

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

**Third Floor Board Room
Dixon, IL**

**December 19, 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, November 28, 2011**
 - 2.3 Treasurer's Report**
 - 2.4 Bills Payable**
 - 2.5 Payrolls**

November 30, 2011	\$267,254.40
December 12, 2011	\$252,039.41
 - 2.6 Budget Report**
 - 2.7 Request to Serve Alcohol**
 - 2.8 IGEN Agreement**
- 3.0 Reports/Information**
 - 3.1 President's Report**
 - 3.2 Reports/Comments from Board Members**
 - 3.3 Communication from Visitors**
 - 3.4 Board Policy Review: 601.01 Rights and Responsibilities of Students;
602.01 Student Admission, Retention, and Academic Standing and
602.02 College Assessment Policy**
 - 3.5 Board Self-Evaluation**
- 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 Faculty Appointment - Psychology**
 - 5.2 Salary Increases – Non-Faculty**
 - 5.3 Employee Benefits Adjustments – Non-Faculty**
 - 5.4 Program Approval – Fire Science**
 - 5.5 Fire Truck Donation**
- 6.0 Approval of Closed Session Minutes of November 28, 2011**
- 7.0 Adjournment**

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
MINUTES**

December 19, 2011

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on December 19, 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:

Ed Andersen	Andrew Bollman
Lisa Wiersema	Margaret Tyne
William Simpson	Student Trustee Halstead
Robert Thompson	

SVCC Staff:

President George J. Mihel
Attorney Miller
Academic Vice President Alan Pfeifer
Dean of Business Services Paula Meyer
Dean of Student Services Luis Moreno
Director of Building and Grounds John Ditto
Dean of Health Professions Janet Lynch
Faculty Member Steve Nunez
Faculty Member David Edelbach
Coordinator of Marketing and Public Relations Rachel Marco
Administrative Assistant Debra Dillow

Absent:

Scott Stoller

Consent Agenda:

It was moved by Member Bollman and seconded by Member Wiersema that the Board approve the Consent Agenda with Agenda Item 2.8 IGEN Agreement removed for clarification. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

After clarification was complete, it was moved by Member Simpson and seconded by Member Wiersema that the Board approve Consent Agenda Item 2.8 IGEN Agreement. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

President's Report:

Dr. Mihel reported to the Board that representatives from the college including faculty have been visiting other colleges to view their science labs. Dr. Mihel distributed to the Board the 2011 Annual report and the Annual Security and Fire Safety Report.

Mr. John Petrakis from the Princeton Fire Department and Mr. Jeff Bryant from the Amboy Fire Department, along with Janet Lynch, provided a presentation on the Fire Science program and what will be provided if the program is approved.

Reports:

ICCTA Report: Nothing to report at this time.

Foundation: No report

Student Trustee Report: Student Trustee Halstead provided an overview of the events sponsored by the college and Student Government in the month of December and also upcoming events for January.

Board Policy Review:

Dr. Mihel reviewed Board Policies 601.01 Rights and Responsibilities of Students and 602.02 College Assessment Policy and will recommend no changes. He reviewed 602.01 Student Admission, Retention, and Academic Standing and will recommend possible additions.

Board Self-Evaluation
2011:

The Board discussed the results of their self-evaluation.

Closed Session:

At 8:08 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 advisory vote: aye. Motion carried.

The Board returned to regular session at 8:45 p.m.

Faculty Appointment
Psychology:

It was moved by Member Bollman and seconded by Student Trustee Halstead that the Board approve the employment of Ms. Michelle Barkley as an Assistant Professor of Psychology starting January 6, 2012 at an annual salary \$35,474 (pro-rated) for the spring semester. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

Salary Adjustments –
Non-faculty:

It was moved by Member Thompson and seconded by Member Tyne that the Board approve a 2.5% salary increase for all non-faculty as outlined above. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

Employee Benefits
Adjustments –
Non-faculty:

It was moved by Member Simpson and seconded by Member Thompson that the Board approve the adjustments in benefits and costs as outlined effective January 1, 2012 for all non-faculty. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

Program Approval
Fire Science:

It was moved by Member Bollman and Member Simpson that the Board approve the Fire Science Associate in Applied Science degree program and associated certificate programs and authorize the administration to submit documents to ICCB for approval. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

Fire Truck Donation:

It was moved by Member Simpson and seconded by Member Wiersema that the Board approve the acceptance of the Chevrolet Fire Truck from the Chadwick Fire Protection District. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

Closed Session Minutes
of November 28, 2011:

It was moved by Member Bollman and seconded by Member Wiersema that the Board approve the closed session minutes of November 28, 2011. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

Adjournment:

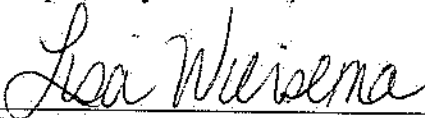
Since the scheduled business was completed, it was moved by Student Trustee Halstead and seconded by Member Bollman that the Board adjourn. In a roll call vote, all voted aye. Student Trustee Halstead advisory vote: aye. Motion carried.

The meeting adjourned at 8:50 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on January 23, 2012 in the Board Room.

Respectfully submitted,



Lisa Wiersema, Secretary

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES - TREASURER'S REPORT
As of November 30, 2011

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

Richard M. ...
BOARD CHAIR

Russ ...
BOARD SECRETARY

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

General Account - Sterling Federal Bank

Illinois Funds - Firststar Bank, Springfield

SUBTOTAL

MONEY MARKET

Merrill Lynch Wealth Management

SFB Investment Center

SUBTOTAL

TOTAL CHECKING ACCOUNTS

INTEREST

RATE

0.150

0.072

1.000

0.000

DATE 12/19/11

AMOUNT

\$2,260,117.51

5,634,334.38

7,894,451.89

4,330.18

4,528,263.99

4,532,594.17

\$12,427,046.06

INVESTMENTS

FINANCIAL INSTITUTION

People's National Bank, Tampico

First National Bank, Amboy

Farmers State Bank, Sublette

Farmers State Bank, Sublette

SUBTOTAL

MATURITY

DATE

01-14-2012

01-22-2012

02-17-2012

05-13-2012

0.150

0.600

1.000

0.900

1,000,000

500,000

1,000,000

1,000,000

3,500,000

YIELD

1.359

1.740

2.147

4.750

1.010

0.960

1.010

1.375

2.750

1.250

2.050

3.724

PRICE

610,481.30

595,387.40

621,900.00

422,952.00

245,233.81

203,486.39

245,206.53

647,528.55

514,308.55

683,241.75

491,495.00

709,056.00

\$5,990,277.28

MERRILL LYNCH:

