

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA**  
**Third Floor Board Room**  
**October 27, 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**
  - 4. Payrolls**

September 30, 2003	\$243,830.93
October 15, 2003	\$246,297.92
  - 5. Budget Report**
  - 6. Board Policy 504.01 Foreign Students (Second Reading)**
  - 7. Donation**
  - 8. Recommendation for Bid Award – 2004/2006 College Catalog**
  - 9. Recommendation for Bid Award – LRC Circulation Desk**
- E. President's Report**
  - 1. Board Policies Review – 510.01, 511.01, 512.01**
  - 2. High School Enrollment Analysis (attached)**
  - 3. Sauk Scholars Report (attached)**
  - 4. Student Loan Cohort Default Rate (attached)**
  - 5. Illinois Humanities Council Grant Project – Global Awareness Week: American Subcultures (attached)**
  - 6. Sauk Specs (attached)**
  - 7. Corporate and Community Services Awards (attached)**
  - 8. SVCC Tennis Team – Regional Champs**
- F. Financial Reports and Actions**
  - 1. 2003 Audit Report**
  - 2. Protection, Health & Safety Projects**
- G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, and closed session minutes consideration)**
- H. Closed Session Minutes**

## **Closed Session Minutes of September 22, 2003**

### **I. Personnel**

#### **Temporary Full-Time Faculty- Biology**

### **J. Other**

- 1. Cooperative Agreement**
- 2. November, 2003 Board of Trustees Regular Meeting date**

### **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**

**November 20, 2003 ?**

**December 15, 2003**

**January 26, 2004**

**February 23, 2004**

#### **ICCTA Monthly Meetings**

**November 14, 2003  
Swissotel, Chicago**

**No December Meeting**

**January 16, 2004  
Renaissance Hotel, Springfield**

**February 6, 204  
Springfield, IL**

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

**October 27, 2003**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on October 27, 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	Henry Dixon
William Simpson	Robert Thompson
Pennie von Bergen Wessels	B.J. Wolf
Philip Engleking	

**Absent:** Nancy Varga

**Secretary Pro-Tem:** Member Thompson volunteered to serve as Secretary Pro-Tem.

**SVCC Staff:** President Richard L. Behrendt  
Attorney Ole Bly Pace III  
Vice President Ruth Bittner  
Vice President Deborah Hecht  
Vice President Joan Kerber  
Director of College Relations Cal Lyons  
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. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

**President's Report:** Dr. Behrendt reported: the Board will have First Readings for Board Policies 511.01 and 512.01 for consideration at the November meeting; High School Enrollment Analysis (down 3% from 2002) and new recruitment strategies used; Sauk currently has 39 Sauk Scholars; Sauk's Student Loan Cohort Default Rate is less than 10%, which is consistent with other community colleges on a national average; Dr. Randall Norris received a \$8,868 grant from the Illinois Humanities Council to continue the Global Awareness Program; presented the current *Sauk Specs*; acknowledged two awards received by Corporate and Community Services - from the *Illinois Community College Economic*

*Workforce Development Association* Tom Gospodarczyk received the Professional of the Year Award, and from the *North Central Illinois Works* the CCS staff received the Staff Collaboration Award; that the Sauk Ladies Tennis Team, for the second year in a row, is the regional champion, and will travel to Nationals in the spring; Chair Wolf then reported that Board Member Simpson was awarded an Honorary Degree from the American College of Dentistry by the American Dental Association.

2003 Audit Report:

It was moved by Member Andersen and seconded by Member Dixon to approve the 2003 Audit. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Protection, Health & Safety Projects:

It was moved by Member Thompson and seconded by Member Andersen to approve the Protection, Health & Safety Projects: Roof Replacement, Electrical Improvements, and Elevator Improvements, to be funded through the Protection, Health & Safety Tax Levy. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Closed Session:

At 7:39 p.m., it was moved by Member Dixon and seconded by Member Engleking that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, and closed session minutes consideration. In a roll call, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Regular Session:

The Board returned to regular session at 7:42 p.m.

Closed Session Minutes:

It was moved by Member von Bergen Wessels and seconded by Member Dixon to approve the minutes of the September 22, 2003, closed session meeting. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Temporary Full-Time Faculty – Biology:

It was moved by Member Simpson and seconded by Member Thompson to approve the appointment of Roberta J. White as a Temporary Full-time Instructor of Biology, effective January 9, 2004 to May 14, 2004, at a 10-month salary of \$30,161, to be prorated. In a roll call vote, all voted aye. Student Trustee Engleking advisory vote: aye

Cooperative Agreement:

It was moved by Member Andersen and seconded by Member Thompson to approve the Cooperative Agreement among nearby colleges to enter into a broad-range arrangement to simplify the process of combining cooperative agreements and charge-backs

into one comprehensive agreement. In a roll call vote, all voted aye. Student Trustee Engleking advisory vote: aye.

Reports:

Student Trustee Engleking: The College production of *Frankenstein* ran October 16-19; The Fall Concert was October 26; the blood drive, co-sponsored by the Student Government and the Nursing Department, was October 27; the Art Department is sponsoring a trip to the Institute on October 28; on-line registration begins October 3 and training is in process; Frederick Winters, Hypnotist, will perform November 13.

ICCTA Representative: Member Thompson reported no changes since last month's meeting, but he will be in Chicago on November 14 to attend the monthly meeting.

Foundation Liaison Andersen: Foundation meeting will be October 28, 2003.

Faculty Association: Dr. Behrendt acknowledged Faculty Association Representative Mary Lou Kidder's successful completion of her Doctorate. No further report.

Board Members Comments: Member Simpson expressed appreciation for Member Wolf's many years of service as a Board Member.

Adjournment:

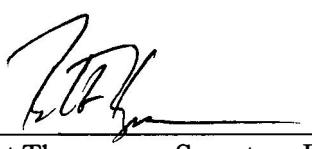
Since the scheduled business was completed, it was moved by Member von Bergen Wessels and seconded by Member Dixon that the Board adjourn. In a roll call vote, all voted aye. Motion carried. Student Trustee advisory vote: aye.

The meeting adjourned at 7:58 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on November 20, 2003 in the Board Room.

Respectfully submitted,



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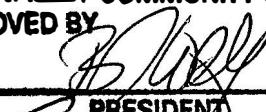
Robert Thompson, Secretary Pro-Tem

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

CHECKING ACCOUNTS

<u>INTEREST BEARING ACCOUNTS</u>	<u>INTEREST</u>	<u>RATE</u>	<u>AMOUNT</u>
General Account - Sterling Federal Bank		0.41	\$849,317.24
Illinois Funds - Firststar Bank, Springfield		0.88	2,604,524.92
<b>SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS</b>			<b>3,453,842.16</b>

NON-INT. BEARING ACCOUNT

Restricted - Sterling Federal Bank	<b>SAUK VALLEY COMMUNITY COLLEGE</b>		
	<b>APPROVED BY</b>		
			
	<b>PRESIDENT</b>	2.23	
			
	<b>SECRETARY</b>	0.40	
<b>TOTAL CHECKING ACCOUNTS</b>			<b>\$5,635,088.15</b>

INVESTMENTS

<u>FINANCIAL INSTITUTION</u>	<u>MATURITY</u>	<u>INTEREST</u>	<u>AMOUNT</u>
	<u>DATE</u>	<u>RATE</u>	
First National Bank, Amboy	01-07-04	1.30	\$1,000,000
Amcore Bank, Sterling	02-03-04	1.40	1,000,000
Union Bank, Tampico	03-06-04	1.45	1,000,000
Sterling Federal Bank	04-25-04	1.69	1,000,000
<b>SUBTOTAL INVESTMENTS</b>			<b>4,000,000</b>

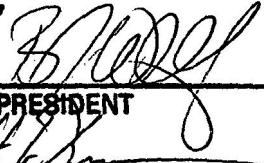
BOND INVESTMENTS - Liability, Protection & Settlement

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
Federal Home Ln Mtg Corp Refrnce NT	09-15-05	2.13	424,373.27
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
Anch AL Tel Util	03-01-07	5.30	154,620.03
<b>SUBTOTAL BONDS</b>			<b>\$5,551,983.57</b>

**TOTAL INVESTMENTS** **\$9,551,983.57**

Sauk Valley Community College  
Board of Trustees  
October 27, 2003

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY

  
PRESIDENT  
  
SECRETARY *Don Rasmussen*  
DATE 10/28/03

Summary of Bills Payable

Amount

General Operating Funds \$ 686,667.94

Restricted Fund \$ 340,326.47

TOTAL \$ 1,026,994.41

REPORT SVRCHKR  
FISCAL YEAR 2003

Sauk Valley Community College  
Check Register  
From 09/18/03 To 10/27/03

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
BEST, INC	01		Other Receivables	Book Return	88.00
Consolidated Management Co	01		Foundation Expense	Breakfast for Student Housing Meeting	50.90
Custom Monogram	01		Foundation Expense	5K Run-T Shirts	690.00
Follett Bookstore	01		Foundation Expense	Departmental Charges	8.00
Illini Trophy	01		Foundation Expense	5K Run Trophies	40.00
Johnson, Andrew	01		Foundation Expense	5K Run-Finish Line Timer	50.00
Johnson, Brandon	01		Foundation Expense	5K Run Finish Line Timer	50.00
Lyons, Calvin W.	01		Foundation Expense	Membership Committee Breakfast Meeting	38.57
Maxwell Medals & Awards	01		Foundation Expense	5K Run Medals	304.50
SBM Business Equipment Center	01		Foundation Expense	Plain White Self-Adhesive Name Badge CLI-92277	14.21
SBM Business Equipment Center	01		Foundation Expense	X-Stamper SHA-N12 (See Attached )	34.25
Sterling Complete Wellness Med	01		Foundation Expense	5K Run	169.69
Follett Bookstore	01		Dislocated Worker Expense	Bookstore Charges July 03	5.21
Follett Bookstore	01		Dislocated Worker Expense	Bookstore Charges	1.74
Follett Bookstore	01		Dislocated Worker Expense	Departmental Charges	6.88
State Universities Retirement	01		SURS Payable		29,255.16
State Universities Retirement	01		SURS Payable		29,519.72
Select Employees Credit Union	01		Credit Union Payable		11,171.04
Select Employees Credit Union	01		Credit Union Payable		11,521.04
SVCC Faculty Association	01		Faculty Association Payable		775.70
SVCC Faculty Association	01		Faculty Association Payable		775.70
Minnesota Child Support Paymen	01		Wage Garnishment Payable	Garnishment	316.80
Minnesota Child Support Paymen	01		Wage Garnishment Payable	GARNISHMENT	316.80
RRCA-Management	01		Wage Garnishment Payable	Garnishment	132.90
RRCA-Management	01		Wage Garnishment Payable	GARNISHMENT	132.90

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Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charities	4.00
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charities	4.00
United Way of Dixon	01		United Way Payable		6.25
United Way of Dixon	01		United Way Payable		6.25
United Way of Sterling-Rock Fa	01		United Way Payable		37.00
United Way of Sterling-Rock Fa	01		United Way Payable		37.00
TIAA/CREF	01		Other Employee Benefits	Annual Life Insurance Renewal	1,097.50
Trademark Insurance	01		Optional Life Insurance		458.20
Trademark Insurance	01		Optional Life Insurance		399.87
Illinois Mutual	01		Optional Disability Insurance		3.89
Illinois Mutual	01		Optional Disability Insurance		3.89
SVCC Foundation	01		Foundation Payable		70.50
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		277.50
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	300.00
Fidelity Investments	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	60.00
Fidelity Investments	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	60.00

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Waddell & Reed, Inc	01		Waddell & Reed		285.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Alba, Julie M.	01		Accounts Payable	MAP/IIA Bal	201.50
Albee, Karen S.	01		Accounts Payable	Stafford Ln	1,273.61
Aldridge, Carol J.	01		Accounts Payable	Online Refund	35.00
Arduini, Cathy L.	01		Accounts Payable	MAP Gt	323.00
Arteberry, Tara L.	01		Accounts Payable	Stafford Bal	667.71
Arteberry, Tara L.	01		Accounts Payable	MAP Bal	101.25
Audette, Derick J.	01		Accounts Payable	MAP Bal	196.00
Bailey, Sharley J.	01		Accounts Payable	Online Refund	19.00
Baker, Jessica M.	01		Accounts Payable	Stafford Ln	1,273.61
Barger, Nicole M.	01		Accounts Payable	Athl Schol	400.00
Barney, Patricia L.	01		Accounts Payable	Online Refund	41.00
Becker, Brian	01		Accounts Payable	Stafford Bal	923.11
Becker, Matthew T.	01		Accounts Payable	Stafford Ln	1,273.61
Behrendt, Augustine M.	01		Accounts Payable	Online Refund	20.00
Bennett, Lori L.	01		Accounts Payable	St Supp	550.00
Bennett, Quint L	01		Accounts Payable	Online Refund	50.00
Berlin, Adam J.	01		Accounts Payable	Stafford Bal	544.22
Berlin, Adam J.	01		Accounts Payable	Athletic Waiver	1,020.00
Bessert, Mitch S.	01		Accounts Payable	Online Refund	190.00
Blackburn, Sara L.	01		Accounts Payable	MAP Bal	226.51
Braddock, Peggy O.	01		Accounts Payable	Online Refund	81.00

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Bright, Samantha A.	01		Accounts Payable	Stafford Ln	1,273.61
Bruck, Beth A.	01		Accounts Payable	Stafford Loan	1,697.50
Bufford, Lindsay M.	01		Accounts Payable	MAP/IIA	23.36
Bulfer, Bridgette A.	01		Accounts Payable	St Supp Bal	47.57
Bull, Miranda K.	01		Accounts Payable	Stafford Bal	317.33
Cain, Jennifer N.	01		Accounts Payable	Stafford Bal	130.22
Castillo, Efrain J.	01		Accounts Payable	Stafford Loan	1,273.61
Christen, Deanna L.	01		Accounts Payable	Stafford Bal	53.12
Chupp, Wendy L.	01		Accounts Payable	Online Refund	51.00
Clancy, Sarah L.	01		Accounts Payable	MAP Gt	692.50
Cobb, Sharon P.	01		Accounts Payable	Stafford Loan	1,697.50
Coffman, Jaclyn J.	01		Accounts Payable	Stafford Ln	1,273.61
Czechowicz, Hedy	01		Accounts Payable	Online Refund	55.00
Czechowicz, Hedy	01		Accounts Payable	Online Refund	55.00
Dailey, Nakia	01		Accounts Payable	Stafford Bal	153.84
Darby, Brandy E.	01		Accounts Payable	Online Refund	38.00
Dickey, Rebecca A.	01		Accounts Payable	Stafford Bal	828.69
Dickson, Jacob J.	01		Accounts Payable	Online Refund	110.00
Divoky, Gertrude W.	01		Accounts Payable	Online Refund	43.00
Divoky, Gertrude W.	01		Accounts Payable	Online Refund	37.00
Douglass, Candace A.	01		Accounts Payable	Stafford Bal	612.27
Doyle, Mary R.	01		Accounts Payable	Stafford Bal	26.56
Duffy, Kimberly A.	01		Accounts Payable	IIA Bal	47.00
Dykstra, Becky S.	01		Accounts Payable	MAP Gt	540.00
Ebersole, Gregg M.	01		Accounts Payable	MAP Bal	39.00

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Eccles, Zachary J.	01		Accounts Payable	Stafford Bal	6.33
Egan, Julie A.	01		Accounts Payable	MAP Bal	92.50
Eklund, Keri	01		Accounts Payable	Stafford Ln	970.00
Engleking, Philip J.	01		Accounts Payable	MAP Bal	275.16
Everson, Dawn L.	01		Accounts Payable	St Supp Bal	5.10
Fenwick, Amy L.	01		Accounts Payable	Stafford Bal	385.34
Fields, Brad W.	01		Accounts Payable	Online Refund	195.00
Fitzgerald, Patrick	01		Accounts Payable	Online Refund	65.00
Fleetwood, Katie L.	01		Accounts Payable	Athletic Schol	750.00
Folkerts, Karen M.	01		Accounts Payable	Athletic Schol	450.00
Folkerts, Katherine A.	01		Accounts Payable	Online Refund	450.00
Frerichs, Nancy M.	01		Accounts Payable	Stafford Ln	1,697.50
Frerichs, Nancy M.	01		Accounts Payable	St Supp Bal	154.80
Gaither, Kirsten D.	01		Accounts Payable	IIA Bal	201.42
Gassner, Joshua	01		Accounts Payable	Stafford Bal	174.12
Glubczynski, Paul	01		Accounts Payable	Stafford Bal	215.54
Gould, Tina M.	01		Accounts Payable	Online Refund	60.00
Greenwald, Kerry M.	01		Accounts Payable	Online Refund	55.00
Grobe, Grace A.	01		Accounts Payable	Stafford Ln	1,273.61
Gulley, Olando L.	01		Accounts Payable	Stafford Bal	154.50
Hagerman, Tanya	01		Accounts Payable	Stafford Bal	698.61
Harris, Jermaine C.	01		Accounts Payable	Stafford Bal	54.69
Harts, Gabriel L.	01		Accounts Payable	Stafford Ln	1,273.61
Hartshorn, Kelli J.	01		Accounts Payable	Stafford Bal	323.61
Hawk, Tara L.	01		Accounts Payable	MAP Bal	189.27

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Hedgecock, Chi	01		Accounts Payable	Stafford Loan	1,697.50
Heitzler, Kelly K.	01		Accounts Payable	Stafford Ln	1,273.61
Hemminger, Tabitha J.	01		Accounts Payable	Stafford Ln	1,212.50
Hernandez, Tammy L.	01		Accounts Payable	MAP/IIA Bal	9.09
Hibbard, Timothy S.	01		Accounts Payable	Stafford Ln	1,273.61
Hicks, Amy S.	01		Accounts Payable	St Supp Bal	126.73
Hill, Brenda J.	01		Accounts Payable	Stafford Bal	105.23
Hill, Lawrence R.	01		Accounts Payable	Online Refund	3.00
Hinners, Judith	01		Accounts Payable	Stafford Loan	1,273.61
Hubbell, Ryan M.	01		Accounts Payable	MAP/IIA Bal	109.32
Hull, Andrew D.	01		Accounts Payable	Stafford Bal	214.01
Hummel, Kelli A.	01		Accounts Payable	MAP Bal	147.07
Huynh, Tam M.	01		Accounts Payable	Attl Waiv	1,200.00
Jackson, Joshua A.	01		Accounts Payable	Stafford Ln	1,273.61
Jacobs, Lisa M.	01		Accounts Payable	Stafford Bal	37.52
Jacobs, Matthew E.	01		Accounts Payable	Stafford Bal	57.86
Jordan, Travis M.	01		Accounts Payable	Stafford Bal	13.00
Kessinger, Lisa A.	01		Accounts Payable	Online Refund	350.00
Kibodeaux, Kelli L.	01		Accounts Payable	MAP Gt	135.00
Knapp, Lauren M.	01		Accounts Payable	Stafford Bal	295.00
Koeppen, Jeanne L.	01		Accounts Payable	Online Refund	25.00
Koeppen, Jeanne L.	01		Accounts Payable	Online Refund	38.00
Kopitas, Justin A.	01		Accounts Payable	Stafford Bal	410.65
Korineck, Jason A.	01		Accounts Payable	Stafford Bal	142.36
Kradle, Kasey E.	01		Accounts Payable	Stafford Bal	683.91

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Krager, Amber J.	01		Accounts Payable	Stafford Bal	1,006.93
Krueger, Carol L.	01		Accounts Payable	Online Refund	55.00
Latta, Christi D.	01		Accounts Payable	Online Refund	510.00
Leal, Nicholas R.	01		Accounts Payable	Stafford Loan	1,273.61
Looney, Ryan J.	01		Accounts Payable	Stafford Bal	134.98
Marks, Pam S.	01		Accounts Payable	Stafford Ln	1,273.61
Marruffo, Kerrie M.	01		Accounts Payable	Online Refund	55.00
Mazzorana, Cody M.	01		Accounts Payable	Online Refund	68.00
Mazzorana, Garrett	01		Accounts Payable	Online Refund	51.00
McCormick, Karrie L.	01		Accounts Payable	Athl Schol	750.00
McGinn, Susan J.	01		Accounts Payable	Stafford Bal	377.02
McGowan, Darcie L.	01		Accounts Payable	Stafford Ln	1,273.61
McGowan, Rocky F.	01		Accounts Payable	Stafford Ln	1,273.61
McGrail, Julie L.	01		Accounts Payable	Online Refund	60.00
McLaughlin, Ligia	01		Accounts Payable	Online Refund	52.00
McKean, Tonya A.	01		Accounts Payable	MAP Bal	172.50
Miles, Todd C.	01		Accounts Payable	Stafford Loan	1,273.61
Miller, Debra A.	01		Accounts Payable	MAP Bal	13.50
Miller, Katherine E.	01		Accounts Payable	Stafford Bal	176.11
Morgan, Dejuana	01		Accounts Payable	Online Refund	75.00
Morrissey, Kelly L.	01		Accounts Payable	Athl Schol	200.00
Morton, Nina M.	01		Accounts Payable	Stafford Loan	1,273.61
Mount, Cynthia G.	01		Accounts Payable	Online Refund	510.00
Nagy, Patrick T.	01		Accounts Payable	Stafford Bal	214.84
Nunez, Reyna S.	01		Accounts Payable	Stafford Ln	1,273.61

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Oleson, Tyler J.	01		Accounts Payable	Stafford Bal	533.61
Olson, Cory R.	01		Accounts Payable	Stafford Ln	1,273.61
Pack, Amanda A.	01		Accounts Payable	Stafford Bal	806.12
Pedroza, Venus V.	01		Accounts Payable	Stafford Bal	492.48
Penick, David A.	01		Accounts Payable	Stafford Ln	1,273.61
Perkins, Robert E.	01		Accounts Payable	Stafford Ln	1,273.61
Peterson, Melissa A.	01		Accounts Payable	Stafford Ln	424.86
Polhill, Jessica L.	01		Accounts Payable	Stafford Bal	250.00
Queckboerner, Jena R.	01		Accounts Payable	MAP Bal	69.50
Raines, Rebecca J.	01		Accounts Payable	Stafford Bal	56.88
Reul, Emily J.	01		Accounts Payable	MAP Bal	138.50
Rex, Ann F.	01		Accounts Payable	Online Refund	58.00
Rex, Mark O.	01		Accounts Payable	Online Refund	58.00
Rice, Stacey	01		Accounts Payable	Stafford Ln	1,273.61
Richards, Wayne E.	01		Accounts Payable	MAP Bal	140.00
Rinehart, Ashley M.	01		Accounts Payable	Stafford Bal	447.77
Rodriguez, Anna M.	01		Accounts Payable	Online Refund	81.00
Rodts, Tom	01		Accounts Payable	Online Refund	52.00
Rogers, Catherine A.	01		Accounts Payable	MAP/IIA Bal	81.07
Rombouts, Marie J.	01		Accounts Payable	Online Refund	55.00
Rugh, Julie A.	01		Accounts Payable	Online Refund	61.00
Rus, Misty L.	01		Accounts Payable	Stafford Ln	1,273.61
Ryba, Dawn G.	01		Accounts Payable	Online Refund	75.00
Salas, Kelsi S.	01		Accounts Payable	Athl Schol	600.00
Samolitis, Jennifer	01		Accounts Payable	Stafford Bal	107.33

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Sandoval, Jose E.	01		Accounts Payable	Stafford Loan	1,273.61
Sandoval, Richard	01		Accounts Payable	Stafford Loan	1,697.50
Scarborough, Cynthia M.	01		Accounts Payable	Stafford Loan	1,273.61
Schinderling, Heather L.	01		Accounts Payable	Stafford Bal	167.41
Schwarz, Dawn M.	01		Accounts Payable	Online Refund	52.00
Scoles, James P.	01		Accounts Payable	Stafford Bal	60.00
Seaman, Lisa J.	01		Accounts Payable	Online Refund	25.00
Seaworth, Ann M.	01		Accounts Payable	MAP/IIA Ref	11.00
Sheffler, Craig M.	01		Accounts Payable	Online Refund	17.00
Sheffler, Lisa	01		Accounts Payable	Online Refund	17.00
Shelley, Jennifer L.	01		Accounts Payable	Stafford Ln	727.50
Shiaras, Emily C.	01		Accounts Payable	Athl Schol	550.00
Shipman, Ashley D.	01		Accounts Payable	Stafford Ln	483.09
Sibigtroth, Kathryn L.	01		Accounts Payable	Stafford Bal	749.69
Siebert, Donna R	01		Accounts Payable	Online Refund	59.00
Snyder, Sue	01		Accounts Payable	Online Refund	55.00
Sofolo, Steven J.	01		Accounts Payable	Stafford Ln	1,273.61
Solis, Diana I.	01		Accounts Payable	Online Refund	510.00
Spangler, Elizabeth K.	01		Accounts Payable	Stafford Bal	392.58
Spears, Nicole S.	01		Accounts Payable	Stafford Bal	72.43
St. James, Tasha M.	01		Accounts Payable	Stafford Bal	187.17
Staas, Richard T.	01		Accounts Payable	Stafford Loan	1,273.61
Stark, Teresa D.	01		Accounts Payable	Stafford Ln	970.00
Stauffer, Heather A.	01		Accounts Payable	Stafford Ln	1,273.61
Stingley, Kimberly R.	01		Accounts Payable	Stafford Bal	714.66

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Stingley, Kimberly R.	01		Accounts Payable	Online Refund	33.00
Strum, Mike L.	01		Accounts Payable	Online Refund	250.00
Swanson, Jennifer L.	01		Accounts Payable	Stafford Ln	1,273.61
Swift, Annette M	01		Accounts Payable	Online Refund	38.00
Teal, Karolyn L.	01		Accounts Payable	MAP Gt	337.50
Thielen, Dorothy D.	01		Accounts Payable	Online Refund	75.00
Van Horn, Kayla R.	01		Accounts Payable	Stafford Loan	1,697.50
Van Velzer, Kimberly L.	01		Accounts Payable	Stafford Bal	65.69
VanNatta, Christopher D.	01		Accounts Payable	MAP Bal	90.00
VanZuiden, Joshua A.	01		Accounts Payable	Stafford Bal	202.98
Vargas, Magdalena	01		Accounts Payable	MAP Bal	27.66
Vos, Angie L.	01		Accounts Payable	MAP Gt	405.00
Wadelton, Janice A.	01		Accounts Payable	Online Refund	32.00
Wasson, Kelly A.	01		Accounts Payable	Online Refund	25.00
White, James T.	01		Accounts Payable	Stafford Bal	475.61
Wiersema, Amanda J.	01		Accounts Payable	Online Refund	60.00
Wiseman, Amie K.	01		Accounts Payable	Online Refund	104.00
Wolf, Heather A.	01		Accounts Payable	IIA Bal	135.74
Worcester, Linda K.	01		Accounts Payable	Stafford Bal	594.53
Wray, Justin	01		Accounts Payable	Stafford Loan	1,261.00
Wright, Ashley N.	01		Accounts Payable	Athl Schol Bal	197.00
Wright, Stephanie E.	01		Accounts Payable	MAP Bal	115.70
Wright, Stephanie E.	01		Accounts Payable	Student Supp Bal	49.08
Yater, Kristine E.	01		Accounts Payable	Stafford Bal	380.31
Zell, Crystal S.	01		Accounts Payable	MAP Bal	9.00

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Nielsen, Kathleen	01		Other Payables	Plus Loan for Nicholas	1,455.00
Follett Bookstore	01		PELL EOG BT	Bookstore Purchases	2,240.47
Follett Bookstore	01		PELL EOG BT	Bookstore Purchases	4,873.97
Follett Bookstore	01		PELL EOG BT	Books Purchased	2,048.45
Follett Bookstore	01		Foundation B	Bookstore Purchases	117.72
Follett Bookstore	01		Stafford Loans BT	Bookstore Purchases	98.55
Follett Bookstore	01		Stafford Loans BT	Bookstore Purchases	45.95
Follett Bookstore	01		Stafford Loans BT	Books Purchased	1.39
Follett Bookstore	01		JTPA Whiteside B	Bookstore Purchases	13.54
Follett Bookstore	01		JTPA Whiteside B	Bookstore Purchases	264.93
Follett Bookstore	01		JTPA Whiteside B	Books Purchased	194.43
Follett Bookstore	01		JTPA Lee B	Bookstore Purchases	22.49
Follett Bookstore	01		JTPA Lee B	Books Purchased	159.30
Follett Bookstore	01		DORS B	Bookstore Purchases	66.50
Follett Bookstore	01		DORS B	Books Purchased	15.96
Follett Bookstore	01		Trade Act TAA Sterling B	Bookstore Purchases	18.00
Follett Bookstore	01		Short Term Book Loan due Booksto	Bookstore Purchases	351.69
Follett Bookstore	01		Short Term Book Loan due Booksto	Bookstore Purchases	458.74
Follett Bookstore	01		Short Term Book Loan due Booksto	Books Purchased	82.61
Follett Bookstore	01		AmeriCorps	Bookstore Purchases	86.48
Consolidated Management Co	01		Cafeteria payable	Punch-A-Lunch Sales	6,400.00
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services-Aug	2,677.75
Follett Bookstore	01	Board of Trustees	Office Supplies	Bookstore Charges July 03	6.39
Illini Trophy	01	Board of Trustees	Office Supplies	Name Badges	18.00
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order/Pulication-Legal Notices 03-04	23.40

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Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order/Pulication-Legal Notices 03-04	23.40
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Refreshments for Monthly Board Meeting	40.00
Thompson, Robert J.	01	Board of Trustees	Conference/Meeting Expense	Board Travel 9/16/03	1,255.88
US Bank	01	Board of Trustees	Conference/Meeting Expense	ACCT Conference-Denver	575.00
Follett Bookstore	01	President	Office Supplies	Bookstore Charges	.80
Illini Trophy	01	President	Office Supplies	Name Badges	6.00
SBM Business Equipment Center	01	President	Office Supplies	President Supplies	5.67
Behrendt, Richard	01	President	Conference/Meeting Expense	Travel 9/11/03 Illinois President's Council	129.91
Sauk Valley Area Chamber of Co	01	President	Conference/Meeting Expense	Chamber Fundraiser - Jerry Mitchell	25.00
Flowers Etc	01	President	Other Conference & Meeting	Flowers for Tammy Brinkmeier's Funeral	35.00
McCormick's	01	President	Other Conference & Meeting	Flowers For Becky Schmidt	37.50
Follett Bookstore	01	College Relations	Office Supplies	Departmental Charges	26.48
Lundgren's Inc	01	College Relations	Office Supplies	Film Developing & Printing	83.41
Ogle County Newspapers	01	College Relations	Publications and Dues	1 Year Subscription	27.00
Andrew Bollman Photography	01	College Relations	Advertising	Photographic Services	710.00
Creative Design & Publishing C	01	College Relations	Advertising	Prairie Review Advertising	67.50
Insight Media Advertising	01	College Relations	Advertising	Fall Registration	256.00
Insight Media Advertising	01	College Relations	Advertising	Fall Registration	704.00
Insight Media Advertising	01	College Relations	Advertising	Fall Registration	128.00
Olmsted, Brian T.	01	College Relations	Advertising	Photo Developing	35.46
Royal Publishing Company	01	College Relations	Advertising	Dixon Fall & Winter Program Ads	470.00
Sauk Valley Newspapers	01	College Relations	Advertising	September Advertising	702.55
Twin Cities Scholarship Commit	01	College Relations	Advertising	1 Page Ad for Banquet Booklet	100.00
WIXN FM - WIXN AM	01	College Relations	Advertising	Advertising	400.00
WIXN FM - WIXN AM	01	College Relations	Advertising	August Advertising	648.00

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WLLT	01	College Relations	Advertising	September Advertising	220.00
Withers Broadcasting	01	College Relations	Advertising	September Advertising	992.66
Xerox Corporation	01	Printshop	Maintenance Services	DC Copier Lease Payment-Principal	170.00
Xerox Corporation	01	Printshop	Maintenance Services	DC 2240 Copier Lease Payment-Principal	53.00
Xerox Corporation	01	Printshop	Maintenance Services	Copier Lease, Maintenance, And Supplies	765.81
Xerox Corporation	01	Printshop	Maintenance Services	Leasing & Meter Usage for Contract 5818	36.86
Xerox Corporation	01	Printshop	Maintenance Services	Leasing Charge & Meter Usage for Contract 5818	16.01
Xerox Corporation	01	Printshop	Maintenance Services	Copier Lease, Maintenance, And Supplies	1,297.47
Xerox Corporation	01	Printshop	Maintenance Services	Copier Lease, Maintenance, And Supplies	1,463.47
ABDICK Multigraphics	01	Printshop	Purchases for Resale	4-1080 Electrostatic	133.83
Follett Bookstore	01	Printshop	Purchases for Resale	Bookstore Charges July 03	3.09
Follett Bookstore	01	Printshop	Purchases for Resale	Departmental Charges	31.00
Midland Paper	01	Printshop	Purchases for Resale	8-1/2x11 20# Exact Multipurpose Green	660.71
Printing & Business Solutions	01	Printshop	Purchases for Resale	Dual Purpose Estat Solution	231.08
Xerox Corporation	01	Printshop	Purchases for Resale	Xerox Staples Part #8R7809	66.30
Mendoza, Michelle	01	Printshop	Conference/Meeting Expense	Travel- Graphic Expo 10/01/03	40.48
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC Copier Lease Payment-Principal	413.59
Xerox Corporation	01	Printshop	Debt Principal Retirement	5995 Copier Lease Payment-Principal	380.25
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 2240 Copier Lease Payment-Principal	206.68
Xerox Corporation	01	Printshop	Debt Principal Retirement	Copier Lease, Maintenance, And Supplies	416.87
Xerox Corporation	01	Printshop	Debt Principal Retirement	Copier Lease, Maintenance, And Supplies	384.65
Xerox Corporation	01	Printshop	Debt Principal Retirement	Copier Lease, Maintenance, And Supplies	208.68
Xerox Corporation	01	Printshop	Interest	DC Copier Lease Payment-Principal	219.68
Xerox Corporation	01	Printshop	Interest	5995 Copier Lease Payment-Principal	344.65
Xerox Corporation	01	Printshop	Interest	DC 2240 Copier Lease Payment-Principal	137.62

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Xerox Corporation	01	Printshop	Interest	Copier Lease, Maintenance, And Supplies	216.40
Xerox Corporation	01	Printshop	Interest	Copier Lase, Maintenance, And Supplies	340.25
Xerox Corporation	01	Printshop	Interest	Copier Lease, Maintenance, And Supplies	135.62
Xerox Corporation	01	Printshop	Lease Installment Payments	5818 Leasing Payment	49.83
Xerox Corporation	01	Printshop	Lease Installment Payments	Leasing & Meter Usage for Contract 5818	49.83
Xerox Corporation	01	Printshop	Lease Installment Payments	Leasing Charge & Meter Usage for Contract 5818	49.83
SBM Business Equipment Center	01	Information Center	Maintenance Services	Minimum Copy Count Information Center	30.20
United Asset Coverage Inc	01	Information Center	Maintenance Services	Quarterly Maintenance	2,274.56
Follett Bookstore	01	Information Center	Office Supplies	Bookstore Charges July 03	6.40
Follett Bookstore	01	Information Center	Office Supplies	Departmental Charges	6.36
Follett Bookstore	01	Information Center	Office Supplies	Departmental Charges	8.22
Illini Trophy	01	Information Center	Office Supplies	Name Badges	6.00
SBM Business Equipment Center	01	Information Center	Office Supplies	FO-15CR Sharp Imaging Film Roll	69.90
Follett Bookstore	01	Grant, Planning, & Research	Office Supplies	Departmental Charges	32.09
Michener Institute	01	Grant, Planning, & Research	Office Supplies	Book "Criteria for a Learning College"	16.00
Lodis Corporation	01	VP-Instructional Services	Office Supplies	Calendar Refill	29.50
Hecht, Deborah J.	01	VP-Instructional Services	Conference/Meeting Expense	Travel-Aurora AAT 9/24/03	64.60
Hecht, Deborah J.	01	VP-Instructional Services	Conference/Meeting Expense	Travel-Summit Aurora 10/7/03	90.00
Eichman, Richard	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement Summer 03	345.00
VanderWege, Robertus J.	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement	345.00
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance for FY 04	44.78
Edelbach, David J.	01	Other Instructional	Conference/Meeting Expense	Travel-10/7/03 Spectroscopic Solutions Seminar	77.55
ICTM	01	Other Instructional	Conference/Meeting Expense	Conference Fee	85.00
Illinois Community College Fac	01	Other Instructional	Conference/Meeting Expense	Registration Fee-M Kidder	85.00
National Collegiate Honors Cou	01	Other Instructional	Conference/Meeting Expense	Conference - Noel Berky 11/5/03	250.00

