

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

**Third Floor Board Room
Dixon, IL**

**December 16, 2013
6:00 p.m.**

- 1.0 Call to Order/Roll Call**
- 2.0 Consent Agenda**
 - 2.1 Approval of Agenda**
 - 2.2 Approval of Minutes, November 25, 2013**
 - 2.3 Treasurer's Report**
 - 2.4 Bills Payable**
 - 2.5 Payrolls**

November 26, 2013	\$272,950.98
December 13, 2013	\$264,330.50
 - 2.6 Budget Report**
 - 2.7 Request to Serve Alcohol**
- 3.0 Reports/Information**
 - 3.1 President's Report**
 - 3.2 Reports/Comments from Board Members**
 - 3.3 Communication from Visitors: Mr. Tim Keller – Prairie Plot**
 - 3.4 Board Policy Review: 411.01 Group Contracts and 412.01 Responsibilities of Instructional Faculty and 413.01 Attendance**
- 4.0 Action Items**
 - 4.1 Board Policy 401.01 Personnel Classifications and Definitions – Second Reading**
 - 4.2 Board Policy 517.01 Campus Security – Second Reading**
 - 4.3 Bid Award – Laser Shaft Alignment Training Equipment Purchase**
- 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 November 25, 2013**
- 7.0 Adjournment**

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
MINUTES**

December 16, 2013

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on December 16, 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	Lisa Wiersema
Robert Thompson	Margaret Tyne
Scott Stoller	Paula Meyer
Ed Andersen	

SVCC Staff: President George J. Mihel
Attorney Tony Miller
Academic Vice President Alan Pfeifer
Director of Business Services Melissa Dye
Administrative Assistant Debra Dillow

Absent: Student Trustee Brooke Garren

Consent Agenda: It was moved by Member Thompson and seconded by Member Andersen to approve the Consent Agenda. In a roll call vote, all voted aye.

President's Report: Dr. Mihel shared with the Board the following upcoming events: ACCT Legislative Summit, February 10-13, 2014; In-service, January 10, 2014 and Wild West Casino Fest, January 18, 2014.

ICCTA Report: Chair Bollman indicated that he will attend the ACCT Legislative Summit in Washington, D.C. in February.

Foundation Report: None

- Board Policy Review: Dr. Mihel reviewed Board Policy 411.01 Group Contracts; 412.01 Responsibilities of Instructional Faculty and 413.01 Attendance and will not recommend any changes.
- Board Policy 401.01 Personnel Classifications and Definitions (Second Reading) It was moved by Member Andersen and seconded by Member Stoller that the Board approve the revised Board Policy 401.01 Personnel Classifications and Definitions for second Reading. In a roll call vote, all voted aye. Motion carried.
- Board Policy 517.01 Campus Security (Second Reading) It was moved by Member Thompson and seconded by Member Tyne that the Board approve the new Board Policy 517.01 Campus Security Officers and revise the title/number of Board Policy 517.02 for second reading. In a roll call vote, all voted aye. Motion carried.
- Bid Award – Laser Shaft Alignment Training Equipment Purchase: It was moved by Member Thompson and seconded by Member Stoller that the Board approve the purchase of the Laser Shaft Alignment Training Equipment from Aidex Corporation in the amount of \$16,239 to be paid from funding bonds. In a roll call vote, all voted aye. Motion carried.
- Closed Session: At 6:18 p.m. it was moved by Member Tyne and seconded by Member Wiersema that the Board go into Closed Session for the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College; closed session minutes consideration, pending litigation probable or imminent. In a roll call vote, all voted aye. Motion carried.
- The Board returned to regular session at 6:23 p.m.
- Closed Session Minutes of November 25, 2013: It was moved by Member Tyne and seconded by Member Wiersema that the Board approve the closed session minutes of November 25, 2013 as presented. In a roll call vote, all voted aye. Motion carried.

Adjournment:

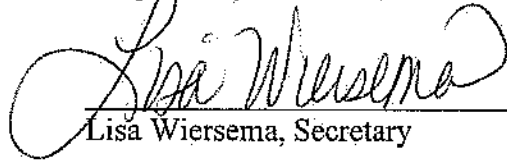
Since the scheduled business was completed, it was moved by Member Meyer and seconded by Member Wiersema that the Board adjourn. In a roll call vote, all voted aye. Motion carried.

The meeting adjourned at 6:26 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on January 27, 2014 in the Board Room.

Respectfully submitted,



Lisa Wiersema, Secretary

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

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

[Signature]
BOARD CHAIR
[Signature]
BOARD SECRETARY
DATE 12/16/13

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

	INTEREST RATE	AMOUNT
General Account - Sterling Federal Bank	0.150	\$2,518,350.34
Trust Account (Parking lot) - Sterling Federal Bank	0.150	\$107,650.00
Illinois Funds - Firststar Bank, Springfield	0.027	7,839,729.66
SUBTOTAL		<u>10,465,730.00</u>
<u>MONEY MARKET</u>		
PMA Financial Network, Inc.	1.000	618,112.84
SFB Investment Center	0.000	951,129.62
SUBTOTAL		<u>1,569,242.46</u>
TOTAL CHECKING ACCOUNTS		<u>\$12,034,972.46</u>

INVESTMENTS

FINANCIAL INSTITUTION

MATURITY

DATE

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

PMA FINANCIAL NETWORK

		<u>YIELD</u>	<u>PRICE</u>
Federal Home Loan Bank	09-12-2014	1.375	640,924.55
Federal Home Loan Bank	12-12-2014	2.750	497,915.55
Federal Home Loan Bank	12-12-2014	1.250	681,675.75
GE Cap Financial Inc	02-24-2015	1.050	248,915.12
Ally Bank	08-10-2015	1.100	249,376.40
Sallie Mae Bank/Murray	08-10-2015	1.100	249,376.40
Union Bank NA	09-28-2015	1.000	201,000.00
Compass Bank	11-13-2018	1.900	245,357.45
Discover Bank	11-16-2020	2.650	243,899.16
Federal Home Ln Mtg Corp	03-19-2027	3.000	454,550.00
Federal Natl Mtg Assoc	11-26-2027	2.500	516,120.00
Federal Home Loan Mortgage Corp	01-18-2028	3.000	349,100.00
Federal Natl Mtg Assn	07-30-2032	3.550	471,540.00
SUBTOTAL			<u>5,049,750.38</u>

SFB INVESTMENT CENTER - CHALLENGE GRANTS

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
Enterprise Bank	08-28-2014	0.300	250,000.00
State Bank of India-NY	07-29-2015	0.750	250,000.00
			<u>1,250,000.00</u>

SFB INVESTMENT CENTER - FUNDING BONDS

Beal Bank USA	01-22-2014	0.250	250,000.00
Bank of Baroda	01-23-2014	0.300	250,000.00
GE Capital Bank-Salt Lake City, UT	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
GE Capital Bank-Draper UT	08-10-2015	0.700	250,000.00
			2,000,000.00

