



815 / 288-5511

**Sauk Valley
Community
College**

173 IL ROUTE 2
DIXON, IL 61021-9112

Office of the Secretary to the
SVCC Board of Trustees

July 3, 2002

PUBLIC NOTICE OF MEETING

This is to provide public notice of the following meeting associated with the Sauk Valley Community College Board of Trustees:

WHO: Board of Trustees, District # 506

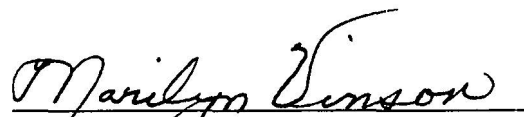
WHEN: Tuesday, July 9, 2002

TIME: 12:00 Noon

WHERE: Third Floor Board Room
Sauk Valley Community College

TYPE: Open & Closed

AGENDA: Discussion items only; no actions taken


Marilyn Vinson, Secretary to the
Board of Trustees, District #506

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
RETREAT

Tuesday, July 9, 2002
Board Room
12 Noon

AGENDA

OPEN SESSION

<u>ITEM</u>	<u>PRESENTER</u>
1. Economic Development Discussion (attachment)	David Barajas, Jr.
2. Board/Administrative Responsibilities (attachment)	Discussion
3. Winter and Summer Retreat Agendas	Discussion
4. Marketing to Returning Adult Students (attachment)	Information
5. Financial Projections Update	Ruth Bittner
6. Information Technology Plans	Alan Pfeifer
7. New Program/Course Plans	Deborah Hecht, Linley White, Patrick Kennedy
8. Marketing to Nursing Students	Rosemary Johnson

CLOSED SESSION

Appointment, Employment, Compensation,
Discipline, Performance or Dismissal of
Specific Employees.

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES RETREAT

July 9, 2002

The Board of Trustees of Sauk Valley Community College met in special session (Retreat) in the third floor Board Room of Sauk Valley Community College on July 9, 2002.

Call to Order: Chair Wolf called the meeting to order at 12:34 p.m. and the following members answered roll call:

Edward Andersen	Henry S. Dixon, Jr.
Nancy Varga (Late)	Pennie von Bergen Wessels
B.J. Wolf	Neal Singleton

Absent: William Simpson Robert J. Thompson

SVCC Staff: President Richard L. Behrendt
Vice President Deborah Hecht
Vice President Joan Kerber
Secretary to the Board Marilyn Vinson

Economic Development: Mr. David Barajas, Jr., Executive Director of the Greater Sterling Development Corporation, made a presentation to the Board on Project Teamwork, possible TIF or abatement incentives to prospective investors, and the estimate of Sauk's tax on land not abated. Trustees were asked to get any questions on the presentation to President Behrendt who will forward them to Mr. Barajas so that the Board can discuss this item at a later meeting.

Board/
Administrative
Responsibilities: The Board discussed the duties and responsibilities of the Board of Trustees and the President of the College as outlined in the Board of Trustees Policy Manual, The Illinois Public Community College Act, and Policy Governance Defined, an essay by John Carver.

Winter and
Summer Retreat
Agendas:

The Board discussed the practice of holding two retreats per year— one in January and the other in July— to deal with problems of the district, long-range financial projections, goal setting, information technology, etc.

Marketing to Returning
Adult Students:

The attached report on Marketing to Returning Adult Students was presented to the Board to illustrate that returning adult students is one of six marketing target groups being studied by the Enrollment Task Force and the committee is using Debi Hill's sabbatical research to develop marketing strategies for this portion of the total marketing plan.

Financial
Projections
Update:

The attached report updates the financial projections for the College for the recently approved FY 03 budget. Also included is a graph of historical and projected operating funds balances, financial data from FY 98 through FY 08 and the last two pages which show that the FY 04 through FY 08 projections are based on the same information as those given to the Board at the February Retreat.

Information
Technology
Plans:

In the enclosed report, Alan Pfeifer, Dean of Information Technology, presented his goals and mission for the Technology Division.

New Program/
Course Plans:

Dr. Hecht, Vice President of Instructional Services, Dean Patrick Kennedy and Dean Linley White updated the Board on new programs and course plans.

Marketing to
Nursing
Students:

Director of Health Careers Education, Rosemary Johnson, reported on various student recruiting efforts of the Nursing and Counseling Departments.

Closed
Session:

At 4 p.m. it was moved by Member von Bergen Wessels and seconded by Member Andersen that the Board adjourn to Closed Session to discuss the appointment, employment, compensation, discipline, performance or dismissal of

specific employees. In a roll call vote, all voted aye. Motion carried. Student Trustee Singleton advisory vote: aye.

Regular
Session:

The Board returned to regular session at 4:09 p.m

Evacuation:

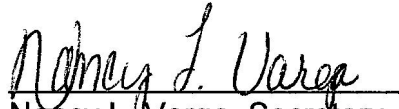
Trustee von Bergen Wessels inquired if all employees had been evacuated during the recent bomb scare. President Behrendt indicated that employees were not evacuated.

Adjournment:

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

The Board adjourned at 4:15 p.m.

Respectfully submitted:


Nancy L. Varga, Secretary



TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: July 8, 2002
SUBJECT: Impact of TIFs and Tax Abatements

Attached is a spreadsheet that shows the cumulative impacts that typical TIF (tax increment financing) districts and tax abatements can have on Sauk's property tax revenues.

