

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

**Founders Room 2K2**

**April 25, 2011 – 7:00 p.m.**

- A. Call to Order**
- B. Roll Call**
- C. Resolution Declaring Outcome of the April 5, 2011 Election**
- D. Adjournment**

ABSTRACT OF VOTES CAST AT THE  
APRIL 5, 2011 CONSOLIDATED ELECTION

STATE OF ILLINOIS  
COUNTY OF LEE

CANDIDATES ONLY

I, Cathy Myers, Lee County Clerk and Recorder, do hereby certify that on the date noted below, canvassed the returns of the above dated election, and do proclaim that a total of 8501 voters requested and received ballots and do further certify that the following list of candidates each received the number of votes recorded him or her for the office listed below.

\* denotes elected candidate(s)

SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506  
TRUSTEE  
VOTE FOR

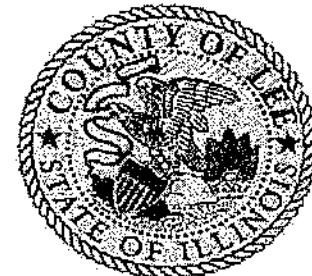
* MARGARET A. TYNE	<u>5875</u>
* LISA L. WIERSEMA	<u>6154</u>

I certify that the above is a true and complete Abstract of Votes.

Dated: 20th day of April, 2011

*Cathy Myers*

CATHY MYERS  
LEE COUNTY CLERK AND RECORDER



Statement of Votes Cast  
 CONSOLIDATED ELECTION  
 BUREAU COUNTY, ILLINOIS

Date:04/15/11  
 Time:10:08:50  
 Page:82 of 91

APRIL 5, 2011

SOVC For Jurisdiction Wide, All Counters, All Races  
 FINAL

	BLACK HAWK 503 TSTE 4 YR				SAUK VALLEY 506 TRUSTEE				
	Reg. Voters	Times Counted	Total Votes	MIKE BOLAND	Reg. Voters	Times Counted	Total Votes	MARGARET TYNE	LISA WIERSEMA
<b>Jurisdiction Wide</b>									
ARISPIE	-	-	-	-	-	-	-	-	-
BERLIN	-	-	-	-	-	-	-	-	-
BUREAU	-	-	-	-	95	32	46	25	34.35%
CLARION	-	-	-	-	12	0	0	0	0
CONCORD 1	-	-	-	-	12	0	0	0	0
CONCORD 2	-	-	-	-	-	-	-	-	-
DOVER	-	-	-	-	-	-	-	-	-
FAIRFIELD	-	-	-	-	-	-	-	-	-
GOLD	33	13	11	11 100.00%	156	8	14	7	50.00%
GREENVILLE	-	-	-	-	82	6	7	3	42.86%
HALL 1	-	-	-	-	226	25	34	14	41.18%
HALL 2	-	-	-	-	-	-	-	-	-
HALL 3	-	-	-	-	-	-	-	-	-
HALL 4	-	-	-	-	-	-	-	-	-
HALL 5	-	-	-	-	-	-	-	-	-
HALL 6	-	-	-	-	-	-	-	-	-
HALL 7	-	-	-	-	-	-	-	-	-
HALL 8	-	-	-	-	-	-	-	-	-
HALL 9	-	-	-	-	-	-	-	-	-
HALL 10	-	-	-	-	-	-	-	-	-
INDIANTOWN	-	-	-	-	-	-	-	-	-
LA MOILLE 1	-	-	-	-	-	-	-	-	-
LA MOILLE 2	-	-	-	-	7	0	0	0	0
LEEPERTOWN	-	-	-	-	-	-	-	-	-
MACON	17	4	4	4 100.00%	-	-	-	-	-
MANLIUS	-	-	-	-	457	37	47	24	51.06%
MILCO	-	-	-	-	-	-	-	-	-
MINERAL	228	67	48	48 100.00%	-	-	-	-	-
NEPONSET	496	198	154	154 100.00%	-	-	-	-	-
OHIO 1	-	-	-	-	440	89	113	58	51.33%
OHIO 2	-	-	-	-	64	17	26	13	50.00%
PRINCETON 1	-	-	-	-	-	-	-	-	-
PRINCETON 2	-	-	-	-	-	-	-	-	-
PRINCETON 3	-	-	-	-	-	-	-	-	-
PRINCETON 4	-	-	-	-	-	-	-	-	-
PRINCETON 5	-	-	-	-	-	-	-	-	-
PRINCETON 6	-	-	-	-	-	-	-	-	-
PRINCETON 7	-	-	-	-	-	-	-	-	-
PRINCETON 8	-	-	-	-	-	-	-	-	-
PRINCETON 9	-	-	-	-	-	-	-	-	-
SELBY 1	-	-	-	-	-	-	-	-	-
SELBY 2	-	-	-	-	-	-	-	-	-
SELBY 3	-	-	-	-	-	-	-	-	-
WALNUT 1	-	-	-	-	637	142	221	104	47.05%
WALNUT 2	-	-	-	-	572	122	136	63	47.75%
WESTFIELD 1	-	-	-	-	-	-	-	-	-
WESTFIELD 2	-	-	-	-	-	-	-	-	-
WHEATLAND	-	-	-	-	-	-	-	-	-
WYANET 1	-	-	-	-	2	0	0	0	0
WYANET 2	-	-	-	-	-	-	-	-	-
Total	774	282	217	217 100.00%	2162	478	644	313	48.60%
								331	51.40%

Brian Woessner - Carroll County Clerk and Recorder  
Official Canvass - April 5, 2011

Sauk Valley CCD 506

Times Counted 815 / 3322

Total Votes	MARGARET A. TYNE (NP)	USA L. WIERSEMA (NP)
Eikhorn Grove	72	33
Fair Haven	270	110
Salem	34	16
Wysox 1	260	114
Wysox 2	140	63
York	399	177
Total	1,175	513

Henry Co.

JURISDICTIONAL CANVASS  
RUN DATE:04/07/11 09:01 AM

REPORT-EL86 PAGE 003

01 = BALLOTS CAST

WITH 2 OF 2 PRECINCTS REPORTING

VOTES PERCENT

TRUSTEES OF THE COMMUNITY COLLEGE DI SAUK VALLEY COLLEGE  
(VOTE FOR NOT MORE THAN ) 2.02 = MARGARET A. TYNE 1 50.00  
03 = LISA L. WIERSEMA 1 50.00  
04 = OVER VOTES 0  
05 = UNDER VOTES 0

01 02 03 04 05

0004 LORAINNE  
0005 YORKTOWN0 0 0 0 0  
1 1 1 0 0

Statement of Votes Cast  
 Lee County, IL  
 Consolidated Election

April 5, 2011

SOVC For Jurisdiction Wide, All Counters, All Races  
 Official Canvass Report

Date: 04/15/11  
 Time: 14:40:52  
 Page: 50 of 69

SAUK 506 TRUSTEE

Jurisdiction Wide	Reg. Voters	Vote For	Times Counted	Total Votes	Times Over Voted	Number Of Under Votes	MARGARET A. TYNE	LISA L. WIERSEMA
AMBBOY 1	660	2	78	98	0	58	48	48.98%
AMBBOY 2	653	2	114	153	0	75	77	50.33%
AMBBOY 3	798	2	163	223	0	103	110	49.33%
ASHTON 1	468	2	145	182	0	108	93	51.10%
ASHTON 2	363	2	91	116	0	66	57	49.14%
BRADFORD	227	2	42	65	0	19	33	50.77%
DIXON 1	853	2	26	41	0	11	21	51.22%
DIXON 2	630	2	171	235	0	107	122	51.91%
DIXON 3	347	2	87	133	0	41	72	54.14%
DIXON 4	316	2	87	112	0	62	61	54.46%
DIXON 5	340	2	78	107	0	49	52	48.68%
DIXON 6	426	2	85	132	0	38	67	50.76%
DIXON 7	442	2	72	96	0	48	49	51.04%
DIXON 8	457	2	85	122	0	48	66	54.10%
DIXON 9	425	2	112	157	0	67	82	52.23%
DIXON 10	545	2	208	294	0	122	160	54.42%
DIXON 11	406	2	170	243	0	97	131	53.91%
DIXON 12	618	2	225	331	0	119	164	49.55%
DIXON 13	900	2	83	113	0	53	61	53.98%
DIXON 14	612	2	195	287	0	103	153	53.31%
DIXON 15	467	2	105	157	0	53	83	52.87%
DIXON 16	550	2	109	158	0	60	79	50.00%
DIXON 17	427	2	117	166	0	68	84	50.60%
DIXON 18	562	2	112	151	0	73	75	49.67%
DIXON 19	820	2	266	394	0	138	205	52.03%
DIXON 20	791	2	216	296	0	136	162	54.73%
EAST GROVE	244	2	13	19	0	7	10	52.63%
FRANKLIN GROVE 1	529	2	104	144	0	64	70	51.39%
FRANKLIN GROVE 2	403	2	80	115	0	45	60	52.17%
HAMILTON	139	2	2	2	0	2	1	50.00%
HARMON	297	2	15	20	0	10	11	55.00%
LEE CENTER	430	2	33	56	0	10	27	48.21%
MARION	196	2	6	6	0	6	4	66.67%
MAY TWP	239	2	6	10	0	2	4	40.00%
NACHUSA	351	2	19	34	0	4	17	50.00%

Statement of Votes Cast  
Lee County, IL  
Consolidated Election  
April 5, 2011  
Jurisdiction Wide, All Count  
Official Canvass Report

SALE 506 TRIESTE

Reg. Voters	Vote For	Times Counted	Total Votes	Times Over Voted	Number Of Under Votes	MARGARET A. TYNE	LISA L. WIERSMA
NELSON	635	2	28	50	0	6	26
PALMYRA 1	632	2	36	62	0	10	29
PALMYRA 2	759	2	27	48	0	6	25
PALMYRA 3	747	2	32	51	0	13	24
REYNOLDS	105	2	13	20	0	6	11
SOUTH DIXON	726	2	54	85	0	23	44
SUBLETIE	525	2	99	135	0	63	68
VIOLA	26	2	2	4	0	0	2
Total	21057	86	1811	5423	0	2199	2804
						51.71%	51.71%
						50.00%	50.00%
						48.00%	48.00%
						46.71%	46.71%
						53.23%	53.23%
						47.92%	47.92%
						52.94%	52.94%
						45.00%	45.00%
						48.24%	48.24%
						49.63%	49.63%
						50.00%	50.00%
						48.29%	48.29%

NUMBERED KEY CANVASS

RUN DATE: 04/11/11 01:10 PM

OGLE COUNTY, ILLINOIS  
CONSOLIDATED ELECTION  
APRIL 5, 2011

REPORT-EL52 PAGE 0059

Ballots Cast 402TRUSTEES COMMUNITY COLLEGE DISTRICT SAUK VALLEY  
COMMUNITY COLLEGE 6 YEAR TERM

VOTE FOR 2

01 = Margaret A. Tyne  
02 = Lisa L. Wiersema

VOTES PERCENT

VOTES PERCENT

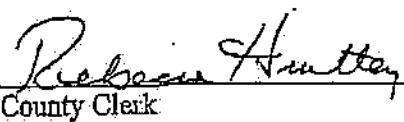
03 = OVER VOTES  
04 = UNDER VOTES0  
160

	01	02	03	04
0001 BROOKVILLE	7	8	0	1
0002 BUFFALO 1	67	54	0	25
0003 BUFFALO 2	55	41	0	22
0004 BUFFALO 3	75	62	0	55
0010 EAGLE POINT	14	13	0	5
0025 GRAND DETOUR	38	35	0	13
0026 LAFAYETTE	8	10	0	8
0027 LINCOLN	13	15	0	4
0045 PINE CREEK	13	13	0	2
0046 PINE ROCK	1	1	0	2
0050 TAYLOR	34	34	0	10
0052 WOOSUNG	20	19	0	13

I, Rebecca Huntley, County Clerk in and for said County in the State aforesaid, do hereby certify that the foregoing is a true and correct copy of the abstract of votes for Ogle County, Illinois.

At a Consolidated Election held in said County on the 5th day of April, A.D., 2011, which abstract was made by the County canvassing board of said County and is now on file in my office. In testimony whereof, I have hereunto set my hand and seal of said County this 12th day of April, A.D., 2011.

SEAL



Rebecca Huntley  
County Clerk

Statement of Votes Cast  
Whiteside County, IL  
Consolidated Election  
April 5, 2011  
SOVC For Jurisdiction Wide, All Counters, All Races  
Official Canvas Report

Jurisdiction Wide	Reg. Voters	Vote For	Times Counted	Total Votes	Times Over Voted	Number Of Under Votes	MARGARET A. TYNE	LISA L. WIERSEM
Fulton 1	650	2	118	148	0	88	64	43.24%
Fulton 2	566	2	88	102	0	74	43	42.16%
Fulton 3	895	2	71	83	0	59	35	42.17%
Fulton 4	923	2	206	219	0	193	99	45.21%
Ustick	457	2	37	44	0	30	21	47.71%
Clyde	369	2	9	12	0	6	5	41.67%
Geneseo	381	2	20	27	0	13	12	44.44%
Jordan	667	2	31	32	0	10	23	44.23%
Garden Plain	773	2	84	108	0	60	48	44.44%
Union Grove	830	2	23	36	0	10	16	44.44%
Mt. Pleasant 1	615	2	55	87	0	23	37	42.53%
Mt. Pleasant 2	1002	2	140	210	0	70	94	44.76%
Mt. Pleasant 3	618	2	39	71	0	7	34	47.89%
Mt. Pleasant 4	764	2	51	84	0	18	39	46.43%
Mt. Pleasant 5	349	2	3	2	0	4	0	0.00%
Hopkins 1	823	2	11	16	0	6	7	43.75%
Hopkins 2	759	2	21	33	0	9	14	42.42%
Sterling 01	417	2	35	49	0	21	22	44.90%
Sterling 02	602	2	41	59	0	23	26	44.07%
Sterling 03	643	2	35	44	0	26	20	45.45%
Sterling 04	495	2	23	28	0	18	14	50.00%
Sterling 05	420	2	37	39	0	35	16	41.03%
Sterling 06	285	2	25	42	0	8	22	52.38%
Sterling 07	583	2	76	121	0	31	59	48.76%
Sterling 08	640	2	70	104	0	36	50	48.08%
Sterling 09	792	2	59	86	0	32	43	50.00%
Sterling 10	662	2	37	54	0	20	26	48.15%
Sterling 11	552	2	93	141	0	45	68	48.23%
Sterling 12	941	2	69	100	0	38	49	49.00%
Sterling 13	528	2	46	75	0	17	35	46.67%
Sterling 14	857	2	32	43	0	21	18	41.86%
Sterling 15	890	2	38	63	0	13	33	52.38%
Sterling 16	769	2	52	76	0	28	37	48.68%
Sterling 17	899	2	2	152	0	38	74	48.68%

Statement of Votes Cast  
 Whiteside County, IL  
 Consolidated Election  
 April 5, 2011  
 SOVC For Jurisdiction Wide, All Counters, All Races  
 Official Canvass Report

Date:04/15/11  
 Time:10:43:36  
 Page:64 of 73

Reg. Voters	Vote For	Times Counted	Total Votes	Times Over Voted	Number Of Under Votes	MARGARET A. TINE	LISA L. WIERSEMA
Sterling 18	324	2	45	59	0	31	27
Coloma 01	558	2	23	42	0	4	20
Coloma 02	798	2	27	42	0	12	18
Coloma 03	410	2	11	16	0	6	8
Coloma 04	579	2	56	92	0	20	50.00%
Coloma 05	620	2	29	47	0	11	21
Coloma 06	714	2	63	101	0	25	47
Coloma 07	640	2	25	34	0	16	17
Coloma 08	807	2	42	62	0	22	31
Coloma 09	935	2	48	81	0	15	37
Coloma 10	876	2	57	90	0	24	42
Albion	655	2	300	278	0	322	113
Fenton	3	2	0	0	0	0	0
Lyndon	697	2	155	227	0	83	103
Hunt	282	2	11	15	0	7	6
Montmorency 1	687	2	25	44	0	6	22
Montmorency 2	1186	2	31	50	0	12	25
Portland	102	2	6	9	0	3	4
Prophetstown 1	744	2	35	56	0	14	27
Prophetstown 2	382	2	23	36	0	10	16
Prophetstown 3	608	2	44	67	0	21	31
Tampico	692	2	48	57	0	29	25
Hahnman	211	2	17	20	0	14	10
Total	36176	114	2991	4135	0	1847	1899 45.93%
							2236 54.07%

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

Founders Room 2K2  
Dixon, IL

April 25, 2011  
7:00 p.m.

**1.0 Call to Order/Roll Call**

**2.0 Organization of New Board**

**A. Election of Officers:**

1. Board Chair
2. Board Vice Chair
3. Board Secretary

**B. Appointment of College Treasurer**

**C. Appointment of Legal Counsel**

**D. Appointment of Foundation Liaison**

**E. Appointment of ICCTA Representative**

**F. Appointment of Audit Firm**

**G. Designation of Depositories**

**H. Determination of Date and Time of Meetings**

**3.0 Consent Agenda**

- 3.1 Approval of Agenda
- 3.2 Approval of Minutes, March 28, 2011
- 3.3 Treasurer's Report
- 3.4 Bills Payable
- 3.5 Payrolls

March 31, 2011	\$256,145.73
April 15, 2011	\$262,182.03

**3.6. Budget Report**

**4.0 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)**

- 5.0 Reports/Information**
  - 5.1 President's Report**
  - 5.2 Communication from Visitors**
  - 5.3 Reports/Comments from Board Members**
  - 5.4 Board Policy Review - Board Policies: 425.01 Early Retirement; 426.01 General Responsibilities, Duties, Conditions for Contractual Employees; 427.01 Sexual Harassment Policy**
- 6.0 Action Items**
  - 6.1 Board Policy 419.01 Fringe Benefits (Second Reading)**
  - 6.2 Faculty Resignation**
  - 6.3 Sauk Valley Community College Group Health Plan Amendment**
  - 6.4 Extension of Dixon Downtown TIF**
- 7.0 Approval of Closed Session Minutes of March 28, 2011**
- 8.0 Adjournment**

Sauk Valley Community College  
April 25, 2011

**Organization of New Board - Item A**

An organization of the new Board is required at this time. The first item (A-1) is for President Mihel to conduct an election of a Board Chair and that Chair will then conduct an election for the remaining:

Agenda Item A-1      Board Chair

Agenda Item A-2      Board Vice Chair

Agenda Item A-3      Board Secretary

# CERTIFICATION OF ORGANIZATION

## BOARD OF TRUSTEES

Sauk Valley Community COLLEGE, DISTRICT # 506

In accordance with the provisions of Illinois Revised Statutes, chapter 110 ILCS, paragraph 805/3-8, I do hereby certify that the Sauk Valley Community College Board of Trustees was organized on April 25, 2011, with the following officers being elected:

Edward Andersen, Chair

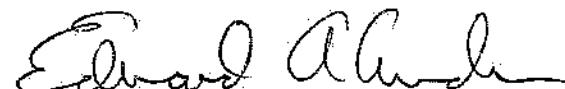
Andrew Bollman, Vice Chair

Lisa Wiersema, Secretary

I further certify that the board has established its regular meeting schedule as being at 7:00 p.m. on 4th Monday of Each Month, such meetings to be held at Sauk Valley Community College

The terms of office for the above-mentioned officers are for 6 years.

Signed

  
Chair, Board of Trustees

Date April 25, 2011

## INSTRUCTIONS

Following each election and canvass, the new board shall hold its organizational meeting on or before the 28<sup>th</sup> day after the election (110 ILCS 805/3-8). Within five working days after the convening of the newly elected board or the new board as provided in Section 3-8 of the Act, the chair of the board of trustees shall certify in writing to the ICCB that the board of trustees has been organized. The certification shall include the name of the chair, vice chair, and the secretary and state the time and place of regular meetings. If the board, by resolution, establishes a policy for the terms of office to be one year, instead of the normal two years, or provides for the election of officers for the remaining one year, a copy of this resolution shall also accompany the certification (Administrative Rules of the Illinois Community College Board, Section 1501.202).

An additional certification is required when the next organizational meeting occurs, whether that be in one year or two years.

Please submit this completed form to:

President/CEO  
Illinois Community College Board  
401 East Capitol Avenue  
Springfield, IL 62701-1711

Sauk Valley Community College  
April 25, 2011

Organization of New Board - Item B - E

Agenda Item B. Appointment of College Treasurer  
The administration recommends Paula Meyer be appointed to continue in this role.

Agenda Item C. Appointment of Legal Counsel  
The administration recommends the firm of Ward, Murray, Pace and Johnson, P.C. continue in this role.

Agenda Item D. Appointment of Foundation Liaison

Agenda Item E. Appointment of ICCTA Representative

Sauk Valley Community College  
April 25, 2011

Organization of New Board - Item F

**Agenda Item F.      Appointment of College Audit Firm**

The College appointed McGladrey & Pullen, LLP as the College auditing firm for a three year period, FY09 – FY11. With the completion of the FY11 audit, the administration will consult with the Board to determine if a request for proposal for its auditing services should be prepared.

**Recommendation:**

The administration recommends the Board to retain McGladrey & Pullen, LLP through the FY11 audit.

Sauk Valley Community College  
April 25, 2011

Organization of New Board - Item G

**Agenda Item G.** Designation of Depositories for Funds

The newly organized Board should designate the legal depositories for College funds.

**Recommendation:**

The administration recommends that the Board approve all banks and savings and loans in the district and the Illinois Funds (formerly called the Illinois Public Treasurers Investment Pool) as legal depositories for College funds.

Sauk Valley Community College  
April 25, 2011

Organization of New Board – Item H

**Determination of Date and Time of Meetings**

The regularly scheduled monthly meetings of the Sauk Valley Community College Board of Trustees are held on the 4<sup>th</sup> Monday of each month at 7:00 p.m. unless otherwise noted. For the upcoming year, the dates are as follows:

May 23, 2011

\*June 20, 2011

July 25, 2011

August 22, 2011

September 26, 2011

October 24, 2011

November 28, 2011

\*December 19, 2011

January 23, 2012

February 27, 2012

March 26, 2012

April 23, 2012

\* June 20, 2011 to accommodate Public Display of Tentative Budget

\* December 19, 2011 to accommodate the December 26, 2011 Holiday Closing

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING  
MINUTES  
APRIL 25, 2011

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on April 25, 2011, in the Founders 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:

Ed Andersen	Lisa Wiersema
Andrew Bollman	Margaret Tyne
Robert Thompson	Student Trustee Sisson
Scott Stoller	

Absent: William Simpson

SVCC Staff: President Dr. George Mihel  
Attorney Miller  
Dean of Information Services Alan Pfeifer  
Dean of Business Services Paula Meyer  
Dean of Instructional Services Mary Lou Kidder  
Dean of Institutional Research and Planning Tom Gospodarezyk  
Administrative Assistant Debra Dillow

Election of Officers: Chair Andersen announced that the floor was open for nominations for Chair of the Sauk Valley Community College Board of Trustees.

