

**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**

| | |
|-----------------|--------------|
| July 31, 2013 | \$247,169.06 |
| August 15, 2013 | \$185,330.66 |
 - 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,



Paula Meyer, Secretary Pro-Tem

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

SAUK VALLEY COMMUNITY COLLEGE
 APPROVED BY

[Signature]
 BOARD CHAIR

[Signature]
 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

MONEY MARKET

| | | |
|-----------------------------|-------|-------------------------------|
| PMA Financial Network, Inc. | 1.000 | 592,414.86 |
| SFB Investment Center | 0.000 | 1,196,092.51 |
| SUBTOTAL | | 1,788,507.37 |
| TOTAL CHECKING ACCOUNTS | | <u><u>\$10,145,516.20</u></u> |

INVESTMENTS

FINANCIAL INSTITUTION

| | | | |
|------------------------------|------------|-------|-----------|
| 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 | | | 2,510,052 |

PMA FINANCIAL NETWORK

| | | | |
|---------------------------------|------------|-------|------------------------------|
| 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><u>\$5,102,949.74</u></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 |
| | | | 1,250,000.00 |

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 |
| | | | <hr/> |
| | | | 1,750,000.00 |

TOTAL INVESTMENTS

\$10,613,002.12

Sauk Valley Community College
Board of Trustees
August 26, 2013

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY



BOARD CHAIR

Summary of Bills Payable

Amount

General Operating Funds

\$ 941,505.74

BOARD SECRETARY

DATE _____

REPORT SVRCHKR
FISCAL YEAR 2013

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

| <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 Surs | 30,043.91 |
| State Universities Retirement | 01 | SURS Payable | | Accrued Surs | 23,029.29 |
| Select Employees Credit Union | 01 | Credit Union Payable | | ACCURED W/H Select Employees Credit Un | 2,055.63 |
| Select Employees Credit Union | 01 | Credit Union Payable | | ACCURED W/H Select Employees Credit Un | 2,161.20 |
| Meier, 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 | | ACCURED W/H-Community Health Charities | 27.09 |
| Community Health Charities of | 01 | United Way Payable | | ACCURED W/H-Community Health Charities | 27.09 |
| United Way of Lee County | 01 | United Way Payable | | Accrued United Way Dixon | 14.59 |
| United Way of Lee County | 01 | United Way Payable | | Accrued United Way Dixon | 14.59 |
| United Way of Whiteside County | 01 | United Way Payable | | Accrued United Way Sterling/Rock Falls | 48.20 |
| United Way of Whiteside County | 01 | United Way Payable | | Accrued United Way Sterling/Rock Falls | 48.20 |
| Reliance Standard Life Insuran | 01 | Optional Life Insurance | | Optional Life Insurance | 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 | | ACCURED ANNUITIES-Fidelity Investments | 430.00 |
| JEM fbo Sauk Valley CC 403b PI | 01 | Fidelity Investments | | ACCURED ANNUITIES-Fidelity Investments | 430.00 |
| JEM fbo Sauk Valley CC 403b PI | 01 | Vanguard | | ACCURED ANNUITIES-Vanguard | 200.00 |
| JEM fbo Sauk Valley CC 403b PI | 01 | Vanguard | | ACCURED ANNUITIES-Vanguard | 200.00 |
| JEM fbo Sauk Valley CC 403b PI | 01 | Valic | | ACCURED ANNUITIES-VALIC | 150.00 |
| JEM fbo Sauk Valley CC 403b PI | 01 | Valic | | ACCURED ANNUITIES-VALIC | 150.00 |
| 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 |
| Barton, Pedro | 01 | Accounts Payable | | Pell | 172.00 |

