

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES RETREAT

February 19, 2004

The Board of Trustees of Sauk Valley Community College met in special session (Retreat) in the third floor Board Room at Sauk Valley Community College, 173 IL Route 2, Dixon, Illinois.

Call to Order: Chair Thompson called the meeting to order at 10:02 a.m. and the following members answered roll call:

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

Absent: Henry S. Dixon, Jr.
William Simpson
Student Trustee Philip Engleking

SVCC Staff: President Richard L. Behrendt
Vice President Ruth Bittner
Vice President Deborah Hecht
Vice President Joan Kerber
Director of College Relations Cal Lyons
Faculty Association President Mary Lou Kidder

Financial Position and Cost Analysis: The Board discussed Governor Blagojevich's proposed budget. Based on this budget, the January projections prepared by Vice President Ruth Bittner are accurate. State funding overall is down 3.8%. Additionally, the ICCB and IBHE have scaled back on their state funding. The Board reviewed the College's past budget cuts and some of the restorations, such as restoration of the faculty development funding, advertising budget increase, and hosting increases. The College's materials and supplies budget increased significantly due to grant cuts.

Corporate and Community Services: The Board reviewed the Corporate and Community Services Income Statements for the fiscal years 2000 through 2004 year-to-date, with discussion on areas of concern as well as the department's strengths.

Funding Bonds Request: Vice President Ruth Bittner explained the College's request for a new series of funding bonds. The Board discussed the current bond issue as well as the options for the new issue as presented by Vice President Ruth Bittner. Following

discussion, it was the direction of the majority of the Board that the Board would approve the issue of new funding bonds, will review the expenditures of the current bond issue, and will then determine the actual dollar amount of the proposed bond issue at the February 23, 2004 regular Board Meeting.

Closed Session:

At 11:46 a.m. it was moved by Member Andersen and seconded by Member Varga to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College and collective negotiating matters. In a roll call vote, all voted aye. Motion carried.

Regular Session:

The Board returned to regular session at 1:12 p.m.

Nursing Program:

Dean Janet Lynch joined the Board to answer questions regarding the College's nursing program. Retention rates and suggestions for improving those rates, evaluation processes, mentoring, and proposed changes in the program were discussed. The faculty was commended for their high level of expertise and teaching ability. Dean Lynch will be visiting Kishwaukee Community College on May 2 to observe their simulation examinations.

Board Members'
Comments:

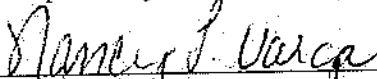
Member Cox distributed a packet of articles from the Chronicle of Higher Education in support of his feelings regarding the role of a community college board.

Adjournment:

Since the scheduled business was completed, it was moved by Member Varga and seconded by Member Andersen that the Board adjourn. Motion voted and carried.

The Board adjourned at 2:50 p.m.

Respectfully submitted:


Nancy L. Varga, Secretary



TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: February 2, 2004
SUBJECT: Financial position and cost analysis

Every year at budget time we analyze the College's expenditures to determine if changes could be made to save money or, in especially difficult budget years, if any deep structural cutbacks should be considered.

Over the years we have made some changes. Attached are excerpts from budget memos for the last three years regarding such changes.

It is hard to achieve meaningful budget savings without making disruptive reductions in personnel and the services they offer. Between 75% and 80% of the operating budget each year pays for personnel-related costs. (See the attached Operating Fund Expenditures table.) Much of the remaining budget pays for instructional contractors, library books and journals, software license and maintenance fees, utilities, insurance, travel to off-campus teaching sites and essential meetings, and tuition waivers. (See the attached Operating Fund Expenditures excerpt from last spring's Board of Trustees budget training sessions.) Any cuts made in what might be considered discretionary dollars will achieve only temporary savings – not spending on those needs one year only heightens the pressure to spend more the following year. They are the type of short term cuts that prove harmful in the long run by damaging the College's ability to keep pace with the competition in instructional offerings, support services, recruiting students, and attracting talented faculty and staff.

Sauk is fortunate to have maintained a financial position strong enough to avoid the drastic cutbacks that some colleges and local school districts have been forced to undertake. We are in that position partly because we have always maintained vigilance in living within our means. Nobody could rightly say that Sauk spends extravagantly. We believe that the best strategy is to maintain our expenditures at a steady, prudent level, instead of having to cut staff periodically.

If you have questions about our budget structure, I would be happy to discuss them with you.
Thank you.

insurance costs will increase by 15%, based on the College's FY 2001 experience and outside estimates for the College's plan. Natural gas is estimated at a newly contracted fixed rate per therm. Working Cash Fund accumulated interest of \$100,000 is transferred into the operating funds.

Cost-cutting measures

The FY 02 budget presents some unique challenges, due to a reduced pace of property tax growth, two consecutive years of 15% increases in health insurance costs, high utility bills, and a need to raise faculty salaries to a level that is more competitive in the academic marketplace. To balance these pressures, this budget eliminates all but the most absolutely essential expenditures in membership dues, conference travel, hospitality, and personnel changes, and it uses funding bonds to relieve the operating funds of equipment costs. Specifically, we have taken the following steps:

- ♦ Cut travel to a minimum in all departments, \$30,000 savings.
- ♦ Eliminate faculty development fund, \$40,000 savings.
- ♦ Cut advertising budget, \$65,000 savings.
- ♦ Eliminate hosting, including meeting refreshments and lunches; opening-day in-service lunches and refreshments; sympathy/get well flowers; Christmas gifts, cards, poinsettias and parties; Winners/Birthday refreshments; Communications Committee lunches; retirement ceremony refreshments; and recognition and awards program lunch. Board meeting refreshments are retained, unless we receive direction to do otherwise, \$22,000 savings.
- ♦ No positions will be considered for reclassification.
- ♦ Every position that experiences a resignation or retirement will be scrutinized very carefully to determine if it should be refilled.
- ♦ There will be no "overlaps" of old and new employees when a vacancy is filled.
- ♦ If enrollment is down in the Fall, there will be a mandatory one or two week (or more) gap before vacant positions are refilled.
- ♦ No consultants or new positions will be funded, except for additional nursing laboratory assistance.
- ♦ Cut all but the most essential membership dues, \$3,000 savings.
- ♦ Work towards elimination of redundant software fees (for example, retain either WordPerfect or MS Word, but not both).
- ♦ Fund all capital equipment purchases through non-operating fund sources, \$225,000 savings.

Hopes for improvement in FY 03

We believe that the extraordinarily tight budget in FY 02 will be just that – an extraordinary, one-time event. None of the items listed above is "frivolous" – they all serve positive purposes in normal budget years. We believe that better years will follow FY 02 for the following reasons:

- ♦ We will continue to work for increased enrollment and improved efficiencies.
- ♦ The State legislature appears to have recognized the importance of strong community college funding, so State grant revenue should continue to grow.

credit hour tuition increase approved by the Board of Trustees in March. Salaries are budgeted with 5.5% raises for faculty and 4% raises for other staff. We estimate medical insurance costs will increase by about 6%. Natural gas is estimated at a newly contracted fixed rate per therm. Consistent with last year, Working Cash Fund accumulated interest of \$100,000 is transferred into the operating funds.

Restoration of some items cut in FY 02

The FY 02 budget "eliminate(d) all but the most absolutely essential expenditures in membership dues, conference travel, hospitality, and personnel changes, and it use(d) funding bonds to relieve the operating funds of equipment costs." Some specific cuts included:

1. Cut travel to a minimum in all departments, \$30,000 savings.
2. Eliminate faculty development fund, \$40,000 savings.
3. Cut advertising budget, \$65,000 savings.
4. Eliminate hosting, \$22,000 savings.
5. Cut all but the most essential membership dues, \$3,000 savings.
6. Fund all capital equipment purchases through non-operating fund sources, \$225,000 savings.

The FY 02 budget memo stated that "none of the items listed above is 'frivolous' - they all serve positive purposes in normal budget years." Therefore, the FY 03 budget partially restores some of these items, as follows:

1. Conferences and Meetings: restores \$20,000 of the faculty development fund (most of which will be directed towards NCA-mandated assessment efforts); \$3,500 for increase in mileage reimbursement rate; \$3,300 for staff training; and increases \$10,000 in Corporate and Community Services client catering (cost is passed through to clients).
2. Advertising: restores \$10,000.
3. Membership dues: maintain at FY 02 level.
4. Capital equipment: same funding sources as FY 02.

Changes from projected budget

In March 2002 the Board was presented with a projected budget for FY 03. That projection was based on revenue information available at the time and a macro-level analysis of expenditures, with no input from department managers. It showed a projected deficit of \$63,626, as opposed to the new budget's \$236,691. What happened to cause the change?

The following table itemizes the changes:

Description of Change from Projected Budget	Effect on Net
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Without this \$583,000 of exceptional changes, the operating funds expenditures budget would have increased 5.6% over FY 03 instead of 11.3%.

Analysis of Changes from FY 03 Budget

This section explains major changes from the FY 03 to FY 04 operating budget.

Salaries are increasing by \$350,000. Raises make up \$170,000; \$70,000 is due to absorption of State grant costs; and \$110,000 goes to increased faculty part time, overload and summer staffing. Benefits increase by \$130,000 because of a 10% increase in health insurance. The estimate for SURS expenditures on behalf is increasing by \$52,000 (offset by revenue).

Contractual services (+\$171,000), supplies (+\$272,000), and conferences and meetings (+\$21,000) together are increasing by \$464,000. Small equipment and software licenses formerly paid by grants total \$300,000; fees for internet, telecourse and instructional contracts are increasing by \$40,000; an increase of \$90,000 in Corporate Services contract instructors (offset by revenue); and \$13,000 of faculty and staff technology training previously paid by grants.

Fixed Charges are increasing by \$40,000. That is due to a 15% increase in property/liability insurance and a reallocation of costs from the Liability Fund per a recent review of accounting methods. Utilities are increasing by \$50,000. We expect gas rate increases to cost \$35,000 and other utilities inflation to be about \$11,000; telephone internet line charges should increase about \$4,000. Other expenses are increasing by \$11,000, due to increased usage of tuition waivers.

Capital Outlay is going up by \$112,000 due to absorption of costs previously paid by grants. This capital expenditure plus the \$300,000 of small equipment and software licenses mentioned above could be paid from funding bonds, but that money has already been allocated to other equipment. This \$412,000 used to be funded by grants.

Beyond FY 04

In FY 03 the community colleges emerged almost unscathed from the Governor's mid-year budget cuts. However, we would be wise to prepare for the potential of FY 04 mid-year cuts by building some cushion into the operating budget. A 5% cut in operating grants would cost \$150,000. The tentative budget's proposed increase in fund balance of \$165,909 would just cover this.

In addition, FY 05's State funding picture could be tight for SVCC. Therefore, we would be wise not to commit to a higher level of expenditures in FY 04 than we could sustain in FY 05. The cause of this potential for tight future State funds is SVCC's enrollment. In FY 04 we are reaping the benefits of the FY 02 enrollment increase. In fact, while we expected a healthy State operating grant increase, the approved amount is unexpectedly high. However, in FY 05 we know will receive a smaller percentage of State funding for

Sauk Valley Community College						
Operating Fund Expenditures						
FY 02 - FY 04						
	FY 02 Actual		FY 03 Actual		FY 04 Budget	
	Amount	%	Amount	%	Amount	%
Function						
Instruction	4,194,247	41.0%	4,270,740	41.3%	4,546,715	40.1%
Academic Support	930,718	9.1%	822,608	7.9%	1,258,849	11.1%
Student Services	814,620	8.0%	846,929	8.2%	971,806	8.6%
Public Services	281,732	2.8%	343,063	3.3%	339,427	3.0%
Operations & Maintenance	1,063,876	10.4%	1,115,768	10.8%	1,228,343	10.8%
Institutional Support	1,902,527	18.6%	1,906,622	18.4%	1,973,333	17.4%
Scholarships, Grants & Waivers	558,039	5.5%	490,034	4.7%	497,000	4.4%
SURS On-Behalf Payments	484,054	4.7%	556,086	5.4%	533,000	4.7%
Total	10,229,813	100.0%	10,351,850	100.0%	11,348,473	100.0%
Object						
Salaries	6,210,644	60.7%	6,425,455	62.1%	6,778,579	59.7%
Employee Benefits	1,169,850	11.4%	1,126,572	10.9%	1,200,578	10.6%
Contractual Services	607,349	5.9%	482,817	4.7%	568,972	5.0%
Materials and Supplies	682,228	6.7%	732,961	7.1%	1,043,262	9.2%
Travel and Conferences	103,859	1.0%	132,819	1.3%	145,225	1.3%
Fixed Charges	62,221	0.6%	82,071	0.8%	78,317	0.7%
Utilities	343,724	3.4%	311,865	3.0%	386,700	3.4%
Capital Outlay	11,036	0.1%	14,804	0.1%	126,840	1.1%
Other	554,848	5.4%	486,400	4.7%	487,000	4.3%
SURS On-Behalf Payments	484,054	4.7%	556,086	5.4%	533,000	4.7%
Total	10,229,813	100.0%	10,351,850	100.0%	11,348,473	100.0%

Operating Fund Expenditures

The standard accounting system for a college or university classifies expenditures two ways, by function and by object. Sauk's functions are as follows:

Function	FY 02 Operating Fund Expenditures	% of Total
Instruction	4,194,247	41.0%
Academic Support (LRC, academic computing, deans)	930,718	9.1%
Student Services	814,620	8.0%
Public Services (Corporate & Community Services)	281,732	2.7%
Operations and Maintenance	1,063,876	10.4%
Institutional Support (College-wide administrative functions)	1,902,527	18.6%
Scholarships, Grants & Waivers	558,039	5.5%
SURS On-behalf Payments	484,054	4.7%
Total	10,229,813	100.0%

Specific Sauk departments slot into these functions according to the ICCB's Uniform Financial Reporting System (UFRS) guidelines from the Fiscal Management Manual.

The objects are as follows:

Object	FY 02 Operating Fund Expenditures	% of Total
Salaries	6,210,644	60.7%
Employee Benefits	1,169,850	11.4%
Contractual Services	607,349	6.0%
Materials and Supplies	682,228	6.7%
Travel and Conferences	103,859	1.0%
Fixed Charges	62,221	.6%
Utilities	343,724	3.4%
Capital Outlay	11,036	.1%
Other	554,848	5.4%
SURS On-behalf Payments	484,054	4.7%
Total	10,229,813	100.0%

The budget is constructed by line item. Around March 1 of each year the Business Manager distributes a report that shows itemized expense lines for each department, information about the current and prior years' budgets and expenditures, and blanks to be filled in for the next year's budget. Department managers fill in their requests for each

line in consultation with their supervisors. The Business Manager prepares analytical reports for the overall budget and forwards the information to the President and Vice Presidents. After fine-tuning the budget, they present it to the Board of Trustees for approval.

Salaries and benefits: Salaries and benefits are budgeted separately from other expenditures. Full-time faculty salaries are set by a collective bargaining contract, and salaries for other full-time and regular part-time staff are set by the Board of Trustees. The Business Manager maintains a spreadsheet that lists all regular employees, the accounts where their salaries are tracked, their current and projected salaries, and their benefits. Budgets for faculty overloads and part-time employees are submitted by department managers based on operating needs.

Benefits include health insurance, life insurance, a 0.5% employer match of SURS contributions, and employee tuition reimbursements and waivers. Budget for the tuition benefit is based on the prior year's experience, and the SURS match is calculated from the budgeted salaries. Life insurance is also calculated from the salaries, given assumptions about the expected premium rate.

For health insurance we review several years' cost history and estimate a percentage increase. We then compute internal "premiums" to be charged against departments, based on whether the employees in that department opt for employee-only, employee-plus-one, or family coverage. Because we are self-insured, actual costs frequently differ from the budget.

Contractual services: Accounts included in this object are legal fees, maintenance services, and consultants.

The budget for legal fees is based on recent years' experience.

Maintenance services budgets are submitted by department managers. The expenditures might include \$100 or \$200 per department to cover repairs of miscellaneous equipment, the annual maintenance fee for our SCT Banner software (about \$60,000), and buildings and grounds maintenance contractors (\$68,000).

Consultants includes instructional contractors (\$30,000), accreditation visits (amount varies with the year), Corporate and Community Services instructional contractors (\$95,000, spent only as needed for fee-paying clients), computer system advisors (\$8,000), and ADA aides (\$8,000).

Supplies: There are a number of accounts in this object: office supplies, instructional supplies, software, library supplies, library books, advertising, publications and dues, postage, maintenance supplies, and vehicle supplies. All of these budgets are submitted by department managers, based on recent experience and plans for the next year.