Federal Farm Cr Bks Cons Bd

Federal Farm Cr Bks Cons Bd

Federal Farm Cr Bks Global Cons Bd

Federal Natl Mtg Assn Call

State Bank of India CD

Goldman Sachs Bank USA CD

Discover Bank CD

Federal Home Loan Bank

Federal Home Loan Bank

Federal Home Loan Bank

Federal Natl Mtg Assn

Federal Natl Mtg Assn

SUBTOTAL

SFB INVESTMENT CENTER - CHALLENGE GRANTS

Venture Bk Bloomington, MN CTF

Ally Bank Midvale Utah CTF

Probank Tallahassee FL CTF

Parkway Bk & Tr Harwood Heights, IL

Farmers State Bank, Hartland, MN

Southwest Cap Bk Natl Assn Ft Myers, FL

American Express Centurion Bk Salt

Bridgeview Bk Group IL CTF

Doral Bk Catano P R

Goldman Sachs Bank

03-07-2012

03-26-2012

03-26-2012

04-02-2012

09-24-2012

12-26-2012

03-25-2013

03-25-2013

05-28-2013

10-21-2013

1.000

1.250

1.200

1.300

1.350

1.500

2.000

1.700

2.000

1.050

240,000.00

250,000.00

250,000.00

250,000.00

150,000.00

200,000.00

250,000.00

250,000.00

250,000.00

250,000.00

2,340,000.00

Sauk Valley Community College
Board of Trustees
December 19, 2011

Summary of Bills Payable

Amount

General Operating Funds

\$ 304,433.82

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY


BOARD CHAIR


BOARD SECRETARY

DATE 12/19/11

Sauk Valley Community College
Check Register
From 11/21/11 To 12/19/11

RUN DATE: 12/09/11
TIME: 3:22 PM
PAGE: 1

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
State Universities Retirement Sy01			SURS Payable	Accrued Surs	28,264.71
Select Employees Credit Union 01			Credit Union Payable	ACCURED W/H Select Employees Credit Union	2,823.09
SVCC Faculty Association 01			Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	1,009.75
Freedman Anselmo Lindberg & Rapp01			Wage Garnishment Payable	ACCURED W/H- GARNISHMENT	34.61
Community Health Charities of IL01			United Way Payable	ACCURED W/H-Community Health Charities	40.06
United Way of Lee County 01			United Way Payable	Accrued United Way Dixon	33.50
United Way of Whiteside County 01			United Way Payable	Accrued United Way Sterling/Rock Falls	42.75
Gallagher Benefit Services, Inc 01			Optional Life Insurance	Optional Life	681.14
Gallagher Benefit Services, Inc 01			Optional Disability Insurance	LTD Billing Dec 2011	730.22
JEM fbo Sauk Valley CC 403b Plan01			Fidelity Investments	Accrued Annuities-Fidelity Investments	825.00
JEM fbo Sauk Valley CC 403b Plan01			Vanguard	Accrued Annuities-Vanguard	100.00
JEM fbo Sauk Valley CC 403b Plan01			Valic	Accrued Annuities-VALIC	350.00
Alber, Shannon 01			Accounts Payable	MAP	866.00
Babbitt, Jordan 01			Accounts Payable	MAP	347.00
Balseer, Suz 01			Accounts Payable	Online Refund	35.00
Bornsheuer, Joshua 01			Accounts Payable	Direct Loan	44.00
Boss, Amy 01			Accounts Payable	Online Refund	75.00
Burgess, Katie 01			Accounts Payable	MAP	595.00
Cavazos, John 01			Accounts Payable	Direct Loan	1,742.00
Clark, Daujevon 01			Accounts Payable	MAP	644.00
Clark, Jordan 01			Accounts Payable	MAP	442.00
Conklien, Laura 01			Accounts Payable	Pell	725.00
Conklien, Laura 01			Accounts Payable	Reverse	-725.00
Conklien, Laura 01			Accounts Payable	MAP	725.00
Crow, Paige 01			Accounts Payable	MAP	644.00
Davillo, Denise 01			Accounts Payable	MAP	644.00

REPORT SVRCHKR
FISCAL YEAR 2011

Sauk Valley Community College
Check Register
From 11/21/11 To 12/19/11

RUN DATE: 12/09/11
TIME: 3:22 PM
PAGE: 2

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Degolyer, Timothy	01		Accounts Payable	MAP	243.00
Ebersole, Carissa	01		Accounts Payable	MAP	446.00
Ernst, Elliott	01		Accounts Payable	Foundation	300.00
Feltenz, Allyson	01		Accounts Payable	Direct Loan	396.82
Garcia, Adalberto	01		Accounts Payable	Pell	2,400.00
Heniff, Luke	01		Accounts Payable	MAP	63.00
Heniff, Wesley	01		Accounts Payable	MAP	108.00
Hewig, Stephanie	01		Accounts Payable	MAP	347.00
Hufford, Jessica	01		Accounts Payable	MAP	198.00
Johnson, Caitlin	01		Accounts Payable	Direct Loan	498.00
Jones, Russell	01		Accounts Payable	MAP	146.00
Kelleher, Carrie	01		Accounts Payable	MAP	692.00
Kidder, Mary	01		Accounts Payable	MAP	347.00
Krier, Allyssa	01		Accounts Payable	MAP	347.00
Krier, Allyssa	01		Accounts Payable	Reverse	-347.00
Krier, Allyssa	01		Accounts Payable	MAP	347.00
Krokson, Samuel	01		Accounts Payable	MAP	347.00
Krokson, Samuel	01		Accounts Payable	Reverse	-347.00
Krokson, Samuel	01		Accounts Payable	MAP	347.00
Lawson, Emily	01		Accounts Payable	MAP	866.00
Lillyman, Thomas	01		Accounts Payable	Online Refund	35.00
Lloyd, Stephanie	01		Accounts Payable	MAP	644.00
Long, Haley	01		Accounts Payable	Foundation	500.00
Mann, Dylan	01		Accounts Payable	MAP	496.00
Mann, Dylan	01		Accounts Payable	Reverse	-496.00
Mann, Dylan	01		Accounts Payable	MAP	496.00

REPORT SVRCHKR
FISCAL YEAR 2011

Sauk Valley Community College
Check Register
From 11/21/11 To 12/19/11

RUN DATE: 12/09/11
TIME: 3:22 PM
PAGE: 3

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Mayo, Timothy	01		Accounts Payable	Pell	463.02
McClanahan, Kyle	01		Accounts Payable	MAP	744.00
McCue, Kelly	01		Accounts Payable	MAP	396.00
McDaniel, Gary	01		Accounts Payable	Direct Loan	1,120.00
McNeill, Micah	01		Accounts Payable	Foundation	250.00
McWethy, Kyle	01		Accounts Payable	MAP	404.00
Medina, Christina	01		Accounts Payable	MAP	32.00
Meier, Jennifer	01		Accounts Payable	MAP	645.00
Meiners, Kourtnee	01		Accounts Payable	Direct Loan	843.00
Norman, Denise	01		Accounts Payable	Online Refund	45.00
O'Brien, Andrew	01		Accounts Payable	Pell	25.00
O'Brien, Andrew	01		Accounts Payable	Pell	134.89
Olalde, Melissa	01		Accounts Payable	Direct Loan	1,194.00
Phillips, Shaquillia	01		Accounts Payable	MAP	595.00
Rhea, Emily	01		Accounts Payable	Pell	998.00
Riley, Elizabeth	01		Accounts Payable	MAP	446.00
Rivera, Marcos	01		Accounts Payable	MAP	595.00
Romero, Jericho	01		Accounts Payable	Direct Loan	67.50
Salas, Davin	01		Accounts Payable	Pell	458.00
Sieg, Jessica	01		Accounts Payable	Pell	2,775.00
Simon, Carol	01		Accounts Payable	Online Refund	35.00
Smice, Kelsey	01		Accounts Payable	MAP	378.00
St Pier, Angela	01		Accounts Payable	MAP	173.00
Stevens, Nathan	01		Accounts Payable	MAP	595.00
Thacker, Lauren	01		Accounts Payable	MAP	446.00
Valdes, Alejandro	01		Accounts Payable	MAP	609.00