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FISCAL YEAR 2013

Sauk Valley Community College
Check Register
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| <u>PAYEE/ VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|-----------------------|-------------|---------------------|------------------|------------------|--------------------|
| Campen, Garrett | 01 | | Accounts Payable | Online Refund | 40.00 |
| Christensen, Michelle | 01 | | Accounts Payable | Online Refund | 1,339.00 |
| Druckliep, Nicholas | 01 | | Accounts Payable | Pell | 390.72 |
| Faley, Jordyn | 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, Shasha | 01 | | Accounts Payable | Online Refund | 952.00 |
| Hermosillo, Eneida | 01 | | Accounts Payable | Online Refund | 412.00 |
| Hohlen, Katie | 01 | | Accounts Payable | Online Refund | 309.00 |
| Johannsen, Alisha | 01 | | Accounts Payable | Stafford Loan | 1,275.00 |
| King, Brian | 01 | | Accounts Payable | Pell | 451.30 |
| Lumbard, Jordan | 01 | | Accounts Payable | Online Refund | 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 | Pell | 702.00 |
| Oswalt, Austin | 01 | | Accounts Payable | Online Refund | 141.33 |
| Prater, Dylan | 01 | | Accounts Payable | Online Refund | 103.00 |
| Rubright, Beccah | 01 | | Accounts Payable | Online Refund | 100.00 |
| Schindel, Dalton | 01 | | Accounts Payable | Online Refund | 15.00 |
| Schmitt, Wendy | 01 | | Accounts Payable | Online Refund | |
| Schwertegger, Ashley | 01 | | Accounts Payable | Online Refund | |

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FISCAL YEAR 2013

Sauk Valley Community College
Check Register
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| PAYEE/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
|---------------------------------|------|--------------------|----------------------------|-----------------------------------|-------------|
| 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 | Online Refund | 438.00 |
| Wood, Jeremiah | 01 | | Accounts Payable | Online Refund | 489.00 |
| Woodard, Alayna | 01 | | Accounts Payable | Online Refund | 309.00 |
| Alexander, Karen | 01 | | Accounts Payable | 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 |
| Sidetlo, Kathleen | 01 | | Other Payables | Replacement Check 30843 | 10.00 |
| Consolidated Management Co | 01 | | Cateretaria 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 Tia (Board Member Lunch) | 23.16 |
| Flowers Etc of Dixon Inc | 01 | Board of Trustees | Conference/Meeting Expense | Travel- Bollman | 343.47 |
| SBM Business Equipment Center | 01 | President's Office | Other Conference & Meeting | Flowers/A Viring | 48.45 |
| | | | Office Supplies | Oil for Shredder | 6.69 |

REPORT SVRCHKR
FISCAL YEAR 2013Sauk Valley Community College
Check Register
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| PAYEE/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
|--------------------------------|------|----------------------------------|------------------------------|--------------------------------|-------------|
| 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 Clinic | 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 | V.P. 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 | Att. | Consultants | Att Class | 120.00 |
| Xerox Corporation | 01 | Office & Administrative Services | Instructional Supplies | Xerox Charges OAS Lab Supplies | 52.87 |
| Englewood Electric | 01 | Electronics | Instructional Supplies | Offset Snap | 2,328.00 |
| Grainger | 01 | HVAC | Instructional Supplies | Electric Heater Kit | 87.63 |
| Temperature Equipment Corp (TE | 01 | Manufacturing Technology | Instructional Supplies | Monthly Gas Charges | 94.00 |
| Encompass Gas Group Inc | 01 | Welding | Instructional Supplies | Welding Supplies | 181.52 |
| Encompass Gas Group Inc | 01 | Welding | Instructional Supplies | Travel-Whiteside/Wallace | 1,420.83 |
| Fiorini, Anthony | 01 | Testing Center | Conference/Meeting Expense | Copier-Maint & Sply | 15.82 |
| Xerox Corporation | 01 | Dean of Health Professions | Maintenance Services | Color Copy Paper | 67.43 |
| Quill Corporation | 01 | Dean of Health Professions | Office Supplies | USB Drives | 21.58 |
| Quill Corporation | 01 | Dean of Health Professions | Office Supplies | Office Supplies | 27.98 |
| Elsevier Inc. | 01 | Associate Degree Nursing | Office Supplies | Office Supplies | 154.28 |
| CGH Medical Center | 01 | Nurse Assistant | Computer Software | Software License FY 14 | 1,000.00 |
| Southern Illinois University | 01 | Radiologic Technology | Instructional Supplies | Jurie 2013 Linen Service | 160.00 |
| | | Consultants | Consultants | CNA Exam Fee Summer 2013 | 1,105.00 |

