

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

**Third Floor Board Room  
Dixon, IL**

**May 24, 2010  
7:00 p.m.**

- 1.0 Call to Order/Roll Call**
- 2.0 Consent Agenda**
  - 2.1 Approval of Agenda**
  - 2.2 Approval of Minutes, April 26, 2010**
  - 2.3 Treasurer's Report**
  - 2.4 Bills Payable**
  - 2.5 Payrolls**

<b>April 14, 2010</b>	<b>\$273,017.92</b>
<b>April 30, 2010</b>	<b>\$267,684.51</b>
  - 2.6 Budget Report**
  - 2.7 Obsolete Equipment**
  - 2.8 Annual Replacement of Network Switches**
- 3.0 Reports/Information**
  - 3.1 President's Report**
  - 3.2 Reports/Comments from Board Members**
  - 3.3 Communication from Visitors**
  - 3.4 Board Policy Review – 116.01; 116.02; 117.01; 117.02 and 201.01**
- 4.0 Action Items**
  - 4.1 Audited Financial Statements - 2009**
  - 4.2 Board Policy 514.02 Smoking Policy (Second Reading)**
  - 4.3 Board Policy 519.01 Human Subject Research (First Reading)**
  - 4.4 SVCC Health Insurance Plan Mandatory Changes**
  - 4.5 Faculty Resignation**
- 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 April 26, 2010**
- 7.0 Adjournment**

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING  
MINUTES  
May 24, 2010**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on May 24, 2010, 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	Robert Thompson
Joan Padilla	Scott Stoller
William Simpson	Student Trustee Sisson
Andrew Bollman	

Absent: Lisa Wiersema

SVCC Staff: President Dr. George Mihel  
Attorney Miller  
Dean of Information Services Alan Pfeifer  
Dean of Business Services Paula Meyer  
Dean of Instructional Services Dr. Mary Lou Kidder  
Director of Human Resources Kathryn Snow  
Coordinator of Public Relations Brian Olmsted  
Administrative Assistant Debra Dillow

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

President's Report: Dr. Mihel reported to the Board that for spring 2010, enrollment was down 8.2% in students, and up 11.4% credit hours; summer 2010, up 7.4% in students, up 16.2% credit hours and fall 2010, up 11.8% students, and up 9.5% credit hours. He indicated that the recent commencement ceremony had 141 students participate and the speakers did a great job. He also provided the Board with the dates of important upcoming events.

Reports: *ICCTA Report:* Member Bollman provided a report on recent budget concerns from the ICCTA meeting.

*Student Trustee:* Student Trustee Sisson provided an overview of the recent activities of Student Government.

*Foundation:* None

**Board Policy Review:** Dr. Mihel reviewed Board Policies 116.01 Board Ethics; 116.02 State Officials and Employee Ethics Act Compliance; 117.01 Board Orientation; 117.02 Board Self-Evaluation and 201.01 Administrative Organization with the Board and will recommend no changes.

**Audited Financial Statements:** It was moved by Member Stoller and seconded by Member Bollman that the Board accept the 2009 audited financial statements. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote aye: Motion carried.

**Board Policy 514.02 Smoking Policy (Second Reading):** It was moved by Member Thompson and seconded by Member Bollman that the Board approve Board Policy 514.02 Smoking Policy for second reading and delete Board Policy 624.01 Use of Drugs, Abuse of Alcohol by Students and Prohibition of Tobacco. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote aye: Motion carried.

**Board Policy 519.01 Human Subject Research Policy (First Reading):** It was moved by Member Bollman and seconded by Member Padilla that the Board approve Board Policy 519.01 Human Subject Research Project Policy for first reading. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote aye: Motion carried.

**Sauk Valley Community College Group Health Plan Amendments:** It was moved by Member Stoller and seconded by Member Bollman that the Board approve the changes to the Sauk Valley Community College Group Health Plan. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote aye: Motion carried.

**Faculty Resignation:** It was moved by Member Thompson and seconded by Member Padilla that the Board affirm the resignation of Randall Norris effective May 31, 2010. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote aye: Motion carried.

Closed Session:

At 7:25 p.m. it was moved by Member Bollman 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 8:08 p.m.

Closed Session Minutes  
of April 26, 2010:

It was moved by Member Bollman and seconded by Member Stoller that the Board approve the Closed Session Minutes of April 26, 2010. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Adjournment:

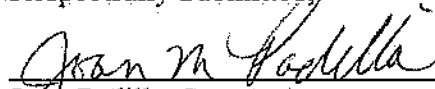
Since the scheduled business was completed, it was moved by Member Simpson and seconded by Member Bollman that the Board adjourn. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

The meeting adjourned at 8:10 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on June 21, 2010 in the Board Room.

Respectfully Submitted,

  
Joan Padilla, Secretary

SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES - TREASURER'S REPORT  
As of April 30, 2010

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY

*Edward A. Anderson*  
BOARD CHAIR

*Janet M. Kordik*  
BOARD SECRETARY

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

General Account - Sterling Federal Bank

Illinois Funds - Firststar Bank, Springfield

SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS

MONEY MARKET

Merrill Lynch Wealth Management

SFB Investment Center

SUBTOTAL MONEY MARKET ACCOUNTS

TOTAL CHECKING ACCOUNTS

INTEREST

RATE

AMOUNT

0.150

\$918,555.40

0.123

3,083,149.60

4,001,705.00

DATE 5/24/10

INVESTMENTS

FINANCIAL INSTITUTION

MATURITY

DATE

First National Bank, Amboy

05-12-10

1.350

\$1,000,000

People's Bank, Tampico

07-15-10

1.100

1,000,000

First National Bank, Amboy

07-25-10

1.250

500,000

First National Bank, Amboy

07-25-10

1.250

500,000

Farmers State Bank, Sublette

11-13-10

2.000

1,000,000

Farmers State Bank, Sublette

02-17-11

2.000

1,000,000

SUBTOTAL INVESTMENTS

5,000,000

BOND INVESTMENTS - Liability, Protection & Settlement

YIELD

PRICE

Federal Home Ln Bks Call Step

06-30-10

3.000

728,323.20

Federal Home Ln Bks Call Step

07-14-10

3.000

405,376.00

Federal Home Ln Bks Call Step

12-10-10

3.000

401,700.00

Federal Home Ln Mtg Crp Refrnce

03-15-11

2.600

602,674.75

Federal Home Ln Bks Cons Bd

06-10-11

3.450

683,722.00

Federal Home Ln Bks Cons Bd

09-16-11

2.709

677,014.00

Federal Farm Cr Bks Cons Bd

02-13-12

1.359

629,581.15

Federal Farm Cr Bks Cons Bd

07-23-12

1.740

613,170.20

Federal Farm Cr Bks Global Cons Bd

11-13-12

2.147

634,314.00

Federal Natl Mtg Assn Call

02-21-13

4.750

433,500.00

SUBTOTAL BONDS

\$5,809,375.30

BOND INVESTMENTS - Challenge Grants

Integra Bk Natl Assn Evansville IN CTF

09-26-11

1.000

149,701.50

Venture Bk Bloomington, MN CTF

03-07-12

1.000

239,047.20

Ally Bank Midvale Utah CTF

03-26-12

1.250

249,000.00

Probank Tallahassee, FL CTF

03-26-12

1.200

248,997.50

Arkway Bk & Tr Harwood Heights, IL

04-02-12

1.300

248,955.00

Farmers St Bk Hartland MN CTF

09-24-12

1.350

149,430.00

Integra Bk Natl Assn Evansville IN CTF

10-01-12

1.550

99,638.00

Southwest Cap Bk Natl Assn Ft Myers, FL

12-26-12

1.500

199,222.00

Westernbank P R CTF

03-22-13

2.250

250,005.00

American Express Centurion Bk Salt

03-25-13

2.000

248,985.00

Bridgeview Bk Group IL CTF

03-25-13

1.700

248,977.50

2,331,958.70

TOTAL INVESTMENTS

\$13,141,334.00

Sauk Valley Community College  
Board of Trustees  
May 24, 2010

Summary of Bills Payable

Amount

General Operating Funds

\$ 546,157.23

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY

Edward A. Allen  
BOARD CHAIR

Jean M. Pedella  
BOARD SECRETARY

DATE 5/24/10

REPORT SVRCHRR  
FISCAL YEAR 2010

Sauk Valley Community College  
Check Register  
From 04/22/10 To 05/24/10

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Partners for Employment	01		STPA Whiteside	Fall 2009 refund for Antoni Sanchez	198.06
Partners for Employment	01		Trade Act-TAA	A/R TAA MAP Replacements	1,375.00
Paper Direct Inc	01		Foundation Expense	Certificate paper-blue/wine	57.93
State Universities Retirement Sy01			SURS Payable	Accrued SURS	29,937.28
State Universities Retirement Sy01			SURS Payable	Accrued SURS	30,357.46
Select Employees Credit Union	01		Credit Union Payable	ACCRUED W/H Select Employees Credit Union	6,696.47
Select Employees Credit Union	01		Credit Union Payable	ACCRUED W/H Select Employees Credit Union	6,696.47
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	1,048.46
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	1,048.46
Freedman Anselmo Lindberg & Rapp01			Wage Garnishment Payable	ACCRUED W/H - GARNISHMENT	34.61
Freedman Anselmo Lindberg & Rapp01			Wage Garnishment Payable	GARNISHMENT	34.61
Illinois Student Assistance Comm01			Wage Garnishment Payable	ACCRUED W/H - GARNISHMENT	122.19
Illinois Student Assistance Comm01			Wage Garnishment Payable	GARNISHMENT	122.19
Community Health Charities of 1101			United Way Payable	ACCRUED W/H-Community Health Charities	45.06
Community Health Charities of 1101			United Way Payable	ACCRUED W/H-Community Health Charities	45.06
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	48.49
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	48.49
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	17.75
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	17.75
Reliance Standard Life Insurance01			Optional Life Insurance	Optional Life	422.50
Reliance Standard Life Insurance01			Optional Life Insurance	Optional Life	473.80
Illinois Mutual	01		Optional Disability Insurance	Accrued Optional Disability-Illinois Mutual	3.89
Illinois Mutual	01		Optional Disability Insurance	Accrued Optional Disability-Illinois Mutual	3.89
Reliance Standard Life Insurance01			Optional Disability Insurance	Optional LTD	717.92
Reliance Standard Life Insurance01			Optional Disability Insurance	Optional LTD	726.80
SVCC Foundation	01		Foundation Payable	Accrued W/H SVCC Foundation	85.00

