

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

**Third Floor Board Room
Dixon, IL**

**June 24, 2013
7:00 p.m.**

- 1.0 Call to Order/Roll Call**
- 2.0 Consent Agenda**
 - 2.1 Approval of Agenda**
 - 2.2 Approval of Minutes, May 20, 2013**
 - 2.3 Treasurer's Report**
 - 2.4 Bills Payable**
 - 2.5 Payrolls**

May 31, 2013	\$227,567.39
June 13, 2013	\$200,085.35
 - 2.6 Budget Report**
 - 2.7 Prevailing Wage Resolution**
 - 2.8 ICCB RAMP Project**
 - 2.9 Obsolete Equipment**
 - 2.10 Request to Serve Alcohol**
- 3.0 Reports/Information**
 - 3.1 President's Report**
 - 3.2 Reports/Comments from Board Members**
 - 3.3 Communication from Visitors**
 - 3.4 Board Policy Review – Board Policies: 303.01 Contracts;
304.01 Disposition of Equipment; 305.01 Purchasing Policy**
- 4.0 Action Items**
 - 4.1 Tentative 2013-2014 Budget – First Reading**
 - 4.2 Bid Award – Roof Replacement Phase 2**
 - 4.3 Sauk Valley Community College Group Health Plan Stop Loss Insurance**
 - 4.4 Academic Calendar 2014-2016**
 - 4.5 Board Policy 419.01 Fringe Benefits Revised**
- 5.0 Closed Session – (Appointment, employment, compensation, discipline,
performance or dismissal of specific employees of the College; pending litigation
probable or imminent)**
- 6.0 Adjournment**

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
MINUTES
June 24, 2013**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on June 24, 2013 in the Board Room 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:

Ed Andersen	Lisa Wiersema
Andrew Bollman	Margaret Tyne (arrived at 7:40)
Robert Thompson	Paula Meyer
Student Trustee Osorio	

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

Absent: Scott Stoller

Consent Agenda: It was moved by Member Andersen and seconded by Member Thompson to approve the Consent Agenda with Item 2.9 pulled for clarification. In a roll call vote all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

After clarification on how disbursement is made it was moved by Member Andersen and seconded by Member Thompson that Agenda Item 2.9 Obsolete Equipment be approved. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

President's Report: Dr. Mihel reported to the Board that the college has applied for a grant to purchase a Fire Arms Simulator and also has received donations from local law enforcement to help fund the cost as well and indicated he should have an action item for next month for this. Dr. Mihel distributed the recent copy of "The Works" the literary publication from Tom Irish, Advisor.

Board Policy Review: Dr. Mihel reviewed Board Policies 303.01 Contracts and 304.01 Purchasing Policy and will recommend changes. He reviewed Board Policy 304.01 Disposition of Equipment and will not recommend changes.

Reports: *ICCTA Report:* Member Bollman indicated that Dr. William Simpson was honored at the annual meeting. He also reported that legislation is forecasting level funding for community colleges. Pension reform was discussed at the ICCTA meeting and no decisions have been made at this time.

Foundation: No report

Student Trustee Report: No report

Budget 2013 - 2014 –
First Reading: It was moved by Member Andersen and seconded by Member Thompson that the Board approve the first reading of the FY 2014 tentative budget as presented. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Bid Award – 2013 Roof
Replacement Phase 2: It was moved by Member Meyer and seconded by Member Wiersema that the Board approve the bid for the 2013 Roof Replacement Phase 2 Project from McDermaid Roofing, Inc. in the amount of \$22,934. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Sauk Valley Community
College Group Health
Plan Stop Loss Insurance: It was moved by Member Andersen and seconded by Member Thompson that the Board approve HM Life Insurance Company for the College FY 2014 Stop Loss Insurance provider at an estimated cost of \$309,689 with a reinsurance specific of \$65,000 and aggregate insurance for an estimated cost of \$23,055 for fiscal year 2014, effective July 1, 2013. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Academic Calendar
2014-2016: It was moved by Member Thompson and seconded by Member Andersen that the Board approve the Academic Calendar for 2014-2016 as presented. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Board Policy 419.01
Fringe Benefits –
First Reading: It was moved by Member Wiersema and seconded by Member Meyer that the Board approve the changes to the Sauk Valley Community College Board Policy 419.01 Fringe Benefits for first reading. In a roll call vote all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Closed Session:

At 7:45 p.m. it was moved by Member Andersen and seconded by Member Tyne that the Board go into Closed Session for the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific employees of the college; pending litigation probable or imminent. In a roll call vote, all voted aye. Student Trustee advisory vote: aye. Motion carried.

The Board returned to regular session at 8:10 p.m.

Adjournment:

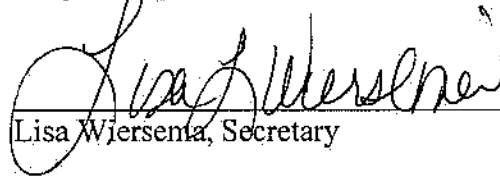
Since the scheduled business was completed, it was moved by Member Meyer and seconded by Member Thompson that the Board adjourn. In a roll call vote, all voted aye. Student Trustee advisory vote: aye. Motion carried.

The meeting adjourned at 8:12 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on July 29, 2013 in the Board Room.

Respectfully submitted,



Lisa Wiersenta, Secretary

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

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

BOARD CHAIR

BOARD SECRETARY

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

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

INTEREST

RATE

DATE 6-24-13

AMOUNT

0.150	\$625,624.37
0.022	6,266,413.21
	<u>6,892,037.58</u>

MONEY MARKET

PMA Financial Network, Inc.
SFB Investment Center
SUBTOTAL

1.000	567,931.28
0.000	3,949,583.69
	<u>4,517,514.97</u>

TOTAL CHECKING ACCOUNTS

\$11,409,552.55

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	248,446.40
09-30-2013	1.000	248,476.16
09-12-2014	1.375	644,023.35
12-12-2014	2.750	503,182.65
12-12-2014	1.250	683,565.75
02-24-2015	1.050	249,071.36
08-10-2015	1.100	249,884.80
08-10-2015	1.100	249,884.80
09-28-2015	1.000	201,430.00
03-19-2027	3.000	487,210.00
11-26-2027	2.500	559,890.00
01-18-2028	3.000	386,312.00
07-30-2032	3.550	480,520.00
		<u>\$5,191,897.27</u>

SFB INVESTMENT CENTER - CHALLENGE GRANTS

Goldman Sachs Bank 10-21-2013

1.050	250,000.00
	<u>250,000.00</u>

TOTAL INVESTMENTS

\$7,951,949.65

Sauk Valley Community College
Board of Trustees
June 24, 2013

Summary of Bills Payable

Amount

General Operating Funds

\$ 746,128.31

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

BOARD CHAIR

Jan Wusena

BOARD SECRETARY

DATE

6-24-13

REPORT SVRCHKR
FISCAL YEAR 2013

Sauk Valley Community College
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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Freeport Health Network	01		Tuition Billed to Employer	Overpayment M Loomis	303.00
Blackbaud Inc	01		Prepaid Expense	Renewal Fee 7/2/13-7/1/14 Financial Ed	2,047.63
Ill Comm College Chief Stdt Se	01		Prepaid Expense	FY 14 Dues	50.00
State Universities Retirement	01		SURS Payable	Accrued Surs	27,435.86
State Universities Retirement	01		SURS Payable	Accrued Surs	24,173.92
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	2,045.63
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	27.09
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	14.59
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
Reliance Standard Life Insuran	01		Optional Life Insurance	Optional Life Insurance June	730.41
Reliance Standard Life Insuran	01		Optional Disability Insurance	Optional LTD June	712.73
JEM fbo Sauk Valley CC 403b PI	01		Fidelity Investments	ACCURED ANNUITIES	1,955.00
JEM fbo Sauk Valley CC 403b PI	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	430.00
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	600.00
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

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Ambeau, Ashley	01		Accounts Payable	Online Refund	303.00
Bleneman, Thomas	01		Accounts Payable	Online Refund	414.00
Britton, Roger	01		Accounts Payable	Online Refund	10.00
Bryant, Elizabeth	01		Accounts Payable	Online Refund	303.00
Bush, Emily	01		Accounts Payable	Online Refund	303.00
Castaneda, Thomas	01		Accounts Payable	Online Refund	318.00
Cook, Jennifer	01		Accounts Payable	Online Refund	303.00
Dalipi, Gentiana	01		Accounts Payable	Online Refund	242.40
Davis, Amy	01		Accounts Payable	Online Refund	36.00
Day, Nathan	01		Accounts Payable	Online Refund	318.00
DeJesus, Melcon	01		Accounts Payable	Direct Loan	558.00
Donoho, Kelly	01		Accounts Payable	Online Refund	85.47
Ferguson, Andrea	01		Accounts Payable	Online Refund	424.00
Fischer, April	01		Accounts Payable	Online Refund	232.00
Floto, Jennifer	01		Accounts Payable	Online Refund	113.00
Floto, Jennifer	01		Accounts Payable	Online Refund	303.00
Foss, John	01		Accounts Payable	Online Refund	419.00
Gentusa, Robin	01		Accounts Payable	Online Refund	850.00
Gillespie, Katherine	01		Accounts Payable	Online Refund	121.00
Gonzalez, Alyssa	01		Accounts Payable	Online Refund	138.00
Griffis, Jason	01		Accounts Payable	Online Refund	303.00
Griffith, Jenna	01		Accounts Payable	Online Refund	313.00
Griffith, Logan	01		Accounts Payable	Online Refund	313.00
Gruhn, Brooke	01		Accounts Payable	Online Refund	303.00
Harden, Steven	01		Accounts Payable	Online Refund	242.40
Hazelbower, Nakita	01		Accounts Payable	Online Refund	318.00

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Heffelfinger, Ashley	01		Accounts Payable	Online Refund	141.33
Howell, Brian	01		Accounts Payable	Online Refund	318.00
Hufford, Jessica	01		Accounts Payable	Foundation	500.00
Johnson, Brandon	01		Accounts Payable	Online Refund	1,212.00
Kapp, Sarah	01		Accounts Payable	Online Refund	339.20
Mayers, Shawn	01		Accounts Payable	Online Refund	101.00
McCulloh, Morgan	01		Accounts Payable	Online Refund	151.50
Morris, Dena	01		Accounts Payable	Online Refund	850.00
Naples, Eric	01		Accounts Payable	Online Refund	195.00
Neal, Justin	01		Accounts Payable	Online Refund	303.00
Newman, Margaret	01		Accounts Payable	Online Refund	30.00
Newman, Margaret	01		Accounts Payable	Online Refund	50.00
Olsen, Taylor	01		Accounts Payable	Online Refund	313.00
Powers, Nicole	01		Accounts Payable	Online Refund	606.00
Prince, Bridgette	01		Accounts Payable	Online Refund	303.00
Reyes, Diana	01		Accounts Payable	Online Refund	405.67
Sauer, John	01		Accounts Payable	Online Refund	303.00
Schmidt, Hannah	01		Accounts Payable	Online Refund	43.00
Shaw, Alexa	01		Accounts Payable	Online Refund	101.00
Short, Jamie	01		Accounts Payable	Pell	629.02
Spears, Nickole	01		Accounts Payable	Pell	1,388.00
Spears, Nickole	01		Accounts Payable	Pell	1,387.00
Stevens, Nathan	01		Accounts Payable	SSS	560.00
Trancoso, Jakob	01		Accounts Payable	Online Refund	303.00
Trank, Andra	01		Accounts Payable	Pell	694.00
Troye, Elizabeth	01		Accounts Payable	Online Refund	134.67

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Vazquez, Cynthia	01		Accounts Payable	Online Refund	141.33
Webster, Reni	01		Accounts Payable	Online Refund	318.00
Williamson, Martha	01		Accounts Payable	Online Refund	303.00
Williamson, Martha	01		Accounts Payable	Online Refund	303.00
Wilson, Nicholas	01		Accounts Payable	Online Refund	138.00
Workman, Stephanie	01		Accounts Payable	Online Refund	303.00
Follett Bookstore	01		PELL EOG BT	TRADE Act-TAA Book Charges	594.20
Follett Bookstore	01		PELL EOG BT	PELL Book Charges	11,705.97
Follett Bookstore	01		PELL EOG BT	Misc Financial Aid	6,040.60
Follett Bookstore	01		Foundation B	PELL Book Charges	146.50
Follett Bookstore	01		Stafford Loans BT	PELL Book Charges	748.93
Follett Bookstore	01		Stafford Loans BT	Misc Financial Aid	148.65
Follett Bookstore	01		JTPA Whiteside B	TRADE Act-TAA Book Charges	127.90
Follett Bookstore	01		JTPA Whiteside B	PELL Book Charges	2,830.99
Follett Bookstore	01		JTPA Whiteside B	Misc Financial Aid	1,390.75
Follett Bookstore	01		JTPA Lee B	TRADE Act-TAA Book Charges	223.07
Follett Bookstore	01		JTPA Lee B	PELL Book Charges	405.41
Follett Bookstore	01		JTPA Lee B	Misc Financial Aid	349.74
Follett Bookstore	01		Trade Act TAA Sterling B	TRADE Act-TAA Book Charges	159.12
Follett Bookstore	01		Trade Act TAA Sterling B	PELL Book Charges	5,573.00
Follett Bookstore	01		Trade Act TAA Sterling B	Misc Financial Aid	1,431.73
Follett Bookstore	01		Short Term Book Loan due Booksto	PELL Book Charges	1,311.03
Follett Bookstore	01		Short Term Book Loan due Booksto	Misc Financial Aid	502.96
Follett Bookstore	01		Americorps	TRADE Act-TAA Book Charges	75.00
Follett Bookstore	01		Americorps	Misc Financial Aid	196.37
Follett Bookstore	01		Miscellaneous Books BT	PELL Book Charges	374.41

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Follett Bookstore	01		Miscellaneous Books BT	Misc Financial Aid	386.20
SVCC Foundation	01		Scholarship Payable	2005 Paymnet due to Foundation	450.00
Consolidated Management Co	01		Cafeteria payable	Punch A Lunch Sales May 2013	482.00
Whiteside County Senior Center	01		Whitesdie Bus payable	Bus Sales may 2013	40.00
Lee/Ogle Transportation Syste	01		Lee Bus payable	Bus Sales May 2013	40.00
Brown Hay & Stephens LLP	01	Board of Trustees	Legal Services	Legal fees	204.00
Ward Murray Pace & Johnson P.C	01	Board of Trustees	Legal Services	Legal Fees	14,298.11
Fifth Third Bank	01	Board of Trustees	Office Supplies	Survey Tool for Board Evaluation	24.00
SBM Business Equipment Center	01	Board of Trustees	Office Supplies	Frame-Simpson Resolution	24.09
Sauk Valley Media	01	Board of Trustees	Advertising	Bid Acceptance Firearms Training System	22.75
Sauk Valley Media	01	Board of Trustees	Advertising	Bid Invitation Roof Replacement	81.90
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	May Board Meeting	50.94
Illinois Community College Tru	01	Board of Trustees	Conference/Meeting Expense	Conf Fee Bollman, Andersen, & Thompson	980.00
Follett Bookstore	01	President's Office	Office Supplies	Department Bookstore Charges	19.96
Follett Bookstore	01	President's Office	Office Supplies	Department Bookstore Charges	23.04
Follett Bookstore	01	President's Office	Office Supplies	Misc Financial Aid	.79
Oregon Chamber of Commerce	01	President's Office	Publications and Dues	FY 13 Dues	100.00
Fifth Third Bank	01	President's Office	Conference/Meeting Expense	Prairie Capital Convention	79.75
Imprint Inc.	01	Marketing Office	Advertising	Triangular Highlighters	488.21
ComCast Spotlight Inc	01	Marketing Office	Advertising	Summer/Fall Registration 2013	2,443.25
Fifth Third Bank	01	Marketing Office	Advertising	Halo Brand/Facebook	1,312.64
Follett Bookstore	01	Marketing Office	Advertising	Department Bookstore Charges	43.03
NRG Media LLC	01	Marketing Office	Advertising	Radio Ads	3,641.00
Sauk Valley Media	01	Marketing Office	Advertising	Internet Display	100.00
Sauk Valley Media	01	Marketing Office	Advertising	Spring Play	263.55
Sauk Valley Media	01	Marketing Office	Advertising	Internet Display	300.00