Chair: It was moved by Member Thompson and seconded by Member Bollman that Edward Andersen be nominated as Chair for the Board of Trustees. There were no other nominations. In a roll call vote, all voted aye. Student Trustee Sisson vote: aye. Motion carried.

Vice Chair: It was moved by Member Wiersema and seconded by Member Stoller that Andrew Bollman be nominated as Vice Chair for the Board of Trustees. There were no other nominations. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Secretary: It was moved by Member Bollman and seconded by Member Tyne that Lisa Wiersema be nominated as Secretary for the Board of Trustees. In a roll call vote, all voted aye. Student Advisory vote: aye. Motion carried.

Treasurer: It was moved by Member Bollman and seconded by Member Thompson that Paula Meyer be appointed as Treasurer of Sauk Valley Community College District #506. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Legal Counsel: It was moved by Member Stoller and seconded by Member Tyne that the Board appoint the firm of Ward, Murray, Pace & Johnson, P.C. as legal counsel of Sauk Valley Community College. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Foundation Liaison: It was moved by Member Thompson and seconded by Member Stoller that Margaret Tyne be nominated as Foundation Liaison for the College. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

ICCTA Representative: It was moved by Member Thompson and seconded by Member Wiersema that the Board appoint Andrew Bollman as the ICCTA Representative for the Board of Trustees. In a roll call vote, all voted aye. Student Trustee advisory vote: aye. Motion carried.

Audit Firm: It was moved by Member Bollman and seconded by Member Thompson that the Board retain McGladrey & Pullen, LLP through the FY 11 audit. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Depositories: It was moved by Member Thompson and seconded by Member Bollman that the Board approve all banks and savings and loans in the district and the Illinois Funds (formerly called the Illinois Public Treasurers Investment Pool) as legal depositories for College funds. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Determination of Date and Time of Meetings:

It was moved by Member Bollman and seconded by Member Stoller that the Board approve that the regularly scheduled meetings of the Sauk Valley Community College Board of Trustees be held on the 4<sup>th</sup> Monday of each month unless otherwise noted. For the upcoming year, the dates are as follows: May 23, 2011, June 20, 2011, July 25, 2011, August 22, 2011, September 26, 2011, October 24, 2011, November 28, 2011, December 19, 2011, January 23, 2012, February 27, 2012, March 26, 2012 and April 23, 2012. In a roll call vote all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Consent Agenda:

It was moved by Member Thompson and seconded by Member Wiersema 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 share transfer results for our students to the University of Illinois and Radiology (ARRT) and NCLEX Nursing Exam results. All results reflect that our students continue to do well. Dr. Mihel shared the proclamation honoring April as Community College Month from the Mayors of Dixon, Sterling and Rock Falls. Dr. Mihel reported to the Board that Criminal Justice faculty member Jon Mandrell was recently recognized for distinguished service as the new advisor to Phi Theta Kappa. Alan Pfeifer provided an update on curriculum and program activities. Tom Gospodarezyk provided the Board with an update on the preparation for the Higher Learning Commission upcoming accreditation visit. Dr. Mihel distributed the Board Self-Evaluation form and it was the direction of the Chair and Dr. Mihel that the Board complete the forms and return them so the compiled results can be discussed at the May meeting.

Reports:

*ICCTA Report:* Member Bollman indicated that Lobby Day is scheduled for May 4, 2011.

*Foundation:* Chair Andersen indicated that there will be a Foundation meeting on April 26, 2011.

*Student Trustee Report:* Student Trustee Sisson provided an overview of upcoming events.

Board Policy Review:

Dr. Mihel reviewed Board Policies: 425.01 Early Retirement and will recommend changes; 427.01 Sexual Harassment Policy and will recommend changes; and 426.01 General Responsibilities, Duties, and Working Conditions for Contractual Employees and will recommend no changes.

Extension of Dixon  
Downtown TIF:

It was moved Member Thompson and seconded by Member Bollman that the Board approve the resolution to support the Extension of the City of Dixon Central Business District TIF as requested. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Board Policy 419.01  
Fringe Benefits:  
(Second Reading)

It was moved by Member Sisson and seconded Member Stoller that Board approve Board Policy 419.01 Fringe Benefits for second reading. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Faculty Resignation:

It was moved by Member Bollman and seconded by Member Sisson that the Board approve the resignation of faculty member Mr. Jason Hedrick effective July 31, 2011 and authorize the administration to seek a replacement faculty member. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Sauk Valley Community  
College Group Health  
Plan Amendment:

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

Closed Session:

At 7:42 p.m. it was moved by Member Wiersema and seconded by Member Stoller that the Board go into closed session for the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College; collective bargaining; closed session minutes consideration; pending litigation probable or imminent. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried

The Board returned to regular session at 8:07 p.m.

Closed Session Minutes  
March 28, 2011:

It was moved by Member Bollman and seconded by Member Sisson that the Board approve the Closed Session Minutes of March 28, 2011. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

Adjournment:

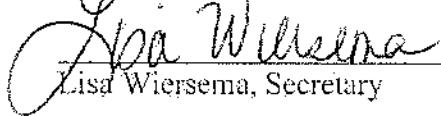
Since the scheduled business was completed, it was moved by Member Sisson and seconded by Member Thompson that the Board adjourn. In a roll call vote, all voted aye. Student Trustee Sisson advisory vote: aye. Motion carried.

The meeting adjourned at 8:11 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on May 23, 2011 in the Board Room.

Respectfully Submitted,

  
Lisa Wiersema, Secretary

SAUK VALLEY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES - TREASURER'S REPORT  
 As of March 31, 2011

CHECKING ACCOUNTSINTEREST BEARING ACCOUNTS

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

MONEY MARKET

Merrill Lynch Wealth Management  
 SFB Investment Center - Federated Capital Reserves  
 SFB Investment Center - Federated US Treasury  
 SUBTOTAL

TOTAL CHECKING ACCOUNTS

INTEREST RATE	DATE	AMOUNT
0.150		\$1,329,679.07
0.085		4,021,156.66
		<u>5,350,835.73</u>
1.000		114,195.59
0.000		76,473.77
0.000		4,152,175.44
		<u>4,342,844.80</u>
		<u>\$9,693,680.53</u>

INVESTMENTSFINANCIAL INSTITUTION

	MATURITY DATE		
People's Bank, Tampico	04-14-2011	0.500	1,000,000
First National Bank, Amboy	07-23-2011	0.750	500,000
Farmers State Bank, Sublette	08-13-2011	0.750	1,000,000
Farmers State Bank, Sublette	02-17-2012	1.000	1,000,000
SUBTOTAL			<u>3,500,000</u>

MERRILL LYNCH:

		YIELD	PRICE
Federal Home Ln Bks Cons Bd	06-10-2011	3.450	656,181.50
Federal Home Ln Bks Cons Bd	09-16-2011	2.709	660,634.00
Federal Farm Cr Bks Cons Bd	02-13-2012	1.359	620,481.95
Federal Farm Cr Bks Cons Bd	07-23-2012	1.740	605,723.00
Federal Farm Cr Bks Global Cons Bd	11-13-2012	2.147	630,624.00
Federal Natl Mtg Assn Call	02-21-2013	4.750	429,128.00
Federal Hom Ln Mtg Corp	06-28-2013	1.625	722,332.80
Federal Home Loan Bank	10-29-2013	1.446	400,732.00
Federal Home Loan Bank	01-27-2014	1.050	492,755.00
Federal Home Loan Bank	09-12-2014	1.375	628,554.75
SUBTOTAL			<u>\$5,847,147.00</u>

SFB INVESTMENT CENTER - CHALLENGE GRANTS

Integra Bk Natl Assn Evansville IN CTF	09-26-2011	1.000	150,000.00
Venture Bk Bloomington, MN CTF	03-07-2012	1.000	240,000.00
Ally Bank Midvale Utah CTF	03-26-2012	1.250	250,000.00
Probank Tallahassee FL CTF	03-26-2012	1.200	250,000.00
Arkway Bk & Tr Harwood Heights, IL	04-02-2012	1.300	250,000.00
Farmers St Bk Hartland MN CTF	09-24-2012	1.350	150,000.00
Integra Bk Natl Assn Evansville IN CTF	10-01-2012	1.550	100,000.00
Southwest Cap Bk Natl Assn Ft Myers, FL	12-26-2012	1.500	200,000.00
American Express Centurion Bk Salt	03-25-2013	2.000	250,000.00
Bridgeview Bk Group IL CTF	03-25-2013	1.700	250,000.00
Doral Bk Catano P R	05-28-2013	2.000	250,000.00
			<u>2,340,000.00</u>

SFB INVESTMENT CENTER - FUNDING BONDS

U.S. Treasury Securities	01-31-2012	0.875	2,500,000.00
Bank of China New York City NY	07-16-2012	1.000	250,000.00
Florida Cap Bk Natl Assn Jacksonville	07-19-2012	1.150	250,000.00
Wilmington TR CO DEL	01-14-2013	1.250	250,000.00
GE Money Bk Instl, Draper, UT	01-16-2013	1.250	250,000.00
Banco Bilbao Vizcaya Argentaria, P R	01-23-2013	1.450	250,000.00
Citizens Bk Flint, MI	01-28-2013	1.300	250,000.00
Avenue Bk Nashville, TN	01-28-2013	1.200	250,000.00
BMW BK North Amer, Salt Lake City, UT	01-30-2013	1.250	250,000.00
Panhandle St Bank, Sandpoint, ID CTF	02-27-2013	1.500	250,000.00
Middleton Community Bank, WI	04-05-2013	1.250	250,000.00
			<hr/>
			5,000,000.00
<b>TOTAL INVESTMENTS</b>			<b><u>\$16,687,147.00</u></b>

Sauk Valley Community College  
Board of Trustees  
April 25, 2011

Summary of Bills Payable

General Operating Funds

Amount

\$ 396,791.27

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

Edmund C. Mohr

BOARD CHAIR

Alma M. Melema

BOARD SECRETARY

DATE 4/25/11

PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Crest Foods	01		Tuition Billed to Employer	Spring 2011 Refund	1,683.00
Corporation for National Service	01		AmeriCorps	Return of Funds F Sachs	999.00
Illinois Department of Rehabilitati	01		Rehabilitation Dors	Refund K Transcur 100% Refund	891.00
State Universities Retirement	01		SURS Payable	Accrued Surs	29,944.67
State Universities Retirement	01		SURS Payable	Accrued Surs	29,465.37
Select Employees Credit Union	01		Credit Union Payable	ACCURED W/H Select Employees Credit Un	5,682.82
Select Employees Credit Union	01		Credit Union Payable	ACCURED W/H-Select Employees Credit Un	5,682.82
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	948.72
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	948.72
Freedman Anselmo Lindberg & Ra	01		Wage Garnishment Payable	ACCURED W/H- GARNISHMENT	34.61
Freedman Anselmo Lindberg & Ra	01		Wage Garnishment Payable	ACCURED W/H- GARNISHMENT	34.61
Illinois Student Assistance Co	01		Wage Garnishment Payable	ACCURED W/H- GARNISHMENT	122.19
Illinois Student Assistance Co	01		Wage Garnishment Payable	ACCURED W/H- GARNISHMENT	122.19
Community Health Charities of	01		United Way Payable	ACCURED W/H-Community Health Charities	48.06
Community Health Charities of	01		United Way Payable	ACCURED W/H-Community Health Charities	48.06
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	64.33
United Way of Lee County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	44.75
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	44.75
United Way of Whiteside County	01		United Way Payable	Optional Life	653.65
Gallagher Benefit Services, Inc	01		Optional Disability Insurance	LTD Billing	769.89
JEM fbo Sauk Valley CC 403b PI	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	3,625.00
JEM fbo Sauk Valley CC 403b PI	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	3,625.00
JEM fbo Sauk Valley CC 403b PI	01		Vanguard	ACCURED ANNUITIES-Vanguard	3,100.00
JEM fbo Sauk Valley CC 403b PI	01		Vanguard	ACCURED ANNUITIES-Vanguard	2,650.00
JEM fbo Sauk Valley CC 403b PI	01		Valic	ACCURED ANNUITIES-VALIC	350.00

REPORT SVRCHKR  
FISCAL YEAR 2011

Sauk Valley Community College  
Check Register  
From 03/24/11 To 04/25/11

PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
JEM fbo Sauk Valley CC 403b PI	01		Valic.	ACCRUED ANNUITIES-VALID	350.00
Baker, Olivia.	01		Accounts Payable	Direct Loan	2,240.00
Best, Loraine	01		Accounts Payable	Reissue PELL/EOG	74.45
Boyd, Yolanda	01		Accounts Payable	Online Refund	64.00
Byrd, Tyler	01		Accounts Payable	Online Refund	102.00
CarP, Katelyn	01		Accounts Payable	Online Refund	36.00
Carroll, Dana	01		Accounts Payable	Online Refund	35.00
Castle, Kylie	01		Accounts Payable	Pell/ACG	207.91
Crawford, Michele	01		Accounts Payable	Online Refund	80.00
Daws, Gary.	01		Accounts Payable	Online Refund	150.00
Daws, Gary.	01		Accounts Payable	Online Refund	235.00
Dempsey, Emily	01		Accounts Payable	Online Refund	297.00
Diaz, Lorene	01		Accounts Payable	Pell	2,082.00
Digman, Jaymee	01		Accounts Payable	Pell	875.22
Dinges Hughes, Bethie	01		Accounts Payable	Online Refund	35.00
Duckworth, Juli	01		Accounts Payable	Online Refund	65.00
Dvorak, Christine	01		Accounts Payable	Online Refund	35.00
Eich, Dillon	01		Accounts Payable	Online Refund	102.00
Elder, Bille Jo	01		Accounts Payable	Pell	837.73
Fiorini, Alexandra	01		Accounts Payable	Pell	645.88
Flaherty, Christopher	01		Accounts Payable	Pell	1,388.00
Fritts, Christina	01		Accounts Payable	Online Refund	426.00
Fritts, Levi	01		Accounts Payable	Replace Cr 59838	71.00
Gabriel, Lauren	01		Accounts Payable	Online Refund	15.00
Gallegos, Justin	01		Accounts Payable	Pell	1,227.44
Gaivan, Jason	01		Accounts Payable	Pell	44.96

REPORT SVRCHKR  
FISCAL YEAR 2011Sauk Valley Community College  
Check Register  
From 03/24/11 To 04/25/11RUN DATE: 04/15/11  
TIME: 1:04 PM  
PAGE: 3

PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
George, Rodriguez	01		Accounts Payable	Direct Loan	498.00
Hall, Alisia	01		Accounts Payable	MAP	783.00
Higley, Emilie	01		Accounts Payable	Online Refund	35.00
Holder, Paula	01		Accounts Payable	Direct Loan	996.00
Johnson, Julie	01		Accounts Payable	Pell	1,575.00
Johnson, Kory	01		Accounts Payable	MAP	679.00
Juarez, Kayla	01		Accounts Payable	Online Refund	35.00
Juhola, Jacob	01		Accounts Payable	Pell	102.00
Keener, Nathan	01		Accounts Payable	MAP	574.00
Kendrick, William	01		Accounts Payable	MAP	660.00
Kocsis, Stacey	01		Accounts Payable	Pell	675.00
Lee, Jennifer	01		Accounts Payable	MAP	230.00
Lewis, Robert	01		Accounts Payable	Direct Loan	1,678.61
Loomis, Courtney	01		Accounts Payable	Pell	25.00
Lowe, Andrew	01		Accounts Payable	Direct Loan	1,742.00
Malick, Ashley	01		Accounts Payable	Pell	1,010.86
Marro, Sheila	01		Accounts Payable	Pell/EOG	792.99
Martinez-Frank, Michelle	01		Accounts Payable	Online Refund	70.00
Mathesius, Dustin	01		Accounts Payable	Pell	63.15
Maynard, Linda	01		Accounts Payable	Online Refund	65.00
Maynard, Linda	01		Accounts Payable	Online Refund	65.00
McCullough, Steven	01		Accounts Payable	Online Refund	156.00
Monk, Desiree	01		Accounts Payable	Direct Loan	996.00
Neal, Melissa	01		Accounts Payable	MAP	679.00
Nehring, Dale	01		Accounts Payable	Online Refund	35.00
Nehring, Kathleen	01		Accounts Payable	Online Refund	35.00

REPORT SVRCHKR  
FISCAL YEAR 2011

Sauk Valley Community College  
Check Register  
From 03/24/11 To 04/25/11

PAYEE/ VENDOR

FUND

ACCOUNT

ORGANIZATION

ITEM AMOUNT

PAYEE/ VENDOR	FUND	ACCOUNT	ORGANIZATION	COMMODITY	ITEM AMOUNT
Ohata, Barbara	01	Accounts Payable	Pell	Pell	661.03
Ohata, Barbara	01	Accounts Payable	Direct Loan		2,240.00
Oncken, Tiffany	01	Accounts Payable	Online Refund		35.00
Parker, Kaylee	01	Accounts Payable	Pell/ACG		1,015.28
Parks, Anthony	01	Accounts Payable	Direct Loan		1,742.00
Prashad, Nilima	01	Accounts Payable	Pell/EOG		2,279.00
Quintana, Lena	01	Accounts Payable	Online Refund		35.00
Rodriguez, Sydney	01	Accounts Payable	MAP		494.00
Romano, Kayla	01	Accounts Payable	Pell		2,702.00
Rothermel, Cody	01	Accounts Payable	Online Refund		35.00
Royer, Danny	01	Accounts Payable	Direct Loan		1,742.00
Salas, Michael	01	Accounts Payable	Pell		15.90
Schick, Daniel	01	Accounts Payable	Direct Loan		1,494.00
Smooth, Andrew	01	Accounts Payable	MAP		825.00
Spears, Nickale	01	Accounts Payable	Direct Loan		1,742.00
Toensing, Tyler	01	Accounts Payable	Pell		161.13
Trevino, Kelsey	01	Accounts Payable	Pell		397.84
Triplett, Anthony	01	Accounts Payable	Direct Loan		3.00
Tumleson, Kayla	01	Accounts Payable	Dir Lr Bal		3.00
Weiser, Jennifer	01	Accounts Payable	Online Refund		35.00
Wilson, Amy	01	Accounts Payable	Pell		297.00
Wojnicki, Ray	01	Accounts Payable	Direct Loan		1,763.25
Polo Schools Foundation	01	Other Payables	Refund M Smith		125.00
Follett Bookstore	01	PELL EOG BT	PELL Book Charges		-51.24
Follett Bookstore	01	JTPA Whiteside B	PFE-Whiteside Book Charges		59.00

RUN DATE: 04/15/11  
TIME: 1:04 PM  
PAGE: 4

REPORT SVRCHKR  
FISCAL YEAR 2011

Sauk Valley Community College  
Check Register  
From 03/24/11 To 04/25/11

RUN DATE: 04/15/11  
TIME: 1:04 PM  
PAGE: 5

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Follett Bookstore	01		Vets Rehab B	VETS Rehab Book Charges	.99
Follett Bookstore	01		AmeriCorps	AMERICORPS Book Charges	3,827.57
SVCC Foundation	01		Scholarship Payable	3006 Theater	2,581.95
Consolidated Management Co	01		Cafeteria payable	March 2011 PNLU	2,248.00
Ward Murray Pace & Johnson P.C.	01	Board of Trustees	Legal Services	Legal Fees	5,772.50
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Bids	100.10
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Board Meeting	48.58
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	March Board Meeting	54.53
Stoller, Scott	01	Board of Trustees	Conference/Meeting Expense	Travel ACCT Conference 2/12/11	1,225.96
Thompson, Robert	01	Board of Trustees	Conference/Meeting Expense	Travel-HCCTA Meeting 3/11/11	231.72
Dillow, Debra	01	President's Office	Conference/Meeting Expense	Travel- ICCTA Conference 4/17/11	333.67
Olmsted, Brian	01	College Relations's Office	Consultants	Contract P/R Work	540.00
CumCast Spotlight Inc	01	College Relations's Office	Advertising	March Advertising	655.00
Sauk Valley Area Chamber of Co	01	College Relations's Office	Advertising	Webblast Ad	25.00
WLTT	01	College Relations's Office	Advertising	March Advertising	798.00
Withers Broadcasting	01	College Relations's Office	Advertising	Advertising March	863.45
Gordon Flesch Company, Inc	01	Printshop	Maintenance Services	Copier-Maint & Spy	617.85
RK Dixon	01	Printshop	Maintenance Services	Copier-Maint & Spy	334.52
Xerox Corporation	01	Foundation	Conference/Meeting Expense	Foundation Meeting	541.02
Consolidated Management Co	01	Professional Development	Other Contractual Services	Reissue Voided Ck#102895	11.10
Clay, Janette	01	Professional Development	Conference/Meeting Expense	Travel- Bloomington 2/25/11	100.00
Wittman, Valerie	01	Professional Development	Consultants	ART 3/14/11	204.61
Giroux, Sarah	01	Art	Consultants	Art 4/6/11	40.00
Giroux, Sarah	01	Art	Consultants	ART 3/21/2011	40.00
Hoffman, David	01	Art	Consultants	ART 3/30/2011	40.00
Hoffman, David	01	Art	Consultants		

