

**SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

**Third Floor Board Room
Dixon, IL**

**July 29, 2013
7:00 p.m.**

PUBLIC HEARING

- 1.0 Call to Order/Roll Call**
- 2.0 2013-2014 – Budget**
- 3.0 Adjournment**

AGENDA

- 1.0 Call to Order**
- 2.0 Consent Agenda**
 - 2.1 Approval of Agenda**
 - 2.2 Approval of Minutes, June 24, 2013**
 - 2.3 Treasurer's Report**
 - 2.4 Bills Payable**
 - 2.5 Payrolls**

June 27, 2013	\$219,511.67
July 15, 2013	\$217,365.82
 - 2.6 Budget Report**
 - 2.7 Working Cash Fund Borrowing**
 - 2.8 Obsolete Equipment List**
- 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: 306.01 Abatement Policy and 309.01 Investment Policy**
- 4.0 Closed Session – (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College; closed session minutes consideration; pending litigation probable or imminent)**

5.0 Action Items

- 5.1 2013-2014 Budget – Final Reading**
- 5.2 Faculty Appointment – Welding**
- 5.3 Faculty Appointment – Psychology**
- 5.4 Faculty Appointment – Education**
- 5.5 Bid Award – Purchase of Replacement Core Switch**
- 5.6 Administrative Resignation – Community Outreach**
- 5.7 Board Policy 302.02 Payment Bills – First Reading**
- 5.8 Board Policy 305.01 Purchasing Policy – First Reading**
- 5.9 Bid Award – Fire Arms Simulator Purchase**
- 5.10 Capitol Renewal Project – Parking Lot Improvements**
- 5.11 Board Policy 419.01 Fringe Benefits – Second Reading**
- 5.12 Change Order Approval – Emergency Notification Project**

6.0 Approval of Closed Session Minutes of June 24, 2013

7.0 Adjournment

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
MINUTES
July 29, 2013**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on July 29, 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
Robert Thompson	Paula Meyer
Scott Stoller	Student Trustee Osorio

SVCC Staff: President George J. Mihel
Academic Vice President Alan Pfeifer
Director of Business Services Melissa Dye
Dean of Institutional Research and Development Steve Nunez
Dean of Instructional Services Jon Mandrell
Coordinator of Marketing and Public Relations Rachel Marco
Director of Human Resources Kathryn Snow
Director of Buildings and Grounds Frank Murphy
Administrative Assistant Debra Dillow

Absent: Attorney Miller

2013- 2014 Budget Hearing: Chair Bollman announced the public hearing and asked to receive any comments on the FY 2014 Budget. No comments oral or written were received.

Adjournment: Since the public hearing was completed, it was moved by Member Andersen and seconded by Member Wiersema that the hearing be adjourned. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote; aye. Motion carried.

Call to Order: Chair Bollman called the regular meeting to order.

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

President's Report:

Dr. Mihel asked Steve Nunez, Dean of Institutional Research and Development, and Rachel Marco, Director of Marketing, to provide a presentation on the results of the Noel Levitz Community Survey. Jon Mandrell, Dean of Instructional Services, provided an update on the new Orientation and Freshman Year Experience (FYE) Courses. Dr. Mihel told the Board of the following events: Annual Book Sale – October 18, 19, & 20, @ Northland Mall; 911 Appreciation Breakfast and Casino Night – January 18, 2014.

Board Policy Review:

Dr. Mihel reviewed Board Policies 306.01 Abatement Policy and Board Policy 309.01 and will not recommend any changes.

Reports:

ICCTA Report: Member Bollman indicated that ACCT will host their Annual Leadership Congress meeting in October and asked if any Board Members plan to attend let Deb Dillow know by August 15, 2013. ICCTA's annual meeting is in September.

Foundation: No report

Student Trustee Report: Student Trustee Osorio gave an overview of recent activities.

Closed Session:

At 7:40 p.m. it was moved by Member Wiersema 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 Osorio advisory vote: aye. Motion carried.

The Board returned to regular session at 8:00 p.m.

Budget 2013-2014

Final Reading:

It was moved by Member Tyne and seconded by Member Meyer that the Board approve the FY 2014 as presented for final reading. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Faculty Appointment
Welding:

It was moved by Member Andersen and seconded by Member Stoller that the Board approve the employment of Ms. Roxanne Finneran as an Assistant Instructor of Welding starting August 16, 2013 at an annual salary of \$32,411. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Faculty Appointment
Psychology:

It was moved by Member Stoller and seconded by Member Andersen that the Board approve the employment of Dr. Nina Dulabaum as an Assistant Professor of Psychology starting August 16, 2013 at an annual salary of \$41,182. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Faculty Appointment
Education:

It was moved by Member Wiersema and seconded by Member Thompson that the Board approve the employment of Ms. Janis Jones as an Assistant Professor of Education starting August 16, 2013 at an annual salary of \$39,045. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Bid Award – Purchase
of Replacement Core
Switch:

It was moved by Member Stoller and seconded by Member Andersen that the Board approve the purchase of the Cisco 7000 switch from CDWG in the amount of \$78,403.30 to be paid from Funding Bonds. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Administrative
Resignation:

It was moved by Member Tyne and seconded by Member Wiersema that Board accept with much regret the resignation of Amy Viering effective July 31, 2013. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Board Policy 302.02
Payment of Bills:

It was moved by Member Thompson and seconded by Member Meyer that the Board approve the revised Board Policy 302.02 Payment of Bills for first reading. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Board Policy 305.01
Purchasing Policy:

It was moved by Member Andersen and seconded by Member Wiersema that the Board approve the revised Board Policy 305.01 Purchasing Policy for first reading. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Bid Award – Fire Arms
Simulator Purchase:

It was moved by Member Andersen and seconded by Member Stoller that the Board approve the purchase of the Fire Arms Simulator from TI Training Corp in the amount of \$29,150. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Capital Renewal Project –
Parking Lot Improvements
Project:

It was moved by Member Stoller and seconded by Member Meyer that the Board approve the Letter of Commitment submitted to the Capital Development Board for an additional \$56,000 in funding bonds to complete the project and to approve the necessary paperwork for submission to ICCB to increase the project budget to \$542,650. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Board Policy 419.01
Fringe Benefits – Second
Reading:

It was moved by Member Andersen and seconded by Member Wiersema that the Board approve the revised Board Policy 419.01 Fringe Benefits for second reading. In a roll call vote, all voted aye. Student Trustee Osorio advisory vote: aye. Motion carried.

Adjournment:

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

The meeting adjourned at 8:30 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on August 26, 2013 in the Board Room.

Respectfully submitted,


Lisa Wiersema, Secretary

SAUK VALLEY COMMUNITY COLLEGE
 BOARD OF TRUSTEES - TREASURER'S REPORT
 As of June 30, 2013

SAUK VALLEY COMMUNITY COLLEGE
 APPROVED BY

J. J. S.
 BOARD CHAIR
J. J. S.
 BOARD SECRETARY

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

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

INTEREST RATE	DATE	AMOUNT
0.150		\$1,828,375.95
0.018		6,078,326.34
		7,906,702.29

MONEY MARKET

PMA Financial Network, Inc.	1.000	580,115.56
SFB Investment Center	0.000	3,949,616.16
SUBTOTAL		4,529,731.72
TOTAL CHECKING ACCOUNTS		<u>\$12,436,434.01</u>

INVESTMENTS

FINANCIAL INSTITUTION

	MATURITY DATE		
First National Bank, Amboy	07-21-2013	0.150	500,000
Farmers State Bank, Sublette	11-13-2013	0.220	1,000,000
Farmers State Bank, Sublette	02-17-2014	0.350	1,010,052
SUBTOTAL			2,510,052

PMA FINANCIAL NETWORK

		YIELD	PRICE
State Bank of India CD	09-23-2013	1.000	248,277.76
Discover Bank CD	09-30-2013	1.000	248,300.08
Federal Home Loan Bank	09-12-2014	1.375	643,432.80
Federal Home Loan Bank	12-12-2014	2.750	502,338.75
Federal Home Loan Bank	12-12-2014	1.250	683,241.75
GE Cap Financial Inc	02-24-2015	1.050	248,679.52
Ally Bank	08-10-2015	1.100	249,359.04
Sallie Mae Bank/Murray	08-10-2015	1.100	249,359.04
Union Bank NA	09-28-2015	1.000	200,928.00
Federal Home Ln Mtg Corp	03-19-2027	3.000	468,350.00
Federal Natl Mtg Assoc	11-26-2027	2.500	528,726.00
Federal Home Loan Mortgage Corp	01-18-2028	3.000	369,552.00
Federal Natl Mtg Assn	07-30-2032	3.550	462,405.00
SUBTOTAL			<u>\$5,102,949.74</u>

SFB INVESTMENT CENTER - CHALLENGE GRANTS

Goldman Sachs Bank	10-21-2013	1.050	250,000.00
			250,000.00

TOTAL INVESTMENTS

\$7,863,002.12

Sauk Valley Community College
Board of Trustees
July 29, 2013

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY



BOARD CHAIR

BOARD SECRETARY



DATE



DATE

Summary of Bills Payable

General Operating Funds

\$ 649,127.25

Amount

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Wood, Therese	01		Petty Cash	FY '14 Petty Cash	100.00
Dillow, Debra	01		Due from Computer Purchase Plan	Computer Purchase:	742.46
Fifth Third Bank	01		Prepaid Expense		200.00
State Universities Retirement	01		SURS Payable		29,246.19
State Universities Retirement	01		SURS Payable	Accrued Surs	29,176.75
Select Employees Credit Union	01		Credit Union Payable	ACCURED W/H Select Employees Credit Un	2,045.63
Select Employees Credit Union	01		Credit Union Payable	ACCURED W/H Select Employees Credit Un	2,045.63
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		United Way Payable	GARNISHMENT	166.92
Community Health Charities of	01		United Way Payable	ACCURED W/H-Community Health Charities	27.09
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	14.59
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	1,034.32
Reliance Standard Life Insuran	01		Optional Disability Insurance	Optional Long Term Disability Insurance	726.40
JEM fbo Sauk Valley CC 403b PI	01		Fidelity Investments	Accrued Annuities-VALIC	430.00
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	Accrued Annuities-VALIC	600.00
JEM fbo Sauk Valley CC 403b PI	01		Vanguard	ACCURED ANNUITIES-Vanguard	600.00
JEM fbo Sauk Valley CC 403b PI	01		Valic	Accrued Annuities-VALIC	150.00
JEM fbo Sauk Valley CC 403b PI	01		Valic	ACCURED ANNUITIES-VALIC	150.00
Anderson, Megan	01		Accounts Payable	Online Refund	309.00

REPORT SVRCHKR
FISCAL YEAR 2013

Sauk Valley Community College
Check Register
From 06/20/13 To 07/29/13

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Anderson, Rose	01		Accounts Payable	Pell	375.48
Arteaga, Crystal	01		Accounts Payable	Pell	316.74
Atilano, Jose	01		Accounts Payable	Pell	296.00
Aurand, Joshua	01		Accounts Payable	Pell	464.10
Baker, Kristin	01		Accounts Payable	Pell	484.70
Baraks, Sarah	01		Accounts Payable	Pell	325.26
Barrientos, Gabriela	01		Accounts Payable	Pell	312.00
Bauer, Susan	01		Accounts Payable	Pell	391.00
Beattie, Lauren	01		Accounts Payable	Pell	228.74
Bennett, Samantha	01		Accounts Payable	Pell	209.42
Biodeau, Shelley	01		Accounts Payable	Pell	350.11
Boles, Amanda	01		Accounts Payable	Pell	245.43
Borgman, Demi	01		Accounts Payable	Pell	159.00
Borgmann, Melissa	01		Accounts Payable	Pell	391.00
Bowman, Kristin	01		Accounts Payable	Pell	328.31
Brabender, Randi	01		Accounts Payable	Pell	116.67
Brown, Alicia	01		Accounts Payable	Pell	311.00
Brown, Darren	01		Accounts Payable	Pell	296.00
Brown, Shayla	01		Accounts Payable	Online Refund	206.00
Brown, Shayla	01		Accounts Payable	Online Refund	456.50
Buckingham, Vanessa	01		Accounts Payable	Pell	312.16
Bushman, Jennifer	01		Accounts Payable	Pell	687.32
Cady, Annette	01		Accounts Payable	Pell	29.70
Cady, Annette	01		Accounts Payable	Direct Loan	867.00
Cantu, Elizabeth	01		Accounts Payable	Pell	11.74
Carl, Angela	01		Accounts Payable	Pell	247.00

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REPORT SVRCHKR
FISCAL YEAR 2013

Sauk Valley Community College
Check Register
From 06/20/13 To 07/29/13

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Carr, L.C.	01		Accounts Payable	Pell	451.10
Castle, Kylie	01		Accounts Payable	Pell	874.70
Cech, Jason	01		Accounts Payable	Pell	22.00
Chattic, Willie	01		Accounts Payable	Pell	228.74
Cheffer, Curt	01		Accounts Payable	Pell	771.00
Chinouth, Shayna	01		Accounts Payable	Pell	294.98
Chism, Melissa	01		Accounts Payable	Pell	228.21
Colville, Taylor	01		Accounts Payable	Pell	568.50
Conklin, Niklas	01		Accounts Payable	Pell	549.04
Cornwell, Amanda	01		Accounts Payable	Pell	331.35
Cushing, Sherry	01		Accounts Payable	Pell	338.96
Daniels, Chara	01		Accounts Payable	Pell	437.00
Davilo, Bianca	01		Accounts Payable	Pell	502.80
Davis, Talea	01		Accounts Payable	Pell	544.55
DeArmitt, Ashley	01		Accounts Payable	Pell	525.00
DeJesus, Melcon	01		Accounts Payable	Pell	40.09
DeJesus, Melcon	01		Accounts Payable	Direct Loan	557.00
DeShane, Lloyd	01		Accounts Payable	Pell	694.00
Dearborn, Breanne	01		Accounts Payable	Pell	362.00
Degelmann, William	01		Accounts Payable	Pell	296.00
Diaz, Brian	01		Accounts Payable	Pell	601.59
Diaz, Maria	01		Accounts Payable	Pell	683.02
Dickson, Crystal	01		Accounts Payable	Pell	280.00
Dietrich, Justin	01		Accounts Payable	Pell	53.48
Doege, Kevin	01		Accounts Payable	Pell	228.74
Dugger, Tatia	01		Accounts Payable	Direct Loan	43.50

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Durst, Robert	01		Accounts Payable	Pell	128.41
Duvall, Xander	01		Accounts Payable	Online Refund	105.00
Elmendorf, Brook	01		Accounts Payable	Pell	268.67
Endress, Janice	01		Accounts Payable	Pell	745.79
Evans, Donna	01		Accounts Payable	Pell	278.59
Faivre, Amber	01		Accounts Payable	Pell	238.61
Fane, Nicole	01		Accounts Payable	Pell	338.96
Farm, Kelsey	01		Accounts Payable	Pell	543.44
Fellows, Caitlyn	01		Accounts Payable	Online Refund	32.00
Fletcher, Brandi	01		Accounts Payable	Pell	16.91
Fortune, Tessa	01		Accounts Payable	Pell	258.10
Foss, Destinee	01		Accounts Payable	Pell	270.00
Francis, Lorrie	01		Accounts Payable	Pell	128.41
Free, Christopher	01		Accounts Payable	Pell	693.00
Friberg, Amber	01		Accounts Payable	Pell	246.09
Fritsch, Christopher	01		Accounts Payable	Online Refund	99.00
Frye, Sheila	01		Accounts Payable	Pell	11.00
Gallentine, Lyndsey	01		Accounts Payable	Direct Loan	479.20
Garcia, Nicolas	01		Accounts Payable	Pell	273.47
Garren, Brooke	01		Accounts Payable	Pell	47.00
Gerlach, Kasara	01		Accounts Payable	Pell	3.67
Gonzales, Sonia	01		Accounts Payable	Direct Loan	520.00
Gould, Heather	01		Accounts Payable	Pell	941.83
Green, Kathy	01		Accounts Payable	Pell	287.00
Gurley, Salina	01		Accounts Payable	Pell	391.00
Gust, Stephanie	01		Accounts Payable	Pell	

REPORT SVRCHKR
FISCAL YEAR 2013

Sauk Valley Community College
Check Register
From 06/20/13 To 07/29/13

RUN DATE: 07/22/13
TIME: 8:20 AM
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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Hafner, Sara .	01		Accounts Payable	Online Refund	105.00
Haifaice, Stanley	01		Accounts Payable	Pell	618.79
Hartle, Staci	01		Accounts Payable	Pell	538.14
Heath, Kevin	01		Accounts Payable	Foundation	273.99
Heather, Timothy	01		Accounts Payable	Pell	694.00
Heeren, Haylie	01		Accounts Payable	Pell	4.10
Helfrich, BreAnn .	01		Accounts Payable	Pell	694.00
Heitton, Kristin	01		Accounts Payable	Pell	1,387.00
Hendley, Rebecca	01		Accounts Payable	Direct Loan	186.00
Hodge, Clinton	01		Accounts Payable	Pell	413.00
Hoffman, Danielle	01		Accounts Payable	Pell	391.00
Holcomb, Brett	01		Accounts Payable	Pell	325.88
Howard, Kattina	01		Accounts Payable	Pell	519.93
Howe, Tony	01		Accounts Payable	Pell	391.00
Hufford, Jessica	01		Accounts Payable	Pell	1.00
Hutchisson, Nina	01		Accounts Payable	Pell	637.00
Johannsen, Alisha	01		Accounts Payable	Alternative Loan	161.80
Johnson, Derek	01		Accounts Payable	Pell	181.88
Johnston, Jerimiah	01		Accounts Payable	Online Refund	1,751.00
Jones, Kristi	01		Accounts Payable	Pell	255.00
Jones, Nicole	01		Accounts Payable	Pell	338.96
Juarez, Talia	01		Accounts Payable	Pell	497.19
Kehl, Michelle	01		Accounts Payable	Pell	554.66
Kent, Dusin	01		Accounts Payable	Online Refund	1,030.00
Ketchum, Alexis .	01		Accounts Payable	Online Refund	159.00
Klein, Taran	01		Accounts Payable	Pell	154.96

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Krause, Edward	01		Accounts Payable	Pell	800.83
Krause, Edward	01		Accounts Payable	Direct Loan	867.00
Krein, Lakin	01		Accounts Payable	Pell	220.00
Krier, Allyssa	01		Accounts Payable	Pell	835.38
LaPointe, Brittni	01		Accounts Payable	Pell	377.10
Larke, Jordan	01		Accounts Payable	Pell	782.00
Lee, Miranda	01		Accounts Payable	Pell	266.31
Lilly, Gina	01		Accounts Payable	Pell	1,388.00
Linbohm, Derick	01		Accounts Payable	Pell	26.88
Lohse, Raymond	01		Accounts Payable	Online Refund	105.00
Long, Guy	01		Accounts Payable	Online Refund	1,054.50
Longtin, Krista	01		Accounts Payable	Pell	155.16
Lopez, Andrea	01		Accounts Payable	Pell	694.00
Lorenzy, Ann	01		Accounts Payable	Pell	113.01
Lyman, Michelle	01		Accounts Payable	Pell	526.55
Lyman, Michelle	01		Accounts Payable	Direct Loan	1,115.00
March, Justin	01		Accounts Payable	Pell	247.00
Martin, McKenzie	01		Accounts Payable	Direct Loan	115.00
Martin-Pressley, Mandy	01		Accounts Payable	Pell	25.51
McCarter, Heather	01		Accounts Payable	Pell	562.00
McCarver, Jessica	01		Accounts Payable	Pell	613.84
McDonald, Mindy	01		Accounts Payable	Pell	616.47
McDonnell, Ryan	01		Accounts Payable	Online Refund	105.00
McIntyre, Amanda	01		Accounts Payable	Pell	436.74
Medina, Christina	01		Accounts Payable	Pell	391.00
Messenger, Makaylah	01		Accounts Payable	Pell	237.61