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Sauk Valley Media	01	Marketing Office	Advertising	Graduates	697.50
Seven 11 Productions	01	Marketing Office	Advertising	May TV Commercial Productions	200.00
Withers Broadcasting	01	Marketing Office	Advertising	Monthly Contract	764.18
SVCC Foundation	01	Marketing Office	Other Materials and Supplies	Supplies for Spring 2013	122.90
Viering, Amy	01	Marketing Office	Other Materials and Supplies	Flowers for Commencement 2013	21.35
Marco, Rachel	01	Marketing Office	Conference/Meeting Expense	Lunch Meeting for Video Production	42.44
Miller, Sharri	01	Marketing Office	Other Conference & Meeting	Supplies for Commencement	61.00
RK Dixon	01	Printshop	Maintenance Services	Copier-Maint & Sply	274.99
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	2,257.96
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	134.86
CDW-G	01	Printshop	Other Materials and Supplies	Suitcase Fusion	53.06
Creative Printing	01	Printshop	Other Materials and Supplies	Business Cards	45.00
Graphic Design USA	01	Printshop	Other Materials and Supplies	Published Magazine Design Awards	250.00
Midland Paper	01	Printshop	Other Materials and Supplies	Paper	1,671.00
Rock River Human Resources Pro	01	Career Services	Publications and Dues	Pro-Rated Annual Dues	17.50
Fifth Third Bank	01	Career Services	Advertising	Halo Brand	1,189.94
Consolidated Management Co	01	Career Services	Other Conference & Meeting	Career Fair	79.86
Higher Learning Commission	01	Institutional Research & Plannin	Consultants	Desk Review	825.00
Nunez, Steven	01	Institutional Research & Plannin	Other Materials and Supplies	Gift Cards for Survey	289.50
Economy Trophy Co	01	Community Outreach	Office Supplies	Outstanding 2013 Plaque	45.00
Viering, Amy	01	Community Outreach	Office Supplies	Glass Vases for College Events	43.30
Imprint Inc.	01	Community Outreach	Advertising	Maze Pens & Auto Tumblers	998.30
Consolidated Management Co	01	Community Outreach	Conference/Meeting Expense	Commencement Reception	512.26
Rock River Golf & Pool	01	Community Outreach	Conference/Meeting Expense	Room Rental for Meeting	100.00
SWSPN	01	Community Outreach	Conference/Meeting Expense	Conference Fee 6/5/13	50.00
Viering, Amy	01	Community Outreach	Conference/Meeting Expense	Lunch with Donor & Scholarship Recipie	35.82

REPORT SVRCHKR
FISCAL YEAR 2013

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Xerox Corporation	01	VP-Academics	Maintenance Services	Copier-Maint & Sply	67.43
Carlson, Christopher	01	Professional Development	Tuition Reimbursement	Tuition Reimbursement Spring 2013	690.00
Montino, Ruth	01	Professional Development	Tuition Reimbursement	Tuition Reimbursement	345.00
Smith, Matthew	01	Art	Consultants	Art Class	40.00
Truemper, Klarissa	01	Art	Consultants	Art Class 6/5/13	80.00
Follett Bookstore	01	Art	Instructional Supplies	Department Bookstore Charges	24.27
Follett Bookstore	01	Art	Instructional Supplies	Misc Financial Aid	15.14
Follett Bookstore	01	English	Instructional Supplies	Department Bookstore Charges	3.51
Pinney Printing Company	01	English	Instructional Supplies	Works Perfect Bound Booklet	1,851.00
Follett Bookstore	01	English- Developmental	Instructional Supplies	Misc Financial Aid	88.50
Follett Bookstore	01	Foreign Language	Instructional Supplies	Department Bookstore Charges	23.95
Follett Bookstore	01	Music	Instructional Supplies	Department Bookstore Charges	23.96
KSB Hospital	01	Physical Education	Instructional Service Contracts	PED 213 A	1,260.00
KSB Hospital	01	Physical Education	Instructional Service Contracts	PED 213 B	1,260.00
Barkley, Michelle	01	Psychology	Conference/Meeting Expense	Travel-College of DuPage	374.56
Mihina, Stephen	01	Mathematics	Conference/Meeting Expense	Travel- HCC	361.60
Xerox Corporation	01	Office & Administrative Services	Instructional Supplies	Copier Charges	52.87
Aidex Corporation	01	Electrical	Instructional Supplies	CD Print License	945.00
Grainger	01	Manufacturing Technology	Instructional Supplies	Electrical Tape Black & Green	902.77
Trane U S Inc	01	Manufacturing Technology	Instructional Supplies	Sensor Zones	174.00
Encompass Gas Group Inc	01	Welding	Instructional Supplies	Monthly Gas Services	181.52
Encompass Gas Group Inc	01	Welding	Instructional Supplies	Monthly Gases Acetylene, Argon & Oxyge	160.46
Carlson, Christopher	01	Sustainable Energy	Instructional Supplies	Materials for Class	40.31
Northern Illinois University	01	Sustainable Energy	Instructional Supplies	OSHA Cards	110.00
Sid Harvey Industries Inc	01	Sustainable Energy	Instructional Supplies	Refrigerant	1,794.91
Consolidated Management Co	01	Director Developmental Learning	Conference/Meeting Expense	Networking Sessions	798.00

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Fiorini, Anthony	01	Testing Center	Conference/Meeting Expense	Travel-Wallace/ROE	15.82
Ashton Franklin Center Distric	01	Dual Credit- Transfer	Instructional Service Contracts	ENG 103	4,050.00
Dixon High School	01	Dual Credit- Transfer	Instructional Service Contracts	Dual Credit Clases	10,395.00
Ohio High School	01	Dual Credit- Transfer	Instructional Service Contracts	BIO 108	1,544.18
Rock Falls High School	01	Dual Credit- Transfer	Instructional Service Contracts	Dual Credit Classes	9,588.04
Sterling High School	01	Dual Credit- Transfer	Instructional Service Contracts	Dual Credit Classes	6,778.50
Cunningham, Pamela	01	Dean of Health Professions	Consultants	CPR Certification	40.00
Xerox Corporation	01	Dean of Health Professions	Maintenance Services	Copier-Maint & Sply	67.43
Quill Corporation	01	Dean of Health Professions	Office Supplies	Batteries	17.99
Quill Corporation	01	Dean of Health Professions	Office Supplies	Postcards/Sheet Protectors	29.68
Follett Bookstore	01	Dean of Health Professions	Instructional Supplies	Department Bookstore Charges	166.50
Follett Bookstore	01	Dean of Health Professions	Instructional Supplies	Misc Financial Aid	-166.50
Maria Cimino's	01	Dean of Health Professions	Instructional Supplies	Nursing Orientation 5/30/13	201.50
KSB Hospital	01	Associate Degree Nursing	Instructional Service Contracts	Clinical Coordinator	1,350.00
KSB Hospital	01	Associate Degree Nursing	Instructional Service Contracts	Med/Surg Clinical	5,163.75
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	EPump	754.96
Follett Bookstore	01	Associate Degree Nursing	Instructional Supplies	Department Bookstore Charges	6.38
Health Care Logistics, Inc.	01	Associate Degree Nursing	Instructional Supplies	Plastic Cassette Drawer	113.37
KSB Hospital	01	Associate Degree Nursing	Instructional Supplies	Kangaroo Pump	275.00
Pocket Nurse	01	Associate Degree Nursing	Instructional Supplies	Syringes & Swabsticks	70.55
Wallace, LLC	01	Associate Degree Nursing	Instructional Supplies	Insulin Training Pak	69.95
Cunningham, Pamela	01	Associate Degree Nursing	Conference/Meeting Expense	Travel-Area Clinical Site Visits thru	155.40
West, Amy	01	Associate Degree Nursing	Conference/Meeting Expense	Travel-Area Clinical Site Visit	197.75
Southern Illinois University	01	Nurse Assistant	Consultants	Exam Fee 6/20/13	975.00
Southern Illinois University	01	Nurse Assistant	Consultants	CNA Exam	1,560.00
CGH Medical Center	01	Nurse Assistant	Instructional Supplies	Linen Service	234.00

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ATI (Assessment Technologies I	01	Licensed Practical Nursing	Consultants	2-ATI PN Med/Surg/Mental Health	3,252.78
Cunningham, Pamela	01	Licensed Practical Nursing	Conference/Meeting Expense	Travel-Area Clinical Site Visits thru	94.92
Vincent, Christine	01	Licensed Practical Nursing	Conference/Meeting Expense	Travel-Area Clinical Site Visits	205.66
Brevitt, Dianna	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Site Visits	172.89
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Sites	565.01
Salsbury, Connie	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Site Visits	308.49
KSB Hospital	01	Paramedic Program	Instructional Service Contracts	Paramedic IV	8,921.66
NASCO	01	Paramedic Program	Instructional Supplies	Repl Skin/Tubing	722.75
Xerox Corporation	01	Fire Science Program	Maintenance Services	Copier Charges	15.00
Jones & Berry Lumber	01	Fire Science Program	Instructional Supplies	OSB Sheathing	1,699.00
Sterling Napa Auto Parts	01	Fire Science Program	Instructional Supplies	Return of Anti Freeze	59.88
Xerox Corporation	01	Fire Science Program	Instructional Supplies	Copier Charges	15.00
Sauk Valley Media	01	Fire Science Program	Advertising	Display Ad Open House Fire Science	527.10
Consolidated Management Co	01	Fire Science Program	Conference/Meeting Expense	Fire Science Open House	284.81
Wood, Therese	01	Fire Science Program	Conference/Meeting Expense	Fire Science Lunches/Petty Cash	113.65
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Nutrient Agar	244.50
Quill Corporation	01	Biology	Instructional Supplies	Swizzle Coat Rack	179.98
Wood, Therese	01	Biology	Instructional Supplies	Biology Supplies	57.05
Follett Bookstore	01	Chemistry	Instructional Supplies	Department Bookstore Charges	2.22
Follett Bookstore	01	Chemistry	Instructional Supplies	Misc Financial Aid	4.50
S J Smith Welding Supply	01	Chemistry	Instructional Supplies	Gases for Chemistry	9.00
Armstrong, Melanie	01	Learning Resource Center	Library Supplies	Refreshments for Finals Week	64.68
Fifth Third Bank	01	Learning Resource Center	Library Supplies	Amazon.Com	333.91
Gaylord Brothers	01	Learning Resource Center	Library Supplies	Book Support Magnetic Base	884.60
ABC-CLIO LLC	01	Learning Resource Center	Books and Binding Costs	Books for Library	50.58
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library	2,965.61

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EBSCO	01	Learning Resource Center	Books and Binding Costs	E-Book	2,493.42
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	bookcloseouts.com/FSP Books & Video	818.99
Insight Media	01	Learning Resource Center	Books and Binding Costs	Books for Library	1,516.86
Fifth Third Bank	01	Learning Resource Center	Publications and Dues	Wall Street Journal/Films Media	282.05
Consolidated Management Co	01	Learning Resource Center	Other Materials and Supplies	Finals Week	235.96
Bröckman, Cyndi	01	Learning Resource Center	Conference/Meeting Expense	Travel-IVCC Carli Forum	67.24
CDW-G	01	Academic Computing	Instructional Supplies	APC Replacement Battery	768.52
Menards	01	Academic Computing	Instructional Supplies	Wall Mount	69.99
CDW-G	01	Academic Computing	Instructional Technology Materia	VGA Monitor	100.72
Fifth Third Bank	01	Academic Computing	Instructional Technology Materia	Magna Publication	349.00
Staples	01	Academic Computing	Instructional Technology Materia	Office Supplies	172.56
Illinois Online Network	01	Academic Computing	Conference/Meeting Expense	MVQR Course	100.00
CDW-G	01	Administrative Computing	Office Supplies	Blk Ink Combo	1,106.13
Toner Tech Plus	01	Administrative Computing	Office Supplies	Toner	304.80
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
Digital Architecture Group	01	Administrative Computing	Computer Software	Acalog ACMS Hosting & Support	4,554.00
Google Inc	01	Administrative Computing	Computer Software	Monthly Service	33.75
GovConnection Inc	01	Administrative Computing	Computer Software	Maintenance	2,318.90
Joliet Junior College	01	Administrative Computing	Conference/Meeting Expense	Conference C Shelley & L Masengarb	40.00
Payne, Brandon	01	Administrative Computing	Conference/Meeting Expense	Travel-HDES Security	20.34
Fast Company	01	Dean of Student Services	Publications and Dues	Renewal Subscription	18.00
Ill Comm College Chief Sldt Se	01	Dean of Student Services	Conference/Meeting Expense	Conference Fee	45.00
Moreno, Luis	01	Dean of Student Services	Conference/Meeting Expense	Travel- Drive In Workshop	71.47
Center for Sight & Hearing	01	Special Needs- ADA	Other Contractual Services	Sign Language Interpretation	262.50
Mongan, Deanna	01	Special Needs- ADA	Other Contractual Services	Sign Language Interpretation	735.00

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Mongan, Deanna	01	Special Needs- ADA	Other Contractual Services	Sign Language Interpretation	200.00
Mongan, Deanna	01	Special Needs- ADA	Other Contractual Services	Sign Language Interpretation	960.00
Southern Wisc Interpreting & T	01	Special Needs- ADA	Other Contractual Services	Sign Language Interpretation	506.25
Follett Bookstore	01	Special Needs- ADA	Instructional Supplies	Department Bookstore Charges	49.00
Baudville	01	Retention Office	Other Materials and Supplies	Lapel Pins	135.00
McFarlane, Sarah	01	Retention Office	Other Materials and Supplies	Supplies for Mentor Meeting	15.00
Woodburn Press	01	Retention Office	Other Materials and Supplies	College Student Planners	204.88
Economy Trophy Co	01	Commencement	Other Supplies	Black Brass Plaque	181.25
Josten's Inc	01	Commencement	Other Supplies	Caps, Gowns Tassels & Yeardates	2,192.80
Medema, Pamela	01	Commencement	Other Supplies	Two Way Radio/Waikie Talkie	74.95
Newman, Karen	01	Commencement	Other Supplies	Guest Pianist for Health Pinning	50.00
Office Depot	01	Commencement	Other Supplies	Office Supplies	22.08
Pinney Printing Company	01	Commencement	Other Supplies	Commencement Programs	2,137.00
Sauk Valley Cleaners	01	Commencement	Other Supplies	Clean Stage Curtain	261.00
West, Heidi	01	Commencement	Other Supplies	Guest Soloist Health Pinning	25.00
Fifth Third Bank	01	Recruiting	Office Supplies	Staples	30.76
Metropolitan Display	01	Recruiting	Office Supplies	3-Sided Table Cover	263.99
CDW-G	01	Recruiting	Other Supplies	Laptop Repair	101.11
Fifth Third Bank	01	Recruiting	Conference/Meeting Expense	Wal-Mart	52.51
Xerox Corporation	01	Admissions, Records & Placement	Maintenance Services	Copier-Maint & Sply	67.43
Office Depot	01	Admissions, Records & Placement	Office Supplies	Office Supplies	29.12
Scrip-Safe Security Products I	01	Admissions, Records & Placement	Office Supplies	Monthly Transcript	62.15
Joliet Junior College	01	Admissions, Records & Placement	Conference/Meeting Expense	Conference P Medema	20.00
AVECO	01	Financial Aid & Veterans Affairs	Prepaid Expense	Conference Fee 7/15/13	225.00
Xerox Corporation	01	Financial Aid & Veterans Affairs	Maintenance Services	Copier-Maint & Sply	67.43
CDW-G	01	Financial Aid & Veterans Affairs	Office Supplies	Scanner	1,270.48

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Staples	01	Financial Aid & Veterans Affairs	Office Supplies	Office Supplies	260.35
Hilton-St. Louis Frontenac	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Hotel for Conf 6/4/13	305.69
Joliet Junior College	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Conference D Stiefel & K Fordyce	40.00
Schultz, Jennifer	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-Advance 6/4/13	323.00
Schultz, Jennifer	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel- MASFAA Conference	89.47
Xerox Corporation	01	Counseling	Maintenance Services	Copier-Maint & Sply	67.43
Breed, Thomas	01	Counseling	Conference/Meeting Expense	Travel-Area HS Visits	101.14
Fifth Third Bank	01	Counseling	Conference/Meeting Expense	ILACADA	200.00
Hilliker, Marlene	01	Counseling	Conference/Meeting Expense	Travel-ISU ILACADA Conference	115.83
Mandrell, Jonathan	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spring 2013	805.00
Nunez, Steven	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spring 2013	805.00
Federal Express Corp	01	Other Institutional	Postage	Fed Ex Shipping	118.84
Pitney Bowes	01	Other Institutional	Postage	Postage Purchase Power	96.87
United Parcel Service	01	Other Institutional	Postage	Monthly Shipping	149.25
Flowers Etc of Dixon Inc	01	Other Institutional	Other Conference & Meeting	Flower Arrangements -Camp	35.95
Xerox Corporation	01	Contingency	Interest	Copier-Lease Payment-Interest	157.05
Xerox Corporation	01	Business Office	Maintenance Services	Copier-Maint & Sply	67.44
Ilindis CUPA	01	Personnel Office	Prepaid Expense	FY 14 Dues	50.00
JEM Resource Partners	01	Personnel Office	Consultants	Monthly Admin Fee	150.00
Staples	01	Personnel Office	Office Supplies	Office Supplies	46.35
Snow, Kathryn	01	Personnel Office	Conference/Meeting Expense	Travel-Waubensee College	65.54
Sauk Valley Media	01	Personnel Office	Recruitment	RFQ Notice-Health Insurance	18.20
Sauk Valley Media	01	Personnel Office	Recruitment	Recruitment Ads	1,273.65
Graphic Electronics	01	Personnel Office	Other Conference & Meeting	Retirement Plaques (1)	209.50
Xerox Corporation	01	Information Center	Maintenance Services	Copier-Maint & Sply	67.43
Jakobsen, Amy	01	Phi Theta Kappa	Conference/Meeting Expense	Travel-PTK Conference	1,416.66