TOTAL INVESTMENTS

\$10,809,802.76

Sauk Valley Community College
Board of Trustees
December 16, 2013

Summary of Bills Payable

Amount

General Operating Funds

\$ 241,999.38

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY



BOARD CHAIR



BOARD SECRETARY

DATE

12/16/13

REPORT SVRCHKR
FISCAL YEAR 2013

Sauk Valley Community College
Check Register
From 11/21/13 To 12/16/13

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
State Universities Retirement	01		SURS Payable	Accrued Surs	31,856.25
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	964.57
Meyer, Lydia	01		Wage Garnishment Payable	GARNISHMENT	580.00
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
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
JEM fbo Sauk Valley CC 403b PI	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	3,755.00
JEM fbo Sauk Valley CC 403b PI	01		Vanguard	ACCURED ANNUITIES-Vanguard	300.00
JEM fbo Sauk Valley CC 403b PI	01		Valic	ACCURED ANNUITIES-VALIC	150.00
Bales, Allyson	01		Accounts Payable	Pell	675.00
Barron, Ashley	01		Accounts Payable	Pell	548.00
Buckingham, Vanessa	01		Accounts Payable	Direct Loan	1,732.00
Cady, Annette	01		Accounts Payable	Pell	550.00
Carlson, Ryan	01		Accounts Payable	Foundation	1,250.00
Decker, Shannon	01		Accounts Payable	Online Refund	138.00
Ditzler, Kyle	01		Accounts Payable	Pell	2,598.00
Friberg, Amber	01		Accounts Payable	Direct Loan	1,361.00
Garriott, Andrea	01		Accounts Payable	Direct Loan	2,227.00
Gruhn, Carlissa	01		Accounts Payable	Direct Loan	1,608.00
Halsey, Beverly	01		Accounts Payable	Online Refund	60.00
Martin, Monica	01		Accounts Payable	Pell	17.29
Prulis, Brenda	01		Accounts Payable	Online Refund	30.00
Rodriguez, Daniel	01		Accounts Payable	Pell	600.00
Rosales, Francisco	01		Accounts Payable	Online Refund	30.00
Vanzuiden, Jacqueline	01		Accounts Payable	Direct Loan	139.90

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Wade, Debra	01		Accounts Payable	Online Refund	30.00
Cameron, Keith	01		Other Payables	Replacement Check	105.00
Fisch, Robin	01		Other Payables	Replacement Check	106.59
Fredericks, Rebecca	01		Other Payables	Replacement Ck	122.47
Kern-Lyons, Valerie	01		Other Payables	Replacement Check	166.33
Ross, John	01		Other Payables	Replacement Check	311.00
Stiefel, Debra	01		Other Payables	Replacement Checks	75.00
Consolidated Management Co	01		Cafeteria payable	Punch A Lunch Sales Nov 2013	1,839.93
Lee/Ogle Transportation Syste	01		Lee Bus payable	Bus Sales Nov 2013	20.00
Ward Murray Pace & Johnson P.C	01	Board of Trustees	Legal Services	Legal Services	2,988.00
Fifth Third Bank	01	Board of Trustees	Publications and Dues	Survey Monkey	24.00
Illinois Community College Tru	01	Board of Trustees	Publications and Dues	FY 14 ICCTA Dues	3,858.00
Sauk Valley Media	01	Board of Trustees	Advertising	Legal Notice	22.75
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	October 13 Board Meeting	64.09
Fifth Third Bank	01	Board of Trustees	Conference/Meeting Expense	Conference Fee A Bollman 11/8/13	150.00
Fifth Third Bank	01	Board of Trustees	Conference/Meeting Expense	ACCT Summit A Bollman	258.10
Fifth Third Bank	01	Board of Trustees	Other Conference & Meeting	Lunch w/Board Chair	20.97
Fifth Third Bank	01	President's Office	Other Conference & Meeting	Lunch w/Staff	25.25
WNS Pub. News-Sentinel/The Rev	01	Marketing Office	Publications and Dues	FY 14 Prophetstown Echo	130.00
ComCast Spotlight Inc	01	Marketing Office	Advertising	Monthly Advertising	2,166.00
Dixon Area Chamber of Commerce	01	Marketing Office	Advertising	Newsletter Insert	95.00
Fifth Third Bank	01	Marketing Office	Advertising	Facebook	58.40
NRG Media LLC	01	Marketing Office	Advertising	Radio ADS	1,885.00
Sauk Valley Area Chamber of Co	01	Marketing Office	Advertising	Newsletter Insert November	25.00
Seven 11 Productions	01	Marketing Office	Advertising	Commercial	75.00
WLLT	01	Marketing Office	Advertising	Monthly Radio Ads	410.00

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WQAD-TV	01	Marketing Office	Advertising	Monthly TV Ads	2,900.00
WZOE Radio	01	Marketing Office	Advertising	Monthly Radio Ads	495.50
Fifth Third Bank	01	50th Anniversary	Other Materials and Supplies	Lapel Pins R US	670.00
Consolidated Management Co	01	50th Anniversary	Other Conference & Meeting	Refreshments-Video Crew	6.20
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply C75M2	2,615.01
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	134.86
Menards	01	Printshop	Other Materials and Supplies	Shelf Kit	357.00
Quill Corporation	01	Career Services	Office Supplies	Post-it Notes & Sanatizing Spray	11.49
Quill Corporation	01	Career Services	Office Supplies	Embossed Paper	19.99
Quill Corporation	01	Career Services	Office Supplies	Office Supplies	152.03
Xerox Corporation	01	VP-Academics	Maintenance Services	Copier-Maint & Sply	67.43
Chronicle of Higher Education	01	VP-Academics	Publications and Dues	FY 14 Renewal A Pfeifer	87.00
Eichman, Richard	01	Professional Development	Conference/Meeting Expense	Travel-Conference Midwest Modern Langu	185.15
Consolidated Management Co	01	Professional Development	Other Conference & Meeting	Fall Workshop Day	1,422.25
Blick Art Materials	01	Art	Instructional Supplies	Shipping Art Supplies	14.00
Fifth Third Bank	01	Art	Instructional Supplies	1000 Bulbs	202.40
American Historical Association	01	History	Publications and Dues	FY 14 Renewal	118.00
Creative Printing	01	Education	Instructional Supplies	Business Cards	40.00
Jones, Janis	01	Education	Instructional Supplies	Travel-ECE Conference	134.00
Mihina, Stephen	01	Mathematics	Conference/Meeting Expense	Travel-Area Site Visits thru 11/16/13	497.20
Consolidated Management Co	01	Dean of Instruction	Other Conference & Meeting	Evening Workshop 11/12/13	73.82
Encompass Gas Group Inc	01	Welding	Instructional Supplies	Argon, Contact Tips & Nozzles	1,330.96
Encompass Gas Group Inc	01	Welding	Instructional Supplies	Contact Tips	87.34
Sterling Steel Warehouse Inc	01	Welding	Instructional Supplies	Sch 40 1-1/2x21	743.90
Fifth Third Bank	01	Testing Center	Office Supplies	Wal-Mart	-6.95
Xerox Corporation	01	Dean of Health Professions	Maintenance Services	Copier-Maint & Sply	67.43

