

SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
AGENDA

Third Floor Board Room  
Dixon, IL

June 20, 2011  
7:00 p.m.

**1.0 Call to Order/Roll Call**

**2.0 Consent Agenda**

- 2.1 Approval of Agenda
- 2.2 Approval of Minutes, May 23, 2011
- 2.3 Treasurer's Report
- 2.4 Bills Payable
- 2.5 Payrolls

May 31, 2011	\$238,658.74
June 15, 2011	\$181,350.83

2.6 Budget Report

2.7 Prevailing Wage

**3.0 Reports/Information**

- 3.1 President's Report:
- 3.2 Marketing Plan
- 3.3 Reports/Comments from Board Members
- 3.4 Communication from Visitors
- 3.5 Board Policy Review – Board Policies: 501.01 Academic Programs and Requirements; 503.01 Information Systems and 504.01 Foreign Students

**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 Action Items**

- 5.1 Tentative 2011-2012 Budget – First Reading
- 5.2 GMAX Approval
- 5.3 Bid Award – Digital Radiology Equipment Purchase
- 5.4 ICCB RAMP 2013 Project
- 5.5 Sauk Valley Community College Group Health Plan Amendment
- 5.6 Radiologic Technology Faculty Appointment
- 5.7 Nursing Faculty Appointment
- 5.8 English Faculty Appointment
- 5.9 New Program: CIS Degree and Certificate
- 5.10 New Program: Multicraft Technology A.A.S. Degree

**6.0 Approval of Closed Session Minutes of May 23, 2011**

**7.0 Adjournment**

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING  
MINUTES  
June 20, 2011**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on June 20, 2011 in the Board Room at Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Edward Andersen	Scott Stoller
Andrew Bollman	Lisa Wiersema
Robert J. Thompson	Student Trustee Halstead
William Simpson	

SVCC Staff: President George J. Mihel  
Attorney Miller  
Dean of Information Services Alan Pfeifer  
Dean of Business Services Paula Meyer  
Dean of Instructional Services Mary Lou Kidder  
Dean of Health Professions Janet Lynch  
Dean of Institutional Research and Planning Tom Gospodarczyk  
Director of Foundation and Grants Amy Viering  
Director of Building and Grounds John Ditto  
Coordinator of Marketing and Public Relations Rachel Marco  
Coordinator and Professor of Radiologic Technology Stan Shippert  
Associate Professor of Radiologic Technology Dianna Brevitt  
Administrative Assistant Nancy Breed

Absent: Margaret Tyne

Chair Andersen welcomed Student Trustee Halstead to the meeting.

Consent Agenda: It was moved by Member Bollman and seconded by Member Thompson to approve the Consent Agenda. Chair Andersen noted that the Board was provided with a revised Budget report. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

President's Report: Heard Dr. Mihel report that the Sauk softball team had presented him with an autographed softball in commemoration of their trip to the National Championships. He stated that the College has been informed of the HLC Team members that will be visiting the College this fall. Tom Gospodarczyk provided an HLC update on Criterion 5.

Marketing Plan: Amy Viering and Rachel Marco gave an overview of the Sauk Valley Community College Marketing Plan which is based on Building Futures. Using the Mission, Vision and Strategic Goals, four major marketing goals were developed with strategies and tactics developed to meet those goals. It is a working document and subject to change as needed.

Reports: *ICCTA Report:* Member Bollman provided a written report of his recent attendance at the ICCTA meeting held on June 3-4, 2011 in Bloomington, Illinois.  
*Foundation:* No report  
*Student Trustee Report:* Student Trustee Halstead provided a written report and oral summary of his recent attendance at the ICCB Student Leadership Institute held on June 2-4, 2011.

Board Policy Review: Dr. Mihel reviewed Board policies: 501.01 Academic Programs and Requirements and will recommend no changes; 503.01 Information Systems and will recommend no changes; 504.01 Foreign Students and will recommend changes.

Chair Andersen informed the Board that the agenda of the meeting has been revised and that the Board will go into closed session after Action Item 5.5, Sauk Valley Community College Group Health Plan Amendment.

Tentative 2011-2012 Budget – First Reading: It was moved by Member Simpson and seconded by Member Thompson to approve the Tentative 2011-2012 Budget for first reading. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

GMAX Approval: The architects from Wight, Inc. were in attendance to present an overview of the Technology Wing and Radiologic Technology renovations and to answer questions of the Board about the GMAX proposal.

It was moved by Member Bollman and seconded by Member Stoller to approve the Guaranteed Maximum Price (GMAX) of \$3,764,211 for the construction of the Technology Wing Renovation and Radiology Relocation Projects. In a roll call vote, all voted aye. Student Trustee Halstead vote: aye. Motion carried.

**Bid Award – Digital X-Ray Equipment Purchase:** It was moved by Member Simpson and seconded by Member Thompson to approve the purchase of AMRAD 400M High Frequency Generator from Norstar Marketing Group in the amount of \$118,500. In a roll call vote, all voted aye. Student Trustee Halstead vote: aye. Motion carried.

The Board acknowledged the presence of Professor Stan Shippert at the meeting and thanked him for his service to the College in development of the Radiologic Technology program.

**ICCB Ramp 2013 Project:** It was moved by Member Bollman and seconded by Member Stoller to approve the Resource Allocation and Management Plan (RAMP) for Fiscal Year 2013. In a roll call vote, all voted aye. Student Trustee Halstead vote: aye. Motion carried.

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

**Closed Session:** At 7:50 p.m. it was moved by Member Bollman and seconded by Member Wiersema 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 Halstead vote: aye. Motion carried.

The Board returned to regular session at 8:43 p.m.

**Radiologic Technology Faculty Appointment:** It was moved by Member Thompson and seconded by Member Wiersema to approve the employment of Ms. Connie Salsbury as an Assistant Professor of Radiologic Technology starting August 19, 2011 at an annual salary of \$36,432. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

Nursing Faculty Appointment: It was moved by Member Thompson and seconded by Member Bollman to approve the employment of Ms. Christine Vincent as an Assistant Instructor of Nursing starting August 19, 2011 at an annual salary of \$36,772. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

English Faculty Appointment: It was moved by Member Bollman and seconded by Member Thompson to approve the employment of Mr. Keith Cameron as an Instructor of English starting August 19, 2011 at an annual salary of \$31,236. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

New Program: CIS Degree And Certificate: It was moved by Member Stoller and seconded by Member Wiersema to approve the Server Specialist Associate in Applied Science degree program, the Server Administration certificate and the PC Technician certificate. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

New Program: Multicraft Technology A.A.S. Degree: It was moved by Member Bollman and seconded by Member Stoller to approve the Multicraft Technology Associate in Applied Science degree program. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

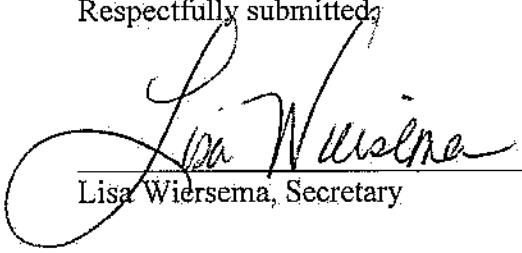
Closed Session Minutes May 23, 2011: It was moved by Member Bollman and seconded by Member Wiersenia to approve the Closed Session Minutes of May 23, 2011. In a roll call vote, all voted aye. Student Trustee Halsted advisory vote: aye. Motion carried.

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

The meeting adjourned at 8:57 p.m.

Next Meeting: The next regular meeting of the Board will be at 7:00 p.m. on July 25, 2011 in the Board Room.

Respectfully submitted,

  
Lisa Wiersema, Secretary

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

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

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

MONEY MARKET

Merrill Lynch Wealth Management	1.000	125,856.69
SFB Investment Center - Federated Capital Reserves	0.000	80,070.62
SFB Investment Center - Federated US Treasury	0.000	4,152,182.12
SUBTOTAL		4,358,109.43
TOTAL CHECKING ACCOUNTS		<u><u>\$9,593,658.14</u></u>

INVESTMENTS

FINANCIAL INSTITUTION

	MATURITY DATE		
People's Bank, Tampico	07-14-2011	0.450	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			3,500,000

MERRILL LYNCH:

		YIELD	PRICE
Federal Home Ln Bks Cons Bd	06-10-2011	3.450	650,806.00
Federal Home Ln Bks Cons Bd	09-16-2011	2.709	656,870.50
Federal Farm Cr Bks Cons Bd	02-13-2012	1.359	617,916.75
Federal Farm Cr Bks Cons Bd	07-23-2012	1.740	604,052.60
Federal Farm Cr Bks Global Cons Bd	11-13-2012	2.147	630,450.00
Federal Natl Mtg Assn Call	02-21-2013	4.750	429,328.00
Federal Hom Ln Mtg Corp	06-28-2013	1.625	720,763.20
Federal Home Loan Bank	10-29-2013	1.446	400,448.00
Federal Home Loan Bank	01-27-2014	1.050	500,035.00
Federal Home Loan Bank	09-12-2014	1.375	641,845.30
SUBTOTAL			<u><u>\$5,852,515.35</u></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	<u><u>250,000.00</u></u>
			2,340,000.00

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

*Edward M. Bush*  
BOARD CHAIR

BOARD SECRETARY

*John A. Wiesen*  
6/28/11

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
			<u>5,000,000.00</u>
TOTAL INVESTMENTS			<u>\$16,692,515.35</u>

Sauk Valley Community College  
Board of Trustees  
June 20, 2011

Summary of Bills Payable Amount

General Operating Funds \$ 439,094.46

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY  
Edward Schuer  
BOARD CHAIR  
Jean Wilcox  
BOARD SECRETARY  
DATE 6/20/11

Sauk Valley Community College  
Check Register  
From 05/19/11 To 06/20/11

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PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Quill Corporation	01	Dislocated Worker Expense	Office Supplies	.80 .06	
ATI Assessment Technologies Ins01		Prepaid Expense	RN Comprehensive Assessment	8,886 .80	
NAFSA	01	Prepaid Expense	FY 12 Renewal	450 .00	
RR Dixon	01	Prepaid Expense	Monthly Copy Charge	274 .99	
State Universities Retirement Sy01		SURS Payable	Accrued Surs	28,472 .59	
Select Employees Credit Union	01	SURS Payable	Accrued SURS	21,709 .47	
Select Employees Credit Union	01	Credit Union Payable	ACCURED W/H Select Employees Credit Union	4,836 .88	
SVCC Faculty Association	01	Credit Union Payable	ACCURED W/H Select Employees Credit Union	3,172 .49	
Freedman Anselmo Lindberg & Rapp01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	948 .72	
Frederick Anselmo Lindberg & Rapp01		Wage Garnishment Payable	ACCURED W/H- GARNISHMENT	34 .61	
Community Health Charities of Ilop1		Wage Garnishment Payable	GARNISHMENT	34 .61	
Community Health Charities of Ilop1		United Way Payable	ACCURED W/H-Community Health Charities	40 .06	
United Way of Lee County	01	United Way Payable	ACCURED W/H-Community Health Charities	20 .83	
United Way of Whiteside County	01	United Way Payable	Accrued United Way Dixon	64 .33	
United Way of Whiteside County	01	United Way Payable	Accrued United Way Dixon	30 .42	
Gallagher Benefit Services, Inc 01		United Way Payable	Accrued United Way Sterling/Rock Falls	42 .75	
Gallagher Benefit Services, Inc 01		Optional Life Insurance	Optional Life	572 .09	
JEM fbo Sauk Valley CC 403b Plan01		Optional Disability Insurance	TD Billing	762 .53	
JEM fbo Sauk Valley CC 403b Plan01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	3,125 .00	
JEM fbo Sauk Valley CC 403b Plan01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	200 .00	
JEM fbo Sauk Valley CC 403b Plan01		Vanguard	ACCURED ANNUITIES-Vanguard	2,650 .00	
JEM fbo Sauk Valley CC 403b Plan01		Vanguard	ACCURED ANNUITIES-Vanguard	1,550 .00	
JEM fbo Sauk Valley CC 403b Plan01		Valic	ACCURED ANNUITIES-VALIC	350 .00	
JEM fbo Sauk Valley CC 403b Plan01		Valic	ACCURED ANNUITIES-VALIC	350 .00	
ACKERSON, Mary	01	Accounts Payable	Online Refund	850 .00	

PAYER/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM	AMOUNT
Anderson, Kyli	01	Accounts Payable	Online Refund	99.00		
Baumgart, Shaylee	01	Accounts Payable	Online Refund	297.00		
Beck, Jennifer	01	Accounts Payable	Online Refund	15.00		
Beveroth, Paula	01	Accounts Payable	Online Refund	307.00		
Blood, Nonie	01	Accounts Payable	Online Refund	976.00		
Braun, Kelsey	01	Accounts Payable	Online Refund	85.00		
Brown, Erika	01	Accounts Payable	Online Refund	297.00		
Brown, Kairee	01	Accounts Payable	Online Refund	138.67		
Chacon, Dana	01	Accounts Payable	Online Refund	132.33		
Davis, William	01	Accounts Payable	Online Refund	693.00		
Davy, Emily	01	Accounts Payable	Online Refund	198.00		
Dollieslager, Tomas	01	Accounts Payable	Online Refund	198.00		
Durband, Ashley	01	Accounts Payable	Online Refund	312.00		
Engelkens, Kirk	01	Accounts Payable	Online Refund	416.00		
Foreman, Leah	01	Accounts Payable	Addtl Pell	366.00		
Foster, Bethany	01	Accounts Payable	Online Refund	363.33		
Haag, Ann	01	Accounts Payable	Online Refund	218.00		
Harlon, John	01	Accounts Payable	Online Refund	297.00		
Henkel, Katie	01	Accounts Payable	Online Refund	297.00		
Hernandez, Jennifer	01	Accounts Payable	Online Refund	297.00		
Humphrey, Kristin	01	Accounts Payable	Online Refund	416.00		
Jenkins, Chad	01	Accounts Payable	Online Refund	297.00		
Kemay, Grace	01	Accounts Payable	Online Refund	297.00		
Humphrey, Kristin	01	Accounts Payable	Online Refund	297.00		
Kruger, Nathan	01	Accounts Payable	Online Refund	312.00		
Lopaz, Jenna	01	Accounts Payable	Online Refund	594.00		
Mahomes, Andromeda	01	Accounts Payable	Online Refund	138.67		

REPORT SURCHKR  
FISCAL YEAR 2011

Sauk Valley Community College  
Check Register  
From 05/19/11 To: 06/20/11

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM</u>	<u>AMOUNT</u>
McCarthy, Ann	01		Accounts Payable	Online Refund		297.00
Miller, David	01		Accounts Payable	Online Refund		976.00
Minto, Travis	01		Accounts Payable	Online Refund		29.00
Moats, Alicia	01		Accounts Payable	Online Refund		104.00
Mundy, Timothy	01		Accounts Payable	Online Refund		33.00
Nelson, Brittnay	01		Accounts Payable	Online Refund		396.00
Overcash, Cameron	01		Accounts Payable	Online Refund		297.00
Phillips, Jonathon	01		Accounts Payable	Online Refund		297.00
Quaco, Rachel	01		Accounts Payable	Online Refund		297.00
Roe, Kahley	01		Accounts Payable	Online Refund		297.00
Sodergren, Taylor	01		Accounts Payable	Online Refund		297.00
Stowell, Melissa	01		Accounts Payable	Online Refund		312.00
Tucker, Jerome	01		Accounts Payable	Online Refund		297.00
Ufkin, August	01		Accounts Payable	Reissue Pell		2.42
Vegter, Ashley	01		Accounts Payable	Pell		9.05
Viering, Taylor	01		Accounts Payable	Online Refund		312.00
Woods, Jennifer	01		Accounts Payable	Online Refund		297.00
Zittus, Lawrence	01		Accounts Payable	Online Refund		30.00
Follett Bookstore	01		PELL EOG BT			297.00
Follett Bookstore	01		PELL EOG BT			30.00
Follett Bookstore	01		Foundation B	PELL Book Charges		2,476.25
Follett Bookstore	01		Foundation B	PELL Book Charges		1,114.01
Follett Bookstore	01		Foundation B	PELL Book Charges		16.35
JTPA Whiteside B			PFE-Whiteside Book Charges			328.12
JTPA Whiteside B			PFE-Whiteside Book Charges			1,140.75
JTPA Whiteside B			PFE-Whiteside Book Charges			5,064.65
JTPA Lee B			BEST-LEE Book Charges			544.65
JTPA Lee B			BEST-LEE Book Charges			704.25

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Sauk Valley Community College  
Check Register  
From 05/19/11 To 05/20/11

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PAYER/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	1,061.53
Follett Bookstore	01	Printshop	Other Supplies	Departmental Charges	9.59
RK Dixon	01	Printshop	Other Supplies	Hall Copier Staples	247.84
Midland Paper	01	Printshop	Purchases for Resale	Multi Purpose Bond Paper	9,457.11
Gospodarczyk, Thomas	01	Institutional Research & Planning	Conference/Meeting Expense	Travel- Phoenix Az SCUP Level II Training	1,582.89
Consolidated Management Co	01	Foundation	Conference/Meeting Expense	2011 Commencement Reception	487.75
Vieting, Amy	01	Foundation	Conference/Meeting Expense	Travel- Chicago 5/4/11	314.48
Carlson, Christopher	01	VP-Academics	Conference/Meeting Expense	Travel-Waukonse Outreach Work Group	67.70
Megill, Kevin	01	Professional Development	Tuition Reimbursement	Tuition Reimbursement	345.00
Brevitt, Dianna	01	Professional Development	Tuition Reimbursement	Tuition Reimbursement F 2010	690.00
Fifth Third Bank	01	Professional Development	Conference/Meeting Expense	Travel- Kankakee CC	217.72
Shelley, Chris	01	Professional Development	Conference/Meeting Expense	Conference Fee K Vos	240.00
Vos, Catherine	01	Professional Development	Conference/Meeting Expense	Supplies Moodle Boot Camp	69.92
Follett Bookstore	01	Art	Instructional supplies	Travel-Training Workshop	84.66
Follett Bookstore	01	Art	Instructional Supplies	Departmental Charges	16.46
Follett Bookstore	01	Reading	Instructional Supplies	Departmental Charges	5.19
KSB Hospital	01	Physical Education	Instructional Service Contracts	PED 213 A	51.50
American Red Cross	01	Physical Education	Instructional Service Contracts	PED 213 B	1,126.00
Follett Bookstore	01	Fitness Center	Instructional Supplies	Spring 2011 PED 213-First Aid Cart Cards	1,126.00
Follett Bookstore	01	History	Instructional Supplies	Departmental Charges	176.00
Follett Bookstore	01	History	Instructional Supplies	Departmental Charges	2.55
Follett Bookstore	01	Mathematics	Instructional Supplies	Departmental Charges	.79
Follett Bookstore	01	Dean of Instruction	Office Supplies	Departmental Charges	53.75
Follett Bookstore	01	Dean of Instruction	Office Supplies	Departmental Charges	117.62
Follett Bookstore	01	Dean of Instruction	Office Supplies	Departmental Charges	26.17
Follett Bookstore	01	Dean of Instruction	Office Supplies	Departmental Charges	2.39

REPORT SURCHER  
FISCAL YEAR 2011

St. Paul Valley Community College  
Check Register  
From 05/19/11 To 06/20/11

PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Gordon Fleisch Company, Inc.	01	Dean of Instruction	Office Supplies	Monthly Copy Charges	13.11
Quill Corporation	01	Dean of Instruction	Office Supplies	Office Supplies	65.94
Follett Bookstore	01	Accounting	Instructional Supplies	Departmental Charges	3.65
Follett Bookstore	01	Business	Instructional Supplies	Departmental Charges	5.64
Xerox Corporation	01	Office & Administrative Services	Instructional Supplies	Meter Usage OAS Lab	44.11
Follett Bookstore	01	Electronics	Instructional Supplies	Departmental Charges	114.50
ESCO Institute IMP.	01	HVAC	Instructional Supplies	EPA Section Exam	105.00
Aidex Corporation	01		Manufacturing Technology	CD Print License Hydraulics	1,770.00
Follett Bookstore	01	Welding	Welding	Departmental Charges	11.72
Gillihan, L	01	Welding	Welding	Air Hose & Fittings	136.30
Rockford Industrial Welding Supply		Welding	Instructional Supplies	Acetylene, Argon & Oxygen	147.32
Rockford Industrial Welding Supply		Welding	Instructional Supplies	Collet	271.03
Rockford Industrial Welding Supply		Welding	Instructional Supplies	Acetylene Argon & Oxygen	152.17
Uni Hydro Inc	01	Welding	Welding	Bar Shear Blades	626.92
NextWarehouse	01	Wind Energy	Instructional Supplies	Fiber Optic Converter	328.90
University of Illinois	01	Agriculture	Instructional Service Contracts	Spring 2011 ACES ACCESS Program - Horticulture	1,388.00
Fiorini, Anthony	01	Testing Center	Conference/Meeting Expense	Travel - May	16.32
Ashton Franklin Center District 01	01	Dual Credit- Transfer	Instructional Service Contracts	ENG 201	3,792.00
Bureau Valley High School	01	Dual Credit- Transfer	Instructional Service Contracts	BIO 108	2,829.40
Dixon Public Schools	01	Dual Credit- Transfer	Instructional Service Contracts	ENG 103	10,973.40
Ohio High School	01	Dual Credit- Transfer	Instructional Service Contracts	MAT 240	1,102.11
Rock Falls High School	01	Dual Credit- Transfer	Instructional Service Contracts	SPE 131	3,228.08
Sterling Christian School	01	Dual Credit- Transfer	Instructional Service Contracts	ENG 103	533.28
Sterling High School	01	Dual Credit- Transfer	Instructional Service Contracts	CHE 103	5,658.80
Gordon Fleisch Company, Inc	01	Dean of Health Professions	Maintenance Services	Monthly Copy Charges	13.53

Sauk Valley Community College  
Check Register  
From 05/19/11 To 05/20/11

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PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Quill Corporation	01	Dean of Health Professions	Office Supplies	Copy Paper	50.99
ATI (Assessment Technologies Instl)	01	Associate Degree Nursing	Consultants	ATI Metnal H/Mgt/Predictor	2,825.19
KSB Hospital	01	Associate Degree Nursing	Instructional Service Contracts	NRS 109/110 Lab/Clinical	3,855.20
CCH Medical Center	01	Associate Degree Nursing	Instructional Supplies	Linen Service April 2011	31.00
Dekroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Tape, Trays & Dressings	727.35
Dekroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Urethral Tray	495.98
Moog Medical Devices	01	Associate Degree Nursing	Instructional Supplies	EP Infinity Bag	252.30
Walcur, Inc	01	Associate Degree Nursing	Instructional Supplies	Nursing Lab Supplies	671.99
KSB Hospital	01	Licensed Practical Nursing	Instructional Service Contracts	NRS 109/110 Lab/Clinical	1,516.80
KSB Hospital	01	Licensed Practical Nursing	Instructional Service Contracts	Clinical Coordinating	1,896.00
KSB Hospital	01	Licensed Practical Nursing	Instructional Supplies	Irrigation Tray	57.30
Dekroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Exam Gloves	399.34
Dekroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Primary IV Tubing	156.00
KSB Hospital	01	Licensed Practical Nursing	Maintenance Services	Labor	100..00
SourceOne Healthcare Technologies	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Sites thru 4/26/11	423.30
Brevitt, Diana	01	Radiologic Technology	Conference/Meeting Expense	Travel for clinicals	234.60
Brevitt, Diana	01	Radiologic Technology	Conference/Meeting Expense	Travel - May 3-12	192.27
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel - May 17-31	169.83
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site visits thru 5/12/11	180.46
Jakubczak, Keiri	01	Radiologic Technology	Consultants	Surg/Comp Assess Program	944.00
ATI (Assessment Technologies Instl)	01	NON	Instructional Service Contracts	EMS 116	4,278.80
KSB Hospital	01	Paramedic Program	Instructional Service Contracts	EMS 101	4,335.10
KSB Hospital	01	Paramedic Program	Instructional Supplies	Fungi	64..38
Carolina Biological Supply Co	01	Biology	Instructional Supplies	WFP Seeds	111..74
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Departmental Charges	85..25
Follett Bookstore	01	Biology			