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Education To Go	010100	CCS Personal Workshops	Consultants	Refund Student Drop	225.00
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	Sterling Library Grant 5/8/13	360.00
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	Library Grant #43 5/20 & 5/22	180.00
Volker, Richard H.	010100	CCS Personal Workshops	Consultants	BCE Class	150.00
Follett Bookstore	010100	CCS Personal Workshops	Office Supplies	Department Bookstore Charges	63.25
Sauk Valley Media	010100	CCS Personal Workshops	Advertising	Job Opportunity	21.80
Quill Corporation	010100	CCS Professional Workshops	Office Supplies	Supplies-Bulletin Board/Paper	362.32
Altorfer Inc	02	Maintenance	Maintenance Services	Maintenance	4,945.24
H-O-H Water Technology Inc	02	Maintenance	Maintenance Services	Water Treatment Contract	801.20
Plunkett's Pest Control	02	Maintenance	Maintenance Services	Monthly Pest Control	250.00
Schumacher Elevator Company	02	Maintenance	Maintenance Services	Barrel Keys	1,666.59
Specialty Floors, Inc	02	Maintenance	Maintenance Services	Gym Floor Cleaned & Coated	1,595.00
T D Kurtz Glass	02	Maintenance	Maintenance Services	Job Materials/Glass Installed	1,778.00
Technical Solutions & Services	02	Maintenance	Maintenance Services	Qrtly Maintenance Agreement	1,062.50
Trane U S Inc	02	Maintenance	Maintenance Services	Testing on Chillers	6,222.00
Columbia Pipe & Supply Co	02	Maintenance	Maintenance Supplies	Maintenance	146.74
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Flour Lamps	2,177.22
Fifth Third Bank	02	Maintenance	Maintenance Supplies	Complete Pump Service	120.00
Grainger	02	Maintenance	Maintenance Supplies	Single Socket Tee/Safety Glasses	830.38
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies Floor Flange	870.08
Primex Wireless Inc	02	Maintenance	Maintenance Supplies	Primex Clocks	730.87
Trane U S Inc	02	Maintenance	Maintenance Supplies	O-Rings	476.00
Smith, Gregory	02	Maintenance	Conference/Meeting Expense	Travel-Trane Chiller Training	264.44
AAA Certified Confidential Sec	02	Custodial	Maintenance Services	Confidential Material Destroyed	184.56
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	72.79
AmSan LLC	02	Custodial	Maintenance Supplies	Neutral Cleaner & Bleach Supplies	785.64

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AmSan LLC	02	Custodial	Maintenance Supplies	Cleaning Pads	49.15
AmSan LLC	02	Custodial	Maintenance Supplies	Ecosoft Natural Towels & Mild Soap	896.41
Fifth Third Bank	02	Custodial	Maintenance Supplies	Webstaurantstore.com	458.87
Menards	02	Custodial	Maintenance Supplies	Laundry Detergent	11.88
Bonnell Industries Inc	02	Grounds	Maintenance Services	Work on the Plow	324.46
Dixon Ford Lincoln Mercury LLC	02	Grounds	Maintenance Services	Service on F 350	833.98
CONMAT INC	02	Grounds	Maintenance Supplies	Cold Patch	242.25
Fifth Third Bank	02	Grounds	Maintenance Supplies	Farm & Fleet	21.52
North's Oil Company, Inc	02	Grounds	Maintenance Supplies	200 Gallons 86 Octane Fuel	767.00
North's Oil Company, Inc	02	Grounds	Maintenance Supplies	258 Gallons 87 Octane Fuel	1,015.22
Wilco Rental	02	Grounds	Maintenance Supplies	Ground Supplies	19.99
Constellation New Energy (CNE)	02	Utilities	Gas	Gas Services	7,629.00
Nicor Gas	02	Utilities	Gas	Gas Services	529.98
Nicor Gas	02	Utilities	Gas	Gas Services	352.17
Ameren Energy Marketing Compan	02	Utilities	Electricity	Electricity	15,507.97
Commonwealth Edison	02	Utilities	Electricity	Electricity	58.54
Commonwealth Edison	02	Utilities	Electricity	Electricity	35.32
Commonwealth Edison	02	Utilities	Electricity	Electricity	6,677.85
City Of Dixon	02	Utilities	Water, Sewer	Septic Testing	51.00
Fifth Third Bank	02	Utilities	Water, Sewer	HOH Water Technology	286.60
H-O-H Water Technology Inc.	02	Utilities	Water, Sewer	Lab Analysis	700.00
M & S Wastewater	02	Utilities	Water, Sewer	Monthly Water Testing	425.00
CenturyLink	02	Utilities	Telephone	Monthly Telephone Bills	1,907.88
Comcast	02	Utilities	Telephone	Monthly Service	5,606.03
United States Cellular	02	Utilities	Telephone	Cell Phone College vans	24.96
Verizon Wireless	02	Utilities	Telephone	Dr. Mihel Cell Phone	141.73

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Moring Disposal Inc	02	Utilities	Refuse Disposal	Monthly Disposal	306.00
Follett Bookstore	02	Building and Grounds Administrat	Office Supplies	Department Bookstore Charges	128.00
Follett Bookstore	02	Building and Grounds Administrat	Office Supplies	Misc Financial Aid	-128.00
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Tab Folders & Hanging Folders	53.56
Xerox Corporation	02	Building and Grounds Administrat	Office Supplies	Copier Charges	15.00
Xerox Corporation	02	Building and Grounds Administrat	Office Supplies	Copier Charges	15.00
McDermaid Roofing and Insulati	03	Operations & Maintenance- Restri	Building Remodeling	Application #1 Roofing 2013	81,000.00
Radio Ranch Inc	03	Operations & Maintenance- Restri	Building Remodeling	Safety Communication Radios & Installa	41,026.00
T D Kurtz Glass	03	Operations & Maintenance- Restri	Building Remodeling	App #1 Window	86,794.20
Xerox Corporation	030200		Other Noncurrent Obligations	Copier Lease Payment -Principal	356.58
AVI Systems Inc	030200	Fund Bond- Instruc & Computer	Capital Supplies	Software Programming	500.00
West Carroll District Office	030200	Fund Bond- Instruc & Computer	Capital Supplies	Remodel Classroom of West Carroll HS	13,402.59
West Carroll District Office	030200	Fund Bond- Instruc & Computer	Building Remodeling	Remodel Classroom of West Carroll HS	4,752.02
Menards	030200	Fund Bond- Facilities	Building Remodeling	Building Remodeling	93.26
Flinn Scientific	030200	Fund Bond- Furniture & Office	Office Equipment	Flammable Cabinet	813.20
Wight & Company	030200	Fund Bond- Other	Building Remodeling	Archited Fees Science Lab Projects	45,009.27
Music Theatre International	050600		Prepaid Expense	Security Deposit Fall 14 Musical	400.00
Consolidated Management Co	050600	Cross Country	Other Supplies	Muffin Coupons	5.00
Custom Monogram	050600	Cross Country	Other Supplies	Team Work Shirts	392.50
Williams, David	050600	Golf	Other Conference & Meeting	Travel-Highland CC	55.46
Miller, Forrest .	050600	Men's Baseball	Other Contractual Services	Umpire Baseball Game	120.00
Big John Portable Tolieta Renta	050600	Men's Baseball	Other Supplies	Portable Rentals	27.67
Valdez, Rene	050600	Men's Baseball	Other Conference & Meeting	Travel- Recruitment * Sectionals	494.90
Consolidated Management Co	050600	Women's Basketball	Other Supplies	Coupons	23.75
Follett Bookstore	050600	Women's Basketball	Other Supplies	Department Bookstore Charges	11.96
Illini Trophy	050600	Women's Basketball	Other Supplies	Award Trophies	69.00

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Johnson, Jeddiah	050600	Women's Basketball	Other Supplies	WBB Spring Banquet	278.26
Big John Portable Toilet Renta	050600	Women's Softball	Other Supplies	Portable Rentals	27.68
Budget Signs & Specialties	050600	Women's Softball	Other Supplies	Banners	240.00
Highland Community College	050600	Women's Softball	Other Supplies	Region IV T-Shirts	270.00
Lowe, Robert	050600	Women's Softball	Other Conference & Meeting	Travel-Softball Games	500.42
Howell, Jay	050600	Women's Volleyball	Other Supplies	Athletic Tape & T-Shirts	61.12
Young, Diane	050600	General Athletics	Other Contractual Services	Softball Supplies for Nationals	26.77
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Department Bookstore Charges	10.76
TS Staffing Services Inc	050600	General Athletics	Other Materials and Supplies	School Testing Services	156.00
Follett Bookstore	050600	Intramurals	Other Supplies	Department Bookstore Charges	20.00
Fifth Third Bank	050600	Student Activities	Consultants	Comfort Inn/Subway	103.00
Fifth Third Bank	050600	Student Activities	Other Materials and Supplies	Wal-Mart	69.71
Paper Clip Communications	050600	Student Activities	Other Materials and Supplies	Risk Management Student Binder & CD	289.00
Fifth Third Bank	050600	Student Government	Other Materials and Supplies	Wal-Mart/K-Mart	122.37
Mama Cimino's	050600	Student Government	Other Conference & Meeting	Meeting SSS-Student Leadership Awards	704.60
McKay, Matt	050600	Drama	Consultants	Fight Workshop	300.00
McKay, Matt	050600	Drama	Consultants	Flight Choreography	500.00
Wankerl, Ian	050600	Drama	Consultants	Lighting & Design Spring 2013 Producti	300.00
Follett Bookstore	050600	Drama	Other Materials and Supplies	Department Bookstore Charges	5.58
Follett Bookstore	050600	Drama	Other Materials and Supplies	Department Bookstore Charges	9.57
McKay, Matt	050600	Drama	Other Materials and Supplies	Weapons Rental	400.00
Jeff's Automotive	050800	Transportation	Maintenance Services	Repair Dodge Caravan	127.68
Fifth Third Bank	050800	Transportation	Vehicle Supplies	I-PASS	80.00
Fifth Third Bank	050800	Transportation	Vehicle Supplies	Gas for College Vans	908.27
Butler Benefit Service Inc	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	15,629.82
Butler Benefit Service Inc	051000	Medical Insurance	Dependent Stop Loss	Dependent Stop Loss	12,108.30

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<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	Precertification	Precertification	657.20
Butler Benefit Service Inc	051000	Medical Insurance	Cobra Conversion	COBRA	20.00
Butler Benefit Service Inc	051000	Medical Insurance	Administrative Costs	Administrative	4,338.25
Butler Benefit Service Inc	051000	Medical Insurance	Group Stop Loss	Aggregate Stop Loss	1,819.08
Reliance Standard Life Insuran	051000	Medical Insurance	Life & AD&D	Life Insurance June	1,015.28
DeJesus, Melcon	051400		Student Loans	Student Loan Due 7/4/13	500.00
Fletcher, Brandi	051400		Student Loans	Student Loan due 7/4/13	500.00
Maldonado, Michele	051400		Student Loans	Student Loan Due 10/10/13	300.00
O'Toole, Britney	051400		Student Loans	Student Loan Due 7/4/13	500.00
Oswalt, Tony	051400		Student Loans	Student Lon Due 07/04/2013	165.00
Sink, Stacy	051400		Student Loans	Student Loan 7/4/13	110.00
Stephens, Sarah	051400		Student Loans	Student Loan Due 7/4/13	20.00
Follett Bookstore	062053	U of I Health Careers Club	Office Supplies	Department Bookstore Charges	3.14
Whiteside County ROE	062056	ICCB Adult Ed-Federal Basic	Instructional Service Contracts	Adult Ed Partnership Spr 2013	3,000.00
Learning A-Z	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	Reading A-Z.com	89.95
Legacy Prints	062056	ICCB Adult Ed-Federal Basic	Advertising	Double Sided Yard Signs	280.00
CDW-G	062057	ICCB Adult Ed-Public Aid -Instru	Instructional Supplies	Lenovo Think Center	1,378.77
SBM Business Equipment Center	062057	ICCB Adult Ed-Public Aid -Instru	Instructional Supplies	Copier Fee	176.79
Tavitas, Lisa	062057	ICCB Adult Ed-Public Aid -Instru	Instructional Supplies	Office Supplies Staples	57.63
CASAS	062058		Prepaid Expense	FY 14 Annual Support	375.00
Verizon Wireless	062058	ICCB Adult Ed-State Basic-Instru	Instructional Service Contracts	Internet Access	38.01
National Adult Education Honor	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	NAEHS Student (1) Membership	585.00
Consolidated Management Co	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Professional Develop Meeting	111.86
Consolidated Management Co	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	GED Graduation	445.19
Houghton Mifflin Harcourt	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Books-Building Strategies GED	264.40
Staples	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Office Supplies	68.36

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Sauk Valley Media	062059	ICCB Adult Ed-Performance-Instric	Advertising	Display Ad	1,054.20
Delta Publishing Company	062060	SOS VITAL Grant	Instructional Supplies	ESL Books	19.00
Anderson, Erika	062060	SOS VITAL Grant	Conference/Meeting Expense	Travel-Area Site Visits & Pick Ups	61.23
Illinois Student Assistance Co	062150	ISAC	ISAC	MAP Return Spring 2013	7.39
Illinois Student Assistance Co	062150	ISAC	ISAC	MAP Return of Funds	2,080.00
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	673.09
State Universities Retirement	063011	Student Support Services Grant	SURS	Accrued Surs	673.09
Fischbach, Heather	063011	Student Support Services Grant	Office Supplies	Supplies for File Cabinet	6.29
ILACADA	063011	Student Support Services Grant	Conference/Meeting Expense	Conf Fee T Mewhitter & J West	200.00
Mama Cimino's	063011	Student Support Services Grant	Other Conference & Meeting	Meeting SSS-Student Leadership Awards	880.75
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	77.44
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Accrued Surs	13.65
State Universities Retirement	063020	Perkins Ilc	SURS	Matching Funds	43.98
State Universities Retirement	063020	Perkins Ilc	SURS	Accrued Surs	45.61
Follett Bookstore	063020	Perkins Ilc	Other Materials and Supplies	Department Bookstore Charges	23.92
Woodburn Press	063020	Perkins Ilc	Other Materials and Supplies	College Student Planners	204.87
IFSTA Intern'l Fire Service Tr	063020	Perkins Ilc -Imp Tech skill	Other Materials and Supplies	Books	1,700.48
Consolidated Management Co	063020	Perkins Ilc -Collaboration	Other Conference & Meeting	Workforce Readiness Coalition	320.10
Brevitt, Dianna	063020	Perkins Ilc -Professional Develo	Conference/Meeting Expense	Travel-Midwest Meeting	79.10
Bryant, Jeffrey	063020	Perkins Ilc -Professional Develo	Conference/Meeting Expense	Travel-Fire Dept Instructor Conference	1,819.76
Hobart Institute of Welding Te	063020	Perkins Ilc -Professional Develo	Conference/Meeting Expense	Certificate Welding Exam Prep	1,400.00
KSB Hospital	063020	Perkins Ilc -Professional Develo	Conference/Meeting Expense	BLS Instructor Course w/Manuals & Text	658.50
State Universities Retirement	063020	Perkins Ilc -Special Populations	SURS	Matching Funds	171.70
State Universities Retirement	063020	Perkins Ilc -Special Populations	SURS	Accrued Surs	116.93
Quill Corporation	063020	Perkins Ilc -Special Populations	Instructional Supplies	Wireless Mouse/Folder Labels	53.34
Quill Corporation	063020	Perkins Ilc -Special Populations	Instructional Supplies	Letter Folders/Copy Paper/Office Suppl	565.34