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Quill Corporation	01	Dean of Health Professions	Office Supplies	Color Copy/Lase	13.79
Quill Corporation	01	Dean of Health Professions	Office Supplies	Office Supplies	67.52
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies	97.79
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Supplies	508.40
Peoria Production Shop	01	Nurse Assistant	Instructional Supplies	Gait Belts	749.61
Coursey Enterprises	01	Licensed Practical Nursing	Instructional Supplies	Nurse Kit	761.20
Wood, Therese	01	Licensed Practical Nursing	Instructional Supplies	Bins for Nursing	58.95
KSB Hospital	01	Radiologic Technology	Consultants	CPR Cards	13.75
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	T Gravel-Area Clinical Site Visits	459.35
Salsbury, Connie	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits	380.81
Xerox Corporation	01	Fire Science Program	Maintenance Services	Xerox Monthly Charges	15.00
Doors Inc	01	Fire Science Program	Instructional Supplies	Locksmith	115.11
Jones & Berry Lumber	01	Fire Science Program	Instructional Supplies	Sheetrock & Studs	159.42
Jones & Berry Lumber	01	Fire Science Program	Instructional Supplies	Supplies	68.62
Aqua Solutions	01	Biology	Instructional Supplies	Purification Module	312.50
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Vinegar Eels	283.72
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Supplies	39.25
Aqua Solutions	01	Chemistry	Instructional Supplies	Purification Module	312.50
S J Smith Welding Supply	01	Chemistry	Instructional Supplies	Industrial Gas	9.30
Gaylord Brothers	01	Learning Resource Center	Library Supplies	ID Card/Key Combo	555.44
Gaylord Brothers	01	Learning Resource Center	Library Supplies	CD Spindle Album	87.91
Staples	01	Learning Resource Center	Library Supplies	Office Supplies	-30.00
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library	1,401.69
EBSCO	01	Learning Resource Center	Books and Binding Costs	Books for Library	26.00
Oxford University Press	01	Learning Resource Center	Books and Binding Costs	Books for Library	622.10
Oxford University Press	01	Learning Resource Center	Books and Binding Costs	Books for Library	225.70

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Chronicle of Higher Education	01	Learning Resource Center	Publications and Dues	FY 14 Renewal	87.00
Fifth Third Bank	01	Learning Resource Center	Publications and Dues	Wall Street Journal	112.10
Dhaese, Linda	01	Learning Resource Center	Conference/Meeting Expense	Travel-CARLI	218.09
Fifth Third Bank	01	Academic Computing	Other Contractual Services	ARIN	300.00
CDW-G	01	Academic Computing	Instructional Supplies	Black Box GIGA 1000' Feet	2,442.69
Fifth Third Bank	01	Academic Computing	Instructional Supplies	Surplus You	65.24
Amazon.com	01	Academic Computing	Instructional Technology Materia	Books	148.48
American Digital Corp	01	Administrative Computing	Maintenance Services	Annual Support Renewal	7,344.00
Advantage Financial Services	01	Administrative Computing	Other Contractual Services	Filebound Monthly Service	3,296.32
Ellucian Support Inc	01	Administrative Computing	Other Contractual Services	Oracle Maintenance	23,719.00
CDW-G	01	Administrative Computing	Office Supplies	Dual DRV Bay Adapter	5.38
CDW-G	01	Administrative Computing	Office Supplies	Ink Tri/Color	170.85
Fifth Third Bank	01	Administrative Computing	Office Supplies	Gandi.net	136.00
Oracle America Inc	01	Administrative Computing	Computer Software	Monthly Support	10.08
Shelley, Chris	01	Administrative Computing	Conference/Meeting Expense	Travel-ICCCA Conference	237.74
Moreno, Luis	01	Dean of Student Services	Conference/Meeting Expense	Travel-ICCCA Conference	263.66
Austin, Patricia	01	Special Needs- ADA	Other Contractual Services	Alternative Text Creation	225.75
Austin, Patricia	01	Special Needs- ADA	Other Contractual Services	Alternative Text Creation	435.75
Verizon Wireless	01	Recruiting	Maintenance Services	I-Pad Services	66.22
Creative Printing	01	Recruiting	Office Supplies	Business Cards	45.00
Creative Printing	01	Recruiting	Office Supplies	Business Cards	45.00
Jiminez, Taylor	01	Recruiting	Conference/Meeting Expense	Travel-Recruiting Visits	106.28
Fifth Third Bank	01	Recruiting	Other Conference & Meeting	Wal-Mart	20.39
Fifth Third Bank	01	Recruiting	Other Conference & Meeting	Wal-Mart	50.80
Xerox Corporation	01	Admissions, Records & Placement	Maintenance Services	Copier-Maint & Sply	67.43
Scrip-Safe Security Products I	01	Admissions, Records & Placement	Office Supplies	October Transcript Order	47.30

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Scrip-Safe Security Products I	01	Admissions, Records & Placement	Publications and Dues	Network Membership	500.00
Xerox Corporation	01	Financial Aid & Veterans Affairs	Maintenance Services	Copier-Maint & Sply	67.43
Xerox Corporation	01	Counseling	Maintenance Services	Copier-Maint & Sply	67.43
Matheney, Janet	01	Counseling	Office Supplies	Electric pencil Sharpener	32.01
Matheney, Janet	01	Counseling	Conference/Meeting Expense	Travel-Transfer Cord Meeting	153.68
Consolidated Management Co	01	Counseling	Other Conference & Meeting	University Transfer Day	81.00
Fifth Third Bank	01	Counseling	Other Conference & Meeting	American Counseling Assoc	119.00
United Parcel Service	01	Other Institutional	Postage	Monthly Shipping Charges	114.73
Xerox Corporation	01	Contingency	Interest	Copier Lease Payment-Interest	136.98
Xerox Corporation	01	Business Office	Maintenance Services	Copier-Maint & Sply	67.44
Classic Graphics Industries, I	01	Business Office	Office Supplies	1098 T Forms	570.29
Staples	01	Business Office	Office Supplies	Office Supplies	26.73
JEM Resource Partners	01	Personnel Office	Consultants	Monthly Admin Fees	150.00
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Monthly Winner Party	72.83
Xerox Corporation	01	Information Center	Maintenance Services	Copier-Maint & Sply	67.43
Creative Printing	01	Information Center	Office Supplies	Business Cards	40.00
Consolidated Management Co	01	Phi Theta Kappa	Other Conference & Meeting	PTK Fall Introduction	68.97
B Safe Inc.	010100	CCS Personal Workshops	Consultants	Forklift Training	625.00
Condensed Curriculum Internati	010100	CCS Personal Workshops	Consultants	BCE Pharmacy Tech F 2013	3,996.00
Education To Go	010100	CCS Personal Workshops	Consultants	October 2013 Ed 2 Go Classes	130.00
IKI Inc	010100	CCS Personal Workshops	Consultants	BCE Class Just Once Guitar	210.00
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	Excel-Pivot Tables	225.00
Lawrence, Marcy	010100	CCS Personal Workshops	Consultants	Excel-Graphing	135.00
ACT INC	010100	CCS Personal Workshops	Instructional Supplies	WorkKeys	18.00
Select Employees Credit Union	02		Credit Union Payable	ACCURED W/H Select Employees Credit Un	3,720.22
H-O-H Water Technology Inc	02	Maintenance	Maintenance Services	Monthly Water Treatment	832.15

