

**Sauk Valley Community College
Fall Board Retreat
Friday, December 3, 2010
12:00 – 4:00 p.m.
Board Room**

AGENDA

12:00 Working Lunch

Open Session – Discussion Items Only:

- 1. President's Evaluation Form**
- 2. Staff Satisfaction Survey**
- 3. Financial Update**
- 4. Goals**
- 5. Architect Plans**

**Closed Session: (Appointment, employment, compensation, discipline,
performance or dismissal of specific employees of the College;
collective bargaining, pending litigation, probable or imminent)**

- 6. Student Housing**
- 7. Negotiations**

4:00 p.m. Adjourn

SAUK VALLEY COMMUNITY COLLEGE

BOARD RETREAT DECEMBER 3, 2010 MINUTES

Present: Ed Andersen, Andrew Bollman, Robert Thompson, William Simpson, Scott Stoller, Student Trustee Mallory Sisson, Dr. George Mihel

President's Evaluation Form:

The Board discussed the President's evaluation form and it was the direction of the Board to do an evaluation in January 2011. They indicated that a point on marketing should be added.

Staff Survey:

The Board directed Dr. Mihel to proceed with PACE for the staff satisfaction survey. The survey will be done during the end of September, 2011.

Financial Update:

Dr. Mihel distributed updated financial information to the Board. The Board indicated a strong desire to have comparable data from our peer colleges on salary, tuition, credit hours, fund balances, etc.

The Board would also like more formal and regular updates on program development.

The Board would like the Challenge Grants to remain intact and use only the interest.

Dr. Mihel will contact Jerry Mitchell about the funding of the science labs with RAMP money.

The Board discussed new programs; one year bachelor's degree and a "Medical Scribe" (initial research shows this could be an interesting idea).

Goals:

Dr. Mihel presented seven potential goals to the Board. Overall, these seemed viable. An additional goal is to have a marketing plan available at the January Board meeting.

Architect Plans:

The Board wishes to move forward with Phase I (Tech Area) of the remodeling and the science labs. An agenda item will be presented at the December meeting.

Student Housing:

An update on housing was presented. Member Thompson and Member Bollman would like copies of certain documents. Dr. Mihel will provide this information.

Negotiations:

Attorney Miller provided an update on negotiations. The Board expects an answer to the last offer before the December Board meeting.

The Board adjourned at 4:00 p.m.

Respectfully Submitted,

Dr. George Mihel

Reminder of Key Dates:

December 20, 2010 - Board Meeting
Reception at George's after the meeting.

February 13-16, 2011 - ACCT Legislative Session, Washington, D.C.

(FYI: Next annual ACCT meeting, October 12-15, Dallas, TX)

September 19-21, 2011 – HLC Comprehensive visit on SVCC campus

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

**Third Floor Board Room
Dixon, IL**

**December 20, 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, November 22, 2010**
 - 2.3 Treasurer's Report**
 - 2.4 Bills Payable**
 - 2.5 Payrolls**

November 30, 2010	\$206,962.46
December 13, 2010	\$271,199.06
 - 2.6 Budget Report**
- 3.0 Reports/Information**
 - 3.1 President's Report: Wind Turbine Economic Model Presentation**
 - 3.2 Reports/Comments from Board Members**
 - 3.3 Communication from Visitors**
 - 3.4 Board Policy Review: 408.01 Administrative Performance;
409.01 Administrative Employment Contracts, Contract Continuation
and Contract Termination; 411.01 Group Contracts;
412.01 Responsibilities of Instructional Faculty; 413.01 Attendance**
- 4.0 Action Items**
 - 4.1 Board Policy 401.01 Personnel Classifications and
Definitions – Second Reading**
 - 4.2 Board Policy 403.01 Affirmative Action – Second Reading**
 - 4.3 Board Policy 404.01 Appointment of College Staff – First Reading**
 - 4.4 Board Policy 405.01 Appointment of Instructional
Personnel – First Reading**
 - 4.5 Board Policy 405.02 Oral English Proficiency Policy – First Reading**
 - 4.6 Board Policy 406.01 Tenure Definition – First Reading**
 - 4.7 Appointment of Architect and Construction Manager**
- 5.0 Closed Session – (Appointment, employment, compensation, discipline,
performance or dismissal of specific employees of the College; collective
bargaining; closed session minutes consideration; pending litigation probable or
imminent)**

6.0 Approval of Closed Session Minutes of November 22, 2010

7.0 Adjournment

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
MINUTES
December 27, 2010**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on December 27, 2010, in the Board Room at Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Edward Andersen	Scott Stoller
Joan Padilla	Student Trustee Sisson
William Simpson	
Robert Thompson	

Absent: Andrew Bollman
Lisa Wiersema

SVCC Staff: President Dr. George Mihel
Attorney Miller
Dean of Information Services Alan Pfeifer
Director of Human Resources Kathryn Snow
Director of Building and Grounds John Ditto
Administrative Assistant Debra Dillow

Consent Agenda: It was moved by Member Simpson and seconded by Member Stoller 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 provide a financial report to the Board. Dr. Mihel also indicated that he, Member Stoller, Member Wiersema, and Member Bollman will attend the ACCT Legislative Summit in Washington in February. Dr. Mihel reported to the Board that he recently sent a letter to Representative Jerry Mitchell regarding our RAMP funding and he was asked by Sauk Valley Newspaper to write a column highlighting the college.

Reports: *ICCTA Report:* None
Foundation: None
Student Trustee Report: None

Board Policy Review: Dr. Mihel reviewed Board Policies 408.01 Administrative Performance; 411.01 Group Contracts; 412.01 Responsibilities of Instructional Faculty and 413.01 Attendance and he will recommend no changes. He also reviewed 409.01 Administrative Employment Contracts, Contract Continuation and Contract Termination and will recommend changes.

Board Policy 401.01
Personnel Classifications
and Definitions
(Second Reading) It was moved by Member Thompson and seconded by Member Padilla that the Board approve Board Policy 401.01 Personnel Classifications and Definitions for second reading. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried. It was moved by Member Thomson and seconded by Member Stoller that Board Policy 401.01 Personnel Classifications and Definitions be accepted with revisions. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Board Policy 403.01
Affirmative Action
(Second Reading): It was moved by Member Thompson and seconded by Member Padilla that the Board approve Board Policy 403.01 Affirmative Action for second reading. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Board Policy 404.01
Appointment of College
Staff (First Reading): It was moved by Member Padilla and seconded by Member Thompson that the Board approve Board Policy 404.01 Appointment of College Staff for first reading. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Board Policy 405.01
Appointment of
Instructional Personnel
(First Reading): It was moved by Member Padilla and seconded by Member Stoller that the Board approve Board Policy 405.01 Appointment of Instructional Personnel for first reading. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Board Policy 405.02
Oral English Proficiency
Policy (First Reading): It was moved by Member Thompson and seconded by Member Stoller that the Board approve Board Policy 405.02 Oral English Proficiency Policy for first reading. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Board Policy 406.01
Tenure Definition
(First Reading):

It was moved by Member Thompson and seconded by Member Padilla that the Board approve Board Policy 406.01 Tenure Definition for first reading. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Appointment of
Architect and
Construction Manager:

It was moved by Member Stoller and seconded by Member Padilla that the Board approve the Appointment of Wight and Company to provide an Interiors Master Plan and to provide professional design, engineering, environmental and construction management services for Welding, Wind, Radiology and Science Labs Renovation Project for a total cost of \$829,350. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Closed Session:

At 7:25 p.m. it was moved by Member Padilla and seconded by Member Sisson 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 7:45 p.m.

Closed Session Minutes
of November 22, 2010:

It was moved by Member Thompson and seconded by Member Stoller that the Board approve the Closed Session Minutes of November 22, 2010. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Adjournment:

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

The meeting adjourned at 7:46 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on January 24, 2011 in the Board Room.

Respectfully Submitted,


Robert J. Thompson, Secretary Pro-Tem


BOARD CHAIR
BOARD SECRETARYDATE 12/27/10SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES - TREASURER'S REPORT
As of November 30, 2010CHECKING ACCOUNTSINTEREST BEARING ACCOUNTS

General Account - Sterling Federal Bank

Illinois Funds - Firststar Bank, Springfield

SUBTOTAL

INTEREST

RATEAMOUNT

0.150

\$4,211,115.04

0.155

2,542,694.92

6,753,809.96MONEY MARKET

Merrill Lynch Wealth Management

SFB Investment Center - Federated Capital Reserves

SFB Investment Center - Federated US Treasury

SUBTOTAL

1.000

181,082.77

0.000

39,959.14

0.000

4,152,148.19

4,373,190.10

TOTAL CHECKING ACCOUNTS

\$11,127,000.06INVESTMENTSMATURITYFINANCIAL INSTITUTIONDATE

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

Farmers State Bank, Sublette

08-13-11

0.750

1,000,000

SUBTOTAL

4,000,000MERRILL LYNCH:YIELDPRICE

Federal Home Ln Bks Call Step

12-10-10

3.000

392,070.90

Federal Home Ln Mtg Crp Refrnce

03-15-11

2.600

586,862.25

Federal Home Ln Bks Cons Bd

06-10-11

3.450

669,097.00

Federal Home Ln Bks Cons Bd

09-16-11

2.709

669,500.00

Federal Farm Cr Bks Cons Bd

02-13-12

1.359

628,068.65

Federal Farm Cr Bks Cons Bd

07-23-12

1.740

615,345.20

Federal Farm Cr Bks Global Cons Bd

11-13-12

2.147

641,628.00

Federal Natl Mtg Assn Call

02-21-13

4.750

438,376.00

Federal Hom Ln Mtg Corp

06-28-13

1.625

725,774.40

Federal Home Loan Bank

10-29-13

1.446

402,124.00

SUBTOTAL

\$5,768,846.40SFB 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

2,340,000.00

SFB INVESTMENT CENTER - FUNDING BONDS

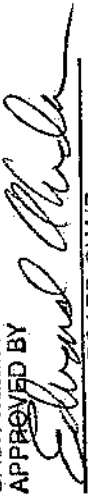
U.S. Treasury Securities	01-31-12	0.875	2,500,000.00
Bank of China New York City NY	07-16-12	1.000	250,000.00
Florida Cap Bk Natl Assn Jacksonville	07-19-12	1.150	250,000.00
Wilmington TR CO DEL	01-14-13	1.250	250,000.00
GE Money Bk Instl, Draper, UT	01-16-13	1.250	250,000.00
Banco Bilbao Vizcaya Argentaria, 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
			<u>5,000,000.00</u>

TOTAL INVESTMENTS

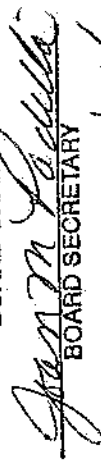
\$17,108,846.40

Sauk Valley Community College
Board of Trustees
December 20, 2010

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY



BOARD CHAIR



BOARD SECRETARY

DATE 12/27/10

Summary of Bills Payable

Amount

General Operating Funds

\$ 500,977.64

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Crest Foods	01		Tuition Billed to Employer	Refund MAP Funds S James	225.00
Tri County Opportunities	01		Tuition Billed to Employer	Refund K Whites F 2010	999.00
Illinois Valley Community Coll	01		Dislocated Workers	F 2010 Balance Due	186.00
Follett Bookstore	01		Foundation Expense	Department Bookstore Charges Oct 2010	9.56
Quill Corporation	01		Dislocated Worker Expense	Calendars & Supplies	80.06
State Universities Retirement	01		SURS Payable	11/30/10 p/r	29,748.63
State Universities Retirement	01		SURS Payable	Matching Funds	29,872.80
Select Employees Credit Union	01		Credit Union Payable	11/30/10 P/R	5,973.78
Select Employees Credit Union	01		Credit Union Payable	ACCRUED W/H Select Employees Credit Un	5,973.78
SVCC Faculty Association	01		Faculty Association Payable	11/30/10 - p/r	948.72
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	948.72
Freedman Anselmo Lindberg & Ra	01		Wage Garnishment Payable	11/30/10 p/r	34.61
Freedman Anselmo Lindberg & Ra	01		Wage Garnishment Payable	ACCRUED W/H - Garnishment	34.61
Illinois Student Assistance Co	01		Wage Garnishment Payable	11/30/10 p/r	122.19
Illinois Student Assistance Co	01		Wage Garnishment Payable	ACCRUED W/H-GARNISHMENT	122.19
Community Health Charities of	01		United Way Payable	11/30/10 p/r	53.06
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charities	48.06
United Way of Lee County	01		United Way Payable	11/30/10 p/r	64.33
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	64.33
United Way of Whiteside County	01		United Way Payable	11/30/10 p/r	24.75
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	44.75
Gallagher Benefit Services, In	01		Optional Life Insurance	Optional Life	492.98
Gallagher Benefit Services, In	01		Optional Disability Insurance	LTD Billing	676.76
Illinois Mutual	01		Optional Disability Insurance	11/30/10 - p/r	3.89
Illinois Mutual	01		Optional Disability Insurance	Accrued Optional Disability-Illinois M	3.89
JEM fbo Sauk Valley CC 403b PI	01		Fidelity Investments	11/30/10 P/R-Fidelity	1,925.00

