



Office Of The President

173 IL Route 2  
Dixon, IL 61021

Office of the Assistant to the  
SVCC Board of Trustees

May 1, 2005

## PUBLIC NOTICE OF MEETING

This is to provide public notice of the following meeting associated with the Sauk Valley Community College Board of Trustees:

WHO: Board of Trustees, District #506

WHEN: Monday, May 9, 2005

TIME: 4:30 p.m.

WHERE: Board Room

TYPE: Open and Closed

PURPOSE: Special Board Meeting

AGENDA: Presidential Interviews



Nancy J. Breed  
Nancy J. Breed, Administrative Assistant  
to the Board of Trustees, District #506

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 MEETING  
MINUTES  
May 9, 2005

The Board of Trustees of Sauk Valley Community College met in special session at 4:30 p.m. on May 9, 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 4:30 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 Carri Anderson

SVCC Staff: Assistant to the Board Nancy Breed

Absent: None

Closed Session: At 4:31 p.m., it was moved by Member Varga and seconded by Member Cox that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, including hearing testimony on a complaint lodged against an employee to determine its validity. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

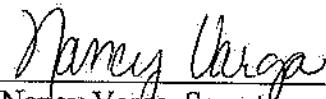
Regular Session: The Board returned to regular session at 6:44 p.m.

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

The meeting adjourned at 6:45 p.m.

Next Meeting: The next special meeting of the Board will be at 4:30 p.m. on May 10, 2005 in the Board Room.

Respectfully submitted,

  
\_\_\_\_\_  
Nancy Varga, Secretary



Office of the Assistant to the  
SVCC Board of Trustees

May 1, 2005

## PUBLIC NOTICE OF MEETING

This is to provide public notice of the following meeting associated with the Sauk Valley Community College Board of Trustees:

WHO: Board of Trustees, District #506

WHEN: Tuesday, May 10, 2005

TIME: 4:30 p.m.

WHERE: Board Room

TYPE: Open and Closed

PURPOSE: Special Board Meeting

AGENDA: Presidential Interviews

  
\_\_\_\_\_  
Nancy J. Breed, Administrative Assistant  
to the Board of Trustees, District #506

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING  
MINUTES  
May 10, 2005**

The Board of Trustees of Sauk Valley Community College met in special session at 4:30 p.m. on May 10, 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 4:30 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	

**SVCC Staff:** Assistant to the Board Nancy Breed

**Absent:** Student Trustee Carri Anderson

**Closed Session:** At 4:31 p.m., it was moved by Member Cox and seconded by Member Varga 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. In a roll call vote, all voted aye. Motion carried.

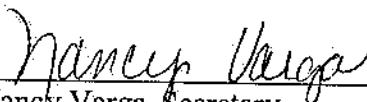
**Regular Session:** The Board returned to regular session at 8:24 p.m.

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

The meeting adjourned at 8:25 p.m.

**Next Meeting:** The next special meeting of the Board will be at 4:30 p.m. on May 11, 2005 in the Board Room.

Respectfully submitted,

  
\_\_\_\_\_  
Nancy Varga, Secretary



Office Of The President

173 IL Route 2  
Dixon, IL 61021

Office of the Assistant to the  
SVCC Board of Trustees

May 1, 2005

**REVISED**

### **PUBLIC NOTICE OF MEETING**

This is to provide public notice of the following meeting associated with the Sauk Valley Community College Board of Trustees:

WHO: Board of Trustees, District #506

WHEN: Wednesday, May 11, 2005

TIME: 4:30 p.m.

WHERE: Board Room

TYPE: Open and Closed

PURPOSE: Special Board Meeting

AGENDA: Presidential Interview and Discussion of Presidential Candidates



Nancy J. Breed  
Nancy J. Breed, Administrative Assistant  
to the Board of Trustees, District #506

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

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SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING  
MINUTES  
May 11, 2005

The Board of Trustees of Sauk Valley Community College met in special session at 4:30 p.m. on May 11, 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 4:30 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 Carri Anderson

SVCC Staff: Assistant to the Board Nancy Breed

Absent: None

Closed Session: At 4:31 p.m., it was moved by Member Andersen and seconded by Member Cox that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, including hearing testimony on a complaint lodged against an employee to determine its validity. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

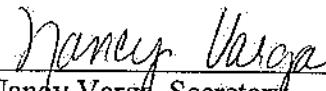
Regular Session: The Board returned to regular session at 8:40 p.m.

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

The meeting adjourned at 8:42 p.m.

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

Respectfully submitted,

  
\_\_\_\_\_  
Nancy Varga, Secretary

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

**Third Floor Board Room**

**May 23, 2005 - 7:00 p.m.**

**A. Call to Order**

**B. Roll Call**

**C. Communications from Visitors**

**D. Consent Agenda**

1. Approval of April 25, 2005 Minutes

2. Approval of May 9, 2005 Minutes

3. Approval of May 10, 2005 Minutes

4. Approval of May 11, 2005 Minutes

5. Treasurer's Report

6. Bills Payable

7. Payrolls                    April 30, 2005                    \$245,105.23  
                                  May 15, 2005                    \$251,563.07

8. Budget Report

9. RAMP Report

10. Recommendation for Bid Award – Student Activities Addition

11. Disposal of Obsolete Equipment

12. New Degree Proposals – AAT and EET

13. Joint Educational Agreement

**E. President's Report**

1. Board Policies Review 414.01; 415.01; 416.01; 417.01; 418.01; 419.01

2. Enrollment Update

3. ICTM State High School Math Contest (attached)

**F. Financial Reports and Actions**

**2005-2006 Tentative Budget (First Reading)**

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

**H. Closed Session Minutes**

**Closed Session Minutes April 25, 2005; May 9, 2005; May 10, 2005; and May 11, 2005**

**I. Personnel**

1. Faculty Appointment – English
2. Faculty Appointment - English
3. Proposed Support Staff Salary Ranges 2005-06
4. Proposed Professional/Technical Salary Range 2005-06
5. Proposed Administrative Salary Ranges 2005-06
6. Support Staff Salary Increase
7. Professional/Technical Salary Increase
8. Administrative Salary Increase
9. Presidential Appointment

**J. Other**

**Board Policy 306.01 – Abatement (First Reading)**

**K. Reports**

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

**L. Adjournment**

**Board of Trustees Meeting**

June 27, 2005

July 25, 2005

August 22, 2005

**ICCTA Monthly Meetings**

June 16-18, 2005

ICCTA Annual Convention, Hyatt  
Regency McCormick Place, Chicago

Subject to Call

Subject to Call

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING  
MINUTES  
May 23, 2005**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on May 23, 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 Wilkison	Student Trustee Carri Anderson

**SVCC Staff:** President Richard L. Behrendt  
Attorney Ole Bly Pace III  
Vice President Ruth Bittner  
Vice President Joan Kerber  
Dean of Student Services Pam Clodfelter  
Dean of Arts, Social Sciences, Math, and Physical Education  
Patrick Kennedy  
Dean of Health and Sciences Janet Lynch  
Dean of Information Services Alan Pfeifer  
Director of Human Resources Kathryn Snow  
Administrative Assistant to the Board Nancy Breed

**Absent:** None

**Consent Agenda:** It was moved by Member Andersen and seconded by Member Varga to approve the Consent Agenda with Item D-10, Recommendation for Bid Award – Student Activities Addition; Item D-12, New Degree Proposals—AAT and EET; and Item D-13, Joint Educational Agreement removed. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Following further explanation of Agenda Item D-10 by Vice President Bittner, and Agenda Items D-12 and D-13 by Vice President Kerber, it was moved by Member Andersen and seconded by Member Varga that the Board approve these agenda items. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

It was requested by Member Wilkinson that at the next Board retreat the Board be given a tour of the College to view current facilities and additions that have been constructed since the last college-wide tour.

President's Report:

Dr. Behrendt reported that the Spring 2005 final enrollment was down .3%; that Summer 2005 enrollment is currently down .4% and that Fall 2005 enrollment is up 8%; summarized the results of the American Mathematics Contest held on campus in February; and informed the Board of the new adult education sites in Dixon, Sterling, and Rock Falls to allow students greater access to adult education course offerings. All the facilities are being provided rent free and are handicap accessible.

2005-2006 Tentative Budget (First Reading):

It was moved by Member Simpson and seconded by Member Varga to approve the 2005-06 Tentative Budget for first reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Member Simpson commended Vice President Bittner on the additional budget documentation provided to assist the Board in its analysis of the Tentative Budget.

Closed Session:

At 7:32 p.m., it was moved by Member Andersen and seconded by Member Cox that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, 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. Student Trustee Anderson advisory vote: aye.

Regular Session:

The Board returned to regular session at 7:54 p.m.

Closed Session Minutes:

It was moved by Member Cox and seconded by Member Andersen to approve the minutes of the April 25, 2005, May 9, 2005, and May 10, 2005 closed session meetings, with the May 11, 2005 closed session minutes removed for consideration until the June Board meeting. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson Advisory vote: aye.

Faculty Appointment - English:

It was moved by Member Simpson and seconded by Member Cox to approve the appointment of Ruth Montino as Assistant Professor of English, effective August 19, 2005 at a salary of \$37,167. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Faculty Appointment - English:  
It was moved by Member Andersen and seconded by Member Cox to approve the appointment of Thomas Irish as Assistant Professor of English, effective August 19, 2005 at a salary of \$34,428. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Proposed Support Staff Salary Ranges 2005-06:  
It was moved by Member Varga and seconded by Member Wilkinson that the Board approve the Support Staff Salary Ranges for 2005-06 as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Proposed Professional/Technical Salary Range 2005-06:  
It was moved by Member Andersen and seconded by Member Cox that the Board approve the Professional/Technical Salary Range for 2005-06 as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Proposed Administrative Salary Range 2005-06:  
It was moved by Member Wilkinson and seconded by Member Andersen that the Board approve the Administrative Salary Ranges for 2005-06 as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Support Staff Salary Increase:  
It was moved by Member Simpson and seconded by Member Cox that the Board approve the salary increase of 3% for 2005-2006 for all satisfactorily-evaluated support staff. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Professional/Technical Salary Increase:  
It was moved by Member Andersen and seconded by Member Wilkinson that the Board approve the salary increase of 3% for 2005-2006 for all satisfactorily-evaluated professional/technical staff. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Administrative Salary Increase:  
It was moved by Member Varga and seconded by Member Wilkinson that the Board approve the salary increase of 3% for 2005-2006 for all satisfactorily-evaluated administrative staff. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Presidential Appointment:  
It was moved by Member Andersen and seconded by Member Cox to direct Chair Thompson to act on behalf of the Board of Trustees in executing an employment agreement for president with Dr. George J. Mihel, effective July 1, 2005 through June 30, 2008. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

It was then moved by Member Simpson and seconded by Member Andersen that the Board of Trustees support Dr. Mihel in continuing in his role as Consultant Evaluator with the Higher Learning Commission. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Board Policy 306.01 -  
Abatement Policy  
(First Reading):

It was moved by Member Varga and seconded by Member Wilkinson that the Board approve the First Reading of Board Policy 306.01 – Abatement Policy which consolidates 306.01 and 307.01 into one policy. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Reports:

*Student Trustee:* Member Anderson reported that Student Government will have a retreat on June 29, 2005 and that the summer session begins on June 13, 2005.

*ICCTA Representative:* Chair Thompson reminded everyone that the annual convention is scheduled for June 16-18, 2005 at the Hyatt Regency McCormick Place in Chicago. Dr. Behrendt will be attending the awards banquet on Friday night along with Dr. Fred Nesbit, Sauk's nominee for the 2005 Outstanding Faculty Award.

*Foundation Liaison:* Member Cox reported that the final amount raised at the Draw-Down Dinner held in February was \$11,000; Al Ready was introduced to the Foundation Board as the new Managing Director for the Housing Project, and a Committee has been formed to determine interior colors for the new apartments.

*Faculty Association:* No report

*Board Chair:* Chair Thompson would like an update on the 40<sup>th</sup> anniversary plans for the College for the next Board meeting.

*Board Member Comments:* None

Adjournment:

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

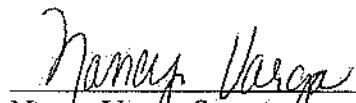
The meeting adjourned at 8:08 p.m.

May 23, 2005  
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Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on June 27, 2005 in the Board Room.

Respectfully submitted,

  
\_\_\_\_\_  
Nancy Varga, Secretary

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

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

	INTEREST	RATE	AMOUNT
General Account - Sterling Federal Bank		2.28	\$293,424.07
Illinois Funds - Firstar Bank, Springfield		2.65	1,622,972.07
<b>SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS</b>			<b>1,916,396.14</b>

MONEY MARKET

ABN-AMRO Investment Services, Inc.

SAUK VALLEY COMMUNITY COLLEGE  
 APPROVED BY

*[Signature]*  
**PRESIDENT**

*[Signature]*  
**SECRETARY**

TOTAL CHECKING ACCOUNTS

2.12

35,857.50

\$1,952,253.64

INVESTMENTS

FINANCIAL INSTITUTION

	MATURITY	DATE	
Sterling Federal Bank	08-04-05	2.48	\$1,000,000
Sterling Federal Bank	08-04-05	2.48	1,000,000
Sauk Valley Bank, Sterling	02-01-06	3.40	1,000,000
Union Bank, Tampico	03-01-06	3.40	1,000,000
<b>SUBTOTAL INVESTMENTS</b>			<b>4,000,000</b>

BOND INVESTMENTS - Liability, Protection & Settlement

	YIELD	PRICE
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
Nevada State Hwy Impt Rev Improv Rev Bds	1.80	233,225.06
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
Federal Natl Mtg. Assn	3.10	497,762.40
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
Federal Home Ln Mtg Corp	3.15	298,182.53
Anch AL Tel Util	4.90	158,619.08
Fed National Mtg. Assn.	3.70	479,134.48
<b>SUBTOTAL BONDS</b>		<b>\$5,760,888.77</b>

TOTAL INVESTMENTS

\$9,760,888.77

Sauk Valley Community College  
Board of Trustees  
May 23, 2005

Summary of Bills Payable Amount

General Operating Funds \$ 453,832.58

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY

  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
SECRETARY

DATE 5/23/05

Sauk Valley Community College  
Check Register  
From 04/21/05 To 05/23/05

<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 Fees 5/05	100.00
Southern Illinois University	01		JTPA Lee	Exam Fees 5/05	50.00
Illinois Department of Rehabil	01		Rehabilitation Dors	Return Funds Fall 04 J Egan	20.60
Illinois Department of Rehabil	01		Rehabilitation Dors	Reimbursement Costs J Higgins	263.00
Southern Illinois University	01		Dislocated Workers	Exam Fees 5/05	50.00
Balha, Tony M.	01		Foundation Expense	Anne Horton Writing Award Spring 05	50.00
Cobane, Tiffany M.	01		Foundation Expense	Anne Horton Writing Award Spring 05	100.00
Consolidated Management Co	01		Foundation Expense	April Meeting Breakfast	137.50
Cooper, George L.	01		Foundation Expense	Anne Horton Writing Award Spring 05	50.00
Curriculum Publishing Clearing	01		Foundation Expense	Skill Testing Booklets	154.00
Delgado, Damien R.	01		Foundation Expense	Anne Horton Writing Award Spring 05	100.00
Dusing, Kathleen	01		Foundation Expense	Anne Horton Writing Award Spring 05	25.00
Emerald Hill	01		Foundation Expense	Baseball Golf Scramble	1,680.00
Lyons, Calvin W.	01		Foundation Expense	Ticket Perforation	25.00
McGraw-Hill Companies	01		Foundation Expense	Books	109.77
Willet, Hoffmann & Associates	01		Foundation Expense	Housing Project - Sewer	1,072.50
Assn of Community College Trus	01		Prepaid Expense	Annual Dues for 2005-2006	1,266.00
Iowa Com College Athletic Conf	01		Prepaid Expense	Conference 10/08/05	100.00
State Universities Retirement	01		SURS Payable		28,059.71
State Universities Retirement	01		SURS Payable		29,095.25
Select Employees Credit Union	01		Credit Union Payable		11,543.68
Select Employees Credit Union	01		Credit Union Payable		11,643.68
SVCC Faculty Association	01		Faculty Association Payable		1,059.99
SVCC Faculty Association	01		Faculty Association Payable		1,059.99
Cash Advance Centers of Illino	01		Wage Garnishment Payable		244.56
Cash Advance Centers of Illino	01		Wage Garnishment Payable		244.56

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>ITEM AMOUNT</u>	<u>COMMODITY</u>
Minnesota Child Support Paymen	01			316.80	
Minnesota Child Support Paymen	01			333.00	
Community Health Charities of	01			19.00	
Community Health Charities of	01			19.00	
United Way of Lee County	01			30.00	
United Way of Lee County	01			30.00	
United Way of Sterling-Rock Fa	01			33.46	
United Way of Sterling-Rock Fa	01			33.46	
Gallagher Benefit Services, In	01			690.87	Billing for May 05
Illinois Mutual	01			3.89	
Illinois Mutual	01			3.89	
SVCC Foundation	01			109.50	
SVCC Foundation	01			109.50	
American Express Financial Adv	01			420.00	
American Express Financial Adv	01			420.00	
Equitable Life Assurance	01			250.00	
Equitable Life Assurance	01			250.00	
Franklin Financial Services Co	01			297.50	
Franklin Financial Services Co	01			297.50	
New York Life Insurance & Annu	01			300.00	
New York Life Insurance & Annu	01			300.00	
Fidelity Investments	01			504.00	ACCURED ANNUITIES-Fidelity Investments
Fidelity Investments	01			504.00	ACCURED ANNUITIES-Fidelity Investments
Waddell & Reed, Inc	01			285.00	
Waddell & Reed, Inc	01			285.00	
Abin, Stepphanie N.	01			541.00	Online Refund

PAYER/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM	AMOUNT
Anderson, Carri E.	01	Accounts Payable	SEOG Gt			50.00
Anderson, Marilyn	01	Accounts Payable	Online Refund			62.00
Asiku, Fatlume	01	Accounts Payable	PELL - replacement ck			2,025.00
Bally, Janette M.	01	Accounts Payable	PELL Gt: Bal-correction			49.75
Best, Lorraine R.	01	Accounts Payable	MAP Gt			295.60
Bittner, Wes A.	01	Accounts Payable	MAP GT			360.00
Brechon, Colleen M.	01	Accounts Payable	Online Refund			30.00
Cady, Ginger R.	01	Accounts Payable	Online Refund			216.00
Caudillo, Mary A.	01	Accounts Payable	Online Refund			62.00
Caudillo, Steven J.	01	Accounts Payable	Online Refund			62.00
Cavazos, Candida	01	Accounts Payable	SEOG Gt			250.00
Chumacero, Talia	01	Accounts Payable	SEOG Gt			125.00
Conklen, Kathy R.	01	Accounts Payable	Online Refund			455.23
Cook, Jessica M.	01	Accounts Payable	SEOG Gt			250.00
Crawley, Victoria S.	01	Accounts Payable	SEOG			250.00
Crump, Erica L.	01	Accounts Payable	SEOG			200.00
Dawson, Christina L.	01	Accounts Payable	Online Refund			540.00
Deets, Stephanie D.	01	Accounts Payable	PELL Gt: Bal-correction			6.87
Dillon, Ross S.	01	Accounts Payable	Online Refund			237.00
Drew, Carol L.	01	Accounts Payable	Online Refund			62.00
Dyrem, Tammy N.	01	Accounts Payable	SEOG Gt			150.00
Eddy, S D.	01	Accounts Payable	SEOG			250.00
Engleking, Rita F.	01	Accounts Payable	SEOG			250.00
Fay, Lori B.	01	Accounts Payable	SEOG			250.00
Frey, Richard E.	01	Accounts Payable	Online Refund			344.86
Garrison, Mattie L.	01	Accounts Payable	PELL Gt - Additional			28.45

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Gentry, Melissa	01		Accounts Payable	Online Refund	62.00
Gillette, Nichol	01		Accounts Payable	Online Refund	198.00
Gisi, Brandi J.	01		Accounts Payable	SEOG	250.00
Glasaki, Alexandra J.	01		Accounts Payable	SEOG	250.00
Grooms, Monte D.	01		Accounts Payable	SEOG	125.00
Haffelfinger, Tricia M.	01		Accounts Payable	Online Refund	585.00
Helm, Katrina N.	01		Accounts Payable	SEOG	250.00
Hemminger, Jacob A.	01		Accounts Payable	MAP GT	405.00
Hemminger, Jacob A.	01		Accounts Payable	SEOG	250.00
Hicks, Amy S.	01		Accounts Payable	MAP GT	125.00
Hitchcock, Nicole M.	01		Accounts Payable	SEOG	585.00
Hogan, Jennifer F.	01		Accounts Payable	MAP GT	315.00
Hogan, Jennifer F.	01		Accounts Payable	SEOG	250.00
Howell, Kristy D.	01		Accounts Payable	PELL/SEOG	104.23
Howell, Kristy D.	01		Accounts Payable	MAP GT	492.66
Huggins, John H.	01		Accounts Payable	MAP GT	277.00
Huggins, John H.	01		Accounts Payable	SEOG	250.00
Hughes, Lacy M.	01		Accounts Payable	Fndtn	500.00
Huggins, John H.	01		Accounts Payable	MAP GT	492.66
Huggins, John H.	01		Accounts Payable	MAP GT	295.60
Jenkins, Marla S.	01		Accounts Payable	Online Refund	222.00
Jenkins, Marla S.	01		Accounts Payable	SEOG	250.00
Jenkins, Marla S.	01		Accounts Payable	Stafford Ln	1,273.61
Karrow, Cliff T.	01		Accounts Payable	Stafford Ln	1,697.50
Keene, Joshua A.	01		Accounts Payable	SEOG GT	50.00
Leal, Laura L.	01		Accounts Payable	Foundation Schol	246.00
Lenington, Leanna M.	01		Accounts Payable		

Sauk Valley Community College  
Check Register  
From 04/21/05 To 05/23/05

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PAYER/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Lenington, Leanna M.	01	Accounts Payable	SEOG Gt		250.00
Lundquist, Timothy R.	01	Accounts Payable	MAP Gt		270.00
Marks, Richelle A.	01	Accounts Payable	SEOG		250.00
Martinez, Elsa K.	01	Accounts Payable	MAP Gt		270.00
Mason, Zedia D.	01	Accounts Payable	SEOG		250.00
McClearin, Andy M.	01	Accounts Payable	MAP Gt		405.00
McIntyre, Brandy L.	01	Accounts Payable	SEOG		250.00
Menchaca, Mariel R.	01	Accounts Payable	MAP Gt		450.00
Meusel, Amber M.	01	Accounts Payable	MAP Gt		295.60
Meza, Barbara L.	01	Accounts Payable	SEOG		250.00
Michel, Amanda S.	01	Accounts Payable	Stafford Ln		1,697.50
Mills, Kelly J.	01	Accounts Payable	SEOG		250.00
Moman, Myra L.	01	Accounts Payable	SEOG		100.00
Montejano, Lizzeth G.	01	Accounts Payable	Findtn Gt		801.75
Noble, Brandon D.	01	Accounts Payable	Findtn Schol		215.00
Olds, Christopher W.	01	Accounts Payable	Online Refund		85.00
Oborn, Linda S.	01	Accounts Payable	MAP-Additional		180.00
Owens, Robin A.	01	Accounts Payable	PELL - Additional		506.00
Patterson, Monica L.	01	Accounts Payable	MAP Gt		45.00
Peterson, Tessa D.	01	Accounts Payable	SEOG		100.00
Pothill, Connie J.	01	Accounts Payable	MAP Gt		630.00
Robinson, Linda	01	Accounts Payable	Online Refund		38.00
Sarber, Regina L.	01	Accounts Payable	MAP Gt		585.00
Schamberger, Donald R.	01	Accounts Payable	Online Refund		140.00
Schmidt, Karen E.	01	Accounts Payable	PELL Bal		85.41

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Shaw, Susanne E.	01		Accounts Payable	Online Refund	222.00
Shaw, Veronica A.	01		Accounts Payable	PELL Bal - Correction	6.77
Skaggs, Emily S.	01		Accounts Payable	Online Refund	21.20
Stumpenhorst, Daniel R.	01		Accounts Payable	Online Refund	27.00
Stumpenhorst, Sandra K.	01		Accounts Payable	Online Refund	27.00
Sullivan, Gleason B.	01		Accounts Payable	Online Refund	888.00
Tasts, Bernadette A.	01		Accounts Payable	Online Refund	62.00
Thompson, Nicole D.	01		Accounts Payable	Online Refund	250.00
Tucker, Paul R.	01		Accounts Payable	PELL Bal	175.00
Vasquez, Diana	01		Accounts Payable	PELL Gt-Additional	500.00
Vasquez, Diana	01		Accounts Payable	PELL-additional	500.00
Vega, Elizabeth G.	01		Accounts Payable	Endtn	49.00
Wangelin, Carrie A.	01		Accounts Payable	MAP Gt	591.20
Webb, Noel	01		Accounts Payable	Online Refund	62.00
Wierzbicki, Kristine M.	01		Accounts Payable	MAP Gt	270.00
Woods Equipment Company	01		Other Payables	Over Payment I De Groot	296.00
Consolidated Management Co	01	Board of Trustees	Cafeteria payable	April Punch-A-Lunch Sales	1,340.00
Ward, Murry, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services	270.00
Ward, Murry, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services 3/05	204.00
Illini Trophy	01	Board of Trustees	Office Supplies	Name Plates for Pictures	16.00
Illini Trophy	01	Board of Trustees	Office Supplies	Name Tag For Board Members	12.00
SBM Business Equipment Center	01	Board of Trustees	Office Supplies	name plate-Member Padilla	6.80
Sauk Valley Newspapers	01	Board of Trustees	Office Supplies	adler/royal satellite 40 typewriter ribbons	5.20
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order Publication/Legal Notices & Ad	28.84
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order Publication/Legal Notices & Ad	28.84
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order Publication/Legal Notices & Ad	32.96