REPORT SVRCHKR
FISCAL YEAR 2013

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

| PAYEE/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
|-------------------------|------|--------------------------|---------------------------------|--------------------------------------|-------------|
| 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 Made & 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 | E-Book | 7,721.54 |
| EBSCO | 01 | Learning Resource Center | Books and Binding Costs | Refund for Placement DVD | 35.00 |
| Vell, Jacob | 01 | Learning Resource Center | Books and Binding Costs | Membership | 31.85 |
| Amigos Library Services | 01 | Learning Resource Center | Publications and Dues | Credit Memo | 938.31 |
| EBSCO | 01 | Learning Resource Center | Publications and Dues | Amazon.com | 7,495.57 |
| Fifth Third Bank | 01 | Learning Resource Center | Publications and Dues | Amazon.com | 907.17 |

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REPORT SVRCHKR
FISCAL YEAR 2013

Sauk Valley Community College
Check Register
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| PAYEE/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
|------------------------------|------|----------------------------------|----------------------------|--|-------------|
| 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 |
| Prifon 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 g | 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 | 420.05 |
| Xerox Corporation | 01 | Financial Aid & Veterans Affairs | Maintenance Services | Copier-Maint & Sply | 67.43 |
| Fordyce, 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 |

REPORT SVRCHKR
FISCAL YEAR 2013

Sauk Valley Community College
Check Register
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| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM/AMOUNT</u> |
|----------------------------|-------------|------------------------|---------------------------------|--|--------------------|
| 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 | Postage | Flowers/J Verbiout | 54.95 |
| Fifth Third Bank | 01 | Other Institutional | Other Conference & Meeting | FY 14 Annual Fee | 150.00 |
| Xerox Corporation | 01 | Contingency | Financial Charges & Adjustments | Copier Lease Payment-Interest | 150.48 |
| Acom Solutions, Inc. | 01 | Business Office | Interest | 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-CCIRMC 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 |
| Dulaburn, 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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| PAYEE/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
|---------------------------------|------|--------------|----------------------|--------------------------------------|-------------|
| AltOffer 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 |
| Fy-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 Services | 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 Company | 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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PAYEE/ VENDOR

FUND

ACCOUNT

| PAYEE/ VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
|--------------------------------|--------|----------------------------------|---------------------------------|--|------------------|
| 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. Mtel 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 |
| McDermaid Roofing and Insulati | 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 |
| Midwest Environmental Consulti | 03 | Operations & Maintenance- Restri | Building Remodeling | App # 3 Roofing | 104,745.60 |
| T D Kurtz Glass | 03 | Operations & Maintenance- Restri | Building Remodeling | Asbestos Air Monitoring | 7,800.00 |
| Willett, Hofmann & Associates, | 03 | Operations & Maintenance- Restri | Building Remodeling | App #2 Window Replacement | 84,552.30 |
| Willett, Hofmann & Associates, | 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 |
| Xerox Corporation | 030200 | Operations & Maintenance- Restri | Building Remodeling | Engineering Services Emergency Notific | 1,427.80 |
| Knueger International, Inc (KI | 030200 | Fund Bond- Furniture & Office | Other Noncurrent Obligations | Engineering Services Window | 1,876.25 |
| Bush Construction | 030200 | Fund Bond- Other | Copier Lease Payment -Principal | Copier Lease Payment -Principal | 363.15 |
| Frary Lumber & Supply | 030200 | Fund Bond- Other | Amless Stools | Amless Stools | 4,178.18 |
| Graybar Electric Company Inc. | 030200 | Fund Bond- Other | Morrison High School | Morrison High School | 8,825.00 |
| The Carpet House Inc | 030200 | Fund Bond- Other | Morrison Dual Credit Room | Morrison Dual Credit Room | 2,295.08 |
| | | | Lighting | Lighting | 3,823.69 |
| | | | Capital Supplies | Capital Supplies | Capital Supplies |
| | | | Capital Supplies | Capital Supplies | Capital Supplies |
| | | | Capital Supplies | Capital Supplies | Capital Supplies |