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 2

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
JEM fbo Sauk Valley CC 403b PI	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	1,925.00
JEM fbo Sauk Valley CC 403b PI	01		Vanguard	ACCURED ANNUITIES-Vanguard	1,000.00
JEM fbo Sauk Valley CC 403b PI	01		Vanguard	11/30/10 p/r - Vanguard	1,950.00
JEM fbo Sauk Valley CC 403b PI	01		Vanguard	ACCURED ANNUITIES-Vanguard	1,950.00
JEM fbo Sauk Valley CC 403b PI	01		Valic	11/30/10 p/r - vanguard	350.00
JEM fbo Sauk Valley CC 403b PI	01		Valic	ACCURED ANNUITIES-VALIC	350.00
Alfarraj, Baida	01		Accounts Payable	MAP Gt	605.00
Apple, William	01		Accounts Payable	Online Refund	45.00
Arango, Nancy	01		Accounts Payable	PELL - correction	11.75
Baumbach, Susan	01		Accounts Payable	Online Refund	35.00
Beauchem, Amanda	01		Accounts Payable	MAP	825.00
Becker, Kaylene	01		Accounts Payable	Dir Ln	498.00
Behnke, Megan	01		Accounts Payable	PELL	936.50
Berry, Sarah	01		Accounts Payable	Direct Loan	1,742.00
Block, Helen	01		Accounts Payable	Online Refund	35.00
Brown, Choya	01		Accounts Payable	Dir Ln	1,742.00
Brown, Chris	01		Accounts Payable	Online Refund	35.00
Brown, Tanner	01		Accounts Payable	ACG	375.00
Calsyn, Sherry	01		Accounts Payable	MAP-additional	64.00
Cavazos, John	01		Accounts Payable	Direct Loan	1,194.00
Cisneros, Ruben	01		Accounts Payable	ACG	375.00
Cornils, Ruth	01		Accounts Payable	Online Refund	35.00
Cowley, Ramona	01		Accounts Payable	Online Refund	290.00
Cromwell, Pamela	01		Accounts Payable	Dir Ln	1,742.00
Davis, Rebekah	01		Accounts Payable	MAP	676.00
Day, Ashley	01		Accounts Payable	Direct Loan	621.00

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 3

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
DeLong, Alyssa	01		Accounts Payable	Online Ref-Athl Waiv correctio	693.00
Dela Vega, Violeta	01		Accounts Payable	PELL	475.00
Diehl, Niki	01		Accounts Payable	Online Refund	30.00
Dornacher, Tanner	01		Accounts Payable	ACG	375.00
Downing, Matthew	01		Accounts Payable	ACG	375.00
Dunbar, Victoria	01		Accounts Payable	MAP	715.00
Eccles, Yvonne	01		Accounts Payable	Online Refund	35.00
Edeus, Joseph	01		Accounts Payable	PELL	605.90
Elmendorf, Ryan	01		Accounts Payable	PELL	825.00
Ennells, Todd	01		Accounts Payable	Dir Loan	1,742.00
Farrey, Josh	01		Accounts Payable	PELL	1,000.00
Fassig, Conrad	01		Accounts Payable	ACG2	650.00
Feldman, Shirley	01		Accounts Payable	Online Refund	85.00
Fisher, Miranda	01		Accounts Payable	ACG	375.00
Fonder, Erik	01		Accounts Payable	Direct Loan	1,742.00
Frey, Sylvia	01		Accounts Payable	Online Refund	40.00
Friedman, Timothy	01		Accounts Payable	MAP	770.00
Gehlbach, Christyne	01		Accounts Payable	Online Refund	5.00
Gehlbach, Gary	01		Accounts Payable	Online Refund	5.00
Gillette, Patrick	01		Accounts Payable	ACG	282.00
Goldie, Amber	01		Accounts Payable	Online Refund	30.00
Gordon, Lawill	01		Accounts Payable	MAP	715.00
Hanabarger, Destiny	01		Accounts Payable	ACG	375.00
Harkins, Chloe	01		Accounts Payable	ACG	375.00
Harley, Rose	01		Accounts Payable	Online Refund	35.00
Haub, Kayla	01		Accounts Payable	ACG2	488.00

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 4

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Heise, Sabrina	01		Accounts Payable	ACG -correction	94.00
Heise, Samantha	01		Accounts Payable	Online Refund	715.00
Hickey, Richard	01		Accounts Payable	Dir Ln Bal	38.03
Hudson, Donna	01		Accounts Payable	Online Refund	35.00
Huizenga, Sandy	01		Accounts Payable	Online Refund	35.00
Hyde, James	01		Accounts Payable	Online Refund	125.00
Janssen, Christy	01		Accounts Payable	MAP	495.00
Johnson, Amber	01		Accounts Payable	MAP	770.00
Keller, Sharon	01		Accounts Payable	MAP	165.00
Kendrick, William	01		Accounts Payable	map	660.00
Kinnon, Suzanne	01		Accounts Payable	Online Refund	35.00
Kinn, Barbara	01		Accounts Payable	Online Refund	35.00
Kinn, David	01		Accounts Payable	Online Refund	35.00
Kleinmaier, Bruce	01		Accounts Payable	Online Refund	75.00
Kleinmaier, Bruce	01		Accounts Payable	Online Refund	40.00
Knight, Cletus	01		Accounts Payable	Direct Loan	1,493.00
Koeppen, Cody	01		Accounts Payable	ACG2	650.00
Lanphere, Sue	01		Accounts Payable	Online Refund	35.00
Maltz, Austin	01		Accounts Payable	ACG	375.00
Mapes, Kirsten	01		Accounts Payable	ACG	375.00
McCullough, Steven	01		Accounts Payable	PELL	1,050.00
McKee, Chelsey	01		Accounts Payable	MAP	825.00
Medrano, Samantha	01		Accounts Payable	ACG	375.00
Miller, Jacob	01		Accounts Payable	MAP	825.00
Moore, Angel	01		Accounts Payable	Online Refund	35.00
Murphy, Ashley	01		Accounts Payable	Dir Ln	1,742.00

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 4:07 PM
PAGE: 5

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Neer, Kimberly	01		Accounts Payable	ACG	375.00
Nelson, Kelly	01		Accounts Payable	MAP	832.00
Ortiz, Stephanie	01		Accounts Payable	PELL	447.02
Parker, Kaylee	01		Accounts Payable	ACG	375.00
Pennington, Tashina	01		Accounts Payable	ACG	375.00
Perales, Marisa	01		Accounts Payable	Online Refund	45.00
Phelan, Shannon	01		Accounts Payable	Online Refund	297.00
Pittman, Amanda	01		Accounts Payable	PELL	525.00
Reed, Kelsey	01		Accounts Payable	Direct Loan	145.99
Reyes, Michael	01		Accounts Payable	ACG	375.00
Ristau, Jordan	01		Accounts Payable	PELL	2,265.14
Rood, Patricia	01		Accounts Payable	PELL	430.00
Rosene, Tyler	01		Accounts Payable	ACG	375.00
Rowton, Kathi	01		Accounts Payable	Online Refund	35.00
Rutledge, Lois	01		Accounts Payable	MAP	180.00
Salas, Michael	01		Accounts Payable	MAP	321.00
Sarver, Victoria	01		Accounts Payable	Direct Loan	220.00
Schaller, Mitch	01		Accounts Payable	Dir Ln Bal	5.00
Schaver, Brittany	01		Accounts Payable	PELL	694.00
Schmitt, Colette	01		Accounts Payable	Online Refund	35.00
Settles, Hilary	01		Accounts Payable	Online Refund	35.00
Sherich, Nathaniel	01		Accounts Payable	MAP	660.00
Smith, Christine	01		Accounts Payable	Online Refund	35.00
Smith, Michael	01		Accounts Payable	ACG	375.00
Smoot, Andrew	01		Accounts Payable	MAP	825.00
Smoot, Brenna	01		Accounts Payable	Dir Ln	1,742.00

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From: 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 6

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Soriano, Olivia	01		Accounts Payable	MAP	825.00
Sotelo, Andre	01		Accounts Payable	MAP	165.00
Soward, Jacob	01		Accounts Payable	PELL	588.00
Spangler, Morgan	01		Accounts Payable	Direct Loan	1,249.84
Stafford, Pam.	01		Accounts Payable	Online Refund	35.00
Stanger, Kallynn	01		Accounts Payable	Direct Loan	747.00
Stanley, Kayla	01		Accounts Payable	Direct Loan - replacement ck	995.00
Summers, Chelsi	01		Accounts Payable	MAP	825.00
Tintori, Angelica	01		Accounts Payable	Online Refund	30.00
Tobey, Donna	01		Accounts Payable	Online Refund	85.00
Tompkins, Pamela	01		Accounts Payable	Online Refund	35.00
Tompkins, Tara	01		Accounts Payable	Dir Ln Bal	444.05
Toms, Anna	01		Accounts Payable	Online Refund	35.00
Totten, Debbie.	01		Accounts Payable	Online Refund	35.00
Urrutia, Edwina	01		Accounts Payable	PELL	1,300.00
VanOosten, Dane	01		Accounts Payable	Online Refund	15.00
Vos, Joshua	01		Accounts Payable	Alternative Ln Bal	681.33
Wakeley, Alex	01		Accounts Payable	ACG2	650.00
Wetzell, Renee	01		Accounts Payable	MAP	330.00
White, Jared	01		Accounts Payable	ACG	187.00
Williams, Brittany	01		Accounts Payable	Dir Ln	1,742.00
Williams, Brittany	01		Accounts Payable	Online Refund	715.00
Williamson, Janelle	01		Accounts Payable	PELL	1,141.92
Wilson, Carol Ann	01		Accounts Payable	Online Refund	45.00
Wolber, Candice	01		Accounts Payable	PELL Gt	1,850.00
Woodbury, Bridget	01		Accounts Payable	Direct Loan	474.86

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 7

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Yarbrough, Dustin	01		Accounts Payable	MAP	715.00
Young-Puentes, Tyler	01		Accounts Payable	PELL	278.00
Zeciri, Lindonia	01		Accounts Payable	ACG	375.00
Follett Bookstore	01		Stafford Loans BT	Student Books	-188.95
Follett Bookstore	01		Trade Act TAA Sterling B	Student Books	731.75
Follett Bookstore	01		Athletic Fndtn Books Only B	Student Books	100.00
Follett Bookstore	01		Short Term Book Loan due Booksto	Correction Student Loans	4,957.17
Follett Bookstore	01		Short Term Book Loan due Booksto	Student Books	-525.49
Northern Illinois University	01		Scholarship Payable	Scholarship Cynthia Heckman	1,666.00
Consolidated Management Co.	01		Cafeteria payable	November 2010 Punch A Lunch	920.00
Ward Murray Pace & Johnson P.C.	01	Board of Trustees	Legal Services	Legal Services	1,820.00
Illinois Community College Tru	01	Board of Trustees	Publications and Dues	Second Half ICCTA Dues	3,782.00
Bollman, Andrew J.	01	Board of Trustees	Conference/Meeting Expense	Travel-ICCTA Meetign 9/10/10	303.60
Consolidated Management Co.	01	Board of Trustees	Conference/Meeting Expense	October Board Meeting	47.40
Consolidated Management Co.	01	Board of Trustees	Conference/Meeting Expense	November Board Meeting	48.53
Higher Education Publication I	01	President's Office	Publications and Dues	2011 Higher Education Directory	75.00
Fifth Third Bank	01	President's Office	Conference/Meeting Expense	Lodging President Mtg 10/14/10	138.96
Fifth Third Bank	01	President's Office	Conference/Meeting Expense	Lodging & Meals ACCT Conference	1,078.80
CDW-G	01	College Relations's Office	Office Supplies	Additional Adobe	22.88
CDW-G	01	College Relations's Office	Office Supplies	Adobe Design Premium	445.26
ComCast Spotlight Inc	01	College Relations's Office	Advertising	TV Advertising	3,653.50
ComCast Spotlight Inc	01	College Relations's Office	Advertising	TV Advertising	1,398.50
Northern Public Radio	01	College Relations's Office	Advertising	Sept Spotlight	1,743.34
Ogle County Newspapers	01	College Relations's Office	Advertising	Renewal	39.00
Sauk Valley Newspapers	01	College Relations's Office	Advertising	Advertising	6,636.69
Seven 11 Productions	01	College Relations's Office	Advertising	Production Charge Spring 2011	125.00

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10.

