

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA

Founders Room 2K2
Dixon, IL

November 22, 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, October 25, 2010**
- 2.3 Treasurer's Report**
- 2.4 Bills Payable**
- 2.5 Payrolls**

October 29, 2010	\$269,691.93
November 15, 2010	\$271,503.07

2.6 Budget Report

3.0 Reports/Information

- 3.1 President's Report:**
- 3.2 Communication from Visitors**
- 3.3 Reports/Comments from Board Members**
- 3.4 Board Policies Review – 404.01 Appointment of College Staff; 405.01 Appointment of Instructional Personnel; 405.02 Oral English Proficiency Policy; 406.01 Tenure Definition and 407.1 Approval Procedure for Tenure for Instructional Faculty**
- 3.5 Audit Presentation – McGladrey & Pullen**

4.0 Action Items

- 4.1 2010 Audited Financial Statements**
- 4.2 Board Policy 305.01 Purchasing Policy – Second Reading**
- 4.3 Board Policy 309.01 Investment Policy – Second Reading**
- 4.4 Board Policy 401.01 Personnel Classifications and Definitions – First Reading**
- 4.5 Board Policy 403.01 Affirmative Action – First Reading**
- 4.6 Faculty Appointment**
- 4.7 Administrative Appointment**
- 4.8 Copier Replacement**
- 4.9 Tax Levy**
- 4.10 Appointment of Energy Service Company**
- 4.11 Walk-In Refrigerator**

- 5.0 **Closed Session – (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College; collective bargaining; closed session minutes review and consideration; pending litigation probable or imminent)**
- 6.0 **Closed Session Minutes Approval of October 25, 2010**
- 7.0 **Adjournment**

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
MINUTES
November 22, 2010

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on November 22, 2010, in the Founders Room 2K2 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	Lisa Wiersema
Andrew Bollman	Student Trustee Sisson

Absent: None

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
Director of Building and Grounds John Ditto
Nursing Skills Lab Coordinator Shirley Poci
Coordinator of Public Relations Brian Olmsted
Administrative Assistant Debra Dillow

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

President's Report: Heard Dr. Mihel report to the Board that the fall Board Retreat will be on Friday, December 3, from 12:00 – 4:00 p.m. in the Board Room. He distributed the agenda for the ACCT Legislative Session to be held in D.C. on February 14th through the 16th. He announced that the Men and Women's Basketball teams will play South Suburban at home tonight. Mr. Robert Wright from McGladrey & Pullen reviewed the 2010 audited financial statements for the College with the Board.

Reports:

ICCTA Report: Member Bollman reported on the recent ICCTA issues. He distributed a request from the Diversity Board to complete a self-assessment on diversity.

Foundation: Chair Andersen indicated that the Foundation will meet on October 26, 2010 and reported that elections were held. Mary Ellen Wilkinson was elected as President of the Foundation.

Student Trustee Report: Student Trustee Sisson provided an overview on recent activities.

Board Policy Review:

Dr. Mihel reviewed Board Policies 401.01 Appointment of College Staff; 404.01 Appointment of Instructional Personnel; 405.02 Oral English Proficiency Policy; 406.01 Tenure Definition and will recommend changes. He also reviewed Board Policy 407.01 Approval Procedure for Tenure for Instructional Faculty and will recommend no changes.

2010 Audited Financial Statements:

It was moved by Member Bollman and seconded by Member Stoller that the Board accept the 2010 Audited Financial Statements as presented. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Board Policy 305.01 Purchasing Policy (Second Reading):

It was moved by Member Simpson and seconded by Member Wiersema that the Board approve Board Policy 305.01 Purchasing Policy for second reading. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Board Policy 309.01 Investment Policy (Second Reading):

It was moved by Member Simpson and seconded by Student Trustee Sisson that the Board approve Board Policy 309.01 Investment Policy for second reading. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Board Policy 401.01 Personnel Classifications and Definitions (First Reading):

It was moved by Member Stoller and seconded by Member Padilla that the Board approve Board Policy 401.01 Personnel Classifications and Definitions for first reading. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: Motion carried.

Board Policy 403.01 Affirmative Action (First Reading):

It was moved by Member Bollman and seconded by Member Wiersema that the Board approve Board Policy 403.01 Affirmative Action for first reading. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: Motion carried.

Faculty Appointment:

It was moved by Member Simpson and seconded by Member Thompson that the Board approve the appointment of Ms. Amy West as an Assistant Professor of Nursing starting January 7, 2011 at annual salary of \$44,728 which would be pro-rated for spring semester at \$22,354. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: Motion carried.

Administrative Appointment:

It was moved by Member Thompson and seconded by Member Bollman that the Board approve the appointment of Ms. Lisa Tavitas as a full-time Director of Academic Development beginning December 1, 2010 at an annual salary of \$60,000. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: Motion carried.

Copier Replacement:

It was moved by Member Thompson and seconded by Member Bollman that the Board approve the purchase of the copiers from R.K. Dixon in the amount of \$51,853.33 to be paid with funding bonds. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: Motion carried.

Tax Levy:

It was moved by Member Bollman and seconded by Member Stoller that the Board approve the 2010 Tax Levy as presented. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: Motion carried.

Appointment of Energy Service Company:

It was moved by Member Bollman and seconded by Member Stoller that the Board approve the appointment of Siemens Industry, Inc. to prepare an analysis of the viability and financing of a wind turbine on the College's campus. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: Motion carried.

Walk-In Refrigerator:

It was moved by Member Wiersema and seconded by Member Thompson that the Board approve the quote from Youngren's Refrigeration for the replacement of the current refrigeration units in the cafeteria with the refurbished walk-in refrigerator for \$14,000, to be paid with funding bonds. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: Motion carried.

Closed Session:

At 7:38 p.m. it was moved by Member Stoller and seconded by Member Padilla 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 8:35 p.m.

Closed Session Minutes of October 25, 2010:

It was moved by Member Thompson and seconded by Member Stoller that the Board approve the Closed Session Minutes of October 25, 2010. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Adjournment:

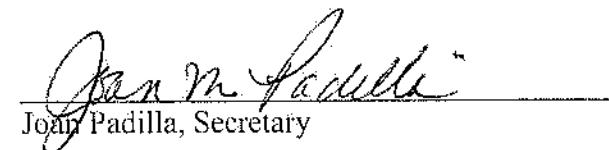
Since the scheduled business was completed, it was moved by Member Padilla and seconded by Member Wiersema that the Board adjourn. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

The meeting adjourned at 8:45 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on December 20, 2010 in the Board Room.

Respectfully Submitted,



Joan Padilla, Secretary

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES - TREASURER'S REPORT
As of October 31, 2010

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

Edward Rude

BOARD CHAIR

Jeanne McCallister

BOARD SECRETARY

DATE 11/23/10

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

General Account - Sterling Federal Bank
Illinois Funds - Firststar Bank, Springfield
SUBTOTAL

INTEREST

RATE

AMOUNT

0.150	\$3,761,730.01
0.159	2,461,571.09
	<u>6,223,301.10</u>

MONEY MARKET

Merrill Lynch Wealth Management	1.000	181,082.77
SFB Investment Center - Federated Capital Reserves	0.000	36,375.00
SFB Investment Center - Federated US Treasury	0.000	4,152,119.52
SUBTOTAL		<u>4,369,577.29</u>

TOTAL CHECKING ACCOUNTS

\$10,592,878.39

INVESTMENTS

FINANCIAL INSTITUTION

	MATURITY		
	DATE		
Farmers State Bank, Sublette	11-13-10	2.000	1,000,000
People's Bank, Tampico	01-14-11	0.600	1,000,000
First National Bank, Amboy	01-23-11	1.250	500,000
First National Bank, Amboy	01-23-11	1.250	500,000
Farmers State Bank, Sublette	02-17-11	2.000	1,000,000
SUBTOTAL			<u>4,000,000</u>

MERRILL LYNCH:

	YIELD	PRICE
Federal Home Ln Bks Call Step	3.000	392,070.90
Federal Home Ln Mtg Crp Refrnce	2.600	586,862.25
Federal Home Ln Bks Cons Bd	3.450	669,097.00
Federal Home Ln Bks Cons Bd	2.709	669,500.00
Federal Farm Cr Bks Cons Bd	1.359	628,068.65
Federal Farm Cr Bks Cons Bd	1.740	615,345.20
Federal Farm Cr Bks Global Cons Bd	2.147	641,628.00
Federal Natl Mtg Assn Call	4.750	438,376.00
Federal Hom Ln Mtg Corp	1.625	725,774.40
Federal Home Loan Bank	1.446	402,124.00
SUBTOTAL		<u>\$5,768,846.40</u>

SFB INVESTMENT CENTER - CHALLENGE GRANTS

Integra Bk Natl Assn Evansville IN CTF	09-26-11	1.000	150,000.00
Venture Bk Bloomington, MN CTF	03-07-12	1.000	240,000.00
Ally Bank Midvale Utah CTF	03-26-12	1.250	250,000.00
Probank Tallahassee FL CTF	03-26-12	1.200	250,000.00
Arkway Bk & Tr Harwood Heights, IL	04-02-12	1.300	250,000.00
Farmers St Bk Hartland MN CTF	09-24-12	1.350	150,000.00
Integra Bk Natl Assn Evansville IN CTF	10-01-12	1.550	100,000.00
Southwest Cap Bk Natl Assn Ft Myers, FL	12-26-12	1.500	200,000.00
American Express Centurion Bk Salt	03-25-13	2.000	250,000.00
Bridgeview Bk Group IL CTF	03-25-13	1.700	250,000.00
Doral Bk Catano P R	05-28-13	2.000	250,000.00
			<u>2,340,000.00</u>

SFB INVESTMENT CENTER - FUNDING BONDS

U.S. Treasury Securities	01-31-12	0.875	2,500,000.00
Bank of China New York City NY	07-16-12	1.000	250,000.00
Florida Cap Bk Natl Assn Jacksonville	07-19-12	1.150	250,000.00
Wilmington TR CO DEL	01-14-13	1.250	250,000.00
GE Money Bk Instl, Draper, UT	01-16-13	1.250	250,000.00
Banco Bilbao Vizcaya Argentaria, P R	01-23-13	1.450	250,000.00
Citizens Bk Flint, MI	01-28-13	1.300	250,000.00
Avenue Bk Nashville, TN	01-28-13	1.200	250,000.00
BMW BK North Amer, Salt Lake City, UT	01-30-13	1.250	250,000.00
Panhandle St Bank, Sandpoint, ID CTF	02-27-13	1.500	250,000.00
Middleton Community Bank, WI	04-05-13	1.250	250,000.00
			<hr/>
			5,000,000.00

TOTAL INVESTMENTS

\$17,108,846.40

Sauk Valley Community College
Board of Trustees
November 22, 2010

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY
Edward Anderson
BOARD CHAIR
BOARD SECRETARY
DATE 11/23/10

Summary of Bills Payable Amount

General Operating Funds \$ 539,867.52

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Sauk Valley Community College	01		Petty Cash	Petty Cash Cashbox	\$ 300.00
Hedrick, Jason	01		Foundation Expense	Tickets 10/14/10	196.75
Hedrick, Jason	01		Foundation Expense	Travel-Chicago Film Fest 10/14/10	231.49
State Universities Retirement Sys	01		SURS Payable	Accrued Surs	29,824.46
State Universities Retirement Sys	01		SURS Payable	Accrued Surs	29,795.32
Select Employees Credit Union	01		Credit Union Payable	ACCURED W/H Select Employees Credit Union	6,048.78
Select Employees Credit Union	01		Credit Union Payable	ACCURED W/H Select Employees Credit Union	5,973.78
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	948.72
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	948.72
Freedman Anselmo Lindberg & Rapp	01		Wage Garnishment Payable	ACCURED W/H - GARNISHMENT	34.61
Freedman Anselmo Lindberg & Rapp	01		Wage Garnishment Payable	ACCURED W/H - GARNISHMENT	122.19
Illinois Student Assistance Comm	01		Wage Garnishment Payable	ACCURED W/H - GARNISHMENT	122.19
Illinois Student Assistance Comm	01		United Way Payable	ACCURED W/H - Community Health Charities	25.83
Community Health Charities of IL	01		United Way Payable	ACCURED W/H - Community Health Charities	25.83
Community Health Charities of IL	01		United Way Payable	ACCURED W/H	25.83
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	25.41
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	25.41
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
Illinois Mutual	01		Optional Disability Insurance	Accrued Optional Disability-Illinois Mutual	3.89
Illinois Mutual	01		Optional Disability Insurance	Accrued Optional Disability-Fidelity Investments	3.89
JEM fbo Sauk Valley CC 403b Plan01	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	1,925.00
JEM fbo Sauk Valley CC 403b Plan01	01		Vanguard	ACCURED ANNUITIES-Vanguard	1,950.00
JEM fbo Sauk Valley CC 403b Plan01	01		Vanguard	ACCURED ANNUITIES-Vanguard	950.00
JEM fbo Sauk Valley CC 403b Plan01	01		Valic	ACCURED ANNUITIES-VALIC	350.00

PAYER/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
JEM fbo Sauk Valley CC 403b Plan 01			valic	ACCRES ANNUITIES-VALIC	350.00
Andrzejewski, Stefan	01		Accounts Payable	ACG	375.00
Aponte, Sophia	01		Accounts Payable	ACG2	650.00
Austin, Patricia	01		Accounts Payable	PELL - Addtl - Correction	125.00
Bailey, Deborah	01		Accounts Payable	Online Refund	60.00
Batterton, Sabrina	01		Accounts Payable	Online Refund	59.40
Beard, Tonja	01		Accounts Payable	Online Refund	25.00
Becker, Kaylene	01		Accounts Payable	Direct Loan	1,244.00
Bekelman, Brigitte	01		Accounts Payable	Online Refund	85.00
Belmonte, Nicolas	01		Accounts Payable	PELL	2,775.00
Biese, Alyssa	01		Accounts Payable	ACG	375.00
Bond, Alka	01		Accounts Payable	MAP	306.00
Boston, Michael	01		Accounts Payable	ACG Bal	189.77
Boyer, Brianna	01		Accounts Payable	ACG	375.00
Brauer, Sylvia	01		Accounts Payable	PELL - Replacement	252.22
Brown, Angela	01		Accounts Payable	Direct Loan	612.45
Brown, Michelle	01		Accounts Payable	MAP	611.00
Brown, Michelle	01		Accounts Payable	PELL - Addtl - correction	153.00
Bryant, Brett	01		Accounts Payable	PELL	2,495.69
Cade, Eddie	01		Accounts Payable	PELL	2,223.56
Caldwell, Rashad	01		Accounts Payable	PELL	500.62
Cajamacho, Carlos	01		Accounts Payable	ACG2	650.00
Camacho, Carlos	01		Accounts Payable	Direct Loan	1,742.00
Carter, Megan	01		Accounts Payable	PELL	278.00
Celestino, Patricia	01		Accounts Payable	PELL	416.00
Claxton, Kaelin	01		Accounts Payable	PELL	2,775.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Coley, Jennifer	01		Accounts Payable	Online Refund	85.00
Contreras, Kiaya	01		Accounts Payable	ACG	375.00
Cook, Andrea	01		Accounts Payable	Online Refund	85.00
Cooper, Marry	01		Accounts Payable	Online Refund	418.49
Covella, Hayleigh	01		Accounts Payable	ACG2	650.00
Crowder, Addison	01		Accounts Payable	ACG	375.00
Cullen, Sheá	01		Accounts Payable	ACG	375.00
Dallgas-Frey, Aracely	01		Accounts Payable	PELL	1,388.00
Daniel, Julian	01		Accounts Payable	PELL - Replacement ck	1,870.22
Danzi, Jamie	01		Accounts Payable	Online Refund	60.00
Danzi, Michael	01		Accounts Payable	Online Refund	60.00
Davilo, Bianca	01		Accounts Payable	ACG2	650.00
Davilo, Denise	01		Accounts Payable	Online Refund	84.00
DeCrane, Carrie	01		Accounts Payable	PELL	497.09
DeCrane, Carrie	01		Accounts Payable	Direct Loan	1,742.00
Dearborn, Breanne	01		Accounts Payable	ACG2	325.00
Dettman, Paige	01		Accounts Payable	ACG	375.00
Diaz, Erial	01		Accounts Payable	ACG	375.00
Dimmig, Erica	01		Accounts Payable	ACG	375.00
Dingman, Julie	01		Accounts Payable	Online Refund	85.00
Diisch, Stéphanie	01		Accounts Payable	Direct Loan	138.79
Ditto, Shana	01		Accounts Payable	Online Refund	60.00
Dorn, Johnnise	01		Accounts Payable	ACG2	650.00
Driessens, Korissa	01		Accounts Payable	ACG	375.00
Duncan, Andria	01		Accounts Payable	ACG	375.00
Enlert, Brooke	01		Accounts Payable	ACG	375.00