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM/AMOUNT</u>
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order Publication/Legal Notices & Ad	26.84
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order Publication/Legal Notices & Ad	26.84
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Open P. O./Refreshments-Board Meetings 04-05	37.00
Illinois Community College Tru	01	Board of Trustees	Conference/Meeting Expense	Seminar Fees for Ed Andersen	125.00
Varga, Nancy L.	01	Board of Trustees	Conference/Meeting Expense	Board Meeting Travel	68.25
Reussels, Penne L.	01	Board of Trustees	Conference/Meeting Expense	Board Meeting Travel	130.95
Formstart Inc	01	President	Office Supplies	8 1/2 x 11 Printed Letterhead 500/Box	28.00
Formstart Inc	01	President	Office Supplies	#10 Printed Envelopes 500/Box	23.46
Behrhardt, Richard	01	President	Conference/Meeting Expense	Travel-PRK Convention	321.25
Fifth Third Bank	01	President	Conference/Meeting Expense	Softwareshelf.com	167.18
Illinois Community College Tru	01	President	Conference/Meeting Expense	Conference 6/16/05	95.00
Rotary Club of Sterling	01	President	Conference/Meeting Expense	Rotary Dues	84.00
Echo	01	College Relations	Publications and Dues	Subscription Renewal FY 05	27.00
Amboy News	01	College Relations	Advertising	Advertising	155.80
American Association of Univer	01	College Relations	Advertising	Dixon High School Honors Banquet FY 05	125.00
Carroll County Review	01	College Relations	Advertising	Advertising	154.00
Creative Design & Publishing C	01	College Relations	Advertising	Spring Play Ad in Prairie Review	102.00
Echo	01	College Relations	Advertising	Advertising	77.55
Fulton Press Inc	01	College Relations	Advertising	Advertising	71.40
Insight Media Advertising	01	College Relations	Advertising	April Ads	1,300.00
Insight Media Advertising	01	College Relations	Advertising	April Ads	175.00
Medea Video	01	College Relations	Advertising	April Ads	95.00
Ogle County Life	01	College Relations	Advertising	TV 30 Second Testimonial Spot	500.00
Ogle County Newspapers	01	College Relations	Advertising	Advertising	154.00
Sauk Valley Newspapers	01	College Relations	Advertising	Advertising	171.60
				Advertising	1,850.08

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT:</u>
Screenvision Direct	01	College Relations	Advertising	Advertising	400.00
Screenvision Direct	01	College Relations	Advertising	Space for Four Screens at 28 Weeks	400.00
Verizon Directories Corp.	01	College Relations	Advertising	Princeton Listing	19.00
WIXN FM - WIXN AM	01	College Relations	Advertising	Summer Registration	252.00
WLIT	01	College Relations	Advertising	Summer/Fall Registration	494.00
WNS Pub. News-Sentinel/The Rev	01	College Relations	Advertising	Advertising	192.50
Walnut Leader	01	College Relations	Advertising	Advertising	58.30
Greater Sterling Development C	01	College Relations	Conference/Meeting Expense	Annual Business Luncheon	18.00
Rock River Printers	01	Printshop	Purchases for Resale	24x36 Calendars	1,064.00
GFC Leasing Company	01	Printshop	Debt Principal Retirement		340.79
GFC Leasing Company	01	Printshop	Interest		160.39
Gospodarczyk, Thomas J.	01	Grant, Planning, & Research	Conference/Meeting Expense	Lodging for K Megill	77.56
Gospodarczyk, Thomas J.	01	Grant, Planning, & Research	Conference/Meeting Expense	Chicago and Bloomington	356.17
Formstart Inc	01	VP-Learning Services	Office Supplies	#10 Printed Envelopes 500/Box	46.92
Dixon Rotary Club	01	VP-Learning Services	Publications and Dues	Rotary Dues	248.25
Illinois Community College Chi	01	VP-Learning Services	Conference/Meeting Expense	Conference Fee J Kerber 6/23/05	50.00
Kerber, Joan E.	01	VP-Learning Services	Conference/Meeting Expense	Travel-4/13/05 Springfield	119.59
Consolidated Management Co	01	Honors	Conference/Meeting Expense	Honors Reception Lunch	250.00
Country Inn & Suites	01	Other Instructional	Other Salaries	Lodging Expense Maggle/Smith 3/10/05 Workshop	142.08
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance for FY05	39.50
Duncan, Robert L.	01	Other Instructional	Conference/Meeting Expense	Travel-NCITM Conference 4/10/05	1,163.38
Gospodarczyk, Thomas J.	01	Other Instructional	Conference/Meeting Expense	Lodging for K Megill	77.56
Heitmann, Mary T.	01	Other Instructional	Conference/Meeting Expense	Travel-Conf Nurse Educators Conference 7/31/04	877.08
Indiana University	01	Other Instructional	Conference/Meeting Expense	Conference Fee ML Kidder 6/5/05	200.00
Klein, Colleen J.	01	Other Instructional	Conference/Meeting Expense	Travel-4/14/05 Seattle, WA -Nurse Care Conf	1,130.00
Pinter, Karen	01	Other Instructional	Conference/Meeting Expense	Travel-Higher Learning Conference 4/12/05	349.95

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Shaff, Steven J.	01	Other Instructional	Conference/Meeting Expense	Travel-NCTM Conference 4/11/05	834.63
Sommerfield, Kevin J.	01	Other Instructional	Conference/Meeting Expense	Travel-Math Conference 4/10/05	1,196.30
Gospodarczyk, Thomas J.	01	Other Instructional	Other Conference & Meeting	CD-Conference 05 Higher Learning Comm	104.00
Heffrich, Joseph A.	01	Art	Consultants	Art Class 4/20/05	32.50
Heffrich, Joseph A.	01	Art	Consultants	Art Class 4/27/05	32.50
Heslop, Kristen M.	01	Art	Consultants	Art 213 5/4/05	32.50
Heslop, Kristen M.	01	Art	Consultants	Art 213 5/9/05	32.50
Meyocks, Danielle J.	01	Art	Consultants	Art Class 4/18/05	35.00
Moreno, Natalie L.	01	Art	Consultants	Art Class 4/13/05	37.50
Lundgren's Inc	01	Art	Instructional Supplies	Art Supplies	342.00
Lundgren's Inc	01	Art	Instructional Supplies	Art Supplies	20.92
Wiersma Charter Service	01	Art	Other Conference & Meeting	Charter for Art Institute 4/15/05	750.00
Ashton High School	01	English	Instructional Service Contracts	English 103/201 Dual Credit	2,910.00
Bureau Valley High School	01	English	Instructional Service Contracts	English 103 -Dual Credit	1,455.00
Sterling Park District	01	Physical Education	Instructional Service Contracts	PED 106 Class-Spring 2005	405.66
Consolidated Management Co	01	Fitness Center	Instructional Supplies	Alcohol Awareness Program	16.50
Whiteside Area Career Center	01	Criminal Justice	Instructional Service Contracts	CJS 299 VC 1 Spring 05	5,448.00
Highland Community College	01	Dean of Business, Tech & Natural	Office Supplies	1/4 of the Cost of a Banner	16.00
Leadership Management, Inc	01	Dean of Business, Tech & Natural	Office Supplies	MR32 10/05 Renewal w/Storage Binder	46.95
Rock Falls Rotary Club	01	Dean of Business, Tech & Natural	Publications and Dues	Club Dues	107.00
Greater Sterling Development C	01	Dean of Business, Tech & Natural	Conference/Meeting Expense	Annual Business Luncheon 5/4/05	36.00
White, Linley V.	01	Dean of Business, Tech & Natural	Conference/Meeting Expense	Travel-Area Visits thru 4/22/05	183.59
White, Linley V.	01	Dean of Business, Tech & Natural	Conference/Meeting Expense	area sites	175.37
Shaff, Steven J.	01	Dean of Business, Tech & Natural	Other Conference & Meeting	travel to Oregon for MAT 204 OR spring 05	830.25
Whiteside Area Career Center	01	Computer Information Systems	Instructional Service Contracts	CJS 299 VC 1 Spring 05	608.49
Microsoft Corporation	01	Computer Information Systems	Instructional Supplies	Full 1 yr. Renewal MSDNAA Mbrship CD 7/22/05-6/30/06	399.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	210 Series 28" Deep 2-Drawer Letter Cab. #212P	996.00
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Service Contract for Sharp Copier	28.50
McPherson, Steven P.	01	Electronics	Instructional Supplies	supplies for electronics	418.41
McPherson, Steven P.	01	Electronics	Instructional Supplies	Electronic Supplies	175.12
Newark InOne	01	Electronics	Instructional Supplies	52F6288 B&K Spectrum Analyzer	2,079.32
Newark InOne	01	Electronics	Instructional Supplies	20J4670 PICKIT 1 Bundled w/AC163021 PIC10F Sample	708.62
Newark InOne	01	Electronics	Instructional Supplies	B&K AT 21 Right Angle Telescoping Antenna, BNC	42.36
ROBOTSPEAK	01	Electronics	Instructional Supplies	Echo Indigo IO	202.00
Tech Tronics	01	Electronics	Instructional Supplies	PR570 Powerrite	1,629.18
Menards	01	Manufacturing Technology	Instructional Supplies	1/2" EMT Conduit	55.80
Hearlihy & Company	01	Mechanical Design	Instructional Supplies	C80562-IFC	492.20
K-Log	01	Mechanical Design	Instructional Supplies	#LMS501 72" High Comb. cabinet-putty color	906.38
Northern Tool & Equipment Co	01	Mechanical Design	Instructional Supplies	MO510-2504-D Handle Chop Saw	233.88
SBM Business Equipment Center	01	Dean of Health Careers and Scien	Maintenance Services	Open P.O. for Copy Count	33.68
MASTER Teacher Inc.	01	Dean of Health Careers and Scien	Instructional Supplies	Subscription to MASTER Teacher	63.72
Lynch, Janet L.	01	Dean of Health Careers and Scien	Publications and Dues	Travel-Higher Learning Conference 4/12/05	310.24
KSB Hospital	01	Associate Degree Nursing	Instructional Service Contracts	Clinical Coordinating	970.00
KSB Hospital	01	Associate Degree Nursing	Instructional Service Contracts	NRS 235 Clinical	2,328.00
Consolidated Plastics	01	Associate Degree Nursing	Instructional Supplies	AKRO Mills Mduular Storage cabinets #66430YH	86.45
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	26.13
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	74.71
Insight Media	01	Associate Degree Nursing	Computer Software	Return-Wound Care & Wound Management	-468.00
Insight Media	01	Associate Degree Nursing	Computer Software	Wound Care Video VHS #49AJ5602	491.40
KSB Hospital	01	Licensed Practical Nursing	Instructional Service Contracts	Clinical Coordinating	970.00
KSB Hospital	01	Licensed Practical Nursing	Instructional Service Contracts	NRS 109/110 Clinical	3,880.00
CGH Medical Center	01	Licensed Practical Nursing	Instructional Supplies	Linen Services for March 2005	38.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM/AMOUNT</u>
Dekroft-Metz and Co., Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	18.80
Dekroft-Metz and Co., Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	167.18
Dekroft-Metz and Co., Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	244.14
Dekroft-Metz and Co., Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	4.11
Dekroft-Metz and Co., Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	33.15
Dekroft-Metz and Co., Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	249.16
Dekroft-Metz and Co., Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	29.05
Dekroft-Metz and Co., Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	167.05
Diagnostic Imaging Inc (Source	01	Radiologic Technology	Maintenance Services	Open P.O. Rad Tech Maintenance	80.00
Freeport Memorial Hospital	01	Radiologic Technology	Instructional Service Contracts	RAD 185/285 Spring 2005	2,383.50
Diagnostic Imaging Inc (Source	01	Radiologic Technology	Instructional Supplies	Open P.O. for Rad Tech Supplies	422.96
Brevitt, Dianna H.	01	Radiologic Technology	Conference/Meeting Expense	Travel-ISSRT Conference 4/22/05	374.22
Brevitt, Dianna H.	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Visits 4/28/05	349.52
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Visits thru 4/14/05	144.18
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	ISSRT meeting	289.53
KSB Hospital	01	Paramedic Program	Instructional Service Contracts	EMS 101 Spring 05	2,791.80
KSB Hospital	01	Paramedic Program	Instructional Service Contracts	Clinical Coordinating	423.00
KSB Hospital	01	Paramedic Program	Instructional Service Contracts	EMS 103 Spring 05	2,791.80
KSB Hospital	01	Paramedic Program	Instructional Service Contracts	Clinical Coordinating	423.00
KSB Hospital	01	Paramedic Program	Instructional Service Contracts	Clinical Coordinating	454.00
Dixon High School	01	Biology	Instructional Service Contracts	EMS 111 Spring 05	2,837.50
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies	118.00
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Ammonium Hydroxide 14.5 M HT-84-4012	46.48
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Euglena HT-13-1768	22.48
Consolidated Management Co	01	Biology	Instructional Supplies	Biology Supplies	3.00

<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	Chemistry Supplies	79.23
Wood, Therese L.	01	Biology	Conference/Meeting Expense	Chadwick to get cow eyes	32.07
Wood, Therese L.	01	Chemistry	Instructional Supplies	Chemistry Supplies	20.10
Pfeifer, Alan	01	Dean of Information Systems	Conference/Meeting Expense	Travel-Dekalb 5/5/05	46.24
Fifth Third Bank	01	Learning Resource Center	Library Supplies	Softwareshelf.com	41.78
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Reference Book	45.70
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books	45.70
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. for Library Books	1,822.60
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	471.02
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	816.09
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	290.25
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	287.99
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Return of Books	-26.46
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Return of Books	-26.46
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Return of Books	23.72
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Return of Books	2.74
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Return of Books	20.00
Beinhoff, Lisa A.	01	Learning Resource Center	Books and Binding Costs	Softwareshelf.com	924.74
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	Books	1,289.00
H. W. Wilson Company	01	Learning Resource Center	Publications and Dues	Travel-IILCSO Meeting 4/21/05	156.33
Anderson, Judy	01	Learning Resource Center	Conference/Meeting Expense	RFSC CL Workshop	10.00
Prairie Area Library System	01	Learning Resource Center	Maintenance Services	Camcorder Repair	150.00
Mueller Audio Visual	01	Academic Computing	Maintenance Services	Projector Lamp	475.89
Pratt Audio-Visual & Video Cor	01	Academic Computing	Maintenance Services	Projector Lamp Replacement	478.00
Pratt Audio-Visual & Video Cor	01	Academic Computing	Instructional Supplies	General Cable-1000ft., white 713378	855.49
Graybar Electric Company Inc.	01	Academic Computing	Instructional Supplies	Monitors	1,734.00
Unique Computer	01	Academic Computing	Instructional Supplies		

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Unique Computer	01	Academic Computing	Instructional Supplies	Monitor	344.00
Unique Computer	01	Academic Computing	Instructional Supplies	Logitech Mice	25.50
Unique Computer	01	Academic Computing	Instructional Supplies	Maintenance Kits for HP 4000	297.00
Unique Computer	01	Academic Computing	Instructional Supplies	Printer	609.00
Mueller Audio Visual	01	Academic Computing	Instructional Technology Material	Cables	150.00
Penton Technology Media	01	Academic Computing	Instructional Technology Material	Windows IT Subscription	49.95
Pratt Audio-Visual & Video Cor	01	Academic Computing	Instructional Technology Material	DVD/VCR	278.00
Pratt Audio-Visual & Video Cor	01	Academic Computing	Instructional Technology Material	DVD/VCR	278.00
Unique Computer	01	Academic Computing	Instructional Technology Material	Toners	385.00
Unique Computer	01	Academic Computing	Instructional Technology Material	ITC Supplies	87.90
Akiva	01	Academic Computing	Computer Software	Renewal-Web Board	1,400.00
Fifth Third Bank	01	Academic Computing	Computer Software	Softwareshelf.com	596.25
ProQuest Information & Learnin	01	Academic Computing	Computer Software	Electronic Text Books	510.00
Lincoln Land Community College	01	Academic Computing	Conference/Meeting Expense	Working Connections Conf 6/20/05	1,000.00
Enterprise Group	01	Administrative Computing	Office Supplies	851001 8-1/2x11 Copy Paper Blank Premium Bond	5,460.00
Fifth Third Bank	01	Administrative Computing	Office Supplies	Softwareshelf.com	214.74
Habben, David	01	Administrative Computing	Office Supplies	Compact Flash Card	79.90
Unique Computer	01	Administrative Computing	Office Supplies	LJ4250 Toner	210.00
Unique Computer	01	Administrative Computing	Office Supplies	Speakers	68.00
Unique Computer	01	Administrative Computing	Office Supplies	Toner & Ink	91.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink	84.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink	60.50
Unique Computer	01	Administrative Computing	Office Supplies	Maintenance Kits for HP 4000	297.00
Fifth Third Bank	01	Administrative Computing	Computer Software	Softwareshelf.com	366.90
SYS Admin	01	Administrative Computing	Publications and Dues	Subscription Renewal	29.95
Illinois Community College Chi	01	Dean of Student Services	Conference/Meeting Expense	Conference Fee P Clodfelter 6/23/05	50.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Hoyle, Christine	01	Other Student Services	Conference/Meeting Expense	Travel- 4/21/05 Springfield-Alcohol Task Force	2.50
Economy Trophy Co	01	Commencement	Other Supplies	3-9x7 w/ 7x5 Black Brass Plaque	59.25
Lundstrom Florist	01	Commencement	Other Supplies	Silk Arrangement for Commencement	455.50
Consolidated Management Co	01	Student Recruitment	Other Supplies	Discover Sauk Pop & Lunch	90.80
Formstart Inc	01	Admissions, Records & Placement	Office Supplies	#10 Printed Left Window Envelopes 500/Box	12.38
National Business Systems	01	Admissions, Records & Placement	Office Supplies	Imaging	2,056.84
Breed, Thomas	01	Admissions, Records & Placement	Conference/Meeting Expense	High School Visits thru 5/4/05	168.08
SBM Business Equipment Center	01	Financial Aid & Veterans Affairs	Office Supplies	UNV-12213 Manila Folders	171.95
AVECO	01	Financial Aid & Veterans Affairs	Publications and Dues	ILASFAA Membership--AVECO	30.00
Creative Printing	01	Counseling	Office Supplies	250 Business Cards Double Sided for Mary Taour	55.00
Creative Printing	01	Counseling	Office Supplies	Business Cards for Patty Reighter	35.00
Quill Corporation	01	Counseling	Instructional Supplies	office supplies-rolling cart, "copy" stamp	64.96
Fiorini, Anthony D.	01	Counseling	Conference/Meeting Expense	Wallace Adult Ed.	45.36
Medema, Pamela S.	01	Counseling	Conference/Meeting Expense	Travel-Area High Schools thru 4/25/05	61.97
Reighter, Patrice L.	01	Counseling	Conference/Meeting Expense	Fulton HS for Placement Testing	26.73
Breed, Nancy J.	01	VP- College Services	Office Supplies	Supplies	42.48
SBM Business Equipment Center	01	VP- College Services	Office Supplies	name plate-Member Padilla	5.20
SBM Business Equipment Center	01	VP- College Services	Office Supplies	adler/royal satellite 40 typewriter ribbons	3.98
Bittner, Ruth C.	01	VP- College Services	Conference/Meeting Expense	ICCCFO & ICCRMC meetings	9.75
Follett Bookstore	01	Education Fund	Other Revenues	Book Cash Loan	3,000.00
Bitney Bowes	01	Other Institutional	Postage	Monthly Meter Rental	467.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,500.00
United Parcel Service	01	Other Institutional	Postage	monthly charges 4/2/05	155.65
Consolidated Management Co	01	Other Institutional	Postage	Presidential Search & Board Meeting	34.00
Sileven, Larry L.	01	Other Institutional	Postage	Dinner/Candidate 5/9/05	45.09
Credit Management Services	01	Other Institutional	Financial Charges & Adjustments	Net Balance Due 4/05	7.63

PAYER/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
SBM Business Equipment Center	01	Business Office	Maintenance Services	Open Purchase Order/Maint. Contract-Copier 2004-05	28.50
SBM Business Equipment Center	01	Business Office	Office Supplies	Compact Trim Safe-FIR-MSL206	245.00
College of DuPage	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Spring 2005	2,286.46
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Open P.O. for B-day Parties, Ceremonies, & Meeting	186.00
Graphic Electronics	01	Personnel Office	Other Conference & Meeting	3 Retirement Plaques	136.04
Illini Trophy	01	Personnel Office	Other Conference & Meeting	2004 Awards	446.70
Peterson, Laura	01	Dean of Adult Education	Office Supplies	Supplies for Adult Education area sites	30.75
Gospodarczyk, Thomas J.	01	Dean of Adult Education	Conference/Meeting Expense	Open P.O. for Copier Maintenance	209.67
SBM Business Equipment Center	01	Information Center	Maintenance Services	Sharp PQ-15CR	36.00
SBM Business Equipment Center	01	Information Center	Office Supplies	Plastic Characters-QRT-4424 1-1/2"	90.31
SBM Business Equipment Center	01	Information Center	Office Supplies	Headset Adapter for Switchboard	87.04
CMS Communications	01	Information Center	Other Supplies	APC Replacement Battery	18.25
Unique Computer	01	Information Center	Other Supplies	CCS Class-Lift Truck Training 4/18/05	679.00
Clark, Jeffrey	010100	CCS Contract Training	Consultants	accident investigation 5/5/04	300.00
Clark, Jeffrey	010100	CCS Contract Training	Consultants	#10 Printed Envelopes 500/Box	400.00
Formstart Inc	010100	CCS Contract Training	Office Supplies	041-10806 Chair	23.46
Quill Corporation	010100	CCS Contract Training	Office Supplies	Open P.O. for Copier	136.94
SBM Business Equipment Center	010100	CCS Contract Training	Office Supplies	015-8018-109 Bennett, Hand Tool Dexterity Test	42.21
Harcourt Assessment	010100	CCS Contract Training	Instructional Supplies	Instructional Materials for First Aid/CPR at DCC	270.72
KSB Hospital	010100	CCS Contract Training	Instructional Supplies	MeTest	36.25
Reid London House	010100	CCS Contract Training	Instructional Supplies	LEGO2 TMAN 1 lung bags	192.00
World Point ECC	010100	CCS Contract Training	Instructional Supplies	LEGO2 TMAN 1 lung bags	92.25
World Point ECC	010100	CCS Contract Training	Instructional Supplies	LEGO2 TMAN 1 lung bags	55.00
Gericke, Thomas H.	010100	CCS Contract Training	Conference/Meeting Expense	area sites	55.89
Dale, Julie	010100	CCS Public Workshops	Consultants	Children's Theater Spring 05	1,906.65
Dixon YMCA	010100	CCS Public Workshops	Consultants	Cardio Mix 2/15-4/7/05	180.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Education To Go	010100	CCS Public Workshops	Consultants	Ed250 Classes	59.00
In Black & White	010100	CCS Public Workshops	Consultants	Spring 2005 Writing Course	536.00
Soderholm, Eric	010100	CCS Public Workshops	Consultants	CCS Class-Debt Free Spring 05	200.00
Dixon Unit School District #17	010100	CCS Public Workshops	Instructional Service Contracts	Autism & PDD Class Spring 05	1,216.98
Formstart Inc	010100	CCS Public Workshops	Office Supplies	#10 Printed Envelopes 500/Box	23.46
Quill Corporation	010100	CCS Public Workshops	Office Supplies	041-HPT122 Hewlett-Packard All-In-One Paper	172.57
SBM Business Equipment Center	010100	CCS Public Workshops	Office Supplies	Open P.O. for Copier	42.21
Toner Tech Plus	010100	CCS Public Workshops	Office Supplies	Sharp FO29ND Comp.	59.95
ESCO Institute LTD.	010100	CCS Public Workshops	Instructional Supplies	Preparatory manual- 608PM	42.00
ESCO Institute LTD.	010100	CCS Public Workshops	Instructional Supplies	Online tests for the CFC Class-4/29	70.00
ESCO Institute LTD.	010100	CCS Public Workshops	Instructional Supplies	Online tests for the CFC Class-4/29	525.00
Southern Illinois University	010100	CCS Public Workshops	Instructional Supplies	Book for Water Treatment Operator Class	15.00
C-B Kramer Sales & Service	02	Maintenance	Maintenance Services	Gasket Closure Kit #880-666L	568.64
ECOLAB	02	Maintenance	Maintenance Services	Monthly Pest Elimination Service	192.50
Ferguson Enterprises	02	Maintenance	Maintenance Services	Maintenance Supplies per attached Quote	556.25
Nalco Company	02	Maintenance	Maintenance Services	Qtyly Contract 4/1-6/30/05	3,750.00
Simplex-Grinnell	02	Maintenance	Maintenance Services	Smoke Detector-Child Care Area	1,200.00
Affiliated Steam	02	Maintenance	Maintenance Supplies	Valve Kits, Supplies	225.38
Ferguson Enterprises	02	Maintenance	Maintenance Supplies	Plumbers Grease	11.27
Fifth Third Bank	02	Maintenance	Maintenance Supplies	Softwareshelf.com	88.23
Frary Lumber & Supply	02	Maintenance	Maintenance Supplies	Salt Pellets	233.85
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	13.98
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	31.92
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	12.96
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	11.79
Leslie's Swimming Pool Supply	02	Maintenance	Maintenance Supplies	Bromine	278.93

<u>PAYER/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Maintenance USA	02	Maintenance	Maintenance Supplies	Faucet Seal Kit w/Thread	111.85
McMaster Carr Supply Company	02	Maintenance	Maintenance Supplies	Fiberglass Tape-Pipe Repair	116.89
Menards	02	Maintenance	Maintenance Supplies	Wood to Repair Drawer Fronts	115.96
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	7.82
Menards	02	Maintenance	Maintenance Supplies	Child Care Supplies	25.20
Menards	02	Maintenance	Maintenance Supplies	Child Care Supplies	18.14
Menards	02	Maintenance	Maintenance Supplies	Child Care Supplies	291.65
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Ladders And Electrical Supplies	521.80
Ace Hardware	02	Custodial	Maintenance Supplies	Propane Burnisher	25.94
Blackboard Maintenance Co Inc	02	Custodial	Maintenance Supplies	Blackboard Cleaner	286.00
Aurand Tree Service	02	Grounds	Maintenance Services	Take Down Trees as per Quote	1,500.00
Leffelman & Sons, Inc.	02	Grounds	Maintenance Services	Check Clutch in Tractor	175.40
Napa Auto Parts	02	Grounds	Maintenance Supplies	Switches, Cement, Inserts	53.53
Rockford Industrial Welding Su	02	Grounds	Maintenance Supplies	Welding Supplies	75.53
Nicor Gas	02	Utilities	Gas	Monthly Charges	180.41
Nicor Gas	02	Utilities	Gas	Monthly Charges	97.21
Nicor Gas	02	Utilities	Gas	Monthly Charges	292.69
Nicor Gas	02	Utilities	Gas	Monthly Charges	16.02
Nicor Gas	02	Utilities	Gas	Monthly Charges	.55
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	19.11
Central Management Service/ICN	02	Utilities	Telephone	March 05 Monthly Charge	9,675.40
Gallatin River Communications	02	Utilities	Telephone	Monthly Phone Bill	1,508.00
Insight	02	Utilities	Telephone	Initial Set Fee ICN	3,184.62
Verizon Wireless	02	Utilities	Telephone	Monthly cell phone charges	1,500.00
Verizon Wireless	02	Utilities	Telephone	Open Purchase Order for Cellular Charges 2004-05	23.21
					43.01