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 8

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Turnroth Sign Co, Inc	01	College Relations's Office	Advertising	November Outdoor Advertising	2,704.00
WIXN FM - WIXN AM-WRCV-FM	01	College Relations's Office	Advertising	Advertising	1,494.44
WIXN FM - WIXN AM-WRCV-FM	01	College Relations's Office	Advertising	Advertising	1,435.00
WLLT	01	College Relations's Office	Advertising	Advertising	285.00
Withers Broadcasting	01	College Relations's Office	Advertising	Advertising	863.45
Gordon Flesch Company, Inc.	01	Printshop	Maintenance Services	Maintenance Copy Charges	745.85
Midland Paper	01	Printshop	Purchases for Resale	White Paper	4,640.00
Napa Auto Parts	01	Printshop	Purchases for Resale	Aerosol Touch Up	139.20
Xerox Corporation	01	Printshop	Purchases for Resale	Staples	182.00
SBM Business Equipment Center	01	Institutional Research & Plannin	Office Supplies	Drum for Fax Machine	104.11
Fifth Third Bank	01	Institutional Research & Plannin	Conference/Meeting Expense	Lodging ACCT Mtg Tom G	645.51
Gordon Flesch Company, Inc.	01	VP-Academics	Maintenance Services	Maintenance Copy Charges	30.29
National Collegiate Honors Cou	01	Honors	Publications and Dues	FY 11 Dues	500.00
Follett Bookstore	01	Art	Instructional Supplies	Department Bookstore Charges Oct 2010	63.18
Follett Bookstore	01	English	Instructional Supplies	Department Bookstore Charges Oct 2010	3.81
Follett Bookstore	01	Music	Instructional Supplies	Department Bookstore Charges Oct 2010	11.99
Mandrell, Jon	01	Criminal Justice	Conference/Meeting Expense	Travel-HCC thru 11/29/10	175.00
Edleman, Paul	01	Political Science	Instructional Supplies	Hard Drive for Computer	127.03
Follett Bookstore	01	Sociology	Instructional Supplies	Department Bookstore Charges Oct 2010	3.80
Follett Bookstore	01	Sociology	Instructional Supplies	Department Bookstore Charges Oct 2010	128.50
Follett Bookstore	01	Welding	Instructional Supplies	Department Bookstore Charges Oct 2010	3.31
Rockford Industrial Welding Su	01	Welding	Instructional Supplies	Welding Supplies	606.26
Menards	01	Wind Energy	Instructional Supplies	Supplies	17.19
Florini, Anthony	01	General Education Degree	Conference/Meeting Expense	Travel-ROE/Wallace	14.00
Gordon Flesch Company, Inc	01	Dean of Health Professions	Maintenance Services	Maintenance Copy Charges	30.71
Rock Valley College	01	Dean of Health Professions	Instructional Supplies	NIOIN Student Orientation Lunch	150.00

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 9

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Lynch, Janet	01	Dean of Health Professions	Conference/Meeting Expense	Travel NIOIN Meeting	234.00
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Supplies	34.12
Follett Bookstore	01	Associate Degree Nursing	Instructional Supplies	Department Bookstore Charges Oct 2010	4.50
Southern Illinois University	01	Nurse Assistant	Consultants	Exam Fee F 2010 16 Students	960.00
Southern Illinois University	01	Nurse Assistant	Consultants	Exam Fee 16 Students	960.00
Southern Illinois University	01	Nurse Assistant	Consultants	Exam Fee 19 Students	1,140.00
Southern Illinois University	01	Nurse Assistant	Consultants	Exam Fee 13 Students F 2010	780.00
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Supplies	215.18
Waitcur, Inc	01	Licensed Practical Nursing	Instructional Supplies	Supplies	205.07
SourceOne Healthcare Technolog	01	Radiologic Technology	Maintenance Services	Labor	100.00
Brevitt, Dianna	01	Radiologic Technology	Conference/Meeting Expense	Travel- Clinical Site Visits thru 10/2	435.00
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel- Visit Clinical Sites thru 11/3	417.00
Flinn Scientific	01	Biology	Instructional Supplies	Supplies	198.28
Flinn Scientific	01	Biology	Instructional Supplies	Shrimp Brine	11.46
Wood, Therese	01	Biology	Conference/Meeting Expense	Travel-Chadwick	28.00
S J Smith Welding Supply	01	Chemistry	Instructional Supplies	Gasses for Chemistry	11.78
Siemens Water Technologies Cor	01	Chemistry	Instructional Supplies	Chemistry DI Water	247.00
ABC-CLIO LLC	01	Learning Resource Center	Books and Binding Costs	Library Book	47.52
ABC-CLIO LLC	01	Learning Resource Center	Books and Binding Costs	Library Book Reference Handbook	47.52
African American Publications	01	Learning Resource Center	Books and Binding Costs	Book	381.00
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library	1,987.96
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Credit	404.00
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	Books	874.32
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books for Library	940.92
EBSCO	01	Learning Resource Center	Publications and Dues	Subscription Increase	70.06
EBSCO	01	Learning Resource Center	Publications and Dues	Supplemental Subscriptions	89.09

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 10

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Fifth Third Bank	01	Learning Resource Center	Publications and Dues	Wal Street Journal	99.62
Armstrong, Melanie	01	Learning Resource Center	Conference/Meeting Expense	Travel- CARLI	283.27
Dhaese, Linda	01	Learning Resource Center	Conference/Meeting Expense	Travel-CARLI Training	178.64
CDW-G	01	Academic Computing	Instructional Supplies	Battery Pack Assembly	56.58
Unique Computer	01	Academic Computing	Instructional Supplies	Fusing Assembly	1,198.95
AVI Systems Inc	01	Academic Computing	Instructional Technology Materia	Programming for DVD	563.00
CDW-G	01	Academic Computing	Instructional Technology Materia	Tripod W/Remote Control	192.10
Unique Computer	01	Academic Computing	Instructional Technology Materia	Speakers	60.00
Piton Group, LLC	01	Administrative Computing	Maintenance Services	Scanner Maintenance	1,590.00
RMS Technology Solutions LLC	01	Administrative Computing	Maintenance Services	Maintenance Parts Kit for SAN	1,065.00
Toner Tech Plus	01	Administrative Computing	Office Supplies	Ink	569.60
Unique Computer	01	Administrative Computing	Office Supplies	Ink	904.00
Piton Group, LLC	01	Administrative Computing	Computer Software	October Hosting Fees	2,912.00
NETECH Inc	01	Administrative Computing	Capital Supplies	Parts 6509 Switch & Warranty	5,300.00
Fifth Third Bank	01	Dean of Student Services	Conference/Meeting Expense	ICCCA Conference Fee	199.00
Moreno, Luis	01	Dean of Student Services	Conference/Meeting Expense	Travel-ICCCA Conference 11/19/10	410.00
Moreno, Luis	01	Dean of Student Services	Conference/Meeting Expense	Travel-Springfield	190.00
Quill Corporation	01	Special Needs- ADA	Instructional Supplies	Vinyl Business Card Holder	226.02
AHEAD (Assoc on Higher Educati	01	Special Needs- ADA	Publications and Dues	FY 11 Dues	245.00
Pinney Printing Company	01	Commencement	Other Supplies	Graduation Diploma Folders	2,104.63
Consolidated Management Co	01	School District Liason	Conference/Meeting Expense	Discover Sauk Meeting	269.90
Dorathy, Catherine	01	School District Liason	Conference/Meeting Expense	Travel-Area High School Visits	86.00
Fifth Third Bank	01	School District Liason	Conference/Meeting Expense	Recruitment	30.25
Gordon Flesch Company, Inc	01	Admissions, Records & Placement	Office Supplies	Maintenance Copy Charges	18.48
Higher Education Publication I	01	Admissions, Records & Placement	Publications and Dues	2011 Higher Education Directory	75.00
Scrip-Safe Security Products I	01	Admissions, Records & Placement	Publications and Dues	Transcripts	534.65

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 11

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Gordon Flesch Company, Inc.	01	Financial Aid & Veterans Affairs	Office Supplies	Maintenance Copy Charges	31.45
Stafel, Debra	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-Dept of Ed Conference	819.45
Fifth Third Bank	01	Counseling	Office Supplies	Survey Monkey	19.95
Gordon Flesch Company, Inc.	01	Counseling	Office Supplies	Maintenance Copy Charges	36.55
Unique Computer	01	Counseling	Office Supplies	Speakers	20.00
NACADA	01	Counseling	Publications and Dues	FY 11 Dues	200.00
Breed, Thomas	01	Counseling	Conference/Meeting Expense	Travel- U of I	160.00
Consolidated Management Co.	01	Counseling	Conference/Meeting Expense	College Night	357.30
Matheney, Janet	01	Counseling	Conference/Meeting Expense	Travel- Transfer Coord Meeting	125.00
Matheney, Janet	01	Counseling	Conference/Meeting Expense	Travel-ICCB	199.00
Skillpath Seminars	01	Counseling	Conference/Meeting Expense	Conference Fee-Marlene H	199.00
Federal Express Corp	01	Other Institutional	Postage	Federal Express Charges	16.70
Fifth Third Bank	01	Other Institutional	Postage	Mailers Mart	80.86
United Parcel Service	01	Other Institutional	Postage	Monthly Shipping Charge	145.92
Higher Learning Commission	01	NCA Accreditation	Publications and Dues	PEAQ Review Panel	800.00
State Universities Retirement	01	Contingency	SURS	Earning Penalty	694.63
Gordon Flesch Company, Inc.	01	Business Office	Maintenance Services	Maintenance Copy Charges	15.77
Follett Bookstore	01	Business Office	Office Supplies	Department Bookstore Charges Oct 2010	1.59
Staples	01	Business Office	Office Supplies	Office Supplies	81.97
Jackson, Robin	01	Business Office	Conference/Meeting Expense	Travel-TouchNet Conference	428.74
JEM Resource Partners	01	Personnel Office	Consultants	Monthly Admin Fee	150.00
Illini Trophy	01	Personnel Office	Office Supplies	Name Badges	25.50
River Valley Health Care Council	01	Personnel Office	Publications and Dues	FY 10 Membership Dues	50.00
Sauk Valley Newspapers	01	Personnel Office	Recruitment	Recruitment Ads	591.82
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Winners Birthday Party	102.45
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	November Winners Party	86.10

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 12

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Condensed Curriculum Internati	010100	CCS Personal Workshops	Consultants	Dental Assistant Program	14,271.67
Education To Go	010100	CCS Personal Workshops	Consultants	October Ed 2 Go Classes	120.00
Hood, Kay A.	010100	CCS Personal Workshops	Consultants	PPD Winter Swag	40.00
Hood, Kay A.	010100	CCS Personal Workshops	Consultants	Materials Winter Swag	150.00
IKI Inc	010100	CCS Personal Workshops	Consultants	PPD Music	189.00
IKI Inc	010100	CCS Personal Workshops	Consultants	PPD Music	210.00
Khuntlangta, Tirong	010100	CCS Personal Workshops	Consultants	Tai Chi	420.00
Stevens, Mary	010100	CCS Personal Workshops	Consultants	PPD Class F 2010	275.00
Treter, Jean	010100	CCS Personal Workshops	Consultants	Candy Making	450.00
Treter, Jean	010100	CCS Personal Workshops	Consultants	Supplies Candy Making	3.21
W.I.T.S. (World Instructor Tra	010100	CCS Personal Workshops	Consultants	personal Training Certification	2,394.00
Quill Corporation	010100	CCS Personal Workshops	Office Supplies	Office Supplies	142.91
RK Dixon	010100	CCS Personal Workshops	Office Supplies	Copier Charges	56.56
Weets & Son Septic Service	010100	CCS Personal Workshops	Instructional Supplies	Restroom Rental Oct 2010	85.00
Weets & Son Septic Service	010100	CCS Personal Workshops	Instructional Supplies	Restroom Rental November 2010	85.00
Sauk Valley Newspapers	010100	CCS Personal Workshops	Advertising	PPD Inserts	770.00
Sauk Valley Newspapers	010100	CCS Personal Workshops	Advertising	PPD Advertising	1,210.00
DePuy, Jeanne	010100	CCS Personal Workshops	Conference/Meeting Expense	Meeting Kish College	39.69
DePuy, Jeanne	010100	CCS Personal Workshops	Conference/Meeting Expense	Travel-NIRCC Meeting	41.00
ACT INC	010100	CCS Professional Workshops	Office Supplies	WorkKeys Testing	74.50
AAA Certified Confidential Sec	02	Maintenance	Maintenance Services	Confidential Shredding	275.76
H-O-H Water Technology Inc	02	Maintenance	Maintenance Services	Monthly Water Treatment	801.20
Plunkett's Pest Control	02	Maintenance	Maintenance Services	Monthly Pest Control	100.00
Schumacher Elevator Company	02	Maintenance	Maintenance Services	Qirly Elevator Service	1,403.82
C-B Kramer Sales & Service	02	Maintenance	Maintenance Supplies	Nut Head Bolts	133.20
C-B Kramer Sales & Service	02	Maintenance	Maintenance Supplies	Analog Output	488.46

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 13

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Fifth Third Bank	02	Maintenance	Maintenance Supplies	Shop/Vac/Buy Lighting	525.18
Grainger	02	Maintenance	Maintenance Supplies	Lamp	253.02
Grainger	02	Maintenance	Maintenance Supplies	Hex Caps & Hex Nuts	153.70
Grainger	02	Maintenance	Maintenance Supplies	Reduce Coupling	41.76
Grainger	02	Maintenance	Maintenance Supplies	Batteries & Supplies	127.15
Honeywell Inc	02	Maintenance	Maintenance Supplies	HVAC Supplies	220.66
Menards	02	Maintenance	Maintenance Supplies	Joint Pliers	33.94
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	110.79
Menards	02	Maintenance	Maintenance Supplies	Misc Supplies	15.70
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	30.99
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	53.96
Menards	02	Maintenance	Maintenance Supplies	Batteries & Compound	64.47
Schiffler Equipment Sales, Inc.	02	Maintenance	Maintenance Supplies	Restroom Door Hardware	61.21
Security Builders Supply Compa	02	Maintenance	Maintenance Supplies	Door Repair Parts	188.00
USA Bluebook	02	Maintenance	Maintenance Supplies	O Rings	41.56
AmSan LLC	02	Custodial	Maintenance Services	Repair Scrubbers	175.00
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	69.97
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	65.41
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	61.30
Ace Hardware	02	Custodial	Maintenance Supplies	Propane Tank Refill	33.98
AmSan LLC	02	Custodial	Maintenance Supplies	Service Call	238.00
AmSan LLC	02	Custodial	Maintenance Supplies	Supplies	3,378.62
Fifth Third Bank	02	Custodial	Maintenance Supplies	Medical Dept	239.96
Tire Tracks	02	Grounds	Maintenance Services	Tires F 250	567.00
Wilco Rental	02	Grounds	Maintenance Services	Repair Gator	198.50
Birkey's	02	Grounds	Maintenance Supplies	Hardware	36.84

