

Office of the Secretary to the  
SVCC Board of Trustees

April 7, 2013

**PUBLIC NOTICE OF MEETING**

This is to provide public notice of the following meeting associated with the Sauk Valley Community College Board of Trustees:

WHO: Board of Trustees, District #506

WHEN: Thursday, April 11, 2013

TIME: 12:00 noon – 4:30 p.m.

WHERE: Sauk Valley Community College Board Room

TYPE: Spring Board Retreat  
Open Session  
Closed Session

AGENDA: Discussion items only; no actions taken

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Debra Dillow, Secretary to the Board  
of Trustees, District #506

## **Board Retreat Agenda**

**Thursday, April 11, 2013, 12:00 noon – Board Room**

**Lunch will be provided**

**A. President's Priorities**

**B. Budget Forecast**

**C. Challenge Grants**

**D. Institutional Goals**

**E. Board Self-Evaluation**

**F. Potential Board Policies**

**G. President's Evaluation**

**H. Open discussion as time allows**

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**BOARD RETREAT MINUTES**  
**April 12, 2013**

The Board of Trustees of Sauk Valley Community College met for a spring Board Retreat at 12:00 noon April 12, 2013 in the Board Room at Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

**Present:** Robert Thompson, Margaret Tyne, Andrew Bollman, Lisa Wiersema  
Scott Stoller, Dr. George Mihel

**Absent:** William Simpson, Ed Andersen

Dr. Mihel reviewed the "President's Priorities" with the Board, which included changes with the "Freshman Year Experience", plans for the 50<sup>th</sup> Anniversary, remodeling, elimination of paper dependent procedures, awards, facilities and grounds plans, and future curriculum.

Several suggestions were made by the Board including; have professional videos done of Pete Dillon, have marketing department work with Follett's Bookstore to create college apparel, "legacy sidewalk – brick sale, and establish a scholarship in the Simpson name.

Dr. Mihel discussed the budget forecast. A variety of costs saving measures were discussed. The Board asked Dr. Mihel to report back on the level of savings for some proposed plans.

Credit card use, payroll, purchase agreements, and athletics were discussed.

The possibility of returning the challenge grants back to the Foundation will be reviewed in about six months.

The Board made some changes to the "Shared Ethical Values". The six institutional goals will be brought for Board approval.

The Board self-evaluation will include a likert scale for responses. Self-evaluation and President's evaluation will be on survey monkey.

New and modified policies regarding holiday pay for part-time employees, sick leave, and security will be brought to future Board meetings.

Chair Bollman will forward any concerns over perceived conflicts of interest to the Attorney General's office.

The college needs to be responsive to community needs and we cannot be all things to all people.

It was suggested that potential marketing opportunities could be connected to high school homecoming.

The need to establish dual credit focus; continuing education opportunities were discussed

Morale was discussed.

Meeting adjourned at 4:12 p.m.

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

**Founder's Room 2K2  
Dixon, IL**

**April 22, 2013  
7:00 p.m.**

- 1.0 Call to Order/Roll Call**
- 2.0 Organization of New Board**
  - A. Election of Officers:**
    - 1. Board Chair**
    - 2. Board Vice Chair**
    - 3. Board Secretary**
  - B. Appointment of College Treasurer**
  - C. Appointment of Legal Counsel**
  - D. Appointment of Foundation Liaison**
  - E. Appointment of ICCTA Representative**
  - F. Appointment of Audit Firm**
  - G. Designation of Depositories**
  - H. Determination of Date and Time of Meetings**
- 3.0 Consent Agenda**
  - 3.1 Approval of Agenda**
  - 3.2 Approval of Minutes, March 21, 2013**
  - 3.3 Treasurer's Report**
  - 3.4 Bills Payable**
  - 3.5 Payrolls**

<b>March 29, 2013</b>	<b>\$259,769.00</b>
<b>April 15, 2013</b>	<b>\$270,317.95</b>
  - 3.6 Budget Report**
  - 3.7 Strategic Directions FY 2013**
- 4.0 Reports/Information**
  - 4.1 President's Report**
  - 4.2 Communication from Visitors**
  - 4.3 Reports/Comments from Board Members**
- 5.0 Closed Session – (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College; collective bargaining; closed session minutes review and consideration; pending litigation probable or imminent)**

**6.0 Action Items**

- 6.1 Faculty Appointment – Criminal Justice**
- 6.2 Sauk Valley Community College Health Plan Amendment**
- 6.3 Salary Adjustments**
- 6.4 Bid Award 2013 Safety Communications Project Phase 2**
- 6.5 Faculty Retirement**
- 6.6 Criminal Justice Certificate**
- 6.7 Dr. William J. Simpson Scholarship**

**7.0 Approval of Closed Session Minutes of March 21, 2013**

**8.0 Adjournment**

**Sauk Valley Community College**  
**April 22, 2013**

**Organization of New Board - Item A**

An organization of the new Board is required at this time. The Board will need to elect the three officers.

- |                 |                  |
|-----------------|------------------|
| Agenda Item A-1 | Board Chair      |
| Agenda Item A-2 | Board Vice Chair |
| Agenda Item A-3 | Board Secretary  |

Sauk Valley Community College  
April 22, 2013

**Organization of New Board - Item B - E**

Agenda Item B      Appointment of College Treasurer

The administration recommends Melissa Dye be appointed to continue in this role.

Agenda Item C      Appointment of Legal Counsel

The administration recommends the firm of Ward, Murray, Pace and Johnson, P.C. continue in this role.

Agenda Item D      Appointment of Foundation Liaison

Agenda Item E      Appointment of ICCTA Representative



**Sauk Valley Community College  
April 22, 2013**

**Organization of New Board - Item F**

**Appointment of College Audit Firm**

McGladrey & Pullen, LLP has satisfactorily performed the audits of the College financial statements for the past four years and have maintained a good working relationship with the Business Office. Last year the College approved to retain McGladrey & Pullen, LLP as the College auditors for FY12 and FY13.

The College's audit fee was \$60,805 before additional work was required.

**Recommendation:**

The administration recommends the Board retain McGladrey & Pullen, LLP as the College audit firm for the fiscal year ending June 30, 2013.

**Sauk Valley Community College**  
**April 22, 2013**

**Organization of New Board - Item G**

**Designation of Depositories for Funds**

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

**Recommendation:**

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

**Sauk Valley Community College  
April 22, 2013**

**Organization of New Board – Item H**

**Determination of Date and Time of Meetings**

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

\*May 20, 2013

June 24, 2013

\*July 29, 2013

August 26, 2013

September 23, 2013

October 28, 2013

November 25, 2013

\*December 16, 2013

January 27, 2014

February 24, 2014

March 24, 2014

April 28, 2014

\* May 20, 2013 to accommodate the Memorial Day holiday

\* July 29, 2013 to accommodate the 30 day public viewing of budget.

\* December 16, 2013 to accommodate the December 23, 2013 holiday Closing

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING  
MINUTES  
April 22, 2013**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on April 22, 2013 in the Founder's Room 2K2 at Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

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

SVCC Staff: President George J. Mihel  
Attorney Miller  
Academic Vice President Alan Pfeifer  
Business Manager Melissa Dye  
Director of Human Resources Kathryn Snow  
Coordinator of Marketing and Public Relations Rachel Marco  
Faculty Member Tom Breed  
Administrative Assistant Debra Dillow

Absent: William Simpson

Consent Agenda: It was moved by Member Andersen and seconded by Member Wiersema 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 presented the Board with a handout with upcoming events and shared a thank you note from Representative Bustos and a positive letter from a nursing student.

Reports: *ICCTA Report:* Member Bollman provided an ICCTA update.

*Foundation:* None

*Student Trustee Report:* Student Trustee Karrow provided an update on the events hosted by Student Government. She thanked the Board for the opportunity to be a part of the Board and has enjoyed her experience.

Closed Session: At 7:08 p.m. it was moved by Member Tyne and seconded by Member Wiersema that the Board go into closed session for the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific employees of the college; closed session minutes consideration; 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 7:20 p.m.

Faculty Appointment Criminal Justice: It was moved by Member Stoller and seconded by Member Andersen that the Board approve the employment of Mr. Hunter Gilmore as an Assistant Professor of Criminal Justice starting August 16, 2013 at an annual salary of \$44,449. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

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

Salary Adjustments: It was moved by Member Tyne and seconded by Member Wiersema that the Board approve a 3.75% salary adjustment for all non-faculty as outlined above. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

Bid Award – 2013 Safety Communications Project Phase 2: It was moved by Member Andersen and seconded by Member Stoller that the Board approve the bid award for the 2013 Safety Communications Project Phase 2. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

Faculty Retirement: It was moved by Member Thompson and seconded by Member Wiersema that the Board approve with regret the retirement faculty member Kenneth Youel effective May 31, 2013. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

Criminal Justice - Corrections Certificate: It was moved by Member Stoller and seconded by Member Andersen that the Board approve the addition of the Corrections Certificate. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

Dr. William J. Simpson  
Scholarship:

It was moved by Member Thompson and seconded by Member Andersen that the Board approve the resolution and establish the Dr. William J. Simpson Scholarship. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

Closed Session Minutes  
March 21, 2013:

It was moved by Member Stoller and seconded by Member Andersen that the Board approve the closed session minutes of March 21, 2013. In a roll call vote, all voted aye. Student Trustee Karrow advisory vote: aye. Motion carried.

Adjournment:

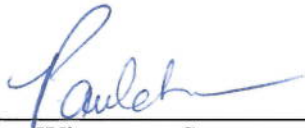
Since the scheduled business was completed, it was moved by Member Andersen and seconded by Student Trustee Karrow that the Board adjourn. In a roll call vote, all voted aye. Motion carried.

The meeting adjourned at 7:30 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on May 20, 2013 in the Board Room.

Respectfully submitted,



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Lisa Wiersema, Secretary

SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES - TREASURER'S REPORT  
As of March 31, 2013

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY:

*[Signature]*  
BOARD CHAIR  
*[Signature]*  
BOARD SECRETARY

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

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

INTEREST RATE	DATE	AMOUNT
0.150	4.22.13	\$1,316,099.28
0.059		6,019,271.67
		<u>7,335,370.95</u>

MONEY MARKET

PMA Financial Network, Inc.  
SFB Investment Center  
SUBTOTAL

1.000	548,724.06
0.000	3,947,077.83
	<u>4,495,801.89</u>

TOTAL CHECKING ACCOUNTS

\$11,831,172.84

INVESTMENTS

FINANCIAL INSTITUTION

First National Bank, Amboy  
Farmers State Bank, Sublette  
Farmers State Bank, Sublette  
SUBTOTAL

MATURITY  
DATE

07-21-2013	0.150	500,000
11-13-2013	0.220	1,000,000
02-17-2014	0.350	1,010,052
		<u>2,510,052</u>

PMA FINANCIAL NETWORK

State Bank of India CD  
Discover Bank CD  
Federal Home Loan Bank  
Federal Home Loan Bank  
Federal Home Loan Bank  
GE Cap Financial Inc  
Ally Bank  
Sallie Mae Bank/Murray  
Union Bank NA  
Federal Home Ln Mtg Corp  
Federal Natl Mtg Assoc  
Federal Home Loan Mortgage Corp  
Federal Natl Mtg Assn  
SUBTOTAL

YIELD

PRICE

09-23-2013	1.000	248,746.48
09-30-2013	1.000	248,773.76
09-12-2014	1.375	645,852.15
12-12-2014	2.750	506,388.50
12-12-2014	1.250	685,219.50
02-24-2015	1.050	248,982.08
08-10-2015	1.100	249,349.12
08-10-2015	1.100	249,349.12
09-28-2015	1.000	200,984.00
03-19-2027	3.000	496,860.00
11-26-2027	2.500	599,556.00
01-18-2028	3.000	397,864.00
07-30-2032	3.550	489,145.00
		<u>\$5,267,069.71</u>

SFB INVESTMENT CENTER - CHALLENGE GRANTS

Doral Bk Catano P R  
Goldman Sachs Bank

05-28-2013	2.000	250,000.00
10-21-2013	1.050	250,000.00
		<u>500,000.00</u>

SFB INVESTMENT CENTER - FUNDING BONDS

Middleton Community Bank, WI

04-05-2013	1.250	250,000.00
		<u>250,000.00</u>

TOTAL INVESTMENTS

\$8,527,122.09

Sauk Valley Community College  
Board of Trustees  
April, 2013

Summary of Bills Payable

Amount

General Operating Funds

\$ 864,825.63

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY



BOARD CHAIR



BOARD SECRETARY

DATE

4.22.13



<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Dye, Melissa	01		Petty Cash	Petty Cash for Child Fair	200.00
Viering, Amy	01		Petty Cash	Petty Cash Supplies	330.00
Crest Foods	01		Tuition Billed to Employer	Refund J Bartlett	323.00
Zigler's Machine & Metal Works	01		Tuition Billed to Employer	Refund-D Joyce	170.00
State Universities Retirement	01		SURS Payable	Accrued Surs	30,803.59
State Universities Retirement	01		SURS Payable	Accrued Surs	31,855.30
Select Employees Credit Union	01		Credit Union Payable	ACCURED W/H Select Employees Credit Un	2,998.63
Select Employees Credit Union	01		Credit Union Payable	ACCURED W/H Select Employees Credit Un	2,998.63
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	899.37
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	899.37
Meyer, Lydia	01		Wage Garnishment Payable	GARNISHMENT	580.00
Meyer, Lydia	01		Wage Garnishment Payable	Garnishment	580.00
RRCA-Management	01		Wage Garnishment Payable	GARNISHMENT	160.89
RRCA-Management	01		Wage Garnishment Payable	Garnishment	160.89
Community Health Charities of	01		United Way Payable	ACCURED W/H-Community Health Charities	50.01
Community Health Charities of	01		United Way Payable	ACCURED W/H-Community Health Charities	50.01
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	41.67
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	41.67
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	48.20
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	48.20
JEM fbo Sauk Valley CC 403b PI	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	3,555.00
JEM fbo Sauk Valley CC 403b PI	01		Fidelity Investments	ACCURED ANNUITIES Fidelity Investments	3,555.00
JEM fbo Sauk Valley CC 403b PI	01		Vanguard	ACCURED ANNUITIES-Vanguard	700.00
JEM fbo Sauk Valley CC 403b PI	01		Vanguard	ACCURED ANNUITIES-Vanguard	700.00
JEM fbo Sauk Valley CC 403b PI	01		Valic	ACCURED ANNUITIES-VALIC	150.00
JEM fbo Sauk Valley CC 403b PI	01		Valic	ACCURED ANNUITIES-VALIC	150.00

