

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA
Third Floor Board Room
January 26, 2004
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** **December 19, 2003** **\$217,462.62**
 - 5. Budget Report**
 - 6. Faculty Seniority List**
 - 7. AAS Degrees and Certificates**
 - 8. RVC Educational Agreement**
 - 9. Recommendation for Bid Award – Hon Furniture**
 - 10. Title IB Benefits**
 - 11. 457 Plan Approval**
- E. President's Report**
 - 1. Board Policies Review – 601.01, 602.01, 602.02, 603.01**
 - 2. Enrollment Update**
 - 3. Foundation Draw-Down Dinner – February 14, 2004**
 - 4. Academic Appeals Procedures (attached)**
- F. Financial Reports and Actions**
 - 1. Financial Projections**
 - 2. Tuition Increase Recommendation**
 - 3. Audit RFP Recommendation**
- G. Closed Session (Appointment, employment, compensation, discipline, dismissal of specific employees of the College, closed session minutes consideration.)**
- H. Closed Session Minutes**
 - 1. Closed Session Minutes of December 15, 2003**
 - 2. Closed Session Minutes Review**

I. Personnel

1. **Administrative Resignation – Dr. Deborah Hecht**
2. **Administrative Retirement – Mr. Jim Frederick**
3. **Faculty Resignation – Dr. Randall Bradshaw**

J. Other

Board Retreat – February 19 (?)

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

February 23, 2004

March 22, 2004

April 26, 2004

May 24, 2004

ICCTA Monthly Meetings

February 6, 2004
Springfield, IL

March 19, 2004
Northfield Inn and Conference
Center, Springfield

April 27, 2004
Renaissance Hotel, Springfield

Subject to Call

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

January 26, 2004

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on January 26, 2004 in the third floor Board Room at Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

Call to Order:

Chair Thompson called the meeting to order at 7:03 p.m. and the following members answered roll call:

Edward Andersen	Ed Cox
Robert Thompson	Nancy Varga
Pennie von Bergen Wessels	Philip Engleking

Absent:

Henry Dixon
William Simpson

SVCC Staff:

President Richard L. Behrendt
Attorney Ole Bly Pace III
Vice President Ruth Bittner
Vice President Deborah Hecht
Vice President Joan Kerber
Athletic Director Russ Damhoff
Secretary to the Board Carmel Paulsen

Consent Agenda:

It was moved by Member Andersen and seconded by Member Cox that the Board approve the Consent Agenda as presented. After discussion of the Title IB Benefits agenda item, a vote was taken. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

President's Report:

Dr. Behrendt reported that early enrollment figures for the spring semester shows that enrollment is down 5.5%; and reminded Board members that tickets to the Foundation's Draw Down Dinner are available.

Academic Appeals
Procedures:

It was moved by Member von Bergen Wessels and seconded by Member Andersen to change the Academic Appeals Procedure to indicate that the president's decision is not final, but that the student may take the appeal to the Board for a final decision. In a roll call vote, the following was recorded: ayes: Members Andersen, Thompson, Varga, von Bergen Wessels; nay: Member Cox. Student Trustee advisory vote: aye. Motion carried.

It was also moved by Member von Bergen Wessels and seconded by Member Thompson to change the Academic Appeals Procedure by striking the words (*not an attorney*) from Step 7 of the procedure. In a roll call vote, the following was recorded: ayes: Members Andersen, Cox, Thompson, von Bergen Wessels; nay: Member Varga. Student Trustee advisory vote: aye. Motion carried.

Financial Projections:

The Board was given the financial projections for FY05 for review. Since this was an information only item, no action was taken.

Tuition Increase
Recommendation:

It was moved by Member Andersen and seconded by Member Cox that the Board approve the recommendation to increase the tuition and fees rate in the amount of \$6 per credit hour, starting with the Summer 2004 term. The total tuition fees rate will then be \$66 per credit hour. Discussion followed. Member von Bergen Wessels made a motion for a \$4 increase instead that died due to a lack of a second. A roll call vote was taken on the original motion, and the following was recorded: ayes: Members Andersen, Cox, Thompson, Varga; nays: Member von Bergen Wessels. Student Trustee advisory vote: aye. Motion carried.

Audit RFP
Recommendation:

It was moved by Member Varga and seconded by Member Cox that the Board approve the appointment of Clifton Gunderson to be the College's auditors for the fiscal year 2004, 2005, and 2006 audits in the amount of \$67,500 for three years, to be paid from the Audit Fund. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Closed Session:

At 7:58 p.m., it was moved by Member von Bergen Wessels and seconded by Member Andersen that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, closed session minutes consideration, and closed session minutes review. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Regular Session:

The Board returned to regular session at 8:14 p.m.

Closed Session Minutes: It was moved by Member Andersen and seconded by Member Cox that the Board approve the amended minutes of the December 15, 2003, closed session minutes meeting. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Closed Session Minutes Review: After Attorney Pace's review of the closed session minutes (1/28/91 – 11/20/03), it was moved by Member Varga and seconded by Member von Bergen Wessels to open the section of the closed session minutes of June 23, 2003 that says, "The Board discussed the repositioning of the president's secretary position and the secretary to the Board of Trustees position." The minutes not previously opened shall remain closed. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Administrative Resignation: It was moved by Member von Bergen Wessels and seconded by Member Varga, that the Board accept with regret the resignation of Dr. Deborah Hecht, Vice President of Instructional Services, effective June 30, 2004. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Administrative Retirement: It was moved by Member Andersen and seconded by Member Varga to approve the retirement of Mr. Jim Frederick, Director of Buildings and Grounds, effective June 30, 2004. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Faculty Resignation: It was moved by Member von Bergen Wessels and seconded by Member Andersen to approve the resignation of Dr. Randall Bradshaw, Professor of Physics, effective immediately. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Board Retreat: Discussion followed regarding the Board Retreat. The date was reaffirmed as February 19, 2004, beginning at 10:00 am, in the third floor Board Room.

Reports: Student Trustee: The Student Satisfaction Survey is currently in process and 500 random students are participating; Shakespeare Hike tryouts are February 3 and 4; PTK Awards Ceremony is February 20; the last day to file Intent to Graduate is February 6; and Presidents' Day

is February 16 and is a College holiday.

ICCTA Representative: Member Thompson did not attend the January meeting, but will attend the February meeting.

Foundation Liaison: No report

Faculty Association: No report

Board Chair: No report

Board Member Coments: None

Adjournment:

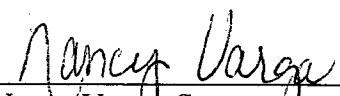
Since the scheduled business was completed, it was moved by Member von Bergen Wessels and seconded by member Cox that the Board adjourn. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

The meeting adjourned at 8:35 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on February 23, 2004 in the Board Room.

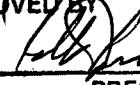
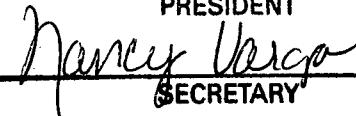
Respectfully submitted,



Nancy Varga, Secretary

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY


PRESIDENT
SECRETARY

SAUK VALLEY COMMUNITY COLLEGE
 BOARD OF TRUSTEES - TREASURER'S REPORT
 As of December 31, 2003

CHECKING ACCOUNTSINTEREST BEARING ACCOUNTS

	DATE	INTEREST	AMOUNT
		RATE	
General Account - Sterling Federal Bank		0.42	\$350,921.44
Illinois Funds - Firstar Bank, Springfield		0.96	2,423,116.14

SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS

2,774,037.58NON-INT. BEARING ACCOUNT

Restricted - Sterling Federal Bank		81,584.09
------------------------------------	--	-----------

MONEY MARKET

ABN-AMRO Investment Services, Inc.		0.36	208,823.46
TOTAL CHECKING ACCOUNTS			<u>\$3,064,445.13</u>

INVESTMENTS

	MATURITY		
	DATE		
Amcore Bank, Sterling	02-03-04	1.40	\$1,000,000
Union Bank, Tampico	03-06-04	1.45	1,000,000
First National Bank, Amboy	03-07-04	1.30	1,000,000
Sterling Federal Bank	04-25-04	1.69	1,000,000
Union Bank, Tampico	04-28-04	1.50	1,000,000
SUBTOTAL INVESTMENTS			<u>5,000,000</u>

BOND INVESTMENTS - Liability, Protection & Settlement

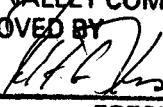
	YIELD	PRICE
Federal Natl Mtg. Assn.	3.51	\$559,224.08
Federal Home Loan Mtg Corp	1.75	515,214.95
Federal Home Loan Bank	2.00	611,496.84
GA Mun Elec Auth	4.75	381,108.54
Fed Natl Mtg Assn Benchmark	1.50	479,164.06
Federal Home Ln Mtg Corp Refrnce NT	1.60	200,699.17
Federal Home Ln Mtg Corp Refrnce NT	2.13	424,373.27
Miami Dade Cnty Fla Solid Waste Sys	2.60	107,157.33
Houston Tex Water & Sewer System	1.40	53,259.22
Federal Home Loan Bank Bonds	1.90	599,105.46
NC Mun Elec Auth	4.90	315,100.33
Sun Prairie Wis Sch	5.05	338,364.14
Milwaukee Cnty Wis	2.50	218,744.28
Benton Cnty Wash Sch Dist No 52	1.50	266,538.06
Las Cruces NM	4.85	204,265.00
Houston TX Wtr & Swr System	4.30	50,988.83
Carol Stream IL Tax	5.07	202,570.89
Anch AL Tel Util	4.90	158,619.08
SUBTOTAL BONDS		

TOTAL INVESTMENTS\$10,685,993.53

Sauk Valley Community College
Board of Trustees
January 26, 2004

<u>Summary of Bills Payable</u>	<u>Amount</u>
General Operating Funds	\$ 568,591.60
Restricted Fund	\$ 274,532.28
TOTAL	<u>\$ 843,123.88</u>

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY



PRESIDENT



SECRETARY

DATE 1-26-04

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 1

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Seguin, Kandy M.	01		Petty Cash	Petty Cash for Nutcracker Performance	150.00
Southern Illinois University	01		Tuition Billed to Employer	Student Exams 12/03	100.00
INCCRRA (TEACH)	01		TEACH	MAP Refund Fall 03	277.14
Northwest Illinois -WIP	01		JTPA Whiteside	Refund Fall 03	67.75
Southern Illinois University	01		JTPA Whiteside	Student Exams 12/03	50.00
BEST, INC	01		JTPA Lee	MAP Refunds Fall 03	138.50
Illinois Valley Community Coll	01		Dislocated Workers	Map Refunds Fall 03	554.00
Blackbaud	01		Foundation Expense	Raiser's Edge Maintenance	1,290.00
Consolidated Management Co	01		Foundation Expense	Single Parent Awards Program	25.00
Consolidated Management Co	01		Foundation Expense	Foundation Meeting Breakfast	110.00
Dillow, Debra D.	01		Due from Computer Purchase Plan	Computer Purchase	1,067.97
State Universities Retirement	01		SURS Payable		26,909.46
State Universities Retirement	01		SURS Payable		26,447.35
Select Employees Credit Union	01		Credit Union Payable		11,520.59
Select Employees Credit Union	01		Credit Union Payable		11,750.21
SVCC Faculty Association	01		Faculty Association Payable		1,213.41
SVCC Faculty Association	01		Faculty Association Payable		1,213.41
H & R Accounts	01		Wage Garnishment Payable	GARNISHMENT	54.12
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	120.38
State Disbursement Unit	01		Wage Garnishment Payable	GARNISHMENT	65.00
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charities	21.00
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charities	21.00
United Way of Dixon	01		United Way Payable		30.00

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 2

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
United Way of Dixon	01		United Way Payable		30.00
United Way of Sterling-Rock Fa	01		United Way Payable		37.35
United Way of Sterling-Rock Fa	01		United Way Payable		37.35
Trustmark Insurance	01		Optional Life Insurance		399.87
Trustmark Insurance	01		Optional Life Insurance		402.04
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		99.00
American Express Financial Adv	01		American Express		370.00
American Express Financial Adv	01		American Express		370.00
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		187.50
New York Life Insurance & Annu	01		New York Life	ACCRUED ANNUITIES-New York Life Insurance	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
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Adams, Mike E.	01		Accounts Payable	MAP Gt	277.00
Andrzejewski, Jeremy	01		Accounts Payable	MAP	527.00

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 3

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Arreola, Ramses G.	01		Accounts Payable	PELL-Fall	975.00
Ashby, James R.	01		Accounts Payable	MAP Gt	850.50
Asiku, Fatlume	01		Accounts Payable	MAP Gt	587.50
Bantrup, Christopher	01		Accounts Payable	Athl Waiver Bal	128.00
Batten, Jessica N.	01		Accounts Payable	IIA Gt	250.00
Becker, Eric C.	01		Accounts Payable	Sauk Schol Replacement	1,020.00
Belha, Tony M.	01		Accounts Payable	Online Refund	310.00
Belha, Tony M.	01		Accounts Payable	Online Refund	310.00
Belha, Tony M.	01		Accounts Payable	Online Refund	-310.00
Bellini, James A.	01		Accounts Payable	Stafford Ln	1,698.47
Bellini, James A.	01		Accounts Payable	Stafford Ln	1,698.47
Bellini, James A.	01		Accounts Payable	reverse	-1,698.47
Bennett, Lori L.	01		Accounts Payable	Online Refund	400.00
Berry, Shawn R.	01		Accounts Payable	Athl Schol	750.00
Bhuiyan, Mohammad E.	01		Accounts Payable	Stafford Ln	1,091.25
Bowen, David M.	01		Accounts Payable	Online Refund	180.00
Bulfer, Bridgette A.	01		Accounts Payable	Online Refund	400.00
Bushland, Janelle M.	01		Accounts Payable	PELL Gt	507.00
Christian, Katie T.	01		Accounts Payable	Online Refund	25.00
Claussen, Logan R.	01		Accounts Payable	MAP Gt	277.00
Cobb, Sharon P.	01		Accounts Payable	Fndtn	500.00
Collins, Diane M.	01		Accounts Payable	UPM Replacement	575.00
Cornelius, Christa J.	01		Accounts Payable	Online Refund	400.00
Cowley, Ramona F.	01		Accounts Payable	PELL	507.00
Cunningham, Lonn J.	01		Accounts Payable	Online Refund	400.00

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 4

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Davis, Emily A.	01		Accounts Payable	PELL	400.00
Deets, Jeffrey M.	01		Accounts Payable	Online Refund	130.00
Denzer, Stephanie A.	01		Accounts Payable	Stafford Ln	1,697.50
Diehl, Andrea L.	01		Accounts Payable	Online Refund	95.00
Drew, Tanya R.	01		Accounts Payable	MAP/IIA	804.00
Durling, Elizabeth A.	01		Accounts Payable	Online Refund	80.00
Everson, Dawn L.	01		Accounts Payable	Online Refund	400.00
Fargher, Joanie L.	01		Accounts Payable	Online Refund	110.00
Farris, Ronita L.	01		Accounts Payable	Stafford Ln	1,273.61
Feldner, Bryan M.	01		Accounts Payable	Athl Schol Bal	175.00
Forman, Brent D.	01		Accounts Payable	Online Refund	90.00
Forren, Rachael L.	01		Accounts Payable	Stafford Ln	1,273.61
Gabbard, Christina A.	01		Accounts Payable	MAP Gt	138.50
Garman, Natalie N.	01		Accounts Payable	MAP Gt	323.36
Garza, Adam A.	01		Accounts Payable	MAP Bal	47.50
Glenn, Eric D.	01		Accounts Payable	MAP Gt	67.50
Gowan, Nicole M.	01		Accounts Payable	MAP Gt	554.00
Haag, Sara N.	01		Accounts Payable	MAP/IIA Gts	527.00
Handel, Kenneth T.	01		Accounts Payable	MAP Gt	600.50
Heckman, Brandy J.	01		Accounts Payable	MAP Gt	554.00
Herbst, Jennifer L.	01		Accounts Payable	PELL	1,400.00
Housinga, Melissa M.	01		Accounts Payable	PELL Gt	1,050.00
Housley, Sarah N.	01		Accounts Payable	MAP Gt	138.50
Howard, William K.	01		Accounts Payable	Athl Schol	50.00
Humphrey, Audrey	01		Accounts Payable	Online Refund	145.00

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 5

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Johnson, Wynn L.	01		Accounts Payable	MAP Gt-additional	235.00
Kaecker, Melissa M.	01		Accounts Payable	PELL	1,519.00
Kaiser, Jennifer A.	01		Accounts Payable	MAP Gt	554.00
Kaye, Veronica	01		Accounts Payable	Stafford Ln	1,061.18
Kramer, Julie A.	01		Accounts Payable	MAP Gt	337.50
Lehn, Brittany A.	01		Accounts Payable	Online Refund	85.00
Marquez, Pablo A.	01		Accounts Payable	correct down payment	222.00
Meyer, Paula S.	01		Accounts Payable	Online Refund	48.33
Miranda, Monique S.	01		Accounts Payable	MAP Gt	439.00
Monier, Brenda M.	01		Accounts Payable	Online Refund	400.00
Montoya, Billie S.	01		Accounts Payable	MAP Gt	168.75
Moore, Johnathan	01		Accounts Payable	Athl Schol	500.00
Noble, Jama L.	01		Accounts Payable	PELL - Additional	713.00
Nunez, Reyna S.	01		Accounts Payable	Online Refund	400.00
O'Connell, Dan E.	01		Accounts Payable	Athl Schol	50.00
Otto, Conn M.	01		Accounts Payable	MAP Gt	554.00
Pyse, Courtney M.	01		Accounts Payable	PELL Bal	295.00
Pyse, Courtney M.	01		Accounts Payable	MAP Gt	138.50
Quintana, Camilo	01		Accounts Payable	MAP Gt	554.00
Razo, Kari L.	01		Accounts Payable	MAP Gt	151.87
Reid, Garth A.	01		Accounts Payable	Athl Schol Bal	210.00
Reuter, Amber L.	01		Accounts Payable	Online Refund	180.00
Reza, Nicole A.	01		Accounts Payable	Stafford Ln	1,273.61
Roach, Jason E.	01		Accounts Payable	PELL	250.00
Rogers, Jennifer M.	01		Accounts Payable	Online Refund	400.00

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 6

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Rumley, John W.	01		Accounts Payable	Stafford Ln	424.86
Ryan, Tyler S.	01		Accounts Payable	Athl Schol Bal	172.00
Salgado, Raciell	01		Accounts Payable	MAP Gt	18.00
Sandoval-Herrera, Marcella M.	01		Accounts Payable	MAP Gt	439.00
Schultz, Kevin M.	01		Accounts Payable	IIA Gt	250.00
Schwartz, Andrew J.	01		Accounts Payable	Online Refund	80.00
Seaman, Lisa J.	01		Accounts Payable	Online Refund	37.00
Seaworth, Ann M.	01		Accounts Payable	Stafford Ln	1,273.61
Sharp, Jennifer K.	01		Accounts Payable	Online Refund	400.00
Shipman, Larry D.	01		Accounts Payable	MAP Gt	554.00
Stadel, Ryan J.	01		Accounts Payable	Athl Schol	375.00
Steinberg, Brandi S.	01		Accounts Payable	MAP Gt	600.50
Stewart, Nicole M.	01		Accounts Payable	PELL Gt	337.66
Stickel, David S.	01		Accounts Payable	MAP Gt	202.50
Stiefel, Jennifer L.	01		Accounts Payable	Stafford Ln	1,697.50
Still, Ryan M.	01		Accounts Payable	Online Refund	15.00
Sulejmani, Ibadete	01		Accounts Payable	Online Refund	120.00
Taylor, Crystal A.	01		Accounts Payable	MAP Gt	168.75
Tiemann, Erika L.	01		Accounts Payable	MAP Gt	138.50
Tracy III, James R.	01		Accounts Payable	IIA Gt	250.00
Trenholm, Bobbie M.	01		Accounts Payable	PELL Bal	540.55
Van Horn, Kayla R.	01		Accounts Payable	Online Refund	400.00
Vinson, Amber L.	01		Accounts Payable	MAP Gt	101.25
Volkmann, Danielle E.	01		Accounts Payable	Stafford Ln	636.32
Wagner, Todd A.	01		Accounts Payable	Athl Waiver	420.00

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 7

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Wallingford, Kurt S.	01		Accounts Payable	MAP Gt	323.00
Walters, Jessica L.	01		Accounts Payable	MAP Gt	33.00
Washington, William E.	01		Accounts Payable	MAP/IIA Gt	850.50
Weegens, Lisa K.	01		Accounts Payable	MAP Gt	138.50
Weier, Patrick W.	01		Accounts Payable	MAP Bal	150.23
Wetzell, Brad D.	01		Accounts Payable	MAP	277.00
Wiegert, Calista B.	01		Accounts Payable	Refund-JTW pay	510.00
Wilkens, Leslie N.	01		Accounts Payable	Online Refund	375.00
Willingham, Justin D.	01		Accounts Payable	Athl Schol Bal	302.00
Wilson, Joann A.	01		Accounts Payable	MAP Gt	138.50
Wolfe, Melydi A.	01		Accounts Payable	Online Refund	75.00
Wright, Stephanie E.	01		Accounts Payable	Online Refund	400.00
Braddock, Samuel L.	01		Other Payables	Refund-Smith	48.00
Follett Bookstore	01		PELL EOG BT	Book Purchases thru 1/9/04	91,898.34
Follett Bookstore	01		Foundation B	Book Purchases thru 1/9/04	5,078.01
Follett Bookstore	01		Stafford Loans BT	Stafford Loan/JTW	290.00
Follett Bookstore	01		Stafford Loans BT	Book Purchases thru 1/9/04	14,028.32
Follett Bookstore	01		MRS BT	Book Purchases thru 1/9/04	500.00
Follett Bookstore	01		JTPA Whiteside B	Stafford Loan/JTW	-117.75
Follett Bookstore	01		JTPA Whiteside B	Book Purchases thru 1/9/04	10,516.28
Follett Bookstore	01		JTPA Lee B	Book Purchases thru 1/9/04	5,539.45
Follett Bookstore	01		Trade Act TAA Sterling B	Book Purchases thru 1/9/04	2,182.60
Follett Bookstore	01		Short Term Book Loan due Booksto	Book Purchases thru 1/9/04	7,304.75
Follett Bookstore	01		AmeriCorps	Book Purchases thru 1/9/04	929.83
Follett Bookstore	01		Bookstore payable-Trade act -Ott	Book Purchases thru 1/9/04	973.90

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 8

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
SVCC Foundation	01		Foundation Payable	Donation - C West	100.00
Consolidated Management Co	01		Cafeteria payable	PNLU's December 03	200.00
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services Dec 2003	2,011.50
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order/Pulication-Legal Notices 03-04	7.80
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order/Pulication-Legal Notices 03-04	7.80
Varga, Nancy L.	01	Board of Trustees	Conference/Meeting Expense	Board Meeting Travel thru 12/15/03	64.44
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Refreshments for Monthly Board Meeting	32.00
Dixon, Henry S.	01	Board of Trustees	Conference/Meeting Expense	Board Meeting Travel thru 12/15/03	65.52
Simpson, William	01	Board of Trustees	Conference/Meeting Expense	Board Meeting Travel thru 12/15/03	244.44
Thompson, Robert J.	01	Board of Trustees	Conference/Meeting Expense	Board Meeting Travel thru 12/15/03	54.00
Thompson, Robert J.	01	Board of Trustees	Conference/Meeting Expense	Travel-ICCTA Meeting Chicago 11/14/03	257.25
Wessels, Pennie L.	01	Board of Trustees	Conference/Meeting Expense	Board Travel - thru 12/15/03	84.96
ICCCA	01	President	Publications and Dues	2004 Directories	123.50
Illinois Community College Boa	01	President	Conference/Meeting Expense	Retirement Ceremony-1/15/2004	25.00
US Bank	01	President	Conference/Meeting Expense	Book Closeout-Books AACC conference reg	510.00
US Bank	01	President	Conference/Meeting Expense	Book Closeout Books lunches	107.77
McCormick's	01	President	Other Conference & Meeting	Flowers for Mary Lou Kidder	33.50
Swartleys Florist	01	President	Other Conference & Meeting	Funeral Flowers-K Turk Mother	40.00
Ashton Gazette	01	College Relations	Publications and Dues	1 Year Subscription	23.00
CRD-Council for Resource Devel	01	College Relations	Publications and Dues	2004 Membership Dues	150.00
Sauk Valley Newspapers	01	College Relations	Publications and Dues	Renewal	147.00
Amboy News	01	College Relations	Advertising	Spring Registration Ads	213.30
Amboy News	01	College Relations	Advertising	Registration Ads	106.65
Creative Design & Publishing C	01	College Relations	Advertising	Spring Registration	67.50
Creative Design & Publishing C	01	College Relations	Advertising	Advertising Spring Req 12/11/03	67.50

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 9

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Creative Design & Publishing C	01	College Relations	Advertising	Advertising Spring Registration 12/23/03	67.50
Echo	01	College Relations	Advertising	Spring Registration	60.00
Fulton Press Inc	01	College Relations	Advertising	Advertising-Spring Registration	86.25
Insight Media Advertising	01	College Relations	Advertising	Spring Registration Ads	110.00
Insight Media Advertising	01	College Relations	Advertising	November Advertising	120.00
Insight Media Advertising	01	College Relations	Advertising	November Advertising	120.00
Insight Media Advertising	01	College Relations	Advertising	November Advertising	540.00
Mt. Carroll Mirro-Democrat	01	College Relations	Advertising	Registration Ads	90.00
Mt. Carroll Mirro-Democrat	01	College Relations	Advertising	Spring Registration Ads	292.50
Ogle County Life	01	College Relations	Advertising	Spring Registration Ads	303.75
Ogle County Life	01	College Relations	Advertising	Registration Ads	101.25
Ogle County Newspapers	01	College Relations	Advertising	December Advertising	112.50
Sauk Valley Newspapers	01	College Relations	Advertising	Advertising-Global Awareness	110.48
Sauk Valley Newspapers	01	College Relations	Advertising	December Advertising	2,216.20
WIXN FM - WIXN AM	01	College Relations	Advertising	November Advertising	400.00
WLLT	01	College Relations	Advertising	December Advertising & Madrigal Ads	228.00
WNS Pub. News-Sentinel/The Rev	01	College Relations	Advertising	Advertising- Spring Registration	192.00
WREX TV	01	College Relations	Advertising	December Advertising	135.00
WRHL FM The HUB	01	College Relations	Advertising	Halloween Package & Thanksgiving Tourney	179.00
Walnut Leader	01	College Relations	Advertising	Registration Ads	106.00
Walnut Leader	01	College Relations	Advertising	Advertising Spring Registration	106.00
Withers Broadcasting	01	College Relations	Advertising	Advertising-Spring Registration	792.67
Xerox Corporation	01	Printshop	Maintenance Services	DC 555 Copier Lease Payment-Principal	667.69
Xerox Corporation	01	Printshop	Maintenance Services	5995 Copier Maint & Supplies	1,683.68
Xerox Corporation	01	Printshop	Maintenance Services	DC 2240 Copier Lease Payment-Principal	977.77