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Peck, Lisa	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Office Supplies	25.61
Arthur's Garden Deli	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Orientation Summer Meeting	33.50
Peck, Lisa	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Spring Retrat Supplies	46.11
Peck, Lisa	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Summer Orientation	22.90
Amboy News	063075	IDHS AmeriCorps - Member Activit	Other	Advertisment for Americorp Members	22.50
Candlelight Inn	063075	IDHS AmeriCorps - Member Activit	Other	Graduation Dinner	539.79
Henry County Advertizer-Shoppe	063075	IDHS AmeriCorps - Member Activit	Other	Advertising Summer Member	114.00
Peck, Lisa	063075	IDHS AmeriCorps - Member Activit	Other	Service Project/Child Fair	106.11
Peck, Lisa	063075	IDHS AmeriCorps - Member Activit	Other	Member Graduation	29.22
Wal-Mart Stores, Inc	063075	IDHS AmeriCorps - Member Activit	Other	Member Graduation Party 2013	36.00
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	211.95
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Accrued Surs	213.66
Grand Hyatt Washington	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel-Natl Conference	855.32
Peck, Lisa	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel-Area Site Visits	42.04
Peck, Lisa	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel-Area Site Visits	123.85
Peck, Lisa	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Plane Tickets/natl Conference	261.80
st Century	063077	AmeriCorps Match	Other	2011/12 Site Fee Refund	638.00
Broadway Presbyterian Church	063077	AmeriCorps Match	Other	2011/12 Site Fee Refund	1,327.00
Cornerstone Christian Academy	063077	AmeriCorps Match	Other	09/10 Site Fee Refund	1,488.00
Dixon Tree Commission	063077	AmeriCorps Match	Other	2009/10 Site Fee Refund	184.00
Dixon YMCA	063077	AmeriCorps Match	Other	2011-12 Site Refund	572.00
East Coloma School	063077	AmeriCorps Match	Other	09/10 Site Fee Refund	2,311.00
Erie Community Unit District 1	063077	AmeriCorps Match	Other	09/10 Site Fee Refund	451.00
Grow Ministries	063077	AmeriCorps Match	Other	2010/2011 Site Fee Refund	346.00
Hammond Henry Hospital	063077	AmeriCorps Match	Other	2011/12 Site Fee Refund	1,035.00
Holocaust Project	063077	AmeriCorps Match	Other	2010/11 Site Fee Refund	346.00

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Illinois Theatre Conservatory	063077	AmeriCorps Match	Other	2011/12 Site Fee Refund	146.00
Kreider Services Inc.	063077	AmeriCorps Match	Other	2011/12 Site Fee Refund	1,802.00
Living Lands & Water	063077	AmeriCorps Match	Other	2009/10 Site Fee Refund	184.00
Northwestern Center for Indepe	063077	AmeriCorps Match	Other	2011/2012 Site Refund	359.00
Open Sesame Child Care	063077	AmeriCorps Match	Other	09/10 Site Fee Refund	451.00
QC Aids Project	063077	AmeriCorps Match	Other	09/10 Site Fee Refund	2,024.00
QC Botanical Center	063077	AmeriCorps Match	Other	2010/2011 Site Fee Refund	896.00
Reynoldswood Christian Camp &	063077	AmeriCorps Match	Other	11/12 Site Fee Refund	359.00
Rock Falls Elementary School D	063077	AmeriCorps Match	Other	10/11 Site Fee Refund	5,958.00
Rock Falls High School	063077	AmeriCorps Match	Other	11/12 Site Fee Refund	705.00
Rock Island Academy	063077	AmeriCorps Match	Other	2011/12 Site Fee Refund	2,944.00
St. Andrew Catholic School	063077	AmeriCorps Match	Other	2009/10 Site Fee Refund	184.00
Sterling Community Unit School	063077	AmeriCorps Match	Other	11/12 Site Fee Refund	3,559.00
Sterling Community Unit School	063077	AmeriCorps Match	Other	10/11 Site Fee Refund	776.00
Teen Turf	063077	AmeriCorps Match	Other	2010/11 Site Fee Refund	1,747.00
Two Rivers YMCA	063077	AmeriCorps Match	Other	2009/10 Site Fee Refund	184.00
University of Illinois	063077	AmeriCorps Match	Other	10/11 Site Fee Refund	2,045.00
University of Illinois	063077	AmeriCorps Match	Other	09/10 Site Fee Refund	2,619.00
Whiteside County Senior Center	063077	AmeriCorps Match	Other	10/11 Site Fee Refund	845.00
YMCA Sterling	063077	AmeriCorps Match	Other	10/11 Site Fee Refund	2,827.00
YWCA of the Sauk Valley	063077	AmeriCorps Match	Other	11/12 Site Fee Refund	1,064.00
Paper Direct Inc	064060	VITAL Donation Grant	Office Supplies	Certificate Paper	90.96
Hamilton, Jane	101060	Magic Club	Other	Magic Club Purchases	667.09
Mama Cimino's	101080	Rad Tech Senior	Other	Pizza	118.90
Mama Cimino's	101080	Rad Tech Senior	Other	Grad Meeting	249.60
Jakobsen, Amy	101140	Phi Theta Kappa Club	Other	Travel-PTK Conference	178.36

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Jakobsen, Amy	101260	P.R.I.D.E. Club	Other	PRIDE Meeting 5/2/13	56.40
SVCC Foundation	103101	Men's Basketball Booster	Other	Booster Club Scholarship	1,000.00
McGladrey LLP	11	Audit	Audit Services	Audit Billing 2013	7,000.00
Arthur J Gallagher Risk Mngmt	12		Prepaid Expense	Treasurer Bond Renewal	9,901.00
American DataBank LLC	12	Risk Management	Consultants	Background Checks	210.50
TS Staffing Services Inc	12	Risk Management	Consultants	Testing Employee Drug	39.00
CenturyLink	12	Risk Management	Telephone	911 Cama Trunk Lines	90.56
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phone	32.97
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Security Contract 5/4/13	1,080.00
Gall's Inc.	12	Public Safety	Other Supplies	Security Rotating Sidebreak Scabbards	156.40
Gall's Inc.	12	Public Safety	Other Supplies	Security Polo Shirts	517.77
				BANK ACCOUNT 1 TOTAL:	746,128.31
				ALL ACCOUNTS TOTAL:	746,128.31

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<u>EDUCATION 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	1,931,081	3,895,000	49.5%	1,889,180	2.2%	3,826,699
State Governmental Sources	1,661,599	2,699,647	61.5%	2,116,700	-21.5%	2,990,871
Federal Governmental Sources	8,211	8,000	102.6%	8,375	-1.9%	8,375
Student Tuition and Fees	6,548,597	4,532,500	144.4%	6,680,158	-1.9%	4,765,545
Sales and Service	140,219	150,000	93.4%	95,662	46.5%	103,107
Investment Revenue	9,581	20,000	47.9%	11,682	-17.9%	15,455
Other Revenues	10,801	1,020,000	1.0%	11,928	-9.4%	1,597,584
TOTALS	10,310,091	12,325,147	83.6%	10,813,688	-4.6%	13,307,638
<u>Expenditures</u>						
Salaries	6,190,634	6,982,168	88.6%	5,796,620	6.8%	6,366,628
Employee Benefits	1,540,021	2,710,457	56.8%	1,585,719	-2.8%	3,295,599
Contractual Services	526,843	472,379	111.5%	452,334	16.4%	489,226
General Materials and Supplies	743,568	901,620	82.4%	661,646	12.3%	742,912
Conference & Meeting	114,821	162,330	70.7%	121,627	-5.6%	131,180
Fixed Charges	1,555			1,654	-5.9%	2,228
Capital Outlay						9,963
Other Expenditures	859,613	940,000	91.4%	939,774	-8.5%	885,737
TOTALS	9,977,058	12,168,954	81.9%	9,559,378	4.3%	11,923,476
<u>Transfers</u>						
Transfers to Other Funds		156,000				78,000
CHANGE IN NET ASSETS	333,033	193		1,254,310		1,306,162
FUND BALANCE	6,143,403					5,810,370

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OPERATION AND MAINTENANCE FUND

	2012-2013 YTD	2012-2013 Budget	YTD / Budget %	2011-2012 YTD	YTD % Chng fm Prev Yr	2011-2012 Total
Revenues						
Local Governmental Sources	236,516	475,000	49.7%	231,513	2.1%	468,760
State Governmental Sources	190,350	323,215	58.8%	265,035	-28.1%	383,122
Student Tuition and Fees	730,812	505,100	144.6%	742,181	-1.5%	521,357
Facilities Revenue	4,050			5,955	-31.9%	6,380
Investment Revenue	2,121	500	424.3%	134	473.0%	145
Other Revenues	16,453	110,000	14.9%	15,579	5.6%	157,337
TOTALS	1,180,304	1,413,815	83.4%	1,260,399	-6.3%	1,537,102
Expenditures						
Salaries	520,120	576,127	90.2%	517,729	.4%	567,318
Employee Benefits	220,301	329,825	66.7%	196,469	12.1%	351,987
Contractual Services	69,539	83,800	82.9%	69,042	.7%	84,563
General Materials and Supplies	76,210	103,750	73.4%	79,483	-4.1%	89,573
Conference & Meeting	2,804	3,700	75.8%	1,935	44.8%	1,935
Fixed Charges	52,809	54,000	97.7%	51,860	1.8%	51,943
Utilities	402,306	440,500	91.3%	375,957	7.0%	456,312
Capital Outlay				6,633		10,131
Other Expenditures						
TOTALS	1,344,092	1,591,702	84.4%	1,299,111	3.4%	1,613,765
Transfers						
Transfers From Other Funds		-178,000				-78,000
CHANGE IN NET ASSETS	-163,787	113		-38,712		1,337
FUND BALANCE	-154,357					9,430

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	2012-2013	2012-2013	YTD /
	<u>Q</u>	<u>YTD</u>	<u>Budget</u> %

Budget
2012-2013

2011-2012
YTD.

2011-2012
Total

Local Governmental Sources:
Investment Revenue
Other Revenues

790,000	
5,000	
30,000	
825,000	

49.8%	
278.9%	
111.1%	

53.5%	

385,828
17,431
32,987
436,247

781,240	2.1%
33,067	19.9%
32,987	1.0%
847,295	1.1%

53.5%

436,247

847,295

Salaries
Contractual Services
General Materials and Supplies
Capital Outlay

691,450
3,612,000

30.6%	73.0%
-------	-------

5,114
-26,566
107,235
3,958,340

-91.7%	5,114
97.7%	236,535
-33.3%	191,543
	4,601,704

2,851,378

4,303,450

66.2%

4,044,123

5,034,897

-2,409,924
3,874,628

66.2%

-3,607,875.

-29.4%

4,187,601
6,284,553

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<u>BOND AND INTEREST FUND</u>	2012-2013 YTD	2012-2013 Budget	YTD / Budget %	2011-2012 YTD	YTD % Chng fm Prev Yr	2011-2012 Total
Revenues						
Local Governmental Sources	893,189	1,793,925	49.7%	884,691	.9%	1,777,021
Investment Revenue	628	1,000	62.8%	1,594	-60.6%	547
TOTALS	893,817	1,794,925	49.8%	886,285	.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	-862,120	10,621	98.4%	-851,966	1.0%	92,024
FUND BALANCE	153,758					1,015,878

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AUXILIARY ENTERPRISES FUND

Revenues

Student Tuition and Fees	2012-2013 YTD	2012-2013 Budget	YTD / Budget %	2011-2012 YTD	YTD % Chng fm Prev Yr	2011-2012 Total
Sales and Service	346,520	240,000	144.3%	359,315	-3.5%	255,492
Facilities Revenue	35,938	45,500	78.9%	48,352	-25.6%	49,430
Investment Revenue	92,504	110,000	84.1%	97,573	-5.1%	102,777
Other Revenues	1,137	2,000	56.8%	1,935	-41.2%	1,944
	2,049,424	2,240,450	91.4%	2,090,712	-1.9%	2,298,733
TOTALS	2,525,525	2,637,950	95.7%	2,597,889	-2.7%	2,708,376

Expenditures

Salaries	2012-2013 YTD	2012-2013 Budget	YTD / Budget %	2011-2012 YTD	YTD % Chng fm Prev Yr	2011-2012 Total
Employee Benefits	113,915	132,258	86.1%	120,465	-5.4%	126,994
Contractual Services	11,721	10,807	108.4%	14,450	-18.8%	47,112
General Materials and Supplies	1,984,843	2,317,640	85.6%	2,096,715	-5.3%	2,158,154
Conference & Meeting	58,530	71,440	81.9%	61,475	-4.7%	68,873
Fixed Charges	47,198	65,183	72.4%	52,912	-10.8%	52,192
Capital Outlay	26,813	18,500	144.9%	15,181	76.6%	15,181
Other Expenditures	312			3,469	693.0%	3,469
				39		39
TOTALS	2,243,333	2,615,828	85.7%	2,364,709	-5.1%	2,472,016

Transfers

Transfers to Other Funds	2012-2013 YTD	2012-2013 Budget	YTD / Budget %	2011-2012 YTD	YTD % Chng fm Prev Yr	2011-2012 Total
Transfers From Other Funds						

CHANGE IN NET ASSETS
FUND BALANCE

2012-2013 YTD	2012-2013 Budget	YTD / Budget %	2011-2012 YTD	YTD % Chng fm Prev Yr	2011-2012 Total
282,191	3,122		233,179		236,359
1,583,439					1,301,248

SAUK VALLEY COMMUNITY COLLEGE
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<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>
<u>Revenues</u>						
State Governmental Sources	637,092	704,015	90.4%	708,966	-10.1%	956,341
Federal Governmental Sources	5,519,034	5,912,065	93.3%	5,554,211	-6%	5,773,888
Investment Revenue	5,055	30,000	16.8%	6,980	-27.5%	11,835
Other Revenues	143,670	188,291	76.3%	182,785	-21.4%	196,039
TOTALS	6,304,852	6,834,371	92.2%	6,452,943	-2.2%	6,938,104
<u>Expenditures</u>						
Salaries	802,409	977,098	82.1%	906,899	-11.5%	1,012,125
Employee Benefits	95,249	102,402	93.0%	108,122	-11.9%	118,569
Contractual Services	34,529	39,455	87.5%	64,227	-46.2%	84,221
General Materials and Supplies	69,364	117,758	58.9%	111,073	-37.5%	194,413
Conference & Meeting	35,739	70,247	50.8%	55,459	-35.5%	61,342
Capital Outlay	5,882	5,882	100.0%	6,379	-7.7%	21,770
Other Expenditures	5,894,040	5,507,029	107.0%	5,602,863	5.2%	5,566,236
TOTALS	6,937,214	6,819,871	101.7%	6,855,025	1.2%	7,058,677
<u>Transfers</u>						
Transfers From Other Funds		-7,000				
CHANGE IN NET ASSETS	-632,361	21,500		-402,082		-120,573
FUND BALANCE	1,790,117					2,422,478

06/13/2013

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

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<u>TRUST AND AGENCY FUND</u>	<u>2012-2013</u> <u>YTD</u>	<u>2012-2013</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2011-2012</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2011-2012</u> <u>Total</u>
Revenues						
Other Revenues	53,656			65,941	-18.6%	66,668
TOTALS	53,656			65,941	-18.6%	66,668
Expenditures						
General Materials and Supplies	1,055			21	854.4%	21
Conference & Meeting				1,041		1,041
Other Expenditures	60,698			65,582	-7.4%	65,784
TOTALS	61,754			66,645	-7.3%	66,847
CHANGE IN NET ASSETS	-8,097			-703	-7.3%	-179
FUND BALANCE	32,081					40,179

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SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
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<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	32,744	65,000	50.3%	32,468	.8%	64,604
Investment Revenue	1	25	6.0%	9	-84.3%	7
TOTALS	<u>32,745</u>	<u>65,025</u>	<u>50.3%</u>	<u>32,478</u>	<u>.8%</u>	<u>64,612</u>
Expenditures						
Salaries	6,730	8,957	75.1%	7,809	-13.8%	8,519
Employee Benefits	2,087	3,105	67.2%	2,908	-28.2%	3,171
Contractual Services	60,305	60,000	100.5%	58,087	3.8%	64,587
TOTALS	<u>69,123</u>	<u>72,062</u>	<u>95.9%</u>	<u>68,805</u>	<u>.4%</u>	<u>76,278</u>
CHANGE IN NET ASSETS	-36,377	-7,037	95.9%	-36,327	.4%	-11,666
FUND BALANCE	-46,700					-10,322

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SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
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<u>LIABILITY, PROTECTION & SETTLEMENT</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				11		
Investment Revenue	44,411	151,000	29.4%	63,193	-29.7%	94,745
Other Revenues		35,000	0.0%			44,532
TOTALS	44,411	186,000	23.8%	63,205	-29.7%	139,277
Expenditures						
Salaries	160,705	198,194	81.0%	157,735	1.8%	178,219
Employee Benefits	272,474	380,121	71.6%	308,154	-11.5%	373,791
Contractual Services	29,498	45,000	65.5%	34,584	-14.7%	41,604
General Materials and Supplies	7,677	13,100	58.6%	6,708	14.4%	8,058
Conference & Meeting	374	5,000	7.4%	345	8.4%	345
Fixed Charges	42,456	35,000	121.3%	35,727	18.8%	39,044
Utilities	905	1,500	60.3%	905	0.0%	1,086
Capital Outlay	5,145				0.0%	
TOTALS	519,236	677,915	76.5%	544,161	-4.5%	642,151
CHANGE IN NET ASSETS	-474,825	-491,915	76.5%	-480,956	-4.5%	-502,873
FUND BALANCE	5,165,932					5,640,757

Sauk Valley Community College
June 24, 2013

Agenda Item 2.7

Topic: **Prevailing Wages Resolution**

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

Presentation:

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

Recommendation:

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

SAUK VALLEY COMMUNITY COLLEGE, DIXON, ILLINOIS

RESOLUTION

ESTABLISHING PREVAILING WAGES

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

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

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Sauk Valley Community College, Lee County, Illinois, to the extent as required by AN ACT regulating "wages of laborers, mechanics, and other workers employed in any public works by the State, county, city, or by any public body or political sub-division or by anyone under contract public works," as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Board of Trustees is hereby ascertained to be the same as the prevailing rate of wage for construction work in Lee County area as determined by the Department of Labor of the State of Illinois as of June 1, 2013; a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the College. The definition of any terms appearing in this resolution which are also used in aforesaid Act shall be the same as in said Act.

