

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

**Founders Room 2K2
Dixon, IL**

**June 22, 2009
7:00 p.m.**

- 1.0 Call to Order/Roll Call**
 - 1.1 Recognition of New Board Members**
 - 1.2 Appointment of Foundation Liaison**
- 2.0 Consent Agenda**
 - 2.1 Approval of Agenda**
 - 2.2 Approval of Minutes, May 18, 2009**
 - 2.3 Treasurer's Report**
 - 2.4 Bills Payable**
 - 2.5 Payrolls**

May 28, 2009	\$227,043.06
June 15, 2009	\$193,242.24
 - 2.6 Budget Report**
 - 2.7 Bid Award Roadway Improvements**
 - 2.8 Prevailing Wage Resolution**
 - 2.9 ICCB 2011 Ramp Project**
- 3.0 Reports/Information**
 - 3.1 Site Planner – Paulien & Associates**
 - 3.2 President's Report**
 - 3.3 Communication from Visitors**
 - 3.4 Reports/Comments from Board Members**
 - 3.5 Board Policies Review – Board Policy 517.01 Campus Security and Board Policy 518.01 Student Sexual Assault Policy**
- 4.0 Action Items**
 - 4.1 Board Policy 428.01 Pre-employment Investigations and Pre-employment and Employee Testing (First Reading)**
 - 4.2 Board Policy 429.01 Identity Theft Prevention (First Reading)**
 - 4.3 2009-2010 Tentative Budget (First Reading)**
 - 4.4 Faculty Appointment - HVAC**
- 5.0 Closed Session – (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College; collective bargaining; closed session minutes consideration; pending litigation probable or imminent)**
- 6.0 Approval of Closed Session Minutes of May 18, 2009**
- 7.0 Resolution**
- 8.0 Adjournment**

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
MINUTES
June 22, 2009**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on June 22, 2009, in the Board Room at Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Edward Andersen	Andrew Bollman
Robert Thompson	Joan Padilla
William Simpson	Lisa Wiersema
Scott Stoller	Student Trustee Emilio Fischer

Absent: None

SVCC Staff: President Dr. George J. Mihel
Attorney Pace
Academic Vice President Dr. Donald Pearl
Dean of Business Services Paula Meyer
Dean of Information Services Alan Pfeifer
Director of Human Resources Kathryn Snow
Director of Building and Grounds John Ditto
Dean of Health Occupations Janet Lynch
Director of Instructional Technology Chris Shelley
Administrative Assistant Debra Dillow

Recognition of New Board Members: Dr. Mihel introduced new Board Members, Scott Stoller and Lisa Wiersema.

Appointment of Foundation Liaison: It was decided that Ed Andersen and Dr. Mihel will serve as the Foundation liaison temporarily.

Consent Agenda: It was moved by Member Thompson and seconded by Member Padilla to approve the Consent Agenda. In a roll call vote, all voted aye. Motion carried. Student Trustee Fischer advisory vote: aye.

Site Planner: Paulien and Associates provided a presentation on plans for usage of the facility and updating and modifying for the future.

President's Report: Dr. Mihel gave the Board an update on enrollment figures. He indicated that we are up 17% for summer 2009 and up 15.4% for fall 2009.

Reports:

ICCTA Report: Member Thompson and Member Bollman reported to the Board that community colleges will see a 2.8% increase but a decrease in funding for Career and Adult Education. They noted that ICCTA employees will receive a 10% increase. Discussion followed.

Student Trustee: Member Fischer reported that Student Government held a retreat on May 28, 2009. He indicated he recently attended the Leadership Institute on June 4, 2009 and he felt it was very valuable and he learned a great deal.

Foundation: None

Dr. Mihel reviewed with the Board, Policy 517.01 Campus Security and Policy 518.01 Sexual Assault Policy and will Recommend changes to both policies.

Board Policy 428.01
Pre-employment
Investigations and
Pre-employment and
Employee Testing
(First Reading):

It was moved by Member Simpson and seconded by Member Bollman that the Board approve Board Policy 428.01 Pre-employment Investigations and Pre-employment and Employee Testing for first reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Fischer advisory vote: aye.

Board Policy 429.01
Identity Theft
Prevention
(First Reading):

It was moved by Member Bollman and seconded by Member Padilla that the Board approve Board Policy 429.01 Identity Theft Prevention for first reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Fischer advisory vote: aye.

2009-2010 Tentative
Budget (First Reading):

It was moved by Member Bollman and seconded by Member Simpson that the Board approve the 2009-2010 Tentative Budget for first reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Fischer advisory vote: aye.

Faculty Appointment
HVAC:

It was moved by Member Simpson and seconded by Member Bollman that the Board approve appointment of Mr. Christopher Carlson as Assistant Professor beginning August 14, 2009 at an annual salary of \$52,186. In a roll call vote, all voted aye. Motion carried. Student Trustee Fischer advisory vote: aye.

Closed Session: At 8:28: p.m. it was moved by Member Thompson and seconded by Member Stoller that the Board go into closed session for the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College; collective bargaining; closed session minutes consideration; pending litigation probable or imminent.

The Board returned to regular session at 8:53 p.m.

Closed Session Minutes of May 18, 2009: It was moved by Member Thomson and seconded by Member Simpson that the Board approve the Closed Session Minutes of May 18, 2009. In a roll call vote, all voted aye. Motion carried. Student Trustee Fischer advisory vote: aye.

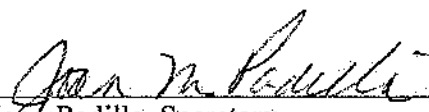
Resolution: It was moved by Member Bollman and seconded by Member Simpson that the Board accept the resolution as follows:
The College's two endowment challenge fund restrictions are maturing. The Board hereby authorizes legal counsel to the College, in consultation with the President, to take appropriate actions regarding protection of and maintaining the College's interest in its endowment challenge funds. In a roll call vote, all voted aye. Motion carried. Student Trustee Fischer advisory vote: aye.

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

The meeting adjourned at 8.55 p.m.

Next Meeting: The next regular meeting of the Board will be at 7:00 p.m. on July 27, 2009 in the Board Room.

Respectfully Submitted,


Joan Padilla, Secretary

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES - TREASURER'S REPORT
As of May 31, 2009

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY
Edward Kluck
SECRETARY
Jan M. Padilla
BOARD PRESIDENT
DATE 6/22/09

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

	INTEREST RATE	AMOUNT
General Account - Sterling Federal Bank	0.140	\$381,655.76
Illinois Funds - Firststar Bank, Springfield	0.209	1,503,604.40
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS		1,885,260.16

MONEY MARKET

ABN-AMRO Investment Services, Inc.	0.620	38,899.50
TOTAL CHECKING ACCOUNTS		\$1,924,159.66

INVESTMENTS

FINANCIAL INSTITUTION	MATURITY DATE		
Peoples National Bank, Tampico	07-16-09	1.500	1,000,000
First National Bank, Amboy	11-11-09	1.740	1,000,000
First National Bank, Amboy	01-24-10	2.580	1,000,000
Farmers State Bank, Sublette	02-13-10	2.350	1,000,000
Farmers State Bank, Sublette	02-17-10	2.950	1,000,000
First National Bank, Amboy	03-11-10	2.380	1,000,000
SUBTOTAL INVESTMENTS			6,000,000

BOND INVESTMENTS - Liability, Protection & Settlement

		YIELD	PRICE
Federal Home Ln Bks Glbl Bd	07-17-09	5.375	525,486.44
Federal Home Ln Bks Cons Bd	11-13-09	6.500	403,428.85
Federal Farm Cr Bks Cons.	03-24-10	3.680	404,048.02
Federal Home Ln Bks Call Step	06-30-10	3.000	729,187.79
Federal Home Ln Bks Call Step	07-14-10	3.000	401,627.77
Federal Home Ln Bks Call Step	12-10-10	3.000	391,608.40
Federal Home Ln Mtg Crp Refrnce	03-15-11	2.600	605,189.98
Federal Home Ln Bks Cons Bd	06-10-11	3.450	672,665.64
Federal Home Ln Bks Cons Bd	09-16-11	2.709	663,122.64
Federal Farm Cr Bks Cons Bd	07-23-12	1.740	619,045.96
Federal Farm Cr Bks Global Cons Bd	11-13-12	2.147	634,282.45
SUBTOTAL BONDS			\$6,049,693.94

TOTAL INVESTMENTS

\$12,049,693.94

General Operating Funds

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Dixon High School	01		Tuition Billed to Employer	Refund Spr 09 C Shaffer	170.00
Wahl Clipper Inc	01		Tuition Billed to Employer	Refund Spring 09	297.50
SVCC Foundation	01		Foundation - Tuition Receivable	Foundation School Amounts Overpaid	56.50
Follett Bookstore	01		Foundation Expense	Department Bookstore Charges 4/09	9.45
McGraw-Hill Companies	01		Foundation Expense	Skills for Success CD	196.74
NAFSA	01		Prepaid Expense	FY 10 Dues T Breed	400.00
Northern Illinois University	01		Prepaid Expense	SHRM Conference 7/23/09	325.00
Pilton Group, LLC	01		Prepaid Expense	FY 10 Annual Maintenance Importer Pro	1,198.80
State Universities Retirement	01		SURS Payable	Accrued Surs	29,554.33
State Universities Retirement	01		SURS Payable	Accrued Surs	25,770.01
State Universities Retirement	01		SURS Payable	Accrued Surs	23,293.41
Select Employees Credit Union	01		Credit Union Payable	ACCURED W/H Select Employees Credit Un	8,351.32
Select Employees Credit Union	01		Credit Union Payable	ACCURED W/H Select Employees Credit Un	8,351.32
Select Employees Credit Union	01		Credit Union Payable	ACCURED W/H Select Employees Credit Un	6,266.02
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	879.67
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	879.67
Community Health Charities of	01		United Way Payable	ACCURED W/H-Community Health Charities	47.66
Community Health Charities of	01		United Way Payable	ACCURED W/H-Community Health Charities	47.66
Community Health Charities of	01		United Way Payable	ACCURED W/H-Community Health Charities	34.33
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	27.09
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	27.09
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	10.42
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	30.67
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	30.67
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	30.67
Gallagher Benefit Services, In	01		Optional Life Insurance	Optional Life 6/09	459.20

REPORT SVRCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 2

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Gallagher Benefit Services, In	01		Optional Disability Insurance	LTD Billing 6/09	630.98
Illinois Mutual	01		Optional Disability Insurance	Accrued Optional Disability-Illinois M	3.89
Illinois Mutual	01		Optional Disability Insurance	Accrued Optional Disability-Illinois M	3.89
Illinois Mutual	01		Optional Disability Insurance	Accrued Optional Disability-Illinois M	3.89
SVCC Foundation	01		Foundation Payable	Accrued W/H SVCC Foundation	20.00
SVCC Foundation	01		Foundation Payable	Accrued W/H SVCC Foundation	20.00
SVCC Foundation	01		Foundation Payable	Accrued W/H SVCC Foundation	20.00
Fidelity Investments	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	7,100.00
Bali, Ruth	01		Accounts Payable	Online Refund	450.00
Bennett, Jennifer	01		Accounts Payable	Online Refund	340.00
Blackert, Rachel	01		Accounts Payable	Online Refund	450.00
Brady, Alexandra	01		Accounts Payable	Online Refund	9.00
Brown, Angela	01		Accounts Payable	Online Refund	255.00
Brown, Kimsa	01		Accounts Payable	Online Refund	450.00
Brown, Matthew	01		Accounts Payable	Online Refund	695.67
Bruckner, Brianna	01		Accounts Payable	Online Refund	85.00
Bush, Patty	01		Accounts Payable	Online Refund	450.00
Buttron, Christi	01		Accounts Payable	Online Refund	450.00
Cavell, Patricia	01		Accounts Payable	Online Refund	360.00
Clark, Kylie	01		Accounts Payable	Online Refund	356.00
Clay, Janette	01		Accounts Payable	Online Refund	510.00
Duffus, Katherine	01		Accounts Payable	PELL - replacement ck	208.00
Emmole, Benjamin	01		Accounts Payable	Online Refund	255.00
Erdman, David	01		Accounts Payable	Online Refund	255.00
Faley, Sara	01		Accounts Payable	Online Refund	255.00
Gabriel, Lauren	01		Accounts Payable	Online Refund	15.00

REPORT SVRCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 3

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Gallentine, Chastity	01		Accounts Payable	Online Refund	95.00
Galar, Michael	01		Accounts Payable	Online Refund	125.00
Henry, Christina	01		Accounts Payable	Online Refund	255.00
Hinterlong, Stacey	01		Accounts Payable	Online Refund	15.00
Hollis, Tameitha	01		Accounts Payable	Online Refund	450.00
Homoia, Robert	01		Accounts Payable	Online Refund	300.00
Hough, Jacob	01		Accounts Payable	Online Refund	170.00
Hubbell, Ryan	01		Accounts Payable	Online Refund	450.00
Janssen, Christy	01		Accounts Payable	Online Refund	450.00
Johnson, Heather	01		Accounts Payable	Online Refund	265.00
Johnson, Rodney	01		Accounts Payable	Online Refund	79.00
Johnson, Wendy	01		Accounts Payable	Online Refund	79.00
Kaftrani, Yesha	01		Accounts Payable	Online Refund	450.00
Kemphorne, Maria	01		Accounts Payable	Tuition Refund	120.00
Kipping, Katherine	01		Accounts Payable	Online Refund	9.00
Kjos, Aaron	01		Accounts Payable	Online Refund	253.00
Lawrence, Kristen	01		Accounts Payable	Online Refund	15.00
Limberg, Katherine	01		Accounts Payable	Online Refund	15.00
Lindenmier, Linda	01		Accounts Payable	Online Refund	720.00
Logan, Samantha	01		Accounts Payable	Online Refund	204.00
Lombardo, Monica	01		Accounts Payable	Online Refund	110.00
Lopez, Ann	01		Accounts Payable	Online Refund	450.00
Lund, Tammy	01		Accounts Payable	Online Refund	450.00
Lundquist, Seth	01		Accounts Payable	Online Refund	450.00
Malawy, Rebecca	01		Accounts Payable	Online Refund	450.00
Mattingly, Jennifer	01		Accounts Payable	Online Refund	20.00

REPORT SVRCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 4

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
McCoy, Mitch	01		Accounts Payable	Online Refund	520.00
McCue, Heather	01		Accounts Payable	Online Refund	450.00
McKanna, Ryan	01		Accounts Payable	Online Refund	127.50
McKenna, Nicholas	01		Accounts Payable	Online Refund	335.00
McKinney, Lailonie	01		Accounts Payable	Online Refund	450.00
McLoughlin, Brandi	01		Accounts Payable	Replacement-PELL	1.46
Meyer, Christopher	01		Accounts Payable	Online Refund	255.00
Moen, Grace	01		Accounts Payable	Online Refund	205.00
Monk, Desiree	01		Accounts Payable	Online Refund	170.00
Morgan, Danielle	01		Accounts Payable	Online Refund	100.00
Nakhosin, Pari	01		Accounts Payable	Online Refund	270.00
Nance, Jessica	01		Accounts Payable	Online Refund	56.67
Patel, Rinku	01		Accounts Payable	Online Refund	450.00
Patterson, Jennifer	01		Accounts Payable	PELL	311.66
Phelps, Rachel	01		Accounts Payable	Online Refund	255.00
Rhea, Cody	01		Accounts Payable	Online Refund	450.00
Riggs, Gwen	01		Accounts Payable	PELL - replacement	2.52
Rios, Nilda	01		Accounts Payable	Online Refund	55.00
Rivera, Nikaela	01		Accounts Payable	Online Refund	255.00
Roberts, Erin	01		Accounts Payable	Online Refund	255.00
Roland, Angela	01		Accounts Payable	Online Refund	270.00
Sherwood, Tammy	01		Accounts Payable	Online Refund	450.00
Shipman, Mary	01		Accounts Payable	Online Refund	57.00
Shore, Justin	01		Accounts Payable	Online Refund	595.00
Slothower, Dora	01		Accounts Payable	Online Refund	450.00
Smith, Amber	01		Accounts Payable	Online Refund	24.00