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 2

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Albers, Jessica	01		Accounts Payable	Direct Loan	867.00
Anmon, Morgan	01		Accounts Payable	Direct Loan	867.00
Baeza, Holly	01		Accounts Payable	Pell	422.00
Barrett, Preston	01		Accounts Payable	Direct Loan	268.46
Bass, Kaitlyn	01		Accounts Payable	Foundation	250.00
Beck, Joshua	01		Accounts Payable	Direct Loan	1,114.00
Billings, Zachary	01		Accounts Payable	Direct Loan	98.00
Bittenbender, Rachel	01		Accounts Payable	Online Refund	999.00
Boss, Brandon	01		Accounts Payable	Direct Loan	123.92
Bowman, Kristin	01		Accounts Payable	Single Parents	300.00
Burgett, Tabatha	01		Accounts Payable	Direct Loan	1,114.00
Byrd, Allison	01		Accounts Payable	Foundation	965.00
Calow, Paige	01		Accounts Payable	Direct Loan	467.60
Carbaugh, Matthew	01		Accounts Payable	Direct Loan	380.21
Castillo, Elvis	01		Accounts Payable	Direct Loan	1,630.00
Cavanaugh, Michael	01		Accounts Payable	Direct Loan	51.00
Challand, Kelsey	01		Accounts Payable	Direct Loan	326.44
Comer, MacKenzie	01		Accounts Payable	Direct Loan	1,114.00
Decker, Shannon	01		Accounts Payable	Foundation	704.00
Decker, Shannon	01		Accounts Payable	Direct Loan	1,363.00
DeJesus, Joe	01		Accounts Payable	Direct Loan	1,221.00
DeJesus, Melcon	01		Accounts Payable	Direct Loan	1,374.00
Devers, J	01		Accounts Payable	Direct Loan	2,228.00
Dickson, Crystal	01		Accounts Payable	Single Parents	300.00
Donaldson, Morgan	01		Accounts Payable	Direct Loan	1,239.00
Downing, Ryan	01		Accounts Payable	SSS	535.00

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Dugger, Tatia	01		Accounts Payable	Direct Loan	1,109.00
Dunphy, Asheley	01		Accounts Payable	Direct Loan	446.00
Endress, Janice	01		Accounts Payable	Single Parents	300.00
Feltmeyer, Logan	01		Accounts Payable	Online Refund	999.00
Fernandez, Luz	01		Accounts Payable	Online Refund	318.00
Fitzgerald, April	01		Accounts Payable	Direct Loan	2,476.00
Flannery, Patrick	01		Accounts Payable	Direct Loan	1,114.00
Fordyce, Kristina	01		Accounts Payable	Direct Loan	1,980.00
Foster, Bethany	01		Accounts Payable	Direct Loan	424.41
Francis, Lorrie	01		Accounts Payable	Direct Loan	867.00
Freels, Jessica	01		Accounts Payable	Direct Loan	867.00
Gaffey, Jodie	01		Accounts Payable	Direct Loan	256.00
Garcia, Tasha	01		Accounts Payable	Direct Loan	681.00
Gonzalez, Heather	01		Accounts Payable	Direct Loan	495.00
Grooms, Tara	01		Accounts Payable	Direct Loan	11.51
Heaton, Dustin	01		Accounts Payable	Foundation	500.00
Heisler, Stephanie	01		Accounts Payable	MAP	627.00
Hermies, Lindsay	01		Accounts Payable	Direct Loan	1,733.00
Hesser, Dwayne	01		Accounts Payable	Direct Loan	867.00
Hilliker, Laura	01		Accounts Payable	Foundation	500.00
Insley, Kathy	01		Accounts Payable	Pell	2,150.00
Jackley, Steven	01		Accounts Payable	Direct Loan	1,353.00
James, Alexcia	01		Accounts Payable	Direct Loan	1.50
Johnson, Brandon	01		Accounts Payable	Direct Loan	254.02
Johnson, Ryan	01		Accounts Payable	Direct Loan	644.00
Johnson, Samantha	01		Accounts Payable	Direct Loan	867.00

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Kelly, Donald P.	01		Accounts Payable	Online Refund	50.00
Kessinger, Taylor	01		Accounts Payable	Direct Loan	980.00
Kleinik-Jones, Tiffany	01		Accounts Payable	Pell	309.53
Krause, Edward	01		Accounts Payable	Direct Loan	1,114.00
Krause, Sandra	01		Accounts Payable	Direct Loan	1,114.00
Kress, Amanda	01		Accounts Payable	Direct Loan	513.00
Kruse, Sandra K.	01		Accounts Payable	Online Refund	50.00
Lorenzen, Maribel	01		Accounts Payable	Online Refund	200.00
Mahar, Kalla	01		Accounts Payable	MAP	53.00
Malo, Meghan	01		Accounts Payable	Direct Loan	867.00
Malo, Meghan	01		Accounts Payable	Direct Loan	990.00
March, Justin	01		Accounts Payable	Direct Loan	1,114.00
Martin, McKenzie	01		Accounts Payable	Direct Loan	1,089.00
Martinez, Vanessa	01		Accounts Payable	Online Refund	151.50
Mason, Emily	01		Accounts Payable	Direct Loan	1,114.00
McBride, Misty	01		Accounts Payable	Direct Loan	1,362.00
McDermott, Christina	01		Accounts Payable	Direct Loan	867.00
McDermott, Megan	01		Accounts Payable	Direct Loan	867.00
McGlohn, Heidi	01		Accounts Payable	Foundation	500.00
Meurer, Dean	01		Accounts Payable	Direct Loan	1,114.00
Miller, David	01		Accounts Payable	Direct Loan	222.34
Mills, Emily	01		Accounts Payable	Online Refund	13.00
Mills, Timothy	01		Accounts Payable	Direct Loan	1,114.00
Miniel, John	01		Accounts Payable	Direct Loan	1,114.00
Newcomer, Jeffrey	01		Accounts Payable	Direct Loan	743.00
Newton, David	01		Accounts Payable	Direct Loan	1,089.00

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Nixon, Danielle	01		Accounts Payable	Direct Loan	423.34
Odenburg, William	01		Accounts Payable	Direct Loan	1,362.00
Olsen, Tammy	01		Accounts Payable	Direct Loan	1,064.00
Olson, Christine	01		Accounts Payable	Direct Loan	867.00
Olson, Christine	01		Accounts Payable	Foundation	400.00
Osborn, Marci	01		Accounts Payable	Foundation	400.00
Ottley, Daven	01		Accounts Payable	Foundation	1,000.00
Pennington, TaShina	01		Accounts Payable	Direct Loan	1,238.00
Quitno, Kahliah	01		Accounts Payable	Direct Loan	55.22
Reiners, Christopher	01		Accounts Payable	Direct Loan	66.00
Reiners, Kimberly	01		Accounts Payable	Foundation	500.00
Rios, David	01		Accounts Payable	Direct Loan	1,114.00
Rosquist, Cindy	01		Accounts Payable	Direct Loan	765.00
Royer, Danny	01		Accounts Payable	Online Refund	381.10
Rus, Amber	01		Accounts Payable	Pell	28.20
Ryder, Amber	01		Accounts Payable	Direct Loan	446.58
Schmidt, Arthur	01		Accounts Payable	Online Refund	60.00
Schmidt, Jackie	01		Accounts Payable	Online Refund	60.00
Seaton, Belinda	01		Accounts Payable	Direct Loan	1,362.00
Shamp, Katie	01		Accounts Payable	Direct Loan	557.00
Sheaves, Derek	01		Accounts Payable	Pell	892.00
Shepard, Jamie	01		Accounts Payable	Direct Loan	375.00
Shultz, Brianna	01		Accounts Payable	Direct Loan	1,551.00
Sink, Stacy	01		Accounts Payable	Pell	1,067.37
Smice, Kelsey	01		Accounts Payable	Pell	1,008.08
Spaulding, Kristina	01		Accounts Payable	Single Parents	300.00

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 6

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Spaulding, Kristina	01		Accounts Payable	Correction	-300.00
Spaulding, Kristina	01		Accounts Payable	Single Parents	300.00
Stavenger, Amber	01		Accounts Payable	Single Parents	300.00
Stevens, Brienna	01		Accounts Payable	Direct Loan	444.17
Stevens, Nathan	01		Accounts Payable	SSS	560.00
Stevens, Nathan	01		Accounts Payable	Pell	1,462.57
Taylor, Melissa	01		Accounts Payable	Direct Loan	867.00
Trevino, Andrew	01		Accounts Payable	Direct Loan	441.66
Truemper, Karla	01		Accounts Payable	Direct Loan	570.81
Vails, Tyler	01		Accounts Payable	Direct Loan	504.79
Vandyke, Alivera	01		Accounts Payable	Foundation	1,448.25
Villatoro, Roberto	01		Accounts Payable	Online Refund	30.00
Waller, Jinji	01		Accounts Payable	Single Parents	300.00
Wallin, Jacob	01		Accounts Payable	MAP	470.00
Ware, Rachel	01		Accounts Payable	Direct Loan	1,114.00
Weber, Amber	01		Accounts Payable	Direct Loan	70.00
Wein, Zachary	01		Accounts Payable	Direct Loan	867.00
Wells, Dustin	01		Accounts Payable	Direct Loan	990.00
Wenmaker, Lauren	01		Accounts Payable	Online Refund	50.00
Wescott, Shaylyn	01		Accounts Payable	Direct Loan	346.20
Wiff, Joan	01		Accounts Payable	Online Refund	65.00
Wilkins, Larissa	01		Accounts Payable	Direct Loan	103.00
Williams, Diane	01		Accounts Payable	Pell	190.13
Williamson, Martha	01		Accounts Payable	Pell	303.00
Wolber, Allison	01		Accounts Payable	Direct Loan	113.54
Wyatt, Melanie	01		Accounts Payable	Single Parents	300.00

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 7

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Zinke, Austin	01		Accounts Payable	MAP	30.00
Follett Bookstore	01		JTPA Lee B	Misc Books	6.00
Follett Bookstore	01		Americorps	Misc Books	2,082.36
Follett Bookstore	01		Miscellaneous Books BT	Misc Books	614.70
Mama Cimino's	01		Scholarship Payable	3023 Single parent Award Reception	60.00
Viering, Amy	01		Scholarship Payable	3023 FY 13 Reception Awards Single Par	100.00
Viering, Amy	01		Scholarship Payable	2140 Student Emergency Supplies	337.98
Consolidated Management Co	01		Cafeteria payable	Punch A Lunch Sales March 2013	1,786.05
Whiteside County Senior Center	01		Whiteside Bus payable	Bus Sales March 13	120.00
Lee/Ogle Transportation Syste	01		Lee Bus payable	Buss Sales March 2013	40.00
Brown Hay & Stephens LLP	01	Board of Trustees	Legal Services	Feb 13 Legal Fees	4,335.00
Ward Murray Pace & Johnson P.C	01	Board of Trustees	Legal Services	Legal Services	2,304.00
Illinois Community College Tru	01	Board of Trustees	Publications and Dues	Il Public Community College Act Book	66.00
Sauk Valley Media	01	Board of Trustees	Advertising	Invitation for Bids	54.60
Candlelight Inn	01	Board of Trustees	Conference/Meeting Expense	Food For Board Retreat	80.91
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Board Meeting-March	49.69
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Board Meeting-February	66.19
Fifth Third Bank	01	Board of Trustees	Conference/Meeting Expense	Touch of TaiWestin Lombard	208.67
Fifth Third Bank	01	Board of Trustees	Conference/Meeting Expense	Travel-ACCT Bollman	1,093.54
Illinois Community College Tru	01	Board of Trustees	Conference/Meeting Expense	Conference Fee A Bollman	125.00
Karrow, Kala	01	Board of Trustees	Conference/Meeting Expense	Travel- ICCCTA Conference	44.13
Follett Bookstore	01	President's Office	Office Supplies	Department Bookstore Charges	709.46
Illinois Community College Tru	01	President's Office	Publications and Dues	Il Public Community College Act Book	66.00
Dillow, Debra	01	President's Office	Conference/Meeting Expense	Travel-ICCCTA Conference	246.24
Fifth Third Bank	01	President's Office	Conference/Meeting Expense	Westin Lombard	265.29
Illinois Community College Tru	01	President's Office	Conference/Meeting Expense	Conference Fee D Dillow	40.00

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 8

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
YWCA of the Sauk Valley	01	President's Office	Conference/Meeting Expense	Women Achievement Luncheon	150.00
Imprint Inc.	01	Marketing Office	Advertising	Post it Notes	413.55
Imprint Inc.	01	Marketing Office	Advertising	Stadium Cups	370.77
ComCast Spotlight Inc.	01	Marketing Office	Advertising	Summer/Fall Registration Ad 2013	4,276.00
Follett Bookstore	01	Marketing Office	Advertising	Department Bookstore Charges	25.14
NRG Media LLC	01	Marketing Office	Advertising	Radio Ads	2,269.00
Pinney Printing Company	01	Marketing Office	Advertising	Dual Mailers	6,436.54
Sauk Valley Media	01	Marketing Office	Advertising	Soar & Explore	250.00
Sauk Valley Media	01	Marketing Office	Advertising	March Internet	300.00
Sauk Valley Media	01	Marketing Office	Advertising	Morrison Living & Registration	590.00
Turnroth Sign Co, Inc	01	Marketing Office	Advertising	Prep & Installation of Ad	4,206.00
WZOE Radio	01	Marketing Office	Advertising	Radio Ads	420.00
Withers Broadcasting	01	Marketing Office	Advertising	Monthly Radio Ads	764.18
RK Dixon	01	Printshop	Maintenance Services	Copier-Maint & Sply	274.99
RK Dixon	01	Printshop	Maintenance Services	Maintenance on Folding Machine	183.95
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	708.40
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	134.86
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	112.56
CDW-G	01	Printshop	Other Materials and Supplies	Ink Photo Blk	100.13
CDW-G	01	Printshop	Other Materials and Supplies	Ink Magenta	128.46
Midland Paper	01	Printshop	Other Materials and Supplies	Colored Paper	2,676.00
Quill Corporation	01	Career Services	Office Supplies	Bulletin Board	92.23
Quill Corporation	01	Career Services	Office Supplies	USB Headsets	39.99
Quill Corporation	01	Career Services	Office Supplies	Supplies Post its Note Pads	112.06
Viering, Amy	01	Community Outreach	Conference/Meeting Expense	Lunch Foundation President	28.90
Viering, Amy	01	Community Outreach	Conference/Meeting Expense	Foundation Meeting	31.16



REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 9

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Xerox Corporation	01	VP-Academics	Maintenance Services	Copier-Maint & Sply	67.43
Illinois Community College Tru	01	VP-Academics	Publications and Dues	Il Public Community College Act Book	33.00
Kidder, Mary	01	Professional Development	Conference/Meeting Expense	Travel-Conference ITERA	1,025.27
Noel-Levitz Inc	01	Professional Development	Conference/Meeting Expense	Presentation 1/11/13	2,378.74
Hinds, Margaret	01	Art	Consultants	Art 3/18/13	40.00
Hinds, Margaret	01	Art	Consultants	Art 4/1/13	40.00
Hinds, Margaret	01	Art	Consultants	Art 4/8/13	40.00
Smith, Matthew	01	Art	Consultants	Art 3/20/13	40.00
Smith, Matthew	01	Art	Consultants	Art 3/27/13	40.00
Smith, Matthew	01	Art	Consultants	Art Class	40.00
Art Institute of Chicago	01	Art	Other Conference & Meeting	Admissions for Art Trip	364.00
Follett Bookstore	01	Foreign Language	Instructional Supplies	Department Bookstore Charges	77.95
Xerox Corporation	01	Reading	Instructional Supplies	Monthly Charge	52.87
Follett Bookstore	01	Music	Instructional Supplies	Department Bookstore Charges	5.73
Nelson, John	01	Economics	Instructional Supplies	FY 13 Renewal for the Economist	77.00
Follett Bookstore	01	Sociology	Instructional Supplies	Department Bookstore Charges	6.06
Mihina, Stephen	01	Mathematics	Conference/Meeting Expense	Travel- HCC for Calculus	271.20
Consolidated Management Co	01	Learning Assistance Center	Conference/Meeting Expense	Department Meeting	19.25
Follett Bookstore	01	Business	Instructional Supplies	Department Bookstore Charges	6.45
McPherson, Steven	01	Electronics	Publications and Dues	FY 13 Renewal MAA 2013	345.00
Staples	01	Electricity	Instructional Supplies	Office Supplies	73.98
ESCO Institute LTD.	01	HVAC	Instructional Supplies	EPA Section 608 Exam	595.00
Encompass Gas Group Inc	01	HVAC	Instructional Supplies	Oxygen	32.92
Follett Bookstore	01	HVAC	Instructional Supplies	Department Bookstore Charges	23.94
Sid Harvey Industries Inc	01	HVAC	Instructional Supplies	R-409, R-22, Alka Benzene Oil 4310-07	1,066.97
Bonnell Industries Inc	01	Welding	Instructional Supplies	Sheets of Stainless Steel	594.40

