the community to the benefit of the College.
6. A commitment to diversity and a demonstrated ability to lead an institution that values and respects differences.
7. Understanding of and commitment to assessment of student learning and institutional assessment processes.
8. General knowledge of academic, technical, and career-based educational programs, with demonstrated openness to alternative teaching methods.
9. Demonstrated ability to generate external funding through fostering partnerships with community businesses, government and community groups.
10. Proven interest in and support of student academic success and all student extracurricular activities.
11. Experience with student housing and general college construction projects.
12. Successful advocacy skills in working with all levels of government and community groups.
13. A demonstrated appreciation of people and their contributions to organizational growth and creativity.

Personal

1. Excellent communication and listening skills.
2. Willingness to learn from others as well as share his or her own experience and knowledge.
3. Ability to be flexible and to facilitate change when needed.
4. A caring administrator who delegates effectively, and who encourages faculty and staff in their endeavors.

APPLICATION PROCEDURES

Inquiries and applications should be directed to:

Ms. Nancy Breed, Search Liaison
Sauk Valley Community College
173 Illinois Route 2
Dixon, IL 61021
(815) 288-5511, ext. 290
e-mail: breedn@svcc.edu

A complete application packet includes the following:

1. A letter of application of five pages or less, which includes how they would address the identified opportunities and challenges and how they meet the Presidential Profile.
2. A current and complete resume.
3. Names, titles, business and home telephone numbers for five references consisting of supervisors, subordinates (including one support staff member), colleagues, faculty members, community members, and student leaders (at least one from each group). References from either current or former institutions are acceptable.

Applications will continue to be accepted until the position is filled. The Search Committee will begin reviewing applications March 21, 2005. Applicants will be notified of receipt of application materials. All inquiries and applications will be held in confidence until interviews with final candidates are confirmed.



PRESIDENTIAL SEARCH



Sauk Valley
Community College

Sauk Valley Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and is a member of the Illinois Community College system. University transfer programs and some career programs at Sauk are accepted in transfer by four-year colleges and universities.

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

For Board Meeting of
December 20, 2004

Agenda Item J-2

TRUSTEE RESIGNATION

Following Closed Session discussion, appropriate action will be taken on this item.

RECOMMENDATION: Appropriate action.

PA 31

DIXON & DIXON

LAW OFFICES

**121 EAST FIRST STREET
P.O. BOX 389**

DIXON, ILLINOIS 61021

**815-284-2288
FAX 815-284-1338**

SHERWOOD DIXON (1845-1894)
HENRY S. DIXON (1870-1928)
JOHN P. DEVINE (1878-1955)
SHERWOOD DIXON (1896-1973)
HENRY S. DIXON
HENRY SHERWOOD DIXON II

AMBOY OFFICES
AMBOY, ILLINOIS 61310
815-857-2112
FAX 815-857-3217
E-MAIL hadlaw@essex1.com

December 14, 2004

Dr. Richard L. Behrendt
President
Sauk Valley Community College

RE: Resignation from Board of Trustee

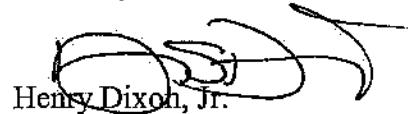
Richard

It is with regret that I must resign from my position a Trustee for the Sauk Valley Community College and as Foundation Liaison. I am the Executive Officer for the Second Battalion, 130th Infantry Regiment in the Illinois Army National Guard. Last month, we received Mobilization Orders to report to active duty January 5th, 2005.

The length of the deployment and the search for a college president make it impractical for me to remain on the Board. By resigning, the position may be filled to complete the term. This will enable the Board to manage its affairs without burdening the remaining Trustees.

I am very proud of my service to the College and its District, and wish it much success in the future.

Sincerely



Henry Dixon, Jr.

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

**Third Floor Board Room
Dixon, IL**

December 19, 2005
7:00 p.m.

- 1.0 Call to Order/Roll Call
- 2.0 Consent Agenda
 - 2.1 Approval of Agenda
 - 2.2 Approval of Minutes, November 28, 2005
 - 2.3 Approval of Closed Session Minutes, November 28, 2005
 - 2.4 Treasurer's Report
 - 2.5 Bills Payable
 - 2.6 Payrolls November 30, 2005 \$245,157.79
 - December 13, 2005 \$256,005.06
 - 2.7 Budget Report
- 3.0 Reports/Information
 - 3.1 President's Report
 - 3.2 Communication from Visitors
 - 3.3 Reports from Trustees
 - 3.4 Nursing – Janet Lynch
- 4.0 Action Items
 - 4.1 Bid Award Recommendation – Welding Lab Construction
 - 4.2 Board Policy 512.01 – Student Loan Policy (Second Reading)
 - 4.3 Board Policy 513.01 – Financial Aid Tuition Hold Program Policy (Second Reading)
 - 4.4 Board Policy 516.01 – Drug-Free Workplace Policy (Second Reading)
- 5.0 Closed Session
- 6.0 Adjourn

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
MINUTES
December 19, 2005

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on December 19, 2005 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 | Edson Cox |
| Joan Padilla | William Simpson |
| Robert J. Thompson | Nancy Varga |
| Mary Ellen Wilkinson | Student Trustee Amanda Dahlquist |

SVCC Staff: President George J. Mihel
Attorney Ole Bly Pace III
Vice President Ruth Bittner
Vice President Joan Kerber
Dean of Health and Sciences Janet Lynch
Dean of Information Systems Alan Pfeifer
Director of College Relations Cal Lyons
Administrative Assistant Debra Dillow
Administrative Assistant to the Board Nancy Breed

Absent: None

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

President's Report: Dr. Mihel reported that he and Mr. Cox will be attending the ACCT National Legislative Conference in Washington, D.C. February 6-8, 2006, that a recent article in the Chronicle of Higher Education highlighted that the State of Wisconsin will be requiring all high school students to take an internet course prior to graduation, and the College is planning on setting up a meeting with area superintendents and the College Board of Trustees for Spring 2006 to discuss dual credit.

Dean of Health and Sciences Janet Lynch gave a presentation on the on-line nursing initiative that is currently in development in cooperation with Rock Valley College, Kishwaukee College, and Highland Community College. The main objectives are to increase

the number of nurses in the workforce and to increase the number of masters prepared nurses that are interested in teaching. She stated the Theory classes would be on-line while the lab and clinical sites classes would be held on site. She outlined the steps that have been taken so far including meeting with the Nursing Act Coordinator, researching retention rate of on-line students (77% completion rate), and meeting with hospitals within the four college districts to discuss the new program and its benefits. Approval of the program by the Illinois Community College Board and the Higher Learning Commission has yet to be initiated. Funding is a key issue; since the program will require the hiring of a Coordinator to write the curriculum, hire faculty, recruit students, and monitor the program. The cooperative is actively pursuing funding through the "Partners in Nursing" grant available from the Robert Wood Johnson Foundation.

Dean Lynch also presented the initiatives currently being done to enhance retention in the nursing program including instituting support groups for the nursing students; collecting data on potential variables; actual and potential changes to the current nursing programs; and possible changes to the admission requirements.

Reports:

ICCTA Representative: Chair Thompson encouraged any Board member wishing to attend the ACCT National Legislative Summit in Washington, D.C. on February 5-8, 2006 to let Dr. Mihel know so arrangements can be made.

Foundation Liaison: Dr. Mihel stated that he submitted a request to the Foundation to fund the senior services option of Dr. Kerber and that the Finance Committee is taking it under consideration.

Bid Award
Recommendation –
Welding Lab Construction:

It was moved by Member Andersen and seconded by Member Varga to approve the low bid of Brown Construction Company to construct the welding lab in the amount of \$60,000. In a roll call vote, all voted aye. Motion carried. Student Trustee Dahlquist advisory vote: aye.

Board Policy 512.01 -
Student Loan Policy
(Second Reading):

It was moved by Member Andersen and seconded by Member Cox to approve Board Policy 512.01, Student Loan Policy for second reading as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Dahlquist advisory vote: aye.

Board Policy 513.01 -
Financial Aid Tuition
Hold Program Policy

It was moved by Member Cox and seconded by Member Padilla to approve Board Policy 513.01, Financial Aid Tuition Hold Program Policy for second reading as presented. In a roll call vote,

(Second Reading): all voted aye. Motion carried. Student Trustee Dahlquist advisory vote: aye.

Board Policy 516.01 - Drug-Free Workplace Policy (Second Reading): It was moved by Member Wilkinson and seconded by Member Andersen to approve Board Policy 516.01, Drug-Free Workplace Policy for second reading, as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Dahlquist advisory vote: aye.

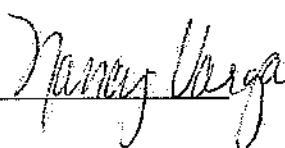
Adjournment: Since the scheduled business was completed, it was moved by Member Cox and seconded by Member Wilkinson that the Board adjourn. In a roll call vote, all voted aye. Motion carried. Student Trustee Dahlquist advisory vote: aye.

The meeting adjourned at 7:45 p.m.

Next Meeting: The next regular meeting of the Board will be at 7:00 p.m. on January 23, 2005 in the Board Room.

Respectfully submitted,

 Nancy Varga
Nancy Varga, Secretary



SAUK VALLEY COMMUNITY COLLEGE
 BOARD OF TRUSTEES - TREASURER'S REPORT
 As of November 30, 2005

CHECKING ACCOUNTS

| <u>INTEREST BEARING ACCOUNTS</u> | <u>INTEREST</u> | <u>RATE</u> | <u>AMOUNT</u> |
|--|-----------------|-------------|---------------------|
| General Account - Sterling Federal Bank | | 3.360 | \$41,997.07 |
| Illinois Funds - Firstar Bank, Springfield | | 3.923 | 977,714.34 |
| SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS | | | 1,019,711.41 |

MONEY MARKET

| | | | |
|------------------------------------|--|-------|-----------------------|
| ABN-AMRO Investment Services, Inc. | SAUK VALLEY COMMUNITY COLLEGE APPROVED BY  BOARD CHAIR  BOARD SECRETARY | 3.370 | 185,675.00 |
| TOTAL CHECKING ACCOUNTS | | | \$1,205,386.41 |