We spend about \$65,000 on office and library supplies and \$145,000 on instructional supplies each year, spread across many departments.

Computer software (\$150,000) covers site and individual licenses for software used throughout the college.

The library book budget is about \$55,000 per year.

The advertising budget includes \$100,000 for promotional advertising, including the class schedule booklets; legal notices (\$750); and miscellaneous targeted ads and brochures for specific programs (\$8,000).

Publications and dues includes \$24,000 for library journal subscriptions and \$30,000 for institutional memberships.

College-wide postage costs approximately \$75,000 per year.

Maintenance (\$86,000) and vehicle (\$1,500) supplies are used for repairs and maintenance to the buildings and grounds and equipment performed by our Buildings and Grounds staff, rather than by outside contract maintenance firms.

Travel and conferences: This object includes payments for mileage to local teaching sites, local and state meetings, professional development, reimbursable catering for Corporate and Community Services clients, employee recognition programs, and employee recruitment costs.

The FY 03 operating funds travel budget includes the following components:

Description	FY 03 Budget
Local faculty travel	16,600
Faculty professional development	20,000
Administrative, support staff and Board local and state meetings	25,000
Administrative, support staff and Board professional development	14,700
Winner's/Birthday and other recognition and retirement programs	3,400
Corporate and Community Services local and state meetings and reimbursable client catering	14,100
Employee recruitment	30,000
Total	123,800

The budgets for local faculty travel, client catering, employee recruitment, and other local and state meetings are based on recent experience and expected plans for the coming year.

The remainder of the budget, for training and recognition - \$20,000 for faculty development, \$14,700 for other professional development, and \$3,400 for employee recognition - is somewhat discretionary. However, cutting these costs negatively impacts employee morale and the ability to attract and retain high quality employees. In the long run such cuts harm the institution by limiting opportunities to develop staff skills and infuse the institution with new ideas. Indeed, for the last two years budget constraints have already caused us to cut these funds to approximately half of the ideal level. The budgeted \$35,000 of professional development must support the needs of approximately 60 full-time faculty members, 20 administrators, and 70 support staff. At about \$1,500 for a typical national conference and \$150 for a local seminar, a "fully funded" professional development budget would total around \$80,000.

Fixed charges: Fixed charges in the operating funds include property insurance and equipment leases.

The budget for property insurance is based on prior years and estimates of the next year's increase. The actual cost usually is not known until around July 1, as insurers delay their price quotes as long as possible in order to consider all available information. The FY 03 cost is about \$69,000.

The equipment lease account tracks payments on copy machine leases, about \$18,000 a year. The amount is determined by lease contracts.

Utilities: Utilities includes natural gas, electricity, telephone, refuse disposal, and water.

Natural gas costs (\$110,000 per year) depend on two factors, usage and rates. Usage is heavily dependent on the weather. Our Buildings and Grounds staff has renewed their efforts in recent years to run the heating and cooling systems most efficiently by installing electronic controls that can be monitored and adjusted from a central location and by implementing an active preventive maintenance program. Rates for natural gas are set by the marketplace. Each year we can choose to sign a contract for a pre-set quantity of gas at a pre-set fixed rate, or pay the variable market rate. Three years ago we paid the variable rate, which cost us extra money when the rate peaked at a very high level. For the last two years we chose the pre-set contract, which paid off in more predictable monthly costs and with a rate that turned out to be lower than average market prices.

Like natural gas, electricity costs (\$135,000) are subject to usage and rates. Sauk benefits from an arrangement with Commonwealth Edison which in effect pays us not to run our generator, so we'll buy from them instead. In exchange for the resulting low rate, we also agree to run the generator on peak days in the summer when requested by Com Ed. The budget for electricity, like gas, is based on recent experience and expectations of rate changes.

The College's telephone costs run around \$82,000 per year. With Sauk's rural location, very few calls are "local," as we pay a toll even for calls to Dixon or Sterling. The telephone budget is based on recent experience.

Refuse disposal costs are minimal, at about \$5,000 per year.

Since Sauk operates its own water plant, the costs (\$5,000 per year) cover supplies and testing rather than payments to a water and sewer company.

Capital outlay: There are three types of capital outlay accounts in the operating funds: equipment, site improvements, and building remodeling.

Funding bonds subsidize practically all equipment spending for the operating funds for fiscal years 02, 03 and 04. We plan to issue new three-year funding bonds to continue this practice in the summer of 2004. Without funding bonds, the operating funds would have to support \$200,000 to \$500,000 a year of equipment expenditures. Most of the routine expenditures purchase replacements and updates of computer-related equipment. The equipment budget begins by adding requests from faculty and department managers to the computer replacement schedule. We prioritize the requests and then allocate as many purchases as possible to grant funding, so only the remainder draws upon the operating budget (or more recently, funding bonds). Priorities are set through consultations among the Dean of Information Systems, the Vice Presidents, and the President.

Most site and building improvement costs are tracked in the Operations and Maintenance-Restricted Fund; they are generally large projects paid by Protection, Health and Safety levies or other State-approved funding sources. Routine facilities maintenance falls into the Contract Services or Materials and Supplies objects in the operating fund. In contrast, the two operating fund Capital Outlay accounts are reserved for the occasional small projects that don't qualify for other funding. Examples include remodeling office or classroom space or small paving jobs. If the budget in these accounts were to increase, we would likely find suitable projects to complete. However, budgets of \$10,000 for site improvements and \$5,000 for building improvements cover a minimal level of needs for a year.

Other: This object includes bad debt writeoffs, tuition waivers, and tuition chargebacks.

Most bad debt writeoffs occur when students either write a bad check or fail to pay their tuition. The writeoff costs about \$20,000 per year. Fees charged for the tuition deferred payment plan cover most of this cost, but those fees appear in a revenue account rather than directly as an offset in this expense account.

Tuition waivers include the following:

Description	FY 03 Budget
Adult Education (State mandated)	200,000

Senior Citizens (State mandated)	19,000
Academic Achievement	32,000
Activity Achievement	38,000
Athletic Achievement	120,000
Other State waivers	2,000

The waivers budget is based on prior years' experience and expected program changes. Sauk receives Credit Hour grant funds two years later for hours earned by these students, in an amount comparable to the tuition rate. Therefore, as long as these students' registrations are marginal (that is, they're simply extra students in a class rather than having to open new class sections), their enrollment still benefits the College financially. Costs for the Adult Education program are covered by a separate restricted State grant.

Tuition chargebacks (\$45,000) are paid by Sauk to other Illinois community colleges for approved programs for residents of Sauk's district who attend other schools. This allows the students to pay the other school's in-district tuition rate, while the chargeback compensates the school for an amount equivalent to the property tax the students would have paid if they lived in that district. All Illinois community colleges have chargeback agreements with other schools. The program helps eliminate statewide duplication of programs that are relatively expensive to run.

SURS on-behalf payments: This expense is the flip side of our required revenue book entry to record the State's contribution to employees' SURS accounts (\$484,054 in FY 02).

SVCC

Corporate & Community Services Income Statements (without Credit Hour Grants)

Corporate & Community Services Income Statements (without Credit Hour Grants)															
SVCC															
FY 00 - 04															
	FY 00			FY 01			FY 02			FY 03			FY 04 YTD @1/31/04		
	Tuition	Expend	Net	Tuition	Expend	Net	Tuition	Expend	Net	Tuition	Expend	Net	Tuition	Expend	Net
Technical Occ-Corporate	1,756	19,302	-17,546	113,043	112,156	887	14,182	16,893	-2,711	9,934	7,584	2,350	4,303	3,274	1,029
Technical Occ-Community	0	0	0	0	0	0	258,492	221,313	37,179	50,618	28,093	22,525	45,375	28,841	16,734
Health Occupational										0	18,941	-18,941			
Corp Serv Prof Develop	141,395	38,252	103,143	107,173	52,918	54,255	105,943	81,750	24,193	212,873	147,413	65,460	20,693	5,671	15,022
Corp Serv Computer Training	41,630	13,155	28,475	12,505	5,775	6,730	21,013	17,525	3,488	2,860	3,029	-169	1,200	410	790
Dean of CCS	0	5,334	-5,334	0	109	-109	6,052	0	6,052	0	0	0	0	0	0
Corp Svc Admin	0	24,654	-24,654	0	33,176	-33,176	0	28,105	-28,105	0	32,555	-32,555	0	48,159	-48,159
Total Corp Services	184,781	100,697	84,084	232,721	204,134	28,587	405,682	365,586	40,096	276,285	237,615	38,670	71,571	95,174	-23,603
Leisure	16,392	10,000	6,392	12,667	7,936	4,731	36,867	14,371	22,496	17,692	12,208	5,484	11,431	7,753	3,678
Tours & Events	8,634	7,639	995	6,198	1,858	4,340	2,942	2,930	12	6,869	3,589	3,280	3,045	2,275	770
Senior Programs	6,104	3,395	2,709	210	590	-380	0	566	-566	1,880	949	931	550	420	130
Youth Programs	5,642	2,927	2,715	2,006	2,965	-959	8,617	8,678	-61	22,029	10,154	11,875	12,904	8,971	3,933
Concert/Lecture Series	16,450	5,850	10,600	0	0	0	116	749	-633	143	124	19	0	248	-248
Computers	18,090	10,939	7,151	30,817	15,206	15,611	28,338	39,318	-10,980	22,309	14,677	7,632	6,116	3,640	2,476
Health & Personal Develop	10,957	5,735	5,222	8,600	6,986	1,614	10,071	3,954	6,107	12,192	10,310	1,882	8,370	2,743	5,627
Professional Development	17,074	11,436	5,638	53,215	25,548	27,667	14,323	16,512	-2,189	26,995	15,848	11,147	16,240	8,483	7,757
Polygraph Institute	0	0	0	0	0	0	3,500	3,415	85	24,500	16,979	5,521	89,400	26,802	62,598
Baccalaureate-Transfer	0	1,110	-1,110	0	0	0	0	0	0	0	0	0	0	0	0
Community Svc Admin	0	59,910	-59,910	0	62,768	-62,768	0	63,849	-63,849	0	73,229	-73,229	0	44,099	-44,099
Total Comm Services	99,343	118,941	-19,598	113,713	123,857	-10,144	104,774	154,352	-49,578	134,609	160,067	-25,458	148,056	105,434	42,622
Total CCS	284,124	219,638	64,486	346,434	327,991	18,443	510,456	519,938	-9,482	410,894	397,682	13,212	219,627	200,608	19,019
* Does not include State Credit Hour grant revenue generated.															
ICCB Burns & Industry grant	93,854			94,165			93,022			87,358			53,489		
CCB Curr Wkfc Trng/SBDC gt	0			46,472			61,448			50,000			50,000		



TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: February 2, 2004
SUBJECT: New issue of funding bonds

Three years ago we issued funding bonds in the amount of \$1,875,000. That enabled us to remove substantially all capital expenditures from the Operating Funds budget but still spend an average of \$625,000 per year on equipment. The bonds have been a success; we have used the money to buy needed equipment, keep our technology current, and replace classroom furniture, carpet and office furniture that in many cases was 30 years old. The funds have proven invaluable during a time when property tax and State revenues have stagnated.

Funding bonds are a form of financing that pays claims for which a district has a "want of funds" to pay. Eligible claims include teachers orders, lease agreements, installment contracts, contractual services, and any other obligations due and unpaid by the district, subject to approval by bond counsel. To issue the bonds, the Board adopts a resolution stating its intent to issue funding bonds. This notice of intent is published in the newspaper. If no petition signed by at least 10% of the registered voters in the district is filed with the Board secretary within 30 days of publication, the bonds may be issued. They are retired through a property tax levy.

Since the current funds will be expended by June 30, 2004, it is now time to consider issuing another round of bonds. Given the financial projections we presented to the Board in January, without new bonds our program of updating instructional equipment, computers, furniture and fixtures will halt. We would be able only to replace the most critical broken equipment and buy the bare minimum of technology required to maintain network operations and security. Pressure to buy the deferred items would build in future years.

For new bonds, we have two options for issuance amounts that won't increase the bond tax levy. This is because we would plan to pay back the funding bonds over three years of levies, but only two years remain on our existing Insurance Reserve Fund bond levy. That frees up the full amount of the third year of levy for use by funding bonds if we wish. The attached schedules show estimates of annual levy amounts if we issue \$1,875,000 of funding bonds, the same as three years ago, or if we issue \$2,395,000 instead.

How will we spend the money? The following table compares the current funding bonds allocation with preliminary budgets for each new alternative:

Category	Current Issue	New: \$1,875,000	New: \$2,395,000
Computers & instructional equipment	1,410,000	1,410,000	1,440,000
Furniture & office equipment	295,000	210,000	250,000
Facilities equipment	60,000	75,000	75,000
Carpet	110,000	50,000	50,000
Docutech printer (3 years of lease)	0	130,000	130,000
Career Center remodeling	0	0	200,000
Fitness Center/free weights room remodeling	0	0	250,000
Total	1,875,000	1,875,000	2,395,000

The main difference between the two new proposals comes in the two remodeling projects. The Career Center project would remodel the Financial Aid and Counseling offices to create a more functional floor plan for both areas and also give added emphasis to the Career Center. Currently students who use the Career Center are confined to a small corner of the Counseling office. We had discussed the project with State officials two years ago, but the 2003 change in gubernatorial administrations and heightened State budget problems ended our hopes for that funding route. We might be able to obtain State funding for the project through the RAMP process. However, most RAMP projects are much larger than \$200,000, and the waiting list for RAMP is currently about six years.

Our internal Facilities Advisory Council has discussed the Fitness Center project over the years. The project would expand the Fitness Center to the north under the existing overhang, allowing us to move the free weight equipment up from the basement and then close the basement room. That move would vastly improve safety because the Fitness Center attendant could monitor the free weights use directly, and it would likely increase enrollment in the free weights class by heightening its visibility. It is highly unlikely that this project would ever receive State approval for the RAMP list, because physical education programs rate as a low priority in the RAMP scoring system. Therefore, if we wish to do this project, we need to find our own source of funding.

The Docutech printer will replace our aging offset press. It will improve safety by eliminating the need to store chemicals needed for the press. It will improve efficiency by being networkable, reducing breakdowns, and being operable by anyone familiar with sophisticated photocopiers. The budget calls for a five year lease; the amount shown above is the first three years of that lease. Leasing is preferable to purchasing for large copiers because it eases the ability to upgrade as needed to take advantage of technology improvements.

With the carpet funds we can continue our multi-year program of carpet replacement by moving on to the third floor hallways and administrative offices, first floor offices, and the remaining second floor classrooms that still have old carpet.

The furniture and office equipment allocation will be used for new Mathis Theater seating, classroom and library furniture, and office furniture and equipment.

The facilities equipment money will be used for routine replacements of large equipment such as snow plows, forklifts, and maintenance vehicles.

The computer and instructional equipment money will go towards replacement of the telephone system, year 2 of the zero downtime solution for our servers, Radiologic Technology and other health education-related equipment, the four-year cycle for computer replacements, and other computer and instructional needs.

We will start the new funding bonds process at the February Board meeting by requesting approval of Chapman and Cutler as Bond Counsel and First Midstate as underwriters. Each of the next four months will include additional bond-related Board actions, with bond closing and funds availability in mid-July. A tentative timeline is attached.

I recommend that we move forward with a new round of funding bonds, in the amount of \$2,395,000. Thank you.

TENTATIVE TIME LINE
SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506
Whiteside County, et al., Illinois

Monday	02/23/04	Regular Board Meeting—Board retains Chapman and Cutler as Bond Counsel and First Midstate Inc. as underwriters.
Monday	03/22/04	Regular Board Meeting—Board approves Debt Certificate Resolution.
Monday	04/26/04	Regular Board Meeting—Debt Certificate issue must be closed on or before this date. Board adopts Resolution of Intent to issue Funding Bonds to pay off Debt Certificates. Publish the Notice of Intent to issue Funding Bonds once in the legal/classified section of the <i>Sauk Valley Newspapers</i> . (Petition period ends 30 days after publication.)
		Board President calls for Public Hearing on the issuance of Funding Bonds for the regular meeting on May 24, 2004.
Between 04/27/04 and 05/17/04		Notice of Public Hearing is published once in the legal/classified section of the <i>Sauk Valley Newspapers</i> .
Monday	05/24/04	Regular Board Meeting—Board conducts Public Hearing on the issuance of Funding Bonds.
Monday	06/28/04	Regular Board Meeting—Board approves Bond Resolution.
2 – 3 Weeks later		Bond closing—Funds available to the District.