REPORT SVRCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 5

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Smith, Michael	01		Accounts Payable	Online Refund	15.00
Smoot, Daniel	01		Accounts Payable	Online Refund	255.00
Staples, Kelsy	01		Accounts Payable	Online Refund	725.88
Stevenson, Gina	01		Accounts Payable	Online Refund	255.00
Tefiku, Bekim	01		Accounts Payable	Online Refund	97.00
Theisinger, Cassandra	01		Accounts Payable	Online Refund	255.00
Torres, Corrine	01		Accounts Payable	Online Refund	450.00
Torres, Lauren	01		Accounts Payable	Online Refund	85.00
Vandermyde, William	01		Accounts Payable	Online Refund	355.00
Venier, Anthony	01		Accounts Payable	Online Refund	450.00
Veracini, Jessica	01		Accounts Payable	Online Refund	255.00
Wagner, Brin	01		Accounts Payable	Online Refund	450.00
Waiter, Lauren	01		Accounts Payable	Online Refund	85.00
Wheeler, Abby	01		Accounts Payable	Online Refund	450.00
Wiersema, Jamison	01		Accounts Payable	Online Refund	1,275.00
Wilkinson, April	01		Accounts Payable	Refund-Fin Assistance Only	94.25
Yancy, Veronica	01		Accounts Payable	Online Refund	450.00
Bauling, Craig	01		Other Payables	Replacement Check 153668	227.11
Pruis, Mark	01		Other Payables	Replacement Check 144400	186.27
Scobee, Tyler	01		Other Payables	Replacement Ck 155262	52.62
Follett Bookstore	01		PELL EOG BT	Student Books thru 5/28/09	2,239.94
Follett Bookstore	01		JTPA Whiteside B	Student Charges 4/09	39.96
Follett Bookstore	01		JTPA Whiteside B	Student Books thru 5/28/09	1,621.46
Follett Bookstore	01		JTPA Lee B	Student Books thru 5/28/09	874.59
Follett Bookstore	01		Vets Rehab B	Student Books thru 5/28/09	215.17
Follett Bookstore	01		Trade Act TAA Sterling B	Student Books thru 5/28/09	2,717.14

REPORT SVRCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 6

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Follett Bookstore	01		Short Term Book Loan due Booksto	Student Books thru 5/28/09	145.28
Follett Bookstore	01		Americorps	Student Charges 4/09	208.92
Follett Bookstore	01		Americorps	Student Books thru 5/28/09	1,543.43
Consolidated Management Co	01		Cafeteria payable	May 09 Punch A Lunch	160.00
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Refreshments Board Commencement	15.50
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Board Meeting	34.55
Fifth Third Bank	01	Board of Trustees	Conference/Meeting Expense	Lunch W/Board Chair	35.85
Fischer, Emilio	01	Board of Trustees	Conference/Meeting Expense	Conf-Student Leadership 6/6/09	149.68
Fifth Third Bank	01	President's Office	Conference/Meeting Expense	President's Lunch	386.79
Staples	01	College Relations's Office	Office Supplies	Supplies	8.49
Amboy News	01	College Relations's Office	Advertising	Ad-Serenade in Blue	86.67
Northern Public Radio	01	College Relations's Office	Advertising	Advertising	494.00
Sauk Valley Newspapers	01	College Relations's Office	Advertising	Advertising May 09	1,930.00
WIXN FM - WIXN AM-WRCV-FM	01	College Relations's Office	Advertising	Advertising May 09	197.50
Withers Broadcasting	01	College Relations's Office	Advertising	May 09 Advertising	863.45
Gordon Flesch Company, Inc	01	Printshop	Maintenance Services	Copier-Maint & Sply	5.39
Gordon Flesch Company, Inc	01	Printshop	Maintenance Services	Copier-Maint & Sply	905.99
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	525.42
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	375.83
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	35.00
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	166.96
Follett Bookstore	01	Printshop	Other Supplies	Department Bookstore Charges 4/09	52.51
Midland Paper	01	Printshop	Purchases for Resale	Paper	293.21
Pinney Printing Company	01	Printshop	Purchases for Resale	Course Brochures	2,191.20
GFC Leasing Company	01	Printshop	Debt Principal Retirement	Copier Lease Payment -Principal	514.55
GFC Leasing Company	01	Printshop	Interest	Copier Lease Payment-Interest	18.76

REPORT SVRCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 7

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Gospodarczyk, Thomas	01	Institutional Research & Plannin	Office Supplies	Gas Cards for Follow up Survey	100.00
Quill Corporation	01	Institutional Research & Plannin	Office Supplies	Self-Ink Stamps	99.96
Council for Resource Developme	01	Foundation	Conference/Meeting Expense	Conference Fee	200.00
Gieseke, Heather	01	Foundation	Conference/Meeting Expense	Travel-Area thru 5/21/09	25.85
Leseman, Jolene	01	Professional Development	Tuition Reimbursement	Tuition Reimbursement Spr 09	805.00
Gehlbach, Christyna	01	Professional Development	Conference/Meeting Expense	Travel- Nursing 5/1/09	505.60
Heltmann, Mary	01	Professional Development	Conference/Meeting Expense	Conference Fee	400.00
McPherson, Steven	01	Professional Development	Conference/Meeting Expense	Travel-Windpower Conference	497.71
Pinter, Karen	01	Professional Development	Other Conference & Meeting	Presentation In-Service 8/15/08	50.00
SBM Business Equipment Center	01	High School Relations	Maintenance Services	Monthly Copy Charge	46.80
Staples	01	High School Relations	Office Supplies	Supplies	20.99
Hinds, Margaret	01	Art	Consultants	Art Classes 5/12/09	40.00
Tucker, Hannah	01	Art	Consultants	Art Class 5/7/09	40.00
Follett Bookstore	01	Art	Instructional Supplies	Department Bookstore Charges	5.42
Follett Bookstore	01	Art	Instructional Supplies	Department Bookstore Charges 4/09	24.76
Menards	01	Art	Instructional Supplies	Supplies for Art Supplies	23.98
Menards	01	Art	Instructional Supplies	Supplies Art Rooms	58.85
ACT, INC	01	English- Developmental	Instructional Supplies	Placement Service Report	122.50
Unique Computer	01	English- Developmental	Instructional Supplies	Lap Top Computer	102.00
Follett Bookstore	01	Reading	Instructional Supplies	Department Bookstore Charges 4/09	55.57
Houghton Mifflin Harcourt	01	Reading	Instructional Supplies	Books	-3.46
Follett Bookstore	01	Humanities	Instructional Supplies	Department Bookstore Charges 4/09	8.36
Follett Bookstore	01	Music	Instructional Supplies	Department Bookstore Charges	4.77
Follett Bookstore	01	Music	Instructional Supplies	Department Bookstore Charges 4/09	6.45
Follett Bookstore	01	Philosophy	Instructional Supplies	Department Bookstore Charges 4/09	14.95
Follett Bookstore	01	Fitness Center	Instructional Supplies	Department Bookstore Charges	13.14

REPORT SVRCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 8

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Follett Bookstore	01	History	Instructional Supplies	Department Bookstore Charges	74.00
Follett Bookstore	01	History	Instructional Supplies	Department Bookstore Charges 4/09	43.00
Follett Bookstore	01	Psychology	Instructional Supplies	Department Bookstore Charges 4/09	4.13
Follett Bookstore	01	Mathematics	Instructional Supplies	Department Bookstore Charges 4/09	10.20
ACT, INC	01	Mathematics- Developmental	Instructional Supplies	Placement Service Report	122.50
Verbout, Jane	01	Learning Assistance Center	Instructional Supplies	Instructional Supplies	389.04
Kidder, Mary	01	Business and Tech Office	Conference/Meeting Expense	Travel thru 5/15/09 (area HS & IBHE Co	221.75
Dept of Financial & Profession	01	Business	Instructional Supplies	Real Estate Licenses Renewal	600.00
Follett Bookstore	01	Computer Information Systems	Instructional Supplies	Department Bookstore Charges	1.19
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Monthly Copy Charge	46.80
Menards	01	Electronics	Instructional Supplies	Electrical Supplies	445.84
Staples	01	Electronics	Instructional Supplies	Supplies	369.92
Follett Bookstore	01	Welding	Instructional Supplies	Department Bookstore Charges 4/09	15.49
Rockford Industrial Welding Su	01	Welding	Instructional Supplies	Acetylene	128.51
Rockford Industrial Welding Su	01	Welding	Instructional Supplies	Aragon Acetylene Oxygen	1,574.14
Florini, Anthony	01	General Education Degree	Conference/Meeting Expense	Travel-ROE & Wallace thru 5/27/09	36.30
Ashton Franklin Center Distric	01	Dual Credit- Transfer	Instructional Service Contracts	Dual Credit Eng 103 Eng	3,126.00
Bureau Valley High School	01	Dual Credit- Transfer	Instructional Service Contracts	ENG 103 Spr 09	6,697.76
Dixon High School	01	Dual Credit- Transfer	Instructional Service Contracts	WLD 299 DHS Spr 09	8,430.24
Newman High School	01	Dual Credit- Transfer	Instructional Service Contracts	Dual Credit Spring 09 BIO 108	2,617.90
Ohio High School	01	Dual Credit- Transfer	Instructional Service Contracts	Dual Credit BIO 131 SPR 09	462.96
Prophetstown High School	01	Dual Credit- Transfer	Instructional Service Contracts	MAT 203 SPR 09	649.76
Prophetstown High School	01	Dual Credit- Transfer	Instructional Service Contracts	ENG 103 SPR 09	1,563.00
Prophetstown High School	01	Dual Credit- Transfer	Instructional Service Contracts	MAT 121 SPR 09	2,228.00
Rock Falls High School	01	Dual Credit- Transfer	Instructional Service Contracts	Dual Credit ENG 101 SPR 09	1,671.00
Sterling High School	01	Dual Credit- Transfer	Instructional Service Contracts	CHE 103 SPR 09	5,235.80

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
West Carroll High School	01	Dual Credit- Transfer	Instructional Service Contracts	Dual Credit PHY 176 Spr 09	1,546.00
Prophetstown High School	01	Dual Credit- Health Prof	Instructional Service Contracts	NRS 103 SPR 09	2,570.90
SBM Business Equipment Center	01	Dean of Health Professions	Maintenance Services	Monthly Copy Charge	71.61
Quill Corporation	01	Dean of Health Professions	Office Supplies	Self-Ink Stamps	46.37
Lynch, Janet	01	Dean of Health Professions	Conference/Meeting Expense	Travel-Area Meetings thru 5/29/09	177.60
KSB Hospital	01	Associate Degree Nursing	Consultants	NRS 109/110 Lab	3,562.40
CGH Medical Center	01	Associate Degree Nursing	Instructional Supplies	Alaris Genesis J Loops	79.35
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Irrigation Tray	34.27
HESI Division of Elsevier, Inc	01	Associate Degree Nursing	Instructional Supplies	Exit Exams	814.00
Laerdal Medical Corporation	01	Associate Degree Nursing	Instructional Supplies	Supplies	263.58
Wallcur, Inc	01	Associate Degree Nursing	Instructional Supplies	Nursing Supplies	502.58
Poci, Shirley	01	Associate Degree Nursing	Conference/Meeting Expense	Travel-Supplies thru 5/1/09	40.70
Tuffy, Jeanine	01	Associate Degree Nursing	Conference/Meeting Expense	Travel- Clinical Site Visits thru 5/4/	69.30
Southern Illinois University	01	Nurse Assistant	Consultants	Back Ground CNA Check Summer 09 PM	300.00
Southern Illinois University	01	Nurse Assistant	Consultants	Background Check CNA Summer 09	270.00
KSB Hospital	01	Licensed Practical Nursing	Consultants	NRS 109/110 Lab	1,401.60
KSB Hospital	01	Licensed Practical Nursing	Consultants	Clinical Coordinating	1,752.00
KSB Hospital	01	Licensed Practical Nursing	Consultants	NRS 235 Lab/Clinical	2,978.40
CGH Medical Center	01	Licensed Practical Nursing	Instructional Supplies	Linens April 2009	28.00
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Uni-Solve Adhesive	32.79
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Supplies	181.44
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Isolation Gowns	211.90
Hopkins Medical Products	01	Licensed Practical Nursing	Instructional Supplies	Dressing Disposal Bags	35.85
Moore Medical Corp	01	Licensed Practical Nursing	Instructional Supplies	Infinity Bags	248.78
Brevitt, Dianna	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 4/28/	396.00
Brevitt, Dianna	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 5/12/	148.50

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Site Visits thru	546.15
Jakubczak, Kerri	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 5/21/	508.75
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 4/2/0	237.60
KSB Hospital	01	Paramedic Program	Consultants	EMS 111	4,129.85
KSB Hospital	01	Paramedic Program	Instructional Service Contracts	EMS 101	4,011.70
Follett Bookstore	01	Biology	Instructional Supplies	Department Bookstore Charges 4/09	77.25
S J Smith Welding Supply	01	Chemistry	Instructional Supplies	Chemistry Supplies	9.60
CDW-G	01	Dean of Information Systems	Office Supplies	Keystone Patch Panel	200.50
Unique Computer	01	Dean of Information Systems	Office Supplies	LCD	386.00
Fifth Third Bank	01	Learning Resource Center	Library Supplies	Staples	59.81
ABC-CLIO LLC	01	Learning Resource Center	Books and Binding Costs	Books for Library	190.08
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library	986.10
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books for Library	125.97
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	Books	3,908.02
Gale Group	01	Learning Resource Center	Publications and Dues	Intl Dir Co Hist	496.69
CDW-G	01	Academic Computing	Instructional Technology Material	Targus Lifestyle Video Case	578.46
Fifth Third Bank	01	Academic Computing	Instructional Technology Material	Staples-Supplies	215.96
Highsmith Inc	01	Academic Computing	Instructional Technology Material	PDSTL Sign Holder	134.98
CDW-G	01	Academic Computing	Computer Software	Ado Web Prem	21.00
CDW-G	01	Academic Computing	Computer Software	Ado Web Prem Electronic	2,982.00
Priton Group, LLC	01	Administrative Computing	Consultants	Filebound Software Modification	1,125.00
Priton Group, LLC	01	Administrative Computing	Consultants	Workflow Technical Service	1,971.14
Unique Computer	01	Administrative Computing	Maintenance Services	Mouse	1,904.00
Scantron Corporation	01	Administrative Computing	Office Supplies	Quests	1,570.82
DLT Solutions	01	Administrative Computing	Computer Software	Maintenance Renewal	583.50
DLT Solutions	01	Administrative Computing	Computer Software	Red Hat Enterprise Linux	600.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Piton Group, LLC	01	Administrative Computing	Computer Software	Hosting Fees	1,376.00
Pfeifer, Alan	01	Administrative Computing	Conference/Meeting Expense	Travel-AWEA Conference 5/5/09	345.46
RMS Technology Solutions, Inc	01	Administrative Computing	Office Equipment	Cisco 2811	50,589.00
Moreno, Luis	01	Dean of Student Services	Conference/Meeting Expense	Travel- Kiskiawee College 5/8/09	48.40
Paper Clip Communications	01	Dean of Student Services	Conference/Meeting Expense	Webinar	293.00
Starved Rock Lodge & Conference	01	Dean of Student Services	Conference/Meeting Expense	Hotel-Conference 6/16/09	276.60
Winger, Gerald	01	Dean of Student Services	Conference/Meeting Expense	Travel-Retention Gola Conference	150.10
Autism Asperger Publishing Co	01	Special Needs- ADA	Instructional Supplies	Guides for College Personnel	155.70
Follett Bookstore	01	Special Needs- ADA	Instructional Supplies	Department Bookstore Charges	6.77
Follett Bookstore	01	Special Needs- ADA	Instructional Supplies	Department Bookstore Charges 4/09	32.70
Quill Corporation	01	Special Needs- ADA	Instructional Supplies	Self-Ink Stamps	61.18
Unique Computer	01	Special Needs- ADA	Instructional Supplies	Lap Top Computer	897.00
Edwards, Jessica	01	Special Needs- ADA	Conference/Meeting Expense	Travel-Area High Schools thru 5/19/09	31.72
Consolidated Management Co	01	Commencement	Other Supplies	Pinning Ceremony	411.75
Economy Trophy Co	01	Commencement	Other Supplies	Special Recognition Awards	105.00
Fortener, Alisha	01	Commencement	Other Supplies	Health Career Pinning Ceremony 5/15/09	75.00
Josten's Inc	01	Commencement	Other Supplies	Graduation Outfits	2,367.73
Pinney Printing Company	01	Commencement	Other Supplies	Commencement Programs	2,199.00
Sauk Valley Cleaners	01	Commencement	Other Supplies	Clean & Hang Commencement Draperies	261.00
National Pen Corporation	01	Student Recruitment	Other Supplies	Black Ink Pens	1,057.13
Successories, Inc	01	Student Recruitment	Other Supplies	Laser Award	60.44
Winger, Gerald	01	Student Recruitment	Conference/Meeting Expense	Travel- Area Site Visits thru 4/2/09	173.80
Skillpath Seminars	01	Admissions, Records & Placement	Conference/Meeting Expense	Teambuilding Skills Seminar	149.00
Staples	01	Financial Aid & Veterans Affairs	Office Supplies	Supplies	119.86
Skillpath Seminars	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Teambuilding Skills Seminar	149.00
ACT, INC	01	Counseling	Consultants	Annual License Fee	470.00