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

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

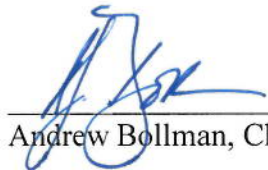
BE IT FURTHER RESOLVED that the Notice of this determination shall be published in the Dixon Telegraph in the City of Dixon, Illinois, a newspaper of general circulation within the area;

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

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

Approved this 24th day of June, 2013.

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



Andrew Bollman, Chair

ATTEST:



Lisa Wiersema
Secretary to the Board of Trustees
District #506

IDOL Laws and Rules Conciliation and Mediation Division All Prevailing Wage Rates

All Prevailing Wage Rates**Lee County Prevailing Wage for June 2013**

(See explanation of column headings at bottom of wages)

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		BLD		29.550	30.550	1.5	1.5	2.0	8.240	12.42	0.000	0.800
ASBESTOS ABT-MEC		BLD		34.160	36.660	1.5	1.5	2.0	10.82	10.66	0.000	0.720
BOILERMAKER		BLD		35.010	38.010	2.0	2.0	2.0	7.070	13.83	0.000	0.300
BRICK MASON		BLD		35.880	38.630	1.5	1.5	2.0	7.950	11.73	0.000	0.600
CARPENTER		BLD		32.040	35.560	1.5	1.5	2.0	8.630	13.87	0.000	0.600
CARPENTER		HWY		33.790	35.540	1.5	1.5	2.0	9.750	12.99	0.000	0.490
CEMENT MASON		ALL		32.520	35.270	1.5	1.5	2.0	7.700	13.98	0.000	0.500
CERAMIC TILE FNSHER		BLD		32.410	0.000	1.5	1.5	2.0	7.700	4.840	0.000	0.530
COMMUNICATION TECH		BLD		36.000	39.600	1.5	1.5	2.0	10.14	11.20	0.000	0.720
ELECTRIC PWR EQMT OP		ALL		36.610	49.750	1.5	1.5	2.0	5.000	11.35	0.000	0.270
ELECTRIC PWR GRNDMAN		ALL		28.310	49.750	1.5	1.5	2.0	5.000	8.780	0.000	0.210
ELECTRIC PWR LINEMAN		ALL		43.830	49.750	1.5	1.5	2.0	5.000	13.58	0.000	0.330
ELECTRIC PWR TRK DRV		ALL		29.310	49.750	1.5	1.5	2.0	5.000	9.090	0.000	0.220
ELECTRICIAN		BLD		41.500	45.650	1.5	1.5	2.0	10.39	17.43	0.000	0.830
ELEVATOR CONSTRUCTOR		BLD		45.350	51.020	2.0	2.0	2.0	11.88	12.71	3.630	0.600
GLAZIER		BLD		31.670	33.670	1.5	1.5	2.0	9.950	7.700	0.000	1.250
HT/FROST INSULATOR		BLD		45.550	48.050	1.5	1.5	2.0	10.82	11.86	0.000	0.720
IRON WORKER	N	ALL		35.090	36.840	2.0	2.0	2.0	8.250	20.59	0.000	0.700
IRON WORKER	S	ALL		38.500	39.500	2.0	2.0	2.0	9.390	18.84	0.000	0.700
LABORER		BLD		29.550	30.550	1.5	1.5	2.0	8.240	12.42	0.000	0.800
LABORER		HWY		32.100	32.850	1.5	1.5	2.0	8.240	12.42	0.000	0.800
LABORER, SKILLED		HWY		34.400	35.150	1.5	1.5	2.0	8.240	12.42	0.000	0.800
LATHER		BLD		32.040	35.560	1.5	1.5	2.0	8.630	13.87	0.000	0.600
MACHINIST		BLD		43.550	46.050	1.5	1.5	2.0	6.130	8.950	1.850	0.000
MARBLE FINISHERS		BLD		32.410	0.000	1.5	1.5	2.0	7.700	4.840	0.000	0.530
MARBLE MASON		BLD		35.090	35.340	1.5	1.5	2.0	7.700	7.150	0.000	0.560
MATERIAL TESTER I		ALL		21.550	0.000	1.5	1.5	2.0	7.460	4.840	0.000	0.170
MATERIALS TESTER II		ALL		26.550	0.000	1.5	1.5	2.0	7.460	4.840	0.000	0.170
MILLWRIGHT		BLD		34.400	37.840	1.5	1.5	2.0	8.770	13.85	0.000	0.500
OPERATING ENGINEER		BLD 1		40.800	44.850	2.0	2.0	2.0	15.85	9.800	2.350	1.300
OPERATING ENGINEER		BLD 2		40.100	44.850	2.0	2.0	2.0	15.85	9.800	2.350	1.300
OPERATING ENGINEER		BLD 3		37.650	44.850	2.0	2.0	2.0	15.85	9.800	2.350	1.300
OPERATING ENGINEER		BLD 4		35.650	44.850	2.0	2.0	2.0	15.85	9.800	2.350	1.300
OPERATING ENGINEER		BLD 5		44.600	44.850	2.0	2.0	2.0	15.85	9.800	2.350	1.300
OPERATING ENGINEER		BLD 6		43.350	44.850	2.0	2.0	2.0	15.85	9.800	2.350	1.300
OPERATING ENGINEER		BLD 7		40.350	44.850	2.0	2.0	2.0	15.85	9.800	2.350	1.300
OPERATING ENGINEER		HWY 1		41.650	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY 2		41.100	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY 3		39.800	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY 4		38.350	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY 5		36.900	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY 6		44.650	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
OPERATING ENGINEER		HWY 7		42.650	45.650	1.5	1.5	2.0	16.65	10.30	2.350	1.300
PAINTER		ALL		35.700	37.700	1.5	1.5	1.5	9.650	8.460	0.000	1.250
PILEDRIIVER		BLD		33.040	36.670	1.5	1.5	2.0	8.630	13.87	0.000	0.600
PILEDRIIVER		HWY		33.790	35.540	1.5	1.5	2.0	9.750	12.99	0.000	0.490
PIPEFITTER		ALL		36.650	40.320	1.5	1.5	2.0	5.800	12.35	0.000	1.050
PLASTERER		BLD		33.360	36.700	2.0	2.0	2.0	8.150	11.05	0.000	0.500
PLUMBER		ALL		36.650	40.320	1.5	1.5	2.0	5.800	12.35	0.000	1.050
ROOFER		BLD		38.350	41.350	1.5	1.5	2.0	8.280	8.770	0.000	0.430
SHEETMETAL WORKER		BLD		35.780	37.710	1.5	1.5	2.0	5.450	15.44	0.520	0.290
SPRINKLER FITTER		BLD		36.390	39.140	1.5	1.5	2.0	8.420	8.500	0.000	0.450
STONE MASON		BLD		35.880	38.630	1.5	1.5	2.0	7.950	11.73	0.000	0.600
TERRAZZO FINISHER		BLD		32.410	0.000	1.5	1.5	2.0	7.700	4.840	0.000	0.530

IDOL Laws and Rules Conciliation and Mediation Division All Prevailing Wage Rates

All Prevailing Wage Rates

OSH (Overtime is required for every hour worked on Sunday and holidays)
 H/W (Health & Welfare Insurance)
 Pens (Pension)
 Vac (Vacation)
 Trng (Training)

Explanations**LEE COUNTY**

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

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

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

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

EXPLANATION OF CLASSES

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

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

CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

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

COMMUNICATIONS TECHNICIAN

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

All Prevailing Wage Rates

LABORER, SKILLED - HIGHWAY

Individuals engaged in the following types of work, irrespective of the site of the work: asbestos abatement worker, handling of any materials with any foreign matter harmful to skin or clothing, track laborer, cement handlers, chloride handlers, the unloading and loading with steel workers and re-bars, concrete workers wet, tunnel helpers in free air, batch dumpers, mason tenders, kettle and tar men, tank cleaners, plastic installers, scaffold workers, motorized buggies or motorized unit used for wet concrete or handling of building materials, laborers with de-watering systems, sewer workers plus depth, rod and chainmen with technical engineers, rod and chainmen with land surveyors, rod and chainmen with surveyors, vibrator operators, cement silica, clay, fly ash, lime and plasters, handlers (bulk or bag), cofferdam workers plus depth, on concrete paving, placing, cutting and tying of reinforcing, deck hand, dredge hand, and shore laborers, bankmen on floating plant, grade checker, power tools, front end man on chip spreaders, cession workers plus depth, gunnite nozzle men, lead man on sewer work, welders, cutters, burners and torchmen, chainsaw operators, jackhammer and drill operators, layout man and/or drainage tile layer, steel form setter - street and highway, air tamping hammermen, signal man on crane, concrete saw operator, screedman on asphalt pavers, laborers tending masons with hot material or where foreign materials are used, mortar mixer operators, multiple concrete duct - leadsman, lumen, asphalt raker, curb asphalt machine operator, ready mix scalemen (permanent, portable or temporary plant), laborers handling masterplate or similar materials, laser beam operator, concrete burning machine operator, coring machine operator, plaster tender, underpinning and shoring of buildings, pump men, manhole and catch basin, dirt and stone tamper, hose men on concrete pumps, hazardous waste worker, lead base paint abatement worker, lining of pipe, refusing machine, assisting on direct boring machine, the work of laying watermain, fire hydrants, all mechanical joints to watermain work, sewer worker, and tapping water service and forced lift station mechanical worker.

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

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

OPERATING ENGINEERS - BUILDING

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

All Prevailing Wage Rates

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

Class 3. Air Compressor; Asphalt Spreader; Combination - Small Equipment Operator; Generators; Heaters; Mechanical; Hoists, Inside Elevators - (Rheostat Manual Controlled); Hydraulic Power Units (Pile Driving, Extracting, or Drilling - with a seat); Lowboys; Pumps, Over 3" (1 to 3 not to exceed total of 300 ft.); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches; Bobcat (up to and including 3/4 cu. yd.).

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

Class 5. Assistant Craft Foreman

Class 6. Mechanics; Welders.

Class 7. Gradall

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Silo Tender; Asphalt Spreader; Autograder; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Backhoe w/shear attachments; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower of all types; Crater Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Directional Boring Machine over 12"; Dredges; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Hydro Vac, Self Propelled, Truck Mounted (excluding hose work and any sewer work); Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; GCI Crane; Hydraulic Telescoping Form (Tunnel); Tie Back Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader with attached pusher; Tractor with Boom; Tractaiks with Attachments; Traffic Barrier Conveyor Machine; Raised or Blind Hole Drills; Trenching Machine (over 12"); Truck Mounted Concrete Pump with Boom; Truck Mounted Concrete Conveyor; Work Boat (no license required - 90 h.p. or above); Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

All Prevailing Wage Rates

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw (large self-propelled - excluding walk-behinds and hand-held); Conveyor Muck Cars (Haglund or Similar Type); Drills, all; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro Blaster; All Locomotives, Dinky; Off-Road Hauling Units; Non-Self Loading Dump; Ejection Dump; Pump Cretes; Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc.; self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

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

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

Class 5. Oilers and Directional Boring Machine Locator.

Class 6. Field Mechanics and Field Welders

Class 7. Gradall and machines of like nature.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - WEST

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

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

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

All Prevailing Wage Rates

Class 4. Low Boy and Oil Distributors.

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

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST

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

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

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

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

TRUCK DRIVER - OIL AND CHIP RESEALING ONLY.

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

All Prevailing Wage Rates

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

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Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will, upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

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

Sauk Valley Community College
June 24, 2013

Agenda Item 2.8

Topic: **ICCB RAMP 2015 Project**

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

Presentation:

Each year Community Colleges must submit requests to the Illinois Community College Board (ICCB) for funding of capital projects. This includes resubmitting requests for previously approved projects that are not complete. Sauk Valley Community College currently has one approved project that is waiting for state funding. The project will remodel the natural science laboratories at the college. This project has been waiting for funding several years and is currently number 5 out of 31 on the fiscal year 2013 Capital Budget Recommendation list.

This year the ICCB recommended the previously submitted project budget be increased by 2.2% to cover inflation. Based on the architect's master plan, the square footage of the remodel is 9,500 square feet. The total cost of the project is \$4,000,600 with \$1,000,100 in matching local funds.

The science labs are currently opened walled rooms divided only by cabinetry from each other and the hallway. This design results in safety and operational problems. This project will enclose the classrooms to provide security and eliminate sound and disruptions. In addition, the cabinetry and lab stations are very dilapidated and will be replaced.

Recommendation:

The administration recommends the Board approve the attached Resource Allocation and Management Plan for Fiscal Year 2015. This includes a 2.2% budget increase as stipulated by the ICCB.

Resource Allocation and Management Plan
Fiscal Year 2015

Submitted June 2013

Sauk Valley Community College
Illinois Community College District No. 506
173 Illinois Route 2
Dixon, IL 61021

(815) 835-6299
frank.j.murphy@svcc.edu

Sauk Valley Community College
RAMP 2015
Submitted June 2013

Project 1
Remodel Natural Science Laboratories

Fiscal Year 2015 RAMP
Community College Capital Requests

Community College Contact for Further Information

Occasionally it is necessary to contact the individual(s) responsible for completing the Capital RAMP tables in order to reconcile discrepancies or to obtain further information to clarify requested projects(s). Please list the person responsible for the Capital RAMP submission in the space provided below who should be contacted for follow up inquiries. The individual below will be the person ICCB or IBHE contacts to answer questions concerning the Capital RAMP requests.