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SVCC Foundation	01		Foundation Payable	Accrued, w/H SVCC Foundation	85.00
JEM Fbo Sauk Valley CC 403b Plan01			Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	4,125.00
JEM Fbo Sauk Valley CC 403b Plan01			Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	4,125.00
JEM Fbo Sauk Valley CC 403b Plan01			Vanguard	ACCRUED ANNUITIES-Vanguard	1,850.00
JEM Fbo Sauk Valley CC 403b Plan01			Vanguard	ACCRUED ANNUITIES-Vanguard	1,850.00
JEM Fbo Sauk Valley CC 403b Plan01			Valic	ACCRUED ANNUITIES-VALIC	350.00
JEM Fbo Sauk Valley CC 403b Plan01			Valic	ACCRUED ANNUITIES-VALIC	350.00
Baker, Olivia	01		Accounts Payable	PELL GP	2,675.00
Barnes, Erik	01		Accounts Payable	PELL GP	2,597.00
Behrens, Brittany	01		Accounts Payable	Fndtn	100.00
Benyo, Jason	01		Accounts Payable	PELL	1,338.00
Brown, Antoinette	01		Accounts Payable	Fndtn	50.00
Brown, Erica	01		Accounts Payable	Foundation	100.00
Buekohl, Misty	01		Accounts Payable	Fndtn - replacement ck	250.00
Cha, Jung Hee	01		Accounts Payable	Fndtn	100.00
Culbertson, Benjamin	01		Accounts Payable	Staford in Bal	781.65
Elie, Elizabeth	01		Accounts Payable	Fndtn	100.00
Gonzalez, Enrique	01		Accounts Payable	Online Refund-corr WATR	89.00
Hansen, Nicole	01		Accounts Payable	PELL - Corrected amt	25.53
Hesser, Andrew	01		Accounts Payable	Replacement ck - DL - Fall	61.38
Hey, Andrew	01		Accounts Payable	Foundation	200.00
Holmes, Michele	01		Accounts Payable	Direct Loan	1,434.00
Hopkins, Matthew	01		Accounts Payable	Dir Ln	1,910.00
Hopkins, Matthew	01		Accounts Payable	Dir Ln Addtl - correction	80.00
Horton, Vicky	01		Accounts Payable	Online Refund	30.00
Jayaweera, Jeremy	01		Accounts Payable	Online Refund	12.38



REPORT SWCHKR  
FISCAL YEAR 2010

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Johannsen, Jeffrey	01		Accounts Payable	Endcn	100.00
Jones, Terry	01		Accounts Payable	PEIL - corrected	1,273.31
Kielsmeier, Kamille	01		Accounts Payable	Online Refund	267.00
Kipping, Katherine	01		Accounts Payable	Foundation	1,745.00
Kocsis, Deandre	01		Accounts Payable	PEIL - addtl - correction	50.00
Kocsis, Deandre	01		Accounts Payable	PEIL - Addtl	50.00
Lammers, Jay	01		Accounts Payable	Online Refund	40.00
Miranda, Tammy	01		Accounts Payable	Endcn	100.00
Neubauer, Drew	01		Accounts Payable	Online Refund	118.50
Neubauer, Drew	01		Accounts Payable	Online Refund	118.50
Portner, Adam	01		Accounts Payable	Foundation	100.00
Rivera, Nikaela	01		Accounts Payable	Scholarship Bal	733.00
Roe, Jason	01		Accounts Payable	Online Refund	85.00
Schaefer, Richard	01		Accounts Payable	Online Refund	15.00
Shelley, Christopher	01		Accounts Payable	Dir In Bal	42.00
Skala, Courtney	01		Accounts Payable	Direct Loan	1,742.00
Stewart, John	01		Accounts Payable	Direct Loan	1,742.00
Tintori, Angelica	01		Accounts Payable	Online Refund	30.00
Vu, Minh	01		Accounts Payable	Endcn	100.00
Waters, Nathan	01		Accounts Payable	Endcn	300.00
Werland, Sheila	01		Accounts Payable	Online Refund	75.00
Wilkey, Ashley	01		Accounts Payable	Endcn	250.00
Wilkey, Ashley	01		Accounts Payable	Foundation	250.00
Consolidated Management Co.	01		Cafeteria payable	PNW Sales for April 2010	610.00
Ward Murray Pace & Johnson P.C.	01		Legal Services	Legal Fees	3,247.00
Sauk Valley Newspapers	01		Advertising	Legal Notice	27.30

REPORT SYRCHER  
FISCAL YEAR 2010

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Fifth Third Bank	01	Board of Trustees	Conference/Meeting Expense	Travel-A Bollman 3/19/10	115.47
Oak Hall Industries	01	President's Office	Office Supplies	Cap & Gown Rental-Board/Staff	487.82
Comcast Spotlight Inc	01	College Relations's Office	Advertising	Advertising Fee	150.30
Comcast Spotlight Inc	01	College Relations's Office	Advertising	Advertising Fee	340.00
Grand River Printing Inc	01	College Relations's Office	Advertising	Career Focus	2,000.00
Manufacturers' News, Inc (MNI)	01	College Relations's Office	Advertising	Illinois Service Directory 2010	109.00
Northern Public Radio	01	College Relations's Office	Advertising	contract advertising-MNIU/MNIU	494.00
Sauk Valley Newspapers	01	College Relations's Office	Advertising	Advertising	3,552.00
Sauk Valley Newspapers	01	College Relations's Office	Advertising	Shopper AD	360.00
SuperMedia LLC	01	College Relations's Office	Advertising	Directory list for Princeton	22.00
WISN FM - WISN AM-WRCV-FM	01	College Relations's Office	Advertising	Advertising	1,000.00
WLIF	01	College Relations's Office	Advertising	Advertising April 2010	237.00
Withers Broadcasting	01	College Relations's Office	Advertising	monthly contract advertising WSDR/WSSO	863.45
Xerox Corporation	01	Printshop	Maintenance Services	Copier-maint & sply	734.51
Pinney Printing Company	01	Printshop	Advertising	mailing label	340.00
CDM-G	01	Printshop	Purchases for Resale	HP Ink Magenta	105.00
CDM-G	01	Printshop	Purchases for Resale	HP 70 Ink-various colors	840.00
CDM-G	01	Printshop	Purchases for Resale	HP Super Hwy+	59.00
Upholstery Fabric Outlet	01	Printshop	Purchases for Resale	sew 18 banners	180.00
Xerox Corporation	01	Printshop	Purchases for Resale	108R493 for Xerox workcenter 5050	98.00
Gospodarczyk, Thomas	01	Institutional Research & Plannin	Office Supplies	Gas Cards for Career & Technical Follow Up Study	100.00
Economy Trophy Co	01	Foundation	Office Supplies	10X8 Plaque Scroll Plate	44.50
Viering, Amy	01	Foundation	Conference/Meeting Expense	Foundation financial meeting 4/19/10	36.43
ACT INC	01	VP-Academics	Office Supplies	CAAP Testing materials	18.82
Pearl, Donald	01	VP-Academics	Conference/Meeting Expense	Travel-Fulton High School & Thomson Prison	72.00
Consolidated Management Co	01	Honors	Conference/Meeting Expense	Honors Luncheon 4/28/10	215.75

REPORT SVGRKR  
FISCAL YEAR 2010

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Edelbach, David	01	Professional Development	Conference/Meeting Expense	Travel - IAI Conference 4/23/10	140.00
Dorathy, Catherine	01	High School Relations	Conference/Meeting Expense	Travel Area High Schools thru 4/22/10	176.00
Law Flack, Nina	01	High School Relations	Conference/Meeting Expense	Travel-5/5/10	7.00
Giroux, Sarah	01	Art	Consultants	Art Class 5/3./10	40.00
Giroux, Sarah	01	Art	Consultants	Art Class 5/10/10	20.00
Giroux, Sarah	01	Art	Consultants	Art Class 5/5/10	40.00
Hunt, Brandy	01	Art	Consultants	Honorarium for Services for Art Class	40.00
Gorgas, Suzanne	01	Art	Instructional Supplies	Supplies for Art Class	23.16
Wiersema Charter Service	01	Art	Other Conference & Meeting	Art Trip to Milwaukee 4/22/10	640.00
Faber, Cheryl	01	Reading	Instructional Supplies	Supplies Reading Classes	77.54
Quill Corporation	01	Business and Tech Office	Office Supplies	office supplies	101.83
Kiader, Mary	01	Business and Tech Office	Conference/Meeting Expense	Travel-Fulton 4/21/10	37.00
Kiader, Mary	01	Business and Tech Office	Conference/Meeting Expense	Travel-Meeting on Prisons 5/5/10	80.50
Xerox Corporation	01	Office & Administrative Services	Instructional Supplies	xerox meter usage	81.70
Dowd, John	01	Electronics	Instructional Supplies	HLR Supplies	109.87
Dowd, John	01	Electronics	Instructional Supplies	HLR 101 Supplies	28.77
Rockford Industrial Welding Supp01		Welding	Instructional Supplies	Supplies	463.04
Rockford Industrial Welding Supp01		Welding	Instructional Supplies	welding supplies	93.02
Rockford Industrial Welding Supp01		Welding	Instructional Supplies	welding supplies	526.33
Sterling Steel Warehouse Inc	01	Welding	Instructional Supplies	Stainless & Alum Sheet	880.00
Piotini, Anthony	01	General Education Degree	Conference/Meeting Expense	Travel- ROE/Wallace/ROE thru 4/28/10	12.00
Consolidated Management Co	01	Dean of Health Professions	Conference/Meeting Expense	NRS Workforce Council Mtg	41.28
GM Medical Center	01	Associate Degree Nursing	Instructional Supplies	linen service for April 2010	40.00
Detroit-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	exam glove, alcohol prep	94.39
Detroit-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	NRS supplies	64.76
Detroit-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	NRS lab supplies	1,285.45

REPORT SWCHRR  
FISCAL YEAR 2010

Sauk Valley Community College  
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<u>DATE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Hopkins Medical Products	01	Associate Degree Nursing	Instructional Supplies	NRS lab supplies	63.75
Moog Medical Devices	01	Associate Degree Nursing	Instructional Supplies	NRS lab supplies	250.30
Wallcut, Inc	01	Associate Degree Nursing	Instructional Supplies	Practi Infector Pad	222.45
Southern Illinois University	01	Nurse Assistant	Consultants	Exam Fee June 2010 16 Students	960.00
Southern Illinois University	01	Nurse Assistant	Consultants	Exam Fee June 2010 17 Students	1,020.00
Southern Illinois University	01	Nurse Assistant	Consultants	Exam Fee June 2010 15 Students	900.00
Southern Illinois University	01	Nurse Assistant	Consultants	Exam Fee June 2010 13 Students	780.00
Miller, Joan	01	Nurse Assistant	Conference/Meeting Expense	Travel-CMS Conference 4/16/10	164.00
Todd, Valerie	01	Nurse Assistant	Conference/Meeting Expense	Travel-Champaign IL	174.75
SourceOne Healthcare Technologies	01	Radiologic Technology	Maintenance Services	Labor	100.00
SourceOne Healthcare Technologies	01	Radiologic Technology	Instructional Supplies	Film	137.19
Brevitt, Diana	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical sites thru 4/27/10	335.00
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Site Visits thru 4/29/10	404.00
Dekroft-Wertz and Co, Inc	01	Paramedic Program	Instructional Supplies	catheeter, i.v.	148.50
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Bio lab supplies	111.40
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies	65.70
Ward's Natural Science Est. LLC	01	Biology	Instructional Supplies	UV Beads	23.32
Wood, Therese	01	Biology	Instructional Supplies	Bio Supplies	98.43
S J Smith Welding Supply	01	Chemistry	Instructional Supplies	gasses for Chemistry	9.92
Stemens Water Technologies Corp.	01	Chemistry	Instructional Supplies	DI water for chemistry	223.54
Illinois Council of Comm Colleges	01	Dean of Information Systems	Publications and Dues	FY 10 Dues	100.00
ABC-CLIO LLC	01	Learning Resource Center	Books and Binding Costs	Library Books	151.20
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library	3,817.61
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books-Library	604.32
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	books	171.89
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	Library Books	641.39