Regular Board meetings are on the fourth Monday of each month.

Report for 2/19/04 Board Retreat.

Success of the program

ADN NCLEX Scores:

<u>Year</u>	<u>SVCC</u>	<u>State</u>	<u>National</u>
2003	94 %	unknown	unknown
2002	100 %	88 %	87 %
2001	100%	84 %	86 %
2000	100%	81 %	84 %
1999	100%	83 %	85 %
1998	94 %	86 %	85 %
1997	100%	86 %	88 %
1996	100%	87 %	88 %
1995	100 %	91 %	90 %
1994	94 %	90 %	91 %
1993	100%	92 %	91 %
1992	100 %	92 %	92 %

LPN NCLEX Scores:

<u>Year</u>	<u>SVCC</u>	<u>State</u>	<u>National</u>
2003	100%	unknown	unknown
2002	100 %	89 %	87 %
2001	86%	88%	86%
2000	100 %	84 %	85 %
1999	100 %	84 %	86 %
1998	100%	86%	87%
1997	92 %	86%	89%
1996	100%	90 %	91 %
1995	100%	91 %	90 %
1994	97 %	91 %	90 %
1993	100%	92 %	90 %
1992	100 %	92 %	89 %

*The state and national averages are unknown for 2003 due to the fact that the Illinois Department of Professional Regulation has not released their final report to the college as of this writing.

Our work force council and anecdotal reports we receive indicate that our area employers are pleased with the skill level our graduates possess upon graduation.

Future of the program

Over the past three years hiring of our new graduates by our local hospitals is as follows:

KSB

2003	Full-time	Part-time
RN	1	2
LPN	1	1

2002	Full-time	Part-time
RN	1	2
LPN	0	1

2001	Full-time	Part-time
RN	0	1
LPN	1	0

CGH

2003	Full-time	Part-time
RN	5	3
LPN	3	0

2002	Full-time	Part-time
RN	6	0
LPN	3	0

2001	Full-time	Part-time
RN	Not available	
LPN		

Future Projections:

CGH and KSB estimate that between the two institutions they will need 33 RNs a year for staff turnover and expansion.

Our local prison has been awarded the contract to have a 193-bed hospital to be built on its grounds. The Assistant Warden at the Dixon Correctional Center projected in November of 2003 that their minimum additional nursing needs would be:

16 RNs
22 LPNs
36 CNAs

Their ideal (number they would like to hire) nursing projections would be higher at:

22 RNs
31 LPNs
50 CNAs

Nursing Homes and other settings

I have noted increased advertisement in our local papers for nurses since October 2003. The nursing collaborative project (CGH, KSB and SVCC generated) plans on surveying the other local agencies on their projected needs in future months.

NCI Works, a workforce development organization that serves Bureau, LaSalle, Lee and Putnam counties has already completed such a survey of all medical providers in their counties. Of the 12 employers that responded it was noted that these employers anticipate the need to hire 47 health care providers. This number is not limited to RNs, but the majority of their concern focuses around RN and Radiology staff.

National Trends

National trends cannot be ignored either. Our nursing workforce is aging. Coupled with the aging of society, increased technology and delivery of health care in a variety of settings the demand is projected to seriously overwhelm the supply.

Our local area mirrors these trends. Our area hospitals report that the average age of their nurses is 44. Our demographics for this area show that our elderly population is high. Our area hospitals continue to grow and initiate new services that will increase nursing needs.

SVCC therefore needs to consider continued program expansion. Potential expansion tied with initiatives for retention would both be necessary.

Estimated Costs of Program Expansion

To increase the ADN program by 10 additional students:

1 Additional Full time instructor: \$40,000
5 additional part-time instructors: \$32,500
1 additional part-time lab assistant (20 hours per week): \$15,000
Retention/support programs: \$6000
1 additional part-time counselor: \$10,000

There are grants available to help meet these costs:

The US Department of Commerce has a Public Works and Economic Development Act of 1965 that is an option for telecommunications and is geared to assist in the "creation of additional long-term employment opportunities or benefit the unemployed/underemployed residents of the area or members of low-income families." This grant is a matching funds option.

The US Department of Health and Human Services has a Health Careers Opportunity Program that would assist us in identifying, recruiting, and selecting individuals from disadvantaged backgrounds. It would further be used to facilitate their entry into school and aide with counseling and mentoring to foster the student's successful completion.

The US Department of Health and Human Services also has the 93.359 Basic Nurse Education and Practice Grants available. Eligible uses from this grant include salaries for personnel, supplies and equipment. This division of the federal government is also a potential source of grant revenue through the Nurse Reinvestment Act.

State funding may be available through WIA and the Critical Skills Initiative. This source would be able to provide funding for hiring an instructor and in the purchase of equipment. The funding levels this geographical area will receive for this initiative is unknown at this time.

Challenges:

- Securing qualified faculty
- Funding
- Maintaining program excellence
- Availability of specialty clinical sites
- Approval from Illinois Board of Nursing

①
1/20/09

Nursing Program Student Retention

I. History of competency based testing

A. Title III grant written with intent: To improve task competence and increase pass rates.

In 1986, the focus of NCLEX examinations changed to assess clinical practice and task competence more effectively.

According to 3/12/1990 Title III Strengthening Proposal

1. Patient census in Lee and Whiteside counties dropped 31% between 1977-87
2. Patient population more acutely ill
3. Students not getting breadth of experience or adequate clinical practice
4. State board rates declined (Change in NCLEX focus a factor?)
 - a. 1988 - 81% pass rate
 - b. 1989 - 92% pass rate

B. Survey of 67 students

1. Out of 41 fundamental clinical skills.
66% had not performed all of those skills at least once at the site.

C. Change recommended so that more teaching instead of evaluation could be done at the clinical site. Clinical is a high stress time for the student and with so few opportunities to practice skills evaluation at clinical added to this stress.

D. Conversd with area administrators and staff on skills needed. They were indicating there were difficulties with graduate's skill levels. Goal: Not to replace clinical but prepare for clinical and provide expanded opportunities. Example of Goal Met: Student's first catheterization

E. Allow practice without putting clients at risk

②
1/29/04

Student Retention Advantages of a Learning Laboratory

The advantages of a learning laboratory can be summarized as follows:

1. It allows students to become familiar with a broader spectrum of cases and patient situations than are currently available in most hospitals.
2. All students will have similar, basic experiences with fundamental clinical tasks rather than uneven, hit - or - miss experiences.
3. It allows students to develop and practice skills without putting acutely ill patients in uncomfortable or unsafe situations.
4. It allows for a simulated condensation of time so that students can get a complete picture of a situation that might, in real life, take days or weeks to unfold.
5. It allows students to become familiar with sophisticated equipment before they have to use it in a real patient situation.
6. It encourages the development of problem -solving skills through the use of simulations, interactive video, computer and videotape.
7. It provides a bridge between the classroom and real world clinical situations in hospitals.
8. It allows for more effective evaluation of specific tasks and competencies.
9. It allows students extra time to master difficult skills and allows for individual differences in learning by providing for independent study time. This is particularly important for the first-generation and disadvantaged students, which comprise such a large part of Sauk's enrollment.

3
2/9/04

The following nursing courses have Clinical Competency Exams (CCE, formerly known as SIMS) as a course requirement:

Associate Degree

NRS 130 Nursing Fundamentals
NRS 133 Med-Surg I
NRS 230 Med-Surg II
NRS 235 Med-Surg III
NRS 237 Maternity Nursing

Practical Nursing

NRS 108 Bedside Nursing: Concepts & Skill I
NRS 109/110 Bedside Nursing: Concepts & Skill III
NRS 111 Bedside Nursing: Concepts & Skill IV

The number of students that successfully completed the exam either with their first or second attempt, per course and per semester for the past 4 years is as follows:

1999/2000 Academic Year

Fall 1999

Course	Passed on 1 st attempt	Need 2 nd attempt to pass
NRS 108	15	3
NRS 130	15	3
NRS 230	13	2
NRS 237	10	4

Spring 2000

Course	Passed on 1 st attempt	Need 2 nd attempt to pass
NRS 109/110	11	4
NRS 133	15	0
NRS 235	13	2

Summer 2000

Course	Passed on 1 st attempt	Need 2 nd attempt to pass
NRS 111	14	2

2000/2001 Academic Year

Fall 2000

Course	Passed on 1 st attempt	Need 2 nd attempt to pass
NRS 108	10	4
NRS 130	15	4
NRS 230	20	1
NRS 237	15	5

Spring 2001

Course	Passed on 1 st attempt	Need 2 nd attempt to pass
NRS 109/110	7	2
NRS 133	11	3
NRS 235	8	0

Summer 2001

Course	Passed on 1 st attempt	Need 2 nd attempt to pass
NRS 111	7	0

2001/2002 Academic Year

Fall 2001

Course	Passed on 1 st attempt	Need 2 nd attempt to pass
NRS 108	14	1
NRS 130	21	3
NRS 230	12	5
NRS 237	7	6

Spring 2002

Course	Passed on 1 st attempt	Need 2 nd attempt to pass
NRS 109/110	10	5
NRS 133	16	4
NRS 235	12	3

Summer 2002

Course	Passed on 1 st attempt	Need 2 nd attempt to pass
NRS 111	13	1

2002/2003 Academic Year

Fall 2002

Course	Passed on 1 st attempt	Need 2 nd attempt to pass
NRS 108	11	0
NRS 130	16	4
NRS 230	13	6
NRS 237	20	4

Spring 2003

Course	Passed on 1 st attempt	Need 2 nd attempt to pass
NRS 109/110	9	2
NRS 133	10	5
NRS 235	12	6

Summer 2003

Course	Passed on 1 st attempt	Need 2 nd attempt to pass
NRS 111	9	1

2003/2004 Academic Year

Fall 2003

Course	Passed on 1 st attempt	Need 2 nd attempt to pass
NRS 108	15	2
NRS 130	26	3
NRS 230	9	2
NRS 237	6	5

(4)
2/12/04

Nursing Program Student Retention

I. Expressed concerns

A. Lack of focus on helping students gain confidence and achieve

Rose Johnson's initiatives:

1. Students purchase Clinical Competency Exam critical elements on first day
2. Students have it in writing exactly what skills they are responsible to perform. In April, 2001 all student instructions, evaluator instructions, Medication Administration Records and exams were reviewed again for clarity and consistency,
3. Show video of exam. Video updated May 2002.
4. Labs for same skills tested
5. Assign videotaping of many of the skills that will be tested.
6. Do dry run
7. Remodeled: Fall 2001, new labs built to help separate nurses station from medication room for enhanced student understanding
8. Counsel
 - a. Personal
 - b. Testing/theory: Re-mediate, LAC, Keith Bos, other services
 - c. Allow students to call us at home
 - d. Counseling department offers stress seminar/activity hour
 - e. Have tried meeting with director 1-2 students attended.
9. Allow students to move to LPN program
10. Initiated indexing of decisions to help with consistency
11. Meetings held immediately before and after exams for discussion
12. Flow sheet keys enlarged and laminated for every lab
13. February 7, 2003: revisited grading of competency exams and theory
14. Developed independent study lab for returning students

New initiatives by Janet Lynch:

- a. Dean joins groups of students and converses with them on a regular basis
- b. Dean provides information regarding test at informational meetings
- c. Dean tours through labs and answers questions during practices
- d. Faculty making more efforts to stress student access to them
- e. List of exam decisions compiled and compartmentalized for ease of access
- f. All faculty will review common errors that apply to the semester they are in to foster student discussion and understanding
- g. Videotaping of clinical competency exams welcomed
- h. Mentoring program to be established (Seniors mentor freshman)

- i. A formalized retention program for new students and their support person of choice will be developed.

B. Time Limit

1. The time limit is present because nurses need to be organized in their care
2. Tests are designed to be completed within 30 minutes or less. This allows for much flexibility if the student needs to correct a problem or needs to think through an issue.
3. Time limit is valid due to the fact that this is a controlled setting.

C. Grading by points

1. The weighting of errors was explored when the test was created. It was decided that it would be unfair as follows: An 'A' student could fail Clinical Competency Exams and still pass the course, whereas a 'B' or 'C' student would potentially fail
2. Errors are based on standards of practice. Hand washing is just as important as sterile technique. Documentation is just as important to the employer and ultimately the practitioner as finding the right intramuscular injection site.

D. Conference/proctor: Secretive deliberative process

1. It takes 10-15 minutes after the test is completed for the evaluator to review documentation and complete all forms
2. Forms must be completed before a student sees them as students are signing the form and we do not want accusations that something was added later.
3. Errors need to be in black and white for student review.
4. Errors are verbalized to the proctor to assure consistency for all students.
5. We have new faculty involved in testing. It helps them to hear the conversation.
6. Conference with proctor takes longer when the students perform very poorly
7. Faculty need time to console if students fail
8. Will be exploring possibility of not giving out any student results the day of the test as Kishwaukee CC does. We will discuss meeting with the student the next day or later to communicate results. This is a possible avenue to allay anxiety immediately after the test.

E. Withdrawal versus failure

1. We used to allow a student to withdraw, but decided that was unfair to those who met the criteria. The student has failed a portion of the curriculum/expectations, so a failing grade we believe is fair to all.
2. Should students be allowed unlimited repetition and therefore possibly take a slot for potentially more successful students?

2/12/04

Nursing Program Student Retention

I. Perceptions or concerns expressed

A. No one wants to come here

1. Have more applicants than admitted. Job opportunities affect the cycle significantly.

a. Attendance at nursing information meetings:

7/03 - 12/03	136 (4 more future meetings to add)
7/02 - 6/03	250
7/01 - 6/02	192
7/00 - 6/01	54 (only includes 1/01-6/01)
7/99 - 6/00	not available
7/98 - 6/99	92
7/97 - 6/98	100

B. Unrealistic expectations/Skill Testing too difficult (The students are tested in the competency exam on the following skills per semester. This list is documenting the major skills they are responsible for in that semester. Medical asepsis, safety and documentation are monitored for all exams.)

1. 1st semester: I & O, vital signs, oral medication administration, positioning patients on their side, assisting a patient with a bedpan.
2. 2nd semester: Injections and a sterile procedure are the main criteria. The sterile procedures are a simple dressing change or urinary catheterization.
3. 3rd semester: OB: newborn bath, weighing, measuring and cord care, postpartum assessment, rubella vaccine, pain medication and neonatal medication administration, adult catheterization.

Med-surg: Intravenous piggy back medication, intramuscular injection, central line dressing change, tracheostomy suctioning.
4. 4th semester: Med-surg: IV Push Medications, Intravenous piggy back medications, continuous infusion of medications ie. Heparin, aminophylline, conversion of an existing IV to a saline lock, nasogastric tube feeding and nasogastric medication administration.

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

Third Floor Board Room

February 23, 2004

7:00 p.m.

- A. Call to Order**
- B. Roll Call**
- C. Communication from Visitors**
- D. Consent Agenda**
 - 1. Approval of Minutes**
 - 2. Treasurers Report**
 - 3. Bills Payable**
 - 4. Payrolls**

January 30, 2004	\$ 226,268.22
February 13, 2004	\$ 229,809.81
 - 5. Budget Report**
 - 6. Protection, Health and Safety Projects**
 - 7. Disposition of Equipment**
- E. President's Report**
 - 1. Board Policies 604.01, 605.01, 606.01, 607.01, 608.01**
 - 2. Enrollment Update**
 - 3. Eliminate the Digital Divide Program Grant (attached)**
- F. Financial Reports and Actions**
 - 1. Accelerated College Enrollment Tuition Waivers**
 - 2. Funding Bonds -- Appointment of Underwriters and Bond Counsel**
- G. Closed Session (Appointment, employment, compensation, discipline, dismissal of specific employees of the College, collective negotiating matters, and closed session minutes consideration)**
- H. Closed Session Minutes of January 26, 2004**
- I. Personnel**
 - 1. Faculty Term Appointments**
 - 2. Faculty Continuing Appointment (tenure)**
 - 3. Faculty Promotions**
 - 4. Faculty New Continuing Appointments (tenure)**
 - 5. Faculty Retirement -- Dr. Fred Nesbit**
 - 6. Part-Time Faculty -- Spring 2004**

J. Other

Appointment of Collective Bargaining Team

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

March 22, 2004

April 26, 2004

May 24, 2004

June 24, 2004

ICCTA Monthly Meetings

March 19, 2004
Northfield Inn and Conference Center,
Springfield

April 27, 2004
Renaissance Hotel, Springfield

April 28, 2004
ICCTA Lobby Day,
State Capitol Complex, Springfield

May, 2004 (Subject to Call)

June 27, 2004
Renaissance Hotel, Springfield

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

February 23, 2004

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on February 23, 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 7:00 p.m. and the following members answered roll call:

Edward Andersen	Ed Cox
Henry Dixon	William Simpson
Robert Thompson	Nancy Varga
Pennie von Bergen Wessels	

Absent: Student Trustee Philip Engleking

SVCC Staff:

- President Richard L. Behrendt
- Attorney Ole Bly Pace III
- Vice President Ruth Bittner
- Vice President Deborah Hecht
- Vice President Joan Kerber
- Director of College Relations Cal Lyons
- Faculty Association President Mary Lou Kidder
- Secretary to the Board Carmel Paulsen

Consent Agenda: It was moved by Member Andersen and seconded by Member Simpson that the Board approve the Consent Agenda after removing the Bills Payable and Protection, Health and Safety Projects items. In a roll call vote, all voted aye. Motion carried. After discussion on the Bills Payable and the Protection, Health and Safety Projects, it was moved by Member Dixon and seconded by Member von Bergen Wessels to approve these items. In a roll call vote, all voted aye. Motion carried.