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 10

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Encompass Gas Group Inc	01	Welding	Instructional Supplies	Acetylene Argon & Oxygen	187.51
Encompass Gas Group Inc	01	Welding	Instructional Supplies	Viking Inside Clear Lens	1,272.93
Carlson, Christopher	01	Wind Energy	Instructional Supplies	Hardware Supplies	124.64
ACT INC	01	Testing Center	Office Supplies	Correct Tax	-1.56
Florini, Anthony	01	Testing Center	Conference/Meeting Expense	Travel- Whiteside ROE/Wallace Ed	9.04
Xerox Corporation	01	Dean of Health Professions	Maintenance Services	Copier-Maint & Sply	67.43
Quill Corporation	01	Dean of Health Professions	Office Supplies	Hardboard Clipboards & Supplies	88.48
Quill Corporation	01	Dean of Health Professions	Office Supplies	Supplies	258.39
Quill Corporation	01	Dean of Health Professions	Office Supplies	Supplies-Paper	31.99
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Normal Saline	171.99
Accurate Biometrics, Inc	01	Nurse Assistant	Consultants	CNA Fingerprinting	30.00
CGH Medical Center	01	Licensed Practical Nursing	Instructional Supplies	Linen Service Feb 2013	87.00
SourceOne Healthcare Technolog	01	Radiologic Technology	Maintenance Services	Semester shut down - labor	120.00
Brevitt, Dianne	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Site Visits	208.49
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Site Visits	306.80
Salsbury, Connie	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Site Visits	184.76
Xerox Corporation	01	Fire Science Program	Instructional Supplies	Monthly Charge	36.43
Consolidated Management Co	01	Fire Science Program	Conference/Meeting Expense	Workforce Council Meeting	10.80
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Algae	76.01
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Supplies	259.50
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Algae & Supplies	490.98
Consolidated Management Co	01	Biology	Instructional Supplies	Milk for Yogurt	11.20
Fifth Third Bank	01	Chemistry	Instructional Supplies	Aqua Solutions	714.00
Film Scientific	01	Chemistry	Instructional Supplies	Ammonium Hydroxide	140.45
Follett Bookstore	01	Chemistry	Instructional Supplies	Department Bookstore Charges	7.98
S J Smith Welding Supply	01	Chemistry	Instructional Supplies	Gases for chemistry	8.40

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 11

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Atchley, Charles	01	Physics	Instructional Supplies	Cartridges for Office Printer	66.17
ABC-CLIO LLC	01	Learning Resource Center	Books and Binding Costs	Books for Library	101.16
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library	65.99
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	Dramatic Publishing	49.76
EBSCO	01	Learning Resource Center	Publications and Dues	Occupational Outlook Qtrly	30.22
Armstrong, Melanie	01	Learning Resource Center	Conference/Meeting Expense	Travel-CARLI Conference	102.02
Dhaese, Linda	01	Learning Resource Center	Conference/Meeting Expense	Travel-CARLI Conference	195.49
Patterson, Jennifer	01	Learning Resource Center	Conference/Meeting Expense	Travel-CARLI Training	203.74
CDW-G	01	Academic Computing	Instructional Supplies	LVO PC3	700.26
AVI Systems Inc	01	Academic Computing	Instructional Technology Materia	Software Configuration	1,500.04
CDW-G	01	Academic Computing	Instructional Technology Materia	Return LVO 4GB	1,860.00
Staples	01	Academic Computing	Instructional Technology Materia	Office Supplies	77.56
Fifth Third Bank	01	Academic Computing	Computer Software	Ellician	525.00
Baker, Molly	01	Academic Computing	Conference/Meeting Expense	Travel-ILCGO Conference	213.57
CDW-G	01	Administrative Computing	Office Supplies	Netgear Switch	279.44
Staples	01	Administrative Computing	Office Supplies	Office Supplies	632.84
Toner Tech Plus	01	Administrative Computing	Office Supplies	Toner	754.75
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	Dean of Student Services	Publications and Dues	Amazon.Com	39.39
Council for Opportunity in Edu	01	Dean of Student Services	Conference/Meeting Expense	Conference Fee	450.00
Moreno, Luis	01	Dean of Student Services	Conference/Meeting Expense	Travel-ICCCSSO Conference	328.92
Moreno, Luis	01	Dean of Student Services	Conference/Meeting Expense	Travel-Heartland CC	144.08
Mongan, Deanna	01	Special Needs- ADA	Other Contractual Services	Sign Language & Alternative Text Creat	677.50
Mongan, Deanna	01	Special Needs- ADA	Other Contractual Services	Sign Language Interpretation	720.00
Mongan, Deanna	01	Special Needs- ADA	Other Contractual Services	Sign Language Interpretation	520.00

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 12

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Mama Cimino's	01	Cross Cultural	Conference/Meeting Expense	FUSE Meeting 4/8/13	190.00
McFarlane, Sarah	01	Retention Office	Other Materials and Supplies	Program Supplies	31.54
Jiminez, Taylor	01	Recruiting	Conference/Meeting Expense	Travel- Area HS Compass Testing	70.63
Partington, Sarah	01	Recruiting	Conference/Meeting Expense	Travel-Area Site Visits	108.48
Xerox Corporation	01	Admissions, Records & Placement	Maintenance Services	Copier-Maint & Sply	67.43
Scrip-Safe Security Products I	01	Admissions, Records & Placement	Office Supplies	Transcripts March 2011	39.05
Fred Pryor Seminars	01	Admissions, Records & Placement	Conference/Meeting Expense	Conference J Grove	128.00
Medema, Pamela	01	Admissions, Records & Placement	Conference/Meeting Expense	ICCAROO Spring Meeting	148.07
Xerox Corporation	01	Financial Aid & Veterans Affairs	Maintenance Services	Copier-Maint & Sply	67.43
ILASFAA	01	Financial Aid & Veterans Affairs	Publications and Dues	FY 13 Membership Dues	35.00
ILASFAA	01	Financial Aid & Veterans Affairs	Publications and Dues	FY 13 membership Dues	35.00
Embassy Suites Hotel & Confere	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Lodging Conference 4/11/13	300.16
ILASFAA	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Conference Fee	225.00
ILASFAA	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Conference Fee	225.00
Midwest Association of Student	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Conference Fee & Membership Fee	295.00
Xerox Corporation	01	Counseling	Maintenance Services	Copier-Maint & Sply	67.43
Follett Bookstore	01	Counseling	Office Supplies	Department Bookstore Charges	9.31
Consolidated Management Co	01	Counseling	Conference/Meeting Expense	PICU Refreshments	69.77
Forgyce, Kristina	01	Counseling	Conference/Meeting Expense	Travel-ICCB Vetrans Training	209.62
Mewhirter, Tedra	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spring 2013	690.00
Peck, Lisa	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spring 2013	690.00
Peters, Becky	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement F 12/Spr 13	1,035.00
Easy Permit Postage	01	Other Institutional	Postage	Postage	1,675.59
Federal Express Corp	01	Other Institutional	Postage	Shipping Charges	134.61
Fifth Third Bank	01	Other Institutional	Other Conference & Meeting	Lundstrom Florists	45.00
Fifth Third Bank	01	NCA Accreditation	Conference/Meeting Expense	HLC Conference	2,090.00

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 13

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Mandrell, Jonathan	01	NCA Accreditation	Conference/Meeting Expense	Travel- HLC Conference	203.46
Nunez, Steven	01	NCA Accreditation	Conference/Meeting Expense	Travel-HLC Conference	231.62
Xerox Corporation	01	Contingency	Interest	Copier Lease Payment-Interest	163.53
Acom Solutions, Inc	01	Business Office	Maintenance Services	Hardware Maint 5/1/13-4/30/13	1,984.00
Xerox Corporation	01	Business Office	Maintenance Services	Copier-Maint & Sply	67.44
Staples	01	Business Office	Office Supplies	Office Supplies	135.99
Illinois Community College Tru	01	Business Office	Publications and Dues	Il Public Community College Act Book	33.00
Parkland College	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Spring 2013 Semester	1,416.55
JEM Resource Partners	01	Personnel Office	Consultants	Monthly Admin Fees	150.00
Workplace Answers	01	Personnel Office	Consultants	Preventing Sexual Harrassment Program	1,845.90
Illini Trophy	01	Personnel Office	Office Supplies	Magnetic Name Badges	19.00
Staples	01	Personnel Office	Office Supplies	Office Supplies	31.98
Chronicle of Higher Education	01	Personnel Office	Recruitment	Recruitment Physics/Math/Science	285.00
Pittman, Denver	01	Personnel Office	Recruitment	Travel Reimbursement for Criminal Just	727.62
Sauk Valley Media	01	Personnel Office	Recruitment	Recruitment	245.25
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	March Winner's Party	77.75
John Gray Awards	01	Personnel Office	Other Conference & Meeting	Recognition	200.19
Breed, Nancy	01	Wellness	Other Supplies	Gift Cards for Wellness Program	30.00
Breed, Nancy	01	Wellness	Other Supplies	Gift Cards for Wellness Program	175.00
Oliver, Alexis	01	Wellness	Other Supplies	Wellness Presentation 3/26/13	30.00
Xerox Corporation	01	Information Center	Maintenance Services	Copier-Maint & Sply	67.43
Education To Go	010100	CCS Personal Workshops	Consultants	Ed to Go Classes	130.00
Illinois Valley Community Coll	010100	CCS Personal Workshops	Consultants	Truck Driver Training Class	13,788.00
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	Excel-Adv Formulas	225.00
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	Excel-Graphing	180.00
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	Sterling Library Grant #38	180.00

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 14

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	#39 Library Grant 3/18 & 3/20/13	180.00
Lessner, Patrick	010100	CCS Personal Workshops	Consultants	Golf Fundamentals	600.00
Scheckel & Company Dance Instr	010100	CCS Personal Workshops	Consultants	Ballroom Dance 1	300.00
Scheckel & Company Dance Instr	010100	CCS Personal Workshops	Consultants	Ball Room Dance I Session II	630.00
Treter, Jean	010100	CCS Personal Workshops	Consultants	Wilton Cake Decorating II	250.00
ACT INC	010100	CCS Personal Workshops	Instructional Supplies	WorkKeys Testing	24.00
DePuy, Jeanne	010100	CCS Personal Workshops	Conference/Meeting Expense	Travel-NIRCC Meeting	79.10
Consolidated Management Co	010100	CCS Professional Workshops	Conference/Meeting Expense	OSHA Conference	2,935.00
H-O-H Water Technology Inc	02	Maintenance	Maintenance Services	Water Treatment	801.20
Plunkett's Pest Control	02	Maintenance	Maintenance Services	Pest Control	150.00
Schumacher Elevator Company	02	Maintenance	Maintenance Services	Elevator Work	219.50
Simplex-Grinnell	02	Maintenance	Maintenance Services	Monitoring Services	5,197.00
Technical Solutions & Services	02	Maintenance	Maintenance Services	Quarterly maintenance agreement 911031	1,062.50
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Fuses	715.38
Fifth Third Bank	02	Maintenance	Maintenance Supplies	Fast Mold Removal	160.00
Grainger	02	Maintenance	Maintenance Supplies	Electronic Box Ext Ring	175.98
Grainger	02	Maintenance	Maintenance Supplies	Unit Bearing Motor	94.20
Grainger	02	Maintenance	Maintenance Supplies	Return Edger Blade	77.62
Menards	02	Maintenance	Maintenance Supplies	Respirator	39.99
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	206.08
Stenstrom Petroleum Services G	02	Maintenance	Maintenance Supplies	Gas Pump Supplies	116.05
Tri-Din Filter Corp	02	Maintenance	Maintenance Supplies	Filters	464.64
Fifth Third Bank	02	Maintenance	Conference/Meeting Expense	TAIT 360 Training	350.00
H-O-H Water Technology Inc	02	Maintenance	Conference/Meeting Expense	Conference Fee G Smith & N Burge	200.00
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	60.50
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	60.50

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 15

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	60.50
AmSan LLC	02	Custodial	Maintenance Supplies	Supplies	701.07
AmSan LLC	02	Custodial	Maintenance Supplies	Paper Towels & Bath Tissue	775.83
Fifth Third Bank	02	Custodial	Maintenance Supplies	Farm & Fleet	29.58
Peabody's Inc	02	Grounds	Maintenance Services	Repairs	998.00
Pete Harkness Auto Group	02	Grounds	Maintenance Services	Work on 2012 Grounds Truck	285.28
Bonnell Industries Inc	02	Grounds	Maintenance Supplies	Hydr Fluid	493.64
Grainco FS, Inc	02	Grounds	Maintenance Supplies	Chalk & Snapshot	837.81
Sterling Napa Auto Parts	02	Grounds	Maintenance Supplies	Belt	24.90
Constellation New Energy (CNE	02	Utilities	Gas	Gas Services	2,776.78
Nicor Gas	02	Utilities	Gas	Gas Services	1,870.40
Nicor Gas	02	Utilities	Gas	Gas Services	823.32
Ameren Energy Marketing Compan	02	Utilities	Electricity	Electricity	15,981.27
Commonwealth Edison	02	Utilities	Electricity	Electricity	23.94
Commonwealth Edison	02	Utilities	Electricity	Electricity	23.22
Commonwealth Edison	02	Utilities	Electricity	Electricity	6,102.09
Commonwealth Edison	02	Utilities	Electricity	Electricity	35.33
City Of Dixon	02	Utilities	Water, Sewer	Septic Testing	51.00
City Of Dixon	02	Utilities	Water, Sewer	Septic Testing	51.00
Spotts, Christine	02	Utilities	Water, Sewer	3 Loads of Septic	525.00
CenturyLink	02	Utilities	Telephone	Monthly Telephone Bills	1,908.79
Comcast	02	Utilities	Telephone	Monthly Service	5,626.24
Essex Telecom Inc	02	Utilities	Telephone	Monthly telephone bill	2,366.32
Essex Telecom Inc	02	Utilities	Telephone	Monthly telephone bill	2,457.33
United States Cellular	02	Utilities	Telephone	College Van Cell Phones	25.01
Verizon Wireless	02	Utilities	Telephone	Dr. Mihel Cell Phone	141.85