The top section shows the impact over 23 years of a TIF district, with an investment of \$1,000,000 in the first year, using current Sauk tax rates. The cumulative effect is that Sauk would lose out on \$106,628 of taxes.

The bottom section shows the impact over 5 years of a tax abatement, with the same first year investment and rates. The cumulative effect is that Sauk would lose out on \$13,908 of taxes.

Clearly a tax abatement has less impact on Sauk revenues than does a TIF district.

It is important to note, however, that the \$1,000,000 investment might never take place if the municipality can't offer the TIF or abatement incentive to a prospective investor. If that economic development tool is the key that lands the investment, then at least Sauk will eventually begin to collect taxes from the company. If the company doesn't make the investment to begin with, then it creates no tax revenues. Sauk doesn't "lose" revenue with a TIF or abatement; we just don't gain new taxes until the incentive runs out.

Thank you.

**Impact of TIF Districts and Tax Abatements on SVCC Tax Revenues
Using 2001 Tax Rates**

Taxes not received on an initial investment that increases EAV by \$1,000,000:

With a 23-year TIF district:

$$\begin{array}{rcl}
 100\% \times 23 \text{ years} & = & \$23,000,000 \\
 & \times & \$0.275 \\
 & = & \$63,250 \text{ Operating Funds}
 \end{array}$$

$$\begin{array}{rcl}
 & & \$23,000,000 \\
 & \times & \$0.1886 \\
 & = & \$43,378 \text{ Other Funds}
 \end{array}$$

\$106,628 Total

With a standard 5-year tax abatement:

Yr 1	100% x	\$1,000,000	=	\$1,000,000	
Yr 2	80% x	\$1,000,000	=	800,000	
Yr 3	60% x	\$1,000,000	=	600,000	
Yr 4	40% x	\$1,000,000	=	400,000	
Yr 5	20% x	\$1,000,000	=	200,000	
				\$3,000,000	
				x \$0.275	
				= \$8,250	Operating Funds

$$\begin{array}{rcl}
 & & \$3,000,000 \\
 & \times & \$0.1886 \\
 & = & \$5,658 \text{ Other Funds}
 \end{array}$$

\$13,908 Total

**Sauk Valley Community College
TIF Districts and Enterprise Zone Abatements
As of June 2002**

Tax Increment Financing (TIF) Districts

Municipality	Year Created	Project Budget	Revenue To Date	Spent to Date	Fund Balance	Report Date
Dixon	1987	2,500,000	7,174,873	6,961,234	213,639	4/30/01
Manlius	1996	1,478,000	119,643	78,150	41,493	4/30/00
Milledgeville	1994	3,410,000	507,893	465,957	41,936	4/30/01
Ohio	1994	4,004,800	831,208	738,009	116,363	4/30/01
Prophetstown (proposed)	2002	6,700,000				
Rock Falls	1994	1,000,000	17,930	11,123	6,807	4/30/01
Sterling-Downtown	1984	8,900,000	7,192,699	6,995,813	196,886	4/30/01
Sterling-Industrial	1999	53,000,000				

(All TIFs have a 23-year life.)

Lee County Enterprise Zone Tax Abatements

Company Name	Year Granted	Estimated EAV	Estimated Abatement
Allied-Locke Industries	1993	600,000	5,594
Borg-Warner Industries	1993	275,000	3,550
Dean Foods #1	1993	1,005,000	13,748
Dean Foods #2	1995		12,719
Raynor Garage Doors	1995		
Helgesen Properties	1997	350,000	4,282
Duke Energy Lee	2000	7,667,000	99,639

(All abatements have a 5-year life.)

**PROJECT TEAMWORK
ESTIMATED TAX ON LAND NOT ABATED**

Tax Year: 2001
Township: Hopkins (09)
Parcel #:
Tax Code:
Land EAV \$307,887

Taxing Body	Tax Rate	Abatement %	
Whiteside County	0.8188	0	\$2,519.18
Hopkins Township	0.8893	0	\$2,674.55
Unit #5	4.4307	0	\$13,831.80
Jr. College 506	0.4649	0	\$1,430.34
Special Service Area	0.0689	0	\$211.98
Sterling Fire District	0.125		\$384.58
Total	6.7776		\$20,862.44

WHITESIDE COUNTY
REAL ESTATE TAXES
JOHN MULNIX, COUNTY COLLECTOR
Whiteside County Courthouse
East Knox St.
Morton, IL 61270-2819

2001

PLEASE READ the instructions on the back of this bill regarding your taxes. As a reminder, the County Collector only collects your taxes and is not responsible for the amount of your assessment or the amount of your tax bill.