REPORT SVRCHKR
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Schumacher Elevator Company	02	Maintenance	Maintenance Services	Maintenance	1,648.59
State of Illinois	02	Maintenance	Maintenance Services	Annual Elevator Certificate Fees	500.00
Stenstrom Petroleum Services G	02	Maintenance	Maintenance Services	Annual Line Test	350.00
Columbia Pipe & Supply Co	02	Maintenance	Maintenance Supplies	Steam Boiler	113.22
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Maintenance Supplies	63.00
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Maintenance Supplies	150.32
Fastenal Company	02	Maintenance	Maintenance Supplies	End Caps	39.24
Fifth Third Bank	02	Maintenance	Maintenance Supplies	Farm & Fleet	156.41
Menards	02	Maintenance	Maintenance Supplies	Salt for Softeners	250.55
Fifth Third Bank	02	Custodial	Maintenance Supplies	Webstaurant Store	719.19
Kitzman's Dixon	02	Custodial	Maintenance Supplies	Aspen Ice Melt	381.91
Quill Corporation	02	Custodial	Maintenance Supplies	Dry Erase Markers	107.91
Bonnell Industries Inc	02	Grounds	Maintenance Supplies	Grounds Supplies	173.87
Fifth Third Bank	02	Grounds	Maintenance Supplies	Farm & Fleet	519.52
North's Oil Company, Inc	02	Grounds	Maintenance Supplies	Unleaded Gas	1,317.28
University of Illinois	02	Grounds	Conference/Meeting Expense	Conference Fee	40.00
Constellation New Energy (CNE	02	Utilities	Gas	Gas Services	4,100.31
Nicor Gas	02	Utilities	Gas	Gas Services	831.98
Commonwealth Edison	02	Utilities	Electricity	Electricity	21.97
Verizon Wireless	02	Utilities	Telephone	Dr. Michel Cell Phone	141.82
Moring Disposal Inc	02	Utilities	Refuse Disposal	Monthly Refuse	276.00
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Supplies	62.25
Arthur J Gallagher Risk Mngmt	02	Building and Grounds Administrat	Property & Casualty Insurance	Insurance Consulting Fees	1,500.00
Fifth Third Bank	02	Cafeteria	Other Materials and Supplies	BareRefrigeration.com	60.97
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restr	Building Remodeling	A/E Fees Safety Communications	115.00
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restr	Building Remodeling	Engineering Services Safety	230.00

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restr	Building Remodeling	Engineering Services Electrical	690.00
Xerox Corporation	030200		Other Noncurrent Obligations	Copier Lease Payment -Principal	376.65
Encompass Gas Group Inc	030200	Fund Bond- Instruc & Computer	Capital Supplies	Mach Sys Port Voltage	2,724.64
Gladwin Machinery & Supply Com	030200	Fund Bond- Instruc & Computer	Capital Supplies	Hand Roll Stand & Blow Horn Stake	3,323.38
CDW-G	030200	Fund Bond- Instruc & Computer	Capital Supplies	3 Yr Onsite Warranty	265.05
CDW-G	030200	Fund Bond- Instruc & Computer	Capital Supplies	Mini Dock & LVO Think Pad	1,093.20
CDW-G	030200	Fund Bond- Instruc & Computer	Capital Supplies	Computer Upgrades	6,970.88
Menards	030200	Fund Bond- Facilities	Building Remodeling	Supplies 3M10	204.28
Menards	030200	Fund Bond- Facilities	Building Remodeling	Supplies 3M10	272.09
Krueger International, Inc (KI	030200	Fund Bond- Furniture & Office	Capital Supplies	Datalink Fixed Leg Tables	8,206.40
Menards	030200	Fund Bond- Other	Capital Supplies	Supplies for Info Center	64.82
Staples	030200	Fund Bond- Other	Capital Supplies	Office Supplies	359.98
Berlage, Mike	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Brownlee, Timothy	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Buum, Ben	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Carter, John	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Gerlach, Jeremy	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Mahan, Nicholas	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Strating, James A.	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Strating, James A.	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Yoder, Mark	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	130.00
Temple's Sporting Goods	050600	Men's Basketball	Other Supplies	Athletic Tape	95.91

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Damhoff, Russ	050600	Men's Basketball	Other Conference & Meeting	Area Travel thru 11/23/13 MBB	795.07
Sullivan, Michael	050600	Cross Country	Other Conference & Meeting	Year End Banquet	159.06
Big John Portable Toilet Renta	050600	Men's Baseball	Other Supplies	Portable Rental	5.03
Blackburn, Jan.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Blackburn, Jan.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Fruendt, Doug	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	130.00
Gillam, Eric	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	130.00
Lopez, Joe	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	130.00
Luckey, Rich	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	130.00
Mahan, Nicholas	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Parker, Shane	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	130.00
Rock Solid Concrete LLC	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	140.00
Strating, James A.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Strating, James A.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Wiersema Charter Service	050600	Women's Basketball	Other Contractual Services	WBB Charter Chicago	780.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Temple's Sporting Goods	050600	Women's Basketball	Other Supplies	WBB Polo Shirts	220.54
Best Western Lincoln	050600	Women's Basketball	Other Conference & Meeting	Hotel Rooms	515.40
Johnson, Jeddiah	050600	Women's Basketball	Other Conference & Meeting	Travel-Malcom X	220.61
Kipping, Sara	050600	Women's Tennis	Other Conference & Meeting	Women's Tennis Banquet	117.12
Big John Portable Toilet Renta	050600	Women's Softball	Other Supplies	Portable Rental	5.03
Howell, Jay	050600	Women's Volleyball	Other Conference & Meeting	VB Banquet	122.00
Accardi, Andy	050600	General Athletics	Other Contractual Services	Trainer MBBWBB	110.00
Aramark Uniform Services Inc	050600	General Athletics	Other Contractual Services	Towel Service	564.27
PROformance Physical Therapy &	050600	General Athletics	Other Contractual Services	Trainer MBBWBB	110.00

