

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

**Third Floor Board Room  
Dixon, IL**

**August 26, 2013  
7:00 p.m.**

- 1.0 Call to Order**
- 2.0 Consent Agenda**
  - 2.1 Approval of Agenda**
  - 2.2 Approval of Minutes, July 29, 2013**
  - 2.3 Treasurer's Report**
  - 2.4 Bills Payable**
  - 2.5 Payrolls**

<b>July 31, 2013</b>	<b>\$247,169.06</b>
<b>August 15, 2013</b>	<b>\$185,330.66</b>
  - 2.6 Budget Report**
  - 2.7 Adjunct Faculty List 2013**
- 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: 401.01 Personnel Classifications and Definitions and Board Policy 402.01 Academic Freedom**
  - 3.5 Board Self-Evaluation**
- 4.0 Action Items**
  - 4.1 Board Policy 302.02 Payment of Bills – Second Reading**
  - 4.2 Board Policy 305.01 Purchasing Policy – Second Reading**
  - 4.3 Faculty Appointment - Biology**
- 5.0 Closed Session – (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College; closed session minutes consideration; pending litigation probable or imminent)**
- 6.0 Approval of Closed Session Minutes of July 29, 2013**
- 7.0 Adjournment**

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING  
MINUTES  
August 26, 2013**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on August 26, 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:

Andrew Bollman	Margaret Tyne
Robert Thompson	Paula Meyer
Scott Stoller	

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

Absent: Ed Andersen  
Lisa Wiersema

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

President's Report: Dr. Mihel reported to the Board that the work has resumed on the north parking lot and completion is set for the middle of September. Dr. Mihel also discussed upcoming events and indicated that Student Trustee Melissa Osorio has resigned due to work conflicts and the administration is searching for a replacement.

Board Policy Review: Dr. Mihel reviewed Board Policies 401.01 Personnel Classifications and Definitions, and will recommend changes and Board Policy 402.01 Academic Freedom, and will not recommend changes.

Reports: *ICCTA Report:* Member Bollman discussed his meeting with ICCTA Executive Committee.

*Foundation:* No report

*Student Trustee Report:* None

Board Policy 302.02  
Payment of Bills -  
Second Reading: It was moved by Member Stoller and seconded by Member Meyer that the Board approve the revised Board Policy 302.02 Payment of Bills for second reading. In a roll call vote, all voted aye. Motion carried.

Board Policy 305.01  
Purchasing Policy -  
Second Reading: It was moved by Member Tyne and seconded by Member Meyer that the Board approve the revised Board Policy 305.01 Purchasing Policy as amended for second reading. In a roll call vote, all voted aye. Motion carried.

Biology Faculty  
Appointment: It was moved by Member Meyer and seconded by Member Stoller that the Board approve the appointment of Ms. Lori Anton as an Assistant Professor of Biology starting August 16, 2013 at an annual salary of \$38,684. In a roll call vote, all voted aye. Motion carried.

Closed Session Minutes  
of July 29, 2013: It was moved by Member Tyne and seconded by Member Stoller that the Board approve the closed session minutes of July 29, 2013 as presented. In a roll call vote, all voted aye. Motion carried.

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

The meeting adjourned at 7:15 p.m.

Next Meeting: The next regular meeting of the Board will be at 7:00 p.m. on September 23, 2013 in the Board Room.

Respectfully submitted,



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Paula Meyer, Secretary Pro-Tem

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

BOARD CHAIR

BOARD SECRETARY

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

General Account - Sterling Federal Bank  
Trust Account (Parking lot) - Sterling Federal Bank  
Illinois Funds - Firststar Bank, Springfield  
SUBTOTAL

INTEREST RATE	DATE <u>July 2013</u> AMOUNT
0.150	\$1,751,581.80
0.150	\$107,650.00
0.015	6,497,777.03
	<u>8,357,008.83</u>

MONEY MARKET

PMA Financial Network, Inc.  
SFB Investment Center  
SUBTOTAL

1.000	592,414.86
0.000	1,196,092.51
	<u>1,788,507.37</u>

TOTAL CHECKING ACCOUNTS

\$10,145,516.20

INVESTMENTS

FINANCIAL INSTITUTION

MATURITY  
DATE

Farmers State Bank, Sublette	11-13-2013	0.220	1,000,000
First National Bank, Amboy	01-21-2014	0.150	500,000
Farmers State Bank, Sublette	02-17-2014	0.350	1,010,052
SUBTOTAL			<u>2,510,052</u>

PMA FINANCIAL NETWORK

		<u>YIELD</u>	<u>PRICE</u>
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
Bank of China-NY	04-24-2014	0.400	250,000.00
Safra National Bk of NY	07-31-2014	0.400	250,000.00
Mizuho Corp Bank USA	08-07-2014	0.350	250,000.00
State Bank of India-NY	07-29-2015	0.750	250,000.00
			<u>1,250,000.00</u>

SFB INVESTMENT CENTER - FUNDING BONDS

Beal Bank USA	01-22-2014	0.250	250,000.00
Bank of Baroda	01-23-2014	0.300	250,000.00
GE Capital Bank Inc	04-21-2014	0.350	250,000.00
Ally Bank	01-26-2015	0.650	250,000.00
Discover Bank	01-26-2015	0.450	250,000.00
Plainscapital Bank	02-17-2015	0.450	250,000.00
Amer Expre Centurion Bank	07-27-2015	0.700	250,000.00
			<u>1,750,000.00</u>

## TOTAL INVESTMENTS


\$10,613,002.12

Sauk Valley Community College  
Board of Trustees  
August 26, 2013

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY



BOARD CHAIR



BOARD SECRETARY

DATE

Summary of Bills Payable

Amount

General Operating Funds

\$ 941,505.74

REPORT SVRCHKR  
FISCAL YEAR 2013

Sauk Valley Community College  
Check Register  
From 07/25/13 To 08/26/13

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
State Universities Retirement	01		SURS Payable	Accrued Surrs	30,043.91
State Universities Retirement	01		SURS Payable	Accrued Surrs	23,029.29
Select Employees Credit Union	01		Credit Union Payable	ACCRUED W/H Select Employees Credit Un	2,055.63
Select Employees Credit Union	01		Credit Union Payable	ACCRUED W/H Select Employees Credit Un	2,161.20
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	166.92
RRCA-Management	01		Wage Garnishment Payable	GARNISHMENT	166.92
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charities	27.09
Community Health Charities of	01		United Way Payable	ACCRUED 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	737.08
Reliance Standard Life Insuran	01		Optional Disability Insurance	Optional Long Term Disability Insuranc	726.40
JEM fbo Sauk Valley CC 403b PI	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	430.00
JEM fbo Sauk Valley CC 403b PI	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	430.00
JEM fbo Sauk Valley CC 403b PI	01		Vanguard	ACCRUED ANNUITIES-Vanguard	200.00
JEM fbo Sauk Valley CC 403b PI	01		Vanguard	ACCRUED ANNUITIES-Vanguard	200.00
JEM fbo Sauk Valley CC 403b PI	01		Valic	ACCRUED ANNUITIES-VALIC	150.00
JEM fbo Sauk Valley CC 403b PI	01		Valic	ACCRUED ANNUITIES-VALIC	150.00
Appel, Lindsey	01		Accounts Payable	Online Refund	731.00
Ballard, Bobby	01		Accounts Payable	Online Refund	108.00
Barrientos, Gabriela	01		Accounts Payable	Online Refund	105.00
Barron, Pedro	01		Accounts Payable	Pell	172.00

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Camperi, Garrett	01		Accounts Payable	Online Refund	40.00
Christensen, Michelle	01		Accounts Payable	Online Refund	1,339.00
Drucklieb, Nicholas	01		Accounts Payable	Pell	390.72
Faley, Jordin	01		Accounts Payable	Online Refund	103.00
Feltmeyer, Logan	01		Accounts Payable	Online Refund	500.00
Gordon, John	01		Accounts Payable	Online Refund	15.00
Gordon, Judith	01		Accounts Payable	Online Refund	15.00
Grossman, Kyler	01		Accounts Payable	Online Refund	88.00
Harris, Sasha	01		Accounts Payable	Online Refund	952.00
Hermosillo, Enedina	01		Accounts Payable	Online Refund	412.00
Hohlen, Katie	01		Accounts Payable	Online Refund	309.00
Johannsen, Alisha	01		Accounts Payable	Online Refund	1,275.00
King, Brian	01		Accounts Payable	Stafford Loan	451.30
Lumbard, Jordan	01		Accounts Payable	Pell	309.00
Lumbard, Jordan	01		Accounts Payable	Online Refund	324.00
Marrandino, Melanie	01		Accounts Payable	Online Refund	1,008.00
McPhillips, Eric	01		Accounts Payable	Online Refund	1,545.00
Melville, Jordan	01		Accounts Payable	Online Refund	557.00
Modglin, Corey	01		Accounts Payable	Online Refund	319.00
Muur, Lindsey	01		Accounts Payable	Online Refund	741.00
Oswalt, Austin	01		Accounts Payable	Online Refund	397.00
Prater, Dylan	01		Accounts Payable	Pell	702.00
Rubright, Beccah	01		Accounts Payable	Online Refund	141.33
Schindel, Dalton	01		Accounts Payable	Online Refund	103.00
Schmitt, Wendy	01		Accounts Payable	Online Refund	100.00
Schwertfeger, Ashley	01		Accounts Payable	Online Refund	15.00

