

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA**  
**Third Floor Board Room**  
**July 28, 2003 – 7:00 p.m.**

**A. Call to Order**

**B. Roll Call**

**C. Communications from Visitors**

**D. Consent Agenda**

**1. Approval of Minutes**

**2. Treasurer's Report**

**3. Bills Payable**

|                    |                      |                     |
|--------------------|----------------------|---------------------|
| <b>4. Payrolls</b> | <b>June 30, 2003</b> | <b>\$227,849.85</b> |
|                    | <b>July 15, 2003</b> | <b>\$228,471.12</b> |

**5. Budget Report**

**6. Special Course Fee**

**7. Eleven-College Agreement for Advanced Radiologic Technology Certificates**

**8. President's Contract Resolution**

**9. Board Policy 425.02 Senior Services Option (First Reading)**

**E. President's Report**

**1. Board Policies Review – 427.01, 428.01**

**2. Latino Education Policy Conference**

**3. Eliminate the Digital Divide Training Grants**

**4. Non-credit Course Enrollment Comparisons (attached)**

**5. Annual Reports (to be distributed at the meeting)**

**6. ACCT 2003 Annual Convention**

**7. Freeport Health Network Education Achievement Awards (attached)**

**8. Administration Biographical Profiles (attached)**

**9. Department of Human Services Award**

**10. Board Retreat**

**F. Financial Reports and Actions**

**1. Public Hearing on 2003-2004 Budget**

**2. Approval of 2003-2004 Budget (Second Reading)**

**3. Working Cash Fund Borrowing**

**4. Working Cash Fund Interest**

**5. Capital Renewal Grant Project**

**6. Security Cameras**

**G. Closed Session (Closed session minutes consideration, pending litigation)**

**H. Closed Session Minutes**

**Closed Session Minutes of June 23, 2003**

**I. Personnel**

**None**

**J. Other**

**Wallace's Bookstores Settlement Agreement**

**K. Reports**

- 1. Student Trustee**
- 2. ICCTA Representative**
- 3. Foundation Liaison**
- 4. Faculty Association**
- 5. Board Chair**
- 6. Board Members Comments**

**L. Adjournment**

**Board of Trustees Meetings**

**ICCTA Monthly Meetings**

**July 30-31, 2003 – Summer Retreat**

**August 25, 2003**

**September 22, 2003**

**October 27, 2003**

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

**July 28, 2003**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on July 28, 2003 in the third floor Board Room at Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

**Call to Order:** Chair Wolf called the meeting to order at 7:00 p.m. and the following members answered roll call:

|                           |                 |
|---------------------------|-----------------|
| Edward Andersen           | William Simpson |
| Robert Thompson           | Nancy Varga     |
| Pennie von Bergen Wessels | B.J. Wolf       |
| Philip Engleking          |                 |

**SVCC Staff:** President Richard L. Behrendt  
Attorney Ole Bly Pace III  
Vice President Ruth Bittner  
Vice President Deborah Hecht  
Vice President Joan Kerber  
Dean of Information Technology Alan Pfeifer  
Director of College Relations Cal Lyons  
Director of Buildings and Grounds Jim Frederick  
Faculty Association Liaison Mary Lou Kidder  
Secretary to the Board Carmel Paulsen

**Consent Agenda:** It was moved by Member Thompson and seconded by Member Andersen that the Board approve the Consent Agenda with the exception of the Budget Report. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Member Dixon arrived at 7:08 p.m.

**Budget Report:** It was moved by Member Varga and seconded by Member Andersen to approve the Budget Report. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye

**President's Report:** Heard Dr. Behrendt report on the Latino Education Policy Conference where Dr. Linda Little was invited to make a presentation on our exemplary Latino program; that the Governor's presentation of a \$36,000 check to Sauk for the Eliminate the Digital Divide Training Grant was a result of a competitive grant process and 55 out of 114 applications were funded; that non-credit

course enrollment comparisons show a significant (65%+) increase, due in large part to the successful College For Kids campaign; distributed annual reports; reported on the ACCT 2003 Annual Convention; outlined the Freeport Health Network Education Achievement Awards, which pays an award (\$12,500 this year) to the College Foundation for Sauk nursing graduates hired by Freeport Health Network; distributed the Administration Biographical Profiles; announced the Department of Human Services Award; and gave details on the upcoming Summer Retreat.

Public Hearing  
on 2003-2004  
Budget:

Chair Wolf noted that a Public Hearing would now be held on the 2003-2004 Budget and that the Board would receive comments or inquiries from any citizens present.

Approval of  
2003-2004  
Budget:

It was moved by Member Simpson and seconded by Member Varga that the Board approve the 2003-2004 Budget as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Working Cash Fund  
Borrowing:

It was moved by Member von Bergen Wessels and seconded by Member Andersen to approve a resolution to permit the borrowing of funds from the Working Cash Fund as needed for the Educational and Operations/Maintenance Fund for the 2003-2004 year. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Working Cash Fund  
Interest Transfer

It was moved by Member von Bergen Wessels and seconded by Member Varga to approve a resolution authorizing the permanent transfer of Working Cash Fund Interest in the amount of \$128,583.82 to the Educational Fund and \$15,892.38 to the Operations/Maintenance Fund to meet ordinary and necessary expenditures for FY03. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Capital Renewal Grant  
Project:

It was moved by Member Andersen and seconded by Member Thompson to approve submission to the ICCB the attached Capital Project Application to renovate the science labs in the amount of \$865,374.00 with money to come from accumulated Capital Renewal Grant funds. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Security Cameras:

It was moved by Member von Bergen Wessels and seconded by Member Engleking to approve the purchase of an MDI security camera system with electrical cabling and installation services from TCE for the price of \$57,419.00, with money from the

July 28, 2003

Liability, Protection, and Settlement Fund. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Closed Session:

At 7:40 p.m., it was moved by Member Andersen and seconded by Member Simpson that the Board adjourn to closed session to discuss closed session minutes consideration and pending litigation. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Regular Session:

The Board returned to regular session at 7:45 p.m.

Closed Session Minutes:

It was moved by Member von Bergen Wessels and seconded by Member Dixon to approve the minutes of the June 23, 2003, closed session meeting. In a roll call vote, Members Andersen, Dixon, Simpson, Thompson, Varga, and von Bergen Wessels voted aye. Member Wolf abstained. Motion carried. Student Trustee Engleking advisory vote: aye.

Wallace's Bookstores Settlement Agreement:

It was moved by Member Thompson and seconded by Member Dixon to approve the Wallace's Bookstore Settlement Agreement in the amount of \$70,000. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Reports:

Student Trustee Engleking reported that the Student Government Retreat was July 10/11; that they held a goal-setting meeting on July 22 and July 29, 2003, and that the year is winding down with finals on July 30, 31, 2003.

ICCTA Representative Thompson reported there have been no meetings since the June 23, 2003 Board meeting and that he is interested in attending the ACCT Conference in September.

Foundation Liaison Andersen reported that there were no Foundation meetings since the June 23, 2003 Board meeting. He will be attending the ICCTA Executive Planning Committee session in Springfield in August.

Faculty Association Liaison Mary Lou Kidder reported that faculty members were teaching classes, taking classes, and preparing additional on-line classes to enhance the options for our students.

Adjournment:

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

July 28, 2003

The meeting adjourned at 7:55 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on August 25, 2003 in the Board Room.

Respectfully submitted,

  
\_\_\_\_\_  
Nancy Varga, Secretary

SAUK VALLEY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES - TREASURER'S REPORT  
 as of June 30, 2003

CHECKING ACCOUNTS

| <u>INTEREST BEARING ACCOUNTS</u>            | <u>INTEREST</u> | <u>RATE</u> | <u>AMOUNT</u>  |
|---|-----------------|-------------|----------------|
| General Account - Sterling Federal Bank     |                 | 0.58        | \$642,460.57   |
| Illinois Funds - Firstar Bank, Springfield  |                 | 1.11        | 1,027,528.56   |
| SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS |                 |             | 1,669,989.13   |
| <u>NON-INT. BEARING ACCOUNT</u>             |                 |             |                |
| Restricted - Sterling Federal Bank          |                 |             | 86,539.93      |
| <u>MONEY MARKET</u>                         |                 |             |                |
| Sterling Federal Bank                       |                 | 2.23        | 1,303,069.65   |
| ABN-AMRO Investment Services, Inc.          |                 | 0.44        | 279,278.45     |
| TOTAL CHECKING ACCOUNTS                     |                 |             | \$3,338,877.16 |
| <u>INVESTMENTS</u>                          |                 |             |                |

| <u>FINANCIAL INSTITUTION</u> | <u>MATURITY</u> | <u>INTEREST</u> | <u>AMOUNT</u> |
|------------------------------|-----------------|-----------------|---------------|
|                              | <u>DATE</u>     | <u>RATE</u>     |               |
| First National Bank, Amboy   | 07-09-03        | 1.74            | \$500,000     |
| Amcore Bank, Sterling        | 08-24-03        | 3.22            | 1,000,000     |
| Amcore Bank, Sterling        | 02-03-04        | 1.40            | 1,000,000     |
| SUBTOTAL INVESTMENTS         |                 |                 | 2,500,000     |

BOND INVESTMENTS - Liability, Protection & Settlement

|                                     |          |      |                |
|-------------------------------------|----------|------|----------------|
| Federal Home Loan Mtg Corp          | 08-22-03 | 1.53 | \$364,378.88   |
| Cook County II Twp                  | 12-01-03 | 5.00 | 581,288.76     |
| Fed Natl Mtg. Assn.                 | 12-15-03 | 2.50 | 205,349.57     |
| Federal Natl Mtg. Assn.             | 03-15-04 | 4.75 | 542,843.04     |
| Federal Home Loan Mtg Corp          | 07-15-04 | 1.75 | 515,214.95     |
| Seattle WA L&P                      | 11-01-04 | 4.70 | 228,211.30     |
| Federal Home Loan Bank              | 12-15-04 | 2.12 | 611,496.84     |
| GA Mun Elec Auth                    | 01-01-05 | 4.70 | 378,488.89     |
| Fed Natl Mtg Assn Benchmark         | 03-15-05 | 1.50 | 479,164.06     |
| Miami Dade Cnty Fla Solid Waste Sys | 10-01-05 | 2.60 | 107,157.33     |
| NC Mun Elec Auth                    | 01-01-06 | 5.25 | 311,835.47     |
| Sun Prairie Wis Sch                 | 04-01-06 | 5.20 | 337,648.75     |
| Milwaukee Cnty Wis                  | 09-01-06 | 4.75 | 218,744.28     |
| Las Cruces NM                       | 12-01-06 | 5.10 | 202,914.48     |
| Houston TX Wtr & Swr System         | 12-01-06 | 4.60 | 50,988.83      |
| Carol Stream IL Tax                 | 01-15-07 | 5.20 | 201,643.72     |
| Waukesha AL Tel Util                | 03-01-07 | 5.30 | 154,620.03     |
| SUBTOTAL BONDS                      |          |      | \$5,491,989.18 |

|                   |                |
|-------------------|----------------|
| TOTAL INVESTMENTS | \$7,991,989.18 |
|-------------------|----------------|

Sauk Valley Community College  
Board of Trustees  
July 28, 2003

| <u>Summary of Bills Payable</u> | <u>Amount</u>                 |
|---------------------------------|-------------------------------|
| General Operating Funds         | \$ 1,040,649.59               |
| Restricted Fund                 | \$ 501,854.53                 |
| <b>TOTAL</b>                    | <b><u>\$ 1,542,504.12</u></b> |

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY



**PRESIDENT**



**SECRETARY**

**DATE** \_\_\_\_\_

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 1

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>                  | <u>COMMODITY</u>                               | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|---------------------|---------------------------------|--|--------------------|
| First National Bank in Amboy   | 00          |                     | Time Deposits                   | 8 Month CD                                     | 495,661.92         |
| Wood, Therese L.               | 01          |                     | Petty Cash                      | Petty Cash-Bio/Chemistry Supplies              | 100.00             |
| Corporation for National Servi | 01          |                     | Tuition Billed to Employer      | Refund for Overpayment Fall 02-Shirley Swanson | 33.00              |
| Consolidated Management Co     | 01          |                     | Foundation Expense              | Foundation Meeting 6/3/03                      | 112.80             |
| Consolidated Management Co     | 01          |                     | Foundation Expense              | Foundation Breakfast Meeting 6/24/03           | 93.75              |
| Follett Bookstore              | 01          |                     | Foundation Expense              | April Bookstore Charges                        | 19.37              |
| New Readers Press              | 01          |                     | Foundation Expense              | 0-88336-901-X Laubach Way To Reading-Level 1   | 33.00              |
| Follett Bookstore              | 01          |                     | Dislocated Worker Expense       | Departmental Office Supplies                   | 13.98              |
| Follett Bookstore              | 01          |                     | Dislocated Worker Expense       | Departmental Charges thru 3/31/03              | 30.46              |
| Follett Bookstore              | 01          |                     | Dislocated Worker Expense       | May Bookstore Charges                          | 20.77              |
| Follett Bookstore              | 01          |                     | Dislocated Worker Expense       | April Bookstore Charges                        | 66.84              |
| Staples                        | 01          |                     | Due from Computer Purchase Plan | Employee Computer Purchase-P Reighter          | 2,395.77           |
| Unique Computer                | 01          |                     | Due from Computer Purchase Plan | Employee Computer Purchase-L Masengarb         | 2,093.13           |
| AVECO                          | 01          |                     | Prepaid Expense                 | AVECO Workshop 7/29/03                         | 135.00             |
| State Universities Retirement  | 01          |                     | SURS Payable                    |  | 28,119.39          |
| State Universities Retirement  | 01          |                     | SURS Payable                    |  | 27,652.98          |
| Select Employees Credit Union  | 01          |                     | Credit Union Payable            |  | 8,870.57           |
| Select Employees Credit Union  | 01          |                     | Credit Union Payable            |  | 7,962.68           |
| Community Health Charities of  | 01          |                     | United Way Payable              | ACCRUED W/H-Community Health Charties          | 4.00               |
| Community Health Charities of  | 01          |                     | United Way Payable              | ACCRUES W/H-Community Health Charities         | 4.00               |
| United Way of Dixon            | 01          |                     | United Way Payable              |  | 19.25              |
| United Way of Dixon            | 01          |                     | United Way Payable              |  | 16.25              |
| United Way of Sterling-Rock Fa | 01          |                     | United Way Payable              |  | 27.00              |
| United Way of Sterling-Rock Fa | 01          |                     | United Way Payable              |  | 27.00              |
| Trademark Insurance            | 01          |                     | Optional Life Insurance         |  | 505.51             |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 2

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>                | <u>COMMODITY</u>                          | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|---------------------|-------------------------------|---|--------------------|
| Trademark Insurance            | 01          |                     | Optional Life Insurance       |   | 469.58             |
| Illinois Mutual                | 01          |                     | Optional Disability Insurance |   | 3.89               |
| Illinois Mutual                | 01          |                     | Optional Disability Insurance |   | 3.89               |
| SVCC Foundation                | 01          |                     | Foundation Payable            |   | 75.50              |
| SVCC Foundation                | 01          |                     | Foundation Payable            |   | 70.50              |
| American Express Financial Adv | 01          |                     | American Express              |   | 245.00             |
| American Express Financial Adv | 01          |                     | American Express              |   | 245.00             |
| Equitable Life Assurance       | 01          |                     | Equitable                     |   | 132.00             |
| Equitable Life Assurance       | 01          |                     | Equitable                     |   | 132.00             |
| Federal Life Insurance Company | 01          |                     | Federal Life                  |   | 20.00              |
| Federal Life Insurance Company | 01          |                     | Federal Life                  |   | 20.00              |
| Franklin Financial Services Co | 01          |                     | Franklin Life                 |   | 477.50             |
| Franklin Financial Services Co | 01          |                     | Franklin Life                 |   | 277.50             |
| New York Life Insurance & Annu | 01          |                     | New York Life                 | ACCRUED ANNUITIES-New York Life           | 300.00             |
| New York Life Insurance & Annu | 01          |                     | New York Life                 | ACCRUED ANNUITIES-New York Life Insurance | 300.00             |
| Fidelity Investments           | 01          |                     | Fidelity Investments          | ACCRUED ANNUITIES-Fidelity Investments    | 60.00              |
| Fidelity Investments           | 01          |                     | Fidelity Investments          | ACCRUED ANNUITIES-Fidelity Investments    | 60.00              |
| Waddell & Reed, Inc            | 01          |                     | Waddell & Reed                |   | 85.00              |
| Waddell & Reed, Inc            | 01          |                     | Waddell & Reed                |   | 85.00              |
| Capital Guardian Trust Company | 01          |                     | Capital Guardian Trust        |   | 125.00             |
| Capital Guardian Trust Company | 01          |                     | Capital Guardian Trust        |   | 125.00             |
| Adams, Mike E.                 | 01          |                     | Accounts Payable              | PELL                                      | 30.00              |
| Anderson, Adam S.              | 01          |                     | Accounts Payable              | Online Refund                             | 144.00             |
| Armstrong, Sonya M.            | 01          |                     | Accounts Payable              | PELL                                      | 228.00             |
| Atkinson, Nicole L.            | 01          |                     | Accounts Payable              | Fndtn Bal                                 | 5.00               |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 3

| <u>PAYEE/VENDOR</u>    | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>   | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|------------------------|-------------|---------------------|------------------|------------------|--------------------|
| Banks, Gregory M.      | 01          |                     | Accounts Payable | Online Refund    | 65.00              |
| Beard, Jeanette K.     | 01          |                     | Accounts Payable | PELL             | 147.00             |
| Becker, Tamara E.      | 01          |                     | Accounts Payable | PELL             | 2.47               |
| Behrens, Karen M.      | 01          |                     | Accounts Payable | Online Refund    | 35.00              |
| Berardi, Kristina M.   | 01          |                     | Accounts Payable | PELL             | 100.00             |
| Biller, Thomas E.      | 01          |                     | Accounts Payable | PELL             | 153.00             |
| Boostrom, Erika A.     | 01          |                     | Accounts Payable | PELL Bal         | 25.37              |
| Bowman, David L.       | 01          |                     | Accounts Payable | PELL             | 100.00             |
| Brown, Ashley S.       | 01          |                     | Accounts Payable | Online Refund    | 70.00              |
| Buck, Rachael N.       | 01          |                     | Accounts Payable | Fndtn Bal        | 145.39             |
| Bulfer, Bridgette A.   | 01          |                     | Accounts Payable | Fndtn Bal        | 12.25              |
| Butzen, Susan L.       | 01          |                     | Accounts Payable | Online Refund    | 20.00              |
| Carreno, Michelle M.   | 01          |                     | Accounts Payable | Stafford Bal     | 323.41             |
| Cavanaugh, Kimberly R. | 01          |                     | Accounts Payable | Online Refund    | 180.00             |
| Chand, Vijay B.        | 01          |                     | Accounts Payable | Online Refund    | 144.00             |
| Cornilsen, Anthony     | 01          |                     | Accounts Payable | Online Refund    | 18.00              |
| Couch, Laura B.        | 01          |                     | Accounts Payable | PELL             | 250.00             |
| Dato, Michael R.       | 01          |                     | Accounts Payable | Online Refund    | 15.20              |
| Davidson, Jennifer M.  | 01          |                     | Accounts Payable | PELL             | 18.80              |
| Devine, Deborah A.     | 01          |                     | Accounts Payable | Online Refund    | 100.00             |
| Dickson, Katheryn J.   | 01          |                     | Accounts Payable | PELL             | 962.00             |
| Dickson, Katheryn J.   | 01          |                     | Accounts Payable | PELL Bal         | 286.00             |
| Downing, Monica B.     | 01          |                     | Accounts Payable | PELL             | 17.00              |
| Doyle, Rosemary L.     | 01          |                     | Accounts Payable | PELL             | 18.69              |
| Dravis, Andra L.       | 01          |                     | Accounts Payable | Online Refund    | 144.00             |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 4

| <u>PAYEE/VENDOR</u>      | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>   | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|--------------------------|-------------|---------------------|------------------|------------------|--------------------|
| Dysart, Shannon L.       | 01          |                     | Accounts Payable | Online Refund    | 65.00              |
| Eichholz, Joseph A.      | 01          |                     | Accounts Payable | Reissued Check   | 94.97              |
| Esquivel, Jennifer M.    | 01          |                     | Accounts Payable | Fndtn bal        | 93.00              |
| Farris, Ronita L.        | 01          |                     | Accounts Payable | Stafford Ln      | 424.86             |
| Farris, Ronita L.        | 01          |                     | Accounts Payable | Stafford         | 423.89             |
| Fisher, Teresa A.        | 01          |                     | Accounts Payable | PELL BAL         | 2.08               |
| Fitzsimmons, Stefanie L. | 01          |                     | Accounts Payable | PELL BAL         | 8.97               |
| Folkerts, Karen M.       | 01          |                     | Accounts Payable | Online Refund    | 5.00               |
| Fry, John C.             | 01          |                     | Accounts Payable | PELL             | 293.00             |
| Germraad, Laurie B.      | 01          |                     | Accounts Payable | MRS Bal          | 48.70              |
| Gibler, Tanya M.         | 01          |                     | Accounts Payable | PELL BAL         | 70.00              |
| Granskog, David J.       | 01          |                     | Accounts Payable | Reissued check   | 24.60              |
| Gray, Karen L.           | 01          |                     | Accounts Payable | Stafford Bal     | 156.40             |
| Grove, Joseph W          | 01          |                     | Accounts Payable | Reissued Check   | 126.47             |
| Haack, Andy              | 01          |                     | Accounts Payable | Online Refund    | 21.00              |
| Harding, Marlene L.      | 01          |                     | Accounts Payable | Fndtn Bal        | 17.00              |
| Harnisch, John J.        | 01          |                     | Accounts Payable | PELL BAL         | 20.91              |
| Hayes, David L.          | 01          |                     | Accounts Payable | PELL             | 153.00             |
| Heidenreich, Sondra G.   | 01          |                     | Accounts Payable | Online Refund    | 65.00              |
| Hicks, Janda K.          | 01          |                     | Accounts Payable | Online Refund    | 65.00              |
| Hicks, Mary Lu           | 01          |                     | Accounts Payable | Online Refund    | 36.00              |
| Hoefler, Jennesse M.     | 01          |                     | Accounts Payable | PELL BAL         | 168.80             |
| House, Jessica R.        | 01          |                     | Accounts Payable | Stafford Bal     | 125.18             |
| Howard, James R.         | 01          |                     | Accounts Payable | PELL BAL         | 10.00              |
| Hudson, Darcy L.         | 01          |                     | Accounts Payable | PELL             | 250.00             |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 5

| <u>PAYEE/VENDOR</u>       | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>   | <u>COMMODITY</u>  | <u>ITEM AMOUNT</u> |
|---------------------------|-------------|---------------------|------------------|-------------------|--------------------|
| Huff, Charlotte J.        | 01          |                     | Accounts Payable | Online Refund     | 250.00             |
| Hungerman, Christopher J. | 01          |                     | Accounts Payable | Replacement Check | 310.32             |
| Hunt, Janet L.            | 01          |                     | Accounts Payable | Fndtn Bal         | 27.50              |
| Hunt, Lloyd A.            | 01          |                     | Accounts Payable | PELL              | 55.00              |
| Hunter, Jamie L.          | 01          |                     | Accounts Payable | Online Refund     | 100.00             |
| Hussung, Anna             | 01          |                     | Accounts Payable | PELL BAL          | 5.45               |
| Hyland, Rachel A.         | 01          |                     | Accounts Payable | PELL BAL          | 138.87             |
| Jacobs, Matthew E.        | 01          |                     | Accounts Payable | Online Refund     | 65.00              |
| Jakobs, Bryce             | 01          |                     | Accounts Payable | Onlinc Refund     | 2.00               |
| Jamison, Brent W.         | 01          |                     | Accounts Payable | Online Refund     | 180.00             |
| Johnson, Fred L.          | 01          |                     | Accounts Payable | Online Refund     | 190.00             |
| Jones, Paige              | 01          |                     | Accounts Payable | Online Refund     | 67.00              |
| Jordan, Krystal M.        | 01          |                     | Accounts Payable | PELL BAL          | 25.37              |
| Kaye, Veronica            | 01          |                     | Accounts Payable | PELL BAL          | 91.10              |
| Kenney, Carrie D.         | 01          |                     | Accounts Payable | Online Refund     | 195.00             |
| Kozlowski, Cynthia M.     | 01          |                     | Accounts Payable | Rec'd AMC         | 75.00              |
| Kurek, Christopher A.     | 01          |                     | Accounts Payable | Online Refund     | 65.00              |
| Lenz, Megan M.            | 01          |                     | Accounts Payable | Online Refund     | 50.00              |
| Lilly, Amy R.             | 01          |                     | Accounts Payable | PELL BAL          | 27.37              |
| Lombardo, Bethany J.      | 01          |                     | Accounts Payable | PELL BAL          | 32.41              |
| Long, Kimberly A.         | 01          |                     | Accounts Payable | PELL              | 234.00             |
| Lozano, Julie A.          | 01          |                     | Accounts Payable | Online Refund     | 65.00              |
| Mahaffey, Kyle A.         | 01          |                     | Accounts Payable | Online Refund     | 65.00              |
| Marks, Pam S.             | 01          |                     | Accounts Payable | PELL              | 500.00             |
| Marks, Pam S.             | 01          |                     | Accounts Payable | Stafford Ln       | 636.32             |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 6

| <u>PAYEE/VENDOR</u>   | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>   | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|-----------------------|-------------|---------------------|------------------|------------------|--------------------|
| Marsili, Geno         | 01          |                     | Accounts Payable | Online Refund    | 42.00              |
| Mayer, Jacqueline M.  | 01          |                     | Accounts Payable | PELL BAL         | 35.00              |
| McGinn, Diane R.      | 01          |                     | Accounts Payable | Stafford Bal     | 44.64              |
| McKenna, Jacquelyn M. | 01          |                     | Accounts Payable | PELL             | 115.00             |
| McWilliams, Ellen F.  | 01          |                     | Accounts Payable | PELL BAL         | 199.28             |
| Meenach, Janna M.     | 01          |                     | Accounts Payable | Online Refund    | 65.00              |
| Mekeel, Ashley M.     | 01          |                     | Accounts Payable | Online Refund    | 180.00             |
| Merdian, Julie K.     | 01          |                     | Accounts Payable | PELL BAL         | 1.78               |
| Merema, Connie L.     | 01          |                     | Accounts Payable | Online Refund    | 65.00              |
| Metzler, Sarah        | 01          |                     | Accounts Payable | Online Refund    | 4.00               |
| Miles, Tina A.        | 01          |                     | Accounts Payable | PELL             | 500.00             |
| Moore, Karen M.       | 01          |                     | Accounts Payable | PELL BAL         | 114.37             |
| Norman, Donna M.      | 01          |                     | Accounts Payable | Online Refund    | 48.00              |
| Nusbaum, Michele R.   | 01          |                     | Accounts Payable | Online Refund    | 192.00             |
| Perce, Janice A.      | 01          |                     | Accounts Payable | PELL             | 443.00             |
| Perkins, Robert E.    | 01          |                     | Accounts Payable | PELL BAL         | 12.77              |
| Pratt, Melanie        | 01          |                     | Accounts Payable | PELL BAL         | 124.00             |
| Ramos, Shannon L.     | 01          |                     | Accounts Payable | PELL BAL         | 60.00              |
| Regalado, Barbara J.  | 01          |                     | Accounts Payable | PELL             | 203.00             |
| Ritchie, Lynne M.     | 01          |                     | Accounts Payable | Online Refund    | 20.00              |
| Robinson, Jennifer    | 01          |                     | Accounts Payable | PELL Bal         | 110.00             |
| Rolland, Dana M.      | 01          |                     | Accounts Payable | Stafford Bal     | 2.82               |
| Rosado, Cheryl L.     | 01          |                     | Accounts Payable | PELL             | 60.00              |
| Rosengren, Angela S.  | 01          |                     | Accounts Payable | PELL             | 23.47              |
| Rus, Misty L.         | 01          |                     | Accounts Payable | PELL BAL         | 40.95              |

|                        | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>   | <u>COMMODITY</u> | <u>ITEM AMOUNT</u> |
|------------------------|-------------|---------------------|------------------|------------------|--------------------|
| Sackett-Hood, June M.  | 01          |                     | Accounts Payable | PELL BAL         | 6.63               |
| Sandusky, Christine A. | 01          |                     | Accounts Payable | PELL             | 372.10             |
| Shady, Patricia A.     | 01          |                     | Accounts Payable | PELL             | 5.45               |
| Sharp, Sherrie A.      | 01          |                     | Accounts Payable | Online Refund    | 156.00             |
| Shaulis, Tracy L.      | 01          |                     | Accounts Payable | Online Refund    | 144.00             |
| Shoemaker, Rebecca A.  | 01          |                     | Accounts Payable | Online Refund    | 195.00             |
| Shuman, Heather S.     | 01          |                     | Accounts Payable | PELL BAL         | 5.39               |
| Shuman, Kathryn        | 01          |                     | Accounts Payable | Online Refund    | 65.00              |
| Sikkema, Kristine R.   | 01          |                     | Accounts Payable | Stafford Ln      | 424.86             |
| Sikkema, Kristine R.   | 01          |                     | Accounts Payable | Stafford Bal     | 120.89             |
| Sisson, Mallory        | 01          |                     | Accounts Payable | Online Refund    | 7.00               |
| Slusser, Tina M.       | 01          |                     | Accounts Payable | PELL bAL         | 10.97              |
| Smith, Bethany F.      | 01          |                     | Accounts Payable | Fndtn Bal        | 5.45               |
| Smith, Bethany F.      | 01          |                     | Accounts Payable | PELL             | 250.00             |
| Smith, Jerry D.        | 01          |                     | Accounts Payable | Online Refund    | 240.00             |
| Snyder, Sarah K.       | 01          |                     | Accounts Payable | Fndtn            | 250.00             |
| Sulejmani, Ibadete     | 01          |                     | Accounts Payable | Online Refund    | 90.00              |
| Sullivan, April N.     | 01          |                     | Accounts Payable | PELL             | 203.00             |
| Surrey, Peter J.       | 01          |                     | Accounts Payable | Reissued check   | 172.42             |
| Taylor, Crystal A.     | 01          |                     | Accounts Payable | PELL BAL         | 6.50               |
| Thies, Kelley S.       | 01          |                     | Accounts Payable | PELL             | 100.00             |
| Thomas, Raymond E.     | 01          |                     | Accounts Payable | PELL BAL         | 60.00              |
| Thompson, Steven J.    | 01          |                     | Accounts Payable | PELL BAL         | 171.33             |
| Torres, Golden C.      | 01          |                     | Accounts Payable | PELL BAL         | 2.00               |
| VanDyke, Marc          | 01          |                     | Accounts Payable | Online Refund    | 65.00              |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 8

| <u>PAYEE/VENDOR</u>  | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>    | <u>COMMODITY</u>        | <u>ITEM AMOUNT</u> |
|----------------------|-------------|---------------------|-------------------|-------------------------|--------------------|
| VanNatta, Jeffery J. | 01          |                     | Accounts Payable  | Online Refund           | 250.00             |
| Vasquez, Antony M.   | 01          |                     | Accounts Payable  | Online Refund           | 10.00              |
| VenHuizen, Ryan D.   | 01          |                     | Accounts Payable  | Online Refund           | 35.00              |
| Vinson, Tammy L.     | 01          |                     | Accounts Payable  | Fndtn                   | 134.00             |
| Vock, Nathen L.      | 01          |                     | Accounts Payable  | Online Refund           | 144.00             |
| Vondra, Andrea       | 01          |                     | Accounts Payable  | PELL BAI                | 10.00              |
| Weathers, William L. | 01          |                     | Accounts Payable  | Reissued check          | 160.83             |
| White, Connie L.     | 01          |                     | Accounts Payable  | PELL                    | 228.00             |
| Woessner, Brock      | 01          |                     | Accounts Payable  | Online Refund           | 40.00              |
| Wolf, David T.       | 01          |                     | Accounts Payable  | Fndtn                   | 250.00             |
| Wolf, Heather A.     | 01          |                     | Accounts Payable  | PELL                    | 250.00             |
| Wright, Stephanie E. | 01          |                     | Accounts Payable  | PELL                    | 250.00             |
| Zook, Amanda J.      | 01          |                     | Accounts Payable  | Online Refund           | 65.00              |
| Follett Bookstore    | 01          |                     | PELL EOG BT       | Books-May 03            | 99.77              |
| Follett Bookstore    | 01          |                     | PELL EOG BT       | Books                   | 1,074.50           |
| Follett Bookstore    | 01          |                     | PELL EOG BT       | Books                   | 2,673.93           |
| Follett Bookstore    | 01          |                     | PELL EOG BT       | Book Charges 6/16-19/03 | 79.34              |
| Follett Bookstore    | 01          |                     | Foundation B      | Books-May 03            | 93.90              |
| Follett Bookstore    | 01          |                     | Foundation B      | Books                   | 199.50             |
| Follett Bookstore    | 01          |                     | Foundation B      | Book Charges 6/16-19/03 | 70.25              |
| Follett Bookstore    | 01          |                     | Stafford Loans BT | Books                   | 1.05               |
| Follett Bookstore    | 01          |                     | Stafford Loans BT | Books                   | 401.89             |
| Follett Bookstore    | 01          |                     | Stafford Loans BT | Book Charges 6/16-19/03 | -54.51             |
| Follett Bookstore    | 01          |                     | JTPA Whiteside B  | Books-May 03            | 2,906.18           |
| Follett Bookstore    | 01          |                     | JTPA Whiteside B  | Books                   | 1,186.18           |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 9

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>                   | <u>COMMODITY</u>                             | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|---------------------|----------------------------------|--|--------------------|
| Follett Bookstore              | 01          |                     | JTPA Whiteside B                 | Books  | 2,027.04           |
| Follett Bookstore              | 01          |                     | JTPA Whiteside B                 | Book Charges 6/16-19/03                      | 138.00             |
| Follett Bookstore              | 01          |                     | JTPA Whiteside B                 | Book Purchases thru 6/23/03 JTPA             | 73.50              |
| Follett Bookstore              | 01          |                     | JTPA Whiteside B                 | Books  | 103.75             |
| Follett Bookstore              | 01          |                     | JTPA Lee B                       | Books-May 03                                 | 1,101.94           |
| Follett Bookstore              | 01          |                     | JTPA Lee B                       | Books  | 395.95             |
| Follett Bookstore              | 01          |                     | JTPA Lee B                       | Books  | 995.75             |
| Follett Bookstore              | 01          |                     | JTPA Lee B                       | Book Charges 6/16-19/03                      | 201.24             |
| Follett Bookstore              | 01          |                     | JTPA Lee B                       | Books  | -88.00             |
| Follett Bookstore              | 01          |                     | Vets Rehab B                     | Books-May 03                                 | 39.95              |
| Follett Bookstore              | 01          |                     | Vets Rehab B                     | Books  | 129.05             |
| Follett Bookstore              | 01          |                     | Trade Act TAA Sterling B         | Books-May 03                                 | 248.60             |
| Follett Bookstore              | 01          |                     | Short Term Book Loan due Booksto | Books-May 03                                 | 87.13              |
| Follett Bookstore              | 01          |                     | Short Term Book Loan due Booksto | Books  | 269.87             |
| Follett Bookstore              | 01          |                     | Short Term Book Loan due Booksto | Books  | 105.98             |
| Follett Bookstore              | 01          |                     | AmeriCorps                       | Books  | 52.59              |
| Follett Bookstore              | 01          |                     | WIA- Clinton                     | Books  | 121.00             |
| Follett Bookstore              | 01          |                     | Bookstore payable-Trade act -Ott | Books  | 118.50             |
| Ward, Murray, Pace, & Johnson, | 01          | Board of Trustees   | Legal Services                   | General Legal Services for May, 2003         | 1,863.00           |
| Ward, Murray, Pace, & Johnson, | 01          | Board of Trustees   | Legal Services                   | June 2003 - General Legal Services           | 5,739.75           |
| Assn of Community College Trus | 01          | Board of Trustees   | Publications and Dues            | Membership Dues                              | 1,138.00           |
| Illinois Community College Tru | 01          | Board of Trustees   | Publications and Dues            | ICCTA Membership Dues                        | 3,706.00           |
| Sauk Valley Newspapers         | 01          | Board of Trustees   | Advertising                      | Legal Publications for 2002-2003 fiscal year | 39.00              |
| Sauk Valley Newspapers         | 01          | Board of Trustees   | Advertising                      | Legal Publications for 2002-2003 fiscal year | 31.20              |
| Consolidated Management Co     | 01          | Board of Trustees   | Conference/Meeting Expense       | Refreshments-Monthly Board Meeting 6/03      | 40.00              |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 10

