SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA

Third Floor Board Room
Dixon, IL

December 19, 2005
7:00 p.m.

1.0 Call to Order/Roll Call

2.0 Consent Agenda

- 2.1 Approval of Agenda
- 2.2 Approval of Minutes, November 28, 2005
- 2.3 Approval of Closed Session Minutes, November 28, 2005
- 2.4 Treasurer's Report
- 2.5 Bills Payable
- 2.6 Payrolls — November 30, 2005 $245,157.79; December 13, 2005 $256,005.06
- 2.7 Budget Report

3.0 Reports/Information

- 3.1 President's Report
- 3.2 Communication from Visitors
- 3.3 Reports from Trustees
- 3.4 Nursing – Janet Lynch

4.0 Action Items

- 4.1 Bid Award Recommendation – Welding Lab Construction
- 4.2 Board Policy 512.01 – Student Loan Policy (Second Reading)
- 4.3 Board Policy 513.01 – Financial Aid Tuition Hold Program Policy (Second Reading)
- 4.4 Board Policy 516.01 – Drug-Free Workplace Policy (Second Reading)

5.0 Closed Session

6.0 Adjourn

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

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on December 19, 2005 in the third floor Board Room at Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

Call to Order: Chair Thompson called the meeting to order at 7:00 p.m. and the following members answered roll call:

Edward Andersen	Edson Cox
Joan Padilla	William Simpson
Robert J. Thompson	Nancy Varga
Mary Ellen Wilkinson	Student Trustee Amanda Dahlquist

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

Absent: None

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

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

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

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

Reports:

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

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

Bid Award Recommendation – Welding Lab Construction:

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

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

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

Board Policy 513.01 - Financial Aid Tuition Hold Program Policy

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

(Second Reading):	all voted aye. Motion carried. Student Trustee Dahlquist advisory vote: aye.
Board Policy 516.01 - Drug-Free Workplace Policy (Second Reading):	It was moved by Member Wilkinson and seconded by Member Andersen to approve Board Policy 516.01, Drug-Free Workplace Policy for second reading, as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Dahlquist advisory vote: aye.
Adjournment:	Since the scheduled business was completed, it was moved by Member Cox and seconded by Member Wilkinson that the Board adjourn. In a roll call vote, all voted aye. Motion carried. Student Trustee Dahlquist advisory vote: aye. The meeting adjourned at 7:45 p.m.
Next Meeting:	The next regular meeting of the Board will be at 7:00 p.m. on January 23, 2005 in the Board Room.

Respectfully submitted,

Nancy Varga

Nancy Varga, Secretary

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

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS	INTEREST RATE	AMOUNT
General Account - Sterling Federal Bank	3.360	$41,997.07
Illinois Funds - Firstar Bank, Springfield	3.923	977,714.34
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS		1,019,711.41
MONEY MARKET		
ABN-AMRO Investment Services, Inc.	3.370	185,675.00
TOTAL CHECKING ACCOUNTS		$1,205,386.41

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY
BOARD CHAIR
Nancy Varga
BOARD SECRETARY
DATE 12/19/05

INVESTMENTS

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

BOND INVESTMENTS - Liability, Protection & Settlement		YIELD	PRICE
Houston Tex Water & Sewer System	12-01-05	4.700	50,426.50
Nevada State Hwy Impt Rev Improv Rev Bds	12-01-05	5.250	227,373.75
Federal Home Loan Bank Bonds	12-15-05	2.250	591,465.70
NC Mun Elec Auth	01-01-06	5.250	308,522.75
Fed Natl Mtg Assn	04-15-06	2.125	533,250.00
Fed Natl Mgt Assn	07-15-06	3.125	497,030.00
Milwaukee Cnty Wis	09-01-06	4.750	204,640.00
Federal Natl Mtg. Assn	11-15-06	2.625	492,655.00
Benton Cnty Wash Sch Dist No 52	12-01-06	3.250	251,772.50
Las Cruces NM	12-01-06	5.100	201,958.00
Houston TX Wtr & Swr System	12-01-06	4.600	51,249.00
Mokena IL Go Bonds 2004	12-15-06	3.250	378,127.50
Federal Home Ln Mtg Corp	02-15-07	2.375	293,343.00
Anch AL Tel Util	03-01-07	5.300	154,093.50
Fed National Mtg. Assn.	07-15-07	4.250	474,112.50
Federal Home Ln Bks Cons Bd	12-14-07	3.924	651,015.63
SUBTOTAL BONDS			$5,361,035.33
TOTAL INVESTMENTS			$11,361,035.33