REPORT SVRCHKR  
FISCAL YEAR 2011

Sauk Valley Community College  
Check Register  
From 03/24/11 To 04/25/11

RUN DATE: 04/15/11  
TIME: 1:04 PM  
PAGE: 6

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Smith, Matthew	01	Art	Consultants	Art Classes 3/21/11	40.00
Smith, Matthew	01	Art	Consultants	ART 3/23/2011	40.00
Follett Bookstore	01	Art	Instructional Supplies	Dept Bookstore Charges	4.62
Follett Bookstore	01	English	Instructional Supplies	Dept Bookstore Charges	6.36
Follett Bookstore	01	Reading	Instructional Supplies	Dept Bookstore Charges	115.68
Follett Bookstore	01	Fitness Center	Instructional Supplies	Dept Bookstore Charges	3.98
Mandrell, Jon	01	Criminal Justice	Conference/Meeting Expense	Travel-Highland Community College	107.10
Xerox Corporation	01	Office & Administrative Services	Instructional Supplies	Meter Usage OAS Lab	44.11
Carlson, Christopher	01	HVAC	Instructional Supplies	HVAC Supplies	140.07
ESCO Institute LTD.	01	HVAC	Instructional Supplies	EPA Testing	735.00
Rockford Industrial Welding Su	01	Welding	Instructional Supplies	Acetylene, Argon & Oxygen 152.17	694.30
Fiorini, Anthony	01	General Education Degree	Conference/Meeting Expense	Travel-ROEWallace thru 3/30/11	16.32
Shelley, Chris	01	Testing Center	Office Supplies	Batteries 4/12/11	52.75
Prophetstown High School	01	Dual Credit Transfer	Instructional Service Contracts	MAT 203	5,564.12
Gordon Fleisch Company, Inc	01	Dean of Health Professions	Maintenance Services	Monthly Copy Charge	16.77
Quill Corporation	01	Dean of Health Professions	Office Supplies	Ink Cartridges & Supplies	46.82
Quill Corporation	01	Dean of Health Professions	Office Supplies	Cruzer Flash Drive & Supplies	347.19
Follett Bookstore	01	Associate Degree Nursing	Instructional Supplies	Dept Bookstore Charges	17.97
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Gloves	22.10
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Syringes	25.24
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Bladder Care Tray	321.56
Laerdal Medical Corporation	01	Associate Degree Nursing	Instructional Supplies	Supplies	140.10
CGH Medical Center	01	Nurse Assistant	Instructional Supplies	Linen Services Feb 2011	16.00
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Syringe & Gloves	130.14
JRCERT (Joint Review Committee	01	Radioologic Technology	Instructional Service Contracts	SITE FEE - FHN Burchard Hills	250.00
Brevitt, Dianna	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 2/28/	239.70

REPORT SVRCHKR  
FISCAL YEAR 2011

Sauk Valley Community College  
Check Register  
From 03/24/11 To 04/25/11

RUN DATE: 04/15/11  
TIME: 1:04 PM  
PAGE: 7

PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Brevitt, Dianna	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 3/28/	303.45
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel- Clinical Site Visits	349.86
Jakubczak, Kerri	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 3/24/11	516.12
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies	561.87
S. J Smith Welding Supply	01	Chemistry	Instructional Supplies	Gasses for Chemistry	10.64
Atchley, Charles	01	Physics	Instructional Supplies	Supplies Physics Lab	61.52
Gaylord Brothers	01	Learning Resource Center	Library Supplies	Library Bookplates	82.13
Raco Industries	01	Learning Resource Center	Library Supplies	Printer	888.45
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library	2,686.63
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books for Library	427.87
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books for Library	247.02
Gale Group	01	Learning Resource Center	Books and Binding Costs	Intl Dir of Cou History v121	292.15
University of Illinois	01	Learning Resource Center	Publications and Dues	ARTstor Database Annual Fee	710.00
Armstrong, Melanie	01	Learning Resource Center	Conference/Meeting Expense	Travel-Schaumburg 4/8/11	147.10
Unique Computer	01	Academic Computing	Instructional Supplies	Flash Drive	540.00
Unique Computer	01	Academic Computing	Instructional Supplies	Iron Key USB	810.00
AVI Systems Inc	01	Academic Computing	Instructional Technology Material	LCD Projector Lamp	503.00
CDW-G	01	Academic Computing	Instructional Technology Material	Enigerizer Battery	72.90
Creative Printing	01	Academic Computing	Instructional Technology Material	Roxio Creator	110.11
Toner Tech Plus	01	Administrative Computing	Office Supplies	Business Cards R Fisch	45.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink	668.50
Unique Computer	01	Administrative Computing	Office Supplies	Ink	88.00
DLT Solutions	01	Administrative Computing	Office Supplies	Ink	132.00
OMNILERTR, LLC	01	Administrative Computing	Computer Software	Renewal	654.00
OnShore Development Inc	01	Administrative Computing	Computer Software	Renewal 9/7/2010-9/6/2011	7,895.00
			Computer Software	WebCheckout Renewal	1,999.80

REPORT SVRCHKR  
FISCAL YEAR 2011

Sauk Valley Community College  
Check Register  
From 03/24/11 To 04/25/11

RUN DATE: 04/15/11  
TIME: 1:04 PM  
PAGE: 8

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
PaperCut Software International	01	Administrative Computing	Computer Software	Software Educational	1,156.50
Prition Group, LLC	01	Administrative Computing	Computer Software	Hosting Fees March	3,200.00
Kooshesh, Cyrus	01	Dean of Student Services	Conference/Meeting Expense	Travel-Conference Washington DC 3/9/11	295.93
Quill Corporation	01	Special Needs- ADA	Instructional Supplies	Plugs & Pillow	66.58
Consolidated Management Co	01	School District Liason	Conference/Meeting Expense	Discover Sauk 3/3/11	83.85
Dorothy, Catherine	01	School District Liason	Conference/Meeting Expense	Travel-Site Visits thru 3/10/11	90.27
Gordon Flesch Company, Inc.	01	Admissions, Records & Placement	Office Supplies	Monthly Copy Charge	21.14
Gordon Flesch Company, Inc	01	Financial Aid & Veterans Affairs	Office Supplies	Monthly Copy Charge	22.75
Embassy Suites Hotel & Conference	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Hotel D Stiefel ILASFAA	622.72
Stiefel, Debra	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-ILASFAA 3/31/11	179.84
Gordon Flesch Company, Inc.	01	Counseling	Office Supplies	Monthly Copy Charge	58.28
Consolidated Management Co	01	Counseling	Conference/Meeting Expense	PICU Breakfast	67.35
Hilliker, Marlene	01	Counseling	Conference/Meeting Expense	Travel-American Counseling 3/23/11	993.75
Matheney, Janet	01	Counseling	Conference/Meeting Expense	Travel- ISU Meeting 4/5/11	117.30
Pitney Bowes	01	Other Institutional	Postage	Equipment Rental	271.00
Pitney Bowes	01	Other Institutional	Postage	Postage Meter Refill	11,000.00
United Parcel Service	01	Other Institutional	Postage	Monthly Shipping Charges	104.43
Swartleys Florist, Inc.	01	Other Institutional	Postage	Flowers-S Walker's Father	45.00
Transworld Systems, Inc	01	Other Institutional	Other Conference & Meeting	Balance due Collections	661.48
Acorn Solutions, Inc	01	Business Office	Financial Charges & Adjustments	Software Maintenance Service & Support	1,984.00
Gordon Flesch Company, Inc	01	Business Office	Maintenance Services	Copier-Maint & Spy	7.39
Baldwin Cooke Company	01	Business Office	Office Supplies	Calendar Refill	27.62
CDW-G	01	Business Office	Office Supplies	Headset	245.00
Creative Printing	01	Business Office	Office Supplies	Business Card Dye	45.00
Moore Wallace Company	01	Business Office	Office Supplies	Green Check Stock	520.76
College of DuPage	01	Tuition Chargeback	Tuition Chargeback	Spring 2011 Chargeback	671.76

PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Parkland College	01	Tuition Chargeback	Tuition Chargeback	Chargeback Spring 2011	7,497.66
JEM Resource Partners	01	Personnel Office	Consultants	Monthly Admin. Fees	150.00
SBM Business Equipment Center	01	Personnel Office	Office Supplies	File Cabinet	341.00
Job Target	01	Personnel Office	Recruitment	Newspaper Insight into Diversity	290.00
Sauk Valley Newspapers	01	Personnel Office	Recruitment	Recruitment Ads. March 2011	508.08
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Awards Celebration	73.50
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Winner's Birthday Party	90.75
Economy Trophy Co.	01	Personnel Office	Other Conference & Meeting	Awards Recognition Ceremony	136.00
John Gray Awards	01	Personnel Office	Other Conference & Meeting	Recognition Awards	383.82
Quad City Laminating & Trophy	01	Personnel Office	Other Conference & Meeting	Awards Recognition	207.60
Haynes, David	010100	CCS Personal Workshops	Consultants	Instruction for Instant Piano	280.00
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	PPD Class ACCESS Spring 2011	225.00
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	PPD Class Access Spr 2011	1,765.00
Lueders, Barbara	010100	CCS Personal Workshops	Consultants	PPD Class City Chickens 4/11	60.00
Moeller, Cheryl A.	010100	CCS Personal Workshops	Consultants	Tone & Trim	220.00
Riffle, Inc.	010100	CCS Personal Workshops	Consultants	Facilitation Leadership 3/11/11	3,500.00
Treter, Jean	010100	CCS Personal Workshops	Consultants	Wilton Cake Decorating III	200.00
ACT INC	010100	CCS Professional Workshops	Consultants	WorkKeys Testing	61.00
C.B Kramer Sales & Service	02	Maintenance	Maintenance Services	Service Tech Labor	2,012.00
Engel Electric Company	02	Maintenance	Maintenance Services	Repair Parking Lot Lights	1,531.97
H-O-H Water Technology Inc	02	Maintenance	Maintenance Services	Water Treatment Contract	801.20
Plunkett's Pest Control	02	Maintenance	Maintenance Services	Monthly Pest Control	100.00
Simplex-Grinnell	02	Maintenance	Maintenance Services	Equipment Maintenance 5/1/10-4/30/12	4,629.00
The Trane Company	02	Maintenance	Maintenance Services	Service Billing	3,185.00
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Bulbs	1,223.82
Goodway Technologies Corporati	02	Maintenance	Maintenance Supplies	Coupling Tool End-Chillers	359.75

REPORT SVRCHKR  
FISCAL YEAR 2011

Sauk Valley Community College  
Check Register  
From 03/24/11 To 04/25/11

RUN DATE: 04/15/11  
TIME: 1:04 PM  
PAGE: 10

PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM/AMOUNT
Menards	02	Maintenance	Maintenance Supplies	Electrical Anchors	44.50
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	105.43
Menards	02	Maintenance	Maintenance Supplies	Paper Towels, Anchors, & Supplies	97.42
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	178.22
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Credit Memo	51.18
State World Headquarters	02	Maintenance	Maintenance Supplies	Pit Boss	272.05
Smith, Gregory	02	Maintenance	Conference/Meeting Expense	Travel-Conference Oregon II	30.60
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	40.27
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	49.60
AmSan LLC	02	Custodial	Maintenance Services	Advenger AXP Riding Scrubber	13.30
Moore Tires, Inc.	02	Grounds	Maintenance Services	Repair Lawn Mover Tire	69.00
Mike's Repair Service	02	Grounds	Maintenance Services	Roller	44.20
Mike's Repair Service	02	Grounds	Maintenance Services	Parts	203.65
Napa Auto Parts	02	Grounds	Maintenance Supplies	Tire Valve, Cement & Lamp	58.98
Nicor Gas	02	Utilities	Gas	Gas Services	786.81
Nicor Gas	02	Utilities	Gas	Gas Services	2,181.53
Ameren Energy Marketing Company	02	Utilities	Electricity	Electricity	14,913.91
Commonwealth Edison	02	Utilities	Electricity	Electricity	5,566.54
City Of Dixon	02	Utilities	Electricity	Electricity	43.46
City Of Dixon	02	Utilities	Water, Sewer	Septic Waste Charges	160.00
Grumments Do It Best Hardware	02	Utilities	Water, Sewer	Testing 3/18/11	51.00
M & S Wastewater	02	Utilities	Water, Sewer	Bleach-Domestic Water System	336.15
USA Bluebook	02	Utilities	Water, Sewer	Monthly Waste Treatment	425.00
CenturyLink	02	Utilities	Water, Sewer	Sewer Plant Supplies	71.72
Comcast	02	Utilities	Telephone	Monthly Telephone Bill	1,868.62
			Telephone	Monthly Service	4,750.00

REPORT SVRCHKR  
FISCAL YEAR 2011

Sauk Valley Community College  
Check Register  
From 03/24/11 To 04/25/11

RUN DATE: 04/15/11  
TIME: 1:04 PM.  
PAGE: 11

PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Communication Revolving Fund	02	Utilities	Telephone	Communication Charges	340.00
Spotts, Randy	02	Utilities	Telephone	Septic Pump/Hauling	350.00
Verizon Wireless	02	Utilities	Telephone	Dr. Mihell's Cell Phone	108.77
Moving Disposal Inc	02	Utilities	Refuse Disposal	Monthly Trash Removal	226.00
Menards	02	Building and Grounds Administrat	Office Supplies	Batteries	23.42
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Office Supplies	149.04
Ditto, John	02	Building and Grounds Administrat	Office Supplies	Travel- Rockford	96.90
Wight & Company	03	Operations & Maintenance- Restr	Conference/Meeting Expense	Architectural Services Tech Wing Asbes	4,000.00
AmSan LLC	030200	Fund Bond- Facilities	Building Remodeling	Advenger AX P-Riding Scrubber	11,338.16
Wight & Company	030200	Fund Bond- Other	Service Equipment	Architectural Services thru 2/2011	2,622.12
Menards	030200	Fund Bond- Other	Architectural Services	Supplies T-2	395.74
Wight & Company	030200	Fund Bond- Other	Building Remodeling	Architectural Reimbursable Fees Tech &	430.75
Wight & Company	030200	Fund Bond- Other	Building Remodeling	Architectural Design Fee Tech & Scienc	2,500.00
Williams, David	050600	Golf	Other Conference & Meeting	Travel- Golf 4/5/11	43.94
Bruns, Lenny	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	160.00
Cheeseman Coaches, Inc	050600	Men's Baseball	Other Contractual Services	Bus. Blackhawk College 4/2/11	335.00
Durham, Terrance	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	160.00
Gillmore, Todd	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	160.00
Gillmore, Todd	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	160.00
Grossoehtme, Kevin	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	160.00
King, Don	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	160.00
King, Ron	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	160.00
Miller, Forrest	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	160.00
Miller, Forrest	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	160.00
Simmons, Robert	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	90.00
			Other Contractual Services	Umpire Baseball Game	160.00

REPORT SYRCHKR  
FISCAL YEAR 2011Sauk Valley Community College  
Check Register  
From 03/24/11 To 04/25/11RUN DATE: 04/15/11  
TIME: 1:04 PM  
PAGE: 12

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Simmons, Ryan	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	160.00
Follett Bookstore	050600	Men's Baseball	Other Supplies	Dept Bookstore Charges	46.06
Rock Falls Printing	050600	Men's Baseball	Other Supplies	Line Up Cards	75.84
Wiersma Charter Service	050600	Men's Baseball	Other Supplies	Charter to Carl Sandburg 4/1/6/11	300.00
Valdez, Rene	050600	Men's Baseball	Other Conference & Meeting	Recruit Dinner Jacob Hiller	60.49
Valdez, Rene	050600	Men's Baseball	Other Conference & Meeting	Travel-Joliet Regional Game 3/27/11	225.00
Valdez, Rene	050600	Men's Baseball	Other Conference & Meeting	Travel-Baseball Triton 3/30/11	260.84
Wiersma Charter Service	050600	Men's Baseball	Other Conference & Meeting	Charter Milwaukee Tech 4/14/11	700.00
Kipping, Sara	050600	Men's Tennis	Other Conference & Meeting	Travel-Ashford University	102.27
Kipping, Sara	050600	Men's Tennis	Other Conference & Meeting	Travel-Tennis 4/2/11	74.87
Sterling Park District	050600	Men's Tennis	Rental- Facilities	Tennis Court Rental	210.00
Gorzy, Joshua	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	30.00
McCormick, Karlie	050600	Women's Basketball	Other Contractual Services	Replace Check #70575	15.00
Follett Bookstore	050600	Women's Basketball	Other Supplies	Dept Bookstore Charges	5.76
Alexander, Keith	050600	Women's Softball	Other Contractual Services	Items for Girls Sophmore Night	96.08
Barnhart, Christopher	050600	Women's Softball	Other Contractual Services	Umpire Softball	110.00
Gravert, Kent	050600	Women's Softball	Other Contractual Services	Umpire Softball	110.00
Medema, Keith	050600	Women's Softball	Other Contractual Services	Umpire Softball	110.00
Milnes, Daniel	050600	Women's Softball	Other Contractual Services	Umpire Softball	110.00
Milnes, Daniel	050600	Women's Softball	Other Contractual Services	Umpire Softball	110.00
Milnes, Daniel	050600	Women's Softball	Other Contractual Services	Umpire Softball	110.00
Osborn, Steve C.	050600	Women's Softball	Other Contractual Services	Umpire Softball	110.00

REPORT SVRCHKR  
FISCAL YEAR 2011

Sauk Valley Community College  
Check Register  
From 03/24/11 To 04/25/11

RUN DATE: 04/15/11  
TIME: 1:04 PM  
PAGE: 13

PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Osborn, Steve C.	050600	Women's Softball	Other Contractual Services	Umpire Softball	110.00
Smith, James	050600	Women's Softball	Other Contractual Services	Umpire Softball	110.00
Smith, James	050600	Women's Softball	Other Contractual Services	Umpire Softball	110.00
Highland Community College	050600	Women's Softball	Other Supplies	Softball Tournament 4/9/11	300.00
Temple's Sporting Goods	050600	Women's Softball	Other Supplies	Uniforms	418.44
Temple's Sporting Goods	050500	Women's Softball	Other Supplies	Uniforms	1,624.13
Aramark Uniform Services Inc	050600	General Athletics	Other Contractual Services	Towel Service	316.10
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Dept Bookstore Charges	5.42
Lumea Staffing Inc	050600	General Athletics	Other Materials and Supplies	Drug Testing Services	429.00
Menards	050600	General Athletics	Other Materials and Supplies	Supplies Electrical Outlets Athletics	72.51
Auburn Moon Agency	050600	Student Activities	Consultants	Mieka Pauley Performance 3/30/11	900.00
Consolidated Management Co	050600	Student Activities	Conference/Meeting Expense	Lunch & Refreshments for M Pauley	7.46
Consolidated Management Co	050600	Student Activities	Conference/Meeting Expense	Lunches Lazer Tag Presenters	39.34
Wiersma Charter Service	050600	Student Activities	Conference/Meeting Expense	Charter Soccer Trip 4/17/11	780.00
Consolidated Management Co	050600	Student Government	Other Conference & Meeting	Student Government Meeting	8.60
Hand, Tracy	050600	Drama	Other Materials and Supplies	Stage Lighting Spr 2011 Production	140.00
Hedrick, Jason	050600	Drama	Other Materials and Supplies	Replace Vaided Check 659998	182.64
The Neo-Futurists	050600	Drama	Other Materials and Supplies	Spring Production 2011	288.00
Jeff's Automotive	050800	Transportation	Maintenance Services	Oil Change	93.07
Jeff's Automotive	050800	Transportation	Maintenance Services	Repair Air Bag Mini Van	289.75
Tire Tracks	050800	Transportation	Maintenance Services	Tires	1,542.99
Cheeseman Coaches, Inc	050800	Transportation	Other Contractual Services	Bus Blackhawk College 4/2/11	335.00
Wiersma Charter Service	050800	Transportation	Other Contractual Services	Charter to Carl Sandburg 4/16/11	300.00
KC Health Horizons	051000	Medical Insurance	Medical Insurance Claims	Wellness Testing	5,748.00
Butler Benefit Service Inc	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	13,381.45
Butler Benefit Service Inc	051000	Medical Insurance	Dependent Stop Loss	Dependent Stop Loss	12,240.69

REPORT SVRCHKR  
FISCAL YEAR 2011

Sauk Valley Community College  
Check Register  
From 03/24/11 to 04/25/11

RUN DATE: 04/15/11  
TIME: 1:04 PM  
PAGE: 14

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Buller Benefit Service Inc	051000	Medical Insurance	Precertification	Precertification	589.00
Buller Benefit Service Inc	051000	Medical Insurance	Cobra Conversion	COBRA	45.00
Buller Benefit Service Inc	051000	Medical Insurance	Administrative Costs	Administrative	4,040.55
Buller Benefit Service Inc	051000	Medical Insurance	Group Stop Loss	Aggregate Stop Loss	1,300.76
Gallagher Benefit Services, Inc	061000	Medical Insurance	Life & AD&D	Life Billing	928.70
Dorothy, Catherine	062051	Women in Engineering	Instructional Supplies	Travel-Connections Conference 3/16/11	190.72
Consolidated Management Co	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Refreshments Adult Ed Meeting	42.86
Hughes, Kathleen	062059	ICCB Adult Ed-Performance-Instrc	Office Supplies	Poster & Copy Paper 3/23/11	107.79
Creative Printing	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Business Cards Tavitas & Hughes	90.00
SBM Business Equipment Center	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Copy, Machine Charges	58.00
Abdullah, Maysaloon	062060	SOS VITAL Grant	Consultants	Arabic Instructional Book ESL	360.00
Vock, Zully	062060	SOS VITAL Grant	Office Supplies	Supplies & Ink Project Vital	123.95
McGraw-Hill Companies	062060	SOS VITAL Grant	Instructional Supplies	Reading Book	52.82
Vock, Zully	062060	SOS VITAL Grant	Instructional Supplies	Dictionarys Vital Students	23.93
Coomes, Lana	062060	SOS VITAL Grant	Conference/Meeting Expense	Travel-IACEA Conference	22.97
Vock, Zully	062060	SOS VITAL Grant	Conference/Meeting Expense	Travel-IACEA Conf 3/9/11	230.33
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	557.93
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	574.89
Kooshesh, Cyrus	063011	Student Support Services Grant	Conference/Meeting Expense	Travel-Conference Washington DC 3/9/11	1,215.49
Mewhiter, Tedra	063011	Student Support Services Grant	Conference/Meeting Expense	Travel-NIU Campus Visit 4/6/11	62.50
Richmond, Angela	063011	Student Support Services Grant	Other Conference & Meeting	Lunch NIU Campus Visit 3/11/11	8.35
American Welding Society Inc.	063020	Perkins Learning Assistance Cen	Prepaid Expense	Seminar/Testing Fees 8/7/11	2,435.00
State Universities Retirement	063020	Perkins Learning Assistance Cen	SURS	Matching Funds	47.55
State Universities Retirement	063020	Perkins Learning Assistance Cen	SURS	Matching Funds	94.85
State Universities Retirement	063020	Perkins llc	SURS	Matching Funds	60.33
State Universities Retirement	063020	Perkins llc	SURS	Matching Funds	80.16