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West, Amy J.	01	Other Instructional	Conference/Meeting Expense	CNA Instructor Course 9/22/03	534.95
Consolidated Management Co	01	Other Instructional	Other Conference & Meeting	Refreshments 10/8	92.55
Top Dog Music Inc	01	Other Instructional	Instructional Equipment	Music Equipment (Guitar & Accessories)	722.42
Follett Bookstore	01	Dean of Arts, Social Sciences & P	Office Supplies	Bookstore Charges July 03	4.04
Follett Bookstore	01	Dean of Arts, Social Sciences & P	Office Supplies	Bookstore Charges	25.07
Illini Trophy	01	Dean of Arts, Social Sciences & P	Office Supplies	Name Badges	6.00
Illini Trophy	01	Dean of Arts, Social Sciences & P	Office Supplies	Name Badges	6.00
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges July 03	56.25
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges	1.68
Follett Bookstore	01	Art	Instructional Supplies	Departmental Charges	6.09
Global Computer Supplies	01	Art	Instructional Supplies	016-1606-00 Tektronix Phaser 840 Magenta 5pk + 2 B	330.50
Lundgren's Inc	01	Art	Instructional Supplies	Darkroom Supplies (Joe Popp Photo Class)	107.73
Popp, Joseph S.	01	Art	Instructional Supplies	Wall Clock	21.34
Green River Lines Inc	01	Art	Other Conference & Meeting	Deposit-Trip Art Institute	320.00
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges	3.16
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges	52.87
Follett Bookstore	01	English	Instructional Supplies	Departmental Charges	6.15
Illini Trophy	01	English	Instructional Supplies	Name Badges	12.00
Follett Bookstore	01	Foreign Language	Instructional Supplies	Departmental Charges	98.02
Pinter, Karen	01	Reading	Instructional Supplies	Stop Watches	62.64
Pratt Audio-Visual & Video Cor	01	Reading	Instructional Supplies	Claridge LCS2401R 4x8 White Boards-Reading Class	393.98
Follett Bookstore	01	Humanities	Instructional Supplies	Bookstore Charges	1.51
Murray, Kris A.	01	Humanities	Instructional Supplies	Supplies	38.80
Follett Bookstore	01	Music	Instructional Supplies	Bookstore Charges July 03	34.40
Iwaasa, Juel	01	Music	Instructional Supplies	Music Supplies	21.40

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Iwaasa, Juel	01	Music	Instructional Supplies	Music Supplies	16.56
Top Dog Music Inc	01	Music	Instructional Supplies	Music Equipment (Guitar & Accessories)	124.95
Follett Bookstore	01	Philosophy	Instructional Supplies	Bookstore Charges July 03	2.39
Follett Bookstore	01	Philosophy	Instructional Supplies	Bookstore Charges	75.00
Consolidated Management Co	01	Fitness Center	Instructional Supplies	Wellness Center	9.00
Follett Bookstore	01	Fitness Center	Instructional Supplies	Bookstore Charges July 03	8.97
Illini Trophy	01	Fitness Center	Instructional Supplies	Name Badges	6.00
Red Canyon Systems	01	Fitness Center	Instructional Supplies	Yearly Support & Maintenance of Software	310.00
Braddock, Samuel L.	01	Criminal Justice	Conference/Meeting Expense	Travel-Highland Classea	243.00
Follett Bookstore	01	Human Services	Instructional Supplies	Bookstore Charges	81.98
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges July 03	106.00
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges	32.06
Follett Bookstore	01	Psychology	Instructional Supplies	Departmental Charges	35.06
Follett Bookstore	01	Sociology	Instructional Supplies	Bookstore Charges	11.41
White, Linley V.	01	Dean of Business, Tech & Natural	Office Supplies	Books	123.00
Consolidated Management Co	01	Dean of Business, Tech & Natural	Conference/Meeting Expense	Metting w/Highland Community College	33.00
Follett Bookstore	01	Accounting	Instructional Supplies	Bookstore Charges July 03	6.00
William Rainey Harper College	01	Business	Consultants	Real Estate Instructor's Salary	397.20
Illini Trophy	01	Business	Instructional Supplies	Name Badges	6.00
Illini Trophy	01	Computer Information Systems	Instructional Supplies	Name Badges	6.00
Illini Trophy	01	Office & Administrative Services	Instructional Supplies	Name Badges	6.00
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Monthly Service Contract-Sharp Copier OAS Lab	48.04
Follett Bookstore	01	Electronics	Instructional Supplies	Bookstore Charges July 03	41.00
Illini Trophy	01	Electronics	Instructional Supplies	Name Badges	12.00
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	23.85

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Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	21.00
Follett Bookstore	01	HVAC	Instructional Supplies	Bookstore Charges July 03	191.50
Goodman Midwest Dist	01	HVAC	Instructional Supplies	Sheets 28 Gage 3x8 Sheet Metal	285.00
C & N Supply	01	Machine Tool	Instructional Supplies	Machine Brushes LD 53 42213	61.76
Dynapath	01	Machine Tool	Instructional Supplies	Servo Board For CNC Mill P/N4204348	828.67
Follett Bookstore	01	Machine Tool	Instructional Supplies	Bookstore Charges	97.00
Follett Bookstore	01	Machine Tool	Instructional Supplies	Departmental Charges	-97.00
Illini Trophy	01	Manufacturing Technology	Instructional Supplies	Name Badges	6.00
Follett Bookstore	01	Mechanical Design	Instructional Supplies	Bookstore Charges	80.75
Fountain, William B.	01	Mechanical Design	Instructional Supplies	Mechanical Design Supplies	161.20
Illini Trophy	01	Mechanical Design	Instructional Supplies	Name Badges	6.00
Penn Tool Co	01	Mechanical Design	Instructional Supplies	4 Pc. Drill Sleeve Set #51-838-1	16.99
Penn Tool Co	01	Mechanical Design	Instructional Supplies	American Standard +(B+S) Gage #30-318-0	18.45
Penn Tool Co	01	Mechanical Design	Instructional Supplies	U.S. Standard Gage #30-319-8	18.45
Penn Tool Co	01	Mechanical Design	Instructional Supplies	SPI Dial Caliper #30-451-9	22.95
Penn Tool Co	01	Mechanical Design	Instructional Supplies	SPI Dial Caliper #30-452-7	22.95
Penn Tool Co	01	Mechanical Design	Instructional Supplies	SPI Dial Caliper #30-450-1	22.95
Penn Tool Co	01	Mechanical Design	Instructional Supplies	Tee Knobs (1/4") Black #99-624-9	14.00
Penn Tool Co	01	Mechanical Design	Instructional Supplies	Tee Knobs (5/16") Red #99-725-4	16.75
Penn Tool Co	01	Mechanical Design	Instructional Supplies	Tee Knobs (3/8") Gray #99-826-0	18.25
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies thru October 15th, 2003	109.32
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies thru October 15th, 2003	21.16
Carolina Biological Supply Co	01	Biology	Instructional Supplies	See Attached Biology Supplies	160.88
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies thru October 15th, 2003	26.56
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies thru October 15th, 2003	4.84

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Carolina Biological Supply Co	01	Biology	Instructional Supplies	ER-21-1185 Carolina BLU Kit	89.00
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies thru October 15th, 2003	176.39
Carolina Biological Supply Co	01	Biology	Instructional Supplies	ER-21-1205 Carolina BLU DNA Fingerprinting Kit	99.00
Flinn Scientific	01	Biology	Instructional Supplies	Cyclohexane 500ml	84.42
Flinn Scientific	01	Biology	Instructional Supplies	S0142 Sulfur Precipitated 500g	85.55
Follett Bookstore	01	Biology	Instructional Supplies	Bookstore Charges July 03	144.91
Follett Bookstore	01	Biology	Instructional Supplies	Bookstore Charges	2.85
Follett Bookstore	01	Biology	Instructional Supplies	Departmental Charges	134.50
Modern Biology	01	Biology	Instructional Supplies	ep-1/8 Electrophoresis pkg 1/8	156.87
Smith, Brad W.	01	Biology	Instructional Supplies	Supplies	27.94
Wood, Therese L.	01	Biology	Instructional Supplies	Biology Supplies	99.59
Wood, Therese L.	01	Biology	Instructional Supplies	Biology Supplies	111.98
Carolina Biological Supply Co	01	Biology	Capital Supplies	ER-56-6659 Human Half Head Model	2,025.00
Farley's Appliance	01	Biology	Capital Supplies	Small Refrigerator	425.00
Shark's Cove	01	Biology	Capital Supplies	75 Gallon Salt Water Aquarium, Complete	1,098.71
Aldrich Chemical Company	01	Chemistry	Instructional Supplies	20561-3 Aliquat 336, 5ml	116.58
Fisher Science Education	01	Chemistry	Instructional Supplies	CJS19398 Instructor Set Models	150.41
Flinn Scientific	01	Chemistry	Instructional Supplies	Cyclohexane 500ml	37.79
Follett Bookstore	01	Chemistry	Instructional Supplies	Bookstore Charges	2.70
Follett Bookstore	01	Chemistry	Instructional Supplies	Departmental Charges	7.98
Illini Trophy	01	Chemistry	Instructional Supplies	Name Badges	6.00
U S Filter Corporation	01	Chemistry	Instructional Supplies	See Attached Chemistry Service Work	133.00
Follett Bookstore	01	Mathematics	Instructional Supplies	Bookstore Charges July 03	11.56
Follett Bookstore	01	Mathematics	Instructional Supplies	Bookstore Charges	9.33
Illini Trophy	01	Mathematics	Instructional Supplies	Name Badges	6.00

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White, Linley V.	01	Mathematics	Instructional Supplies	Batteries for Calculators	311.01
Illini Trophy	01	Mathematics- Developmental	Instructional Supplies	Name Badges	6.00
KSB Hospital	01	Health Occupational	Instructional Supplies	Instructional Supplies for First Aid/CPR Class DCC	58.75
SBM Business Equipment Center	01	Director of Health Careers Ed	Maintenance Services	Monthly Maintenane Agreement	41.90
Follett Bookstore	01	Director of Health Careers Ed	Office Supplies	Departmental Charges	5.50
Illini Trophy	01	Director of Health Careers Ed	Office Supplies	Name Badges	24.00
Quill Corporation	01	Director of Health Careers Ed	Office Supplies	Office Supplies Open P.O.	335.36
Quill Corporation	01	Director of Health Careers Ed	Office Supplies	Office Supplies Open P.O.	53.03
Lippincott Williams & Wilkins	01	Director of Health Careers Ed	Publications and Dues	Renew Subscription to Nurse Educator 10/03-10/04	59.95
Illinois State University	01	Director of Health Careers Ed	Conference/Meeting Expense	Conference 10/20/03 J Lynch	60.00
Lynch, Janet L.	01	Director of Health Careers Ed	Conference/Meeting Expense	Travel-10/10/03 Illinois Nurse Assoc. Conference	446.49
Lynch, Janet L.	01	Phlebotomy	Conference/Meeting Expense	Travel- Tech/Prep Conference 9/25/03	153.46
Sears, Doug A.	01	Phlebotomy	Conference/Meeting Expense	Travel-Pick-up Ambulance	34.00
Wolf, Robert	01	Phlebotomy	Conference/Meeting Expense	Pick up Ambulance	216.00
Briggs Corporation	01	Associate Degree Nursing	Instructional Supplies	Medication Added Labels L2313	45.52
CGH Medical Center	01	Associate Degree Nursing	Instructional Supplies	Linen Service August 2003	120.00
CGH Medical Center	01	Associate Degree Nursing	Instructional Supplies	Buretrol Solution Set	37.88
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	118.30
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	6.24
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	79.38
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	114.92
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	56.47
Follett Bookstore	01	Associate Degree Nursing	Instructional Supplies	Bookstore Charges	66.50
Wallcur, Inc	01	Associate Degree Nursing	Instructional Supplies	Practi-Amp	77.95
NCLEX Program Reports	01	Associate Degree Nursing	Publications and Dues	Subscription Renewal NCLEX-RN	300.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Poci, Shirley A.	01	Associate Degree Nursing	Conference/Meeting Expense	Travel-CGH Medical Warehouse	5.76
Interact	01	Associate Degree Nursing	Instructional Equipment	Interactive Video Workstation IA2002P500	3,850.00
Southern Illinois University	01	Nurse Assistant	Consultants	CNA Background Check	240.00
Southern Illinois University	01	Nurse Assistant	Consultants	CNA Background Check	100.00
Follett Bookstore	01	Licensed Practical Nursing	Office Supplies	Bookstore Charges July 03	3.99
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	LPN Supplies Open P.O.	31.15
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	LPN Supplies Open P.O.	89.70
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	LPN Supplies Open P.O.	2.08
Edgeco	01	Licensed Practical Nursing	Instructional Supplies	Deluxe Large Capacity Linen Cart #P54-3486	252.97
NCLEX Program Reports	01	Licensed Practical Nursing	Publications and Dues	Subscription Renewal NCLEX-RN	200.00
Diagnostic Imaging Inc	01	Radiologic Technology	Maintenance Services	Rad Tech Supplies Open P.O.	175.00
DeKroft-Metz and Co, Inc	01	Radiologic Technology	Instructional Supplies	KENDALL Tracheotomy Care Tray #42201	132.89
DeKroft-Metz and Co, Inc	01	Radiologic Technology	Instructional Supplies	CARELINE Isolation Kit #CRL 081-24-29	217.16
Diagnostic Imaging Inc	01	Radiologic Technology	Instructional Supplies	Rad Tech Supplies Open P.O.	185.64
Diagnostic Imaging Inc	01	Radiologic Technology	Instructional Supplies	Maintenance	913.05
Follett Bookstore	01	Radiologic Technology	Instructional Supplies	Bookstore Charges	59.90
Health & Allied Science Publis	01	Radiologic Technology	Instructional Supplies	Magnetic Resource Img. Exam	33.95
Jim Coleman, Ltd	01	Radiologic Technology	Instructional Supplies	Rad Tech Information	68.88
Techno-Aide Mfg Co, Inc	01	Radiologic Technology	Instructional Supplies	TA-002 Identifier 5/8" R/L Marker Sets w/Initials	348.95
Brevitt, Dianna H.	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Sites thru 9/29/03	108.72
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Clinical Travel thru 9/15/03	186.48
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Sites	266.76
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Sites thru 9/30/03	167.04
Licensed Practical Nurse Assoc	01	Other Health Careers	Instructional Supplies	IV Therapy Application Review F 03	50.00
Poci, Shirley A.	01	Other Health Careers	Conference/Meeting Expense	Travel- KSB Hospital	5.04

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Armstrong Medical	01	Paramedic Program	Instructional Equipment	Child CRiSis Manikin	2,867.66
Emergency Vehicle Sales & Serv	01	Paramedic Program	Instructional Equipment	1989 Ambulance	4,000.00
Southwestern Illinois College	01	Dean of Information Systems	Publications and Dues	FY 04 ICCCA Dues	100.00
Pfeifer, Alan	01	Dean of Information Systems	Conference/Meeting Expense	Travel-ION Meeting 9/26/03	159.12
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Book	38.88
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books For Library	2,939.30
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	186.02
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	33.00
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	341.47
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	472.59
CQ Press	01	Learning Resource Center	Books and Binding Costs	2003 Renewal of State & Local Government	32.45
Daedalus Books	01	Learning Resource Center	Books and Binding Costs	Books	402.83
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	198.52
Information Today	01	Learning Resource Center	Books and Binding Costs	Directory	203.05
US Bank	01	Learning Resource Center	Books and Binding Costs	Books-Videos-Library	985.78
CINAHL Information Systems	01	Learning Resource Center	Publications and Dues	Yearly Subscription to CINAHL	396.00
EBSCO	01	Learning Resource Center	Publications and Dues	Books	88.23
Beinhoff, Lisa A.	01	Learning Resource Center	Conference/Meeting Expense	Travel-Burpee Museum 9/12/03	39.60
Beinhoff, Lisa A.	01	Learning Resource Center	Conference/Meeting Expense	Travel-ILCSO Mtg 9/24/03	148.12
Beinhoff, Lisa A.	01	Learning Resource Center	Conference/Meeting Expense	Travel-NILRC Mtg 9/26/03	68.40
Hewlett-Packard	01	Academic Computing	Maintenance Services	Hardware/Software Support	105.00
NCS Pearson, Inc	01	Academic Computing	Maintenance Services	Maintenance for Scanner	288.00
Kahlon Inc	01	Academic Computing	Instructional Supplies	Power Supply for Powermac G4 800	215.00
Unique Computer	01	Academic Computing	Instructional Supplies	Scanjet & Omnipage	308.00
Unique Computer	01	Academic Computing	Instructional Supplies	Parts for Ghost Server	400.00

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Unique Computer	01	Academic Computing	Instructional Supplies	CDRW/DVD Bl	128.00
Hewlett-Packard	01	Academic Computing	Computer Software	Hardware/Software Support	58.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Repair	90.50
Pratt Audio-Visual & Video Cor	01	Instructional Technology Center	Maintenance Services	LCD Projector Bulb	478.00
Pratt Audio-Visual & Video Cor	01	Instructional Technology Center	Maintenance Services	LCD Projector Repair	470.53
Helix Camera	01	Instructional Technology Center	Instructional Technology Materia	PHGB Photo Flex 5'x7' Green Screen	110.95
Illini Trophy	01	Instructional Technology Center	Instructional Technology Materia	Name Badges	6.00
Micro Warehouse	01	Instructional Technology Center	Instructional Technology Materia	Adobe Audition-WIN TCHVW153083	149.35
Philadelphia Security Products	01	Instructional Technology Center	Instructional Technology Materia	AP-11 1.25"x1.5" Flat Plate	81.39
Unique Computer	01	Instructional Technology Center	Instructional Technology Materia	3 Mouse Splitters	150.00
Pfeifer, Alan	01	Instructional Technology Center	Conference/Meeting Expense	Travel-Fulton HS 9/11/03	25.20
Hewlett-Packard	01	Administrative Computing	Maintenance Services	Hardware/Software Suppor	1,668.00
Follett Bookstore	01	Administrative Computing	Office Supplies	Bookstore Charges	23.22
Follett Bookstore	01	Administrative Computing	Office Supplies	Departmental Charges	24.62
Graybar Electric Company Inc.	01	Administrative Computing	Office Supplies	108232778 Avaya 100E-318 Terminators	140.76
Graybar Electric Company Inc.	01	Administrative Computing	Office Supplies	CAT 5E Patch Cables	87.62
Interone, Alice	01	Administrative Computing	Office Supplies	Supplies	42.00
SBM Business Equipment Center	01	Administrative Computing	Office Supplies	Labels	97.98
Unique Computer	01	Administrative Computing	Office Supplies	Phone Kits	13.90
Unique Computer	01	Administrative Computing	Office Supplies	Inkjet Cartridges	300.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink Cartridges	416.00
Hewlett-Packard	01	Administrative Computing	Computer Software	Hardware/Software Suppor	769.30
SCT Software & Resource Mgmt C	01	Administrative Computing	Computer Software	Oracle Products Maintenance	12,501.00
SCT Software & Resource Mgmt C	01	Administrative Computing	Computer Software	Technical Currency Program	61,603.00
Verity, Inc.	01	Administrative Computing	Computer Software	Ultraseek Lisation Renewal 11/03-10/04	1,120.00

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American Counseling Assocatio	01	VP- Student Services	Publications and Dues	Membership FY 04	125.00
LRP Publications	01	VP- Student Services	Publications and Dues	FERPA Subscription	114.50
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel-President's Meeting	158.14
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Supplies for Retreat	109.59
White Pines Inn	01	VP- Student Services	Conference/Meeting Expense	Student Services Retreat 10/17/03	353.09
Illini Trophy	01	Other Student Services	Other Supplies	Name Badges	6.00
Clodfelter, Pamela J.	01	Student Recruitment	Other Supplies	Recruiting Candy	61.41
Consolidated Management Co	01	Student Recruitment	Other Supplies	High School Appreciation Breakfast	210.00
Creative Printing	01	Student Recruitment	Other Supplies	SOAR Brochures	302.60
Follett Bookstore	01	Student Recruitment	Other Supplies	Departmental Charges	14.43
Rock River Printers	01	Student Recruitment	Other Supplies	Discover Sauk Posters	359.99
Illini Trophy	01	Admissions, Records & Placement	Office Supplies	Name Badges	24.00
ACE Fulfillment Service	01	Admissions, Records & Placement	Publications and Dues	2003/2004 ACE Guides	148.50
Ill Assoc of Collegiate Regist	01	Admissions, Records & Placement	Conference/Meeting Expense	Conference Fee Pam C & Pam M	310.00
SBM Business Equipment Center	01	Financial Aid & Veterans Affairs	Office Supplies	Glue Sticks AVE00166	76.31
Brown, John W.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-ISAC Fall Conference 10/2/03	62.78
Heppler, Dawn A.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel - ISAC Seminar	64.22
Quill Corporation	01	Counseling	Instructional Supplies	Office Supplies(Labels-File Folders-Pens-Pencils)	101.85
Quill Corporation	01	Counseling	Instructional Supplies	Office Supplies(Labels-File Folders-Pens-Pencils)	51.18
Quill Corporation	01	Counseling	Instructional Supplies	Legal Size Open Shelving w/Receding Doors	666.24
NAFSA	01	Counseling	Publications and Dues	MEMbership Dues FY 04	285.00
Breed, Thomas	01	Counseling	Conference/Meeting Expense	Travel-Western Ill Articulation Conference 10/9	98.28
Comfort Inn & Suites	01	Counseling	Conference/Meeting Expense	Rooms/Articulation Conference 9/21/03	97.62
Daly, Ann C.	01	Counseling	Conference/Meeting Expense	Travel-9/25/03 ISU Conference	89.60
Funston, Terry L.	01	Counseling	Conference/Meeting Expense	Travel 9/24/03 Articulation Conference	47.00

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Jackson, Lawrence E.	01	Counseling	Conference/Meeting Expense	Travel Articulation Conference 9/19/03	69.80
Matheney, Janet I.	01	Counseling	Conference/Meeting Expense	Travel-Articulation Conference 9/24/03	47.00
National Council on Student De	01	Counseling	Conference/Meeting Expense	Conference Fee 10/19/03	345.00
Sheraton St Louis Center Hotel	01	Counseling	Conference/Meeting Expense	Lodging Fees NCSD Conference 10/19/03	273.38
Southern Illinois University	01	Counseling	Conference/Meeting Expense	Articulation Conference Fee 9/21/03	40.00
Super 8 Motel	01	Counseling	Conference/Meeting Expense	Lodging for Articulation Conf 9/22-9/23	121.78
University Union	01	Counseling	Conference/Meeting Expense	Lodging WIU Conference 10/9/03	42.18
State of Illinois	01	VP- Administrative Services	Publications and Dues	Notary Public Renewal-Nancy Breed	10.00
Community College Business Off	01	VP- Administrative Services	Conference/Meeting Expense	Registration R Bittner 11/15/03	425.00
Funston, Terry L.	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Summer 03	575.00
Matheney, Janet I.	01	Other Institutional	Tuition Reimbursement	Spring 2003 Tuition Reimbursement	100.00
Federal Express Corp	01	Other Institutional	Postage	Shipping Charges	106.78
US Postmaster	01	Other Institutional	Postage	Spring 04 Class Schedule	725.00
US Postmaster	01	Other Institutional	Postage	Spring 04 Class Schedule	1,320.00
US Postmaster	01	Other Institutional	Postage	Spring 2004 Class Schedule	1,675.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,500.00
United Parcel Service	01	Other Institutional	Postage	Monthly Charges 9/6-10/03/03	101.27
Breed, Thomas	01	Other Institutional	Recruitment	Luncheon for SSS Candidate	89.73
Daily Chronicle	01	Other Institutional	Recruitment	Recruitment FY04	511.12
Journal Standard	01	Other Institutional	Recruitment	Advertising for Vacancy	289.70
Muturo, Belete	01	Other Institutional	Recruitment	Interview-Student Support Services	377.59
Rockford Register Star	01	Other Institutional	Recruitment	Recruitment FY04	679.68
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY04 Open P.O.	297.39
Treasurer, State of Illinois	01	Other Institutional	Financial Charges & Adjustments	Unclaimed Property thru 6/30/1996	4.50
SBM Business Equipment Center	01	Business Office	Maintenance Services	Open Purchase Order/Maintenance-Sharp Copier 03-04	31.14

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Illinois Association of School	01	Business Office	Conference/Meeting Expense	Conference 10/21/03 P Meyer	95.00
Meyer, Paula S.	01	Business Office	Conference/Meeting Expense	Travel-Touchnet Conference 9/23/03	118.60
Black Hawk College	01	Tuition Chargeback	Tuition Chargeback	Tuition Chargeback Fall 2003	430.00
Devan, Curtis	01	Personnel Office	Conference/Meeting Expense	Travel Harper College -Human Resource Meeting	90.60
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Winner's Birthday & Winner's Cards	121.00
Devan, Curtis	01	Personnel Office	Other Conference & Meeting	Travel-NIN Training	39.60
Consolidated Management Co	01	Phi Theta Kappa	Office Supplies	PTK Induction Ceremony Refreshments	75.50
Nunez, Steve C.	01	Phi Theta Kappa	Other Supplies	Phi Theta Kappa Supplies	265.38
Rock Valley College	01	Phi Theta Kappa	Conference/Meeting Expense	PTK Convention Registration	350.00
O'Leary, Sheila	010110	Corp Serv Professional Developme	Consultants	Training @ Loparex	540.00
O'Leary, Sheila	010110	Corp Serv Professional Developme	Instructional Supplies	Supplies for Loparex Training	6.25
Quill Corporation	010110	Corporate Services Admin.	Office Supplies	At-A-Glance Desk Pad Calendar 038-SK71000	8.99
Quill Corporation	010110	Corporate Services Admin.	Office Supplies	Boss Leather Exec. Chair #902-B8106	64.45
Quill Corporation	010110	Corporate Services Admin.	Office Supplies	8-1/2x11 Pastel Green Paper 038-083220	40.68
SBM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Maintenance Contract FY04	47.56
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Publications and Dues	Kiwanis Dues FY 04	80.00
Follett Bookstore	010110	Corporate Services Admin.	Advertising	Departmental Charges	-367.50
Gericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-Area Business thru 9/25/03	48.60
Gericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-ICCEDA Conference 10/02/03	108.00
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel Area thru 8/20/03	54.36
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-Area Meetings thru 9/29/03	195.37
Lincoln Land Community College	010110	Corporate Services Admin.	Conference/Meeting Expense	Fall Conference ICCEDA	198.00
Mach, Paul C.	010120	Leisure	Consultants	CCS Class-10/08/03	80.00
Seguin, Michael	010120	Leisure	Consultants	Adult Bicyclists Workshop 10/01/03	18.00
Depuy, Jeanne A.	010120	Tours & Events	Conference/Meeting Expense	Flanagans Wake Tickets Balance Due	14.00

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Brown, Miakka L.	010120	Youth Programs	Consultants	Shock Treatment CCS CLass Fall 2004	25.00
American College Testing Progr	010120	Youth Programs	Instructional Supplies	ACT Sample Test Booklets	32.00
Brown, Miakka L.	010120	Youth Programs	Instructional Supplies	Rental of Props & Scenery for Nutcraker	925.00
Seguin, Kandy M.	010120	Youth Programs	Instructional Supplies	Supplies for CCS Classes	44.19
CURTIS 1000	010120	Community Service Administration	Office Supplies	CCS Business Envelopes	244.41
Creative Printing	010120	Community Service Administration	Office Supplies	Business Cards: Kandy Seguin 500/box	40.00
Quill Corporation	010120	Community Service Administration	Office Supplies	8-1/2x11 Copy Paper HPC8511	183.90
SBM Business Equipment Center	010120	Community Service Administration	Office Supplies	Maintenance Contract FY04	47.56
Illinois Council on Continuing	010120	Community Service Administration	Publications and Dues	ICCET Membership Fee for Tom & Kandy	50.00
Seguin, Kandy M.	010120	Community Service Administration	Conference/Meeting Expense	Travel- ICCET Conference 9/23/03	98.64
Education To Go	010120	Computers	Consultants	Ed2Go Courses September 2003	774.00
Follett Bookstore	010120	Polygraph Institute	Instructional Supplies	Bookstore Charges	27.88
ECOLAB	02	Maintenance	Maintenance Services	Monthly Exterminator Service	186.50
ECOLAB	02	Maintenance	Maintenance Services	Monthly Exterminator Service	186.50
John A Loos Sons Inc	02	Maintenance	Maintenance Services	Repair Trane Air Conditioner	2,271.81
Kone, Inc	02	Maintenance	Maintenance Services	Quarterly Elevator Service	2,014.56
PDC Laboratories, Inc	02	Maintenance	Maintenance Services	Water Testing	81.00
ALL Equipment	02	Maintenance	Maintenance Supplies	Seal for Weinman Pump	157.57
C-B Kramer Sales & Service	02	Maintenance	Maintenance Supplies	Boiler Gaskets	480.12
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 04	43.00
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 04	115.40
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 04	16.51
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 04	60.54
Ferguson Thrall	02	Maintenance	Maintenance Supplies	Freight-Valves	99.99
Grummerts Do It Best Hardware	02	Maintenance	Maintenance Supplies	Bleach	70.92

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Honeywell	02	Maintenance	Maintenance Supplies	Tool Kit Gauge	173.91
McMaster Carr Supply Company	02	Maintenance	Maintenance Supplies	Pipe Insulation Repair Kit	109.38
Menards	02	Maintenance	Maintenance Supplies	Wood	28.63
Menards	02	Maintenance	Maintenance Supplies	supplies	53.06
Menards	02	Maintenance	Maintenance Supplies	Drill Bits, Connectors	13.19
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	44.27
Menards	02	Maintenance	Maintenance Supplies	Batteries, Cement	44.17
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies for Maintenance	101.99
Menards	02	Maintenance	Maintenance Supplies	Miscellaneous Supplies for Maintenance	35.54
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	74.10
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	112.84
ONDEO Nalco Company	02	Maintenance	Maintenance Supplies	Quills	283.46
Paulsen, Carmel A.	02	Maintenance	Maintenance Supplies	V-Belt	28.44
Rock River Lumber & Grain	02	Maintenance	Maintenance Supplies	Salt-New Softeners	405.00
Schimberg Company	02	Maintenance	Maintenance Supplies	Freight	11.20
Schimberg Company	02	Maintenance	Maintenance Supplies	Gaskets & Tubing Cutters	73.94
Schimberg Company	02	Maintenance	Maintenance Supplies	Freight/Schimberg	72.41
Schmall, Rex G.	02	Maintenance	Maintenance Supplies	Tank Heater	36.11
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Paint	285.44
USA Bluebook	02	Maintenance	Maintenance Supplies	Gaskets, Gasket materials	54.02
Viking Chemical Company	02	Maintenance	Maintenance Supplies	Caustic Soda	332.96
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	107.89
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	114.33
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	113.35
Hili's Electric Motor Service	02	Custodial	Maintenance Supplies	Repair Motor	133.58

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Illinois Material Handling	02	Custodial	Maintenance Supplies	Maintenance od Fork Truck	102.25
John A Loos Sons Inc	02	Custodial	Maintenance Supplies	Repair A/C - Computer Area	1,708.92
Menards	02	Custodial	Maintenance Supplies	Custodial Supplies	137.91
Schimberg Company	02	Custodial	Maintenance Supplies	3" CLA-VAL Model 90G-01AS 150# Flange Glode Style	2,006.00
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	57.48
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Return-Paint, Oil & Hand Cleaner	-57.48
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	42.69
Whisper Glide Company	02	Custodial	Maintenance Supplies	Chair Glides	40.48
Dixon Tire Center	02	Grounds	Maintenance Supplies	Tires	61.82
Menards	02	Grounds	Maintenance Supplies	Antifreeze, Van Supplies	25.28
Menards	02	Grounds	Maintenance Supplies	Maintenance Supplies	158.97
Mike's Repair Service	02	Grounds	Maintenance Supplies	Pre-heat Module Starter	175.28
Mike's Repair Service	02	Grounds	Maintenance Supplies	Maintenance Supplies	55.62
Napa Auto Parts	02	Grounds	Maintenance Supplies	Parts for Maintenance	57.65
Napa Auto Parts	02	Grounds	Maintenance Supplies	Belt	15.04
Napa Auto Parts	02	Grounds	Maintenance Supplies	Belt, Tester	17.21
Napa Auto Parts	02	Grounds	Maintenance Supplies	Maintenance Supplies	142.92
Rockford Industrial Welding Su	02	Grounds	Maintenance Supplies	Welding Rods	91.06
Rockford Industrial Welding Su	02	Grounds	Maintenance Supplies	Welding Supplies	16.05
Menards	02	Grounds	Vehicle Supplies	Antifreeze, Van Supplies	58.16
Secretary of State	02	Grounds	Vehicle Supplies	Title & Municipal Plates	75.00
CenterPoint Energy Marketing,	02	Utilities	Gas	Monthly Service	7,493.88
CenterPoint Energy Marketing,	02	Utilities	Gas	Monthly Service	13,221.70
Nicor Gas	02	Utilities	Gas	Monthly Charges	100.27
Nicor Gas	02	Utilities	Gas	Monthly Charges	102.56

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Nicor Gas	02	Utilities	Gas	Monthly Charges	126.25
Nicor Gas	02	Utilities	Gas	Monthly Charges	33.53
Nicor Gas	02	Utilities	Gas	Monthly Charges	92.07
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	11,452.75
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	19.12
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	13.33
Commonwealth Edison	02	Utilities	Electricity	Mnthy Service	39.05
AT & T	02	Utilities	Telephone	Monthly Telephone Charges	3,012.06
AT & T	02	Utilities	Telephone	Telephone Charges for Financial Aid (Fax)	8.25
Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Charges	2,807.46
Illinois Century Network (ICN)	02	Utilities	Telephone	Monthly Charges	1,168.00
United States Cellular	02	Utilities	Telephone	College Cellphone	48.32
United States Cellular	02	Utilities	Telephone	College Cell Phone	48.28
Verizon Wireless	02	Utilities	Telephone	Monthly Phone Charge	23.16
Verizon Wireless	02	Utilities	Telephone	Dr. Behrendt Cell Phone Services 2003-2004	42.88
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	444.33
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Printer Cartridge	34.99
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Credit for Printer Cartridge	-28.78
Frederick, James E.	02	Building and Grounds Administrat	Conference/Meeting Expense	Travel Advance MAPPA Conference 9/28/03	629.08
Frederick, James E.	02	Building and Grounds Administrat	Conference/Meeting Expense	Travel-MAPPA Conference	85.30
MAPPA 2003 Conference	02	Building and Grounds Administrat	Conference/Meeting Expense	Conference Fee	250.00
Burnidge Cassell Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Architectural fees - Theater Renovation Project	21,103.19
D R Gilbert & Sons, Inc	03	Operations & Maintenance- Restri	Building Remodeling	Waterworks Project	64,012.00
D. J. Sickley Construction Co.	03	Operations & Maintenance- Restri	Building Remodeling	App 2 Theatre Renovation	13,595.40
Layne-Western	03	Operations & Maintenance- Restri	Building Remodeling	Waterworks Project	24,579.00