Sauk Valley Community College
Board of Trustees
December 19, 2005

Summary of Bills Payable	Amount
General Operating Funds	$ 363,317.96

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

BOARD CHAIR

Nancy Varga
BOARD SECRETARY

DATE 12/19/05

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

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Thomson Learning	01		Foundation Expense	Books	118.29
State Universities Retirement Sy	01		SURS Payable	Accrued Surs	30,060.65
State Universities Retirement Sy	01		SURS Payable	Accrued Surs	30,578.80
Select Employees Credit Union	01		Credit Union Payable	ACCRUED W/H Select Employees Credit Union	11,706.49
Select Employees Credit Union	01		Credit Union Payable	ACCRUED W/H Select Employees Credit Union	11,706.49
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	1,126.63
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	1,126.63
Minnesota Child Support Payment	01		Wage Garnishment Payable	GARNISHMENT	333.00
Minnesota Child Support Payment	01		Wage Garnishment Payable	GARNISHMENT	333.00
Community Health Charities of I	101		United Way Payable	ACCRUED W/H-Community Health Charities	28.00
Community Health Charities of I	101		United Way Payable	ACCRUED W/H-Community Health Charities	28.00
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	30.00
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	30.00
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	38.35
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	38.35
Gallagher Benefit Services, Inc	01		Optional Disability Insurance	Ltd Biling December 2005	694.80
Illinois Mutual	01		Optional Disability Insurance	Accrued Optional Disability-Illinois Mutual	3.89
Illinois Mutual	01		Optional Disability Insurance	Accrued Optional Disability-Illinois Mutual	3.89
SVCC Foundation	01		Foundation Payable	Accrued W/H SVCC Foundation	109.50
SVCC Foundation	01		Foundation Payable	Accrued W/H SVCC Foundation	109.50
Ameriprise Financial Services, I	01		American Express	Accrued Annuities-American Express	2,437.00
Ameriprise Financial Services, I	01		American Express	Accrued Annuities-American Express	2,437.00
Equitable Life Assurance	01		Equitable	Accrued Annuities-Equitable	250.00
Equitable Life Assurance	01		Equitable	Accrued Annuities-Equitable	250.00
Hartford Life Insurance Co	01		Hartford Life Ins Company	ACCRUED ANNUITIES-Hartford Life	110.00
Hartford Life Insurance Co	01		Hartford Life Ins Company	ACCRUED ANNUITIES-Hartford Life	110.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
ranklin Financial Services Corp	01		Franklin Life	Accrued Annuities-Franklin Life	187.50
ranklin Financial Services Corp	01		Franklin Life	Accrued Annuities-Franklin Life	187.50
ew York Life Insurance & Annuni	01		New York Life	ACCRUED ANNUITIES-New York Life	300.00
ew York Life Insurance & Annuni	01		New York Life	ACCRUED ANNUITIES-New York Life	300.00
idelity Investments	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	594.00
idelity Investments	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	594.00
addell & Reed, Inc	01		Waddell & Reed	Accrued Annuities-Waddell & Reed	225.00
addell & Reed, Inc	01		Waddell & Reed	Accrued Annuities-Waddell & Reed	225.00
Allison, Ona	01		Accounts Payable	Online Refund	30.00
Anderson, Kaci D.	01		Accounts Payable	Stafford Ln	1,697.50
Bailey, Shawn C.	01		Accounts Payable	PELL Gt	1,630.00
Bohms, Erin M.	01		Accounts Payable	Athletic Schol	500.00
Butler, Jessica R.	01		Accounts Payable	Fndtn	500.00
Carter, Curtis L.	01		Accounts Payable	IIA Gt	250.00
Churchill, Dawn M.	01		Accounts Payable	Map Gt	341.50
Coffey, Marilyn	01		Accounts Payable	Online Refund	30.00
Coleman, Jamie	01		Accounts Payable	Athl Schol Bal	247.00
Czito, Joseph P.	01		Accounts Payable	Stafford Ln	1,273.61
Dickson, Katheryn J.	01		Accounts Payable	Fndtn	500.00
Fiorini, Julian A.	01		Accounts Payable	Online Refund	639.00
Fiorini, Julian A.	01		Accounts Payable	Online Refund	639.00
Gascoigne, Lisa J.	01		Accounts Payable	Online Refund	30.00
George, Catherine L.	01		Accounts Payable	Stafford Ln	970.00
Good, Brandon J.	01		Accounts Payable	Stafford Ln	1,273.61
Holldorf, Megon A.	01		Accounts Payable	PELL Gt	338.00
Kelly, Chelsea M.	01		Accounts Payable	IIA	250.00