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 14

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Fifth Third Bank	02	Grounds	Maintenance Supplies	Nicholson Lawn & Garden	151.22
Menards	02	Grounds	Maintenance Supplies	Grounds Supplies	40.99
Peabody's Inc	02	Grounds	Maintenance Supplies	Filter Plug & Seal	83.23
Nicor Gas	02	Utilities	Gas	Gas Services	516.20
Commonwealth Edison	02	Utilities	Electricity	Electricity	22.15
Commonwealth Edison	02	Utilities	Electricity	Electricity	39.45
Exelon Energy	02	Utilities	Electricity	Electricity	27,210.26
City Of Dixon	02	Utilities	Water, Sewer	Septic Waste Charges Nov 2010	80.00
City Of Dixon	02	Utilities	Water, Sewer	Testing	51.00
Fifth Third Bank	02	Utilities	Water, Sewer	Northern Safety	339.90
M & S Wastewater	02	Utilities	Water, Sewer	Monthly Water Treatment	425.00
Paxton, Carl	02	Utilities	Water, Sewer	Rechargeable Batteries-Water Softners	30.94
Spotts, Randy	02	Utilities	Water, Sewer	Septic Pump/Haul	175.00
CenturyLink	02	Utilities	Telephone	Telephone Bill	1,866.81
Comcast	02	Utilities	Telephone	Monthly Service	4,750.00
Communication Revolving Fund	02	Utilities	Telephone	Communication Charges	340.00
United States Cellular	02	Utilities	Telephone	Van Cell Phone Charges	47.78
Verizon Wireless	02	Utilities	Telephone	Dr. Mihel Cell Phone Charges	152.77
Moring Disposal Inc	02	Utilities	Refuse Disposal	Monthly Trash Removal	191.59
Wight & Company	03	Operations & Maintenance- Restri	Building Remodeling	Architectural Services Window Replacem	2,006.65
Wight & Company	03	Operations & Maintenance- Restri	Building Remodeling	Architectural Services Asbestos Remova	2,006.65
Unique Computer	030200	Fund Bond- Instruc & Computer	Capital Supplies	Laserjet Printer	1,245.00
Unique Computer	030200	Fund Bond- Instruc & Computer	Capital Supplies	Laserjet Printer	1,245.00
Unique Computer	030200	Fund Bond- Instruc & Computer	Capital Supplies	Computers	9,220.00
RMS Technology Solutions LLC	030200	Fund Bond- Instruc & Computer	Office Equipment	SAN Network Device Remote Back up	90,206.00
Crescent Electric Supply Co	030200	Fund Bond- Other	Building Remodeling	Bulbs T-2	147.96

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 15

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Menards	030200	Fund Bond- Other	Building Remodeling	Supplies T-2	10.51
Menards	030200	Fund Bond- Other	Building Remodeling	Supplies T-2	168.34
Schmitt Plumbing & Heating, In	030200	Fund Bond- Other	Building Remodeling	Dig up old Septic Tank T-2 area	831.25
Sid Harvey Industries Inc	030200	Fund Bond- Other	Building Remodeling	Pumps & Switches	1,065.23
Menards	030200	Fund Bond- Other	Building Remodeling	Remodeling Financial Aid	194.59
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Bruns, Lenny	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
Hubbell, Jacob	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Kilberg, Jake	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	120.00
Scenic Stage Line, Inc.	050600	Men's Basketball	Other Contractual Services	Bus 11/30/10 M & WBB	339.95
Scenic Stage Line, Inc	050600	Men's Basketball	Other Contractual Services	Bus MBB 11/27/10	806.00
Strafing, James A	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Uratchko, Mitch	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Consolidated Management Co	050600	Men's Basketball	Other Supplies	Instructor Muffins	8.00
Temple's Sporting Goods	050600	Men's Basketball	Other Supplies	Basketball Jersey's	1,978.69
Damhoff, Russ	050600	Men's Basketball	Other Conference & Meeting	Travel-Thru 11/16/10	466.78
Damhoff, Russ	050600	Men's Basketball	Other Conference & Meeting	Travel-Men's BB Games thru 12/5/10	608.87
Super 8 Freeport	050600	Men's Basketball	Other Conference & Meeting	Hotel Highland CC	411.67
Sullivan, Michael	050600	Cross Country	Other Conference & Meeting	Travel- CC Meet 10/23/10	6,101.37
Consolidated Management Co	050600	Men's Baseball	Other Supplies	Instructor Muffins	4.00
SISSON INC.	050600	Men's Baseball	Other Supplies	Clay Mound	200.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 16

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Blackburn, Jan.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Blackburn, Jan.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Branch, Bernard	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	120.00
Fruendt, Doug	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	120.00
Furrow, Aaron	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	120.00
Hanley, Matt	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	120.00
Hubbell, Jacob	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Hubbell, Jacob	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Hubbell, Jacob	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Jones, Rocky	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	120.00
McFadden, Terry	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	120.00
Neal Jr, Percy	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	120.00
Scenic Stage Line, Inc	050600	Women's Basketball	Other Contractual Services	Bus WBB 11/18/10	731.90
Scenic Stage Line, Inc	050600	Women's Basketball	Other Contractual Services	Bus 11/30/10 M & WBB	339.95
Strating, James A.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Strating, James A.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Strating, James A.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Thompson, Jr., Joseph	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	120.00
Valle, Chuck	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	120.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Consolidated Management Co	050600	Women's Basketball	Other Supplies	Instructor Muffins	5.00
Best Western Lincoln	050600	Women's Basketball	Other Conference & Meeting	Hotel-Lincoln IL	332.95
Graca, David	050600	Women's Basketball	Other Conference & Meeting	Travel- WBB 11/13 & 11/14/2010	137.78
Graca, David	050600	Women's Basketball	Other Conference & Meeting	Travel- Madison 11/16/10	66.62

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 17

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Johnson, Jedidiah	050600	Women's Basketball	Other Conference & Meeting	Travel-Daley CC 11/18/10	121.92
Johnson, Jedidiah	050600	Women's Basketball	Other Conference & Meeting	Travel-Waubesaee	78.42
Johnson, Jedidiah	050600	Women's Basketball	Other Conference & Meeting	Travel-Lincoln College	199.28
Kipping, Sara	050600	Women's Tennis	Other Supplies	Fleece Jacket	21.31
Consolidated Management Co	050600	Women's Softball	Other Supplies	Instructor Muffins	2.00
Lowe, Robert	050600	Women's Softball	Other Supplies	Embroidered Letters	83.75
Consolidated Management Co	050600	Women's Volleyball	Other Supplies	Instructor Muffins	9.00
Economy Trophy Co.	050600	Women's Volleyball	Other Supplies	Volleyball Awards	82.60
Naylor, Dawn	050600	Women's Volleyball	Other Supplies	Volleyball Awards F 2010	330.17
Aramark Uniform Services Inc	050600	General Athletics	Other Contractual Services	Towel Service	320.00
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Department Bookstore Charges Oct 2010	47.99
Lumea Staffing Inc	050600	General Athletics	Other Materials and Supplies	School Drug Testing Services	819.00
Fifth Third Bank	050600	Student Activities	Other Materials and Supplies	Texas Marker/Oriental Trd/Party City	158.55
Consolidated Management Co	050600	Student Activities	Conference/Meeting Expense	Halloween Dance	168.72
Fifth Third Bank	050600	Student Activities	Conference/Meeting Expense	Choice Hotel/APCA/WalMart	858.18
Barbizon Light of N.E. Inc	050600	Drama	Other Materials and Supplies	Lighting Equipment	179.15
Rose Brand Wipers Inc	050600	Drama	Other Materials and Supplies	Velour Drapes	1,647.00
Barbizon Light of N.E. Inc	050600	Speech & Readers Theater	Other Conference & Meeting	Lighting Supplies	107.73
Hedrick, Jason	050600	Speech & Readers Theater	Other Conference & Meeting	Supplies F 2010 Production	176.65
Jeff's Automotive	050800	Transportation	Maintenance Services	2005 TT Oil Change & Heater Repair	227.80
Fifth Third Bank	050800	Transportation	Vehicle Supplies	I-PASS	40.00
Fifth Third Bank	050800	Transportation	Vehicle Supplies	Fuel Purchases College Vans	1,194.34
Hedrick, Jason	050800	Transportation	Vehicle Supplies	Gas Purchase /Petit Jean	43.55
Butler Benefit Service Inc	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	13,349.47
Butler Benefit Service Inc	051000	Medical Insurance	Dependent Stop Loss	Dependent Stop Loss	10,568.49
Butler Benefit Service Inc	051000	Medical Insurance	Pre-certification	Pre-certification	574.75

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 18

<u>PAYEE/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	Cobra Conversion	COBRA	21.75
Butler Benefit Service Inc	051000	Medical Insurance	Administrative Costs	Administrative	3,818.35
Butler Benefit Service Inc	051000	Medical Insurance	Group Stop Loss	Aggregate Stop Loss	1,269.29
Gallagher Benefit Services, Inc	051000	Medical Insurance	Life & AD&D	Life Billing	960.32
Unique Computer	062054	Student Success Grant	Instructional Supplies	Computers	11,900.00
The Center	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Conference Fee	360.00
SBM Business Equipment Center	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Drum for Fax Machine	58.00
The Center	062059	ICCB Adult Ed-Performance-Instrc	Conference/Meeting Expense	Conference Fee	180.00
Creative Printing	062060	SOS VITAL Grant	Office Supplies	Business Cards-Z Vock	45.00
Quill Corporation	062060	SOS VITAL Grant	Office Supplies	Self Inking Stamp	70.17
Vock, Zully	062060	SOS VITAL Grant	Office Supplies	Ink for Printer	41.61
Myron Corp.	062060	SOS VITAL Grant	Other Materials and Supplies	2011 Calendars	442.23
National Pen Corporation	062060	SOS VITAL Grant	Other Materials and Supplies	Pencils	245.80
Consolidated Management Co	062060	SOS VITAL Grant	Other Conference & Meeting	Buffet 25th Celebration	514.50
Sandy's II Restaurants	062060	SOS VITAL Grant	Other Conference & Meeting	In-Service November 8, 2010	240.00
Vock, Zully	062060	SOS VITAL Grant	Other Conference & Meeting	Supplies for 25th Anniversary Event	105.87
Vock, Zully	062060	SOS VITAL Grant	Other Conference & Meeting	Supplies for Training Workshop	59.68
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching funds 11/30/10 p/r	578.46
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	546.33
Skillpath Seminars	063011	Student Support Services Grant	Conference/Meeting Expense	Conference Fee-Cyrus K	199.00
Taour, Mary	063011	Student Support Services Grant	Conference/Meeting Expense	Stress Relief Workshop Supplies	152.33
Shippert, Stanley	063012	LRC- CWS	Conference/Meeting Expense	Travel-Clinical Site Visits	576.00
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching funds 11/30/10 p/r	58.92
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	52.12
State Universities Retirement	063020	Perkins itc	SURS	Matching funds 11/30/10 p/r	76.71
State Universities Retirement	063020	Perkins itc	SURS	Matching Funds	62.92

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 19

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Consolidated Management Co	063020	Perkins Ilc -Imp Tech skill	Other Materials and Supplies	Meeting Focus on Families	143.10
Unique Computer	063020	Perkins Ilc -Imp Tech skill	Capital Supplies	Computers	2,000.00
Consolidated Management Co	063020	Perkins Ilc -Collaboration	Other Materials and Supplies	Lunches for Real World	1,915.20
McPherson, Steven	063020	Perkins Ilc -Professional Develo	Conference/Meeting Expense	OSHA 511 F 2010 Course	700.00
Vos, Catherine	063020	Perkins Ilc -Professional Develo	Conference/Meeting Expense	Flight for Conference 1/2/2011	492.18
Kidder, Mary	063020	Perkins Ilc -General Administrat	Conference/Meeting Expense	Travel- WIB Mlg 11/10/10	32.50
State Universities Retirement	063020	Perkins Ilc -Special Populations	SURS	Matching funds 11/30/10 p/r	34.67
State Universities Retirement	063020	Perkins Ilc -Special Populations	SURS	Matching Funds	26.79
Becker, Kaylene	063020	Perkins Ilc -Special Populations	Consultants	Notetaker SOC 111	72.19
Boesen, Edward	063020	Perkins Ilc -Special Populations	Consultants	Notetaker MAT 121	140.25
Culver, Stephanie	063020	Perkins Ilc -Special Populations	Consultants	Notetaker MAT 115	57.75
Filippi, Kristen	063020	Perkins Ilc -Special Populations	Consultants	Notetaker CHE 105 Lab 11/18/10	121.69
Flynn, Larissa	063020	Perkins Ilc -Special Populations	Consultants	Notetaker MAT 115	49.50
Gonzalez, Jessica	063020	Perkins Ilc -Special Populations	Consultants	Notetaker BIO 120	88.69
Grobe, Heather	063020	Perkins Ilc -Special Populations	Consultants	Notetaker BIO 104	68.06
Gurley, Brandon	063020	Perkins Ilc -Special Populations	Consultants	Notetaker ENG 091	8.25
Harkins, Chloe	063020	Perkins Ilc -Special Populations	Consultants	Notetaker SPE 131	90.75
James, Sarah	063020	Perkins Ilc -Special Populations	Consultants	Notetaker PSY 103	193.88
Jones, Kaylee	063020	Perkins Ilc -Special Populations	Consultants	Notetaker PSY 103	72.19
Kaiser, Jennifer	063020	Perkins Ilc -Special Populations	Consultants	Notetaker PSY 200	150.57
Kenady, Kaitlyn	063020	Perkins Ilc -Special Populations	Consultants	Notetaker PSY 103	72.19
Kerr, Lauren	063020	Perkins Ilc -Special Populations	Consultants	Notetaker MAT 121	101.06
Lamb, Chaley	063020	Perkins Ilc -Special Populations	Consultants	Notetaker BUS 103	134.06
LeMere, Stephanie	063020	Perkins Ilc -Special Populations	Consultants	Notetaker MAT 072	68.06
McKanna, Ryan	063020	Perkins Ilc -Special Populations	Consultants	Notetaker MAT 240	154.69
Mitchell, Nancy	063020	Perkins Ilc -Special Populations	Consultants	Notetaker CHE 102	78.38