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Meurs, Waylon	01		Accounts Payable	Pell	956.00
Mighell, Jennifer	01		Accounts Payable	Pell	186.33
Miller, Brandon	01		Accounts Payable	Pell	391.00
Moon, Korrin	01		Accounts Payable	Alternative Loan	304.74
Moore, Carolyn	01		Accounts Payable	Pell	270.02
Moresi, Julie	01		Accounts Payable	Pell	76.00
Murray, Eli	01		Accounts Payable	Foundation	400.30
Naylor, Nicholas	01		Accounts Payable	Pell	781.00
Near, Whitney	01		Accounts Payable	Pell	268.27
Nelson, Theodore	01		Accounts Payable	Pell	693.00
O'Connor, Joseph	01		Accounts Payable	Pell	662.00
O'Toole, Brittnay	01		Accounts Payable	Direct Loan	293.67
Olson, Mally	01		Accounts Payable	Pell	270.00
Oswalt, Tony	01		Accounts Payable	Pell	145.69
Page, Adrienne	01		Accounts Payable	Pell	391.00
Paladino, Amber	01		Accounts Payable	Pell	519.65
Pankhurst, Nikolaus	01		Accounts Payable	Pell	266.76
Phillips, Ling	01		Accounts Payable	Pell	229.00
Pope, Todd	01		Accounts Payable	Pell	694.00
Price, Lauren	01		Accounts Payable	Pell	109.70
Purdy, Payton	01		Accounts Payable	Online Refund	89.00
Putnam, Jennifer	01		Accounts Payable	Pell	660.00
Quieckboerner, Jena	01		Accounts Payable	Pell	476.00
Reglin, Jeannette	01		Accounts Payable	Pell	334.00
Revels, Ashley	01		Accounts Payable	Reissue Cr	1.60
Rodriguez, Lindsay	01		Accounts Payable	Alternative Loan	2,697.09

PAYEE/ENDORSE	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Roop, Diane	01		Accounts Payable	Direct Loan	388.00
Ruiz, Nathalie	01		Pell	Pell	365.11
Sandoval, Silvia	01		Accounts Payable	Pell	300.00
Server, Sara	01		Accounts Payable	Pell	281.53
Schaefer, Patricia	01		Accounts Payable	Pell	128.41
Schauff, Felicia	01		Accounts Payable	Pell	223.92
Schurnacher, Matthew	01		Accounts Payable	Online Refund	89.00
Senseig, Austin	01		Accounts Payable	Pell	782.00
Shepard, Jamie	01		Accounts Payable	Pell	391.00
Short, Jamie	01		Accounts Payable	Pell	38.73
Sink, Stacy	01		Accounts Payable	Pell	206.68
Stultz, Kristen	01		Accounts Payable	Pell/SEOG	125.00
Soltars, Kimberly	01		Accounts Payable	Direct Loan	265.34
Spears, Nickole	01		Accounts Payable	Pell	106.25
Stahlheber, Alyson	01		Accounts Payable	Pell	694.00
Stavenger, Amber	01		Accounts Payable	Pell	518.31
Stavenger, Amber	01		Accounts Payable	Direct Loan	1,115.00
Stephens, Sarah	01		Accounts Payable	Pell	144.26
Stephens, Sarah	01		Accounts Payable	Direct Loan	1,090.00
Stone, Dustie	01		Accounts Payable	Pell	267.77
Suitt, Adrienne	01		Accounts Payable	Pell	427.53
Surenna, Sara	01		Accounts Payable	Pell	497.58
Thacker, Lauren	01		Accounts Payable	Pell	390.00
Toppert, Lillian	01		Accounts Payable	Online Refund	35.00
Udell, Billee	01		Accounts Payable	Pell	21.26
Unibe, Yatziry	01		Accounts Payable	Pell	336.90

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Vaughn, Jessica	01		Accounts Payable	Pell	751.00
Vazquez, Cathy	01		Accounts Payable	Pell	312.16
Velazquez, Rocio	01		Accounts Payable	Pell	228.74
Vermeis, Cindy	01		Accounts Payable	Pell	641.09
Vermeis, Cindy	01		Accounts Payable	Direct Loan	867.00
Vetter, Chelsey	01		Accounts Payable	Pell	228.18
Voorhies, Dennis	01		Accounts Payable	Pell	386.29
Waller, Jinni	01		Accounts Payable	Pell	390.00
Wallini, Jacob	01		Accounts Payable	Reissue Cr	470.00
Ware, Rachel	01		Accounts Payable	Direct Loan	434.00
Ware, Rachel	01		Accounts Payable	Pell	230.65
Ware, Rachel	01		Accounts Payable	Direct Loan	433.00
Weires, Aaron	01		Accounts Payable	Pell	186.00
Wetzell, Christina	01		Accounts Payable	Pell	476.51
Wetzell, Christina	01		Accounts Payable	Direct Loan	1,115.00
Whelan, Brandon	01		Accounts Payable	Online Refund	105.00
Whelan, Brandon	01		Accounts Payable	Online Refund	89.00
White, Alison	01		Accounts Payable	Pell	1,388.00
Whitt, Sara	01		Accounts Payable	Pell	249.88
Wilkinson, Tara	01		Accounts Payable	Pell	184.00
Williams, Diane	01		Accounts Payable	Pell	319.96
Williams, Jennifer	01		Accounts Payable	Online Refund	303.00
Williams, Korinne	01		Accounts Payable	Online Refund	496.00
Wimpey, Johnathon	01		Accounts Payable	Pell	165.78
Yarbrough, Aja	01		Accounts Payable	Pell	246.30
Yocum, Nolan	01		Accounts Payable	Pell	1,346.00

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PAYEE/VENDOR

FUND

ORGANIZATION

ITEM AMOUNT

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Young, Sarah	01		Accounts Payable	Pell	693.00
Zaragoza, Erick	01		Accounts Payable	Pell	567.00
Zies, Cameron	01		Accounts Payable	Pell	391.00
Zinke, Austin	01		Accounts Payable	Pell	525.00
Follett Bookstore	01		PELL EOG BT	PELL Book Charges	884.27
Follett Bookstore	01		PELL EOG BT	PELL Book Charges	265.97
Follett Bookstore	01		PELL EOG BT	PELL Book Charges	100.50
Follett Bookstore	01		JIPA Whiteside B	PELL Book Charges	1,240.66
Follett Bookstore	01		Trade Act TAA Sterling B	PELL Book Charges	77.20
Follett Bookstore	01		Trade Act TAA Sterling B	PELL Book Charges	95.01
Follett Bookstore	01		Short Term Book Loan due Booksto	PELL Book Charges	128.30
Americorps			Americorps	PELL Book Charges	140.00
			Cafeleiria payable	Purich A Lunch Sales June 13	60.00
			Whiteside Bus payable	Bus Sales June 2013	24.00
			Publications and Dues	Survey Monkey Board	3,858.00
			Publications and Dues	FY 14 Dues	136.50
			Advertising	Notice of Revailing Wages	22.75
			Advertising	Advertisement for Bid for Cisco Switch	511.01
			Conference/Meeting Expense	Travel- ICCTA Conference	75.37
			Board of Trustees	June Board Meeting	69.42
			Board of Trustees	Board Special Meeting	294.53
			Board of Trustees	Travel-ICCTA Conference	2,000.00
			President's Office	FY 14 Renewal III Council of Com: Col P	200.00
			President's Office	Annual Membership Investment	52.84
			Marketing Office	Lunch Meeting Administrative Area	54.99
			Marketing Office	Office Supplies	36.00
Carroll County Review	01	Marketing Office	Publications and Dues	FY 14 Renewal	

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Ogle County Newspapers	01	Marketing Office	Publications and Dues	FY 14 Renewal	39.00
Imprint Inc.	01	Marketing Office	Advertising	Soft Loop Frosted Shopper	218.37
Imprint Inc.	01	Marketing Office	Advertising	Flavor Burst Candles	344.06
CAPA Children's Art Preservati	01	Marketing Office	Advertising	Paint the Town Sponsorship	100.00
ComCast Spotlight Inc	01	Marketing Office	Advertising	Advertising for June 2013	604.25
Fifth Third Bank	01	Marketing Office	Advertising	EnvelopeMail/Facebook/WithLogos	328.96
Follett Bookstore	01	Marketing Office	Advertising	LRC Books-Gift Cards	19.78
NRG Media LLC.	01	Marketing Office	Advertising	Monthly Advertising Summer Show	693.00
Promotions & Unicorns Too	01	Marketing Office	Advertising	Square Corner Magnets	449.00
Sauk Valley Media	01	Marketing Office	Advertising	Monthly Display Ads	400.00
WZOE Radio	01	Marketing Office	Advertising	Radio Ads	420.00
Withers Broadcasting	01	Marketing Office	Advertising	Radio Advertising	420.00
RK Dixon	01	Printshop	Maintenance Services	Monthly Advertising	764.18
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Spy	274.99
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Spy	134.86
Midland Paper	01	Printshop	Maintenance Services	Copier-Maint & Spy	1,566.85
RK Dixon	01	Printshop	Other Materials and Supplies	Paper	51.46
Staples	01	Printshop	Other Materials and Supplies	Saddle Stitch	77.98
Staples	01	Printshop	Other Materials and Supplies	Office Supplies	191.05
Imprint Inc.	01	Career Services	Other Materials and Supplies	Office Supplies	159.99
Quality Logo Products Inc	01	Career Services	Advertising	Soft Loop Frosted Shopper	218.38
Miller, Sharrri	01	Career Services	Advertising	Red Round Stress Relievers	249.67
Nunez, Steven	01	Institutional Research & Plannin	Conference/Meeting Expense	Travel-Foundation Event	69.50
Blackbaud Inc	01	Community Outreach	Conference/Meeting Expense	Travel-Tinley Park !!	129.95
Consolidated Management Co	01	Community Outreach	Other Contractual Services	Raisers Edge Annual Hosting Fee	2,000.00
			Conference/Meeting Expense	June Board Meeting	11.60

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Xerox Corporation	01	VP-Academics	Maintenance Services	Copier-Maint & Sply	67.43
Pfeifer, Alan	01	VP-Academics	Conference/Meeting Expense	Travel-CAO Meeting Heartland	240.97
Consolidated Management Co	01	New Course Development	Conference/Meeting Expense	FYE Instructor Meeting	16.10
Fisch, Robin	01	New Course Development	Conference/Meeting Expense	FYE Faculty Training	15.96
Boyerga, Justyn	01	Art	Consultants	Art Class	40.00
Truemper, Klarissa	01	Art	Consultants	Art Class 6/5/13	120.00
Truemper, Klarissa	01	Art	Consultants	Art Class	40.00
Truemper, Klarissa	01	Art	Consultants	Art Class	40.00
Turning Technologies	01	Psychology	Instructional Supplies	Response Card / Receiver / Case	1,959.00
Community College Week	01	Dean of Instruction	Publications and Dues	FY 14 Renewal J Mandell	52.00
Truemper, Klarissa	01	Accounting	Consultants	Art Class 7/3/13	80.00
Xerox Corporation	01	Office & Administrative Services	Instructional Supplies	Monthly Xerox Charges	52.87
Xerox Corporation	01	Office & Administrative Services	Instructional Supplies	Xerox Charges July 2013	52.87
Grainger	01	HVAC	Instructional Supplies	Manifold Service	1,463.20
Grainger	01	Manufacturing Technology	Instructional Supplies	Digital Thermostat	89.55
Temperature Equipment Corp (TE	01	Manufacturing Technology	Instructional Supplies	Thermistor	138.68
Encompass Gas Group Inc	01	Welding	Instructional Supplies	Argon Oxygen & Acetylene	523.41
Encompass Gas Group Inc	01	Welding	Instructional Supplies	Tip Cleaners	9.38
Carlson, Christopher	01	Sustainable Energy	Instructional Supplies	Solar Fittings	51.50
University of Illinois	01	Agriculture	Instructional Service Contracts	Spring 2013 ACES ACCESS Program	706.00
Staples	01	Testing Center	Office Supplies	Office Supplies	293.70
Fiorini, Anthony	01	Testing Center	Conference/Meeting Expense	Travel-Whiteside/Wallace	13.56
Xerox Corporation	01	Dean of Health Professions	Maintenance Services	Copier-Maint & Sply	67.43
Apple Computer Inc	01	Dean of Health Professions	Office Supplies	Power Adapter/USB Cable	537.00
Menards	01	Dean of Health Professions	Office Supplies	Dehumidifier	169.95
Lynch, Janet	01	Dean of Health Professions	Conference/Meeting Expense	Travel-ADN/LPN Meeting	119.78

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DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	78.52
Pocket Nurse	01	Associate Degree Nursing	Instructional Supplies	70.55
Accurate Biometrics, Inc	01	Nurse Assistant	Consultants	60.00
Accurate Biometrics, Inc	01	Nurse Assistant	Consultants	390.00
KSB Hospital	01	Nurse Assistant	Consultants	500.00
DeKroft-Metz and Co, Inc	01	Nurse Assistant	Instructional Supplies	146.64
DeKroft-Metz and Co, Inc.	01	Licensed Practical Nursing	Instructional Supplies	283.97
DeKroft-Metz and Co, Inc.	01	Licensed Practical Nursing	Instructional Supplies	36.69
Vincent, Christine	01	Licensed Practical Nursing	Conference/Meeting Expense	111.53
Fifth Third Bank	01	Radiologic Technology	Instructional Supplies	1,735.00
Brevitt, Diana	01	Radiologic Technology	Conference/Meeting Expense	92.66
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	482.51
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	76.27
Salsbury, Connie	01	Radiologic Technology	Conference/Meeting Expense	287.02
Illinois Fire Store	01	Fire Science Program	Instructional Supplies	1,605.00
Menards	01	Fire Science Program	Instructional Supplies	214.08
Carolina Biological Supply Co	01	Biology	Bio Supplies-Bacteria	530.55
Flinn Scientific	01	Biology	Microscope Slides, Petroleum Ether, Cu	122.31
Wood, Therese	01	Chemistry	Biology Supplies	52.63
S J Smith Welding Supply	01	Chemistry	Gases For Chemistry	10.20
Armstrong, Melanie	01	Learning Resource Center	Dessktop Caddy	29.22
Demco Inc	01	Learning Resource Center	Library Supplies	159.15
Fifth Third Bank	01	Learning Resource Center	Library Supplies	108.88
Gaylord Brothers	01	Learning Resource Center	Library Supplies	718.04
Staples	01	Learning Resource Center	Library Supplies	131.99
Amazon.com	01	Learning Resource Center	Books and Binding Costs	2,928.35

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Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	Daedalus Books/FSP Books & Video	796.62
Follett Bookstore	01	Learning Resource Center	Books and Binding Costs	LRC Books-Gift Cards	1,000.00
Salem Press Inc	01	Learning Resource Center	Books and Binding Costs	Books for Library	327.60
Staples	01	Learning Resource Center	Books and Binding Costs	Office Supplies	999.99
American Assoc for the Advance	01	Learning Resource Center	Publications and Dues	FY 14 Subscription	790.00
Cengage Learning	01	Learning Resource Center	Publications and Dues	Academic Subscription	4,712.80
Chicago Tribune	01	Learning Resource Center	Publications and Dues	FY 14 Renewal	226.20
Credo Reference Limited	01	Learning Resource Center	Publications and Dues	Credo Reference License	6,000.00
Encyclopaedia Britannica	01	Learning Resource Center	Publications and Dues	On-line Subscription	485.00
Sage Publications Inc	01	Learning Resource Center	Publications and Dues	CQ Press Hosting Fee	710.00
Dhaese, Linda	01	Learning Resource Center	Conference/Meeting Expense	Travel-Carli Training	205.66
CDW-G	01	Academic Computing	Instructional Supplies	Black Box 100'	879.78
AVI Systems Inc	01	Academic Computing	Instructional Technology Material	Audio Projector	969.73
AVI Systems Inc	01	Academic Computing	Instructional Technology Material	Projector Bulb Replacements	1,512.00
CDW-G	01	Academic Computing	Instructional Technology Material	Capilitate Software	416.94
Creative Printing	01	Academic Computing	Instructional Technology Material	Business Cards McFarlane	105.00
Fifth Third Bank	01	Academic Computing	Instructional Technology Material	UStream	99.00
Staples	01	Academic Computing	Instructional Technology Material	Office Supplies	378.34
CDW-G	01	Academic Computing	Computer Software	Think Centre (2)	1,348.78
CDW-G	01	Academic Computing	Computer Software	Microsoft Licensing	10,059.65
Ellucian Company LP	01	Academic Computing	Computer Software	Ellucian Platform Edition Maintenance	9,000.00
Baker, Molly	01	Academic Computing	Computer Software	Travel-ILCCO Conference	54.81
Illinois Online Network	01	Academic Computing	Conference/Meeting Expense	MVCR Course	100.00
CDW-G	01	Administrative Computing	Conference/Meeting Expense	Sony SDX	927.64
CDW-G	01	Administrative Computing	Office Supplies	Hard Drives	595.44
CDW-G	01	Administrative Computing	Office Supplies	Belkin Keystone Jack	92.16

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CDW-G	01	Administrative Computing	Office Supplies	Belkin Keystone Jack	163.84
Fifth Third Bank	01	Administrative Computing	Office Supplies	Crucial	69.99
Midland Paper	01	Administrative Computing	Office Supplies	Green Bar Paper	273.00
Toner Tech Plus	01	Administrative Computing	Office Supplies	Toner	513.70
Advantage Financial Services	01	Administrative Computing	Computer Software	Filebound Monthly Service	3,296.32
CDW-G	01	Administrative Computing	Computer Software	Faronics Maintenance	2,636.00
Communication Revolving Fund	01	Administrative Computing	Computer Software	Monthly Service	340.00
Google Inc	01	Administrative Computing	Computer Software	Monthly Service	33.75
IssueTrak, Inc	01	Administrative Computing	Computer Software	IssueTrack Maintenance Renewal	2,200.00
NetSupport Inc	01	Administrative Computing	Computer Software	Annual Maintenance FY 13	183.60
Imprint Inc.	01	Administrative Computing	Computer Software	Javelin Pen	145.50
CDW-G	01	Dean of Student Services	Office Supplies	LVO Keyboard & Mouse	50.62
Magnatag Visible Systems	01	Dean of Student Services	Office Supplies	Grant Calendar	913.50
Promotions & Unicorns Too	01	Dean of Student Services	Office Supplies	Square Corner Magnets	449.00
Quill Corporation	01	Dean of Student Services	Office Supplies	Wireless Mouse	24.99
Quill Corporation	01	Dean of Student Services	Office Supplies	Office Supplies	263.66
Staples	01	Dean of Student Services	Office Supplies	Office Supplies	49.99
Moreno, Luis	01	Dean of Student Services	Conference/Meeting Expense	Travel-ICCCSSO Conference	178.68
Staples	01	Cross Cultural	Office Supplies	Office Supplies	222.52
Mama Cimino's	01	Cross Cultural	Conference/Meeting Expense	Summer FUSE Program 6/17/13	132.50
Creative Printing	01	Retention Office	Office Supplies	Business Cards McFarlane	35.00
Imprint Inc.	01	Retention Office	Office Supplies	Javelin Pen	72.76
Channing L Bee Co, Inc	01	Retention Office	Other Materials and Supplies	Workbooks	212.83
Consolidated Management Co	01	Commencement	Other Materials and Supplies	Pinning Ceremony-Refreshments	472.68
Staples	01	Commencement	Other Supplies	Office Supplies	11.58
Xerox Corporation	01	Admissions, Records & Placement	Maintenance Services	Copier-Maint & Sply	67.43

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Script-Safe Security Products, Inc.	01	Admissions, Records & Placement	Office Supplies	Transcripts June 2013	63.80
Xerox Corporation	01	Financial Aid & Veterans Affairs	Maintenance Services	Copier-Maint & Sply	67.43
Follett Bookstore	01	Financial Aid & Veterans Affairs	Office Supplies	Department Bookstore Charges	144.05
National Assoc of Student Finan.	01	Financial Aid & Veterans Affairs	Publications and Dues	FY 14 Membership Dues	920.00
Drury Inn St Louis Union Stati	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Hotel for AVECO Conference	578.64
Fordyce, Kristina	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-Waubonsie CC	79.33
National Assoc of Student Finan.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	NASFAA Webinar Package	395.00
Xerox Corporation	01	Counseling	Maintenance Services	Copier-Maint & Sply	67.43
Imprint Inc.	01	Counseling	Office Supplies	Javelin Pen	145.50
Creative Printing	01	Counseling	Office Supplies	Business Cards	200.00
Follett Bookstore	01	Counseling	Office Supplies	Department Bookstore Charges	2.55
Quill Corporation	01	Counseling	Office Supplies	Office Supplies	526.96
Staples	01	Counseling	Office Supplies	Office Supplies	147.85
American Counseling Associa.	01	Counseling	Publications and Dues	FY 13 Dues Matheney & Hilliker	326.00
Dye, Melissa	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spring 2013	345.00
Medema, Pamela	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Spring 2013	700.00
Federal Express Corp	01	Other Institutional	Postage	Monthly Shipping Charges	124.51
Pitney Bowes	01	Other Institutional	Postage	Postal Machine	1,056.00
United Parcel Service	01	Other Institutional	Postage	UPS Charges	114.36
Transworld Systems, Inc	01	Other Institutional	Financial Charges & Adjustments	Balance Due for Collections	250.31
Xerox Corporation	01	Contingency	Interest	Copier Lease Payment-Interest	153.81
Xerox Corporation	01	Business Office	Maintenance Services	Copier-Maint & Sply	67.44
JEM Resource Partners	01	Personnel Office	Consultants	Monthly Admin Fee	150.00
Creative Printing	01	Personnel Office	Office Supplies	Business Cards	35.00
HigherEd.Jobs.COM	01	Personnel Office	Recruitment	Faculty Position Ad	525.00
Hook, Darrin	01	Personnel Office	Recruitment	Mileage Expense: Physics Candidate	392.11