REPORT SVRCHRR  
FISCAL YEAR 2010

Sauk Valley Community College  
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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Dhaese, Linda	01	Learning Resource Center	Conference/Meeting Expense	Travel- CARLI Training	182.52
RMS Technology Solutions LLC	01	Academic Computing	Instructional Supplies	Cisco GNC-r sfp Modules	929.00
Unique Computer	01	Academic Computing	Instructional Supplies	Labor & P3605 paper engage gear	136.85
Unique Computer	01	Academic Computing	Instructional Supplies	Printer repairs (3)	750.00
Unique Computer	01	Academic Computing	Instructional Supplies	W/L-N PCI Adapter(2)	150.00
Unique Computer	01	Academic Computing	Instructional Supplies	Hard Drives	585.00
Pract Audio-Visual & Video Corp 01	01	Academic Computing	Instructional Supplies	19" monitors-2	650.00
Pract Audio-Visual & Video Corp 01	01	Academic Computing	Instructional Technology Materia	LCD projector lamp replacement	471.00
Respondus, Inc.	01	Academic Computing	Instructional Technology Materia	LCD Lamp	513.00
Unique Computer	01	Academic Computing	Computer Software	Lab Pack License	368.00
Scantron Corporation	01	Administrative Computing	Computer Software	Farionics annual upgrade/support	2,095.06
Toner Tech Plus	01	Administrative Computing	Office Supplies	200 question answer sheet forms	1,638.77
Unique Computer	01	Administrative Computing	Office Supplies	Ink	776.45
Unique Computer	01	Administrative Computing	Office Supplies	Ink	383.80
Hannon Hill Corporation	01	Administrative Computing	Office Supplies	Toner	271.00
Priton Group, LLC	01	Administrative Computing	Computer Software	Cascade annual maintenance	9,982.00
Priton Group, LLC	01	Administrative Computing	Computer Software	Hosting fees,etc.	2,048.00
Spectrosoft Corporation	01	Administrative Computing	Computer Software	Importer Pro annual license	1,198.00
Quill Corporation	01	Dean of Student Services	Computer Software	software maint. renewal thru 6/21/11	1,495.00
Fifth Third Bank	01	Dean of Student Services	Office Supplies	office supplies-Dean	220.33
Edwards, Jessica	01	Special Needs- ADA	Conference/Meeting Expense	Webinar	443.00
Boosten's Inc	01	Commencement	Conference/Meeting Expense	Travel-Area Testing thru 4/29/10	66.80
Economy Trophy Co	01	Student Recruitment	Other Supplies	Cap & Gowns	140.29
Consolidated Management Co	01	Student Recruitment	Other Supplies	Modern Star Gabling Awards	32.25
Winger, Gerald	01	Student Recruitment	Conference/Meeting Expense	Discover Sauk 4/15/10	92.85
			Conference/Meeting Expense	Travel Area Site Visits thru 3/25/10	309.00

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Office Depot	01	Admissions, Records & Placement	Office Supplies	copier paper-blue	4.50
Scrip-Safe Security Products Inc01		Admissions, Records & Placement	Office Supplies	Transcript Paper	516.62
Medema, Pamela	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel - Area High Schools thru 4/27/10	97.00
Matheney, Janet	01	Counseling	Conference/Meeting Expense	Travel - Transfer Meeting 4/13/10	121.00
Illinois Valley Community College01		Education Fund	Other Revenues	Money Return for Book Buy Back Spr 10	1,191.50
Viering, Amy	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spr 2010	345.90
Federal Express Corp	01	Other Institutional	Postage	Federal Express Shipping Charges	63.24
United Parcel Service	01	Other Institutional	Postage	Monthly charges 4/3/10	90.00
United Parcel Service	01	Other Institutional	Postage	Monthly Shipping Charges	125.66
Fifth Third Bank	01	Other Institutional	Other Conference & Meeting	Foundation Meeting	19.65
Dalto, John	01	NCA Accreditation	Conference/Meeting Expense	Travel - HMC Conference Chicago	169.52
Higher Learning Commission	01	NCA Accreditation	Conference/Meeting Expense	NCA Meeting Hamilton, Gospodarczyk, Mihel & Ditko	1,415.00
CDM-G	01	Business Office	Office Supplies	replacement battery	33.15
Moore Wallace Company	01	Business Office	Office Supplies	green check stock	398.47
SVCC Foundation	01	Business Office	Office Supplies	Challenge Grant Transfer Fees	24.00
Consolidated Management Co	01	Business Office	Conference/Meeting Expense	refreshments mtg w/architects	20.50
Meyer, Paula	01	Business Office	Conference/Meeting Expense	Travel - ILCCOQ Meeting 4/28/10	208.90
JEM Resource Partners	01	Personnel Office	Consultants	Monthly Admin Fee	150.00
Snow, Kathryn	01	Personnel Office	Conference/Meeting Expense	Travel - Kish College	39.00
Journal Standard	01	Personnel Office	Recruitment	Classified Ad	1,396.48
Sauk Valley Newspapers	01	Personnel Office	Recruitment	employment ads	1,244.06
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Sauk Awards Ceremony	120.74
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Winners Day party	246.55
Graphic Electronics	01	Personnel Office	Other Conference & Meeting	Retirement plaques	144.63
Snow, Kathryn	01	Personnel Office	Other Conference & Meeting	Supplies for the Retirement Party	64.93
CDM-G	01	Information Center	Office Supplies	replacement batteries - 3	99.45

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Duncan, Alphonso	010100	CCS Public Workshops	Consultants	PPD WorkKeys 4/20/10	60.00
Duncan, Alphonso	010100	CCS Public Workshops	Consultants	WorkKeys Testing 5/5/10	60.00
Hood, Kay A	010100	CCS Public Workshops	Consultants	PPD Class Spring 2010	140.00
Lueders, Barbara	010100	CCS Public Workshops	Consultants	City Chickens Spring 2010	80.00
M & M Aviation Services LTD	010100	CCS Public Workshops	Consultants	AVA 201 Spring 2010	1,279.20
Miller, Thomas	010100	CCS Public Workshops	Consultants	PPD Class Spring 2010 Green Tea	56.00
Stevens, Mary	010100	CCS Public Workshops	Consultants	PPD Spring 2010	875.00
Paper Direct Inc	010100	CCS Public Workshops	Office Supplies	certificate paper-various colors	96.72
Paper Direct Inc	010100	CCS Public Workshops	Office Supplies	certificate paper-wine	24.18
Quill Corporation	010100	CCS Public Workshops	Office Supplies	Office supplies	141.27
DePuy, Jeanne	010100	CCS Public Workshops	Instructional Supplies	Chicago Tour 4/17/10	20.81
ESCO Institute LTD.	010100	CCS Public Workshops	Instructional Supplies	EPA Section 608 exam grading fee	105.00
Scenic Stage Line, Inc	010100	CCS Public Workshops	Instructional Supplies	Devil in the White City Tour 4/17/10	821.90
Sauk Valley Newspapers	010100	CCS Public Workshops	Advertising	Sauk Valley Partnership Flyer-Insert	1,125.00
Setchell, Linda	010100	CCS Public Workshops	Conference/Meeting Expense	Travel- Sanitation Training 3/8 & 4/28/10	163.40
H-O-R Water Technology Inc	02	Maintenance	Maintenance Services	Monthly water treatment-April 2010	1,374.00
Harris Equipment	02	Maintenance	Maintenance Services	for sewer plant aeration	2,379.10
Vanex, Inc	02	Maintenance	Maintenance Services	monthly service-April 2010	75.00
Fifth Third Bank	02	Maintenance	Maintenance Supplies	Blaine's Farm & Fleet/Primex	530.55
McMaster Carr Supply Company	02	Maintenance	Maintenance Supplies	maintenance supplies	278.04
Menards	02	Maintenance	Maintenance Supplies	#4 copper/blades,lamps,supplies	107.35
Menards	02	Maintenance	Maintenance Supplies	maint. supplies	73.68
Menards	02	Maintenance	Maintenance Supplies	knife, cement patch	11.47
Menards	02	Maintenance	Maintenance Supplies	sidewalk grille	11.86
Menards	02	Maintenance	Maintenance Supplies	maintenance supplies	139.19
Menards	02	Maintenance	Maintenance Supplies	electrical, batteries	74.92

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Menards	02	Maintenance	Maintenance Supplies	maint supplies	49.74
Menards	02	Maintenance	Maintenance Supplies	outlets, supplies	45.94
Menards	02	Maintenance	Maintenance Supplies	saw blades	44.66
Menards	02	Maintenance	Maintenance Supplies	electrical maint supplies	53.10
Quill Corporation	02	Maintenance	Maintenance Supplies	pencil sharpeners	75.54
USA Bluebook	02	Maintenance	Maintenance Supplies	bushings, gaskets	81.30
Amsan LLC	02	Custodial	Maintenance Services	semi-annual service-burnisher	23.36
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	55.00
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	55.00
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	55.00
Amsan LLC	02	Custodial	Maintenance Supplies	Towel Service	55.00
Amsan LLC	02	Custodial	Maintenance Supplies	supplies	995.60
Menards	02	Custodial	Maintenance Supplies	supplies	1,348.56
Jeff's Automotive	02	Grounds	Maintenance Supplies	custodial supplies	52.01
Birkey's	02	Grounds	Maintenance Services	repair 2003 pu-shifter,oil dipstick	191.11
Bonnell Industries Inc	02	Grounds	Maintenance Supplies	cones, hardware	125.34
Menards	02	Grounds	Maintenance Supplies	uni-strut posts	245.36
Menards	02	Grounds	Maintenance Supplies	fertilizers	65.52
Menards	02	Grounds	Maintenance Supplies	weed B Gone	65.74
Moore Tires, Inc	02	Grounds	Maintenance Supplies	drill bits,trimline/cleaning supplies-vans	22.20
Seton Identification Products	02	Grounds	Maintenance Supplies	tire-turcat	52.50
Constellation New Energy (CNE -	02	Utilities	Maintenance Supplies	pet signs	220.95
Nicor Gas	02	Utilities	Gas	Gas Services	3,698.09
Nicor Gas	02	Utilities	Gas	acct#end 20008	536.19
Commonwealth Edison	02	Utilities	Gas	DOS 4/1 -5/1/10	818.82
Commonwealth Edison	02	Utilities	Electricity	Electricity	21.52
Commonwealth Edison	02	Utilities	Electricity	monthly service 3/30-4/28/10	37.79