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

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maintenance & Supplies	53.00
Midland Paper	01	Printshop	Purchases for Resale	Paper Salmon	385.04
Midland Paper	01	Printshop	Purchases for Resale	Paper Return Pink/Yellow	-198.40
Midland Paper	01	Printshop	Purchases for Resale	Paper Order Yellow/Pink	138.96
Enterprise Group	01	Printshop	Purchases for Resale	Paper 851001 8 1/2x11 Blank Premium Bond 5000/ctn	4,500.00
GFC Leasing Company	01	Printshop	Debt Principal Retirement	Copier Lease Payment -Principal	380.89
GFC Leasing Company	01	Printshop	Interest	Copier Lease Payment-Interest	152.42
Kerber, Joan E.	01	VP-Learning Services	Conference/Meeting Expense	Travel-11/18/05 ICCCA Conference	302.65
Matheney, Janet I.	01	VP-Learning Services	Conference/Meeting Expense	Travel-11/15/05 Coordinatiors Meeting	198.93
VanderWege, Robertus J.	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement Spring 2005	345.00
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Monthly Maintenance for Sharp Copier FY 06	37.41
Edleman, Paul	01	Other Instructional	Conference/Meeting Expense	COnf Fee American Political Science	160.00
National Council of Teachers of	01	Other Instructional	Conference/Meeting Expense	Conference 04/26/06	195.00
Niemeyer, Loren	01	Other Instructional	Conference/Meeting Expense	Travel-NAIT Conference 11/19/05	951.56
Funston, Terry L.	01	Curriculum Development/ IAI	Conference/Meeting Expense	Travel-11/17/05 IAI Meeting	133.42
Foust, Emily J.	01	Art	Consultants	Art Honorarium 11/22/05	60.00
Calumet Photographic	01	Art	Instructional Supplies	12'x100' Seamless Paper-Super White 560500	324.99
Menards	01	Art	Instructional Supplies	Misc Art Supplies-Open Order	74.33
VanderWege, Robertus J.	01	Art	Instructional Supplies	Art Supplies	38.32
Cybex	01	Fitness Center	Maintenance Services	8 ft Cable Cut to Fit Serial # 9522780	59.50
McPherson, Steven P.	01	Mathematics	Instructional Supplies	Mat 211 Manuals	166.28
Fountain, William B.	01	Dean of Business,Tech & Natural	Other Conference & Meeting	Travel-11/22/05 Oregon High School	66.93
Niemeyer, Loren	01	Dean of Business,Tech & Natural	Other Conference & Meeting	Travel-Provo, UT 10/27/05	188.00
Moraine Valley Community College	01	Computer Information Systems	Instructional Supplies	Security/Wireless Yearly Support	300.00
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Service Contract for Monthly Copy machine	28.50
SBM Business Equipment Center	01	Dean of Health Careers and Scien	Maintenance Services	Maintenance -Copy Machine Open PO	32.99

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

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

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

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

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

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

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
ixon Unit School District #170	010100	CCS Public Workshops	Instructional Service Contracts	Autism Fall 05	1,362.00
SB Hospital	010100	CCS Public Workshops	Instructional Supplies	CPR/First AId	140.00
errine, Karina N.	010100	CCS Public Workshops	Instructional Supplies	Supplies Fall 2005	399.57
BM Business Equipment Center	010100	CCS Public Workshops	Instructional Supplies	Monthly Maintenance Copier FY 06	113.12
ee Wayne	010100	CCS Public Workshops	Advertising	Calendars	508.60
Consolidated Management Co	010100	CCS Public Workshops	Conference/Meeting Expense	Meeting Exp 11/11/05	18.15
Gericke, Thomas H.	010100	CCS Public Workshops	Conference/Meeting Expense	Travel-Area Visits thru 11/22/05	54.32
Taylor, Virginia L.	010100	CCS Public Workshops	Conference/Meeting Expense	Travel-11/13/05 Instructor Training	211.46
Taylor, Virginia L.	010100	CCS Public Workshops	Conference/Meeting Expense	Travel-Galesburg 11/28/05	111.76
Illinois Material Handling	02	Maintenance	Maintenance Services	Semi-Annual Service	89.10
Kurtz Glass	02	Maintenance	Maintenance Services	Window Replacement	316.34
Lazer's Machine & Welding	02	Maintenance	Maintenance Services	Fabricate shafts	187.50
Schumacher Elevator Company	02	Maintenance	Maintenance Services	Qtrly Elevator Maintenance	1,152.00
State of Illinois	02	Maintenance	Maintenance Services	Boiler Testing	350.00
C-B Kramer Sales & Service	02	Maintenance	Maintenance Supplies	Patching Supplies	110.26
C-B Kramer Sales & Service	02	Maintenance	Maintenance Supplies	Patching Plaster	126.70
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Switches Recap	6.57
McMaster Carr Supply Company	02	Maintenance	Maintenance Supplies	T-handle Flange Spreader	241.98
McMaster Carr Supply Company	02	Maintenance	Maintenance Supplies	Leak Detector	15.53
Menards	02	Maintenance	Maintenance Supplies	Saw,Blades & Stain	55.05
Menards	02	Maintenance	Maintenance Supplies	Drill Bits	17.19
Menards	02	Maintenance	Maintenance Supplies	Supplies-Mainframe Room	54.71
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	38.25
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Paint	163.84
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	56.25
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	55.57