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>             | <u>COMMODITY</u>                                | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|---------------------|----------------------------|---|--------------------|
| Thompson, Robert J.            | 01          | Board of Trustees   | Conference/Meeting Expense | Travel-ICCTA Meeting 6/20/03                    | 226.38             |
| Follett Bookstore              | 01          | President           | Office Supplies            | Departmental Office Supplies                    | 38.03              |
| Follett Bookstore              | 01          | President           | Office Supplies            | May Bookstore Charges                           | 4.99               |
| Follett Bookstore              | 01          | President           | Office Supplies            | May Bookstore Charges                           | 5.98               |
| Follett Bookstore              | 01          | President           | Office Supplies            | June Department Charges                         | 9.56               |
| Follett Bookstore              | 01          | President           | Office Supplies            | Department Bookstore Charges                    | 3.83               |
| Oregon Chamber of Commerce     | 01          | President           | Conference/Meeting Expense | Luncheon 8/4/03 D Manzullo                      | 15.00              |
| Rotary Club of Sterling        | 01          | President           | Conference/Meeting Expense | Rotary Dues for 2004 and Missed Meals           | 200.00             |
| Sauk Valley Area Chamber of Co | 01          | President           | Conference/Meeting Expense | Luncheon 7/23/03 J Mitchell                     | 15.00              |
| Lundgren's Inc                 | 01          | College Relations   | Office Supplies            | Commencement & Misc. Photos                     | 73.20              |
| Carroll County Review          | 01          | College Relations   | Publications and Dues      | Renewal   | 28.00              |
| Chronicle of Philanthropy      | 01          | College Relations   | Publications and Dues      | Subscription Renewal                            | 69.50              |
| Castle Print Tech              | 01          | College Relations   | Advertising                | Summer Class Schedule                           | 7,460.00           |
| WIXN FM - WIXN AM              | 01          | College Relations   | Advertising                | Commercials                                     | 200.00             |
| Withers Broadcasting           | 01          | College Relations   | Advertising                | June Advertising                                | 750.67             |
| CRD Region V                   | 01          | College Relations   | Conference/Meeting Expense | CRD Conference-Registration for Cal Lyons       | 150.00             |
| Lyons, Calvin W.               | 01          | College Relations   | Conference/Meeting Expense | Travel-CRD Region Meeting 6/11/03               | 349.42             |
| ABDICK Multographics           | 01          | Printshop           | Maintenance Services       | Maint. Contract 3850 Printing Press 7-1/6/30/04 | 3,912.00           |
| Xerox Corporation              | 01          | Printshop           | Maintenance Services       | 5818 Xerox-Lease Payment                        | 19.55              |
| Xerox Corporation              | 01          | Printshop           | Maintenance Services       | DC 555 Copier-Lease Payment                     | 170.00             |
| Xerox Corporation              | 01          | Printshop           | Maintenance Services       | DC 2240 Maintenance & Supply                    | 1,005.26           |
| Xerox Corporation              | 01          | Printshop           | Maintenance Services       | DC 2240 Maintenance & Supply                    | 729.04             |
| Xerox Corporation              | 01          | Printshop           | Maintenance Services       | DC 555 Copier-Maint & Supplies                  | 472.13             |
| Sauk Valley Newspapers         | 01          | Printshop           | Advertising                | Advertising-Fall Registration                   | 780.00             |
| ABDICK Multographics           | 01          | Printshop           | Purchases for Resale       | Maintenance for Print Shop                      | 343.90             |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 11

| <u>PAYEE/VENDOR</u>           | <u>FUND</u> | <u>ORGANIZATION</u>         | <u>ACCOUNT</u>             | <u>COMMODITY</u>                      | <u>ITEM AMOUNT</u> |
|-------------------------------|-------------|-----------------------------|----------------------------|---------------------------------------|--------------------|
| Follett Bookstore             | 01          | Printshop                   | Purchases for Resale       | May Bookstore Charges                 | 29.24              |
| Follett Bookstore             | 01          | Printshop                   | Purchases for Resale       | Department Bookstore Charges          | 31.99              |
| Professional Binding Inc      | 01          | Printshop                   | Purchases for Resale       | 5/8" Black 11" Spiral Combs           | 74.00              |
| Unique Computer               | 01          | Printshop                   | Purchases for Resale       | 20" Monitor                           | 1,500.00           |
| Xerox Corporation             | 01          | Printshop                   | Purchases for Resale       | Paper                                 | 1,912.00           |
| Xerox Corporation             | 01          | Printshop                   | Purchases for Resale       | Return of Staples                     | -131.36            |
| Xerox Corporation             | 01          | Printshop                   | Debt Principal Retirement  | DC 555 Copier-Lease Payment           | 403.92             |
| Xerox Corporation             | 01          | Printshop                   | Debt Principal Retirement  | DC 2240 Principal Lease Payment       | 200.80             |
| Xerox Corporation             | 01          | Printshop                   | Debt Principal Retirement  | DC 2240 Principal Lease Payment       | 202.74             |
| Xerox Corporation             | 01          | Printshop                   | Debt Principal Retirement  | DC 555 Copier-Principal Lease Payment | 407.12             |
| Xerox Corporation             | 01          | Printshop                   | Interest                   | DC 555 Copier-Lease Payment           | 229.35             |
| Xerox Corporation             | 01          | Printshop                   | Interest                   | DC 2240 Interest Lease Payment        | 143.50             |
| Xerox Corporation             | 01          | Printshop                   | Interest                   | DC 2240 Interest Lease Payment        | 141.56             |
| Xerox Corporation             | 01          | Printshop                   | Interest                   | DC 555 Copier-Interest Lease Payment  | 226.15             |
| Xerox Corporation             | 01          | Printshop                   | Lease Installment Payments | 5818 Xerox-Lease Payment              | 49.83              |
| SBM Business Equipment Center | 01          | Information Center          | Maintenance Services       | Monthly Copy Charge                   | 30.20              |
| Follett Bookstore             | 01          | Information Center          | Office Supplies            | April Bookstore Charges               | 2.60               |
| Follett Bookstore             | 01          | Information Center          | Office Supplies            | Bookstore Charges                     | 2.79               |
| Follett Bookstore             | 01          | Grant, Planning, & Research | Office Supplies            | Departmental Charges thru 3/31/03     | 47.36              |
| Follett Bookstore             | 01          | Grant, Planning, & Research | Office Supplies            | May Bookstore Charges                 | 25.52              |
| SBM Business Equipment Center | 01          | Grant, Planning, & Research | Office Supplies            | Pen's                                 | 7.60               |
| Little, Linda                 | 01          | Grant, Planning, & Research | Conference/Meeting Expense | Travelk-CRD Meeting 6/11/03           | 358.09             |
| Little, Linda                 | 01          | Grant, Planning, & Research | Conference/Meeting Expense | Travel- NIU Conf 6/20/03              | 161.75             |
| Follett Bookstore             | 01          | VP-Instructional Services   | Office Supplies            | April Bookstore Charges               | 1.60               |
| Chronicle of Higher Education | 01          | VP-Instructional Services   | Publications and Dues      | Subscription Renewal 1 Year           | 82.50              |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 12

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>               | <u>ACCOUNT</u>             | <u>COMMODITY</u>                    | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|-----------------------------------|----------------------------|-------------------------------------|--------------------|
| National Collegiate Honors Cou | 01          | Honors                            | Publications and Dues      | Membership Dues                     | 300.00             |
| Daly, Ann C.                   | 01          | Other Instructional               | Tuition Reimbursement      | Spring 2003 Tuition Reimbursement   | 100.00             |
| Nunez, Steve C.                | 01          | Other Instructional               | Tuition Reimbursement      | Tuition Reimbursement for 3 Credits | 345.00             |
| SBM Business Equipment Center  | 01          | Other Instructional               | Maintenance Services       | Service-Shredder                    | 68.00              |
| SBM Business Equipment Center  | 01          | Other Instructional               | Maintenance Services       | Copier Monthly Maintenance FY 03    | 45.29              |
| Campus Tech, Inc               | 01          | Other Instructional               | Instructional Supplies     | Adobe Photoshop                     | 278.00             |
| Campus Tech, Inc               | 01          | Other Instructional               | Computer Software          | Adobe Photoshop 7.0 WIN             | 278.00             |
| RMS Informational Technology I | 01          | Other Instructional               | Computer Software          | Mdaemon Pro (500 User License)      | 6,460.00           |
| Techsmith Corporation          | 01          | Other Instructional               | Computer Software          | 10-User Pack of SnagIT              | 196.45             |
| Shippert, Stanley              | 01          | Other Instructional               | Conference/Meeting Expense | Travel-AERS/ASRT Meeting 6/12/03    | 1,230.05           |
| Follett Bookstore              | 01          | Dean of Arts, Social Sciences & P | Office Supplies            | Departmental Office Supplies        | 5.72               |
| Follett Bookstore              | 01          | Dean of Arts, Social Sciences & P | Office Supplies            | May Bookstore Charges               | 33.50              |
| Follett Bookstore              | 01          | Dean of Arts, Social Sciences & P | Office Supplies            | Bookstore Charges                   | 4.77               |
| Follett Bookstore              | 01          | Dean of Arts, Social Sciences & P | Office Supplies            | June Department Charges             | 12.79              |
| Quill Corporation              | 01          | Dean of Arts, Social Sciences & P | Office Supplies            | Binder Dividers                     | 49.35              |
| SBM Business Equipment Center  | 01          | Dean of Arts, Social Sciences & P | Office Supplies            | Credit for Ribbons                  | -15.92             |
| SBM Business Equipment Center  | 01          | Dean of Arts, Social Sciences & P | Office Supplies            | Ribbons                             | 14.58              |
| Follett Bookstore              | 01          | Art                               | Instructional Supplies     | Departmental Office Supplies        | 53.50              |
| Follett Bookstore              | 01          | Art                               | Instructional Supplies     | Departmental Charges thru 3/31/03   | 97.04              |
| Follett Bookstore              | 01          | Art                               | Instructional Supplies     | May Bookstore Charges               | 100.59             |
| Follett Bookstore              | 01          | Art                               | Instructional Supplies     | May Bookstore Charges               | 32.24              |
| Follett Bookstore              | 01          | Art                               | Instructional Supplies     | April Bookstore Charges             | 3.99               |
| Follett Bookstore              | 01          | Art                               | Instructional Supplies     | Department Bookstore Charges        | 56.25              |
| Follett Bookstore              | 01          | English                           | Instructional Supplies     | Departmental Office Supplies        | 140.37             |
| Follett Bookstore              | 01          | English                           | Instructional Supplies     | May Bookstore Charges               | -52.75             |

| <u>PAYEE/VENDOR</u>        | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>         | <u>COMMODITY</u>                                   | <u>ITEM AMOUNT</u> |
|----------------------------|-------------|---------------------|------------------------|--|--------------------|
| Follett Bookstore          | 01          | English             | Instructional Supplies | May Bookstore Charges                              | 119.87             |
| Follett Bookstore          | 01          | English             | Instructional Supplies | April Bookstore Charges                            | 128.50             |
| Quill Corporation          | 01          | Reading             | Instructional Supplies | Binder Dividers                                    | 10.98              |
| Follett Bookstore          | 01          | Humanities          | Instructional Supplies | Departmental Office Supplies                       | 4.30               |
| Follett Bookstore          | 01          | Humanities          | Instructional Supplies | April Bookstore Charges                            | 11.80              |
| Follett Bookstore          | 01          | Humanities          | Instructional Supplies | June Department Charges                            | 5.97               |
| Follett Bookstore          | 01          | Music               | Instructional Supplies | May Bookstore Charges                              | 5.97               |
| Foster Family Music Center | 01          | Music               | Instructional Supplies | Climate Control for Kawai Grand Piano              | 325.00             |
| Heritage Music Center Inc  | 01          | Music               | Instructional Supplies | Music Supplies                                     | 471.20             |
| Heritage Music Center Inc  | 01          | Music               | Instructional Supplies | Music Supplies                                     | 195.00             |
| Heritage Music Center Inc  | 01          | Music               | Instructional Supplies | Bass Drum Head Set                                 | 100.00             |
| Heritage Music Center Inc  | 01          | Music               | Instructional Supplies | Cymbal Stand & Bass Amplifier                      | 261.80             |
| Heritage Music Center Inc  | 01          | Music               | Instructional Supplies | Music  | 68.40              |
| Murray, Kris A.            | 01          | Music               | Instructional Supplies | Computer Carts & Station                           | 128.55             |
| Coda Music                 | 01          | Music               | Computer Software      | Finale License Upgrade to Finale 2003 #HFNS-000113 | 880.00             |
| Sweetwater Music           | 01          | Music               | Computer Software      | MBox Hard Disk Recording Bundle                    | 908.00             |
| Follett Bookstore          | 01          | Philosophy          | Instructional Supplies | May Bookstore Charges                              | 85.75              |
| Follett Bookstore          | 01          | Philosophy          | Instructional Supplies | May Bookstore Charges                              | 1.43               |
| Follett Bookstore          | 01          | Philosophy          | Instructional Supplies | Bookstore Charges                                  | 3.09               |
| American Red Cross         | 01          | Physical Education  | Instructional Supplies | PED "Responding to Emergencies" Class              | 150.00             |
| Follett Bookstore          | 01          | Physical Education  | Instructional Supplies | Departmental Office Supplies                       | 1.58               |
| Hoyle, Christine           | 01          | Fitness Center      | Instructional Supplies | Wellness Club Gift Cards                           | 170.00             |
| Hoyle, Christine           | 01          | Fitness Center      | Instructional Supplies | Wellness Club Gift Cards                           | 165.00             |
| Hoyle, Christine           | 01          | Fitness Center      | Instructional Supplies | Wellness Club Gift Cards                           | 15.00              |
| Follett Bookstore          | 01          | Criminal Justice    | Instructional Supplies | Departmental Office Supplies                       | 5.58               |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 11:23 PM  
PAGE: 14

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>             | <u>COMMODITY</u>                                     | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------------|----------------------------|--|--------------------|
| Follett Bookstore              | 01          | Criminal Justice                 | Instructional Supplies     | May Bookstore Charges                                | 155.50             |
| Follett Bookstore              | 01          | Criminal Justice                 | Instructional Supplies     | April Bookstore Charges                              | 70.50              |
| Quill Corporation              | 01          | Criminal Justice                 | Instructional Supplies     | Binder Dividers                                      | 18.99              |
| Follett Bookstore              | 01          | History                          | Instructional Supplies     | May Bookstore Charges                                | 9.95               |
| Follett Bookstore              | 01          | History                          | Instructional Supplies     | May Bookstore Charges                                | 49.99              |
| IN-TELE-COM                    | 01          | Political Science                | Other Contractual Services | License Agreement                                    | 500.00             |
| Follett Bookstore              | 01          | Political Science                | Instructional Supplies     | May Bookstore Charges                                | 1.19               |
| Follett Bookstore              | 01          | Political Science                | Instructional Supplies     | May Bookstore Charges                                | 52.75              |
| Follett Bookstore              | 01          | Political Science                | Instructional Supplies     | April Bookstore Charges                              | 2.30               |
| Follett Bookstore              | 01          | Psychology                       | Instructional Supplies     | Departmental Office Supplies                         | 7.16               |
| Follett Bookstore              | 01          | Psychology                       | Instructional Supplies     | Departmental Charges thru 3/31/03                    | 6.54               |
| Follett Bookstore              | 01          | Psychology                       | Instructional Supplies     | May Bookstore Charges                                | 1.26               |
| Follett Bookstore              | 01          | Psychology                       | Instructional Supplies     | April Bookstore Charges                              | 114.31             |
| IN-TELE-COM                    | 01          | Psychology                       | Instructional Supplies     | 14 Students Enrolled in "The Human Condition" @ \$22 | 308.00             |
| Indiana University Audio Visua | 01          | Psychology                       | Instructional Supplies     | Finding Time   | 26.15              |
| Follett Bookstore              | 01          | Academic Skills                  | Instructional Supplies     | May Bookstore Charges                                | 4.91               |
| Follett Bookstore              | 01          | Academic Skills                  | Instructional Supplies     | June Department Charges                              | 5.67               |
| Quill Corporation              | 01          | Academic Skills                  | Instructional Supplies     | Swingline 747 Stapler Black 038-74701                | 38.57              |
| Follett Bookstore              | 01          | Learning Assistance Center       | Instructional Supplies     | April Bookstore Charges                              | 3.57               |
| Follett Bookstore              | 01          | Learning Assistance Center       | Instructional Supplies     | Bookstore Charges                                    | 5.99               |
| Community Development Society  | 01          | Dean of Business, Tech & Natural | Publications and Dues      | Renewal  | 35.00              |
| White, Linley V.               | 01          | Dean of Business, Tech & Natural | Conference/Meeting Expense | Travel-IVCC, Area Sites                              | 138.64             |
| Hurd, Mary Ann                 | 01          | Dean of Business, Tech & Natural | Other Conference & Meeting | Student Intern-travel                                | 16.56              |
| Follett Bookstore              | 01          | Accounting                       | Instructional Supplies     | Departmental Office Supplies                         | 10.82              |
| State of Illinois Office of Ba | 01          | Business                         | Instructional Supplies     | Real Estate Licensing Fees                           | 300.00             |

| <u>PAYEE/VENDOR</u>           | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>                  | <u>COMMODITY</u>                                | <u>ITEM AMOUNT</u> |
|-------------------------------|-------------|----------------------------------|---------------------------------|---|--------------------|
| White, Linley V.              | 01          | Business                         | Instructional Supplies          | Business Textbooks                              | 188.76             |
| Century 21-Results            | 01          | Business                         | Publications and Dues           | Membership Dues/License Fee-Ed Cox              | 225.00             |
| Follett Bookstore             | 01          | Computer Information Systems     | Instructional Supplies          | Departmental Office Supplies                    | 34.00              |
| Certiport                     | 01          | Office & Administrative Services | Instructional Supplies          | Microsoft Office Specialist Certification Exams | 480.00             |
| SBM Business Equipment Center | 01          | Office & Administrative Services | Instructional Supplies          | Monthly Service Contract Sharp AR201 Copier     | 25.50              |
| Staples                       | 01          | Office & Administrative Services | Instructional Supplies          | OAS Lab Supplies                                | 225.41             |
| Anderson, Zacharius           | 01          | Electronics                      | Instructional Supplies          | Electronic Supplies                             | 33.00              |
| Follett Bookstore             | 01          | Electronics                      | Instructional Supplies          | Departmental Office Supplies                    | 43.39              |
| Follett Bookstore             | 01          | Electronics                      | Instructional Supplies          | May Bookstore Charges                           | 64.00              |
| Follett Bookstore             | 01          | Electronics                      | Instructional Supplies          | May Bookstore Charges                           | 24.99              |
| Follett Bookstore             | 01          | Electronics                      | Instructional Supplies          | April Bookstore Charges                         | 1.90               |
| Follett Bookstore             | 01          | Electronics                      | Instructional Supplies          | Bookstore Charges                               | 63.98              |
| Airgas North Central          | 01          | HVAC                             | Instructional Supplies          | HVAC Supplies                                   | 20.40              |
| Follett Bookstore             | 01          | Manufacturing Technology         | Instructional Supplies          | Bookstore Charges                               | 37.50              |
| Follett Bookstore             | 01          | Mechanical Design                | Instructional Supplies          | Departmental Office Supplies                    | 31.76              |
| Follett Bookstore             | 01          | Mechanical Design                | Instructional Supplies          | May Bookstore Charges                           | 3.96               |
| Follett Bookstore             | 01          | Mechanical Design                | Instructional Supplies          | April Bookstore Charges                         | 3.20               |
| Follett Bookstore             | 01          | Mechanical Design                | Instructional Supplies          | Department Bookstore Charges                    | 3.99               |
| Fountain, William B.          | 01          | Mechanical Design                | Instructional Supplies          | Mechanical Design Supplies                      | 52.86              |
| Follett Bookstore             | 01          | Biology                          | Administrative Staff- Part-Time | May Bookstore Charges                           | 30.26              |
| Carolina Biological Supply Co | 01          | Biology                          | Instructional Supplies          | Biology Supplies                                | 91.81              |
| Carolina Biological Supply Co | 01          | Biology                          | Instructional Supplies          | See Attached Items & Ship Dates QUote #4128SQ   | 33.65              |
| Carolina Biological Supply Co | 01          | Biology                          | Instructional Supplies          | See Attached Items & Ship Dates QUote #4128SQ   | 47.95              |
| Follett Bookstore             | 01          | Biology                          | Instructional Supplies          | Departmental Office Supplies                    | 5.25               |
| Follett Bookstore             | 01          | Biology                          | Instructional Supplies          | June Department Charges                         | 2.73               |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 16

| <u>PAYEE/VENDOR</u>           | <u>FUND</u> | <u>ORGANIZATION</u>           | <u>COMMODITY</u>           | <u>ITEM AMOUNT</u>                              |
|-------------------------------|-------------|-------------------------------|----------------------------|---|
| Grape & Granary               | 01          | Biology                       | Instructional Supplies     | Yeasf 10.90                                     |
| Nunez, Steve C.               | 01          | Biology                       | Instructional Supplies     | Biology Supplies 36.12                          |
| Ward's-Biology                | 01          | Biology                       | Instructional Supplies     | 85-W-0987 Halobacterium Salinarium Tube 53.40   |
| Wood, Therese L.              | 01          | Biology                       | Instructional Supplies     | Biology Supplies 89.84                          |
| Follett Bookstore             | 01          | Chemistry                     | Instructional Supplies     | May Bookstore Charges 8.35                      |
| U S Filter Corporation        | 01          | Chemistry                     | Instructional Supplies     | Chemistry Supplies FY 03 133.00                 |
| Follett Bookstore             | 01          | Mathematics                   | Instructional Supplies     | Departmental Charges thru 3/31/03 2.85          |
| Follett Bookstore             | 01          | Mathematics                   | Instructional Supplies     | April Bookstore Charges 98.75                   |
| Follett Bookstore             | 01          | Mathematics                   | Instructional Supplies     | Department Bookstore Charges 4.49               |
| Air Zooka                     | 01          | Physics                       | Instructional Supplies     | AirZooka (Tactical Black SKU: Black) 36.98      |
| Pasco Scientific              | 01          | Physics                       | Instructional Supplies     | Universal DMM SB-9599A 275.50                   |
| KSB Hospital                  | 01          | Health Occupational           | Instructional Supplies     | Supplies CPR Class-DCC 20.00                    |
| KSB Hospital                  | 01          | Health Occupational           | Instructional Supplies     | Supplies for BPS 040-DCC 115.00                 |
| KSB Hospital                  | 01          | Health Occupational           | Instructional Supplies     | CPR Cards for DCC 11.25                         |
| KSB Hospital                  | 01          | Health Occupational           | Instructional Supplies     | CPR/First Aid-DCC 31.25                         |
| SBM Business Equipment Center | 01          | Director of Health Careers Ed | Maintenance Services       | Maintenance Agreement for AR-164 Copier 34.30   |
| Follett Bookstore             | 01          | Director of Health Careers Ed | Office Supplies            | Departmental Office Supplies .55                |
| Follett Bookstore             | 01          | Director of Health Careers Ed | Office Supplies            | Bookstore Charges 3.20                          |
| Quill Corporation             | 01          | Director of Health Careers Ed | Office Supplies            | Open P.O. 2002-03 45.90                         |
| Eisenberg, Diana L.           | 01          | Director of Health Careers Ed | Conference/Meeting Expense | Travel-Springfield CNA Conference 5/1/03 206.54 |
| Heitmann, Mary T.             | 01          | Associate Degree Nursing      | Conference/Meeting Expense | KSB Clinical Site Visits thru 4/23/03 60.48     |
| Southern Illinois University  | 01          | Nurse Assistant               | Consultants                | Criminal Background Check 240.00                |
| Wallingford, Lori S           | 01          | Nurse Assistant               | Consultants                | CPR Training-CNA Class 360.00                   |
| KSB Hospital                  | 01          | Licensed Practical Nursing    | Consultants                | NRS 111-Clinical 5/27/03 974.55                 |
| Follett Bookstore             | 01          | Licensed Practical Nursing    | Office Supplies            | Departmental Office Supplies 34.85              |

| <u>PAYEE/VENDOR</u>           | <u>FUND</u> | <u>ORGANIZATION</u>         | <u>ACCOUNT</u>             | <u>COMMODITY</u>                                  | <u>ITEM AMOUNT</u> |
|-------------------------------|-------------|-----------------------------|----------------------------|---|--------------------|
| CGH Medical Center            | 01          | Licensed Practical Nursing  | Instructional Supplies     | Linen Service 5/2003                              | 51.00              |
| DeKroft-Metz and Co, Inc      | 01          | Licensed Practical Nursing  | Instructional Supplies     | Open P.O. 2002-03                                 | 44.85              |
| First HealthCare Products     | 01          | Licensed Practical Nursing  | Instructional Supplies     | Blank Spine/Rack ID Labels #5093                  | 173.95             |
| Cunningham, Pamela S.         | 01          | Licensed Practical Nursing  | Conference/Meeting Expense | Clinical Travel thru 6/18/03                      | 20.16              |
| Diagnostic Imaging Inc        | 01          | Radiologic Technology       | Maintenance Services       | Monthly Maintenance Fee FY 2002-2003              | 16.51              |
| Diagnostic Imaging Inc        | 01          | Radiologic Technology       | Instructional Supplies     | Monthly Maintenance Fee FY 2002-2003              | 48.49              |
| Francisco, Cassandra          | 01          | Radiologic Technology       | Conference/Meeting Expense | Travel-Clinical Site thru 6/12/03                 | 149.76             |
| Francisco, Cassandra          | 01          | Radiologic Technology       | Conference/Meeting Expense | Clinical Sites                                    | 164.88             |
| Francisco, Cassandra          | 01          | Radiologic Technology       | Conference/Meeting Expense | Travel-Clinical Sites thru 7/10/03                | 232.20             |
| Kiele, Beverly M.             | 01          | Radiologic Technology       | Conference/Meeting Expense | Travel-Clinical Sites thru 6/23/03                | 370.08             |
| Kiele, Beverly M.             | 01          | Radiologic Technology       | Conference/Meeting Expense | Clinical Travel 6/30/03                           | 105.84             |
| Kiele, Beverly M.             | 01          | Radiologic Technology       | Conference/Meeting Expense | Clinical Site Travel thru 7/10/03                 | 132.48             |
| Shippert, Stanley             | 01          | Radiologic Technology       | Conference/Meeting Expense | Travel-Clinical Sites 6/30/03                     | 126.00             |
| Unique Computer               | 01          | Dean of Information Systems | Office Supplies            | Iomega Gig-O-Pack Zip Disks                       | 200.00             |
| Unique Computer               | 01          | Dean of Information Systems | Office Supplies            | Information Services Supplies                     | 70.52              |
| Unique Computer               | 01          | Dean of Information Systems | Office Supplies            | Cordless Mouse                                    | 65.00              |
| Unique Computer               | 01          | Dean of Information Systems | Instructional Supplies     | Information Services Supplies                     | 106.24             |
| Educause                      | 01          | Dean of Information Systems | Publications and Dues      | Annual Dues                                       | 435.00             |
| Edutech Report                | 01          | Dean of Information Systems | Publications and Dues      | Subscription Renewal                              | 97.00              |
| Nexus Office Systems, Inc     | 01          | Learning Resource Center    | Maintenance Services       | Annual Fax Maintenance Agreement                  | 410.96             |
| Follett Bookstore             | 01          | Learning Resource Center    | Library Supplies           | Departmental Charges thru 3/31/03                 | 19.39              |
| Follett Bookstore             | 01          | Learning Resource Center    | Library Supplies           | April Bookstore Charges                           | 178.13             |
| Gaylord Brothers              | 01          | Learning Resource Center    | Library Supplies           | CW-10 9-1/8" to 10" Adjustable Book Jacket Covers | 367.31             |
| SBM Business Equipment Center | 01          | Learning Resource Center    | Library Supplies           | Typewriter and ribbons                            | 141.53             |
| Amazon.com                    | 01          | Learning Resource Center    | Books and Binding Costs    | Book Return                                       | -15.97             |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 18

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>             | <u>ACCOUNT</u>                   | <u>COMMODITY</u>                                 | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|---------------------------------|----------------------------------|--|--------------------|
| Amazon.com                     | 01          | Learning Resource Center        | Books and Binding Costs          | Book Return                                      | -16.60             |
| Amazon.com                     | 01          | Learning Resource Center        | Books and Binding Costs          | Various Books for Library                        | 2,185.96           |
| Amazon.com                     | 01          | Learning Resource Center        | Books and Binding Costs          | Various Books for Library                        | 12.89              |
| Amazon.com                     | 01          | Learning Resource Center        | Books and Binding Costs          | Library Books                                    | 808.86             |
| CQ Press                       | 01          | Learning Resource Center        | Books and Binding Costs          | Books  | 66.62              |
| CQ Press                       | 01          | Learning Resource Center        | Books and Binding Costs          | Credit   | 10.74              |
| California Newsreel            | 01          | Learning Resource Center        | Books and Binding Costs          | Race-The Power Of Illusion (3 Part Set)          | 305.00             |
| Gale Group                     | 01          | Learning Resource Center        | Books and Binding Costs          | book   | 198.33             |
| US Bank                        | 01          | Learning Resource Center        | Books and Binding Costs          | Books  | 1,005.99           |
| Chronicle of Higher Education  | 01          | Learning Resource Center        | Publications and Dues            | Account #61021SUK17 (2 Year Subscription)        | 140.00             |
| Loyola University Health Scien | 01          | Learning Resource Center        | Publications and Dues            | Inter Library Book                               | 11.00              |
| NILRC                          | 01          | Learning Resource Center        | Publications and Dues            | Academic Index Renewal                           | 5,424.30           |
| Illinois State Library         | 01          | Learning Resource Center        | Other Materials and Supplies     | OCLC Services                                    | 2,000.00           |
| NILRC                          | 01          | Learning Resource Center        | Other Materials and Supplies     | Membership Renewal                               | 750.00             |
| Northern Illinois University   | 01          | Learning Resource Center        | Other Materials and Supplies     | Subscription to Lexis-Nexis for 2003-2004        | 1,508.80           |
| Beinhoff, Lisa A.              | 01          | Learning Resource Center        | Conference/Meeting Expense       | Travel-NILRC Meeting 6/12/03                     | 158.76             |
| Hewlett-Packard                | 01          | Academic Computing              | Maintenance Services             | 7000 Sauk 210 Agreement 2646A8241 Billed Monthly | 138.00             |
| Hewlett-Packard                | 01          | Academic Computing              | Maintenance Services             | HP rp2470 Hardware Support                       | 105.00             |
| Mueller Audio Visual           | 01          | Instructional Technology Center | Maintenance Services             | Replacement Bulb fo ICD Projector                | 505.00             |
| Follett Bookstore              | 01          | Instructional Technology Center | Instructional Technology Materia | May Bookstore Charges                            | 10.70              |
| Follett Bookstore              | 01          | Instructional Technology Center | Instructional Technology Materia | May Bookstore Charges                            | 4.39               |
| Unique Computer                | 01          | Instructional Technology Center | Instructional Technology Materia | Printer Toner                                    | 29.00              |
| Unique Computer                | 01          | Instructional Technology Center | Instructional Technology Materia | Scroll Mouse                                     | 315.00             |
| Hewlett-Packard                | 01          | Administrative Computing        | Maintenance Services             | 7000 Sauk 210 Agreement 2646A8241 Billed Monthly | 1,995.00           |
| Hewlett-Packard                | 01          | Administrative Computing        | Maintenance Services             | Hardware Support                                 | 1,656.93           |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 19

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>             | <u>ACCOUNT</u>             | <u>COMMODITY</u>                               | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|---------------------------------|----------------------------|--|--------------------|
| Network System Technologies, I | 01          | Administrative Computing        | Maintenance Services       | FY 2004 Maintenance Agreement/CISCO Products   | 30,003.00          |
| Network System Technologies, I | 01          | Administrative Computing        | Maintenance Services       | Maintenance for APC Symetra UPS 6/1/03-5/31/04 | 1,145.00           |
| Follett Bookstore              | 01          | Administrative Computing        | Office Supplies            | May Bookstore Charges                          | 29.58              |
| Follett Bookstore              | 01          | Administrative Computing        | Office Supplies            | April Bookstore Charges                        | 35.03              |
| Toner Tech Plus                | 01          | Administrative Computing        | Office Supplies            | Toner Refurbished                              | 1,408.95           |
| Toner Tech Plus                | 01          | Administrative Computing        | Office Supplies            | Toner Cartridges                               | 489.50             |
| Unique Computer                | 01          | Administrative Computing        | Office Supplies            | Printer Supplies                               | 231.00             |
| Unique Computer                | 01          | Administrative Computing        | Office Supplies            | Information Services Supplies                  | 453.24             |
| Unique Computer                | 01          | Administrative Computing        | Office Supplies            | NEC 19" LCD Panels                             | 1,550.00           |
| Unique Computer                | 01          | Administrative Computing        | Office Supplies            | Scroll Mouse                                   | 431.00             |
| Interone, Alice                | 01          | Administrative Computing        | Publications and Dues      | Books  | 79.58              |
| O'Reilly & Associates, Inc     | 01          | Administrative Computing        | Publications and Dues      | Reference Books                                | 39.45              |
| Follett Bookstore              | 01          | VP- Student Services            | Office Supplies            | April Bookstore Charges                        | 31.50              |
| Follett Bookstore              | 01          | VP- Student Services            | Office Supplies            | June Department Charges                        | 13.52              |
| Kerber, Joan E.                | 01          | VP- Student Services            | Conference/Meeting Expense | Travel-ICCSSO 6/19/03                          | 269.45             |
| National Conference Student De | 01          | Other Student Services          | Publications and Dues      | NSCD Student Development Membership            | 200.00             |
| Follett Bookstore              | 01          | Special Needs- ADA              | Instructional Supplies     | Bookstore Charges                              | 120.50             |
| E R Moore Company              | 01          | Commencement                    | Other Supplies             | Cap & Gown                                     | 47.50              |
| E R Moore Company              | 01          | Commencement                    | Other Supplies             | Cap & Gown                                     | 119.00             |
| E R Moore Company              | 01          | Commencement                    | Other Supplies             | Cap & Gown-Faucly                              | 115.00             |
| E R Moore Company              | 01          | Commencement                    | Other Supplies             | Cap & Gown-Marshalls                           | 27.00              |
| E R Moore Company              | 01          | Commencement                    | Other Supplies             | Cap & Gown                                     | 2,557.50           |
| Josten's Inc                   | 01          | Commencement                    | Other Supplies             | "High Honor" Seals                             | 53.35              |
| Dillow, Debra D.               | 01          | Student Health Services         | Other Supplies             | First Aid Supplies                             | 150.00             |
| Corporate Office City          | 01          | Admissions, Records & Placement | Office Supplies            | Service Call on Copier                         | 76.42              |

