



Sauk Valley
Community College

173 IL Route 2, Dixon, IL 61021
815/288-5511 - FAX 815/288-5958

Dr. George Mihel, President

Office of the Assistant to the
SVCC Board of Trustees

January 9, 2006

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: Thursday, January 19, 2006

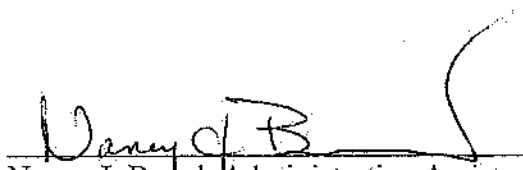
TIME: Noon - 4:00 p.m.

WHERE: SVCC Board Room

TYPE: Open and Closed

PURPOSE: Spring Board Retreat
Open Session
Closed Session

AGENDA: Discussion Items Only; No Action Taken


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

Board of Trustees

Robert J. Thompson, Chair, Dixon - Ed Andersen, Vice Chair, Sterling - Nancy Varga, Secretary, Dixon
Edson Cox, Sterling - Joan Padilla, Sterling - Dr. William Simpson, Morrison - Mary Ellen Wilkinson, Sterling



TO: Board of Trustees
FROM: George Mihel
DATE: January 13, 2006
SUBJECT: Board Retreat, Thursday, January 19, 2006

The retreat will begin at noon with lunch.

As far as I know right now, Nancy will not be able to attend and Amanda will arrive late.

BOARD RETREAT
THURSDAY, JANUARY 19, 2006
12:00 p.m. – 4:00 p.m.
SVCC Board Room

12:00 – 12:30	Lunch
12:30 – 1:30	Strategic Planning Facilitated by Tom Gospodarczyk
1:30 – 2:30	Institutional Goals
2:30 – 3:30	President's Evaluation
3:30 – 4:00	Re-organization Plans

PLANNING

Tom Gospodarczyk will lead us through a session on planning. It will be beneficial if you can read the following pages before the meeting.

Planning is a crucial element for the opening Higher Learning Commission visit.

**PREPARATION MATERIALS for the
BOARD OF TRUSTEES PLANNING RETREAT
January 19, 2006**

Strategic Plan, July 2005 – June 2006

The strategic plan is provided as an illustration as to where we currently are.

Strategic Planning Overview

This presents some key elements of strategic planning:

- Two important components of strategic planning
- What strategic planning does for the organization
- Working definitions of strategic planning terms
- A graphic representation of the relationship between the mission, vision, goals and objectives

Staff Visioning Input

An October 2005 staff survey identified the areas that are emphasized in Sauk academics and services. The Board is asked to consider these priorities as it identifies a vision for the College.

Selected Mission/Vision Statements

A special task force reviewed the mission/vision statements from approximately twenty five community colleges across the country, and selected six that were judged as being good examples for the Board. Board members will note that there is no single model for a mission and vision, or how they are presented.

PHILOSOPHIES. The philosophies we adopted in 2004 describe our commitment for evolving into a learning college.

As a quality learning institution, we accept the following principles:

- As a learning college, we create an environment that promotes substantial development in individual learners.
- As a learning college, we engage our students as full partners in the learning process.
- As a learning college, we recognize our diverse population of learners and will therefore create and offer a variety of diverse options for learning.
- As a learning college, we promote collaborative learning activities.
- As a learning college, we recognize that everyone employed by the college is a learning facilitator.
- As a learning college, we succeed when improved and expanded learning can be documented.

Adapted from: O'Banion, Terry, *A Learning College for the 21st Century*, American Council on Education and the Oryx Press, 1997

Sauk Valley Community College is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. Except to the extent and subject to the exemptions permitted by law, no qualified employee or student shall be excluded from the employment or educational opportunity, be denied benefits, or be subjected to discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation (as that term is defined in the Illinois Human Rights Act), marital status, handicap, military status or unfavorable discharge from military service classified as Re-3 or the equivalent thereof.

MESSAGE FROM THE PRESIDENT

Sauk Valley Community College is located in a changing, rural area of northwest Illinois. During the past few years, the Sauk Valley has been hit hard with the closing of several prominent companies and the downsizing of others, which resulted in the displacement of hundreds of workers. These economic factors are compounded by anticipated funding reductions from State, Federal and private funding sources.

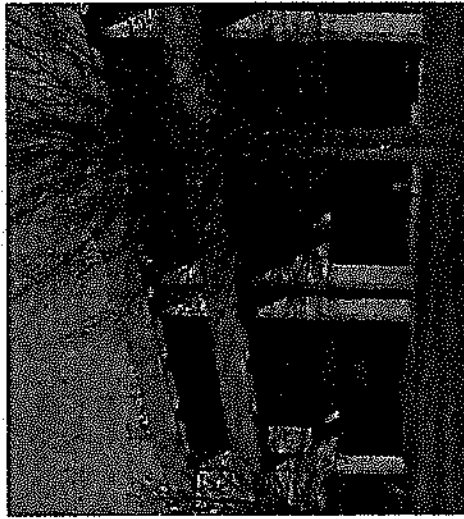
However, the people of the Sauk Valley are resilient and continue to move forward. New employers have been attracted to the area. The quality of life has been bolstered by new services and recently constructed facilities. Organizations have crossed the lines which used to divide them and now work together to grow the area and keep it strong.

We at Sauk Valley Community College are proud to be a part of that resilient spirit. I believe our greatest strength is in our highly skilled and dedicated staff. We are committed to serving our community by adapting to the changes and focusing on providing the highest quality learning opportunities possible.

As the president of Sauk Valley Community College, it is my pleasure to share with you this strategic plan which describes the values we adhere to and the goals we strive to attain.

Dr. George Mihel

Strategic Plan July 2005 - June 2006



Sauk Valley
Community College
173 IL Route 2, Dixon, IL 61021

MISSION. *The College's mission statement describes the institution as it is today. It grew out of previous mission statements and was approved by the Board of Trustees on March 22, 2004.*

Sauk Valley Community College is an institution of higher education that provides quality learning opportunities to meet the diverse needs of its students and community.

VALUES. *College employees identified the characteristics that serve as the guiding principles for conducting ourselves as an institution, and are summarized in our shared ethical values.*

Recognizing that education is the single best means of improving the quality of people's lives, we the people of the SVCC Learning Community commit to living these shared ethical values:

Respect We respect the worth and dignity of all people

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

Fairness We advocate fairness and just treatment of all people.

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

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

Sauk Valley Community College will be known as a Learning Community that exemplifies quality education and adheres to these shared ethical values.

STRATEGIC GOALS and OBJECTIVES. *Our strategic goals describe the broad actions required to fulfill the College's mission. The objectives describe the key components of each goal and serve as the basis for each department's annual operational plan.*

Goal 1: We will provide quality learning opportunities.

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.

Goal 2: We will be fiscally responsible.

1. Budget strategically incorporating a data-driven decision-making system.
2. Examine processes and systems continuously 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.

Goal 3: We will represent SVCC positively.

1. Provide a welcoming environment for learners.
2. Recognize that all employees are ambassadors for the College.
3. Foster a positive, 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.

Goal 4: We will respect all SVCC stakeholders.

1. Collaborate with our stakeholders in alliances that are mutually beneficial.
2. Promote shared governance within the institution.
3. Communicate decisions and resolution 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.

VISION PREPARATION: STRATEGIC PLANNING OVERVIEW

PURPOSE OF STRATEGIC PLANNING

Strategic planning is comprised of two important components:

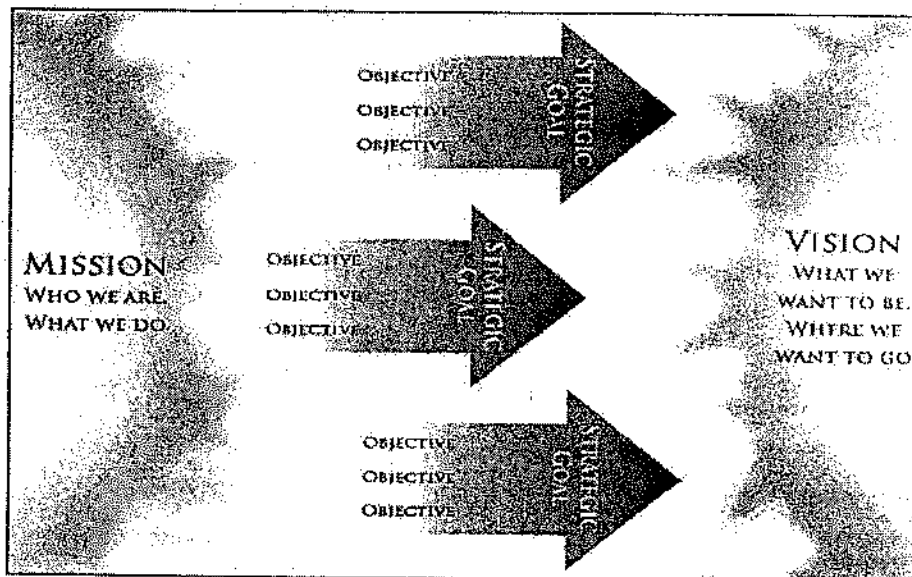
- The planning process
- The product (strategic plan)

Strategic planning helps the College determine what it will do and where it will be in the future, and establishes the general plan to get us there. The process and product of strategic planning:

- Articulates our commitments
- Maintains a focus on quality learning
- Engages stakeholders at all levels
- Promotes leadership, collaboration and effective processes
- Promotes priority-driven decisions
- Provides the basis for the allocation of resources
- Prepares the institution for the future
- Provides a basis for determining institutional effectiveness

DEFINITIONS

Mission	The mission is present focused, telling who we are and what we do.
Vision	The vision is future oriented, telling who we want to become and what we will do in the future.
Strategic Goals	The strategic goals broadly explain what we must do to move from the mission toward the vision.
Strategic Objectives	The strategic objectives break the strategic goals into short-term activities whose outcomes can be measured.
Operational Plan	The operational plan describes the activities that each department engages in to meet the strategic objectives.



VISION PREPARATION: STAFF VISIONING INPUT

In an October 2005 employee survey, staff were asked to identify and rank the terms that reflect areas that we emphasize and consider to be important in offering academics and services. This was done to share priorities with the Board as it considers the College's vision.

Terms are listed in rank-order below.

<u>Rank</u>	<u>Term</u>	<u>Number of responses</u>
1.	Academic excellence	46
2.	Meeting diverse needs	26
3.	Learning College	23
4.	Student focused	20
5.	Empowering students	20
6.	Appropriate career education	20
7.	Changing lives	16
8.	Continuous improvement	11
9.	Outcome based learning	7
10.	Regional institution	4

Additional comments were provided by three individuals.

Person A:

I would like to say that I believe the most important concept for SVCC to continue down the path is the journey of becoming a Learning College. My reasoning for this is that it encompasses many of the other aspects that I feel are most important: Academic Excellence, Empowering Students, and Shared Governance.

Person B:

Academic excellence, appropriate career education, empowering students

Person C:

I have found the learning college and the shared governance concepts to be positive developments here at SVCC.

VISION PREPARATION: SELECTED MISSION/VISION STATEMENTS

1) DANVILLE AREA COMMUNITY COLLEGE, Danville, Illinois

Mission Statement

Danville Area Community College is committed to being a recognized leader in providing quality, innovative and adaptive programs and services which meet the life-long academic, cultural and work force needs of our diverse community.

Vision Statement

Danville Area Community College will continue to be an active partner in building and maintaining academic excellence and economic vitality in the region it serves. This will be accomplished by:

- Creating a learning culture where assessment of student academic achievement is valued and used across the institution, departments, and programs to improve learning;
- Providing a friendly and dynamic environment in which to learn and grow;
- Embracing the ever-changing world of technology;
- Offering an affordable and convenient education for learners;
- Promoting a global perspective of education;
- Reflecting diversity and inclusiveness in our students, faculty, and staff;
- Cultivating partnerships with the community to develop innovative and vital solutions to meet changing academic and economic needs;
- Challenging students to explore their full potential through rigorous academics, diverse campus organizations, and innovative career experiences; and
- Enhancing opportunities for student success through comprehensive Services.

2) **HOLMES COMMUNITY COLLEGE**, Goodman, Mississippi

Mission Statement

Holmes, a comprehensive public community college located in Central Mississippi, provides innovative educational and cultural opportunities to its constituents through campus-based and distance education programs. In an every-changing world, the college seeks to prepare its graduates for university transfer, productive employment and lifelong learning by offering an Associate in Arts, degree, Associate in Applied Science degree, and Vocational certificates. Holmes Community College, whose primary commitment is to excellence in all areas, offers affordable, equal access to higher education in an attractive, secure, multi-campus environment.

Strategic Initiatives

- I. Maintain an environment for continuous accessibility and improvement of the quality of education.
- II. Continue to acquire and support appropriate emerging technologies for curricular, instructional, and administrative processes.
- III. Improve college personnel/student interactions to achieve a higher rate of student success.
- IV. Expand and improve the college's infrastructure in support of student services, instructional programs, administrative processes and community services.
- V. Improve the college's image by enhancing public relations through communication.
- VI. Expand and improve educational partnerships with business/industry and appropriate agencies.

Vision Statement

Holmes Community College will be a leader in education by serving as a comprehensive, community-oriented institution delivering flexible, responsive programs of the highest quality.

3) **PHILLIPS COMMUNITY COLLEGE, University of Arkansas**

Vision Statement

Phillips Community College will be a leading post-secondary institution in the Delta, recognized for its excellence in higher education, public service, and community development. The college will be a primary choice for citizens preparing for the job market, pursuing career advancement opportunities, or seeking to transfer to four-year colleges and universities. Partnerships with schools, business groups, governmental agencies, and other higher education institutions will contribute to an organizational environment that enhances the economic development and quality of life in the region.

The college will be recognized throughout the state, and at both the regional and national levels, for its ability to provide quality teaching, student and public service, community development programs, research-based evaluation of programs and services, and innovative technology to its community.

4) **PHOENIX COLLEGE, Phoenix, Arizona**

Our Vision Phoenix College will be the premier provider of learning opportunities for our community to go far close to home.

Our Mission Phoenix College delivers teaching and learning experiences that inspire the lifelong pursuit of educational, professional, and personal goals for our diverse urban community.

Mission Goals

We support our mission through a rich tradition of:

- University Transfer Education
- General Education
- Workforce Development
- Developmental Education
- English as a Second Language
- Continuing and Community Education
- Community Partnerships
- Student Support Services
- Global Engagement

5) **TRITON COLLEGE**, River Grove, Illinois

Mission Statement

Responsive to diverse educational needs, Triton College is committed to a supportive lifelong learning environment empowering individuals personally, professionally and culturally to contribute to a global community.

Vision Statement

Triton College will address the needs of its diverse community and establish a greater presence within its district. Triton College will expand on an environment that fosters a participatory involvement, innovative programs, performance-based standards, and provide services that will enhance the learning process. Triton College will support learning and a technology enhanced education as a priority in every policy, program and practice.

6) **WYTHEVILLE COMMUNITY COLLEGE**, Wytheville, Virginia

Mission

The mission of Wytheville Community College is to provide a quality, comprehensive education for the citizens of the counties of Bland, Carroll, Grayson, Smyth, and Wythe and the city of Galax.

To achieve this mission and to fulfill its role as an educational leader and partner, Wytheville Community College commits to a student-centered environment by

- providing programs and courses in occupational-technical education, college transfer education, general education, developmental education, distance education, continuing education, and workforce development;
- utilizing a broad range of instructional technologies, methods, materials, and facilities that are designed to meet the diverse needs of students;
- offering a supportive, comprehensive program of student development services that contribute to student persistence, success, and citizenship;
- fueling regional and state economic development by forging partnerships with businesses, industries, public agencies, civic groups, public schools, and other institutions of higher education not only within the service region but throughout the Commonwealth;
- presenting diverse cultural opportunities while promoting the heritage of Southwest Virginia;
- promoting accessibility and affordability; and
- ensuring quality in all programs and services.