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S J Smith Welding Supply	01	Chemistry	Instructional Supplies	Gasses for Chemistry	14.70
Arbor Scientific	01	Physics	Instructional Supplies	Filters & Tank	181.95
Atchley, Charles	01	Physics	Instructional Supplies	Batteries AAA	39.27
Raco Industries	01	learning Resource Center	Library Supplies	Receipt Printer Ribbons	106.57
Amazon.com	01	learning Resource Center	Learning Resource Center	Books for Library	1,419.78
Baker & Taylor	01	learning Resource Center	Learning Resource Center	Books for Library	400.95
Fifth Third Bank	01	learning Resource Center	Books and Binding Costs	Books and Binding Costs	558.13
Gale Group	01	learning Resource Center	Books and Binding Costs	Books and Binding Costs	292.15
Robert Morris University	01	learning Resource Center	Books and Binding Costs	Intl Dir History v123	27.00
EBSCO	01	learning Resource Center	Books and Binding Costs	Library Book	3,002.07
Fifth Third Bank	01	learning Resource Center	Publications and Dues	Books for Library	99.62
Sage Publications Inc	01	learning Resource Center	Publications and Dues	Wall Street Journal	550.00
Follett Bookstore	01	learning Resource Center	Publications and Dues	CQ Researcher Archive	1.19
Dhasee, Linda	01	Learning Resource Center	Other Materials and Supplies	Departmental Charges	175.95
Unique Computer	01	Academic Computing	Conference/Meeting Expense	Travel-CARH	999.00
Unique Computer	01	Academic Computing	Instructional Supplies	Lenovo (Duncan)	229.00
Unique Computer	01	Academic Computing	Instructional Supplies	T510 Minidock Series	389.00
CDW-G	01	Academic Computing	Instructional Supplies	RBC11 Replacement battery	500.00
CDW-G	01	Academic Computing	Instructional Technology Materia	Return Roxio Creator	110.11
CDW-G	01	Academic Computing	Instructional Technology Materia	Roxio Creator	110.11
Fifth Third Bank	01	Academic Computing	Instructional Technology Materia	Acrobat Pro	895.70
Shelley, Chris	01	Academic Computing	Instructional Technology Materia	Microphone & IT Supplies	43.64
Shelley, Chris	01	Academic Computing	Instructional Technology Materia	IT Supplies	28.97
Pfeifer, Alan	01	Academic Computing	Instructional Technology Materia	Travel - Milledgeville Awards Night	30.25
Shelley, Chris	01	Academic Computing	Conference/Meeting Expense	Travel-Ohio HS Awards Night	27.03
					30.60

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			ITEM	AMOUNT		
RMS Technology Solutions LLC	61	Administrative Computing	Maintenance Services	CISCO Maintenance	24,913.00	
Unique Computer	01	Administrative Computing	Maintenance Services	3 yr onsite & TPP R/ED	249.00	
scantron Corporation	01	Administrative Computing	Office Supplies	Scanning Forms	2,361.89	
Unique Computer	61	Administrative Computing	Office Supplies	USB Keyboard	128.00	
Unique Computer	01	Administrative Computing	Office Supplies	INK	88.00	
Unique Computer	01	Administrative Computing	Office Supplies	Ultrium Data C	285.00	
CDW-G	01	Administrative Computing	Office Supplies	Ultrium Tapes	285.00	
Priton Group, Inc	01	Administrative Computing	Computer Software	Vmware V Center	1,963.28	
Pfeifer, Alan	01	Administrative Computing	Computer Software	May hosting fees	3,392.00	
Follett Bookstore	01	Administrative Computing	Conference/Meeting Expense	Travel- BVHS/ART Meeting	139.74	
Center for Sight & Hearing	01	Administrative Computing	Office Supplies	Departmental Charges	7.29	
Quill Corporation	01	Special Needs- ADA	Other Contractual Services	Interpreter Services thru 4/26/11	9.59	
Quill Corporation	01	Special Needs- ADA	Instructional Supplies	Phone Cord	2,382.00	
Josten's Inc	01	Special Needs- ADA	Instructional Supplies	Office Supplies	143.03	
Consolidated Management Co	01	Commencement	Other Supplies	Pinning Ceremony	449.75	
Josten's Inc	01	Commencement	Other Supplies	Graduation	140.85	
Oak Hall Industries	01	Commencement	Other Supplies	Grad Outfit	1,527.50	
Piney Printing Company	01	Commencement	Other Supplies	Cap & Gown Rental & Purchase	490.68	
Consolidated Management Co	01	School District Liaison	Other Supplies	2011 Commencement Programs	2,248.00	
Gordon Flesch Company, Inc	01	Admissions, Records, & Placement	Office Supplies	Challand 8th Grade Visit	42.00	
Fifth Third Bank	01	Financial Aid & Veterans Affairs	Office Supplies	Monthly Copy Charges	14.58	
Follett Bookstore	01	Financial Aid & Veterans Affairs	Office Supplies	Wal-Mart	85.36	
Gordon Flesch Company, Inc	01	Financial Aid & Veterans Affairs	Office Supplies	Departmental Charges	275.00	
Follett Bookstore	01	Counseling	Office Supplies	Monthly Copy Charges	8.62	
Gordon Flesch Company, Inc	01	Counseling	Office Supplies	Departmental Charges	8.89	
Gordon Flesch Company, Inc	01	Counseling	Office Supplies	Monthly Copy Charges	43.94	

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Breed, Thomas	01	Counseling	Conference/Meeting Expense	Travel- Chicago	109.14
Moreno, Luis	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spring 2011	690.00
Federal Express Corp	01	Other Institutional	Postage	Fed Ex Charges	18.70
Pitney Bowes	01	Other Institutional	Postage	SmartMailer Software annual sub	1,585.00
Pitney Bowes	01	Other Institutional	Postage	Software Updates	229.00
United Parcel Service	01	Other Institutional	Postage	Monthly shipping Charges	128.59
Illinois Community College Faculoi		Other Institutional	Publications and dues	FY 11 Dues	500.00
fifth Third Bank	01	NCA Accreditation	Conference/Meeting Expense	Lodging HUC Conference	642.52
Gordon Flesch Company, Inc	01	Business Office	Maintenance Services	Monthly Copy Charges	9.02
fifth Third Bank	01	Business Office	Office Supplies	Dun & Bradstreet/Quickbooks	378.95
Follett Bookstore	01	Business Office	Office Supplies	Departmental Charges	2,39
Staples	01	Business Office	Office Supplies	Supplies	21.77
Breed, Nancy	01	Business Office	Conference/Meeting Expense	Travel- COD & TIF Meeting	103.86
Meier, Paula	01	Business Office	Conference/Meeting Expense	Travel- IULCC Risk Mgmt	212.85
College of DuPage	01	Tuition Chargeback	Tuition Chargeback	Chargeback Summer 2010	2,194.83
JEM Resource Partners	01	Personnel Office	Consultants	Monthly Admin Fee	150.00
Follett Bookstore	01	Personnel Office	Office Supplies	Departmental Charges	26.88
Show, Kathryn	01	Personnel Office	Conference/Meeting Expense	Baskets Retirement Ceremony	23.49
Country Inn & Suites	01	Personnel Office	Recruitment	Hotel room for candidate	105.45
Quad-City Times	01	Personnel Office	Recruitment	Recruitment Ad	1,022.75
Rockford Register Star	01	Personnel Office	Recruitment	Classified Ad	1,033.41
Rockford Register Star	01	Personnel Office	Recruitment	Classified ad for employment	925.74
Sauk Valley Newspapers	01	Personnel Office	Recruitment	Human Resources Recruitment Ad	1,691.13
Shaw Suburban Media Group Inc	01	Personnel Office	Recruitment	Classified Ad	993.80
Show, Kathryn	01	Personnel Office	Recruitment	Pizza English Screening Committee	35.00
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Winner's Party	90.30

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Consolidated Management Co.	01	Personnel Office	Other Conference & Meeting	Retirement Party	156.05
Graphic Electronics	01	Personnel Office	Other Conference & Meeting	Retirement Plaque	34.92
Snow, Kathryn	01	Personnel Office	Other Conference & Meeting	Flowers Retirement Ceremony	57.38
MACR	01	Information Center	Office Supplies	User Software	3,542.78
Education To Go	010100	CCS Personal Workshops	Consultants	Online Classes	180.00
Pollett Bookstore	010100	CCS Personal Workshops	Office Supplies	Departmental Charges	1,43
Weets & Son Septic Service	010100	CCS Personal Workshops	Instructional Supplies	CDL Portable Restroom	75.00
Williams, Glenn	010100	CCS Professional Workshops	Consultants	PPD OSHA Class	1,000.00
H-Q-H Water Technology Inc.	02	Maintenance	Maintenance Services	Water Treatment Contract	801.20
Illinois Environmental Protection	02	Maintenance	Maintenance Services	Annual air pollution control state site fee	200.00
Plunkett's Pest Control	02	Maintenance	Maintenance Services	Monthly pest control services	200.00
Schumacher Elevator Company	02	Maintenance	Maintenance Services	Qtrly Service Contract	1,539.00
Technical Solutions & Services	102	Maintenance	Maintenance Services	Qtrly Maintenance Agreement	1,062.50
CJB Kramer Sales & Service	02	Maintenance	Maintenance Supplies	Parts	491.62
Grainger	02	Maintenance	Maintenance Supplies	Screwdrivers, circular saw	225.11
Grainer	02	Maintenance	Maintenance Supplies	Screwdrivers	1,086.42
Menards	02	Maintenance	Maintenance Supplies	Plugs & Electrical	349.91
Napa Auto Parts	02	Maintenance	Maintenance Supplies	FHP Vbelts	16.68
Tennis Surfaces Company	02	Maintenance	Maintenance Supplies	Paint Supplies	124.00
Wolverine Brass	02	Maintenance	Maintenance Supplies	Ball Valves	87.42
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	34.13
Ace Hardware	02	Custodial	Maintenance Supplies	Refill Propane	50.99
AmSan LLC	02	Custodial	Maintenance Supplies	Bath Tissue	988.20
Fifth Third Bank	02	Custodial	Maintenance Supplies	Wal-Mart/HomePro/Interstate/Balemaster	1,031.12
Menards	02	Custodial	Maintenance Supplies	Custodial Supplies	99.94
Peabody's Inc	02	Grounds	Maintenance Services	Repair skidloader	333.80

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				ITEM	AMOUNT
Menards	02	Grounds	Maintenance Supplies	Grounds Supplies	16.96
Peabody's Inc	02	Grounds	Maintenance Supplies	Hyd Oil	44.63
Constellation New Energy (CNE -	02	Utilities	Gas	Gas Services	7,064.85
Nicor Gas	02	Utilities	Gas	Gas Services	683.19
Nicor Gas	02	Utilities	Gas	Gas Services	601.09
Ameren Energy Marketing Company	02	Utilities	Electricity	Electrical svb	14,305.18
Commonwealth Edison	02	Utilities	Electricity	Electricity	6,544.97
Commonwealth Edison	02	Utilities	Electricity	Electricity	22.45
M & S Wastewater	02	Utilities	Water, Sewer	Monthly water treatment - May 2011	425.00
CenturyLink	02	Utilities	Telephone	Monthly Telephone Bill	1,864.87
Comcast	02	Utilities	Telephone	Monthly Service	4,750.00
Communication Revolving Fund	02	Utilities	Telephone	Monthly Service	340.00
Essix Telecom Inc	02	Utilities	Telephone	Monthly Telephone Bill	2,517.16
United States Cellular	02	Utilities	Telephone	Van Cell Phone Charges	48.45
Verizon Wireless	02	Utilities	Telephone	Dr. Mihel's Cell Phone	108.68
Moring Disposal Inc	02	Utilities	Refuse Disposal	Monthly trash Removal.	1,73.84
Menards	02	Building and Grounds Adminstrat	Site Improvements	Rebuilding of Retaining Wall	312.80
Done Rite	02	Cafeteria	Maintenance Services	Steam Cleaning of Hoods	700.00
Menards	02	Cafeteria	Other Materials and Supplies	Flooring Supplies	197.86
Sexauer Inc	02	Cafeteria	Other Materials and Supplies	Foot control valve - cafeteria	118.98
Willet, Hofmann & Associates, I03	030200	Operations & Maintenance- Restri	Building Remodeling	Engineering Services Wastewater Project	1,992.90
Unique Computer	030200	Fund Bond- Instruc & Computer	Office Equipment	IBM Server	8,710.00
Willet, Hofmann & Associates, I03	030200	Fund Bond- Other	Site Improvements	Engineering Services for Roadway Project	981.60
Consolidated Management Co	050600	Men's Basketball	Other Supplies	MBB Grade Notifications	10.00
Dahlhof, Russ	050600	Men's Basketball	Other Supplies	MBB Banquet Supplies	31.00

PAYER/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Follett Bookstore	050600	Men's Basketball	Other Supplies	Departmental Charges	48.03
Follett Bookstore	050600	Men's Basketball	Other Supplies	Departmental Charges	33.00
peterson Chiropractic & Sports	1050600	Men's Basketball	Other Supplies	Balance Due Insurance	92.00
Consolidated Management Co	050600	Men's Baseball	Other Supplies	BB Grade Notification	13.00
Peterson Chiropractic & Sports	1050600	Men's Baseball	Other Supplies	Balance Insurance Due	38.83
Black Hawk College	050600	Men's Baseball	Other Conference & Meeting	Allstar 5/24/11	40.00
Elgin Community College	050600	Men's Baseball	Other Conference & Meeting	Baseball Sectional 5/13/11	412.50
Valdez, Rene	050600	Men's Baseball	Other Conference & Meeting	Region IV Tennis	111.35
Moraine Valley Community College	050600	Men's Tennis	Other Supplies	WB Grade Notification	144.50
Consolidated Management Co	050600	Women's Basketball	Other Supplies	Departmental Charges	12.00
Follett Bookstore	050600	Women's Basketball	Other Supplies	Award Trophies	35.88
Illini Trophy	050600	Women's Basketball	Other Supplies	SB Grade Notification	92.00
Consolidated Management Co	050600	Women's Softball	Other Supplies	Travel-Regionals 5/7/11	7.00
Love, Robert	050600	Women's Softball	Other Conference & Meeting	Travel-Regionals 5/7/11	285.45
Consolidated Management Co	050600	Women's Volleyball	Other Supplies	WB Grade Notification	12.00
Aramark Uniform Services Inc	050600	General Athletics	Other Contractual Services	Towel Service	338.28
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Departmental Charges	14.72
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Departmental Charges	23.99
Jumea Staffing Inc	050600	General Athletics	Other Materials and Supplies	School Drug Testing Services	585.00
Follett Bookstore	050600	Tournaments	Other Materials and Supplies	Departmental Charges	195.00
Follett Bookstore	050600	Student Activities	Other Materials and Supplies	Departmental Charges	3.19
Fifth Third Bank	050600	Student Activities	Conference/Meeting Expense	Chicago Fire Soccer	425.00
Moreno, Luis	050600	Student Activities	Conference/Meeting Expense	The Works Award	25.00
Arellano, Philip	050600	Student Activities	Other Conference & Meeting	Leadership & Recognition Banquet Meal	806.76
Consolidated Management Co	050600	Student Activities	Other Conference & Meeting	Comfort Inn/ J Johnson	64.35
Fifth Third Bank	050600	Student Activities	Other Conference & Meeting		

PAYER/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Fifth Third Bank	050600	Student Government.	Other Materials and Supplies	Accessories	48.33
Economy Trophy Co	050600	Student Government.	Other Conference & Meeting	Leadership & Recognition Banquet Awards	1,267.00
Fifth Third Bank	050600	Student Government	Other Conference & Meeting	Tunnel of Oppression	179.32
Foilett Bookstore	050600	Drama	Other Materials and Supplies	Departmental Charges	9.06
Follett Bookstore	050600	Music	Other Materials and Supplies	Music	134.50
Jeff's Automotive	050800	Transportation	Maintenance Services	Oil Change	79.04
Fifth Third Bank	050800	Transportation	Vehicle Supplies	Napa Auto	7.49
Fifth Third Bank	050800	Transportation	Vehicle Supplies	T-pass	120.00
Gallagher Benefit Services, Inc	051000	Medical Insurance.	Vehicle Supplies	Fuel Purchases	1,171.76
Mixen, Sara	051400		Life & AD&D	Life Billing	969.26
Rodriguez, Danyan	051400		Student Loans	Student Loan Due 7/5/11	700.00
Surrena, leonard	051400		Student Loans	Student Loan 07/05/11	100.00
Fifth Third Bank	062051	Women in Criminal Justice	Conference/Meeting Expense	Jimmy John's/Wal-Mart	320.00
Fifth Third Bank	062054	Student Success Grant	Instructional Supplies	Quill/Amazon/Woodburn	121.94
Fifth Third Bank	062054	Student Success Grant	Conference/Meeting Expense	Jimmy John's/Candlelight	702.65
Cengage Learning	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	Spanish Dictionary	247.57
Hughes, Kathleen	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	ink, Shelf,cubes	502.79
National Adult Education Honor	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	NAEHS Membership	138.64
Whiteside County ROE	062058	ICCB Adult Ed-State Basic-Instru	Instructional Service Contracts	Stipend GRN 5/2011	490.00
Tavitas, Lisa	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Instructional Supplies	5,000.00
Rhodes, Kathleen	062059	ICCB Adult Ed-Performance-Instrc	Office Supplies	Supplies	149.03
SBM Business Equipment Center	062059	ICCB Adult Ed-Performance-Instrc	Office Supplies	Desk w/ Hutch	55.44
Rhyme University	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Red & White Tassels	132.95
SBM Business Equipment Center	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Copy Charges	69.99
Consolidated Management, Co	062059	ICCB Adult Ed-Performance-Instrc	Conference/Meeting Expense	15 Box Bunches	105.60

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Cooper, Lana	062059	ICCB Adult Ed-Performance-Instrc	Conference/Meting Expense	Food for Vital Picnic	106.50
Hughes, Kathleen	062059	ICCB Adult Ed-Performance-Instrc	Conference/Meting Expense	Travel- Adult Learning	161.16
Vock, Zully	062059	ICCB Adult Ed-Performance-Instrc	Conference/Meting Expense	Food for Vital Picnic	54.65
Vock, Zully	062060	SOS VITAL Grant	Office Supplies	Certificate Paper Vital/DCC Awards	6.71
Vock, Zully	062060	SOS VITAL Grant	Office Supplies	Ink for Printer	74.66
Cengage Learning	062060	SOS VITAL Grant	Instructional Supplies	Grammar Text	819.91
McGraw-Hill Companies	062060	SOS VITAL Grant	Instructional Supplies	Books	900.42
New Readers Press	062060	SOS VITAL Grant	Instructional Supplies	Books	1,180.57
Pearson Education	062060	SOS VITAL Grant	Instructional Supplies	Books	359.45
Slosson Educational Publications	062060	SOS VITAL Grant	Instructional Supplies	Green Original Score	269.50
Vock, Zully	062060	SOS VITAL Grant	Instructional Supplies	Spanish Dictionaries	36.34
Cooches, Lana	062060	SOS VITAL Grant	Conference/Meeting Expense	Travel- Springfield Awards Event	32.50
Vock, Zully	062060	SOS VITAL Grant	Conference/Meeting Expense	Travel- Springfield Awards Event	200.43
Vock, Zully	062060	SOS VITAL Grant	Other Conference & Meeting	Food for Vital Picnic	106.50
Cooches, Lana	062060	SOS VITAL Grant	Other Conference & Meeting	Food for Vital Luncheon and Picnic	60.18
Vock, Zully	062060	SOS VITAL Grant	Other Conference & Meeting	Matching Funds	434.05
State Universities Retirement Sy063011		Student Support Services Grant	SURS	Matching Funds	434.05
State Universities Retirement Sy063011	063011	Student Support Services Grant	Office Supplies	Departmental Charges	1,83
Pollett Bookstore	063011	Student Support Services Grant	Office Supplies	Leadership & Recognition Banquet Meal	959.32
Consolidated Management Co	063011	Student Support Services Grant	Other Conference & Meeting	Leadership & Recognition Banquet Meal	306.00
Economy Trophy Co.	063020		Prepaid Expense	Leadership & Recognition Banquet Awards	770.00
AHEAD (Assoc on Higher Education)	063020		Prepaid Expense	Conference 7/8/2011	
Alexander, Karen	063020		Prepaid Expense	Air Fare Expense Conference 7/8/11	519.40
John Wiley & Sons, Inc	063020		Prepaid Expense	FY 12 Renewal	180.00
State Universities Retirement Sy063020		parkins- Learning Assistance Cen	SURS	Matching Funds	72.21

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State Universities Retirement Sy063020	Perkins IIC	SURS	Matching Funds	72.40	
State Universities Retirement Sy063020	Perkins IIC	SURS	Matching Funds	66.17	
Pollott Bookstore	063020	Perkins IIC	Other Materials and Supplies	36.80	
SIRCHIE	063020	Perkins IIC -Imp Tech skil	Other Materials and Supplies	121.54	
Kidder, Mary	063020	Perkins IIC -General Administrat	Conference/Meeting Expense	33.15	
State Universities Retirement Sy063020	Perkins IIC -Special Populations	SURS	Travel-WIB Meeting	95.17	
State Universities Retirement Sy063020	Perkins IIC -Special Populations	SURS	Matching Funds	91.28	
Brown, Kacie	063020	Perkins IIC -Special Populations	Consultants	55.69	
Duncan, Andria	063020	Perkins IIC -Special Populations	Consultants	117.56	
Fore, Jennifer	063020	Perkins IIC -Special Populations	Consultants	33.00	
Gonzalez, Jessica	063020	Perkins IIC -Special Populations	Consultants	191.82	
Jones, Kaylee	063020	Perkins IIC -Special Populations	Consultants	113.44	
Sawyer, Brooke	063020	Perkins IIC -Special Populations	Consultants	144.38	
Tenhoer, Kerrie	063020	Perkins IIC -Special Populations	Consultants	134.07	
Viering, Taylor	063020	Perkins IIC -Special Populations	Consultants	57.75	
Walter, Lauren	063020	Perkins IIC -Special Populations	Consultants	123.75	
Youell, Pamela	063020	Perkins IIC -Special Populations	Consultants	35.06	
Alexander, Karen	063020	Perkins IIC -Special Populations	Consultants	119.34	
Johnson Group	063030	Perkins IIC Tech Prep	Instructional Supplies	1,875.00	
Dorothy, Catherine	063030	Perkins IIC Tech Prep	Conference/Meeting Expense	37.74	
Bureau Valley High School	063030	Perkins IIE Tech Prep	Programs & study brochure	3,999.26	
Fulton High School	063030	Perkins IIE Tech Prep	Travel-Area HS Sites thru 4/1/11	3,972.76	
Lindahl, Kristina	063030	Perkins IIE Tech Prep	Travel for high school registration	27.95	
Duker, Neal	063030	Perkins IIE Tech Prep	Claim #3	3,972.76	
Milledgeville High School	063030	Perkins IIE Tech Prep	Tech prep claim #6	27.24	
Morrison High School	063030	Perkins IIE Tech Prep	T/P Claims 5 & 6 Spring 2011	365.29	
			Claim #8	817.85	