INVESTMENTS

| <u>FINANCIAL INSTITUTION</u> | <u>DATE</u> | <u>MATURITY</u> | |
|------------------------------|-------------|-----------------|------------------|
| Sauk Valley Bank, Sterling | 02-01-06 | 3.400 | \$1,000,000 |
| US Bank, Sterling | 02-04-06 | 3.880 | 1,000,000 |
| US Bank, Sterling | 02-26-06 | 3.940 | 1,000,000 |
| Union Bank, Tampico | 03-01-06 | 3.400 | 1,000,000 |
| US Bank, Sterling | 04-04-06 | 3.680 | 1,000,000 |
| Bank, Sterling | 05-04-06 | 4.020 | 1,000,000 |
| SUBTOTAL INVESTMENTS | | | 6,000,000 |

| <u>BOND INVESTMENTS</u> - Liability, Protection & Settlement | <u>YIELD</u> | <u>PRICE</u> |
|--|--------------|-----------------------|
| Houston Tex Water & Sewer System | 4.700 | 50,426.50 |
| Nevada State Hwy Impt Rev Improv Rev Bds | 5.250 | 227,373.75 |
| Federal Home Loan Bank Bonds | 2.250 | 591,465.70 |
| NC Mun Elec Auth | 5.250 | 308,522.75 |
| Fed Natl Mtg Assn | 2.125 | 533,250.00 |
| Fed Natl Mgt Assn | 3.125 | 497,030.00 |
| Milwaukee Cnty Wis | 4.750 | 204,640.00 |
| Federal Natl Mtg. Assn | 2.625 | 492,655.00 |
| Benton Cnty Wash Sch Dist No 52 | 3.250 | 251,772.50 |
| Las Cruces NM | 5.100 | 201,958.00 |
| Houston TX Wtr & Swr System | 4.600 | 51,249.00 |
| Mokena IL Go Bonds 2004 | 3.250 | 378,127.50 |
| Federal Home Ln Mtg Corp | 2.375 | 293,343.00 |
| Anch AL Tel Util | 5.300 | 154,093.50 |
| Fed National Mtg. Assn. | 4.250 | 474,112.50 |
| Federal Home Ln Bks Cons Bd | 3.924 | 651,015.63 |
| SUBTOTAL BONDS | | \$5,361,035.33 |

TOTAL INVESTMENTS **\$11,361,035.33**

Sauk Valley Community College
Board of Trustees
December 19, 2005

| <u>Summary of Bills Payable</u> | <u>Amount</u> |
|---------------------------------|---------------|
| General Operating Funds | \$ 363,317.96 |

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY


BOARD CHAIR


BOARD SECRETARY
DATE 12/19/05

Sauk Valley Community College
Check Register
From 11/23/05 To 12/19/05

| PAYEE/ VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM | AMOUNT |
|------------------------------------|------|-----------------------|---------|--|------|----------|
| Franklin Financial Services Corp1 | | Franklin Life | | Accrued Annuities-Franklin Life | | 187.50 |
| Franklin Financial Services Corp1 | | Franklin Life | | Accrued Annuities-Franklin Life | | 187.50 |
| New York Life Insurance & Annuital | | New York Life | | ACCURED ANNUITIES-Franklin Life | | 300.00 |
| New York Life Insurance & Annuital | | New York Life | | ACCURED ANNUITIES-New York Life | | 300.00 |
| Fidelity Investments | 01 | Fidelity Investments | | Fidelity Investments | | 594.00 |
| Waddell & Reed, Inc. | 01 | Waddell & Reed | | Fidelity Investments | | 594.00 |
| Allison, Ona | 01 | Allison, Ona | | Fidelity Investments | | 594.00 |
| Anderson, Kaci D. | 01 | Anderson, Kaci D. | | Accrued Annuities-Fidelity Investments | | 594.00 |
| Bailey, Shawn C. | 01 | Bailey, Shawn C. | | ACCURED ANNUITIES-New York Life | | 300.00 |
| Bohns, Erin M. | 01 | Bohns, Erin M. | | Accrued Annuities-Waddell & Reed | | 225.00 |
| Butler, Jessica R. | 01 | Butler, Jessica R. | | Accrued Annuities-Waddell & Reed | | 225.00 |
| Carter, Curtis L. | 01 | Carter, Curtis L. | | Online Refund | | 30.00 |
| Churchill, Dawn M. | 01 | Churchill, Dawn M. | | Stafford In | | 1,697.50 |
| Coffey, Marilyn | 01 | Coffey, Marilyn | | PELL Gt | | 1,630.00 |
| Coleman, Jamie | 01 | Coleman, Jamie | | Athletic School | | 500.00 |
| Czito, Joseph P. | 01 | Czito, Joseph P. | | Fudtn | | 500.00 |
| Dickson, Katherine J. | 01 | Dickson, Katherine J. | | TIA Gt | | 250.00 |
| Florini, Julian A. | 01 | Florini, Julian A. | | MAP Gt | | 341.50 |
| Florini, Julian A. | 01 | Florini, Julian A. | | Online Refund | | 30.00 |
| Gascoigne, Lisa J. | 01 | Gascoigne, Lisa J. | | Athl Schol Bal | | 247.00 |
| George, Catherine L. | 01 | George, Catherine L. | | Stafford In | | 1,273.61 |
| Good, Brandon J. | 01 | Good, Brandon J. | | Fudtn | | 500.00 |
| Hollidt, Megan A. | 01 | Hollidt, Megan A. | | Online Refund | | 639.00 |
| Kelly, Chelsea M. | 01 | Kelly, Chelsea M. | | Online Refund | | 639.00 |
| | | | | Online Refund | | 30.00 |
| | | | | Stafford In | | 970.00 |
| | | | | Stafford In | | 1,273.61 |
| | | | | PELL Gt | | 330.00 |
| | | | | TIA | | 250.00 |

Sauk Valley Community College
Check Register
From 11/23/05 To 12/19/05

RUN DATE: 12/09/05
TIME: 3:14 PM
PAGE: 1

| PAYEE/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
|------------------------------------|------|---|---|-----------|-------------|
| Thomson Learning | 01 | Foundation Expense | Books | | 118.29 |
| State Universities Retirement Sy01 | | SURS Payable | Accrued Sure | | 30,060.65 |
| Select Employees Credit Union | 01 | Credit Union Payable | ACCURED W/H Select Employees Credit Union | | 30,578.80 |
| SVCC Faculty Association | 01 | Credit Union Payable | ACCURED W/H Select Employees Credit Union | | 11,706.49 |
| SVCC Faculty Association | 01 | Faculty Association Payable | Accrued SVCC Faculty Assoc. Dues | | 1,126.63 |
| Minnesota Child Support Payment | 01 | Faculty Association Payable | Accrued SVCC Faculty Assoc. Dues | | 1,126.63 |
| Minnesota Child Support Payment | 01 | Wage Garnishment Payable | GARNISHMENT | | 333.00 |
| Community Health Charities of IL01 | | Wage Garnishment Payable | GARNISHMENT | | 333.00 |
| Community Health Charities of IL01 | | United Way Payable | ACCURED W/H-Community Health Charities | | 28.00 |
| United Way of Lee County | 01 | United Way Payable | ACCURED W/H-Community Health Charities | | 28.00 |
| United Way of Lee County | 01 | United Way Payable | Accrued United Way Dixon | | 30.00 |
| United Way of Whiteside County | 01 | United Way Payable | Accrued United Way Dixon | | 30.00 |
| United Way of Whiteside County | 01 | United Way Payable | Accrued United Way Dixon | | 30.00 |
| Gallagher Benefit Services, Inc | 01 | United Way Payable | Accrued United Way Dixon | | 30.00 |
| Illinois Mutual | 01 | Optional Disability Insurance | Accrued United Way Sterling/Rock Falls | | 38.35 |
| Illinois Mutual | 01 | Optional Disability Insurance | Accrued United Way Sterling/Rock Falls | | 38.35 |
| SVCC Foundation | 01 | Optional Disability Insurance | Accrued United Way Sterling/Rock Falls | | 38.35 |
| SVCC Foundation | 01 | Optional Disability Insurance | Accrued United Way Sterling/Rock Falls | | 38.35 |
| Ameriprize Financial Services, 101 | | Accrued Optional Disability-Illinois Mutual | Accrued Optional Disability-Illinois Mutual | | 3.89 |
| Ameriprize Financial Services, 101 | | Accrued Optional Disability Insurance | Accrued Optional Disability-Illinois Mutual | | 3.89 |
| Equitable Life Assurance | 01 | Foundation Payable | Accrued W/H SVCC Foundation | | 109.50 |
| Equitable Life Assurance | 01 | Foundation Payable | Accrued W/H SVCC Foundation | | 109.50 |
| American Express | | Accrued Annuities-American Express | Accrued Annuities-American Express | | 2,437.00 |
| American Express | | Accrued Annuities-American Express | Accrued Annuities-American Express | | 2,437.00 |
| Equitable | | Accrued Annuities-Equitable | Accrued Annuities-Equitable | | 250.00 |
| Hartford Life Insurance Co | 01 | ACCRUED ANNUITIES-Hartford Life | ACCRUED ANNUITIES-Hartford Life | | 110.00 |
| Hartford Life Insurance Co | 01 | ACCRUED ANNUITIES-Hartford Life | ACCRUED ANNUITIES-Hartford Life | | 110.00 |

| PAYER/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
|----------------------------------|------|----------------------------------|----------------------------|---|-------------|
| Xerox Corporation | 01 | Printshop | Maintenance Services | Copier-Maintenance & Supplies | 53.00 |
| Midland Paper | 01 | Printshop | Purchases for Resale | Paper Salmon | 385.04 |
| Midland Paper | 01 | Printshop | Purchases for Resale | Paper Return Pink/Yellow | -198.40 |
| Midland Paper | 01 | Printshop | Purchases for Resale | Paper Order Yellow/Pink | 138.96 |
| Enterprise Group | 01 | Printshop | Purchases for Resale | Paper 851001 8 1/2x11 Blank Premium Bond 5000/ctn | 4,500.00 |
| GFC Leasing Company | 01 | Printshop | Debt: Principal Retirement | Copier Lease Payment - Principal | 380.89 |
| GFC Leasing Company | 01 | Printshop | Interest | Copier Lease Payment-Interest | 152.42 |
| Kerber, Joan B. | 01 | VP-Learning Services | Conference/Meeting Expense | Travel-11/18/05 ICCCA Conference | 302.65 |
| Matheney, Janet I. | 01 | VP-Learning Services | Conference/Meeting Expense | Travel-11/15/05 Coordinators Meeting | 198.93 |
| VanderWege, Robertus J. | 01 | Other Instructional | Tuition Reimbursement | Tuition Reimbursement Spring 2005 | 345.00 |
| SBM Business Equipment Center | 01 | Other Instructional | Maintenance Services | Monthly Maintenance for Sharp Copier FY 06 | 37.41 |
| Baleman, Paul | 01 | Other Instructional | Conference/Meeting Expense | Conf. Fee American Political Science | 150.00 |
| Niemeyer, Loren | 01 | Other Instructional | Conference/Meeting Expense | Conference 04/26/06 | 195.00 |
| Niemeyer, Loren | 01 | Other Instructional | Conference/Meeting Expense | Travel-NAIT Conference 11/19/05 | 951.56 |
| Funston, Terry L. | 01 | Curriculum Development/ IAI | Consultants | Travel-11/17/05 IAI Meeting | 133.42 |
| Poult, Emily J. | 01 | Art | Instructional Supplies | Art Honorarium 11/22/05 | 60.00 |
| Calumet Photographic | 01 | Art | Instructional Supplies | 12x100' Seamless Paper-Super White 560500 | 324.99 |
| Menards | 01 | Art | Instructional Supplies | Misc Art Supplies-Open Order | 74.33 |
| VanderWege, Robertus J. | 01 | Art | Instructional Supplies | Art Supplies | 38.32 |
| Cyber | 01 | Fitness Center | Maintenance Services | 8-ft Cable Cut to Fit Serial # 9522780 | 59.50 |
| McPherson, Steven R. | 01 | Mathematics | Instructional Supplies | Mat 211 Manuals | 166.28 |
| Fountain, William B. | 01 | Dean of Business, Tech & Natural | Other Conference & Meeting | Travel-11/22/05 Oregon High School | 66.93 |
| Niemeyer, Loren | 01 | Dean of Business, Tech & Natural | Other Conference & Meeting | Travel-Provo, UT 10/27/05 | 188.00 |
| Moraine Valley Community College | 01 | Computer Information Systems | Instructional Supplies | Security/Wireless Yearly Support | 300.00 |
| SBM Business Equipment Center | 01 | Office & Administrative Services | Instructional Supplies | Service Contract for Monthly Copy machine | 28.50 |
| SBM Business Equipment Center | 01 | Dean of Health Careers and Scien | Maintenance Services | Maintenance - Copy Machine Open PO | 32.99 |