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Menards	02	Custodial	Maintenance Supplies	Custodial Supplies	66.41
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Open Purchase Order Custodial Supplies	2,462.93
Dixon Tire Center	02	Grounds	Maintenance Services	Tire Repair	20.29
LaSalle County Farm Supply	02	Grounds	Maintenance Supplies	Power Melt 40lb Bag	721.77
Menards	02	Grounds	Maintenance Supplies	3 Pc Combo Drill Bit	36.97
Menards	02	Grounds	Maintenance Supplies	Storage Bins-Grounds	28.88
Napa Auto Parts	02	Grounds	Maintenance Supplies	Air Filter	28.84
Napa Auto Parts	02	Grounds	Maintenance Supplies	Air Filters	-13.40
Napa Auto Parts	02	Grounds	Maintenance Supplies	Spark Plugs	10.18
Napa Auto Parts	02	Grounds	Maintenance Supplies	Spark Plug	13.74
Rockford Industrial Welding Supp	02	Grounds	Maintenance Supplies	Cable	8.12
Nicor Gas	02	Utilities	Gas	Natural Gas	549.84
Commonwealth Edison	02	Utilities	Electricity	Electricity	64.34
City Of Dixon	02	Utilities	Water, Sewer	Septic Waste Charges	183.00
City Of Dixon	02	Utilities	Water, Sewer	Water Testing Services	51.00
City Of Dixon	02	Utilities	Water, Sewer	Lab Testing	15.00
M & S Wastewater	02	Utilities	Water, Sewer	Monthky Water Treatment	400.00
Central Management Service/ICN	02	Utilities	Telephone	Monthly Charges	340.00
Gallatin River Communications	02	Utilities	Telephone	Monthly Services	1,785.28
Verizon Wireless	02	Utilities	Telephone	Monthly Charge	23.16
Verizon Wireless	02	Utilities	Telephone	Cellular Phone Service FY 06 (President)	45.52
Allied Waste Services	02	Utilities	Refuse Disposal	Waste Removal	495.99
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	467.44
Paulsen, Carmel A.	02	Building and Grounds Administrat	Office Supplies	Labels for Labelmaker	31.26
Willett, Hofmann & Associates,	I03	Operations & Maintenance- Restri	Building Remodeling	Architect/Engineer Services	875.50
Grainger	030100	O & M -Restricted Non PHS	Building Remodeling	NEMA enclosure-Music Remodel	38.50

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

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

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Lancaster, Merri A.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	15.00
Lopez, Joe	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	90.00
McCormick, Cody	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	15.00
McCormick, Cody	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	15.00
McCormick, Cody	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	30.00
McCormick, Karrie L.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	15.00
McCormick, Karrie L.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	15.00
McCormick, Karrie L.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	30.00
McCormick, Karrie L.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	15.00
McCormick, Karrie L.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	15.00
Ortiz-Velazquez, Ruben	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	90.00
Peyton, Jeff	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	90.00
Strating, James A	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	15.00
Strating, James A	050600	Women's Basketball	Other Contractual Services	Men's Basketball Game	15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services	Men's Basketball Game	15.00
Zahnle, Scott	050600	Women's Basketball	Other Contractual Services	Men's Basketball Game	90.00
Holiday Inn	050600	Women's Basketball	Other Conference & Meeting	Travel-WBB 12/02/05	438.45
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel-11/19/05 Romeoville	249.14
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel-Kennedy King 11/26/05	63.11
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel-Basketball Games thru 12/3/05	206.56
Powell, Darwin	050600	Women's Softball	Other Contractual Services	Women's Softball Game	100.00
Murney Landscaping	050600	Women's Softball	Other Supplies	Pulitzer the Infield	110.00
Temple's Sporting Goods	050600	Women's Softball	Other Supplies	Pro Team 4 sided Pitchers Plate	60.99
Stenzel, Nichole T.	050600	Women's Volleyball	Other Conference & Meeting	Travel-11/11/05 Volleyball	71.05
Salgado, Ana S.	050600	Student Activities	Conference/Meeting Expense	FUSE Meeting 11/28/05	52.62

