

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

**Third Floor Board Room  
Dixon, IL**

**September 24, 2012  
7:00 p.m.**

- 1.0 Call to Order**
- 2.0 Consent Agenda**
  - 2.1 Approval of Agenda**
  - 2.2 Approval of Minutes, August 27, 2012**
  - 2.3 Treasurer's Report**
  - 2.4 Bills Payable**
  - 2.5 Payrolls**

August 31, 2012	\$223,835.37
September 14, 2012	\$260,319.37
  - 2.6 Budget Report**
- 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 – Board Policies: 111.01 Special Meetings of the Board of Trustees; 112.01 Meetings Open to Public; 113.01 Inspection of Board Records and Accounts**
  - 3.5 McGladrey & Pullen – 2012 Audit Presentation**
- 4.0 Action Items**
  - 4.1 2012 Audit Report**
  - 4.2 Board Policy 105.01 Instruction in Writing – Second Reading**
  - 4.3 Board Policy 106.01 Principles for Board Authority – Second Reading**
  - 4.4 Board Policy 109.01 Duties and Responsibilities of the Board of Trustees – First Reading**
  - 4.5 Board Policy 110.01 Committees of the Board – First Reading**
  - 4.6 Protection, Health and Safety Projects, 2012-2013**
- 5.0 Closed Session – (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College; closed session minutes review; pending litigation probable or imminent)**
- 6.0 Administrative Appointment – Director of Business Services**
- 7.0 Closed Session Minutes Review**
- 8.0 Adjournment**

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

**September 24, 2012**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on September 24, 2012 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
Lisa Wiersema	Margaret Tyne
Robert J. Thompson	Andrew Bollman
William Simpson	Student Trustee Karrow

SVCC Staff: President George J. Mihel  
Attorney Miller  
Interim Dean of Business Services Judy Austin  
Academic Vice President Alan Pfeifer  
Coordinator of Public Relations Rachel Marco  
Business Manager Melissa Dye  
Administrative Assistant Debra Dillow

Absent: None

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

President's Report: Dr. Mihel distributed data to the Board in reference to enrollment trends. He also provided information on the Fire Science enrollment and gave the Board an update on our remodel projects.

Robert A. Wright, CPA and Linda Dolezalek from McGladrey & Pullen, LLP provided an overview of the 2012 audited financial statements to the Board.

Reports: *ICCTA Report:* Member Bollman distributed information from his recent ICCTA meeting regarding pension reform. He also provided information on a collaboration between ICCTA and ICCB with a marketing campaign for community colleges entitled "A Million Reasons Why".

*Foundation:* None

*Student Trustee Report:* Student Trustee Karrow provided the Board with a report on her attendance at the ICCB SAC meeting. She distributed information on upcoming events scheduled for the students sponsored by SGA and Student Activities.

Board Policy Review:

Board Policy Review: Dr. Mihel reviewed Board Policies 111.01 Special Meetings of Board of Trustees and will recommend changes; Board Policy 112.01 Meetings Open to Public and will not recommend any changes; Board Policy 113.01 Inspection of Board Records and Accounts and will recommend changes.

2012 Audited Financial Statements:

It was moved by Member Tyne and seconded by Member Bollman that the Board accept the 2012 audited financial statements as presented. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

Board Policy 105.01  
Instruction in Writing  
(Second Reading):

It was moved by Member Stoller and seconded by Member Wiersema that the Board approve the deletion of Board Policy 105.01 Instruction in Writing for second reading. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

Board Policy 106.01  
Principles for Board  
Authority (Second  
Reading):

It was moved by Member Bollman and seconded by Member Tyne that the Board table Board Policy 106.01 Principles for Board Authority until next month. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

Board Policy 109.01  
Duties and  
Responsibilities of  
the Board of Trustees  
(First Reading):

It was moved by Member Bollman and seconded by Member Wiersema that the Board approve Board Policy 109.01 Duties and Responsibilities of the Board of Trustees for first reading. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

Board Policy 110.01  
Committees of the Board  
(First Reading):

It was moved by Member Bollman and seconded by Member Stoller that the Board approve Board Policy 110.01 Committees of the Board for deletion - first reading. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

Protection, Health, and  
Safety Projects for  
2012-2013:

It was moved by Member Simpson and seconded by Member Tyne that the Board approve the resolutions, budgets, and certification statements regarding the 2012-2013 projects for submission to ICCB for action. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

Closed Session:

At 8:05 p.m. it was moved by Member Stoller and seconded by Member Thompson that the Board go into closed session for the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific employees of the college; closed session minutes review; pending litigation probable or imminent. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

The Board returned to regular session at 8:40 p.m.

Administrative  
Appointment –  
Business Services:

It was moved by Member Stoller and seconded by Member Wiersema that the Board approve the appointment of Melissa Dye as the Director of Business Services and the College Treasurer. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

Closed Session  
Minutes Review:

It was moved by Member Stoller and seconded by Member Bollman that the Board approve the Closed Session Minutes review recommendations as follows: The Board has determined the closed session minutes of meetings which have been tape recorded pursuant to the Open Meetings Act have been kept in accordance with the requirements of the Open Meetings Act, the tape recordings of the meetings through December 31, 2010, should be destroyed. The Board, having reviewed its closed session minutes as required by law, keep closed all minutes that are currently closed with the exception as presented by Attorney Miller. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

Adjournment:

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

The meeting adjourned at 8:45 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on October 22, 2012 in the Board Room.

Respectfully submitted,

  
\_\_\_\_\_  
Lisa Wiersema, Secretary



BOARD CHAIR



BOARD SECRETARY

DATE 9/29/12

SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES - TREASURER'S REPORT  
of August 31, 2012

CHECKING ACCOUNTSINTEREST BEARING ACCOUNTS

General Account - Sterling Federal Bank

Illinois Funds - Firststar Bank, Springfield

SUBTOTAL

## INTEREST

RATEAMOUNT

0.015

\$2,857,343.15

0.087

5,971,902.85

8,829,246.00

MONEY MARKET

Merrill Lynch Wealth Management

SFB Investment Center

SUBTOTAL

1.000

1,204,288.44

0.000

3,972,962.87

5,177,251.31

TOTAL CHECKING ACCOUNTS

\$14,006,497.31

INVESTMENTSFINANCIAL INSTITUTIONMATURITYDATE

First National Bank, Amboy

01-26-2013

0.150

500,000

Farmers State Bank, Sublette

02-13-2013

0.550

1,000,000

Farmers State Bank, Sublette

02-17-2013

0.650

1,010,052

SUBTOTAL

2,510,052

MERRILL LYNCH:

Federal Farm Cr Bks Global Cons Bd

11-13-2012

YIELD

2.147

PRICE

604,278.00

Federal Natl Mtg Assn Call

02-21-2013

4.750

408,416.00

State Bank of India CD

09-23-2013

1.010

247,483.42

Discover Bank CD

09-30-2013

1.010

247,473.99

Federal Home Loan Bank

09-12-2014

1.375

648,823.95

Federal Home Loan Bank

12-12-2014

2.750

511,893.25

Federal Home Loan Bank

12-12-2014

1.250

687,514.50

GE Cap Financial Inc

02-24-2015

1.050

245,004.16

Ally Bank

08-10-2015

1.100

244,464.02

Sallie Mae Bank/Murray

08-10-2015

1.100

244,464.02

Federal Natl Mtg Assn

08-24-2026

2.050

497,590.00

SUBTOTAL

\$4,587,405.31

SFB INVESTMENT CENTER - CHALLENGE GRANTS

Farmers State Bank, Hartland, MN

09-24-2012

1.350

150,000.00

Southwest Capital Bank NA Ft. Myers, FL

12-26-2012

1.500

200,000.00

American Express Centurion Bk Salt

03-25-2013

2.000

250,000.00

Bridgeview Bk Group IL CTF

03-25-2013

1.700

250,000.00

Doral Bk Catano P R

05-28-2013

2.000

250,000.00

Goldman Sachs Bank

10-21-2013

1.050

250,000.00

1,350,000.00

Sauk Valley Community College  
Board of Trustees  
September 24, 2012

Summary of Bills Payable

Amount

General Operating Funds

\$ 1,037,766.33

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY



BOARD CHAIR



BOARD SECRETARY

DATE 9/24/12

REPORT SVRCHKR  
FISCAL YEAR 2012

Sauk Valley Community College  
Check Register  
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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Follett Bookstore	01		Foundation Expense	SHORT Term Loan	-91.50
Follett Bookstore	01		Foundation Expense	SHORT Term Loan	-43.00
Follett Bookstore	01		Foundation Expense	Department Bookstore Charges	-234.00
State Universities Retirement	01		SURS Payable	Accrued Surs	27,085.17
State Universities Retirement	01		SURS Payable	Accrued Surs	29,768.40
Select Employees Credit Union	01		Credit Union Payable	ACCRUED W/H Select Employees Credit Un	2,652.69
Select Employees Credit Union	01		Credit Union Payable	ACCRUED W/H Select Employees Credit Un	2,652.69
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	294.24
Meyer, Lydia	01		Wage Garnishment Payable	Wage Garnishment	580.00
Meyer, Lydia	01		Wage Garnishment Payable	Wage Garnishment	580.00
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charities	20.83
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charities	20.83
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	10.42
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	10.42
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	42.75
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	42.75
Gallagher Benefit Services, In	01		Optional Life Insurance	Optional Life	708.67
Gallagher Benefit Services, In	01		Optional Life Insurance	Sept Optional Life	703.51
Gallagher Benefit Services, In	01		Optional Disability Insurance	Long Term Disability	741.61
Gallagher Benefit Services, In	01		Optional Disability Insurance	Disability Insurance	693.25
JEM fbo Sauk Valley CC 403b PI	01		Fidelity Investments	ACCRUED ANNUITIES--	1,825.00
JEM fbo Sauk Valley CC 403b PI	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	1,825.00
JEM fbo Sauk Valley CC 403b PI	01		Vanguard	ACCRUED ANNUITIES-Vanguard	3,300.00
JEM fbo Sauk Valley CC 403b PI	01		Vanguard	ACCRUED ANNUITIES-Vanguard	300.00
JEM fbo Sauk Valley CC 403b PI	01		Valic	ACCRUED ANNUITIES-VALIC	150.00
JEM fbo Sauk Valley CC 403b PI	01		Valic	ACCRUED ANNUITIES-VALIC	150.00



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Cavazos, John	01		Accounts Payable	Online Refund	242.40
Cecchetti, Olivia	01		Accounts Payable	Online Refund	111.67
Cervantes, Shannon	01		Accounts Payable	Direct Loan	449.00
Cheatwood, David	01		Accounts Payable	Online Refund	318.00
Child, Ashley	01		Accounts Payable	Online Refund	303.00
Christensen, Michelle	01		Accounts Payable	Online Refund	599.00
Clark, Melanie	01		Accounts Payable	Direct Loan	458.78
Colglazier, Evan	01		Accounts Payable	Online Refund	254.40
Cortesi, Brittany	01		Accounts Payable	Direct Loan	1,733.00
Cramer, Justin	01		Accounts Payable	Direct Loan	99.00
Cramer, Justin	01		Accounts Payable	Direct Loan	2,129.00
Crump, Alexander	01		Accounts Payable	Direct Loan	95.00
Denning, Dawn	01		Accounts Payable	Online Refund	37.33
Denning, Kandice	01		Accounts Payable	Direct Loan	121.78
Dettman, Adam	01		Accounts Payable	Online Refund	15.00
Dinges Hughes, Beth	01		Accounts Payable	Online Refund	303.00
Dunn, Cheri	01		Accounts Payable	Online Refund	2,399.00
Eaton, Lindsay	01		Accounts Payable	Direct Loan	295.00
Echebarria, Stephanie	01		Accounts Payable	Direct Loan	981.00
Eichhorn, Lamar	01		Accounts Payable	Correction	-449.00
Eichhorn, Lamar	01		Accounts Payable	Direct Loan	2,677.00
Elefante, Cindy	01		Accounts Payable	Direct Loan	396.00
Ennells, Todd	01		Accounts Payable	Direct Loan	1,218.00
Erickson, Victor	01		Accounts Payable	Online Refund	166.00
Farrar, Jessica	01		Accounts Payable	Online Refund	138.00
Fox, Kevin	01		Accounts Payable	Online Refund	247.39

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Hitt, Sara	01		Accounts Payable	Direct Loan	146.18
Holloway, Brock	01		Accounts Payable	Online Refund	196.00
Horn, Spencer	01		Accounts Payable	Online Refund	101.00
Hufford, Jessica	01		Accounts Payable	Direct Loan	1,974.81
Izer, Hope	01		Accounts Payable	Online Refund	100.00
Johnson, Jenna	01		Accounts Payable	Direct Loan	227.49
Johnson, Michele	01		Accounts Payable	Online Refund	56.53
Johnston, Edward	01		Accounts Payable	Online Refund	318.00
Kahn, Rachel	01		Accounts Payable	Online Refund	111.00
Kay, Nancy	01		Accounts Payable	Online Refund	5.00
Kelly, Marissa	01		Accounts Payable	Direct Loan	143.00
Kent, Dustin	01		Accounts Payable	MAP	784.00
Kerchner, Cassey	01		Accounts Payable	Direct Loan	518.00
Knepler, Jennifer	01		Accounts Payable	Direct Loan	2,178.00
Knopp, Brian	01		Accounts Payable	Direct Loan	872.98
Knotts, Jessica	01		Accounts Payable	Direct Loan	87.00
Knotts, Jessica	01		Accounts Payable	Direct Loan	303.00
Krokson, Samuel	01		Accounts Payable	Direct Loan	495.00
Krokson, Samuel	01		Accounts Payable	Direct Loan	1,733.00
Liston, Caitlin	01		Accounts Payable	Online Refund	151.50
Lockner, Hillary	01		Accounts Payable	Online Refund	15.00
Maginnis, Diane	01		Accounts Payable	Direct Loan	1,733.00
Mahar, Kalia	01		Accounts Payable	Direct Loan	1,107.00
Marcum, Jordan	01		Accounts Payable	Online Refund	333.00
McCombs, Olyvia	01		Accounts Payable	Direct Loan	2,723.00
McConaghie, Emily	01		Accounts Payable	Direct Loan	1,510.13

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Queckboerner, Jena	01		Accounts Payable	Direct Loan	1,733.00
Ramage, Sara	01		Accounts Payable	Direct Loan	635.30
Riley, Elizabeth	01		Accounts Payable	Direct Loan	1,980.00
Robnett, Cindy	01		Accounts Payable	Online Refund	99.00
Rodriguez, Lindsay	01		Accounts Payable	Online Refund	242.40
Rodriguez, Tommi	01		Accounts Payable	Online Refund	739.00
Rogers, Katee	01		Accounts Payable	Online Refund	303.00
Rowley, Devon	01		Accounts Payable	Direct Loan	2,228.00
Royer, Danny	01		Accounts Payable	Direct Loan	3,218.00
Saenz, Rose	01		Accounts Payable	Direct Loan	2,087.00
Saenz, Sarah	01		Accounts Payable	Direct Loan	391.00
Sauer, John	01		Accounts Payable	Online Refund	162.00
Schwenk, Joshua	01		Accounts Payable	Direct Loan	704.00
Sedig, Paul	01		Accounts Payable	Online Refund	19.00
Shamp, Katie	01		Accounts Payable	Direct Loan	558.00
Shepard, Courtney	01		Accounts Payable	Direct Loan	1,733.00
Shepard, Courtney	01		Accounts Payable	Online Refund	453.00
Simental, Nicole	01		Accounts Payable	Direct Loan	3,218.00
Slaunwhite, Josh	01		Accounts Payable	Online Refund	134.67
Smith, Ashley	01		Accounts Payable	Online Refund	141.00
Smith, Justin	01		Accounts Payable	Correction	-7.00
Smith, Justin	01		Accounts Payable	Direct Loan	436.81
Sollars, Kimberly	01		Accounts Payable	Direct Loan	2,228.00
Sommers, Kory	01		Accounts Payable	Online Refund	303.00
Southerland, Crystal	01		Accounts Payable	Online Refund	749.33
Sprout, Trenton	01		Accounts Payable	Direct Loan	1,692.62