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	
				ITEM	AMOUNT
Ohio High School	063030	Perkins IIIE Tech Prep	Other	T/P Claim #3: Spring 2011	3,876.00
Preston, Kelly	063030	Perkins IIIE Tech Prep	Other	Tech Prep Travel Claim #7	111.33
Propheststown High School	063030	Perkins IIIE Tech Prep	Other	Supplies	3,824.27
Sterling High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim #10: Spring 2011	567.26
Whiteside Area Career Center	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim #7	2,514.47
Zinke, Mary Jo	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claim #7	3,976.00
Vos, Catherine	063070	ICCB Innovation Grant	Conference/Meeting Expense	Travel-Mosby's Conference	907.29
Staples	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Supplies	283.24
Shawer, Lynette	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel 05/27/11	78.44
Whitfield, Heather	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-Meeting 5/13/11	102.00
Dolan, Katrina	063075	IDHS AmeriCorps - Member Activit	Other	AmeriCorps Travel 05/27/2011	66.76
Woodin, Sarah	063075	IDHS AmeriCorps - Member Activit	Other	Supplies for Graduation Spr 2011	118.32
State Universities Retirement Sy063075	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	155.61
State Universities Retirement Sy063075	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	272.32
Staples	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Matching Funds	296.53
Dolan, Katrina	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Supplies	30.80
JW Marriott New Orleans	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Advance for Conference 6/5/11	200.00
Woodin, Sarah	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Hotel for Conference 6/5/11	555.96
Woodin, Sarah	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel- Area Sites thru 5/18/11	149.94
Fifth Third Bank	063076	ISU-FUSE	Other Materials and Supplies	Advance Conference 6/5/11	200.00
Staples	063076	ISU-FUSE	Other Materials and Supplies	Wal-Mart Photo.	45.46
Fifth Third Bank	063076	ISU-FUSE	Other Materials and Supplies	Pizza Hut	179.77
Dolan, Katzina	063077	AmeriCorps Match	Conference/Meeting Expense	Gift Cards & Graduation Supplies	102.53
Woodin, Sarah	063077	AmeriCorps Match	Conference/Meeting Expense	Summer Orientation/Graduation Trip	88.09
Downtown Sports	063077	AmeriCorps Match	Other	Member T-Shirts	46.86

REPORT SVCS/CHK  
FISCAL YEAR 2011

Sauk Valley Community College  
Check Register  
From 05/19/11 To 06/20/11

RUN DATE: 06/09/11  
TIME: 11:10 AM  
PAGE: 18

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
PADS					
Sanchez, Israel	101140	Phi Theta Kappa Club	Other	Donation	2,000.00
Lowe, Robert	103103	Baseball Booster	Other	Refund Spring BB Trip	63.00
Illinois Department Employment	103104	Softball Booster	Other Supplies	Heater Rental	640.00
RMS Technology Solutions LLC	512	Risk Management	Unemployment Insurance	Penalty & Interest	1,894.75
J J Keller & Assoc.	12	Risk Management	Maintenance Services	Cisco Maintenance	16,688.00
J & K Locksmith	12	Affirmative Action	Telephone	911 Gama Trunk Lines	90.60
Radio Ranch Inc	12	Public Safety	Publications and Dues	Prospera Management Tool	747.50
Verizon Wireless	12	Public Safety	Maintenance Services	Mortise Cylinder Housing	42.50
Radio Ranch Inc	12	Public Safety	Maintenance Services	Repair Security Radio	79.30
Stewart & Associates Inc	12	Public Safety	Maintenance Services	Security Cell Phones	84.94
			Other Contractual Services	Repair 2 security radios	196.91
			Other Contractual Services	Security Contract	1,783.69
				BANK ACCOUNT 1 TOTAL:	439,094.46
				ALL ACCOUNTS TOTAL:	439,094.46

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

06/20/2011

Page 1  
2010-2011 2010-2011 YTD /  
YTD Budget %  
EDUCATION FUND

	2010-2011	2010-2011	YTD / Budget %	2009-2010 YTD	2009-2010 YTD	YTD & Chang fm Prev Yr	2009-2010 Total
<b>Revenues</b>							
Local Governmental Sources	1,846,259	3,755,000	49.1%	1,796,347	2,747	3,655,590	
State Governmental Sources	1,999,971	2,814,633	71.0%	2,303,952	-13.1%	3,054,047	
Federal Governmental Sources	6,423	5,000	128.4%	6,290	2.1%	6,290	
Student Tuition and Fees	7,113,863	5,293,000	134.4%	6,932,834	2.6%	4,791,522	
Sales and Service	129,335	280,000	46.1%	179,932	-28.1%	201,740	
Facilities Revenue						200	
Investment Revenue	39,488	30,000	131.6%	22,760	73.4%	40,444	
Other Revenues	26,297	525,000	5.0%	27,241	-3.4%	1,344,417	
<b>TOTALS</b>	11,161,638	12,702,633	87.8%	11,269,360	-.9%	13,094,253	
<b>Expenditures</b>							
Salaries	6,122,003	6,917,224	88.5%	5,994,842	2.1%	6,602,446	
Employee Benefits	1,524,127	2,200,894	69.2%	1,450,586	5.0%	2,811,031	
Contractual Services	413,493	616,282	67.0%	413,689	%	535,526	
General Materials and Supplies	693,303	855,854	81.0%	617,307	12.3%	657,751	
Conference & Meeting	92,619	140,540	65.9%	78,108	18.5%	87,613	
Fixed Charges				2,197	2,197		
Capital Outlay					34,738		
Other Expenditures	1,015,479	2,075,000	48.9%	906,566	12.0%	880,533	
<b>TOTALS</b>	9,861,026	12,805,795	77.0%	9,463,298	4.2%	11,611,840	
<b>Transfers</b>							
Transfers to Other Funds		145,000				86,000	
CHANGE IN NET ASSETS	1,300,611	-248,162		1,806,062		1,396,413	
FUND BALANCE	4,447,290					3,146,678	

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

	2010-2011		2010-2011		2009-2010		2009-2010	
	YTD	Budget	YTD	Budget %	YTD	YTD	Chng Yr	Total
<b>OPERATION AND MAINTENANCE FUND</b>								
<b>Revenues</b>								
Local Governmental Sources	226,852	460,000	49,3%		219,725		3,2%	447,388
State Governmental Sources	266,636	365,466	72,9%		307,307		-13,2%	391,587
Student Tuition and Fees	791,792	571,600	138,5%		764,796		3,5%	519,763
Sales and Service		15,000	0,0%		13,957			
Facilities Revenue	2,050	6,000	34,1%		7,450		-72,4%	7,700
Investment Revenue	715	500	143,0%		276		-158,4%	736
Other Revenues	6,924	51,000	13,5%		40,715		-82,9%	145,529
<b>TOTALS</b>	1,294,970	1,469,566	88,1%		1,354,228		-4,3%	1,512,705
<b>Expenditures</b>								
Salaries	526,302	551,813	95,3%		505,479		4,1%	552,217
Employee Benefits	202,522	270,564	74,8%		191,012		6,0%	306,065
Contractual Services	53,865	75,800	71,0%		67,488		-20,1%	82,098
General Materials and Supplies	75,398	79,700	94,6%		70,565		6,8%	79,955
Conference & Meeting	1,124	2,200	51,1%		1,445		-22,2%	1,445
Fixed Charges	41,043	40,000	102,6%		36,366		35,796	35,796
Utilities	384,852	605,500	63,5%		464,605		-17,1%	554,262
Capital Outlay		15,000	0,0%		10,486			10,486
<b>TOTALS</b>	1,285,109	1,640,577	78,3%		1,347,450		-4,6%	1,622,328
<b>Transfers</b>								
Transfers From Other Funds								-106,491
CHANGE IN NET ASSETS	9,861	3,989			6,778			-3,131
FUND BALANCE	10,710							849

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

OPERATION & MAINTENANCE- RESTRICTED	2010-2011 YTD	2010-2011 Budget	YTD / Budget %	2009-2010 YTD	2009-2010 YTD	YTD % Chng fr. Prev Yr	2009-2010 Total
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## Revenues

Local Governmental Sources	14,075,522	7,575,000	185.8%	359,597	3814,2%	739,036
Investment Revenue	17,307	10,000	173.0%	35,698	-51.5%	48,726
Other Revenues	44,464			9,914	348.4%	9,914
<b>TOTALS</b>	<b>14,137,294</b>	<b>7,585,000</b>	<b>186.3%</b>	<b>405,210</b>	<b>3398.8%</b>	<b>797,677</b>

## Expenditures

Salaries	990				0.0%	0.0%
Contractual Services	29,524					
General Materials and Supplies	105,297	120,000	87.7%	127,600	-17.4%	220,261
Fixed Charges	6,912,955					
Capital Outlay	6,612,648	4,220,000	14.5%	2,837	243,498.3%	2,837
Other Expenditures				1,794,761	-65.8%	1,988,483
<b>TOTALS</b>	<b>7,661,415</b>	<b>4,340,000</b>	<b>176.5%</b>	<b>1,925,199</b>	<b>297.9%</b>	<b>2,211,583</b>
CHANGE IN NET ASSETS	6,475,878	3,245,000				
FUND BALANCE	10,427,631			-1,519,989	-1,413,905	3,951,752



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

	2010-2011	2010-2011	YTD /	2009-2010	YTD /	2009-2010
	YTD	Budget	Budget %	YTD	YTD	Chng fm Prev Yr
<b>AUXILIARY ENTERPRISES FUND</b>						

## Revenues

Student Tuition and Fees	389,677	250,000	155.8%	398,514	277,356	-2.2%
Sales and Service	41,083	37,700	108.9%	36,699	56,301	11.9%
Facilities Revenue	107,558	100,000	107.5%	111,015	120,680	-3.1%
Investment Revenue	2,074	1,500	138.2%	2,000	2,054	3.7%
Other Revenues	1,976,207	2,058,200	96.0%	1,844,338	2,032,333	7.1%
<b>TOTALS</b>	<b>2,516,602</b>	<b>2,447,400</b>	<b>102.8%</b>	<b>2,392,567</b>	<b>2,488,725</b>	<b>5.1%</b>

## Expenditures

Salaries	121,434	132,878	91.3%	127,027	137,032	-4.4%
Employee Benefits	17,541	17,524	100.1%	17,910	52,429	-2.0%
Contractual Services	1,925,417	2,118,574	90.8%	1,552,224	1,724,650	24.0%
General Materials and Supplies	52,172	70,090	74.4%	58,161	63,596	-10.3%
Conference & Meeting	54,358	58,383	93.1%	53,664	57,496	1.2%
Fixed Charges	14,851	22,950	64.7%	20,037	21,406	-25.8%
Capital Outlay	+88			8,740	8,740	0.0%
Other Expenditures						
<b>TOTALS</b>	<b>2,185,687</b>	<b>2,420,399</b>	<b>90.3%</b>	<b>1,837,765</b>	<b>2,065,352</b>	<b>18.9%</b>

## Transfers

Transfers to Other Funds	100,000	100,000	0.0%	100,000	100,000	0.0%
Transfers From Other Funds	-100,000					
<b>CHANGE IN NET ASSETS</b>	<b>330,914</b>	<b>27,001</b>	<b>554,802</b>	<b>423,373</b>		
<b>FUND BALANCE</b>	<b>1,124,215</b>			<b>793,301</b>		

RESTRICTED PURPOSES FUND	2010-2011 <u>YTD</u>	2010-2011 <u>Budget</u>	YTD / <u>Budget %</u>		2009-2010 <u>YTD</u>	2009-2010 <u>YTD % Chng fm Prev Yr</u>	2009-2010 <u>Total</u>
			YTD	%			
<b>Revenues</b>							
State Governmental Sources	843,536	1,042,112	80.9%		717,608	17.5%	1,039,951
Federal Governmental Sources	6,053,768	5,560,283	108.8%		5,571,423	8.6%	5,938,159
Investment Revenue	31,252	30,000	104.1%		334,589	-90.6%	339,734
Other Revenues	182,841	117,160	156.0%		142,408	28.3%	155,607
<b>TOTALS</b>	<b>7,111,398</b>	<b>6,749,555</b>	<b>105.3%</b>		<b>6,766,030</b>	<b>5.1%</b>	<b>7,473,452</b>
<b>Expenditures</b>							
Salaries	952,298	1,079,052	88.2%		1,014,377	-6.1%	1,109,932
Employee Benefits	99,264	108,130	91.8%		82,476	20.3%	93,644
Contractual Services	93,635	42,032	222.7%		86,631	8.0%	87,079
General Materials and Supplies	127,745	103,071	123.9%		98,957	29.0%	181,925
Conference & Meeting	44,681	81,187	55.0%		54,936	-18.6%	61,755
Capital Outlay	3,199				121,950	-97.3%	129,694
Other Expenditures	6,115,330	5,344,265	114.4%		5,489,395	11.4%	5,562,412
<b>TOTALS</b>	<b>7,436,154</b>	<b>6,757,738</b>	<b>110.0%</b>		<b>6,948,726</b>	<b>7.0%</b>	<b>7,226,445</b>
<b>Transfers</b>							
Transfers to Other Funds					5,000	5,000	
Transfers From Other Funds					-5,000	-5,000	
CHANGE IN NET ASSETS	-324,755	-8,183			-182,695		247,007
FUND BALANCE	2,119,006						2,443,762

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

WORKING CASH FUND	2010-2011 YTD	2010-2011 Budget	YTD / Budget %	2009-2010 YTD	2009-2010 YTD	Chng fr. Prev Yr	2009-2010 Total
				YTD	%		
<b>Revenues</b>							
Local Governmental Sources	510,000					0.0%	
Investment Revenue	25,251	30,000	84.1%	21,036	20.0%	20,491	
<b>TOTALS</b>	<b>535,251</b>	<b>30,000</b>	<b>1784.1%</b>	<b>21,036</b>	<b>2444.3%</b>	<b>20,491</b>	
<b>Expenditures</b>							
Investment Revenue							
<b>TOTALS</b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>	<b></b>	
<b>Transfers</b>							
Transfers to Other Funds	30,000						
<b>CHANGE IN NET ASSETS</b>	<b>535,251</b>	<b>2,506,035</b>	<b>21,036</b>	<b>21,036</b>	<b>21,036</b>	<b>1,970,783</b>	
<b>FUND BALANCE</b>							

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

Page 8

AUDIT FUND	2010-2011 YTD	2010-2011 Budget	YTD / Budget %	2009-2010		YTD % frm Prev Yr	Chng Total
				2009-2010 YTD	%		
<b>Revenues</b>							
Local Governmental Sources	21,072	44,000	47.8%	20,921	.7%	42,171	
Investment Revenue	10	200	5.3%	64	-83.5%	22	
<b>TOTALS</b>	<b>21,082</b>	<b>44,200</b>	<b>47.7%</b>	<b>20,986</b>	<b>.4%</b>	<b>42,193</b>	
<b>Expenditures</b>							
Salaries	5,389	8,221	65.5%	4,969	8.4%	5,420	
Employee Benefits	1,449	2,366	61.2%	1,361	6.4%	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>45,413</b>	<b>48,587</b>	<b>93.4%</b>	<b>67,016</b>	<b>-32.2%</b>	<b>95,689</b>	
<b>CHANGE IN NET ASSETS</b>							
FUND BALANCE	-24,330	-4,387		-46,030		-53,496	
	-30,162					-5,831	

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

Page 10

LIABILITY, PROTECTION & SETTLEMENT	2010-2011 <u>YTD</u>	2010-2011 <u>Budget</u>	YTD / <u>Budget %</u>	2009-2010 <u>YTD</u>	2009-2010 <u>YTD</u>	YTD % <u>Chng</u>	2009-2010 <u>Total</u>
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## Revenues

Local Governmental Sources	178,863	178,000	100.4%	177,843	177,843	5%	355,421
Investment Revenue	50,688	251,100	20.1%	99,511	99,511	-49.0%	148,913
Other Revenues		20,000	0.0%				10,226
<b>TOTALS</b>	<b>229,551</b>	<b>449,100</b>	<b>51.1%</b>	<b>277,355</b>	<b>277,355</b>	<b>-17.2%</b>	<b>514,560</b>

## Expenditures

Salaries	169,227	173,522	97.5%	138,646	138,646	22.0%	150,845
Employee Benefits	292,027	327,939	89.0%	270,575	270,575	7.9%	301,435
Contractual Services	31,355	47,000	66.7%	48,369	48,369	-35.1%	70,445
General Materials and Supplies	6,809	11,595	58.7%	2,399	2,399	183.7%	6,549
Conference & Meeting	1,283	2,200	58.3%	770	770	66.4%	770
Fixed Charges	33,515	35,000	95.7%	32,455	32,455	3.2%	32,137
Utilities	903	2,000	45.1%	895	895	1.075%	895
<b>TOTALS</b>	<b>535,121</b>	<b>599,256</b>	<b>89.3%</b>	<b>494,112</b>	<b>494,112</b>	<b>8.3%</b>	<b>563,259</b>
CHANGE IN NET ASSETS	-305,570	-150,156		-216,756	-216,756	-48,698	
FUND BALANCE	6,161,734					6,467,304	

**Sauk Valley Community College**  
**June 20, 2011**

**Agenda Item 2.7**

**Topic:** **Prevailing Wages Resolution**

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

**Presentation:**

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

**Recommendation:**

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

SAUK VALLEY COMMUNITY COLLEGE, DIXON, ILLINOIS

**RESOLUTION**

**ESTABLISHING PREVAILING WAGES**

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

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Sauk Valley Community College, Lee County, Illinois, to the extent as required by AN ACT regulating "wages of laborers, mechanics, and other workers employed in any public works by the State, county, city, or by any public body or political sub- division or by anyone under contract public works," as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Board of Trustees is hereby ascertained to be the same as the prevailing rate of wage for construction work in Lee County area as determined by the Department of Labor of the State of Illinois as of June 1, 2011; a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the College. The definition of any terms appearing in this resolution which are also used in aforesaid Act shall be the same as in said Act.

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

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

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

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

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

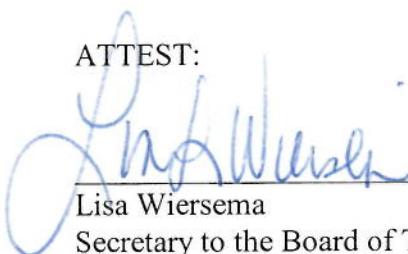
Approved this 20<sup>th</sup> day of June, 2011.

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



Ed Andersen  
Ed Andersen, Chair

ATTEST:



Lisa Wiersema  
Secretary to the Board of Trustees  
District #506

# Lee County Prevailing Wage for June 2011

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		BLD		29.400	30.400	1.5	1.5	2.0	8.040	12.02	0.000	0.800
ASBESTOS ABT-MEC		BLD		31.540	0.000	1.5	1.5	2.0	9.670	9.610	0.000	0.520
BOILERMAKER		BLD		34.170	37.170	2.0	2.0	2.0	6.820	8.550	0.000	0.350
BRICK MASON		BLD		35.000	37.750	1.5	1.5	2.0	6.900	11.58	0.000	0.540
CARPENTER		BLD		32.040	35.560	1.5	1.5	2.0	8.190	11.87	0.000	0.600
CARPENTER		HWY		31.550	33.300	1.5	1.5	2.0	8.190	10.99	0.000	0.490
CEMENT MASON		ALL		32.500	35.250	1.5	1.5	2.0	6.900	12.88	0.000	0.250
CERAMIC TILE FINISHER		BLD		30.530	0.000	1.5	1.5	2.0	6.900	4.840	0.000	0.470
COMMUNICATION TECH		BLD		34.000	37.400	1.5	1.5	2.0	9.740	10.60	0.000	0.680
ELECTRIC PWR EQMT OP		ALL		34.240	45.510	1.5	1.5	2.0	5.000	10.62	0.000	0.260
ELECTRIC PWR GRNDMAN		ALL		26.480	45.510	1.5	1.5	2.0	5.000	8.200	0.000	0.200
ELECTRIC PWR LINEMAN		ALL		41.000	45.510	1.5	1.5	2.0	5.000	12.71	0.000	0.310
ELECTRIC PWR TRK DRV		ALL		27.420	45.510	1.5	1.5	2.0	5.000	8.500	0.000	0.210
ELECTRICIAN		BLD		40.000	44.000	1.5	1.5	2.0	9.740	15.83	0.000	0.800
ELEVATOR CONSTRUCTOR		BLD		43.790	49.260	2.0	2.0	2.0	10.53	10.71	2.630	0.000
GLAZIER		BLD		29.520	31.520	1.5	1.5	2.0	8.950	7.700	0.000	1.250
HT/FROST INSULATOR		BLD		43.050	45.550	1.5	1.5	2.0	10.82	11.86	0.000	0.620
IRON WORKER	N	ALL		35.000	36.750	2.0	2.0	2.0	8.000	19.34	0.000	1.200
IRON WORKER	S	ALL		36.000	37.000	2.0	2.0	2.0	8.140	17.95	0.000	0.600
LABORER		BLD		29.400	30.400	1.5	1.5	2.0	8.040	12.02	0.000	0.800
LABORER		HWY		30.100	30.850	1.5	1.5	2.0	8.040	12.02	0.000	0.800
LABORER, SKILLED		HWY		32.250	33.000	1.5	1.5	2.0	8.040	12.02	0.000	0.800
LATHER		BLD		32.040	35.560	1.5	1.5	2.0	8.190	11.87	0.000	0.600
MACHINIST		BLD		43.160	45.160	1.5	1.5	2.0	7.640	8.700	0.000	0.000
MARBLE FINISHERS		BLD		30.530	0.000	1.5	1.5	2.0	6.900	4.840	0.000	0.470
MARBLE MASON		BLD		33.380	33.630	1.5	1.5	2.0	6.900	6.980	0.000	0.500
MATERIAL TESTER I		ALL		21.550	0.000	1.5	1.5	2.0	7.460	4.840	0.000	0.170
MATERIALS TESTER II		ALL		26.550	0.000	1.5	1.5	2.0	7.460	4.840	0.000	0.170
MILLWRIGHT		BLD		34.400	37.840	1.5	1.5	2.0	7.100	11.94	0.000	0.500
OPERATING ENGINEER		BLD 1	40.350	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300	
OPERATING ENGINEER		BLD 2	39.650	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300	
OPERATING ENGINEER		BLD 3	37.200	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300	
OPERATING ENGINEER		BLD 4	35.200	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300	
OPERATING ENGINEER		BLD 5	44.100	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300	
OPERATING ENGINEER		BLD 6	43.350	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300	
OPERATING ENGINEER		BLD 7	40.350	44.350	2.0	2.0	2.0	13.05	8.800	2.350	1.300	
OPERATING ENGINEER		HWY 1	40.200	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300	
OPERATING ENGINEER		HWY 2	39.650	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300	
OPERATING ENGINEER		HWY 3	38.350	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300	
OPERATING ENGINEER		HWY 4	36.900	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300	
OPERATING ENGINEER		HWY 5	35.450	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300	
OPERATING ENGINEER		HWY 6	43.200	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300	
OPERATING ENGINEER		HWY 7	41.200	44.200	1.5	1.5	2.0	13.05	8.800	2.350	1.300	
PAINTER		ALL	35.000	37.000	1.5	1.5	1.5	8.950	8.200	0.000	1.250	
PILEDRIVER		BLD	33.040	36.670	1.5	1.5	2.0	8.190	11.87	0.000	0.600	
PILEDRIVER		HWY	31.550	33.300	1.5	1.5	2.0	8.190	10.99	0.000	0.490	
PIPEFITTER		ALL	35.220	38.740	1.5	1.5	2.0	5.100	11.08	0.000	1.000	
PLASTERER		BLD	32.540	35.790	2.0	2.0	2.0	6.900	10.70	0.000	0.250	
PLUMBER		ALL	35.220	38.740	1.5	1.5	2.0	5.100	11.08	0.000	1.000	
ROOFER		BLD	37.650	40.650	1.5	1.5	2.0	7.750	6.570	0.000	0.430	
SHEETMETAL WORKER		BLD	35.190	37.120	1.5	1.5	2.0	5.250	14.43	0.520	0.290	