PAYEE/VENDOR	FUND	ORGANIZATION	ITEM AMOUNT	
			ACCOUNT	COMMODITY
Elgin, Rebecca	01	Accounts Payable	ACG	375.00
Escobar, Nicolas	01	Accounts Payable	PELL	621.53
Esces, Judy	01	Accounts Payable	Online Refund	25.00
Faley, Stephanie	01	Accounts Payable	Online Refund	85.00
Filippi, Kristen	01	Accounts Payable	MAP-CORRECTION	84.00
Filippi, Kristen	01	Accounts Payable	ACG	375.00
Fitzsimmons, Jordan	01	Accounts Payable	Online Refund	99.00
Fondier, Erik	01	Accounts Payable	PELL	1,000.00
Foust, Beriah	01	Accounts Payable	PELL	534.80
Fridley, Lisa	01	Accounts Payable	Online Refund	85.00
Garcia, Anthony	01	Accounts Payable	PELL	513.00
Gaumer, Rhonda	01	Accounts Payable	Online Refund	85.00
Gilles, Katherine	01	Accounts Payable	Online Refund	60.00
Gounaris, Jonathon	01	Accounts Payable	PELL	2,775.00
Haas, Todd	01	Accounts Payable	ACG	375.00
Hall, Rebekah	01	Accounts Payable	PELL	2,775.00
Happ, Judy	01	Accounts Payable	Online Refund	30.00
Harden, Neka	01	Accounts Payable	ACG	375.00
Harris, Natasha	01	Accounts Payable	Direct Loan	995.00
Heaton, Brittany	01	Accounts Payable	ACG2	650.00
Heise, Sabrina	01	Accounts Payable	ACG	281.90
Heise, Samantha	01	Accounts Payable	ACG	375.00
Heniff, Luke	01	Accounts Payable	PELL	1,250.00
Heniff, Wesley	01	Accounts Payable	PELL	1,250.00
Herbig, Rebecca	01	Accounts Payable	Online Refund-replacement ck	233.00
Hermes, Lindsay	01	Accounts Payable	Direct Loan	223.36

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 10/21/10 to 11/22/10

RUN DATE: 11/11/10
TIME: 2:29 PM
PAGE: 5

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Hernandez, Stephanie	01	Accounts Payable	ACG2		650.00
Hitzeroth, Kelsey	01	Accounts Payable	PELL Bal		674.74
Horner, Tyler	01	Accounts Payable	Direct Loan		40.81
James, Angela	01	Accounts Payable	Online Refund		3,000.00
James, Sarah	01	Accounts Payable	ACG		375.00
Janssen, Christy	01	Accounts Payable	PELL		718.18
Johannsen, Jeffrey	01	Accounts Payable	ACG2		487.00
Johnson, Erin	01	Accounts Payable	ACG		375.00
Johnson, Jamie	01	Accounts Payable	PELL		2,775.00
Johnson, Julie	01	Accounts Payable	PELL		2,100.00
Jones, Dawn	01	Accounts Payable	ACG		85.00
Kelly, Britta	01	Accounts Payable	Online Refund		85.00
Kenhorst, Hannah	01	Accounts Payable	PELL		2,775.00
Krier, Allyssa	01	Accounts Payable	Refund-Fin Assistance Only		646.21
Kruse, Ethan	01	Accounts Payable	PELL		1,438.12
Lamb, Dylan	01	Accounts Payable	ACG		375.00
Lansford, Jaret	01	Accounts Payable	Foundation		200.00
Lauts, Matthew	01	Accounts Payable	PELL		600.00
Lee, Greg	01	Accounts Payable	Online Refund		85.00
Long, Lindsay	01	Accounts Payable	Online Refund		85.00
Lindley, Rollie	01	Accounts Payable	Online Refund		85.00
Lopez, Carlos	01	Accounts Payable	Direct Loan		361.39
Mann, Jillian	01	Accounts Payable	Refund-Fin Assistance Only		93.91
Manning, Sarah	01	Accounts Payable	ACG-Replacement ck		375.00
			PELL		1,388.00

PAYER/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Marschang, Sara	01		Accounts Payable	PELL	2,775.00
McBride, Shelby	01		Accounts Payable	Direct Loan	1,493.00
McDivitt, Devin	01		Accounts Payable	Direct Loan	1,707.18
McKee, Chelsey	01		Accounts Payable	PELL	2,231.50
Mainers, Robin	01		Accounts Payable	Online Refund	85.00
Mendoza, Benjamin	01		Accounts Payable	Direct Loan	1,035.78
Mietke, Erich	01		Accounts Payable	Online Refund	85.00
Miller, Gaye	01		Accounts Payable	Online Refund	65.00
Miller, Gaye	01		Accounts Payable	Online Refund	65.00
Miller, Maria	01		Accounts Payable	Direct Loan	720.00
Moore, Ronnie	01		Accounts Payable	Online Refund	75.00
Mosher, Ashley	01		Accounts Payable	ACG	187.00
Navarro, Jose	01		Accounts Payable	Online Refund	114.00
Near, Melanie	01		Accounts Payable	PELL	1,149.00
Nelson, Kelcy	01		Accounts Payable	ACG	83.58
Nesytro-Freske, Nancy	01		Accounts Payable	Online Refund	65.00
Neubauer, Aaron	01		Accounts Payable	Direct Loan	9.00
Nicklaus, Alexis	01		Accounts Payable	PELL	1,077.00
Oby, Tyree	01		Accounts Payable	ACG	255.67
Ohlwine, Debra	01		Accounts Payable	PELL	1,725.00
Olsen, Tammy	01		Accounts Payable	Direct Loan	498.00
Oros, Mary	01		Accounts Payable	Online Refund	85.00
Palmer, Gabriella	01		Accounts Payable	ACG	375.00
Pankey, Hallie	01		Accounts Payable	ACG	341.97
Peterson, Cecelia	01		Accounts Payable	ACG	375.00
Pierson, Heather	01		Accounts Payable	PELL	303.55

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Pohl, Amy	91	Accounts Payable	PELL		559.89
Pratt, Marissa	01	Accounts Payable	Online Refund		60.00
Rains, April	01	Accounts Payable	ACG		187.00
Reubin, Rose	01	Accounts Payable	Direct Loan		212.00
Reyes, Cody	01	Accounts Payable	PELL		1,388.00
Rivera, Jacob	01	Accounts Payable	Online Refund		387.00
Rivera, Nikolas	01	Accounts Payable	PELL		2,057.00
Roggy, Michael	01	Accounts Payable	Direct Loan		146.00
Romero, Jericho	01	Accounts Payable	Direct Loan Bal		261.00
Rosales, Britni	01	Accounts Payable	ACG		375.00
Sarabia, Jose	01	Accounts Payable	Direct Loan		1,742.00
Sarver, Veronica	01	Accounts Payable	Online Refund		25.00
Saunders, Jordan	01	Accounts Payable	ACG2		650.00
Saunders, Leah	01	Accounts Payable	ACG2		650.00
Schneider, Lee	01	Accounts Payable	PELL - corrected		706.04
Schrader, Gabriel	01	Accounts Payable	Dir. Loan Bal.		261.69
Schwartz, Tiffany	01	Accounts Payable	PELL		893.58
Shambbaugh, Kathleen	01	Accounts Payable	Online Refund		10.00
Sharkey, Judith	01	Accounts Payable	Online Refund		20.00
Sherich, Nathaniel	01	Accounts Payable	PELL		2,439.54
Sheriff, Kenisha	01	Accounts Payable	Direct Loan		1,742.00
Sigwards, Rosemary	01	Accounts Payable	Online Refund		60.00
Stoppel, Courtney	01	Accounts Payable	Online Refund		85.60
Smidt, Michael	01	Accounts Payable	Online Refund		288.00
Smith, John	01	Accounts Payable	Direct Loan		1,742.00
Smith, Kory	01	Accounts Payable	Direct Loan		535.37

PAYER/VENDOR	ORGANIZATION	FUND	ACCOUNT	COMMODITY	ITEM AMOUNT
Smith, Quentin	01		Accounts Payable	PELL	668.00
Smoot, Andrew	01		Accounts Payable	PELL	2,775.00
Smoot, Carrie	01		Accounts Payable	PELL	2,082.00
Soriano, Olivia	01		Accounts Payable	PELL	615.86
Sotelo, Betty	01		Accounts Payable	Direct Loan	1,742.00
Stanger, Katiynn	01		Accounts Payable	Dir In Bal	736.34
Stanley, Kayla	01		Accounts Payable	Direct Loan	925.00
Sterling, Courtney	01		Accounts Payable	ACG2	650.00
Summers, Cheissi	01		Accounts Payable	PELL	432.16
Tefiku, Aimir	01		Accounts Payable	PELL	851.15
Tintori, Angelica	01		Accounts Payable	Online Refund	171.50
Tufte, Stacy	01		Accounts Payable	ACG2	30.00
Urrutia, Lauren	01		Accounts Payable	Dir In - Correction	650.00
Vazquez, Cynthia	01		Accounts Payable	ACG	1.00
Velez, Britani	01		Accounts Payable	Refund-Fin Assistance-Only	375.00
Villegas, Evaristo	01		Accounts Payable	Direct Loan	900.00
Watts, Tamara	01		Accounts Payable	ACG	375.00
Weakley, Linda	01		Accounts Payable	Online Refund	30.00
Wetzel, Carly	01		Accounts Payable	ACG	375.00
Wetzel, Laura	01		Accounts Payable	Direct Loan	598.66
White, Jared	01		Accounts Payable	PELL	449.83
Wilkinson, Kathryn	01		Accounts Payable	ACG2	650.00
Williams, Aeriel	01		Accounts Payable	ACG	187.00
Williams, Brittany	01		Accounts Payable	PELL	848.59
Wissen, Marissa	01		Accounts Payable	PELL	278.00

Sauk Valley Community College
Check Register
From 10/21/10 To 11/22/10

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM</u>	<u>AMOUNT</u>
Wrage, Claire	01	Accounts Payable	ACG			375.00
Yarbrough, Dustin	01	Accounts Payable	Fndtn			500.00
Sterling Community Unit School D01		Other Payables	Refund for PBD Class D-Perales			20.00
Treasurer State of Illinois	01	Other Payables	FY 11 Unclaimed Property			981.49
Follett Bookstore	01	JTPA Whiteside B	Student Book Charges thru 11/5/10			354.45
Follett Bookstore	01	Vets Rehab B	Student Book Charges thru 11/5/10			32.70
Follett Bookstore	01	Vets Rehab B	Student Books			521.00
Follett Bookstore	01	Americorps	Student Book Charges thru 11/5/10			1,692.38
Engineered Plastic Systems (EPS)01		Scholarship Payable	Machen Memorial Bench			399.55
Consolidated Management Co	01	Cafeteria payable	PNUU ~ October 2010			2,528.00
Ward Murray Pace & Johnson P.C.	01	Legal Services	Legal Fees			3,196.00
Breeze Courier	01	Board of Trustees	Advertisement for Wind Turbine RFP			4.30
Sauk Valley Newspapers	01	Board of Trustees	Financial Statements			748.80
Andersen, Edward	01	Board of Trustees	Travel-ACCT Leadership			1,393.36
Fifth Third Bank	01	Board of Trustees	Travel-Andrew Bollman Springfield			145.01
Fifth Third Bank	01	President's Office	United Airlines Charge			39.00
Fifth Third Bank	01	President's Office	Lodging Springfield			123.19
Flowers Etc of Dixon Inc	01	President's Office	Flowers Karen Pincer			49.95
WNS Pub. News-Sentinel/The Review	01	College Relations's Office	FY 11 Renewal			30.00
Carroll County Review	01	College Relations's Office	Display Ad- College Night			112.50
Northern Public Radio	01	College Relations's Office	Live Stream Web Announcements			833.33
Sauk Valley Area Chamber of Commerce		College Relations's Office	Weekly Event Blast 10/18/10			25.00
Sauk Valley Newspapers	01	College Relations's Office	Monthly Advertising			3,767.70
Sauk Valley Newspapers	01	College Relations's Office	Advertising			5,109.40
WNS Pub. News-Sentinel/The Review	01	College Relations's Office	Advertising			420.00
Walnut Leader	01	College Relations's Office	Advertising			41.25

PAYER/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Withers Broadcasting	01	College Relations's Office	Advertising	Radio Advertising	863.45
Xerox Corporation	01	Printshop	Maintenance Services	Copier/Maint & Sply	351.13
Illinois Assoc for Institutional	01	Institutional Research & Plannin	Publications and dues	FY 11: Membership Dues	20.00
Gospodarczyk, Thomas	01	Institutional Research & Plannin	Conference/Meeting Expense	Travel-ACCT Toronto 10/22/10	27.28
Staples	01	Foundation	Office Supplies	Office Supplies	93.80
Viering, Amy	01	Foundation	Conference/Meeting Expense	Webinar 11/2/10	45.00
Edelbach, David	01	Professional Development	Conference/Meeting Expense	Travel-IAI Chemistry Panel Mtg	180.00
Hurd, Mary Ann	01	Professional Development	Conference/Meeting Expense	Travel-IBEA Conference 11/5/10	802.58
Mandrell, Jon	01	Professional Development	Conference/Meeting Expense	Travel- Springfield 10/21/10 Conference	353.64
Moritino, Ruth	01	Professional Development	Conference/Meeting Expense	Travel-ICCPA Teaching & Learning Conference	278.00
Smith, Brad	01	Professional Development	Conference/Meeting Expense	Travel- ISU Normal 10/29/10	115.00
Dorothy, Catherine	01	High School Relations	Conference/Meeting Expense	Travel-Area HS Registrations thru 9/27/10	31.50
Popp, Joseph	01	Art	Instructional Supplies	Art Supplies	44.00
Art Institute of Chicago	01	Art	Other Conference & Meeting	Admissions Art Trip 11/18/10	436.00
Wiersema Charter Service	01	Art	Other Conference & Meeting	Bus Rental-Art Trip 11/18/10	750.00
Mandrell, Jon	01	Criminal Justice	Conference/Meeting Expense	Travel-HCC for CIS Classes thru 10/25/10	105.00
Xerox Corporation	01	Office & Administrative Services	Instructional Supplies	Meter Usage OAS Lab	44.11
Crescent Electric Supply Co	01	Electronics	Instructional Supplies	Fuse's	113.11
Dowd, John	01	Electronics	Instructional Supplies	Supplies ELT Classes	45.56
MCM Electronics	01	Electronics	Instructional Supplies	Connector Modular Plug & Tmination Kit	232.93
Creative Printing	01	Electronics	Instructional Supplies	Business Cards - McPherson	45.00
Rockford Industrial Welding Supply	01	Electronics	Publications and dues	Argon & Electrode	1,053.21
Altorfer Inc	01	Wind Energy	Instructional Supplies	Equipment Rental	1,188.00
Carlson, Christopher	01	Wind Energy	Instructional Supplies	Supplies	50.40
Carlson, Christopher	01	Wind Energy	Instructional Supplies	Supplies	135.31
Grainger	01	Wind Energy	Instructional Supplies	Returned Supplies	1,739.54