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Young, Sarah	01		Accounts Payable	Direct Loan	1,980.00
Zickert, Sara	01		Accounts Payable	Direct Loan	55.21
Zigler, Joshua	01		Accounts Payable	Online Refund	303.00
Treasurer State of Illinois	01		Other Payables	Unclaimed Property	310.63
Follett Bookstore	01		PELL EOG BT	SHORT Term Loan	40,415.00
Follett Bookstore	01		PELL EOG BT	SHORT Term Loan	94,195.24
Follett Bookstore	01		PELL EOG BT	DORS Book Charges	8,403.45
Follett Bookstore	01		PELL EOG BT	DORS Book Charges	24,368.39
Follett Bookstore	01		PELL EOG BT	TRADE Act-TAA Book Charges	16,376.06
Follett Bookstore	01		PELL EOG BT	Foundation Book Charges	22,531.23
Follett Bookstore	01		Foundation B	SHORT Term Loan	1,632.69
Follett Bookstore	01		Foundation B	SHORT Term Loan	2,688.60
Follett Bookstore	01		Foundation B	DORS Book Charges	1,397.39
Follett Bookstore	01		Foundation B	TRADE Act-TAA Book Charges	1,172.95
Follett Bookstore	01		Foundation B	Foundation Book Charges	2,955.49
Follett Bookstore	01		Stafford Loans BT	SHORT Term Loan	2,928.11
Follett Bookstore	01		Stafford Loans BT	SHORT Term Loan	2,996.01
Follett Bookstore	01		Stafford Loans BT	DORS Book Charges	653.76
Follett Bookstore	01		Stafford Loans BT	DORS Book Charges	658.58
Follett Bookstore	01		Stafford Loans BT	TRADE Act-TAA Book Charges	692.64
Follett Bookstore	01		Stafford Loans BT	Foundation Book Charges	1,137.83
Follett Bookstore	01		JTPA Whiteside B	SHORT Term Loan	2,744.31
Follett Bookstore	01		JTPA Whiteside B	SHORT Term Loan	10,233.32
Follett Bookstore	01		JTPA Whiteside B	DORS Book Charges	598.70
Follett Bookstore	01		JTPA Whiteside B	DORS Book Charges	1,333.25
Follett Bookstore	01		JTPA Whiteside B	TRADE Act-TAA Book Charges	300.89

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Follett Bookstore	01		Partner Employ Rock Island	TRADE Act-TAA Book Charges	227.95
Best Management On Campus	01		Scholarship Payable	2140 Emergency Utility Expense	100.00
Dixon Area Chamber of Commerce	01		Scholarship Payable	4006 Newsletter "Red Solo Cup"	60.00
Envelope Superstore	01		Scholarship Payable	4006 Envelopes for Fundraiser	62.29
Hoogheem, Barton	01		Scholarship Payable	2140 Student Emergency Needs Request	50.00
Sauk Valley Area Chamber of Co	01		Scholarship Payable	4006 E-Blast "Red Solo Cup"	25.00
Sauk Valley Media	01		Scholarship Payable	4006-raffle tickets for fund raiser	59.56
White Pines Ranch	01		Scholarship Payable	2119 Return of Funds M Cullen	500.00
Consolidated Management Co	01		Cafeteria payable	Punch A Lunch Sales	7,890.82
Whiteside County Senior Center	01		Whiteside Bus payable	Bus Sales Aug 2012	380.00
Lee/Ogle Transportation Syste	01		Lee Bus payable	Bus Sales Aug '12	60.00
Ward Murray Pace & Johnson P.C	01	Board of Trustees	Legal Services	Legal Fees	1,260.00
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Aug Board Meeting	49.94
Crowne Plaza Springfield	01	Board of Trustees	Conference/Meeting Expense	Lodging ISAC Conference	110.99
Illinois Community College Boa	01	Board of Trustees	Conference/Meeting Expense	Conference Fee A Bollman	125.00
Karrow, Kala	01	Board of Trustees	Conference/Meeting Expense	Advance for ICCTA Conference 9/14/12	197.33
Imprint Inc.	01	Marketing Office	Advertising	Buttermints	153.26
Pinney Printing Company	01	Marketing Office	Advertising	post card for report to comm w/ postag	1,529.00
Sauk Valley Media	01	Marketing Office	Advertising	August Internet/Mobile Ads	540.00
Sauk Valley Media	01	Marketing Office	Advertising	August Advertising	1,655.00
United Way of Whiteside County	01	Marketing Office	Advertising	United Way Chili Cook Off	50.00
WIXN FM - WIXN AM-WRCV-FM	01	Marketing Office	Advertising	Radio Advertising July 2012	2,915.00
WZOE Radio	01	Marketing Office	Advertising	Radio Advertising	420.00
Withers Broadcasting	01	Marketing Office	Advertising	Monthly Radio Advertising	764.18
RK Dixon	01	Printshop	Maintenance Services	Copier-Maint & Sply	274.99
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	1,355.59

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Follett Bookstore	01	Business	Instructional Supplies	Department Bookstore Charges	59.95
CDW-G	01	Office & Administrative Services	Instructional Supplies	USB Cruzer	22.69
Follett Bookstore	01	HVAC	Instructional Supplies	SHORT Term Loan	11.56
Follett Bookstore	01	HVAC	Instructional Supplies	SHORT Term Loan	41.88
Follett Bookstore	01	HVAC	Instructional Supplies	Department Bookstore Charges	103.91
Follett Bookstore	01	Welding	Instructional Supplies	Department Bookstore Charges	7.43
Rockford Industrial Welding Su	01	Welding	Instructional Supplies	a-532 electrode holder	25.38
Rockford Industrial Welding Su	01	Welding	Instructional Supplies	argon,arg/co2, alum wire	235.75
Pearson Education	01	Director Developmental Learning	Other Contractual Services	lab access-Kevin Smiley	30.00
Scantron Corporation	01	Testing Center	Office Supplies	Scantron Sheets	2,366.15
Staples	01	Testing Center	Office Supplies	Office Supplies	94.28
Florini, Anthony	01	Testing Center	Conference/Meeting Expense	Travel-Whiteside ROEWallace	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	literature organ,bulletin bar,cork boa	156.91
Quill Corporation	01	Dean of Health Professions	Office Supplies	Supplies	58.81
Shoptet.com	01	Dean of Health Professions	Office Supplies	office supplies	222.16
Coursey Enterprises	01	Associate Degree Nursing	Instructional Supplies	Nursing Kits	668.10
Coursey Enterprises	01	Associate Degree Nursing	Instructional Supplies	Student Nurse Kits	240.00
Coursey Enterprises	01	Associate Degree Nursing	Instructional Supplies	Student Nurse Kits	786.00
Coursey Enterprises	01	Associate Degree Nursing	Instructional Supplies	Student Nurse Kits	802.50
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	1 case drapes, 1 box drapes	112.39
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Dispenser	204.96
Pocket Nurse	01	Associate Degree Nursing	Instructional Supplies	demo doses	87.85
DeKroft-Metz and Co, Inc	01	Nurse Assistant	Instructional Supplies	Isolation Fluid	50.70
Peoria Production Shop	01	Nurse Assistant	Instructional Supplies	60" purple gait belt	599.86
Coursey Enterprises	01	Licensed Practical Nursing	Instructional Supplies	Student Nurse kits	580.00

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
S J Smith Welding Supply	01	Chemistry	Instructional Supplies	Gases for Chemistry	9.30
Siemens Industry Inc.	01	Chemistry	Instructional Supplies	DI Water for Chem lab	311.00
Pasco Scientific	01	Physics	Instructional Supplies	super pulley with clamp	300.00
Fifth Third Bank	01	Learning Resource Center	Library Supplies	Menards/Staples/Surplus Center/The Box	292.26
ABC-CLIO LLC	01	Learning Resource Center	Books and Binding Costs	Entertainment Industry	47.96
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library	2,826.49
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	Teaching Strategies	519.99
Arigos Library Services	01	Learning Resource Center	Publications and Dues	Mc Graw Hill Science Research Database	485.00
EBSCO	01	Learning Resource Center	Publications and Dues	Ebsco Magazine/Journal Renewals	8,041.30
Fifth Third Bank	01	Learning Resource Center	Publications and Dues	Amazon/Wall Street Journal	722.77
New York Times	01	Learning Resource Center	Publications and Dues	FY 13 Renewal	426.40
Sauk Valley Media	01	Learning Resource Center	Publications and Dues	FY 13 Renewal Library	206.80
CDW-G	01	Academic Computing	Instructional Supplies	Lasejet Pro	343.76
CDW-G	01	Academic Computing	Instructional Supplies	Coverage Laptops	2,194.32
Follett Bookstore	01	Academic Computing	Instructional Supplies	SHORT Term Loan	2.99
Staples	01	Academic Computing	Instructional Supplies	Office Supplies	13.86
Fifth Third Bank	01	Academic Computing	Instructional Technology Material	NewEgg.COM	133.97
Moodlerooms Inc	01	Academic Computing	Computer Software	Moodlerooms hosting	29,500.00
Sterling Community Unit School	01	Academic Computing	Conference/Meeting Expense	Addtl Fee for I-Pad Training	100.00
Toner Tech Plus	01	Administrative Computing	Office Supplies	toner	734.45
Unique Computer	01	Administrative Computing	Office Supplies	Ink	469.00
Advantage Financial Services	01	Administrative Computing	Computer Software	Filebound Monthly Service	3,296.32
Communication Revolving Fund	01	Administrative Computing	Computer Software	Monthly Service	340.00
Fifth Third Bank	01	Administrative Computing	Computer Software	Educause.com	40.00
Google Inc	01	Administrative Computing	Computer Software	August Monthly Service	33.75
Harvard Business Review	01	Dean of Student Services	Publications and Dues	Harvard Business Review	119.00

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Xerox Corporation	01	Business Office	Maintenance Services	Copier-Maint & Sply	67.44
Acom Solutions, Inc.	01	Business Office	Office Supplies	USB Reader	602.73
Austin, Judy	01	Business Office	Conference/Meeting Expense	Airfare & Luggage Expense	606.60
Illinois Community College Ctr	01	Business Office	Conference/Meeting Expense	Fall Conference Fee	100.00
JEM Resource Partners	01	Personnel Office	Consultants	Monthly Admin Fees	150.00
Illini Trophy	01	Personnel Office	Office Supplies	43 name tags	450.00
Society for Human Resource Man	01	Personnel Office	Publications and Dues	dues for SHRM	180.00
Snow, Kathryn	01	Personnel Office	Conference/Meeting Expense	Travel-SHRM Conference	228.35
Snow, Kathryn	01	Personnel Office	Conference/Meeting Expense	Travel-Conference Butler Benefits	79.92
Fifth Third Bank	01	Personnel Office	Recruitment	Comfort Inn	311.03
HigherEd.Jobs.COM	01	Personnel Office	Recruitment	Affirmative Action	198.55
HigherEd.Jobs.COM	01	Personnel Office	Recruitment	Higher-ed job pack - 3	465.00
Sauk Valley Media	01	Personnel Office	Recruitment	Recruitment August	1,243.48
Xerox Corporation	01	Information Center	Maintenance Services	Copier-Maint & Sply	67.43
Staples	01	Information Center	Office Supplies	Office Supplies	56.05
Education To Go	010100	CCS Personal Workshops	Consultants	Ed 2 Go Classes	540.00
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	E-Mail	405.00
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	BCE CLass Movies	760.00
ACT INC	010100	CCS Personal Workshops	Instructional Supplies	Work keys Testing	82.50
Consolidated Management Co	010100	CCS Personal Workshops	Other Conference & Meeting	Meeting 8/21/12	9.40
Seitchell, Linda	010100	CCS Personal Workshops	Other Conference & Meeting	Travel-Conference Springfield	177.60
Allied Equipment LLC	02	Maintenance	Maintenance Services	Lift Repairs	555.00
H-O-H Water Technology Inc	02	Maintenance	Maintenance Services	Water treatment contract	601.20
Plunkett's Pest Control	02	Maintenance	Maintenance Services	crawling insects/mice/ext spiders	200.00
Schumacher Elevator Company	02	Maintenance	Maintenance Services	full maintenance	1,600.56
Quill Corporation	02	Maintenance	Office Supplies	Supplies	129.73



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Fifth Third Bank	02	Grounds	Maintenance Services	Blaine's Farm & Fleet	45.28
North's Oil Company, Inc	02	Grounds	Maintenance Supplies	300 gallons	1,150.50
Wilco Rental	02	Grounds	Maintenance Supplies	Filters for New Mower	25.36
Nicor Gas	02	Utilities	Gas	gas	477.80
Nicor Gas	02	Utilities	Gas	acct 27 49 23 2000 0	341.70
Commonwealth Edison	02	Utilities	Electricity	Electricity	40.15
City Of Dixon	02	Utilities	Water, Sewer	Septic waste Aug 2012	160.00
City Of Dixon	02	Utilities	Water, Sewer	Testing Water	51.00
Fifth Third Bank	02	Utilities	Water, Sewer	Blaine's Farm & Fleet	101.28
M & S Wastewater	02	Utilities	Water, Sewer	Service for Aug '12	425.00
State World Headquarters	02	Utilities	Water, Sewer	grease separator	272.61
CenturyLink	02	Utilities	Telephone	Monthly Telephone Bills	1,945.45
Comcast	02	Utilities	Telephone	Monthly Service	5,612.77
Verizon Wireless	02	Utilities	Telephone	Dr. Mihel Cell Phone	83.78
Moring Disposal Inc	02	Utilities	Refuse Disposal	waste removal service	283.72
Lofgren, Marvin	02	Building and Grounds Administrat	Consultants	Interim thru 8/31/12	2,020.99
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	blue, black dry erase markers	179.88
T D Kurtz Glass	02	Building and Grounds Administrat	Building Remodeling	library door glass inserts	652.00
Youngren's Refrigeration Inc	02	Cafeteria	Maintenance Services	Labor & Materials for Cooler	1,041.00
T D Kurtz Glass	03	Operations & Maintenance- Restri	Building Remodeling	APP #3 Window Replacement Project	41,364.00
Wight & Company	03	Operations & Maintenance- Restri	Building Remodeling	Archited Fees for Science Labs Abatem	12,300.00
Willet, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineering Services for Window Projec	1,900.35
Xerox Corporation	030200		Other Noncurrent Obligations	Copier Lease Payment -Principal	328.41
CDW-G	030200	Fund Bond- Instruc & Computer	Capital Supplies	Sony Lightweight Tripod	89.66
CDW-G	030200	Fund Bond- Instruc & Computer	Capital Supplies	Sony Handycam	457.48
Inter-Pacific Inc	030200	Fund Bond- Instruc & Computer	Capital Supplies	Technology Equipment for Classroom	10,521.65