REPORT SVRGCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 12

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
South Suburban College	01	Counseling	Consultants	ACT Testing Materials	1,725.00
Breed, Thomas	01	Counseling	Conference/Meeting Expense	Travel-Area High Schools thru 4/30/09	75.90
Hilliker, Mariene	01	Counseling	Conference/Meeting Expense	Travel-Area High Schools thru 5/6/09	71.50
Skillpath Seminars	01	Counseling	Conference/Meeting Expense	Teambuilding Skills Seminar	149.00
Dorathy, Catherine	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spring 09	345.00
Moreno, Luis	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spring 09	690.00
Federal Express Corp	01	Other Institutional	Postage	Fed Ex Shipping Charges	14.63
Pitney Bowes	01	Other Institutional	Postage	Fund Permit Reserve Account	3,000.00
US Postmaster	01	Other Institutional	Postage	Annual Standard Mail PI #94	185.00
United Parcel Service	01	Other Institutional	Postage	Monthly Charge	86.42
Creative Cuisine	01	Other Institutional	Conference/Meeting Expense	Staff Lunch	680.00
Flowers Etc of Dixon Inc	01	Other Institutional	Other Conference & Meeting	Flowers for J McNair	27.95
Fifth Third Bank	01	NCA Accreditation	Conference/Meeting Expense	HLC Meetings	1,036.81
Fifth Third Bank	01	Business Office	Office Supplies	Acom Solutions	495.00
Breed, Nancy	01	Business Office	Conference/Meeting Expense	Travel-ICCRMC Meeting 5/6/09	126.40
Meyer, Paula	01	Business Office	Conference/Meeting Expense	Travel-ICCRMC Meeting	279.65
CDW-G	01	Personnel Office	Office Supplies	Mouse 5000	60.18
Staples	01	Personnel Office	Office Supplies	Supplies	144.47
Snow, Kathryn	01	Personnel Office	Conference/Meeting Expense	Travel-Scholarship Presentation	38.50
Snow, Kathryn	01	Personnel Office	Conference/Meeting Expense	Travel-IMSA Meeting 6/4/09	71.50
Sauk Valley Newspapers	01	Personnel Office	Recruitment	Recruitment Ads	1,461.32
Consolidated Management Co.	01	Personnel Office	Other Conference & Meeting	May Winners Party	98.25
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Retirement Ceremony	144.50
Follett Bookstore	01	Information Center	Office Supplies	Department Bookstore Charges	5.02
Follett Bookstore	01	Information Center	Office Supplies	Department Bookstore Charges 4/09	2.39
Education To Go	010100	CCS Public Workshops	Consultants	April 2009 Ed2Go Classes	295.00

REPORT SVRCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 13

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Honold, Donna	010100	CCS Public Workshops	Consultants	PPD Class 5/19/09	500.00
Mandernach, Patricia	010100	CCS Public Workshops	Consultants	Therapy Dog Training	425.00
Mandernach, Patricia	010100	CCS Public Workshops	Consultants	Dog Training Spring 09	1,035.00
Treend, Gayle	010100	CCS Public Workshops	Consultants	PPD Class Spr 09	780.00
Follett Bookstore	010100	CCS Public Workshops	Office Supplies	Department Bookstore Charges 4/09	7.99
RK Dixon	010100	CCS Public Workshops	Office Supplies	Service Contract for Copier	90.00
KSB Hospital	010100	CCS Public Workshops	Instructional Supplies	Materials for First Aid/CPR	45.50
KSB Hospital	010100	CCS Public Workshops	Instructional Supplies	Materials for First Aid/CPR	141.25
Sauk Valley Newspapers	010100	CCS Public Workshops	Advertising	Inserts	2,413.49
Setchell, Linda	010100	CCS Public Workshops	Conference/Meeting Expense	Travel-IDPH Workshop	82.50
AAA Certified Confidential Sec	02	Maintenance	Maintenance Services	Confidential Shredding	91.92
ECOLAB	02	Maintenance	Maintenance Services	Monthly Pest Elimination	200.00
Frischkorn, Inc #2079	02	Maintenance	Maintenance Services	Manufacture Flange Assy	400.25
H-O-H Water Technology Inc	02	Maintenance	Maintenance Services	Monthly Water Treatment May 09	1,374.00
Illinois Environmental Protect	02	Maintenance	Maintenance Services	Annual Air Pollution Control State Sit	200.00
Northwest Mechanical Inc	02	Maintenance	Maintenance Services	Work Order	136.50
Northwest Mechanical Inc	02	Maintenance	Maintenance Services	Qtrly Maintenance Contract	1,385.00
Pro Com Systems	02	Maintenance	Maintenance Services	Reprogram Master Lock	500.00
Schumacher Elevator Company	02	Maintenance	Maintenance Services	Qtrly Elevator Contract	1,323.24
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Ballasts & Lamps	477.50
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Lamps & Blst	1,620.40
Fifth Third Bank	02	Maintenance	Maintenance Supplies	Imbert International	294.79
Grainger	02	Maintenance	Maintenance Supplies	Water Hose Couplings	1,029.95
H-O-H Water Technology Inc	02	Maintenance	Maintenance Supplies	PCV Valve & Turbine Assy	647.00
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	22.14
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	53.88

REPORT SVRCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 14

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	68.61
Menards	02	Maintenance	Maintenance Supplies	Brooms, Cords & Misc	80.20
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	507.24
Menards	02	Maintenance	Maintenance Supplies	Hose Reel	553.92
Menards	02	Maintenance	Maintenance Supplies	Electrical Cords & Supplies	13.92
Rockford Industrial Welding Su	02	Maintenance	Maintenance Supplies	Acetylene, Turbo & Refrig Kit	303.77
Schimberg Company	02	Maintenance	Maintenance Supplies	Check Valve	319.42
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Paint	104.05
Paxton, Carl	02	Maintenance	Conference/Meeting Expense	Travel- ICCFOA Meeting	103.40
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	67.94
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	78.71
C & K Undercar Specialists	02	Grounds	Maintenance Services	Brakes-Pick Up	315.00
Moore Tires, Inc	02	Grounds	Maintenance Services	Tire Repair	36.50
Fifth Third Bank	02	Grounds	Maintenance Supplies	Blaine's Farm & Fleet	36.38
Menards	02	Grounds	Maintenance Supplies	Grounds Supplies	72.83
Mike's Repair Service	02	Grounds	Maintenance Supplies	Black deflector	54.69
North's Oil Company, Inc	02	Grounds	Maintenance Supplies	Diesel Fuel	648.60
Peabody's Inc.	02	Grounds	Maintenance Supplies	Battery	78.64
S J Smith Welding Supply	02	Grounds	Maintenance Supplies	Cylinder Fee	9.60
Nicor Gas	02	Grounds	Gas	Gas Services	835.29
Constellation New Energy (CNE	02	Utilities	Gas	Gas Purchases	6,633.60
Nicor Gas	02	Utilities	Gas	Gas Services	888.66
Nicor Gas	02	Utilities	Gas	Gas Services	434.78
Nicor Gas	02	Utilities	Gas	Gas Services	171.91
Commonwealth Edison	02	Utilities	Electricity	Electricity	60.53
Commonwealth Edison	02	Utilities	Electricity	Electricity	38.91

REPORT SVRCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 15

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Exelon Energy	02	Utilities	Electricity	Electricity	25,887.16
City Of Dixon	02	Utilities	Water, Sewer	Sludge Disposal	244.00
City Of Dixon	02	Utilities	Water, Sewer	Testing 5/13/09	51.00
M & S Wastewater	02	Utilities	Water, Sewer	May 09 Services	425.00
CenturyTel	02	Utilities	Telephone	Monthly Telephone Bill	1,920.63
Comcast	02	Utilities	Telephone	Services	4,750.00
Essex Telecom Inc	02	Utilities	Telephone	Monthly Telephone Services	2,503.65
Illinois Century Network (ICN)	02	Utilities	Telephone	Services	340.00
United States Cellular	02	Utilities	Telephone	Van Cell Phones	47.55
Verizon Wireless	02	Utilities	Telephone	Dr. Mihel Cell Phone Charges	70.15
Moring Disposal Inc	02	Utilities	Refuse Disposal	Monthly Trash -Winter Rate	192.33
ITW Food Equipment Group LLC (	02	Cafeteria	Maintenance Services	Repair Dishwasher-Cafeteria	239.50
Sexauer Inc	02	Cafeteria	Other Materials and Supplies	Faucets	814.37
Metro Design Associates, Inc	03	Operations & Maintenance- Restri	Building Remodeling	Engineering Services for Chiller Proje	12,375.00
RMS Technology Solutions, Inc	030200	Fund Bond- Instruc & Computer	Capital Supplies	Cisco 2811	4,305.00
MCM Electronics	030200	Fund Bond- Instruc & Computer	Capital Supplies	Scopemeter	1,866.51
Unique Computer	030200	Fund Bond- Instruc & Computer	Capital Supplies	LCD Panels	2,311.00
CSN Office Furniture	030200	Fund Bond- Furniture & Office	Capital Supplies	Height Adjustable Bridge	827.99
Blackhawk Cash Register & Copi	030200	Fund Bond- Copiers	Capital Supplies	Copier	939.00
GFC Leasing Company	030200	Fund Bond- Copiers	Debt Principal Retirement	Bond Lease Payment-Principal	682.08
GFC Leasing Company	030200	Fund Bond- Copiers	Interest	Bond Lease Payment-Interest	24.87
Consolidated Management Co.	050600	Men's Basketball	Other Conference & Meeting	Cookies/Muffins MBB	7.00
Emerald Hill Golf & Learning C	050600	Golf	Other Supplies	Spring 09 Golf Conference	312.00
Bracken Holdings Inc.	050600	Golf	Other Conference & Meeting	Men's Golf Tournament	34.50
Days Inn	050600	Golf	Other Conference & Meeting	Rooms for Golf National 5/16/09	731.04
Emerald Hill Golf & Learning C	050600	Golf	Other Conference & Meeting	Spring 09 Range & Golfing Fees	740.00

REPORT SVRCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 16

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Goosepond Colony	050600	Golf	Other Conference & Meeting	Golf Fees Nationals 5/16/09	175.00
Williams, David	050600	Golf	Other Conference & Meeting	Advance Meals 5/16/09 Golf	397.75
Williams, David	050600	Golf	Other Conference & Meeting	Travel- Golf Nat'l 5/22/09	920.41
Cunningham, Timothy	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	100.00
Follett Bookstore	050600	Men's Baseball	Other Supplies	Department Bookstore Charges 4/09	1.16
Weets & Son Septic Service	050600	Men's Baseball	Other Supplies	Portable Restrooms	42.50
Valdez, Rene	050600	Men's Baseball	Other Conference & Meeting	Travel- Baseball Games thru 5/10/09	405.00
Kipping, Sara	050600	Men's Tennis	Other Supplies	Supplies-Tennis Balls	48.96
Moraine Valley Community College	050600	Men's Tennis	Other Conference & Meeting	Tennis Region IV Tournament 4/24/09	116.88
Follett Bookstore	050600	Women's Basketball	Other Supplies	Department Bookstore Charges	28.76
Follett Bookstore	050600	Women's Basketball	Other Supplies	Department Bookstore Charges 4/09	47.97
Kipping, Sara	050600	Women's Tennis	Other Conference & Meeting	Travel-Nationals Tucson Arizona Spr 09	1,621.21
Economy Trophy Co	050600	Women's Softball	Other Supplies	Awards	61.75
Muhl Tech	050600	Women's Softball	Other Supplies	Poly Brush Holder	674.00
Prime Time Sporting Goods	050600	Women's Softball	Other Supplies	Supplies	299.99
Pruis, Mark	050600	Women's Softball	Other Supplies	Softball Banquet	168.01
Weets & Son Septic Service	050600	Women's Softball	Other Supplies	Portable Restrooms	42.50
Consolidated Management Co	050600	Women's Volleyball	Other Conference & Meeting	Cookies/Muffins VB	4.00
Aramark Uniform Services Inc	050600	General Athletics	Other Contractual Services	Towel Service	290.00
Van Drew, Shannon	050600	General Athletics	Other Contractual Services	BB Trainer 2/12/09	90.00
Byar, Christine	050600	General Athletics	Other Materials and Supplies	Supplies	63.01
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Department Bookstore Charges 4/09	47.99
Sterling Rock Falls Clinic	050600	General Athletics	Other Materials and Supplies	Medical Drug Screening	1,400.00
Follett Bookstore	050600	Intramurals	Other Supplies	Department Bookstore Charges 4/09	120.00
Consolidated Management Co	050600	Student Activities	Other Materials and Supplies	Awards Banquet SSS/Counseling	550.00
Successories, Inc	050600	Student Activities	Other Materials and Supplies	Laser Awards	218.41

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Fifth Third Bank	050600	Student Activities	Conference/Meeting Expense	Dominio's Pizza Spring Fest	848.00
American Heart Association	050600	Student Government	Other Sales & Service	Donation Flower Sale	350.00
Texas Marker	050600	Student Government	Other Materials and Supplies	Dual Pens	694.72
Special Events Student Leaders	050600	Student Government	Other Conference & Meeting	Conference Fee 5/4/09	170.00
Follett Bookstore	050600	Music	Other Materials and Supplies	Department Bookstore Charges 4/09	2.55
Rochelle Township High School	050600	Global Awareness	Consultants	Performance 5/6/09	250.00
Salamandra Restaurant	050600	Global Awareness	Other Conference & Meeting	Cinco De Mayo Program 5/6/09	140.00
Salgado, Ana	050600	Global Awareness	Other Conference & Meeting	Supplies for Imagen Mexicana/Silver Ci	61.64
Pete Harkness Ford Inc.	050800	Transportation	Maintenance Services	Transmission Work 2005 TT	408.43
Fifth Third Bank	050800	Transportation	Maintenance Supplies	Blaine's Farm & Fleet	21.53
Fifth Third Bank	050800	Transportation	Vehicle Supplies	Cocoa Beach Tax Credit	812.11
Menards	050800	Transportation	Vehicle Supplies	I-PASS	80.00
Gallagher Benefit Services, In	051000	Medical Insurance	Vehicle Supplies	Van Supplies	17.95
State Universities Retirement	062050	SBDC Grant	Life & AD&D	Life Billing 6/09	1,416.24
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	186.11
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	186.11
Illinois Valley Community Coll	062050	SBDC Grant	SURS	Matching Funds	186.11
Borger, Brian	062050	SBDC Grant	Other Contractual Services	Contractual Services IVCC-SBDC	5,165.67
Cantu, Marcela	062051	Junior Health Care Academy	Conference/Meeting Expense	Travel-Area Site Visits thru 4/29/09	284.90
Staples	062051	Junior Health Care Academy	Consultants	Presentation Jr Health Care	100.00
Follett Bookstore	062053	U of I Health Careers Club	Instructional Supplies	Supplies	53.96
Cannell, Jami	062053	U of I Health Careers Club	Office Supplies	Department Bookstore Charges 4/09	14.32
Consolidated Management Co	062053	U of I Health Careers Club	Other Supplies	Reimburse Supplies for Health Career C	873.25
Hawkins, Jaime	062053	U of I Health Careers Club	Other Supplies	Health Career Meeting 5/8 & 5/11	76.60
Whiteside County ROE	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	HCC Gram -4- Exam Event	600.00
			Instructional Service Contracts	Second Half Contract WFLP Spring 09	3,562.50