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Sauk Valley Media.	01	Personnel Office	Recruitment	Recruitment Advertising	938.44
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	June Winner's Party	34.48
Xerox Corporation	01	Information Center	Maintenance Services	Copier-Maint & Spy	67.43
Education To Go	010100	CCS Personal Workshops	Consultants	Intro to MS Word	75.00
Manderach, Patricia.	010100	CCS Personal Workshops	Consultants	Companion Training	455.00
ACT INC	010100	CCS Personal Workshops	Instructional Supplies	WorkKeys Invoice	247.00
Sauk Valley Media	010100	CCS Personal Workshops	Advertising	Future Job Opportunity Display	21.80
B Safe Inc	010100	CCS Professional Workshops	Consultants	Forklift Trainer Training/Electrical S	1,000.00
B. Safe Inc	010100	CCS Professional Workshops	Consultants	Safety Electrical Work Practices for U	675.00
B Safe Inc	010100	CCS Professional Workshops	Instructional Supplies	Forklift Manuals/Electrical Safety Man	540.00
Illinois Council on Continuing	010100	CCS Professional Workshops	Publications and Dues	FY 14 Renewal	30.00
AltOffer Inc	02	Maintenance	Maintenance Services	Equipment Rental	556.00
H-O-H Water Technology Inc	02	Maintenance	Maintenance Services	Monthly Water Treatment	801.20
Illinois Environmental Protect	02	Maintenance	Maintenance Services	Air Pollution Control Fee	235.00
National Elevator Inspection S	02	Maintenance	Maintenance Services	Annual Elevator Inspections	620.00
Plunkett's Pest Control	02	Maintenance	Maintenance Services	Pest Control	150.00
Amazon.com	02	Maintenance	Maintenance Supplies	Books	489.14
Calgon Carbon Corporation	02	Maintenance	Maintenance Supplies	Proximity Sensor	480.57
Grainger	02	Maintenance	Maintenance Supplies	Circuit Breaker	74.70
Grainger	02	Maintenance	Maintenance Supplies	Batteries	198.03
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	27.69
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	204.76
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	5.08
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Maintenance Supplies	153.74
USA Bluebook	02	Maintenance	Maintenance Supplies	Paint	387.48
			Maintenance Supplies	Sewer Plant Supplies	284.02

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
AAA Certified Confidential Sec	02	Custodial	Maintenance Services	Confidential Bins	219.00
AmSan LLC	02	Custodial	Office Supplies	Floor Stripper	298.35
AmSan LLC	02	Custodial	Maintenance Supplies	Supplies-Trigger Sprayer	504.19
AmSan LLC	02	Custodial	Maintenance Supplies	Gloss Floor Finish	144.48
Fifth Third Bank	02	Custodial	Maintenance Supplies	Dura Wax/Vac Parts	114.35
Menards	02	Custodial	Maintenance Supplies	Carpet Shampooer	299.99
Grainco FS, Inc	02	Grounds	Maintenance Supplies	Grounds Supplies	1,059.80
Menards	02	Grounds	Maintenance Supplies	Maintenance Supplies	27.78
North's Oil Company, Inc	02	Grounds	Maintenance Supplies	400 Gal Unleaded Gas	2,356.91
Constellation New Energy (CNE	02	Utilities	Maintenance Supplies	Gas Services	3,741.00
Nicor Gas	02	Utilities	Utilities	Gas Services	1,119.54
Nicor Gas	02	Utilities	Gas	Gas Services	394.18
Ameren Energy Marketing Company	02	Utilities	Gas	Gas Services	16,535.85
Commonwealth Edison	02	Utilities	Electricity	Electricity	21.33
Commonwealth Edison	02	Utilities	Electricity	Electricity	8,058.47
City Of Dixon	02	Utilities	Water, Sewer	Septic Testing	51.00
H-O-H Water Technology Inc	02	Utilities	Water, Sewer	Chemicals	224.00
M & S Wastewater	02	Utilities	Water, Sewer	June Water	425.00
PDC Laboratories Inc	02	Utilities	Water, Sewer	Chemicals-Water	230.00
CenturyLink	02	Utilities	Telephone	Monthly Telephone Bills	1,913.38
Comcast	02	Utilities	Telephone	Monthly Service	5,606.03
Essex Telecom Inc	02	Utilities	Telephone	Monthly Telephone Charges June`	7,314.96
United States Cellular	02	Utilities	Telephone	College Van Cell Phone	24.96
Verizon Wireless	02	Utilities	Telephone	Dr. Michel's Cell Phone	141.73
Moring Disposal Inc	02	Utilities	Refuse Disposal	Refuse Pick Up	306.00
Lofgren, Marvin	02	Building and Grounds Administrat	Consultants	Consultation Fees thru 12/05/12-4/05/	375.03

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PAYEE/VENDOR

ORGANIZATION

FUND

ITEM AMOUNT

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Xerox Corporation	02 Building and Grounds Administrat	Maintenance Services	Xerox Charges.	42.14
Xerox Corporation	02 Building and Grounds Administrat	Maintenance Services	Copy Charges-July	15.00
Quill Corporation	02 Building and Grounds Administrat	Office Supplies	Sheet Protectors	84.95
Illinois Community College Ris	02 Building and Grounds Administrat	Property & Casualty Insurance	Property Insurance FY 14	54,102.00
Done Rite Cleaning	02 Cafeteria	Maintenance Services	Cleaned Hoods in Cafeteria	700.00
Willett, Hofmann & Associates,	03 Operations & Maintenance- Restri	Building Remodeling	Eng Services Window Replacement	1,283.75
Willett, Hofmann & Associates,	03 Operations & Maintenance- Restri	Building Remodeling	Eng Services Roof Replacement	3,483.75
Willett, Hofmann & Associates,	03 Operations & Maintenance- Restri	Building Remodeling	Engineering Fees Window	440.00
Willett, Hofmann & Associates,	03 Operations & Maintenance- Restri	Building Remodeling	Engineering Fees for Roof Replacement	1,246.25
Willett, Hofmann & Associates,	03 Operations & Maintenance- Restri	Building Remodeling	Engineering Fees for Emergency Notific	1,643.75
Xerox Corporation	030200 Other Noncurrent Obligations		Copier Lease Payment -Principal	359.82
AVI Systems Inc	030200 Fund Bond- Instruc & Computer	Capital Supplies	Chief Universal & Projector	3,888.92
Encompass Gas Group Inc	030200 Fund Bond- Instruc & Computer	Instructional Equipment	Blackflex Fiberglass Blanket	147.50
Fifth Third Bank	030200 Fund Bond- Instruc & Computer	Instructional Equipment	Illinois Secretary of State	1,207.84
Fifth Third Bank	030200 Fund Bond- Facilities	Building Remodeling	McNicholas Company	708.16
Custom Monogram	050600 Cross County	Other Supplies	CC-Polo Shirts	424.70
Emerald Hill Golf & Learning C	050600 Golf	Other Contractual Services	Golf Course & Range Use	250.00
Johnson, Jedidiah	050600 Women's Basketball	Other Conference & Meeting	Travel-Richard Daley BB	122.33
Kipping, Sara	050600 Women's Tennis	Other Supplies	Tennis Skirts	222.12
Southeastern Community College	050600 Women's Volleyball	Other Contractual Services	VolleyBall Tournament 10/11/13	300.00
Advantage Sports Inc.	050600 Women's Volleyball	Other Supplies	Blocking Arm	360.00
Championship Productions	050600 Women's Volleyball	Other Supplies	Book All Access Volleyball Practice	130.98
Midwest Volleyball Warehouse	050600 Women's Volleyball	Other Supplies	VolleyBalls	472.40
Consolidated Management Co.	050600 Women's Volleyball	Other Conference & Meeting	Cookie Coupons	5.00
Aramark Uniform Services Inc.	050600 General Athletics	Other Contractual Services	Towel Service	168.27
NJCAA	050600 General Athletics	Publications and Dues	FY 14 National Dues	2,189.00

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NJCAA Region IV Treasurer	050600	General Athletics	Publications and Dues	FY 14: Men's Dues	3,100.00
NJCAA Region IV Women	050600	General Athletics	Publications and Dues	FY 14: Women's Dues	1,550.00
Collegiate Directories, Inc	050600	General Athletics	Other Materials and Supplies	FY 14 College Directory Renewal	54.95
Illinois Community College Ris	050600	General Athletics	General Insurance	Athletic Insurance, FY 14.	48,622.00
Astro-Van Distributors Inc	050600	Student Activities	Other Materials and Supplies	Popcorn Supplies	92.92
Custom Monogram	050600	Student Activities	Other Materials and Supplies	Student Activities Board T-Shirts	126.00
Von's Pool Table & Spas	050600	Student Activities	Other Materials and Supplies	Dormed Hockey table	1,850.00
Wankel, Ian	050600	Drama	Consultants	Lighting Fixture Work	171.00
Barbizon Light of N.E. Inc	050600	Drama	Other Materials and Supplies	Lamps for Stage Light	272.65
Bureau County Republican	050600	Drama	Other Materials and Supplies	Ads for Romeo & Juliet	198.00
Digi Graphics Inc	050600	Drama	Other Materials and Supplies	Banners for Shakespeare	162.43
Kuriz, Anna	050600	Drama	Other Materials and Supplies	Materials & Supplies	184.58
Sauk Valley Media	050600	Drama	Other Materials and Supplies	Romeo & Juliet Display	527.10
WNS Pub. News-Sentinel/The Rev	050600	Drama	Other Materials and Supplies	Display Ad	150.00
Walnut Leader	050600	Drama	Other Materials and Supplies	Display Ad Romeo & Juliet	48.00
Jeff's Automotive	050800	Transportation	Maintenance Services	Van Charges AC/ABS	956.14
Fifth Third Bank	050800	Transportation	Vehicle Supplies	Gas College Vans	260.39
Butler Benefit Service Inc	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	16,852.21
Butler Benefit Service Inc	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	16,999.43
Butler Benefit Service Inc	051000	Medical Insurance	Dependent Stop Loss	Dependent Stop Loss	11,729.72
Butler Benefit Service Inc	051000	Medical Insurance	Dependent Stop Loss	Dependent Stop Loss	11,870.94
Butler Benefit Service Inc	051000	Medical Insurance	Precertification	Precertification	642.70
Butler Benefit Service Inc	051000	Medical Insurance	Precertification	Precertification	648.00
Butler Benefit Service Inc	051000	Medical Insurance	Cobra Conversion	COBRA	61.75
Butler Benefit Service Inc	051000	Medical Insurance	Cobra Conversion	COBRA	20.00
Butler Benefit Service Inc	051000	Medical Insurance	Administrative Costs	Administrative	4,290.25

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Butler Benefit Service Inc.	051000	Medical Insurance	Administrative Costs	Administrative	4,225.50
Butler Benefit Service Inc	051000	Medical Insurance	Group Stop Loss	Aggregate Stop Loss	1,859.73
Butler Benefit Service Inc	051000	Medical Insurance	Group Stop Loss	Aggregate Stop Loss	1,874.40
Reliance Standard Life Insuran	051000	Medical Insurance	Life & AD&D	Life Insurance	730.41
Boyenga, Justyn	051400	Student Loans	Art Class	Art Class	40.00
Brabender, Randi	051400	Student Loans	Student Loan 7/4/13	Student Loan Due 10/11/13	150.00
Denning, Kandice	051400	Student Loans	Student Loan Due 10/11/13	Student Loan Due 10/11/13	275.00
Elmendorf, Brook	051400	Student Loans	Student Loan Due 10/11/13	Student Loan Due 10/11/13	255.00
Gonzales, Sonia	051400	Student Loans	Student Loan Due 7/4/13	Student Loan Due 7/4/13	160.00
Gulbranson, Alicia	051400	Student Loans	Student Loan Due 10/11/13	Student Loan Due-Due 10/11/13	165.24
McConaghie, Emily	051400	Student Loans	Student Loan Due 10/11/13	Student Loan Due 10/11/13	128.00
McLean, Stephanie	051400	Student Loans	Student Loan Due 7/4/13	Student Loan Due 7/4/13	250.00
Nielsen, Brandy	051400	Student Loans	Student Loan Due 10/11/13	Student Loan Due 10/11/13	290.00
Rus, Amber	051400	Student Loans	Student Loan Due 10/11/13	Student Loan Due 10/11/13	285.12
Ryan, Molly	051400	Student Loans	Student Loan Due 10/11/13	Student Loan Due 10/11/13	165.24
Staley, Janice	051400	Student Loans	Student Loan Due 7/4/13	Student Loan Due 7/4/13	500.00
Ware, Rachel	051400	Student Loans	Student Loan Due 10/11/13	Student Loan Due 10/11/13	500.00
Whiteside County ROE	062056	ICCB Adult Ed-Federal Basic	Instructional Service Contracts	Adult Ed Contract	2,500.00
Lee/Ogle Transportation Syste	062057	ICCB Adult Ed-Public Aid -Instru	Instructional Supplies	Summer Transportation Cards	480.00
Resources for Reading	062057	ICCB Adult Ed-Public Aid -Instru	Instructional Supplies	Magazine Boxes	71.40
Whiteside County Senior Center	062057	ICCB Adult Ed-Public Aid -Instru	Instructional Supplies	Summer Bus Transportation Cards	480.00
Amazon.com	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Books	250.00
Grass Roots Press	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Books	352.74
Quill Corporation	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Word Tiles	45.96
SBM Business Equipment Center	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	SBM Copier Fee	
Scholastic, Inc	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Books for Adult Education	

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Staples	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Office Supplies	673.25
Staples	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Office Supplies	370.79
Tavitas, Lisa	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Travel-Heartland CC	534.72
Staples	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Office Supplies	132.46
Staples	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Office Supplies	200.00
Quill Corporation	062060	SOS VITAL Grant	Office Supplies	Office Supplies Glue Sticks	9.87
Quill Corporation	062060	SOS VITAL Grant	Office Supplies	Index Tabs	4.84
Staples	062060	SOS VITAL Grant	Office Supplies	Office Supplies	195.70
Tavitas, Lisa	062056	ICCB Bridging the Gap	Conference/Meeting Expense	Travel-Heartland CC	118.65
Illinois Student Assistance Co	062150	ISAC	ISAC	Map Return of Funds	318.00
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	828.90
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	562.58
Kooshesh, Cyrus	063011	Student Support Services Grant	Office Supplies	Picture Frames	67.35
Amazon.com	063011	Student Support Services Grant	Instructional Supplies	Books	705.87
Donohue, Karen	063011	Student Support Services Grant	Other Conference & Meeting	Purchase Orientation	48.46
West, Joshua	063011	Student Support Services Grant	Other Conference & Meeting	Supplies for the FYE Orientation	125.37
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	64.93
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	56.08
State Universities Retirement	063020	Perkins IIC	SURS	Matching Funds	50.77
State Universities Retirement	063020	Perkins IIC	SURS	Matching Funds	50.16
Imprint Inc.	063020	Perkins IIC	Other Materials and Supplies	Javelin Pen	72.76
Channing L Bete Co., Inc	063020	Perkins IIC	Other Materials and Supplies	Workbooks	212.82
Imprint Inc.	063020	Perkins IIC -Imp Tech skill	Other Materials and Supplies	Rotating IPAD Mini Case	505.63
Illinois Fire Store	063020	Perkins IIC -Imp Tech skill	Other Materials and Supplies	Fiberglass Helmets	2,075.00
Fifth Third Bank	063020	Perkins IIC -Professional Develo	Conference/Meeting Expense	American Welding Supply	595.00
Kuchel, Tracie	063020	Perkins IIC -Professional Develo	Conference/Meeting Expense	Travel- CNA Conference	371.66

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State Universities Retirement	063020	Perkins IIC -Special Populations	SURS	Matching Funds	138.10
State Universities Retirement	063020	Perkins IIC -Special Populations	SURS	Matching Funds	137.13
Austin, Patricia	063020	Perkins IIC -Special Populations	Other Contractual Services	Alternative Text	357.00
Mongan, Deanna	063020	Perkins IIC -Special Populations	Other Contractual Services	Alternative Text	357.50
Quill Corporation	063020	Perkins IIC -Special Populations	Instructional Supplies	Colored Ink	200.75
Staples	063020	Perkins IIC -Special Populations	Instructional Supplies	Office Supplies	43.25
Department of Veterans Affairs	063073	Federal Vets Post 9 11 Grant	Other Federal Gov. Sources	Return of Funds - B Yingling	376.31
Accurate Biometrics, Inc	063075	IDHS AmeriCorps - Member Activit	Other Contractual Services	Fingerprinting Summer Members	360.00
Accurate Biometrics, Inc	063075	IDHS AmeriCorps - Member Activit	Other Contractual Services	Fingerprinting	180.00
Imprint Inc.	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Urban Briefcases for members	398.12
Crestline Specialties Co. Inc	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Curve Padfolio	622.41
RK Dixon	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Big Chill Coolers	343.06
Sauk Valley Media	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Copies & Supplies	306.63
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	Other	Americorp Recruitment	467.15
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	199.83
Peck, Lisa	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	206.28
Shuler, Nancy	064010	Online Nursing Program	Other Conference & Meeting	Travel- Washington DC Conference	339.35
CDW-G	064060	VITAL Donation Grant	Conference/Meeting Expense	Travel-Clinical & Site Visits	1,109.42
CDW-G	064060	VITAL Donation Grant	Instructional Supplies	Laptop Repair Plan (6)	606.66
Sterling Public Library	064060	VITAL Donation Grant	Instructional Supplies	Laptops (6)	3,348.84
Fifth Third Bank	101272	Criminal Justice Club	Other	Out District Library Card-Vital	60.00
McGladrey LLP	11	Audit	Other Materials and Supplies	Celina.	191.95
Illinois Community College Ris	12	Risk Management	Audit Services	2013 Audit Progress Billing	10,000.00
Illinois Department Employment	12	Risk Management	Workers Comp Compensation	Workers Comp Insurance FY 14	53,946.00
American DataBank LLC	12	Risk Management	Unemployment Insurance	2013 2nd Qtr Unemployment Tax	9,839.46
		Consultants	Background Checks	Background Checks	388.50

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<u>PAYEE/ VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
TS Staffing Services Inc.	12	Risk Management	Consultants	Drug Testing	39.00
Illinois Community College Ris	12	Risk Management	General Insurance	Liability Insurance FY 14	19,162.00
CenturyLink	12	Risk Management	Telephone	911 Cama Trunk Lines	90.88
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phone	33.75
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Security Contract 6/1/13	884.25
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Security Contract thru 6/15/13	540.00
Fifth Third Bank	12	Public Safety	Other Supplies	Lettering on the Cheap	120.60
Gall's Inc	12	Public Safety	Other Supplies	Carrying Case	95.10
Gall's Inc	12	Public Safety	Other Supplies	Security Uniforms	793.90
Radio Ranch Inc	12	Public Safety	Other Supplies	Hytera Radio's (4)	2,200.00
Fifth Third Bank	12	Public Safety	Computer Software	Shift Planning	240.00
				BANK ACCOUNT 1 TOTAL:	649,127.25
				ALL ACCOUNTS TOTAL:	649,127.25