President's Report: The Board reviewed Board Policies 604.01, 605.01, 606.01, 607.01, and 608.01. Dr. Behrendt reported that enrollment was down 934 credit hours (-4.1%) from this time last year; and that the College, for the second year, received the *Eliminate the Digital Divide* grant in the amount of \$24,330, to be used in computer training at the Wallace Educational Center.

Accelerated College
Enrollment Tuition
Waivers:

It was moved by Member Dixon and seconded by Member Andersen that the Board approve the extension of the 50% tuition waiver for Accelerated College Enrollment Program students until amended or revoked by the Board at some time in the future. In a roll call vote, all voted aye. Motion carried.

Funding Bonds –
Appointment of
Underwriters and Bond
Counsel:

It was moved by Member Varga and seconded by Member Andersen that the Board approve the resolutions appointing First Midstate Incorporated as underwriters and Chapman and Cutler as bond counsel for the issuance of \$2,195,000 more or less of General Community College Bonds. In a roll call vote, the following was recorded: aye: Members Andersen, Cox, Dixon, Simpson, Varga and Thompson; nay: Member von Bergen Wessels. Motion carried.

Closed Session:

At 7:23 p.m., it was moved by Member Simpson and seconded by Member Varga 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 collective negotiating matters. In a roll call vote, all voted aye. Motion carried.

Regular Session:

The Board returned to regular session at 7:35 p.m.

Closed Session Minutes:

It was moved by Member Andersen and seconded by Member Varga that the Board approve the January 26, 2004 closed session minutes. In a roll call vote, all voted aye. Motion carried.

Faculty Term
Appointments:

It was moved by Member Andersen and seconded by Member Varga that the Board approve the Faculty Term Appointments for the 2004-2005 year as presented. In a roll call vote, all voted aye. Motion carried.

Faculty Continuing
Appointments (Tenure):

It was moved by Member Simpson and seconded by Member Dixon that the Board approve the Faculty Continuing Appointments (Tenure) for the 2004-2005 year as presented. In a roll call vote, all voted aye. Motion carried.

Faculty Promotions:

It was moved by Member Varga and seconded by Member Cox that the Board approve the faculty promotions, effective the fall of 2004 as presented. In a roll call vote, all voted aye.

Motion carried.

Faculty New Continuing
Appointments (Tenure):

It was moved by Member Simpson and seconded by Member Andersen that the Board approve the Faculty New Continuing Appointments (Tenure) for 2004-2005 as presented. In a roll call vote, all voted aye. Motion carried.

Faculty Retirement –
Dr. Fred Nesbit:

It was moved by Member von Bergen Wessels and seconded by Member Cox that the Board accept with regret the resignation of Dr. Fred Nesbit, effective May 31, 2004. In a roll call vote, all voted aye. Motion carried.

Part-Time Faculty –
Spring 2004:

It was moved by Member Varga and seconded by Member Andersen that the Board approve the additional part-time instructors for the spring 2004 semester as presented. In a roll call vote, all voted aye. Motion carried.

Appointment of
Collective Bargaining
Team:

It was moved by Member von Bergen Wessels and seconded by Member Varga that the Board appoint Vice President Ruth Bittner and Attorneys Dave Murray and Tony Miller as the Board's collective bargaining team. In a roll call vote, all voted aye. Motion carried.

Reports:

Student Trustee: No Report

ICCTA Representative: Member Thompson reported that there was no February meeting, but that he will attend the March meeting.

Foundation Liaison: Member Dixon reported that the Foundation held its Draw Down Dinner on February 14, 2004 and it was a success, and that the Foundation will meet on Tuesday, February 24, 2004 at 7:30 a.m.

Faculty Association: Liaison Mary Lou Kidder distributed copies of a petition on behalf of the faculty regarding the revised Academic Appeals Procedure.

Board Chair: No Report

Adjournment:

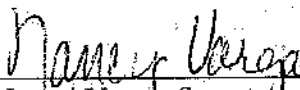
Since the scheduled business was completed, it was moved by Member Varga and seconded by Member von Bergen Wessels that the Board adjourn. In a roll call vote, all voted aye. Motion carried.

The meeting adjourned at 8:03 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on
March 22, 2004 in the Board Room.

Respectfully submitted:



Nancy Varga, Secretary

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES - TREASURER'S REPORT
As of January 31, 2004

PRESIDENT

SECRETARY

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

	DATE	INTEREST RATE	AMOUNT
General Account - Sterling Federal Bank		0.38	(\$447,983.08)
Illinois Funds - Firststar Bank, Springfield		0.89	1,758,727.73
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS			1,310,744.65

NON-INT. BEARING ACCOUNT

Restricted - Sterling Federal Bank	534,548.35
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MONEY MARKET

ABN-AMRO Investment Services, Inc.	0.33	238,570.60
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TOTAL CHECKING ACCOUNTS

\$2,083,863.60

INVESTMENTS

MATURITY

FINANCIAL INSTITUTION

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			5,000,000

BOND INVESTMENTS - Liability, Protection & Settlement

YIELD

PRICE

Federal Natl Mtg. Assn.	03-15-04	3.51	\$559,224.08
Federal Home Loan Mtg Corp	07-15-04	1.75	515,214.95
Federal Home Loan Bank	12-15-04	2.00	611,496.84
GA Mun Elec Auth	01-01-05	4.75	381,108.54
Fed Natl Mtg Assn Benchmark	03-15-05	1.50	479,164.06
Federal Home Ln Mtg Corp Refrnce NT	09-15-05	1.60	200,699.17
Federal Home Ln Mtg Corp Refrnce NT	09-15-05	2.13	424,373.27
Miami Dade Cnty Fla Solid Waste Sys	10-01-05	2.60	107,157.33
Houston Tex Water & Sewer System	12-01-05	1.40	53,259.22
Federal Home Loan Bank Bonds	12-15-05	1.90	599,105.46
NC Mun Elec Auth	01-01-06	4.90	315,100.33
Sun Prairie Wis Sch	04-01-06	5.05	338,364.14
Milwaukee Cnty Wis	09-01-06	2.50	218,744.28
Benton Cnty Wash Sch Dist No 52	12-01-06	1.50	266,538.06
Las Cruces NM	12-01-06	4.85	204,265.00
Houston TX Wtr & Swr System	12-01-06	4.30	50,988.83
Carol Stream IL Tax	01-15-07	5.07	202,570.89
Anch AL Tel Util	03-01-07	4.90	158,619.08
SUBTOTAL BONDS			\$5,685,993.53

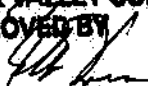
TOTAL INVESTMENTS

\$10,685,993.53

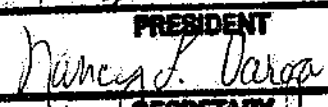
Sauk Valley Community College
Board of Trustees
February 23, 2004

<u>Summary of Bills Payable</u>	<u>Amount</u>
General Operating Funds	\$ 586,471.76
Restricted Fund	\$ 224,595.03
 TOTAL	 <u>\$ 811,066.79</u>

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY



PRESIDENT



SECRETARY

DATE _____

REPORT SVRCHKR
FISCAL YEAR 2004

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Follett Bookstore	01		Foundation Expense	Department Charges thru 1/30/2004	57.70
Follett Bookstore	01		Dislocated Worker Expense	Department Charges thru 11/30/03	11.64
Quill Corporation	01		Dislocated Worker Expense	Bic White-out Pen #039-NOWTP11	34.45
State Universities Retirement	01		SURS Payable		28,262.02
State Universities Retirement	01		SURS Payable		28,727.89
Select Employees Credit Union	01		Credit Union Payable		11,539.73
Select Employees Credit Union	01		Credit Union Payable		12,075.62
SVCC Faculty Association	01		Faculty Association Payable		1,213.41
SVCC Faculty Association	01		Faculty Association Payable		1,213.41
Minnesota Child Support Paymen	01		Wage Garnishment Payable	GARNISHMENT	316.80
Minnesota Child Support Paymen	01		Wage Garnishment Payable	GARNISHMENT	316.80
State Disbursement Unit	01		Wage Garnishment Payable	GARNISHMENT	59.04
State Disbursement Unit	01		Wage Garnishment Payable	GARNISHMENT	65.00
Community Health Charities of	01		United Way Payable	ACCURED W/H- Community Health Charities	16.00
Community Health Charities of	01		United Way Payable	ACCURED W/H-Community Health Charities	21.00
United Way of Lee County	01		United Way Payable		25.00
United Way of Lee County	01		United Way Payable		25.00
United Way of Sterling-Rock Pa	01		United Way Payable		37.35
United Way of Sterling-Rock Pa	01		United Way Payable		42.35
Trustmark Insurance	01		Optional Life Insurance		399.01
Trustmark Insurance	01		Optional Life Insurance		392.51
Illinois Mutual	01		Optional Disability Insurance		3.89
Illinois Mutual	01		Optional Disability Insurance		3.89
SVCC Foundation	01		Foundation Payable		119.00
SVCC Foundation	01		Foundation Payable		119.00

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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		277.50
New York Life Insurance & Annu	01		New York Life	ACCURED ANNUITIES-New York Life	300.00
New York Life Insurance & Annu	01		New York Life	ACCURED ANNUITIES-New York Life	300.00
Fidelity Investments	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	60.00
Fidelity Investments	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	60.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Adams, Erika L.	01		Accounts Payable	Online Refund	120.00
Adams, Jodi L.	01		Accounts Payable	Online Refund	100.00
Adams, Rylan D.	01		Accounts Payable	Online Refund	240.00
Adams, Rylan D.	01		Accounts Payable	MAP Gt	337.50
Albee, Karen S.	01		Accounts Payable	Stafford Ln	1,272.64
Allen, Kelly M.	01		Accounts Payable	Online Refund	95.00
Ambeau, Jacqueline K.	01		Accounts Payable	Online Refund	248.00
Amesquita, Jacob A.	01		Accounts Payable	Online Refund	180.00
Anderson, Wendy L.	01		Accounts Payable	Stafford Ln	1,272.64
Arreola, Ranses G.	01		Accounts Payable	MAP Gt	277.00
Arteberry, Tara L.	01		Accounts Payable	Stafford Ln	729.48

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Baker, Jessica M.	01		Accounts Payable	Stafford Ln	1,272.64
Baker, Stephanie L.	01		Accounts Payable	Online Refund	60.00
Barger, Nicole M.	01		Accounts Payable	Athl Schol	384.00
Bartels, Tim M.	01		Accounts Payable	Stafford Bal	37.08
Bartelt, David B.	01		Accounts Payable	Online Refund	326.00
Battles, Melanie A.	01		Accounts Payable	Online Refund	60.00
Baumwell, Stephanie N.	01		Accounts Payable	Online Refund	360.00
Baumwell, Stephanie N.	01		Accounts Payable	Online Refund	60.00
Bear, Alex E.	01		Accounts Payable	Stafford Ln	1,272.64
Becker, Brian	01		Accounts Payable	Stafford Bal	812.19
Becker, Matthew T.	01		Accounts Payable	Stafford Ln	1,272.64
Bellini, James A.	01		Accounts Payable	Stafford Ln	1,697.50
Berlin, Adam J.	01		Accounts Payable	Stafford Ln	1,272.64
Berry, Shawn R.	01		Accounts Payable	Online Refund	10.00
Bielema, Nicole L.	01		Accounts Payable	Online Refund	790.00
Boken, Ronda G.	01		Accounts Payable	Stafford Ln	1,272.64
Bonnell, Anthony R.	01		Accounts Payable	Online Refund	330.00
Bothe, Steven L.	01		Accounts Payable	Online Refund	180.00
Boutin, Troy A.	01		Accounts Payable	Online Refund	195.00
Brands, Jennifer M.	01		Accounts Payable	Online Refund	98.00
Brant, Travis E.	01		Accounts Payable	Online Refund	365.00
Brokaw, Ben J.	01		Accounts Payable	Online Refund	195.00
Bruins, Seth T.	01		Accounts Payable	Stafford Bal	1.16
Bubrick, Jennifer C.	01		Accounts Payable	Online Refund	48.00
Bulfer, Bridgette A.	01		Accounts Payable	Stafford Ln	921.50

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Bull, Miranda K.	01		Accounts Payable	Stafford Bal	178.11
Burke, Carol S.	01		Accounts Payable	Online Refund	97.00
Burks, Christopher M.	01		Accounts Payable	Online Refund	190.00
Bushaw, Tifanie A.	01		Accounts Payable	Online Refund	180.00
Bushman, Debra J.	01		Accounts Payable	Stafford Ln	848.75
Carney, Stevie-Renee	01		Accounts Payable	Online Refund	23.00
Carney, Stevie-Renee	01		Accounts Payable	Online Refund	263.00
Castillo, Efrain J.	01		Accounts Payable	Stafford Ln	1,272.64
Catron, Chastity L.	01		Accounts Payable	Stafford Ln	1,272.64
Celestino, Jonah M.	01		Accounts Payable	Stafford Bal	212.01
Chapman, Andrea	01		Accounts Payable	Stafford Bal	467.37
Christen, Deanna L.	01		Accounts Payable	Stafford Bal	168.88
Ciss, Esperance	01		Accounts Payable	Online Refund	100.00
Clancy, Sarah L.	01		Accounts Payable	Stafford Ln	1,697.50
Cluver, David S.	01		Accounts Payable	Online Refund	130.00
Coan, Alex B.	01		Accounts Payable	Online Refund	180.00
Cobb, Sharon P.	01		Accounts Payable	Stafford Ln	1,697.50
Collins, Catherine	01		Accounts Payable	Online Refund	180.00
Comer, Marcia E.	01		Accounts Payable	EOG	150.00
Condelee, Mari A.	01		Accounts Payable	Stafford Ln	1,272.64
Conklen, Katy K.	01		Accounts Payable	Stafford Ln	1,272.64
Considine, Dawn	01		Accounts Payable	Online Refund	45.00
Cook, James S.	01		Accounts Payable	Online Refund	180.00
Cook, Jessica L.	01		Accounts Payable	MAP Gb	135.00
Cornelius, Christa J.	01		Accounts Payable	Stafford Ln	1,272.64

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Crawford, Carrie A.	01		Accounts Payable	MAP Gt	369.50
Cunningham, Florence M.	01		Accounts Payable	Stafford Ln	1,272.64
Cutter, Kay A.	01		Accounts Payable	Online Refund	55.00
Daly, Ann C.	01		Accounts Payable	Online Refund	18.40
Davis, Janice E.	01		Accounts Payable	Online Refund	120.00
Dempsey, Laurie E.	01		Accounts Payable	Online Refund	30.00
Denzer, Stephanie A.	01		Accounts Payable	Stafford Ln	1,697.50
Dickey, Rebecca A.	01		Accounts Payable	Stafford Bal	383.92
Dickson, Kathryn J.	01		Accounts Payable	PELL Gt	1,013.00
Diehl, Niki M.	01		Accounts Payable	Stafford Bal	213.58
Dienslake, Jamie L.	01		Accounts Payable	Online Refund	180.00
Dienslake, Jamie L.	01		Accounts Payable	MAP Gt	337.50
Dietz, Dana L.	01		Accounts Payable	Online Refund	60.00
Dimond, Lindsay L.	01		Accounts Payable	Stafford Bal	159.87
Dimond, Lindsay L.	01		Accounts Payable	Stafford Correction	113.69
Douglass, Candace A.	01		Accounts Payable	Stafford Bal	774.19
Doyle, Mary R.	01		Accounts Payable	Stafford Bal	113.81
Durham, Rosa A.	01		Accounts Payable	Stafford Ln	1,272.64
Dykstra, Becky S.	01		Accounts Payable	MAP Gt	540.00
Eagle, Tia A.	01		Accounts Payable	Stafford Ln	1,060.21
Eccles, Zachary J.	01		Accounts Payable	Stafford Bal	251.85
Edmonds, Lisa	01		Accounts Payable	Online Refund	38.00
Egan, Julie A.	01		Accounts Payable	MAP Gt	600.50
Eklund, Keri	01		Accounts Payable	Stafford Ln	970.00
Ellis, Kristi N.	01		Accounts Payable	Online Refund	60.00