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 16

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
M. & S Wastewater	02	Utilities	Refuse Disposal	Wastewater Plant - March 2013	425.00
Morning Disposal Inc	02	Utilities	Refuse Disposal	Refuse	306.00
Xerox Corporation	02	Building and Grounds Administrat	Office Supplies	Monthly Charges	49.24
National Fire Protection Assoc	02	Building and Grounds Administrat	Publications and Dues	FY 13 Dues	165.00
Northern IL Postal Customer Co	02	Building and Grounds Administrat	Publications and Dues	fy 13 dUES	45.00
Murphy, Frank	02	Building and Grounds Administrat	Conference/Meeting Expense	Travel-Conference ISU	284.60
Youngren's Refrigeration Inc	02	Cafeteria	Maintenance Services	Cafeteria Work	203.50
Radio Ranch Inc	03	Operations & Maintenance- Restri	Building Remodeling	Program radios	88.00
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Communications Project	1,951.25
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Window Improvements Project	6,100.00
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	2013 Roof Replacement	7,455.00
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Emergency Notification Project	11,086.45
Xerox Corporation	030200		Other Noncurrent Obligations	Copier Lease Payment -Principal	350.10
AVI Systems Inc	030200	Fund Bond- Instruct & Computer	Instructional Equipment	Software Configuration	3,191.00
Columbia Pipe & Supply Co	030200	Fund Bond- Facilities	Building Remodeling	Racks for Theatre	269.42
Menards	030200	Fund Bond- Facilities	Building Remodeling	Minor Remodeling	343.79
Scratches in Glass	030200	Fund Bond- Facilities	Service Equipment	New Stage Skirting	573.50
Krueger International, Inc (KI	030200	Fund Bond- Furniture & Office	Capital Supplies	Spindle Stools	1,261.32
Displays2Go	030200	Fund Bond- Furniture & Office	Capital Supplies	SLV Directory Stand w/Oval base	659.65
Menards	030200	Fund Bond- Furniture & Office	Capital Supplies	TV Mount	39.99
Crescent Electric Supply Co	030200	Fund Bond- Other	Building Remodeling	Work on Tech Wing	406.66
Wight & Company	030200	Fund Bond- Other	Building Remodeling	Architectural Services Science Lab	20,450.00
Damhoff, Russ	050600	Men's Basketball	Other Conference & Meeting	Travel- BB Games thru 3/3/13	737.05
Williams, David	050600	Golf	Other Supplies	Golf Balls	339.00
Bruns, Lenny .	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	170.00
Cusack, Paul .	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	170.00



REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 17

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Evans, Lorenz	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	170.00
Fields, David	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	170.00
Gilmore, Todd	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	170.00
Miller, Forrest	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	170.00
Rakestraw, Duane	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	170.00
Saldivar, Jose	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	170.00
Big John Portable Toilet Renta	050600	Men's Baseball	Other Supplies	Portable Rentals	39.00
Menards	050600	Men's Baseball	Other Supplies	Baseball	119.61
Cheeseman Coaches, Inc	050600	Men's Baseball	Other Conference & Meeting	Bus to IVCC/Oglesby	330.00
Scenic Stage Line, Inc	050600	Men's Baseball	Other Conference & Meeting	Charter Bus Agustana	327.00
Valdez, Rene	050600	Men's Baseball	Other Conference & Meeting	Travel-Galesburg	294.00
Kipping, Sara	050600	Men's Tennis	Other Supplies	Shirts	172.28
Kipping, Sara	050600	Men's Tennis	Other Conference & Meeting	Travel-Waubonsee	91.95
Waubonsee Community College	050600	Men's Tennis	Rental- Facilities	Rental Fee 4/1/13	20.00
Johnson, Jedidiah	050600	Women's Basketball	Other Supplies	Supplies for Sopomore Nite	85.24
Adams, Robert	050600	Women's Softball	Other Contractual Services	Women's Softball Game	110.00
Adams, Robert	050600	Women's Softball	Other Contractual Services	Women's Softball Game	110.00
Adams, Robert	050600	Women's Softball	Other Contractual Services	Women's Softball Game	110.00
Alexander, Keith	050600	Women's Softball	Other Contractual Services	Women's Softball Game	110.00
Alexander, Keith	050600	Women's Softball	Other Contractual Services	Women's Softball Game	110.00
Moe, David	050600	Women's Softball	Other Contractual Services	Women's Softball Game	110.00
Osborn, Steve C.	050600	Women's Softball	Other Contractual Services	Women's Softball Game	110.00
Rehmet, Larry D.	050600	Women's Softball	Other Contractual Services	Women's Softball Game	110.00
Rehmet, Larry D.	050600	Women's Softball	Other Contractual Services	Women's Softball Game	110.00
Smith, James	050600	Women's Softball	Other Contractual Services	Women's Softball Game	110.00
Wilkinson, Martin	050600	Women's Softball	Other Contractual Services	Women's Softball Game	110.00

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 18

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Wilkinson, Martin	050600	Women's Softball	Other Contractual Services	Women's Softball Game	110.00
Big John Portable Toilet Renta	050600	Women's Softball	Other Supplies	Portable Rentals	39.00
Wiersema Charter Service	050600	Women's Softball	Other Conference & Meeting	Bus College of Lake County	300.00
Aramark Uniform Services Inc	050600	General Athletics	Other Contractual Services	Towel Service	474.50
Wright, Geoffrey .	050600	General Athletics	Other Contractual Services	Trainer MBB/WBB	90.00
Wright, Geoffrey .	050600	General Athletics	Other Contractual Services	Trainer MBB/WBB	100.00
Wright, Geoffrey .	050600	General Athletics	Other Contractual Services	Trainer MBB/WBB	75.00
Wright, Geoffrey .	050600	General Athletics	Other Contractual Services	Trainer MBB/WBB	75.00
Wright, Geoffrey .	050600	General Athletics	Other Contractual Services	Trainer WSB	90.00
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Department Bookstore Charges	4.62
TS Staffing Services Inc	050600	General Athletics	Other Materials and Supplies	School Testing Services	117.00
TS Staffing Services Inc	050600	General Athletics	Other Materials and Supplies	School Testing Services	156.00
TS Staffing Services Inc	050600	General Athletics	Other Materials and Supplies	School Drug Testing	273.00
Auburn Moon Agency	050600	Student Activities	Consultants	Performance 4/11/13	1,400.00
Fifth Third Bank	050600	Student Activities	Consultants	Comfort Inn	216.45
Fifth Third Bank	050600	Student Activities	Consultants	Basil Tree/Apple Bees/Comfort Inn/Arth	260.12
Medrano, Gustavo	050600	Student Activities	Consultants	D.J Service for Saukapalooza	100.00
Sauk Valley Media	050600	Student Government	Advertising	Tunnel of Oppression	295.00
Cheeseman Coaches, Inc	050800	Transportation	Other Contractual Services	Bus to IVCC/Oglesby	330.00
Scenic Stage Line, Inc	050800	Transportation	Other Contractual Services	Charter Bus Agustana	327.00
Wiersema Charter Service	050800	Transportation	Other Contractual Services	Bus College of Lake County	300.00
Fifth Third Bank	050800	Transportation	Vehicle Supplies	Gas-College Vans	125.21
Butler Benefit Service Inc	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	15,487.05
Butler Benefit Service Inc	051000	Medical Insurance	Dependent Stop Loss	Dependent Stop Loss	12,265.09
Butler Benefit Service Inc	051000	Medical Insurance	Precertification	Precertification	651.90
Butler Benefit Service Inc	051000	Medical Insurance	Administrative Costs	Administrative	4,322.75

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 19

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Butler Benefit Service Inc	051000	Medical Insurance	Group Stop Loss	Aggregate Stop Loss	1,804.41
CDW-G	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	LVO TS TP ThinkPads	3,120.00
Staples	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	Office Supplies	97.25
Usborne Books & More	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	Book World Wars II	280.69
Amazon.com	062057	ICCB Adult Ed-Public Aid -Instru	Instructional Supplies	Brief Penguin Handbook	38.41
CDW-G	062057	ICCB Adult Ed-Public Aid -Instru	Instructional Supplies	LVO TS TP ThinkPads	2,000.00
Tassel Depot	062057	ICCB Adult Ed-Public Aid -Instru	Instructional Supplies	Adult Graduation Tassels	217.95
Verizon Wireless	062058	ICCB Adult Ed-State Basic-Instru	Instructional Service Contracts	Service for IPAD	43.42
SBM Business Equipment Center	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Copier Fee	168.24
Verizon Wireless	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	IPAD	660.02
Consolidated Management Co	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Meeting Lee County Council	139.00
CDW-G	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	LVO TS TP ThinkPads	4,000.00
New Readers Press	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Step Forward: Intro Student Books and	156.84
Staples	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Office Supplies	160.03
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	610.78
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	617.10
Fred Pryor Seminars	063011	Student Support Services Grant	Conference/Meeting Expense	Conference Fee K Donohue	128.00
Kooshesh, Cyrus	063011	Student Support Services Grant	Conference/Meeting Expense	Travel-COE Conference	2,083.23
Mewhliter, Tedra	063011	Student Support Services Grant	Conference/Meeting Expense	Travel-NUU Campus Visit	56.90
President Abraham Lincoln Hote	063011	Student Support Services Grant	Conference/Meeting Expense	Lodging ILAEOPP Conference	356.13
West, Joshua	063011	Student Support Services Grant	Conference/Meeting Expense	Travel-Heartland CC	129.95
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	43.62
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	98.44
State Universities Retirement	063020	Perkins Ilc	SURS	Matching Funds	41.27
State Universities Retirement	063020	Perkins Ilc	SURS	Matching Funds	41.27
Illinois Fire Store	063020	Perkins Ilc -Imp Tech skill	Other Materials and Supplies	Lock Breaker & Ladder Hook & Supplies	1,658.95

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 20

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Consolidated Management Co	063020	Perkins Ilc -Imp Tech skill	Conference/Meeting Expense	Spring 2013 Adjunct Workshop	72.77
Consolidated Management Co	063020	Perkins Ilc -Imp Tech skill	Conference/Meeting Expense	Spring 2013 Workshop	1,257.25
Consolidated Management Co	063020	Perkins Ilc -Non Trad Training	Other Materials and Supplies	Women in Public Safety	155.35
McFarlane, Sarah	063020	Perkins Ilc -Non Trad Training	Other Materials and Supplies	Supplies Soar & Explore Event	9.54
Sauk Valley Media	063020	Perkins Ilc -Non Trad Training	Other Materials and Supplies	Soar & Explore	250.00
ISSRT	063020	Perkins Ilc -Professional Develo	Conference/Meeting Expense	Conference Fee	596.00
State Universities Retirement	063020	Perkins Ilc -Special Populations	SURS	Matching Funds	133.51
State Universities Retirement	063020	Perkins Ilc -Special Populations	SURS	Matching Funds	162.27
Department of Veteran's Affair	063073	Federal Vets Post 9 11 Grant	Other Federal Gov. Sources	Return of Funds D Royer	830.90
University of Illinois	063075	IDHS AmeriCorps - Member Activit	Other Revenues	Site Fee Refund	1,350.00
Accurate Biometrics, Inc	063075	IDHS AmeriCorps - Member Activit	Other Contractual Services	Americorp Fingerprinting	60.00
Creative Cuisine	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Spring Members & Staff Spring Retreat	325.00
Pack, Lisa	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Member Training	81.18
BookPal LLC	063075	IDHS AmeriCorps - Member Activit	Other	Disney Books for Child Fair	254.16
Pack, Lisa	063075	IDHS AmeriCorps - Member Activit	Other	Service Project Expenses	101.32
Reynoldswood Christian Camp &	063075	IDHS AmeriCorps - Member Activit	Other	Service Project Lunch Americorp Member	108.00
Sauk Valley Media	063075	IDHS AmeriCorps - Member Activit	Other	ABC Americorp Ads	483.14
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	199.58
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	203.21
CoolSpeak LLC	063076	ISU FUSE	Consultants	Family Workshop 4/8/13	1,200.00
Manna Cimino's	063076	ISU FUSE	Conference/Meeting Expense	FUSE Meeting 4/8/13	160.00
Imprint Inc.	063077	AmeriCorps Match	Other	Spirit Tumblers	972.44
SVCC Foundation	063086	Dept. of Ed Endowment Challenge	Other	Transfer Challenge Grant to Foundation	400,000.00
Fifth Third Bank	101010	Booster Club	Other	Domino's Pizza	349.64
ISSRT	101080	Rad Tech Senior	Other	Conference Fee	1,386.00
Marriott Bloomington Normal Ho	101080	Rad Tech Senior	Other	Hotel Expense 4/18/13	666.40

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 03/21/13 To 04/22/13

RUN DATE: 04/11/13  
TIME: 1:01 PM  
PAGE: 21

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Barkley, Michelle	101140	Phi Theta Kappa Club	Other	PTK Meeting	51.95
PHI THETA KAPPA Society	101140	Phi Theta Kappa Club	Other	Conference Fee	120.00
Stumpenhorst, Joshua	101140	Phi Theta Kappa Club	Other	Keynote Speaker PTK/SFE	500.00
Jakobsen, Amy	101260	P.R.I.D.E. Club	Other	T-Shirts Pride Club	143.10
Veterans Memorial Park	101275	Student Veterans Organization	Other Materials and Supplies	Donation	450.00
Weeds Inc	101275	Student Veterans Organization	Other Materials and Supplies	Carnations	125.00
Stumpenhorst, Joshua	101277	Sauk Future Educators	Other	Keynote Speaker PTK/SFE	250.00
Cameron, Keith	101279	Student Newspaper	Other	Voice Recorder, Camera, Memory Card	185.04
Johnson, Jedidiah	103102	Women's Basketball Booster	Other	Team Meal	107.68
Lowe, Robert	103104	Softball Booster	Other	Travel-Spring Trip	9.24
American DataBank LLC	12	Risk Management	Consultants	Background Check for New Employees	160.00
American DataBank LLC	12	Risk Management	Consultants	Background Checks	326.50
TS Staffing Services Inc	12	Risk Management	Consultants	Drug Testing New Employee's	117.00
CenturyLink	12	Risk Management	Telephone	911 Cama Trunk Lines	90.56
J J Keller & Assoc.	12	Affirmative Action	Publications and Dues	Affirmative Action Plan	1,599.00
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	33.00
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Security Contract	1,066.50
AED Essentials Inc	12	Public Safety	Other Supplies	HeartStart Smart	152.80
Gall's Inc	12	Public Safety	Other Supplies	Security Uniforms	369.33
Gall's Inc	12	Public Safety	Other Supplies	Security Nameplates, Pants Batons	222.93
McFalls, Alan	12	Public Safety	Other Supplies	Alterations of Security Uniforms	30.00
BANK ACCOUNT 1 TOTAL:					864,825.63
ALL ACCOUNTS TOTAL:					864,825.63