REPORT SVRCHKR  
FISCAL YEAR 2011

Sauk Valley Community College  
Check Register  
From 03/24/11 To 04/25/11

RUN DATE: 04/15/11  
TIME: 1:04 PM  
PAGE: 15

PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Consolidated Management Co	063020	Perkins IIC -Imp Tech skill	Conference/Meeting Expense	Discover Sauk Rock Falls HS	202.90
Consolidated Management Co	063020	Perkins IIC -Collaboration	Other Contractual Services	Workforce Council Lunch	244.25
Consolidated Management Co	063020	Perkins IIC -Non Trad Training	Other Conference & Meeting	Spring 2011 Workshop	1,109.38
Kidder, Mary	063020	Perkins IIC -General Administrat	Conference/Meeting Expense	Travel-Thru 3/9/11 WIB	256.02
State Universities Retirement	063020	Perkins IIC -Special Populations	SURS	Matching Funds	84.50
State Universities Retirement	063020	Perkins IIC -Special Populations	SURS	Matching Funds	84.50
Beauchem, Amanda	063020	Perkins IIC -Special Populations	Consultants	Notetaker thru 2/9/11 MAT 074	132.00
Brown, Kacie	063020	Perkins IIC -Special Populations	Consultants	Notetaker	105.19
Duncan, Andra	063020	Perkins IIC -Special Populations	Consultants	Notetaker	57.75
Fore, Jennifer	063020	Perkins IIC -Special Populations	Consultants	Notetaker	35.06
Gonzalez, Jessica	063020	Perkins IIC -Special Populations	Consultants	Notetaker EDU 102.3/17/11	107.25
Jones, Kaylee	063020	Perkins IIC -Special Populations	Consultants	Notetaker	72.19
Sawyer, Brooke	063020	Perkins IIC -Special Populations	Consultants	Notetaker	88.69
Tenboer, Kerie	063020	Perkins IIC -Special Populations	Consultants	Notetaker	92.81
Viering, Taylor	063020	Perkins IIC -Special Populations	Consultants	Notetaker	41.25
Walter, Lauren	063020	Perkins IIC -Special Populations	Consultants	Notetaker	72.19
Youell, Pamela	063020	Perkins IIC -Special Populations	Consultants	Notetaker	20.63
ACT INC	063020	Perkins IIC -Special Populations	Instructional Supplies	Asset/Order Forms	90.75
AHEAD (Assoc on Higher Educati	063020	Perkins IIC -Special Populations	Conference/Meeting Expense	Audio Conference	89.00
Consolidated Management Co	063030	Perkins IIE Tech Prep	Conference/Meeting Expense	Breakfast Buffet	348.75
Amboy High School	063030	Perkins IIE Tech Prep	Other	Claim # 5	1,529.95
Matrison High School	063030	Perkins IIE Tech Prep	Other	Tech Prep Spring 2011 Claim #1	843.25
Rock Falls High School	063030	Perkins IIE Tech Prep	Other	Tech Prep Claim #5 Spring 2011	436.00
Rock Falls High School	063030	Perkins IIE Tech Prep	Other	Tech Prep Spring 11 Claim #7	748.26
Lincoln Land Community College	063070	ICCB Innovation Grant	Conference/Meeting Expense	Registration Conference 4/14/11	180.00
St Louis Regional Processing O	063073	Federal Vets Post 9/11 Grant	Other Federal Gov. Sources	Return of Funds K Reed	114.00

REPORT SVRCHKR  
FISCAL YEAR 2011

Sauk Valley Community College  
Check Register  
From 03/24/11 To 04/25/11

RUN DATE: 04/15/11  
TIME: 1:04 PM  
PAGE: 16

PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
University of Illinois	063075	IDHS AmeriCorps - Member Activit	Other Revenues	Refund due to Overpayment	500.00
Accurate Biometrics, Inc.	063075	IDHS AmeriCorps - Member Activit	Other Contractual Services	Background Checks Americor	70.00
Subway	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Retreat II Lunch 3/19/11	230.10
Woodin, Sarah	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Retreat Food/Ice	51.97
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	294.94
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	321.82
RK Dixon	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Lexmark Color	1,851.00
ConferenceDirect	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Conference Fee, K Dolan	750.00
Gieseke, Heather	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel-Woodlawn Retreat	17.34
Travel Consultants of Dixon, I	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel-K Dolan & S Woodin	708.80
Woodin, Sarah	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel- Thru 3/23/11	94.90
Castillo, Edna	063076	ISU FUSE	Consultants	FUSE Program/Career Presentation 4/4/11	100.00
Custom Monogram	063076	ISU FUSE	Other Materials and Supplies	Shirts FUSE Program	525.00
Gieseke, Heather	063077	AmeriCorps Match	Office Supplies	Program Supplies	58.50
Creative Cuisine	063077	AmeriCorps Match	Conference/Meeting Expense	Lunch CPR Training	235.00
Gieseke, Heather	063077	AmeriCorps Match	Conference/Meeting Expense	Retreat Supplies	98.28
Woodin, Sarah	063077	AmeriCorps Match	Conference/Meeting Expense	Supplies for Meeting	43.91
County Market	063077	AmeriCorps Match	Other	Donuts Meeting 4/9/11	79.90
Downtown Spots	063077	AmeriCorps Match	Other	LTC Event	71.16
Gieseke, Heather	063077	AmeriCorps Match	Other	Car Seat Giveaways	319.00
Gengage Learning	064060	VITAL Donation Grant	Instructional Supplies	Books	19.00
Pearson Education	064060	VITAL Donation Grant	Instructional Supplies	Books	337.97
Dixon Public Library	064060	VITAL Donation Grant	Other Materials and Supplies	Library Card C Ballard	50.00
Dixon Public Library	064060	VITAL Donation Grant	Other Materials and Supplies	Library Card Vital R L Collins	50.00
Hamilton, Jane	101060	Magic Club	Other	Club Purchase	300.00
Marriott	101080	Rad-Tech Senior	Other	Hotel ISSRT Meeting 4/13/11	1,199.52

REPORT SVRCHKR  
FISCAL YEAR 2011Sauk Valley Community College  
Check Register  
From 03/24/11 To 04/25/11

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Nunez, Steve	101140	Phi Theta Kappa Club	Other	Membership Dues Inductees	100.00
Consolidated Management Co	101272	Criminal Justice Club	Other	Career Fair Lunch	148.60
Johnson, Jeddiah	103102	Women's Basketball Booster	Other	Shoes for Player	75.77
Temple's Sporting Goods	103104	Softball Booster	Other Materials and Supplies	Uniforms	523.28
Illinois Department Employment	12	Risk Management	Unemployment Insurance	First Quarter Unemployment Taxes 2011	21,742.75
American DataBank LLC	12	Risk Management	Consultants	Background Checks for Staff	32.00
American DataBank LLC	12	Risk Management	Consultants	Background Check	244.00
CenturyLink	12	Risk Management	Telephone	911 Gamma Trunk Lines	90.06
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	75.46
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Security Contract	1,633.50

BANK ACCOUNT 1 TOTAL: 396,791.27  
ALL ACCOUNTS TOTAL: 396,791.27

RUN DATE: 04/15/11  
TIME: 1:04 PM  
PAGE: 17

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

PAGE 1

<u>EDUCATION FUND</u>	2010-2011 <u>YTD</u>	2010-2011 <u>Budget</u>	YTD / <u>Budget %</u>	2009-2010 <u>YTD</u>	YTD % Chng fm <u>Prev Yr</u>	2009-2010	
						Total	<u>YTD</u>
<b>Revenues</b>							
Local Governmental Sources	1,845,896	3,755,000	49.1%	1,796,347	2.7%	3,655,590	
State Governmental Sources	1,656,350	2,814,633	58.8%	1,918,782	-13.6%	3,054,047	
Federal Governmental Sources	6,423	5,000	128.4%	6,290	2.1%	6,290	
Student Tuition and Fees	6,035,998	5,293,000	114.0%	6,435,470	-6.2%	4,791,522	
Sales and Service	121,033	280,000	43.2%	179,830	-32.7%	201,740	
Facilities Revenue						200	
Investment Revenue	38,556	30,000	128.5%	22,259	73.2%	40,444	
Other Revenues	24,194	525,000	4.6%	27,074	-10.6%	1,344,417	
<b>TOTALS</b>	<b>9,728,453</b>	<b>12,702,633</b>	<b>76.5%</b>	<b>10,386,055</b>	<b>-6.3%</b>	<b>13,094,253</b>	
<b>Expenditures</b>							
Salaries	5,307,638	6,917,224	76.7%	5,471,181	-2.9%	6,602,446	
Employee Benefits	1,298,126	2,200,894	58.9%	1,314,092	-1.2%	2,811,031	
Contractual Services	333,405	616,282	54.1%	403,804	-17.4%	535,526	
General Materials and Supplies	647,908	855,854	75.7%	586,131	10.5%	657,751	
Conference & Meeting	77,205	140,540	54.9%	66,677	15.7%	87,613	
Fixed Charges				2,197		2,197	
Capital Outlay						34,738	
Other Expenditures	748,578	2,075,000	36.0%	738,424	1.3%	880,533	
<b>TOTALS</b>	<b>8,412,863</b>	<b>12,805,795</b>	<b>65.7%</b>	<b>8,582,510</b>	<b>-1.9%</b>	<b>11,611,840</b>	
<b>Transfers</b>							
Transfers to Other Funds						86,000	
CHANGE IN NET ASSETS	1,315,589	-248,162				1,803,544	
FUND BALANCE	4,462,268						

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

<u>OPERATION AND MAINTENANCE FUND</u>	2010-2011 <u>YTD</u>	2010-2011 <u>Budget</u>	YTD / <u>Budget %</u>	2009-2010 <u>YTD</u>	YTD % Chng fm Prev Yr	2009-2010 <u>Total</u>
<b>Revenues</b>						
Local Governmental Sources	226,807	460,000	49.3%	219,725	3.2%	447,388
State Governmental Sources	219,146	365,466	59.9%	251,987	-13.0%	391,587
Student Tuition and Fees	669,409	571,600	117.1%	707,215	-5.3%	519,763
Sales and Service		15,000	0.0%	13,957		
Facilities Revenue	1,700	6,000	28.3%	7,400	-77.0%	7,700
Investment Revenue	714	500	142.8%	276	158.2%	736
Other Revenues	6,288	51,000	12.3%	40,715	-84.5%	145,529
<b>TOTALS</b>	<b>1,124,066</b>	<b>1,469,566</b>	<b>76.4%</b>	<b>1,241,278</b>	<b>-9.4%</b>	<b>1,512,705</b>
<b>Expenditures</b>						
Salaries	455,343	551,813	82.5%	459,700	-.9%	552,217
Employee Benefits	173,491	270,564	64.1%	173,957	-2%	306,065
Contractual Services	48,728	75,800	64.2%	63,281	-23.0%	82,098
General Materials and Supplies	70,874	79,700	88.9%	66,213	7.0%	79,955
Conference & Meeting	1,101	2,200	50.0%	1,445	-23.8%	1,445
Fixed Charges	41,043	40,000	102.6%	36,366	12.8%	35,796
Utilities	329,047	605,500	54.3%	419,505	-21.5%	554,262
Capital Outlay		15,000	0.0%	10,486		10,486
<b>TOTALS</b>	<b>1,119,629</b>	<b>1,640,577</b>	<b>68.2%</b>	<b>1,230,956</b>	<b>-9.0%</b>	<b>1,622,328</b>
<b>Transfers</b>						
Transfers From Other Funds				-175,000		-106,491
CHANGE IN NET ASSETS	4,437	3,989				-3,131
FUND BALANCE	5,286					849

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

<u>OPERATION &amp; MAINTENANCE- RESTRICTED</u>	<u>2010-2011</u>	<u>2010-2011</u>	<u>YTD / Budget</u>	<u>YTD / Budget %</u>	<u>2009-2010</u>	<u>YTD % Chng fm Prev Yr</u>	<u>2009-2010</u>
					<u>YTD</u>	<u>YTD</u>	<u>Total</u>
<b>Revenues</b>							
Local Governmental Sources	14,075,450	7,575,000	185.8%	359,597	814.2%	739,036	
Investment Revenue	16,068	10,000	160.6%	35,626	-54.9%	48,726	
Other Revenues	36,964			9,914	272.8%	9,914	
<b>TOTALS</b>	<b>14,128,484</b>	<b>7,585,000</b>	<b>186.2%</b>	<b>405,138</b>	<b>387.3%</b>	<b>797,677</b>	
<b>Expenditures</b>							
Contractual Services	19,412				0.0%	220,261	
General Materials and Supplies	101,019	120,000	84.1%	125,024	-19.2%	2,837	
Fixed Charges	6,912,955			2,837	498.3%	1,988,483	
Capital Outlay	555,821	4,220,000	13.1%	1,683,085	-66.9%		
Other Expenditures							
<b>TOTALS</b>	<b>7,589,208</b>	<b>4,340,000</b>	<b>174.8%</b>	<b>1,810,948</b>	<b>319.0%</b>	<b>2,211,583</b>	
CHANGE IN NET ASSETS	6,539,275	3,245,000	174.8%	-1,405,809	319.0%	-1,413,905	
FUND BALANCE	491,028					3,951,752	

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

PAGE 4

	2010-2011 YTD	2010-2011 Budget	YTD / Budget %	2009-2010 YTD	YTD % Chng fm Prev Yr	2009-2010 Total
<u><b>BOND AND INTEREST FUND</b></u>						
Revenues						
Local Governmental Sources						
Investment Revenue	698,697	1,557,030	44.8%	680,182	2.7%	1,373,035
TOTALS	18,077	4,000	451.9%	48,182	-62.4%	7,981
	<u>716,774</u>	<u>1,561,030</u>	<u>45.9%</u>	<u>728,365</u>	<u>-1.5%</u>	<u>1,381,017</u>
Expenditures						
Contractual Services	76,054	500	210.8%	350	629.7%	350
Fixed Charges	1,209,393	1,364,982	88.6%	1,354,715	-10.7%	1,334,582
TOTALS	<u>1,285,447</u>	<u>1,365,482</u>	<u>94.1%</u>	<u>1,355,065</u>	<u>-5.1%</u>	<u>1,334,932</u>
CHANGE IN NET ASSETS	-568,672	195,548	94.1%	-626,700	-5.1%	46,084
FUND BALANCE	<u>219,592</u>					<u>788,264</u>

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

				2009-2010		2009-2010	
				YTD	YTD / Budget	YTD	YTD / Budget %
<u>AUXILIARY ENTERPRISES FUND</u>							
Revenues							
Student Tuition and Fees	330,510	250,000	132.2%	370,133		-10.7%	277,356
Sales and Service	34,243	37,700	90.8%	32,927		4.0%	56,301
Facilities Revenue	106,401	100,000	106.4%	109,885		-3.1%	120,680
Investment Revenue	2,074	1,500	138.2%	2,000		3.7%	2,054
Other Revenues	1,606,950	2,058,200	78.0%	1,675,677		-4.1%	2,032,333
<b>TOTALS</b>	<b>2,080,178</b>	<b>2,447,400</b>	<b>85.0%</b>	<b>2,190,624</b>		<b>-5.0%</b>	<b>2,488,725</b>
Expenditures							
Salaries	105,969	132,878	79.7%	114,676		-7.5%	137,032
Employee Benefits	15,405	17,524	87.9%	16,514		-6.7%	52,429
Contractual Services	1,613,089	2,118,574	76.1%	1,526,954		5.6%	1,724,650
General Materials and Supplies	44,727	70,090	63.8%	55,431		-19.3%	63,596
Conference & Meeting	44,619	58,383	76.4%	46,255		3.5%	57,496
Fixed Charges	14,851	22,950	64.7%	20,037		-25.8%	21,406
Capital Outlay				8,740			8,740
Other Expenditures							
<b>TOTALS</b>	<b>1,838,661</b>	<b>2,420,399</b>	<b>75.9%</b>	<b>1,788,609</b>		<b>2.8%</b>	<b>2,065,352</b>
Transfers							
Transfers to Other Funds							
Transfers From Other Funds							
CHANGE IN NET ASSETS	241,517						423,373
FUND BALANCE	1,034,819						793,301

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

RESTRICTED PURPOSES FUND		Total	
YTD	Budget	YTD	Total
Revenues			
State Governmental Sources	467,811	1,033,046	45.2%
Federal Governmental Sources	5,930,285	5,557,038	106.7%
Investment Revenue	29,199	30,000	97.3%
Other Revenues	173,366	117,160	147.9%
<b>TOTALS</b>	<b>6,600,662</b>	<b>6,737,244</b>	<b>97.9%</b>
Expenditures			
Salaries	799,030	1,078,452	74.0%
Employee Benefits	88,590	108,130	81.9%
Contractual Services	96,086	40,500	237.2%
General Materials and Supplies	109,339	105,699	103.4%
Conference & Meeting	33,736	73,881	45.6%
Capital Outlay	3,199		
Other Expenditures	6,030,702	5,338,765	112.9%
<b>TOTALS</b>	<b>7,160,684</b>	<b>6,745,427</b>	<b>106.1%</b>
Transfers			
Transfers to Other Funds	-8,183	-	-25,077
Transfers From Other Funds			
CHANGE IN NET ASSETS	-560,021	-	247,007
FUND BALANCE	1,883,741	-	2,443,762

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

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

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

PAGE 9

<u>AUDIT FUND</u>	2010-2011 <u>YTD</u>	2010-2011 <u>Budget</u>	<u>YTD / Budget %</u>	2009-2010 <u>YTD</u>	2009-2010 <u>YTD % Chng fm Prev Yr</u>	2009-2010 <u>Total</u>
<b>Revenues</b>						
Local Governmental Sources	21,066	44,000	47.8%	20,921	.6%	42,171
Investment Revenue	10	200	5.3%	64	-83.5%	22
<b>TOTALS</b>	<b>21,077</b>	<b>44,200</b>	<b>47.6%</b>	<b>20,986</b>	<b>.4%</b>	<b>42,193</b>
<b>Expenditures</b>						
Salaries	4,711	8,221	57.3%	4,517	4.3%	5,420
Employee Benefits	1,251	2,366	52.9%	1,239	.9%	1,483
Contractual Services	38,575	38,000	101.5%	60,676	-36.4%	88,776
General Materials and Supplies				10		10
<b>TOTALS</b>	<b>44,538</b>	<b>48,587</b>	<b>91.6%</b>	<b>66,443</b>	<b>-32.9%</b>	<b>96,689</b>
CHANGE IN NET ASSETS	-23,460	-4,387	91.6%	-45,457	-32.9%	-53,496
FUND BALANCE	-29,292					-5,831

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

<u>LIABILITY, PROTECTION &amp; SETTLEMENT</u>	2010-2011 <u>YTD</u>	2010-2011 <u>Budget</u>	YTD / <u>Budget %</u>	2009-2010 <u>YTD</u>	YTD % Chng fm Prev Yr	2009-2010 <u>Total</u>
<b>Révenus</b>						
Local Governmental Sources	178,849	178,000	100.4%	177,843	.5%	355,421
Investment Revenue	46,830	251,100	18.6%	102,768	-54.4%	148,913
Other Revenues		20,000	0.0%			10,226
<b>TOTALS</b>	<b>225,679</b>	<b>449,100</b>	<b>50.2%</b>	<b>280,612</b>	<b>-19.5%</b>	<b>514,560</b>
<b>Expenditures</b>						
Salaries	149,270	173,522	86.0%	126,066	18.4%	150,845
Employee Benefits	262,435	327,939	80.0%	253,341	3.5%	301,435
Contractual Services	25,781	47,000	54.8%	45,978	-43.9%	70,445
General Materials and Supplies	6,061	11,595	52.2%	2,399	152.6%	6,549
Conference & Meeting	841	2,200	38.2%	770	9.1%	770
Fixed Charges	26,794	35,000	76.5%	26,652	.5%	32,137
Utilities	807	2,000	40.3%	806	1%	1,075
<b>TOTALS</b>	<b>471,993</b>	<b>599,256</b>	<b>78.7%</b>	<b>456,014</b>	<b>3.5%</b>	<b>563,259</b>
<b>CHANGE IN NET ASSETS</b>						
<b>FUND BALANCE</b>	<b>-246,313</b>	<b>-150,156</b>	<b>78.7%</b>	<b>-175,402</b>	<b>3.5%</b>	<b>-48,698</b>
	<b>6,220,991</b>					<b>6,467,304</b>

# Board Policy Review

Board Policies:

Board Policy  
425.01 Early Retirement

Board Policy  
426.01 General Responsibilities, Duties,  
and Working Conditions for Contractual  
Employees

Board Policy  
427.01 Sexual Harassment Policy

#### 425.01 Early Retirement

The College provides for an early retirement incentive program as follows:

Eligibility - This program shall be open to all full-time College employees (a) who are at least fifty-five (55) years of age but who have not reached sixty (60) years of age *on the date of retirement*; (b) who have ten (10) or more years of service at Sauk Valley Community College, and (c) who have been employed by the College on a full-time basis during each of the two (2) years preceding the date which their early retirement shall commence.

Application Procedures - A written request to participate in the retirement incentive program must be submitted and received by the President of the College no later than May 1<sup>st</sup> of the year prior to the year of actual retirement.

Provisions - A leave of absence will not be considered as years of service for the purpose of determining eligibility for early retirement.

In the event of death of the early retiree prior to the effective date of retirement, the College shall have no obligation to make any remuneration under this plan.

Incentive - The College will make a payment to the retiree calculated on the retiree's contractual base salary as of the effective date of retirement, based upon the participant's age *on the date of retirement*. The contribution percentage shall be calculated under the following provision:

A lump sum payment, based upon age and a percentage of retiree's base contractual salary, as listed below:

Age	Percentage
55	45%
56	40%
57	35%
58	30%
59	25%

The lump sum payment will, at the retiree's option, be paid either as of the effective date of the retirement or as of January 31 following the actual date of retirement.

Base contractual salary is further defined for:

Instructional Staff - Base contractual salary to be received from the College for the academic year.

Administration and Support staff - Computation for early retirement incentive is based upon base contract salary to be received from the College during the fiscal year (12 month) contract or other pro-rated contracts as appropriate.

Base contract salary shall not include summer school pay, overload pay, overtime pay or other non-regular salary or earnings. An employee may not participate in the College's early retirement plan and also participate in any other state early retirement incentive plan. If any other state early retirement incentive plan is elected the College plan shall not be available. For the purpose of this paragraph, a state early retirement "incentive plan" is defined as any state retirement plan which requires the College to pay more dollar benefits on behalf of an individual employee than is required under the normal SURS early retirement plan without discount, as provided in 40 ILCS 5/15-136.2.

The number of retirees retiring under this policy may be limited by the College Board depending upon budgetary conditions but shall not be limited to less than 15% of those eligible per year. The right to elect early retirement hereunder shall be allocated on the basis of priority of receipt by the College of notice of intent to retire in the event early retirement limitations must be applied.