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Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineering Services/Waterworks Project	4,658.70
D. J. Sickley Construction Co.	03	ICCB ADA Access Grant	Building Remodeling	ADA Doorways	25,885.17
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	91.45
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Learning Materials	18.67
Follett Bookstore	050500	Child Care Center	Other Supplies	Bookstore Charges	10.38
Young, Christina M.	050500	Child Care Center	Other Supplies	Child Care Supplies	23.98
Damhoff, Russ K.	050600		Petty Cash	Volleyball Petty Cash	100.00
Jackson, William J.	050600		Petty Cash	Baseball Petty Cash FY 04	200.00
Bennett, Charles J	050600	Men's Basketball	Other Contractual Services	Referee Basketball Practice 10/8/03	15.00
Damhoff, Russ K.	050600	Men's Basketball	Other Contractual Services	Referee Practice Basketball 10/9/03	45.00
Justice, Daniel L.	050600	Men's Basketball	Other Contractual Services	Basketball Ref Practice Game 10/8/03	15.00
Justice, Daniel L.	050600	Men's Basketball	Other Contractual Services	Referee Basketball Practice 10/8/03	15.00
Adcraft Printwear Co.	050600	Men's Basketball	Other Supplies	White Printed T's & Screen Fees	394.00
Charles Kriston Enterprises	050600	Men's Basketball	Other Supplies	Decals	68.15
Sterling Complete Wellness Med	050600	Men's Basketball	Other Supplies	Insurance -E Shiaras	100.00
Temple's Sporting Goods	050600	Men's Basketball	Other Supplies	Tape	246.22
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel-Vincennes Jamboree	316.01
Executive Inn	050600	Men's Basketball	Other Conference & Meeting	Vincennes Jamboree 10/10/03	331.40
Custom Monogram	050600	Cross Country	Other Supplies	Aces Track Uniforms-Tops	274.40
Millikin University	050600	Cross Country	Other Conference & Meeting	Millikin Classic 10/17/03	100.00
Sullivan, Michael D.	050600	Cross Country	Other Conference & Meeting	Cross Country Travel	148.55
Waubonsee Community College	050600	Cross Country	Other Conference & Meeting	Cross Country Invite 9/6/03	125.00
Acushnet Company	050600	Golf	Other Supplies	980F Right Handed Fairway Wood, 15 Degrees	90.00
Acushnet Company	050600	Golf	Other Supplies	Golf Gloves Permasoft Cadet Medium 9 left 3 right	108.00
Acushnet Company	050600	Golf	Other Supplies	Golf Shoes: Dry Joy #53494 Brown/Black 10M	90.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Acushnet Company	050600	Golf	Other Supplies	Golf Shoes: Gel Fusion #59953 Black/Black 13W	86.00
Acushnet Company	050600	Golf	Other Supplies	Golf Shoes: Air Max Sport #183908141 White/Silver/	60.00
Economy Trophy Co	050600	Golf	Other Supplies	Trophies for Sauk Valley Invite 9/09/03	66.75
Sun Mountain	050600	Golf	Other Supplies	Six Headwind Solo Vests-Bonfire, 2M, 2L, 2XL	83.20
Emerald Hill	050600	Golf	Other Conference & Meeting	Learning Center Usage Fee	350.00
Emerald Hill	050600	Golf	Other Conference & Meeting	Range Fees	1,210.00
Illinois Valley Community Coll	050600	Golf	Other Conference & Meeting	Golf Invite 9/19/03	250.00
Prairie View Golf Course	050600	Golf	Other Conference & Meeting	Player Fees Golf 10/03/03	240.00
Williams, David E.	050600	Golf	Other Conference & Meeting	Golf Travel 8/22/03	40.15
Williams, David E.	050600	Golf	Other Conference & Meeting	Golf Travel 9/14-15/03	279.65
Williams, David E.	050600	Golf	Other Conference & Meeting	Golf Meet 10/4/03	111.49
Jackson, William J.	050600	Men's Baseball	Other Supplies	Baseball Supplies	216.65
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	OMW Rawlings Leg Guards	140.99
Jackson, William J.	050600	Men's Baseball	Other Conference & Meeting	Baseball Travel	130.00
Jackson, William J.	050600	Men's Baseball	Other Conference & Meeting	Travel Baseball 9/12/03	108.00
Jackson, William J.	050600	Men's Baseball	Other Conference & Meeting	Baseball travel 9/28/03	65.00
Jackson, William J.	050600	Men's Baseball	Other Conference & Meeting	Travel-Baseball 10/10/03	128.40
Scenic Stage Line, Inc	050600	Men's Baseball	Other Conference & Meeting	Passenger Van Rental	129.20
Temple's Sporting Goods	050600	Women's Basketball	Other Supplies	Juco Basketball 10 Panel	63.61
Temple's Sporting Goods	050600	Women's Basketball	Other Supplies	Addidas V-Neck Pullovers	394.48
Temple's Sporting Goods	050600	Women's Basketball	Other Supplies	Basketball Scorebooks	883.93
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel Women's Basketball thru 9/21/03	460.75
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel-WBasketball thru 9/29/03	221.76
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Basketball 10/7/03	31.60
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel W Basketball thru 10/06/03	382.10

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Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Women's Tennis Travel 9/9/03	48.20
Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Tennis Travel 9/16 & 18/03	83.08
Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Meals for Regional 10/9/03 (3days)	301.00
Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Travel-Tennis 10/11/03	490.26
Temple's Sporting Goods	050600	Women's Softball	Other Supplies	Adhesive Foam	630.70
Temple's Sporting Goods	050600	Women's Softball	Other Supplies	Peterson Softball Score	8.00
Baumwell, Stephanie N.	050600	Women's Volleyball	Other Contractual Services	Vollryball Game 10/13/03	20.00
Chapman, Michael	050600	Women's Volleyball	Other Contractual Services	Referee Volleyball 9/24/03	75.00
Chapman, Michael	050600	Women's Volleyball	Other Contractual Services	Referee Volleyball 10/6/03	75.00
Dorman, Kristina	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 10/13/03	15.00
Echelbarger, Darcy R.	050600	Women's Volleyball	Other Contractual Services	Vollreyball 10/15/03	15.00
Fitzsimmons, Karli	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 10/13/03	15.00
Fleetwood, Katie L.	050600	Women's Volleyball	Other Contractual Services	Volleryball Game 9/24/03	15.00
Fleetwood, Katie L.	050600	Women's Volleyball	Other Contractual Services	Women's VolleyBall 10/01/03	15.00
Fleetwood, Katie L.	050600	Women's Volleyball	Other Contractual Services	Volleyball 10/06/03	15.00
Fowler, Paul	050600	Women's Volleyball	Other Contractual Services	Referee Volleyball 10/6/03	75.00
Goley, Meghan M.	050600	Women's Volleyball	Other Contractual Services	Women's VolleyBall 9/22/03 (Stats Road Game)	20.00
Goley, Meghan M.	050600	Women's Volleyball	Other Contractual Services	Vollryball 10/13/03	15.00
Goley, Meghan M.	050600	Women's Volleyball	Other Contractual Services	Volleyball 10/15/03	15.00
Goley, Meghan M.	050600	Women's Volleyball	Other Contractual Services	Volleyball 9/17-10/8-10/20	45.00
Jackson, Joshua A.	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 9/24/03	30.00
Jackson, Joshua A.	050600	Women's Volleyball	Other Contractual Services	Women's VolleyBall Game 10/01/03	15.00
Jackson, Joshua A.	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 10/13/03	15.00
Major, Krista L.	050600	Women's Volleyball	Other Contractual Services	Women's VolleyBall Game 10/01/03	15.00
Major, Krista L.	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 10/6/03	15.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Major, Krista L.	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 10/15/03	15.00
Major, Krista L.	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 10/13/03	15.00
McCormick, Karrie L.	050600	Women's Volleyball	Other Contractual Services	Volleyball 9/24/03	15.00
McCormick, Karrie L.	050600	Women's Volleyball	Other Contractual Services	Women's VolleyBall 10/01/03	15.00
McCormick, Karrie L.	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 10/6/03	15.00
Pettiway, Ruth	050600	Women's Volleyball	Other Contractual Services	Referee Women's Volleyball 10/01/03	75.00
Pettiway, Ruth	050600	Women's Volleyball	Other Contractual Services	Referee Volleyball 10/15/03	75.00
Richards, Tom	050600	Women's Volleyball	Other Contractual Services	Referee Volleyball Game 10/13/03	80.00
Schach, Steve	050600	Women's Volleyball	Other Contractual Services	Referee W Volleyball 10/1/03	75.00
Schach, Steve	050600	Women's Volleyball	Other Contractual Services	Referee Volleyball 10/15/03	75.00
Stadel, Ryan J.	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 9/24/03	30.00
Stadel, Ryan J.	050600	Women's Volleyball	Other Contractual Services	Women's VolleyBall 10/01/03	15.00
Stadel, Ryan J.	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 10/6/03	15.00
Stadel, Ryan J.	050600	Women's Volleyball	Other Contractual Services	Volleyball Game	15.00
Tate, Jessica	050600	Women's Volleyball	Other Contractual Services	Volleyball 10/15/03	15.00
Thinnes, Roger	050600	Women's Volleyball	Other Contractual Services	Referee W Volleyball 9/24/03	75.00
Tiatia, Malafu	050600	Women's Volleyball	Other Contractual Services	Referee Volleyball 10/13/03	75.00
Willstead, Brandie M.	050600	Women's Volleyball	Other Contractual Services	Volleyball Game 9/24/03	15.00
Barnes, Kris	050600	Women's Volleyball	Other Conference & Meeting	Volleyball Travel thru 9/22/03	268.58
Barnes, Kris	050600	Women's Volleyball	Other Conference & Meeting	Travel-Joliet 9/27/03	495.59
Barnes, Kris	050600	Women's Volleyball	Other Conference & Meeting	Dupage Volleyball	207.58
Comfort Inn & Suites	050600	Women's Volleyball	Other Conference & Meeting	College of DuPage Tourney Rooms	193.80
Country Inn & Suites	050600	Women's Volleyball	Other Conference & Meeting	Hotel/Volleyball	306.36
Holiday Inn	050600	Women's Volleyball	Other Conference & Meeting	Joliet Jr College Game	227.70
Boyle, Dayle	050600	General Athletics	Other Materials and Supplies	Trainer Volleyball Game 10/6/03	50.00

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Dukes, Michele	050600	General Athletics	Other Materials and Supplies	Trainer Volleyball Game 9/15/03 & 9/24/03	100.00
Dukes, Michele	050600	General Athletics	Other Materials and Supplies	Trainer Volleyball 10/01/03	50.00
Dukes, Michele	050600	General Athletics	Other Materials and Supplies	Trainer Volleyball 10/15/03	50.00
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Departmental Charges	12.69
Muskievicz, Tanya	050600	General Athletics	Other Materials and Supplies	Trainer Volleyball 10/13/03	50.00
Triple Crown Sports	050600	General Athletics	Other Conference & Meeting	Baseball Training Spring 04	500.00
Best Western	050600	Student Activities	Consultants	Room Charge for Preach Moss	54.39
Frank, Robb	050600	Student Activities	Consultants	Seminar Presenter 10/01 03	400.00
Consolidated Management Co	050600	Student Activities	Other Contractual Services	Food, Supplies, & Labor for Fun Fair 9/03/03	1,732.09
Consolidated Management Co	050600	Student Activities	Other Contractual Services	Refreshments for Mexican Independence Day	136.00
Quill Corporation	050600	Student Activities	Office Supplies	Blk 037-1P14 11/16 x 1-11/16 2 Lines SWC Print	48.38
Quill Corporation	050600	Student Activities	Office Supplies	Custom Versadator #037-N82 1-5/16 x 2-1/8 Framing	50.66
Derby, Dustin C.	050600	Student Activities	Other Materials and Supplies	Candy for Fiesta Day Parade	20.20
Film for the Humanities & Scie	050600	Student Activities	Other Materials and Supplies	BLV 10885 Conflict Resolution & Etiquette	83.00
Follett Bookstore	050600	Student Activities	Other Materials and Supplies	Bookstore Charges July 03	4.39
Follett Bookstore	050600	Student Activities	Other Materials and Supplies	Departmental Charges	67.87
Gramco School Supplies	050600	Student Activities	Other Materials and Supplies	BJ63300 BLACK 36" by 1000 Art Craft Roll (poster)	278.52
Rock River Provision Co	050600	Student Activities	Other Materials and Supplies	50# Popcorn (yellow)	295.45
Clow, Maria A.	050600	Student Activities	Conference/Meeting Expense	Supplies for Mexican Independence Celebration	51.66
Derby, Dustin C.	050600	Student Activities	Conference/Meeting Expense	Travel-10/10/03 ICCSAA Conference	108.00
Mexican Fine Arts	050600	Student Activities	Conference/Meeting Expense	Museum Trip	80.00
R C Smith Transportation	050600	Student Activities	Conference/Meeting Expense	Van Rental for ICCSAA Conference	95.00
Follett Bookstore	050600	Student Government	Other Materials and Supplies	Bookstore Charges	6.38
Follett Bookstore	050600	Student Government	Other Materials and Supplies	Departmental Charges	48.91
Hotel Pere Marquette	050600	Student Government	Other Conference & Meeting	Hotel /Conference 10/10/03	457.15

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Illinois Community College Stu	050600	Student Government	Other Conference & Meeting	Registration for Conference 10/10/03	600.00
Frerichs, Nancy M.	050600	Drama	Other Materials and Supplies	Costuming/Prop Materials Fall 03 Production	428.56
Hedrick, Jason J.	050600	Drama	Other Materials and Supplies	Theatre Supplies	74.66
Hedrick, Jason J.	050600	Drama	Other Materials and Supplies	Supplies for Frankenstein Play	101.74
Hedrick, Jason J.	050600	Drama	Other Materials and Supplies	Supplies/ Play "FRANKENSTEIN"	47.77
Hedrick, Jason J.	050600	Drama	Other Materials and Supplies	Fall 03 Production Supplies	31.11
Menards	050600	Drama	Other Materials and Supplies	Building Materials for Fall Production 03	94.52
Menards	050600	Drama	Other Materials and Supplies	Building Materials for Fall Production 03	166.76
Menards	050600	Drama	Other Materials and Supplies	Building Materials for Fall Production 03	19.74
Menards	050600	Drama	Other Materials and Supplies	Building Materials for Fall Production 03	141.58
Morgan, Brian	050600	Drama	Other Materials and Supplies	Make Up Fall 03 Production	300.00
Allison, Jay	050600	Speech & Readers Theater	Other Conference & Meeting	Registration Fee-Petit Jean Fall Fest 03	50.00
American Society of Composers,	050600	Music	Other Contractual Services	Music License Fee	403.00
Don Mullery's World of Cars	050800	Transportation	Maintenance Services	Repairs for College Van	45.78
Don Mullery's World of Cars	050800	Transportation	Maintenance Services	Oil Change for College Van	22.48
Amoco Oil Company	050800	Transportation	Vehicle Supplies	Gas - College Vans	43.85
Barnes, Kris	050800	Transportation	Vehicle Supplies	Gas Purchase College Van	28.30
Damhoff, Russ K.	050800	Transportation	Vehicle Supplies	Reimbursement for Gas for College Van	16.50
Damhoff, Russ K.	050800	Transportation	Vehicle Supplies	Gas - College Van	136.65
Funston, Terry L.	050800	Transportation	Vehicle Supplies	Gas for College Van	10.05
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas College Van	78.62
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas Purchases for College Vans	51.61
Sullivan, Michael D.	050800	Transportation	Vehicle Supplies	Gas for College Van	31.80
White, Rebecca	050800	Transportation	Vehicle Supplies	Gas College Van 10/01/03	10.75
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss		10,301.86

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<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		8,137.08
Professional Benefit Administratr	051000	Medical Insurance	Precertification		372.50
Cobra Manager	051000	Medical Insurance	Cobra Conversion	Monthly Cobra fee	90.00
Professional Benefit Administratr	051000	Medical Insurance	Adminstrative Costs		2,752.25
Professional Benefit Administratr	051000	Medical Insurance	Life & AD&D		2,377.27
Deacon, Nina M.	051400		Student Loans	Student Loan Due 12/5/03	300.00
Engleking, Rita F.	051400		Student Loans	Student Loan Due 12/5/03	300.00
Hedgecock, Chi	051400		Student Loans	Student Loan Due 12/05/03	300.00
Hinners, Judith	051400		Student Loans	Student Loan Due 12/5/03	300.00
Mekeel, Jerry J.	051400		Student Loans	Student Loan Due 12/5/03	300.00
Setchell, Abby A.	051400		Student Loans	Student Loan Due 12/5/03	200.00
Shaw, Monica J.	051400		Student Loans	Student Loan Due 12/5/03	300.00
Snyder, Sarah K.	051400		Student Loans	Student Loan Due 12/5/03	400.00
Kiwanis Club of Sauk Valley	062024	WFP- Welfare to Work	Conference/Meeting Expense	Kiwanis Club Membership	80.00
SVCC Educational Fund	062027		I/F Payable	Inter Fund	925.58
SVCC Educational Fund	062032		I/F Payable	Inter Fund	534.87
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds for 9/30/03	152.57
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds 10/15/03	152.57
Follett Bookstore	062050	SBDC Grant	Office Supplies	Bookstore Charges July 03	55.00
Freeport Lincoln-Douglas Kiwan	062050	SBDC Grant	Office Supplies	Kiwanis Dues 10/03	213.33
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Maintenance Contract FY04	47.55
Hughes, Glen S.	062050	SBDC Grant	Other Supplies	Consulting Services for 9/18	50.00
Blackhawk Hills EDD	062050	SBDC Grant	Conference/Meeting Expense	Registration Fee Economic Development Summit	15.00
C L Swanson Corp	062050	SBDC Grant	Conference/Meeting Expense	Export Seminar 9/19/03	54.75
Gospodarczyk, Thomas J.	062050	SBDC Grant	Conference/Meeting Expense	Travel thru 8/25/03	167.40

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Miller-McKinstra, Michele	062050	SBDC Grant	Conference/Meeting Expense	Trtavel-Area Visits thru 10/8/03	134.52
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Telephone Charges	35.44
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance Charges	15.65
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance	20.97
New Readers Press	062057	ICCB Adult Ed-Performance-Litera	Instructional Supplies	0-88336-901-X Laubach Level 1	195.11
Deem, Craig A	062058	ICCB Adult Ed-State Basic-Instru	Maintenance Services	Cleaning for Adult Ed Classes 9/03	25.00
Marruffo, Kerrie M.	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Supplies-Wallace Educational Center	73.01
Staples	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Educational Supplies	302.44
Follett Bookstore	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Bookstore Charges July 03	10.37
Fiorini, Anthony D.	062059	ICCB Adult Ed-Performance-Instrc	Conference/Meeting Expense	Travel-Wallace School	35.28
Coomes, Lana L.	062059	ICCB Adult Ed-Performance-Litera	Conference/Meeting Expense	Conference Burr Ridge 10/01/03	78.90
Norris, Randall	062061	Ill Hum. Coun- Glob Aware	Conference/Meeting Expense	Plane Tickets for J Cypres & E Purkey	530.50
SVCC Educational Fund	062062		I/F Payable	Inter Fund	11,519.01
Follett Bookstore	062062	IBHE PLACE Grant	Instructional Supplies	Bookstore Charges July 03	111.58
Sterling Community Unit School	062062	IBHE PLACE Grant	Rental- Facilities	Wallace School Room Rental for 7/03	106.20
SVCC Educational Fund	062063		I/F Payable	Inter Fund	1,379.58
Thomson Learning	062063	DCEO Community Technology Center	Instructional Supplies	Microsoft Word 2002 Illustrated Brief	4,578.57
Follett Bookstore	062073	ISBE Voc Ed- Tech Prep Grant	Instructional Supplies	Bookstore Charges July 03	12.80
SVCC Educational Fund	062140		I/F Payable	Inter Fund	101.75
SVCC Educational Fund	063011		I/F Payable	Inter Fund	18,960.23
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds for 9/30/03	427.90
State Universities Retirement	063011	Student Support Services Crant	SURS	Matching Funds 10/15/03	427.90
Xerox Corporation	063011	Student Support Services Grant	Maintenance Services	Maintenance Agreement September 03	15.00
Follett Bookstore	063011	Student Support Services Grant	Office Supplies	Bookstore Charges July 03	2.37
MAEOPP	063011	Student Support Services Grant	Publications and Dues	Membership Dues FY 04	60.00

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Abbey Resort & Fontana Spa	063011	Student Support Services Grant	Conference/Meeting Expense	Hotel Reservation-Conference L Jackson 11/9/03	238.68
Abbey Resort & Fontana Spa	063011	Student Support Services Grant	Conference/Meeting Expense	Balance Due MAEOPP Conference	2.16
MAEOPP	063011	Student Support Services Grant	Conference/Meeting Expense	Conference Fee Jackson 11/9/03	250.00
SVCC Educational Fund	063012		I/F Payable	Inter Fund	27,520.43
SVCC Educational Fund	063014		I/F Payable	Inter Fund	35,359.59
SBM Business Equipment Center	063020	Perkins- Learning Assistance Cen	Instructional Supplies	Typewriter-Wordsmith 100 SMC-10230	126.96
White, Linley V.	063020	Perkins IIC	Conference/Meeting Expense	Travel - Area thru 9/15/03	102.24
White, Linley V.	063020	Perkins IIC	Conference/Meeting Expense	Travel-Tech Prep Springfield 9/25/03	350.11
Bos, Keith A.	063020	Perkins IIC -Special Populations	Instructional Supplies	Travel Area High Schools thru 9/29/03	37.44
Rick Trow Productions	063020	Perkins IIC -Special Populations	Instructional Supplies	Video "What Would I Be Good At?"	142.95
Bos, Keith A.	063020	Perkins IIC -Special Populations	Conference/Meeting Expense	Travel-Area School	42.48
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Other Contractual Services	Travel-Tech Prep Meeting	247.11
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Printing	Printing Supplies	37.93
Illinois State University	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Conference Fee 10/20/03 V Johnson	60.00
SVCC Educational Fund	063075		I/F Payable	Inter Fund	7,192.48
Fiserv Health Tennessee	063075	IDHS AmeriCorps - Member Activit	Medical Insurance	Health Insurance for Members	1,821.15
Scott, Amy	063075	IDHS AmeriCorps - Member Activit	Consultants	Tutor Training 9/9/03	300.00
National Assoc of Service & Co	063075	IDHS AmeriCorps - Member Activit	Office Supplies	Membership Dues FY 04	250.00
Crestline Company	063075	IDHS AmeriCorps - Member Activit	Other Supplies	Americorps Pens-Page 6 Black Ink, Capped Pens in	1,204.97
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	Other Supplies	Supplies	46.42
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	Recruitment	Member's Background Check July 03	7.00
State Universities Retirement	063075	IDHS AmeriCorps Nonmember Activ	SURS	Matching Funds for 9/30/03	268.56
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds 10/15/03	268.56
Staples	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Office Supplies-Paper,Diskettes,Pens,Pads,Cartridg	908.00
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	Travel Area Sites 8/22/03	104.76

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White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	Travel Springfield-8/27/03	247.36
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	Travel-Sharing A Vision Conf 10/01/03	88.00
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	Travel-National Service Forum/ Dekalb	55.20
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Airline Ticket New Orleans 10/01/03	231.00
SVCC Educational Fund	064030		I/F Payable	Inter Fund	200,000.00
Grainger	064030	Restricted Fund-GOD Certificates	Capital Supplies	Raceway Parts	188.18
Unique Computer	064030	Restricted Fund-GOD Certificates	Instructional Equipment	IBM Server 345 Xeon 2.8 Ghz 2.5 G Ram	6,500.00
Wisconsin Turf Equipment Corpo	064030	Restricted Fund-GOD Certificates	Service Equipment	Jacobsen 628D Turfcat w/72" Hydraulic Driven Rear	14,352.00
SVCC Educational Fund	064040		I/F Payable	Inter Fund	166.05
Rock River Printers	101010	Booster Club	Other	Membership Cards for 2C/2003-2004	199.80
Magana, Sandra	101120	ALAS Club	Other	ALAS Meeting 9/23/03	13.67
Salgado, Ana S.	101120	ALAS Club	Other	Candy for the Fiesta Parade	20.20
PHI THETA KAPPA Society	101140	Phi Theta Kappa Club	Other	New Membership Dues	1,505.00
Mu Alpha Theta	101258	Math Club	Other	Charter Fee	55.00
Lindgren Callihan Van Osdol &	11	Audit	Audit Services	Audit Services-2003	5,750.00
Lindgren Callihan Van Osdol &	11	Audit	Audit Services	Progress Billing for 2003 Audit	5,450.00
Illinois Department Employment	12	Risk Management	Unemployment Insurance	Third Quarter Unemployment Insurance	1,327.01
Ward, Murray, Pace, & Johnson,	12	Risk Management	Maintenance Services	Person Or Property Legal Issues	270.00
Wilkins-Lowe and Company	12	Risk Management	General Insurance	Directors & Officers Liability Renewal	17,360.00
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.48
Radio Ranch Inc	12	Public Safety	Maintenance Services	Repair Security Radio	40.03
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	65.22
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 8/30, 9/6 holiday	1,254.08
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 9/13, 9/20/03	864.80
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security	864.80

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Ace Hardware	12	Public Safety	Other Supplies	Key Single Cut	7.74
EMEDCO	12	Public Safety	Other Supplies	#33978 10"x14" Aluminum (Security Camera Signs)	416.05
Menards	12	Public Safety	Other Supplies	Keys-New Van	2.88
Tri-City Electric Co.	12	Public Safety	Service Equipment	MDI Security Camera System w/Wiring, Cabling, &	4,040.00
Tri-City Electric Co.	12	Public Safety	Service Equipment	MDI Security Camera System w/Wiring, Cabling, &	29,980.00
Unique Computer	12	Public Safety	Service Equipment	Mouse, VGA Extension Cables (Security Camera)	79.70
				BANK ACCOUNT 1 TOTAL:	686,667.94
				BANK ACCOUNT 2 TOTAL:	340,326.47
				ALL ACCOUNTS TOTAL:	1,026,994.41

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

<u>EDUCATION FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
<b>Revenues</b>					
Local Governmental Sources	3,021,500	945,579	3,138,004	1,014,174	32.3%
State Governmental Sources	2,407,922	610,729	3,049,616	777,773	25.5%
Federal Governmental Sources	30,700	855	1,000	4,240	424.0%
Student Tuition and Fees	2,604,821	1,465,279	3,012,300	1,588,703	52.7%
Sales and Service	212,500	74,757	341,818	83,924	24.5%
Investment Revenue	80,000	8,215	80,000	8,171	10.2%
Other Revenues	446,000	-1,431	526,000	-5,138	-.9%
<b>TOTALS</b>	<b>8,803,443</b>	<b>3,103,985</b>	<b>10,148,738</b>	<b>3,471,848</b>	<b>34.2%</b>
<b>Expenditures</b>					
Salaries	6,053,764	1,265,494	6,316,729	1,321,176	20.9%
Employee Benefits	1,458,859	272,161	1,581,447	278,467	17.6%
Contractual Services	328,162	89,904	499,472	70,690	14.1%
General Materials and Supplies	653,216	152,117	921,962	254,580	27.6%
Travel and Conference Meeting Exp.	121,420	16,877	141,725	12,140	8.5%
Fixed Charges	56,212	76,086	22,955	5,679	24.7%
Capital Outlay			111,840	9,717	8.6%
Other Expenditures	476,000	173,633	487,000	145,029	29.7%
<b>TOTALS</b>	<b>9,147,633</b>	<b>2,046,275</b>	<b>10,083,130</b>	<b>2,097,481</b>	<b>20.8%</b>
<b>Transfers</b>					
Transfers to Other Funds			47,500		0.0%
Transfers From Other Funds	-178,000		-189,000	-8,780	4.6%
<b>TOTALS</b>	<b>-178,000</b>		<b>-141,500</b>	<b>-8,780</b>	<b>6.2%</b>
NET INCREASE/DECREASE IN NET ASSETS	-166,190	1,057,709	207,107	1,383,148	
FUND BALANCE	1,924,142			2,120,193	

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

<u>OPERATION AND MAINTENANCE FUND</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Actual</u>	<u>2003-2004 Budget</u>	<u>2003-2004 Actual</u>	<u>Budget Percent</u>
<b>Revenues</b>					
Local Governmental Sources	370,000	115,597	384,123	153,054	39.8%
State Governmental Sources	321,520	80,248	432,632	108,218	25.0%
Federal Governmental Sources					
Student Tuition and Fees	271,586	159,044	328,500	174,721	53.1%
Sales and Service	5,500	2,431	6,500	230	3.5%
Facilities Revenue	6,000	151	4,000	565	14.1%
Investment Revenue	9,000	81	2,000	1	%
Other Revenues	39,500	231	37,500		0.0%
<b>TOTALS</b>	<b>1,023,106</b>	<b>357,785</b>	<b>1,195,255</b>	<b>436,791</b>	<b>36.5%</b>
<b>Expenditures</b>					
Salaries	443,944	108,864	461,850	127,742	27.6%
Employee Benefits	153,329	34,007	152,131	33,936	22.3%
Contractual Services	69,500	17,516	69,500	33,285	47.8%
General Materials and Supplies	91,400	14,612	121,300	16,424	13.5%
Travel and Conference Meeting Exp.	2,400	522	3,500	1,006	28.7%
Fixed Charges			55,362	55,362	100.0%
Utilities	337,000	59,579	386,700	82,562	21.3%
Capital Outlay	15,000	7,300	15,000		0.0%
Other Expenditures					
<b>TOTALS</b>	<b>1,112,573</b>	<b>242,403</b>	<b>1,265,343</b>	<b>350,321</b>	<b>27.6%</b>
<b>Transfers</b>					
Transfers From Other Funds	-34,000		-70,500		0.0%
<b>TOTALS</b>	<b>-34,000</b>		<b>-70,500</b>		<b>0.0%</b>
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-55,467	115,382	411	86,469	
		165,211		86,442	

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

<u>OPERATION &amp; MAINTENANCE- RESTRICTED</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Actual</u>	<u>2003-2004 Budget</u>	<u>2003-2004 Actual</u>	<u>Budget Percent</u>
<b>Revenues</b>					
Local Governmental Sources	613,000	192,662	632,938	204,833	32.3%
State Governmental Sources	3,204,922		3,382,000		0.0%
Investment Revenue	30,000	-496	10,000	10,114	101.1%
Other Revenues	250,000		250,000		0.0%
<b>TOTALS</b>	<b>4,097,922</b>	<b>192,165</b>	<b>4,274,938</b>	<b>214,947</b>	<b>5.0%</b>
<b>Expenditures</b>					
Contractual Services				6,400	
General Materials and Supplies					
Capital Outlay	4,441,152	60,793	5,361,936	125,306	2.3%
<b>TOTALS</b>	<b>4,441,152</b>	<b>60,793</b>	<b>5,361,936</b>	<b>131,706</b>	<b>2.4%</b>
<b>Transfers</b>					
Transfers From Other Funds	-570,000				
<b>TOTALS</b>	<b>-570,000</b>				
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	226,770	131,372	-1,086,998	83,241	
		1,110,327		2,685,498	

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

<u>BOND AND INTEREST FUND</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Actual</u>	<u>2003-2004 Budget</u>	<u>2003-2004 Actual</u>	<u>Budget Percent</u>
<b>Revenues</b>					
Local Governmental Sources	1,385,000	440,214	1,413,519	429,287	30.3%
Investment Revenue	5,000	3,616	10,000	2,989	29.8%
<b>TOTALS</b>	<b>1,390,000</b>	<b>443,831</b>	<b>1,423,519</b>	<b>432,276</b>	<b>30.3%</b>
<b>Expenditures</b>					
Contractual Services	5,000		5,000		0.0%
Fixed Charges	1,382,008	-15,445	1,402,763		0.0%
<b>TOTALS</b>	<b>1,387,008</b>	<b>-15,445</b>	<b>1,407,763</b>		<b>0.0%</b>
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	2,992	459,276	15,756	432,276	
		1,112,725		1,185,977	

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

<u>AUXILIARY ENTERPRISES FUND</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Actual</u>	<u>2003-2004 Budget</u>	<u>2003-2004 Actual</u>	<u>Budget Percent</u>
<b>Revenues</b>					
Student Tuition and Fees	153,000	88,039	160,500	86,701	54.0%
Sales and Service	44,400	6,199	51,490	4,047	7.8%
Facilities Revenue	75,000	10,833	75,000	17,500	23.3%
Investment Revenue	1,800	296	900	891	99.0%
Other Revenues	1,329,250	344,878	1,301,549	343,674	26.4%
<b>TOTALS</b>	<b>1,603,450</b>	<b>450,247</b>	<b>1,589,439</b>	<b>452,814</b>	<b>28.4%</b>
<b>Expenditures</b>					
Salaries	72,253	9,398	72,279	11,511	15.9%
Employee Benefits	11,710	1,149	11,481	1,109	9.6%
Contractual Services	38,455	6,431	1,334,654	275,108	20.6%
General Materials and Supplies	1,392,405	383,857	72,490	66,837	92.2%
Travel and Conference Meeting Exp.	68,340	8,740	62,655	9,490	15.1%
Fixed Charges	2,450	4,503	9,450	5,051	53.4%
Capital Outlay		12,015		29,868	
Other Expenditures	5,300	1,287	5,800		0.0%
<b>TOTALS</b>	<b>1,590,913</b>	<b>427,382</b>	<b>1,568,809</b>	<b>398,977</b>	<b>25.4%</b>
<b>Transfers</b>					
Transfers to Other Funds	75,820		75,000	8,780	11.7%
Transfers From Other Funds	-63,820		-63,000		0.0%
<b>TOTALS</b>	<b>12,000</b>		<b>12,000</b>	<b>8,780</b>	<b>73.1%</b>
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	537	22,865	8,629	45,056	
		345,098		313,587	

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

<u>RESTRICTED PURPOSES FUND</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Actual</u>	<u>2003-2004 Budget</u>	<u>2003-2004 Actual</u>	<u>Budget Percent</u>
<b>Revenues</b>					
State Governmental Sources	1,366,393	318,265	1,097,240	238,401	21.7%
Federal Governmental Sources	2,460,775	131,536	2,578,428	312,563	12.1%
Investment Revenue	20,000		6,000		0.0%
Other Revenues	99,860	6,300	60,619	8,200	13.5%
<b>TOTALS</b>	<b>3,947,028</b>	<b>456,102</b>	<b>3,742,287</b>	<b>559,165</b>	<b>14.9%</b>
<b>Expenditures</b>					
Salaries	1,216,810	258,978	1,224,849	218,560	17.8%
Employee Benefits	216,159	45,464	198,356	38,412	19.3%
Contractual Services	149,566	9,786	49,609	4,123	8.3%
General Materials and Supplies	724,928	193,611	726,640	57,215	7.8%
Travel and Conference Meeting Exp.	68,506	3,909	53,819	4,670	8.6%
Fixed Charges	13,107		10,207	106	1.0%
Utilities	16,200	2,897	300	113	37.7%
Capital Outlay	194,500	75,028	198,200	45,090	22.7%
Other Expenditures	2,002,689	398,932	2,364,253	450,898	19.0%
<b>TOTALS</b>	<b>4,602,465</b>	<b>988,608</b>	<b>4,826,233</b>	<b>819,190</b>	<b>16.9%</b>
<b>Transfers</b>					
Transfers to Other Funds			14,315		0.0%
Transfers From Other Funds	50,847		-14,315		0.0%
<b>TOTALS</b>	<b>50,847</b>				
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-706,284	-532,506	-1,083,946	-260,024	
		983,930		777,593	

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

<u>WORKING CASH FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget <u>Percent</u>
<b>Revenues</b>					
Investment Revenue	100,000	-7,938	100,000	9,366	9.3%
TOTALS	-----	-----	-----	9,366	-----
<b>Expenditures</b>					
Investment Revenue	-----	-----	-----	-----	-----
TOTALS	-----	-----	-----	-----	-----
<b>Transfers</b>					
Transfers to Other Funds	200,000	-----	200,000	-----	0.0%
TOTALS	200,000	-----	200,000	-----	0.0%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-100,000	-7,938 2,462,845	-100,000	9,366 2,380,150	

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

<u>TRUST AND AGENCY FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget <u>Percent</u>
<b>Revenues</b>					
Sales and Service					
Other Revenues		2,756		1,600	
<b>TOTALS</b>	<b>-----</b>	<b>2,756</b>	<b>-----</b>	<b>1,600</b>	<b>-----</b>
<b>Expenditures</b>					
Contractual Services					
Capital Outlay		2,000		6,000	
Other Expenditures		1,436		100	
<b>TOTALS</b>	<b>-----</b>	<b>3,436</b>	<b>-----</b>	<b>6,100</b>	<b>-----</b>
NET INCREASE/DECREASE IN NET ASSETS		-680		-4,500	
FUND BALANCE		17,674		17,042	

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

<u>AUDIT FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget <u>Percent</u>
<b>Revenues</b>					
Local Governmental Sources	30,700	9,722	30,710	9,935	32.3%
Investment Revenue	1,000	-14	1,000	124	12.4%
<b>TOTALS</b>	<b>31,700</b>	<b>9,708</b>	<b>31,710</b>	<b>10,060</b>	<b>31.7%</b>
<b>Expenditures</b>					
Contractual Services	30,000	17,860	24,000	11,500	47.9%
<b>TOTALS</b>	<b>30,000</b>	<b>17,860</b>	<b>24,000</b>	<b>11,500</b>	<b>47.9%</b>
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	1,700	-8,151	7,710	-1,439	
		21,337		31,206	

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

<u>LIABILITY, PROTECTION &amp; SETTLEMENT</u>	<u>2002-2003 Budget</u>	<u>2002-2003 Actual</u>	<u>2003-2004 Budget</u>	<u>2003-2004 Actual</u>	<u>Budget Percent</u>
<b>Revenues</b>					
Local Governmental Sources	291,000	90,983	295,275	95,640	32.3%
Investment Revenue	200,000	-129,340	200,000	-15,234	-7.6%
Other Revenues	29,000		22,000		0.0%
<b>TOTALS</b>	<b>520,000</b>	<b>-38,356</b>	<b>517,275</b>	<b>80,406</b>	<b>15.5%</b>
<b>Expenditures</b>					
Salaries	273,621	65,782	297,291	20,067	6.7%
Employee Benefits	203,794	66,941	205,564	76,096	37.0%
Contractual Services	66,200	19,568	64,300	30,059	46.7%
General Materials and Supplies	12,600	768	6,500	85	1.3%
Travel and Conference Meeting Exp.	2,000	550	2,250		0.0%
Fixed Charges	45,000	31,489	85,000	40,594	47.7%
Utilities	1,000	268	1,100	178	16.2%
Capital Outlay	50,000		50,000	23,558	47.1%
<b>TOTALS</b>	<b>654,215</b>	<b>185,368</b>	<b>712,005</b>	<b>190,640</b>	<b>26.7%</b>
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-134,215	-223,724	-194,730	-110,233	
		5,965,207		5,986,323	

For Board Meeting of  
October 27, 2003

Agenda Item D-6

BOARD POLICY 504.01 FOREIGN STUDENTS  
(SECOND READING)

Attached for Second Reading is Board Policy 504.01 Foreign Students.