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
<u>ACCOUNT</u>				
R H Hammer Jr., Inc	91	Wind Energy	Instructional Supplies	1,350.00
Fiorini, Anthony	01	General Education Degree	Conference/Meeting Expense	279.15
Wolfe, Sasha	01	General Education Degree	Conference/Meeting Expense	102.40
Menards	01	Testing Center	Office Supplies	40.29
Quill Corporation	01	Dean of Health Professions	Office Supplies	123.40
Shoplet.com	01	Dean of Health Professions	Office Supplies	284.12
DeKroft-Metz and Co., Inc	01	Associate Degree Nursing	Office Supplies	63.47
DeKroft-Metz and Co., Inc	01	Associate Degree Nursing	Instructional Supplies	144.23
Miller, Joann	01	Nurse Assistant	Conference/Meeting Expense	140.00
SourceOne Healthcare Technology	01	Licensed Practical Nursing	Instructional Supplies	56.29
Hopkins Medical Products	01	Licensed Practical Nursing	Maintenance Services	22.90
Fifth Third Bank	01	Radiologic Technology	Instructional Supplies	100.00
Francisco, Cassandra	01	Radiologic Technology	Instructional Service Contracts	119.88
Jakubczak, Kerri	01	Radiologic Technology	Conference/Meeting Expense	406.50
Kishwaukee College	01	NION	Instructional Supplies	482.50
Carolina Biological Supply Co	01	Biology	Instructional Supplies	900.00
Wood, Therese	01	Biology	Instructional Supplies	507.70
Pfeifer, Alan	01	Dean of Information Systems	Instructional Supplies	63.14
Fifth Third Bank	01	Learning Resource Center	Instructional Supplies	11.40
The Library Store, Inc.	01	Learning Resource Center	Library Supplies	7.96
Amazon.com	01	Learning Resource Center	Library Supplies	154.00
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	12.25
Gale Group	01	Learning Resource Center	Books and Binding Costs	171.48
		Books and Binding Costs	Books for Library	3,868.93
		Books and Binding Costs	Library Books/Videos	1,985.16
		Books and Binding Costs	Intl Dir Co Hist Vl16	584.30

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
EBSCO	01	Learning Resource Center	Publications and Dues	Rate Adjustment.	3.00
Fifth Third Bank	01	Learning Resource Center	Publications and Dues	Subscription Chronicle Higher Ed	82.50
Rockford Register Star	01	Learning Resource Center	Publications and Dues	FY 11 Renewal	340.60
Sault Valley Newspapers	01	Learning Resource Center	Publications and Dues	FY 11 Renewal	182.50
Armstrong, Melanie	01	Learning Resource Center	Conference/Meeting Expense	Travel- Illinois State Library Springfield 10/6/11	190.00
Armstrong, Melanie	01	Learning Resource Center	Conference/Meeting Expense	Travel- U of I Springfield	195.00
CDW-G	01	Academic Computing	Instructional Supplies	Custom Key Lock Ultra	627.61
Unique Computer	01	Academic Computing	Instructional Supplies	Power Supply	118.00
Unique Computer	01	Academic Computing	Instructional Supplies	LCD Monitor	470.00
CDW-G	01	Academic Computing	Instructional Technology Material	VHS Video Tapes	389.34
Fifth Third Bank	01	Academic Computing	Instructional Technology Material	Staples	169.97
Harland Technology Services	01	Administrative Computing	Maintenance Services	Scantools Plus App Dev	240.00
RMS Technology Solutions LLC	01	Administrative Computing	Maintenance Services	HP Blade Maintenance	1,176.00
Toner Tech Plus	01	Administrative Computing	Office Supplies	Ink	548.55
Unique Computer	01	Administrative Computing	Office Supplies	Ink	308.80
Unique Computer	01	Administrative Computing	Office Supplies	Ink	174.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink	188.95
Unique Computer	01	Administrative Computing	Office Supplies	ISB Data Traveler	312.00
American Registry for Internet No1		Administrative Computing	Computer Software	AS Numbers	500.00
American Registry for Internet No1		Administrative Computing	Computer Software	Registry for IP Addresses	2,250.00
Four Winds Interactive LLC	01	Administrative Computing	Computer Software	Software Installed & Maintenance	4,160.00
Oracle America Inc	01	Administrative Computing	Computer Software	Software Support 7/27/10-10/26/10	9.22
Priton Group, LLC	01	Administrative Computing	Computer Software	October Hosting Fees	2,816.00
Sungard Higher Education Inc	01	Administrative Computing	Computer Software	Maintenance	69,513.00
American Wind Energy Assoc (AWEA)01		Administrative Computing	Publications and Dues	FY 11 Dues	250.00
Fifth Third Bank	01	Dean of Student Services	Office Supplies	Toners	402.00

PAYER/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Illinois Community College Chiefo1	01	Dean of Student Services	Publications and Dues	FY 11 Dues.	50.00
Josten's Inc	01	Commencement	Other Supplies	Black Covers	911.49
Creative Printing	01	School District Liason	Office Supplies	Business Cards-C Dorothy	45.00
Breed, Thomas	01	School District Liason	Conference/Meeting Expense	Travel- Area High School Visits thru 10/19/10	173.00
Fifth Third Bank	01	School District Liason	Conference/Meeting Expense	Wal-Mart Cross Cultural	62.38
Fifth Third Bank	01	School District Liason	Conference/Meeting Expense	Angelo's II Student Ambassadors Mtg	90.75
Illinois Comm Coll Admision & R01	01	Admissions, Records & Placement	Publications and Dues	FY 11 Dues.	40.00
Medema, Pamela	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel- IACAO Conference	549.46
Fordyce, Kristina	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-FLASFA Conf 11/4/10	106.00
Jackson, Robin	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-ICQ Workshop 10/15/10	60.00
Stiebel, Debra	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Deposit Hotel 11/29/10 Dept of Ed	185.00
Lee Wayne	01	Counseling	Office Supplies	Magnets for Health Living Fair	98.39
Fifth Third Bank	01	Counseling	Conference/Meeting Expense	Hotel-Conference 9/8/10	134.50
Illinois College Counseling Assoc01	01	Counseling	Consultants	Conference Fee 2/14/2011	55.00
DePuy, Jeanne	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement F 2010	690.00
New Media Learning llC	01	Other Institutional	Postage	Preventing Workplace Harassment	4.000.00
Federal Express Corp	01	Other Institutional	Postage	Fed Ex Charges	13.61
Qnli Corporation	01	Other Institutional	Postage	Mailing Labels- Bulk Mailings	45.85
Transworld Systems, Inc	01	Other Institutional	Financial Charges & Adjustments	Balance due for Collections	250.25
Anderdon Vépner, Lisa	01	NCA Accreditation	Office Supplies	Self Study -Give Away	32.03
Classic Graphics Industries, Inc01	01	Business Office	Office Supplies	1098 T COPY	197.81
Moore Wallace Company	01	Business Office	Office Supplies	W-2 Employee Copy	178.97
Transworld Systems, Inc	01	Business Office	Office Supplies	Accounts for Collections	3,125.00
Breed, Nancy	01	Business Office	Conference/Meeting Expense	Travel-Thru 10/18/10	147.00
Kansas City Marriott Downtown H001	01	Business Office	Conference/Meeting Expense	Travel-Hotel TournNet Conf. 11/7/10	506.56
Meyer, Paula	01	Business Office	Conference/Meeting Expense	Travel-ICCRM	115.40

PAYER/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
TouchNet, Inc	01	Business Office	Conference/Meeting Expense	Travel-Conference Fee 11/7/2010	595.00
Parkland College	01	Tuition Chargeback	Tuition Chargeback	Chargeback for F 2010	9,459.45
Southeastern Illinois College	01	Tuition Chargeback	Tuition Chargeback	Chargeback Summer 2010 Semester	1,298.16
JEM Resource Partners	01	Personnel Office	Consultants	Monthly Admin Fee	150.00
Rilini Trophy	01	Personnel Office	Office Supplies	Name Badges	51.00
Sauk Valley Newspapers	01	Personnel Office	Recruitment	Recruitment Ads October 2010	2,251.58
Date, Julie	010100	CCS Personal Workshops	Consultants	PPD Beginning Ballroom Dance F 2010	528.00
Haley, Dezarae	010100	CCS Personal Workshops	Consultants	PPD Class Crochet I F 2010	126.00
Haley, Dezarae	010100	CCS Personal Workshops	Consultants	PPD F 10 Intro to Knitting	120.00
Hood, Kay A.	010100	CCS Personal Workshops	Consultants	PPD Class Additional Fee	40.00
Illinois Valley Community College	010100	CCS Personal Workshops	Consultants	Aug & Sept CDU Classes	28,612.00
Lueders, Barbara	010100	CCS Personal Workshops	Consultants	PPD Class City Chickens F 10	80.00
Manderbach, Patricia	010100	CCS Personal Workshops	Consultants	F 10 Therapy Dog Training	840.00
Pack, William	010100	CCS Personal Workshops	Consultants	Performance for the Haunting 10/26/10	575.00
Stevens, Mary	010100	CCS Personal Workshops	Consultants	Additional Beginning Class F 2010	125.00
Treend, Gayle	010100	CCS Personal Workshops	Consultants	PPD Class Basic Selling E-Bay F 2010	420.00
Treter, Jean	010100	CCS Personal Workshops	Consultants	PPD Class Wilton Cake Decorating F 10	200.00
ACT INC	010100	CCS Professional Workshops	Office Supplies	WorkKeys Testing	251.50
ACT INC	010100	CCS Professional Workshops	Office Supplies	WorkKeys Testing UPM Raflatac	9.50
SBM Business Equipment Center	010100	CCS Professional Workshops	Instructional Supplies	Repair BGC Binding Machine	76.50
H-O-H Water Technology Inc	02	Maintenance	Maintenance Services	Monthly Water Treatment Oct 2010	801.20
Heat-Co. Mechanical, Inc.	02	Maintenance	Maintenance Services	Repairs to Heating Unit	2,404.47
Northwest Mechanical Inc	02	Maintenance	Maintenance Services	Quarly Contract HVAC Maintenance	1,440.50
Plunkett's Pest Control	02	Maintenance	Maintenance Services	Monthly Pest Control	75.00
Schmitt Plumbing & Heating, Inc	02	Maintenance	Maintenance Services	Testing Backflow Preventers	400.00
Stenstrom Petroleum Services Gro02		Maintenance	Maintenance Services	Annual Inspection of Gas & Diesel Tank Sensors	246.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
T D Kurtz Glass	02	Maintenance	Maintenance Services	Repair Window-Science Lab Area	140.00
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Lamps	200.00
Grainger	02	Maintenance	Maintenance Supplies	V-belts	274.16
Grainger	02	Maintenance	Maintenance Supplies	Fuse Holder & Valve Check	356.24
Menards	02	Maintenance	Maintenance Supplies	Drill	156.97
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	62.85
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	81.67
State of Illinois	02	Maintenance	Maintenance Services	State Inspection	420.00
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	63.16
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	60.98
AmSan LLC	02	Custodial	Maintenance Supplies	Drilled covers & gaskets	123.03
Menards	02	Custodial	Maintenance Supplies	Replacement Toilet Seats	47.88
Menards	02	Custodial	Maintenance Supplies	Custodial Supplies	68.87
Midland Paper	02	Custodial	Maintenance Supplies	Ice Melt	387.50
Quill Corporation	02	Custodial	Maintenance Supplies	Dry Markers	140.00
Bonwell Industries Inc	02	Grounds	Maintenance Services	Repairs to F350 Truck	106.40
Jeff's Automotive	02	Grounds	Maintenance Services	Oil Change 2003 Pick up	39.52
Mike's Repair Service	02	Grounds	Maintenance Services	Check Edger	25.00
Burris Equipment	02	Grounds	Maintenance Supplies	Lower Hose	40.13
Fifth Third Bank	02	Grounds	Maintenance Supplies	Birkey's	511.18
Grainco FS, Inc	02	Grounds	Maintenance Supplies	Green Yard / Turf Fertilizer	812.20
Menards	02	Grounds	Maintenance Supplies	Grinding Wheel Grounds Supplies	51.93
Midland Paper	02	Grounds	Maintenance Supplies	Ice Melt	387.50
Napa Auto Parts	02	Grounds	Maintenance Supplies	Battery Terminals	133.55
North's Oil Company, Inc	02	Grounds	Maintenance Supplies	Diesel Fuel	1,454.00
Peabody's, Inc.	02	Grounds	Maintenance Supplies	Instrument Cluster 16 pin	298.19