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Scudder's Apparel	050600	Student Government	Other Materials and Supplies	Shirts	216.00
Stenzel, Nichole T.	050600	Student Government	Other Materials and Supplies	Travel-Campus Crusade 12/28	662.00
Consolidated Management Co	050600	Drama	Other Materials and Supplies	Dinner Theatre-Orchestra	48.00
Hedrick, Jason J.	050600	Speech & Readers Theater	Other Conference & Meeting	Supplies for Fall 05 Play	120.29
Boddiger, David	050600	Global Awareness	Other Supplies	Performance 11/17/05 Global Awareness	200.00
Murray, Kris A.	050600	Global Awareness	Other Supplies	Global Awareness	69.62
BP Amoco	050800	Transportation	Vehicle Supplies	Gas Charges for College Van	429.13
Professional Benefit Administrat	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	10,025.30
Professional Benefit Administrat	051000	Medical Insurance	Dependent Stop Loss	Dependent Stop Loss	8,330.82
Professional Benefit Administrat	051000	Medical Insurance	Precertification	Precertification	362.50
Professional Benefit Administrat	051000	Medical Insurance	Cobra Conversion	Cobra Charges 10/2005	40.00
Professional Benefit Administrat	051000	Medical Insurance	Adminstrative Costs	Administrative	2,788.00
Gallagher Benefit Services, Inc	051000	Medical Insurance	Life & AD&D	Life Billing 12/05	1,510.17
SBM Business Equipment Center	062050	SBDC Grant	Instructional Supplies	Monthly Maintenance Copier FY 06	56.55
Miller, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel-ISBDA Fall Conference 11/18/05	554.68
Miller, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel-11/28/05 Site Visits	14.07
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Telephone Charges	32.25
C L Swanson Corp	062052	B.O.S.S. Project	Conference/Meeting Expense	BOSS Presentation Day 11/01/05	225.00
Miller, Michele	062052	B.O.S.S. Project	Telephone	Phone Calls @ Conf 9/06/05	35.19
State Universities Retirement Sy	062056	ICCB Adult Ed-Federal Basic	SURS	Matching Funds	353.89
Whiteside County ROE	062058	ICCB Adult Ed-State Basic-Instru	Instructional Service Contracts	ESL & GED Classes	4,050.00
Benedict, Timothy	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Travel-11/18/05 Bloomingdale Fall Conf	13.00
Coomes, Lana L.	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Travel-11/18/05 Bloomingdale Fall Conference	13.00
Humphrey, Candace A.	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Travel-Bloomingdale Conference 11/18/05	13.00
Miller, Paul H.	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Travel-11/18/05 Bloomingdale Fall Conference	13.00
Peterson, Laura	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Travel-11/18/05 Bloomingdale Fall Conference	13.00

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

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
ilkin, Richard	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	250.00
onsolidated Management Co	063030	Perkins IIIE Tech Prep	Office Supplies	Tech Prep Meeting	24.30
onmeyer, Sheila J	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Stipend Travel-Tech Prep	77.60
rederick, Lynnette	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Travel-Fall 06	58.20
ahne, Connie	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Stipend Travel-Tech Prep	123.68
ohannsen, Patrice	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Stipend Travel-Tech Prep	107.67
indahl, Sharon	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Stipend Travel-Tech Prep	82.94
ipscomb, Lyle	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Stipend Travel-Tech Prep	25.92
uker, Neal	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Stipend Travel-Tech Prep	32.01
elson, Carolyn J.	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Stipend Travel-Tech Prep	101.85
oss, Kathy J	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Stipend Travel-Tech Prep	17.46
ance, Susan E.	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Stipend Travel-Tech Prep	14.55
ilkin, Richard	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Stipend Travel-Tech Prep	78.57
LiveText edu Solutions	063060	ICCB Cont. Quality Imp. Grant	Consultants	Traning/Consulting	1,000.00
University of Illinois	063075	IDHS AmeriCorps - Member Activit	Consultants	Poverty Simulation 11/11/05	100.00
Johnson, Tammi J.	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-11/18/05	48.50
Lester, Terry E.	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-11/28/05	46.56
Tjaden-Akpore, Carissa M.	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-11/18/05	67.05
Tjaden-Akpore, Carissa M.	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-12/02/05 Meeting	19.73
White, Renee L.	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-Meeting 11/18/05	64.02
Zavada, Karen	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-11/18/05	97.00
Zavada, Karen	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-12/02/05 Meeting	104.76
State Universities Retirement Sy	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	300.49
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel-11/30 Area Visits	161.23
LaSalle News Tribune	063075	IDHS AmeriCorps- Nonmember Activ	Other	Advertising	110.00
Star Courier	063075	IDHS AmeriCorps- Nonmember Activ	Other	Advertising	79.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Stark County Communications	063075	IDHS AmeriCorps- Nonmember Activ	Other	Advertising	42.00
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Other	Recruitment Ad Pontiac Illinois	51.40
GFC Leasing Company	064030	Restricted Fund-GOD Certificates	Debt Principal Retirement	Bond Lease Payment-Principal	504.90
GFC Leasing Company	064030	Restricted Fund-GOD Certificates	Interest	Bond Lease Payment-Interest	202.05
Pratt Audio-Visual & Video Corp	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Samsung SDP-950ST Document Camera	2,495.00
High Lift	064030	Restricted Fund-GOD Certificates	Service Equipment	Electric Boom Model N35E	12,500.00
Ready, Alan J.	101010	Booster Club	Other	Deposit Airline Tickets 3/20/06 Spring Trip	823.00
Illinois Department Employment	S12	Risk Management	Unemployment Insurance	Unemployment Penalty/Insurance	869.55
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.64
Grummerts Do It Best Hardware	12	Public Safety	Maintenance Services	Key Cutting	6.45
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	71.60
Stewart & Associates	12	Public Safety	Other Contractual Services	Security Contract	872.92
				BANK ACCOUNT 1 TOTAL:	363,317.96
				ALL ACCOUNTS TOTAL:	363,317.96