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 10

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Xerox Corporation	01	Printshop	Maintenance Services	5818 Copier Lease Payment	14.86
Xerox Corporation	01	Printshop	Maintenance Services	DC 555 Copier Lease Payment -Principal	170.00
Xerox Corporation	01	Printshop	Maintenance Services	DC 2240 Copier Lease Payment-Principal	53.00
Castle Print Tech	01	Printshop	Advertising	Spring 2004 Comm. Service Schedule	6,910.28
Midland Paper	01	Printshop	Purchases for Resale	8-1/2 x 11 Re-Entry Red 24# Sm Finish	82.00
Printing & Business Solutions	01	Printshop	Purchases for Resale	#83-1-10124 Liquid Master Developer	129.44
Printing & Business Solutions	01	Printshop	Purchases for Resale	#4-1080 Electrostatic	78.43
Printing & Business Solutions	01	Printshop	Purchases for Resale	#4-1080 Electrostatic	48.32
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 555 Copier Lease Payment-Principal	426.85
Xerox Corporation	01	Printshop	Debt Principal Retirement	5995 Copier Lease Payment-Principal	398.18
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 2240 Copier Lease Payment-Principal	214.79
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 555 Copier Lease Payment -Principal	426.85
Xerox Corporation	01	Printshop	Debt Principal Retirement	5995 Copier Lease Payment-Principal	393.62
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 2240 Copier Lease Payment-Principal	212.73
Xerox Corporation	01	Printshop	Interest	DC 555 Copier Lease Payment-Principal	206.42
Xerox Corporation	01	Printshop	Interest	5995 Copier Lease Payment-Principal	326.72
Xerox Corporation	01	Printshop	Interest	DC 2240 Copier Lease Payment-Principal	129.51
Xerox Corporation	01	Printshop	Interest	DC 555 Copier Lease Payment -Principal	206.42
Xerox Corporation	01	Printshop	Interest	5995 Copier Lease Payment-Principal	331.28
Xerox Corporation	01	Printshop	Interest	DC 2240 Copier Lease Payment-Principal	131.57
Xerox Corporation	01	Printshop	Lease Installment Payments	5818 Copier Lease Payment	49.83
SBM Business Equipment Center	01	Information Center	Maintenance Services	Monthly Copy Charge	30.20
United Asset Coverage Inc	01	Information Center	Maintenance Services	Quarterly Maint.	2,274.25
SBM Business Equipment Center	01	Information Center	Office Supplies	AAG-PM12-28 One Year Per Page Wall Calendar	41.93
SBM Business Equipment Center	01	Grant, Planning, & Research	Office Supplies	Hanging Folders ESS-42590	52.19

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 11

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Consolidated Management Co	01	Grant, Planning, & Research	Conference/Meeting Expense	Envirnmental Scan Survey Meetings	24.00
Corporate Office City	01	VP-Instructional Services	Office Supplies	Repair IBM Wheelwriter 3	89.24
Higher Education Publication I	01	VP-Instructional Services	Publications and Dues	Higher Education Directory	70.50
Rock Falls Rotary Club	01	VP-Instructional Services	Publications and Dues	Quarterly Dues thru 3/04	67.00
Eichman, Richard	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement Fall 2004	690.00
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance for FY 04	43.83
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance for FY 04	43.61
Francisco, Cassandra	01	Other Instructional	Conference/Meeting Expense	Travel-RSNA Conference 12/2/03	20.00
Hurd, Mary Ann	01	Other Instructional	Conference/Meeting Expense	Travel-11/7/03 IBEA Conference	451.15
Hurd, Mary Ann	01	Other Instructional	Conference/Meeting Expense	Conference Fee	125.00
Shaff, Steven J.	01	Other Instructional	Conference/Meeting Expense	Reimbursement of Registration/Airline NCTM Conf	408.00
Shippert, Stanley	01	Other Instructional	Conference/Meeting Expense	RSNA Meeting 12/2/03	130.00
VanderWege, Robertus J.	01	Art	Instructional Supplies	Supplies-Art	25.45
Consolidated Management Co	01	Reading	Instructional Supplies	Refreshments for Authors Tea & Kelt Program	74.85
Newsweek	01	Reading	Instructional Supplies	Magazine Subscription/Reading Class	1,444.32
Quill Corporation	01	Reading	Instructional Supplies	Pilot G2 Metallic Gel Ink Rollerball 038-G2MC7001B	111.80
Consolidated Management Co	01	Music	Instructional Supplies	Refreshment for Music Recital	138.50
Iwaasa, Juel	01	Music	Instructional Supplies	Music Supplies	29.72
Iwaasa, Juel	01	Music	Instructional Supplies	Supplies-Music Class	26.74
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Towel Service	564.99
Human Kinetics	01	Physical Education	Publications and Dues	Book-PE Class	20.45
Sportsmith	01	Fitness Center	Instructional Supplies	Selector Pin For Cybex P09HP60116	49.05
Body Dynamics Fitness Equipment	01	Fitness Center	Instructional Equipment	Precor C-956 Treadmills	12,685.00
Braddock, Samuel L.	01	Criminal Justice	Conference/Meeting Expense	Travel-Highland CC thru 12/12/03	216.00
White, Linley V.	01	Dean of Business, Tech & Natural	Office Supplies	Dean's Supplies	53.08

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 12

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Niemeyer, Loren	01	Dean of Business, Tech & Natural	Other Conference & Meeting	Travel-IAEEE Mtg 12/6/03	114.48
Whiteside Area Career Center	01	Computer Information Systems	Consultants	CIS 152/Networking Fall 03	1,880.00
Campus Tech, Inc	01	Computer Information Systems	Instructional Supplies	Macromedia Studio MX	370.00
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Return Sanyo Headsets	-102.00
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Monthly Service Contract-Sharp Copier OAS Lab	25.50
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Monthly Service Contract-Sharp Copier OAS Lab	26.70
Staples	01	Electronics	Instructional Supplies	Scansoft Omnipage Pro 14	99.94
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	21.00
Airgas North Central	01	HVAC	Instructional Supplies	B-Tank Acetetyl Refill	21.08
Goodman Midwest Dist	01	HVAC	Instructional Supplies	005265 Steel Galvanized Sheet Metal 28-36x96	210.00
White, Linley V.	01	Manufacturing Technology	Instructional Supplies	Book-Barnes & Noble	66.50
Fountain, William B.	01	Mechanical Design	Instructional Supplies	Mechanical Design Supplies	269.88
Carolina Biological Supply Co	01	Biology	Instructional Supplies	ER-57-6803 Circulatory System Chart Flex Laminatio	27.90
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies-See Attached	4.95
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies-See Attached	123.50
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies-See Attached	121.74
Fisher Scientific	01	Biology	Instructional Supplies	14-910-12 Indole Reagent	120.75
Wood, Therese L.	01	Biology	Instructional Supplies	Biology Supplies	112.03
Flinn Scientific	01	Chemistry	Instructional Supplies	Periodic Table Notebook Size 50/pkg	211.70
Houghton Mifflin Co.	01	Technical Occupational-Corporate	Instructional Supplies	Marketing (Concepts 2003; ISBN 18248900 for	708.59
Southern Illinois University	01	Technical Occupational-Corporate	Instructional Supplies	IEPA Book Fall 03	30.00
KSB Hospital	01	Health Occupational	Consultants	Instructor Renewal	125.00
KSB Hospital	01	Health Occupational	Instructional Supplies	CPR Cards	42.50
KSB Hospital	01	Health Occupational	Instructional Supplies	Instructional Materials for First Aid/CPR at DCC	88.75
Consolidated Management Co	01	Technical Occupational-Community	Consultants	FOD 105 Course F 03	840.00

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 13

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Corporate Office City	01	Director of Health Careers Ed	Maintenance Services	Mita Copy Machine Repair	98.52
SBM Business Equipment Center	01	Director of Health Careers Ed	Maintenance Services	Monthly Maintenance Agreement	38.54
Quill Corporation	01	Director of Health Careers Ed	Office Supplies	Office Supplies Open P.O.	114.48
Quill Corporation	01	Director of Health Careers Ed	Office Supplies	Office Supplies Open P.O.	50.05
Tuft's University	01	Director of Health Careers Ed	Publications and Dues	Renewal	28.00
Lynch, Janet L.	01	Director of Health Careers Ed	Conference/Meeting Expense	Area Travel thru 12/2/03	93.96
CGH Medical Center	01	Associate Degree Nursing	Consultants	NRS 230 Clinical	4,510.00
KSB Hospital	01	Associate Degree Nursing	Consultants	NRS 129/NRS 130	3,290.00
Consolidated Management Co	01	Associate Degree Nursing	Instructional Supplies	Food For Testing	10.00
Wallcur, Inc	01	Associate Degree Nursing	Instructional Supplies	Practi-Powder - Practi-Empco Meds	59.90
Cunningham, Pamela S.	01	Associate Degree Nursing	Conference/Meeting Expense	Clinical Travel thru 11/24/03	108.00
Klein, Colleen J.	01	Associate Degree Nursing	Conference/Meeting Expense	Travel-Area Clinicals	59.40
Creative Printing	01	Licensed Practical Nursing	Office Supplies	Business Cards for Deana Seeley	40.00
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	LPN Supplies Open P.O.	110.97
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	LPN Supplies Open P.O.	11.38
JRCERT	01	Radiologic Technology	Instructional Service Contracts	Annual Accreditation Fee	1,500.00
Brevitt, Dianna H.	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits	284.04
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site thru 11/25/03	126.36
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 12/18/03	320.04
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Clinical Travel thru 12/5/03	374.92
KSB Hospital	01	Paramedic Program	Consultants	EMS 101 F 03	3,300.00
KSB Hospital	01	Paramedic Program	Consultants	EMS 116 F 03	4,290.00
NCS Pearson, Inc	01	Dean of Information Systems	Instructional Supplies	Answer Sheet 200 Q, 8-1/2 x 11 cut 500/pkg	1,064.82
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Books	38.88
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Books	43.20

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 14

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books For Library	934.32
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	91.53
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	26.36
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	385.01
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	696.95
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	172.04
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	149.03
Daedalus Books	01	Learning Resource Center	Books and Binding Costs	Books	823.19
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	104.93
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	208.28
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	208.09
US Bank	01	Learning Resource Center	Books and Binding Costs	Book Closeout-Books	1,663.58
University of Missouri Press	01	Learning Resource Center	Books and Binding Costs	Books	171.55
EBSCO	01	Learning Resource Center	Publications and Dues	Books	62.28
EBSCO	01	Learning Resource Center	Publications and Dues	Books	76.82
Northern Illinois Library Syst	01	Learning Resource Center	Publications and Dues	Nils CatT 2004 December Installment	255.00
Oxford University Press	01	Learning Resource Center	Publications and Dues	Books	1,575.00
Reader's Digest	01	Learning Resource Center	Publications and Dues	Subscription	13.98
Hewlett-Packard	01	Academic Computing	Maintenance Services	HP rp2470 Hardware & Software Support	105.00
SBC DataComm	01	Academic Computing	Instructional Supplies	CISCO WS-X3500-XL CISCO Gigastacking GBIC & 50 Cab	1,014.37
SBC DataComm	01	Academic Computing	Instructional Supplies	CISCO WS-G5484 CISCO 100Base-SX Short Wavelength G	581.00
Unique Computer	01	Academic Computing	Instructional Supplies	Memory 256M (20)	1,756.00
Hewlett-Packard	01	Academic Computing	Computer Software	HP rp2470 Hardware & Software Support	58.00
Trivantis	01	Academic Computing	Computer Software	Lectora Publisher 2004	3,008.50
Unique Computer	01	Academic Computing	Computer Software	Ahead Nero Software	85.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Aztec Security Products	01	Instructional Technology Center	Instructional Technology Materia	213CS 2x3 Black Plates	112.48
Boss Best Office	01	Instructional Technology Center	Instructional Technology Materia	MXN-P6036GG 60x36 Panels	478.00
CDW	01	Instructional Technology Center	Instructional Technology Materia	504282 Visual Communicator Pro	376.49
CDW	01	Instructional Technology Center	Instructional Technology Materia	459991 Targus Pro Camera Bag	56.66
Campus Tech, Inc	01	Instructional Technology Center	Instructional Technology Materia	Adobe Premiere 7.0 WIN	238.00
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	VCR Repair	24.50
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	VCR Repair	24.50
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	VCR Repair	24.50
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	VCR Repair	24.50
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	VCR Repair	24.50
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	VCR Repair	24.50
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	VCR Repair	24.50
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	VCR Repair	24.50
Philadelphia Security Products	01	Instructional Technology Center	Instructional Technology Materia	AP-24B 1.25"x3" Plate, Black	117.36
Philadelphia Security Products	01	Instructional Technology Center	Instructional Technology Materia	Heavy Duty Cable 8 ft Black Double Loop	387.60
Philadelphia Security Products	01	Instructional Technology Center	Instructional Technology Materia	Heavy Duty Cable 6' Black Double Loop	480.90
Shelley, Chris	01	Instructional Technology Center	Instructional Technology Materia	ITC Supplies	58.84
RMS Informational Technology I	01	Administrative Computing	Consultants	Consulting Services	155.00
Hewlett-Packard	01	Administrative Computing	Maintenance Services	HP rp5470 Hardware & Software Support	1,668.00
Unique Computer	01	Administrative Computing	Office Supplies	Zip 250	25.00
Unique Computer	01	Administrative Computing	Office Supplies	CDRW/DVD Combo Drive	105.00
Unique Computer	01	Administrative Computing	Office Supplies	Zip Drive & CDRW/DVD Drive	180.00
Unique Computer	01	Administrative Computing	Office Supplies	Data Cartridge	440.00
Unique Computer	01	Administrative Computing	Office Supplies	Inkjet Cartridges	42.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Unique Computer	01	Administrative Computing	Office Supplies	Sony DVD & RW Media	50.00
Unique Computer	01	Administrative Computing	Office Supplies	Epson Cartridges	120.00
Unique Computer	01	Administrative Computing	Office Supplies	Data Cartridges	440.00
Global Gov/Ed Solutions	01	Administrative Computing	Computer Software	DS23761 Adobe Creative Suite v1.0 Premium for Mac	364.00
Hewlett-Packard	01	Administrative Computing	Computer Software	HP rp5470 Hardware & Software Support	769.30
Quark Distributor, Inc	01	Administrative Computing	Computer Software	QuarkXPress v 5.0 for Mac	529.75
Unique Computer	01	Administrative Computing	Computer Software	Lavasoft Ad Aware 6 Pro	249.75
Element K Journals	01	Administrative Computing	Publications and Dues	Renewal	77.00
NAPP	01	Administrative Computing	Publications and Dues	Membership dues	89.00
SCT Software & Resource Mgmt C	01	Administrative Computing	Conference/Meeting Expense	Banner Conference Fee - Masengarb	725.00
Kerber, Joan E.	01	VP- Student Services	Office Supplies	Book Purchase-Legal Guide Student Affairs	35.25
Notaries Association of Illino	01	VP- Student Services	Office Supplies	Notary Stamp & Seal	11.00
College Administration Publica	01	VP- Student Services	Publications and Dues	College Administration Publications	63.50
Dixon Rotary Club	01	VP- Student Services	Publications and Dues	Quarterly Dues 1/04	140.25
Illinois Community College Chi	01	VP- Student Services	Publications and Dues	FY 04 Membership Dues	25.00
Leadership & Core Values Insti	01	VP- Student Services	Conference/Meeting Expense	Registration fee-Kerber-Partington-Reighter	150.00
Noel-Levitz	01	Other Student Services	Other Supplies	Student Opinion Survey 2004	1,716.75
Consolidated Management Co	01	Other Student Services	Conference/Meeting Expense	Refreshments for Single Parents Reception	30.00
Leadership & Core Values Insti	01	Other Student Services	Conference/Meeting Expense	Registration fee-Kerber-Partington-Reighter	300.00
Consolidated Management Co	01	Student Recruitment	Other Supplies	Discover Sauk! Pop & Lunch	146.75
Clodfelter, Pamela J.	01	Student Recruitment	Conference/Meeting Expense	Travel-Area HS thru 12/03/03	129.96
Clodfelter, Pamela J.	01	Student Recruitment	Conference/Meeting Expense	Travel-WACC/Dixon HS	8.64
Sauk Valley Area Chamber of Co	01	Admissions, Records & Placement	Publications and Dues	2003-2004 Ambassador Dues	12.00
Clodfelter, Pamela J.	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel-ICCAROO Conference 12/4/03	140.40
SCT Software & Resource Mgmt C	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Banner Conference Fee - Masengarb	725.00

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 17

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Xerox Corporation	01	Counseling	Maintenance Services	Print Charge Jul03-Oct03	149.12
Xerox Corporation	01	Counseling	Maintenance Services	Base Charge 10/03-11/03	15.00
SBM Business Equipment Center	01	VP- Administrative Services	Office Supplies	X Stamper for Notary Public Seal	36.69
Illinois Association of School	01	VP- Administrative Services	Publications and Dues	2004 Annual Dues	200.00
Southern Illinois University	01	Education Fund	Other Revenues	Student Exam S Perry 12/03	50.00
Breed, Nancy J.	01	Other Institutional	Tuition Reimbursement	F 03 Tuition Reimbursement	345.00
Derby, Dustin C.	01	Other Institutional	Tuition Reimbursement	CACHE 660	345.00
Seagren, Catherine L.	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Fall 03	273.00
Williamson, Michael E.	01	Other Institutional	Tuition Reimbursement	Fall 03 Tuition Reimbursement	345.00
Federal Express Corp	01	Other Institutional	Postage	Shipping	20.44
Federal Express Corp	01	Other Institutional	Postage	Shipping	42.86
US Postmaster	01	Other Institutional	Postage	Refill Bulk Permit 243	700.00
US Postmaster	01	Other Institutional	Postage	Spring 2004 Class Schedule	700.00
US Postmaster	01	Other Institutional	Postage	Spring 2004 Class Schedule	1,640.00
US Postmaster	01	Other Institutional	Postage	Extra Postage-1098 T Tax Form	3,000.00
US Postmaster	01	Other Institutional	Postage	Postal Meter Refill	2,500.00
US Postmaster	01	Other Institutional	Postage	1st Class Presort Annual Fee	150.00
United Parcel Service	01	Other Institutional	Postage	Monthly Charge	178.74
United Parcel Service	01	Other Institutional	Postage	UPS Charges	227.50
Higher Learning Commission	01	Other Institutional	Publications and Dues	Handbooks of Accreditation	41.00
Journal Register	01	Other Institutional	Recruitment	Advertising-Coord of Institutional Computing	277.43
SBM Business Equipment Center	01	Business Office	Maintenance Services	Open Purchase Order/Maintenance-Sharp Copier 03-04	25.50
SBM Business Equipment Center	01	Business Office	Maintenance Services	Open Purchase Order/Maintenance-Sharp Copier 03-04	26.70
TouchNet	01	Business Office	Maintenance Services	Payment Plan Implementation/Maintenance	19,423.00
Classic Graphics Industries, In	01	Business Office	Office Supplies	TC-M4 4pt 1099 Misc Carbonless 100/pk	20.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Meyer, Paula S.	01	Business Office	Office Supplies	W-2 Forms & Window Envelopes	115.24
Staples	01	Business Office	Office Supplies	Desk Calendar 3-1/2x6	47.67
Daytimers, Inc	01	Business Office	Instructional Supplies	Calendar Refill-P Meyer	33.98
TouchNet	01	Business Office	Computer Software	Payment Plan Manager	21,560.00
Meyer, Paula S.	01	Business Office	Conference/Meeting Expense	Luncheon	56.81
Parkland College	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Fall Semester 2003	2,306.37
Thompson Publishing Group	01	Personnel Office	Publications and Dues	Renewal of Fair Labor Std. Hdbk. 2004	359.00
Consolidated Management Co	01	Personnel Office	Conference/Meeting Expense	Winners Birthday Party	108.50
O'Leary, Sheila	010110	Corp Serv Professional Developme	Consultants	CCS Class-Training for Loparex F 03	360.00
O'Leary, Sheila	010110	Corp Serv Professional Developme	Consultants	Training-Verifacts 12/11-17/03	540.00
Consolidated Management Co	010110	Corp Serv Professional Developme	Conference/Meeting Expense	Meeting Expense for VeriFacts Training	73.90
Quill Corporation	010110	Corporate Services Admin.	Office Supplies	Calculator 038-EL1750P	29.99
Quill Corporation	010110	Corporate Services Admin.	Office Supplies	File Cabinet 038-314PCH	189.99
SBM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Maintenance Contract FY04	39.85
Dixon Area Chamber of Commerce	010110	Corporate Services Admin.	Publications and Dues	Annual Membership	98.00
Rock Falls Chamber of Commerce	010110	Corporate Services Admin.	Publications and Dues	Chamber Dues	152.00
Gericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Area Meetings thru 12/17/03	15.12
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-thru 11/25/03 -Area meetings	87.32
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Conference/Meeting Expense	Area Travel thru 12/15/03	73.80
Boerger, Angela	010120	Leisure	Consultants	CCS Class-Antiaging 11/26/03	100.00
Dale, Julie	010120	Leisure	Consultants	Nutcracker Performance	2,364.00
Mandernach, Patricia	010120	Leisure	Consultants	CCS Class-Dog Obedience Fall 03	765.00
Thompson, Debbie O	010120	Leisure	Consultants	CCS Class-Drawing 11/12/03	300.00
Brandon, Angela S	010120	Leisure	Instructional Supplies	Supplies	293.66
Mrugala, Brennan	010120	Tours & Events	Consultants	Driver Tip-Bus Trip Chicago 12/6/03	50.00

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 19

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Scarborough, Pamela	010120	Tours & Events	Consultants	Driver Tip--Bus Trip Chicago 12/6/03	50.00
Pheasant Run Box Office	010120	Tours & Events	Conference/Meeting Expense	Deposit for Tickets 3/6/04	500.00
Consolidated Management Co	010120	Youth Programs	Consultants	Dinner for Nutcracker Performance	1,038.00
Consolidated Management Co	010120	Youth Programs	Consultants	Cast Party-Nutcracker	145.25
Sauk Valley Newspapers	010120	Youth Programs	Advertising	Advertising-Nutcracker Performance	176.76
Sauk Valley Newspapers	010120	Youth Programs	Advertising	Ad-Nutcracker Performancce	123.60
SBM Business Equipment Center	010120	Community Service Administration	Office Supplies	Maintenance Contract FY04	39.85
Education To Go	010120	Computers	Consultants	Ed2go Classes Dec 2003	431.00
Khuntangta, Trirong	010120	Health & Personal Development	Consultants	Beginning Tai Chi	120.00
Kooi, Audrey	010120	Health & Personal Development	Consultants	CCS Class-Morrison Fitness Session II	306.00
Bradshaw, Pat	010120	Professional Development	Consultants	CCS-Training Class F 03	1,000.00
Illinois Central Community Col	010120	Professional Development	Instructional Supplies	Instructional Materials	200.00
Braddock, Samuel L.	010120	Polygraph Institute	Conference/Meeting Expense	Travel-APA Conference 8/3/03	1,624.75
C-B Kramer Sales & Service	02	Maintenance	Maintenance Services	Repair Boiler	849.00
Data Guard, Inc.	02	Maintenance	Maintenance Services	Shredding Services	1,561.30
ECOLAB	02	Maintenance	Maintenance Services	Monthly Exterminator Service	186.50
ECOLAB	02	Maintenance	Maintenance Services	Monthly Exterminator Charges	186.50
Honeywell	02	Maintenance	Maintenance Services	Quality Maintenance Contract 1/1-3/31/04	2,557.00
Kone, Inc	02	Maintenance	Maintenance Services	Quarterly Elevator Service	2,014.56
PDC Laboratories, Inc	02	Maintenance	Maintenance Services	Water Testing	81.00
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Starter	235.44
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	1/2 Ent Flex PVC	56.72
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	GE Fluor Lamp F32T8/SP41/ECO	1.40
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	GE Fluor Lamp F32T8/SP41/ECO	1.40
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	52.92

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 20

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Honeywell	02	Maintenance	Maintenance Supplies	Thermostats TP971A2003	748.92
Leslie's Swimming Pool Supplie	02	Maintenance	Maintenance Supplies	Chlorine Tabs	78.57
Maintenance USA	02	Maintenance	Maintenance Supplies	Aerators	39.11
McMaster Carr Supply Company	02	Maintenance	Maintenance Supplies	Clamps, End Caps	70.37
McMaster Carr Supply Company	02	Maintenance	Maintenance Supplies	Duct, Hose	182.88
Menards	02	Maintenance	Maintenance Supplies	Batteries	5.99
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	187.75
Menards	02	Maintenance	Maintenance Supplies	Electrical Boxes	22.98
Menards	02	Maintenance	Maintenance Supplies	Anchors-Power Poles	8.68
Menards	02	Maintenance	Maintenance Supplies	Supplies for LRC	23.04
Rock River Lumber & Grain	02	Maintenance	Maintenance Supplies	Softener Salt	405.00
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Paint	35.42
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Paint	17.71
Thuemling Industrial Products	02	Maintenance	Maintenance Supplies	Cage Unit	144.38
Thuemling Industrial Products	02	Maintenance	Maintenance Supplies	Repair Kit	103.98
Thuemling Industrial Products	02	Maintenance	Maintenance Supplies	Repair Kit	103.98
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	118.83
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	113.32
Thuemling Industrial Products	02	Custodial	Maintenance Supplies	Cage Unit for FTL 1 -3496	643.21
Ace Hardware	02	Grounds	Maintenance Supplies	Maintenance Supplies	46.44
Bonnell Industries	02	Grounds	Maintenance Supplies	Pear Link for Plow Lift	48.00
Bonnell Industries	02	Grounds	Maintenance Supplies	Alarm	66.80
Bonnell Industries	02	Grounds	Maintenance Supplies	Maintenance Supplies	314.50
Menards	02	Grounds	Maintenance Supplies	Redwood Stain	19.96
Napa Auto Parts	02	Grounds	Maintenance Supplies	Batteries	92.90