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Commonwealth Edison	02	Utilities	Electricity	monthly service 4/7-5/6/10	21.51
Exelon Energy	02	Utilities	Electricity	Acct #186230001	27,241.62
City Of Dixon	02	Utilities	Water, Sewer	testing 4/14/10	51.00
M & S Wastewater	02	Utilities	Water, Sewer	Monthly Wastewater Treatment-April 2010	425.00
CenturyLink	02	Utilities	Telephone	Monthly Telephone Bill	1,907.22
Comcast	02	Utilities	Telephone	Monthly Service	4,750.00
Communication Revolving Fund	02	Utilities	Telephone	Communication Charges	340.00
Essex Telecom Inc	02	Utilities	Telephone	Monthly Telephone Bill	2,437.86
Essex Telecom Inc	02	Utilities	Telephone	Monthly Telephone Bill	2,569.82
Essex Telecom Inc	02	Utilities	Telephone	onsite service call	267.00
United States Cellular	02	Utilities	Telephone	Van cell phone charges 4/6-5/5/10	48.06
Verizon Wireless	02	Utilities	Telephone	Dr. Michel Cellphone	98.54
Moring Disposal Inc	02	Utilities	Refuse Disposal	April '10 monthly trash removal	226.00
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	lift off tapes	106.95
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	lift-off tape	6.10
Youngren's Refrigeration Inc	02	Cafeteria	Maintenance Services	repair cooler in cafeteria	790.00
Mechanical, Inc.	03	Operations & Maintenance- Restri	Building Remodeling	App #6 Chiller Replacement Project	79,097.57
Mechanical, Inc	03	Operations & Maintenance- Restri	Building Remodeling	Application #7-ChillerReplacement	80,973.34
Metro Design Associates, Inc	03	Operations & Maintenance- Restri	Building Remodeling	Engineering Services Chiller Replacement	990.00
Pasco Scientific	030200	Fund Bond- Instruc & Computer	Capital Supplies	Basic Variable Capacitor	274.00
Sargent-Welch Scientific	030200	Fund Bond- Instruc & Computer	Capital Supplies	physics supplies	1,666.52
Menards	030200	Fund Bond- Instruc & Computer	Capital Supplies	blinds for testing center	635.34
Pratt Audio-Visual & Video Corp	030200	Fund Bond- Instruc & Computer	Capital Supplies	Dukane Projector-Bd Room	1,780.84
Wight & Company	030200	Fund Bond- Other	Site Improvements	Architect Fees-Master Plan	12,107.40
Wight & Company	030200	Fund Bond- Other	Site Improvements	Architect fees-Master Plan	17,604.76
Illini Trophy	050600	Men's Basketball	Other Supplies	Trophies-Award Banquet	120.00

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Phoenix College	050600	GOLF	Other Conference & Meeting	Practice Rounds 5/16/10	330.00
Williams, David	050600	GOLF	Other Conference & Meeting	Travel-GOLF HCC 4/27/10	82.92
Williams, David	050600	GOLF	Other Conference & Meeting	Meal Money for Nationals 5/16/10	420.00
Cunningham, Timothy	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	150.00
Cunningham, Timothy	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	150.00
Feris, Ken	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	150.00
Franzen, Todd	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	150.00
George, Dennis	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	150.00
Gilmore, Todd	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	150.00
Gilmore, Todd	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	150.00
King, Ron	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	150.00
Rybarczyk, Paul	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	150.00
Simmons, Robert	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	150.00
Simmons, Ryan	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	150.00
Menards	050600	Men's Baseball	Other Supplies	brooms, square hoe, zip ties	78.80
Scenic Stage Line, Inc	050600	Men's Baseball	Other Supplies	Cancellation Fee	50.00
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	catcher's skull caps	73.00
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	baseball caps	1,050.86
Valdez, Rene	050600	Men's Baseball	Other Supplies	Travel-4/16/10	6.41
Weets & Son Septic Service	050600	Men's Baseball	Other Supplies	Restroom Rental-April Baseball	85.00
Wiersema Charter Service	050600	Men's Baseball	Other Supplies	Baseball trip to South Suburban	430.00
Scenic Stage Line, Inc	050600	Men's Baseball	Other Conference & Meeting	Charter Bus IVCC 4/14/10	315.00
Scenic Stage Line, Inc	050600	Men's Baseball	Other Conference & Meeting	Charter Bus 4/18/10	347.00
Valdez, Rene	050600	Men's Baseball	Other Conference & Meeting	Travel-4/16/10	205.00
Valdez, Rene	050600	Men's Baseball	Other Conference & Meeting	Travel-Palos Hills Baseball	95.00
Kipping, Sara	050600	Men's Tennis	Other Supplies	Tennis Balls	77.04

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Kipping, Sara	050600	Men's Tennis	Other Conference & Meeting	Travel 4/16/10	322.14
Kipping, Sara	050600	Men's Tennis	Other Conference & Meeting	Travel 4/14/10 Dual Meet	90.76
Kipping, Sara	050600	Men's Tennis	Other Conference & Meeting	Travel-Moraine Valley 4/20	85.40
Kipping, Sara	050600	Men's Tennis	Other Conference & Meeting	Travel - Regionals 4/24/10	876.43
Moraine Valley Community College	050600	Men's Tennis	Other Conference & Meeting	2010 Regional Tennis	266.33
Sterling Park District	050600	Men's Tennis	Rental - Facilities	Men's Tennis Court Rental	171.00
Wiersema Charter Service	050600	Women's Basketball	Other Contractual Services	Baseball trip to South Suburban	430.00
Hilton Garden Inn	050600	Women's Basketball	Other Conference & Meeting	Hotel for NUCA Nationals 5/26/10	1,461.96
Leseman, Jolene	050600	Women's Basketball	Other Conference & Meeting	Travel 4/14 & 4/16 Recruitment D Hall	244.00
Cross, Mike	050600	Women's Softball	Other Contractual Services	Women's Softball Game	110.00
Maestro, Joe	050600	Women's Softball	Other Contractual Services	Umpire Softball	120.00
Millnes, Daniel	050600	Women's Softball	Other Contractual Services	Umpire Softball	110.00
Smith, James	050600	Women's Softball	Other Contractual Services	Umpire Softball	110.00
Stemple, Scott	050600	Women's Softball	Other Contractual Services	Umpire Softball	120.00
Wald, Kris	050600	Women's Softball	Other Contractual Services	Women's Softball Game	110.00
Pruis, Mark	050600	Women's Softball	Other Supplies	Softball Supplies	21.84
Weets & Son Septic Service	050600	Women's Softball	Other Conference & Meeting	Restroom Rental-April Softball	95.00
Pruis, Mark	050600	Women's Softball	Other Conference & Meeting	Travel-SB Game 4/13/10	321.54
Pruis, Mark	050600	Women's Softball	Other Conference & Meeting	Travel-Highland Softball	42.41
Atamark Uniform Services Inc	050600	General Athletics	Other Contractual Services	Towel Service	409.26
Consolidated Management Co	050600	Student Activities	Consultants	Discover Sauk 4/28/10Minority students	49.10
Menards	050600	Student Activities	Consultants	Charcoal-Saukajalooza	63.88
Fifth Third Bank	050600	Student Activities	Other Materials and Supplies	Baggo	95.48
Fifth Third Bank	050600	Student Activities	Conference/Meeting Expense	Beach Party/Iceless Skating Rink	351.51
Moreno, Luis	050600	Student Activities	Conference/Meeting Expense	Talent Show 4/28/10	200.00
Moreno, Luis	050600	Student Activities	Other Conference & Meeting	SGA Awards & Prizes	186.00

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Economy Trophy Co	050600	Student Government	Other Conference & Meeting	Modern Star Casting Awards	129.00
Kooshesh, Cyrus	050600	Student Government	Other Conference & Meeting	SSS Award	40.24
Montanez, Victor M.	050600	Student Government	Other Conference & Meeting	DJ Speaker 4/28/10	400.00
Moreno, Luis	050600	Student Government	Other Conference & Meeting	SGA Awards & Prizes	109.08
Barbizon Light of N.E. Inc	050600	Drama	Other Materials and Supplies	Lighting Supplies	146.16
Hedrick, Jason	050600	Drama	Other Materials and Supplies	Aluminum Tubing for Spr 2010	606.43
Hedrick, Jason	050600	Drama	Other Materials and Supplies	Production Supplies Spring 2010	45.94
Memards	050600	Drama	Other Materials and Supplies	Supplies for Theater	57.85
Waters, Elnah	050600	Drama	Other Materials and Supplies	Stage Duties Spr 2010 Production	250.00
Waters, Nathan	050600	Drama	Other Materials and Supplies	Director Duties Spr 2010 Production	250.00
Waters, Ethan	050600	Speech & Readers Theater	Other Conference & Meeting	Tech Assistant Petic Jean	250.00
Waters, Nathan	050600	Speech & Readers Theater	Other Conference & Meeting	Tech Assistant 4/10	250.00
Scenic Stage Line, Inc	050800	Transportation	Other Contractual Services	Charter Bus IVCC 4/14/10	315.00
Scenic Stage Line, Inc	050800	Transportation	Other Contractual Services	Charter Bus 4/18/10	347.00
Fifth Third Bank	050800	Transportation	Vehicle Supplies	I-Pass	120.00
Fifth Third Bank	050800	Transportation	Vehicle Supplies	Fuel Purchases-College Vans	831.55
Memards	050800	Transportation	Vehicle Supplies	Drill bits, trimline/cleaning supplies-vans	39.95
Butler Benefit Service Inc	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	10,946.39
Butler Benefit Service Inc	051000	Medical Insurance	Dependent Stop Loss	Dependent Stop Loss	8,172.89
Butler Benefit Service Inc	051000	Medical Insurance	Prequalification	Prequalification	593.75
Butler Benefit Service Inc	051000	Medical Insurance	Administrative Costs	Administrative	4,117.99
Butler Benefit Service Inc	051000	Medical Insurance	Group Stop Loss	Aggregate Stop Loss	1,311.25
Reliance Standard Life Insurance	051000	Medical Insurance	Life & AD&D	Life Insurance Billing	1,007.83
Reliance Standard Life Insurance	051000	Medical Insurance	Life & AD&D	Life Insurance Billing	1,015.18
Ashiku, Husni	062051	Student Leadership Academy	Consultants	Interview Simulation	61.50
Consolidated Management Co	062051	Student Leadership Academy	Conference/Meeting Expense	day 4 food	389.50

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Consolidated Management Co	062051	Women in Criminal Justice	Conference/Meeting Expense	Meal-Women in CJS	306.60
Houghton Mifflin Harcourt	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	Reading Texts	41.47
Houghton Mifflin Harcourt	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	Text Books	746.46
New Readers Press	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	student books/workbooks	462.16
Bumfrey, Lorie	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Travel - ICCB Conference 4/14/10	13.50
National Adult Education Honor	062059	ICCB Adult Ed-Performance-Instru	Instructional Supplies	student membership	325.00
Consolidated Management Co	062073	Local Tech Prep Grant	Conference/Meeting Expense	Meal-Women in CJS	98.40
Consolidated Management Co	062073	Local Tech Prep Grant	Conference/Meeting Expense	Snack P-town 5th graders	131.03
Lindahl, Sharon	062073	Local Tech Prep Grant	Conference/Meeting Expense	Travel - Area School Visits thru 4/19/10	193.50
Illinois Student Assistance Comm	062150	ISAC	ISAC	Map GT FY 10	12,254.00
State Universities Retirement	SY063011	Student Support Services Grant	SURS	Matching Funds	385.46
State Universities Retirement	SY063011	Student Support Services Grant	SURS	Matching Funds	333.89
Gilroy, Christina	063011	Student Support Services Grant	Conference/Meeting Expense	Travel - Campus Visit NTU 4/16/10	60.00
Mewhiter, Tedra	063011	Student Support Services Grant	Conference/Meeting Expense	NTU Campus Visit	32.61
Mewhiter, Tedra	063011	Student Support Services Grant	Conference/Meeting Expense	Supplies for Stress Relief Workshop	65.25
Sauk Valley Community College	063011	Student Support Services Grant	Conference/Meeting Expense	Replacement check of Paul Newton	29.88
Gilroy, Christina	063011	Student Support Services Grant	Other Conference & Meeting	Supplies Stress Relief Workshop	84.00
Kooshesh, Cyrus	063011	Student Support Services Grant	Other Conference & Meeting	Supplies for the SSS Awards	506.81
State Universities Retirement	SY063020	Perkins - Learning Assistance Cen	SURS	Matching Funds	68.50
State Universities Retirement	SY063020	Perkins - Learning Assistance Cen	SURS	Matching Funds	63.20
State Universities Retirement	SY063020	Perkins ITC	SURS	Matching Funds	89.13
Menards	063020	Perkins ITC -Imp Tech Skill	Service Equipment	Matching Funds	124.69
Consolidated Management Co	063020	Perkins ITC -Professional Develo	Other Contractual Services	Shop vac & supplies for welding	163.22
Brevitt, Dianna	063020	Perkins ITC -Professional Develo	Conference/Meeting Expense	Workforce Council Lunch	208.65
Eisenberg, Diana	063020	Perkins ITC -Professional Develo	Conference/Meeting Expense	Travel - ISSRI Conf 4/13/10	148.00
			Conference/Meeting Expense	Travel - CNAE Conference 4/16/10	107.76