RECOMMENDATION:      Board approval of Second Reading of Board Policy 504.01 Foreign Students.

504.01 Foreign Students

**(Bold type indicates proposed changes)**

The Board of Trustees of Sauk Valley Community College recognizes the value of better world understanding. In support of this belief, the following policy shall be in effect.

An international student may attend Sauk Valley Community College on a resident tuition basis provided that the student meets the following requirements:

**The College recognizes the value of better world understanding. An appropriately documented international student who is a citizen of a foreign country may attend Sauk Valley Community College on a resident tuition basis provided that the student meets the following requirements throughout his or her attendance.**

- A. Be sponsored by a regular tax-paying resident of the Sauk Valley Community College district;

**The student is sponsored by a regular tax-paying resident of the Sauk Valley Community College district, as evidenced by a current United States Immigration and Naturalization Service form Affidavit of Support (or comparable document) filed with the College;**

- B. Be willing to serve as a community resource person to make speeches and presentations to interested community groups; and

**The student is willing to serve as a community resource person to make speeches and presentations to interested community groups within the Sauk Valley Community College district; and**

C. Live in the College district while attending Sauk Valley Community College.

**The student lives in the Sauk Valley Community College district while attending the College.**

2/12/79

3/23/87

For Board Meeting of  
October 27, 2003

**Agenda Item D-7**

**DONATION**

The College has received the attached donation from Ms. Carol Krueger to benefit the HVAC program.

**RECOMMENDATION:**      Board approval to accept these donations on behalf of the College with a letter of appreciation to be sent to the donor.

Sauk Valley Community College  
Instructional Services  
Business, Technology, and Natural Sciences  
**Linley V. White, Dean** [whitel@svcc.edu](mailto:whitel@svcc.edu)

DATE: October 9, 2003

TO: Dr. Deborah Hecht  
*LW*

FROM: Linley White

SUBJECT: Tool and Equipment Donation

Carol Krueger wishes to donate the following items to the college:

Two Thermocouples  
Furnace Oil Filter  
Barometric Damper  
Electrical Fittings  
TXV Valve  
Thermocouple Fittings  
Gas Valve  
4 Fan Limit Controls  
Oil Stack Control  
Oil Burner Control  
Iron  
Fire Eye Control  
30 Oil Nozzles  
21 Return Air Grills  
2 Sheet Metal Punches  
Sheet Metal Stakes  
Hand Break  
Two Rollers  
Drive and S-Lock Machine  
Crimp Machine  
2 Cleat Benders  
22 Soldering Irons  
Snap Lock Tool  
21 Hammers  
10 Files  
Fan Load Center  
5 Snips

Larry Sileven informs me that these tools can be used in the HVAC program at Sauk and requests permission to accept them on behalf of the college.

**"Provide the best learning opportunity for people to acquire the skills to be successfully employed in our district."**  
**SVCC Workforce Council**

For Board Meeting of  
October 27, 2003

Agenda Item D-8

**RECOMMENDATION FOR BID AWARD  
2004/2006 COLLEGE CATALOG**

The College received nine bids for printing the 2004-2006 College catalog and the low bidder was Phillips Brothers Printers of Springfield, IL at a price of \$10,678.00. This firm printed the 2000-2002 catalogs for us.

**RECOMMENDATION:** Board approval of the low bid from Phillips Brothers Printers of Springfield, IL to print the 2004-2006 College Catalog at a price of \$10,678.00 for 10,000 catalogs.

**TO:** Richard Behrendt

**FROM:** Ruth Bittner *RB*

**DATE:** October 16, 2003

**SUBJECT:** Recommendation for Bid Award - College Catalog

On Thursday, October 16, 2003, at 2:00 pm, bids for printing the 2004-2006 College catalog were opened in the Business Office at SVCC. Cal Lyons and I attended the bid opening.

Bid specifications were mailed to eleven companies, and a bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*. Bids were received from nine companies.

The low bidder was Phillips Brothers Printers (Springfield, IL). Ms. Mendoza is satisfied that they are a responsible bidder. Phillips Brothers printed the 2000-2002 catalogs for us. The bid is for 10,000 catalogs, at a unit price of \$1.068 each, less than the \$1.08 unit price we obtained two years ago.

Therefore, I recommend that the Board of Trustees award the bid for printing the 2004-2006 College catalog to Phillips Brothers Printers, at a price of \$10,678. Thank you.

#### **Bid Results – 2004-2006 College Catalog**

<b>Company Name</b>	<b>Location</b>	<b>Amount</b>
Phillips Brothers Printers	Springfield, IL	10,678.00
Von Hoffman Corp.	St. Louis, MO	12,378.00
Creasey Printing Services	Springfield, IL	14,335.00
Castle Printech Inc.	DeKalb, IL	15,000.00
Tan Books & Publishers	Rockford, IL	15,260.00
Strathmore Company	Geneva, IL	15,872.56
Rochelle Printing Co.	Rochelle, IL	21,757.34
The Brandt Co.	Davenport, IA	23,259.00
Rock River Printers	Sterling, IL	25,300.00

For Board Meeting of  
October 27, 2003

Agenda Item D-9

RECOMMENDATION FOR BID AWARD  
LRC CIRCULATION DESK

The College one bid for the purchase of a new LRC circulation desk. The sole bidder was Highsmith of Fort Atkinson, WI at a price of \$13,667.69.

RECOMMENDATION: Board approval of the bid from Highsmith of Fort Atkinson, WI for the purchase of a new LRC circulation desk, at a price of \$13,667.69.

**TO:** Richard Behrendt  
**FROM:** Ruth Bittner *RB*  
**DATE:** October 17, 2003  
**SUBJECT:** Recommendation for Bid Award – LRC Circulation Desk

On Thursday, October 16, 2003, at 2:00 pm, bids for a new LRC circulation desk were opened in the Business Office at SVCC. Cal Lyons and I attended the bid opening.

Bid specifications were mailed to five companies, and a bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*. Responses were received from three companies; only one submitted a bid price.

The sole bidder was Highsmith (Fort Atkinson, WI). I am satisfied that they are a responsible bidder; we have purchased a number of items from them over the years. The circulation desk consists of eight component units, including cabinets, shelving, desks, and a book return. The pieces will be arranged into a square configuration in the library, with an opening at each corner for staff access. Highsmith expects to be able to deliver the desk to us by December 12, just in time for installation during planned remodeling in the library over the winter break.

We spoke with representatives from three of the other four companies to try to determine why we received only one bid. One company that submitted a “no bid” said they don’t carry all of the components we specify; they never contacted us to explore alternatives. The other two companies, which didn’t submit any response, both claimed not to have received our specifications. I verified that the addresses we used were correct; we had sent the specs by U.S. Mail. Unfortunately, in order to receive delivery of the furniture in time to install it during the LRC remodeling project that will take place at the end of December, we must place the order now. Therefore, because of this timing and because I believe Highsmith has bid a competitive price, I recommend against rejecting this bid and trying again.

I recommend that the Board of Trustees award the bid for an LRC circulation desk to Highsmith, at a price of \$13,667.69. Thank you.

**Bid Results – LRC Circulation Desk**

Company Name	Location	Amount
Highsmith	Fort Atkinson, WI	13,667.69
Brodart	McElhattan, PA	No bid
Gaylord	Syracuse, NY	No bid

510.01 Travel of College Personnel

A. Vice Presidents shall regulate travel within their respective offices subject to the limitations of the budget provided. Accountability for expenses incurred while traveling will be made by the individual, the responsible Vice President and the President, in accordance with procedures and forms issued by the Business Office and accepted accounting practices.

B. Reimbursement for college travel will be as follows:

1. In-district Travel

All personnel will regard their places of instruction or duty, as their regular places of work. No reimbursement will be allowed for travel from home to the regular place of work or duty. Logs will be kept of all in-district travel, and reimbursement must be approved by the President, Vice Presidents and Deans. Logs will be turned in at least monthly for reimbursement claims for in-district travel.

2. Out-of-district Travel

Out-of-district travel requires prior approval by proper written request, unless performed under emergency conditions. Meals are subject to reimbursement up to \$25.00 per day including tips (\$5.00 for breakfast, \$7.00 for lunch and \$13.00 for dinner). For a full day trip, reasonable expenses over these allowances will be reimbursed upon the submission of receipts for all meals and with the approval of the appropriate Vice President and the President. No reimbursement will be provided for the purchase of alcoholic beverages.

Meal allowances up to \$25 per day will be reimbursed as per the following schedule:

Meals	Leave Home	Return		Amount
		Home After		
Breakfast	Prior to 7 a.m.	10 a.m.		\$5.00
Lunch	Prior to 11 a.m.	2 p.m.		\$7.00
Dinner	Prior to 4 p.m.	7 p.m.		\$13.00

No food reimbursement will be made in connection with travel of less than three hours duration. Costs of banquets or special meals may be included as the actual costs of the occasion in lieu of the per diem and/or per meal cost.

Lodging is to be reimbursed by receipts to be submitted.

Reimbursement on fares for public transportation will be based on the actual tax exempt fare.

On July 1 of each year, the rate of reimbursement when using personal automobiles for college travel will be adjusted to reflect the current IRS tax deduction rate. When staff members travel together by automobile, mileage will be claimed by the owner of the car. Personal credit cards may be used, but copies of the bills must be provided when reimbursement claims are made. Dependents traveling with college personnel are not eligible for any reimbursements. All expenses to be reimbursed must be based on receipts submitted with the exception of mileage, some meals (see explanation), cab fares, and tolls for bridges, highways, etc.

C. Any member of the faculty or staff who is acting as host for a guest of the College will act in such capacity upon the request of the President or Vice Presidents. Arrangements for lodging, transportation, and meals may be requested for such guests, and the responsible individual will attend to proper billing and all other elements of concern. The acting host will also attend to arranging for introductions, local transportation, and other kindly considerations

which will assure the guest of the college's interest in his/her comfort and well-being.

All authorized out-of-pocket expenses incurred by the designated host will be reimbursed if they are incurred in connection with his/her function in that capacity.

10/22/80

4/1/81

3/27/89

2/26/90

6/26/00

### 511.01 Use of College Facilities

A major responsibility of a comprehensive community college is to open its resources to the community it serves. The Board of Trustees may grant permission for use of College premises to recognized public and/or private citizen's organizations, provided the purpose of such renders a distinct educational and/or cultural value for the community. However, the education, co-curricular and community service programs of the College will normally take precedence over outside activities.

The Board of Trustees may deny the use of College facilities to any persons or groups whose policy or practice is considered by the Board to be detrimental to the best interests of the College.

The rules and regulations for the use of building and grounds are fully described in the following **Facilities Utilization Policy**.

2/12/79

1/24/83

11/25/96

## **SAUK VALLEY COMMUNITY COLLEGE**

### **FACILITIES UTILIZATION POLICY**

#### Statement of Philosophy

A major responsibility of a comprehensive community college is to share its resources with the community it serves. This Facilities Utilization Policy provides guidelines by which access to the College buildings and other physical facilities may be regulated and controlled.

#### Policy Guidelines

The priorities listed below refer to on-going College functions as well as meetings or activities which non-college groups, organizations, or individuals wish to schedule at SVCC on an occasional or one-time basis. Requests for the use of the College facilities on a regular or long-term basis must be addressed to the College President and require the approval of the Sauk Valley Community College Board. The following priorities are established for utilization of facilities at Sauk Valley Community College:

#### PRIORITY #1: INSTRUCTION

SVCC Classroom instruction. (No fees assessed).

#### PRIORITY #2: COLLEGE RELATED ACTIVITIES

College related activities initiated and participated in by SVCC faculty, students, or staff. (No fees assessed).

#### PRIORITY #3: EDUCATIONAL INSTITUTIONS

Cooperative activities on an occasional basis with other educational institutions including local public schools and other colleges and universities. No rental fees assessed, but non-college groups are expected to pay the actual direct\* costs incurred by the college (or university) instituting the cooperative activity. These costs will be determined by the Director of College Relations and/or the Director of Buildings and Grounds.

\*Direct costs are those which may be connected clearly with the activity. Examples of direct costs are equipment, supplies, insurance, electrical hookups, air conditioning, or personnel such as custodial, security, lighting equipment operators, etc.

#### **PRIORITY # 4: NOT-FOR-PROFIT GROUP ACTIVITIES**

Cooperative activities on an occasional basis with local groups and organizations that may be of general interest to the Sauk Valley Community College student body, college staff, or community. Such organizations include churches, community service clubs, political action groups, hobby-leisure time organizations, and other governmental bodies. (Rental fees may be assessed based on the approved rental rate schedule for non-commercial groups.)

#### **PRIORITY #5: COMMERCIAL**

Commercial ventures that are profit-making and for private gain, but which by virtue of the events they sponsor may also provide a service to the college, its students, and/or the community. (Rental fees may be assessed based on the approved rental rate schedule for commercial groups.)

Any problems regarding interpretation of the above priorities or implementation of this policy shall be resolved administratively by the Director of College Relations and/or the Director of Buildings and Grounds.

#### **RENTAL RATES**

The following rates are those assessed for commercial activities (see Priority #5) and non-commercial activities (see Priority #3 and Priority #4). Unless stated otherwise these rates apply to all or any part of one day.

**SCHEDULE OF RATES\***

<b><u>AREA</u></b>	<b><u>COMMERCIAL</u></b>	<b><u>NON-COMMERCIAL</u></b>
Gymnasium	\$500	\$200
West Mall	350	150
Cafeteria	200	100
Little Theater	150	50
East Mall	140	50
Private Dining Room	100	40
Classrooms	75	25
Athletic Fields	N/A	25
Tennis Courts	N/A	1 court
Track	500	100
Cross Country Course	N/A	25 practice
Parking Lots	500	200
Riverfront	400	50
Lawn	300	50

\*These are basic rates designed to include INDIRECT costs such as the use of rest- rooms, wear and tear on facilities, and routine maintenance. All DIRECT costs (as described on p. 515) associated with the activity are extra. The College reserves the right to charge commercial activities more than the rental rates established above by structuring a profit-sharing agreement between the College and the sponsoring organization.

**POLICY GUIDELINES**

The Director of College Relations is delegated the authority to determine the priority classification and commercial aspect of a particular event and the need for insurance. The Director of Buildings and Grounds is responsible for providing personnel and a security force to successfully supervise the event.

Groups using SVCC facilities must abide by the requirements of the laws of the State of Illinois, as well as the Building Regulations of Sauk Valley Community College. Specifically, the use of tobacco, alcoholic beverages or controlled substances is prohibited on College property, in College facilities, or vehicles. Any group using College facilities or College vehicles must be under the supervision of an adult at least 21 years of age.

### IMPLEMENTATION PROCEDURES

Community Groups Outside organizations wanting to use College facilities may contact the Information Center to initiate the room reservation process. All outside groups (whether they are assessed a fee or not) are expected to complete the College form entitled "Agreement Granting Use of College Facilities." (Agreement is attached.)

Student Groups The following steps must be carried out before any student activity, including assembly, demonstration, or rally, may occur on the Sauk Valley Community College campus.

1. Any student or group of students desiring to hold an activity must contact the President or the Secretary of the Student Government.
2. A form (in duplicate) requesting the time, date, desired location, and purpose of the activity must be completed and submitted to the Office of the Student Government at least seven administrative work days prior to the activity.
3. The Student Government may then approve or disapprove any request within four days after receiving the request, after consultation with the Coordinator of Student Activities who is responsible for the approval and coordinating of the Activity Calendar.
4. In the event the request for an activity is disapproved, the group has the right to appeal the decision to the Vice President of Student Services.
5. In the event an activity is held without approval, the group will be subject to disciplinary procedures.

Faculty Group- Faculty groups wishing to use College facilities for meetings of an academic or professional nature may schedule college facilities rent-free by contacting the Information Center.

Co-Sponsorship - Co-sponsorship can occur through the cooperative efforts of a College office such as the Student Activities Office, a SVCC student or faculty group and at least one of the following:

1. A non-Sauk Valley Community College student group;
2. A commercial group;
3. A civic or governmental organization; and/or
4. A group from another educational institution.

Any Sauk Valley Community College party intending to become involved with co-sponsoring an activity must request in writing and receive written approval for their activity from the Director of College Relations. All non-college groups co-sponsoring an event must sign the college form entitled "Agreement Granting Use of College Facilities."

## SUPPLEMENTAL REGULATIONS

Advance Reservations - The College will consider reserving space, for approved outside organizations, no earlier than thirty days before the planned event.

Use of Marquee - The outside marquee will be utilized only for College events and activities.

Assignment of Space - The assignment of all space, with the exception of instructional and office space, has been delegated to the Director of College Relations. The Instructional Deans, in consultation with the Instructional Vice President, will assign all instructional spaces. The Deans are also responsible for room changes which can be affected only with their written approval. Office spaces will be assigned by the Vice President of Instructional Services.

Calendar of Special Events - All events which are not on the published College calendars must be scheduled in the Information Center, which maintains a calendar of special events. This calendar is issued before noon on Friday of every week when school is in session. If special custodial and engineering services or audio-visual equipment are needed, they should

p. 519

be requested when the event is scheduled. Request forms for space and special services must be completed at least one week prior to the event, but the events to be calendared should be cleared as soon as dates and times are firm. This is stressed so that no two major events shall be scheduled in the same facility at the same time.

Maintenance, Audio Visual, or Food Services - If maintenance, audio visual or food services are required for a calendared event, requests for these services should be included on the Room Reservation Request available at the Information Center. In the interest of coordination, so that services may be rendered most effectively, requests for services incidental to the normal program of the College shall be directed to the Director of Building and Grounds. Direct requests to the maintenance staff for services shall be avoided.

Traffic and Parking - Sauk Valley Community College is a commuter college designated to accommodate the use of private automobiles by the students, faculty, and employees. Therefore, it is incumbent upon each individual to make judicious use of campus drives and parking spaces. "Motor Vehicle Registration and Parking Regulations" have been approved by the Board of Trustees. Copies of these regulations may be obtained from the Business Office.

Key and Clearance - Appropriate keys are provided by the Director of Building and Grounds. Proper approval must be obtained from the Vice President of Administrative Services. Security of the buildings and equipment of the college are in part dependent on the careful handling of keys. Upon completion of employment each faculty or staff member is expected, prior to the receipt of his last paycheck, to obtain appropriate signatures on a clearance form indicating that all keys, supplies, library books, audio-visual equipment, etc, have been returned.

Safety and Security - Safety and security are the responsibilities of the Vice President of Administrative Services in consultation with the Vice President of Student Services. However, each person within the College community has the obligation to report suspicious persons and occurrences to a responsible college authority.

Building Security - Building security is a matter of concern to all College personnel. In order to control the number of personnel in the building after normal working hours, a check-in and check-out book is maintained in the north end of the dock area. On those occasions when no event is scheduled, all persons, with the exception of those persons on duty, must enter only

through this entrance, sign the register noting time of entry, and reason for entry. On departure the individual will give only the time of departure. Each individual must be prepared to furnish at all times positive identification to properly constituted authorities. These security requirements are effective from 10:30 p.m. until 7:00 a.m. each weekday and from 12:30 p.m. Saturday until 7:00 a.m. on Monday when no events are scheduled, or at any other time that the buildings are officially closed.

Weather Alert - The office of the Vice President of Student Services will keep all personnel apprised of the status of weather warnings in the event of threatening weather.

Action to be Taken in Event of a Fire - All persons who are not actively engaged in fighting the fire shall file out of the building at the nearest exit. Personnel should not return to the building until all clear signal is given.

Smoking Policy - Smoking and the use of tobacco is not permitted in any Sauk Valley Community College buildings and vehicles.

Consumption of Food and Beverages - Food and beverages purchased in the dining and recreation rooms are to be consumed in those areas. Careless handling of food and beverages causes needless maintenance problems and increases the danger of vermin and damage to floors, furniture, and carpeting.

Civil Defense - Sauk Valley Community College is on the area civil defense tornado alert system and will be alerted of any tornado conditions that exist in a fifty mile radius. The basement of the building has been designated by the Director of Civil Defense of Lee County as the safest and best protection in case of an emergency evacuation situation. In the case of an alert, communication for evacuation will be given over the public address system and by word of mouth. All procedures will be under the direction of the Vice President of Student Services or the administrator-in-charge in conjunction with Security. Students and faculty will not be allowed to use their automobiles in leaving the area during an alert. When classes are not in session, evacuation procedures will be directed by the senior College official present.

Fire Regulations - Because of the isolated location of the College, all staff should be aware of the dangers of fire. A fire in the building should be sensed by the College fire alarm system. The system will automatically set off the klaxon horn on campus and alert the Dixon Rural Fire

Station. If a fire is discovered before the alarm sounds, pull the nearest fire alarm box then call the operator (dial 0) and notify her of the location. The operator will announce the fire and its location over the public address system.

Emergencies and First Aid - In the event of an injury or emergency during the day, the switchboard operator should be notified and they in turn will notify Security and the Information Center in order to direct medical personnel to the location of the emergency. During the evening hours, the switchboard will notify Security and the administrator-in-charge. In all cases, follow the Emergency Procedures distributed by the Vice President of Student Services.

Lost and Found - The information Center maintains a lost and found service on the first floor. Articles which are found should be sent to the Information Center as soon as possible.

Telephone Service - Telephones are a vital part of the College operation. Their primary use is for College business. Their proper care is the responsibility of the staff. The College must be reimbursed for any personal toll calls. Public phones are placed strategically throughout the facility. Their use by students and the public is encouraged.

College Grounds - Certain parts of the College grounds may be utilized by College and non-college organizations or groups if the activity in no way interferes with the educational program of the College. Application for the use of those areas such as tennis courts, baseball field, etc., must be made to the Director of Athletics, who will notify the Director of College Relations concerning such approvals. Non-college groups are required to sign the "Agreement Granting Use of College Facilities" as adopted by the Board of Trustees before using College grounds. Attention is invited to previous sections of these regulations. All persons utilizing College grounds are required to obey college regulations. Failure to do so may subject the person to ejection from the premises or even prosecution by civil authorities.

Learning Resource Center - The Sauk Valley Community College Library and Audio Visual Services are combined into one unit referred to as the Learning Resource Center (LRC). The purpose of the LRC is to support the instructional aims of the College by providing materials and equipment for faculty and students. The LRC Conference Room (3K3) is available for meetings by contacting the Coordinator of the Learning Resource Center, but is not available at any time the Library is closed.

2/11/79	1/22/96 (Smoking)
1/24/83	11/25/96
3/23/87	
11/28/94	

## 512.01 Student Loan Policy

### Policy

1. Short term loans require the approval of the Director of Financial Aid, and will be charged to the student's account.
2. The maximum loan that a full-time student may receive will be \$300. The maximum loan that a part-time student may receive will be \$150.
3. A \$1.00 processing and distribution fee will be charged for each student loan issued, and shall be repaid by the student when the loan is repaid. Any loans over \$100 will be charged an additional \$1.00 processing and distribution fee per \$100.
4. Loans will be made only on the basis of the Director of Financial Aid's professional judgment of the individual's ability to pay and/or past performance on previous student loans. For example, students receiving financial aid will be given preference. Loans will not be issued solely on the basis of the fact that the student is attending Sauk Valley Community College.
5. At the discretion of the Vice President of Student Services and the Vice President of Administrative Services, the following exceptions may be approved, if in their professional judgment, a situation exists that would merit such an exception:
  - a. A Loan Agreement exceeding the policy loan limits, even if an outstanding loan remains unpaid.
  - b. A Loan Agreement to a student with a poor performance on a previous loan agreement.
6. The student's account must be paid in full prior to the end of the current term.
7. Any outstanding student loan agreements may be collected from any monies due the student from College sources.
8. Any student financial obligation that is due Sauk Valley Community College will result in a "freeze" being placed on the transmittal of any student records.

### Issuing Loans

Before any cash loan is made to a student, the Office of Financial Aid should make a thorough investigation of the following factors:

1. A student must be currently enrolled.
2. Loans may be granted to full-time students during their first semester up to the maximum of \$300. Part-time students may receive up to \$150. No future loans will be issued until the first loan has been paid in full. (Exception - see Item 4 under Policy)
3. A student must be in good academic and disciplinary standing with the College. Any "hold" on his/her records or any past debts with the College will disqualify the student unless there is a means of recovery. However, a history of poor performance on previous loan agreements will automatically disqualify the student from receiving future loans.
4. The Director of Financial Aid is the sole representative authorized to approve student loan agreements with the exception of Item 4 under Policy.

### Collection of Loans

1. A letter from the Director of Financial Aid will be sent approximately two weeks before the due date of the loan.
2. Subsequent to the due date of the student loan the Business Office will notify the student of their obligation to the College.
3. If a student does not respond to the collection notices sent by the Business Office the loan, when considered a bad debt, will be forwarded to a collection agency for disposition.

1/14/80

4/28/97

1/26/98

# High School 2003 Graduates SVCC Enrollment Summary

High School	*Reported Number of Graduates for 2003	SVCC Applicants	Enrolled at SVCC (Fall 2003)	Credit Hours	*Estimated Number Continuing Education	Percent of Graduates at SVCC Fall 2003	Percent of College Bound at SVCC Fall 2003	Percent of College Bound			
	Enrolled at SVCC 2002	Enrolled at SVCC 2001	Enrolled at SVCC 2000	Enrolled at SVCC 1999							
Amboy	47	41	17	234	25	36%	68%	49% (21)	79%	55%	68%
Ashton	22	14	7	88	17	32%	41%	41% (7)	100%	37%	50%
Bureau Valley	79	22	10	148	70	13%	14%	28% (16)	27%	23%	20%
Dixon	213	122	75	1,016	153	35%	49%	50% (76)	39%	54%	72%
Franklin Center	23	19	6	88	20	26%	30%	21% (5)	67%	36%	27%
Fulton	98	19	12	185	65	12%	18%	16% (10)	5%	17%	Not Available
Milledgeville	53	10	5	72	50	9%	10%	29% (10)	26%	38%	
Morrison	90	33	25	372	77	28%	32%	33% (25)	34%	28%	34%
Newman	59	26	17	272	58	29%	29%	43% (20)	37%	38%	18%
Ohio	15	10	9	137	12	60%	75%	25% (2)	20%	20%	Not Available
Oregon	126	39	12	146	81	10%	15%	23% (18)	18%	19%	
Polo	62	28	19	254	49	31%	39%	50% (18)	27%	55%	40%
Prophetstown	49	27	9	117	33	18%	27%	28% (14)	31%	36%	22%
Rock Falls	119	60	38	552	98	32%	39%	51% (57)	40%	46%	51%
Sterling	211	118	76	1,107	167	36%	46%	34% (63)	36%	44%	39%
Thomson	18	5	1	14	14	6%	7%	23% (3)	10%	4%	0%
<b>TOTAL/%</b>	<b>1,284</b>	<b>593</b>	<b>338</b>	<b>4,802</b>	<b>989</b>	<b>26%</b>	<b>34%</b>	<b>37%</b>	<b>34%</b>	<b>49%</b>	<b>38%</b>
2002 Comparison	-5%	-9.33%	-7.40%	-4.25%	-0.40%	26%	37%				
	1,345	654	365	5,015	993						
2001 Comparison	-1.8%	12.1%	9%	15.0%	8.7%	24%	34%				
2000 Comparison	-3.1%	0.9%	-10.6%	-1.3%	28.9%	29%	49%				
	1325	588	378	4866	767						

\*Estimates provided by high school staff (self-reported data)

**Red - Decrease**  
**Blue - Increase**



Sauk Valley  
Community  
College

**MEMORANDIUM**

TO: Dr. Joan Kerber, Vice-President of Student Services

FROM: Marcia Wells 

DATE: October 20, 2003

RE: Sauk Scholars Award Report 2003-2004

Overall we have 39 students from 14 area high schools participating in the Sauk Scholarship Award program. There were potentially 128 new students from 17 high schools eligible to apply for the Sauk Scholarship. Nineteen of the 39 students are returning students that were Sauk Scholars for 2002-2003, and 20 are incoming new freshman students.

Out of the 25 Sauk Scholars we served for 2002-2003, four did not register for the 2003-2004 academic year, one did not maintain a "B" average, and one student is receiving an athletic waiver so did not apply for the scholarship.

For the 2003-2004 academic year, twenty-eight new students from 14 High Schools applied for the scholarship. Eight of those students chose not to enroll at Sauk this fall. Three area High Schools, Amboy, Franklin Center, and Morrison do not have any students receiving the Sauk Scholarship for 2003-2004.



Sauk Valley  
Community  
College

**MEMORANDIUM**

TO: Dr. Joan Kerber, Vice-President of Student Services

FROM: Marcia Wells *(initials)*

DATE: October 20, 2003

RE: Student Loan Cohort Default Rate Comparison

The United States Department of Education has released the official Fiscal Year 2001 Cohort Default Rate for the Stafford Loan Program. The Cohort Default Rate for Sauk Valley is 8.4%. The chart below illustrates our default rates for five consecutive years as compared to several area community colleges.

COLLEGE	FY2001	FY2000	FY1999	FY1998	FY1997
<b>Sauk Valley</b>	<b>8.4%</b>	<b>6.4%</b>	<b>1.8%</b>	<b>9.4%</b>	<b>8.6%</b>
Rock Valley	9.1%	11.0%	8.7%	11.6%	23.1%
Illinois Valley	8.4%	8.5%	8.0%	13.1%	16.8%
Black Hawk	9.2%	8.2%	9.1%	11.4%	11.4%
Highland	10.0%	7.2%	7.9%	13.0%	17.6%

Our FY2001 Cohort Default Rate rose from FY2000 as we wrote 14 more loans and had 4 more students go into default status in 01 as compared to 00. The state of the local economy may have also played a factor in the increase.

If you need any further information regarding this memorandum, please feel free to contact me at your earliest convenience.

**ILLINOIS HUMANITIES COUNCIL GRANT PROJECT --**  
**GLOBAL AWARENESS WEEK: AMERICAN SUBCULTURES**

These events will occur at Sauk Valley Community College, Monday, November 17, through Wednesday, November 19, in the Mathis Theater. Monday's events (12:00 - 1:30 p.m.) will include: *Highway 61: Faces of the Delta – Voices of the South*, an humanities lecture and slide show by Dr. Randall Norris (SVCC); a performance by the Macedonia Baptist Church Choir; and musical performances and discussions by Mississippi Delta Blues singers Duff Durrough and Robert Willoughby. Tuesday's events will feature a lecture, *Hispanic Roots* (7:00 - 8:30 p.m.), by humanities scholar Dr. Margaret A. Villanueva, Associate Professor of Community Studies, St. Cloud State University (MN), and a musical workshop, discussion, and performance by the colorful and talented *Sones De Mexico* Ensemble of Chicago. Wednesday's event, *Women of Coal* (12:00 -1:30 p.m.), will feature a slide show and humanities lecture by Dr. Randall Norris, and talks by two women miners, Christine Hogge and Jerri Hahn, of Southern Illinois. A performance by nationally known singer/songwriter Elaine Purkey of the West Virginia Community Alliance will conclude the week's events. Interpretive photo essays will also be on stage during *Women of Coal* and *Highway 61* presentations. All events are free to the public. This is made possible by a grant of \$8,868 from the Illinois Humanities Council. Dr. Randall Norris, Associate Professor of English and American Culture, submitted the proposal for this grant.

# ICCEDA

**The Illinois Community College Economic/Workforce Development Association**  
401 East Capitol Avenue \* Springfield, Illinois 62701 \* (217) 785-0123

October 15, 2003

Dr. Richard Behrendt  
President  
Sauk Valley Community College  
173 Illinois Route 2  
Dixon, Illinois 61021-9110

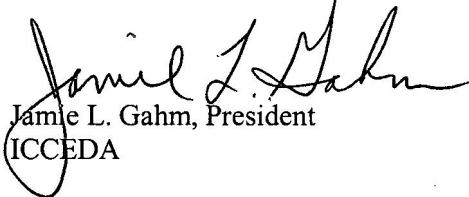
Dear Dr. Behrendt:

It is an honor to inform you that a member of your staff, Mr. Thomas Gospodarczyk, received the Illinois Community College Economic/Workforce Development Association's Professional of the Year award at our annual fall conference two weeks ago. This award is designed to recognize an outstanding member who has made exemplary contributions to our association as well as community college business/industry centers throughout the state.

Tom led our association over the past several years in establishing a strategic planning initiative that successfully focused our organization on its' mission and vision and helped establish priorities to move the association forward. Tom was responsible for restructuring our committees and for establishing our association as a 501c(6) organization. Tom has been in the forefront of new and innovative ideas. He has strived to increase effective & efficient communication between centers across the state by promoting listserv communication among and between community colleges.

Our association is stronger because of Tom's vision and his ability to promote business & industry centers. Tom possesses strong leadership and innovation skills; important qualities when working with local business clients. These skills are apparent to the ICCEDA membership as he has used them often by contributing and serving in many capacities including being one of our past presidents. This award is truly most deserving.

Sincerely,

  
Jamie L. Gahm, President  
ICCEDA

Pc: Mr. Thomas Gospodarczyk  
Mr. Preston Morgan, ICCB

For Board Meeting of  
October 27, 2003

**Agenda Item F-1**

**ANNUAL AUDIT**

Dick Wells of our auditing firm will be present to review the 2003 Audit Report and answer any questions from the Board.

**RECOMMENDATION:**      Board approval of the 2003 Audit.

For Board Meeting of  
October 27, 2003

Agenda Item F-2

## PROTECTION, HEALTH & SAFETY PROJECTS

The attached information from Vice President Bittner identifies three projects that the administration is recommending for funding through the Protection, Health and Safety Tax Levy:

Roof Replacement

Electrical Improvements

Elevator Improvements

**RECOMMENDATION:** Board approval of the attached resolutions, budgets and certification statements for these projects.

**TO:** Richard Behrendt  
**FROM:** Ruth Bittner *rb*  
**DATE:** October 17, 2003  
**SUBJECT:** Protection, Health and Safety Projects

The following three projects have been identified for funding through the Protection, Health and Safety Tax Levy.

1. **Roof Replacement** – This project will eliminate roof leaks and correct deterioration, preventing possible future leaks, in several locations. The work will replace the rubber membrane roofing systems on the center section of the main building, the boiler room, the Admissions Office, and building T-2. The average life of these roof areas is 15 years, which is approximately their expected lifespan. Our Maintenance staff members have noticed some damage and bubbles in these sections of the roof membrane, and they have had to do about forty to fifty patches over the years. The new roof will be the same type as the existing system in order to tie in with neighboring sections; rubber membrane is a good quality system for our facilities. Projected budget: \$450,500.
2. **Electrical Improvements** – This project will increase electrical capacity and power supply at several locations in the main building. Work will be done in the Financial Aid Office, the LRC, the Student Activities Office, and the Fitness Center. We have reached capacity in our electrical circuit panels in these locations, so no further expansion of power circuits can be done until we install new panels. Projected budget: \$58,500.
3. **Elevator Improvements** – This project will bring our three elevators up to code according to some new standards that are likely to become law soon in Illinois. The code requires an updated type of hydraulic cylinder that protects against failure and better contains potential oil spills. This legislation has already passed in a number of states and is expected to be enacted in Illinois as well. Projected budget: \$90,300.