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 21

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Napa Auto Parts	02	Grounds	Maintenance Supplies	V-Belt, Hose, Supplies	63.23
Napa Auto Parts	02	Grounds	Maintenance Supplies	Cable Ties	35.96
North Oil	02	Grounds	Maintenance Supplies	300 Gal. Unleaded Gas	426.30
Seton Identification Products	02	Grounds	Maintenance Supplies	Parking Signs	87.05
Seton Identification Products	02	Grounds	Maintenance Supplies	Parking Lot Signs	86.54
CenterPoint Energy Gas Service	02	Utilities	Gas	Monthly Service	12,133.47
CenterPoint Energy Gas Service	02	Utilities	Gas	Monthly Service	13,392.80
Nicor Gas	02	Utilities	Gas		120.75
Nicor Gas	02	Utilities	Gas		148.65
Nicor Gas	02	Utilities	Gas		563.40
Nicor Gas	02	Utilities	Gas		113.33
Commonwealth Edison	02	Utilities	Electricity		19.12
Commonwealth Edison	02	Utilities	Electricity		10,209.32
Commonwealth Edison	02	Utilities	Electricity		109.83
Commonwealth Edison	02	Utilities	Electricity		36.03
AT & T	02	Utilities	Telephone	Monthly Charge	1,834.32
AT & T	02	Utilities	Telephone	Fax in Information Services Area	4.16
Gallatin River Communications	02	Utilities	Telephone	Pay Phone Charges	73.09
Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Charges	2,818.69
Illinois Century Network (ICN)	02	Utilities	Telephone	Monthly Charges for November 03	1,508.00
United States Cellular	02	Utilities	Telephone	Cell Phones for College Van	48.28
United States Cellular	02	Utilities	Telephone	Cell Phone for College Vans	48.22
Verizon Wireless	02	Utilities	Telephone	Monthly Charge	23.13
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

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Menards	02	Building and Grounds Administrat	Building Remodeling	LRC Remodel Supplies	88.88
Menards	02	Building and Grounds Administrat	Building Remodeling	Maintenance Supplies	11.52
Menards	02	Building and Grounds Administrat	Building Remodeling	Remodeling LRC/LAC	114.67
Menards	02	Building and Grounds Administrat	Building Remodeling	Remodeling-LRC	232.26
Menards	02	Building and Grounds Administrat	Building Remodeling	Remodeling LRC/LAC	61.20
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineering Services-Safety Project	1,478.45
Brown Construction Company	03	ICCB ADA Access Grant	Building Remodeling	Installation of ADA Accessible Entrance for LRC &	23,215.95
Baker, Jessica M.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 03	138.25
Castillo, Efrain J.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 03	132.18
Flannagin, Sara A.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 03	50.19
George, Catherine L.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 03	22.50
Lozano, Julie A.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 03	164.81
Stauffer, Heather A.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 03	148.50
Urrutia, Billie J.	050500	Child Care Center	Other Sales & Service	Child Care Refund Fall 03	64.81
Wright, Stephanie E.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 03	274.19
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies thru 12/8/03	53.59
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	135.74
Young, Christina M.	050500	Child Care Center	Other Supplies	Velcro Pack-Child Care	14.86
Downtown Sports	050600	Peer Recruitment	Other Supplies	Med Star T's	243.75
Bennett, Charles J	050600	Men's Basketball	Other Contractual Services		15.00
Berlage, Mike	050600	Men's Basketball	Other Contractual Services		85.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services		15.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services		15.00
Justice, Daniel J	050600	Men's Basketball	Other Contractual Services		15.00
King, Don	050600	Men's Basketball	Other Contractual Services		85.00

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 23

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Lamps, Darryl	050600	Men's Basketball	Other Contractual Services		85.00
Lasek, Tony	050600	Men's Basketball	Other Contractual Services		85.00
Morgan, Reece	050600	Men's Basketball	Other Contractual Services		85.00
Poston, Jamie L.	050600	Men's Basketball	Other Contractual Services	Travel-Player Pick-up 2 Trips Chicago	178.56
Preston, James M.	050600	Men's Basketball	Other Contractual Services	Basketball Scouting 11/20/03	57.56
Spivey, Steve	050600	Men's Basketball	Other Contractual Services		85.00
Strating, James A	050600	Men's Basketball	Other Contractual Services		15.00
Strating, James A	050600	Men's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services		15.00
Country Inn & Suites	050600	Men's Basketball	Other Conference & Meeting	Rooms-Game 12/12/03	457.80
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel-Highland Tournament	282.00
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Malcom X Game 12/2/03	106.10
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel-Meals for Games 1/3-1/8-1/10/04	337.50
Highland Community College	050600	Men's Basketball	Other Conference & Meeting	Entry Fee Bear Classic 12/12/03	100.00
Worthington, Patrick	050600	Men's Basketball	Other Conference & Meeting	Travel-Basketball Game 12/15/03	65.40
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services		15.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services		15.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services		15.00
Connely, Jim	050600	Women's Basketball	Other Contractual Services		85.00
Gansemmer, Mike	050600	Women's Basketball	Other Contractual Services		85.00
Gerlach, Wayne	050600	Women's Basketball	Other Contractual Services		85.00
Hansen, Jack	050600	Women's Basketball	Other Contractual Services		85.00
Hansen, Jack	050600	Women's Basketball	Other Contractual Services		42.50
Humphrey, Lindsay R.	050600	Women's Basketball	Other Contractual Services		15.00

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 24

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM</u>	<u>AMOUNT</u>
Humphrey, Lindsay R.	050600	Women's Basketball	Other Contractual Services			15.00
Humphrey, Lindsay R.	050600	Women's Basketball	Other Contractual Services			15.00
Humphrey, Lindsay R.	050600	Women's Basketball	Other Contractual Services			15.00
Humphrey, Lindsay R.	050600	Women's Basketball	Other Contractual Services			15.00
Humphrey, Lindsay R.	050600	Women's Basketball	Other Contractual Services			15.00
Juhlin, Doug	050600	Women's Basketball	Other Contractual Services			42.50
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services			15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services			15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services			15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services			15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services			15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services			15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services			15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services			15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services			15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services			15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services			15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services			15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services			15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services			15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services			15.00
Reiter, David	050600	Women's Basketball	Other Contractual Services			85.00
Sendt, David	050600	Women's Basketball	Other Contractual Services			85.00
Stoakes, Jim	050600	Women's Basketball	Other Contractual Services			42.50

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Strating, James A	050600	Women's Basketball	Other Contractual Services		15.00
Strating, James A	050600	Women's Basketball	Other Contractual Services		15.00
Strating, James A	050600	Women's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		15.00
Adcraft Printwear Co.	050600	Women's Basketball	Other Supplies	15 Hoodies	493.00
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Rooms for Lincoln Game 12/5/03	306.36
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel Basketball 12/6/03	550.67
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel-Basketball 12/16/03	284.00
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel-Meals after Games 1/03 & 1/08/04	161.00
Boyle, Dayle	050600	General Athletics	Other Contractual Services	Trainer-Basketball Game 1/15/04	80.00
Gold, Christina	050600	General Athletics	Other Contractual Services	Trainer W Basketball Game 12/16/03	50.00
Gold, Christina	050600	General Athletics	Other Contractual Services	Trainer WBB Game 12/18/03	50.00
Film for the Humanities & Scie	050600	Student Activities	Other Contractual Services	Films for Student Activities	280.64
Sauk Valley Newspapers	050600	Student Activities	Other Contractual Services	Advetising-F Winters Performance	117.84
Sauk Valley Newspapers	050600	Student Activities	Other Contractual Services	Advertising-F Winters Performance	88.38
Sauk Valley Newspapers	050600	Student Activities	Other Contractual Services	Advertising-F Winters Performance	82.40
Kurtz Glass	050600	Student Activities	Other Materials and Supplies	Tempered glass for the elevator display box	118.50
Derby, Dustin C.	050600	Student Activities	Conference/Meeting Expense	Travel-12/15/03 Prairie State Seminar	72.00
Hotcakes Better by Design	050600	Student Government	Other Materials and Supplies	Black Jerzee Hooded Sweatshirts	709.00
IAR, Inc	050600	Drama	Other Materials and Supplies	#1860 Army Blank Firing Revolver Steel Frame .380	314.30
BMI	050600	Music	Other Contractual Services	BMI Music License Fee	388.78
Sesac	050600	Music	Other Contractual Services	Music License Fee	48.22

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 26

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Salvador Deli & Catering Compa	050600	Madrigal	Other Materials and Supplies	Madrigal Dinner 12/4-5/03	2,899.35
Sauk Valley Newspapers	050600	Voyager	Other Materials and Supplies	December 2003-Printing of the Voyager	285.35
Sauk Valley Newspapers	050600	Voyager	Other Materials and Supplies	Voyager Printing Charges	285.35
Illinois Community College Jou	050600	Voyager	Other Conference & Meeting	Membership Dues FY 04	50.00
Consolidated Management Co	050600	Global Awareness	Other Conference & Meeting	Global Awareness Refreshments	407.95
Amoco Oil Company	050800	Transportation	Vehicle Supplies	Gas Purchases for College Van	90.17
Jeff Steele Signs	050800	Transportation	Vehicle Supplies	Lettering New College Van	90.00
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas for College Van	22.32
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas for College Van	74.91
Welch Systems	050900	ATM	Office Supplies	Paper for ATM Machine	23.86
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss		10,440.14
Professional Benefit Administr	051000	Medical Insurance	Dependent Stop Loss		8,040.21
Professional Benefit Administr	051000	Medical Insurance	Prccertification		377.50
Professional Benefit Administr	051000	Medical Insurance	Cobra Conversion		5.00
Professional Benefit Administr	051000	Medical Insurance	Adminstrative Costs		3,020.25
Professional Benefit Administr	051000	Medical Insurance	Life & AD&D		1,893.15
Shelley, Jennifer L.	051400		Student Loans	Student Loan Due - 5/7/04	286.51
Smith, Ramona D.	051400		Student Loans	Student Loan due 5/7/04	300.00
SVCC Educational Fund	062050		I/F Payable	Interfund Payments	2,603.93
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds Payroll 12/15/03	152.57
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds 12/31/03 Payroll	152.57
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	152.57
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Maintenance Contract FY04	39.85
Staples	062050	SBDC Grant	Office Supplies	Laser Toner	225.35
Highland Community College	062050	SBDC Grant	Advertising	SBDC Folders	700.00

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 27

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Oak Ridge Associates	062050	SBDC Grant	Advertising	Advertising Materials-SBDC	834.34
Prairie Advocate	062050	SBDC Grant	Advertising	SBDC Advertising	786.00
Sauk Valley Newspapers	062050	SBDC Grant	Advertising	SBDC Advertising-	1,522.50
Freeport Lincoln-Douglas Kiwan	062050	SBDC Grant	Conference/Meeting Expense	Second Quarter Dues-M Miller-McKinstra	80.00
Gospodarczyk, Thomas J.	062050	SBDC Grant	Conference/Meeting Expense	Travel-SBDC Meeting 10/14/03	32.40
Miller-McKinstra, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel thru 11/26/03	163.44
Miller-McKinstra, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel-Area Client Visits	90.00
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Charge	35.04
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance	13.99
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance Charge	14.30
Crowson, Carla	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel-Adult Education Fall Conference 11/21/03	68.40
Lilly, Sharon A.	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel- Adult Education Fall Conference 11/21/03	13.00
Marruffo, Kerrie M.	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel-Admin Training 12/16/03	101.17
Olentine, Bonnie F.	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel-Adult Education Fall Conference 11/21/03	85.40
Porter, Lois L.	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel-Adult Educational Fall Conference 11/21/03	13.00
Proctor, Debora J.	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel-Adult Education Fall Conference 11/21/03	13.00
Vargas, Magdalena	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Travel-Adult Education Fall Conference 11/21/03	13.00
Staples	062059	ICCB Adult Ed-Performance-Litera	Instructional Supplies	Office Supplies	43.33
Fiorini, Anthony D.	062059	ICCB Adult Ed-Performance-Litera	Conference/Meeting Expense	Travel-Wallace School thru 12/17/04	30.24
SVCC Educational Fund	062060		I/F Payable	Interfund Payments	13,887.66
Unishippers	062061	Ill Hum. Coun- Glob Aware	Maintenance Services	Shipping - Art Display	450.00
Unishippers	062061	Ill Hum. Coun- Glob Aware	Maintenance Services	Shipping Art Display	422.03
Sauk Valley Newspapers	062061	Ill Hum. Coun- Glob Aware	Advertising	Advertising Global Awareness	147.30
Sauk Valley Newspapers	062061	Ill Hum. Coun- Glob Aware	Advertising	Advertising Global Awareness	110.48
Best Western	062061	Ill.Hum. Coun- Glob Aware	Conference/Meeting Expense	Hotel-Global Awareness Presentations	138.75

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 28

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
SVCC Educational Fund	062063		I/F Payable	Interfund Payments	625.80
SVCC Educational Fund	062071		I/F Payable	Interfund Payments	3,060.00
The Worldwide Interactive Netw	062071	ISBE Voc Ed- Program Improvment	Computer Software	WIN Instruction Solution for WorkKeys Sftwre 3yr	7,500.00
SVCC Educational Fund	062074		I/F Payable	Interfund Payments	1,218.00
SVCC Educational Fund	062140		I/F Payable	Interfund Payments	3,642.70
SVCC Educational Fund	062150		I/F Payable	Interfund Payments	50,755.60
SVCC Educational Fund	063011		I/F Payable	Interfund Payments	15,867.64
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds Payroll 12/15/03	593.20
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds 12/31/03 Payroll	593.20
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	593.20
Xerox Corporation	063011	Student Support Services Grant	Maintenance Services	Print Charge Jul03-Oct03	149.13
Xerox Corporation	063011	Student Support Services Grant	Maintenance Services	Base Charge 10/03-11/03	15.00
Creative Printing	063011	Student Support Services Grant	Office Supplies	500 Business Cards for Kristi Irving	40.00
Kooshesh, Cyrus	063011	Student Support Services Grant	Office Supplies	Travel-Conference MAEOPP 11/9/03	-60.00
Kooshesh, Cyrus	063011	Student Support Services Grant	Conference/Meeting Expense	Travel-Conference MAEOPP 11/9/03	239.89
SVCC Educational Fund	063012		I/F Payable	Interfund Payments	19,932.01
SVCC Educational Fund	063014		I/F Payable	Interfund Payments	7,191.21
SVCC Educational Fund	063020		I/F Payable	Interfund Payments	18,579.05
Illinois Nurses Association	063020	Perkins IIc	Conference/Meeting Expense	Registration Fee- Student Day 2/18/04	75.00
Illinois State University	063020	Perkins IIc	Conference/Meeting Expense	Connections Conference 3/23/04	175.00
White, Linley V.	063020	Perkins IIc	Conference/Meeting Expense	Travel-Area Meeting thru 12/15/03	231.93
Bos, Keith A.	063020	Perkins IIc -Special Populations	Conference/Meeting Expense	Area Travel thru 12/10/03	51.12
Bos, Keith A.	063020	Perkins IIc -Special Populations	Conference/Meeting Expense	Travel- Area Schools-Career Games	46.08
Illini Trophy	063020	Perkins- Career Center	Office Supplies	Desk Wedge Name Plate-Debi Kerns	29.00
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Consultants	Travel-Area Schools thru 10/24/03	424.08

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Food for Consortium 11/18/03	26.78
Amboy High School	063030	Perkins IIIE Tech Prep	Other	Claim 1 Fall 03	677.16
Dixon High School	063030	Perkins IIIE Tech Prep	Other	Claim 1 Fall 03-Tech Prep	588.72
Franklin Center High School	063030	Perkins IIIE Tech Prep	Other	Claim 1-5 F 03 Tech Prep	2,549.19
Fulton High School	063030	Perkins IIIE Tech Prep	Other	Claim 1-3 F 03-Tech Prep	504.04
Thomson Community Unit School	063030	Perkins IIIE Tech Prep	Other	Claim 1-7 F 03/Tech Prep	2,040.33
Whiteside Area Career Center	063030	Perkins IIIE Tech Prep	Other	Claim 1-11 F 03 / Tech Prep	1,810.17
Wells Fargo	063071	Federal Student Loan	Dept. of Education	Return Stafford Loan J Coffman	651.32
SVCC Educational Fund	063075		I/F Payable	Interfund Payments	12,636.40
Life program	063075	IDHS AmeriCorps - Member Activit	Other Revenues	Life Program	55.00
Fiserv Health Tennessee	063075	IDHS AmeriCorps - Member Activit	Medical Insurance	Health Insurance - Members	926.01
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds Payroll 12/15/03	268.56
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds 12/31/03 Payroll	268.56
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	268.56
University of Illinois	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Conference Fee- B White 1/27/04	125.00
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel-Directors Conference-New Orleans 12/5/03	481.35
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	17" LCD Panels	17,600.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Monitors	4,000.00
Brodart	064030	Restricted Fund-GOD Certificates	Capital Supplies	Classic CD Brower 60 751 Starter-Med Oak 900	614.95
Highsmith Inc	064030	Restricted Fund-GOD Certificates	Capital Supplies	27525TZ Cantilever Shelving, Single Faced Starter	2,675.25
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	17" LCD Panels	500.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	IBM 8319 512M P4 2.4 CDROM/Floppy	995.00
Mueller Audio Visual	064030	Restricted Fund-GOD Certificates	Capital Supplies	Projector	1,100.00
Grainger	064030	Restricted Fund-GOD Certificates	Capital Supplies	Facilities Supplies	116.00
Grainger	064030	Restricted Fund-GOD Certificates	Capital Supplies	Facilities Supplies	82.36

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 30

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Grainger	064030	Restricted Fund-GOD Certificates	Capital Supplies	Facilities Supplies	11.84
Grainger	064030	Restricted Fund-GOD Certificates	Capital Supplies	Facilities Supplies	11.40
Grainger	064030	Restricted Fund-GOD Certificates	Capital Supplies	Facilities Supplies	1,837.90
Grainger	064030	Restricted Fund-GOD Certificates	Capital Supplies	Facilities Supplies	207.00
Menards	064030	Restricted Fund-GOD Certificates	Capital Supplies	Parts LRC/LAC Remodeling	137.26
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Matrix Casters	100.00
Floor Covering Express	064030	Restricted Fund-GOD Certificates	Capital Supplies	Remove & Dispose of Existing Carpet;	23,062.82
Bradshaw	064030	Restricted Fund-GOD Certificates	Office Equipment	C3202ND P5000LJ 500 Line Per Minute-Quietized Cab.	6,193.90
Apple Computer Inc	064030	Restricted Fund-GOD Certificates	Instructional Equipment	M9110LL/A PowerBook G4 1.33 GHz/512MB DDR333 SDRAM	2,811.00
Dillow, Debra D.	101010		Petty Cash	Petty Cash-Antique Show 1/04	200.00
Lee County Health Department	101010	Booster Club	Other	Temporary Food Permit License-	20.00
Kathryn Beich Inc	101080	Rad Tech Senior	Other	Candy for Fundraiser	810.00
Blue Freedom Farm Market	101140	Phi Theta Kappa Club	Other	Fund Raiser PTK-Fruit	1,757.35
Frerichs, Nancy M.	101140	Phi Theta Kappa Club	Other	PTK Supplies 11/26/03	20.57
Frerichs, Nancy M.	101140	Phi Theta Kappa Club	Other	Supplies -PTK Needy Family	140.93
MBLGTACC-Midwest Bisexual	101260	P.R.I.D.E. Club	Other	Conference Fee 2/13/04	333.00
Lindgren Callihan Van Osdol &	11	Audit	Audit Services	IBHE Audit 2003	800.00
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.52
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	65.15
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 11/22, 11/29 OT Holidays	1,643.36
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 12/6, 12/13/03	864.80
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 12/20, 12/27 Holiday OT	2,827.42

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 12/11/03 To 01/26/04

RUN DATE: 01/16/04
TIME: 1:45 PM
PAGE: 31

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
				BANK ACCOUNT 1 TOTAL:	568,591.60
				BANK ACCOUNT 2 TOTAL:	274,532.28
				ALL ACCOUNTS TOTAL:	843,123.88

01/16/2004

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

Page 1

<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 <u>Percent</u>
Revenues					
Local Governmental Sources	3,021,500	1,519,175	3,138,004	1,549,952	49.3%
State Governmental Sources	2,407,922	1,145,116	3,049,616	1,521,404	49.8%
Federal Governmental Sources	30,700	855	1,000	4,240	424.0%
Student Tuition and Fees	2,604,821	2,484,007	3,012,300	2,607,340	86.5%
Sales and Service	212,500	112,344	341,818	123,238	36.0%
Investment Revenue	80,000	21,169	80,000	12,197	15.2%
Other Revenues	446,000	19,000	526,000	847,830	161.1%
TOTALS	8,803,443	5,301,670	10,148,738	6,666,203	65.6%
Expenditures					
Salaries	6,053,764	2,778,896	6,316,729	2,895,235	45.8%
Employee Benefits	1,458,859	556,797	1,581,447	569,251	35.9%
Contractual Services	328,162	213,291	499,472	164,682	32.9%
General Materials and Supplies	653,216	362,726	921,962	473,302	51.3%
Travel and Conference Meeting Exp.	121,420	44,625	141,725	47,951	33.8%
Fixed Charges	56,212	12,332	22,955	9,233	40.2%
Capital Outlay			111,840	23,402	20.9%
Other Expenditures	476,000	345,587	487,000	336,164	69.0%
TOTALS	9,147,633	4,314,256	10,083,130	4,519,224	44.8%
Transfers					
Transfers to Other Funds		60,000	47,500		0.0%
Transfers From Other Funds	-178,000		-189,000	-8,780	4.6%
TOTALS	-178,000	60,000	-141,500	-8,780	6.2%
NET INCREASE/DECREASE IN NET ASSETS	-166,190	927,413	207,107	2,155,760	
FUND BALANCE		1,793,846		2,892,805	

01/16/2004

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

Page 2

<u>OPERATION AND MAINTENANCE FUND</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
Revenues					
Local Governmental Sources	370,000	185,719	384,123	218,489	56.8%
State Governmental Sources	321,520	151,306	432,632	215,865	49.8%
Federal Governmental Sources					
Student Tuition and Fees	271,586	272,305	328,500	289,496	88.1%
Sales and Service	5,500	5,173	6,500	1,690	26.0%
Facilities Revenue	6,000	646	4,000	1,496	37.4%
Investment Revenue	9,000	784	2,000	7	.3%
Other Revenues	39,500	231	37,500		0.0%
TOTALS	1,023,106	616,167	1,195,255	727,045	60.8%
Expenditures					
Salaries	443,944	222,076	461,850	230,401	49.8%
Employee Benefits	153,329	66,674	152,131	68,236	44.8%
Contractual Services	69,500	40,786	69,500	47,938	68.9%
General Materials and Supplies	91,400	42,011	121,300	52,353	43.1%
Travel and Conference Meeting Exp.	2,400	1,379	3,500	1,262	36.0%
Fixed Charges		58,247	55,362	55,612	100.4%
Utilities	337,000	122,012	386,700	155,154	40.1%
Capital Outlay	15,000	8,032	15,000		0.0%
Other Expenditures					
TOTALS	1,112,573	561,220	1,265,343	610,958	48.2%
Transfers					
Transfers From Other Funds	-34,000		-70,500		0.0%
TOTALS	-34,000		-70,500		0.0%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-55,467	54,947	411	116,087	
		104,775		116,060	

01/16/2004

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

Page 3

<u>OPERATION & MAINTENANCE- RESTRICTED</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>
Revenues					
Local Governmental Sources	613,000	309,533	632,938	312,713	49.4%
State Governmental Sources	3,204,922		3,382,000		0.0%
Investment Revenue	30,000	1,209	10,000	-8,751	-87.5%
Other Revenues	250,000		250,000		0.0%
TOTALS	4,097,922	310,742	4,274,938	303,962	7.1%
Expenditures					
Contractual Services		7,550		6,400	
General Materials and Supplies					
Capital Outlay	4,441,152	243,918	5,361,936	277,353	5.1%
TOTALS	4,441,152	251,469	5,361,936	283,753	5.2%
Transfers					
Transfers From Other Funds	-570,000	-1,282,769			
TOTALS	-570,000	-1,282,769			
NET INCREASE/DECREASE IN NET ASSETS	226,770	1,342,042	-1,086,998	20,209	
FUND BALANCE		2,320,998		2,622,466	

01/16/2004

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

Page 4

<u>BOND AND INTEREST 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>
Revenues					
Local Governmental Sources	1,385,000	705,962	1,413,519	669,049	47.3%
Investment Revenue	5,000	6,544	10,000	3,044	30.4%
TOTALS	1,390,000	712,506	1,423,519	672,094	47.2%
Expenditures					
Contractual Services	5,000	853	5,000	600	12.0%
Fixed Charges	1,382,008	1,269,718	1,402,763	1,321,843	94.2%
TOTALS	1,387,008	1,270,572	1,407,763	1,322,443	93.9%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	2,992	-558,065 95,382	15,756	-650,349 103,350	

01/16/2004

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

Page 5

<u>AUXILIARY ENTERPRISES 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>
Revenues					
Student Tuition and Fees	153,000	150,597	160,500	143,527	89.4%
Sales and Service	44,400	20,657	51,490	19,341	37.5%
Facilities Revenue	75,000	21,666	75,000	35,000	46.6%
Investment Revenue	1,800	410	900	608	67.5%
Other Revenues	1,329,250	702,174	1,301,549	716,551	55.0%
TOTALS	1,603,450	895,505	1,589,439	915,027	57.5%
Expenditures					
Salaries	72,253	33,556	72,279	33,748	46.6%
Employee Benefits	11,710	3,485	11,481	3,564	31.0%
Contractual Services	38,455	18,724	1,334,654	719,801	53.9%
General Materials and Supplies	1,392,405	622,183	72,490	91,492	126.2%
Travel and Conference Meeting Exp.	68,340	35,153	62,655	26,603	42.4%
Fixed Charges	2,450	4,503	9,450	16,424	173.7%
Capital Outlay		12,015		29,868	
Other Expenditures	5,300	1,532	5,800	802	13.8%
TOTALS	1,590,913	731,153	1,568,809	922,304	58.7%
Transfers					
Transfers to Other Funds	75,820		75,000	8,780	11.7%
Transfers From Other Funds	-63,820		-63,000		0.0%
TOTALS	12,000		12,000	8,780	73.1%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	537	164,352	8,629	-16,057	
		486,585		252,473	