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

EDUCATION FUND	2004-2005 Budget	2004-2005 Actual	2005-2006 Budget	2005-2006 YTD Actual	Budget Percent
Revenues					
Local Governmental Sources	3,166,000	3,109,939	3,071,000	1,272,783	41.4%
State Governmental Sources	2,741,078	2,861,068	2,583,483	741,708	28.7%
Federal Governmental Sources	5,000	8,595	5,000	915	18.3%
Student Tuition and Fees	3,106,000	3,245,120	3,557,500	3,069,371	86.2%
Sales and Service	400,000	221,991	280,000	55,263	19.7%
Investment Revenue	35,000	58,080	35,000	18,384	52.5%
Other Revenues	580,000	577,467	583,000	5,624	.9%
TOTALS	10,033,078	10,082,262	10,114,983	5,164,049	51.0%
Expenditures					
Salaries	6,382,172	6,333,717	6,341,717	2,490,148	39.2%
Employee Benefits	1,760,032	1,826,083	1,808,373	546,674	30.2%
Contractual Services	567,345	404,148	468,890	126,736	27.0%
General Materials and Supplies	880,069	755,504	861,069	353,226	41.0%
Travel and Conference Meeting Exp.	137,850	151,519	154,825	33,588	21.6%
Fixed Charges	23,050	18,700	23,600	6,776	28.7%
Capital Outlay		3,901			
Other Expenditures	503,000	637,559	483,000	333,744	69.0%
TOTALS	10,253,518	10,131,133	10,141,474	3,890,896	38.3%
Transfers					
Transfers to Other Funds	85,000		71,000	-3,580	-5.0%
Transfers From Other Funds	-133,500	-43,330			
TOTALS	-48,500	-43,330	71,000	-3,580	-5.0%
NET INCREASE/DECREASE IN NET ASSETS	-171,940	-5,541	-97,491	1,276,734	
FUND BALANCE		685,152		1,961,887	

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

OPERATION AND MAINTENANCE FUND	2004-2005 Budget	2004-2005 Actual	2005-2006 Budget	2005-2006 YTD Actual	Budget Percent
Revenues					
Local Governmental Sources	387,000	381,006	375,000	155,849	41.5%
State Governmental Sources	360,474	375,869	267,642	94,921	35.4%
Student Tuition and Fees	347,500	357,664	397,050	346,697	87.3%
Sales and Service	4,000	8,946	5,000	1,425	28.5%
Facilities Revenue	2,000	1,995	2,000	1,449	72.4%
Investment Revenue	200	-19	100	543	543.4%
Other Revenues	42,000	38,428	42,100		0.0%
TOTALS	1,143,174	1,163,892	1,088,892	600,887	55.1%
Expenditures					
Salaries	453,406	452,346	455,518	202,762	44.5%
Employee Benefits	188,149	210,783	187,644	67,485	35.9%
Contractual Services	114,500	111,853	114,500	30,334	26.4%
General Materials and Supplies	86,600	79,250	86,300	34,712	40.2%
Travel and Conference Meeting Exp.	2,600	1,483	3,600	191	5.3%
Fixed Charges	40,000	50,174	47,300	48,050	101.5%
Utilities	355,500	363,891	411,800	241,248	58.5%
Capital Outlay	15,000	22,199	15,000		0.0%
TOTALS	1,255,755	1,291,983	1,321,662	624,784	47.2%
Transfers					
Transfers From Other Funds	-113,500	-122,000	-233,000		0.0%
TOTALS	-113,500	-122,000	-233,000		0.0%
NET INCREASE/DECREASE IN NET ASSETS	919	-6,091	230	-23,897	
FUND BALANCE		-194		-24,091	

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

OPERATION & MAINTENANCE- RESTRICTED	2004-2005 Budget	2004-2005 Actual	2005-2006 Budget	2005-2006 YTD Actual	Budget Percent
Revenues					
Local Governmental Sources	574,000	570,171	569,196	236,874	41.6%
State Governmental Sources	3,305,100				
Investment Revenue	10,000	55,305	10,000	-4,040	-40.4%
Other Revenues	250,000	47,923		7,110	
TOTALS	4,139,100	673,399	579,196	239,945	41.4%
Expenditures					
Contractual Services		4,825		10,372	
General Materials and Supplies		1,786		4,040	
Fixed Charges				10,434	
Capital Outlay	5,175,310	730,220	2,200,970	689,727	31.3%
TOTALS	5,175,310	736,832	2,200,970	714,574	32.4%
Transfers					
Transfers to Other Funds		619,258			
Transfers From Other Funds		-819,258			
TOTALS		-200,000			
NET INCREASE/DECREASE IN NET ASSETS	-1,036,210	136,567	-1,621,774	-474,629	
FUND BALANCE		2,720,433		2,245,803	