The 2003 Protection, Health and Safety Fund levy, payable in 2004, should yield approximately \$600,000 at the maximum allowable tax rate. These projects have an estimated total cost of \$599,300. The College has levied at or near the maximum five cents for this fund for a number of years. Protection, Health and Safety projects must cost at least \$25,000 and require ICCB approval. A list of past, current and possible future projects is attached.

I recommend that we seek Board approval of the attached resolutions, budgets and certification statements regarding these projects.

Sauk Valley Community College Protection Health and Safety Projects Tax Levy - History and Projected As of October 17, 2003					
Project Description	(Projected)		Levy Year	Approved for Levy	Actually Levied
	Budget	Completion Year			
Reroof T-1, T-2, Gym - Phase 1	315,960	1989 c	1987	315,960	315,950
Reroof T-1, T-2, Gym - Phase 2	342,000	1990 c	1988	342,000	342,000
Reroof T-1, T-2, Gym - Phase 3	332,000	1991 c	1989	332,000	338,000
Boiler	72,700	1992 c	1990	72,700	
Reroof T-1, T-2, Gym - Phase 4	133,300	1992 c	1990	133,300	
Wastewater	156,000	1993 c	1990	156,000	
Cooling Tower	140,000	1994 c	1990	140,000	346,500
Exterior Lighting Safety Repairs	417,064	1993 c	1991	417,064	
Elevator Accessibility Modifications	108,973	1995 c	1991	108,973	
Gym Bleacher Replacement	152,686	1995 c	1991	152,686	
ADA Accessibility Modifications	226,926	2001 c	1991	226,926	357,000
Asbestos Abatement	56,000	1992 c	1992	56,000	
Asbestos Report	28,000	1993 c	1992	28,000	365,000
no project			1993		388,000
Gym Lighting Repairs	37,012	1994 c	1994	37,012	
Fire Hydrant Select Valve	41,303	1995 c	1994	41,303	
Kitchen Ventilation Modifications	79,685	1995 c	1994	79,685	415,000
Boiler Repair	36,600	1996 c	1995	36,600	
Door Hardware (safety)	98,300	1998 c	1995	98,300	453,000
Fire Alarm & Fire Exit Signs	406,600	1997 c	1996	406,600	490,000
Asbestos Abatement	200,000	1998 c	1997	200,000	
Energy Efficient Lighting	375,202	1998 c	1997	375,202	
Repair Cooling Towers	54,040	1998 c	1997	54,040	
Retaining Wall Repair, Phase 1	51,128	1998 c	1997	51,128	
T-3 Roof Repair	40,889	1998 c	1997	40,889	
Walkway Lighting Repairs	26,861	1998 c	1997	26,861	
Wellhouse Roof Membrane	40,960	1998 c	1997	40,960	
Exterior Concrete Surface Repair, Phase 1	226,584	2000 c	1997	226,584	440,341
Replace Steam Coils and Valves	222,750	1999 c	1998	222,750	
Egress Corrections - West Wing 2nd Floor	208,375	2002 c	1998	208,375	
Exterior Masonry Wall & Retaining Wall Repair, Phase 2	113,634	2001 c	1998	113,634	
Tennis Courts	240,046	2000 c		0	544,759
Asbestos Abatement - 1K4, Theater	74,800	2000 c	1999	74,800	
Exterior Concrete Surface Repair, Phase 2	193,111	2000 c	1999	193,111	
Replace HVAC Controls	329,076	2000 c	1999	329,076	596,987
Exterior Concrete Surface Repair, Phase 3	290,000	2001 c	2000	349,941	
Re-coat Roofs of T-1 and T-2	130,000	2004 s	2000	129,010	
Correct Electrical Deficiencies	127,234	2001 c	2000	127,234	606,185
T-1 Modifications	100,742	2004 s	2001	100,742	

Sauk Valley Community College Protection Health and Safety Projects Tax Levy - History and Projected As of October 17, 2003					
Project Description	Budget	(Projected)	Levy	Approved for Levy	Actually Levied
		Completion			
Exterior Concrete Surface Repair, Phase 4	231,400	2002 c	2001	231,400	
Cooling Towers Replacement	320,760	2002 c	2001	320,760	652,902
Water System Repairs	324,000	2003 s	2002	324,000	
Theater Repairs	262,543	2003 s	2002	262,543	
Storm Sewer Outfall Structure Repair	172,000	2003 s		0	
Safety Improvements	167,000	2003 s		0	586,543
<u>CURRENT YEAR PROPOSAL</u>					
Roof Replacement	450,500	2004	2003	450,500	
Electrical Improvements	58,500	2004	2003	58,500	
Elevator Improvements	90,300	2004	2003	90,300	599,300
<u>POSSIBLE FUTURE PROJECTS</u>					
Remobilization of Reheat System	71,280	2004	2004		
Repair Sidewalk Heating System	45,000	2004	2004		
Repair Primary Electrical System	260,000	2005	2004		
Asbestos Abatement - Gym	300,000	2005	2004		
Chilled Water Loop	505,000	2006	2005		
Replace Chiller	375,000	2007	2006		
Replace Chiller	375,000	2007	2006		
Replace Chiller	375,000	2008	2007		
c: completed and closed					
p: completed and pending closure					
s: started and in process					

(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 RUTH BITTNER, V.P. ADMINISTRATIVE SERVICES Phone # 815-288-5511, EXT. 256  
Project Title ELEVATOR IMPROVEMENTS  
Project Budget \$ 90,300.00  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 10/27/03

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

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

## **Programmatic Justification**

Provide an explanation of the programmatic impact of the proposed project.

EXISTING ELEVATOR CYLINDERS DO NOT MEET LATEST REVISIONS OF ANSE A17.1 AND CAN3-B44 CODES. NEW CYLINDERS TO BE INSTALLED FOR PROTECTION AGAINST CATASTROPHIC CYLINDER FAILURE AND CONTAINMENT OF SPILL OF HYDRAULIC OIL, PREVENTING ENVIRONMENTAL CONTAMINATION OF SOILS.

## **Scope of Work**

Provide an explanation of the specific work to be performed as part of this project.

HYDRAULIC CYLINDER REPLACEMENT FOR 2 PASSENGER ELEVATORS AND 1 SERVICE ELEVATOR. EXISTING CYLINDERS DO NOT PROVIDE FOR PROTECTION OR CONTAINMENT OF SPILL OF HYDRAULIC OIL. LATEST REVISIONS AND ANSE A17.1 AND CAN3-B44 CODES REQUIRE DOUBLE BOTTOM DESIGNED CYLINDERS FOR CONTAINMENT AND PROTECTION AGAINST SPILLS CONTAMINATING THE SOILS. CONCRETE TO BE REMOVED AROUND EXISTING CYLINDER, EXISTING CYLINDER REMOVED, CYLINDER HOLE DEBRIS REMOVED AND NEW DOUBLE BOTTOM DESIGN CYLINDERS INSTALLED.

## Attachment #1 Project Budget

### Check One:

New Construction  
 Remodeling

Project Name \_\_\_\_\_

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land	_____	N/A
Site Development	_____	N/A
Construction (including Fixed Equipment)	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
General Conditions	_____	_____
Contingency (10%)	_____	_____
A/E Professional Fees	_____	_____
Total	_____	_____

Protection, Health, and Safety Project Name SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506 ELEVATOR IMPROVEMENTS

	<u>Budget Amounts</u>
Project Costs	\$80,000.00
Contingency	\$ 8,000.00
A/E Professional Fees	\$ 2,300.00
Total	\$90,300.00

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

**District/College Name** SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506  
**Project Name** ELEVATOR IMPRCVEMENTS

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

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

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

Protection, Health, and  
Safety Tax Levy \_\_\_\_\_ Tax rate/fiscal year: .75¢ 2003  
(ILCS 805/3-20.3.01)

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

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

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

Capital Renewal Funding \_\_\_\_\_ Proposed Fiscal Year Source(s): \_\_\_\_\_

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

**Protection, Health, and Safety Signature/Certification Page****Check if Applicable**

Energy Conservation Certification (see attachment, if applicable) \_\_\_\_\_

Structural Integrity Certification (see attachment, if applicable) \_\_\_\_\_

Budget Certification (see attachment, always required) **x**

Feasibility Study Identifying Need of the Project \_\_\_\_\_

Other Documentation which May Support the Justification  
of this Project \_\_\_\_\_

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Sauk Valley Community College Board of  
Trustees

Date October 27, 2003Signed , Chairperson, Secretary 

**PROTECTION, HEALTH, AND SAFETY PROJECT****Budget and Certification**

Name and address of architect/engineer providing the estimate:

WILLETT, HOFMANN & ASSOCIATES, INC.  
809 EAST SECOND STREET  
DIXON, ILLINOIS 61021

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

thomas wayne houck

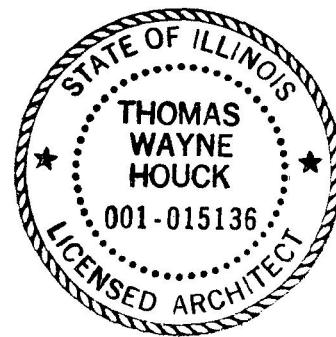
Architect/Engineer's Signature

10-14-2003

Date

001-015136  
Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

**ELEVATOR REPAIRS**  
**HYDRAULIC CYLINDER REPLACEMENT**  
Sauk Valley Community College  
WHA#1212D03

**Preliminary Opinion of Probable Project Costs**

**CONSTRUCTION**

1.	REMOVAL & REINSTALLATION OF ELEVATOR CYLINDERS	\$ 80,000.00
	Removal of existing hydraulic cylinder, oil, debris and installation new casing and cylinder and oil at three existing elevators.	
	CONTINGENCY	\$ 8,000.00
	<b>CONSTRUCTION TOTAL</b>	<b>\$ 88,000.00</b>

**ENGINEERING**

1.	DESIGN PHASE	\$ 850.00
	Documentation of existing conditions. Preparation of Bid, Construction and Contract Documents.	
2.	BIDDING PHASE	\$ 600.00
	Pre-Bid Meeting. Respond to Bidder inquiries. Issuance of Addenda. Bid Opening. Bid Recommendation.	
3.	CONSTRUCTION PHASE	\$ 850.00
	Review shop drawings. Review Contractor Pay Requests. Periodic site visits to observe construction in accordance with Contract Documents. Final Punch List. Final Acceptance/Closeout.	
	<b>ENGINEERING TOTAL</b>	<b>\$ 2,300.00</b>

**PROJECT TOTAL**

1.	CONSTRUCTION TOTAL	\$ 88,000.00
2.	ENGINEERING TOTAL	\$ 2,300.00
	<b>PROJECT BUDGETARY TOTAL</b>	<b>\$ 90,300.00</b>

(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 RUTH BITTNER, V.P. ADMINISTRATIVE SERVICES Phone # (815) 288-5511 EXT. 256  
Project Title ELECTRICAL IMPROVEMENTS  
Project Budget \$ 58,500.00  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 10/27/03

**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*)

### **Programmatic Justification**

Provide an explanation of the programmatic impact of the proposed project.

PRESENT ELECTRICAL PANELS AT SEVERAL LOCATIONS ARE AT CAPACITY AND/OR UNDERSIZED. PROPOSED IMPROVEMENTS WILL INCREASE CAPACITY AND POWER SUPPLY TO AREAS WHERE NEEDED.

## Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

**PRESENT PANEL BOARDS ARE AT CAPACITY.**

1. INSTALL NEW TRANSFORMER IN BASEMENT AND FEED NEW PANEL AT FIRST FLOOR FINANCIAL AID OFFICE.
2. PROVIDE FEED FROM EXISTING TRANSFORMER AT FIRST FLOOR TO LIBRARY AND IT OFFICE ON THIRD FLOOR. INSTALL NEW PANEL IN LIBRARY AND NEW SUB-PANEL AT IT OFFICE.
3. PROVIDE FEED FROM EXISTING PANEL AT FIRST FLOOR TO NEW PANEL AT FIRST FLOOR STUDENT ACTIVITIES OFFICE.
4. INSTALL NEW 100 AMP PANEL AND NEW WIRING FROM FEED IN BASEMENT TO FITNESS CENTER ON FIRST FLOOR. REMOVE EXISTING WIRING.

## Attachment #1 Project Budget

### Check One:

New Construction  
 Remodeling

Project Name \_\_\_\_\_

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land	_____	<u>N/A</u>
Site Development	_____	<u>N/A</u>
Construction (including Fixed Equipment)	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
General Conditions	_____	_____
Contingency (10%)	_____	_____
A/E Professional Fees	_____	_____
Total	_____	_____

Protection, Health, and Safety Project Name SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506 ELECTRICAL IMPROVEMENTS

	<u>Budget Amounts</u>
Project Costs	<u>\$45,000</u>
Contingency	<u>\$ 6,000</u>
A/E Professional Fees	<u>\$ 7,500</u>
Total	<u>\$58,500</u>

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

**District/College Name** SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506  
**Project Name** ELECTRICAL IMPROVEMENTS

**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)  49¢ Tax rate/fiscal year: 2003

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): \_\_\_\_\_

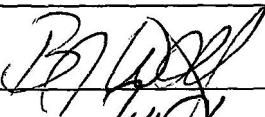
ADA Access for All Funding  Proposed Fiscal Year Source(s): \_\_\_\_\_

**Protection, Health, and Safety Signature/Certification Page****Check if Applicable**Energy Conservation Certification (see attachment, if applicable) Structural Integrity Certification (see attachment, if applicable) Budget Certification (see attachment, always required)  xFeasibility Study Identifying Need of the Project Other Documentation which May Support the Justification  
of this Project 

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Sauk Valley Community College Board of  
Trustees

Date October 27, 2003Signed , Chairperson, Secretary 

**PROTECTION, HEALTH, AND SAFETY PROJECT****Budget and Certification**

Name and address of architect/engineer providing the estimate:

WILLETT, HOFMANN & ASSOCIATES, INC.  
809 EAST SECOND STREET  
DIXON, ILLINOIS 61021

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

Thomas Wayne Houck

Architect/Engineer's Signature

10-14-2003

Date

001-015136

Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

# **ELECTRICAL IMPROVEMENTS**

Sauk Valley Community College  
WHA#1211D03

## **Preliminary Opinion of Probable Project Costs**

### **CONSTRUCTION**

1.	<b>FINANCIAL AID OFFICE</b>	\$ 19,500.00
	Install new transformer in basement and feed new panel at first floor. Install ceiling access panel. Provide conduit between new panel and existing panel.	
2.	<b>LIBRARY AND IT OFFICES</b>	\$ 12,500.00
	Provide feed from existing transformer at first floor to third floor. Install two (2) new ceiling hatches. Install new panel at Library and new sub-panel at IT Offices	
3.	<b>STUDENT ACTIVITIES OFFICE</b>	\$ 7,000.00
	Install new panel in Student Activities Office from existing panel located on first floor.	
4.	<b>FITNESS CENTER</b>	\$ 6,000.00
	Install new 100 amp panel and wiring from feed in basement. Remove existing wiring.	
	<b>SUB-TOTAL</b>	\$ 45,000.00
	<b>CONTINGENCY</b>	\$ 6,000.00
	<b>CONSTRUCTION TOTAL</b>	<b>\$ 51,000.00</b>

### **ENGINEERING**

1.	<b>DESIGN PHASE</b>	\$ 4,300.00
	Documentation of existing conditions. Preparation of Bid, Construction and Contract Documents.	
2.	<b>BIDDING PHASE</b>	\$ 1,400.00
	Pre-Bid Meeting. Respond to Bidder inquiries. Issuance of Addenda. Bid Opening. Bid Recommendation.	
3.	<b>CONSTRUCTION PHASE</b>	\$ 1,800.00
	Review shop drawings. Review Contractor Pay Requests. Periodic site visits to observe construction in accordance with Contract Documents. Final Punch List. Final Acceptance/Closeout.	
	<b>ENGINEERING TOTAL</b>	<b>\$ 7,500.00</b>

### **PROJECT TOTAL**

1.	<b>CONSTRUCTION TOTAL</b>	\$ 51,000.00
2.	<b>ENGINEERING TOTAL</b>	\$ 7,500.00
	<b>PROJECT BUDGETARY TOTAL</b>	<b>\$ 58,500.00</b>

(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 RUTH BITTNER, V.P. ADMINISTRATIVE SERVICES Phone # 815-288-5511 EXT. 256  
Project Title ROOF REPLACEMENT  
Project Budget \$ 450,500.00  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 10/27/03

**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*)

### **Programmatic Justification**

Provide an explanation of the programmatic impact of the proposed project.

PROPOSED PROJECT WILL ELIMINATE ROOF LEAKS AND CORRECT PRESENT DETERIORATED ROOF CONDITIONS PREVENTING POTENTIAL FUTURE LEAKING.

## **Scope of Work**

Provide an explanation of the specific work to be performed as part of this project.

**REMOVAL AND REPLACEMENT OF EXISTING ROOFING SYSTEMS INCLUDING ROOF MEMBRANE, INSULATION, FLASHINGS AND SHEATHING, AT AREAS WHERE PRESENT ROOF SYSTEM HAS FAILED OR WHERE FAILURE APPEARS IMMINENT.**

## Attachment #1 Project Budget

Check One:

New Construction  
 Remodeling

Project Name \_\_\_\_\_

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land		<u>N/A</u>
Site Development		<u>N/A</u>
Construction (including Fixed Equipment)		
Mechanical		
Electrical		
General Conditions		
Contingency (10%)		
A/E Professional Fees		
Total		

Protection, Health, and Safety Project Name SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506 ROOF REPLACEMENT

	<u>Budget Amounts</u>
Project Costs	<u>\$395,000.00</u>
Contingency	<u>\$ 39,500.00</u>
A/E Professional Fees	<u>\$ 16,000.00</u>
Total	<u>450,500.00</u>

**Attachment #2**  
**Funding Source****District/College Name** SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506**Project Name** ROOF REPLACEMENT**Check the source(s) of funds:**

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

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

Protection, Health, and  Tax rate/fiscal year: 3.75¢ 2003  
Safety Tax Levy  
(ILCS 805/3-20.3.01)

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

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

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

Capital Renewal Funding  Proposed Fiscal Year Source(s): \_\_\_\_\_

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

**Protection, Health, and Safety Signature/Certification Page****Check if Applicable**

Energy Conservation Certification (see attachment, if applicable) \_\_\_\_\_

Structural Integrity Certification (see attachment, if applicable) \_\_\_\_\_

Budget Certification (see attachment, always required) **X** \_\_\_\_\_

Feasibility Study Identifying Need of the Project \_\_\_\_\_

Other Documentation which May Support the Justification  
of this Project \_\_\_\_\_

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Sauk Valley Community College Board of  
Trustees

Date October 27, 2003Signed B. Wolf, ChairpersonJ. H. Pater, Secretary

**PROTECTION, HEALTH, AND SAFETY PROJECT****Budget and Certification**

Name and address of architect/engineer providing the estimate:

WILLETT, HOFMANN & ASSOCIATES, INC.  
809 EAST SECOND STREET  
DIXON, ILLINOIS 61021

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.

THOMAS W HOUCK

Architect/Engineer's Signature

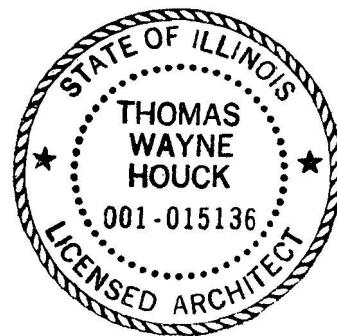
10-14-2003

Date

001-015136

Illinois Registration or License Number

Seal



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

**PROTECTION, HEALTH, AND SAFETY PROJECT****Structural Integrity**

Name and address of architect/engineer providing the estimate:

WILLETT, HOFMANN & ASSOCIATES, INC.  
809 EAST SECOND STREET  
DIXON, ILLINOIS 61021  
THOMAS W. HOUCK, AIA, PE

I certify that the proposed project is necessary because the current condition of the facility poses a threat to the structural integrity of the facility.

---

*thomas w houck*

Architect/Engineer's Signature

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10 - 14 - 2003

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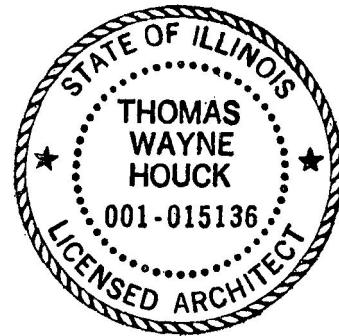
Date

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001-015136

Illinois Registration or License Number

Seal



# ROOF REPLACEMENT & REPAIRS

Sauk Valley Community College

WHA#1206D03

## Preliminary Opinion of Probable Project Costs

### CONSTRUCTION

1.	MAIN BUILDING	\$270,000.00
	Remove existing insulation and membrane and install new. Install new flashings and trim as required. Approximately 30,000 SF at \$9.00/SF	
2.	BOILER ROOM	\$ 51,000.00
	Remove existing insulation and membrane and install new. Install new flashings and trim as required. Approximately 5,600 SF at \$9.00/SF	
3.	T-2 BUILDING	\$ 54,000.00
	Prepare, repair and level existing roof. Install new sheathing and membrane roofing. Install new flashings and trim as required. Approximately 9,000 SF at \$6.00/SF	
4.	PATIO	\$ 20,000.00
	Remove and replace existing membrane.	
	<b>SUB-TOTAL</b>	<b>\$395,000.00</b>
	<b>CONTINGENCY</b>	<b>\$ 39,500.00</b>
	<b>CONSTRUCTION TOTAL</b>	<b>\$434,500.00</b>

### ENGINEERING

1.	DESIGN PHASE	\$ 8,800.00
	Documentation of existing conditions. Preparation of Bid, Construction and Contract Documents.	
2.	BIDDING PHASE	\$ 2,200.00
	Pre-Bid Meeting. Respond to Bidder inquiries. Issuance of Addenda. Bid Opening. Bid Recommendation.	
3.	CONSTRUCTION PHASE	\$ 5,000.00
	Review shop drawings. Review Contractor Pay Requests. Periodic site visits to observe construction in accordance with Contract Documents. Final Punch List. Final Acceptance/Closeout.	
	<b>ENGINEERING TOTAL</b>	<b>\$ 16,000.00</b>

### PROJECT TOTAL

1.	CONSTRUCTION TOTAL	\$434,500.00
2.	ENGINEERING TOTAL	\$ 16,000.00
	<b>PROJECT BUDGETARY TOTAL</b>	<b>\$450,500.00</b>

**RESOLUTION TO APPROVE PROTECTION,  
HEALTH AND SAFETY PROJECTS**

**WHEREAS**, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 506 is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and,

**WHEREAS**, the Board has received reports from licensed professional architect/engineer that there is a project at SVCC which requires repair and alteration, as defined in 23 Illinois Administrative Code, Sec. 1501.601; and

**WHEREAS**, the projects recommended for repair and alteration are:

Roof Replacement	\$450,500
Electrical Improvements	\$58,500
Elevator Improvements	\$90,300

**WHEREAS**, all facilities described by the projects set forth are owned by SVCC.

**NOW, BE IT RESOLVED** by the Board of Trustees of Sauk Valley Community College District 506, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above requires alteration or repair and is necessary to remove a health or safety hazard to the students, employees or visitors of SVCC.
3. There are not sufficient funds available in the Operations and Maintenance Fund of SVCC to complete the projects set forth above.
4. The Board approves the completion of the Protection, Health, and Safety projects described below:

Roof Replacement  
Electrical Improvements  
Elevator Improvements

5. The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of this project consistent with Ill. Rev. Stat. Ch. 122 Paragraph 103-20.3.01 (and all other applicable statutes) and 23 Illinois Administrative Code Section 1501.608 (and all other applicable regulations).

Adopted October 27, 2003

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Chairman  
Community College District 506

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Secretary  
Community College District 506

For Board Meeting of  
October 27, 2003

**Agenda Item I-1**

**TEMPORARY FULL-TIME FACULTY APPOINTMENT – BIOLOGY**

The administration is recommending the appointment of Roberta J. White as a Temporary Full-time Instructor of Biology, effective January 9, 2004 to May 14, 2004 at a 12-month salary of \$30,161, to be prorated.

**RECOMMENDATION:** Board approval of the appointment of Roberta J. White as a Temporary Full-time Instructor of Biology, effective January 9, 2004 to May 14, 2004 at a 12-month salary of \$30,161, to be prorated.

Sauk Valley Community College

Instructional Services

Business, Technology, and Natural Sciences

**Linley V. White, Dean** [whitel@svcc.edu](mailto:whitel@svcc.edu)

DATE: October 2, 2003

TO: Dr. Deborah Hecht

FROM: Linley White

SUBJECT: Appointment of Roberta White as Temporary Full-Time Biology Instructor

Sauk Valley Community College is experiencing robust enrollment in the biological sciences area. Biology is the entry point for the allied health students. In the past two semesters, Sauk was able to increase course offerings by hiring adjunct instructors, however at this time there is more demand for classes than can be staffed. We need to schedule these classes during the day, to maximize laboratory space and individuals with masters degrees in biology generally have other, full-time, day jobs. Currently we have 24 students in an additional section of BIO 108. These students will need an added section of BIO 109 for spring. During this term, Sauk has 45 students in BIO 109 (one lecture and two lab sections) that will need access to BIO 110 and BIO 111 in the Spring term to stay on sequence.

In order to accommodate these students currently in the queue, my division needs to schedule an additional section each of BIO 111, BIO 109 and BIO 110. Dean Janet Lynch also needs to staff a PED 115 Nutrition class in her division. The combined credit hours for these courses accumulate to 15.5 equated credit hours. Fortunately we have an adjunct that is currently qualified to teach all of these courses.

Roberta White started teaching for us last summer semester and is currently teaching for us now. Roberta is well qualified to teach all aforementioned courses and would be willing to do so as distance learning classes with Highland Community College in Freeport.

My proposal is this:

1. Teach BIO 111 lecture on Monday evenings from 5:30 to 8:15 compressed video with HCC. The BIO 111 lab will be Monday and Wednesday evenings.
2. Teach BIO 110 lecture from 6:00 to 8:45 on Tuesday evening compressed video with HCC. The corresponding lab would be after the lecture on Tuesday.
3. Teach BIO 109 lecture on Saturday morning compressed video with HCC and a corresponding lab later Saturday morning.
4. Nursing/PED 115 Nutrition will be scheduled via compressed video with HCC once Ms. White has been hired .

In summary, I request permission to bring Roberta White on as a temporary full-time faculty member for spring semester. Since Sauk will have a revenue source from Highland CC plus the tuition of our own students, I believe this to be financially sound at this time.

**“Provide the best learning opportunity for people to acquire the skills to be successfully employed in our district.”**

**SVCC Workforce Council**

For Board Meeting of  
October 27, 2003

Agenda Item J-1

## COOPERATIVE AGREEMENT

Sauk Valley Community College has suggested that a consortium of nearby colleges enter into a broad-based arrangement that would simplify the process of combining cooperative agreements and charge-backs into one comprehensive agreement.

RECOMMENDATION: Board approval of the attached Cooperative Agreement.

For Board Meeting of  
October 27, 2003

Agenda Item J-1

## COOPERATIVE AGREEMENT

Sauk Valley Community College has suggested that a consortium of nearby colleges enter into a broad-based arrangement that would simplify the process of combining cooperative agreements and charge-backs into one comprehensive agreement.

RECOMMENDATION: Board approval of the attached Cooperative Agreement.

# SAUK VALLEY COMMUNITY COLLEGE

173 IL Route 2, Dixon, IL 61021  
(815) 288-5511

## MEMORANDUM

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**TO:** Board of Trustees  
**FROM:** Richard L. Behrendt, Ph.D.  
**DATE:** October 20, 2003  
**SUBJECT:** Cooperative Agreement

Currently many Illinois community colleges have entered into cooperative agreements that are specific to selected A.A.S. degree/certificate programs. For other such programs not offered at individual colleges the students have the option of utilizing the charge back system. The distinction between these two agreements is often difficult for the public to understand and for the colleges to maintain – and a review of catalogs indicates that colleges are not always reflecting the same information regarding their cooperative agreements.

Sauk Valley has suggested that a consortium of nearby colleges enter into a broader-based arrangement that would simplify the process by combining cooperative agreements and charge-backs into one comprehensive agreement. At least one of these broad-based agreements currently exists among Illinois Valley, Heartland, Kankakee, Richland, South Suburban and Joliet.

The essence of this agreement is that any occupational certificate or associate in applied science degree not available at the home college would be considered a cooperative agreement educational program at any of the consortium colleges, thus expanding educational opportunities for our students at in-district tuition rates.

This comprehensive consortium agreement has many positive aspects:

- Eliminates the need to develop and maintain individual cooperative agreements,
- Eliminates the need for charge-backs,
- Expands educational programs to each districts' citizens at in-district tuition,
- Reduces confusion between cooperative agreements and charge backs,
- Provides positive public relations for our constituents.

The only negative side to this type of an agreement is any loss of charge-back revenue which is not a factor for Sauk as we pay about \$36,000 per year in chargebacks and receive about \$3,000 from other schools.

## Comprehensive Agreement Regarding Expansion of Educational Resources

**THIS AGREEMENT** is entered into by and among the **BOARD OF TRUSTEES** from each participating community college for the expressed purpose of providing additional educational programs to the citizens of each district involved in this Agreement.

### Participating Colleges

Black Hawk College, District 503, Moline, Illinois  
Carl Sandburg College, District 518, Galesburg, Illinois  
Highland Community College, District 519, Freeport, Illinois  
Illinois Central College, District 514, East Peoria, Illinois  
Illinois Valley Community College, District 513, Oglesby, Illinois  
Kishwaukee College, District 523, Malta, Illinois  
Rock Valley College, District 511, Rockford, Illinois  
Sauk Valley Community College, District 506, Dixon, Illinois  
Waubonsee Community College, District 516, Sugar Grove, Illinois

**WITNESSETH:**

**WHEREAS**, it is the desire of the parties hereto to expand educational services to the greatest number of students in each district served by the parties, and

**WHEREAS**, the parties hereto believe this Agreement should be one of the means of implementing the State of Illinois Master Plan in accomplishing a viable method of cooperation between hereto, and

**WHEREAS**, by means of this Agreement, the parties hereto desire to share programs of each institution and thereby maximize the utilization of finances, facilities, equipment, and personnel of each institution, and by so doing, provide educational services that might otherwise be impractical for any of the parties individually, and

**WHEREAS**, the parties hereto believe that implementation of this Agreement holds great promise for further development of higher education in Illinois;

**WHEREAS**, this agreement supersedes and takes the place of any and all prior cooperative agreements and that all said prior agreements are hereby terminated.

**NOW, THEREFORE**, in consideration of the mutual covenants hereinafter contained, the parties hereto agree as follows:

**1. INSTITUTIONAL IDENTIFICATION**

For the purposes of Agreement, the college district sending the students to another college will be referred to as "Sending College" and the college receiving students from another college district will be referred to as the "Receiving College" institution.

**2. TERMS OF AGREEMENT**

Any educational program offered by the parties to this Agreement shall be an approved occupational credit-bearing certificate or associate in applied science degree program by the Illinois Community College Board at the "Receiving" institution.

**3. DURATION OF AGREEMENT**

This Agreement shall be in force upon adoption by the Board of Trustees of each of the participating college and will continue until terminated under the provision of item 6.

**4. AMENDMENTS TO AGREEMENT**

Amendments and/or revisions to this Agreement may be made at any time by mutual consent of all parties in writing. Such amendments and/or revisions shall be prepared in the form of an addendum agreement. The procedure for approval of such addenda and/or revisions shall follow the same procedure employed in securing approval by all parties in the in the original Agreement.

In the event of amendments and or revisions to this agreement, students who have entered an educational program shall be allowed to complete the program under the terms of this agreement.

**5. COORDINATION OF AGREEMENT**

Coordination of this agreement shall be rotated annually among the Career Deans of participating colleges.

**6. TERMINATION OF AGREEMENT**

The participation of any college(s) in this Agreement may be terminated at the end of any spring semester, to be in effect the following fall term, at the request of the College President. Notice shall be given in writing on or before March 1 to each of the other College Presidents. In the event of such termination, students who have entered an educational program shall be allowed to complete the program under the terms of this Agreement.

**7. CITIZENS ELIGIBILITY**

Upon approval from the home district, a citizen may take advantage of the educational opportunity provided through this Agreement to apply for acceptance at a program not now available in her/his service district.

Furthermore, a citizen may not enroll under the provisions of this Agreement in a program in a district outside of her/his own if that citizen's educational objective can be met in the college of her/his service district.

**8. REGISTRATION**

Upon written approval from the home district, students shall register at the "Receiving" college and shall be members of that district for the terms of their enrollment. Under the terms of this agreement, students may take approved courses at either institution. Upon successful completion, courses taken at the "Sending" institution shall be acceptable to transfer to the "Receiving" institution for completion of the program, or visa versa.

**9. ADDITIONAL EDUCATIONAL SERVICES**

The “Receiving” college shall provide access to its Learning Resources Center and other instructional resources for students from the “Sending” college equal to those provided for any other student at this campus. The “Receiving” college shall also provide counseling-guidance and other services that will facilitate the learning process.

**10. RECOGNITION OF STUDENT COMPLETION**

The “Receiving” college shall maintain all admission records, transcripts, and issue any and all degrees or certificates to the students completing the educational program.

**11. SCHOLARSHIPS AND STUDENT ACTIVITIES**

The “Receiving” college shall be considered the home district for athletic eligibility and/or any activity where the student officially represents an institution as well as for military and Illinois State Student Assistance Commission Scholarships. Athletic eligibility will be determined by rules of the college’s athletic conference. Students from any “Sending” college may be eligible at any “Receiving” institution for any other extracurricular activities, scholarships or other recognition of excellence in the program for which they are attending at the “Receiving” institution.

**12. RECORDS**

The “Receiving” college shall maintain appropriate records for student from the “Sending” college in accordance with standard procedure while that student is in attendance in this institution, and will provide copies of said record to the “Sending” college upon request of the student.

**13. PUBLICITY**

Each participating college shall be duly noted and published in each catalog. Marketing of programs into another college district will only be done with the permission of that district.

**14. COMMUNICATION OF AGREEMENT**

The “Sending” college shall communicate the terms of this Agreement to its students attending a “Receiving” college. Said students will be responsible for all normal operating rules and conditions of the campus he or she is on at any given time.

**15. REIMBURSEMENT**

The “Receiving” college shall be eligible to file all claims for vocational reimbursement and apportionment for any student enrolled in the class from a “Sending” college under this Agreement.

**16. STUDENT RIGHTS**

Students from the “Sending” college shall be afforded the same rights and privileges as any other student of the “Receiving” district while on the premises of the “Receiving” college.

**17. TRANSPORTATION**

Students shall be responsible and liable for their own transportation both to and from the “Sending” institution.

**18. EDUCATIONAL CHARGES FOR SERVICES RENDERED**

Charges for instructional services provided to students by each “Receiving” college shall be based on, and limited to, the “Receiving” college’s normal in-district tuition and special fees. The tuition fees will be the responsibility of the student. All students seeking state or deferral financial assistance are required to make application at the “Receiving” institution.

**19. FTE REPORTING**

For purposes of capital (construction space), FTE enrollment in the classes taken are reported by the “Receiving” college.

**20. C.A.R.E.E.R. PARTICIPATING INSTITUTIONS**

Attached to this agreement are the participating institutions.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement by Board of Trustee action of each participating college, which completed copy shall be deemed an original, as of the date and year first above written.