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Stewart, Stacy	01		Accounts Payable	Online Refund	422.00
Sullivan, Joseph	01		Accounts Payable	Online Refund	422.00
Temple, Krista	01		Accounts Payable	Online Refund	154.50
Van Buren, Erika	01		Accounts Payable	Online Refund	1,580.00
Walters, Alexandria	01		Accounts Payable	Alternative Loan	2,136.00
Webster, Reni	01		Accounts Payable	Online Refund	309.00
Webster, Reni	01		Accounts Payable	Online Refund	309.00
White, Logan	01		Accounts Payable	Pell	438.00
Wood, Jeremiah	01		Accounts Payable	Online Refund	489.00
Woodard, Alayna	01		Accounts Payable	Online Refund	309.00
Alexander, Karen	01		Other Payables	Replacement Check	55.00
Boehme, David	01		Other Payables	Replacement Check 30791 & 30866	20.00
Burge, Nichols	01		Other Payables	Replacement Chk 30814	10.00
Lynch, Janet	01		Other Payables	Replacement Chk 30784	10.00
Sotelo, Kathleen	01		Other Payables	Replacement Check 30843	10.00
Consolidated Management Co	01		Cafeteria payable	Punch A Lunch Sales July 2013	50.00
Ward Murray Pace & Johnson P.C.	01	Board of Trustees	Legal Services	June Legal Services	792.00
Fifth Third Bank	01	Board of Trustees	Publications and Dues	Survey Monkey	24.00
Higher Learning Commission	01	Board of Trustees	Publications and Dues	HLC FY 14 Dues	3,495.00
Sauk Valley Media	01	Board of Trustees	Advertising	Obsolete Sale	45.50
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Board Commencement Refreshments	12.49
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Board Meeting July 2013	53.69
Fifth Third Bank	01	Board of Trustees	Conference/Meeting Expense	Touch of Tea (Board Member Lunch)	23.16
Fifth Third Bank	01	Board of Trustees	Conference/Meeting Expense	Travel- Bollman	343.47
Flowers Etc of Dixon Inc	01	Board of Trustees	Other Conference & Meeting	Flowers/A Vining	48.45
SBM Business Equipment Center	01	President's Office	Office Supplies	Oil for Shredder	6.69

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SBM Business Equipment Center	01	President's Office	Office Supplies	Service for Shredder	230.95
Sauk Valley Media	01	Marketing Office	Publications and Dues	FY 14 Renewal	224.20
Sauk Valley Media	01	Marketing Office	Advertising	Display Ads	470.00
Taste of Fiesta	01	Marketing Office	Advertising	FY 14 Taste of Fiesta	250.00
Valu Chic	01	Marketing Office	Advertising	Quarter Page Advertising	300.00
The Frameworks	01	50th Anniversary	Other Materials and Supplies	Frames for 50th Anniversary	270.64
RK Dixon	01	Printshop	Maintenance Services	Copier-Maint & Sply	274.99
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	134.86
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	857.96
Xerox Corporation	01	VP-Academics	Maintenance Services	Copier-Maint & Sply	67.43
Consolidated Management Co	01	New Course Development	Conference/Meeting Expense	FYE Instructor	16.10
Boyenga, Justyn	01	Art	Consultants	Art Class	120.00
Xerox Corporation	01	Office & Administrative Services	Instructional Supplies	Xerox Charges OAS Lab	52.87
Englewood Electric	01	Electronics	Instructional Supplies	Supplies	2,328.00
Grainger	01	HVAC	Instructional Supplies	Offset Snip	87.63
Temperature Equipment Corp (TE	01	Manufacturing Technology	Instructional Supplies	Electric Heater Kit	94.00
Encompass Gas Group Inc	01	Welding	Instructional Supplies	Monthly Gas Charges	181.52
Encompass Gas Group Inc	01	Welding	Instructional Supplies	Welding Supplies	1,420.83
Florini, Anthony	01	Testing Center	Conference/Meeting Expense	Travel-Whiteside/Wallace	15.82
Xerox Corporation	01	Dean of Health Professions	Maintenance Services	Copier-Maint & Sply	67.43
Quill Corporation	01	Dean of Health Professions	Office Supplies	Color Copy Paper	21.58
Quill Corporation	01	Dean of Health Professions	Office Supplies	USB Drives	27.98
Quill Corporation	01	Dean of Health Professions	Office Supplies	Office Supplies	154.28
Elsevier Inc	01	Associate Degree Nursing	Computer Software	Software License FY 14	1,000.00
CGH Medical Center	01	Nurse Assistant	Instructional Supplies	June 2013 Linen Service	160.00
Southern Illinois University	01	Radiologic Technology	Consultants	CNA Exam Fee Summer 2013	1,105.00

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KSB Hospital	01	Paramedic Program	Instructional Service Contracts	EMS 101	2,419.79
Bryant, Jeffrey	01	Fire Science Program	Maintenance Services	Tire Repair on Flashover Trailer	157.96
Xerox Corporation	01	Fire Science Program	Maintenance Services	Monthly Meter Charge June 2013	29.22
Xerox Corporation	01	Fire Science Program	Maintenance Services	July Monthly Xerox Charges	15.00
Xerox Corporation	01	Fire Science Program	Maintenance Services	Monthly Copier Charges	15.00
Ace Hardware	01	Fire Science Program	Instructional Supplies	Fire Science Supplies	193.12
Fisher Scientific	01	Biology	Instructional Supplies	Supplies	890.47
Flinn Scientific	01	Biology	Instructional Supplies	Supplies	2,467.55
NASCO	01	Biology	Instructional Supplies	Biology Supplies	1,542.26
Triarch Inc	01	Biology	Instructional Supplies	Biology Supplies	660.00
Ward's Science	01	Biology	Instructional Supplies	Shoulder Joint / Hip Mode & Supplies	560.73
Aqua Solutions	01	Chemistry	Instructional Supplies	Prefilter Cartridge	144.00
Aqua Solutions	01	Chemistry	Instructional Supplies	Prefilter Cartridges	391.00
Fisher Scientific	01	Chemistry	Instructional Supplies	Supplies	204.83
Flinn Scientific	01	Chemistry	Instructional Supplies	Supplies	1,993.70
Fifth Third Bank	01	Learning Resource Center	Library Supplies	Staples/The Boxery	78.81
University of Illinois	01	Learning Resource Center	Computer Software	SFX Maintenance	660.80
University of Illinois	01	Learning Resource Center	Computer Software	I-SHARE	7,344.00
ABC-CLIO LLC	01	Learning Resource Center	Books and Binding Costs	Book-Hackers & Hacking	50.58
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library	1,539.27
EBSCO	01	Learning Resource Center	Books and Binding Costs	Books for Library	7,721.54
EBSCO	01	Learning Resource Center	Books and Binding Costs	E-Book	35.00
Veil, Jacob	01	Learning Resource Center	Books and Binding Costs	Refund for Placement DVD	31.85
Amigos Library Services	01	Learning Resource Center	Publications and Dues	Membership	938.31
EBSCO	01	Learning Resource Center	Publications and Dues	Credit Memo	7,495.57
Fifth Third Bank	01	Learning Resource Center	Publications and Dues	Amazon.com	907.17

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Mosio Inc.	01	Learning Resource Center	Publications and Dues	Mosio for Libraries	1,199.00
University of Illinois	01	Learning Resource Center	Publications and Dues	CARLU Membership Fee	1,545.00
OMNILERT, LLC	01	Academic Computing	Maintenance Services	E2Campus Renewal	7,950.00
Fifth Third Bank	01	Academic Computing	Instructional Supplies	Monoprice/Amazon	471.82
Priton Group, LLC	01	Administrative Computing	Maintenance Services	Maintenance on Filebound	4,894.00
CDW-G	01	Administrative Computing	Office Supplies	APC Battery	1,301.67
Fifth Third Bank	01	Administrative Computing	Office Supplies	E-Bay	460.00
Toner Tech Plus	01	Administrative Computing	Office Supplies	Toner	229.90
Advantage Financial Services	01	Administrative Computing	Computer Software	Filebound Monthly Service	3,296.32
Fifth Third Bank	01	Administrative Computing	Computer Software	Educause	40.00
Payne, Brandon	01	Administrative Computing	Conference/Meeting Expense	Travel- Library / Wallace School Set u	28.25
Fifth Third Bank	01	Dean of Student Services	Conference/Meeting Expense	Comfort Inn/Moreno	101.69
Moreno, Luis	01	Dean of Student Services	Conference/Meeting Expense	Travel- Kirkwood CC	96.62
Moreno, Luis	01	Dean of Student Services	Conference/Meeting Expense	Travel-Carl Sandburg Meeting	52.55
Austin, Patricia	01	Special Needs- ADA	Other Contractual Services	Alternative Text	304.50
Fifth Third Bank	01	Retention Office	Office Supplies	Wal-Mart	106.57
McFarlane, Sarah	01	Retention Office	Other Conference & Meeting	Travel-Carl Sandburg Meeting	111.87
Quill Corporation	01	Recruiting	Office Supplies	Brown Catalog Envelopes	223.96
RK Dixon	01	Recruiting	Other Supplies	Copy Charges June 2013	90.52
Jiminez, Taylor	01	Recruiting	Conference/Meeting Expense	Travel-Kirkwood CC	71.76
Xerox Corporation	01	Admissions, Records & Placement	Maintenance Services	Copier-Maint & Sply	67.43
Office Depot	01	Admissions, Records & Placement	Office Supplies	Office Supplies	420.06
Xerox Corporation	01	Financial Aid & Veterans Affairs	Maintenance Services	Copier-Maint & Sply	67.43
Fordey, Kristina	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-AVECO Conference	378.38
Career Dimensions Inc.	01	Counseling	Consultants	Focus Fy 14 Renewal	1,114.00
Xerox Corporation	01	Counseling	Maintenance Services	Copier-Maint & Sply	67.43