1/23/84

3/23/87

11/22/93

5/27/97

7/24/00

426.01 General Responsibilities, Duties, and Working Conditions for Contractual Employees

1. Contractual employees are required to fulfill all duties and responsibilities as specified in their respective job description.
2. Contractual employees are required to observe proper channels of communications in handling routine operational matters and to express any concerns through their respective supervisor in the same manner as all other Sauk Valley Community College employees.
3. Contractual employees are responsible for complying with all reporting requirements specified by the college or the external funding agency.
4. Contractual employees are afforded the following fringe benefits:

Sick Leave - Sick leave for full-time contractual employees will be earned at the rate of one day per month and terminates with the contract expiration date. If the contract is renewed and the employee(s) continue(s), sick leave will be cumulative as in accordance with college policy.

Personal Leave - Three personal days may be taken annually, and these days will be charged against sick leave.

Vacation Leave - Contractual employees will earn vacation at the same rate as the regular employment bears to a comparable college position. All vacations must be taken within the time span of the designated grant.

Tuition Reimbursement - Full-time contractual employees will be eligible for tuition reimbursement only if funds are specifically provided in the grant for such reimbursement.

Tuition Waiver - Full-time contractual employees shall be granted tuition waivers for Sauk Valley Community College courses in the same manner as for other full-time employees.

#### 427.01 Sexual Harassment Policy

The College shall provide its employees and students an educational and employment environment free from unwelcome sexual advances by employees of the College, free from requests for sexual favors by employees of the College and free from other verbal or physical conduct by employees constituting sexual harassment as herein defined and as is otherwise prohibited by state or federal law.

##### **I. Definitions -**

A. "Sexual harassment" or "sexually harass" shall mean that term as defined by federal and state law, and, to the extent not inconsistent with federal or state law, shall mean:

1. Unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when one or more of the following is present:
  - Submission to or participation in such conduct is made, whether explicitly or implicitly, a term or condition of the individual's employment at the College;
  - Submission to or rejection of such advances is used as a basis for employment decisions affecting such individual's employment at the College;
  - Submission to or rejection of such advances is used as a basis for grades to be given a student for course work or for the extent or nature of work necessary to successfully complete course work;
  - Submission to or rejection of such advances is used as a basis for a student's selection or participation in any College extracurricular activity.
2. Where unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidation, hostile, or offensive working environment.

B. "Aggrieved Party" shall mean any employee or student who believes he or she has been the victim of sexual harassment by an employee or at an employee's behest.

2. Sexual Harassment Officers (SHO) - The College shall designate two Sexual Harassment Officers (SHO). The Affirmative Action Officer shall be designated as one and the President shall appoint the other. There shall be equal gender representation. SHO shall have the responsibility to observe compliance with this policy, shall have such further responsibilities as are provided herein, and shall have such other related duties as may be assigned from time to time.

3. Sexual Harassment Committee (SHC) - The SHC shall include the members of the members of the Affirmative Action Committee, both Sexual Harassment Officers and the Director of Human Resources.

A. Function -

1. The SHC shall monitor procedures and policies pertaining to sexual harassment.
2. The SHC shall monitor/provide an educational awareness program pertaining to sexual harassment.

B. Frequency of Meetings - the SHC shall meet at least once a year.

4. Violations of Policy - It shall be a violation of this policy for any person employed by the College who is authorized to recommend or to take personnel actions affecting an employee, or who is otherwise authorized to transact business or to perform acts or services on behalf of the College to do any of the following:

- A. To sexually harass any student or employee of the College;
- B. To make sexual advances or to request sexual favors when submission to or rejection of such conduct is, either explicitly or implicitly, the basis for recommending, imposing, granting, withholding, or refusing terms and conditions that either favor or adversely affect an employee's condition of employment or a student's status;

- C. To recommend, impose, grant, withhold or refuse to take any personnel action consistent with his or her duties and responsibilities either because of sexual favors, or as a reprisal against an employee or student who has rejected or reported sexual advances or sexual harassment;
- D. To fail to take immediate corrective action in the event sexual harassment has occurred; and/or
- E. To create an intimidating, hostile, or offensive working environment by continuing to make unwelcome sexual remarks, unwelcome advances, unwelcome requests for sexual favors, or exposure of sexual organs, regardless of whether the person committing such conduct is in a position to adversely affect an employee's position of employment with the College.

5. Effect of Violation - Violation of this policy may result in the discipline of the employee or employees who have committed the act or acts of sexual harassment. Discipline may include discharge.

6. Responsibility of the College and of the Person Allegedly Affected by Sexual Harassment - An employee, student, or other individual who is an aggrieved person shall take the following steps:

- A. An aggrieved person who feels comfortable in doing so should immediately inform the person engaging in sexual harassment that such conduct or communication is offensive unless stopped.
- B. If an aggrieved individual does not wish to communicate directly with the person whose conduct is offensive, or if an aggrieved individual has had direct communication with the offending party but that communication has been unavailing, then such aggrieved party should contact a SHO. In the absence of both SHO's, the aggrieved individual shall contact a member of the SHC. An aggrieved person alleging sexual harassment by the SHO or a failure of the SHO to take immediate action on the aggrieved person's complaint, shall contact the President of the College. In the event that the aggrieved person alleges that the President of the

College is the person committing acts of sexual harassment, the aggrieved party shall contact the Chairperson of the Board of Trustees.

C. It is important that any complaint about sexual harassment be made promptly. To enable the College to respond appropriately, the aggrieved person shall make her or his report as provided in Section 6A or 6B above as soon as is practicable for the aggrieved person, and in no event, later than 180 days of the event(s) which the aggrieved party alleges constituted sexual harassment.

The College Responsibility

D. Timely complaints of sexual harassment made to the SHO or a member of the SHC, or to the President of the College, or to the chairperson of the Board of Trustees shall be handled as follows:

1. Investigation - The person receiving the report shall cause an investigation to be initiated within 24 hours. The investigation shall be conducted diligently and shall include at least the following:
  - a. Interview of the person making the complaint to determine facts, circumstances, and identity of witness,
  - b. Interview of the person who allegedly committed the harassment and, as necessary and appropriate, interview of any witness to the events alleged.
2. Confidentiality - The matters learned in the investigation shall be kept confidential only to the extent consistent with needs to make disclosure to effect remediation or to protect the interests of the College.
3. Remedy
  - a. If in the judgment of the SHO, (or other person responsible for the investigation) it is more probably true than not true that the claimed sexual harassment occurred, the SHO or other responsible person shall, individually or with the SHC, as appropriate, promptly formulate and effect a proposed plan to remedy the harassment.

- b. If the SHO or other person responsible for the investigation does not have the authority to effect the recommended resolution, the SHO shall make prompt report of the findings and of the recommended action to the President or, as appropriate, to the Chairperson of the Board of Trustees. The appropriate officer or the Board of Trustees shall consider the proposed remedy, and shall impose discipline in accordance with the disciplinary policies of the College and take such other steps as are reasonably necessary to correct problems created by the sexual harassment.
  - c. The SHO (or other person responsible for the investigation) shall promptly serve written notice on the claimant and on the respondent of the action taken as a result of the investigation.
4. Appeal- In the event either the person making the complaint or the person complained of wishes to appeal the decision reached pursuant to paragraph 6 D 3, such person may utilize the appeal provisions of the College's Affirmative Action Plan grievance procedures. For purposes of an appeal of a decision made pursuant to this policy, the decision of the SHO shall be equivalent to notice under the Affirmative Action Plan grievance procedure. On request by the person seeking to appeal, the SHO shall provide direction on means and necessary steps to make the appeal.
- E. When a complaint of sexual harassment does or will likely result in discipline of an employee, the SHO shall furnish a written report to the President of the College within ten days of the date the complaint of sexual harassment is first made to the SHO or appointed alternate, or to the SHC. Such report shall contain, to minimum:
  - The date of the receipt of the complaint;
  - Identification of the complainant;
  - Identification of the party or parties and the action complained of including relevant background facts and circumstances;

- A statement detailing the scope of the investigation that has been undertaken and the result thereof;

- A statement of the corrective measures pursued including discipline imposed, the date such measures were undertaken and the results achieved; and

- Where possible, a written statement signed by the complainant detailing the conduct about which complaint is made.

F. Quarterly a report will be communicated by the SHOs to the President concerning the status of any complaints made of a sexual harassment nature.

7. Implementation - All levels of administration are responsible to implement practices for persons under their supervision which shall avoid sexual harassment. All members of administration shall correct and notify one of the SHO of any sexual harassment which occurs under their supervision. In addition, all members of the administration shall report any sexual harassment which they observe in other areas of the College to either SHO or to a member of the SHC. In the absence of both SHO and all members of SHC, the report shall be made to the President.

8. Non-Retaliation

A. Initiation of a complaint of sexual harassment will not adversely affect the aggrieved person's employment, compensation, or work assignments, or position as a student.

B. The College will not retaliate against any employee for utilizing the charge provisions of the Illinois Department of Human Rights, Illinois Human Rights Commission or Equal Employment Opportunity Commission.

9. Consensual Relationships

A. Perceived sexual harassment frequently occurs in a situation where there is a superior/subordinate relationship between the parties to the relationship. Such relationships exist between administrator and faculty or staff, between faculty member and staff member, between staff and students, or between faculty and students.

- B. In evaluating whether sexual harassment has occurred, the superior employee's perception of consent shall not be given greater weight than the student's or subordinate's assertion that the relationship was not one of mutual or voluntary consent simply because of the superior employee's position or status.
- C. College employees who enter into a sexual or amorous relationship with a student or subordinate where a professional relationship exists shall recognize that, if a charge of sexual harassment is subsequently made, the student or subordinate will assert the relationship was not one of mutual or voluntary consent.
- D. If an employee enters or seeks to enter into a sexual relationship with a student or subordinate when a professional relationship exists, and the student or subordinate brings any complaint or action against the College claiming sexual harassment, the College shall utilize all appropriate legal recourse against the employee to recover all costs, expenses, settlements, judgments, awards and attorneys fees incurred by the College in any way arising out of such claim or action.

10. A charge of discrimination may be filed with the Illinois Department of Human Rights. The Illinois Department of Human Rights investigates complaints of discrimination. If charges are found to have merit, a complaint of discrimination may be issued, leading to a hearing before an administrative law judge of the Illinois Human Rights Commission. A charge of discrimination, to be timely under Illinois law, must be filed within 180 days of the event complained of.

The Department of Human Rights can be contacted at the following addresses and phone numbers:

Illinois Department of Human Rights  
222 South College, Room 101-A  
Springfield, IL 62704  
(217) 785-5100

Illinois Department of Human Rights  
100 West Randolph Street, Suite 5-100  
State of Illinois Building  
Chicago, IL 60601  
(312) 814-6200

The Illinois Human Rights Commission can be contacted at the following addresses and phone numbers:

Illinois Human Rights Commission  
William G. Stratton Office Building  
Room 404-A  
Springfield, IL 62706  
(217) 785-4350

Illinois Human Rights Commission  
32 West Randolph Street, Suite 5-100  
State of Illinois Building  
Chicago, IL 60601  
(312) 814-6269

08/26/91  
11/22/93  
11/28/94  
6/25/98  
5/22/00  
9/26/05

**Sauk Valley Community College**  
**April 25, 2011**

**Action Item 6.1**

**Topic:** **Board Policy 419.01 Fringe Benefits**

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

**Presentation:**

In accordance with the directive from the Board, the administration has rewritten Board Policy 419.01 Fringe Benefits 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 419.01 Fringe Benefits for second reading.

419.01 Fringe Benefits

A. Group Health Plan Coverage and Life Insurance – Details of hospitalization/major medical and life insurance for all full-time faculty members may be found in the Faculty Contract.

The College shall make available group health plan coverage and life insurance coverage for all full-time employees and their eligible dependents. Such coverages may be through third party carriers, offered on a self-insured basis by the College, or other health care options, at the discretion of the Board. The types and extent of coverage shall be determined by the Board from time to time. The Board shall determine that portion of premium or other cost which will be paid by the College. To the extent the cost is not paid by the College, the employee shall pay the balance of the cost attributable to coverage for that employee and to any dependent coverage taken by the employee. Such costs shall be deducted, pro-rata, from the employee's pay unless otherwise authorized by the employee. In the event of termination of employment of the employee prior to the time that the employee has paid the necessary portion of the coverage cost, any balance shall be deducted from the final pay of the employee.

B. Section 125 – details of Section 125 for all full-time faculty members may be found in the Faculty Contract.

The Board shall establish a Section 125 plan in accordance with the requirements of Section 125 of the Internal Revenue Code through salary reduction that will allow full-time staff to elect to designate a portion of their salary for the payment of any allowable expenses not paid by the Board.

C. Tuition Free Enrollment – details of tuition free enrollment for all faculty members may be found in the appropriate Faculty Contract.

The College offers tuition-free enrollment at Sauk Valley Community College for all full-time employees, their spouses, and their children under 23 years of age. Part-time employees working at least 20 hours per week and having completed one year of service are eligible for tuition waivers on a prorated basis. If an employee dies while working for the College, this tuition waiver will remain in effect for his/her surviving dependents under 23 years of age. It is the obligation of the employee to pay the student activity fee.

D. Academic Robe Expenses – the College will pay regular expenses for academic robes and regalia required for any Sauk Valley function.

E. Tuition Reimbursement – details of tuition reimbursement for all full-time faculty members may be found in the Faculty Contract.

The Board will pay tuition and mandatory fees at the rate of not more than \$115 per credit hour up to a maximum of \$1,380 per year for those courses taken by full-time administrators, and full-time support and professional/technical staff, providing these courses are related to their work at the College. All courses must be approved in advance by the ~~respective Vice President/President~~ and reimbursement will be limited to 12 credit hours per year. Any exceptions are to be made by the ~~appropriate Vice President/President~~ with the approval of a developmental plan. Reimbursement may be used for graduate or undergraduate credit, for workshops, seminars, or symposiums as equated by the appropriate Vice President/President. Reimbursement shall be made upon the presentation of the receipt from the institution where the staff member was enrolled to the Vice President of College Services and must be approved by the appropriate Vice President/President approving such reimbursement and upon completion of the course and receipt of the transcript *for courses earning a grade of "C" or higher.*

F. Retirement program – SURS provides retirement, disability, death, and survivors benefits to all eligible participants. Generally, SURS covers all employees, including part-time employees that work for the College for at least one continuous academic term.

Details concerning retirement allowances, disability benefits, reciprocity and refunds allowances are contained in the SURS handbook which is issued to every member at the beginning of his/her employment.

G. Vacations – details of annual vacation for the 12-month counselors and librarians may be found in the Faculty Contract.

Support and professional/technical staff, and administrators will earn annual vacation at the following rates per month:

### SUPPORT STAFF

First and second years of employment	1.000 days
Third and fourth years of employment	1.083 days
Fifth and sixth years of employment	1.250 days
Seventh and eighth years of employment	1.330 days
Ninth and tenth years of employment	1.420 days
Eleventh and twelfth years of employment	1.500 days
Thirteenth and fourteenth years of employment	1.580 days
Fifteenth and all subsequent years of employment	1.670 days

### PROFESSIONAL TECHNICAL STAFF

First and second years of employment	1.170 days
Third and fourth years of employment	1.250 days
Fifth and sixth years of employment	1.420 days
Seventh and eighth years of employment	1.500 days
Ninth and tenth years of employment	1.580 days
Eleventh and twelfth years of employment	1.670 days
Thirteenth and fourteenth years of employment	1.750 days
Fifteenth and all subsequent years of employment	1.830 days

### ADMINISTRATORS

Administrators will earn annual vacation at the rate of two days per month.

The above rates are effective with the first day of the first full month of employment.

The scheduling of all vacations shall be approved by the employee's supervisor. All vacations earned must be taken by the employee within 18 months (i.e., by December 31<sup>st</sup>) of the close of the fiscal years during which the vacation time has been earned. If not taken within the time specified, any accumulated vacation days shall be lost. Employees are encouraged to use vacation days rather than allow them to accumulate. Unless specifically excepted by the President, all employees shall take vacation or personal days during the period the College is scheduled to be closed in December and in the first week of January, as shown by the College calendar.

IT IS INTENDED THAT NO VACATION TIME WILL BE USED BEFORE BEING EARNED. However, should any employee seek to take vacation in advance of or for greater extent than earned, it may be allowed only with the prior written approval of a supervisor or a Vice President. Should their employment with the College be later severed before all used vacation days have become earned, any excess vacation days taken will be deducted from their final salary payment. Earned, but unused vacation upon separation from employment will be paid to the employee at the pay rate in effect at the time of separation.

Regular part time employees that have a date of hire of 09/01/92 or earlier will earn comparable vacation time on a pro-rata basis. This pro ration will be earned at the same ratio as their regular employment bears to a comparable full time work schedule. Employees working less than full time and hired after 09/01/92 will not be authorized vacation time.

H. Sick Leave – details of sick leave for all full-time faculty members may be found in the Faculty Contract.

All full-time administrators, support, and professional/technical staff shall accrue sick leave at the rate of ~~1.34 17~~ days *per month* the first year and ~~.92 42~~ days *per month* year thereafter. (Ten-month employees will have prorated sick leave – ~~1.17 15~~ days *per month* the first year and ~~.75 40~~ days *per month* thereafter.) Employees working less than full-time will not be authorized sick time. Sick leave may be accumulated without limit. Sick leave shall be credited to each employee at the beginning of each fiscal year so that the accumulated unused sick leave from prior periods plus the credit for the current year will be the total amount of sick leave benefits available to that employee through the end of the fiscal year (June 30<sup>th</sup>). This procedure has the effect of crediting the employee with a sick leave advance which must be repaid to the College through full-time employment during the fiscal year.

It is intended that no sick time will be used before being earned. However, in extraordinary circumstances, sick leave in advance of being earned or for a greater extent than earned may be allowed as provided in this paragraph on the prior written request of the employee's supervisor, and the prior written approval of the President. Additional sick leave may be granted in the sole discretion of the President, and will only be available to the extent of sick leave to which the employee would be entitled and credited at the beginning of the next fiscal year. In exercising his or her discretion, the President shall consider the likelihood of the employee's return to full-time employment, the probable date for return, and the best interests of the College.

Should employment terminate after an employee has used unearned sick leave in advance, the unearned portion of the sick leave used will be considered as a debt to be repaid to the College by deduction from the final salary payment at the pay rate in effect at the time of separation. An employee will not be paid for unused sick leave when termination or resignation from the College occurs.

An employee who must be absent from duty because of illness shall notify his/her supervisor at the earliest possible time. Every day of absence for sickness should be indicated on the employee's time sheet. Any absence for reasons which qualify under the Family and Medical Leave Act must be counted toward ~~12 workweeks of~~ leave allowed under that policy.

Eligible employees are entitled to take sick leave as a result of personal illness or injury, serious health condition or death in the immediate family or household, or exposure to a contagious disease. Conditions relating to pregnancy shall be treated as any other serious health condition.

As a condition to such sick leave, the staff member may be required to furnish a written statement from the member's physician describing the condition of the ill-being and physical reasons for the staff member's inability to work. In the event of sick leave taken because of a sickness of a member of the employee's immediate family, as a condition to sick leave, the staff member may be required to furnish a statement from the treating physician describing the condition of the ill-being and physical reasons for the necessity for the staff member to be with the family member.

In its discretion, and at its own expense, the College may require a second independent physical examination, and in the event the staff member is found physically able to return to work and fails or refuses to do so, his/her employment shall be terminated.

I. Personal Leave – details of personal leave for all full-time faculty members may be found in the Faculty Contract.

All full-time administrators, support, and professional/technical staff shall accrue ~~two- three~~ personal leave days annually that may be taken for personal reasons. ~~In addition, a third personal leave day may be taken annually, and if taken, will be charged against the sick leave credit of the individual.~~ Any unused personal leave time remaining at the end of the fiscal year will automatically roll over into the accumulated sick leave account of the individual.

Staff members shall make reasonable effort to provide adequate notice to their supervisors when they are to be on a personal leave of absence.

J. Family and Medical Leave of Absence Policy – *It is the policy of the Board of Trustees of Sauk Valley Community College to fully comply with the Family and Medical Leave Act of 1993, in its original form and as amended by law.* The College will grant Family and Medical leave of absence for eligible employees for up to 12 weeks per year (defined as a 52 consecutive week period).

1. Employees are entitled to take leave for the purposes stated below:
  - a. upon birth of an employee's child and in order to care for the child within the first 12 months after birth;
  - b. upon the placement of a child with the employee for adoption or foster care within the first 12 months after placement;
  - c. in order to care for a spouse, child or parent of the employee who suffers from a serious health condition – "child" is defined as a son

or daughter either under 18 years of age, or 18 years of age or older but incapable of self care; "serious health condition" is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider; or

d. because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

2. Eligibility for absence under the Family and Medical Leave Act To be eligible for a leave of absence under this policy, an employee must have been employed by the College for at least 12 months (not required to be consecutive) and must have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave of absence. Thus, new employees and part-time or seasonal employees working fewer than 1,250 hours a year are not entitled to family or medical leave of absence. The annual Family and Medical Leave Act allotment is a rolling 12-month period. Each time an employee takes leave, the balance of the employee's 12-week entitlement which has not been used during the immediately preceding 12-month period may be used, however, there is no carryover or accrual of unused family and medical leave, except as otherwise provided in these policies.

3. Request for Leave/Notice by Employee Any employee who desires a leave of absence pursuant to this policy must complete, sign, and submit a Request for Leave to his/her immediate supervisor. When the need for leave of absence is foreseeable or anticipated, such as planned medical treatment or the birth of a child, the employee must make his/her best efforts to schedule leave so as not to disrupt the College's operations and must submit the Request for Leave not less than 30 days before the date the leave is to begin.

If the need for leave was not foreseeable, the employee must submit a Request for Leave as far in advance of the date of leave is to begin as is practicable.

4. ~~Intermittent or Reduced Scheduled Leave~~ A leave of absence pursuant to this policy may be taken by the employee on an intermittent (rather than on an uninterrupted) basis or on a reduced schedule if medically necessary as a result of an employee's serious health condition or that of his or her spouse, child, or parent. Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if approved by his/her immediate supervisor. The smallest increment of leave allowed to be taken in this category is one hour.
5. ~~Certification Procedure~~ Every Request for Leave pursuant to this policy must include a written medical certification from the applicant's licensed medical care provider (except when the reason for the requested leave of absence is the birth of a child or the placement of a child for adoption or foster care). The written medical certification must be submitted within 15 calendar days, or as soon as possible. It is the responsibility of the employee to submit the written medical certification. It shall be attached to the Request for Leave. The written medical certification must state the following:
  - a. The date of which the serious medical condition commenced.
  - b. The probable duration of the condition.
  - c. The appropriate medical facts regarding the condition and its duration.