Educational Principles

To achieve its mission, the principles that guide Wytheville Community College are:

- to provide programs and courses of instruction, through the associate-degree level, encompassing occupational-technical education, college transfer education, general education, developmental education, continuing education, and workforce development
- to offer a comprehensive program of student-development services
- to provide a broad range of instructional technologies, methods, materials, facilities, and instructional support services that accommodate students of varied backgrounds, interests, and abilities
- to create an educational environment that facilitates learning through a curriculum that broadens perspectives, leads to responsible citizenship, and sets standards that support the highest level of performance
- to serve as an important linkage between secondary education and four-year colleges and universities
- to enrich local communities, by making available resources in people, facilities, libraries, and programming

Vision

Wytheville Community College will be a recognized educational leader and partner, with student learning and teaching excellence being our highest priorities. We will advance these priorities by committing ourselves to unsurpassed student service, support, and satisfaction and to personal and professional employee growth. As a community partner, we will share resources to provide opportunities for lifelong learning, cultural enrichment, and economic advancement in our region.

INSTITUTIONAL GOALS

In my opinion, the Board has major roles in strategic planning for the College:

1. Creation of the mission and vision statements for the College.
2. Determine the institutional goals.
3. Determine goals for the President.

Currently my interpretation of the directions given to me by the Board are:

1. Improve the overall operating efficiency of the College.
2. Be visible both in the College and within the community.
3. Increase the responsiveness of the College to the needs of the community.

The next page is a copy of the "SVCC Issues" which were discussed at our retreat in October.

SVCC ISSUES

October, 2005

1. Farmhouse – Current plan is to convert to a conference center. Not sure this is a good idea.
2. Animal Heads – Evidently the question is raised periodically on whether to keep them or not. The issue is scientific value vs. animal rights vs. aesthetics.
3. Stairways – The gap between the rails on the stairways is too large. We have addressed this by adding chicken wire in places.
4. Natural Prairie Restoration – Along the highway we have 20+ acres of "natural prairie". Facilities have a number of issues with this. We have the issue of scientific/educational value vs. aesthetics vs. costs vs. who's in charge.
5. Access to President's Office – President's Office is not very visible or accessible.
6. "One Stop" Center – The trend is to combine necessary student services in one location (Financial Aid, Counseling, Registration, Business Office) e.g. "one stop". While most of these services are clustered fairly close together on the first floor, the Business Office is not.
7. Organizational Structure – The reorganization of the College one year ago has some reporting structures that are somewhat unusual.

The College is administratively top heavy and too "vertically" structured.
8. Programming – We very much need a logical progression for the development of new programs. The process must include the input and necessary approval at all levels.
9. Faculty – Future faculty contracts, negotiations, overloads. Do our faculty receive appropriate compensation?
10. Remodel – Necessary changes for science labs and technical areas.
11. Cost Savings – Can we save on the existing budget? Ways to improve revenue.
12. Business and Industry – The need for the College to provide needed services to support area industry.
13. HLC Visit – Preparation for the scheduled focus visit in April.

EVALUATION

Suggested components for the evaluation:

1. Be more objective/less subjective
2. Accomplishment of goals
3. Record of attending internal/external meetings and functions.

I would suggest narrative comments are the most helpful form of feedback.

REORGANIZATION PLANS

We will walk through the plans I have in mind with any available input from the College staff.

From: "George Mihel" <mihelg@svcc.edu>
To: fynnaugustus@hotmail.com
Date: 01/31/2006 01:44 PM
Subject: Board Retreat

Board Retreat January 19, 2006

Roll Call/ Call to Order

Meeting Called to order by Board Chair Thompson at 12:35 p.m.
Absent: Nancy Varga, Amanda Dahlquist (arrived 1:35p.m.)

Tom Gospodarczyk distributed the current strategic plan and initiated discussion about strategic planning in general and how planning has been accomplished at the college.

Particular emphasis has been placed on planning as a result of the scheduled Higher Learning Commission focus visit in April. Historically the Board has been informed of planning efforts, but has not played the necessary leadership role in planning.

Mission Statement

Following review and discussion the Board agreed the current Mission Statement is appropriate.

Vision Statement

After reviewing vision statements from other colleges and discussion about vision statements the Board identified key elements to be included in a vision statement:

- high value
- responsive
- exceptional quality
- benchmark for others

The Board asked Tom G. and Dr. Mihel to draft some sample statements from the key elements.

Institutional Goals

Following group exercises, discussion, and the process of elimination, the Board identified general goals:

- exceptional quality of education
- high value; financially responsible
- responsive to students, community, employers; key role in economic development
- data driven decisions and planning; increased Board involvement

The Board asked Tom G. and Dr. Mihel to write draft goal statements based on this information.

Evaluation of the President

Following discussion the Board asked Dr. Mihel to incorporate the ideas and develop a new form for the evaluation.

REVISED
SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA

REVISED

REVISED

Third Floor Board Room
Dixon, IL

January 23, 2006
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, December 19, 2005**
 - 2.3 Treasurer's Report**
 - 2.4 Bills Payable**
 - 2.5 Payrolls**

December 21, 2005	\$219,798.68
January 15, 2006	\$204,133.94
 - 2.6 Budget Report**
- 3.0 Reports/Information**
 - 3.1 President's Report**
 - 3.2 Communication from Visitors**
 - 3.3 Reports from Trustees**
 - 3.4 AmeriCorps: Becki White**
 - 3.5 Ethics Training**
 - 3.6 Financial Projections for FY 07**
- 4.0 Action Items**
 - 4.1 PHS Project Amendment – Electrical Improvements**
 - 4.2 Faculty Retirement – Judy Hill**
 - 4.3 Faculty Retirement – Dr. Karen Pinter**
 - 4.4 Board Policy 308.01 – Collateralization Policy (First Reading)**
 - 4.5 Board Policy 309.01 – Investment Policy (First Reading)**
 - 4.6 Welding Certificate**
 - 4.7 Vice President Position Changes**
- 5.0 Closed Session**
- 6.0 Adjourn**

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

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Dixon, IL**

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- 6.0 Adjourn**

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

January 23, 2006

The Board of Trustees of Sauk Valley Community College met in regular session at 7:02 p.m. on January 23, 2006 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 7:02 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
Dean of Arts, Social Sciences, Math, and Physical Education
Patrick Kennedy
Director of Human Resources Kathryn Snow
Director of College Relations Cal Lyons
Administrative Assistant Debra Dillow
Administrative Assistant to the Board Nancy Breed

Absent: None

Chair Thompson acknowledged that this is the last meeting for Board Assistant Breed and thanked her for her service.

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

President's Report: Dr. Mihel reported that the administration will be presenting an in-depth analysis of enrollment patterns and a recommendation for a tuition increase at the February meeting; that the final figures for the Fall 2005 semester indicate that enrollment was up 7.6% in students and 2.6% in credit hours; that for the Spring 2006 semester enrollment is currently up 3.6% in students and 3.0% in

credit hours; and that he and Member Cox will be attending the ACCT Conference in Washington, D.C. from February 5-8.

Ethics Training:

Director of Human Resources Kathryn Snow informed the Board that at the recent Spring in-service faculty and staff received training on the Family Educational Rights and Privacy Act (FERPA), sexual harassment, affirmative action and the Illinois Ethics Act.

Financial Projections for FY 07:

Vice President of College Services Ruth Bittner presented the financial projections for FY 07. She stated that based on actual expenditures to date, the current 2005-06 budget should come in with a loss of approximately \$100,000. She then explained the assumptions used in preparing the financial projections for FY 07 and stated that the goals in preparing the projection were to have a balanced budget in FY 07 and to continue to rebuild the College fund balance as directed by the Board. She reminded the Board that every dollar increase in tuition is worth \$50,000 in revenue, while every percentage increase in enrollment is worth \$40,000 in revenue. Vice President Bittner concluded by stating that this projection will be used in determining the tuition recommendation at the February meeting.

Reports:

Student Trustee: Member Dahlquist stated that on February 10 Student Activities will be hosting Mohammad Bilal from MTV's Real World, who will speak on "12 Steps to Appreciating Diversity".

ICCTA Representative: Chair Thompson stated that he had received notification that the State Lobby Day has been rescheduled for March.

Board Chair: Chair Thompson stated that he had received a lot of positive comments from Board members about the retreat held on January 19; and acknowledged and thanked Member Simpson and Member Andersen for their service and commitment to the Board for the past 20 and 18 years respectively.

**PHS Project Amendment -
Electrical Improvements:**

It was moved by Member Andersen and seconded by Member Cox to approve the revised budget for the Electrical Improvements Protection, Health and Safety Project in the amount of \$54,273. In a roll call vote, all voted aye. Motion carried. Student Trustee Dahlquist advisory vote: aye.

Faculty Retirement
Request – Judy Hill:

It was moved by Member Simpson and seconded by Member Varga to accept with regret the retirement request of Assistant Professor Judy Hill, effective June 1, 2006, and expressed its gratitude for her 18 years of service to the College. In a roll call vote, all voted aye. Motion carried. Student Trustee Dahlquist advisory vote: aye.

Faculty Retirement
Request – Karen Pinter:

It was moved by Member Wilkinson and seconded by Member Andersen to accept with regret the retirement request of Professor Karen Pinter, effective June 1, 2006, and expressed its gratitude for her 39 years of service to the College. In a roll call vote, all voted aye. Motion carried. Student Trustee Dahlquist advisory vote: aye.

Board Policy 308.01 -
Collateralization Policy
(First Reading):

It was moved by Member Simpson and seconded by Member Cox to approve Board Policy 308.01, Collateralization Policy for first reading as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Dahlquist advisory vote: aye.

Board Policy 309.01 -
Investment Policy
(First Reading):

It was moved by Member Cox and seconded by Member Andersen to approve Board Policy 309.01, Investment Policy for first reading as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Dahlquist advisory vote: aye.

Welding Certificate:

It was moved by Member Cox and seconded by Member Varga to approve the Entry Level and Advance Level Welding Certificates as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Dahlquist advisory vote: aye.

Vice President Position
Changes:

It was moved by Member Andersen and seconded by Member Cox to approve the creation of the position of Academic Vice President, effective July 1, 2006. In a roll call vote, following was recorded: aye – Members Andersen, Cox, Padilla, Simpson, Wilkinson, and Thompson; abstain - Member Varga. Motion carried. Student Trustee Dahlquist advisory vote: aye.

Adjournment:

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

The meeting adjourned at 7:30 p.m.

January 23, 2006

Page 4

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on
February 27, 2006 in the Board Room.

Respectfully submitted,



Nancy Varga, Secretary



SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES - TREASURER'S REPORT
As of December 31, 2005

CHECKING ACCOUNTS

<u>INTEREST BEARING ACCOUNTS</u>	<u>INTEREST RATE</u>	<u>AMOUNT</u>
General Account - Sterling Federal Bank	3.260	\$195,652.14
Illinois Funds - Firstar Bank, Springfield	4.016	1,403,969.90
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS		1,599,622.04

MONEY MARKET

ABN-AMRO Investment Services, Inc.	3.600	10,276.75
TOTAL CHECKING ACCOUNTS		\$1,609,898.79

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY 
BOARD CHAIR

BOARD SECRETARY

INVESTMENTS

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

BOND INVESTMENTS - Liability, Protection & Settlement

		<u>YIELD</u>	<u>PRICE</u>
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
Federal Home Ln Mtg Corp	04-01-08	3.500	477,650.53
Federal Natl Mtg. Assn Benchmark	11-17-08	3.875	611,426.13
SUBTOTAL BONDS			\$5,580,846.04

TOTAL INVESTMENTS

\$11,580,846.04

Sauk Valley Community College
Board of Trustees
January 23, 2006

Summary of Bills Payable

Amount

General Operating Funds

\$ 650,417.68

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY


BOARD CHAIR


BOARD SECRETARY

DATE _____

APPROVED BY
SARAH WILSON COMMUNITY COLLEGE

BOARD CHAIR

BOARD SECRETARY

DATE

REPORT SVRCHKR
FISCAL YEAR 2006

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<u>PAYER/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Leathers, Michael O.	01		Accounts Payable	Online Refund	296.00
Leights, Orva	01		Accounts Payable	Online Refund	27.00
Long, Kimberly A.	01		Accounts Payable	Online Refund	649.00
Manzano, Tiffany A.	01		Accounts Payable	Online Refund	148.00
Markel, Diane E.	01		Accounts Payable	Online Refund	9.00
Maynard, Bruce E.	01		Accounts Payable	ITA Gt	250.00
Mehta, April K.	01		Accounts Payable	ITA	250.00
Miller, William E.	01		Accounts Payable	Online Refund	58.00
Mohr, Courtney A.	01		Accounts Payable	Stafford Ln	1,697.50
Morris, Julia K.	01		Accounts Payable	Online Refund	25.00
Moser, Michael P.	01		Accounts Payable	Online Refund	140.00
Micklaus, Seth A.	01		Accounts Payable	Abnl Scholarship	250.00
Norman, Ladonna J.	01		Accounts Payable	ITA Gt	250.00
O'Connell, Megan E.	01		Accounts Payable	Online Refund	15.00
Ogburn, Taglie L.	01		Accounts Payable	ITA	250.00
Oeborn, Linda S.	01		Accounts Payable	Online Refund	85.00
Pineda, Javier	01		Accounts Payable	Online Refund	250.00
Plog, Kaylene E.	01		Accounts Payable	Online Refund	20.00
Poci, Greg M.	01		Accounts Payable	Online Refund	237.00
Rastede, Meta P.	01		Accounts Payable	Online Refund	222.00
Ray, Jessica	01		Accounts Payable	PELL Grant	878.56
Rhodes, Brenda K.	01		Accounts Payable	Stafford Loan	1,697.50
Russell, Traci A.	01		Accounts Payable	PELL Gt	338.00
Russell, Traci A.	01		Accounts Payable	Online Refund	15.00
Russell, Traci A.	01		Accounts Payable	MAP Gt	550.73
Russell, Traci A.	01		Accounts Payable	Online Refund	15.00

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Cobane, Carrie A.	01		Accounts Payable	Online Refund	518.00
Coward, Joshua D.	01		Accounts Payable	Achl Schol	250.00
Crawford, Carrie A.	01		Accounts Payable	Online Refund	395.00
Crayton, Anthony	01		Accounts Payable	ITA	250.00
Davis, Amy L.	01		Accounts Payable	Online Refund	74.00
Davis, Elizabeth L.	01		Accounts Payable	ref-overpay on plan	244.67
Dillon, Joshua K.	01		Accounts Payable	MAP Gt	250.00
Domdey, Ashley	01		Accounts Payable	Online Refund	237.00
Dominguez, Ana Luisa	01		Accounts Payable	Stafford Ln	1,273.61
Engleking, Rita F.	01		Accounts Payable	Stafford Loan	1,273.61
Fenwick, Bernard J.	01		Accounts Payable	Online Refund	237.00
Fruin, Kristy L.	01		Accounts Payable	ITA	250.00
Gomez, Andres C.	01		Accounts Payable	Online Refund	1.00
Goss, Paige M.	01		Accounts Payable	MAP & ITA Gt	1,001.00
Hall, Nicole M.	01		Accounts Payable	ITA Gt	250.00
Harms, Debora L.	01		Accounts Payable	Online Refund	27.00
Harness, Joanna	01		Accounts Payable	PEBL Gt	2,000.00
Hovey, Katie E.	01		Accounts Payable	Online Refund	148.00
Inks, Elizabeth	01		Accounts Payable	Online Refund	2.97
Johnson, Andrew F.	01		Accounts Payable	Online Refund	250.00
Kaiser, Jeremy R.	01		Accounts Payable	ITA Gt	250.00
Karrow, Cliff T.	01		Accounts Payable	Stafford Loan	1,697.50
Kinsella, Brian W.	01		Accounts Payable	Online Refund	222.00
Kipping, David K.	01		Accounts Payable	Online Refund	15.00
Lackland, Glenda	01		Accounts Payable	Online Refund	27.00
Lang, Jeremy D.	01		Accounts Payable	Online Refund	1,056.00