04/11/2013

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

PAGE 1

<u>EDUCATION 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>
<b>Revenues</b>						
Local Governmental Sources	1,930,852	3,895,000	49.5%	1,890,819	2.1%	3,826,699
State Governmental Sources	821,048	2,698,647	30.4%	1,313,926	-37.5%	2,990,871
Federal Governmental Sources	6,759	8,000	84.4%	7,745	-12.7%	8,375
Student Tuition and Fees	4,637,379	4,532,500	102.3%	4,867,940	-4.7%	4,765,545
Sales and Service	140,349	150,000	93.5%	92,720	51.3%	103,107
Investment Revenue	8,792	20,000	43.9%	7,397	18.8%	15,455
Other Revenues	9,161	1,020,000	.9%	9,548	-4.0%	1,597,584
<b>TOTALS</b>	<b>7,554,341</b>	<b>12,325,147</b>	<b>61.2%</b>	<b>8,190,097</b>	<b>-7.7%</b>	<b>13,307,638</b>
<b>Expenditures</b>						
Salaries	5,057,885	6,982,168	72.4%	4,707,557	7.4%	6,366,628
Employee Benefits	1,260,532	2,710,457	46.5%	1,290,645	-2.3%	3,295,599
Contractual Services	365,627	472,379	77.4%	316,766	15.4%	489,226
General Materials and Supplies	629,583	901,620	69.8%	531,733	18.4%	742,912
Conference & Meeting	95,583	162,330	58.8%	94,742	.8%	131,180
Fixed Charges	1,395			1,258	10.9%	2,228
Capital Outlay						9,963
Other Expenditures	712,495	940,000	75.8%	726,784	-1.9%	885,737
<b>TOTALS</b>	<b>8,123,104</b>	<b>12,168,954</b>	<b>66.7%</b>	<b>7,669,487</b>	<b>5.9%</b>	<b>11,923,476</b>
<b>Transfers</b>						
Transfers to Other Funds		156,000				78,000
<b>CHANGE IN NET ASSETS</b>	<b>-568,762</b>	<b>193</b>		<b>520,610</b>		<b>1,306,162</b>
<b>FUND BALANCE</b>	<b>5,241,608</b>					<b>5,810,370</b>

04/11/2013

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

PAGE 2

<u>OPERATION AND MAINTENANCE 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>
<u>Revenues</u>						
Local Governmental Sources	236,488	475,000	49.7%	231,500	2.1%	468,760
State Governmental Sources	93,967	323,215	29.0%	169,125	-44.4%	383,122
Student Tuition and Fees	514,417	505,100	101.8%	535,479	-3.9%	521,357
Facilities Revenue	2,300			4,045	-43.1%	6,380
Investment Revenue	3,615	500	723.0%	134	580.1%	145
Other Revenues	13,888	110,000	12.6%	10,774	28.9%	157,337
<b>TOTALS</b>	<b>864,676</b>	<b>1,413,815</b>	<b>61.1%</b>	<b>951,059</b>	<b>-9.0%</b>	<b>1,537,102</b>
<u>Expenditures</u>						
Salaries	423,735	576,127	73.5%	427,437	-8%	567,318
Employee Benefits	179,629	329,825	54.4%	160,494	11.9%	351,987
Contractual Services	49,973	83,800	59.6%	57,749	-13.4%	84,563
General Materials and Supplies	66,742	103,750	64.3%	63,908	4.4%	89,573
Conference & Meeting	2,340	3,700	63.2%	999	134.2%	1,935
Fixed Charges	52,809	54,000	97.7%	51,860	1.8%	51,943
Utilities	310,629	440,500	70.5%	312,614	-6%	456,312
Capital Outlay	4,126			6,085	-32.1%	10,131
Other Expenditures						
<b>TOTALS</b>	<b>1,089,986</b>	<b>1,591,702</b>	<b>68.4%</b>	<b>1,081,148</b>	<b>.8%</b>	<b>1,613,765</b>
<u>Transfers</u>						
Transfers From Other Funds		-178,000				-78,000
<b>CHANGE IN NET ASSETS</b>	<b>-225,309</b>	<b>113</b>		<b>-130,089</b>		<b>1,337</b>
<b>FUND BALANCE</b>	<b>-215,879</b>					<b>9,430</b>

04/11/2013

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

PAGE 3

OPERATION & MAINTENANCE- RESTRICTED	2012-2013		YTD / Budget %	2011-2012		YTD % Chng fm Prev Yr	2011-2012 Total
	YTD	Budget		YTD			
Revenues							
Local Governmental Sources	394,122	790,000	49.8%	383,428		2.7%	781,240
Investment Revenue	11,814	5,000	236.2%	11,681		1.1%	33,067
Other Revenues	31,395	30,000	104.6%	25,387		23.6%	32,987
TOTALS	437,331	825,000	53.0%	420,498		4.0%	847,295
Expenditures							
Salaries	423			4,440		-90.4%	5,114
Contractual Services				-26,566			236,535
General Materials and Supplies	210,088	691,450	30.3%	87,439		140.2%	191,543
Capital Outlay	2,625,621	3,612,000	72.6%	3,517,499		-25.3%	4,601,704
TOTALS	2,836,132	4,303,450	65.9%	3,582,812		-20.8%	5,034,897
CHANGE IN NET ASSETS	-2,398,801	-3,478,450	65.9%	-3,162,314		-20.8%	-4,187,601
FUND BALANCE	3,885,752						6,284,553



04/11/2013

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

PAGE 4

<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	893,081	1,793,925	49.7%	867,693	2.9%	1,777,021
Investment Revenue	624	1,000	62.4%	1,560	-59.9%	547
TOTALS	893,706	1,794,925	49.7%	869,254	2.8%	1,777,569
Expenditures						
Contractual Services	14,482	14,000	103.4%	14,910	-2.8%	14,910
Fixed Charges	1,741,455	1,770,304	98.3%	1,723,340	1.0%	1,670,633
TOTALS	1,755,938	1,784,304	98.4%	1,738,251	1.0%	1,685,544
CHANGE IN NET ASSETS	-862,231	10,621	98.4%	-868,997	1.0%	92,024
FUND BALANCE	153,647					1,015,878

04/11/2013

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

PAGE 5

AUXILIARY ENTERPRISES FUND

	2012-2013 YTD	2012-2013 Budget	YTD / Budget %	2011-2012 YTD	YTD % Chng fm Prev Yr	2011-2012 Total
<b>Revenues</b>						
Student Tuition and Fees	247,157	240,000	102.9%	261,628	-5.5%	255,492
Sales and Service	27,198	45,500	59.7%	35,511	-23.4%	49,430
Facilities Revenue	91,800	110,000	83.4%	96,786	-5.1%	102,777
Investment Revenue	1,137	2,000	56.8%	1,935	-41.2%	1,944
Other Revenues	1,675,748	2,240,450	74.8%	1,654,729	1.2%	2,298,733
<b>TOTALS</b>	<b>2,043,043</b>	<b>2,637,950</b>	<b>77.4%</b>	<b>2,050,589</b>	<b>-3%</b>	<b>2,708,376</b>
<b>Expenditures</b>						
Salaries	95,576	132,258	72.2%	97,985	-2.4%	126,994
Employee Benefits	9,860	10,807	91.2%	12,154	-18.8%	47,112
Contractual Services	1,666,106	2,317,640	71.8%	1,898,068	-12.2%	2,158,154
General Materials and Supplies	49,735	71,440	69.6%	47,717	4.2%	68,873
Conference & Meeting	27,478	65,183	42.1%	42,471	-35.3%	52,192
Fixed Charges	26,505	18,500	143.2%	15,049	76.1%	15,181
Capital Outlay	312			3,469	693.0%	3,469
Other Expenditures				39		39
<b>TOTALS</b>	<b>1,875,574</b>	<b>2,615,828</b>	<b>71.7%</b>	<b>2,116,953</b>	<b>-11.4%</b>	<b>2,472,016</b>
<b>Transfers</b>						
Transfers to Other Funds		110,000				
Transfers From Other Funds		-91,000				
<b>CHANGE IN NET ASSETS</b>	<b>167,468</b>	<b>3,122</b>		<b>-66,363</b>		<b>236,359</b>
<b>FUND BALANCE</b>	<b>1,468,716</b>					<b>1,301,248</b>

04/11/2013

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

PAGE 6

<u>RESTRICTED PURPOSES 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						
State Governmental Sources	360,096	705,465	51.0%	457,771	-21.3%	956,341
Federal Governmental Sources	5,360,497	5,912,065	90.6%	5,388,028	-5%	5,773,888
Investment Revenue	86	30,000	2%	2,443	-96.4%	11,835
Other Revenues	145,020	188,291	77.0%	170,360	-14.8%	196,039
<b>TOTALS</b>	<b>5,865,700</b>	<b>6,835,821</b>	<b>85.8%</b>	<b>6,018,603</b>	<b>-2.5%</b>	<b>6,938,104</b>
Expenditures						
Salaries	632,180	977,098	64.7%	712,660	-11.2%	1,012,125
Employee Benefits	76,026	102,402	74.2%	86,366	-11.9%	118,569
Contractual Services	30,646	39,455	77.6%	61,047	-49.8%	84,221
General Materials and Supplies	58,535	118,308	49.4%	98,164	-40.3%	194,413
Conference & Meeting	25,760	71,147	36.2%	40,587	-36.5%	61,342
Capital Outlay	5,882	5,882	100.0%	6,379	-7.7%	21,770
Other Expenditures	5,852,506	5,507,029	106.2%	5,504,570	6.3%	5,566,236
<b>TOTALS</b>	<b>6,681,537</b>	<b>6,821,321</b>	<b>97.9%</b>	<b>6,509,776</b>	<b>2.6%</b>	<b>7,058,677</b>
Transfers						
Transfers From Other Funds		-7,000				
<b>CHANGE IN NET ASSETS</b>	<b>-815,836</b>	<b>21,500</b>		<b>-491,173</b>		<b>-120,573</b>
<b>FUND BALANCE</b>	<b>1,606,642</b>					<b>2,422,478</b>



04/11/2013

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

PAGE 8

<u>TRUST AND AGENCY FUND</u>	2012-2013 YTD	2012-2013 Budget	YTD / Budget %	2011-2012 YTD	YTD % Chng fm Prev Yr	2011-2012 Total
Revenues						
Other Revenues	51,018			61,498	-17.0%	66,668
TOTALS	51,018			61,498	-17.0%	66,668
Expenditures						
General Materials and Supplies	423			21	887.3%	21
Conference & Meeting				1,041		1,041
Other Expenditures	56,135			49,807	12.7%	65,784
TOTALS	56,559			50,870	11.1%	66,847
CHANGE IN NET ASSETS	-5,540			10,627	11.1%	-179
FUND BALANCE	34,638					40,179

04/11/2013.

SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF MARCH 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	32,739	65,000	50.3%	31,198	4.9%	64,604
Investment Revenue	1	25	6.0%	9	-84.3%	7
<b>TOTALS</b>	<b>32,741</b>	<b>65,025</b>	<b>50.3%</b>	<b>31,207</b>	<b>4.9%</b>	<b>64,612</b>
Expenditures						
Salaries	5,406	8,957	60.3%	6,389	-15.3%	8,519
Employee Benefits	1,697	3,105	54.6%	2,380	-28.7%	3,171
Contractual Services	60,305	60,000	100.5%	58,087	3.8%	64,587
<b>TOTALS</b>	<b>67,409</b>	<b>72,062</b>	<b>93.5%</b>	<b>66,857</b>	<b>.8%</b>	<b>76,278</b>
<b>CHANGE IN NET ASSETS</b>	<b>-34,667</b>	<b>-7,037</b>	<b>93.5%</b>	<b>-35,649</b>	<b>.8%</b>	<b>-11,666</b>
<b>FUND BALANCE</b>	<b>-44,990</b>					<b>-10,322</b>

04/11/2013

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

PAGE 10

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				18,318		
Investment Revenue	15,876	151,000	10.5%	29,356	-45.9%	94,745
Other Revenues		35,000	0.0%			44,532
<b>TOTALS</b>	<b>15,876</b>	<b>186,000</b>	<b>8.5%</b>	<b>47,675</b>	<b>-66.7%</b>	<b>139,277</b>
Expenditures						
Salaries	130,491	198,194	65.8%	129,335	.8%	178,219
Employee Benefits	215,954	380,121	56.8%	248,784	-13.2%	373,791
Contractual Services	26,536	45,000	58.9%	30,691	-13.5%	41,604
General Materials and Supplies	4,956	13,100	37.8%	6,146	-19.3%	8,058
Conference & Meeting	374	5,000	7.4%	345	8.4%	345
Fixed Charges	42,456	35,000	121.3%	32,496	30.6%	39,044
Utilities	724	1,500	48.2%	724	%	1,086
Capital Outlay	5,145				0.0%	
<b>TOTALS</b>	<b>426,639</b>	<b>677,915</b>	<b>62.9%</b>	<b>448,522</b>	<b>-4.8%</b>	<b>642,151</b>
<b>CHANGE IN NET ASSETS</b>	<b>-410,762</b>	<b>-491,915</b>	<b>62.9%</b>	<b>-400,847</b>	<b>-4.8%</b>	<b>-502,873</b>
<b>FUND BALANCE</b>	<b>5,229,995</b>					<b>5,640,757</b>

**Sauk Valley Community College**  
**April 22, 2013**

**Agenda Item 3.7**

**Topic:**                   **Mission, Vision, Ethical Values, and Goals**

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

**Presentation:**

At the last Board retreat the Board reviewed the mission, vision, ethical values, and college goals, which were forwarded by the OPIC Committee.

**Recommendation:**

The administration recommends the Board approve the mission, vision, ethical values, and 2013-2014 strategic goals as presented.



## **FY 2013 STRATEGIC DIRECTIONS**

### **Mission**

*Tells who we are as an institution and what we do*

Sauk Valley Community College is an institution of higher education that provides quality learning opportunities to meet the diverse needs of its students and community.

### **Vision**

*Tells where we want to go as an institution*

Sauk Valley Community College will be recognized as a benchmark institution of higher education that provides exceptional learning opportunities in response to the diverse needs of its students and community.

### **Shared Ethical Values** *Tells how we do what we do*

Recognizing that education is the single best means of improving the quality of people's lives, we the people of the SVCC community commit to living these shared ethical values:

- Respect*** We respect the worth and dignity of all people *both as individuals and contributing members of the community.*
- Responsibility*** We value and advocate that all take responsibility for themselves, their learning, and the environment.
- Fairness*** We advocate fairness and just treatment of all people.
- Integrity*** We expect and constantly stand for integrity, honesty, and ethical treatment of all people.
- Caring*** We value the creation of opportunities in a caring environment.

### **2013-2014 Strategic Goals**

**Goal #1:** The College will expand and improve the quality of programs & services.

**Goal #2:** The College will continue to emphasize lifetime student success.

**Goal #3:** The College will maintain an appropriate operating fund surplus.

**Goal #4:** The College will be proactive and responsive to community needs.

**Goal #5:** The College will enhance community awareness through a comprehensive marketing plan.

**Goal #6:** The College will seek to maximize performance based funding.

**Sauk Valley Community College**  
**April 22, 2013**

**Action Item 6.1**

**Topic:** Faculty Appointment – Criminal Justice

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

**Presentation:**

The administration has been in the process of filling a Criminal Justice Instructor position. The position was advertised on-line on Sauk Valley Community College's website, the *blueline.com* website, and the *Higher Ed Jobs.com* website; and in the Sauk Valley Newspapers (the *Dixon Telegraph* and the *Daily Gazette*). Thirty-six (36) applications were received. A committee was composed of Mr. Tom Breed, Dr. Jim Wright, Ms. Michelle Barkley, and Mr. Luis Moreno. Alan Pfeifer, Vice President of Academic Services, served as chair.

Five (5) candidates were interviewed by the committee, the Vice President of Academic Services, and the President. Each candidate gave a teaching presentation before the committee and completed a writing sample.

*Academic background:* Mr. Gilmore received his Master of Arts degree in Leadership Studies from Lewis University in 2001. He is currently working on Doctoral Studies from Phoenix University.