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Lovetkin, Carol	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	Certificate Holders	53.32
Lovetkin, Carol	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	Frames for NAEHS Certificates	87.08
Lovetkin, Carol	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel-ICCB April Meeting	200.00
Follett Bookstore	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Department Bookstore Charges	13.33
Quill Corporation	062060	SOS VITAL Grant	Office Supplies	Self-Ink Stamps	196.71
Vock, Zully	062060	SOS VITAL Grant	Office Supplies	Ink for Office Printer	32.00
Houghton Mifflin Harcourt	062060	SOS VITAL Grant	Instructional Supplies	Books	547.58
Skyward Promotions Inc	062060	SOS VITAL Grant	Other Materials and Supplies	Bags	1,494.77
Vock, Zully	062060	SOS VITAL Grant	Conference/Meeting Expense	Travel- Area Site Visits thru 4/30/09	55.55
Vock, Zully	062060	SOS VITAL Grant	Conference/Meeting Expense	Travel- Area Sites thru 5/28/09	177.76
Coomes, Lana	062060	SOS VITAL Grant	Other Conference & Meeting	Supplies for Vital Picnic	40.59
Vock, Zully	062060	SOS VITAL Grant	Other Conference & Meeting	Supplies Vital Picnic	89.84
Bureau Valley High School	062073	Local Tech Prep Grant	Conference/Meeting Expense	Travel-SVCC Workshop	44.00
Consolidated Management Co	062073	Local Tech Prep Grant	Conference/Meeting Expense	Coffee-Study Program	11.00
Lindahl, Sharon	062073	Local Tech Prep Grant	Conference/Meeting Expense	Tech Meeting & Supplies	100.32
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	447.86
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	433.02
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	431.21
Quill Corporation	063011	Student Support Services Grant	Office Supplies	Self-Ink Stamps	105.79
Circle Computer Inc.	063011	Student Support Services Grant	Instructional Supplies	Del! 17" LCD	201.00
MAEOPP	063011	Student Support Services Grant	Publications and Dues	FY 09 Dues	100.00
Unique Computer	063011	Student Support Services Grant	Capital Supplies	Computers	3,936.00
Unique Computer	063011	Student Support Services Grant	Capital Supplies	Computers	9,184.00
Consolidated Management Co	063011	Student Support Services Grant	Other Conference & Meeting	Awards Banquet SSS/Counseling	1,095.00
Salamone, Jennifer	063011	Student Support Services Grant	Other Conference & Meeting	Supplies for the Stress Relief Worksho	303.31
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	43.58

REPORT SVRCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 19

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	47.34
State Universities Retirement	063020	Perkins Ilc	SURS	Matching Funds	36.38
State Universities Retirement	063020	Perkins Ilc	SURS	Matching Funds	36.38
State Universities Retirement	063020	Perkins Ilc	SURS	Matching Funds	36.38
Habben, David	063020	Perkins Ilc	Conference/Meeting Expense	Travel-CCNA Security Instructor Traini	590.88
Kidder, Mary	063020	Perkins Ilc	Conference/Meeting Expense	Travel-thru 5/15/09 (area HS & IBHE Co	192.50
Payne, Brandon	063020	Perkins Ilc	Conference/Meeting Expense	Travel-CCNA Security Training Workshop	451.13
Quad City Safety	063020	Perkins- Technology	Other Supplies	Harness & Turbo Kits	7,104.68
State Universities Retirement	063020	Perkins Ilc -Special Populations	SURS	Matching Funds	73.31
State Universities Retirement	063020	Perkins Ilc -Special Populations	SURS	Matching Funds	73.31
State Universities Retirement	063020	Perkins Ilc -Special Populations	SURS	Matching Funds	70.03
Arnold, Rueben	063020	Perkins Ilc -Special Populations	Consultants	Notetaker thru 5/7/09	42.63
Cook, Kathryn	063020	Perkins Ilc -Special Populations	Consultants	Notetaker thru May 09	25.19
Donoho, Deborah	063020	Perkins Ilc -Special Populations	Consultants	Notetaker thru 5/14/09	63.94
Glazier, Karissa	063020	Perkins Ilc -Special Populations	Consultants	Notetaker thru 5/6/09	58.13
Huizenga, Tracie	063020	Perkins Ilc -Special Populations	Consultants	Notetaker thru May 09	38.75
Mazanet, Katelyn	063020	Perkins Ilc -Special Populations	Consultants	Notetaker thru 4/09	25.19
Carlson, Cynthia	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Travel-T/P Meetings Spr 09	159.50
Consolidated Management Co	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Counselor Academy	524.58
Hahne, Connie	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Tech Prep Mileage Spring 09	220.00
Lindahl, Sharon	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Supplies Year End Banquet	89.07
Lindahl, Sharon	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Tech Meeting & Supplies	507.36
Luker, Neal	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Mileage Tech Prep Meeting Spring 09	72.60
Ross, Kathy J.	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Tech Prep Mileage Spring 09	52.80
Amboy High School	063030	Perkins IIIE Tech Prep	Other	T/P Claim #11 Spr 09	1,106.40
Bureau Valley High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim #7 Building Materials	163.80

REPORT SVRCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 20

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Bureau Valley High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claims 3 & 4 Spring 09	3,519.20
Bureau Valley High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim #6 Spring 09	66.00
Durband, Paula	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim #6 Spring 09	510.00
Fulton High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim #4 Spring 09	3,996.45
Milledgeville High School	063030	Perkins IIIE Tech Prep	Other	T/P Claim #7 Spring 09	2,463.14
Morrison High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim #3 Supplies	516.90
Morrison High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim #4 Spring 09	1,681.37
Ohio High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim #2 Spring 09	1,764.73
Prophetstown High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim #9 Spr 09	3,687.84
Rock Falls High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim #10 Spr 09	356.00
Sterling High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim #4 Spring 09	3,610.65
Whiteside Area Career Center	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim #6 Spr 09	2,576.88
Fifth Third Bank	063070	ICCB Innovation Grant	Conferences/Meeting Expense	Wind Energy Conference	390.00
CIRCA 21	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Graduation/Year End	950.00
Earl, Sabrina	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Retreat/Graduation Supplies	9.65
Lonnie's Catering LLC	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Retreat 5/2/09	433.50
McGath, Wendy	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-Meeting 5/2/09	38.78
Miranda, Monique	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-Springfield 4/22/09	101.94
Morrison, Melody	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-IVCC Job Fair 4/16/09	70.95
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	272.90
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	277.46
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	254.33
Downtown Sports	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Member Uniforms	254.84
Elmendorf, Jodi	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Supplies	75.16
Staples	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Supplies	667.99
Earl, Sabrina	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	Travel-Area Sites thru 7/23/08	90.24

REPORT SVRCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 21

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
ARC of the Quad Cities	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Instructor Class June 09	220.00
Earl, Sabrina	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel-Area Visits thru 5/27/09	570.19
Earl, Sabrina	063075	IDHS AmeriCorps- Nonmember Activ	Other	Retreat/Graduation Supplies	40.39
Elmendorf, Jodi	063075	IDHS AmeriCorps- Nonmember Activ	Other	Travel-Job Fair Blackhawk College	72.82
McCoy, Janice	063076	ISU FUSE	Consultants	Presentation FUSE Program 4/20/09	100.00
Staples	063076	ISU FUSE	Other Materials and Supplies	Supplies	119.07
Follett Bookstore	063080	Regional Collaboration Grant	Office Supplies	Department Bookstore Charges 4/09	997.50
Oldenburg, Dr. Nancy	064010	Online Nursing Program	Consultants	Development Med/Surg Spring 09	2,400.00
Johnson, Kathleen	064010	Online Nursing Program	Instructional Supplies	Office Supplies NION	68.96
Oldenburg, Dr. Nancy	064010	Online Nursing Program	Instructional Supplies	Supplies	50.36
ATI (Assessment Technologies I	064010	Online Nursing Program	Printing	Comprehensive Assessment & Review Progr	764.00
Johnson, Kathleen	064010	Online Nursing Program	Conference/Meeting Expense	Travel-Area Meetings thru 5/28/09	270.60
Leavy, Jayme	064010	Online Nursing Program	Student Grants & Scholarships	Fourth Scholarship Award Spring 09	2,000.00
BP Gas Station	064040	United Waty Single Parent Collab	Student Grants & Scholarships	Gas Cards May 09	100.00
SVCC Foundation	064040	United Waty Single Parent Collab	Student Grants & Scholarships	Reimbursement United Way Grant	70.00
SVCC Foundation	064040	United Waty Single Parent Collab	Student Grants & Scholarships	United Way-Com Ed 5/14/09	500.00
Shell Oil Company	064040	United Waty Single Parent Collab	Student Grants & Scholarships	Gas Cards	100.00
Sterling Rock Falls Family YMC	064040	United Waty Single Parent Collab	Student Grants & Scholarships	Membership May 09	650.70
Hamilton, Jane	101060	Magic Club	Other	Booster Drafts 5/09	200.00
Big Brothers Big Sisters of th	101070	Single Parents Club	Other	Donation 5/09	200.00
Follett Bookstore	101070	Single Parents Club	Other	Department Bookstore Charges 4/09	64.99
Mewhirter, Tedra	101070	Single Parents Club	Other	Supplies for Presentation	199.46
Holiday Inn-Mount Vernon	101140	Phi Theta Kappa Club	Other	Hotel -Conference 6/5/09	559.44
PHI THETA KAPPA Society	101140	Phi Theta Kappa Club	Other	Registration Fees 6/5/09 Conference	450.00
Fifth Third Bank	103103	Baseball Booster	Other	Cocoa Beach Tax Credit	-703.61
Pruis, Mark	103104	Softball Booster	Other	Additional Travel from 3/15/09 Spring	85.88

REPORT SVRCHKR
FISCAL YEAR 2009

Sauk Valley Community College
Check Register
From 05/14/09 To 06/22/09

RUN DATE: 06/11/09
TIME: 4:14 PM
PAGE: 22

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Illinois Community College Ris	12	Risk Management	Worker's Compensation	Add'l Premium Worker's Compensation	4,364.00
Accurate Biometrics, Inc	12	Risk Management	Consultants	Fingerprinting	100.00
RMS Technology Solutions, Inc	12	Risk Management	Maintenance Services	Router & Smart Net	8,992.00
Unique Computer	12	Risk Management	Office Supplies	Net Support	1,712.00
Unique Computer	12	Risk Management	Office Supplies	Encrypted USB Drives	1,104.00
CenturyTel	12	Risk Management	Telephone	911 Cama Trunk Lines	89.56
Radio Ranch Inc	12	Public Safety	Maintenance Services	Repair Security Radio	79.50
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	65.22
Stewart & Associates, Inc	12	Public Safety	Other Contractual Services	Security Contract	1,096.38
Stewart & Associates, Inc	12	Public Safety	Other Contractual Services	Security Contract	2,015.16
AED Essentials Inc	12	Public Safety	Other Supplies	AED System	2,005.15
				BANK ACCOUNT 1 TOTAL:	524,348.95
				ALL ACCOUNTS TOTAL:	524,348.95

06/11/2009

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

Page 1

EDUCATION FUND	2008-2009 YTD	2008-2009 Budget	YTD / Budget %	2007-2008 YTD	YTD % Chng fm Prev Yr	2007-2008 Total
Revenues						
Local Governmental Sources	1,724,792	3,510,000	49.1%	1,634,895	5.5%	3,364,180
State Governmental Sources	1,666,403	3,060,706	54.4%	2,214,126	-24.7%	2,847,734
Federal Governmental Sources	4,975	5,000	99.5%	4,480	11.0%	4,480
Student Tuition and Fees	5,902,574	4,019,000	146.8%	5,335,939	10.6%	3,916,232
Sales and Service	233,256	180,000	129.5%	134,365	73.6%	168,784
Facilities Revenue	250				0.0%	
Investment Revenue	83,300	100,000	83.3%	115,186	-27.6%	138,308
Other Revenues	45,492	425,000	10.7%	20,122	126.0%	645,918
TOTALS	9,661,045	11,299,706	85.5%	9,459,116	2.1%	11,085,639
Expenditures						
Salaries	5,709,263	6,324,125	90.2%	5,588,220	2.1%	6,161,213
Employee Benefits	1,461,134	2,003,599	72.9%	1,328,659	9.9%	2,154,203
Contractual Services	515,152	511,733	100.6%	427,211	20.5%	514,696
General Materials and Supplies	629,536	813,943	77.3%	562,143	11.9%	663,946
Conference & Meeting	120,280	158,886	75.7%	116,153	3.5%	124,491
Fixed Charges	8,006	15,000	53.3%	13,072	-38.7%	14,679
Utilities	-130				0.0%	
Capital Outlay	801,033	785,000	102.0%	659,578	21.4%	28,220
Other Expenditures						707,553
TOTALS	9,244,275	10,612,286	87.1%	8,695,039	6.3%	10,369,004
Transfers						
Transfers to Other Funds		445,000				300,000
CHANGE IN NET ASSETS	416,770	242,420		764,077		416,634
FUND BALANCE	1,702,325					1,285,555

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

OPERATION AND MAINTENANCE FUND	2008-2009		YTD / Budget %	2007-2008		YTD % Chng fm Prev Yr	2007-2008 Total
	YTD	Budget		YTD			
Revenues							
Local Governmental Sources	211,360	430,000	49.1%	200,559		5.3%	412,308
State Governmental Sources	216,650	399,797	54.1%	287,765		-24.7%	373,787
Student Tuition and Fees	648,856	436,000	148.8%	592,387		9.5%	427,852
Sales and Service	15,493	20,000	77.4%	6,557		136.2%	7,456
Facilities Revenue	5,962	4,000	149.0%	1,225		386.7%	2,325
Investment Revenue	405	1,000	40.5%	1,281		-68.3%	1,281
Other Revenues	110	34,000	.3%	6,270		-98.2%	58,415
TOTALS	1,098,839	1,324,797	82.9%	1,096,046		.2%	1,283,426
Expenditures							
Salaries	500,156	532,657	93.9%	473,273		5.6%	515,815
Employee Benefits	188,810	236,289	79.9%	171,256		10.2%	246,634
Contractual Services	47,742	109,500	43.6%	75,002		-36.3%	76,748
General Materials and Supplies	71,317	95,000	75.0%	68,020		4.8%	81,668
Conference & Meeting	2,288	3,200	71.5%	3,576		-36.0%	3,700
Fixed Charges	40,073	40,000	100.1%	39,275		2.0%	39,358
Utilities	590,066	691,500	85.3%	542,295		8.8%	677,204
Capital Outlay	13,464	15,000	89.7%	9,837		36.8%	9,837
TOTALS	1,453,919	1,723,146	84.3%	1,382,537		5.1%	1,650,967
Transfers							
Transfers From Other Funds		-438,000					-370,847
CHANGE IN NET ASSETS	-355,079	39,651		-286,490			3,306
FUND BALANCE	-346,936						8,143

06/11/2009

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

Page 3

OPERATION & MAINTENANCE- RESTRICTED	2008-2009 YTD	2008-2009 Budget	YTD / Budget %	2007-2008 YTD	YTD % Chng fm Prev Yr	2007-2008 Total
Revenues						
Local Governmental Sources	325,673	663,000	49.1%	323,842	.5%	650,641
Investment Revenue	143,091	50,000	286.1%	55,899	155.9%	83,679
Other Revenues				61,920		61,920
TOTALS	468,764	713,000	65.7%	441,662	6.1%	796,241
Expenditures						
General Materials and Supplies	110,964				0.0%	
Fixed Charges	8,483				0.0%	
Capital Outlay	785,654	652,500	120.4%	668,028	17.6%	873,177
TOTALS	905,101	652,500	138.7%	668,028	35.4%	873,177
CHANGE IN NET ASSETS	-436,337	60,500		-226,366		-76,936
FUND BALANCE	5,229,145					2,298,232

06/11/2009

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

Page 4

BOND AND INTEREST FUND	2008-2009 YTD	2008-2009 Budget	YTD / Budget %	2007-2008 YTD	YTD % Chng fm Prev Yr	2007-2008 Total
Revenues						
Local Governmental Sources	637,608	1,265,518	50.3%	687,450	-7.2%	1,320,581
Investment Revenue	4,752	3,000	158.4%	7,470	-36.3%	9,239
TOTALS	642,361	1,268,518	50.6%	694,921	-7.5%	1,329,820
Expenditures						
Contractual Services	350	1,000	35.0%	500	-30.0%	500
Fixed Charges	1,311,945	1,311,946	100.0%	1,282,923	2.2%	1,392,051
TOTALS	1,312,295	1,312,946	99.9%	1,283,423	2.2%	1,392,551
CHANGE IN NET ASSETS	-669,933	-44,428		-588,502		-62,731
FUND BALANCE	-8,728					661,204