If the basis for a proposed leave of absence is an employee's own serious health condition, the written medical certification must also include a statement that the employee is unable to perform the functions of his or her position. If the basis for a proposed leave of absence is a serious health condition of the spouse, child, or parent, the written medical certification must also include a statement that the employee is needed to care for the spouse,

~~child, or parent, as well as an estimate of the amount of time the employee is needed to provide the care.~~

~~— In its discretion, and at its own expense, the College may require a second medical opinion after an employee submits a medical certification. If the second medical opinion differs from the original medical certification, the College may require the employee to submit to examination by a third physician, the identity of whom will be agreed upon by the College and the employee requesting the leave of absence. The College may require periodic recertification by an employee's medical care provider when the College in its discretion deems recertification is warranted.~~

~~6. Conditions of absence under the Family and Medical Leave Act. The following conditions apply to a leave of absence pursuant to this policy:~~

- ~~a. In its discretion, the College may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work.~~
- ~~b. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the College may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.~~
- ~~c. When applicable, spouses that are both employed by the College are entitled to 12 weeks of leave in total, rather than 12 weeks leave of absence each.~~
- ~~d. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after completion of the leave of absence, the~~

~~employee will be liable to and required to reimburse the College for the cost of payments made to maintain the employee's benefits during the leave of absence.~~

7. ~~Compensation and benefits during absence under the Family and Medical Leave Act~~ Employees must use accrued paid vacation time or paid sick/personal time (if available and applicable), or both, (including time off for job related injuries) toward all or part of the maximum 12 week period allowed for an approved leave of absence pursuant to this policy. Employees on Family and Medical Leave shall maintain health benefits under the College's self funded plan at the same rate and coverage prior to illness.  
— Employees must arrange with the College's Personnel Office to pay any contributions due for continuation of the coverage, if applicable.  
— Employees on Family and Medical Leave which is unpaid, shall not accrue sick/personal leave or vacation, and shall not be eligible for any other benefits (i.e., holiday pay, tuition reimbursement, tuition waiver) which existed when working.  
— Responsibility for payment of any obligations previously deducted from regular biweekly paychecks, such as payroll deductions, rests with the employee.
8. ~~Return from an approved Family and Medical Leave of Absence~~ Upon returning from an approved leave of absence granted as a result of an employee's own serious health condition, an employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. At that time, the College will place the employee

in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits. The College can deny reinstatement if the employee would otherwise not have been employed at the time reinstatement is requested, such as if the employee would have been laid off.

If an employee does not return to work on the agreed upon date, the employee will be considered to have voluntarily terminated his or her employment. Under no circumstances will a leave of absence be approved for longer than a period of 12 weeks.

With respect to "highly paid" or "key" employees, there may be circumstances where no positions are available upon the expiration of his or her leave of absence. In such circumstances, the employee will be terminated from the College. A "Key" or "highly paid" employee is a salaried employee who is among the highest paid 10 percent of those employees working for the College.

K. Discretionary Leave of Absence Without Pay – details of leave of absence for all full-time faculty members may be found in the Faculty Contract.

In its discretion, the College may grant leave of absence without pay to an employee if, in the opinion of the College, such leave would serve the best interest of the College and the employee.

This Section is applicable only after any leave available and applicable under Family and Medical Leave as provided in Policy 419.01J is exhausted. No leave of absence without pay shall be granted to any employee who has accrued paid vacation time or who is eligible to be paid sick/personal time, or both, (to the extent that accrued paid leave is available and applicable).

An employee seeking leave of absence without pay shall request leave by giving written notice to the College at least 30 days in advance of the date of the proposed start of leave of absence without pay. Leave of absence without pay must be approved in advance by the employee's supervisor. Leave of absence without pay for more than one calendar month in any fiscal year must be approved in advance by the President.

An employee on leave of absence without pay under this leave provision shall maintain health benefits under the College's health plan at the same rate and coverage prior to leave, but shall pay all premiums for such coverage. During the period of leave of absence without pay under this policy, an employee must arrange with the College's *Personnel Human Resources* Office to pay all contributions due for continuation of coverage. Failure to make such payment shall constitute resignation from employment.

Employees on leave of absence without pay under this Section shall not accrue sick/personal leave or vacation, and shall not be eligible for any other benefits which existed or accrued when working.

An employee concurrently on SURS disability leave and on leave of absence without pay under this Section shall have his or her leave of absence without pay terminated after six months.

Grant of leave of absence without pay under this Section does not guarantee the employee will return to the same or a similar job at the end of the leave. The College may deny reinstatement if the employee would not otherwise have been employed at the time reinstatement is requested.

Failure to return to work at the end of an approved leave of absence will be considered to be a resignation.

L. Section 403(b) Annuity Retirement Benefit Programs – The College believes that it is in the best interest of its employees that the employees be able to make use of Retirement Benefit Programs. The College shall, from time to time, reasonably facilitate employee participation in Section 403(b) *and 457(b)* annuity programs, and shall effect salary reductions on behalf of qualified employees when such employees comply with this policy.

The responsibility of the College to provide for salary reductions and to make the contributions to a designated Benefit program is subject to the following requirements:

1. The employee shall use and complete such appropriate forms as required and provided by the College.
2. The Benefit Service Provider shall have entered into a service provider agreement in form satisfactory to the College.
3. The employee shall use only (a) those service providers who have entered into an agreement with the College as provided in Paragraph 2, and (b) appropriate salary reduction agreements in the form as approved from time to time by the office of College Services of the College.

3/23/87	07/27/92	11/28/94	05/26/98	06/23/03
05/21/90	11/23/92	10/27/97	11/23/98	6/28/04
2/25/91	10/31/94	03/23/98	10/20/99	

Sauk Valley Community College  
April 28, 2011

Action Item 6.2

**Topic:** Faculty Resignation

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

**Presentation:**

Mr. Jason Hedrick has taught Theater for Sauk Valley Community College for 10 years. We appreciate the service and dedication he has given to the college and our students.

**Recommendation:**

The administration recommends the Board approve the resignation of faculty member Mr. Jason Hedrick effective July 31, 2011 and authorize the administration to seek a replacement faculty member.

Dr. Mihel,

As of July 31<sup>st</sup> I will be resigning from my position as Director of the Dr. Jerry Weston Mathis Theatre and Assistant Professor of Speech and Humanities. I do this with a great appreciation for the support I have received at this college in my ten years as an instructor, and with a strong recommendation that my position is kept intact and special attention be given to hiring someone who understands the traditions of the Mathis Theatre and the standards of the curriculum.

I am resigning as a way to relocate with my longtime partner who is employed at the University of Michigan Flint, and to seek employment in that area of Michigan. I would be grateful for any words of support and recommendation you could give as I pursue future employment.

Sincerely,



Jason J. Hedrick

**Board of Trustees**

Ed Andersen, Chair, Sterling - Andrew Bollman, Vice Chair, Dixon - Joan Padilla, Secretary, Sterling  
Dr. William Simpson, Morrison - Scott Stoller, Walnut - Robert J. Thompson, Dixon - Lisa Wiersema, Chadwick

Sauk Valley Community College  
April 25, 2011

Action Item 6.3

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

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

**Presentation:**

There are several changes to the Sauk Valley Group Health Plan document that are required due to Federal and State laws effective 7/1/11.

- Allow dependent child eligibility up to age 26 whether the child is married or unmarried.  
Allow a dependent child to be covered up to age 30 if a resident of Illinois, unmarried, and is a military veteran.
  - Establish a special enrollment period.
  - Provide prominent written notice describing adult child eligibility.
- Eliminate Lifetime Limit of \$2,000,000
  - Establish a special enrollment period.
  - Provide prominent written notice.
- Eliminate pre-ex for dependent children under age 19.
- Eliminate cost sharing for preventive services.

**Recommendation:**

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

Sauk Valley Community College  
April 25, 2011

**Action Item 6.3**

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

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

**Presentation:**

There are several changes to the Sauk Valley Group Health Plan document that are required due to Federal and State laws effective 7/1/11.

- Allow dependent child eligibility up to age 26 whether the child is married or unmarried.  
Allow a dependent child to be covered up to age 30 if a resident of Illinois, unmarried, and is a military veteran.
  - Establish a special enrollment period.
  - Provide prominent written notice describing adult child eligibility.
- Eliminate Lifetime Limit of \$2,000,000
  - Establish a special enrollment period.
  - Provide prominent written notice.
- Eliminate pre-ex for dependent children under age 19.
- Eliminate cost sharing for preventive services.

**Recommendation:**

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

**Sauk Valley Community College Group Health Plan**  
**Plan dated August 1, 2006**

**AMENDMENT #6**  
**Effective July 1, 2011**

Whereas, Sauk Valley Community College established the Sauk Valley Community College Group Health Plan for all eligible employees of Sauk Valley Community College, and;

Whereas, said Plan Document provides that Sauk Valley Community College may amend the Plan without consent or notice to any covered individual; and

Whereas, amendment of the Plan is now considered desirable and therefore it is resolved that the Plan is amended in the following particulars:

**PART ONE**

*The section entitled ELIGIBILITY FOR COVERAGE, subsection entitled DEPENDENT ELIGIBILITY AND EFFECTIVE DATE, is hereby amended to read as follows:*

Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document and replaced by the new text following:

**REMOVED:**

2. A Dependent is any one of the following persons:
  - a) A covered Employee's spouse (unless legally separated) and unmarried children from birth to the limiting age of twenty-six (26) years, who is a resident of the United States. However, a Dependent child will be covered after age 26, provided the child is a military veteran, is a resident of Illinois, is unmarried and under the limiting age of thirty (30); to be eligible, veterans must have:
    - a) Served in the active or reserve components of the U.S. Armed Forces, including the National Guard;
    - b) Received a release or discharge other than a dishonorable discharge; and
    - c) Submitted proof of service using a DD2-14 (Member 4 or 6) form, otherwise known as a "Certificate of Release or Discharge from Active Duty." This form is issued by the federal government to all veterans. For more information on how to obtain a copy of a DD2-14, the veteran can call the Illinois Department of Veterans' Affairs at 1-800-437-9824 or the U.S. Department of Veterans' Affairs at 1-800-827-1000.

When the child reaches either limiting age, coverage will end on the child's birthday. Exception: For Employees hired prior to May 31, 1993, their Dependent Children who are full-time students are eligible for coverage by this Plan without age limitation, as long as they are dependent upon the Employee for support and qualify as a dependent according to the Internal Revenue Service. **The Employee is responsible for providing proof that the Dependent Child is a full-time student, and for notifying the Plan when a Dependent Child is no longer a full-time student.**

To qualify as a full-time student, the Dependent Child must be enrolled as a full-time student at the beginning of the grading period. If a Dependent Child loses full-time status during a grading period, his coverage will be extended to the end of that grading period. A Dependent Child will be considered a full-time student if in the final semester before graduation from college he is carrying less than a full-time load. Coverage will continue for a period not to exceed four (4) months after graduation or cessation of full-time study prior to the final semester.

An eligible Dependent Child whose coverage terminates due to failure to meet the full-time student status requirement will have their coverage by this Plan reinstated on the date they regain full-time student status. Any pre-existing condition limitation in effect on the date of termination of coverage will continue upon reinstatement, however, there will be no new pre-existing limitations upon reinstatement of coverage. No benefits will be paid for expenses incurred while coverage was not in force.

- i. The term "Spouse" shall mean the person recognized as the covered Employee's husband or wife under the laws of the state where the covered Employee lives. The Plan Administrator may require documentation proving a legal relationship.
- ii. The term "children" shall include natural children, adopted children, children placed with a covered Employee in anticipation of adoption or children for whom the covered Employee is the Legal Guardian. Step-children or foster children who reside in the Employee's household may also be included. Grandchildren are eligible for coverage only if the Employee or the Employee's spouse has been appointed legal guardian in an appropriate legal proceeding and the Plan has been presented with the Order Appointing Guardianship.

**REPLACED WITH:**

2. A Dependent is any one of the following persons:

- a. A covered Employee's spouse (unless legally separated) who is a resident of the United States and children from birth to the limiting age of twenty-six (26) years. However, a Dependent child will be covered after age 26, provided the child is a military veteran, is a resident of Illinois, is unmarried and under the limiting age of thirty (30); to be eligible, veterans must have:
  - a) Served in the active or reserve components of the U.S. Armed Forces, including the National Guard;
  - b) Received a release or discharge other than a dishonorable discharge; and
  - c) Submitted proof of service using a DD2-14 (Member 4 or 6) form, otherwise known as a "Certificate of Release or Discharge from Active Duty." This form is issued by the federal government to all veterans. For more information on how to obtain a copy of a DD2-14, the veteran can call the Illinois Department of Veterans' Affairs at 1-800-437-9824 or the U.S. Department of Veterans' Affairs at 1-800-827-1000.

When the child reaches either limiting age, coverage will end on the child's birthday. Exception: For Employees hired prior to May 31, 1993, their Dependent Children who are full-time students are eligible for coverage by this Plan without age limitation, as long as they are unmarried, dependent upon the Employee for support and qualify as a dependent according to the Internal Revenue Service. The Employee is responsible for providing proof that the Dependent Child is a full-time student, and for notifying the Plan when a Dependent Child is no longer a full-time student.

To qualify as a full-time student, the Dependent Child must be enrolled as a full-time student at the beginning of the grading period. If a Dependent Child loses full-time status during a grading period, his coverage will be extended to the end of that grading period. A Dependent Child will be considered a full-time student if in the final semester before graduation from college he is carrying less than a full-time load. Coverage will continue for a period not to exceed four (4) months after graduation or cessation of full-time study prior to the final semester.

An eligible Dependent Child whose coverage terminates due to failure to meet the full-time student status requirement will have their coverage by this Plan reinstated on the date they regain full-time student status. Any pre-existing condition limitation in effect on the date of termination of coverage will continue upon reinstatement, however, there will be no new pre-existing limitations upon reinstatement of coverage. No benefits will be paid for expenses incurred while coverage was not in force.

- i. The term "Spouse" shall mean the person recognized as the covered Employee's husband or wife under the laws of the state where the covered Employee lives. The Plan Administrator may require documentation proving a legal relationship.
- ii. The term "children" shall include natural children, adopted children, step-children, children placed with a covered Employee in anticipation of adoption or children for whom the covered Employee is the Legal Guardian. Grandchildren are eligible for coverage only if the Employee or the Employee's spouse has been appointed legal guardian in an appropriate legal proceeding and the Plan has been presented with the Order Appointing Guardianship.

*The section entitled ELIGIBILITY FOR COVERAGE, subsection entitled DEPENDENT ELIGIBILITY AND EFFECTIVE DATE, is hereby amended to read as follows:*

Effective July 1, 2011, the following highlighted text has been rescinded and removed from the Plan Document and replaced by the new highlighted text following:

**REMOVED:**

2. c) An adoptive child of an Employee, who has not attained the age of nineteen (19), will be covered from the date the child is placed in the physical custody of the Employee and the Employee is legally responsible for medical expenses incurred by said child, whether or not the adoption has become final, if Dependent Coverage is in effect on that date and the Employee notifies the Employer in writing of the adoptive child's name and date of birth within thirty (30) days of the birth. If the Employee makes notification later than thirty (30) days after the adoptive child is placed in the physical custody of the Employee, coverage for the adoptive child will not be effective until the date of notification. If Dependent Coverage is not in effect, the Employee has thirty (30) days from this date to make application for Dependent Coverage and coverage will be retroactive to the date of physical custody.

**REPLACED WITH:**

2. c) An adoptive child of an Employee, who has not attained the age of twenty-six (26), will be covered from the date the child is placed in the physical custody of the Employee and the Employee is legally responsible for medical expenses incurred by said child, whether or not the adoption has become final, if Dependent Coverage is in effect on that date and the Employee notifies the Employer in writing of the adoptive child's name and date of birth within thirty (30) days of the birth. If the Employee makes notification later than thirty (30) days after the adoptive child is placed in the physical custody of the Employee, coverage for the adoptive child will not be effective until the date of notification. If Dependent Coverage is not in effect, the Employee has thirty (30) days from this date to make application for Dependent Coverage and coverage will be retroactive to the date of physical custody.

*The section entitled ELIGIBILITY FOR COVERAGE, subsection entitled DEPENDENT ELIGIBILITY AND EFFECTIVE DATE, is hereby amended to read as follows:*

Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document and replaced by the new text following:

**REMOVED:**

2. h) These persons are excluded as dependents: other individuals living in the covered employee's home, but who are not eligible as defined; the legally separated or divorced former spouse of the employee; any person who is on active duty in any military service of any country; or any person who is covered under the Plan as an employee.

**REPLACED WITH:**

2. h) These persons are excluded as dependents: other individuals living in the covered employee's home, but who are not eligible as defined; the legally separated or divorced former spouse of the employee; any spouse who is a resident of a Country outside the United States; any person who is on active duty in any military service of any country (except as provided elsewhere in this Plan); or any spouse who is covered under the Plan as an employee.

*The section entitled TERMINATION OF COVERAGE, provision entitled DEPENDENT TERMINATION, is hereby amended to read as follows:*

Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document:

7) The date the Dependent becomes covered under this Plan as an individual participant.

*The section entitled DEFINITIONS, provision entitled CHILD(REN), is hereby amended to read as follows:*

Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document and replaced by the new text following:

**REMOVED:**

**CHILD(REN)**

Son or daughter of Covered Individual, including natural children, adopted children (as defined), step-children and foster children.

**REPLACED WITH:**

**CHILD**

"Child" shall mean, in addition to the Employee's own blood descendant of the first degree or lawfully adopted Child, a Child placed with a covered Employee in anticipation of adoption, a covered Employee's Child who is an alternate recipient under a Qualified Medical Child Support Order as required by the federal Omnibus Budget Reconciliation Act of 1993, any stepchild or any other Child for whom the Employee has obtained legal guardianship.

*The section entitled DEFINITIONS, provision entitled DEPENDENT, is hereby amended to read as follows:*

Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document and replaced by the new text following:

**REMOVED:**

- The employee's child who meets all the following requirements:
  - 1) Is a resident of the same country in which the employee resides.
  - 2) Is unmarried.
  - 3) Is a natural child, step-child, legally adopted child, foster children, a child placed in the employee's physical custody whom the employee intends to adopt, a child for whom the employee and/or the employee's spouse has been named legal guardian, or a child for whom the employee is legally financially responsible. Step-children who reside in the employee's household may be included as long as a natural parent remains married to the employee and also resides in the employee's household.
  - 4) The employee must have primary physical custody of the child; and
  - 5) The child must be primarily dependent, as defined in this Plan, upon the Employee for support.
  - 6) Is less than nineteen (19) years of age, or less than twenty-five (25) years of age and is a regular full-time student at an accredited educational institution. If the child does not maintain full-time status or graduates, coverage does independent of limiting age unless otherwise allowed elsewhere in this Plan.

**Waivers:**

- Requirements 4, custody, and 5, support, may be waived in the event the employee is required to provide coverage due to a Qualified Medical Child Support Order (QMCSO).
- Requirements 4, custody, and/or 5, support, will be waived for those dependents who satisfy the definition of dependent in every other way and who were covered under the health Plan provided through the College on the day immediately preceding the effective date of this Plan.
- Requirement 6, dependent age limit, may be waived if the child is mentally retarded or physically handicapped, provided that the child is incapable of self-sustaining employment and is dependent upon the employee and/or the employee's spouse (or former spouse) for support and maintenance. The child must become handicapped prior to age nineteen (19) or while a full-time student and less than age twenty-five (25). Proof of incapacity may be requested from time to time.

At any time, the Plan may require proof that a spouse or child qualifies or continues to qualify as a dependent as defined by this Plan.

Those situations specifically excluded from the definition of a dependent are:

- A spouse who is legally separated or divorced from the employee.
- A child who is married.
- Any person on active military duty.
- Any dependent covered under this Plan as an individual employee.
- Any person who is covered as a dependent by another employee of the College.

**REPLACED WITH:**

- The employee's child who meets all the following requirements:
  - 1) Is the Employee's own blood descendant of the first degree or lawfully adopted Child, a Child placed with a covered Employee in anticipation of adoption, a covered Employee's Child who is an alternate recipient under a Qualified Medical Child Support Order as required by the federal Omnibus Budget Reconciliation Act of 1993, any stepchild (as long as a natural parent remains married to the employee and also resides in the employee's household) or any other Child for whom the Employee has obtained legal guardianship.
  - 2) Is less than twenty-six (26) years of age. This requirement may be waived if the child is mentally retarded or physically handicapped, provided that the child is incapable of self-sustaining employment and is dependent upon the employee and/or the employee's spouse (or former spouse) for support and maintenance. The child must become handicapped prior to age twenty-six (26). Proof of incapacity may be requested from time to time.

At any time, the Plan may require proof that a spouse or child qualifies or continues to qualify as a dependent as defined by this Plan.

Those situations specifically excluded from the definition of a dependent are:

- A spouse who is legally separated or divorced from the employee.
- Any person on active military duty.
- Any spouse covered under this Plan as an individual employee.

*The section entitled DEFINITIONS, provision entitled FOSTER CHILD, is hereby amended to read as follows:*

**Effective July 1, 2011, the following highlighted text has been rescinded and removed from the Plan Document:**

A child whom the employee is raising as his/her own, who resides in the employee's home, ~~who is currently dependent upon the employee for support~~ and for whom the employee has full parental responsibility and control. A foster child must have been placed in the employee's home by the appropriate governing authority.

*The section entitled DEFINITIONS, provision entitled FULL-TIME STUDENT, is hereby amended to read as follows:*

**Effective July 1, 2011, the following highlighted text has been rescinded and removed from the Plan Document:**

**FULL-TIME STUDENT**

An employee's dependent child who is enrolled in and regularly attending an accredited educational institution for the minimum number of credit hours required by that institution in order to maintain full-time student status ~~and less than twenty-five (25) years old~~.

*The section entitled DEFINITIONS, provision entitled STEP-CHILD, is hereby amended to read as follows:*

**Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document and replaced by the new text following:**

**REMOVED:**

Any unmarried biological or adopted child of the spouse of an employee who has not reached the age of 19, and any unmarried biological or adopted child of the spouse of an employee who has not yet reached the age of twenty-three (23) and is a full-time student in an accredited school.

**REPLACED WITH:**

Any biological or adopted child of the spouse of an employee who has not yet reached the age of twenty-six (26).