REPORT SVRCHK
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Equitable Life Assurance	01		Equitable	Accrued Annuities-Equitable	250.00
Equitable Life Assurance	01		Equitable	Accrued Annuities-Equitable	250.00
Franklin Financial Services Corp01			Franklin Life	Accrued Annuities-Franklin Life	187.50
Franklin Financial Services Corp01			Franklin Life	Accrued Annuities-Franklin Life	187.50
New York Life Insurance & Annu01			New York Life	ACCURED ANNUITIES-New York Life	300.00
New York Life Insurance & Annu01			New York Life	ACCURED ANNUITIES-New York Life	300.00
Fidelity Investments	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	594.00
Fidelity Investments	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	594.00
Waddell & Reed, Inc	01		Waddell & Reed	Accrued Annuities-Waddell & Reed	225.00
Waddell & Reed, Inc	01		Waddell & Reed	Accrued Annuities-Waddell & Reed	225.00
Balder, Vivian J.	01		Accounts Payable	Stafford Loan	1,273.61
Baumgartner, Adam T.	01		Accounts Payable	Online Refund	888.00
Beard, Tonya D.	01		Accounts Payable	Online Refund	210.67
Beckstrom, Amanda	01		Accounts Payable	Stafford Ln	1,273.61
Bettel, Karshan A.	01		Accounts Payable	ITA GR	250.00
Bodmer, Karen S.	01		Accounts Payable	Online Refund	27.00
Boswell, Jennifer L.	01		Accounts Payable	ITA GR	250.00
Boyd, Loratha M.	01		Accounts Payable	ITA GR	250.00
Bramm, Valerie M.	01		Accounts Payable	Online Refund	20.00
Broderick, Michael E.	01		Accounts Payable	Online Refund	85.00
Burkhardt, Shawn E.	01		Accounts Payable	Online Refund	232.00
Bushaw, Tifanie A.	01		Accounts Payable	Online Refund	1,091.00
Byrd, Michael R.	01		Accounts Payable	Online Refund	696.00
Carbaugh, Casey R.	01		Accounts Payable	Athletic School	350.00
Cassens, Melissa I.	01		Accounts Payable	Online Refund	2.00
Cisneros, Angelica	01		Accounts Payable	MAP GC	232.93

REPORT SVRCHP
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Blackbaud	01		Foundation Expense	Maintenance-Raise/dge	1,688.60
Consolidated Management Co	01		Foundation Expense	Single Parents Refreshments	45.60
Options Publishing	01		Foundation Expense	Language Skill Books	214.13
Quill Corporation	01		Dislocated Worker Expense	Ink Cartridges & Calendar Refills	80.06
Fitch Third Bank	01		Due from Computer Purchase Plan	Computer Purchase	692.37
State Universities Retirement Sy01			SURS Payable	Accrued SURS	26,616.41
State Universities Retirement Sy01			SURS Payable	Accrued SURS	25,659.26
Select Employees Credit Union	01		Credit Union Payable	ACCRUED W/H Select Employees Credit Union	11,735.08
Select Employees Credit Union	01		Credit Union Payable	ACCRUED W/H Select Employees Credit Union	11,735.08
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
Minnesota Child Support Payment 01			Wage Garnishment Payable	GARNISHMENT	333.00
Community Health Charities of 1101			United Way Payable	ACCRUED W/H-Community Health Charities	28.00
Community Health Charities of 1101			United Way Payable	ACCRUED W/H-Community Health Charities	18.00
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 Dixon	38.35
United Way of Whiteside County	01		United Way Payable	Accrued United Way Dixon	38.35
Gallagher Benefit Services, Inc 01			Optional Disability Insurance	Accrued United Way Sterling/Rock Falls	36.35
Gallagher Benefit Services, Inc 01			Optional Disability Insurance	LTD Billing January 06	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	40.00
Ameriprise Financial Services, 101			American Express	Accrued Amnities-American Express	1,442.19
Ameriprise Financial Services, 101			American Express	Accrued Amnities-American Express	2,430.00

REPORT SVCRCHK
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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Wyatt, Ashley G.	01		Accounts Payable	Online Refund	250.00
Mekeel, Amy	01		Other Payables	Parent Plus Loan	1,455.00
Consolidated Management Co	01		Cafeteria payable	December 05 Punch A Lunch	320.00
Andersen, Edward A.	01		Conference/Meeting Expense	2005 Board Meeting	89.53
Consolidated Management Co	01		Conference/Meeting Expense	Board Meeting Refreshments, Open PO	22.25
Illinois Community College Trust01			Conference/Meeting Expense	Legislative Luncheon 2/08/05	50.00
Padtlla, Joan M	01		Conference/Meeting Expense	Board Travel 2005	78.19
Simpson, William	01		Conference/Meeting Expense	Board Travel 2005	287.52
Thompson, Robert J.	01		Conference/Meeting Expense	Board Travel 2005	72.85
Varga, Nancy L.	01		Conference/Meeting Expense	Travel Board 2005	83.86
Fifth Third Bank	01		Conference/Meeting Expense	President's Travel	225.25
Illinois Community College Trust01			Conference/Meeting Expense	Legislative Luncheon 2/08/05	50.00
McCormick's	01		Other Conference & Meeting	Flowers-Elsie Day	39.50
Ashton Gazette	01		Publications and Dues	Subscription Renewal	24.50
CD-Council for Resource Develop01			Publications and Dues	FY 06 Membership	195.00
Sauk Valley Newspapers	01		Publications and Dues	Subscription Renewal	147.00
Amboy News	01		Advertising	Cabaret Fall Play	65.60
Amboy News	01		Advertising	Spring Registration	74.25
Andrew Bollman Photography	01		Advertising	Faculty Photos	843.00
Better Business Guide Inc	01		Advertising	Phone Book Covers	189.50
Carroll County Review	01		Advertising	Fall Play	62.50
Creative Design & Publishing Co.01			Advertising	Advertising Spring Classes	65.00
Have Fun Entertainment	01		Advertising	Fall Play	112.00
Insight Media Advertising	01		Advertising	Spring Registration	194.00
Ogle County Life	01		Advertising	Spring Registration	56.00
Ogle County Newspapers	01		Advertising	Spring Registration	81.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Russell, Traci A.	01		Accounts Payable	PELL Gt	338.00
Russell, Traci A.	01		Accounts Payable	MAP Gt	550.73
Saathoff, John J.	01		Accounts Payable	Online Refund	99.00
Schulien, Ruth A.	01		Accounts Payable	Online Refund	227.00
Segneri, Alex J.	01		Accounts Payable	Online Refund	74.00
Sifuentes, Christopher A.	01		Accounts Payable	Stafford Ln	1,273.61
Smith, Lindsey A.	01		Accounts Payable	ITA Gt	250.00
Sowl, Nicole C.	01		Accounts Payable	ITA	250.00
Stichter, Robert M.	01		Accounts Payable	Online Refund	360.33
Stutzke, Andrew D.	01		Accounts Payable	Online Refund	45.00
Swift, Annette M.	01		Accounts Payable	Online Refund	20.00
Thomas, Cynthia A.	01		Accounts Payable	Stafford Ln	1,273.61
Thomas, Cynthia A.	01		Accounts Payable	Online Refund	88.00
Thomas, Cynthia A.	01		Accounts Payable	Refund-Fin Assistance Only	424.86
Townsend, Stephanie E.	01		Accounts Payable	Online Refund	222.00
Ulferfs, Elise C.	01		Accounts Payable	Online Refund	222.00
Ulrich, Cindy L.	01		Accounts Payable	PELL Gt	469.48
Vaessen, Kimberly A.	01		Accounts Payable	Online Refund	64.00
Van Natta, Megan M.	01		Accounts Payable	Online Refund	250.00
Weronko, Jennifer L.	01		Accounts Payable	Online Refund	459.00
Williams, Jennifer E.	01		Accounts Payable	Online Refund	222.00
Winekauf, Amber N.	01		Accounts Payable	Online Refund	15.00
Wiltener, Emily K.	01		Accounts Payable	Stafford Ln	1,697.50
Wolber, Sheld L.	01		Accounts Payable	ITA	250.00
Wood, Bridgett M.	01		Accounts Payable	Online Refund	126.00
Wray, Justin R.	01		Accounts Payable	Online Refund	232.00

REPORT SWACMR
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Wholesale Point Inc	01	Fitness Center	Instructional Supplies	Digital Scale Tanita BWB 800P	349.95
WhiteSide Area Career Center	01	Criminal Justice	Instructional Service Contracts	Criminal Justice Class Fall 2005	1,395.00
Braddock, Samuel L.	01	Criminal Justice	Conference/Meeting Expense	Travel-Highland Community College	145.50
NILRC	01	History	Other Contractual Services	Fall Enrollment-History	358.40
WhiteSide Area Career Center	01	Human Services	Instructional Service Contracts	ECE 114 Fall 2005	6,510.00
NILRC	01	Psychology	Other Contractual Services	Fall Enrollment-Psychology	101.00
Follett Bookstore	01	Mathematics	Instructional Supplies	Department Charges	63.75
McPherson, Steven P.	01	Mathematics	Publications and Dues	MMA Dues FY 06	191.00
Hurd, Mary Ann	01	Dean of Business/Tech & Natural	Other Conference & Meeting	Travel-	34.44
WhiteSide Area Career Center	01	Computer Information Systems	Instructional Service Contracts	CIS 203 / CIS 152 Class Fall 2005	1,709.07
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Service Contract for Monthly copy machine	32.70
WhiteSide Area Career Center	01	Machine Tool	Instructional Service Contracts	IND 125 Class Fall 2005	1,090.35
WhiteSide Area Career Center	01	Mechanical Design	Instructional Service Contracts	DFT 208 Class/IND 116 Class Fall 2005	11,457.60
SBM Business Equipment Center	01	Dean of Health Careers and Scien	Maintenance Services	Maintenance -Copy Machine Open PO	36.50
Lynch, Janet L.	01	Dean of Health Careers and Scien	Conference/Meeting Expense	Travel-Nursing Meetings	115.43
Laerdal Medical Corporation	01	Associate Degree Nursing	Office Supplies	Vein, IV Arm	118.89
Thomson Learning	01	Associate Degree Nursing	Computer Software	Learning Program Network Version 1401810357	820.56
Dakroft-Wetz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	LPN supplies Open PO	59.10
SourceOne Healthcare Technologies	01	Radiologic Technology	Maintenance Services	Rad Maintenance-Open PO	80.00
URCER (Joint Review Committee	001	Radiologic Technology	Publications and Dues	Annual Accreditation Fee	1,500.00
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Clinical Travel-12/14/05	252.69
Shipper, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Clinical Travel-12/15/05	144.53
U S Filter Corporation	01	Chemistry	Instructional Supplies	Tank, Mixed Bed, 45CF	154.30
Educational Innovations, Inc	01	Physics	Instructional Supplies	Density Identification Set DEN-210	216.03
Newark INOne	01	Physics	Instructional Supplies	Connector-BNC to Binding Post Part #16F7677	51.59
Fitch Third Bank	01	Dean of Information Systems	Conference/Meeting Expense	Blackhawk College	-109.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Oriental Trading Company	01	College Relations	Advertising	Parade-Christmas Walk	132.25
Sauk Valley Newspapers	01	College Relations	Advertising	Spring Registration/Health	731.80
WIXN FM - WIXN AM	01	College Relations	Advertising	Spring Registration	775.00
WILLT	01	College Relations	Advertising	Basketball Games	130.00
WNS Pub. News-Sentinel/The Review	01	College Relations	Advertising	Spring Registration	87.50
WRML FM The HUB	01	College Relations	Advertising	Spring Registration	168.50
Wainut Leader	01	College Relations	Advertising	Spring Registration	39.00
Wilthers Broadcasting	01	College Relations	Advertising	SpringRegistration	1,293.54
Gordon Flesch Company	01	Printshop	Maintenance Services	Copier-Maintenance & Supplies	993.19
Xerox Corporation	01	Printshop	Maintenance Services	Meter Usage	29.43
GFC Leasing Company	01	Printshop	Debt Principal Retirement	Copier Lease Payment -Principal	383.62
GFC Leasing Company	01	Printshop	Interest	Copier Lease Payment-Interest	149.69
Xerox Corporation	01	Printshop	Lease Installment Payments	Leasing Charges	49.83
Dixon Rotary Club	01	VP-Learning Services	Publications and Dues	Rotary Dues J Kerber	160.25
National Collegiate Honors Council	01	Honors	Publications and Dues	FY 06 Membership Dues	500.00
Berkey, Noel C.	01	Other Instructional	Tuition Reimbursement	Fall 05 Tuition Reimbursement	460.00
Nelson, John D.	01	Other Instructional	Tuition Reimbursement	Fall 05 Tuition Reimbursement	230.00
Wiltman, Valarie	01	Other Instructional	Tuition Reimbursement	Fall 2005 Tuition Reimbursement	690.00
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Monthly Maintenance for Sharp Copier	37.30
Hurd, Mary Ann	01	Other Instructional	Conference/Meeting Expense	Travel-	203.70
Consolidated Management Co	01	Other Instructional	Other Conference & Meeting	Faculty Discussion	55.50
Illinois Higher Education Art As01	01	Art	Instructional Supplies	FY 06 Dues	50.00
Popp, Joseph S.	01	Art	Instructional Supplies	Art Supplies	206.82
Ashton High School	01	English	Instructional Service Contracts	English 101 Class Fall 2005	1,395.00
Bureau Valley High School	01	English	Instructional Service Contracts	English 101 Class Fall 2005	2,982.00
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	P E Towels	914.72

REPORT SYCAMER
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RMS Technology Solutions, Inc	01	Administrative Computing	Computer Software	HP support Renewal for FY06 billed monthly	800.21
RMS Technology Solutions, Inc	01	Administrative Computing	Computer Software	HP support Renewal for FY06 billed monthly	800.21
Anderson, Pamela J.	01	Special Needs- ADA	Other Contractual Services	Interpreter Services 12/05	350.00
Xerox Corporation	01	Counseling	Maintenance Services	Xerox Charges December 05	8.03
Florini, Anthony D.	01	Counseling	Conference/Meeting Expense	Travel-Adult Ed	50.44
Baltner, Ruth C.	01	VP- College Services	Conference/Meeting Expense	Travel 12/8/05 Rockford	77.28
Munson, Jeffrey T.	01	Other Institutional	Tuition Reimbursement	Fall 05 Tuition Reimbursement	690.00
Nardini, Dawn A.	01	Other Institutional	Tuition Reimbursement	Fall 2005 Final Tuition Reimbursement	305.59
Federal Express Corp	01	Other Institutional	Postage	Weekly Express Charge	60.95
Mallier's Guide Company	01	Other Institutional	Postage	Annual Renewal	87.00
Pitney Bowes	01	Other Institutional	Postage	Monthly Meter Renewal	467.00
US Postmaster	01	Other Institutional	Postage	Permit 243	150.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	10,500.00
United Parcel Service	01	Other Institutional	Postage	Monthly Charges	146.93
SNM Business Equipment Center	01	Business Office	Maintenance Services	Maintenance for Copier FY 06 Open PO	32.70
Daytime, Inc	01	Business Office	Office Supplies	Calendar	34.99
Staples	01	Business Office	Office Supplies	Office Supplies	127.58
College of DuPage	01	Tuition Chargeback	Tuition Chargeback	Chargeback Fall 2005	5,730.48
Parkland College	01	Tuition Chargeback	Tuition Chargeback	Addtl Fall 05 Chargeback	1,576.32
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	December Celebrations Birthday/Winner	42.15
John Gray Company	01	Personnel Office	Other Conference & Meeting	Award Pin	34.94
Gospodarczyk, Thomas J.	01	Dean of Adult Education	Conference/Meeting Expense	Travel-ICCCA Conf	470.94
SNM Business Equipment Center	01	Information Center	Maintenance Services	Maintenance on Copier in Information Office	36.00
SNM Business Equipment Center	01	Information Center	Instructional Supplies	Sharp FO-15CR Imaging Film	59.98
Beggerow, Alan	010100	CCS Public Workshops	Consultants	CCS Class 12/20/05	2,000.00
Bond, Chuck	010100	CCS Public Workshops	Consultants	CCS Class - F 05	156.80