REPORT SVRCHK
FISCAL YEAR 2011

Sauk Valley Community College
Check Register
From 11/21/11 To 12/19/11

RUN DATE: 12/09/11
TIME: 3:22 PM
PAGE: 4

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Weeks, Jacob	01		Accounts Payable	MAP	744.00
Westart, Evan	01		Accounts Payable	Reissue Ck	8.70
Wittenauer, Scott	01		Accounts Payable	Pell	332.00
Wittenauer, Scott	01		Accounts Payable	Reverse	-332.00
Wittenauer, Scott	01		Accounts Payable	MAP	332.00
Wittenauer, Scott	01		Accounts Payable	MAP	692.00
Boehme, David	01		Other Payables	Replacement Medical Insurance Check 28938	132.31
DePuy, Jeanne	01		Other Payables	Replacement Medical Insurance Ck 28489	120.45
Payne, Brandon	01		Other Payables	Replacement Medical Insurance Check 28865	130.00
American Mathematics Competition	01		Scholarship Payable	1025-2012 Math Competition Packets	370.00
Consolidated Management Co	01		Cafeteria payable	Nov 11 Punch A lunch Sales	1,119.00
Whiteside County Senior Center	01		Whiteside Bus payable	November 2011 Bus Sales	140.00
Hughes, Kathleen	01		Other Liabilities	GED Testing Fee	50.00
Brown Hay & Stephens LLP	01	Board of Trustees	Legal Services	Legal Fees	1,336.50
Ward Murray Pace & Johnson P.C.	01	Board of Trustees	Legal Services	Legal Fees	2,695.00
Bollman, Andrew J	01	Board of Trustees	Conference/Meeting Expense	Travel-ACCT Conference	430.70
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Nov Board Meeting	46.75
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Nov Regional ICCTA Mtg	337.23
Halstead, Joshua	01	Board of Trustees	Conference/Meeting Expense	Travel-ICCTA SAC Meeting	491.21
Illinois Community College Trust	01	Board of Trustees	Conference/Meeting Expense	Conference Fee ICCTA	200.00
Thompson, Robert	01	Board of Trustees	Conference/Meeting Expense	Travel-ICCTA Mtg	367.69
Miller, Sharri	01	President's Office	Other Conference & Meeting	Holiday Display	76.67
Ogle County Newspapers	01	College Relations's Office	Publications and Dues	FY 12 Subscription	19.50
ComCast Spotlight Inc	01	College Relations's Office	Advertising	Spring Registration & Internet Commercials	2,048.00
Sauk Valley Media	01	College Relations's Office	Advertising	Monthly Advertising	2,863.08
Turnroth Sign Co, Inc	01	College Relations's Office	Advertising	Billboards	3,291.00

REPORT SVRCHK
FISCAL YEAR 2011

Sauk Valley Community College
Check Register
From 11/21/11 To 12/19/11

RUN DATE: 12/09/11
TIME: 3:22 PM
PAGE: 5

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
WIXN FM - WIXN AM-WRCV-FM	01	College Relations's Office	Advertising	Sports & Business Week Packages	2,858.99
WLLT	01	College Relations's Office	Advertising	Football Packages-Play-offs	444.00
Withers Broadcasting	01	College Relations's Office	Advertising	Radio Spots	764.18
RK Dixon	01	Printshop	Maintenance Services	Copier-Maint & Sply	274.99
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	134.86
CDW-G	01	Printshop	Other Materials and Supplies	Ink Yellow	215.92
Professional Binding Inc	01	Printshop	Other Materials and Supplies	Black Comb Binding	52.70
RK Dixon	01	Printshop	Other Materials and Supplies	Manual Tabletop Folders	595.00
Xerox Corporation	01	VP-Academics	Maintenance Services	Copier-Maint & Sply	67.43
National Collegiate Honors Council	01	Honors	Publications and Dues	FY 12 Membership Dues	500.00
Consolidated Management Co	01	Professional Development	Other Conference & Meeting	Fall Workshop Lunch	1,277.50
B & H Photo Video	01	Art	Instructional Supplies	Safelight	113.86
Inter'l Telecommunication Educat	01	Dean of Instruction	Publications and Dues	FY 12 Membership Dues	395.00
Kidder, Mary	01	Dean of Instruction	Conference/Meeting Expense	Travel-ICCCA	414.88
Academy Resource Center, LLC	01	Business	Instructional Supplies	CCNA Yearly Support	245.00
Xerox Corporation	01	Office & Administrative Services	Instructional Supplies	Xerox Charges OAS Lab	48.07
Carlson, Christopher	01	HVAC	Instructional Supplies	Tank Adaptor	10.53
Rockford Industrial Welding Supp	01	Welding	Instructional Supplies	Welding Supplies	336.07
Shelley, Chris	01	Testing Center	Office Supplies	Testing Center Supplies	36.24
Florini, Anthony	01	Testing Center	Conference/Meeting Expense	Travel- ROE & Wallace thru 11/30/11	13.32
Xerox Corporation	01	Dean of Health Professions	Maintenance Services	Copier-Maint & Sply	67.43
Quill Corporation	01	Dean of Health Professions	Office Supplies	Supplies & Calendars	115.26
ATI (Assessment Technologies Ins)	01	Associate Degree Nursing	Consultants	LPN to RN Students	200.00
Dekroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Sodium Chloride	110.50
Dekroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Catheter Probe Cover	317.02
Dekroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Gloves Alcohol Medicene Cups	70.74

REPORT SVRCHKR
FISCAL YEAR 2011

Sauk Valley Community College
Check Register
From 11/21/11 To 12/19/11

RUN DATE: 12/09/11
TIME: 3:22 PM
PAGE: 6

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Landauer, Inc	01	Radiologic Technology	Maintenance Services	FY 12 Radiation Monitoring	3,705.39
SourceOne Healthcare Technologies	01	Radiologic Technology	Maintenance Services	Labor	100.00
SourceOne Healthcare Technologies	01	Radiologic Technology	Instructional Supplies	EZ Pour Developer	191.76
JRCERT (Joint Review Committee	01	Radiologic Technology	Publications and Dues	Annual Accreditation Fee	1,800.00
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Monthly Clinical Site Visits thru 11/30/11	486.18
Malk, Abbey	01	Radiologic Technology	Conference/Meeting Expense	Travel- Clinical Site Visits thru 11/15/11	365.47
Fisher Scientific	01	Biology	Instructional Supplies	Autoclave Chamber Brite	104.76
Wood, Therese	01	Biology	Conference/Meeting Expense	Travel Chadwick	31.08
Flinn Scientific	01	Chemistry	Instructional Supplies	Halogen Lamp & Grasshopper Lubber	12.15
S J Smith Welding Supply	01	Chemistry	Instructional Supplies	Gases for Chemistry	15.19
Siemens Industry Inc.	01	Chemistry	Instructional Supplies	DI Water Service	281.00
Armstrong, Melanie	01	Learning Resource Center	Library Supplies	Bag Zip Ties	37.15
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library	2,073.34
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books for Library	1,006.43
CDW-G	01	Academic Computing	Instructional Supplies	OEM Maintenance Kit	251.27
CDW-G	01	Academic Computing	Instructional Supplies	APC Replacement Battery Cartridges	725.78
Unique Computer	01	Academic Computing	Instructional Supplies	Lenovo Fan Replacement	50.71
Shelley, Chris	01	Academic Computing	Conference/Meeting Expense	Travel-ICCCA Conference	292.78
Toner Tech Plus	01	Administrative Computing	Office Supplies	Ink	1,051.30
Unique Computer	01	Administrative Computing	Office Supplies	Ink	44.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink	44.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink	148.00
Google Inc	01	Administrative Computing	Computer Software	Msg Discovery Usage	67.50
Oracle America Inc	01	Administrative Computing	Computer Software	Support Services	9.50
Priton Group, LLC	01	Administrative Computing	Computer Software	Hosting Fees	3,872.00
Sungard Higher Education Inc	01	Administrative Computing	Computer Software	Maintenance	21,931.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Consolidated Management Co	01	School District Liason	Conference/Meeting Expense	Discover Sauk 11/17/11	104.00
Xerox Corporation	01	Admissions, Records & Placement	Maintenance Services	Copier-Maint & Sply	67.43
Xerox Corporation	01	Financial Aid & Veterans Affairs	Maintenance Services	Copier-Maint & Sply	67.43
Stiefel, Debra	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel- Las Vegas Ed 2011 Conference	759.72
Xerox Corporation	01	Counseling	Maintenance Services	Copier-Maint & Sply	67.43
Brinkmeier, Tamara	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement F 2011	690.00
Federal Express Corp	01	Other Institutional	Postage	Shipping Charges	18.84
Higher Learning Commission	01	NCA Accreditation	Conference/Meeting Expense	HLC Team Expense	7,907.58
Xerox Corporation	01	Contingency	Interest	Copier Lease Payment-Interest	211.05
Xerox Corporation	01	Business Office	Maintenance Services	Copier-Maint & Sply	67.44
Dye, Melissa	01	Business Office	Conference/Meeting Expense	Travel- 1099 Conference	154.85
Meyer, Paula	01	Business Office	Conference/Meeting Expense	Travel-oakbrook IL Tax Exempt Bond	87.85
William Rainey Harper College	01	Tuition Chargeback	Tuition Chargeback	Fall 2011 Chargeback	2,793.96
TEM Resource Partners	01	Personnel Office	Consultants	Monthly Admin Fee	150.00
Creative Printing	01	Personnel Office	Office Supplies	Business Cards B Fredericks	40.00
Illini Trophy	01	Personnel Office	Office Supplies	Name Badges	119.00
Sauk Valley Media	01	Personnel Office	Recruitment	Recruitment Ads	1,278.30
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Winner Birthday Party	103.20
Xerox Corporation	01	Information Center	Maintenance Services	Copier-Maint & Sply	67.43
CDN-G	01	Information Center	Office Supplies	Power Supply	239.22
Education To Go	010100	CCS Personal Workshops	Consultants	October 2011 Classes	120.00
Education To Go	010100	CCS Personal Workshops	Consultants	Nov 11 Ed to Go Classes	60.00
IKI Inc	010100	CCS Personal Workshops	Consultants	Instruction for Two Classes	231.00
Tompkins, Craig	010100	CCS Personal Workshops	Consultants	BCE F 2011 Secret Societies	450.00
Pyr-Fyter Inc	02	Maintenance	Maintenance Services	Fire Ext Services	2,054.15
H-O-H Water Technology Inc	02	Maintenance	Maintenance Services	Water Treatment Contact	801.20