01/16/2004

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

Page 6

<u>RESTRICTED PURPOSES 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>
Revenues					
State Governmental Sources	1,366,393	644,970	1,107,936	536,254	48.4%
Federal Governmental Sources	2,460,775	1,316,786	2,827,496	1,630,436	57.6%
Investment Revenue	20,000		6,000	7,834	130.5%
Other Revenues	99,860	88,484	60,619	31,540	52.0%
TOTALS	3,947,028	2,050,240	4,002,051	2,206,065	55.1%
Expenditures					
Salaries	1,216,810	598,410	1,207,514	477,370	39.5%
Employee Benefits	216,159	106,205	188,199	81,276	43.1%
Contractual Services	149,566	19,229	45,609	17,939	39.3%
General Materials and Supplies	724,928	334,765	730,022	243,580	33.3%
Travel and Conference Meeting Exp.	68,506	14,768	54,623	17,393	31.8%
Fixed Charges	13,107		10,412	5,311	51.0%
Utilities	16,200	5,863	300	272	90.7%
Capital Outlay	194,500	123,828	198,200	73,368	37.0%
Other Expenditures	2,002,689	1,360,321	2,376,441	1,560,863	65.6%
TOTALS	4,602,465	2,563,392	4,811,320	2,477,377	51.4%
Transfers					
Transfers to Other Funds					
Transfers From Other Funds	50,847		-1		0.0%
TOTALS	50,847		-1		0.0%
NET INCREASE/DECREASE IN NET ASSETS	-706,284	-513,151	-809,268	-271,311	
FUND BALANCE		1,003,285		766,306	

01/16/2004

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

Page 7

<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 Percent
Revenues					
Investment Revenue	100,000	-3,646	100,000	-10,112	-10.1%
TOTALS	100,000	-3,646	100,000	-10,112	-10.1%
Expenditures					
Investment Revenue	-----	-----	-----	-----	-----
TOTALS	-----	-----	-----	-----	-----
Transfers					
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	-3,646 2,467,137	-100,000	-10,112 2,360,671	

01/16/2004

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

Page 8

<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>
Revenues					
Sales and Service		1,710			
Other Revenues		5,557		10,339	
TOTALS	-----	7,268	-----	10,339	-----
Expenditures					
Contractual Services			2,000	6,000	
Capital Outlay			4,313	7,938	
Other Expenditures					
TOTALS	-----	6,313	-----	13,938	-----
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE		954	19,309	-3,598	17,944

01/16/2004

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

Page 9

<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>
Revenues					
Local Governmental Sources	30,700	15,541	30,710	15,159	49.3%
Investment Revenue	1,000	50	1,000	-9	-.9%
TOTALS	31,700	15,592	31,710	15,150	47.7%
Expenditures					
Contractual Services	30,000	27,035	24,000	22,950	95.6%
TOTALS	30,000	27,035	24,000	22,950	95.6%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	1,700	-11,442	7,710	-7,799	
		18,046		24,845	

01/16/2004

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

Page 10

<u>LIABILITY, PROTECTION & SETTLEMENT</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>
Revenues					
Local Governmental Sources	291,000	146,117	295,275	145,845	49.3%
Investment Revenue	200,000	-98,626	200,000	-16,626	-8.3%
Other Revenues	29,000		22,000		0.0%
TOTALS	520,000	47,490	517,275	129,219	24.9%
Expenditures					
Salaries	273,621	131,430	297,291	136,221	45.8%
Employee Benefits	203,794	96,426	205,564	117,543	57.1%
Contractual Services	66,200	25,496	64,300	37,277	57.9%
General Materials and Supplies	12,600	786	6,500	1,451	22.3%
Travel and Conference Meeting Exp.	2,000	550	2,250	130	5.7%
Fixed Charges	45,000	67,789	85,000	57,954	68.1%
Utilities	1,000	447	1,100	447	40.6%
Capital Outlay	50,000	18,055	50,000	57,498	114.9%
TOTALS	654,215	340,982	712,005	408,524	57.3%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-134,215	-293,491	-194,730	-279,305	
		5,895,440		5,817,252	

For the Board Meeting of
January 26, 2004

Agenda Item D-6

FACULTY SENIORITY LIST

Each January the College is required to establish a list of faculty by seniority in the event there would be a reduction in force. Following Board approval, this list will be sent to the SVCC Faculty Association before the deadline of February 1, 2004.

RECOMMENDATION: Board approval of the attached seniority list as presented.

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES**

MEMORANDUM

DATE: January 14, 2004

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht 

SUBJECT: Faculty Seniority List

Attached is a copy of the updated Faculty Seniority List. We have deleted Doris Cox, Jerry Frana, Janet Lynch, Beverly Kiele, Ronald Scarpinato, Marc Batt, and Randall Bradshaw. We have added Dianna Brevitt, Jane Hamilton, Steven McPherson, and Deana Seeley.

js

attachment

FACULTY SENIORITY LIST

	NAME	BOARD APPROVAL	CONTRACT SIGNED	TEACHING AREA(S)
1.	Pinter, Karen	5-10-67		English/Reading
2.	Nesbit, Fred	7-24-67		Psychology
3.	Shippert, Stanley	7-11-77		Rad Tech
4.	White, Peggy	5-16-78		Chemistry
5.	West, Charles	8-14-79		Accounting
6.	Pifer, Ralph	8-4-81		Psychology/Sociology
7.	Breed, Thomas	9-23-85		Counseling
8.	Leseman, Jolene	4-28-86	5-9-86	Physical Education
9.	Day, Dennis	7-27-87	7-2-87	Accounting
10.	Gehlbach, Chris	7-27-87	7-13-87	Nursing
11.	Etter, Ernie	7-26-88		Math
12.	Shaff, Steven	5-22-89		Math
13.	Williamson, Judy	6-26-89		English
14.	Turk, Kay	7-31-89	8-2-89	Learning Assistance Center
15.	Hill, Debi	7-31-89	8-3-89	Speech/English
16.	Tuft, Jeanine	8-27-90	9-1-90	Nursing
17.	Berkey, Noel	7-29-91	8-7-91	English
18.	Smith, Bradley	6-22-92	7-7-92	Biology
19.	David Edelbach	8-24-92	10-8-92	Chemistry
20	Kidder, Mary Lou	5-23-94	5-30-94	Computer Information Systems

	NAME	BOARD APPROVAL	CONTRACT SIGNED	TEACHING AREA(S)
21.	Cunningham, Pam	4-27-95	5-30-95	Nursing
22.	Murray, Kris	6-26-95	6-30-95	Humanities
23.	Okey, Deborah	11-27-95	12-8-95	English
24.	Hill, Judith	12-18-95	12-21-95	Human Services
25.	Matheney, Janet	1-22-96	2-9-96	Counseling
26.	Breen, David	5-28-96	6-4-96	Biology
27.	Megill, Kevin	5-28-96	6-8-96	Computer Information Systems
28.	Nunez, Steve	5-28-96	6-15-96	Biology
29.	Anderson, Judy	7-23-96	7-26-96	Learning Resource Center
30.	van der Wege, Robertus	8-22-97		Art
31.	Atchley, Charles	5-20-98	6-13-98	Physics/Math
32.	McMahon, Paul	7-27-98	8-18-98	Technology
33.	Wright, James	6-28-99	7-12-99	Sociology
34.	Daly, Ann	6-28-99	7-13-99	Counselor
35.	Fountain, William Bryan	8-23-99	8-24-99	Technology (CAD)
36.	Sileven, Larry	12-20-99	12-21-99	Technology (HRS)
37.	Klein, Colleen	12-20-99	12-29-99	Nursing
38.	Niemeyer, Loren	4-24-00	5-8-00	Electronics
39.	Eichman, Richard	5-22-00	5-25-00	English/History
40.	Iwaasa, Juel	5-22-00	5-26-00	Music

	NAME	BOARD APPROVAL	CONTRACT SIGNED	TEACHING AREA(S)
41.	Edleman, Paul	5-22-00	5-28-00	Speech/Political Science
42.	Norris, Randall	5-22-00	5-31-00	English/American Culture
43.	Braddock, Samuel	8-28-00	9-11-00	Criminal Justice
44.	Nelson, John	12-18-00	1-5-01	Business
45.	Funston, Terry Lyn	12-18-00	1-19-01	Counseling
46.	Youel, Kenneth	5-21-01	6-12-01	Mathematics
47.	Hedrick, Jason	7-30-01	8-9-01	Speech/Theatre
48.	Hurd, Mary Ann	4-23-01	9-10-01	Office/Administrative Services
49.	Heitmann, Mary	8-27-01	9-12-01	Nursing
50.	Wittman, Valarie	6-24-02	7-12-02	Computer Information Systems
51.	Vos, Amanda	11-25-02	12-13-02	English/Education
52.	Hamilton, Jane	4-28-03	5-9-03	Reading/English
53.	Brevitt, Dianna	6-24-03	6-28-03	Radiologic Technology
54.	McPherson, Steven	6-24-03	7-1-03	Technology/Electronics
55.	Seeley, Deana	8-25-03	8-19-03	Nursing

js

For the Board Meeting of
January 26, 2004

Agenda Item D-7

AAS AND CERTIFICATE APPROVALS

Attached are ICCB Form 20s for approval of Paraprofessional Education (AAS), Early Childhood Education (AAS), and Paraprofessional Education Basic and Advanced Certificates for Board approval.

RECOMMENDATION: Board approval of the Paraprofessional Education (AAS), Early Childhood Education (AAS), and Paraprofessional Education Basic and Advanced Certificates as presented.

SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES
MEMORANDUM

DATE: January 7, 2004

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht 

RE: AAS and Certificate Approvals

Attached are ICCB Form 20s for approval of Paraprofessional Education (AAS), Early Childhood Education (AAS), and Paraprofessional Education Basic and Advanced Certificates. These programs require approval by the SVCC Board of Trustees and the signature of the Board Chairperson.

Js

SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES
MEMORANDUM

DATE: January 7, 2004

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht 

RE: AAS and Certificate Approvals

Attached are ICCB Form 20s for approval of Paraprofessional Education (AAS), Early Childhood Education (AAS), and Paraprofessional Education Basic and Advanced Certificates. These programs require approval by the SVCC Board of Trustees and the signature of the Board Chairperson.

Js

Illinois Community College Board

**APPLICATION FOR PERMANENT APPROVAL
OF AN OCCUPATIONAL CURRICULUM
Submit 4 Complete Copies**

COLLEGE NAME Sauk Valley Comm. Coll. 5-DIGIT COLLEGE NUMBER 50601

CONTACT PERSON Dr. Patrick D. Kennedy

PHONE 815-288-5511 ext. 254 **FAX** 815-288-5958

CURRICULUM INFORMATION

AAS.

TITLE Early Childhood Ed. CREDIT HOURS 64 CIP CODE 12 200202

CERTIFICATE.

TITLE Advanced Certificate CREDIT HOURS 32-33 CIP CODE 12 440701

CERTIFICATE:

TITLE Basic Certificate CREDIT HOURS 6 CIP CODE 12 440701

PROPOSED CLASSIFICATION: District Regional Statewide

PROPOSED IMPLEMENTATION DATE: Fall Semester 2004

SUBMISSION INCLUDES:

X Part A: Feasibility Analysis

X **Part B: Curriculum Quality and Cost Analysis. Also, complete the following when submitting Part B:**

This curriculum was approved by the college Board of Trustees on: 1-26-24

State approval is hereby requested.  Date

ICCB USE ONLY:

ICCB APPROVAL DATE: AAS _____ 7-29 cr hrs Cert. _____ 30+ Cert. _____

IBHE APPROVAL DATE for AAS

3. **ENROLLMENT DATA.** Project enrollments and completions on Chart B: Enrollment.

CHART A: LABOR MARKET NEED. Summarize key findings from labor market data (including alternate data if appropriate) to document need for the proposed program.

<u>QES Job Titles & Codes</u> (and other job titles if alternate data also submitted)	Employment Projections:	
	<u>Annual District Openings</u>	<u>Annual Program Completers</u> (indicate from which surrounding districts)
Teacher-Preschool (31303)	2	2-4
Child Care Worker-Private Household (62041)	2	2-4
Child Care Worker (68038)	4	2-4

Note: Data summarized in Chart A should directly correspond to data appended for 2a and 2b.

CHART B: ENROLLMENT: Project enrollments and completions:

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Full-Time Enrollments:	<u>10-12</u>	<u>12-14</u>	<u>14-16</u>
Part-Time Enrollments:	<u>10-12</u>	<u>12-14</u>	<u>14-16</u>
Completions:*			
(Basic)	<u>4</u>	<u>4</u>	<u>4</u>
(Advanced)	<u>2</u>	<u>3</u>	<u>4</u>
(AAS)	<u>0</u>	<u>2</u>	<u>4</u>

*If more than one program is presented in this application; e.g., related degree and certificate programs, provide separate completion projections for each program, adding lines to the chart as needed.

Form 20
(July 2001)

Illinois Community College Board

**APPLICATION FOR PERMANENT APPROVAL
OF AN OCCUPATIONAL CURRICULUM
Submit 4 Complete Copies**

COLLEGE NAME Sauk Valley Comm. Coll. **DIGIT COLLEGE NUMBER** 50601

CONTACT PERSON Dr. Patrick D. Kennedy

PHONE 815-288-5511 ext. 254 **FAX** 815-288-5958

CURRICULUM INFORMATION

AAS:

TITLE Early Childhood Ed. **CREDIT HOURS** 64 **CIP CODE** 12 200202

CERTIFICATE:

TITLE Advanced Certificate **CREDIT HOURS** 32-33 **CIP CODE** 12 440701

CERTIFICATE:

TITLE Basic Certificate **CREDIT HOURS** 6 **CIP CODE** 12 440701

PROPOSED CLASSIFICATION: X District _____ Regional _____ Statewide

PROPOSED IMPLEMENTATION DATE: Fall Semester 2004

SUBMISSION INCLUDES:

Part A: Feasibility Analysis

Part B: Curriculum Quality and Cost Analysis. Also, complete the following when
submitting Part B:

This curriculum was approved by the college Board of Trustees on: _____

Date

State approval is hereby requested: _____

ICCB USE ONLY:

ICCB APPROVAL DATE: AAS _____ **7-29 cr hrs Cert.** _____ **30+ Cert.** _____

IBHE APPROVAL DATE for AAS _____

3. **ENROLLMENT DATA.** Project enrollments and completions on Chart B: Enrollment.

CHART A: LABOR MARKET NEED. Summarize key findings from labor market data (including alternate data if appropriate) to document need for the proposed program.

<u>OES Job Titles & Codes</u> (and other job titles if alternate data also submitted)	Employment Projections:	
	<u>Annual District Openings</u>	<u>Annual Program Completers</u> (indicate from which surrounding districts)
Teacher-Preschool (31303)	2	2-4
Child Care Worker-Private Household (62041)	2	2-4
Child Care Worker (68038)	4	2-4

Note: Data summarized in Chart A should directly correspond to data appended for 2a and 2b.

CHART B: ENROLLMENT: Project enrollments and completions:

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Full-Time Enrollments:	10-12	12-14	14-16
Part-Time Enrollments:	10-12	12-14	14-16
Completions:*	(Basic)	4	4
	(Advanced)	2	3
	(AAS)	0	2
			4

*If more than one program is presented in this application; e.g., related degree and certificate programs, provide separate completion projections for each program, adding lines to the chart as needed.

Form 20

(July 2001)

Illinois Community College Board

**APPLICATION FOR PERMANENT APPROVAL
OF AN OCCUPATIONAL CURRICULUM
Submit 4 Complete Copies**

COLLEGE NAME Sauk Valley Comm. Coll **5-DIGIT COLLEGE NUMBER** 50601

CONTACT PERSON Dr. Patrick D. Kennedy

PHONE 815-288-5511 ext. 254

FAX 815-288-5958

CURRICULUM INFORMATION

AAS:

TITLE Paraprofessional Education **CREDIT HOURS** 64 **CIP CODE** 12 440701

CERTIFICATE:

TITLE _____ **CREDIT HOURS** _____ **CIP CODE** _____

CERTIFICATE:

TITLE _____ **CREDIT HOURS** _____ **CIP CODE** _____

PROPOSED CLASSIFICATION: X District _____ Regional _____ Statewide

PROPOSED IMPLEMENTATION DATE: Fall Semester 2004

SUBMISSION INCLUDES:

Part A: Feasibility Analysis

Part B: Curriculum Quality and Cost Analysis. Also, complete the following when submitting Part B:

This curriculum was approved by the college Board of Trustees on: 1-26-04 _____ Date

State approval is hereby requested: _____

ICCB USE ONLY:

ICCB APPROVAL DATE: AAS _____ **7-29 cr hrs Cert.** _____ **30+ Cert.** _____

IBHE APPROVAL DATE for AAS _____

3. ENROLLMENT DATA: Project enrollments and completions on Chart B: Enrollment.

CHART A: LABOR MARKET NEED. Summarize key findings from labor market data (including alternate data if appropriate) to document need for the proposed program.

<u>OES Job Titles & Codes</u> (and other job titles if alternate data also submitted)	Employment Projections:		
	<u>Annual District Openings</u>	<u>Annual Program Completers</u>	(indicate from which surrounding districts)
Teachers Aides- Paraprofessionals (27308)	3	2-4	
Social/Human Service	7	2-4	
Assistants (31521)			

Note: Data summarized in Chart A should directly correspond to data appended for 2a and 2b.

CHART B: ENROLLMENT: Project enrollments and completions:

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Full-Time Enrollments:	10-12	12-14	14-16
Part-Time Enrollments:	10-12	12-14	14-16
Completions:*	0	2	4

*If more than one program is presented in this application; e.g., related degree and certificate programs, provide separate completion projections for each program, adding lines to the chart as needed.

Form 20
(July 2001)

Illinois Community College Board

**APPLICATION FOR PERMANENT APPROVAL
OF AN OCCUPATIONAL CURRICULUM
Submit 4 Complete Copies**

COLLEGE NAME Sauk Valley Comm. Coll **5-DIGIT COLLEGE NUMBER** 50601

CONTACT PERSON Dr. Patrick D. Kennedy

PHONE 815-288-5511 ext. 254 **FAX** 815-288-5958

CURRICULUM INFORMATION

AAS:

TITLE Paraprofessional Education **CREDIT HOURS** 64 **CIP CODE** 12 440701

CERTIFICATE:

TITLE _____ **CREDIT HOURS** _____ **CIP CODE** _____

CERTIFICATE:

TITLE _____ **CREDIT HOURS** _____ **CIP CODE** _____

PROPOSED CLASSIFICATION: X District _____ Regional _____ Statewide

PROPOSED IMPLEMENTATION DATE: Fall Semester 2004

SUBMISSION INCLUDES:

Part A: Feasibility Analysis

Part B: Curriculum Quality and Cost Analysis. Also, complete the following when
submitting Part B:

This curriculum was approved by the college Board of Trustees on: _____

Date _____

State approval is hereby requested: _____

ICCB USE ONLY:

ICCB APPROVAL DATE: AAS _____ **7-29 cr hrs Cert.** _____ **30+ Cert.** _____

IBHE APPROVAL DATE for AAS _____

3. ENROLLMENT DATA: Project enrollments and completions on Chart B: Enrollment.

CHART A: LABOR MARKET NEED. Summarize key findings from labor market data (including alternate data if appropriate) to document need for the proposed program.

<u>OES Job Titles & Codes</u> (and other job titles if alternate data also submitted)	Employment Projections:	
	<u>Annual District Openings</u>	<u>Annual Program Completers</u> (indicate from which surrounding districts)
Teachers Aides- Paraprofessionals (27308)	3	2-4
Social/Human Service	7	2-4
Assistants (31521)		

Note: Data summarized in Chart A should directly correspond to data appended for 2a and 2b.

CHART B: ENROLLMENT: Project enrollments and completions:

	<u>First Year</u>	<u>Second Year</u>	<u>Third Year</u>
Full-Time Enrollments:	<u>10-12</u>	<u>12-14</u>	<u>14-16</u>
Part-Time Enrollments:	<u>10-12</u>	<u>12-14</u>	<u>14-16</u>
Completions:*	<u>0</u>	<u>2</u>	<u>4</u>

*If more than one program is presented in this application; e.g., related degree and certificate programs, provide separate completion projections for each program, adding lines to the chart as needed.

For the Board Meeting of
January 26, 2004

Agenda Item D-8

RVC EDUCATIONAL AGREEMENT

Attached is the updated Rock Valley/Sauk Valley Educational Agreement with revisions.

RECOMMENDATION: Board approval of the updated Rock Valley/Sauk Valley Educational Agreement as presented.

SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES
MEMORANDUM

DATE: January 7, 2004

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht

RE: Educational Agreement – RVC

There have been a couple of revisions to the Rock Valley/Sauk Valley Educational Agreement since it was redone in August of 2000. Clinical Laboratory Science and Solar Energy have been deleted. Rock Valley has requested an updated agreement. This agreement requires Board approval and signature by the Chairperson.

js

**A JOINT EDUCATIONAL AGREEMENT
BETWEEN
SAUK VALLEY COMMUNITY COLLEGE
AND
ROCK VALLEY COLLEGE**

(Retyped and updated July 2000)

Amended June 2001

Amended January 2004

THIS AGREEMENT is entered into this 10th day of August, 2000 by and between the Board of Trustees of Community College District No. 506, Sauk Valley Community College, hereinafter referred to as Sauk Valley, and the Board of Trustees of Community College District No. 511, Rock Valley College, hereinafter referred to as Rock Valley, for the expressed purpose of providing additional educational programs to the students of each district involved in this agreement.

Programs included under this Agreement are:

BY: Sauk Valley Community College

Clinical Laboratory Science (AAS) **Program Deleted Fall 01**

Heating, Refrigeration, Air Conditioning and Solar Energy (AAS and Certificate)

Deleted Solar Energy Spring 02

Machine Tool Operator (Certificate)

Paramedic (Certificates)

Radiologic Technology (AAS)

BY: Rock Valley College

Automotive Service Technology (AAS and Certificate)

Aviation Maintenance Technology (AAS and Certificate)

Building Construction Technology (AAS and Certificate)

Commercial Aviation (Certificate)

Added 6-01 Dental Hygiene (AAS) - One seat per class available to "sending District students."
Fire Science (AAS and Certificate)
Quality Engineering Technology (AAS and Certificate)
Respiratory Therapy (AAS)
Surgical Technology (Certificate)

Technical Writing (AAS)

Welding Technology (AAS and Certificate)

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

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

1. INSTITUTIONAL IDENTIFICATION

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

2. TERMS OF AGREEMENT

Any educational program offered by the parties to this Agreement shall be an approved program by the Illinois Community College Board at the "Receiving" institution.

3. EFFECTIVE DATE OF AGREEMENT

This agreement shall become effective at the start of the Spring session of 2001.

4. DURATION OF AGREEMENT

This agreement shall remain in effect unless and until one of the parties notifies the other of a desire to terminate the Agreement. Termination would then occur thirty (30) days after the date of notification. In the event of termination, students who have entered an educational program under the Agreement shall be allowed to complete the program under the terms of the Agreement.

5. 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 original cooperative agreement.

6. **CLASS SCHEDULES**

Schedules of classes will be exchanged by the two schools.

7. **REGISTRATION**

Students shall register at the "Receiving" college and shall be considered members of that district for the terms of their enrollments. Courses taken at the "Sending" college must be part of the student's program of studies and approved by the "Receiving" college. Upon successful completion, approved courses taken at the "Sending" college would be acceptable for transfer to the "Receiving" college for completion of the program

8. **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 its campus.

The "Receiving" college shall also provide counseling, guidance, and other services that will facilitate the learning process.

Courses, seminars, workshops and inservice programs related to any educational program bound by this agreement may be offered within the district confines of any "Receiving" or "Sending" institution with the consent of both districts. Said programs may be carried on singly by the "Sending" or "Receiving" institution or jointly by both the "Sending" and "Receiving" institutions.

9. **SCHOLARSHIPS AND STUDENT ACTIVITIES**

The "Receiving" college shall be considered the home district for athletic eligibility and/or any other activity where the student officially represents an institution as well as for military and Illinois State Commission scholarships.

10. **STUDENT RECOGNITION OF COMPLETION**

The "Receiving" college shall maintain all admission records and transcripts and shall issue any and all degrees or certificates to the students completing the educational programs.

11. **RECORDS**

The "Receiving" college shall maintain appropriate records for students from the "Sending" college in accordance with standard procedures while that student is in attendance in the

"Receiving" institution and will provide copies of said records to the "Sending" college at the request of the student concerned.

12. **PUBLICITY**

Any educational program offered through this Agreement shall be duly publicized in the participating district catalog and other informative brochures consistent with institutional policy or all other similar publicity.

13. **STUDENT ENROLLMENTS**

For the programs covered under this Agreement, Rock Valley and Sauk Valley districts are considered one district.

14. **IDENTIFICATION OF CONDITIONS OF AGREEMENT TO STUDENTS**

It shall be the responsibility of the "Sending" college to identify the terms of this Agreement to their students going to "Receiving" college.

15. **REIMBURSEMENT**

The "Receiving" college shall be eligible to file all claims for reimbursement for any student enrolled in their classes from a "Sending" college.

16. **INSURANCE**

Students at the "Receiving" college shall be covered by the terms of their liability insurance while on the premises of the "Receiving" college.

17. **EMERGENCIES**

In the event of an emergency:

- (a) proper first aid practices should be employed by the "Receiving" college.
- (b) next-of-kin or designated individual shall be notified.

18. **TRANSPORTATION**

Students shall be responsible and liable for their own transportation to and from both "Sending" and "Receiving" colleges.

19. **EDUCATIONAL CHARGES FOR SERVICES RENDERED**

No chargebacks will be made by the "Receiving" college to the "Sending" college for students attending under the provisions of the Agreement. For the purposes of construction space support, FTE enrollment in the classes taken at the "Receiving" institution shall be

reported by the "Receiving" institution.

Students enrolled in educational programs covered by this Agreement will be charged tuition at the rate charged by the "Receiving" college.

IN WITNESS THEREOF, the parties hereto have executed this Agreement in two (2) counterparts, each of which shall be deemed an original, as of the date and year first above written.

BOARD OF TRUSTEES OF SAUK VALLEY COMMUNITY COLLEGE DISTRICT 506

By:  Chairperson of the Board
By:  College President
Attest: Nancy J. Varga Secretary to the Board
Date: 1-26-04

BOARD OF TRUSTEES OF ROCK VALLEY COLLEGE DISTRICT 511

By: _____ Chairperson of the Board
By: _____ College President
Attest: _____ Secretary to the Board
Date: _____

For Board Meeting of
January 26, 2004

Agenda Item D-9

RECOMMENDATION FOR BID AWARD

HON FURNITURE

On Tuesday, January 13, 2004, bids for Hon furniture were opened in the business office.