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Fifth Third Bank	01	Learning Resource Center	Library Supplies	Staples	82.75
NILARC	01	Learning Resource Center	Computer Software	CINAH	3,131.10
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Books for Library	43.20
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library Open Purchase Order	1,564.31
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books for Library-Open Purchase Order	24.07
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	Hamilton Book	1,194.22
Thomson Gale	01	Learning Resource Center	Books and Binding Costs	Books for Library	219.00
Fifth Third Bank	01	Learning Resource Center	Publications and Dues	Rockford Register Star	241.80
Oxford University Press	01	Learning Resource Center	Publications and Dues	Dict. Art	1,695.00
Belhoff, Lisa A.	01	Learning Resource Center	Conference/Meeting Expense	Travel-Access Training	190.61
RMS Technology Solutions, Inc	01	Academic Computing	Maintenance Services	HP support Renewal for FY06 billed monthly	113.30
RMS Technology Solutions, Inc	01	Academic Computing	Maintenance Services	HP support Renewal for FY06 billed monthly	113.30
Unique Computer	01	Academic Computing	Instructional Supplies	Parts	145.00
Fifth Third Bank	01	Academic Computing	Instructional Technology Materia	ITC Supplies	422.56
Philadelphia Security Products, 01		Academic Computing	Instructional Technology Materia	Cable-C6XXR	231.30
Shelley, Chris	01	Academic Computing	Instructional Technology Materia	IT Supplies	67.37
Fifth Third Bank	01	Academic Computing	Computer Software	Element K	419.69
RMS Technology Solutions, Inc	01	Academic Computing	Computer Software	HP support Renewal for FY06 billed monthly	53.11
RMS Technology Solutions, Inc	01	Academic Computing	Computer Software	HP support Renewal for FY06 billed monthly	53.11
RMS Technology Solutions, Inc	01	Administrative Computing	Maintenance Services	HP support Renewal for FY06 billed monthly	2,574.13
RMS Technology Solutions, Inc	01	Administrative Computing	Maintenance Services	Support Package HA103AC/Hardware Support HA151AC	2,843.00
RMS Technology Solutions, Inc	01	Administrative Computing	Maintenance Services	HP support Renewal for FY06 billed monthly	2,574.13
Graybar Electric Company Inc.	01	Administrative Computing	Office Supplies	Panduit Patch Panel	72.99
Menards	01	Administrative Computing	Office Supplies	Materials-Enhanced Classroom	259.17
RMS Technology Solutions, Inc	01	Administrative Computing	Office Supplies	LC-LC Fibre Cable	628.00
Toner Tech Plus	01	Administrative Computing	Office Supplies	Refurbished Toner	1,442.60

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Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplier	59.88
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	65.02
Malco Company	02	Maintenance	Maintenance Supplies	Drum	966.98
Novaspect	02	Maintenance	Maintenance Supplies	Repair Kit X0012	668.88
Sexaver Inc	02	Maintenance	Maintenance Supplies	Aerators	33.20
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	59.76
Menards	02	Custodial	Maintenance Supplies	Custodial Supplies	46.46
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Open Purchase Order Custodial Supplies	168.28
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Open Purchase Order Custodial Supplies	588.73
Dixon Tire Center	02	Grounds	Maintenance Services	Tire Repair	6.00
Lincolnway Auto Electric	02	Grounds	Maintenance Services	Repair	145.00
Ace Hardware	02	Grounds	Maintenance Supplies	Wrenches & battery Post	38.20
J W Turf, Inc	02	Grounds	Maintenance Supplies	John Deere Parts	202.78
Menards	02	Grounds	Maintenance Supplies	Grounds Supplies	260.20
Menards	02	Grounds	Maintenance Supplies	Grounds Supplies	76.54
Napa Auto Parts	02	Grounds	Maintenance Supplies	Battery	14.88
Blackhawk Energy Services LLC	02	Utilities	Gas	Gas Purchase	23,130.74
Nicor Gas	02	Utilities	Gas	Natural Gas	1,437.78
Nicor Gas	02	Utilities	Gas	Natural Gas	972.19
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	36.00
Grumerts Do It Best Hardware	02	Utilities	Water, Sewer	Bleach	77.40
M & S Wastewater	02	Utilities	Water, Sewer	Water Treatment Services 12/05	400.00
Central Management Service/ICM	02	Utilities	Telephone	Monthly Charges	340.00
Baxter Telecom Inc	02	Utilities	Telephone	Telephone Charges	10,274.27
Gallatin River Communications	02	Utilities	Telephone	Monthly Charges	1,785.74
United States Cellular	02	Utilities	Telephone	Van Cell Phone Charges	66.75

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Education To Go	010100	CCS Public Workshops	Consultants	Dec Ed to Go Classes	294.00
Mayflower Tours	010100	CCS Public Workshops	Consultants	DC Trip-Monson 4/6/2006	400.00
Tompkins, Craig A.	010100	CCS Public Workshops	Consultants	CCS Class Fall 05	600.00
Scenic Stage Line, Inc	010100	CCS Public Workshops	Other Contractual Services	Chicago Trip 12/10/05	811.40
Unique Computer	010100	CCS Public Workshops	Office Supplies	UPS Power Back Up	59.95
KSB Hospital	010100	CCS Public Workshops	Instructional Supplies	Materials First Aid/CPR	42.50
KSB Hospital	010100	CCS Public Workshops	Instructional Supplies	CPR/First Aid	70.00
SBM Business Equipment Center	010100	CCS Public Workshops	Instructional Supplies	Monthly Maintenance Copier FY 06	70.18
Dixon Chamber	010100	CCS Public Workshops	Publications and Dues	Chamber Dues	103.00
Rock Falls Chamber of Commerce	010100	CCS Public Workshops	Publications and Dues	Chamber Dues	155.00
American Polygraph Association	010100	CCS Public Workshops	Advertising	Annual Polygraph Ad	375.00
Beggerow, Alan	010100	CCS Public Workshops	Conference/Meeting Expense	Meeting Supplies for Raynor Math Review	58.43
Gericke, Thomas H.	010100	CCS Public Workshops	Conference/Meeting Expense	Travel-12/7/05 Frantz	12.12
Regan Hotel & Suites	010100	CCS Public Workshops	Conference/Meeting Expense	Hotel-Bob West	55.19
ECOLAB	02	Maintenance	Maintenance Services	Monthly Pest Elimination Services	202.50
John A Loos Sons Inc	02	Maintenance	Maintenance Services	Fabricate Flange Spool	302.00
Kurtz Glass	02	Maintenance	Maintenance Services	Window Repair	27.55
Nalco Company	02	Maintenance	Maintenance Services	Water Treatment	4,171.50
Columbia Pipe & Supply Co	02	Maintenance	Maintenance Supplies	Rectro Seal	26.38
Davenport Trane	02	Maintenance	Maintenance Supplies	Boiler Gaskets	1,732.07
Ferguson Enterprises	02	Maintenance	Maintenance Supplies	Maintenance Supplies	31.27
Fifth Third Bank	02	Maintenance	Maintenance Supplies	Chemistry Store	77.00
Granger	02	Maintenance	Maintenance Supplies	Open Purchase Order Maintenance Supplies FY 06	45.02
Granger	02	Maintenance	Maintenance Supplies	Open Purchase Order Maintenance Supplies FY 06	154.70
Honeywell	02	Maintenance	Maintenance Supplies	Materials	92.61
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	119.94

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Pratt Audio-Visual & Video Corp	030100	O & M -Restricted Non PHS	Instructional Equipment	Enhanced Classroom Equipment Room 1C1-1B	9,834.00
Pratt Audio-Visual & Video Corp	030100	O & M -Restricted Non PHS	Instructional Equipment	Enhanced Classroom Equipment Room 2K9A	7,888.00
Franko, Brandy L.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 2005	66.81
Parker, Tina M.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 2005	55.00
Community Coordinated Child Care	050500	Child Care Center	Other Supplies	Membership Dues	30.00
Community Coordinated Child Care	050500	Child Care Center	Other Supplies	First Aid Class Materials	14.00
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies 12/12/05	44.68
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	25.90
INT Commodities Inc	050500	Child Care Center	Other Supplies	Wooden Puzzles	14.52
Berlage, Mike	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	90.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	15.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	15.00
Chandler, Curtis	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	90.00
Damhoff, Russ K.	050600	Men's Basketball	Other Contractual Services	Refs 12/31/05	45.00
Highland Community College	050600	Men's Basketball	Other Contractual Services	Tournament Fee 12/16/05	100.00
Hobbs, Dylan	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	15.00
Hubbell, Jacob B.	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	10.00
Hubbell, Jacob B.	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	10.00
Hubbell, Jacob B.	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	10.00
Juhlin, Doug	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	90.00
King, Don	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	90.00
Lamps, Darryl	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	90.00
Mottor, Kevin	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	90.00
Pownall, Pat	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	90.00
Songenschöck, Benjamin R.	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	15.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Verizon Wireless	02	Utilities	Telephone	Monthly Cell Phone Charges	23.16
Verizon Wireless	02	Utilities	Telephone	Cellular Phone Service FY 06 (President)	45.52
Allied Waste Services	02	Utilities	Refuse Disposal	Waste Removal	494.10
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	467.44
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Office Supplies	248.76
Fifth Third Bank	02	Building and Grounds Administrat	Publications and Dues	APPA Dues	55.00
Consolidated Management Co	02	Building and Grounds Administrat	Other Materials and Supplies	Sales Tax	17.55
Apple Computer Inc	030100	O & M -Restricted Non PHS	Capital Supplies	2GHz Dual-core PowerPC G5 2GB/250GB, Alrptc, Applecar	2,425.00
Pratt Audio-Visual & Video Corp	030100	O & M -Restricted Non PHS	Other Fixed Charges	Enhanced Classroom Equipment Room 1C1-1D	9,834.00
Pratt Audio-Visual & Video Corp	030100	O & M -Restricted Non PHS	Other Fixed Charges	Enhanced Classroom Equipment Room 1C1-1C	9,834.00
Pratt Audio-Visual & Video Corp	030100	O & M -Restricted Non PHS	Other Fixed Charges	Enhanced Classroom Equipment Room 1C1-1A	9,834.00
Pratt Audio-Visual & Video Corp	030100	O & M -Restricted Non PHS	Other Fixed Charges	Enhanced Classroom Equipment Room 2C3A	11,034.00
Floor Mart	030100	O & M -Restricted Non PHS	Building Remodeling	Glue Down Carpet	476.60
Graininger	030100	O & M -Restricted Non PHS	Building Remodeling	Power Supplies-Music Remodel	485.37
Interior Building Systems	030100	O & M -Restricted Non PHS	Building Remodeling	Labor/Material-Drywall	1,625.00
Menards	030100	O & M -Restricted Non PHS	Building Remodeling	Supplies-Music Remodel	18.54
Pratt Audio-Visual & Video Corp	030100	O & M -Restricted Non PHS	Building Remodeling	Enhanced Classroom Equipment Room 1C1-1D	4,702.00
Pratt Audio-Visual & Video Corp	030100	O & M -Restricted Non PHS	Building Remodeling	Enhanced Classroom Equipment Room 1C1-1D	4,102.00
Pratt Audio-Visual & Video Corp	030100	O & M -Restricted Non PHS	Building Remodeling	Enhanced Classroom Equipment Room 1C1-1C	4,102.00
Pratt Audio-Visual & Video Corp	030100	O & M -Restricted Non PHS	Building Remodeling	Enhanced Classroom Equipment Room 1C1-1B	4,102.00
Pratt Audio-Visual & Video Corp	030100	O & M -Restricted Non PHS	Building Remodeling	Enhanced Classroom Equipment Room 1C1-1A	4,102.00
Pratt Audio-Visual & Video Corp	030100	O & M -Restricted Non PHS	Building Remodeling	Enhanced Classroom Equipment Room 2C3A	4,702.00
Pratt Audio-Visual & Video Corp	030100	O & M -Restricted Non PHS	Building Remodeling	Enhanced Classroom Equipment Room 2K9A	2,141.00
Willeet, Hofmann & Associates, IO30100	030100	O & M -Restricted Non PHS	Building Remodeling	Symposium	1,795.00
Pratt Audio-Visual & Video Corp	030100	O & M -Restricted Non PHS	Instructional Equipment	1C1 Room Remodel	5,326.83
Pratt Audio-Visual & Video Corp	030100	O & M -Restricted Non PHS	Instructional Equipment	Enhanced Classroom Equipment Room 1C1-1D	10,434.00

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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, 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	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	15.00
McCormick, Karrie L.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	15.00
Staughter, Tiffany L.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	15.00
Staughter, Tiffany L.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	15.00
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	Womens 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	Womens Basketball Game	15.00
Moraine Valley Community College	050600	Women's Tennis	Rental- Facilities	Tennis 10/28/05	101.33
River City Fencing	050600	Women's Softball	Other Supplies	Replace 5' High Fencing	865.15
Temple's Sporting Goods	050600	Women's Softball	Other Supplies	Catcher's Glove	56.00
Stenzel, Nichole T.	050600	Women's Volleyball	Other Supplies	Supplies for Sophomore Night	25.75
Blackburn, Jan	050600	General Athletics	Other Contractual Services	Men's Basketball Game	15.00
Baum, Ben	050600	General Athletics	Other Contractual Services	Men's Basketball Game	50.00
Hansen, Steve	050600	General Athletics	Other Contractual Services	Men's Basketball Game	90.00
Hubball, Jacob B.	050600	General Athletics	Other Contractual Services	Men's Basketball Game	10.00
Peterson, Eric	050600	General Athletics	Other Contractual Services	Womens Basketball Game	80.00
Peterson, Eric	050600	General Athletics	Other Contractual Services	Womens Basketball Game	50.00
Peterson, Eric	050600	General Athletics	Other Contractual Services	Men's Basketball Game	50.00
Rusk, Steve	050600	General Athletics	Other Contractual Services	Men's Basketball Game	90.00
Strating, James A	050600	General Athletics	Other Contractual Services	Men's Basketball Game	15.00

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ACCOUNT

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Strating, James A	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	15.00
Strating, James A	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	15.00
Strating, James A	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	15.00
Trone, Chris	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	90.00
Williams, Brad	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	90.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	15.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	15.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	15.00
Country Inn & Suites	050600	Men's Basketball	Other Conference & Meeting	Christmas Tournament	459.54
Sullivan, Michael D.	050600	Cross Country	Other Conference & Meeting	Cross Country Banquet 12/05	67.40
Monogram Shoppe	050600	Men's Baseball	Other Supplies	T-Shirts SVCC Baseball & Logo	305.00
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	Pre Game Piping Jackets	203.63
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	15.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	15.00
Hansen, Jack	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	90.00
Hartzell, Jill	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	90.00
Hubbell, Jacob B.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	10.00
Johnson, Karl	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	90.00
Johnson, Millage	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	90.00
Justice, Daniel L.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	90.00
Koester, John	050600	Women's Basketball	Other Contractual Services	Womens 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	15.00
McCormick, Cody	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	15.00