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
White, Linley V.	02	Utilities	Telephone	Phone Charges	20.00
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	467.44
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Office Supplies	85.69
Central Restaurant Products	02	Building and Grounds Administrat	Other Materials and Supplies	682-248 Wide Mouth Squeeze Bottles (24 oz.)	243.19
Central Restaurant Products	02	Building and Grounds Administrat	Other Materials and Supplies	455-014 Replacement Bowl, Gray	107.54
Superior Products	02	Building and Grounds Administrat	Other Materials and Supplies	870942 Extra Shelf w/Clips for Top Mount Refrigerator	247.04
Superior Products	02	Building and Grounds Administrat	Other Materials and Supplies	870740 Superior Top Mount Refrigerator w/Duo Doors	2,980.41
Zesco Products	02	Building and Grounds Administrat	Other Materials and Supplies	Maintenance Supplies-See Attached List	309.61
Zesco Products	02	Building and Grounds Administrat	Other Materials and Supplies	Tongs	38.03
Menards	030100	O & M -Restricted Non PHS	Maintenance Supplies	Basement Sculpting Room Remodel	572.29
Menards	030100	O & M -Restricted Non PHS	Maintenance Supplies	Maintenance Supplies	94.55
Menards	030100	O & M -Restricted Non PHS	Maintenance Supplies	Return Supplies	-20.20
Menards	030100	O & M -Restricted Non PHS	Maintenance Supplies	Maintenance Supplies	71.10
Sherwin-Williams	030100	O & M -Restricted Non PHS	Maintenance Supplies	Paint Basement Art Room	81.00
Sherwin-Williams	030100	O & M -Restricted Non PHS	Maintenance Supplies	Paint-Sculpting Room Remodel	291.36
Drane, Paula E.	050500	Child Care Center	Other Supplies	Scholastic Books 4/05	20.90
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	57.04
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies 4/25/05	51.37
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	71.73
Drane, Paula E.	050500	Child Care Center	Other Supplies	Mother's Day Supplies -Child Care	7.44
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies -Sheiving	106.11
Drane, Paula E.	050500	Child Care Center	Other Supplies	Childcare Supplies	25.62
Championship Productions	050600	Men's Basketball	Other Supplies	Basketball Coaching Video	45.90
Illini Trophy	050600	Men's Basketball	Other Supplies	Plaque & Certificate for Banquet	234.00
National Directory High School	050600	Men's Basketball	Other Supplies	directory of high school coaches	59.45
Acushnet Company	050600	Golf	Other Supplies	titleist players-white Righthand-Large	57.86

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM/AMOUNT
Acushnet Company	050600	Golf		Other Supplies	PRO V-1 golf balls 3223.00
Economy Trophy Co	050600	Golf		Other Supplies	Trophies for Softball 45.75
Williams, David E.	050600	Golf		Other Conference & Meeting	Travel-Golf 213.56
Ferris, Ken	050600	Men's Basketball		Other Contractual Services	125.00
Gilmore, Todd	050600	Men's Basketball		Other Contractual Services	125.00
Miller, Forrest	050600	Men's Basketball		Other Contractual Services	125.00
Miller, Forrest	050600	Men's Basketball		Other Contractual Services	125.00
Rebelskey, Mike	050600	Men's Basketball		Other Contractual Services	125.00
Temple's Sporting Goods	050600	Men's Basketball		Other Supplies	PRO1BL 133.61
Ready, Alan J.	050600	Men's Basketball		Other Conference & Meeting	Travel-Baseball 4/24/05 90.00
Chattic, A.C.	050600	Men's Tennis		Other Conference & Meeting	Travel-Men's Tennis 4/29/05 473.60
Leseman, Jolene K.	050600	Women's Basketball		Other Supplies	Association Dues IL Basketball Coaches FY 05 25.00
Economy Trophy Co	050600	Women's Basketball		Other Conference & Meeting	Banquet Trophies & Awards 227.50
Leseman, Jolene K.	050600	Women's Basketball		Other Conference & Meeting	Travel-Scouting 413.10
Leseman, Jolene K.	050600	Women's Basketball		Other Conference & Meeting	Travel-Basketball 1 4/23/05 257.26
Leseman, Jolene K.	050600	Women's Basketball		Other Conference & Meeting	Travel-thru 4/30/05 260.82
Leseman, Jolene K.	050600	Women's Basketball		Other Conference & Meeting	Travel-thru 5/8/05 262.59
Adams, Rylan D.	050600	Women's Softball		Scoreboard for Softball Games FY 05 270.00	
Temple's Sporting Goods	050600	Women's Softball		First Aid Kit	35.50
Trade Mark Hitter	050600	Women's Softball		Pitcher Safety Screen	329.00
Illini Trophy	050600	Women's Softball		Certificates	11.25
Pruis, Mark	050600	Women's Softball		Other Conference & Meeting	Travel Softball 4/7/05 87.11
Pruis, Mark	050600	Women's Softball		Other Conference & Meeting	Softball Travel 4/19/05 40.00
Pruis, Mark	050600	Women's Softball		Other Conference & Meeting	Softball Travel 4/9/05 50.00
Pruis, Mark	050600	Women's Softball		Other Conference & Meeting	Spring 05 softball Banquet 165.67
Pruis, Mark	050600	Women's Softball		Other Conference & Meeting	Soft Ball 5/3/05 40.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Sterling Park District	050600	Women's Softball	Rental- Facilities	Softball Rental Fees	825.00
Illini Trophy	050600	General Athletics	Other Materials and Supplies	Plaque For Banquet	59.10
Hecht, Loren B.	050600	Student Activities	Consultants	Performance 4/25/05	150.00
Reagan Hotel & Suites	050600	Student Activities	Consultants	Hotel for Hypnotist	54.94
Salgado, Ana S.	050600	Student Activities	Other Contractual Services	FUSE Meeting 5/05	78.48
Creative Printing	050600	Student Activities	Office Supplies	SVCC Business Cards	40.00
Sauk Valley Newspapers	050600	Student Activities	Advertising	Hypnotist	124.40
Sauk Valley Newspapers	050600	Student Activities	Advertising	Tails from the Dark	155.50
Stenzel, Nichole T.	050600	Student Activities	Other Conference & Meeting	Leadership Banquet	83.58
Stenzel, Nichole T.	050600	Student Activities	Other Conference & Meeting	Supplies	171.90
Menards	050600	Drama	Other Materials and Supplies	Building Materials for Lost Skeleton of Cadavra	30.02
Consolidated Management Co	050600	Speech & Readers Theater	Other Conference & Meeting	Dinner Theater	21.71
Hecht, Loren B.	050600	Speech & Readers Theater	Other Conference & Meeting	honorarium-4/25/05	200.00
Hedrick, Jason J.	050600	Speech & Readers Theater	Other Conference & Meeting	Supplies for Spring Play	106.74
Hedrick, Jason J.	050600	Speech & Readers Theater	Other Conference & Meeting	Spring 05 Play-Props & Supplies	78.41
Valley Magic	050600	Speech & Readers Theater	Other Conference & Meeting	Supplies for Spring 05 Play	105.50
Baker, Andy	050600	Music Events	Other Contractual Services	Judge Jazz Fest 4/9/05	350.00
Baker, Andy	050600	Music Events	Other Contractual Services	Mileage for Jazz Fest 4/5/09	83.03
Consolidated Management Co	050600	Music Events	Other Contractual Services	Hospitality Room HS Jazz Fest	102.65
Flack, Michael	050600	Music Events	Other Contractual Services	Judge-Jazz Fest 4/9/05	350.00
Flack, Michael	050600	Music Events	Other Contractual Services	Mileage-Jazz Fest 4/9/05	90.72
Illini Trophy	050600	Music Events	Other Contractual Services	6 Trophies for Jazz Fest	60.00
Reagan Hotel & Suites	050600	Music Events	Other Contractual Services	Overton/Bill	54.94
Reagan Hotel & Suites	050600	Music Events	Other Contractual Services	Streeter/Tom	54.94
SBM Business Equipment Center	050600	Music Events	Other Contractual Services	Copies for Jazz Fest	40.05

Sauk Valley Community College  
Check Register  
From 04/21/05 To 05/23/05

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM/AMOUNT</u>
Streeter, Thomas	050600	Music Events	Other Contractual Services	Judge-Jazz Fest 4/9/05	350.00
Streeter, Thomas	050600	Music Events	Other Contractual Services	Mileage for Jazz Fest 4/9/05	111.40
Kappa Banquet Facility	050600	Madrigal	Other Conference & Meeting	USO Show 4/05	2,253.48
Sauk Valley Newspapers	050500	Voyager	Other Materials and Supplies	Printing of April Voyager	304.89
Sterling Ford-Lincoln-Mercury	050800	Transportation	Maintenance Services	Oil Change for Van	24.49
Sterling Ford-Lincoln-Mercury	050800	Transportation	Maintenance Services	Oil Change for Van	23.70
BP Amoco	050800	Transportation	Vehicle Supplies	Gas for College Van	324.00
Fifth Third Bank	050800	Transportation	Vehicle Supplies	Softwareshelf.com	80.00
Professional Benefit Adminstr	051000	Medical Insurance	Individual Stop Loss	9,817.88	
Professional Benefit Adminstr	051000	Medical Insurance	Dependent Stop Loss	7,652.73	
Professional Benefit Adminstr	051000	Medical Insurance	Recertification	355.00	
Professional Benefit Adminstr	051000	Medical Insurance	Administrative Costs	2,701.00	
Gallagher Benefit Services, In	051000	Medical Insurance	Life & AD&D	1,466.94	
KC Health Horizons	051000	Medical Insurance	Medical Insurance Claims	8,326.00	
Formstart Inc	051100	Storerom	Purchases for Resale	840.00	
Formstart Inc	051100	Storerom	Purchases for Resale	19.91	
Formstart Inc	051100	Storerom	Purchases for Resale	#10 Printed Envelopes 500/Box	
State Universities Retirement	062050	SBDC Grant	SURS	#10 Printed Envelopes 500/Box	
Quill Corporation	062050	SBDC Grant	SURS	Matching Funds	469.20
Quill Corporation	062050	SBDC Grant	Office Supplies	Returned Slanted Stand Sign	157.04
Quill Corporation	062050	SBDC Grant	Office Supplies	Slanted Stand Sign	-4.79
Quill Corporation	062050	SBDC Grant	Office Supplies	041-30806 Chair	30.90
Quill Corporation	062050	SBDC Grant	Office Supplies	041-5247 round seals	63.69
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Slanted Stand Sign	4.79
Freepoint Lincoln-Douglas Kiwan	062050	SBDC Grant	Office Supplies	Open P.O. for Copier	42.21
Miller, Michele	062050	SBDC Grant	Publications and Dues	APRIL, May, June 2005 Dues	80.00
			Conference/Meeting Expense	area sites	271.35

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM/AMOUNT</u>
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Phone Charges	33.15
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance	21.08
State Universities Retirement	062056	ICCB Adult Ed-Federal Basic	SURS	Matching Funds	2622.28
State Universities Retirement	062056	ICCB Adult Ed-Federal Basic	SURS	Matching Funds	271.73
Quill Corporation	062060	SOS VITAL Grant	Office Supplies	Headset & Amplifier	-74.99
Quill Corporation	062060	SOS VITAL Grant	Office Supplies	#004-6500 Spiral Notebooks (paper)	155.08
New Readers Press	062060	SOS VITAL Grant	Instructional Supplies	#2422 Short-Vowel Stories Set	591.38
Thomson Learning	062060	SOS VITAL Grant	Instructional Supplies	#0-8384-440-8 The Heinle Picture Dictionary	90.31
Peterson, Laura	062060	SOS VITAL Grant	Conference/Meeting Expense	Travel - 5/2/05 Rockford	45.77
Skyward Promotions	062060	SOS VITAL Grant	Other Conference & Meeting	Additional T-Shirts	470.55
WNS Pub. News-Sentinel/The Rev	062060	SOS VITAL Grant	Other	Publication	8.75
Baker & Taylor	062065	SOS Weed and Feed Grant	Library Supplies	Books in the H, J, K, & L LC Subject Area	865.00
Baker & Taylor	062065	SOS Weed and Feed Grant	Library Supplies	Books in the H, J, K, & L LC Subject Area	48.20
Hansen, Michele J.	062066	IL Dept Public Health	Conference/Meeting Expense	Mileage Reimbursement 4/29/05	105.30
Hansen, Michele J.	062066	IL Dept Public Health	Conference/Meeting Expense	Travel-ICOVA Conference 5/5/05	26.00
Northern Illinois University	062066	IL Dept Public Health	Conference/Meeting Expense	Conference Fee 5/4/05	450.00
Peshel, Kristine L.	062066	IL Dept Public Health	Conference/Meeting Expense	Travel 5/4/05 ICOVA Conference	128.47
State Universities Retirement	062074	ICCB Comm Coll Tech Prep Support	SURS	Matching Funds	36.22
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	598.64
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	598.64
Barry T's Modernistic Engraver	063011	Student Support Services Grant	Office Supplies	Plaques for SSS Grad. Dinner	133.60
ILABOPP	063011	Student Support Services Grant	Office Supplies	Plaques for SSS/Grad Transfer Dinner	308.80
Kooshesh, Cyrus	063011	Student Support Services Grant	Office Supplies	TRIO Works Armbands	60.00
Kooshesh, Cyrus	063011	Student Support Services Grant	Office Supplies	Supplies	79.88
Kooshesh, Cyrus				Student Travel	59.99

PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	
				FUND	ITEM AMOUNT
Dell	063011	Student Support Services Grant	Capital Supplies	Dell Laptop (see Attached Specifications)	3,164.56
Dell	063011	Student Support Services Grant	Capital Supplies	Dell Laptop (see Attached Specifications)	1,685.52
Kooshesh, Cyrus	063011	Student Support Services Grant	Conference/Meeting Expense	MEOPP-II Assn. of Educ. (Jan's room)	305.42
Kooshesh, Cyrus	063011	Student Support Services Grant	Conference/Meeting Expense	MEOPP-II Assn. of Educ.	5.00
Whitney, Jennifer L.	063011	Student Support Services Grant	Conference/Meeting Expense	MEOPP-II Assn. of Educ.	120.59
Kooshesh, Cyrus	063011	Student Support Services Grant	Other Conference & Meeting	Student Travel	39.14
Council for Opportunity in Edu	063011	Student Support Services Grant	Other	Membership Dues	1,700.00
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	80.98
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	75.08
State Universities Retirement	063020	Perkins IIC	SURS	Matching Funds	101.57
State Universities Retirement	063020	Perkins IIC	SURS	Matching Funds	94.88
Consolidated Management Co	063020	Perkins IIC	Conference/Meeting Expense	Workforce Council Dinner	55.00
Shaff, Steven J.	063020	Perkins IIC	Conference/Meeting Expense	Travel-NCTM Conference 4/11/05	147.62
Shaff, Steven J.	063020	Perkins IIC	Conference/Meeting Expense	Champaign for ICTM Math Team State Finals-overnite	182.00
State Universities Retirement	063020	Perkins IIC -Special Populations	SURS	Matching Funds	100.23
State Universities Retirement	063020	Perkins IIC -Special Populations	SURS	Matching Funds	100.23
Domneyer, Sheila J.	063030	Perkins IIE Tech Prep	Consultants	250.00	
Hahne, Connie	063030	Perkins IIE Tech Prep	Consultants	250.00	
Johannsen, Patrice	063030	Perkins IIE Tech Prep	Consultants	250.00	
Lindahl, Sharon	063030	Perkins IIE Tech Prep	Consultants	250.00	
Lipscomb, Lyne	063030	Perkins IIE Tech Prep	Consultants	250.00	
Longfellow, Richard	063030	Perkins IIE Tech Prep	Consultants	250.00	
Mathey, Barbara	063030	Perkins IIE Tech Prep	Consultants	250.00	
McPadden, Donna S.	063030	Perkins IIE Tech Prep	Consultants	250.00	
Nelson, Carolyn J.	063030	Perkins IIE Tech Prep	Consultants	250.00	
Purvis, Kim	063030	Perkins IIE Tech Prep	Consultants	250.00	

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM</u>	<u>AMOUNT</u>
Ross, Kathy J	063030	Perkins IIIE Tech Prep	Consultants			250.00
Silvius, Candace S	063030	Perkins IIIE Tech Prep	Consultants			250.00
Wilkin, Richard	063030	Perkins IIIE Tech Prep	Consultants			250.00
Consolidated Management Co	063030	Perkins IIIE Tech Prep	Office Supplies			137.95
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Office Supplies	Consortium Food		498.00
Dommeyer, Sheila J	063030	Perkins IIIE Tech Prep	Office Supplies	Awards-FY 05		64.80
Hahne, Connie	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense			162.00
Johannsen, Patrice	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense			119.88
Lindahl, Sharon	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense			87.48
Lipscomb, Lyle	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense			79.38
Longfellow, Richard	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense			28.35
Luker, Neal	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense			250.00
Luker, Neal	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense			106.92
Mathey, Barbara	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense			64.80
McFadden, Donna S.	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense			40.50
Milledgeville High School	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Substitute Reimbursement -business inservice		77.46
Nelson, Carolyn J.	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense			113.40
Purvis, Kim	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense			12.96
Rock Falls High School	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	bus insrvc-R Campen substituted 1/21-11/23/05		150.00
Ross, Kathy J	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Travel-Jan -May 2005		24.30
Silvius, Candace S	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense			78.98
Wilkin, Richard	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense			109.35
Ashton High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim #1 FY 05		600.00
Ashton High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim 6 Travel		190.90
Ashton High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim 7,8,9,10 FY05		1,566.55
Bureau Valley High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep claims 1-7 FY05		3,481.53

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>
Bureau Valley High School	063030	Perkins IIE Tech Prep		Other	518.56
Dixon High School	063030	Perkins IIE Tech Prep		Other	460.00
Dixon High School	063030	Perkins IIE Tech Prep		Other	1,006.10
Dixon High School	063030	Perkins IIE Tech Prep		Other	51.30
Fulton High School	063030	Perkins IIE Tech Prep		Other	1,656.96
Johnson, Virginia	063030	Perkins IIE Tech Prep		Other	9.21
Morrison High School	063030	Perkins IIE Tech Prep		Other	1,678.23
Prophetstown High School	063030	Perkins IIE Tech Prep		Other	2,599.00
Rock Falls High School	063030	Perkins IIE Tech Prep		Other	653.32
Rock Falls High School	063030	Perkins IIE Tech Prep		Other	24.96
Rock Falls High School	063030	Perkins IIE Tech Prep		Other	657.78
Thomson High School	063030	Perkins IIE Tech Prep		Other	198.52
Whiteside Area Career Center	063030	Perkins IIE Tech Prep		Other	847.44
Whiteside Area Career Center	063030	Perkins IIE Tech Prep		Other	3,236.61
League for Innovation in the C	063060	ICCB Cont. Quality Imp. Grant		Other	752.22
Fiserv Health Tennessee	063075	IDHS AmeriCorps - Member Activit		Conference/Meeting Expense	2,600.00
Hansen, Michael J.	063075	IDHS AmeriCorps - Member Activit		Medical Insurance	958.72
Pashel, Kristine L.	063075	IDHS AmeriCorps - Member Activit		Conference/Meeting Expense	252.00
Irelan, Andrea M.	063075	IDHS AmeriCorps - Member Activit		Travel-Meeting Expense	25.11
Pashel, Kristine L.	063075	IDHS AmeriCorps - Member Activit		Other Conference & Meeting	48.60
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ		Other Conference & Meeting	70.68
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ		Travel-Orientation 4/8/05	48.60
Just Say No to Drugs				Matching Funds	252.44
				Matching Funds	303.74
				Parade T Shirts	93.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Rock Falls Rotary Club	063075	DHS Americorps- Nonmember Activ	Office Supplies	Membership Dues	99.00
White, Rebecca	063075	DHS Americorps- Nonmember Activ	Office Supplies	Supplies for Service Kits	119.83
Consolidated Management Co	063075	DHS Americorps- Nonmember Activ	Conference/Meeting Expense	Going Away Party for Program Assistant	64.00
STARnet Region VI	063075	DHS Americorps- Nonmember Activ	Conference/Meeting Expense	Conference-Faculty Institute	25.00
White, Rebecca	063075	DHS Americorps- Nonmember Activ	Conference/Meeting Expense	Alumni/Family Picnic	75.00
White, Rebecca	063075	DHS Americorps- Nonmember Activ	Conference/Meeting Expense	AmeriCorps area sites	365.57
White, Rebecca	063075	DHS Americorps- Nonmember Activ	Conference/Meeting Expense	area sites--AmeriCorps	112.82
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Monitors	1,156.00
SBC Datacomm	064030	Restricted Fund-GOD Certificates	Capital Supplies	LC Connector SX Transceiver GB SFP	7,481.92
GFC Leasing Company	064030	Restricted Fund-GOD Certificates	Capital Supplies	Telephone Project as per quote	451.74
GFC Leasing Company	064030	Restricted Fund-GOD Certificates	Debt Principal Retirement	RAD TECH Pin Reimbursement Spring 05	212.61
RWS Informational Technology I	064030	Restricted Fund-GOD Certificates	Office Equipment	RAD TECH Pin Reimbursement Spring 05	78,222.00
Glubczynski, Paul	101080	Rad Tech Senior	Other	Rad Tech Pin Reimbursement Spring 05	48.12
Szafranski, Nicole A.	101080	Rad Tech Senior	Other	Rad Tech Pin Reimbursement Spring 05	48.12
Taylor, Tammy L.	101080	Rad Tech Senior	Other	Rad Tech Pin Reimbursement Spring 05	48.12
Downtown Sports	101120	ALAS Club	Other	ALAS Shirts	105.88
Nunez, Steve C.	101140	Phi Theta Kappa Club	Other	Travel-Phi Theta Kappa Conference 4/17/05	17.00
First Baptist Church of Amboy	101220	Campus Crusade	Other	Mission Trip	250.00
Shaff, Steven J.	101258	Math Club	Other	Math Club Dinner	22.67
Simplex-Grinnell	12	Risk Management	Maintenance Services	Maintenance Contract Fire Alarm System	3,485.50
Brooke Insurance	12	Risk Management	General Insurance	renewal of Bond Insurance	668.00
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.64
Verizon Wireless	12	Public Safety	Maintenance Services	service dates 4/5-5/4/05	70.94
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 4/9, 4/16/05	832.37
Wellington Environmental	12	Public Safety	Other Contractual Services	Asbestos Removal	960.00

REPORT SVRCHER  
FISCAL YEAR 2005

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PAIREE/ VENDOR

FUND

ORGANIZATION

ACCOUNT

COMMODITY

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453,832.58

453,832.58

SAUK VALLEY COMMUNITY COLLEGE  
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<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>
<b>Revenues</b>					
Local Governmental Sources	3,138,004	1,552,174	3,166,000	1,570,597	49.6%
State Governmental Sources	3,049,616	2,365,890	2,741,078	2,166,408	79.0%
Federal Governmental Sources	1,000	4,240	5,000	8,595	171.9%
Student Tuition and Fees	3,012,300	3,659,619	3,106,000	4,156,636	133.8%
Sales and Service	341,818	186,894	400,000	201,968	50.4%
Investment Revenue	80,000	26,251	35,000	30,953	88.4%
Other Revenues	526,000	8,222	580,000	34,221	5.9%
<b>TOTALS</b>	<b>10,148,738</b>	<b>7,803,292</b>	<b>33,078</b>	<b>8,169,380</b>	<b>81.4%</b>
<b>Expenditures</b>					
Salaries	6,316,729	5,211,327	6,382,172	5,240,322	82.1%
Employee Benefits	1,581,447	972,994	1,760,032	1,033,612	58.7%
Contractual Services	499,472	307,220	567,345	257,592	45.4%
General Materials and Supplies	921,962	679,610	880,069	561,446	63.7%
Travel and Conference Meeting Exp.	141,725	100,681	137,850	124,344	90.2%
Fixed Charges	22,955	18,445	23,050	15,599	67.6%
Capital Outlay	111,840	23,402		3,901	
Other Expenditures	487,000	438,439	503,000	480,702	95.5%
<b>TOTALS</b>	<b>10,083,130</b>	<b>7,752,121</b>	<b>253,518</b>	<b>7,717,521</b>	<b>75.2%</b>
<b>Transfers</b>					
Transfers to Other Funds	47,500		85,000		0.0%
Transfers From Other Funds	-189,000	-8,780	-133,500		0.0%
<b>TOTALS</b>	<b>-141,500</b>	<b>-8,780</b>	<b>-48,500</b>		<b>0.0%</b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>					
FUND BALANCE	207,107	59,952	-171,940	451,859	0.0%
		796,997		1,142,553	