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<u>EDUCATION FUND</u>	2012-2013 <u>YTD</u>	2012-2013 <u>Budget</u>	YTD / <u>Budget %</u>	2011-2012 <u>YTD</u>	YTD % Chng fm Prev Yr	2011-2012 <u>Total</u>
Revenues						
Local Governmental Sources	3,871,689	3,895,000	99.4%	3,826,699	1.1%	3,826,699
State Governmental Sources	2,706,209	2,699,647	100.2%	2,990,871	-9.5%	2,990,871
Federal Governmental Sources	8,211	8,000	102.6%	8,375	-1.9%	8,375
Student Tuition and Fees	4,658,900	4,532,500	102.7%	4,765,545	-2.2%	4,765,545
Sales and Service	142,962	150,000	95.3%	103,107	38.6%	103,107
Investment Revenue	8,095	20,000	40.4%	15,455	-47.6%	15,455
Other Revenues	14,818	1,020,000	1.4%	1,597,584	-99.0%	1,597,584
TOTALS	11,410,885	12,325,147	92.5%	13,307,638	-14.2%	13,307,638
Expenditures						
Salaries	6,789,120	6,982,168	97.2%	6,366,628	6.6%	6,366,628
Employee Benefits	1,673,171	2,710,457	61.7%	3,295,599	-49.2%	3,295,599
Contractual Services	556,740	472,379	117.8%	489,226	-13.8%	489,226
General Materials and Supplies	821,352	901,620	91.1%	742,912	10.5%	742,912
Conference & Meeting	133,157	162,330	82.0%	131,180	1.5%	131,180
Fixed Charges	1,866			2,228	-16.2%	2,228
Capital Outlay				9,963	9,963	9,963
Other Expenditures	1,008,229	940,000	107.2%	885,737	13.8%	885,737
TOTALS	10,983,638	12,168,954	90.2%	11,923,476	-7.8%	11,923,476
Transfers						
Transfers to Other Funds				78,000	78,000	78,000
CHANGE IN NET ASSETS	427,247	193				
FUND BALANCE	6,237,618					
				1,306,162	1,306,162	1,306,162
				5,810,370	5,810,370	5,810,370

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<u>OPERATION AND MAINTENANCE FUND</u>	2012-2013 <u>YTD</u>	2012-2013 <u>Budget</u>	YTD / <u>Budget %</u>	2011-2012 <u>YTD</u>	YTD % Chng fm Prev Yr	2011-2012 <u>Total</u>
Revenues						
Local Governmental Sources	474,142	475,000	99.8%	468,760	.11%	468,760
State Governmental Sources	319,459	323,215	98.8%	383,122	-16.6%	383,122
Student Tuition and Fees	514,758	505,100	101.9%	521,357	-1.2%	521,357
Facilities Revenue	6,400			6,380	.3%	6,380
Investment Revenue	2,111	500	422.3%	145	354.3%	145
Other Revenues	16,453	110,000	14.9%	157,337	-89.5%	157,337
TOTALS	1,333,324	1,413,815	94.3%	1,537,102	-13.2%	1,537,102
Expenditures						
Salaries	568,219	576,127	98.6%	567,318	.1%	567,318
Employee Benefits	243,116	329,825	73.7%	351,987	-30.9%	351,987
Contractual Services	91,568	83,800	109.2%	84,563	8.2%	84,563
General Materials and Supplies	89,615	103,750	86.3%	89,573	%	89,573
Conference & Meeting	2,909	3,700	78.6%	1,935	50.3%	1,935
Fixed Charges	52,636	54,000	97.4%	51,943	1.3%	51,943
Utilities	480,473	440,500	109.0%	456,312	5.2%	456,312
Capital Outlay				10,131		10,131
Other Expenditures						
TOTALS	1,528,540	1,591,702	96.0%	1,613,765	-5.2%	1,613,765
Transfers						
Transfers From Other Funds				-78,000		-78,000
CHANGE IN NET ASSETS	-195,215	113				1,337
FUND BALANCE	-185,785					9,430

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	2012-2013 <u>YTD</u>	2012-2013 <u>Budget</u>	YTD / <u>Budget %</u>	2011-2012 <u>YTD</u>	YTD % Chng fm <u>Prev Yr</u>	2011-2012 <u>Total</u>
REVENUES						
Local Governmental Sources						
Investment Revenue	1,786,972 620	1,793,925 1,000	99.6% 62.0%	1,777,021 547	.5% 13.4%	1,777,021 547
TOTALS	1,787,592	1,794,925	99.5%	1,777,569	.5%	1,777,569
EXPENDITURES						
Contractual Services						
Fixed Charges	14,482 1,730,431	14,000 1,770,304	103.4% 97.7%	14,910 1,670,633	-2.8% 3.5%	14,910 1,670,633
TOTALS	1,744,914	1,784,304	97.7%	1,685,544	3.5%	1,685,544
CHANGE IN NET ASSETS						
FUND BALANCE	42,678 1,058,557	10,621	97.7%	92,024	3.5%	92,024 1,015,878

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<u>WORKING CASH FUND</u>	<u>2012-2013 YTD</u>	<u>2012-2013 Budget</u>	<u>YTD / Budget %</u>	<u>2011-2012 YTD</u>	<u>YTD % Chng frm Prev Yr</u>	<u>2011-2012 Total</u>
Revenues						
Investment Revenue	2,569	10,000	25.6%	4,129	-37.8%	4,129
TOTALS	2,569	10,000	25.6%	4,129	-37.8%	4,129
Expenditures						
Investment Revenue						
TOTALS						
Transfers						
Transfers to Other Funds		10,000				
CHANGE IN NET ASSETS	2,569			4,129		
FUND BALANCE	2,497,014					2,494,445

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TRUST AND AGENCY FUND

	<u>2012-2013 YTD</u>	<u>2012-2013 Budget</u>	<u>YTD / Budget %</u>	<u>2011-2012 YTD</u>	<u>YTD % Chng fm Prev Yr</u>	<u>2011-2012 Total</u>
Revenues						
Other Revenues	65,159			66,668	-2.2%	66,668
TOTALS	65,159			66,668	-2.2%	66,668
Expenditures						
General Materials and Supplies	1,247			21	755.6%	21
Conference & Meeting				1,041		1,041
Other Expenditures	60,700			65,784	-7.7%	65,784
TOTALS	61,947			66,847	-7.3%	66,847
CHANGE IN NET ASSETS	3,211			-179	-7.3%	-179
FUND BALANCE	43,390					40,179

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<u>AUDIT FUND</u>	2012-2013 <u>YTD</u>	2012-2013 <u>Budget</u>	YTD / <u>Budget %</u>	2011-2012 <u>YTD</u>	YTD % Chng fm Prev Yr	2011-2012 <u>Total</u>
Revenues						
Local Governmental Sources						
Investment Revenue	65,219 1	65,000 25	100.3% 6.0%	64,604 7	.9% -80.9%	64,604 7
TOTALS	65,221	65,025	100.3%	64,612	.9%	64,612
Expenditures						
Salaries	7,392	8,957	82.5%	8,519	-13.2%	8,519
Employee Benefits	2,283	3,105	73.5%	3,171	-28.0%	3,171
Contractual Services	77,305	60,000	128.8%	64,587	19.6%	64,587
TOTALS	86,980	72,062	120.7%	76,278	14.0%	76,278
CHANGE IN NET ASSETS						
FUND BALANCE	-21,759 -32,082	-7,037	120.7%	-11,666	14.0%	-11,666 -10,322

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LIABILITY, PROTECTION & SETTLEMENT	2012-2013 YTD	2012-2013 Budget	YTD / Budget %	2011-2012 YTD	YTD % Chng fm Prev Yr	2011-2012 Total
Revenues						
Local Governmental Sources						
Investment Revenue	-117,889	151,000	-78.0%	94,745	224.4%	94,745
Other Revenues		35,000	0.0%	44,532		44,532
TOTALS	-117,889	186,000	-63.3%	139,277	184.6%	139,277
Expenditures						
Salaries	175,517	198,194	88.5%	178,219	-1.5%	178,219
Employee Benefits	299,362	380,121	78.7%	373,791	-19.9%	373,791
Contractual Services	32,536	45,000	72.3%	41,604	-21.8%	41,604
General Materials and Supplies	11,801	13,100	90.0%	8,058	46.4%	8,058
Conference & Meeting	374	5,000	7.4%	345	8.4%	345
Fixed Charges	45,812	35,000	130.8%	39,044	17.3%	39,044
Utilities	1,086	1,500	72.4%	1,086	%	1,086
Capital Outlay	5,145				0.0%	
TOTALS	571,636	677,915	84.3%	642,151	-10.9%	642,151
CHANGE IN NET ASSETS						
FUND BALANCE	-689,526	-491,915	84.3%	-502,873	-10.9%	-502,873
	4,951,231					5,640,757

Sauk Valley Community College
July 29, 2013

Agenda Item 2.7

Topic: **Working Cash Fund Borrowing**

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

Presentation:

The Public Community College Act allows for the lending of funds from the Working Cash Fund to the Operating Funds if needed. A board resolution is required authorizing an optional loan of \$2,497,041 and indicating the taxes or other funds anticipated to be received by the College to reimburse the Working Cash Fund. The attached resolution meets these statutory requirements.

Recommendation:

The administration recommends the Board approve the accompanying resolution for the borrowing of \$2,497,041 from the Working Cash Fund to the Operating Funds if needed.

RESOLUTION AUTHORIZING TRANSFER OF WORKING CASH FUNDS

WHEREAS, the Board of Trustees of Community College District No. 506 has issued and sold working cash funds, and the proceeds thereof have been deposited in a Working Cash Fund; and

WHEREAS, the Public Community College Act (Illinois Compiled Statutes, Chapter 110, Section 805/3-33.6) authorizes the transfer of monies from said Working Cash Fund to the Operating Funds; and

WHEREAS, the Board further states:

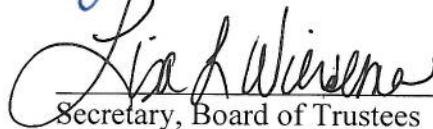
- A) That the taxes or other funds in anticipation of the collection or receipt of which the Working Cash Fund is to be reimbursed are approximately \$14,153,662.
- B) The entire amount of taxes extended, or which the Board estimates will be extended or received for the year, in anticipation of the collection of all or a part of which this transfer is to be made is \$4,836,900.
- C) The aggregate amount of warrants or notes heretofore issued under the Community College Act in anticipation of the collection of such taxes, together with the amount of interest accrued and which the Board estimates will accrue thereon is 0.
- D) The amount of monies which the Board estimates will be derived for the year from state, federal, government and other sources in anticipation of the receipt of all or part of which the transfer herein below is to be made is approximately \$2,580,862.
- E) The aggregate amount of monies heretofore transferred from the Working Cash Fund to the Operating Funds in anticipation of the collection of such taxes or the receipt of such other monies from other sources is 0.

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of the District be and is hereby directed to transfer from the Working Cash Fund up to \$2,497,041 to the Operating Funds.

Adopted: July 29, 2013



Chairman, Board of Trustees



Secretary, Board of Trustees

Sauk Valley Community College
July 29, 2013

Agenda Item 2.8

Topic: **Disposal of Obsolete Equipment**

Presented By: **Dr. George Mihel**

Presentation:

The items listed below are additional items that have been collected since our last request for disposal in June 2013. The list of equipment includes items that are worn, outdated, damaged or too costly to repair or no longer needed, including the library shelving.

Enco Sheet Metal Bender
Rockwell/Delta Drill Press
Sears Craftsman Radial Arm Saw
Library Shelving Pieces with Wood End Caps
18" Semi-Automatic Paper Cutter

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.

Board Policy Review

Board Policies:

Board Policy 306.01
Abatement Policy

Board Policy 309.01
Investment Policy

306.01 Abatement Policy

The College views the economic health of the District as a matter of great importance to the College. The Board will look favorably toward tax abatements when by virtue of a tax abatement a significant benefit to the District in economic terms can be realized. Abatement may be appropriate whether the need arises by virtue of expansion of an existing business, or for attraction of new business. The Board will be concerned with a net benefit in comparison with any short term detriment which the College may suffer as a result of the abatement as compared to non-abatement, and will be concerned also with other benefits which the College District may enjoy as a result of the expansion of new business.

Tax abatement requests must be submitted in writing to the Board of Trustees of Sauk Valley Community College, District 506. All such requests will be considered on an individual basis. Abatement may be granted in the discretion of the Board. Tax abatements will not be granted for a period of time in excess of ten years.

Applications for tax abatement shall be verified (notarized statement certifying that statements made in the application are true) and shall include the following information:

1. Name, address, and telephone number of the applicant
2. Name, title, address, and telephone number of representative making application (if different from applicant).
3. Name and address of owner of site (if different from applicant).
4. Description of applicant's business generally and at the location where abatement is requested.
5. Description (legal description and/or street address) of site.
6. Real estate tax code(s) for site.
7. Current equalized assessed valuation for site, and current taxes paid to Sauk.
8. Description of current business operations conducted on site (if any), including number of employees working full-time and part-time.
9. Description of projected future business operations to be conducted on site as a result of the project, including number of employees working full-time and part-time, and total estimated change in payroll from current operations.

10. Detailed description of any business operations in the College district operated by or reasonably related to the petitioner which will be eliminated or reduced as a result of the proposed improvement. If there will be no such elimination or reduction, so state.
11. Total estimated cost of the project.
12. Terms of abatement requested.
13. Estimated dollar amount of abatement being requested from Sauk.
14. Statement of why abatement is being requested.
15. At the College's discretion, other additional information as may be required by and provided to the county, municipality and/or redevelopment agency where the property proposed for abatement is located.
16. Appropriate substantiation that the relevant requirements of the county, municipality and/or redevelopment agency where the property proposed for abatement is located have been or are being met.
17. Other information as may be requested by the College.

8/27/84

3/23/87

3/24/03

6/27/05

309.01 Investment Policy

SCOPE OF POLICY - This Investment Policy applies to the investment activities of any funds which are or may come under the jurisdiction of the College. Investments made under the College investment policy in force at the time of the adoption of this policy shall be permitted to mature if they conformed with the old policy but not with this policy and if the College would sustain a loss if it was sold prior to maturity. Anything in this notwithstanding, the mandates of Illinois Compiled Statutes shall take precedence over this policy except where this policy is more restrictive.

A. OBJECTIVES - The purpose of the College's Investment Policy is to establish cash management and investment guidelines for the stewardship of the public funds that are under the jurisdiction of the College. The specific objectives of the Policy are:

1. Safety. The safety of principal and the security of monies, whether on hand or invested, shall be the primary concern of the Treasurer in selecting depositories or investments.
2. Liquidity. The investment portfolio shall remain sufficiently liquid to meet the College's reasonably anticipated operating requirements.
3. Return. To the extent consistent with safety and the restriction imposed by this policy, the Treasurer shall seek to attain a market average or better rate of return throughout budgetary and economic cycles, taking into account risk, constraints, cash flow, and legal restriction on investment.
4. Local Considerations. The Treasurer shall use sound federally insured depositories located within the College District provided that the afore described objectives are met, and such investments would be in compliance with all other conditions and limitations of this Investment Policy.

B. GUIDELINES - To assist in attaining the stated objectives, the following guidelines shall be observed:

1. Investments shall be undertaken in a manner that seeks to insure preservation of capital in the overall portfolio. To avoid unreasonable risks, diversification of investments is required. No one institution shall have more than 50% of the College's invested funds at any one time.

2. The portfolio should remain sufficiently liquid to meet operating requirements, which may be reasonably anticipated. Cash flow shall be reviewed quarterly.

3. Investments shall be limited to those permitted by law, to the extent this policy is not more restrictive than the law.

4. All funds shall be deposited/invested within three working days.

5. When appropriate, investments shall be selected on the basis of competitive bids.

C. DIVERSIFICATION - Diversification of the investment portfolio shall be consistent with the Objectives described in Paragraph A.

D. RESPONSIBILITY - Investment of all funds under the control of the College is the direct responsibility of the Treasurer. The Treasurer shall be responsible for all transactions and shall establish a system of controls for all authorized subordinates who are directly involved in the assistance of such investment activities.

E. PERFORMANCE MEASURES - The use of U.S. Treasury bills, average Fed Fund rate, Illinois Funds or other stable markets can be used to determine whether market yields are being achieved.

F. PERIODIC REVIEW - The Treasurer shall establish annual independent review for internal control, which assures compliance within the Investment Policy. This will be accomplished with the College's external auditors.

G. REPORTING - All investment transactions shall be recorded by the Treasurer or the Treasurer's staff. A report listing all active investments, location of investments, maturity of investments, interest rate and other pertinent information deemed necessary will be submitted monthly to the Board.

H. INVESTMENT VEHICLES -

1. Except as may be further limited by these policies, the Treasurer shall limit investments of College funds to those permitted in Illinois Compiled Statutes, 30 ILCS 235/2. A summary of allowable securities follows:
 - a.) Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America.
 - b.) Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.
 - c.) Interest bearing accounts, certificates of deposit or interest bearing time deposits of any other investment constituting direct obligations of any bank as defined by the Illinois Banking Act.
 - d.) Short-term obligations (corporate paper) of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase within the 3 highest classifications established by at least 2 standard rating services and which mature not later than 180 days from the date of purchase, and (ii) such purchases do not exceed 10% of the corporation's outstanding obligations or (iii) no more than 1/3 of the public agency's funds may be invested in short term obligations of corporations.
 - e. Money market mutual funds registered under the Investment Company Act of 1940.
2. The Treasurer is authorized to purchase or sell, assign and endorse for transfer, certificates representing Illinois or Illinois municipal corporation tax exempt bonds rated AAA or better by a nationally recognized bond rating company which are purchased solely for purposes of the Insurance Reserve Fund Bond now registered or which may be hereafter registered in the name of the College.

I. FINANCIAL INSTITUTIONS - The College, with the advice of the Treasurer, shall select which financial institutions will be eligible depositories for the College District. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this Investment Policy, may request to become a depository for the College funds. The College will take into consideration security, size, location, financial condition, service, fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories.

J. COLLATERALIZATION OF DEPOSITS -

1. To meet the objective of safety of capital, the Treasurer will always require deposits in excess of the Federally insured amount to be appropriately collateralized to the extent on One Hundred and Ten Percent (110%) and such collateralization shall be evidenced by an approved written agreement.

2. Except as may be further limited by these policies, the Treasurer shall limit collateral instruments to those permitted in Illinois Compiled Statutes, 30 ILCS 235/6. A summary of allowable collateral instruments and collateral rates (market value divided by deposit) is as follows:

- a) Negotiable obligations of the United States Government; =110%
- b) Negotiable obligations of any agency or instrumentality of the United States Government backed by the full faith and credit of the United States Government; =110%
- c) Negotiable obligations of the State of Illinois which are rated within the 3 highest classifications established by Moodys or Standard and Poors; =110%
- d) Negotiable obligations of the College which are rated A or better by Moodys or Standard and Poors. =110%
- e) Letters of credit issued by a Federal Home Loan Bank =110%
- f) A bond, executed by a company authorized to transact the kinds of business described in clause (g) of Section 4 of the Illinois Insurance Code, payable to SVCC =110%

3. Maturity of acceptable collateral shall not exceed 120 months.

4. The ratio of fair market value of collateral to the amount of funds secured shall be reviewed weekly and additional collateral will be requested if the ratio declines below the level required.

5. Safekeeping of Collateral. Third party safekeeping is required for all collateral. To accomplish this, the securities will be held at a safekeeping depository as approved from time to time by the Treasurer.

Safekeeping will be documented by an approved written agreement. Substitution, exchange or release of securities held in safekeeping may be done upon two (2) days prior written notice to the Treasurer.

When collateral is extended, the Treasurer should receive a copy of the financial institution's board minutes, indicating the board of director's approval.

K. SAFEKEEPING OF SECURITIES - Unless held physically by the Treasurer, all securities shall be kept in appropriate third party safekeeping. The Treasurer will have the sole responsibility for selecting safekeeping agents. Safekeeping will be documented by an approved written agreement.

L. INDEMNIFICATION - Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

In maintaining its investment portfolio, the Treasurer shall avoid any transaction that might impair public confidence in the College.

The above standards are established as standards for professional responsibility and shall be applied in the context of managing the portfolio.

The Treasurer and employees of the Treasurer acting in accordance with this Investment Policy and procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

M. SECURITY CONTROLS - Only the Treasurer, or in the absence of the Treasurer, the President, is authorized to establish financial accounts for the College. At all times either the Treasurer, singly, or the President, singly, is authorized to sign on financial accounts of the office of the Treasurer. Authorized signatories are NOT permitted to reconcile bank accounts at any time.

N. THE CORRUPT PRACTICES ACT - The Illinois Compiled Statutes govern ethics.

O. BONDING - The Treasurer and all employees shall be bonded for the benefit of the College for an amount determined to be reasonable. The surety shall be a corporate surety company.