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A.D.D. Warehouse	062052	B.O.S.S. Project	Office Supplies	Supplies	297.20
Amazon.com	062052	B.O.S.S. Project	Office Supplies	Books	131.09
Cambium Learning	062052	B.O.S.S. Project	Office Supplies	Supplies	2,807.00
Freedom Scientific Blind	062052	B.O.S.S. Project	Office Supplies	Wynn Wizard	758.00
JIST	062052	B.O.S.S. Project	Office Supplies	DVD's	1,455.09
JIST	062052	B.O.S.S. Project	Office Supplies	Training Materials	830.29
PC Mail Gov	062052	B.O.S.S. Project	Office Supplies	CRT Monitor	444.25
Paper Direct Inc	062052	B.O.S.S. Project	Office Supplies	Blue Paper	120.90
Quill Corporation	062052	B.O.S.S. Project	Office Supplies	Weekly Planner	770.40
Sears Health & Wellness	062052	B.O.S.S. Project	Office Supplies	EZ Table	925.94
Shawyer Press Inc	062052	B.O.S.S. Project	Office Supplies	Printing of BOSS Manuals	1,935.00
Field, Brad E.	062052	B.O.S.S. Project	Advertising	Web Page Design	2,676.00
Health & Disability Advocates	062052	B.O.S.S. Project	Advertising	Development of Accessibility	17,000.00
Phillips, Debra	062052	B.O.S.S. Project	Advertising	BOSS Logo Design	150.00
State Universities Retirement Sy062056		ICCB Adult Ed-Federal Basic	Suprs	Matching Funds	353.89
State Universities Retirement Sy063011		Student Support Services Grant	Suprs	Matching Funds	583.51
State Universities Retirement Sy063011		Student Support Services Grant	Suprs	Matching Funds	583.51
State Universities Retirement Sy063011		Student Support Services Grant	Suprs	Matching Funds	583.51
Xerox Corporation	063011	Student Support Services Grant	Office Supplies	Xerox Charges December 05	8.03
BP Amoco	063011	Student Support Services Grant	Vehicle Supplies	Gas for College Vans	418.74
Whitney, Jennifer L.	063011	Student Support Services Grant	Other Conference & Meeting	Travel-Art Museum 12/16/05	120.00
Whitney, Jennifer L.	063011	Student Support Services Grant	Other Conference & Meeting	Travel-12/16/05	55.23
State Universities Retirement Sy063020		Perkins- Learning Assistance Cen	Suprs	Matching Funds	46.63
State Universities Retirement Sy063020		Perkins- Learning Assistance Cen	Suprs	Matching Funds	61.08
State Universities Retirement Sy063020		Perkins IIC	Suprs	Matching Funds	38.47
State Universities Retirement Sy063020		Perkins IIC	Suprs	Matching Funds	45.80

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Worthington, Patrick	050600	General Athletics	Other Contractual Services	Men's Basketball Game	15.00
Consolidated Management Co	050600	Student Activities	Conference/Meeting Expense	Refreshments for finals week	59.20
Rock River Provision Co	050600	Student Activities	Other	Popcorn	49.20
Hedrick, Jason J.	050600	Speech & Readers Theater	Other Conference & Meeting	Supplies/DVD	123.13
Hedrick, Jason J.	050600	Speech & Readers Theater	Other Conference & Meeting	Spring 06 Script Order	48.88
Sesac	050600	Music	Other Contractual Services	Music License Fee	192.33
Sterling Ford-Lincoln-Mercury	050800	Transportation	Maintenance Services	Van Repairs	20.95
Sterling Ford-Lincoln-Mercury	050800	Transportation	Maintenance Services	Repair-College Van	73.50
Fifth Third Bank	050800	Transportation	Vehicle Supplies	I-PASS	120.00
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas Charges for College Vans	479.47
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas for College Van	309.64
Professional Benefit Administrat051000		Medical Insurance	Individual Stop Loss	Individual Stop Loss	10,025.30
Professional Benefit Administrat051000		Medical Insurance	Dependent Stop Loss	Dependent Stop Loss	8,137.08
Professional Benefit Administrat051000		Medical Insurance	Precertification	Precertification	362.50
Professional Benefit Administrat051000		Medical Insurance	Cobra Conversion	Cobra Fee November 2005	40.00
Professional Benefit Administrat051000		Medical Insurance	Administrative Costs	Administrative	3,055.00
Gallagher Benefit Services, Inc 051000		Medical Insurance	Life & AD&D	Life Billing 1/1/06	1,506.18
Lange, Connie	062050	SBDC Grant	Consultants	Dec 05 Counseling	2,505.00
SBM Business Equipment Center	062050	SBDC Grant	Instructional Supplies	Monthly Maintenance Copier FY 06	35.08
Southern Illinois University	062050	SBDC Grant	Publications and Dues	FY 06 Membership Dues	125.00
Sauk Valley Newspapers	062050	SBDC Grant	Advertising	Business Journal	244.00
Shawyer Press Inc	062050	SBDC Grant	Advertising	Business Cards- Michelle Miller 1000/Box	88.00
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Telephone Service	29.85
Lange, Connie	062050	SBDC Grant	Telephone	Dec 05 Phone/Internet	60.00
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance	18.84
RK Dixon Company	062050	SBDC Grant	Office Equipment	Canon Copy Machine	6,000.00

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Tjaden-Akpo, Carlisa M.	063075	IDHS AmeriCorps - Member Activlt	Other Conference & Meeting	Travel-Meeting 1/6/06	63.61
Walter, Kerl L.	063075	IDHS AmeriCorps - Member Activlt	Other Conference & Meeting	Travel- Meeting 1/3/06	82.45
Johnson, Tammi J.	063075	IDHS AmeriCorps - Member Activlt	Other	Travel-Meeting 12/16/05	48.50
Tjaden-Akpo, Carlisa M.	063075	IDHS AmeriCorps - Member Activlt	Other	Member Travel Meeting 12/16/05	63.61
Zavada, Karen	063075	IDHS AmeriCorps - Member Activlt	Other	Member Travel Meeting 12/16/05	97.00
State Universities Retirement Sys063075		IDHS AmeriCorps - Nonmember Activ	STHS	Matching Funds	300.49
State Universities Retirement Sys063075		IDHS AmeriCorps - Nonmember Activ	STHS	Matching Funds	300.49
State Universities Retirement Sys063075		IDHS AmeriCorps - Nonmember Activ	STHS	Matching Funds	300.49
Mississippi Industries for the B063075		IDHS AmeriCorps - Nonmember Activ	Office Supplies	Sweatshirts, Dress Shirts, Various Shirts	876.00
Perkins, Heather J.	063075	IDHS AmeriCorps - Nonmember Activ	Office Supplies	Meeting 12/16/05	48.00
Candlelight Inn	063075	IDHS AmeriCorps - Nonmember Activ	Conference/Meeting Expense	Room Rental 2/11/06	100.00
Galva News	063075	IDHS AmeriCorps - Nonmember Activ	Other	Advertising	23.10
Times Press	063075	IDHS AmeriCorps - Nonmember Activ	Other	Advertising	148.76
G E Medical Systems	064030	Restricted Fund-GOD Certificates	Maintenance Services	Contract	50,599.68
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	IBM 4x4 Desktop	2,928.66
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	IBM 4x4 Desktop	14,316.67
Floor Mart	064030	Restricted Fund-GOD Certificates	Capital Supplies	Carpet Remnants: 12'x10' 10"/12'x39'11"/12'x65'10"	2,091.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	IBM 4x4 Desktop	11,874.67
Vonachen Service & Supply	064030	Restricted Fund-GOD Certificates	Capital Supplies	Carpet Runners for Cafeteria	487.75
GFC Leasing Company	064030	Restricted Fund-GOD Certificates	Debt Principal Retirement	Bond Lease Payment-Principal	508.53
GFC Leasing Company	064030	Restricted Fund-GOD Certificates	Interest	Bond Lease Payment-Interest	198.42
RMS Technology Solutions, Inc	064030	Restricted Fund-GOD Certificates	Office Equipment	HP Blade Server-Per Quote 11/22/05	33,613.00
Pratt Audio-Visual & Video Corp	064030	Restricted Fund-GOD Certificates	Instructional Equipment	AMX Custom Remote Control System	4,829.00
Floor Covering Express	064030	Restricted Fund-GOD Certificates	Service Equipment	Installation of Carpet Squares	2,247.72
Chodofelter, Pamela J.	101010	Booster Club	Other	Certificate Paper for Booster Club	4.80
Varsity Spirit Fashions	101020	Cheerleading Club	Other	Uniforms	945.19

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
State Universities Retirement Sy063020		Perkins IIC	SURS	Matching Funds	15.27
Consolidated Management Co	063020	Perkins IIC	Conference/Meeting Expense	Workforce Council Meeting	66.50
State Universities Retirement Sy063020		Perkins IIC -Special Populations	SURS	Matching Funds	109.98
State Universities Retirement Sy063020		Perkins IIC -Special Populations	SURS	Matching Funds	109.79
State Universities Retirement Sy063020		Perkins IIC -Special Populations	SURS	Matching Funds	109.88
Durband, Paula K.	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	250.00
Purvis, Kim	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	250.00
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Office Supplies	Consortium Expenses	33.80
Consolidated Management Co	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Tech Prep Meeting12/13/05	26.60
Durband, Paula K.	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Stipend Travel-Tech Prep	17.46
Purvis, Kim	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Travel-Tech Prep F 2005	17.46
Ashton High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim F 05	389.25
Ashton High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim 2 FY 06	90.00
Bureau Valley High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim Fall 05	737.71
Milledgeville High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim Fall 05	739.44
Morrison High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claims 1-8 Fall 2005	1,609.60
Sterling High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim Fall 2005	968.25
Darby, Sue	063060	ICCB Cont. Quality Imp. Grant	Consultants	Focus Visit Report	150.00
Learning Consultants	063060	ICCB Cont. Quality Imp. Grant	Consultants	Correction of Professional Services	-400.00
Learning Consultants	063060	ICCB Cont. Quality Imp. Grant	Consultants	Travel Services FY 06	907.69
Hansen, Michele J.	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel meeting 1/6/06	97.00
Johnson, Tammi J.	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-Meeting 1/06/06	48.50
Morales, Kristi L.	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-meeting 1/06/06	75.66
Sampson, Nicole V.	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Member Travel 11/30/05	75.66
Sampson, Nicole V.	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-Orientation 1/4/06	75.66
Seeger, Tara M.	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-December Meeting	52.62

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Hamilton, Jane E.	101060	Magic Club	Other	Booster Packs	180.00
Salgado, Ana S.	101120	ALAS Club	Other	Alas Meeting 12/7/05	44.10
Blue Freedom Farm Market	101140	Phi Theta Kappa Club	Other	Phi Theta Kappa Fruit Sale	1,055.44
Hoffman, Kimberly R.	101220	Campus Crusade	Other	Travel-Campus Crusade 1/1/06	60.00
Oldenburg, Laura A.	101220	Campus Crusade	Other	Travel-Campus Crusade 1/1/06	60.00
Fyr-Fyter Inc	12	Public Safety	Maintenance Services	Check Fire Extinguishers	525.10
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones Monthly Charges	72.47
Fifth Third Bank	12	Public Safety	Other Supplies	Victory Store	85.95
				BANK ACCOUNT 1 TOTAL:	650,417.68
				ALL ACCOUNTS TOTAL:	650,417.68

Sauk Valley Community College
January 23, 2006

Information Item 3.1

Topic: **Spring 06 Adjunct Faculty List and
Faculty Seniority List**

Presented By: **Dr. George Mihel, Dr. Joan Kerber**

Presentation:

Attached is the Spring 06 Adjunct Faculty List and Faculty Seniority List for your information.

SAUK VALLEY COMMUNITY COLLEGE
LEARNING SERVICES
MEMORANDUM

DATE: January 17, 2006
TO: Dr. George Mihel
FROM: Dr. Joan Kerber
RE: Additional Adjunct Faculty Spring 06

The following is listing of adjunct faculty who have been added for the spring 06 semester.

<u>Name</u>	<u>Degree</u>	<u>Course Taught</u>	<u>Transfer Level</u>
Julia Berhow	Bachelor's – Nursing	NRS 102	No
Pam Clodfelter	Master's – Education	CSS 111	No
Douglas Earl	Bachelor's + 45 Graduate Hours in Math	MAT 203	Yes
Susan Gillio	Master's – Music Flute Performance	MUS 137	Yes
Tom Harrison	Bachelor's – Mechanical Engineering	MAT 080	No
Steve Johnson	Master's – Physical Science Education	CHE 103	Yes
Halima Khan	Bachelor's (2) - Social/Political Science/Psychology/ Economics Master's in Progress	GOV 163	Yes
George Mihel	Master's – Education	MAT 074	No
Renee Morris	Bachelor's – Communications + 30 Graduate Hours	SPE 131	Yes
James Reistroffer	Master's – Criminal Justice	CJS 200	Yes
Rebecca White	Master's – Educational Program Development	ECE 115	Yes

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES**

MEMORANDUM

DATE: January 9, 2006
TO: Dr. George Mihel
FROM: Dr. Joan Kerber *JKL*
SUBJECT: Faculty Seniority List

Attached is a copy of the updated Faculty Seniority List. We have deleted Deb Okey. We have added Ruth Montino, Thomas Irish, and Jeremy Baguyos.

js

attachment

FACULTY SENIORITY LIST

	NAME	BOARD APPROVAL	CONTRACT SIGNED	TEACHING AREA(S)
1.	Pinter, Karen	5-10-67		English/Reading
2.	Shippert, Stanley	7-11-77		Rad Tech
3.	Gaumer, Peggy (White)	5-16-78		Chemistry
4.	West, Charles	8-14-79		Accounting
5.	Pifer, Ralph	8-4-81		Psychology/ Sociology
6.	Leseman, Jolene	4-28-86	5-9-86	Physical Education
7.	Day, Dennis	7-27-87	7-2-87	Accounting
8.	Gehlbach, Chris	7-27-87	7-13-87	Nursing
9.	Etter, Ernie	7-26-88		Math
10.	Shaff, Steven	5-22-89		Math
11.	Hill, Debi	7-31-89	8-3-89	Speech/English
12.	Tufty, Jeanine	8-27-90	9-1-90	Nursing
13.	Berkey, Noel	7-29-91	8-7-91	English
14.	Smith, Bradley	6-22-92	7-7-92	Biology
15.	David Edelbach	8-24-92	10-8-92	Chemistry
16.	Kidder, Mary Lou	5-23-94	5-30-94	Computer Information Systems
17.	Cunningham, Pam	4-27-95	5-30-95	Nursing
18.	Murray, Kris	6-26-95	6-30-95	Humanities