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Mandrell, Jonathan	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Summer 2013	460.00
Nunez, Steven	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Summer 2013	460.00
Federal Express Corp	01	Other Institutional	Postage	Federal Express Charges	58.56
Pitney Bowes	01	Other Institutional	Postage	Postage Meter Refill	10,000.00
United Parcel Service	01	Other Institutional	Postage	Monthly Service	88.00
Flowers Etc of Dixon Inc	01	Other Institutional	Other Conference & Meeting	Flowers/J Verbout	54.95
Fifth Third Bank	01	Other Institutional	Financial Charges & Adjustments	FY 14 Annual Fee	150.00
Xerox Corporation	01	Contingency	Interest	Copier Lease Payment-Interest	150.48
Acom Solutions, Inc.	01	Business Office	Maintenance Services	Maintenance Fee	85.00
Xerox Corporation	01	Business Office	Maintenance Services	Copier-Maint & Sply	67.44
Breed, Nancy	01	Business Office	Conference/Meeting Expense	Travel-CCRMC Conference	345.63
JEM Resource Partners	01	Personnel Office	Consultants	June Admin Fee	150.00
Progressive Business	01	Personnel Office	Office Supplies	"Whats Working in Human Resources"	299.00
Dulabaum, Nina	01	Personnel Office	Recruitment	Reimburse Psychology Faculty Candidate	57.31
Fifth Third Bank	01	Personnel Office	Recruitment	Comfort Inn/D Hook	122.09
Quad-City Times	01	Personnel Office	Recruitment	Recruitment Biology	820.00
Rockford Register Star	01	Personnel Office	Recruitment	Recruitment Ad Biology	905.89
Sauk Valley Media	01	Personnel Office	Recruitment	Recruitment Ads	645.28
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	July 13 Winner's Party	27.48
Graphic Electronics	01	Personnel Office	Other Conference & Meeting	Replacement Plaque	33.39
Xerox Corporation	01	Information Center	Maintenance Services	Copier-Maint & Sply	67.43
Education To Go	010100	CCS Personal Workshops	Consultants	Ed2Go Classes July 2013	65.00
Gatlin Education Services	010100	CCS Personal Workshops	Consultants	Admin Med Special W/Billing	2,095.00
RK Dixon	010100	CCS Personal Workshops	Office Supplies	June 2013 Copy Machine Charges	65.96
ACT INC	010100	CCS Personal Workshops	Instructional Supplies	WorkKeys Testing	145.50
Consolidated Management Co	010100	CCS Personal Workshops	Conference/Meeting Expense	Admin Meeting	8.49

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Altorfer Inc	02	Maintenance	Maintenance Services	Replace Hoses, Thermostats, & Clamps	1,173.00
Complete Electrical Contractor	02	Maintenance	Maintenance Services	Underground Sleeves	2,651.00
Crescent Electric Supply Co	02	Maintenance	Maintenance Services	Parking Lot Upgrade	447.76
Fyn-Fyter Inc	02	Maintenance	Maintenance Services	Service Fire System	209.60
H-O-H Water Technology Inc	02	Maintenance	Maintenance Services	July Water Treatment	832.15
Plunkett's Pest Control	02	Maintenance	Maintenance Services	Monthly Pest Control	150.00
Simplex-Grinnell	02	Maintenance	Maintenance Services	Monitoring	510.00
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Safety Upgrade GFI	1,054.68
Fifth Third Bank	02	Maintenance	Maintenance Supplies	USA Blue Book	199.49
Grainger	02	Maintenance	Maintenance Supplies	Expanded Sheet	1,763.51
Menards	02	Maintenance	Maintenance Supplies	Safety Upgrades T2	602.13
Sherwin-Williams	02	Maintenance	Maintenance Supplies	2 Gallons of Paint	64.58
AmSan LLC	02	Custodial	Maintenance Supplies	High Gloss floor Finish	3,197.75
Fifth Third Bank	02	Custodial	Maintenance Supplies	Floor Cleaning Equipment	32.60
Quill Corporation	02	Custodial	Maintenance Supplies	Office Supplies	95.94
Fifth Third Bank	02	Grounds	Maintenance Services	House's Truck Repair	22.00
CONMAT INC	02	Grounds	Maintenance Supplies	Lime	267.53
Fifth Third Bank	02	Grounds	Maintenance Supplies	Farm & Fleet	196.96
Wilco Rental	02	Grounds	Maintenance Supplies	Grounds Supplies	1,367.55
Wilco Rental	02	Grounds	Maintenance Supplies	14" Saw Chains	28.12
Nicor Gas	02	Utilities	Gas	Gas Services	321.58
Nicor Gas	02	Utilities	Gas	Gas Services	312.98
Ameren Energy Marketing Compan	02	Utilities	Electricity	Electricity	18,945.02
Commonwealth Edison	02	Utilities	Electricity	Electricity	57.47
Commonwealth Edison	02	Utilities	Electricity	Electricity	7,460.28
City Of Dixon	02	Utilities	Water, Sewer	Septic Testing July 2013	160.00

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M & S Wastewater	02	Utilities	Water, Sewer	Water Testing	425.00
Spotts, Christine	02	Utilities	Water, Sewer	2 Loads Septic Hauled	350.00
CenturyLink	02	Utilities	Telephone	Monthly Telephone Bills	2,017.81
Comcast	02	Utilities	Telephone	Monthly Service	5,592.55
United States Cellular	02	Utilities	Telephone	Cell Phones-College Van	24.94
Verizon Wireless	02	Utilities	Telephone	Dr. Mihel Cell Phone	144.48
Moring Disposal Inc	02	Utilities	Refuse Disposal	Monthly Refuse	276.00
Xerox Corporation	02	Building and Grounds Administrat	Maintenance Services	Monthly Copier Charges	15.00
United Parcel Service	02	Building and Grounds Administrat	Office Supplies	Monthly Shipping Charges	120.20
Bob Herzig and Associates, Inc	03	Operations & Maintenance- Restri	Building Remodeling	Partial Billing Data Collection	8,375.00
Engel Electric Company	03	Operations & Maintenance- Restri	Building Remodeling	Fire Alarm Payment	63,998.10
Engel Electric Company	03	Operations & Maintenance- Restri	Building Remodeling	Application #2 Fire Alarm Upgrades	69,944.40
McDermaid Roofing and Insulati	03	Operations & Maintenance- Restri	Building Remodeling	Application #2 Roofing	195,603.30
McDermaid Roofing and Insulati	03	Operations & Maintenance- Restri	Building Remodeling	App # 3 Roofing	104,745.60
Midwest Environmental Consulti	03	Operations & Maintenance- Restri	Building Remodeling	Asbestos Air Monitoring	7,800.00
T D Kurtz Glass	03	Operations & Maintenance- Restri	Building Remodeling	App #2 Window Replacement	84,552.30
T D Kurtz Glass	03	Operations & Maintenance- Restri	Building Remodeling	2013 Window Replacement	64,224.00
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineering Services Roof Repair	1,370.00
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineering Services Emergency Notific	1,427.80
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineering Services Window	1,876.25
Xerox Corporation	030200		Other Noncurrent Obligations	Copier Lease Payment -Principal	363.15
Krueger International, Inc (KI	030200	Fund Bond- Furniture & Office	Capital Supplies	Amless Stools	4,178.18
Bush Construction	030200	Fund Bond- Other	Capital Supplies	Morrison High School	8,825.00
Frary Lumber & Supply	030200	Fund Bond- Other	Capital Supplies	Morrison Dual Credit Room	2,295.08
Graybar Electric Company Inc,	030200	Fund Bond- Other	Capital Supplies	Lighting	3,823.69
The Carpet House Inc	030200	Fund Bond- Other	Capital Supplies	Partial Payment -Carpeting	1,700.00

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The Bank of New York Mellon	04	Bond & Interest Fund	Interest	Interest on Funding Bond	52,825.00
Damhoff, Russ	050600		Petty Cash	Petty Cash Events FY 13-14	200.00
Consolidated Management Co	050600	Men's Basketball	Other Supplies	Coupons	32.50
Consolidated Management Co	050600	Men's Baseball	Other Supplies	Coupons	33.75
Black Hawk College	050600	Women's Volleyball	Other Contractual Services	Tournament Fee 8/24/13	275.00
Chapman, Michael	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	100.00
Cross, Arnold	050600	Women's Volleyball	Other Contractual Services	Women's Volleyball Game	100.00
Howell, Jay	050600	Women's Volleyball	Other Supplies	Athletic Case	90.00
CDW-G	050600	General Athletics	Other Contractual Services	Black Ink	140.57
Consolidated Management Co	050600	General Athletics	Other Contractual Services	Coupons	2.50
PROformance Physical Therapy &	050600	General Athletics	Other Contractual Services	Trainer Alumni Game	55.00
Berg, Kevin	050600	Student Activities	Consultants	8/20/13 Caricature Artist	580.00
Venier, Gina	050600	Student Activities	Consultants	Concert 8/21/13	700.00
Consolidated Management Co	050600	Student Activities	Other Materials and Supplies	Lunch ( Hockey Table Repair)	5.25
Fifth Third Bank	050600	Student Activities	Other Materials and Supplies	Dick's Sporting/Great Escape	478.76
Music Theatre International	050600	Drama	Other Materials and Supplies	Security Fee "Cat in the Hat"	425.00
Reliance Standard Life Insuran	051000	Medical Insurance	Life & AD&D	Life Insurance	1,023.54
Herwig, Stephanie	051400		Student Loans	Student Loan Due 10/11/13	165.00
Wilson, Brendon	051400		Student Loans	Student Loan Due 10/11/13	133.53
Consolidated Management Co	062056	ICCB Adult Ed-Federal Basic	Other Conference & Meeting	Professional Development Mtg 8/12/13	219.90
Creative Printing	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	GED Cards	80.00
The Booksource Inc	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Books	1,663.25
SBM Business Equipment Center	062059	ICCB Adult Ed-Performance-Instro	Office Supplies	Copier Fee	139.32
Tavitas, Lisa	062059	ICCB Adult Ed-Performance-Instro	Office Supplies	Key Lock Box	72.58
Donohue, Karen	063011		Petty Cash	Petty Cash for SSS	250.00
State Universities Retirement	063011	Student Support Services Grant	SURS	MATCHING FUNDS	634.04