6/8/2011

Lee County Prevailing Wage for June 2011

SPRINKLER FITTER	BLD	36.140	38.890	1.5	1.5	2.0	8.100	8.200	0.000	0.350
STONE MASON	BLD	35.000	37.750	1.5	1.5	2.0	6.900	11.58	0.000	0.540
TERRAZZO FINISHER	BLD	30.530	0.000	1.5	1.5	2.0	6.900	4.840	0.000	0.470
TERRAZZO MASON	BLD	33.380	33.630	1.5	1.5	2.0	6.900	6.980	0.000	0.500
TILE LAYER	BLD	32.040	35.560	1.5	1.5	2.0	8.190	11.87	0.000	0.600
TILE MASON	BLD	33.380	33.630	1.5	1.5	2.0	6.900	6.980	0.000	0.500
TRUCK DRIVER	O&C 1	24.280	0.000	1.5	1.5	2.0	10.05	4.610	0.000	0.250
TRUCK DRIVER	O&C 2	24.630	0.000	1.5	1.5	2.0	10.05	4.610	0.000	0.250
TRUCK DRIVER	O&C 3	24.790	0.000	1.5	1.5	2.0	10.05	4.610	0.000	0.250
TRUCK DRIVER	O&C 4	25.020	0.000	1.5	1.5	2.0	10.05	4.610	0.000	0.250
TRUCK DRIVER	O&C 5	25.670	0.000	1.5	1.5	2.0	10.05	4.610	0.000	0.250
TRUCK DRIVER	E ALL 1	32.550	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	E ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	E ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	E ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W ALL 1	30.350	0.000	1.5	1.5	2.0	10.05	4.610	0.000	0.250
TRUCK DRIVER	W ALL 2	30.790	0.000	1.5	1.5	2.0	10.05	4.610	0.000	0.250
TRUCK DRIVER	W ALL 3	30.990	0.000	1.5	1.5	2.0	10.05	4.610	0.000	0.250
TRUCK DRIVER	W ALL 4	31.270	0.000	1.5	1.5	2.0	10.05	4.610	0.000	0.250
TRUCK DRIVER	W ALL 5	32.090	0.000	1.5	1.5	2.0	10.05	4.610	0.000	0.250
TUCKPOINTER	BLD	35.000	37.750	1.5	1.5	2.0	6.900	11.58	0.000	0.540

Legend: M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)

OSA (Overtime is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pension (Pension)

Vac (Vacation)

Trng (Training)

## Explanations

### LEE COUNTY

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

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

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

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

### EXPLANATION OF CLASSES

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

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

#### CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic takes into consideration most hard tiles.

#### COMMUNICATIONS TECHNICIAN

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

#### LABORER, SKILLED - HIGHWAY

Individuals engaged in the following types of work, irrespective of the site of the work: asbestos abatement worker, handling of any materials with any foreign matter harmful to skin or clothing, track laborer, cement handlers, chloride handlers, the unloading and loading with steel workers and re-bars, concrete workers wet, tunnel helpers in free air, batch dumpers, mason tenders, kettle and tar men, tank cleaners, plastic installers, scaffold workers, motorized buggies or motorized unit used for wet concrete or handling of building materials, laborers with de-watering systems, sewer workers plus depth, rod and chainmen with technical engineers, rod and chainmen with land surveyors, rod and chainmen with surveyors, vibrator operators, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers plus depth, on concrete paving, placing, cutting and tying of reinforcing, deck hand, dredge hand, and shore laborers, bankmen on floating plant, grade checker, power tools, front end man on chip spreaders, cassion workers plus depth, gunnite nozzle men, lead man on sewer work, welders, cutters, burners and torchmen, chainsaw operators, jackhammer and drill operators, layout man and/or drainage tile layer, steel form setter - street and highway, air tamping hammermen, signal man on crane, concrete saw operator, screedman on asphalt pavers, laborers tending masons with

hot material or where foreign materials are used, mortar mixer operators, multiple concrete duct - leadsmen, lumen, asphalt raker, curb asphalt machine operator, ready mix scalemen (permanent, portable or temporary plant), laborers handling masterplate or similar materials, laser beam operator, concrete burning machine operator, coring machine operator, plaster tender, underpinning and shoring of buildings, pump men, manhole and catch basin, dirt and stone tamper, hose men on concrete pumps, hazardous waste worker, lead base paint abatement worker, lining of pipe, refusing machine, assisting on direct boring machine, the work of laying watermain, fire hydrants, all mechanical joints to watermain work, sewer worker, and tapping water service and forced lift station mechanical worker.

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

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

#### OPERATING ENGINEERS - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver (over 27E cu. ft.); Concrete Paver (27 cu. ft. and under); Concrete Placer; Concrete Pump (Truck Mounted); Concrete Conveyor (Truck Mounted); Concrete Tower; Cranes, All; GCI and similar types (required two operators only); Cranes, Hammerhead; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, one, two and three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Locomotives, All; Lubrication Technician; Manipulators; Motor Patrol; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes; Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Raised and Blind Hole Drill; Rock Drill (self-propelled); Rock Drill - Truck Mounted; Roto Mill Grinder; Scoops - Tractor Drawn; Slipform Paver; Scrapers Prime Movers; Straddle Buggies; Tie Back Machine; Tractor with Boom and Side Boom; Trenching Machines.

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

Class 3. Air Compressor; Asphalt Spreader; Combination - Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators - (Rheostat Manual Controlled); Hydraulic Power Units (Pile

Driving and Extracting); Pumps, Over 3" (1 to 3 not to exceed total of 300 ft.); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches; Bobcat (up to and including 3/4 cu. yd.).

Class 4. Elevator push button with automatic doors; Hoists, Inside; Oilers; Brick Forklift.

Class 5. Assistant Craft Foreman

Class 6. Mechanics

Class 7. Gradall

#### OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Silo Tender; Asphalt Spreader; Autograder; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Backhoe w/shear attachments; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower of all types; Creter Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Directional Boring Machine over 12"; Dredges; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; GCI Crane; Hydraulic Telescoping Form (Tunnel); Tie Back Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader with attached pusher; Tractor with Boom; Tractaire with Attachments; Traffic Barrier Conveyor Machine; Raised or Blind Hole Drills; Trenching Machine (over 12"); Truck Mounted Concrete Pump with Boom; Truck Mounted Concrete Conveyor; Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Conveyor Muck Cars (Haglund or Similar Type); Drills, all; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro Blaster; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) / 2 ton capacity or more; Non-Self Loading Ejection Dump; Pump Cretes; Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow

Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling Sheep's Foot, Disc, Compactor, etc.; Tug Boats.

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

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

Class 5. Oilers and Directional Boring Machine Locator.

Class 6. Field Mechanics and Field Welders

Class 7. Gradall and machines of like nature.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - WEST

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

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

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

Class 4. Low Boy and Oil Distributors.

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

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST

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

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

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

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

#### TRUCK DRIVER - OIL AND CHIP RESEALING ONLY.

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

#### Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special

determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

#### SANDSCAPING

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

# Board Policy Review

Board Policies:

Board Policy  
501.01 Academic Programs and  
Requirements

Board Policy  
503.01 Information Systems

Board Policy  
504.01 Foreign Students

**Sauk Valley Community College**  
**June 20, 2011**

**Action Item 5.1**

**Topic:** **2011-2012 Tentative Budget- First Reading**

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

**Presentation:**

Attached is the 2011-2012 Tentative Budget for Board consideration and first reading. This budget will be on public display in the Business Office, the President's Office and the Learning Resource Center for 30 days. The public hearing and final action will take place at the July Board meeting.

**Recommendation:**

The administration recommends the Board of Trustees approve the first reading of the FY2012 Tentative Budget.

**Sauk Valley Community College**  
**June 20, 2011**

**Action Item 5.6**

**Topic:** **Radiologic Technology Faculty Appointment**

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

**Presentation:**

The administration has been in the process of filling the position of Radiologic Technology instructor. The position was advertised on-line on Sauk Valley Community College's website and in the Sauk Valley Newspapers (the *Dixon Telegraph* and the *Daily Gazette*). Four (4) applications were received. A committee was composed of Ms. Dianna Brevitt, Mr. Brad Smith, Mr. Stan Shippert, Ms. Therese Wood, and Ms. Kathy Dirks. Janet Lynch, Dean of Health Professions, served as chair.

Two (2) candidates (Ms. Connie Salsbury and Ms. Sandra Watts) were interviewed by the committee, the Interim Vice President of Academic Services, and the President. Each candidate gave a teaching presentation before the committee. The screening committee unanimously indicated that Ms. Salsbury should fit well with our faculty and student body.

*Academic background:* Ms. Salsbury received an Associate of Applied Science in Radiologic Technology from Sauk Valley Community College, a Bachelor of Science in Radiological Science from Florida Hospital College of Health Science and will complete a Master of Science in Health Care Administration from Capella University in September 2011.

*Professional background:* Ms. Salsbury has been a Radiologic Technologist/Computed Tomography Technologist for OSF St. Anthony Medical Center for 8 years. Ms. Salsbury has taught as an adjunct instructor for Swedish American School of Radiography for 1 year.

*References:* All four references called spoke highly of Ms. Salsbury. All references said they would recommend Ms. Salsbury for hire and she would do well as an instructor at SVCC.

**Recommendation:**

The administration recommends that the Board of Trustees approve the employment of Ms. Connie Salsbury as an Assistant Professor of Radiologic Technology starting August 19, 2011 at an annual salary of \$36,432.

**Sauk Valley Community College**  
**June 20, 2011**

**Action Item 5.7**

**Topic:** **Nursing Faculty Appointment**

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

**Presentation:**

The administration has been in the process of filling the position of Nursing instructor. The position was advertised on-line on Sauk Valley Community College's website and in the Sauk Valley Newspapers (the *Dixon Telegraph* and the *Daily Gazette*). Six (6) applications were received. A committee was composed of Ms. Shirley Poci, Ms. Amy West, Ms. Catherine Vos, Ms. Lisa Peck, Ms. Therese Wood, Ms. Nancy Arango (ADN student), and Mr. Rick DeJonge (LPN student). Janet Lynch, Dean of Health Professions, served as chair.

Four (4) candidates (Ms. Jacqueline Garland, Ms. Dawn Varacalli, Ms. Sharlene Baker, and Ms. Christine Vincent) were interviewed by the committee, the Interim Vice President of Academic Services, and the President. Each candidate gave a teaching presentation before the committee. The screening committee indicated that Ms. Vincent should fit well with our faculty and student body.

*Academic background:* Ms. Vincent completed a Bachelor of Science in Nursing in 2007 from the University of Illinois in Chicago and an Associate of Science in Nursing from Sauk Valley Community College.

*Professional background:* Ms. Vincent has been a nurse at CGH Hospital for 12 years and was a nurse at Perry Memorial Hospital for 3 years. Ms. Vincent taught as an adjunct instructor at Sauk Valley Community College in FY2009.

*References:* All five references called spoke highly of Ms. Vincent. All references said they would recommend Ms. Vincent for hire and her strength is teaching.

**Recommendation:**

The administration recommend that the Board of Trustees approve the employment of Ms. Christine Vincent as an Assistant Instructor of Nursing starting August 19, 2011 at an annual salary of \$36,772.

**Sauk Valley Community College**  
**June 20, 2011**

**Action Item 5.8**

**Topic:** **English Faculty Appointment**

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

**Presentation:**

The administration has been in the process of filling the position of English instructor. The position was advertised on-line on Sauk Valley Community College's website and the *Chronicle of Higher Education*'s website; and in the following newspapers: the *Quad City Times*, the *Rockford Register Star*, the *DeKalb Chronicle*, and in the Sauk Valley Newspapers (the *Dixon Telegraph* and the *Daily Gazette*). Fifty-two (52) applications were received. A committee was composed of Ms. Debi Hill, Mr. Thomas Irish, Ms. Val Kern-Lyons, Ms. Judy Happ, Ms. Mary Heitmann, Ms. Janet Lynch, and Mr. Noel Berkey. Alan Pfeifer, Interim Vice President of Academic Services, served as chair.

Nine (9) candidates were invited to interview; however, one candidate declined the interview due to accepting another position. Ms. Karen Abele, Ms. Elizabeth Bowman, Mr. Keith Cameron, Ms. Eva Harvey, Ms. Valerie Kline, Mr. Chad Larson, Mr. Daniel Nowak, and Ms. Miranda Wetzell were interviewed by the committee, the Interim Vice President of Academic Services, and the President. Each candidate gave a teaching presentation before the committee; and completed writing and grading sample. The screening committee indicated that Mr. Cameron would fit well with our faculty and student body.

*Academic background:* Mr. Cameron received a Bachelor degree in Liberal Arts and Sciences; and a Master of Arts in British and American Literature from Northern Illinois University.

*Professional background:* Mr. Cameron has been a Teaching Assistant in the College of English at Northern Illinois University for 2 years; and was the Opinion Editor and Entertainment Editor for the *Northern Star Newspaper* at Northern Illinois University.

*References:* All four references spoke highly of Mr. Cameron and recommended him for the position.

**Recommendation:**

The administration recommends that the Board of Trustees approve the employment of Mr. Keith Cameron as an Instructor of English starting August 19, 2011 at an annual salary of \$31,236.

**Sauk Valley Community College**  
**June 20, 2011**

**Action Item 5.9**

**Topic:** **New Program: CIS Degree and Certificate**

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

**Presentation:**

This proposal is to add an associate degree (Server Specialist), a related certificate (Server Administration) and a certificate for entry level IT professionals (PC-Technician). Since we discontinued the offering of the Novell administration courses a few years ago, there has been a void in our CIS program in the area of server administration. Novell was dropped due to decline in use by area companies, organizations and institutions. With this sequence students can receive the PC Technician certificate and then continue their education through either our present Networking and Network Administration sequence or the Server Administration certificate and the Server Specialist degree. Students completing each of these programs may then sit for certification exams. A diagram of how these offerings align is part of this packet.

The courses in the Administration certificate can be used in the Server Administration degree. Our Illinois Department of Employment numbers indicate that there are 38-40 jobs available annually within driving distance. Although most of the surrounding community colleges have similar programs, i.e. Kishwaukee, Rock Valley, Illinois Valley and Black Hawk the Department of Labor Occupational Outlook Handbooks cites these type of occupations as growing faster than average. The income range for these jobs are between \$42,400 and \$108,090 with the median being \$69,160.

This program was shared with the Workforce Council in FY 2011. The amount of interest for the program has been high both in local academic and business settings. A number of support letters have been attained from district employers.

**Recommendation:**

The administration recommends the Board approve the Server Specialist Associate in Applied Science degree program, the Server Administration certificate and the PC Technician certificate.

**APPLICATION FOR PERMANENT APPROVAL  
OF A CAREER & TECHNICAL EDUCATION CURRICULUM  
Submit THREE Complete Copies**

**COLLEGE NAME** Sauk Valley Community College **5-DIGIT COLLEGE NUMBER** 50601  
**CONTACT PERSON** Alan Pfeifer, Interim Academic Vice President

**PHONE** 815-835-6218 **FAX** \_\_\_\_\_

**EMAIL** pfeifer@svcc.edu \_\_\_\_\_

**CURRICULUM INFORMATION**

**AAS:**

**TITLE** Computer Information Systems: Server Specialist-CIS 0077 **CREDIT HOURS** 64-65  
**CIP CODE** 12 111001

**CERTIFICATE:**

**TITLE** \_\_\_\_\_ **CREDIT HOURS** \_\_\_\_\_ **CIP CODE** \_\_\_\_\_

**CERTIFICATE:**

**TITLE** \_\_\_\_\_ **CREDIT HOURS** \_\_\_\_\_ **CIP CODE** \_\_\_\_\_

**PROPOSED CLASSIFICATION:** \_\_\_\_\_ District \_\_\_\_\_ Regional \_\_\_\_\_ Statewide

**PROPOSED IMPLEMENTATION DATE:** \_\_\_\_\_

**SUBMISSION INCLUDES:**

**Part A: Feasibility Analysis**

**Part B: Curriculum Quality and Cost Analysis. Also, complete the following when submitting Part B:**

This curriculum was approved by the college Board of Trustees on: \_\_\_\_\_

Date

State approval is hereby requested: \_\_\_\_\_

*Required-* Chief Administrative Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

**ICCB USE ONLY:**

ICCB APPROVAL DATE: AAS \_\_\_\_\_ 7-29 cr hrs Cert. \_\_\_\_\_ 30+ Cert. \_\_\_\_\_

IBHE APPROVAL DATE for AAS \_\_\_\_\_

## APPLICATION FOR PERMANENT APPROVAL OF A CAREER & TECHNICAL EDUCATION CURRICULUM

### INSTRUCTIONS

**Application Components:** The curriculum approval application includes two parts, **Part A: Feasibility Analysis** and **Part B: Curriculum Quality and Cost Analysis**.

**Part A: Feasibility Analysis.** This section is designed to verify that the program is feasible from a labor market standpoint and solicits conclusive or convincing evidence of labor market need. Colleges are advised to complete this section in advance to indicate feasibility and provide evidence to the state curriculum review team regarding the program's need and the district's ability to sustain it.

**Part B: Curriculum Quality and Cost Analysis.** This section is intended to solicit information from the college that documents quality in response to identified needs and that it is a cost-effective program with commensurate financial support

Community colleges may submit both Parts A and B separately or together as a package.

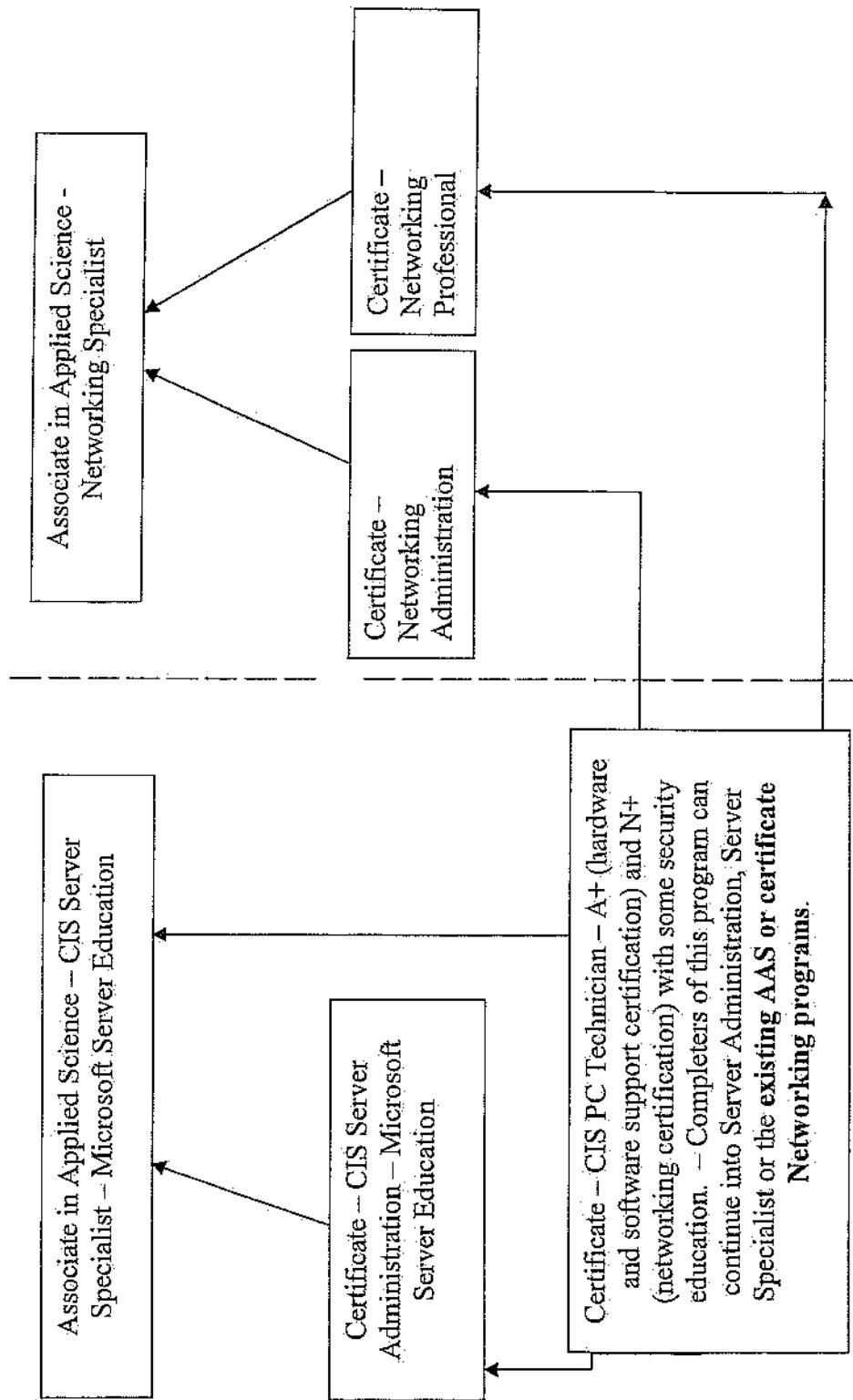
**Approval of Related AAS Degree and Certificate Curricula.** When applying for approval of closely related AAS degree and certificate programs, the college should submit a single application that reflects all programs. (For example, a hospitality management AAS and certificate would use a single application.) In the application, ensure that information is tailored as needed to each curriculum, as the rationale and supporting information may vary for each program. For Chart B: Enrollment, provide separate enrollment and completion figures for each program. For Chart C: Curriculum, submit a separate chart for each program.