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 20

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Nelson, Natassia	063020	Perkins Ilc -Special Populations	Consultants	Notetaker PSY 200	80.44
Robinson, Nickolas	063020	Perkins Ilc -Special Populations	Consultants	Notetaker MAT 074	47.44
Slusser, Breana	063020	Perkins Ilc -Special Populations	Consultants	Notetaker ENG 091	16.50
Walter, Lauren	063020	Perkins Ilc -Special Populations	Consultants	Notetaker Eng 101	92.81
Weller, Jessica	063020	Perkins Ilc -Special Populations	Consultants	Notetaker ART 119	113.44
Yancy, Veronica	063020	Perkins Ilc -Special Populations	Consultants	Notetaker ACC 101	115.50
Center for Sight & Hearing	063020	Perkins Ilc -Special Populations	Other Contractual Services	Interpreter Services	1,195.00
Carlson, Cynthia	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	200.00
Drew, Amy	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Durband, Paula	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Francis, Darc	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Hahne, Connie	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Hesse, Amy	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Luker, Neal	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Preston, Kelly	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Rademacher, Paula	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Robinson, Jennifer	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Sauter, Glenn	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	200.00
Siegfried, Andy	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Vance, Susan	063030	Perkins IIIE Tech Prep	Consultants	Stipend Tech Prep	400.00
Staples	063030	Perkins IIIE Tech Prep	Office Supplies	Office Supplies	24.49
Trainers Warehouse	063030	Perkins IIIE Tech Prep	Office Supplies	Floor Stand	182.01
American Mathematics Competiti	063030	Perkins IIIE Tech Prep	Instructional Supplies	2011 Math Competition Packets	354.00
Consolidated Management Co	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	November Meeting	22.75
Consolidated Management Co	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	October Meeting	33.70
Durband, Paula	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim 13 F 2010	1,575.46

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 21

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Lynch, Janet	063070	ICCB Innovation Grant	Conference/Meeting Expense	Travel-Area Visits thru 11/15/10	214.50
Lynch, Janet	063070	ICCB Innovation Grant	Conference/Meeting Expense	Travel NIOIN Meeting	33.00
Shippert, Stanley	063070	ICCB Innovation Grant	Conference/Meeting Expense	Travel-REM Meeting	75.00
St Louis Regional Processing O	063073	Federal Vets Post 9 11 Grant	Other Federal Gov. Sources	Refund Post 9/11 Funds	356.00
LexisNexis Screening Solutions	063075	IDHS AmeriCorps - Member Activit	Other Contractual Services	Background Checks	218.50
LexisNexis Screening Solutions	063075	IDHS AmeriCorps - Member Activit	Other Contractual Services	Background Checks	56.00
Downtown Sports	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Member Gear	148.66
Scholastic, Inc	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Fall 2010 RIF	1,068.11
Staples	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Office Supplies	345.39
Eisenberg, Brittney	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel- Sycamore IL	63.80
Freiwald, Rachel	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel- Monthly Meeting 11/12/10	49.00
Soulliere, Dacia	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel- 11/12/2010	346.50
Whitfield, Heather	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-SVCC Meeting	71.30
Whitfield, Heather	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel- Monthly Meeting	65.60
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching funds 11/30/10 p/r	164.78
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	164.78
Creative Printing	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Business Cards H Gieseke	55.00
Woodin, Sarah	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Water	91.66
Gieseke, Heather	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel- Springfield	330.75
Viering, Amy	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel- Directors Meeting	145.90
Woodin, Sarah	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel-Directors Meeting	137.77
Consolidated Management Co	063075	IDHS AmeriCorps- Nonmember Activ	Other	Refreshments	19.84
Anderson, Scott	063080	Regional Collaboration Grant	Conference/Meeting Expense	Travel- Meeting	51.39
Maley, Patricia	063080	Regional Collaboration Grant	Conference/Meeting Expense	Travel-Meeting 12/01/10	52.26
Skyward Promotions Inc	064060	VITAL Donation Grant	Other Materials and Supplies	T-Shirts	1,321.03
GTM Sportswear	101020	Cheerleading Club	Other	Cheerleading Uniforms	720.00

REPORT SVRCHKR
FISCAL YEAR 2010

Sauk Valley Community College
Check Register
From 11/18/10 To 12/20/10

RUN DATE: 12/13/10
TIME: 1:07 PM
PAGE: 22

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Hamilton, Jane	101060	Magic Club	Other	Magic Club Purchases	200.00
Hamilton, Jane	101060	Magic Club	Other	Magic Club Purchases 11/17/10	150.00
Custom Monogram	101140	Phi Theta Kappa Club	Other	PTK T-Shirts	323.35
Myers, Taylor	101274	Campus Women's Organization Club	Other	Supplies Free for Fall	56.81
Breedlove's Sporting Goods Inc	103104	Softball Booster	Other	JZ White Tees	332.50
Bushel Basket Candle Co	103104	Softball Booster	Other	Womens Softball Fundraiser	37.50
American DataBank LLC	12	Risk Management	Architectural Services	Background Checks	80.00
Lumea Staffing Inc	12	Risk Management	Architectural Services	Drug Testing Van Driver	39.00
CenturyLink	12	Risk Management	Telephone	911 Cama Trunk Lines	89.76
Fyr-Fyter Inc	12	Public Safety	Maintenance Services	Inspect Fire Extinguishers	518.40
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	60.98
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Security Contract	1,093.50
Fifth Third Bank	12	Public Safety	Other Supplies	Automotive Tools Online	118.80
Gall's Inc	12	Public Safety	Other Supplies	Security Uniforms	369.96
Menards	12	Public Safety	Other Supplies	Security Spotlight	39.97
Radio Ranch Inc	12	Public Safety	Other Supplies	Batteries Security Radio	468.00
				BANK ACCOUNT 1 TOTAL	500,977.64
				ALL ACCOUNTS TOTAL	500,977.64

12/13/2010

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

Page 1

EDUCATION FUND

Revenues

Local Governmental Sources
State Governmental Sources
Federal Governmental Sources
Student Tuition and Fees
Sales and Service
Facilities Revenue
Investment Revenue
Other Revenues

	2010-2011 YTD	2010-2011 Budget	YTD / Budget %	2009-2010 YTD	YTD % Chng fm Prev Yr	2009-2010 Total
	1,845,509	3,755,000	49.1%	1,790,759	3.0%	3,655,590
	-84,347	2,814,633	-3.0%	743,853	-111.3%	3,054,047
	470	5,000	9.4%	340	38.2%	6,290
	4,617,742	5,293,000	87.2%	4,131,488	11.7%	4,791,522
	80,353	280,000	21.5%	73,212	-17.5%	201,740
	6,241	30,000	20.8%	7,699	-18.9%	200
	15,533	525,000	2.9%	19,607	-20.7%	40,444
						1,344,417
TOTALS	6,461,502	12,702,633	50.8%	6,766,960	-4.5%	13,094,253

Expenditures

Salaries
Employee Benefits
Contractual Services
General Materials and Supplies
Conference & Meeting
Fixed Charges
Capital Outlay
Other Expenditures

	2,548,826	6,917,224	36.8%	2,511,511	1.4%	6,602,446
	685,383	2,200,894	31.1%	668,275	2.5%	2,811,031
	156,068	616,282	25.3%	136,341	14.4%	535,526
	415,538	855,854	48.5%	344,271	20.7%	657,751
	30,408	140,540	21.6%	33,663	-9.6%	87,613
				2,197		2,197
	544,573	2,075,000	26.2%	434,106	25.4%	34,738
						880,533
TOTALS	4,380,798	12,805,795	34.2%	4,130,368	6.0%	11,611,840

Transfers

Transfers to Other Funds

86,000

CHANGE IN NET ASSETS
FUND BALANCE

	2,080,704	-248,162		2,636,592		1,396,413
	5,227,383					3,146,678

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

OPERATION AND MAINTENANCE FUND

Revenues

	2010-2011 YTD	2010-2011 Budget	YTD / Budget %	2009-2010 YTD	YTD % Chng fm Prev Yr	2009-2010 Total
Local Governmental Sources	226,760	460,000	49.3%	219,041	3.5%	447,388
State Governmental Sources	-7,915	365,466	-2.1%	98,336	-108.0%	391,587
Student Tuition and Fees	512,451	571,600	89.6%	451,517	13.5%	519,763
Sales and Service		15,000	0.0%	4,140		
Facilities Revenue	900	6,000	15.0%	4,450	-79.7%	7,700
Investment Revenue	115	500	23.1%	191	-39.7%	736
Other Revenues	2,589	51,000	5.0%	34,279	-92.4%	145,529
TOTALS	734,901	1,469,566	50.0%	811,956	-9.4%	1,512,705

Expenditures

Salaries	224,758	551,813	40.7%	229,138	-1.9%	552,217
Employee Benefits	90,686	270,564	33.5%	88,020	3.0%	306,065
Contractual Services	18,488	75,800	24.3%	28,176	-34.3%	82,098
General Materials and Supplies	40,009	79,700	50.2%	36,276	10.2%	79,955
Conference & Meeting	655	2,200	29.7%	442	47.9%	1,445
Fixed Charges	41,043	40,000	102.6%	36,366	12.8%	35,796
Utilities	182,662	605,500	30.1%	239,215	-23.6%	554,262
Capital Outlay		15,000	0.0%	160		10,486

TOTALS

	598,304	1,640,577	36.4%	657,797	-9.0%	1,622,328
--	---------	-----------	-------	---------	-------	-----------

Transfers

Transfers From Other Funds		-175,000				-106,491
----------------------------	--	----------	--	--	--	----------

CHANGE IN NET ASSETS
FUND BALANCE

	136,597	3,989		154,159		-3,131
	137,446					849

OPERATION & MAINTENANCE - RESTRICTED

Révenues:

Local Governmental Sources	14,075,372	7,575,000	185.8%	358,538	3825.7%	739,036
Investment Revenue	-11,508	10,000	-115.0%	7,726	+248.9%	48,726
Other Revenues						9,914
TOTALS	14,063,864	7,585,000	185.4%	366,264	3739.8%	797,677

Expenditures

Contractual Services	16,790				0.0%
General Materials and Supplies	75,717	120,000	63.1%	86,131	-12.0%
Fixed Charges	6,912,955			2,837	243.498.3%
Capital Outlay	268,652	4,220,000	6.3%	624,175	-56.9%
Other Expenditures				9,521	
TOTALS	7,274,115	4,340,000	167.6%	722,665	906.5%
CHANGE IN NET ASSETS	6,789,748	3,245,000		-356,400	-1,413,905
END BALANCE	10,741,500				3,951,752

12/13/2010

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

Page 4

BOND AND INTEREST FUND	2010-2011 YTD	2010-2011 Budget	YTD / Budget %	2009-2010 YTD	YTD % Chng fm Prev Yr	2009-2010 Total
Revenues						
Local Governmental Sources	698,553	1,557,030	44.8%	678,134	3.0%	1,373,035
Investment Revenue	15,552	4,000	388.8%	1,964	691.6%	7,981
TOTALS	714,105	1,561,030	45.7%	680,099	5.0%	1,381,017
Expenditures						
Contractual Services	76,054	500	15210.8%	350	21629.7%	350
Fixed Charges	-151,305	1,364,982	-11.0%	49,857	-403.4%	1,334,582
TOTALS	-75,251	1,365,482	-5.5%	50,207	-249.8%	1,334,932
CHANGE IN NET ASSETS	789,356	195,548		629,891		46,084
FUND BALANCE	1,577,621					788,264