ASSESSED TO: **PIERSON, RAYMOND L**
00015027

BILL NUMBER:

PIERSON, RAYMOND L
5416 EMERSON RD
STERLING, IL 61081-0000

***** DUPLICATE BILL *****

RECEIPT PORTION - KEEP FOR YOUR RECORDS
01 WHITESIDE COUNTY REAL ESTATE TAX
PAY TO: **WHITESIDE COUNTY COLLECTOR**

FORMULA FOR TAX CALCULATION - 2001

LOT	3074
BLDG.	15475
LAND	1800
PREVIEW EQUALIZED VALUE	17577
EQUALIZATION FACTOR***	37926
EQUALIZED VALUE	1.00000
IMPROVEMENT EXEMPTION	37926
OCCUPIED EXEMPTION	0
HOMESTEAD EXEMPTION	0
DISABLED VETERAN EXEMPTION	0
ON ASSESSMENT FREEZE	0
EXEMPTION	0
BLE VALUE	37926
RATE	6.7776
L TAX	2570.48

PROPERTY DESCRIPTION 00000000 EX PT TO STATE SE SEC 27 TWP 21 RNG 6		PIN NUMBER 10-27-400-002		
31200x		ACRES 153.29	TAXABLE VALUE 37926	
Sect/Lot Twp Range Acres 00 153.29		CLASS CODE 2012	TAX CODE 920	
		TOWNSHIP Hopkins		
TAXING BODY	Prior Rate	Prior Amount	Current Rate	Current Amount
SAUK VALLEY NO 506	.4044	166.24	.4576	173.55
PENSION	.0072	2.94	.0073	2.77
WHITESIDE COUNTY	.6352	261.15	.6556	248.68
PENSION	.1682	69.08	.1632	61.86
HOPKINS TOWNSHIP	.8542	391.14	.8364	317.23
PENSION	.0370	15.26	.0329	12.46
SSA NO. 1	.0721	28.47	.0689	26.13
STERLING FIRE	.1250	51.78	.1250	47.41
STERLING NO. 5	4.2462	1748.83	4.2525	1613.01
PENSION	.1843	72.19	.1782	67.38
#2 HOPKINS				
***** TOTALS ****	6.7338	2767.74	6.7776	2570.48

STAMP PAID
HERE
1ST INSTALLMENT

TOTAL TAX DUE	2570.48
EQUALIZED VALUE	5700
FAIR MARKET VALUE	0

INSTALLMENT	06/10/02	AMOUNT	1285.24	SECOND INSTALLMENT	09/06/02	AMOUNT	1285.24
DATE				DATE			

Duties and Responsibilities of the SVCC Board of Trustees

Per the Board of Trustees Policy Manual and the
Illinois Public Community College Act

As of May 2002

From Board Policy 109.01

1. To select, appoint and establish the salary and conditions of employment of the President of the College.
2. To determine the broad general policies for governing the College, and to present yearly, short and long term direction for the college, to the President.
3. To approve the annual budget.
4. To give prior approval of all contractual agreements.
5. To act upon the recommendation of the President for the appointment and subsequent employment status of employees in accordance with established personnel policies.
6. To approve rates of compensation for regular full-time and/or part-time employees and annually review all salary schedules.
7. To act upon recommendations of the President on site and physical plant development and utilization.
8. To act upon recommendations of the President on matters of major repair and maintenance of buildings, grounds and equipment.
9. To act upon competitive bids for supplies and equipment in excess of \$10,000, and for construction/repairs in excess of \$15,000. All vendors shall have affirmative action and OSHA programs.
10. To approve curricular offerings of the College upon the recommendation of the President.
11. To approve the annual Administrative and Academic Calendar of the college.
12. To act upon the recommendation of the President in all matters of policy pertaining to the welfare of the college.

13. To provide for the establishment of proper accounting of all receipts and disbursement of College funds according to generally accepted accounting practices and according to law and relevant regulations.
14. To consider communications and requests from responsible citizens and organizations within the district on matters of policy.
15. To establish and/or approve citizens advisory committees as needed.
16. To serve as a Board of final appeal with the College for students, faculty and staff of the College and citizens of the districts who may have grievances in any matter concerning the College District.
17. To appoint a treasurer and fix the salary of the treasurer for the District.
18. To designate depositories for college funds.
19. To establish a vehicle for presidential evaluation based on the Board's plans, goals and objectives for the College and leadership qualities.
20. To amend or make additions to the rules and policies of the Board as may from time to time be appropriate.
21. To evaluate annually the Board's activities, responsibilities and ethics.
22. To agree that correspondence to the Board from the President of the college marked "privileged;" or "confidential" should not be read in open meeting nor made public without specific written permission of the President to all Board members or as authorized by a majority vote of the Board, and to agree that correspondence to the President from the Board or Board members marked "privileged" or "confidential" shall not be revealed without the permission of the sender.
23. To employ legal counsel for the College.
24. To employ a certified public accounting firm to audit the financial records and status in accordance with the Illinois Community College Act.
25. To assume such other duties and responsibilities as provided for in the Illinois Community College Act, in other laws of the State of Illinois, in the rules and regulations of the Illinois Community College Board, and the Board of Higher Education, in the rules and regulations of other relevant state regulatory agencies, and in relevant Federal regulations and laws.

Other duties from other Board Policies

26. To fill vacancies on the Board.
27. To report on workshops/seminars attended by Board members.
28. To certify Board election results.
29. To organize the Board by electing officers and adopting other motions as needed.
30. To meet monthly, unless changed.
31. To appoint a Board Ethics Officer.
32. To conduct a Board self-evaluation.
33. To act on recommendations of the President on the organizational structure of the College and any changes that will improve the overall College operations.
34. To act on recommendations of the President for disbursements.
35. To act on recommendations of the President for disposal of obsolete equipment.
36. To act on recommendations of the President for tax abatement requests.
37. To act on recommendations of the President for appointments of administrative staff and instructional faculty.
38. To act on recommendations of the President for employment classifications, wage rates and schedules in exception to those previously approved by the Board.
39. To act on recommendations of the President for granting tenure to instructional faculty.
40. To approve the Professional Staff Handbook definitions of instructional faculty responsibilities.
41. To act on employee fringe benefits and rates.
42. To act on recommendations of the President to grant leaves of absence.
43. To act on service agreements and fees for use of the Data Processing Center by other educational institutions.
44. To act on recommendations of the President to accept donations to the College.