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

The low bidder was SBM Business Equipment Center in Sterling in the amount of \$22,261. The cost will be paid from funding bonds.

RECOMMENDATION: Board approval to award the bid for Hon furniture to SBM, in the amount of \$22,261, to be paid from funding bonds.

Memorandum

TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: January 13, 2004
SUBJECT: Recommendation for Bid Award – Hon Furniture

On Tuesday, January 13, 2004, at 2:00 pm, bids for Hon furniture were opened in the business office. Nancy Breed and I attended the bid opening.

Bid specifications were sent to five companies, and a bid announcement was placed in the *Dixon Telegraph* and *Daily Gazette*. Bids were received from all five companies.

The bid includes many pieces of office furniture, consisting of desks, chairs, bookcases, file cabinets and tables. They'll be placed in 10 offices, for the direct use of 30 employees. The bid price includes installation.

The low bidder was SBM Business Equipment Center, in Sterling. The cost will be paid from funding bonds.

I recommend that the Board of Trustees award the bid for Hon furniture to SBM, in the amount of \$22,261. Thank you.

Bid Results – Hon Furniture

Company Name	Location	Amount
SBM	Sterling	22,261.00
Lincoln Office	Peoria	22,528.93
Henrickson	Itasca	22,652.93
Office Equipment Co.	Elmhurst	23,913.50
Fischers	Oregon	25,781.00

For Board Meeting of
January 26, 2004

Agenda Item D-10

TITLE IB BENEFITS

Highland Community College is requesting the extension of certain SVCC benefits to the Title IB employees living in Sauk's district employed under the consortium agreement. These benefits include: tuition waivers for credit classes taken at SVCC and utilization of the SVCC Library.

RECOMMENDATION: Board approval to extend certain SVCC benefits to Title IB employees under the consortium agreement as presented.

TO: Richard Behrendt

FROM: Ruth Bittner *rb*

DATE: January 13, 2004

SUBJECT: Benefits for Sauk/Highland Title 1B employees

As you are aware, the local Workforce Investment Board recently awarded a contract to a partnership of Sauk and Highland Community College to administer their program. Highland is serving as the fiscal agent for the contract.

Since Highland is the fiscal agent, the program's employees are officially Highland employees – even though in theory they work for Highland and Sauk jointly. Several of the staff live and work in Sauk's district. All of them receive an employment benefits package from Highland as part of their compensation. Part of that package includes a tuition waiver for classes taken at Highland and use of Highland's library. Since some of the employees live and work in Sauk's district, they have requested an extension of the benefits to include Sauk's classes and library.

Since these people are partially Sauk employees, we would like to grant their request for tuition waivers and library use at Sauk. Highland reports that there are eight Title 1B employees, two of whom are part time, and that half of them have requested the Sauk benefits.

Therefore, we recommend that the Board grant the following benefits to Title 1B employees of the joint Sauk/Highland contract:

1. Tuition free enrollment, in accordance with paragraph C of Board Policy 419.01:

The College offers tuition free enrollment at Sauk Valley Community College for all full-time employees, their spouses, and their children under 23 years of age. Part-time employees working at least 20 hours per week and having completed one year of service are eligible for tuition waivers on a prorated basis. If an employee dies while working for the College, this tuition waiver will remain in effect for his/her surviving dependents under 23 years of age. It is the obligation of the employee to pay the student activity fee.

2. Full SVCC employee status library privileges.

Thank you.



January 8, 2004

HIGH LAND C O M M U N I T Y C O L L E G E

Mr. Linley White
Dean of Business, Technology & Natural Sciences
Sauk Valley Community College
173 IL Route 2
Dixon, IL 61021

RE: Employee Benefits, Title IB Grant Program Personnel in
Sauk Valley/Highland Community College Consortium

Dear Mr. White:

Due to the location of the employees hired for the Title IB Grant Program, Highland Community College requests Sauk Valley Community College's approval to extend certain benefits to those Title IB employees working/living in locations closer to Sauk Valley Community College. Those benefits include:

- Tuition Waivers for Credit Classes taken at SVCC
- Utilization of the Fitness Center at SVCC
- Utilization of the Library at SVCC

There are eight (8) Title IB employees, two part-time (working 16 hours per week) and six full-time (working 40 hours per week). Half of these have asked if they could utilize SVCC versus HCC for the tuition waiver, Fitness Center and Library benefits.

We are asking that these SVCC benefits be extended to the Title IB employees and only to those employed under our consortium agreement. Please send information to me regarding policies and associated fees and processes so I may share them with those individuals interested.

Thank you for looking into this for us. Give me a call at (815) 599-3573 if you have questions.

Sincerely,

Joe Kanosky
Vice President, Institutional and Community Development

For Board Meeting of
January 26, 2004

Agenda Item D-11

457 PLAN APPROVAL

A change in the law makes it possible for participants in Section 403(b) deferred compensation retirement plans to increase the amount of salary they defer by applying the newly revised Section 457(b). Attached is additional information on the Section 457 Plan.

RECOMMENDATION: Board approval of the Section 457 Plan as presented.

TO: Richard Behrendt

FROM: Ruth Bittner *RB*

DATE: January 20, 2004

SUBJECT: Section 457 Deferred Compensation Retirement Plan

Last year a tax law change made it possible for participants in Section 403(b) deferred compensation retirement plans to increase the amount of salary they defer by applying the newly revised Section 457(b). Previously, eligible contributions to a 457 plan had to be reduced by the amount of contributions made to the participant's 403(b) plan. The revision eliminated the offset, thereby enabling participants to gain double the benefit by using both plans.

For many years SVCC (and most other colleges) has offered employees the option to make contributions to a 403(b) plan. Some employees have requested that we add the 457 option. There is no cost to the College for either benefit – all contributions come from the participants' salary reductions, and any investment fees are deducted from the participants' accounts.

The attached document explains 457 plans in greater detail.

457 plans are required to work with a trustee, who handles the investment transactions, recordkeeping, and reporting for the plan. After researching a number of trustee options, we have selected TIAA-CREF as an appropriate trustee for Sauk's plan. Any fees for their services will be charged to participant accounts, so the College will incur no cost. The attached document includes information about TIAA-CREF.

Attorney Bob Branson has written a "prototype," or standard, plan for us to use. It contains 34 pages of fine print that expounds upon the explanation in the attached document, so I haven't included it with this memo. I will have it available at the Board meeting; if you wish to review it in advance, please let me know.

We recommend that the Board of Trustees:

- 1) approve the plan in substantially the same form as provided by Attorney Branson, and
- 2) authorize Ruth C. Bittner to sign the plan and related documents on behalf of the College, and
- 3) approve TIAA-CREF as plan trustee.

Thank you.

Save More for Your Retirement through a 457(b) Deferred Compensation Plan funded with Group Supplemental Retirement Annuities¹

Tax-Deferred Savings

When it comes to retirement planning, the real issue is not how to save enough for retirement, but rather, how to save enough for the kind of retirement you want. And these days, retirement can be expensive. Financial planners typically estimate that you'll need an income of between 60% and 90% of your final salary to live comfortably in retirement.²

So how can you achieve such a high level of retirement income? While it may seem that your employer-sponsored pension plan and Social Security payments should provide you with enough income in retirement, there are a number of factors that make it necessary to augment these benefits through personal savings.

457(b) Deferred Compensation Plans enable you to set aside a portion of your salary on a before-tax basis, providing an essential supplement to your employer's pension plan and Social Security. You will not pay any federal income taxes³ on the amounts you contribute, including any earnings on those deferrals, until the funds are withdrawn from your account. By contributing a portion of your salary to a 457(b) plan, you can accumulate additional assets for retirement, and you will also reduce the amount you pay in current federal taxes.

You can contribute as much as 100% of gross annual compensation, generally not to exceed the applicable annual contribution limit, as shown in the chart to the right. *These amounts are in addition to the amount you may contribute to a 403(b) or 401(k) retirement plan.*

Year	Contribution Limit
2003	\$12,000
2004	\$13,000
2005	\$14,000
2006	\$15,000

After 2006, the contribution limit will be indexed to the cost of living, and any annual increases will be in increments of \$500.

¹ Using TIAA and CREF fixed and variable annuities.

² Sources: The Institute of Certified Financial Planners and the National Endowment for Financial Education (based on capital needs analysis).

³ State and local taxes may apply.

Participation in Other Plans

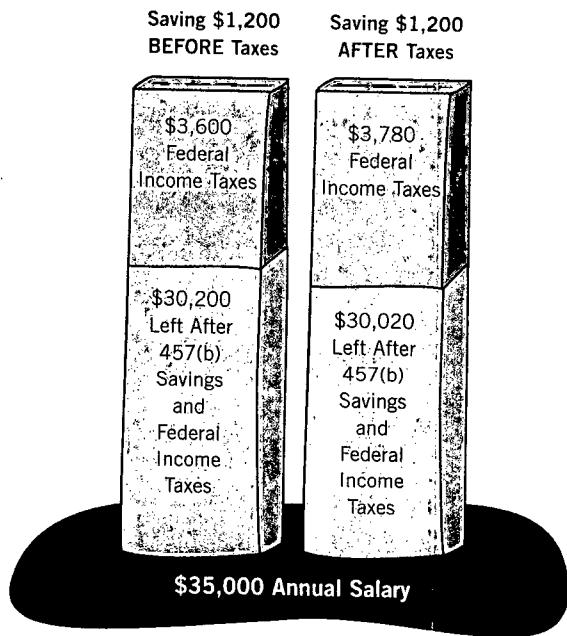
If you participate in a 457(b) plan and a retirement plan (such as a 403(b) plan) in the same calendar year, you may contribute *the maximum amount permissible to both plans*. All 457(b) plans are aggregated.

Take Home More Money

The best way to save money on a tight budget is to pay yourself first. With a 457(b) plan, your contributions are reduced from your salary before federal income taxes are taken out.* As the chart to the right shows, by saving \$1,200 annually before taxes in a 457(b) plan (as opposed to saving on your own), you'll report a lower taxable income, pay less in current federal income taxes, and take home more money than with after-tax savings.

Assumptions: The individual in this example is single, with one exemption, using the standard deduction on his or her tax return.

This example does not reflect the impact that state and local taxes or other deductions may have.



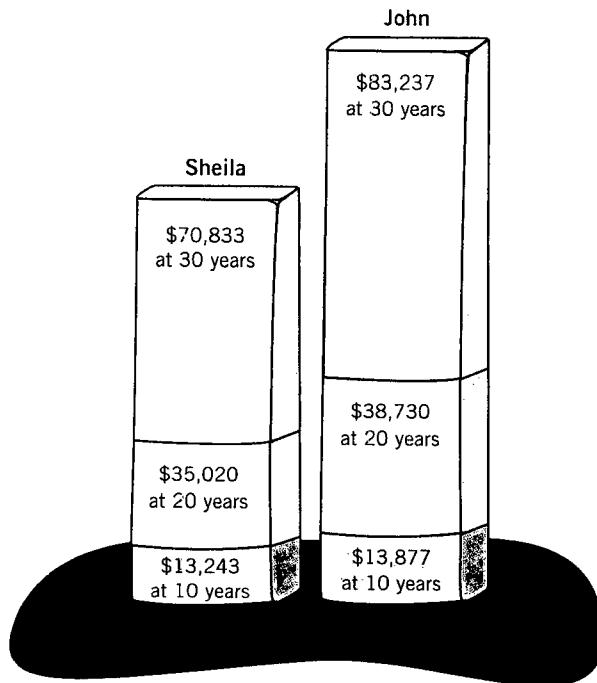
Contributions and Earnings Grow Tax Deferred

Saving on a before-tax basis will potentially allow you to accumulate more assets than you could by saving on an after-tax basis. This is because of the tax-deferred nature of 457(b) plans. The amount otherwise paid as federal taxes can be saved and contributed to your 457(b) plan account, where it can grow tax deferred until you begin receiving benefit payments.

*State and local taxes may apply.

Save More with Tax Deferral

The long-term benefit of tax-deferred savings can be seen in the following example: Let's say John puts \$100 per month on a before-tax basis into a 457(b) plan, where earnings are not taxed annually. Because John is putting money into the 457(b) plan before taxes are withheld, the \$100 monthly contribution actually costs him only \$85. The difference of \$15 is what he would have paid now in federal income taxes without the 457(b) plan.



Sheila put the same net amount of \$85 into a savings account where earnings are taxed annually. Thirty years down the line, John's tax-deferred savings would have grown to \$97,926, and as the chart at right shows, he would receive \$83,237 after federal income taxes are taken out at retirement. Meanwhile, Sheila's annually taxed savings would have grown to only \$70,833.

Assumptions: Both individuals earn \$35,000 annually, are in the 15% federal marginal tax bracket and the effective rate of return is 6%.

The chart does not reflect expenses for the TIAA and CREF fixed and variable annuities. Check current prospectuses for details.

The information in this example is provided only as an illustration of the effects of interest compounding and is not intended to represent future performance of the TIAA and CREF fixed and variable annuities. The fixed rate shown in these examples may differ from that of the TIAA Traditional Annuity, and the values of the TIAA and CREF variable annuities will fluctuate with changes in the market.

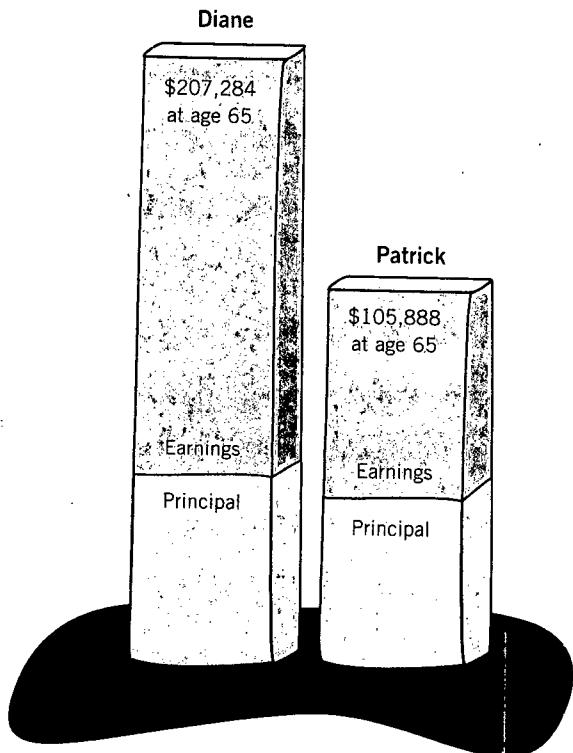
John accumulated over 17% more than Sheila in this example because:

- Saving on a before-tax basis may have allowed John to contribute additional money that he would otherwise have paid in taxes, and
- John's contributions grew tax deferred over time – he will not pay federal income taxes on any amounts until he takes a distribution (for more information regarding distributions, please see "Payment Options" on page 6). On the other hand, Sheila had to pay federal taxes on earnings each year.

Time Is Money

Regardless of your age or income, the sooner you start saving, the better. And even small amounts can make a difference in your retirement savings.

Diane started saving at age 25 and put aside \$25 per week until retiring at age 65. Patrick also saved \$25 a week, but waited until age 35 to start saving. Diane put aside only \$13,000 more than Patrick, but at age 65 ended up with \$101,396 more. Had Diane waited only one year and started at age 26, she would have had \$12,997 less when she retired at age 65.



Assumption: The effective rate of return is 6%. The chart does not reflect expenses or taxes. The information in this example is provided only as an illustration of the effects of interest compounding and is not intended to represent future performance of the TIAA and CREF fixed and variable annuities. The fixed rate shown in these examples may differ from that of the TIAA Traditional Annuity, and the values of the TIAA and CREF variable annuities will fluctuate with changes in the market.

Catch-Up Contributions

For Participants Age 50 and Over

If your employer's plan provides, participants age 50 and over will be eligible to contribute more to the plan each year through a "catch-up" provision, as indicated below:

Year	Normal Limit	"Catch-Up" Limit	Total Amount Allowed
2003	\$12,000	\$2,000	\$14,000
2004	\$13,000	\$3,000	\$16,000
2005	\$14,000	\$4,000	\$18,000
2006	\$15,000	\$5,000	\$20,000

For Participants Within 3 Years of Their Normal Retirement Age

If your employer's plan provides, participants who are within three years of the plan's normal retirement age may contribute the lesser of:

- 1) twice the normal annual limit for that year, or
- 2) the annual limit for that year, plus any underutilized contributions from prior years in which the plan was in place, where the participant did not contribute the maximum amount allowed.

For example: Let's assume it is 2005, Jane is 62 years old, and she is within three years of the plan's normal retirement age. Let's also assume that she contributed \$8,000 in 2002, \$9,000 in 2003 and \$10,000 in 2004, for a total of \$27,000. However, she could have contributed a total of \$36,000 in those three years (\$11,000 + 12,000 + 13,000), or an extra \$9,000. Because Jane is within three years of the plan's normal retirement age, she can contribute the lesser of:

- 1) \$28,000 (twice the annual 2005 limit of \$14,000); or
- 2) \$23,000 (the 2005 limit of \$14,000, plus the \$9,000 "left over" amount from the three previous years).

In this example, Jane would be allowed to contribute \$23,000 in 2005.

Note: Participants who take advantage of this catch-up provision can also in the same year take advantage of the "Age 50" catch-up provision described on page 5. They can take advantage of the greater of the two.

Payment Options

Under the Internal Revenue Code, funds in a 457(b) plan can be made available to you upon severance from employment, retirement, attaining the age of 70½, death, or when you encounter an "unforeseeable emergency" as defined by the regulations issued under IRC Section 457.* Any amount you receive will be treated as ordinary income for federal tax purposes.

*Subject to plan rules.

Beginning Payments

You may begin receiving payments anytime following severance from employment, or you may wait until retirement to begin receiving payments. However, you must begin receiving a distribution no later than April 1 of the calendar year after the year you reach age 70 $\frac{1}{2}$ (to the extent you are no longer working for the employer sponsoring your 457(b) plan).

Payment Choices

TIAA-CREF can help you determine the payment option that best fits your financial situation. When the time comes, you will be able to access your 457(b) plan accumulations in a wide variety of ways, from cash to lifetime income.¹ You can choose from the following payment options using our combination of fixed and variable annuities:

LUMP-SUM WITHDRAWALS: You can take a lump-sum payment (minimum of \$1,000) from all or part of your accumulation and choose for your remaining accumulation either a lifetime or a fixed-period annuity, or the Minimum Distribution Option, if you are age 70 $\frac{1}{2}$ or older.

FIXED-PERIOD ANNUITY (5 TO 30 YEARS): This option pays benefits for a period of years that you choose – from 5 to 30 years. The period you select cannot be greater than the joint life expectancy of you and your beneficiary.

LIFETIME ANNUITY INCOME:² A series of regular payments that continue for as long as you live. Lifetime annuities spread the payout of your accumulation over your lifetime even though you can't know how many years you'll live into retirement.

SYSTEMATIC WITHDRAWALS: You can tailor a periodic stream of payments to fit your needs, stopping and starting with a different income stream from your fixed and variable annuity accumulations, as need dictates.

MINIMUM DISTRIBUTION OPTION: This option is designed to help you meet the federal minimum distribution requirements without having to either request payments each year or start lifetime annuity income.

¹ Subject to plan rules.

² Payments under the TIAA Traditional Annuity are subject to TIAA's claims-paying ability. Payments under the CREF annuities and the TIAA Real Estate Account will vary.

Portability

If you have accumulations in an eligible 457(b) plan or a 403(b), 401(k), 401(a), or 403(a) plan from a previous employer, you may be able to request a direct rollover of those accumulations to your 457(b) plan (if the plan permits it) or IRA with TIAA-CREF.

Note: Any funds rolled over from a 457(b) plan to a non-457(b) plan will lose their 457(b) status and may be subject to a 10% early withdrawal penalty, to the extent funds are withdrawn prior to age 59½. Any funds rolled over from a non-457(b) plan to a 457(b) plan must be separately accounted for, because they remain subject to the early withdrawal penalty tax rules. Also, 457(b) plans can be rolled over to a 403(b) or a 401(k) plan that accepts it, but the amount rolled over loses its status as 457(b) plan money (i.e., those funds become subject to the 10% early withdrawal penalty.)

Unforeseeable Emergencies

If your employer's plan provides, you can contact your employer to request a hardship withdrawal from your account if you experience an unforeseeable emergency. However, before your employer can approve your request, you must show that the financial emergency meets the legally mandated criteria for an unforeseeable emergency, and you must also prove that you have exhausted all other financial resources.

The IRS defines an unforeseeable emergency as the sudden or unexpected illness of you or of a dependent, the loss of property due to casualty or any other extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the participant. Conversely, events such as divorce, school tuition or credit card debt do not in and of themselves qualify as unforeseeable emergencies, and therefore would not permit you to withdraw funds from your account. Funds withdrawn will be subject to taxation.

For more detailed information about payment options available through our fixed and variable annuities, call our Telephone Counseling Center toll free at **1 800 842-2776**.

TIAA-CREF: The Experts in Retirement Planning

TIAA was founded in 1918 for one purpose: to help people in the education and research community build secure financial futures. Since then, we've grown to become one of the largest pension systems in the world (*Pensions and Investments*, June 11, 2001), managing approximately \$260 billion in assets for more than 2.4 million people. We take a balanced, long-term approach to investing, seeking healthy returns but also carefully evaluating risks. The products we offer – including retirement plan fixed and variable annuities, insurance and mutual funds – are designed to help enhance your long-term financial security. TIAA-CREF is unique in several respects:

Financial Strength

For its stability, sound investments and claims-paying ability, TIAA is one of only a handful of insurance companies that currently hold the highest possible ratings from all four leading analysts. (These ratings do not apply to the CREF or TIAA Real Estate Account variable annuities.)



A Solid Reputation

CREF is one of Wall Street's most prominent institutional investors. The CREF Stock Account (a variable annuity) is one of the world's largest singly managed equity accounts, based on assets under management.

Investment Choices

TIAA-CREF offers a variety of annuity accounts representing every basic asset category, from money market to stocks and bonds to real estate. (As with any variable annuity, TIAA-CREF variable account returns may fluctuate and principal is not guaranteed.)

Low Expenses / No Sales Loads

Our operating expenses are among the lowest in the insurance and mutual fund industries.* There are no loads or transaction fees, although certain operating expenses do apply. Consult current prospectuses for details.

Dual Investment Management Strategy[®]

The equities portfolio management teams for our variable annuity CREF Stock, Growth, and Global Equities Accounts use a combination of active and quantitative investment techniques that aim to beat our investment objective benchmarks consistently.

*Sources: *Standard and Poor's Insurance Rating Analysis*, 2002; and Lipper Analytical Services, Inc., *Lipper-Director's Analytical Data*, 2002 (Quarterly).

(Of course, these objectives may not always be met, and past performance does not guarantee future returns.) With Dual Investment Management Strategy,[®] each equity fund's portfolio has an actively managed Stock Selection subportfolio and an Enhanced Index subportfolio to help optimize investment flexibilities, maximize potential returns, and minimize risk. When you invest in one equity fund, you automatically can reap the potential benefits of both approaches.

Safety and Growth

Backed by TIAA's claims-paying ability, the TIAA Traditional Annuity guarantees your principal plus a specified interest rate, while offering the opportunity for additional growth through dividends. Dividends, when declared, remain in effect for the dividend year which begins each March 1.

Dedicated Retirement Planning Specialists

Many companies can help you invest for the future, but a retirement specialist like TIAA-CREF can also help you plan ahead for retirement. Throughout your working years, we'll help you adjust your investments to reflect changes in your strategy or your financial situation. We can help you chart your progress, so you'll know how your accumulations can translate into income. And when the time comes, we can help you plan for a smooth transition from work to retirement.

Flexible Payment Choices

The ability to choose multiple distribution options and multiple income starting dates will allow you the flexibility to customize income streams for a broad range of needs.*

Outstanding Service

What sets us apart is the range of services we offer at no additional charge. We also back our products with an array of publications and educational tools that will help you plan for your financial future. Answering your questions and meeting your needs are our top priorities. We offer toll-free telephone counseling from professional retirement planning specialists (not commissioned salespeople), and a full menu of services through our Web Center.

The Right Choice is TIAA-CREF

Take advantage of our expertise, our outstanding services, our low expenses, and our long history as the premier retirement system.

* Payments under the TIAA Traditional Annuity are subject to TIAA's claims-paying ability. Payments under the CREF annuities and the TIAA Real Estate Account will vary.

THE TIAA-CREF FIXED AND VARIABLE ANNUITY ACCOUNTS

You may choose among the TIAA Traditional fixed annuity and the TIAA-CREF variable annuity accounts. For more detailed information, see your enrollment kit brochure and the prospectuses. Some of the TIAA-CREF accounts may not be available under your employer's plan. If you have questions about account availability, call our Enrollment Hotline at 800 842-2888.

GUARANTEED

TIAA Traditional—guarantees your principal and a specified interest rate (backed by TIAA's claims-paying ability), plus offers additional growth opportunity through dividends, which are established on a year-by-year basis but are not guaranteed for future years.

VERY LOW RISK

EQUITIES

CREF Stock—a broadly diversified portfolio investing the majority of its assets in U.S. stocks. Two-thirds of the portfolio uses enhanced indexing to reflect the overall U.S. stock market. The remainder is actively managed, divided fairly equally between U.S. and foreign stocks. (Foreign markets are subject to additional risks from changing currency values, interest rates, government regulations, and political and economic conditions.)

MODERATE RISK

CREF Global Equities—invests between 40% and 75% of its assets in foreign stocks with the remainder in U.S. securities. This portfolio combines individual stock selection with enhanced indexing. (Foreign markets are subject to additional risks from changing currency values, interest rates, government regulations, and political and economic conditions.)

MODERATE RISK

CREF Growth—invests in stocks that may offer superior growth potential based on economic and market conditions. A second portfolio component uses enhanced indexing to reflect a broadly based index of U.S. growth stocks.

MODERATE-TO-HIGH RISK

CREF Equity Index—encompasses almost the entire range of U.S. stocks. This account uses indexing to reflect the returns of the Russell 3000.*

MODERATE RISK

REAL ESTATE

TIAA Real Estate—invests the majority of its assets in income-producing commercial properties with the remainder in liquid assets such as money market instruments and other securities. Real estate has specific risks, including fluctuations in property value, higher expenses or lower income than expected and environmental problems and liability. Transfers from the TIAA Real Estate Account are limited to once per calendar quarter.