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Wright, Geoffrey	050600	General Athletics	Other Contractual Services	Trainer MBB/WBB	90.00
CDW-G	050600	General Athletics	Other Materials and Supplies	Ink	140.57
TS Staffing Services Inc	050600	General Athletics	Other Materials and Supplies	Testing Services	273.00
TS Staffing Services Inc	050600	General Athletics	Other Materials and Supplies	Testing Services	156.00
TS Staffing Services Inc	050600	General Athletics	Other Materials and Supplies	School Testing Services	156.00
Fifth Third Bank	050600	Student Activities	Consultants	Angelo's/Comfort Inn	122.63
Fifth Third Bank	050600	Student Activities	Other Materials and Supplies	Wal-Mart	289.40
Moreno, Luis	050600	Student Activities	Conferences/Meeting Expense	Travel-NACA Conference	392.93
Boles, Timothy	050600	Drama	Consultants	Set Design for Fall 2013 Show	950.00
Haley, Kaitlin	050600	Drama	Consultants	Costume Design 2013 F Show	450.00
Barbizon Light of N.E. Inc	050600	Drama	Other Materials and Supplies	Lighting Instruments	79.66
Boss Carpet One LLC	050600	Drama	Other Materials and Supplies	Carpet Remnant	130.00
Fifth Third Bank	050600	Drama	Other Materials and Supplies	TheatreHouse.com	20.90
Haley, Kaitlin	050600	Drama	Other Materials and Supplies	Materials for F 2013 Production	46.73
Menards	050600	Drama	Other Materials and Supplies	Supplies F Production	161.58
BMI	050600	Music	Other Contractual Services	FY 14 Renewal	488.94
Fifth Third Bank	050800	Transportation	Vehicle Supplies	I-Pass	80.00
Fifth Third Bank	050800	Transportation	Vehicle Supplies	Gas for College Vans	1,118.69
Butler Benefit Service Inc	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	17,955.06
Butler Benefit Service Inc	051000	Medical Insurance	Dependent Stop Loss	Dependent Stop Loss	7,726.98
Butler Benefit Service Inc	051000	Medical Insurance	Precertification	Precertification	658.80
Butler Benefit Service Inc	051000	Medical Insurance	Administrative Costs	Administrative	8,055.56
Butler Benefit Service Inc	051000	Medical Insurance	Group Stop Loss	Aggregate Stop Loss	1,905.64
Whiteside County ROE	062056	ICCB Adult Ed-Federal Basic	Instructional Service Contracts	WFLP Agreement F 13	5,500.00
Amazon.com	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	Books	59.29
Creative Printing	062056	ICCB Adult Ed-Federal Basic	Instructional Supplies	Business Cards	35.00

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Verizon Wireless	062058	ICCB Adult Ed-State Basic-Instru	Instructional Service Contracts	I-Pad Services	76.02
Staples	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Office Supplies	87.78
Mathews, Cathryn	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Travel-Adult Ed Fall Conference	200.99
Penning, Janice	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Travel-Conference	95.00
Tavitas, Lisa	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Travel-Adult Ed Conference	334.27
SBM Business Equipment Center	062059	ICCB Adult Ed-Performance-Instrc	Maintenance Services	Copier Fee	130.47
State Universities Retirement	063011	Student Support Services Grant	SURS	MATCHING FUNDS	598.31
West, Joshua	063011	Student Support Services Grant	Conference/Meeting Expense	U of I Campus Visit	82.02
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	MATCHING FUNDS	75.99
State Universities Retirement	063020	Perkins Ilc	SURS	MATCHING FUNDS	52.39
Scenic Stage Line, Inc.	063020	Perkins Ilc -Imp Tech skill	Other Contractual Services	Charter Bus	879.10
Fifth Third Bank	063020	Perkins Ilc -Collaboration	Other Conference & Meeting	Wal-Mart	145.44
Staples	063020	Perkins Ilc -Collaboration	Other Conference & Meeting	Office Supplies	130.75
American Welding Society Inc.	063020	Perkins Ilc -Professional Develo	Conference/Meeting Expense	Exam Fee	1,205.00
Hobart Institute of Welding Te	063020	Perkins Ilc -Professional Develo	Conference/Meeting Expense	Technical Training	1,500.00
Johnson, Jeffrey	063020	Perkins Ilc -Professional Develo	Conference/Meeting Expense	Travel- MREA PV Instructor	452.51
KSB Hospital	063020	Perkins Ilc -Professional Develo	Conference/Meeting Expense	BLS Course 1/29/14	150.00
Mandrell, Jonathan	063020	Perkins Ilc -General Administrat	Conference/Meeting Expense	Travel-Dual Credit Meeting	130.74
State Universities Retirement	063020	Perkins Ilc -Special Populations	SURS	MATCHING FUNDS	177.85
Quill Corporation	063020	Perkins Ilc -Special Populations	Instructional Supplies	Rubber Finger Pads	4.12
AHEAD (Assoc on Higher Educati	063020	Perkins Ilc -Special Populations	Publications and Dues	AHEAD Webinar 8/29/13	39.00
Accurate Biometrics, Inc	063075	IDHS AmeriCorps - Member Activit	Other Contractual Services	Fingerprinting	260.00
Illinois Public Health Associa	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Unused Meals 2013 Recognition Day	84.00
Peck, Lisa	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Fall Retreat Supplies	52.01
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	MATCHING FUNDS	209.73
Yankee Candle Fundraising	101080	Rad Tech Senior	Other	Candles for Fundraiser	2,473.03

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Fifth Third Bank	101120	ALAS Club	Other	MaMa Ciminio's	35.75
Fifth Third Bank	101272	Criminal Justice Club	Other	Buffalo Wild Wings	112.96
Northwestern Center for Indepe	109100	Empowering Disabilities Expo	Other Revenues	Disability Expo Fund Transfer	966.55
American DataBank LLC	12	Risk Management	Consultants	Background Check	99.00
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	38.08
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Security Contract	540.00
AED Essentials Inc.	12	Public Safety	Other Supplies	HeartStart Smart	276.00
Doors Inc	12	Public Safety	Other Supplies	Locksmith Hardware	400.44
Gall's Inc.	12	Public Safety	Other Supplies	Men's Reebok Waterproof Side Zip	357.00
American Red Cross	12	Public Safety	Other Conference & Meeting	AED/CPR Cards	317.00
				BANK ACCOUNT 1 TOTAL:	241,999.38
				ALL ACCOUNTS TOTAL:	241,999.38

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<u>EDUCATION 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>
<u>Revenues:</u>						
Local Governmental Sources	1,933,556	3,910,000	49.4%	1,938,633	-2%	3,871,689
State Governmental Sources	537,491	2,577,465	20.8%	63,997	739.8%	2,711,379
Federal Governmental Sources	375	8,000	4.6%	964	-61.1%	8,211
Student Tuition and Fees	4,033,873	4,907,300	82.2%	4,059,747	-6%	4,658,900
Sales and Service	64,482	155,000	41.6%	65,086	-9%	142,962
Investment Revenue	2,811	20,000	14.0%	4,591	-38.7%	8,095
Other Revenues	3,557	1,020,000	3%	5,563	-36.0%	2,394,581
TOTALS	6,576,148	12,597,765	52.2%	6,138,584	7.1%	13,795,819
<u>Expenditures</u>						
Salaries	2,708,097	7,257,878	37.3%	2,625,480	3.1%	6,801,391
Employee Benefits	671,777	2,617,434	25.6%	709,801	-5.3%	4,053,670
Contractual Services	333,986	487,040	68.5%	199,986	67.0%	543,903
General Materials and Supplies	274,380	853,387	32.1%	392,253	-30.0%	774,086
Conference & Meeting	33,724	161,990	20.8%	50,114	-32.7%	125,459
Fixed Charges	431			546	-21.0%	2,017
Other Expenditures	557,412	1,000,000	55.7%	583,936	-4.5%	1,398,229
TOTALS	4,579,810	12,377,729	37.0%	4,562,121	3%	13,698,757
<u>Transfers</u>						
Transfers to Other Funds		219,000				191,200
Transfers From Other Funds	-1,248,202					-1,101,313
CHANGE IN NET ASSETS	3,244,540	1,036	569.9	1,576,463		1,007,174
FUND BALANCE	62,085					6,817,545