PAYER/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Constellation New Energy (CNE - 02	Utilities	Gas	Gas Purchase Oct 2010		6,552.00
Nicor Gas	02	Utilities	Gas	Gas Services	157.90
Nicor Gas	02	Utilities	Gas	Gas Services	784.14
Commonwealth Edison	02	Utilities	Electricity	Electricity	22.15
Commonwealth Edison	02	Utilities	Electricity	Electricity	39.45
Exelon Energy	02	Utilities	Electricity	Electricity	27,488.64
City of Dixon	02	Utilities	Water, Sewer	Sludge Waste Sept 2010	160.00
City of Dixon	02	Utilities	Water, Sewer	Testing 10/15/10	51.00
Crescent Electric Supply Co.	02	Utilities	Water, Sewer	Lamps	502.00
Friary Lumber & Supply	02	Utilities	Water, Sewer	Salt Water Softners	330.75
H & S Wastewater	92	Utilities	Water, Sewer	Monthly Water Treatment	425.00
McMaster Carr Supply Company	02	Utilities	Water, Sewer	Air/Water Hose	56.81
Napa Auto Parts	02	Utilities	Water, Sewer	Air Filter-Sewer Plant	33.53
Northern Safety & Industrial	02	Utilities	Water, Sewer	Sewer Plant Supplies	117.76
USA Bluebook	02	Utilities	Water, Sewer	Cherne Grippers & Pipe Plug	15.74
CenturyLink	02	Utilities	Telephone	Monthly Telephone Bill	1,861.57
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	2,601.37
United States Cellular	02	Utilities	Telephone	Van Cell Phones	47.78
Verizon Wireless	02	Utilities	Telephone	Dr. Michel's Cell Phone Charges	99.63
Moring Disposal Inc	02	Utilities	Refuse Disposal	Monthly Trash Removal Service 10/2010	226.00
Qhill Corporation	02	Building and Grounds Adminstrat	Office Supplies	Office Supplies	102.91
Ditto, John	92	Building and Grounds Adminstrat	Conference/Meeting Expense	Travel-Facility Conference Las Vegas	165.86
T D Kurtz Glass	02	Cafeteria	Maintenance Services	Replacement Glass/Fryer	315.34
AVI Systems Inc	030200	Fund Bond- Instruc & Computer	Capital Supplies	32" Touchscreen	2,061.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Unique Computer	030200	Fund Bond- Instruc & Computer	Capital Supplies	Computer	1,925.00
Youngren's Refrigeration, Inc	030200	Fund Bond- Facilities	Service Equipment	Ice Machine	2,713.15
Ace Hardware	030200	Fund Bond- Furniture & Office	Capital Supplies	Propane Tanks	245.96
Crescent Electric Supply Co	030200	Fund Bond- Other	Building Remodeling	Electrical T-2	213.74
Menards	030200	Fund Bond- Other	Building Remodeling	Electrical Supplies T-2	1,838.81
Menards	030200	Fund Bond- Other	Building Remodeling	Entry Lockset T-2	22.97
Menards	030200	Fund Bond- Other	Building Remodeling	T-2 Remodel Supplies	190.10
Menards	030200	Fund Bond- Other	Building Remodeling	Remodel Supplies T2	56.19
T D Kurtz Glass	030200	Fund Bond- Other	Building Remodeling	Replacement Glass Pane T2 Upgrade	51.47
Damhoff, Russ	050600		Petty Cash	Petty Cash for Basketball Door	109.00
Anderson, Rod	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
Anderson, Rod	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	120.00
Berlage, Mike	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Brunts, Lenny	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
Brunts, Lenny	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	120.00
Bunton, Craig	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	120.00
Damhoff, Russ	050600	Men's Basketball	Other Contractual Services	Scrimmage K. Sofolo 10/14/10	20.00
Firebaugh, Rich	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	120.00
Fitzpatrick, Sean	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	120.00
Gilmire, Todd	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	120.00
Hill, Rod	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	120.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Hubbell, Jacob	050600	Men's Basketball		Other Contractual Services	20.00
Hubbell, Jacob	050600	Men's Basketball		Other Contractual Services	20.00
Hubbell, Jacob	050600	Men's Basketball		Other Contractual Services	20.00
Hubbell, Jacob	050600	Men's Basketball		Other Contractual Services	20.00
Kibberg, Jake	050600	Men's Basketball		Other Contractual Services	50.00
Kibberg, Jake	050600	Men's Basketball		Other Contractual Services	120.00
King, Don	050600	Men's Basketball		Other Contractual Services	50.00
Lasek, Tony	050600	Men's Basketball		Other Contractual Services	50.00
Leitner, Randy	050600	Men's Basketball		Other Contractual Services	120.00
Leitner, Randy	050600	Men's Basketball		Other Contractual Services	120.00
Leitner, Randy	050600	Men's Basketball		Other Contractual Services	50.00
Massarolo, Randy	050600	Men's Basketball		Other Contractual Services	120.00
Mottor, Kevin	050600	Men's Basketball		Other Contractual Services	120.00
Nelson, Jeff	050600	Men's Basketball		Other Contractual Services	120.00
Petersen, Timothy	050600	Men's Basketball		Other Contractual Services	120.00
Pownall, Pat	050600	Men's Basketball		Other Contractual Services	120.00
Scenic Stage Line, Inc.	050600	Men's Basketball		Other Contractual Services	344.00
Strating, James A.	050600	Men's Basketball		Other Contractual Services	20.00
Strating, James A.	050600	Men's Basketball		Other Contractual Services	60.00
Strating, James A.	050600	Men's Basketball		Other Contractual Services	20.00
Strating, James A.	050600	Men's Basketball		Other Contractual Services	20.00
Strating, James A.	050600	Men's Basketball		Other Contractual Services	120.00
Worthington, Patrick	050600	Men's Basketball		Other Contractual Services	20.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Worthington, Patrick	050600	Men's Basketball		Men's Basketball Game	60.00
Worthington, Patrick	050600	Men's Basketball		Men's Basketball Game	20.00
Worthington, Patrick	050600	Men's Basketball		Men's Basketball Game	20.00
Worthington, Patrick	050600	Men's Basketball		Men's Basketball Game	20.00
Worthington, Patrick	050600	Men's Basketball		Men's Basketball Game	20.00
Consolidated Management Co	050600	Men's Basketball		Men's Basketball Game	20.00
Sauk Valley Newspapers	050600	Men's Basketball		Men's Basketball Game	20.00
Temple's Sporting Goods	050600	Men's Basketball		Men's Basketball Game	20.00
Temple's Sporting Goods	050600	Men's Basketball		Men's Basketball Game	20.00
Damhoff, Russ	050600	Men's Basketball		Men's Basketball Game	20.00
Cox, Richard	050600	Cross Country		Cross Country Meet 10/16/10	200.57
Depasquale, Tom	050600	Cross Country		Cross Country Meet 10/16/10	25.00
Hartz, Dennis	050600	Cross Country		Cross Country 10/16/10	25.00
Breadlove's Sporting Goods Inc	050600	Cross Country		Cross Country 10/16/10	25.00
Sullivan, Michael	050600	Cross Country		Jz Red Tees	191.75
Emerald Hill Golf & Learning Cen	050600	Golf		Cross Country Supplies	180.37
Emerald Hill Golf & Learning Cen	050600	Golf		Sauk Valley Invite 9/24/10	1,578.00
Williams, David	050600	Golf		Golf Balls for Invite	80.00
Consolidated Management Co	050600	Men's Baseball		Travel -Region IV Championship	447.55
Temple's Sporting Goods	050600	Men's Baseball		Cookies/BB	11.00
Valdez, Rene	050600	Men's Baseball		Batting Helmet Decals	64.93
Kipping, Sara	050600	Men's Tennis		Travel -BB Rockford 10/19/10	235.29
Blackburn, Jan	050600	Women's Basketball		Adidas Shirts	18.18
Blackburn, Jan	050600	Women's Basketball		Other Contractual Services	26.00
Gilliland, Dave	050600	Women's Basketball		Other Contractual Services	26.00
Rubbell, Jacob	050600	Women's Basketball		Other Contractual Services	126.00

PAYER/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	
				ITEM	AMOUNT
Hubbell, Jacob	050600	Women's Basketball	Other Contractual Services		20.00
Huffman, Scott	050600	Women's Basketball	Other Contractual Services		120.00
Jones, Rocky	050600	Women's Basketball	Other Contractual Services		120.00
Middleton, Drew	050600	Women's Basketball	Other Contractual Services		120.00
Peyton, Jeff	050600	Women's Basketball	Other Contractual Services		120.00
Scenic Stage Line, Inc.	050600	Women's Basketball	Other Contractual Services		1,075.91
Stone, Donald	050600	Women's Basketball	Other Contractual Services		120.00
Strating, James A.	050600	Women's Basketball	Other Contractual Services		20.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		20.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		20.00
Consolidated Management Co	050600	Women's Basketball	Other Contractual Services		10.00
Sauk Valley Newspapers	050600	Women's Basketball	Other Supplies		72.50
Temple's Sporting Goods	050600	Women's Basketball	Other Supplies		1,054.99
Black Hawk College	050600	Women's Basketball	Other Conference & Meeting		110.00
Johnson, Jeddiah	050600	Women's Basketball	Other Conference & Meeting		131.73
Johnson, Jeddiah	050600	Women's Basketball	Other Conference & Meeting		151.47
Moraine Valley Community College	050600	Women's Tennis	Conference/Meeting Expense		118.75
Love, Robert	050600	Women's Softball	Other Contractual Services		200.66
Chapman, Michael	050600	Women's Volleyball	Other Contractual Services		90.00
Chapman, Michael	050600	Women's Volleyball	Other Contractual Services		90.00
Chapman, Michael	050600	Women's Volleyball	Other Contractual Services		120.00
Dougherty, Kevin	050600	Women's Volleyball	Other Contractual Services		90.00
Elder, William	050600	Women's Volleyball	Other Contractual Services		90.00
Hall, DeeDee	050600	Women's Volleyball	Other Contractual Services		15.00
Hall, DeeDee	050600	Women's Volleyball	Other Contractual Services		15.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Hall, DeBee	050600	Women's Volleyball	Other Contractual Services	Women's volleyball Game	15.00
Humphrey, Candace	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	90.00
Jacobs, Jasmine	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	15.00
Jacobs, Jasmine	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	15.00
Jacobs, Jasmine	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	15.00
Jacobs, Jasmine	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	15.00
Lockhart, Nascha	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	15.00
Lockhart, Nascha	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	15.00
Lockhart, Nascha	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	15.00
Wide, Jazmyne	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	15.00
Wide, Jazmyne	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	15.00
Wide, Jazmyne	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	15.00
Williams, Shamika	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	15.00
Williams, Shamika	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	15.00
Worthington, Patrick	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	20.00
Worthington, Patrick	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	20.00
Worthington, Patrick	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	20.00
Consolidated Management Co.	050600	Women's Volleyball	Other Supplies	Cookies/VB	8.00
Country Floral	050600	Women's Volleyball	Other Supplies	Flowers/Balloons for Sophomore Night	74.00
Temple's Sporting Goods	050600	Women's Volleyball	Other supplies	Warm Up Pants	288.72
Howell, Jay	050600	Women's Volleyball	Other Conference & Meeting	Travel- BlackHawk East 10/13	66.05
Howell, Jay	050600	Women's Volleyball	Other Conference & Meeting	Travel- 10/20/10	193.15
Howell, Jay	050600	Women's Volleyball	Other Conference & Meeting	Travel- 11/6/10	161.69
Aramark Uniform Services Inc	050600	General Athletics	Other Contractual Services	Towel Service	416.59
Gramer, David	050600	General Athletics	Other Contractual Services	Men's Basketball Game	90.00
Holland, Micah	050600	General Athletics	Other Contractual Services	Men's Basketball Game	130.00

<u>PAYER/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Holland, Micah	050600	General Athletics	Other Contractual Services	Women's Volleyball Game	50.00
Holland, Micah	050600	General Athletics	Other Contractual Services	Women's Volleyball Game	50.00
Holland, Micah	050600	General Athletics	Other Contractual Services	Men's Basketball Game	70.00
Holland, Micah	050600	General Athletics	Other Contractual Services	Women's Volleyball Game	50.00
Peterson, Erik	050600	General Athletics	Other Contractual Services	Men's Basketball Game	90.00
Moreno, Luis	050600	Student Activities	Consultants	Cash For Halloween Dance Prizes 10/29/10	275.00
Tope, Barry	050600	Student Activities	Consultants	Halloween Dance DJ 10/29/10	450.00
Fifth Third Bank	050600	Student Activities	Conference/Meeting Expense	Hotel/Events Nascar	186.94
Stewart Beverage Corp	050600	Student Activities	Conference/Meeting Expense	Free For Fall Pop	263.00
Viering, Taylor	050600	Student Activities	Conference/Meeting Expense	Travel- APCA Conference 11/6/10	35.83
Fifth Third Bank	050600	Student Government	Other Conference & Meeting	Open House/Student Leadership	261.13
Menards	050600	Drama	Other Materials and Supplies	Tool Chest Combo	99.98
Menards	050600	Drama	Other Materials and Supplies	Supplies	160.47
Menards	050600	Drama	Other Materials and Supplies	Supplies	134.54
Waters, Ethan	050600	Drama	Other Materials and Supplies	Production Assistance F 10	380.00
Capital University	050600	Speech & Readers Theater	Other Conference & Meeting	Conference Fee Petit Jean Performance	1,940.00
Hedrick, Jason	050600	Speech & Readers Theater	Other Conference & Meeting	Lodging Mo	461.42
Hedrick, Jason	050600	Speech & Readers Theater	Other Conference & Meeting	90% Advance Food Petit Jean 10/20/10	765.00
Broadcast Music, Inc (BMI)	050600	Music	Other Contractual Services	FY 11 Renewal	674.89
Jeff's Automotive	050800	Transportation	Maintenance Services	Oil Change-Mini Van	32.15
Fifth Third Bank	050800	Transportation	Vehicle Supplies	I-PASS	40.00
Fifth Third Bank	050800	Transportation	Vehicle Supplies	Fuel Purchases	706.28
Butler Benefit Service Inc	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	13,460.34
Butler Benefit Service Inc	051000	Medical Insurance	Dependent Stop Loss	Dependent Stop Loss	10,078.85
Butler Benefit Service Inc	051000	Medical Insurance	Precertification	Precertification	565.25
Butler Benefit Service Inc	051000	Medical Insurance	Cobra Conversion	Cobra Conversion	40.00

<u>PAYER/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Butler Benefit Service Inc	051000	Medical Insurance	Administrative Costs	Administrative	3,849.05
Butler Benefit Service Inc	051000	Medical Insurance	Group Stop Loss	Aggregate Stop Loss	1,248.31
SEM Business Equipment Center	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Copier Charges	58.00
Quill Corporation	062050	SOS VITAL Grant	Office Supplies	Office Supplies	233.49
Vock, Zully	062060	SOS VITAL Grant	Office Supplies	Ink for Office Copier	41.61
Cengage Learning	062060	SOS VITAL Grant	Instructional Supplies	Basic Text Books	957.62
McGraw-Hill Companies	062060	SOS VITAL Grant	Instructional Supplies	Books	696.65
New Readers Press	062060	SOS VITAL Grant	Instructional Supplies	Spelling Books	161.70
Pearson Education	062060	SOS VITAL Grant	Instructional Supplies	Books	670.07
The Center	062060	SOS VITAL Grant	Conference/Meeting Expense	Conference Fee 12/3/10	180.00
Cooper, Lana	062060	SOS VITAL Grant	Other Conference & Meeting	Supplies for In service Workshop	87.31
State Universities Retirement Sy063011		Student Support Services Grant	SURS	Matching Funds	403.82
State Universities Retirement Sy063011		student Support Services Grant	SURS	Matching Funds	575.20
Kooshesh, Cyrus	063011	Student Support Services Grant	Conference/Meeting Expense	Travel- Illinois State Campus Visit 10/1/10	82.53
Kooshesh, Cyrus	063011	Student Support Services Grant	Conference/Meeting Expense	Refreshments for SSS Workshop	40.22
State Universities Retirement Sy063020		Perkins- Learning Assistance Cen.	SURS	Matching Funds	59.05
State Universities Retirement Sy063020		Perkins- Learning Assistance Cen	SURS	Matching Funds	56.95
State Universities Retirement Sy063020		Perkins IIC	SURS	Matching Funds	62.06
State Universities Retirement Sy063020		Perkins IIC	SURS	Matching Funds	62.92
Staples	063020	Perkins IIC	Other Materials and Supplies	Office Supplies	30.49
Scenic Stage Line, Inc	063020	Perkins IIC	Conference/Meeting Expense	Bus Service Rad Tech 11/29/10	731.90
Sotelo, Kathleen	063020	Perkins IIC -Professional Develop	Conference/Meeting Expense	Travel-Perkins Workshop	127.40
Kidder, Mary	063020	Perkins IIC -General Administrat.	Conference/Meeting Expense	Travel- Instructor Observations	64.00
State Universities Retirement Sy063020		Perkins IIC -Special Populations	SURS	Matching Funds	34.93
State Universities Retirement Sy063020		Perkins IIC -Special Populations	SURS	Matching Funds	31.52
Becker, Kavlene	063020	Perkins IIC -Special Populations	Consultants	Notetaker SOC ILL 10/20/10	82.50