Community College District #506 Sauk Valley Community College

Budget Year Request 2015

Capital RAMP Contact Person Frank Murphy, Director of Buildings and Grounds

Telephone Number (815) 835-6299

TABLE 1
FISCAL YEAR 2015 CAPITAL PROJECT REQUEST

DISTRICT/COLLEGE:

PROJECT NAME AND/OR DESCRIPTION
Check one:
NEW FACILITIES CONSTRUCTION/ACQUISITION
REMODELING/REHABILITATION PROJECT
OTHER

506 Sauk Valley Community College

(Complete Table 2)
X (Complete Table 2)
(Complete Table 2 or provide additional information per instructions)

DISTRICT PRIORITY NUMBER 1 OUT OF 1
Check one:
NEW REQUEST
REQUESTED PREVIOUSLY X

Dollars rounded to the nearest hundred (for example and per instructions enter \$1,456,789 as \$1,456.8)

PROJECT CATEGORIES* BLDGs, ADDITIONS, AND/OR STRUCTURES LAND EQUIPMENT UTILITIES REMODELING & REHABILITATION SITE IMPROVEMENTS PLANNING TOTAL	PRIOR YEARS FUNDING*			CURRENT REQUEST FY			BEYOND CURRENT YEAR*			TOTAL PROJECT COST		
	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST	STATE FUNDS	LOCAL FUNDS	TOTAL COST
				3,000.5	1,000.1	4,000.6				3,000.5	1,000.1	4,000.6
TOTAL				3,000.5	1,000.1	4,000.6				3,000.5	1,000.1	4,000.6

* Describe prior year funding and/or future year funding in the scope statement section using the requested format.
State funds should equal 75% of total and local funds should equal 25% of total. ICCB will adjust for credits

TOTAL PROJECT REQUEST (CURRENT YEAR) \$ 4,001
TOTAL COMPLETED PROJECT COST \$ 4,001
DESIRED PROJECT START DATE 5/1/2014
ESTIMATED COMPLETION DATE 5/1/2015
ESTIMATED OCCUPANCY DATE 5/1/2015
ESTIMATED ANNUAL OPERATING COST \$

MATCHING CONTRIBUTION \$
(See Item 10 in Section I of this Manual)
LOCAL FINANCING SOURCE
AVAILABLE FUND BALANCE \$ 642
ICCB CONSTRUCTION CREDIT \$
(if any)
DEBT ISSUE \$
DATE OF APPROVAL:
OTHER (PHS) \$ 358
TOTAL \$ 1,000

COMPLETE ONE SHEET FOR EACH PROJECT REQUESTED

TABLE 2
FY 2015 SUMMARY OF REQUESTED SPACE AND/OR ACREAGE

Space Type	FICM Codes	PART A		PART B	
		NET ASSIGNABLE SQUARE FOOTAGE SUMMARY		ACREAGE SUMMARY (Land Acquisition)	
		REQUEST FOR NEW FACILITIES	REDISTRIBUTION OF NASF SPACE	Number of Acres Requested in Budget Year	
		Net Assignable Square Feet (NASF)	Space Prior to Remodeling	Space After Remodeling	
					1 Landscaped Ground
Classrooms	110 thru 115		1,425	1,080	2 Physical Education and Athletic Fields
Laboratory	210 thru 255		5,825	6,720	3 Buildings and Attached Structures
Office	310 thru 355		975		4 Experimental Plots
Study	410 thru 455			600	5 Other Instructional Areas
Special Use	510 thru 590				6 Parking Lots
General Use: Assembly and Exhibition Other General Use	610 thru 625 630 thru 685				7 Roadways
Support Facilities	710 thru 765				8 Pond Retention and Drainage
Health Care	810 thru 895		1,275	1,000	9 Other (specify)
Unclassified					Total Assigned Area
					Currently Unassigned
					Total Acres
TOTAL NASF #			9,500	9,500	
TOTAL GSF* #					

*Gross Square Feet

COMPLETE THE APPLICABLE SECTION--ONE SHEET FOR EACH PROJECT REQUESTED

Programmatic Justification Narrative

District/College: Sauk Valley Community College District 506
Project Name: Remodel Natural Science Laboratories

Purpose

The third floor science laboratories at Sauk Valley Community College are over 40 years old and open-walled. This causes especially serious pedagogical problems in the third floor Science labs. One wall of each lab is windows, the two walls perpendicular to that are composed of tall banks of storage cabinets with openings at each end and near the ceiling, and there is no fourth wall. Students must walk through one room to reach another. This design results in a collection of safety and operational problems: open-walled rooms filled with expensive equipment and potentially dangerous supplies are left unsecured; a separate room that could be used as a general classroom is instead reserved for lab prep and storage functions that require security; students clearly hear noise from the labs next door; fumes or fire that might originate in one room would travel quickly to the others; and classes are disrupted by people who pass through one lab on their way to another. Lab stations and cabinetry in the rooms are worn, delaminating, and some are broken. The lab stations do not meet current ADA requirements which require staff to find makeshift alternatives to accommodate handicapped students. In addition, the adjacent faculty offices are separated from each other only by half partitions, so teachers are unable to meet privately with students or work in their offices without noise distractions.

An architectural firm hired by the Board of Trustees has completed an update to the master plan at SVCC. A review of the laboratory area is included in this update, a preliminary budget has been established, and new layout drawings are attached to this justification. The proposed project will solve the problems listed above as follows: new walls that enclose the labs will provide soundproofing and security that eliminates the distraction of external foot traffic; the cabinetry and lab stations will be replaced, the teaching stations will be set up to utilize computer-aided presentation methods.

Instructional Objectives

The project will improve the instructional effectiveness of all Science classes by reducing noise, replacing worn-out lab stations, and enhancing instructional technology.

Comparison to Existing Facilities

The current labs are noisy and open, cannot be locked, and have cabinetry that is delaminating and over 40 years old. The faculty offices lack privacy and security. This project will correct all of those problems.

Facilities Currently Available

Current utilization:

The third floor labs are used by students in Chemistry, Biology, Nursing, and health-related fields. Historically, student enrollment in Chemistry and Biology account for approximately 10.9% of the College's total credit hours. The chemistry and biology labs are currently tied up almost continuously for either class instruction or lab preparations.

Inadequacy of current facilities:

The current facilities are inadequate for both safety and pedagogy. In an emergency, the open walls would encourage the spread of fire or fumes. Equipment and supplies in the labs cannot be locked up adequately. The openness of the labs lets in disruptive noise both from people passing through the rooms and from instruction taking place in neighboring classes. The surfaces of the lab stations have delaminated to the point of becoming rough and jagged. Some of the cabinetry is broken and unusable. The lab stations do not meet current ADA requirements which require staff to find makeshift alternatives to accommodate handicapped students. The faculty offices are open to each other and are, therefore, noisy and insecure.

Driving forces:

The driving forces for the project are a need to reduce noise and disruption in the labs, improve security and safety, replace worn fixtures, and improve instructional technology.

Master Plan

The project is a part of the updated College's facilities master plan that was submitted to the ICCB in August 2010.

Attachments

Attached is a map of renovations planned for the third floor natural science laboratories.

Fiscal Year 2015 Ramp
Community College Capital Projects

Scope of Work Narrative

District/College: Sauk Valley Community College District 506
Project Name: Remodel Natural Science Laboratories
Exact Location: 173 IL Route 2, Dixon, IL 61021

Nature of Work to be Performed

The open science laboratories on the third floor will be enclosed through installation of walls on three sides. Full walls will be installed in adjacent faculty offices. A new layout is being proposed through an architectural review for the 2010 update to the Campus Master Plan. Cabinetry and lab stations will be replaced. Plumbing, gas, and power lines leading to those stations, along with fume hoods, will be repaired and/or replaced. Heating, ventilating and air conditioning systems and lighting will be adjusted for the different needs of enclosed rooms. Computer-aided instruction projection systems will be installed.

General Building Conditions

The current floor plan of the renovation area includes four labs, two classrooms, two storage/preparation rooms, and six offices. All of the labs are open-walled, with tall cabinetry as room dividers, and have bare concrete floors. The offices have partial half-wall dividers and are open to each other. The ventilation and heating and cooling systems are designed for open rooms. The area covers 9,500 GSF.

Site Analysis

The renovation will occur inside the existing facility (Building 1) and will affect only the southwest side of the third floor laboratory and classroom area.

BOARD OF TRUSTEES MATCHING FUNDS COMMITMENT

I hereby certify that the Board of Trustees of Sauk Valley Community College, District # 506, meeting in their regular session on June 24, 2013, with a quorum present, officially authorized the submission of the attached Fiscal Year 2014 RAMP Community College Capital Project Request.

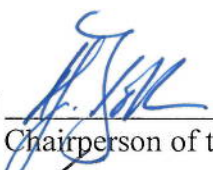
I certify that the board reviewed and approved the attached programmatic justification, scope of work, and related forms for the project identified below.

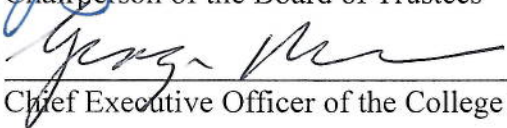
I further certify that board has made a commitment to either use available assets and/or credits, or to make local funds available for the project requested as indicated below, should the project be approved.

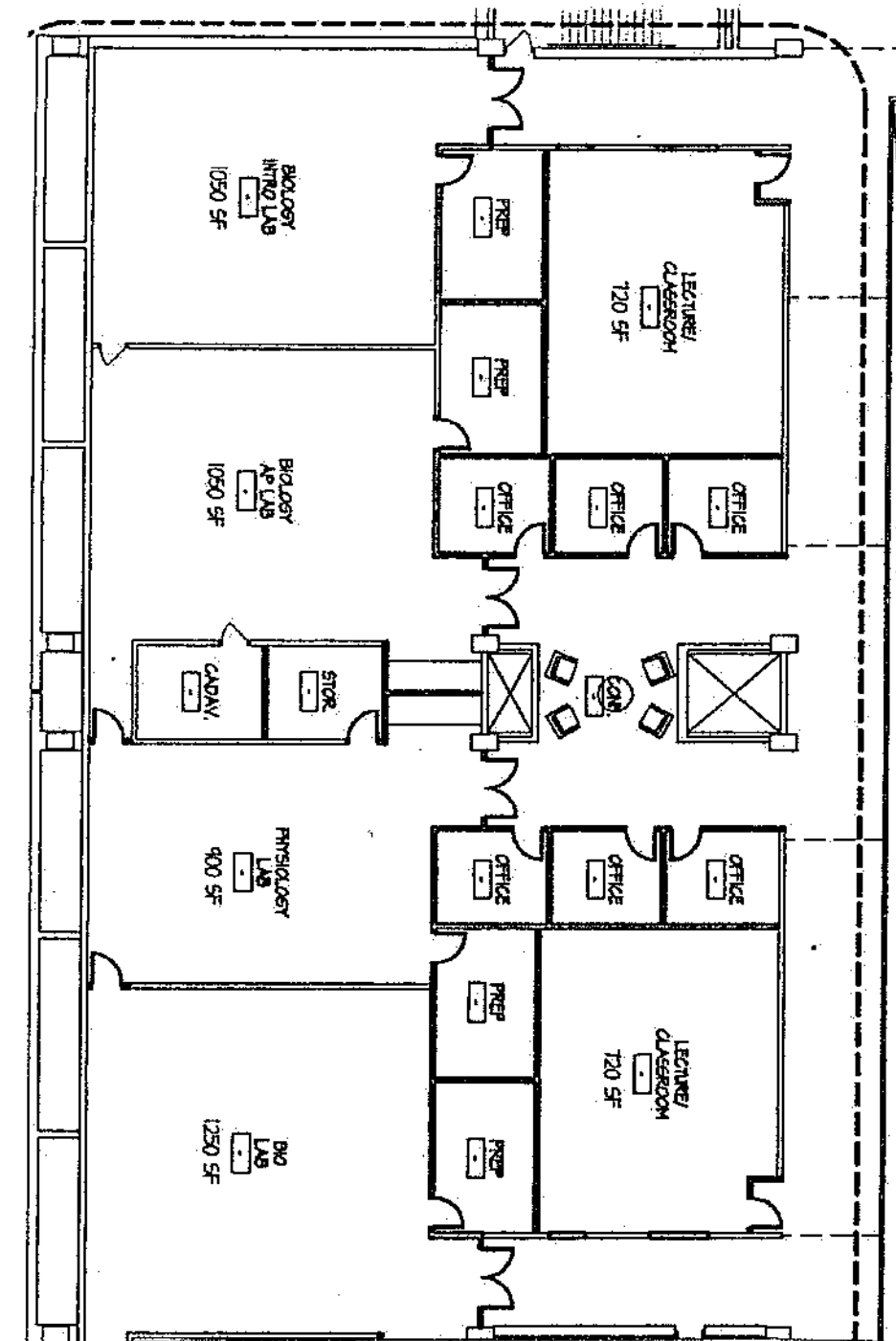
PROJECT NAME:

Proposed Source(s) of Local Funding

	(List the Dollar Amount)
1. Available Local Fund Balances	\$ <u>642,400</u>
2. Protection, Health, and Safety Tax Levy	\$ <u>357,700</u>
3. Protection, Health, and Safety Bond Proceeds	\$ _____
4. Other Debt Issue	\$ _____
5. State Certified Construction Credits (remaining from 1987)	\$ _____
6. Other (Please specify) _____	\$ _____
TOTAL LOCAL MATCH	\$ <u>1,000,100</u>

Signed 
Chairperson of the Board of Trustees

Signed 
Chief Executive Officer of the College District



Sauk Valley Community College
June 24, 2013

Agenda Item 2.9

Topic: **Disposal of Obsolete Equipment**

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

Presentation:

The items listed below have been collected and are available for disposal. The list of equipment includes items that are worn, outdated, damaged or too costly to repair.

Recommendation:

The administration recommends the Board approve the equipment listed as obsolete to be disposed of in a manner appropriate to the condition of the equipment.

Personal computers w/Monitors	Classroom desk/podiums
Laptop Computers	Assorted size desk chairs
Scanners and Printers	AED Defibrillators
Mainframe Servers, Switches and Routers	Magnetic Stir Plate and Balance
Stairmaster Treadmill	Projection Screens
AO Spencer Microscopes	Canvas Stretcher
Refrigerator Racks	Vacuum Cleaner
Dissecting Trays	12 Foot Wood Ladder
Magazine/Brochure Display Racks	Large Picture Frames
Televisions and Videocassette Players	Wood Base Cabinets
Various size office desks w/shelving	Medical Cabinets
Assorted size tables	Miscellaneous Stools and Library Chairs
Typing tables	Portable Chalkboard
Eclipse EKG Machine	Wicker Loveseats
Various size file cabinets	
Stand alone room partitions	
Aluminum framed Portable Staging	
Library Tables	

Sauk Valley Community College
June 24, 2013

Agenda Item 2.10

Topic: Request to Serve Alcohol

Presented By: Dr. George Mihel and Amy Viering

Presentation:

On Saturday, March 1, 2014 "The Next Picture Show" is requesting to serve alcohol at an evening fundraising event "Art for Art's Sake" that they will be hosting at Sauk Valley Community College where SVCC students will participate in the event.

Recommendation:

The administration requests that the Board approve serving alcohol during the "The Next Picture Show" fundraising event to be held at Sauk Valley Community College on March 1, 2014.

Board Policy Review

Board Policies:

Board Policy 303.01 Contracts

304.01 Disposition of
Equipment

305.01 Purchasing Policy

303.01 Contracts

The President or designee as appropriate within set administrative procedures are authorized by the Board to sign contracts and agreements on behalf of the college. This policy shall apply except in cases specified by the State law which requires the signature of the Chairman or the Secretary of the Board, their designate, or the President of the College.

2/12/79
11/28/94
6/28/04
5/14/07

304.01 Disposition of Equipment

Disposal of obsolete equipment shall be accomplished by public advertisement upon recommendation of the President and approval of the Board.

2/12/79

305.01 Purchasing Policy

A. Introduction

The administration of the purchasing policies and guidelines as set forth herein shall be the responsibility of the Dean of Business Services. This document shall serve to enable responsible parties to act in the best interests of Sauk Valley Community College. An efficient, well-planned, and organized program of purchasing policies is imperative to protect the public trust relative to the expenditures of public tax monies. Because the success of the purchasing program depends on the ways and means of implementation, management, and administration, it is apparent that this written policy shall govern the purchasing program and its use.

B. Ethics

All administrators acting as purchasing agents for Sauk Valley Community College shall ever be mindful of and practice the following ethics:

1. To regard public service as a sacred trust giving primary consideration to the interest of the school district;
2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended;
3. To strive for knowledge of school equipment and supplies in order to recommend items that may either reduce costs or increase the efficiency of the means of education;
4. To insist on and expect honesty in sales representation whether offered verbally or in the sample of product submitted;
5. To give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their product meets specifications and the educational needs of the district;
6. To discourage the offer of, and to decline, gifts which in any way might influence the purchase of school equipment and supplies;
7. To accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions; and
8. To cooperate with educational, governmental, and trade associations in the promotion and development of sound business methods in the procurement of school equipment and supplies.

C. Procedures

The Dean of Business Services shall have the responsibility of securing for the district its requirements for services, materials, supplies, and equipment at the lowest possible cost consistent with satisfactory standards for quality and service.

Supervision and control of all purchases shall be the responsibility of the Dean of Business Services, or his/her responsible officer.

The departmental budgets will be charged for the value of the merchandise received. All purchases are to be initiated by requisition and shall be approved by the requisitioner's immediate supervisor and/or Vice President or President as required by the Dean of Business Services.

D. Policies

Budgeted Expenditures - All expenditures for items of services, materials, supplies and equipment which have been budgeted for all College funds of the College shall be bid and purchased within the following guidelines and policies:

a. Purchases involving and expenditure of less than \$10,000 may be authorized by the Dean of Business Services without advertising for bids, or requiring formal competitive bidding. The Dean of Business Services shall determine the type of bidding necessary, the procedure being dependent upon the circumstances pertaining to each particular purchase.

b. Purchases involving an expenditure in excess of \$10,000 shall be let to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability, after due advertisement, except contracts which by their nature are not adaptable to competitive bidding such as contracts for:

- 1) services for individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
- 2) printing of finance committee reports and departmental reports;
- 3) printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
- 4) materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of

the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;

- 5) maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
- 6) use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services;
- 7) duplicating machines and supplies;
- 8) purchase of natural gas when the cost is less than that offered by a public utility;
- 9) purchases of equipment previously owned by some entity other than the district itself;
- 10) repair, maintenance, remodeling, renovation, or construction of a single project involving an expenditure not to exceed \$15,000 and not involving a change or increase in the size, type, or extent of an existing facility;
- 11) goods or services procured from another governmental agency;
- 12) goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph;
- 13) where funds are expended in an emergency and such emergency expenditure is approved by 75% of the members of the Board.

c. All competitive bids for contracts involving an expenditure in excess of \$10,000 (15,000 for contracts listed in b(9) above) must be sealed by the bidder and must be opened by a member or employee of the Board, and witnessed, at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least three days notice of the time and place of such bid opening.

d. Due advertisement includes, but is not limited to, at least one public notice at least ten days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district.

e. All requests for competitive bids shall be issued through the Dean of Business Services.