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| PAYEE/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
|--------------------------------|--------|----------------------------------|------------------------------|--------------------------------------|-------------|
| 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 | ICCB Adult Ed-Federal Basic | 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-Instrc | Office Supplies | Copier Fee | 139.32 |
| Tavitas, Lisa | 062059 | ICCB Adult Ed-Performance-Instrc | 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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| PAYEE/VENDOR | FUND | ORGANIZATION | ACCOUNT | COMMODITY | ITEM AMOUNT |
|--------------------------------|--------|----------------------------------|----------------------------|--|-------------|
| 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 IIC | SURS | MATCHING FUNDS | 54.07 |
| State Universities Retirement | 063020 | Perkins IIC | SURS | Accrued Surs | 59.64 |
| Aidex Corporation | 063020 | Perkins IIC-Impl Tech skill | Instructional Equipment | Print License & Mechanical Drives | 7,616.85 |
| Gillihan, L. | 063020 | Perkins IIC-Professional Develo | Conference/Meeting Expense | Expenses Training Welding Inspector | 2,210.23 |
| State Universities Retirement | 063020 | Perkins IIC-Special Populations | SURS | MATCHING FUNDS | 145.15 |
| Austin, Patricia | 063020 | Perkins IIC-Special Populations | SURS | Accrued Surs | 142.76 |
| Austin, Patricia | 063020 | Perkins IIC-Special Populations | Other Contractual Services | Alternative Text | 378.00 |
| Austin, Patricia | 063020 | Perkins IIC-Special Populations | Other Contractual Services | Alternative Text | 409.50 |
| Accurate Biometrics, Inc | 063075 | IDHS AmeriCorps - Member Activ | Other Contractual Services | Alternative Text | 236.25 |
| Good Deed Organization | 063075 | IDHS AmeriCorps - Member Activ | Office Supplies | Fingerprinting | 60.00 |
| State Universities Retirement | 063075 | IDHS AmeriCorps- Nonmember Activ | SURS | Members Summer Uniforms | 272.54 |
| State Universities Retirement | 063075 | IDHS AmeriCorps- Nonmember Activ | SURS | MATCHING FUNDS | 206.28 |
| 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> |
|-------------------------------|-------------|---------------------|
| Sauk Valley Media | 12 | Risk Management |
| Arthur J Gallagher Risk Mngmt | 12 | Risk Management |
| CenturyLink | 12 | Risk Management |
| Verizon Wireless | 12 | Public Safety |
| Stewart & Associates Inc | 12 | Public Safety |
| Stewart & Associates Inc | 12 | Public Safety |
| Ace Hardware | 12 | Public Safety |

| <u>ACCOUNT</u> | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|----------------------------|--|--------------------|
| Consultants | June Internet Display Ad. | 100.00 |
| General Insurance | General Obligation Bond Ins Renewal 20 | 1,427.00 |
| Telephone | 911 Carma Trunk Lines | 90.88 |
| Maintenance Services | Security Cell Phones | 32.96 |
| Other Contractual Services | Security Contract | 540.00 |
| Other Contractual Services | Security Contract | 1,545.75 |
| Other Supplies | Battery for Call Box | 59.44 |

BANK ACCOUNT 1 TOTAL:
941,505.74
ALL ACCOUNTS TOTAL:
941,505.74

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
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| EDUCATION FUND | 2013-2014 YTD | 2013-2014 Budget | YTD / Budget % | 2012-2013 YTD | YTD % Chng fm Prev Yr | 2012-2013 Total | |
|--------------------------------|------------------|---------------------|-------------------|------------------|--------------------------|--------------------|--|
| | | | | | | | |
| 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 | 364 | 1,020,000 | % | 816 | -56.6% | 2,394,581 | |
| TOTALS | 2,540,303 | 12,597,765 | 20.1% | 1,586,695 | 60.1% | 13,795,819 | |
| 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 | |
| TOTALS | 789,000 | 12,377,729 | 6.3% | 846,792 | -6.8% | 13,298,757 | |
| Transfers | | | | | | | |
| Transfers to Other Funds | | 219,000 | | | | 191,200 | |
| CHANGE IN NET ASSETS | 1,751,302 | 1,036 | | | | 305,861 | |
| FUND BALANCE | 7,867,534 | | | | | 6,116,231 | |