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>             | <u>COMMODITY</u>                      | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------------|----------------------------|---------------------------------------|--------------------|
| National Business Systems      | 01          | Admissions, Records & Placement  | Office Supplies            | Imaging & Indexing Student Files      | 1,265.42           |
| National Business Systems      | 01          | Admissions, Records & Placement  | Office Supplies            | Imaging                               | 2,133.65           |
| Quill Corporation              | 01          | Admissions, Records & Placement  | Office Supplies            | Flexgrip Pens Blue                    | 196.73             |
| Unique Computer                | 01          | Admissions, Records & Placement  | Office Supplies            | CDRW                                  | 100.00             |
| Ill Assoc of Collegiate Regist | 01          | Admissions, Records & Placement  | Publications and Dues      | Membership Fees 2003-2004             | 110.00             |
| Illinois Assoc for College Adm | 01          | Admissions, Records & Placement  | Publications and Dues      | 2003/2004 Membership Dues             | 55.00              |
| Illinois Comm Coll Admission & | 01          | Admissions, Records & Placement  | Publications and Dues      | Membership Dues FY 03                 | 40.00              |
| Illinois Comm Coll Admission & | 01          | Admissions, Records & Placement  | Publications and Dues      | Institutional Membership 2003-2004    | 40.00              |
| Clodfelter, Pamela J.          | 01          | Admissions, Records & Placement  | Conference/Meeting Expense | Travel-ICCAROO Meeting 6/19/03        | 72.88              |
| Brown, John W.                 | 01          | Financial Aid & Veterans Affairs | Conference/Meeting Expense | Travel-Chicago 6/17/03 ED Express     | 118.10             |
| Stiefel, Debra                 | 01          | Financial Aid & Veterans Affairs | Conference/Meeting Expense | Travel-Chicago 6/17/03 Ed Express     | 7.00               |
| Follett Bookstore              | 01          | Counseling                       | Office Supplies            | May Bookstore Charges                 | 5.98               |
| Follett Bookstore              | 01          | Counseling                       | Office Supplies            | April Bookstore Charges               | 55.00              |
| American College Testing Progr | 01          | Counseling                       | Instructional Supplies     | See Attached Order Form               | 2,425.00           |
| Consulting Psychologists Press | 01          | Counseling                       | Instructional Supplies     | Package of Form M Item Booklets #6115 | 276.50             |
| NACUBO                         | 01          | VP- Administrative Services      | Publications and Dues      | CACUBO Membership Dues                | 200.00             |
| Consolidated Management Co     | 01          | VP- Administrative Services      | Conference/Meeting Expense | Adopt - a - Highway                   | 33.90              |
| Seagren, Catherine L.          | 01          | Other Institutional              | Tuition Reimbursement      | Tuition Reimbursement Spring 03       | 273.00             |
| Pitney Bowes                   | 01          | Other Institutional              | Maintenance Services       | Repair Postage Meter                  | 272.00             |
| Federal Express Corp           | 01          | Other Institutional              | Postage                    | Shipping Charges                      | 38.27              |
| Pitney Bowes                   | 01          | Other Institutional              | Postage                    | Meter Rental 03-04                    | 1,243.40           |
| US Postmaster                  | 01          | Other Institutional              | Postage                    | Refill Business Reply                 | 500.00             |
| US Postmaster                  | 01          | Other Institutional              | Postage                    | Postal Permit Renewal (#94 Rockford)  | 150.00             |
| US Postmaster                  | 01          | Other Institutional              | Postage                    | Refill Permit 243 Summer Grades       | 800.00             |
| US Postmaster                  | 01          | Other Institutional              | Postage                    | Piano Sale Address Correction Fees    | 500.00             |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 21

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>             | <u>COMMODITY</u>                        | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|---------------------|----------------------------|---|--------------------|
| US Postmaster                  | 01          | Other Institutional | Postage                    | Bulk Mailing renewal Permit 7           | 150.00             |
| US Postmaster                  | 01          | Other Institutional | Postage                    | Postage Meter Refill                    | 3,500.00           |
| United Parcel Service          | 01          | Other Institutional | Postage                    | Monthly Charges thru 6/6/03             | 385.53             |
| Higher Learning Commission     | 01          | Other Institutional | Publications and Dues      | Annual Dues for HLC                     | 2,459.00           |
| Daily Chronicle                | 01          | Other Institutional | Recruitment                | Recruitment FY03 Open PO                | 125.44             |
| Daily Chronicle                | 01          | Other Institutional | Recruitment                | Recruitment FY03 Open PO                | 295.74             |
| Daily Chronicle                | 01          | Other Institutional | Recruitment                | Recruitment FY03 Open PO                | 20.93              |
| Daily Chronicle                | 01          | Other Institutional | Recruitment                | Recruitment FY03 Open PO                | 333.80             |
| Quad-City Times                | 01          | Other Institutional | Recruitment                | Recruitment FY03 Open PO                | 697.00             |
| Rockford Register Star         | 01          | Other Institutional | Recruitment                | Recruitment FY03 Open PO                | 1,394.76           |
| Sauk Valley Newspapers         | 01          | Other Institutional | Recruitment                | Recruitment FY03 Open PO                | 105.08             |
| Sauk Valley Newspapers         | 01          | Other Institutional | Recruitment                | Recruitment FY03 Open PO                | 119.80             |
| Sauk Valley Newspapers         | 01          | Other Institutional | Recruitment                | Recruitment FY03 Open PO                | 266.22             |
| Sauk Valley Newspapers         | 01          | Other Institutional | Recruitment                | Recruitment FY03 Open PO                | 173.86             |
| Sauk Valley Newspapers         | 01          | Other Institutional | Recruitment                | Recruitment FY03 Open PO                | 57.38              |
| SBM Business Equipment Center  | 01          | Business Office     | Maintenance Services       | Maintenance-Copy Machine                | 25.50              |
| Acorn Solutions, Inc           | 01          | Business Office     | Office Supplies            | Direct Deposit Checks-Burgandy 1000/box | 47.00              |
| Acorn Solutions, Inc           | 01          | Business Office     | Office Supplies            | Direct Deposit Checks-Burgandy 1000/box | 47.00              |
| Acorn Solutions, Inc           | 01          | Business Office     | Office Supplies            | General Fund Checks-Blue/Green 1000/box | 47.00              |
| American Institute of CPA's    | 01          | Business Office     | Publications and Dues      | Annual Dues                             | 150.00             |
| Kiplinger Washington Letter    | 01          | Business Office     | Publications and Dues      | Kiplinger Subscription                  | 84.00              |
| Parkland College               | 01          | Tuition Chargeback  | Tuition Chargeback         | Summer 03 Chargeback                    | 597.18             |
| Society for Human Resource Man | 01          | Personnel Office    | Publications and Dues      | Renewal of Membership 2003/2004         | 160.00             |
| Thompson Publishing Group      | 01          | Personnel Office    | Publications and Dues      | Renewal ADA Compliance Guide 2003/2004  | 329.00             |
| Consolidated Management Co     | 01          | Personnel Office    | Other Conference & Meeting | Monthly Winners Birthday Party          | 80.00              |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 22

| <u>PAYEE/VENDOR</u>           | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>             | <u>COMMODITY</u>                            | <u>ITEM AMOUNT</u> |
|-------------------------------|-------------|----------------------------------|----------------------------|---|--------------------|
| College of DuPage             | 01          | Phi Theta Kappa                  | Conference/Meeting Expense | PTK Honors Institute                        | 75.00              |
| Clark, Jeffrey                | 010110      | Corp Serv Professional Developme | Consultants                | Lift Truck Training-Rayovac                 | 680.00             |
| Honold, Donna                 | 010110      | Corp Serv Professional Developme | Consultants                | Rayovac Training 6/27/03                    | 7,125.00           |
| IMEC                          | 010110      | Corp Serv Professional Developme | Consultants                | Training for Edelmann 6/18/03               | 3,500.00           |
| IMEC                          | 010110      | Corp Serv Professional Developme | Consultants                | Six Sigman/Lean Mfg Trng for Plews Edelmann | 6,000.00           |
| O'Leary, Sheila               | 010110      | Corp Serv Professional Developme | Consultants                | Training for Loparex                        | 220.00             |
| West, Bob                     | 010110      | Corp Serv Professional Developme | Consultants                | IMECO Welding Trng 5/20 & 6/26              | 300.00             |
| West, Bob                     | 010110      | Corp Serv Professional Developme | Consultants                | Mileage for Imeco Trng                      | 22.75              |
| Follett Bookstore             | 010110      | Corp Serv Professional Developme | Instructional Supplies     | Departmental Office Supplies                | 165.00             |
| Follett Bookstore             | 010110      | Corp Serv Professional Developme | Instructional Supplies     | April Bookstore Charges                     | 855.25             |
| Follett Bookstore             | 010110      | Corporate Services Admin.        | Office Supplies            | Departmental Charges thru 3/31/03           | 5.88               |
| Follett Bookstore             | 010110      | Corporate Services Admin.        | Office Supplies            | May Bookstore Charges                       | 3.92               |
| SBM Business Equipment Center | 010110      | Corporate Services Admin.        | Office Supplies            | Open PO Contract for Copier 7/1/02-6/30/03  | 61.26              |
| SBM Business Equipment Center | 010110      | Corporate Services Admin.        | Office Supplies            | Monthly Copy Charges                        | 60.79              |
| Follett Bookstore             | 010110      | Corporate Services Admin.        | Advertising                | April Bookstore Charges                     | 220.55             |
| Gericke, Thomas H.            | 010110      | Corporate Services Admin.        | Conference/Meeting Expense | Area travel thru 6/30/03                    | 57.60              |
| Gospodarczyk, Thomas J.       | 010110      | Corporate Services Admin.        | Conference/Meeting Expense | Travel-Area Sites thru 6/18/03              | 74.52              |
| Mandernach, Patricia          | 010120      | Leisure                          | Consultants                | CCS Class-Dog Obedience                     | 1,530.00           |
| Stevens, Tina                 | 010120      | Leisure                          | Consultants                | Equestrian Riding Class-CCS                 | 400.00             |
| Dixon YMCA                    | 010120      | Senior Programs                  | Consultants                | CCS Class Cardio Mix                        | 126.00             |
| Dixon YMCA                    | 010120      | Senior Programs                  | Consultants                | Cardio Mix-50 Plus Class                    | 126.00             |
| Brandon, Angela S             | 010120      | Youth Programs                   | Other Salaries             | CFK Pottery-1st Year                        | 240.00             |
| Khuntangta, Trirong           | 010120      | Youth Programs                   | Other Salaries             | CFK Thai Kickboxing                         | 200.00             |
| Vail, Becky J                 | 010120      | Youth Programs                   | Other Salaries             | CFK Create Drama                            | 240.00             |
| Brandon, Angela S             | 010120      | Youth Programs                   | Consultants                | CFK-Pottery                                 | 240.00             |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 23

| <u>PAYEE/VENDOR</u> | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>         | <u>COMMODITY</u>                 | <u>ITEM AMOUNT</u> |
|---------------------|-------------|---------------------|------------------------|----------------------------------|--------------------|
| Brown, Miakka L.    | 010120      | Youth Programs      | Consultants            | CFK-Class-Bug Science            | 60.00              |
| Brown, Miakka L.    | 010120      | Youth Programs      | Consultants            | Rental-Kiln for CFK Class        | 50.00              |
| Delancey, Deborah   | 010120      | Youth Programs      | Consultants            | CFK Class-Operation Super Star   | 125.00             |
| Delancey, Deborah   | 010120      | Youth Programs      | Consultants            | CFK Class-Confident Peaker       | 240.00             |
| Delancey, Deborah   | 010120      | Youth Programs      | Consultants            | CFK Class-Personal Power         | 100.00             |
| Ginn, Janet L       | 010120      | Youth Programs      | Consultants            | CFK-Cooking                      | 240.00             |
| Ginn, Janet L       | 010120      | Youth Programs      | Consultants            | CFK-Quilting                     | 240.00             |
| Ginn, Janet L       | 010120      | Youth Programs      | Consultants            | CFK-Scrapbooking                 | 240.00             |
| Johnson, Randall    | 010120      | Youth Programs      | Consultants            | CFK-Mural                        | 240.00             |
| Johnson, Randall    | 010120      | Youth Programs      | Consultants            | CFK-Who's Line                   | 240.00             |
| Johnson, Randall    | 010120      | Youth Programs      | Consultants            | CFK-Kid TV                       | 240.00             |
| Khuntangta, Trirong | 010120      | Youth Programs      | Consultants            | CFK - Class Thai                 | 240.00             |
| Seguin, Michael     | 010120      | Youth Programs      | Consultants            | CFK - Class Tours                | 135.00             |
| Stevens, Tina       | 010120      | Youth Programs      | Consultants            | Additional CFK Student           | 100.00             |
| Vail, Becky J       | 010120      | Youth Programs      | Consultants            | College for Kids Class           | 240.00             |
| Vaughn, Kelly J.    | 010120      | Youth Programs      | Consultants            | College for Kids Class-Nature    | 240.00             |
| Vaughn, Kelly J.    | 010120      | Youth Programs      | Consultants            | CFK-Class-Internet               | 240.00             |
| Brandon, Angela S   | 010120      | Youth Programs      | Instructional Supplies | Pottery Supplies-CFK             | 124.06             |
| Brandon, Angela S   | 010120      | Youth Programs      | Instructional Supplies | CFK Pottery Supplies             | 207.96             |
| Brandon, Angela S   | 010120      | Youth Programs      | Instructional Supplies | CFK Pottery Supplies             | 21.97              |
| Brown, Miakka L.    | 010120      | Youth Programs      | Instructional Supplies | CFK Bug Science Class Supplies   | 12.90              |
| Follett Bookstore   | 010120      | Youth Programs      | Instructional Supplies | Departmental Office Supplies     | 221.00             |
| Ginn, Janet L       | 010120      | Youth Programs      | Instructional Supplies | CFK Supplies                     | 1,022.00           |
| Harrington, Gerry   | 010120      | Youth Programs      | Instructional Supplies | CFK Supplies                     | 39.21              |
| Johnson, Randall    | 010120      | Youth Programs      | Instructional Supplies | Mural Supplies -College for Kids | 150.30             |

| <u>PAYEE/VENDOR</u>           | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>             | <u>COMMODITY</u>                           | <u>ITEM AMOUNT</u> |
|-------------------------------|-------------|----------------------------------|----------------------------|--|--------------------|
| Reyes, Gonzalo S.             | 010120      | Youth Programs                   | Instructional Supplies     | Supplies-CFK                               | 184.29             |
| Rock and Learn                | 010120      | Youth Programs                   | Instructional Supplies     | Books & CD's CFK Class-Spanish             | 289.77             |
| Scudder's Apparel             | 010120      | Youth Programs                   | Instructional Supplies     | T-Shirts CFK                               | 154.00             |
| Seguin, Kandy M.              | 010120      | Youth Programs                   | Instructional Supplies     | College for Kids (CFK) Supplies            | 87.75              |
| Seguin, Kandy M.              | 010120      | Youth Programs                   | Instructional Supplies     | CFK Supplies                               | 53.33              |
| Seguin, Kandy M.              | 010120      | Youth Programs                   | Instructional Supplies     | CFK - Supplies                             | 32.46              |
| Seguin, Kandy M.              | 010120      | Youth Programs                   | Instructional Supplies     | CFK - Supplies                             | 22.00              |
| Seguin, Kandy M.              | 010120      | Youth Programs                   | Instructional Supplies     | Supplies CFK-Spanish Class                 | 25.99              |
| Sauk Valley Newspapers        | 010120      | Youth Programs                   | Advertising                | CFK-AD Saukwarts                           | 206.22             |
| Sauk Valley Newspapers        | 010120      | Youth Programs                   | Advertising                | CFK-AD Saukwarts                           | 154.67             |
| SBM Business Equipment Center | 010120      | Community Service Administration | Office Supplies            | Open PO Contract for Copier 7/1/02-6/30/03 | 61.26              |
| SBM Business Equipment Center | 010120      | Community Service Administration | Office Supplies            | Monthly Copy Charges                       | 150.00             |
| Economy Trophy Co             | 010120      | Community Service Administration | Conference/Meeting Expense | Plaque                                     | 14.00              |
| Education To Go               | 010120      | Computers                        | Consultants                | Ed2Go-May 2003 Classes                     | 353.00             |
| Education To Go               | 010120      | Computers                        | Consultants                | June 2003 Classes                          | 283.00             |
| Anderson, Pamela J.           | 010120      | Professional Development         | Consultants                | CCS Class-Joy of Signing                   | 160.00             |
| Follett Bookstore             | 010120      | Polygraph Institute              | Instructional Supplies     | Departmental Office Supplies               | 12.90              |
| Follett Bookstore             | 010120      | Polygraph Institute              | Instructional Supplies     | May Bookstore Charges                      | 21.50              |
| Scenic Stage Line, Inc        | 010130      | Tours & Events                   | Conference/Meeting Expense | Bus Trip-Chicago                           | 624.00             |
| Diamond Petroleum Systems     | 02          | Maintenance                      | Maintenance Services       | Test Sensors                               | 144.00             |
| ECOLAB                        | 02          | Maintenance                      | Maintenance Services       | Monthly Exterminator Service               | 186.50             |
| Honeywell                     | 02          | Maintenance                      | Maintenance Services       | Maintenance Contract 2003-04               | 2,396.00           |
| Kone, Inc                     | 02          | Maintenance                      | Maintenance Services       | Quarterly Elevator Service                 | 2,014.56           |
| PDC Laboratories, Inc         | 02          | Maintenance                      | Maintenance Services       | Water Testing 6/30/03                      | 81.00              |
| Columbia Pipe & Supply Co     | 02          | Maintenance                      | Maintenance Supplies       | Ring Gaskets                               | 22.34              |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 25

| <u>PAYEE/VENDOR</u>       | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>       | <u>COMMODITY</u>                             | <u>ITEM AMOUNT</u> |
|---------------------------|-------------|---------------------|----------------------|--|--------------------|
| Columbia Pipe & Supply Co | 02          | Maintenance         | Maintenance Supplies | Ring Gaskets Returned                        | - 9.63             |
| Davenport Trane           | 02          | Maintenance         | Maintenance Supplies | Chiller Repair                               | 1,554.73           |
| Fastenal Company          | 02          | Maintenance         | Maintenance Supplies | Open Purchase Order for Maintenance Supplies | 9.88               |
| Fastenal Company          | 02          | Maintenance         | Maintenance Supplies | Open Purchase Order for Maintenance Supplies | 155.00             |
| Fastenal Company          | 02          | Maintenance         | Maintenance Supplies | Tools  | 181.75             |
| Fastenal Company          | 02          | Maintenance         | Maintenance Supplies | Open Purchase Order for Maintenance Supplies | 147.10             |
| Ferguson Thrall           | 02          | Maintenance         | Maintenance Supplies | Maintenance Parts                            | 269.66             |
| Ferguson Thrall           | 02          | Maintenance         | Maintenance Supplies | Freight-Valves                               | 64.44              |
| Follett Bookstore         | 02          | Maintenance         | Maintenance Supplies | May Bookstore Charges                        | 2.60               |
| Grainger                  | 02          | Maintenance         | Maintenance Supplies | Transformers                                 | 23.92              |
| Grainger                  | 02          | Maintenance         | Maintenance Supplies | Lamps  | 91.32              |
| Grainger                  | 02          | Maintenance         | Maintenance Supplies | Lamps  | 114.96             |
| H F Wilson                | 02          | Maintenance         | Maintenance Supplies | Freight-Lamps                                | 19.50              |
| H F Wilson                | 02          | Maintenance         | Maintenance Supplies | Freight-Lamps                                | 28.22              |
| H F Wilson                | 02          | Maintenance         | Maintenance Supplies | Freight-Lamps                                | 6.86               |
| Kmart                     | 02          | Maintenance         | Maintenance Supplies | Fans   | 194.87             |
| Menards                   | 02          | Maintenance         | Maintenance Supplies | Maintenance Supplies                         | 23.91              |
| Menards                   | 02          | Maintenance         | Maintenance Supplies | Batteries                                    | 12.97              |
| Menards                   | 02          | Maintenance         | Maintenance Supplies | Paint for Parking Lot Stripes                | 83.82              |
| Menards                   | 02          | Maintenance         | Maintenance Supplies | Caulking                                     | 83.61              |
| Menards                   | 02          | Maintenance         | Maintenance Supplies | Caulk, Electrical Tape, Supplies             | 74.25              |
| Menards                   | 02          | Maintenance         | Maintenance Supplies | Supplies-Sink Clips                          | 45.50              |
| Menards                   | 02          | Maintenance         | Maintenance Supplies | Maintenance Supplies                         | 20.28              |
| Menards                   | 02          | Maintenance         | Maintenance Supplies | Maintenance Supplies                         | 96.42              |
| Menards                   | 02          | Maintenance         | Maintenance Supplies | Vacuum Cleaner                               | 1.19               |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 26

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>       | <u>COMMODITY</u>                    | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|---------------------|----------------------|-------------------------------------|--------------------|
| Menards                        | 02          | Maintenance         | Maintenance Supplies | Lights                              | 149.97             |
| Menards                        | 02          | Maintenance         | Maintenance Supplies | Wire                                | 50.58              |
| Novaspect                      | 02          | Maintenance         | Maintenance Supplies | Diaphragms                          | 305.44             |
| ONDEO Nalco Company            | 02          | Maintenance         | Maintenance Supplies | Chemical Insertion Quills-2 each    | 152.85             |
| Schimberg Company              | 02          | Maintenance         | Maintenance Supplies | Wrenches                            | 230.69             |
| Sexauer Inc                    | 02          | Maintenance         | Maintenance Supplies | Anti-clog Valves                    | 64.60              |
| Morgan Services Inc.           | 02          | Custodial           | Maintenance Services | Towel Service                       | 113.35             |
| Morgan Services Inc.           | 02          | Custodial           | Maintenance Services | Towel Service                       | 115.05             |
| Morgan Services Inc.           | 02          | Custodial           | Maintenance Services | Towel Service                       | 113.35             |
| Morgan Services Inc.           | 02          | Custodial           | Maintenance Services | Towel Service                       | 109.59             |
| Grainger                       | 02          | Custodial           | Maintenance Supplies | Towels, Degreaser                   | 267.20             |
| Grainger                       | 02          | Custodial           | Maintenance Supplies | Window Cleaning Supplies            | 57.44              |
| Grummerts Do It Best Hardware  | 02          | Custodial           | Maintenance Supplies | Handsoap (4 gal/case)               | 233.80             |
| Menards                        | 02          | Custodial           | Maintenance Supplies | Tarp Rolls                          | 88.00              |
| Vonachen Service & Supply      | 02          | Custodial           | Maintenance Supplies | Scrubber Parts                      | 367.75             |
| Vonachen Service & Supply      | 02          | Custodial           | Maintenance Supplies | Custodial Supplies Fiscal Year 2004 | 2,408.79           |
| Mezo's Repair & Outdoor Equipm | 02          | Grounds             | Maintenance Services | Clean & Repair drive shaft          | 48.00              |
| Mike's Repair Service          | 02          | Grounds             | Maintenance Services | Repair Simplicity Mower             | 1,245.65           |
| Ace Hardware                   | 02          | Grounds             | Maintenance Supplies | Line Trim                           | 39.88              |
| Ace Hardware                   | 02          | Grounds             | Maintenance Supplies | Grounds Supplies                    | 62.70              |
| Anne's                         | 02          | Grounds             | Maintenance Supplies | Annual Flats                        | 19.90              |
| Glafka's Tire City             | 02          | Grounds             | Maintenance Supplies | Tire Repair                         | 10.63              |
| Menards                        | 02          | Grounds             | Maintenance Supplies | Maintenance Supplies                | 51.55              |
| Menards                        | 02          | Grounds             | Maintenance Supplies | Water Wand                          | 9.98               |
| Menards                        | 02          | Grounds             | Maintenance Supplies | Paint                               | 17.82              |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 27

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>                   | <u>COMMODITY</u>                       | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------------|----------------------------------|--|--------------------|
| Mike's Repair Service          | 02          | Grounds                          | Maintenance Supplies             | Simplicity Parts                       | 42.05              |
| Vonachen Service & Supply      | 02          | Grounds                          | Maintenance Supplies             | Oil Filter                             | 41.35              |
| Wildseed Farms                 | 02          | Grounds                          | Maintenance Supplies             | Flowers                                | 117.50             |
| North Oil                      | 02          | Grounds                          | Instructional Technology Materia | 650 Gal. Unleaded Gas                  | 969.15             |
| CenterPoint Energy Marketing,  | 02          | Utilities                        | Gas                              | Monthly Charges                        | 9,912.40           |
| Nicor Gas                      | 02          | Utilities                        | Gas                              | Monthly Charges                        | 108.04             |
| Nicor Gas                      | 02          | Utilities                        | Gas                              | Monthly Charge                         | 211.49             |
| Nicor Gas                      | 02          | Utilities                        | Gas                              | Monthly Charge                         | 175.32             |
| Commonwealth Edison            | 02          | Utilities                        | Electricity                      | Monthly Service                        | 19.12              |
| Commonwealth Edison            | 02          | Utilities                        | Electricity                      | Monthly Service                        | 8,584.20           |
| Commonwealth Edison            | 02          | Utilities                        | Electricity                      | Monthly Service                        | 13.33              |
| Commonwealth Edison            | 02          | Utilities                        | Electricity                      | Monthly Service                        | 39.05              |
| AT & T                         | 02          | Utilities                        | Telephone                        | Monthly Charge                         | 2,527.12           |
| AT & T                         | 02          | Utilities                        | Telephone                        | Monthly Telephone-Fax                  | 61.92              |
| Gallatin River Communications  | 02          | Utilities                        | Telephone                        | Pay Phone Installation                 | 67.02              |
| Gallatin River Communications  | 02          | Utilities                        | Telephone                        | Monthly Telephone Charges              | 2,922.86           |
| Illinois Century Network (ICN) | 02          | Utilities                        | Telephone                        | Linecharges 5/01-5/31/03               | 1,168.00           |
| United States Cellular         | 02          | Utilities                        | Telephone                        | College Use                            | 63.36              |
| Verizon Wireless               | 02          | Utilities                        | Telephone                        | Cell Phone Charges                     | 42.84              |
| Verizon Wireless               | 02          | Utilities                        | Telephone                        | Monthly Charges                        | 29.45              |
| Caterpillar Inc.               | 02          | Utilities                        | Other Utilities                  | Monthly Engine Testing                 | 444.33             |
| Paulsen, Carmel A.             | 02          | Building and Grounds Administrat | Office Supplies                  | Computer Disks, Ink Pads               | 35.39              |
| Quill Corporation              | 02          | Building and Grounds Administrat | Office Supplies                  | Supplies                               | 163.97             |
| Quill Corporation              | 02          | Building and Grounds Administrat | Office Supplies                  | Labor Posters                          | 46.98              |
| IL Community College Risk Mana | 02          | Building and Grounds Administrat | Property & Casualty Insurance    | Liability Insurance Coverage 2003-2004 | 51,475.00          |

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>                | <u>COMMODITY</u>                                 | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------------|-------------------------------|--|--------------------|
| IL Community College Risk Mana | 02          | Building and Grounds Administrat | Property & Casualty Insurance | Liability Insurance Coverage 2003-2004           | 2,887.00           |
| Focus Environmental Contractor | 03          | Operations & Maintenance- Restri | Building Remodeling           | Clean & Decontaminate the Plaster Ceiling Panels | 5,255.00           |
| Wellington Enviromental        | 03          | Operations & Maintenance- Restri | Building Remodeling           | Removal of Asbestos Pipe Fittings for Domestic   | 5,850.00           |
| Wellington Enviromental        | 03          | Operations & Maintenance- Restri | Building Remodeling           | Asbestos Abatement                               | 285.00             |
| Willett, Hofmann & Associates, | 03          | Operations & Maintenance- Restri | Building Remodeling           | Engineering Services on Waterworks Project       | 1,799.10           |
| Ferguson Thrall                | 03          | ICCB Deferred Maintenance Grant  | Maintenance Supplies          | Armstrong 5000 Series Condensate Pumps           | 5,172.51           |
| Follett Bookstore              | 050500      | Child Care Center                | Other Supplies                | May Bookstore Charges                            | 5.49               |
| Follett Bookstore              | 050500      | Child Care Center                | Other Supplies                | April Bookstore Charges                          | 10.90              |
| School Specialty               | 050500      | Child Care Center                | Other Supplies                | Easter Eggs #30323700 (cd-1413)                  | 22.36              |
| White Pines Inn                | 050600      |                                  | Prepaid Expense               | Leadership Retreat 7/10/03                       | 206.01             |
| Swanny's Roundball Review      | 050600      | Men's Basketball                 | Other Supplies                | 2003/2004 Subscription Dues                      | 145.00             |
| Williams, David E.             | 050600      | Golf                             | Other Conference & Meeting    | NJCAA Golf Championship 5/18/03                  | 1,639.97           |
| Kankakee Community College     | 050600      | Men's Baseball                   | Other Conference & Meeting    | Baseball Sectional                               | 382.50             |
| Waubonsee Community College    | 050600      | Men's Baseball                   | Other Conference & Meeting    | Fee for 1 Player to the Region IV Jr. College    | 40.00              |
| College of Lake County         | 050600      | Women's Volleyball               | Other Conference & Meeting    | Basketball Entry Fee 9/19/03                     | 215.00             |
| Follett Bookstore              | 050600      | General Athletics                | Other Materials and Supplies  | Departmental Office Supplies                     | 3.82               |
| Follett Bookstore              | 050600      | General Athletics                | Other Materials and Supplies  | April Bookstore Charges                          | 14.19              |
| Follett Bookstore              | 050600      | General Athletics                | Other Materials and Supplies  | Department Bookstore Charges                     | 15.97              |
| Paper Clip Communications      | 050600      | Student Activities               | Office Supplies               | Set of 5 Student Ambassador Training Kits        | 162.00             |
| Quill Corporation              | 050600      | Student Activities               | Office Supplies               | #037-0E69-28 6"x9" Plain Brn Kraft Envelopes     | 29.93              |
| Vernon Company                 | 050600      | Student Activities               | Office Supplies               | Apothecary Jars                                  | 387.82             |
| National Council on Student De | 050600      | Student Activities               | Publications and Dues         | 2003/2004 Membership Dues                        | 50.00              |
| Follett Bookstore              | 050600      | Student Activities               | Other Materials and Supplies  | Departmental Office Supplies                     | 7.63               |
| Follett Bookstore              | 050600      | Student Activities               | Other Materials and Supplies  | Departmental Charges thru 3/31/03                | 33.58              |
| Follett Bookstore              | 050600      | Student Activities               | Other Materials and Supplies  | April Bookstore Charges                          | 96.32              |

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>   | <u>COMMODITY</u>                | <u>ITEM AMOUNT</u>                                       |
|--------------------------------|-------------|-----------------------|---------------------------------|--|
| Follett Bookstore              | 050600      | Student Activities    | Other Materials and Supplies    | June Department Charges 519.48                           |
| National Resource Center for F | 050600      | Student Activities    | Other Materials and Supplies    | #MS-036 Involvement in Campus Activities & Retent- 36.50 |
| Project Adventure Product      | 050600      | Student Activities    | Other Materials and Supplies    | PFKPORK Obj. Ret. & Keyboard Combo Kit 508.75            |
| Quickstickers.com              | 050600      | Student Activities    | Other Materials and Supplies    | 2 3'x6' Vinyl Banners w/Artwork 276.00                   |
| Quill Corporation              | 050600      | Student Activities    | Other Materials and Supplies    | Wood-Yardsticks-SS5ACM10425 6.30                         |
| Dcrby, Dustin C.               | 050600      | Student Activities    | Conference/Meeting Expense      | Leadership Meeting 7/10/03 226.80                        |
| Follett Bookstore              | 050600      | Student Government    | Other Materials and Supplies    | April Bookstore Charges 19.96                            |
| Cheeseman Coaches              | 050600      | Student Government    | Other Conference & Meeting      | Bus for Cub Game 100.00                                  |
| Follett Bookstore              | 050600      | Drama                 | Other Materials and Supplies    | April Bookstore Charges 7.99                             |
| Sweetwater Music               | 050600      | Music                 | Other Materials and Supplies    | Digidesign MBox Hard Disk Recording Bundle 908.00        |
| Follett Bookstore              | 050600      | Voyager               | Other Materials and Supplies    | Departmental Office Supplies 7.16                        |
| Follett Bookstore              | 050600      | Voyager               | Other Materials and Supplies    | April Bookstore Charges 5.97                             |
| Lundgren's Inc                 | 050600      | Voyager               | Other Materials and Supplies    | Digital Camera-Student Newspaper 524.00                  |
| Sauk Valley Newspapers         | 050600      | Voyager               | Other Materials and Supplies    | Printing of the Voyager 335.95                           |
| Bennett, Charles J             | 050600      | Men's Basketball Camp | Instructional Service Contracts | Boys Basketball Camp Coach 140.00                        |
| Berlin, Adam J.                | 050600      | Men's Basketball Camp | Instructional Service Contracts | Boys Basketball Camp Coach 80.00                         |
| Krug, Donald W.                | 050600      | Men's Basketball Camp | Instructional Service Contracts | Boys Basketball Camp Coach 80.00                         |
| Maas, Martin R.                | 050600      | Men's Basketball Camp | Instructional Service Contracts | Boys Basketball Camp Coach 80.00                         |
| O'Connell, Dan E.              | 050600      | Men's Basketball Camp | Instructional Service Contracts | Boys Basketball Camp Coach 70.00                         |
| Damhoff, Russ K.               | 050600      | Men's Basketball Camp | Other Supplies                  | Boys Basketball Camp Supplies 30.40                      |
| Economy Trophy Co              | 050600      | Men's Basketball Camp | Other Supplies                  | Boys Basketball Camp Awards 49.00                        |
| Amoco Oil Company              | 050800      | Transportation        | Vehicle Supplies                | Gas Charges-College Van 57.01                            |
| Shell Oil Company              | 050800      | Transportation        | Vehicle Supplies                | Gas-College Vans 336.58                                  |
| Shell Oil Company              | 050800      | Transportation        | Vehicle Supplies                | Gas-College Van 123.29                                   |
| Professional Benefit Administr | 051000      | Medical Insurance     | Individual Stop Loss            | 10,094.44  |

| <u>PAYEE/VENDOR</u>               | <u>FUND</u> | <u>ORGANIZATION</u>             | <u>ACCOUNT</u>               | <u>COMMODITY</u>                                   | <u>ITEM AMOUNT</u> |
|-----------------------------------|-------------|---------------------------------|------------------------------|--|--------------------|
| Professional Benefit Administratr | 051000      | Medical Insurance               | Dependent Stop Loss          |  | 7,168.38           |
| Professional Benefit Administratr | 051000      | Medical Insurance               | Precertification             |  | 365.00             |
| Professional Benefit Administratr | 051000      | Medical Insurance               | Cobra Conversion             |  | 10.00              |
| Professional Benefit Administratr | 051000      | Medical Insurance               | Adminstrative Costs          |  | 5,169.50           |
| Professional Benefit Administratr | 051000      | Medical Insurance               | Group Stop Loss              |  | 14,000.00          |
| Professional Benefit Administratr | 051000      | Medical Insurance               | Life & AD&D                  |  | 2,205.28           |
| Dolieslager, Brianne L.           | 051400      |                                 | Student Loans                | Student Loan due 12/5/03                           | 291.73             |
| Heitzler, Kelly K.                | 051400      |                                 | Student Loans                | Student Loan Due 12/5/03                           | 300.00             |
| Sikkema, Kristine R.              | 051400      |                                 | Student Loans                | Student Loan Due 7/21/03                           | 300.00             |
| SVCC Educational Fund             | 062021      |                                 | I/F Receivable               | Pay off of Interfunds                              | -79,004.54         |
| SVCC Educational Fund             | 062021      |                                 | I/F Payable                  | Pay off of Interfunds                              | 114,004.54         |
| SVCC Educational Fund             | 062022      |                                 | I/F Receivable               | Pay off of Interfunds                              | -88,478.58         |
| SVCC Educational Fund             | 062022      |                                 | I/F Payable                  | Pay off of Interfunds                              | 106,009.05         |
| Unique Computer                   | 062022      | WFP- Education to Careers Grant | Capital Supplies             | HP 2230Xi  | 299.00             |
| Unique Computer                   | 062022      | WFP- Education to Careers Grant | Capital Supplies             | HP 4200TN w/3 year warranty                        | 1,779.28           |
| Lee Wayne                         | 062022      | WFP- Ed to Careers              | Office Supplies              | Red Sunglass Clips w/white lettering (Same imprint | 1,216.78           |
| Lee Wayne                         | 062022      | WFP- Ed to Careers              | Office Supplies              | Red Translucent Whistle Key Chains w/white imprint | 1.35               |
| Lee Wayne                         | 062022      | WFP- Ed to Careers              | Office Supplies              | 4" Mini Flyer (red w/white lettering) (Imprint:    | .35                |
| Follett Bookstore                 | 062022      | WFP- Ed to Careers              | Instructional Supplies       | Departmental Office Supplies                       | 15.99              |
| Follett Bookstore                 | 062022      | WFP- Ed to Careers              | Instructional Supplies       | Departmental Charges thru 3/31/03                  | 17.18              |
| Follett Bookstore                 | 062022      | WFP- Ed to Careers              | Instructional Supplies       | May Bookstore Charges                              | 2,000.00           |
| American College Testing Progr    | 062022      | WFP- Ed to Careers              | Other Materials and Supplies | PC Score NCS Opscan Answer Sheets                  | 2,699.60           |
| Follett Bookstore                 | 062022      | WFP- Ed to Careers              | Other Materials and Supplies | Departmental Office Supplies                       | 1.04               |
| Follett Bookstore                 | 062022      | WFP- Ed to Careers              | Other Materials and Supplies | May Bookstore Charges                              | 277.57             |
| Global Computer Supplies          | 062022      | WFP- Ed to Careers              | Other Materials and Supplies | Imaging Unit                                       | 185.00             |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 31