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Heat-Co Mechanical, Inc	02	Maintenance	Maintenance Services	Repair Leak	704.90
Plunkett's Pest Control	02	Maintenance	Maintenance Services	Monthly Pest Control Service	100.00
Schmitt Plumbing & Heating, Inc	02	Maintenance	Maintenance Services	Backflow Preventer Test 10/31/11	400.00
Schumacher Elevator Company	02	Maintenance	Maintenance Services	Service Maintenance	1,539.00
Columbia Pipe & Supply Co	02	Maintenance	Maintenance Supplies	Pipe	1,944.02
Créscant Electric Supply Co	02	Maintenance	Maintenance Supplies	Fluorescent Bulb	390.00
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Lighting	218.73
Grainger	02	Maintenance	Maintenance Supplies	Bearing 4 Bolt Flange	291.37
Honeywell Inc	02	Maintenance	Maintenance Supplies	Honeywell Packing	328.90
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Paint	119.56
Lumea Staffing Inc	02	Custodial	Consultants	Temp Custodial-L Brown	556.00
Lumea Staffing Inc	02	Custodial	Consultants	Custodial Staffing	778.40
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	53.95
AmSan LLC	02	Custodial	Maintenance Supplies	Supplies	2,078.66
Zarnorth Brush Works Inc	02	Custodial	Maintenance Supplies	Poly Wafer Broom Refill	260.00
Illinois Dept of Agriculture	02	Grounds	Maintenance Services	Pest Control Application License G Smith	35.00
Raynor Door Authority	02	Grounds	Maintenance Services	Repair Door & 3 transmitters	584.00
Bonnell Industries Inc	02	Grounds	Maintenance Supplies	V-Belt	19.88
Kitzman's Dixon	02	Grounds	Maintenance Supplies	Aspen Ice Melt	332.91
Nicor Gas	02	Utilities	Gas	Gas Services	552.86
Ameren Energy Marketing Company	02	Utilities	Electricity	Electricity	16,939.01
Commonwealth Edison	02	Utilities	Electricity	Electricity	5,952.67
City Of Dixon	02	Utilities	Water, Sewer	Monthly Testing Services	51.00
M & S Wastewater	02	Utilities	Water, Sewer	Monthly Water Treatment	425.00
CenturyLink	02	Utilities	Telephone	Monthly Telephone Bills	1,902.86
Comcast	02	Utilities	Telephone	Monthly Service	4,750.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Communication Revolving Fund	02	Utilities	Telephone	Monthly Communication Charge	340.00
Verizon Wireless	02	Utilities	Telephone	Dr. Mihel Cell Phone	108.78
Moring Disposal Inc	02	Utilities	Refuse Disposal	Disposal Services	281.00
Murray & Sons Excavating Inc	02	Building and Grounds Administration	Site Improvements	Parking Lot Patchwork	2,540.00
Youngren's Refrigeration Inc.	02	Cafeteria	Maintenance Services	Ice Machine Service	144.50
Xerox Corporation	030200		Other Noncurrent Obligations	Copier Lease Payment -Principal	302.58
Armstrong Medical	030200	Fund Bond- Instruc & Computer	Capital Supplies	Hospital Stretcher with Access	2,798.00
OfficeFurniture.com	030200	Fund Bond- Instruc & Computer	Capital Supplies	2 Door Storage Base	498.00
CDW-G	030200	Fund Bond- Instruc & Computer	Capital Supplies	I/O Computers	7,177.90
Norstar Marketing Group	030200	Fund Bond- Instruc & Computer	Instructional Equipment	Bucky Frame left hand Load	6,896.20
Bellini's Custom Welding & Auto	030200	Fund Bond- Facilities	Service Equipment	Fabricate Alum Ramps	914.86
Lance's Refrigeration Inc	030200	Fund Bond- Facilities	Service Equipment	Install Floor in the W.I.C.	2,850.00
Johnson Upholstery	030200	Fund Bond- Furniture & Office	Capital Supplies	Upholster Chairs	852.00
ASI Signage Innovations	030200	Fund Bond- Other	Site Improvements	Exterior Signplan	3,660.00
Most Plumbing & Mechanical LLC	030200	Fund Bond- Other	Building Remodeling	Sewer Work	333.34
Naas, Jacob	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	55.00
Toran, Tariq	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	15.00
Temple's Sporting Goods	050600	Men's Basketball	Other Supplies	Band Aids	15.32
Country Inn & Suites	050600	Men's Basketball	Other Conference & Meeting	Highland Tournament 12/9/11	582.75
Damhoff, Russ	050600	Men's Basketball	Other Conference & Meeting	Travel-MBB Games thru 11/12/11	252.44
Sullivan, Michael	050600	Cross Country	Other Supplies	Travel- 11/28/11	87.00
Sullivan, Michael	050600	Cross Country	Other Conference & Meeting	Travel-Nationals 11/10/11	5,266.49
Economy Trophy Co	050600	Golf	Other Supplies	Skyhawk Invitational Trophies	94.60
Valdez, Rene	050600	Men's Baseball	Other Conference & Meeting	Recruitment Dinner D Wells	35.69
Temple's Sporting Goods	050600	Women's Basketball	Other Supplies	Shooting Shirts w/Logo	756.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Grace, David	050600	Women's Basketball	Other Conference & Meeting	Travel- KKCC	251.84
Hampton Inn	050600	Women's Basketball	Other Conference & Meeting	Lincoln Tournament 12/2/11	319.68
Johnson, Jeddiah	050600	Women's Basketball	Other Conference & Meeting	Team Meal / Subway 11/18/11	75.93
Johnson, Jeddiah	050600	Women's Basketball	Other Conference & Meeting	Travel- South Suburban	74.14
Economy Trophy Co	050600	Women's Volleyball	Other Supplies	Trophies Volleyball Banquet	54.40
Lumea Staffing Inc	050600	General Athletics	Other Materials and Supplies	School Testing Services	702.00
Kida, Andrew	050600	Student Activities	Consultants	Lighting Tech Production 11/17/11	50.00
Byar, Christine	050600	Student Activities	Other Materials and Supplies	Popcorn Supplies	48.53
Salgado, Ana	050600	Student Activities	Other Conference & Meeting	Dinner Chris Carter 11/17/11	26.43
Barbizon Light of N.E. Inc	050600	Drama	Other Materials and Supplies	Lighting Material P Production	54.54
Butler Benefit Service Inc	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	13,639.61
Butler Benefit Service Inc	051000	Medical Insurance	Dependent Stop Loss	Dependent Stop Loss	11,097.05
Butler Benefit Service Inc	051000	Medical Insurance	Recertification	Recertification	681.20
Butler Benefit Service Inc	051000	Medical Insurance	Cobra Conversion	COBRA	45.25
Butler Benefit Service Inc	051000	Medical Insurance	Administrative Costs	Administrative	4,225.35
Butler Benefit Service Inc	051000	Medical Insurance	Group Stop Loss	Aggregate Stop Loss	1,906.05
Gallagher Benefit Services, Inc	051000	Medical Insurance	Life & AD&D	Life Billing	891.52
AHEAD (Assoc on Higher Education	062054	Student Success Grant	Instructional Supplies	Math Guides & Handbooks	142.40
Alternative Communication Service	062054	Student Success Grant	Instructional Supplies	Dual Channel System	1,287.00
HumanWare USA Inc	062054	Student Success Grant	Instructional Supplies	Oxford Dictionary & Thesaurus w/Service Contract	874.00
Insight Media	062054	Student Success Grant	Instructional Supplies	Video's Strategies for College Success	50.10
Irlen Institute International	062054	Student Success Grant	Instructional Supplies	Colored Overlays	152.95
McFarlane, Sarah	062054	Student Success Grant	Instructional Supplies	Livescribe Notebooks	95.57
Quill Corporation	062054	Student Success Grant	Instructional Supplies	Return Batteries	466.13
University of Washington	062054	Student Success Grant	Instructional Supplies	DVD's for Instruction	135.00
McFarlane, Sarah	062054	Student Success Grant	Conference/Meeting Expense	Food for Workshop	21.35