MODERATE RISK

FIXED INCOME

CREF Money Market—invests in securities and other instruments that will mature in the near future and therefore tend to reflect changes in current interest rates. This account is neither insured nor guaranteed by the Federal Deposit Insurance Corporation or any other government agency.

VERY LOW RISK

CREF Bond Market—invests primarily in high- and medium-quality corporate and government bonds of varying maturities. The bonds are often actively bought and sold rather than held to maturity.

LOW-TO-MODERATE RISK

CREF Inflation-Linked Bond—invests primarily in bonds whose principal or interest is adjusted to track the inflation rate.

LOW-TO-MODERATE RISK

EQUITIES & FIXED INCOME

CREF Social Choice—a portfolio of stocks, bonds, and money market instruments that screens out investments not meeting certain social criteria.

LOW-TO-MODERATE RISK

* Note: The Russell 3000, compiled by the Frank Russell Company, is an unmanaged index of the stocks of the 3,000 largest U.S. companies traded on the New York Stock Exchange, other U.S. exchanges and over the counter (i.e., stocks such as those listed on NASDAQ). Each stock in the index is weighted by its relative market value. The CREF Equity Index Account is not promoted or sponsored by or affiliated with the Frank Russell Company, which is not responsible for any representations about the account. You cannot purchase shares in the index. The Russell 3000 is a registered trademark of the Frank Russell Company.

THE SAMPLE PORTFOLIOS YOU MAY WANT TO CHOOSE FROM

Remember, if you'd like to select an allocation other than these sample portfolios, we can help you create your own allocation by using our Asset Allocation Calculator at www.tiaa-cref.org or by calling 800 842-2888.

CONSERVATIVE

60% TIAA Traditional, 30% CREF Stock, 10% TIAA Real Estate

This portfolio's high percentage in TIAA Traditional makes it appropriate for someone who is primarily concerned with safety and stability. The equity portion offers investment in CREF Stock, which is broadly diversified within itself. The allocation to TIAA Real Estate provides additional diversification.

MODERATELY CONSERVATIVE

45% TIAA Traditional, 45% CREF Stock, 10% TIAA Real Estate

This portfolio seeks a balance between safety and growth potential. It is diversified, including stock and real estate accounts, as well as the guarantees of TIAA Traditional.

A note about risk: Remember, all the sample portfolios offer investment within equity accounts. The more aggressive the sample portfolio, the greater the risk of loss.

MODERATELY AGGRESSIVE

25% TIAA Traditional, 30% CREF Stock, 20% CREF Global Equities, 15% CREF Growth, 10% TIAA Real Estate

This portfolio seeks growth opportunity while maintaining a percentage in TIAA Traditional to help enhance overall safety. The equity accounts offer growth opportunity through broad diversification, indexed and active investment approaches, and participation in both domestic and global investments. TIAA Real Estate adds diversification.

AGGRESSIVE

10% TIAA Traditional, 35% CREF Stock, 20% CREF Global Equities, 25% CREF Growth, 10% TIAA Real Estate

This portfolio provides a risk-tolerant investor with a way to take advantage of the long-term growth opportunities of stocks, including a healthy allocation to the CREF Growth Account. The guarantees of TIAA Traditional provide some balance to the risks of stock investing and TIAA Real Estate enhances diversification.

TIAA-CREF Variable Annuities

Periods Ending September 30, 2003

		AVERAGE ANNUAL COMPOUND RATES OF TOTAL RETURN*		CUMULATIVE RATES OF TOTAL RETURN*		ESTIMATED ANNUAL EXPENSES ¹	NET ASSETS (AS OF 9/30/03)
EQUITIES	CREF Stock	1 year	25.95%	25.95%	0.48%	\$87.9 billion	
		5 years	1.51%	7.79%			
		10 years	8.34%	122.94%			
	CREF Global Equities	1 year	25.00%	25.00%	0.53%	\$6.8 billion	
		5 years	0.13%	0.65%			
		10 years	6.36%	85.35%			
	CREF Equity Index	1 year	25.26%	25.26%	0.44%	\$6.3 billion	
		5 years	1.67%	8.65%			
		Since inception (4/29/94)	10.17%	149.34%			
	CREF Growth	1 year	24.47%	24.47%	0.50%	\$9.9 billion	
		5 years	-3.25%	-15.22%			
		Since inception (4/29/94)	7.60%	99.60%			
REAL ESTATE	TIAA Real Estate²	1 year	6.59%	6.59%	0.69%	\$4.5 billion	
		5 years	7.20%	41.61%			
		Since inception (10/2/95)	7.75%	81.79%			
EQUITIES & FIXED INCOME	CREF Social Choice	1 year	17.93%	17.93%	0.44%	\$5.3 billion	
		5 years	3.90%	21.07%			
		10 years	8.83%	133.16%			
FIXED INCOME	CREF Bond Market	1 year	5.65%	5.65%	0.44%	\$5.6 billion	
		5 years	6.46%	36.79%			
		10 years	6.57%	89.10%			
		NET ANNUALIZED YIELD 30-DAY PERIOD ENDING 9/30/03		3.35%			
	CREF Inflation-Linked Bond	1 year	6.55%	6.55%	0.44%	\$2.6 billion	
		5 years	8.71%	51.86%			
		Since inception (5/1/97)	7.83%	62.23%			
	CREF Money Market³	1 year	0.91%	0.91%	0.39%	\$7.2 billion	
		5 years	3.73%	20.10%			
		10 years	4.42%	54.21%			
		NET ANNUALIZED YIELD 7-DAY PERIOD ENDING 9/30/03		CURRENT 0.68%	EFFECTIVE 0.68%		

The total returns shown for the variable annuity accounts represent past performance. Total returns and the principal value of investments in the accounts will fluctuate, and yields may vary. Upon redemption your accumulation units may be worth more or less than their original price. Investment results are after all investment, administrative, and distribution expenses have been deducted. We estimate expenses for the year based on projected expense and asset levels. Any differences between estimated and actual expenses are adjusted quarterly and reflected in current investment results. Historically the adjustments have been small. Our variable annuity account expenses are exceptionally low compared with those of comparable products.

¹As of May 1, 2003.

²This account is not available in California.

³As with all the TIAA-CREF variable annuity accounts, the funds you invest in the CREF Money Market Account are neither insured nor guaranteed by the Federal Deposit Insurance Corporation or any other U.S. government agency. The current yield more closely reflects current earnings than does the total return.

*Because of market volatility, recent performance may differ from the figures shown. For the most current performance, visit the TIAA-CREF Web Center at TIAA-CREF.org or call 800 842-2252.

GUARANTEED

TIAA Traditional Annuity



FUND APPLIED	EFFECTIVE ANNUAL INTEREST RATES*	
	SUPPLEMENTAL RETIREMENT ANNUITY	RETIREMENT ANNUITY (SRA) AND IRA
10/1/03 – 12/31/03	4.75%	3.25%
7/1/03 – 9/30/03	4.00%	3.00%
1/1/03 – 6/30/03	5.00	4.00
10/1/02 – 12/31/02	5.00	4.50
7/1/02 – 9/30/02	5.50	5.00
1/1/01 – 6/30/02	6.25	5.75
1/1/00 – 12/31/00	7.25	6.75
7/1/99 – 12/31/99	6.50	6.00
1/1/99 – 6/30/99	6.25	5.75
1/1/98 – 12/31/98	6.00	5.50
1/1/94 – 12/31/97	6.50	6.00
Prior to 1994	6.25	5.75

* Rates are effective March 1, 2003 through February 29, 2004.

Backed by the company's claims-paying ability, the TIAA Traditional Annuity guarantees your principal and a specified interest rate (3% for most contracts), plus it offers the opportunity for greater growth through additional amounts, which we've declared for the Retirement Annuity every year since 1948. For its stability, sound investments, claims-paying ability, and overall financial strength, TIAA currently holds top ratings from all four leading insurance company ratings agencies: A.M. Best Co., Fitch, Moody's Investors Service, and Standard & Poor's. (These ratings of TIAA as an insurance company do not apply to the TIAA Real Estate Account or to CREF.)

Premiums, transfers, and additional amounts credited to the TIAA Traditional Annuity between October 1, 2003, and December 31, 2003 will earn the effective annual interest rate shown in the top row in the chart above. The total interest rates credited vary, depending upon when the funds were received. Rates include guaranteed interest plus additional amounts, which are declared on a year-by-year basis and are not guaranteed for future years. Additional amounts, when declared, remain in effect for the "declaration year," which begins each March 1. TIAA makes no deductions of any kind from your premiums. There are no sales charges.

Highlights for September 30, 2003

For the ten-year period ending September 30, 2003, the **CREF Global Equities Account** outperformed the Morgan Stanley Capital International World Index, which includes the stocks of about 1,500 companies in the United States, Canada, Europe, Australia, and the Far East.⁴

For the 12-month period ending September 30, 2003, the **CREF Stock Account** posted a total return of 25.95 percent. Full performance results for the account appear in the table. (As with any investment, past performance does not guarantee future results.)

Virtually since its inception, the **CREF Money Market Account** has outperformed iMoneyNet's Money Fund Report Averages™ — All Taxable, a service of iMoneyNet, Inc. This composite of the annualized seven-day yields for over 1,200 taxable money market funds is widely used as a measure of money market fund performance and reflects deduction of expenses.

⁴Unlike the TIAA-CREF variable annuity accounts, these benchmark indices are unmanaged and do not reflect deduction of any expenses. Investors cannot purchase shares in the indices directly.

457 Prototype Plan
TABLE OF CONTENTS

ARTICLE I, DEFINITIONS	
1.01 Account	1
1.02 Accounting Date	1
1.03 Beneficiary	1
1.04 Code	1
1.05 Compensation	1
1.06 Deferral Contributions	1
1.07 Deferred Compensation	2
1.08 Effective Date	2
1.09 Employee	2
1.10 Employer	2
1.11 Employer Contribution	2
1.12 ERISA	2
1.13 Excess Deferrals	2
1.14 Includible Compensation	2
1.15 Independent Contractor	2
1.16 Leased Employee	2
1.17 Matching Contribution	2
1.18 Nonelective Contribution	2
1.19 Normal Retirement Age	2
1.20 Participant	2
1.21 Plan	2
1.22 Plan Administrator	2
1.23 Plan Entry Date	2
1.24 Plan Year	3
1.25 Rollover Contribution	3
1.26 Salary Reduction Agreement	3
1.27 Salary Reduction Contribution	3
1.28 Service	3
1.29 State	3
1.30 Substantial Risk of Forfeiture	3
1.31 Tax-Exempt Organization	3
1.32 Taxable Year	3
1.33 Transfer	3
1.34 Trust	3
1.35 Trustee	4
1.36 Type of 457 Plan	4
1.37 Vested	4
ARTICLE II, PARTICIPATION IN PLAN	
2.01 Eligibility	4
2.02 Participation Upon Re-employment	4
2.03 Change in Employee Status	4
ARTICLE III, CONTRIBUTIONS/LIMITATIONS ON CONTRIBUTIONS	
3.01 Amount	4
3.02 Salary Reduction Contributions	5
3.03 Matching Contributions	5
3.04 Normal Limitation	5
3.05 Normal Retirement Age Catch-Up Contribution	5
3.06 Age 50 Catch-Up Contribution	5
3.07 Contribution Allocation	6
3.08 Allocation Conditions	6
3.09 Rollover Contributions	6
3.10 Distribution of Excess Deferrals	7
3.11 Deemed IRA Contributions	7
ARTICLE IV, TIME AND METHOD OF PAYMENT OF BENEFITS	
4.01 Distribution Restrictions	7
4.02 Time and Method of Payment of Account	7
4.03 Required Minimum Distributions	8
4.04 Death Benefits	10
4.05 Distributions Prior to Severance From Employment	10
4.06 Distributions Under Qualified Domestic Relations Orders (QDROs)	11
4.07 Direct Rollover of Eligible Rollover Distributions—Governmental Plan	11
ARTICLE V, PLAN ADMINISTRATOR - DUTIES WITH RESPECT TO PARTICIPANTS' ACCOUNTS	
5.01 Term/Vacancy	12
5.02 Powers and Duties	12
5.03 Compensation	13
5.04 Authorized Representative	13
5.05 Individual Accounts/Records	13
5.06 Value of Participant's Account	13
5.07 Allocation of Net Income, Gain or Loss	13
5.08 Account Charged	13
5.09 Ownership of Fund/Tax-Exempt Organization	13
5.10 Participant Direction of Investment	14
5.11 Vesting/Substantial Risk of Forfeiture	14
5.12 Preservation of Eligible Plan Status	14
5.13 Limited Liability	14
ARTICLE VI, PARTICIPANT ADMINISTRATIVE PROVISIONS	
6.01 Beneficiary Designation	14
6.02 No Beneficiary Designation	14
6.03 Salary Reduction Agreement	15
6.04 Personal Data to Plan Administrator	15
6.05 Address for Notification	15
6.06 Participant or Beneficiary Incapacitated	15
ARTICLE VII, MISCELLANEOUS	
7.01 No Assignment or Alienation	16
7.02 Effect on Other Plans	16
7.03 Word Usage	16
7.04 State Law	16
7.05 Employment Not Guaranteed	16
7.06 Notice, Designation, Election, Consent and Waiver	16
ARTICLE VIII, TRUST PROVISIONS	
8.01 Governmental Eligible 457 Plan	16
8.02 Acceptance/Holding	16
8.03 Receipt of Contributions	16
8.04 Full Investment Powers	16
8.05 Records and Statements	17
8.06 Fees and Expenses From Fund	18
8.07 Professional Agents	18
8.08 Distribution of Cash or Property	18
8.09 Resignation and Removal	18
8.10 Successor Trustee	18
8.11 Valuation of Trust	18
8.12 Participant Direction of Investment	18
8.13 Third Party Reliance	18
8.14 Invalidity of any Trust Provision	19
8.15 Exclusive Benefit	19
8.16 Substitution of Custodial Account or Annuity Contract	19
ARTICLE IX, AMENDMENT, TERMINATION, TRANSFERS	
9.01 Amendment by Employer	19
9.02 Termination/Freezing of Plan	19
9.03 Transfers	19
9.04 Purchase of Permissive Service Credit	19

(The additional pages customize the plan for SVCC by indicating the options we have chosen.)

p. 601

601.01 Rights and Responsibilities of Students

Sauk Valley Community College is committed to a philosophy which ensures the basic rights of students, such as freedom of speech, freedom of the press, the right to assemble and the right of inquiry. In consideration of these rights, it is implicit that students should also accept those responsibilities that are inherent with attendance at a public community college. These include such basic responsibilities as:

- Respect for public and private property;
- Respect for the rights and privileges of others;
- Adherence to recognized standards of scholarship; and
- Respect for duly constituted authority

Students should recognize that the primary educational function of Sauk Valley Community College must be maintained at all times and that ultimate authority rests with the Board of Trustees as elected representatives of the College constituency.

2/12/79

3/23/87

10/28/96

602.01 Student Admission, Retention, and Academic Standing

The college policies related to student admissions, retention and academic standing are outlined in the college catalog and include policy statements and guidelines in the following areas:

- X Admissions Policy
- X Residency Policy
- X Refund Policy
- X Proficiency and Credit by Evaluation Policy
- X Attendance Policy
- X Grading Policy
- X Repeat Policy
- X Academic Probational and Dismissal Policy
- X Graduation Policy
- X Financial Aid Policy on Standards of Progress

Student appeal of academic matters is available by petition to the Academic Review Board.

3/23/81

10/28/96

602.02 College Assessment and Placement Policy

The College shall maintain an academic assessment program, with appropriate educational placement following the assessment. Placement may recognize the necessity to remediate academic skills in reading, mathematics, and composition.

The academic assessment program at Sauk Valley Community College shall provide information for the academic advisement and placement of students in courses commensurate with their abilities. All students are required to take placement tests in language usage, reading skills, and mathematics prior to registering for classes if they are:

- A. Enrolling in an English composition class for the first time in college; or
- B. Enrolling in a mathematics class for the first time in college; or
- C. Enrolling in 12 or more semester hours of coursework; or
- D. Students who have attempted 12 or more semester hours of coursework, unless they have previously completed ENG 101 or equivalent and a mathematics course at the 100 level with a grade of C (2.0) or higher in each area.

Students who score below the specified level on the reading section of the placement tests will be required to take reading course(s) designated by the College during the first semester following testing. Such courses may be courses for which no academic credit is given, and may be remedial in nature. The course(s) must be completed with a grade of C (2) or higher and shall be repeated as long as the student is enrolled in College until a grade of C (2.0) or higher is achieved.

Students' scores on the language usage section of the placement tests will determine their placement into composition courses. Such courses may offer no academic credit and may be remedial in nature.

1/27/92

10/28/96

603.01 Student Records

Sauk Valley Community College policy on student records complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. The Family Rights and Privacy Act is a federal law in which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of students' educational records.

Sauk Valley Community College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' educational records without the written consent of students except to:

- personnel within the institutions in which students seek to enroll,
- persons or organizations determining the eligibility, amount, or conditions of students financial aid,
- accrediting agencies carrying out their accreditation function,
- persons in compliance with a judicial order,
- persons in an emergency in order to protect the health or safety of students or other persons, and/or
- parents of an eligible student who claim the student as a dependent for income tax purposes.

All these exceptions are permitted under the Act.

Within the College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student educational records. These members include professional members of the faculty, staff of the college, or other staff members

acting on their behalf.

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include: student name, address, electronic mail address, telephone listing, date and place of birth, photograph, major field of study, grade level, dates of attendance, honors and awards received, the most recent educational agency or institution attended, enrollment status (full or part-time), participation in officially recognized activities and sports, and weight and height of members of athletic teams.

Students may withhold Directory Information by notifying the Office of Admissions and Records in writing. Once a student has requested the withholding of directory information, the request is honored continuously while enrolled. Students who do not re-enroll at the College for a period of one year must file a new request to reinstate the withholding of directory information.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Office of Admissions, and Records at Sauk Valley Community College has been designated by the institution to coordinate the inspection and review procedures for student educational records. Students educational records at the College which the students may request to review are: 1) official college transcript filed in the Office of Admissions, and Records, and 2) official student file in the Office of Admissions and Records.

Students wishing to review their educational records must make a written request to the Office of Admissions and Records listing the item or items of interest. Only records covered by the Act will be made available within 15 administrative work days of the request. Students may have copies made of their records with these expectations: 1) a copy of the academic record for which a financial hold exists, or 2) a transcript of an original or source document which exists elsewhere. Copies will be made at the student's expense at prevailing rates listed in the current catalog. Educational records do not include records of instruction, administrative, and educational personnel which are not accessible or revealed to any individual except a temporary substitute, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the student's choosing.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job replacement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring students. The institution will not permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Office of Admissions, and Records. If the decisions are in agreement with the students' request, the appropriate records will be amended, and the student will be notified in writing. If not, the students will be notified within 15 administrative work days that the records will not be amended; and they will be informed by the Office of Admissions, and Records of their right to a formal hearing. Student's request for a formal hearing must be made in writing to the Vice President of Student Services, who, within 15 administrative days after receiving such requests, will inform students of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panels which will adjudicate such challenges will be the Student Conduct Review Board, an official Sauk Valley Community College Committee, whose membership is outlined in the Sauk Valley Community College Faculty Handbook and Student Handbook. A written decision will be prepared by the college based solely on the evidence presented at the hearing. The decision includes a summary of the evidence presented and the reasons for the decision.

The educational records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the educational records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the

decisions of the hearing. The statements will be placed in the educational records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, may request in writing, assistance from the President of the institution. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education and Welfare, Washington, D.C. 20201, concerning the alleged failures of Sauk Valley Community College to comply with the Act.

Revisions and clarifications will be published as experience with the law and institution's policy warrants.

2/12/79

3/23/87

10/28/96

9/25/00

Revised 5/7/01

ACADEMIC APPEALS

The following procedures shall govern appeals by affected persons of post-admission student academic issues. This procedure shall not apply to decisions of agencies other than Sauk Valley Community College such as National Junior College Athletic Association, clinical facilities, employers of students and other businesses allowing job site training of students; the College has no authority over those decisions.

Informal Resolution

1. Appeals regarding instructional or grade issues will be handled informally insofar as possible. Ordinarily, matters will be decided by the College staff member whose responsibility incorporates the area at issue. Normally, the instructor is the first point of contact. If satisfaction is not realized, the student may then appeal to the appropriate supervisor. The student has the right to have an advisor present during the meeting with the instructor or supervisor.
2. Any student may appeal any instructional or grade issues to the staff member's supervisor within 15 College business days after receiving notice of such action or decision unless, for good cause shown, the appeal period is extended by the supervisor or others having authority to decide the appeal.

Formal Resolution

1. Should the decision of the supervisor still not satisfy the student, the student may request an appeal to the Academic Appeals Board. The student must present his/her appeal in writing stating 1) the specific action being appealed and 2) the remedy sought. The student should present this appeal to the Vice President of Student Services, who will act as the ombudsperson throughout this process.
2. When the written appeal for an Academic Appeals Board has been received, the Vice President of Student Services will notify the Vice President of Instructional Services that a request for an Academic Appeals Board has been received and that Academic Appeal Policy procedures (Attachment A) were followed prior to this request.

3. The Academic Appeals Board shall consist of six members from instructional faculty serving alphabetically rotating appointments (appointed by the Vice President of Instructional Services) and three student members (appointed by the Coordinator of Student Activities with approval of the Vice President of Student Services). Attendance of seven Board members shall be required as a quorum. [NOTE: In the case where the student is appealing his/her dismissal or suspension from the College, two Student Services faculty (appointed by the Vice President of Student Services) will be added to the Academic Appeals Board membership. In cases involving issues other than grade appeals or dismissal/suspension, the College President may add appropriate additional members.]

Hearing(s)

4. The Vice President of Student Services will call a meeting of the Board at a time arranged in consideration of the schedules of the student and the members, with avoidance of conflict with class schedules. The student will be notified of the scheduled time of the meeting in writing at least five (5) College business days prior to the meeting. The Chair may request other students or College staff members who have relevant information to appear at the meeting of the Board. The student or instructor may also make such a request, and the Chair shall decide if such person(s) (in addition to their advisor(s)) shall be permitted to appear. All meetings of the Academic Appeals Board are closed.
5. The student and the instructor involved may each request the removal of any one member of the Academic Appeals Board from the hearing for legitimate reason. Issues of removal shall be decided by the Academic Appeals Board at the first meeting, and the Vice President of Student Services shall coordinate any necessary replacement(s). The Board shall elect its Chair at the start of the first meeting.
6. If the student gives notice and appropriate justification requesting a rescheduling of the meeting, the meeting may be rescheduled once.
7. The student and the instructor may each have one advisor (not an attorney) present. The advisor is not permitted to speak or to participate directly in the proceeding before the Academic Appeals Board and is not permitted to examine or cross-examine witnesses.
8. The hearing shall not be public. For all stages of presentation of evidence and argument to the Academic Appeals Board, the Vice President of Student Services*, Vice President of Instructional Services**, the appellant student's advisor, the student's parents or legal guardian (only if the appellant student is a minor), the involved instructor, and the involved instructor's advisor, shall be present. Admission of any other person shall be at the discretion of the Academic Appeals Board.

Board Deliberation

9. Only the members of the Academic Appeals Board shall be present during their deliberations.

Recommendation(s)

10. The Academic Appeals Board may choose to reach its recommendation(s) by secret written ballot. All members have a vote, but if the final vote is taken openly, the Chair shall vote last. A majority decision of those present shall constitute the recommendation to the Vice President of Instructional Services.
11. The Board may recommend upholding the previous academic action, or it may recommend that the previous academic action be overruled in whole or in part. The Chair shall forward the Board's written recommendation and rationale to the Vice President of Instructional Services for action within five (5) College business days. Copies shall also be provided at the same time to the student and the involved instructor, and the Vice President of Student Services.

Disposition

12. The Vice President of Instructional Services may 1) uphold the Board's recommendation, or 2) render a decision more favorable to the student. If the Vice President chooses to investigate the situation further or consider evidence not presented to the Academic Appeals Board, the student and the instructor shall also be given the opportunity to be heard by the Vice President. The Vice President shall provide rationale for his/her decision if the decision does not uphold the Board's recommendation.
13. The Vice President of Instructional Services shall notify the student, the instructor, the Vice President of Student Services, and the President in writing of the decision made by the Vice President of Instructional Services within ten (10) College business days of the date of the Board meeting.
14. When the written decision of the Vice President of Instructional Services is given to the student and the instructor, the student will be provided with options as to follow-up action she/he may pursue. All evidence and minutes from the appeals process, including the student's written request, reasons, response and decision will be kept on file by the Vice President of Student Services. All other copies/documents will be destroyed.

15. The decision of the Vice President may be appealed by the student to the College President within ten (10) College business days after the date of the Vice President's decision letter. The President's decision shall be final.
16. All deliberations of the Academic Appeals Board will remain confidential.

*The Vice President of Student Services shall act as the facilitator/resource person for the elected Board Chair in order to ensure consistency and fairness in the process.

**The Vice President of Instructional Services shall use the evidentiary portion of the hearing to acquire sufficient background for his/her decision on the appeal.

Guidelines for the Academic Appeals Board

1. Relevant documents shall be provided to the Board by the Vice President of Student Services in advance of the scheduled hearing.
2. Once the hearing starts, the person who has been given the floor should be the only person speaking.
3. The Appeals Board's function is to determine if an error occurred, if the student was treated unfairly, or if the student was treated differently in any way from other students - thus giving due cause to the Board for recommending action. This action may or may not be the action requested by the student.
4. It is not the Appeals Board's function to change College policy or procedure. (This does not prohibit the Board from making a recommendation addressing policy or procedures.)
5. The Academic Appeals Board does not have the authority to recommend a change of the student's letter grade. Grade awards are the prerogative of the instructor involved. The Board can recommend that a letter grade (i.e., "A", "B", "C", "D", or "F") be changed to a "W" or "P" grade.
6. The Academic Appeals Board should not allow themselves to be placed in a position in which they are expected to assume a role of subject matter expertise above and beyond the faculty within the discipline being questioned.
7. If the Academic Appeals Board wishes to view the academic area or equipment to assist in its deliberations --- and the instructor and student both agree --- the Board may adjourn to that area for more information.