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Boesen, Edward	063020	Perkins IIC -Special Populations	Consultants	Notetaker MAT 121 thru 10/14/10	115.50
Brown, Kacie	063020	Perkins IIC -Special Populations	Consultants	Notetaker CIS 109 thru 10/14/10	22.69
Culver, Stephanie	063020	Perkins IIC -Special Populations	Consultants	Notetaker MAT 115 10/21/10	80.44
Ennenbach, Jessica	063020	Perkins IIC -Special Populations	Consultants	Notetaker SOC 251 10/20/10	51.56
Filippi, Kirsten	063020	Perkins IIC -Special Populations	Consultants	Notetaker CHEM 105 Lab	123.75
Flynn, Larissa	063020	Perkins IIC -Special Populations	Consultants	Notetaker MAT 115 10/20/10	57.75
Gonzalez, Jessica	063020	Perkins IIC -Special Populations	Consultants	Notetaker BIO 120 10/20/10	90.75
Grobie, Heather	063020	Perkins IIC -Special Populations	Consultants	Notetaker BIO 104 10/21/10	84.56
Gurley, Brandon	063020	Perkins IIC -Special Populations	Consultants	Notetaker ENG 091 10/20/10	12.38
Harkins, Chloe	063020	Perkins IIC -Special Populations	Consultants	Notetaker SPE 131 thru 10/22/10	107.25
Haye, Adrienne	063020	Perkins IIC -Special Populations	Consultants	Notetaker PSY 099 10/21/10	72.19
Jones, Kaylee	063020	Perkins IIC -Special Populations	Consultants	Notetaker PSY 103 10/21/10	92.81
Kaiser, Jennifer	063020	Perkins IIC -Special Populations	Consultants	Notetaker BIO 108 thru 10/21/10	160.88
Kenady, Kaitlyn	063020	Perkins IIC -Special Populations	Consultants	Notetaker ACC 101 thru 10/20/10	191.81
Kerr, Lauren	063020	Perkins IIC -Special Populations	Consultants	Notetaker MAT 121 thru 10/20/10	43.31
Leinere, Stephanie	063020	Perkins IIC -Special Populations	Consultants	Notetaker MAT 072 thru 10/20/10	103.13
Ligons, Ellie	063020	Perkins IIC -Special Populations	Consultants	Notetaker SPE 131 10/14/10	33.00
McKenna, Ryan	063020	Perkins IIC -Special Populations	Consultants	Notetaker CJS 130 thru 10/20/10	154.69
Mitchell, Nancy	063020	Perkins IIC -Special Populations	Consultants	Notetaker MAT 074 thru 10/21/10	146.44
Neison, Natassia	063020	Perkins IIC -Special Populations	Consultants	Notetaker PSY 200 thru 10/20/2010	181.50
Robinson, Nickolas	063020	Perkins IIC -Special Populations	Consultants	Notetaker MAT 074 10/21/10	82.50
Schuyver, Cynthia	063020	Perkins IIC -Special Populations	Consultants	Notetaker BIO 108 10/18/10	84.56
Slusser, Breana	063020	Perkins IIC -Special Populations	Consultants	Notetaker EMG 091 10/21/10	12.38
Tenboer, Kerrie	063020	Perkins IIC -Special Populations	Consultants	Notetaker BIO 120 thru 10/19/10	113.44
Urrutia, Lauren	063020	Perkins IIC -Special Populations	Consultants	Notetaker MAT 076 10/19/10	88.69
Welch, Luke	063020	Perkins IIC -Special Populations	Consultants	Interpreter thru 10/14/10	1,350.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Weiler, Jessica	063020	Perkins IIC -Special Populations	Consultants	Notetaker CIS 109 thru 10/20/10	1,622.94
Yancy, Veronica	063020	Perkins IIC -Special Populations	Consultants	Notetaker ACC 101 10/21/10	72.19
Center for Sight & Hearing	063020	Perkins IIC -Special Populations	Other Contractual Services	Interpreter	1,350.00
Cypra, Dana	063020	Perkins IIC -Special Populations	Other Contractual Services	Sign Language Interpreter	247.50
Smith, Donna	063020	Perkins IIC -Special Populations	Other Contractual Services	Interpreter	2,310.00
Smith, Donna	063020	Perkins IIC -Special Populations	Other Contractual Services	Interpreter	510.00
Prophetstown High School	063030	Perkins IIE Tech Prep	Other	Claim #8 Supplies	3,156.76
Rock Falls High School	063030	Perkins IIE Tech Prep	Other	Tech Prep Claim 2 Fall 2010	395.00
St. Louis Regional Processing Off	063075	Federal Vets Post 9 11 Grant	Other Federal Gov. Sources	Refund Duplicate Payment M Mahaffey F 10	656.00
Accurate Biometrics, Inc.	063075	IDHS AmeriCorps - Member Activit	Other Contractual Services	Fingerprinting Jun-Oct 2010	1,575.00
Crestline Company	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Fleece Zip Away Jackets	459.79
Myron Corp.	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Member Xmas gift	243.20
Earl, Sabrina	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel- Area Site Visits thru 9/28/10	438.70
Eisenberg, Brittney	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel- Site Meeting 10/08/10	60.80
Whitfield, Heather	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-Site Meeting	62.70
Hoodin, Sarah	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Event Supplies for Event 10/21/10	21.46
Zearing, Teresa	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel- Opening Day 10/21/10	25.00
State Universities Retirement Sys	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	232.50
State Universities Retirement Sys	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	553.54
Earl, Sabrina	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel- Area Site & Opening Day thru 11/2/10	467.60
Superior Environmental Corp	063088	Community Renewable Energy ARRA	Consultants	NEPA for Wind Turbin	639.03
Williett, Hoffmann & Associates, Inc	1063088	Community Renewable Energy ARRA	Consultants	Engineering Services Wind Turbine	656.15
Hamilton, Jane	101060	Magic Club	Other	Magic Club Purchase 10/13/10	200.00
Hamilton, Jane	101060	Magic Club	Other	Magic Club Purchase 10/21/10	100.00
Great American Opportunities, Inc	101060	Rad Tech Senior	Other	Fund Raiser Rad Tech Candy Sales	1,043.00
Custom Monogram	101120	ALAS Club	Other	Ultra Tees	181.70

PAYER/VENDOR	FUND	ORGANIZATION	ACCOUNT
PHI THETA KAPPA, Society	101140	Phi Theta Kappa Club	Other
Illinois Department Employment S12		Risk Management	Unemployment Insurance
Lumea Staffing Inc	12	Risk Management	Architectural Services
CenturyLink	12	Risk Management	Telephone
Kipping, Matthew	12	Public Safety	Maintenance Services
Verizon Wireless	12	Public Safety	Maintenance Services
Stewart & Associates Inc	12	Public Safety	Other Contractual Services
Stewart & Associates Inc	12	Public Safety	Other Contractual Services
Fifth Third Bank	12	Public Safety	Other Supplies
Fyr-Fyter Inc	12	Public Safety	Other Supplies
Gail's Inc	12	Public Safety	Other Supplies
Gail's Inc	12	Public Safety	Other Supplies
Stanley Security Solutions, Inc	12	Public Safety	Conference/Meeting Expenses
Fifth Third Bank	12	Public Safety	Conference/Meeting Expenses
Matheney, Janet	12	Public Safety	Conference/Meeting Expenses
Seiley, R	12	Public Safety	Conference/Meeting Expenses

ACCOUNT	COMMODITY	ITEM AMOUNT
Other	Phi Theta Kappa Membership	1,150.00
Unemployment Insurance	2010 3rd Quarter Taxes	3,414.85
Architectural Services	Drug Testing Coaches	117.00
Telephone	911 Cama Trunk Lines	89.76
Maintenance Services	Patches Security Shirts	50.00
Maintenance Services	Security Cell Phones	77.89
Other Contractual Services	Security Contract	540.00
Other Contractual Services	Security Contract	540.00
Other Supplies	Uniforms	38.21
Other Supplies	Cabinet Extinguishers	213.80
Other Supplies	Security Uniforms	314.91
Other Supplies	Men's Security Pants	209.95
Other Supplies	Core Pin Segments	255.73
Conference/Meeting Expenses	Travel-Scott Seiley	50.00
Conference/Meeting Expenses	Travel-Oakton Community College 10/15/10	126.60
Conference/Meeting Expenses	Travel-Facility Conference 10/4/10	175.86
	BANK ACCOUNT 1 TOTAL:	539,867.52
	ALL ACCOUNTS TOTAL:	539,867.52

SAUK VALL COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF OCTOBER 31

	EDUCATION FUND	2010-2011		2010-2011		2009-2010		2009-2010	
		YTD	Budget	YTD	Budget	YTD	YTD	YTD	YTD
Revenues									
Local Governmental Sources	1,486,070	3,755,000	39.5%	1,420,162	4.6%	3,655,590			
State Governmental Sources	-33,801	2,814,633	-1.2%	388,279	-108.7%	3,054,047			
Federal Governmental Sources	470	5,000	9.4%	340	38.2%	6,290			
Student Tuition and Fees	3,001,666	5,293,000	56.7%	2,717,330	10.4%	4,791,522			
Sales and Service	55,453	280,000	19.8%	71,118	-22.0%	201,740			
Facilities Revenue	4,892	30,000	16.3%	3,886	25.8%	200			
Investment Revenue	14,694	525,000	2.8%	85,474	-82.8%	40,444			
Other Revenues						1,344,417			
TOTALS	4,529,445	12,702,633	35.6%	4,686,591	-3.3%	13,094,253			
Expenditures									
Salaries	1,988,137	6,917,224	28.7%	1,944,566	2.2%	6,602,446			
Employee Benefits	544,639	2,200,894	24.7%	529,223	2.9%	2,811,031			
Contractual Services	98,701	616,282	16.0%	77,334	27.6%	535,526			
General Materials and Supplies	302,952	855,854	35.4%	221,876	36.5%	657,751			
Conference & Meeting	18,858	140,540	13.4%	20,731	-9.0%	87,613			
Fixed Charges				2,666	2,197	3,197			
Capital Outlay						34,738			
Other Expenditures	305,796	2,075,000	14.7%	275,092	11.1%	880,533			
TOTALS	3,259,085	12,805,795	25.4%	3,071,491	6.1%	11,611,840			
Transfers									
Transfers to Other Funds		145,000				86,000			
CHANGE IN NET ASSETS	1,270,359	-248,162				1,615,099			
FUND BALANCE	4,417,038						1,396,413		
							3,146,678		

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

OPERATION & MAINTENANCE- RESTRICTED	2010-2011		2010-2011		2009-2010		2009-2010	
	YTD	Budget	YTD	Budget	YTD	YTD	% Chng fm Prev.Yr	Total
Revenues								
Local Government Sources	14,002,064	7,575,000	184.8%	283,900	4832.0%	739,036		
Investment Revenue	-12,805	10,000	-128.0%	3,770	-439.6%	48,726		
Other Revenues						9,914		
TOTALS	13,989,259	7,585,000	184.4%	287,670	4762.9%	797,677		
Expenditures								
Contractual Services	16,790	120,000	79.4%	70,007	0.0%	220,261		
General Materials and Supplies	95,287			3,534	36.1%			
Fixed Charges	6,912,955			195473.4%	2,837			
Capital Outlay	236,472	4,220,000	5.6%	534,888	-55.7%	1,988,483		
Other Expenditures								
TOTALS	7,261,505	4,340,000	167.3%	608,430	1093.4%	2,211,583		
CHANGE IN NET ASSETS	6,727,754	3,245,000		-320,759				
FUND BALANCE	10,679,506						-1,413,905	

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

	AUXILIARY ENTERPRISES FUND	2010-2011		2010-2011		2009-2010		2009-2010	
		YTD	Budget	YTD	Budget	YTD	YTD	% Chng fm Prev. Yr	Total
Revenues									
Student Tuition and Fees	166,124	250,000	66.4%	152,874	152,874	8,6%	277,356		
Sales and Service	14,639	37,700	38.8%	13,071	13,071	11.9%	56,301		
Facilities Revenue	57,505	100,000	57.5%	56,617	56,617	1.5%	120,680		
Investment Revenue	1,846	1,500	123.0%	1,574	1,574	17.2%	2,054		
Other Revenues	694,404	2,058,200	33.7%	658,657	658,657	5.4%	2,032,333		
TOTALS	934,519	2,447,400	38.1%	882,794	882,794	5.8%	2,488,725		
Expenditures									
Salaries	39,129	132,878	29.4%	38,364	38,364	1.9%	137,032		
Employee Benefits	6,264	17,524	35.7%	6,314	6,314	7.7%	52,429		
Contractual Services	641,347	2,118,574	30.2%	465,523	465,523	37.7%	1,724,650		
General Materials and Supplies	20,435	70,090	29.1%	29,338	29,338	-30.3%	63,596		
Conference & Meeting	20,861	58,383	35.7%	20,255	20,255	2.9%	57,496		
Fixed Charges	14,641	22,950	63.8%	19,595	19,595	-25.2%	21,406		
Capital Outlay							8,740		
Other Expenditures									
TOTALS	742,679	2,420,399	30.6%	579,392	579,392	28.1%	2,065,352		
Transfers									
Transfers to Other Funds							100,000		
Transfers From Other Funds							-100,000		
CHANGE IN NET ASSETS	191,840	27,001		303,401			423,373		
FUND BALANCE	985,141						793,301		

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

AUDIT FUND	2010-2011		2010-2011		2009-2010		2009-2010	
	YTD	Budget	YTD	Budget	YTD	YTD	% Chng fm Prev. Yr	Total
Revenues								
Local Governmental Sources	16,956	44,000	38.5%	16,470	24	2.9%	42,171	
Investment Revenue	200	0.0%						.22
TOTALS	16,956	44,200	38.3%	16,494		2.8%		42,193
Expenditures								
Salaries	2,156	8,221	26.2%	1,806	19,3%	5,420		
Employee Benefits	528	2,366	22.3%	502	5.1%	1,483		
Contractual Services	25,000	38,000	65.7%	33,000	-24.2%	88,776		
General Materials and Supplies				10				10
TOTALS	27,685	48,587	56.9%	35,319	-21.6%			
CHANGE IN NET ASSETS								
FUND BALANCE	-10,728	-4,387		-18,824		-53,496		
	-16,559					+5,831		

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

LIABILITY, PROTECTION & SETTLEMENT	2010-2011 YTD	2010-2011 Budget	YTD / Budget %	2009-2010 YTD	2009-2010 YTD % Chng fr. Prev. Yr	2009-2010 Total
Revenues						
Local Governmental Sources	144,418	178,000	81.1%	140,693	2.6%	355,421
Investment Revenue	39,143	251,100	15.5%	46,804	-16.3%	148,913
Other Revenues		20,000	0.0%			10,226
TOTALS	183,562	449,100	40.8%	187,497	-2.1%	514,560
Expenditures						
Salaries	60,351	173,522	34.7%	49,979	20.7%	150,845
Employee Benefits	128,160	327,939	39.0%	125,176	2.3%	301,435
Contractual Services	9,383	47,000	19.9%	23,197	-59.5%	70,445
General Materials and Supplies	2,657	11,595	22.9%	939	1.82.9%	6,549
Conference & Meeting	841	2,200	38.2%	245	242.4%	770
Fixed Charges	25,547	35,000	72.9%	25,487	.2%	32,137
Utilities	358	2,000	17.9%	268	33.4%	1,075
TOTALS	227,300	599,256	37.9%	225,293	.8%	563,259
CHANGE IN NET ASSETS						
FUND BALANCE	-43,737	-150,156		-37,795	-48,698	
	6,423,567					6,467,304

Sauk Valley Community College
November 22, 2010

Action Item 4.1

Topic: **2010 Audited Financial Statements**

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

Presentation:

Robert A. Wright, CPA from McGladrey & Pullen, LLP will be present to review the 2010 audited financial statements and answer any questions from the Trustees.

Recommendation:

The administration recommends the Board accept the 2010 audited financial statements as presented.

Sauk Valley Community College
November 22, 2010

Action Item 4.2

Topic: **Board Policy 305.01 Purchasing Policy (Second Reading)**

Presented By: **Dr. George Mihel**

Presentation:

In accordance with the directive from the Board, the administration has rewritten Board Policy 305.01 Purchasing Policy to update, remove unnecessary procedural language, and to clarify policies.

The recommended revision is on the following page.

Recommendation:

The administration recommends the Board approve Board Policy 305.01 Purchasing Policy for second reading.

305.01 Purchasing Policy

A. Introduction

The administration of the purchasing policies and guidelines as set forth herein shall be the responsibility of the Vice President of College *Dean of Business* Services. This document shall serve to enable responsible parties to act in the best interests of Sauk Valley Community College. An efficient, well-planned, and organized program of purchasing policies is imperative to protect the public trust relative to the expenditures of public tax monies. Because the success of the purchasing program depends on the ways and means of implementation, management, and administration, it is apparent that this written policy shall govern the purchasing program and its use.