12/13/2010

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

Page 5

AUXILIARY ENTERPRISES FUND						
	2010-2011 YTD	2010-2011 Budget	YTD / Budget %	2009-2010 YTD	YTD % Chng fm Prev Yr	2009-2010 Total
Revenues						
Student Tuition and Fees	254,649	250,000	101.8%	238,896	6.5%	277,356
Sales and Service	19,126	37,700	50.7%	16,807	13.8%	56,301
Facilities Revenue	58,145	100,000	58.1%	57,301	1.4%	120,680
Investment Revenue	1,844	1,500	122.9%	1,574	17.1%	2,054
Other Revenues	872,847	2,058,200	42.4%	830,003	5.1%	2,032,333
TOTALS	1,206,611	2,447,400	49.3%	1,144,582	5.4%	2,488,725
Expenditures						
Salaries	55,006	132,878	41.4%	53,952	1.9%	137,032
Employee Benefits	7,972	17,524	45.5%	8,161	-2.3%	52,429
Contractual Services	869,769	2,118,574	41.0%	624,880	39.1%	1,724,650
General Materials and Supplies	25,011	70,090	35.6%	35,221	-28.9%	63,596
Conference & Meeting	28,723	58,383	49.2%	24,304	18.1%	57,496
Fixed Charges	14,641	22,950	63.8%	19,595	-25.2%	21,406
Capital Outlay						8,740
Other Expenditures						
TOTALS	1,001,124	2,420,399	41.3%	766,116	30.6%	2,065,352
Transfers						
Transfers to Other Funds		100,000				100,000
Transfers From Other Funds		-100,000				-100,000
CHANGE IN NET ASSETS	205,486	27,001		378,466		423,373
FUND BALANCE	998,788					793,301

12/13/2010

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

Page 6

RESTRICTED PURPOSES FUND	2010-2011 YTD	2010-2011 Budget	YTD / Budget %	2009-2010 YTD	YTD % Chng fm Prev Yr	2009-2010 Total
Revenues						
State Governmental Sources	-94,305	1,033,046	-9.1%	307,077	-130.7%	1,039,951
Federal Governmental Sources	3,161,576	5,557,038	56.8%	2,404,743	31.4%	5,938,159
Investment Revenue	12,788	30,000	42.6%		42.6%	339,734
Other Revenues	38,144	117,160	32.5%	16,288	134.1%	155,607
TOTALS	3,118,203	6,737,244	46.2%	2,728,109	14.3%	7,473,452
Expenditures						
Salaries	379,273	1,077,532	35.2%	408,948	-7.2%	1,109,932
Employee Benefits	42,001	108,130	38.8%	37,216	12.8%	93,644
Contractual Services	61,040	40,500	150.7%	21,723	180.9%	87,079
General Materials and Supplies	56,067	105,699	53.0%	59,552	-5.8%	181,925
Conference & Meeting	13,964	73,881	18.9%	15,525	-10.0%	61,755
Capital Outlay				44,598		129,694
Other Expenditures	3,261,146	5,338,765	61.0%	2,758,614	18.2%	5,562,412
TOTALS	3,813,493	6,744,507	56.5%	3,346,180	13.9%	7,226,445
Transfers						
Transfers to Other Funds						5,000
Transfers From Other Funds						-5,000
CHANGE IN NET ASSETS	-695,290	-7,263		-618,070		247,007
FUND BALANCE	1,748,472					2,443,762

12/13/2010

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

Page 7

WORKING CASH FUND

Revenues

Local Governmental Sources
Investment Revenue

TOTALS

Expenditures

Investment Revenue

TOTALS

Transfers

Transfers to Other Funds

CHANGE IN NET ASSETS
FUND BALANCE

	2010-2011 YTD	2010-2011 Budget	YTD / Budget %	2009-2010 YTD	YTD % Chng fm Prev Yr	2009-2010 Total
Local Governmental Sources	510,000				0.0%	
Investment Revenue	8,923	30,000	29.7%	3,023	195.1%	20,491
TOTALS	518,923	30,000	1729.7%	3,023	17064.3%	20,491
Expenditures						
Investment Revenue						
TOTALS						
Transfers						
Transfers to Other Funds		30,000				20,491
CHANGE IN NET ASSETS	518,923			3,023		
FUND BALANCE	2,489,706					1,970,783

12/13/2010

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

Page 8

TRUST AND AGENCY FUND	2010-2011 YTD	2010-2011 Budget	YTD / Budget %	2009-2010 YTD	YTD % Chng fm Prev Yr	2009-2010 Total
Revenues						
State Governmental Sources						
Other Revenues	19,131			23,324	-17.9%	54,991
TOTALS	19,131			23,324	-17.9%	54,991
Expenditures						
Capital Outlay						
Other Expenditures	5,390			33,310	-66.6%	52,439
TOTALS	5,390			49,467	-89.1%	52,439
CHANGE IN NET ASSETS	13,740			-26,142		2,552
FUND BALANCE	48,533					34,792

12/13/2010

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

Page 9

AUDIT FUND	2010-2011 YTD	2010-2011 Budget	YTD / Budget %	2009-2010 YTD	YTD % Chng fm Prev Yr	2009-2010 Total
Revenues						
Local Governmental Sources:						
Investment Revenue	21,062 9	44,000 200	47.8% 4.5%	20,866 55	.9% -83.8%	42,171 22
TOTALS	21,071	44,200	47.6%	20,921	.7%	42,193
Expenditures						
Salaries	2,608	8,221	31.7%	2,258	15.5%	5,420
Employee Benefits	659	2,366	27.8%	628	5.0%	1,483
Contractual Services	25,000	38,000	65.7%	33,000 10	-24.2%	88,776 10
General Materials and Supplies						
TOTALS	28,268	48,587	58.1%	35,896	-21.2%	95,689
CHANGE IN NET ASSETS	-7,196	-4,387		-14,974		-53,496
FUND BALANCE	-13,028					-5,831

12/13/2010

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

Page 10

LIABILITY, PROTECTION & SETTLEMENT	2010-2011 YTD	2010-2011 Budget	YTD / Budget %	2009-2010 YTD	YTD % Chng fm Prev Yr	2009-2010 Total
Revenues						
Local Governmental Sources	178,812	178,000	100.4%	177,269	.8%	355,421
Investment Revenue	32,898	251,100	13.1%	68,772	-52.1%	148,913
Other Revenues		20,000	0.0%			10,226
TOTALS	211,710	449,100	47.1%	246,042	-13.9%	514,560
Expenditures						
Salaries	75,251	173,522	43.3%	62,571	20.2%	150,845
Employee Benefits	147,320	327,939	44.9%	143,258	2.8%	301,435
Contractual Services	10,697	47,000	22.7%	25,841	-58.6%	70,445
General Materials and Supplies	3,616	11,595	31.1%	2,213	63.3%	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%	358	%	1,075
TOTALS	263,632	599,256	43.9%	259,976	1.4%	563,259
CHANGE IN NET ASSETS	-51,922	-150,156		-13,934		-48,698
FUND BALANCE	6,415,382					6,467,304

Board Policy Review

Board Policies:

Board Policy 408.01 Administrative
Performance

Board Policy 409.01 Administrative
Employment Contracts, Contract
Continuation and Contract Termination

Board Policy 411.01 Group Contracts

Board Policy 412.01 Responsibilities of
Instructional Faculty

Board Policy 413.01 Attendance

408.01 Performance and Compensation of Administrative Personnel

1. Each member of the administrative staff shall have a job description which is reviewed, and if necessary, updated each year.
2. Each administrator shall be evaluated each year by his immediate supervisor and/or the President. Such evaluation shall include, but shall not be limited to, job performance as related to the job description, and the accomplishment of mutually agreed upon performance objectives, and the overall objectives of the College.
3. Annual salary recommendations for each administrator shall be made by the President to the Board and shall be based upon the annual evaluation.

2/12/79
12/19/83

409.01 Administrative Employment Contracts, Contract Continuation, and Contract Termination

A. Basic Term of Employment and Termination

Administrators shall be employed for a one-year term. The contract of employment may be renewed by Board of Trustees' action on or before April 1st of the year in which the contract expires. Absent action by the Board to renew the contract of employment, the administrator's employment shall terminate at the end of the term. No action by the Board shall be necessary to effect termination at the end of the term of the contract.

B. Contract Continuation

1. After three years of full-time employment by the College on successive one-year contracts, an administrator shall be eligible for a rolling two-year contract.
2. "Rolling two-year contract" means that the employee shall have a two-year term of employment, which is renewable annually.
3. If a rolling two-year contract is granted by the Board, annual renewal shall be in the Board's discretion upon recommendation by the President. Renewal shall be by April 1st each year.
4. In the event of non-renewal of the rolling contract by April 1st of the school year preceding the final year of the contract, the contract of employment of the administrator shall automatically terminate at the end of the then current two-year term. No further action by the Board shall be necessary to effect the termination.

C. Contract Termination During Term

Anything in the foregoing notwithstanding, the employment of any administrator may be terminated prior to the end of the term of the contract under which the individual is employed, under the following circumstances:

1. Dismissal for cause as defined in these policies;
and/or
2. Economic or program retrenchment.

D. Expectation of Employment

No Administrator to whom this policy is applicable shall have any expectation of employment beyond the term of the current contract, in the absence of specific formal action by the Board of Trustees in open session, granting an additional term of employment.

E. Applicability

This policy shall apply to all administrators except for the President. The President shall have a separate contract with the College.

02/12/79
12/19/83
08/27/93
09/24/93
12/17/07

411.01 Group Contracts

The Board of Trustees has legal authority to recognize groups of employees for the purpose of negotiating working agreements, although nothing contained in such agreements shall act to prevent the Board from executing the legal responsibilities imposed upon it by law.

2/12/79

412.01 Responsibilities of the Instructional Faculty

The responsibilities of the instructional faculty shall be defined in the Faculty Job Description and approved by the Board of Trustees.

3/23/81
2/25/08

413.01 Attendance

It is the policy of Sauk Valley Community College to require each instructional staff member to keep an accurate grade and attendance record for each student enrolled in his or her classes and to provide this information upon request to appropriate College officials. These information requests will occur at regular intervals during the semester and at the close of the semester.

2/12/79

3/23/87

**Sauk Valley Community College
December 20, 2010**

Action Item 4.1

Topic: **Board Policy 401.01 Personnel Classifications and
Definitions – Second 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 second 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
December 20, 2010

Action Item 4.2

Topic: **Board Policy 403.01 Affirmative Action – Second 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 second 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
December 20, 2010**

Action Item 4.3

Topic: Board Policy 404.01 Appointment of College Staff – First Reading

Presented By: Dr. George Mihel

Presentation:

In accordance with the directive from the Board, the administration has rewritten Board Policy 404.01 Appointment of College Staff 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 404.01 Appointment of College Staff for first reading.

404.01 Appointment of College Staff

A. Administrative staff and *full-time* instructional faculty shall be recommended by the President subject to the approval of the Board of Trustees.

B. Support and professional/technical staff shall be interviewed and recommended for appointment by their appropriate supervisors. Salary recommendations shall be reviewed by the Director of Human Resources and all support and professional/technical staff appointments shall be subject to the approval of the President.

C. All appointments shall be within prescribed budgetary provisions and in accordance with classifications, wage rates, and schedules. ~~approved by the Board of Trustees.~~ Exceptions to the above shall require specific Board action.

2/12/79
12/19/83
11/28/94
6/28/04
9/27/07

Sauk Valley Community College
December 20, 2010

Action Item 4.4

Topic: **Board Policy 405.01 Appointment of Instructional
Personnel – First Reading**

Presented By: **Dr. George Mihel**

Presentation:

In accordance with the directive from the Board, the administration has rewritten Board Policy 405.01 Appointment of Instructional Personnel 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 405.01 Appointment of Instructional Personnel for first reading.

405.01 Appointment *and Non-Appointment* of Instructional Personnel

Normally, instructional personnel shall initially be appointed for no longer than one year. Such appointments must be reviewed annually.

Eligibility for tenure for instructional faculty is based upon completion of three years of full-time professional service and satisfactory performance evaluations at Sauk Valley Community College.

Notice of Non-reappointment

For instructional faculty not on tenure, if the employee is not to be re-employed at the end of the employee's contract, the employee shall be given written notice no later than March 1 of the contract year.

2/12/79
12/19/83
3/23/87
10/22/07

**Sauk Valley Community College
December 20, 2010**

Action Item 4.5

Topic: **Board Policy 405.02 Oral English Proficiency
Policy – First Reading**

Presented By: **Dr. George Mihel**

Presentation:

In accordance with the directive from the Board, the administration has rewritten Board Policy 405.02 Oral English Proficiency 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 405.02 Oral English Proficiency Policy for first reading.

405.02 Oral English Proficiency Policy

The Sauk Valley Community College Board of Trustees recognizes that the ability to communicate effectively is an essential skill necessary for faculty. Therefore, ~~to assure that all Sauk Valley Community College faculty are proficient in oral English, it is the policy of the Board of Trustees that the following guidelines be used in the evaluation of candidates for employment for teaching at the College:~~

Full-time Faculty

~~Effective July 1, 1987, all final candidates for teaching positions will have effective English proficiency. full-time employment, in any position where a classroom teaching assignment may be a required component of the position applied for, will be required to make a fifteen-minute, oral lesson presentation which will be evaluated for oral English proficiency by appropriate College administrators.~~

Part-time Faculty

~~Effective July 1, 1987, all new personnel hired for part-time teaching assignments at the College will be required to attend screening interviews with the Vice President of Learning Services or his/her designated representative, with such interviews being structured to insure appropriate evaluation of oral English proficiency.~~

~~All supervisor evaluations of current teaching faculty will include an assessment of oral English proficiency, and all positive recommendations made pursuant to such evaluations will be indicative of a satisfactory evaluation of oral English proficiency.~~

~~In the event of a negative recommendation related to oral English proficiency made pursuant to an evaluation of a current teaching faculty member, Sauk Valley Community College will favorably consider reasonable requests for Faculty Development fund resources to pay for such special assistance as may be necessary to improve the spoken English competency to an acceptable proficiency.~~

6/22/87

6/28/04

~~SAUK VALLEY COMMUNITY COLLEGE~~

~~173 ILLINOIS ROUTE 2~~

~~DIXON, ILLINOIS 61021-9110~~

~~TO: Vice President of Learning Services~~

~~FROM: Academic Departments and Programs~~

~~SUBJECT: Certification of Faculty in Oral English Language Proficiency~~

NAME: _____

ADDRESS: _____

~~The above named individual being recommended for employment as a~~

~~full-time faculty/part-time faculty member teaching~~

~~(circle one)~~

~~_____ (department/program or course/discipline)~~

is in our professional judgment proficient in oral English Language as of _____.