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
HumanWare USA Inc	062054	Student Success Grant	Office Equipment	Oxford Dictionary & Thesaurus w/Service Contract	6,379.00
Whiteside County ROE	062056	ICCB Adult Ed-Federal Basic	Instructional Service Contracts	Outreach Program F 2011	3,000.00
Hughes, Kathleen	062057	ICCB Adult Ed-Public Aid -Instru	Conference/Meeting Expense	Travel- Adult Learning Center	119.88
Whiteside County ROE	062058	ICCB Adult Ed-State Basic-Instru	Instructional Service Contracts	Contract Adult Education Classes	2,500.00
Hughes, Kathleen	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Instructional Supply	68.29
SAW Business Equipment Center	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Copy Machine Charges	98.69
Consolidated Management Co	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Professional Development Meeting	125.10
Hughes, Kathleen	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Meeting Supplies	138.10
Hughes, Kathleen	062058	ICCB Adult Ed-State Basic-Instru	Other	Other	3.98
Hughes, Kathleen	062059	ICCB Adult Ed-Performance-Instru	Office Supplies	Office Supplies	47.48
Quill Corporation	062060	SOS VITAL Grant	Office Supplies	Highlighters & Calendar Refills	63.14
State Universities Retirement Sy063011	063011	Student Support Services Grant	SURS	Matching Funds	600.82
Erbsen, Wendy	063011	Student Support Services Grant	Office Supplies	Student Incentives for SSS Students	134.18
Mewhürter, Tedra	063011	Student Support Services Grant	Conference/Meeting Expense	Travel-QC Campus Visit	25.12
State Universities Retirement Sy063020	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	96.44
State Universities Retirement Sy063020	063020	Perkins IIC	SURS	Matching Funds	71.30
Brevitt, Dianna	063020	Perkins IIC -Professional Develo	Conference/Meeting Expense	Travel-Davenport Midwest Meeting	77.70
State Universities Retirement Sy063020	063020	Perkins IIC -Special Populations	SURS	Matching Funds	143.55
Alternative Communication Servic063020	063020	Perkins IIC -Special Populations	Other Contractual Services	Cart Interpretive Services	122.50
Alternative Communication Servic063020	063020	Perkins IIC -Special Populations	Other Contractual Services	Cart Interpretive Services	122.50
Mongan, Deanna	063020	Perkins IIC -Special Populations	Other Contractual Services	Sign Language Interpretive Services	220.00
AHEAD (Assoc on Higher Education)063020	063020	Perkins IIC -Special Populations	Publications and Dues	Membership FY 12	245.00
Cisco Eagle	063070	ICCB Innovation Grant	Instructional Supplies	Stationary Security Unit	1,362.92
Global Equipment Company	063070	ICCB Innovation Grant	Instructional Supplies	EZ Crate Folding Hand Cart	86.06
SIRCHIE	063070	ICCB Innovation Grant	Instructional Supplies	Crime Scene Draft Kit	2,124.30
Accurate Biometrics, Inc	063075	IDHS AmeriCorps - Member Activit	Other Contractual Services	Background Checks	250.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Big Brothers Big Sisters	063075	IDHS AmeriCorps - Member Activit	Other Contractual Services	Out of State Background Check	15.00
Downtown Sports	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Member Gear	222.16
Good Deed Organization	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Member Gear	37.50
Luck, Cheryl	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Member Meeting	59.94
Sissel, James	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Member Meeting	50.51
State Universities Retirement Sy	063075	IDHS AmeriCorps - Nonmember Activ	SURS	Matching Funds	201.25
RK Dixon	063075	IDHS AmeriCorps - Nonmember Activ	Office Supplies	Monthly Copy Machine Charges	314.61
Woodin, Sarah	063075	IDHS AmeriCorps - Nonmember Activ	Other Conference & Meeting	Travel-Americorp 11/15/11	76.03
Crestline Specialties Co. Inc	063077	AmeriCorps Match	Other	Member Gear	335.45
New Readers Press	064060	VITAL Donation Grant	Instructional Supplies	Books	1,155.40
Apparel Printing & Designs	101020	Cheerleading Club	Other	T-Shirts	257.50
PADS	101070	Single Parents Club	Other	Student Parent Assoc Donation	151.49
Blue Freedom Farm Markets Inc	101140	Phi Theta Kappa Club	Other	Fruit & Cheeses Fundraiser	551.90
Burroughs, Bradley	101272	Criminal Justice Club	Other Materials and Supplies	Supplies for Tree Decorating	20.00
Mandrell, Jon	101272	Criminal Justice Club	Other	Class Speaker	26.06
Elgin Community College	109000	ICCO Conference	Other Revenues	Leftover Funds from the ICCO Meeting	2,262.19
McGladrey & Pullen LLP	11	Audit	Audit Services	2011 Audit Expenses	11,087.00
American DataBank LLC	12	Risk Management	Consultants	background Checks for Staff	543.00
CenturyLink	12	Risk Management	Telephone	911 Cama Trunk Lines	90.52
Radio Ranch Inc	12	Public Safety	Maintenance Services	10 Yr License Fee for Radios	350.00
Verizon Wireless	12	Public Safety	Maintenance Services	Security Call Phones	85.07
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Security Contract	1,107.00
CDW-G	12	Public Safety	Other Supplies	Hotswap Disk Assembly	544.62
Gall's Inc	12	Public Safety	Other Supplies	Security Jacket	323.26

Sauk Valley Community College
Check Register
From 11/21/11 To 12/19/11

RUN DATE: 12/09/11
TIME: 3:22 PM
PAGE: 13

PAYEE/VENDOR

FUND

ORGANIZATION

ACCOUNT

COMMODITY

ITEM AMOUNT

BANK ACCOUNT 1 TOTAL:

304,433.82

ALL ACCOUNTS TOTAL:

304,433.82

12/09/2011

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

Page 1

EDUCATION FUND	2011-2012 YTD	2011-2012 Budget	YTD / Budget %	2010-2011 YTD	YTD % Chng fm Prev Yr	2010-2011 Total
Revenues						
Local Governmental Sources	1,885,498	3,825,000	49.2%	1,845,509	2.1%	3,740,138
State Governmental Sources	617,985	2,893,180	21.3%	-84,347	-832.6%	2,954,241
Federal Governmental Sources	1,705	7,000	24.3%	470	262.7%	6,423
Student Tuition and Fees	4,228,352	5,065,000	83.4%	4,617,742	-8.4%	5,182,840
Sales and Service	52,087	200,000	26.0%	60,353	-13.7%	134,218
Investment Revenue	7,775	40,000	19.4%	6,560	18.5%	26,263
Other Revenues	4,883	515,000	.9%	15,533	-68.5%	1,400,592
TOTALS	6,798,287	12,545,180	54.1%	6,461,821	5.2%	13,444,716
Expenditures						
Salaries	2,403,057	7,022,875	34.2%	2,548,826	-5.7%	6,670,899
Employee Benefits	714,286	2,212,648	32.2%	685,435	4.2%	2,981,637
Contractual Services	149,973	613,515	24.4%	156,068	-3.9%	476,130
General Materials and Supplies	345,247	885,687	38.9%	415,197	-16.8%	828,703
Conference & Meeting	42,976	185,995	23.1%	30,563	40.6%	103,800
Fixed Charges	641				0.0%	
Capital Outlay						5,300
Other Expenditures	485,487	930,000	52.2%	544,573	-10.8%	980,716
TOTALS	4,141,671	11,850,720	34.9%	4,380,664	-5.4%	12,047,187
Transfers						
Transfers to Other Funds		110,000				40,000
CHANGE IN NET ASSETS	2,656,615	584,460		2,081,156		1,357,529
FUND BALANCE	7,160,824					4,504,208