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Valdez, Rene	050600		Petty Cash	Petty Cash FY 13	400.00
Des Moines Area Community Coll	050600	Men's Basketball	Other Contractual Services	Entry for Oct 12 Jamboree	100.00
Temple's Sporting Goods	050600	Men's Basketball	Other Supplies	red,green,royal blue mesh tanks	201.83
Damhoff, Russ	050600	Men's Basketball	Other Conference & Meeting	Travel- Picking up Players from Airport	276.33
Black Hawk College	050600	Golf	Other Contractual Services	Golf Invite 9/28/12	255.00
Illinois Valley Community Coll	050600	Golf	Other Contractual Services	Golf Invite 9/14/12	360.00
Williams, David	050600	Golf	Other Contractual Services	Travel-Golf Invite 9/7/12	230.00
Golf Team Products	050600	Golf	Other Supplies	polos and jackets	725.50
Black Hawk College	050600	Golf	Other Conference & Meeting	Golf Invite	150.00
Economy Trophy Co	050600	Golf	Other Conference & Meeting	Awards for SkyHawk Invite	100.00
Highland Community College	050600	Golf	Other Conference & Meeting	Individuals	400.00
Williams, David	050600	Golf	Other Conference & Meeting	Travel-Golf Invite 9/7/12	43.72
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	portable batting tees	220.97
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	poly cap fence toppers, installatin to	611.50
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	ball glove, belts,tuba socks,rosin bag	668.37
Dixon Park District	050600	Men's Baseball	Other Conference & Meeting	Clay Bricks	255.00
Johnson, Jedidiah	050600	Women's Basketball	Other Conference & Meeting	Travel-Chicago-Pick Up Student	139.42
Johnson, Jedidiah	050600	Women's Basketball	Other Conference & Meeting	Ohare Airport	291.76
Kipping, Sara	050600	Women's Tennis	Other Supplies	White Tennis Skirts	73.61
Kipping, Sara	050600	Women's Tennis	Other Conference & Meeting	Travel- IVCC Tennis	156.11
Adams, Robert	050600	Women's Softball	Other Contractual Services	Women's Volleyball Game	130.00
Adams, Robert	050600	Women's Softball	Other Contractual Services	Women's Softball Game	65.00
Adams, Robert	050600	Women's Softball	Other Contractual Services	Women's Softball Game	65.00
Alexander, Keith	050600	Women's Softball	Other Contractual Services	Women's Softball Game	65.00
Rehmeit, Larry D.	050600	Women's Softball	Other Contractual Services	Women's Softball Game	65.00
Black Hawk College	050600	Women's Volleyball	Other Contractual Services	VolleyBall 8/25/12	275.00

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NAMES Project Foundation	050600	Student Activities	Other Materials and Supplies	Deposit for AIDS Memorial Quilt	150.00
MaMa Cimino's	050600	Student Activities	Conference/Meeting Expense	Meeting 9/7/12	284.97
Consolidated Management Co	050600	Student Activities	Other Conference & Meeting	Food-For Sauk Fest	1,283.17
Fifth Third Bank	050600	Student Activities	Other Conference & Meeting	MaMa Cimino's	160.00
Stewart Beverage Corp	050600	Student Activities	Other Conference & Meeting	pop for 9/15 Saukfest	291.00
Menards	050800	Transportation	Vehicle Supplies	steel door, nails, sup for van	25.45
Butler Benefit Service Inc	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	15,884.99
Butler Benefit Service Inc	051000	Medical Insurance	Dependent Stop Loss	Dependent Stop Loss	12,703.93
Butler Benefit Service Inc	051000	Medical Insurance	Pre-certification	Pre-certification	678.40
Butler Benefit Service Inc	051000	Medical Insurance	Cobra Conversion	COBRA	85.25
Butler Benefit Service Inc	051000	Medical Insurance	Administrative Costs	Administrative	4,373.75
Butler Benefit Service Inc	051000	Medical Insurance	Group Stop Loss	Aggregate Stop Loss	1,877.76
Gallagher Benefit Services, In	051000	Medical Insurance	Life & AD&D	Life Insurance	1,041.74
Gallagher Benefit Services, In	051000	Medical Insurance	Life & AD&D	Sept Life	1,009.68
Formstart Inc	051100	Storeroom	Purchases for Resale	Business Reply Envelopes	3,816.75
Bass, Kaitlyn	051400		Student Loans	Student Loan due 10/12/12	223.00
Bell, Corinna	051400		Student Loans	Student Loan Due 10/11/12	250.00
Diaz, Elixsa	051400		Student Loans	Student Loan Due 10/11/12	570.00
Erinellis, Todd	051400		Student Loans	Student Loan Due 10/12/12	167.24
Habben, Justin	051400		Student Loans	Student Loan Due 10/12/12	80.69
King, Raelene	051400		Student Loans	Student Loan due 10/11/12	500.00
Lonkert, Karen	051400		Student Loans	Student Loan Due 10/11/12	75.00
Ramer, Tara	051400		Student Loans	Student Loan Due 10/11/12	150.00
Spaulding, Kristina	051400		Student Loans	Student Loan due 10/12/12	500.00
Walker, Alisha	051400		Student Loans	Student Loan Due 9/4/12	200.00
Whitesmoke Business Solutions	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	2012 License	139.95

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State Universities Retirement	063020	Perkins Ilc -Special Populations	SURS	Matching Funds	173.66
Mongan, Deanna	063020	Perkins Ilc -Special Populations	Other Contractual Services	Alternative Text Creation	378.75
Mongan, Deanna	063020	Perkins Ilc -Special Populations	Other Contractual Services	Sign Language & Alternative Text Creat	985.00
Mongan, Deanna	063020	Perkins Ilc -Special Populations	Other Contractual Services	Alternative Text & Sign Language	820.00
Rumoro, Leeniece	063020	Perkins Ilc -Special Populations	Other Contractual Services	AAAlternative Text Creation	81.37
Rumoro, Leeniece	063020	Perkins Ilc -Special Populations	Other Contractual Services	Alternative Text Creation	78.74
Staples	063020	Perkins Ilc -Special Populations	Instructional Supplies	Office Supplies	330.92
Department of Veteran's Affair	063073	Federal Vets Post 9 11 Grant	Other Federal Gov. Sources	Return of Funds-A Gibson	555.50
Creative Cuisine	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Member Orientation 8/15/12	551.50
Reynoldswood Christian Camp &	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Deposit Fall Retreat	250.00
Henry County Advertiser-Shoppe	063075	IDHS AmeriCorps - Member Activit	Other	Recruitment advertising	30.40
Sterling Park District	063075	IDHS AmeriCorps - Member Activit	Other	Candy Sponsor Pumpkin Dash	250.00
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	237.29
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	193.67
Peck, Lisa	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel-Springfield Conference	232.98
Hamilton, Jane	101060	Magic Club	Other	Magic Club Purchase 9/6/12	225.00
Menards	103103	Baseball Booster	Other	treated boards,OSB boards, screws	830.80
McGladrey & Pullen LLP	11	Audit	Audit Services	audit services for 2013	45,000.00
American DataBank LLC	12	Risk Management	Consultants	Background Checks	797.00
Lumea Staffing Inc	12	Risk Management	Consultants	drug test weekend security	39.00
Trissel Graham & Toole Inc	12	Risk Management	General Insurance	2012-13 Insurance renewal for Funding	150.00
CenturyLink	12	Risk Management	Telephone	911 Cama Trunk Lines	90.52
HigherEd.Jobs.COM	12	Affirmative Action	Office Supplies	Affirmative Action	81.45
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	111.91
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	week ending 8/4 and 8/11	1,026.00
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	8/18 and 8/25	603.90

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<u>EDUCATION FUND</u>	2012-2013 YTD	2012-2013 Budget	YTD / Budget %	2011-2012 YTD	YTD % Chng fm Prev Yr	2011-2012 Total
<b>Revenues</b>						
Local Governmental Sources	335,485	3,895,000	8.6%	281,953	18.9%	3,826,699
State Governmental Sources	-695,640	2,699,647	-25.7%	-109,275	536.6%	2,990,871
Federal Governmental Sources	2,321	8,000	29.0%	1,705	36.1%	8,375
Student Tuition and Fees	2,491,592	4,532,500	54.9%	2,663,631	-6.4%	4,765,545
Sales and Service	47,502	150,000	31.6%	20,616	130.4%	103,107
Investment Revenue	1,397	20,000	6.9%	5,592	-75.0%	15,455
Other Revenues	4,854	1,020,000	.4%	1,484	226.9%	1,597,584
<b>TOTALS</b>	<b>2,187,512</b>	<b>12,325,147</b>	<b>17.7%</b>	<b>2,865,708</b>	<b>-23.6%</b>	<b>13,307,638</b>
<b>Expenditures</b>						
Salaries	874,390	6,982,168	12.5%	789,876	10.7%	6,366,628
Employee Benefits	273,956	2,710,457	10.1%	266,586	2.7%	3,295,599
Contractual Services	44,325	472,379	9.3%	58,823	-24.6%	489,226
General Materials and Supplies	106,169	901,620	11.7%	109,936	-3.4%	742,912
Conference & Meeting	15,455	162,330	9.5%	9,033	71.0%	131,180
Fixed Charges	185			24	669.8%	2,228
Capital Outlay						9,963
Other Expenditures	258,159	940,000	27.4%	181,789	42.0%	885,737
<b>TOTALS</b>	<b>1,572,641</b>	<b>12,168,954</b>	<b>12.9%</b>	<b>1,416,069</b>	<b>11.0%</b>	<b>11,923,476</b>
<b>Transfers</b>						
Transfers to Other Funds		156,000				78,000
<b>CHANGE IN NET ASSETS</b>	<b>614,870</b>	<b>193</b>		<b>1,449,639</b>		<b>1,306,162</b>
<b>FUND BALANCE</b>	<b>6,425,240</b>					<b>5,810,370</b>

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<u>OPERATION AND MAINTENANCE FUND</u>						
	2012-2013 YTD	2012-2013 Budget	YTD / Budget %	2011-2012 YTD	YTD % Chng fm Prev Yr	2011-2012 Total
<u>Revenues</u>						
Local Governmental Sources	37,884	475,000	7.9%	34,555	9.6%	468,760
State Governmental Sources	-96,024	323,215	-29.7%	-325	406.0%	383,122
Student Tuition and Fees	278,758	505,100	55.1%	296,621	-6.0%	521,357
Facilities Revenue	325	500	0.0%	1,195	-72.8%	6,380
Investment Revenue				18		145
Other Revenues	5,440	110,000	4.9%	2,565	112.0%	157,337
<b>TOTALS</b>	<b>226,383</b>	<b>1,413,815</b>	<b>16.0%</b>	<b>334,630</b>	<b>-32.3%</b>	<b>1,537,102</b>
<u>Expenditures</u>						
Salaries	96,891	576,127	16.8%	87,785	10.3%	567,318
Employee Benefits	37,202	329,825	11.2%	34,454	7.9%	351,987
Contractual Services	8,604	83,800	10.2%	5,086	69.1%	84,563
General Materials and Supplies	14,243	103,750	13.7%	6,165	131.0%	89,573
Conference & Meeting		3,700	0.0%			1,935
Fixed Charges	52,559	54,000	97.3%	51,860	1.3%	51,943
Utilities	42,422	440,500	9.6%	44,302	-4.2%	456,312
Capital Outlay				1,975		10,131
Other Expenditures						
<b>TOTALS</b>	<b>251,923</b>	<b>1,591,702</b>	<b>15.8%</b>	<b>231,630</b>	<b>8.7%</b>	<b>1,613,765</b>
<u>Transfers</u>						
Transfers From Other Funds		-178,000				-78,000
<b>CHANGE IN NET ASSETS</b>	<b>-25,540</b>	<b>113</b>		<b>102,999</b>		<b>1,337</b>
<b>FUND BALANCE</b>	<b>-16,109</b>					<b>9,430</b>

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	2012-2013		YTD /	2011-2012		YTD % Chng fm Prev Yr	2011-2012 Total
	OPERATION & MAINTENANCE- RESTRICTED	YTD		Budget	Budget %		
Revenues							
Local Governmental Sources	63,125		7.9%	56,030		12.6%	781,240
Investment Revenue	-2,015		-40.3%	-9,614		-79.0%	33,067
Other Revenues	7,500		25.0%			25.0%	32,987
TOTALS	68,609		8.3%	46,416		47.8%	847,295
Expenditures							
Salaries	423			1,980		-78.6%	5,114
Contractual Services				-1,118			236,535
General Materials and Supplies	54,370		7.8%	1,477		581.1%	191,543
Capital Outlay	534,084		14.7%	241,646		121.0%	4,601,704
TOTALS	588,878		13.6%	243,985		141.3%	5,034,897
CHANGE IN NET ASSETS	-520,268		13.6%	-197,569		141.3%	-4,187,601
FUND BALANCE	5,764,284						6,284,553

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<u>BOND AND INTEREST FUND</u>	2012-2013 YTD	2012-2013 Budget	YTD / Budget %	2011-2012 YTD	YTD % Chng fm Prev Yr	2011-2012 Total
Revenues						
Local Governmental Sources	144,593	1,793,925	8.0%	124,511	16.1%	1,777,021
Investment Revenue	155	1,000	15.5%	826	-81.1%	547
TOTALS	144,749	1,794,925	8.0%	125,337	15.4%	1,777,569
Expenditures						
Contractual Services	14,482	14,000	103.4%	14,910	-2.8%	14,910
Fixed Charges	25,355	1,770,304	1.4%	83,880	-69.7%	1,670,633
TOTALS	39,838	1,784,304	2.2%	98,791	-59.6%	1,685,544
CHANGE IN NET ASSETS	104,911	10,621	2.2%	26,546	-59.6%	92,024
FUND BALANCE	1,120,790					1,015,878



09/17/2012

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

PAGE 5

<u>AUXILIARY ENTERPRISES FUND</u>						
	2012-2013 <u>YTD</u>	2012-2013 <u>Budget</u>	YTD / <u>Budget %</u>	2011-2012 <u>YTD</u>	YTD % Chng fm Prev Yr	2011-2012 <u>Total</u>
Revenues						
Student Tuition and Fees	133,014	240,000	55.4%	145,241	-8.4%	255,492
Sales and Service	2,633	45,500	5.7%	3,471	-24.1%	49,430
Facilities Revenue	4,695	110,000	4.2%	779	502.5%	102,777
Investment Revenue	384	2,000	19.2%	1,311	-70.7%	1,944
Other Revenues	345,586	2,240,450	15.4%	333,611	3.5%	2,298,733
TOTALS	486,314	2,637,950	18.4%	484,414	3%	2,708,376
Expenditures						
Salaries	13,666	132,258	10.3%	12,842	6.4%	126,994
Employee Benefits	1,786	10,807	16.5%	2,349	-23.9%	47,112
Contractual Services	291,752	2,367,640	12.3%	344,975	-15.4%	2,158,154
General Materials and Supplies	8,634	71,440	12.0%	9,301	-7.1%	68,873
Conference & Meeting	1,380	65,183	2.1%	2,116	-34.7%	52,192
Fixed Charges	26,505	18,500	143.2%	15,049	76.1%	15,181
Capital Outlay				3,469		3,469
Other Expenditures						39
TOTALS	343,725	2,665,828	12.8%	390,103	-11.8%	2,472,016
Transfers						
Transfers to Other Funds		110,000				
Transfers From Other Funds		-91,000				
CHANGE IN NET ASSETS	142,589	-46,878		94,310		236,359
FUND BALANCE	1,443,837					1,301,248

09/17/2012

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

PAGE 6

<u>RESTRICTED PURPOSES FUND</u>	2012-2013 <u>YTD</u>	2012-2013 <u>Budget</u>	YTD / <u>Budget %</u>	2011-2012 <u>YTD</u>	YTD % Chng <u>fm Prev Yr</u>	2011-2012 <u>Total</u>
<b>Revenues</b>						
State Governmental Sources	-49,590	711,187	-6.9%	-130,079	-61.8%	956,341
Federal Governmental Sources	280,258	5,941,270	4.7%	399,658	-29.8%	5,773,888
Investment Revenue	-10,987	30,000	-36.6%	-20,863	-47.3%	11,835
Other Revenues	29,785	195,888	15.2%	41,600	-28.4%	196,039
<b>TOTALS</b>	<b>249,465</b>	<b>6,878,345</b>	<b>3.6%</b>	<b>290,315</b>	<b>-14.0%</b>	<b>6,938,104</b>
<b>Expenditures</b>						
Salaries	109,898	1,022,559	10.7%	93,487	17.5%	1,012,125
Employee Benefits	19,876	115,988	17.1%	18,046	10.1%	118,569
Contractual Services	7,667	26,800	28.6%	4,960	54.5%	84,221
General Materials and Supplies	15,148	134,047	11.3%	33,132	-54.2%	194,413
Conference & Meeting	4,420	64,225	6.8%	7,841	-43.6%	61,342
Capital Outlay	321,337	5,499,926	5.8%	451,169	-28.7%	21,770
Other Expenditures	478,348	6,863,545	6.9%	608,638	-21.4%	5,566,236
<b>TOTALS</b>	<b>478,348</b>	<b>6,863,545</b>	<b>6.9%</b>	<b>608,638</b>	<b>-21.4%</b>	<b>7,058,677</b>
<b>Transfers</b>						
Transfers From Other Funds		-7,000				
<b>CHANGE IN NET ASSETS</b>	<b>-228,882</b>	<b>21,800</b>		<b>-318,322</b>		<b>-120,573</b>
<b>FUND BALANCE</b>	<b>2,193,596</b>					<b>2,422,478</b>