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|-----------------------------------|-------------|---------------------|----------------------|---|--------------------|
| Lassiter, Bret E. | 01 | | Accounts Payable | Stafford Ln | 1,273.61 |
| Lee, Brian | 01 | | Accounts Payable | Frdtn Gt | 500.00 |
| Morris, Vincent M. | 01 | | Accounts Payable | Online Refund | 220.61 |
| Newman, Melinda D. | 01 | | Accounts Payable | EOG - Reissue | 100.00 |
| Peretto, Nicole L. | 01 | | Accounts Payable | PEBL Gt | 700.00 |
| Rager, Abby E. | 01 | | Accounts Payable | Athl Schol Bal | 423.00 |
| Saucedo, Norma | 01 | | Accounts Payable | Stafford Ln | 242.50 |
| Segneri, Alex J. | 01 | | Accounts Payable | Online Refund | 666.00 |
| Sheridan, Ann Marie T. | 01 | | Accounts Payable | Athl Schol | 660.00 |
| Slaughter, Tiffany L. | 01 | | Accounts Payable | Athl Schol | 2,111.00 |
| Smith, Patty A. | 01 | | Accounts Payable | Online Refund | 54.00 |
| Yater, Jared D. | 01 | | Accounts Payable | Stafford Loan | 242.50 |
| Consolidated Management Co | 01 | | Cafeteria payable | November 05 PNLU | 740.00 |
| Illinois Community College Trust | 01 | | Board of Trustees | FY 06 Dues | 3,681.00 |
| Sauk Valley Newspapers | 01 | | Board of Trustees | Legal Publications & Public Notices Open PO | 32.96 |
| Consolidated Management Co | 01 | | Board of Trustees | Board Meeting Refreshments Open PO | 29.20 |
| Wilkinson, Mary E. | 01 | | Board of Trustees | Conference/Meeting Expense | 384.52 |
| Dixon Area Chamber of Commerce | 01 | | College Relations | Travel-ICCTA Conference 11/12/05 | 240.00 |
| Mt. Carroll Mirror-Democrat | 01 | | College Relations | Radio Day | |
| Ogle County Newspapers | 01 | | College Relations | Fall Play | 90.00 |
| Sauk Valley Newspapers | 01 | | College Relations | Fall Play | 64.80 |
| WIFR/WER | 01 | | College Relations | Fall Play/Other Advertising | 1,182.05 |
| WNS Pub. News-Sentinel/The Review | 01 | | College Relations | Advertising | 25.00 |
| WRCV FM | 01 | | College Relations | Advertising | 70.00 |
| Withers Broadcasting | 01 | | College Relations | Guest DJ | 550.00 |
| Gordon Flesch Company | 01 | | Printshop | Fall Play & Sports Advertising | 1,293.54 |
| | | | Maintenance Services | Copier-Maintenance & Supplies | 853.25 |

Sauk Valley Community College
Check Register
From 11/23/05 to 12/19/05

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| PAYER/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
|------------------------------------|------|---------------------------------|-----------------------------------|---|-------------|
| American Assoc of Community Coll | 01 | Learning Resource Center | Publications and Dues | CC Times Subscription | 53.00 |
| American Library Assn | 01 | Learning Resource Center | Publications and Dues | Membership Dues | 285.00 |
| Sauk Valley Newspapers | 01 | Learning Resource Center | Publications and Dues | Subscription Renewal | 171.50 |
| Mueller Audio Visual | 01 | Academic Computing | Maintenance Services | Transparency Repair | 44.00 |
| Unique Computer | 01 | Academic Computing | Instructional Supplies | Laptop/Battery | 3,128.00 |
| Unique Computer | 01 | Academic Computing | Instructional Supplies | LCD Panel | 50.00 |
| Assoc. for Educational Communicat | 01 | Academic Computing | Instructional Technology Material | AECT Membership w/Subscriptions to ETRD & | 185.00 |
| Interlight | 01 | Academic Computing | Instructional Technology Material | Lamp FXL 410W 82V | 453.50 |
| Mueller Audio Visual | 01 | Academic Computing | Instructional Technology Material | Cassette/CD 3121-950 ELKI 7070A | 500.00 |
| Shelley, Chris | 01 | Academic Computing | Instructional Technology Material | Camera Case 11/17/05 | 31.56 |
| Shelley, Chris | 01 | Academic Computing | Instructional Technology Material | Mouse | 70.00 |
| RWS Informational Technology Int'l | 01 | Academic Computing | Conference/Meeting Expense | Travel-11/14/05 QCCI Meeting | 87.30 |
| Enterprise Group | 01 | Administrative Computing | Consultants | Consulting Services | 62.50 |
| Minards | 01 | Administrative Computing | Office Supplies | Paper 851001 8 1/2x11 Blank Premium Bond 5000/crn | 900.00 |
| SBM Business Equipment Center | 01 | Administrative Computing | Office Supplies | Parts for TV Hook -up | 11.98 |
| Unique Computer | 01 | Administrative Computing | Office Supplies | ACCO Hanging Data Binders Various Colors | 304.50 |
| Unique Computer | 01 | Administrative Computing | Office Supplies | UPS Battery | 96.00 |
| Suncard SCT | 01 | Administrative Computing | Office Supplies | HP Maint Kit | 390.00 |
| Ciodfelter, Pamela J. | 01 | Dean of Student Services | Computer Software | TCP/Maintenance-Oracle | 16,385.00 |
| Anderson, Pamela J. | 01 | Dean of Student Services | Conference/Meeting Expense | Travel-Conf ICCA 11/18/05 | 53.36 |
| Creative Printing | 01 | Special Needs- ADA | Other Contractual Services | Interpreter Nov 2005 | 700.00 |
| Breed, Thomas | 01 | Admissions, Records & Placement | Office Supplies | Business Cards-REORDER-TOM BREED | 40.00 |
| Breed, Thomas | 01 | Admissions, Records & Placement | Conference/Meeting Expense | Travel-Area High School thru 11/17/05 | 205.16 |
| Brown, John W. | 01 | Admissions, Records & Placement | Conference/Meeting Expense | Travel-Rochelle & Highland | 72.75 |
| Financial Aid & Veterans Affairs | 01 | Conference/Meeting Expense | Conference/Meeting Expense | Travel-11/16/05 Deerfield | 142.49 |
| Fiorini, Anthony D. | 01 | Counseling | Conference/Meeting Expense | Travel-Wallace thru 11/30/05 | 54.32 |

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|----------------------------|-------------|----------------------------------|----------------------------|---------------------------------------|--------------------|
| Quill Corporation | 01 | Dean of Health Careers and Scien | Office Supplies | Dean Supplies-Open PO | 172.46 |
| Consolidated Management Co | 01 | Dean of Health Careers and Scien | Conference/Meeting Expense | Online Nursing Meeting | 34.61 |
| Gaumer, Peggy | 01 | Phlebotomy | Conference/Meeting Expense | Travel-Clinical Visits | 80.03 |
| Corporate Office City | 01 | Associate Degree Nursing | Maintenance Services | Copy Machine Repair | 72.25 |
| Dekroft-Metz and Co, Inc | 01 | Associate Degree Nursing | Instructional Supplies | ADN supplies Open PO | 85.54 |
| NCLEX Program Reports | 01 | Associate Degree Nursing | Publications and Dues | NCLEX-RN Program Reports | 300.00 |
| Dekroft-Metz and Co, Inc | 01 | Licensed Practical Nursing | Instructional Supplies | LPN supplies Open PO | 119.08 |
| Dekroft-Metz and Co, Inc | 01 | Licensed Practical Nursing | Instructional Supplies | LPN supplies Open PO | 365.95 |
| NCLEX Program Reports | 01 | Licensed Practical Nursing | Publications and Dues | NCLEX-PN Program Reports | 200.00 |
| Interlight | 01 | Radiologic Technology | Instructional Supplies | Projector Bulbs DZE/FDS 24 150W Light | 35.55 |
| Francisco, Cassandra | 01 | Radiologic Technology | Conference/Meeting Expense | Travel-Clinical Visits thru 11/15/05 | 213.89 |
| Francisco, Cassandra | 01 | Radiologic Technology | Conference/Meeting Expense | Travel-Clinical Visits thru 11/30/05 | 224.07 |
| Shippert, Stanley | 01 | Radiologic Technology | Conference/Meeting Expense | Travel-Clinical Visits thru 12/01/05 | 570.36 |
| Dekroft-Metz and Co, Inc | 01 | Paramedic Program | Instructional Supplies | Plus IV Cath 1 1/4" | 282.79 |
| Reisch & Associates | 01 | Biology | Instructional Supplies | Model 550 Odor Filters | 395.00 |
| Wood, Therese L. | 01 | Biology | Instructional Supplies | Biology Supplies | 66.53 |
| Wood, Therese L. | 01 | Biology | Conference/Meeting Expense | Travel-11/28/05 Chadwick | 26.34 |
| Wood, Therese L. | 01 | Chemistry | Instructional Supplies | Chemistry Supplies | 19.88 |
| Consolidated Management Co | 01 | Dean of Information Systems | Conference/Meeting Expense | Refreshments 11/15/05 | 11.70 |
| Pfeifer, Alan | 01 | Dean of Information Systems | Conference/Meeting Expense | Travel-11/18/05 AET Meeting | 103.31 |
| ABC-CLIO Inc | 01 | Learning Resource Center | Books and Binding Costs | Books for Library | 43.20 |
| ABC-CLIO Inc | 01 | Learning Resource Center | Books and Binding Costs | Books for Library | 86.40 |
| ABC-CLIO Inc | 01 | Learning Resource Center | Books and Binding Costs | Books for Library | 43.20 |
| Baker & Taylor | 01 | Learning Resource Center | Books and Binding Costs | Books for Library-Open Purchase Order | 26.36 |
| Baker & Taylor | 01 | Learning Resource Center | Books and Binding Costs | Books for Library-Open Purchase Order | 207.80 |
| Thomson Gale | 01 | Learning Resource Center | Books and Binding Costs | Library Books | 1,337.09 |