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State Universities Retirement	063011	Student Support Services Grant	SURS	Accrued Surs	649.76
Quill Corporation	063011	Student Support Services Grant	Office Supplies	Office Supplies	866.59
Woodburn Press	063011	Student Support Services Grant	Office Supplies	College Student Planner	270.60
Kooshesh, Cyrus	063011	Student Support Services Grant	Other Conference & Meeting	Supplies for Orientation	47.81
Kooshesh, Cyrus	063011	Student Support Services Grant	Other Conference & Meeting	Orientation Meeting Supplies	57.71
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	MATCHING FUNDS	48.58
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Accrued Surs	43.96
State Universities Retirement	063020	Perkins Ilc	SURS	MATCHING FUNDS	54.07
State Universities Retirement	063020	Perkins Ilc	SURS	Accrued Surs	59.64
Aldex Corporation	063020	Perkins Ilc -Imp Tech skill	Instructional Equipment	Print License & Mechanical Drives	7,616.85
Gillihan, L	063020	Perkins Ilc -Professional Develo	Conference/Meeting Expense	Expenses Training Welding Inspector	2,210.23
State Universities Retirement	063020	Perkins Ilc -Special Populations	SURS	MATCHING FUNDS	145.15
State Universities Retirement	063020	Perkins Ilc -Special Populations	SURS	Accrued Surs	142.76
Austin, Patricia	063020	Perkins Ilc -Special Populations	Other Contractual Services	Alternative Text	378.00
Austin, Patricia	063020	Perkins Ilc -Special Populations	Other Contractual Services	Alternative Text	409.50
Austin, Patricia	063020	Perkins Ilc -Special Populations	Other Contractual Services	Alternative Text	236.25
Accurate Biometrics, Inc	063075	IDHS AmeriCorps - Member Activit	Other Contractual Services	Fingerprinting	60.00
Good Deed Organization	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Members Summer Uniforms	272.54
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	MATCHING FUNDS	206.28
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Accrued Surs	227.82
Iowa Commission on Volunteer S	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	Conference Attendee Fee L Peck 8/20/13	150.00
Peck, Lisa	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	Travel-Hotel for NCC Natl Conference	197.50
Achieve 3000	064060	VITAL Donation Grant	Instructional Supplies	Literacy Licenses	5,881.50
Graphic Signs, Inc	101010	Booster Club	Other	Banner for Gym	120.00
McGladrey LLP	11	Audit	Audit Services	Progress Billing for 2013 Audit	3,000.00
American DataBank LLC	12	Risk Management	Consultants	Background Checks	378.00

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Sauk Valley Media	12	Risk Management	Consultants	June Internet Display Ad	100.00
Arthur J Gallagher Risk Mngmt	12	Risk Management	General Insurance	General Obligation Bond Ins Renewal 20	1,427.00
CenturyLink	12	Risk Management	Telephone	911 Cama Trunk Lines	90.88
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	32.96
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Security Contract	540.00
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Security Contract	1,545.75
Ace Hardware	12	Public Safety	Other Supplies	Battery for Call Box	59.44
BANK ACCOUNT 1 TOTAL:					941,505.74
ALL ACCOUNTS TOTAL:					941,505.74

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<u>EDUCATION FUND</u>	<u>2013-2014</u> <u>YTD</u>	<u>2013-2014</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2012-2013</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2012-2013</u> <u>Total</u>
Revenues						
Local Governmental Sources	684,741	3,910,000	17.5%	-14,170	932.3%	3,871,689
State Governmental Sources	-432,730	2,577,465	-16.7%	-698,382	-38.0%	2,711,379
Federal Governmental Sources		8,000	0.0%	574		8,211
Student Tuition and Fees	2,283,419	4,907,300	46.5%	2,290,946	-3%	4,658,900
Sales and Service	4,332	155,000	2.7%	6,292	-31.1%	142,962
Investment Revenue	187	20,000	.9%	618	-69.7%	8,095
Other Revenues	354	1,020,000	%	816	-56.6%	2,394,581
<b>TOTALS</b>	<b>2,540,303</b>	<b>12,597,765</b>	<b>20.1%</b>	<b>1,586,695</b>	<b>60.1%</b>	<b>13,795,819</b>
Expenditures						
Salaries	436,572	7,257,878	6.0%	428,143	1.9%	6,801,391
Employee Benefits	141,428	2,617,434	5.4%	142,921	-1.0%	4,053,670
Contractual Services	11,086	487,040	2.2%	9,132	21.3%	543,903
General Materials and Supplies	57,098	853,387	6.6%	58,422	-2.2%	774,086
Conference & Meeting	3,353	161,990	2.0%	6,947	-51.7%	125,459
Fixed Charges						2,017
Other Expenditures	139,460	1,000,000	13.9%	201,225	-30.6%	998,229
<b>TOTALS</b>	<b>789,000</b>	<b>12,377,729</b>	<b>6.3%</b>	<b>846,792</b>	<b>-6.8%</b>	<b>13,298,757</b>
Transfers						
Transfers to Other Funds		219,000				191,200
<b>CHANGE IN NET ASSETS</b>	<b>1,751,302</b>	<b>1,036</b>		<b>739,903</b>		<b>305,861</b>
<b>FUND BALANCE</b>	<b>7,867,534</b>					<b>6,116,231</b>

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OPERATION AND MAINTENANCE FUND

	2013-2014 YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 Total
<u>Revenues</u>						
Local Governmental Sources	83,890	476,900	17.5%	-4,934	800.1%	474,142
State Governmental Sources	-53,483	304,338	-17.5%	-93,851	-43.0%	320,098
Student Tuition and Fees	254,464	523,100	48.6%	256,844	-9%	514,758
Facilities Revenue	600			300	100.0%	6,400
Investment Revenue	16	500	3.3%		3.3%	2,111
Other Revenues	2,565	110,000	2.3%	5,365	-52.1%	216,115
<b>TOTALS</b>	<b>288,053</b>	<b>1,414,838</b>	<b>20.3%</b>	<b>163,724</b>	<b>75.9%</b>	<b>1,533,626</b>
<u>Expenditures</u>						
Salaries	46,141	588,853	7.8%	44,186	4.4%	570,636
Employee Benefits	18,491	331,987	5.5%	17,910	3.2%	442,779
Contractual Services	1,004	77,650	1.2%	1,987	-49.4%	92,763
General Materials and Supplies	768	101,700	.7%	4,647	-83.4%	91,564
Conference & Meeting		3,500	0.0%			2,909
Fixed Charges	54,102	55,000	98.3%	51,059	5.9%	52,636
Utilities	-248	484,500	%	1,991	112.4%	480,852
Capital Outlay						
<b>TOTALS</b>	<b>120,258</b>	<b>1,643,190</b>	<b>7.3%</b>	<b>121,782</b>	<b>-1.2%</b>	<b>1,734,142</b>
<u>Transfers</u>						
Transfers From Other Funds		-229,000				-191,200
<b>CHANGE IN NET ASSETS</b>	<b>167,795</b>	<b>648</b>		<b>41,941</b>		<b>-9,316</b>
<b>FUND BALANCE</b>	<b>167,908</b>					<b>113</b>

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	2013-2014 <u>OPERATION &amp; MAINTENANCE- RESTRICTED</u> YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 <u>Total</u>
Revenues						
Local Governmental Sources	132,564	770,000	17.2%	-8,239	708.9%	790,209
Investment Revenue	7	5,000	.1%	-2,753	100.2%	6,927
Other Revenues		30,000	0.0%			34,338
TOTALS	132,572	805,000	16.4%	-10,992	305.9%	831,475
Expenditures						
Salaries						423
Contractual Services	1,700	210,229	.8%	5,219	-67.4%	60,951
General Materials and Supplies		1,431,385	0.0%	-102,288		322,888
Capital Outlay						3,165,397
TOTALS	1,700	1,641,614	.1%	-97,068	101.7%	3,549,660
CHANGE IN NET ASSETS	130,872	-836,614	.1%	86,075	101.7%	-2,718,185
FUND BALANCE	3,697,240					3,566,368