09/17/2012

SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
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<u>WORKING CASH FUND</u>	<u>2012-2013</u> <u>YTD</u>	<u>2012-2013</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2011-2012</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2011-2012</u> <u>Total</u>
Revenues						
Investment Revenue	366	10,000	3.6%	2,502	-85.3%	4,129
TOTALS	366	10,000	3.6%	2,502	-85.3%	4,129
Expenditures						
Investment Revenue						
TOTALS						
Transfers						
Transfers to Other Funds		10,000				
CHANGE IN NET ASSETS	366			2,502		4,129
FUND BALANCE	2,494,811					2,494,445

09/17/2012

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

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<u>TRUST AND AGENCY FUND</u>	<u>2012-2013</u> <u>YTD</u>	<u>2012-2013</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2011-2012</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2011-2012</u> <u>Total</u>
Revenues						
Other Revenues	2,065			1,605	28.6%	66,668
TOTALS	2,065			1,605	28.6%	66,668
Expenditures						
General Materials and Supplies						21
Conference & Meeting						1,041
Other Expenditures	910			-3,433	126.5%	65,784
TOTALS	910			-3,433	126.5%	66,847
CHANGE IN NET ASSETS	1,155			5,038	126.5%	-179
FUND BALANCE	41,334					40,179

09/17/2012

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

PAGE 9

<u>AUDIT FUND</u>	<u>2012-2013</u> <u>YTD</u>	<u>2012-2013</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2011-2012</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2011-2012</u> <u>Total</u>
Revenues						
Local Governmental Sources	5,799	65,000	8.9%	4,121	40.7%	64,604
Investment Revenue		25	0.0%			7
TOTALS	5,799	65,025	8.9%	4,121	40.6%	64,612
Expenditures						
Salaries	1,701	8,957	19.0%	1,393	22.1%	8,519
Employee Benefits	519	3,105	16.7%	543	-4.4%	3,171
Contractual Services		60,000	0.0%	25,000		64,587
TOTALS	2,220	72,062	3.0%	26,936	-91.7%	76,278
CHANGE IN NET ASSETS	3,578	-7,037	3.0%	-22,814	-91.7%	-11,666
FUND BALANCE	-6,744					-10,322

09/17/2012

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

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LIABILITY, PROTECTION & SETTLEMENT

	2012-2013 YTD	2012-2013 Budget	YTD / Budget %	2011-2012 YTD	YTD % Chng fm Prev Yr	2011-2012 Total
Revenues						
Local Governmental Sources						
Investment Revenue	-10,367	151,000	-6.8%	10,583		94,745
Other Revenues		35,000	0.0%	4,433	333.8%	44,532
TOTALS	-10,367	186,000	-5.5%	15,017	169.0%	139,277
Expenditures						
Salaries	27,890	198,194	14.0%	28,280	-1.3%	178,219
Employee Benefits	86,635	380,121	22.7%	105,304	-17.7%	373,791
Contractual Services	4,324	45,000	9.6%	3,349	29.1%	41,604
General Materials and Supplies	1,046	13,100	7.9%		7.9%	8,058
Conference & Meeting		5,000	0.0%			345
Fixed Charges	38,807	35,000	110.8%	30,380	27.7%	39,044
Utilities	181	1,500	12.0%	181	%	1,086
TOTALS	158,885	677,915	23.4%	167,495	-5.1%	642,151
CHANGE IN NET ASSETS	-169,252	-491,915	23.4%	-152,477	-5.1%	-502,873
FUND BALANCE	5,471,504					5,640,757

# Board Policy Review

## Board Policies:

Board Policy 111.01 Special Meetings  
of Board of Trustees

Board Policy 112.01  
Meetings Open To Public

Board Policy 113.01  
Inspection of Board Records and  
Accounts

112.01 Meetings Open To Public

The Board, and its committees, shall comply with the Illinois Open Meetings Act as amended.

All meetings required to be public shall be held at specified times and in places which are convenient to the public. No meeting required to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

Public notice of all meetings shall be given in compliance with 5 ILCS 120/2.02

12/20/82  
6/24/02



Sauk Valley Community College  
September 24, 2012

Agenda Item 4.1

**Topic:** 2012 Audited Financial Statements

**Presented By:** Dr. George Mihel, Judy Austin and Melissa Dye

**Presentation:**

Robert A. Wright, CPA and Linda Dolezalek from McGladrey & Pullen, LLP will be present to review the 2012 audited financial statements and answer any questions from the Trustees.

**Recommendation:**

The administration recommends the Board accept the 2012 audited financial statements as presented.

**Sauk Valley Community College**  
**September 24, 2012**

**Action Item 4.2**

**Topic:**                    **Board Policy 105.01 Instruction in Writing – Second Reading**

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

**Presentation:**

In accordance with the directive from the Board, to update, remove unnecessary procedural language, and to clarify policies, the administration is requesting Board Policy 105.01 Instruction in Writing be deleted.

The recommended revision is on the following page.

**Recommendation:**

The administration recommends the Board approve the deletion of Board Policy 105.01 Instruction in Writing.

105.01 Instruction in Writing

~~The Chair of the Board may require any resolution, main motion, amendment, or instruction to a committee or official of the College to be in writing.~~

2/12/79

**Sauk Valley Community College**  
**September 24, 2012**

**Action Item 4.3**

**Topic:**                    **Board Policy 106.01 Principles for Board Authority – Second Reading**

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

**Presentation:**

In accordance with the directive from the Board, the administration presents Board Policy 106.01 Principles for Board Authority to update, remove unnecessary procedural language, and to clarify policies.

The recommended revision is on the following page.

**Recommendation:**

The administration recommends the Board approve Board Policy 106.01 Principles for Board Authority for second reading.

#### 106.01 Principles for Board Authority

The Board has legal authority to act when in regular or special meetings.

Unless otherwise delegated or appointed, the Board Chair serves as the spokesperson for the Board.

A majority of full *voting* membership of the Board shall constitute a quorum. When a vote is taken upon any measure before the Board, a quorum being present, a majority of the votes of the members voting on the measure shall determine the outcome thereof.

2/12/79

9/25/06

**Sauk Valley Community College  
September 24, 2012**

**Action Item 4.4**

**Topic:**                **Board Policy 109.01 Duties and Responsibilities of the  
Board of Trustees**

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

**Presentation:**

In accordance with the directive from the Board, the administration presents Board Policy 109.01 Duties and Responsibilities of the Board of Trustees to update, remove unnecessary procedural language, and to clarify policies.

The recommended revision is on the following page.

**Recommendation:**

The administration recommends the Board approve Board Policy 109.01 Duties and Responsibilities of the Board of Trustees for reading.

#### 109.01 Duties and Responsibilities of the Board of Trustees

The Board has overall responsibility for governance of the College. In carrying out its responsibility, it has the following specific duties, as well as others:

- A. Establish, review, and modify Board Policy.
- B. To hire, evaluate and establish the salary and conditions of employment of the President of the College.
- C. *To annually set institutional strategic goals.*
- D. To determine goals for the College and College President annually.
- E. To approve the annual budget.
- F. To act upon the recommendations of the President on all matters pertaining to the welfare or operation of the College.
- G. To act upon the recommendation of the President for the appointment and subsequent employment status of all faculty and administrative personnel in accordance with established personnel policies.
- H. To approve rates of compensation for regular full-time and/or part-time employees and annually review all salary schedules.
- H. To act upon competitive bids for supplies and equipment in excess of \$10,000, and for construction/repairs in excess of \$15,000.
- I. To approve certificate and degree programs of the College upon the recommendation of the President.
- J. To approve the annual Administrative and Academic Calendar of the College.
- K. To consider communications and requests from responsible citizens and organizations within the district on matters of policy.
- L. To establish and/or approve citizens advisory committees as needed.
- M. To serve as a Board of final appeal with the College for students, faculty and staff of the College and citizens of the district who may have grievances in any matter concerning the College District.
- N. To appoint a treasurer and fix the salary of the treasurer for the District.
- O. To designate depositories for college funds.

- P. To conduct an annual Board self-evaluation.
- Q. To agree that correspondence to the Board from the President of the College marked "privileged" or "confidential" should not be read in open meeting nor made public without specific written permission of the President to all Board members or as authorized by a majority vote of the Board, and to agree that correspondence to the President from the Board or Board members marked "privileged" or "confidential" shall not be revealed without the permission of the sender.
- R. To employ legal counsel for the College.
- S. To employ a certified public accounting firm to audit the financial records and status in accordance with the Illinois Community College Act.
- T. To assume such other duties and responsibilities as provided for in the Illinois Community College Act, in other laws of the State of Illinois, in the rules and regulations of the Illinois Community College Board and the Board of Higher Education, in the rules and regulations of other relevant state regulatory agencies, and in relevant Federal regulations and laws.
- U. To review the college mission and vision statement annually.
- V. To create special committees of the Board as needed.***

2/12/79  
3/25/02  
11/22/04  
9/25/06



**Sauk Valley Community College  
September 24, 2012**

**Action Item 4.5**

**Topic:**                    **Board Policy 110.01 Committees of the Board – First Reading**

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

**Presentation:**

In accordance with the directive from the Board, the administration presents Board Policy 110.01 Committees of the Board to be deleted.

The recommended revision is on the following page.

**Recommendation:**

The administration recommends the Board approve Board Policy 110.01 Committees of the Board for deletion for first reading.

#### 110.01 Committees of the Board

~~Special committees of the Board may be created by the Chair of the Board with Board approval.~~

A. ~~A chair of each Board committee shall be appointed by the Chair of the Board and will serve at the Chair's discretion.~~

B. ~~The President of the College, with approval of the Chair of the Board, may request a call to meeting of any Board committee.~~

C. ~~The Chair of the Board will serve as an ex-officio member of all committees of the Board.~~

D. ~~In the absence of specific authority from the Board, no committee shall be empowered to act on behalf of the Board.~~

E. ~~It shall be the duty of the Chair of an appointed committee to report to the full Board the progress and/or findings of said committee.~~

2/12/79

9/25/07

Sauk Valley Community College  
September 24, 2012

Action Item 4.6

**Topic:** Protection, Health, and Safety Projects, 2012-2013

**Presented By:** Dr. George Mihel

**Presentation:**

The following four projects have been identified for funding through the Protection, Health and Safety Tax Levy.

1. **Safety Communications Improvements** - This project will improve the safety of the building occupants in an emergency event by providing a new radio system and radios for security staff and administrators; ADA compliant emergency call boxes and escort radios to be integrated with the new radio system; security cameras for parking lots along with monitoring software and equipment; and installation of the Starcom 21 radio system for communications with IEMA, State Police and Lee County Sheriff.  
Projected budget: \$200,000.
2. **Emergency Notification Improvements** – This project provides for the replacement of the existing fire alarm panel with an ADA compliant system that provides synchronized emergency strobes and public address capabilities throughout the building.  
Projected budget: \$212,000.
3. **2013 Window Improvements Project** – This project continues work on exterior windows of the College. This project will replace existing metal framing and un-insulated glazing with insulated glazing and metal panels as well as repair the deteriorating conditions at the base of the windows.  
Projected budget: \$300,000.
4. **2013 Electrical Improvements** – This project provides for thermal imaging of existing electrical panels to identify and document circuit overloads and report the findings for repair and training of College maintenance staff.  
Projected budget: \$39,000

The 2012 Protection, Health and Safety Fund levy, payable in 2013, should yield approximately \$800,000 at the maximum allowable tax rate. The College has levied at or near the maximum five cents for this fund for a number of years. The total cost to complete these projects is \$751,000.

In addition to these projects, the Buildings and Grounds staff and College engineers have identified the following project as qualifying for Protection, Health and Safety funds. This project is separate from the tax levy as sufficient Protection, Health and Safety funds are available to cover the cost for this project.

**Roof Replacement Project** – This project provides for the replacement of the roofing system, including the membrane, insulation, flashings and metal edging on the east end of the College building. The project will include the monitoring of asbestos materials that may come from the ceiling during the project. When complete, the new roof will have a 20-year manufacturer's warranty.  
Proposed budget: \$672,000

**Recommendation:**

The administration recommends the Board approve the attached resolutions, budgets and certification statements regarding these projects for submission to ICCB for action.

**Protection, Health, and Safety Signature/Certification Page****2013 Electrical Improvements Project**

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	<u>    X    </u>
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the \_\_\_\_\_ Sauk Valley Community College \_\_\_\_\_ Board of  
Trustees

Date September 24, 2012

Signed Edward Andersen, Chairperson

Lisa L. Wiselma, Secretary

**Protection, Health, and Safety Signature/Certification Page**

2013 Roof Replacement Project

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	<u>    X    </u>
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the \_\_\_\_\_ Sauk Valley Community College \_\_\_\_\_ Board of Trustees

Date September 24, 2012

Signed Edward Q. Anderson, Chairperson  
Lisa L. Wilschke, Secretary

**Protection, Health, and Safety Signature/Certification Page****2013 Window Improvements Project**

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	<u>    X    </u>
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

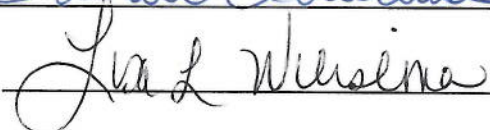
We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the \_\_\_\_\_ Sauk Valley Community College \_\_\_\_\_ Board of  
Trustees

Date September 24, 2012

Signed , Chairperson

, Secretary



**Protection, Health, and Safety Signature/Certification Page****2013 Safety Communications Improvements Project**

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	_____X_____
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the \_\_\_\_\_ Sauk Valley Community College \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_ September 24, 2012 \_\_\_\_\_

Signed Ederand Andersen, Chairperson  
Lisa L Weisena, Secretary



**Protection, Health, and Safety Signature/Certification Page**

2013 Emergency Notification Improvements Project

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	_____ <u>X</u> _____
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the \_\_\_\_\_ Sauk Valley Community College \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_ September 24, 2012 \_\_\_\_\_

Signed Edward J. Anderson, Chairperson  
Lisa L. Wiersma, Secretary

**RESOLUTION TO APPROVE  
PROTECTION, HEALTH AND SAFETY PROJECTS**

**WHEREAS**, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 506 is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and,

**WHEREAS**, the Board has received reports from licensed professional architect/engineer that there is a project at SVCC which requires repair and alteration, as defined in 23 Illinois Administrative Code, Sec. 1501.601; and

**WHEREAS**, the project recommended for repair and alteration is:

2013 Safety Communications Improvements	\$200,000
2013 Emergency Notification Improvements	\$212,000
2013 Window Improvements	\$300,000
2013 Electrical Improvements	\$ 39,000

**WHEREAS**, all facilities described by the project set forth are owned by SVCC.

**NOW, BE IT RESOLVED** by the Board of Trustees of Sauk Valley Community College District 506, as follows:

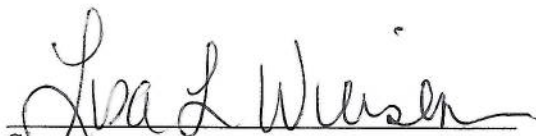
1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above requires alteration or repair and is necessary to remove a health or safety hazard to the students, employees or visitors of SVCC.
3. There are not sufficient funds available in the Operations and Maintenance Fund of SVCC to complete the projects set forth above.
4. The Board approves the completion of the Protection, Health, and Safety project described below:

2013 Safety Communication Improvements
2013 Emergency Notification Improvements
2013 Window Improvements
2013 Electrical Improvements
5. The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of this project consistent with Ill. Rev. Stat. Ch. 122 Paragraph 103-20.3.01 (and all other applicable statutes) and 23 Illinois Administrative Code Section 1501.608 (and all other applicable regulations).