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|--|-------------|----------------------|---------------------------------|----------------------------------|--------------------|
| Dixon Unit School District #170 010100 | 010100 | CCS Public Workshops | Instructional Service Contracts | Autism Fall 05 | 1,362.00 |
| KSB Hospital | 010100 | CCS Public Workshops | Instructional Supplies | CRH/Firat Aid | 140.00 |
| Ferrine, Karina N. | 010100 | CCS Public Workshops | Instructional Supplies | Supplies Fall 2005 | 399.57 |
| SBM Business Equipment Center | 010100 | CCS Public Workshops | Instructional Supplies | Monthly Maintenance Copier FY 06 | 113.12 |
| Lee Wayne | 010100 | CCS Public Workshops | Advertising | Calendara | 508.50 |
| Consolidated Management Co | 010100 | CCS Public Workshops | Conference/Meeting Expense | Meeting Exp 11/11/05 | 18.15 |
| Gericke, Thomas H. | 010100 | CCS Public Workshops | Conference/Meeting Expense | Travel-Area Visits thru 11/22/05 | 54.32 |
| Taylor, Virginia L. | 010100 | CCS Public Workshops | Conference/Meeting Expense | Travel-Galesburg 11/28/05 | 211.45 |
| Taylor, Virginia L. | 010100 | CCS Public Workshops | Maintenance Services | Semi-Annual Service | 111.76 |
| Illinois Material Handling | 02 | Maintenance | Maintenance Services | Window Replacement | 89.10 |
| Kurtz Glass | 02 | Maintenance | Maintenance Services | Fabricate shafts | 316.34 |
| Lazer's Machine & Welding | 02 | Maintenance | Maintenance Services | Maintenance Services | 187.50 |
| Schumacher Elevator Company | 02 | Maintenance | Maintenance Services | Qtly Elevator Maintenance | 1,152.00 |
| State of Illinois | 02 | Maintenance | Maintenance Services | Boiler Testing | 350.00 |
| C-B Kramer Sales & Service | 02 | Maintenance | Maintenance Supplies | Patching Supplies | 110.26 |
| C-B Kramer Sales & Service | 02 | Maintenance | Maintenance Supplies | Patching Plaster | 126.70 |
| Crescent Electric Supply Co | 02 | Maintenance | Maintenance Supplies | Switches Recap | 6.57 |
| McMaster Carr Supply Company | 02 | Maintenance | Maintenance Supplies | T-Handle Flange Spreader | 241.98 |
| Menards | 02 | Maintenance | Maintenance Supplies | Leak Detector | 15.53 |
| Menards | 02 | Maintenance | Maintenance Supplies | Saw,Blades & Stain | 55.05 |
| Menards | 02 | Maintenance | Maintenance Supplies | Drill Bits | 17.19 |
| Menards | 02 | Maintenance | Maintenance Supplies | Supplies-Mainframe Room | 54.71 |
| Menards | 02 | Maintenance | Maintenance Supplies | Maintenance Supplies | 38.25 |
| Sherwin-Williams | 02 | Maintenance | Maintenance Supplies | Paint | 163.84 |
| Aramark Uniform Services Inc | 02 | Custodial | Maintenance Services | Towel Service | 56.25 |
| Aramark Uniform Services Inc | 02 | Custodial | Maintenance Services | Towel Service | 55.57 |

| PAYEE/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | | ITEM AMOUNT |
|------------------------------------|--------|----------------------|----------------------------|---|--|-------------|
| | | | | | | |
| Matheney, Janet I. | 01 | Counseling | Conference/Meeting Expense | Travel-11/14/05 CAS Training | | 65.71 |
| Federal Express Corp | 01 | Other Institutional | Postage | Shipping Charge | | 17.78 |
| Pitney Bowes | 01 | Other Institutional | Postage | Monthly Meter Rental | | 467.00 |
| American Assn of Community Colle01 | | Other Institutional | Publications and Dues | Annual Membership Dues for 2006 | | 2,800.00 |
| Council of North Central Two Yea01 | | Other Institutional | Publications and Dues | FY 06 Membership Dues | | 130.00 |
| Sauk Valley Newspapers | 01 | Other Institutional | Recruitment | Recruitment Ad | | 197.85 |
| SBM Business Equipment Center | 01. | Business Office | Maintenance Services | Maintenance for Copier FY 06 Open PO | | 29.20 |
| Illinois Central Community Colle01 | | Tuition Chargeback | Tuition Chargeback | Fall 2005 Chargeback | | 2,641.00 |
| College & University Personnel A01 | | Personnel Office | Publications and Dues | FY 06 Membership Dues | | 50.00 |
| Rock River Human Resources Prof01 | | Personnel Office | Publications and Dues | 2006 HR Membership Dues | | 20.00 |
| Show, Kathryn C. | 01 | Personnel Office | Conference/Meeting Expense | Travel-Self Assurance Meeting 11/14/05 | | 72.75 |
| Consolidated Management Co. | 01 | Personnel Office | Other Conference & Meeting | November Birthdays | | 93.40 |
| Consolidated Management Co. | 01 | Personnel Office | Other Conference & Meeting | Sept Winners Card | | 30.50 |
| Consolidated Management Co. | 01 | Personnel Office | Other Conference & Meeting | October Winner Cards | | 30.60 |
| John Gray Company | 01 | Personnel Office | Other Conference & Meeting | Service Awards | | 1,130.81 |
| Skinner, Rhonda L. | 01 | Personnel Office | Other Conference & Meeting | Travel-NIN Staff Meeting 12/2/05 | | 72.85 |
| Walker, Shirley A. | 01 | Personnel Office | Other Conference & Meeting | NIN Staff Meeting 12/2/05 | | 10.80 |
| SBM Business Equipment Center | 01 | Information Center | Maintenance Services | Maintence on Copier in Information Office | | 36.00 |
| Byington, Richard | 010100 | CCS Public Workshops | Consultants | F 05 CCS Class | | 2,000.00 |
| Education To Go | 010100 | CCS Public Workshops | Consultants | Ed2Go Classes | | 608.00 |
| Education To Go | 010100 | CCS Public Workshops | Consultants | Ed to go | | 245.00 |
| Guinn, Avril V. | 010100 | CCS Public Workshops | Consultants | CCS Class Fall 05 | | 60.00 |
| Jacobs, Debra | 010100 | CCS Public Workshops | Consultants | Fall 05 CCS Class | | 320.00 |
| Lafayette Instruments | 010100 | CCS Public Workshops | Consultants | Fall 05 Poly Institute | | 100.00 |
| Slain, Verna | 010100 | CCS Public Workshops | Consultants | CCS Class Fall 05 | | 500.00 |
| Theodore, Steve | 010100 | CCS Public Workshops | Consultants | Fall 05 CCS Class | | 800.00 |

| PAYER/ VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
|-------------------------|--------|----------------------------|----------------------------|---|-------------|
| Menards | 030100 | O & M - Restricted Non PHS | Building Remodeling | Supplies-Music remodel | 477.36 |
| Menards | 030100 | O & M Restricted Non PHS | Building Remodeling | Supplies-Music Remodel | 18.96 |
| Sherwin-Williams | 030100 | O & M Restricted Non PHS | Building Remodeling | Paint for Music Area | 95.92 |
| UMB Bank & Trust NA | 04 | Bond & Interest Fund | Consultants | Bond Fees 2005 | 500.00 |
| Drane, Paula E. | 050500 | Child Care Center | Other Supplies | Child Care Supplies 11/15/05 | 27.82 |
| Drane, Paula E. | 050500 | Child Care Center | Other Supplies | Child Care Supplies | 37.17 |
| Drane, Paula E. | 050500 | Child Care Center | Other Supplies | Child Care Supplies | 45.81 |
| Drane, Paula E. | 050500 | Child Care Center | Other Supplies | Child Care Supplies | 82.25 |
| Leseman, Jolene K. | 050600 | Petty Cash | Petty Cash | Travel-Kennedy King 11/19/05 Romeoville | -25.00 |
| Leseman, Jolene K. | 050600 | Petty Cash | Petty Cash | Travel-Basketball Games thru 12/3/05 | -25.00 |
| Hubbell, Jacob B. | 050600 | Men's Basketball | Other Contractual Services | Men's Basketball Game | 20.00 |
| Hubbell, Jacob B. | 050600 | Men's Basketball | Other Contractual Services | Men's Basketball Game | 20.00 |
| Sondgeroth, Benjamin R. | 050600 | Men's Basketball | Other Contractual Services | Filing MBB 11/22/05 | 15.00 |
| Temple's Sporting Goods | 050600 | Men's Basketball | Other Supplies | Nike Tops | 1,801.50 |
| Damhoff, Russ K. | 050600 | Men's Basketball | Other Contractual Services | Travel-Men's Basketball 11/26/05 | 177.10 |
| Damhoff, Russ K. | 050600 | Men's Basketball | Other Conference & Meeting | Travel-Area Games thru 12/4/05 | 305.71 |
| Custom Monogram | 050600 | Cross Country | Other Supplies | T-Shirts | 153.00 |
| Berlage, Mike | 050600 | Women's Basketball | Other Contractual Services | Men's Basketball Game | 90.00 |
| Blackburn, Jan | 050600 | Women's Basketball | Other Contractual Services | Women's Basketball Game | 15.00 |
| Blackburn, Jan | 050600 | Women's Basketball | Other Contractual Services | Men's Basketball Game | 15.00 |
| Bium, Ben | 050600 | Women's Basketball | Other Contractual Services | Men's Basketball Game | 90.00 |
| Lancaster, Merri A. | 050600 | Women's Basketball | Other Contractual Services | Women's Basketball Game | 15.00 |
| Lancaster, Merri A. | 050600 | Women's Basketball | Other Contractual Services | Women's Basketball Game | 30.00 |
| Lancaster, Merri A. | 050600 | Women's Basketball | Other Contractual Services | Women's Basketball Game | 15.00 |

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|------------------------------------|-------------|----------------------------------|----------------------|--|--------------------|
| Menards | 02 | Custodial | Maintenance Supplies | Custodial Supplies | 66.41 |
| Vonachen Service & Supply | 02 | Custodial | Maintenance Supplies | Open Purchase Order Custodial supplies | 2,462.93 |
| Dixon Tire Center | 02 | Grounds | Maintenance Services | Tire Repair | 20.29 |
| LaSalle County Farm Supply | 02 | Grounds | Maintenance Supplies | Power Melt 40lb Bag | 721.77 |
| Menards | 02 | Grounds | Maintenance Supplies | 3 Pc Combo Drill Bit | 36.97 |
| Menards | 02 | Grounds | Maintenance Supplies | Storage Bins-Grounds | 28.88 |
| Napa Auto Parts | 02 | Grounds | Maintenance Supplies | Air Filter | 28.84 |
| Napa Auto Parts | 02 | Grounds | Maintenance Supplies | Air Filters | -13.40 |
| Napa Auto Parts | 02 | Grounds | Maintenance Supplies | Spark Plugs | 10.18 |
| Rockford Industrial Welding Supp02 | | Grounds | Maintenance Supplies | Spark Plug | 13.74 |
| Nicor Gas | 02 | Utilities | Maintenance Supplies | Cable | 8.12 |
| Commonwealth Edison | 02 | Utilities | Maintenance Supplies | Natural Gas | 549.84 |
| City Of Dixon | 02 | Utilities | Utilities | Electricity | 64.34 |
| City of Dixon | 02 | Utilities | Water, Sewer | Septic Waste Charges | 183.00 |
| City of Dixon | 02 | Utilities | Water, Sewer | Water Testing Services | 51.00 |
| City of Dixon | 02 | Utilities | Water, Sewer | Lab Testing | 15.00 |
| M & S Wastewater | 02 | Utilities | Water, Sewer | Monthly Water Treatment | 400.00 |
| Central Management Service/ICN | 02 | Utilities | Utilities | Monthly Charges | 340.00 |
| Gallatin River Communications | 02 | Utilities | Telephone | Monthly Services | 1,785.28 |
| Verizon Wireless | 02 | Utilities | Telephone | Monthly Charge | 23.16 |
| Verizon Wireless | 02 | Utilities | Telephone | Cellular Phone Service FY 06 (President) | 45.52 |
| Allied Waste Services | 02 | Utilities | Refuse Disposal | Waste Removal | 495.99 |
| Caterpillar Inc. | 02 | Utilities | Other Utilities | Monthly Engine Testing | 467.44 |
| Paulsen, Carmel A. | 02 | Building and Grounds Administrat | Office Supplies | Labels for Labelmaker | 31.26 |
| Willett, Hofmann & Associates, 103 | 030100 | Operations & Maintenance- Restri | Building Remodeling | Architect/Engineer Services | 875.50 |
| Grainger | | | | NEMA enclosure-Music Remodel | 38.50 |