**Application Submission.** Submit **three (3)** complete copies of the application.

**For More Information.** Community colleges are encouraged to contact ICCB staff with questions on the application process. Pertinent information is also contained in the *Administrative Rules of the Illinois Community College Board*.

## CIS New Program Ladder

### Existing Programs



**Target Populations:** Individuals wishing to enter the field of computer hardware/software maintenance. Individuals wishing to enter the fields of server management and server security. Individuals wishing to upgrade skills, attain certification or train for a new career.

# OCCUPATIONAL CURRICULUM APPROVAL APPLICATION

## PART A: FEASIBILITY ANALYSIS

### 1. **CURRICULUM DESCRIPTION.** Provide a description addressing:

#### a. the program's purpose and a catalog description

This program is designed to prepare students for employment in business, industry and government utilizing computer client/server networks of all sizes. Computer server specialists are responsible for configuring, maintaining and administering hardware and operating systems at the server and client level. Completing certain sequences in this curriculum will also prepare students to sit for industry certifications sponsored through Microsoft Corporation.

#### b. the type of jobs for which it would train graduates (e.g., job titles, occupations, clusters of occupations, cross-functional positions, emerging occupations)

Server administrator

Network Administrator

Systems Engineer

Network Engineer

#### c. the target population; e.g., current employees and/or persons desiring career entry

Current employees looking to earn a college degree, upgrade skills or expand their knowledge; career changers interested in entering the field; high school and vocational center graduates wishing to enter the field.

#### d. unique or noteworthy features of the program

If students complete certain courses in a certain sequence, they will gain the knowledge to sit for Microsoft certified exams, and could graduate with both an A. A. S. degree and one or more valued industry level certifications.

#### e. relationship of the program to existing curricula at the college (e.g., how the program complements or shares resources with existing programs)

This program is highly complementary to the Networking Specialist A. A. S. degree currently in place at Sauk Valley Community College. The Networking Specialist degree focuses on hardware configuration and deployment; this program covers network software installation, support and configuration using commonly and popularly used Microsoft software.

#### f. how will the college recruit and retain minorities, individuals with disabilities, non-traditional students or other students defined as "special populations" in this program?

The College will work with Whiteside Area Career Center as well as the local IDES office and WIA agencies to recruit non-traditional and minority students. Student support services including the early alert services, learning assistance center, etc. currently provided for all College programs will be available to these students.

### 2. **LABOR MARKET NEED.** Document labor market need for the proposed curriculum. Consult ICCB's "*Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval*" (Appendix B of the *Program Manual*).

- a. **Supply-Demand Data.** Attach information on program completers versus projected job openings for your district. For comparison purposes you may want to include statewide data. Regional proposals should include data reflective of all districts to be served.
- b. **Alternate Documentation.** If supply-demand data is not supportive, not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of labor market need. This might include career information, such as occupational growth rates, wage information, or a job outlook summary. This might also include data from employers assessing current openings in your area or their need to retrain employees.
- c. **Need Summary.** Summarize the key findings on Chart A: Labor Market Need. Completed.
- d. **Planning and Collaboration.** Describe how the proposed curriculum fits into the college's overall plans and goals to meet career and technical education/workforce preparation needs within the district/region. Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the education-to-careers partnership, the Tech Prep consortium, the regional community college/university consortium, or other local/regional initiatives and partners.  
Collaboration with the local career center has driven the request for this program. Our local tech prep consortium has been kept abreast of our plans, as have local IT groups. The number of students supplied to this program by the area high schools and career center should supply the program with the number of students we have estimated.
- e. **Regional Programs.** If the college is seeking "regional" designation for the proposed program, define the "region" to be served, describe how the college will ensure the region is adequately served by the program, (e.g., via cooperative arrangements or telecommunications) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college. We are not seeking regional approval.

3. **ENROLLMENT DATA**. Project enrollments and completions on Chart B: Enrollment.

**CHART A: LABOR MARKET NEED.** Summarize key findings from labor market data (including alternate data if appropriate) to document need for the proposed program.

<u>SOC Job Titles &amp; Codes</u> * (and other job titles if alternate data also submitted)	Employment Projections:	
	<u>Annual District Openings</u> *	<u>Annual Program Completers</u> ** (indicate from which surrounding districts)
15-1142 Networking/Computer System Administrators	38-40	6-11
AND 15-1081 Networking/Computer System and Data Analysts		

Note: Data summarized in Chart A should directly correspond to data appended for 2a and 2b.

Although most of the surrounding community colleges have similar programs, i.e., Kishwaukee, Rock Valley, Illinois Valley, and Black Hawk, the Department of Labor Occupational Outlook Handbook cites these type of occupations as growing faster than average. The income range for these jobs are between \$42,400 and \$108,090 with the median being \$69,160.

\* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the IDES (Illinois Dept. Of Employment Security) website at [www.il.workinfo.com](http://www.il.workinfo.com).

\*\* Program completer data can be used from the most current ICCB Data and Characteristics Report or completer data provided by the college.

**CHART B: ENROLLMENT:** Project enrollments and completions:

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Full-Time Enrollments:	10	15	20
Part-Time Enrollments:	15	20	20
Completions:	0	8	12

**NOTE:** If more than one program is presented in this application; e.g., related degree and certificate programs, provide separate enrollment and completion projections for each program, adding lines to the chart as needed.

## OCCUPATIONAL CURRICULUM APPROVAL APPLICATION PART B: CURRICULUM QUALITY AND COST ANALYSIS

1. **OCCUPATIONAL CURRICULUM APPROVAL APPLICATION COVER SHEET**. If Part A: Feasibility Analysis was submitted previously and Part B: Curriculum Quality and Cost Analysis is a separate submission:
  - a. **Cover Sheet.** Attach a copy of the cover sheet from the original submission that includes the local college board of trustees approval date and the chief administrative officer's signature.
  - b. **Part A Revisions.** Verify if the information submitted previously on Part A is still accurate and pertinent. If any revisions are needed, please submit.
2. **CURRICULUM INFORMATION**. Provide the following information on the program:
  - a. **Curriculum.** Complete Chart C: Curriculum to present the proposed curriculum. Include separate chart C's for each proposed program. Completed
  - b. **Articulation.** Specify how the program is structured or articulated to provide a career ladder for students. Include information on articulation with secondary schools (such as dual credit opportunities) articulation between certificate and AAS degrees, and articulation with baccalaureate institutions.  
The proposed PC Technician certificate, and the proposed Server Administrator certificate, will feed into the complete AAS degree. The degree itself is terminal and will likely not, in its entirety, transfer to a four-year institution.
  - c. **Course Syllabi.** Append course syllabi for new courses or any existing courses that are being modified significantly for the proposed curriculum. Outlines attached.
  - d. **Work-Based Learning.** Append a list of work-based learning sites to be used; e.g., for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.  
Select opportunities may be available at SVCC and WACC. Second-year students may be assigned as lab assistants for first-year students. This will allow us to establish a peer mentoring program.
  - e. **Equipment.** List equipment to be purchased, shared, or leased to implement the curriculum. The College currently has most of the equipment and software needed for the program. Most of the labs will use simulation software so new hardware is not required.

3. **EDUCATION AND SKILL REQUIREMENTS.** Describe how the college ensures that the proposed curriculum will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

a. **Employer Input.** Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.

Representatives from the Sauk Valley Area IT Peer Group, and the SVCC Workforce Council were informed of the proposed curricular changes and were in support of the project.

b. **Skill Level.** Describe how the program incorporates the appropriate level of academic, technical, and workplace skills, including SCANS skills (Secretary's Commission on Achieving Necessary Skills), Work Keys and state and/or national skill standards, if available.

The majority of the majors-level courses are structured around curricula provided by the Microsoft Corporation, in preparation for the industry exams. The AAS degree includes a sequence of general education courses in the business and liberal arts program areas to provide graduates with a well-rounded academic experience. SVCC administers the Work Keys exam, which will be made available to exiting students.

c. **Skills Standards/Credentialing/Licensure for Students.** Regarding the *students*, please specify:

- What skill standards have been set in this occupation or what professional credentialing (licensure, certification, registration, etc...) is available to students and through what agency/entity? Is it optional or required; i.e., is licensure or certification required or optional for job entry? What steps has the college completed to ensure that students will learn the skills required to obtain the necessary licensure or certification?

Certain courses, or course sequences, will prepare students to sit for Microsoft Certified exams. These exams are well-known and well-respected in the IT industry and certify student skills in particular areas of study. Certifications are optional, but highly desirable, for job entry.

d. **Skills Standards/Accreditation for Programs.** Regarding the proposed *program*, please specify:

- What external approval or accreditation can be obtained for this program and through what agency/entity? Is it optional or required; i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?

Much of the majors courses curricula will map to material on the Microsoft certification exams.

4. **ASSESSMENT OF STUDENT LEARNING.** Describe how the college plans to ensure students will meet the objective for this program by providing the following:

a. **Student Learning Objectives.** Describe or list the learning objectives/outcomes that each student is expected to have mastered upon completion of the program related to 1) the general education component of the curriculum, and 2) the career and technical education component of the curriculum. *These are program-level outcomes rather than course-level outcomes.*

Sauk Valley Community College has in place a system of measures and assessment that ensure that degree-seeking graduates have been exposed to, and assessed on, a faculty-selected set of General Education competencies.

Within a curricular framework, students will develop the following competencies:

I. **Ethics**

Students will be able to:

- A. Identify ethical issues in a variety of contexts and academic disciplines and explain their significance.
- B. Reason about ethical principles and consequences.

II. **Mathematics and Quantitative Reasoning:**

Students will be able to:

- A. Interpret and apply appropriate mathematical formulas and relationships in the appropriate context.
- B. Perform mathematical computations.
- C. Demonstrate the ability to analyze and interpret the mathematical results of computations.

III. **Problem Solving**

Students will be able to:

- A. Identify problems and the desired outcomes.
- B. Recognize and evaluate available resources.
- C. Adapt, organize, and implement solutions or plans of action.

IV. **Communications**

Students will be able to:

- A. Create and revise formal and informal writing assignments that are clear, coherent, and exhibit a command of Standard English.
- B. Develop, organize, rehearse, and deliver formal and informal oral presentations that are audience appropriate and either informative or persuasive.
- C. Demonstrate collaboration in completion of projects and assignments.
- D. Demonstrate the ability to read college-level texts by providing appropriate and critical responses in discussions, tests, presentations, critiques, and reviews.

E. Demonstrate their ability to listen by providing appropriate and critical response after a listening experience.

**V. Technology**

Students will be able to:

- A. Demonstrate general computer literacy.
- B. Demonstrate the selection and use of appropriate technologies for the specific discipline.

**VI. Research**

Students will be able to:

- A. Apply appropriate research processes and tools to a given task
- B. Evaluate the value of research results
- C. Synthesize findings from multiple sources into a single conclusion
- D. Document the research in accordance with applicable conventions

b. **Assessment of Student Learning Objectives.** Describe the end-of-program evaluation process(es) the college has in place to ensure that students demonstrate these learning objectives just prior to program completion. For example, assessment through portfolio review, cumulative course, team project, written/performance test, or industry/state certification/licensure examination.

Students will have their technical learning assessed through the completion of industry-standard tests developed by the Microsoft Corporation.

c. **Program Improvement.** Describe how the college will use this assessment for continuous quality improvement of the curriculum.

Each program in the college catalog is subject to an annual mini program review, and a complete program review each five years. This program will be reviewed to ensure curriculum aligns with current industry certification standards and technologies.

**5. FACULTY**

- a. **Faculty Qualifications.** Complete and append Chart D1: Faculty Qualifications to specify the minimum qualifications for program faculty, including new and existing faculty. Completed.
- b. **Faculty Needs.** Complete and append Chart D2: Faculty Needs to specify the number of full- and part-time faculty the program will need for each of the first three years, including new and existing faculty. Completed.

6. **ACADEMIC CONTROL.** If another entity is involved in the delivery of the program in addition to the community college through a cooperative arrangement or contract; e.g., with another college or university, the regional consortia, an apprenticeship organization, a private institution or business, or other outside entity:

a. **Contractual/Cooperative Agreements.** Append a copy of the contractual or cooperative agreement. Not applicable to this program.

b. **Academic Control.** Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality. Not applicable to this program.

7. **COST DATA.** Document the financial feasibility of the proposed program.

a. **Source of Funds.** Specify the source of resources to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources.

The College currently has most of the equipment and software needed for the program. We would forecast that few additional funds will be needed for the program itself. Any additional funding would come from the following:

1. Grants
2. Foundation
3. Operational Funds
4. New revenue

b. **Finance.** Complete and append Chart E: Finance to identify new direct costs to establish the program. Completed.

**CHART C: CURRICULUM.** List courses within the proposed program, and asterisk new courses.

	Course Prefix/#	Course Title	Asterisk New Courses	Credit Hours	Lecture Contact Hours	Lab Contact Hours
General Education Courses (required coursework).  Note which courses are transferable.	ACC 101	Financial Accounting		4	4	
	ACC 102	Managerial Accounting		4	4	
	BUS 103	Introduction to Business		3	3	
		Communications		6	6	
		Humanities/Fine Arts		3	3	
		Social/Behavioral Sciences		3	3	
		Physical/Life Sciences		3	3	
		Mathematics (Requires MAT 106 or higher)		3-4	3-4	
		Orientation (PSY 100)		1	1	
				<b>30-31</b>		
<b>Total</b>						
Career and Technical Education Courses (required coursework)	CIS 101	Introduction to Computer Information Systems		3	3	
	CIS 151	Network+ Certification		2	1	2
	CIS 167	A+ Certification		3	2	2
	CIS xxx	Windows Server Fundamentals		*	2	1
	CIS xxx	Windows Active Directory		*	3	2
	CIS xxx	Windows Network Infrastructure		*	3	2
	CIS xxx	Windows Server Administrator		*	3	2
	CIS xxx	Windows Operating Systems		*	3	2
	CIS xxx	Windows Server Application Infrastructure		*	3	2
	CIS xxx	Windows Enterprise Administrator		*	3	2
<b>Total</b>				<b>28</b>		
Work-Based Learning Courses (required internship, practicum, apprenticeship,)						
<b>Total</b>						
Electives (Choose 6 credits)	CIS 152	Introduction to Internetworking		3	2	2
	CIS 154	Introduction to Internetworking Operating Systems		3	2	2
	CIS 250	Beginning Linux		3	3	
	CIS xxx	CompTIA Security+		*	3	2
	BUS 231	Occupational Internship I		3		
	BUS 232	Occupational Internship Seminar I		1	1	
	BUS 235	Occupational Internship II		3		
	BUS 236	Occupational Internship Seminar II		1	1	
				<b>6</b>		
<b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>				<b>64-65</b>		

**CHART D1: FACULTY QUALIFICATIONS.** Cite the minimum qualifications for new and existing faculty.

<u>Degree</u>	<u>Field</u>	<u>Years of Related Occupational Experience</u>	<u>Years of Teaching Experience</u>
B. S.	Computer Science, Information Technology, Information Systems, or related	1	
	Microsoft certifications in the courses taught – highly desirable		

**CHART D2: FACULTY NEEDS.** Cite the number of faculty, including new and existing faculty, that the program will need for each of the first three years, noting if they will serve as full-time faculty or part-time.

# of New Faculty	First Year		Second Year		Third Year	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
# of Existing Faculty	1	3	1	3	1	3

**CHART E: FINANCE:** Identify projected new direct costs to establish the program.

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Faculty Costs	\$ 7200	14400	14400
Administrator Costs			
Other Personnel Costs (specify positions)			
Equipment Costs			
Library/LRC Costs			
Facility Costs*			
Other (specify)			
<b>TOTAL NEW COSTS</b>	<b>\$ 7200</b>	<b>14400</b>	<b>14400</b>

\*Capital projects that use state funds require prior ICCB approval, as do capital projects over \$250,000 that use local funds.

SVCC currently has infrastructure in place to support these courses. Only additional costs would be direct teaching costs.



MAIN OFFICE: 18929 LINCOLN ROAD  
MORRISON, IL 61270-9500  
PHONE: 815/772-7411  
FAX: 815/772-4723

BRANCH OFFICE: 1300 W. 2ND ST.  
ROCK FALLS, IL 61071-1005  
PHONE: 815/626-2230  
FAX: 815/626-2231

May 18, 2011

Mr. Alan Pfeifer  
173 IL Rt. 2 Dixon  
Dixon, IL 61021

Dear Mr. Pfeifer,

The Whiteside County Health Department supports the potential addition of several new Microsoft Networking courses, IT Certificate programs, and associate degree classes in the applied science degree program at Sauk Valley Community College. With a new series of classes available, students at Sauk Valley Community College and at the Whiteside Area Career Center will have a local venue to take advantage of in order to be qualified for up-and-coming IT positions in the Sauk Valley area.

The Whiteside County Health Department recognizes need for qualified technical staff. Creating new information technology classes and programs locally will give the Sauk Valley region's industry and public sectors the potential to obtain locally qualified and trained IT personnel. With schools throughout the nation cutting back technical course work, it is imperative for the local communities to recognize the need for and provide the means for students to acquire computer related skills. The Whiteside County Health Department IT staff is excited to support the potential new course offerings at Sauk Valley Community College as it increases technology training and literacy for students.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Wells".

Daniel Wells

Director of Information Systems  
Whiteside County Health Department,

cc: Beth Fiorini, PHA/CEO

*Caring People . . .  
Caring Tradition*



100 E. LeFevre Road  
Sterling, IL 61081-1279  
(815) 625-0400  
Fax: (815) 625-4825  
Website: [www.cghmc.com](http://www.cghmc.com)

May 5, 2010

Mr. Alan Pfeifer

173 IL Rt. 2 Dixon

Dixon, IL 61021

Dear Mr. Pfeifer,

The Whiteside Area Career Center (WACC) is pleased to support the planned addition of several new Microsoft networking courses, certificate programs, and associates in applied science degree at Sauk Valley Community College. Students at Sauk Valley Community College and the Whiteside Area Career Center will be able to take courses that will help them become better well-rounded students who will meet the demands for the local workforce.

WACC recognizes the importance of competent trained students. Through these new certificate programs and the new two-year networking sequence, students will explore Microsoft Workstation Operating Systems and Server Operating Systems which will complement the current Cisco Networking Academy courses currently being offered at the college. Additionally, qualified students will acquire the skills to potentially pass various CompTIA and Microsoft Certified Professional Certifications.

Once again, we are pleased to support the new potential course offerings and look forward to supporting Sauk Valley Community College as it increases technology training and literacy for students.

Sincerely

A handwritten signature in black ink, appearing to read 'Raymond P. Sharp'.

Raymond P. Sharp

Vice President & Chief Information Officer

CGH Medical Center



May 18, 2011

Mr. Alan Pfeifer  
173 IL Rt. 2 Dixon  
Dixon, IL 61021

Dear Mr. Pfeifer,

Sauk Valley Bank is pleased to support the planned addition of several new Microsoft networking courses, certificate programs, and associates in applied science degree at Sauk Valley Community College. Students at Sauk Valley Community College will be able to take courses that will help them become better well-rounded students who will meet the demands for the local workforce. We anticipate being in the market for an individual with such skills in the very near future.

Sauk Valley Bank recognizes the importance of competent trained students. Through these new certificate programs and the new two-year networking sequence, students will explore Microsoft Workstation Operating Systems and Server Operating Systems which will complement the current Cisco Networking Academy courses currently being offered at the college. Additionally, qualified students will acquire the skills to potentially pass various CompTIA and Microsoft Certified Professional Certifications.

Once again, we are pleased to support the new potential course offerings and look forward to supporting Sauk Valley Community College as it increases technology training and literacy for students.

Sincerely

A handwritten signature in black ink, appearing to read 'Nate Kloster'.

Nate Kloster  
CFO, Sauk Valley Bank



## WARD, MURRAY, PACE & JOHNSON, P.C.

### LAW OFFICES

PHILIP H. WARD, JR., OF COUNSEL  
DAVID E. MURRAY, OF COUNSEL  
OLE B. PACE III, P.C., OF COUNSEL  
LAURENCE F. JOHNSON  
ROBERT E. BRANSON  
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RICHARD A. PALMER  
JOSEPH E. HEATON, JR.  
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JAMES L. REESE

202 EAST FIFTH STREET  
P.O. BOX 400

STERLING, ILLINOIS 61081

100 EAST FIRST STREET  
2ND FLOOR FIFTH THIRD BANK  
P.O. BOX 404  
DIXON, ILLINOIS 61021

[www.wmpj.com](http://www.wmpj.com)

THOMAS L. SANDERS  
JOHN A. GUZZARDO  
LISA A. GABRIEL  
DANIEL C. HAWKINS  
TIMOTHY B. ZOLLINGER  
ROBERT T. LE SAGE III  
TRENT L. BUSH  
TONY J. MIELER  
MATTHEW M. KEEGAN  
ELIZABETH J. KLAHN  
KYLE G. CARLOCK

May 18, 2011

Mr. Alan Pfeifer  
173 IL Rt. 2 Dixon  
Dixon, IL 61021

Dear Mr. Pfeifer,

The Ward, Murray, Pace & Johnson (WMPJ) is pleased to support the planned addition of several new Microsoft networking courses, certificate programs, and associates in applied science degree at Sauk Valley Community College. Students at Sauk Valley Community College and the Whiteside Area Career Center will be able to take courses that will help them become better well-rounded students who will meet the demands for the local workforce.

While WMPJ does not have IT staff as we utilize independent contractors to administer our IT system. We feel it is important that the individuals providing that service have the training, knowledge and experience on various IT systems utilized in the business community. WMPJ recognizes the importance of competent trained students. Through these new certificate programs and the new two-year networking sequence, students will explore Microsoft Workstation Operating Systems and Server Operating Systems which will complement the current Cisco Networking Academy courses currently being offered at the college. Additionally, qualified students will acquire the skills to potentially pass various CompTIA and Microsoft Certified Professional Certifications.

Once again, we are pleased to support the new potential course offerings and look forward to supporting Sauk Valley Community College as it increases technology training and literacy for students.

Sincerely,

Roger A. Aschbrenner  
Ward, Murray, Pace & Johnson  
Firm Administrator



Judy Happ <[happj@svcc.edu](mailto:happj@svcc.edu)>

## Fwd: SVCC Microsoft classes

1 message

Alan Pfeifer <[pfeifer@svcc.edu](mailto:pfeifer@svcc.edu)>  
To: Judy Happ <[happj@svcc.edu](mailto:happj@svcc.edu)>

Wed, May 11, 2011 at 9:45 AM

----- Forwarded message -----

From: Charlie Kinsella <[ckinsella@dixonschools.org](mailto:ckinsella@dixonschools.org)>  
Date: Wed, May 11, 2011 at 9:01 AM  
Subject: SVCC Microsoft classes  
To: Alan Pfeifer <[pfeifer@svcc.edu](mailto:pfeifer@svcc.edu)>

AI

I know that Dana Fellows is working to set up MS certification classes at Sauk. I think that these would be of great value to the area and to Dixon Public Schools.

As our school district have moved from Macintosh computers to PC based computers over the past five years we are also transitioning from Novell based file servers to Windows servers. While we are able to use them I know that we are not getting as much from them as we could be.