12/09/2011

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

Page 2

OPERATION AND MAINTENANCE FUND

Revenues

	2011-2012 YTD	2011-2012 Budget	YTD / Budget %	2010-2011 YTD	YTD % Chng fm Prev Yr	2010-2011 Total
Local Governmental Sources	230,848	468,000	49.3%	226,760	1.8%	458,755
State Governmental Sources	86,419	373,939	23.1%	-7,915	-1191.8%	378,928
Student Tuition and Fees	471,372	541,600	87.0%	512,451	-8.0%	571,048
Sales and Service						
Facilities Revenue	2,605			900	189.4%	2,125
Investment Revenue	103	500	20.7%	115	-10.1%	716
Other Revenues:	5,265	60,000	8.7%	2,589	103.3%	124,409
TOTALS	796,614	1,444,039	55.1%	734,901	8.4%	1,535,983

Expenditures

Salaries	237,231	546,819	43.3%	224,758	5.5%	572,967
Employee Benefits	88,178	265,648	33.1%	90,686	-2.7%	338,650
Contractual Services	34,037	80,800	42.1%	18,908	80.0%	64,563
General Materials and Supplies	34,276	96,500	35.5%	39,589	-13.4%	92,466
Conference & Meeting	555	3,700	15.0%	655	-15.1%	1,124
Fixed Charges	51,860	52,000	99.7%	41,043	26.3%	41,528
Utilities	167,016	465,500	35.8%	182,662	-8.5%	454,493
Capital Outlay	3,353	15,000	22.3%		22.3%	2,944
Other Expenditures						
TOTALS	616,510	1,525,967	40.4%	598,304	3.0%	1,568,739

Transfers

Transfers From Other Funds	-140,000					-40,000
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CHANGE IN NET ASSETS
FUND BALANCE

	180,104	58,072		136,596		7,244
	188,198					8,093

12/09/2011

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

Page 3

OPERATION & MAINTENANCE- RESTRICTED	2011-2012 YTD	2011-2012 Budget	YTD / Budget %	2010-2011 YTD	YTD % Chng fm Prev Yr	2010-2011 Total
Revenues						
Local Governmental Sources	382,418	775,000	49.3%	14,075,372	-97.2%	14,462,028
Investment Revenue	-7,583	5,000	-151.6%	-10,344	-26.6%	64,875
Other Revenues	125	30,000	.4%		.4%	44,464
TOTALS	374,960	810,000	46.2%	14,065,028	-97.3%	14,571,368
Expenditures						
Salaries	1,980				0.0%	3,960
Contractual Services	-1,118			16,790	-106.6%	237,236
General Materials and Supplies	32,266	321,250	10.0%	75,717	-57.3%	160,304
Fixed Charges				6,912,955		6,912,955
Capital Outlay	1,107,863	5,085,000	21.7%	268,652	312.3%	736,508
TOTALS	1,140,992	5,406,250	21.1%	7,274,115	-84.3%	8,050,965
CHANGE IN NET ASSETS	-766,031	-4,596,250		6,790,913		6,520,403
FUND BALANCE	9,706,123					10,472,155

12/09/2011

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

Page 4

BOND AND INTEREST FUND	2011-2012 <u>YTD</u>	2011-2012 <u>Budget</u>	YTD / <u>Budget %</u>	2010-2011 <u>YTD</u>	YTD % Chng fm Prev Yr	2010-2011 <u>Total</u>
Revenues						
Local Governmental Sources	865,711	1,768,142	48.9%	698,553	23.9%	1,578,540
Investment Revenue	1,376	10,000	13.7%	15,552	-91.1%	15,595
TOTALS	867,087	1,778,142	48.7%	714,105	21.4%	1,594,136
Expenditures						
Contractual Services	14,910	500	2982.1%	76,054	-80.3%	19,834
Fixed Charges	83,880	1,759,085	4.7%	-151,305	-155.4%	1,438,712
TOTALS	98,791	1,759,585	5.6%	-75,251	-231.2%	1,458,546
CHANGE IN NET ASSETS	768,295	18,557		789,356		135,589
FUND BALANCE	1,692,149					923,854

12/09/2011

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

Page 5

AUXILIARY ENTERPRISES FUND	2011-2012 YTD	2011-2012 Budget	YTD / Budget %	2010-2011 YTD	YTD % Chng fm Prev Yr	2010-2011 Total
Revenues						
Student Tuition and Fees	230,564	265,000	87.0%	254,649	-9.4%	283,347
Sales and Service	19,714	58,000	33.9%	20,248	-2.6%	44,884
Facilities Revenue	54,886	110,000	49.9%	58,145	-5.6%	117,515
Investment Revenue	1,677	2,000	83.8%	1,844	-9.0%	2,135
Other Revenues	886,236	2,186,000	40.5%	872,847	1.5%	2,164,477
TOTALS	1,193,078	2,621,000	45.5%	1,207,733	-1.2%	2,612,360
Expenditures						
Salaries	51,583	142,934	36.0%	55,006	-6.2%	127,369
Employee Benefits	6,389	16,901	37.8%	7,972	-19.8%	45,082
Contractual Services	1,187,418	2,249,174	52.7%	869,789	36.5%	2,037,216
General Materials and Supplies	31,585	71,990	43.8%	25,236	25.1%	61,045
Conference & Meeting	30,339	58,883	51.5%	29,591	2.5%	53,533
Fixed Charges	15,049	15,450	97.4%	14,641	2.7%	16,613
Capital Outlay	3,469				0.0%	
Other Expenditures	339				0.0%	-88
TOTALS	1,326,174	2,555,332	51.9%	1,002,237	32.3%	2,340,773
Transfers						
Transfers to Other Funds		110,000				100,000
Transfers From Other Funds		-100,000				-100,000
CHANGE IN NET ASSETS	-133,096	55,668		205,495		271,587
FUND BALANCE	931,792					1,064,888

12/09/2011

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

Page 6

RESTRICTED PURPOSES FUND

	2011-2012 YTD	2011-2012 Budget	YTD / Budget %	2010-2011 YTD	YTD % Chng fm Prev Yr	2010-2011 Total
Revenues						
State Governmental Sources	82,883	977,081	8.4%	-94,305	-187.8%	1,001,348
Federal Governmental Sources	2,914,321	6,266,498	46.5%	3,225,380	-9.6%	6,473,326
Investment Revenue	-12,355	30,000	-41.1%	15,631	-179.0%	65,082
Other Revenues	108,970	183,850	59.2%	38,144	185.6%	201,580
TOTALS	3,093,819	7,457,429	41.4%	3,184,850	-2.8%	7,741,337
Expenditures						
Salaries	351,142	1,089,086	32.2%	379,273	-7.4%	1,067,475
Employee Benefits	48,935	113,582	43.0%	41,949	16.6%	113,778
Contractual Services	28,784	30,685	93.8%	61,040	-52.8%	69,798
General Materials and Supplies	72,473	105,803	68.5%	56,182	29.0%	233,653
Conference & Meeting	24,038	81,354	29.5%	14,064	70.9%	53,136
Capital Outlay	6,379				0.0%	3,199
Other Expenditures	3,063,625	6,037,515	50.7%	3,261,146	-6.0%	6,101,006
TOTALS	3,595,378	7,458,025	48.2%	3,813,656	-5.7%	7,642,047
Transfers						
Transfers From Other Funds						
CHANGE IN NET ASSETS	-501,558	-596		-628,805		99,289
FUND BALANCE	2,041,493					2,543,052