REPORT SWITCHER
FISCAL YEAR 2005

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| | | | | COMMODITY | ITEM AMOUNT |
| Scudder's Apparel | 050600 | Student Government | Other Materials and Supplies | Shirts | 216.00 |
| Stenzel, Nichole T. | 050600 | Student Government | Other Materials and Supplies | Travel-Campus Crusade 12/28 | 662.00 |
| Consolidated Management Co | 050600 | Drama | Other Materials and Supplies | Dinner Theatre-Orchestra | 48.00 |
| Hedrick, Jason J. | 050600 | Speech & Readers Theater | Other Conference & Meeting | Supplies for Fall 05 Play | 120.29 |
| Bodiger, David | 050600 | Global Awareness | Other Supplies | Performance 11/17/05 Global Awareness | 200.00 |
| Murray, Kris A. | 050600 | Global Awareness | Other Supplies | Global Awareness | 69.62 |
| BP Amoco | 050800 | Transportation | Vehicle Supplies | Gas Charges for College Van | 429.13 |
| Professional Benefit Administrato51000 | 051000 | Medical Insurance | Individual Stop Loss | Individual Stop Loss | 10,025.30 |
| Professional Benefit Administrato51000 | 051000 | Medical Insurance | Dependent Stop Loss | Dependent Stop Loss | 8,330.82 |
| Professional Benefit Administrato51000 | 051000 | Medical Insurance | Precertification | Prescertification | 362.50 |
| Gallagher Benefit Services, Inc | 051000 | Medical Insurance | Cobra Conversion | Cobra Charges 10/2005 | 40.00 |
| SBM Business Equipment Center | 062050 | SBDC Grant | Administrative Costs | Administrative | 2,788.00 |
| Miller, Michele | 062050 | SBDC Grant | Life & ADP | Life Billing 12/05 | 1,510.17 |
| Miller, Michele | 062050 | SBDC Grant | Instructional Supplies | Monthly Maintenance Copier FY 06 | 56.55 |
| Gallatin River Communications | 062050 | SBDC Grant | Conference/Meeting Expense | Travel-IBDA Fall Conference 11/18/05 | 554.68 |
| C L Swanson Corp | 062052 | B.O. S.S. Project | Conference/Meeting Expense | Travel-11/28/05 Site Visits | 14.07 |
| Miller, Michele | 062052 | B.O. S.S. Project | Telephone | Monthly Telephone Charges | 32.25 |
| Miller, Michele | 062052 | B.O. S.S. Project | Conference/Meeting Expense | BOSS Presentation Day 11/01/05 | 225.00 |
| State Universities Retirement Sy062056 | ICCB Adult Ed-Federal Basic | SURS | Phone Calls @ Conf 9/05/05 | 35.19 | |
| Whiteside County ROE | 062058 | ICCB Adult Ed-State Basic-Instru | Matching Funds | 353.89 | |
| Benedict, Timothy | 062058 | ICCB Adult Ed-State Basic-Instru | Instructional Service Contracts | ESL & GED Classes | 4,050.00 |
| Coomes, Lana L. | 062058 | ICCB Adult Ed-State Basic-Instru | Conference/Meeting Expense | Travel-11/18/05 Bloomingdale Fall Conf | 13.00 |
| Humphrey, Candace A. | 062058 | ICCB Adult Ed-State Basic-Instru | Conference/Meeting Expense | Travel-11/18/05 Bloomingdale Fall Conference | 13.00 |
| Miller, Paul H. | 062058 | ICCB Adult Ed-State Basic Instru | Conference/Meeting Expense | Travel-11/18/05 Bloomingdale Fall Conference | 13.00 |
| Peterson, Laura | 062058 | ICCB Adult Ed-State Basic-Instru | Conference/Meeting Expense | Travel-11/18/05 Bloomingdale Fall Conference | 13.00 |

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| PAVEE/ VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
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| Wilkin, Richard | 063030 | Perkins IIE Tech Prep | Consultants | Stipend Tech Prep | 250.00 |
| Consolidated Management Co | 063030 | Perkins IIE Tech Prep | Office Supplies | Tech Prep Meeting | 24.30 |
| Donmeyer, Sheila J | 063030 | Perkins IIE Tech Prep | Conference/Meeting Expense | Stipend Travel-Tech Prep | 77.60 |
| Frederick, Lynnette | 063030 | Perkins IIE Tech Prep | Conference/Meeting Expense | Travel-Fall 06 | 58.20 |
| Haine, Connie | 063030 | Perkins IIE Tech Prep | Conference/Meeting Expense | Stipend Travel-Tech Prep | 123.68 |
| Johannsen, Patrice | 063030 | Perkins IIE Tech Prep | Conference/Meeting Expense | Stipend Travel-Tech Prep | 107.67 |
| Lundahl, Sharon | 063030 | Perkins IIE Tech Prep | Conference/Meeting Expense | Stipend Travel-Tech Prep | 82.94 |
| Lipacomb, Lyle | 063030 | Perkins IIE Tech Prep | Conference/Meeting Expense | Stipend Travel-Tech Prep | 25.92 |
| Luker, Neal | 063030 | Perkins IIE Tech Prep | Conference/Meeting Expense | Stipend Travel-Tech Prep | 12.01 |
| Nelson, Carolyn J | 063030 | Perkins IIE Tech Prep | Conference/Meeting Expense | Stipend Travel-Tech Prep | 101.85 |
| Ross, Kathy J | 063030 | Perkins IIE Tech Prep | Conference/Meeting Expense | Stipend Travel-Tech Prep | 17.46 |
| Vance, Susan B. | 063030 | Perkins IIE Tech Prep | Conference/Meeting Expense | Stipend Travel-Tech Prep | 14.55 |
| Wilkin, Richard | 063030 | Perkins IIE Tech Prep | Conference/Meeting Expense | Stipend Travel-Tech Prep | 78.57 |
| Livetext edu Solutions | 063060 | ICCB Cont. Quality Imp. Grant | Consultants | Training/consulting | 1,000.00 |
| University of Illinois | 063075 | IDHS AmeriCorps - Member Activit | Consultants | Poverty Simulation 11/11/05 | 100.00 |
| Johnson, Tammi J. | 063075 | IDHS AmeriCorps - Member Activit | Other Conference & Meeting | Travel-11/18/05 | 48.50 |
| Lester, Terry E. | 063075 | IDHS AmeriCorps - Member Activit | Other Conference & Meeting | Travel-11/28/05 | 46.56 |
| Paden-Akpose, Carrissa M. | 063075 | IDHS AmeriCorps - Member Activit | Other Conference & Meeting | Travel-11/18/05 | 67.05 |
| Paden-Akpose, Carrissa M. | 063075 | IDHS AmeriCorps - Member Activit | Other Conference & Meeting | Travel-12/02/05 Meeting | 19.73 |
| White, Renee L. | 063075 | IDHS AmeriCorps - Member Activit | Other Conference & Meeting | Travel-Meeting 11/18/05 | 64.02 |
| Zavada, Karen | 063075 | IDHS AmeriCorps - Member Activit | Other Conference & Meeting | Travel-11/18/05 | 97.00 |
| Zavada, Karen | 063075 | IDHS AmeriCorps - Member Activit | Other Conference & Meeting | Travel-12/02/05 Meeting | 300.49 |
| State Universities Retirement Sy063075 | 063075 | IDHS AmeriCorps - Nonmember Activ | Other Conference & Meeting | Matching funds | 161.23 |
| White, Rebecca | 063075 | IDHS AmeriCorps - Nonmember Activ | Other Conference & Meeting | Travel-11/30 Area Visits | 110.00 |
| LeSalle News Tribune | 063075 | IDHS AmeriCorps - Nonmember Activ | Other | Advertising | 79.00 |
| Star Courier | 063075 | IDHS AmeriCorps - Nonmember Activ | Other | Advertising | |

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|---------------------------------|-------------|----------------------------------|----------------------------|--|--------------------|
| Scheffler, Joan M. | 062058 | ICCB Adult Ed-State Basic-Instru | Conference/Meeting Expense | Travel-11/18/05 Bloomingdale Fall Conference | 13.00 |
| Yonker, Elizabeth A. | 062058 | ICCB Adult Ed-State Basic-Instru | Conference/Meeting Expense | Travel-Bloomingdale Conf 11/18/05 | 13.00 |
| Myron Corporation | 062060 | SOS VITAL Grant | Instructional Supplies | 2006 Calendars | 324.90 |
| National Pen Corporation | 062060 | SOS VITAL Grant | Instructional Supplies | Pens | 88.93 |
| M & D Graphics and Phototypeset | 062060 | SOS VITAL Grant | Other | Match Form Printing | 141.50 |
| State Universities Retirement | Sy063011 | Student Support Services Grant | SURS | Matching Funds | 583.50 |
| Consolidated Management Co | 063011 | Perkins- Learning Assistance Cen | Other Conference & Meeting | Workshop 11/29/05 | 63.11 |
| State Universities Retirement | Sy063020 | Perkins IIC | SURS | Matching Funds | 56.93 |
| State Universities Retirement | Sy063020 | Perkins IIC | SURS | Matching Funds | 45.80 |
| Labyrinth Publications | 063020 | Perkins IIC | Instructional Supplies | Books -World of Computers | 223.74 |
| Labyrinth Publications | 063020 | Perkins IIC | Instructional Supplies | Book-Welcome to the World of Computers | 279.68 |
| Labyrinth Publications | 063020 | Perkins IIC | Instructional Supplies | Books-Welcome to the World of Computers | 911.06 |
| Consolidated Management Co | 063020 | Perkins IIC | Conference/Meeting Expense | Moraine Valley College Visit | 4.76 |
| Consolidated Management Co | 063020 | Perkins IIC | Conference/Meeting Expense | Workforce Council Meeting 11/16/05 | 52.40 |
| State Universities Retirement | Sy063020 | Perkins IIC -Special Populations | SURS | Matching Funds | 109.88 |
| Creative Printing | 063020 | Perkins IIC -Special Populations | Instructional Supplies | SVCC Business Cards Keith Bos 250/Box | 35.00 |
| Dommeyer, Sheila J | 063030 | Perkins IIIE Tech Prep | Consultants | Stipend Tech Prep | 250.00 |
| Frederick, Lynnette | 063030 | Perkins IIIE Tech Prep | Consultants | Stipend Tech Prep | 250.00 |
| Hahne, Connie | 063030 | Perkins IIIE Tech Prep | Consultants | Stipend Tech Prep | 250.00 |
| Johannsen, Patrice | 063030 | Perkins IIIE Tech Prep | Consultants | Stipend Tech Prep | 250.00 |
| Lindahl, Sharon | 063030 | Perkins IIIE Tech Prep | Consultants | Stipend Tech Prep | 250.00 |
| Lipcomb, Lyle | 063030 | Perkins IIIE Tech Prep | Consultants | Stipend Tech Prep | 250.00 |
| Luker, Neal | 063030 | Perkins IIIE Tech Prep | Consultants | Stipend Tech Prep | 250.00 |
| Nelson, Carolyn J. | 063030 | Perkins IIIE Tech Prep | Consultants | Stipend Tech Prep | 250.00 |
| Ross, Kathy J | 063030 | Perkins IIIE Tech Prep | Consultants | Stipend Tech Prep | 250.00 |
| Vance, Susan E. | 063030 | Perkins IIIE Tech Prep | Consultants | Stipend Tech Prep | 250.00 |