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>             | <u>COMMODITY</u>                                 | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------------|----------------------------|--|--------------------|
| SVCC Educational Fund          | 062024      |                                  | I/F Receivable             | Pay off of Interfunds                            | -58,917.10         |
| SVCC Educational Fund          | 062024      |                                  | I/F Payable                | Pay off of Interfunds                            | 73,352.77          |
| Global Computer Supplies       | 062024      | WFP- Welfare to Work             | Office Supplies            | JNC99321A 3M Standard Computer Filter (16"-19")  | 49.99              |
| American College Testing Progr | 062024      | WFP- Welfare to Work             | Instructional Supplies     | Discover Computer License                        | 1,800.00           |
| SVCC Educational Fund          | 062025      |                                  | I/F Receivable             | Pay off of Interfunds                            | -74,990.00         |
| SVCC Educational Fund          | 062025      |                                  | I/F Payable                | Pay off of Interfunds                            | 88,007.50          |
| SVCC Educational Fund          | 062031      |                                  | I/F Receivable             | Payoff Interfund 6/03                            | -39,362.00         |
| SVCC Educational Fund          | 062031      |                                  | I/F Payable                | Payoff Interfund 6/03                            | 39,776.00          |
| Pratt Audio-Visual & Video Cor | 062031      | Adv Tech- Instruc Equip Grnt     | Publications and Dues      | AMX Custom Remote Control System                 | 5,920.00           |
| Unique Computer                | 062031      | Adv Tech- Instruc Equip Grnt     | Capital Supplies           | HP 4200TN w/3 year warranty                      | 894.31             |
| Mueller Audio Visual           | 062031      | Adv Tech- Instruc Equip Grnt     | Instructional Equipment    | Sanyo LCD  | 150.00             |
| SBC DataComm                   | 062031      | Adv Tech- Instruc Equip Grnt     | Instructional Equipment    | RDVN-MCU-323-6-VTL Radvision MCU                 | 4,507.86           |
| Greenbrier & Russel            | 062032      | Adv Tech- Technology Support Gra | Consultants                | Consulting Services                              | 2,625.00           |
| RMS Informational Technology I | 062032      | Adv Tech- Technology Support Gra | Consultants                | Mdaemon Pro (500 User License)                   | 4,440.00           |
| Hewlett-Packard                | 062032      | Adv Tech- Technology Support Gra | Computer Software          | 7000 Sauk 210 Agreement 2646A8241 Billed Monthly | 144.00             |
| Hewlett-Packard                | 062032      | Adv Tech- Technology Support Gra | Computer Software          | HP rp2470 Hardware Support                       | 58.00              |
| Hewlett-Packard                | 062032      | Adv Tech- Technology Support Gra | Computer Software          | 7000 Sauk 210 Agreement 2646A8241 Billed Monthly | 870.00             |
| Hewlett-Packard                | 062032      | Adv Tech- Technology Support Gra | Computer Software          | Hardware Support                                 | 745.30             |
| Verizon Wireless               | 062032      | Adv Tech- Technology Support Gra | Telecommunications         | Monthly Charges                                  | 23.13              |
| Jones, Robert G.               | 062041      | ICCB Tech Skills Enhancement Gra | Consultants                | A+ Certification                                 | 290.00             |
| Illinois Community College Boa | 062041      | ICCB Tech Skills Enhancement Gra | Conference/Meeting Expense | Conf Fee Working Connections Workshop            | 475.00             |
| Lincoln Land Community College | 062041      | ICCB Tech Skills Enhancement Gra | Conference/Meeting Expense | Conf Fee Working Connections Workshop            | 475.00             |
| Shelley, Chris                 | 062041      | ICCB Tech Skills Enhancement Gra | Conference/Meeting Expense | Travel-Working Connections Conference 6/26/03    | 80.00              |
| State Universities Retirement  | 062050      | SBDC Grant                       | SURS                       | Matching Funds                                   | 151.25             |
| State Universities Retirement  | 062050      | SBDC Grant                       | SURS                       | Matching Funds                                   | 152.57             |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 32

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>             | <u>COMMODITY</u>                                | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------------|----------------------------|---|--------------------|
| SBM Business Equipment Center  | 062050      | SBDC Grant                       | Office Supplies            | Open PO Contract for Copier 7/1/02-6/30/03      | 61.27              |
| SBM Business Equipment Center  | 062050      | SBDC Grant                       | Office Supplies            | Monthly Copy Charges                            | 60.79              |
| Shawver Press Inc              | 062050      | SBDC Grant                       | Advertising                | Business Cards for SBDC                         | 75.00              |
| Miller-McKinstra, Michele      | 062050      | SBDC Grant                       | Conference/Meeting Expense | Supplies for Seminar                            | 28.04              |
| Miller-McKinstra, Michele      | 062050      | SBDC Grant                       | Conference/Meeting Expense | Travel-Area Sites thru 6/19/03                  | 106.29             |
| Gallatin River Communications  | 062050      | SBDC Grant                       | Telephone                  | Monthly Telephone Charges                       | 33.22              |
| SPRINT                         | 062050      | SBDC Grant                       | Telephone                  | Monthly Long Distance                           | 15.16              |
| SPRINT                         | 062050      | SBDC Grant                       | Telephone                  | Monthly Long Distance Charges                   | 16.34              |
| SVCC Educational Fund          | 062056      |                                  | I/F Payable                | Interfund Payment                               | 27,740.46          |
| Follett Bookstore              | 062056      | ICCB Adult Ed-Federal Basic      | Office Supplies            | Departmental Office Supplies                    | 15.96              |
| Follett Bookstore              | 062056      | ICCB Adult Ed-Federal Basic      | Office Supplies            | April Bookstore Charges                         | 1.10               |
| Marruffo, Kerrie M.            | 062056      | ICCB Adult Ed-Federal Basic      | Instructional Supplies     | Supplies for Wallace School                     | 41.72              |
| Fiorini, Anthony D.            | 062056      | ICCB Adult Ed-Federal Basic      | Conference/Meeting Expense | Travel-Area Sites thru 6/19/03                  | 45.36              |
| SVCC Educational Fund          | 062057      |                                  | I/F Payable                | Interfund Payment                               | 27,903.79          |
| Stevens, Shirley A.            | 062057      | ICCB Adult Ed-Public Aid -Litera | Conference/Meeting Expense | Travel thru 6/18/03                             | 78.48              |
| Center for Adult Learning Lead | 062058      | ICCB Adult Ed-State Basic-Instru | Conference/Meeting Expense | Registration-K Marruffo                         | 75.00              |
| SVCC Educational Fund          | 062059      |                                  | I/F Payable                | Interfund Payment                               | 19,355.75          |
| Follett Bookstore              | 062060      | SOS VITAL Grant                  | Office Supplies            | May Bookstore Charges                           | 55.26              |
| Follett Bookstore              | 062060      | SOS VITAL Grant                  | Office Supplies            | April Bookstore Charges                         | 15.75              |
| Follett Bookstore              | 062060      | SOS VITAL Grant                  | Office Supplies            | June Department Charges                         | 34.00              |
| Creative Printing              | 062060      | SOS VITAL Grant                  | Instructional Supplies     | 500 Business Cards for Linda Kim (See Attached) | 40.00              |
| Follett Bookstore              | 062060      | SOS VITAL Grant                  | Instructional Supplies     | Departmental Office Supplies                    | 41.45              |
| Slosson Educational Publicatio | 062060      | SOS VITAL Grant                  | Instructional Supplies     | SORT-R3-3 Pads                                  | 330.00             |
| Follett Bookstore              | 062062      | IBHE PLACE Grant                 | Instructional Supplies     | Departmental Charges thru 3/31/03               | 6.38               |
| Follett Bookstore              | 062062      | IBHE PLACE Grant                 | Instructional Supplies     | May Bookstore Charges                           | 6.38               |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 33

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>             | <u>COMMODITY</u>                                   | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------------|----------------------------|--|--------------------|
| Follett Bookstore              | 062062      | IBHE PLACE Grant                 | Instructional Supplies     | May Bookstore Charges                              | 35.58              |
| Follett Bookstore              | 062062      | IBHE PLACE Grant                 | Instructional Supplies     | April Bookstore Charges                            | 310.78             |
| Kim, Linda A.                  | 062062      | IBHE PLACE Grant                 | Conference/Meeting Expense | Travel-Naperville, IL 6/20/03                      | 73.30              |
| Salgado, Ana S.                | 062062      | IBHE PLACE Grant                 | Conference/Meeting Expense | Home Visits  | 52.20              |
| Kim, Linda A.                  | 062062      | IBHE PLACE Grant                 | Other Conference & Meeting | Supplies-Books                                     | 98.67              |
| Firewatch                      | 062062      | IBHE PLACE Grant                 | Rental- Facilities         | Sterling Coliseum Concert                          | 27.50              |
| Sterling Coliseum              | 062062      | IBHE PLACE Grant                 | Rental- Facilities         | Rental Balance-Concert                             | 10.00              |
| Follett Bookstore              | 062063      | DCEO Community Technology Center | Instructional Supplies     | Department Bookstore Charges                       | 246.30             |
| Mueller Audio Visual           | 062071      | ISBE Voc Ed- Program Improvement | Instructional Equipment    | Sanyo LCD  | 2,845.00           |
| Consolidated Management Co     | 062073      | ISBE Voc Ed- Tech Prep Grant     | Other Revenues             | Graduate Class                                     | 392.50             |
| Consolidated Management Co     | 062073      | ISBE Voc Ed- Tech Prep Grant     | Other Revenues             | Graduate Class                                     | 303.55             |
| Johnson, Virginia              | 062073      | ISBE Voc Ed- Tech Prep Grant     | Other Revenues             | Travel-Springfield 6/9/03 Connections Conference   | 150.65             |
| Johnson, Virginia              | 062073      | ISBE Voc Ed- Tech Prep Grant     | Instructional Supplies     | Supplies for Bus Trip                              | 137.42             |
| Johnson, Virginia              | 062073      | ISBE Voc Ed- Tech Prep Grant     | Instructional Supplies     | Supplies   | 18.51              |
| National Tech Prep Network     | 062073      | ISBE Voc Ed- Tech Prep Grant     | Instructional Supplies     | Membership Renewal                                 | 50.00              |
| ICSPS (Ill Center for Speciali | 062073      | ISBE Voc Ed- Tech Prep Grant     | Conference/Meeting Expense | Connections Conference-Janet Matheney              | 35.00              |
| Johnson, Virginia              | 062073      | ISBE Voc Ed- Tech Prep Grant     | Conference/Meeting Expense | Airline Tickets-Tech Prep Conf -Johnson & Matheney | 174.50             |
| Amboy High School              | 062073      | ISBE Voc Ed- Tech Prep Grant     | Other                      | Tech Prep transit                                  | 178.50             |
| Ashton High School             | 062073      | ISBE Voc Ed- Tech Prep Grant     | Other                      | Tech Prep Transit 9 & 10                           | 955.41             |
| Bureau Valley High School      | 062073      | ISBE Voc Ed- Tech Prep Grant     | Other                      | Tech Prep transit 3                                | 89.92              |
| Fulton High School             | 062073      | ISBE Voc Ed- Tech Prep Grant     | Other                      | Tech Prep Transits 12 - 17                         | 200.00             |
| Morrison High School           | 062073      | ISBE Voc Ed- Tech Prep Grant     | Other                      | Tech Prep transit 13-17                            | 1,220.26           |
| Ohio High School               | 062073      | ISBE Voc Ed- Tech Prep Grant     | Other                      | Tech Prep Transit 1-20                             | 3,909.17           |
| Thomson High School            | 062073      | ISBE Voc Ed- Tech Prep Grant     | Other                      | Tech Prep Transit 1-6                              | 4,181.24           |
| SVCC Educational Fund          | 062140      |                                  | I/F Receivable             | Pay off of Interfunds                              | -11.00             |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 34

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>COMMODITY</u>           | <u>ITEM AMOUNT</u>  |
|--------------------------------|-------------|----------------------------------|----------------------------|---|
| SVCC Educational Fund          | 062140      |                                  | I/F Payable                | Pay off of Interfunds 21,000.00                             |
| Illinois Student Assistance Co | 062140      | Dept of Veteran's Affairs        | Department of Vet Affairs  | Proration refund 7,312.64                                   |
| Illinois Student Assistance Co | 062140      | Dept of Veteran's Affairs        | Department of Vet Affairs  | IVG Edit/Update 5/13/03 108.00                              |
| SVCC Educational Fund          | 063011      |                                  | I/F Receivable             | Payoff Interfund 6/03 13,740.33                             |
| State Universities Retirement  | 063011      | Student Support Services Grant   | SURS                       | Matching Funds 653.26                                       |
| State Universities Retirement  | 063011      | Student Support Services Grant   | SURS                       | Matching Funds 1,029.11                                     |
| Follett Bookstore              | 063011      | Student Support Services Grant   | Office Supplies            | May Bookstore Charges 1.90                                  |
| Follett Bookstore              | 063011      | Student Support Services Grant   | Office Supplies            | May Bookstore Charges 1.36                                  |
| Consolidated Management Co     | 063011      | Student Support Services Grant   | Other Conference & Meeting | SSS Graduation/Transfer/Alumni Recognition Dinner 855.00    |
| Paper Direct Inc               | 063011      | Student Support Services Grant   | Other Conference & Meeting | KE8207 Gold Foil Certificate Jackets-Color (wine) 66.92     |
| SVCC Educational Fund          | 063012      |                                  | I/F Receivable             | Payoff Interfund 6/03 5,152.38                              |
| SVCC Educational Fund          | 063012      |                                  | I/F Payable                | Payoff Interfund 6/03 10,000.00                             |
| SVCC Educational Fund          | 063014      |                                  | I/F Receivable             | Payoff Interfund 6/03 -30,077.00                            |
| SVCC Educational Fund          | 063014      |                                  | I/F Payable                | Payoff Interfund 6/03 80,000.00                             |
| Charleston, Theresa B.         | 063020      | Perkins IIc                      | Advertising                | Advertising Brochure 117.00                                 |
| Rock River Printers            | 063020      | Perkins IIc                      | Advertising                | Advertising Materials 1,619.50                              |
| Rock River Printers            | 063020      | Perkins IIc                      | Advertising                | Advertising Materials 1,900.00                              |
| American College Testing Progr | 063020      | Perkins IIc -Acad Imp            | Instructional Supplies     | See Attached Order Form 825.00                              |
| American College Testing Progr | 063020      | Perkins IIc -Acad Imp            | Instructional Supplies     | See Attached Order Form 450.00                              |
| Unique Computer                | 063020      | Perkins IIc -Program Quality     | Capital Supplies           | HP 4200TN w/3 year warranty 1,384.41                        |
| Unique Computer                | 063020      | Perkins IIc -Program Quality     | Instructional Equipment    | IBM xServer 345 - 2.6 Ghz with 4 - 73.4 G HD/Serve 6,017.00 |
| Consolidated Management Co     | 063020      | Perkins IIc -Acad Staff Developm | Conference/Meeting Expense | Criminal Justice Workforce Council 77.40                    |
| Consolidated Management Co     | 063020      | Perkins IIc -Acad Staff Developm | Conference/Meeting Expense | Workforce Council 60.90                                     |
| Consolidated Management Co     | 063020      | Perkins IIc -Acad Staff Developm | Conference/Meeting Expense | Workforce Council 47.00                                     |
| Cox, Edson C.                  | 063020      | Perkins IIc -Acad Staff Developm | Conference/Meeting Expense | Instructor Training Course 149.00                           |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 35

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>             | <u>COMMODITY</u>                                   | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------------|----------------------------|--|--------------------|
| Fountain, William B.           | 063020      | Perkins IIc -Acad Staff Developm | Conference/Meeting Expense | Travel-Autodesk Training 6/27/03                   | 476.16             |
| Illinois Community College Boa | 063020      | Perkins IIc -Acad Staff Developm | Conference/Meeting Expense | 2003 Working Connections IT Faculty Development    | 950.00             |
| Interone, Alice                | 063020      | Perkins IIc -Acad Staff Developm | Conference/Meeting Expense | Travel-Springfield Connections Conf 6/22/03        | 52.00              |
| Johnson, Virginia              | 063020      | Perkins IIc -Acad Staff Developm | Conference/Meeting Expense | Airline Tickets-Tech Prep Conf -Johnson & Matheney | 174.50             |
| Lincoln Land Community College | 063020      | Perkins IIc -Acad Staff Developm | Conference/Meeting Expense | 2003 Working Connections IT Faculty Development    | 950.00             |
| Niemeyer, Loren                | 063020      | Perkins IIc -Acad Staff Developm | Conference/Meeting Expense | Travel-6/11/03 Connections Conference-Springfield  | 128.52             |
| Pfeifer, Alan                  | 063020      | Perkins IIc -Acad Staff Developm | Conference/Meeting Expense | Travel-Working Connections Conf 6/26/03            | 82.00              |
| White, Linley V.               | 063020      | Perkins IIc -Acad Staff Developm | Conference/Meeting Expense | Travel-Connections Conference 6/9/03               | 1,007.44           |
| LRP Publications               | 063020      | Perkins IIc -Special Populations | Instructional Supplies     | Book-Disability Compliance                         | 220.00             |
| LRP Publications               | 063020      | Perkins IIc -Special Populations | Instructional Supplies     | Book-ADA   | 24.75              |
| Bos, Keith A.                  | 063020      | Perkins IIc -Special Populations | Conference/Meeting Expense | Travel-ICSPS Conference 6/18/03                    | 90.00              |
| SVCC Educational Fund          | 063030      |                                  | I/F Receivable             | Payoff Interfund 6/03                              | 2,457.56           |
| SVCC Educational Fund          | 063030      |                                  | I/F Payable                | Payoff Interfund 6/03                              | 2,643.42           |
| State Universities Retirement  | 063030      | Perkins IIIE Tech Prep           | SURS                       | Matching Funds                                     | 102.75             |
| Nelson, Carolyn J.             | 063030      | Perkins IIIE Tech Prep           | Consultants                | Tech Prep Transit 9                                | 200.00             |
| Goodale, Susan                 | 063030      | Perkins IIIE Tech Prep           | Other Contractual Services | Consultant Fee for Tech Prep                       | 4,000.00           |
| Goodale, Susan                 | 063030      | Perkins IIIE Tech Prep           | Other Contractual Services | Mileage for Tech Prep Classes                      | 304.00             |
| Illinois State University      | 063030      | Perkins IIIE Tech Prep           | Other Contractual Services | Graduate Class Fee                                 | 1,800.00           |
| Follett Bookstore              | 063030      | Perkins IIIE Tech Prep           | Office Supplies            | Departmental Office Supplies                       | 22.30              |
| Johnson, Virginia              | 063030      | Perkins IIIE Tech Prep           | Office Supplies            | Notecards  | 17.49              |
| SVCC Educational Fund          | 063075      |                                  | I/F Receivable             | Payoff Interfund 6/03                              | -3,427.04          |
| SVCC Educational Fund          | 063075      |                                  | I/F Payable                | Payoff Interfund 6/03                              | 124,706.90         |
| Fiserv Health Tennessee        | 063075      | IDHS AmeriCorps - Member Activit | Medical Insurance          | Health Insurance                                   | 1,131.79           |
| White, Rebecca                 | 063075      | IDHS AmeriCorps - Member Activit | Other Supplies             | Supplies   | 28.38              |
| White, Rebecca                 | 063075      | IDHS AmeriCorps - Member Activit | Other Supplies             | Walmart-Parade Supplies                            | 32.18              |

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>             | <u>COMMODITY</u>                                   | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------------|----------------------------|--|--------------------|
| Sauk Valley Newspapers         | 063075      | IDHS AmeriCorps - Member Activit | Advertising                | Recruitment Advertising                            | 103.18             |
| Sauk Valley Newspapers         | 063075      | IDHS AmeriCorps - Member Activit | Advertising                | Advertising for ABC Literacy                       | 77.39              |
| Mystic Blue Cruises            | 063075      | IDHS AmeriCorps - Member Activit | Conference/Meeting Expense | Down Payment-Members at Navy Pier                  | 364.00             |
| Mystic Blue Cruises            | 063075      | IDHS AmeriCorps - Member Activit | Conference/Meeting Expense | Balance due -Members /Navy Pier                    | 1,090.10           |
| White, Rebecca                 | 063075      | IDHS AmeriCorps - Member Activit | Conference/Meeting Expense | Walmart-Parade Supplies                            | 23.19              |
| White, Rebecca                 | 063075      | IDHS AmeriCorps - Member Activit | Recruitment                | Criminal Searches on Members                       | 80.00              |
| State Universities Retirement  | 063075      | IDHS AmeriCorps- Nonmember Activ | SURS                       | Matching Funds                                     | 280.30             |
| State Universities Retirement  | 063075      | IDHS AmeriCorps- Nonmember Activ | SURS                       | Matching Funds                                     | 294.70             |
| Staples                        | 063075      | IDHS AmeriCorps- Nonmember Activ | Office Supplies            | ACCO Three Hole Paper Punch #SW174007              | 8.42               |
| White, Rebecca                 | 063075      | IDHS AmeriCorps- Nonmember Activ | Office Supplies            | Office Supplies                                    | 36.87              |
| White, Rebecca                 | 063075      | IDHS AmeriCorps- Nonmember Activ | Office Supplies            | Walmart-Parade Supplies                            | 4.42               |
| White, Rebecca                 | 063075      | IDHS AmeriCorps- Nonmember Activ | Conference/Meeting Expense | National Conference 6/11/03                        | 1,650.36           |
| White, Rebecca                 | 063075      | IDHS AmeriCorps- Nonmember Activ | Other Conference & Meeting | Travel- 6/26/03 Starnet Training                   | 238.14             |
| SBC DataComm                   | 064030      | Restricted Fund-GOD Certificates | Instructional Equipment    | VIS-VX-IP-TRADE-V Vtel Vista VX Rack-mountable     | 28,577.29          |
| Unique Computer                | 064030      | Restricted Fund-GOD Certificates | Instructional Equipment    | IBM xServer 345 - 2.6 Ghz with 4 - 73.4 G HD/Serve | 1,908.00           |
| Follett Bookstore              | 101010      | Booster Club                     | Other                      | Departmental Office Supplies                       | 65.76              |
| Strike, Koren N.               | 101080      | Rad Tech Senior                  | Other                      | Rad Tech Instructor Gifts                          | 80.50              |
| Nunez, Steve C.                | 101140      | Phi Theta Kappa Club             | Other                      | PTK Travel 5/30/03                                 | 30.00              |
| Lindgren Callihan Van Osdol &  | 11          | Audit                            | Audit Services             | Preliminary Work 2003 Audit                        | 1,100.00           |
| Lindgren Callihan Van Osdol &  | 11          | Audit                            | Audit Services             | Gasb 38 Compliance Research                        | 450.00             |
| IL Community College Risk Mana | 12          | Risk Management                  | Worker's Compensation      | Liability Insurance Coverage 2003-2004             | 38,059.00          |
| Illinois Department Employment | 12          | Risk Management                  | Unemployment Insurance     | 2nd Quarter Unemployment                           | 2,635.46           |
| Network System Technologies, I | 12          | Risk Management                  | Maintenance Services       | FY 2004 Maintenance Agreement/CISCO Products       | 11,300.00          |
| IL Community College Risk Mana | 12          | Risk Management                  | General Insurance          | Liability Insurance Coverage 2003-2004             | 32,785.00          |
| Gallatin River Communications  | 12          | Risk Management                  | Telephone                  | 911 Cama Trunk Lines                               | 89.48              |

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 06/19/03 To 07/28/03

RUN DATE: 07/17/03  
TIME: 1:23 PM  
PAGE: 37

| <u>PAYEE/VENDOR</u>  | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>             | <u>COMMODITY</u>                                   | <u>ITEM AMOUNT</u> |
|----------------------|-------------|---------------------|----------------------------|--|--------------------|
| J & K Locksmith      | 12          | Public Safety       | Maintenance Services       | Duplicate 5 Keys                                   | 12.50              |
| United Electric      | 12          | Public Safety       | Maintenance Services       | Emergency Repair of South West Sidewalk Lighting S | 4,068.97           |
| Verizon Wireless     | 12          | Public Safety       | Maintenance Services       | Security Cell Phones                               | 65.15              |
| Verizon Wireless     | 12          | Public Safety       | Maintenance Services       | Monthly Charges 7/5-8/4                            | 65.22              |
| Simplex              | 12          | Public Safety       | Other Contractual Services | Service Contract 7/1/03-6/30/04                    | 2,012.50           |
| Stewart & Associates | 12          | Public Safety       | Other Contractual Services | Contract Security w/e 6/7, 6/14/03                 | 951.28             |
| Stewart & Associates | 12          | Public Safety       | Other Contractual Services | Security Contract                                  | 951.28             |
| Downtown Sports      | 12          | Public Safety       | Other Supplies             | Embroider Security Shirts                          | 28.00              |
| Gall's Inc           | 12          | Public Safety       | Other Supplies             | K-TR118 Slacks 38wx32 Inseam                       | 524.89             |

|                       |              |
|-----------------------|--------------|
| BANK ACCOUNT 1 TOTAL: | 1,040,649.59 |
| BANK ACCOUNT 2 TOTAL: | 501,854.53   |
| ALL ACCOUNTS TOTAL:   | 1,542,504.12 |

**SAUK VALLEY COMMUNITY COLLEGE**  
**REVENUES, EXPENDITURES, AND TRANSFERS**  
**AS OF JUNE 30**

| <u>EDUCATION FUND</u>               | <u>2001-2002<br/>Budget</u> | <u>2001-2002<br/>Actual</u> | <u>2002-2003<br/>Budget</u> | <u>2002-2003<br/>Actual</u> | <u>Budget<br/>Percent</u> |
|-------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------|
| <b>Revenues</b>                     |                             |                             |                             |                             |                           |
| Local Governmental Sources          | 2,955,979                   | 2,960,891                   | 3,021,500                   | 3,076,818                   | 101.8%                    |
| State Governmental Sources          | 2,435,138                   | 2,369,434                   | 2,407,922                   | 2,365,383                   | 98.2%                     |
| Federal Governmental Sources        | 17,700                      | 33,535                      | 30,700                      | 855                         | 2.7%                      |
| Student Tuition and Fees            | 2,172,500                   | 2,757,592                   | 2,604,821                   | 2,696,137                   | 103.5%                    |
| Sales and Service                   | 164,000                     | 231,984                     | 212,500                     | 350,341                     | 164.8%                    |
| Investment Revenue                  | 95,000                      | 105,014                     | 80,000                      | 34,636                      | 43.2%                     |
| Other Revenues                      | 462,000                     | 470,960                     | 446,000                     | 44,174                      | 9.9%                      |
| <b>TOTALS</b>                       | <b>8,302,317</b>            | <b>8,929,414</b>            | <b>8,803,443</b>            | <b>8,568,346</b>            | <b>97.3%</b>              |
| <b>Expenditures</b>                 |                             |                             |                             |                             |                           |
| Salaries                            | 5,812,162                   | 5,780,747                   | 6,053,764                   | 5,977,311                   | 98.7%                     |
| Employee Benefits                   | 1,412,345                   | 1,496,005                   | 1,458,859                   | 1,006,189                   | 68.9%                     |
| Contractual Services                | 289,346                     | 547,260                     | 328,162                     | 413,772                     | 126.0%                    |
| General Materials and Supplies      | 597,981                     | 592,011                     | 653,216                     | 645,419                     | 98.8%                     |
| Travel and Conference Meeting Exp.  | 85,800                      | 103,094                     | 121,420                     | 128,220                     | 105.6%                    |
| Fixed Charges                       | 46,560                      | 58,463                      | 56,212                      | 19,176                      | 34.1%                     |
| Utilities                           | 480                         |                             |                             |                             |                           |
| Capital Outlay                      |                             |                             |                             |                             |                           |
| Other Expenditures                  | 295,500                     | 554,847                     | 476,000                     | 486,400                     | 102.1%                    |
| <b>TOTALS</b>                       | <b>8,540,174</b>            | <b>9,132,430</b>            | <b>9,147,633</b>            | <b>8,676,489</b>            | <b>94.8%</b>              |
| <b>Transfers</b>                    |                             |                             |                             |                             |                           |
| Transfers to Other Funds            | 100,000                     | 100,000                     |                             | 114,679                     |                           |
| Transfers From Other Funds          | -211,250                    | -185,783                    | -178,000                    | -137,364                    | 77.1%                     |
| <b>TOTALS</b>                       | <b>-111,250</b>             | <b>-85,783</b>              | <b>-178,000</b>             | <b>-22,685</b>              | <b>12.7%</b>              |
| NET INCREASE/DECREASE IN NET ASSETS | -126,607                    | -117,232                    | -166,190                    | -85,457                     |                           |
| FUND BALANCE                        |                             | 846,160                     |                             | 780,975                     |                           |

07/17/2003

**SAUK VALLEY COMMUNITY COLLEGE**  
**REVENUES, EXPENDITURES, AND TRANSFERS**  
**AS OF JUNE 30**

Page 2

| <u>OPERATION AND MAINTENANCE FUND</u>               | <u>2001-2002<br/>Budget</u> | <u>2001-2002<br/>Actual</u> | <u>2002-2003<br/>Budget</u> | <u>2002-2003<br/>Actual</u> | <u>Budget<br/>Percent</u> |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------|
| <b>Revenues</b>                                     |                             |                             |                             |                             |                           |
| Local Governmental Sources                          | 361,895                     | 362,858                     | 370,000                     | 377,642                     | 102.0%                    |
| State Governmental Sources                          | 323,198                     | 316,056                     | 321,520                     | 308,588                     | 95.9%                     |
| Federal Governmental Sources                        |                             |                             |                             |                             |                           |
| Student Tuition and Fees                            | 227,800                     | 274,519                     | 271,586                     | 292,860                     | 107.8%                    |
| Sales and Service                                   | 6,000                       | 6,707                       | 5,500                       | 9,782                       | 177.8%                    |
| Facilities Revenue                                  | 6,200                       | 3,676                       | 6,000                       | 1,581                       | 26.3%                     |
| Investment Revenue                                  | 9,000                       | 1,791                       | 9,000                       | 783                         | 8.7%                      |
| Other Revenues                                      | 29,000                      | 33,793                      | 39,500                      | 231                         | .5%                       |
| <b>TOTALS</b>                                       | <b>963,093</b>              | <b>999,403</b>              | <b>1,023,106</b>            | <b>991,470</b>              | <b>96.9%</b>              |
| <b>Expenditures</b>                                 |                             |                             |                             |                             |                           |
| Salaries  | 414,487                     | 429,896                     | 443,944                     | 448,142                     | 100.9%                    |
| Employee Benefits                                   | 134,458                     | 157,899                     | 153,329                     | 120,384                     | 78.5%                     |
| Contractual Services                                | 61,500                      | 60,088                      | 69,500                      | 69,018                      | 99.3%                     |
| General Materials and Supplies                      | 94,700                      | 90,215                      | 91,400                      | 86,759                      | 94.9%                     |
| Travel and Conference Meeting Exp.                  | 2,100                       | 764                         | 2,400                       | 1,874                       | 78.0%                     |
| Fixed Charges                                       |                             | 3,757                       |                             | 62,893                      |                           |
| Utilities   | 335,400                     | 343,724                     | 337,000                     | 310,697                     | 92.1%                     |
| Capital Outlay                                      | 35,000                      | 11,035                      | 15,000                      | 14,803                      | 98.6%                     |
| Other Expenditures                                  |                             |                             |                             |                             |                           |
| <b>TOTALS</b>                                       | <b>1,077,645</b>            | <b>1,097,381</b>            | <b>1,112,573</b>            | <b>1,114,573</b>            | <b>100.1%</b>             |
| <b>Transfers</b>                                    |                             |                             |                             |                             |                           |
| Transfers From Other Funds                          | -125,750                    | -122,602                    | -34,000                     | -15,892                     | 46.7%                     |
| <b>TOTALS</b>                                       | <b>-125,750</b>             | <b>-122,602</b>             | <b>-34,000</b>              | <b>-15,892</b>              | <b>46.7%</b>              |
| NET INCREASE/DECREASE IN NET ASSETS<br>FUND BALANCE | 11,197                      | 24,624                      | -55,467                     | -107,210                    |                           |
|   |                             | 37,425                      |                             | -57,381                     |                           |