**PART TWO**

*The third paragraph of the section entitled PRE-EXISTING CONDITIONS is hereby amended to read as follows:*

**Effective July 1, 2011, the following highlighted text has been added to the Plan Document:**

This Plan has no Pre-Existing Condition for current active enrollees, new enrollees who have enrolled in this Plan in a timely manner, or Special Enrollment Period enrollees. However, for Late Enrollees, covered charges incurred under Medical Benefits for Pre-Existing Conditions are not payable unless incurred eighteen (18) consecutive months after the Covered Individual's enrollment date. This time may be offset if the person has Creditable Coverage from his or her previous health plan. ~~The Pre-Existing Condition Limitation does not apply to a covered individual that has not yet reached age nineteen (19).~~

*The section entitled PRE-EXISTING CONDITIONS, subsection entitled EXCEPTIONS TO THE PRE-EXISTING CONDITION LIMITATION, is hereby amended to read as follows:*

**Effective July 1, 2011, the following highlighted text has been rescinded and removed from the Plan Document and replaced by the new highlighted text following:**

**REMOVED:**

The pre-existing condition Limitation does not apply to pregnancy, to a newborn child who is covered under this Plan within thirty-one (31) days of birth, or to a child who is adopted or placed for adoption before attaining age eighteen (18) and who, as of the last day of the thirty-one (31) day period beginning on the date of the adoption or placement for adoption, is covered under this Plan. The prohibition on pre-existing condition exclusion for newborn, adopted or pre-adopted children does not apply to an individual after the end of the first sixty-three (63) day period during all of which the individual was not covered under any creditable coverage.

**REPLACED WITH:**

The pre-existing condition Limitation does not apply to pregnancy ~~or to a covered individual that has not yet reached age nineteen (19).~~

*The section entitled ENROLLMENT, subsection entitled PRE-EXISTING CONDITION EXCLUSION AND SPECIAL ENROLLEES, is hereby amended to read as follows:*

Effective July 1, 2011, the following highlighted text has been rescinded and removed from the Plan Document and replaced by the new highlighted text following:

**REMOVED:**

Special Enrollees and their dependents will not be treated as late enrollees. The Plan will not apply a pre-existing condition exclusion to pregnancy, ~~or to the coverage of a dependent child who is enrolled under the Special Enrollment Program.~~

**REPLACED WITH:**

Special Enrollees and their dependents will not be treated as late enrollees. The Plan will not apply a pre-existing condition exclusion to pregnancy, ~~or to the coverage of individual that has not yet reached age nineteen (19).~~

*The section entitled DEFINITIONS, provision entitled PRE-EXISTING CONDITION, is hereby amended to read as follows:*

Effective July 1, 2011, the following highlighted text has been added to the Plan Document:

A disease, injury, or illness of a Covered Individual for which the Covered Individual has been under the care of a licensed physician or has received medical care, services, or supplies within the six (6) month period immediately preceding his effective date of coverage. Medical care, services, or supplies shall include, but shall not be limited to, medication, therapy, x-ray or lab tests, counseling, or any other treatment recommended by a licensed provider of medical care or services. ~~The Pre-Existing Condition limitation does not apply to a Covered Individual that has not yet reached age nineteen (19).~~

**PART THREE**

*The section entitled PLAN SUMMARY, subsection entitled MEDICAL LIMITATIONS AND MAXIMUMS, is hereby amended to read as follows:*

Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document:

<b>Maximum Lifetime Benefit for All Medical Expenses</b>	\$2,000,000 Lifetime maximum (includes all other lifetime maximums).
--	---

*The first paragraph of the section entitled COMPREHENSIVE MEDICAL EXPENSE BENEFITS, is hereby amended to read as follows:*

Effective July 1, 2011, the following highlighted text has been rescinded and removed from the Plan Document:

Upon receipt of proof of loss, the Plan will pay the benefit percentage listed in the Plan Summary for Eligible Expenses incurred in each benefit period. ~~The amount payable in no event shall exceed the Maximum Lifetime Benefit stated in the Plan Summary.~~ All benefits described in the Plan Summary are subject to the exclusions and limitations described more fully herein including, but not limited to, the Plan Administrator's determination that: care and treatment is Medically Necessary; that charges are Usual, Customary and Reasonable; that services, supplies and care are not Experimental and/or Investigational.

*The section entitled COMPREHENSIVE MEDICAL EXPENSE BENEFITS, subsection entitled MAXIMUM BENEFIT AMOUNT, is hereby amended to read as follows:*

Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document:

**Maximum Benefit Amount**

The Maximum Benefit Amount is shown in the Plan Summary. It is the total amount of benefits that will be paid under the medical and prescription drug portion of the Plan for all covered charges incurred by a Covered Person. The Maximum Benefit Amount includes all medical benefit maximums listed in this Plan.

*The section entitled DEFINITIONS, provision entitled BENEFIT PERIOD, is hereby amended to read as follows:*

**Effective July 1, 2011, the following highlighted text has been rescinded and removed from the Plan Document:**

A time period of one calendar year. Such benefit period will terminate on the earliest of the following dates:

- The last day of the one-year period so established;
- ~~The day the Maximum Lifetime Benefit (if applicable) for the Covered Individual becomes payable; or~~
- The day the Covered Individual ceases to be covered for Medical Expense Benefits.

*The section entitled DEFINITIONS, provision entitled MAXIMUM LIFETIME BENEFIT, is hereby amended to read as follows:*

**Effective July 1, 2011, the following highlighted text has been rescinded and removed from the Plan Document:**

#### **MAXIMUM LIFETIME BENEFIT**

The highest dollar amount of allowable expenses that could be paid to or on behalf of any participant during the participant's lifetime, subject to the terms of this Plan.

### **PART FOUR**

*The section entitled ENROLLMENT, subsection entitled SPECIAL ENROLLMENT, is hereby amended to read as follows:*

**Effective July 1, 2011, the following text has been added to the Plan Document:**

#### **Special Enrollment for Previously Enrolled Participants**

Dependents who had ceased to be eligible to enroll in the Plan prior to the passage of the Patient Protection and Affordable Care Act shall be provided with a 30 day Special Enrollment opportunity. This Special Enrollment opportunity will begin June 1, 2011. All Dependents whose coverage under this Plan had previously ended, or who were denied coverage (or were not eligible for coverage) because the availability of Dependent coverage of Children ended before age 26, are eligible to enroll, or re-enroll in the plan or coverage under this Special Enrollment period. Coverage for Dependents who enroll through this Special Enrollment opportunity must take effect no later than July 1, 2011.

Participants who were previously enrolled, but were terminated from Plan participation because of a prior lifetime limitation provision shall be provided with a 30 day Special Enrollment opportunity. This Special Enrollment opportunity will begin June 1, 2011. All participants whose coverage under this Plan had previously ended due to reaching the lifetime benefit limitation under this Plan, are eligible to enroll, or re-enroll in the plan or coverage under this Special Enrollment period. Coverage for participants who enroll through this Special Enrollment opportunity must take effect no later than July 1, 2011.

### **PART FIVE**

*The section entitled PLAN SUMMARY, subsection entitled COMPREHENSIVE MEDICAL EXPENSE BENEFIT SUMMARY, provision entitled BENEFIT PERCENTAGE FOR COLONOSCOPY, is hereby amended to read as follows:*

**Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document and replaced by the new text following:**

#### **REMOVED:**

**Screening colonoscopies are subject to the following limitations:**

- **Age 50 and older - one routine colonoscopy every five years**
- **Participant has family history of colon cancer or other colon disease – as recommended by Physician**
- **Participant has personal history, signs or symptoms – as recommended by Physician**

#### **REPLACED WITH:**

**Screening colonoscopies will be subject to the frequency limitations recommended by the U.S. Preventative Services Task Force.**

The section entitled **PLAN SUMMARY**, subsection entitled **COMPREHENSIVE MEDICAL EXPENSE BENEFIT SUMMARY**, is hereby amended to read as follows:

Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document and replaced by the new text following:

**REMOVED:**

**Benefit Percentage for Routine Well Care;** limited to Covered Individuals age 7 and older; includes office visit, routine physical and gynecological examinations, immunizations and inoculations (except mass immunizations or those required for travel), evaluation procedures, preventative medical care, screening mammogram, pap smear, prostate screening, developmental assessments, and routine x-ray and laboratory services normally associated with a routine exam.

- **Mammogram limitations:**
- **Age 35-39 – one baseline mammogram**
- **Age 40 and older – one mammogram per Calendar Year**

and

**Benefit Percentage for Routine Well Child Care;** limited to Covered Dependent Children under age 7; includes office visit, routine physical examinations, immunizations and inoculations (except mass immunizations or those required for travel), evaluation procedures, preventative medical care, developmental assessments, and routine x-ray and laboratory services normally associated with well-child visit.

**In-Network:** 100%, no Deductible or Co-Pay applies  
**Out-of-Network:** 70%, after Annual Deductible

**REPLACED WITH:**

**Benefit Percentage for Preventive Care**

- Includes office visits, routine physical examination, gynecological examination, pap smear, mammogram, prostate screening, well child care, developmental assessments, x-rays and laboratory blood tests, immunizations (except mass immunizations or those required for travel) and routine colonoscopies.
- Benefits for preventive services will be limited to the frequencies recommended by the U.S. Preventative Services Task Force.
- Benefits for Routine Well Child Care for Covered Dependent Children under age seven (7) provided by Out-of-Network Providers is limited to maximum annual benefit of \$250 per covered child per Calendar Year.

**In-Network:** 100%, no Deductible or Co-Pay applies  
**Out-of-Network:** 70%, after Annual Deductible

The section entitled **PLAN SUMMARY**, subsection entitled **MEDICAL LIMITATIONS AND MAXIMUMS**, provision entitled **MAXIMUM BENEFIT FOR SCREENING COLONOSCOPY**, is hereby amended to read as follows:

Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document and replaced by the new text following:

**REMOVED:**

- **Age 50 and older**
- **One colonoscopy every five years**

**REPLACED WITH:**

Screening colonoscopies will be limited to the frequencies recommended by the U.S. Preventative Services Task Force.

The section entitled **PLAN SUMMARY**, subsection entitled **MEDICAL LIMITATIONS AND MAXIMUMS**, is hereby amended to read as follows:

Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document and replaced by the new text following:

**REMOVED:**

<b>Maximum Benefit for Routine Well Care</b>	<ul style="list-style-type: none"><li>• Age 7 and older</li><li>• Mammograms:<ul style="list-style-type: none"><li>- Age 35-39, one baseline mammogram</li><li>- Age 40 and older, one mammogram per Calendar Year</li></ul></li></ul>
--	--

and

<b>Maximum Benefit for Routine Well Child Care</b>	<ul style="list-style-type: none"><li>• Under age 7</li><li>• Out-of-Network Expenses - maximum benefit of \$250 per Covered Child per Calendar Year</li></ul>
--	--

**REPLACED WITH:**

<b>Maximum Benefit for Preventive Care</b>	<ul style="list-style-type: none"><li>• Benefits for preventive services will be limited to the frequencies recommended by the U.S. Preventative Services Task Force</li><li>• Benefits for Routine Well Child Care for Covered Dependent Children under age seven (7) provided by Out-of-Network Providers is limited to maximum annual benefit of \$250 per covered child per Calendar Year</li></ul>
--	---

**PART SIX**

The section entitled **COMPREHENSIVE MEDICAL EXPENSE BENEFITS**, subsection entitled **COVERED EXPENSES IN OR OUT OF THE HOSPITAL**, is hereby amended to read as follows:

Effective July 1, 2011, the following highlighted text has been rescinded and removed from the Plan Document and replaced by the new text following:

**REMOVED:**

37. **Pregnancy:** Eligible pregnancy related expenses for a **Covered Employee or Dependent Spouse**, including medically necessary amniocentesis tests, are considered the same as any other medical condition under the Plan. The Plan will allow one (1) **routine** ultrasound per period of pregnancy to be covered under this provision. For the purpose of this provision only, a Birthing Center shall be treated the same as a hospital.

**REPLACED WITH:**

37. **Pregnancy:** Eligible pregnancy related expenses for a **Covered Individual**, including medically necessary amniocentesis tests, are considered the same as any other medical condition under the Plan. The Plan will allow one (1) **routine** ultrasound per period of pregnancy to be covered under this provision. For the purpose of this provision only, a Birthing Center shall be treated the same as a hospital.

The section entitled **GENERAL EXCLUSIONS**, is hereby amended to read as follows:

Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document:

57. **Pregnancy of Dependent Child:** Charges related to or in connection with the pregnancy of a dependent child.

*The section entitled DEFINITIONS, provision entitled EMERGENCY, is hereby amended to read as follows:*

Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document and replaced by the new text following:

**REMOVED:**

**EMERGENCY**

A condition with acute symptoms which requires immediate psychiatric or medical services. Failure to seek immediate medical care for this condition could result in serious or permanent medical consequences. Examples include but are not limited to: severe chest pain, seizure, severe abdominal pain, loss of consciousness or severe bleeding.

**REPLACED WITH:**

**EMERGENCY MEDICAL CONDITION**

A medical condition manifesting itself by acute symptoms of sufficient severity (including severe pain) so that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect the absence of immediate medical attention to result in a condition described in clause (i), (ii), or (iii) of section 1867(e)(1)(A) of the Social Security Act (42 U.S.C. 1395dd(e)(1)(A)). In that provision of the Social Security Act, clause (i) refers to placing the health of the individual (or, with respect to a pregnant woman, the health of the woman or her unborn child) in serious jeopardy; clause (ii) refers to serious impairment to bodily functions; and clause (iii) refers to serious dysfunction of any bodily organ or part.

*The section entitled DEFINITIONS is hereby amended to read as follows:*

Effective July 1, 2011, the following text has been added to the Plan Document:

**EMERGENCY SERVICES**

With respect to an Emergency Medical Condition:

1. A medical screening examination (as required under section 1867 of the Social Security Act, 42 U.S.C. 1395dd) that is within the capability of the emergency department of a Hospital, including ancillary services routinely available to the emergency department to evaluate such Emergency Medical Condition; and
2. Such further medical examination and treatment, to the extent they are within the capabilities of the staff and facilities available at the Hospital, as are required under section 1867 of the Social Security Act (42 U.S.C. 1395dd) to stabilize the patient.

**ESSENTIAL HEALTH BENEFITS**

"Essential Health Benefits" shall mean, under section 1302(b) of the Patient Protection and Affordable Care Act, those health benefits to include at least the following general categories and the items and services covered within the categories: ambulatory patient services; Emergency Services; hospitalization; maternity and newborn care; mental health and substance abuse disorder services, including behavioral health treatment; prescription drugs; rehabilitative and habilitative services and devices; laboratory services; preventive and wellness services and chronic disease management; and pediatric services, including oral and vision care.

**PART SEVEN**

*The section entitled CLAIMS PROCEDURES is hereby amended to read as follows:*

Effective July 1, 2011, the entire section is rescinded and removed from the Plan Document and replaced by the next text following:

Under the Plan, there are four types of claims: Pre-service (Urgent and Non-urgent), Concurrent Care and Post-service.

- **Pre-service Claims.** A "pre-service claim" is a claim for a benefit under the Plan where the Plan conditions receipt of the benefit, in whole or in part, on approval of the benefit in advance of obtaining medical care.  
A "pre-service urgent care claim" is any claim for medical care or treatment with respect to which the application of the time periods for making non-urgent care determinations could seriously jeopardize the life or health of the Covered Individual or the Covered Individual's ability to regain maximum function, or, in the opinion of a physician with knowledge of the Covered Individual's medical condition, would subject the Covered Individual to severe pain that cannot be adequately managed without the care or treatment that is the subject of the claim.

If the Plan does not require the Covered Individual to obtain approval of a specific medical service prior to getting treatment, then there is no pre-service claim. The Covered Individual simply follows the Plan's procedures with respect to any notice which may be required after receipt of treatment, and files the claim as a post-service claim.

- **Concurrent Claims.** A "concurrent claim" arises when the Plan has approved an on-going course of treatment to be provided over a period of time or number of treatments, and either:

- The Plan Administrator determines that the course of treatment should be reduced or terminated; or
- The Covered Individual requests extension of the course of treatment beyond that which the Plan Administrator has approved.

If the Plan does not require the Covered Individual to obtain approval of a medical service prior to getting treatment, then there is no need to contact the Plan Administrator to request an extension of a course of treatment. The Covered Individual simply follows the Plan's procedures with respect to any notice which may be required after receipt of treatment, and files the claim as a post-service claim.

- **Post-service Claims:** A "post-service claim" is a claim for a benefit under the Plan after the services have been rendered.

#### When Health Claims Must Be Filed

Post-service health claims must be filed with the third party administrator within twelve (12) months of the date charges for the service were incurred. Failure to file a claim within this time limit will not invalidate the claim provided that the Covered Individual submits evidence satisfactory to the Plan Administrator that it was not reasonably possible to file the claim within the time limit. In no event will the time limit be extended beyond [one year] from the date the charges were incurred except in the case of legal incapacity of the Covered Individual. Benefits are based upon the Plan's provisions at the time the charges were incurred. **Claims filed later than that date shall be denied.**

A pre-service claim (including a concurrent claim that also is a pre-service claim) is considered to be filed when the request for approval of treatment or services is made and received by the third party administrator in accordance with the Plan's procedures.

Upon receipt of the required information, the claim will be deemed to be filed with the Plan. The third party administrator will determine if enough information has been submitted to enable proper consideration of the claim. If not, more information may be requested as provided herein. This additional information must be received by the third party administrator within 45 days from receipt by the Covered Individual of the request for additional information. Failure to do so may result in claims being declined or reduced.

#### Timing of Claim Decisions

The Plan Administrator shall notify the Covered Individual, in accordance with the provisions set forth below, of any adverse benefit determination (and, in the case of pre-service claims and concurrent claims, of decisions that a claim is payable in full) within the following timeframes:

- **Pre-service Urgent Care Claims:**

- If the Covered Individual has provided all of the necessary information, as soon as possible, taking into account the medical exigencies, but not later than 24 hours after receipt of the claim.
- If the Covered Individual has not provided all of the information needed to process the claim, then the Covered Individual will be notified as to what specific information is needed as soon as possible, but not later than 24 hours after receipt of the claim. The Covered Individual will be notified of a determination of benefits as soon as possible, but not later than 24 hours, taking into account the medical exigencies, after the earliest of:
  - The Plan's receipt of the specified information; or
  - The end of the period afforded the Covered Individual to provide the information.

- **Pre-service Non-urgent Care Claims:**

- If the Covered Individual has provided all of the information needed to process the claim, in a reasonable period of time appropriate to the medical circumstances, but not later than 15 days after receipt of the claim, unless an extension has been requested, then prior to the end of the 15-day extension period.

- If the Covered Individual has not provided all of the information needed to process the claim, then the Covered Individual will be notified as to what specific information is needed as soon as possible, but not later than 5 days after receipt of the claim. The Covered Individual will be notified of a determination of benefits in a reasonable period of time appropriate to the medical circumstances, either prior to the end of the extension period (if additional information was requested during the initial processing period), or by the date agreed to by the Plan Administrator and the Covered Individual (if additional information was requested during the extension period).
- Concurrent Claims:
  - Plan Notice of Reduction or Termination. If the Plan Administrator is notifying the Covered Individual of a reduction or termination of a course of treatment (other than by Plan amendment or termination), before the end of such period of time or number of treatments, The Covered Individual will be notified sufficiently in advance of the reduction or termination to allow the Covered Individual to appeal and obtain a determination on review of that adverse benefit determination before the benefit is reduced or terminated.
  - Request by Covered Individual Involving Urgent Care. If the Plan Administrator receives a request from a Covered Individual to extend the course of treatment beyond the period of time or number of treatments that is a claim involving urgent care, as soon as possible, taking into account the medical exigencies, but not later than 24 hours after receipt of the claim, as long as the Covered Individual makes the request at least 24 hours prior to the expiration of the prescribed period of time or number of treatments. If the Covered Individual submits the request with less than 24 hours prior to the expiration of the prescribed period of time or number of treatments, the request will be treated as a claim involving urgent care and decided within the urgent care timeframe.
  - Request by Covered Individual Involving Non-urgent Care. If the Plan Administrator receives a request from the Covered Individual to extend the course of treatment beyond the period of time or number of treatments that is a claim not involving urgent care, the request will be treated as a new benefit claim and decided within the timeframe appropriate to the type of claim (either as a pre-service non-urgent claim or a post-service claim).
- Post-service Claims:
  - If the Covered Individual has provided all of the information needed to process the claim, in a reasonable period of time, but not later than 30 days after receipt of the claim, unless an extension has been requested, then prior to the end of the 15-day extension period.
  - If the Covered Individual has not provided all of the information needed to process the claim and additional information is requested during the initial processing period, then the Covered Individual will be notified of a determination of benefits prior to the end of the extension period, unless additional information is requested during the extension period, then the Covered Individual will be notified of the determination by a date agreed to by the Plan Administrator and the Covered Individual.
- Extensions – Pre-service Urgent Care Claims. No extensions are available in connection with Pre-service urgent care claims.
- Extensions – Pre-service Non-urgent Care Claims. This period may be extended by the Plan for up to 15 days, provided that the Plan Administrator both determines that such an extension is necessary due to matters beyond the control of the Plan and notifies the Covered Individual, prior to the expiration of the initial 15-day processing period, of the circumstances requiring the extension of time and the date by which the Plan expects to render a decision.
- Extensions – Post-service Claims. This period may be extended by the Plan for up to 15 days, provided that the Plan Administrator both determines that such an extension is necessary due to matters beyond the control of the Plan and notifies the Covered Individual, prior to the expiration of the initial 30-day processing period, of the circumstances requiring the extension of time and the date by which the Plan expects to render a decision.
- Calculating Time Periods. The period of time within which a benefit determination is required to be made shall begin at the time a claim is deemed to be filed in accordance with the procedures of the Plan.

Notification of an Adverse Benefit Determination

The Plan Administrator shall provide a Covered Individual with a notice, either in writing or electronically (or, in the case of pre-service urgent care claims, by telephone, facsimile or similar method, with written or electronic notice), containing the following information:

- A reference to the specific portion(s) of the summary plan description upon which a denial is based;

- Specific reason(s) for a denial;
- A description of any additional information necessary for the Covered Individual to perfect the claim and an explanation of why such information is necessary;
- A description of the Plan's review procedures and the time limits applicable to the procedures, including a statement of the Covered Individual's right to bring a civil action under section 502(a) of ERISA following an adverse benefit determination on final review;
- A statement that the Covered Individual is entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records and other information relevant to the Covered Individual's claim for benefits;
- The identity of any medical or vocational experts consulted in connection with a claim, even if the Plan did not rely upon their advice (or a statement that the identity of the expert will be provided, upon request);
- Any rule, guideline, protocol or similar criterion that was relied upon in making the determination (or a statement that it was relied upon and that a copy will be provided to the Covered Individual, free of charge, upon request);
- In the case of denials based upon a medical judgment (such as whether the treatment is medically necessary or experimental), either an explanation of the scientific or clinical judgment for the determination, applying the terms of the Plan to the Covered Individual's medical circumstances, or a statement that such explanation will be provided to the Covered Individual, free of charge, upon request; and
- In a claim involving urgent care, a description of the Plan's expedited review process.