Sauk Valley Community College
Check Register
From 11/23/05 To 12/19/05

RUN DATE: 12/09/05
TIME: 3:14 PM
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| PAYER/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
|-------------------------------------|--------|----------------------------------|----------------------------|---|-------------|
| Stark County Communications | 063075 | IDHS AmeriCorps- Nonmember Activ | Other | Advertising | 42.00 |
| White, Rebecca | 063075 | IDHS AmeriCorps- Nonmember Activ | Other | Recruitment Ad Pontiac Illinois | 51.40 |
| GFC Leasing Company | 064030 | Restricted Fund-GOD Certificates | Debt Principal Retirement | Bond Lease Payment-Principal | 504.90 |
| GFC Leasing Company | 064030 | Restricted Fund-GOD Certificates | Interest | Bond Lease Payment-Interest | 202.05 |
| Pratt Audio-Visual & Video Corp | 064030 | Restricted Fund-GOD Certificates | Instructional Equipment | Samsung SDR-950ST Document Camera | 2,495.00 |
| High Lift | 064030 | Restricted Fund-GOD Certificates | Service Equipment | Electric Boom Model N35B | 12,500.00 |
| Ready, Alan J. | 101010 | Booster Club | Other | Deposit Airline Tickets 3/20/06 Spring Trip | 823.00 |
| Illinois Department Employment Sl12 | | Risk Management | Unemployment Insurance | Unemployment Penalty/Insurance | 869.55 |
| Gallatin River Communications | 12 | Risk Management | Telephone | 911 Call Trunk Lines | 89.64 |
| Grumments Do It Best Hardware | 12 | Public Safety | Maintenance Services | Key Cutting | 6.45 |
| Verizon Wireless | 12 | Public Safety | Maintenance Services | Security Cell Phones | 71.60 |
| Stewart & Associates | 12 | Public Safety | Other Contractual Services | Security Contract | 872.92 |
| | | | | BANK ACCOUNT 1 TOTAL: | 363,317.96 |
| | | | | ALL ACCOUNTS TOTAL: | 363,317.96 |

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

| <u>EDUCATION FUND</u> | <u>2004-2005 Budget</u> | <u>2004-2005 Actual</u> | <u>2005-2006 Budget</u> | <u>2005-2006 YTD Actual</u> | <u>2005-2006 Budget Percent</u> |
|--|-------------------------|-------------------------|-------------------------|-----------------------------|---------------------------------|
| Revenues | | | | | |
| Local Governmental Sources | 3,156,000 | 3,109,939 | 3,071,000 | 1,272,783 | 41.4% |
| State Governmental Sources | 2,741,078 | 2,861,068 | 2,583,483 | 741,708 | 28.7% |
| Federal Governmental Sources | 5,000 | 8,595 | 5,000 | 915 | 18.3% |
| Student Tuition and Fees | 3,106,000 | 3,245,120 | 3,557,500 | 3,069,371 | 86.2% |
| Sales and Service | 400,000 | 221,991 | 280,000 | 55,263 | 19.7% |
| Investment Revenue | 35,000 | 58,080 | 35,000 | 18,384 | 52.5% |
| Other Revenues | 580,000 | 577,467 | 583,000 | 55,624 | 9.9% |
| TOTALS | 10,033,078 | 10,082,262 | 10,114,983 | 5,164,049 | 51.0% |
| Expenditures | | | | | |
| Salaries | 6,382,172 | 6,333,717 | 6,341,717 | 2,490,148 | 39.2% |
| Employee Benefits | 1,760,032 | 1,826,083 | 1,808,373 | 546,674 | 30.2% |
| Contractual Services | 567,345 | 404,148 | 468,890 | 126,736 | 27.0% |
| General Materials and Supplies | 880,069 | 755,504 | 861,069 | 353,226 | 41.0% |
| Travel and Conference | 137,850 | 151,519 | 154,825 | 33,588 | 21.6% |
| Meeting Exp. | 23,050 | 18,700 | 23,600 | 6,776 | 28.7% |
| Fixed Charges | | | | | |
| Capital Outlay | | | | | |
| Other Expenditures | 503,000 | 637,559 | 483,000 | 333,744 | 69.0% |
| TOTALS | 10,253,518 | 10,131,133 | 10,141,474 | 3,890,896 | 38.3% |
| Transfers | | | | | |
| Transfers to Other Funds | 85,000 | 71,000 | -3,580 | -5.0% | |
| Transfers From Other Funds | -133,500 | -43,330 | | | |
| TOTALS | -48,500 | -43,330 | -71,000 | -3,580 | -5.0% |
| NET INCREASE/DECREASE IN NET ASSETS | | | | | |
| FUND BALANCE | -171,940 | -5,541 | -97,491 | 1,276,734 | |
| | | 685,152 | | 1,961,887 | |

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

OPERATION AND MAINTENANCE FUND

| | 2004-2005 <u>Budget</u> | 2004-2005 <u>Actual</u> | 2005-2006 <u>Budget</u> | 2005-2006 <u>YTD Actual</u> | Budget Percent |
|---|----------------------------|----------------------------|----------------------------|--------------------------------|-------------------|
| Revenues | | | | | |
| Local Governmental Sources | 387,000 | 381,006 | 375,000 | 155,849 | 41.5% |
| State Governmental Sources | 360,474 | 375,869 | 267,642 | 94,921 | 35.4% |
| Student Tuition and Fees | 347,500 | 357,664 | 397,050 | 346,697 | 87.3% |
| Sales and Service | 4,000 | 8,946 | 5,000 | 1,425 | 28.5% |
| Facilities Revenue | 2,000 | 1,995 | 2,000 | 1,449 | 72.4% |
| Investment Revenue | 200 | -19 | 100 | 543 | 543.4% |
| Other Revenues | 42,000 | 38,428 | 42,100 | 0 | 0.0% |
| TOTALS | 1,143,174 | 1,163,892 | 1,088,892 | 600,887 | 55.1% |
| Expenditures | | | | | |
| Salaries | 453,406 | 452,346 | 455,518 | 202,762 | 44.5% |
| Employee Benefits | 188,149 | 210,783 | 187,644 | 67,485 | 35.9% |
| Contractual Services | 114,500 | 111,853 | 114,500 | 30,334 | 26.4% |
| General Materials and Supplies | 86,600 | 79,250 | 86,300 | 34,712 | 40.2% |
| Travel and Conference Meeting Exp. | 2,600 | 1,483 | 3,600 | 1,911 | 55.3% |
| Fixed Charges | 40,000 | 50,174 | 47,300 | 48,050 | 101.5% |
| Utilities | 355,500 | 363,891 | 411,800 | 241,248 | 58.5% |
| Capital Outlay | 15,000 | 22,199 | 15,000 | 0 | 0.0% |
| TOTALS | 1,255,755 | 1,291,983 | 1,321,662 | 624,784 | 47.2% |
| Transfers | | | | | |
| Transfers From Other Funds | -113,500 | -122,000 | -233,000 | - | 0.0% |
| TOTALS | -113,500 | -122,000 | -233,000 | - | 0.0% |
| NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE | 919 | -6,091 | 230 | -23,897 | |
| | | -194 | | -24,091 | |

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

OPERATION & MAINTENANCE- RESTRICTED

| | 2004-2005 <u>Budget</u> | 2004-2005 <u>Actual</u> | 2005-2006 <u>Budget</u> | 2005-2006 <u>YTD Actual</u> | Budget Percent |
|-------------------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|-------------------|
| Revenues | | | | | |
| Local Government Sources | 574,000 | 570,171 | 569,196 | 236,874 | 41.6% |
| State Government Sources | 3,305,100 | | | | |
| Investment Revenue | 10,000 | 55,305 | 10,000 | -4,040 | -40.4% |
| Other Revenues | 250,000 | 47,923 | | 7,110 | |
| TOTALS | 4,139,100 | 673,399 | 579,196 | 239,945 | 41.4% |
| Expenditures | | | | | |
| Contractual Services | 4,825 | | | | |
| General Materials and Supplies | 1,786 | | | | |
| Fixed Charges | | | | | |
| Capital Outlay | 5,175,310 | 730,220 | 2,200,970 | 689,727 | 31.3% |
| TOTALS | 5,175,310 | 736,832 | 2,200,970 | 714,574 | 32.4% |
| Transfers | | | | | |
| Transfers to Other Funds | 619,258 | | | | |
| Transfers From Other Funds | -819,258 | | | | |
| TOTALS | -200,000 | | | | |
| NET INCREASE/DECREASE IN NET ASSETS | -1,036,210 | 136,567 | -1,621,774 | -474,629 | |
| FUND BALANCE | | 2,720,433 | | 2,245,803 | |

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

| <u>BOND AND INTEREST FUND</u> | <u>2004-2005 Budget</u> | <u>2004-2005 Actual</u> | <u>2005-2006 Budget</u> | <u>2005-2006 YTD Actual</u> | <u>Budget Percent</u> |
|-------------------------------|-------------------------|-------------------------|-------------------------|-----------------------------|-----------------------|
|-------------------------------|-------------------------|-------------------------|-------------------------|-----------------------------|-----------------------|

Revenues

| | | | | | |
|----------------------------|------------------|------------------|------------------|----------------|--------------|
| Local Governmental Sources | 1,393,000 | 1,336,404 | 1,286,284 | 498,729 | 38.7% |
| Investment Revenue | 5,000 | 10,379 | 6,000 | 1,699 | 28.3% |
| TOTALS | 1,398,000 | 1,346,784 | 1,292,284 | 500,428 | 38.7% |

Expenditures

| | | | | | |
|----------------------|------------------|------------------|------------------|------------------|--------------|
| Contractual Services | 5,000 | 4,600 | 5,000 | 500 | 10.0% |
| Fixed Charges | 1,381,000 | 1,473,858 | 1,286,000 | 1,228,828 | 95.5% |
| TOTALS | 1,386,000 | 1,478,458 | 1,291,000 | 1,229,328 | 95.2% |

NET INCREASE/DECREASE IN NET ASSETS
 FUND BALANCE

| | | | |
|--------|----------|-------|----------|
| 12,000 | -131,674 | 1,284 | -728,900 |
| | 625,247 | | -103,652 |