45. To act on recommendations of the President for use of College premises by outside organizations.
46. To grant permission to sell or serve alcoholic beverages on campus.

Other Duties from the Illinois Public Community College Act

47. To levy property taxes as needed.
48. To issue bonds as needed.
49. To issue tax anticipation warrants as needed.
50. To maintain records substantiating state apportionment claims.
51. To publish an annual financial statement.
52. To maintain mailing list of people who have requested inclusion thereon, to receive board agendas, minutes, budgets or audits.
53. To provide access to campus for armed forces recruiters, and not to exclude armed forces training programs.
54. To approve payment of bills.
55. To indemnify and insure Board members and employees against lawsuits and claims.
56. To establish a program to assess oral English language proficiency of classroom instructors.

203.01 Duties and Responsibilities of Administrative and Confidential Personnel

Administrators of the College are expected to responsibly administer the areas under their management and supervision in accordance with the policies and regulations set forth by the Board of Trustees and as designated by the Illinois Public Community College Act. Within the limits of their authority, they shall demonstrate initiative and good judgment and, in full cooperation with other administrators and faculty, provide leadership in helping to create effective conditions for the fulfillment of the College's mission.

A. Duties of the President

1. The President shall be engaged in executive management functions and is charged with the responsibility of directing and effectuating Board of Trustees policies and practices.
2. The President shall in the regular course of his duties assist and act in a confidential capacity to persons, including the Board of Trustees, who formulate, determine, and effectuate management policies with regard to labor relations, and shall in the regular course of his duties have access to information relating to the effectuation or review of employer's collective bargaining policies.
3. The President shall have the authority to recommend to the Board of Trustees to hire, transfer, suspend, reward or discipline employees and to recommend action concerning grievances of employees.
4. The above duties are in addition to the duties listed in Policy 204.01.

B. Duties of the Vice Presidents and Deans

Vice Presidents and Deans shall in the regular course of their duties assist and act in a confidential capacity to persons, including the Board of Trustees and the President, in formulating, determining, and effectuation management policies with regard to labor relations, and toward this end shall have access to all collective bargaining policies.

A Vice President or Dean shall be engaged in executive management functions and is charged with the responsibility of directing and effectuating Board of Trustees policies and practices.

C. College Treasurer

The Treasurer shall in the regular course of his/her duties have access to information relating to the effectuation of review of employer's collective bargaining policies.

~~D. Job Description and Duties of College Bookkeeper~~

~~The Bookkeeper shall have in the regular course of his/her duties access information relating to the effectuation or review of the employer's collective bargaining policies.~~

D. A Job Description and Duties of the Office Secretary, Secretary to the President, Secretary to the Vice Presidents and Deans

The Secretary shall have in the regular course of his/her duties access to information relating to the effectuation or review of the employer's collective bargaining policies.

3/23/81

12/19/83

204.01 Duties and Responsibilities of the President of the College

The President of the College is the chief executive, administrative, and education officer of the community college district and derives authority from, and is responsible to, the Sauk Valley Community College Board of Trustees. The President's primary responsibility is to provide vision for the College and continuous leadership and direction for the planning and operation of all aspects of the college's programs and services in conformity with Board policies, ICCB and IBHE rules and regulations, and State law.

More specifically, the President is responsible for:

1. Developing and implementing a progressive and community responsive College philosophy, including a comprehensive strategic plan which details the institutional mission, goals and objectives, priorities, and resources, for the current and long-range needs of the district;
2. Developing, maintaining, and evaluating the academic programs and student services of the College and creating a climate which enhances student learning, stimulates creative approaches to teaching and learning, and motivates both staff and students to optimum achievement;
3. Developing and maintaining an appropriate administrative organization to insure effective and efficient management of the College and its resources;
4. Recommending policies for board action and implementing those policies adopted by the Board;
5. Developing and maintaining a personnel operation which includes the recruitment, selection, development, compensation, evaluation, and continuation of all College staff;
6. Preparation, recommendation, and administration of the annual operating and capital budgets as approved by the Board of Trustees;
7. Maintenance and efficient use of existing institutional resources and the creation of new resources;
8. Internal and external communications, including keeping the Board informed, being the College's chief spokesperson, and representing the College to the general public;

9. Providing for the preparation and submission of all reports required by local, state, and national agencies;
10. Representing and actively participating in appropriate local, state, and national efforts to promote the interests of the college;
11. Managing the operational affairs of the Board of Trustees, including being its professional advisor by analyzing implications of proposed actions and making recommendations, handling agendas, minutes, policies, and other necessary records;
12. Representing the College interests as a member of the Sauk Valley Community College Foundation Board of Directors;
13. Delegating to appropriate staff members and committees powers and duties listed above as the President deems appropriate for the administration of the College:
14. Exercising the discretionary power necessary to insure the continuous efficient operation of the College and deciding all other administrative matters not outlined above and for which no specific provision has been made in the law or by Board policies; and
15. Any other duties assigned or delegated by the Board of Trustees.