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

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
<b>Revenues</b>					
Local Government Sources	384,123	190,061	387,000	192,515	49.7%
State Governmental Sources	432,632	332,415	360,474	282,402	78.3%
Student Tuition and Fees	328,500	404,594	347,500	465,822	134.0%
Sales and Service	6,500	4,887	4,000	5,828	145.7%
Facilities Revenue	4,000	2,051	2,000	1,405	70.2%
Investment Revenue	2,000	60	200	5	2.6%
Other Revenues	37,500	357	42,000	146	.3%
<b>TOTALS</b>	<b>1,195,255</b>	<b>934,429</b>	<b>1,143,174</b>	<b>948,125</b>	<b>82.9%</b>
<b>Expenditures</b>					
Salaries	461,850	383,848	453,406	380,044	83.8%
Employee Benefits	152,131	115,120	188,149	132,618	70.4%
Contractual Services	69,500	76,412	114,500	78,702	68.7%
General Materials and Supplies	121,300	83,569	86,600	63,875	73.7%
Travel and Conference Meeting Exp.	3,500	1,546	2,600	1,483	57.0%
Fixed Charges	55,362	59,369	40,000	50,091	125.2%
Utilities	386,700	317,725	355,500	288,304	81.0%
Capital Outlay	15,000	21,310	15,000	18,587	123.9%
<b>TOTALS</b>	<b>1,265,343</b>	<b>1,058,901</b>	<b>1,255,755</b>	<b>1,013,707</b>	<b>80.7%</b>
<b>Transfers</b>					
Transfers From Other Funds	-70,500		-113,500		0.0%
<b>TOTALS</b>	<b>-70,500</b>		<b>-113,500</b>		<b>0.0%</b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>					
FUND BALANCE	411	-124,472	919	-65,581	0.0%
		-124,499		-59,684	

**SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
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OPERATION & MAINTENANCE- RESTRICTED

	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	2004-2005 <u>Actual</u>	2004-2005 <u>Budget</u>	2004-2005 <u>Actual</u>	Budget Percent
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### Revenues

Local Governmental Sources  
State Governmental Sources  
Investment Revenue  
Other Revenues

**TOTALS**

### Expenditures

## Contractual

## General Materials and Supplies Capital Outlay

**TOTALS**

### Transfer

#### Transfers to Other Funds

210

NET INCREASE/DECREASE IN NET ASSETS	-1,086,998	-135,295	-1,036,210	-65,205
FUND BALANCE		2,466,962		2,518,660

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SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
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BOND AND INTEREST FUND

	<u>2003-2004 Budget</u>	<u>2003-2004 Actual</u>	<u>2004-2005 Budget</u>	<u>2004-2005 Actual</u>	<u>Budget Percent</u>
<b>Revenues</b>					
Local Governmental Sources	1,413,519	698,752	1,393,000	691,916	49.6%
Investment Revenue	10,000	3,685	5,000	6,739	134.7%
<b>TOTALS</b>	<b>1,423,519</b>	<b>702,437</b>	<b>1,398,000</b>	<b>698,655</b>	<b>49.9%</b>
<b>Expenditures</b>					
Contractual Services	5,000	600	5,000	4,600	92.0%
Fixed Charges	1,402,763	1,371,318	1,381,000	1,383,257	100.1%
<b>TOTALS</b>	<b>1,407,763</b>	<b>1,371,918</b>	<b>1,386,000</b>	<b>1,387,857</b>	<b>100.1%</b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>					
FUND BALANCE	15,756	-669,480	12,000	-689,201	100.1%
		84,219		67,720	

SAUK VALLEY COMMUNITY COLLEGE  
 REVENUES, EXPENDITURES, AND TRANSFERS  
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AUXILIARY ENTERPRISES FUND

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
<b>Revenues</b>					
Student Tuition and Fees					
Sales and Service	160,500	196,618	156,000	200,483	128.5%
Facilities Revenue	51,490	34,890	48,500	33,452	68.9%
Investment Revenue	75,000	58,333	85,000	58,334	68.6%
Other Revenues	900	883	900	617	68.6%
<b>TOTALS</b>	<b>1,301,549</b>	<b>1,261,772</b>	<b>1,561,700</b>	<b>1,443,681</b>	<b>92.4%</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Expenditures</b>					
Salaries					
Employee Benefits	72,279	55,652	72,682	55,710	76.6%
Contractual Services	11,481	6,976	12,820	8,291	64.6%
General Materials and Supplies	1,334,654	1,390,241	1,595,605	1,321,628	82.8%
Travel and Conference Meeting Exp.	72,490	60,790	72,990	51,740	70.8%
Fixed Charges	62,655	43,008	57,655	42,192	73.1%
Capital Outlay	9,450	16,703	9,450	20,310	214.9%
Other Expenditures		29,868			
<b>TOTALS</b>	<b>5,800</b>	<b>1,229</b>	<b>5,750</b>	<b>1,972</b>	<b>34.3%</b>
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<b>Transfers</b>					
Transfers to Other Funds					
Transfers From Other Funds	75,000	8,780	85,000	200,000	235.2%
<b>TOTALS</b>	<b>-63,000</b>		<b>-73,000</b>		<b>0.0%</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>					
<b>FUND BALANCE</b>					
<b>TOTALS</b>	<b>8,629</b>	<b>-60,754</b>	<b>13,148</b>	<b>34,723</b>	<b>666.6%</b>
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTALS</b>	<b>12,000</b>	<b>8,780</b>	<b>12,000</b>	<b>200,000</b>	<b>666.6%</b>
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<b>TOTALS</b>	<b>8,629</b>	<b>207,776</b>			
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SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
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RESTRICTED PURPOSES FUND

	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	2004-2005 <u>Actual</u>	Budget Percent
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## Revenues

Local Governmental Sources	1,107,936	936,023	2,195,000	2,195,000	100.0%
State Governmental Sources	2,827,496	3,134,001	960,544	887,360	92.3%
Federal Governmental Sources			3,542,823	3,377,733	95.3%
Sales and Service					
Investment Revenue	6,000	7,834	40,000	369	.9%
Other Revenues	60,619	33,840		89,148	
<b>TOTALS</b>	<b>4,002,051</b>	<b>4,111,698</b>	<b>6,738,367</b>	<b>6,549,612</b>	<b>97.1%</b>

## Expenditures

Salaries	1,205,514	813,030	1,119,489	896,686	80.0%
Employee Benefits	188,199	139,469	199,779	141,797	70.9%
Contractual Services	45,609	24,373	4,800	59,757	244.9%
General Materials and Supplies	730,022	428,854	87,758	297,966	339.5%
Travel and Conference Meeting Exp.	54,623	27,523	52,342	51,084	97.5%
Fixed Charges	10,412	10,517	10,500	2,198,986	942.7%
Utilities	300	500	300	566	188.9%
Capital Outlay	198,200	419,782	731,667	423,403	57.8%
Other Expenditures	2,378,441	3,042,263	3,026,750	3,283,341	108.4%
<b>TOTALS</b>	<b>4,811,320</b>	<b>4,906,315</b>	<b>5,233,385</b>	<b>7,353,589</b>	<b>140.5%</b>

## Transfers

Transfers to Other Funds  
Transfers From Other Funds

**TOTALS**

NET INCREASE/DECREASE IN NET ASSETS  
FUND BALANCE

NET INCREASE/DECREASE IN NET ASSETS	-809,268	-794,616	1,504,982	-803,977
FUND BALANCE		243,001		1,384,760

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

	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	2004-2005 <u>Actual</u>	Budget Percent
Revenues					
Investment Revenue	100,000	3,342	50,000	26,572	53.1%
TOTALS	100,000	3,342	50,000	26,572	53.1%
Expenditures					
Investment Revenue					
TOTALS					
Transfers					
Transfers to Other Funds	200,000		150,000		0.0%
TOTALS	200,000		150,000		0.0%
NET INCREASE/DECREASE IN NET ASSETS	-100,000	3,342	-100,000	26,572	0.0%
FUND BALANCE	2,374,126		2,297,356		

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SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
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TRUST AND AGENCY FUND

	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	2004-2005 <u>Actual</u>	Budget Percent
<b>Revenues</b>					
Sales and Service		1,273		-1,273	
Other Revenues		17,182		17,444	
<b>TOTALS</b>		18,456		16,170	
<b>Expenditures</b>					
Contractual Services		16			
Capital Outlay		6,000			
Other Expenditures		19,125			
<b>TOTALS</b>		25,142		12,692	
<b>NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE</b>					
		-6,686		3,478	
		14,856		17,237	

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SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
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<u>AUDIT 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>
<b>Revenues</b>					
Local Governmental Sources					
Investment Revenue	1,000	132	100	421	421.6%
<b>TOTALS</b>	<b>30,710</b>	<b>15,180</b>	<b>30,000</b>	<b>15,113</b>	<b>50.3%</b>
<b>Expenditures</b>					
Contractual Services					
<b>TOTALS</b>	<b>24,000</b>	<b>22,950</b>	<b>24,000</b>	<b>22,000</b>	<b>91.6%</b>
NET INCREASE/DECREASE IN NET ASSETS					
FUND BALANCE					
	7,710	-7,636	6,100	-6,465	91.6%
		25,009		33,756	

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SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
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LIABILITY, PROTECTION & SETTLEMENT

	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	2004-2005 <u>Actual</u>	Budget Percent
<b>Revenues</b>					
Local Governmental Sources	295,275	146,054	357,000	177,416	49.6%
Investment Revenue	200,000	66,760	200,000	68,886	34.4%
Other Revenues	22,000		9,000		0.0%
<b>TOTALS</b>	<b>517,275</b>	<b>212,814</b>	<b>566,000</b>	<b>246,303</b>	<b>43.5%</b>
<b>Expenditures</b>					
Salaries	297,291	211,345	282,337	196,804	69.7%
Employee Benefits	205,564	196,023	222,103	218,965	98.5%
Contractual Services	64,300	52,136	70,500	35,266	50.0%
General Materials and Supplies	6,500	1,682	9,400	7,878	83.8%
Travel and Conference Meeting Exp.	2,250	360	2,000	629	31.4%
Fixed Charges	85,000	57,954	63,000	41,482	65.8%
Utilities	1,100	896	1,300	895	68.8%
Capital Outlay	50,000	57,498			
<b>TOTALS</b>	<b>712,005</b>	<b>577,897</b>	<b>650,640</b>	<b>501,921</b>	<b>77.1%</b>
<b>NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE</b>					
	<b>-194,730</b>	<b>-365,082</b>	<b>-84,640</b>	<b>-255,618</b>	<b>77.1%</b>
				<b>5,542,957</b>	

For Board Meeting of  
May 23, 2005

Agenda Item D-10

**RECOMMENDATION FOR BID AWARD  
STUDENT ACTIVITIES ADDITION**

The College received three bids for construction of Student Activities offices and meeting space to the north of the Subbies snack bar on the first floor.

The lowest bidder was Brown Construction. This bid is consistent with specifications and Brown Construction is a responsible bidder. The cost will be paid from money set aside for the T-1/West Wing alternative projects.

**RECOMMENDATION:** Board approval of the low bid of \$215,000 submitted by Brown Construction for the construction of the Student Activities addition as presented, to be paid from the money set aside for T-1/West Wing alternative projects.

**TO:** Richard Behrendt  
**FROM:** Ruth Bittner *rb*  
**DATE:** May 16, 2005  
**SUBJECT:** Recommendation for Bid Award – Student Activities Addition

On Monday, May 16, 2005, at 2:00 pm, bids for the Student Activities Addition project were opened in the Business Office. Tom Houck of Willett, Hofmann; representatives from Brown Construction, Superior Design, and Winter Construction; John Ditto and I attended the bid opening.

A bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*, and five companies picked up plans. Bids were received from three companies. The project calls for construction of Student Activities offices and meeting space to the north of the Subbies snack bar, similar externally to the fitness center addition completed last year. The project will involve moving our Student Activities offices, Student Government office, and the TV lounge/cyber café out of their existing spaces and into a higher visibility area. The move enables us to utilize the existing Student Activities space for Music, transform the Student Government office into an adjunct faculty office, and build a classroom in the cyber café area of the cafeteria. In turn, the existing adjunct faculty office on the second floor will become part of our project to renovate space for Art. The estimated project cost was \$200,000. It will be paid from the money set aside for T-1/West Wing alternative projects.

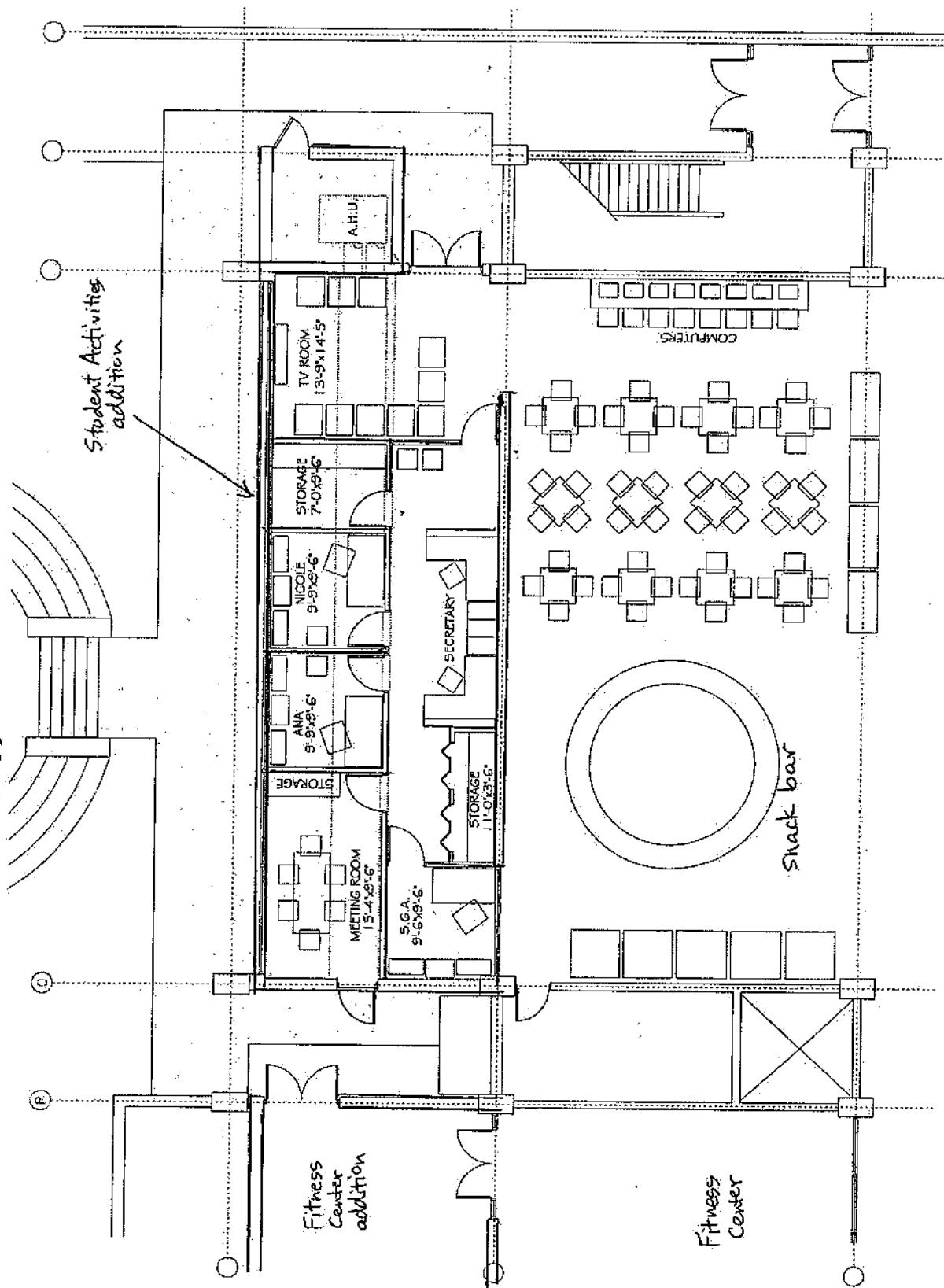
The low bidder was Brown Construction Company. Sauk and our architect have worked on projects with Brown previously, and we are confident that they are a responsible bidder. He has discussed the bid in detail with Brown and feels comfortable that they fully understand the specifications.

Therefore, I recommend that the Board of Trustees award the bid for the Student Activities Addition to Brown Construction Company at a price of \$215,000. Thank you.

**Bid Results – Student Activities Addition**

Company Name	Location	Base
Brown Construction	Milledgeville	215,000
Superior Design	Sterling	217,000
Winter Construction	Freeport	235,850

Sauk Valley Community College  
Student Activities Addition  
2005



For Board Meeting of  
May 23, 2005

Agenda Item D-11

### **DISPOSAL OF OBSOLETE EQUIPMENT**

The items listed on the attached memo have been collected by the Buildings and Grounds staff and are available for disposal.

**RECOMMENDATION:** In accordance with Board Policy 304.01, the Board approves The equipment as listed on the attached memorandum as obsolete to be disposed of through sale to the public.

**TO:** Richard Behrendt  
**FROM:** Ruth Bittner *RB*  
**DATE:** May 9, 2005  
**SUBJECT:** Disposal of Obsolete Equipment

The Buildings and Grounds department has collected a number of pieces of equipment and two vehicles that are either beyond repair or no longer of use to the College. They are as follows:

1. International boom truck
2. 1985 Chevrolet stake bed truck
3. 4 metal desks
4. 2 large office desks
5. 2-drawer small office desk
6. 5-drawer small office desk
7. computer wall unit
8. 30 lab stools
9. typewriter stand
10. A/V teaching unit
11. 5 study carrels
12. 3 lab tables
13. metal cabinet
14. 12 3'x6' banquet tables
15. Super Cat weight machines with weights
16. multi-workout station
17. 3 incline benches
18. weight bench
19. 19 4'x6' rubber floor mat sections
20. approximately 250 tablet arm chairs

I recommend Board approval to declare this equipment as obsolete and to dispose of it through sale to the public. Assuming Board approval, we plan to advertise the equipment internally and in the *Gazette* and *Telegraph*. We will also pursue other selling methods as appropriate for specific items.

Thank you.

For Board Meeting  
May 23, 2005

Agenda Item D-12

**NEW DEGREE PROPOSALS – AAT AND EET**

Attached is ICCB Form 20 for Board approval of Associate of Arts in Teaching-Secondary Mathematics and an Electronic Engineering Technology AAS Degree.

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

**SAUK VALLEY COMMUNITY COLLEGE**  
**LEARNING SERVICES**  
**MEMORANDUM**

---

DATE: May 16, 2005  
TO: Dr. Richard L. Behrendt  
FROM: Dr. Joan E. Kerber *JK*  
RE: New Degrees for Board Approval

Attached are two new degree proposals for approval by the SVCC Board of Trustees. They are an Associate of Arts in Teaching - Secondary Mathematics and an Electronic Engineering Technology AAS Degree.

Let me know if you have questions about these proposals.

js

attachments

Illinois Community College Board

**APPLICATION FOR ASSOCIATE OF ARTS IN TEACHING**  
**Submit Three Complete Copies**

**COLLEGE NAME:** Sauk Valley Community College **5-DIGIT COLLEGE NO.:** 50601

**TITLE OF PROPOSED NEW UNIT:** Associate of Arts in Teaching – Secondary Mathematics

**CREDIT HOURS:** 64

**DEGREE TYPE:** 52

**APPLICATION FOR: *SECONDARY MATHEMATICS* (PCS/CIP:1.1 13.1311)**

Please attach the following items in duplicate:

1. **Admissions:** The General Principles for the development of AAT models state, "Community colleges should adopt a process for admission to AAT programs for purposes of advising and career development." Provide a description of the college's process for admission to the AAT in Secondary Mathematics program, including admission requirements and required advising and counseling support.
2. **Curriculum:** Provide the following information:
  - A proposed catalog description of the program.
  - A curriculum chart reflecting the proposed degree requirements, including general education, professional education, and major courses (see Attachment 1).
  - Copies of new or revised syllabi for the professional education courses being offered as part of the program that are aligned with the sample syllabi of the Secondary Math model.
  - Copies of new or revised syllabi for the major mathematics courses being offered as part of the program that are aligned with the sample syllabi of the Secondary Math model.
  - The number of field experience contact hours required within the Introduction to Education course, along with a description of those experiences (settings, age ranges, activities, artifacts, and assessments).

**PLEASE NOTE:** Members of the Elementary, Secondary, and Special Education Panels of the Illinois Articulation Initiative (IAI) have endorsed the five professional education courses of the AAT Secondary Math model as their standards-based recommendation. They are currently developing a process for review. Once the process is established, colleges will be expected to submit their professional education courses to the appropriate IAI panel for review in a timely manner.

*CONTINUED ON NEXT PAGE...*

SIGNED

College Official Responsible

DATE

5/17/05

ICCB USE ONLY: Reviewed by _____	ON _____
Approved by ICCB ON _____	Approved by IBHE ON _____

## **INTRODUCTION: ASSOCIATE OF APPLIED ARTS IN TEACHING IN SECONDARY MATHEMATICS**

To create new opportunities for students and to help alleviate identified critical teacher shortages in the State of Illinois, Sauk Valley Community College seeks approval from the Board to submit a proposal for an Associate of Arts in Teaching degree in Secondary Mathematics. The proposed degree offers several advantages to students and to the College. If the proposal is accepted by the Illinois Community College Board, students who complete this AAT degree option will be accepted with junior class standing into Colleges of Education at state universities as well as at several public colleges and universities. This enhances the value of academic studies pursued at community colleges. As noted previously, the development of the AAT option in Secondary Mathematics addresses critical teacher shortage needs, which have been identified by both the federal and state governments in response to the No Child Left Behind Act of 2001. Finally, creating this degree option does not strain the College's budget. No additional faculty, either full-time or adjunct, have had to be hired in order to provide students with this possibility. Pending Board and state approval, the College intends to pursue AAT options in Early Childhood Education and Special Education as part of a strategic effort to create additional avenues of study for our students that also benefit residents of the district and state.

## SAUK VALLEY COMMUNITY COLLEGE

### APPLICATION NARRATIVE SECTION FOR APPLICATION FOR ASSOCIATE OF ARTS IN TEACHING (AAT) DEGREE— SECONDARY MATHEMATICS

The need to structure education to prepare Americans for life and work in the 21<sup>st</sup> century is embodied in the No Child Left Behind Act of 2001. Sauk Valley Community College embraces this legislation and the philosophy behind it. The College is dedicated to providing the initial, lower division coursework and experiences that lead to a career in mathematics secondary education along with easing the transfer of students into baccalaureate degree programs in mathematics education. The Associate of Arts in Teaching (AAT) – secondary mathematics degree program reflects the training needed to accomplish these goals.

The AAT in secondary mathematics will include general education requirements; professional education courses; and mathematics major sequence courses that are aligned with the Illinois professional teaching standards. Students will maintain records related to educational planning, and portfolio development throughout their program. They will also receive seminar training to enhance basic skills and prepare for the successful completion of the Illinois Basic Skills examination prior to graduation from the College. Students who successfully complete the AAT secondary mathematics degree should be able to enter a teacher education program at the junior level having equal status with students who began their studies at that university.

#### 1. Admissions:

Sauk Valley Community College has adopted a program admission process to assist students with educational planning and career development in the field of secondary mathematics education. This process includes the following:

**Admission Criteria:** In order to be admitted to the AAT in Secondary Mathematics Education, a student must:

- Be eligible for enrollment in MAT 203 and ENG 101
- Successfully complete \*EDU 105, a one credit hour course
- Successfully complete \*\*PSY 100, a one credit hour Orientation course

\*The required Preparing for Careers in Education course covers topics such as Illinois teaching certifications and standards, Basic Skills pre-test, electronic portfolio introduction, structure of the American public education system, and classroom management skills.

\*\*Orientation (PSY 100), an SVCC degree requirement, encourages personal and educational development by introducing college success skills, the career development process, and SVCC/college information. Students are required to complete an academic plan outlining the courses necessary for degree completion in their major field of study.

In addition, specialized counselors trained to work with education majors have been assigned to assist pre-education/education students with counseling services in the areas of educational planning, career counseling, and personal/social/life transition counseling. Education counselors also assist students with course selection/planning at SVCC, education admission requirements by major, and transfer planning including college/university options as well as the steps needed for a successful transfer to another institution to complete the requirements for certification.

Through the admissions process, it is our belief that Secondary Mathematics Education students will be well-informed of education issues and their chosen major prior to being admitted to the Associate of Arts in Teaching.

**2. Curriculum:**

**a. Catalog description:**

To teach in an Illinois public high school (grades 6-12), teachers must be certified by the State of Illinois. The AAT degree in secondary mathematics at Sauk Valley Community College provides the initial lower division preparation needed to transfer to an upper division mathematics teacher education program in Illinois. Since admission is competitive, completion of required coursework alone does not guarantee admission. To qualify for program admission, students must attain a *minimum* grade point average of 2.50 (on a 4.00 scale) and pass the Basic Skills test in reading, language arts (grammar & usage/writing), and mathematics.

Mathematics has been designated as a high-need teacher preparation areas by the U.S. Department of Education and employment prospects in this field are expected to remain excellent in the foreseeable future. This AAT degree requires a total of 64 semester hours that include the following components: General education courses (GECC), professional education courses, mathematics major courses, guided electives, and SVCC degree requirements. This program focuses on an introduction to the eleven Illinois Professional Teaching Standards, the core language standards, the core technology standards, and the content standards. Field experiences and portfolio work are built into the curriculum as well. Students will be required to take and pass the Illinois Basic Skills Test in order to graduate.

Students who have already chosen the university to which they plan to transfer should consult that institution's catalog or department advisor and an SVCC education counselor in planning their program.

**b. Curriculum chart: See Attachment 1**

**c. New/revised syllabi for professional education courses (see attached)**

**d. New/revised syllabi for major mathematics courses (see attached)**

**e. Field experience contact hour/description of experiences:**

The EDU 101 course (Introduction to Education) embeds 15 clinical hours of field experience into the curriculum. Arrangements are made by the instructor in consultation with the student and area schools. Classroom hours may be arranged at grade, middle, and secondary schools in the district. Ideally, attempts will be made to place students in a variety of settings. All students will be required to maintain observation and activity reflections, which will be included in individual portfolios. Activities at clinical sites will include observation and activities or projects assigned by the supervising teachers or project directors.

3. **Assessment of Student Learning:**

a. **Assessment of Student Learning: Enhanced Basic Skills Test**

Students in Sauk Valley Community College's AAT program in mathematics secondary education are encouraged to take the Illinois Basic Skills test by the time they have completed 45 semester hours or upon completion of a general education writing and mathematics course. As part of the Education Seminar course, students are administered a Basic skills pre-test. The results are reviewed and students are required to make a plan for improvement in areas that need fine tuning. Students must provide evidence of a passing score received on the Enhanced Basic Skills Test required by the Illinois State Board of Education to graduate with this degree. Copies of test score results will be kept in the student's portfolio and on file in the Admissions Office.