	NAME	BOARD APPROVAL	CONTRACT SIGNED	TEACHING AREA(S)
19.	Hill, Judith	12-18-95	12-21-95	Human Services
20.	Matheney, Janet	1-22-96	2-9-96	Counseling
21.	Breen, David	5-28-96	6-4-96	Biology
22.	Megill, Kevin	5-28-96	6-8-96	Computer Information Systems
23.	Nunez, Steve	5-28-96	6-15-96	Biology
24.	Anderson, Judy	7-23-96	7-26-96	Learning Resource Center
25.	van der Wege, Robertus	8-22-97		Art
26.	Atchley, Charles	5-20-98	6-13-98	Physics/Math
27.	McMahon, Paul	7-27-98	8-18-98	Technology
28.	Wright, James	6-28-99	7-12-99	Sociology
29.	Daly, Ann	6-28-99	7-13-99	Counselor
30.	Fountain, William Bryan	8-23-99	8-24-99	Technology (CAD)
31.	Sileven, Larry	12-20-99	12-21-99	Technology (HRS)
32.	Klein, Colleen	12-20-99	12-29-99	Nursing
33.	Niemeyer, Loren	4-24-00	5-8-00	Electronics
34.	Eichman, Richard	5-22-00	5-25-00	English/History
35.	Edleman, Paul	5-22-00	5-28-00	Speech/Political Science
36.	Norris, Randall	5-22-00	5-31-00	English/American Culture
37.	Braddock, Samuel	8-28-00	9-11-00	Criminal Justice

	NAME	BOARD APPROVAL	CONTRACT SIGNED	TEACHING AREA(S)
38.	Nelson, John	12-18-00	1-5-01	Business
39.	Funston, Terry Lyn	12-18-00	1-19-01	Counseling/Psychology
40.	Youel, Kenneth	5-21-01	6-12-01	Mathematics
41.	Hedrick, Jason	7-30-01	8-9-01	Speech/Theatre
42.	Hurd, Mary Ann	4-23-01	9-10-01	Office/Administrative Services
43.	Heitmann, Mary	8-27-01	9-12-01	Nursing
44.	Wittman, Valarie	6-24-02	7-12-02	Computer Information Systems
45.	Vos, Amanda	11-25-02	12-13-02	English/Education
46.	Hamilton, Jane	4-28-03	5-9-03	Reading/English
47.	Brevitt, Dianna	6-24-03	6-28-03	Radiologic Technology
48.	McPherson, Steven	6-24-03	7-1-03	Technology/Electronics
49.	Seeley, Deana	8-25-03	8-19-03	Nursing
50.	Irving, Kristi	7-1-04	8-26-04	Counseling
51.	Duncan, Robert	8-20-04	8-25-04	Mathematics
52.	Sommerfield, Kevin	8-20-04	8-26-04	Mathematics
53.	Montino, Ruth	5-23-05	5-27-05	English
54.	Irish, Thomas	5-23-05	5-28-05	English
55.	Baguyos, Jeremy	6-27-05	7-19-05	Music

js

1-18-06

Sauk Valley Community College
January 23, 2006

Information Item 3.5

Topic: Ethics Training

Presented By: Dr. George Mihel

Presentation:

In accordance with the State Officials and Employees Ethics Act (5 ILCS 430/5-10) and Board Policy 116.02, the Board of Trustees are required to receive ethics training annually. As part of this requirement, attached is information concerning the two major components of the Act which impact the employees and Trustees of Sauk.

The State Officials and Employees Ethics Act
At Sauk Valley Community College
October 2004

In December 2003 the Illinois State Legislature passed the State Officials and Employees Ethics Act (5 ILCS 430). Sauk has incorporated the terms of the Act into Board Policy 116.02.

The Act applies to all SVCC trustees and employees, both full and part-time, and their spouses and other immediate family living with them. Annual ethics training for trustees and employees is required.

Two major components of the Act impact Sauk: the gift ban and prohibited political activities.

Gift Ban

No SVCC trustee, employee, spouse or immediate family member living with the trustee or employee shall intentionally solicit or accept any gift from any prohibited source¹, with the following exceptions:

1. Opportunities, benefits and services that are available on the same conditions for the general public.

If a vendor holds an open house that is open to the general public, you may attend without concern for how much the sponsoring entity is spending.

2. Anything for which the recipient pays fair market value.

Be sure to keep receipts for purchases from a prohibited source.

3. Any contribution that is lawfully made under the Election Code, or activities associated with a fundraising event in support of a political organization or candidate.

4. Educational materials and missions.

This allows you to attend educational meetings or receive educational materials without concern for how much the sponsoring entity (such as ICCB) is spending.

5. Travel expenses for a meeting to discuss business.

This allows you to receive travel expenses paid by a prohibited source to attend a meeting to discuss College business. Be sure that the expenses aren't excessive and that College business is discussed.

6. A gift from a relative².

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances³, the gift was provided because of the official position or employment of the recipient, spouse or immediate family member and not because of the personal friendship.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day, if the food is consumed on the premises from which it was purchased or prepared, or if it was catered.

This exception allows you to attend vendor receptions or meals, provided that the vendor spends less than \$75 per person. Keep in mind that food and drinks served at a reception usually cost a good deal more than those served in a restaurant or lounge. The per person cost of the event, rather than the value of what an individual chooses to consume, is the likely measure of the value received. This exception may be used 365 days a year. If there's any doubt, ask the vendor for a statement as to the vendor's per person costs.

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

A trustee who is a purchasing agent for a private company may receive gifts from vendors doing business with that company, presuming that neither company has a policy banning such gifts and that the vendor is not actually seeking to do business with the College.

10. Intra-governmental and inter-governmental gifts. An intra-governmental gift is a gift that one trustee or employee gives to another, and an inter-governmental gift is a gift that a trustee or employee of one entity gives to a trustee or employee of another.
11. Bequests, inheritances and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

You may receive gifts with a cumulative value of less than \$100 per year from one prohibited source. Thus, you could receive four \$23 bottles of wine in one year from one vendor, but not a fifth bottle. As the items accepted from one prohibited source cannot exceed \$100 during the calendar year, you should be mindful of the cumulative value of cigars, lighters, jackets, tickets, pictures, flower arrangements, sports memorabilia, and other items received from each prohibited source.

13. Any item or items provided by the College in support of the employee's or trustee's discharge of official duties.

Notes:

1. A prohibited source is any person or entity who is seeking official action by the trustee or employee or by a trustee or employee directing the recipient; does business or seeks to do business with the trustee or employee or a trustee or employee directing the recipient; conducts activities regulated by the trustee or employee or a trustee or employee directing the recipient; or has interests that may be substantially affected by the performance or non-performance of the official duties of the trustee or employee.
2. A relative is the individual's parent, child, sibling, uncle or aunt, great uncle or great aunt, first cousin, nephew or niece, spouse, grandparent, grandchild, father- or mother-in-law, son- or daughter-in-law, brother- or sister-in-law, stepparent, stepchild, stepbrother or stepsister, half brother or half sister, plus the parent or grandparent of the spouse or fiancé.
3. Circumstances to consider include the history of the two people's relationship, including any previous exchanges of gifts between those individuals; whether the recipient knows if the giver personally paid for the gift or sought a tax deduction or business reimbursement; whether the recipient knows if the giver also at the same time gave the same or similar gifts to other trustees or employees, spouses or immediate family members.

Each of these exceptions is mutually exclusive and independent of every other.

There is no specific exception for entertainment, yet the definition of "gift" includes "entertainment." Since the exceptions are independent of one another, two exceptions may be used for gifts of entertainment – "food or refreshments not exceeding \$75 per person in value on a single calendar day," and/or "any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100." An example is greens fees: one prohibited source may pay a golf course's \$95 greens fee for you only once a year (or a \$45 greens fee twice a year). After playing golf, you could accept a dinner valued less than \$75 from the prohibited source. A different prohibited source may pay the golf course's \$95 greens fee tomorrow.

Vendors sometimes offer entertainment gifts in the form of tickets or box seats to sports events, including refreshments. You may accept the tickets from a prohibited source, provided the cumulative value of the tickets plus all other items received from that prohibited source during the calendar year does not exceed \$100. The refreshments are considered separately and may be accepted if they do not exceed \$75 that day. Other examples include free tickets to an art museum, aquarium, or old Southern mansion, including transportation. You may accept the tickets and transportation if the cumulative value of the tickets and transportation, plus all other items received from that prohibited source during the calendar year, does not exceed \$100. Refreshments not exceeding \$75 could be accepted without regard for the item ceiling of \$100.

A recipient does not violate the Act if he or she promptly takes reasonable action to return a gift from a prohibited source or gives the gift or an amount equal to its value to an appropriate 501(c)(3) charity.

Prohibited political activities

No trustee or employee shall intentionally perform any prohibited political activity during any compensated time, or use any property or resources of the College in connection with any prohibited political activity. Compensated time does not include holidays, vacations, personal time, compensatory time off, or a leave of absence.

At no time shall any trustee or employee intentionally require any other trustee or employee to perform any prohibited political activity as part of that person's duties, as a condition of employment, or during any compensated time off.

No trustee or employee shall be required at any time to participate in any prohibited political activity in exchange for additional compensation or benefit.

The following are considered prohibited political activities:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

Reporting and Enforcement

The College's attorney serves as Ethics Advisor, unless the President designates another party. The Ethics Advisor provides guidance to the trustees and employees of the College concerning the interpretation of and compliance with the provisions of the Board Policy and State ethics laws.

The Board may appoint an Ethics Commission to review opinions of the Ethics Advisor and to consider ethics complaints.

Upon receipt of a signed, notarized, written complaint, the Ethics Commission may investigate, conduct hearings and deliberations, and issue recommendations for disciplinary actions or reprimand. The Commission may act only upon the receipt of a written complaint, and not upon its own prerogative.

Depending on the specific offense, violators of the Act may be fined or be subject to misdemeanor charges. The Ethics Commission may recommend that the Board issue a reprimand or initiate a disciplinary or discharge action.

Sauk Valley Community College
January 23, 2006

Information Item 3.6

Topic: **Financial Projections FY 07**

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

Presentation:

Vice President of College Services Ruth Bittner will present the Budget Projections for FY 07.

TO: George Mihel
FROM: Ruth Bittner
DATE: January 17, 2006
SUBJECT: Financial projections for FY 07

During the fiscal year that ends June 30, 2007, we expect to see no increase in revenue from the State, a 3.2% increase in property tax revenue, flat enrollment, and routine inflationary increases in expenditures. This set of economic factors creates pressure to cover the resulting operating funds financial gap through our only controllable revenue source, an increased tuition rate.

FY 06 Projection

At this point we anticipate a handful of differences between the FY 06 budget and actual results, mostly based on bringing the projection more into line with last year's actual results than with the budget. On the revenue side we expect two sources to be similar to last year: Corporate Personal Property Replacement Tax (a \$116,000 increase over budget) and Investment Income (a \$25,000 increase from budget). We also expect to see Sales and Service Fees (Corporate and Community Services Revenue) to be less than budgeted by \$80,000, but that will be offset by reduced expenditures. On the expenditures side, we expect Salaries to be slightly under budget (by \$41,717) due to position vacancies, but Employee Benefits should be over budget by about \$104,083, which is more in line with last year's actual results. Utilities are expected to finish \$88,200 over budget due to high natural gas costs, and tuition waivers should be \$67,000 over budget, in line with last year's actual results, due to increased usage of dual enrollment opportunities. Other expenses should finish with a net of about \$100,000 under budget, mostly due to the Corporate and Community Services adjustment. Overall, we project that the operating funds should finish with a loss of \$115,718 (vs. a budgeted loss of \$97,261), leaving the fund balance at \$684,959.

FY 07 Projections

For FY 07, we assume a general inflation rate of 3.5%, equal to the November 2005 Consumer Price Index. We expect property tax revenue to increase by about 3.2%, according to early information from the county assessors. We assume that overall State funding will be flat. We expect enrollment to be level with FY 06 and have used a tuition rate increase of \$8 per credit hour starting with Summer 2006.

On the expenditures side, the largest cost, salaries, includes a 3% increase, based on the 2004 collective bargaining agreement with the faculty association. Again this year, health insurance costs appear to have moderated; we have applied a 5% increase for FY 07. Salaries and benefits make up over 70% of operating expenses. Other expenses reflect an inflation rate of 3.5%. It should be noted that we continue to use funding bonds to pay for capital outlay expenditures, and we also are continuing the annual transfers of \$100,000 from the Working Cash fund balance to operating funds.

These assumptions produce a projected FY 07 operating gain of \$45,480 and a June 30, 2007 fund balance of \$614,721.

Tuition Rate

The projection assumes a tuition increase of \$8 per credit hour starting with Summer 2006. This raises our tuition and fees rate to \$82. In the last three years we raised tuition twice by \$6 and then once by \$8. With the continuing pressures of limited State funding and inflationary increases in expenditures, we again must fall back upon tuition as the only factor we have that is both subject to local control and big enough to raise the funds needed to balance the budget.

The Board in the past has expressed a desire to maintain an operating fund balance of \$1 million. Given annual expenditures of about \$12 million, \$1 million represents one month's operating costs. A general business rule of thumb is that 15% of the annual budget, or slightly less than two month's expenditures, is a reasonable amount of reserves. Since Illinois community colleges are allowed to hold a Working Cash Fund to tide us through cyclical periods of low cash flow, a somewhat lower operating reserve becomes acceptable. The operating reserve then serves as a buffer that enables us to absorb unanticipated losses. Therefore, \$1 million is a reasonable amount. I believe that \$500,000, the equivalent of one month's payroll or enough to cover most unanticipated losses, is a bare minimum.

Long-range budget projections indicate that an \$8 increase for FY 07 followed by \$7 each in FY 08 and 09, followed by \$5 per year thereafter will allow us to reach a \$1 million fund balance in June 2009 and then maintain it through the following years.

Sauk Valley Community College
Operating Funds Budget Projection
As of January 17, 2006

	FY 05 Actual	FY 06 Proj	FY 07 Proj	FY 08 Proj	FY 09 Proj	FY 10 Proj	FY 11 Proj	FY 12 Proj
Revenues								
Property Tax	3,492,567	3,446,000	3,556,272	3,627,397	3,699,945	3,773,944	3,849,423	3,926,411
Tuition & Fees	3,601,164	3,954,550	4,364,897	4,764,331	5,163,765	5,449,075	5,734,385	6,019,695
State Funding	3,236,939	2,967,125	2,979,725	3,016,974	3,054,819	3,093,274	3,132,350	3,172,061
Other	915,485	897,200	918,550	943,701	969,607	996,290	1,023,773	1,052,081
Total Revenue	11,246,155	11,264,875	11,819,444	12,352,403	12,888,136	13,312,583	13,739,931	14,170,248
Expenditures								
Salaries & Benefits	8,248,636	8,245,518	8,522,684	8,848,768	9,189,914	9,546,970	9,920,840	10,312,486
Other	3,174,481	3,335,075	3,451,280	3,554,820	3,661,466	3,771,310	3,884,450	4,000,984
Total Expenditures	11,423,117	11,580,593	11,973,964	12,403,588	12,851,380	13,318,280	13,805,290	14,313,470
Net gain/(loss)	-176,962	-315,718	-154,520	-51,185	36,756	-5,697	-65,359	-143,222
Transfers in & out	165,330	200,000	200,000	200,000	200,000	100,000	100,000	100,000
Net increase/(decrease)	-11,632	-115,718	45,480	148,815	236,756	94,303	34,641	-43,222
Fund Balance, End of Year	684,959	569,241	614,721	763,536	1,000,292	1,094,595	1,129,236	1,086,014