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

| <u>AUXILIARY ENTERPRISES FUND</u> | <u>2004-2005 Budget</u> | <u>2004-2005 Actual</u> | <u>2005-2006 Budget</u> | <u>2005-2006 YTD Actual</u> | <u>Budget Percent</u> |
|-------------------------------------|-------------------------|-------------------------|-------------------------|-----------------------------|-----------------------|
| Revenues | | | | | |
| Student Tuition and Fees | 156,000 | 158,287 | 156,000 | 135,785 | 87.0% |
| Sales and Service | 48,500 | 40,070 | 43,200 | 12,904 | 29.8% |
| Facilities Revenue | 85,000 | 105,780 | 90,000 | 31,250 | 34.7% |
| Investment Revenue | 900 | 765 | 1,000 | 465 | 46.5% |
| Other Revenues | 1,561,700 | 1,777,331 | 1,562,000 | 732,388 | 46.8% |
| TOTALS | 1,852,100 | 2,082,234 | 1,852,200 | 912,794 | 49.2% |
| Expenditures | | | | | |
| Salaries | 72,682 | 66,287 | 65,300 | 28,533 | 43.6% |
| Employee Benefits | 12,820 | 14,736 | 13,025 | 3,835 | 29.4% |
| Contractual Services | 1,595,605 | 1,795,484 | 1,595,005 | 718,949 | 45.0% |
| General Materials and Supplies | 72,990 | 73,750 | 68,815 | 30,644 | 44.5% |
| Travel and Conference Meeting Exp. | 57,655 | 59,288 | 60,355 | 20,666 | 34.2% |
| Fixed Charges | 9,450 | 19,859 | 18,600 | 20,229 | 108.7% |
| Other Expenditures | 5,750 | 2,994 | 5,750 | 2,824 | 49.1% |
| TOTALS | 1,826,952 | 2,032,399 | 1,826,850 | 825,681 | 45.1% |
| Transfers | | | | | |
| Transfers to Other Funds | 85,000 | 278,000 | 89,825 | 0.0% | |
| Transfers From Other Funds | -73,000 | -66,000 | -77,825 | 3,580 | -4.6% |
| TOTALS | 12,000 | 212,000 | 12,000 | 3,580 | 29.8% |
| NET INCREASE/DECREASE IN NET ASSETS | 13,148 | -162,165 | 13,350 | 83,531 | |
| FUND BALANCE | 80,550 | 80,550 | 164,081 | | |

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

RESTRICTED PURPOSES FUND

| | 2004-2005 <u>Budget</u> | 2004-2005 <u>Actual</u> | 2005-2006 <u>Budget</u> | 2005-2006 <u>YTD Actual</u> | Budget Percent |
|-------------------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|-------------------|
| Revenues | | | | | |
| Local Governmental Sources | | | | | |
| State Governmental Sources | 2,195,000 | 2,195,000 | | | |
| Federal Governmental Sources | 960,544 | 1,084,441 | | | |
| Sales and Service | 3,542,823 | 3,730,189 | 3,517,099 | 1,572,089 | 58.6% 44.6% |
| Investment Revenue | | | | | |
| Other Revenues | | | | | |
| TOTALS | 6,738,367 | 7,100,434 | 4,503,707 | 2,219,061 | 49.2% |
| Expenditures | | | | | |
| Salaries Employee Benefits | | | | | |
| Contractual Services | 1,119,489 | 1,075,764 | 994,230 | 409,489 | 41.1% |
| General Materials and Supplies | 1,199,779 | 1,173,600 | 1,167,289 | 55,607 | 33.2% |
| Travel and Conference Meeting Exp. | 4,800 | 66,268 | 99,856 | 9,609 | 9.6% |
| Fixed Charges | 87,758 | 443,639 | 105,426 | 98,863 | 93.7% |
| Utilities | 52,342 | 66,435 | 63,927 | 22,547 | 35.2% |
| Capital Outlay | 10,500 | 2,211,026 | 2,000 | 3,534 | 176.7% |
| Other Expenditures | 300 | 731,667 | 553,717 | 150 | 372.7% |
| TOTALS | 3,026,750 | 3,349,474 | 3,062,164 | 1,770,768 | 57.8% |
| Transfers | | | | | |
| Transfers to Other Funds | | | | | |
| Transfers From Other Funds | | | | | |
| TOTALS | | | | | |
| NET INCREASE/DECREASE IN NET ASSETS | 1,504,982 | -839,883 | -627,335 | -369,874 | |
| FUND BALANCE | 1,348,854 | 1,348,854 | 978,980 | | |

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

| WORKING CASH FUND | 2004-2005 <u>Budget</u> | 2004-2005 <u>Actual</u> | 2005-2006 <u>Budget</u> | 2005-2006 <u>YTD Actual</u> | Budget Percent |
|-------------------|----------------------------|----------------------------|----------------------------|--------------------------------|-------------------|
|-------------------|----------------------------|----------------------------|----------------------------|--------------------------------|-------------------|

Revenues

| | | | | | |
|--------------------|---------------|---------------|---------------|---------------|---------------|
| Investment Revenue | 50,000 | 53,330 | 50,000 | -6,400 | -12.8% |
| TOTALS | 50,000 | 53,330 | 50,000 | -6,400 | -12.8% |

Expenditures

Investment Revenue

TOTALS

Transfers

| | | | | | |
|-------------------------------------|----------------|----------------|----------------|-----------|-------------|
| Transfers to Other Funds | 150,000 | 153,330 | 150,000 | | 0.0% |
| TOTALS | 150,000 | 153,330 | 150,000 | | 0.0% |
| NET INCREASE/DECREASE IN NET ASSETS | -100,000 | -100,000 | -100,000 | -6,400 | |
| FUND BALANCE | | 2,170,783 | | 2,164,383 | |

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

Page 8

TRUST AND AGENCY FUND

| | 2004-2005 <u>Budget</u> | 2004-2005 <u>Actual</u> | 2005-2006 <u>Budget</u> | 2005-2006 <u>YTD Actual</u> | Budget Percent |
|-------------------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|-------------------|
| Revenues | | | | | |
| Sales and Service | -1,273 | | | | |
| Other Revenues | 18,394 | | | | |
| TOTALS | | 17,120 | | | |
| Expenditures | | | | | |
| Other Expenditures | 14,355 | | | | |
| TOTALS | | 14,355 | | | |
| NET INCREASE/DECREASE IN NET ASSETS | | | | | |
| FUND BALANCE | 2,765 | | 7,660 | | |
| | 16,524 | | 24,185 | | |

SAUK VALLEY CO. UNITY COLLEGE
 REVENUES, EXPENDITURES, AND TRANSFERS
 AS OF NOVEMBER 30

| <u>AUDIT FUND</u> | <u>2004-2005 Budget</u> | <u>2004-2005 Actual</u> | <u>2005-2006 Budget</u> | <u>2005-2006 YTD Actual</u> | <u>Budget Percent</u> |
|-------------------------------------|-------------------------|-------------------------|-------------------------|-----------------------------|-----------------------|
| Revenues | | | | | |
| Local Governmental Sources | | | | | |
| Investment Revenue | 30,000 | 26,782 | 29,000 | 9,187 | 31.6% |
| TOTALS | 100 | 893 | 100 | -61 | -61.3% |
| TOTALS | 30,100 | 27,675 | 29,100 | 9,126 | 31.3% |
| Expenditures | | | | | |
| Contractual Services | | | | | |
| TOTALS | 24,000 | 22,000 | 25,000 | 22,500 | 90.0% |
| TOTALS | 24,000 | 22,000 | 25,000 | 22,500 | 90.0% |
| NET INCREASE/DECREASE IN NET ASSETS | 6,100 | 5,675 | 4,100 | -13,373 | |
| FUND BALANCE | 45,897 | 45,897 | | 32,523 | |

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

| LIABILITY, PROTECTION & SETTLEMENT | 2004-2005 | | | 2004-2005 | | | 2005-2006 | | | Budget Percent |
|--|----------------|----------------|----------------|----------------|--------------|--------|------------|-----------|--|-------------------|
| | Budget | Actual | Budget | Actual | Budget | Actual | YTD Actual | 2005-2006 | | |
| Revenues | | | | | | | | | | |
| Local Government Sources | 357,000 | 443,122 | 348,000 | 269,768 | 77.5% | | | | | |
| Investment Revenue | 200,000 | 117,151 | 210,000 | 16,764 | 7.9% | | | | | |
| Other Revenues | 9,000 | 21,315 | 9,000 | | 0.0% | | | | | |
| TOTALS | 566,000 | 581,589 | 567,000 | 286,532 | 50.5% | | | | | |
| Expenditures | | | | | | | | | | |
| Salaries | 282,337 | 251,881 | 280,774 | 75,546 | 26.9% | | | | | |
| Employee Benefits | 222,103 | 273,781 | 255,163 | 114,797 | 44.9% | | | | | |
| Contractual Services | 70,500 | 46,058 | 61,500 | 19,763 | 32.1% | | | | | |
| General Materials and Supplies | 9,400 | 7,878 | 8,100 | 3,462 | 42.7% | | | | | |
| Travel and Conference Meeting Exp. | 2,000 | 629 | 2,000 | 50,000 | 0.0% | | | | | |
| Fixed Charges | 63,000 | 48,273 | 50,000 | 47,040 | 94.0% | | | | | |
| Utilities | 1,300 | 1,074 | 1,300 | 448 | 34.4% | | | | | |
| Capital Outlay | | 15,424 | | | | | | | | |
| TOTALS | 650,640 | 645,001 | 658,837 | 261,058 | 39.6% | | | | | |
| NET INCREASE/DECREASE IN NET ASSETS | | | | | | | | | | |
| FUND BALANCE | -84,640 | -63,411 | -91,837 | 25,474 | | | | | | |
| | 5,735,164 | 5,735,164 | 5,760,639 | | | | | | | |

On-line Nursing Proposal

- I. History and background that led to this endeavor**
 - a. Rio Salado initiative**
 - b. Community based Job Training Grant Option**
 - c. August 2, 2005 meeting with partners**
- II. Objectives of this proposal**
 - a. To increase the number of nurses in the workforce**
 - b. To increase the number of masters prepared nurses that are interested in teaching**
- III. Curriculum and time line for project**
 - a. Proposed curriculum**
 - b. Met with Illinois Nursing Act Coordinator 9/05**
 - c. Illinois Community College Board**
 - d. Higher Learning Commission**
- IV. Research and data on on-line courses**
- V. How we will evaluate success**
 - a. Attrition rates**
 - b. NCLEX pass rates**
 - c. Employer and student surveys**
 - d. External measures such as HESI or ATI**
- VI. November/December update**
 - a. DOL grant fell through**
 - b. Will actively pursue "Partners in Nursing" through the Robert Wood Johnson Foundation**

DRAFT (8-2-05) Revised 9-25-05) (9-26-05)
Online Nursing Curriculum

Requirements for entry:

1. Overall GPA of 2.8
2. 3.0 GPA in at least 9 hours of on-line general education courses applicable to nursing
3. Active CN A certificate on file with IDPH
4. Intermediate algebra
5. Nelson Denny reading test with a score of at least 15.0 in both vocabulary and comprehension
6. High school chemistry in last 5 years with "A" or "B" or college chemistry with lab with "C" or above

Curriculum: 72-75 hours (48 hours nursing and 24-27 hours of gen. eds.)