P. CAPTIONS AND HEADING - The captions and headings used herein are for convenience of reference only and do not define or limit the contents.

3/23/87

5/24/93

4/28/97

11/22/99

2/27/06

11/22/10

Sauk Valley Community College
July 29, 2013

Action Item 5.1

Topic: **2013-2014 Budget- Final Reading**

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

Presentation:

Since the Tentative Budget approval in June, SVCC has received the final state funding amounts which total \$141,059 less than originally anticipated.

	<u>Tentative Budget</u>	<u>Changes</u>	<u>Final Budget</u>
ICCB Credit Hour Grant	1,361,654	(14,477)	1,347,177
ICCB Square Footage Grant	0	0	0
ICCB Equalization Grant	1,039,753	(124,764)	914,989
ICCB Small School Grant	50,000	0	50,000
ICCB Career and Technical Education	121,455	(1,818)	119,637

A total of \$134,350 in operating expenses has also been adjusted.

Advertising	(10,000)
Printshop supplies	(5,000)
Part-time faculty	(66,000)
Instructional Technology supplies and software	(9,200)
Institutional Technology contractual costs	(6,500)
Institutional Technology supplies	(11,000)
Institutional Technology conference costs	(7,700)
Special Needs contractual costs	(18,950)

The expense adjustments are reflected in the budget as follows:

	<u>Tentative Budget</u>	<u>Changes</u>	<u>Final Budget</u>
By Program			
Instruction	5,054,845	(59,200)	4,995,645
Academic Support	1,300,172	(7,000)	1,293,172
Student Services	1,483,369	(21,950)	1,461,419
Operation & Maintenance of Plant	1,553,690	(10,500)	1,543,190
Institutional Support	2,493,852	(35,700)	2,458,152
By Object			
Salaries	7,912,731	(66,000)	7,846,731
Contractual Services	589,390	(25,100)	564,290
General Materials & Supplies	991,037	(35,550)	955,487
Conference & Meeting Expense	173,190	(7,700)	165,490

As a result of these changes the final net operating budget decreased by \$6,709 to a total of \$1,684 from the tentative net budget of \$8,393.

The FY14 operating budget assumes the total state funding of \$2,431,803 will be received. To date, SVCC has not received \$799,136 of FY13 state funding. There is a possibility that a portion of the FY13 and the FY14 state funding amounts will not be received.

Recommendation:

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

Sauk Valley Community College
July 29, 2013

Action Item 5.2

Topic: **Faculty Appointment –Welding**

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

Presentation:

The administration has been in the process of filling a Welding Instructor position. The position was advertised on-line on Sauk Valley Community College's website, the *Higher Ed Jobs.com* website; and in the Sauk Valley Newspapers (the *Dixon Telegraph* and the *Daily Gazette*). Four (4) applications were received. A committee was composed of Mr. Scott Gillihan, Mr. Steve McPherson, and Ms. Taylor Jiminez. Alan Pfeifer, Vice President of Academic Services, served as chair.

Two (2) qualified candidates were interviewed by the committee, the Vice President of Academic Services, and the President.

Academic background: Ms. Finneran received her Bachelor of Arts degree in Organizational Management from Ashford University in 2008, an AS in Aircraft Maintenance Engineering and AA in Aircraft Maintenance Management from Parks College of St. Louis University, and an Advanced Welding Certificate from Sauk Valley Community College in 2008.

Professional background: Ms. Finneran was employed at American Piping Group as a fabricator/welder, Illowa Marine as fabricator/welder of aluminum, Jacobs Field Services of North America at ADM as a welder/pipfitter, and Matcon as a GMAW welder. Ms. Finneran has also been an adjunct faculty welding instructor at Sauk Valley Community since January 2013.

References: All of Ms. Finneran's references recommended her for the position noting her dependability and excellent communication skills.

Recommendation:

The administration recommends that the Board of Trustees approve the employment of Ms. Roxanne Finneran as an Assistant Instructor of Welding starting August 16, 2013 at an annual salary of \$32,411.

Sauk Valley Community College
Recommendation for Appointment

Please see instructions on back for additional information.

Part 1: Employee Information

Part 2: Employment Information

Position on Salary Scale Assistant Instructor 3 Salary \$32,411
Level/Rank Grade/Step

Position Welding Assistant Instructor Position Code 400000 Department Academic Services

Account Number(s) 01-333700-510310-1030

Effective Date or Period: From August 16, 2013 To

Basis of Employment: Full-time Part-time @ _____ hrs per week Temporary
 Student – Hours Enrolled

Special Instructions

Part 3: Authorization

Applicant _____ Date _____

Supervisor _____ Date _____

Director/Dean _____ Date _____

Director, Human Resources *Kaitlyn Snow* Date 7-23-13

Director: Business Services Date: _____

Vice President Date _____

Digitized by srujanika@gmail.com

President's Approval _____ Date _____

President's Approval for Board Action _____ Date _____

Roxanne Finneran
18866 Lake Road
Morrison, Illinois 61270
(815) 499-2240
rfinn82@gmail.com

July 10, 2013

Sauk Valley Community College
173 Illinois Route 2
Dixon, Illinois 61021

Dear Sirs,

Please accept the application and resume I have previously submitted online for the full time Welding Instructor position at Sauk Valley Community College. I am currently an Adjunct Welding Instructor for SVCC, teaching the Welding 106 course. Although this is a new endeavor personally, I am beginning to feel very comfortable in the classroom setting. Currently, I am a full time employee for the American Piping Group and work as a Certified GMAW welder and fabricator.

I am mechanically inclined and have taken an Electrical and a Refrigeration class at SVCC in the past. I began my welding career in October 2008, while I was still attending SVCC as a student in the welding program. I was hired as a GMAW welder for the Eggink Company in Clinton, Iowa and switched my remaining classes to the evenings to finish up my Advanced Welding Certificate. Now I have nearly five years of welding experience to date – having welded as a Certified GMAW, SMAW, GTAW, and as a Certified SMAW Pipe Welder.

I enjoy my hands on job and have found even more satisfaction helping others learn to weld. It is an excellent skill to possess. Even through these challenging economic times and technological advances – I feel there will be a need for welders in the future. I believe in learning all that I can and would welcome participating in any advanced training that may help the program at SVCC.

I hope to hear from you in the future to discuss this teaching position further. Thank you for your consideration.

Sincerely,
Roxanne Finneran

Roxanne Finneran

18866 Lake Road
Morrison, Illinois 61270

Phone (815) 499-2240
Email rfinn82@gmail.com

Professional Experience

Fabricator/Welder for American Piping Group / Vegter Steel Fabrication, Morrison, Illinois

May 2012 – Present

AWS certified GMAW welder. Using blue prints, I am currently fabricating and welding custom I Beams for construction projects. Each day I am measuring, welding, using a torch or plasma cutter and grinding to ensure the beams are within a 1/16th inch tolerance. I have trained on the I Beam Drill/Saw (a \$600,000 computerized machine which cuts the I Beam within 1/64th of an inch, drills three holes at the same time, from three different angles). Forklift and "Combi lift" operator.

Adjunct Faculty Member for Sauk Valley Community College

January 2013 – Present

Instructing the Welding Fundamentals course during the evening for Sauk Valley CC (Welding 106)

Fabricator/Welder for Illinois Marine, Clinton, Iowa

April 2012 – May 2012

Fabricated and welded aluminum for the construction of the custom water fowl boats for customers. In a short time I mastered the spool gun and MIG welder on the aluminum. I used the sheer and the bend presses to fabricate the material and welded out of position the majority of the time.

Welder/Pipefitter for Jacobs Field Services of North America at ADM, Clinton, Iowa

July 2011 – Feb 2012

Jacobs took over the Maintenance contract for ADM in July 2011 (formerly handled by KBR). I extended my administrative skills to help Jacobs transfer new employees from KBR to Jacobs – setting up timesheets, work orders and attendance recording for the newly acquired maintenance side of their operation. I transferred to the Fab Shop in August 2011 – to continue working on my pipefitting and welding interests. I have valuable hands on experience in the maintenance field – welding, fabricating, use of numerous hand tools, plasma and cutting torches, LOTO, welding/grinding permits, confined space work. I am SMAW/Structural Welding Certified, SMAW and GTAW Pipewelding Certified and JLG trained. I have three years of NCCER Pipefitting training completed. I was responsible for the equipment safety inspections for the Fab Shop and was our department representative for the Jacobs Safety Committee for our weekly meetings.

Administrative Assistant for KBR at ADM, Clinton, Iowa

March 2010 – July 2011

I began my career with KBR as the Mechanical Integrity Coordinator for ADM. In this position I conducted meetings with department supervisors and engineers. I organized pertinent mechanical integrity info into Excel workbooks for OSHA compliance with PSM process and worked with detailed Excel spreadsheets with links to equipment manuals. After six months, I was requested by KBR Management to join their administrative team. With this position, I became the "mark up" for the office manager and began learning as many aspects of the daily routine as possible, entering payroll hours and the work order time into ADM's Maximo computer system. I was responsible for KBR employee attendance records and reporting for the corporate office. During this time, I started welding classes after work and began studying and testing for a pipefitting apprenticeship. I also helped out with the KBR newsletter. I was Pipe & Instrument Diagram trained, Behavior Observation Training Certified and OSHA Certified.

GMAW Welder for MATCON, Cordova, Illinois

October 2009 – January 2010

Production GMAW welding position. Fabricated, assembled and repaired various custom part racks. Planned work from shop orders and specifications. Experience with painting, stenciling and creating labels for parts, and cutting plastic Dunnage for the racks. Forklift Certified.

REFERENCE CHECK FORM

Date: 7/16/2013

Applicant's Name: Roxanne Finneran

Person Contacted: Scott Schaver, Welding Engineer/Pipefitting Instructor
College or Company Name: Jacobs Field Services of NA, Inc.Supervisor _____ Subordinate _____ Colleague _____ Other (instructor)

1) How long have you known the candidate and in what capacity? Where does their current position fit into your organization? What are the candidate's main responsibilities?

I have known Roxanne for 2 years. I taught her how to weld and fit pipe. It was like on-the-job training. She was responsible out in the field to be sure she got jobs done that were given her. She learned stick (SMAW) welding, and GTAW (gas tungsten arc) welding. I did not get the opportunity to teach her the MIG, but she could have learned that easily after she left here as she is a very quick learner. We taught out of the NCCR (National Center for Construction Education and Research) apprenticeship program which is similar to an ABC apprenticeship program. In Illinois it is called the ICE program.

2) Do you think this person would do well as a welding faculty member at SVCC? Why or why not? Yeah, I think she would as long as you have the proper material there that she can instruct with. You need a good base to teach off of. She would need the correct supplies and equipment and she would do really well. Roxanne was a student in my pipefitting course and that included trigonometry and calc, so she will be able to use that.

3) How well does this person communicate with people above, below and at the same level? Roxanne communicated well with everyone. She is a good people person. She worked in our office for a while as well so she has good computer skills, too.

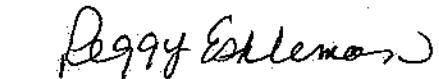
4) What do you feel are the strengths of the candidate? Strengths: Her welding skills. She was laid off as we had a reduction in force. She had the GTAW and the SMAW down real good when she left here.

Weaknesses: None that I know of.

5) Given what I've told you about this position and this environment, would you hire this candidate? Yeah I probably would.

6) Have you ever observed this person in the classroom? How well do they connect with students? I have not.

7) Is there anything else you would like to tell me about? I hated to see her go as she was coming along really well. She worked hard with us and to see a good person leave is frustrating.


SVCC Representative

7-16-13

Date

REFERENCE CHECK FORM

Date: 7/17/13

Applicant's Name: Roxanne Finneran

Person Contacted: Matt Hoehn

College or Company: American Piping Group

Supervisor Subordinate Colleague Other Instructor Student

1) How long have you known this person and in what capacity?

I have known Roxanne Finneran for one year. Currently, she is a production welder and I am the foreman for the shop.

2) Do you think this person would do well as a welding faculty member at SVCC? Why or why not?

Yes, Roxanne would do well as a welding instructor at SVCC. She is dependable, punctual, and good with students. She has four daughters of her own.

3) How well does this person communicate with people above, below and at the same level?

Roxanne communicates effectively and gets along well with others.

4) What are the strengths of the candidate?

Roxanne is smart and she has knowledge of welding (MIG, structural, etc.).

5) Given what I have told you about this position and this environment, would you hire this candidate?

Yes, because she is able to teach.

6) Have you ever observed this person in the classroom? How well do they connect with students?

No, I have not observed Roxanne in the classroom; however, she does show others how to do things and is always very patient.

7) Is there anything else you would like to tell me about the candidate?

Not at this time.

Kathy Snaw

7/32/13

Date

REFERENCE CHECK FORM

Date: 7/17/13

Applicant's Name: Roxanne Finneran
Person Contacted: Paul Willging - Owner
College or Company: Illowa Marine

Supervisor Subordinate Colleague Other Instructor Student

1) How long have you known this person and in what capacity?

I have known Roxanne Finneran for about one year. I knew her strictly as an employee as she was a welder for my company.

2) Do you think this person would do well as a welding faculty member at SVCC? Why or why not?

Yes, she is a good production welder and could pass her knowledge onto others.

3) How well does this person communicate with people above, below and at the same level?

She was a good communicator, followed instructions, and got along well with others.

4) What are the strengths of the candidate?

Roxanne's strength is that she pays attention to detail.

Roxanne's weakness is that she had limited experience in certain aspects of TIG in aluminum welding.

5) Given what I have told you about this position and this environment, would you hire this candidate?

Yes, if she has kept up her skills in aluminum welding. She was experienced in steel welding as far as MIG, TIG, and stainless.

6) Have you ever observed this person in the classroom? How well do they connect with students?

No, I have not observed her in a classroom setting; however, she learned quickly and worked well with others.

7) Is there anything else you would like to tell me about the candidate?

Good production welder.

Karen Snow
Sauk Valley Community College

7/22/2013
Date

REFERENCE CHECK FORM

Date: 7/17/13

Applicant's Name: Roxanne Finneran
Person Contacted: Scott Gillihan – Welding Faculty
College or Company: Sauk Valley Community College

Supervisor Subordinate Colleague Other Instructor Student

1) How long have you known this person and in what capacity?

I have known Roxanne Finneran for six years. Currently, she is an adjunct welding instructor teaching an evening welding class.

2) Do you think this person would do well as a welding faculty member at SVCC? Why or why not?

Roxanne would fit in very well as a SVCC Welding faculty member. She is qualified to teach all of our welding classes. She is dedicated, approachable, and has a great work ethic. She has a good grasp of teaching other welding skills.

3) How well does this person communicate with people above, below and at the same level?

In my experiences with Roxanne, it has been my observation that she communicates well with people at all levels.

4) What are the strengths of the candidate?

Roxanne is an excellent communicator. She has a passion for what she does and an exceptional work ethic.

5) Given what I have told you about this position and this environment, would you hire this candidate?

Absolutely, I have worked with Roxanne as an adjunct faculty member and she would be an excellent addition to our full-time faculty.

6) Have you ever observed this person in the classroom? How well do they connect with students?

Ms. Finneran does very well in the classroom. She has displayed the ability to communicate on a level that students understand. She can bring her explanations to their knowledge level.

7) Is there anything else you would like to tell me about the candidate?

Ms. Finneran has attended both of our non-traditional occupation nights representing the welding field. The first time she attended as a former student working in the field, then last time as an adjunct instructor. She is a dedicated individual and would make an excellent instructor.

Karen Snow
Sauk Valley Community College

7/22/13
Date

Sauk Valley Community College
July 29, 2013

Action Item 5.3

Topic: **Faculty Appointment - Psychology**

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

Presentation:

The administration has been in the process of filling a Psychology Instructor position. The position was advertised on-line on Sauk Valley Community College's website, the *Higher Ed Jobs.com* website; and in the Sauk Valley Newspapers (the *Dixon Telegraph* and the *Daily Gazette*). Twenty-one (21) applications were received. A committee was composed of Dr. Amy Jakobsen, Dr. James Wright and Ms. Jennifer Schultz. Alan Pfeifer, Vice President of Academic Services, served as chair.

Three (3) qualified candidates were interviewed by the committee, the Vice President of Academic Services, and the President.

Academic background: Dr. Dulabaum received a Doctor of Philosophy in Psychology and Education from the Technical University of Berlin, Germany. She received a Master of Arts in Psychology and Education from the Free University of Berlin, Germany; and a Bachelor of Arts from Oberlin College in Oberlin, Ohio.

Professional background: Dr. Dulabaum has been employed by the Customer Experience Institute, the Colorado Technical University as Faculty/ Chair/Lead Administrator, and the State Professional Academy of Saxony (Germany) as an Assistant Professor. She has also taught as an adjunct for Judson University, City Colleges of Chicago, and Elgin Community College.

References: All of Dr. Dulabaum references recommended her for the position noting her high energy, leadership skills, and her ability to engage students in the classroom.

Recommendation:

The administration recommends that the Board of Trustees approve the employment of Dr. Nina Dulabaum as an Assistant Professor of Psychology starting August 16, 2013 at an annual salary of \$41,182.

Sauk Valley Community College
Recommendation for Appointment

Please see instructions on back for additional information.

Part 1: Employee Information

Part 2: Employment Information

Position on Salary Scale Assistant Professor 7 Salary \$41,182
Level/Rank Grade/Step

Position Assistant Professor of Psychology Position Code 320000 Department Academic Services

Account Number(s) 01-324800-613010-1010

Effective Date or Period: From: August 16, 2013 To:

Basis of Employment: Full-time Part-time @ _____ hrs per week Temporary
 Student – Hours Enrolled

Special Instructions

Part 3: Authorization

Applicant _____ Date _____

Supervisor _____ Date _____

Director/Dean _____ Date _____

Director, Human Resources Karen L. Sonn Date 7/24/13

Director, Business Services Date _____

Vice President _____ Date _____

President's Approval Date

President's Approval for Board Action

Nina L. Dulabaum, Ph.D.
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www.linkedin.com/in/drninaldulabaum

Dear Human Resources,

June 16, 2013

As someone who values student success, and has taught psychology at community colleges in the past 6 years, I present myself as a great match for the nine-month tenure track faculty position in Psychology at Sauk Valley Community College. I have also designed and taught courses in Sociology and many interdisciplinary courses as well. I have provided oversight for various programs, e.g., I served on the committee to develop student success courses for a local community college. For your convenience, I have included a point-by-point comparison of your position description and requirements with my qualifications:

The successful candidate must possess a Master's degree in Psychology and 15 graduate hours in Sociology.	I earned my B.A. at Oberlin College in "Personality and the Cycle" - this was an interdisciplinary degree: <i>Psychology, Sociology, Communication</i> . M.A. in <i>Psychology and Education</i> Ph.D. in <i>Psychology and Education</i>
Teaching experience at the K-12 or college/university level is required. Preference will be given to individuals who have community college teaching experience, clinical experience, demonstrate a commitment to the community college philosophy, have experience with assessment of student learning outcomes, and have taught using technology in both the campus and Internet setting.	15 hours of graduate credit in sociology. As an assistant professor in Germany, I was appointed to design and teach courses in Sociology. Over 15 years of college teaching experience and approx. 5 years K-12; Just completed teaching Introduction to Psychology at a community college and the Psychology of Learning for an online university; Expertise in teaching a range of courses in Psychology - Introduction to Psychology - Child Psychology, Abnormal Psychology, Developmental Psychology, Student Success, etc. Please refer to my resume for a list of courses.
	Clinical experience as a counselor starting with my peer-counseling training and experience at Oberlin College and training at the Cleveland Clinic.
	I served on the qualitative research team and completed an analysis on student retention and success for a local community college.
	Experience with development and assessment of learning outcomes for students.
	Expertise using various technologies such as Blackboard, D2L, Moodle, eCollege, PeopleSoft, Success Factors and Microsoft software, Apple software, SharePoint and various other tools for producing podcasts and educational videos.

There are other qualifications and expertise I can offer, for example:

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- ❖ Organizing innovative programs, mentoring processes for students; addressing student issues; program review, accreditation process with HLC, articulation processes;
- ❖ Designing/teaching traditional, blended, hybrid and online courses;
- ❖ Facilitating a constructive climate and concrete outcomes;
- ❖ *Focusing on Students as Customers* and building relationships with students, and assisting them in meeting their goals and objectives as well as exploring alternatives for their futures.