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

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

PAGE 3

| | | 2013-2014 | | 2012-2013 | | YTD % Chg fm Prev Yr | 2012-2013 Total |
|---|----------------|------------------|-------------------|----------------|---------------|----------------------------|--------------------|
| | | Budget | YTD / Budget % | YTD | YTD | | |
| OPERATION & MAINTENANCE-RESTRICTED YTD | | | | | | | |
| 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 | |

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

| | | | | 2012-2013 | |
|-----------------------------------|----------------|------------------|-----------------|-------------------|---------------------------|
| | | | | YTD | YTD Total |
| | | 2013-2014 | YTD / Budget | YTD / Budget % | YTD % Chng fni Prev Yr |
| AUXILIARY ENTERPRISES FUND | | | | | |
| Revenues | | | | | |
| Student Tuition and Fees | 118,735 | 240,000 | 49.4% | 121,472 | -2.2% |
| Sales and Service | 1,395 | 39,700 | 3.5% | 2,261 | -38.3% |
| Facilities Revenue | 2,509 | 110,000 | 2.2% | 2,992 | -16.1% |
| Investment Revenue | 20 | 2,000 | 1.0% | 5 | 300.0% |
| Other Revenues | 162,855 | 2,138,000 | 7.6% | 167,845 | -2.9% |
| TOTALS | 285,515 | 2,529,700 | 11.2% | 294,577 | -3.0% |
| Expenditures | | | | | |
| Salaries | 5,136 | 130,703 | 3.9% | 5,602 | -8.3% |
| Employee Benefits | 909 | 10,016 | 9.0% | 893 | 1.8% |
| Contractual Services | 243,690 | 2,225,540 | 10.9% | 151,318 | 61.0% |
| General Materials and Supplies | 7,840 | 73,685 | 10.6% | 3,182 | 146.3% |
| Conference & Meeting | | | | | |
| Fixed Charges | 48,622 | 64,683 | 0.0% | 26,505 | 48.384 |
| Other Expenditures | | 49,122 | 98.9% | | 26,813 |
| TOTALS | 306,198 | 2,553,749 | 11.9% | 187,502 | 63.3% |
| Transfers | | | | | |
| Transfers to Other Funds | | | | | |
| Transfers From Other Funds | | | | | |
| CHANGE IN NET ASSETS | -20,683 | -24,049 | | 107,075 | |
| FUND BALANCE | 1,536,366 | | | | |
| | | | | | 254,802 |
| | | | | | 1,556,050 |

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

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| <u>RESTRICTED PURPOSES 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 | | | | | | |
| 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 |
| TOTALS | 161,938 | 6,657,803 | 2.4% | 161,098 | .5% | 6,621,395 |
| Expenditures | | | | | | |
| 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 | .7% | 5,882 |
| Other Expenditures | 227,811 | 5,388,531 | 4.2% | | -17.9% | 5,928,810 |
| TOTALS | 291,212 | 7,672,277 | 3.8% | 337,846 | -13.8% | 7,110,462 |
| Transfers | | | | | | |
| Transfers From Other Funds | | | | | | |
| CHANGE IN NET ASSETS | -129,273 | -1,014,474 | | -176,748 | | -489,067 |
| FUND BALANCE | 1,804,138 | | | | | 1,933,411 |

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

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| <u>TRUST AND AGENCY 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 | | | | | | |
| Other Revenues | 880 | ----- | ----- | 923 | -4.6% | 65,159 |
| TOTALS | 880 | ----- | ----- | 923 | -4.6% | 65,159 |
| Expenditures | | | | | | |
| General Materials and Supplies | ----- | ----- | ----- | 1,500 | ----- | 1,247 |
| Other Expenditures | ----- | ----- | ----- | 1,500 | ----- | 60,700 |
| TOTALS | ----- | ----- | ----- | ----- | ----- | 61,947 |
| CHANGE IN NET ASSETS | 880 | ----- | ----- | -577 | ----- | 3,211 |
| FUND BALANCE | 44,270 | ----- | ----- | 43,390 | ----- | 43,390 |