2/12/79

3/23/87

12/18/89

SAUK VALLEY COMMUNITY COLLEGE
VICE PRESIDENT OF STUDENT SERVICES
MEMORANDUM

To: Richard L. Behrendt

From: Joan E. Kerber

Date: June 25, 2002

Subject: Debi Hill's Sabbatical Leave Report/Returning Adult Students Marketing

As you are aware, the Enrollment Task Force has divided into six marketing target groups for the purpose of developing an in-depth marketing plan for the College. My group is examining the marketing strategies for Returning Adult Students and the members are Debi Hill, Chick West, Judy Hill, Ann Daly, Cal Lyons, Renate Bardo, Carmel Paulsen, Karen Freres, and Lisa Sanders. (The latter two are returning adult students.)

To date, we have met five times and accomplished the following:

1. Developed a vision statement for Returning Adult Students marketing,
2. Reviewed past documents relating to this target group (including Debi Hill's sabbatical research),
3. Agreed upon eight sub-groups within our target population,
4. Reviewed the demographics of this population (College and District),
5. Strategized a plan for creating our marketing plan, and
6. Completed two marketing (draft) templates for the first two sub-groups—Dislocated Workers and Adults upgrading skills/changing careers.

We have agreed to not meet during July because of vacation plans and summer projects. Debi Hill will spearhead our next marketing template, and it will focus on Single Parents/Students who are parents, since we have Debi's sabbatical research to draw upon for this portion of the plan.

TO: Richard Behrendt

FROM: Ruth Bittner *RB*

DATE: July 8, 2002

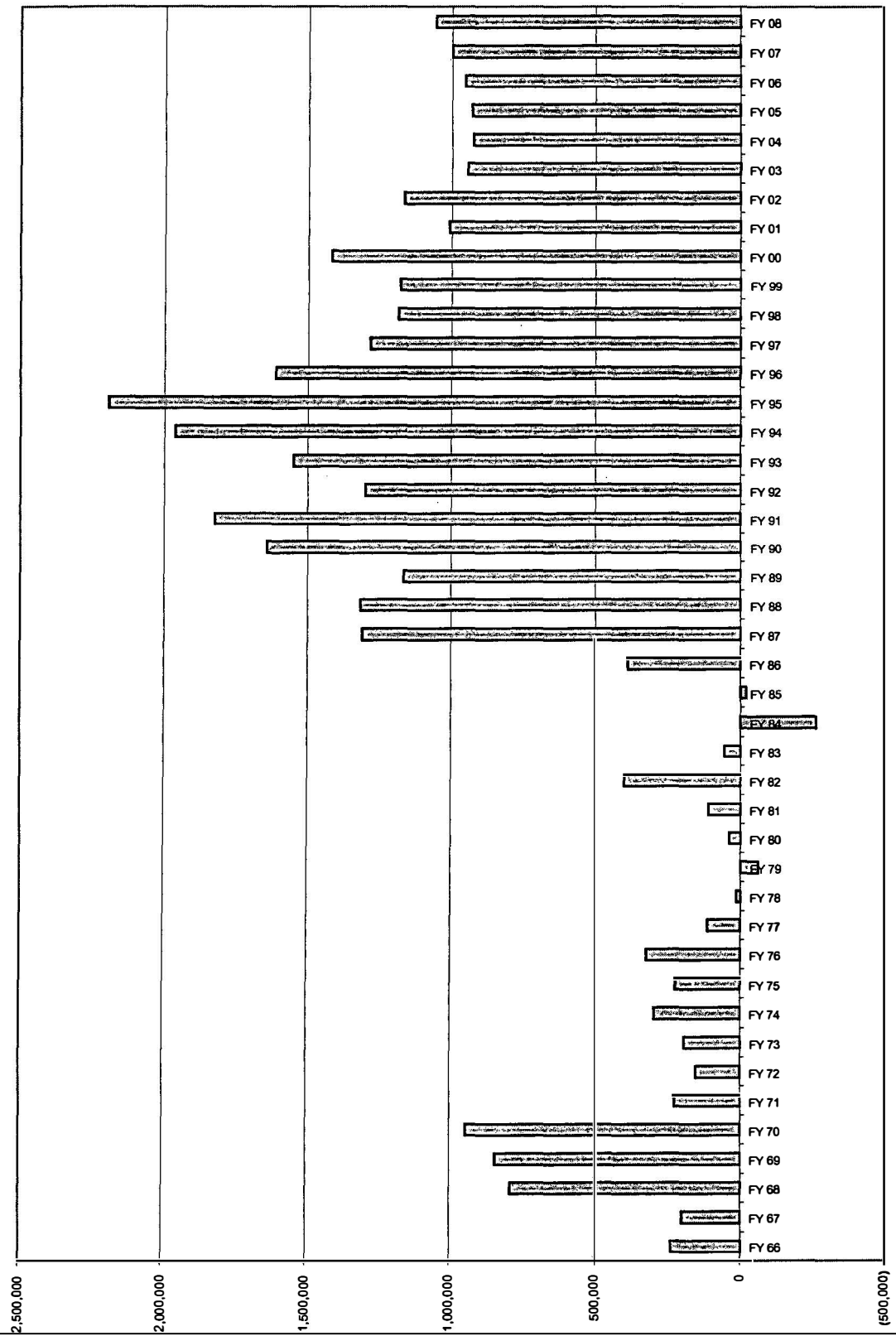
SUBJECT: Financial Projections Update

Attached is some data that updates our financial projections for the newly approved FY 03 budget.