*Professional background:* Mr. Gilmore was employed at the Carol Stream Police Department for 22 years progressing from Police Officer to Sergeant to Lieutenant to Patrol Commander during his tenure at the department. Mr. Gilmore also served as the Chief of Police at the Darien Police Department in Darien, Wisconsin for 2 years and has been an Adjunct Criminal Justice Instructor for Blackhawk Technical Institute in Wisconsin.

*References:* All of Mr. Gilmore's references strongly recommended him for the position noting his police knowledge, clear communication, motivation, and drive.

**Recommendation:**

The administration recommends that the Board of Trustees approve the employment of Mr. Hunter Gilmore as an Assistant Professor of Criminal Justice starting August 16, 2013 at an annual salary of \$44,449.

Sauk Valley Community College  
**Recommendation for Appointment**

Please see instructions on back for additional information.

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**Part 1: Employee Information**

Name Hunter L. Gilmore ID # \_\_\_\_\_  
Address 6N713 Somerset Drive St. Charles IL 60175  
                    street                    city                    state                    zip  
Telephone # 630-696-6731 Highest Degree Earned Master of Arts Date 2001

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**Part 2: Employment Information**

Position on Salary Scale Assistant Professor 10 Salary \$44,449 (annual base)  
                                    Level/Rank                    Grade/Step  
Position Assistant Professor Position Code 307000 Department Faculty - Criminal Justice  
Account Number(s) 01-324200-510310-1020  
Effective Date or Period: From August 16, 2013 To \_\_\_\_\_  
Basis of Employment: ☒ Full-time ☐ Part-time @ \_\_\_\_\_ hrs per week ☐ Temporary  
                                    ☐ Student - Hours Enrolled \_\_\_\_\_  
Special Instructions Pending Board Approval on April 22, 2013

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**Part 3: Authorization**

Applicant [Signature] Date 3-26-13  
Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Director/Dean \_\_\_\_\_ Date \_\_\_\_\_  
Director, Human Resources Kearn Snow Date 3-21-13  
Director, Business Services \_\_\_\_\_ Date \_\_\_\_\_  
Vice President [Signature] Date 3/25/13  
President's Approval \_\_\_\_\_ Date \_\_\_\_\_  
President's Approval for Board Action [Signature] Date 3-25-13

**Sauk Valley Community College**  
**Attention: Human Resources**  
**173 Illinois Route 2**  
**Dixon, Illinois 61021**  
**Phone: 815-288-5511**  
**E-mail: employment@svcc.edu**

**January 14, 2013**

To whom it may concern,

I am making application to be a **Criminal Justice Faculty Member for Sauk Valley Community College**. The following summary exemplifies the important experience that will make me a valuable employee for your school.

I have been a law enforcement officer for more than 24 years starting as a patrol officer and moving up the ranks to chief of police. During my exemplary career I have obtained a vast amount of experience in every facet of law enforcement and acquired numerous skills and abilities and a knowledge base that suits me well for employment in education. As a leader in law enforcement I have a vast amount of experience in training coordination, customer service, personnel management, budget development and control and operations. I am an excellent communicator both verbally and in writing.

I am a college instructor at Blackhawk Technical College and I have instructed at a community college in Illinois. I love teaching others and I enjoy public speaking, especially in a classroom environment. I am certified to teach more than 20 Wisconsin law enforcement topics including ethics.

As a training coordinator for a large police department and a college instructor I have experience developing learning curriculum and coordinating instruction for adult learners. I have experience with team building and providing performance evaluations.

More than anything I am a dynamic, energetic instructor and leader. I realize any successful organization of higher learning must work hard to encourage student development and promote program success. To do this the organizations' leaders must listen to the concerns of all of the customers and constituents while developing goals, objectives and a clear mission statement to meet all these needs. I have the experience and knowledge to do this.

I feel I would be an excellent **Criminal Justice Faculty Member for Sauk Valley Community College** and I look forward to the opportunity to meet with you and discuss the experience, skills, abilities and personality I have to instruct and lead others at this school.

Sincerely,

Hunter L. Gilmore  
630-696-6731  
huntergilmore@comcast.net

6N713 Somerset Drive  
St. Charles, Illinois 60175

Home – 630-698-6731  
Fax – 630-485-6121  
Email –  
huntergilmore@comcast.net

## Hunter L. Gilmore

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### Objective

Appointment to the position of **Criminal Justice Faculty Member for Sauk Valley Community College** where I can utilize all my abilities and expertise to affect positive change and make improvements in ways that nurture student development and promote overall school efficiency and effectiveness in service to customers and constituents.

### Experience

2012 – Hunter Private Investigation & Security Services, Inc. St. Charles, IL.

#### **Owner/Investigator/Consultant**

- Administration
- Investigations
- Training and Consultation

2012 – Blackhawk Technical College Janesville, WI.

#### **Adjunct Criminal Justice Instructor**

- Criminal Justice Instruction
- Law Enforcement Academy Instruction

2010 - 2012 Darien Police Department Darien, WI.

#### **Chief of Police**

- Overall Department Administration

2010 Carol Stream Police Department Carol Stream, IL.

#### **Patrol Commander**

- o Command half of Patrol personnel (two platoons)
- o All the duties listed below

2007-2010 Carol Stream Police Department Carol Stream, IL.

#### **Police Support Services Lieutenant**

- Department Administration
- Budget Control
- Manpower Allocation
- Hiring
- Discipline
- Policy Review and Revision
- Union Contract Negotiations and Management

2000 – 2007 Carol Stream Police Department Carol Stream, IL.

#### **Police Administrative Sergeant**

- Accreditation Manager – Recognition Award received in 2007. Started full accreditation.
- Manager of all external Department training – Planning, scheduling, recording. Department averaged 10,000 hours of training annually over this time period.
- Manager of the Department's in-house training program – Program development, instructor coordination, annual plans, and scheduling.

Monthly training reports. All in-house training recorded in a computerized system.

- Manager of all four patrol platoon schedules. Completed all schedules including personal time off, training, special meetings. Met all union contract requirements. Schedules are managed in an EXCEL computer program.
- HEADSTART Coordinator. Instructor coordination and scheduling.
- Department Librarian. Library coordination.
- Budget planning.

1997 – 2000

Carol Stream Police Department

Carol Stream, IL

### **Police Patrol Sergeant**

- Supervisor for 15 officers and civilians. Street supervision, report review, and any other shift related supervisory issues.
- Range coordinator. Supervised four range/firearms instructors and all firearms qualifications and training. Weapons inventory and control.
- SWAT team commander. Supervision of 12-man SWAT team, including training, practicals, and callouts.
- Officer in Charge and Field Training Officer Coordinator.
- Spent three months supervising Special Operations Unit

1988 – 1997

Carol Stream Police Department

Carol Stream, IL

### **Police Officer**

- Investigator for two years.
- Field Training Officer for six years.
- Juvenile Officer for eight years.
- Officer in Charge for six years. Supervised shifts when primary Sergeant unavailable.
- SWAT team member for 8 years.
- Union Representative

## **Education**

2008

Phoenix University

Online Studies

- Doctoral Studies in Organizational Leadership – 5 Semester hours

2002 – 2005

Northern Illinois University

Dekalb, IL

- Doctoral Studies in Adult Education – 12 Semester hours

1999 - 2001

Lewis University

Romeoville, IL

- M.A. Leadership Studies.
- High Honors.

1997 – 1999

Lewis University

Romeoville, IL

- B.A. Criminal Justice
- Honors.

1995 – 1997

College of DuPage

Glen Ellyn, IL.

- Associates Degree – Criminal Justice
- Honors.

Certified Illinois Chief of Police by the Illinois Association of Chiefs of Police.

Graduated from Senior Police Management Institute in Boston, Massachusetts in July 2009.

Graduated from Northwestern University Staff and Command School in 1999.

- ☐ Proficient in Word, Excel and PowerPoint.
- ☐ Type approximately 90 WPM.

### **Interests**

Volunteering, Reading, Traveling, Movies, Theatre, Motorcycling, Hunting, Fishing, Guitar, Photography and Exercise.

### **Miscellaneous**

Master Mason – Geneva, Illinois Masonic Lodge #139, Shriner - Medinah Temple Addison, Illinois and Tebala Temple in Rockford, Illinois, Walworth (WI) Boys and Girls Club of America Board Member, Member of Wisconsin Chiefs of Police and Illinois Chiefs of Police Associations. Certified Chief of Police by Illinois Association of Chiefs of Police, Certified Police Officer in Illinois and Wisconsin. Instructor at Blackhawk Technical College in Janesville, Wisconsin. Member of the Walworth County Critical Incident Stress Debriefing Team.

## REFERENCE CHECK FORM

Date: March 20, 2013  
Applicant's Name: Hunter Gilmore  
Person Contacted: Ed Sailer  
Company Name: Deputy Chief – Carol Stream Police Department

Supervisor X Subordinate \_\_\_\_\_ Colleague \_\_\_\_\_ Other \_\_\_\_\_

- 1) How long have you known the candidate and in what capacity? **I have known Hunter Gilmore for 25 years in a work capacity.**
- 2) Where does his position fit into your organization? What are the candidate's main responsibilities? **Hunter's last position was commander in charge of a platoon which is 25 officers. He was in charge of all patrol operations which is a 24/7 operation. He handled training, discipline, scheduling, and a wide variety of responsibilities.**
- 3) Do you think this person would do well as a criminal justice instructor at SVCC? Why or why not? **Yes, I think he would do well in this position. I have seen him teach officers in training sessions and he is clear, easy to understand and gets along well with people. I have also seen him give presentations and he is good at getting his message across and does well in working with power-point.**
- 4) How well does this person communicate with people above, below and at the same level? **Hunter communicates quite well. He would be an excellent teacher. He was open with his staff and had a good rapport overall.**
- 5) What do you feel are the strengths of the candidate? **Hunter's strength will be his training and education. He has completed a lot of training sessions and knows the criminal justice field. He is a good trainer and has a good understanding of police operations.**  
**Hunter's weakness is that on occasion he may disagree with supervisor when he feels strongly about the subject, but will follow directions when the decision is made.**
- 6) Given what I've told you about the position and this environment, would you hire this candidate? **Yes, I think his main strength is training and he would be able to relate perfectly to students. He would do an excellent job as he has a lot of contacts in the field, so he could bring the real life experience to the classroom.**
- 7) Have you ever observed this person in the classroom? If so, how well does he connect with students? **He did training with officers and did an excellent job.**
- 8) Is there anything else you would like to tell me about this candidate? **I wish you would hire him as he would be an asset to the College and your students.**

Karen Snow  
SVCC Representative

3-20-13  
Date



## REFERENCE CHECK FORM

Date: March 20, 2013  
Applicant's Name: Hunter Gilmore  
Person Contacted: Patrick Quinn  
Company Name: Detective – Sergeant – Carol Stream Police Department

Supervisor X Subordinate \_\_\_\_\_ Colleague \_\_\_\_\_ Other \_\_\_\_\_

- 1) How long have you known the candidate and in what capacity?

I have known Hunter for over 25 years. He started at the Carol Stream Police Department when I was the Field Training Officer. My job was to train new recruits and it was a four to six month process. During our careers as we both advanced through the Carol Stream Police department, I have been his supervisor, his colleague, and then at the last position he was my supervisor.

At the Carol Stream Police Department it was a good relationship and we have continued to remain friends and stay in touch. He was always eager to learn and hungry for information.

- 2) Where does his position fit into your organization? What are the candidate's main responsibilities? Hunter held several positions at the Carol Stream Police Department and during my job as Corporal, I supervised Hunter and he assisted me with running the shift.

I have seen Hunter's career develop through the years and of all the people I have trained I would describe Hunter as my protégé. It is exciting to see how well he has done.

- 3) Do you think this person would do well as a criminal justice instructor at SVCC? Why or why not? Hunter will do an excellent job as an instructor. He has a lot of information to share and has completed a lot of different assignments during his career, so he will bring a wealth of knowledge to the position.

Hunter also is very dedicated to whatever he takes on and whatever the role (Sergeant, Lieutenant, and Chief). Hunter goes above and beyond whatever the task. At Darien Police department as Chief of Police he did more than just running department; he tried to bring them forward by seeking out grants, technology, and upgrading professionalism and standards through accreditation to bring in line with industry standards. Whatever Hunter gets assigned to he dives in and does it well.

- 4) How well does this person communicate with people above, below and at the same level? Hunter is a very good communicator and that was one of the joys of working with him. He was not shy about coming in and asking questions and tried to learn and get new information. As supervisor, he was very good at communicating, personable, and outgoing.

- 5) What do feel are the strengths of the candidate? Strengths are determination, dedication, personable, and good personality. Hunter is devoted to doing a good job.

Weakness – ironically – he has a difficult time having an off switch; however, I don't worry about him because he keeps himself in good shape. He handles stress well and can relax.

- 6) Given what I've told you about this position and this environment, would you hire this candidate?  
**Absolutely, I would hire Hunter to do anything as whatever he does he does well. I know he teaches for Blackhawk Institute in Wisconsin teaching police officers about duty related responsibilities. I know he would like the opportunity to teach full-time.**
- 7) Have you ever observed this person in the classroom? If so, how well does he connect with students? **Yes, I observed Hunter teaching during our time at the Carol Stream Police Department when he did presentations on new procedures. He is very skilled with power-point and new technologies.**
- 8) Is there anything else you would like to tell me about this candidate?  
**I would highly recommend him for the position. Hunter is someone you would enjoy working with and he will do a good job in dealing with everyone with whom he has contact. Hunter will be able to deal with all levels (students, staff, and administration) as he is at ease with all people.**

Kathleen Snow  
SVCC Representative

3-20-13  
Date

## REFERENCE CHECK FORM

Date: 3/8/13

Applicant's Name: Hunter L. Gilmore

Person Contacted: Glenn Harker

College or Company Name: Police Sergeant, Carol Stream, IL

Supervisor \_\_\_\_\_ Subordinate X Colleague \_\_\_\_\_ Other \_\_\_\_\_

- 1) How long have you known the candidate and in what capacity? **I have known Hunter for over 20 years, both as a friend and he was my supervisor at Carol Stream Police Department.**
- 2) Where does his current position fit into your organization? What are the candidate's main responsibilities? **At Carol Stream, Hunter supervised anywhere from 6-8 officers at a time. He was responsible for running the shift, responsible for balancing injury claims; he had to assure everyone was following policy and state and local laws. He got promoted and began working as a lieutenant and then handled administrative tasks, budgeting, scheduling, training, ensuring all policies/procedures were up to date.**
- 3) Do you think this person would do well as a criminal justice instructor at SVCC? Why or why not? **Yes. He would benefit your program 110% because of his motivation and drive. He will push for change if something needs to be changed, updated. He will elevate any program he gets involved in.**
- 4) How well does this person communicate with people above, below and at the same level? **Hunter communicates in a clear, concise manner. He is direct and to the point, yet he takes suggestions and doesn't dump them, he will think and change himself if it is appropriate. He is very open-minded.**
- 5) What do feel are the strengths of the candidate? **Drive; self motivation, willingness to learn. He does not think he knows it all; he continues to learn.**  
The weaknesses? **Weaknesses: None that I can think of**
- 6) Given what I've told you about this position and this environment, would you hire this candidate? **Yes--he will be an asset.**
- 7) Have you ever observed this person in the classroom? If so, how well does he connect with students? **He has taught officers in our dept; he is very organized, very concise and clear.**
- 8) Is there anything else you would like to tell me about the candidate? **I have never seen any problems whatsoever with Hunter. This will be a great opportunity, both for Hunter and for your college. He has a wealth of knowledge. He has been involved in every aspect of the police department and has investigated several major cases. He has training and experience, self-motivation and drive. He left here to become a chief in a small Wisconsin town where he revamped a small department to bring it into the 21<sup>st</sup> century to get them onboard with policies, procedures, and for liability issues. I can say enough good about him. Criminal justice is just the tip of the iceberg for what he knows.**