Information regarding scheduling the test will be made available through the Counseling Office. Students will be required to list Sauk Valley Community College as an institution to receive test score results. Costs relative to the tests will be the responsibility of the student.

b. **Professional and major course alignment with standards, artifacts, and assessments in AAT mode in Second Mathematics (see Attachment 2)**

c. **Identification of additional standards covered beyond approved model standards (not applicable to Sauk AAT degree)**

d. **Assessment of Student Learning: Addressing Standards**

Core Language Standards will be introduced within specific coursework assessment in general education courses (ENG 101, ENG 103, SPE 131) as well as in Professional Education course requirements. These standards include Language 1A, 1B, 2A, 2C, 2D, 2F, 2G, 3B, 4B, 5B, 5H, 6B, 6C, 7C, and 7H and IPTS 4G, 4H, and 6K.

Core Technology Standards are specifically addressed in EDU 102 (Computer Education for Teachers). This course will introduce students to the fundamental skills necessary to integrate computers effectively in the classroom, such as multimedia, software applications, the internet, and the world wide web. In addition, the Education Seminar course introduces students to electronic portfolio software. In addition, many required general education courses incorporate such technology skills as word processing, presentation software, and WebCT into course requirements. The technology standards included in the Sauk curriculum include Technology 1D, 1E, 2A, 2B, 2C, 2D, 2G, 3B, and 3C and IPTS 7A, 7C, and 7G.

Global Diversity and Multiculturalism Standards are introduced through a variety of course choices in the general education areas of Humanities and Fine Arts and/or Social and Behavioral Sciences. SVCC has a number of IAI approved diversity and non-western courses from which students may choose, including literature (Women, African-American, Minority American), history (Middle Eastern, Asian/Pacific, Latin American, African), anthropology, world religions, and an interdisciplinary American ethnic cultural expression courses. Students are encouraged to select at least one course that addresses diversity and multicultural issues.

e. **Assessment of Student Learning: Assessment and Documentation of Program Outcomes:**

Students participating in Sauk Valley Community College's AAT degree program must complete the following exit activities prior to graduation. Documentation of these activities will be maintained in the student's file in the Admissions Office.

- Complete all required coursework.
- Present evidence of a passing score on the Enhanced Basic Skills Test.
- Maintain a grade point average of 2.50 or higher.
- Satisfy all other SVCC graduation requirements.
- Submit a formal request for graduation to the Admissions Office.

The College has developed a comprehensive plan for assessing student learning outcomes. The plan entails the assessment of general education and career goals and objectives. The assessment process incorporates data from courses, course clusters, programs, and college-wide activities. Individual instructors are responsible for collecting data for their courses and to work with colleagues within their program to define objectives, select assessment measures, determine the criteria for success, study the data collected, and make or recommend changes in the curriculum as a result of that examination.

**4. Facilities/Equipment:**

Students in the AAT program will have access to a variety of facilities and equipment across campus, including the Learning Resources Center, the Learning Assistance Center, and a computer lab with internet access and the 2003 versions of Microsoft Office. All students also have access to the Illinet system through the Learning Resources Center and online.

**5. Faculty:**

Five full-time Mathematics faculty will teach the major courses for the AAT degree in Secondary Mathematics: Bob Duncan (MA, 1 year experience); Ernie Eitter (MS, 17 years experience); Steve Shaff (MA, 16 years experience); Keyin Sommerfield (MA/ABD, 1 year experience); and Ken Youel (MA, 4 years experience). Amanda Vos (MA/ABD, 2 years experience) is the full-time Education faculty member; Bert Hagemann (MA/ABD, 6 years experience) is an adjunct Education faculty member. Full-time faculty are evaluated every three years if tenured and every year if on a term contract; adjunct faculty are evaluated annually.

**6. Cost Data:**

Funds to support the AAT degree in Secondary Mathematics are allocated from the general fund. All courses will be taught by existing faculty members. No other resources are expected to be needed for instructional purposes.

**7. Education Contact:**

Dr. Patrick D. Kennedy  
Dean of Arts, Social Science, Mathematics, and Physical Education  
Sauk Valley Community College  
173 Illinois Route 2  
Dixon, IL 61021  
815-288-5511, extension 254  
[kennedp@svcc.edu](mailto:kennedp@svcc.edu)

**8. Form 11(s) in duplicate to add any new courses to the curriculum**

**9. Form 22 completed in duplicate**      **New Courses: EDU 101, EDU 105, EDU 220**

**Attachment 1:**  
**Curriculum Chart: Secondary Mathematics**

<b>GENERAL EDUCATION</b>		
Course Title	Semester Hours	IAI Code
Composition I	3	
Composition II	3	
Introduction to Oral Communication	3	
Calculus and Analytic Geometry I (MAT 203)	4	
<b>Life and Physical Science</b> (see list of approved GECC courses). One course must be selected from life science and one course from physical science. One lab course is required.	7-8	
<b>* Humanities and Fine Arts</b> (see list of approved GECC courses). At least one course must be selected from Humanities and one course from Fine Arts	9	
<b>* Social and Behavioral Sciences</b> (see list of approved GECC courses). Courses must be selected from at least two disciplines. Recommended courses are: Introduction to Psychology; American Government; American History to 1865; American History since 1865.	9	
<b>GECC Total</b>	38-39	
<b>* One Diversity or Non-Western IAI course is recommended</b>		
<b>SVCC DEGREE REQUIREMENTS</b>		
Course Title	Semester Hours	IAI Code
Orientation (PSY 100)	1	
<b>** Personal Health/Development</b>	3	
<b>** Preparation for Careers in Education (EDU 105) required</b>		
<b>SVCC Total</b>	4	

### PROFESSIONAL EDUCATION

Course Title	Semester Hours	IAI Code
Introduction to Education (EDU 101)	3	
Select one or two courses from the list below:		
Educational Psychology (EDU 275)	3	
Computer Education for Teachers (EDU 102)	3	
Students with Disabilities in School (EDU 220)	3	
Human Growth and Development (PSY 200) or Child Psychology (PSY 214)	3	
+ Clinical Experience in Secondary Education (EDU 277)	1	
<i>Professional Education Total</i>	<b>6-9</b>	
+ Students need to contact a counselor to determine the transferability of this course		

### MATHEMATIC MAJOR COURSES

Course Title	Semester Hours	IAI Code
Calculus II (MAT 204)	4	
Calculus III (MAT 205)	4	
Discrete Mathematics (MAT 231)	3	
<i>Mathematics Total</i>	<b>11</b>	

### GUIDED ELECTIVES (choose from the options below)

Differential Equations (MAT 211)	3	
Additional electives may be taken from the Professional Education courses or general transfer electives as recommended by selected transfer institution	0-3	
<i>Total Electives</i>	<b>1.5</b>	
<b>Degree Total</b>	<b>64</b>	

Sauk Valley Community College  
Learning Services  
Business, Technology, and Workforce Development  
Linley V. White, Dean [whitel@svcc.edu](mailto:whitel@svcc.edu)

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DATE: May 17, 2005  
TO: Joan Kerber  
FROM: Linley White  
SUBJECT: New Electronics Degree

Loren Niemeyer and Steve McPherson have been working directly with local business and industry with regards to the Sauk Valley Community College electronics program. After many site visits to plants and discussions with local subject matter experts, it was determined that curriculum changes were needed in the electronics degree.

Some of the weaknesses of our old degree include an inadequate amount of math required to ensure students could do the complicated calculations required in the electronics classes. A change in course sequencing is also recommended. AC and DC are currently taught as separate classes; however with new course materials it is advisable to teach these as one class. An Advanced Circuits and Advanced Electronic Communications classes are also recommended by local industry.

With the aforementioned changes, the SVCC Electronics Technology A.A.S. degree should adequately meet the needs of local industry and make our students academically competitive in the workforce.

**REASONABLE AND MODERATE EXTENSION REQUEST**  
(submit one copy)

COLLEGE NAME Sauk Valley Community College 5-DIGIT COLLEGE # 50601  
CONTACT PERSON Joan E. Kerber, V.P. Learning Services PHONE # 815 288-5511, ext. 240  
E-MAIL kerberj@svcc.edu FAX # 815 288-5958

**PROPOSED REASONABLE AND MODERATE EXTENSION:**

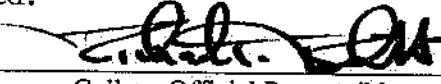
TITLE: Electronic Engineering Technology CREDIT HOURS 64

**EXISTING/PARENT PROGRAM:**

TITLE: Electronic Technology PREFIX/# EET

**PLEASE ATTACH THE FOLLOWING ITEMS:**

1. **A description of employment objectives/program purpose** for both:  
the proposed reasonable and moderate extension (document A paragraph 1)  
the existing parent program (document B paragraph 1)
2. **Copies of the term-by-term sequence of courses** for both:  
the proposed reasonable and moderate extension (document A)  
the existing parent program (document B)
3. **Labor market need information**, including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available. Attached
4. **A description of approval/accreditation procedures** if this extension requires approval or review by other agencies or professional or regulatory entities. N/A
5. **Course forms (Form 11)** in duplicate to add any new courses to the curriculum. EET 107, EET 202, EET 207, EET 218
6. **Form 22 completed in duplicate.** (also revision for EET 270 - variable credit request)  
Attached.

SIGNED  DATE 5/17/05  
College Official Responsible

ICCB USE ONLY: REVIEWED BY _____	Date _____
APPROVED BY _____	Date _____

# Electronic Engineering Technology

## Associate in Applied Science (065)

1. Graduates of the Electronic Engineering Technology (EET) program are prepared to enter the work force as engineering technicians, field service engineers, and application engineers or to move into supervisory positions. Graduates may continue their education at many colleges and universities and earn an advanced degree. The EET program provides students with the technical knowledge and skills to compete in the constantly changing field of electronics. Students receive both theory and "hands-on" training in the areas of communications, computers, consumer and industrial electronics, instrumentation and microprocessors. The program content is constantly updated so that students stay current and competitive in today's market place.

### WORK AND EMPLOYMENT

Graduates of this program are prepared to work in research, electronic layout, instrumentation, design, field service, communications and service laboratories. Graduates may supervise technicians in the assembly, installation, repair, maintenance, calibration, and modification of electronic circuitry and systems.

### SPECIAL CONSIDERATIONS

Workers usually have the following skills and aptitudes: the ability to do precise and detailed work, use good eye-hand coordination, notice and compare differences in objects, have mathematical and mechanical aptitudes, are analytic, curious and creative.

### PROGRAM CONTACTS at

**Sauk Valley Community College**

Counseling Office, Ext. 208;

Loren Niemeyer, Assistant Instructor of Electronics, Ext. 296;

Steven McPherson, Assistant Professor of Electronics/Technology, Ext. 347.

Major Field Requirements	Sem/Hrs
EET 107 Introduction to DC and AC Circuits	4
EET 110 Introduction to Digital Electronics	4
EET 111 Active/Discrete Devices	3
EET 201 Intro to Electronic Communications	4
EET 202 Advanced Electronic Communications	4
EET 207 Advanced Circuits	3
EET 215 Microprocessor Architecture and Applications	3
EET 245 Programmable Controllers	3
EET 252 Industrial Electronics	3
EET 256 Technical Problems	3
EET 261 Advanced Programmable Controllers	3
EET 270 Industrial Internship	1
IND 105 Industrial Computer Applications	2
	40

<b>General Education Requirements</b>	<b>Sem/Hrs</b>
Communications	
(*ENG 101, 111 required)	6
Social/Behavioral Science	3
Humanities/Fine Arts	3
Mathematics	
(MAT 121, 122 required)	7
Physical/Life Science	
(PHY 175 required)	4
Orientation	<u>1</u>
	24
Total Hours Required for an A.A.S. Degree	64

\*Suggested for students planning to transfer—  
ENG 101, 103 and SPE 131.

#### **Suggested Program**

<b>First Semester</b>	<b>Sem/Hrs</b>
EET 107 Introduction to DC and AC Circuits	4
EET 110 Intro to Digital Electronics	4
ENG 101 Composition I	3
IND 105 Industrial Computer Applications	2
MAT 121 College Algebra	4
PSY 100 Orientation	<u>1</u>
	18

<b>Second Semester</b>	<b>Sem/Hrs</b>
EET 111 Active Discrete Devices	3
EET 201 Intro to Electronic Communications	4
ENG 111 Business and Technical Writing	3
MAT 122 Trigonometry	3
Humanities/Fine Arts	
or	
Social/Behavioral Science	<u>3</u>
	16

<b>Third Semester</b>	<b>Sem/Hrs</b>
EET 207 Advanced Circuits	3
EET 215 Microprocessor Architecture and Applications	3
EET 245 Programmable Controllers	3
EET 252 Industrial Electronics	3
Humanities/Fine Arts	
or	
Social/Behavioral Science	<u>3</u>
	15

<b>Fourth Semester</b>	<b>Sem/Hrs</b>
EET 202 Advanced Electronic Communications	4

EET 256	Technical Problems	3
EET 261	Advanced Programmable Controllers	3
EET 270	Industrial Internship	1
PHY 175	Introduction to Physics	4
		15

# Electronic Technology Associate in Applied Science (063)

The electronic technology program prepares individuals to enter the job market as electronics technicians, to move into supervisory positions, or to pursue bachelor's degrees. Graduates will have an understanding of industrial electronics, computer repair, AM and FM communications, microprocessors and programmable controllers. Students completing this program will qualify for the National Association of Radio and Telecommunications Engineers certification as an electronics technician.

## WORK AND EMPLOYMENT

Graduates of this program typically assemble, install, repair, maintain, calibrate, and modify electronic circuitry components and systems. Graduates may work with engineers in production, scientists in research, customers in technical sales, or as repair technicians.

## SPECIAL CONSIDERATIONS

Workers usually have the following skills and aptitudes: do precise and detailed work, use good eye-hand coordination, notice and compare differences in objects, have mathematical and mechanical aptitudes, are analytic, curious and creative.

## PROGRAM CONTACTS at

### Sauk Valley Community College

Counseling Office, Ext. 208;

Loren Niemeyer, Assistant Instructor of Electronics, Ext. 296;

Steven McPherson, Assistant Professor of Electronics/Technology, Ext. 347.

Major Field Requirements	Sem/Hrs
EET 105 Electronics Direct Current Circuitry	4
EET 106 Electronics Alternating Current Circuitry	4
EET 110 Intro to Digital Electronics	4
EET 111 Active/Discrete Devices	3
EET 201 Amplitude/Frequency Modulation	4
EET 215 Microprocessor Architecture	4
EET 217 Microprocessor Applications	3
EET 223 Opto Electronics	2
EET 245 Programmable Controllers	3
EET 247 Microcomputer Repair	3
EET 252 Industrial Electronics	3
EET 256 Technical Problems	3
IND 105 Industrial Computer Applications	2
IND 250 Industrial Internship	2

General Education Requirements	Sem/Hrs
Communications *(ENG 101, 111 required)	6
Social/Behavioral Science	3
Humanities/Fine Arts	3
Mathematics (MAT 106 or higher required)	3
Physical/Life Science (CHE 103 or PHY 175 required)	4
Orientation	1

Total Hours Required for an A.A.S. Degree 64

\*Suggested for students planning to transfer—ENG 101, 103 and SPE 131.

## Suggested Program

First Semester	Sem/Hrs
EET 105 Electronics Direct Current Circuitry	4
EET 106 Electronics Alternating Current Circuitry	4
ENG 101 Composition I	3
IND 105 Industrial Computer Applications	2
Mathematics (MAT 106 or higher)	3
PSY 100 Orientation	1

Second Semester	Sem/Hrs
EET 110 Intro to Digital Electronics	4
EET 111 Active Discrete Devices	3
EET 201 Amplitude/Frequency Modulation	4
EET 223 Opto-Electronics	2
EET 247 Microcomputer Repair	3

Third Semester	Sem/Hrs
EET 215 Microprocessor Architecture	4
EET 252 Industrial Electronics	3
EET 245 Programmable Controllers	3
Humanities/Fine Arts or Social/Behavioral Science	3

Fourth Semester	Sem/Hrs
EET 217 Microprocessor Applications	3
EET 256 Technical Problems	3
IND 250 Industrial Internship	2
ENG 111 Business and Technical Writing	3
Humanities/Fine Arts or Social/Behavioral Science	3
Physical/Life Science	4

**Proposed EET AAS Degree**  
**Labor Market Need Information with Occupational Outlook**  
**for Northwest Illinois**  
**April 1, 2005**

### **Labor Market Need**

The proposed EET AAS Degree program at Sauk Valley Community College is designed to meet the changing needs of the electronics technical engineering marketplace. This degree supplements the present Electronic Technology AAS degree with a program designed to bridge the gap between technicians and engineers. Many employers are now demonstrating the need for employees with training that falls between the training necessary to complete a 4 year degree in engineering and our current degree in electronics technology.

Data from The Community College Strategic Planner ([www.ccbenefits.com](http://www.ccbenefits.com)) shows a consistent need for EET program graduates over the next 5 years. Field growth projections range from 12% to 36% per year.

Data from the Illinois Department of Employment Security, Economic Information and Analysis Division ([www.workforceinfo.state.il.us](http://www.workforceinfo.state.il.us)) reports an expected growth of 14.48% for trained electronic engineering technicians in the period from 2000 to 2010.

This program was presented to the Workforce Council at Sauk Valley Community College on January 19 2005 and was well received. This is a program that will benefit both employers and students (future employees) in the Sauk Valley area.

### **Enrollment Data Projections**

<b>A.A.S. - Electronic Engineering Technology</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-time Enrollments	6	6	6
Part-time Enrollments	2	2	2
Completions	0	5	5

# SAUK VALLEY COMMUNITY COLLEGE WORKFORCE COUNCIL

**Wednesday, January 19, 2005 – 4:30 p.m. at  
SVCC**

Present: Sally Hanrahan, Linley White, Denny Ruetten, Jennifer Dallas, Tom Breed, Bill Dempsey, Frank Rausa, Loren Niemeyer, Steven McPherson.

- I. Linley called the meeting to order and introductions were made.
- II. Planning for 2005
  - A. Youth Council WIA #4 – When the new members are in place they will be invited to a Workforce Council meeting to discuss youth programs.
  - B. Sauk Valley Area Chamber of Commerce - There has been talk of a Manufacturing Committee being formed. It will need to be determined if this is an overlap group of people that are already meeting. Don Garland will be asked to attend a meeting to discuss this and other chamber events.
  - C. Collaborative Meeting with WIA 12 Council – An evening meeting with dinner is being planned for March or April at the Mendota Civic Center. Linley passed out a “test” asking for items to be discussed at the meeting. The list will be compiled and distributed back to the group.
  - D. Election of Tech Prep Board of Controls Reps – This board meets once or twice a year. Sally Hanrahan and Jennifer Dallas volunteered to serve on the Board.
  - E. 8<sup>th</sup> Grade Project – Thanks to the generosity of local businesses, SVCC is able to administer, evaluate and distribute the Career Game Explorer books to local 8<sup>th</sup> graders. The purpose of the book is to help students and councilors determine student career interests and talents. This process should help students take the necessary classes in High School to prepare for their career.
- III. Stephen McPherson and Loren Niemeyer from SVCC attended the meeting to discuss curriculum changes in the Electronic Engineering Technology A.A.S. Degree. Advanced classes have been added to help meet manufacturing needs. A math prerequisite has also been added. The course has been designed to improve critical thinking. The Electronic Department has the latest technology as well as older equipment for training.

Students are required to do an internship. Any local business interested in this program should contact Steve McPherson or Loren Niemeyer at SVCC.

It was also discussed that "mini" seminars or training would be beneficial to local business. The purpose would be to determine employee aptitude for electronics.

IV. The next meeting is scheduled for February 16, 2005.

V. With no further questions or comments, the committee adjourned at 5:25 p.m.

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

Course Action Desired:

Add (complete sections A & B)  Withdraw (complete section A only)  Reuse (complete sections A & B)

**COURSE PREFIX** EET100 **COURSE NUMBER** 0107

**A COURSE TITLE** Intro to DC and AC Circuits  
 (Title cannot exceed 36 characters, including spaces & punctuation)

**PCS/CIP/ID NO.** 12 150301 00

**COURSE ENDING DATE** / / (for withdrawal) / Documentation for transfer course  
 Mo. Day Year articulation is attached (Please check)

**COURSE DESCRIPTION AS IT WILL APPEAR IN THE COLLEGE CATALOG:**

A beginning course in electronics that provides the student with the fundamentals needed in advanced electronics courses. Instruction is provided in the basic laws of direct and alternating current circuit theory and the operation of electronic devices and circuitry. Emphasis is placed upon the operation of electronic test equipment which is utilized in practical laboratory applications.

**CURRICULUM PREFIX** EET **CURRICULUM NUMBER** 0065 **5-DIGIT COLLEGE NO.** For multicollege districts only:

**B STUDENTS THE COURSE IS EXPECTED TO SERVE:** Students enrolled in the Electronics AAS or certificate programs.

**TIMES REPEAT** 0 (0 to 3) **VARIABLE** N **(N or V)**  
 (attach justification for course repetition and variable credit hours)  
**CREDIT HOURS** 04.00 **LECTURE HOURS** 03.00 **LAB HOURS** 02.00 **EFFECTIVE DATE** 08 / 08 / 05  
 Mo. Day Year

SIGNED John C. Schleier DATE 5/16/05  
 College Official Responsible

**ICB USE ONLY: CIRCLE STATUS:**  A - ACTIVE  W - WITHDRAWN  N - APPROVED, NONFUNDED

**INDICATE UPDATE TYPE:**  A - ADD  W - WITHDRAW  Q - REUSE  - Other  
**PROCESSED BY** \_\_\_\_\_ **ON** \_\_\_\_\_ / **RECORD UPDATED BY** \_\_\_\_\_ **ON** \_\_\_\_\_

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

## Course Action Desired:

 Add (complete sections A & B)  Withdraw (complete section A only)  Reuse (complete sections A & B)

 COURSE PREFIX EET00 COURSE NUMBER 0202

A COURSE TITLE Advanced Electronic Communications (Title cannot exceed 36 characters, including spaces & punctuation) PCS/CIP/ID NO. 12 470103 00

COURSE ENDING DATE / / (for withdrawal)  Documentation for transfer course  
 Mo. Day Year  Documentation is attached (Please check)

## COURSE DESCRIPTION AS IT WILL APPEAR IN THE COLLEGE CATALOG:

This course is a continuation of EET 201, Introduction to Electronic Communications. Methods of wired and wireless digital and analog communication will be explored. transmission line and antenna theory will be discussed. Television, radar, microwave, laser and fiber optic communication will be examined. Communication theory will be supplemented with hands-on lab experiments.

CURRICULUM PREFIX EET CURRICULUM NUMBER 0065 5-DIGIT COLLEGE NO.  For multicolllege districts only:

B STUDENTS THE COURSE IS EXPECTED TO SERVE: Students in the Electronics AAS and certificate programs

TIME REPEAT 0 (0 to 3) VARIABLE N (N or V)  
 (attach justification for course repetition and variable credit hours)

CREDIT HOURS 04.00 LECTURE HOURS 03.00 LAB HOURS 02.00 EFFECTIVE DATE 08 / 08 / 05  
 Mo. Day Year

SIGNED Dean C. Johnson DATE 5/16/05  
 College Office Responsible

JOCB USE ONLY: CIRCLE STATUS:  ACTIVE  WITHDRAWN  APPROVED, NONFUNDED  
 INDICATE UPDATE TYPE:  ADD  WITHDRAW  REUSE  Other  
 PROCESSED BY  ON  RECORD UPDATED BY  ON

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

Course Action Descriptions

Add (complete sections A & B)  Withdraw (complete section A only)  Reuse (complete sections A & B)

COURSE BREEZY EET00  
COMBINE NUMBER 0207

**COURSE TITLE** Advanced Circuits (Title cannot exceed 36 characters)

DOCURSE ENDING DATE Mo. / Day / Year (for withdrawal) \_\_\_\_\_ Docu  
arts

COURSE PRESCRIPTION AS IT WILL APEAR IN THE COLLECT CUTTING

An advanced course in circuit analysis and troubleshooting. This course will build on the fundamentals from EET 107. Circuit analysis and the use of schematics and test equipment will be examined from a technician's point of view.

**CURRICULUM PREFIX** ETT      **CURRICULUM NUMBER** 0065      **5-DIGIT COLLEGE NO.**

**B STUDENTS THE COURSE IS EXPECTED TO SERVE:** Students in the Electronics AAS and certificate programs.

**TIMES REPEAT** \_\_\_\_\_ 0 **0 to 3** **VARIABLE** \_\_\_\_\_ N **N** **(N or V)**

CREDIT HOURS 03.00 LECTURE HOURS 02.00 LAB HOURS 02.00 EFFECTIVE DATE 08/08/05 Year 05 Mo. Day

SIGNED James O. Geller College Official Responsible

**CIRCLE USE ONLY:** CIRCLE STATUS: **A** - ACTIVE **W** - WITHDRAWN **N** - APPROVED, NONE UNDERTAKEN

INDICATE UPDATE TYPE: **A** - ADD    **W** - WITHDRAW    **Q** - REUSE    **—** - Other  
PROCESSED BY **ON** /RECORD UPDATED BY

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

### Course Action Desired:

Add (complete sections A & B)  
 Withdraw (complete section A only)  
 Reuse (complete sections A & B)

COURSE PREFIX EE100 COURSE NUMBER 0218

**COURSE TITLE** Microprocessor Architecture Apps  
(Title cannot exceed 36 characters, including spaces & punctuation)

**COURSE ENDING DATE** Mo. Day / Year (for withdrawal) Docu-  
art

COURSE PRESCRIPTION AS IT WILL APPEAR IN THE COLLEGE CATALOGUE

A technician level course in microprocessor circuitry leading to an understanding of systems utilizing VLSI, CPU's, and peripherals. The architecture of the MC68HC11 microcontroller will be examined and used as the vehicle to define basic concepts. Students will investigate input-output control, bus interfacing and memory architecture through programming and troubleshooting of MC68HC11 systems.