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<u>OPERATION AND MAINTENANCE FUND</u>	<u>2013-2014</u> <u>YTD</u>	<u>2013-2014</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2012-2013</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2012-2013</u> <u>Total</u>
Revenues						
Local Governmental Sources	237,070	476,900	49.7%	234,208	1.2%	474,142
State Governmental Sources	59,038	304,338	19.4%	7,905	646.8%	320,098
Student Tuition and Fees	448,949	523,100	85.8%	453,177	-9%	514,758
Facilities Revenue	1,775			935	89.8%	6,400
Investment Revenue	58	500	11.7%	23	153.8%	2,111
Other Revenues	9,096	110,000	8.2%	8,095	12.3%	216,115
TOTALS	755,988	1,414,838	53.4%	704,344	7.3%	1,533,626
Expenditures						
Salaries	243,271	588,853	41.3%	231,153	5.2%	570,636
Employee Benefits	90,577	331,987	27.2%	97,364	-6.9%	442,779
Contractual Services	22,537	77,650	29.0%	37,740	-40.2%	92,763
General Materials and Supplies	50,724	101,700	49.8%	33,139	53.0%	91,564
Conference & Meeting	757	3,500	21.6%	1,269	-40.3%	2,909
Fixed Charges	54,102	55,000	98.3%	52,809	2.4%	52,636
Utilities	136,015	484,500	28.0%	161,092	-15.5%	480,852
Capital Outlay				3,503		
TOTALS	597,985	1,643,190	36.3%	618,072	-3.2%	1,734,142
Transfers						
Transfers From Other Funds		-229,000				-191,200
CHANGE IN NET ASSETS	158,002	648		86,272		-9,316
FUND BALANCE	158,116					113

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<u>OPERATION & MAINTENANCE- RESTRICTED</u>						
	<u>2013-2014</u>	<u>YTD /</u>	<u>2012-2013</u>	<u>YTD % Chng</u>	<u>2012-2013</u>	
	<u>Budget</u>	<u>Budget %</u>	<u>YTD</u>	<u>fm Prev Yr</u>	<u>Total</u>	
<u>Revenues</u>						
Local Governmental Sources	356,322	46.2%	390,321	-8.7%	790,209	
Investment Revenue	1,136	22.7%	1,813	-37.3%	6,927	
Other Revenues	12,900	43.0%	15,000	-14.0%	34,338	
TOTALS	370,359	46.0%	407,135	-9.0%	831,475	
<u>Expenditures</u>						
Salaries			423		423	
Contractual Services	3,929			0.0%	60,951	
General Materials and Supplies	47,660	22.6%	113,861	-58.1%	322,888	
Conference & Meeting	35			0.0%		
Capital Outlay	664,297	46.4%	1,562,787	-57.4%	3,165,397	
TOTALS	715,922	43.6%	1,677,072	-57.3%	3,549,660	
CHANGE IN NET ASSETS	-345,562	43.6%	-1,269,936	-57.3%	-2,718,185	
FUND BALANCE	3,220,805				3,566,368	

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<u>BOND AND INTEREST FUND</u>	2013-2014 <u>YTD</u>	2013-2014 <u>Budget</u>	YTD / <u>Budget %</u>	2012-2013 <u>YTD</u>	YTD % Chng <u>fm Prev Yr</u>	2012-2013 <u>Total</u>
Revenues						
Local Governmental Sources	923,251	1,646,100	56.0%	884,456	4.3%	1,786,972
Investment Revenue	630	1,000	63.0%	394	59.7%	620
TOTALS	923,882	1,647,100	56.0%	884,850	4.4%	1,787,592
Expenditures						
Contractual Services	14,482	15,000	96.5%	14,482	0.0%	14,482
Fixed Charges	17,080	1,796,441	9%	25,355	-32.6%	1,730,431
TOTALS	31,563	1,811,441	1.7%	39,838	-20.7%	1,744,914
CHANGE IN NET ASSETS	892,319	-164,341	1.7%	845,012	-20.7%	42,678
FUND BALANCE	1,950,876					1,058,557

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<u>AUXILIARY ENTERPRISES FUND</u>	<u>2013-2014</u> <u>YTD</u>	<u>2013-2014</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2012-2013</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2012-2013</u> <u>Total</u>
<u>Revenues</u>						
Student Tuition and Fees	210,744	240,000	87.8%	217,376	-3.0%	247,322
Sales and Service	15,072	39,700	37.9%	15,820	-4.7%	38,096
Facilities Revenue	49,981	110,000	45.4%	52,896	-5.5%	97,474
Investment Revenue	900	2,000	45.0%	760	18.4%	1,197
Other Revenues	876,877	2,138,000	41.0%	921,634	-4.8%	2,262,215
TOTALS	1,153,576	2,529,700	45.6%	1,208,488	-4.5%	2,646,306
<u>Expenditures</u>						
Salaries	54,365	130,703	41.5%	51,489	5.5%	120,021
Employee Benefits	4,891	10,016	48.8%	5,328	-8.1%	54,584
Contractual Services	944,082	2,225,540	42.4%	817,514	15.4%	2,076,615
General Materials and Supplies	26,268	73,685	35.6%	35,312	-25.6%	64,772
Conference & Meeting	19,974	64,683	30.8%	19,875	.4%	48,384
Fixed Charges	48,622	49,122	98.9%	26,505	83.4%	26,813
Other Expenditures	208			312	-33.3%	312
TOTALS	1,098,412	2,553,749	43.0%	956,337	14.8%	2,391,503
<u>Transfers</u>						
Transfers to Other Funds						
Transfers From Other Funds						
CHANGE IN NET ASSETS	55,164	-24,049		252,151		254,802
FUND BALANCE	1,611,214					1,556,050

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<u>RESTRICTED PURPOSES FUND</u>	<u>2013-2014</u> <u>YTD</u>	<u>2013-2014</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2012-2013</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2012-2013</u> <u>Total</u>
<u>Revenues</u>						
State Governmental Sources	140,456	710,393	19.7%	54,898	155.8%	794,712
Federal Governmental Sources	2,767,173	5,735,139	48.2%	2,785,075	-6%	5,658,599
Investment Revenue		20,000	0.0%	-2,524		4,425
Other Revenues	62,300	130,775	47.6%	77,133	-19.2%	163,657
TOTALS	2,969,930	6,596,307	45.0%	2,914,582	1.9%	6,621,395
<u>Expenditures</u>						
Salaries	309,400	897,187	34.4%	350,987	-11.8%	882,856
Employee Benefits	39,996	109,595	36.4%	45,619	-12.3%	104,776
Contractual Services	16,692	41,965	39.7%	25,608	-34.8%	52,547
General Materials and Supplies	23,031	100,579	22.9%	31,282	-26.3%	90,251
Conference & Meeting	15,750	60,960	25.8%	12,770	23.3%	45,337
Capital Outlay	33,235	1,014,345	3.2%		3.2%	5,882
Other Expenditures	2,770,390	5,386,196	51.4%	2,884,463	-3.9%	5,528,810
TOTALS	3,208,497	7,610,827	42.1%	3,350,731	-4.2%	6,710,462
<u>Transfers</u>						
Transfers to Other Funds	1,248,202					1,101,313
Transfers From Other Funds						
CHANGE IN NET ASSETS	-1,486,769	-1,014,520		-436,148		-1,190,380
FUND BALANCE	-254,670					1,232,098