Peggy Eschleman  
SVCC Representative

3-8-13  
Date

## REFERENCE CHECK FORM

Date: 3/8/13

Applicant's Name: Hunter L. Gilmore

Person Contacted: Daniel Hoffman

College or Company Name: Deputy Police Chief, Carol Stream, IL

Supervisor \_\_\_\_\_ Subordinate \_\_\_\_\_ Colleague x Other \_\_\_\_\_

- 1) How long have you known the candidate and in what capacity? **I have known Hunter for 5 years. We were colleagues at Carol Stream Police Department.**
- 2) Where does his current position fit into your organization? What are the candidate's main responsibilities? **As an officer, Hunter was responsible for street duties, field training, juvenile cases. He was an evidence technician and spent time in investigations. He was an officer in charge, filling in for supervisors at times. After promotion he was patrol supervisor sergeant and administrative sergeant, primarily in charge of training and scheduling.**
- 3) Do you think this person would do well as a criminal justice instructor at SVCC? Why or why not? **Yes, because he has instructed in the past and he would do really well.**
- 4) How well does this person communicate with people above, below and at the same level? **Hunter communicates well. As the training sergeant, he would have to do emails and follow up on the phone with people; he always kept us well-informed.**
- 5) What do feel are the strengths of the candidate? **Communication, need to improve himself. He has a big drive.**  
The weaknesses? **Weaknesses: none that I am aware of.**
- 6) Given what I've told you about this position and this environment, would you hire this candidate? **Yes**
- 7) Have you ever observed this person in the classroom? If so, how well does he connect with students? **As an administrative sergeant he taught issues related to officer safety as well as in house training. At these times he presented very professionally and could field questions. He is very confident in front of people.**
- 8) Is there anything else you can tell me about the candidate? **Training was his thing as administrative sergeant. He was always seeking a lot of training for the entire department as well as for himself.**

Peggy Estleman  
SVCC Representative

3-8-13  
Date

## REFERENCE CHECK FORM

Date: 3/7/13

Applicant's Name: **Hunter L. Gilmore**

Person Contacted: **David Graves**

College or Company Name: **Walworth County Sheriff, Elkhorn, WI**

Supervisor \_\_\_\_\_ Subordinate \_\_\_\_\_ Colleague   x   Other \_\_\_\_\_

- 1) How long have you known the candidate and in what capacity? **I have known Hunter for 3-4 years, at the time he became Chief of Police in Darien, Wisconsin.**
- 2) Where does his current position fit into your organization? What are the candidate's main responsibilities? **Hunter was head of a 7-person police department in the small village of Darien. I think he had broader ideas than the Village Board of Darien had. It just wasn't a job that was meant for him after having come from a larger department (Carol Stream).**
- 3) Do you think this person would do well as a criminal justice instructor at SVCC? Why or why not? **Yes, because he has good leadership qualities and the folks who worked for him had a lot of respect for him.**
- 4) How well does this person communicate with people above, below and at the same level? **Hunter has good communication skills.**
- 5) What do feel are the strengths of the candidate? **Strengths: communication; education.**  
The weaknesses? **Weaknesses: None that I am aware of.**
- 6) Given what I've told you about this position and this environment, would you hire this candidate? **Yes.**
- 7) Have you ever observed this person in the classroom? If so, how well does he connect with students? **Yes, I sat in the audience when he applied for another chief's job and watched him give a presentation. He did very well getting his points across.**
- 8) Is there anything else you would like to tell me about the candidate? **I always had respect for him. He is a personable, smart guy; students would respect him because he could tell them he has "been there and done that." He would be an asset to your organization.**

Peggy Eckleman  
SVCC Representative

3/7/13  
Date

**Sauk Valley Community College**  
**April 22, 2013**

**Action Item 6.2**

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

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

**Presentation:**

We are requesting the following mandatory regulation changes to the Sauk Valley Group Health Plan document effective 7/1/13.

**Mandatory Regulation for 2013**

Expand coverage of Women's Preventive Services (first dollar coverage for in-network providers), to include:

- Well woman visits, age and developmentally appropriate, to include preconception and prenatal visits – annually, although several visits may be necessary to obtain all recommended services
- Contraceptive methods and counseling, to include all FDA-approved contraceptive methods, sterilization procedures, patient education and counseling – as prescribed for any woman with reproductive capacity
- Screening for gestational diabetes – pregnant women between 24 and 28 weeks gestation, and at first prenatal visit for pregnant women identified to be at high risk for diabetes
- High-risk HPV(human papilloma virus) DNA testing (even with normal pap results) – every 3 years beginning at age 30
- Counseling for sexually transmitted infections – annually, for any sexually active woman
- Counseling and screening for HIV (human immunodeficiency virus) – annually, for any sexually active woman
- Breastfeeding support, supplies and counseling, to include lactation support and counseling by trained provider and costs for renting breastfeeding equipment – in conjunction with each birth
- Screening and counseling for interpersonal and domestic violence – annually

Note: Plans may limit coverage of contraceptives to generics; however, if no generic is available or if physician prescribes no generic substitution the brand must be covered.

**Recommendation:**

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

Sauk Valley Community College  
April 22, 2013

Action Item 6.3

**Topic:** Salary Adjustments

**Presented By:** Dr. George Mihel and Melissa Dye

**Presentation:**

Historically the Board has authorized salary increases that coincide with the faculty increases. With negotiations with faculty complete for three years, it seems appropriate to recommend that the same increase for the 2013-2014 fiscal year be presented.

It is recommended all non-faculty receive 3.75% (adjusted depending on start date, promotion, title change or peer comparisons).

**Recommendation:**

The administration recommends that the Board of Trustees approve a 3.75% salary adjustment for all non-faculty as outlined above.

**Sauk Valley Community College**  
**April 22, 2013**

**Action Item 6.4**

**Topic:**                    **Bid Award -- 2013 Safety Communications Project Phase 2**

**Presented By:**        **Dr. George Mihel and Frank Murphy**

**Presentation:**

In October the Board approved the 2012 Safety Communications Project for funding through the Protection, Health and Safety tax levy. This project will improve the safety of the building occupants in an emergency event.

The project was divided into two phases. Phase 1 included the purchase of a new radio system and radios and installation of new ADA compliant emergency call boxes and escort radios. The Board approved Radio Ranch to perform the work for this phase at its regular meeting on December 12, 2012.

Phase 2 of this project includes the purchase and installation of additional security cameras in the parking lots to provide further security for visitors to the campus. A bid announcement was placed in the *Dixon Telegraph*, and *Sterling Daily Gazette*. Nine contractors received bid documents. Two bids were received for this project.

Company Name	Location	Bid
Tri-City Electric	Davenport, IA	\$77,930
Sound, Inc.	Naperville, IL	\$79,317

**Recommendation:**

The administration recommends the Board approve the bid for the 2012 Safety Communications Project Phase 2 from Tri-City Electric in the amount of \$77,930 to be paid with Protection, Health and Safety funds.



Sauk Valley Community College  
April 22, 2013

Action Item 6.5

**Topic:** Faculty Retirement

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

**Presentation:**

We thank Ken Youel for his years of quality teaching at Sauk. He has had a very positive impact on the students he has taught through the years and he will be missed.

**Recommendation:**

The administration recommends the Board approve the retirement of faculty member Kenneth Youel effective May 31, 2013.

April 15, 2013

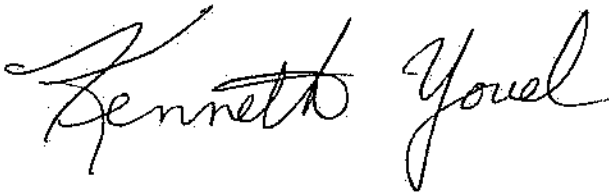
Sauk Valley Comm. College

Dixon, IL

Dear Sirs;

I am resigning my teaching contract at the end of this Spring 2013 semester effective May 31, 2013. Thank you for 12 great years.

Sincerely,

A handwritten signature in cursive script that reads "Kenneth Youel". The signature is written in dark ink and is positioned above the printed name.

Kenneth Youel

**Sauk Valley Community College**  
**April 22, 2013**

**Action Item 6.6**

**Topic:**                   **Criminal Justice – Corrections Certificate**

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

**Presentation:**

Sauk Valley Community College modified an existing program to create a Justice Affairs associate's degree in 2010. Part of the new State Pathways To Results (PTR) process for career technical education includes integrating a continuous review process for each of our programs. This year we were able to select one of our programs for this review process. Jon Mandrell had previously identified the Justice Affairs program as having few female graduates (completers) and was thus selected for the process. During this process it was found that there was an overall low completion rate for the program. It was found that students were getting jobs without the two year degree and not returning to finish. The fact that they did not need the Associate's degree to be employed coupled with the need for corrections officers for the Dixon facility and the impending opening of the Thomson facility, led to the creation of this Corrections Certificate. The Corrections Certificate is a subset of the courses required for the Justice Affairs associate degree. Students completing this certificate can continue their coursework for completion of the associate's degree.

There should be no increase in cost to implement this program. This new certificate program should increase the College completion rate.

**Recommendation:**

The administration recommends approval of the addition of the Corrections Certificate.

Illinois Community College Board

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

**COLLEGE NAME** Sauk Valley Community College **5-DIGIT COLLEGE NUMBER**  
\_\_\_\_\_

**CONTACT PERSON** Jon Mandrell

**PHONE** (815) 835-6344 **FAX** (815) 288-5958

**EMAIL** jon.d.mandrell@svcc.edu

**CURRICULUM INFORMATION**

**AAS:**

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

**CERTIFICATE:**

**TITLE** Corrections **CREDIT HOURS** 24 **CIP CODE** \_\_\_\_\_

**CERTIFICATE:**

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

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

**PROPOSED IMPLEMENTATION DATE:** 08/01/2013

**SUBMISSION INCLUDES:**

\_\_\_\_\_ **Part A: Feasibility Analysis**

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

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

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

**ICCB USE ONLY:**

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

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

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

## INSTRUCTIONS

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

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

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

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

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

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

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

## OCCUPATIONAL CURRICULUM APPROVAL APPLICATION PART A: FEASIBILITY ANALYSIS

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

a. The Program's Purpose

The purpose of the program would be to prepare future correctional officers for the duties and tasks related to the field of corrections. With a state prison in our district and the addition of a federal prison, workforce development in the field of corrections will be in demand. Students completing the certificate will gain knowledge and competencies to enter the field of corrections at the state or federal level.

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

The type of jobs that would train graduates would be correctional officers, both federal and state officers that occupy the prisons of our district.

c. The target population

The target population would be current Criminal Justice students enrolled in the Justice Affairs program, as well local citizens and current correctional officers looking to increase their knowledge base and employability.

d. Unique or noteworthy features of the program

With a federal prison on the horizon of opening, as well as a state prison already being located in the district, this certificate program would provide an opportunity to train our current and future workforce for those desiring to enter the corrections field.

e. Relationship of the program to existing curricula at the college

The certificate program would complement and share resources with three other current Criminal Justice programs on campus, which are the Law Enforcement AAS, the Justice Affairs AAS, and the Criminal Justice AS. Many students interested in corrections pursue the Justice Affairs degree and the courses within this certificate would align with that curriculum. Students would have the option to complete the certificate and continue on with the Justice Affairs AAS degree, if they elected to do so. While all of the degrees focus on Criminal Justice, this unique certificate would specialize in an essential area of need for our community,

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

The college will recruit and retain minorities, individuals with disabilities, non-traditional students and students defined as "special populations" by continuing its commitment to hosting events and activities targeted to these individuals. The college currently hosts an annual Criminal Justice Career Fair, which this program would be showcased within. The college also has a successful Criminal Justice Club that promotes membership to these groups. Our recruitment office, along with the help of Perkins funds, will continue to host great career exploration events that seek to recruit these individuals. We will also continue our strong partnership with the Illinois Department of Corrections and the United States Department of Justice to assist in recruiting efforts together.

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

- a. **Supply-Demand Data.**

According to the U.S. Department of Labor, a 5% increase is expected in the job outlook of correctional officers. While this is a slower than average increase, our local area is anticipating the opening of Thomson Prison, a federal prison, which will house up to 2800 inmates and employ 900 staff members. There were 493,100 correctional officers positions nationwide in 2010 with 26,000 more jobs anticipated through 2020. With the opening of Thomson Federal Prison, our ability to produce such a workforce will be challenged.

Dixon, Illinois, is also the home of Dixon Correctional Center, which currently houses 2500 inmates and has 550 staff members. It is the largest of medium security prisons in Illinois. The Dixon Psychiatric Unit is a maximum security unit that serves as the Illinois Department of Corrections primary psychiatric correctional facility.

**Statewide Data:**

The Illinois Department of Corrections employs 6,669 total correctional officers. With individual 102 county sheriffs housing a jail, staffing varies by the size of the county. Sauk Valley Community College's district encompasses five counties for a total of 7 correctional facilities.



State of Illinois:

*Correctional Officers and Jailers*

Entry Wage:	Hourly:	\$20.98
	Annual:	\$43,640
Median Wage:	Hourly:	\$25.56
	Annual:	\$53,160
Experienced Wage	Hourly:	\$26.79
	Annual:	\$55,730

*Probation Officers and Correctional Treatment Specialists*

Entry Wage:	Hourly:	\$20.88
	Annual:	\$43,420
Median Wage:	Hourly:	\$31.16
	Annual:	\$64,810
Experienced Wage	Hourly:	\$34.84
	Annual:	\$72,470

*First-Line Supervisors/Managers of Correctional Officers*

Entry Wage:	Hourly:	\$28.21
	Annual:	\$56,680
Median Wage:	Hourly:	\$33.63
	Annual:	\$69,950
Experienced Wage	Hourly:	\$35.99
	Annual:	\$74,850

Source: Illinois Department of Employment Security

- b. **Alternate Documentation.** If supply-demand data is not supportive, not applicable (such as with some new and emerging occupations), or not available (such as for your district) provide alternate documentation of labor market need. This might include career information, such as occupational growth rates, wage information, or a job outlook summary. This might also include data from employers assessing current openings in your area or their need to retrain employees.

In 2012, a record number of prisoners were being housed in Illinois at 49,000 total inmates. To address this steady increase in the inmate population, the agency today operates 26 adult correctional centers as well as 2 boot camps and 4 adult transition centers, and 9 work camps.

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

Completed and attached.

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

Collaboration with local workforce partners, as well as the United States Department of Justice has been key in developing this certificate. The U.S. Department of Justice anticipates using our college as a central location for the hiring and recruiting process. We have been in contact nearly weekly over the past months. Many students and citizens are also asking about the training and career possibilities through the area prisons. One correctional officer currently serves as an adjunct instructor for the Criminal Justice program, as well. The United States Department of Justice is waiting for the federal government to allocate \$45 million for modifications before the Thomson Federal Prison can open. While these negotiations take place regarding budgets, now is the best time to offer a certificate to begin training the workforce.

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

We are not seeking regional approval.