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

AUXILIARY ENTERPRISES FUND

	2008-2009 YTD	2008-2009 Budget	YTD / Budget %	2007-2008 YTD	YTD % Chng fm Prev Yr	2007-2008 Total
Revenues						
Student Tuition and Fees	252,360	148,500	169.9%	206,888	21.9%	150,865
Sales and Service	32,182	44,285	72.6%	66,463	-51.5%	68,325
Facilities Revenue	94,008	105,000	89.5%	93,047	1.0%	100,450
Investment Revenue	1,170	900	130.0%	884	32.3%	901
Other Revenues	1,786,535	1,913,000	93.3%	1,590,634	12.3%	1,838,625
TOTALS	2,166,256	2,211,685	97.9%	1,957,917	10.6%	2,159,168
Expenditures						
Salaries	119,524	123,745	96.5%	89,168	34.0%	94,219
Employee Benefits	17,028	17,956	94.8%	11,798	44.3%	17,915
Contractual Services	1,515,035	1,957,324	77.4%	1,776,964	-14.7%	1,876,106
General Materials and Supplies	70,319	73,830	95.2%	60,269	16.6%	68,528
Conference & Meeting	55,505	74,170	74.8%	78,030	-28.8%	78,890
Fixed Charges	21,631	21,750	99.4%	20,755	4.2%	20,787
Other Expenditures	5	500	1.0%		1.0%	
TOTALS	1,799,049	2,269,275	79.2%	2,036,986	-11.6%	2,156,448
Transfers						
Transfers to Other Funds		105,000				109,760
Transfers From Other Funds		-182,000				-109,760
CHANGE IN NET ASSETS	367,207	19,410		-79,068		2,719
FUND BALANCE	542,170					174,962

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

RESTRICTED PURPOSES FUND

	2008-2009 YTD	2008-2009 Budget	YTD / Budget %	2007-2008 YTD	YTD % Chng fm Prev Yr	2007-2008 Total
Revenues						
Local Governmental Sources				7,244,265		7,244,265
State Governmental Sources	997,213	1,130,863	88.1%	1,040,443	-4.1%	1,158,816
Federal Governmental Sources	4,011,703	4,221,778	95.0%	3,885,766	3.2%	4,204,271
Investment Revenue	335,085	288,497	116.1%	81,657	12.7%	81,657
Other Revenues				297,247		300,447
TOTALS	5,344,002	5,641,138	94.7%	12,549,379	-57.4%	12,989,458
Expenditures						
Salaries	977,230	1,202,045	81.3%	1,026,132	-4.7%	1,117,608
Employee Benefits	109,025	169,896	64.1%	113,883	-4.2%	128,676
Contractual Services	93,557	55,976	167.1%	135,409	-30.9%	138,660
General Materials and Supplies	59,835	113,519	52.7%	157,328	-61.9%	278,301
Conference & Meeting	67,687	72,653	93.1%	62,956	7.5%	85,109
Fixed Charges				3,637,038		3,637,038
Utilities		9,500	0.0%	278,309		367,520
Capital Outlay	4,233,102	3,963,704	106.8%	4,056,011	4.3%	4,018,029
Other Expenditures						
TOTALS	5,540,439	5,587,293	99.1%	9,467,068	-41.4%	9,770,944
Transfers						
Transfers to Other Funds						6,438
Transfers From Other Funds						-6,438
CHANGE IN NET ASSETS	-196,437	53,845		3,082,311		3,218,513
FUND BALANCE	-93,346					3,470,340

06/11/2009

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

Page 7

WORKING CASH FUND	2008-2009 YTD	2008-2009 Budget	YTD / Budget %	2007-2008 YTD	YTD % Chng fm Prev Yr	2007-2008 Total
Revenues						
Local Governmental Sources						
Investment Revenue	56,763	70,000	81.0%	44,674	27.0%	70,847
TOTALS	56,763	70,000	81.0%	44,674	27.0%	70,847
Expenditures						
Investment Revenue						
TOTALS						
Transfers						
Transfers to Other Funds		70,000				70,847
CHANGE IN NET ASSETS	56,763			44,674		
FUND BALANCE	2,027,547					1,970,783

06/11/2009

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

Page 8

TRUST AND AGENCY FUND	2008-2009 YTD	2008-2009 Budget	YTD / Budget %	2007-2008 YTD	YTD & Chng fm Prev Yr	2007-2008 Total
Revenues						
Other Revenues	218,929			21,366	924.6%	21,487
TOTALS	218,929			21,366	924.6%	21,487
Expenditures						
General Materials and Supplies	4,545			150	2915.1%	150
Conference & Meeting	-332			70	-574.6%	70
Other Expenditures	53,192			22,643	134.9%	23,328
TOTALS	57,405			22,864	151.0%	23,549
CHANGE IN NET ASSETS	161,524			-1,497		-2,061
FUND BALANCE	187,423					25,899

06/11/2009

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

Page 9

AUDIT FUND	2008-2009 YTD	2008-2009 Budget	YTD / Budget %	2007-2008 YTD	YTD % Chng fm Prev Yr	2007-2008 Total
Revenues						
Local Governmental Sources	16,356	34,000	48.1%	14,004	16.7%	30,944
Investment Revenue	935	900	103.9%	4,636	-79.8%	5,077
TOTALS	17,292	34,900	49.5%	18,641	-7.2%	36,021
Expenditures						
Salaries	4,824	5,263	91.6%	4,676	3.1%	4,676
Employee Benefits	1,334	1,453	91.8%		91.8%	
Contractual Services	36,000	36,000	100.0%	30,000	20.0%	30,000
TOTALS	42,158	42,716	98.7%	34,676	21.5%	34,676
CHANGE IN NET ASSETS	-24,866	-7,816		-16,034		1,345
FUND BALANCE	26,302					51,169

06/11/2009

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

Page 10

LIABILITY, PROTECTION & SETTLEMENT	2008-2009 YTD	2008-2009 Budget	YTD / Budget %	2007-2008 YTD	YTD % Chng fm Prev Yr	2007-2008 Total
Revenues						
Local Governmental Sources	177,100	361,000	49.0%	242,857	-27.0%	421,431
Investment Revenue	236,410	251,000	94.1%	379,328	-37.6%	403,503
Other Revenues		10,000	0.0%			13,300
TOTALS	413,511	622,000	66.4%	622,185	-33.5%	838,235
Expenditures						
Salaries	132,748	160,297	82.8%	112,609	17.8%	131,557
Employee Benefits	265,082	301,158	88.0%	237,837	11.4%	269,100
Contractual Services	39,709	79,100	50.2%	60,992	-34.8%	79,985
General Materials and Supplies	10,323	7,100	145.4%	5,349	92.9%	16,458
Conference & Meeting	1,818	2,250	80.8%	1,346	35.1%	1,346
Fixed Charges	31,120	35,000	88.9%	29,519	5.4%	31,199
Utilities	895	4,000	22.3%	806	11.0%	985
Capital Outlay						
TOTALS	481,698	588,905	81.8%	448,460	7.4%	530,634
CHANGE IN NET ASSETS	-68,187	33,095		173,725		307,600
FUND BALANCE	6,315,729					6,383,917

Sauk Valley Community College
June 22, 2009

Agenda Item 2.7

Topic: **Recommendation for Bid Award – Roadway Improvements**

Presented By: **Dr. George Mihel and John Ditto**

Presentation:

As presented at the March 23, 2009 Board meeting, the College entrance to the frontage road is in need of maintenance and repairs. At that time, the preliminary estimate for the work was \$337,058.76, with the funding for this project to be paid by funding bonds.

A bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*. Four area contractors picked up bid information, but the College only received one bid for this project. The bidder, Northwest Illinois Construction Company is a reputable company and we are confident that the price provided is fair and the work will be done satisfactorily.

Company Name	Location	Bid
Northwest Illinois Construction Company	Rock Falls	\$251,320.16

The approximate total for the roadway project is as follows:

Roadway repair bid	\$251,320.16
Engineering and Construction Oversight Fees	39,235.00
Contingency	<u>27,075.00</u>
Total Project Cost	\$317,630.16

Recommendation:

The administration recommends the Board approve the bid for the Roadway Repairs Project from Northwest Illinois Construction Company in the amount of \$251,320.16.

Sauk Valley Community College
June 22, 2009

Agenda Item 2.8

Topic: Prevailing Wages Resolution

Presented By: Dr. George Mihel and Paula Meyer

Presentation:

By law, during the month of June each community college must adopt a resolution establishing prevailing wages for their district. Subsequent thereto, the College must publish a notice of Establishment of Prevailing Wages in the local newspaper. A certified copy of the adopted resolution establishing prevailing wages will then be forwarded to the Secretary of State in Springfield.

Recommendation:

The administration recommends the Board approve the attached Resolution Establishing Prevailing Wage for Sauk Valley Community College District #506.

SAUK VALLEY COMMUNITY COLLEGE, DIXON, ILLINOIS

RESOLUTION

ESTABLISHING PREVAILING WAGES

WHEREAS, Illinois Compiled Statutes, 820 ILCS 130/0.01-130/12, the Prevailing Wage Law, as amended, requires that the public body awarding any contract for construction of public works, exclusive of maintenance work, shall ascertain the general prevailing hourly rate of wages for employees engaged in such work; and

WHEREAS, the statutes further provide that said rate of pay be publicly posted and/or kept available for inspection by any interested party and certified copy thereof promptly filed in the Office of the Secretary of State;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Sauk Valley Community College, Lee County, Illinois, to the extent as required by AN ACT regulating "wages of laborers, mechanics, and other workers employed in any public works by the State, county, city, or by any public body or political sub-division or by anyone under contract public works," as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Board of Trustees is hereby ascertained to be the same as the prevailing rate of wage for construction work in Lee County area as determined by the Department of Labor of the State of Illinois as of June 1, 2009; a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the College. The definition of any terms appearing in this resolution which are also used in aforesaid Act shall be the same as in said Act.

BE IT FURTHER RESOLVED that nothing herein contained shall be construed to apply to the prevailing hourly rate of wages in the locality for employment other than public works construction as defined in the ACT; and

BE IT FURTHER RESOLVED that the Secretary to the Board of Trustees be and is hereby directed to file a certified copy of this Resolution with the Secretary of State and the Department of Labor of the State of Illinois;

BE IT FURTHER RESOLVED that the Notice of this determination shall be published in the Dixon Telegraph in the City of Dixon, Illinois; a newspaper of general circulation within the area;

BE IT FURTHER RESOLVED that the Secretary shall publicly post or keep available for inspection by any interested party in the main office of the Board of Trustees this determination of such prevailing rate of wages; and

BE IT FURTHER RESOLVED that the Secretary to the Board of Trustees shall mail a copy of this determination to any employer and to any person or association of employees who have filed their names and addresses requesting copies of any determination stating the particular rates and the particular class of workmen whose wages will be affected by such rates.

Approved this 22nd day of June, 2009.

Board of Trustees of Sauk Valley
Community College District #506
Lee County, Illinois


Ed Andersen, Chair

ATTEST:


Debra Dillow
Secretary to the Board of Trustees
District #506

State of Illinois
County of Lee

CERTIFICATE

I, Debra Dillow, do hereby certify that I am the Administrative Assistant to the Board of Trustees of Sauk Valley Community College, Lee County, Illinois, and that the attached is a true and correct copy of a resolution duly adopted by the Board of Trustees of the College at its regular meeting held at 7 p.m. on June 22, 2009 in the Board Room of said College, 173 Illinois Route #2, Dixon, Illinois, 61021, at which time and place a quorum was present.

Dated this 22nd day of June, 2009

A handwritten signature in cursive script, reading "Debra Dillow", written over a horizontal line.

Debra Dillow
Administrative Assistant to the Board of Trustees
Sauk Valley Community College District 506
Dixon, Illinois

Lee County Prevailing Wage for June 2009

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		BLD		28.660	29.660	1.5	1.5	2.0	7.290	10.63	0.000	0.800
ASBESTOS ABT-MEC		BLD		29.930	0.000	1.5	1.5	2.0	9.170	9.260	0.000	0.320
BOILERMAKER		BLD		34.170	37.170	2.0	2.0	2.0	6.820	8.550	0.000	0.350
BRICK MASON		BLD		33.420	36.170	1.5	1.5	2.0	6.150	9.690	0.000	0.480
CARPENTER		BLD		29.490	32.730	1.5	1.5	2.0	6.100	10.87	0.000	0.600
CARPENTER		HWY		30.640	32.390	1.5	1.5	2.0	6.300	8.990	0.000	0.400
CEMENT MASON		ALL		31.500	34.250	1.5	1.5	2.0	6.150	10.43	0.000	0.150
CERAMIC TILE FNSHER		BLD		28.400	0.000	1.5	1.5	2.0	6.150	4.000	0.000	0.400
COMMUNICATION TECH		BLD		31.760	34.010	1.5	1.5	2.0	9.040	9.140	0.000	0.640
ELECTRIC PWR EQMT OP		ALL		31.790	40.830	1.5	1.5	2.0	4.750	8.900	0.000	0.240
ELECTRIC PWR GRNDMAN		ALL		24.630	40.830	1.5	1.5	2.0	4.750	6.900	0.000	0.180
ELECTRIC PWR LINEMAN		ALL		37.810	40.830	1.5	1.5	2.0	4.750	10.58	0.000	0.280
ELECTRIC PWR TRK DRV		ALL		25.440	40.830	1.5	1.5	2.0	4.750	7.120	0.000	0.190
ELECTRICIAN		BLD		36.920	40.620	1.5	1.5	2.0	9.000	12.41	0.000	0.740
ELEVATOR CONSTRUCTOR		BLD		41.310	46.470	2.0	2.0	2.0	9.525	8.210	2.480	0.000
GLAZIER		BLD		28.420	30.420	1.5	1.5	2.0	7.500	6.750	0.000	0.750
HT/FROST INSULATOR		BLD		39.900	42.400	1.5	1.5	2.0	9.170	10.46	0.000	0.320
IRON WORKER	N	ALL		33.330	35.050	2.0	2.0	2.0	7.450	17.07	0.000	1.200
IRON WORKER	S	ALL		33.500	34.500	2.0	2.0	2.0	8.140	14.70	0.000	0.600
LABORER		BLD		28.660	29.660	1.5	1.5	2.0	7.290	10.63	0.000	0.800
LABORER		HWY		27.510	28.260	1.5	1.5	2.0	7.290	10.63	0.000	0.800
LABORER, SKILLED		HWY		29.360	30.110	1.5	1.5	2.0	7.290	10.63	0.000	0.800
LATHER		BLD		29.490	32.730	1.5	1.5	2.0	6.100	10.87	0.000	0.600
MACHINIST		BLD		40.530	42.530	1.5	1.5	2.0	7.000	7.670	0.650	0.000
MARBLE FINISHERS		BLD		28.400	0.000	1.5	1.5	2.0	6.150	4.000	0.000	0.400
MARBLE MASON		BLD		31.890	32.140	1.5	1.5	2.0	6.150	5.500	0.000	0.440
MATERIAL TESTER I		ALL		21.550	0.000	1.5	1.5	2.0	7.460	4.840	0.000	0.170
MATERIALS TESTER II		ALL		26.550	0.000	1.5	1.5	2.0	7.460	4.840	0.000	0.170
MILLWRIGHT		BLD		34.400	37.840	1.5	1.5	2.0	6.100	12.10	0.000	0.560
OPERATING ENGINEER		BLD 1		38.050	42.050	2.0	2.0	2.0	9.600	6.950	2.000	1.000
OPERATING ENGINEER		BLD 2		37.350	42.050	2.0	2.0	2.0	9.600	6.950	2.000	1.000
OPERATING ENGINEER		BLD 3		34.900	42.050	2.0	2.0	2.0	9.600	6.950	2.000	1.000
OPERATING ENGINEER		BLD 4		32.900	42.050	2.0	2.0	2.0	9.600	6.950	2.000	1.000
OPERATING ENGINEER		HWY 1		37.900	41.900	1.5	1.5	2.0	9.600	6.950	2.000	1.000
OPERATING ENGINEER		HWY 2		37.350	41.900	1.5	1.5	2.0	9.600	6.950	2.000	1.000
OPERATING ENGINEER		HWY 3		36.050	41.900	1.5	1.5	2.0	9.600	6.950	2.000	1.000
OPERATING ENGINEER		HWY 4		34.600	41.900	1.5	1.5	2.0	9.600	6.950	2.000	1.000
OPERATING ENGINEER		HWY 5		33.150	41.900	1.5	1.5	2.0	9.600	6.950	2.000	1.000
PAINTER		ALL		34.500	36.500	1.5	1.5	1.5	7.500	7.250	0.000	0.750
PILEDRIIVER		BLD		30.490	33.840	1.5	1.5	2.0	6.100	10.87	0.000	0.600
PILEDRIIVER		HWY		30.640	32.390	1.5	1.5	2.0	6.300	8.990	0.000	0.400
PIPEFITTER		ALL		33.400	36.740	1.5	1.5	2.0	5.000	9.010	0.000	0.850
PLASTERER		BLD		31.540	34.690	2.0	2.0	2.0	6.150	9.550	0.000	0.150
PLUMBER		ALL		33.400	36.740	1.5	1.5	2.0	5.000	9.010	0.000	0.850
ROOFER		BLD		36.400	39.400	1.5	1.5	2.0	6.950	4.670	0.000	0.330
SHEETMETAL WORKER		BLD		33.160	35.090	1.5	1.5	2.0	5.100	12.46	0.520	0.290
SPRINKLER FITTER		BLD		36.140	38.890	1.5	1.5	2.0	8.200	6.550	0.000	0.250
STONE MASON		BLD		33.420	36.170	1.5	1.5	2.0	6.150	9.690	0.000	0.480
TERRAZZO FINISHER		BLD		28.400	0.000	1.5	1.5	2.0	6.150	4.000	0.000	0.400
TERRAZZO MASON		BLD		31.890	32.140	1.5	1.5	2.0	6.150	5.500	0.000	0.440
TILE LAYER		BLD		29.490	32.730	1.5	1.5	2.0	6.100	10.87	0.000	0.600
TILE MASON		BLD		31.890	32.140	1.5	1.5	2.0	6.150	5.500	0.000	0.440
TRUCK DRIVER		O&C 1		22.790	0.000	1.5	1.5	2.0	9.050	4.062	0.000	0.250
TRUCK DRIVER		O&C 2		23.110	0.000	1.5	1.5	2.0	9.050	4.062	0.000	0.250
TRUCK DRIVER		O&C 3		23.270	0.000	1.5	1.5	2.0	9.050	4.062	0.000	0.250
TRUCK DRIVER		O&C 4		23.470	0.000	1.5	1.5	2.0	9.050	4.062	0.000	0.250
TRUCK DRIVER		O&C 5		24.070	0.000	1.5	1.5	2.0	9.050	4.062	0.000	0.250