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<u>WORKING CASH FUND</u>	<u>2013-2014</u> <u>YTD</u>	<u>2013-2014</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2012-2013</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2012-2013</u> <u>Total</u>
Revenues						
Investment Revenue	766	10,000	7.6%	613	24.9%	2,569
TOTALS	766	10,000	7.6%	613	24.9%	2,569
Expenditures						
Investment Revenue						
TOTALS						
Transfers						
Transfers to Other Funds		10,000				
CHANGE IN NET ASSETS	766			613		2,569
FUND BALANCE	2,497,780					2,497,014

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<u>TRUST AND AGENCY FUND</u>	<u>2013-2014</u> <u>YTD</u>	<u>2013-2014</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2012-2013</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2012-2013</u> <u>Total</u>
Revenues						
Other Revenues	26,504			17,693	49.7%	65,159
TOTALS	26,504			17,693	49.7%	65,159
Expenditures						
General Materials and Supplies	26			-456	105.8%	1,247
Conference & Meeting	69				0.0%	
Other Expenditures	11,718			8,662	35.2%	60,700
TOTALS	11,814			8,206	43.9%	61,947
CHANGE IN NET ASSETS	14,690			9,487	43.9%	3,211
FUND BALANCE	58,080					43,390

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<u>AUDIT FUND</u>	<u>2013-2014</u> <u>YTD</u>	<u>2013-2014</u> <u>Budget</u>	<u>YTD /</u> <u>Budget %</u>	<u>2012-2013</u> <u>YTD</u>	<u>YTD % Chng</u> <u>fm Prev Yr</u>	<u>2012-2013</u> <u>Total</u>
<u>Revenues</u>						
Local Governmental Sources	37,693	68,500	55.0%	32,674	15.3%	65,219
Investment Revenue	4	25	18.1%		18.1%	1
TOTALS	<u>37,697</u>	<u>68,525</u>	<u>55.0%</u>	<u>32,674</u>	<u>15.3%</u>	<u>65,221</u>
<u>Expenditures</u>						
Salaries	3,397	8,194	41.4%	2,768	22.7%	7,392
Employee Benefits	930	2,245	41.4%	914	1.7%	2,283
Contractual Services	48,784	60,000	81.3%	60,305	-19.1%	77,305
TOTALS	<u>53,111</u>	<u>70,439</u>	<u>75.4%</u>	<u>63,987</u>	<u>-17.0%</u>	<u>86,980</u>
CHANGE IN NET ASSETS	-15,413	-1,914	75.4%	-31,312	-17.0%	-21,759
FUND BALANCE	-47,496					-32,082

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SAUK VALLEY COMMUNITY COLLEGE
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LIABILITY, PROTECTION & SETTLEMENT

	2013-2014 YTD	2013-2014 Budget	YTD / Budget %	2012-2013 YTD	YTD % Chng fm Prev Yr	2012-2013 Total
Revenues						
Investment Revenue	-96	151,000	%	-19,972	-99.5%	-97,207
Other Revenues		35,000	0.0%			61,705
TOTALS	-96	186,000	%	-19,972	-99.5%	-35,501
Expenditures						
Salaries	77,216	197,025	39.1%	70,162	10.0%	176,356
Employee Benefits	140,332	341,444	41.1%	142,835	-1.7%	361,067
Contractual Services	7,694	45,000	17.1%	11,114	-30.7%	33,176
General Materials and Supplies	1,671	12,199	13.7%	4,235	-60.5%	11,801
Conference & Meeting	461	4,000	11.5%	23	840.8%	374
Fixed Charges	32,850	40,000	82.1%	41,207	-20.2%	46,138
Utilities	363	1,100	33.0%	452	-19.7%	1,086
Capital Outlay				5,145		5,145
TOTALS	260,589	640,768	40.6%	275,176	-5.3%	635,146
CHANGE IN NET ASSETS	-260,686	-454,768	40.6%	-295,148	-5.3%	-670,647
FUND BALANCE	4,709,423					4,970,110

**Sauk Valley Community College
December 16, 2013**

Agenda Item 2.7

Topic: Request to Serve Alcohol

Presented By: Dr. George Mihel and Sharri Miller

Presentation:

On Saturday, January 18, 2014, the Sauk Valley College Foundation is requesting permission to serve alcohol at a fundraising event, Wild West Casino Fest, to be held at Sauk Valley Community College.

Recommendation:

The administration requests the board approve the request to serve alcohol at the Sauk Valley College Foundation fundraiser, Wild West Casino Fest, on Saturday, January 18, 2014 from 5:00 p.m. to 11:00 p.m. at Sauk Valley Community College.

Board Policy Review

Board Policies:

Board Policy 411.01 Group
Contracts

Board Policy 412.01
Responsibilities of Instructional
Faculty

Board Policy 413.01
Attendance

411.01 Group Contracts

The Board of Trustees has legal authority to recognize groups of employees for the purpose of negotiating working agreements, although nothing contained in such agreements shall act to prevent the Board from executing the legal responsibilities imposed upon it by law.

2/12/79

412.01 Responsibilities of the Instructional Faculty

The responsibilities of the instructional faculty shall be defined in the Faculty Job Description and approved by the Board of Trustees.

3/23/81
2/25/08

413.01 Attendance

It is the policy of Sauk Valley Community College to require each instructional staff member to keep an accurate grade and attendance record for each student enrolled in his or her classes and to provide this information upon request to appropriate College officials. These information requests will occur at regular intervals during the semester and at the close of the semester.

2/12/79

3/23/87

Sauk Valley Community College
December 16, 2013

Action Item 4.1

Topic: Board Policy 401.01 Personnel Classifications and
Definitions -- 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 401.01 Personnel Classifications and Definitions for second reading.

The recommended revision is on the following page.

Recommendation:

The administration recommends the Board approve the revised Board Policy 401.01 Personnel Classifications and Definitions for second reading.