B. Ethics

All administrators acting as purchasing agents for Sauk Valley Community College shall ever be mindful of and practice the following ethics:

1. To regard public service as a sacred trust giving primary consideration to the interest of the school district;
2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended;
3. To strive for knowledge of school equipment and supplies in order to recommend items that may either reduce costs or increase the efficiency of the means of education;
4. To insist on and expect honesty in sales representation whether offered verbally or in the sample of product submitted;
5. To give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their product meets specifications and the educational needs of the district;
6. To discourage the offer of, and to decline, gifts which in any way might influence the purchase of school equipment and supplies;
7. To accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions; and
8. To cooperate with educational, governmental, and trade associations in the promotion and development of sound business methods in the procurement of school equipment and supplies.

C. Procedures

The *Vice President of College Dean of Business Services* shall have the responsibility of securing for the district its requirements for services, materials, supplies, and equipment at the lowest possible cost consistent with satisfactory standards for quality and service.

Supervision and control of all purchases shall be the responsibility of the *Vice President of College Dean of Business Services*, or his/her responsible officer.

The departmental budgets will be charged ~~by journal entry~~ for the value of the merchandise received. All purchases are to be initiated by requisition and shall be approved by the requisitioner's immediate supervisor and/or Vice President *or President* as required by the *Vice President of College Dean of Business Services*.

D. Policies

Budgeted Expenditures - All expenditures for items of services, materials, supplies and equipment which have been budgeted for all College funds of the College shall be bid and purchased within the following guidelines and policies:

- a. Purchases involving an expenditure of less than \$10,000 may be authorized by the *Vice President of College Dean of Business Services* without advertising for bids, or requiring formal competitive bidding. The Vice President of College Services shall determine the type of bidding necessary, the procedure being dependent upon the circumstances pertaining to each particular purchase.
- b. Purchases involving an expenditure in excess of \$10,000 shall be let to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability, after due advertisement, except contracts which by their nature are not adaptable to competitive bidding such as contracts for:
 - 1) services for individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
 - 2) printing of finance committee reports and departmental reports;
 - 3) printing or engraving of bonds, tax warrants, and other evidences of indebtedness;

- 4) materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;
- 5) maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
- 6) use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services;
- 7) duplicating machines and supplies;
- 8) purchase of natural gas when the cost is less than that offered by a public utility and ~~purchases of equipment previously owned by some entity other than the district itself;~~
- 9) purchases of equipment previously owned by some entity other than the district itself;
- 10) repair, maintenance, remodeling, renovation, or construction of a single project involving an expenditure not to exceed \$15,000 and not involving a change or increase in the size, type, or extent of an existing facility;
- 11) goods or services procured from another governmental agency;
- 12) goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph;
- 13) where funds are expended in an emergency and such emergency expenditure is approved by 75% of the members of the Board.

c. All competitive bids for contracts involving an expenditure in excess of \$10,000 (15,000 for contracts listed in b(9) above) must be sealed by the bidder and must be opened by a member or employee of the Board, and witnessed, at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least three days notice of the time and place of such bid opening.

d. Due advertisement includes, but is not limited to, at least one public notice at least ten days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district.

e. All request for competitive bids shall be issued through the ~~Office of the Vice President of College~~ *Dean of Business* Services.

Non-Budgeted Expenditures - Purchases of services, materials, supplies, and equipment which have not been specifically budgeted for in any of the College funds of which ultimately shall be funded through the ~~Site and Construction Fund~~, shall be purchased according to the policies and guidelines as set forth in Section A, with the exception that responsibility for approval to purchase under this Section B, rests with the Board of Trustees.

Cooperative Purchasing Arrangements - The College purchasing officer may pursue the cooperative purchasing arrangements with other public institutions and the State of Illinois Department of General Services, in accordance with Paragraph 3-27.2 Joint Purchases, of the Illinois Public Community College Act. The Board Secretary is authorized to sign the appropriate resolution for the State of Illinois Department of General Services.

Non-Collusion Affidavit - All bids shall be submitted with a completed and original signed Non-Collusion Affidavit. Bids submitted without the completed form will be removed from consideration.

Miscellaneous – The Vice-President of College *Dean of Business* Services will exercise discretion in determining the responsibility of each bidder. The lowest responsible bidder will be awarded the contract, provided he/she meets the specific requirements set forth in the bidding document. Preference will be given to persons or firms located in the college district so long as they provide the needed service on substantially equal basis with the persons or firms located outside the district.

AMENDMENT

RESOLVED, That the purchasing policy of Community College District Number 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, commonly known as Sauk Valley Community College, be amended by adding to the Miscellaneous Section the following language: All contracts to which Sauk Valley Community College is a party shall be conditioned upon the requirement that the supplier of materials or services of the contractor and his/her subcontractor, and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services, as the case may be, shall not commit an unfair employment practice in this State as defined in Section 853 of Chap. 48, IL. Rev. Stats., and all such contracts shall have incorporated therein the "Equal Employment Opportunity Clause" required under the Rules and Regulations of the Illinois Fair Employment Practices Commission, a copy of which is attached hereto and incorporated herein by reference. The said Clause may be incorporated in the College's contracts by reference to this purchasing policy.

"EQUAL EMPLOYMENT OPPORTUNITY CLAUSE"

In the event of the contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act of the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the contractor may be declared non-responsible and therefore ineligible for future contracts or sub-contracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
3. That in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, age, national origin or ancestry.
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement of understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Fair Employment Act and the Commission's Rule and Regulations for Public Contracts.

If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5. That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

6. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

7. That it will include verbatim or by reference the provisions of paragraph 1 through 7 of this clause in every performance subcontract as defined in Section 2.10 (b) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor; and that it will also so include the provisions of paragraphs 1, 5, 6 and 7 in every supply subcontract as defined in Section 2.10 (a) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor.

In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

With respect to the two types of subcontracts referred to under paragraph 7 of the Equal Employment Opportunity Clause above, following is an excerpt of Section 2 of the FEPC's Rules and Regulation for Public Contracts:

Section 2.10 - The term "Subcontract" means any agreement, arrangement or understanding, written or otherwise, between a contractor and any person (in which the parties do not stand in the relationship of an employer and an employee):

- A. For the furnishing of supplies or services or for the use of real or personal property, including lease arrangements, which, in whole or in part, is utilized in the performance of any one or more contracts; or
- B. Under which any portion of the contractor's obligations under any one or more contracts is performed, undertaken or assumed.

Sexual Harassment Clause - Each party submitting a proposal must certify that they have complied with the requirement of section 2-105 of the Illinois Human Rights Act (PA 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of the law as applicable are hereby incorporated into this contract.

2/12/79
11/23/92
11/28/94
1/25/99
3/27/00
6/28/04

Sauk Valley Community College
November 22, 2010

Action Item 4.3

Topic: **Board Policy 309.01 Investment Policy (Second Reading)**

Presented By: **Dr. George Mihel**

Presentation:

In accordance with the directive from the Board, the administration has rewritten Board Policy 309.01 Investment Policy to update, remove unnecessary procedural language, and to clarify policies.

The recommended revision is on the following page.

Recommendation:

The administration recommends the Board approve Board Policy 309.01 Investment Policy for second reading.

309.01 Investment Policy

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

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

1. **Safety**. The safety of principal and the security of monies, whether on hand or invested, shall be the primary concern of the Treasurer in selecting depositories or investments.
2. **Liquidity**. The investment portfolio shall remain sufficiently liquid to meet the College's reasonably anticipated operating requirements.
3. **Return**. To the extent consistent with safety and the restriction imposed by this policy, the Treasurer shall seek to attain a market average or better rate of return throughout budgetary and economic cycles, taking into account risk, constraints, cash flow, and legal restriction on investment.
4. **Local Considerations**. The Treasurer shall use sound federally insured depositories located within the College District provided that the afore described objectives are met, and such investments would be in compliance with all other conditions and limitations of this Investment Policy.

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

1. Investments shall be undertaken in a manner that seeks to insure preservation of capital in the overall portfolio. To avoid unreasonable risks, diversification of investments is required. No one institution shall have more than 50% of the College's invested funds at any one time.

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

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

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

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

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

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

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

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

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

H. INVESTMENT VEHICLES -

1. Except as may be further limited by these policies, the Treasurer shall limit investments of College funds to those permitted in Illinois Compiled Statutes, 30 ILCS 235/2. A summary of allowable securities follows:
 - a.) Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America.
 - b.) Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.
 - c.) Interest bearing accounts, certificates of deposit or interest bearing time deposits of any other investment constituting direct obligations of any bank as defined by the Illinois Banking Act.
 - d.) Short-term obligations (corporate paper) of corporations organized in the United States with assets exceeding \$500,000,000 if (a) *(i)* such obligations are rated at the time of purchase within the 3 highest classifications established by at least 2 standard rating services and which mature not later than 180 days from the date of purchase, and (b) *(ii)* such purchases do not exceed 10% of the corporation's outstanding obligations or (e) ~~in money market mutual funds registered under the Investment Company Act of 1940. (iii) no more than 1/3 of the public agency's funds may be invested in short term obligations of corporations.~~
e. Money market mutual funds registered under the Investment Company Act of 1940.
2. The Treasurer is authorized to purchase or sell, assign and endorse for transfer, certificates representing Illinois or Illinois municipal corporation tax exempt bonds rated AAA or better by a nationally recognized bond rating company which are purchased solely for purposes of the Insurance Reserve Fund Bond now registered or which may be hereafter registered in the name of the College.

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

J. COLLATERALIZATION OF DEPOSITS -

1. To meet the objective of safety of capital, the Treasurer will always require deposits in excess of the Federally insured amount to be appropriately collateralized to the extent on One Hundred and Ten Percent (110%) and such collateralization shall be evidenced by an approved written agreement.
2. Except as may be further limited by these policies, the Treasurer shall limit collateral instruments to those permitted in Illinois Compiled Statutes, 30 ILCS 235/6. A summary of allowable collateral instruments and collateral rates (market value divided by deposit) is as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3/23/87

5/24/93

4/28/97

11/22/99

2/27/06

Sauk Valley Community College
November 22, 2010

Action Item 4.4

Topic: **Board Policy 401.01 Personnel Classifications and Definitions – First Reading**

Presented By: **Dr. George Mihel**

Presentation:

In accordance with the directive from the Board, the administration has rewritten Board Policy 401.01 Personnel Classifications and Definitions to update, remove unnecessary procedural language, and to clarify policies.

The recommended revision is on the following page.

Recommendation:

The administration recommends the Board approve Board Policy 401.01 Personnel Classifications and Definitions for first reading.

401.01 Personnel Classifications and Definitions

Classifications

The College staff is made up of the following personnel classifications or categories:

1. Administrative Personnel - Administrators are 12 month full-time professional staff members whose primary duties are managerial and supervisory in nature. Administrators are managerial and confidential employees pursuant to Section 401.01 (B) (1) (2). Duties are those described, inter alia, in policy 203.01.

2. Support Staff - Support staff include all clerical and maintenance personnel. Some support staff are confidential employees as defined by 201.01 (B) (1).

3. Instructional Faculty - All staff members whose primary duties are instructional and instructional support. Such persons are professional employees as defined in 401.01 (B) (4).

4. Professional/Technical Staff - Professional/technical staff are those who work under the supervision of a professional staff member or an administrator. Such persons may be a confidential employee, depending upon the responsibility of the position.

Definitions

1. Contractual Employee - Contractual employees are hired by the Board of Trustees for a specific period of time to carry out the objectives of the special projects funded in whole or in part by an external agency for a specific and restricted purpose without obligation on the part of the college or expectations that the college will continue the employment beyond the terms of the contract. These employees will not have academic rank, but shall be entitled to salaries and benefits as specified by the Board of Trustees in a salary plan developed for use in their special circumstance. Contractual employees may include personnel in any classification: administrative, professional/technical, faculty, support, or any other classifications used at the College.

Continued employment shall be subject to a positive annual evaluation and the continued funding of the position in the project or program for which they were hired. Said employees shall not be eligible for tenure.

If the Board and/or the external agency shall determine that it is necessary to discontinue a project or program, written notice of termination of employment shall be given to all affected employees. Such termination shall be effective at the close of the project or program as determined by the Board of Trustees and/or the external agency.

2. **Full-time Employees** - Employees who work a full 40 hour week as in the case of support and professional/technical staff or full load as defined by a given administrative or instructional position.

3. **Part-time Employees** - Persons working less than a full workload as outlined in a written work agreement are considered part-time. Faculty who teach ~~fewer than six (6) credit one to eleven (1-11) hours~~ shall be considered part-time for the purposes of 401.01 (B) (3).

4. **Permanent Employee** - A permanent employee is a full-time or part-time employee who works on a continuing basis through the academic or calendar year.

5. **Temporary (short-term) Employee** - An employee appointed for a short period of time and may be terminated at any time. Temporary appointments are for periods of less than one year.

6. **Term Employee** - A term employee is appointed for a specific period of time, normally for one year. Such appointments automatically expire at the end of the agreed term.

7. **Tenured Employee** - A tenured employee is one who has been granted tenure. Tenure applies to all full-time faculty members employed by the institution when qualified as provided by the tenure provision of the Illinois Public Community College Act (Article IIIB) and is not related to a specific position.

However, any instructional faculty member having the status of tenure whose position is changed must be classified and paid for his/her new position at not less than the highest level of classification commensurate with his/her academic credentials and experience.

For purposes of the Illinois Collective Bargaining Act, the following definitions shall apply:

1. **Confidential Employee** - Any employee who, (a) in the regular course of his/her duties assists, and acts in a confidential capacity to persons who formulate, determine, and effectuate management policies with regard to labor relations or who, (b) in the regular course of his/her duties has access to information relating to the effectuation or review of the employer's collective bargaining policies.

2. **Managerial Employee** - An individual who is engaged predominantly in executive and management functions and is charged with the responsibility of directing and effectuation of such management policies and practices.

3. Part-Time Employee - Part-time academic employees shall be defined as those employees who provide ~~fewer than six (6) credit~~ *three to eleven (3-11)* hours of instruction per academic semester.

4. Professional Employee - An employee engaged in work (a) predominantly intellectual and varied in character as opposed to routine, mental, manual, mechanical, or physical; (b) involving consistent exercise of discretion and judgment in its performance; (c) of such a character that the output produced or the result accomplished, cannot be standardized in relation to a given period of time; and (d) requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study.

5. Temporary (short-term) Employee - An employee appointed for a short period of time and who may be terminated at any time. Temporary appointments are for periods of less than one year.

(Moved to beginning of document)

2/12/79
12/19/83
3/23/87
11/28/94

Sauk Valley Community College
November 22, 2010

Action Item 4.5

Topic: **Board Policy 403.01 Affirmative Action – First Reading**

Presented By: **Dr. George Mihel**

Presentation:

In accordance with the directive from the Board, the administration has rewritten Board Policy 403.01 Affirmative Action to update, remove unnecessary procedural language, and to clarify policies.

The recommended revision is on the following page.

Recommendation:

The administration recommends the Board approve Board Policy 403.01 Affirmative Action for first reading.

403.01 Affirmative Action

Sauk Valley Community College shall ~~utilize~~ *implement* Affirmative Action as *when* required by law. The College has adopted an Affirmative Action Plan. Copies of this document are available in the Learning Resource Center, the office of the Dean of Student Services, and in the office of Human Resources. The Sauk Valley Community College Affirmative Action Plan contains a grievance procedure that any employee, employment applicant, student, or student applicant may obtain by contacting The Director of Human Resources *shall be responsible for development of plan and compliance measures.*

2/12/79
3/23/87
8/26/91
8/23/93
1/26/98
9/27/07

Sauk Valley Community College
November 22, 2010

Action Item 4.6

Topic: **Faculty Appointment**

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

Presentation:

The administration has been in the process of filling the position of nursing instructor. The position was advertised on-line on Sauk Valley Community College's website, in the Sauk Valley Newspapers (the *Dixon Telegraph* and the *Daily Gazette*), and the Illinois Center for Nursing website. Six (6) applications were received. A committee was composed of Mr. Richard Eichman, Ms. Pam Cunningham, Ms. Catherine Vos, Ms. Jennifer Schultz, Ms. Therese Wood, Ms. Brittani Crowder (ADN student), and Ms. Melissa Feit (LPN student). Janet Lynch, Dean of Health Professions, served as chair.