The first page shows a graph of historical and projected operating funds balances. The next page shows financial data from FY 98 through FY 08. Please note that the FY 02 figures are still an estimate, FY 03 is based on the new budget, and the future years come from the February projections. The last two pages show that the FY 04 through FY 08 projections are based on those prepared for the February 25, 2002 Board of Trustees Retreat.

Thank you.

SVCC Operating Fund Balances



Sauk Valley Community College											
Financial Forecast											
As of July 8, 2002											
	FY 98	FY 99	FY 00	FY 01	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08
					Projected	Budget	Forecast	Forecast	Forecast	Forecast	Forecast
Operating Revenues:											
Local sources	2,673,749	2,908,298	3,104,848	3,247,673	3,317,874	3,391,500	3,485,759	3,590,332	3,698,042	3,808,983	3,923,252
State sources	2,425,857	2,572,879	2,620,040	2,606,882	2,758,336	2,729,442	2,988,425	3,078,077	3,170,419	3,265,531	3,363,498
Federal sources	52,122	2,645	2,660	3,484	17,700	30,700	17,000	17,000	17,000	17,000	17,000
Tuition & fees	2,018,761	2,040,032	2,109,663	2,287,751	2,707,032	2,876,407	3,231,224	3,454,334	3,685,076	3,923,666	4,170,325
Other sources	151,959	334,745	382,815	396,736	288,200	317,500	171,010	172,885	174,817	176,807	178,856
Revenues on behalf	416,190	416,885	443,618	437,860	483,000	481,000	507,440	522,663	538,343	554,493	571,128
Total revenue	7,738,638	8,275,484	8,663,644	8,980,386	9,572,142	9,826,549	10,400,858	10,835,291	11,283,697	11,746,480	12,224,059
Operating Expenditures:											
Instruction	3,300,379	3,407,790	3,640,504	3,833,018	3,892,323	4,173,921	4,335,546	4,502,696	4,676,457	4,857,095	5,044,889
Academic support	730,209	694,334	777,084	918,829	971,786	871,555	905,304	940,206	976,489	1,014,208	1,053,421
Student services	670,814	663,588	686,298	734,827	843,528	915,605	951,060	987,726	1,025,843	1,065,468	1,106,663
Public services	38,957	175,044	193,893	215,725	180,768	229,840	238,740	247,944	257,512	267,459	277,800
Operations & maintenance	879,066	861,846	894,650	1,195,883	1,049,645	1,073,573	1,115,145	1,158,138	1,202,831	1,249,293	1,297,596
Institutional support	1,594,792	1,649,598	1,827,911	2,212,941	1,932,964	2,030,712	2,109,346	2,190,668	2,275,207	2,363,092	2,454,458
Scholarships, grants, waivers	268,910	260,510	328,431	289,310	297,000	484,000	502,742	522,124	542,273	563,219	584,995
Expenditures on behalf	416,190	416,885	443,618	437,860	483,000	481,000	499,625	518,888	538,912	559,729	581,371
Total expenditures	7,899,317	8,129,595	8,792,389	9,838,393	9,651,014	10,260,206	10,657,508	11,068,390	11,495,524	11,939,563	12,401,193
Other sources/(uses)	0	(224,108)	0	0	0	0	0	0	0	0	0
Net transfers in/(out)	61,140	73,122	366,640	448,886	237,000	212,000	237,000	237,000	237,000	237,000	237,000
Net gain/(loss)	(99,539)	(5,097)	237,895	(409,121)	158,128	(221,657)	(19,650)	3,901	25,173	43,917	59,866
Beginning fund balance	1,284,734	1,185,195	1,180,098	1,417,993	1,008,872	1,167,000	945,343	925,693	929,594	954,767	998,684
Ending fund balance	1,185,195	1,180,098	1,417,993	1,008,872	1,167,000	945,343	925,693	929,594	954,767	998,684	1,058,550
Operating Expenditures:											
Salaries	5,375,760	5,507,331	5,674,068	5,735,301	6,226,647	6,502,000	6,868,050	7,142,772	7,428,483	7,725,622	8,034,647
Benefits	386,873	416,470	755,593	981,716	1,075,000	1,126,896	1,176,368	1,235,186	1,296,945	1,361,792	1,429,882
Contractual services	126,815	183,309	207,722	360,704	350,846	400,662	362,457	373,331	384,531	396,067	407,949
Materials & supplies	591,833	671,207	657,462	782,673	692,681	741,616	727,963	749,802	772,296	795,465	819,329
Travel & conferences	132,000	146,951	144,860	158,103	87,900	123,820	142,902	147,189	151,605	156,153	160,838
Fixed charges	72,774	89,174	90,965	84,026	46,560	56,212	49,378	50,859	52,385	53,957	55,576
Utilities	275,211	280,632	249,144	460,652	335,880	337,000	315,180	324,635	334,374	344,405	354,737
Capital outlay	244,810	148,329	279,114	478,571	35,000	15,000	35,000	35,000	35,000	35,000	35,000
Other	277,051	269,307	289,843	358,787	317,500	476,000	472,770	486,953	501,562	516,609	532,107
Expenditures on behalf	416,190	416,885	443,618	437,860	483,000	481,000	507,440	522,663	538,343	554,493	571,128
Total expenditures	7,899,317	8,129,595	8,792,389	9,838,393	9,651,014	10,260,206	10,657,508	11,068,390	11,495,524	11,939,563	12,401,193