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<u>BOND AND INTEREST FUND</u>	2013-2014 <u>YTD</u>	2013-2014 <u>Budget</u>	YTD / <u>Budget %</u>	2012-2013 <u>YTD</u>	YTD % Chng fm Prev Yr	2012-2013 <u>Total</u>
Revenues						
Local Governmental Sources	322,067	1,646,100	19.5%	-16,738	024.0%	1,786,972
Investment Revenue	12	1,000	1.2%	29	-57.0%	620
<b>TOTALS</b>	<u>322,080</u>	<u>1,647,100</u>	<u>19.5%</u>	<u>-16,709</u>	<u>027.5%</u>	<u>1,787,592</u>
Expenditures						
Contractual Services		15,000	0.0%	14,054		14,482
Fixed Charges	52,825	1,796,441	2.9%	25,355	108.3%	1,730,431
<b>TOTALS</b>	<u>52,825</u>	<u>1,811,441</u>	<u>2.9%</u>	<u>39,410</u>	<u>34.0%</u>	<u>1,744,914</u>
CHANGE IN NET ASSETS	269,255	-164,341	2.9%	-56,119	34.0%	42,678
FUND BALANCE	<u>1,327,812</u>					<u>1,058,557</u>

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<u>AUXILIARY ENTERPRISES FUND</u>	<u>2013-2014</u> <u>YTD</u>	<u>2013-2014</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2012-2013</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fmi Prev Yr</u>	<u>2012-2013</u> <u>Total</u>
<u>Revenues</u>						
Student Tuition and Fees	118,735	240,000	49.4%	121,472	-2.2%	247,322
Sales and Service	1,395	39,700	3.5%	2,261	-38.3%	38,096
Facilities Revenue	2,509	110,000	2.2%	2,992	-16.1%	97,474
Investment Revenue	20	2,000	1.0%	5	300.0%	1,197
Other Revenues	162,855	2,138,000	7.6%	167,845	-2.9%	2,262,215
<b>TOTALS</b>	<b>285,515</b>	<b>2,529,700</b>	<b>11.2%</b>	<b>294,577</b>	<b>-3.0%</b>	<b>2,646,306</b>
<u>Expenditures</u>						
Salaries	5,136	130,703	3.9%	5,602	-8.3%	120,021
Employee Benefits	909	10,016	9.0%	893	1.8%	54,584
Contractual Services	243,690	2,225,540	10.9%	151,318	61.0%	2,076,615
General Materials and Supplies	7,840	73,685	10.6%	3,182	146.3%	64,772
Conference & Meeting		64,683	0.0%			48,384
Fixed Charges	48,622	49,122	98.9%	26,505	83.4%	26,813
Other Expenditures						312
<b>TOTALS</b>	<b>306,198</b>	<b>2,553,749</b>	<b>11.9%</b>	<b>187,502</b>	<b>63.3%</b>	<b>2,391,503</b>
<u>Transfers</u>						
Transfers to Other Funds						
Transfers From Other Funds						
<b>CHANGE IN NET ASSETS</b>	<b>-20,683</b>	<b>-24,049</b>		<b>107,075</b>		<b>254,802</b>
<b>FUND BALANCE</b>	<b>1,535,366</b>					<b>1,556,050</b>

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<u>RESTRICTED PURPOSES FUND</u>	<u>2013-2014</u> <u>YTD</u>	<u>2013-2014</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2012-2013</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2012-2013</u> <u>Total</u>
<u>Revenues</u>						
State Governmental Sources	27,285	702,802	3.8%	-65,013	141.9%	794,712
Federal Governmental Sources	130,516	5,771,701	2.2%	233,799	-44.1%	5,658,599
Investment Revenue	-412	20,000	-2.0%	-10,987	-96.2%	4,425
Other Revenues	4,550	163,300	2.7%	3,300	37.8%	163,657
<b>TOTALS</b>	<b>161,938</b>	<b>6,657,803</b>	<b>2.4%</b>	<b>161,098</b>	<b>.5%</b>	<b>6,621,395</b>
<u>Expenditures</u>						
Salaries	44,814	968,000	4.6%	49,484	-9.4%	882,856
Employee Benefits	8,417	102,914	8.1%	9,744	-13.6%	104,776
Contractual Services	1,519	44,125	3.4%	202	650.3%	52,547
General Materials and Supplies	576	93,606	.6%	825	-30.2%	90,251
Conference & Meeting	455	69,219	.6%		.6%	45,337
Capital Outlay	7,616	1,005,882	.7%	277,590	-17.9%	5,882
Other Expenditures	227,811	5,388,531	4.2%			5,928,810
<b>TOTALS</b>	<b>291,212</b>	<b>7,672,277</b>	<b>3.8%</b>	<b>337,846</b>	<b>-13.8%</b>	<b>7,110,462</b>
<u>Transfers</u>						
Transfers From Other Funds						
<b>CHANGE IN NET ASSETS</b>	<b>-129,273</b>	<b>-1,014,474</b>		<b>-176,748</b>		<b>-489,067</b>
<b>FUND BALANCE</b>	<b>1,804,138</b>					<b>1,933,411</b>

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

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<u>WORKING CASH FUND</u>	2013-2014 YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 Total
Revenues						
Investment Revenue	12	10,000	.1%	70	-82.0%	2,569
TOTALS	12	10,000	.1%	70	-82.0%	2,569
Expenditures						
Investment Revenue						
TOTALS						
Transfers						
Transfers to Other Funds		10,000				
CHANGE IN NET ASSETS	12			70		2,569
FUND BALANCE	2,497,026					2,497,014

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SAUK VALLEY COMMUNITY COLLEGE  
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<u>TRUST AND AGENCY FUND</u>	<u>2013-2014</u> <u>YTD</u>	<u>2013-2014</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2012-2013</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2012-2013</u> <u>Total</u>
Revenues						
Other Revenues	880			923	-4.6%	65,159
TOTALS	880			923	-4.6%	65,159
Expenditures						
General Materials and Supplies						1,247
Other Expenditures				1,500		60,700
TOTALS				1,500		61,947
CHANGE IN NET ASSETS	880			-577		3,211
FUND BALANCE	44,270					43,390

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SAUK VALLEY COMMUNITY COLLEGE  
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<u>AUDIT FUND</u>	2013-2014 YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 Total
Revenues						
Local Governmental Sources						
Investment Revenue	11,788	68,500	17.2%	-59	067.0%	65,219
		25	2.2%		2.2%	1
TOTALS	11,789	68,525	17.2%	-59	067.9%	65,221
Expenditures						
Salaries	682	8,194	8.3%	746	-8.5%	7,392
Employee Benefits	186	2,245	8.2%	258	-28.1%	2,283
Contractual Services		60,000	0.0%			77,305
TOTALS	868	70,439	1.2%	1,005	-13.5%	86,980
CHANGE IN NET ASSETS	10,920	-1,914	1.2%	-1,064	-13.5%	-21,759
FUND BALANCE	-21,162					-32,082

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SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
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LIABILITY, PROTECTION & SETTLEMENT

	2013-2014 YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 Total
Revenues						
Investment Revenue	12,299	151,000	8.1%	-10,367	218.6%	-97,207
Other Revenues		35,000	0.0%			61,705
TOTALS	12,299	186,000	6.6%	-10,367	218.6%	-35,501
Expenditures						
Salaries	14,092	197,025	7.1%	12,143	16.0%	176,356
Employee Benefits	68,669	341,444	20.1%	72,656	-5.4%	361,067
Contractual Services	410	45,000	.9%	103	298.0%	33,176
General Materials and Supplies	40	12,199	.3%	75	-46.8%	11,801
Conference & Meeting		4,000	0.0%			374
Fixed Charges	29,063	40,000	72.6%	38,807	-25.1%	46,138
Utilities		1,100	0.0%	90		1,086
Capital Outlay						5,145
TOTALS	112,276	640,768	17.5%	123,875	-9.3%	635,146
CHANGE IN NET ASSETS	-99,977	-454,768	17.5%	-134,243	-9.3%	-670,647
FUND BALANCE	4,870,132					4,970,110

**Sauk Valley Community College  
August 26, 2013**

**Agenda Item 2.7**

**Topic:**                   **Adjunct Faculty List – Fall 2013**

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

**Presentation:**

Attached is the list of adjunct faculty teaching for Sauk Valley Community College for the current fall semester for your review.

**Recommendation:**

The administration recommends the Board affirm the adjunct faculty list as presented.