BOND AND INTEREST FUND	2004-2005 Budget	2004-2005 Actual	2005-2006 Budget	2005-2006 YTD Actual	Budget Percent
Revenues					
Local Governmental Sources	1,393,000	1,336,404	1,286,284	498,729	38.7%
Investment Revenue	5,000	10,379	6,000	1,699	28.3%
TOTALS	1,398,000	1,346,784	1,292,284	500,428	38.7%
Expenditures					
Contractual Services	5,000	4,600	5,000	500	10.0%
Fixed Charges	1,381,000	1,473,858	1,286,000	1,228,828	95.5%
TOTALS	1,386,000	1,478,458	1,291,000	1,229,328	95.2%
NET INCREASE/DECREASE IN NET ASSETS	12,000	-131,674	1,284	-728,900	
FUND BALANCE		625,247		-103,652	

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

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

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

RESTRICTED PURPOSES FUND	2004-2005 Budget	2004-2005 Actual	2005-2006 Budget	2005-2006 YTD Actual	Budget Percent
Revenues					
Local Governmental Sources	2,195,000	2,195,000			
State Governmental Sources	960,544	1,084,441	981,608	575,257	58.6%
Federal Governmental Sources	3,542,823	3,730,189	3,517,099	1,572,089	44.6%
Sales and Service					
Investment Revenue	40,000	714	5,000	214	4.2%
Other Revenues		90,088		71,500	
TOTALS	6,738,367	7,100,434	4,503,707	2,219,061	49.2%
Expenditures					
Salaries	1,119,489	1,075,764	994,230	409,489	41.1%
Employee Benefits	199,779	173,600	167,289	55,607	33.2%
Contractual Services	4,800	66,268	99,856	9,609	9.6%
General Materials and Supplies	87,758	443,639	105,426	98,863	93.7%
Travel and Conference Meeting Exp.	52,342	66,435	63,927	22,547	35.2%
Fixed Charges	10,500	2,211,026	2,000	3,534	176.7%
Utilities	300	717	150	559	372.7%
Capital Outlay	731,667	553,391	636,000	217,955	34.2%
Other Expenditures	3,026,750	3,349,474	3,062,164	1,770,768	57.8%
TOTALS	5,233,385	7,940,317	5,131,042	2,588,936	50.4%
Transfers					
Transfers to Other Funds		-9,199			
Transfers From Other Funds		9,199			
TOTALS					
NET INCREASE/DECREASE IN NET ASSETS	1,504,982	-839,883	-627,335	-369,874	
FUND BALANCE		1,348,854		978,980	

WORKING CASH FUND	2004-2005 Budget	2004-2005 Actual	2005-2006 Budget	2005-2006 YTD Actual	Budget Percent
Revenues					
Investment Revenue	50,000	53,330	50,000	-6,400	-12.8%
TOTALS	50,000	53,330	50,000	-6,400	-12.8%
Expenditures					
Investment Revenue					
TOTALS					
Transfers					
Transfers to Other Funds	150,000	153,330	150,000		0.0%
TOTALS	150,000	153,330	150,000		0.0%
NET INCREASE/DECREASE IN NET ASSETS	-100,000	-100,000	-100,000	-6,400	
FUND BALANCE		2,170,783		2,164,383	

TRUST AND AGENCY FUND	2004-2005 Budget	2004-2005 Actual	2005-2006 Budget	2005-2006 YTD Actual	Budget Percent
Revenues					
Sales and Service		-1,273			
Other Revenues		18,394		14,491	
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TOTALS		17,120		14,491	
Expenditures					
Other Expenditures		14,355		6,830	
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TOTALS		14,355		6,830	
NET INCREASE/DECREASE IN NET ASSETS		2,765		7,660	
FUND BALANCE		16,524		24,185	

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

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

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

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

On-line Nursing Proposal

I. History and background that led to this endeavor
   a. Rio Salado initiative
   b. Community based Job Training Grant Option
   c. August 2, 2005 meeting with partners

II. Objectives of this proposal

   a. To increase the number of nurses in the workforce
   b. To increase the number of masters prepared nurses that are interested in teaching

III. Curriculum and time line for project
   a. Proposed curriculum
   b. Met with Illinois Nursing Act Coordinator 9/05
   c. Illinois Community College Board
   d. Higher Learning Commission

IV. Research and data on on-line courses

V. How we will evaluate success

   a. Attrition rates
   b. NCLEX pass rates
   c. Employer and student surveys
   d. External measures such as HESI or ATI