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Francisco, Cassandra	063020	Perkins IIC - Professional Develo	Conference/Meeting Expense	Travel- ISSRT Conference 4/14/10	177.08
Jakubczak, Kertj	063020	Perkins IIC - Professional Develo	Conference/Meeting Expense	Travel- ISSRT Conference 4/14/10	132.50
Kidder, Mary	063020	Perkins IIC - Professional Develo	Conference/Meeting Expense	Travel- WIB 3/10/10	32.50
McFarlane, Sarah	063020	Perkins IIC - Professional Develo	Conference/Meeting Expense	Conference Fee 6/9/10	890.00
State Universities Retirement SY063020		Perkins IIC - Special Populations	SURS	Matching Funds	125.30
State Universities Retirement SY063020		Perkins IIC - Special Populations	SURS	Matching Funds	111.79
Cervantes, Debora	063020	Perkins IIC - Special Populations	Consultants	Notetaker MAT 106 4/9/10	112.00
Conway, Lorena	063020	Perkins IIC - Special Populations	Consultants	Notetaker ECE 208 4/13/10	40.00
Donoho, Deborah	063020	Perkins IIC - Special Populations	Consultants	Notetaker MAT 060 4/8/10	66.00
Dorner, Pita	063020	Perkins IIC - Special Populations	Consultants	Notetaker RDG 098 4/7/10	84.00
Flynn, Larissa	063020	Perkins IIC - Special Populations	Consultants	Notetaker MAT 076 4/8/10	76.00
Gonzalez, Jessica	063020	Perkins IIC - Special Populations	Consultants	Notetaker SPE 131 4/7/10	56.00
Grossman, Katie	063020	Perkins IIC - Special Populations	Consultants	Notetaker MAT 221 4/12/10	110.00
Harris, Mosi	063020	Perkins IIC - Special Populations	Consultants	Notetaker MAT 070 4/12/10	14.00
Hill, Sasha	063020	Perkins IIC - Special Populations	Consultants	Notetaker GSG 106 4/12/10	62.00
Kelleher, Carrie	063020	Perkins IIC - Special Populations	Consultants	Note taker PSY 103N	100.00
Lammers, Jay	063020	Perkins IIC - Special Populations	Consultants	Note taker MAT 074B	36.00
Landwehr, Amy	063020	Perkins IIC - Special Populations	Consultants	Note taker	80.00
Lopez, Andrea	063020	Perkins IIC - Special Populations	Consultants	Notetaker ENG 091 4/8/10	60.00
Martinez, Adrienne	063020	Perkins IIC - Special Populations	Consultants	Note taker MUS 201B	60.00
McKanna, Ryan	063020	Perkins IIC - Special Populations	Consultants	Note taker PSY 103B	80.00
Richard, Kerstyn	063020	Perkins IIC - Special Populations	Consultants	Note taker SOC 112A	60.00
Russell, Katy	063020	Perkins IIC - Special Populations	Consultants	Note taker MRS 103	194.00
Schwyer, Cynthia	063020	Perkins IIC - Special Populations	Consultants	Note taker	70.00
South, Olivia	063020	Perkins IIC - Special Populations	Consultants	Note taker PSY 103A	42.00
Stover, Ashley	063020	Perkins IIC - Special Populations	Consultants	Note taker MAT 121A	112.00

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Tenboer, Kerie	063020	Perkins IIC -Special Populations	Consultants	Note taker MAT 1218	96.00
Viering, Taylor	063020	Perkins IIC -Special Populations	Consultants	Note taker BIO 105 thru 4/21/10	94.00
Walrath, Heather	063020	Perkins IIC -Special Populations	Consultants	Note taker ENG 101NA	22.00
Yeager, Samantha	063020	Perkins IIC -Special Populations	Consultants	Note taker SOC 116 thru 4/15/10	66.00
Smith, Donna	063020	Perkins IIC -Special Populations	Other Contractual Services	Sign Language Interpreter	2,130.00
Welch, Luke	063020	Perkins IIC -Special Populations	Other Contractual Services	Sign Language Interpreter thru 4/8/10	650.00
Quill Corporation	063020	Perkins IIC -Special Populations	Instructional Supplies	twin pack ink-black	55.79
Barnhart, Janet	063030	Perkins IIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Carlson, Cynthia	063030	Perkins IIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Depasquale, Tom	063030	Perkins IIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Durband, Paula	063030	Perkins IIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Hahne, Connie	063030	Perkins IIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Hesse, Amy	063030	Perkins IIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Lipscomb, Lyle	063030	Perkins IIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Luker, Neal	063030	Perkins IIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Preston, Kelly H.	063030	Perkins IIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Rademacher, Paula	063030	Perkins IIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Robinson, Jennifer	063030	Perkins IIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Vance, Susan	063030	Perkins IIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Consolidated Management Co	063030	Perkins IIE Tech Prep	Conference/Meeting Expense	Refreshments April PCCS mtg	30.75
Amboy High School	063030	Perkins IIE Tech Prep	Other	T/P Claim #5	1,004.32
Ashton Franklin Center District	063030	Perkins IIE Tech Prep	Other	Tech Prep Claim #2 Connections Conference Spring 10	566.10
Ashton Franklin Center District	063030	Perkins IIE Tech Prep	Other	Tech Prep Claim #5 Spring 2010	315.00
Bureau Valley High School	063030	Perkins IIE Tech Prep	Other	Claim #6 Learning Seed	1,252.90
Bureau Valley High School	063030	Perkins IIE Tech Prep	Other	Claim #3	2,779.21
Bureau Valley High School	063030	Perkins IIE Tech Prep	Other	Tech Prep Claim #2 Spring 2010	680.00

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Bureau Valley High School	063030	Perkins III Tech Prep	Other	Tech Prep Claims 4 - 8 Spring 10	717.84
Durband, Paula	063030	Perkins III Tech Prep	Other	Tech Prep Supplies Claim 5, 6, 7 Spr 10	259.29
Durband, Paula	063030	Perkins III Tech Prep	Other	Supplies Tech Prep #8 Spring 2010	26.12
Fulton High School	063030	Perkins III Tech Prep	Other	T/P Claim #2 Spr 10	2,504.87
Fulton High School	063030	Perkins III Tech Prep	Other	Tech Prep supplies Spring 2010	1,069.93
Milledgeville High School	063030	Perkins III Tech Prep	Other	Tech Prep Claims #2 & #3 Spring 10	2,544.00
Milledgeville High School	063030	Perkins III Tech Prep	Other	T/P Claim #7	700.66
Morrison High School	063030	Perkins III Tech Prep	Other	#2---Calculators, books, & videos	1,489.62
Morrison High School	063030	Perkins III Tech Prep	Other	Tech Prep Claim #3 Spring 2010	1,185.92
Rock Falls High School	063030	Perkins III Tech Prep	Other	Tech Prep #6 Spring 10	777.42
Rock Falls High School	063030	Perkins III Tech Prep	Other	Tech Prep Claim #7 Spr 2010	110.00
Siegfried, Andy	063030	Perkins III Tech Prep	Other	Scipend Tech Prep	400.00
Zinke, Mary Jo	063030	Perkins III Tech Prep	Other	Tech Prep Supplies Spring 2010	266.71
Sibigroch, Kathryn	063075	IDHS AmeriCorps	Other Conference & Meeting	Travel-Mandatory Meeting 2/5/10	40.00
Dolan, Katrina	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Flash Cards	40.90
Earl, Sabrina	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Meeting Members 4/17/10	22.42
State Universities Retirement	SY063075	IDHS AmeriCorps - Nonmember Activ	SURS	Matching Funds	253.89
State Universities Retirement	SY063075	IDHS AmeriCorps - Nonmember Activ	SURS	Matching Funds	263.73
Dolan, Katrina	063075	IDHS AmeriCorps - Nonmember Activ	Office Supplies	Flash Cards	26.88
Simendorff, Jodi	063075	IDHS AmeriCorps - Nonmember Activ	Office Supplies	Retreat Items	110.06
Earl, Sabrina	063075	IDHS AmeriCorps - Nonmember Activ	Other Conference & Meeting	Travel thru 3/31/10 Spring Break & Area Site Visit	369.85
Earl, Sabrina	063075	IDHS AmeriCorps - Nonmember Activ	Other Conference & Meeting	Travel- Springfield thru 4/15/10	600.62
Earl, Sabrina	063075	IDHS AmeriCorps - Nonmember Activ	Other Conference & Meeting	Travel- Belleville IL Inclusion Training 4/28/10	359.85
Munoz, Carlos	063075	IDHS AmeriCorps - Nonmember Activ	Other Conference & Meeting	Spring Break Trip to Skokie	108.06
Consolidated Management Co	063076	ISU FUSE	Conference/Meeting Expense	Food for 4/12/10 FUSE program	619.50
Salgado, Ana	063076	ISU FUSE	Conference/Meeting Expense	FUSE Meeting 4/17/10	122.12