**Adjunct Faculty Information  
Fall 2013**

Name	Highest Degree	Discipline	SVCC Course
Karen Abele	MA	English	ENG 099 & FYE 101
LeNie Adolphson	MA	History	HUM 150*
Cathy Akker	MSN	Nursing	NIOIN
Paul Amesquita	Associate	Liberal Studies	WLD 103
Charles Atchley	PhD	History of Science & Technology	GSC 105*, PHY 201*, 210*, 212*, & 221*
Greta Bates	MA	Teaching Mathematics	MAT 121*
Lynn Bechtold	MA	English	ENG 101*
Julia Berhow	BS	Nursing	NRS 116*
Steve Bierdman	MS	Welding	WLD 106
Odile Blazquez	Ph.D.	Medicine	ENG 099, FYE 101, RDG 095, & 098
Erik Boehmke	MA	Music	MUS 201
Mark Bressler	BS-Coursework towards MS	Music Education	MUS 106*, 111*, 155*, 201*, 211* & 283*
Aaron Brown	EMS	Licensed Certification	EMS
Ryan Buskohl	AAS-Fire Science	Licensed Certification	Fire Science Program
Michael Carew	MBA	Business Administration	Adult Education
Domenick Castaldo	PhD	Nutrition	BIO 105*
Adela Clow	MA	Humanities	LAN 161* & 261*
Darin DeHaan	MA	Public Policy & Administration	CJS 101* & CJS 230*
Stacy Dennison	Bachelors	Elementary Education	Adult Education
Shelly DeShane	ADN	Nursing	CNA Courses
Michael Dettman	**OSFM Instructor 2-BA	Fire Admin	Fire Science Program
Sherry Dimmig	BA + 12	Sociology	Adult Education
Maureen Dorman	MS	Business Administration	ACC 101*
Amy Dosssett	MFA	Sculpture	ART 119, 250 & 251
Michael Downey	Juris Doctorate	Law	CJS 208*

Sara Dykstra	MA	Law Enforcement & Justice Administration	CJS 101, 130* & 227*
Ahmad El-Ahmad	BS	Civil Engineering	LAN 299
Cindy Everett	MS	Chemistry	CHE 102 & 103* & FYE 101
Cheryl Faber	MS.Ed	Reading	RDG 098
Lori Fatz	BS	Biological Science	PED 102 & 103
Dana Fellows	BS	CIS	CIS 190, 191, 194, & 195
Tim Fischbach	BA	BOG	MUS 131*, 133*, 135*, 171*, 172*, 173* & 174*
Erika Fischer	MSN	Nursing	NIOIN
Tracy Fleming	**OSFM Instructor I	Fire Science	Fire Science Program
Cassie Francisco	BSHA	Radiology	RAD 184, 284
Patricia Fulfs	MA	Speech Communication	SPE 131*
Jose Gonzalez	BS	Education	Adult Education
Suzanne Gorgas	MFA	Painting	ART 113*
Laura Gumbiner	MA	Psychology	FYE 101 & PSY 103*
Dave Habben	Some College Credit	CIS	CIS 252, 254, 256, 258
Eva Harvey	MA	Comparative Literature	ENG 103*, PHL 103* & 104*
Michael Hemmen	MA	Social Work	SOC 200*
Ronald Hobson	MS-MBA	Math	MAT 121*
Theresa Hooper	BA	English	Adult Education
Jill Horn	Ms Ed.	Counseling	MAT 070, 081 & 115*
Krsitin Hubbard	Masters	Psychology	PSY 103*
Martin Huntley	BA, Certified Addictions Counselor +	Sociology	HSV 270*
Cathleen Jacoby	BS	Elementary Education	Adult Education
Emily Johnson	MA	English	ENG 101*
Stephen Johnson	MS	Education	CHE 102*
Todd Johnson	BS	Physics	MAT 075 & 081
Jessica Judd	Masters	Criminal Justice	CJS 214 *
James Kerns	MA	American History	CJS 120*
Andy Khouangsavanh	Certificate	Welding	WLD 102
Michael Kriz	BS	Biology	BIO 105* & 120*
Tracie Kuchel	AAS-RN	Nursing	NRS 101 & 103
Chad Larson	MA	English	ENG 091 & 099
Nancy Lauritzen	BSN	Nursing	CLS 203

Ann Ledergerber	MS	Biology	BIO 103*
Linda Limond	MS	Education	RDG 098
Edward Lyman	MS	MIS	CIS 109*
Tom Massey	HS Diploma		WLD 101
Cathryn Matthews	MA	Elementary Education	Adult Education
Nancy Mayo	MS	Education	Adult Education
Peter McClanahan	Juris Doctorate	Law	CJS 101* & 208*
John McGraw	**OSFM Instructor 2	Fire Science Training	Fire Science
			ART 100, 103*, 105*, 107, 230, 231, 236, 237, 238* & 299
Denis Mennie	MA	Art	
Nancy Mercer	BSEd	EDU-Licensed Certification	EMS
Dustin Merrill	MSW	Social Work	HSV 101*
Debra Mick	AAS-RN	Nursing	NRS 121
Steve Mihina	MS	Math	MAT 211*
Christine Mikan	BS-Ed	Secondary Math	MAT 075 & 106
Joan Miller	BS	Nursing	NRS 101 & NRS 103
Lirim Mimini	Masters	Spanish	LAN 161*
James Moore	MA	Communication Studies	SPE 131*
Danette Minks	AAS-RN	Nursing	NRS 121
Joan Moran	MS	Education	PED 220*
Eric Morrow	Juris Doctorate	Law	CJS 135*
Fred Nesbit	Doctorate	PSY/SOC	PSY 103*
Mary Sue Neubauer	BA	Education	ECE 110*
Dave Northcutt	**OSFM Instructor 2-AAS	Fire Science	Fire Science Program
Kris Nunez	MA	English	ENG 101*
Linda Olds-Steinert	MSN	Nursing	NUR 283
Joan Padilla	MPH	Public Health	BIO 120* & PED 213*
Norbert Padilla	MA	English	ENG 101*
Brandon Payne	BS	Instructional Design & Technology	CIS 152 & 154
Janice Penning	Masters	Teaching & Leadership	Adult Education
Jeanette Pinion	MA	Math	MAT 081 & 106 & 203*
Kerensa Pink	MS	Nursing	NRS 132* & PED 115*
Kimberly Plummer	MSA	Accounting	ACC 101* & 102*
Joseph Popp	MS	Art Education	ART 101* & 225*

Deb Proctor	Masters	Theology	Adult Education
Sue Prosch	MSN	Nursing	NIOIN
Judy Randall	AAS-RN	Nursing	CNA courses
Nancy Rich	BSN	Nursing	Clinicals
Ginger Riehle	MA	English	ENG 101*
Alan Ringenberg	Masters	Biology	BIO 103* & 105*
Douglas Scott Romine	EMS	Licensed Certification	EMS
Jennifer Roser	BS	Criminal Justice	CJS 101*
James Sanders	Doctor of Chiropractic	Chiropractic	BIO 108*
Renee Schroth	EMS	AAS-Licensed Certification	EMS
Kenda Scott	AAS-RN	Nursing	NRS 101
Douglas Sears	Licensed Certification	EMS	EMS 106, & EMS 116
Kathleen Schaefer	MA	Home Economics	ECE 110, 114*, & 115*
Jonathan Shaffer	Attending, SVCC		CIS 151, 167
Chris Shelley	MS	Instructional Technology	EDU 102* & FYE 101
Greg Smith	AAS	General	IND 116*
Ryan Sotelo	MS	Physics	PHY 175*
Donna Spencer	MA	English	ENG 101*
Rose Stauter	MA	English	ENG 101*
Jennifer Stevens	MA	Psychology	PSY 103*
John Stone	MS	Mathematics	MAT 121*
Loretta Swanson	MA	Art History	ART 119 & 121*
Pam Swenson	AAS-RN	Nursing	NRS 101 & 103
Deena Thatcher	BS	Math	MAT 203*
Val Todd	RN	Nursing	NRS 132* & PED 115*
Kim Toole	MS	Education	ENG 101 *
Danielle Toms	AAS	Radiologic Technology	RCT 101
Scott Van Zuiden	MS	Education	MAT 081
Nicolas Velasquez	Bachelor	Business Administration	Adult Education

Vickie Vinnedge	Certificate	Medical Imaging	RAD 184 & 284
Candy Wallace	MSN	Nursing	NIOIN
Jeremy Walls	Certificate	Welding	WLD 104
Laura Weter	BSN	Nursing	NIOIN
Miranda Wetzell	BA + 18 Graduate Hrs. in English	English	ENG 101*
Paul Whitcombe	Juris Doctorate	Law	CJS 200*
Maggie Wike	Associate	NRS	NRS 101
David Williams	MS	Physical Education	PED 134
Theresa Wittenauer	Masters	Geography	FYE 101 & GEO 122*
Lois Young	ADN	Nursing	CNA
Ryan Zimmerman	MS	Educational Administration	WLD 106
Shelley Zinke	MS	Child & Family Studies	ECE 210, 211, 250, 251, 275, HSV 210, 211, 250, & 251

\*denotes transfer course

\*\*Office of State Fire Marshall

# Board Policy Review

## Board Policies:

Board Policy 401.01  
Personnel Classifications  
and Definitions

Board Policy 402.01 Academic  
Freedom

401.01 Personnel Classifications and Definitions

Definitions

**1. Contractual Employee** - Contractual employees are hired by the Board of Trustees for a specific period of time to carry out the objectives of the special projects funded in whole or in part by an external agency for a specific and restricted purpose without obligation on the part of the college or expectations that the college will continue the employment beyond the terms of the contract. These employees will not have academic rank, but shall be entitled to salaries and benefits as specified by the Board of Trustees in a salary plan developed for use in their special circumstance. Contractual employees may include personnel in any classification: administrative, professional/technical, faculty, support, or any other classifications used at the College.

Continued employment shall be subject to a positive annual evaluation and the continued funding of the position in the project or program for which they were hired. Said employees shall not be eligible for tenure.

If the Board and/or the external agency shall determine that it is necessary to discontinue a project or program, written notice of termination of employment shall be given to all affected employees. Such termination shall be effective at the close of the project or program as determined by the Board of Trustees and/or the external agency.

**2. Full-time Employees** - Employees who work a full 40 hour week as in the case of support and professional/technical staff or full load as defined by a given administrative or instructional position.

**3. Part-time Employees** - Persons working less than a full workload as outlined in a written work agreement are considered part-time. Faculty who teach fewer than six (6) credit hours shall be considered part-time for the purposes of 401.01 (B) (3).

**4. Permanent Employee** - A permanent employee is a full-time or part-time employee who works on a continuing basis through the academic or calendar year.