Tuition rate: FY 07 +\$8 per credit hour; FY 08-09 +\$7; FY 10-12 +\$5

Enrollment: flat each year

ICCB grants: flat FY 07; then +1%

Inflation rate: FY 07 3.5%, then 3%

Benefits: FY 07 +5%; then +7.5%

EAV: FY 07 +3.2%; FY 08-12 +2%

Raises: +3%

Sauk Valley Community College
Budget Project
As of Jan. 17, 2006

Description	Total Operating Funds		Educational Fund		Operations and Maintenance Fund		Enrollment	
	FY 05 Actual	FY 06 Bud	FY 05 Actual	FY 06 Bud	FY 05 Actual	FY 06 Bud	FY 05 Actual	FY 06 Bud
Property Tax	3,492,567	3,445,000	3,111,560	3,071,000	3,169,272	3,750,000	381,007	375,000
State Government:								
ICCB Credit Hour Grant	1,569,593	1,486,213	1,396,937	1,322,728	1,322,728	163,485	172,656	163,485
ICCB Equalization Grant	1,152,536	965,969	1,025,756	922,355	922,355	43,614	126,780	43,614
Other	90,440	89,943	53,400	53,400	53,400	36,543	37,040	36,543
ICCB Career & Tech Ed	66,246	65,000	66,246	65,000	65,000	0	0	0
Corp Pers Prop Replace Tax	358,124	244,000	318,730	220,000	331,200	24,000	39,394	40,000
Total State Government	3,236,939	2,851,125	2,861,069	2,583,483	2,694,683	267,642	375,870	283,642
Federal Government	8,595	5,000	8,595	5,000	5,000	0	0	0
Student Tuition & Fees:								
Tuition	3,306,993	3,641,050	2,949,329	3,244,000	3,609,599	397,050	357,664	397,050
Fees	294,171	313,500	294,171	313,500	313,500	0	0	0
Total Tuition & Fees	3,601,164	3,954,550	3,243,500	3,557,500	3,923,099	397,050	357,664	397,050
Other:								
Sales & Service Fees	230,938	285,000	221,991	280,000	200,000	5,000	8,947	5,000
Facilities Revenue	1,995	2,000	0	0	0	2,000	1,995	2,000
Investment Income	58,080	60,100	58,080	35,000	60,000	100	0	100
Other	41,581	15,100	41,454	15,000	15,000	100	127	100
SURS Revenue on Behalf	574,296	610,000	536,014	568,000	587,880	42,000	38,282	42,000
Total Other	905,890	947,200	857,539	898,000	843,000	49,200	49,351	49,200
TOTAL REVENUE	11,246,155	11,203,875	10,082,263	10,114,983	10,854,934	1,104,892	1,163,892	1,104,892
Salaries	6,786,064	6,797,235	6,333,717	6,341,717	6,300,000	455,518	452,347	455,518
Employee Benefits	1,462,572	1,385,917	1,290,070	1,240,373	1,330,000	160,000	172,502	160,000
Contractual Services	516,003	583,350	404,149	468,890	425,500	114,500	111,854	114,500
Materials & Supplies	834,754	947,369	755,504	861,069	803,700	86,300	79,250	86,300
Conferences & Meetings	153,003	158,425	151,520	154,825	154,825	3,600	1,483	3,600
Fixed Charges	68,874	70,900	18,700	23,600	23,600	48,050	50,174	48,050
Utilities	363,892	411,800	0	0	0	500,000	363,892	500,000
Capital Outlay	26,100	15,000	3,901	0	0	15,000	22,199	15,000
Other	637,559	483,000	637,559	483,000	550,000	0	0	0
SURS Expenditure on Behalf	574,296	610,100	536,014	568,000	587,880	42,000	38,282	42,000
TOTAL EXPENDITURES	11,423,117	11,463,136	10,131,134	10,141,474	10,155,625	1,424,968	1,291,983	1,424,968
TRANSFERS	165,330	162,000	43,330	-71,000	0	200,000	122,000	200,000
NET GAIN/(LOSS)	-11,632	-97,261	-5,541	-97,491	-10,691	-120,076	-6,091	-120,076
FUND BALANCE, BEGINNING	696,591	684,959	690,694	685,153	685,153	-194	5,897	-194
FUND BALANCE, ENDING	684,959	587,698	685,153	587,662	689,511	-120,270	-194	-120,270

Sauk Valley Community College

Sauk Valley Community College

**Sauk Valley Community College
January 23, 2006**

Action Item 4.1

Topic: **PHS Project Amendment – Electrical Improvements**

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

Presentation:

On March 28, 2005 the Board of Trustees awarded the bid for our electrical improvements Protection, Health and Safety project to John D. Martin Electrical Contractor in the amount of \$41,000. Unfortunately Martin was unable to execute the work, so on July 5, 2005 we cancelled our contract with them, retained their bid bond, and re-awarded the contract to the next lowest bidder, CEC, Inc., in the amount of \$47,509. CEC has since completed the job.

The switch in contractors meant that the project would exceed our approved budget amount of \$43,000 by more than the 5% (\$2,150) that the ICCB allows without officially adjusting the budget amount. When we add in the architect's fee, the total actual cost of this project was \$54,272.97. We have sufficient funds remaining from previously closed Protection, Health and Safety projects to cover the increased cost. The ICCB requires official Board action to revise the project budget.

Recommendation:

The administration recommends the Board approve the revised budget for the Electrical Improvements Protection, Health and Safety project in the amount of \$54,273, with the extra \$11,273 to come from our Protection, Health and Safety fund balance.

Sauk Valley Community College
January 23, 2006

Action Item 4.2

Topic: Faculty Retirement Request – Judy Hill

Presented By: Dr. Mihel

Presentation:

Judy Hill, Assistant Professor of Human Services, has submitted her intent to retire with an effective date of June 1, 2006.

Recommendation:

The administration recommends the Board approve the retirement request of Judy Hill.

Dean Patrick Kennedy
Sauk Valley Community College
172 Illinois Route 2
Dixon, Illinois 61021

January 3, 2006

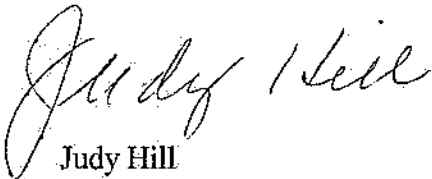
Dean Kennedy,

This letter is to inform you of my decision to retire. My date of termination from Sauk will be May 31, 2006 with the retirement date of June 1, 2006.

My ten years at Sauk has provided me much personal fulfillment. One of the greatest satisfactions, which I hadn't anticipated when I took the position, was the joy of watching the students grow in the knowledge and skills of their choice. Having the pleasure of students telling me my classes were interesting and they were learning a lot, kept me going during the frustrating times. I also learned from the students. Their view point of life kept me interested and encouraged me to continue my search for the nature of man. My greatest joy came from my interactions with the students.

I truly believe the staff, faculty and administration at Sauk are dedicated to the mission of the college. I feel honored to have been considered worthy to be included. Thank you for the opportunity to serve the students and this admirable institution.

Respectfully,



Judy Hill

CC Dr. Kerber

Sank Valley Community College
January 23, 2006

Action Item 4.3

Topic: Faculty Retirement Request – Dr. Karen Pinter

Presented By: Dr. Mihel

Presentation:

Dr. Karen Pinter, Professor of English, has submitted her intent to retire with an effective date of June 1, 2006.

Recommendation:

The administration recommends the Board approve the retirement request of Dr. Karen Pinter.

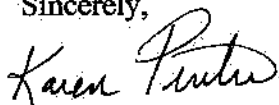
January 17, 2006

Dear Dr. Mihel:

Please accept this letter as notice of my intent to retire effective June 1, 2006. Although I look forward to a change, I have mixed feelings about this step. My years at Sauk have been rewarding in so many ways. The opportunities for professional growth have been many, the assignments have provided new and exciting challenges, and the friendships formed have been heart warming and unforgettable.

I look forward to maintaining personal and professional contacts with this valuable community and will eagerly follow its progress as a Learning College.

Sincerely,

A handwritten signature in cursive script that reads "Karen Pinter".

Karen Pinter

Cc: Dr. Joan Kerber
Dean :Patrick Kennedy
Kathryn Snow

Sauk Valley Community College
January 23, 2006

Action Item 4.4

Topic: **Board Policy 308.01 – Collateralization Policy**
 First Reading

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

Presentation:

While reviewing Board policies for investment collateralization rules, it was realized that Board Policy 308.01 is already covered by the more comprehensive Board Policy 309.01, which is the College investment policy.

Recommendation:

The administration recommends the Board accept the deletion of Board Policy 308.01 for first reading.

308.01 Collateralization Policy

~~The Sank Valley Community College Board of Trustees requires third party collateralization of all its investments above the FDIC/FSLIC limit of \$100,000. Implementation of this policy will be administered through the use of Federal Reserve Bank forms (Certificate of Incumbency, Custody Agreement, and Suggested Resolution for Enactment) and will include signature approval of collateralization security of either the President or Treasurer of the College.~~

12/86
3/23/87

Sauk Valley Community College
January 23, 2006

Action Item 4.5

Topic: Board Policy 309.01 – Investment Policy
First Reading

Presented By: Dr. George Mihel, Ruth Bittner

Presentation:

The administration has rewritten Board Policy 309.01 to broaden collateralization options by adding additional instruments allowed by State law, and to provide backup signature authority.

Recommendation:

The administration recommends the Board approve policy 309.01 for first reading.

309.01 Investment Policy

SCOPE OF POLICY - This Investment Policy applies to the investment activities of any funds which are or may come under the jurisdiction of the College. Investments made under the College investment policy in force at the time of the adoption of this policy shall be permitted to mature if they conformed with the old policy but not with this policy and if the College would sustain a loss if it was sold prior to maturity. Anything in this notwithstanding, the mandates of Illinois Compiled Statutes shall take precedence over this policy except where this policy is more restrictive.

A. OBJECTIVES - The purpose of the College's Investment Policy is to establish cash management and investment guidelines for the stewardship of the public funds that are under the jurisdiction of the College. The specific objectives of the Policy are:

1. Safety. The safety of principal and the security of monies, whether on hand or invested, shall be the primary concern of the Treasurer in selecting depositories or investments.

2. Liquidity. The investment portfolio shall remain sufficiently liquid to meet the College's reasonably anticipated operating requirements.

3. Return. To the extent consistent with safety and the restriction imposed by this policy, the Treasurer shall seek to attain a market average or better rate of return throughout budgetary and economic cycles, taking into account risk, constraints, cash flow, and legal restriction on investment.

4. Local Considerations. The Treasurer shall use sound federally insured depositories located within the College District provided that the afore described objectives are met, and such investments would be in compliance with all other conditions and limitations of this Investment Policy.

B. GUIDELINES - To assist in attaining the stated objectives, the following guidelines shall be observed:

1. Investments shall be undertaken in a manner that seeks to insure preservation of capital in the overall portfolio. To avoid unreasonable risks, diversification of investments

is required. No one institution shall have more than 50% of the College's invested funds at any one time.

2. The portfolio should remain sufficiently liquid to meet operating requirements, which may be reasonably anticipated. Cash flow shall be reviewed quarterly.

3. Investments shall be limited to those permitted by law, to the extent this policy is not more restrictive than the law.

4. All funds shall be deposited/invested within three working days.

5. When appropriate, investments shall be selected on the basis of competitive bids.

C. DIVERSIFICATION - Diversification of the investment portfolio shall be consistent with the Objectives described in Paragraph A.

D. RESPONSIBILITY - Investment of all funds under the control of the College is the direct responsibility of the Treasurer. The Treasurer shall be responsible for all transactions and shall establish a system of controls for all authorized subordinates who are directly involved in the assistance of such investment activities.

E. PERFORMANCE MEASURES - The use of U.S. Treasury bills, average Fed Fund rate, IPTIP, or other stable markets can be used to determine whether market yields are being achieved.

F. PERIODIC REVIEW - The Treasurer shall establish annual independent review for internal control, which assures compliance within the Investment Policy. This will be accomplished with the College's external auditors.

G. REPORTING - All investment transactions shall be recorded by the Treasurer or the Treasurer's staff. A report listing all active investments, location of investments, maturity of investments, interest rate and other pertinent information deemed necessary will be submitted monthly to the Board.

H. INVESTMENT VEHICLES -

1. Except as may be further limited by these policies, the Treasurer shall limit investments of College funds to those permitted in Illinois Compiled Statutes, 30 ILCS 235/2. A summary of allowable securities follows:

- a.) Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America.
- b.) Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.
- c.) Interest bearing accounts, certificates of deposit or interest bearing time deposits of any other investment constituting direct obligations of any bank as defined by the Illinois Banking Act.
- d.) Short-term obligations (corporate paper) of corporations organized in the United States with assets exceeding \$500,000,000 if (a) such obligations are rated at the time of purchase within the 3 highest classifications established by at least 2 standard rating services and which mature not later than 180 days from the date of purchase, and (b) such purchases do not exceed 10% of the corporation's outstanding obligations or (c) in money market mutual funds registered under the Investment Company Act of 1940.

2. The Treasurer is authorized to purchase or sell, assign and endorse for transfer, certificates representing Illinois or Illinois municipal corporation tax exempt bonds rated AAA or better by a nationally recognized bond rating company which are purchased solely for purposes of the Insurance Reserve Fund Bond now registered or which may be hereafter registered in the name of the College.

I. FINANCIAL INSTITUTIONS - The College, with the advice of the Treasurer, shall select which financial institutions will be eligible depositories for the College District. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this Investment Policy, may request to become a depository for the College funds. The College will take into consideration security, size, location, financial condition, service, fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories.

J. COLLATERALIZATION OF DEPOSITS -

1. To meet the objective of safety of capital, the Treasurer will always require deposits in excess of the Federally insured amount to be appropriately collateralized to the extent on

One Hundred and Ten Percent (110%) and such collateralization shall be evidenced by an approved written agreement.

2. Except as may be further limited by these policies, the Treasurer shall limit collateral instruments to those permitted in Illinois Compiled Statutes, 30 ILCS 235/6. A summary of allowable Eligible collateral instruments and collateral rates (market value divided by deposit) are ~~is~~ as follows:

- a) Negotiable obligations of the United States Government; =110%
- b) Negotiable obligations of any agency or instrumentality of the United States Government backed by the full faith and credit of the United States Government; =110%
- c) Negotiable obligations of the State of Illinois which are rated within the 3 highest classifications established ~~or better~~ by Moodys or Standard and Poors; =110%
- d) Negotiable obligations of the College which are rated A or better by Moodys or Standard and Poors. =110%
- e) Letters of credit issued by a Federal Home Loan Bank =110%
- f) A bond, executed by a company authorized to transact the kinds of business described in clause (g) of Section 4 of the Illinois Insurance Code, payable to SVCC =110%

3. Maturity of acceptable collateral shall not exceed 120 months.

4. The ratio of fair market value of collateral to the amount of funds secured shall be reviewed weekly and additional collateral will be requested if the ratio declines below the level required.

5. Safekeeping of Collateral. Third party safekeeping is required for all collateral. To accomplish this, the securities will be held at a safekeeping depository as approved from time to time by Treasurer.

Safekeeping will be documented by an approved written agreement. Substitution, exchange or release of securities held in safekeeping may be done upon two (2) days prior written notice to the Treasurer.

When collateral is extended, the Treasurer should receive a copy of the financial institution's board minutes, indicating the board of director's approval.

K. SAFEKEEPING OF SECURITIES - Unless held physically by the Treasurer, all securities shall be kept in appropriate third party safekeeping. The Treasurer will have the sole responsibility for selecting safekeeping agents. Safekeeping will be documented by an approved written agreement.

L. INDEMNIFICATION - Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

In maintaining its investment portfolio, the Treasurer shall avoid any transaction that might impair public confidence in the College.

The above standards are established as standards for professional responsibility and shall be applied in the context of managing the portfolio.

The Treasurer and employees of the Treasurer acting in accordance with this Investment Policy and procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

M. SECURITY CONTROLS - Only the Treasurer, *or in the absence of the Treasurer, the President*, is authorized to establish financial accounts for the College. At all times either the Treasurer, singly, *or the President, singly, is* ~~or two, jointly, of two or more signatories as designated by the Treasurer should be~~ authorized to sign on financial accounts of the office of the Treasurer. Authorized signatories are NOT permitted to reconcile bank accounts at any time.