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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Salgado, Ana	063076	ISU FUSE	Conference/Meeting Expense	Photo Display New Look Meeting 5/6/10	57.21
Wiersema Charter Service	063076	ISU FUSE	Conference/Meeting Expense	FUSE-Conference in Chicago	850.00
State Universities Retirement SY063077		IDHS AmeriCorps II-Nonmember	SGRS	Marching Funds	48.48
State Universities Retirement SY063077		IDHS AmeriCorps II-Nonmember	SGRS	Marching Funds	48.48
Earl, Sabrina	063077	IDHS AmeriCorps II-Nonmember	Other Conference & Meeting	Travel thru 2/4/10 Area Site Visits	115.65
Moreno, Jennifer	063077	IDHS AmeriCorps II-Nonmember	Other Conference & Meeting	Spring Break trip to Skokie	65.30
Mitchell, Patricia	064010	Online Nursing Program	Consultants	Course Development NUR 285/286	2,700.00
Johnson, Kathleen	064010	Online Nursing Program	Instructional Supplies	Supplies for NIOIN	60.64
University Plaza	064010	Online Nursing Program	Conference/Meeting Expense	Deposit for NIOIN dinner	500.00
Wells Fargo	064020	Private Student Loan	Other Revenues	Alternative Loan Balance Due N Orange	323.00
SVCC Foundation	065040	United Way Single Parent Collab	Student Grants & Scholarships	Emergency Auto Repair: A. Schaeffer	500.00
Hamilton, Jane	101060	Magic Club	Other	Magic Club Booster Club cards	200.00
Hamilton, Jane	101060	Magic Club	Other	Booster Boxes	200.00
Consolidated Management Co	101272	Criminal Justice Club	Other	Soda-CJS Club	30.00
Heckert, Brandon	101272	Criminal Justice Club	Other	T-Shirt Purchase	37.00
Mandrell, Jon	101272	Criminal Justice Club	Other	CJS meeting 4/27/10	170.83
McKinney, Laipouie	101274	Campus Women's Organization Club	Other	Supplies for Walk A Mile Raffle	80.98
Myers, Taylor	101274	Campus Women's Organization Club	Other	Walk A Mile Supplies	12.33
Myers, Taylor	101274	Campus Women's Organization Club	Other	Cards for Walk A Mile	31.61
Torres, Corrine	101274	Campus Women's Organization Club	Other	Supplies for Walk A Mile	37.36
Torres, Corrine	101274	Campus Women's Organization Club	Other	T-Shirts for Survivor Support Group	7.47
Phoenix College	103106	Golf Booster	Other	Practice Rounds 5/16/10	103.50
American Databank LLC	12	Risk Management	Architectural Services	background checks for staff	192.00
Trissel Graham & Toole Inc	12	Risk Management	General Insurance	Renewal School Treasurer Bond 2010	5,803.00
CenturyLink	12	Risk Management	Telephone	911 Cam Trunk lines	89.60
Radio Ranch Inc	12	Public Safety	Maintenance Services	repair security radio, replacement battery	181.23

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	65.38
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Contract Security w/e:4/3,4/10/10	967.76
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Contract security w/o:4/17,4/24/10	1,050.47

BANK ACCOUNT 1 TOTAL: 546,157.23  
ALL ACCOUNTS TOTAL: 546,157.23

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<u>EDUCATION FUND</u>	2009-2010 YTD	2009-2010 Budget	YTD / Budget %	2008-2009 YTD	YTD % Chng fm Prev Yr	2008-2009 Total
<b>Revenues</b>						
Local Governmental Sources	1,796,347	3,625,000	49.5%	1,726,679	4.0%	3,530,101
State Governmental Sources	1,929,912	3,057,028	63.1%	1,586,435	21.6%	2,964,390
Federal Governmental Sources	6,290	5,000	125.8%	4,975	26.4%	4,975
Student Tuition and Fees	6,435,470	4,127,000	155.9%	5,397,668	19.2%	4,095,079
Sales and Service	179,830	200,000	89.9%	226,248	-20.5%	248,565
Facilities Revenue						
Investment Revenue	22,259	70,000	31.8%	73,147	-69.5%	73,907
Other Revenues	27,074	425,000	6.3%	44,967	-39.7%	843,277
<b>TOTALS</b>	<b>10,397,185</b>	<b>11,509,028</b>	<b>90.3%</b>	<b>9,060,123</b>	<b>14.7%</b>	<b>11,760,298</b>
<b>Expenditures</b>						
Salaries	5,471,181	6,655,691	82.2%	5,202,255	5.1%	6,340,349
Employee Benefits	1,314,092	2,018,813	65.0%	1,333,289	-1.4%	2,354,975
Contractual Services	403,804	553,885	72.9%	401,115	.6%	606,892
General Materials and Supplies	586,972	862,154	68.0%	578,816	1.4%	666,631
Conference & Meeting	66,677	149,012	44.7%	108,925	-38.7%	123,353
Fixed Charges	2,197	4,961	44.3%	7,472	-70.5%	8,006
Utilities				-130		-130
Capital Outlay						50,589
Other Expenditures	738,424	825,000	89.5%	568,375	29.9%	762,921
<b>TOTALS</b>	<b>8,583,351</b>	<b>11,069,516</b>	<b>77.5%</b>	<b>8,200,119</b>	<b>4.6%</b>	<b>10,913,588</b>
<b>Transfers</b>						
Transfers to Other Funds		320,000				382,000
<b>CHANGE IN NET ASSETS</b>	<b>1,813,833</b>	<b>119,512</b>		<b>860,003</b>		<b>464,709</b>
<b>FUND BALANCE</b>	<b>3,564,099</b>					<b>1,750,265</b>

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<u>OPERATION AND MAINTENANCE FUND</u>	<u>2009-2010</u> <u>YTD</u>	<u>2009-2010</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2008-2009</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2008-2009</u> <u>Total</u>
<u>Revenues</u>						
Local Governmental Sources	219,725	440,000	49.9%	211,354	3.9%	432,139
State Governmental Sources	251,987	412,463	61.0%	206,766	21.8%	387,420
Student Tuition and Fees	707,215	447,600	158.0%	593,142	19.2%	443,703
Sales and Service	13,957	15,000	93.0%	12,008	16.2%	16,757
Facilities Revenue	7,400	6,000	123.3%	5,912	25.1%	6,662
Investment Revenue	276	1,000	27.6%	405	-31.8%	405
Other Revenues	40,715	30,100	135.2%	110	913.9%	68,390
<b>TOTALS</b>	<b>1,241,278</b>	<b>1,352,163</b>	<b>91.8%</b>	<b>1,029,701</b>	<b>20.5%</b>	<b>1,355,479</b>
<u>Expenditures</u>						
Salaries	459,700	551,413	83.3%	455,404	.9%	546,737
Employee Benefits	173,957	237,881	73.1%	172,044	1.1%	271,110
Contractual Services	63,281	114,800	55.1%	39,102	61.8%	58,134
General Materials and Supplies	66,213	94,700	69.9%	66,745	-8%	93,085
Conference & Meeting	1,445	3,500	41.3%	2,046	-29.3%	2,288
Fixed Charges	36,366	41,000	88.7%	40,073	-9.2%	40,156
Utilities	419,505	644,000	65.1%	543,581	-22.8%	697,198
Capital Outlay	10,486	15,000	69.9%	13,464	-22.1%	8,875
<b>TOTALS</b>	<b>1,230,956</b>	<b>1,702,294</b>	<b>72.3%</b>	<b>1,332,463</b>	<b>-7.6%</b>	<b>1,717,586</b>
<u>Transfers</u>						
Transfers From Other Funds		-380,000				-357,945
<b>CHANGE IN NET ASSETS</b>	<b>10,321</b>	<b>29,869</b>		<b>-302,761</b>		<b>-4,162</b>
<b>FUND BALANCE</b>	<b>14,302</b>					<b>3,980</b>

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<u>OPERATION &amp; MAINTENANCE- RESTRICTED</u>		2009-2010	2009-2010	YTD /	2008-2009	YTD % Chng	2008-2009
		<u>YTD</u>	<u>Budget</u>	<u>Budget %</u>	<u>YTD</u>	<u>fm Prev Yr</u>	<u>Total</u>
<u>Revenues</u>							
Local Governmental Sources		359,597	725,000	49.6%	325,665	10.4%	689,225
Investment Revenue		8,298	80,000	10.3%	116,846	-92.9%	119,935
Other Revenues		9,914				0.0%	155,071
<u>TOTALS</u>		<u>377,810</u>	<u>805,000</u>	<u>46.9%</u>	<u>442,511</u>	<u>-14.6%</u>	<u>964,231</u>
<u>Expenditures</u>							
General Materials and Supplies		125,024			109,466	14.2%	199,992
Fixed Charges		2,837			7,776	-63.5%	8,483
Capital Outlay		1,683,085	4,883,950	34.4%	739,528	127.5%	1,055,580
Other Expenditures							
<u>TOTALS</u>		<u>1,810,948</u>	<u>4,883,950</u>	<u>37.0%</u>	<u>856,770</u>	<u>111.3%</u>	<u>1,264,056</u>
<u>Transfers</u>							
Transfers to Other Funds							
Transfers From Other Funds							-3,367,249
<u>CHANGE IN NET ASSETS</u>		<u>-1,433,137</u>	<u>-4,078,950</u>		<u>-414,258</u>		<u>3,067,425</u>
<u>FUND BALANCE</u>		<u>3,932,520</u>					<u>5,365,658</u>

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<u>BOND AND INTEREST FUND</u>	<u>2009-2010</u> <u>YTD</u>	<u>2009-2010</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2008-2009</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2008-2009</u> <u>Total</u>
<u>Revenues</u>						
Local Governmental Sources	680,182	1,354,715	50.2%	637,592	6.6%	1,317,611
Investment Revenue	48,182	1,000	818.2%	4,752	913.7%	3,425
<b>TOTALS</b>	<u>728,365</u>	<u>1,355,715</u>	<u>53.7%</u>	<u>642,345</u>	<u>13.3%</u>	<u>1,321,036</u>
<u>Expenditures</u>						
Contractual Services	350	500	70.0%	350	0.0%	350
Fixed Charges	1,354,715	1,384,441	97.8%	1,311,945	3.2%	1,239,711
<b>TOTALS</b>	<u>1,355,065</u>	<u>1,384,941</u>	<u>97.8%</u>	<u>1,312,295</u>	<u>3.2%</u>	<u>1,240,061</u>
<b>CHANGE IN NET ASSETS</b>	-626,700	-29,226	97.8%	-669,950	3.2%	80,975
<b>FUND BALANCE</b>	115,480					742,180

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<u>AUXILIARY ENTERPRISES FUND</u>	<u>2009-2010</u> <u>YTD</u>	<u>2009-2010</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2008-2009</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2008-2009</u> <u>Total</u>
<b>Revenues</b>						
Student Tuition and Fees	370,133	250,000	148.0%	225,078	64.4%	151,378
Sales and Service	32,927	31,000	106.2%	31,197	5.5%	35,322
Facilities Revenue	109,885	100,000	109.8%	92,791	18.4%	101,913
Investment Revenue	2,000	1,100	181.8%	1,170	70.9%	1,180
Other Revenues	1,675,677	1,973,000	84.9%	1,624,312	3.1%	1,951,327
<b>TOTALS</b>	<b>2,190,624</b>	<b>2,355,100</b>	<b>93.0%</b>	<b>1,974,548</b>	<b>10.9%</b>	<b>2,241,122</b>
<b>Expenditures</b>						
Salaries	114,676	136,467	84.0%	107,837	6.3%	130,787
Employee Benefits	16,514	17,928	92.1%	15,603	5.8%	34,786
Contractual Services	1,526,954	2,022,874	75.4%	1,477,677	3.3%	1,793,037
General Materials and Supplies	55,293	69,040	80.0%	66,257	-16.5%	79,028
Conference & Meeting	46,255	71,883	64.3%	48,470	-4.5%	59,067
Fixed Charges	20,037	21,950	91.2%	21,631	-7.3%	21,443
Capital Outlay	8,740			5	0.0%	
Other Expenditures						
<b>TOTALS</b>	<b>1,788,471</b>	<b>2,340,142</b>	<b>76.4%</b>	<b>1,737,482</b>	<b>2.9%</b>	<b>2,118,157</b>
<b>Transfers</b>						
Transfers to Other Funds		100,000				110,000
Transfers From Other Funds		-110,000				-182,000
<b>CHANGE IN NET ASSETS</b>	<b>402,152</b>	<b>24,958</b>		<b>237,066</b>		<b>194,964</b>
<b>FUND BALANCE</b>	<b>772,080</b>					<b>369,927</b>