Adopted September 24, 2012



Chairman  
Community College District 506



Secretary  
Community College District 506

**RESOLUTION TO APPROVE  
PROTECTION, HEALTH AND SAFETY PROJECTS**

**WHEREAS**, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 506 is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and,

**WHEREAS**, the Board has received reports from licensed professional architect/engineer that there is a project at SVCC which requires repair and alteration, as defined in 23 Illinois Administrative Code, Sec. 1501.601; and

**WHEREAS**, the project recommended for repair and alteration is:

2013 Safety Communications Improvements	\$200,000
2013 Emergency Notification Improvements	\$212,000
2013 Window Improvements	\$300,000
2013 Electrical Improvements	\$ 39,000

**WHEREAS**, all facilities described by the project set forth are owned by SVCC,

**NOW, BE IT RESOLVED** by the Board of Trustees of Sauk Valley Community College District 506, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above requires alteration or repair and is necessary to remove a health or safety hazard to the students, employees or visitors of SVCC.
3. There are not sufficient funds available in the Operations and Maintenance Fund of SVCC to complete the projects set forth above.
4. The Board approves the completion of the Protection, Health, and Safety project described below:

2013 Safety Communication Improvements
2013 Emergency Notification Improvements
2013 Window Improvements
2013 Electrical Improvements
5. The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of this project consistent with Ill. Rev. Stat. Ch. 122 Paragraph 103-20.3.01 (and all other applicable statutes) and 23 Illinois Administrative Code Section 1501.608 (and all other applicable regulations).

Adopted September 24, 2012

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Chairman  
Community College District 506

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Secretary  
Community College District 506

**CAPITAL PROJECT APPLICATION FORM**  
(One Application Form per Project)

District/College and District # Sauk Valley Community College District #506  
Contact Person George Mihel, President Phone # 815-288-5511, ext 1303  
Project Title 2013 Safety Communications Improvements Project  
Project Budget \$ 200,000 ( ) check " " here if the proposed project is to be financed with a combination of local, state,  
federal, foundation gifts, etc and disclose on funding attachment 2  
Date September 13, 2012

**Application Type (check the appropriate application type and follow instructions):**

- ☐ Locally Funded New Construction--complete/submit Sections I, II, and II.  
☐ Locally Funded Remodeling--complete/submit Sections I and III.  
☐ Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.  
☒ Protection, Health and Safety--complete/submit Section I and Attachment PHS.  
☐ Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.  
☐ ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

**Section I (submit for ALL project approval requests)**

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes  
B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)  
C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)  
D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)  
E. Funding source (*use the appropriate format on Attachment #2*)

**Section II**

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion \_\_\_\_\_

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)  
C. Has the site been determined professionally to be suitable for construction purposes? Yes \_\_\_\_\_  
No \_\_\_\_\_

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) \_\_\_\_\_

**Section III**

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

### **Programmatic Justification**

Provide an explanation of the programmatic impact of the proposed project.

Current safety communications radio system is inadequate in size, performance and capabilities to cover the entire campus. The new system will allow staff to communicate directly and clearly across the entire campus in the event of an emergency.

New ADA compliant emergency call boxes and escort radios. The new call boxes and radios will be integrated with the new radio system. Provides 12 emergency call boxes at various locations around the building grounds and 3 escort radios located at various locations inside the building. Currently only 8 call boxes exist of which only 5 are operational and none are ADA compliant.

Existing security cameras and monitoring system do not provide adequate coverage across the campus. Currently no security cameras exist in the parking lots.

## Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

This project will improve the safety of occupants by providing communications systems that can be used in an emergency event. This project will provide the following:

1. New radio system and radios for security staff and administrators with range to cover entire campus. Current radio system is inadequate in size, performance and capabilities to cover the entire campus. New system will allow staff to communicate directly and clearly in the event of an emergency.
2. New ADA compliant emergency call boxes and escort radios. The new call boxes and radios will be integrated with the new radio system. Provides 12 emergency call boxes at various locations around the building grounds and 3 escort radios located at various locations inside the building. Currently 8 call boxes exist of which only 5 are operational and none are ADA compliant.
3. New security cameras for parking lots and new monitoring software and equipment. Currently no security cameras exist in the parking lots and 4 existing security cameras are not ideally located. Provide 6 new cameras for parking lot coverage and relocate 4 existing cameras to provide better coverage.
4. Installation of Starcom 21 radio system for communications with IEMA, State Police and Lee County Sheriff in the event of an emergency occurrence on campus. Presently no such direct communication system exists.

# Attachment #1 Project Budget

Check One:

- ☒ New Construction  
☒ Remodeling

Project Name \_\_\_\_\_

	Budget Amounts	
	New Construction	Remodeling
Land		
Site Development		N/A
Construction (including Fixed Equipment)		N/A
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Protection, Health, and Safety Project Name \_\_\_\_\_ Sank Valley Community College 2013 Safety Communications Improvements Project

	Budget Amounts
Project Costs	\$160,000.00
Contingency	\$ 20,000.00
A/E Professional Fees	\$ 20,000.00
Total	\$200,000.00

**Attachment #2**  
**Funding Source**

**District/College Name** Sauk Valley Community College District #506  
**Project Name** 2013 Safety Communications Improvements Project

**Check the source(s) of funds:**

Available fund balance \_\_\_\_\_ Fund name (s): \_\_\_\_\_  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

Bond Proceeds \_\_\_\_\_ Type of bond issuance (s): \_\_\_\_\_  
(including protection, health,  
and safety bonds)

Protection, Health, and \_\_\_\_\_ X Tax rate/fiscal year: .14 / 2012  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

Contract for Deed \_\_\_\_\_ Term of Contract for Deed in months: \_\_\_\_\_  
(ILCS 805/3-36)

Lending Arrangement with a \_\_\_\_\_ Term of Lending Arrangements in months: \_\_\_\_\_  
Financial Institution  
(ILCS 805/3-37)

Lease Agreement \_\_\_\_\_ Term of Lease in months: \_\_\_\_\_  
(ILCS 805/3-38)

Capital Renewal Funding \_\_\_\_\_ Proposed Fiscal Year Source(s): \_\_\_\_\_

ADA  
Access for All Funding \_\_\_\_\_ Proposed Fiscal Year Source(s): \_\_\_\_\_



Capital Projects Manual

**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

Willett, Hofmann & Associates, Inc.  
809 East Second Street  
Dixon, Illinois 61021  
Thomas W. Houck, AIA, PE

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

Thomas W. Houck  
Architect/Engineer's Signature

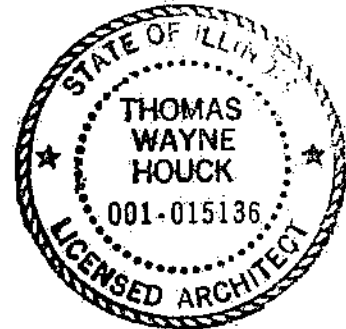
September 13, 2012

Date

001-015136

Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

**Protection, Health, and Safety Signature/Certification Page**  
2013 Safety Communications Improvements Project

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	_____ <u>X</u> _____
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the \_\_\_\_\_ Sauk Valley Community College \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_ September 24, 2012 \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

# 2013 SAFETY COMMUNICATIONS IMPROVEMENTS PROJECT

Sauk Valley Community College  
September 13, 2012

## Preliminary Opinion of Probable Project Costs

### CONSTRUCTION

1.	SAFETY COMMUNICATIONS IMPROVEMENTS New radio systems and radios, new ADA compliant call boxes And escort radios and new additional security cameras	\$160,000.00
	<b>CONSTRUCTION TOTAL</b>	<b>\$160,000.00</b>

### ENGINEERING

1.	BID DOCUMENT PREPARATION Preparation of Bid, Construction and Contract Documents.	\$ 12,500.00
2.	BIDDING PHASE Conduct Pre-Bid Meeting. Respond to Bidder inquiries. Issuance of Addenda as needed. Bid Opening. Bid Recommendation.	\$ 2,000.00
3.	CONSTRUCTION PHASE Conduct Pre-Construction Meeting. Review shop drawings. Review Contractor Pay Requests. Periodic site visits. Final Punch List. Final Acceptance/Closeout.	\$ 5,500.00
	<b>ENGINEERING TOTAL</b>	<b>\$ 20,000.00</b>

### PROJECT TOTAL

1.	CONSTRUCTION TOTAL	\$ 160,000.00
2.	ENGINEERING TOTAL	\$ 20,000.00
4.	PROJECT CONTINGENCY	\$ 20,000.00
	<b>PROJECT BUDGETARY TOTAL</b>	<b>\$ 200,000.00</b>

**CAPITAL PROJECT APPLICATION FORM**  
(One Application Form per Project)

District/College and District # Sauk Valley Community College District #506  
Contact Person George Mihel, President Phone # 815-288-5511, ext 1303  
Project Title 2013 Emergency Notification Improvements Project  
Project Budget \$ 212,000 ( ) check \* here if the proposed project is to be financed with a combination of local, state,  
federal, foundation gifts, etc and disclose on funding attachment 2  
Date September 13, 2012

**Application Type (check the appropriate application type and follow instructions):**

- ☐ Locally Funded New Construction--complete/submit Sections I, II, and II.  
☐ Locally Funded Remodeling--complete/submit Sections I and III.  
☐ Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.  
☒ Protection, Health and Safety--complete/submit Section I and Attachment PHS.  
☐ Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.  
☐ ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

**Section I (submit for ALL project approval requests)**

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes  
B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)  
C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)  
D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)  
E. Funding source (*use the appropriate format on Attachment #2*)

**Section II**

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion \_\_\_\_\_

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)  
C. Has the site been determined professionally to be suitable for construction purposes? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) \_\_\_\_\_

**Section III**

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

### **Programmatic Justification**

Provide an explanation of the programmatic impact of the proposed project.

In order to comply with the Americans with Disabilities Act (ADA) the emergency strobes installed within the building must be synchronized, currently they are not. Synchronization of the strobes prevents seizures. To achieve this ADA compliance the existing fire alarm panel along with the current strobes installed in the building will need to be replaced. The existing building public address system does not cover all areas of the College. The new fire alarm panel and fire alarm system will also provide public address capabilities to all areas of the College to be used in the event of an emergency.

### **Scope of Work**

Provide an explanation of the specific work to be performed as part of this project.

Replacement of existing fire alarm panel, installation of new emergency strobes and incorporation of public address system through the new fire alarm system.

# Attachment #1 Project Budget

Check One:

- ☒ New Construction  
☒ Remodeling

Project Name \_\_\_\_\_

	Budget Amounts	
	New Construction	Remodeling
Land		
Site Development		N/A
Construction (including Fixed Equipment)		N/A
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Protection, Health, and Safety Project Name \_\_\_\_\_ Sauk Valley Community College 2013 Emergency Notification Improvements Project

	Budget Amounts
Project Costs	\$170,000.00
Contingency	\$ 21,000.00
A/E Professional Fees	\$ 21,000.00
Total	\$212,000.00

**Attachment #2**  
**Funding Source**

**District/College Name** Sauk Valley Community College District #506  
**Project Name** 2013 Emergency Notification Improvements Project

**Check the source(s) of funds:**

Available fund balance  
(Including excess funds from  
previously approved protection,  
health, and safety projects)          Fund name (s):   

Bond Proceeds  
(including protection, health,  
and safety bonds)          Type of bond issuance (s):   

Protection, Health, and  
Safety Tax Levy  
(ILCS 805/3-20.3.01)   X   Tax rate/fiscal year:         .13/2012        

Contract for Deed  
(ILCS 805/3-36)          Term of Contract for Deed in months:                         

Lending Arrangement with a  
Financial Institution  
(ILCS 805/3-37)          Term of Lending Arrangements in months:                         

Lease Agreement  
(ILCS 805/3-38)          Term of Lease in months:                         

Capital Renewal Funding          Proposed Fiscal Year Source(s):   

ADA  
Access for All Funding          Proposed Fiscal Year Source(s):



**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

Willett, Hofmann & Associates, Inc.  
809 East Second Street  
Dixon, Illinois 61021  
Thomas W. Houck, AIA, PE

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

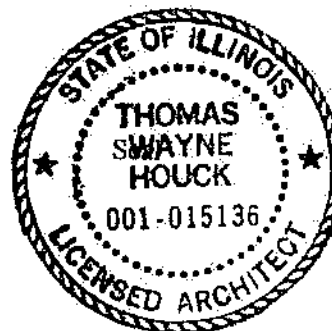
  
Architect/Engineer's Signature

September 13, 2012

Date

001-015136

Illinois Registration or License Number



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

**Protection, Health, and Safety Signature/Certification Page****2013 Emergency Notification Improvements Project**

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	<u>  X  </u>
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the \_\_\_\_\_ Sauk Valley Community College \_\_\_\_\_ Board of Trustees

Date \_\_\_\_\_ September 24, 2012 \_\_\_\_\_

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

# 2013 EMERGENCY NOTIFICATION IMPROVEMENTS PROJECT

Sauk Valley Community College

September 13, 2012

## Preliminary Opinion of Probable Project Costs

### CONSTRUCTION

- |    |   |              |
|----|---|--------------|
| 1. | EMERGENCY NOTIFICATION IMPROVEMENTS<br>New fire alarm panel. New emergency strobes. New public<br>address system. | \$170,000.00 |
|----|---|--------------|

CONSTRUCTION TOTAL	\$170,000.00
--------------------	--------------

### ENGINEERING

- |    |   |              |
|----|---|--------------|
| 1. | BID DOCUMENT PREPARATION<br>Documentation of existing conditions.<br>Preparation of Bid, Construction and Contract Documents.   | \$ 13,500.00 |
| 2. | BIDDING PHASE<br>Conduct Pre-Bid Meeting. Respond to Bidder inquiries.<br>Issuance of Addenda. Bid Opening. Bid Recommendation.   | \$ 2,000.00  |
| 3. | CONSTRUCTION PHASE<br>Conduct Pre-Construction Meeting. Review shop drawings.<br>Review Contractor Pay Requests. Periodic site visits to observe<br>construction in accordance with Contract Documents.<br>Final Punch List. Final Acceptance/Closeout. | \$ 5,500.00  |

ENGINEERING TOTAL	\$ 21,000.00
-------------------	--------------

### PROJECT TOTAL

- |    |                         |               |
|----|-------------------------|---------------|
| 1. | CONSTRUCTION TOTAL      | \$ 170,000.00 |
| 2. | ENGINEERING TOTAL       | \$ 21,000.00  |
| 4. | PROJECT CONTINGENCY     | \$ 21,000.00  |
|    | PROJECT BUDGETARY TOTAL | \$ 212,000.00 |

**CAPITAL PROJECT APPLICATION FORM**  
(One Application Form per Project)

District/College and District # Sauk Valley Community College District #506  
Contact Person George Mihel, President Phone # 815-288-5511, ext 1303  
Project Title 2013 Window Improvements Project  
Project Budget \$ 300,000 ( ) check \* here if the proposed project is to be financed with a combination of local, state,  
federal, foundation gifts, etc and disclose on funding attachment 2  
Date September 13, 2012

**Application Type (check the appropriate application type and follow instructions):**

- ☐ Locally Funded New Construction--complete/submit Sections I, II, and III.  
☐ Locally Funded Remodeling--complete/submit Sections I and III.  
☐ Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.  
☒ Protection, Health and Safety--complete/submit Section I and Attachment PHS.  
☐ Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.  
☐ ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

**Section I (submit for ALL project approval requests)**

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes  
B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)  
C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)  
D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)  
E. Funding source (*use the appropriate format on Attachment #2*)

**Section II**

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion \_\_\_\_\_

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)  
C. Has the site been determined professionally to be suitable for construction purposes? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) \_\_\_\_\_

**Section III**

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

### **Programmatic Justification**

Provide an explanation of the programmatic impact of the proposed project.