VI. November/December update
   a. DOL grant fell through
   b. Will actively pursue "Partners in Nursing" through the Robert Wood Johnson Foundation

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

Requirements for entry:

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

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

Nursing (48 hours)

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

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

English (Rhetoric and Composition) (3 hours)
Anatomy and Physiology (5-8 hours)
Microbiology (4 hours)
Psychology (3 hours)
Lifespan psychology (3 hours)
Speech (3 hours)
Nutrition (3 hours)

Initiatives to enhance retention

I. **Significant Other Support Group and Mentoring Project**

   a. **Instituted Fall 2004**

II. **Collecting data on potential variables**

   a. **GPA**

   b. **Science background/grades**

   c. **Number of re-application points**

III. **Actual and potential changes to programming**

   a. **Math initiative**

   b. **Changes to Trends**

   c. **Ladder program**

   d. **Senior level courses 16 weeks instead of 8**

IV. **Admission requirement changes**

   a. **Nursing Entrance Test**

   b. **Widen point spread by incorporating all pre-reqs**

   c. **CNA required**

   d. **Increase minimum GPA**

   e. **Remove re-application points**

   f. **Points for biology no longer bonus points**

Sauk Valley Community College
December 19, 2005

Action Item 4.1

Topic: **Welding Lab Construction**

Presented By: **Ruth Bittner, Dr. Mihel**

Presentation:

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

Bid Results – Welding Lab Remodel

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

Recommendation:

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

WELDING LAB REMODEL

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

The Project includes the following:

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

Sauk Valley Community College
December 19, 2005

Action Item 4.2

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

Presented By: **Dr. George Mihel**

Presentation:

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

Recommendation:

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

512.01 Student Loan Policy

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

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

~~Policy~~

~~1. Short term loans require the approval of the Director of Financial Assistance and Career Services, and will be charged to the student's account.~~

~~3 A $1.00 processing and distribution fee will be charged for each student loan issued, and shall be repaid by the student when the loan is repaid. Any loans over $100 will be charged an additional $1.00 processing and distribution fee per $100.~~

~~4. Loans will be made only on the basis of the Director of Financial Assistance and Career Services' professional judgment of the individual's ability to pay and/or performance on previous student loans. For example, students receiving financial aid will be given preference. Simply attending Sauk Valley Community College does not create a right to receive a loan.~~

~~5. At the discretion of the Vice President of Learning Services and the Vice President of College Services, the following exceptions may be approved, if in their professional judgment, a situation exists that would merit such an exception:~~

~~a. A loan agreement exceeding the policy loan limits, even if an outstanding loan remains unpaid.~~

~~b. A loan agreement to a student with a poor performance on a previous loan agreement.~~

~~6. The student's account must be paid in full prior to the end of the current term.~~

~~7. Any outstanding student loan agreements may be collected from any monies due the student from College sources.~~

~~8. Any student financial obligation that is due Sauk Valley Community College will result in a "freeze" being placed on the transmittal of any student records.~~

~~Issuing Loans~~

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

~~1. A student must be currently enrolled.~~

~~2. Loans may be granted to full-time students during their first semester up to the maximum of $500. Part-time students may receive up to $300. No future loans will be issued until the first loan has been paid in full. (Exception - see Item 5 under Policy)~~

~~3. A student must be in good academic and disciplinary standing with the College. Any "hold" on his/her records or any past debts with the College will disqualify the student unless there is a means of recovery. However, a history of poor performance on previous loan agreements will automatically disqualify the student from receiving future loans.~~

~~4. The Director of Financial Assistance and Career Services is the sole representative authorized to approve student loan agreements with the exception of Item 5 under Policy.~~

~~Collection of Loans~~

~~1. Prior to the due date of the student loan the Business Office will notify the student of his/her obligation to the College.~~

~~2. If a student does not respond to the collection notices sent by the Business Office the loan, when considered a bad debt, will be forwarded to a collection agency for disposition.~~

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

Sauk Valley Community College
December 19, 2005

Action Item 4.3

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

Presented By: **Dr. George Mihel**

Presentation:

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

Recommendation:

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

<u>513.01 Financial Aid Tuition Hold Program Policy</u>

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

~~Policy Guidelines~~

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

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

Sauk Valley Community College
December 19, 2005

Action Item 4.4

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

Presented By: **Dr. George Mihel**

Presentation:

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

Recommendation:

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

516.01 Drug-Free Workplace Policy

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

~~**NOTICE TO EMPLOYEES REGARDING**~~

~~**DRUG-FREE WORKPLACE**~~

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

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

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

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

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

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

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

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

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

A. The dangers of drug abuse in the workplace;

B. The College's policy of maintaining a drug-free workplace;

C. Any health or drug abuse agency which provides drug counseling, rehabilitation, and assistance programs; and

D. The penalties that may be imposed for drug abuse violations occurring in the workplace.

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

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

5/22/89
12/19/05