When we hire new people in the Technology Department at Dixon Public Schools familiarity and certification with Microsoft networking will be a requirement.

Charles Kinsella  
Technology Director  
Dixon Public Schools  
[ckinsella@dixonschools.org](mailto:ckinsella@dixonschools.org)  
(815) 284-7725

--  
Alan Pfeifer  
Dean of Information Service(IT and LRC)  
Sauk Valley Community College  
173 IL Rt.2  
Dixon, IL 61021

Phone: 815.835.6218  
Fax: 815.288.5958  
email: [pfeifer@svcc.edu](mailto:pfeifer@svcc.edu)

**APPLICATION FOR PERMANENT APPROVAL  
OF A CAREER & TECHNICAL EDUCATION CURRICULUM  
Submit THREE Complete Copies**

**COLLEGE NAME** Sauk Valley Community College **5-DIGIT COLLEGE NUMBER** 50601  
**CONTACT PERSON** Alan Pfeifer, Interim Academic Vice President

**PHONE** 815-835-6218 **FAX** \_\_\_\_\_

**EMAIL** pfeifer@svcc.edu \_\_\_\_\_

**CURRICULUM INFORMATION**

**CERTIFICATE:**

**TITLE** Computer Information Systems: Server Administrator CIS 0B28 **CREDIT HOURS** 16  
**CIP CODE** 12 111001

**PROPOSED CLASSIFICATION:** \_\_\_\_\_ **District** \_\_\_\_\_ **Regional** \_\_\_\_\_ **Statewide**

**PROPOSED IMPLEMENTATION DATE:** 08/01/2011

**SUBMISSION INCLUDES:**

**Part A: Feasibility Analysis.**

**Part B: Curriculum Quality and Cost Analysis. Also, complete the following when submitting Part B:**

This curriculum was approved by the college Board of Trustees on: \_\_\_\_\_  
Date \_\_\_\_\_

State approval is hereby requested: \_\_\_\_\_  
Required- Chief Administrative Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

**ICCB USE ONLY:**

ICCB APPROVAL DATE: AAS \_\_\_\_\_ 7-29 cr hrs Cert. \_\_\_\_\_ 30+ Cert: \_\_\_\_\_

IBHE APPROVAL DATE for AAS \_\_\_\_\_

## APPLICATION FOR PERMANENT APPROVAL OF A CAREER & TECHNICAL EDUCATION CURRICULUM

### INSTRUCTIONS

**Application Components:** The curriculum approval application includes two parts, **Part A: Feasibility Analysis** and **Part B: Curriculum Quality and Cost Analysis**.

**Part A: Feasibility Analysis.** This section is designed to verify that the program is feasible from a labor market standpoint and solicits conclusive or convincing evidence of labor market need. Colleges are advised to complete this section in advance to indicate feasibility and provide evidence to the state curriculum review team regarding the program's need and the district's ability to sustain it.

**Part B: Curriculum Quality and Cost Analysis.** This section is intended to solicit information from the college that documents quality in response to identified needs and that it is a cost-effective program with commensurate financial support.

Community colleges may submit both Parts A and B separately or together as a package.

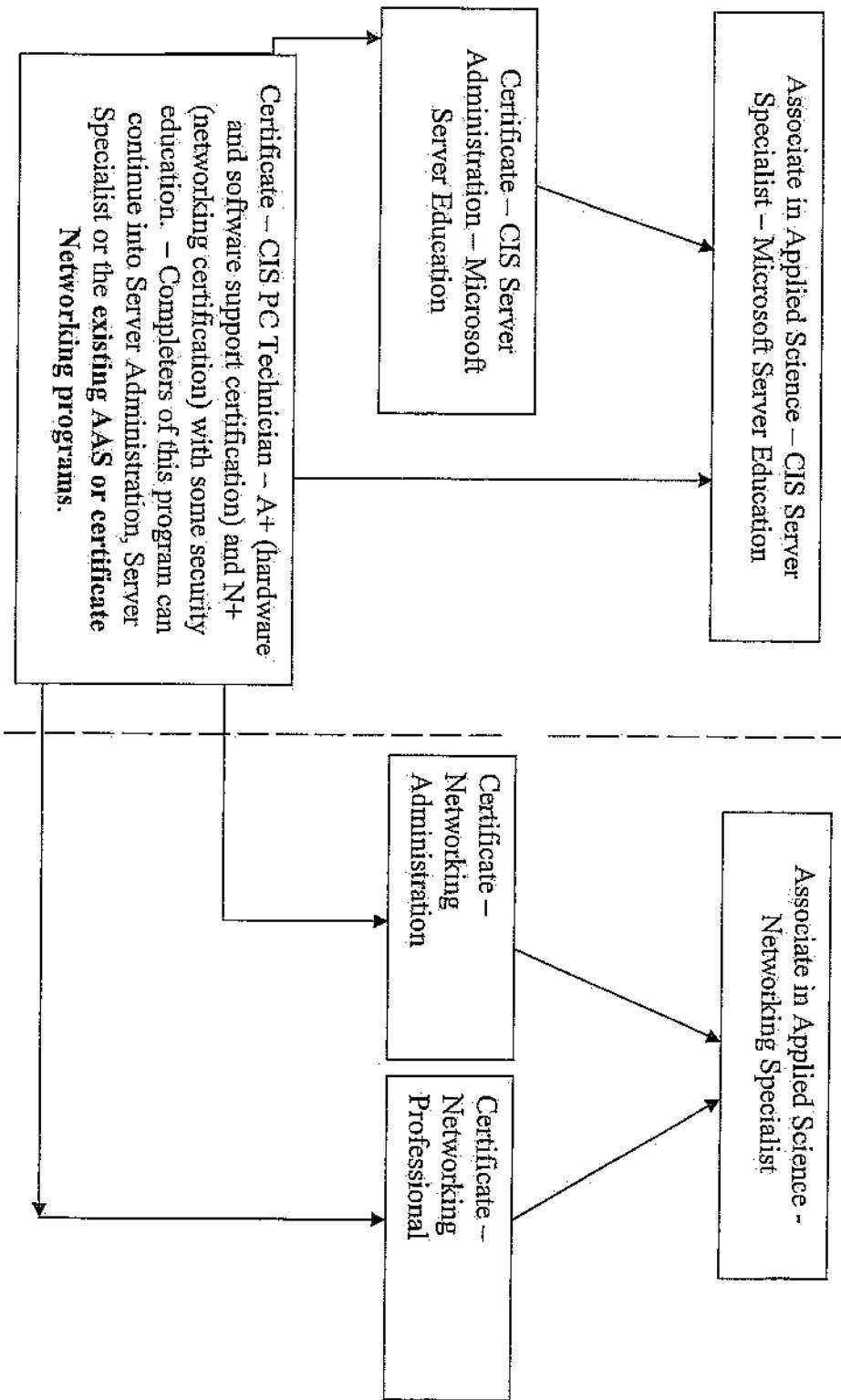
**Approval of Related AAS Degree and Certificate Curricula.** When applying for approval of closely related AAS degree and certificate programs, the college should submit a single application that reflects all programs. (For example, a hospitality management AAS and certificate would use a single application.) In the application, ensure that information is tailored as needed to each curriculum, as the rationale and supporting information may vary for each program. For Chart B: Enrollment, provide separate enrollment and completion figures for each program. For Chart C: Curriculum, submit a separate chart for each program.

**Application Submission.** Submit three (3) complete copies of the application.

**For More Information.** Community colleges are encouraged to contact ICCB staff with questions on the application process. Pertinent information is also contained in the *Administrative Rules of the Illinois Community College Board*.

## CIS New Program Ladder

### Existing Programs



Target Populations: Individuals wishing to enter the field of computer hardware/software maintenance. Individuals wishing to enter the fields of server management and server security. Individuals wishing to upgrade skills, attain certification or train for a new career.

# OCCUPATIONAL CURRICULUM APPROVAL APPLICATION

## PART A: FEASIBILITY ANALYSIS

### 1. **CURRICULUM DESCRIPTION.** Provide a description addressing:

#### a. the program's purpose and a catalog description

This program is designed to prepare students for employment in business, industry and government utilizing computer client/server networks of all sizes. Computer server specialists are responsible for configuring, maintaining and administering hardware and operating systems at the server and client level. Completing certain sequences in this curriculum will also prepare students to sit for industry certifications sponsored through Microsoft Corporation.

#### b. the type of jobs for which it would train graduates (e.g., job titles, occupations, clusters of occupations, cross-functional positions, emerging occupations)

Server administrator

Network Administrator

Systems Engineer

Network Engineer

#### c. the target population; e.g., current employees and/or persons desiring career entry

Current employees looking to earn a college degree, upgrade skills or expand their knowledge; career changers interested in entering the field; high school and vocational center graduates wishing to enter the field.

#### d. unique or noteworthy features of the program

If students complete certain courses in a certain sequence, they will gain the knowledge to sit for Microsoft-certified exams, and could graduate with both an A. A. S. degree and one or more valued industry level certifications.

#### e. relationship of the program to existing curricula at the college (e.g., how the program complements or shares resources with existing programs)

This program is highly complementary to the Networking Specialist A. A. S. degree currently in place at Sauk Valley Community College. The Networking Specialist degree focuses on hardware configuration and deployment; this program covers network software installation, support and configuration using commonly and popularly used Microsoft software.

#### f. how will the college recruit and retain minorities, individuals with disabilities, non-traditional students or other students defined as "special populations" in this program?

The College will work with Whiteside Area Career Center as well as the local IDES office and WIA agencies to recruit non-traditional and minority students. Student support services including the early alert services, learning assistance center, etc. currently provided for all College programs will be available to these students.

### 2. **LABOR MARKET NEED.** Document labor market need for the proposed curriculum. Consult ICCB's "*Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval*" (Appendix B of the *Program Manual*).

- a. **Supply-Demand Data.** Attach information on program completers versus projected job openings for your district. For comparison purposes you may want to include statewide data. Regional proposals should include data reflective of all districts to be served.
- b. **Alternate Documentation.** If supply-demand data is not supportive, not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of labor market need. This might include career information, such as occupational growth rates, wage information, or a job outlook summary. This might also include data from employers assessing current openings in your area or their need to retrain employees.
- c. **Need Summary.** Summarize the key findings on Chart A: Labor Market Need. Completed.
- d. **Planning and Collaboration.** Describe how the proposed curriculum fits into the college's overall plans and goals to meet career and technical education/workforce preparation needs within the district/region. Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the education-to-careers partnership, the Tech Prep consortium, the regional community college/university consortium, or other local/regional initiatives and partners.  
Collaboration with the local career center has driven the request for this program. Our local tech prep consortium has been kept abreast of our plans, as have local IT groups. The number of students supplied to this program by the area high schools and career center should supply the program with the number of students we have estimated.
- e. **Regional Programs.** If the college is seeking "regional" designation for the proposed program, define the "region" to be served, describe how the college will ensure the region is adequately served by the program, (e.g., via cooperative arrangements or telecommunications) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college. We are not seeking regional approval.

3. **ENROLLMENT DATA**. Project enrollments and completions on Chart B: Enrollment.

**CHART A: LABOR MARKET NEED.** Summarize key findings from labor market data (including alternate data if appropriate) to document need for the proposed program.

<u>SOC Job Titles &amp; Codes</u> * (and other job titles if alternate data also submitted)	Employment Projections:	
	<u>Annual District Openings</u> *	<u>Annual Program Completers</u> ** (indicate from which surrounding districts)
15-1142 Networking/Computer System Administrators	38-40	6-11
AND 15-1081 Networking/Computer System and Data Analysts		

Note: Data summarized in Chart A should directly correspond to data appended for 2a and 2b.

Although most of the surrounding community colleges have similar programs, i.e., Kishwaukee, Rock Valley, Illinois Valley, and Black Hawk, the Department of Labor Occupational Outlook Handbook cites these type of occupations as growing faster than average. The income range for these jobs are between \$42,400 and \$108,090 with the median being \$69,160.

\* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the IDES (Illinois Dept. Of Employment Security) website at [www.il.workinfo.com](http://www.il.workinfo.com).

\*\* Program completer data can be used from the most current ICCB Data and Characteristics Report or completer data provided by the college.

**CHART B: ENROLLMENT;** Project enrollments and completions:

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Full-Time Enrollments:	10	15	20
Part-Time Enrollments:	15	20	20
Completions:	0	8	12

**NOTE:** If more than one program is presented in this application; e.g., related degree and certificate programs, provide separate enrollment and completion projections for each program, adding lines to the chart as needed.

**OCCUPATIONAL CURRICULUM APPROVAL APPLICATION**  
**PART B: CURRICULUM QUALITY AND COST ANALYSIS**

1. **OCCUPATIONAL CURRICULUM APPROVAL APPLICATION COVER SHEET**. If Part A: Feasibility Analysis was submitted previously and Part B: Curriculum Quality and Cost Analysis is a separate submission:
  - a. **Cover Sheet.** Attach a copy of the cover sheet from the original submission that includes the local college board of trustees approval date and the chief administrative officer's signature.
  - b. **Part A Revisions.** Verify if the information submitted previously on Part A is still accurate and pertinent. If any revisions are needed, please submit.
2. **CURRICULUM INFORMATION**. Provide the following information on the program:
  - a. **Curriculum.** Complete Chart C: Curriculum to present the proposed curriculum. Include separate chart C's for each proposed program. Completed
  - b. **Articulation.** Specify how the program is structured or articulated to provide a career ladder for students. Include information on articulation with secondary schools (such as dual credit opportunities) articulation between certificate and AAS degrees, and articulation with baccalaureate institutions.  
The proposed Server Administrator certificate will feed into the Computer Information Systems Server Specialist AAS degree.
  - c. **Course Syllabi.** Append course syllabi for new courses or any existing courses that are being modified significantly for the proposed curriculum. Outlines attached.
  - d. **Work-Based Learning.** Append a list of work-based learning sites to be used; e.g., for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.  
Work-based learning is not anticipated for Certificate students.
  - e. **Equipment.** List equipment to be purchased, shared, or leased to implement the curriculum. The College currently has most of the equipment and software needed for the program. Most of the labs will use simulation software so new hardware is not required.

3. **EDUCATION AND SKILL REQUIREMENTS.** Describe how the college ensures that the proposed curriculum will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

a. **Employer Input.** Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.

Representatives from the Sauk Valley Area IT Peer Group, and the SVCC Workforce Council were informed of the proposed curricular changes and were in support of the project.

b. **Skill Level.** Describe how the program incorporates the appropriate level of academic, technical, and workplace skills, including SCANS skills (Secretary's Commission on Achieving Necessary Skills), Work Keys and state and/or national skill standards, if available.

The majority of the majors-level courses are structured around curricula provided by the Microsoft Corporation, in preparation for the industry exams. This certificate is does not have any General Education requirements.

c. **Skills Standards/Credentialing/Licensure for Students.** Regarding the *students*, please specify:

- What skill standards have been set in this occupation or what professional credentialing (licensure, certification, registration, etc...) is available to students and through what agency/entity? Is it optional or required; i.e., is licensure or certification required or optional for job entry? What steps has the college completed to ensure that students will learn the skills required to obtain the necessary licensure or certification?

Certain courses, or course sequences, will prepare students to sit for Microsoft Certified exams. These exams are well-known and well-respected in the IT industry and certify student skills in particular areas of study. Certifications are optional, but highly desirable, for job entry.

d. **Skills Standards/Accreditation for Programs.** Regarding the proposed *program*, please specify:

- What external approval or accreditation can be obtained for this program and through what agency/entity? Is it optional or required; i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?

Much of the majors courses curricula will map to material on the Microsoft certification exams.

4. **ASSESSMENT OF STUDENT LEARNING.** Describe how the college plans to ensure students will meet the objective for this program by providing the following:

a. **Student Learning Objectives.** Describe or list the learning objectives/outcomes that each student is expected to have mastered upon completion of the program related to 1) the general education component of the curriculum, and 2) the career and technical education component of the curriculum. *These are program-level outcomes rather than course-level outcomes.*

This certificate does not have any general education requirements. Should students continue with their studies to earn the Computer Information Systems Server Specialist AAS degree, they will be required to take a selection of general education courses and will be subject to the assessment practices currently in place campus-wide.

b. **Assessment of Student Learning Objectives.** Describe the end-of-program evaluation process(es) the college has in place to ensure that students demonstrate these learning objectives just prior to program completion. For example, assessment through portfolio review, cumulative course, team project, written/performance test, or industry/state certification/licensure examination.

Students will have their technical learning assessed through the completion of industry-standard tests developed by the Microsoft Corporation.

c. **Program Improvement.** Describe how the college will use this assessment for continuous quality improvement of the curriculum.

Each program in the college catalog is subject to an annual mini program review, and a complete program review each five years. This program will be reviewed to ensure curriculum aligns with current industry certification standards and technologies.

## 5. **FACULTY**

a. **Faculty Qualifications.** Complete and append Chart D1: Faculty Qualifications to specify the minimum qualifications for program faculty, including new and existing faculty. Completed.

b. **Faculty Needs.** Complete and append Chart D2: Faculty Needs to specify the number of full- and part-time faculty the program will need for each of the first three years, including new and existing faculty. Completed.

6. **ACADEMIC CONTROL**. If another entity is involved in the delivery of the program in addition to the community college through a cooperative arrangement or contract; e.g., with another college or university, the regional consortia, an apprenticeship organization, a private institution or business, or other outside entity:

- a. **Contractual/Cooperative Agreements.** Append a copy of the contractual or cooperative agreement. . No agreements in place. All faculty will be either full-time or adjunct faculty of the College.
- b. **Academic Control.** Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality.  
Sauk Valley Community College maintains control of course outlines, course syllabi, assessment of student learning, faculty evaluation, and hiring of all faculty. Students admitted to this program must meet the same criteria established by the College's academic and student services policies and procedures.

7. **COST DATA**. Document the financial feasibility of the proposed program.

- a. **Source of Funds.** Specify the source of resources to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources.

The College currently has most of the equipment and software needed for the program. We would forecast that few additional funds will be needed for the program itself. Any additional funding would come from the following:

1. Grants
2. Foundation
3. Operational Funds
4. New revenue

- b. **Finance.** Complete and append Chart E: Finance to identify new direct costs to establish the program. Completed

**CHART C: CURRICULUM.** List courses within the proposed program, and *asterisk new courses.*

	Course Prefix/#	Course Title	Asterisk New Courses	Credit Hours	Lecture Contact Hours	Lab Contact Hours
General Education Courses <i>(required coursework).</i>  Note which courses are <i>transferable</i> .		Not required for certificate				
<b>Total</b>						
Career and Technical Education Courses <i>(required coursework)</i>	CIS 101	Introduction to Computer Information Systems OR		3	3	
	CIS 109	Introduction to Microcomputers Windows		3	2	2
	CIS 151	Network+ Certification		2	1	2
	CIS 167	A+ Certification		3	2	2
	CIS xxx	Windows Server Fundamentals		*	2	1
	CIS 250	Beginning Linux		3	3	
	CIS xxx	CompTIA Security+		*	3	2
	CIS xxx	Windows Active Directory		*	3	2
	CIS xxx	Windows Network Infrastructure		*	3	2
	CIS xxx	Windows Server Administrator		*	3	2
<b>Total</b>				<b>25</b>		
Work-Based Learning Courses <i>(required internship, practicum, apprenticeship,)</i>						
<b>Total</b>						
Electives <i>(Choose 6 credits)</i>						
<b>Total</b>						
<b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>				<b>25</b>		

**CHART D1: FACULTY QUALIFICATIONS.** Cite the minimum qualifications for new and existing faculty.

<u>Degree</u>	<u>Field</u>	<u>Years of Related Occupational Experience</u>	<u>Years of Teaching Experience</u>
B. S.	Computer Science, Information Technology, Information Systems, or related	1	
	Microsoft certifications in the courses taught – highly desirable		

**CHART D2: FACULTY NEEDS.** Cite the number of faculty, including new and existing faculty, that the program will need for each of the first three years, noting if they will serve as full-time faculty or part-time.

# of New Faculty	First Year		Second Year		Third Year	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
# of Existing Faculty	1	3	1	3	1	3

**CHART E: FINANCE:** Identify projected new direct costs to establish the program.

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Faculty Costs	\$ 7200	14400	14400
Administrator Costs			
Other Personnel Costs (specify positions)			
Equipment Costs			
Library/LRC Costs			
Facility Costs*			
Other (specify)			
<b>TOTAL NEW COSTS</b>	<b>\$ 7200</b>	<b>14400</b>	<b>14400</b>

\*Capital projects that use state funds require prior ICCB approval, as do capital projects over \$250,000 that use local funds.

SVCC currently has infrastructure in place to support these courses. Only additional costs would be direct teaching costs.

**APPLICATION FOR PERMANENT APPROVAL  
OF A CAREER & TECHNICAL EDUCATION CURRICULUM  
Submit THREE Complete Copies**

**COLLEGE NAME** Sauk Valley Community College **5-DIGIT COLLEGE NUMBER** 50601  
**CONTACT PERSON** Alan Pfeifer, Interim Academic Vice President

**PHONE** 815-835-6218 **FAX** \_\_\_\_\_

**EMAIL** pfeifer@svcc.edu \_\_\_\_\_

**CURRICULUM INFORMATION**

**CERTIFICATE:**

**TITLE** Computer Information Systems:PC Technician-CIS 0B29 **CREDIT HOURS** 16  
**CIP CODE** 12 111001

**PROPOSED CLASSIFICATION:** \_\_\_\_\_ **District** \_\_\_\_\_ **Regional** \_\_\_\_\_ **Statewide** \_\_\_\_\_

**PROPOSED IMPLEMENTATION DATE:** 08/01/2011

**SUBMISSION INCLUDES:**

**Part A: Feasibility Analysis**

**Part B: Curriculum Quality and Cost Analysis. Also, complete the following when submitting Part B:**

This curriculum was approved by the college Board of Trustees on: \_\_\_\_\_

Date \_\_\_\_\_

State approval is hereby requested:

*Required* \_\_\_\_\_ Chief Administrative Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

**ICCB USE ONLY:**

**ICCB APPROVAL DATE:** AAS \_\_\_\_\_ 7-29 cr hrs Cert. \_\_\_\_\_ 30+ Cert. \_\_\_\_\_

**IBHE APPROVAL DATE for AAS** \_\_\_\_\_

## APPLICATION FOR PERMANENT APPROVAL OF A CAREER & TECHNICAL EDUCATION CURRICULUM

### INSTRUCTIONS

**Application Components:** The curriculum approval application includes two parts, **Part A: Feasibility Analysis** and **Part B: Curriculum Quality and Cost Analysis**.