TRUCK DRIVER	E	ALL	1	32.550	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	E	ALL	2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	E	ALL	3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	E	ALL	4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W	ALL	1	28.475	0.000	1.5	1.5	2.0	9.050	4.062	0.000	0.250
TRUCK DRIVER	W	ALL	2	28.887	0.000	1.5	1.5	2.0	9.050	4.062	0.000	0.250
TRUCK DRIVER	W	ALL	3	29.087	0.000	1.5	1.5	2.0	9.050	4.062	0.000	0.250
TRUCK DRIVER	W	ALL	4	29.337	0.000	1.5	1.5	2.0	9.050	4.062	0.000	0.250
TRUCK DRIVER	W	ALL	5	30.087	0.000	1.5	1.5	2.0	9.050	4.062	0.000	0.250
TUCKPOINTER	BLD			33.420	36.170	1.5	1.5	2.0	6.150	9.690	0.000	0.480

Legend:

M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)
 OSA (Overtime is required for every hour worked on Saturday)
 OSH (Overtime is required for every hour worked on Sunday and Holidays)
 H/W (Health & Welfare Insurance)
 Pensn (Pension)
 Vac (Vacation)
 Trng (Training)

Explanations**LEE COUNTY**

IRONWORKERS (SOUTH) - That part of the county South of Route 30.

TRUCK DRIVERS (EAST) - That part of the county East of U.S. 251 and North of Route 30.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial/Decoration Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration such as the day after Thanksgiving for Veterans Day. If in doubt, please check with IDOL.

Oil and chip resealing (O&C) means the application of road oils and liquid asphalt to coat an existing road surface, followed by application of aggregate chips or gravel to coated surface, and subsequent rolling of material to seal the surface.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by

said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

COMMUNICATIONS TECHNICIAN

Installing, manufacturing, assembling and maintaining sound and intercom, protection alarm (security), fire alarm, master antenna television, closed circuit television, low voltage control for computers and/or door monitoring, school communications systems, telephones and servicing of nurse and emergency calls, and the installation and maintenance of transmit and receive antennas, transmitters, receivers, and associated apparatus which operates in conjunction with above systems. All work associated with these system installations will be included EXCEPT the installation of protective metallic conduit in new construction projects (excluding less than ten-foot runs strictly for protection of cable) and 120 volt AC (or higher) power wiring and associated hardware.

LABORER, SKILLED - HIGHWAY

Individuals engaged in the following types of work, irrespective of the site of the work: asbestos abatement worker, handling of any materials with any foreign matter harmful to skin or clothing, track laborer, cement handlers, chloride handlers, the unloading and loading with steel workers and re-bars, concrete workers wet, tunnel helpers in free air, batch dumpers, mason tenders, kettle and tar men, tank cleaners, plastic installers, scaffold workers, motorized buggies or motorized unit used for wet concrete or handling of building materials, laborers with de-watering systems, sewer workers plus depth, rod and chainmen with technical engineers, rod and chainmen with land surveyors, rod and chainmen with surveyors, vibrator operators, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers plus depth, on concrete paving, placing, cutting and tying of reinforcing, deck hand, dredge hand, and shore laborers, bankmen on floating plant, grade checker, power tools, front end man on chip spreaders, cession workers plus depth, gunnite nozzle men, lead man on sewer work, welders, cutters, burners and torchmen, chainsaw operators, jackhammer and drill operators, layout man and/or drainage tile layer, steel form setter - street and highway, air tamping hammermen, signal man on crane, concrete saw operator, screedman on asphalt pavers, laborers tending masons with hot material or where foreign materials are used, mortar mixer operators, multiple concrete duct - leadsman, lumen, asphalt raker, curb asphalt machine operator, ready mix scalemen (permanent, portable or temporary plant), laborers handling masterplate or similar materials, laser beam operator, concrete burning machine operator, coring machine operator, plaster tender, underpinning and shoring of buildings, pump men, manhole and catch basin, dirt and stone tamper, hose men on concrete pumps, hazardous waste worker, lead base paint abatement worker, lining of pipe, refusing machine, assisting on direct boring machine, the work of laying watermain, fire hydrants, all mechanical joints to watermain work, sewer worker, and tapping water service and forced lift station mechanical worker.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - WEST

Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vactor trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics; Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters; Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

TRUCK DRIVER - OIL AND CHIP RESEALING ONLY.

This shall encompass laborers, workers and mechanics who drive contractor or subcontractor owned, leased, or hired pickup, dump, service, or oil distributor trucks. The work includes transporting materials and equipment (including but not limited to, oils, aggregate supplies, parts, machinery and tools) to or from the job site; distributing oil or liquid asphalt and aggregate; stock piling material when in connection with the actual oil and chip contract. The Truck Driver (Oil & Chip Resealing) wage classification does not include supplier delivered materials.

OPERATING ENGINEERS - BUILDING

Class 1. Assistant Craft Foreman; Craft Foreman; Mechanic; Asphalt Plant; Asphalt Spreader; Autograde; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver; Concrete Placer; Concrete Pump (Truck Mounted); Concrete Tower, Cranes, All, Cranes, Hammerhead, Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, one, two and three Drum; Hoists, Two tigger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Locomotives, All; Motor Patrol; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes; Squeeze Cretes-screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Rock Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-form Paver; Straddle Buggies; Tie Back Machine; Tractor with Book and Side Boom; Trenching Machines.

Class 2. Bobcat (over 3/4 cu. yd.); Boilers Brick Forklift; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Greaser Engineer; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Sewer Dragging Machine; Hoists, Tigger Single Drum; Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Asphalt Spreader; Combination - Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators - (Rheostat Manual Controlled); Hydraulic Power Units (Pile Driving and Extracting); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 small Electric Drill Winches; Bobcat (up to and including 3/4 cu. yd.).

Class 4. Hoists, Inside Elevators, Push Button with Automatic Doors; Oilers; Brick Forklift.

OPERATING ENGINEERS - HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Craft Foreman; Asphalt Plant, Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Silo Tender; Asphalt Spreader; Autograder; ABG Paver; Backhoes with Caisson attachment; Ballast Regulator, Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Backhoe w/shear attachments; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Hammerhead, Linden, Peco & Machines of a like nature; Crete Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Directional Boring

Machine over 12"; Dredges; Field Mechanic-Welder; Formless Curb and Gutter Machine; Gradall and Machines of a like nature; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; GCI Crane; Hydraulic Telescoping form (Tunnel); Tie Back Machine; Tractor Drawn Belt Loader; Tractor with Boom; Tractor-aire with Attachments; Traffic Barrier conveyor machine; Raised or Blind Hole; Trenching Machine; Truck Mounted Concrete Pump with Boom; Truck Mounted Concrete Conveyor; Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader; Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Conveyor Muck Cars (Haglund or Similar Type); Drills, all; Finishing Machine - Concrete; Greaser Engineer; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro Blaster; Laser Screed; All Locomotives, Dinky; Pump Cretes; Squeeze Cretes-Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotory Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc, Compactor, etc. Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers, Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper - Form-Motor Driven.

Class 4. Air Compressor - Small and Large; Asphalt Spreader, Backend Man; Bobcat (Skid Steer) all; Combination - Small Equipment Operator; Directional Boring Machine up to 12"; Generators - Small 50kw and Under; Generators - Large over 50kw; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Hydro-Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Tract-aire; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Oilers and Directional Boring Machine Locator.
Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in

this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 618/993-7271 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

Sauk Valley Community College
June 24, 2009

Agenda Item 2.9

Topic: **ICCB RAMP 2011 Project**

Presented By: **Dr. George Mihel and John Ditto**

Presentation:

Each year Community Colleges must submit requests to the Illinois Community College Board (ICCB) for funding of capital projects. This includes resubmitting requests for previously approved projects that are not complete. Sauk Valley Community College currently has one approved project that is waiting for state funding. The project will remodel the natural science laboratories at the college. This project has been waiting for funding several years and is currently number 20 out of 56 on the fiscal year 2010 Capital Budget Recommendation list.

This year the ICCB recommended the previously submitted project budget be increased by 4.3% to cover inflation. The total cost of the project is \$3,628,00 with \$907,000 in matching local funds. The local funds will be the remaining monies not used for the construction of our building.

The science labs are currently opened walled rooms divided only by cabinetry from each other and the hallway. This design results in safety and operational problems. This project will enclose the classrooms to provide security and eliminate sound and disruptions. In addition, the cabinetry and lab stations are very dilapidated and will be replaced.

Recommendation:

The administration recommends the Board approve the attached Resource Allocation and Management Plan for Fiscal Year 2011. This includes a 4.3% budget increase as stipulated by the ICCB.

Sauk Valley Community College
June 22, 2009

Action Item 4.1

Topic: **Board Policy 428.01 Pre-employment Investigations
and Pre-employment and Employee Testing**

Presented By: **Dr. George Mihel and Kathryn Snow**

Presentation:

By August 1, 2009, the Federal Trade Commission will require all colleges to put into place an identity theft prevention policy. The college brought in a consultant to advise the College on how to comply with the new regulation. As of part of the new regulation they have advised the College to implement a policy for Pre-employment Investigations and Pre-employment and Employee Testing. This policy was drafted by counsel prior to the consultant visit.

Recommendation:

The administration recommends the Board approve policy 428.01 Pre-employment Investigations and Pre-employment and Employee Testing for first reading.

428.01 Pre-employment Investigations and Pre-employment and Employee Testing

To help protect the security and safety of the College's students and staff, and to comply with any relevant state or federal requirements, appropriate background checks and testing shall be conducted for potential employees of the College, employees of the College who undertake certain specific responsibility, and persons who regularly serve as compensated or uncompensated volunteers of the College. The background checks and testing may include:

- (a) Criminal background checks
- (b) Fingerprinting and submission of fingerprints to appropriate law enforcement agencies
- (c) Drug testing

(a) Criminal Background Checks:

(1) Application for Employment all applicants for full or part time employment at Sauk Valley Community College shall execute appropriate authorizations for criminal background investigations at the time of interview. No prospective employee whose criminal background investigation discloses a conviction for any crime involving moral turpitude, a felony, or which in any way relates to the responsibilities of the employees of the College, shall be employed by the College (exemptions require Board approval).

(2) Volunteers. All persons who regularly serve as either paid or unpaid volunteers of the College shall be subject to criminal background checks and shall consent to appropriate criminal background checks before being permitted to undertake any responsibilities as a volunteer.

(3) The Director of Human Resources shall maintain appropriate procedures for the conduct of criminal background investigations for applicants for employment or volunteers, and the results of the outcome of such investigation shall be used in making relevant decisions regarding employment or services of a volunteer.

(b) Fingerprinting: All applicants for positions as an employee and all regular volunteers in either dual credit situations or those working with vulnerable populations shall consent to be and shall be fingerprinted, and the fingerprints shall be sent to the appropriate law enforcement agency. The Director of Human Resources shall maintain appropriate procedures for obtaining and forwarding fingerprints, and identification of positions subject to this requirement.

(c) Drug Testing:

(1) Applicants for Campus Security Employment. All applicants for positions in Campus Security shall submit to drug testing as a condition to employment. All Campus Security employees shall execute an appropriate consent to random drug tests which may be required anytime the employee is on duty.

(2) Drug testing shall be conducted on all applicants for employment for positions in which the applicant shall have a responsibility to transport College students or staff to any College sponsored or related event by operating a motor vehicle. Any employee or volunteer whose regular responsibilities include operating a motor vehicle to transport College students or College staff to College sponsored or College related activities shall execute appropriate consent to submit to random drug tests at any time they are on duty.

(3) The Director of Human Resources shall maintain appropriate procedures to secure consents to drug tests as required, and for appropriate collection and delivery of samples to appropriate testing facilities.

Sauk Valley Community College
June 22, 2009

Action Item 4.2

Topic: **Board Policy 429.01 Identity Theft Prevention**

Presented By: **Dr. George Mihel and Paula Meyer**

Presentation:

By August 1, 2009, the Federal Trade Commission will require all colleges to put in place a policy that attempts to protect and red flag any breaches of the confidential and sensitive information of students and staff. The College brought in a consultant to provide advisement on how to comply with the new regulation. Based on their recommendations, a College policy has been developed and will be implemented over the next few months.

After consultation with counsel, administration recommends the addition of the attached Board Policy. (A copy of the College procedure follows the proposed Board policy)

Recommendation:

The administration recommends the Board approve policy 429.01 Identity Theft Prevention for first reading.

429.01 Identity Theft Prevention

The College will develop, implement and maintain an Identity Theft Prevention Program as an administrative procedure to reduce the risk of data loss and identity theft to the College, to students and to employees. The Program developed, implemented and maintained shall follow the relevant requirements provided in the Federal Fair and Accurate Credit Transaction Act (FACTA) of 2003 and the Fair Credit Reporting Act (FCRA), along with the applicable implementing regulations for both FACTA and FCRA. The Board will name a Compliance Officer for the Program, who shall have the duty to oversee the Program. The President shall review the Program with the Board upon its initial implementation and thereafter, shall review the Program with the Board not less frequently than annually. Violation of the Program may be grounds for discipline.

Identity Theft Prevention College Policy

The protection of Confidential and Sensitive Information assets and the resources that support them are critical to the operation of Sauk Valley Community College. As information assets are handled they are placed at risk for potential threats of employee errors, malicious or criminal actions, theft, and fraud. Such events could cause the College to incur a loss of confidentiality or privacy, financial damages, fines, and penalties.

The purpose of this policy is to reduce the risk of a loss or breach of Confidential and Sensitive Information through guidelines designed to detect, prevent, and mitigate loss due to errors or malicious behavior. Sauk Valley Community College recognizes that absolute security against all threats is an unrealistic expectation. Therefore, the goals of risk reduction and implementation of this policy are based on:

- An assessment of the Confidential and Sensitive Information handled by the College.
- The cost of preventative measures designed to detect and prevent errors or malicious behavior.
- The amount of risk that the College is willing to absorb.

These policy guidelines were derived through a risk assessment of Sauk Valley Community College's methods of handling Confidential and Sensitive Information. Determination of appropriate security measures must be a part of all operations and shall undergo periodic evaluation.

This policy applies to trustees, executives, management, employees, volunteers, workstudies, students, and service providers of Sauk Valley Community College. This includes all parties that may come into contact with Confidential and Sensitive Information, such as, contractors, consultants, temporaries, and personnel of third party affiliates.

1. Definitions –

A. "Confidential and Sensitive Information (CSI)" encompasses personal, financial, medical, and business information. It covers confidential and sensitive information in hard copy or electronic format. It may include, but is not limited to social security number, date of birth, driver's license information, federal, state or military identification, bank and credit card information, employer identification number, alien registration information, voter registration information, medical and prescription information, billing information and

payment history, insurance policy information, business and security systems, access numbers, passwords, and such other information as determined by the Identity Theft Prevention Officer as being Confidential and Sensitive Information.