**CURRICULUM PREFIX** EET      **CURRICULUM NUMBER** 0065      **For multicollege districts only:**  
**5-DIGIT COLLEGE NO.**

**STUDENTS THE COURSE IS EXPECTED TO SERVE:** Students enrolled in the Electronics AAS or certificate programs.

**TIMES REPEAT** 0 (0 to 3) **VARIABLE** N (N or V)  
(attach justification for course repetition and variable credit hours)

CREDIT HOURS 04.00 LECTURE HOURS 03.00 LAB HOURS 02.00 EFFECTIVE DATE 08/08/05  
Mo. Day Year

SIGNED Brad E. Becker DATE 5/14/05  
College Official Responsible Brad E. Becker

**NOICE USE ONLY:** CIRCLE STATUS: **A** - ACTIVE **W** - WITHDRAWN **N** - APPROVED **NONE** **INDED**

INDICATE UPDATE TYPE: **A** - ADD    **W** - WITHDRAW    **Q** - REUSE    **\_\_\_\_\_** - Other  
PROCESSED BY **\_\_\_\_\_** ON **\_\_\_\_\_** /RECORD UPDATED BY **\_\_\_\_\_**

Illinois Community College Board  
**COURSE MASTER FILE CHANGES**  
(Submit in duplicate)

COLLEGE NAME Sauk Valley Community College

5-DIGIT COLLEGE NO. 50601 PCS CODE 12  
(Only 1 PCS per form.)

**COMPLETE FOR ALL COURSES:  
CURRENT INFORMATION**

PCS Code	Course Prefix	Course Number	Course Prefix	Course #	Title (limit to 36 characters)	
					Credit Hours	Lecture hrs
12	EET00	270	# of Repeats	Variable Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	1-2-3	5-10-15

PCS Code	Course Prefix	Course Number	Course Prefix	Course #	Title (limit to 36 characters)	
					Credit Hours	Lecture hrs
			# of Repeats	Variable Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		

PCS Code	Course Prefix	Course Number	Course Prefix	Course #	Title (limit to 36 characters)	
					Credit Hours	Lecture hrs
			# of Repeats	Variable Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		

PCS Code	Course Prefix	Course Number	Course Prefix	Course #	Title (limit to 36 characters)	
					Credit Hours	Lecture hrs
			# of Repeats	Variable Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		

SIGNED BY <i>John C. Schler</i>	DATE <u>5/14/05</u>	ICCB USE ONLY	UPDATED BY _____	ON _____
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Illinois Community College Board  
**CURRICULUM ADDITION/WITHDRAW/CHANGE  
TO THE CURRICULUM MASTER FILE**  
(Submit in Duplicate)

Curriculum Action Desired <input checked="" type="checkbox"/> Add <input type="checkbox"/> Prefix/Number Change	Other Change	Inactivate	Reactivate	Withdraw
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COLLEGE NAME Sauk Valley Community College

CURRENT CURRICULUM PREFIX   

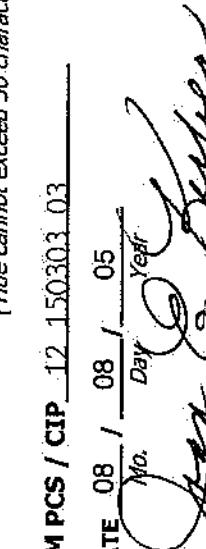
NEW CURRICULUM PREFIX EET

CURRICULUM TITLE Electronic Engineering Technology

(Title cannot exceed 36 characters including spaces and punctuation)

CURRICULUM PCS / CIP 12 150303 03

EFFECTIVE DATE 08 / 08 / 05  
Mo. Day Year

SIGNATURE   
*John G. Schleier*

College Official Responsible

DEGREE OR CERTIFICATE TYPE: 03

- 01 - AA (Associate in Arts) (1.1)
- 02 - AS (Associate in Science) (1.1)
- 03 - AAS (Associate in Applied Science) (1.2)
- 04 - AGS, ALS and AGE (General Associate Degree) (1.0)
- 11 - Developmental Studies or Basic Skills (1.4, 1.7, 1.9)

- 19 - Course Enrollee Classification Categories (1.1, 1.2)
- 20 - Occupational Certificate of 30 to 50 semester hours (1.2)
- 30 - Occupational Cert. of less than 30 semester hours (1.2)
- 50 - AFA (Associate in Fine Arts) (1.1)
- 51 - AES (Associate in Engineering Science) (1.1)
- 52 - AAT (Associate in Arts Teaching-Secondary Mathematics) (1.1)

**ICCB USE ONLY:**

STATUS:  ACTIVE  W - WITHDRAW  I - INACTIVATE  UPDATE CODE: \_\_\_\_\_  Reg/Stwd Code: \_\_\_\_\_

APPROVAL METHOD:  N - NEW  T - TEMP  P - PRMT  E - EXT  R AND M CURRICULUM: PRE \_\_\_\_\_  PERMANENT APPROVAL DATE: \_\_\_\_\_

TEMPORARY APPROVAL DATE: Mo. / Day / Year  Mo. Day Year

PROGRAM REVIEW DATE: Mo. / Day / Year

PROCESSED BY    ON   

RECORD UPDATED BY    ON   

DOC    (Dept. Of Corrections)

CO-OP CODE:

For Board Meeting of  
May 23, 2005

Agenda Item D-13

### JOINT EDUCATIONAL AGREEMENT

The College has received a Joint Educational Agreement for the express purpose of providing additional educational courses through dual enrollment opportunities among Sauk Valley Community College, Sterling Schools, and Whiteside Area Career Center.

**RECOMMENDATION:** Approval by the Board for the College to approve the Joint Educational Agreement with Sterling Schools and Whiteside Area Career Center.

Sauk Valley Community College  
Learning Services  
Business, Technology, and Workforce Development  
**Linley V. White, Dean** [whitel@svcc.edu](mailto:whitel@svcc.edu)

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DATE: May 17, 2005  
TO: Joan Kerber  
FROM: Linley White  
SUBJECT: Joint Educational Agreement

Attached is a joint educational agreement among Sterling Schools, Whiteside Area Career Center and SVCC. The purpose of this agreement is to establish guidelines and parameters to cooperatively offer a series of classes which will lead to a graphic arts certificate. This agreement is the culmination of many meetings with Sterling Schools and Whiteside Area Career Center. Special recognition goes out to Dr. Will Booker, Willy Hewitt, Tom Buck, Virginia Johnson, and Alan Pfeifer who have all sacrificed numerous hours to make this agreement a reality.

Sauk anticipates enrollments of 35 to 40 students for fall semester. The college is responsible to create the courses and certificate program for the students who will receive dual credit from their secondary school and Sauk. The college will also hire the instructor who will be responsible to teach six credit hours per semester for the three blocks of instruction at Whiteside Area Career Center.

This agreement demonstrates that complicated collaborations can be created which directly benefits student learning in the Sauk Valley area.

**Joint Educational Agreement**  
among  
Sterling Schools  
and  
Whiteside Area Career Center  
and  
Sauk Valley Community College

This agreement is effective July 1, 2005, and terminates on June 30, 2006.

**I. Cooperating Agencies:**

This agreement is entered into by and among the Sterling Schools, Whiteside Area Career Center's Board of Control, and the Board of Trustees of Community College District 506, Sauk Valley Community College, for the expressed purpose of providing additional educational courses through dual enrollment opportunities to the students of each district.

**II. The College Will:**

1. Develop and maintain curriculum outlines and student outcome statements for six credit hours of classroom instruction for each semester fall and spring (four courses total). The entry level graphics art class will not be subject to a prerequisite.
2. Develop an ICCB approved Certificate in Graphic Arts. This Certificate will be submitted to the Illinois Community College Board for approval in the fall semester.
3. Award a Certificate in Graphic Arts to students who successfully complete the required coursework.
4. Award college credit to each student upon successful completion of each course.
5. Charge each student \$74.00 tuition for each credit enrolled and a \$38.00 course fee, per course taught at the Sterling High School/WACC site.
6. Provide a qualified college faculty member to teach courses on an open-lab basis. The cost of this position will be the responsibility of the College. The college will also be responsible to evaluate this individual.
7. Reimburse to Whiteside Area Career Center the accumulated \$38.00 course fees for the courses taught at the Sterling Schools/WACC site. This fee will be reimbursed at the close of each semester.
8. Students in this program do not qualify for the college's P-16 grant.

### **III. Whiteside Area Career Center Will:**

1. Collect the yearly tuition and fees of \$1040.00 per student from the secondary schools (excluding Sterling Schools) associated with the Graphic Arts Program and pay to the college all tuition and fee charges for each semester by the second week of classes. (\$1040 = 12 credit hours X \$74.00 tuition + 4 courses X \$38.00 course fee.)
2. Provide a program coordinator to promote the program and provide information about the program to secondary students. All costs associated with this position will be the responsibility of WACC.
3. Maintain and equip the labs with current technology and software.
4. Allow access to classes for daytime and nighttime sections.
5. Reimburse to Sterling Schools the accumulated course fees for Sterling students. This reimbursement will occur at the close of each semester.

### **IV. Sterling Schools Will:**

1. Collect tuition and fees from the Sterling School students associated with the Graphics Arts Program and pay to the college all tuition and fee charges for each semester by the second week of classes.
2. Provide a program coordinator to promote the program and provide information about the program to Sterling School students. All costs associated with this position will be the responsibility of Sterling Schools.
3. Provide the physical facilities to host classes for daytime and nighttime sections.
4. Maintain and equip the labs with current technology and software.

**Sterling Schools**

Chair of the School Board

Principal

Date

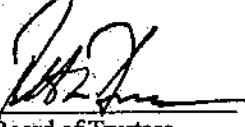
**Board of Control, Whiteside Area Career Center**

Chair of the Board of Control

Director

Date

**Board of Trustees of Community College District 506, Sauk Valley Community College**

  
Chair of the Board of Trustees

  
President

  
Date

414.01 Personnel Disciplinary Policy

An effective educational program requires the services of men and women of high ideals, human understanding, and integrity. All employees of Sauk Valley Community College are expected to know and shall be responsible for observing all provisions of the law, the code of ethics of the education profession, and all policies and regulations of the Board of Trustees of said College.

A violation of any said items shall constitute grounds for disciplinary action, including dismissal, for unprofessional conduct, inadequate performance of duties, and/or violation of official College policies.

2/12/79  
3/23/87

415.01 Dismissal for Cause for Administrators and Instructional Faculty

Any one of the following shall be considered adequate cause for suspension and possible termination of administrators and instructional faculty:

1. Inadequate performance of duties;
2. Willful and continuous neglect of duties;
3. Unprofessional conduct;
4. Violation of official college policies;
5. Moral turpitude;
6. Unjustifiable insubordination; and/or
7. Physical or mental incapacity.

2/12/79

416.01 Other Reasons for Termination

Budget or Program Retrenchment: The services of any member of the faculty and administration may be terminated in the event of the need for financial or program retrenchment. Notification of termination shall be given as soon as the need for retrenchment is apparent. Such termination shall be made at the close of the contract year. Positions which have been vacated on such grounds shall not be filled within two years. Members of the division in which the program retrenchment is being considered shall be consulted in a division retrenchment.

2/12/79

3/23/87

6/23/03

417.01 Responsibilities of Support and Professional/Technical Staff

The responsibilities of support and professional/technical staff shall be defined by their respective supervisors within the scope of the rules and regulations governing their responsibilities and in a manner consistent with Affirmative Action guidelines and the Support and Professional/Technical Staff Handbook, with the approval of the President.

2/12/79  
8/17/84  
11/28/94

418.01 Termination of Support and Professional/Technical Staff

A member of the support and professional/technical staff may be terminated immediately with cause or upon advance notice of two weeks without cause, with entitlement to unused vacation leave at his/her current rate of compensation.

2/12/79  
11/28/94

419.01 Fringe Benefits

A. Group Health Plan Coverage and Life Insurance – Details of hospitalization/major medical and life insurance for all full-time faculty members may be found in the Faculty Contract.

The College shall make available group health plan coverage and life insurance coverage for all full-time employees and their eligible dependents. Such coverages may be through third party carriers, offered on a self-insured basis by the College, or other health care options, at the discretion of the Board. The types and extent of coverage shall be determined by the Board from time to time. The Board shall determine that portion of premium or other cost which will be paid by the College. To the extent the cost is not paid by the College, the employee shall pay the balance of the cost attributable to coverage for that employee and to any dependent coverage taken by the employee. Such costs shall be deducted, pro-rata, from the employee's pay unless otherwise authorized by the employee. In the event of termination of employment of the employee prior to the time that the employee has paid the necessary portion of the coverage cost, any balance shall be deducted from the final pay of the employee.

B. Section 125 – details of Section 125 for all full-time faculty members may be found in the Faculty Contract.

The Board shall establish a Section 125 plan in accordance with the requirements of Section 125 of the Internal Revenue Code through salary reduction that will allow full-time staff to elect to designate a portion of their salary for the payment of any allowable expenses not paid by the Board.

C. Tuition Free Enrollment – details of tuition free enrollment for all faculty members may be found in the appropriate Faculty Contract.

The College offers tuition free enrollment at Sauk Valley Community College for all full-time employees, their spouses, and their children under 23 years of age. Part-time employees working at least 20 hours per week and having completed one year of service are eligible for tuition waivers on a prorated basis. If an employee dies while working for

the College, this tuition waiver will remain in effect for his/her surviving dependents under 23 years of age. It is the obligation of the employee to pay the student activity fee.

D. Academic Robe Expenses – the College will pay regular expenses for academic robes and regalia required for any Sauk Valley function.

E. Tuition Reimbursement – details of tuition reimbursement for all full-time faculty members may be found in the Faculty Contract.

The Board will pay tuition and mandatory fees at the rate of not more than \$115 per credit hour up to a maximum of \$1,380 per year for those courses taken by full-time administrators, and full-time support and professional/technical staff, providing these courses are related to their work at the College. All courses must be approved in advance by the respective Vice President/President and reimbursement will be limited to 12 credit hours per year. Any exceptions are to be made by the appropriate Vice President/President with the approval of a developmental plan. Reimbursement may be used for graduate or undergraduate credit, for workshops, seminars, or symposiums as equated by the appropriate Vice President/President. Reimbursement shall be made upon the presentation of the receipt from the institution where the staff member was enrolled to the Vice President of College Services and must be approved by the appropriate Vice President/President approving such reimbursement and upon completion of the course and receipt of the transcript.

F. Retirement program – SURS provides retirement, disability, death, and survivors benefits to all eligible participants. Generally, SURS covers all employees, including part-time employees that work for the College for at least one continuous academic term.

Details concerning retirement allowances, disability benefits, reciprocity and refunds allowances are contained in the SURS handbook which is issued to every member at the beginning of his/her employment.

G. Vacations – details of annual vacation for the 12-month counselors and librarians may be found in the Faculty Contract.

Support and professional/technical staff, and administrators will earn annual vacation at the following rates per month:

SUPPORT STAFF

First and second years of employment	1.000 days
Third and fourth years of employment	1.083 days
Fifth and sixth years of employment	1.250 days
Seventh and eighth years of employment	1.330 days
Ninth and tenth years of employment	1.420 days
Eleventh and twelfth years of employment	1.500 days
Thirteenth and fourteenth years of employment	1.580 days
Fifteenth and all subsequent years of employment	1.670 days

PROFESSIONAL TECHNICAL STAFF

First and second years of employment	1.170 days
Third and fourth years of employment	1.250 days
Fifth and sixth years of employment	1.420 days
Seventh and eighth years of employment	1.500 days
Ninth and tenth years of employment	1.580 days
Eleventh and twelfth years of employment	1.670 days
Thirteenth and fourteenth years of employment	1.750 days
Fifteenth and all subsequent years of employment	1.830 days

ADMINISTRATORS

Administrators will earn annual vacation at the rate of two days per month.

The above rates are effective with the first day of the first full month of employment.

The scheduling of all vacations shall be approved by the employee's supervisor. All vacations earned must be taken by the employee within 18 months (i.e., by December 31<sup>st</sup>) of the close of the fiscal years during which the vacation time has been earned. If not taken within the time specified, any accumulated vacation days shall be lost.

Employees are encouraged to use vacation days rather than allow them to accumulate. Unless specifically excepted by the President, all employees shall take vacation or personal days during the period the College is scheduled to be closed in December and in the first week of January, as shown by the College calendar.

IT IS INTENDED THAT NO VACATION TIME WILL BE USED BEFORE BEING EARNED. However, should any employee seek to take vacation in advance of

or for greater extent than earned, it may be allowed only with the prior written approval of a supervisor or a Vice President. Should their employment with the College be later severed before all used vacation days have become earned, any excess vacation days taken will be deducted from their final salary payment. Earned, but unused vacation upon separation from employment will be paid to the employee at the pay rate in effect at the time of separation.

Regular part-time employees that have a date of hire of 09/01/92 or earlier will earn comparable vacation time on a pro-rata basis. This pro-ration will be earned at the same ratio as their regular employment bears to a comparable full-time work schedule. Employees working less than full-time and hired after 09/01/92 will not be authorized vacation time.

H. Sick Leave – details of sick leave for all full-time faculty members may be found in the Faculty Contract.

All full-time administrators, support, and professional/technical staff shall accrue sick leave at the rate of 17 days the first year and 12 days per year thereafter. (Ten-month employees will have prorated sick leave – 15 days the first year and 10 days thereafter.) Employees working less than full-time will not be authorized sick time.

Sick leave may be accumulated without limit. Sick leave shall be credited to each employee at the beginning of each fiscal year so that the accumulated unused sick leave from prior periods plus the credit for the current year will be the total amount of sick leave benefits available to that employee through the end of the fiscal year (June 30<sup>th</sup>). This procedure has the effect of crediting the employee with a sick leave advance which must be repaid to the College through full-time employment during the fiscal year.

It is intended that no sick time will be used before being earned. However, in extraordinary circumstances, sick leave in advance of being earned or for a greater extent than earned may be allowed as provided in this paragraph on the prior written request of the employee's supervisor, and the prior written approval of the President. Additional sick leave may be granted in the sole discretion of the President, and will only be available to the extent of sick leave to which the employee would be entitled and credited at the beginning of the next fiscal year. In exercising his or her discretion, the President

shall consider the likelihood of the employee's return to full-time employment, the probable date for return, and the best interests of the College. Should employment terminate after an employee has used unearned sick leave in advance, the unearned portion of the sick leave used will be considered as a debt to be repaid to the College by deduction from the final salary payment at the pay rate in effect at the time of separation. An employee will not be paid for unused sick leave when termination or resignation from the College occurs.

An employee who must be absent from duty because of illness shall notify his/her supervisor at the earliest possible time. Every day of absence for sickness should be indicated on the employee's time sheet. Any absence for reasons which qualify under the Family and Medical Leave Act must be counted toward 12 workweeks of leave allowed under that policy.

Eligible employees are entitled to take sick leave as a result of personal illness or injury, serious health condition or death in the immediate family or household, or exposure to a contagious disease. Conditions relating to pregnancy shall be treated as any other serious health condition.

As a condition to such sick leave, the staff member may be required to furnish a written statement from the member's physician describing the condition of the ill-being and physical reasons for the staff member's inability to work. In the event of sick leave taken because of a sickness of a member of the employee's immediate family, as a condition to sick leave, the staff member may be required to furnish a statement from the treating physician describing the condition of the ill-being and physical reasons for the necessity for the staff member to be with the family member.

In its discretion, and at its own expense, the College may require a second independent physical examination, and in the event the staff member is found physically able to return to work and fails or refuses to do so, his/her employment shall be terminated.

I. Personal Leave – details of personal leave for all full-time faculty members may be found in the Faculty Contract.

All full-time administrators, support, and professional/technical staff shall accrue two personal leave days annually that may be taken for personal reasons. In addition, a third personal leave day may be taken annually, and if taken, will be charged against the sick leave credit of the individual. Any unused personal leave time remaining at the end of the fiscal year will automatically roll over into the accumulated sick leave account of the individual.

Staff members shall make reasonable effort to provide adequate notice to their supervisors when they are to be on a personal leave of absence.

J. Family and Medical Leave of Absence Policy – The College will grant Family and Medical leave of absence for eligible employees for up to 12 weeks per year (defined as a 52 consecutive week period).

1. Employees are entitled to take leave for the purposes stated below:
  - a. upon birth of an employee's child and in order to care for the child within the first 12-months after birth;
  - b. upon the placement of a child with the employee for adoption or foster care within the first 12-months after placement;
  - c. in order to care for a spouse, child or parent of the employee who suffers from a serious health condition – "child" is defined as a son or daughter either under 18 years of age, or 18 years of age or older but incapable of self-care; "serious health condition" is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider; or
  - d. because of a serious health condition that makes the employee unable to perform the functions of the employee's position.
2. Eligibility for absence under the Family and Medical Leave Act – To be eligible for a leave of absence under this policy, an employee must have been employed by the College for at least 12 months (not required to be consecutive) and must have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave of absence. Thus, new

employees and part-time or seasonal employees working fewer than 1,250 hours a year are not entitled to family or medical leave of absence. The annual Family and Medical Leave Act allotment is a rolling 12-month period. Each time an employee takes leave, the balance of the employee's 12-week entitlement which has not been used during the immediately preceding 12-month period may be used, however, there is no carryover or accrual of unused family and medical leave, except as otherwise provided in these policies.

3. Request for Leave/Notice by Employee – Any employee who desires a leave of absence pursuant to this policy must complete, sign, and submit a Request for Leave to his/her immediate supervisor. When the need for leave of absence is foreseeable or anticipated, such as planned medical treatment or the birth of a child, the employee must make his/her best efforts to schedule leave so as not to disrupt the College's operations and must submit the Request for Leave not less than 30 days before the date the leave is to begin.

If the need for leave was not foreseeable, the employee must submit a Request for Leave as far in advance of the date of leave is to begin as is practicable.

4. Intermittent or Reduced Scheduled Leave – A leave of absence pursuant to this policy may be taken by the employee on an intermittent (rather than on an uninterrupted) basis or on a reduced schedule if medically necessary as a result of an employee's serious health condition or that of his or her spouse, child, or parent. Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if approved by his/her immediate supervisor. The smallest increment of leave allowed to be taken in this category is one hour.
5. Certification Procedure – Every Request for Leave pursuant to this policy must include a written medical certification from the applicant's licensed medical care provider (except when the reason for the requested leave of

absence is the birth of a child or the placement of a child for adoption or foster care). The written medical certification must be submitted within 15 calendar days, or as soon as possible. It is the responsibility of the employee to submit the written medical certification. It shall be attached to the Request for Leave. The written medical certification must state the following:

- a. The date of which the serious medical condition commenced.
- b. The probable duration of the condition.
- c. The appropriate medical facts regarding the condition and its duration.

If the basis for a proposed leave of absence is an employee's own serious health condition, the written medical certification must also include a statement that the employee is unable to perform the functions of his or her position. If the basis for a proposed leave of absence is a serious health condition of the spouse, child, or parent, the written medical certification must also include a statement that the employee is needed to care for the spouse, child, or parent, as well as an estimate of the amount of time the employee is needed to provide the care.

In its discretion, and at its own expense, the College may require a second medical opinion after an employee submits a medical certification. If the second medical opinion differs from the original medical certification, the College may require the employee to submit to examination by a third physician, the identity of whom will be agreed upon by the College and the employee requesting the leave of absence. The College may require periodic recertification by an employee's medical care provider when the College in its discretion deems recertification is warranted.

6. Conditions of absence under the Family and Medical Leave Act – The following conditions apply to a leave of absence pursuant to this policy:

- a. In its discretion, the College may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work.

- b. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the College may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.
- c. When applicable, spouses that are both employed by the College are entitled to 12 weeks of leave in total, rather than 12 weeks leave of absence each.
- d. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after completion of the leave of absence, the employee will be liable to and required to reimburse the College for the cost of payments made to maintain the employee's benefits during the leave of absence.

7. Compensation and benefits during absence under the Family and Medical Leave Act – Employees must use accrued paid vacation time or paid sick/personal time (if available and applicable), or both, (including time off for job related injuries) toward all or part of the maximum 12-week period allowed for an approved leave of absence pursuant to this policy. Employees on Family and Medical Leave shall maintain health benefits under the College's self-funded plan at the same rate and coverage prior to illness.

Employees must arrange with the College's Personnel Office to pay any contributions due for continuation of the coverage, if applicable.

Employees on Family and Medical Leave which is unpaid, shall not accrue sick/personal leave or vacation, and shall not be eligible for any other benefits (i.e., holiday pay, tuition reimbursement, tuition waiver) which existed when working.

Responsibility for payment of any obligations previously deducted from regular biweekly paychecks, such as payroll deductions, rests with the employee.

8. Return from an approved Family and Medical Leave of Absence—Upon returning from an approved leave of absence granted as a result of an employee's own serious health condition, an employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. At that time, the College will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits. The College can deny reinstatement if the employee would otherwise not have been employed at the time reinstatement is requested, such as if the employee would have been laid off.

If an employee does not return to work on the agreed upon date, the employee will be considered to have voluntarily terminated his or her employment. Under no circumstances will a leave of absence be approved for longer than a period of 12 weeks.

With respect to "highly paid" or "key" employees, there may be circumstances where no positions are available upon the expiration of his or her leave of absence. In such circumstances, the employee will be terminated from the College. A "Key" or "highly paid" employee is a salaried employee who is among the highest paid 10 percent of those employees working for the College.

**K. Discretionary Leave of Absence Without Pay** – details of leave of absence for all full-time faculty members may be found in the Faculty Contract.

In its discretion, the College may grant leave of absence without pay to an employee if, in the opinion of the College, such leave would serve the best interest of the College and the employee. This Section is applicable only after any leave available and applicable under Family and Medical Leave as provided in Policy 419.01J is exhausted. No leave of absence without pay shall be granted to any employee who has accrued paid vacation time or who is eligible to be paid sick/personal time, or both, (to the extent that accrued paid leave is available and applicable).

An employee seeking leave of absence without pay shall request leave by giving written notice to the College at least 30 days in advance of the date of the proposed start of leave of absence without pay. Leave of absence without pay must be approved in advance by the employee's supervisor. Leave of absence without pay for more than one calendar month in any fiscal year must be approved in advance by the President.

An employee on leave of absence without pay under this leave provision shall maintain health benefits under the College's health plan at the same rate and coverage prior to leave, but shall pay all premiums for such coverage. During the period of leave of absence without pay under this policy, an employee must arrange with the College's Personnel Office to pay all contributions due for continuation of coverage. Failure to make such payment shall constitute resignation from employment.

Employees on leave of absence without pay under this Section shall not accrue sick/personal leave or vacation, and shall not be eligible for any other benefits which existed or accrued when working.