Nursing (48 hours)

| Semester | Theory Requirements | Clinical Requirements |
|--------------|--|--|
| Semester I | Fundamentals (4 hours) Pharmacology (2 hours) | Fundamentals (6 hours) 2 six hr clinicals/week |
| Semester II | Med/Surg (6 hours) | Med/Surg (6 hours) 2 six hr clinicals/week |
| Semester III | OB (8 hours) (5) Peds (3 hours) Leadership (1) | OB/Peds (3 hours) 1 six hr clinical/week Med/Surg (3 hours) 1 six hr clinical/week |
| Semester IV | Community/Mental Health (3 hours) Adv. Med/Surg (3 hrs) | Comm/MH (3 hours) 1 six hr clinical/week Adv. Med/Surg (3 hrs) 1 six hr clinical/week |

General Education Classes (at least 9 hours must be taken online prior to entry into the program with a 3.0 GPA or higher)

English (Rhetoric and Composition) (3 hours)

Anatomy and Physiology (5-8 hours)

Microbiology (4 hours)

Psychology (3 hours)

Lifespan psychology (3 hours)

Speech (3 hours)

Nutrition (3 hours)

Initiatives to enhance retention

- I. Significant Other Support Group and Mentoring Project**
 - a. Instituted Fall 2004**

- II. Collecting data on potential variables**
 - a. GPA**
 - b. Science background/grades**
 - c. Number of re-application points**

- III. Actual and potential changes to programming**
 - a. Math initiative**
 - b. Changes to Trends**
 - c. Ladder program**
 - d. Senior level courses 16 weeks instead of 8**

- IV. Admission requirement changes**
 - a. Nursing Entrance Test**
 - b. Widen point spread by incorporating all pre-reqs**
 - c. CNA required**
 - d. Increase minimum GPA**
 - e. Remove re-application points**
 - f. Points for biology no longer bonus points**

Sauk Valley Community College
December 19, 2005

Action Item 4.1

Topic: Welding Lab Construction

Presented By: Ruth Bittner, Dr. Mihel

Presentation:

A bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*, and specifications were sent to six general contractors. Bids were received from four companies. The base bid calls for preparation of a 10-station welding lab in the now joined rooms 1C5 and 1C9. The work involves mostly electrical and mechanical systems. The alternate bid calls for construction of three general classrooms and two faculty offices in the adjoining room 1C1 (the currently vacant machine shop). We have chosen not to recommend the alternate at this time, holding off until we can take a fresh comprehensive look at our long-range facilities plans. We expect the welding lab to be ready for occupancy by the end of March 2006. The project will be paid from the former T-1/West Wing reserved funds. (See next page for details.)

Bid Results -- Welding Lab Remodel

| Company Name | Location | Base Bid | Alternate |
|---------------------|---------------|----------|-----------|
| Brown Construction | Milledgeville | 60,000 | 84,000 |
| Key Builders | Princeton | 61,900 | 75,900 |
| Winter Construction | Freeport | 63,100 | 102,400 |
| Viking Builders | Dixon | 68,688 | 103,000 |

Recommendation:

The administration recommends the Board approve the base bid from Brown Construction in the amount of \$60,000, to be paid from former T-1/West Wing reserved funds.

WELDING LAB REMODEL

The Project is the renovation of approximately 1,325 square feet in what is currently classified as Room 1C5.

The Project includes the following:

1. Removal of existing framework, removal of items attached to the walls.
2. Patch and paint wall and ceiling surfaces.
3. Remove and cap existing gas lines.
4. Remove existing hoods and ductwork; install new.
5. Remove existing electrical outlets and wiring; install new.
6. Perform roof deck repair above office area.

Sauk Valley Community College
December 19, 2005

Action Item 4.2

Topic: **Board Policy 512.01 – Student Loan Policy
Second Reading**

Presented By: **Dr. George Mihel**

Presentation:

In accordance with the directive from the Board, the administration has rewritten Board Policy 512.01 to remove unnecessary procedural language and to clarify policies.

Recommendation:

The administration recommends the Board approve policy 512.01 for second reading.

512.01 Student Loan Policy

Short Term emergency loans may be made to students who are receiving financial aid, if approved by the Director of Financial Assistance. The student's account must be paid in full by the end of the semester in which the loan is issued. Loans will be made in accordance with rules established in administrative procedure. Exceptions to the procedure rules may be granted if approved by the President.

1. The maximum loan that a full-time student may receive will be \$1,000. The maximum loan that a part-time student may receive will be \$500.
2. *The President will report on the number of delinquent loans to the Board of Trustees on an annual basis.*

Policy

1. ~~Short term loans require the approval of the Director of Financial Assistance and Career Services, and will be charged to the student's account.~~
2. ~~A \$1.00 processing and distribution fee will be charged for each student loan issued, and shall be repaid by the student when the loan is repaid. Any loans over \$100 will be charged an additional \$1.00 processing and distribution fee per \$100.~~
3. ~~Loans will be made only on the basis of the Director of Financial Assistance and Career Services' professional judgment of the individual's ability to pay and/or performance on previous student loans. For example, students receiving financial aid will be given preference. Simply attending Sauk Valley Community College does not create a right to receive a loan.~~
4. ~~At the discretion of the Vice President of Learning Services and the Vice President of College Services, the following exceptions may be approved, if in their professional judgment, a situation exists that would merit such an exception:~~
 - a. ~~A loan agreement exceeding the policy loan limits, even if an outstanding loan remains unpaid.~~
 - b. ~~A loan agreement to a student with a poor performance on a previous loan agreement.~~

6. The student's account must be paid in full prior to the end of the current term.
7. Any outstanding student loan agreements may be collected from any monies due the student from College sources.
8. Any student financial obligation that is due Sauk Valley Community College will result in a "freeze" being placed on the transmittal of any student records.

Issuing Loans

Before any cash loan is made to a student, the Office of Financial Assistance should make a thorough investigation of the following factors:

1. A student must be currently enrolled.
2. Loans may be granted to full time students during their first semester up to the maximum of \$500. Part time students may receive up to \$300. No future loans will be issued until the first loan has been paid in full. (Exception - see Item 5 under Policy)
3. A student must be in good academic and disciplinary standing with the College. Any "hold" on his/her records or any past debts with the College will disqualify the student unless there is a means of recovery. However, a history of poor performance on previous loan agreements will automatically disqualify the student from receiving future loans.
4. The Director of Financial Assistance and Career Services is the sole representative authorized to approve student loan agreements with the exception of Item 5 under Policy.

Collection of Loans

1. Prior to the due date of the student loan the Business Office will notify the student of his/her obligation to the College.
2. If a student does not respond to the collection notices sent by the Business Office the loan, when considered a bad debt, will be forwarded to a collection agency for disposition.

1/14/80
4/28/97
1/26/98
12/15/03
6/28/04
12/19/05

Sauk Valley Community College
December 19, 2005

Action Item 4.3

Topic: **Board Policy 513.01 – Financial Aid Tuition Hold Program Policy**
Second Reading

Presented By: **Dr. George Mihel**

Presentation:

In accordance with the directive from the Board, the administration has rewritten Board Policy 513.01 to remove unnecessary procedural language and to clarify policies.

Recommendation:

The administration recommends the Board approve policy 513.01 for second reading.

513.01 Financial Aid Tuition Hold Program Policy

Students at Sauk Valley Community College are responsible for payment of tuition at the time of registration. Students who are in the process of registering and who have applied for approved federal, state and local financial aid programs, and who, because of time or processing factors have not yet received their financial aid award, may be eligible to participate in the *tuition hold program as established by this policy*. If, in the judgment of the Director of Financial Assistance, a student is highly likely to receive the aid, the student's place in class may be held pending receipt of the aid. Students permitted to participate in the tuition hold program are expected to have all tuition paid prior to the mid-term date of the semester in which they are enrolled. The administration shall direct appropriate procedures for students eligibility and requirements for this program. This eligibility will be determined by the Director of Student Financial Assistance after evaluation and analysis of supporting data that anticipates a future financial aid award to the student.

Policy Guidelines

1. Student requests for the Financial Aid Tuition Hold Program must be made in person at the Financial Aid Office. Students must provide the required documentation.
2. All federal, state and local financial aid applications must be completed, reviewed and mailed from the Sauk Valley Community College Financial Aid Office.
3. A student must meet eligibility (federal, state and local) requirements for participation in financial aid programs. Some of these requirements include approved programs, GED and/or high school diploma, enrolled as a part time student, satisfactory academic progress, etc.
4. Students permitted to participate in the Financial Aid Tuition Hold Program are expected to have all tuition paid prior to the mid-term date of the semester in which they are enrolled.
5. Any student financial obligation that is due to Sauk Valley Community College will result in a freeze being placed on the transmittal of any student records. Should the Director of Student Financial Assistance and/or the Business Office be unable to collect the amount due the College the bad debt will be forwarded to a collection agency for disposition.

1/14/80 4/28/97 12/19/05
3/23/87 7/24/00

Sauk Valley Community College
December 19, 2005

Action Item 4.4

Topic: **Board Policy 516.01 – Drug-Free Workplace Policy**
Second Reading

Presented By: **Dr. George Mihel**

Presentation:

In accordance with the directive from the Board, the administration has rewritten Board Policy 516.01 to remove unnecessary procedural language and to clarify policies.

Recommendation:

The administration recommends the Board approve policy 516.01 for second reading.

516.01 Drug-Free Workplace Policy

In accordance with P.L. 100-690, the Drug-Free Workplace Act of 1988, it is the policy of Sauk Valley Community College that its workplace be drug-free. *This policy shall be a condition of employment.*

NOTICE TO EMPLOYEES REGARDING
DRUG-FREE WORKPLACE

1. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in campus buildings, on campus grounds, or in any other workplace designated for College employees.

2. Within thirty (30) days of receiving notice of a violation of paragraph 1 (above) the College shall institute appropriate disciplinary action. This action could include, but is not limited to, dismissal. The College may also require an employee who violated this policy to participate satisfactorily in an employee assistance program or a substance abuse assistance or rehabilitation program.

~~As a condition of his or her employment, each employee shall abide by the terms contained in this Notice.~~

3. Employees, as a condition of employment, are required to notify the College of any criminal drug conviction resulting from a violation occurring at the workplace no later than five (5) days after conviction.

4. The College shall notify the appropriate federal agency from which it received grant monies of an employee conviction within ten (10) days after receiving notice of such a conviction.

5. For the purpose of this Notice, the following definitions shall apply:

A. A "controlled" substance is *any one or more of the following:* (1) which is *not* legally obtainable; (2) *which is legally obtainable but* is being used in a manner different from that prescribed; or (3) which is legally obtainable but has not been legally obtained.

B. A "conviction" is defined as a finding of guilt (including plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal drug statutes.

6. *The College shall develop a drug-free awareness program shall be developed which will inform its College employees of the following:*

- A. The dangers of drug abuse in the workplace;
- B. The College's policy of maintaining a drug-free workplace;
- C. Any health or drug abuse agency which provides drug counseling, rehabilitation, and assistance programs; and
- D. The penalties that may be imposed for drug abuse violations occurring in the workplace.

7. The College shall continue to maintain a drug-free workplace through the continued implementation of both this policy and the provisions of the Notice to Employees.

8. A Notice to Employees complying with the provisions of the Drug-Free Workplace Act of 1988 shall be distributed to each employee of the College.

5/22/89

12/19/05