(From memo dated 2/25/02 "Budget Projections", presented at 2/28/02 Board Retreat)

FY 04 through FY 08 projections

The two sets of projections for FY 03 lead to two results for future years. The total gain or loss for the following five years will be either a gain of \$113,000 or a loss of \$359,000, depending on the FY 03 results. That means the fund balance in June 2008 would be either \$1,362,000 or \$813,000.

The two projections for future years build off the two options for FY 03 enrollment. Both long-term projections assume annual general inflation rates of 3%, medical inflation of 5% per year, a salary raise of 5% (per the faculty contract) for FY 04 and 4% per year after that, an 8% increase in State grants for FY 04 (because of the large FY 02 enrollment increase) and 3% per year after that, and annual increases of 2% in enrollment and \$3 in tuition.

Both long-term projections assume that new funding bonds will be issued to continue funding equipment outside of the regular operating budget after the current bonds expire at the end of FY 04.

The result of the FY 03 2% assumption is a net loss of \$359,000 for the five future years. That loss combined with FY 03 leaves a net six-year loss of \$533,000. The FY 03 5% assumption results in a net gain of \$113,000 for the five future years, and a net six-year gain of \$16,000.

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**Sauk Valley Community College
Summary of Financial Forecast
February 20, 2002**

	Net Gain/(Loss)	Ending Fund Balance	CPI	Raise	Bens	ICCB	Tuition	Non-Ad Ed Enrollmt
FY 02	337,210	1,346,079						
FY 03	-97,113	1,248,966	2.0%	5.5%	5.0%	0.0%	\$3.00	5.0%
FY 04	-19,650	1,229,316	3.0%	5.0%	5.0%	8.0%	\$3.00	2.0%
FY 05	3,901	1,233,217	3.0%	4.0%	5.0%	3.0%	\$3.00	2.0%
FY 06	25,173	1,258,390	3.0%	4.0%	5.0%	3.0%	\$3.00	2.0%
FY 07	43,917	1,302,307	3.0%	4.0%	5.0%	3.0%	\$3.00	2.0%
FY 08	59,866	1,362,173	3.0%	4.0%	5.0%	3.0%	\$3.00	2.0%

Six Year Budget Projection - Total C... Funds - FY 2003 through 2008
As of February 20, 2002

	Raise 04 = 5%	CPI = 3%	ICCB 04 = 8%	Unit 4/6/8 = \$3	Enroll = 2%	
	Raise 5/8 = 4%	Bense = 5%	ICCB 5/8 = 3%	Unit 5/7/8 = \$3		
Description	FY 03 Proj	FY 04 Proj	FY 05 Proj	FY 06 Proj	FY 07 Proj	FY 08 Proj
Property Tax	3,384,232	3,485,759	3,590,332	3,698,042	3,808,983	3,923,252
State Government:						
ICCB Credit Hour Grant	1,568,438	1,693,913	1,744,730	1,797,072	1,850,984	1,906,514
ICCB Equalization Grant	684,778	739,560	761,747	784,599	808,137	832,381
ICCB Small School Grant	53,400	57,672	59,402	61,184	63,020	64,911
Other	57,500	62,100	63,963	65,882	67,858	69,894
ISBE Vocational Education	71,718	73,870	76,086	78,369	80,720	83,142
Corp Pers Prop Replace Tax	350,786	361,310	372,149	383,313	394,812	406,656
Total State Government	2,786,620	2,988,425	3,078,077	3,170,419	3,265,531	3,363,498
Federal Government	17,000	17,000	17,000	17,000	17,000	17,000
Student Tuition & Fees:						
Tuition	2,589,633	2,796,804	3,011,226	3,233,106	3,462,657	3,700,096
Fees	425,902	434,420	443,108	451,970	461,009	470,229
Total Tuition & Fees	3,015,535	3,231,224	3,454,334	3,685,076	3,923,666	4,170,325
Other:						
Sales & Service Fees	56,610	58,308	60,057	61,859	63,715	65,626
Facilities Revenue	4,080	4,202	4,328	4,458	4,592	4,730
Investment Income	98,000	98,000	98,000	98,000	98,000	98,000
Other	10,500	10,500	10,500	10,500	10,500	10,500
SURS Revenue on Behalf	492,660	507,440	522,663	538,343	554,493	571,128
Total Other	661,850	678,450	695,548	713,160	731,300	749,984
TOTAL REVENUE	9,865,237	10,400,858	10,835,291	11,283,697	11,746,480	12,224,059
Salaries	6,541,000	6,868,050	7,142,772	7,428,483	7,725,622	8,034,647
Employee Benefits	1,120,350	1,176,368	1,235,186	1,296,945	1,361,792	1,429,882
Contractual Services	351,900	362,457	373,331	384,531	396,067	407,949
Materials & Supplies	706,760	727,963	749,802	772,296	795,465	819,329
Conferences & Meetings	138,740	142,902	147,189	151,605	156,153	160,838
Fixed Charges	47,940	49,378	50,859	52,385	53,957	55,576
Utilities	306,000	315,180	324,635	334,374	344,405	354,737
Capital Outlay	35,000	35,000	35,000	35,000	35,000	35,000
Other	459,000	472,770	486,953	501,562	516,609	532,107
SURS Expenditure on Behalf	492,660	507,440	522,663	538,343	554,493	571,128
TOTAL EXPENDITURES	10,199,350	10,657,508	11,068,390	11,495,524	11,939,563	12,401,193
TRANSFERS	237,000	237,000	237,000	237,000	237,000	237,000
NET GAIN/(LOSS)	-97,113	-19,650	3,901	25,173	43,917	59,866
FUND BALANCE, BEGINNING	1,346,079	1,248,966	1,229,316	1,233,217	1,258,390	1,302,307
FUND BALANCE, ENDING	1,248,966	1,229,316	1,233,217	1,258,390	1,302,307	1,362,173