## Appeals of Adverse Benefit Determinations

### Full and Fair Review of All Claims

In cases where a claim for benefits is denied, in whole or in part, and the Covered Individual believes the claim has been denied wrongly, the Covered Individual may appeal the denial and review pertinent documents. The claims procedures of this Plan provide a Covered Individual with a reasonable opportunity for a full and fair review of a claim and adverse benefit determination. More specifically, the Plan provides:

- Covered Individuals at least one hundred eighty (180) days following receipt of a notification of an initial adverse benefit determination within which to appeal the determination and sixty (60) days to appeal a second adverse benefit determination;
- Covered Individuals the opportunity to submit written comments, documents, records, and other information relating to the claim for benefits;
- For a review that does not afford deference to the previous adverse benefit determination and that is conducted by an appropriate named fiduciary of the Plan, who shall be neither the individual who made the adverse benefit determination that is the subject of the appeal, nor the subordinate of such individual;
- For a review that takes into account all comments, documents, records, and other information submitted by the Covered Individual relating to the claim, without regard to whether such information was submitted or considered in any prior benefit determination;
- That, in deciding an appeal of any adverse benefit determination that is based in whole or in part upon a medical judgment, the Plan fiduciary shall consult with a health care professional who has appropriate training and experience in the field of medicine involved in the medical judgment, who is neither an individual who was consulted in connection with the adverse benefit determination that is the subject of the appeal, nor the subordinate of any such individual;
- For the identification of medical or vocational experts whose advice was obtained on behalf of the Plan in connection with a claim, even if the Plan did not rely upon their advice;
- That a Covered Individual will be provided, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to the Covered Individual's claim for benefits in possession of the Plan Administrator or the third party administrator; information regarding any voluntary appeals procedures offered by the Plan; any internal rule, guideline, protocol or other similar criterion relied upon in making the adverse determination; and an explanation of the scientific or clinical judgment for the determination, applying the terms of the Plan to the Covered Individual's medical circumstances; and

- In an urgent care claim, for an expedited review process pursuant to which:
  - A request for an expedited appeal of an adverse benefit determination may be submitted orally or in writing by the Covered Individual; and
  - All necessary information, including the Plan's benefit determination on review, shall be transmitted between the Plan and the Covered Individual by telephone, facsimile or other available similarly expeditious method.

## First Appeal Level

### Requirements for First Appeal

The Covered Individual must file the first appeal in writing (although oral appeals are permitted for pre-service urgent care claims) within 180 days following receipt of the notice of an adverse benefit determination. For pre-service urgent care claims, if the Covered Individual chooses to orally appeal, the Covered Individual may telephone:

Claims Manager, Butler Benefit Service, Inc.  
Phone: (563) 327-2200 or (toll-free) (866) 927-2200

To file an appeal in writing, the Covered Individual's appeal must be addressed as follows and mailed or faxed as follows:

Butler Benefit Service, Inc.  
Attn: Claims Manager  
P.O. Box 3310  
Davenport, Iowa 52808-3310  
Fax: (563) 327-2250 or (toll-free) (866) 927-2250

It shall be the responsibility of the Covered Individual to submit proof that the claim for benefits is covered and payable under the provisions of the Plan. Any appeal must include:

- The name of the employee/Covered Individual;
- The employee/Covered Individual's social security number;
- The group name or identification number;
- All facts and theories supporting the claim for benefits. Failure to include any theories or facts in the appeal will result in their being deemed waived. In other words, the Covered Individual will lose the right to raise factual arguments and theories which support this claim if the Covered Individual fails to include them in the appeal;
- A statement in clear and concise terms of the reason or reasons for disagreement with the handling of the claim; and
- Any material or information that the Covered Individual has which indicates that the Covered Individual is entitled to benefits under the Plan.

If the Covered Individual provides all of the required information, it may be that the expenses will be eligible for payment under the Plan.

### Timing of Notification of Benefit Determination on First Appeal

The Plan Administrator shall notify the Covered Individual of the Plan's benefit determination on review within the following timeframes:

- Pre-service Urgent Care Claims: As soon as possible, taking into account the medical exigencies, but not later than 24 hours after receipt of the appeal.
- Pre-service Non-urgent Care Claims: Within a reasonable period of time appropriate to the medical circumstances, but not later than 15 days after receipt of the appeal.
- Concurrent Claims: The response will be made in the appropriate time period based upon the type of claim – pre-service urgent, pre-service non-urgent or post-service.
- Post-service Claims: Within a reasonable period of time, but not later than 30 days after receipt of the appeal.
- Calculating Time Periods: The period of time within which the Plan's determination is required to be made shall begin at the time an appeal is filed in accordance with the procedures of this Plan, without regard to whether all information necessary to make the determination accompanies the filing.

*Manner and Content of Notification of Adverse Benefit Determination on First Appeal*

The Plan Administrator shall provide a Covered Individual with notification, with respect to pre-service urgent care claims, by telephone, facsimile or similar method, and with respect to all other types of claims, in writing or electronically, of a Plan's adverse benefit determination on review, setting forth:

- The specific reason or reasons for the denial;
- Reference to the specific portion(s) of the summary plan description on which the denial is based;
- The identity of any medical or vocational experts consulted in connection with the claim, even if the Plan did not rely upon their advice;
- A statement that the Covered Individual is entitled to receive, upon request and free of charge, reasonable access to, and copies of, all documents, records, and other information relevant to the Covered Individual's claim for benefits;
- If an internal rule, guideline, protocol, or other similar criterion was relied upon in making the adverse determination, a statement that such rule, guideline, protocol, or other similar criterion was relied upon in making the adverse determination and that a copy of the rule, guideline, protocol, or other similar criterion will be provided free of charge to the Covered Individual upon request;
- If the adverse benefit determination is based upon a medical judgment, a statement that an explanation of the scientific or clinical judgment for the determination, applying the terms of the Plan to the Covered Individual's medical circumstances, will be provided free of charge upon request;
- A description of any additional information necessary for the Covered Individual to perfect the claim and an explanation of why such information is necessary;
- A description of the Plan's review procedures and the time limits applicable to the procedures;
- For pre-service urgent care claims, a description of the expedited review process applicable to such claims;
- A statement of the Covered Individual's right to bring an action under section 502(a) of ERISA, following an adverse benefit determination on final review; and
- The following statement: "You and your Plan may have other voluntary alternative dispute resolution options, such as mediation. One way to find out what may be available is to contact your local U.S. Department of Labor Office and your state insurance regulatory agency."

*Furnishing Documents in the Event of an Adverse Determination*

In the case of an adverse benefit determination on review, the Plan Administrator shall provide such access to, and copies of, documents, records, and other information described in the section relating to "Manner and Content of Notification of Adverse Benefit Determination on First Appeal" as appropriate.

**Second Appeal Level**

*Adverse Decision on First Appeal; Requirements for Second Appeal*

Upon receipt of notice of the Plan's adverse decision regarding the first appeal, the Covered Individual has sixty (60) days to file a second appeal of the denial of benefits. The Covered Individual again is entitled to a "full and fair review" of any denial made at the first appeal, which means the Covered Individual has the same rights during the second appeal as he or she had during the first appeal. As with the first appeal, the Covered Individual's second appeal must be in writing (although oral appeals are permitted for pre-service urgent care claims) and must include all of the items set forth in the section entitled "Requirements for First Appeal."

*Timing of Notification of Benefit Determination on Second Appeal*

The Plan Administrator shall notify the Covered Individual of the Plan's benefit determination on review within the following timeframes:

- Pre-service Urgent Care Claims: As soon as possible, taking into account the medical exigencies, but not later than 24 hours after receipt of the second appeal.
- Pre-service Non-urgent Care Claims: Within a reasonable period of time appropriate to the medical circumstances, but not later than 15 days after receipt of the second appeal.
- Concurrent Claims: The response will be made in the appropriate time period based upon the type of claim – pre-service urgent, pre-service non-urgent or post-service.

- **Post-service Claims:** Within a reasonable period of time, but not later than 30 days after receipt of the second appeal.
- **Calculating Time Periods.** The period of time within which the Plan's determination is required to be made shall begin at the time the second appeal is filed in accordance with the procedures of this Plan, without regard to whether all information necessary to make the determination accompanies the filing.

**Manner and Content of Notification of Adverse Benefit Determination on Second Appeal**

The same information must be included in the Plan's response to a second appeal as a first appeal, except for:

- A description of any additional information necessary for the Covered Individual to perfect the claim and an explanation of why such information is needed;
- A description of the Plan's review procedures and the time limits applicable to the procedures; and
- For pre-service urgent care claims, a description of the expedited review process applicable to such claim. See the section entitled "Manner and Content of Notification of Adverse Benefit Determination on First Appeal."

**Furnishing Documents in the Event of an Adverse Determination**

In the case of an adverse benefit determination on the second appeal, the Plan Administrator shall provide such access to, and copies of, documents, records, and other information described in the section relating to "Manner and Content of Notification of Adverse Benefit Determination on First Appeal" as is appropriate.

**Decision on Review**

If, for any reason, the Covered Individual does not receive a written response to the appeal within the appropriate time period set forth above, the Covered Individual may assume that the appeal has been denied. Note that: **all claim review procedures provided for in the Plan must be exhausted before any legal action is brought. Any legal action for the recovery of any benefits must be commenced within two (2) years after the Plan's claim review procedures have been exhausted.**

**External Review**

When a Covered Individual has exhausted the internal appeals process outlined above, the Covered Individual has a right to have that decision reviewed by independent health care professionals who has no association with the Plan, the Plan Sponsor, or the plan administrator. If the adverse benefit determination involved making a judgment as to the medical necessity, appropriateness, health care setting, level of care or effectiveness of the health care service or treatment you requested, you may submit a request to the Plan for external review within 4 months after receipt of a denial of benefits; such request should be addressed to: Claims Manager, Butler Benefit Services, Inc., P.O. Box 3310, Davenport, Iowa, 52808-3310. For standard external review, a decision will be made within 45 days of receiving your request. If you have a medical condition that would seriously jeopardize your life or health or would jeopardize your ability to regain maximum function if treatment is delayed, you may be entitled to request an **expedited external review** of the denial. If our denial to provide or pay for health care service or course of treatment is based on a determination that the service or treatment is experimental or investigation, you also may be entitled to file a request for external review of our denial.

Please contact your Plan Administrator with any questions on your rights to external review.

**PART EIGHT**

*The section entitled PRESCRIPTION DRUG EXPENSE BENEFITS, subsection EXCLUSIONS, is hereby amended to read as follows:*

**Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document:**

- Smoking cessation agents.

*The section entitled GENERAL EXCLUSIONS is hereby amended to read as follows:*

**Effective July 1, 2011, the following text has been rescinded and removed from the Plan Document:**

44. **Nicotine Addiction:** Charges for services, supplies, drugs or treatment for the purpose of nicotine addiction, i.e., hypnosis, stop-smoking clinics and programs.

*The section entitled COMPREHENSIVE DENTAL EXPENSE BENEFITS, subsection entitled DENTAL EXCLUSIONS AND LIMITATIONS is hereby amended to read as follows:*

**Effective July 1, 2011, the following highlighted text has been rescinded and removed from the Plan Document:**

4. **Educational Services:** Charges for educational services including, but not limited to, oral hygiene instruction, plaque control, tobacco counseling or diet instruction.

*The section entitled DEFINITIONS, provision entitled SUBSTANCE ABUSE, is hereby amended to read as follows:*

**Effective July 1, 2011, the following highlighted text has been rescinded and removed from the Plan Document:**

Regular excessive compulsive drinking of alcohol and/or physical habitual dependence on drugs. This does not include dependence on ~~tobacco and~~ ordinary caffeine-containing drinks.

## **PART NINE**

*The section entitled PLAN DESCRIPTION is hereby amended to read as follows:*

**Effective January 1, 2011, the following text has been rescinded and removed from the Plan Document:**

NAME AND ADDRESS OF UTILIZATION REVIEW AGENT	Q-elements P.O. Box 90801 Lubbock, TX 79408-8801 (877) 202-6379
--	--

*The section entitled PRE-CERTIFICATION, subsection entitled UTILIZATION REVIEW AGENT, is hereby amended to read as follows:*

**Effective January 1, 2011, the following text has been rescinded and removed from the Plan Document and replaced by the new text following:**

### **REMOVED**

The Utilization Review Agent for this Plan is:

Q-elements  
P.O. Box 90801  
Lubbock, TX 79408-8801  
(877) 202-6379

The phone number for pre-certification is also listed on the reverse side of your identification card.

### **REPLACED WITH**

This Plan is a plan which contains a Utilization Review Agent. The Utilization Review Agent is shown on the Covered Individual's health plan identification card. Information about the Utilization Review Agent will be provided to Covered Individuals and updated as needed.

*The section entitled MANAGED CARE, subsection entitled UTILIZATION REVIEW AGENT, is hereby amended to read as follows:*

**Effective January 1, 2011, the following text has been rescinded and removed from the Plan Document and replaced by the new text following:**

### **REMOVED**

The Utilization Review Agent for this Plan is:

Q-elements  
P.O. Box 90801  
Lubbock, TX 79408-8801  
(877) 202-6379

Sauk Valley Community College Group Health Plan  
Amendment #6  
Effective July 1, 2011

**REPLACED WITH**

This Plan is a plan which contains a Utilization Review Agent. The Utilization Review Agent is shown on the Covered Individual's health plan identification card. Information about the Utilization Review Agent will be provided to Covered Individuals and updated as needed.

The Plan Administrator shall prepare inserts for the Summary Plan Description, describing the above changes, and the Company shall arrange to have those inserts distributed to all covered individuals.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

IN WITNESS HEREOF, the undersigned has caused this Amendment to be duly adopted and effective as of July 1, 2011.  
ACCEPTED AND APPROVED BY: WITNESSED BY:

**BOARD OF TRUSTEES**

Signature

Signature

Printed Name

Printed Name

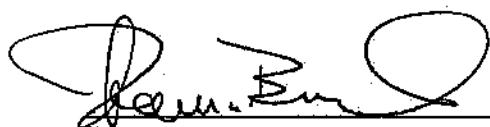
Title

Title

**FACULTY ASSOCIATION**

Charles E Atchley

Signature



Signature

Charles E Atchley

Printed Name

Thomas Breen

Printed Name

Co-President, SVCCFA

Title

Co - President, SVCCFA

Title

Sauk Valley Community College  
April 25, 2011

Action Item 6.4

Topic: Extension of Dixon Downtown TIF

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

Presentation:

The City of Dixon would like to extend their Central Business District TIF (Tax Increment Financing) for an additional 12 years past the original 23 years.

To establish a TIF, a municipality identifies a blighted area that without intervention will not see growth in its EAV (equalized assessed value). SVCC and other taxing bodies continue to receive property taxes based on the initial or frozen EAV. The property taxes collected on the growth of the EAV are put into a fund which is used for improvements in the blighted area.

SVCC currently has 11 TIFs within its district. Over their lifespan, an estimated \$700,000 in property taxes has been redirected from SVCC to the TIFs.

Municipalities	Year Created	Frozen Base EAV	2009 EAV	EAV Increment	2009 Tax Increment	Estimated Cumulative Tax Increment
Sterling Downtwn	1984	877,242	3,871,183	2,993,941	13,473	168,409
Dixon Downtown	1987	2,766,856	6,415,983	3,649,127	16,421	180,632
Milledgeville	1994	2,527,263	6,209,556	3,682,293	16,570	124,277
Ohio	1994	1,100,490	2,930,827	1,830,337	8,237	61,774
Rock Falls Rvrfrnt	1994	596,493	1,169,173	572,680	2,577	19,328
Manlius	1996	1,115,620	2,348,692	1,233,072	5,549	36,067
Prophetstown	2002	2,144,318	3,219,134	1,074,816	4,837	16,928
Sterling Riverfront	2003	2,935,743	7,949,629	5,013,886	22,562	67,687
Dixon Riverfront	2004	4,160,649	5,467,578	1,306,929	5,881	14,703
Fulton	2004	568,120	1,573,659	1,005,539	4,525	11,312
Polo	2008	3,070,293	3,336,443	266,150	1,198	599

In addition Sterling and Rock Falls have recently established new TIFs with base EAV's of \$470,548 and \$2,113,646 respectively.

While the approval of SVCC in the establishment of a TIF is not required, the City of Dixon would like our blessing as they seek approval from the Illinois legislature for the extension. Dixon plans to distribute 20% of the TIF funds back to the taxing bodies. Therefore the first year's reduction in property taxes for SVCC will be approximately \$13,000.

**Recommendation:**

The administration recommends the Board approve the resolution to support the extension of the City of Dixon Central Business District TIF as requested.



# City of Dixon

P.O. Box 386 • Dixon, Illinois 61021 • Telephone (815) 286-1465  
[www.dixonil.org](http://www.dixonil.org) • [info@dixonil.org](mailto:info@dixonil.org)

James G. Burke  
Mayor

## CITY DEPARTMENTS

Administrator 286-1463  
Appar 286-1466  
Building 286-1461  
Cemetery 286-2001  
Fire 988-3921  
Police 286-1411  
Planning, Zoning 286-1461  
Street 286-2143  
Water 286-1461

April 19, 2011

Ed Anderson, Chairman  
and Board of Trustees  
Sauk Valley Community College  
173 Illinois Route 2  
Dixon, IL 61021

Ladies and Gentlemen:

The City of Dixon is requesting the Board to pass a resolution supporting our efforts to extend our downtown (TIF) Tax Increment Financing for 12 years. The original TIF made it possible for the construction of what was then the USF&G complex spurring the revitalization of the Central Business District. Unfortunately, we are faced with several blocks of crumbling sidewalks, curbs and gutters, which is quite a contrast to our beautiful Heritage Crossing Riverfront Plaza. The extension will allow the City to continue the streetscaping and improvements completed on Hennepin Avenue (Reagan Way) from River Street to Third Street throughout the downtown.

As part of the extension of the TIF, we will declare an annual surplus of 20%, which will be distributed to the various taxing bodies.

Thank you for your consideration and support.

Sincerely,

CITY OF DIXON

*James G. Burke*

James G. Burke, Mayor

KJB/ks

cc: Dr. George Mihel

## CITY COUNCIL MEMBERS & OFFICERS

Ralph Chautems  
Chairman  
Planning & Zoning

Mark L. Pechenik  
Assessor & Planner

Tom G. Brady  
Public Programs

Debbie P. Blackford  
Parks, Health & Safety

Don A. Cernakowski  
City Controller/Treasurer

Heidi A. Swanson  
City Clerk

Bethany R. Bergman  
City Attorney

Resolution No. \_\_\_\_\_

**A RESOLUTION OF SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506  
SUPPORTING AN EXTENSION OF THE COMPLETION DATE OF THE CENTRAL  
BUSINESS DISTRICT TAX INCREMENT FINANCING REDEVELOPMENT  
PLAN AND PROJECT**

**WHEREAS**, the City of Dixon pursuant to the provisions of the Tax Increment Allocation Redevelopment Act (65 ILCS 5/11-74.4-1 et seq.), as amended, (the "Act") approved the Central Business District Tax Increment Redevelopment Plan and Project, designated the Project Area and adopted tax increment allocation financing pursuant to Ordinances 1389, 1390 and 1391 respectively, all adopted on November 12, 1987; and,

**WHEREAS**, the City of Dixon has previously amended the Central Business District Redevelopment Project and Plan by amending the authorized public improvement projects and increased the estimated redevelopment project costs to better meet the Redevelopment Plan and Project goals and objectives; and,

**WHEREAS**, the City of Dixon has now requested support for its request to amend section 11-74.4-3.5 of the Act to extend the completion date of the Central Business District Tax Increment Financing Redevelopment Project from December 31, 2011 to not later than December 31, 2023 which is the 35<sup>th</sup> year taxes would be levied after adoption of the ordinances approving the Central Business District Tax Increment Financing Redevelopment Project (the "Extension"); and,

**WHEREAS**, in the event the Extension becomes law, the City of Dixon agrees to declare no less than twenty percent (20%) of the incremental revenues derived from the Central Business District Tax Increment Financing Redevelopment Project Area as surplus pursuant to the Act for redistribution to all affected taxing districts commencing with the real estate taxes for the year 2012 received in 2013; and,

**WHEREAS**, Sauk Valley Community College District 506 is a taxing district with authority to directly levy taxes on property within the Central Business District Tax Increment Financing Redevelopment Project Area; and,

**WHEREAS**, the City of Dixon has advised that despite the construction of the USF&G project that a number of objectives set forth in the Plan have yet to be achieved and failure to achieve those objectives would be detrimental to the City and to all taxing districts that levy real estate taxes on property in the Central Business District Tax Increment Financing Redevelopment Project Area; and,

**WHEREAS**, to continue public improvements projects would complement private investment in the Central Business District Tax Increment Financing Redevelopment Area and continue to make the City of Dixon more attractive to commercial development; and

WHEREAS, an increase in private investment will provide for expanded employment opportunities that will strengthen the economic base of the City of Dixon and enhance the real estate tax base for all taxing districts.

NOW, THEREFORE, BE IT RESOLVED by the corporate authorities of **President and Board of Trustees of Sauk Valley Community College District 506**, Lee County, Illinois, as follows:

**Section 1.** That the Preambles hereinabove set forth are hereby adopted as if restated in this Section 1.

**Section 2.** That **Sauk Valley Community College District 506** hereby supports the City of Dixon's proposal to extend the completion date of the Central Business District Tax Increment Financing Redevelopment Project as stated herein until December 31, 2023.

**Section 3.** That a certified copy of this Resolution shall be forwarded to the Mayor of the City of Dixon.

**Section 4.** That this Resolution shall be in full force and effect upon its passage and approval as provided by law.

ADOPTED this 25th day of April, 2011, pursuant to a roll call vote as follows:

AYES: 6

NAYS: 0

ABSENT: 1

ABSTENTION: 0

Approved: Edward Anderson

Sauk Valley Community College

Attest: Debra Wilson

Sauk Valley Community College