An employee concurrently on SURS disability leave and on leave of absence without pay under this Section shall have his or her leave of absence without pay terminated after six months. Grant of leave of absence without pay under this Section does not guarantee the employee will return to the same or a similar job at the end of the leave. The College may deny reinstatement if the employee would not otherwise have been employed at the time reinstatement is requested.

Failure to return to work at the end of an approved leave of absence will be considered to be a resignation.

L. Section 403(b) Annuity Program – The College believes that it is in the best interest of its employees that the employees be able to make use of Retirement Benefit Programs. The College shall, from time to time, reasonably facilitate employee participation in Section 403(b) annuity programs, and shall effect salary reductions on behalf of qualified employees when such employees comply with this policy.

The responsibility of the College to provide for salary reductions and to make the contributions to a designated Benefit program is subject to the following requirements:

1. The employee shall use and complete such appropriate forms as required and provided by the College.
2. The Benefit Service Provider shall have entered into a service provider agreement in form satisfactory to the College.
3. The employee shall use only (a) those service providers who have entered into an agreement with the College as provided in Paragraph 2, and (b) appropriate salary reduction agreements in the form as approved from time to time by the office of College Services of the College.

03/23/87	07/27/92	11/28/94	05/26/98	06/23/03
05/21/90	11/23/92	10/27/97	11/23/98	6/28/04
2/25/91	10/31/94	03/23/98	10/20/99	

## SAUK VALLEY COMMUNITY COLLEGE MEMORANDUM

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DATE: May 11, 2005

TO: Dr. Richard Behrendt

FROM: Dr. Patrick Kennedy *PDF*

RE: Math Contest

The American Mathematics Contest was held on campus on February 1, 2005. Daniel Hermes of Newman Central earned first place for grades 12 or under and Tom Say of Sterling earned first place for grades 10 or under. Tom Say was awarded a six credit hour tuition waiver and Daniel Hermes was awarded a three credit hour tuition waiver to be used at SVCC during the 2006 academic year. Students from Amboy, Kewanee, Newman Central Catholic, Oregon, Polo, Rock Falls and Sterling participated in this competition.

During the 2004-05 academic year four area high schools participated in the ICTM (Illinois Council of Teachers of Math) State Math Contest: Sterling, Newman Central, Oregon and Polo. Steve Shaff, Professor of Mathematics, held practices at SVCC during the fall and spring. At the Region 16 contest held in Rockford in February, three schools (Sterling, Newman Central, and Polo) qualified individuals or event teams for the ICTM state finals competition held at the University of Illinois in Champaign in April. At state finals, Dan Hermes of Newman Central earned a first place finish (out of 83) in the Class 1A Algebra II event. Dustin Vock of Polo earned ninth place (out of 83) in the Class 1A Algebra I event. Tom Say of Sterling earned sixth place (out of 122) in the Class 3AA Algebra I event.

Steve Shaff is to be commended for volunteering his coaching skills with these young high school students. His dedication to mathematics and Sauk Valley Community College is outstanding.

js

**AGENDA ITEM E-4**

**Adult Educational Services**  
Sauk Valley Community College  
815-288-5511, ext 250

**TO:** Ruth Bittner  
**FROM:** Tom Gospodarczyk  
**DATE:** May 18, 2005  
**RE:** Adult education schedule

We are in the process of finalizing the fall adult education schedule. In the new schedule, we will conduct classes at a total of thirteen sites, which include the four currently being used plus nine new sites. The additional sites place classes closer to our students throughout Sterling and Rock Falls instead of trying to serve them from a single location in Sterling. I am pleased to state that all the sites are handicapped accessible and are being provided rent free. Teacher recruitment began this past weekend with a job announcement in the Sauk Valley Sunday.

**DIXON CLASSES**

GED	Tuesday and Thursday	8:30 – 11:30 a.m.	Church of the Brethren
GED	Tuesday and Thursday	6:30 – 9:15 p.m.	Dixon High School

ESL classes are not scheduled in Dixon as there have not been any requests for classes and the demographic data do not indicate that a need exists.

**ROCK FALLS CLASSES**

GED	Monday, Wednesday, Friday	9 – 11:45 a.m.	Whiteside County Housing Authority
GED	Tuesday and Thursday	afternoons	Rock Falls Public Library
GED	Tuesday and Thursday	evenings	Rock Falls Middle School
ESL	Tuesday, Wednesday, Friday	9 – 11:45 a.m.	Rock Falls Congregational Church
ESL	Monday and Wednesday	evenings	Rock Falls Middle School

**STERLING CLASSES**

GED	Monday and Wednesday	9 – 11:45 a.m.	YWCA
GED	Tuesday and Thursday	9 – 11:45 a.m.	Worldwide Christian Center
GED	Monday, Wednesday, Friday	1 – 3:45 p.m.	Illinois Employment and Training Center

GED	Monday and Wednesday	5 – 7:45 p.m.	Whiteside Area Career Center
ESL	Monday, Wednesday, Friday	9 – 11:45 a.m.	Worldwide Christian Center
ESL	Monday and Wednesday	1 – 3:45 p.m.	Grace Episcopal Church
ESL	Tuesday and Thursday	5 – 7:45 p.m.	Whiteside Area Career Center

We are also entering a partnership with the Whiteside County ROE's Even Start Program for GED and ESL classes which are a part of their family literacy educational program.

#### **ON THE SAUK CAMPUS**

ESL	Monday and Wednesday	evenings	Adult Education Center, Room 1E2
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We will schedule approximately 15 hours per week of *Open Lab* where a teacher will be available to assist students with GED, ESL, citizenship and the computer lab. The AE Center will also be open for students to use independently during regular office hours, without teacher assistance.

I will inform you when all of the scheduling details have been finalized. Feel free to contact me with your questions.

For Board Meeting of  
May 23, 2005

**Agenda Item F**

**2005-2006 TENTATIVE BUDGET - FIRST READING**

Attached is the 2005-2006 Tentative Budget (and appropriate supplemental information) for Board consideration and first reading. This budget will be available in the Business Office, the President's Office, and the Learning Resource Center on public display for at least 30 days and the public hearing and final action will be taken at the June Board meeting.

**RECOMMENDATION:** Board approval of the 2005-2006 Tentative Budget for first reading.

**TO:** Richard Behrendt  
**FROM:** Ruth Bittner *rob*  
**DATE:** May 13, 2005  
**SUBJECT:** FY 2006 Tentative Budget

Accompanying this memo is Sauk Valley Community College's FY 2006 Tentative Budget. The budget is directly linked to our strategic, technology, facilities, and marketing plans.

The expenditures budget of \$11,463,136 in the operating funds represents a 0.4% decrease from the FY 2005 budget of \$11,509,273. This decrease is a result of serious budget trimming and downsizing of staff in order to adjust to a continued decline in state and local tax revenues.

With budgeted revenue and transfers in of \$11,365,875, we project a decrease in fund balance of \$97,261 for the year. (In January 2005 we had projected a decrease of \$119,968.) Recent operating fund balance history and projections:

6/30/00 actual	\$1,417,990
6/30/01 actual	\$1,008,869
6/30/02 actual	\$ 916,261
6/30/03 actual	\$ 685,626
6/30/04 actual	\$ 696,591
6/30/05 projected	\$ 540,000
5/30/06 budgeted	\$ 442,739

Process

After soliciting input from staff and conducting extensive discussions, the Tentative Budget was prepared and is being presented to the Board of Trustees in May. Following the Board meeting, the document will be made available for a 30-day public review period.

As a part of its June 27 meeting, the Board will hold a Budget Hearing at which the public is invited to comment. Following this, the Board is asked to approve the FY 2006 Final Budget. Any changes made between the Tentative and Final budgets are presented at that time. The new fiscal year starts July 1, 2005.

### Assumptions

We based property tax revenue on estimates from the county clerks, a decrease of about 3.0% from the FY 05 budget. Investment Income is expected to hold steady with the FY 2005 budget. Credit enrollment is expected to be even with FY 05 levels. We have incorporated State grants at the amounts the Governor submitted to the legislature, along with the \$74 per credit hour tuition rate approved by the Board of Trustees. All salaries are budgeted at a 3% increase. We estimate net medical insurance costs will increase by about 5%.

### Reduction in State Funding and Property Tax Revenue; Service Downsizing

State grant funding for the Illinois community college system as a whole is determined by the Governor and State Legislature, and the allocation of that approved funding amount is determined by the ICCB, with the dominant factor being credit hour enrollment. It appears at this point that the total funding will reflect a slight decrease (0.2%), but Sauk will absorb a more significant decrease because our enrollment decreased in FY 04 while the rest of the colleges increased overall. If the Governor's budget is approved, Sauk will see a decrease in State operating grant funding of \$250,427 (8.1%) and a decrease of \$248 (-0.4%) in restricted grants.

We expect property tax revenue to drop by \$107,000 (3.5%) in FY 06 due to a decrease in district EAV (equalized assessed valuation). This decrease has two causes. First, we're absorbing another year of 10% farmland devaluation, a factor that is determined formulaically by farm commodity price levels. Second, last year the State Legislature approved increased tax exemptions on owner-occupied homes and for senior citizens, a law that costs Sauk about 5% of previously available levy.

Both the tight State budget and the lack of growth in EAV continue a trend we've experienced for the last several years. While during this period we've raised tuition significantly and tried to produce responsible, tight expenditures budgets, our efforts have not been enough to withstand the continuing onslaught of bad news on two-thirds of our revenues. Therefore, for FY 06 we have instituted structural cuts in services that we expect will trim the expenditures budget in a way that reflects the new revenue reality, while causing the least possible harm to direct instruction.

We will implement the following cuts in FY 06, with a total budget savings of \$289,119:

Change	Operational Impact	Savings
Restructure Adult Ed; eliminate 2 full-time and 2 part-time positions; eliminate Wallace Center location	Will use all part-time instructors and various sites around the district at minimal or no rent	85,969
Limit Business Office evening hours to rush periods only; eliminate Evening Cashier	Office open during evenings for just 12 weeks per year, covered by day staff working late shifts	10,000

Eliminate Information Center Supervisor (retirement – no replacement)	Workload will be covered by other department staff members	33,750
Eliminate Assistant Nursing Lab Assistant (retirement – no replacement)	Workload will be covered by other lab assistants	10,000
Replace full-time 12-month Counselor with .75 FTE Counselor	Workload will be covered by other Counselors	25,000
Eliminate half-time Printer	Workload will be covered by other department staff, self copying, and longer turnaround time	12,000
Eliminate Director of Grants, Planning & Institutional Research (resignation – no replacement)	Planning & institutional research will be done by Dean of Adult Education and grants by Vice President of College Services	75,000
Reduce Fitness Center hours by 6 per week; cut part-time staff hours	Students will need to schedule workouts accordingly	2,400
Eliminate OAS Lab Assistant	Faculty and part-time assistants will cover lab hours	35,000

#### Analysis of Changes from FY 05 Budget

This section explains major changes from the FY 05 to FY 06 operating budget.

The \$250,427 (8.1%) drop in State revenue and \$107,000 (3.0%) drop in property tax revenue are tempered by a \$417,550 (13.1%) increase in tuition revenue from the \$8 rate increase.

Salaries are decreasing by \$38,343 (0.6%). Raises cause a \$200,000 increase, while position reductions and staff turnover net to a comparable decrease. Faculty part time, overload and summer staffing is holding steady. Benefits increase by \$39,736 because of an expected 5% net increase in budgeted health insurance costs, balanced by savings from the position reductions.

Miscellaneous expenses (Contractual Services, Materials and Supplies, Conferences and Meetings, Fixed Charges, and Other) combine for a decrease of \$111,930 (4.8%). Utilities costs are expected to increase by \$56,300 (15.8%) due to higher natural gas rates.

Capital Outlay (\$15,000) has no change because we will once again cover all equipment purchases with grants and funding bonds.

#### Beyond FY 06

Because of the State's continuing fiscal dilemma, at best we should expect to see level State funding during the next year or two. However, with the cyclical nature of State

financial support for higher education, we expect to see small increases in the future as the economy recovers.

We expect that after this year's one-time legislative adjustment, the slowly strengthening regional economy will lead to small annual growth in property tax revenue.

Enrollment has held reasonably steady over the last several years, with dual enrollment high school students and as college-aged students have opted for the more convenient and less expensive Sauk over state universities. We expect that excitement generated by the new student housing complex and initiatives from a new president will help counter the downward enrollment trend that usually accompanies a strengthening economy.

To summarize, we expect to see no change or only minimal increases in State funding, slow growth in property tax revenue, and steady enrollment during the next few years. Therefore, in order to keep up with normal inflationary trends, we expect to continue to rely on annual increases in the tuition rate (requests for which will be brought to the Board each year at the appropriate time) to balance future budgets.

#### Recommendation

It is recommended that the Board of Trustees approve the FY 2006 Tentative Budget.

Sauk Valley Community College  
Budget Highlights  
FY 2006

● **Decrease in ICCB Grants** \$230,675

ICCB operating grants will decrease by \$230,427, while restricted grants will fall by \$248.

● **Decrease in Property Tax Revenue** \$107,000

The district's EAV is decreasing by 3.0% because of farmland devaluation and a legislated increase in exemptions.

● **Increase in Tuition Rate** \$417,550

Last spring the Board of Trustees approved increasing the tuition rate by \$8 per credit hour, to \$74 (including the student activities and technology fees). Credit enrollment is expected to be level with FY 05.

● **Transfer of Fund Balance from Working Cash Fund** \$100,000

This is the fifth year of planned \$100,000 transfers of previously accumulated interest earnings from Working Cash to Operating Funds.

● **Service Reductions and Staff Downsizing** \$289,119

We will reduce or eliminate 12 positions (7.5 full-time equivalents) to adapt to our continuing reduced level of funding.

● **Annual Raises for Continuing Employees** \$200,000

The budget includes a tentative 3% raise for all employees.

● **Increased Health Insurance Benefit Cost** \$39,736

We expect to see a 5% increase for health care over the FY 05 budget.

● **Increased Utilities Cost** \$56,300

Natural gas rates are expected to drive a significant increase over the FY 05 budget.

● **Equipment Supported by Funding Bonds** \$625,000

All capital equipment spending that normally would have been charged to the operating funds will be supported instead by funding bonds. This is the second year of our second three-year bond issue.

Sauk Valley Community College  
Budget Impact of Strategic Goals and Objectives  
For FY 2006

The following lists budgeted activities that accomplish the College's strategic goals and objectives. Some objectives will be accomplished through routine operations, and some strategies speak to more than one objective; this document lists only selected highlights. (The goals and objectives come from a working copy of the final document, which is still under development.)

**Goal 1:**

We will provide quality learning opportunities.

**Objectives:**

1. Advance the culture of a Learning College that supports continual improvement in learning and services.
2. Maintain academic integrity and standards.
3. Offer programs and services that are responsive to learners.
4. Expand access to learning opportunities.
5. Recruit, develop and retain qualified and dedicated people.
6. Utilize emerging technologies appropriate for supporting a learning institution.
7. Maintain a physical and social environment that is conducive to learning.

**Strategies:**

#	Strategy	Continuing Resources	New Resources
1	Collect and analyze information and make improvements based on academic and service assessments	17,000	
1	Develop and implement a Learning College philosophy	10,000	
1	Continue Wednesday activity period faculty discussions regarding assessment and other instructional topics		
1	Join ILCSO (statewide library service)	7,000	
2	Monitor exit and certification exam pass rates		
2	Redesign course/curricular structures as needed		
3	Implement new Adult Education structure		
3	Create new degree and certificate programs (commercial music, electronic technology, AA in teaching, welding)		29,000
3	Collaborate with Woodlawn and Whiteside Area Career Center programs		47,000
3	Develop a peer mentor program	400	
3	Expand teacher training curriculum	10,000	
4	Develop more internet or blended courses		
4	Create online orientation site for prospective online students		
4	Use distance learning methods for secondary classes	15,000	
4	Explore alternate Adult Education class sites		
5	Provide appropriate professional development opportunities	70,000	

5	Offer training/orientation session for Work/Study employees	700	
5	Recruit and train student leaders to assist with campus programs		
5	Create online program for faculty development		
6	Incorporate new radiography equipment into Rad Tech curriculum	5,000	
6	Launch commercial music program	35,000	
7	Monitor the currency and applicability of instructional equipment		
7	Offer student development and activities programs	10,000	
7	Create new Student Activities center		200,000
7	Remodel Chemistry labs		3,035,900
7	Complete Protection, Health and Safety renovation projects		599,500
7	Complete T-1/West Wing alternative projects		820,000

**Goal 2:**

We will be fiscally responsible.

**Objectives:**

1. Budget strategically incorporating a data-driven decision-making system.
2. Examine processes and systems to apply the best ways to meet the College's goals.
3. Improve student enrollment and retention.
4. Seek additional funding sources aggressively that are consistent with the College's goals.
5. Maintain an awareness of peer institutions, trends and benchmarks.
6. Be fiscally accountable while considering educational quality.

**Strategies:**

#	Strategy	Continuing Resources	New Resources
1	Apply revenue/cost analysis to identify & improve cost effectiveness of under-performing programs		
1	Incorporate results of program reviews, institutional assessment, and external performance indicators into annual budgets		
1	Monitor lab expenses as related to student use		
1	Use instructional year schedule to create budget		
2	Reduce staffing and services to match available revenue	(289,119)	
2	Install new telephone system		293,000
2	Implement internal data reporting/warehouse tools to support ongoing decision making		50,000
3	Support student housing lifestyle		
3	Promote heightened visibility of new Student Activities center		
3	Build on nursing mentoring program and "significant other" support group	800	
3	Expand dual enrollment program		
3	Continue 8 <sup>th</sup> grade project	2,000	

3	Continue Sauk Scholar program	70,000
4	Pursue appropriate grant opportunities	
4	Continue to use funding bonds to pay for capital needs	
4	Investigate the possibility of an operating tax referendum	
5	Examine comparative studies	
5	Attend statewide professional meetings	11,000
6	Earn a clean audit opinion	
6	Submit reports in a timely and accurate manner	

**Goal 3:**

We will represent SVCC positively.

**Objectives:**

1. Provide a welcoming environment for learners.
2. Recognize that all employees are ambassadors for the College.
3. Foster a supportive environment that encourages creativity and innovation.
4. Promote an inclusive environment that fosters respect for diverse populations.
5. Maintain involvement with professional organizations, legislators and governing bodies.
6. Practice effective marketing strategies.

**Strategies:**

#	Strategy	Continuing Resources	New Resources
1	Promote the philosophy with faculty and staff that learners come first.		
1	Monitor instructional spaces for facilities improvement needs		
1	Refine office spaces to create a more welcoming environment		
2	Encourage all employees to be active in their communities		
2	Offer staff development opportunities	70,000	
2	Promote forward-looking attitudes		
2	Model professional behaviors that represent the College to the community in a positive light		
3	Support the new president's vision		
3	Involve all levels of staff in broad-based decision making		
3	Provide human and textual resources in the LRC, IT and IS areas to enable exploration by employees and students		
3	Enable e-portfolio tool for students to promote College activities through displaying their work		
4	Offer cultural sensitivity training		
4	Increase enrollment of men and Latinos in health care offerings and of women in Manufacturing programs		
5	Maintain memberships in professional organizations	20,000	
6	Maintain and act according to the comprehensive		

	marketing plan		
6	Promote news stories about services the College provides		

**Goal 4:**  
We will respect all SVCC stakeholders.

**Objectives:**

1. Collaborate with our stakeholders in alliances that are mutually beneficial.
2. Promote shared governance within the institution.
3. Communicate decisions and resolutions of issues to those affected.
4. Recognize efforts and celebrate achievements.
5. Encourage wellness practices that promote a healthy lifestyle.
6. Respond to local, regional, national and world needs for educational and training competencies.
7. Offer services to lessen barriers and foster increased accessibility.

**Strategies:**

#	Strategy	Continuing Resources	New Resources
1	Work with K-12 districts to enhance student opportunities		
1	Have representation on community planning groups		
1	Maintain regular meetings of Tech Prep, counselors and Workforce Council groups	3,000	
1	Encourage employee involvement in communities		
1	Continue Nursing Community Collaborative with KSB and CGH		
1	Host annual Job Fest		
1	Host a Career Fair for 8 <sup>th</sup> -12 <sup>th</sup> graders		
1	Collaborate with peer institutions in consortia that benefit costs and/or services		
1	Share access and resources with area schools		8,000
2	Encourage participation on college-wide committees		
3	Enhance the new committee structure as it feeds into strategic planning		
3	Share minutes of committee meetings		
4	Recognize students and employees during health care weeks		
4	Promote recognition of faculty achievements through the newspaper and Sauk Scout		
4	Communicate College and employee successes		
4	Host student leadership banquets	1,000	
5	Promote wellness activities		
5	Inform staff about the costs and benefits of their health coverage		
6	Expand recruiting efforts at workplaces		
6	Enhance Career Center operations		

6	Operate Polygraph Institute	60,000	
7	Prepare for expected increase in special needs students	20,000	
7	Procure assistive instructional tools to aid people with special needs	5,000	
7	Offer tuition deferred payment plan	10,000	

For Board Meeting of  
May 23, 2005

Agenda Item I-1

#### FACULTY APPOINTMENT – ENGLISH

After completing the search process, the Search Committee and the administration are recommending Ruth Montino for the position of Assistant Professor of English effective August 19, 2005 at a salary of \$37,167.

**RECOMMENDATION:** Board approval of the appointment of Ruth Montino as Assistant Professor of English, effective August 22, 2005, at a salary of \$37,167.

For Board Meeting of  
May 23, 2005

Agenda Item I-2

#### FACULTY APPOINTMENT – ENGLISH

After completing the search process, the Search Committee and the administration are recommending Thomas Irish for the position of Assistant Professor of English effective August 19, 2005 at a salary of \$34,428.

**RECOMMENDATION:** Board approval of the appointment of Thomas Irish as Assistant Professor of English, effective August 22, 2005, at a salary of \$34,428.

# SAUK VALLEY COMMUNITY COLLEGE

## LEARNING SERVICES

### MEMORANDUM

TO: Dr. Richard Behrendt

FROM: Dr. Joan Kerber *jk*

DATE: May 13, 2005

RE: Mr. Thomas Irish

I would like to recommend that we appoint Mr. Thomas Irish as Assistant Professor of English. In support of this recommendation, I offer the following information:

#### Announcement Process:

This faculty position was advertised in the *Dixon Evening Telegraph*, the *Sterling Gazette*, *The Chronicle of Higher Education*, *The Quad City Times*, *The Rockford Register Star*, newspapers in both Dekalb and Peoria, and on Sauk's employment website.

#### Application Responses:

Eighty applications were received, of which 68 met the minimum qualifications.

#### Screening:

A committee composed of Ms. Debi Hill, Ms. Amanda Vos, Mr. Noel Berkey, Dr. Paul Edleman, Ms. Kristi Irving, and co-chaired by Dr. Patrick Kennedy and Vice President of Learning Services Dr. Joan Kerber reviewed the applications of all the candidates who met the minimum qualifications. After checking references, four candidates were invited to interview at the Sauk Valley Community College campus. All candidates were interviewed by the committee, the Vice President of Learning Services, by the Dean, and the President. Each candidate also provided a writing sample and did a teaching demonstration before the committee.

#### Qualifications:

1. Academic Background. Mr. Irish completed a Master of Arts degree in English from Western Illinois University in August 2001. He has a baccalaureate degree in English from Illinois State University.

2. Professional Background: Mr. Irish has taught composition courses for Western Illinois University as both a teaching assistant and an instructor since August 1999.

References:

Mr. Irish's references were checked by the committee members and the Vice President of Learning Services. His references state that Mr. Irish relates well to students, works diligently, adapts instructional styles to meet student needs, and is an enthusiastic teacher.

Our screening committee has indicated that Thomas Irish should fit very well with our faculty and student body. I recommend the employment of Thomas Irish as Assistant Professor of English, Step 3 without reservation of any kind.

For Board Meeting of  
May 23, 2005

Agenda Item I-3

**PROPOSED SUPPORT STAFF SALARY RANGES 2005-06**

Attached is the Proposed Support Staff Salary Ranges for 2005-06.

**RECOMMENDATION:** Board approval of the Support Staff Salary Ranges for 2005-06 as presented.

OFFICE OF THE PRESIDENT  
SAUK VALLEY COMMUNITY COLLEGE

May 9, 2005

PROPOSED  
SUPPORT STAFF SALARY RANGES  
2005-2006

<b>SALARY GRADE</b>		<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
1	Annual	16,152	21,536	26,919
	Monthly	1,346	1,795	2,243
	Hourly	7.77	10.35	12.94
2	Annual	18,001	24,001	30,001
	Monthly	1,500	2,000	2,500
	Hourly	8.65	11.54	14.42
3	Annual	20,077	26,769	33,462
	Monthly	1,673	2,231	2,788
	Hourly	9.65	12.87	16.09
4	Annual	21,854	29,138	36,423
	Monthly	1,821	2,428	3,035
	Hourly	10.51	14.01	17.51
5	Annual	24,346	32,461	40,577
	Monthly	2,029	2,705	3,381
	Hourly	11.70	15.61	19.51
6	Annual	27,152	36,202	45,253
	Monthly	2,263	3,017	3,771
	Hourly	13.05	17.41	21.76
7	Annual	30,276	40,368	50,460
	Monthly	2,523	3,364	4,205
	Hourly	14.56	19.41	24.26

These ranges use the 2004-2005 support staff salary ranges and are revised upward by the March 2004- March 2005 CPI-U increase for the Midwest Region of 2.9%.

For Board Meeting of  
May 23, 2005

Agenda Item I-4

**PROPOSED PROFESSIONAL/TECHNICAL SALARY RANGE  
2005-06**

Attached is the Proposed Professional/Technical Salary Range for 2005-06.

**RECOMMENDATION:** Board approval of the Professional/Technical Salary Range for 2005-06 as presented.

OFFICE OF THE PRESIDENT  
SAUK VALLEY COMMUNITY COLLEGE

May 9, 2005

PROPOSED

**PROFESSIONAL/TECHNICAL SALARY RANGE**

2005-2006

<b>SALARY GRADE</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
Annual	31,167	41,556	51,944
Monthly	2,597	3,463	4,329
Hourly	14.98	19.98	24.97

This range uses the 2004-2005 Professional/ Technical Staff salary range and is revised upward by the March 2004- March 2005 CPI-U increase for the Midwest Region of 2.9%.