**BOARD OF TRUSTEES OF BLACK HAWK COLLEGE DISTRICT 503**

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Board Chair

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Board Secretary

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College President

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Date**BOARD OF TRUSTEES OF CARL SANDBURG COLLEGE DISTRICT 518**

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Board Chair

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Board Secretary

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College President

---

Date

**BOARD OF TRUSTEES OF HIGHLAND COMMUNITY COLLEGE  
DISTRICT 519**

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Board Chair

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Board Secretary

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College President

---

Date

**BOARD OF TRUSTEES OF ILLINOIS CENTRAL COLLEGE DISTRICT 514**

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Board Chair

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Board Secretary

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College President

---

Date

**BOARD OF TRUSTEES OF ILLINOIS VALLEY COMMUNITY COLLEGE  
DISTRICT 513**

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Board Chair

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Board Secretary

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College President

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Date

**BOARD OF TRUSTEES OF KISHWAUKEE COLLEGE DISTRICT 523**

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Board Chair

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Board Secretary

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College President

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Date

**BOARD OF TRUSTEES OF ROCK VALLEY COLLEGE DISTRICT 511**

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Board Chair

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Board Secretary

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College President

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Date

**BOARD OF TRUSTEES OF SAUK VALLEY COMMUNITY COLLEGE  
DISTRICT 506**

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Board Chair

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Board Secretary

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College President

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Date

**BOARD OF TRUSTEES OF WAUBONSEE COMMUNITY COLLEGE  
DISTRICT 516**

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Board Chair

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Board Secretary

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College President

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Date

**SAUK VALLEY COMMUNITY  
COLLEGE DISTRICT 506**

**FINANCIAL REPORT**

June 30, 2003

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INDEPENDENT AUDITOR'S REPORT ON THE  
FINANCIAL STATEMENTS, SUPPLEMENTARY INFORMATION  
AND SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Board of Trustees  
Sauk Valley Community  
College District 506  
Dixon, Illinois

We have audited the accompanying basic financial statements of Sauk Valley Community College District 506 as of June 30, 2003, and for the year then ended. These basic financial statements are the responsibility of Sauk Valley Community College District 506 management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards, issued by the Comptroller General of the United States, and the provisions of Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of Sauk Valley Community College District 506 as of June 30, 2003, and the results of its operations and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As discussed in the notes to financial statements, the College adopted the provisions of the Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*; GASB Statement No. 35, *Basic Financial Statements-and Management's Discussion and analysis-for Colleges and Universities*; GASB Statement No. 37; *Basic Financial Statements-and Management's Discussion and Analysis-for State and Local Governments*; and GASB Statement No. 38, *Certain Financial Statement Note Disclosures* during the year ended June 30, 2003.

The accompanying management's discussion and analysis on pages 6 through 11 is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

In accordance with Government Auditing Standards, we have also issued a report dated September 9, 2003 on our consideration of Sauk Valley Community College District 506's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is not a required part of the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

*Lindgren, Callihan, VanOsdol & Co., Ltd.*

September 9, 2003



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND ON  
INTERNAL CONTROL OVER FINANCIAL REPORTING BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Trustees  
Sauk Valley Community College  
District 506  
Dixon, IL 61021

We have audited the basic financial statements of Sauk Valley Community College District 506 as of and for the year ended June 30, 2003, and have issued our report thereon dated September 9, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

**Compliance**

As part of obtaining reasonable assurance about whether Sauk Valley Community College District 506's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered Sauk Valley Community College District 506's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of the Board of Trustees, management, and federal awarding agencies. However, this report is a matter of public record and its distribution is not limited.

*Lindgren, Callihan, VanOsdol & Co., Ltd.*

September 9, 2003



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH  
REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM  
AND INTERNAL CONTROL OVER COMPLIANCE IN  
ACCORDANCE WITH OMB CIRCULAR A-133**

To the Board of Trustees  
Sauk Valley Community College  
District 506  
Dixon, IL

**Compliance**

We have audited the compliance of Sauk Valley Community College District 506 with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 2003. Sauk Valley Community College District 506's major federal programs are identified in the schedule of expenditures of federal awards. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of Sauk Valley Community College District 506's management. Our responsibility is to express an opinion on Sauk Valley Community College District 506's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Sauk Valley Community College District 506's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provided a reasonable basis for our opinion. Our audit does not provide legal determination on Sauk Valley Community College District 506's compliance with those requirements.

In our opinion, Sauk Valley Community College District 506 complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2003.

## Internal Control Over Compliance

The management of Sauk Valley Community College District 506 is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulation, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Sauk Valley Community College District 506's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements or laws, regulations, contracts, and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of the Board of Trustees, management, and federal awarding agencies. However, this report is a matter of public record and its distribution is not limited.

*Lindgren, Callihan, VanOsdol & Co., Ltd.*

September 9, 2003

# SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

## MANAGEMENT DISCUSSION AND ANALYSIS

June 30, 2003

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### Using This Annual Report

As the management of Sauk Valley Community College (SVCC), we offer the readers of the College's financial statements this narrative overview and analysis of the financial activities of SVCC for the year ended June 30, 2003.

The Management's Discussion and Analysis (MD&A) is a new element of required supplementary information specified in the Governmental Accounting Standards Board's (GASB) Statement No. 34 issued in June 1999. Certain comparative information between the current year (2002-2003) and the prior year (2001-2002) is required to be presented in the MD&A. However, since this is the first year of implementation of the new reporting model contained in GASB Statement No. 34, that statement permits the omission of prior year data in the first year of implementation. The College has elected not to prepare comparative data due to the cost of adjusting prior year's financial statements to the new reporting model. Comparative data will be presented in the future.

The MD&A provides an overview of the College's financial position at June 30, 2003 and the results of operations for the year. This summary should not be taken as a replacement for the audit report, which consists of the financial statements, notes to the financial statements, required and other supplementary information.

The new financial statements, as presented under the new reporting model established by GASB Statement No. 34, focuses on the College as a whole. The basic financial statements are designed to emulate corporate presentation models whereby all College activities are consolidated into one total. The Statement of Net Assets focuses on the financial condition of the College. This statement combines and consolidates current financial resources (short-term expendable resources) with capital assets. The Statement of Revenues, Expenses, and Changes in Net Assets focuses on both the gross costs and the net costs of College activities, which are supported mainly by property taxes and by state and other revenues. This approach is intended to summarize and simplify the user's analysis of cost of various College services to students and the public.

### Financial Highlights

Higher than expected enrollment and a good year for employee health insurance costs allowed the General Funds to end the year with a loss of \$179,243, an improvement of \$42,414 over the budgeted amount of \$221,657. The General Fund balance ended the year at \$737,018. Tuition and Fees was \$2,988,998, 3.9% higher than the budget of \$2,876,407, and a decrease of just 1.4% from fiscal 2002's very strong enrollment year. Employee Benefit costs in the General Fund finished at \$1,126,572, 9.6% less than in fiscal 2002 and 0.4% less than budget. The Public Services function expanded beyond budget in both revenues and expenditures because of the addition of a large training contract with a major new area employer. State and Federal Revenue in the Special Revenue Funds finished higher than budget because of the addition of new grants and finalization of continuing grant budgets after the fiscal 2003 budget was set for the year. The Capital Projects Fund reflects much less activity than was budgeted because the State's fiscal crisis brought a January halt to planned construction projects.

# SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

## MANAGEMENT DISCUSSION AND ANALYSIS (CONTINUED)

June 30, 2003

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### Financial Analysis of the College as a Whole

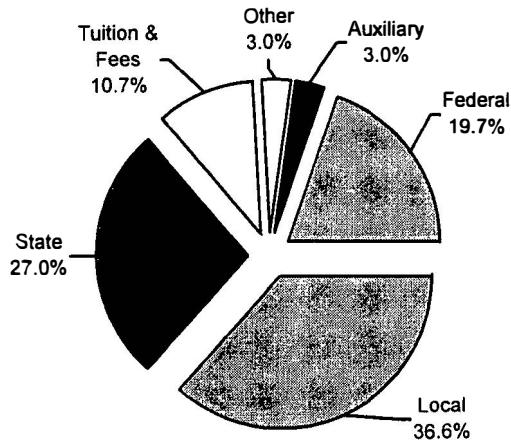
#### Net Assets As of June 30, 2003

Current assets	\$18,848,061
Non-current assets:	
Capital assets, net of depreciation	<u>9,335,887</u>
Total assets	<u>28,183,948</u>
Current liabilities	6,181,643
Non-current liabilities	<u>2,630,313</u>
Total liabilities	<u>8,811,956</u>
Net assets:	
Investment in capital assets, net of related debt	7,967,879
Restricted	10,398,564
Unrestricted	<u>1,005,549</u>
Total net assets	<u>\$19,371,992</u>
Change in net assets	<u>\$859,865</u>

This schedule is prepared from the College's statement of net assets, which is presented on an accrual basis of accounting whereby assets are capitalized and depreciated.

The following is a graphic illustration of total revenues by source.

#### Total Revenues by Source



Tuition & Fees	1,696,696
State	4,284,344
Federal	3,119,763
Local	5,808,945
Auxiliary	482,158
Other	478,534
Total revenues	15,870,440

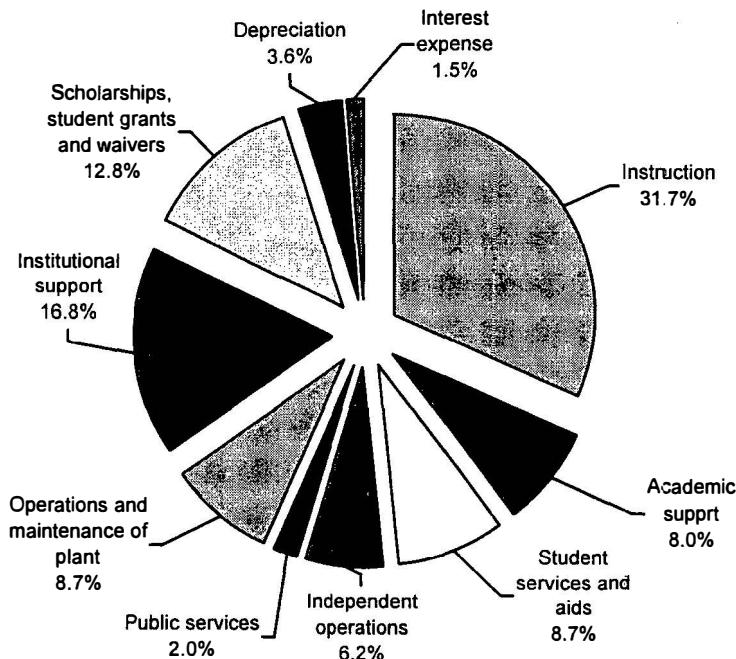
# SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

## MANAGEMENT DISCUSSION AND ANALYSIS (CONTINUED)

June 30, 2003

The following is a graphic illustration of total expenses.

### Total Expenses by Function



Instruction	4,780,644
Academic support	1,193,799
Student support services	1,308,048
Independent operations	926,410
Public services	305,124
Operations and maintenance of plant	1,305,322
Institutional support	2,518,874
Scholarships, student grants, and waivers	1,920,875
Depreciation	532,971
Interest expense	218,508
<b>Total</b>	<b>15,010,575</b>

### Financial Analysis of Individual Funds

The College's budget is prepared according to Illinois law and was not amended during the year.

**General Funds:** The Educational and Operations and Maintenance Funds are the general operating funds. They are used for all financial resources except those required to be accounted for in other funds. Actual revenue for the general funds was \$10,122,029, vs. a budget of \$9,826,549. Actual revenue exceeded expectations for property taxes (due to EAV growth) and tuition and fees (due to enrollment). It was less than budget for State Sources due to State operating grant cuts. Other Sources exceeded budget because of additional contract training projects.

Actual expenditures in the general funds were \$10,351,850, vs. a budget of \$10,260,206. This reflects an increase in Contractual Services for the contract training, higher than expected property insurance premiums, and savings on utility rates and health insurance usage.

The general funds experienced a net excess of expenditures over revenues and transfers in for the year of \$179,243, bringing the operating fund balance to \$737,018 at June 30, 2003.

**Liability, Protection and Settlement Fund:** This Special Revenue Fund records revenue from the tort liability and Medicare insurance/FICA tax levies. Expenditures may be used for the payment of tort liability, unemployment or worker's compensation insurance claims; protection against tort liability; and participation in the Federal Medicare and Social Security program.

# SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

## MANAGEMENT DISCUSSION AND ANALYSIS (CONTINUED)

June 30, 2003

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### **Liability, Protection and Settlement Fund (continued):**

Revenue in this fund finished very close to budget. Liability insurance costs reflect a reallocation of charges from the General Funds to this fund, and Capital Outlay is below budget because of a delay in a planned equipment purchase until after the end of the fiscal year.

**Audit Fund:** This Special Revenue fund is established for recording the payment of auditing expenses. Both revenues and expenditures were comparable to budget.

**Restricted Purposes Fund:** This Special Revenue Fund accounts for monies that have restrictions regarding their use, with each specific project accounted for separately within the fund. Both revenues and expenditures exceeded budget because of the addition of new grants and finalization of continuing grant budgets during the year. The fund experienced a planned loss because two-thirds of the funding bonds revenue received during fiscal 2002 had been held over for use during fiscals 2003 and 2004.

**Operations and Maintenance (Restricted) Fund:** This Capital Projects Fund accounts for monies that have been restricted for building purposes and site acquisition. It includes Protection, Health and Safety projects, Capital Renewal Grants, the ICCB Deferred Maintenance Grant, and other sources that are designated for building projects. Actual revenues and expenditures were less than budget because progress on the anticipated Building T-1/West Wing remodeling project was halted mid-year due to the State's budget difficulties. The fund reflects a transfer in of the liquidated Building Bond Proceeds Fund balance for use on future capital projects.

**Building Bond Proceeds Fund:** This Capital Projects fund was used to account for proceeds from the construction bonds issued to build the SVCC campus. The remaining fund balance was transferred during the year to the Operations and Maintenance (Restricted) Fund for use as local match on major construction projects. The fund was then liquidated.

**Bond and Interest Fund:** This Debt Service fund accounts for the accumulation of resources for and the payment of debt principal, interest, and related costs. Payments were made on two bond issues this year.

**Auxiliary Enterprise Fund:** This Proprietary Fund includes operations that are designed to be self supporting through user fees. Revenues from bookstore commissions were utilized as planned to support operating deficits in the Childcare Center and Student Activities functions.

**Working Cash Fund:** This is a Non-expendable Trust Fund that contains principal generated from the sale of Working Cash bonds and interest earnings on that principal. Current year earnings were transferred to the Operating Funds as planned this year, along with a planned \$100,000 drawdown of older accumulated earnings.

### Description of Capital Assets and Long-Term Debt Activity

**Capital Assets:** At June 30, 2003 the College had \$16 million invested in land, buildings, land improvements, and equipment. Of this amount, \$7 million in depreciation has accumulated over the years, with \$532,971 being incurred in the current year. The College's net book value of capital assets at June 30, 2003 is \$9 million.

# SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

## MANAGEMENT DISCUSSION AND ANALYSIS (CONTINUED)

June 30, 2003

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### **Capital Assets (continued):**

Total additions for the year were \$751,242, with \$442,075 in buildings and land improvements and the rest in equipment. Most of the equipment additions during the year were financed through either funding bonds or grants, while most of the building additions were financed through local property tax.

The College has committed \$1.6 million for use as local match on two major construction projects: renovation of building T-1 and the west end of the main building (\$969,900), and renovation of the third floor science labs (\$635,000). The money is being held in a reserved account in the Operations and Maintenance (Restricted) Fund.

**Debt Administration:** At June 30, 2003 the College had \$3.8 million in general long term debt. Of this amount, \$2.5 million remained for four more years of payments on Working Cash bonds issued in 1996, and \$1.3 million remained for two years of payments on funding bonds issued in 2001. No new debt was issued during the year. Amounts due next year on these obligations including interest, are \$700,000 each for Working Cash debt and funding bonds.

The College's most recent Moody's bond rating (2001) was "A2." State statutes limit the amount of debt that a school district may issue. The current debt limitation for the College is \$32.6 million under that statutory limit.

### Economic Factors and Next Year's Budget

SVCC is one of 39 community college districts in the State of Illinois. It is located in the northwest corner of the state, and the communities it serves are predominantly rural, with agriculture, steel-related production, and light manufacturing prominent in the region.

The College district encompasses 1,466 square miles and includes portions of six counties: Bureau, Carroll, Henry, Lee, Ogle and Whiteside. The district has a population of just over 100,000, with the majority of that population concentrated in and near the towns of Dixon, Sterling and Rock Falls.

In 2001 the district's largest employer shut down, creating a significant challenge for the district's economy. SVCC's enrollment increased by more than 20% during the year after that, as many newly unemployed workers and their families chose to seek retraining, and as it became more difficult financially for other families to send children away to school. At the same time, SVCC absorbed the adult education program that was previously operated by Sterling's public school district. Most of the enrollment gain from that year was retained during fiscal 2003, as the previous year's enrollees completed their academic programs; credit hours dropped just 2% from the previous year's peak.

Prospects for fiscal 2004 are mixed. It appears that fiscal 2004 enrollment will hold steady or perhaps drop very slightly from fiscal 2003. The area economy is making a slow recovery. State grant revenues will receive a boost in fiscal 2004 because of the large enrollment increase of fiscal 2002. However, the State's budget challenges have temporarily halted State-funded construction projects and have caused the elimination, transfer or severe reduction of many restricted grants. Fiscal 2005 could prove difficult for Sauk for State funding when the current drop in enrollment flows through to operating grants.

## **SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**

### **MANAGEMENT DISCUSSION AND ANALYSIS (CONTINUED)**

June 30, 2003

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Other sources of revenue are holding their own. Aggressive tuition increases are making up for the lost State aid, and the diversity of the College's district has enabled continued steady growth in property values. So on balance, the College's revenues should not suffer a decrease in the near future.

On the expenditures side, the College has made every effort to restrict growth in costs. However, retrenching actions have not proven necessary, and the College has been able to grant reasonable salary raises and maintain benefits. The part-time faculty formed a collective bargaining unit during fiscal 2003 and negotiated a three-year contract that takes effect in fall 2003. The full-time faculty's contract will be renegotiated in spring 2004.

#### Requests for Information

This financial report is designed to provide a general overview of Sauk Valley Community College's finances for all those with interest in the topic. Questions concerning any of the information provided in this report, or requests for additional information should be addressed to:

Ruth Bittner  
Vice President of Administrative Services  
Sauk Valley Community College  
173 Illinois Rte. 2  
Dixon, IL 61021  
Phone number (815) 288-5511

# SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

## STATEMENT OF NET ASSETS

June 30, 2003

### ASSETS

<b>Current assets</b>	
Cash	\$2,065,324
Investments	3,527,529
Restricted cash and investments	5,840,394
Taxes receivable	5,458,636
Student tuition receivable	1,011,174
Other receivables	759,618
Accrued revenue	161,927
Inventories	5,746
Deferred expenses	17,713
 Total current assets	 18,848,061
 <b>Non Current assets</b>	 
Fixed assets	16,258,991
Less accumulated depreciation	(6,923,104)
 Total non-current assets	 9,335,887
 Total assets	 \$28,183,948

### LIABILITIES

<b>Current Liabilities</b>	
Accounts payable	\$304,133
Accrued expenses	499,740
Deferred revenue	4,123,532
Due to student organizations	21,543
Obligations under capital lease agreement	7,695
General obligation bonds payable	1,225,000
 Total current liabilities	 6,181,643
 <b>Non current liabilities</b>	 
Obligations under capital lease agreement	35,313
General obligation bonds payable	2,595,000
 Total non-current liabilities	 2,630,313
 Total liabilities	 \$8,811,956

### NET ASSETS

Investment in capital assets, net of related debt	7,967,879
Restricted	10,398,564
Unrestricted	1,005,549
 Total net assets	 \$19,371,992

See Notes to Financial Statements.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**STATEMENT OF REVENUES, EXPENSES AND**  
**CHANGES IN NET ASSETS**  
For the year ended June 30, 2003

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**Operating revenues:**

Student tuition and fees, net of scholarships and allowances of \$1,454,803	\$1,696,696
Auxiliary enterprises revenue	482,158
<b>Total operating revenues</b>	<b>2,178,854</b>

**Operating expenditures:**

Instruction	4,780,644
Academic support	1,193,799
Student services and aids	1,308,048
Independent operations	926,410
Public services	305,124
Operations and maintenance of plant	1,305,322
Institutional support	2,518,874
Scholarships, student grants, and waivers	1,920,875
Depreciation	532,971
<b>Total operating expenditures</b>	<b>14,792,067</b>

**Operating income (loss)** **(12,613,213)**

**Non-operating revenues (expenses):**

Local sources	5,808,945
State sources	4,284,344
Federal sources	3,119,763
Interest income	363,572
Other sources	114,962
Interest expense	(218,508)
<b>Non-operating revenues, net</b>	<b>13,473,078</b>

**Change in net assets** **859,865**

**Net assets, beginning of year, as restated** **18,512,127**

**Net assets, end of year** **\$19,371,992**

# SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

## STATEMENT OF CASH FLOWS

For the year ended June 30, 2003

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### CASH FLOWS FROM OPERATING ACTIVITIES:

Tuition and fees	\$1,620,229
Payments to employees	(9,500,106)
Payments to suppliers	(4,812,786)
Auxiliary enterprise charges	485,302
Net cash provided by operating activities	(12,207,361)

### CASH FLOWS FROM NONCAPITAL FINANCING

#### ACTIVITIES:

Local property taxes	4,692,559
State appropriations	3,725,908
Federal sources	3,119,763
Other sources	222,291
Net cash provided by (used in) noncapital financing activities	11,760,521

### CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:

Purchases of capital assets	(751,242)
Repayment of bonds	(1,100,000)
Interest paid on bonds	(286,937)
Capital lease proceeds	43,008
Net cash provided by (used in) capital and related financing activities	(2,095,171)

### CASH FLOWS FROM INVESTING ACTIVITIES:

Interest income	369,485
Investment purchases	(7,120,000)
Investment maturities	8,935,000
Change in investment value	297,272
Net increase (decrease) in cash	(60,254)

Cash and equivalents at beginning of year	2,125,578
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Cash and equivalents at end of year	\$2,065,324
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**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**STATEMENT OF CASH FLOWS**  
**(CONTINUED)**  
For the year ended June 30, 2003

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**Reconciliation of operating income to net cash  
provided by (used for) operating activities:**

Operating income	(\$12,613,213)
Adjustments to reconcile operating income (loss) to net cash provided (used for) operating activities:	
Depreciation	532,971
Write off of obsolete equipment	27,568
Changes in net assets:	
(Increase) in tuition and fees receivable	(140,485)
Decrease in other receivable	3,144
(Increase) in inventories	(3,904)
(Increase) in deferred expenses	(3,138)
(Decrease) in accounts payable	(62,368)
(Decrease) in accrued salaries	(6,475)
(Decrease) in accrued expenses	(8,667)
Increase in deposits held in custody for others	3,188
Increase in deferred tuition and fees	64,018
Net cash provided by operating activities	<u>(\$12,207,361)</u>

# SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

## NOTES TO FINANCIAL STATEMENTS

June 30, 2003

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**(A) Nature of Entity:**

Sauk Valley Community College No. 506 (the District) is organized in accordance with Chapter 110 of the Illinois Compiled Statutes. The Board of Trustees (Board) has the governing responsibilities over all activities related to public post and secondary school education within the jurisdiction of the District. The District receives funding from local, state and federal sources and must comply with the requirements established by these funding source entities. Board members are elected by the public and have decision-making authority, the power to designate management and the responsibility to significantly influence operations and primary accountability for fiscal matters.

**(B) Significant Accounting Policies:**

The accounting policies of Sauk Valley Community College (College) conform to accounting principles generally accepted in the United States of America as applicable to colleges and universities as well as those prescribed by the Illinois Community College Board (ICCB). The college reports are based on all applicable Government Accounting Standards Board (GASB) pronouncements as well as applicable Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Review Boards of Committee on Accounting Procedures issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements. The following is a summary of the more significant policies:

**(1) Reporting entity:**

As defined by the GASB Statement 14, "The Financial Reporting Entity", the College is not financially accountable for any other entity nor are there any other entities for which the nature and significance of their relationship with the College are such that exclusion would cause the College's financial statements to be misleading or incomplete.

In addition, based on the above criteria, the College is not aware of any entity, which would be financially accountable for the College, which would result in the College being considered a component entity.

**(2) Measurement Focus, Basis of Accounting, and Financial Statement Presentation:**

For financial reporting purposes, the College is considered a special - purpose government engaged only in business type activities. Accordingly, the College's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All significant interfund transactions have been eliminated. Non exchange transactions, in which the College receives value without directly giving equal value in return, includes property taxes, State appropriations and federal, state and local grants. On an accrual basis, revenue from property taxes is recognized in the period for which the levy is intended to finance. Revenue from grant and State appropriations is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal period when the use is first permitted, matching requirements, in which the college must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the College on a reimbursement basis.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**NOTES TO FINANCIAL STATEMENTS**  
**(CONTINUED)**  
June 30, 2003

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**(B) Significant Accounting Policies (continued):**

**(3) Classification of Revenues:**

Operating revenue include activities that have the characteristics of exchange transactions, such as student tuition and fees, and sales and services of auxiliary enterprises, net of scholarship discounts and allowances. Non-operating revenue include activities that have the characteristics of non-exchange transactions, such as local property taxes, state appropriations, most federal, state and local grants and contracts and federal appropriations.

**(4) The College's net assets are classified as follows:**

Invested in capital assets, net of related debt – This represents the College's total investment in capital assets, net of accumulated depreciation, and net of related debt.

Restricted net assets – This includes resources that the College is legally or contractually obligated to spend in accordance with restrictions imposed by external third parties. When both restricted and unrestricted resources are available for use, it is the College's policy to use restricted resources first, and then unrestricted resources when they are needed.

Unrestricted net assets – This includes resources derived from student tuition and fees, state appropriations, and sales and services of educational department and auxiliary enterprises. These resources are used for transactions relating to the educational and general obligations of the College and may be used at the discretion of the governing board to meet current expenses for any purposes.

**(C) Adoption of New Accounting Standard:**

In December 1998 GASB released Statement No. 33, "Accounting and Financial Reporting for Nonexchange Transactions" which revised reporting of property tax revenue. In June 1999 GASB approved Statement No. 34, "Basic Financial Statements and Management Discussion and Analysis for State and Local Governments," followed by Statement No. 35, "Basic Financial Statements and Management Discussion and Analysis for Public College and Universities". The College has implemented these changes in fiscal year 2003. The change in financial statement presentation provides a comprehensive one-line look at the total government. The required changes are: elimination of internal revenue and expense charges; recording scholarship credit to student accounts as tuition and fee allowances; removal of capital related items from revenues and expenses; capitalization of assets and recording of depreciation; and the recording of property tax revenues on an accrual basis rather than on a modified accrual basis.

**(D) Property Taxes:**

The College's property tax is levied each year on all taxable real property located in the College district. Property taxes are recorded on an accrual basis of accounting. Pursuant to the Board's resolution, the property tax levy passed in December 2002 was allocated fifty percent for the two years after the levy year.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**NOTES TO FINANCIAL STATEMENTS**  
**(CONTINUED)**  
June 30, 2003

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**(D) Property Taxes (continued):**

Property taxes are collected by the County Collector and are submitted to the County Treasurer, who remits to the taxing bodies their respective share of collections. Taxes levied in one year become due and payable in two installments during the following year, generally on June 1<sup>st</sup> and September 1<sup>st</sup>. Taxes must be levied by the last Tuesday in December for the following collection year. The levy becomes an enforceable lien against the property as of January 1 of the levy year.

Following are the tax rates for the last three years, and the statutory maximum tax rates. The 2002 rate is for tax levy payable in calendar year 2003, per \$100 of assessed valuation.

	<b>Statutory Maximum Rate</b>	<b>2000 Rate</b>	<b>2001 Rate</b>	<b>2002 Rate</b>
Educational Fund	.2450	.2450	.2450	.2450
Operations and Maintenance Fund	.0300	.0300	.0300	.0300
Operations and Maintenance Fund-Restricted	.0500	.0500	.0500	.0490
Bond and Interest Fund	None	.0587	.1133	.1102
Liability, Protection, and Settlement Fund	None	.0252	.0236	.0237
Audit Fund	None	.0026	.0025	.0023
 Total		.4115	.4644	.4602

\*The Social Security/Medicare tax levy and related expenditures are recorded in the Liability, Protection, and Settlement Fund.

**(E) Cash Equivalents:**

Cash includes deposits held at banks plus small amounts maintained for change fund. Cash equivalents are defined as short-term highly liquid investments readily converted to cash with original maturities of three months or less. These cash equivalents are readily converted back to cash, as operating funds are needed.

**(F) Cash and Investments:**

The College's cash and investments throughout the year and at year-end consisted of demand deposit accounts, certificates of deposit and municipal bonds. The College classifies these accounts between cash and investments on the combined balance sheet according to liquidity and intended use.

Section 3-47 of the Illinois Public Community College Act and Sections 235/1 through 235/7 of the Investment of the Public Funds Act allow current operating funds, special funds, interest and sinking funds, and other funds belonging to or in the custody of a community college, including restricted and non-restricted funds, to be invested.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**NOTES TO FINANCIAL STATEMENTS**  
**(CONTINUED)**  
June 30, 2003

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**(F) Cash and Investments (continued):**

Deposits (includes all accounts except repurchase agreements):

At year-end the College had \$7,780 in cash on hand and the carrying amount of the College's deposits totaled \$4,260,429 and the bank balances totaled \$4,414,264.

	<b>Bank Balances</b>
Category 1	\$4,414,264
Deposits covered by federal depository insurance, or by collateral held by the College, or its agent, in the College's name	
Category 2	0
Deposits covered by collateral held by the pledging Financial institution's trust department, or by its agent, in the College's name	
Category 3	0
Deposits covered by collateral held by the pledging Financial institution, or its trust department, or its agent but not in the College's name, and deposits which are uninsured and uncollateralized	
<b>Total deposits</b>	<b>\$4,414,264</b>

In addition, the College has the following investments:

	<b>Net Cost Amount</b>	<b>Market Value</b>
Money Market Funds	\$1,603,922	\$1,603,922
Municipal bonds held by brokers-dealers	5,411,392	5,561,116
<b>Total investments</b>	<b>\$7,015,314</b>	<b>\$7,165,038</b>

The investments are recorded at market value.

**(G) Changes in General Capital Assets:**

Capital assets include property, plant, equipment and infrastructure assets, such as roads and sidewalks. The College defines capital assets as assets with an initial individual cost of more than \$2,500, and a useful life in excess of one year. Such assets are valued at cost. The costs of

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**NOTES TO FINANCIAL STATEMENTS**  
**(CONTINUED)**  
June 30, 2003

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**(G) Changes in General Capital Assets (continued):**

normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Gains and losses realized upon retirement or disposition of capital assets are recognized in income as incurred. Capital assets are being depreciated using the straight-line method over the following estimated useful lives:

Land improvements	50 years
Buildings	50 years
Technology	3 years
Equipment	3-7 years

Capital asset changes are as follows:

	<b>Balance</b> <b>June 30, 2002</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance</b> <b>June 30, 2003</b>
Land (non-depreciable)	\$162,650			\$162,650
Land improvements	1,434,709	\$9,922		1,444,631
Buildings	9,919,329	432,153		10,351,482
Equipment and Technology	4,140,730	309,167	\$149,669	4,300,228
	<b>\$15,657,418</b>	<b>\$751,242</b>	<b>\$149,669</b>	<b>\$16,258,991</b>

Accumulated depreciation changes are as follows:

	<b>Balance</b> <b>June 30, 2002</b>	<b>Depreciation</b>	<b>Deletions</b>	<b>Balance</b> <b>June 30, 2003</b>
Land improvements	\$539,935	\$28,711		\$568,646
Buildings	2,855,362	199,107		3,054,469
Equipment and Technology	3,116,937	305,153	\$122,101	3,299,989
	<b>\$6,512,234</b>	<b>\$532,971</b>	<b>\$122,101</b>	<b>\$6,923,104</b>

Capital assets net of accumulated depreciation are as follows:

	<b>Balance</b> <b>June 30, 2002</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance</b> <b>June 30, 2003</b>
Land	\$162,650			\$162,650
Land improvements	894,774	(\$18,789)		875,985
Buildings	7,063,967	233,046		7,297,013
Equipment and Technology	1,023,793	4,014	\$27,568	1,000,239
	<b>\$9,145,184</b>	<b>\$218,271</b>	<b>\$27,568</b>	<b>\$9,335,887</b>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**NOTES TO FINANCIAL STATEMENTS**  
**(CONTINUED)**  
June 30, 2003

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**(H) Changes in General Long-Term Debt:**

On August 20, 1996, the College issued general obligation bonds in the amount of \$5,000,000 dated August 1, 1996. Proceeds and earnings of this bond issue are required to be held in a restricted account within the Liability, Protection and Settlement fund. These monies can be used with Board approval to pay bond principal and interest, or tort expenditures if no other funds are otherwise available in the Liability, Protection and Settlement fund. The issue provides for serial retirement of principal on November 1 of each year at rates of 4.85 - 6.785%. The annual cash flow requirements of bond principal and interest are as follows:

<b>Year Ending June 30</b>	<b>Interest Rate</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2004	4.950	\$575,000	\$113,181	\$688,181
2005	5.050	605,000	83,674	688,674
2006	5.150	640,000	51,918	691,918
2007	5.250	675,000	17,719	692,719
		<b>\$2,495,000</b>	<b>\$266,492</b>	<b>\$2,761,492</b>

During the year ended June 30, 2001, the College issued general obligation debt certificates in the amount of \$1,875,000 dated June 1, 2001. These monies will be used to fund purchases of technology and equipment. These certificates were paid off during the year ended June 30, 2002 by the issuance of general obligation bonds dated October 1, 2001. The issue provides for serial retirement of principal on December 1 of each year at rates of 4.8 - 5.1 %. The annual cash flow requirements of principal and interest are as follows:

<b>Year Ending June 30</b>	<b>Interest Rate</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2004	4.900	\$650,000	\$50,350	\$700,350
2005	5.100	675,000	17,213	692,213
		<b>\$1,325,000</b>	<b>\$67,563</b>	<b>\$1,392,563</b>

The following is a summary of the year's activity:

	<b>Balance July 1, 2002</b>	<b>Bonds Retired</b>	<b>Balance June 30, 2003</b>	<b>Due within One Year</b>
General obligation bonds	\$4,920,000	\$1,100,000	\$3,820,000	\$1,225,000

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**NOTES TO FINANCIAL STATEMENTS**  
**(CONTINUED)**  
June 30, 2003

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**(I) Capital Leases:**

During the year ended June 30, 2000, the College entered into capital lease agreements for the purchase of two Xerox copiers. The payments were accounted for in the Educational Fund. During the year ended June 30, 2003, the College entered into capital lease agreements for the purchase of two newer Xerox copiers to replace the copiers, along with their capital leases, acquired in FY00. The present value of the future minimum lease payments related to these leases is shown in the following table.

Commitments under lease agreements on June 30, 2003 provide for future minimum lease payments as follows:

	<b>Xerox Copiers</b>
2004	\$11,731
2005	11,731
2006	11,731
2007	11,731
2008	7,132
	<hr/> 54,056
Less imputed interest	11,048
	<hr/>
Present value of minimum lease Payments	\$43,008

**(J) Net Assets - Adjustment:**

The College made a number of adjustments to its beginning net asset balance in order to implement the new reporting model for fiscal year 2003. A summary of the adjustments and their individual and aggregate effect on the College's net assets is detailed below.

<b><u>Net effect on net assets</u></b>	
Net assets, beginning of year:	\$29,884,119
Description of prior period adjustment :	
Accumulated depreciation on capital assets	6,451,992
Long term debt	4,920,000
Net adjustments	11,371,992
Net assets beginning of year, as restated	\$18,512,127

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**NOTES TO FINANCIAL STATEMENTS**  
**(CONTINUED)**  
June 30, 2003

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**(K) Retirement Commitments:**

The College is a participating member of the State Universities Retirement System of Illinois (SURS) a cost sharing multiple employer pension plan with a special funding situation whereby the State of Illinois (State) makes substantially all actuarially determined required matching contributions on behalf of the participating employers. SURS was established July 21, 1941 to provide retirement annuities and other benefits for staff members and employees of the state universities, certain affiliated organizations, and certain other state educational and scientific agencies and for survivors, dependents and other beneficiaries of such employees. SURS is considered a component unit of the State of Illinois' financial reporting entity and is included in the state's financial reports as a pension trust fund. SURS is governed by Section 5/15, Chapter 40, of the *Illinois Complied Statutes*. SURS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to SURS, 1901 Fox Drive, Champaign, IL 61820 or by calling 1-800-275-7877.

Faculty, staff and administrators are required to contribute eight percent of their annual salary and substantially all employer contributions are made by the State of Illinois on behalf of the individual employers at an actuarially determined rate. The current rate is 11.13% of annual covered payroll. The contribution requirements of plan members and employers are established and may be amended by the Illinois General Assembly. In accordance with GASB 24, Accounting and Financial Reporting for Certain Grants and Other Financial Assistance, the College has recorded in revenues and expenditures of the operating fund an equal and offsetting amount which reflect the payments made by the State on behalf of the College's employees. The employer contributions made by the State on behalf of the College to SURS for the years ended June 30, 2003 were \$630,423.

However, when district employees are paid from special trust or federal funds, which are administered by the College, the College must pay to the system the retirement costs normally paid by the State. The employer contributions to SURS for the years ending June 30, 2003, 2002 and 2001 were \$27,091, \$23,622 and \$21,885, respectively, equal to the required contributions for each year.

The College has no further liability to the system since further deficits will be financed by the State.