Three (3) candidates (Ms. Amy West, Ms. Kimberly Hurley, and Ms. Peg Wagner) were interviewed by the committee, the Interim Academic Vice President, and the President. Each candidate gave a teaching presentation before the committee. The screening committee unanimously indicated that Ms. West should fit well with our faculty and student body.

Academic background: Ms. West completed a Master of Science in Nursing in 2003 and a baccalaureate degree in Nursing in 1996 from Northern Illinois University. Ms. West completed Associate in Applied Science and an Associate in Science in Nursing from Sauk Valley Community College.

Professional background: Ms. West has taught as an adjunct instructor at Sauk Valley Community College since 1997. Ms. West has been a homecare nurse for Whiteside Homecare for 16 years and a staff nurse for Morrison Hospital for 5 years.

References: All four references called spoke highly of Ms. West. All references said they would recommend Ms. West for hire and she would be student centered.

Recommendation:

The administration recommends that the Board approve the appointment of Ms. Amy West as an Assistant Professor of Nursing starting January 7, 2011 at an annual salary of \$44,728 which would be pro-rated for the spring semester at \$22,364.

Sauk Valley Community College
November 22, 2010

Action Item 4.7

Topic: **Administrative Appointment**

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

Presentation:

The administration has been in the process of filling the position of Director of Academic Development. This is the position that is open due to the retirement of Virginia Johnson. The position was advertised on-line on Sauk Valley Community College's website and in the Sauk Valley Newspapers (the *Dixon Telegraph* and the *Daily Gazette*). Fifteen (15) applications were received. A screening committee was composed of Ms. Jane Verbout, Ms. Jane Hamilton, Ms. Chris Shelley, Ms. LeNie Adolphson, and Mr. Thomas Irish. Alan Pfeifer, Interim Academic Vice President served as chair. The committee reviewed the applications of the 15 candidates and five (5) candidates were invited to interview. The candidates invited to interview were Cheryl Allen, David Beer, Linda Delimata, Brian Smith, and Lisa Tavitas. Two candidates (David Beer and Linda Delimata) declined the interview. Three (3) candidates (Cheryl Allen, Brian Smith, and Lisa Tavitas) were interviewed by the committee and the President. Ms. Lisa Tavitas was the unanimous choice of the committee.

Academic background: Ms. Tavitas completed a Master's of Education in 2006 from the University of Phoenix and baccalaureate degree in Education in 1998 from Western Illinois University. Ms. Tavitas attended Sauk Valley Community College.

Professional background: Ms. Tavitas has been an On-line Facilitator for the University of Phoenix, an Assistant Principal, and an Academic Intervention Specialist.

References: All five references which were called spoke highly of Ms. Tavitas. Some comments that were made about Ms. Tavitas were that she is a master at academic planning, she is an asset, and she was very approachable.

Recommendation:

The administration recommends that the Board approve the appointment of Ms. Lisa Tavitas as a full-time Director of Academic Development beginning December 1, 2010 at an annual salary of \$60,000.

Sauk Valley Community College
November 22, 2010

Action Item 4.8

Topic: **Copier Replacement**

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

Presentation: **Copier Replacement**

The College requested quotes to replace three copiers. Present copiers are approximately six years old. These copiers will replace the copier inside the copy center (1), and two staff copiers (2) and (3) presently located outside the LRC.

Vendor	Copier	Purchase Price (funding bonds)	Total
Nexus	Canon(1)	\$24620.00	\$52570.00
	Canon(2)	\$13975.00	
	Canon(3)	\$13975.00	
Gordon Flesch	Canon(1)	\$27290.00	\$60328.00
	Canon(2)	\$16519.00	
	Canon(3)	\$16519.00	
R.K. Dixon	Canon(1)	\$26331.11	\$51853.33
	Canon(2)	\$12761.11	
	Canon(3)	\$12761.11	
Xerox	Xerox(1)	\$38348.00	\$65854.00
	Xerox(2)	\$13753.00	
	Xerox(3)	\$13753.00	

R.K. Dixon will be providing the College with a written guarantee that the machines will provide copy/printing at the speeds required by the quote. The purchase of these copiers as a group results in a \$7,000 savings in the purchase as funded by Canon. The result of this purchase also decreases the cost per copy from .005 to .0035.

Recommendation:

The administration recommends the Board of Trustees approve the purchase of the copiers from R.K. Dixon in the amount of \$51,853.33. Funding bonds will be used for the purchase.

Sauk Valley Community College
November 22, 2010

Action Item 4.9

Topic: **2010 Tax Levy**

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

Presentation:

State law requires us to file a tax levy with the county clerks by the fourth Tuesday of December. Attached is SVCC's proposed Certificate of Tax Levy for 2010. If approved, the estimated tax rate for 2010 will be approximately 44.29 cents per hundred dollars of equalized assessed valuation (EAV), up .09% from 44.25 cents in 2009. The following table compares the two years' levies and tax rates:

Fund	2009 Extension	2010 Levy Proposed	% Change	2009 Rate	2010 Rate Proposed
Education	\$3,823,000	4,025,000	5.28%	\$.2450	\$.2450
Operations & Maintenance	468,000	500,000	6.84%	.0300	.0300
Protection, Health, Safety	775,700	803,651	3.60%	.0500	.0500
Liability, Protection, Settlement	215,000	0	-100.0%	.0142	.0000
Social Security/Medicare	139,000	0	-100.0%	.0092	.0000
Audit	43,000	65,000	51.16%	.0028	.0042
TOTAL	\$5,463,700	\$5,393,651	-1.28%	\$.3512	\$.2292
Bond & Interest	1,386,398	1,759,086	26.88%	.0913	.1137
TOTAL	\$6,850,098	\$7,152,737	4.42%	\$.4425	\$.4429

Early information from the district's six county assessors indicates that the 2010 EAV will increase about 1.9% from 2009, from \$1,517,767,134 to \$1,547,105,750. The actual tax base upon which our tax revenue is collected will not be determined until May 2011. Therefore, the request for tax revenue in the Education and Operations and Maintenance Funds needs to be set slightly higher than the anticipated actual base in order to provide the College with all of the tax revenue previously authorized by the public.

The Liability, Protection and Settlement and the Social Security/Medicare levies are set at zero for 2010 to allow an increase in the Bond and Interest levy. This additional capacity has allowed the College to bond for enough funds to start the needed building renovations in the technology and science lab areas.

The Protection, Health and Safety levy equals the cost of the capital projects that the Board approved in October 2010. The Audit Fund levy is set at an estimate of audit costs for next fiscal year. The Bond and Interest levy is the amount needed to meet annual principal and interest payments on our funding and working cash bonds.

The following table provides a historical look at the SVCC tax rate and the corresponding cost to the taxpayers for a \$100,000 home.

	2006	2007	2008	2009	Estimate 2010
SVCC Tax Rate	0.4587	0.4388	0.4433	0.4425	0.4429
\$100,000 home (1)	\$ 152.90	\$ 146.27	\$ 147.77	\$ 147.50	\$ 147.63
EAV adj. \$100,000 home (2)	\$ 157.50	\$ 154.53	\$ 154.05	\$ 152.07	\$ 150.44
CPI adj. \$100,000 home (3)	\$ 157.33	\$ 150.65	\$ 151.16	\$ 153.40	\$ 145.42

(1)This is the tax amount for a \$100,000 home that does not increase in value annually.

(2)This is the tax amount for a \$100,000 home that increases annually by the EAV % change.

(3)This is the tax amount for a \$100,000 home that increases annually by the Midwest April to April CPI % change.

In addition to the statements made on the accompanying Certificate of Tax Levy, by approving this resolution the Board of Trustees also approves the following statement for GASB accounting purposes:

That the property tax levy adopted by the Board of Trustees for the calendar year 2010 to be collected in the calendar year 2011 be allocated 50% for fiscal year 2011 and 50% for fiscal year 2012.

Recommendation:

The administration recommends the Board of Trustees approve the 2010 tax levy as presented.

CERTIFICATE OF TAX LEVY

Community College District No. 506 County(ies) Bureau, Carroll, Henry, Lee, Ogle, Whiteside

Community College District Name: Sauk Valley Community College and State of Illinois

We hereby certify that we require:

the sum of \$ 4,025,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of \$ 500,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
the sum of \$ _____ to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
the sum of \$ 0 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
the sum of \$ 0 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
the sum of \$ 65,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of \$ 803,651 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
the sum of \$ _____ to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20____.

Signed this 22nd day of November 20 10


Chairman of the Board of Said Community College District


Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 2.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 506 County(ies) of Lee, Ogle, Whiteside and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 2010 was filed in the office of the County Clerk of this county on 20, 20____.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 2010 is \$ 1,759,086.

Date:

Bureau

County Clerk and County

CERTIFICATE OF TAX LEVY

Community College District No. 506 County(ies) Bureau, Carroll, Henry, Lee, Ogle, Whiteside

Community College District Name: Sauk Valley Community College and State of Illinois

We hereby certify that we require:

the sum of \$ 4,025,000

to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 500,000

to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ _____

to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 0

to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and

the sum of \$ 0

to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 65,000

to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

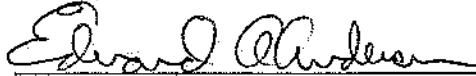
the sum of \$ 803,651

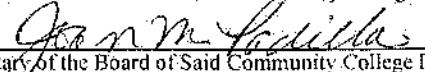
to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ _____

to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20____

Signed this 22nd day of November, 20 10


Edward Anderson
Chairman of the Board of Said Community College District


Jean M. Fralish
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 2

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 506 County(ies) of Lee, Ogle, Whiteside and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20 10 was filed in the office of the County Clerk of this county on _____, 20 _____.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20 10 is \$ 1,759,086

Date

Carroll
County Clerk and County

CERTIFICATE OF TAX LEVY

Community College District No. 506 County(ies) Bureau, Carroll, Henry, Lee, Ogle, Whiteside

Community College District Name: Sauk Valley Community College and State of Illinois

We hereby certify that we require:

the sum of \$ 4,025,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of \$ 500,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
the sum of \$ _____ to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
the sum of \$ 0 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
the sum of \$ 0 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
the sum of \$ 65,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of \$ 803,651 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
the sum of \$ _____ to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20____.

Signed this 22nd day of November, 20 10


Chairman of the Board of Said Community College District


Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 2:

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 506 County(ies) of Bureau, Carroll, Henry, Lee, Ogle, Whiteside and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20 10 was filed in the office of the County Clerk of this county on _____, 20 ____.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20 10 is \$ 1,759,086.

Date

Henry
County Clerk and County

CERTIFICATE OF TAX LEVY

Community College District No. 506 County(ies) Bureau, Carroll, Henry, Lee, Ogle, Whiteside

Community College District Name: Sauk Valley Community College and State of Illinois

We hereby certify that we require:

the sum of \$ 4,025,000 to be levied as a tax for educational purposes (110 ILCS 805/3-1), and
the sum of \$ 500,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
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the sum of \$ 803,651 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
the sum of \$ _____ to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20____

Signed this 22nd day of November, 20 10

Edward Anderson
Chairman of the Board of Said Community College District

Jean M. Fadella
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 2.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 506 County(ies) of Bureau, Carroll, Henry, Lee, Ogle, Whiteside and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20 10 was filed in the office of the County Clerk of this county on _____, 20 ____.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20 10 is \$ 1,759,086.

Date _____

Lee
County Clerk and County

CERTIFICATE OF TAX LEVY

Community College District No. 506 County(jes) Bureau, Carroll, Henry, Lee, Ogle, Whiteside

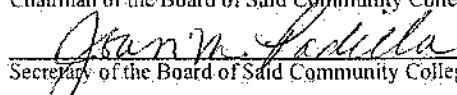
Community College District Name: Sauk Valley Community College and State of Illinois

We hereby certify that we require:

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the sum of \$ 500,000 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
the sum of \$ _____ to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
the sum of \$ 0 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-107), and
the sum of \$ 0 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
the sum of \$ 65,000 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
the sum of \$ 803,651 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
the sum of \$ _____ to be levied as a special tax for (specify) _____ purposes on the taxable property of our community college district for the year 20____.

Signed this 22nd day of November, 20 10


Chairman of the Board of Said Community College District


Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 2.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 506 County(jes) of Lee, Ogle, Whiteside and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20 10 was filed in the office of the County Clerk of this county on 20.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20 10 is \$ 1,759,086.

Date: _____

Ogle
County Clerk and County

CERTIFICATE OF TAX LEVY

Community College District No. 506 County(ies) Bureau, Carroll, Henry, Lee, Ogle, Whiteside

Community College District Name: Sauk Valley Community College and State of Illinois

We hereby certify that we require:

the sum of \$ 4,025,000

to be levied as a tax for educational purposes (110 ILCS 805/3-1), and

the sum of \$ 500,000

to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and

the sum of \$ _____

to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and

the sum of \$ 0

to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and

the sum of \$ 0

to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and

the sum of \$ 65,000

to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and

the sum of \$ 803,651

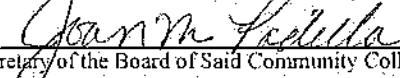
to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and

the sum of \$ _____

to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20____

Signed this 22nd day of November, 20 10


Chairman of the Board of Said Community College District


Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 2.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 506 County(ies) of Lee, Ogle, Whiteside and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20 10 was filed in the office of the County Clerk of this county on _____, 20 ____.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20 10 is \$ 1,759,086.

Date

Whiteside
County Clerk and County

Sauk Valley Community College
November 22, 2010

Action Item 4.10

Topic: **Appointment of Energy Service Company**

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

Presentation:

Sauk Valley Community College conducted a search for an Energy Services Company which is capable of providing project management of a wind turbine from design through installation.

A "Request for Proposal" was developed that included the College's scope of work (Attachment A). The College published a legal notice in the official state newspaper, the Breeze Courier.

The College received one response from Siemens Industry, Inc. Dr. George Mihel and Alan Pfeifer evaluated the response for demonstrated technical and managerial capabilities to provide a comprehensive set of energy services including, but not limited to, design, financing, acquisition, installation, training and commissioning of a new wind turbine as well as project monitoring and savings measurement and verification. Based on this evaluation, Siemens Industry, Inc. possesses the qualifications to provide energy consulting services to the College.

Siemens will prepare the viability and financing at no cost if the project moves forward, if not, the cost will be \$60,000. The cost of project management is included in the overall turbine price.

Recommendation:

The administration recommends the Board approve the appointment of Siemens Industry, Inc. to prepare an analysis of the viability and financing of a wind turbine on the College's campus.

-Attachment A-

**REQUEST FOR PROPOSAL (RFP)
FOR AN
ENERGY PERFORMANCE CONTRACTING PROJECT**

***Sauk Valley Community College District # 506
Dixon, IL 61021***

Sauk Valley Community College (hereinafter referred to as SVCC) is seeking specific proposals from interested Energy Services Companies (ESCOs) which are capable of providing management of a wind turbine from initial financing through installation as identified in this RFP.

PROJECT OVERVIEW

SVCC is interested in contracting for the installation of a wind turbine (hereinafter referred to as project) designed to reduce energy use and related costs at its facility. These services and improvements are to be delivered on a performance contracting basis which may allow SVCC to: a) incur no or limited initial capital cost, b) achieve significant long term savings which are measured and verified, c) obtain an annual savings guarantee which will be equal to or greater than the total annual project costs, and d) finance the project through an installment payment or a lease purchase arrangement over an extended contract term.