12/09/2011

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

Page 7

WORKING CASH FUND	2011-2012 YTD	2011-2012 Budget	YTD / Budget %	2010-2011 YTD	YTD % Chng fm Prev Yr	2010-2011 Total
Revenues						
Local Governmental Sources				510,000		510,000
Investment Revenue	3,027	30,000	10.0%	8,923	-66.0%	9,531
TOTALS	3,027	30,000	10.0%	518,923	-99.4%	519,531
Expenditures						
Investment Revenue						
TOTALS						
Transfers						
Transfers to Other Funds		30,000				
CHANGE IN NET ASSETS	3,027			518,923		519,531
FUND BALANCE	2,493,342					2,490,315

12/09/2011

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

Page 8

TRUST AND AGENCY FUND	2011-2012 YTD	2011-2012 Budget	YTD / Budget %	2010-2011 YTD	YTD % Chng fm Prev Yr	2010-2011 Total
Revenues						
Other Revenues	18,587			19,131	-2.8%	52,602
TOTALS	18,587			19,131	-2.8%	52,602
Expenditures						
Contractual Services						20
General Materials and Supplies	1,030				0.0%	1,544
Conference & Meeting	12,066			5,391	123.8%	198
Other Expenditures						45,273
TOTALS	13,096			5,391	142.9%	47,036
CHANGE IN NET ASSETS	5,491			13,740		5,566
FUND BALANCE	45,850					40,358

12/09/2011

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

Page 9

AUDIT FUND	2011-2012 YTD	2011-2012 Budget	YTD / Budget %	2010-2011 YTD	YTD % Chng fm Prev Yr	2010-2011 Total
Revenues						
Local Governmental Sources	31,143	65,000	47.9%	21,062	47.8%	53,539
Investment Revenue	7	25	31.6%	9	-12.1%	7
TOTALS	31,151	65,025	47.9%	21,071	47.8%	53,546
Expenditures						
Salaries	3,483	8,361	41.6%	2,608	33.5%	6,085
Employee Benefits	1,321	3,253	40.6%	659	100.2%	1,711
Contractual Services	47,000	38,000	123.6%	25,000	88.0%	38,575
TOTALS	51,804	49,614	104.4%	28,268	83.2%	46,371
CHANGE IN NET ASSETS	-20,653	15,411		-7,196		7,174
FUND BALANCE	-19,310					1,343

12/09/2011

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

Page 10

LIABILITY, PROTECTION & SETTLEMENT	2011-2012 YTD	2011-2012 Budget	YTD / Budget %	2010-2011 YTD	YTD % Chng fm Prev Yr	2010-2011 Total
Revenues						
Local Governmental Sources	17,805			178,812	-90.0%	178,863
Investment Revenue	-14,566	151,100	-9.6%	32,898	-144.2%	92,955
Other Revenues		20,000	0.0%			37,450
TOTALS	3,238	171,100	1.8%	211,710	-98.4%	309,268
Expenditures						
Salaries	70,073	189,485	36.9%	75,251	-6.8%	182,923
Employee Benefits	168,519	349,421	48.2%	147,320	14.3%	352,295
Contractual Services	17,701	40,100	44.1%	10,697	65.4%	54,975
General Materials and Supplies	2,042	13,100	15.5%	3,616	-43.5%	7,902
Conference & Meeting		2,100	0.0%	841		1,283
Fixed Charges	31,166	30,000	103.8%	25,547	21.9%	32,476
Utilities	452	1,500	30.1%	358	26.2%	1,085
TOTALS	289,955	625,706	46.3%	263,632	9.9%	632,942
CHANGE IN NET ASSETS	-286,717	-454,606		-51,922		-323,673
FUND BALANCE	5,856,913					6,143,631

**Sauk Valley Community College
December 19, 2011**

Agenda Item 2.7

Topic: Request to Serve Alcohol

Presented By: Dr. George Mihel

Presentation:

The Dixon Lions Club would like to hold a Lions Club Convention at Sauk Valley Community College on April 4, 2013. As part of the event, they plan to have a cocktail hour from 5-6 p.m. with dinner to follow. They are requesting permission to serve alcohol during the cocktail hour and dinner.

It will be the responsibility of the Dixon Lions Club to acquire the one-day liquor license and necessary insurance.

Recommendation:

The administration recommends the Board approve the request by the Dixon Lions Club to serve alcohol at their April 4, 2013 convention to be held at Sauk Valley Community College.

**Sauk Valley Community College
December 19, 2011**

Agenda Item 2.8

Topic: IGEN Agreement

Presented By: Dr. George Mihel and Alan Pfeifer

Presentation:

This agreement allows us to be members of the "Illinois Green Energy Network" IGEN. All community colleges in Illinois share resources to provide "green jobs" training, develop renewable energy sources, use energy conservation technologies and purchase green energy equipment, goods and services under the consortium agreement.

Recommendation:

The administration recommends that the Board approve the IGEN Agreement as presented and authorize the Board Chair and Board Secretary to sign the appropriate documents.

Board Policy Review

Board Policies:

Board Policy

601.01 Rights and Responsibilities of
Students

Board Policy

602.01 Student, Admission, Retention,
and Academic Standing

Board Policy

602.02 College Assessment Policy

601.01 Rights and Responsibilities of Students

Sauk Valley Community College is committed to a philosophy which ensures the basic rights of students, such as freedom of speech, freedom of the press, the right to assemble and the right of inquiry. In consideration of these rights, it is implicit that students should also accept those responsibilities that are inherent with attendance at a public community college. These include such basic responsibilities as:

- Respect for public and private property;
- Respect for the rights and privileges of others;
- Adherence to recognized standards of scholarship; and
- Respect for duly constituted authority

Students should recognize that the primary educational function of Sauk Valley Community College must be maintained at all times and that ultimate authority rests with the Board of Trustees as elected representatives of the College constituency. The Board also serves as the place of final appeal for grievances in any matter concerning the College provided that the student shall have first exhausted all relevant procedures and appeals provided by College policy or procedure.

2/12/79
3/23/87
10/28/96
1/24/05
3/27/06

602.01 Student Admission, Retention, and Academic Standing

The College shall have procedures related to student admissions, retention and academic standing are outlined in the College catalog and include guidelines in the following areas:

- Admissions Policy
- Residency Policy
- Refund Policy
- Proficiency and Credit by Evaluation Policy
- Attendance Policy
- Grading Policy
- Repeat Policy
- Academic Probational and Dismissal Policy
- Graduation Policy
- Financial Aid Policy on Standards of Progress

3/23/81
10/28/96
3/27/06

602.02 College Assessment Policy

The College shall maintain an academic assessment program, that provides evidence of student learning that is faculty driven, supported by the administration and allows for college-wide data driven decision making.

11/28/05

**Sauk Valley Community College
December 19, 2011**

Action Item 5.1

Topic: Faculty Appointment – Psychology

Presented By: Dr. George Mihel and Alan Pfeifer

Presentation:

The administration has been in the process of filling a Psychology Instructor position. The position was advertised on-line on Sauk Valley Community College's website and the *Chronicle of Higher Education's* website; and in the Sauk Valley Newspapers (the *Dixon Telegraph* and the *Daily Gazette*). Thirty-seven (37) applications were received. A committee was composed of Dr. James Wright, Mr. Jon Mandrell, Dr. Mary Lou Kidder, Dr. Amy Jakobsen, Mr. Ralph Pifer, and Ms. Marlene Hilliker. Alan Pfeifer, Vice President of Academic Services, served as chair.

Candidates were interviewed by the committee, the Vice President of Academic Services, and the President. Each candidate gave a teaching presentation before the committee and completed a writing sample.

Academic background: Ms. Barkley received a Bachelor of Science degree and a Master of Science degree with a concentration in Educational Psychology and Research Design from Northern Illinois University.