**(L) Self-Insurance:**

During the year ended June 30, 1993, the College adopted a partial self-insurance plan. The College is responsible for the first \$45,000 of covered medical expenses for each insured employee and covered family member. Any claims exceeding \$45,000 up to \$1,159,882 per individual are covered by a stop-loss policy purchased from the plan administrator. Claims exceeding \$1,159,882 are covered by an aggregate stop-loss policy. The excess of College contributions over claims paid is \$22,323 as of June 30, 2003.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**NOTES TO FINANCIAL STATEMENTS**  
**(CONTINUED)**  
June 30, 2003

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**(M) Operating Leases:**

During the year ended June 30, 2002, the College entered into an operating lease agreement for a New Holland tractor. The payments are accounted for in the Operations and Maintenance Fund. The present value of the future payments related to this lease is \$3,757 as of June 30, 2003.

During the year ended June 30, 2002, the College entered into an operating lease agreement for a Xerox 5818 copier. The payments are accounted for in the Education Fund. The present value of the future payments related to this lease is \$2,043 as of June 30, 2002.

Commitments as of June 30, 2003 provide for future lease payments as follows:

	<b>Tractor</b>	<b>Copier</b>	<b>Total</b>
2004	\$3,757	\$598	\$4,355
2005	598	598	598
2006	598	598	598
2007	249	249	249
 <u>Present value of lease payments</u>	 <u>\$3,757</u>	 <u>\$2,043</u>	 <u>\$5,800</u>

**(N) Inventories:**

Inventories consist of supplies held in the storeroom for internal use. Inventories are recorded at cost.

**(O) Accumulated Vacation Leave:**

As of June 30, 2003, employees had earned but not taken annual vacation leave, which at salary rates in effect at the end of the year totaled approximately \$269,812. The College has accrued this amount on the Statement of Net Assets.

**(P) Litigation:**

As of July 1, 2000, the College entered into an agreement with Wallace Bookstores, Inc to have them manage the operation of the bookstore. On April 5, 2001, Wallace Bookstores, Inc. filed for bankruptcy and subsequently ceased all operations of the bookstore. Based on the agreement with Wallace's, the College was due commissions for the gross sales that occurred in the fiscal year 2001 and inventory that was previously owned by the College, which totaled \$159,712. The College wrote off \$54,860 as uncollectible during the fiscal year ended June 30, 2001. The College was indebted to Wallace's for \$104,852, which resulted from sales to College offices and students receiving financial aid. This issue was settled in July 2003 with the College paying Wallace's \$70,000.

# SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

## NOTES TO FINANCIAL STATEMENTS

### (CONTINUED)

June 30, 2003

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**(Q) Risk Management:**

The College is exposed to various risks of loss related to torts, property damage and general business risks. To cover such risks, the College participates in the Illinois Community College Risk Management Consortium (Consortium), which was established in 1981 by several Chicago area community colleges as a means of reducing the cost of general liability insurance. The Consortium is a public entity risk pool currently operating as a common risk management and insurance program for the member colleges. The main purpose of the Consortium is to jointly self-insure certain risks up to an agreed upon retention limit and to obtain excess catastrophic coverage and aggregate stop loss reinsurance over the selected retention limit. Coverages include all property and \$15,000,000 for liability. No settlement has exceeded coverage since establishment of the Consortium. In 1992 the Consortium added statutory worker's Compensation coverage. In fiscal year 2003 the College paid \$130,113 to the Consortium for property, liability and worker's compensation protection. Since the Consortium requests initial payments to cover substantially any losses to be incurred for that policy year, the College anticipates no further liabilities for incurred losses.

**(R) New Reporting Standard:**

The Governmental Accounting Standards Board recently issued Statement No. 39 "Determining whether Certain Organizations are Component Units". This Statement provides guidance to determine whether certain organizations for which the College is not financially accountable should be reported as component units based on the nature and significance of their relationship with the College. Generally, it requires reporting, as a component unit, an organization that raises and holds economic resources for the direct benefit of a governmental unit. The College is required to implement this standard for the fiscal year ending June 30, 2004. Comparability with reports issued in all prior years will be affected. The College has not yet determined the full impact that adoption of GASB Statement 39 will have on the financial statements.

**(S) Long Term Contractual Agreements:**

**Bookstore agreement:**

An operating agreement was made on May 3, 2001 between the College and Follett Higher Education Group, Inc. regarding the operation of the College's bookstore. This agreement commenced on May 22, 2001 and has a term of five years, at which point it can be renewed by mutual consent.

Follett shall pay a commission to the College in an annual amount equal to the sum of:

- 8.10% of all gross revenue less than \$750,000; plus
- 8.60% of any gross revenue over \$750,000, but less than \$1,000,000; plus
- 9.10% of any gross revenue over \$1,000,000.

In addition, Follett will provide a guaranteed annual income to the College as follows:

- \$65,000 for years one and two
- \$70,000 for years three and four
- \$75,000 for year five

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**NOTES TO FINANCIAL STATEMENTS**  
**(CONTINUED)**  
June 30, 2003

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**(S) Long Term Contractual Agreements (continued):**

The College shall receive either the guaranteed annual income or the commission, whichever is greater in any contract year. The gross revenue percent payment will supercede the guaranteed rates in any year that comparable enrollment drops by over 5% from the prior academic year. Either party may terminate the agreement with or without cause by giving the other party at least 120 days prior written notice of termination.

**Food service agreement:**

A food service agreement was made on June 19, 1997 between the College and Consolidated Management Company, d/b/a "CMCo, Inc." regarding the operation of the College's cafeteria. This agreement commenced on August 1, 1997 and has a term of five years. If the number of day students decreases by more than 10% of the base enrollment of 1316, CMCo, Inc. has the right to renegotiate the terms of the agreement or upon lack of agreement, may terminate the contract. CMCo, Inc. agreed to donate \$30,000 to the College for food service equipment and remodeling in exchange for the five year contract which will subsequently be amortized over ten years. If early termination occurs for any reason, the College is responsible for the unamortized portion of the donated remodeling costs. In addition, the College will receive an annual commission of 4% for net sales less than \$150,000, plus 5% on net sales over \$150,000, but less than \$180,000; and 6% on any sales over \$180,000 for that same period of time.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**ALL FUND TYPES AND ACCOUNT GROUPS**  
**COMBINED BALANCE SHEET**

June 30, 2003

<b>ASSETS</b>	<b>Governmental Fund Types</b>			
	<b>General</b>	<b>Special Revenue</b>	<b>Debt Service</b>	<b>Capital Projects</b>
Cash	\$10,242	\$1,557,541	\$70,964	\$241,639
Investments	836,073		100,000	2,191,456
Restricted cash and investments		5,840,394		
Accounts receivable:				
Taxes	3,261,924	301,913	1,308,538	586,261
Student tuition	1,011,174			
Other receivables	652,447	46		
Accrued revenue	831	121,655	13	19,282
Due from other funds				
Inventories				
Deferred expenses	57,398	13,406		
Capital assets				
Less accumulated depreciation				
Amount to be provided for retirement of general long term debt				
<b>Total assets</b>	<b>\$5,830,089</b>	<b>\$7,834,955</b>	<b>\$1,479,515</b>	<b>\$3,038,638</b>
<b>LIABILITIES AND FUND EQUITY</b>				
Accounts payable	\$55,049	\$27,924		\$123,060
Accrued expenses	456,599	16,272	\$26,758	
Deferred revenue	2,944,345	161,317	699,056	313,321
Due to other funds	1,637,078	462,620		
Due to student organizations				
Obligations under capital lease agreement				
General obligation bonds payable				
<b>Total liabilities</b>	<b>5,093,071</b>	<b>668,133</b>	<b>725,814</b>	<b>436,381</b>
Fund Equity:				
Investment in General Capital Assets				
Retained earnings - unreserved				
Fund Balances:				
Reserved		1,037,618	753,701	
Unreserved	737,018	6,129,204		2,602,257
Total fund	737,018	7,166,822	753,701	2,602,257
<b>Total liabilities and fund</b>	<b>\$5,830,089</b>	<b>\$7,834,955</b>	<b>\$1,479,515</b>	<b>\$3,038,638</b>

Proprietary Fund Type Auxiliary Enterprise	Fiduciary Fund Type Trust and Agency Funds	Account Groups General Fixed Assets	Long-Term Debt	Total (Memorandum Only) June 30, 2003
\$162,163 150,000	\$22,775 250,000			\$2,065,324 3,527,529 5,840,394
107,125 292	19,854 2,099,698			5,458,636 1,011,174 759,618 161,927 2,099,698
5,746 3,626				5,746 74,430
		\$16,258,991 (6,923,104)		16,258,991 (6,923,104)
			\$3,863,008	\$3,863,008
<u>\$428,952</u>	<u>\$2,392,327</u>	<u>\$9,335,887</u>	<u>\$3,863,008</u>	<u>\$34,203,371</u>
\$98,100 111 62,210				\$304,133 499,740 4,180,249 2,099,698
	\$21,543			21,543
			\$43,008	43,008
			3,820,000	3,820,000
160,421	21,543	\$0	3,863,008	10,968,371
268,531		9,335,887		9,335,887 268,531
	2,370,784			1,791,319 11,839,263
268,531	2,370,784	9,335,887	0	23,235,000
<u>\$428,952</u>	<u>\$2,392,327</u>	<u>\$9,335,887</u>	<u>\$3,863,008</u>	<u>\$34,203,371</u>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**ALL GOVERNMENTAL FUND TYPES**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES**

For the year ended June 30, 2003

	<b>Governmental Fund Types</b>				<b>Total (Memorandum Only)</b>
	<b>General</b>	<b>Special Revenue</b>	<b>Debt Service</b>	<b>Capital Projects</b>	
<b>Revenues:</b>					
Local sources	\$3,454,462	\$323,477	\$1,407,192	\$623,814	\$5,808,945
State sources	2,673,972	1,469,809		140,563	4,284,344
Federal sources	6,981	3,112,782			3,119,763
Student tuition and fees	2,988,998				2,988,998
Other sources	441,530	322,147	7,493	48,348	819,518
Revenues on behalf	556,086	68,575			624,661
 Total revenues	 10,122,029	 5,296,790	 1,414,685	 812,725	 17,646,229
 <b>Expenditures:</b>					
Instruction	4,270,740	639,358			4,910,098
Academic support	822,608	405,610			1,228,218
Student services and aids	846,929	461,119			1,308,048
Public services	343,063	583,347			926,410
Operations and maintenance of plant	1,115,768	168,713			1,284,481
Institutional support	1,906,622	667,753	1,314,433	472,193	4,361,001
Scholarships, student grants, and waivers	490,034	2,916,249			3,406,283
Expenditures on behalf	556,086	68,575			624,661
 Total expenditures	 10,351,850	 5,910,724	 1,314,433	 472,193	 18,049,200
 <b>Excess (deficiency) of revenues over expenditures</b>	 (229,821)	 (613,934)	 100,252	 340,532	 (402,971)
 <b>Other financing sources (uses):</b>					
Operating transfers in	211,807	56,059		1,282,770	1,550,636
Operating transfers (out)	(161,229)	(10,161)		(1,222,770)	(1,394,160)
 <b>Excess (deficiency) of revenues over expenditures and other financing sources (uses)</b>	 (179,243)	 (568,036)	 100,252	 400,532	 (246,495)
 <b>Fund balances, beginning of year</b>	 916,261	 7,734,858	 653,449	 2,201,725	 11,506,293
 <b>Fund balances, end of year</b>	 \$737,018	 \$7,166,822	 \$753,701	 \$2,602,257	 \$11,259,798

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**RECONCILIATION OF THE COMBINED BALANCE SHEET**  
**TO THE STATEMENT OF NET ASSETS**

June 30, 2003

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All fund types and account groups	
combined balance sheet - total fund equity	\$ 23,235,000
Long Term Debt	(3,820,000)
<u>Capital Lease Obligations</u>	<u>(43,008)</u>
Statement of net assets - total net assets	\$ 19,371,992

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**RECONCILIATION OF CHANGE IN ALL FUND BALANCES**  
**TO CHANGE IN NET ASSETS**

June 30, 2003

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All fund types - Change in fund balances	(\$400,197)
Internal charges removed from auxiliary enterprises revenue	(1,329,113)
Internal charges removed from auxiliary enterprises expenditures	1,329,113
Reduction in student tuition and fees	(1,454,803)
Reduction in financial aid	1,454,803
Internal charges removed from education fund revenue	(30,605)
Internal charges removed from restricted purposes expenditures	30,605
Debt principal paid	1,100,000
Expended for capital assets	751,242
Depreciation	(532,971)
Asset disposal	(27,568)
Capital leases	(43,008)
Transfer of equipment from Auxiliary Fund to fixed assets account group	12,367
<hr/>	
Change in net assets	\$859,865

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**ALL GOVERNMENTAL FUND TYPES**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL**  
For the year ended June 30, 2003

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	<b>General</b>	
	<b>Actual</b>	<b>Budget</b>
<b>Revenues:</b>		
Local sources	\$3,454,462	\$3,391,500
State sources	2,673,972	2,729,442
Federal sources	6,981	30,700
Student tuition and fees	2,988,998	2,876,407
Other sources	441,530	317,500
<b>Revenues on behalf</b>	<b>556,086</b>	<b>481,000</b>
 <b>Total revenues</b>	 10,122,029	 9,826,549
 <b>Expenditures:</b>		
Instruction	4,270,740	4,164,641
Academic support	822,608	874,405
Student services and aids	846,929	922,035
Public services	343,063	229,840
Operations and maintenance of plant	1,115,768	1,073,573
Institutional support	1,906,622	2,030,712
Scholarships, student grants, and waivers	490,034	484,000
<b>Expenditures on behalf</b>	<b>556,086</b>	<b>481,000</b>
 <b>Total expenditures</b>	 10,351,850	 10,260,206
 <b>Excess (deficiency) of revenues</b>		
<b>over expenditures</b>	<b>(229,821)</b>	<b>(433,657)</b>
 <b>Other financing sources (uses):</b>		
Operating transfers in	211,807	212,000
<b>Operating transfers (out)</b>	<b>(161,229)</b>	
 <b>Excess (deficiency) of revenues over</b>		
<b>expenditures and other</b>		
<b>financing sources</b>	<b>(179,243)</b>	<b>(\$221,657)</b>
 <b>Fund balances, beginning of year</b>	 916,261	
 <b>Fund balances, end of year</b>	 \$737,018	

Special Revenue		Debt Service		Capital Projects	
Actual	Budget	Actual	Budget	Actual	Budget
\$323,477	\$321,700	\$1,407,192	\$1,385,000	\$623,814	\$613,000
1,469,809	1,137,747			140,563	3,204,922
3,112,782	2,438,460				
322,147	201,000	7,493	5,000	48,348	325,000
68,575	29,000				
<b>5,296,790</b>	<b>4,127,907</b>	<b>1,414,685</b>	<b>1,390,000</b>	<b>812,725</b>	<b>4,142,922</b>
639,358	451,748				
405,610	392,856				
461,119	477,211				
583,347	195,954				
168,713	245,027				
667,753	426,859	1,314,433	1,387,008	472,193	4,441,152
2,916,249	2,041,767				
68,575	29,000				
<b>5,910,724</b>	<b>4,260,422</b>	<b>1,314,433</b>	<b>1,387,008</b>	<b>472,193</b>	<b>4,441,152</b>
(613,934)	(132,515)	100,252	2,992	340,532	(298,230)
56,059				1,282,770	570,000
(10,161)				(1,222,770)	(570,000)
(568,036)	(\$132,515)	100,252	\$2,992	400,532	(\$298,230)
<b>7,734,858</b>		<b>653,449</b>		<b>2,201,725</b>	
<b>\$7,166,822</b>		<b>\$753,701</b>		<b>\$2,602,257</b>	

# SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

## PROPRIETARY FUND TYPE AND SIMILAR TRUST FUNDS COMBINED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN RETAINED EARNINGS/FUND BALANCES

### BUDGET AND ACTUAL

For the year ended June 30, 2003

	Proprietary Fund Type	Non-Expendable	Fiduciary Fund Type	
	Auxiliary Enterprise Fund	Trust Fund	Working Cash Fund	
	Actual	Budget	Actual	Budget
<b>Operating revenues:</b>				
Student tuition and fees	\$162,501	\$153,000		
Sales and service fees	120,452	120,900		
Other sources	1,334,653	1,322,000		
Revenues on behalf	5,762	5,750		
<b>Total operating revenues</b>	<b>1,623,368</b>	<b>1,601,650</b>	<b>\$0</b>	<b>\$0</b>
 <b>Operating expenditures:</b>				
Salaries	66,575	72,253		
Employee benefits	7,375	5,960		
Contractual services	89,506	38,455		
General materials and supplies	1,322,268	1,392,405		
Travel and conference expense	66,178	68,340		
Fixed charges	11,698	2,450		
Capital Outlay	12,015			
Other	72,637	5,300		
Expenditures on behalf	5,762	5,750		
<b>Total operating expenditures</b>	<b>1,654,014</b>	<b>1,590,913</b>	<b>0</b>	<b>0</b>
 <b>Operating income (loss)</b>	<b>(30,646)</b>	<b>10,737</b>	<b>0</b>	<b>0</b>
 <b>Nonoperating revenue -</b>				
Investment revenue	1,311	1,800	44,476	100,000
 <b>Other financing sources (uses) -</b>				
Operating transfers (out)	(24,367)	(12,000)	(144,476)	(200,000)
 <b>Net income (loss)</b>	<b>(53,702)</b>	<b>\$537</b>	<b>(100,000)</b>	<b>(\$100,000)</b>
 <b>Retained earnings, beginning of year</b>	<b>322,233</b>		<b>2,470,784</b>	
 <b>Retained earnings, end of year</b>	<b><u>\$268,531</u></b>		<b><u>\$2,370,784</u></b>	

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**PROPRIETARY FUND TYPE AND SIMILAR TRUST FUNDS**  
**COMBINED STATEMENT OF CASH FLOWS**

For the year ended June 30, 2003

	<b>Proprietary Fund Type</b>	<b>Fiduciary Fund Type</b>	<b>Total</b>
	<b>Auxiliary Enterprise Fund</b>	<b>Non-Expendable Trust Fund - Working Cash Fund</b>	<b>(Memorandum Only)</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>			
Cash received from customers and others		\$1,625,505	\$1,625,505
Cash payment to suppliers and others		(1,588,787)	(1,588,787)
Cash payment to employees for services		(73,839)	(73,839)
 Net cash provided by operating activities		 (37,121)	 (37,121)
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>			
Due from other funds		(2,099,698)	(2,099,698)
Operating transfers out		(24,367)	(144,476)
 Net cash provided by (used in) noncapital financing activities		 (24,367)	 (2,244,174)
		(2,268,541)	
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>			
Interest income	1,399	47,414	48,813
Maturity of investments		2,000,000	2,000,000
Purchase of investments	(150,000)	(250,000)	(400,000)
 Net increase (decrease) in cash		 (210,089)	 (446,760)
		(656,849)	
 Cash and equivalents at beginning of year	 372,252	 447,992	 820,244
 Cash and equivalents at end of year	 \$162,163	 \$1,232	 \$163,395

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**PROPRIETARY FUND TYPE AND SIMILAR TRUST FUNDS**  
**COMBINED STATEMENT OF CASH FLOWS**  
**(CONTINUED)**  
For the year ended June 30, 2003

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	Proprietary Fund Type	Non-Expendable Auxiliary Enterprise Fund	Fiduciary Fund Type Non-Expendable Trust Fund - Working Cash Fund	Total (Memorandum Only)
<b>Reconciliation of operating income to net cash provided by (used for) operating activities:</b>				
Operating income		(\$30,646)	\$0	(\$30,646)
Adjustments to reconcile operating income (loss) to net cash provided (used for) operating activities:				
Transfer of equipment		12,367		12,367
Change in operating assets and liabilities:				
Decrease in accounts receivable		3,144		3,144
(Increase) in inventories		(3,904)		(3,904)
(Increase) in deferred expenses		(2,539)		(2,539)
(Decrease) in accounts payable		(14,647)		(14,647)
Increase in accrued expenses		111		111
(Decrease) in deferred tuition and fees		(1,007)		(1,007)
Net cash provided by operating activities		(\$37,121)	\$0	(\$37,121)

# SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

## GENERAL FUNDS

### COMBINING BALANCE SHEET

June 30, 2003

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ASSETS	Educational Fund	Operations and Maintenance Fund	Total General Funds
Cash	\$1,200	\$9,042	\$10,242
Investments	836,073		836,073
Accounts receivable:			
Taxes	2,906,078	355,846	3,261,924
Student tuition	1,011,174		1,011,174
Other receivables	579,400	73,047	652,447
Accrued revenue	831		831
Deferred expenses	57,398		57,398
<b>Total assets</b>	<b>\$5,392,154</b>	<b>\$437,935</b>	<b>\$5,830,089</b>
<hr/>			
<b>LIABILITIES AND FUND BALANCE</b>			
Accounts payable	\$42,659	\$12,390	\$55,049
Accrued expenses	435,507	21,092	456,599
Deferred revenue	2,627,378	316,967	2,944,345
Due to other funds	1,549,565	87,513	1,637,078
<b>Total liabilities</b>	<b>4,655,109</b>	<b>437,962</b>	<b>5,093,071</b>
<b>Fund balance - unreserved</b>	<b>737,045</b>	<b>(27)</b>	<b>737,018</b>
<b>Total liabilities and fund balance</b>	<b>\$5,392,154</b>	<b>\$437,935</b>	<b>\$5,830,089</b>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**GENERAL FUNDS**  
**COMBINING STATEMENT OF REVENUES,**  
**EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES**

For the year ended June 30, 2003

	Educational Fund	Operations and Maintenance Fund	Total General Funds
<b>Revenues:</b>			
Local government sources -			
Property taxes	\$3,076,819	\$377,643	\$3,454,462
	<u>3,076,819</u>	<u>377,643</u>	<u>3,454,462</u>
State government sources:			
ICCB state grants	2,116,468	279,944	2,396,412
Corporate personal property replacement tax	231,756	28,644	260,400
Other	17,160		17,160
	<u>2,365,384</u>	<u>308,588</u>	<u>2,673,972</u>
Federal government sources -			
Other	6,981		6,981
Other sources:			
Student tuition and fees	2,696,137	292,861	2,988,998
Investment revenue	34,636	783	35,419
Other	394,516	11,595	406,111
	<u>3,125,289</u>	<u>305,239</u>	<u>3,430,528</u>
Revenue for on behalf payments -			
State portion of SURS payments	517,302	38,784	556,086
<b>Total revenues</b>	<b>9,091,775</b>	<b>1,030,254</b>	<b>10,122,029</b>
 <b>Expenditures:</b>			
Instruction	4,270,740		4,270,740
Academic support	822,608		822,608
Student services and aids	846,929		846,929
Public services	343,063		343,063
Operations and maintenance			
of plant		1,115,768	1,115,768
Institutional support	1,906,622		1,906,622
Scholarships, student grants, and waivers	490,034		490,034
Expenditures for on behalf payments -			
State portion of SURS payments	517,302	38,784	556,086
<b>Total expenditures</b>	<b>9,197,298</b>	<b>1,154,552</b>	<b>10,351,850</b>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**GENERAL FUNDS**  
**COMBINING STATEMENT OF REVENUES,**  
**EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES**  
**(CONTINUED)**

For the year ended June 30, 2003

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	Operations and		
	Educational Fund	Maintenance Fund	Total General Funds
Excess (deficiency) of revenues over expenditures	(105,523)	(124,298)	(229,821)
Other financing sources (uses):			
Operating transfers in	137,365	74,442	211,807
Operating transfers (out)	(161,229)		(161,229)
Excess (deficiency) of revenues over expenditures and other financing sources (uses)	(129,387)	(49,856)	(179,243)
Fund balances, beginning of year	866,432	49,829	916,261
Fund balances, end of year	<b>\$737,045</b>	<b>(\$27)</b>	<b>\$737,018</b>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**SPECIAL REVENUE FUNDS**  
**COMBINING BALANCE SHEET**

June 30, 2003

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<b>A S S E T S</b>	<b>Restricted Purposes Fund</b>	<b>Audit Fund</b>	<b>Liability, Protection, and Settlement Fund</b>	<b>Total Special Revenue Fund</b>
Cash	\$1,411,182	\$19,277	\$127,082	\$1,557,541
Investments - restricted			5,840,394	5,840,394
Accounts receivable:				
Taxes		28,420	273,493	301,913
Other	46			46
Accrued revenue	120,115	138	1,402	121,655
Deferred expenses	1,410		11,996	13,406
<b>Total assets</b>	<b>\$1,532,753</b>	<b>\$47,835</b>	<b>\$6,254,367</b>	<b>\$7,834,955</b>
<hr/>				
<b>LIABILITIES AND FUND BALANCE</b>				
Accounts payable	\$24,337		\$3,587	\$27,924
Accrued expenses	8,178		8,094	16,272
Due to other funds	462,620			462,620
Deferred revenue		\$15,189	146,128	161,317
<b>Total liabilities</b>	<b>495,135</b>	<b>15,189</b>	<b>157,809</b>	<b>668,133</b>
<hr/>				
Fund balance:				
Reserved	1,037,618			1,037,618
Unreserved		32,646	6,096,558	6,129,204
<b>Total fund balance</b>	<b>1,037,618</b>	<b>32,646</b>	<b>6,096,558</b>	<b>7,166,822</b>
<b>Total liabilities and fund balance</b>	<b>\$1,532,753</b>	<b>\$47,835</b>	<b>\$6,254,367</b>	<b>\$7,834,955</b>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**SPECIAL REVENUE FUNDS**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES**  
For the year ended June 30, 2003

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	<b>Restricted Purposes Fund</b>	<b>Audit Fund</b>	<b>Liability, Protection, and Settlement Fund</b>	<b>Total Special Revenue Fund</b>
<b>Revenues:</b>				
Local government sources -				
Property taxes	\$30,779		\$292,698	\$323,477
	<b>\$0</b>	<b>30,779</b>	<b>292,698</b>	<b>323,477</b>
State government sources:				
ICCB state grants	707,621			707,621
Illinois State Board of Education	40,247			40,247
Other state government sources	721,941			721,941
	<b>1,469,809</b>	<b>0</b>	<b>0</b>	<b>1,469,809</b>
Federal government sources:				
Department of Education	2,699,206			2,699,206
Other	413,576			413,576
	<b>3,112,782</b>	<b>0</b>	<b>0</b>	<b>3,112,782</b>
Other sources:				
Investment Income	32,480			32,480
Other	95,622	388	193,657	289,667
	<b>128,102</b>	<b>388</b>	<b>193,657</b>	<b>322,147</b>
Revenue for on behalf payments-				
State portion of SURS payments	60,581		7,994	68,575
<b>Total revenues</b>	<b>4,771,274</b>	<b>31,167</b>	<b>494,349</b>	<b>5,296,790</b>
 <b>Expenditures:</b>				
Instruction	639,358			639,358
Academic support	405,610			405,610
Student services and aids	461,119			461,119
Public services	583,347			583,347
Operations and maintenance of plant			168,713	168,713
Institutional support	229,727	28,010	410,016	667,753
Scholarships, student grants, and waivers	2,916,249			2,916,249
Expenditures for on behalf payments-				
State portion of SURS payments	60,581		7,994	68,575
<b>Total expenditures</b>	<b>5,295,991</b>	<b>28,010</b>	<b>586,723</b>	<b>5,910,724</b>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**SPECIAL REVENUE FUNDS**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES**  
**(CONTINUED)**

For the year ended June 30, 2003

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	<b>Restricted Purposes Fund</b>	<b>Audit Fund</b>	<b>Liability, Protection, and Settlement Fund</b>	<b>Total Special Revenue Fund</b>
Excess (deficiency) of revenues over expenditures	(524,717)	3,157	(92,374)	(613,934)
Other financing sources (uses):				
Operating transfers in	56,059			56,059
Operating transfers (out)	(10,161)			(10,161)
Excess (deficiency) of revenues over expenditures and other financing sources (uses)	(478,819)	3,157	(92,374)	(568,036)
<u>Fund balances, beginning of year</u>	<u>1,516,437</u>	<u>29,489</u>	<u>6,188,932</u>	<u>7,734,858</u>
<u>Fund balances, end of year</u>	<u>\$1,037,618</u>	<u>\$32,646</u>	<u>\$6,096,558</u>	<u>\$7,166,822</u>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506****CAPITAL PROJECT FUNDS**  
**COMBINING BALANCE SHEET**

June 30, 2003

<b>ASSETS</b>	<b>Operations and Maintenance Fund (Restricted)</b>	<b>Building Bonds Proceeds Fund</b>	<b>Total Capital Projects Funds</b>
Cash	\$241,639		\$241,639
Investments	2,191,456		2,191,456
Taxes receivable	586,261		586,261
Accrued revenue	19,282		19,282
<b>Total assets</b>	<b>\$3,038,638</b>	<b>\$0</b>	<b>\$3,038,638</b>
<hr/>			
<b>LIABILITIES AND FUND BALANCE</b>			
Accounts payable	\$123,060		\$123,060
Deferred revenue	313,321		313,321
<b>Total liabilities</b>	<b>436,381</b>	<b>\$0</b>	<b>436,381</b>
<b>Fund balance - unreserved</b>	<b>2,602,257</b>	<b>0</b>	<b>2,602,257</b>
<b>Total liabilities and fund balance</b>	<b>\$3,038,638</b>	<b>\$0</b>	<b>\$3,038,638</b>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**CAPITAL PROJECTS FUNDS**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE**  
For the year ended June 30, 2003

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	<b>Operations and Maintenance Fund (Restricted)</b>	<b>Building Bonds Proceeds Fund</b>	<b>Total Capital Projects Funds</b>
<b>Revenues:</b>			
Local government sources -			
Property taxes	\$623,814		\$623,814
State government sources -			
ICCB state grants	140,563		140,563
Other sources -			
Interest income	48,348		48,348
<b>Total revenues</b>	<b>812,725</b>	<b>\$0</b>	<b>812,725</b>
<b>Expenditures:</b>			
Contractual services	36,938		36,938
General materials and supplies	7,984		7,984
Capital outlay	427,271		427,271
<b>Total expenditures</b>	<b>472,193</b>	<b>0</b>	<b>472,193</b>
Excess of revenues over expenditures	340,532	0	340,532
<b>Other financing sources (uses):</b>			
Operating transfers in	1,282,770		1,282,770
Operating transfers (out)		(1,222,770)	(1,222,770)
Excess (deficiency) of revenues over expenditures and other financing sources (uses)	1,623,302	(1,222,770)	400,532
<b>Fund balances, beginning of year</b>	<b>978,955</b>	<b>1,222,770</b>	<b>2,201,725</b>
<b>Fund balances, end of year</b>	<b>\$2,602,257</b>	<b>\$0</b>	<b>\$2,602,257</b>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**FIDUCIARY FUNDS**  
**COMBINING BALANCE SHEET**

June 30, 2003

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<b>A S S E T S</b>	<b>Non-Expendable Trust Fund Working Cash</b>	<b>Trust and Agency Funds</b>	<b>Total Fiduciary Funds</b>
Cash	\$1,232	\$21,543	\$22,775
Investments	250,000		250,000
Accrued revenue	19,854		19,854
Due from other funds	2,099,698		2,099,698
 Total assets	 \$2,370,784	 \$21,543	 \$2,392,327

<b>LIABILITIES AND FUND BALANCE</b>			
Due to student organizations	\$0	\$21,543	\$21,543
Fund balance - unreserved	2,370,784	0	2,370,784
 Total liabilities and fund balance	 \$2,370,784	 \$21,543	 \$2,392,327

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**SCHEDULE OF ASSESSED VALUATIONS, TAX RATES**  
**AND TAX EXTENSIONS**  
**Levy Years 2000, 2001 and 2002**

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The following are the Assessed Valuations, Tax Rates and Tax Extensions for the preceding three levy years:

	<b>2000</b>	<b>2001</b>	<b>2002</b>
<b>Assessed Valuations:</b>			
Whiteside County	\$575,258,903	\$593,292,517	\$610,623,721
Lee County	398,874,944	410,949,504	430,976,396
Ogle County	92,170,385	94,121,834	96,231,850
Henry County	2,522,846	2,427,274	2,343,808
Bureau County	65,934,654	64,782,354	64,114,520
Carroll County	61,009,113	61,603,216	63,442,492
	<b>\$1,195,770,845</b>	<b>\$1,227,176,699</b>	<b>\$1,267,732,787</b>
<b>Tax Rates:</b>			
Educational Fund	0.2450	0.2450	0.2450
Operations and Maintenance Fund	0.0300	0.0300	0.0300
Operations and Maintenance Fund-Restricted	0.0500	0.0500	0.0490
Bond and Interest Fund	0.0587	0.1133	0.1102
Liability, Protection, and			
Settlement Fund	0.0252	0.0236	0.0237
Audit Fund	0.0026	0.0025	0.0023
	<b>0.4115</b>	<b>0.4644</b>	<b>0.4602</b>
<b>Tax Extensions:</b>			
Educational Fund	\$2,929,639	\$3,006,583	\$3,105,945
Operations and Maintenance Fund	358,731	368,153	380,320
Operations and Maintenance Fund-Restricted	597,885	613,588	626,643
Bond and Interest Fund	702,679	1,390,831	1,398,111
Liability, Protection, and			
Settlement Fund	301,242	289,430	292,256
Audit Fund	31,031	30,394	30,377
	<b>\$4,921,207</b>	<b>\$5,698,979</b>	<b>\$5,833,652</b>

# **SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**

## **SCHEDULE OF TAXES RECEIVABLE AND TAX COLLECTIONS**

For the year ended June 30, 2003

<b>Levy Year</b>	<b>Assessed Valuation</b>	<b>Combined Rate</b>	<b>Tax Extended</b>	<b>Total Collected To June 30, 2003</b>	<b>Percent Collected June 30, 2003</b>	<b>Uncollected Balance June 30, 2003</b>
2001	\$1,227,176,699	0.4644	\$5,698,979	\$5,716,126	100.30%	\$0
2002	1,267,732,787	0.4602	5,833,652	375,016	6.43%	5,458,636
<b>Total</b>			<b>\$11,532,631</b>	<b>\$6,091,142</b>	<b>52.82%</b>	<b>\$5,458,636</b>

### **2002 TAXES EXTENDED**

	<b>Allowance for Uncollectible Taxes</b>	<b>Balance After Allowance</b>
	<b>Uncollected June 30, 2003</b>	
Educational Operations and Maintenance	\$2,906,078	\$0
Operations and Maintenance - restricted	355,846	0
Bond and Interest	586,261	0
Liability, Protection, And Settlement	1,308,538	1,308,538
Audit	273,493	0
Total	28,420	273,493
	<b>\$5,458,636</b>	<b>\$0</b>
		<b>\$5,458,636</b>

# SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

## SCHEDULE OF LEGAL DEBT MARGIN

For the year ended June 30, 2003

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The following is a schedule of the legal debt margin of the College as of June 30, 2003:

<u>Assessed valuation-2002</u>	<u>\$1,267,732,787</u>
Debt limit, 2.875% of assessed valuation	\$36,447,318
Less indebtedness	3,863,008
<u>Legal debt margin, June 30, 2003</u>	<u>\$32,584,310</u>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**SCHEDULE OF LIABILITY, PROTECTION & SETTLEMENT FUND**  
**REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

For the year ended June 30, 2003

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<b>Fund balance, beginning of year</b>	<b>\$6,188,932</b>
<b>Revenues:</b>	
Property taxes	292,698
Investments revenue	193,657
Revenue for on behalf payments-	
State portion of SURS payments	7,994
<b>Total revenues</b>	<b>494,349</b>
<b>Expenses:</b>	
Public safety salaries and expenditures	158,651
Affirmative action	612
FICA/ Medicare	98,525
Risk management salaries	184,636
Worker's Compensation insurance	30,298
Unemployment insurance	13,010
Liability insurance	61,174
Legal expenses	588
911 line charges	1,074
Firewall maintenance	12,106
Capital outlay	18,055
Expenditures for on behalf payments -	
State portion of SURS payment	7,994
<b>Total expenditures</b>	<b>586,723</b>
<b>Excess of revenues over expenditures</b>	<b>(92,374)</b>
<b>Fund balance, end of year</b>	<b>\$6,096,558</b>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**ALL FUNDS SUMMARY**  
**UNIFORM FINANCIAL STATEMENT #1**  
For the year ended June 30, 2003