Information Technology

Mission Statement:

The mission of the Information Technology Division is to create an excellent computing and electronic information environment for learning and to serve the institution's service functions that it supports. The Information Technology Division is responsible for managing that environment in such a way as to facilitate the highest quality of education and to enhance the College's mission of providing access to higher education for the citizens of the Sauk Valley area.

“Accent on Access”

Students:

Access to information:

- Ability to access on-campus digital learning resources from any location.
- Ability to gain access on-campus via their laptop via wireless.
- Ability to access some coursework via a wireless PDA.
- Ability to use on-campus based applications remotely to complete course work via the web.
- Ability to access course outlines, course syllabi, instructor and/or department supplied marketing material via the web.
- Ability to have access to state-of-the-art computing and technology resources.

Access to services:

- Ability to apply, register, check financial aid data, check progress toward degree completion completely online via the web.
- Ability to access and meet with counselors, faculty, etc. at remote locations via compressed video, desktop video, etc.
- Ability to transact payments and requests via the web.

Access to learning:

- Ability for learners to benefit through the offering of classes via compressed video available at remote locations including high schools and businesses.
- Ability for home bound learners to receive lecture based classes through streaming technologies and communicate with faculty via web discussion synchronously.

Faculty:

Access to Information:

- Remote access to on campus digital learning resources.

Access to secure student information.

Access to secure grade entry.

Access to facilities:

Access to state-of-the-art classrooms and teaching material.

Access to a wide variety of instructional creation materials from a wide range of locations.

Access to a trained staff of instructional designers and assistants.

Access to state-of-the-art equipment and technology resources in offices or the Instructional Technology Center.

Access to training:

Access to assistance and training for all faculty developing these “new and different” instructional method and delivery methods.

Staff and Administration:

Access to information:

Access to internal statistics and documents from a secure Intranet.

Access to on demand reporting via a query tool.

Access to communication:

Access to staff via internal wireless phones (IP.)

Access to facilities:

Remote access to desktop applications.

Access to training:

Access to assistance and ongoing training.

Access to local administrative systems (Banner) training materials via the Intranet.

Why?

Articles and corporate studies (Intel, Cisco, Microsoft) show.

It is estimated that by the year 2005, the sales of portable computing devices will exceed the sales of desktop machines.

There is a significant increase in demand for remote access.

Industries that do not stay ahead of the curve will lose market share.

Marketing:

Creating “Connections” - students

Creating connections to traditional students at an earlier age:

Creating opportunities for high school students anticipating attending College elsewhere.

Creating connections between Sauk faculty/staff to high school student who may decide to attend Sauk.

Creating connections to adult students:

Creating opportunities for education at place of work.

Creating opportunities for education at area high schools both day and evening.

Creating “Connections” – peers - community

Creating connection facilities for Sauk and area high school instructors to communicate face-to-face.

Creating connections for counselor to counselor communications or counselor to student communications

Creating prospective student to faculty communications.

Technologies used – compressed video, Internet, and Internet classes taught in conjunction with on-campus classes.

Now for the infrastructure part:

We began the first step of upgrading the “wired” infrastructure with the Illinois First money in upgrading the backbone electronics. We also were able to work out an arrangement with ICN that allows us to keep our DS-3 and relatively large bandwidth for the next three years. Now we are looking for the future:

Web servers:

Administratively – replace and upgrade servers to supply more web capabilities and faster access.

Education delivery – Course management servers, conferencing servers, Secure FTP servers for courses and materials.

Web remote access server(s) – maybe Citrix for accessing application software over the web.

Wireless technologies throughout the building and within an area outside the building.

IP telephony equipment.

PDAs for testing the applicability to education.

H.323 videoconferencing equipment and upgrades from existing H.320 equipment.

Video Bridge for multi-site video conferences.

Streaming media server(s).

Intranet Services – either through an existing or another server.

Opportunities and challenges for success:

Resources necessary:

Financial considerations	Funding Bonds
Technology support staff	
Expanded travel and training budgets	

Coordination of initiatives at a high level

“Piquers” of and for faculty interest