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Ernst, Katherine I.	01		Accounts Payable	Stafford Ln	1,272.64
Espinoza, Christina M.	01		Accounts Payable	Online Refund	370.00
Fahs, Gina A.	01		Accounts Payable	MAP Gt	303.75
Farris, Ronita L.	01		Accounts Payable	Stafford Ln	1,272.64
Pedyk, Meagan M.	01		Accounts Payable	Online Refund	240.00
Ferwick, Amy L.	01		Accounts Payable	Stafford Ln	97.20
Finkle, Shirzen E.	01		Accounts Payable	Stafford Ln	230.86
Fischbach, Jon T.	01		Accounts Payable	MAP Gt	241.00
Fisher, Nicole E.	01		Accounts Payable	Stafford Bal	1,041.51
Fisher, Teresa A.	01		Accounts Payable	MAP/ITA	143.00
Fitzsimmons, Stefania L.	01		Accounts Payable	Stafford Ln	1,272.64
Fleetwood, Katie L.	01		Accounts Payable	Athl Schol	710.00
Folkerts, Karen M.	01		Accounts Payable	Athl Schol	447.00
Folkerts, Karen M.	01		Accounts Payable	Online Refund	6.00
Folkerts, Katherine A.	01		Accounts Payable	Athl Schol	447.00
Forren, Rachael L.	01		Accounts Payable	Stafford Ln	1,272.64
Francis, Corrine M.	01		Accounts Payable	MAP	135.00
Franklin, Terri A.	01		Accounts Payable	Stafford Ln	485.00
French, Michel R.	01		Accounts Payable	Stafford Ln	1,272.64
Frericha, Bob L.	01		Accounts Payable	Stafford Ln	1,272.64
Fulrath, Scott P.	01		Accounts Payable	Online Refund	95.00
Gabbard, Douglas W.	01		Accounts Payable	Online Refund	75.00
Gardner, Judith N.	01		Accounts Payable	Stafford Ln	1,272.64
Garten, Sabra J	01		Accounts Payable	Online Refund	47.00
Garza, Carlos R.	01		Accounts Payable	Stafford Bal	318.23

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Gascoigne, Jeffrey J	01		Accounts Payable	Online Refund	58.00
Gaskill, Kathy B.	01		Accounts Payable	Online Refund	108.00
Gassner, Joshua	01		Accounts Payable	Stafford Bal	372.96
Gaumer, David P.	01		Accounts Payable	Online Refund	5.00
Gibler, Tyler J.	01		Accounts Payable	Online Refund	144.00
Given, Jamie C.	01		Accounts Payable	PELL	199.23
Glubczynski, Paul	01		Accounts Payable	Stafford Bal	677.64
Gray, Karen L.	01		Accounts Payable	Stafford Ln	1,272.64
Green, Charlene M.	01		Accounts Payable	Stafford Ln	1,272.64
Greenwalt, Chris P.	01		Accounts Payable	Stafford Ln	849.75
Greenwalt, William E.	01		Accounts Payable	Stafford Ln	1,697.50
Gross, Angela K.	01		Accounts Payable	Stafford Ln	1,697.50
Grote, Carrie A.	01		Accounts Payable	Stafford Ln	1,272.64
Gualandi, Lindsey M.	01		Accounts Payable	Online Refund	70.00
Gulley, Olando L.	01		Accounts Payable	Stafford Bal	1,016.51
Guttman, Sean T.	01		Accounts Payable	PELL Gt	400.00
Hagerman, Tanya	01		Accounts Payable	Stafford Bal	285.33
Hammelman, Emily B.	01		Accounts Payable	Online Refund	60.00
Hammelman, Joanne E	01		Accounts Payable	Online Refund	51.00
Hamstra, Adam C.	01		Accounts Payable	MAP/IIA	52.50
Harper, Jean M.	01		Accounts Payable	Online Refund	28.00
Harris, Jermaine C.	01		Accounts Payable	Stafford Bal	404.17
Harts, Gabriel L.	01		Accounts Payable	Stafford Ln	1,272.64
Hartshorn, Kelli J.	01		Accounts Payable	Stafford Bal	152.64
Hedgcock, Chi	01		Accounts Payable	Stafford Ln	896.28

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Heitzler, Kelly K.	01		Accounts Payable	Stafford Ln	1,272.64
Heller, Nancy	01		Accounts Payable	Online Refund	55.00
Hemminger, Joyce A.	01		Accounts Payable	Online Refund	107.00
Hemminger, Tabitha J.	01		Accounts Payable	Stafford Ln	1,212.50
Henkel, Kristin E.	01		Accounts Payable	Online Refund	5.00
Henson, Lynne M.	01		Accounts Payable	Stafford Bal	818.26
Herbert, T. Anne	01		Accounts Payable	Endtn	500.00
Herbert, T. Anne	01		Accounts Payable	Stafford Ln	1,697.50
Herr, Lynnette	01		Accounts Payable	Online Refund	17.00
Hibbard, Timothy S.	01		Accounts Payable	Stafford Ln	1,272.64
Hicks, Amy S.	01		Accounts Payable	Stafford Ln	1,697.50
Hill, Linda S.	01		Accounts Payable	Refund-Fin Assistance Only	9.00
Hill, Meghan R.	01		Accounts Payable	Online Refund	63.00
Hodges, Jaime C.	01		Accounts Payable	Online Refund	18.00
Hodges, Jaime C.	01		Accounts Payable	Online Refund	268.00
Hoffman, Danielle L.	01		Accounts Payable	Online Refund	189.50
House, Jessica R.	01		Accounts Payable	Stafford Bal	336.83
Housley, Sarah N.	01		Accounts Payable	Online Refund	10.81
Hoyie, Craig E.	01		Accounts Payable	Online Refund	120.00
Hubbell, Ryan M.	01		Accounts Payable	MHP/IIA	32.82
Hull, Andrew D.	01		Accounts Payable	Stafford Bal	253.31
Hull, Tracie L.	01		Accounts Payable	Online Refund	60.00
Hummel, Sara B.	01		Accounts Payable	Online Refund	375.00
Jackson, Joshua A.	01		Accounts Payable	Stafford Ln	1,272.64
Jacobs, Libby S.	01		Accounts Payable	Stafford Ln	1,272.64

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Jacobs, Lisa M.	01		Accounts Payable	Stafford Bal	89.08
Jacobs, Matthew E.	01		Accounts Payable	Stafford Bal	124.76
Johannsen, Jared R.	01		Accounts Payable	Online Refund	180.00
Johnson, Robin E.	01		Accounts Payable	Online Refund	510.00
Juarez, Maria F.	01		Accounts Payable	Online Refund	285.00
Kaye, Veronica	01		Accounts Payable	Stafford In	1,060.21
Keen, Samantha J.	01		Accounts Payable	Stafford Bal	848.88
Kellett, Loree A.	01		Accounts Payable	Stafford In	1,272.64
Kerwin, Joseph J.	01		Accounts Payable	Online Refund	70.00
Kibble, Aubrey M.	01		Accounts Payable	Online Refund	10.00
Kibodeaux, Kelli L.	01		Accounts Payable	Stafford Bal	952.84
Kirk, Sandra M.	01		Accounts Payable	Stafford In	637.29
Klount, Bryan J.	01		Accounts Payable	Online Refund	180.00
Koning, Nathan L.	01		Accounts Payable	MAP/IIA	52.50
Korineck, Jason A.	01		Accounts Payable	Stafford Bal	487.64
Kradle, Kasey E.	01		Accounts Payable	Stafford Bal	1,012.64
Kraft, Amanda	01		Accounts Payable	Online Refund	440.00
Krager, Amber J.	01		Accounts Payable	Stafford Bal	346.78
Krahenbuhl, Leigh A.	01		Accounts Payable	Online Refund	90.00
Lafever, Robert J.	01		Accounts Payable	Online Refund	63.00
Lane, Kelly R.	01		Accounts Payable	Stafford In	1,697.50
Larson, Sarah J.	01		Accounts Payable	Online Refund	195.00
Latigo, Crystal N.	01		Accounts Payable	Online Refund	200.00
Leal, Nicholas R.	01		Accounts Payable	Stafford In	1,272.64
Leal, Sara K.	01		Accounts Payable	Online Refund	220.00

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Leamanczyk, Ranae C.	01		Accounts Payable	Stafford Bal	150.12
Lee, John R.	01		Accounts Payable	Online Refund	5.00
Lesperance, Michelle M.	01		Accounts Payable	Stafford In	1,272.64
Lilly, Matthew C.	01		Accounts Payable	Online Refund	60.00
Lindstrom, Kayla K.	01		Accounts Payable	MAP/IIA	167.00
Looney, Ryan J.	01		Accounts Payable	Stafford Bal	15.14
Loye, Adam P.	01		Accounts Payable	Stafford In	1,272.64
Lumzy, Brandon J.	01		Accounts Payable	reverse	750.00
Malach, Julianne	01		Accounts Payable	Online Refund	47.00
Mandrell, Michael A.	01		Accounts Payable	Online Refund	9.00
Marks, Pam S.	01		Accounts Payable	Stafford In	1,272.64
Marruffo, Kerie M.	01		Accounts Payable	Online Refund	24.00
Marshall, Ryan P.	01		Accounts Payable	Online Refund	156.00
Marsili, Lisa M.	01		Accounts Payable	Stafford In	1,697.50
Massingill, Brian K.	01		Accounts Payable	Online Refund	720.00
Mattingly, Robert M.	01		Accounts Payable	Online Refund	25.00
McCartney, Melissa J.	01		Accounts Payable	Stafford In	1,272.64
McCormick, Karrie L.	01		Accounts Payable	Athl. Schol	750.00
McDaniel, Kerie L.	01		Accounts Payable	Online Refund	135.00
McGinn, Martha S.	01		Accounts Payable	Online Refund	76.00
McGinn, Susan J.	01		Accounts Payable	Stafford Bal	716.73
McMunn, Amber F.	01		Accounts Payable	IIA	250.00
Melton, Vanessa L.	01		Accounts Payable	MAP	303.75
Merdian, Julie K.	01		Accounts Payable	Stafford In	1,272.64
Michel, Amanda S.	01		Accounts Payable	Stafford In	1,272.64

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Michl, Teah M.	01		Accounts Payable	Stafford Bal	336.04
Mickelson, James R.	01		Accounts Payable	Stafford Bal	309.34
Miklaj, Terézija I.	01		Accounts Payable	Stafford Ln	1,697.50
Miles, Todd C.	01		Accounts Payable	Stafford Ln	1,272.64
Moen, Coral L.	01		Accounts Payable	Online Refund	50.40
Mollner, Judy L.	01		Accounts Payable	Stafford Bal	210.44
Mondlock, Todd A.	01		Accounts Payable	Online Refund	58.00
Monier, Brenda M.	01		Accounts Payable	Stafford Ln	1,697.50
Monk, Bryan O.	01		Accounts Payable	Online Refund	25.00
Morrissey, Kelly L.	01		Accounts Payable	Athletic Schol	200.00
Moser, John P.	01		Accounts Payable	Stafford Bal	247.72
Mosher, Darren R.	01		Accounts Payable	Online Refund	58.00
Mosher, Josh	01		Accounts Payable	MAP	138.50
Mumford, Darla S.	01		Accounts Payable	Online Refund	240.00
Nagy, Patrick T.	01		Accounts Payable	Stafford Bal	417.47
Naing, Min	01		Accounts Payable	Online Refund	25.00
Naing, Min	01		Accounts Payable	Online Refund	264.00
Nauman, Shirley A.	01		Accounts Payable	Online Refund	108.00
Nitsch, Tiffany L.	01		Accounts Payable	Stafford Bal	712.39
Nunez, Reyna S.	01		Accounts Payable	Stafford Ln	1,272.64
O'Dell, Sean M.	01		Accounts Payable	Online Refund	60.00
Olalde, Sara M.	01		Accounts Payable	Stafford Ln	1,697.50
Olds, Holly A.	01		Accounts Payable	Stafford Bal	95.29
Oleson, Tyler J.	01		Accounts Payable	Stafford Bal	368.86
Oison, Cory R.	01		Accounts Payable	Stafford Ln	1,272.64

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Oltmanns, Steven C.	01		Accounts Payable	Stafford Bal	1,047.06
Ortgiesen, Karrie K.	01		Accounts Payable	Stafford Bal	66.38
Owens, Kimberly R.	01		Accounts Payable	Stafford Ln	1,272.64
Pack, Amanda A.	01		Accounts Payable	Online Refund	55.20
Padilla, Leitia M.	01		Accounts Payable	Online Refund	63.00
Payne, Angela M.	01		Accounts Payable	Stafford Ln	1,272.64
Payne, Tonya M.	01		Accounts Payable	Stafford Ln	1,485.07
Penick, David A.	01		Accounts Payable	Stafford Ln	1,272.64
Perkins, Robert E.	01		Accounts Payable	Stafford Ln	1,272.64
Pettorini, Joseph W.	01		Accounts Payable	Online Refund	60.00
Phillips, Antonio	01		Accounts Payable	Online Refund	118.00
Piper, Dustin M.	01		Accounts Payable	Online Refund	60.00
Polhill, Jessica L.	01		Accounts Payable	Refund-Fin Assistance Only	292.50
Porter, Sarah E.	01		Accounts Payable	Online Refund	353.00
Pratt, Justin M.	01		Accounts Payable	Online Refund	15.00
Raines, Rebecca J.	01		Accounts Payable	Stafford Bal	319.91
Ramer, Bobbie J.	01		Accounts Payable	Stafford Bal	677.64
Ramirez, Kevin M.	01		Accounts Payable	Stafford Bal	1,442.79
Reavy, Shelby S.	01		Accounts Payable	Online Refund	170.00
Redell, Chelsey L.	01		Accounts Payable	Online Refund	7.00
Regalado, Barbara J.	01		Accounts Payable	Stafford Ln Bal	1,664.50
Reul, Emily J.	01		Accounts Payable	MAP	138.50
Reza, Nicole A.	01		Accounts Payable	Stafford Bal	1,272.64
Rice, Stacey	01		Accounts Payable	Stafford Ln	1,272.64
Richards, Wayne E.	01		Accounts Payable	Stafford Bal	851.29

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Richardson, Paula S.	01		Accounts Payable	Stafford Ln	1,272.64
Rinehart, Ashley M.	01		Accounts Payable	Stafford Bal	665.39
Rodriguez, Eunice	01		Accounts Payable	Stafford Ln	1,272.64
Rodriguez, Gloria J.	01		Accounts Payable	Stafford Ln	1,060.21
Ruggeberg, Cheryl L.	01		Accounts Payable	Online Refund	250.00
Rumley, John W.	01		Accounts Payable	Stafford Ln	423.89
Rus, Misty L.	01		Accounts Payable	Stafford Ln	1,272.64
Salas, Kelsi S.	01		Accounts Payable	Athl Schol	600.00
Samolitis, Jennifer	01		Accounts Payable	Stafford Bal	677.64
Sandoval, Jose E.	01		Accounts Payable	Stafford Ln	1,272.64
Scarborough, Cynthia M.	01		Accounts Payable	Stafford Ln	1,272.64
Schies, Melissa J.	01		Accounts Payable	Online Refund	510.00
Schinderling, Heather L.	01		Accounts Payable	Stafford Bal	281.63
Schneider, Jason L.	01		Accounts Payable	Online Refund	155.00
Seaman, Benjamin M.	01		Accounts Payable	Online Refund	180.00
Seaman, Lisa J.	01		Accounts Payable	Online Refund	155.00
Seaworth, Ann M.	01		Accounts Payable	Stafford Ln	1,272.64
Seguin, Michael	01		Accounts Payable	Online Refund	49.00
Serafin-Ward, Laura E.	01		Accounts Payable	Online Refund	360.00
Setchell, Kelly S.	01		Accounts Payable	Stafford Bal	677.02
Shelley, Jennifer L.	01		Accounts Payable	Stafford Ln	727.50
Shelley, Tori L.	01		Accounts Payable	Stafford Ln	1,272.64
Shiataras, Emily C.	01		Accounts Payable	Athl Schol	550.00
Shipman, Ashley D.	01		Accounts Payable	Stafford Bal	127.06
Shipman, Larry D.	01		Accounts Payable	Stafford Ln	1,272.64