For Board Meeting of  
May 23, 2005

Agenda Item I-5

**PROPOSED ADMINISTRATIVE SALARY RANGES  
2005-06**

Attached is the Proposed Administrative Salary Ranges for 2005-06.

**RECOMMENDATION:** Board approval of the Administrative Salary Ranges for 2005-06 as presented.

OFFICE OF THE PRESIDENT  
SAUK VALLEY COMMUNITY COLLEGE

May 9, 2005

PROPOSED  
ADMINISTRATIVE SALARY RANGES

2005-2006

LEVELS	CATEGORY	MINIMUM	MIDPOINT	MAXIMUM
I	Directors	48,519	60,649	72,779
II	Deans	62,804	78,505	94,207
III	Vice Presidents	76,396	95,496	114,595

These ranges use the 2004-2005 actual average salaries for 7 similar Illinois community colleges or SVCC's 2004-2005 actual average salaries, whichever is greater, as the base midpoints. These midpoints are then revised upward by the March 2004- March 2005 CPI-U increase for the Midwest Region of 2.9%. The minimums and maximums are 80% and 120%, respectively, of the midpoints.

Comparison group: Danville, Highland, John Wood, Kishwaukee, Richland, Sandburg, Spoon River.

For Board Meeting of  
May 23, 2005

Agenda Item I-6

#### SUPPORT STAFF SALARY INCREASE

Following closed discussion, the Board will approve proposed salary increases for 2005-06.

**RECOMMENDATION:** Board approval of the salary increase for 2005-06 for all satisfactorily-evaluated support staff.

For Board Meeting of  
May 23, 2005

Agenda Item I-7

**PROFESSIONAL/TECHNICAL SALARY INCREASE**

Following closed discussion, the Board will approve proposed salary increases for 2005-06.

**RECOMMENDATION:** Board approval of the salary increase for 2005-06 for all satisfactorily-evaluated professional/technical staff.

For Board Meeting of  
May 23, 2005

Agenda Item I-8

### ADMINISTRATIVE SALARY INCREASE

Following closed discussion, the Board will approve proposed salary increases for 2005-06.

**RECOMMENDATION:** Board approval of the salary increase for 2005-06 for all satisfactorily-evaluated administrative staff.

For Board Meeting of  
May 23, 2005

Agenda Item I-9

**PRESIDENTIAL APPOINTMENT**

Following Closed Session discussion, the Board will take appropriate action to appoint the new President of Sauk Valley Community College with a starting date of July 1, 2005.

RECOMMENDATION: Appropriate action.

**EMPLOYMENT AGREEMENT BETWEEN**

**DR. GEORGE MIHEL**

**and**

**THE BOARD OF COMMUNITY COLLEGE  
DISTRICT NO. 506**

**COUNTIES OF WHITESIDE, LEE, OGLE,  
HENRY, BUREAU AND CARROLL  
STATE OF ILLINOIS**

**FOR THE TERM**

**JULY 1, 2005, THROUGH JUNE 30, 2008**

EMPLOYMENT AGREEMENT BETWEEN

DR. GEORGE MIHEL

and

THE BOARD OF COMMUNITY COLLEGE  
DISTRICT NO. 506  
COUNTIES OF WHITESIDE, LEE, OGLE,  
HENRY, BUREAU AND CARROLL  
STATE OF ILLINOIS  
FOR THE TERM  
JULY 1, 2005, THROUGH JUNE 30, 2008

This Agreement ("Agreement") made and entered into this \_\_\_\_\_ day of May, 2005, by and between the Board of Trustees of Sauk Valley Community College, (hereinafter "Board"), and Dr. George Mihel (hereinafter "President"):

WHEREAS, Board at its meeting on May 23, 2005, upon roll call vote, duly adopted its Resolution authorizing the Chairman and Secretary of the Board to execute an Employment Agreement on the College's behalf, employing President as President of Sauk Valley Community College ("College") under the terms and conditions herein set forth; and

WHEREAS, the Board and President wish to provide for certainty in the office of the presidency of the College, and the Board wishes to continue the services of the President for the period July 1, 2005, through June 30, 2008, on terms and conditions as provided herein; and

NOW, THEREFORE, in consideration of the promises herein and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Board and President agree as follows:

1. EMPLOYMENT AND TERM

Board hereby employs George Mihel as President of the College for a term commencing July 1, 2005, and continuing until June 30, 2008. The President shall serve as President pursuant to the provisions of this Agreement for that term.

2. POWERS AND DUTIES

The President shall be and shall remain the Chief Executive of the College, throughout the term hereof, or any extension or renewal hereof, and as such Officer shall act for and on behalf of the Board and under its direction in the performance of his duties of overall administration of the College.

The President's duties and powers shall include those provided by law, as well as those set forth in the written policy now in force and as adopted by the Board from time to time. Throughout the term or any extension or renewal hereof, the President shall have such other and further powers, responsibilities and duties as the Board may from time to time direct, subject to the terms and conditions of this Agreement.

3. REAPPOINTMENT

Commencing July 1, 2006, this Agreement shall automatically renew for an additional year each year on July 1, unless the Board shall give notice to the President, not later than June 1 of the then current school year, that the term of this Agreement shall not be extended.

4. EXTENT OF SERVICES

The President shall devote his full time, attention and energies to the business of the College, and shall not during the term of this Agreement or any renewal or extension hereof be engaged in any other business activity or accept any commitment outside his role as President which interferes with his duties and responsibilities or adversely affects his proficiency as Chief Executive of the College.

5. NON-RENEWAL OR TERMINATION OF EMPLOYMENT

Notwithstanding anything to the contrary contained in this Agreement, the President's employment may be terminated during the term hereof for one or more of the following reasons:

A. Resignation.

Honorable resignation or termination of employment by mutual written agreement of the parties. The acceptance of the President's written resignation by the Board pursuant to a duly adopted Resolution shall be deemed to constitute Honorable Termination of Employment hereunder.

B. Disability.

Total disability for a period of ninety (90) consecutive days after exhaustion of available paid sick leave and vacation benefits shall be a basis for termination of employment.

The term "total disability" means sickness or illness, regardless of cause, physical or mental, which results in the President being substantially unable to effectively perform his duties as President and his duties pursuant to this Agreement. President shall submit to physical or mental examination or both at the request of the Board, provided that such examinations shall be performed by persons licensed as medical doctors.

C. Death of the President.

The Board-President relationship shall be deemed to have terminated upon the death of the President, during the term hereof or any extension or renewal hereof.

D. Discharge for Cause.

The President may be discharged for cause by the Board. A discharge for cause shall be deemed a dismissal of the President for conduct which is seriously prejudicial to the College, and may include, without limitation, incompetency, violation of law, material breach of this Agreement, cruelty, negligence, unprofessional behavior, immorality, or for other sufficient reason or cause under the laws of the State of Illinois. Upon a majority vote of the Board to dismiss for cause, the President shall be given written notice of the Board's decision. The President shall be entitled to appear before the Board to discuss the notice of his dismissal. Such meeting may be in open session or closed session, at the option of the Board.

## 6. PRESIDENT'S SALARY AND ADDITIONAL COMPENSATION

A. Annual Salary. Board shall pay President an annual salary of One Hundred Thirty Thousand Dollars (\$130,000.00) for the term commencing July 1, 2005, through June 30, 2008. The annual salary shall be paid to the President in installments in accordance with the usual and customary payment practices of the Board. Nothing herein shall be deemed to prohibit the Board, in its discretion, from increasing the salary of the President at any time during the term of this Agreement or any extension or renewal hereof, but the salary shall not be decreased at any time. The foregoing notwithstanding, the President's salary shall be increased annually by an amount not less than the increase in base salary paid to the College's faculty, provided that the President's performance is deemed satisfactory or better in the annual evaluation as provided in Section 9 of this Agreement.

B. SURS Contributions. For the term of this Agreement, the College shall pay an 8.5% contribution to the State University Retirement System contribution on behalf of the President.

## 7. PRESIDENT'S BENEFITS IN ADDITION TO SALARY

A. Holidays. The President shall be entitled to be absent from the performance of his duties during all holidays declared by the Board or scheduled by the State of Illinois applicable to Community Colleges throughout the State.

B. Vacation Benefits. The President shall earn paid vacation at the rate of two (2) days per month with no accumulation limit, except upon termination of the President's services, the College shall only reimburse for 48 unused days.

The President shall consult with the Board Chairperson in the event he plans to utilize more than three consecutive days of vacation benefit.

C. Dues, Fees. Board shall pay President's membership dues and charges to appropriate educational associations or organizations, as well as his membership dues and fees for and in respect to his membership in such other local, community, State or National clubs or organizations which the Board Chairperson and President mutually

deem necessary or advisable that President join in order to enhance or improve his community relationship or his professional skills and relationships.

D. Conferences, Conventions, etc. The President may attend educational conferences, conventions, courses, seminars and other similar professional growth activities. Appropriate expenses shall be reimbursed in accordance with Board policy. Attendance at such conferences shall not be construed as vacation time. The President may participate in other professional activities relating to higher education on such terms and conditions as may be approved from time to time by the Board.

E. Automobile and Related Expenses of the President. The College shall pay the President an automobile expense allowance of \$700.00 per month for and in respect to his use of his personal automobile while on College business. Payment of such allowance shall be made to President monthly.

F. Insurance, Sick Leave, Privileges, etc.

1. Sick Leave. The President will earn sick leave at the rate of two (2) days per month
2. Life Insurance. Subject to applicable insurability requirements, College shall provide term life insurance on the life of the President equal to one (1) year's salary.
3. Other Privileges. The President shall be allowed such other privileges, leaves, health leave, and insurance and fringe benefits not specifically enumerated and not in conflict with or inconsistent with this contract as are commonly extended to all other administrative personnel.

G. Relocation Expense. The President shall receive a one time stipend for moving and relocation expenses in the amount of \$5,000.00 which shall be paid on the first regular payroll date for the College's July 2005 payroll.

H. Termination of Contract on Death. In the event this contract shall terminate by virtue of the death of the President, then: (1) the President's spouse shall be

entitled to attend the College, tuition free, for the number of credits necessary to earn an Associate's degree; and (2) the President's spouse shall be permitted to continue on the College's health insurance plan as it exists from time to time for the same financial payments as provided in paragraph 7 H 2 until the first to happen of the following conditions: (a) the spouse is eligible for full Medicare coverage; (b) the spouse remarries; (c) the spouse is eligible for substantially similar coverage under another group health plan for substantially equivalent cost or less; or (d) the College shall terminate all group health plans for administrative employees.

#### 8. CREDIT CARDS

The College shall provide President with credit cards which may be used only for College business or for expenses for which the President is entitled to reimbursement under this contract or under policy.

#### 9. EVALUATION OF PRESIDENT

At least once each contract year, Board and President shall meet for the purpose of review of the past year's administration of the College and the role of the President in the future course and goals of the College. The evaluation shall rate the performance of the President.

#### 10. NOTICES

Any notice required or permitted under the terms of this Agreement shall be written and may be served personally or by prepaid certified or registered mail. If served by mail, it shall be addressed to his residence in the case of the President, or to the Chairman of the Board of the College, at his or her residence, in the case of the Board. Any notice shall be deemed to have been delivered within ninety-six hours after having been deposited in a United States Post Office located within the College District.

#### 11. MISCELLANEOUS

A. Paragraph headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between any such heading or numbers and the text of this Agreement, the text shall control.

B. For purposes of payment to the President of any unused vacation at the time of termination of employment under this Agreement for any reason, and for purposes of determining the face amount of the life insurance provided as a benefit to all administration personnel, the President's "compensation" shall be deemed to be the taxable compensation the President receives which is subject to SURS contribution.

C. This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter whether oral or written.

D. This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and in the case of the Board, by its Chairman and Secretary, on the day and year first written above.

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President

THE BOARD OF TRUSTEES OF COMMUNITY  
COLLEGE DISTRICT NO. 506, Counties of  
Whiteside, Lee, Ogle, Henry, Bureau and  
Carroll, State of Illinois

By \_\_\_\_\_  
Chairman

ATTEST:

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Secretary-Board of Trustees

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

WHEREAS, Dr. Richard Behrendt, current President of the College, will retire effective June 30, 2005; and

WHEREAS, the Board desires continued stability in the College's administration and continued success in the College's service to the District; and

WHEREAS, the Board of Trustees has determined that it is in the best interests of the College to employ Dr. George Mihel as the President of the College effective July 1, 2005; and

WHEREAS, it is appropriate to enter into an employment contract with Dr. George Mihel;

NOW THEREFORE, BY THIS RESOLUTION the Board directs the Chairman of the Board to execute an employment contract with Dr. Mihel on behalf of the College for the initial term of July 1, 2005 – June 30, 2008, which substantially contains the terms and conditions reflected on Exhibit A attached hereto.

This Resolution approved the 23rd day of May, 2005.

For Board Meeting of  
May 23, 2005

Agenda Item J

**BOARD POLICY 306.01 ABATEMENT POLICY (FIRST READING)**

Attached for First Reading is Board Policy 306.01 Abatement Policy which consolidates 306.01 and 307.01 into one policy.

**RECOMMENDATION:** Approval of Board Policy 306.01 Abatement Policy for First Reading.

### 306.01 Abatement Policy

The College views the economic health of the District as a matter of great importance to the College. The Board will look favorably toward tax abatements when by virtue of a tax abatement a significant benefit to the District in economic terms can be realized. Abatement may be appropriate whether the need arises by virtue of expansion of an existing business, or for attraction of new business. The Board will be concerned with a net benefit in comparison with any short term detriment which the College may suffer as a result of the abatement as compared to non-abatement, and will be concerned also with other benefits which the College District may enjoy as a result of the expansion of new business.

Tax abatement requests must be submitted in writing to the Board of Trustees of Sauk Valley Community College, District 506. All such requests will be considered on an individual basis. *Abatement may be granted in the discretion of the Board.* Tax abatements will not be granted for a period of time in excess of ten years.

Applications for tax abatement shall be verified (*notarized statement certifying that statements made in the application are true*) and shall include the following information:

1. Name, address, and telephone number of the applicant
2. Name, title, address, and telephone number of representative making application (if different from applicant).
3. Name and address of owner of site (if different from applicant).
4. Description of applicant's business generally and at the location where abatement is requested.
5. Description (legal description and/or street address) of site.
6. Real estate tax code(s) for site.
7. Current equalized assessed valuation for site, and current taxes paid to Sauk.
8. Description of current business operations conducted on site (if any), including number of employees working full-time and part-time.
9. Description of projected future business operations to be conducted on site as a result of the project, including number of employees working full-time and part-

time, and total estimated change in payroll from current operations.

10. *Detailed description of any business operations in the College district operated by or reasonably related to the petitioner which will be eliminated or reduced as a result of the proposed improvement. If there will be no such elimination or reduction, so state.*
11. Total estimated cost of the project.
12. Terms of abatement requested.
13. Estimated dollar amount of abatement being requested from Sauk.
14. Statement of why abatement is being requested.
15. *At the College's discretion, other additional information as may be required by and provided to the county, municipality and/or redevelopment agency where the property proposed for abatement is located.*
16. *Appropriate substantiation that the relevant requirements of the county, municipality and/or redevelopment agency where the property proposed for abatement is located have been or are being met.*
17. Other information as may be requested by the College.

8/27/84  
3/23/87  
3/24/03

~~This policy has been rolled into the new 306.01~~

307.01 Abatement of Real Estate Taxes in Lee County

SECTION 1. POLICY This Board shall abate real estate taxes in Lee County from time to time upon the terms and conditions set forth in this policy, but no abatement shall become effective until the Board of Trustees has, by Resolution, approved the application, established the terms of abatement, and directed the County Clerk of Lee County to abate taxes, all in accordance with the Illinois Revised Statutes and regulations.

SECTION 2. APPLICATIONS Applications for tax abatement shall be verified and in writing to the President of the College and shall include the following information:

- A. Name, address, and telephone number of the applicant;
- B. Name, title, address, and telephone number of representative making application (if different from applicant);
- C. Statement describing applicant's business (1) generally and (2) at location where abatement is requested;
- D. Description (legal description and/or street address) of site;
- E. Real estate tax code(s) for site;
- F. Current equalized value for site (by parcel and total EAV), and current taxes paid (by parcel and total tax);
- G. Name and address of owner of site if different from applicant;
- H. Description of current business operations conducted on site, including number of employees working full time and part time;
- I. If applicant is a corporation, submit a photocopy of the certificate of incorporation if an Illinois corporation, or the certificate of authority if a foreign corporation, together with any amendments thereto, or certificates of good standing, and copies of the applicant's most recent annual corporate report to the Secretary of State of the incorporation;
- J. If applicant is not a corporation, name, address and primary occupation of all partners or individuals having an ownership interest, direct or indirect interest, greater than 10% in the business to be conducted on site for which the abatement is requested;

~~K. Statement of the total number of full time and part time employees to be 1) hired, 2) added, or 3) retained as a result of the location/expansion project, together with a brief description of the jobs anti-cohabited to be so created brief description of the jobs anti-cohabited to be so created or retained, total estimated payroll for each job category, and the combined estimated payroll for all job categories;~~

~~L. Total estimated cost of the expansion/location project;~~

~~M. Estimated market area for product manufactured or sold;~~

~~N. Terms of abatement requested;~~

~~O. Estimated dollar amount of abatement being requested (total aggregate amount and total annual amount for length of term requested); and~~

~~P. Such other additional information as may be requested from time to time by the taxing body.~~

SECTION 3. GUIDELINES Guidelines for consideration of application for tax abatement shall be as follows:

~~A. The nature and extent of any abatement shall be determined by the potential economic and community development benefits to the general community including potential employment and other expenditures related to construction, potential increases in the community's work force and payroll, increases in assessed valuation, potential encouragement of further economic and community development, and the avoidance of work reductions or decreases in assessed values;~~

~~B. Abatements will apply only to projects which are reasonably expected to cost in excess of \$200,000.00 or are reasonably expected to result in the creation of ten or more jobs in the College District or retention of ten or more jobs in the College District, without causing loss of jobs from other employers located in the College District;~~

~~C. Any area within Lee County in the jurisdiction of the College District shall be eligible, subject to limitations and provisions of zoning and building codes;~~

~~D. The terms of any tax abatement shall not exceed the limitations of state laws, and the Board of Trustees may add such further restrictions, limitations and conditions as it considers necessary;~~

E. Applications for abatement may be considered on a priority basis which takes into account anticipated economic development benefits, the time of filing and the total aggregate of all outstanding abatements for applications for abatement in any one year;

F. Reference to commercial or industrial firms in this policy shall include any person or business entity that qualifies as an applicant for tax abatement under Chapter 120, Section 643, Illinois Revised Statutes as the same may hereinafter be amended; and

G. All projects may be commenced not less than ninety days following approval of the application.

**SECTION 4. ABATEMENT TERMS** The total aggregate allowed any single applicant shall not exceed the statutory maximum applicable, and no ordinance adopted pursuant to this policy shall be construed to allow any excess abatement.

A. Amounts: firms that are qualified under Section 3 of this policy may be granted an abatement the amount which shall not exceed the following limits:

1. New Commercial or industrial firms locating within the College District in Lee County or existing firms expanding their facilities within the College District in Lee County, when such location or expansion is reasonably expected to result in an increase in the work force and an increase in the assessed valuation of the premises in question, may be granted an abatement up to 100% if the additional taxes which would otherwise arise as a result of the increase in the equalized assessed value. Minimum abatement of 50% shall be granted targeted industries.

2. Existing commercial or industrial firms expanding their facilities within the College District in Lee County, when such expansion is reasonably expected to result in an increase in the assessed value of the premises in question and no increase in the work force, but is expected to retain existing employees, may be granted an abatement up to 75% of the additional taxes which would otherwise arise as a result of the increase in the equalized assessed value. A minimum abatement of 25% shall be granted targeted industries.

3. Existing commercial or industrial firms expanding their facilities within the College District in Lee County, when such expansion is reasonably expected to result in an increase of assessed value, but no increase in the work force and a

reduction in the existing work force, may be granted an abatement up to 50% of the additional taxes which would otherwise arise as a result of the increase in the equalized assessed value.

B. Length: Firms that are qualified under Section 3 of this Policy may be granted an abatement the length of which shall not exceed the following limits:

1. New commercial or industrial firms located within the College District in Lee County or existing firms expanding their facilities within the College District in Lee County, when such location or expansion is reasonably expected to result in an increase in the work force and an increase in the assessed valuation of the premises in question may be granted an abatement for not more than ten years. A minimum abatement of five years shall be granted targeted industries.

2. Existing commercial or industrial firms expanding their facilities within the College District in Lee County, when such expansion is reasonably expected to result in an increase in the work force, but is expected to retain existing employees, may be granted an abatement for not more than seven years. A minimum abatement of three years shall be granted targeted industries.

3. Existing commercial or industrial firms expanding their facilities within the College District in Lee County, when such expansion is reasonably expected to result in an increase of assessed value, but no increase in work force, and a reduction in the existing work force, may be granted an abatement for not more than five years. A minimum abatement of one year shall be granted targeted industries.

C. Computation: Tax abatements shall be computed by 1) determining the current amount of taxes paid on the property in question, 2) estimating the increase in assessed value of the property as a result of the proposed development, 3) calculating the increase in taxes which would result from such increase in assessed value at current tax rates, and 4) applying the approved percentage and term (length) of abatement to determine the total approved abatement in dollars. The resolution adopting the abatement shall then establish the total abatement approved and, where applicable, the amount of each installment.

Example: Land currently paying \$1,000 annual tax. The \$1,000 is the base, unabated tax. A qualified project is estimated to increase equalized assessed value so as to result in \$3,000 in taxes annually. Tax abatement approved at 50% over 5 years. Total amount of abatement is \$5,000 ( $50\% \times \$2,000 \text{ increase} \times 5 \text{ years}$ ). Resolution will grant \$5,000 abatement in installments such as: 1) \$1,000 each year for 5 years; or 2) \$1,500 in years 1 and 2, \$2,000 in year 3, and \$500 in years 4 and 5. Installments could be flexible. Each year taxpayer will pay the full amount of the unabated tax (\$1,000 in the example), and receive a credit in the agreed amount towards the increase, if any, over the base, unabated tax.

D. Targeted Industries: By this resolution and from time to time by adoption of amendments hereto, certain industries shall be designated as "targeted industries" for the purpose of economic development. It is the legislative purpose of this Board of Trustees to determine and identify the types of industries which are critical to the area's economy and future growth. The general categories for such retention and growth activities are: food and kindred products; printing and publishing; cement and concrete products; blast furnaces and foundries; fabricated metal products and machinery; tourism; plastics; leather products; manufacture of retail products; insurance; and health care and social services. Applicants within such industries shall be encouraged by entitlement to minimum abatement. A complete schedule of targeted industries is attached to this resolution and made a part hereof.

E. Limitation: The actual amount and length of the abatement shall be considered on a firm by firm basis using the guidelines and other criteria established by the policy.

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TARGETED INDUSTRIES FOR ECONOMIC DEVELOPMENT

(City of Dixon)

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POLICY ON TAX ABATEMENT

\*SIC reference is U.S. Standard Industries Code

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TARGETED INDUSTRIES - GROWTH

- Food and Kindred Products

- Sugar/Confectionery \*206
- Fats and Oils \*206
- Miscellaneous Food \*209
- Plastics, Leather and Concrete Products

  - Plastic Products \*307
  - Shoe Stock/Bindings \*313
  - Concrete and Plastic Products \*327
- Fabricated Metals and Machinery

  - Fabricated Metals Products \*344
  - Miscellaneous Fabricated Metals \*349
  - General Industries Machinery \*356
  - Miscellaneous Manufactures \*399
- Retail Products

  - Farm Products/Raw Materials \*515
  - Nondurable Goods \*641
- Insurance

  - Fire/Casualty Insurance \*633
  - Title Insurance \*636
  - Insurance Agents \*641
- Health Care and Social Services

  - Nursing Homes \*805
  - Outpatient Facilities \*808
  - Residential Care \*836
  - Social Services \*831
- Printing and Publishing

  - Newspapers \*271
- Tourism

  - Variety Stores \*533
  - General Merchandise Stores \*539
  - Clothing Stores \*539

Miscellaneous Personal Services \*729  
Amusement/Recreation \*799

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TARGETED INDUSTRIES - RETENTION

• Food and Kindred Products

Dairy Products \*202  
Grain Mill Products \*204

• Printing and Publishing

Miscellaneous Converted Paper \*264  
Commercial Printing \*275

• Cement, Concrete Products

Cement/Hydraulic \*324

• Blast Furnaces/Foundries

Blast Furnaces/Steel \*331  
Iron/Steel Foundries \*332

• Fabricated Metal Products & Machinery

Cutlery, Tools, Hardware \*342  
Screw Machine Products \*345  
Miscellaneous Machinery, not elect. \*346  
Motor Vehicles/Equipment \*371  
Measuring/Control Devices \*382

• Tourism

Grocery Stores \*541  
Women's Stores \*562  
Shoe Stores \*566  
Hotels/Motels \*701  
Movie Theaters \*783

TARGETED INDUSTRIES - SUPPLIES

• Food and Kindred Products

Fabricated Metal Products  
Glass Products  
Livestock  
Agricultural Products  
Paperboard Containers  
Truck Transportation  
Business Services

•— Fabricated Materials

Metalworking Machinery  
Miscellaneous Machinery  
Nonferrous Materials  
Primary Iron and Steel  
Miscellaneous Plastics  
Business Services  
General Industrial Machinery

•— Insurance

Printing and Publishing  
Communications  
Real Estate  
Business Services

•— Printing/Publishing

Paperboard Products  
Air Transportation  
Communications  
Business Services

•— Plastics, Leather, Concrete

Miscellaneous Manufacturing  
Fabricated Metals  
Miscellaneous Plastics  
Paperboard Products  
Business Services  
Truck Transportation  
Inorganic Chemicals

← Retail Products

Glass Products  
Electric Utilities  
Radio and Television  
Finance  
Communications  
Real Estate

• Health Care/Social Services

Drugs  
Food and Kindred Products  
Printing and Publishing  
Electric Utilities  
Finance  
Communication  
Business Services

• Tourism

Food and Kindred Products  
Miscellaneous Manufactures  
Printing and Publishing  
Electric Utilities  
Finance  
Communications  
Business Services

10/27/86  
2/23/87