I seek a professional home and know I have much to contribute to Sauk Valley Community College! I would welcome the opportunity to further demonstrate my suitability for this position.

Sincerely,



Nina L. Dulabaum, Ph.D.

847.717.6080 DrDuly@comcast.net

www.linkedin.com/in/drninaldulabaum

Dynamic Educator and Synergistic Leader

Innovative educator, administrator and consultant with a proven international track record of delivering solutions to enhance educational quality and foster collaboration. Adaptable and highly skilled in diverse settings – leading, teaching, training, designing, consulting, mentoring, supervising, managing, writing and researching. Technical expertise includes online course design with Blackboard, Moodle, D2L, eCollege, and expertise with Sharepoint, Intranet, Success Factors, video and podcast production.

- Author of a bestselling handbook on communication/mediation and various peer-reviewed articles
- Board Member and Curriculum Specialist – The Customer Experience Institute
- Nominated as a Liaison for the International Higher Teaching and Learning Association

From motivating, mentoring and consulting to designing training programs and curricula, this innovative, energizing educator and synergistic leader will deliver results!

Education

Doctor of Philosophy in Psychology and Education	Technical University of Berlin, Germany
Master Online Teacher Certificate	Illinois Online Network (ION)
Master of Arts in Psychology and Education	Free University of Berlin, Germany
	<i>International transcripts translated and evaluated by Educational Credentials Evaluators, Inc.</i>
Performance Coach Certification	CTU / Career Education Corporation
Bachelor of Arts	Oberlin College, Oberlin, Ohio

Professional Experience

The Customer Experience Institute, The Chicago School of Professional Psychology 2012 - Present

Curriculum & Faculty/Student Development Specialist, Dissertation Chair and Assistant Professor

design and innovation; advising, mentoring and teaching Ph.D. candidates

- Launching innovative training focused on customer/student experience and success
- Increase student success and retention via special mentoring sessions, student outreach

Colorado Technical University, CEC

2010 – 2012

Faculty Chair/Lead Administrator Supervised, managed faculty cohort, strategically developed academic department and implemented improved operating procedures/processes

- Improved quality of teaching and student retention by mentoring and supervising over 300 faculty and facilitating resolution of escalated student issues {Enrollment 30,000+}
- Increased student success through collaboration with advising, registrar and curriculum experts
- Designed new mentoring model and provided significant data to drive strategic initiatives for effective faculty outreach by conducting qualitative research

Judson University, City Colleges of Chicago, Elgin Community College and other ed. institutions upon relocation back to the United States 2002 – 2010

Faculty Member, Consultant and Researcher Accepted multiple contracts in teaching K-12 and Higher education, instructional/curriculum design, consultation and research

- Published fifth edition of bestselling handbook, and research/peer-reviewed articles.
- Designed new curricula for student-centered undergraduate and graduate programs.
- Served on committee to design new M.A. Leadership program while on the Graduate Council.
- Researched and authored data brief to increase student success and retention in conjunction with nationwide initiative – *Achieving the Dream*.
- Provided guidelines for launching new and successful university program for entrepreneurial

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studies by conducting focus group research and completing data-based proposal

City Government of Leipzig, Germany 1999 – 2002

Chief Administrator Established, developed and managed a new city department to address urgent communal issues by creative problem-solving and collaboration; designed city-wide training institute

- Created programs for leadership, led consultations with various populations in strategy development, communication, de-escalation techniques, violence prevention
- Gained support for local initiatives by representing the local government at state events
- Developed/coordinated new educational programs for youth and training institutes for adults, tracked participation and led evaluation research.
- De-escalated violent confrontations in the city via strategic consultations and collaborative action plans with other department heads and the heads of police and inland security
- Designed interventions for specific areas and schools during high-risk periods
- Addressed miscommunication and lack of collaboration by creating and implementing a citywide training institute on mediation/conflict management for a diverse group of stakeholders
- Provided internships and educational opportunities by serving as a liaison with universities
- Coordinated national congress for Mayor Jung; 300+ attended, co-edited documentation

State Professional Academy of Saxony, Germany 1998 – 1999

Assistant Professor Expanded programs by designing new curricula and teaching diverse courses

- Advised students and facilitated community outreach and placement in programs
- Researched and ordered new textbooks and updated resources for new library

University of Applied Sciences, Mittweida, Germany 1997 – 2011

Visiting Professor Designed, taught, and established new interdisciplinary course offerings on conflict transformation, mediation and intercultural communication

- Led successful seminars and continue to mentor students around the world

International Youth Agency 1996 – 1998

Consultant and Teacher Designed and led professional development training based on Top Quality Management to CEO and other department heads for CEO to increase effectiveness and quality of the institution as well as supervised numerous leadership teams

- Led training institutes for multiple school districts and community initiatives
- Facilitated comprehensive community intervention programs addressing right-wing/gang violence and successfully introduced and led Victim-Offender Reconciliation program
- Addressed current challenges in education and gave presentations across Germany, Austria and the United States on cross-cultural communication, violence prevention and mediation

Recent Presentations

- 38th Annual ICCHE Conference – Reinventing our Future (February 2013)
- 28th International Distance Learning Conference (August 2012)
- *SLOAN-C International Conference on Online Learning* (November 2011)
- *Distance Learning Administration Conference* (May 2011)
- *Cengage Team Up College Survival* (November 2010)
- *Technology Day* (August 2010)
- *Technology in Education Day* (April 2010)
- *Enriching Learning Environments Through Technology* (March 2010)
- Keynote speaker at the *Symposium of Motherhood & Scholarship* (August 2008)

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Addendum

Selected Peer-Reviewed Publications

"The Key to Online Faculty Retention: Supporting, Evaluating and Developing Faculty;" In: 28th Annual Conference on Distance Teaching & Learning Proceedings; Wisconsin: Madison. August 2012.

"Mentoring Faculty for Excellence in Online Teaching;" In: Distance Learning Administration Annual & Conference Proceedings; Georgia: Savannah. May 2011

"A Pedagogy for Global Understanding – intercultural dialogue: from theory to practice;" In: *Policy Futures in Education*, 9(1), 2011. doi:10.2304/pfie.2011.9.1.104

http://www.wwwords.co.uk/pfie/content/pdfs/9/issue9_1.asp

Also in: Besley, T. & Besley, M. (2011) *Handbook of Interculturalism, Education and Dialogue*. Lang: NY

"Barriers from Students and Faculty: Black and Latino Men;" qualitative research report/data brief for Elgin Community College. Elgin 2010

"Mediation: Die Grundlagen." In Sachsenmeier, I. (Ed.): *Konfliktmanagement und Mediation*; Beltz: Weinheim. 2009

"Cross-Cultural Learning in Adults." In: Provenzo, E. (Ed.): *Encyclopedia of the Social and Cultural Foundations of Education*; California: Sage. November 2008

"Konflikte in der Familie klären" (Translation: Resolving Family Conflicts); In: *Themenhefte-Gemeindearbeit* (Translation: *Thematic Publication on Community/Church Work*); Aachen, 2003.

Co-editor of *Rechtsextreme Jugend: Eine Erschütterung der Gesellschaft? Ursachen, Ausdrucksformen, Prävention und Intervention* (Translation: *Right-Extreme Youth: A Shock for Society? Causes, Expressions, Prevention and Intervention*); (Documentation of the Congress/March 8–10, 2000); Leipzig 2001

Mediation: Das ABC. Die Kunst, in Konflikten erfolgreich zu vermitteln (Translation: *Mediation: The ABCs. The Art of Dealing with Conflicts Successfully*); Beltz: Weinheim. 1998, 2000, 2001, 2003, 2009 (ISBN: 3-407-36386-9)

A Pedagogy for Cross-Cultural Conflict Transformation: The Development, Implementation and Assessment of Training Seminars. Dissertation submitted to the Technical University in Berlin in December 1995; Dr. Kovac: Hamburg. October 1996 (ISBN: 3-86064-496-3)

"Intercultural Education Programs" - speech delivered at the ENCORE Summer Conference August 22 - 28, 1994; In: Landesinstitut für Schule und Weiterbildung (Eds.): *Dokumentation*; Soest. 1995

"'Die Neger-Revolte' ~ Rassismen in Englisch-Lehrbüchern? Kriterien zur Analyse" (Translation: "'The Negro Revolt' - Racism in English Textbooks? Criteria for Analysis") and "Integr. Literaturverzeichnis"; In: Essinger/Ucar (Eds.): *Erziehung: Interkult.-Politisch-Antirassistisch*; Felsberg 1993. (ISBN: 3-925257-14-4)

"Growing up with Racism: Begegnungen mit dem alltäglichen Rassismus"; In: Moritz/Hallaschka (Eds.): *USA - Der Osten* (Express Reisehandbuch); Leer/Ostfriesland 1993 (ISBN: 3-87322-056-3)

Co-Author of "Für Toleranz - Gegen Rassismus! Die regionale Arbeitsstelle für Ausländerfragen im Ostteil Berlins" (Translation: "For Tolerance – Against Racism! The Regional Office for Matters concerning

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Foreigners in East Berlin"); In: Kroon/Pagel/Vallen (Eds.): *Multietn. Gesellschaft und Schule in Berlin*; Münster 1993 (ISBN: 3-89325-134-0)

Educated To Be Racist: An Analysis Of The Reproduction Of Racism In English Textbooks (Master's thesis); Institut für Interkulturelle Erziehung, FU Berlin. 1991

Co-Editor of *Erziehung: Interkulturell - Antirassistisch - Politisch. Ein Reader zur Ausstellung: Rassismen in Unterrichtsmaterialien* (Translation: Education: *Intercultural - Anti-racist - Political. A Reader to Accompany the Exhibit on Racism in Instructional Materials*); Institut für Interkulturelle Erziehung, FU Berlin. 1990, 1991, 1992

Other Selected Publications

Gorbachev to the U.S.: Lead through Peace; In: <http://elgin.bocajump.com/Articles/gorbachev-to-the-us-lead-through-peace>

"Parents: 'Let's Talk About Toys'" and "Veggie Tales" creator at Judson's Imago Film Fest"; In: Fox Valley Weekly – A Courier News Publication; Elgin, March 2007

"Peer Mediation: Learning Communication and Conflict Skills? Great - but *HOW?!*"; Speech presented in German at the International Klagenfurt Symposium: The World of Mediation, October 10 - 12, 1996 at the University of Klagenfurt, Austria; published with "Reflexion über den Workshop" (Translation: Reflections on the Training Workshop); in: Falk/Heintel/Pélikan (Eds.): *Die Welt der Mediation - Entwicklung und Anwendungsbereiche eines interdisziplinären Konfliktregelungsverfahrens*; Alekto: Klagenfurt. 1997 (ISBN 3-900743-150)

"Cross-Cultural Communication in Germany"; In: *The Fourth R* (Newsletter of The National Association for Mediation in Education - N.A.M.E.); 49, MA USA February/March 1994

Dulcimers; Mosaic Press: Cincinnati. 1982

Research

2013 -	Case Study and Qualitative Research on Student Perception and Learning
2010 - 2012	Qualitative research and departmental assessment at CTU
2009 - 2010	Qualitative researcher for Elgin Community College - data brief completed and published at the institution
2008	Focus group research and report for Judson University – led focus groups and evaluation research project
Fall 2008	Qualitative researcher and consultant Judson University – led professional consultation and development training
1999 - 2002	Ongoing program evaluation research for the Leipzig City Government, Germany
1992 – 1996	Dissertation research: mixed methods design on program effectiveness, including educational program implementation and evaluation with diverse populations
1989 - 1992	M.A. thesis research on the perpetuation of ethnic, racial and gender bias in textbooks

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Professional Development and Training

2012 - 3 hr. Course – The Exceptional Child; Advanced Research Strategies for Faculty (Online); Ongoing Bb Training

2010 - 2012 at CEC Curriculum Revision – new Professional Learning Model
Retaining Talent
Leader Strategies for Business Success
Time Management & Delegating for Results
Career Empowerment
Personal Strategies for Business
Developing Leaders Academy (3-day intensive training)
Leading Change
Developing Others
Communicating with Others

2010 Completed professional sexual assault & domestic violence advocacy training with the Community Crisis Center, Inc. Elgin, IL

2008 - 2009 Week-long Training in HYFLEX Teaching Model (Sloan)
Earned over 10 CEUs in "Professional Leadership Development", "Research on Seeking Safety/Substance Abuse Therapy Model" (Jane Addams) and "Online teaching" (Bethany Seminary)

2002 - 2010 Ongoing professional training in multimedia instructional technology including Blackboard, D2L, Moodle & Online Teaching, Professional Training and Principles of Adult Education at Judson College, Elgin Community College and the Illinois Online Network
Early Childhood STEP - Systematic Training for Effective Parenting

1996 Advanced Mediation Training in Stuttgart with Gabrielle R. Gropman, administrator of Harvard Mediation Program, Harvard Law School

1993 - 1994 Higher Education Program on "Qualitative Methods in the Social Sciences" at the Free University of Berlin, Germany

1989 - 1997 Training related to dissertation research - multicultural education, conflict analysis and mediation, diversity training - in IL, OH, NC and NY
Participant in Gestalt pedagogy and psychology supervision group;

1989 - 1997 Member of two Berlin networks: bi-monthly exchange and training on methods and philosophies of "anti-racist" and intercultural education;
Training with Jane Elliot and Anti-Defamation League, sensitivity training, prejudice reduction, and violence prevention

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1989 – 1997 **Continued** Intensive interactive seminars/courses: theme-centered interaction (Tzi), Gestalt-pedagogy & therapy, rhetoric, NLP, gender-specific issues in education, multicultural training, psychodrama and methods of Forum-Theater (Augusto Boal)

1981 Training in Crisis Intervention Counseling - Cleveland Clinic, Cleveland, OH

Professional Affiliations

2012 - Board Member and Curriculum and Faculty/Student Dev. Specialist – The Customer Experience Institute

2012 - 2015 Liaison for the International Higher Learning Teaching and Learning Association <http://hetl.org>

2010 - 2012 Through CEC/CTU – active member of SLOAN-C

2008 - 2010 Member of the American Association for Women in Community Colleges

2008 - Present Member of various professional groups on Linked-In; Subscriber to various online networks

2006 - Present Member of the American Educational Studies Association (AES)A

1990 - 1997 Member of the National Association for Mediation in Education (NAME), now the Conflict Resolution Education Network (affiliated with the National Institute for Dispute Resolution)

Advising & Mentoring Students and Faculty since 2005

Chicago School of Professional Psychology: Ph.D. candidates

CTU: Teams of Instructional Quality Analysts, Curriculum Liaisons, and over 300 faculty members

Judson University: M.A. students in the interdisciplinary MAOL and education program; mentoring adjunct faculty members

Elgin Community College: First-year students as a part of the *College Success* courses

Textbook Reviewed

Harrington, C. (2013): *Student Success in College, Doing What Works! A Research-Focused Approach*. Boston: Wadsworth Cengage Learning.

Graduate Fellowship

September 1993 - September 1995 Recipient of a doctoral research stipend from the Heinrich-Böll Foundation, responsibilities included presenting at conferences and colloquia on issues in higher education

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Teaching: Hybrid and Online Courses Taught since 2005

Dissertation Courses – Writing the First Chapters

Cross Cultural Communication

Social Deviance (Abnormal Behavior)

Social Behavior

Cultural Diversity

Social Welfare Policy

Workforce Diversity

Theories and Principles of Testing and Evaluation

Analysis and Research Strategies

Applied Research Project

Interpersonal Effectiveness

Critical Research and Analysis

Foundations of Group Counseling

Social Psychology

Dissertation Proposal – IP 700

Psych 331: Psychology of Learning

Online and Hybrid Courses Designed and Taught since 2005

Advocacy & Social Justice

Cultural Competence: Divergence or Deviance

Global Leadership: Leading Across Cultures and Distance

Online Program: Global Leadership

Online Program: Analysis and Research Strategies

Online Program: Applied Research Project

Introduction to Psychology

General Psychology

Child Psychology

College Success – College 101

Emotional Intelligence & Conflict Transformation

Face-to-Face Courses Designed and Taught since 2005

Workforce Violence

Introduction to Psychology

Research Methodologies in Education

Applied M.A. Research - Independent Study

Die Kunst der Mediation {The Art of Mediation}

Konfliktbearbeitung: Theorie & Praxis

{Conflict Management/Transformation: Theory and Practice}

Interkulturelle Konfliktbearbeitung und Mediation

{Intercultural Conflict Management/Transformation and Mediation}

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University/Educational Service

2012 -

Board Member, *The Customer Experience Institute*

2006 - 2010

Member of the Graduate Council at Judson University

Committee Member at the School of Leadership and Business – Center for Adult Professional Studies in Elgin and Rockford

Designer of hybrid and online curricula for the new Master of Arts in Organizational Leadership Program, Judson University, Elgin, IL

2009 - 2010

Faculty member for "College Success" courses, offered recommendations for course development and design; attended local and regional meetings

1999 - 2002

Member of the State Task Force on Violence Prevention, Dresden, Germany

1990 - 2002

Member of a "conflict resolution" educator's network in Germany

Community Educational Service

Spring 2012

Spokeswoman for the local *Go Red for Women Challenge* with the American Heart Association and Provena Saint Joseph Hospital

2010 - 2011

Volunteer with the Intercultural Community Summer Music Camp

2010 - 2012

Hospital Advocate for victims of sexual assault and domestic violence with the Community Crisis Center, Elgin, IL

June/July 2010

Organizer of the *Self-Defense for Girls* event for the local chapter of the YMCA

2004 - Present

Miscellaneous volunteer work with Elgin Academy

1999 - 2002

Coordinated student internships and training

1986 - 1994

Volunteer work with a community center downtown Berlin, Germany

1983 - 1986

Following Oberlin College graduation, full-time international volunteer service with the Fraternal Worker Program in Berlin (W), Germany; this included children and youth work, ecumenical group work, leading a community women's group downtown, establishing and running a community café/centre

Nina L. Dulabaum, Ph.D. - Contact Information for References

William Rugg, Ph.D. Provost and Vice President for Academic Affairs
Acting Executive Director of International Programs
Northeastern State University
600 N. Grand Avenue
Tahlequah, OK 74464-5531
rugg@nsuok.edu
wrugg2@att.net
www.nsuok.edu
Tel. (918) 444-2060 (office)
Fax (918) 458-2061 (office)
Tel. (586) 383-0522 (cell)

Mary Wall, Ph.D. Dean of Academic Computing and Distance Education,
Atlantic Cape Community College (retired);
Consultant in online teaching and course development
(present)
715 Tadilock Place
Mathews NC 28105
mwall2@uillinois.edu
Tel. (704) 849-7018

David L. Cook, Ed.D. Director of Faculty Services
Judson University
1151 N. State St.
Elgin, IL 60123
dcook@judsonu.edu
Tel. (847) 628-1518
Tel. (815) 245-4968 (Cell)

Erik Bean, Ed.D. Dean of CXR Institute
Detroit, Michigan
drbean@cxrinstitute.org
profbean@gmail.com
Tel. (248) 722-8187

Martha J. Lally, Ph.D. Psychology Professor
Co-Chair Psychology Department
College of Lake County
19351 W. Washington St.
Grayslake, IL 60030
mlally@clcillinois.edu
Tel. (847) 543-2544

REFERENCE CHECK FORM

Date: 7/23/13

Applicant's Name: Nina Dulabaum

Person Contacted: Dr. David Cook, Director of Faculty Services

College or Company: Judson University

Supervisor Subordinate Colleague Other Instructor Student

1) How long have you known this person and in what capacity?

I have known Nina for 7 years. I am the supervisor for school leadership at Judson University. We have worked together for course development.

2) Do you think this person would do well as a psychology faculty member at SVCC? Why or why not?

She would do well at Sauk Valley Community College. She is extremely smart and brings a unique perspective as she was educated overseas. She appreciates speaking a second language and can relate to students where English may be a second language.

3) How well does this person communicate with people above, below and at the same level?

Nina is straightforward and direct. She will tell students what they need to hear and push them towards excellence.

4) What are the strengths of the candidate?

Nina's strength is that she is a very good instructor that can relate to students. She will set standards and be fair to students, but can be tough if needed. She has a brilliant mind, but is very relational and approachable.

5) Given what I have told you about this position and this environment, would you hire this candidate?

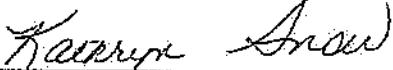
Yes, because she is used to teaching adults. She uses techniques and methodology to engage students in an appropriate manner.