Professional background: Ms. Barkley has been a teaching assistant and co-teacher at Northern Illinois University; a temporary full-time instructor and adjunct instructor at Kishwaukee Community College; and an adjunct instructor at Sauk Valley Community College.

References: All references spoke highly of Ms. Barkley and recommended her for the position.

Recommendation:

The administration recommends that the Board of Trustees approve the employment of Ms. Michelle Barkley as an Assistant Professor of Psychology starting January 6, 2012 at an annual salary of \$35,474 (prorated) for the spring 2012 semester.

Sauk Valley Community College
December 19, 2011

Action Item 5.2

Topic: **Salary Adjustments**

Presented By: **Dr. George Mihel**

Presentation:

In these difficult times all of us at the college are fortunate to have the jobs we do. Last year the staff did not receive salary increases, but did receive a one-time stipend.

While the economy is struggling to recover the college has fared well financially through careful budgeting and spending. We still need to attract and retain the best employees we can find.

A small increase is appropriate at this time, especially considering the increases in health insurance. It is recommended all non-faculty receive a 2.5% retroactive to July 1, 2011 (adjusted depending on start date, promotion, title changes, or peer comparisons).

Recommendation:

The administration recommends that the Board of Trustees approve a 2.5% salary increase for all non-faculty as outlined above.

Sauk Valley Community College
December 19, 2011

Action Item 5.3

Topic: **Employee Benefits Adjustments – Non –Faculty**

Presented By: **Dr. George Mihel**

Presentation:

Health insurance is a major expense for the college that continues to increase. The Board has a strong desire to have SVCC on par with the peer group of colleges in Illinois.

Traditionally the college has applied negotiated costs and benefits with full-time faculty to all employees. Changes that have been previously negotiated that take effect January 1, 2012 are:

	In-Network	Out-of-Network
Deductible Single	\$250	\$550
Deductible Family	\$500	\$1,100
Out of Pocket Max Single	\$1,750	\$4,000
Out of Pocket Max Family	\$3,500	\$8,000

As of January 1, 2012, smokers will be charged a 15% higher premium. The co-insurance will change to 85% / 15% in-network and 65% / 35% out-of-network. Well baby care will now be covered at 100% and smoking cessation will also be covered. Those who currently elect out of insurance will receive an annual \$1,000 pro-rated by pay period.

In addition to these changes, which effect faculty and non-faculty it is recommended that the following changes in premium costs be applied to all non-faculty employees paying insurance premiums.

Non-Smokers		Smokers	
Employee Only	\$738	Employee Only	\$849
Employee + Child	\$1,919	Employee + Child	\$2,207
Employee + One	\$1,919	Employee + One	\$2,207
Family	\$3,616	Family	\$4,158

Recommendation:

The administration recommends that the Board of Trustees approve the adjustments in benefits and costs as outlined effective January 1, 2012 for all non-faculty.

**Sauk Valley Community College
December 19, 2011**

Action Item 5.4

Topic: **Program Approval – Fire Science**

Presented By: **Dr. George Mihel, Alan Pfeifer, and Janet Lynch**

Presentation:

A new degree program for fire science is being requested. This program is designed to prepare the student for knowledge and competencies necessary for leadership or management in the field of firefighting and fire prevention. Graduates may specialize with additional competencies to enter the fields of fire inspection and insurance investigation or pursue State certification.

State and Regional occupational data:

Statewide Data: As of 2010, the Illinois fire service is made up of 1,209 fire departments. Municipalities constitute the minority of this number. 75% of the fire departments are fire protection districts. Nearly 70% of the districts are staffed with volunteer or paid-on-call firefighters. Of the 1,209 fire departments, 79 employ full time fire fighters, 412 are paid on call and 195 use a combination of paid, paid-on-call and volunteer. Office of State Fire Marshall (OSFM) noted an additional 300 firefighter exams given from 2009 to 2010, an increase of 5%.

Regional/Local Data: The Sauk Valley area is protected by 25 fire departments that span five counties. Four of the 25 are full time fire departments. The other 21 departments are volunteer departments that operate with some paid staff. Most of the full time departments have no residential requirements that impact the Sauk Valley area, since the hired firefighters can live in our community and commute to work, which helps the local economy. The FEMA SAFER Grant will provide federal funding to assist communities with hiring full time firefighters, which means more employment opportunities. Our northwest region of Illinois lacks fire science programming. We can offer training to the fire departments in our five county area with this programming thereby increasing the student count for this program. The majority of our students will become employed or will be completing the course work to maintain or be a part of the volunteer services provided in our rural community.

2008 statistics for the State of Illinois:

Firefighter Entry Level as of 05/08: \$44,260

Deputy Chief as of 05/08: \$70,000 – \$80,000

Chief as of 05/08: \$78,000 - \$105,000

Source: Illinois Department of Employment Security

The number of firefighters currently employed in Boone, Carroll, Winnebago, Ogle, Whiteside, Bureau, LaSalle, and Lee Counties equals 997 reported in 2008. The increase projected for 2018 would be 1058, which is a 5.76% increase. The national increase projected for the same time frame is 7.5 %.

Enrollment projections:

We project a full-time enrollment of 20 students annually with part-time enrollments of 200-300 and many part-time students will come from area fire professionals.

Start-up costs:

Equipment costs are part of this proposal beginning on page 8 (equipment). Most of the high cost items are being donated. There will be about \$50,000 of additional equipment for the program to get underway. Funding bonds will be used for equipment not acquired through donations. The program will be initiated with adjunct faculty and will be reviewed on an annual basis.

Recommendation:

The administration recommends the Board approve the Fire Science Associate in Applied Science degree program and associated certificate programs and authorize the administration to submit documents to ICCB for approval.

Form 20

Illinois Community College Board

**APPLICATION FOR PERMANENT APPROVAL
OF AN OCCUPATIONAL CURRICULUM**
Submit THREE Complete Copies

COLLEGE NAME: Sauk Valley Community College **5-DIGIT COLLEGE NUMBER:**

CONTACT PERSON: Janet Lynch

PHONE: (815)835-6376

FAX: (815) 288-1880

EMAIL: lynchj@svcc.edu

CURRICULUM INFORMATION

AAS:

Title: Fire Science	CREDIT HOURS 63 - 64	CIP CODE
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CERTIFICATE:

TITLE:

Basic Operations Firefighter	CREDIT HOURS 13	CIP CODE
Advanced Technician Firefighter	CREDIT HOURS 8	CIP CODE
Hazardous Materials I	CREDIT HOURS 1	CIP CODE
Hazardous Materials II	CREDIT HOURS 3	CIP CODE
Fire Service Instructor I	CREDIT HOURS 3	CIP CODE
Fire Service Vehicle Operator	CREDIT HOURS 1	CIP CODE
Technical Rescue Awareness	CREDIT HOURS 1	CIP CODE
Vehicle/Machinery Operations	CREDIT HOURS 3	CIP CODE
Management I	CREDIT HOURS 3	CIP CODE
Management II	CREDIT HOURS 3	CIP CODE
Tactics and Strategy I	CREDIT HOURS 3	CIP CODE
Building Construction	CREDIT HOURS 3	CIP CODE
Fire Prevention Principles	CREDIT HOURS 3	CIP CODE
Building Construction	CREDIT HOURS 3	CIP CODE

PROPOSED CLASSIFICATION: ☒ District ☐ Regional ☐ Statewide

PROPOSED IMPLEMENTATION DATE: Fall 2012

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: _____

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. _____

Sauk Valley Community College
December 19, 2011

Action Item 5.5

Topic: **Fire Truck Donation**

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

Presentation:

If the Board approves the Fire Science Program we have an enhancement for the program with the donation of a fire truck from the Chadwick Fire Protection District.

The fire truck will be useful in creating hands-on experiences for Fire Science students and also a great marketing tool.

We will activate the agreement for the transfer of the vehicle after the college receives approval for the Fire Science Program from ICCB.

Recommendation:

The administration recommends that the Board of Trustees approves the acceptance of the Chevrolet Fire Truck from the Chadwick Fire Protection District.