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

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

<u>SOC Job Titles &amp; Codes</u> * (and other Annual District job titles if alternate data also submitted) (indicate from which surrounding districts)	Employment Projections: Annual Program	
	<u>Openings *</u>	<u>Completers **</u>
33-3012 <u>Correctional Officers and Jailers</u>	<u>16</u>	<u>5</u>
33-3051 <u>Police and Sheriff's Patrol Officers</u>	<u>29</u>	<u>57</u>

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

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

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

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

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Full-Time Enrollments:	<u>20</u>	<u>25</u>	<u>30</u>
Part-Time Enrollments:	<u>21</u>	<u>26</u>	<u>31</u>
Completions:	<u>5</u>	<u>8</u>	<u>12</u>

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

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

**1. OCCUPATIONAL CURRICULUM APPROVAL APPLICATION COVER SHEET.** If Part A: Feasibility Analysis was submitted previously and Part B: Curriculum Quality and Cost Analysis is a separate submission:

a. **Cover Sheet.** Attach a copy of the cover sheet from the original submission that includes the local college board of trustees approval date and the chief administrative officer's signature.

b. **Part A Revisions.** Verify if the information submitted previously on Part A is still accurate and pertinent. If any revisions are needed, please submit.

**2. CURRICULUM INFORMATION.** Provide the following information on the program:

a. **Curriculum.** Complete Chart C: Curriculum to present the proposed curriculum. Include separate chart C's for each proposed program.

b. **Articulation.** Specify how the program is structured or articulated to provide a career ladder for students. Include information on articulation with secondary schools (such as dual credit opportunities) articulation between certificate and AAS degrees, and articulation with baccalaureate institutions.

All of the courses in this proposed certificate are a part of the Justice Affairs Associate's in Applied Science degree. These 24 credit hours could be applied to the 64 credit hour Associate's in Applied Science degree of Justice Affairs. The curriculum also offers CJS 101, which is currently being offered at the Whiteside Area Career Center (WACC) and is accepted as articulated credit at Sauk Valley Community College. CJS 101 and CJS 120 are core Criminal Justice courses, so students could use their credit in other Criminal Justice degree programs. The courses in the proposed certificate are also a part of the 2+2 agreement our institution has with Western Illinois University for Law Enforcement and Justice Administration.

c. **Course Syllabi.** Append course syllabi for new courses or any existing courses that are being modified significantly for the proposed curriculum.

There are no new courses being proposed.

d. **Work-Based Learning.** Append a list of work-based learning sites to be used; e.g., for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.

There are no work-based courses as a part of the certificate, but students could be provided opportunities to job shadow through cooperation of the instructor and workforce partners, much like other Criminal Justice courses.

e. **Equipment.** List equipment to be purchased, shared, or leased to implement the curriculum.

No equipment purchases will be necessary as the courses being presented do not require any such further need of materials.

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

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

The United States Department of Justice was consulted on the proposal of the certificate, which provided input in the creation of the certificate. Current members of the Illinois Department of Corrections also approved of the certificate's creation. Attached are notes from those meetings.

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

The proposed certificate will offer a blend of academic and career/technical courses. While the technical courses of Criminal Justice are incorporated, academic courses such as Psychology and Human Services are also incorporated.

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

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

Licensure or certification is not required for corrections positions.

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

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

No external approval or accreditation is required for the proposed certificate.

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

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

- 1) The general education component of the curriculum will provide students with the necessary knowledge base outside of the technical courses for entry-level corrections positions. This includes understanding psychological processes, beliefs and attitudes of inmates. The outcomes would also extend to understanding substance abuse and chemical dependency, as well as the legal, social, and treatment issues. Below are the individual courses and their outcomes:

**PSY 103 Students will:**

- Identify trends and development of psychology as a science and profession
- Recognize the biological bases of behavior.
- Differentiate between sensation and perception.
- Examine learning, memory thinking, cognition, creativity, and intelligence;
- Recognize the development of the individual
- Recognize and contrast several theories of human motivations and emotions
- Explore major theories of personality development such as psychoanalytic, learning, type, trait, self.
- distinguish normal and abnormal behavior.
- recognize major terms and concepts from the field of social psychology including: prejudice, attitude, selective perception, balance theory, bystander intervention principles.

**PSY 217: Students will:**

- Develop awareness of defining features of "abnormality" within historical and contemporary contexts.
- Identify and evaluate major theories regarding the causes of abnormality.
- Explore the relationship between physiological factors (e.g., neurotransmitters, chemical exposure) and mental/emotional/behavioral functioning.
- Develop familiarity with symptoms of various psychological diagnoses including anxiety disorders, mood disorders, personality disorders, and psychotic disorders.
- Develop familiarity with modes of assessment and treatment for psychological disorders.

### **HSV 270 Students will:**

- Develop understanding of the general phenomena of substance abuse.
- Understand how drugs and alcohol work on the body and the mind.
- Explore psychological and biological effects.
- Explore the impact that substances have on society.
- Identify specific abuse problems, legal, social and treatment issues. -Acquire a broad overview of the field.

- 2) The career and technical component of the curriculum would provide students with the knowledge base and skills related to the field of corrections. These skills include understanding how to effectively communicate with various levels of inmates, understand the culture and environment of a prison, and the appropriate enforcement skills and techniques consistent with today's operations of correctional institutions. Below are the outcomes for the career and technical courses of the curriculum:

### **CJS 101 Students will:**

- become familiar with the definitions of natural, criminal, civil law, constitutional law, statutory law and administrative law, and be able to recognize examples of each. Students will gain skills through acquiring knowledge of cross-cultural perspectives dealing with how crime is used as social construction by the nature of the laws it legislates.
- acquire a general knowledge of what the general parts of the criminal law are, and how they impact the behavioral systems in crime.
- acquire a knowledge of the process of justice in the United States from the aspect of due process, both substantively and procedurally, as well as procedures involved in the system of justice.
- acquire an overview of the history of policing from the emergence of the first modern police forces through modern police systems in the United States today, including local, state, and federal. The history of the role, duty, and responsibilities of the police and law enforcement agencies will be thoroughly discussed, as well as how they have evolved over time to serve society.

- acquire a general knowledge of the constitutional obligations of the police as they relate to searches of people and property through probable cause and the exclusionary rule.
- learn that corruption consists not only of thievery, but also brutality. Students will gain knowledge of the impact of the perception of corruption on a police agency, and methods recommended for control of police misconduct.
- become familiar with the structure of the American courts systems from the federal, state, and local perspective, as well as learn the differences between major trial courts, courts of appeals and lower courts.
- acquire knowledge of the basic courtroom work group, issues involved in the right to counsel, factors impacting legal aid, assigned counsel and public defenders, as well as issues in judicial conduct.
- gain knowledge of sentencing procedures in the United States, and a historical and ethical background on the death penalty from an analysis of relevant case law.
- acquire an overview of the history of corrections, and its philosophy in the United States. An emphasis will be placed on the role of the corrections system and how it seeks to serve society as a whole by rehabilitating offenders.
- acquire knowledge as to the various types of prisons, correctional organization and administration, institutional routines, prison discipline, sex in prison, the inmate social system, and the effectiveness of correctional treatment.
- become familiar with social and treatment conditions that led to Attica riot in 1971, the pursuit of prisoner's rights. Students will gain knowledge of how legal services in prison help inmates within the court system, plus general knowledge of prison rights and conditions.
- become familiar with the concepts of diversion, probation, parole, and trends in community-based corrections.
- gain knowledge of the nature of juvenile justice and the processing of juvenile offenders. Students will know what parts of the Bill of Rights do and do not pertain to juveniles, plus processing of juvenile offenders, the role of juvenile court, and the constitutional rights of juveniles.
- learn the core components of the Criminal Justice System and how each of them effectively work together to serve the justice system. The various and distinct duties and responsibilities of the Criminal Justice system will be presented. An emphasis will be placed on how each of the components of the justice system serve the victims of crime, as well as how they seek to rehabilitate offenders to better serve society.
- become familiar with current and future practices of the criminal justice system. The future of criminal justice, specifically the evolution of technology, will be presented.

### **CJS 120 Students will:**

- Explore the history of our existing correctional system and link between historical, social, cultural policy
- Review the Law and the Legal Process
- Explore the structure and operations within the prison system
- Review the rights of convicted offenders



- Understand the correctional client and culture
- Analyze the correctional manager's dilemma
- Analyze the future of corrections and systems

### **CJS 227 Students will:**

- Review the history and legal foundations of probation
- Become familiar with the organization and administration of probation services
- Analyze parole conditions and selection of boards
- Explore juvenile justice process and concepts
- Explore the effectiveness of community-based corrections
- Understand pardon and restoration rights
- Analyze the Future of Probation and Parole

### **CJS 214 Students will:**

- become familiar with what prison classification is, how to define it, why we classify prisoners, and how it is accomplished. Students will acquire knowledge as to how professional organizations, the judiciary, and various human sciences have been influential in the development of classification standards. Students will be introduced to the two basic classification methods.
- gain an appreciation of the very important task of acquainting the corrections worker with the resources, skills, and desires to become involved with the community.
- acquire knowledge of the historical background concerning legal and ethical issues in casework and counseling. Students will gain knowledge of prisoner's rights and rights of individuals under correctional supervision within a community setting. Students will become familiar with caseworker liability and ethical issues.
- acquire an overview of the scope of the addiction problem and knowledge of issues surrounding addiction such as biological, medical, recovery, assessment and treatment factors. Students will acquire knowledge allowing them to differentiate between abuse versus addiction.
- acquire knowledge as to the various suspected causes of illegal substance-related disorders and illegal drug classification. Students will also acquire knowledge of identification and treatment considerations.
- become familiar with social conditions that are associated with sex and American society. Students will acquire a general knowledge of the public image of the sex offender. Students will acquire knowledge of rape, rapists, child molesters, and the SANE Therapeutic Program.
- become familiar with the links between mental illness and crime as well as factors of treatment. Students will acquire knowledge allowing them to answer the question of how does IQ impact criminality. Students define and discuss schizophrenia and schizophrenics. Students will gain insight into working with mentally deficient offenders.
- gain knowledge of the nature of juvenile justice and the processing of juvenile offenders. Students will become familiar with critical issues in juvenile justice including legal background, why so much delinquency, effective supervision of juveniles, family counseling and the assessing of a child's needs.
- gain knowledge as to the scope of the problem of elderly offenders, the causes of elderly crime,

maturing out of crime, the elderly behind bars, the psychological aspects of incarceration, and probation supervision of the elderly offender.

**CJS 200 Students will:**

- Analyze and explore the study of right and wrong, good and evil.
- Analyze ethical dilemmas in all components of the criminal justice system.
- Gain awareness on open to moral and ethical issues in criminal justice
- Students will develop critical thinking and analytical skills causing them to be more personally responsible.
- Explore the educational process of ethics in recognizing how criminal justice is engaged in a process of authority, coercive power and selective discretionary authority.
- Develop whole sight in creation of a vision of ethical and moral standards within the criminal justice environment.

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

**Program Level Assessment:**

1. Sauk Valley Community College has in place a system of measures and assessments that insure degree-seeking graduates have been exposed to, and addressed on, a faculty-selected set of General Education Competencies.
2. The career and technical education component will support the learned skills the student acquired in the general education requirement. The career and technical component is made up of course work that includes communication, management and human resource knowledge. We know these courses provide the student with a strong base to build upon. These basic courses provide skills that allow the student to formulate answers based upon the instruction they have received. This compliment of courses will teach the student different skill sets for various certifications to enhance employability. The general outcomes and assessments are on the specific course outline.
3. Upon admission to the program, the students will be required to attend an orientation where the students will meet with faculty and area professionals to discuss their interest and ability to join the program. This orientation will help ensure that students are informed of the program's and the field's expectations. During this time, students will begin building a portfolio regarding their coursework throughout the program. Many of the instructors are adjunct faculty and work in the field, who will continually be assessing the students ability and coursework.

4. Upon admission to the program, students will be required to create a portfolio in the current LMS (learning management system) utilized by Sauk Valley Community College. Students will add work-based assignments to their portfolio while working towards completion. During each course and prior to certificate completion, the students' portfolio will be reviewed by the criminal justice faculty.

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

Each program in the college is subject an annual mini program review, and a complete program review each five years. The Criminal Justice program is currently participating in Pathways to Results through Perkins and ICCB, which is a continuous improvement process model. The initiatives within that process will be continually monitored in the future to ensure continuous improvement. The program's curriculum will also be regularly reviewed for alignment by the faculty.

## 5. FACULTY

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

Completed and attached. Master's degree in Criminal Justice or a related area are required.

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

Completed and attached. No new faculty will be required as the existing faculty members and their course loads are sufficient.

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

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

Not applicable to this program.

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

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

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

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

The College will use money from the following sources as available:

1. Grants
2. Foundation
3. Funding bonds
4. Perkins Funds

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

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

	Course Prefix/#	Course Title	Asterisk New Courses	Credit Hours	Lecture Contact Hours	Lab Contact Hours
General Education Courses ( <i>required</i> coursework).  Note which courses are <i>transferable</i> .	PSY 103	Introduction to Psychology (Transfer)		3	3	
	PSY 217	Abnormal Psychology (Transfer)		3	3	
	HSV 270	Substance Abuse (Transfer)		3	3	
					9	9
Career and Technical Education Courses ( <i>required</i> coursework)	CJS 101	Introduction to Criminal Justice (Transfer)		3	3	
	CJS 120	Introduction to Corrections (Transfer)		3	3	
	CJS 214	Correctional Counseling (Transfer)		3	3	
	CJS 227	Probation and Parole (Transfer)		3	3	
	CJS 200	Ethics in Criminal Justice (Transfer)		3	3	
Total				15	15	
Work-Based Learning Courses ( <i>required</i> internship, practicum, apprenticeship.) Total						
Electives (Choose 6 credits)						

<b>Total</b>						
<b>TOTAL CREDIT HOURS REQUIRED FOR COMPLETION</b>				<b>24</b>		

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

<u>Degree</u>	<u>Field</u>	<u>Years of Related Occupational Experience</u>	<u>Years of Teaching Experience</u>
Master's of Arts Criminal Justice or related field	Criminal Justice (Full time instructor)		2
Master's of Arts Criminal Justice or related field	Adjunct		2

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

	<u>First Year</u>		<u>Second Year</u>		<u>Third Year</u>	
	Full-Time	Part-Time	Full-Time	Part-Time	Full-Time	Part-Time
# of New Faculty						
# of Existing Faculty	1	5	1	5	1	5

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

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Faculty Costs	\$ 0	0	0
Administrator Costs			
Other Personnel Costs (specify positions)			
Equipment Costs			
Library/LRC Costs			
Facility Costs*			
Other (specify)			
<b>TOTAL NEW COSTS</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>

**Sauk Valley Community College**  
**April 22, 2013**

**Action Item 6.7**

**Topic:**                   **Dr. William J. Simpson Scholarship**

**Presented By:**       **Dr. George Mihel and Board of Trustees**

**Presentation:**

Dr. William "Bill" Simpson has served on the College Board of Trustees for 31 years. In recognition of his dedicated service the Board wishes to create a scholarship in Dr. Simpson's name.

The particulars of the scholarship will be determined by the Simpson family, but it is the wish of the Board the award is minimally for two years full tuition and be established in perpetuity. The Board and administration encourages the Foundation to enhance this scholarship.

**Recommendation:**

By resolution the Sauk Valley Community College Board of Trustees establishes the Dr. William J. Simpson Scholarship fund.