~~Dean/Director~~

~~Vice President of Learning Services~~

~~Note: This certification is part of the Sauk Valley Community College Program to Assess Oral English Language Proficiency for Classroom Instruction which has been implemented in compliance with the Illinois Public Community College Act as amended by Section 3-29.2 (SB1516 of 1986).~~

**Sauk Valley Community College
December 20, 2010**

Action Item 4.6

Topic: Board Policy 406.01 Tenure Definition – First Reading

Presented By: Dr. George Mihel

Presentation:

In accordance with the directive from the Board, the administration has rewritten Board Policy 406.01 Tenure Definition 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 406.01 Tenure Definition for first reading.

406.01 Tenure Definition

Tenure means that status as defined by the Illinois School Code pertaining to community college ~~employees~~ *faculty*.

2/12/79

3/23/87

**Sauk Valley Community College
December 20, 2010**

Action Item 4.7

Topic: **Appointment of Architect and Construction Manager**

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

Presentation:

After being chosen through the Quality Based Selection Process for Architectural Services, Wight and Co. completed a campus master plan for SVCC during the spring and summer of 2010.

The master plan stipulates the first projects to be completed are the welding, wind, radiology and phase one of the science labs. Since there is an established relationship, the administration would like Wight and Co., to provide integrated design and construction management services that will include a guaranteed maximum price. The budget for these projects is currently \$7,313,669, with \$610,590 for design and \$203,760 for construction management. As discussed at the September Board meeting, construction management includes general contractor oversight of the projects. The design phase will begin in January 2011 with anticipated board approval of construction bids in July 2011. The welding, wind and radiology labs should be completed in November 2011. The completion date of the science labs will be determined by the availability of RAMP dollars.

In addition, the administration would like Wight and Co. to develop an Interiors Master Plan for a cost of \$15,000. This plan will delineate priorities and phasing steps for a cohesive interior design of furniture, finishes and signage and incorporate them into the existing areas of the College. This plan will allow a comprehensive upgrade to the very dated and worn public spaces of the College. This is supported by recent student survey comments about the dated and shabby appearance of the College's furnishings. A budget of \$115,000 has been established for this plan and the initial upgrades.

These projects will be funded as follows:

	Series 2007 F.B.	Series 2010 F.B.	2010 PHS	PHS Reserves	2011 PHS	State RAMP	Excess Funds	Total
Welding/Wind Lab	\$965		\$746					\$1,711
Radiology Lab	\$710			\$100				\$810
Science Labs		\$800 or \$4,500			\$292	\$2,775 or \$0	\$925 or \$0	\$4,792
Interior Upgrades	\$115							\$115

Recommendation:

The administration recommends the Board approve the appointment of Wight and Co. to provide an Interiors Master Plan and to provide professional design, engineering, environmental and construction management services for the Welding, Wind, Radiology and Science Labs Renovation Project for a total cost of \$829,350.

December 10, 2010

Dr. George Mihel
President
Sauk Valley Community College
173 IL Route 2
Dixon, IL 61021

Wight & Company

wightco.com

2500 North Frontage Road

Darien, IL 60561

P 630.969.7000

F 630.969.7979

**SAUK VALLEY COMMUNITY COLLEGE
PROFESSIONAL SERVICES PROPOSAL – INTERIORS MASTER PLAN**

Dear Dr. Mihel:

On behalf of all of us at Wight & Company (Wight), we would like to thank Sauk Valley Community College (College) for the opportunity to continue our relationship with you. We are pleased to submit this proposal to provide professional services for the Sauk Valley Community College Interiors Master Plan. We have prepared our proposal in the following parts:

- **PROJECT UNDERSTANDING**
- **SCOPE OF SERVICES**
- **DELIVERABLE**
- **SCHEDULE**
- **COMPENSATION**

PROJECT UNDERSTANDING

We understand that the Sauk Valley Community College would like to review the interiors of the college building in order to develop a more comprehensive plan for cohesive interior design of furniture, interior finishes and signage. This plan will provide a road map to guide the college when renovating areas in phases and/or ordering new furniture.

SCOPE OF SERVICES

Background Research

The College will provide Wight with available information on the College's recent furnishings and finishes purchases in order for Wight to integrate them into the new plan. We will contact preferred vendors/dealers, as appropriate, to assure continuity in ordering future furnishings when required.

Analysis

After completing the above steps we would develop a series of initial concepts and a possible list of desired improvements. This will serve as a preliminary summary of findings. Preliminary diagrams will be made communicating our findings and thoughts. We will review these ideas with the core decision-making group at the College to seek out comments, thoughts, and additional directions. This will be an opportunity to begin overlaying our thoughts on priorities and phasing of work.

Preliminary Interiors Master Plan Concept

Following our analysis and diagram work, Wight will develop a Preliminary Interiors Master Plan Concept that will summarize our research and analysis in a booklet format. We will present this concept plan to the core decision-making group as a draft of the Final Interiors Master Plan.

Final Interiors Master Plan

Once the core decision-making group approves the initial concept and preliminary plans, we will prepare the Final Interiors Master Plan. We delineate priorities and phasing steps to integrate new furniture, finishes, signage and related items into existing areas of the College. Budget pricing in today's dollars will be developed and categorized for each major item or group of items delineated in the plan.

Sustainable Materials

We will focus furniture, finishes and material selections toward items that meet the sustainable goals of the campus as developed in the Master Plan earlier this year. We would use guidelines and information developed through the U.S. Green Building Council.

DELIVERABLE

The final deliverable of the Interiors Master Plan will generally include the following items:

1. Overall Building Floor Plans to delineate locations of materials and furnishings. Areas of focus that will be delineated on the plans include:
 - Pedestrian Mall
 - Main Toilet Rooms
 - Student Life Zones (2 per floor)
 - Mall Vending/Student Seating Area
 - Cafeteria
 - Main corridors
 - Typical Classroom
2. Narrative and graphic portrayal of the overall scope of improvements/improvement areas anticipated to coordinate with the Master Plans developed earlier this year.
3. Color samples/paint palette, photos and graphic illustration of furniture, finishes, signage and related items in a catalogue form that will list basic specification information for each item.
4. Budgets (or budget ranges) in today's dollars for the proposed improvements.
5. Recommended priorities for implementing the Interiors Master Plan.

Note: Construction details and mounting details for any custom displays or divider walls will not be included as part of the master plan as they will be fully developed in future construction bid documents.

SCHEDULE

Based on our understanding of the scope of work at this time we propose the following general schedule as follows:

.....
wightco.com
.....

Background Information Gathering:	1 Week (January)
Analysis:	2 Weeks (January)
Initial Preliminary Concept	1 Weeks (February)
Develop Final Interiors Master Plan	2 Weeks (February)
Completion	No later than March 15, 2011

COMPENSATION

Wight proposes to provide the scope of services described in this proposal for a fixed fee of Fifteen Thousand and 00/100 dollars (\$15,000.00).

Reimbursable Expenses are in addition to the basic services stated above. For this project Wight recommends that an additional **One Thousand Five Hundred Dollars (\$1,500.00)** be budgeted for reimbursable expenses to be billed at direct cost. The following is a list of possible reimbursable expenses:

1. CAD plots, printing, color reproductions, and delivery costs of drawings and reports.
2. Supplies, materials and costs related to specific reports and presentations.
3. Travel at the current IRS established reimbursement rate.

Optional Services (if desired, will be negotiated based on scope of service requested)

1. Prepare Perspective Renderings for Fundraising or Marketing Efforts.
2. Preparation of Bid Specifications and/or Procurement Services for Furniture and Equipment.
3. Graphic Design for Building Signage and/or Banners. Coordination of Bidding Documents with Layouts/Text.
4. Survey and inventory of existing furniture.

We will invoice monthly based on a percentage of work completed, and payment will be due within 30 days of the invoice date.

We thank you for the opportunity to present this proposal for your consideration and look forward to working with you on your exciting project. If this proposal is acceptable to you, please signify your acceptance by signing in the space provided below and return one copy to us for our files. If you have any questions, please do not hesitate to contact Leanne Meyer-Smith at (630) 739-6704.

Respectfully Submitted,

WIGHT & COMPANY



Leanne Meyer-Smith, AIA, LEED AP
Senior Project Manager



Richard A. Carlson, AIA, LEED AP
President, Architecture

.....
wightco.com
.....

Please sign below on behalf of Sauk Valley Community College as your authorization for us to proceed with the services described above in this proposal.

Accepted by:

Signature

Printed Name:

Title:

Date:

Copy: Julie Alton, Wight & Company
File



December 10, 2010

Dr. George Mihel
President
Sauk Valley Community College
173 IL Route 2
Dixon, IL 61021

Wight & Company
wightco.com
.....
2500 North Frontage Road
Darien, IL 60561
.....
P 630.969.7000
F 630.969.7979

**SAUK VALLEY COMMUNITY COLLEGE
WELDING, WIND, RADIOLOGY AND SCIENCE LABS RENOVATION PROJECT
PROFESSIONAL SERVICES PROPOSAL**

Dear Dr. Mihel:

Wight & Company (Wight) is pleased to submit this proposal to the Sauk Valley Community College School (SVCC) to provide professional design, engineering, environmental and construction management services for the **Welding, Wind, Radiology and Science Labs Renovation Project**. We have prepared our proposal in the following four parts:

- **PROJECT UNDERSTANDING**
- **SCOPE OF SERVICES - PART 1 & PART 2**
- **SCHEDULE**
- **COMPENSATION**

PROJECT UNDERSTANDING

We understand that SVCC would like Wight to provide integrated design and construction management services for the above referenced project. In addition, SVCC has expressed their desire to deliver the project under Wight's Integrated Delivery approach with a Guaranteed Maximum Price to assure alignment with the limited funding available. We understand that total available funding is approximately \$7.32M.

In order to appropriately sequence this work the scope of the project will be developed into two construction stages. The first stage will include the welding and wind lab renovations with construction to be complete by approximately October 31, 2011. If possible, SVCC would also like the radiology lab relocated from the third floor to the second floor in conjunction with this first stage in order to accommodate the renovation of the science labs on the third floor. The remainder of the construction work for the science labs is targeted to be completed by approximately April 1, 2012. It is understood that the science lab work needs to be designed to facilitate phased construction, in order to maintain the integrity and operations of multiple science labs at all times.

The anticipated total scope includes approximately 30,000 sf of interior renovation space as illustrated in the July 2010 Master Plan document.

SCOPE OF SERVICES

Scope of Services will be delivered using Wight's Standard Form of Agreement between Owner and Design-BUILDER - Guaranteed Maximum Price. The services described below generally reflect and will be incorporated into an actual final agreement with final terms and conditions agreed upon by both parties. Generally, services will be delivered under a two-part arrangement. Part 1 of this

assignment is to provide architectural and engineering design services to develop the work required to renovate existing interior lab areas. In addition, extended services for pre-construction cost estimating, value engineering and other planning services will be included within Part 1. At the conclusion of Part 1 a Guaranteed Maximum Price will be presented to SVCC for review/approval. Following acceptance of Part 1, Part 2 of this assignment will complete the final design documents, continue with pre-construction services and provide construction coordination/management during the bidding and construction phase of the project.

PART 1

Project Kick-off and Data Collection

At the outset of the project we propose to conduct a project kick-off meeting with SVCC to establish the program parameters, scheduling constraints and budget variables for the project. The following are the key scope items for this phase of the project:

- Site Visit and collection of baseline data:
 - Research existing relevant building drawings
 - Research current mechanical/electrical/plumbing systems
 - Observe/document conditions of asbestos containing ceilings in areas of renovation
 - Observe/document condition of reported moisture in specific interior areas of renovation
- Confirm overall project budget
- Confirm overall project timeline (see preliminary target dates later in this proposal)

Preliminary Design

The primary focus of **Preliminary Design** services is to translate the project's program requirements into workable design solutions through an interactive process of exploring alternatives and developing solutions. This typically would consist of the traditional schematic design and design development phases. Design documents would consist of necessary floor plans, diagrams, interior elevations, schedules, etc. to effectively convey the scope and intent of the design. Additional items would likely include:

- Complete code review to establish the code parameters that will shape the design
- Mechanical/Electrical/Plumbing/Data/Telecommunications system preliminary design
- Environmental narrative to address asbestos abatement.

Pre-construction Services (support services provided through Wight's in-house construction services professionals):

- Prepare initial multiple cost estimates during the course of design to assure that work is progressing in line with the overall project budget parameters.
- Prepare a final detailed cost estimate that will serve as basis for the Guaranteed Maximum Price proposal.
- Provide suggestions for value engineering or other cost saving measures during the development of design.
- Prepare a detailed construction phasing plan and schedule.