N. THE CORRUPT PRACTICES ACT - The Illinois Compiled Statutes govern ethics.

O. BONDING - The Treasurer and all employees shall be bonded for the benefit of the College for an amount determined to be reasonable. The surety shall be a corporate surety company.

P. CAPTIONS AND HEADING - The captions and headings used herein are for convenience of reference only and do not define or limit the contents.

3/23/87

5/24/93

4/28/97

11/22/99

Sauk Valley Community College
January 23, 2006

Action Item 4.6

Topic: Welding Certificate

Presented By: Dr. Mihel, Linley White

Presentation:

We have had on-going discussion about the need for welding in our area.

The Board had earlier approved the purchase of equipment and the remodeling of space for the welding courses.

From the interest received to date from area industry, the program should be at capacity with the initial class.

Recommendation:

The administration recommends the Board approve the Welding Certificate programs as presented and authorize the administration to send the appropriate documentation to ICCB for their review.

Proposed Welding Certificates

Sauk Valley Community College

Entry Level Welder

WLD 101 Welding Fundamentals	2 credits
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Advanced Welder

WLD 101 Welding Fundamentals	2 credits
WLD 102 Shielded Metal Arc Welding	3 credits
WLD 103 MIG Welding	3 credits
WLD 104 TIG Welding	3 credits
IND 116 Blueprint Reading	3 credits
Elective	2 credits

Total credits	16
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Both certificates qualify for WIA funding.

Advanced certificate qualifies for Pell grant funding.

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART A: FEASIBILITY ANALYSIS

1. **CURRICULUM DESCRIPTION.** Provide a one-page description addressing:
 - a. the program's purpose – Sauk Valley Community College has monthly meetings with its Workforce Council, a group of executives, engineers and human resource specialists. This Council has requested the college to bring welding classes to the Sauk Valley area to meet a specific need in Sauk's district. The SVCC welding program has been specifically designed to meet the needs of the local employers, specifically the manufacturers which make up 30% of the employment in the SVCC district.
 - b. the type of jobs for which it would train graduates (e.g., job titles, occupations, clusters of occupations, cross-functional positions, emerging occupations) The SVCC welding program is designed to train entry-level welders and advanced welders. The entry-level welder can be employed with several different manufacturing companies including, but not limited too, heavy machine manufacturing, garage door makers, steel mill, radiator manufacturing, agricultural manufacturing, and a local company which just received a Department of Defense contract.
 - c. the target population; e.g., current employee and/or persons desiring career entry. The SVCC welding program is designed for both incumbent workers and pre-service employees. The local WIBs are requesting a welding program for pre-service clients. At this time, the WIAs are sending students to Peoria and Lincoln for training. These programs are very expensive and require significant support costs including additional childcare and mileage expense. Incumbent workers will be trained as advanced welders which will qualify them for additional salary increases with our local manufacturing companies.
 - d. unique or noteworthy features of the program – Once our program is running, Sauk intends to receive industry certification from one of our largest manufacturers. The IND 101 Welding fundamentals course is actually the curriculum provided by a large regional manufacturer. At this time there are 187 welding jobs open with this company. Five year forecasts suggest this many opening will occur each year. This curriculum is also acceptable to several other smaller manufacturers and it is the college's hope to receive job interview guarantees from these employers.
2. **LABOR MARKET NEED.** Document labor market need for the proposed curriculum. Consult ICCB's "*Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval*" (Appendix B of the *Program Manual*).
 - a. **Supply-Demand Data.** Attach information on program completers versus projected job openings for your district. For comparison purposes you may want to include statewide data. Regional proposals should include data reflective of all districts to be served. According to the Illinois Department of Employer Security, welders, cutters, solderers, and brazers will have the fourth largest annual number of job openings in the next few years. This is one of the critical skills identified in the Critical Skills

Shortage Initiative funded by the Illinois Department of Commerce and Economic Opportunity.

- b. **Alternate Documentation.** If supply demand data is not supportive, not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of labor market need. This might include career information, such as occupational growth rates, wage information or a job outlook summary. This might also include data from employers assessing current openings in your area or their need to retrain employees. The welding needs identified by personal interviews with just three of Sauk's local employers documents an annual need for welders totaling over 300 per year for the next several years. This does not include other manufacturing companies which want to train incumbent workers. The focus groups organized through the Critical Skills Shortage Initiative support this need.
- c. **Need Summary.** Summarize the key finding on Chart A: Labor Market Need. In the Sauk Valley Community College there are few jobs which require only welding as a skill. The trend in the college district is for incumbent workers to possess several skills and be a true multicraft individual. The majority of welding only jobs are found in the Quad Cities and several small towns just outside of the SVCC district.
- d. **Planning and Collaboration.** Describe how the proposed curriculum fits into the college's overall plans and goals to meet occupational education/workforce preparation needs within the district/region. Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the education-to careers partnership, the Tech Prep consortium, the regional community college/university consortium, or other local/regional initiatives and partners. The creation of the welding labs at Sauk is part of the college's master and physical use plan. The colleges Board of Trustees has approved both plans for implementation. Monthly meetings with workforce representatives, collaboration with two local WIBs, and an environmental scanning process were used to determine program priorities. Furthermore, this project is supported by the Education-to-Careers Committee at WACC and dual credit will be given to students at WACC for IND 101 Welding Fundamentals. The SVCC/WACC Tech Prep Consortium is supportive of this project and are ready to enroll students as soon as the labs are completed. Sauk has collaborated with Illinois Valley Community College and Highland Community College to create the advance curriculum. It appears that all three colleges, four if you include Blackhawk Community College can not meet the welding demands of our local manufacturing businesses at this time or for the next five years. Welding is indeed a critical shortage skill for Northwest Illinois.
- e. **Regional Programs.** If the college is seeking "regional" designation for the proposed program, describe how the college will ensure the region is adequately served by the program; e.g., via cooperative arrangement or telecommunications. This is not a regional program.

3. **ENROLLMENT DATA.** Project enrollments and completions on Chart B. Enrollment.

CHART A: LABOR MARKET NEED. Summarize key findings from labor market data (including alternate data if appropriate) to document need for proposed program.

SOC Job Titles & codes (and other job titles if alternate data also submitted)	Employment Projections:	
	Annual District Openings*	Annual Program Completers** (indicate from which surrounding districts)
51-4121 Weld/Cutters/Solderers/Brazers	8	30
51-2094 Assemblers	18	n/a

Note: Data summarized in Chart A should directly correspond to data appended for 2a and 2b.

* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the IDES (Illinois Dept. Of Employment Security) website at www.il.workinfo.com.

** Program completer data can be used from the most current ICCB Data and Characteristics Report or completer data provided by the college.

CHART B: ENROLLMENT: Project enrollments and completions:

	First Year	Second Year	Third Year
Full-Time Enrollments	40	40	40
Part-Time Enrollments	20	20	20
Completions:*	30	30	30

* If more than one program is presented in this application; e.g., related degree and certificate programs, provide separate completion projections for each program, adding lines to the chart as needed.

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART B: CURRICULUM QUALITY AND COST ANALYSIS

1. **OCCUPATIONAL CURRICULUM APPROVAL APPLICATION COVER SHEET.**
If Part A: Feasibility Analysis was submitted previously and Part B: Curriculum Quality and Cost Analysis is a separate submission:

- a. **Cover Sheet.** Attached a copy of the cover sheet from the original submission that includes the local college board of trustees approval date and the chief administrative officer's signature.
- b. **Part A Revisions.** Verify if the information submitted previously on Part A is still accurate and still pertinent. If any revisions are needed, please submit.

2. **CURRICULUM INFORMATION.** Provide the following information on the program:

- a. **Curriculum.** Complete Chart C: Curriculum to present the proposed curriculum.
- b. **Articulation.** Specify how the program is structured or articulated to provide a career ladder for students. Include information on articulation with secondary schools, articulation between certificate and AAS degrees, and articulation with baccalaureate instruction. The IND 101 class/certificate will be taught at Whiteside Area Career Center. The curriculum is identical to the course taught at the college, i.e., it uses the same outline, syllabi, and the instructor is an adjunct faculty for Sauk and meets the same requirements for teaching on campus. This entry level certificate articulates into the advanced welding certificate which is only taught on campus.
- c. **Course Syllabi.** Append course syllabi for new courses or any existing courses that are being modified significantly for the proposed curriculum. See attached.
- d. **Work-Based Learning.** Append a list of work-based learning sites to be used; e.g., for internship, career exploration, job shadowing, clinical practicum or apprenticeship coursework. The college is working on a topics class for welding, WEL 299. This course allows students to work with employers to tailor curriculum to the worksite. This class, when completed, will meet the requirements for the welding elective in the advanced certificate.
- e. **Equipment.** List equipment to be purchased, shared, or leased to implement the curriculum. See attachment.

4. **EDUCATION AND SKILL REQUIREMENTS.** Describe how the college ensures that the proposed curriculum will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

- a. **Employer Input.** Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum. See attached advisory council meeting minutes. Sauk's workforce council has been working on this curriculum for several years. Employers have been asked for a letter supporting the curriculum.
- b. **Skill level.** Describe how the program incorporates the appropriate level of academic, technical, and workplace skills, including SCANS skills (Secretary's Commission on Achieving Necessary Skills), WorkKeys and state and/or national skill standards, if available. Local employer input shaped the curriculum for these certificates.
- c. **Skills Standards/Credentialing/Licensure for Students.** Regarding the students, please specify:
 - i. What skill standards have been set in this occupation or what professional credentialing (licensure, certification, registration, etc.) is available to students and through what agency/entity? Is it optional or required; i.e., is licensure or certification required or optional for job entry? What steps has the college completed to ensure that students will earn the skills required to obtain the necessary licensure or certification? No individual licensure requirements.

- d. **Skills Standards/Accreditation for Programs.** Regarding the proposed *program*, please specify:
- i. What external approval or accreditation can be obtained for this program and through what agency/entity? Is it optional or required; i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation? The college will investigate American Welding Society certification. Since one of our larger companies has a large military contract, mil-spec certification has value to them. This certification is not required by the vast majority of the employers.

5. **ASSESSMENT OF STUDENT LEARNING.** Describe how the college plans to ensure the following:

- a. **Student Learning Objectives.** Describe or list the learning objectives/outcomes that each student is expected to have mastered upon completion of the program related to 1.) the general education component of the curriculum, and 2.) the career and technical education component of the curriculum. See attached outlines. Students in the advanced welding program will learn the following:
 - i. Safety
 - ii. Blueprint reading skills
 - iii. Welding standards
 - iv. Oxyacetylene welding and cutting
 - v. Shielded Metal Arc Welding
 - vi. Metal Inert Gas welding principles
 - vii. Tungsten Inert Gas welding principles
 - viii. Set-up, inspection, and operation of equipment for welding processes.
 - ix. Evaluation of end stage product.
- b. **Assessment of Student Learning Objectives.** Describe the process(es) the college has in place to ensure that students demonstrate these learning objectives prior to program completion. For example, assessment through portfolio review, cumulative course, team project, written/performance test, or industry/state certification/licensure examination. The college has established a computer-based assessment process for both general education and career assessments. This program will follow the college's general education assessment program. Of the six general education competencies, mathematics and critical thinking are the two competencies with will be targeted to assess. Welders, both entry level and advanced, must have proper math skills to function in the workplace. The career assessment competencies will be established by the full-time faculty who will be hired to implement this program.
- c. **Program Improvement.** Describe how the college will use this assessment for continuous quality improvement of the curricula. Information from the assessment program will be shared with the welding faculty and technology department faculty. On an annual basis, these evaluations will help determine if the program is meeting the needs established by the employers. Students will evaluate each class and graduates will be surveyed to ensure the curriculum met their individual needs. WIA statistics will be monitored to ensure program viability.

6. **FACULTY**

- a. **Faculty Qualifications.** Complete and append Chart D1: Faculty Qualifications to specify the minimum qualifications for program faculty, including new and existing faculty. Completed
- b. **Faculty Needs.** Complete and append Chart D2: Faculty Needs to specify the number of full- and part-time faculty the program will need for each of the first three years, including new and existing faculty. completed

7. **ACADEMIC CONTROL.** If another entity is involved in the delivery of the program in addition to the community college through a cooperative arrangement or contract; e.g., with another college or university the regional consortia, an apprenticeship organization, a private institution or business, or other outside entity:
- Contractual/Cooperative Agreements.** Append a copy of the contractual or cooperative agreement. No agreements in place. All faculty will be either full-time or adjunct faculty of the college.
 - Academic Control.** Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality. Sauk Valley Community College maintains control of the course outlines, course syllabi, assessment of student learning, faculty evaluation, and hiring of all faculty. Students admitted to this program must meet the same criteria established by the college's academic and student services policies and procedures.
8. **COST DATA.** Document the financial feasibility of the proposed program:
- Source of Funds.** Specify the source of resources to support the proposed program and note what portion of funds will come from reallocations of existing resources compared to new resources. The source of funds for this program are internal funds for the college. Expenditures are part of a comprehensive facility use plan and organization strategic planning process.
 - Finance.** Complete and append Chart E: Finance to identify new direct costs to establish the program.

Entry Level Welder

CHART C: CURRICULUM. List courses within the proposed program, and *asterisk new courses*.

Course Prefix/# Course Title	Asterisk New Courses	Credit Hours	Lecture Contact Hours	Lab Contact Hours
General Education Courses (<i>required</i> Coursework).				
Note which Courses are <i>Transferable</i> .				
Total				
Career and Technical Education Courses (<i>required</i> Coursework)				
WLD 101 Welding Fundamentals		2	1	2
Total		2	1	2
Work-Based Learning Courses (<i>required</i> Internship, Practicum, Apprenticeship, Etc.				
Total				
Electives				
Total				
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION		2	1	2

Advanced Welder

CHART C: CURRICULUM. List courses within the proposed program, and *asterisk new courses*.

Course Prefix/# Course Title	Asterisk New Courses	Credit Hours	Lecture Contact Hours	Lab Contact Hours
General Education Courses (required Coursework).				
Note which Courses are Transferable.				
Total				
Career and Technical Education Courses (required Coursework)				
WLD 101 Welding Fundamentals		2	1	2
WLD 102 Shielded Metal Arc Welding		3	2	2
WLD 103 MIG Welding		3	2	2
WLD 104 TIG Welding		3	2	2
IND 116 Blueprint Reading		3	3	0
Total		14	10	8
Work-Based Learning Courses (required Internship, Practicum, Apprenticeship, Etc.				
Total				
Electives				
Elective(Any IND, MET, WLD Courses)		2	2	0
Total		2	2	0
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION		16	12	10

Sauk Valley Community College
January 23, 2006

Action Item 4.7

Topic: Vice President Position Changes

Presented By: Dr. Mihel

Presentation:

With the retirement of Dr. Joan Kerber scheduled for June 30, 2007 there is a need to plan for the transitional organizational structure. Dr. Kerber's request has been to retain student services, assessment, and transfer coordinator portions of her position and add an alumni development component which is very much needed for SVCC. Her expertise gained from many years of service to the College and students will greatly enhance our future relationship with our alumni. Dr. Kerber's title for next year would be Vice President for Institutional Effectiveness.

With the change there is the need to establish the new position for an Academic Vice President (the exact title yet to be determined). The preferred qualifications of the person sought would include a student services background as well as a strong academic background that would allow the flexibility for the possible combining of roles in the future.

In the worst case scenario, the budget impact would be a slight increase in the salary budget for 2006-07, with a significant savings for 2007-08. The position would start July 1, 2006.

Recommendation:

The administration recommends the Board approve the creation of the position of Academic Vice President and authorize the administration to advertise and hire this position.