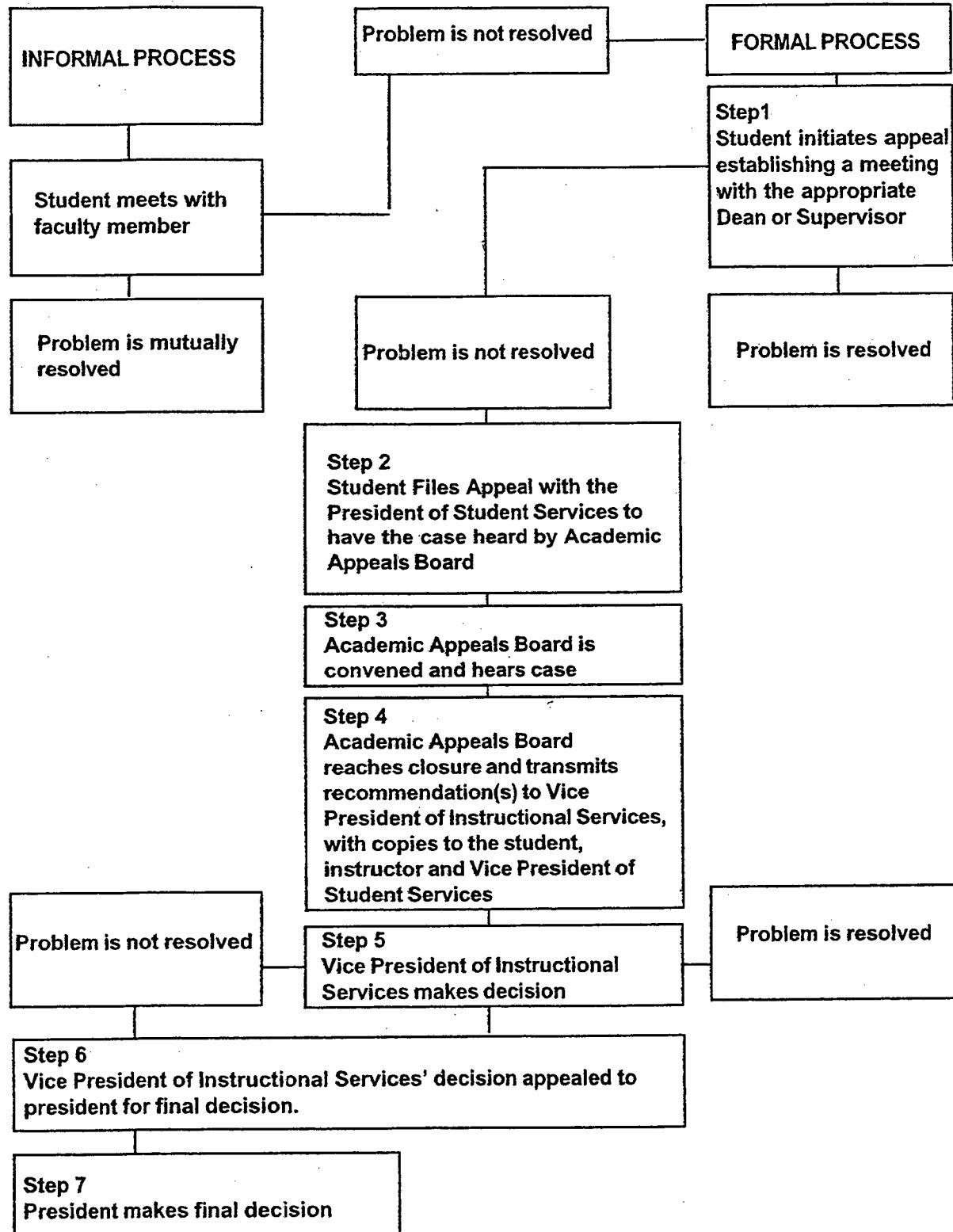
Guidelines for the Chair of Academic Appeals Board

1. The student shall be allowed to present his/her case to the Board, in the presence of all parties, bringing in any relevant documents and/or witnesses. The Board members can question the student.
2. The instructor shall be allowed to present his/her case to the Board, in the presence of all parties, bringing in any relevant documents and/or witnesses. The Board members can question the instructor.
3. The instructor and student may question each other, or at the Chair's discretion, questions will be asked through the Chair.
4. If the student or instructor have any questions or additional statements to make that are relevant to the issue at hand, they may address them to the Chair of the Board.
5. When the Board deems that all relevant information has been heard, all parties except the Board members shall leave the room.
6. The Chair shall lead the discussion but shall refrain from providing his/her opinion on the issue. The discussion will culminate in a recommendation of the Board as a whole. A minority report may be filed by one or more Board members at the same time the Board's recommendation is presented.
7. After the Board has reached a decision, both the student and the instructor will return to the room, where the Chair of the Board will read the recommendation.
8. The Chair shall present, in writing, the Board's recommendation to the Vice President of Instructional Services no later than five (5) College business days after the Board hearing. The recommendation shall also include the reasons for the recommendation and a minority report (if one is prepared).
9. The Board shall respect the confidentiality of all parties and communicate on the matter only with other Board members and the Vice President of Instructional Services.

ACADEMIC APPEALS BOARD

Purpose:	To review exceptions to College academic policy and procedure, to hear instructional and grade appeals, and to make recommendations to the Vice President of Instructional Services.
*Composition:	<p>Six instructional faculty (Appointed by the Vice President of Instructional Services) - Rotating in alphabetical order</p> <p>Three students - (Appointed by the Coordinator of Student Activities with approval of the Vice President of Student Services)</p> <p>Two Student Services faculty (Appointed by the Vice President of Student Services) (NOTE: In the case where the student is appealing his/her dismissal or suspension from the College, Student Services faculty will be added to the Academic Appeals Board membership. In cases involving issues other than grade appeals, the College President may add appropriate additional members.)</p>
Time of appointment:	Members are appointed as appeals are received.
Chair:	Elected from the membership of the Academic Appeals Board by its members; election facilitated by the Vice President of Student Services.
Responsibilities:	<p><u>Chair:</u> The Chair will be responsible for chairing the Board's private deliberations, keeping accurate and necessary records of the hearing outcomes, reading the Board's recommendation and rationale, and ensuring that all such recommendations and rationale are submitted in writing to the Vice President of Instructional Services within five (5) College business days.</p> <p><u>Board Members:</u> Academic Appeals Board members are responsible for possessing a copy of, being familiar with, and adhering to, the process and its attendant procedures and guidelines; attending all meetings; and maintaining strict confidentiality about all information pertaining to meetings and hearings.</p>

Sauk Valley Community College Student Academic Appeal Policy



For Board Meeting of
January 26, 2004

Agenda Item F-1

FINANCIAL PROJECTIONS

Attached is the Financial Projection for fiscal year 05 for review.

RECOMMENDATION: Information only.

TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: January 12, 2004
SUBJECT: Financial projections for FY 05

The fiscal year that ends June 30, 2005, will present some interesting financial challenges for Sauk Valley Community College. As the accompanying articles from *The Chronicle of Higher Education* say, next year could be nicknamed "The Big Squeeze." Indications are that colleges nationwide will be "caught between falling revenue from many sources and rising costs for services." This is indeed Sauk's expected position as well.

FY 04 Projection

At this point we anticipate only one significant difference between the FY 04 budget and actual results: a potential mid-year cutback in State funding. ICCB staff have suggested that we should be prepared for an operating grants cut of about 5% sometime this year. Enrollment is in line with our expectation of holding steady with last year, and property tax revenue is also consistent with budget. No unusual un-budgeted activity is expected for expenditures.

The budget predicted a gain of \$208,000 and an FY 04 fund balance of \$945,000, but if the rumored mid-year state cut becomes reality, it will cost us \$162,000, causing us to finish the year with a gain of \$46,000 and a June 30, 2004 operating fund balance of \$783,000.

FY 05 Projections

For FY 05, we assume a general inflation rate of 1.8%, equal to the November 2003 Consumer Price Index. Property tax revenue should increase by about 1.2%, according to early information from the county assessors. We assume that overall State funding will be level with the expected reduced amount for FY 04, less an additional decrease for Sauk because most other colleges' enrollments increased faster than Sauk's did in FY 03. We assume enrollment equal to FY 04 and inserted a tuition rate increase of \$6 per credit hour starting with Summer 2004, the same increase as last year.

On the expenditures side, the largest cost, salaries, is difficult to predict at this point because we will hold collective bargaining with the faculty association in the spring. Salaries and benefits comprise 70% of operating expenses. For our purposes in this financial projection, we assume

that operations would remain unchanged, with simple inflationary factors applied to all categories. It should be noted that the projection continues this year's practice of using operating funds to pay for equipment funded by ICCB grants in previous years, while all other equipment (about \$600,000) is planned for a new funding bond issue.

These assumptions produce a projected FY 05 operating loss of \$128,000 and a June 30, 2005 fund balance of \$655,000.

Funding Bonds

Our initial three-year expenditure plan for funding bonds ends June 30, 2004. We intend to return to the Board this spring to request approval of another three-year, comparably sized funding bond issue to be used again on capital and technology needs. Over the last three years we have used the money in three major categories: computer equipment, software and maintenance; updating the appearance, functionality and safety of furniture and fixtures by replacing sometimes 30-year old items; and purchasing routine needed equipment. This pattern would be repeated during the next three years. It is essential for Sauk to be able to maintain this level of capital spending if we wish to support our instructional programs and attract the students who expect an up-to-date environment and infrastructure at their school of choice. We are quite pleased with the success of the first round of funding bonds.

Tuition Rate

The projection assumes a tuition increase of \$6 per credit hour starting with Summer 2004. This raises our tuition and fees rate to \$66. We also raised tuition \$6 per credit hour this year, but the need for another rate increase is driven by the "big squeeze" budget crunch. Property tax revenue is growing at a sub-inflationary rate and State money will likely decrease, while experts predict health insurance costs will continue to have double-digit increases and other costs are subject to general inflation. The only factor we have that is subject to local control and has a chance to balance the budget is tuition.

However, as you can see from the FY 05 projection analysis, even a \$6 tuition increase leaves us with a \$128,000 loss. We anticipated that loss last year and, therefore, intentionally budgeted a gain for FY 04. Our ability to make that budgeted gain of \$208,000 depends on whether or not the State approves a mid-year cut.

The Board has expressed a preference to maintain an operating fund balance of \$1 million. We expect to experience losses in both FY 05 and FY 06, but if we maintain tuition increases of \$4 to \$6 per credit hour each year and hold overall expenditures to just inflationary increases, we should begin to achieve annual budgetary gains again in FY 07. We will then return to the desired fund balance in FY 10.

This course of action, with yearly tuition increases in the \$4 to \$6 range, uses reserves built up in the past to temper our immediate challenge while preserving Sauk's financial security in the long run. An alternative plan would call for larger increases in FY 05 and FY 06 in order to balance those individual year's budgets, followed by smaller increases in later years. We believe it is

better for students and for planning to have steady, moderate increases than it would be to have wide variations in the annual rate increase. Therefore, these projections accept a one-year loss in order to hold the line at \$6 for FY 05.

Conclusion

We expect FY 04 to end with a gain, although an anticipated mid-year State cutback might cause it to be a significantly smaller gain than was budgeted. We expect to see losses in FY 05 and FY 06 as we wait for the economy to rebound from its last few difficult years. However, our operating fund balance is just healthy enough to cover these losses. The budget should return to the black in FY 07, with the fund balance growing steadily up to the desired \$1 million level in FY 10.

Sauk Valley Community College
Operating Funds Budget Projection
As of January 12, 2004

	FY 03 Actual	FY 04 Proj	FY 05 Proj	FY 06 Proj	FY 07 Proj	FY 08 Proj	FY 09 Proj	FY 10 Proj
Revenues								
Property Tax	3,454,462	3,522,127	3,564,392	3,671,324	3,781,464	3,894,908	4,011,755	4,132,108
Tuition & Fees	2,988,998	3,340,800	3,676,577	4,052,509	4,378,499	4,768,267	5,107,153	5,511,162
State Funding	2,673,972	3,320,637	3,075,137	3,082,772	3,147,049	3,212,691	3,279,725	3,348,184
Other	1,004,597	998,818	1,008,412	1,035,260	1,062,913	1,091,395	1,120,732	1,150,949
Total Revenue	10,122,029	11,182,382	11,324,518	11,841,865	12,369,925	12,967,261	13,519,365	14,142,403
Expenditures								
Salaries & Benefits	7,552,027	7,979,157	8,234,787	8,574,276	8,933,193	9,313,047	9,715,482	10,142,294
Other	2,799,823	3,369,316	3,429,963	3,532,862	3,638,848	3,748,014	3,860,455	3,976,269
Total Expenditures	10,351,850	11,348,473	11,664,750	12,107,138	12,572,041	13,061,061	13,575,937	14,118,563
Net gain/(loss)	-229,821	-166,091	-340,232	-265,273	-202,116	-93,800	-56,572	23,840
Transfers in & out	50,578	212,000	212,000	212,000	212,000	212,000	112,000	112,000
Net increase/(decrease)	-179,243	45,909	-128,232	-53,273	9,884	118,200	55,428	135,840
Fund Balance, End of Year	737,018	782,927	654,695	601,422	611,306	729,506	784,934	920,774

Tuition rate: FY 05/6/8/10 +\$6 per credit hour; FY 07/9 +\$5

Enrollment: FY 05 flat; then +1% per year

ICCB grants: FY 05 flat - \$250,000; FY 06 flat; then +2%

Inflation rate: FY 05 1.8%, then 3%

Benefits: +10%

THE CHRONICLE OF HIGHER EDUCATION

A Special Report

From the issue dated December 19, 2003

<http://chronicle.com/weekly/v50/i17/17a00101.htm>

FINANCIAL OUTLOOK 2004

The Big Squeeze

Colleges are caught between falling revenue from many sources and rising costs for services

By JOHN L. PULLEY

In 2004, colleges and universities will experience financial pressures that could reduce a hardened corporate CEO to tears.

Revenue from endowments, fund raising, state appropriations, federal grants, and tuition paid by foreign students is expected to decline, be flat, or rise only slightly. Costs of new construction, employee health care, computer security, legal services, and debt service on borrowed money will go up, in some cases sharply. As a result, higher-education budgets in the coming year will be tight.

In addition, rising demand created by growing numbers of high-school graduates is further stressing the educational system. Colleges are

under pressure to expand their facilities at a time when they cannot keep up with maintenance on existing buildings.

Across the country, institutions are struggling to balance their books. In Missouri, higher-education leaders are bracing themselves for a potential \$1-billion shortfall in the state budget. The Massachusetts Institute of Technology has announced cost-cutting measures that include shutting down parts of its campus over the holidays -- a first -- and laying off employees early next year. And Iowa State University, eager to achieve financial stability, has considered eliminating one of its eight colleges.

Discontent created by staff cuts, pay freezes, and sharply rising health-care premiums is expected to result in labor unions' continuing to increase their presence on college campuses.

The news isn't all bad, though. Among the positive signs are expectations for donations and endowment income, which are forecast to improve, if only modestly. Even so, compared with the dismal performance of those revenue sources in recent years, the slightest uptick would look like a victory.

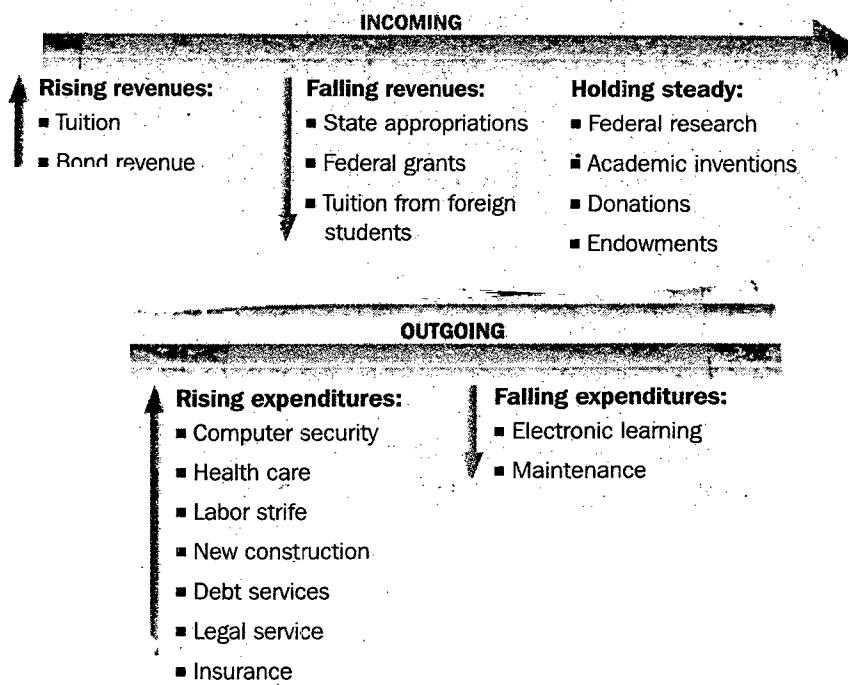
Seeking to ease financial pressures, some colleges will continue to balance their budgets by raising tuition and other fees. Of course, that unpopular solution has engendered pressure of another kind, as politicians and special-interest groups try to force institutions to contain their costs.

BALANCE-SHEET TRENDS IN 2004

Many types of expenses are expected to rise, while traditional revenue sources are projected to shrink or hold steady.

Balance-Sheet Trends in 2004

Many types of expenses are expected to rise, while traditional revenue sources are projected to shrink or hold steady.



THE CHRONICLE OF HIGHER EDUCATION

A Special Report

From the issue dated December 19, 2003

<http://chronicle.com/weekly/v50/i17/17a01203.htm>

FINANCIAL OUTLOOK 2004

Tuition: Rising Expenses Will Lead to Higher Prices

By MEGAN MELINE

Students and families hoping for a reprieve from rising college costs next fall are likely to be disappointed.

The average tuition and fees for four-year public colleges jumped by 14.1 percent this year, an increase of \$579. Tuition at private colleges grew by 6 percent, or \$1,114. Based on projections of state revenues, experts are predicting similar increases for the 2003-4 academic year, despite the recovering economy.

"I don't have a crystal ball, but I don't feel optimistic about next year," says Sandy Baum, an economics professor at Skidmore College and co-author of the College Board's recent report on trends in college pricing. "It will take a couple of years for the economy to have an impact."

College administrators blame a litany of familiar problems: state budget shortfalls, increasing enrollments, the escalating costs of health insurance and utilities, and lower returns on endowments.

"Higher education is a very labor-intensive industry," says Donald E. Heller, an associate professor of education at Pennsylvania State University's Center for the Study of Higher Education. "Our costs are going to increase relative to other sectors of the economy, and that won't change."

What's more, the Institute for International Education reported last month that growth in the number of foreign students attending American colleges slowed significantly this year. Students from abroad typically pay full rates and receive only limited financial aid.

The overall result: Students are bridging the gap between revenues and expenditures. Between 1990 and 2000, the proportion of revenues at public four-year institutions that came from tuition increased to 51 percent from 45 percent. Students at the University of Arizona, for example, paid 39 percent more this year than last year; students in the University of California system paid 30 percent more. At Arizona, half of the new tuition money, or \$14-million, will go toward student financial aid.

In the quest for more revenue, public colleges have put into effect some unpopular policies, including midyear tuition hikes in six states. Ohio State University, Indiana University, and the University of Illinois system, among other public institutions, are charging tiered tuition -- incoming students pay more than current students do.

"I expect to see public institutions finding more and more creative ways to wrestle every last dollar out of tuition revenue," says Mr. Heller.

Some colleges are trying the opposite approach. Last year the University of Oregon began discounting the price of classes offered at unpopular times.

Meanwhile, there is growing concern that access to higher education is at risk. As tuition and fees rise, lower-income students are less likely to enroll, says William Doyle, a senior policy analyst with the National Center for Public Policy and Higher Education.

Enrollment caps may keep other students out of the classroom. States including California, Florida, and Texas are struggling to cope with surges in demand. "We are very worried about enrollment increases," says Cheryl Fields, of the National Association of State Universities and Land-Grant Colleges.

"We can't admit all of the students and give them a quality education."

Democrats and Republicans have weighed in on the tuition debate, but neither side has offered a workable plan. Only one thing is certain: Tuition will go up.

[Front page](#) | [Career Network](#) | [Search](#) | [Site map](#) | [Help](#)

Copyright © 2003 by The Chronicle of Higher Education

THE CHRONICLE OF HIGHER EDUCATION

A Special Report

From the issue dated December 19, 2003

<http://chronicle.com/weekly/v50/i17/17a01101.htm>**FINANCIAL OUTLOOK 2004****Personnel: Health Care Will Drive Costs Higher**

By JULIANNE BASINGER

Colleges and universities will walk a tightrope on personnel costs in the coming year, balancing budget constraints and higher health-care costs with the need to attract and retain good administrators, professors, and staff members.

The biggest challenge is double-digit increases in the cost of health insurance, says Kirk D. Beyer, chairman of the committee that oversees an annual survey of administrative salaries for the College and University Professional Association for Human Resources.

According to a study of public and private companies released in September by the Henry J. Kaiser Family Foundation, health-insurance premiums increased 13.9 percent this year. While health-care costs have risen steadily during the past seven years, 2003 was the third straight year of double-digit increases. Employers attributed the rise mainly to higher spending for prescription drugs and for hospital stays, and to an aging population, the report said.

Health-care costs have risen while colleges have faced tighter budgets during the economic downturn. Public institutions have been particularly hard hit, making it difficult to afford raises for employees, says Ronald G. Ehrenberg, a professor of industrial and labor relations and economics at Cornell University. "There's real concern about where colleges will find the money to generate salary increases."

Faculty pay rose 3 percent in 2002-3, according to a report by the American Association of University Professors. But faculty members at many public universities received no raises this year as states slashed higher-education budgets, says Mr. Ehrenberg, the report's author.

Meanwhile, the human-resources association's survey found that median salaries for college administrators rose 3.5 percent in the 2002-3 academic year. Mr. Beyer, who is director of human resources at Gustavus Adolphus College, predicts an overall median salary increase of 2.25 to 3.25 percent for administrators and staff members in 2003-4.

"That keeps pace with inflation, but it sure isn't gaining much, particularly when employees are being asked to pick up a bigger share of their health-care premiums," he says. "Employees are not better off, and in some cases are in worse shape than last year."

Mr. Beyer and Mr. Ehrenberg say the continued increases in insurance costs mean that colleges will continue to look for ways to restructure their health-care plans -- as some have already done -- by passing more of the costs to employees through higher insurance copayments and deductibles. Some institutions have begun to consider setting up savings accounts for employees to provide a fixed annual amount for additional health-care expenses, Mr. Beyer says. Colleges may also continue to trim staff positions and freeze faculty hiring, as many have done in the past year while grappling with increased

personnel costs, the two labor experts say.

Among the few people on campus who have seen their compensation increase sharply during the recession are athletics coaches and college presidents. In athletics departments, officials continue to worry about the rising cost of coaches' salaries.

College presidents' pay will continue to rise as the competition remains fierce for hiring and retaining qualified leaders, search-firm consultants say. Twelve public-university presidents will get \$500,000 or more in annual compensation this year, twice as many as last year. The compensation for the top-paid leaders of private universities is approaching \$1-million a year.

But the gap between pay increases for presidents and for faculty and staff members may lead to even more of a backlash than has been expressed this year, Mr. Ehrenberg says. While colleges have dealt with tough economic times by raising tuition and cutting academic programs, some professors and higher-education experts have criticized the soaring executive compensation, and some state lawmakers have taken steps to try to limit it. "These increases for presidents come at a bad time," Mr. Ehrenberg says.

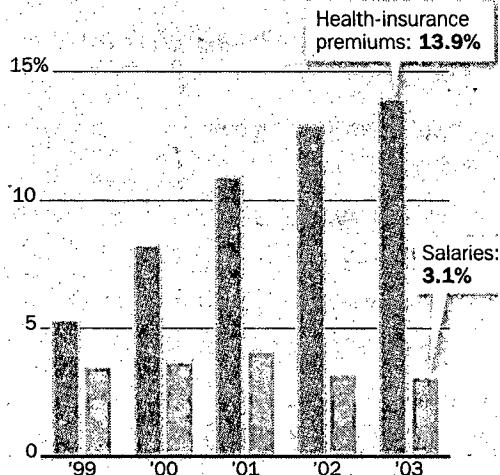
[Front page](#) | [Career Network](#) | [Search](#) | [Site map](#) | [Help](#)

Copyright © 2003 by The Chronicle of Higher Education

Soaring Health-Insurance Costs Outpace Employees' Pay Gains

Premiums for employer-sponsored health insurance have increased at a faster pace in recent years than have workers' earnings. Since 1996, when premium increases hit a 15-year low of 0.8 percent, rates have risen steadily.

Percentage increase from previous year



Note: Data on premium increases reflect the cost of health insurance for a family of four.

SOURCES: HENRY J. KAISER FAMILY FOUNDATION;
HEALTH RESEARCH AND EDUCATIONAL TRUST

THE CHRONICLE OF HIGHER EDUCATION

A Special Report

From the issue dated December 19, 2003

<http://chronicle.com/weekly/v50/i17/17a01302.htm>

FINANCIAL OUTLOOK 2004

Insurance: Slower Increases in Most Costs

By AUDREY WILLIAMS JUNE

The presence of hundreds or thousands of young people in a college setting offers multiple opportunities for institutional liability. Drug and alcohol abuse. Rape and other assaults. Athletes' injuries. Suicide. On top of that, there are unhappy employees to worry about. The typical college campus is rife with potential lawsuits.

Next year, as always, higher-education officials will be working to "ensure that they have the broad coverage they need for all the risks they face," says Janice M. Abraham, president and chief executive officer of United Educators Insurance, a risk-management and insurance company that has about 1,200 institutions as its members.

The market for most types of insurance, including general liability and workers' compensation, has settled down from just a few years ago when tough terms, premium increases in the triple digits, and higher deductibles were the norm. What was then known as a "hard market" has become a "firm" one, meaning that premium increases will typically range between 10 and 20 percent, Ms. Abraham says.

Property-insurance costs, for instance, may level off or even decline for some colleges. This year was marked by relatively few natural disasters, meaning property-insurance underwriters don't have to increase rates as much as in years past to rebuild the reserves from which they pay claims. "They've caught up on the hole that they were in," Ms. Abraham says.

Medical-malpractice insurance will remain a notable drag on institutions' budgets -- if they can get it. Some insurance companies have dropped malpractice coverage and those left in the market have announced increases of up to 400 percent. Many institutions are expected to insure themselves through a captive insurance company, one that is owned by members of a common industry who put money in a pool that covers members' claims.

When it comes to doing their part to thwart potential lawsuits, more and more colleges are expected to take sexual-harassment and discrimination training for employees seriously -- with some institutions already hiring people specifically for the job.