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

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<u>RESTRICTED PURPOSES FUND</u>	<u>2009-2010</u> <u>YTD</u>	<u>2009-2010</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2008-2009</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2008-2009</u> <u>Total</u>
<u>Revenues</u>						
Local Governmental Sources						
State Governmental Sources	735,227	590,740	124.4%	936,995	-21.5%	1,148,401
Federal Governmental Sources	5,530,104	4,152,476	133.1%	4,015,936	37.7%	4,480,654
Other Revenues	2,484,301	160,000	552.6%	299,135	730.5%	307,220
<b>TOTALS</b>	<b>8,749,632</b>	<b>4,903,216</b>	<b>178.4%</b>	<b>5,252,066</b>	<b>66.5%</b>	<b>5,936,275</b>
<u>Expenditures</u>						
Salaries	910,459	1,071,160	85.0%	876,366	3.8%	1,084,903
Employee Benefits	74,942	95,818	78.2%	101,544	-26.2%	120,772
Contractual Services	67,831	45,350	149.5%	83,835	-19.0%	126,499
General Materials and Supplies	91,373	78,563	116.3%	52,800	73.0%	112,339
Conference & Meeting	47,778	70,661	67.6%	53,534	-10.7%	80,912
Fixed Charges						
Capital Outlay	121,786	16,130	755.0%		755.0%	38,527
Other Expenditures	5,455,766	3,617,975	150.8%	4,323,147	26.2%	4,296,319
<b>TOTALS</b>	<b>6,769,938</b>	<b>4,995,657</b>	<b>135.5%</b>	<b>5,491,227</b>	<b>23.2%</b>	<b>5,860,274</b>
<u>Transfers</u>						
Transfers to Other Funds						3,367,249
<b>CHANGE IN NET ASSETS</b>	<b>1,979,694</b>	<b>-92,441</b>		<b>-239,161</b>		<b>-3,291,248</b>
<b>FUND BALANCE</b>	<b>2,158,786</b>					<b>179,091</b>



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<u>WORKING CASH FUND</u>	<u>2009-2010</u> <u>YTD</u>	<u>2009-2010</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2008-2009</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2008-2009</u> <u>Total</u>
Revenues						
Investment Revenue	20,999	70,000	30.0%	46,622	-54.9%	47,945
TOTALS	20,999	70,000	30.0%	46,622	-54.9%	47,945
Expenditures						
Investment Revenue						
TOTALS						
Transfers						
Transfers to Other Funds		70,000				47,945
CHANGE IN NET ASSETS	20,999			46,622		
FUND BALANCE	1,991,783					1,970,783

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<u>TRUST AND AGENCY FUND</u>	<u>2009-2010</u> <u>YTD</u>	<u>2009-2010</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2008-2009</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2008-2009</u> <u>Total</u>
<u>Revenues</u>						
Other Revenues	52,354			213,647	-75.4%	64,037
TOTALS	52,354			213,647	-75.4%	64,037
<u>Expenditures</u>						
General Materials and Supplies				4,545		-332
Conference & Meeting				12		
Capital Outlay						
Other Expenditures	49,159			53,512	-8.1%	58,029
TOTALS	49,159			58,070	-15.3%	57,697
CHANGE IN NET ASSETS	3,194			155,576	-15.3%	6,340
FUND BALANCE	35,434					32,239

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SAUK VALLEY COMMUNITY COLLEGE  
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<u>AUDIT FUND</u>	2009-2010 YTD	2009-2010 Budget	YTD / Budget %	2008-2009 YTD	YTD % Chng fm Prev Yr	2008-2009 Total
Revenues						
Local Governmental Sources	20,921	44,000	47.5%	16,355	27.9%	38,433
Investment Revenue	64	900	7.2%	802	-91.9%	778
TOTALS	20,986	44,900	46.7%	17,158	22.3%	39,212
Expenditures						
Salaries	4,517	5,421	83.3%	4,385	3.0%	5,262
Employee Benefits	1,239	1,483	83.6%	1,214	2.0%	1,453
Contractual Services	60,676	36,000	168.5%	36,000	68.5%	36,000
General Materials and Supplies	10				0.0%	
TOTALS	66,443	42,904	154.8%	41,600	59.7%	42,716
CHANGE IN NET ASSETS	-45,457	1,996	154.8%	-24,442	59.7%	-3,504
FUND BALANCE	2,207					47,664

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SAUK VALLEY COMMUNITY COLLEGE  
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<u>LIABILITY, PROTECTION &amp; SETTLEMENT</u>	2009-2010 YTD	2009-2010 Budget	YTD / Budget %	2008-2009 YTD	YTD % Chng fm Prev Yr	2008-2009 Total
Revenues						
Local Governmental Sources	177,843	355,000	50.1%	177,095	.4%	355,932
Investment Revenue	102,768	251,100	40.9%	263,503	-61.0%	318,079
Other Revenues		10,000	0.0%			18,092
TOTALS	280,612	616,100	45.5%	440,598	-36.3%	692,105
Expenditures						
Salaries	126,066	152,671	82.5%	120,779	4.3%	145,013
Employee Benefits	253,341	303,078	83.5%	244,096	3.7%	305,814
Contractual Services	45,978	89,100	51.6%	38,682	18.8%	55,611
General Materials and Supplies	2,399	11,600	20.6%	8,324	-71.1%	17,932
Conference & Meeting	770	2,200	35.0%	1,818	-57.6%	1,818
Fixed Charges	26,652	35,000	76.1%	31,120	-14.3%	32,753
Utilities	806	2,000	40.3%	895	-9.9%	1,074
TOTALS	456,014	595,649	76.5%	445,718	2.3%	560,019
CHANGE IN NET ASSETS	-175,402	20,451	76.5%	-5,119	2.3%	132,085
FUND BALANCE	6,340,601					6,516,003

**Sauk Valley Community College**  
**May 24, 2010**

**Action Item 4.2**

**Topic:**                    **Board Policy 514.02 Smoking Policy (Second Reading)**

**Presented By:**        **Dr. George Mihel**

**Presentation:**

At the March 22, 2010 Board meeting, representatives of the Student Government Association requested the Board consider a stricter non-smoking policy for the health and well being of the student body and the college employees.

The Board directed the administration to draft a policy, which is attached, as Board Policy 514.02 Smoking Policy. This would replace the current Board Policy 624.01 Illicit Use of Drugs, Abuse of Alcohol by Students and Prohibition of Tobacco.

**Recommendation:**

The administration recommends the Board approve policy 514.02 Smoking Policy for first reading and delete Board Policy 624.01 Use of Drugs, Abuse of Alcohol by Students and Prohibition of Tobacco.

#### 514.02 Smoking Policy

Smoking is prohibited everywhere on campus, building and grounds, with the exception of the parking lots more than 15 ft. from any doors, windows or air intakes.

The administration may designate a smoking area on campus grounds away from buildings.

The smoking prohibition applies to all college owned vehicles at all times.

#### ~~624.01 Illicit Use of Drugs, Abuse of Alcohol by Students and Prohibition of Tobacco~~

~~——— Sauk Valley Community College shall be a tobacco and drug free college. Students are not permitted to abuse alcohol.~~

~~——— The manufacture, distribution dispensation, illegal possession or illegal use of a controlled substance is prohibited in and on Sauk Valley Community College's owned and controlled property. This prohibition applies to all Sauk Valley Community College students.~~

~~——— Interscholastic Athletic students shall also participate in SVCC's substance abuse program as outlined in the guidelines provided by the Dean of Student Services.~~

~~——— Any student determined to have violated this policy is subject to disciplinary action under the Code of Student Conduct.~~

10/28/96  
3/27/06

**Sauk Valley Community College  
May 24, 2010**

**Agenda Item 2.7**

**Topic: Disposal of Obsolete Equipment**

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

**Presentation:**

The items on the attached list are additional items that have been collected since our last request for disposal in March 2010. The list of equipment includes items that are worn, outdated, damaged or too costly to repair or no longer needed, including the snack bar and its equipment.

**Recommendation:**

The administration recommends the Board approve the equipment listed on the attachment as obsolete to be disposed of in a manner appropriate to the condition of the equipment.

Quantity	Equipment Description	Sauk Tag	Dept	Serial No.
1	Scanmark 2010-ADF Scanner w/software	4348	1000	
1	Laminarflow Hood, MD 740	1231	1110	
1	Sony 29" Color Video Monitor	3248	1110	2003484
1	Sony 29" Color Video Monitor	3244	1110	2007006
2	Large Carts		1110	
1	Javelin "Smartcam" Color Video Camera	3246	1110	37200059
1	Javelin "Smartcam" Color Video Camera	3243	1110	37200157
1	Pie Case	1547	1015	
1	Sink Unit	1551	1015	
1	Storage Cabinet	1550	1015	
1	Storage Cabinet	1549	1015	
1	Ventilation Hood	1546	1015	
1	Snack Bar (in sections)			



**Sauk Valley Community College  
May 24, 2010**

**Agenda Item 2.8**

**Topic:**                   **Annual Replacement of Network Switches**

**Presented By:**       **Dr. George Mihel and Alan Pfeifer**

**Presentation:**

The College is requesting to purchase four replacement, 48 port, power over ethernet (POE) switches for its network. Currently the College has 40 such data switches. The purchase of these switches is in anticipation of expected longevity failures and update to the existing infrastructure to increase the available bandwidth to students and staff. Costs contained in this proposal reflect the pricing using Cisco's statewide contract with Central Management Services/Illinois Century Network. These prices reflect a price of 42.5% off list. This purchase is in the amount \$32,200 which is contained in the maintenance services budget line item of the Information Services budget. This cost represents an \$18,389 reduction from the cost for the four switches purchased last year.

**Recommendation:**

The administration recommends that the Board approve the replacement of network switches for the network upgrade in the amount of \$32,200.

# Board Policy Review

## Board Policies:

116.01 Board Ethics

116.02 State Officials and Employees Ethics  
Act Compliance

117.01 Board Orientation

117.02 Board Self-Evaluation

201.01 Administrative Organization

## 116.01 Board Ethics

In support of the best interests of the College, all Trustees shall adhere to reasonable ethical standards, including the following principles:

A. Authority. Trustees have authority for official Board action only when acting in concert as a Board of Trustee legally in session. No member of the Board of Trustees has the power to act in the name of the Board unless authorized to do so by the Board of Trustees in legal session, with the exception of the Board Chair in case of an emergency. The Chair will report such emergency actions to the Board at the next scheduled meeting. Trustee relationships with staff, students, citizens, and media representatives will be based on this fact.

B. Conduct. Trustees will demonstrate personal integrity and ethical behavior in word and action; work with other Trustees in a spirit of decency, harmony, and cooperation despite personal differences of opinion that may arise; regularly attend and contribute to Board meetings; focus discussion and decisions on problem solving rather than blame-placing; avoid making public statements or acting in ways that would discredit the Board and undermine public confidence in the College or damage its reputation; and act consistently with the College's shared ethical values of Respect, Responsibility, Fairness, Integrity, and Caring.