B. "Account" shall mean a body of information, or a record, on an individual, group, or entity that is kept for the purpose of transacting business on an ongoing basis with another individual, group, or entity. The terms "accounts" and "records" are used interchangeably because they share similar functions and characteristics. Both contain identifiable information on an individual, group, or entity. They each allow for access to products or services, and keep a history of transaction activity.

C. "Covered Account" shall mean both new and existing accounts where a continuing relationship exists between the College and the employees and students. In the context of this policy, a covered account shall be an account that the College maintains for which there is a reasonably foreseeable risk to employees or students, or to the safety and soundness of the College from identity theft, including financial, operational, compliance, reputation or mitigation risks.

D. "Electronic or Soft Copy Format" refers to any CSI that exists electronically on CDs, DVDs, phones, computers, networks, portable devices, or such other electronic devices as determined by the Identity Theft Prevention Officer.

E. "Hard Copy Format" refers to any CSI that exists physically on paper.

F. "Physical Access Zone" is a clearly defined physical or implied boundary established to control and limit access to CSI areas.

G. "Red Flags" are patterns, practices, or specific activities involving covered accounts that indicate the possible risk of identity theft.

H. "Service Provider" is an individual, group, or entity that directly provides a service to or on behalf of the College for its customers or clients.

I. "Spoken Word" refers to the transfer of CSI verbally and audibly through electronic media.

2. Identity Theft Prevention Officer – The College shall designate an Identity Theft Prevention Officer who will oversee the risk management process. The Identity Theft Prevention Officer along with the Identity Theft Prevention Team shall be responsible for the design, implementation, monitoring and enforcing of the security program to protect the privacy and confidentiality of CSI that is managed by the College. The Identity Theft Prevention Officer will act as chair at meetings of the Identity Theft Prevention Team and as spokesperson for the Team.

3. Identity Theft Prevention Team - The Identity Theft Prevention Team shall consist of a representative from those areas/departments within the College where CSI is prevalent, including but not limited to student services, information services, business services, human resources, and security. The Team shall consist of no more than eight members unless it is determined by the Team to include additional representatives as needed. Responsibilities of the Identity Theft Prevention Officer and Team shall include:

A. Investigating identity theft, fraud, and information security concerns. The Team must understand the business risks associated with identity theft and fraud; compliance requirements for state and federal legislation; and common causes of information loss or breach of CSI.

B. Establishing roles and responsibilities of all individuals involved in the creation and ongoing support of the Identity Theft Prevention Program. This includes the Identity Theft Prevention Officer, trustees, management, employees, volunteers, students and service providers. The responsibilities of each individual or group should be communicated in writing and be included in job descriptions.

C. Defining confidential and sensitive information and information systems. To secure CSI, it is necessary to define what it is and identify what information systems will be used to manage it. For purposes of this policy, information systems consist of three types:

- Behavioral – Involves the attitudes, behaviors, and methodology of personnel, contractors, and students when collecting, processing, communicating, transmitting, transferring, storing or disposing of information.
- Operational – Encompasses the policies, infrastructure, organization, and the physical environment in relation to the collection, processing, communication, transmission, transfer, storage, or disposal of information.

- Technological – Any telecommunications, computer, electronic equipment and/or components used in the collection, processing, communication, transmission, transfer, storage, or disposal of information.

D. Taking inventory of information assets and assessing risks to information systems. In order to protect valuable information assets, an accurate inventory must be taken of CSI collected, processed, retained, transferred, and discarded by the College and those individuals, internally and externally, who touch CSI during any of these processes. A risk assessment will detect vulnerabilities in current College processes which will result in the development of security measures to reduce the probability of loss or breach.

E. Designing an Identity Theft Prevention Policy to provide direction for all individuals who handle CSI and an Incident Response Plan which provides a course of action should an incident occurs.

F. Implementing security measures to secure information at risk. This may include the purchase of equipment, employee training, and changes to current business operations.

G. Monitoring, evaluating, and enforcing the Identity Theft Prevention Program on a regular basis.

4. Employees - All employees (full-time, part-time, volunteers, and workstudies) are responsible for adhering to this policy and for reporting any security incidents to the Identity Theft Prevention Office immediately.

5. Service Providers – The level of responsibility given to service providers for security reasons depends on the scope of their service offering, whether it be direct or indirect access to information. In either case, service providers will be held accountable for their conduct and agreements must delineate where Sauk Valley Community College liability ends and where the service provider liability begins. For purposes of this policy,

- Direct Access to Information is when a service provider performs an activity with employee or customer information on behalf of the College. If the information is shared, then the service provider must have an Identity Theft Prevention Policy that complies with or exceeds federal and state regulations.
- Indirect Access to Information is when a service provider is working in the proximity of CSI in the College, but their function does not involve sharing information. This type of service provider must comply with this policy.

The College will periodically review all service provider agreements and activities to ensure that service providers are in compliance with this policy.

6. Establishment of Identity Theft Prevention Policy Guidelines and Procedures.

The Identity Theft Prevention Team will be responsible for the establishment of policy guidelines and procedures related to the collection, retention, transfer, and destruction of CSI. The guidelines and procedures shall include the following:

A. Establishment of Physical Access Zones in all offices within the College to control and limit access to CSI areas.

B. Development of guidelines for storage of CSI within the College. It is recognized that storing CSI is a normal function of conducting business at Sauk Valley Community College; however it should only be stored for legitimate college businesses and should be related to an individual's job responsibilities.

Storage of CSI shall include:

- Storage
"Hard copy" shall include onsite (i.e. employee's personal belongings, office areas, file rooms and storage rooms) and offsite (i.e. approved storage facilities, storage service providers).
"Soft copy" on authorized computers, telecommunications, or other electronic devices, with all CSI encrypted on these approved storage devices.
- Destruction
"Hard copy" refers to shredding of all CSI when it no longer has a legitimate business use. Destruction may be in-house or by a service provider who is certified by the National Association of Information Destruction. Such service provider must provide a certificate of destruction every time material is released to be destroyed.
"Soft copy" refers to the sanitizing or wiping clean of all computers, telecommunications, or electronic devices before being sold, donated, or discarded. Soft copy destruction will be performed by the Information Services department.
- Transferability
"Hard copy" refers to employees keeping all CSI clear of desks and workspaces when not in use; providing transportation of CSI hard copy information in a locked or sealed transport device; and providing sufficient protection of faxed materials coming in or going out of the College.
"Soft copy" limits the personal electronic devices allowed on the College premises as determined by the Identity Theft Prevention Officer.
- Accessibility

“Hard copy” includes entrances and exits, mail accessibility, use of security cameras; and use of background checks of all employees authorized to handle CSI.

- “Soft copy” includes periodic technology system audits, use of passwords and limiting personal use of technology equipment.

C. Development of a plan for loss or breach of CSI.

7. Suspicious Behavior - College employees shall document and confidentially report to the Identity Theft Prevention Officer any suspicious behavior on behalf of students, employees, volunteers, service providers or visitors.

Employees should challenge, verify, and escort any visitor or service provider found in or requesting access to a non-public area. Employees should get assistance and are not expected to engage in a situation if they are in fear of their physical safety.

8. New and Existing Account Identification and Verification - Employees shall make a reasonable effort to identify and verify each student's or employee's identity when opening new accounts or accessing existing accounts using primary and secondary identification materials as determined by the Identity Theft Prevention Team.

9. Response to Alerts, Notifications or Warnings of Possible Identity Theft - The College may receive alerts, notifications or warnings of possible red flags from outside consumer reporting agencies; presentation by individuals of documents that appear to have been altered or forged; presentation of personal identifying information that is inconsistent compared to external information sources; unusual or suspicious activity to an existing account or record; or receipt of a notification of identity theft from victim of identity theft, law enforcement authorities, or other authorized persons.

When the College is presented with an alert, notification or warning, the Identity Theft Prevention Team will take necessary action to investigate and appropriately respond to the possible identity theft. This may include declining account access; closing of the fraudulent account; documenting the incident with a Suspicious Activity Report; notifying existing individuals on record; opening a new account; cooperating with law enforcement agencies, and such other actions as needed to prevent or mitigate loss to the individual and the College.

10. Staff Training - Training shall be provided to all full-time and part-time employees, volunteers, independent contractors, and students about the Identity Theft Prevention Program on a periodic basis no less than once annually.

At the time of hire and/or upon completion of training, all employees will be required to sign a Use of Confidential Information and Non-Disclosure Agreement acknowledging their understanding of the Identity Theft Prevention Program.

Staff members will receive additional training triggered by changes in policy, mode of operations, security incidents and/or new information.

11. Enforcement — The Identity Theft Prevention Officer has the authority to enforce this policy. Any employee, student, contractor, or consultant found in violation may be subject to disciplinary action, up to and including termination of employment.

Sauk Valley Community College
June 22, 2009

Action Item 4.3

Topic: **2009-2010 Tentative Budget - First Reading**

Presented By: **Dr. George Mihel and Paula Meyer**

Presentation:

Attached is the 2009-2010 Tentative Budget for Board consideration and first reading. This budget will be on public display in the Business Office, the President's Office and the Learning Resource Center for 30 days. The public hearing and final action will take place at the July Board meeting.

Recommendation:

The administration recommends the Board of Trustees approve the first reading of the FY2010 Tentative Budget.

SAUK VALLEY COMMUNITY COLLEGE
FY2010 BUDGET NARRATIVE

SVCC has nine different funds.

- **Education (Fund 1)** - academic programs, student services, technology and administration.
- **Operations & Maintenance (Fund 2)** - building maintenance, custodial, grounds and utilities.
- **Restricted Purposes (Fund 6)** - student financial aid, restricted grants and funding bonds.
- **Audit (Fund 11)** - annual audit fee.
- **Liability, Protection & Settlement (Fund 12)** - liability insurance, workers compensation insurance, unemployment insurance, FICA, Medicare and security.
- **Working Cash (Fund 7)** - investment income and temporary cash flow.
- **Bond & Interest (Fund 4)** - bond repayment and bond interest payment.
- **Operations & Maintenance Restricted (Fund 3)** - building renovations.
- **Auxiliary (Fund 5)** - student activities, athletics, bookstore, childcare and the medical self-insured fund.

The revenue sources and uses of the nine funds are listed on the following pages. Also included are the assumptions used to determine the FY2010 budgeted amounts if significantly different from the prior year.

Education Fund (Fund 1)

Revenue sources:

<u>% of</u> <u>Total</u>		<u>FY10</u> <u>Budget</u>	<u>FY09</u> <u>Budget</u>	<u>Budget</u> <u>Change</u> <u>%</u>	<u>FY09</u> <u>Projected</u>	<u>FY10 Bdgt</u> <u>to FY09</u> <u>Proj %</u>
32%	Local Revenues	3,625,000	3,510,000	3.3%	3,528,000	2.7%
26%	State Revenues	2,910,000	3,060,706	-4.9%	2,930,706	-0.7%
0%	Federal Revenues	5,000	5,000	0.0%	5,000	0.0%
36%	Tuition and Fees	4,127,000	4,019,000	2.7%	4,040,000	2.2%
2%	Sales and Service	200,000	180,000	11.1%	235,000	-14.9%
1%	Investment Revenue	70,000	100,000	-30.0%	100,000	-30.0%
0%	Other Revenue	25,000	25,000	0.0%	45,000	-44.4%
4%	SURS on Behalf	400,000	400,000	0.0%	400,000	0.0%
	Total Revenue	11,362,000	11,299,706		11,283,706	

Local revenues

- Property taxes are increasing due to the increased EAV on farmland generated by increased crop prices.

State revenues

- Consists of the Credit Hour grant, the Equalization grant, the Small College Grant, Career and Technical Education grant and the Corporate Personal Property Replacement tax (CPPRT).
- Current year reduction is due to poor economy and a midyear rescission of 2.5%.
- State revenues are budgeted with an estimated reduction due to the state budget crisis.

Tuition and fees

- The FY10 budget includes the \$2 rate increase and flat enrollment.

Sales and services

- Consists of the non credit revenue from Personal and Professional Development.

Investment revenue

- The decrease is due to dropping interest rates.

Expenditures:

<u>% of Total</u>		<u>FY10 Budget</u>	<u>FY09 Budget</u>	<u>Budget Change %</u>	<u>FY09 Projected</u>	<u>FY10 Bdet to FY09 Proj %</u>
42%	Instruction	4,638,371	4,411,932	5.1%	4,264,000	8.8%
12%	Academic Support	1,328,358	1,236,375	7.4%	1,171,000	13.4%
11%	Student Services	1,204,569	1,120,407	7.5%	1,105,000	9.0%
3%	Cont. Education	302,608	333,786	-9.3%	403,000	-24.9%
22%	Institutional Support	2,419,526	2,319,786	4.3%	2,302,000	5.1%
7%	Scholarships, Grants, Waivers	740,000	790,000	-6.3%	760,000	-2.6%
4%	SURS on Behalf	400,000	400,000	0.0%	400,000	0.0%
Total by Program		11,033,432	10,612,286		10,405,000	

Instruction

- Salaries, benefits and direct costs of the academic programs.
- FY09 projection is lower than budget due to the vacant criminal justice faculty.
- Salary increase is 5% for faculty for FY2010.

Academic support

- Salaries, benefits and direct costs of the library, instructional technology and the academic deans.
- Current year decrease is due to vacant positions in the library and IT department.
- Budget increase is due to software increases.

Student services

- Salaries, benefits and direct costs of the student service dean, admissions, financial aid and counseling offices.
- Budget increase is due to additional part time advisors.

Continuing education

- Salaries, benefits and direct costs for Personal and Professional Development.
- Costs are budgeted using an average of prior years.

Institutional support

- Salaries, benefits and direct costs of the executive administration, fiscal operations, marketing and administrative data processing.
- Budget increase is due to increased software and maintenance costs and additional security software.

Scholarships, grants, waivers

- Tuition waivers for employees, Sauk Scholars, dual enrollees, and athletes.

The following table reclassifies the program costs into expense categories.

<u>% of</u> <u>Total</u>		<u>FY10</u> <u>Budget</u>	<u>FY09</u> <u>Budget</u>	<u>Budget</u> <u>Change</u> <u>%</u>	<u>FY09</u> <u>Projected</u>	<u>FY10</u> <u>Bdgt to</u> <u>FY09</u> <u>Proj %</u>
61%	Salaries	6,709,607	6,324,125	6.1%	6,240,000	7.5%
15%	Benefits	1,618,813	1,603,599	0.9%	1,563,000	3.6%
5%	Contractual Services	553,885	511,733	8.2%	531,000	4.3%
8%	Supplies	862,154	813,943	5.9%	750,000	15.0%
1%	Conference & Meeting	149,012	158,886	-6.2%	127,000	17.3%
0%	Fixed Charges	4,961	15,000	-66.9%	9,000	-44.9%
7%	Other	735,000	785,000	-6.4%	785,000	-6.4%
4%	SURS on Behalf	400,000	400,000	0.0%	400,000	0.0%
	Total by Expense	11,033,432	10,612,286		10,405,000	

Transfers:

	<u>FY10</u> <u>Budget</u>	<u>FY09</u> <u>Budget</u>	<u>Budget</u> <u>Change</u> %	<u>FY09</u> <u>Projected</u>	<u>FY10 Bdgt</u> <u>to FY09</u> <u>Proj %</u>
O&M	(310,000)	(368,000)	-15.8%	(282,000)	9.9%
Auxiliary Fund	<u>(10,000)</u>	<u>(77,000)</u>	-87.0%	<u>(70,000)</u>	-85.7%
	(320,000)	(445,000)		(352,000)	

- The transfer to the Auxiliary Fund is to cover the move of the athletics office to that fund.

Fund balance:

Projected FY09 Fund balance	1,800,000
Projected FY10 Net income	<u>8,568</u>
Projected FY10 Fund balance	<u><u>1,808,568</u></u>

Operation and Maintenance Fund (Fund 2)

Revenue sources:

	<u>FY10 Budget</u>	<u>FY09 Budget</u>	<u>Budget Change %</u>	<u>FY09 Projected</u>	<u>FY10 Bdet to FY09 Proj %</u>
Local Revenues	440,000	430,000	2.3%	430,000	2.3%
State Revenues	386,400	399,797	-3.4%	390,000	-0.9%
Tuition and Fees	447,600	436,000	2.7%	443,000	1.0%
Sales and Service	15,000	20,000	-25.0%	15,000	0.0%
Facilities Revenue	6,000	4,000	50.0%	6,000	0.0%
Investment Revenue	1,000	1,000	0.0%	1,000	0.0%
Other Revenue	100	4,000	-97.5%	100	0.0%
SURS on Behalf	<u>30,000</u>	<u>30,000</u>	0.0%	<u>30,000</u>	0.0%
Total Revenue	1,326,100	1,324,797		1,315,100	

- State Funding is budgeted at less than FY09 levels due to the State budget crisis.
- Tuition and Fee increase is due to the \$2 rate increase. Enrollment is budgeted as flat.