**SAUK VALLEY COMMUNITY COLLEGE**  
**REVENUES, EXPENDITURES, AND TRANSFERS**  
**AS OF JUNE 30**

| <u>OPERATION &amp; MAINTENANCE- RESTRICTED</u> | <u>2001-2002<br/>Budget</u> | <u>2001-2002<br/>Actual</u> | <u>2002-2003<br/>Budget</u> | <u>2002-2003<br/>Actual</u> | <u>Budget<br/>Percent</u> |
|--|-----------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------|
| <b>Revenues</b>                                |                             |                             |                             |                             |                           |
| Local Governmental Sources                     | 603,159                     | 604,747                     | 613,000                     | 623,813                     | 101.7%                    |
| State Governmental Sources                     | 3,209,827                   | 49,827                      | 3,204,922                   | 140,563                     | 4.3%                      |
| Investment Revenue                             | 30,000                      | 22,779                      | 30,000                      | 48,348                      | 161.1%                    |
| Other Revenues                                 | 250,000                     |                             | 250,000                     |                             | 0.0%                      |
| <b>TOTALS</b>                                  | <b>4,092,986</b>            | <b>677,353</b>              | <b>4,097,922</b>            | <b>812,725</b>              | <b>19.8%</b>              |
| <b>Expenditures</b>                            |                             |                             |                             |                             |                           |
| Contractual Services                           |                             | 26,910                      |                             | 27,895                      |                           |
| General Materials and Supplies                 |                             | 17,487                      |                             | 7,984                       |                           |
| Capital Outlay                                 | 5,523,529                   | 1,081,884                   | 4,441,152                   | 304,210                     | 6.8%                      |
| <b>TOTALS</b>                                  | <b>5,523,529</b>            | <b>1,126,282</b>            | <b>4,441,152</b>            | <b>340,090</b>              | <b>7.6%</b>               |
| <b>Transfers</b>                               |                             |                             |                             |                             |                           |
| Transfers From Other Funds                     | -570,000                    |                             | -570,000                    | -1,282,769                  | 225.0%                    |
| <b>TOTALS</b>                                  | <b>-570,000</b>             |                             | <b>-570,000</b>             | <b>-1,282,769</b>           | <b>225.0%</b>             |
| NET INCREASE/DECREASE IN NET ASSETS            | -860,543                    | -448,928                    | 226,770                     | 1,755,404                   |                           |
| FUND BALANCE                                   |                             | 978,955                     |                             | 2,734,359                   |                           |

07/17/2003

**SAUK VALLEY COMMUNITY COLLEGE**  
**REVENUES, EXPENDITURES, AND TRANSFERS**  
**AS OF JUNE 30**

Page 4

| <u>BOND AND INTEREST FUND</u>                       | 2001-2002<br><u>Budget</u> | 2001-2002<br><u>Actual</u> | 2002-2003<br><u>Budget</u> | 2002-2003<br><u>Actual</u> | Budget<br><u>Percent</u> |
|---|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|
| <b>Revenues</b>                                     |                            |                            |                            |                            |                          |
| Local Governmental Sources                          | 1,108,109                  | 1,043,511                  | 1,385,000                  | 1,407,191                  | 101.6%                   |
| Investment Revenue                                  | 5,000                      | 22,136                     | 5,000                      | 7,493                      | 149.8%                   |
| <b>TOTALS</b>                                       | <b>1,113,109</b>           | <b>1,065,647</b>           | <b>1,390,000</b>           | <b>1,414,684</b>           | <b>101.7%</b>            |
| <b>Expenditures</b>                                 |                            |                            |                            |                            |                          |
| Contractual Services                                | 250                        | 6,929                      | 5,000                      | 853                        | 17.0%                    |
| Fixed Charges                                       | 796,413                    | 760,143                    | 1,382,008                  | 1,313,579                  | 95.0%                    |
| <b>TOTALS</b>                                       | <b>796,663</b>             | <b>767,073</b>             | <b>1,387,008</b>           | <b>1,314,432</b>           | <b>94.7%</b>             |
| NET INCREASE/DECREASE IN NET ASSETS<br>FUND BALANCE | 316,446                    | 298,574                    | 2,992                      | 100,252                    |                          |
|   |                            | 516,006                    |                            | 753,700                    |                          |

**SAUK VALLEY COMMUNITY COLLEGE**  
**REVENUES, EXPENDITURES, AND TRANSFERS**  
**AS OF JUNE 30**

| <u>AUXILIARY ENTERPRISES FUND</u>   | <u>2001-2002<br/>Budget</u> | <u>2001-2002<br/>Actual</u> | <u>2002-2003<br/>Budget</u> | <u>2002-2003<br/>Actual</u> | <u>Budget<br/>Percent</u> |
|-------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------|
| <b>Revenues</b>                     |                             |                             |                             |                             |                           |
| Student Tuition and Fees            | 139,000                     | 166,963                     | 153,000                     | 162,500                     | 106.2%                    |
| Sales and Service                   | 44,900                      | 43,220                      | 44,400                      | 38,943                      | 87.7%                     |
| Facilities Revenue                  | 75,000                      | 79,584                      | 75,000                      | 81,509                      | 108.6%                    |
| Investment Revenue                  | 1,800                       | 519                         | 1,800                       | 1,311                       | 72.8%                     |
| Other Revenues                      | 1,052,900                   | 1,338,351                   | 1,329,250                   | 1,334,652                   | 100.4%                    |
| <b>TOTALS</b>                       | <b>1,313,600</b>            | <b>1,628,639</b>            | <b>1,603,450</b>            | <b>1,618,917</b>            | <b>100.9%</b>             |
| <b>Expenditures</b>                 |                             |                             |                             |                             |                           |
| Salaries                            | 63,329                      | 65,229                      | 72,253                      | 66,575                      | 92.1%                     |
| Employee Benefits                   | 7,265                       | 11,919                      | 11,710                      | 7,375                       | 62.9%                     |
| Contractual Services                | 36,835                      | 30,513                      | 38,455                      | 38,437                      | 99.9%                     |
| General Materials and Supplies      | 1,115,105                   | 1,417,361                   | 1,392,405                   | 1,346,724                   | 96.7%                     |
| Travel and Conference Meeting Exp.  | 67,390                      | 64,175                      | 68,340                      | 66,178                      | 96.8%                     |
| Fixed Charges                       | 2,450                       | 7,804                       | 2,450                       | 11,698                      | 477.4%                    |
| Capital Outlay                      |                             | 13,473                      |                             | 12,015                      |                           |
| Other Expenditures                  | 5,300                       | 1,632                       | 5,300                       | 107,488                     | 2028.0%                   |
| <b>TOTALS</b>                       | <b>1,297,674</b>            | <b>1,612,110</b>            | <b>1,590,913</b>            | <b>1,656,492</b>            | <b>104.1%</b>             |
| <b>Transfers</b>                    |                             |                             |                             |                             |                           |
| Transfers to Other Funds            | 75,000                      | 51,860                      | 75,820                      | 12,366                      | 16.3%                     |
| Transfers From Other Funds          | -63,000                     | -39,860                     | -63,820                     |                             | 0.0%                      |
| <b>TOTALS</b>                       | <b>12,000</b>               | <b>12,000</b>               | <b>12,000</b>               | <b>12,366</b>               | <b>103.0%</b>             |
| NET INCREASE/DECREASE IN NET ASSETS | 3,926                       | 4,528                       | 537                         | -49,941                     |                           |
| FUND BALANCE                        |                             | 313,101                     |                             | 272,291                     |                           |

07/17/2003

**SAUK VALLEY COMMUNITY COLLEGE**  
**REVENUES, EXPENDITURES, AND TRANSFERS**  
**AS OF JUNE 30**

Page 6

| <u>RESTRICTED PURPOSES FUND</u>                     | 2001-2002<br><u>Budget</u> | 2001-2002<br><u>Actual</u> | 2002-2003<br><u>Budget</u> | 2002-2003<br><u>Actual</u> | Budget<br><u>Percent</u> |
|---|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|
| <b>Revenues</b>                                     |                            |                            |                            |                            |                          |
| Local Governmental Sources                          | 1,875,000                  | 1,877,574                  |                            |                            |                          |
| State Governmental Sources                          | 1,491,714                  | 1,609,794                  | 1,366,393                  | 1,492,085                  | 109.1%                   |
| Federal Governmental Sources                        | 2,203,474                  | 2,592,849                  | 2,460,775                  | 3,094,441                  | 125.7%                   |
| Investment Revenue                                  |                            | 57,300                     | 20,000                     | 32,479                     | 162.3%                   |
| Other Revenues                                      | 65,895                     | 120,733                    | 99,860                     | 95,622                     | 95.7%                    |
| <b>TOTALS</b>                                       | <b>5,636,083</b>           | <b>6,258,252</b>           | <b>3,947,028</b>           | <b>4,714,628</b>           | <b>119.4%</b>            |
| <b>Expenditures</b>                                 |                            |                            |                            |                            |                          |
| Salaries  | 1,243,970                  | 1,173,992                  | 1,216,810                  | 1,219,958                  | 100.2%                   |
| Employee Benefits                                   | 207,246                    | 239,581                    | 216,159                    | 198,171                    | 91.6%                    |
| Contractual Services                                | 113,022                    | 120,376                    | 149,566                    | 73,964                     | 49.4%                    |
| General Materials and Supplies                      | 233,719                    | 524,019                    | 724,928                    | 602,282                    | 83.0%                    |
| Travel and Conference Meeting Exp.                  | 70,556                     | 70,427                     | 68,506                     | 42,517                     | 62.0%                    |
| Fixed Charges                                       | 1,885,047                  | 1,916,869                  | 13,107                     | 14,111                     | 107.6%                   |
| Utilities   | 16,839                     | 13,226                     | 16,200                     | 11,588                     | 71.5%                    |
| Capital Outlay                                      | 713,090                    | 305,498                    | 194,500                    | 212,230                    | 109.1%                   |
| Other Expenditures                                  | 1,846,073                  | 2,388,895                  | 2,002,689                  | 2,862,594                  | 142.9%                   |
| <b>TOTALS</b>                                       | <b>6,329,562</b>           | <b>6,752,885</b>           | <b>4,602,465</b>           | <b>5,237,420</b>           | <b>113.7%</b>            |
| <b>Transfers</b>                                    |                            |                            |                            |                            |                          |
| Transfers to Other Funds                            |                            | 5,153                      |                            | 10,161                     |                          |
| Transfers From Other Funds                          |                            | -5,153                     | 50,847                     | -56,059                    | -110.2%                  |
| <b>TOTALS</b>                                       | <b>-----</b>               | <b>-----</b>               | <b>50,847</b>              | <b>-45,898</b>             | <b>-90.2%</b>            |
| NET INCREASE/DECREASE IN NET ASSETS<br>FUND BALANCE | -693,479                   | -494,633                   | -706,284                   | -476,893                   |                          |
|   |                            | 1,516,437                  |                            | 1,039,543                  |                          |

07/17/2003

**SAUK VALLEY COMMUNITY COLLEGE**  
**REVENUES, EXPENDITURES, AND TRANSFERS**  
**AS OF JUNE 30**

Page 7

| <u>WORKING CASH FUND</u>            | 2001-2002<br><u>Budget</u> | 2001-2002<br><u>Actual</u> | 2002-2003<br><u>Budget</u> | 2002-2003<br><u>Actual</u> | Budget<br>Percent |
|-------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-------------------|
| <b>Revenues</b>                     |                            |                            |                            |                            |                   |
| Investment Revenue                  | 125,000                    | 96,385                     | 100,000                    | 44,476                     | 44.4%             |
| TOTALS                              | -----                      | -----                      | -----                      | -----                      | -----             |
|                                     | 125,000                    | 96,385                     | 100,000                    | 44,476                     | 44.4%             |
| <b>Expenditures</b>                 |                            |                            |                            |                            |                   |
| Investment Revenue                  | -----                      | -----                      | -----                      | -----                      | -----             |
| TOTALS                              | -----                      | -----                      | -----                      | -----                      | -----             |
| <b>Transfers</b>                    |                            |                            |                            |                            |                   |
| Transfers to Other Funds            | 225,000                    | 196,385                    | 200,000                    | 144,476                    | 72.2%             |
| TOTALS                              | -----                      | -----                      | -----                      | -----                      | -----             |
|                                     | 225,000                    | 196,385                    | 200,000                    | 144,476                    | 72.2%             |
| NET INCREASE/DECREASE IN NET ASSETS | -100,000                   | -100,000                   | -100,000                   | -100,000                   |                   |
| FUND BALANCE                        |                            | 2,470,783                  |                            | 2,370,783                  |                   |

07/17/2003

SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF JUNE 30

Page 8

| <u>TRUST AND AGENCY FUND</u>        | 2001-2002<br><u>Budget</u> | 2001-2002<br><u>Actual</u> | 2002-2003<br><u>Budget</u> | 2002-2003<br><u>Actual</u> | Budget<br><u>Percent</u> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|
| <b>Revenues</b>                     |                            |                            |                            |                            |                          |
| Sales and Service                   |                            |                            |                            | 1,652                      |                          |
| Other Revenues                      |                            | 17,314                     |                            | 17,347                     |                          |
| <b>TOTALS</b>                       | <b>-----</b>               | <b>17,314</b>              | <b>-----</b>               | <b>18,999</b>              | <b>-----</b>             |
| <b>Expenditures</b>                 |                            |                            |                            |                            |                          |
| Contractual Services                |                            |                            |                            | 63                         |                          |
| General Materials and Supplies      |                            | 1,474                      |                            |                            |                          |
| Travel and Conference Meeting Exp.  |                            | 49                         |                            |                            |                          |
| Capital Outlay                      |                            |                            |                            | 2,000                      |                          |
| Other Expenditures                  |                            | 16,907                     |                            | 13,748                     |                          |
| <b>TOTALS</b>                       | <b>-----</b>               | <b>18,430</b>              | <b>-----</b>               | <b>15,812</b>              | <b>-----</b>             |
| NET INCREASE/DECREASE IN NET ASSETS |                            | -1,116                     |                            | 3,187                      |                          |
| FUND BALANCE                        |                            | 18,355                     |                            | 21,542                     |                          |

**SAUK VALLEY COMMUNITY COLLEGE**  
**REVENUES, EXPENDITURES, AND TRANSFERS**  
**AS OF JUNE 30**

| <u>AUDIT FUND</u>                                   | <u>2001-2002<br/>Budget</u> | <u>2001-2002<br/>Actual</u> | <u>2002-2003<br/>Budget</u> | <u>2002-2003<br/>Actual</u> | <u>Budget<br/>Percent</u> |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|---------------------------|
| <b>Revenues</b>                                     |                             |                             |                             |                             |                           |
| Local Governmental Sources                          | 31,364                      | 30,740                      | 30,700                      | 30,778                      | 100.2%                    |
| Investment Revenue                                  | 1,000                       | 1,179                       | 1,000                       | 387                         | 38.7%                     |
| <b>TOTALS</b>                                       | <b>32,364</b>               | <b>31,920</b>               | <b>31,700</b>               | <b>31,166</b>               | <b>98.3%</b>              |
| <b>Expenditures</b>                                 |                             |                             |                             |                             |                           |
| Contractual Services                                | 38,000                      | 35,590                      | 30,000                      | 28,010                      | 93.3%                     |
| <b>TOTALS</b>                                       | <b>38,000</b>               | <b>35,590</b>               | <b>30,000</b>               | <b>28,010</b>               | <b>93.3%</b>              |
| NET INCREASE/DECREASE IN NET ASSETS<br>FUND BALANCE | -5,636                      | -3,669                      | 1,700                       | 3,156                       |                           |
|   |                             | 29,897                      |                             | 32,645                      |                           |

07/17/2003

**SAUK VALLEY COMMUNITY COLLEGE**  
**REVENUES, EXPENDITURES, AND TRANSFERS**  
**AS OF JUNE 30**

Page 10

| <u>LIABILITY, PROTECTION &amp; SETTLEMENT</u> | 2001-2002<br><u>Budget</u> | 2001-2002<br><u>Actual</u> | 2002-2003<br><u>Budget</u> | 2002-2003<br><u>Actual</u> | Budget<br>Percent |
|---|----------------------------|----------------------------|----------------------------|----------------------------|-------------------|
| <b>Revenues</b>                               |                            |                            |                            |                            |                   |
| Local Governmental Sources                    | 302,786                    | 294,974                    | 291,000                    | 292,697                    | 100.5%            |
| Investment Revenue                            | 200,000                    | 300,321                    | 200,000                    | 193,656                    | 96.8%             |
| Other Revenues                                | 20,000                     | 19,220                     | 29,000                     | -                          | 0.0%              |
| <b>TOTALS</b>                                 | <b>522,786</b>             | <b>614,515</b>             | <b>520,000</b>             | <b>486,354</b>             | <b>93.5%</b>      |
| <b>Expenditures</b>                           |                            |                            |                            |                            |                   |
| Salaries                                      | 258,368                    | 246,600                    | 273,621                    | 263,076                    | 96.1%             |
| Employee Benefits                             | 165,824                    | 170,017                    | 203,794                    | 186,447                    | 91.4%             |
| Contractual Services                          | 62,100                     | 48,119                     | 66,200                     | 55,028                     | 83.1%             |
| General Materials and Supplies                | 22,000                     | 8,384                      | 12,600                     | 2,182                      | 17.3%             |
| Travel and Conference Meeting Exp.            | 2,000                      | 350                        | 2,000                      | 760                        | 38.0%             |
| Fixed Charges                                 | 39,500                     | 39,979                     | 45,000                     | 61,173                     | 135.9%            |
| Utilities                                     | 1,000                      | 1,072                      | 1,000                      | 1,073                      | 107.3%            |
| Capital Outlay                                | 50,000                     | 18,094                     | 50,000                     | 18,055                     | 36.1%             |
| <b>TOTALS</b>                                 | <b>600,792</b>             | <b>532,619</b>             | <b>654,215</b>             | <b>587,797</b>             | <b>89.8%</b>      |
| NET INCREASE/DECREASE IN NET ASSETS           | -78,006                    | 81,896                     | -134,215                   | -101,443                   |                   |
| FUND BALANCE                                  |                            | 6,231,849                  |                            | 6,087,488                  |                   |

07/17/2003

**SAUK VALLEY COMMUNITY COLLEGE**  
**REVENUES, EXPENDITURES, AND TRANSFERS**  
**AS OF JUNE 30**

Page 11

| <u>BUILDING BOND PROCEEDS FUND</u>         | 2001-2002<br><u>Budget</u> | 2001-2002<br><u>Actual</u> | 2002-2003<br><u>Budget</u> | 2002-2003<br><u>Actual</u> | Budget<br>Percent |
|--|----------------------------|----------------------------|----------------------------|----------------------------|-------------------|
| <b>Revenues</b>                            |                            |                            |                            |                            |                   |
| Investment Revenue                         | 50,000                     | 56,355                     | 45,000                     | -----                      | 0.0%              |
| <b>TOTALS</b>                              | <b>50,000</b>              | <b>56,355</b>              | <b>45,000</b>              | -----                      | 0.0%              |
| <b>Expenditures</b>                        |                            |                            |                            |                            |                   |
| Investment Revenue                         | -----                      | -----                      | -----                      | -----                      | -----             |
| <b>TOTALS</b>                              | <b>-----</b>               | <b>-----</b>               | <b>-----</b>               | <b>-----</b>               | <b>-----</b>      |
| <b>Transfers</b>                           |                            |                            |                            |                            |                   |
| Transfers to Other Funds                   | 570,000                    | -----                      | 570,000                    | 1,222,769                  | 214.5%            |
| <b>TOTALS</b>                              | <b>570,000</b>             | <b>-----</b>               | <b>570,000</b>             | <b>1,222,769</b>           | <b>214.5%</b>     |
| <b>NET INCREASE/DECREASE IN NET ASSETS</b> | <b>-520,000</b>            | <b>56,355</b>              | <b>-525,000</b>            | <b>-1,222,769</b>          |                   |
| <b>FUND BALANCE</b>                        |                            | <b>1,222,769</b>           |                            |                            |                   |

For Board Meeting of  
July 28, 2003

Agenda Item D-6

**SPECIAL COURSE FEE**

A new course, ART 106 - Introduction to Computer Art, was added to our course offerings in the Spring of 2003. The Art department has recommended a course fee to defray the cost of software and computer supplies for this course.

**RECOMMENDATION:**

Approval by the Board for the College to charge a course fee of \$15.00 for the above named course, beginning with Fall, 2003 semester.

**SAUK VALLEY COMMUNITY COLLEGE**  
**INSTRUCTIONAL SERVICES**  
**MEMORANDUM**

---

DATE: July 7, 2003

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht *Deborah*

RE: Course Fee Request

A new course, ART 106 – Introduction to Computer Art, was added to our course offerings in the Spring of 2003. The Art department has recommended a course fee of \$15.00 to defray the cost of software and computer supplies for this course. I am requesting approval by the Board of Trustees.

js

For Board Meeting of  
July 28, 2003

Agenda Item D-7

**ELEVEN-COLLEGE AGREEMENT FOR ADVANCED RADIOLOGIC  
TECHNOLOGY CERTIFICATES**

The College has received an Eleven-College Agreement for the Advanced Radiologic Technology Certificates for July 2003 through June 2005.

**RECOMMENDATION:** Approval by the Board for the College to approve the Eleven-College Agreement for Advanced Radiologic Technology Certificates for July 2003 through June 2005.



*The mission of Carl Sandburg College is to provide accessible, quality education in a caring environment by keeping the learner's needs at the center of decision making and by working in partnership with communities of the College district.*

July 1, 2003

Dr. Richard L. Behrendt  
Sauk Valley Community College  
173 IL Route 2  
Dixon IL 61021

Dear Dr. Behrendt;

Enclosed please find a copy of the Eleven-College Agreement for the Advanced Radiologic Technology Certificates for July 2003 through June 2005. Please sign and send a copy back to our office. Once all signatures have been obtained, on complete agreement will be sent to your office. Should you have questions please call (309) 341-5244 or email me at lbenne@sandburg.edu. Thank you for your prompt attention to this agreement.

Sincerely,

Larry Benne  
Vice President of Instructional Services

Illinois Community College District 518

MAIN CAMPUS  
2400 Tom L. Wilson Boulevard  
Galesburg, Illinois 61401  
Phone: 309-344-2518  
Fax: 309-344-1395

THE BRANCH CAMPUS  
305 Sandburg Drive  
Carthage, Illinois 62321  
Phone: 217-357-3129  
Fax: 217-357-3512

THE EXTENSION CENTER  
380 East Main Street  
Bushnell, Illinois 61422  
Phone: 309-772-2177  
Fax: 309-772-2958

**EDUCATIONAL SERVICES CONTRACT BETWEEN**  
**BLACK HAWK COLLEGE, CARL SANDBURG COLLEGE,**  
**HEARTLAND COMMUNITY COLLEGE, ILLINOIS CENTRAL COLLEGE,**  
**JOHN WOOD COMMUNITY COLLEGE, LINCOLN LAND COMMUNITY COLLEGE,**  
**PARKLAND COLLEGE, RICHLAND COMMUNITY COLLEGE, SAUK VALLEY COMMUNITY**  
**COLLEGE, SCOTT COMMUNITY COLLEGE (IOWA), SOUTHEASTERN COMMUNITY**  
**COLLEGE (IOWA), and SPOON RIVER COLLEGE**

**WHEREAS, BLACK HAWK COLLEGE** (Illinois Community College District #522), herein "Black Hawk", having its principal campus at Moline, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, HEARTLAND COMMUNITY COLLEGE** (Illinois Community College District #540), herein "Heartland" having its principal campus at Bloomington, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, ILLINOIS CENTRAL COLLEGE** (Illinois Community College District #514), herein "Illinois Central", having its principal campus at East Peoria, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, LINCOLN LAND COMMUNITY COLLEGE** (Illinois Community College District # 526), herein "Lincoln Land", having its principal campus at Springfield, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, RICHLAND COMMUNITY COLLEGE** (Illinois Community College District #537), herein "Richland", having its principal campus at Decatur, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS , CARL SANDBURG COLLEGE** (Illinois Community College District #518), herein "Sandburg", having its principal campus at Galesburg, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, SOUTHEASTERN COMMUNITY COLLEGE** (Iowa Community College District #16), herein "Southeastern", having its principal campus at Keokuk, Iowa, has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, SPOON RIVER COLLEGE** (Illinois Community College district #534), herein "Spoon River", having its principal campus at Canton, Illinois, has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, SCOTT COMMUNITY COLLEGE** (Iowa Community College District #9), herein "Scott", having its principal campus at Davenport, Iowa, has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, JOHN WOOD COMMUNITY COLLEGE** (Illinois Community College District #539), herein "John Wood", having its principal campus at Quincy, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, PARKLAND COLLEGE** (Illinois Community College District #505), herein "Parkland", having its principal campus at Champaign, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, SAUK VALLEY COLLEGE** (Illinois Community College District #506), herein "Sauk", having its principal campus at Dixon, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS**, the Colleges mentioned above desire to participate in Regional Certificated Programs in the fields of Sonography, Nuclear Medicine, CT and MRI; and

**WHEREAS**, the programs will be offered initially to students who have ARRT certification in radiologic technology or are registry eligible; and

**WHEREAS**, the course work will be offered by Sandburg at Sandburg's tuition rate with no charge back to the participating colleges; to the extent possible courses will be offered through distance learning systems; and

**WHEREAS**, the commencement of the regional programs are dependent upon the prior approval by each of the local Boards of Trustees and by the Illinois Community College Board; and

**WHEREAS**, the Boards of Trustees of all of the named Colleges feel that it would be in the best interest of the residents of their districts to offer this regional educational opportunity to students residing within their district under a clearly outlined contracted arrangement between the institutions:

**NOW, THEREFORE, BE IT RESOLVED**, that a contract is hereby entered into between Black Hawk, Heartland, Illinois Central, Lincoln Land, Parkland, Richland, Sandburg, Sauk Valley, Southeastern, Spoon River, Scott and John Wood for those purposes upon the following terms and conditions.

## **I - GENERAL PROVISIONS**

1.1 This contract is being developed under the provisions of 110 ILCS 805/2-12, 1996 as amended and is subject to approval by the Illinois Community College Board and is subject to the limitations of the statute and the State Board.

1.2 The contact is for a two year period of time beginning July 1,2003 through June 30, 2005, with the understanding that any student beginning a term during the life of the contract will be extended the opportunity of completing said term under the provisions of the contract even though said term may extend beyond the June 30 termination date.

1.3 The contract may be renewed per mutual agreement of the Boards of Trustees of the Colleges involved.

1.4 The programs offered through this educational services contract would be certificated specialized programs in the field of radiologic technology as related to sonography, nuclear medicine, CT and MRI.

1.5 The Colleges shall jointly articulate all requirements to obtain these specialized Certificates.

## **II - ENROLLMENT**

2.1 The number of students allowed to enroll from each district will be based upon the number of clinical slots available within each district.

ARRT eligible, or meet alternative eligibility requirements established by Sandburg which are acceptable to the national certification agencies involved.

2.3 Applicants for the programs will be selected by Sandburg from within each district on a most qualified basis according to criteria established by Sandburg. The initial selection will be made 90 days prior to a program start date.

2.4 Illinois students will register for all program specific courses through Carl Sandburg College. Tuition for these courses will be paid to Sandburg at Sandburg's tuition rate.

2.5 Unfilled slots remaining after the initial selection will be filled on a most qualified basis from the remaining pool consisting of all applicants from participating districts. Should any positions remain available after all qualified applicants from participating districts have been enrolled, applicants residing outside the participating districts may be considered. ARRT registered or registry eligible applicants will have priority over applicants applying under any alternative admission requirements.

2.6 Students enrolled under Section 2.5 of this Agreement will be required to travel to the available clinical site that may be outside their district.

## **III - EDUCATIONAL SERVICES FEE**

3.0 Educational Service Fees for students enrolled through Scott Community College and Southeastern Community College will be paid by the enrolling Community College in accordance with Appendix A attached hereto and expressly made a part of this Agreement.

## **IV - JOINT OBLIGATIONS**

4.1 The Colleges agree that college and clinical personnel will work together for coordination of clinicals in hospitals and related clinical sites.

4.2 The Colleges agree that their marketing, public relations and recruiting personnel will work together to develop procedures for joint marketing of programs and recruitment of students for the programs.

4.3 The Colleges agree that they will jointly work to develop distance learning alternatives to be utilized throughout all districts.

## **V - SUPPORTIVE CONCLUSIONS**

5.1 Any College may, at its discretion, either separately or jointly, make application for and receive private, state, federal or foundation grants for the purposes of furthering the educational goals of this contract, however, any such application must not alter the ability of any institution, if eligible, to receive state aid on their students even though educational services are being provided on a contractual basis by another institution.

5.2 The officials of the Colleges will mutually resolve any unforeseen problems arising from the Agreement in an expeditious manner.

5.3 As to the matter of acquisition and disposition of property, it is hereby agreed that the parties to this document do not contemplate the joint acquisition of any real or personal property to be used in this joint undertaking.

IN WITNESS WHEREOF THE PARTIES HERETO, following approval by their respective Boards of Trustees, have executed this Agreement in multiple parts each of which may be deemed the original, this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

### Chairman of Board of Trustees

## President

# BLACK HAWK COLLEGE

### Chairman of Board of Trustees

---

## President

## ILLINOIS CENTRAL COLLEGE

### Chairman of Board of Trustees

---

## President

RICHLAND COMMUNITY COLLEGE

### Chairman of Board of Trustees

## President

## **SOUTHEASTERN COMMUNITY COLLEGE (IOWA)**

---

**Chairman of Board of Trustees**

---

## President

SPOON RIVER COLLEGE

---

Chairman of Board of Trustees

---

President

**JOHN WOOD COMMUNITY COLLEGE**

---

Chairman of Board of Trustees

---

President

**PARKLAND COLLEGE**

---

Chairman of Board of Trustees

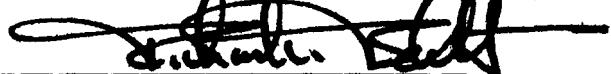
---

President

**SCOTT COMMUNITY COLLEGE (IOWA)**

---

Chairman of Board of Trustees



---

President

**SAUK VALLEY COMMUNITY COLLEGE**



*The mission of Carl Sandburg College is to provide accessible, quality education in a caring environment by keeping the learner's needs at the center of decision making and by working in partnership with communities of the College district.*

July 1, 2003

Dr. Richard L. Behrendt  
Sauk Valley Community College  
173 IL Route 2  
Dixon IL 61021

Dear Dr. Behrendt;

Enclosed please find a copy of the Eleven-College Agreement for the Advanced Radiologic Technology Certificates for July 2003 through June 2005. Please sign and send a copy back to our office. Once all signatures have been obtained, on complete agreement will be sent to your office. Should you have questions please call (309) 341-5244 or email me at [lbenne@sandburg.edu](mailto:lbenne@sandburg.edu). Thank you for your prompt attention to this agreement.

Sincerely,

Larry Benne  
Vice President of Instructional Services

Illinois Community College District 518

MAIN CAMPUS  
2400 Tom L. Wilson Boulevard  
Galesburg, Illinois 61401  
Phone: 309-344-2518  
Fax: 309-344-1395

THE BRANCH CAMPUS  
305 Sandburg Drive  
Carthage, Illinois 62321  
Phone: 217-357-3129  
Fax: 217-357-3512

THE EXTENSION CENTER  
380 East Main Street  
Bushnell, Illinois 61422  
Phone: 309-772-2177  
Fax: 309-772-2958

**EDUCATIONAL SERVICES CONTRACT BETWEEN  
BLACK HAWK COLLEGE, CARL SANDBURG COLLEGE,  
HEARTLAND COMMUNITY COLLEGE, ILLINOIS CENTRAL COLLEGE,  
JOHN WOOD COMMUNITY COLLEGE, LINCOLN LAND COMMUNITY COLLEGE,  
PARKLAND COLLEGE, RICHLAND COMMUNITY COLLEGE, SAUK VALLEY COMMUNITY  
COLLEGE, SCOTT COMMUNITY COLLEGE (IOWA), SOUTHEASTERN COMMUNITY  
COLLEGE (IOWA), and SPOON RIVER COLLEGE**

**WHEREAS, BLACK HAWK COLLEGE** (Illinois Community College District #522), herein "Black Hawk", having its principal campus at Moline, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, HEARTLAND COMMUNITY COLLEGE** (Illinois Community College District #540), herein "Heartland" having its principal campus at Bloomington, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, ILLINOIS CENTRAL COLLEGE** (Illinois Community College District #514), herein "Illinois Central", having its principal campus at East Peoria, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, LINCOLN LAND COMMUNITY COLLEGE** (Illinois Community College District # 526), herein "Lincoln Land", having its principal campus at Springfield, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, RICHLAND COMMUNITY COLLEGE** (Illinois Community College District #537), herein "Richland", having its principal campus at Decatur, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS , CARL SANDBURG COLLEGE** (Illinois Community College District #518), herein "Sandburg", having its principal campus at Galesburg, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, SOUTHEASTERN COMMUNITY COLLEGE** (Iowa Community College District #16), herein "Southeastern", having its principal campus at Keokuk, Iowa, has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, SPOON RIVER COLLEGE** (Illinois Community College district #534), herein "Spoon River", having its principal campus at Canton, Illinois, has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, SCOTT COMMUNITY COLLEGE** (Iowa Community College District #9), herein "Scott", having its principal campus at Davenport, Iowa, has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, JOHN WOOD COMMUNITY COLLEGE** (Illinois Community College District #539), herein "John Wood", having its principal campus at Quincy, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, PARKLAND COLLEGE** (Illinois Community College District #505), herein "Parkland", having its principal campus at Champaign, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS, SAUK VALLEY COLLEGE** (Illinois Community College District #506), herein "Sauk", having its principal campus at Dixon, Illinois has a desire to make opportunities in specialized training in Radiologic Technology available to students in its district; and

**WHEREAS**, the Colleges mentioned above desire to participate in Regional Certificated Programs in the fields of Sonography, Nuclear Medicine, CT and MRI; and

**WHEREAS**, the programs will be offered initially to students who have ARRT certification in radiologic technology or are registry eligible; and

**WHEREAS**, the course work will be offered by Sandburg at Sandburg's tuition rate with no charge back to the participating colleges; to the extent possible courses will be offered through distance learning systems; and

**WHEREAS**, the commencement of the regional programs are dependent upon the prior approval by each of the local Boards of Trustees and by the Illinois Community College Board; and

**WHEREAS**, the Boards of Trustees of all of the named Colleges feel that it would be in the best interest of the residents of their districts to offer this regional educational opportunity to students residing within their district under a clearly outlined contracted arrangement between the institutions:

**NOW, THEREFORE, BE IT RESOLVED**, that a contract is hereby entered into between Black Hawk, Heartland, Illinois Central, Lincoln Land, Parkland, Richland, Sandburg, Sauk Valley, Southeastern, Spoon River, Scott and John Wood for those purposes upon the following terms and conditions.

## **I - GENERAL PROVISIONS**

1.1 This contract is being developed under the provisions of 110 ILCS 805/2-12, 1996 as amended and is subject to approval by the Illinois Community College Board and is subject to the limitations of the statute and the State Board.

1.2 The contact is for a two year period of time beginning July 1,2003 through June 30, 2005, with the understanding that any student beginning a term during the life of the contract will be extended the opportunity of completing said term under the provisions of the contract even though said term may extend beyond the June 30 termination date.

1.3 The contract may be renewed per mutual agreement of the Boards of Trustees of the colleges involved.

1.4 The programs offered through this educational services contract would be certificated specialized programs in the field of radiologic technology as related to sonography, nuclear medicine, CT and MRI.

1.5 The Colleges shall jointly articulate all requirements to obtain these specialized Certificates.

## **II - ENROLLMENT**

2.1 The number of students allowed to enroll from each district will be based upon the number of clinical slots available within each district.

ARRT eligible, or meet alternative eligibility requirements established by Sandburg which are acceptable to the national certification agencies involved.