The present window system consists of metal framing and single pane un-insulated glazing. This window system constitutes the majority of the exterior wall system of the entire College. This proposed project will replace the existing metal framing and un-insulated glazing and with new metal framing and a combination of insulated glazing and insulated metal panels providing nearly three times greater resistance to heat flow through the glazing than the existing glazing and framing. In addition the existing condition at the window base is a cast in place concrete curb that is in various degrees of deterioration throughout the College and at some locations the deterioration is severe. Deterioration to the point of failure of this curb could possibly result in frame movement, cracks in glazing or loss of glazing. This proposed project will also repair the existing conditions at the base of the windows. This project will improve the overall quality of the interior environment and help to protect and preserve the condition of the existing interior building elements.

### Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

*This proposed project will remove existing metal framing and un-insulated glazing and replace with new metal framing and a combination of insulated glazing and insulated metal panels. This proposed project will also repair the deteriorating existing conditions at the base of the windows.*

# Attachment #1 Project Budget

Check One:  
☒ New Construction  
☒ Remodeling

Project Name	Budget Amounts	
	New Construction	Remodeling
Land		
Site Development		N/A
Construction (including Fixed Equipment)		N/A
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Protection, Health, and Safety Project Name      Sauk Valley Community College 2013 Window Improvements Project

Project Costs	Budget Amounts
Contingency	\$257,000.00
A/E Professional Fees	\$ 27,000.00
	\$ 16,000.00
Total	\$300,000.00

**Attachment #2**  
**Funding Source**

**District/College Name** Sauk Valley Community College District #506  
**Project Name** 2013 Window Improvements Project

**Check the source(s) of funds:**

Available fund balance \_\_\_\_\_ Fund name (s): \_\_\_\_\_  
(including excess funds from  
previously approved protection,  
health, and safety projects)

Bond Proceeds \_\_\_\_\_ Type of bond issuance (s): \_\_\_\_\_  
(including protection, health,  
and safety bonds)

Protection, Health, and \_\_\_\_\_ X Tax rate/fiscal year: .20 / 2012  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

Contract for Deed \_\_\_\_\_ Term of Contract for Deed in months: \_\_\_\_\_  
(ILCS 805/3-36)

Lending Arrangement with a \_\_\_\_\_ Term of Lending Arrangements in months: \_\_\_\_\_  
Financial Institution  
(ILCS 805/3-37)

Lease Agreement \_\_\_\_\_ Term of Lease in months: \_\_\_\_\_  
(ILCS 805/3-38)

Capital Renewal Funding \_\_\_\_\_ Proposed Fiscal Year Source(s): \_\_\_\_\_

ADA  
Access for All Funding \_\_\_\_\_ Proposed Fiscal Year Source(s): \_\_\_\_\_



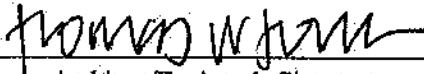
**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

Willett, Hofmann & Associates, Inc.  
809 East Second Street  
Dixon, Illinois 61021  
Thomas W. Houck, AIA, PE

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



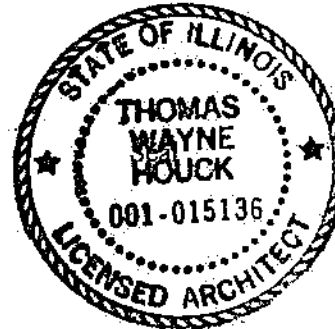
Architect/Engineer's Signature

September 13, 2012

Date

001-015136

Illinois Registration or License Number



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

**Protection, Health, and Safety Signature/Certification Page**  
2013 Window Improvements Project

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	<u>  X  </u>
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Sauk Valley Community College Board of Trustees

Date September 24, 2012

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

# **2013 WINDOW IMPROVEMENTS PROJECT**

Sauk Valley Community College

September 13, 2012

## **Preliminary Opinion of Probable Project Costs**

### **CONSTRUCTION**

- |    |  |              |
|----|--|--------------|
| 1. | WINDOW REPLACEMENT AND CURB REPAIR<br>Approximately 600 lineal feet at \$420/lineal foot | \$252,000.00 |
|----|--|--------------|

<b>CONSTRUCTION TOTAL</b>	<b>\$252,000.00</b>
---------------------------	---------------------

### **ENGINEERING**

- |    |   |             |
|----|---|-------------|
| 1. | BID DOCUMENT PREPARATION<br>Documentation of existing conditions,<br>Preparation of Bid, Construction and Contract Documents.   | \$ 7,000.00 |
| 2. | BIDDING PHASE<br>Conduct Pre-Bid Meeting. Respond to Bidder inquiries.<br>Issuance of Addenda. Bid Opening. Bid Recommendation.   | \$ 1,500.00 |
| 3. | CONSTRUCTION PHASE<br>Conduct Pre-Construction Meeting. Review shop drawings.<br>Review Contractor Pay Requests. Periodic site visits to observe<br>construction in accordance with Contract Documents.<br>Final Punch List. Final Acceptance/Closeout. | \$ 7,500.00 |

<b>ENGINEERING TOTAL</b>	<b>\$ 16,000.00</b>
--------------------------	---------------------

### **PROJECT TOTALS**

- |    |                     |               |
|----|---------------------|---------------|
| 1. | CONSTRUCTION TOTAL  | \$ 252,000.00 |
| 2. | ENGINEERING TOTAL   | \$ 16,000.00  |
| 3. | PROJECT CONTINGENCY | \$ 27,000.00  |

<b>PROJECT BUDGETARY TOTAL</b>	<b>\$ 300,000.00</b>
--------------------------------	----------------------



# Sauk Valley Community College

## WINDOW IMPROVEMENTS AND REPLACEMENT PROJECTS MAP

PREPARED BY:



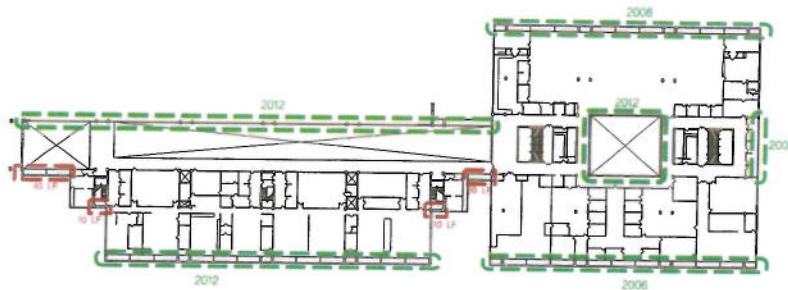
**WILLETTTS HOFMANN  
ASSOCIATES INC.**  
ENGINEERING ARCHITECTURE LAND SURVEYING  
809 EAST 2ND STREET, DIXON, IL 61021-0367  
T: 815-254-3381 DESIGN FIRM: #154-000918

### OPTION 1

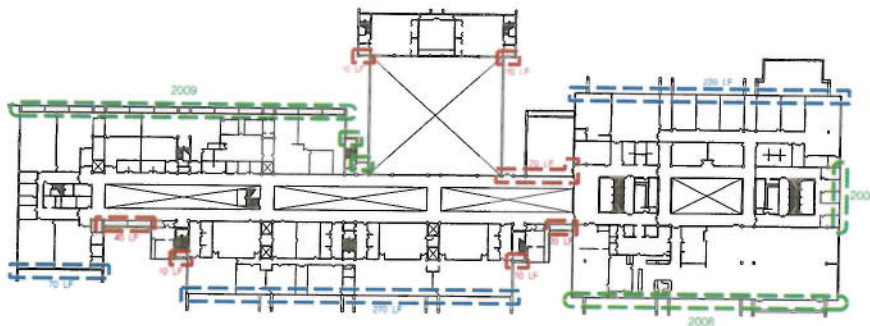
PREPARED SEPTEMBER 14, 2012

#### GENERAL ITEMS

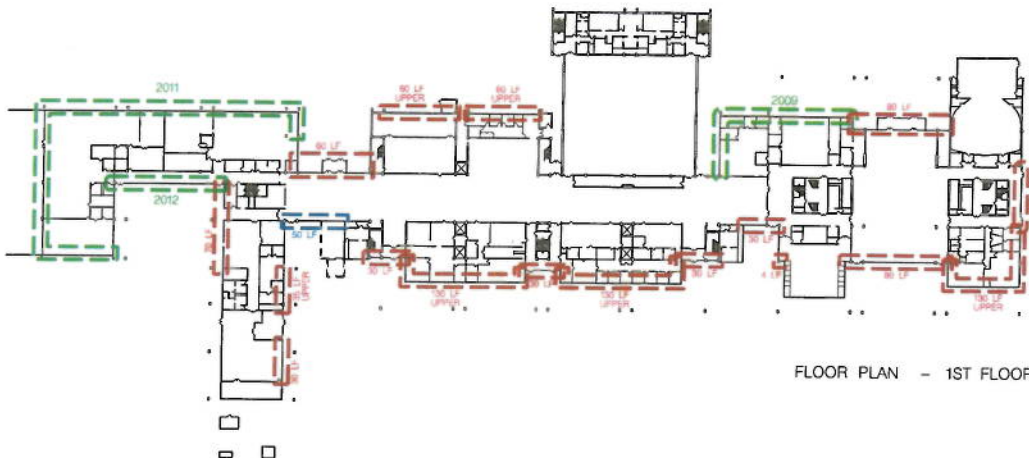
- RED LINES REPRESENT FULL HEIGHT WINDOW SYSTEMS THAT ARE ORIGINAL TO THE BUILDING AND NOT YET REPLACED
- RED TEXT EQUALS THE APPROXIMATE LINEAR FEET OF THAT WINDOW SYSTEM
- UPPER WINDOWS ARE 3 FEET TALL OR LESS AND LOCATED AT THE CEILING
- GREEN LINES REPRESENT WINDOWS THAT HAVE BEEN REPLACED
- GREEN TEXT IS THE YEAR THAT THE WINDOW SYSTEM WAS REPLACED
- BLUE LINES REPRESENT WINDOWS TO BE REPLACED IN 2013.
- BLUE TEXT EQUALS THE APPROXIMATE LINEAR FEET OF THAT WINDOW SYSTEM
- IN 2012 THE WINDOW SYSTEM REPLACEMENT METHOD WAS REVISED TO ENTIRE REMOVAL OF EXISTING WINDOW FRAMING. PRIOR TO 2012 THE EXISTING EMBEDDED WINDOW FRAME WAS LEFT IN PLACE.
- PROTECTION, HEALTH AND SAFETY (PHS) FUNDS HAVE BEEN USED TO REPLACE ALL WINDOW SYSTEMS. PHS FUNDING WAS GRANTED DUE TO THE WINDOWS ACTIVELY LEAKING AND/OR EXISTING CONCRETE CURB DETERIORATION



FLOOR PLAN - 3RD FLOOR



FLOOR PLAN - 2ND FLOOR



FLOOR PLAN - 1ST FLOOR



# Sauk Valley Community College

## WINDOW IMPROVEMENTS AND REPLACEMENT PROJECTS MAP

PREPARED BY:



**WILLETT HOFMANN  
& ASSOCIATES INC.**

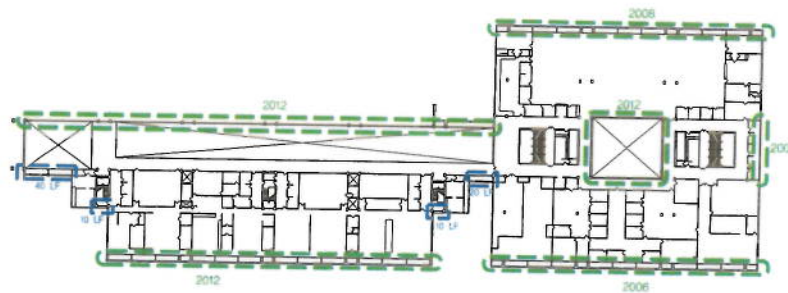
ENGINEERING ARCHITECTURE LAND SURVEYING  
809 EAST 2ND STREET, DIXON, IL 61021-0367  
T: 815-284-3361 DESIGN FIRM: #184-000918

### OPTION 2

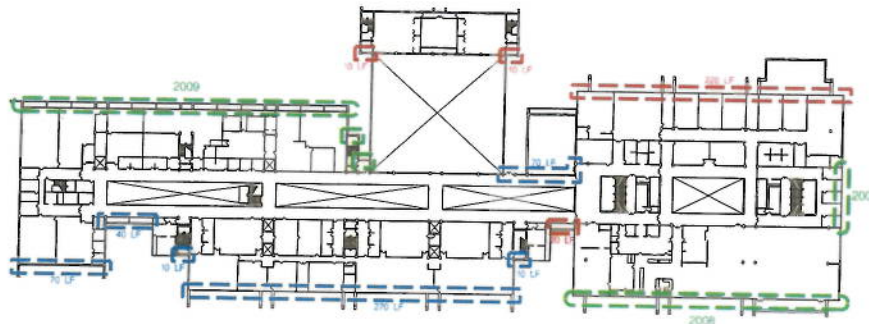
PREPARED SEPTEMBER 14, 2012

#### GENERAL ITEMS

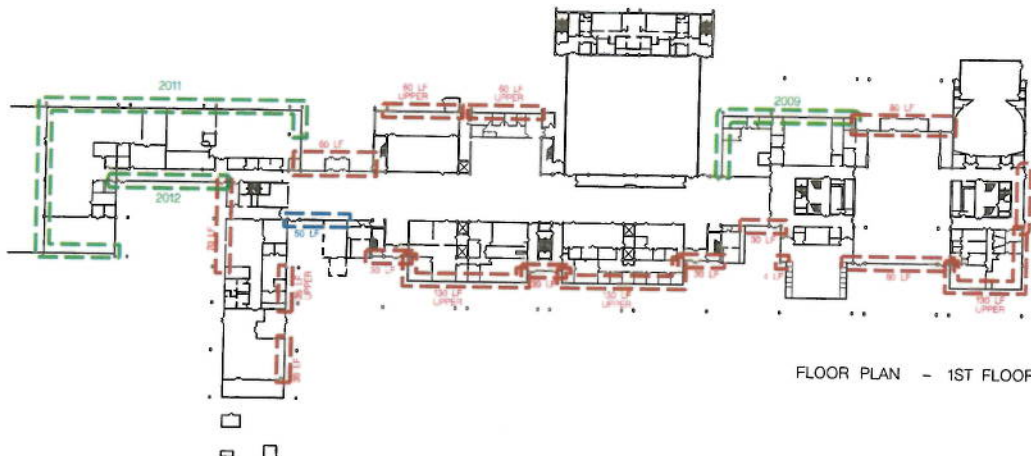
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FLOOR PLAN - 3RD FLOOR



FLOOR PLAN - 2ND FLOOR



FLOOR PLAN - 1ST FLOOR





# Sauk Valley Community College

## WINDOW IMPROVEMENTS AND REPLACEMENT PROJECTS MAP

PREPARED BY:



**WILLETT HOFMANN  
& ASSOCIATES INC.**

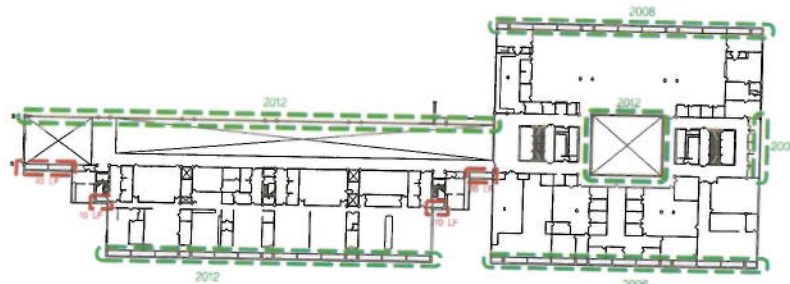
ENGINEERING, ARCHITECTURE, AND SURVEYING  
809 EAST 2ND STREET, DIXON, IL 61021-0367  
T: 815-284-3381 DESIGN FIRM: #184-000918

### OPTION 1

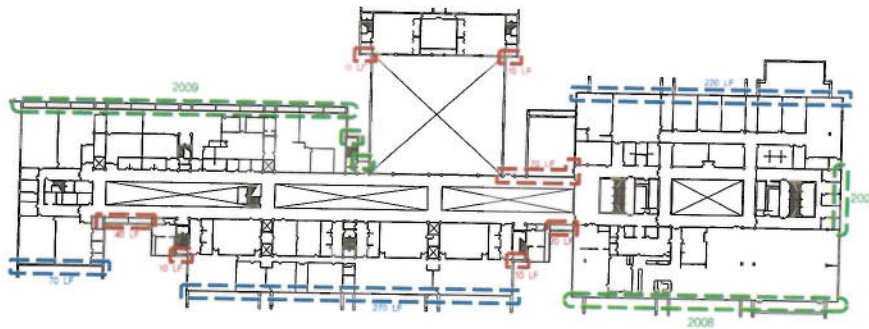
PREPARED SEPTEMBER 14, 2012

#### GENERAL ITEMS

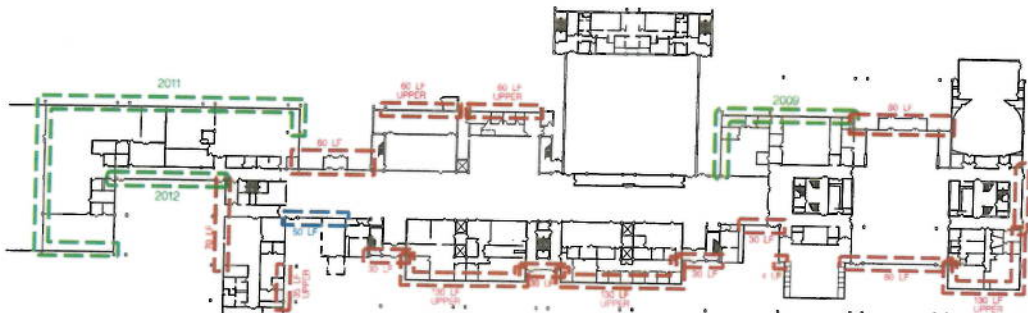
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FLOOR PLAN - 3RD FLOOR



FLOOR PLAN - 2ND FLOOR



FLOOR PLAN - 1ST FLOOR



# Sauk Valley Community College

## WINDOW IMPROVEMENTS AND REPLACEMENT PROJECTS MAP

PREPARED BY:



**WILLETTTS HOFMANN  
& ASSOCIATES INC.**

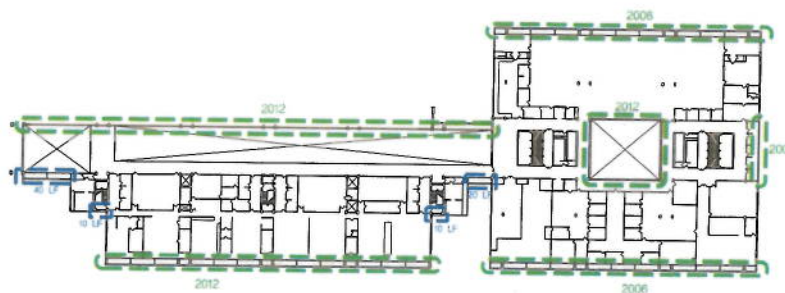
ENGINEERING ARCHITECTURE LAND SURVEYING  
809 EAST 2ND STREET, DUXON, IL 61021-0367  
T: 815-284-3351 DESIGN FIRM: #764-000918

### OPTION 2

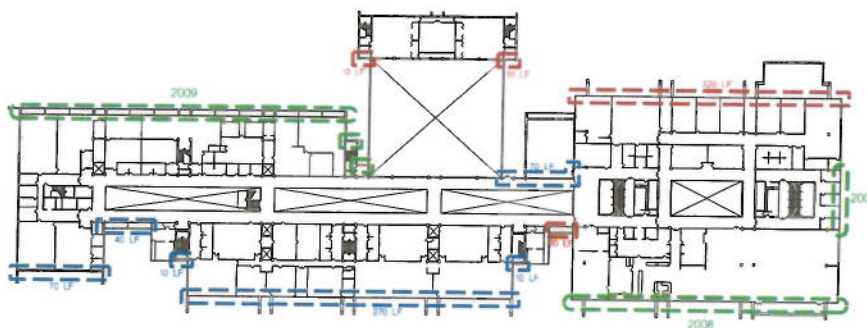
PREPARED SEPTEMBER 14, 2012

#### GENERAL ITEMS

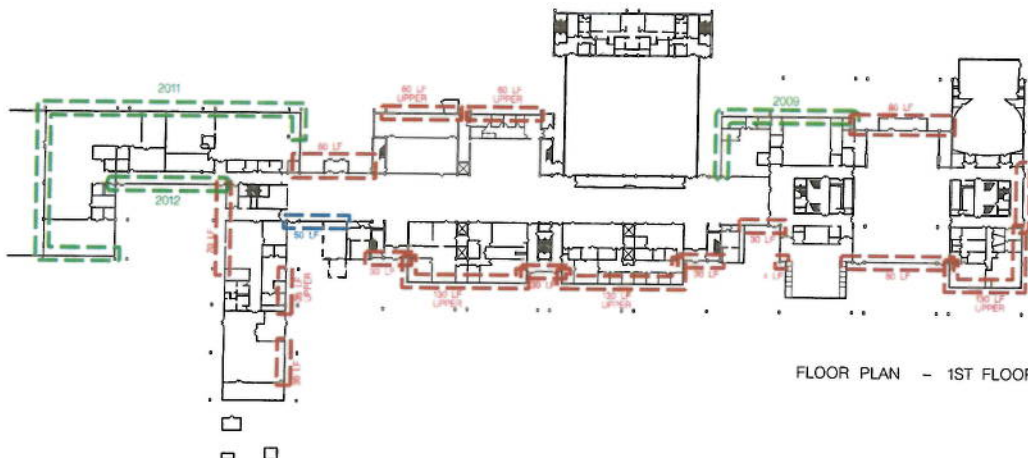
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FLOOR PLAN - 3RD FLOOR



FLOOR PLAN - 2ND FLOOR



FLOOR PLAN - 1ST FLOOR

**CAPITAL PROJECT APPLICATION FORM**  
(One Application Form per Project)

District/College and District # Sauk Valley Community College District #506  
Contact Person George Mihel, President Phone # 815-288-5511, ext 1303  
Project Title 2013 Electrical Improvements Project  
Project Budget \$ 39,000 ( ) check \* here if the proposed project is to be financed with a combination of local, state,  
federal, foundation gifts, etc. and disclose on funding attachment 2  
Date September 13, 2012

**Application Type (check the appropriate application type and follow instructions):**

- ☐ Locally Funded New Construction—complete/submit Sections I, II, and III.  
☐ Locally Funded Remodeling—complete/submit Sections I and III.  
☐ Locally Funded New Construction and Remodeling—complete/submit Sections I, II, and III.  
☒ Protection, Health and Safety—complete/submit Section I and Attachment PHS.  
☐ Capital Renewal Project—complete/submit Section I and the Architect Recommendation form.  
☐ ADA Project—complete/submit Section I, Attachment ADA, and Architect Recommendation form.

**Section I (submit for ALL project approval requests)**

- A. Board of trustees action—attach a copy of the local board's resolution and certified minutes  
B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)  
C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)  
D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)  
E. Funding source (*use the appropriate format on Attachment #2*)

**Section II**

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion \_\_\_\_\_

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)  
C. Has the site been determined professionally to be suitable for construction purposes? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) \_\_\_\_\_

**Section III**

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)



### **Programmatic Justification**

Provide an explanation of the programmatic impact of the proposed project.

The electrical system of the College is over 40 years old and over that time electrical demands and usages have changed and as a result circuits have become overloaded. The purpose of this project is to perform an Arc Flash Hazard Assessment which will include the thermal imaging of the existing electrical panels within the building. The assessment shall identify electrical panels that have overloaded circuits which are a potential fire hazard. This scope of work shall consist of a detailed survey of each panel, a report of findings and training for College maintenance staff. The scope of work shall identify the existing circuits and existing panels that require modification and said modifications shall then be bid as a separate project.

### **Scope of Work**

Provide an explanation of the specific work to be performed as part of this project.

Thermal imaging of existing electrical panels to identify circuit overloads, documentation of existing conditions and report of findings identifying required repairs and training for College maintenance staff.

# Attachment #1 Project Budget

Check One:

- ☒ New Construction  
☒ Remodeling

Project Name \_\_\_\_\_

	Budget Amounts	
	New Construction	Remodeling
Land		
Site Development		N/A
Construction (including Fixed Equipment)		N/A
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Protection, Health, and Safety Project Name \_\_\_\_\_ Sauk Valley Community College 2013 Electrical Improvements Project

	Budget Amounts
Project Costs	\$30,000.00
Contingency	\$ 4,500.00
A/E Professional Fees	\$ 4,500.00
Total	\$39,000.00

**Attachment #2**  
**Funding Source**

**District/College Name** Sauk Valley Community College District #506  
**Project Name** 2013 Electrical Improvements Project

**Check the source(s) of funds:**

Available fund balance \_\_\_\_\_ Fund name (s): \_\_\_\_\_  
(Including excess funds from  
previously approved protection,  
health, and safety projects)

Bond Proceeds \_\_\_\_\_ Type of bond issuance (s): \_\_\_\_\_  
(including protection, health,  
and safety bonds)

Protection, Health, and \_\_\_\_\_ ☒ Tax rate/fiscal year: .03/ 2012  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

Contract for Deed \_\_\_\_\_ Term of Contract for Deed in months: \_\_\_\_\_  
(ILCS 805/3-36)

Lending Arrangement with a \_\_\_\_\_ Term of Lending Arrangements in months: \_\_\_\_\_  
Financial Institution  
(ILCS 805/3-37)

Lease Agreement \_\_\_\_\_ Term of Lease in months: \_\_\_\_\_  
(ILCS 805/3-38)

Capital Renewal Funding \_\_\_\_\_ Proposed Fiscal Year Source(s): \_\_\_\_\_

ADA  
Access for All Funding \_\_\_\_\_ Proposed Fiscal Year Source(s): \_\_\_\_\_

Capital Projects Manual

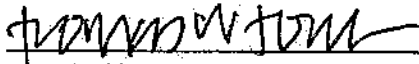
**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

Willet, Hofmann & Associates, Inc.  
809 East Second Street  
Dixon, Illinois 61021  
Thomas W. Houck, AIA, PE

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



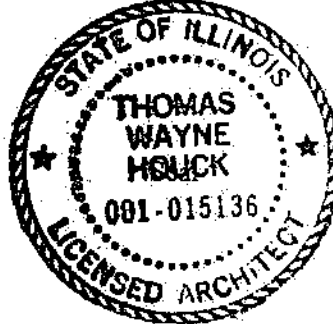
Architect/Engineer's Signature

September 13, 2012

Date

001-015136

Illinois Registration or License Number



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

**Protection, Health, and Safety Signature/Certification Page**  
2013 Electrical Improvements Project

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	<u>  X  </u>
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Sauk Valley Community College Board of Trustees

Date September 24, 2012

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

# **2013 ELECTRICAL IMPROVEMENTS PROJECT**

Sauk Valley Community College

September 13, 2012

## **Preliminary Opinion of Probable Project Costs**

### **CONSTRUCTION**

- |    |                             |             |
|----|-----------------------------|-------------|
| 1. | ARC FLASH HAZARD ASSESSMENT | \$30,000.00 |
|----|-----------------------------|-------------|

<b>CONSTRUCTION TOTAL</b>	<b>\$30,000.00</b>
---------------------------	--------------------

### **ENGINEERING**

- |    |  |             |
|----|--|-------------|
| 1. | BID DOCUMENT PREPARATION<br>Documentation of existing conditions,<br>Preparation of Bid, Construction and Contract Documents.  | \$ 2,000.00 |
| 2. | BIDDING PHASE<br>Conduct Pre-Bid Meeting. Respond to Bidder inquiries.<br>Issuance of Addenda. Bid Opening. Bid Recommendation.  | \$ 1,000.00 |
| 3. | CONSTRUCTION PHASE<br>Conduct Pre-Construction Meeting. Review Contractor Pay Requests.<br>Periodic site visits to observe that work is in accordance with<br>Contract Documents. Final Punch List. Final Acceptance/Closeout. | \$ 1,500.00 |

<b>ENGINEERING TOTAL</b>	<b>\$ 4,500.00</b>
--------------------------	--------------------

### **PROJECT TOTAL**

- |    |                                |                     |
|----|--------------------------------|---------------------|
| 1. | CONSTRUCTION TOTAL             | \$ 30,000.00        |
| 2. | ENGINEERING TOTAL              | \$ 4,500.00         |
| 4. | PROJECT CONTINGENCY            | \$ 4,500.00         |
|    | <b>PROJECT BUDGETARY TOTAL</b> | <b>\$ 39,000.00</b> |

**CAPITAL PROJECT APPLICATION FORM**  
(One Application Form per Project)

District/College and District # Sauk Valley Community College District #506  
Contact Person George Mihel, President Phone # 815-288-5511, ext 1303  
Project Title 2013 Roof Replacement Project  
Project Budget \$ 672,000 ( ) check \* here if the proposed project is to be financed with a combination of local, state,  
federal, foundation gifts, etc and disclose on funding attachment 2  
Date September 13, 2012

**Application Type (check the appropriate application type and follow instructions):**

- ☐ Locally Funded New Construction--complete/submit Sections I, II, and II.  
☐ Locally Funded Remodeling--complete/submit Sections I and III.  
☐ Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.  
☒ Protection, Health and Safety--complete/submit Section I and Attachment PHS.  
☐ Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.  
☐ ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

**Section I (submit for ALL project approval requests)**

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes  
B. A detailed description identifying the scope of work to be accomplished (complete the narration section and attach)  
C. A detailed description of the project's programmatic justification (complete the narration section and attach)  
D. Board of trustees approved budget (use the appropriate format on Attachment #1)  
E. Funding source (use the appropriate format on Attachment #2)

**Section II**

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes \_\_\_\_ No \_\_\_\_

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion \_\_\_\_\_

- B. Submit the new square footage allocation (use Square Footage Summary Attachment)  
C. Has the site been determined professionally to be suitable for construction purposes? Yes \_\_\_\_ No \_\_\_\_

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) \_\_\_\_\_

**Section III**

- A. Submit the remodeled square footage allocation (use Square Footage Summary Attachment)



### **Programmatic Justification**

Provide an explanation of the programmatic impact of the proposed project.

The current roofing system over the east section of the College is 20 years old and is failing. The existing membrane is torn and loose and temporary fixes have been applied to some areas. Roof insulation has been saturated by water and ruined.

The proposed Project will remove and replace the existing membrane roofing system, including insulation and protection board, flashings and metal roof edging. The Project will also include the monitoring and containment of any asbestos materials that may come loose in the ceiling during the Project. When complete, the new roof will have a 20-year manufacturer's warranty.

### **Scope of Work**

Provide an explanation of the specific work to be performed as part of this project.