5. **Temporary (short-term) Employee** - An employee appointed for a short period of time and may be terminated at any time. Temporary appointments are for periods of less than one year.

6. **Term Employee** - A term employee is appointed for a specific period of time, normally for one year. Such appointments automatically expire at the end of the agreed term.

7. **Tenured Employee** - A tenured employee is one who has been granted tenure. Tenure applies to all full-time faculty members employed by the institution when qualified as provided by the tenure provision of the Illinois Public Community College Act (Article IIIB) and is not related to a specific position.

However, any instructional faculty member having the status of tenure whose position is changed must be classified and paid for his/her new position at not less than the highest level of classification commensurate with his/her academic credentials and experience.

For purposes of the Illinois Collective Bargaining Act, the following definitions shall apply:

1. **Confidential Employee** - Any employee who, (a) in the regular course of his/her duties assists, and acts in a confidential capacity to persons who formulate, determine, and effectuate management policies with regard to labor relations or who, (b) in the regular course of his/her duties has access to information relating to the effectuation or review of the employer's collective bargaining policies.

2. **Managerial Employee** - An individual who is engaged predominantly in executive and management functions and is charged with the responsibility of directing and effectuation of such management policies and practices.

3. **Part-Time Employee** - Part-time academic employees shall be defined as those employees who provide fewer than six (6) credit hours of instruction per academic semester.

4. **Professional Employee** - An employee engaged in work (a) predominantly intellectual and varied in character as opposed to routine, mental, manual, mechanical, or physical; (b) involving consistent exercise of discretion and judgment in its performance; (c) of such a character that the output produced or the result accomplished, cannot be standardized in relation to a given period of time; and (d) requiring knowledge of an advanced type in a field of

science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study.

**5. Temporary (short-term) Employee** - An employee appointed for a short period of time and who may be terminated at any time. Temporary appointments are for periods of less than one year.

#### Classifications

The College staff is made up of the following personnel classifications or categories:

**1. Administrative Personnel** - Administrators are 12 month full-time professional staff members whose primary duties are managerial and supervisory in nature. Administrators are managerial and confidential employees pursuant to Section 401.01 (B) (1) (2). Duties are those described, inter alia, in policy 203.01.

**2. Support Staff** - Support staff include all clerical and maintenance personnel. Some support staff are confidential employees as defined by 201.01 (B) (1).

**3. Instructional Faculty** - All staff members whose primary duties are instructional and instructional support. Such persons are professional employees as defined in 401.01 (B) (4).

**4. Professional/Technical Staff** - Professional/technical staff are those who work under the supervision of a professional staff member or an administrator. Such persons may be a confidential employee, depending upon the responsibility of the position.

2/12/79  
12/19/83  
3/23/87  
11/28/94

402.01 Academic Freedom

It is the policy of Sauk Valley Community College to maintain and encourage an atmosphere of freedom in teaching commensurate with the responsibility which each instructor must assume. The College believes that creative scholarship can thrive only in an atmosphere where there is freedom for examination of ideas. Such freedom includes the right to investigate problems, and to evaluate and question accepted theories. It carries with it the responsibility to offer alternative solutions in an unbiased manner and to develop in students the habit of independent investigation.

The protection of the prerogative of academic freedom requires a conscientious, responsible staff. Professional staff members should uphold the dignity of the College in all their activities; set an example of integrity, tolerance and decency for their students; and maintain high standards of scholarship and personal conduct.

3/23/81

3/23/87

**Sauk Valley Community College**  
**August 26, 2013**

**Action Item 4.1**

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

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

**Presentation:**

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

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 from the Board therefor.

**Sauk Valley Community College**  
**August 26, 2013**

**Action Item 4.2**

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

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

**Presentation:**

In accordance with the directive from the Board, to update, remove unnecessary procedural language, and to clarify policies, the administration is requesting Board Policy 305.01 Purchasing Policy for second 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 second 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 and 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 of a single project involving an expenditure not to exceed \$15,000 and not involving a change or increase in the size, type, or extent of an existing facility;
- 11) goods or services procured from another governmental agency;
- 12) goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph;

13) where funds are expended in an emergency and such emergency expenditure is approved by 75% of the members of the Board.

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

*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 FEPC's Rules and Regulation for Public Contracts:

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

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

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

~~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  
August 26, 2013

Action Item 4.3

**Topic:** Biology Faculty Appointment

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

**Presentation:**

The administration has been in the process of filling a Biology 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-two (62) applications were received. A committee was composed of Mr. Brad Smith, Mr. David Edelbach, and Ms. Sarah Partington. 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. Each candidate presented a teaching demonstration and completed a writing assignment.

*Academic background:* Ms. Anton graduated from Michigan State University with a Master of Science (botany) in 1991 and from Pennsylvania State University with a Bachelor of Science (biology) in 1988.

*Professional background:* Ms. Anton has been an adjunct instructor at Pennsylvania Highlands Community College, an instructor for 1 year at Indiana University of Pennsylvania, a research technologist for Pennsylvania State University, and a lab technician for Michigan State University.

*References:* All of Ms. Anton's references recommended her for the position noting her love of teaching and communication skills.

**Recommendation:**

The administration recommends that the Board of Trustees approve the employment of Ms. Lori Anton as an Assistant Professor of Biology starting August 16, 2013 at an annual salary of \$38,684.

Sauk Valley Community College  
**Recommendation for Appointment**

Please see instructions on back for additional information.

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**Part 1: Employee Information**

Name LORI H ANTON ID # \_\_\_\_\_  
Address 687 Eisenhower Blvd Johnstown PA 15904  
          street                                  city                  state          zip  
Telephone # 814-935-1416 Highest Degree Earned MS - Botany Date 1991

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**Part 2: Employment Information**

Position on Salary Scale Assistant Professor 4 Salary \$38,684  
  Level/Rank                  Grade/Step  
Position Assistant Professor of Biology Position Code 389000 Department Biology  
Account Number(s) 01-353100-510310-1010  
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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**Part 3: Authorization**

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Director/Dean \_\_\_\_\_ Date \_\_\_\_\_  
Director, Human Resources Kathryn Snow Date 7-30-13  
Director, Business Services \_\_\_\_\_ Date \_\_\_\_\_  
Vice President \_\_\_\_\_ Date \_\_\_\_\_  
President's Approval \_\_\_\_\_ Date \_\_\_\_\_  
President's Approval for Board Action \_\_\_\_\_ Date \_\_\_\_\_

Kathryn Snow  
Human Resources  
Sauk Valley Community College  
173 IL Rt. #2  
Dixon, IL 61021

June 17, 2013

Dear Ms. Snow,

I am interested in applying for the biology faculty position at Sauk Valley Community College. In my online application I have included this cover letter, my CV and unofficial transcripts from my undergraduate and graduate degrees.

For the past three and a half years I have been teaching general biology as an adjunct instructor with the Pennsylvania Highlands Community College. In August of 2012 I was promoted from temporary to regular part-time and have been able to teach 10-12 credits for each of the last two semesters. I also have one year of experience as a full-time biology instructor at the Indiana University of Pennsylvania. As a teaching assistant at Michigan State University I received the graduate student teaching award from the Botany and Plant Pathology Department.

After earning my Master's degree I worked as a lab technician for four years in the Plant Pathology Department of Penn State University. This experience allows me to pass along an understanding of many research related techniques to my students.

Community colleges have become an important part of higher education by offering an education that is both high quality and affordable. As an instructor at the Pennsylvania Highlands Community College, I have found it refreshing to see students with clear goals of job improvement or further education who are also dedicated to the responsibilities to their families.

I truly enjoy teaching biology and hope that I will be able to speak with you soon about the position open at your college.

Sincerely,

Lori H. Anton

bnlanton@atlanticbb.net  
(814) 935-1416 (cell and home)  
687 Eisenhower Blvd  
Johnstown, PA 15904

## **LORI H. ANTON**

687 Eisenhower Blvd, Johnstown, PA 15904  
(814) 935-1416, bnanton@atlanticbb.net

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### **EDUCATION**

BS (biology) 1988, Pennsylvania State University, University Park, PA.

MS (botany) 1991, Michigan State University, East Lansing, MI.

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### **WORK EXPERIENCE**

Adjunct Instructor. Pennsylvania Highlands Community College. Johnstown, Ebensburg and Somerset, PA. January 2010 to present.

- General Biology I and II, lecture and lab sections (Bio 105, 110 and 115).
- Designed labs for new Biology I and Biology II lab manuals.
- Set up lab aquarium to study nitrogen cycle and to maintain supply of *Elodea* for future labs.

Instructor. Indiana University of Pennsylvania. Indiana, PA. August 1996 to May 1997.

- General Biology I lecture and lab sections (BI 103). General Biology II lab sections (BI 104).
- Plant Biology lab sections (BI 110).
- Designed two labs (morphology of common food, demonstration of SEM) for General Biology II.
- Developed student projects on plant hormones for Plant Biology lab.

Research Technologist. Pennsylvania State University. Plant Pathology Department. University Park, PA. April 1992 to August 1996.

- Molecular and microbial ecology of commercial button mushroom *Agaricus bisporus*.
- Research resulted in five publications.
- Utilized biotechnology and microscopy research techniques.

Lab Technician. Michigan State University. Botany and Plant Pathology Department. East Lansing, MI. January to April 1992.

- Microscopy of *Rhizoctonia solani* infection of sugar beets.
- Explored use of MRI to view pathology of plant diseases.

Teaching Assistant. Michigan State University. East Lansing, MI. January 1989 to December 1991.