2.3 Applicants for the programs will be selected by Sandburg from within each district on a most qualified basis according to criteria established by Sandburg. The initial selection will be made 90 days prior to a program start date.

2.4 Illinois students will register for all program specific courses through Carl Sandburg College. Tuition for these courses will be paid to Sandburg at Sandburg's tuition rate.

2.5 Unfilled slots remaining after the initial selection will be filled on a most qualified basis from the remaining pool consisting of all applicants from participating districts. Should any positions remain available after all qualified applicants from participating districts have been enrolled, applicants residing outside the participating districts may be considered. ARRT registered or registry eligible applicants will have priority over applicants applying under any alternative admission requirements.

2.6 Students enrolled under Section 2.5 of this Agreement will be required to travel to the available clinical site that may be outside their district.

## **III - EDUCATIONAL SERVICES FEE**

3.0 Educational Service Fees for students enrolled through Scott Community College and Southeastern Community College will be paid by the enrolling Community College in accordance with Appendix A attached hereto and expressly made a part of this Agreement.

## **IV - JOINT OBLIGATIONS**

4.1 The Colleges agree that college and clinical personnel will work together for coordination of clinicals in hospitals and related clinical sites.

4.2 The Colleges agree that their marketing, public relations and recruiting personnel will work together to develop procedures for joint marketing of programs and recruitment of students for the programs.

4.3 The Colleges agree that they will jointly work to develop distance learning alternatives to be utilized throughout all districts.

## **V - SUPPORTIVE CONCLUSIONS**

5.1 Any College may, at its discretion, either separately or jointly, make application for and receive private, state, federal or foundation grants for the purposes of furthering the educational goals of this contract, however, any such application must not alter the ability of any institution, if eligible, to receive state aid on their students even though educational services are being provided on a contractual basis by another institution.

5.2 The officials of the Colleges will mutually resolve any unforeseen problems arising from the Agreement in an expeditious manner.

5.3 As to the matter of acquisition and disposition of property, it is hereby agreed that the parties to this document do not contemplate the joint acquisition of any real or personal property to be used in this joint undertaking.

IN WITNESS WHEREOF THE PARTIES HERETO, following approval by their respective Boards of Trustees, have executed this Agreement in multiple parts each of which may be deemed the original, this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

---

Chairman of Board of Trustees

---

President

**BLACK HAWK COLLEGE**

---

Chairman of Board of Trustees

---

President

**HEARTLAND COMMUNITY COLLEGE**

---

Chairman of Board of Trustees

---

President

**ILLINOIS CENTRAL COLLEGE**

---

Chairman of Board of Trustees

---

President

**LINCOLN LAND COMMUNITY COLLEGE**

---

Chairman of Board of Trustees

---

President

**RICHLAND COMMUNITY COLLEGE**

---

Chairman of Board of Trustees

---

President

**CARL SANDBURG COLLEGE**

---

Chairman of Board of Trustees

---

President

**SOUTHEASTERN COMMUNITY  
COLLEGE (IOWA)**

---

Chairman of Board of Trustees

---

President

**SPOON RIVER COLLEGE**

---

Chairman of Board of Trustees

---

President

**JOHN WOOD COMMUNITY COLLEGE**

---

Chairman of Board of Trustees

---

President

**PARKLAND COLLEGE**

---

Chairman of Board of Trustees

---

President

**SCOTT COMMUNITY COLLEGE (IOWA)**

---

Chairman of Board of Trustees

---

President

**SAUK VALLEY COMMUNITY COLLEGE**

For the Board Meeting  
July 28, 2003

Agenda Item D-8

**PRESIDENT'S CONTRACT RESOLUTION AMENDMENT**

At the June 23, 2003 meeting, the Board approved the attached resolution to direct the Board Chair and Secretary to enter into a contract with the president for 2004-2005.

However, that resolution did not specifically state that the President would pay no premium for his post-retirement group health insurance coverage. Attorney Pace has advised this issue needs to be clarified and the Resolution has been amended for that purpose.

RECOMMENDATION: Board approval of the attached, amended resolution.

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

WHEREAS, Dr. Richard L. Behrendt, President of the College, is currently completing the fourth year of a five year employment contract with the College and has been the President of the College since 1986; and

WHEREAS, the Board desires continued stability in the College's Administration; and

WHEREAS, Dr. Behrendt has been evaluated pursuant to his contract and is performing the duties of his office in a better than satisfactory manner;

NOW THEREFORE, BY THIS RESOLUTION the Board directs the Chairman of the Board to enter into an employment contract for July 1, 2004 - June 30, 2005 with the President on behalf of the College which substantially contains the following terms and conditions:

1. Eliminates the current \$50,000.00 penalty (5.A.) to be imposed in the event the President resigns from the Presidency during the contract term;
2. Eliminates the current provision (6.A.) for salary increases over the term of the contract equivalent to any general salary increases given to administrators;
3. Eliminates the current provision (7.G.) for free tuition for the President's dependent children in the event of his death;
4. Eliminates the current prohibition (11.C.) from seeking renegotiation;
5. Continuation of benefits contained in the present contract with adjustments as provided in the 2004-05 contract;

6. Vacation pay accumulation limits to be removed, except that the College will only reimburse for 48 unused days and the maximum to be reported to SURS at retirement will be 56 unused days;

7. Appropriate language guaranteeing that the President and his spouse will remain as insureds on the College's group health plan after the President's retirement until each is eligible for full Medicare coverage, ~~at no premium cost to the President for his coverage, but~~ provided the President pays the same share of the spouse premium as is paid by the staff segment (faculty, support, professional/technical, or administration) that is paying the smallest spouse share premium in 2004-05, and guaranteeing that the President's spouse may continue in the plan for the same spouse share premium even in the event of the President's death;

8. Provides that the President will earn sick leave at the rate of 3.5 days per month and that, upon retirement, the College will certify to SURS that the President has earned a minimum of 300 days of unused sick leave;

9. Provides an amount of \$1,000 toward the cost of a physical exam for the President's discretionary use;

10. Provides the President with a 5% increase (except for his automobile expense allowance, which shall remain at the 2003-04 amount) over his 2003-04 compensation; and

11. Continuation of the general terms and conditions of the existing contract not inconsistent with these terms and conditions.

This Resolution approved the 23<sup>rd</sup> day of June, 2003.

For Board Meeting of  
July 28, 2003

Agenda Item D-9

**BOARD POLICY 425.02 SENIOR SERVICES OPTION  
(FIRST READING)**

Attached for First Reading is Board Policy 425.02 Senior Services Option revision.

**RECOMMENDATION:** Board approval of Board Policy 425.02 Senior Services Option for First Reading.

## 425.02 Senior Services Option

The College shall make available to all full-time College retirees ("retirees") who qualify for and participate in the Sauk Valley Community College "Early Retirement Incentive Program" (as set out in Section 425.01 of the College Policies) the option to provide "professional educational services" to the College, in addition to his or her regular assignment, during the last year or years of service to the College. For such services the retiree can earn up to a maximum of an additional twenty percent (20%) of his or her college compensation earned during the prior year. Such option shall be referred to as the "Senior Services Option".

### 1. Professional Educational Services Plan

"Professional educational services" to be performed by a retiree electing the Senior Services Option may include, but are not limited to, curriculum modification and improvements; design and program development; mentoring new full or part-time faculty or staff; research and analysis; additional work or other professional services which are to be performed in addition to the retiree's normal job. Professional educational services are expected to have a significant value to the College. Participation in this option shall require the retiree to submit a detailed plan ("Plan") which must be fully approved by the appropriate Vice President who shall submit it to the President of the College. The President must give final approval of the Plan before commencement of such services. The President shall have the right to refuse payment in part or full if the work is not performed according to the Plan. In the event the Senior Services Option work is not performed to the satisfaction of the President, the College shall have the option to refuse to allocate any or all of said additional salary as professional educational services. The judgement of the College shall be final and not subject to appeal.

2. Eligibility

To be eligible for participation in the Senior Services Option the staff member must:

- Otherwise qualify for the "Early Retirement Incentive Program" set out in Section 425.01 of College Policies. The Senior Services Option will not be available to retirees under any other retirement option.
- Notify the President, in writing, of his or her intention to participate in the Senior Services Option and complete all work under the Plan prior to the date of actual retirement. The notice and the Plan shall be given before May 1 of any year the retiree expects to perform professional educational services which are intended to qualify under the Senior Services Option, prior to the actual retirement commencement date. The Plan shall be proposed by the retiree in sufficient time to permit the College administration a reasonable time to review and approve all of the proposed work and timetable details of the proposed plan.
- Submit a detailed plan of proposed professional services which provides the following:
  - a. The general scope of work to be performed; the dates for progressive completion of such work; including definite starting and ending dates;
  - b. The expected benefit to the College of such work;
  - c. All short term and long term costs expected to be paid by the College, if any.

3. Salary Limitations of Senior Services Option

- Each participating retiree shall be paid additional salary for the additional professional educational services, which shall not exceed twenty percent (20%) of that retiree's college compensation (defined hereunder as the total college compensation received by the employee during the prior year). The additional salary earned under the Senior Services Option shall be subtracted before determining the final year's retirement incentive payment being paid the retiring staff member by the College under the Early Retirement Incentive Program in effect at the time of retirement. Further, the additional salary approved by the College and paid the retiree for the professional educational services shall be credited against and shall be considered a part of the lump sum payment payable by the College to the retiree as early retirement incentive under Section 425.01 of the College Policies.
- Payment for such additional services shall be paid only for professional educational services actually rendered by the retiring employee in accordance with the approved Plan. Compensation earned by the retiree for such professional educational services will be paid in installments according to the regular pay plan chosen by the staff member, providing the installments shall be consistent with the Plan's progressive completion dates specified.
- All professional educational services to be performed under the Senior Services Option shall be completed and final payment by the College shall be made by the retiree's actual retirement date. In the event the retiring employee receives payment for professional educational services which are not performed or are not completed by the retiree's actual retirement date, the College shall have the right

to deny additional salary value status for such work. In such event the College shall have the option to consider such payments previously made as retirement incentive payments, seek restitution from the retiring or retired employee, and/or withhold, deduct or set off any such overpayments against any other payments or credits due the retiree from the College from any source.

4. Grandfather Clause

~~Any employee who plans to retire during or at the end of the 1997-98 college year and is otherwise eligible to participate in the Senior Services Option except for the March 1, 1997 deadline for notice and submission of Plan, shall have the deadline extended for notice and Plan submission until July 1, 1997.~~

5/27/97

7/24/00

## 427.01 Sexual Harassment Policy

The College shall provide its employees and students an educational and employment environment free from unwelcome sexual advances by employees of the College, free from requests for sexual favors by employees of the College and free from other verbal or physical conduct by employees constituting sexual harassment as herein defined and as is otherwise prohibited by state or federal law.

### 1. Definitions -

- A. "Sexual harassment" or "sexually harass" shall mean that term as defined by federal and state law, and, to the extent not inconsistent with federal or state law, shall mean:
  - (1) Unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when one or more of the following is present:
    - Submission to or participation in such conduct is made, whether explicitly or implicitly, a term or condition of the individual's employment at the College;
    - Submission to or rejection of such advances is used as a basis for employment decisions affecting such individual's employment at the College;
    - Submission to or rejection of such advances is used as a basis for grades to be given a student for course work or for the extent or nature of work necessary to successfully complete course work;
    - Submission to or rejection of such advances is used as a basis for a student's selection or participation in any College extracurricular activity.
  - (2) Where unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidation, hostile, or offensive working environment.

B. "Aggrieved Party" shall mean any employee or student who believes he or she has been the victim of sexual harassment by an employee or at an employee's behest.

2. Sexual Harassment Officers (SHO) - The College shall designate two Sexual Harassment Officers (SHO). The Affirmative Action Officer shall be designated as one and the President shall appoint the other. There shall be equal gender representation. SHO shall have the responsibility to observe compliance with this policy, shall have such further responsibilities as are provided herein, and shall have such other related duties as may be assigned from time to time.

3. Sexual Harassment Committee (SHC) - The SHC shall include the members of the members of the Affirmative Action Committee, both Sexual Harassment Officers and the Coordinator of Personal Services.

A. Function -

1. The SHC shall monitor procedures and policies pertaining to sexual harassment.
2. The SHC shall monitor/provide an educational awareness program pertaining to sexual harassment.

B. Frequency of Meetings - the SHC shall meet at least once a year.

4. Violations of Policy - It shall be a violation of this policy for any person employed by the College who is authorized to recommend or to take personnel actions affecting an employee, or who is otherwise authorized to transact business or to perform acts or services on behalf of the College to do any of the following:

- A. To sexually harass any student or employee of the College;
- B. To make sexual advances or to request sexual favors when submission to or rejection of such conduct is, either explicitly or implicitly, the basis for recommending, imposing, granting, withholding, or refusing terms and conditions that either favor or adversely affect an employee's condition of employment or a student's status;

- C. To recommend, impose, grant, withhold or refuse to take any personnel action consistent with his or her duties and responsibilities either because of sexual favors, or as a reprisal against an employee or student who has rejected or reported sexual advances or sexual harassment;
- D. To fail to take immediate corrective action in the event sexual harassment has occurred; and/or
- E. To create an intimidating, hostile, or offensive working environment by continuing to make unwelcome sexual remarks, unwelcome advances, unwelcome requests for sexual favors, or exposure of sexual organs, regardless of whether the person committing such conduct is in a position to adversely affect an employee's position of employment with the College.

5. Effect of Violation - Violation of this policy may result in the discipline of the employee or employees who have committed the act or acts of sexual harassment. Discipline may include discharge.

6. Responsibility of the College and of the Person Allegedly Affected by Sexual Harassment - An employee, student, or other individual who is an aggrieved person shall take the following steps:

- A. An aggrieved person who feels comfortable in doing so should immediately inform the person engaging in sexual harassment that such conduct or communication is offensive unless stopped.
- B. If an aggrieved individual does not wish to communicate directly with the person whose conduct is offensive, or if an aggrieved individual has had direct communication with the offending party but that communication has been unavailing, then such aggrieved party should contact a SHO. In the absence of both SHO's, the aggrieved individual shall contact a member of the SHC. An aggrieved person alleging sexual harassment by the SHO or a failure of the SHO to take immediate action on the aggrieved person's complaint, shall contact the President of the College. In the event that the aggrieved person alleges that the President of the College is the person committing acts of

sexual harassment, the aggrieved party shall contact the Chairperson of the Board of Trustees.

C. Complaints of sexual harassment made to the SHO of a member of the SHC, or to the President of the College, or to the chairperson of the Board of Trustees shall be handled as follows:

1. Investigation - The person receiving the report shall cause an investigation to be initiated within 24 hours. The investigation shall be conducted diligently and shall include at least the following:
  - a. Interview of the person making the complaint to determine facts, circumstances, and identity of witness.
  - b. Interview of the person who allegedly committed the harassment and, as necessary and appropriate, interview of any witness to the events alleged.
2. Confidentiality - The matters learned in the investigation shall be kept confidential only to the extent consistent with needs to make disclosure to effect remediation or to protect the interests of the College.
3. Remedy
  - a. If in the judgement of the SHO, (or other person responsible for the investigation) it is more probably true than not true that the claimed sexual harassment occurred, the SHO or other responsible person shall, individually or with the SHC, as appropriate, promptly formulate and effect a proposed plan to remedy the harassment.
  - b. If the SHO or other person responsible for the investigation does not have the authority to effect the recommended resolution, the SHO shall make prompt report of the findings and of the recommended action to the President or, as appropriate, to the chairperson of the Board of Trustees. The appropriate officer or the Board of Trustees shall consider the proposed remedy, and

shall impose discipline in accordance with the disciplinary policies of the College and take such other steps as are reasonably necessary to correct problems created by the sexual harassment.

- c. The SHO (or other person responsible for the investigation) shall promptly serve written notice on the claimant and on the respondent of the action taken as a result of the investigation.

4. Appeal- In the event either the person making the complaint or the person complained of wishes to appeal the decision reached pursuant to paragraph 6 C 3., such person may utilize the appeal provisions of the College's Affirmative Action Plan grievance procedures. For purposes of an appeal of a decision made pursuant to this policy, the decision of the SHO shall be equivalent to notice under the Affirmative Action Plan grievance procedure. On request by the person seeking to appeal, the SHO shall provide direction on means and necessary steps to make the appeal.

4. When a complaint of sexual harassment does or will likely result in discipline of an employee, the SHO shall furnish a written report to the President of the College within ten days of the date the complaint of sexual harassment is first made to the SHO or appointed alternate, or to the S HC. Such report shall contain, to minimum:
  - The date of the receipt of the complaint;
  - Identification of the complainant;
  - Identification of the party or parties and the action complained of including relevant background facts and circumstances;
  - A statement detailing the scope of the investigation that has been undertaken and the result there of;
  - A statement of the corrective measures pursued including discipline imposed, the date such measures were undertaken and the results achieved; and
  - Where possible, a written statement signed by the complainant detailing the conduct about which complaint is made.

- E. Quarterly a report will be communicated by the SHOs to the President concerning the status of any complaints made of a sexual harassment nature.
- 7. Implementation - All levels of administration are responsible to implement practices for persons under their supervision which shall avoid sexual harassment. All members of administration shall correct and notify one of the SHO of any sexual harassment which occurs under their supervision. In addition, all members of the administration shall report any sexual harassment which they observe in other areas of the College to either SHO or to a member of the SHC. In the absence of both SHO and all members of SHC, the report shall be made to the President.
- 8. Non-Retaliation
  - A. Initiation of a complaint of sexual harassment will not adversely affect the aggrieved person's employment, compensation, or work assignments, or position as a student.
  - B. The College will not retaliate against any employee for utilizing the charge provisions of the Illinois Department of Human Rights, Illinois Human Rights Commission or Equal Employment Opportunity Commission.
- 9. Consensual Relationships
  - A. Perceived sexual harassment frequently occurs in a situation where there is a superior/subordinate relationship between the parties to the relationship. Such relationships exist between administrator and faculty or staff, between faculty member and staff member, between staff and students, or between faculty and students.
  - B. In evaluating whether sexual harassment has occurred, the superior employee's perception of consent shall not be given greater weight than the student's or subordinate's assertion that the relationship was not one of mutual or voluntary consent simply because of the superior employee's position or status.
  - C. College employees who enter into a sexual or amorous relationship with a student or subordinate where a professional relationship exists shall recognize

that, if a charge of sexual harassment is subsequently made, the student or subordinate will assert the relationship was not one of mutual or voluntary consent.

- D. If an employee enters or seeks to enter into a sexual relationship with a student or subordinate when a professional relationship exists, and the student or subordinate brings any complaint or action against the College claiming sexual harassment, the College shall utilize all appropriate legal recourse against the employee to recover all costs, expenses, settlements, judgments, awards and attorneys fees incurred by the College in any way arising out of such claim or action.
- 10. A charge of discrimination may be filed with the Illinois Department of Human Rights. The Illinois Department of Human Rights investigates complaints of discrimination. If charges are found to have merit, a complaint of discrimination may be issued, leading to a hearing before an administrative law judge of the Illinois Human Rights Commission.

A charge of discrimination, to be timely under Illinois law, must be filed within 180 days of the event complained of.

The Department of Human Rights can be contacted at the following addresses and phone numbers:

Illinois Department of Human Rights  
222 South College, Room 101-A  
Springfield, IL 62704  
(217) 785-5100

Illinois Department of Human Rights  
100 West Randolph Street, Suite 5-100  
State of Illinois Building  
Chicago, IL 60601  
(312) 814-6200

The Illinois Human Rights Commission can be contacted at the following addresses and phone numbers:

Illinois Human Rights Commission  
William G. Stratton Office Building  
Room 404-A  
Springfield, Il. 62706  
(217) 785-4350

Illinois Human Rights Commission  
32 West Randolph Street, Suite 5-100  
State of Illinois Building  
Chicago, Il. 60601  
(312) 814-6269

08/26/91  
11/22/93  
11/28/94  
6/25/98  
5/22/00

## 428.01 Intellectual Property

### 1. Purpose of Policy

Sauk Valley Community College's (hereinafter "College") primary mission lies in the creation and dissemination of knowledge in works of the intellect in whatever medium they may be embodied or expressed. This public service mission creates an environment which is highly conducive to the conception and development of many forms of intellectual property. There is always the possibility that these developments may have commercial value and the College wishes to encourage and support development of inventions, copyrightable materials and other intellectual property for public use.

The purpose of this Policy is to state for College faculty, administrators, other staff and students (hereinafter "College Community") the nature of the responsibilities, privileges and options available to the College Community when members of the College Community have created intellectual properties.

Clear allocation of ownership and control of intellectual property rights is necessary to avoid disputes among the College Community over many issues, including teaching uses, copyrights and royalties.

In the event members of the College Community take the initiative in developing intellectual property of any nature, including instructional programs or courses, it is hoped and expected that all such members of the College Community will utilize this policy as a basis to determine ownership and compensation issues which may result from such developments. It is important to do so since the law concerning rights to the ownership and use of educational works is evolving and many issues are unclear and unresolved.

### 2. Statement of Principles

The Board recognizes the value of professional development, which may or may not result in the creation of intellectual properties. The Board further encourages and supports such development because of its inherent benefits to the College Community. Pursuit of professional development through development of intellectual properties is valuable to the College, but such pursuit does not diminish the responsibilities or commitment faculty, administrators and other

staff members have to the College's regular instructional program.

The development of intellectual properties may, in many cases, involve questions relative to ownership of such intellectual properties between the employee or student who may have developed the property and the College who employed the creator and may have provided support for the development of such intellectual properties. A process to resolve such ownership issues quickly and equitably will help create a climate of understanding and trust as well as determine the ownership of corresponding payments for usage of the intellectual properties which may result in revenue, commonly referred to as royalties. The College seeks to resolve such questions by adherence to and application of this policy.

**3. Definition of Intellectual Properties**

Intellectual properties may include but are not limited to inventions, software, written/graphic materials, techniques, device-like software, and processes. For exemplification purposes only, the Board provides the following list of definitions of intellectual properties in which questions about ownership or royalties may exist:

- A. Inventions. Devices, device-like software (or middleware), discoveries, processes, methods, uses, products, or combinations of any of these, whether or not patented or patentable at any time under the Federal Patent Act (Act 35 U.S.C. Sec. 1 et. seq.) as now existing or hereafter amended or supplemented;
- B. Written/Graphic Materials. Instructional, literacy, graphic/visual art, dramatic, and musical materials or works, computer programs, and all other materials, published or unpublished, whether or not copyrighted or copyrightable;
- C. Recorded Materials. Sound, visual, or audio-visual productions, including without limitation slides, films, tapes, videotapes, compact discs, laser discs, or other recordings or transcriptions, published or unpublished, whether or not copyrighted or copyrightable.

**4. General Ownership of Intellectual Properties**

**A. Creator's Rights In Title to Intellectual Properties**

As between the College and the creator, title to intellectual properties produced by

faculty, administrators, employees or students without any support from the College and produced by the creator on his or her own unpaid time and at his or her own expense, in the absence of other agreements, will normally belong to the creator of those properties. Intellectual property rights arising in courses approved for College credit may belong to their individual creator but rights shall also vest in the College to the extent that every member of the College Community, including students, faculty, staff and administrators, shall enjoy a permanent non-exclusive royalty-free license to make all ~~traditional, customary or reasonable academic uses of the immediate content~~ of that course. To that extent, the College shall retain the right to a copy for its own use once such a course has been taught at the College.

**B. Joint or Shared Developed Intellectual Properties**

In those instances where intellectual properties are developed by a combination of faculty, administrators', employees' or students' individual efforts and with some College support in the form of stipends, facilities, release time or overload time, the ownership of the materials, processes or inventions developed (including copyrights or patents) will be vested in the creator or the College or both as designated by written agreement between the parties. Such properties shall normally be held in the name of the College but ownership rights shall be shared as provided in the agreement. It is incumbent on any creator who wishes to share in intellectual property rights to secure a written agreement and understanding prior to creation of any intellectual property. In the event no such written agreement is entered into, ownership will be vested solely in the College.

**C. College Rights In Title To Intellectual Properties**

As between the College and the creator(s), the College will retain any title to any intellectual properties produced and/or developed by any College employee(s) under the concept of works-for-hire when the College has assigned the development of such intellectual property or properties to the creator(s) as part of the duties of the creator(s), whether or not extra-routine support is provided. In such event, the creator shall be entitled to retain a copy for the creator's own use.

**D. Intellectual Property Rights In Grant or Contract Work**

Intellectual property rights in works developed or supported by grants or contracts shall be governed according to the terms and conditions which may be contained in such grants or contracts; in the event such grants or contracts are silent as to intellectual property rights, such rights arising from grants or contracts shall be governed and determined by policy.

**5. Royalties and Revenue**

The creator's rights to revenue from intellectual properties to which the creator retains title and full rights will belong to the creator(s). The creator(s) will make arrangements independent from the College to collect these revenues directly from the agency providing them, and will be responsible for the tax-related issues associated with them. The creator(s) will also assume all copyright and/or patent costs and will indemnify the College against all infringement claims which may arise as a result of the creator's development and uses of the intellectual properties.

The creator's rights to a reasonable share of revenue from intellectual properties to which the College retains title in whole or in part, will be negotiated as part of the agreement in accordance with this policy relating to intellectual properties. The College's costs will be recovered as part of the College's share of revenue, unless negotiated otherwise.

**6. College Revenue Collection and Distribution**

In order to minimize bookkeeping questions or accounting problems or both, the Vice-President for Administrative Services will be the collection agent for the creator(s) and the College of all income for all intellectual properties to which the College retains sole or shared title.

Promptly following receipt of revenue, the Vice-President (or his or her designee) will disburse it according to the revenue shares provided in this Policy or pursuant to the negotiated agreement under provisions of this Policy. Each of the parties shall be responsible for any payment of income or other taxes of every nature imposed upon or

related to the respective portions of shared income received by the College or creator(s).

The creator(s) shall not be entitled in any event to any part of tuition or student fees paid to the College for enrolling in courses and all such revenues will belong solely to the College. The creator(s) shall have the rights of full disclosure of all aspects of accounting relating to revenue from a shared property, including, but not limited to, requesting an independent audit of the records of revenue and distribution.

7. Procedures for Intellectual Property Agreement

A. Negotiating the Agreement. Prior to the time intellectual properties are developed and before College support is awarded or used for the purpose of developing, producing or marketing intellectual property, the Vice-President for Instructional Services (or his or her designee) will meet with the creator(s) to negotiate the terms of the development of any intellectual properties which are intended to result, as well as the production, marketing, and the reasonable division of revenue which may result from the sale of intellectual properties. The creator(s) shall be entitled to representation during this negotiation process, e.g. an attorney or a representative of the Sauk Valley Community College Faculty Association.

B. Division of Revenue. The Vice-President of Instructional Services (or his or her designee) and the creator(s) will consider the following conditions in arriving at a reasonable division of revenue:

- 1) The origins of the ideas upon which the intellectual properties are based;
- 2) The expertise and investment of resources, e.g. time and money and/or equipment, involved in conceptualization and development of the intellectual properties;
- 3) The extent to which the College has or will support the development and production of the intellectual properties, particularly concerning released time;
- 4) Costs that may be incurred in the production, marketing, and sale of intellectual property. The parties will pay particular attention to avoid negotiating agreements in which the cost of processing and administering the agreements to

the College and the creator(s) may be disproportionate to the proceeds obtained.

Furthermore, the parties must include in the agreement specific information about the costs which will be incurred by the College and which must be repaid out of the College's share of revenue, the ways the cost of the copyright/patent/licensing of the intellectual property will be shared by the parties involved, and specific terms under which revenue will be distributed between/among the parties. The parties shall also address the issues of responsibility for infringements upon intellectual property rights of others.

The Vice-President of Instructional Services (or his or her designee) and creator(s) may consult with experts as they deem necessary in arriving at an agreement. Each party shall be solely responsible for payment of any experts each party selects unless the parties agree otherwise. To maintain consistency in negotiations, the agreements that are negotiated should be available for public information and inspection.

- C. Binding Resolution of Disputes. Unless otherwise mutually agreed, negotiations should be concluded within sixty (60) calendar days after the initial meeting. In the event a satisfactory conclusion cannot be reached, the matters at issue will be submitted to a Resolution Committee, composed of three members: one member selected by the President of Sauk Valley Community College, one selected by the creator (which may include the President of the Sauk Valley Community College Faculty Association), and one selected by mutual agreement between the President of Sauk Valley Community College and the creator. In the event the resolution Committee cannot reach an agreement by consensus, the representative of the President of the College will make one final last best offer, the member appointed by the creator will make one final last best offer, and the third member will make a final binding selection of one of the two offers. The decision shall be final and shall not be subject to review by any other person or body, including but not limited to any grievance process.

8. Covered Parties and the Element of Time

All intellectual properties developed subsequent to this agreement shall be subject to the terms of this policy. Any intellectual properties developed prior to this agreement are exempt therefrom.

11-27-00

**SAUK VALLEY COMMUNITY COLLEGE**  
**INSTRUCTIONAL SERVICES**  
**MEMORANDUM**

---

DATE: July 8, 2003

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht *Deborah*

RE: Noncredit Course Enrollment Comparisons

The following is a comparison of FY 02 and FY 03 noncredit course enrollment.

| Category  | Enrollment FY 02 | Enrollment FY 03 |
|---|------------------|------------------|
| Annual Unduplicated Headcount Enrollment            | 1747             | 2859             |
| Annual Duplicated Headcount Enrollment              | 2308             | 3942             |
| Number of Nonreimbursable Course Sections Conducted | 220              | 281              |

Corporate and Community Services, Tom Gospodarczyk and Kandy Seguin, should be congratulated for this significant enrollment increase.

js

**SAUK VALLEY COMMUNITY COLLEGE**  
**INSTRUCTIONAL SERVICES**  
**MEMORANDUM**

---

DATE: July 8, 2003

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht 

RE: Noncredit Course Enrollment Comparisons

The following is a comparison of FY 02 and FY 03 noncredit course enrollment.

| Category  | Enrollment FY 02 | Enrollment FY 03 |
|---|------------------|------------------|
| Annual Unduplicated Headcount Enrollment            | 1747             | 2859             |
| Annual Duplicated Headcount Enrollment              | 2308             | 3942             |
| Number of Nonreimbursable Course Sections Conducted | 220              | 281              |

Corporate and Community Services, Tom Gospodarczyk and Kandy Seguin, should be congratulated for this significant enrollment increase.

js



FREEPORT HEALTH NETWORK

Ms. Rosemary Johnson  
Director of Health Careers  
Sauk Valley Community College  
173 IL Route 2  
Dixon, IL 61021

June 16, 2003

Dear Rosemary,

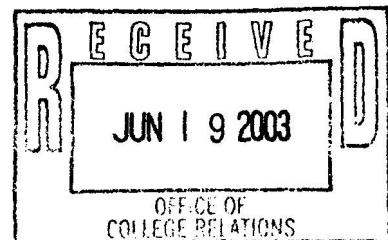
As you are aware, the Freeport Health Network is offering an Education Achievement Award to recent graduates and alumni of Sauk Valley Community College who accept a position as a RN. This award is in recognition of the exceptional level of quality education Sauk Valley provides to its nursing students.

We are excited to inform you that we have recently hired four new graduates of Sauk Valley who started with us on June 2, 2003. As the program indicates, each new employee will receive two separate awards in the amount of \$2500 each, as well as an award of \$2500 per individual to Sauk Valley Community College to be used for nursing scholarship monies.

It is my pleasure to present you with the enclosed check for \$10,000 to be used for future nursing scholarships and the continued success of the Sauk Valley Community College nursing program. I look forward to our continued professional and collegial relationship.

Best Regards,

Joanne McFadden, RN, MSN  
Director of Human Resources/Education Services



Human Resources

1045 W. STEPHENSON STREET, FREEPORT, IL 61032

Phone (815)599-6336 Fax (815)599-6311

[www.freeporthealthnet.com](http://www.freeporthealthnet.com)

For Board Meeting of  
July 28, 2003

**Agenda Item F-2**

**2003-2004 BUDGET – SECOND READING**

Attached is the 2003-2004 Budget (and appropriate supplemental information) for Board consideration and second reading.

**RECOMMENDATION:**      Board approval of the 2003-2004 Budget for the second reading.

**TO:** Richard Behrendt

**FROM:** Ruth Bittner *Bob*

**DATE:** July 9, 2003

**SUBJECT:** FY 2004 Budget

Accompanying this memo is Sauk Valley Community College's FY 2004 Budget. The budget is directly linked to our strategic, technology, facilities, and marketing plans.

The final proposed expenditures budget of \$11,348,473 in the operating funds represents a 10.6% increase over the FY 2003 budget of \$10,260,206. With budgeted revenue and transfers in of \$11,555,993, we project an increase of \$207,520 in fund balance for the year.

For details of the budget and a discussion of its goals and assumptions, please refer to the Tentative Budget packet distributed in June.

#### Process

After soliciting input from staff and conducting extensive discussions, the FY 2004 Tentative Budget was prepared and presented to the Board of Trustees in June. The document was then made available for a 30-day public review period.

At the regularly scheduled July 28 meeting, the Board holds a Budget Hearing at which the public is invited to comment. Following this, the Board is asked to approve the FY 2004 Final Budget. Any changes made between the Tentative and Final Budgets are presented at that time. The new fiscal year started July 1, 2003.

#### Changes from the Tentative Budget

Since the Tentative Budget was prepared, the State budget for community college operating grants has been finalized, a number of positions have been filled at salaries that differ from budget, and more recent information has been received about some insurance premiums.

There have been two changes in State funding that affect the operating funds. First, the Governor approved Credit Hour Grants for \$22,663 less than had originally been budgeted. Second, he eliminated the Deferred Maintenance Grant, under which Sauk

was scheduled to receive \$42,284 for use on maintenance projects. In addition, the Square Footage Grant was overstated in the Tentative Budget by \$10,000.

On the expense side, salary changes for nine positions result in a net savings of \$31,978. We have learned that the actual rate for stop loss insurance and administrative fees for our self-insured health plan will not increase from the FY 04 rate – overall it will be \$67,451 less than expected (and less than was in the Tentative Budget), with \$56,658 of that savings coming in the operating funds. We have also learned that our property insurance rate will go up by only 1% instead of the previously budgeted 15%, resulting in a savings of \$15,638. Since we had planned for some necessary repair projects, we increased the Maintenance budget by \$30,000 to partially compensate for loss of the Deferred Maintenance Grant.

The net result of these changes is to improve the bottom line of the operating funds budget by \$41,611 – the Final Budget presented this month projects an increase in accumulated fund balance of \$207,520, as opposed to \$165,909 in the Tentative Budget presented last month.

Thank you.

**Recommendation**

It is recommended that the Board of Trustees approve the FY 2004 Budget.