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Shuman, Heather S.	01		Accounts Payable	MAP/TIA Bal	44.36
Sibigtroth, Kathryn L.	01		Accounts Payable	Stafford Bal	832.94
Simonton, Nete R.	01		Accounts Payable	Online Refund	240.00
Singleton, Neal T.	01		Accounts Payable	MAP Bal	58.50
Smith, Angela M.	01		Accounts Payable	Stafford Ln	1,272.64
Smith, Bethany F.	01		Accounts Payable	Stafford Ln	1,272.64
Snyder, Sarah K.	01		Accounts Payable	Stafford Ln	1,212.50
Sodergren-Baar, Tristan M.	01		Accounts Payable	Stafford Bal	412.11
Sofolo, Steven J.	01		Accounts Payable	Stafford Ln	1,272.64
Soenowski, Mary E.	01		Accounts Payable	Online Refund	60.00
Spears, Nicole S.	01		Accounts Payable	Stafford Bal	239.91
Staas, Richard T.	01		Accounts Payable	Stafford Ln	1,272.64
Stark, Teresa D.	01		Accounts Payable	Stafford Ln	970.00
Stauffer, Heather A.	01		Accounts Payable	Stafford Ln	1,697.50
Stauffer, Janna D.	01		Accounts Payable	Online Refund	15.00
Stevens, Rachel E.	01		Accounts Payable	Online Refund	3.00
Stevenson, Carrie A.	01		Accounts Payable	Stafford Bal	573.89
Stevenson, Gina L.	01		Accounts Payable	Online Refund	12.00
Stewart, Nathan A.	01		Accounts Payable	Stafford Bal	90.73
Stiefel, Jennifer L.	01		Accounts Payable	Stafford Ln	1,697.50
Still, Ryan M.	01		Accounts Payable	Online Refund	144.00
Stingley, Kimberly R.	01		Accounts Payable	Stafford Bal	675.55
Stratz, Michele R.	01		Accounts Payable	Stafford Bal	142.55
Strick, Jeffrey K.	01		Accounts Payable	Online Refund	60.90
Stringer, Gary D.	01		Accounts Payable	Stafford Bal	937.80

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Suits, Adrienne M.	01		Accounts Payable	Online Refund	180.00
Swanson, Jennifer L.	01		Accounts Payable	Stafford Ln	1,272.64
Tabor, Meagan C.	01		Accounts Payable	Online Refund	140.00
Teal, Karolyn L.	01		Accounts Payable	Online Refund	60.00
Teal, Karolyn L.	01		Accounts Payable	MAP Bal	197.95
Tehan, Dhurata R.	01		Accounts Payable	Online Refund	132.00
Temple, Katie J.	01		Accounts Payable	Online Refund	15.00
Thompson, Caprice L.	01		Accounts Payable	MAP/IIA	11.54
Thompson, Justin E.	01		Accounts Payable	Online Refund	120.00
Thorman, Carrie J.	01		Accounts Payable	PELL Gt	1,013.00
Tieken, Sarah E.	01		Accounts Payable	Online Refund	240.00
Todd, Joseph J.	01		Accounts Payable	Online Refund	124.00
Toole, Lynn M.	01		Accounts Payable	Online Refund	430.00
Townsend, Virginia L.	01		Accounts Payable	Online Refund	35.00
Tucker, Paul R.	01		Accounts Payable	Stafford Lns	636.32
Unger, Mike E.	01		Accounts Payable	Stafford Ln	1,272.64
Van Horn, Kayla R.	01		Accounts Payable	Stafford Ln	1,697.50
Van Weelden, Marvin H.	01		Accounts Payable	Stafford Bal	1,102.50
VanNatta, Christopher D.	01		Accounts Payable	Stafford Bal	663.91
Vargas, Magdalena	01		Accounts Payable	SEOG Bal	38.25
Velazquez, Julia C.	01		Accounts Payable	MAP	439.00
Venhuizen, Larry	01		Accounts Payable	Online Refund	180.00
Verbout, Jane E.	01		Accounts Payable	Online Refund	60.00
Vinson, Amber L.	01		Accounts Payable	Stafford Bal	963.92
Volkmann, Danielle E.	01		Accounts Payable	Stafford Ln	1,273.61

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Vos, Angie L.	01		Accounts Payable	Stafford Bal	993.95
Wagner, Todd A.	01		Accounts Payable	Stafford Bal	1,232.64
Walkins, DeAnn R.	01		Accounts Payable	Stafford Ln	1,272.64
Wallington, Kurt S.	01		Accounts Payable	MAP Bal	446.00
Warkentin, Barbara A.	01		Accounts Payable	Stafford Ln	1,272.64
Warren, Amanda J.	01		Accounts Payable	Stafford Ln	73.85
Warren, Ashleigh M.	01		Accounts Payable	Stafford Bal	92.32
Washington, William E.	01		Accounts Payable	Stafford Ln	1,272.64
Weflen, Andrew R.	01		Accounts Payable	Online Refund	10.00
Wegley, Kayle B.	01		Accounts Payable	Stafford Bal	199.03
Welty, Susan	01		Accounts Payable	Online Refund	48.00
Werwers, Julie D.	01		Accounts Payable	Online Refund	52.00
White, James T.	01		Accounts Payable	Stafford Bal	216.10
White, Nichole F.	01		Accounts Payable	PELL/BOG	1,769.00
Whiting, Steve G.	01		Accounts Payable	Online Refund	180.00
Wiederin, Kristi K.	01		Accounts Payable	Online Refund	25.00
Wiederin, Kristi K.	01		Accounts Payable	Online Refund	75.00
Willett, Wendy A.	01		Accounts Payable	Online Refund	58.00
Wilson, Mary C.	01		Accounts Payable	Online Refund	370.00
Woodvatt, Chris D.	01		Accounts Payable	Online Refund	15.00
Worcester, Linda K.	01		Accounts Payable	Stafford Bal	146.11
Wray, Justin R.	01		Accounts Payable	Stafford Bal	273.00
Yater, Kristine E.	01		Accounts Payable	Stafford Bal	195.92
Yearian, Steven D.	01		Accounts Payable	Online Refund	130.00
Zuidema, Amy L.	01		Accounts Payable	Stafford Ln	1,272.64

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Cole, Michael	01		Other Payables	Parent Plus Loan	1,209.55
Cole, Michael	01		Other Payables	Parent Loan-A Cole	2,425.00
Follett Bookstore	01		PELL EOG BT	Adjustment 1/10/04	115.00
Follett Bookstore	01		PELL EOG BT	Books	38,726.74
Follett Bookstore	01		PELL EOG BT	Books	5,772.99
Follett Bookstore	01		PELL EOG BT	Books	2,889.25
Follett Bookstore	01		Foundation B	Books	855.36
Follett Bookstore	01		Foundation B	Books	781.82
Follett Bookstore	01		Foundation B	Books	79.52
Follett Bookstore	01		Stafford Loans BT	Books	3,249.99
Follett Bookstore	01		Stafford Loans BT	Books	296.31
Follett Bookstore	01		Stafford Loans BT	Books	65.97
Follett Bookstore	01		JTPA Whiteside B	Books	3,186.48
Follett Bookstore	01		JTPA Whiteside B	Books	465.94
Follett Bookstore	01		JTPA Whiteside B	Books	594.91
Follett Bookstore	01		JTPA Lee B	Books	1,311.83
Follett Bookstore	01		JTPA Lee B	Books	-117.75
Follett Bookstore	01		JTPA Lee B	Books	-57.25
Follett Bookstore	01		DORS B	Books	894.48
Follett Bookstore	01		DORS B	Books	51.25
Follett Bookstore	01		Vets Rehab B	Books	460.89
Follett Bookstore	01		Vets Rehab B	Books	70.25
Follett Bookstore	01		Trade Act TAA Sterling B	Books	560.03
Follett Bookstore	01		Trade Act TAA Sterling B	Books	5.99
Follett Bookstore	01		Trade Act TAA Sterling B	Books	-71.50

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Follett Bookstore	01		Short Term Book Loan due Booksto	Books	5,510.14
Follett Bookstore	01		Short Term Book Loan due Booksto	Books	617.05
Follett Bookstore	01		Short Term Book Loan due Booksto	Books	100.94
Follett Bookstore	01		Americorps	Books	134.28
Follett Bookstore	01		Bookstore payable-Trade act -Ott	Books	509.25
Consolidated Management Co	01		Cafeteria payable	January Punch-a-Lunch Sales	9,400.00
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services 1/04	1,174.50
Follett Bookstore	01	President	Office Supplies	Department Charges thru 11/30/03	5.47
Sterling Gyro Club	01	President	Publications and Dues	Membership Renewal FY 04	100.00
Rotary Club of Sterling	01	President	Conference/Meeting Expense	Rotary Club Dues-Dr. Behrendt 1/04	66.00
McCormick's	01	President	Other Conference & Meeting	Flowers for Broers Funeral	35.00
Follett Bookstore	01	College Relations	Office Supplies	Bookstore Charges	31.99
Lundgren's Inc	01	College Relations	Office Supplies	Photo Processing Foundation Photos	7.99
Carroll County Review	01	College Relations	Advertising	Spring Registration Ads	270.00
Carroll County Review	01	College Relations	Advertising	January Advertising	270.00
Coronet Communications WHBF TV	01	College Relations	Advertising	January Commercials	750.00
Creative Printing	01	College Relations	Advertising	12500 Business Card Masters	400.00
Hometown Productions	01	College Relations	Advertising	Whiteside County Advertisement	209.50
Insight Media	01	College Relations	Advertising	Advertising Fee	165.00
Insight Media	01	College Relations	Advertising	Advertising Fee	144.00
Insight Media	01	College Relations	Advertising	Advertising Fee	552.00
Insight Media	01	College Relations	Advertising	Advertising Fee	132.00
KLJB TV	01	College Relations	Advertising	January Commercials	750.00
KWQC TV	01	College Relations	Advertising	January Commercials	810.00
Ogle County Newspapers	01	College Relations	Advertising	January Advertising	108.00

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SBC	01	College Relations	Advertising	Sterling White Pages	14.34
Sauk Valley Newspapers	01	College Relations	Advertising	January 2004 Advertising	1,489.67
Video Duplication Specialists,	01	College Relations	Advertising	DVCRAM to Beta SP	29.10
NBR TV	01	College Relations	Advertising	January Commercials	350.00
WIXN FM - WIXN AM	01	College Relations	Advertising	January Commercials	936.00
WIXN FM - WIXN AM	01	College Relations	Advertising	Registration, Madrigals, Concerts	1,100.00
WLIT	01	College Relations	Advertising	January Commercials	342.00
WQAD TV, A New York Times Comp	01	College Relations	Advertising	Spring Registration Ads	700.00
WQRF TV	01	College Relations	Advertising	Spring Registration Ads	350.00
WQRF TV	01	College Relations	Advertising	January Commercials	350.00
WREX TV	01	College Relations	Advertising	January Commercials	265.00
WTVO TV	01	College Relations	Advertising	Spring Registration	1,000.00
Withers Broadcasting	01	College Relations	Advertising	January Advertising	842.67
Illinois Community College Tru	01	College Relations	Conference/Meeting Expense	Registration 1/16/04	25.00
Twin City Sunrise Rotary	01	College Relations	Conference/Meeting Expense	Oct-Dec 2003 Meetings	55.00
Xerox Corporation	01	Printshop	Maintenance Services	Meter Usage & Leasing Charges for Contract 5818	60.84
Castle Print Tech	01	Printshop	Advertising	Spring 2004 Comm. Service Schedule	550.00
Midland Paper	01	Printshop	Purchases for Resale	Astrobrite 24/60 Fireball Fuchsia	455.80
Printing & Business Solutions	01	Printshop	Purchases for Resale	2500 VRA Long Run Plates 83-4-106874	344.82
Xerox Corporation	01	Printshop	Purchases for Resale	003R00721 PMP 4024 8.8x11 Paper	1,912.00
Xerox Corporation	01	Printshop	Lease Installment Payments	Meter Usage & Leasing Charges for Contract 5818	49.83
SM Business Equipment Center	01	Information Center	Maintenance Services	Monthly Copy Count	30.20
Follett Bookstore	01	Information Center	Office Supplies	Bookstore Charges	5.52
Follett Bookstore	01	Information Center	Office Supplies	Department Charges thru 11/30/03	3.99
Follett Bookstore	01	Grant, Planning, & Research	Office Supplies	Bookstore Charges	3.18

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Little, Linda	01	Grant, Planning, & Research	Conference/Meeting Expense	Travel - St. Louis 1/16/04	442.21
Follett Bookstore	01	VP-Instructional Services	Office Supplies	Department Charges thru 11/30/03	25.59
AACC	01	VP-Instructional Services	Conference/Meeting Expense	Conference 4/23/04 D Hecht	425.00
Hecht, Deborah J.	01	VP-Instructional Services	Conference/Meeting Expense	Travel-Futures Conference thru 2/3/04	447.28
Klein, Colleen J.	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement Fall 2003	590.00
Wittman, Valarie	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement Fall 2003	590.00
SNM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance For FY 04	35.17
Brevitt, Dianna H.	01	Other Instructional	Conference/Meeting Expense	Travel RSNA 12/2/03	20.00
Murray State University	01	Other Instructional	Conference/Meeting Expense	Travel-TSM Conference-Fee M L Kidder 3/31/04	149.00
National League for Nursing	01	Other Instructional	Conference/Meeting Expense	Teleconference-D Seeley 2/4/04	350.00
Consolidated Management Co	01	Other Instructional	Other Conference & Meeting	In-Service Lunch	828.00
Follett Bookstore	01	Dean of Arts, Social Sciences & P	Office Supplies	Department Charges thru 1/16/04	26.25
Quill Corporation	01	Dean of Arts, Social Sciences & P	Office Supplies	Bic Write-Out Correction Film #038-WOMTFL1	76.78
Gaspar, Charles	01	Art	Consultants	Art Classes 1/29 & 2/5/04	75.00
Moreno, Natalie L.	01	Art	Consultants	Art 2/4/04	37.50
Xerox Corporation	01	Art	Maintenance Services	Service Agreement Art Dept	799.00
Follett Bookstore	01	Art	Instructional Supplies	Department Charges	13.16
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges	247.95
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges	19.03
Follett Bookstore	01	Art	Instructional Supplies	Department Charges thru 11/30/03	4.28
Follett Bookstore	01	Art	Instructional Supplies	Department Charges thru 1/16/04	103.15
Betty Publications	01	Art	Instructional Supplies	Books for Art Class	97.90
Hudson Hills Press	01	Art	Instructional Supplies	Books for Art Class	103.50
VanderWege, Robertus J.	01	Art	Instructional Supplies	Art Supplies	37.97
Follett Bookstore	01	English	Instructional Supplies	Department Charges	4.99