C. Decision making. Trustees will become informed to the extent necessary to be an effective Trustee and vote on issues based on correct information; review meeting packets, pose clarifying questions to College staff, and prepare for meetings in advance; welcome and encourage citizen input on the College, while remembering that final decisions are the responsibility of the Board based on input from the staff and recommendations from the President; place the best interests of the College and the District as the top priority in deciding votes; recognize that the primary function of the Board is to establish the policies by which the College is administered, but that the administration of the educational programs and the conduct of College business is the primary function of the President and the staff, and abide by and support majority decisions of the Board.

D. Conflict of Interest. Trustees will not use their position to obtain personal or financial gain for themselves, for family or friends, or for other organizations or businesses with which they are affiliated. Trustees will not attempt to exercise undue influence over employment or purchasing decisions that are not ordinarily acted upon by the Board. Trustees will not make use of College property or services for personal financial gain, except as they would be reasonably available to other residents of the District.

E. Confidentiality. Trustees will maintain confidentiality of privileged information, including all information discussed in closed or executive session meetings and other communications, such as attorney-client privileged communications.

F. Compliance with law. Trustees will abide by all laws relevant to their role at the College. Nothing in this policy will in any way restrict the application or take precedence over misfeasance, or nonfeasance in office.

2/12/87

3/23/87

7/22/02

3/24/03

116.02 State Officials and Employees Ethics Act Compliance

**ARTICLE 1  
DEFINITIONS AND GENERAL PROVISIONS**

Section 1-1 Definitions. For purposes of this Policy, the following terms shall be given these definitions or, if different from time to time, then as defined by the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following):

“Board” means the Board of Trustees of the College.

“Campaign for elective office” means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

“Candidate” means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

“Collective bargaining” has the same meaning as contemplated by the Illinois Educational Labor Relations Act (115 ILCS 5/1 and following).

“Compensated time” means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Policy, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, “compensated time” includes any period of time when the officer or employee is on premises under the control of the College and any other time when the officer or employee is executing his or her official duties, regardless of location.

“Compensatory time off” means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

“Contribution” has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the College whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include a volunteer or an independent contractor.

"Employer" means the College.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in his or her official capacity. The term "officer" includes all members of the Board of Trustees.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), as the case may be, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

- (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
- (2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
- (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

Section 1-2. Construction. This Policy shall be construed in a manner consistent with the provisions of the State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-1 and following). This Policy is intended to impose the same but not greater restrictions than the Act.

## ARTICLE 2 PROHIBITED POLITICAL ACTIVITIES

### Section 2-1 Prohibited Political Activities.

A. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the College in connection with any prohibited political activity.

B. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

C. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

D. Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Policy.

E. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.



### ARTICLE 3 GIFT BAN

Section 3-1 Gift Ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 3-2 Exceptions. Section 3-1 is not applicable to the following

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé.
- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;

(ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments provided as a "contribution" under the definition of the term offered above, not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

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

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

(13) Any item or items provided by the College in support of the employee's, officer's or member's discharge of official duties.

Section 3-3 Disposition of Gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

#### **ARTICLE 4 ETHICS ADVISOR**

Section 4-1. The President, with the advice and consent of the Board of Trustees, may designate an Ethics Advisor for the College. If no other designation is made, the regularly retained attorney of the College will serve as the Ethics Advisor.

Section 4-2. The Ethics Advisor shall provide guidance to the officers and employees of the College concerning the interpretation of and compliance with the provisions of this Policy and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Board.

#### **ARTICLE 5 ETHICS COMMISSION**

Section 5-1. An Ethics Commission may be appointed by the Board to review opinions issued by the Ethics Advisor, to consider ethics complaints, and to undertake other responsibilities deemed appropriate. If appointed, the Ethics Commission shall consist of three (3) members. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any member of the Board of Trustees. The Ethics Commission may be appointed to serve on an ongoing basis or on an ad hoc basis.

Section 5-2. Where appointed to serve on an ongoing basis, at the first meeting of the Ethics Commission, the initial appointees shall draw lots to determine their initial terms. Two commissioners shall serve two-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to two-year terms. Commissioners may be reappointed to serve subsequent terms.

At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any two commissioners. A quorum shall consist two commissioners, and official action by the commission shall require the affirmative vote of two members.

Section 5-3 The Board of Trustees. The Board may remove a commissioner in case of incompetency, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

Section 5-4. The Commission shall have the following powers and duties:

(1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.

(2) Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions or reprimand. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Policy and not upon its own prerogative.

(3) To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Policy.

(4) To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the College to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.

(5) The powers and duties of the Commission are limited to matters clearly within the purview of this Policy.

Section 5-5.

A. Complaints alleging a violation of this Policy shall be filed with the Ethics Commission.

B. The Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall also send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.

C. Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient, to allege a violation of this Policy, to determine whether there is cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to the public to the extent required by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on cause to proceed within ten business days after such meeting. If the complaint is deemed sufficient to allege a violation of Article 10 of this Policy and there is a determination of cause, then the Commission's notice to the parties shall include a hearing date scheduled within four weeks thereafter.

D. On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.

E. Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline or reprimand to the alleged violator and to the Board of Trustees, the particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.

F. A complaint alleging the violation of this Policy must be filed within one year after the alleged violation.

**ARTICLE 6**  
**BOARD ACTION ON RECOMMENDATION OF COMMISSION**

Section 6-1 Officers. Upon receipt of a recommendation from the Ethics Commission, the Board may issue a reprimand to a board member or officer who intentionally violates any provision of Article 5 or Article 10 of this Policy.

Section 6-2 Employees. Upon receipt of a recommendation from the Ethics Commission, the Board may initiate a disciplinary or discharge action against an employee who intentionally violates any provision of Article 5 or Article 10 of this Policy in accordance with the applicable procedures.

6/7/04

#### 117.01 Board Orientation

1. Within a month of seating, the new Board member will be provided with a policy manual. The Chairperson will designate discussion of same in a regularly scheduled Board meeting or in a workshop.
2. The new Board member shall be provided with a glossary of terms and associations.
3. The administration will provide the new member with the opportunity of a tour of the facilities and staff introductions. Previously seated members are to be included if they so desire.
4. Minutes of meetings for the prior six meetings shall be provided by the administration.

#### 117.02 Board Self-Evaluation

At least once each year, the Board shall conduct a self-evaluation.

2/12/79  
11/28/94

#### 201.01 Administrative Organization

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

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

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

2/12/79

3/23/87

7/22/02



**Sauk Valley Community College**  
**May 24, 2010**

**Agenda Item 4.1**

**Topic:**                   **Audited Financial Statements - 2009**

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

**Presentation:**

SVCC's 2009 audited financial statements have been completed by McGladrey & Pullen, LLP.

**Recommendation:**

The administration recommends the Board accept the 2009 audited financial statements.

**Sauk Valley Community College  
May 24, 2010**

**Action Item 4.2**

**Topic:**                    **Board Policy 514.02 Smoking Policy (Second Reading)**

**Presented By:**        **Dr. George Mihel**

**Presentation:**

At the March 22, 2010 Board meeting, representatives of the Student Government Association requested the Board consider a stricter non-smoking policy for the health and well being of the student body and the college employees.

The Board directed the administration to draft a policy, which is attached, as Board Policy 514.02 Smoking Policy. This would replace the current Board Policy 624.01 Illicit Use of Drugs, Abuse of Alcohol by Students and Prohibition of Tobacco.

**Recommendation:**

The administration recommends the Board approve policy 514.02 Smoking Policy for first reading and delete Board Policy 624.01 Use of Drugs, Abuse of Alcohol by Students and Prohibition of Tobacco.

#### 514.02 Smoking Policy

Smoking is prohibited everywhere on campus, building and grounds, with the exception of the parking lots more than 15 ft. from any doors, windows or air intakes.

The administration may designate a smoking area on campus grounds away from buildings.

The smoking prohibition applies to all college owned vehicles at all times.

#### ~~624.01 Illicit Use of Drugs, Abuse of Alcohol by Students and Prohibition of Tobacco~~

~~——— Sauk Valley Community College shall be a tobacco and drug free college. Students are not permitted to abuse alcohol.~~

~~——— The manufacture, distribution dispensation, illegal possession or illegal use of a controlled substance is prohibited in and on Sauk Valley Community College's owned and controlled property. This prohibition applies to all Sauk Valley Community College students.~~

~~——— Intercollegiate Athletic students shall also participate in SVCC's substance abuse program as outlined in the guidelines provided by the Dean of Student Services.~~

~~——— Any student determined to have violated this policy is subject to disciplinary action under the Code of Student Conduct.~~

10/28/96

3/27/06

**Sauk Valley Community College**  
**May 24, 2010**

**Action Item 4.3**

**Topic:**                   **Board Policy 519.0 Human Subject Research  
Policy (First Reading)**

**Presented By:**       **Dr. George Mihel**

**Presentation:**

In accordance with the directive from the Board, the administration has written Board Policy 519.01 Human Subject Research Project Policy. Federal Departments and Agencies, including the Department of Education, adopted a common set of regulations known as the Federal Policy for the Protection of Human Subjects or "*Common Rule*." The design of these regulations is based on established, internationally recognized ethical principles. The regulations require that each institution engaged in the conduct of covered research activities have an approved Assurance of Compliance on file and provide Certification that the Institutional Review Board designated in the Assurance has reviewed and approved the proposed activity in accordance with the regulations, or that it has provided approval on condition that all covered research activities will be reviewed and approved before they are initiated and that appropriate documentation has been provided.

The recommended Board Policy is on the following page:

**Recommendation:**

The administration recommends the Board approve policy 519.01 Human Subject Research Project Policy for first reading.

#### 519.01 Human Subject Research Policy

Sauk Valley Community College shall establish and maintain procedures, which includes an Institutional Review Board (IRB), to ensure the ethical and responsible treatment of human subjects in research. Anyone proposing to conduct any kind of research involving human subjects either on the College premises or on behalf of the College must first obtain the approval of the IRB. The IRB shall be appointed and convened by the President or designee.

**Sauk Valley Community College**  
**May 24, 2010**

**Action Item 4.4**

**Topic:**                   **Sauk Valley Community College Group Health Plan Amendments**

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

**Presentation:**

There are two changes to the Sauk Valley Group Health Plan documents that are required due to Federal and State laws.

- Effective July 1, 2010 – Limitations for Mental Health and/or Substance Abuse are eliminated. Mental Health and Substance Abuse claims must be paid at the same rate as other services.
- GINA (Genetic Information Non-discrimination Act of 2008 which prohibits group health plans from discriminating on the basis of genetic information.

**Recommendation:**

The administration recommends the Board approve the changes to the Sauk Valley Community College Group Health Plan.

**Sauk Valley Community College**  
**May 24, 2010**

**Action Item 4.5**

**Topic:**                   **Faculty Resignation**

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

**Presentation:**

Mr. Randall Norris has submitted his resignation effective May 31, 2010. We are very thankful for his 10 years of service at Sauk and his contributions to the College.

**Recommendation:**

The administration recommends the Board affirm the resignation of Randall Norris effective May 31, 2010.