**Sauk Valley Community College**  
**Changes from Tentative to Final Budget**  
**For FY 2004**

| <b>Description</b>   | <b>Tentative</b> | <b>Final</b> | <b>Change</b> |
|--|------------------|--------------|---------------|
| Education Fund – Credit Hour Grant Revenue   | 1,492,437        | 1,472,267    | - 20,170      |
| Operations & Maintenance Fund – Credit Hour Grant Revenue  | 184,459          | 181,966      | - 2,493       |
| Operations & Maintenance Fund – Square Footage Grant Revenue   | 39,240           | 29,240       | - 10,000      |
| Operations & Maintenance (Restricted) Fund – Deferred Maintenance Grant Revenue  | 42,284           | 0            | - 42,284      |
| Operations & Maintenance (Restricted) Fund – Capital Outlay Expense  | 5,404,220        | 5,361,936    | - 42,284      |
| Operations & Maintenance Fund – Materials & Supplies Expense<br>(To reflect final State budget)  | 91,300           | 121,300      | + 30,000      |
| Education Fund – Salaries Expense<br>(To reflect actual salaries for new hires and reclassifications – Reading, Electronics, and Rad Tech faculty, Instructional Technology specialist, Dean of Health, Financial Aid director, President's secretary, Board secretary, Dean of Health secretary, Information Center secretary.) | 6,348,707        | 6,316,729    | - 31,978      |
| Operations & Maintenance Fund - Fixed Charges Expense  | 71,000           | 55,362       | - 15,638      |
| Education Fund – Benefits Expense  | 1,136,035        | 1,085,447    | - 50,588      |
| Operations & Maintenance Fund – Benefits Expense   | 121,201          | 115,131      | - 6,070       |
| Auxiliary Fund – Other Sources Revenue   | 1,363,500        | 1,296,049    | - 67,451      |
| Auxiliary Fund – Contractual Services Expense<br>(To reflect actual rates for property insurance and health plan stop loss insurance and administrative fees.)   | 1,402,105        | 1,334,654    | - 67,451      |
| Education Fund – Transfers   | 158,500          | 141,500      | - 17,000      |
| Operations & Maintenance Fund – Transfers<br>(To make the Operations & Maintenance Fund ending fund balance positive.)   | 53,500           | 70,500       | + 17,000      |

For Board Meeting of  
July 28, 2003

Agenda Item F-3

### WORKING CASH FUND BORROWING

Each year it is necessary for the Board to pass a resolution to permit the borrowing of funds from the Working Cash fund as needed for the Educational and Operations/Maintenance Fund.

RECOMMENDATION:

Board approval of the attached resolution to permit the borrowing of funds from the Working Cash Fund as needed for the Educational and the Operations/Maintenance Fund for the 2003-2004.

**TO:** Dr. Richard Behrendt

**FROM:** Ruth C. Bittner *RCB*

**DATE:** July 19, 2003

**SUBJECT:** Resolution to Borrow Working Cash Funds

I recommend that we seek Board approval of the attached resolution for transferring working cash funds. This annual resolution authorizes borrowing funds as needed for our operating funds.

n  
att

## **RESOLUTION AUTHORIZING TRANSFER OF WORKING CASH FUNDS**

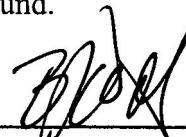
WHEREAS, the Board of Trustees of Community College District No. 506 has issued and sold working cash funds, and the proceeds thereof have been deposited in a Working Cash Fund; and

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

WHEREAS, the Board further states:

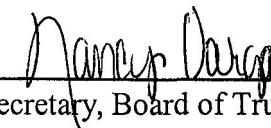
- A) That the taxes or other funds in anticipation of the collection or receipt of which the Working Cash Fund is to be reimbursed are approximately \$11,343,993.
- B) The entire amount of taxes extended, or which the Board estimates will be extended or received for the year, in anticipation of the collection of all or a part of which this transfer is to be made is \$3,522,127.
- C) The aggregate amount of warrants or notes heretofore issued under the Community College Act in anticipation of the collection of such taxes, together with the amount of interest accrued and which the Board estimates will accrue thereon is 0.
- D) The amount of monies which the Board estimates will be derived for the year from state, federal, government and other sources in anticipation of the receipt of all or part of which the transfer hereinbelow is to be made is approximately \$3,483,248.
- E) The aggregate amount of monies heretofore transferred from the Working Cash Fund to the Educational Fund or Operations and Maintenance Fund in anticipation of the collection of such taxes or the receipt of such other monies from other sources is 0.

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of the District be and is hereby directed to transfer from the Working Cash Fund up to \$2,109,998 to the Educational Fund and up to \$260,786 to the Operations and Maintenance Fund.



---

Chairman, Board of Trustees



---

Secretary, Board of Trustees

Adopted: July 28, 2003

For Board Meeting of  
July 28, 2003

Agenda Item F-4

**WORKING CASH FUND INTEREST**

Each time interest is transferred from the Working Cash Fund to the Educational or Operations/Maintenance Fund, the Board must approve a resolution authorizing the transfer. At this time, the administration is recommending the Board approve the permanent transfer of \$128,583.82 to the Educational Fund and \$15,892.38 to the Operations/Maintenance Fund.

**RECOMMENDATION:** Board approval of the attached resolution authorizing the permanent transfer of Working Cash Fund interest in the amount of \$128,583.82 to the Educational Fund and \$15,892.38 to the Operations/Maintenance Fund to meet ordinary and necessary expenditures for FY03.

**TO:** Dr. Richard Behrendt

**FROM:** Ruth C. Bittner *RB*

**DATE:** July 19, 2003

**SUBJECT:** Transfer of Working Cash Fund Interest

The Public Community College Act allows for the permanent transfer of interest earned in the Working Cash Fund to the Operating Funds. The law indicates that this can be a permanent transfer, that a separate board resolution is required for each transfer, and that the specific dollars and purpose of the transfer must be reflected in the resolution. The attached resolution meets these statutory requirements.

Interest of \$144,476.20 is available now for transfer to meet ordinary and necessary expenditures for FY 03.

I recommend that we seek Board approval of the attached resolution for transfer of Working Cash Fund interest.

n  
att

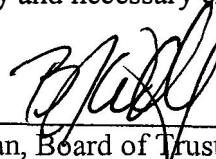
**RESOLUTION AUTHORIZING TRANSFER OF  
WORKING CASH FUND INTEREST**

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

WHEREAS, the Public Community College Act (Illinois Compiled Statutes, Chapter 110, Section 805/3-33.6) authorizes the transfer of interest earned on monies in said Working Cash Fund to the Educational Fund and the Operations and Maintenance Fund; and

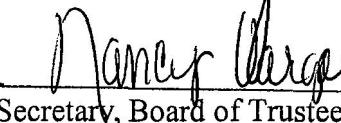
WHEREAS, it is proposed to permanently transfer the interest earned in the Working Cash Fund of said District to the Educational and Operations and Maintenance Funds of this District to be used in meeting the ordinary and necessary expenditures of the District.

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of the District be and is hereby directed to permanently transfer the interest earned in the Working Cash Fund in the amounts of \$128,583.82 to the Educational Fund and \$15,892.38 to the Operations and Maintenance Fund, to be used in meeting the ordinary and necessary expenditures of the District.



---

Chairman, Board of Trustees



---

Secretary, Board of Trustees

Adopted: July 28, 2003

For Board Meeting of  
July 28, 2003

Agenda Item F-5

### CAPITAL RENEWAL GRANT PROJECT

The College's RAMP project to renovate the third floor science labs includes work to be done in the two Chemistry labs and related preparation and storage rooms. These rooms present the most critical needs of the entire project because of concerns about the safety of gas, electrical and water lines; of storage cabinets that are unusable; and of delamination of the lab table cabinets.

The attached proposed project to renovate the science labs would use \$865,374, leaving us with an accumulation of \$372,551, all from FY03 and FY04. If this project does receive Capital Renewal Grant funding, next summer we will reduce the amount and scope of work of the related RAMP project accordingly.

RECOMMENDATION: Board approval to submit to the ICCB the attached Capital Project Application.

**TO:** Richard Behrendt

**FROM:** Ruth Bittner *RB*

**DATE:** July 17, 2003

**SUBJECT:** Capital Renewal Grant Project – Science Lab Renovations

The College's RAMP project to renovate the third floor science labs includes work to be done in the two Chemistry labs and related preparation and storage rooms. These rooms present the most critical needs of the entire project because of concerns about the safety of gas, electrical and water lines; of storage cabinets that are unusable; and of delamination of the lab table cabinets.

Even if State funding of RAMP projects were to return to its pace of a few years ago, we would still expect to wait five more years before this project reached the top of the list for funding. In the meantime, ICCB staff have advised us that there is a possibility that the legislature might take action to cease reappropriating accumulated funds older than three years, including those for Capital Renewal Grants. Sauk has accumulated Capital Renewal funds dating back to FY 95, so we could be in danger of losing their benefit. We had allowed the funds to accumulate so we could do larger, more cost effective projects rather than small, higher unit price jobs. Our accumulations are as follows:

|       |           |
|-------|-----------|
| FY 95 | 79,713    |
| FY 97 | 180,400   |
| FY 98 | 98,300    |
| FY 99 | 73,700    |
| FY 00 | 71,000    |
| FY 01 | 166,600   |
| FY 02 | 166,800   |
| FY 03 | 172,187   |
| FY 04 | 229,225   |
| Total | 1,237,925 |

The attached proposed project to renovate the science labs would use \$865,374, leaving us with an accumulation of \$372,551, all from FY 03 and FY 04. If this project does receive Capital Renewal Grant funding, next summer we will reduce the amount and scope of work of the related RAMP project accordingly.

The project will enclose each room as separate labs (currently they are open to each other), replace all fixed casework and equipment, update the mechanical systems, change the orientation of the teacher station by 90 degrees to improve sight lines and sound, and improve the safety of the related preparation and storage rooms.

I recommend that we seek Board approval to submit to the ICCB the attached Capital Project Application.

(Revised 11/3/99)

# CAPITAL PROJECT APPLICATION FORM

*(One Application Form per Project)*

District/College and District # Sauk Valley Community College District 506  
Contact Person Jim Frederick Phone # 815/288-5511 ext. 299  
Project Title Science Lab Renovations  
Project Budget \$ 865,374.00  check here if the proposed project is to be financed with a combination of local, state, federal, foundation gifts, etc and disclose on funding attachment 2  
Date June 11, 2003

**Application Type (check the appropriate application type and follow instructions):**

Locally Funded New Construction--complete/submit Sections I, II, and II.

Locally Funded Remodeling--complete/submit Sections I and III.

Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.

Protection, Health and Safety--complete/submit Section I and Attachment PHS.

Capital Renewal Project--complete/submit Section I and the Architect Recommendation form.

ADA Project--complete/submit Section I, Attachment ADA, and Architect Recommendation form.

**Section I (submit for ALL project approval requests)**

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

## Section II

A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes  No

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion \_\_\_\_\_

B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)

C. Has the site been determined professionally to be suitable for construction purposes? Yes  
\_\_\_\_\_ No \_\_\_\_\_

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.)

### Section III

A. Submit the remodeled square footage allocation (use *Square Footage Summary Attachment*)

June 11, 2003

SAUK VALLEY COMMUNITY COLLEGE  
Dixon, Illinois

## **SCOPE – Renovation of Science Labs**

### **Scope of Work**

At the present time, Science labs 3H-8 and 3H-10 and the accompanying Prep Room and Balance Room are to be renovated.

The rooms were originally designed open to one-another. Scope of work will enclose each room as separate classrooms. To this end a classroom exit will be provided to the corridor for each room. The existing casework, and equipment in all labs will be demolished and replaced. New casework will accommodate ADA and Accessibility requirements. Mechanical systems for each room will be up-dated. New fume hoods will be provided and Instructor's demonstration table will be relocated to provide better sight lines and sound isolation. Improved safety features will be provided in classrooms and prep facility.

June 11, 2003

SAUK VALLEY COMMUNITY COLLEGE  
Dixon, Illinois

### **SCOPE – Renovation of Science Labs**

#### **Program Narrative**

The purpose of this project is to renovate and update the science classrooms. The science labs have not had major work performed since the opening of the college.

All of the systems in the laboratories are original to the construction of the college in the late sixties. The use of science labs has changed and a great many safety features could be incorporated with updated equipment. Thirty-five year old laboratory tables, storage units, and equipment are in need of replacement. The plumbing of lab tables and equipment has deteriorated over the years. The mechanical and exhaust systems need to be brought up to today's standards. The rooms were originally designed to be open to one-another. The faculty would like to enclose each classroom to improve sound separation. Renovation will also allow ADA and Accessibility provisions to be incorporated in the new classrooms.

**Attachment #1**  
**Project Budget**

**Check One:**

**G** New Construction  
**G** Remodeling

**Project Name** Sauk Valley Community College - Science Lab Renovations

|  | <u>Budget Amounts</u>   |                     |
|--|-------------------------|---------------------|
|  | <u>New Construction</u> | <u>Remodeling</u>   |
| Land                                     |                         | N/A                 |
| Site Development                         |                         | N/A                 |
| Construction (including Fixed Equipment) |                         | \$276,500.00        |
| Mechanical                               |                         | \$232,450.00        |
| Electrical                               |                         | \$114,650.00        |
| General Conditions                       |                         | \$ 93,540.00        |
| Contingency (10%)                        |                         | \$ 71,714.00        |
| A/E Professional Fees                    |                         | \$ 76,520.00 (9.7%) |
| <br>Total                                |                         | <br>\$865,374.00    |

**Protection, Health, and Safety Project Name** \_\_\_\_\_

|                       | <u>Budget Amounts</u> |
|-----------------------|-----------------------|
| Project Costs         |                       |
| Contingency           |                       |
| A/E Professional Fees |                       |
| <br>Total             | <br>_____             |

**Attachment #2**  
**Funding Source**

**District/College Name** Sauk Valley Community College  
**Project Name** Science Lab Renovations

**Check the source(s) of funds:**

Available fund balance  
(Including excess funds from  
previously approved protection,  
health, and safety projects)       Fund name (s): \_\_\_\_\_

Bond Proceeds  
(including protection, health,  
and safety bonds)       Type of bond issuance (s): \_\_\_\_\_

Protection, Health, and  
Safety Tax Levy  
(ILCS 805/3-20.3.01)       Tax rate/fiscal year: \_\_\_\_\_

Contract for Deed  
(ILCS 805/3-36)       Term of Contract for Deed in months: \_\_\_\_\_

Lending Arrangement with a  
Financial Institution  
(ILCS 805/3-37)       Term of Lending Arrangements in months: \_\_\_\_\_

Lease Agreement  
(ILCS 805/3-38)       Term of Lease in months: \_\_\_\_\_

Capital Renewal Funding       Proposed Fiscal Year Source(s): 95-03

ADA  
Access for All Funding       Proposed Fiscal Year Source(s): \_\_\_\_\_

Sauk Valley Community College  
Projects Done by Burnidge Cassell Associates  
As of July 2003

Protection, Health and Safety Projects

Exterior Concrete Surface Repair, phases 1-4 (completed 2000-02)

Egress Corrections – West Wing 2<sup>nd</sup> Floor (completed 2002)

Exterior Masonry Wall and Retaining Wall Repair, phase 2 (completed 2001)

Tennis Courts (completed 2000)

Re-coat Roofs of T-1 and T-2 (in process, 2003)

T-1 Modifications (in process, 2003)

ADA Project

ADA Accessible Doorways (in process, 2003)

College staff is satisfied with the work done by Burnidge Cassell on these projects.

**ARCHITECT RECOMMENDATION FORM**  
(To Be Submitted For Capital Renewal or ADA proposed projects)

1. Provide your preference for architectural and/or engineering services:

- Capital Development Board in-house services (skip to 2)
- Capital Development Board to select A/E firm (skip to 2)
- Using an A/E firm with whom we have a satisfactory relationship. *Attach a separate letter which states the projects completed over the last five years by the A/E firm and the college's satisfaction with that work. List the A/E firm below (only one needed).*
- College recommended A/E firm (must supply the name, address, phone number, and contact person of your top three choices).

1st Choice: Burnidge Cassell Associates 2nd Choice: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3rd Choice: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide the following if the A/E firm was college recommended:

The firm recommended \_\_\_\_\_ (*is or is not*) CDB certified as a minority business enterprise/female business enterprise company.

The firm recommended was chosen using a quality-based selection process.

Yes  No

If A/E firm will use a consultant, please provide the following information:

Name of consultant/firm \_\_\_\_\_

Type of work to be performed (mechanical, electrical, etc.) \_\_\_\_\_

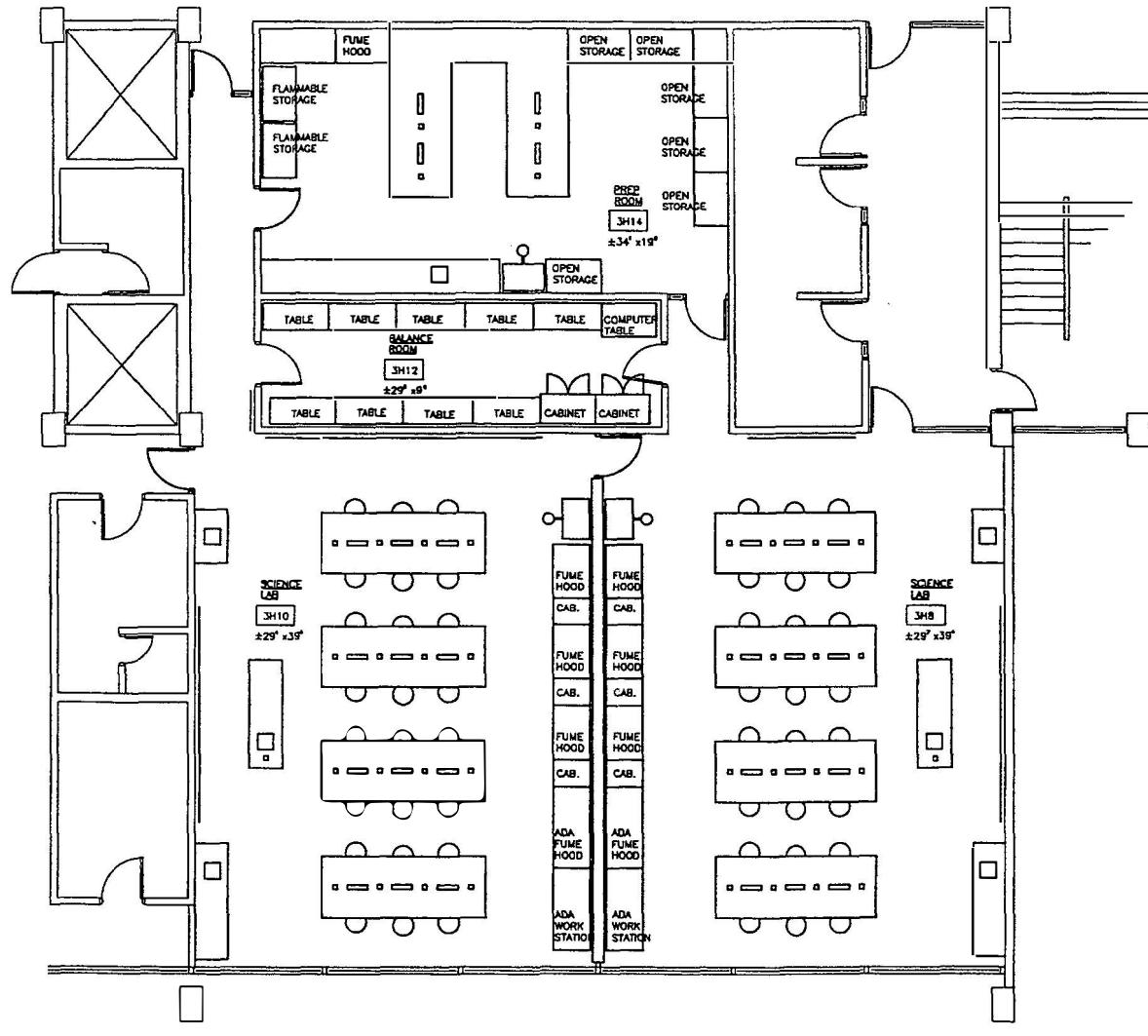
Percentage of work estimated to be completed by a consultant \_\_\_\_\_

Minority or  Female owned business? Yes or No

2. Please attach a copy of the local board minutes approving the project.

*Please return this form along with any attachments and the board minutes to:*

Edward Smith  
Director for System Finances  
Illinois Community College Board  
401 East Capitol Avenue  
Springfield, Illinois 62701-1711



*(Preliminary @ 7/03)*

REVISED SCIENCE LAB PLANS  
SVCC - SCIENCE LABS  
DIXON, IL

**BCA**

Burnidge, Caselli & Assoiates  
Architects  
Land Planning  
Engineering  
Interior Design  
3435 Royal St.  
Dixon, IL 61023  
Phone: 843.284.2840  
Fax: 843.284.2873  
[www.burnidge.com](http://www.burnidge.com)

6 JUNE 2003  
Revised  
03628  
Rev. 0000

**A1.0**

For Board Meeting of  
July 28, 2003

**Agenda Item F-6**

**SECURITY CAMERAS**

Over the last several years our Security and Information Systems staffs have researched the capabilities and utility of various security camera systems. Last spring we informed the Board of Trustees about our intent to purchase such a system. Since then we have incorporated their comments and the comments of College Counsel in further developing a plan. We would now like to recommend the purchase of a system.

**RECOMMENDATION:** Board approval of the purchase of an MDI security cameras system with electrical cabling and installation services from TCE for the price of \$57,419, with money from the Liability, Protection, and Settlement Fund.

**TO:** Richard Behrendt

**FROM:** Ruth Bittner *RB*

**DATE:** July 14, 2003

**SUBJECT:** Recommendation to purchase security cameras system

Over the last several years our Security and Information Systems staffs have researched the capabilities and utility of various security camera systems. Last spring we informed the Board of Trustees about our intent to purchase such a system. Since then we have incorporated their comments and the comments of College Counsel in further developing a plan. We would now like to recommend the purchase of a system.

The attached memo from Alan Pfeifer and Jim Frederick describes the system we would like to install and the process used to arrive at that decision. Several different camera vendors have visited the campus over the last year to give demonstrations of their systems, and Alan and Jim have selected the system that they believe will provide the best value to enhance our security program and function effectively.

The initial set of nine cameras will be placed in locations such that their main purpose is to enhance the security and protection of students, staff, visitors, and the awareness of hazardous conditions that might create risks. In accordance with the July 5, 2002 opinion letter of Attorney Pace, a system purchased for these purposes may be charged appropriately to the tort fund, which is our intent. Such a charge has been budgeted there for the last two fiscal years. I have conferred with him again this week about the purchase, and he is comfortable with us using the tort fund. Since this transaction involves the purchase and installation of computer related equipment and software, it is exempt from sealed bid purchasing requirements.

We recommend purchasing an MDI security cameras system with electrical cabling and installation services from TCE for the price of \$57,419. Thank you.

**SAUK VALLEY COMMUNITY COLLEGE  
INFORMATION SERVICES**

**MEMORANDUM**

---

**To:** Ruth Bittner

**From:** Alan Pfeifer, Jim Frederick, Scott Seeley

**Date:** July 14, 2003

**Subject:** Security Camera update

**Reasons for Security Cameras at SVCC:**

The SVCC campus is located in a comparatively remote area between two medium size towns. There is an approximate ten minute response time for all emergency agencies. A surveillance camera system would provide the College with protection in several ways:

- Provide a deterrent to on-campus crimes.
- The proposed systems will greatly enhance the Security Department's ability to monitor the campus and its activities. This ability could potentially thwart criminal acts before they happen, allow security personnel to witness criminal acts or emergency situations as they occur, and respond to criminal acts or emergency situations in a timelier manner.
- In the event of occurrences ranging from major crimes to fender benders, the system's ability to store and retrieve recorded video could possibly assist in investigations and/or prosecution by providing evidentiary data.
- These network based systems would allow off-site emergency agencies, as well as designated College Personnel to access surveillance of the campus without entering the premises. Designated persons can also access surveillance footage from any on-site computers with network capability as well.

**Plan:**

After review of the facilities by our own security staff and outside security vendors, a list of over twenty possible camera locations was made. This list was prioritized with the idea of an initial installation of nine cameras at the facility followed by adding other cameras on an incremental basis. Those locations are as follows:

- Snack Bar area covering entrance to child care
- Exit Hallway covering secondary doors to child care
- Basement weight room

- Exterior covering south (river) side of building
- Exterior covering north west side of building
- Exterior covering part of north parking lot
- Exterior covering north east side of building (visitor area)
- Exterior covering part of east parking lot
- Exterior covering west exit and lot located outside of technology areas (1A area of building)

## **Process and results:**

We have investigated several camera sources and selected two possible solutions. We have a price on the Ewatch camera system from two vendors, one in the Chicago area (NST) and one from XNET in Texas, the home of Ewatch. We have two quotes on wiring for the camera installation, one from Data-Comm that does classroom cabling and another from Tri-city electric (TCE). TCE does all type of cabling including electricity. TCE has also quoted the entire camera project using MDI as the head end equipment. The quote from TCE that includes installation seems to be significantly less money.

All systems have the capability of being able to view video in a real time environment over the network. All systems will store video for later review. The MDI system has the capability of using a "special station" for viewing video and easier control of the PTZ (pan tilt zoom) cameras for approximately \$4500 (additional).

### **Wiring Quotes:**

Data-Comm - \$36,793.00 + 600 for lift if they could not use ours  
 TCE - data cabling as above \$31,370

TCE - electrical cabling \$2,650

### **Camera Systems Quotes:**

NST - Ewatch system \$ 30,721.00  
 XNET - Ewatch system \$ 35,896.21

TCE - MDI \$ 23,399.00

### **Recommendation:**

A Ewatch solution from NST coupled with the lowest costs from TCE for cabling and electrical would be \$64,741 and does not include camera installation. The TCE solution would be \$57,419 and does include installation.

Ewatch has a list of clients two of which we contacted and received excellent reviews but most Ewatch's current customers are in the Texas area. TCE has several large corporate clients locally including ALCOA.

Factoring cost, installation, testing, and customer base, the best solution seems to be TCE. Therefore we would like to recommend proceeding on this project with TCE doing the entire project.

## **Why have a security system rather than stand-alone cameras and VCRs? Additional information on selected systems:**

### **Security of system:**

- Secure access – only viewable with authorized userid/password or from secured station
- Multiple levels of access
- Self-contained network segment with only one point of entry – virtually unable to hack or sniff view segment

### **Accessibility of information:**

- Video accessible to any networked location with authorized userid/password
- Video accessible off campus for emergency agencies (police, fire, etc.)
- Ability to search prior events for occurrence of or characteristics regarding event

### **Expandability:**

- Add cameras to system
- Add real-time monitoring stations to system

### **Manageability:**

- Able to store and easily and randomly recall video from any camera on any authenticated workstation
- Centralized storage rather than camera/VCR setup which requires a large amount of human resources changing tapes in the VCR and reviewing video for an event manually.
- Able to page/call a security person when a predefined type of security event occurs. These events are locally defined and can be different from camera to camera.

If you have any question, please feel free to contact either of us.

For Board Meeting of  
July 28, 2003

**Agenda Item J**

**WALLACE'S BOOKSTORES SETTLEMENT AGREEMENT**

Wallace's Bookstores Settlement Agreement will be discussed in closed session.

**RECOMMENDATION:**      Appropriate action



# Student Support Services

Volume 6, Issue 1

August, 2003

## Inside this issue:

|   |       |
|---|-------|
| Welcome Back                                  | 2     |
| New Requirements                              | 2     |
| Leadership Opportunities                      | 2     |
| Farewell Tribute                              | 3     |
| Difficult Farewell and Warm Wishes            | 3     |
| Program Suggestions                           | 3     |
| Tutors Needed 2003-04                         | 4     |
| Tutor Training                                | 4     |
| Importance of Vision                          | 4     |
| Special Thank You                             | 5     |
| Congratulations SSS Grad/Transfer Students    | 5     |
| Congratulations Recipients Dept. of Ed Awards | 5     |
| Congrats Sandra Magana & Nancy Frerichs       | 6     |
| Fall 2003 Foundation Waiver Applications      | 6     |
| Free Money                                    | 6     |
| Intent to Graduate                            | 6     |
| Free-for-Fall                                 | 7     |
| SSS Fall '03 Office Hours                     | 7     |
| Scholarships Available                        | 7     |
| College & Community Resources                 | 8-9   |
| Creating a Legacy                             | 9-11  |
| Look at SSS Students                          | 12-14 |
| Awards for Academic Excellence                | 14    |
| Fall 2003 Important Dates and Deadlines       | 15    |
| Fall 2003 Campus Visits                       | 16    |

## Generosity is a Gift Never to be Taken for Granted

### *We Extend our Gratitude to the College Foundation Board for Their Unwavering Generosity*

Your role as a member of the Sauk Valley Community College Foundation Board has been *phenomenal* to the students of the Student Support Services Program. We appreciate your continued support and commitment to the SSS Program. You have been vital in bridging the gap between the aspirations and desire to succeed that are hallmarks of our students and the funds they need to bring their goals within reach. Your loyalty and support of our Program has had a profound impact on the lives and future of many students who find themselves in hopeless situations.

It is an awesome task to advocate for disadvantaged students (first generation, low-income, and students with learning and physical disabilities) who have the desire, ability and willingness to reach for educational opportunity; however, lack a solid foundation to hold on to.

As tuition at colleges and universities throughout the United States skyrockets and federal aid becomes less readily available, the hope to have access to higher education diminishes for many who are well-deserving.

With the tremendous need for bright, talented individuals that can be counted on to navigate our nation's future and our increasingly technological world, it is more critical now than ever to keep the doors to educational opportunity open to all qualified students. It is imperative that you know how meaningful your contributions have been over the past seven years and the role it has played in making it possible for our students to become rising stars.

We are proud of the accomplishments of our students and hold genuine respect and admiration toward those such as yourself who have worked alongside us to bring students one step closer to reaching their lifelong goals.

The College Foundation Board has been a priceless gift to us. We hope you have received prior copies of the SSS Newsletter(s) acknowledging your contributions and want to personally invite you to our 2003-2004 programs and activities for the upcoming year; including the May 2004 SSS Graduation, Transfer, and Alumni Recognition dinner. Mark your calendar, the dinner will be held on Wednesday, May 5, 2004 in the Cafeteria from 6 p.m. to 8 p.m.. Thank you from the depth of our souls for the concrete expression of your belief in our students and the mission of our program. Your generosity has truly, truly touched our hearts.

### *Sauk Valley Community College Foundation Board Members*

|  |                             |                          |
|--|-----------------------------|--------------------------|
| <i>Cal Lyons, Executive Director</i>       | <i>Walter Clevenger</i>     | <i>R. Kim Pettygrove</i> |
| <i>Shirley Walker, Executive Secretary</i> | <i>Deborah Crowson</i>      | <i>Edward Raley</i>      |
| <i>John McCormick, President</i>           | <i>Thomas Finney, D. C.</i> | <i>James Say</i>         |
| <i>Marilyn Blum, Vice President</i>        | <i>Barry Flint</i>          | <i>Howard Sims</i>       |
| <i>Amy Shaw, Secretary</i>                 | <i>Linda Giesen</i>         | <i>Jack Spencer</i>      |
| <i>John Prange, Treasurer</i>              | <i>Daniel Hawkins</i>       | <i>Stanley Weber</i>     |
| <i>David Barajas</i>                       | <i>Dale Heuck</i>           |                          |
| <i>Michael Christensen, M.D.</i>           | <i>Curt Perkins</i>         |                          |

## Welcome Back

SSS would like to welcome you back for the 2003 Fall semester! We are proud of you for successfully completing the spring and summer semesters and committing to this one. College requires a lot of hard work, dedication and perseverance, and we know that keeping yourself motivated sometimes is the biggest challenge. Keep in mind that your counselor is here to cheer you on and help you stay on track all year long. Take advantage and see your counselor early and often to stay ahead of the game! We wish you a semester filled with exciting challenges and peaceful moments of relaxation. College is a time for both academic and personal growth, so take advantage of all that Sauk has to offer. Good luck!

## New Requirements for Participants

As some of you may already know, during your initial meeting with your SSS counselor, you sign a participant agreement contract. This contract outlines the benefits of our program as well as what you, as a student, are obligated to do while in the SSS program. As most of you know, your obligation is minimal. However, in order to improve our program, we have modified what is required of you as a participant of SSS. **In order to be given priority consideration for tutoring, attending cultural events and receiving SSS monies, you must fulfill the following:**

- Regular class attendance, completion of assignments and utilization of Learning Assistance Center.
- Meet with your assigned counselor **at least three times** per semester.
- Attend one or more SSS workshop per academic year.
- Consult with your assigned SSS counselor prior to registration, schedule changes, and to review mid-term evaluations.
- Contact your counselor if you are experiencing problems with school, home or work that affect your academic performance.
- Keep scheduled appointments and respond to phone calls and correspondence.

The reason for these changes is to best serve you. If we don't see you on a regular basis, there is little we can do to help you. All of our services are designed to benefit you, but in order to benefit we need you to be an active participant! If you have any questions regarding these changes, please contact your assigned counselor.

## Leadership Opportunities

### *Get Jiggy With It!*

SSS believes that student participation in co-curricular activities contribute to the development of the individual and the growth of leadership abilities. Therefore, students are encouraged to become involved in the planning of co-curricular activities and to participate. Becoming a leader or active member of an organization can enhance leadership, time management, organization, delegation, motivation, problem solving, budget management, fundraising, communications, and skills. SSS participants are members of student ambassadors, student government officers, student senate, Theta Kappa, Theatre, ALAS, Math Club, Academic Appeals Board, YWCA Women of Achievement, Athletics, Commencement Speakers, SSS Alumni Address, SSS tutors, student workers, presenters at the College Foundation Board of Directors Reception, and community volunteers. These experiences don't just help to educate you, but also give you the burning desire to change your life!

## Farewell Tribute to Dr. Belinda A. Dalton

For those of you who don't know, our coordinator of SSS, Dr. Belinda A. Dalton, resigned her position here effective July 14, 2003 to become the Dean of Student Services at Danville Area Community College in Danville, IL. Belinda has been a source of encouragement, support and inspiration to both students and staff since coming to Sauk in 1998, and her presence will be sorely missed. Though it is with sad hearts that we watch Belinda go on to bigger things, we know that it is not goodbye because Belinda is not just our supervisor, our co-worker, or a counselor, she is part of our family. So, a note of farewell to Belinda, to let her know that we wish her only the best that life has to offer, and that we are supporting her all the way. We have no doubt that she will become as important to Danville as she is to us. That's just who Belinda is. Congratulations and good luck!

## A Difficult Farewell and Warm Wishes for a Radiant Future

Dear Valued Students and Colleagues:

It is with heavy heart that I personally write to inform you that I have accepted the Dean of Student Services position at Danville Area Community College in Danville, Illinois. I will begin my new position July 14, 2003. The position as Dean offers an excellent opportunity to expand my professional skills while fully utilizing my education and vast experiences in new areas. The Danville location will also bring me in closer proximity to my immediate family. I am excited and highly optimistic about my new responsibilities; however, find it heart-wrenching to separate from my family at Sauk, as well as this community. You are invaluable and have provided me with a strong sense of connectedness as well as a spirit of emotional rejuvenation.

I will always be grateful to Dr. Joan E. Kerber and the search committee that selected me for allowing me this extra-territorial opportunity to enrich the lives of others and also to be enriched. I appreciate that members felt I had something valuable to contribute to the College. I hope that I have lived up to the expectations of my students, staff, and those who have a vested interest in the overall achievement of students. Sauk Valley Community College is truly the best career decision I have made thus far. I have never regretted relocating to this community. I love this college, its students, and employees. You are very dear to me and I will continue to be a strong advocate and supporter. I am confident that Student Support Services has been left in capable and caring hands and that **Amber, Larry, and Kristi** will continue to exemplify committed resilience on a daily basis. Each has brought a unique strength to the program and when working in collaboration with other members in the college help to transform students into well educated, successful, contributing members of society. I express my profound gratitude to each of them for their dedication and for creating a supervisory experience for me that is beyond reproach.