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

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| <u>AUDIT FUND</u> | 2013-2014 <u>YTD</u> | 2013-2014 <u>Budget</u> | YTD / <u>Budget %</u> | 2012-2013 <u>YTD</u> | YTD % Chng fm <u>Prev Yr</u> | 2012-2013 <u>Total</u> |
|----------------------------|-------------------------|----------------------------|--------------------------|-------------------------|---------------------------------|---------------------------|
| | | | | | | 1 |
| Revenues | | | | | | |
| Local Governmental Sources | | | | | | |
| Investment Revenue | 11,788 | 68,500 | 17.2% 2.2% | -59 | 067.0% 2.2% | 65,219 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 | | | | | | |
| FUND BALANCE | 10,920 | -1,914 | 1.2% | -1,064 | -13.5% | -21,759 |
| | -21,162 | | | | | -32,082 |

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

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| LIABILITY, PROTECTION & SETTLEMENT | 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 | | | | | | |
| Investment Revenue | 12,299 | 151,000 | 8.1% | -10,367 | 218.6% | |
| Other Revenues | | 35,000 | 0.0% | | | |
| 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% | |
| Employee Benefits | 68,669 | 341,444 | 20.1% | 72,656 | -5.4% | |
| Contractual Services | 410 | 45,000 | .9% | 103 | 298.0% | |
| General Materials and Supplies | 40 | 12,199 | .3% | 75 | -46.8% | |
| Conference & Meeting | | 4,000 | 0.0% | | | |
| Fixed Charges | 29,063 | 40,000 | 72.6% | 38,807 | -25.1% | |
| Utilities | | 1,100 | 0.0% | 90 | | |
| Capital Outlay | | | | | | |
| TOTALS | 112,276 | 640,768 | 17.5% | -123,875 | -9.3% | 635,146 |
| CHANGE IN NET ASSETS | | | | | | |
| FUND BALANCE | | | | | | |
| | -99,977 | -454,768 | 17.5% | -134,243 | -9.3% | -670,647 |
| | 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 | NIOJN |
| 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 Dossett | 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* |
| Krsitn 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 |
| Denis Mennie | MA | Art | ART 100, 103*, 105*, 107, 230, 231, 236, 237, 238* & 299 |
| 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 an expenditure of less than \$10,000 may be authorized by the ~~Dean~~ *Director* of Business Services without advertising for bids, or requiring formal competitive bidding. The ~~Dean~~ *Director* of Business Services shall determine the type of bidding necessary, the procedure being dependent upon the circumstances pertaining to each particular purchase.

b. Purchases involving an expenditure in excess of \$10,000 shall be let to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability, after due advertisement, except contracts

which by their nature are not adaptable to competitive bidding such as contracts for:

- 1) services for individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
- 2) printing of finance committee reports and departmental reports;
- 3) printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
- 4) materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;
- 5) maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
- 6) use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services;
- 7) duplicating machines and supplies;
- 8) purchase of natural gas when the cost is less than that offered by a public utility;
- 9) purchases of equipment previously owned by some entity other than the district itself;
- 10) repair, maintenance, remodeling, renovation, or construction 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~~ 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.

Part 1: Employee Information

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

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: | <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time @ _____ hrs per week <input type="checkbox"/> Temporary <input type="checkbox"/> Student - Hours Enrolled _____ | | | |

Special Instructions _____

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, bnlanton@atlanticbb.net

EDUCATION

BS (biology) 1988, Pennsylvania State University, University Park, PA.
MS (botany) 1991, Michigan State University, East Lansing, MI.

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

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.

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.

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 you 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 like 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 & 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 you 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 like 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 Estleman
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 University

Supervisor Subordinate Colleague 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.

Karen Snow

7-29-13

Date