6) Have you ever observed this person in the classroom? How well do they connect with students?

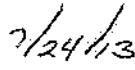
Yes, I have observed Nina in the classroom. She developed a graduate course in global leadership and did an excellent job.

7) Is there anything else you would like to tell me about the candidate?

Nina has a solid character.



Sauk Valley Community College



Date

REFERENCE CHECK FORM

Date: 7/23/13

Applicant's Name: Nina Dulabaum

Person Contacted: Dr. William Rugg, Provost and Vice President for Academic Affairs

College or Company: Northeastern State University

Supervisor Subordinate Colleague Other Instructor Student

1) How long have you known this person and in what capacity?

I hired Nina as a manager for on-line instructional services. Each manager provided training and development for on-line faculty and monitored the quality of courses. She was a supervisor and a mentor for faculty. We had approximately 2,000 faculty working for the Colorado Technical University.

2) Do you think this person would do well as a psychology faculty member at SVCC? Why or why not?

Yes, due to her experience working for the Colorado Technical University. She worked with curriculum, course development, and sometimes difficult faculty. She did well in her role.

3) How well does this person communicate with people above, below and at the same level?

Communication is one of Nina's strengths. She is an excellent communicator.

4) What are the strengths of the candidate?

Communication and personality are her strengths.

5) Given what I have told you about this position and this environment, would you hire this candidate?

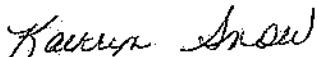
Yes, I would hire Dr. Dulabaum. She will get the job done with minimal supervision.

6) Have you ever observed this person in the classroom? How well do they connect with students?

I have observed her in an on-line classroom. She connects quite well to students. She also led meetings for faculty using power-point presentations.

7) Is there anything else you would like to tell me about the candidate?

Nina is a very friendly individual with a bubbly personality. Teaching is her passion and she loves being in the classroom.



7-24-13

REFERENCE CHECK FORM

Date: 7/23/13

Applicant's Name: Nina Dulabaum

Person Contacted: Dr. Eric Bean

College or Company: Dean of Customer Experience Institute

Supervisor Subordinate Colleague Other Instructor Student

1) How long have you known this person and in what capacity?

I have known Nina for 2 1/2 years. First, when we both worked at Colorado Technical University and now as her supervisor at the Customer Experience Institute.

2) Do you think this person would do well as a psychology faculty member at SVCC? Why or why not?

Nina would do well as a psychology instructor at Sauk Valley Community College. We have worked closely together and she is fantastic. Her international background and on-line instruction experience provides an excellent background.

3) How well does this person communicate with people above, below and at the same level?

Dr. Dulabaum has excellent communication skills. She definitely understands the point of team. She will provide open and honest feedback.

4) What are the strengths of the candidate?

Strength - Nina is a people person. She has the ability to make people feel comfortable.

5) Given what I have told you about this position and this environment, would you hire this candidate?

Yes, Nina will be an excellent addition to your team. She will voice her opinion and contribute, but has a sensitivity for another person's point of view.

6) Have you ever observed this person in the classroom? How well do they connect with students?

I have observed Nina for on-line instruction; she knows students are our customers and need to be nurtured. She is a very meticulous instructor.

7) Is there anything else you would like to tell me about the candidate?

I have no reservations about recommending her for employment. She is conscientious and professional.

Karen Snow

7/23/13

Sauk Valley Community College

Date

REFERENCE CHECK FORM

Date: 7/23/13

Applicant's Name: Nina Dulabaum

Person Contacted: Dr. Martha Lally, Co-Chair Psychology Department

College or Company: College of Lake County

Supervisor Subordinate Colleague Other Instructor Student

1) How long have you known this person and in what capacity?

Nina taught classes at College of Lake County for the past year. She is scheduled to teach this fall.

2) Do you think this person would do well as a psychology faculty member at SVCC? Why or why not?

Nina would do well as a faculty member at Sauk Valley Community College as I think she could fit in anywhere. She comes to professional meetings and attends faculty development. She is willing to learn and is very involved in getting students engaged.

3) How well does this person communicate with people above, below and at the same level?

She is a good communicator.

4) What are the strengths of the candidate?

Strength – Nina's energy and innovation.

5) Given what I have told you about this position and this environment, would you hire this candidate?

Yes, I would hire her. College of Lake County hires for specific positions; however, she sounds like a good fit for teaching psychology and sociology at Sauk Valley Community College.

6) Have you ever observed this person in the classroom? How well do they connect with students?

Yes, I have observed her several times in the classroom and she is dynamic and engaging with students. Nina also pulls information from current events and relates them to the topics.

7) Is there anything else you would like to tell me about the candidate?

College of Lake County is looking for an individual to develop hybrid courses and we are leaning toward Nina for the position.

Karen Show

Sauk Valley Community College

7/23-13

Date

REFERENCE CHECK FORM

Date: 7/23/13

Applicant's Name: Nina Dulabaum

Person Contacted: Dr. Mary Wall (Retired), Dean of Academic Computing and Distance Education

College or Company: Atlantic Cape Community College

Supervisor Subordinate Colleague Other Instructor Student

1) How long have you known this person and in what capacity?

Nina was a student of mine for an on-line course for instructional course design. She was wonderful to work with, very collegiate, and did more than was required.

2) Do you think this person would do well as a psychology faculty member at SVCC? Why or why not?

Yes, Nina would do well. I was a full-time professor in an educational setting and I know the community college population. She would be nurturing, but would have standards.

3) How well does this person communicate with people above, below and at the same level?

Nina has ability to relate to others on their level.

4) What are the strengths of the candidate?

Nina's strength is her writing ability and how she expresses herself.

A weakness could be that she has a strong desire to do well and sometimes could over-extend herself.

5) Given what I have told you about this position and this environment, would you hire this candidate?

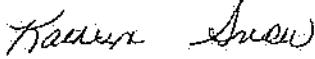
Yes, I would hire Nina. She did great on-line work and developed material for a hybrid class. She would be a leader if you decide to go in that direction. She also was good at giving constructive feedback.

6) Have you ever observed this person in the classroom? How well do they connect with students?

I have observed her teaching an on-line class; however, not in the classroom. She connected well with students and one of her strengths is her ability to express herself.

7) Is there anything else you would like to tell me about the candidate?

Nina is excited about the opportunity and I feel she would be a great fit!



Sauk Valley Community College

7/24/13

Date

Sauk Valley Community College
July 29, 2013

Action Item 5.4

Topic: **Faculty Appointment - Education**

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

Presentation:

The administration has been in the process of filling an Education Instructor position. The position was advertised on-line on Sauk Valley Community College's website, the *Higher Ed Jobs.com* website; and in the Sauk Valley Newspapers (the *Dixon Telegraph* and the *Daily Gazette*). Sixty-five (65) applications were received. A committee was composed of Dr. Mihel and Ms. Sharri Miller. Alan Pfeifer, Vice President of Academic Services, served as chair.

Three (3) qualified candidates were interviewed by the committee and the Vice President of Academic Services.

Academic background: Ms. Jones received a Master of Arts degree in Teaching/Instructional Strategies from Rockford College in 2007 and a Bachelor of Arts in English from University of Illinois.

Professional background: Ms. Jones has been employed by West Carroll District #314 as a middle school language arts teacher instructing 6th – 8th grade students in literature, writing, and grammar. She also worked at the Riverview Center Sexual Assault Prevention Agency in Savanna.

References: All of Ms. Jones references highly recommended her for the position noting her organization and communication skills, and her ability to engage students in the classroom.

Recommendation:

The administration recommends that the Board of Trustees approve the employment of Ms. Janis Jones as an Assistant Professor of Education starting August 16, 2013 at an annual salary of \$39,045.

Sauk Valley Community College
Recommendation for Appointment

Please see instructions on back for additional information.

Part 1: Employee Information

Name JANIS A. JONES ID #
Address 905 S Hennepin Avenue Dixon IL 61021
street city state zip
Telephone # 815-499-1944 Highest Degree Earned Masters in Teaching/Instructional Strategies Date 2007

Part 2: Employment Information

Position on Salary Scale Assistant Professor 5 Salary \$39,045
Level/Rank Grade/Step
Position Assistant Professor of Education Position Code 325000 Department Academic Services
Account Number(s) 01-325000-513010-1010
Effective Date or Period: From August 16, 2013 To
Basis of Employment: Full-time Part-time @ hrs per week Temporary
 Student - Hours Enrolled
Special Instructions

Part 3: Authorization

Applicant _____ Date _____
Supervisor _____ Date _____
Director/Dean _____ Date _____
Director, Human Resources Karen Snow Date 7/24/13
Director, Business Services _____ Date _____
Vice President _____ Date _____
President's Approval _____ Date _____
President's Approval for Board Action _____ Date _____

Janis A. Jones
905 S. Hennepin Avenue
Dixon, IL 61021

June 29, 2013

Sauk Valley Community College
Faculty Search Committee
173 IL Route 2
Dixon, IL 61021

To whom it may concern:

I am presenting myself as a candidate for the position of education faculty member at Sauk Valley Community College. I believe my education experience, covering both the traditional and nontraditional classroom, has provided me with the tools to be an excellent fit for the position.

A passion for sharing my knowledge with others has been a constant theme throughout my career. My position at Riverview Center allowed me to develop sexual assault prevention curriculum that met the needs of all ages and through developing relationships with teachers and administrators, allowed me to present this curriculum yearly to every student in the Carroll County schools. Currently employed at West Carroll District #314, I work to present state mandated material to middle school students in a manner that is engaging and interesting. Last year I began teaching in a collaborative academic partnership between Aurora University and ROE #8, presenting graduate training on the new Common Core standards. Other responsibilities with ROE #8 include developing and presenting teacher training in the ROE service area.

I am constantly stretching myself, pushing my boundaries, exploring to discover what works and how my lessons can be improved. When my own school district could not fund what I planned, I searched outside of the district and sought grants that would provide the financial support necessary to implement my ideas. I feel that my resourcefulness, excellent communication skills, and commitment to education make me an outstanding candidate for Sauk's faculty position in education. I am certain that I could make a positive contribution to your faculty and to the students Sauk Valley Community College serves. I look forward to hearing from you in the near future.

Sincerely,
Janis A. Jones
Janis A. Jones
815 499-1944
flamingosnest@gmail.com

Janis A. Jones

905 S Hennepin Avenue, Dixon IL 61021~815 499-1944~flamingosnest@gmail.com

Profile:

Creative and passionate teacher dedicated to fostering a student-centered classroom environment based on mutual respect and collaboration. Committed to helping students identify and develop their own passion for teaching.

Education:

- Masters of Teaching/Instructional Strategies~2007
Rockford College | Rockford, IL
- Teaching Certification~1987
University of Bowling Green | Bowling Green, OH
- Bachelor of Arts in English~1981

Professional Experience:

Aurora University | Aurora IL

Collaborating Academic Partnership Instructor~2012-present

- Instructing graduate level classes for teachers on Common Core Standards
- Collaborating Partner with Regional Office of Education #8

West Carroll District #314 | Mt. Carroll, IL~1998-present

Middle School Language Arts teacher

- Instructing 6th - 8th grade students in literature, writing, and grammar
- Working with faculty team members to plan cross-curricular units, field trips, and special events
- Procured \$11,711.85 for West Carroll School District through grant writing initiatives
- Completed Illinois certification for gifted education

Workshop Presenter

Presented at ROE Professional Development Institute Freeport IL ~2013

Presented at Illinois Reading Conference Springfield, IL ~2010

Presented at Raising Student Achievement Conference St. Charles, IL ~2008

Riverview Center Sexual Assault Prevention Agency | Savanna, IL~1998-2005

Prevention Educator

- Developed age appropriate body safety curriculum for preschool through high school students
- Presented prevention curriculum to every public school student in Carroll County
- Supervised educators in Jo Daviess County, IL and Dubuque County, IA

Sunshine Preschool | Savanna IL

Preschool Teacher~1987-1988

- Instructed 3 and 4 year olds

First Baptist Church | Savoy IL

Director of Christian Education~1981-1985

- Supervised volunteers in education programs preschool - adult
- Developed senior high curriculum centering on faith as a teen

Sauk Valley Community College
Recommendation for Appointment

Please see instructions on back for additional information.

Part 1: Employee Information

Name JANIS A JONES ID #
Address 905 S Hennepin Avenue Dixon IL 61021
street city state zip
Telephone # 815-499-1944 Highest Degree Earned Masters in Teaching/Instructional Strategies Date 2007

Part 2: Employment Information

Position on Salary Scale Assistant Professor 5 Salary \$39,045
Level/Rank Grade/Step
Position Assistant Professor of Education Position Code 325000 Department Academic Services
Account Number(s) 01-325000-513010-1010
Effective Date or Period: From August 16, 2013 To
Basis of Employment: Full-time Part-time @ hrs per week Temporary
 Student - Hours Enrolled
Special Instructions

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Applicant _____ Date _____
Supervisor _____ Date _____
Director/Dean _____ Date _____
Director, Human Resources Karen Snow Date 7/24/13
Director, Business Services _____ Date _____
Vice President _____ Date _____
President's Approval _____ Date _____
President's Approval for Board Action _____ Date _____

REFERENCE CHECK FORM

Date: 7/23/13

Applicant's Name: Janis Jones

Person Contacted: Jan Schoening

College or Company: West Carroll District #314

Supervisor Subordinate Colleague Other Instructor Student

1) How long have you known this person and in what capacity?

I have known Janis since 1986 when we both lived in Savanna. She was my son's preschool teacher at that time, then we both came to work at the same school district. Janis is active in the community and we both teach in 8th grade classrooms.

2) Do you think this person would do well as an education faculty member at SVCC? Why or why not?

Janis would do wonderful at the college level. She is creative, helpful, and goes the extra mile. She also has been the leader for common core standards at our school and worked for the Regional Office of Education providing teacher development.

3) How well does this person communicate with people above, below and at the same level?

One of her strengths is her communication with students, but she is an excellent communicator at all levels.

4) What are the strengths of the candidate?

Strength – Communication with students, loves working on creative lessons, and one-on-one to ensure student success.

5) Given what I have told you about this position and this environment, would you hire this candidate?

Definitely, I would hire Janis. She would be excellent in the SVCC setting.

6) Have you ever observed this person in the classroom? How well do they connect with students?

Yes, I have observed Janis in the classroom. She ensures students are engaged by getting them in groups and using the smart board. She also started a student newspaper for students to help them with their writing skills.

7) Is there anything else you would like to tell me about the candidate?

I think Janis would be an excellent college teacher.

Karen Show

Sauk Valley Community College

7/23/13

Date

REFERENCE CHECK FORM

Date: 7/23/13

Applicant's Name: Janis Jones

Person Contacted: Julie Katzenberger, Principal

College or Company: West Carroll District #314

Supervisor Subordinate Colleague Other Instructor Student

1) How long have you known this person and in what capacity?

I have known Janis for 5 years as a teacher since the districts consolidated. Janis teaches 8th grade English currently and has taught 6th grade.

2) Do you think this person would do well as an education faculty member at SVCC? Why or why not?

Yes, Janis would be fabulous. She is dedicated to the profession and is always trying to improve the learning process.

3) How well does this person communicate with people above, below and at the same level?

Ms. Jones is an excellent communicator as it is one of her strengths.

4) What are the strengths of the candidate?

Strength – communication skills and her ability to work with faculty students.

Weakness – The only one I can think of would be her experience. She has only worked 8 years in the public school system; however, she is a very well rounded individual.

5) Given what I have told you about this position and this environment, would you hire this candidate?

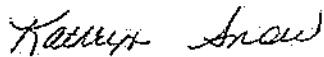
I would definitely hire Janis. She is a good catch and we would hate to lose her as an employee.

6) Have you ever observed this person in the classroom? How well do they connect with students?

I have observed Ms. Jones several times in the classroom. Janis likes students to participate and brings props to get everyone involved in the learning process. She can be creative in her learning approaches.

7) Is there anything else you would like to tell me about the candidate?

I taught education at Northern Illinois University for 10 years and know what it takes to educate teachers. Janis would do an excellent job and I would highly recommend her for the job. She is a leader in the district and represents our school in regional meetings. Janis is sincere and well respected.



7/23/13

Sauk Valley Community College

Date

REFERENCE CHECK FORM

Date: 7/23/13

Applicant's Name: Janis Jones

Person Contacted: Pat Foltz

College or Company: West Carroll District #314

Supervisor Subordinate Colleague Other Instructor Student

1) How long have you known this person and in what capacity?

As a colleague of Ms. Jones I have taught with her for 4 years. I currently teach 7th and 8th grade language arts. As a new teacher coming into the school, Ms. Jones was very helpful and supportive as a co-worker. She definitely is a team player. I have mixed emotions about giving the reference as I hate to see her leave the school district, but also want the best for her.

2) Do you think this person would do well as an education faculty member at SVCC? Why or why not?

Yes, Ms. Jones would do very well. Our school district is small and Janis has willingly stepped up and taken a leadership role regarding common core and evaluation standards.

3) How well does this person communicate with people above, below and at the same level?

Janis is a good communicator. She is very welcoming and helpful to students and staff. She takes the time to explain.

4) What are the strengths of the candidate?

Strength - She is very organized, willing to get involved, and very patient. We have a local elementary group that has formed to write grants to sponsor authors to come to local schools. She has worked with this committee over the summer to move this project forward. She is willing to do what it takes to get the job done.

5) Given what I have told you about this position and this environment, would you hire this candidate?

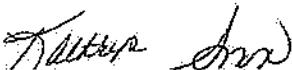
In a heartbeat, I would hire her for the position. Her interaction with students is very positive.

6) Have you ever observed this person in the classroom? How well do they connect with students?

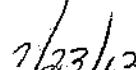
Yes, I have observed her in the classroom and she interacts very positively with students. They respect her as the students feel safe as she creates a good teaching environment.

7) Is there anything else you would like to tell me about the candidate?

Yes - she is a good leader and very effective.



Sauk Valley Community College



Date

Sauk Valley Community College
July 29, 2013

Action Item 5.5

Topic: **Bid Award - Purchase of Replacement Core Switch**

Presented by: **Dr. George Mihel, Alan Pfeifer, and Chris Shelley**

Presentation:

The Board approved the replacement of the first of two 11-year old core switches at the October 22, 2012 meeting. At that meeting we discussed the future replacement of the second core switch. However we wanted to wait until the first switch was in place before returning to the Board for approval to purchase the second switch. We now have the first Cisco 7000 switch operational. This request is to replace that second core switch. This switch has the same attributes as the first, i.e. 10 times faster to servers and storage area networks.

A bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*, and detailed specifications were sent to four vendors. Two bids were received. Funds for this project are part of the original switch replacement budgeted from funding bonds.

CDWG	\$78,403.30
Network Hardware	Did not meet specifications

Recommendation:

The administration recommends the Board approve the purchase of the Cisco 7000 switch from CDWG in the amount of \$78,403.30 to be paid from Funding Bonds.

Sauk Valley Community College
July 29, 2013

Action Item 5.6

Topic: **Administrative Resignation – Community Outreach**

Presented By: **Dr. George Mihel**

Presentation:

Amy Viering has resigned her position as Dean of Community Outreach to take a position with Wells Fargo Bank. Her new position offers her some desirable personal benefits as well as financial gain. We thank her for her outstanding service to the College and wish her well in her future.

Recommendation:

The administration recommends the Board accept the resignation of Amy Viering effective July 31, 2013.

Sauk Valley Community College
July 29, 2013

Action Item 5.7

Topic: **Board Policy 302.02 Payment of Bills – First Reading**

Presented By: **Dr. George Mihel**

Presentation:

In accordance with the directive from the Board, to update, remove unnecessary procedural language, and to clarify policies, the administration is requesting Board Policy 302.02 Payment of Bills for first reading

The recommended revision is on the following page.

Recommendation:

The administration recommends the Board approve the revised Board Policy 302.02 Payment of Bills for first reading.