I also extend my gratitude to all administrators, faculty, staff, and students who supported the efforts of the SSS Program and me personally. I want to express a much deserved thank you to **Walt Clevenger** and the **Technology Information Staff** for its statistical support while preparing the SSS grant and numerous other reports for the Department of Education. Your expertise greatly contributed to the efforts to be refunded. SVCC will always be in my heart and never far from my thoughts. I wish you the best in the future as you soar to new heights.

With Love, Support, and Care,

Belinda A. Dalton, Ed.D.

## Program Suggestions

Once again, SSS is asking for your help! Our goal is to give you the best services we can, and in order to do that, we need your input. In our effort to meet your needs, we need to know what kind of workshops you would like us to present, activities you would like to participate in and in general, how we can realistically improve our services. Feel free to write in your suggestions, or give them to Amber Entas, our secretary, or your assigned counselor.

## Tutors Needed for Fall 2003 and Spring 2004

How smart are you? If you are a student who finds yourself helping your friends with their classes, why not get paid to do it? We are in need of tutors for a variety of subjects, but especially for math and biology. If you have taken classes that you have received an "A" or "B" in, and you feel confident that you could help someone else understand the material, then we want you! Being a tutor requires commitment, flexibility, and responsibility. It's a great experience, keeps you updated on material, and looks great on a resume! If you are interested in becoming a tutor, please stop in the Counseling Office (Room 1H2) and ask for Amber Entas to get an application. You can also call us at (815) 288-5511, ext. 268 for more information.

*What are you waiting for? Share your knowledge!*

## Tutor Training

There will be a tutor training for all the SSS tutors on Tuesday, July 29th from 5:00 p.m. to 7:00 p.m. in SVCC Room 2K2. Refreshments will be served. This is a mandatory training for those wishing to tutor for the fall semester 2003. If you are a current SSS tutor and cannot attend, or if you wish to become an SSS tutor, please contact Amber Entas at Extension 268 for details or to make alternate arrangements.



## The Importance of Vision

### Know Where You're Going

In 1981, Eugene Lange, a very successful businessman, offered each of the sixth graders at a New York school a full four-year scholarship if they graduated from high school and were admitted to a college.

Previously, 25% of the students from PS 121 in Harlem section of New York graduated from high school and 0% went to college afterward. This sixth grade class had 96% graduate from high school and had 80% attend college. The vision Eugene Lange provided these children motivated them to an extraordinary achievement. Vision can do the same for all of us.

Do you know where you want to be in 5 years? In 10 years? Does it seem possible? Take some time this week to write down your example, don't just say, "I want to have a great job," say, "I want to be the regional sales manager for an international pharmaceutical company, making over \$120,000 a year, and loving my job so much it doesn't seem like work." And don't limit yourself to envisioning your career. Think about other areas of your life as well: where you will live, your health, your family, your spiritual life, etc.

Next, get on the Internet and find some people who are living your dream. Ask them how they did it. You'll find that often they are people much like you. That will make it easier to picture yourself achieving your vision. They may also help you develop a game plan to get you to your vision.

As the philosopher Seneca said, "Our plans miscarry because they have no aim. When a man does not know what harbor he is making for, no wind is the right wind."

Written by: Dr. Walter Bradley, Featured in the Success-4-Students Newsletter

## Special Thank You

A special thank you and congratulations goes out to **Michael Hunter, Karen Freres, Shirley Carroll and Patty Reighter** for presenting their heartfelt stories at the SSS Graduation and Transfer dinner and commencement ceremony. Your words of wisdom serve as an inspiration and we appreciate your willingness to share them with us. A hearty congratulations goes out to **Kate Vos**, who received the 2003 Sauk Valley Community College Outstanding Alumni award. SSS is proud to have students like you!

## Congratulations to Our SSS Graduates and Transfer Students

Congratulations to all of our Fall 2002 and Spring/Summer 2003 graduates and transfer students. For our graduates, you did it! Your hard work and dedication finally paid off and now you get to seek the rewards. For some of you that means transferring on to pursue a Bachelor's Degree and for others it means time to get to work! For our transfer students, we hope that your experience at Sauk has provided you with the tools you need to be successful at your chosen school. For all of our students, we wish you the very best and ask that you keep in touch with us to let us know of all your wonderful achievements! Congratulations!

### *SSS Graduates and Transfer Students*

*Tamela Renee Adams*

*Angela M. Baker*

*William Boyd Baker*

*Alexander Thomas Barajas III*

*Natalie Nicole Cantu*

*Lloyd Andrew Chambers*

*Savannah Coleman*

*Kassandra R. Douglas*

*Katy Frances Dykema*

*Jimmy Ray Eller*

*Sina Etemadi*

*Karen Marie Freres*

*Sarah N. Geering*

*Crisy Marie Gowan*

*Melissa Rene Greene*

*Stasha Nicole Hayes*

*Valerie A. Hill*

*Janine Marie Hines*

*Michael A. Hunter*

*Manreet Singh Kalyan*

*Jessica Lynn Leal*

*Amber Marilynn Maberry*

*Juliet M. Malmberg*

*Mary L. McDonald*

*Patrick J. McDonald*

*Rebecca Jayne Miller*

*Mathew Enoch Mount*

*Luke Andrew Nelson*

*Trisha Jo Nelson*

*Norma E. Saldivar*

*Wesley Joseph Schell*

*Ruthann Marie Shambaugh*

*Jeffry S. Smith*

*Jerry D. Smith, Jr.*

*Jean Renee Sterenberg*

*Jessica Lynn Taylor*

*Gerald William Turner*

*Jacalyn Kay VanWassenhove*

*Bradley William Wagner*

*Kristie Kay Wagner*

*Patrick Weier*

*Amy Louise Workman*

## Congratulations to the Recipients of the Department of Education Financial Awards

Earlier this year, SSS participants were given an opportunity to compete for U.S. Department of Education Financial Awards. In order to be eligible to be selected for an award, participants were asked to submit a one-page, typed essay describing their financial needs and educational goals, and to also have filed for Financial Assistance, have an unmet financial need, be an active participant of SSS, and have a cumulative GPA of at least 2.0. Congratulations to the following SSS participants who were selected to receive this years awards:

*Ashley Bennett*

*Corinne Blythe*

*Debbie Bushman*

*Jaclyn Coffman*

*Savannah Coleman*

*Bob Frerichs*

*Nancy Frerichs*

*Douglas Hartman*

*Lynn Henson*

*Amy Hicks*

*Kacie Hicks*

*Rhonda Hughes*

*Wynn Johnson*

*Manreet Kalyan*

*Julie Lozano*

*Juliet Malmberg*

*Gayle Maupin*

*Shirley Martinez*

*Mathew Mount*

*Wesley Schell*

*Kristin Wise*

## Congratulations, Sandra Magana and Nancy Frerichs

SSS would like to extend warm congratulations to Sandra Magana for being the 1st place winner of the Paul Simon Essay Writing Contest held in March, 2003. Sandra is currently a sophomore who plans to major in nursing. Her essay, which was about how college changed her life, won her a six credit hour tuition waiver at Sauk. We are so proud of her and this accomplishment.

Congratulations, also, to Nancy Frerichs who has been selected as the recipient of the Coca Cola Scholarship Award. Nancy will begin the ADN program this Fall. The scholarship is a two year scholarship. Way to go, Sandra and Nancy!



## Applications Available for Fall 2003 Student Support Services Foundation Waivers

The Sauk Valley Community College Foundation has provided funds for tuition waivers for Fall 2003. To be eligible for one of the SSS Waivers, a student must be an active participant in the Student Support Services Program, have completed a minimum of 12 credit hours at the time of application, be enrolled at SVCC for the semester you are applying for, and have a cumulative grade point average of at least 2.0. Recipients are selected on the basis of financial need and the review of a student submitted essay. Selection of the recipients is made by an advisory committee of faculty and staff from the College. No SSS staff members are involved in the selection process.

Applications are included in this edition of the SSS Newsletter.

Additional applications may be picked up in the SSS Office Room 1H2.

*The application deadline for the Fall 2003 semester is September 15, 2003.*

## Free Money!!!

Now that I have your attention, did you know that the Office of Student Financial Assistance at SVCC has a wealth of knowledge and information regarding financial assistance. In addition to providing you with information on financial assistance from Federal, State, and Campus-Based Programs, there is information and/or application forms for various scholarships from local area businesses and/or agencies as well as out of area resources. The information is contained in a notebook in the Office of Student Financial Assistance. Anyone is welcome to review the notebook during scheduled office hours there in the office. You are not allowed to take the notebook nor any of its contents out of the Office of Student Financial Assistance.

If you would like to have any materials copied out of the notebook, speak with staff in the Office of Student Financial Assistance and they will make the requested copies on your behalf.

## Intent to Graduate

Degree and certificate seeking students must apply for graduation at the beginning of the semester in which they will fulfill their graduation requirements. You may do this by filing an "Intent to Graduate" form in the Office of Admissions and Records. If you are planning to graduate in December, 2003, you must file your completed form by **September 19, 2003**. For those of you who are graduating in May, 2004, you must file your completed form by **February 6, 2004**. The Summer, 2004 graduates must file their completed form by the end of the second week of the summer session. You may file your "Intent to Graduate" form anytime prior to the deadline dates. However, SSS recommends that you file your intent to graduate a semester prior to your anticipated date.

## Free-for-Fall

Free-for-Fall for the 2003-2004 academic year is scheduled for Wednesday, September 3, 2003, from 12 noon to 1:30 p.m. along the riverside part of campus. There will be free food, games/activities, music, various booths with information on campus clubs/organizations, and in general, a good time to be had by everyone.

*Don't miss out on this year's annual Free-for-Fall event!*

## SSS Fall 2003 Office Hours

Beginning August 18, 2003, Student Support Services will return back to their regular schedule. The hours for the Fall semester are as follows:

Monday: 8:00 a.m.—4:30 p.m.  
Tuesday: 8:00 a.m.—7:00 p.m.  
Wednesday: 8:00 a.m.—7:00 p.m.  
Thursday: 8:00 a.m.—4:30 p.m.  
Friday: 8:00 a.m.—4:30 p.m.



We are here to help you succeed in your classes, so please don't hesitate to call to set up an appointment with your SSS counselor for any reason. You may contact SSS by calling us at (815) 288-5511, ext. 268, emailing us (see below), or stop in the Counseling Office, Room 1H2.

Kristi Irving: [irvingk@svcc.edu](mailto:irvingk@svcc.edu)

Larry Jackson: [jacksol@svcc.edu](mailto:jacksol@svcc.edu)

Amber Entas: [entasa@svcc.edu](mailto:entasa@svcc.edu)

*We look forward to seeing you this semester!*

## Bertha Brooks, Eddie Dalton, and Lurlene Dalton Scholarship's Available 2003-2004 and 2004-2005

A total of six \$50.00 scholarships have been generously donated. Three for the 2003-2004 and three for the 2004-2005 academic year.

The recipient(s) must demonstrate a financial need, be a full-time or part-time degree seeking student with a 2.0 G.P.A. or higher, Student Support Services participant or single parent preferred. You may request consideration by contacting Deb Stiefel in the Office of Student Financial Assistance at 288-5511, ext. 276 or stop by the Office of Student Financial Assistance in Room 1G12.

# College and Community Resources

## Community Resources

### ALCOHOL and SUBSTANCE ABUSE

#### SINNISSIPPI CENTER

325 IL Route 2, Dixon

(815) 284-6611

1-800-242-7642 (after hours)

#### THE RECOVERY CENTER

1503—1st Avenue, Rock Falls

(815) 626-2800

#### ROSECRANCE ON ALPINE

1505 N Alpine Road, Rockford

(815) 391-1000 (Main Number)

(815) 399-5351 (Emergency only)

#### ALCOHOL ABUSE TREATMENT CENTER

1-800-333-2294

#### ALCOHOL ANONYMOUS

1-800-452-7990

#### ACT (Abuse Changing Team)

412—1st Avenue, Sterling

(815) 625-0343

#### WHITESIDE COUNTY HEALTH DEPARTMENT\*

18929 Lincoln Road, Morrison, IL 61270

(815) 772-7411

#### HOPE CRISIS PREGNANCY CENTER

404 N Galena Avenue, Suite 220, Dixon

(815) 284-4673

2323 E Lincolnway, Sterling

(815) 625-5300

#### COVE HOTLINE

412—1st Avenue, Sterling

(815) 625-0343 or (815) 626-7277 (Emergency)

Dixon (815) 288-1011

#### RAPE SEXUAL ASSAULT

412—1st Avenue, Sterling

(815) 626-7277

#### CANCER PREVENTION PROGRAM

CGH Medical Center

Whiteside County Health Department

(815) 625-0400, ext. 4422

#### WHITESIDE COUNTY HOUSING AUTHORITY

401 W 18th, Sterling, IL 61081

(815) 625-0581

#### WHITE SIDE COUNTY HEALTH DEPARTMENT\*

18929 Lincoln Road, Morrison, IL 61270

(815) 772-7411

\*Female SSS Participants 18-64: You could be eligible to take part in the Women's Cancer Prevention Program if you have no health/medical insurance or you are underinsured. Includes: Free education of breast and cervical cancer prevention and risk, free clinical breast exam and Pap test, free mammogram, free follow-up care. Call Terry at CGH Community Services 625-0400, ext. 5666.

## College Resources

### SERVICES FOR STUDENTS W/ SPECIAL NEEDS

Keith Bos, Coordinator of Special Needs

Sauk Valley Community College

Counseling Office, Room 1G24

Dixon, IL 61021 (815) 288-5511, ext. 246

### LEARNING ASSISTANCE CENTER

Kay Turk, Coordinator

SVCC Room 3M06

Dixon, IL 61021 (815) 288-5511, ext. 293

Accommodations and services may include:

Orientation Notetakers

Extended Test Time Transition Planning

Tutoring Readers

Academic Advising Agency Referrals

Accommodations and services may include:

Tutoring Testing

Tools

## College and Community Resources, Cont'd

### OFFICE OF STUDENT FINANCIAL ASSISTANCE

Marcia Wells, Director  
SVCC Room 1G12  
Dixon, IL 61021      (815) 288-5511, ext. 339

Accommodations and services may include:

Grants                      Scholarships  
Loans                      Federal Workstudy Program

### CAREER SERVICES & JOB PLACEMENT

Michael Williamson, Coordinator  
SVCC Counseling Office  
Dixon, IL 61021      (815) 288-5511, ext. 216

Accommodations and services may include:

Job Search                      Resume Writing  
Job Listings                      Mock Interviews

## Creating a Legacy of Honoring Those Committed to Student Success 1999-2003

*Since 1999, SSS students have been provided an opportunity to select Faculty, Staff, and Administrators who have contributed to their academic success. We applaud past honorees and all of those who make a difference in the lives of others. Listed below are past award recipients.*

### MAY 2003

#### Faculty/Staff

Jason Hedrick      Dr. Fred Nesbit  
Judy Hill              Carmel Paulsen  
Joan Hipple              Ron Scarpinato  
Kristi Irving              Steve Shaff  
Larry Jackson              Peggy White  
Paula Myer

#### Offices

Buildings & Grounds  
Business Office  
Consolidated Management Co.  
Learning Assistance Center  
Student Support Services

#### SSS Alumni

Shirley Carroll  
Karen Freres  
Michael Hunter  
Patty Reighter

#### SSS Tutors

|                |                |                  |               |                |                 |
|----------------|----------------|------------------|---------------|----------------|-----------------|
| Gary Blair     | Karen Freres   | Sharon Krosch    | Mary McDonald | Melissa Rhodes | Sherri Whitlock |
| Amy Cain       | Nancy Frerichs | Amber Maberry    | Pam Medema    | Wesley Schell  |                 |
| Mary Callaghan | Janet Hunt     | Glenda MacLennan | Mathew Mount  | Mary Steinhaus |                 |

#### SSS Foundation Waiver Committee

|               |             |            |                 |                    |
|---------------|-------------|------------|-----------------|--------------------|
| Brian Olmsted | Kathy Perry | Chick West | Judy Williamson | Michael Williamson |
|---------------|-------------|------------|-----------------|--------------------|

#### College Foundation Board of Directors

|                |                           |                     |                   |               |
|----------------|---------------------------|---------------------|-------------------|---------------|
| Cal Lyons      | John Prange               | Thomas Finney, D.C. | Dale Heuck        | James Say     |
| Shirley Walker | David Barajas             | Barry Flint         | Curt Perkins      | Howard Sims   |
| John McCormick | Michael Christensen, M.D. | Linda Giesen        | R. Kim Pettygrove | Jack Spencer  |
| Marilyn Blum   | Walter Clevenger          | Daniel Hawkins      | Edward Raley      | Stanley Weber |
| Amy Shaw       | Deborah Crowson           |                     |                   |               |

**Creating a Legacy of Honoring Those  
Committed to Student Success  
1999-2003, Cont'd.**

**MAY 2002**

| <b>Faculty/Staff</b>  | <b>Offices</b>  | <b>SSS Alumni</b>  |  |
|---|---|--|--|
| Judy Cogdall<br>Larry Jackson<br>Loren Niemeyer                                   | Learning Assistance Center<br>Student Support Services                          | Danielle Calsyn<br>Alexander T. Barajas<br>Wendy Cox             | Nancy Frerichs<br>Michael Hunter<br>Tedra Mewhirter              |
| <b><u>Tutors</u></b>  |   |  |  |
| Shirley Carroll<br>Mary Callaghan<br>Karen Freres<br>Nancy Frerichs<br>James Hose | Janet Hunt<br>Craig Lewis<br>Amber Maberry<br>Patrick McDonald<br>Pamela Medema | Mathew Mount<br>Melissa Rhodes<br>Wesley Schell<br>Dustin Segura | Jessica Taylor<br>Nick Williams<br>Mark Steider<br>Nancy Salvner |
| <b><u>Foundation Waiver Committee</u></b>   |   |  |  |
| Renate Bardo  | Cheryl Bertolozzi<br>Judy Williamson  | Brian Olmsted  | Chick West   |

**MAY 2001**

| <b>Faculty/Staff</b>  | <b>Administrators</b>   | <b>Alumni</b>  |
|---|---|--|
| Robert Duncan<br>Amber Entas<br>Pam Medema<br>Dr. Fred Nesbit<br>Deborah Okey   | Brent Schmall<br>Larry Sileven<br>Fred Turk<br>Robertus van der Wege<br>Judy Williamson                                       | Dr. Belinda A. Dalton  |
| <b><u>SSS Tutors</u></b>  |   |  |
| Mary Bartoli<br>Patricia Brady<br>Melva Broderick<br>Sandy Burton<br>Mary Callaghan<br>Sandra Carl<br>Joyce Carmichael<br>Shirley Carroll | Kristina Clark<br>Marty Garrett<br>Linda Gaudio<br>Justin Hart<br>Valerie Howes<br>Debi Kerns<br>Craig Lewis<br>Susan Mahoney | Mary McDonald<br>Patrick McDonald<br>Pam Medema<br>Lisa Mensinger<br>Jacob Pence<br>Melissa Rhodes<br>Stasha Rivas<br>Angela Stake |
| <b><u>Foundation Waiver Committee Members</u></b>   |   |  |
| Renate Bardo  | Brian Olmsted<br>Judy Williamson  | Sarah Partington   |
| Charles West  |   |  |

**Creating a Legacy of Honoring Those  
Committed to Student Success  
1999-2003, Cont'd.**

**MAY 2000**

| <u>Faculty/Staff</u> | <u>Administrators</u> | <u>Offices</u>              |
|----------------------|-----------------------|-----------------------------|
| Keith Bos            | Scott Seeley          | Art Department              |
| Colleen Cox          | Deb Stiefel           | Consolidated Management Co. |
| Mona Dowiat          | Brad Smith            | Information Technology      |
| Paula Drane          | Robertus van der Wege | Learning Assistance Center  |
| James Johnson        | Brigitte Warren       | Office of Student Financial |
| Mary Lou Kidder      | Charles West          | Assistance                  |
| Steve Nunez          |                       | Student Support Services    |

**MAY 1999**

Faculty/Staff

|                   |                |                 |                 |
|-------------------|----------------|-----------------|-----------------|
| Cindy Alfano      | Ronald Happach | Mary Lou Kidder | Brian Olmsted   |
| Jean Cogdall      | Ruth Hedstrom  | Kevin Megill    | Ralph Pifer     |
| Judy Cogdall      | Debi Hill      | Charla Minson   | Marie Welker    |
| Dr. Dennis Day    | Judy Hill      | Kris Murray     | Charles West    |
| Gene Folsom       | Rhonda Hulteen | Steve Nunez     | Judy Williamson |
| Dr. Carl W. Gates |                |                 |                 |

Administration

Offices

|                       |                             |                                  |
|-----------------------|-----------------------------|----------------------------------|
| Dr. Belinda A. Dalton | Consolidated Management Co. | Office & Administrative Services |
| Linda Kim             | Counseling Office           | Student Activities               |
|                       | Fitness Center              | Student Support Services         |
|                       | Learning Assistance Center  |                                  |

Foundation Waiver Committee Members

|              |               |                  |              |                 |
|--------------|---------------|------------------|--------------|-----------------|
| Renate Bardo | Brian Olmsted | Sarah Partington | Charles West | Judy Williamson |
|--------------|---------------|------------------|--------------|-----------------|

**Buildings and Grounds  
Special Tribute Luncheon  
1999**

*“For creating a safe, attractive environment conducive for learning and working.”*

|               |                |                |                   |
|---------------|----------------|----------------|-------------------|
| Charles Camp  | Carlos Garcia  | Helen Parvin   | Rex Schmall       |
| Karla Cathey  | Ross Herren    | Carmel Paulsen | Scott Seeley      |
| Angel Chino   | Michael Hunter | Darryl Paulsen | Wendy Spangler    |
| Gary Drew     | Larry Kahly    | Tony Regalado  | Sam Taormina      |
| Bob Field     | Juan Martinez  | Jim Risley     | Roger Warrenfeltz |
| Jim Frederick | Rachel Medina  | Brent Schmall  |                   |

## A Look at SSS Students

### Mastering the Art of Ability Written by: Dr. Belinda A. Dalton

Mathew Enoch Mount grew up surrounded by billowing clouds of darkness. He was born to a mother that suffered from a severe mental illness and at an early age he was diagnosed with a learning disability. He seldom if ever played with children his own age. Most of his time away from school was spent entertaining adults. He was routinely charged with adult tasks including the awesome and tremendous responsibility of caring for his severely ill mother. Even though Mathew often lived in anguish and made unthinkable sacrifices for his family, he never felt appreciated or valued.

Mathew's childhood riveted with abrupt whispers and painful screams. Each day seemed to be more hopeless than the day before. He was never accepted by his classmates and more often than not verbally and physically ridiculed. Mathew was often singled out for what he couldn't achieve rather than what he could. His peers found his 60's dress attire and methodical demeanor uniquely unusual. He lacked social skills and had no close friends. What Mathew did have was a passion for learning. Traditionally, education was discouraged and devalued by his father and grandfather before him. Mathew's thirst and pursuit of higher education brought about a bitter response and was seen as a waste of time. He struggled to gain independence from a father whose values were in strong opposition of his own. He also struggled to fit into a society that didn't welcome him with open arms.

Despite hardships beyond comprehension, after he graduated from high school, Mathew enrolled at Sauk Valley Community College and immediately became a member of the Student Support Services program; his mother supported these efforts. As Mathew's counselor, it became evident that we faced many challenges ahead. It was also apparent that despite these challenges, I saw a light shining brightly in the distance. The light was in Mathew's spirit, he is a luminous first of his kind. His dyslexia often left him swimming upstream, yet he held his own in the swift currents. His can-do attitude is as contagious as his laughter. The word no and can't do are not in the Mathew Mount dictionary. I have often seen him embrace his educational challenges and paint a vivid image of how he would conquer his goals.

Mathew found written language difficult; however, his verbal and technology skills were exceptional. I found myself humbled by his strength and resilience. He worked diligently (with the support of SSS, Special Needs Coordinator, LAC, and other caring faculty and staff) to hurdle his barriers and quickly distinguished himself as a person with ability rather than a disability. He appeared on the Dean's List. He attended the ILAEOPP Student Leadership Conference and supported the YWCA Achievement workshop. He founded Undiscovered Concepts for Philosophy for Jesus Christ as well as Undiscovered Concepts for Technology and Corp. He is an active member of the SSS Tutoring Team, STAR, and the Math Club.

Mathew began his educational journey undecided about his major and uncertain of his future. He found solace and acceptance at SVCC and for once felt valued for his abilities. Education coupled with a nurturing college environment provided Mathew with strength, courage, and empowerment. It became his source of energy and survival.

Mathew earned his Associate in Liberal Studies July 2000 and became inspired to pursue additional degrees and certificates. He moved forward with his plan with the energy and mystique of a steam locomotive. He is currently a candidate for three (3) degrees. The Associate of Science in Mathematics and Associates of Arts to be completed Summer 2003, also the Associate of Applied Science in Computer Information Systems scheduled to be awarded Fall 2003. He successfully completed the requirements for the Certificate in Computer Programming and Management in May 2003.

Mathew plans to pursue a Bachelor's and Graduate degree in Religious Studies.

## Mary McDonald Written by: Kristi A. Irving

Mary McDonald is a success. She is not a single parent. She did not work full time all the way through school and she didn't have any major illnesses or issues that would make it impossible for her to complete her college education. What she did have were other struggles. Struggles that may seem minor in comparison, but have made many other students give up. Mary never gave up. It took her six years to get where she is, but she got there. Her experiences in college are not uncommon. You may see yourself in her.

Mary graduated from high school in 1985. She went on to earn a diploma in Radio Broadcasting from the American Institute of Commerce. Broadcasting can be a hard field to enter into, and while waiting for her break, Mary took a lot of babysitting jobs in order to earn money. Eventually, she gave up on the broadcasting idea and took a full time job at Quebecor Printing in Mount Morris. She got very used to the work and a steady income. In 1997, Mary made a spontaneous decision to return to school and see what college had to offer her. Not knowing what direction she wanted to take and still working full time, Mary started Sauk Valley Community College with only one course, which was in computers. At this time, she also took the college placement exams and was disheartened to learn she had placed in remedial courses in reading and math. However, Mary wisely realized that these scores were not a reflection of her intelligence, but instead a reflection of the many years that had passed since she had need for this specific knowledge. Being a "non-traditional" student, Mary also wisely realized that she would benefit from some extra support and guidance. With that knowledge, she applied to be in the Student Support Services program. Mary's first SSS counselor helped her narrow the field to decide what career path she wanted to take. Mary chose computers. In the fall of 1999, after a year of coping with a bad allergy she had developed from a chemical at work, Mary decided to quit her job and concentrate on school full time.

By this time, Mary had completed her remedial courses and was ready for college algebra. She soon found that the way in which she learned was incompatible with the instructor's style of teaching. Mary could have dropped the course or given up, as many people would have, but she persevered. She learned to adapt to the instructor's teaching style and found that she could work around the differences. Mary earned a "B" in that course, and from starting in remedial math, worked her way up through Calculus I and II. During her coursework, Mary struggled with certain coursework, COBOL being the biggest. Mary had to withdraw from it the first time as she had been away from programming classes too long, but she gave it another attempt and was able to pass it. She didn't turn away from computers or change her major, declaring the work too difficult. She simply kept on, and that takes courage and dedication.

Being a non-traditional student and admittedly shy, Mary found her first few semesters at Sauk intimidating. With support from SSS, Mary got involved in Phi Theta Kappa and the VIP/STARS programs at Sauk. Through these programs, Mary's confidence increased and she was able to take on several leadership roles, assisting in many charity events like The Memory Walk for Alzheimer Disease and the YWCA's, Bowl for Kids Sake. Mary soon found her niche, meeting many students who have walked the same route she has. She also became a tutor for the SSS program and an active participant in many of Sauk's activities. This was a far cry from where she started, but she had the courage to take the risk and make her college career more than just a classroom education.

Going into the spring semester of 2002, Mary was one semester away from earning her Associate of Science in Computer Information Systems. She found out that she was no longer eligible for financial aid due to the amount of credit hours she had accumulated while exploring her options and taking remedial courses. Again, Mary persevered. She asked for assistance from SSS and wrote an appeal letter that got her financial aid reinstated so that she could complete her degree. SSS also assisted her in obtaining a scholarship and book waiver to allay expenses. Mary graduated in 2002 with her Associate of Science degree. Due in part to the anxiety of leaving such a familiar place and the fact that she was so close to an Associate of Applied Science degree, Mary decided to stay at Sauk and complete her second degree. In March of 2003, though she would be graduating with her second Associate's degree and wished to pursue a Bachelor's, Mary had not applied to any colleges or universities. By mid-March, with encouragement and assistance from SSS, Mary had applied to three colleges and was introduced to a college she had not even known existed.

## Mary McDonald Written by: Kristi A. Irving (cont'd.)

So, where does Mary's story end? It doesn't. Mary is eagerly waiting to transfer to The Franciscan University this fall, where she will pursue her Bachelor's degree in Computer Science. Her time at Sauk has proved to be not just an education, but a journey. She has proved to herself, the only person that really counts, that she can succeed at anything she chooses to. She chose her goals and kept her focus, even through the set-backs she encountered along the way, and she was never afraid to ask for help. It takes a strong person to say they need assistance and Mary utilized all the resources she could to get what she needed. So we congratulate Mary, who had the determination, courage and belief in herself to keep going. We wish her the best. Congratulations and good luck!

## Michael Hunter Written by: Larry Jackson

Michael Hunter, a friend and associate, is a very outgoing, engaging and intelligent man with many interests. He is currently the first shift lead for maintenance in the custodial department at Sauk Valley Community College. He has published several short stories and poems and teaches personal interest classes through the Corporate and Community Services Department at SVCC.

After graduating from high school, Mike decided "to forgo college in lieu of a career in automotive repair". He worked in small shops and then had the opportunity to work in a new car dealership: "I worked my way up the chain until I started supervising the service departments". It was in 1995 when he made the decision to go back to school "to learn more about computers". He initially attended Triton College, then College of DuPage, and Elgin Community College: "After moving from the Chicago area to Prophetstown, I began attending SVCC".

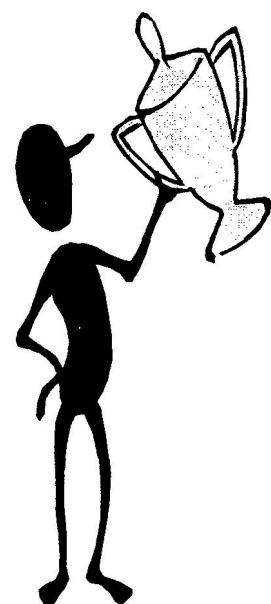
Mike earned his Associate of Arts degree in May, 2003. In pursuit of his degree, he indicated that there were many barriers that presented themselves: "Personal, family finances, employment flexibility, and staying on task to complete the degree were my largest barriers". He gives credit to various campus resources and/or departments for his academic success, including but not limited to, SSS, counseling, admissions, maintenance, etc. "My classes at Sauk assisted me greatly in organizing myself towards public speaking and freelance writing."

## Awards for Academic Excellence for Spring 2003

Kudos to the following students who were named to SVCC's President's List: *Timothy Anderson, Felipe Avelar, William Baker, Lori Bennett, David Bowman, Natalie Cantu, Karen Freres, Lynne Henson, Janet Hunt, Wynn Johnson, Manreet Kalyan, Julie Lozano, Luke Nelson, Lisa Ross, Wesley Schell, Kristine Sikkema, Heather Stauffer, Jessica Taylor, and Gerald Turner*. To be considered for the President's List at SVCC a student must have a semester GPA of a 3.75 or higher and be enrolled for a minimum of 6 credit hours. Developmental courses are not calculated into the GPA and are not used in determining eligibility for the President's List.

Congratulations to the following students who were named to SVCC's Dean's List: *Lonn Cunningham, Subrina Dudley, Glenda MacLennan, Alex Magana, Juliet Malmberg, Patrick McDonald, John Rumley, Ruthann Shambaugh, and Bradley Wagner*. To be considered for the Dean's List at SVCC a student must have a semester GPA between 3.50 and 3.749 and be enrolled for a minimum of 6 or more credit hours. Developmental courses are not calculated into the GPA and are not used in determining eligibility for the Dean's List.

Keep up the excellent work!



## Fall 2003 Important Dates and Deadlines

### August 2003

Fall Classes Begin..... Wednesday, August 20  
Registration Change Period ..... Wednesday, August 20—Wednesday, August 27  
Last Day for 100% Refund ..... Wednesday, August 27

### September 2003

Labor Day—No Classes—Offices Closed..... Monday, September 1  
Last Day for 80% ..... Tuesday, September 2  
Free-for-Fall Day—No Classes 12 noon—1:30 p.m. ..... Wednesday, September 3  
**Foundation Waiver Application Deadline** ..... **Monday, September 15**  
Last Day to File Intent to Graduate..... Friday, September 19

### October 2003

Mid-semester date..... Wednesday, October 15  
**SSS Workshop “How to Read/Utilize the IAI Website”**  
**Room 2F5 Computer Lab 12 noon—1:00 p.m.** ..... **Wednesday, October 22**  
Last Day for Student Initiated Withdrawal..... Wednesday, October 29

### November 2003

**SSS Workshop “The Transfer Process” Room 2K2 12 noon—1:30 p.m.** ..... **Wednesday, November 5**  
No Class Day—Offices Open ..... Wednesday, November 26  
Thanksgiving Vacation Begins @ 4:30 p.m. ..... Wednesday, November 26

### December 2003

Classes Resume from Thanksgiving Vacation ..... Monday, December 1  
Final Examinations ..... Tuesday, December 9—Friday, December 12  
College Closed for the Holiday Break @ 4:30 p.m. ..... Friday, December 19

### January 2004

College Offices Open @ 8:00 a.m. ..... Monday, January 5  
Spring 2004 Classes Begin ..... Monday, January 12

*\*All Events and Activities are Subject to Change\**



**Sauk Valley  
Community College**

173 Illinois Route 2  
Dixon, Illinois 61021



**Non-Profit Organization**

**U.S. POSTAGE**

**PAID**

**Dixon, Illinois**

**Permit No. 243**

SVCC provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, national origin, ancestry, age, gender, marital status, disability, military status, or unfavorable discharge from military services

## **Fall 2003 Campus Visits**

### **October 2003**

- U of I—Chicago ..... Friday, October 3
- Northern Illinois University ..... Friday, October 3
- Augustana ..... Saturday, October 11
- Illinois State University ..... Monday, October 13
- Western Illinois University ..... Monday, October 13
- Western Illinois University ..... Saturday, October 25
- \*The Franciscan University ..... Friday, October 31

### **November 2003**

- Illinois State University ..... Saturday, November 1
- \*The Franciscan University ..... Friday, November 7
- Augustana ..... Saturday, November 8
- Illinois State University ..... Tuesday, November 11
- Western Illinois University ..... Tuesday, November 11
- Northern Illinois University ..... Tuesday, November 11
- Bradley University ..... Saturday, November 15

### **December 2003**

- \*The Franciscan University ..... Friday, December 5
- Western Illinois University ..... Saturday, December 6

Fall college/university campus visits will be available. Transportation is provided by Student Support Services. To sign up for a campus visit, stop by the Student Support Services Office, Room 1H2, at least two weeks prior to the scheduled visit. At that time, you must provide a list of eight questions (four questions regarding your major and four questions regarding the college/university) that you would like to find answers to during the campus visit. If you fail to follow through, you will not be allowed to go on that visit.

Please note that in order to provide more efficient and effective services to program participants, we are needing a minimum number of four SSS students to sign up for any scheduled campus visit.

*\*Open houses for The Franciscan University are set up by major. Please contact SSS to find out which one is right for you.*

*(Schedule Subject to Change)*