401.01 Personnel Classifications and Definitions

A. Definitions

1. Contractual employees ~~Contractual employees~~ are hired by the ~~Board of Trustees~~ *President* 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, *or tenure* but shall be entitled to salaries and benefits as specified by the ~~Board of Trustees~~ *President* 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~~ *President* 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 are scheduled and regularly~~ work a full 40 hour week as in the case of *administrators*, support, and professional/technical staff or full load as defined by a ~~given administrative or instructional position~~ *the faculty contract*. *Employees who are scheduled and regularly work 30 hours or more per week are eligible for pro-rated benefits.*

3. Part-time employees *are scheduled and consistently work less than 30 hours per week*. ~~Persons working less than a full workload as outlined in a written work agreement are considered part-time.~~ Faculty who teach *eleven (11)* ~~fewer than six (6)~~ credit hours *per week or less per academic semester* shall be considered part-time. ~~for the purposes of 401.01 (B) (3).~~

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

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

6. Term employees —A term employee *is are employees* appointed for a specific period of time, normally for one year. Such Appointments automatically expire at the end of the agreed term.

7. *Tenured Employees* —A tenured employee *is one who are employees who have* 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.

B. 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.

3. 4. Professional employee —An employee *is 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.

B. Classifications

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

1. ~~Administrative Personnel~~ *Administrators* are *twelve* (12) month full-time professional staff members whose primary duties are managerial, *confidential*, and/or supervisory in nature. ~~Administrators are managerial and confidential employees pursuant to Section 401.01 (B) (1) (2).~~ Duties *for administrators* are *also* 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 *Instructional faculty* 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

**Sauk Valley Community College
December 16, 2013**

Action Item 4.2

Topic: **Board Policy 517.01 Campus Security**

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 has been working on the Board Policy 517.01 Campus Security.

We have had discussions with the Board about additional defensive tactics for our security officers. Based on those discussions and advisement from legal counsel, the administration is requesting that an additional Board Policy be adopted as 517.01 Campus Security Officers and the current Board Policy 517.01 be renumbered to 517.02 Campus Security. Appropriate procedures have been developed to support this additional potential Board Policy.

The recommended revisions are on the following pages.

Recommendation:

The administration recommends the Board approve the new Board Policy 517.01 Campus Security Officers and the revise the title/number of Board Policy 517.02 Campus Security for second reading.

517.01 Campus Security Officers

1. The College shall maintain a campus security office in order to promote a safe and secure learning and working environment for our students, faculty, and guests and to monitor and protect the property of the College. Campus Security officers are utilized to provide visible presence, to create an environment of safety and to respond to security incidents should they arise. The role of the Security Officer is to diffuse the situation and control any confrontation in the least aggressive manner possible. Security Officers are to contact law enforcement if there is any threat that may be harmful to persons or property located on campus.

2. For their protection and self-defense and the defense of others, Campus Security Officers are authorized to carry batons, handcuffs, and pepper spray. These security devices may only be utilized by Security Officers who are properly trained and certified to carry and use such security devices. A procedures manual outlining the circumstances under which progressive use of force may be used, which shall emphasize such use shall be for defensive purposes only, shall be developed by security personnel and approved by the College President after presented for review by the Board of Trustees.

517.02 Campus Security

1. Part 668 of Title 34 of the Code of Federal Regulations, "Student Assistance General Provision" obligates the College to provide certain information relating to campus security. The Dean of Institutional Research or his/her designee is assigned the principal responsibility to assure the College remains in compliance with federal law.

2. The College shall collect the information described below with respect to campus crime statistics for each calendar year, on the following crimes or offenses:

- a. Criminal Homicide; murder, non-negligent or negligent manslaughter
- b. Sex Offenses; forcible or non-forcible
- c. Robbery
- d. Aggravated Assault
- e. Burglary
- f. Motor Vehicle Theft
- g. Arson
- h. Liquor Law Violations
- i. Drug Law Violations
- j. Illegal Weapons Possession

The statistics will be reported for the three most recent calendar years, for the years in which the crimes were reported to a campus security authority. The College will report any crimes included in items A through G and any other reported crime involving bodily injury that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

3. By October 1 of each year, the administration shall prepare, "an annual security report" and distribute either the report or a notice of its availability to all current students, employees, Board Members, and to any applicant for enrollment or employment who requests the report. The annual security report shall contain the following information with respect to the College:

- a. A statement of current College policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus and the policies concerning the College's response to such reports.

- b. A statement of current policies concerning security of and access to campus facilities, and security considerations used in the maintenance of campus facilities.
- c. A statement of current policies concerning campus law enforcement, including:
 - (1) The enforcement authority of any security personnel at the College, with the working relationship between the College and state and local police agencies; (2) Any College policies which encourage accurate and prompt reporting of all crimes to appropriate police agencies and to any campus security personnel; and (3) any procedures that encourage professional counseling, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.
- d. A description of the type and frequency of programs designed to inform students and employees about campus security practices and procedures and to encourage students and employees to be responsible for their own security and the security of others.
- e. A description of any program designed to inform students and employees about the prevention of crimes.
- f. The statistics regarding crimes or offenses described in Clause 2 above.
- g. The statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off campus locations of student organizations which are recognized by the institution, and that are engaged in by students attending the College.
- h. A statement of College policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws.

- i. A statement of the College policy regarding the possession, use and sale of illegal drugs and enforcement of Federal and State drug laws.
- j. A description of any drug or alcohol abuse education programs that exist as otherwise required by federal law.
- k. A copy of the College's policy regarding sexual assault programs aimed at the prevention of sexual offenses, and the procedures to be followed once a sex offense has occurred.

4. The administration shall make timely reports to students and employees regarding crimes described in Clause 2 above that are considered to be a threat to other students and employees. The reports will be given in a manner that will aid in the prevention of similar occurrences.

5. The statistics required in Clause 2 above shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Department of Justice, and the Federal Bureau of Investigation and the modifications in such definitions as is done pursuant to the Federal Hate Crimes Statistics Act.

6. The College will maintain a written, easily understood daily crime log that records the date a crime was reported; the nature, date, time and general location of each crime; and the disposition of the complaint, if known. Disclosure of certain portions of this information may be restricted under the Freedom of Information Act.

7/27/92
11/22/93
11/28/94
10/23/00
6/28/04
8/24/09

**Sauk Valley Community College
December 16, 2013**

Action Item 4.3

Topic: **Bid Award - Laser Shaft Alignment Training Equipment Purchase**

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

Presentation:

Feedback from our Workforce Coalition specified the need for a mechanics course in our new multicraft program. Part of that course deals with the alignment of motor shafts to transmissions and other devices. Today's method of alignment is laser alignment. This request is to approve laser alignment training equipment and software that will work seamlessly with our other training equipment previously purchased in support of classes in the multicraft, electronics, solar, HVAC and sustainable technology programs.

The College sent bid documents to two companies and advertised in the *Dixon Telegraph* and the *Sterling Daily Gazette*. One bid was received.

Vendor	Bid Amount
Aidex Corporation Rossville, IN	\$16,239.00

The bid specifications were reviewed by Associate Professor Steve McPherson of the Electronics/Technology program and Vice President Pfeifer. The equipment meets the required specifications and provides training equipment simulation, including fault insertion and troubleshooting training. Funding bonds will be used for this purchase.

Recommendation:

The administration recommends the Board of Trustees approve the purchase of the Laser Shaft Alignment Training Equipment from Aidex Corporation in the amount of \$16,239. to be paid from funding bonds.