Expenditures:

	<u>FY10 Budget</u>	<u>FY09 Budget</u>	<u>Budget Change %</u>	<u>FY09 Projected</u>	<u>FY10 Bdgt to FY09 Proj %</u>
Salaries	551,413	532,657	3.5%	535,000	3.1%
Benefits	207,881	206,289	0.8%	203,000	2.4%
Contractual Services	114,800	109,500	4.8%	70,000	64.0%
Supplies	94,700	95,000	-0.3%	80,000	18.4%

Conference & Meeting	3,500	3,200	9.4%	3,200	9.4%
Fixed Charges	41,000	40,000	2.5%	41,000	0.0%
Utilities	644,000	691,500	-6.9%	675,000	-4.6%
Capital Outlay	15,000	15,000	0.0%	15,000	0.0%
SURS on Behalf	<u>30,000</u>	<u>30,000</u>	0.0%	<u>30,000</u>	0.0%
Total Expense	1,702,294	1,723,146		1,652,200	

- Contractual Services are budgeted higher than projected to provide contingency funding for maintenance on the HVAC and other operating systems.
- Supplies are budgeted higher than actual to provide contingency funding for maintenance on the HVAC and other operating systems.
- The Utilities decrease is due to the drop in natural gas prices and projected savings from chiller upgrade.

Transfers:

	<u>FY10 Budget</u>	<u>FY09 Budget</u>	<u>Budget Change %</u>	<u>FY09 Projected</u>	<u>FY10 Bdgt to FY09 Proj %</u>
Education fund	310,000	368,000	-15.8%	282,000	9.9%
Working cash fund	<u>70,000</u>	<u>70,000</u>	0.0%	<u>70,000</u>	0.0%
	380,000	438,000		352,000	

- Transfers are permitted in and out of this fund.
- Transfers from the Education fund are necessary to balance the funds.

Fund balance:

Projected FY09 Fund balance	10,000
Projected FY10 Net income	<u>3,806</u>
Projected FY10 Fund balance	<u><u>13,806</u></u>

Restricted Purposes Fund (Fund 6)

Revenue sources:

	<u>FY10</u> <u>Budget</u>	<u>FY09</u> <u>Budget</u>	<u>Budget</u> <u>Change</u> <u>%</u>	<u>FY09</u> <u>Projected</u>	<u>FY10 Bdgt</u> <u>to FY09</u> <u>Proj %</u>
State Revenues	1,063,000	1,121,594	-5.2%	1,125,000	-5.5%
Federal Revenues	4,218,660	4,142,692	1.8%	4,150,000	1.7%
Other Revenue	160,000	278,497	-42.5%	280,000	-42.9%
Total Revenue	5,441,660	5,542,783		5,555,000	

- The State Revenue reduction is due to decreased Adult Education and Workforce Preparation grants and the elimination of the Accelerated College Enrollment Grant.
- The Other Revenue decrease is the cessation of funding for the NIOIN program by the hospitals.

Expenditures:

	<u>FY10</u> <u>Budget</u>	<u>FY09</u> <u>Budget</u>	<u>Budget</u> <u>Change</u> <u>%</u>	<u>FY08</u> <u>Projected</u>	<u>FY10 Bdgt</u> <u>to FY09</u> <u>Proj %</u>
Instruction	335,541	939,234	-64.3%	422,000	-20.5%
Academic Support	127,000	139,832	-9.2%	145,000	-12.4%
Student Services	392,143	364,440	7.6%	380,000	3.2%
Public Services	534,000	537,191	-0.6%	550,000	-2.9%
Scholarships, Student Grants and Waivers	4,145,417	4,047,499	2.4%	4,058,000	2.2%
Total by Expense	5,534,101	6,028,196		5,555,000	

- The Instruction reduction is due to decreased Adult Education and the reclassification of funding bond expenditures to the Operations and Maintenance Restricted Fund.
- The Public Services reduction is due to the reduction of the Workforce Preparation grant.

Fund balance:

Projected FY09 Fund balance	100,000
Projected FY10 Net income	<u>(92,441)</u>
Projected FY10 Fund balance	<u><u>7,559</u></u>

- The balance of the grants must be used by their fiscal year end or forfeited.

Audit Fund (Fund 11)

Revenue sources:

	<u>FY10</u> <u>Budget</u>	<u>FY09</u> <u>Budget</u>	<u>Budget</u> <u>Change</u> <u>%</u>	<u>FY09</u> <u>Projected</u>	<u>FY10 Bdgt</u> <u>to FY09 Proj</u> <u>%</u>
Local Revenues	44,000	34,000	29.4%	38,000	15.8%
Investment Revenue	900	900	0.0%	900	0.0%
Total Revenue	44,900	34,900		38,900	

- Property taxes are levied based on the annual audit costs.

Expenditures:

	<u>FY10</u> <u>Budget</u>	<u>FY09</u> <u>Budget</u>	<u>Budget</u> <u>Change</u> <u>%</u>	<u>FY09</u> <u>Projected</u>	<u>FY10 Bdgt</u> <u>to FY09 Proj</u> <u>%</u>
Salaries	5,421	5,263	3.0%	5,300	2.3%
Benefits	1,483	1,453	2.1%	1,500	-1.1%
Contractual Services	36,000	36,000	0.0%	36,000	0.0%
	42,904	42,716		42,800	

- Salary and Benefits from the Dean of Business Services is expensed in this fund to cover audit preparation.

Fund balance:

Projected FY09 Fund balance	47,000
Projected FY10 Net income	<u>1,996</u>
Projected FY10 Fund balance	<u>48,996</u>

Liability, Protection and Settlement Fund (Fund 12, Tort Fund)

Revenues sources:

	<u>FY10 Budget</u>	<u>FY09 Budget</u>	<u>Budget Change %</u>	<u>FY09 Projected</u>	<u>FY10 Bdgt to FY09 Proj %</u>
Local Revenues	355,000	361,000	-1.7%	354,000	0.3%
Investment Revenue	251,100	251,000	0.0%	250,000	0.4%
SURS on Behalf	<u>10,000</u>	<u>10,000</u>	0.0%	<u>10,000</u>	0.0%
Total Revenue	616,100	622,000		614,000	

- Property taxes are levied based on the annual needs of this fund.

Expenditures:

	<u>FY10 Budget</u>	<u>FY09 Budget</u>	<u>Budget Change %</u>	<u>FY09 Projected</u>	<u>FY10 Bdgt to FY09 Proj %</u>
Salaries	152,671	160,297	-4.8%	150,000	1.8%
Benefits	293,078	291,158	0.7%	280,000	4.7%
Contractual Services	89,100	79,100	12.6%	80,000	11.4%
Supplies	11,600	7,100	63.4%	11,000	5.5%
Conference & Meeting	2,200	2,250	-2.2%	2,200	0.0%
Fixed Charges	35,000	35,000	0.0%	35,000	0.0%
Utilities	2,000	4,000	-50.0%	2,000	0.0%
SURS on Behalf	<u>10,000</u>	<u>10,000</u>	0.0%	<u>10,000</u>	0.0%
Total by Expense	595,649	588,905		570,200	

- Salaries reflect security staff and portions of personnel who have risk management duties.
- Contractual services are higher due to the increased maintenance on security software and the use of background checks.

Fund balance:

Projected FY09 Fund balance	6,300,000
Projected FY10 Net income	<u>20,451</u>
Projected FY10 Fund balance	<u><u>6,320,451</u></u>

Working Cash Fund (Fund 7)

Revenues sources:

	<u>FY10</u> <u>Budget</u>	<u>FY09</u> <u>Budget</u>	<u>Budget</u> <u>Change</u> <u>%</u>	<u>FY09</u> <u>Projected</u>	<u>FY10 Bdgt</u> <u>to FY09 Proj</u> <u>%</u>
Investment Revenue	70,000	70,000	0.0%	70,000	0.0%

- Investment income is earned on the principal from working cash bonds sold in the early years of the College.

Transfers:

	<u>FY10</u> <u>Budget</u>	<u>FY09</u> <u>Budget</u>	<u>Budget</u> <u>Change</u> <u>%</u>	<u>FY09</u> <u>Projected</u>	<u>FY10 Bdgt</u> <u>to FY09</u> <u>Proj %</u>
Transfers	(70,000)	(70,000)	0.0%	(70,000)	0.0%

- Transfers of the investment earnings are permitted from this fund to the Education and Operations & Maintenance funds.

Fund balance:

Projected FY09 Fund balance	1,970,784
Projected FY10 Net income	-
Projected FY10 Fund balance	<u>1,970,784</u>

Bond & Interest Fund (Fund 4)

Revenues sources:

	<u>FY10</u> <u>Budget</u>	<u>FY09</u> <u>Budget</u>	<u>Budget</u> <u>Change</u> <u>%</u>	<u>FY09</u> <u>Projected</u>	<u>FY10 Bdgt</u> <u>to FY09</u> <u>Proj %</u>
Local Revenues	1,354,715	1,265,518	7.0%	1,315,000	3.0%
Investment Revenue	<u>1,000</u>	<u>3,000</u>	-66.7%	<u>3,000</u>	-66.7%
Total Revenue	1,355,715	1,268,518		1,318,000	

Local revenues

- Property taxes are levied based on the annual bond repayment schedule.

Expenditures:

	<u>FY10</u> <u>Budget</u>	<u>FY09</u> <u>Budget</u>	<u>Budget</u> <u>Change</u> <u>%</u>	<u>FY09</u> <u>Projected</u>	<u>FY10 Bdgt</u> <u>to FY09</u> <u>Proj %</u>
Fixed Charges	1,384,441	1,311,946	5.5%	1,315,000	5.3%
Contractual Services	<u>500</u>	<u>1,000</u>	-50.0%	<u>500</u>	0.0%
Total by Expense	1,384,941	1,312,946		1,315,500	

- Fixed charges are the scheduled principal and interest payments.

Fund balance:

Projected FY09 Fund balance	650,000
Projected FY10 Net income	<u>(29,226)</u>
Projected FY10 Fund balance	<u><u>620,774</u></u>

Operations & Maintenance Fund- Restricted (Fund 3)

Revenues sources:

	<u>FY10</u> <u>Budget</u>	<u>FY09</u> <u>Budget</u>	<u>Budget</u> <u>Change</u> <u>%</u>	<u>FY09</u> <u>Projected</u>	<u>FY10 Bdgt</u> <u>to FY09</u> <u>Proj %</u>
Local Revenues	725,000	663,000	9.4%	690,000	5.1%
Investment Revenue	80,000	50,000	60.0%	135,000	-40.7%
Total Revenue	805,000	713,000		825,000	

Local revenues

- Property taxes are levied based on the annual needs of this fund.

Expenditures:

	<u>FY10</u> <u>Budget</u>	<u>FY09</u> <u>Budget</u>	<u>Budget</u> <u>Change</u> <u>%</u>	<u>FY09</u> <u>Projected</u>	<u>FY10 Bdgt</u> <u>to FY09</u> <u>Proj %</u>
Capital Outlay	4,883,950	652,500	648.5%	1,100,000	344.0%

- The FY10 Protection, Health and Safety projects include the chiller replacement, window replacement, electrical improvements- phase 5 and roof replacement.
- The funding bonds are now accounted for in this fund. In FY10, the bonds will pay for road improvements, equipment needs and some building remodeling.
- A portion of the FY10 projects were constructed and paid during June 2009.

Fund balance:

Projected FY09 Fund balance	5,300,000
Projected FY10 Net income	<u>(4,078,950)</u>
Projected FY10 Fund balance	<u>1,221,050</u>

Auxiliary Enterprises Fund (Fund 5)

Revenues sources:

	<u>FY10 Budget</u>	<u>FY09 Budget</u>	<u>Budget Change %</u>	<u>FY09 Projected</u>	<u>FY10 Bdgt to FY09 Proj %</u>
Student fees	250,000	148,500	68.4%	150,000	66.7%
Sales and service	131,000	149,285	-12.2%	131,000	4.8%
Investment revenue	1,100	900	22.2%	1,100	0.0%
Other revenue	<u>1,973,000</u>	<u>1,913,000</u>	3.1%	<u>1,945,000</u>	1.4%
Total revenue	2,355,100	2,211,685		2,227,100	

- The Student fee increase is the \$2 per credit hour increase approved by the Board of Trustees in February 2009.
- The Sales and service decrease is due to the reduced bookstore and van revenues.
- The Other revenue increase is medical insurance premiums charged to the other funds.

Expenditures:

	<u>FY10 Budget</u>	<u>FY09 Budget</u>	<u>Budget Change %</u>	<u>FY09 Projected</u>	<u>FY10 Bdgt to FY09 Proj %</u>
Salaries	136,467	123,745	10.3%	120,000	13.7%
Benefits	17,928	17,956	-0.2%	18,000	-0.4%
Contractual Services	2,022,874	1,957,824	3.3%	1,750,000	15.6%
Supplies	69,040	73,830	-6.5%	70,000	-1.4%
Conference & Meeting	71,883	74,170	-3.1%	65,000	10.6%
Fixed Charges	<u>21,950</u>	<u>21,750</u>	0.9%	<u>22,000</u>	-0.2%
Total Expense	2,340,142	2,269,275		2,045,000	

- The salary increase is due to increased coaching costs in women's volleyball.
- The contractual services increase is due to rising health care costs.

Transfers:

	<u>FY10</u> <u>Budget</u>	<u>FY09</u> <u>Budget</u>	<u>Budget</u> <u>Change</u> <u>%</u>	<u>FY09</u> <u>Projected</u>	<u>FY10 Bdgt to</u> <u>FY09 Proj %</u>
Education fund	10,000	77,000	-87.0%	70,000	-85.0%

- Transfers are permitted in and out of this fund.
- The transfer from the education fund is to support the student activity fund.

Fund balance:

Projected FY09 Fund balance	400,000
Projected FY10 Net income	<u>24,958</u>
Projected FY10 Fund balance	<u>424,958</u>

Sauk Valley Community College
June 22, 2009

Action Item 4.4

Topic: **Faculty Appointment - HVAC**

Presented By: **Dr. George Mihel and Dr. Donald Pearl**

Presentation:

The administration has been in the process of filling the position of HVAC instructor. The position was advertised on-line on Sauk Valley Community College's website, in the Sauk Valley Newspapers (the *Dixon Telegraph* and the *Daily Gazette*), and nationally in the Chronicle of Higher Education. Ten (10) applications were received. A committee composed of Mr. Loren Niemeyer, Mr. Thomas Breed, Mr. Richard Eichman, Mr. Carl Paxton and Mr. Emilio Fischer (student) was chaired by Dr. Mary Lou Kidder, Dean of Instructional Services. Two (2) candidates (Mr. DeLon Christy and Mr. Jeffrey Hess) were interviewed by the committee, the Academic Vice President, and by the President. All candidates gave a teaching presentation before the committee. The committee decided to repost the position and interview a candidate who had applied for the Wind Energy Faculty position as the candidate was very qualified for HVAC. The candidate (Mr. Christopher Carlson) was interviewed and gave a teaching presentation. The committee unanimously agreed upon Mr. Christopher Carlson.

Academic background: Mr. Carlson received a Bachelor's of Arts Degree from Western Illinois University and a Master of Science in Industrial Management (Field of Study: Engineering and Engineering Technology) from Northern Illinois University in May 2004.

Professional background: Mr. Carlson has been a HVAC adjunct faculty member for the College of DuPage and Waubesa Community College for 13 years. Mr. Carlson also taught HVAC for the College of DuPage full-time for 2 years on an interim basis. Mr. Carlson has over 20 years of experience working in the HVAC field at Fermi Lab, Genesis & Sons, and owning his own HVAC business. His experience and training make him uniquely qualified for the position.

All four references which were called spoke highly of Mr. Carlson. References stated that Mr. Carlson has the HVAC industry knowledge and teaching experience to enable him to relay his knowledge to students. They all stated that his strength is his communication skills.

Enrollment trends show that this is an area of increasing interest for students and Mr. Carlson's background and expertise is such that he will be able to adapt and expand the program to keep it current with technological changes.

Application materials for the two other candidates interviewed are attached.

Recommendation:

The administration recommends that the Board of Trustees approve the appointment of Mr. Christopher Carlson as Assistant Professor beginning August 14, 2009 at an annual salary of \$52,186.