"As tight as money is these days, I am heartened by how institutions are really taking this to heart," Ms. Abraham says. "If we can reduce these incidents through training, that's what we want to do."

<http://chronicle.com>
Section: Special Report
Volume 50, Issue 17, Page A13

THE CHRONICLE OF HIGHER EDUCATION

A Special Report

From the issue dated December 19, 2003

<http://chronicle.com/weekly/v50/i17/17a01102.htm>

FINANCIAL OUTLOOK 2004

Technology: Less for Computer Systems but More for Security

By ANDREA L. FOSTER

Budget cuts and shifting priorities will force many colleges to hold off investing in computing systems and electronic learning while spending more on computer security in the coming year.

In a survey last summer of 559 colleges, 41.3 percent said budget cuts would cause them to defer improvements in academic computing systems, up from 32.6 percent in 2002 and 18 percent in 2001. Not surprisingly, such deferments are more prevalent among public colleges. The survey was conducted by Kenneth C. Green, the founding director of the Campus Computing Project, an annual survey of how colleges use information technology.

The delayed improvements in computer systems could cause frustration among students who are accustomed to downloading music and to shopping and paying bills online. When they can't view their grades or pay tuition online, they see the college network as antiquated, Mr. Green says.

"Ten years ago, colleges were perceived as being at the forefront of the Web and the Internet," he says. "Well, in many cases, we are now well behind."

Colleges are spending more to make networks secure, reflecting administrators' growing concern about computer viruses, spam, identity theft, and the integrity of wireless networks. Additionally, colleges are trying to comply with federal laws requiring them to ensure the privacy of medical records and financial data.

Half the institutions surveyed by Mr. Green say funds for computer security have increased since last year. Less than a tenth of the colleges (8.9 percent) said they had less money to spend on security.

The University of North Carolina at Chapel Hill this year shut down a computer-training center, closed several computer labs on campus, and eliminated dial-up modem service after sustaining three consecutive years of declining financial support from the state. But at the same time, the university spent about \$400,000 on a package of hardware and software designed to intercept virus attacks. The institution is also planning to hire temporary computer-security workers, says Stephen Jarrell, interim vice chancellor for information technology.

Private colleges, too, will be forced to cut spending. Funds for information technology at Hamilton College, in Clinton, N.Y., will remain flat, except for increases in salaries and wages, says David L. Smallen, vice president for information-technology services. He says the situation is the same at many other private colleges.

Community colleges, unlike four-year colleges, are expected to be more aggressive about information-technology purchases, says Mark D. Milliron, president and chief executive officer of the League for

Innovation in the Community College, a group that promotes technology use among community colleges.

The spending on administrative systems, hardware, and software is, in large part, driven by big gains in student enrollment, he says.

"If they cut anymore," Mr. Milliron says, "they'll cut muscle and not fat."

[Front page](#) | [Career Network](#) | [Search](#) | [Site map](#) | [Help](#)

Copyright © 2003 by The Chronicle of Higher Education

For Board Meeting of
January 26, 2004

Agenda Item F-2

TUITION INCREASE RECOMMENDATION

Attached is a memo from Ruth Bittner recommending that tuition and fees be increased by a rate of \$6 per credit hour, starting with Summer 2004. The total tuition and fees rate will become \$66 per credit hour.

RECOMMENDATION: Board approval to increase the tuition and fees rate in the amount of \$6 per credit hour, starting with the Summer 2004 term. The total tuition fees rate will then be \$66 per credit hour.

TO: Richard Behrendt

FROM: Ruth Bittner *Rob*

DATE: January 12, 2004

SUBJECT: Tuition and Fees Recommendation for Fiscal Year 2005

Tuition is a significant revenue source for Sauk's operating funds, accounting for 30% of total revenues. If we plan to make a change in the tuition and fees rate for next fiscal year, it is important to decide now in order to inform students and incorporate the information into College publications.

I recommend that we increase the tuition and fees rate by \$6 per credit hour, starting with Summer 2004.

Attached are three tables. Table 1 projects operating funds financial results for FY 2004, estimates the budget for FY 2005, and projects five additional years of budget. It is important to note that this projection was prepared on a macro level without input from College departments. It is not intended to be the official budget for future years; instead, it is a tool to use in analyzing the tuition rate. Table 2 compares Sauk's tuition rate to rates at other colleges. Table 3 is a history of tuition rates and enrollment at Sauk.

Rationale

This \$6 recommended increase is the same amount we increased a year ago. Balancing next year's budget would require an even larger increase of about \$10. But, instead of asking next year's students to accept a double-digit jump in one year, we instead recommend the more moderate \$6. We will probably also recommend increases of \$4 to \$6 per hour for each of the next several years, although it is premature to do so at this time. This steady pace of tuition increases will allow the operating fund balance to recover to our preferred \$1 million level in FY 10. Long range projections that use tuition increases from \$4 to \$6 with varying expenditure assumptions show the fund balance dipping to a low of \$554,000 in FY 06 before recovering to about \$1 million in FY 10.

The cause of our continued need to raise tuition at this pace is the College's budget squeeze. Sauk, like other colleges, is "caught between falling revenue from many sources and rising costs for services" (as stated in *The Chronicle of Higher Education*). Property tax revenue is rising, but at a rate that doesn't keep up with inflation. Sauk's

State grants will decrease next year. At the same time, the College must pay for goods and services at prices that rise with inflation. Collective bargaining with the faculty association will take place in the spring, so we expect to see salary raises. Industry experts expect employee health insurance costs to continue their string of double-digit increases. Tuition is the only revenue source that is subject to local Board control that has a chance to impact the budget significantly.

Tuition Rate Comparisons

Sauk's current tuition and fees rate is \$60.00 per credit hour. The current average for Sauk's peer group is \$62.19. Sauk ranks fifth out of the eight colleges, with a range from \$54 to \$75. The statewide average this year is \$59.45, with rates ranging from \$45 to \$78.70; Sauk ranks 19th out of 39. It's too early to know what next year's rates will be for other colleges, but it is likely that many will increase. Compared with estimated (not approved) increases from Sauk's peer group, Sauk's new proposed rate would rank about fourth out of the eight, at \$66 vs. an average of \$67.31.

Tuition Rate History

Sauk raised its rate last year by \$6.00 per hour (11.1%). For all but a fifteen-year period starting in 1981 in which we had infrequent but large increases, the rate has gone up in small, steady amounts. It appears that tuition is not the prime driver behind enrollment, since some years with large tuition increases also had large enrollment increases, while other years produced the opposite result.

Recommendation

It is recommended that the Board of Trustees approve an increase in the tuition and fees rate of \$6 per credit hour, starting with the Summer 2004 term. The total tuition and fees rate will then be \$66 per credit hour.

TABLE 1
Sauk Valley Community College
Operating Funds Budget Projection
As of January 12, 2004

	FY 03 Actual	FY 04 Proj	FY 05 Proj	FY 06 Proj	FY 07 Proj	FY 08 Proj	FY 09 Proj	FY 10 Proj
Revenues								
Property Tax	3,454,462	3,522,127	3,564,392	3,671,324	3,781,464	3,894,908	4,011,755	4,132,108
Tuition & Fees	2,988,998	3,340,800	3,676,577	4,052,509	4,378,499	4,768,267	5,107,153	5,511,162
State Funding	2,673,972	3,320,637	3,075,137	3,082,772	3,147,049	3,212,691	3,279,725	3,348,184
Other	1,004,597	998,818	1,008,412	1,035,260	1,062,913	1,091,395	1,120,732	1,150,949
Total Revenue	10,122,029	11,182,382	11,324,518	11,841,865	12,369,925	12,967,261	13,519,365	14,142,403
Expenditures								
Salaries & Benefits	7,552,027	7,979,157	8,234,787	8,574,276	8,933,193	9,313,047	9,715,482	10,142,294
Other	2,799,823	3,369,316	3,429,963	3,532,862	3,638,848	3,748,014	3,860,455	3,976,269
Total Expenditures	10,351,850	11,348,473	11,664,750	12,107,138	12,572,041	13,061,061	13,575,937	14,118,563
Net gain/(loss)	-229,821	-166,091	-340,232	-265,273	-202,116	-93,800	-56,572	23,840
Transfers in & out	50,578	212,000	212,000	212,000	212,000	212,000	112,000	112,000
Net increase/(decrease)	-179,243	45,909	-128,232	-53,273	9,884	118,200	55,428	135,840
Fund Balance, End of Year	737,018	782,927	654,695	601,422	611,306	729,506	784,934	920,774

Tuition rate: FY 05/6/8/10 +\$6 per credit hour; FY 07/9 +\$5

Enrollment: FY 05 flat; then +1% per year

ICCB grants: FY 05 flat - \$250,000; FY 06 flat; then +2%

Inflation rate: FY 05 1.8%, then 3%

Benefits: +10%

TABLE 2
 Comparison of Community College Tax and Tuition Rates
 As of January 2004

	<u>FY 03</u> <u>Tuition &</u> <u>Fees</u>	<u>FY 04</u> <u>Tuition &</u> <u>Fees</u>	<u>03-04</u> <u>Increase</u>
Sauk Valley	54.00	60.00	6.00
Danville	51.00	54.00	3.00
Highland	54.50	59.00	4.50
Kishwaukee	56.00	61.00	5.00
Richland	52.00	55.50	3.50
Sandburg	65.50	75.00	9.50
Spoon River	60.00	62.00	2.00
Wood	58.00	71.00	13.00
Peer group average	56.38	62.19	5.81
Black Hawk	55.00	61.00	6.00
Chicago	60.33	60.33	0.00
DuPage	58.50	69.00	10.50
Elgin	56.00	62.00	6.00
Harper	71.79	78.70	6.91
Heartland	50.00	55.00	5.00
Illinois Central	52.00	56.00	4.00
Illinois Eastern	45.00	48.00	3.00
Illinois Valley	60.25	61.25	1.00
Joliet	56.00	60.50	4.50
Kankakee	44.00	60.00	16.00
Kaskaskia	48.00	52.00	4.00
Lake County	56.00	58.00	2.00
Lake Land	55.80	59.45	3.65
Lewis & Clark	58.00	64.00	6.00
Lincoln Land	50.00	52.50	2.50
Logan	49.00	54.00	5.00
McHenry	57.00	62.00	5.00
Moraine Valley	56.00	58.00	2.00
Morton	48.00	53.00	5.00
Oakton	46.60	60.60	14.00
Parkland	57.00	62.00	5.00
Prairie State	70.00	70.00	0.00
Rend Lake	48.00	52.00	4.00
Rock Valley	48.00	57.00	9.00
Shawnee	44.00	45.00	1.00
South Suburban	62.75	72.75	10.00
Southeastern	49.00	52.00	3.00
Southwestern	49.00	52.00	3.00
Triton	53.00	61.00	8.00
Waubonsee	50.00	52.00	2.00
Overall average	54.23	59.45	5.22

TABLE 3
Sauk Valley Community College
Tuition, Fees and Enrollment History
January 2004

<u>FY</u>	<u>Tuition</u>	<u>Fees</u>	<u>Total</u>	<u>Increase</u>	<u>% Increase</u>	<u>Credit Hour</u>	
						<u>Enrollment</u>	<u>% Increase</u>
1967	8.50	1.50	10.00			12,359	
1968	8.50	1.50	10.00			25,378	105.3%
1969	8.50	1.50	10.00			28,228	11.2%
1970	10.00	1.50	11.50	1.50	15.0%	33,260	17.8%
1971	11.00	1.50	12.50	1.00	8.7%	34,472	3.6%
1972	11.00	1.50	12.50			36,141	4.8%
1973	12.00	1.00	13.00	0.50	4.0%	37,573	4.0%
1974	13.00	1.00	14.00	1.00	7.7%	39,993	6.4%
1975	13.00	1.00	14.00			46,073	15.2%
1976	14.00	1.00	15.00	1.00	7.1%	62,707	36.1%
1977	14.00	1.00	15.00			58,489	-6.7%
1978	15.00	1.00	16.00	1.00	6.7%	53,087	-9.2%
1979	17.00	1.00	18.00	2.00	12.5%	49,628	-6.5%
1980	19.00	1.00	20.00	2.00	11.1%	49,681	0.1%
1981	19.00	1.00	20.00			57,153	15.0%
1982	19.00	1.00	20.00			53,709	-6.0%
1983	24.00	1.00	25.00	5.00	25.0%	59,087	10.0%
1984	24.00	1.00	25.00			54,592	-7.6%
1985	26.00	1.00	27.00	2.00	8.0%	46,940	-14.0%
1986	26.00	1.00	27.00			47,750	1.7%
1987	28.00	1.00	29.00	2.00	7.4%	48,847	2.3%
1988	28.00	1.00	29.00			50,305	3.0%
1989	28.00	1.00	29.00			49,601	-1.4%
1990	28.00	1.00	29.00			49,375	-0.5%
1991	28.00	1.00	29.00			53,754	8.9%
1992	28.00	1.00	29.00			56,191	4.5%
1993	35.00	2.00	37.00	8.00	27.6%	52,314	-6.9%
1994	37.00	3.00	40.00	3.00	8.1%	47,021	-10.1%
1995	37.00	3.00	40.00			45,104	-4.1%
1996	38.00	3.00	41.00	1.00	2.5%	44,595	-1.1%
1997	40.00	3.00	43.00	2.00	4.9%	44,566	-0.1%
1998	41.00	3.00	44.00	1.00	2.3%	43,623	-2.1%
1999	43.00	3.00	46.00	2.00	4.5%	41,880	-4.0%
2000	43.00	3.00	46.00			43,040	2.8%
2001	45.00	3.00	48.00	2.00	4.3%	42,686	-0.8%
2002	48.00	3.00	51.00	3.00	6.3%	51,124	19.8%
2003	51.00	3.00	54.00	3.00	5.9%	49,968	-2.3%
2004*	57.00	3.00	60.00	6.00	11.1%	49,968	0.0%
2005#	63.00	3.00	66.00	6.00	10.0%		

* FY 2004 enrollment is estimated.

FY 2005 tuition is tentative.

For Board Meeting of
January 26, 2004

Agenda Item F-3

AUDIT RFP RECOMMENDATION

On Monday, January 12, 2004, proposals for audit services were opened in the business office.

Requests For Proposal were mailed to and received from two firms: Lindgren, Callihan, Van Osdol (LVC) and Clifton Gunderson (CG). The RFP was also advertised in the *Daily Gazette* and *Telegraph*. Prices were requested for three years.

The low bidder was Clifton Gunderson in the total amount of \$67,500 for three years. This bid includes audit services for the College for the fiscal year 2004, 2005, and 2006 audits, to be paid from the Audit Fund.

RECOMMENDATION:	Board approval to appoint Clifton Gunderson to be the College's auditors for the fiscal year 2004, 2005, and 2006 audits in the amount of \$67,500 for three years to be paid from the Audit Fund.
-----------------	--

Memorandum

TO: Richard Behrendt

FROM: Ruth Bittner *rb*

DATE: January 12, 2004

SUBJECT: Recommendation – Appointment of College Auditor

On Monday, January 12, 2004, at 2:00 pm, proposals for audit services were opened in the Business Office. Paula Meyer and I attended the opening.

Requests for proposal were mailed to and received from two firms: Lindgren, Callihan, Van Osdol (LCV) and Clifton Gunderson (CG). These two firms are the local CPAs who are most likely to be interested in and able to handle the requirements of our audit. Firms located outside of our area would likely quote fees that are significantly higher than those of a local company. The RFP was advertised in the *Daily Gazette* and *Telegraph*. The current auditor for both the College and Foundation is LCV. The College's fee for FY 03 was \$22,500, and the Foundation's fee was \$3,000. Audit costs for the College are paid from the Audit Fund.

The RFP requested narratives that describe the firm's qualifications and general plans for the SVCC audit. Prices were requested for three years. We asked first for fees for the College and for the Foundation if the audit work were to be awarded separately, and also together if awarded as a package. It is expected that the Foundation will agree to go along with the College's decision.

We believe that the two firms are comparable in terms of their ability to perform high quality audit work. The fee quotes were competitive, but the prices were slightly lower for Clifton Gunderson for each year.

Therefore, I recommend that the Board of Trustees appoint Clifton Gunderson to be the College's auditors for the fiscal year 2004, 2005 and 2006 audits, in the total amount of \$67,500 for three years. Thank you.

RFP Results – Audit Services

Company Name	Location	SVCC fee for 3 years if awarded separately	SVCC fee for 3 years if awarded as a package
Clifton Gunderson	Sterling	70,500	67,500
Lindgren, Callihan, Van Osdol	Sterling	72,000	70,500

For the Board Meeting of
January 26, 2004

Agenda Item H-2

CLOSED SESSION MINUTES REVIEW

The recommendations given by Attorney Pace regarding Closed Session Minutes through the period ending November 20, 2003 will be provided at Monday's meeting.

RECOMMENDATION: Board approval to keep confidential the list of Closed Session Minutes.

<u>Date of Closed Session</u>	<u>Reason to be kept confidential</u>
January 28, 1991	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
May 29, 1991	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
May 26, 1992 (second session)	Collective Bargaining
June 22, 1992 (second session)	Collective Bargaining
August 24, 1992 (first session)	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
August 24, 1992 (second session)	Collective Bargaining
February 22, 1993	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
March 22, 1993	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
May 24, 1993	Collective Bargaining
June 28, 1993	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
July 26, 1993 (first session)	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
July 26, 1993	Appointment, Employment, Compensation, Discipline,

	Performance or Dismissal of Specific Employees
August 23, 1993 (second session)	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
September 27, 1993 (second session)	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
January 24, 1994	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; sale or acquisition of real estate
February 4, 1994	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
March 28, 1994	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; collective bargaining
April 24, 1994	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; collective bargaining
May 23, 1994	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
June 27, 1994 (first session)	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; sale or acquisition of real estate
June 27, 1994 (second session)	Appointment, Employment,

Compensation, Discipline,
Performance or Dismissal of Specific
Employees

November 28, 1994 (first session)	Board self-evaluation
November 28, 1994	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; attorney/client privilege
December 19, 1994	Litigation when an action has been filed or is probable; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
January 23, 1995	Litigation when an action has been filed or is probable; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
February 1, 1995	Selection of Board candidates to fill Board vacancies
March 27, 1995	Collective bargaining; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
April 27, 1995	Collective bargaining; litigation when an action has been filed or is probable; setting price for real estate
May 22, 1995	Collective bargaining; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
June 26, 1995	Litigation when an action has been filed or is probable; collective bargaining; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

July 24, 1995	Collective bargaining; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
August 28, 1995	Collective bargaining
September 29, 1995	Collective bargaining
October 3, 1995	Collective bargaining
October 23, 1995	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
November 27, 1995	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; sale or acquisition of real estate
December 18, 1995	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
January 22, 1996	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
February 26, 1996	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; sale or acquisition of real estate
March 25, 1996	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
April 22, 1996	Appointment, Employment, Compensation, Discipline,

Performance or Dismissal of Specific Employees

May 28, 1996

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; collective bargaining

June 17, 1996

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

July 22, 1996

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

August 26, 1996

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

September 30, 1996

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees, collective bargaining

November 25, 1996

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

January 27, 1997

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

March 24, 1996

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; sale or acquisition of real estate

April 28, 1997

Appointment, Employment, Compensation, Discipline,

	Performance or Dismissal of Specific Employees; collective bargaining; sale or acquisition of real estate
May 27, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
June 23, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; litigation when an action has been filed or is probable
July 28, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; collective bargaining
August 25, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; litigation when an action has been filed or is probable, collective bargaining
September 22, 1997	Collective bargaining, litigation when an action has been filed or is probable
October 27, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; collective bargaining
December 22, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; sale or acquisition of real estate
January 26, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; collective bargaining

February 6, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
February 23, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
March 23, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
April 29, 1998	Collective bargaining; sale or acquisition of real estate
May 26, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; collective bargaining; sale or acquisition of real estate
June 25, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; collective bargaining; litigation when an action has been filed or is probable
July 27, 1998	Sale or acquisition of real estate; litigation when an action has been filed or is probable; collective bargaining
August 24, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
October 26, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; closed session minutes discussion; sale or acquisition of real estate

November 23, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; collective bargaining; litigation when an action has been filed or is probable
December 21, 1998	Collective bargaining; pending litigation; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
March 1, 1999	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
March 22, 1999	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
April 26, 1999	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
May 24, 1999	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; attorney/client discussion; collective bargaining
June 28, 1999	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; semi-annual discussion of closed session minutes
July 26, 1999	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

August 23, 1999	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
September 27, 1999	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
October 25, 1999	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; pending litigation
December 20, 1999	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; pending litigation; collective bargaining
January 24, 2000	Closed session minutes review; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
February 28, 2000	Closed session minutes review; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
March 27, 2000	Closed session minutes review; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
April 24, 2000	Collective bargaining; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
May 22, 2000	Collective bargaining; Appointment, Employment, Compensation,

Discipline, Performance or Dismissal of Specific Employees

June 26, 2000

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees including hearing testimony on a complaint lodge against an employee to determine its validity

July 24, 2000

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees including hearing testimony on a complaint lodge against an employee to determine its validity

August 28, 2000

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees including hearing testimony on a complaint lodged against an employee to determine its validity

September 25, 2000

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

October 23, 2000

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; closed session minutes review

November 27, 2000

Closed session minutes review; possible litigation; and Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

December 18, 2000

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees and possible litigation

January 26, 2001 (Retreat 1:15 pm)	Collective bargaining matters; and Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
January 26, 2001 (Retreat 4:15 pm)	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
February 26, 2001	Collective bargaining matters; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
March 26, 2001	Collective bargaining matters; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
April 23, 2001	Collective bargaining matters; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
May 21, 2001	Collective bargaining matters; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
June 25, 2001	Collective bargaining matters; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; possible sale or lease of real estate
July 30, 2001	Collective bargaining matters; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific

	Employees; possible sale or lease of real estate
August 27, 2001	Collective bargaining matters; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; discussion of student complaint
September 24, 2001	Collective bargaining matters; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; possible sale or lease of real estate
October 22, 2001	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; possible sale or lease of real estate; collective bargaining; attorney/client privilege
November 17, 2001	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; possible sale or lease of real estate
December 17, 2001	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
January 28, 2002	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
February 25, 2002	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; attorney/client privilege
March 25, 2002	Appointment, Employment,

	Compensation, Discipline, Performance or Dismissal of Specific Employees
April 22, 2002	Discussion of minutes of meeting lawfully closed
May 20, 2002	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; discussion of closed session minutes
June 24, 2002	Correction to closed session minutes; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
July 22, 2002	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; discussion of closed session minutes
August 26, 2002	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; discussion of closed session minutes
September 23, 2002	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; discussion of closed session minutes
October 28, 2002	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; discussion of closed session minutes
November 25, 2002	Collective bargaining; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of

	Specific Employees; discussion of closed session minutes
December 16, 2002	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; discussion of closed session minutes
January 20, 2003	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; discussion of closed session minutes
January 27, 2003	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; discussion of closed session minutes
February 24, 2003	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; discussion of closed session minutes; collective bargaining
March 24, 2003	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; collective bargaining matters
April 28, 2003	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; collective bargaining
May 19, 2003	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; review of closed session minutes
June 23, 2003	

July 28, 2003	Litigation; discussion of closed session minutes
August 25, 2003	Appointment; Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; litigation
September 22, 2003	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; discussion of closed session minutes;
October 27, 2003	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; discussion of closed session minutes;
November 20, 2003	Purchase or lease of real property for the use of the public body; discussion of closed session minutes

For the Board Meeting of
January 26, 2004

Agenda Item I-1

ADMINISTRATIVE RESIGNATION

The College has received Dr. Deborah Hecht's intent to resign, effective June 30, 2004, per the attached letter.

RECOMMENDATION: Board approval of Dr. Hecht's resignation, effective June 30, 2004.

January 5, 2004

Dear Dr. Behrendt,

It is with mixed emotions that I write to formally confirm that I will be departing SVCC at the end of this academic year. I ask that you accept this as my formal resignation effective June 30, 2004 and I invite your early solicitation of a suitable replacement.

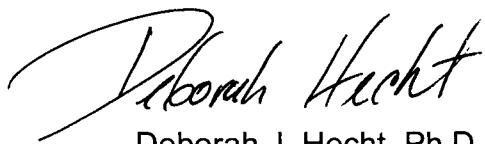
As I depart SVCC the tremendous faculty and staff with whom I have worked for the past five years have become a team working toward excellence. During this period we have:

- Secured renewed NCA accreditation
- Instituted academic governance
- Increased community linkages through corporate training and the College for Kids program
- Positioned Information Services as a true service provider while using cutting edge technology to better serve students and staff
- Upgraded the library
- Reorganized the academic divisions
- Developed a plan to measure student academic achievement
- Revised math, English and reading developmental courses to increase retention
- Instituted a college success course for students in academic difficulty
- Significantly increased our dual enrollment of high school students

I am confident that the Instructional Services team will continue in the pursuit of quality learning opportunities for our students.

I wish all of SVCC the very best as it continues to evolve as a very special place.

Sincerely,



Deborah J. Hecht, Ph.D.

For the Board Meeting of
January 26, 2004

Agenda Item I-2

ADMINISTRATIVE RETIREMENT

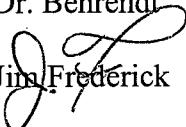
The College has received Mr. Jim Frederick's intent to retire, effective June 30, 2004, per the attached letter.

RECOMMENDATION: Board approval of Mr. Frederick's retirement, effective June 30, 2004.



Sauk Valley Community College

TO: Ruth Bittner
Dr. Behrendt

FROM:  Jim Frederick

DATE: January 12, 2004

SUBJECT: Letter of Resignation

I would like to retire from Sauk Valley Community College as of 30 June 2004.

I have enjoyed working here and will miss working with everyone.

We have made many improvements to the facility while I was here and I feel confident that I am leaving a facility that is in good shape with a Buildings and Grounds Staff that is as good as they come.

For the Board Meeting of
January 26, 2004

Agenda Item I-3

FACULTY RESIGNATION

The College has received a letter of resignation from Dr. Randall Bradshaw, effective immediately.

RECOMMENDATION: Board approval of Dr. Bradshaw's resignation, effective immediately.

Randall Bradshaw
2100 Freeport Rd. Apt. 807B
Sterling IL 61081
January 26, 2004

Dear Dr. Behrendt,

I wish to resign my position due to medical difficulties.

Sincerely,

A handwritten signature in black ink that reads "Randall Bradshaw". The signature is fluid and cursive, with a checkmark at the end of the "h" in "Bradshaw".

Randall Bradshaw