Non-Budgeted Expenditures - Purchases of services, materials, supplies, and equipment which have not been specifically budgeted for in any of the College funds shall be purchased according to the policies and guidelines as set forth in Section A, with the exception that responsibility for approval to purchase under this Section B, rests with the Board of Trustees.

Cooperative Purchasing Arrangements - The College purchasing officer may pursue the cooperative purchasing arrangements with other public institutions and the State of Illinois Department of General Services, in accordance with Paragraph 3-27.2 Joint Purchases, of the Illinois Public Community College Act. The Board Secretary is authorized to sign the appropriate resolution for the State of Illinois Department of General Services.

Non-Collusion Affidavit - All bids shall be submitted with a completed and original signed Non-Collusion Affidavit. Bids submitted without the completed form will be removed from consideration.

Miscellaneous – The Dean of Business Services will exercise discretion in determining the responsibility of each bidder. The lowest responsible bidder will be awarded the contract, provided he/she meets the specific requirements set forth in the bidding document. Preference will be given to persons or firms located in the college district so long as they provide the needed service on substantially equal basis with the persons or firms located outside the district.

AMENDMENT

RESOLVED, That the purchasing policy of Community College District Number 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, commonly known as Sauk Valley Community College, be amended by adding to the Miscellaneous Section the following language: All contracts to which Sauk Valley Community College is a party shall be conditioned upon the requirement that the supplier of materials or services of the contractor and his/her subcontractor, and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services, as the case may be, shall not commit an unfair employment practice in this State as defined in Section 853 of Chap. 48, IL. Rev. Stats., and all such contracts shall have incorporated therein the "Equal Employment Opportunity Clause" required under the Rules and Regulations of the Illinois Fair Employment Practices Commission, a copy of which is attached hereto and incorporated herein by reference. The said Clause may be incorporated in the College's contracts by reference to this purchasing policy.

"EQUAL EMPLOYMENT OPPORTUNITY CLAUSE"

In the event of the contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act of the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the contractor may be declared non-responsible and therefore ineligible for future contracts or sub-contracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
3. That in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, age, national origin or ancestry.
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement of understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Fair Employment Act and the Commission's Rule and Regulations for Public Contracts.

If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations there under.

5. That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

6. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

7. That it will include verbatim or by reference the provisions of paragraph 1 through 7 of this clause in every performance subcontract as defined in Section 2.10 (b) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor; and that it will also so include the provisions of paragraphs 1, 5, 6 and 7 in every supply subcontract as defined in Section 2.10 (a) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor.

In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

With respect to the two types of subcontracts referred to under paragraph 7 of the Equal Employment Opportunity Clause above, following is an excerpt of Section 2 of the FEPC's Rules and Regulation for Public Contracts:

Section 2.10 - The term "Subcontract" means any agreement, arrangement or understanding, written or otherwise, between a contractor and any person (in which the parties do not stand in the relationship of an employer and an employee):

A. For the furnishing of supplies or services or for the use of real or personal property, including lease arrangements, which, in whole or in part, is utilized in the performance of any one or more contracts; or

B. Under which any portion of the contractor's obligations under any one or more contracts is performed, undertaken or assumed.

Sexual Harassment Clause - Each party submitting a proposal must certify that they have complied with the requirement of section 2-105 of the Illinois Human Rights Act (PA 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of the law as applicable are hereby incorporated into this contract.

2/12/79
11/23/92
11/28/94
1/25/99
3/27/00
6/28/04
11/22/10

Sauk Valley Community College
June 24, 2013

Action Item 4.1

Topic: **2013-2014 Tentative Budget – First Reading**

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

Presentation:

Attached is the 2013-2014 Tentative Budget for Board consideration and first reading. This budget will be on public display in the Business Office, the President's Office and the Learning Resource Center for 30 days. The public hearing and final action will take place at the July 29, 2013 Board meeting.

Recommendation:

The administration recommends the Board of Trustees approve the first reading of the FY 2014 Tentative Budget as presented.

SAUK VALLEY COMMUNITY COLLEGE
FY2014 BUDGET NARRATIVE

SVCC has nine different funds.

- **Education (Fund 1)** - academic programs, student services, technology and administration.
- **Operations & Maintenance (Fund 2)** - building maintenance, custodial, grounds and utilities.
- **Restricted Purposes (Fund 6)** - student financial aid and restricted grants.
- **Audit (Fund 11)** - audit costs.
- **Liability, Protection & Settlement (Fund 12)** - liability insurance, workers compensation insurance, unemployment insurance, FICA, Medicare and risk management.
- **Working Cash (Fund 7)** - investment income and temporary cash flow.
- **Bond & Interest (Fund 4)** - bond repayment and bond interest payment.
- **Operations & Maintenance Restricted (Fund 3)** - building renovations and funding bonds.
- **Auxiliary (Fund 5)** - student activities, athletics, bookstore and the medical self-insured fund.

The revenue sources and uses of the nine funds are listed on the following pages. Also included are the assumptions used to determine the FY2014 budget amounts if significantly different from the prior year.

Education Fund (Fund 1)

Revenue sources:

<u>% of</u> <u>Total</u>		<u>FY14 Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdet to</u> <u>FY13 Proj %</u>
34%	Local Revenues	4,310,000	4,295,000	0.4%	4,295,000	0.4%
17%	State Revenues	2,299,647	2,299,647	0.0%	2,299,647	0.0%
0%	Federal Revenues	8,000	8,000	0.0%	8,211	-2.6%
39%	Tuition and Fees	4,907,300	4,532,500	8.2%	4,685,904	4.7%
1%	Sales and Service	155,000	150,000	3.3%	150,000	3.3%
	Investment					
0%	Revenue	20,000	20,000	0.0%	20,000	0.0%
0%	Other Revenue	20,000	20,000	0.0%	20,000	0.0%
8%	SURS on Behalf	1,000,000	1,000,000	0.0%	1,000,000	0.0%
	Total Revenue	12,719,947	12,325,147		12,478,762	

Local revenues

- Property taxes are increasing due to the increased EAV on farmland generated by increased crop prices.

State revenues

- Consists of the Credit Hour grant, the Equalization grant, the Small College Grant, Career and Technical Education grant.
- FY14 budget will remain flat compared to FY13.
- The projected FY13 fund balance includes \$886,000 of unpaid state funding. There is a possibility that a portion of the FY13 or FY14 state funding will not be received.

Tuition and Fees

- FY14 enrollment is expected to remain flat with the exception of Dual Credit.
- FY14 tuition reflects a \$2 rate increase.

Sales and services

- Consists of the non-credit revenue from the Business and Community Education department.

Expenditures:

<u>% of</u> <u>Total</u>		<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdet to</u> <u>FY13 Proj %</u>
39%	Instruction	5,054,845	4,860,011	4.0%	4,726,051	6.5%
10%	Academic Support	1,300,172	1,238,032	4.8%	1,252,587	3.7%
12%	Student Services	1,483,369	1,468,590	1.0%	1,389,161	6.8%
2%	Cont. Education	203,341	215,133	-5.5%	223,733	-9.1%
21%	Institutional Support	2,493,852	2,482,188	0.0%	2,378,693	4.4%
	Scholarships,					
8%	Grants, Waivers	966,000	905,000	6.7%	904,626	6.7%
8%	SURS on Behalf	<u>1,000,000</u>	<u>1,000,000</u>	0.0%	<u>1,000,000</u>	0.0%
	Total by Program	12,501,579	12,168,954		11,861,851	

Instruction

- Salaries, benefits and direct costs of the academic programs.
- FY13 decrease is due to vacant position in criminal justice and decrease in benefit expense.
- FY14 increase is due to raise of 3.75% and the addition of 3 positions in biology, psychology and welding.

Academic support

- Salaries, benefits and direct costs of the library, instructional technology and the academic deans.

Student services

- Salaries, benefits and direct costs of the student service dean, admissions, financial aid and counseling offices.
- FY14 budget increase is due to the addition of positions in counseling.

Continuing education

- Salaries, benefits and direct costs for Business and Community Education.

Institutional support

- Salaries, benefits and direct costs of the executive administration, fiscal operations, marketing and administrative data processing.
- FY13 decrease is due to postponed software expenses and vacant positions in IT.

Scholarships, grants, waivers

- Tuition waivers for employees, Sauk Scholars, dual enrollees, and athletes.
- FY14 budget increase is due to increase in the dual credit waiver that will also increase tuition.

The following table reclassifies the program costs into expense categories.

<u>% of</u> <u>Total</u>		<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
57%	Salaries	7,323,878	6,982,168	4.8%	6,801,872	7.0%
14%	Benefits	1,617,434	1,710,457	-5.4%	1,637,110	-1.2%
4%	Contractual Services	505,590	472,379	3.4%	543,065	-9.5%
8%	Supplies	884,987	901,620	-1.8%	804,314	10.0%
1%	Conference & Meeting	169,690	162,330	1.4%	125,210	31.5%
8%	Other	1,000,000	940,000	6.4%	950,280	5.2%
8%	SURS on Behalf	<u>1,000,000</u>	<u>1,000,000</u>	0.0%	<u>1,000,000</u>	0.0%
Total by Expense		12,501,579	12,168,954		11,861,851	

Transfers:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
O&M	(210,000)	(156,000)	-34.6%	(265,000)	20.7%

Fund balance:

Projected FY13 Fund balance	5,974,191
Projected FY14 Net income	<u>8,368</u>
Projected FY14 Fund balance	<u><u>5,982,559</u></u>

Operation and Maintenance Fund (Fund 2)

Revenue sources:

	<u>FY14 Budget</u>	<u>FY13 Budget</u>	<u>Budget Change %</u>	<u>FY13 Projected</u>	<u>FY14 Bdgt to FY13 Proj %</u>
Local Revenues	526,900	525,000	0.4%	524,088	0.2%
State Revenues	273,215	273,215	0.0%	273,215	0.0%
Tuition and Fees	523,100	505,100	3.6%	514,454	1.7%
Investment Revenue	500	500	0.0%	500	0.0%
Other Revenue	10,000	10,000	0.0%	10,000	0.0%
SURS on Behalf	100,000	100,000	0.0%	100,000	0.0%
Total Revenue	1,433,715	1,413,815		1,422,969	

- State Funding is budgeted flat compared to FY13 due to the State budget crisis.
- Tuition reflects a \$2 per credit hour increase.

Expenditures:

	<u>FY14 Budget</u>	<u>FY13 Budget</u>	<u>Budget Change %</u>	<u>FY13 Projected</u>	<u>FY14 Bdgt to FY13 Proj %</u>
Salaries	588,853	576,127	2.2%	570,711	3.2%
Benefits	231,987	229,825	0.9%	240,700	-3.6%
Contractual Services	83,800	83,800	0.0%	85,936	-2.5%
Supplies	106,050	103,750	2.2%	87,807	20.7%
Conference & Meeting	3,500	3,700	-5.4%	2,803	19.9%
Fixed Charges	55,000	54,000	1.9%	52,909	4.0%
Utilities	484,500	440,500	10.0%	468,393	3.4%
Capital Outlay	-	--	-100.0%	--	-100.0%
SURS on Behalf	100,000	100,000	100.0%	100,000	0.0%
Total Expense	1,653,690	1,591,702		1,609,259	

- The Utilities increased due to increase in electricity and gas.

Transfers:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
Education fund	210,000	156,000	34.6%	265,000	-20.8%
Auxiliary Fund	--	12,000	-100.00%	--	-100.00%
Working cash fund	<u>10,000</u>	<u>14,000</u>	-28.6%	<u>10,000</u>	<u>0.0%</u>
	220,000	182,000		275,000	

- Transfers are permitted in and out of this fund.
- Transfers from the Education fund are necessary to balance the fund.

Fund balance:

Projected FY13 Fund balance	-
Projected FY14 Net income	<u>25</u>
Projected FY14 Fund balance	<u><u>25</u></u>

Restricted Purposes Fund (Fund 6)

Revenue sources:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
State Revenues	702,802	711,187	-1.1%	663,048	6.0%
Federal Revenues	5,758,664	5,941,270	-3.1%	5,754,257	0.07%
Other Revenue	183,300	225,888	-18.8%	211,561	-13.3%
Total Revenue	6,644,766	6,878,345		6,628,866	

- State Revenues will decrease due to the decrease of restricted funding of Adult Education and MAP student aid grants.
- Federal revenues will decrease due to reductions of Pell student aid.

Expenditures:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY13 Bdgt to</u> <u>FY12 Proj %</u>
Instruction	301,368	326,549	-7.7%	292,154	3.2%
Student Services	405,729	410,512	-1.2%	406,500	-0.1%
Public Services	406,726	464,366	-12.4%	423,006	-3.8%
Institutional Support	1,000,000	--	100.0%	--	100.0
Scholarships, Student Grants and Waivers	5,538,578	5,682,020	-2.5%	5,465,849	1.3%
Total by Expense	6,652,401	6,883,447		6,611,615	

- The balance of the grants must be used by their fiscal year end.
- The decrease in Public Services is due to a reduction in the AmeriCorps Grant.
- FY14 Institutional Support is the use of Challenge Grant funds on building remodel.
- The decrease in Scholarships is due to the reduced Vets, MAP, and Pell student aid funding.

Audit Fund (Fund 11)

Revenue sources:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
Local Revenues	68,500	65,000	5.4%	65,000	5.4%
Investment Revenue	<u>25</u>	<u>25</u>	0.0%	<u>25</u>	0.0%
Total Revenue	68,525	65,025		65,025	

- Property taxes are levied based on the annual audit costs.

Expenditures:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
Salaries	8,194	8,957	-8.5%	7,393	10.8%
Benefits	2,245	3,105	-27.7%	2,283	-1.7%
Contractual Services	<u>60,000</u>	<u>60,000</u>	57.9%	<u>60,305</u>	-.05%
	70,439	72,062		69,981	

- Salary and benefits from the Director of Business Services and the Staff Accountant are expensed in this fund to cover audit preparation.

Fund balance:

Projected FY13 Fund balance	-
Projected FY14 Net income	<u>(1,914)</u>
Projected FY14 Fund balance	<u><u>(1,914)</u></u>

Liability, Protection and Settlement Fund (Fund 12, Tort Fund)

Revenues sources:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
Investment Revenue	151,000	151,000	0.0%	151,000	0.0%
SURS on Behalf	<u>35,000</u>	<u>35,000</u>	0.0%	<u>35,000</u>	0.0%
Total Revenue	186,000	186,000		186,000	

- Property taxes are levied based on the annual needs of this fund.

Expenditures:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
Salaries	197,025	198,194	-0.6%	174,897	12.7%
Benefits	306,444	345,121	-11.2%	296,230	3.5%
Contractual Services	45,000	45,000	0.0%	36,631	22.8%
Supplies	12,199	13,100	-6.9%	14,341	32.7%
Conference & Meeting	4,000	5,000	-20.0%	1,000	300.0%
Fixed Charges	40,000	35,000	14.3%	42,456	-5.8%
Utilities	1,100	1,500	-26.6%	1,100	0.0%
SURS on Behalf	<u>35,000</u>	<u>35,000</u>	0.0%	<u>35,000</u>	0.0%
Total by Expense	640,768	677,915		601,655	

- Salaries reflect security staff and allocations of salaries for those who have risk management duties.

Fund balance:

Projected FY13 Fund balance	5,165,809
Projected FY14 Net income	<u>(454,768)</u>
Projected FY14 Fund balance	<u><u>4,711,041</u></u>

Working Cash Fund (Fund 7)

Revenues sources:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
Investment Revenue	10,000	10,000	0.0%	--	100.0%

- Investment income is earned on the principal from working cash bonds sold in prior years.

Transfers:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
Transfers	(10,000)	(14,000)	-28.6%	--	100.0%

- Transfers of the investment earnings are permitted from this fund to the Education and Operations & Maintenance funds.

Fund balance:

Projected FY13 Fund balance	2,497,017
Projected FY14 Net income	<u>-</u>
Projected FY14 Fund balance	<u>2,497,017</u>

Bond & Interest Fund (Fund 4)

Revenues sources:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
Local Revenues	1,646,100	1,793,925	-8.2%	1,798,337	-8.5%
Investment Revenue	<u>1,000</u>	<u>1,000</u>	0.0%	<u>1,000</u>	0.0%
Total Revenue	1,647,100	1,794,925		1,799,337	

Local revenues

- Property taxes are levied based on the annual bond repayment schedule.

Expenditures:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
Fixed Charges	1,796,441	1,770,304	1.5%	1,789,048	0.4%
Contractual Services	<u>15,000</u>	<u>14,000</u>	7.1%	<u>15,000</u>	0.0%
Total by Expense	1,811,441	1,784,304		1,804,048	

- Fixed charges are the scheduled principal and interest payments for the outstanding bonds.