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	Educational Fund	Operations and Maintenance Fund	Operations and Maintenance Fund (Restricted)
<b>Fund balance, July 1, 2002</b>	<b>\$866,432</b>	<b>\$49,829</b>	<b>\$978,955</b>
<b>Revenues:</b>			
Local tax revenue	3,076,819	377,643	623,814
ICCB grants	2,116,468	279,944	140,563
All other state revenue	248,916	28,644	
Federal revenue	6,981		
Student tuition and fees	2,696,137	292,861	
All other revenue	429,152	12,378	48,348
Revenues for on behalf payments-			
State portion of SURS payments	517,302	38,784	
<b>Total revenue</b>	<b>9,091,775</b>	<b>1,030,254</b>	<b>812,725</b>
<b>Expenditures:</b>			
Instruction	4,270,740		
Academic support	822,608		
Student services	846,929		
Public services	343,063		
Independent operations			
Operations and maintenance		1,115,768	54,117
Institutional support	1,906,622		418,076
Scholarships, student grants, and waivers	490,034		
Expenditures for on behalf payments-			
State portion of SURS payments	517,302	38,784	
<b>Total expenditures</b>	<b>9,197,298</b>	<b>1,154,552</b>	<b>472,193</b>
<b>Net transfers</b>	<b>(23,864)</b>	<b>74,442</b>	<b>1,282,770</b>
<b>Fund balance, June 30, 2003</b>	<b>\$737,045</b>	<b>(\$27)</b>	<b>\$2,602,257</b>

Bond and Interest Fund	Auxiliary Enterprises Fund	Restricted Purposes Fund	Working Cash Fund	Audit Fund	Liability, Protection and Settlement Fund	Building Bonds Proceeds Fund	Total
\$653,449	\$322,233	\$1,516,437	\$2,470,784	\$29,489	\$6,188,932	\$1,222,770	\$14,299,310
1,407,192				30,779	292,698		5,808,945
		707,621					3,244,596
		762,188					1,039,748
		3,112,782					3,119,763
		162,501					3,151,499
7,493	1,456,416	128,102	44,476	388	193,657		2,320,410
		5,762	60,581		7,994		630,423
1,414,685	1,624,679	4,771,274	44,476	31,167	494,349	0	19,315,384
		639,358					4,910,098
		405,610					1,228,218
		461,119					1,308,048
		583,347					926,410
		1,648,252					1,648,252
					168,713		1,338,598
1,314,433		229,727		28,010	410,016		4,306,884
		2,916,249					3,406,283
		5,762	60,581		7,994		630,423
1,314,433	1,654,014	5,295,991	0	28,010	586,723	0	19,703,214
0	(24,367)	45,898	(144,476)	0	0	(1,222,770)	(12,367)
\$753,701	\$268,531	\$1,037,618	\$2,370,784	\$32,646	\$6,096,558	\$0	\$13,899,113

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**SUMMARY OF FIXED ASSETS AND DEBT**  
**UNIFORM FINANCIAL STATEMENT #2**

June 30, 2003

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	<b>Fixed Asset/Debt Account Groups July 1, 2002</b>	<b>Additions</b>	<b>Deletions</b>	<b>Fixed Asset/Debt Account Groups June 30, 2003</b>
<b>Fixed assets:</b>				
Sites and improvements	\$1,597,359	\$9,922		\$1,607,281
Buildings, additions and improvements	9,919,329	432,153		10,351,482
Equipment	4,140,730	309,167	\$149,669	4,300,228
<b>Net fixed assets</b>	<b>\$15,657,418</b>	<b>\$751,242</b>	<b>\$149,669</b>	<b>\$16,258,991</b>
<b>Fixed debt:</b>				
Bonds payable	\$4,920,000		\$1,100,000	\$3,820,000
Other fixed liabilities	37,314	\$45,793	40,099	43,008
<b>Total fixed liabilities</b>	<b>\$4,957,314</b>	<b>\$45,793</b>	<b>\$1,140,099</b>	<b>\$3,863,008</b>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**OPERATING FUNDS REVENUES AND EXPENDITURES**  
**UNIFORM FINANCIAL STATEMENT #3**

June 30, 2003

	Educational Fund	Operations and Maintenance Fund	Total Operating Funds
<b>Operating Revenues by Source:</b>			
Local Government:			
Property taxes	\$3,076,819	\$377,643	\$3,454,462
Chargeback revenue	\$3,703		\$3,703
<b>Total local government</b>	<b>3,080,522</b>	377,643	3,458,165
State Government:			
ICCB credit hour grants	1,358,981	167,960	1,526,941
ICCB equalization grants	596,724	73,752	670,476
ICCB - career and technical education	56,516		56,516
CPPRT	231,756	28,644	260,400
Other	121,407	38,232	159,639
<b>Total state government</b>	<b>2,365,384</b>	308,588	2,673,972
Federal Government -			
Department of Education	6,981		6,981
<b>Total federal government</b>	<b>6,981</b>		6,981
Student Tuition and Fees:			
Tuition	2,402,462	292,861	2,695,323
Fees	293,675		293,675
<b>Total tuition and fees</b>	<b>2,696,137</b>	292,861	2,988,998
Other Sources:			
Sales and service fees	350,342	9,782	360,124
Facilities revenue		1,582	1,582
Investments revenue	34,636	783	35,419
Other - miscellaneous	44,174	231	44,405
Revenue for on behalf payments-			
State portion of SURS payments	517,302	38,784	556,086
<b>Total other revenue</b>	<b>946,454</b>	51,162	997,616
<b>Total revenue</b>	<b>9,095,478</b>	1,030,254	10,125,732
Less: Non-operating items* -			
Tuition chargeback revenue	3,703		3,703
<b>Adjusted revenue</b>	<b>\$9,091,775</b>	\$1,030,254	\$10,122,029

\*Intercollege revenues that do not generate related local college credit hours are subtracted to allow for statewide comparisons.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**OPERATING FUNDS REVENUES AND EXPENDITURES**  
**UNIFORM FINANCIAL STATEMENT #3**  
**(CONTINUED)**  
June 30, 2003

	Educational Fund	Operations and Maintenance Fund	Total Operating Funds
<b>Operating Expenditures:</b>			
By Program:			
Instruction	\$4,270,740		\$4,270,740
Academic Support	822,608		822,608
Student Services	846,929		846,929
Public Services	343,063		343,063
Operation and Maintenance		\$1,115,768	1,115,768
Institutional Support	1,906,622		1,906,622
Scholarships, student grants, and waivers	490,034		490,034
Transfers	23,864	(74,442)	(50,578)
Expenditures for on behalf payments -			
State portion of SURS payment	517,302	38,784	556,086
<b>Total expenditures</b>	<b>9,221,162</b>	<b>1,080,110</b>	<b>10,301,272</b>
Less non-operating items* :			
Tuition chargeback	36,600		36,600
Transfers to Non-Operating funds	23,864	(74,442)	(50,578)
<b>Adjusted expenditures</b>	<b>\$9,160,698</b>	<b>\$1,154,552</b>	<b>\$10,315,250</b>
By Object:			
Salaries	\$5,977,312	\$448,143	\$6,425,455
Employee benefits	1,006,189	120,383	1,126,572
Contractual services	413,772	69,045	482,817
General materials and supplies	646,201	86,760	732,961
Library materials**	106,555		106,555
Travel and conference expense	130,945	1,874	132,819
Fixed charges	19,177	62,894	82,071
Utilities		311,865	311,865
Capital outlay		14,804	14,804
Other	486,400		486,400
Transfers	23,864	(74,442)	(50,578)
Expenditures for on behalf payments-			
State portion of SURS payment	517,302	38,784	556,086
<b>Total expenditures</b>	<b>9,221,162</b>	<b>1,080,110</b>	<b>10,301,272</b>
Less non-operating items* :			
Tuition chargeback	36,600		36,600
Transfers to Non-Operating Funds	23,864	(74,442)	(50,578)
<b>Adjusted expenditures</b>	<b>\$9,160,698</b>	<b>\$1,154,552</b>	<b>\$10,315,250</b>

\*Intercollege revenues that do not generate related local college credit hours are subtracted to allow for statewide comparisons.

\*\*Non add line

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**RESTRICTED PURPOSES FUNDS REVENUE AND EXPENDITURES**  
**UNIFORM FINANCIAL STATEMENT #4**

June 30, 2003

	<b>Restricted Purposes Fund</b>
<b>Revenue by sources:</b>	
State Government:	
ICCB - Workforce Preparations Grants	\$287,625
ICCB - Advanced Technology Grants	205,592
ICCB - P-16 Initiative Grant	15,000
ICCB - Vocational Education	10,286
ICCB - Adult Education	189,118
ISBE - Vocational Education	40,247
ISAC - Monetary Award Grants	509,966
Illinois Veterans' Grants	71,919
Other	140,056
 Total state government	 1,469,809
Federal Government:	
Department of Education	2,699,206
Other	413,576
 Total federal government	 3,112,782
Other sources:	
Other	128,102
Revenue for on behalf payments -	
State portion of SURS payments	60,581
 Total other sources	 188,683
 Total Restricted Purposes Fund revenue	 \$4,771,274
 <b>Restricted Purpose Fund Expenditures:</b>	
By Program:	
Instruction	\$639,358
Academic support	405,610
Student services	461,119
Public services	583,347
Institutional support	229,727
Scholarships, student grants, and waivers	2,916,249
Expenditures for on behalf payments -	
State portion of SURS payments	60,581
 Total Restricted Purposes Fund expenditures	 \$5,295,991

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**RESTRICTED PURPOSES FUNDS REVENUE AND EXPENDITURES**  
**UNIFORM FINANCIAL STATEMENT #4**  
**(CONTINUED)**  
June 30, 2003

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Expenditures By Object:

Salaries	\$1,219,958
Employee benefits	198,172
Contractual services	73,965
General materials and supplies	604,439
Travel and conference expense	42,599
Fixed charges	14,112
Utilities	11,588
Capital outlay	210,074
Other	2,860,503
Expenditures for on behalf payments-	
State portion of SURS payments	60,581
 Total restricted purposes fund expenditures	 <u>\$5,295,991</u>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**CURRENT FUNDS\* EXPENDITURES BY ACTIVITY**  
**UNIFORM FINANCIAL STATEMENT #5**

June 30, 2003

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**Instruction:**

Instructional programs	\$4,628,219
Other	281,879
<b>Total instruction</b>	<b>4,910,098</b>

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**Academic support:**

Library	282,672
Instructional materials center	56,953
Academic computing support	242,369
Academic administration and planning	350,936
Other	295,288
<b>Total academic support</b>	<b>1,228,218</b>

---

**Student services:**

Admissions and records	221,844
Counseling and career guidance	650,684
Financial aid administration	156,893
Other	278,627
<b>Total student services support</b>	<b>1,308,048</b>

---

**Public services/continuing education:**

Community education	48,181
Customized training (instructional)	235,254
Community services	396,573
Other	246,402
<b>Total public services/continuing education</b>	<b>926,410</b>

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**Auxiliary services**

<b>Auxiliary services</b>	<b>1,648,252</b>
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**Operations and maintenance of plant:**

Maintenance	268,177
Custodial services	268,475
Grounds	101,015
Campus security	176,707
Utilities	311,865
Administration	105,130
Other	53,112
<b>Total operations and maintenance of plant</b>	<b>1,284,481</b>

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**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**CURRENT FUNDS\* EXPENDITURES BY ACTIVITY**  
**UNIFORM FINANCIAL STATEMENT #5**  
**(CONTINUED)**  
**June 30, 2003**

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Institutional support:	
Executive management	640,957
Fiscal operations	756,398
Community relations	257,471
Administrative support services	143,599
Board of trustees	39,751
General institution	170,602
Institutional research	74,002
Administrative data processing	491,595
<hr/>	<hr/>
Total institutional support	2,574,375
<hr/>	<hr/>
Scholarships, student grants, and waivers	3,406,283
<hr/>	<hr/>
Expenditures for on behalf payments -	
State portion of SURS payments	630,423
<hr/>	<hr/>
Total current funds expenditures	\$17,916,588

\* Current funds include the Education; Operations and Maintenance; Proprietary; Restricted Purposes; Audit; Liability, Protection, and Settlement funds.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**CERTIFICATE OF CHARGEBACK REIMBURSEMENT**  
**FOR FISCAL YEAR 2004**

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**All fiscal year 2003 non-capital audited operating expenditures  
for the past fiscal year from the following funds:**

Educational Fund	\$8,679,996
Operations and Maintenance Fund	1,100,964
Bond and Interest Fund	1,314,433
Restricted Purposes Fund	5,025,336
Audit Fund	28,010
Liability, Protection, and Settlement Fund	560,674
Total noncapital expenditures	<b>\$16,709,413</b>
 Plus:	
Depreciation on capital outlay expenditures from sources other than state and federal funds	597,304
Total costs included	17,306,717
Total certified semester credit hours for FY 2003	49,967.5
Per capita cost	346.36
All FY 2003 state and federal operating grants for noncapital expenditures, except ICCB grants	4,361,959
FY 2003 state and federal grants per semester credit hour	87.30
District's average ICCB grant rate for FY 2004	37.24
District's student tuition and fee rate per semester credit hour for FY 2004	60.00
Chargeback reimbursement per semester credit hour	<b>\$161.82</b>

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Approved: \_\_\_\_\_  
\_\_\_\_\_  
Chief Fiscal Officer

\_\_\_\_\_  
\_\_\_\_\_  
Date

Approved: \_\_\_\_\_  
\_\_\_\_\_  
President

\_\_\_\_\_  
\_\_\_\_\_  
Date



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
WITH STATE REQUIREMENTS FOR WORKFORCE DEVELOPMENT  
COMPONENT GRANT, P-16 INITIATIVE GRANT, ADVANCED TECHNOLOGY  
COMPONENT GRANT, DEFERRED MAINTENANCE GRANT, AND STATE  
ADULT EDUCATION AND FAMILY LITERACY GRANT**

Board of Trustees  
Sauk Valley Community  
College District 506  
Dixon, Illinois

We have audited the balance sheets of the Workforce Development Component Grant, P-16 Initiative Grant, Advanced Technology Component Grant, Deferred Maintenance Grant, and State Adult Education and Family Literacy Grant, of Sauk Valley Community College District 506 as of June 30, 2003, and the related statements of revenues, expenditures, and change in fund balance - actual for the year then ended. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the guidelines of the Illinois Community College Board's Fiscal Management Manual. Those standards and guidelines require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. Our audit also included a review of compliance with the provisions of the laws, regulations, contracts and grants between Sauk Valley Community College District 506, the State of Illinois and the Illinois Community College Board. We believe that our audit provides a reasonable basis for our opinion and Sauk Valley Community College District 506 is in compliance with the provisions of laws and contracts, and ICCB policy guidelines for restricted grants.

In our opinion, such financial statements referred to above present fairly, in all material respects, the financial position of the Workforce Development Component Grant, P-16 Initiative Grant, Advanced Technology Component Grant, Deferred Maintenance Grant, and State Adult Education and Family Literacy Grant, of Sauk Valley Community College District 506 at June 30, 2003, and the results of their operations for the year then ended in conformity with generally accepted accounting principles.

*Lindgren, Callihan, VanOsdol & Co., Ltd.*

September 9, 2003

Lindgren, Callihan, Van Osdol & Co., Ltd.  
Certified Public Accountants & Consultants

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Sterling, Illinois 61081

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Rockford, Illinois  
Sterling, Illinois  
Dixon, Illinois  
Freeport, Illinois

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**ADVANCED TECHNOLOGY COMPONENT GRANT PROGRAM**  
**(instructional equipment, technology support, Illinois community college online**  
**and staff technical skills enhancement)**

**BALANCE SHEET**

June 30, 2003

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**A S S E T S**

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Cash	\$2,911
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**LIABILITIES AND FUND BALANCE**

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Accounts payable	\$1,450
Accrued expenses	1,461
Fund balance	0
Total liabilities and fund balance	\$2,911

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**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**ADVANCED TECHNOLOGY COMPONENT GRANT PROGRAM**  
**STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE**

For the year ended June 30, 2003

	<b>Actual</b>				
	<b>Instructional Equipment</b>	<b>Technology Support</b>	<b>Staff Tech. Skills Enhance.</b>	<b>IL Comm. Colleges Online</b>	<b>Total</b>
<b>Revenues*</b>					
State sources	\$39,086	\$137,809	\$16,671	\$12,025	\$205,591
<b>Expenditures:</b>					
<u>Current year's grant</u>					
Salaries	3,068	10,530	12,025	25,623	
Contractual services	26,125	290			26,415
Materials and supplies	22,382	69,096	1,345		92,823
Conference and meeting expense		173	4,508		4,681
Utilities		10,826			10,826
Capital outlay	16,648	28,577			45,225
<b>Total expenditures</b>	<b>39,030</b>	<b>137,865</b>	<b>16,673</b>	<b>12,025</b>	<b>205,593</b>
<b>Excess of revenues over expenditures</b>	<b>\$56</b>	<b>(\$56)</b>	<b>(\$2)</b>	<b>\$0</b>	<b>(2)</b>
<b>Fund balance, beginning of year</b>					<b>2</b>
<b>Fund balance, end of year</b>					<b>\$0</b>
<b>ORIGINAL ALLOCATION</b>	<b>\$39,086</b>	<b>\$137,809</b>	<b>\$16,671</b>	<b>\$12,025</b>	<b>\$205,591</b>
<b>Minimum Expenditure Requirement</b>	<b>\$19,543</b>	<b>\$68,905</b>	<b>\$8,336</b>	<b>\$6,013</b>	<b>\$102,796</b>

\*ICCB grant funds only.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**DEFERRED MAINTENANCE GRANT PROGRAM**  
**BALANCE SHEET**

June 30, 2003

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**A S S E T S**

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Cash	\$0
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**LIABILITIES AND FUND BALANCE**

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Liabilities	\$0
Fund balance	0
Total liabilities and fund balance	\$0

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**DEFERRED MAINTENANCE GRANT PROGRAM**  
**STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE**  
For the year ended June 30, 2003

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Revenues*	
State sources	<u>\$44,922</u>
<hr/>	
Expenditures:	
<u>Current year's grant</u>	
Contractual services	36,938
Materials and supplies	<u>7,984</u>
Total expenditures	<u>44,922</u>
Excess of revenues over expenditures	0
Fund balance, beginning of year	0
Fund balance, end of year	<u>\$0</u>
ORIGINAL ALLOCATION	<u>\$44,922</u>

\*ICCB grant funds only.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506  
WORKFORCE DEVELOPMENT COMPONENT GRANT PROGRAM  
(business/industry, education-to-careers, welfare/ low income support services  
and current workforce training)**

**BALANCE SHEET**

June 30, 2003

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**A S S E T S**

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Cash	\$4,779
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**LIABILITIES AND FUND BALANCE**

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Accounts payable	\$4,779
Fund balance	0
<b>Total liabilities and fund balance</b>	<b>\$4,779</b>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**WORKFORCE DEVELOPMENT COMPONENT GRANT PROGRAM**  
**STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE**  
For the year ended June 30, 2003

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	<b>Actual</b>				
	<b>Business &amp; Industry</b>	<b>Education- to-Careers</b>	<b>Welfare/ Low Income</b>	<b>Workforce Training</b>	<b>Current Total</b>
<b>Revenues*</b>					
State sources	\$87,357	\$89,298	\$60,970	\$50,000	\$287,625
<b>Expenditures:</b>					
<u>Current year's grant</u>					
Salaries	81,635	7,473	35,247	49,955	174,310
Employee benefits	14,936	2,046	9,563		26,545
Materials and supplies		47,163	4,103		51,266
Conference and meeting expense		2,405	1,997		4,402
Capital outlay		31,102			31,102
 Total expenditures	 96,571	 90,189	 50,910	 49,955	 287,625
Excess of revenues over expenditures	(\$9,214)	(\$891)	\$10,060	\$45	\$0
Fund balance, beginning of year					0
Fund balance, end of year					 \$0
<b>ORIGINAL ALLOCATION</b>	<b>\$87,357</b>	<b>\$89,298</b>	<b>\$60,970</b>	<b>\$50,000</b>	<b>\$254,697</b>
 Minimum Expenditure Requirement	 \$43,679	 \$44,649	 \$30,485	 \$25,000	 \$127,349

\*ICCB grant funds only.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**ICCB COMPLIANCE STATEMENT FOR WORKFORCE**  
**DEVELOPMENT (BUSINESS/INDUSTRY) GRANT**  
**TOTAL EXPENDITURES FOR ICCB GRANT FUNDS ONLY**

For the year ended June 30, 2003

	<b>General</b>	<b>Operation of Workforce Devel. Office</b>	<b>Total</b>
Expenditures from grant sources only -			
Personnel (Salaries and Benefits)*	\$43,457	\$53,114	\$96,571
<b>Totals</b>	<b>\$43,457</b>	<b>\$53,114</b>	<b>\$96,571</b>

\* Salaries charged to this grant should be paid commensurate with the percentage of time spent working on business and industry/economic development activities. Staff development and travel costs should only be paid for staff that spend 51% or more of their time on work in the business assistance center or economic development office.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**P-16 INITIATIVE GRANT PROGRAM**  
**BALANCE SHEET**

June 30, 2003

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**A S S E T S**

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Prepaid expense	\$1,410
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**LIABILITIES AND FUND BALANCE**

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Due to other funds	\$1,410
Fund balance	0
Total liabilities and fund balance	\$1,410

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**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**P-16 INITIATIVE GRANT PROGRAM**  
**STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE**  
For the year ended June 30, 2003

<b>Revenues*</b>	
State sources	\$15,000
 <b>Expenditures -</b>	
<u>Current year's grant</u>	
Tuition	15,000
 <u>Total expenditures</u>	15,000
 Excess of revenues over expenditures	0
 <u>Fund balance, beginning of year</u>	0
 <u>Fund balance, end of year</u>	\$0

\*ICCB grant funds only.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**STATE ADULT EDUCATION AND FAMILY LITERACY**  
**RESTRICTED FUNDS GRANT PROGRAM**  
**BALANCE SHEET**  
June 30, 2003

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ASSETS	State Basic	Public Assistance	Performance	Total (Memorandum Only)
Cash	\$682	\$530	\$0	\$1,212
<b>LIABILITIES AND FUND BALANCE</b>				
Accrued expenditures	\$682	\$530	\$0	\$1,212
Fund balance	0	0	0	0
<b>Total liabilities and fund balance</b>	<b>\$682</b>	<b>\$530</b>	<b>\$0</b>	<b>\$1,212</b>

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**STATE ADULT EDUCATION AND FAMILY LITERACY**  
**RESTRICTED FUNDS GRANT PROGRAM**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE**  
For the year ended June 30, 2003

---

	<b>State Basic</b>	<b>Public Assistance</b>	<b>Performance</b>	<b>Total (Memorandum Only)</b>
<b>Revenues*</b>				
State sources	\$45,200	\$78,740	\$65,178	\$189,118
Expenditures by program:				
Instruction	33,751	44,961	5,694	84,406
Student transportation services		4,035		4,035
Literacy services		29,744		29,744
Child care services	3,742		9,180	12,922
Total instructional and student services	37,493	78,740	14,874	131,107
Operation and maintenance of plant	7,707			7,707
Workforce coordination			28,389	28,389
Data and information services			21,915	21,915
Total program support	7,707	0	50,304	58,011
Total expenditures	45,200	78,740	65,178	189,118
Excess of revenues over expenditures	0	0	0	0
Fund balance, beginning of year	0	0	0	0
Fund balance, end of year	\$0	\$0	\$0	\$0

\* ICCB grant funds only.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**ICCB STATE GRANTS FINANCIAL COMPLIANCE SECTION**  
**NOTES TO FINANCIAL STATEMENTS**

June 30, 2003

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**(A) Summary of Significant Accounting Policies:**

General - The accompanying statements include only those transactions resulting from the ICCB Advanced Technology components (Instructional Equipment, Technology Support, Illinois Community Colleges Online and Staff Technical Skills Enhancement), Deferred Maintenance, Workforce Development Components (Business/Industry, Education to Careers, Current Workforce Training and Welfare/Low Income Support Services), P-16 Initiative Grant Program, and State Adult Education and Family Literacy Grant Programs. These transactions have been accounted for in a Restricted Purposes Fund.

Basis of Accounting - The statements have been prepared on the modified accrual basis. Expenditures include all account payables representing liabilities for goods and services actually received as of June 30, 2003. Funds obligated for goods prior to June 30 for which the goods are received prior to August 31 are recorded as encumbrances. Unexpended funds are reflected as a reduction to fund balance and a liability due to the ICCB by October 15.

Fixed Assets - Fixed asset purchases are recorded as capital outlay and not capitalized.

**(B) Payments of Prior Year's Encumbrances:**

Payments of prior year's encumbrances for goods received prior to August 31 are reflected as expenditures during the current fiscal year.



**INDEPENDENT AUDITOR'S REPORT ON THE SCHEDULE OF  
ENROLLMENT DATA AND OTHER BASES  
UPON WHICH CLAIMS ARE FILED**

Board of Trustees  
Sauk Valley Community  
College District 506  
Dixon, Illinois

We have examined the accompanying Schedule of Enrollment Data and Other Bases Upon Which Claims Are Filed of Sauk Valley Community College District 506 for the year ended June 30, 2003. The Schedule of Enrollment Data and Other Bases Upon Which Claims Are Filed is the responsibility of the College's Management. Our responsibility is to express an opinion on the schedule based upon our examination.

Our examination was made in accordance with the guidelines of the Illinois Community College Board's *Fiscal Management Manual* and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

In our opinion, the accompanying Schedule of Enrollment Data and Other Bases Upon Which Claims Are Filed is fairly presented in accordance with the provisions of the aforementioned guidelines.

*Lindgren, Callihan, VanOsdol & Co., Ltd.*

September 9, 2003

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**SCHEDULE OF ENROLLMENT DATA AND OTHER BASES UPON**  
**WHICH CLAIMS ARE FILED**  
**For the year ended June 30, 2003**

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**Total Semester Credit Hours by Term (In-District and Out of District Reimbursable)**

<b>Categories</b>	<b>Summer 2002</b>		<b>Fall 2002</b>		<b>Spring 2003</b>		<b>Total</b>	
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Restricted</b>
Baccalaureate	2,888.0	75.0	12,657.0	11.0	13,009.0		28,554.0	86.0
Business Occupational	131.0		1,526.0	130.5	1,514.0	84.0	3,171.0	214.5
Technical Occupational	720.5		2,724.5	6.0	2,419.0		5,864.0	6.0
Health Occupational	453.0		1,350.5		1,514.5		3,318.0	
Remedial Development	633.0		2,887.0		2,193.0		5,713.0	
Adult Basic Education/ Adult Secondary Education	164.0	343.0	359.0	1,037.0	374.0	764.0	897.0	2,144.0
<b>Total credit hours verified</b>	<b>4,989.5</b>	<b>418.0</b>	<b>21,504.0</b>	<b>1,184.5</b>	<b>21,023.5</b>	<b>848.0</b>	<b>47,517.0</b>	<b>2,450.5</b>

	<b>Attending Out-of-District on Chargeback or Contractual Agreement</b>		<b>Total</b>
	<b>In-District</b>	<b>Contractual Agreement</b>	
Semester credit hours	48,620.00	1,222.20	49,842.20

District 2002 equalized assessed valuation	<b>\$1,267,732,787</b>
--	------------------------

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**RECONCILIATION OF TOTAL REIMBURSABLE**  
**SEMESTER CREDIT HOURS**  
For the year ended June 30, 2003

	Total			Total		
	Unrestricted		Total Credit Hours	Restricted		Total Credit Hours
	Unrestricted	Certified to the ICCB		Total Restricted	Credit Hours	Certified to the ICCB
	Unrestricted Credit Hours	Certified to the ICCB	Difference	Total Restricted Credit Hours	Credit Hours	Difference
Baccalaureate	28,554.0	28,554.0	0	86.0	86.0	0
Business Occupational	3,171.0	3,171.0	0	214.5	214.5	0
Technical Occupational	5,864.0	5,864.0	0	6.0	6.0	0
Health Occupational	3,318.0	3,318.0	0	0.0	0.0	0
Remedial Development	5,713.0	5,713.0	0	0.0	0.0	0
Adult Basic Education/Adult Secondary Education	897.0	897.0	0	2,144.0	2,144.0	0
<b>Total</b>	<b>47,517.0</b>	<b>47,517.0</b>	<b>0</b>	<b>2,450.5</b>	<b>2,450.5</b>	<b>0</b>

**RECONCILIATION OF IN-DISTRICT/CHARGEBACK AND COOPERATIVE/  
CONTRACTUAL AGREEMENT CREDIT HOURS**

	Total Attending	Total Attending as Certified to the ICCB	Difference
Reimbursable in-district residents	48,620.00	48,620.00	0.00
Reimbursable out-of-district on chargeback or contractual agreement	1,222.20	1,222.20	0.00
	<b>49,842.20</b>	<b>49,842.20</b>	<b>0.00</b>

# SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

## BACKGROUND INFORMATION ON STATE GRANT ACTIVITY

June 30, 2003

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### **UNRESTRICTED GRANTS:**

Base Operating Grants – General operating funds provided to colleges based upon credit enrollment with a small portion of the allocation based upon gross square footage of space at the college.

Small College Grants - Funds provided to colleges with full-time equivalent enrollments of less than 2,500 students. Intended to help small colleges pay for some of the “fixed costs” of operating a smaller institution.

Equalization Grants - Grants provided to institutions with less than the statewide average local tax dollars available per full-time equivalent student.

### **RESTRICTED GRANTS/SPECIAL INITIATIVES:**

#### Workforce Development Grants

*Business/Industry Services* – Provides funding for a business/industry center at every college to provide a variety of employment training and business services outside of the classroom.

*Education to Careers* – Grants provided to allow the community colleges to play a leadership role in facilitating the creation of local partnerships with high schools, business and industry, and employment training agencies.

*Welfare/Low Income Support Services* – Provides funds to be used in conjunction with existing federal funds to develop an infrastructure necessary to provide employment training and job placement assistance services to welfare clients.

*The Current Workforce Training Grants* - Provides funds to expand opportunities for additional noncredit training for incumbent employees at businesses, industry, and other employers. Small and medium-sized businesses (less than 300 employees) who need to upgrade/enhance the skills of their employees. This grant is intended to help colleges provide a training system that is responsive to the business community’s training requirements in order to improve employee’s productivity and wages and enhance the local and state economies.

#### Advanced Technology Grants

*Advanced Technology Equipment* – Grants intended to allow colleges to upgrade and purchase new specialized equipment for training programs and to purchase new computer hardware and software for instructional and student use.

*Advanced Technology Support* – Funding to allow colleges to meet the rising costs of technology infrastructure, transmission, and maintenance costs.

*Staff Technical Skills Enhancement* – Provides funding to support training in all areas of technology and especially in the areas of distance learning.

*Illinois Community Colleges Online Grant*- Provides funding to support training in all areas of technology and especially in areas of distance learning.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**BACKGROUND INFORMATION ON STATE GRANT ACTIVITY**  
**(CONTINUED)**  
June 30, 2003

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**RESTRICTED GRANTS/SPECIAL INITIATIVES (continued):**

Deferred Maintenance Grants – Provides flexible funding for facility needs that are not covered by capital renewal or protection, health, and safety funding.

P-16 Initiative Grants – Grant funding is intended to allow community colleges to address the need to strengthen student preparation within the P-16 education spectrum by 1) expanding their service to high school students desiring to take college-level classes prior to receiving their high school diploma to accelerate their college course work (formerly known as the Accelerated College Enrollment Grant) and 2) implementing and/or expanding programs and services that relate to teacher preparation (certification) and professional development (recertification). The intent is to allow colleges to enhance or expand current activities.

**RESTRICTED ADULT EDUCATION GRANTS/STATE:**

State Basic – Grant awarded to Adult Education and Family Literacy providers to establish special classes for the instruction of persons of age 21 and over or persons under the age of 21 and not otherwise in attendance in public school for the purpose of providing adults in the community other instruction as may be necessary to increase their qualifications for employment or other means of self-support and their ability to meet their responsibilities as citizens including courses of instruction regularly accepted for graduation from elementary or high schools and for Americanization and General Education Development Review classes. Included in this grant are funds for support services, such as student transportation and childcare facilities or provision.

Public Assistance – Grant awarded to Adult Education and Family Literacy providers to pay for any fees, books and materials incurred in the program for students who are identified as recipients of public assistance.

Performance – Grant awarded to Adult Education and Family Literacy providers based on performance outcomes.

# SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

## SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

For the year ended June 30, 2003

<u>Federal Grantor/Pass-Through Grantor/Program Title:</u>	Federal CFDA Number	Pass-Through Grant Number	Program or Award Amount	Fund Balance July 1, 2002	Revenues	Expenditures	Fund Balance June 30, 2003
U.S. Department of Education:							
Direct grants:							
Supplemental Educational Opportunity Grant		(M) 84.007	\$68,853	-	\$68,853	\$68,853	-
College Work Study Program		(M)84.033	191,564	-	201,760	201,760	-
Pell Grant Program		(M)84.063	1,587,315	-	1,584,546	1,584,546	-
Pell Grant Program Administrative Allowance		(M)84.063	6,981	-	6,981	6,981	-
Student Support Services		84.042A	240,551	(\$1,764)	239,202	239,303	(\$1,865)
Passed through the Illinois State Board of Education:							
VE Title III E Tech Prep	84.243A	2003-4770-00-47-052-5060-51	64,704	-	64,704	64,704	-
Passed through the Illinois Community College Board:							
CTE Automated Degree	84.048	CTEL03506	14,263	-	14,263	14,263	-
VE Title II C Post/Adult	84.048	CTE50603	140,621	-	140,621	140,621	-
Federal Adult Education	84.002A	50601	53,126	-	53,126	53,126	-
Passed through Illinois Department of Human Services:							
Americorps-Formula Program	94.006	311G3667000	347,200	77,563	238,056	321,253	(5,634)
Passed through the Illinois Department of Commerce and Economic Opportunity:							
Small Business Development Grant	59.037	02-56178	45,763	-	25,025	25,025	-
Small Business Development Grant	59.037	13-18178	50,000	-	18,402	18,402	-
<b>Total Federal Grant Activity</b>			<b>\$2,810,941</b>	<b>\$75,799</b>	<b>\$2,655,539</b>	<b>\$2,738,837</b>	<b>(\$7,499)</b>

### Guaranteed Student Loans:

During the fiscal year ended June 30, 2003, the College made guaranteed student loans to eligible students totaling \$464,224 under the following programs:

Stafford loan program	<u>\$464,224</u>
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(M) indicates a major federal financial assistance program.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**ANNUAL FEDERAL FINANCIAL - COMPLIANCE SECTION**  
**NOTES TO SCHEDULE OF FEDERAL AWARDS**

For the year ended June 30, 2003

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**(A) General:**

The accompanying Schedule of Federal Awards presents the activity of all federal awards of Sauk Valley Community College District 506. Sauk Valley Community College District 506's reporting entity is defined in Note A to the District's financial statements. All federal awards passed through other government agencies are included on the schedule.

**(B) Basis of Accounting:**

The accompanying Schedule of Federal Awards is presented using the modified accrual basis of accounting.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506  
BACKGROUND INFORMATION ON FEDERAL GRANT ACTIVITY**

June 30, 2003

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**RESTRICTED ADULT EDUCATION GRANTS/FEDERAL:**

Adult Education and Family Literacy- Federal Basic – Grant awarded to Adult Education and Family Literacy providers to assist adults in becoming literate and obtain the knowledge and skills necessary for employment and self-sufficiency; to assist adults who are parents in obtaining the educational skills necessary to become full partners in the educational development of their children; and to assist adults in completing a secondary school education.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
June 30, 2003

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**Section I – Summary of Auditor’s Results**

*Financial Statements*

Type of auditor’s report issued:	Unqualified	
Internal control over financial reporting:		
Material weakness(es) identified?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
Reportable condition(s) identified that are not considered to be material weakness(es)?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> none reported
Noncompliance material to financial statements noted?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no

*Federal Awards*

Internal control over major programs:		
Material weakness(es) identified?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
Reportable condition(s) identified that are not considered to be material weakness(es)	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> none reported

Type of auditor’s report issued on compliance for major programs:	Unqualified	
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Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133?	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
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Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
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84.007, 84.033, 84.063	Student Financial Aid
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Dollar threshold used to distinguish between type A and type B programs:	\$ <u>300,000</u>
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Auditee qualified as low-risk auditee?	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
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**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**(CONTINUED)**  
**June 30, 2003**

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**Section II – Financial Statement Findings**

No matters are reported.

**Section III – Federal Award Findings and Questioned Costs**

No matters are reported.

**SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506**  
**SCHEDULE OF PRIOR AUDIT FINDINGS**  
June 30, 2003

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There are no prior audit findings.