This Project will remove and replace the existing roofing system on the east end of the College. The scope of work will provide for removal and replacement of the current roof membrane and insulation, the flashings at roof penetrations and prefinished metal edging. The Project will also include the monitoring and containment of any asbestos materials that may come loose in the ceiling during the project. When complete, the new roof will have a 20-year manufacturer's warranty.

**Attachment #1  
Project Budget**

Check One:  
☒ New Construction  
☒ Remodeling

Project Name	Budget Amounts	
	New Construction	Remodeling
Land		
Site Development		N/A
Construction (including Fixed Equipment)		N/A
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Protection, Health, and Safety Project Name		Sauk Valley Community College 2013 Roof Replacement Project	
		Budget Amounts	
Project Costs		\$590,500.00	
Contingency		\$ 61,500.00	
A/E Professional Fees		\$ 20,000.00	
Total		\$672,000.00	

**Attachment #2**  
**Funding Source**

**District/College Name** Sauk Valley Community College #506  
**Project Name** 2013 Roof Replacement Project

**Check the source(s) of funds:**

Available fund balance (Including excess funds from previously approved protection, health, and safety projects)	<u>X</u> Fund name (s): <u>Protection, Health &amp; Safety Funds</u>
Bond Proceeds (including protection, health, and safety bonds)	<u>      </u> Type of bond issuance (s): <u>                                </u>
Protection, Health, and Safety Tax Levy (ILCS 805/3-20.3.01)	<u>      </u> Tax rate/fiscal year: <u>                                </u>
Contract for Deed (ILCS 805/3-36)	<u>      </u> Term of Contract for Deed in months: <u>                        </u>
Lending Arrangement with a Financial Institution (ILCS 805/3-37)	<u>      </u> Term of Lending Arrangements in months: <u>                        </u>
Lease Agreement (ILCS 805/3-38)	<u>      </u> Term of Lease in months: <u>                                </u>
Capital Renewal Funding	<u>      </u> Proposed Fiscal Year Source(s): <u>                                </u>
ADA Access for All Funding	<u>      </u> Proposed Fiscal Year Source(s): <u>                                </u>

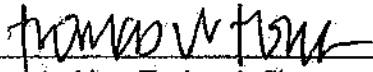
**PROTECTION, HEALTH, AND SAFETY PROJECT**

**Budget and Certification**

Name and address of architect/engineer providing the estimate:

Willett, Hofmann & Associates, Inc.  
809 East Second Street  
Dixon, Illinois 61021  
Thomas W. Houck, AIA, PE

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

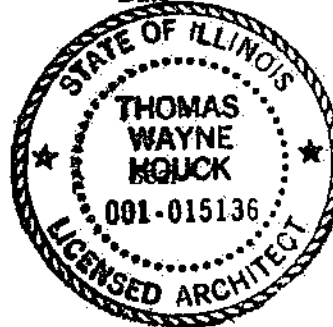
  
\_\_\_\_\_  
Architect/Engineer's Signature

September 13, 2012

\_\_\_\_\_  
Date

001-015136

\_\_\_\_\_  
Illinois Registration or License Number



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

**Protection, Health, and Safety Signature/Certification Page**

2013 Roof Replacement Project

	<u>Check if Applicable</u>
Energy Conservation Certification (see attachment, if applicable)	_____
Structural Integrity Certification (see attachment, if applicable)	_____
Budget Certification (see attachment, always required)	<u>    X    </u>
Feasibility Study Identifying Need of the Project	_____
Other Documentation which May Support the Justification of this Project	_____

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Sauk Valley Community College Board of Trustees

Date September 24, 2012

Signed \_\_\_\_\_, Chairperson

\_\_\_\_\_, Secretary

# 2013 ROOF REPLACEMENT PROJECT

Sauk Valley Community College  
September 13, 2012

## Preliminary Opinion of Probable Project Costs

### CONSTRUCTION

1.	ROOF SYSTEM REPLACEMENT 42,000 SF at \$13 per square foot	\$546,000.00
2.	ROOF EDGING AND FLASHING 1300 linear feet at \$25 per linear foot	\$ 32,500.00
3.	ASBESTOS MONITORING Bottom of roof deck has ACM insulation. Required during removal of existing roof system	\$ 12,000.00
	<b>CONSTRUCTION TOTAL</b>	<b>\$590,500.00</b>

### ENGINEERING

1.	BID DOCUMENT PREPARATION Documentation of existing conditions, Preparation of Bid, Construction and Contract Documents.	\$ 8,500.00
2.	BIDDING PHASE Conduct Pre-Bid Meeting. Respond to Bidder inquiries. Issuance of Addenda. Bid Opening. Bid Recommendation.	\$ 2,000.00
3.	CONSTRUCTION PHASE Conduct Pre-Construction Meeting. Review shop drawings. Review Contractor Pay Requests. Periodic site visits to observe construction in accordance with Contract Documents. Final Punch List. Final Acceptance/Closeout.	\$ 9,500.00
	<b>ENGINEERING TOTAL</b>	<b>\$ 20,000.00</b>

### PROJECT TOTAL

1.	CONSTRUCTION TOTAL	\$ 590,500.00
2.	ENGINEERING TOTAL	\$ 20,000.00
4.	PROJECT CONTINGENCY	\$ 61,500.00
	<b>PROJECT BUDGETARY TOTAL</b>	<b>\$ 672,000.00</b>



# Sauk Valley Community College

## WINDOW IMPROVEMENTS AND REPLACEMENT PROJECTS MAP

PREPARED BY:



**WILLETTTS HOFMANN  
ASSOCIATES INC.**

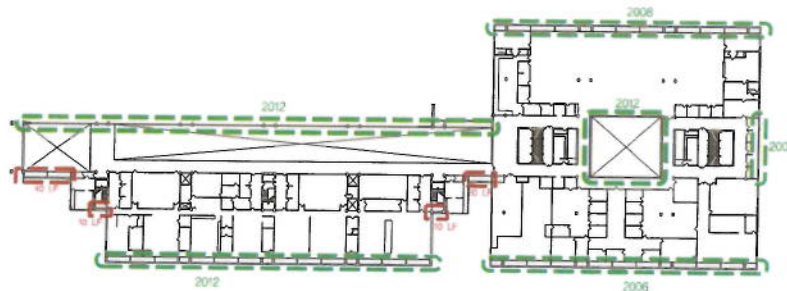
ENGINEERING, ARCHITECTURE, AND SURVEYING  
809 EAST 2ND STREET, DIXON, IL 61021-0367  
T: 815-284-3381 DESIGN FIRM: #184-000918

### OPTION 1

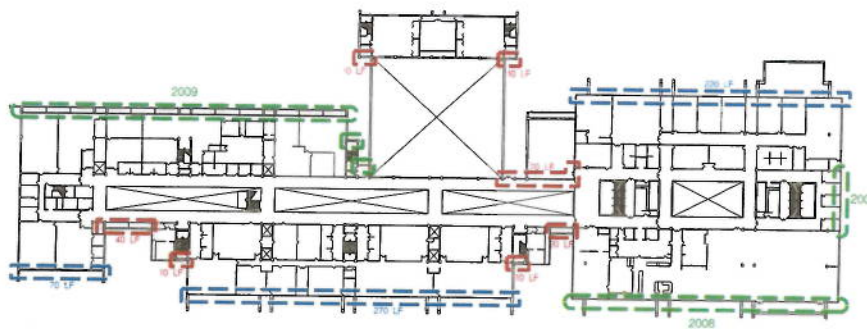
PREPARED SEPTEMBER 14, 2012

#### GENERAL ITEMS

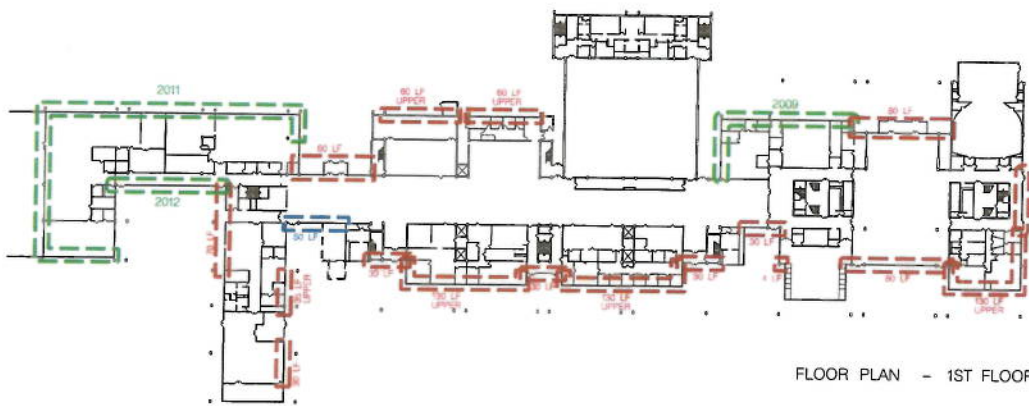
- RED LINES REPRESENT FULL HEIGHT WINDOW SYSTEMS THAT ARE ORIGINAL TO THE BUILDING AND NOT YET REPLACED
- RED TEXT EQUALS THE APPROXIMATE LINEAR FEET OF THAT WINDOW SYSTEM
- UPPER WINDOWS ARE 3 FEET TALL OR LESS AND LOCATED AT THE CEILING
- GREEN LINES REPRESENT WINDOWS THAT HAVE BEEN REPLACED
- GREEN TEXT IS THE YEAR THAT THE WINDOW SYSTEM WAS REPLACED
- BLUE LINES REPRESENT WINDOWS TO BE REPLACED IN 2013.
- BLUE TEXT EQUALS THE APPROXIMATE LINEAR FEET OF THAT WINDOW SYSTEM
- IN 2012 THE WINDOW SYSTEM REPLACEMENT METHOD WAS REVISED TO ENTIRE REMOVAL OF EXISTING WINDOW FRAMING. PRIOR TO 2012 THE EXISTING EMBEDDED WINDOW FRAME WAS LEFT IN PLACE.
- PROTECTION, HEALTH AND SAFETY (PHS) FUNDS HAVE BEEN USED TO REPLACE ALL WINDOW SYSTEMS. PHS FUNDING WAS GRANTED DUE TO THE WINDOWS ACTIVELY LEAKING AND/OR EXISTING CONCRETE CURB DETERIORATION.



FLOOR PLAN - 3RD FLOOR



FLOOR PLAN - 2ND FLOOR



FLOOR PLAN - 1ST FLOOR





# Sauk Valley Community College

## WINDOW IMPROVEMENTS AND REPLACEMENT PROJECTS MAP

PREPARED BY:



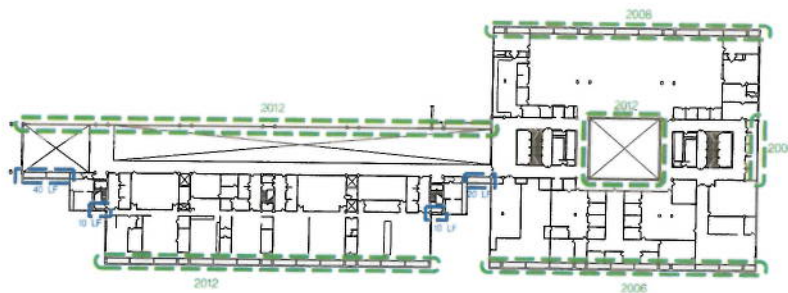
**WILLETTTS HOFMANN  
& ASSOCIATES INC.**  
ENGINEERING ARCHITECTURE LAND SURVEYING  
809 EAST 2ND STREET, DIXON, IL 61021-0367  
T: 815-284-3361 DESIGN FIRM: #154-000918

### OPTION 2

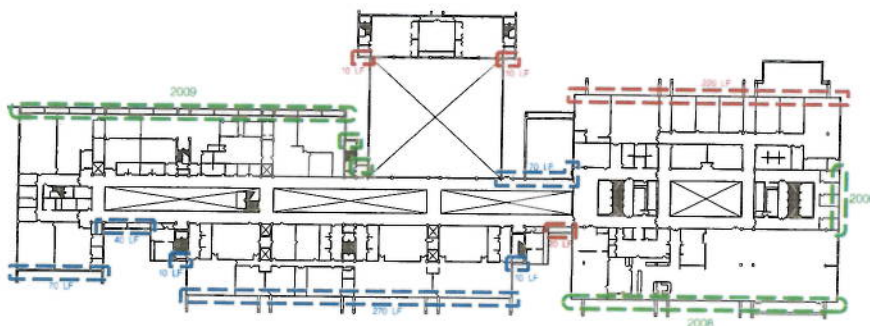
PREPARED SEPTEMBER 14, 2012

#### GENERAL ITEMS

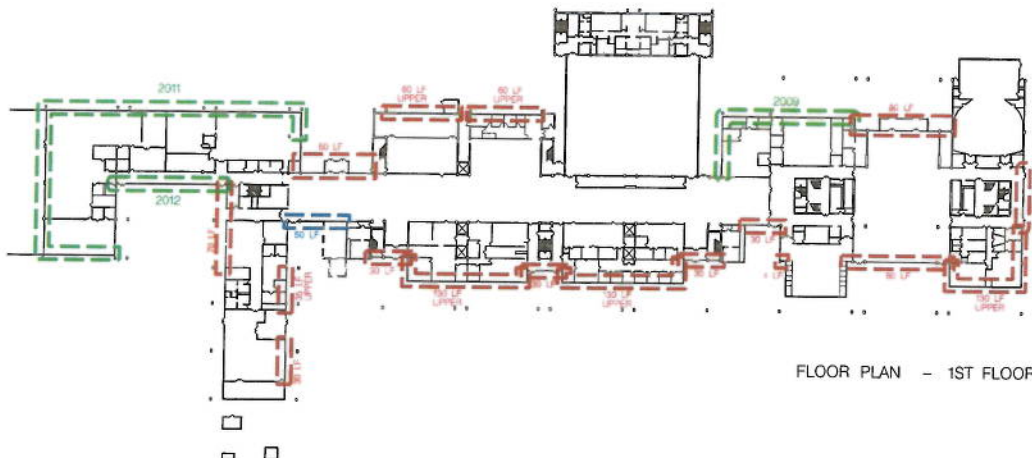
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FLOOR PLAN - 3RD FLOOR



FLOOR PLAN - 2ND FLOOR



FLOOR PLAN - 1ST FLOOR

**Sauk Valley Community College**  
**September 24, 2012**

**Action Item 6.0**

**Topic:**                    **Administrative Appointment – Director of Business Services**

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

**Presentation:**

The administration has been in the process of filling the position of Director of Business Services. The position was advertised on-line on Sauk Valley Community College's website and the *Higher Ed Jobs.com* website; *QC Times*, *Rockford Register Star* and in the Sauk Valley Newspapers (the *Dixon Telegraph* and the *Daily Gazette*). Thirty-three (33) applications were received. A committee was composed of Mr. Alan Pfeifer, Mr. Luis Moreno, Ms. Judy Austin, Interim CFO, Ms. Amy Viering, Ms. Paula Meyer, Ms. Kathryn Snow, and Dr. Dennis Day. Dr. Mihel, President served as Chairperson.

Three (3) candidates were interviewed by the committee, the Interim Dean of Business Services, and the Business Office.

*Academic background:* Ms. Dye received an Associate of Science from Sauk Valley Community College and a Bachelor's degree in Accounting from Ashford University.

*Professional background:* Ms. Dye worked at HALO/Lee Wayne Corporation for 10 years working her way up from an Order Editor to a Credit Analyst to Staff Accountant. Ms. Dye has been the Business Manager for Sauk Valley Community College for the past 1 ½ years.

*References:* All of Ms. Dye's references strongly recommended her for the position when she was originally hired and Ms. Paula Meyer completed a reference as her most recent supervisor stating that she was a good hire and would recommend her for the position.

**Recommendation**

The administration recommends that the Board of Trustees approve the employment of Ms. Melissa Dye as the Director of Business Services starting October 1, 2012 at an annual salary of \$69,500.