- Lab sections of Introductory Plant Biology (BOT 206), Plant Physiology (BOT 301), and Plant Morphology (BOT 302).
- Honored by receiving the William G. Fields Award for Excellence in Teaching, Botany and Plant Pathology Department graduate student teaching award. 1991.
- Master's thesis published as article in *New Phytologist*.
- Contributed research to publication in the *American Journal of Botany*.

Lab Assistant. Pennsylvania State University. Plant Pathology Department. University Park, PA. May to October 1987 and May to August 1988.

- Maintained mushroom culture collection and shipped cultures to researchers and mushroom farmers worldwide.
- Assisted with research projects and crop production of exotic mushrooms.

## RESEARCH TECHNIQUES

Polyacrylamide Gel Electrophoresis (denaturing and non-denaturing)  
DNA Agarose Gel Electrophoresis, Isoelectric Focusing and Southern and Western Hybridization  
Spectrophotometric Enzyme Assays  
High Pressure Liquid Chromatography and Gravity-flow Column Chromatography  
Scanning Electron Microscopy and Transmission Electron Microscopy  
Electron Density Spectroscopy with SEM  
Light Microscopy  
Ultramicrotome Sectioning and Cryostat Microtome Sectioning  
Microautoradiography  
Culturing and Maintenance of a wide variety of fungal species  
Isolation of fungi and bacteria from diseased mushrooms and mushroom compost

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## OTHER WORK EXPERIENCE

Music Teacher. Self-employed. Private piano and trumpet lessons. 1997 to present.  
Musician. Regular trumpet player in Johnstown and Altoona Symphonies. Founding member of the Laurel Brass Quartet. 1997 to present.

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## PUBLICATIONS

V. Pauliina Lankinen, Alice M. Bonnen, Lori H. Anton, David A. Wood, Nisse Kalkkinen, Annele Hatakka, and Christopher F. Thurston. 2001. Characteristics and N-terminal amino acid sequence of manganese peroxidase from solid substrate cultures of *Agaricus bisporus*. Applied Microbiology and Biotechnology. 55:170-176.

David M. Beyer, Paul J. Wuest and Lori Anton. 1998. Nutritional factors relating to the formation of calcium oxalate crystals on *Agaricus bisporus* mycelium and source reduction of spent mushroom substrate. International Symposium on Composting & Use of Composted Material in Horticulture. Acta Horticulturae (ISHS). 469:435-448.

P.J. Wuest and L.H. Anton. 1996. Mushroom crop losses associated with green mold, *Trichoderma harzianum*, when infested prior to casing. American Phytopathology Society meetings. Phytopathology. 86 (11, suppl): S120.

P.J. Wuest, L.H. Anton, and C. Kelly. 1996. Influence of thermal process on the suppressiveness of spent mushroom substrate for *Verticillium* disease of mushrooms. American Phytopathology Society meetings. Phytopathology. 86 (11, suppl): S120.

A.M. Bonnen, L.H. Anton, and A.B. Orth. 1994. Lignin degrading enzymes of the commercial button mushroom, *Agaricus bisporus*. Applied and Environmental Microbiology. 60(3):960-965.

L.H. Anton, F.W. Ewers, R. Hammerschmidt, and K. Klomparens. 1994. Mechanisms of epicuticular wax deposition in leaves of *Brassica oleracea*. New Phytologist. 126:505-510.

S.-T. Chiu, L.H. Anton, F.W. Ewers, R. Hammerschmidt, and K.S. Pregitzer. 1992. Effects of fertilization on epicuticular wax morphology of needle leaves of Douglas Fir, *Pseudotsuga menziesii*. American Journal of Botany. 79(2): 149-154.

## ***OTHER EDUCATION***

Transmission Electron Microscopy (TEM). Materials Characterization Lab Technical Short Course. Pennsylvania State University, University Park, PA, June 11-13, 2013.

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## ***REFERENCES***

Dawn Elchin (*colleague at Pennsylvania Highlands Community College*)

Hollidaysburg Area High School  
1510 North Montgomery Street  
Hollidaysburg, PA 16648  
(814) 695-4416  
dawn\_elchin@tigerwires.com

Dr. Alice M. Bonnen (*lead professor in Plant Pathology Lab, PSU*)

Myers Bigel Sibley & Sajovec, PA  
4140 Parklake Ave  
Raleigh, NC 27612  
(919) 854-1400  
abonnen@bellsouth.net

Vija Wilkinson (*colleague in Plant Pathology Department, PSU*)

Mushroom Spawn Laboratory, Department of Plant Pathology  
Penn State University  
117 Buckhout Lab  
University Park, PA 16802  
(814) 863-2168  
Vija.Wilkinson@psu.edu



**REFERENCE CHECK FORM**

Date: 7/30/2013

Applicant's Name: Lori H. Anton

Person Contacted: Dawn Elchin, biology instructor

College or Company Name: Penn Highlands Community College & Hollidaysburg Area High School

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

- 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 work with Lori at Penn Highland Community College and I have known her for three years. We are both adjunct professors in the biological sciences department working on curriculum development, professional development, and teaching. We also have worked on differentiated instruction.**
- 2) Do you think this person would do well as an adjunct faculty member at SVCC? Why or why not? **Yes. Lori is very good at meeting students' needs on an individual basis. She is extremely caring and devoted to the students, and they pick up on that easily. We have worked on and tweaked the curriculum so we know our students well and I know Lori can easily adapt that to another college once she sees the student population.**
- 3) How well does this person communicate with people above, below and at the same level? **Being her colleague, I can say she is very quick to answer emails. As to students, we tandem and answer student emails as well. I know that Lori's supervisor values her opinion enough to want her input on new curriculum. We are not required at Penn Highlands to have office hours but Lori always makes herself available to students, colleagues, and to her supervisor.**
- 4) What do feel are the strengths of the candidate? **Collaboration, communication, and curriculum development.**  
The weaknesses? **I am not aware of any.**
- 5) Given what I've told you about this position and this environment, would you hire this candidate? **Without reservation.**
- 6) Have you ever observed this person in the classroom? How well do they connect with students? **I have. She connects very well with her students.**
- 7) Is there anything else you would to tell me about? **Lori has other skills besides Biology. She is an amazing pianist and gives piano lessons. She is quite multi-faceted and has lots of really neat hobbies and skills. She farms chickens. Her broad interests make her an interesting person which help her in many different ways in developing curriculum; her broad interests give her a broader sense with students. At Penn Highland we are not required to seek out professional development but Lori takes the initiative and does it on her own in the summer months. She doesn't just sit down, she goes out and works on projects during the summer**

## REFERENCE CHECK FORM

Date: 7/29/2013

Applicant's Name: Lori H. Anton

Person Contacted: Dr. Alice Bonnen

College or Company Name: Myers, Bigel, Sibley &amp; Sajovec, P.A. (Dr. Bonnen was formerly lead professor in the Plant Pathology Lab at Penn State University)

Supervisor ☒ Subordinate ☐ Colleague ☐ Other ☐

- 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 Lori for over 20 years. Lori worked in my research lab and she was excellent. She was responsible not only for research but for instructing the undergrads.**
- 2) Do you think this person would do well as a Biology faculty member at SVCC? Why or why not? **Yes, definitely. She has been in a teaching setting as opposed to a research setting for a long time now. She has had good success teaching. She has a really great work ethic and is willing to try new things with little supervision. When she worked for me anything she set out to do she accomplished.**
- 3) How well does this person communicate with people above, below and at the same level? **Excellent. She is not shy but she does what she needs to do. She doesn't talk excessively but gets done what she needs to. She is quiet yet has no problem expressing herself or letting people know what needs to be done.**
- 4) What do feel are the strengths of the candidate? **She is well-organized, willing to do new things without hesitation, is persistent, and her written and oral communication skills are excellent.**  
  
The weaknesses? **None.**
- 5) Given what I've told you about this position and this environment, would you hire this candidate? **Yes. Lori is a very nice person, and was a really good part of the group that worked with me. She was a good team member.**
- 6) Have you ever observed this person in the classroom? How well does she connect with students? **Lori has been teaching for a long time now. In my lab she helped instruct the undergrads in doing research and she really did a great job with the undergrads though it was not a formal teaching setting.**
- 7) Is there anything else you would to tell me about? **Lori will excel in your academic setting as a member of the faculty. She not only enjoys teaching but will participate in departmental matters and will be very helpful. I have nothing but good things to say about her.**

Peggy Eckleman  
SVCC Representative

7/29/2013  
Date

**REFERENCE CHECK FORM**

Date: 7/29/13

Applicant's Name: Lori Anton  
Person Contacted: Vija Wilkinson, Research Technologist  
College or Company: Pennsylvania State UniversitySupervisor X Subordinate      Colleague X Other      Instructor      Student     

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

Ms. Anton was my replacement during FMLA (maternity leave). She worked in the mushroom laboratory and did an outstanding job. We also worked together as colleagues for several years.

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

Yes, I feel Lori would be outstanding. She is very patient, understanding, organized, and easy to understand.

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

Lori is a very clear communicator. She has a good work ethic and will do what she says she is going to do.

4) What are the strengths of the candidate?

Lori's strength is that she is very intelligent, a good communicator, and very diligent.

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

I would hire Lori for any position, but most definitely for this position due to her experience.

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

No, I have not experienced Ms. Anton in the classroom.

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

She is an outstanding individual and I would hire her in a heartbeat. I would trust her with any job.

  
Sauk Valley Community College7-29-13  
Date