302.02 Payment of Bills

- A. Responsibility of Treasurer - The College Treasurer is responsible for the receipt of tax revenue, all certifications and claims of taxes, investments of College funds, providing a monthly financial report to the Board of Trustees, and for all disbursement of College Funds.
- B. Board Approval – All disbursements made by the Treasurer shall be submitted to the Board of Trustees for its approval.
- C. Time of Disbursements
 1. The Treasurer may, in his or her discretion, disburse funds for payment of the following items prior to receipt of Board approval:
 - a. All expenditures under \$2500
 - b. Regular payroll checks and related withholding payments;
 - c. Investments permitted by law;
 - d. All utilities i.e., water, electric, gas, sewer, waste disposal, telephone, etc;
 - e. Approved travel advances;
 - f. Travel reimbursements consistent with policy;
 - g. Student aid and stipends provided pursuant to recognized student aid programs;
 - h. Refunds to students, staff or retirees consistent with policy;
 - i. Charges, expenses, or honoraria for personal incidental services to the College by third parties rendered consistently with prior authorization or contract;
 - j. Bills eligible for a discount;
 - k. Bills subject to penalty if not paid before the next Board of Trustee's meeting;
 - l. Interfund transfer consistent with policy;
 - m. Auxiliary fund transfers consistent with policy;
 - n. Agency fund transfers consistent with policy; and
 - o. Other urgent bills which in the discretion of the Treasurer must be paid to protect the College.
 2. All disbursement of funds authorized by this clause shall be submitted for Board ratification at the Board meeting immediately following the disbursements. Any payments made pursuant to clause (o) hereof shall be disclosed to the recipient as being subject to Board ratification and being conditional thereon.
 2. All other disbursements shall be made by the Treasurer only after obtaining prior approval.

12/16/91

12/21/98

Sauk Valley Community College
July 29, 2013

Action Item 5.8

Topic: **Board Policy 305.01 Purchasing Policy – First Reading**

Presented By: **Dr. George Mihel**

Presentation:

In accordance with the directive from the Board, to update, remove unnecessary procedural language, and to clarify policies, the administration is requesting Board Policy 305.01 Purchasing Policy for first reading

The recommended revision is on the following page.

Recommendation:

The administration recommends the Board approve the revised Board Policy 305.01 Purchasing Policy for first reading.

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~~ *Director* 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~~ *Director* 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~~ *Director* 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 and President as required by the Dean of Business Services, signed by the requestor and the Director of Business Services. Additional signatures are needed as noted below:~~

- *Signature of the requestor's immediate supervisor for purchases of \$100 or more.*
- *Signature of the President for purchases of \$1,000 or more.*

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 an expenditure of less than \$10,000 may be authorized by the ~~Dean~~ *Director* of Business Services without advertising for bids, or requiring formal competitive bidding. The ~~Dean~~ *Director* 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 or 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.

Electronic bid submissions shall be considered a sealed document for competitive bid requests if they are received at the designated office by the time and date set for receipt of bids. Electronic bid submissions must be authorized by specific language in the bid documents in order to be considered. Bids for construction purposes are prohibited from being submitted electronically. 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 Office of the ~~Dean~~ *Director* 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 or 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~~ *Director* of Business Services 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 *Director* 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 a 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:

Equal Employment Opportunity Clause - All contracts to which the 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 *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 *as follows*: , 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 (*EEOC*), the Illinois Fair Employment Practices Act of the Fair Employment Practices Commission's (*IFEPC*) 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 *IFEPC* Illinois Fair Employment

Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5. That it will submit reports as required by the *IFEPC's 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 *IFEPC 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 *IFEPC 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 FEPIC'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.

The said *This* Clause may be incorporated in the College's contracts by reference to this purchasing policy.

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
July 29, 2013

Action Item 5.9

Topic: **Bid Award – Fire Arms Simulator Purchase**

Presented by: **Dr. George Mihel, Alan Pfeifer, and Jon Mandrell**

Presentation:

This year the College received a Perkins sub-grant for a Pathways to Results to review our Justice Affairs program. ICCB has approved the remainder of those funds in the amount of \$8464 can be allocated to purchase of a fire arms simulator that will assist in upgrading all the criminal justice programs.

Local law enforcement agencies were contacted to establish a collaboration purchase. Dixon, Sterling, Rochelle, Oregon, Rock Falls, Polo, and the Whiteside county Sheriff will be contributing to the purchase of the simulator and will be given both time and a reduced rate to use the simulator for a specified period. Whiteside Area Career Center collaborated in the project and donated as well. The total amount of their contributions is \$12,900. This simulator will become a training aid for area law enforcement agencies as well as the College and WACC. Sauk will also use it in its recruiting efforts.

The following bids were received:

Company	Address	Amount
TI Training Corp	Golden, CO	\$29,150
IES Interactive	Ann Arbor, MI	\$30,053.25
Meggitt	Suwanee, GA	\$45,992

Funding:

PTR Grant	\$ 8464
Perkins FY14	\$ 7000
Area Law Enforcement	\$10900
Whiteside Career Center	\$ 2000
College Funding bonds	\$ 786
Total	\$29,150

Recommendation:

The administration recommends the Board approve the purchase of the Fire Arms Simulator from TI Training Corp in the amount of \$29,150.

Sauk Valley Community College
July 29, 2013

Action Item 5.10

Topic: **Capital Renewal Project – Parking Lot Improvements Project**

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

Presentation:

In February 2012 the Board approved funding through Capital Renewal Grants of \$426,000 and funding bonds of \$51,650 for a total of \$477,650 to upgrade the north parking lot of the College.

The Capital Development Board (CDB) oversees all aspects of construction projects which utilize capital renewal funds including awarding of bids and paying of invoices for work accomplished. Civil Engineers was awarded the contract with the low bid of \$328,174. Work began on June 28 with the removal of the surface layer all the way down to the aggregate base. As the contractor began to prepare the aggregate base for resurfacing, it became obvious that there were more soft spots in the substrate layer than originally budgeted for, which resulted in all work being halted.

With the fall 2013 term less than a month away, the administration spoke with representatives from CDB and ICCB, in person and by telephone, to determine what was needed for construction to start again. On behalf of the College and in accordance with Purchasing Policy 305.01,D(b)(13) Emergency Expenditures, Dr. Mihel sent a Letter of Commitment to CDB to commit up to an additional \$56,000 in funding bonds to complete the project. In addition, the administration has completed the necessary paperwork for submission to ICCB to increase the project budget by \$56,000 in accordance with ICCB Administrative Rule 1501.605 Section 1 of the Capital Project Manual, bringing the total cost for this project to \$542,650.

Recommendation:

The administration recommends the Board approve the Letter of Commitment submitted to the Capital Development Board for an additional \$56,000 in funding bonds to complete the project and to approve the necessary paperwork for submission to ICCB to increase the project budget to \$542,650.

Sauk Valley Community College
July 29, 2013

Action Item 5.11

Topic: **Board Policy 419.01 Fringe Benefits – Second Reading**

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 for second reading.

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:

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

7/2013

Sauk Valley Community College
July 29, 2013

Action Item 5.12

Topic: **Change Order Approval – Emergency Notification Project**

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

Presentation:

This Project, which was approved by the Board in October, 2012, provides for the replacement of the existing fire alarm panel with an ADA compliant system in the amount of \$212,000. Engel Electric was awarded the bid at the March, 2013 board meeting in the amount of \$157,200.

When this project was originally budgeted in September 2012 a detailed facility survey was unavailable due to the remodeling of the labs. As work began in June, discrepancies and other issues arose necessitating a need for a change order to address and correct these issues.

This Change Order increases the original bid award amount of Engel Electric by \$30,239 and includes the additional installation of new devices in the recently remodeled Third Floor Science Labs and Welding Lab along with six additional devices for future use. The total bid award of \$187,439, does not change the scope of work originally approved for this project. This will standardize the system throughout the building and permit voice signals everywhere in the building.

This additional amount will provide the greatest coverage of the building with the funds available as well as reducing the costs for the installation and replacement of devices in the future. The total project cost is still within the ICCB approved budget of \$212,000.

Recommendation:

The administration recommends the Board approve the change to increase the bid award to Engel Electric by \$30,239 for the Emergency Notification Project for a total award of \$187,439.



WILLETT HOFMANN
& ASSOCIATES INC
ENGINEERING ARCHITECTURE LAND SURVEYING

July 18, 2013

Dr. George Mihel, President
Sauk Valley Community College
173 IL Rte. 2
Dixon, IL 61021

Re: Capital Development Board, Project Number 800-084-010
Upgrade Parking Lot
Sauk Valley Community College
Dixon, Lee County

Dear Dr. Mihel:

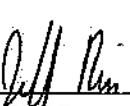
During the asphalt removal process, several soft spots in the aggregate base were noticed. It was anticipated that there could be some areas that need to be removed; subsequently unit prices were requested as part of this project. A copy of the letter submitted to Mr. Tim Dietz is attached. Unfortunately, the subgrade was found in a much worse condition than originally expected. Additional base repair will be necessary to make the parking lot suitable for paving. The additional estimated quantities of unsuitable removal are 4,986 CuYd @ \$17 / CuYd and 8,141 Tons of aggregate replacement @ \$10 / Ton.

I have included additional correspondence among the parties involved and a map showing the areas where the base appeared satisfactory with this letter. Also included is the revised Scope of Work. If you have any questions regarding this letter, feel free to contact me at 815-284-3381.

Sincerely,

WILLETT, HOFMANN & ASSOCIATES, INC.

BY _____


Jeff Reis, P.E., PTOE
Project Engineer

JR:dt

Encl.

cc: File

November 5, 2012

Mr. Tim Dietz
Illinois Capital Development Board
2317 East Lincolnway, Suite A
Sterling, Illinois 61081

Re: Capital Development Board, Project Number 800-084-010
Upgrade Parking Lot
Sauk Valley Community College
Dixon, Lee County

Dear Mr. Dietz:

Two unit prices are being requested in addition to the lump sum base bid and alternate bids for the above mentioned project. The two items are "Breaker-Run Crushed Stone" and "Removal and Disposal of Unsuitable Material". Removal and Disposal of Unsuitable Material consists of removing any base failure underneath the bituminous surface. This item will be measured in cubic yards. Breaker-Run Crushed Stone will be placed in the areas where unsuitable material has been removed and will be measured in tons of material. A quantity of 200 tons of Breaker-Run Crushed Stone and 100 cubic yards of Removal and Disposal of Unsuitable Material has been placed in the contract. The use of these two items depends on the condition of the existing base underneath the parking lot. Since there is no way to determine exactly how much of the base needs to be repaired until the asphalt surface is removed, the need for these unit prices is necessary.

A copy of the bid form and the unit price form are included with this letter as well as a copy of the plan sheet. The two items may be used anywhere underneath the parking lot to be resurfaced as directed by the Engineer. If you have any questions regarding this letter, feel free to contact me at 815-284-3381.

Sincerely,

WILLETT, HOFMANN & ASSOCIATES, INC.

BY _____
Jeff Reis, P.E., PTOE
Project Engineer

JR:rv
Encl.
cc. Greg Smith, Jr., Sauk Valley Community College
File

Jeff Reis

From: Jeff Reis
Sent: Monday, July 08, 2013 4:55 PM
To: 'Dietz, Timothy'; Tom Houck
Subject: RE: CDB Project 810-084-010 @ Sauk

Tim,

During the design phase, we choose representative locations in which we saw cut approximately an 18"x18" hole in the pavement in order to determine the existing pavement thickness. The samples showed approximately 4" of asphalt (approximately 2" plus a 2" overlay). We then dug down to determine the base thickness which was approximately 8" or greater at each location tested. This depth falls into a typical range for base depth for a parking lot project. However, as stated in my letter dated November 5, 2012 requesting the use of two unit prices, there is no economically feasible way to test the subgrade to determine exactly how much base needs to be repaired until the asphalt surface is removed. Unfortunately upon actual removal of the existing asphalt, it was discovered that much of the existing base was actually less than 8" in many areas and even in some places where the base had an adequate depth, the subgrade was very poor in those place. The combination of the two have made a great portion of the lot unsuitable for new construction. These samples were performed as part of our design due diligence even though reimbursement for these samples was not included in our PSA.

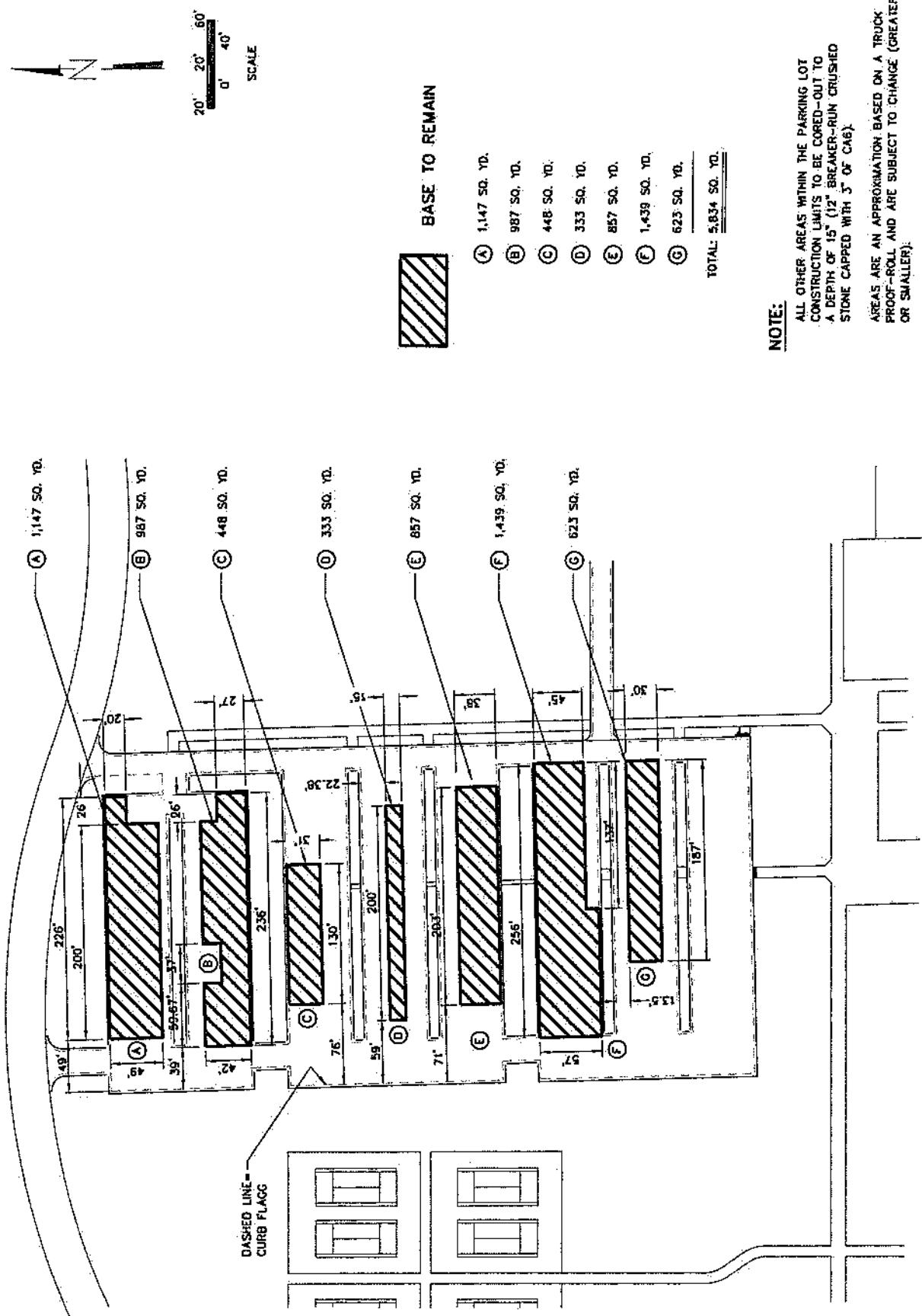
Jeff

From: Dietz, Timothy [<mailto:Timothy.Dietz@Illinois.gov>]
Sent: Monday, July 08, 2013 11:09 AM
To: Tom Houck; Jeff Reis
Subject: CDB Project 810-084-010 @ Sauk

Tom,

Please put together a summary of your efforts in determining how many soft spots were accounted for in the design. CDB upper management has requested I provide them with a summary documenting your due diligence. In looking at your PSA we did not include any design phase testing as a reimbursable.

Tim Dietz



NOTE:

ALL OTHER AREAS WITHIN THE PARKING LOT CONSTRUCTION LIMITS TO BE CORED-OUT TO A DEPTH OF 15' (12" BREAKER-RUN CRUSHED STONE CAPPED WITH 3" OF CAB).

AREAS ARE AN APPROXIMATION BASED ON A TRUCK PROOF-ROLL AND ARE SUBJECT TO CHANGE (GREATER OR SMALLER).

BY	DATE	REMARKS
FRANK	2013	
D.L.B.		
CHECKED		
J.H.R.		
APPROVED		
X.X.X		

WILLETT, HOFFMANN & ASSOCIATES, INC.
ENRAT, HOFFMANN, HOFFMANN, FISHER, LARSON, BROWN & CO.
PARKING LOT DESIGN, PARKING LOT UPGRADE

SAUK VALLEY COMMUNITY COLLEGE
PARKING LOT UPGRADE
BASE AREAS TO REMAIN

JULY 9, 2013
SHEET 1 OF 1

Capital Projects Manual

Scope of Work

This project proposes to:

1. Grind the existing bituminous surface down to the existing aggregate base.
2. Use Breaker-Run Crushed Stone (large stone) in any soft spots to stabilize the aggregate base. The removal of all soft spots will be paid as Removal and Disposal of Unsuitable Material.
3. Re-shape the aggregate base (Preparation of Base) as necessary to improve drainage in the lot.
4. Remove concrete curb that is deteriorating and replace with new concrete curb and gutter.
5. Place prime coat (oil) on aggregate base to provide adhesion to the asphalt.
6. Resurface the parking lot with a 2" asphalt binder course and a 1.5" asphalt surface course.
7. Re-stripe the lot to match current parking conditions.

Even though the total project area is greater than 1 acre, it will not require a notice of intent to be filed out to the Illinois EPA since soil beneath the aggregate base is not being disturbed.

Project plans and specifications will be designed by the Engineer and will be released to Contractors to obtain bids to perform the work.

This project shall also replace areas of inadequate base material discovered after removal of the existing bituminous surface.

July 18, 2013

Mr. Brad Nell
Program Analyst
Capital Development Board
Wm G Stratton Bldg
401 S Spring Street, Third Floor
Springfield, IL 62706-4050

Re: CDB Project No. 810-084-010
Upgrade Parking Lots

Dear Mr. Nell:

Enclosed is a letter of commitment from Sauk Valley Community College for up to an additional \$56,000 from local funds to complete the parking lot repairs project.

The original budget for this project was \$477,650 and was approved by ICCB and CDB March 16, 2012. Of this amount, \$426,000 was to be funded by the FY 2010 capital renewal grant, with the remaining \$51,650 to be funded with local college funds.

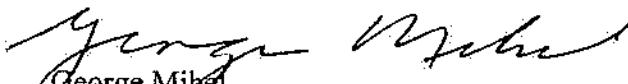
During the course of the construction, defects to the substrate layer were discovered requiring additional funds to make the necessary corrections. This resulted in a halt to construction until these additional funds could be committed to the project.

We are now in the middle of July and fall classes begin August 19. The north lot is one of only two main parking lots utilized by the majority of the students. Both lots have sufficient space to handle approximately 425 vehicles each. With approximately 2,000 students expected for the first day of classes, we will have insufficient parking space if this lot is not completed by August 19.

We ask your assistance in securing the necessary approvals to get this project moving once again so that we can complete it on time and avoid unnecessary hardship on our students or our staff in trying to accommodate for insufficient parking space.

If you have any questions, please contact me.

Sincerely,



George Mihel
President

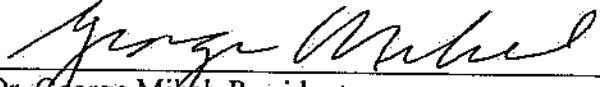
**SAUK VALLEY COMMUNITY COLLEGE
LETTER OF COMMITMENT**

In accordance with Sauk Valley Community College Board Policy 305.01, I authorize the expenditure of up to an additional \$56,000 of local college funds to complete the Upgrades Parking Lot Project (CDB Project No. 810-084-010).

These funds are in addition to the \$51,650 previously approved by the Illinois Community College Board and Capital Development Board on March 16, 2012, for a total commitment by Sauk Valley Community College of up to \$107,650 in local college funds to complete this project.

This action is scheduled for ratification by the Sauk Valley Community College Board of Trustees at its regular meeting on July 29, 2013. Board action will also be taken to approve a budget revision application for submission to the Illinois Community College Board for the approval for expenditure of these additional funds.

Dated: July 18, 2013



Dr. George Mibel, President

cc: Andrew Bollman, Board Chair