Upon completion of Part 1 Wight will prepare a final deliverable document that will include drawings, outline specifications, scope narratives, descriptions of materials and systems, proposed

schedule and detailed cost estimates. This detailed estimate looks at total project budget, not solely construction cost. Budget line items typically included in the detailed cost estimate are:

- Construction trade costs and overhead/profit (as awarded by Board following competitive bidding)**
- Estimated General Conditions (all open book with any savings reverting back to Contingency balance)**
- Negotiated Professional Fees (these are fixed to a set amount, we don't pocket any savings) including both design services and CM services
- Contingency and Escalation allocations
- Allowances for FFE, technology, etc.
- Other project costs SVCC desires to be included

*** for comparison, only the first two lines are typically included in traditional general contractor bids, while our GMAX is structured to replicate the Total Project Budget established by SVCC.*

This final Part 1 deliverable is the basis by which Wight will provide a Guaranteed Maximum Price (GMAX) for the entire project budget. Our process offers the flexibility of providing the GMAX early on in the design stage of projects – approximately 50% - 70% of the way through design depending on how the project's early phases proceed and what the project schedule dictates. The key is clearly defining assumptions, level of quality, building systems, and other expectations with SVCC and our design team members. Specific cost breakouts for individual work areas or projects can be identified within the GMAX as necessary.

Fundamental aspects of the GMAX:

- Wight assumes the risk of costs above the established GMAX
- All construction contracts are 100% competitively bid, recommendations are made by Wight and awarded by SVCC to the lowest, responsible bidder
- Wight will act as SVCC's agent: prepares all trade-contracts, collects and manages all required bonds and insurance, and manage all trade-contractor change orders within the GMAX, which minimizes the time commitment required by SVCC. SVCC's control, authority, review, and approval would not be diminished in this process.
- Open Book' accounting on all costs within the GMAX; Wight collects and provides all waivers and sworn trade-contractor statements.
- Wight does not self perform any labor or trade work; Wight provides professional services and management of projects which ensures no conflict of interest or ability for further CM profitability.
- Wight's professional fees (design + CM) are negotiated and fixed.
- 100% of project savings/remaining project contingency accrue to SVCC for all costs below the GMAX.

Part 2

Upon acceptance of Part 1, Wight proceeds with Part 2 to complete design, bid and manage construction on behalf of SVCC.

Final Design

During this phase of the project, we complete the design and prepare a construction document submittal for review and approval by SVCC. All documents, including asbestos abatement drawings,

.....
wightco.com
.....

will be prepared to the necessary level to allow for permitting approval, public bidding and construction of the project scope. Designs will be prepared to complete with SVCC intent include necessary provisions for SVCC to achieve LEED-EB (Existing Building) for energy efficient designs. During this phase we will also monitor/update the project cost estimate to maintain alignment with the approved GMAX. We will prepare the project manual with all technical specifications and coordinate with SVCC to incorporate the SVCC's supplemental conditions and any standard front-end bidding forms and documents. Once SVCC reviews all documents, the project will be issued for the public bidding process. If phased, or fast-track, bidding is necessary to facilitate early procurement and early construction necessary adjustments in the bid packaging strategy will be managed by Wight.

Permitting, Bidding, and Procurement

During this phase, we will be taking an active role in the acquisition of a building permit from the authority having jurisdiction. Other key activities will include:

- Working with SVCC to develop/establish pre-bid qualifications.
- Contact qualified trade contractors to generate interest in bidding as well as handling the necessary procurement notifications.
- Establish bidding procedures including preparation of a format that the bid will be submitted; establish the timetable and due date for the bids. Distribute the complete set of bid documents (e.g., drawings, specifications, synopsis of conditions) to the bidders in a timely fashion with the appropriate documentation. Conduct the pre-bid meeting and issue addenda. Handle the bid openings in compliance with the law.
- Review and qualify bids. Review bids for completeness of scope. Provide a current credit check for the lowest qualified bidder. Prepare a spreadsheet with analysis of bids. Review the most qualified firm's ability to handle the project within the schedule and parameters of the project. Present a recommendation to SVCC for awarding the sub-contracts for approval.
- Prepare the subcontracts for trade contractors for SVCC Board approval and execution.

Construction Phase:

- Issue to the subcontractors the construction schedule and logistics plan. Conduct a pre-construction meeting with the contractors and school administration.
- Manage submittals and material staging as prepared by the sub-contractors.
- Obtain and review certificates of insurance, copies of safety programs to be implemented and posted at the job site.
- Obtain and review necessary payment and performance bonds.
- Assist SVCC in coordination of project moves, staging and consideration for operations.
- Manage and lead the subcontractors through the project schedule, ensuring SVCC operational impacts are minimized, and assuring a high quality, on-time project. A Wight construction professional will be on site and supervise/manage the projects during construction.
- Review the progress and quality of work of the job on a regular basis issuing reports to SVCC.
- Manage unforeseen changes in the field. Manage subcontractor change orders within the project budget. Reporting contingency use and budget status throughout the project.
- Distribute supplementary drawings, sketches and instructions to the subcontractors. Maintain a master log of information issued by the design team and SVCC.

- Provide responses to Requests for Information (RFIs) related to interpretation of the contract documents.
- Review and manage paperwork submitted by the subcontractors: (i.e., pay requests, meeting minutes, transmittals, shop drawing logs, proposed and approved change order logs, copies of inspection reports, copies of applicable permits). The paperwork will be assembled, summarized and presented to SVCC for approval.
- Coordinate obtaining final inspections and certificates of occupancy as required.
- Conduct weekly Owner, Architect, Contractor meetings discussing, safety, and work progress, short term scheduled work, and any issues or concerns that may arise.
- Review of project submittals, including shop drawings, product data and samples for conformance with the contract documents.
- Provide final environmental test reports and documentation at completion of project.

Close-out of the Project:

- Obtain from the subcontractors and independent vendors or suppliers the corresponding "as built" drawings and warranties.
- Review with SVCC and the design team the final product. Compile a punch list in a timely manner for the subcontractor to complete. Issue a timeline for the subcontractors to complete the punch list. Review the project to obtain the Owner's sign off of the punch list.
- Review the final payout including approved change orders and pass on to the SVCC for final disbursement.
- Ensure legal documentation is in place including final waivers, certified payroll and insurance coverage.
- Support SVCC with any warranty issues that might come up through management of the subcontractors.

SCHEDULE

Based on our understanding of the scope of work at this time we propose the following targeted dates as the framework for project execution. This is based on proposal approval/signature on December 20, 2010.

Proposed Schedule *

- | | |
|--|--------------------|
| • Kick-off meeting/data collection | January 3-14, 2011 |
| • Part 1- design & develop GMAX | January 15-May 6 |
| • SVCC review of Part 1 GMAX deliverable | May 9-20 |
| • SVCC approval of GMAX | May 23 |
| • Part 2 – finalize design | May 23 – June 17 |
| • Bidding/Negotiations | June 20-July 15 |
| • SVCC Approval of Bids | July 25 |
| • Construction | July 25-April 2012 |
| • Substantial Completion | |
| Welding/Wind/Radiology Labs | October 31, 2011 |
| Science Labs | April 1, 2012 |

* Once this proposal is signed, we will work in detail with SVCC to determine exact schedules to accommodate class schedules and other SVCC parameters.

COMPENSATION

Design Services

Wight proposes to provide the scope of basic architecture and engineering services described in this proposal for a **fixed fee of Six Hundred Ten Thousand Five Hundred Ninety and 00/100 dollars (\$610,590)** based on a Total Project Budget of **\$7,313,669 dollars (\$4,792,379 for Science Labs + \$2,521,290 for Welding/Wind/Radiology Labs)**. Asbestos abatement design fees are included. Science lab design consultant fees are also included.

Wight recommends that SVCC budget **Thirty Thousand and 00/100 dollars (\$30,000)** for reimbursable expenses. Reimbursable expenses are in addition to the basic services fee stated above and will be invoiced at 1.10 times direct cost incurred. The following is a list of reimbursable expenses:

1. CAD plots, printing, color reproductions, and delivery costs of drawings and reports.
2. Supplies, materials and costs related to specific reports and presentations.
3. Travel at the current IRS established reimbursement rate.

Construction Management Services

Wight will provide the pre-construction and construction management services for the project at a rate of **four percent (4.0%)** of the actual construction costs. This is estimated to be **Two Hundred Three Thousand Seven Hundred Sixty and 00/100 dollars (\$203,760)** based on the estimated Construction Cost.

Wight's General Conditions Costs will be provided on a time and material basis consistent with Wight's standard rates and pricing. This will include on-site asbestos project management services and environmental air sample clearance testing that is required as part of the asbestos abatement process. General Conditions Costs are estimated to be **Six Hundred Eleven Thousand Two Hundred Eighty and 00/100 dollars (\$611,280)** based on the estimated Construction Cost.

COMPENSATION BY PROJECT PHASE

Compensation for Design Services will be incurred monthly and will be invoiced monthly based on a percentage of work completed.

Compensation for Construction Services will be incurred as construction progresses and will be invoiced on a monthly basis commensurate with the progress of the work completed.

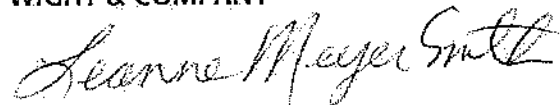
Payment will be due within 30 days of invoice date, with interest charges of 1.5% per month applied to balances over 45 days from invoice date.

We thank you for the opportunity to present this proposal for your consideration and look forward to working with you on this project. If this proposal is acceptable to you, please signify your acceptance by signing in the space provided below and return one copy to us for our files. If you have any questions, please do not hesitate to contact Leanne Meyer-Smith at (630) 739-6704.

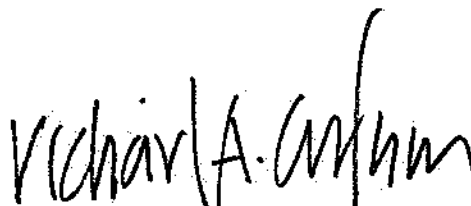
Dr. George Mihel
Welding, Wind, Radiology and Science Labs Renovation Project
Professional Services Proposal
December 10, 2010
Page 7 of 7

Respectfully Submitted,

WIGHT & COMPANY



Leanne Meyer-Smith, AIA, LEED AP
Senior Project Manager



Richard A. Carlson, AIA, LEED AP
President, Architecture

Accepted by:

Signature

Printed Name:

Title:

Date:

Copy: Ray Prokop and Brad Paulsen -Wight & Co.
File

Attached: Preliminary Budget Estimate, dated December 10, 2010

Wight

Construction Costs	Unit	Quantity	Unit Cost	Notes	Item Total	Estimated Costs
Renovate Science Lab Areas						
Renovated Lab/Office Area	SF	19,000	\$155	Science lab furniture included	\$2,945,000	
Asbestos Removal	SF	19,000		PHS Grant Eligible	\$298,140	
Fire-Sprinkler Main for this floor	Lump	1	-		\$25,000	
Repair Window ledges	Allow	1	\$25,000		\$25,000	
Furniture for Classrooms/Offices	SF	6,000	\$8		\$48,000	
Note: Data/Telecom equip. & install by Owner						
Construction Cost Subtotal						\$3,341,140
General Conditions		12%		Estimated until bids received		\$400,937
CM/Contractor Fee		4.00%		Estimated until bids received		\$133,646
Contingency		15%		Estimated until bids received		\$501,171
Cost Escalation	YR	5%	\$0			\$0
Construction Total						\$4,376,893

Construction Costs	Unit	Quantity	Unit Cost	Notes	Item Total	Estimated Costs
Welding/Wind Energy Lab Renovations						
Renovated Area (heavy)	SF	8,000	\$70		\$560,000	
Asbestos Removal	SF	14,500		PHS Grant Approved	\$232,000	ICCB 506-T-2104-1110
Fire-Sprinkler Main for this floor	Lump	1	-		\$25,000	
Replace Exterior Windows	LF	400	\$260	PHS Grant Approved	\$371,560	ICCB 506-T-2102-1110
Furniture for Offices/Classrooms	SF	2,000	\$8		\$16,000	
Relocate X-Ray Program						
Renovate 2nd floor area to move X-ray	SF	3,000	\$155		\$465,000	
Asbestos Removal 2nd floor area for X-ray	SF	3,000		PHS Grant Eligible	\$58,256	
Move X-ray Equipment	1	Allow			\$25,000	
Note: Date/Telecom equip. & install by Owner						
Construction Cost Subtotal Estimate						\$1,752,816
General Conditions		12%		Estimated until bids received	\$210,338	
CM/Contractor Fee		4.00%		Estimated until bids received	\$70,113	
Contingency		15%		Estimated until bids received	\$262,922	
Cost Escalation	YR	5%	\$0		\$0	
Construction Total						\$2,296,189

Professional Fees & Owner Costs		Factor	Item Total	Estimated Costs
Design Fees (Architecture/Structure/MEPP/LEED-EB)	Fixed	Asbestos Fees \$25,035 Included	\$210,101	
Estimated Design Reimbursable Expenses	Allow 1	Not-to-Exceed	\$15,000	
Permit Fees 1/2%	Allow 0.005%	Waived	\$0	
Subtotal				\$225,101
Total Project Budget Welding, Wind Energy, Radiology Labs				\$2,521,290