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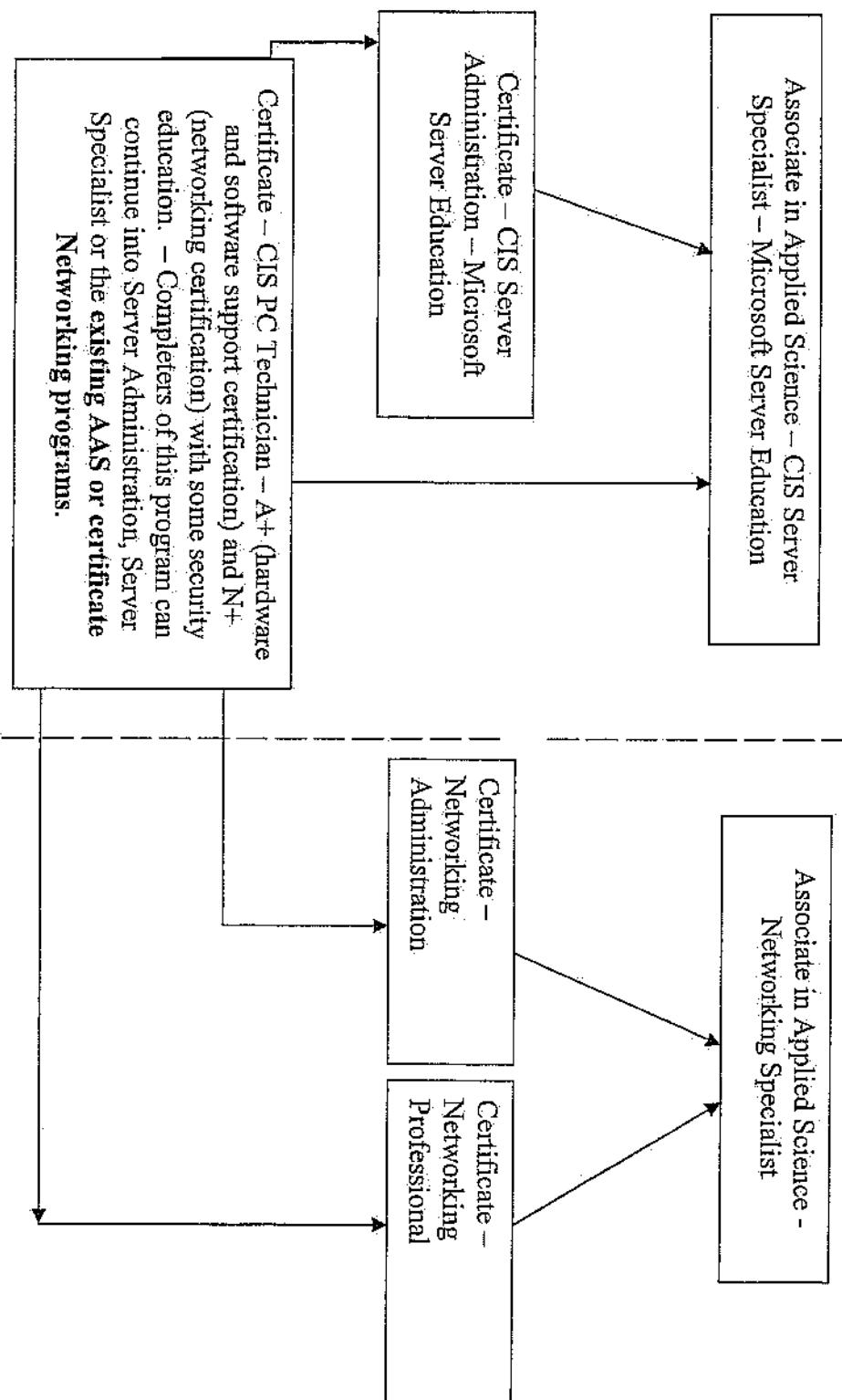
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**Application Submission.** Submit three (3) complete copies of the application.

**For More Information.** Community colleges are encouraged to contact ICCB staff with questions on the application process. Pertinent information is also contained in the *Administrative Rules of the Illinois Community College Board*.

## CIS New Program Ladder

### Existing Programs



**Target Populations:** Individuals wishing to enter the field of computer hardware/software maintenance. Individuals wishing to enter the fields of server management and server security. Individuals wishing to upgrade skills, attain certification or train for a new career.

# OCCUPATIONAL CURRICULUM APPROVAL APPLICATION

## PART A: FEASIBILITY ANALYSIS

### 1. CURRICULUM DESCRIPTION. Provide a description addressing:

#### a. the program's purpose and a catalog description

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#### b. the type of jobs for which it would train graduates (e.g., job titles, occupations, clusters of occupations, cross-functional positions, emerging occupations)

Server administrator

Network Administrator

Systems Engineer

Network Engineer

#### c. the target population; e.g., current employees and/or persons desiring career entry

Current employees looking to earn a college degree, upgrade skills or expand their knowledge; career changers interested in entering the field; high school and vocational center graduates wishing to enter the field.

#### d. unique or noteworthy features of the program

If students complete certain courses in a certain sequence, they will gain the knowledge to sit for Microsoft certified exams, and could graduate with both an A. A. S. degree and one or more valued industry level certifications.

#### e. relationship of the program to existing curricula at the college (e.g., how the program complements or shares resources with existing programs)

This program is highly complementary to the Networking Specialist A. A. S. degree currently in place at Sauk Valley Community College. The Networking Specialist degree focuses on hardware configuration and deployment; this program covers network software installation, support and configuration using commonly and popularly used Microsoft software.

#### f. how will the college recruit and retain minorities, individuals with disabilities, non-traditional students or other students defined as "special populations" in this program?

The College will work with Whiteside Area Career Center as well as the local IDES office and WIA agencies to recruit non-traditional and minority students. Student support services including the early alert services, learning assistance center, etc. currently provided for all College programs will be available to these students.

### 2. LABOR MARKET NEED. Document labor market need for the proposed curriculum. Consult ICCB's "*Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval*" (Appendix B of the *Program Manual*).

- a. **Supply-Demand Data.** Attach information on program completers versus projected job openings for your district. For comparison purposes you may want to include statewide data. Regional proposals should include data reflective of all districts to be served.
- b. **Alternate Documentation.** If supply-demand data is not supportive, not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of labor market need. This might include career information, such as occupational growth rates, wage information, or a job outlook summary. This might also include data from employers assessing current openings in your area or their need to retrain employees.
- c. **Need Summary.** Summarize the key findings on Chart A: Labor Market Need. Completed.
- d. **Planning and Collaboration.** Describe how the proposed curriculum fits into the college's overall plans and goals to meet career and technical education/workforce preparation needs within the district/region. Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the education-to-careers partnership, the Tech Prep consortium, the regional community college/university consortium, or other local/regional initiatives and partners.  
Collaboration with the local career center has driven the request for this program. Our local tech prep consortium has been kept abreast of our plans, as have local IT groups. The number of students supplied to this program by the area high schools and career center should supply the program with the number of students we have estimated.
- e. **Regional Programs.** If the college is seeking "regional" designation for the proposed program, define the "region" to be served, describe how the college will ensure the region is adequately served by the program, (e.g., via cooperative arrangements or telecommunications) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college. We are not seeking regional approval.

3. **ENROLLMENT DATA**. Project enrollments and completions on Chart B: Enrollment.

**CHART A: LABOR MARKET NEED.** Summarize key findings from labor market data (including alternate data if appropriate) to document need for the proposed program.

<u>SOC Job Titles &amp; Codes *</u> (and other job titles if alternate data also submitted)	Employment Projections:	
	<u>Annual District Openings *</u>	<u>Annual Program Completers **</u> (indicate from which surrounding districts)
15-1142 Networking/Computer System Administrators	38-40	6-11
AND 15-1081 Networking/Computer System and Data Analysts		

Note: Data summarized in Chart A should directly correspond to data appended for 2a and 2b.

Although most of the surrounding community colleges have similar programs, i.e., Kishwaukee, Rock Valley, Illinois Valley , and Black Hawk, the Department of Labor Occupational Outlook Handbook cites these type of occupations as growing faster than average. The income range for these jobs are between \$42,400 and \$108,090 with the median being \$69,160.

\* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the IDES (Illinois Dept. Of Employment Security) website at [www.il.workinfo.com](http://www.il.workinfo.com).

\*\* Program completer data can be used from the most current ICCB Data and Characteristics Report or completer data provided by the college.

**CHART B: ENROLLMENT:** Project enrollments and completions:

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Full-Time Enrollments:	10	15	20
Part-Time Enrollments:	15	20	20
Completions:	0	8	12

**NOTE:** If more than one program is presented in this application; e.g., related degree and certificate programs, provide separate enrollment and completion projections for each program, adding lines to the chart as needed.

## OCCUPATIONAL CURRICULUM APPROVAL APPLICATION PART B: CURRICULUM QUALITY AND COST ANALYSIS

1. **OCCUPATIONAL CURRICULUM APPROVAL APPLICATION COVER SHEET.** If Part A: Feasibility Analysis was submitted previously and Part B: Curriculum Quality and Cost Analysis is a separate submission:
  - a. **Cover Sheet.** Attach a copy of the cover sheet from the original submission that includes the local college board of trustees approval date and the chief administrative officer's signature.
  - b. **Part A Revisions.** Verify if the information submitted previously on Part A is still accurate and pertinent. If any revisions are needed, please submit.
2. **CURRICULUM INFORMATION.** Provide the following information on the program:
  - a. **Curriculum.** Complete Chart C: Curriculum to present the proposed curriculum. Include separate chart C's for each proposed program. Completed
  - b. **Articulation.** Specify how the program is structured or articulated to provide a career ladder for students. Include information on articulation with secondary schools (such as dual credit opportunities) articulation between certificate and AAS degrees, and articulation with baccalaureate institutions.  
The proposed PC Technician certificate will feed into the Computer Information Systems Server Specialist AAS degree.
  - c. **Course Syllabi.** Append course syllabi for new courses or any existing courses that are being modified significantly for the proposed curriculum. Outlines attached.
  - d. **Work-Based Learning.** Append a list of work-based learning sites to be used; e.g., for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.  
Work-based learning is not anticipated for Certificate students.
  - e. **Equipment.** List equipment to be purchased, shared, or leased to implement the curriculum. The College currently has most of the equipment and software needed for the program. Most of the labs will use simulation software so new hardware is not required.

3. **EDUCATION AND SKILL REQUIREMENTS.** Describe how the college ensures that the proposed curriculum will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

a. **Employer Input.** Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.

Representatives from the Sauk Valley Area IT Peer Group, and the SVCC Workforce Council were informed of the proposed curricular changes and were in support of the project.

b. **Skill Level.** Describe how the program incorporates the appropriate level of academic, technical, and workplace skills, including SCANS skills (Secretary's Commission on Achieving Necessary Skills), Work Keys and state and/or national skill standards, if available.

The majority of the majors-level courses are structured around curricula provided by the Microsoft Corporation, in preparation for the industry exams. This certificate is does not have any General Education requirements.

c. **Skills Standards/Credentialing/Licensure for Students.** Regarding the *students*, please specify:

- What skill standards have been set in this occupation or what professional credentialing (licensure, certification, registration, etc...) is available to students and through what agency/entity? Is it optional or required; i.e., is licensure or certification required or optional for job entry? What steps has the college completed to ensure that students will learn the skills required to obtain the necessary licensure or certification?

Certain courses, or course sequences, will prepare students to sit for Microsoft Certified exams. These exams are well-known and well-respected in the IT industry and certify student skills in particular areas of study. Certifications are optional, but highly desirable, for job entry.

d. **Skills Standards/Accreditation for Programs.** Regarding the proposed *program*, please specify:

- What external approval or accreditation can be obtained for this program and through what agency/entity? Is it optional or required; i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?

Much of the majors courses curricula will map to material on the Microsoft certification exams.

4. **ASSESSMENT OF STUDENT LEARNING.** Describe how the college plans to ensure students will meet the objective for this program by providing the following:

a. **Student Learning Objectives.** Describe or list the learning objectives/outcomes that each student is expected to have mastered upon completion of the program related to 1) the general education component of the curriculum, and 2) the career and technical education component of the curriculum. *These are program-level outcomes rather than course-level outcomes.*

This certificate does not have any general education requirements. Should students continue with their studies to earn the Computer Information Systems Server Specialist AAS degree, they will be required to take a selection of general education courses and will be subject to the assessment practices currently in place campus-wide.

b. **Assessment of Student Learning Objectives.** Describe the end-of-program evaluation process(es) the college has in place to ensure that students demonstrate these learning objectives just prior to program completion. For example, assessment through portfolio review, cumulative course, team project, written/performance test, or industry/state certification/licensure examination.

Students will have their technical learning assessed through the completion of industry-standard tests developed by the Microsoft Corporation.

c. **Program Improvement.** Describe how the college will use this assessment for continuous quality improvement of the curriculum.

Each program in the college catalog is subject to an annual mini program review, and a complete program review each five years. This program will be reviewed to ensure curriculum aligns with current industry certification standards and technologies.

## 5. **FACULTY**

a. **Faculty Qualifications.** Complete and append Chart D1: Faculty Qualifications to specify the minimum qualifications for program faculty, including new and existing faculty. Completed.

b. **Faculty Needs.** Complete and append Chart D2: Faculty Needs to specify the number of full- and part-time faculty the program will need for each of the first three years, including new and existing faculty. Completed.

6. **ACADEMIC CONTROL.** If another entity is involved in the delivery of the program in addition to the community college through a cooperative arrangement or contract; e.g., with another college or university, the regional consortia, an apprenticeship organization, a private institution or business, or other outside entity:

a. **Contractual/Cooperative Agreements.** Append a copy of the contractual or cooperative agreement. No agreements in place. All faculty will be either full-time or adjunct faculty of the College.

b. **Academic Control.** Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality.

Sauk Valley Community College maintains control of course outlines, course syllabi, assessment of student learning, faculty evaluation, and hiring of all faculty. Students admitted to this program must meet the same criteria established by the College's academic and student services policies and procedures.

7. **COST DATA.** Document the financial feasibility of the proposed program.

a. **Source of Funds.** Specify the source of resources to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources.

The College currently has most of the equipment and software needed for the program. We would forecast that few additional funds will be needed for the program itself: Any additional funding would come from the following:

1. Grants
2. Foundation
3. Operational Funds
4. New revenue

b. **Finance.** Complete and append Chart E: Finance to identify new direct costs to establish the program. Completed

**CHART C: CURRICULUM.** List courses within the proposed program, and *asterisk new courses*.

	Course Prefix/#	Course Title	Asterisk New Courses	Credit Hours	Lecture Contact Hours	Lab Contact Hours
General Education Courses <i>(required coursework).</i>  Note which courses are <i>transferable</i> .		Not required for certificate				
<b>Total</b>						
Career and Technical Education Courses <i>(required coursework)</i>	CIS 101	Introduction to Computer Information Systems <b>OR</b>		3	3	
	CIS 109	Introduction to Microcomputers - Windows		3	2	2
	CIS 151	Network+ Certification		2	1	2
	CIS 167	A+ Certification		3	2	2
	CIS xxx	Windows Server Fundamentals		*	2	1
	CIS 250	Beginning Linux		3	3	
	CIS xxx	CompTIA Security+		*	3	2
<b>Total</b>				<b>16</b>		
Work-Based Learning Courses <i>(required internship, practicum, apprenticeship,)</i>						
<b>Total</b>						
Electives <i>(Choose 6 credits)</i>						
<b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>				<b>16</b>		

**CHART D1: FACULTY QUALIFICATIONS.** Cite the minimum qualifications for new and existing faculty.

<u>Degree</u>	<u>Field</u>	<u>Years of Related Occupational Experience</u>	<u>Years of Teaching Experience</u>
B. S.	Computer Science, Information Technology, Information Systems, or related	1	
	Microsoft certifications in the courses taught – highly desirable		

**CHART D2: FACULTY NEEDS.** Cite the number of faculty, including new and existing faculty, that the program will need for each of the first three years, noting if they will serve as full-time faculty or part-time.

# of New Faculty	First Year		Second Year		Third Year	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
# of Existing Faculty	1	3	1	3	1	3

**CHART E: FINANCE:** Identify projected new direct costs to establish the program.

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Faculty Costs	\$ 7200	14400	14400
Administrator Costs			
Other Personnel Costs (specify positions)			
Equipment Costs			
Library/LRC Costs			
Facility Costs*			
Other (specify)			
<b>TOTAL NEW COSTS</b>	<b>\$ 7200</b>	<b>14400</b>	<b>14400</b>

\*Capital projects that use state funds require prior ICCB approval, as do capital projects over \$250,000 that use local funds.

SVCC currently has infrastructure in place to support these courses. Only additional costs would be direct teaching costs.

**Sauk Valley Community College**  
**June 20, 2011**

**Action Item 5.10**

**Topic:** **New Program: Multicraft Technology A.A.S. Degree**

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

**Presentation:**

A new degree program for Multicraft Technology is being requested. This degree was developed with input from area industry that was gathered by our faculty during visits and teaching at area industry. The program has been presented and reviewed during our Work Force Council meetings in 2011 and through email and visits with industry representatives.

The program contains courses in a wide variety of topics including electricity, electronics, fluid power (hydraulics and pneumatics), programmable controllers, industrial computers and safety. This base is then enhanced by a series of 9 hours of elective courses that are grouped as emphasis categories. Students can also attain a degree without emphasis by selecting any 9 hours of the listed elective courses.

The program allows students to be able to roll up certificate courses into an Associate in Applied Science degree. Some students who have previously received a certificate can now continue those certificates on to a degree program. A diagram of how this program and our certificates align is part of this packet.

The Department of Labor outlook for the electrician portion of this program is good through 2018. The current average hourly pay for maintenance electricians is \$23.98. Although overall job growth in the area of repair and maintenance is only rated at average (11% growth), the number of current jobs is over 1.3M with a median income of \$16.70 per hour. Job growth in Illinois is seen in Boone, DeKalb and JoDaviess counties.

We will be purchasing some new trainers from Amatrol that not only upgrade the equipment but the instructional material. The equipment includes 4 basic electricity trainers, 2 motor control trainers, one with an electronic sensor trainer, 1 AC/DC trainer, 2 mechanical drives trainers and alignment tools. We will use our existing programmable controllers and redesign part of our home wiring equipment for those programs. This equipment will be used for training in all our technology training including the Multicraft, HVAC, Sustainable Technology, Solar and Wind programs. The cost of this equipment and set up for the new facility will be between \$50K and \$100K depending on which equipment we purchase. The money for this equipment will come from Funding bonds with a small portion from Perkins.

**Recommendation:**

The administration recommends the Board approve the Multicraft Technology Associate in Applied Science degree program.

**APPLICATION FOR PERMANENT APPROVAL  
OF A CAREER & TECHNICAL EDUCATION CURRICULUM  
Submit THREE Complete Copies**

COLLEGE NAME Sauk Valley Community College 5-DIGIT COLLEGE NUMBER 50601  
CONTACT PERSON Alan Pfeifer, Interim Academic Vice President

PHONE 815-835-6218 FAX 815-288-5958

EMAIL pfeifer@svcc.edu

**CURRICULUM INFORMATION**

**AAS:**

TITLE Multicraft Technology-EET 0061 CREDIT HOURS 66 CIP CODE 12 470101

**CERTIFICATE:**

TITLE \_\_\_\_\_ CREDIT HOURS \_\_\_\_\_ CIP CODE \_\_\_\_\_

**CERTIFICATE:**

TITLE \_\_\_\_\_ CREDIT HOURS \_\_\_\_\_ CIP CODE \_\_\_\_\_

PROPOSED CLASSIFICATION: \_\_\_\_\_ District \_\_\_\_\_ Regional \_\_\_\_\_ Statewide

PROPOSED IMPLEMENTATION DATE: 08/01/2011

**SUBMISSION INCLUDES:**

x Part A: Feasibility Analysis

x Part B: Curriculum Quality and Cost Analysis. **Also, complete the following when submitting Part B:**

This curriculum was approved by the college Board of Trustees on: \_\_\_\_\_.

Date

State approval is hereby requested: \_\_\_\_\_

*Required-* Chief Administrative Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

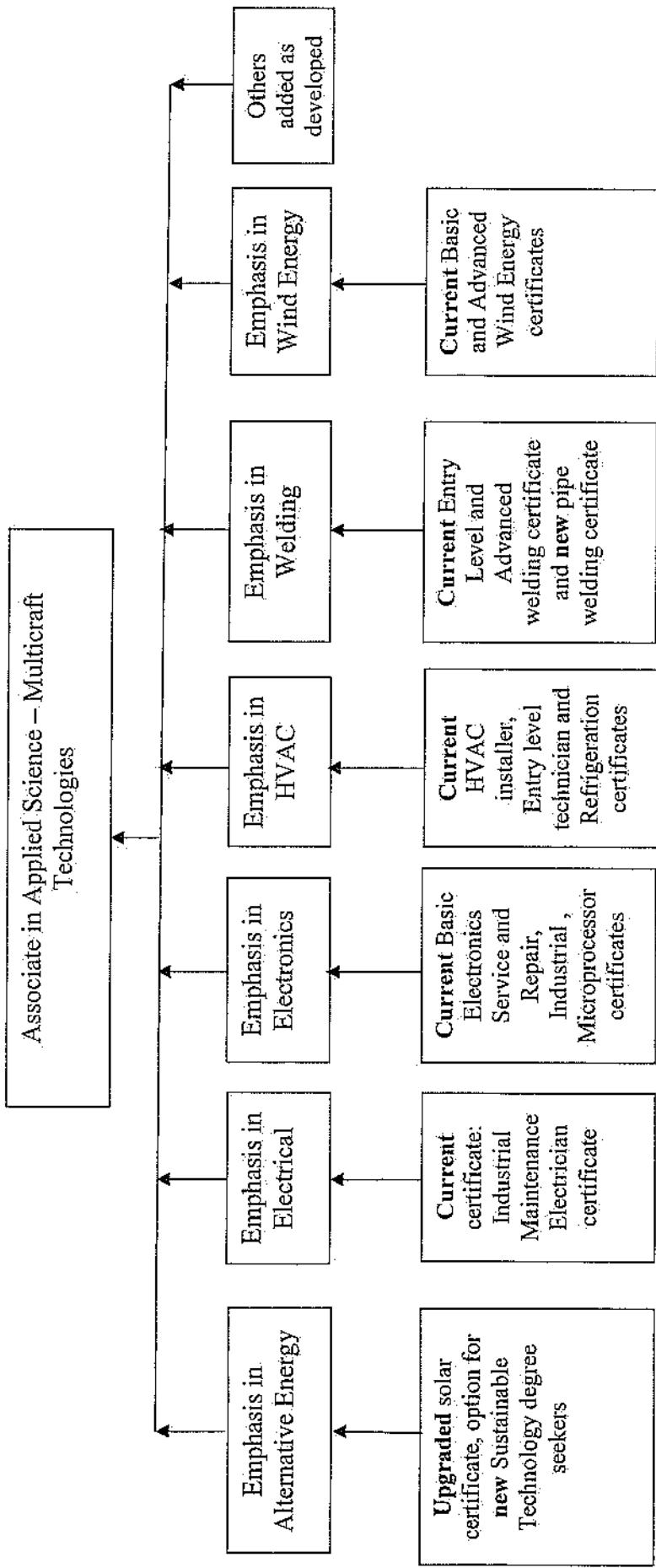
**ICCB USE ONLY:**

ICCB APPROVAL DATE: AAS \_\_\_\_\_ 7-29 cr hrs Cert. \_\_\_\_\_ 30+ Cert. \_\_\_\_\_

IBHE APPROVAL DATE for AAS \_\_\_\_\_

## Multicraft Degree Program Ladder

(Courses in new and many existing programs can be used toward completion of this two year degree)



**Target Populations:** Individuals wishing to enter the field of manufacturing, maintenance, repair, troubleshooting and installation of a variety of occupational areas. Individuals wishing to update skills and/or wishing to prepare for a new career.