Fund balance:

Projected FY13 Fund balance	1,000,000
Projected FY14 Net income	<u>(164,341)</u>
Projected FY14 Fund balance	<u>835,659</u>

Operations & Maintenance Fund- Restricted (Fund 3)

Revenues sources:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
Local Revenues	770,000	790,000	-2.5%	770,000	0.0%
Investment Revenue	5,000	5,000	0.0%	5,000	0.0%
Other Revenue	<u>30,000</u>	<u>30,000</u>	0.0%	<u>33,000</u>	-9.0%
Total Revenue	805,000	825,000		808,000	

- Property taxes are levied based on the annual needs of this fund.
- Other revenues are donations toward the remodeling of the instructional areas.

Expenditures:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
Capital Outlay	1,641,614	4,303,450	-62.6%	3,944,828	-9.0%

- The FY14 Protection, Health and Safety projects include window replacement, roof repair and electrical improvements.
- In FY14, funding bonds will pay for equipment needs and building remodeling.

Fund balance:

Projected FY13 Fund balance	1,900,000
Projected FY14 Net income	<u>(836,614)</u>
Projected FY14 Fund balance	<u><u>1,063,386</u></u>

Auxiliary Enterprises Fund (Fund 5)

Revenues sources:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
Student fees	\$240,000	\$240,000	0.0%	247,158	-3.0%
Sales and service	149,700	156,750	-4.5%	147,844	1.2%
Investment revenue	2,000	2,000	0.0%	2,000	0.0%
Other revenue	<u>2,138,000</u>	<u>2,239,200</u>	-4.5%	<u>2,236,762</u>	--4.4%
Total revenue	2,529,700	2,637,950		2,633,764	

- The student fee is \$5 per credit hour.
- Other revenue is the medical insurance premiums charged to the College funds and employees.

Expenditures:

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY14</u> <u>Projected</u>	<u>FY13 Bdgt to</u> <u>FY12 Proj %</u>
Salaries	\$130,703	\$132,258	-1.2%	120,396	7.9%
Benefits	10,016	10,807	-7.3%	12,584	-20.4%
Contractual Services	2,225,540	2,367,640	6.0%	2,088,493	6.5%
Supplies	73,685	71,440	3.1%	60,990	20.8%
Conference & Meeting	64,683	65,183	-0.8%	49,160	31.6%
Fixed Charges	<u>49,122</u>	<u>18,500</u>	168.22%	<u>27,413</u>	79.2%
Total Expense	2,553,749	2,665,828		2,359,036	

	<u>FY14</u> <u>Budget</u>	<u>FY13</u> <u>Budget</u>	<u>Budget</u> <u>Change %</u>	<u>FY13</u> <u>Projected</u>	<u>FY14 Bdgt to</u> <u>FY13 Proj %</u>
Transfers	--	(19,000)		-	

- Fixed charges include athletic liability insurance which has increased due to uninsured athletes and large claims.

Fund balance:

Projected FY13 Fund balance	1,000,000
Projected FY14 Net income	<u>(24,049)</u>
Projected FY14 Fund balance	<u>975,951</u>

**Sauk Valley Community College
June 24, 2013**

Action Item 4.2

Topic: Recommendation for Bid Award – 2013 Roof Replacement Phase 2

Presented By: Dr. George Mihel and Frank Murphy

Presentation:

When the 2013 Roof Replacement Project was approved in October by the Board of Trustees and ICCB, the scope of work to be performed did not include replacement of the theatre roof. However, during the bidding process to replace the east mall roof, it was determined that the theatre roof was also in need of replacement.

This Project will consist of the same work to be performed as the rest of the east mall roof, including the replacement of the existing roofing membrane, insulation, flashings, and prefinished metal edging. It will also include the monitoring and containment of any asbestos materials that may come loose in the ceiling during the project. When complete, the new roof will have a 20-year manufacturer's warranty.

A bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*. Four contractors were provided with bid documents. The College received only one bid for this project.

Company Name	Location	Base Bid
McDermaid Roofing, Inc.	Rockford	\$22,934

McDermaid Roofing is the contractor currently working on the main east mall roof and we are confident that the contractor has the experience and capability to perform the work completely and satisfactorily. ICCB approved a total budget for the Roof Replacement Project in the amount of \$672,000. At its meeting on March 23, 2013 the Board approved McDermaid Roofing to perform the main east mall roof replacement in the amount of \$423,721, leaving sufficient Protection, Health and Safety funds to complete Phase 2.

Recommendation:

The administration recommends the Board approve the bid for the 2013 Roof Replacement Phase 2 Project from McDermaid Roofing, Inc. in the amount of \$22,934.

Sauk Valley Community College
June 24, 2013

Action Item 4.3

Topic: **Sauk Valley Community College Group
Health Plan Stop Loss Insurance**

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

Presentation:

The College bids out Stop Loss Insurance each fiscal year for the Sauk Valley Community College Group Health Plan.

Specific Stop Loss Insurance Bids

Specific Deductible	Berkley	HM Life	Fidelity Security
\$60,000			\$276,304
\$65,000	\$336,177	\$309,689	\$258,840
\$70,000	\$318,314	\$292,498	

Aggregate Stop Loss Insurance Bids

Specific Deductible	Berkley	HM Life	Fidelity Security
\$60,000			\$22,376
\$65,000	\$18,347	\$23,055	\$23,896
\$70,000	\$19,542	\$23,660	

The lowest bid was Fidelity Security; however, the contract came with lasers for several participants, which means if they require services for current diagnoses the College will be liable for their claims up to agreed upon amounts which will cost more than the additional premiums. The College consistently has had 4 participants reach the stop loss specific each year, so it is recommended that we keep the specific reinsurance at \$65,000.

Recommendation:

The administration recommends the Board approve HM Life Insurance Company for the College FY14 Stop Loss Insurance provider at an estimated cost of \$309,689 with a reinsurance specific of \$65,000 and aggregate insurance for an estimated cost of \$23,055 for fiscal year 2014, effective July 1, 2013.

Sauk Valley Community College
June 24, 2013

Action Item 4.4

Topic: **Academic Calendar 2014 – 2016**

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

Presentation:

The 2014-2016 academic calendar has been reviewed and developed for the college catalog. The academic calendar is attached on the following pages

Recommendation:

The administration requests that the Board approve the academic calendar for 2014-2016 as presented.

SAUK VALLEY COMMUNITY COLLEGE
ACADEMIC CALENDAR
FALL SEMESTER 2014

Web registration and fee payment begins	Monday, April 7
Walk-in registration and fee payment begins	Wednesday, April 9
Payment Arrangements due for early registered students	Monday, July 7
Payment Arrangements due for registered students	Monday, August 4
Fall In-Service	Friday, August 15
Fall classes begin	Monday, August 18
Registration Change Period	August 18-22
*Last day for 100% Refund for 16 week courses	Friday, August 22
*Last Day for 80% Refund for 16 week courses	Friday, August 29
Labor Day - No classes - Offices closed	Monday, September 1
Last Day to File Intent to Graduate	Friday, October 10
Mid-semester date	Friday, October 10
Last day for student initiated withdrawal	Friday, October 24
College Night	Tuesday, November 4
Fall Workshop - No Classes	Tuesday, November 18
Thanksgiving Break – College Closed	November 26 - 28
Classes resume	Monday, December 1
Final examinations	December 8-12
All grades due in Office of Admissions and Records	Monday, December 15
Grades Available for Students	Wednesday, December 17
College closes for the Semester Break at 4:30 PM	Friday, December 19
College offices open at 8:00 AM	Monday, January 5
Spring Classes begin	Monday, January 12

***Classes running less than 16 weeks have a shorter refund period.**

SAUK VALLEY COMMUNITY COLLEGE
ACADEMIC CALENDAR
SPRING SEMESTER 2015

Web registration and fee payment begins.....	Monday, November 3
Walk-in registration and fee payment begins	Wednesday, November 5
Payment Arrangements due for early registered students	Monday, December 8
Spring In-Service	Friday, January 9
Classes begin	Monday, January 12
Registration Change Period	January 12 - 16
*Last Day for 100% Refund for 16 week courses	Friday, January 16
Martin Luther King, Jr Day - No classes - Offices closed	Monday, January 19
*Last Day for 80% Refund for 16 week courses	Friday, January 23
Last Day to File Intent to Graduate.....	Friday, March 6
Spring Break begins at 4:30 PM	Friday, March 6
Mid-semester date	
No classes - Offices closed	Friday, March 13
Classes resume	Monday, March 16
Last day for student initiated withdrawal.....	Friday, March 27
Spring Workshop - No Classes	Tuesday, March 31
Final examinations	May 11-15
Commencement	Friday, May 15
All grades due in Office of Admissions and Records.....	Monday, May 18
Grades Available for Students	Wednesday, May 20

***Classes running less than 16 weeks have a shorter refund period.**

SAUK VALLEY COMMUNITY COLLEGE
ACADEMIC CALENDAR
SUMMER SEMESTER 2015

Web registration and fee payment begins for summer sessions	Monday, April 6
Walk-in registration and fee payment begins for summer sessions.....	Wednesday, April 8
Payment Arrangements due for early registered students.....	Monday, May 18
Memorial Day – No classes – Offices closed	Monday, May 25
Classes Begin	Monday, June 8
Registration Change period.....	June 8-9
*Last day for 100% refund for 8 week courses	June 8-9
*Last day for 80% refund for 8 week courses	June 10-11
Last Day to File Intent to Graduate.....	Thursday, July 2
Mid-semester date.....	Thursday, July 2
Last day for student initiated withdrawal.....	Thursday, July 9
Final Exams	July 29-30
All grades due in Office of Admissions and Records	Monday, August 3
Grades Available For Students	Wednesday, August 5

***Classes running less than 8 weeks have a shorter refund period.**

SAUK VALLEY COMMUNITY COLLEGE
ACADEMIC CALENDAR
FALL SEMESTER 2015

Web registration and fee payment begins	Monday, April 6
Walk-in registration and fee payment begins	Wednesday, April 8
Payment Arrangements due for early registered students.....	Monday, July 6
Payment Arrangements due for registered students.....	Monday, August 3
Fall In-Service.....	Friday, August 14
Fall classes begin	Monday, August 17
Registration Change Period	August 17-21
*Last day for 100% Refund for 16 week courses	Friday, August 21
*Last day for 80% Refund for 16 week courses	Friday, August 28
Labor Day - No classes - Offices closed.....	Monday, September 7
Last Day to File Intent to Graduate.....	Friday, October 9
Mid-semester date	Friday, October 9
Last day for student initiated withdrawal.....	Friday, October 23
College Night	Tuesday, November 3
Fall Workshop - No Classes	Tuesday, November 10
Thanksgiving Break – College Closed	November 25-27
Classes resume	Monday, November 30
Final examinations	December 7-11
All grades due in Office of Admissions and Records	Monday, December 14
Grades Available for Students	Wednesday, December 16
College closed for the Semester Break at 4:30 PM	Wednesday, December 18
College offices open at 8:00 AM.....	Monday, January 4
Spring Classes begin.....	Monday, January 11

***Classes running less than 16 weeks have a shorter refund period.**

SAUK VALLEY COMMUNITY COLLEGE
ACADEMIC CALENDAR
SPRING SEMESTER 2016

Web registration and fee payment begins.....	Monday, November 2
Walk-in registration and fee payment begins	Wednesday, November 4
Payment Arrangements due for early registered students.....	Monday, December 7
Spring In-Service	Friday, January 8
Classes begin	Monday, January 11
Registration Change period.....	January 11-15
*Last day for 100% Refund for 16 week courses.....	Friday, January 15
Martin Luther King, Jr Day – No classes – Offices closed	Monday, January 18
*Last day for 80% Refund for 16 week courses.....	Friday, January 22
Last Day to File Intent to Graduate.....	Friday, March 4
Mid-semester Date	Friday, March 4
Spring Break begins at 4:30 PM.	Friday, March 4
No classes – Offices closed.....	Friday, March 11
Classes resume	Monday, March 14
Last day for student initiated withdrawal.....	Friday, March 18
Spring Workshop – No Classes	Tuesday, March 29
Final Exams	May 9-13
Commencement	Friday, May 13
All Grades are due in the Office of Admissions and Records	Monday, May 16
Grades Available for Students	Wednesday, May 18

***Classes running less than 16 weeks have a shorter refund period.**

SAUK VALLEY COMMUNITY COLLEGE
ACADEMIC CALENDAR
SUMMER SEMESTER 2016

Web registration and fee payment begins for summer sessions	Monday, April 4
Walk-in registration and fee payment begins for summer sessions.....	Wednesday, April 6
Payment Arrangements due for early registered students.....	Monday, May 16
Memorial Day – No classes – Offices closed	Monday, May 30
Classes begin	Monday, June 6
Registration Change period.....	June 6-7
*Last day for 100% Refund for 8 week courses.....	June 6-7
*Last day for 80% Refund for 8 week courses.....	June 8-9
Last Day to File Intent to Graduate.....	Thursday, June 30
Mid-semester date.....	Thursday, June 30
4 th of July Holiday- No Classes & Offices Closed	Monday, July 4
Last day for student initiated withdrawal.....	Thursday, July 7
Final Exams	July 27-28
All grades due in Office of Admissions and Records.....	Monday, August 1
Grades Available for Students	Wednesday, August 3

***Classes running less than 8 weeks have a shorter refund period.**

Sauk Valley Community College
June 24, 2013

Action Item 4.5

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

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

Presentation:

The College would like to further define Board Policy 419.01 (C) Tuition Free Enrollment and 419.01 (E) Tuition Reimbursement. Part-time employees would receive a pro-rated SVCC tuition rate (75% for staff working an average of 20 hours or more per week and 50% for employees working an average of 10 to 19 hours per week). Tuition reimbursement would be limited to 12 credit hours per fiscal year.

The College at this time would like to amend Board Policy 419.01 (H) Sick Leave to make it consistent for all employees. The College would like to add a Board Policy 419.01 (M) Holiday Pay Policy which would allow part-time employees to receive four (4) hours of holiday pay for six (6) major holidays.

Recommendation:

The administration recommends the Board approve the changes to the Sauk Valley Community College Board Policy 419.01 Fringe Benefits as presented.

419.01 Fringe Benefits

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

The College offers tuition free enrollment at Sauk Valley Community College for all full-time employees, their spouses, and their children under 23 years of age.

~~Permanent~~ Part-time professional-technical and support employees, their spouses, and their children working at least 20 hours per week and having completed one year of service are shall be eligible for tuition waivers on a pro-rated basis (75% for staff working 20 hours or more per week, 50% for staff working 10 to 19 hours per week).

If an employee dies while working for the College, this tuition waiver will remain in effect for his/her surviving dependents under 23 years of age. It is the obligation of the employee to pay the student activity fee.

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

The Board will pay tuition and mandatory fees at the rate of not more than \$115 per credit hour up to a maximum of \$1,380 per year for those courses taken by full-time administrators, and full-time support and professional/technical staff, providing these courses are related to their work at the College. All courses must be approved in advance by the President and reimbursement will be limited to 12 credit hours per fiscal year. Any exceptions are to be made by the President with the approval of a developmental plan. Reimbursement may be used for graduate or undergraduate credit. Reimbursement shall be made upon receipt of the transcript for courses earning a grade of "C" or higher.

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

All full-time administrators, support, and professional/technical staff shall accrue sick leave at the rate of ~~1.34 days per month the first year and .92 days per month thereafter. (Ten month employees will have prorated sick leave 1.17 days per month the first year and .75 days per month thereafter.)~~ Employees working less than full-time will not be authorized sick time. Sick leave may be accumulated without limit.

It is intended that no sick time will be used before being earned. However, in extraordinary circumstances, sick leave in advance of being earned or for a greater extent than earned may be allowed as provided in this paragraph on the prior written request of the employee's supervisor, and the prior written approval of the President. Additional sick leave may be granted in the sole discretion of the President. In exercising his or her discretion, the President shall consider the likelihood of the employee's return to full-time employment, the probable date for return, and the best interests of the College. Should employment terminate after an employee has used unearned sick leave in advance, the unearned portion of the sick leave used will be considered as a debt to be repaid to the College by deduction from the final salary payment at the pay rate in effect at the time of separation. An employee will not be paid for unused sick leave when termination or resignation from the College occurs.

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

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

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

M. HOLIDAY PAY POLICY

Full-time employees eligible for holiday pay shall receive eight (8) hours of pay at their regular straight-time hourly rate.

Permanent part-time professional-technical and support staff who work 20 hours or more per week shall receive pro-rated holiday pay of four (4) hours at their regular straight time rate for six major holidays.

The six major holidays that apply are:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

If one of the six major holidays should fall on a weekend, then this is not considered a paid holiday.