SVCC seeks to maximize energy savings and related improvements within the framework of the allowable 15 year contract term and available financing, therefore, ESCOs are encouraged to structure a project which provides the greatest possible energy savings and the most beneficial project scope for SVCC.

GENERAL GUIDANCE

For project savings and cash flow demonstration purposes, the allowable rates of escalation and tax-exempt interest rate to be used in the proposal are detailed in Part IV, B-10 of this RFP.

Any stipulated energy and/or operational cost savings that may be attributed to this project will be rigorously reviewed and, if agreed to, will be limited to those that can be thoroughly documented and verified by the ESCO and approved by SVCC.

REQUIRED CAPABILITIES

The ESCO must have the demonstrated technical and managerial capabilities to provide a comprehensive set of energy services including, but not limited to, design, acquisition, installation, training and commissioning of a new wind turbine as well as project monitoring and savings measurement and verification. Additional services may include operation and maintenance for all improvements and/or training of SVCC's staff on routine maintenance and operation of systems.

Monitoring and verification services shall include appropriate measurement and timely reporting of the performance and savings from project.

OVERVIEW OF TERMS AND CONDITIONS

Contract Term. No contract shall exceed 15 years in duration and may be subject to annual appropriations. The duration of the contract will be mutually determined between the ESCO and SVCC based on authorizing legislation, final project scope and financial factors.

Guarantee. The project must result in a guaranteed minimum **annual** energy savings, as well as maintenance, monitoring, training or other services. The goal of this project is to achieve savings sufficient to cover all project costs including lease or installment payments and fees for maintenance; monitoring; training and other services, on an annual basis, for the duration of the contract term.

Financial Review. Detailed financial projections of project benefits are dependent upon the scope of technical measures finally selected and installed. It is premature to place a major emphasis on projected financial benefits prior to the negotiation of the project structure.

PROCUREMENT PROCESS

The evaluation and selection of an ESCO, and the negotiation and procurement of services will proceed as follows:

Site Visits. Prior to the submission of proposals and upon request, SVCC will arrange a site visit. Knowledgeable representatives will be available to answer questions about the operation of the facilities. All ESCOs are encouraged to visit the facility in order to enhance their understanding. To make arrangements for a site visit, please contact John Ditto at (815)835-6299 or dittoj@svcc.edu by October 21, 2010.

Submission of Written Proposals. ESCO's interested in providing the services requested, must respond in writing by November 3, 2010. All submissions become the property of SVCC and will not be returned to the ESCO. All costs associated with submission preparation will be borne by the submitting ESCO.

Proposal Review and Selection of Finalists. SVCC will establish a Project Evaluation Team to review and evaluate the ESCOs written responses to this RFP in accordance with the evaluation criteria identified in Part II of this document. The Project Evaluation Team will check client references which will also be evaluated. SVCC intends to select no more than three (3) ESCOs as finalists.

SVCC reserves the right to reject any or all submissions and to waive informalities and minor irregularities in submissions received and to accept any submissions if deemed in the best interest of SVCC to do so.

ESCO Presentations and Ranking. Each of the finalist ESCOs will present their proposals and answer questions from the Project Evaluation Team and more fully discuss how its approach to this project satisfies the evaluation criteria. All persons with major responsibility for the project's technical design, management and contract negotiation should be present at the presentation. Based on results from the written responses to the RFP, client reference responses and the

presentations, the Project Evaluation Team will rank the finalist ESCOs. Contract negotiations will proceed with the top-ranked ESCO.

Development of Energy Services Agreement. SVCC intends to negotiate an Energy Services Agreement (ESA). If an acceptable ESA cannot be negotiated within 30 days from the date of acceptance of the detailed negotiations with the next-ranked ESCO may be initiated.

To aid ESCOs in their response to this RFP, the following items are attached:

PART I: PROPOSED PROJECT SCHEDULE

PART II: EVALUATION CRITERIA

PART III: CONTRACT TERMS AND CONDITIONS

PART IV: INSTRUCTIONS TO PROPOSERS

PART IV-A ESCO PROFILE FORM

PART IV-B ESCO QUALIFICATIONS AND APPROACH TO PROJECT

PART I

PROPOSED PROJECT SCHEDULE

The following is the proposed project schedule and may be adjusted as necessary during the procurement of services.

ACTIVITY	DATE
Issue RFP	October 19, 2010
Site Visit (to be arranged) *	October 21- October 28, 2010
Proposals Due	November 3, 2010
Proposal Review and Selection of Finalist	November 5, 2010
ESCO Presentations and Ranking	November 8-10, 2010
Development of Energy Service Agreement (ESA)**	November 11-15, 2010
Board Approval	November 22, 2010

* Site visits may be arranged by contacting John Ditto at (815)835-6299 or dittoj@svcc.edu.

** Includes negotiation, approval, and signing

PART II

EVALUATION CRITERIA

Evaluation of Proposals: Responses will be evaluated based on the quality and completeness of the information provided. Failure to provide any of the requested information may result in disqualification. The criteria listed below will be used in the evaluation of the written proposals, client references and responses of the finalist ESCOs during oral interviews, as appropriate. The criteria have been weighted with an asterisk denoting the most significant. These criteria will be applied and interpreted solely at the discretion of SVCC.

Experience

- * Qualifications and experience of ESCO's personnel with guaranteed energy savings contracts.
- * Reliability of equipment performance on past projects.
- * Quality and completeness of past project documentation.

Project Management

- * Clear assignment of responsibility for various project tasks to specific individuals.
- * Ability to effectively manage project construction and complete the project on schedule.
 - Quality of approach to operations and maintenance.
 - Quality of monitoring, maintenance, and measurement and verification services on past projects.
 - Clarity, organization and level of detail in written proposal.

Technical Approach

- * Quality of technical approach, including methods of analysis and an understanding of existing building systems and conditions.
- * Quality of approach to project commissioning.
- * Quality of baseline energy calculations.
 - Quality of proposed training for facility staff.
 - Quality of approach to savings measurement and verification.

Financial

- * Financial soundness and stability of the ESCO.

- * Demonstrated ability to provide or arrange project financing.
- * Reasonableness of Preliminary Cash Flow Analysis.
- * Attractiveness of ESCO's Guarantee.

PART III

CONTRACT TERMS AND CONDITIONS

The minimum contract terms and conditions SVCC will accept from the selected ESCO include:

1. Technical Requirements

Standards of Service. The ESCO will be responsible for maintaining the levels of service as specified in the Energy Services Agreement (ESA).

Professional Engineer Involvement. A registered professional engineer must, at a minimum, review and approve design work done under this contract.

Guaranteed Savings. SVCC requires a minimum annual guaranteed level of savings approach to the project. If the project does not generate the guaranteed level of savings in any given year, the ESCO will be responsible for reimbursing SVCC the amount of any shortfall. Excess savings will not be used to reimburse the ESCO for any payments made due to shortfalls in other years.

Construction Management. The ESCO will be required to work with current building management and maintenance personnel in order to coordinate construction and provide appropriate training in operations and maintenance of all installed improvements. No equipment or other improvements will be installed that would require SVCC to hire additional personnel unless contract negotiations produce an explicit exemption for a specific installation. Maintenance responsibilities shall be detailed in the ESA.

O & M Manuals. At least three operation and maintenance manuals for each site will be provided for all equipment replacements and/or upgrades. Manuals are subject to approval of SVCC.

As-Built Drawings. Where applicable, ESCO must provide mylar, reproducible "as built" and record drawings (or such electronic equivalents as may be agreed to with SVCC) of all existing and modified conditions associated with the project, conforming to typical engineering standards. These should include architectural, mechanical, electrical, structural, and control drawings and operating manuals within 30 days of completed project installation.

Follow-up Maintenance, Monitoring and Training Services. The ESCO will be responsible for maintaining and monitoring the measures to ensure optimal performance as well as for ongoing training, however, SVCC has the option to negotiate the scope of service needed.

SVCC Energy Improvement Projects. SVCC reserves the right to make energy improvements to the facility and to negotiate adjustments to the savings measurement and verification methodology to account for such improvements.

2. Minimum Contract Provisions

Proposal Submissions. The contents of the ESCO's RFP submission will become part of any final agreement between SVCC and the ESCO.

Project Schedule. The ESCO must provide a final schedule of project milestones including construction, equipment-service and preventive maintenance provisions that will become part of any final contract. In the event any milestone or service provision is not met as scheduled, without prior approval from SVCC, SVCC reserves the right to consider it a default and withdraw from all contractual obligations without penalty.

SVCC Inspection. SVCC retains the right to have its representative visit the site during the audit and implementation phases of the project, and to attend relevant on-site or off-site meetings of the ESCO and/or its subcontractors. SVCC will have the right to inspect, test and approve the materials and work conducted in the facilities during construction and operation. SVCC shall have the right and access to the account books, records, and other compilations of data that pertain to the performance of the provisions and requirements of the agreement. Records shall be kept on file in legible form and retained for a minimum of three years after close-out.

Final Approval of SVCC. SVCC retains final approval over the scope of work and all end-use conditions.

Ownership of Drawings, Reports and Materials. All drawings, reports and materials prepared by the ESCO specifically in performance of this contract shall become the property of SVCC and will be delivered to SVCC as needed, requested or upon completion of construction.

Compliance. All work completed under this contract must be in compliance with all applicable federal, state and local laws, rules and regulations including all building codes and appropriate accreditation, certification and licensing standards. Work must be in accordance with sound engineering and safety practices, be installed in a workmanlike manner and be in compliance with all SVCC regulations relative to the premises. The ESCO and its subcontractors will be responsible for obtaining any and all required governmental permits, consents and authorizations, and for payment of any and all state and city required taxes and fees which result from this contract.

Handling of Hazardous Materials. All work completed under this contract must be in compliance with all applicable federal, state and local laws, rules and regulations regarding waste disposal and treatment/disposal of any hazardous materials that could result from this project. Work must also be in accordance with sound engineering and safety practices, and in compliance with all SVCC rules relative to the premises.

Methodology to Adjust for Material Changes. The contract must contain a mutually acceptable clause whereby unanticipated changes in facility use, occupancy, schedule and/or utility rates can be accommodated in a fair manner agreeable to both parties.

Hiring and Wage Requirements. Successful ESCO agrees to comply with and acknowledges that the contract is subject to and governed by the Illinois Prevailing Wage Act (820 ILCS 130/0.01-12). The successful ESCO shall ensure that any subcontractors shall comply with the

Illinois Prevailing Wage Act. It shall be mandatory upon the successful ESCO and upon any subcontractors to pay all laborers, workers, and mechanics employed by them not less than prevailing wages in the locality for each craft or type of worker or mechanic needed to perform such work and the general prevailing rate for legal holidays and overtime work as ascertained by the Illinois Department of Labor and pursuant to Illinois law and statutes.

The successful ESCO and each subcontractor shall (1) make and keep, for a period not less than three years, records of all laborers, mechanics, and other workers employed by them on the project. The records shall include each worker's name, address, telephone number when available, social security numbers, classification or classifications, the hourly wages paid in each pay period, the number or hours worked each day, and the starting and ending times of work each day; and (2) submit monthly, in person, by mail, or electronically, a certified payroll to the Owner. The certified payroll shall consist of a complete copy of the records identified in the Prevailing Wage Act.

Subcontractor Approval. SVCC retains the right to approve any ESCO selected subcontractor prior to its commencement of work on this project. Names and qualifications of subcontractors must be submitted at least two weeks in advance of subcontractor scheduled start date.

Price Disclosure. The ESCO may be required to fully disclose all costs and fees associated with this project including audit, design, engineering, equipment, installation, financing, commissioning, monitoring, overhead, profit, etc.

Bonding Requirements. The successful ESCO shall furnish a Performance and Payment Bond and Labor and Material Bond in the amount of one hundred percent (100%) of the Contract sum. The bond surety must carry a BEST RATING of A+.

Insurance Requirements. Prior to the commencement of work, the ESCO must provide evidence of insurance for both the construction and operations phases of the project.

Comprehensive Automobile Liability:

- a) \$1,000,000 Bodily Injury per person.
- b) \$1,000,000 Bodily Injury per occurrence.
- c) \$ 500,000 Property Damage per occurrence.
- d) \$1,000,000 Combined Single Limit coverage for bodily injury and property damage per occurrence in the same aggregate limit will be accepted in lieu of the separate limits specified above.

1. Workman's Compensation: Statutory Limits

- a) Employer's Liability: \$500,000 Bodily Injury per person.
- b) The Qualified Provider may use a self-insured plan for Workman's Compensation Insurance if the plan is approved by the State of Illinois. For approval, the contractor shall obtain a Certificate from the Illinois Industrial Commission, Office of Self-Insurance Administration, Springfield office.

2. Comprehensive General Liability:

- a) \$1,000,000 Bodily Injury per person.

- b) \$1,000,000 Bodily Injury aggregate limit.
- c) \$1,000,000 Property Damage per occurrence.
- d) \$2,000,000 Property Damage aggregate limit.
- e) \$1,000,000 Combined Single Limit coverage for bodily injury and property damage per occurrence in the same aggregate limit will be accepted in lieu of the separate limits specified above.

3. **Umbrella:**

\$1,000,000 Umbrella

Annual Reconciliation. Project savings will be verified and reconciled on an annual basis. ESCO will provide timely monthly savings reports to SVCC, unless otherwise agreed to by the parties.

Contract Term. No contract shall exceed fifteen years in duration and may be subject to annual appropriations.

Dispute Resolution. The contract will contain an Alternative Dispute Resolution provision.

PART IV

INSTRUCTIONS TO PROPOSERS

Failure to complete any question in whole or in part, or any deliberate attempt by the proposer to mislead SVCC, may be used as grounds to find the proposing ESCO ineligible.

PROPOSAL SUBMITTAL INFORMATION

ESCOs who wish to have proposals considered by SVCC must submit three copies of Part IV-A (**ESCO Profile Form**) and Part IV-B (**ESCO Proposal and Approach to Project**) with any supporting documents, by November 3, 2010 to the following address:

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

Responses will be opened on November 3, 2010 at 2pm in the SVCC Business Office (Room 3K10)

Sauk Valley Community College
November 22, 2010

Action Item 4.11

Topic: **Walk-in Refrigerator**

Presented By: **Dr. George Mihel, John Ditto, and Paula Meyer**

Presentation:

The refrigeration units in the cafeteria currently consist of a bank of six refrigerators. These air cooled units are original to the building and are experiencing mechanical problems and breakdowns that result in lost revenue to the food service provider due to food spoilage and excessive repair costs. In addition, due to their age, they are energy inefficient.

In researching the best means of replacing these inefficient units, the administration originally looked at purchasing a new walk-in unit. However, an original walk-in refrigerator is still located on the first floor in the Financial Assistance Office. It has been used for storage only for an unknown number of years.

The College contacted two vendors to obtain quotes to purchase a new walk-in unit or to move the walk-in insulated box from the Financial Assistance Office and install it in the cafeteria, along with a water cooled condenser in replacement of the current coolers. The following quotes were received.

Vendor	Renovate Existing Unit	Purchase New
Youngren's Refrigeration Dixon, IL	\$14,000	\$26,000
Farley's Appliance Dixon, IL	\$15,260	\$27,000

The vendors agree that the walls of the original unit have insulation that is comparable to a new unit, and that having one water-cooled unit will provide cost and energy savings due to a more efficient condenser and heat rejection system. This replacement will be paid with funding bonds.

Recommendation:

The administration recommends the Board of Trustees approve the quote from Youngren's Refrigeration for the replacement of the current refrigeration units in the cafeteria with the refurbished walk-in refrigerator for \$14,000, to be paid with funding bonds.