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Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges	19.75
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges	39.24
Follett Bookstore	01	English	Instructional Supplies	Department Charges thru 1/30/2004	34.64
Quill Corporation	01	English	Instructional Supplies	Doz. Ruled Pads #038-20221Q	7.49
Quill Corporation	01	English- Developmental	Instructional Supplies	Doz. Ruled Pads #038-20221Q	2.59
Americas	01	Foreign Language	Instructional Supplies	Subscription Renewal	18.00
Quill Corporation	01	Reading	Instructional Supplies	Doz. Ruled Pads #038-20221Q	17.57
Follett Bookstore	01	Humanities	Instructional Supplies	Bookstore Charges	8.88
Follett Bookstore	01	Humanities	Instructional Supplies	Department Charges thru 1/16/04	12.79
Follett Bookstore	01	Music	Instructional Supplies	Department Charges	2.38
Follett Bookstore	01	Music	Instructional Supplies	Bookstore Charges	3.16
Follett Bookstore	01	Music	Instructional Supplies	Department Charges thru 11/30/03	3.99
Follett Bookstore	01	Music	Instructional Supplies	Department Charges thru 1/30/2004	3.49
Heritage Music Center Inc	01	Music	Instructional Supplies	Supplies for Music Classes	349.00
Kapps Banquet Facility	01	Music	Rental- Equipment	Rental of Banquet Facility	500.00
Follett Bookstore	01	Philosophy	Instructional Supplies	Bookstore Charges	1.35
Follett Bookstore	01	Speech	Instructional Supplies	Bookstore Charges	63.40
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Towels/Laundry	509.98
Follett Bookstore	01	Physical Education	Instructional Supplies	Department Charges thru 1/30/2004	5.18
Consolidated Management Co	01	Fitness Center	Instructional Supplies	Wellness Club Gift Cards	12.60
Cybex	01	Fitness Center	Instructional Supplies	HD-60127 150 Newton Gas Shock	85.00
Whiteside Area Career Center	01	Criminal Justice	Consultants	CJS 250 Class	1,320.00
Follett Bookstore	01	Criminal Justice	Instructional Supplies	Bookstore Charges	3.00
Ulferts, Harry	01	Criminal Justice	Instructional Supplies	Supplies-Criminal Justice Class	19.10
Ulferts, Harry	01	Criminal Justice	Instructional Supplies	Supplies	93.42

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NILRC	01	History	Other Contractual Services	License Fee Fall 2002	1,209.75
Follett Bookstore	01	History	Instructional Supplies	Bookstore Charges	42.20
Hagemann, Herbert A.	01	Human Services	Office Supplies	Travel-Mileage/Lunch 1/9/04	48.35
Follett Bookstore	01	Human Services	Instructional Supplies	Department Charges	28.33
Follett Bookstore	01	Human Services	Instructional Supplies	Bookstore Charges	79.75
Quill Corporation	01	Human Services	Instructional Supplies	Bic Wite-Out Correction Film #038-WOMTP11	2.59
Follett Bookstore	01	Psychology	Instructional Supplies	Department Charges	11.98
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges	16.14
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges	29.14
Follett Bookstore	01	Psychology	Instructional Supplies	Department Charges thru 11/30/03	5.92
Follett Bookstore	01	Psychology	Instructional Supplies	Department Charges thru 1/16/04	8.24
Quill Corporation	01	Psychology	Instructional Supplies	Doz. Ruled Pads #038-20221Q	7.49
Creative Printing	01	Dean of Business, Tech & Natural	Office Supplies	Business Cards-Linley V White 500/Box	40.00
Quill Corporation	01	Dean of Business, Tech & Natural	Office Supplies	Doz. Ruled Pads #038-20221Q	25.85
White, Linley V.	01	Dean of Business, Tech & Natural	Office Supplies	Supplies	99.95
Rock Falls Rotary Club	01	Dean of Business, Tech & Natural	Publications and Dues	Jan-Mar 2004 Dues	99.00
White, Linley V.	01	Dean of Business, Tech & Natural	Conference/Meeting Expense	Travel- ICSPS 2/9/04	144.25
Lawrence, Marcy S.	01	Dean of Business, Tech & Natural	Other Conference & Meeting	Travel- Progress Center thru 1/15/04	117.60
Niemeyer, Loren	01	Dean of Business, Tech & Natural	Other Conference & Meeting	Travel-2/6/04	51.00
Quill Corporation	01	Accounting	Instructional Supplies	Doz. Ruled Pads #038-20221Q	2.59
Whiteside Area Career Center	01	Computer Information Systems	Consultants	Vocational Networking CIS 154/CIS 156	3,760.00
Follett Bookstore	01	Computer Information Systems	Instructional Supplies	Bookstore Charges	79.99
Quill Corporation	01	Computer Information Systems	Instructional Supplies	Calendar Refills #038-E210-50	7.49
SBW Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Monthly Service Contract-Sharp Copier OAS Lab	33.80
Crescent Electric Supply Co	01	Electronics	Instructional Supplies	60 Amp Panel Q043L60NS	141.60

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Digi-Key Corp	01	Electronics	Instructional Supplies	296-13126-1-ND (74128 Line Driver)	100.64
Digi-Key Corp	01	Electronics	Instructional Supplies	296-3712-5-ND (74LS47 BCD to 7-segment decoder)	29.81
Follett Bookstore	01	Electronics	Instructional Supplies	Department Charges thru 1/16/04	63.98
Menards	01	Electronics	Instructional Supplies	Two Hole Clamps	13.58
Menards	01	Electronics	Instructional Supplies	1/4-1" Lag Bolts pk	69.30
Menards	01	Electronics	Instructional Supplies	4x4x1-1/2 Square Box	69.16
Quill Corporation	01	Electronics	Instructional Supplies	At-A-Glance Flat Desk Pad Calendar #410-SK-00	2.59
Radio Shack	01	Electronics	Instructional Supplies	Potentiometers	30.12
Springfield Electric Supply	01	Electronics	Instructional Supplies	Relays 14CSA32AA	1,760.00
Warren Electronic	01	Electronics	Instructional Supplies	Micro Farad Capacitors	11.84
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	21.08
Quill Corporation	01	HVAC	Instructional Supplies	At-A-Glance Flat Desk Pad Calendar #038-SK-00	2.59
C & N Supply	01	Machine Tool	Instructional Supplies	CRSSB32 1" End Mill	616.35
C & N Supply	01	Machine Tool	Instructional Supplies	5/16 Drills #MT10-11464	19.70
Deivies Plastics, Inc	01	Machine Tool	Instructional Supplies	1-1/2x1-1/2x24 Square Acrylic Rod (Rod 037)	19.44
Follett Bookstore	01	Manufacturing Technology	Instructional Supplies	Department Charges thru 1/16/04	120.75
Quill Corporation	01	Manufacturing Technology	Instructional Supplies	Doz. Ruled Pads #038-20221Q	21.28
Follett Bookstore	01	Mechanical Design	Instructional Supplies	Bookstore Charges	112.25
Follett Bookstore	01	Mechanical Design	Instructional Supplies	Department Charges thru 11/30/03	6.19
Follett Bookstore	01	Mechanical Design	Instructional Supplies	Department Charges thru 1/30/2004	2.75
Grainger	01	Mechanical Design	Instructional Supplies	#4B366 Combination Lock Control Key	78.43
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies-See Attached	88.46
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies-See Attached	24.70
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies-See Attached	98.00
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies-See Attached	139.80

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Follett Bookstore	01	Biology	Instructional Supplies	Bookstore Charges	22.25
Modern Biology	01	Biology	Instructional Supplies	ep-1/8 Electrophoresis pkg 1/8	136.56
Quill Corporation	01	Biology	Instructional Supplies	Doz. Ruled Pads #038-20221Q	7.77
Ward's-Biology	01	Biology	Instructional Supplies	81-W-3145 Oversized Kidney Model	214.03
Wood, Therese L.	01	Biology	Instructional Supplies	Biology Supplies	160.50
Wood, Therese L.	01	Biology	Instructional Supplies	Biology Supplies	118.68
Wood, Therese L.	01	Biology	Instructional Supplies	Petty Cash Biology	84.23
Aldrich Chemical Company	01	Chemistry	Instructional Supplies	24,451-1 Toluene Anhydrous 100ml	134.31
Follett Bookstore	01	Chemistry	Instructional Supplies	Bookstore Charges	90.00
Follett Bookstore	01	Chemistry	Instructional Supplies	Department Charges thru 1/30/2004	2.78
U S Filter Corporation	01	Chemistry	Instructional Supplies	See Attached Chemistry Service Work	133.00
Follett Bookstore	01	Mathematics	Instructional Supplies	Department Charges	-81.75
Follett Bookstore	01	Mathematics	Instructional Supplies	Department Charges thru 11/30/03	1.91
Follett Bookstore	01	Mathematics	Instructional Supplies	Department Charges thru 1/16/04	90.51
Quill Corporation	01	Mathematics- Developmental	Instructional Supplies	Doz. Ruled Pads #038-20221Q	2.59
Atchley, Charles E.	01	Physics	Instructional Supplies	Books Physics/Calculus 2000	42.00
Gospodarczyk, Thomas J.	01	Health Occupational	Instructional Supplies	DCC Supplies CPR Class	5.50
KSB Hospital	01	Health Occupational	Instructional Supplies	First Aid/CPR Classes at DCC	57.50
Southern Illinois University	01	Technical Occupational-Community	Instructional Supplies	Instructional Manuals	90.00
Southern Illinois University	01	Technical Occupational-Community	Instructional Supplies	Books-Water Treatment Class	60.00
SBM Business Equipment Center	01	Director of Health Careers Ed	Maintenance Services	Monthly Maintenance Agreement	25.20
Follett Bookstore	01	Director of Health Careers Ed	Office Supplies	Department Charges thru 1/16/04	5.82
Quill Corporation	01	Director of Health Careers Ed	Office Supplies	Freight	7.35
Quill Corporation	01	Director of Health Careers Ed	Office Supplies	Office Supplies Open P.O.	19.99
Quill Corporation	01	Director of Health Careers Ed	Office Supplies	Office Supplies Open P.O.	13.38

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Quill Corporation	01	Director of Health Careers Ed	Office Supplies	Office Supplies Open P.O.	52.99
College of DuPage	01	Director of Health Careers Ed	Publications and Dues	Teaching Nursing	105.00
Lynch, Janet L.	01	Director of Health Careers Ed	Conference/Meeting Expense	Travel-Thru 1/23/04	155.25
Fisher Scientific	01	Phlebotomy	Instructional Supplies	22-004-141 Needle Protection	302.38
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	66.93
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	.78
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	210.86
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	67.60
Follett Bookstore	01	Associate Degree Nursing	Instructional Supplies	Bookstore Charges	37.25
Follett Bookstore	01	Associate Degree Nursing	Instructional Supplies	Department Charges thru 11/30/03	16.50
Follett Bookstore	01	Associate Degree Nursing	Instructional Supplies	Department Charges thru 1/30/2004	1.58
Wallcur, Inc	01	Associate Degree Nursing	Instructional Supplies	Practi-Powder	334.18
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	LPN Supplies Open P.O.	30.81
Wallcur, Inc	01	Licensed Practical Nursing	Instructional Supplies	Injecta Pads	424.32
Kiele, Beverly M.	01	Radiologic Technology	Faculty-Summer	Summer 03 Teaching	225.00
Diagnostic Imaging Inc	01	Radiologic Technology	Maintenance Services	Rad Tech Supplies Open P.O.	130.00
Illinois Emergency Management	01	Radiologic Technology	Maintenance Services	Annual Fee -Radiation Machine	330.00
Diagnostic Imaging Inc	01	Radiologic Technology	Instructional Supplies	Rad Tech Supplies Open P.O.	153.25
Follett Bookstore	01	Radiologic Technology	Instructional Supplies	Bookstore Charges	6.39
Brevitt, Dianna H.	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Sites thru 12/16/03	168.28
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Sites 1/29/04	169.88
DeKroft-Metz and Co, Inc	01	Other Health Careers	Instructional Supplies	KENDALL Tracheotomy Care Tray #42201	66.44
Beinhoff, Lisa A.	01	Learning Resource Center	Library Supplies	Library Supplies	42.36
Follett Bookstore	01	Learning Resource Center	Library Supplies	Bookstore Charges	136.42
Library Corporation	01	Learning Resource Center	Computer Software	Books	2,900.00

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Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books For Library	1,235.19
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	17.56
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	288.71
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	39.91
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	31.14
Thomson Learning	01	Learning Resource Center	Books and Binding Costs	Books	1,448.50
US Bank	01	Learning Resource Center	Books and Binding Costs	Books	2,432.00
EBSCO	01	Learning Resource Center	Publications and Dues	Books	125.60
H. W. Wilson Company	01	Learning Resource Center	Other Materials and Supplies	Books	295.00
JSTOR	01	Learning Resource Center	Other Materials and Supplies	Books	2,500.00
Anderson, Judy	01	Learning Resource Center	Conference/Meeting Expense	Travel-Peoria ILCSO 1/28/04	5.29
Beinhoff, Lisa A.	01	Learning Resource Center	Conference/Meeting Expense	Conference-ALA 1/11/04 L Beinhoff	428.48
Beinhoff, Lisa A.	01	Learning Resource Center	Conference/Meeting Expense	Travel- ILCSO Conference 1/28/04	104.75
Hewlett-Packard	01	Academic Computing	Maintenance Services	HP xp2470 Hardware & Software Support	105.00
Unique Computer	01	Academic Computing	Instructional Supplies	Printer Repair	54.95
Unique Computer	01	Academic Computing	Instructional Supplies	CDRW/DVD	210.00
Unique Computer	01	Academic Computing	Instructional Supplies	Printer Repair	377.00
Hewlett-Packard	01	Academic Computing	Computer Software	HP xp2470 Hardware & Software Support	58.00
CDW-G	01	Instructional Technology Center	Instructional Technology Materia	163586 Dymo File Folder Labels	9.93
CDW-G	01	Instructional Technology Center	Instructional Technology Materia	189024 CD Recordable Media 100 Pack	32.75
CDW-G	01	Instructional Technology Center	Instructional Technology Materia	404455 Kodak Camera Bag	28.00
CDW-G	01	Instructional Technology Center	Instructional Technology Materia	358846 Panasonic 3PK 4.7 GB DVD-RAM Media	14.47
Follett Bookstore	01	Instructional Technology Center	Instructional Technology Materia	Bookstore Charges	28.80
Follett Bookstore	01	Instructional Technology Center	Instructional Technology Materia	Department Charges thru 11/30/03	13.67
Follett Bookstore	01	Instructional Technology Center	Instructional Technology Materia	Department Charges thru 1/30/2004	33.52

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Menards	01	Instructional Technology Center	Instructional Technology Materia	Shelving	47.51
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	TV Repair	49.50
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
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	VCR Repair	24.50
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	3117-351.27"x34" Easel Pads	172.80
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	Cordless Mouses & VGA Switches	959.85
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	D90 TDK 90 Min Audio Cassette Tapes	314.00
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	Slide Viewer	17.00
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	Repair Slide Projector	49.50
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	Repair Slide Projector	49.50
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	REPAIR Slide Projector	49.50
Penton Technology Media	01	Instructional Technology Center	Instructional Technology Materia	Windows Subscription 2/04	49.95
Pratt Audio-Visual & Video Cor	01	Instructional Technology Center	Instructional Technology Materia	Projector Lamp	483.86
Pratt Audio-Visual & Video Cor	01	Instructional Technology Center	Instructional Technology Materia	System Repair In 1K4	617.01
Shelley, Chris	01	Instructional Technology Center	Instructional Technology Materia	IT Supplies	38.21
Shelley, Chris	01	Instructional Technology Center	Instructional Technology Materia	IT Supplies	28.62
Unique Computer	01	Instructional Technology Center	Instructional Technology Materia	Zip Drives	225.00
Unique Computer	01	Instructional Technology Center	Instructional Technology Materia	Mouse Splitter	96.00
Unique Computer	01	Instructional Technology Center	Instructional Technology Materia	Mouse, Cable & Toner	61.00
Unique Computer	01	Instructional Technology Center	Instructional Technology Materia	Toner	88.00

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Unique Computer	01	Instructional Technology Center	Instructional Technology Materla	Battery	25.00
Hewlett-Packard	01	Administrative Computing	Maintenance Services	HP rp5470 Hardware & Software Support	1,668.00
Follett Bookstore	01	Administrative Computing	Office Supplies	Department Charges thru 11/30/03	24.90
Follett Bookstore	01	Administrative Computing	Office Supplies	Department Charges thru 1/30/2004	17.70
Global Gov/Ed Solutions	01	Administrative Computing	Office Supplies	JTC93590 Notebook Screen Cleaning Wipes	50.00
SBM Business Equipment Center	01	Administrative Computing	Office Supplies	Avery 5366 Filing Lables White	67.96
Toner Tech Plus	01	Administrative Computing	Office Supplies	Refurbish Toner Cartridge	1,495.90
Toner Tech Plus	01	Administrative Computing	Office Supplies	Refurbish Toner Cartridges	167.80
Toner Tech Plus	01	Administrative Computing	Office Supplies	Refurbish Toner Cartridges	998.15
Unique Computer	01	Administrative Computing	Office Supplies	HP Cartridges	120.00
Unique Computer	01	Administrative Computing	Office Supplies	Switches	130.00
Unique Computer	01	Administrative Computing	Office Supplies	Rayovac Battery	3.50
Unique Computer	01	Administrative Computing	Office Supplies	AIT Tapes	400.00
Hewlett-Packard	01	Administrative Computing	Computer Software	HP rp5470 Hardware & Software Support	769.30
Follett Bookstore	01	VP- Student Services	Office Supplies	Bookstore Charges	4.78
Follett Bookstore	01	VP- Student Services	Office Supplies	Department Charges thru 11/30/03	7.50
Follett Bookstore	01	VP- Student Services	Office Supplies	Department Charges thru 1/30/2004	12.43
Notaries Association of Illino	01	VP- Student Services	Office Supplies	Notary Stamp & Seal	19.00
Illinois Community College Chi	01	VP- Student Services	Conference/Meeting Expense	Conference Fee J Kerber	50.00
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel-WIU 1/23/04	56.25
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel-1/30/04 Leadership Core Value	296.04
Creative Printing	01	Admissions, Records & Placement	Office Supplies	Business Cards-Pamela J Clodfelter 500/Box	40.00
Quill Corporation	01	Admissions, Records & Placement	Office Supplies	Fellows Shredder w/o Basket	107.13
SBM Business Equipment Center	01	Admissions, Records & Placement	Office Supplies	Toner for Fax Machine	109.98
Sauk Valley Area Chamber of Co	01	Admissions, Records & Placement	Publications and Dues	Ambassador Dues	13.00