- Students can select courses from a number of subjects to receive a degree without emphasis

## APPLICATION FOR PERMANENT APPROVAL OF A CAREER & TECHNICAL EDUCATION CURRICULUM

### INSTRUCTIONS

**Application Components:** The curriculum approval application includes two parts, **Part A: Feasibility Analysis** and **Part B: Curriculum Quality and Cost Analysis**.

**Part A: Feasibility Analysis.** This section is designed to verify that the program is feasible from a labor market standpoint and solicits conclusive or convincing evidence of labor market need. Colleges are advised to complete this section in advance to indicate feasibility and provide evidence to the state curriculum review team regarding the program's need and the district's ability to sustain it.

**Part B: Curriculum Quality and Cost Analysis.** This section is intended to solicit information from the college that documents quality in response to identified needs and that it is a cost-effective program with commensurate financial support.

Community colleges may submit both Parts A and B separately or together as a package.

**Approval of Related AAS Degree and Certificate Curricula.** When applying for approval of closely related AAS degree and certificate programs, the college should submit a single application that reflects all programs. (For example, a hospitality management AAS and certificate would use a single application.) In the application, ensure that information is tailored as needed to each curriculum, as the rationale and supporting information may vary for each program. For Chart B: Enrollment, provide separate enrollment and completion figures for each program. For Chart C: Curriculum, submit a separate chart for each program.

**Application Submission.** Submit **three (3)** complete copies of the application.

**For More Information.** Community colleges are encouraged to contact ICCB staff with questions on the application process. Pertinent information is also contained in the *Administrative Rules of the Illinois Community College Board*.

**OCCUPATIONAL CURRICULUM APPROVAL APPLICATION**  
**PART A: FEASIBILITY ANALYSIS**

**1. CURRICULUM DESCRIPTION**. Provide a description addressing:

a. the program's purpose and a catalog description

This program is designed to prepare the individual with general education skills and the skills necessary to enter the work force and perform the jobs required as an entry level multicraft technician.

Catalog description for Degree:

Graduates of the Multicraft Technology program are prepared to enter the work force as engineering technicians, field service engineers, plant maintenance technicians and application engineers or to move into supervisory positions. Graduates may continue their education at many colleges and universities and earn an advanced degree. Multicraft technicians combine knowledge of mechanical engineering technology with knowledge of electrical and electronic circuits to maintain, design, develop, test, and manufacture electronic and computer-controlled mechanical systems, such as robotic assembly machines. They also operate these machines in factories and other worksites. Maintenance technicians will work independently and with other plant personnel to perform preventative, predictive and routine maintenance tasks. They will troubleshoot issues, repair failures of production and facilities equipment, and ensure maximum equipment efficiency and effectiveness. Their work often overlaps that of both electrical and electronic engineering technicians and mechanical engineering technicians. The program content is constantly updated so that students stay current and competitive in today's market place. This degree allows the student to choose electives towards a student-selected emphasis in Alternative Energy, Electrical, Electronics, HVAC, Welding, or Wind Energy. Graduates of the program may pursue certification in their field. Placement in the program requires placement from WorkKeys testing or successful completion of the Certified Manufacturing Assistant course (IND 101) during the first semester.

b. the type of jobs for which it would train graduates (e.g., job titles, occupations, clusters of occupations, cross-functional positions, emerging occupations)

This program prepares students to enter the work force as engineering technicians, field service engineers, plant maintenance technicians and application engineers or to move into supervisory positions.

c. the target population; e.g., current employees and/or persons desiring career entry

The SVCC program will target individuals that are entering the workforce, individuals that are changing their careers and employees wishing to upgrade their skills.

d. unique or noteworthy features of the program

This program addresses the needs presented by our local Work Force Council for entry level technicians prepared to address the wide variety of maintenance tasks present in manufacturing industries. The need for the program and content was discussed at the 2010-2011 meetings. The courses and outlines for the program were mailed to the representatives of Work Force Council for review and to select a name for the program.

e. relationship of the program to existing curricula at the college (e.g., how the program complements or shares resources with existing programs)

This program will enhance and expand the College's current electrical, electronics and HVAC programs and the new alternative energies programs. The courses and instructors with the necessary skills are in place and ready to move into the new programs. The College is undergoing a \$1M remodeling project to create facilities for new skills based occupational programs that expand and enhance its currently successful programs.

f. how will the college recruit and retain minorities, individuals with disabilities, non-traditional students or other students defined as "special populations" in this program?

SVCC recruits all individuals equally for the programs. The labs are set up for all individuals equally. Students with disabilities work with their instructors to identify areas within their field of study that they can be trained to perform. SVCC holds a women in technology day that highlights all of its technology based programs to female high school students. Sauk presents at area K-12 schools regarding its programs. Sauk will also market this program to area industries and their employees.

2. **LABOR MARKET NEED.** Document labor market need for the proposed curriculum. Consult ICCB's *"Labor Market Need Analysis: Ten Easy Steps to Conduct a Basic Analysis for Program Approval"* (Appendix B of the *Program Manual*).

- a. **Supply-Demand Data.** Attach information on program completers versus projected job openings for your district. For comparison purposes you may want to include statewide data. Regional proposals should include data reflective of all districts to be served.
- b. **Alternate Documentation.** If supply-demand data is not supportive, not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of labor market need. This might include career information, such as occupational growth rates, wage information, or a job outlook summary. This might also include data from employers assessing current openings in your area or their need to retrain employees.

c. **Need Summary.** Summarize the key findings on Chart A: Labor Market Need.

Completed.

d. **Planning and Collaboration.** Describe how the proposed curriculum fits into the college's overall plans and goals to meet career and technical education/workforce preparation needs within the district/region. Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the education-to-careers partnership, the Tech Prep consortium, the regional community college/university consortium, or other local/regional initiatives and partners.

The College has been redeveloping its technology area programs in the fields of electronics, electrical, HVAC, and alternative energies. This program is an outgrowth of these programs based on the information received from our workforce council, (see 1d above). Our area educational K-12 and vocational center has also been appraised of the coming program. Presentations have been made to some area high school juniors and seniors.

e. **Regional Programs.** If the college is seeking "regional" designation for the proposed program, define the "region" to be served, describe how the college will ensure the region is adequately served by the program, (e.g., via cooperative arrangements or telecommunications) and include separate letters from each of the colleges within the defined region indicating their support for the proposed program at your college.

We are not seeking regional approval.

3. **ENROLLMENT DATA.** Project enrollments and completions on Chart B: Enrollment.

**CHART A: LABOR MARKET NEED.** Summarize key findings from labor market data (including alternate data if appropriate) to document need for the proposed program.

<u>SOC Job Titles &amp; Codes</u> * (and other job titles if alternate data also submitted)	Employment Projections:	
	<u>Annual District Openings</u> *	<u>Annual Program Completers</u> ** (indicate from which surrounding districts)
The following will be targeted for the programs		
Numbers	SVCC	
<u>49-9041 Industrial Machinery Mechanics</u>	<u>3</u>	<u>6-8</u>
<u>49-9043 General Maintenance &amp; Repair Works</u>	<u>13</u>	
<u>49-1000 Suprvsrs. Install/Maint/Repair Wkrs</u>	<u>7</u>	

The Department of Labor outlook for the electrician portion of this program is good through 2018. The current average hourly pay for maintenance electricians is \$23.98. Although overall job growth in the area of repair and maintenance is only rated at average (11% growth), the number of current jobs is over 1.3M with a median income of \$16.70 per hour.

Note: Data summarized in Chart A should directly correspond to data appended for 2a and 2b.

\* SOC (Standard Occupational Classification) Job titles/codes & AAJO (Average Annual Job Openings) by Community College district can be found through the IDES (Illinois Dept. Of Employment Security) website at [www.il.workinfo.com](http://www.il.workinfo.com).

\*\* Program completer data can be used from the most current ICCB Data and Characteristics Report or completer data provided by the college.

**CHART B: ENROLLMENT:** Project enrollments and completions:

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Full-Time Enrollments:	<u>12</u>	<u>14</u>	<u>16</u>
Part-Time Enrollments:	<u>12</u>	<u>14</u>	<u>16</u>
Completions:	<u>0</u>	<u>6</u>	<u>12</u>

**NOTE:** If more than one program is presented in this application; e.g., related degree and certificate programs, provide separate enrollment and completion projections for each program, adding lines to the chart as needed.

**OCCUPATIONAL CURRICULUM APPROVAL APPLICATION**  
**PART B: CURRICULUM QUALITY AND COST ANALYSIS**

1. **OCCUPATIONAL CURRICULUM APPROVAL APPLICATION COVER SHEET.** If Part A: Feasibility Analysis was submitted previously and Part B: Curriculum Quality and Cost Analysis is a separate submission:
  - a. **Cover Sheet.** Attach a copy of the cover sheet from the original submission that includes the local college board of trustees approval date and the chief administrative officer's signature.
  - b. **Part A Revisions.** Verify if the information submitted previously on Part A is still accurate and pertinent. If any revisions are needed, please submit.
2. **CURRICULUM INFORMATION.** Provide the following information on the program:
  - a. **Curriculum.** Complete Chart C: Curriculum to present the proposed curriculum. Include separate chart C's for each proposed program.  
  
Completed
  - b. **Articulation.** Specify how the program is structured or articulated to provide a career ladder for students. Include information on articulation with secondary schools (such as dual credit opportunities) articulation between certificate and AAS degrees, and articulation with baccalaureate institutions.  
  
The degree is terminal and will likely not, in its entirety, transfer to a four-year institution.
  - c. **Course Syllabi.** Append course syllabi for new courses or any existing courses that are being modified significantly for the proposed curriculum. Outlines attached.
  - d. **Work-Based Learning.** Append a list of work-based learning sites to be used; e.g., for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.  
  
Select opportunities may be available at SVCC for internships. Second-year students may work for local industries when positions are available. A peer mentoring program between 1st year and 2nd year students will be used where possible.
  - e. **Equipment.** List equipment to be purchased, shared, or leased to implement the curriculum.  
  
Planned equipment will be part of the remodeling project currently being undertaken by the College. Some new Amatrol electrical, electronic, and mechanical trainers will be purchased.

3. **EDUCATION AND SKILL REQUIREMENTS.** Describe how the college ensures that the proposed curriculum will provide needed education and skills for the occupation and will meet program objectives by addressing the following:

a. **Employer Input.** Append employer advisory committee meeting minutes and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum.

Representatives from the Sauk Valley Area, and the SVCC Workforce Council during the fall and spring luncheon were informed of the proposed curricular changes and were in support of the project.

b. **Skill Level.** Describe how the program incorporates the appropriate level of academic, technical, and workplace skills, including SCANS skills (Secretary's Commission on Achieving Necessary Skills), Work Keys and state and/or national skill standards, if available.

Students in the program will be also be completing the three core Work Keys exams for certification.

c. **Skills Standards/Credentialing/Licensure for Students.** Regarding the *students*, please specify:

- What skill standards have been set in this occupation or what professional credentialing (licensure, certification, registration, etc...) is available to students and through what agency/entity? Is it optional or required; i.e., is licensure or certification required or optional for job entry? What steps has the college completed to ensure that students will learn the skills required to obtain the necessary licensure or certification?

Sauk maintains industry contact and maintains instructors that work in the field. EPA certification (HVAC), HVAC Excellence, ISCET (electronics), electrical licensing, AWS (welding) certifications are available as options for program completers. Core skill standards are presented for each field.

d. **Skills Standards/Accreditation for Programs.** Regarding the proposed *program*, please specify:

- What external approval or accreditation can be obtained for this program and through what agency/entity? Is it optional or required; i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps has the college completed to obtain that approval/accreditation?

Only Sauk entrance requirements are required at this time. Student will be

acquiring certifications through Work Keys testing and the OSHA class. Students may take specific certification exams that are directly related to material in the course after completion of the course.

4. **ASSESSMENT OF STUDENT LEARNING.** Describe how the college plans to ensure students will meet the objective for this program by providing the following:

a. **Student Learning Objectives.** Describe or list the learning objectives/outcomes that each student is expected to have mastered upon completion of the program related to 1) the general education component of the curriculum, and 2) the career and technical education component of the curriculum. *These are program-level outcomes rather than course-level outcomes.*

Sauk Valley Community College has in place a system of measures and assessment that ensure that degree-seeking graduates have been exposed to, and assessed on, a faculty-selected set of General Education competencies.

Within a curricular framework, students will develop the following competencies:

I. **Ethics**

Students will be able to:

- A. Identify ethical issues in a variety of contexts and academic disciplines and explain their significance.
- B. Reason about ethical principles and consequences.

II. **Mathematics and Quantitative Reasoning:**

Students will be able to:

- A. Interpret and apply appropriate mathematical formulas and relationships in the appropriate context.
- B. Perform mathematical computations.
- C. Demonstrate the ability to analyze and interpret the mathematical results of computations.

III. **Problem Solving**

Students will be able to:

- A. Identify problems and the desired outcomes.
- B. Recognize and evaluate available resources.
- C. Adapt, organize, and implement solutions or plans of action.

IV. **Communications**

Students will be able to:

- A. Create and revise formal and informal writing assignments that are clear, coherent, and exhibit a command of Standard English.
- B. Develop, organize, rehearse, and deliver formal and informal oral presentations that are audience appropriate and either informative or persuasive.
- C. Demonstrate collaboration in completion of projects and assignments.
- D. Demonstrate the ability to read college-level texts by providing appropriate and critical responses in discussions, tests, presentations, critiques, and reviews.
- E. Demonstrate their ability to listen by providing appropriate and critical response after a listening experience.

V. **Technology**

Students will be able to:

- A. Demonstrate general computer literacy.
- B. Demonstrate the selection and use of appropriate technologies for the specific discipline.

VI. **Research**

Students will be able to:

- A. Apply appropriate research processes and tools to a given task
- B. Evaluate the value of research results
- C. Synthesize findings from multiple sources into a single conclusion
- D. Document the research in accordance with applicable conventions

b. **Assessment of Student Learning Objectives.** Describe the end-of-program evaluation process(es) the college has in place to ensure that students demonstrate these learning objectives just prior to program completion. For example, assessment through portfolio review, cumulative course, team project, written/performance test, or industry/state certification/licensure examination.

Students will have their technical learning assessed through the completion of industry-standard tests as well as hands on and objective testing methods. Students will create technical documentation as part of their projects that will be reviewed for grading. Students will complete team projects.

c. **Program Improvement.** Describe how the college will use this assessment for continuous quality improvement of the curriculum.

Each program in the college catalog is subject to an annual mini program review, and a complete program review each five years. This program will be reviewed to ensure curriculum aligns with current industry certification standards and technologies.

5. **FACULTY**

a. **Faculty Qualifications.** Complete and append Chart D1: Faculty Qualifications to specify the minimum qualifications for program faculty, including new and existing faculty.

Completed.

b. **Faculty Needs.** Complete and append Chart D2: Faculty Needs to specify the number of full- and part-time faculty the program will need for each of the first three years, including new and existing faculty.

Completed.

6. **ACADEMIC CONTROL.** If another entity is involved in the delivery of the program in addition to the community college through a cooperative arrangement or contract; e.g., with another college or university, the regional consortia, an apprenticeship organization, a private institution or business, or other outside entity:

a. **Contractual/Cooperative Agreements.** Append a copy of the contractual or cooperative agreement.

Not applicable to this program.

b. **Academic Control.** Describe how the college will maintain academic control over the program, including student admissions, faculty, and program content and quality.

Sauk Valley Community College maintains control of course outlines, course syllabi, assessment of student learning, faculty evaluation and hiring of all faculty. Students admitted to the program must meet the same criteria established by the College's academic and student services policies and procedures. Students and facilitators will both be expected to uphold a mutual respect and professionalism for each other.

7. **COST DATA.** Document the financial feasibility of the proposed program.

a. **Source of Funds.** Specify the source of resources to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources.

Additional funding would come from the following:

1. Grants
2. Foundation
3. Operational Funds
4. Local Donations of equipment
5. New revenue

b. **Finance.** Complete and append Chart E: Finance to identify new direct costs to establish the program.

Completed

**CHART C: CURRICULUM.** List courses within the proposed program, and *asterisk new courses.*

Multicraft Technology	Course Prefix/#	Course Title	Asterisk New Courses	Credit Hours	Lecture Contact Hours	Lab Contact Hours
General Education Courses <i>(required coursework).</i>  <i>Note which courses are transferable.</i>		Communications		6		
		Social/Behavioral Sciences		3		
		Humanities/Fine Arts		3		
		Mathematics (Requires MAT 106 or higher)		3		
	PHY 175	Introduction to Physics		4	3	2
		Orientation (PSY 100)		1		
<b>Total</b>				<b>20</b>		

Career and Technical Education Courses (required coursework)	EET 110	Introduction to Digital Electronics		4	3	2
	EET 245	Programmable Controllers		3	2	2
	ELT 160	Fundamentals of Electricity		3	2	2
	ELT 259	Industrial and Agricultural Wiring		3	2	2
	ELT 262	Electrical Controls		3	2	2
	HRS 105	Refrigeration Principles	*	3	3	
	IND 105	Industrial Computers		2	1	2
	IND 116	Blueprint Reading		3	3	
	IND 131	OSHA Standards		1		
	IND 218	Fluid Power	*	3	2	2
	IND 239	Industrial Communications	*	3	2	2
	WLD 102	Shielded Metal Arc Welding		3	2	2
	WLD 106	Fundamentals of Welding		2	1	2
<b>Total</b>				<b>36</b>		
Work-Based Learning Courses (required internship, practicum, apprenticeship)	IND 250	Industrial Internship		1		
<b>Total</b>				<b>1</b>		
Electives (Choose 9 credits)	<b>Electives for Alternative Energy Emphasis (Select 9 Credit Hours)</b>					
	ENE 135	Renewable Energy	*	3	3	
	ENE 140	Solar Thermal Energy		3	3	
	ENE 145	Geothermal Energy	*	3	3	
	ENE 102	Small Wind Energy	*	3	2	2
	<b>Electives for Electrical Emphasis (Select 9 Credit Hours)</b>					
	EET 252	Industrial Electronics		3	2	2
	ELT 101	Electrical Wiring		3	2	2
	ELT 261	National Electric Code		3	3	
	ELT 259	Industrial & Agricultural Wiring		3	2	2
	ELT 265	Power Distribution		3	2	2
	IND 219	Industrial Troubleshooting		3	2	2
	<b>Electives for Electronics Emphasis (Select 9 Credit Hours)</b>					
	EET 107	Introduction to DC and AC Circuits		4	3	2
	EET 207	Advanced Circuits		3	2	2
	EET 261	Advanced Programmable Controllers		3	2	2
	EET 299	Special Topics in Electronics		3	6	
	<b>Electives for HVAC Emphasis (Select 9 Credit Hours)</b>					
	HRS 120	Basic Refrigeration		3	2	2
	HRS 130	Basic Heating		3	2	2
	ENE 150	Energy Audit	*	3	3	
<b>Electives for Welding Emphasis (Select 9 Credit Hours)</b>						
	WLD 101	Industrial MIG Welding		2	1	2

	WLD 103	MIG Welding		3	2	2
	WLD 104	TIG Welding		3	2	2
	WLD 132	2G Pipe Welding	*	3	2	2
	WLD 135	5G Pipe Welding	*	3	2	2
	WLD 136	6G Pipe Welding	*	3	2	2
	WLD 134	TIG Small Diameter Pipe	*	3	2	2
	WLD 137	TIG Large Diameter Pipe	*	3	2	2
<b>Electives for Wind Energy Emphasis-Admission to Wind Energy Program Required (Select 9 Credit Hours)</b>						
	ENE 101	Wind Energy Fundamentals		3	1	4
	ENE 120	Wind Turbine Mechanics		3	2	2
	ENE 201	Wind Turbine Aerodynamics, Airfoil Theory & Maintenance		3	2	2
	ELT 265	Power Distribution		3	2	2
<b>Total</b>						
<b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>				<b>66</b>		

**CHART D1: FACULTY QUALIFICATIONS.** Cite the minimum qualifications for new and existing faculty.

<u>Degree</u>	<u>Field</u>	<u>Years of Related Occupational Experience</u>	<u>Years of Teaching Experience</u>
Associates / Bachelor's or Master's preferred.	Electronics, Electrical, Sustainable Technologies or related field	1-2 years	

**CHART D2: FACULTY NEEDS.** Cite the number of faculty, including new and existing faculty, that the program will need for each of the first three years, noting if they will serve as full-time faculty or part-time.

# of New Faculty	First Year		Second Year		Third Year	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
# of Existing Faculty	2	3	2	3	2	3

**CHART E: FINANCE:** Identify projected new direct costs to establish the program.

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Faculty Costs	\$ 7200	14400	14400
Administrator Costs			
Other Personnel Costs (specify positions)			
Equipment Costs	50000		
Library/LRC Costs			
Facility Costs*	(Facility to be remodeled With College funds – already approved)		
Other (specify)			
<b>TOTAL NEW COSTS</b>	<b>\$ 57200</b>	<b>14400</b>	<b>14400</b>

\*Capital projects that use state funds require prior ICCB approval, as do capital projects over \$250,000 that use local funds.

\*\*This equipment will be used for certificate and degree programs in other college programs.



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May 31, 2011

Mr. Steve Mcpherson  
Associate Professor of Electronics  
Sauk Valley Community College  
173 IL Rt 2  
Dixon, IL 61021

Steve,

Reviewing the proposed programs, the content seems to be in line with the training that is required of modern day manufacturing companies.

As with other companies, increased market share overseas, fuel prices, and steel prices have made our industry even more competitive. To respond to these challenges we rely heavily on better processes and technology to improve productivity. The technical skills required to compete in industry have also been a challenge as we strive to find ways to lower costs while still providing a high level of skill. Our organization has been training multi-craft maintenance men for almost as long as we have been in business. In the past few years we are now seeing just how important having multi-skilled maintenance men are in supporting our efforts. To promote this talent, we have escalated our training by establishing a defined training program. We feel these types of programs are crucial to succeed in today's market.

The outlines the college is considering follow very close in line with what we and other organizations are trying to achieve. We support, and would be willing to consider these programs should they be approved and added to your present curriculum.

Sincerely,

Operations Manager

## Steven McPherson

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**From:** lforristall@frantz-mfg.com  
**Sent:** Tuesday, May 17, 2011 8:29 AM  
**To:** Steven McPherson  
**Subject:** Re: New Multicraft Program  
**Attachments:** Electronic\_Service\_and\_Repair\_Cert\_2011\_04\_25.pdf; Multicraft\_Technology\_AAS\_2011\_05\_02.pdf

We have reviewed the proposed program, and are excited you may be offering this. When ever we need Multi-craft maintenance personnel, they are difficult to find, and are to often self taught over the years. It would be great to have someone that is college trained, and we would only have to adapt to our environment. We believe this may also help revive an interest in manufacturing in the area, and give local people a chance to advance themselves. Manufacturing has unfortunately lost its luster in many peoples eyes, because they do not realize that this is where the technology they have studied actually resides. We have difficulty finding well trained technical personnel for these type of jobs, as many have kept their focus too narrow in school, when we are seeking multi-craft capabilities.

We look forward to supporting you in your efforts to develop and implement this program.

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