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Xerox Corporation	01	Counseling	Maintenance Services	Copy Charges	118.82
Xerox Corporation	01	Counseling	Maintenance Services	Maintenance Fee	7.50
Follett Bookstore	01	Counseling	Office Supplies	Department Charges thru 11/30/03	4.78
Follett Bookstore	01	Counseling	Office Supplies	Department Charges thru 1/16/04	3.19
Follett Bookstore	01	Counseling	Instructional Supplies	Bookstore Charges	2.95
Breed, Thomas	01	Counseling	Conference/Meeting Expense	Travel 2/6/04 U of I	128.63
Corporate Office City	01	VP- Administrative Services	Office Supplies	Repair on Fax Machine	80.50
SBM Business Equipment Center	01	VP- Administrative Services	Office Supplies	DEF 67001 17x11 Deflecto Classic Image Wall Sign	362.70
Illinois Association of School	01	VP- Administrative Services	Publications and Dues	Membership Dues-Adjusted Rate	25.00
Funston, Terry L.	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement Fall 2003	575.00
Federal Express Corp	01	Other Institutional	Postage	Shipping	31.54
Olmsted, Brian T.	01	Other Institutional	Postage	Reimbursement for Mailings-Castle Print/WBHF	33.46
US Postmaster	01	Other Institutional	Postage	Business Reply Annual Fee	625.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,500.00
Chronicle of Higher Education	01	Other Institutional	Recruitment	Recruitment FY04	479.70
Daily Chronicle	01	Other Institutional	Recruitment	Recruitment FY04	310.64
Quad-City Times	01	Other Institutional	Recruitment	Recruitment FY04	529.34
Rockford Register Star	01	Other Institutional	Recruitment	Recruitment FY04	816.87
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY04 Open P.O.	267.25
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY04 Open P.O.	304.76
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY04 Open P.O.	88.55
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY04 Open P.O.	109.41
SBM Business Equipment Center	01	Business Office	Maintenance Services	Open Purchase Order/Maintenance-Sharp Copier 03-04	26.70
Classic Graphics Industries, In	01	Business Office	Office Supplies	W-4 Employee With-holding Form 250/pk	40.00
Classic Graphics Industries, In	01	Business Office	Office Supplies	TC-M4 Apt 1099 Misc Carbonless 100/pk	180.20

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Shawver Press Inc	01	Business Office	Office Supplies	Promissory Notes	176.00
Staples	01	Business Office	Office Supplies	Business Office Supplies-Tax Forms	40.41
Steels, Deanna	01	Business Office	Office Supplies	W-2 Envelopes	23.28
Consolidated Management Co	01	Personnel Office	Conference/Meeting Expense	Winner's Birthday Party	92.50
Devan, Curtis	01	Personnel Office	Conference/Meeting Expense	Travel-HR Meeting 1/30/04	46.50
O'Leary, Sheila	010110	Corp Serv Professional Developme	Consultants	Training-Loparex 1/15/04	360.00
O'Leary, Sheila	010110	Corp Serv Professional Developme	Consultants	Training Verifacts 1/27/04	270.00
O'Leary, Sheila	010110	Corp Serv Professional Developme	Consultants	Loparex Training-CCS Class 2/12/04	360.00
Follett Bookstore	010110	Corp Serv Professional Developme	Instructional Supplies	Department Charges thru 1/16/04	13.90
Consolidated Management Co.	010110	Corp Serv Professional Developme	Conference/Meeting Expense	Verifacts Meeting Expenses	55.45
SBM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Maintenance Contract FY04	52.85
SBM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Maintenance Contract FY04	57.07
Rock River Human Resources Pro	010110	Corporate Services Admin.	Publications and Dues	Annual Membership Dues T Gospodarczyk & T Gericke	40.00
Thomson Chamber	010110	Corporate Services Admin.	Publications and Dues	FY 04 Annual Dues	30.00
Gericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-Area Sites thru 1/21/04	22.50
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel-Area Visits thru 1/30/04	152.07
Sequin, Kandy M.	010120	Senior Programs	Petty Cash	Petty Cash - Auditions for Cinderella	50.00
Dixon WACA	010120	Community Service Administration	Consultants	CCS Class-Cardio Mix 12/11/03	210.00
Quill Corporation	010120	Community Service Administration	Office Supplies	Green Paper 038-083220	71.20
SBM Business Equipment Center	010120	Community Service Administration	Office Supplies	Maintenance Contract FY04	52.85
SBM Business Equipment Center	010120	Community Service Administration	Office Supplies	Maintenance Contract FY04	57.07
Kooli, Audrey	010120	Health & Personal Development	Consultants	CCS Class-Morrison Fitness III 1/30/04	204.00
Dearborn Publishing	010120	Professional Development	Instructional Supplies	Refund Home Reference Book	-412.60
Dearborn Publishing	010120	Professional Development	Instructional Supplies	ISS:079 318 397 The Home Ref. Book & Study Guide	76.97
Dearborn Publishing	010120	Professional Development	Instructional Supplies	ISS:079 318 397 The Home Ref. Book & Study Guide	15.29

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Follett Bookstore	010120	Professional Development	Instructional Supplies	Department Charges	15.40
Follett Bookstore	010120	Polygraph Institute	Instructional Supplies	Department Charges	23.90
American Polygraph Association	010120	Polygraph Institute	Advertising	Polygraph Journal 1/4 page	375.00
ONDSO Malco Company	02	Maintenance	Maintenance Services	Chemical/Service Contract 7/1/03-6/30/04	3,750.00
PDC Laboratories, Inc	02	Maintenance	Maintenance Services	Water Testing	81.00
PDC Laboratories, Inc	02	Maintenance	Maintenance Services	Water Testing	81.00
Bearing Headquarters Co	02	Maintenance	Maintenance Supplies	NTN	55.06
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Relays	44.00
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Relays	47.50
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 04	33.26
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 04	393.32
Goodway Technologies Corporati	02	Maintenance	Maintenance Supplies	Brush	107.05
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	75.48
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	138.00
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	235.93
Grainger	02	Maintenance	Maintenance Supplies	Charger/Starter	151.43
Grainger	02	Maintenance	Maintenance Supplies	Return Charger/Starter	-151.43
Grainger	02	Maintenance	Maintenance Supplies	Returned Supplies	-490.95
Grainger	02	Maintenance	Maintenance Supplies	Returned Supplies	-2,454.50
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	500.40
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	213.38
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	213.38
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	95.72
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	109.71
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	6.84

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Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	156.74
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	116.10
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	389.06
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	151.43
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	129.80
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	44.15
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	13.87
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	49.62
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	41.64
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	208.96
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	160.62
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	31.50
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	172.75
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	25.25
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	76.80
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	186.96
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	876.80
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	19.92
Grainger	02	Maintenance	Maintenance Supplies	Bleach	70.92
Grainger	02	Maintenance	Maintenance Supplies	Hydrometer Salt brx	106.31
Grainger	02	Maintenance	Maintenance Supplies	Wire And Cable Pullers	84.67
Grainger	02	Maintenance	Maintenance Supplies	Picture Hangers	7.54
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies	33.93
Grainger	02	Maintenance	Maintenance Supplies	Maintenance & Custodial Supplies	41.70
Grainger	02	Maintenance	Maintenance Supplies	Photo Eye Control	9.99

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Menards	02	Maintenance	Maintenance Supplies	Switch, Angle	30.80
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	24.77
Menards	02	Maintenance	Maintenance Supplies	Hangers, Trip Strip	25.02
Schimberg Company	02	Maintenance	Maintenance Supplies	Steam Trap	348.04
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	113.32
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	118.83
Menards	02	Custodial	Maintenance Supplies	Maintenance & Custodial Supplies	51.69
Menards	02	Custodial	Maintenance Supplies	Custodial Supplies	148.23
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	928.16
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	78.48
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	106.18
Harden's Auto & Truck Repair	02	Grounds	Maintenance Services	Repair Snow Plow	5,632.92
Weigle's Towing	02	Grounds	Maintenance Services	Tow Snow Plow	150.00
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Services	Repair Cushman	501.50
Ace Hardware	02	Grounds	Maintenance Supplies	Maintenance Supplies	37.27
Bonnell Industries	02	Grounds	Maintenance Supplies	Rubber Flap Kit	99.00
Bonnell Industries	02	Grounds	Maintenance Supplies	Brush Attachment	342.64
Grainger	02	Grounds	Maintenance Supplies	Sprockets	43.56
Menards	02	Grounds	Maintenance Supplies	Paint Supplies	14.35
Menards	02	Grounds	Maintenance Supplies	Maintenance Supplies	38.89
Menards	02	Grounds	Maintenance Supplies	Carbolt	8.64
Menards	02	Grounds	Maintenance Supplies	Switch	3.97
Menards	02	Grounds	Maintenance Supplies	Parking Cones	157.04
Mike's Repair Service	02	Grounds	Maintenance Supplies	Parts	7.65
North Oil	02	Grounds	Maintenance Supplies	Diesel Fuel	415.91

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Polo Equipment Company	02	Grounds	Maintenance Supplies	Inventory Supplies (See Attached)	246.84
University of Illinois	02	Grounds	Maintenance Supplies	Training Materials 1/15/04	34.00
Wildseed Farms	02	Grounds	Maintenance Supplies	Bulb Order	210.70
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Supplies	Shear Bolt	27.55
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Supplies	Keyswitch Kit	40.10
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Supplies	Return Belt & Cutter	-293.20
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Supplies	Return Belt & Cutter	-154.00
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Supplies	Inventory Supplies (See Attached)	8.65
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Supplies	Inventory Supplies (See Attached)	27.90
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Supplies	Inventory Supplies (See Attached)	522.35
University of Illinois	02	Grounds	Conference/Meeting Expense	Training-Pesticide 3/18/04 G Drew/D Shehorn	60.00
CenterPoint Energy Gas Service	02	Utilities	Gas	Monthly Service	20,934.95
Nicor Gas	02	Utilities	Gas	Monthly Charges	99.34
Nicor Gas	02	Utilities	Gas	Monthly Charges	249.82
Nicor Gas	02	Utilities	Gas	Monthly Charges	816.03
Nicor Gas	02	Utilities	Gas	Monthly Charges	33.53
Nicor Gas	02	Utilities	Gas	Monthly Charges	185.42
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	19.12
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	8,147.24
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	115.50
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	36.03
AT & T	02	Utilities	Telephone	Monthly Telephone Charges	1,626.47
AT & T	02	Utilities	Telephone	Charges for Instructional Services Area	8.73
AT & T	02	Utilities	Telephone	Monthly Telephone Charges	2,501.94
Gallatin River Communications	02	Utilities	Telephone	Pay Phone Charges	72.97

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Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Charges	2,827.35
Illinois Century Network (ICN)	02	Utilities	Telephone	Monthly Charges	1,508.00
Verizon Wireless	02	Utilities	Telephone	Monthly Charge	23.13
Verizon Wireless	02	Utilities	Telephone	Dr. Behrendt Cell Phone Services 2003-2004	42.87
Rock Valley Disposal	02	Utilities	Refuse Disposal	Monthly Trash Removal	630.42
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	444.33
Corporate Office City	02	Building and Grounds Administrat	Consultants	Office Copier Service Agreement	395.00
Follett Bookstore	02	Building and Grounds Administrat	Office Supplies	Department Charges thru 11/30/03	47.80
Mailier's Guide Company	02	Building and Grounds Administrat	Office Supplies	Annual Subscription	87.00
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Office Supplies	140.94
APPA	02	Building and Grounds Administrat	Publications and Dues	Annual APPA Dues	615.00
SBM Business Equipment Center	02	Building and Grounds Administrat	Other Materials and Supplies	Cash Register for Cafeteria	507.65
Interior Building Systems	02	Building and Grounds Administrat	Site Improvements	Install & Finish Sound Board Walls in LAQ	5,975.00
D. J. Sickley Construction Co.	03	Operations & Maintenance- Restri	Building Remodeling	Final Payment Request for Theater Project	4,896.52
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies 1/20/04	49.52
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies 1/27/04	98.51
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	50.75
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies thru 2/9/04	78.86
Follett Bookstore	050500	Child Care Center	Other Supplies	Bookstore Charges	35.45
LTD Commodities Inc	050500	Child Care Center	Other Supplies	Child Care Supplies	23.77
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
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services		15.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services		15.00

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Brady, Don	050600	Men's Basketball	Other Contractual Services		85.00
Damhoff, Russ K.	050600	Men's Basketball	Other Contractual Services	Filming/T Damhoff 2/3/04	50.00
Hainline, Charlie	050600	Men's Basketball	Other Contractual Services		85.00
Hill, Rod	050600	Men's Basketball	Other Contractual Services		85.00
King, Don	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
Romer, Clay	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
Strating, James A	050600	Men's Basketball	Other Contractual Services		15.00
Strating, James A	050600	Men's Basketball	Other Contractual Services		15.00
Villareal, Sergio	050600	Men's Basketball	Other Contractual Services		85.00
Williams, Brad	050600	Men's Basketball	Other Contractual Services		85.00
Worthington, Patrick	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
Worthington, Patrick	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
Worthington, Patrick	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
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services		15.00
Zahle, Scott	050600	Men's Basketball	Other Contractual Services		85.00

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Zahnle, Scott	050600	Men's Basketball	Other Contractual Services		85.00
Santo Sport Store	050600	Men's Basketball	Other Supplies	Tape	175.35
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel-Game 1/27-29/04	209.50
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel-2/10/04 Basketball Games	208.00
Dixon-Meyers Bus Transportatio	050600	Men's Basketball	Other Conference & Meeting	Bus for BB Game 1/3/04 S Suburban College	540.00
Poston, Jamie L.	050600	Men's Basketball	Other Conference & Meeting	Game travel 1/17/04	57.00
Scenic Stage Line, Inc	050600	Men's Basketball	Other Conference & Meeting	Basketball to Blackhawk	250.00
Scenic Stage Line, Inc	050600	Men's Basketball	Other Conference & Meeting	Basketball to Kishwaukee	250.00
Wiersema Charter Service	050600	Men's Basketball	Other Conference & Meeting	Travel-Highland BS Game 1/8/04	245.00
Wiersema Charter Service	050600	Men's Basketball	Other Conference & Meeting	Bus Service Carl Sandburg 1/20/04	250.00
Acushnet Company	050600	Golf	Other Supplies	Titleist Tit. Driver 983E w/7.5 Loft Stiff Shaft	225.00
Acushnet Company	050600	Golf	Other Supplies	Dozen Provi Golf Balls Model 1TV-LP imprinted	348.00
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	New Era Sized Wool Caps	618.37
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	Rawlings Pinstripe Pants	616.84
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	TPX M110 Composite Bat	204.57
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	RJ100 Rawlings NJCAA Baseballs	1,732.38
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	Delong Wool Caps Red	559.49
Chattic, A C.	050600	Men's Tennis	Rental- Facilities	Rental Tennis Westwood 2/2/04	279.00
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
Handshard, Eric	050600	Women's Basketball	Other Contractual Services		85.00
Hansen, Jack	050600	Women's Basketball	Other Contractual Services		85.00
Rumphrey, Lindsay R.	050600	Women's Basketball	Other Contractual Services		15.00

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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
Johnson, Karl	050600	Women's Basketball	Other Contractual Services		85.00
King, Kevin	050600	Women's Basketball	Other Contractual Services		85.00
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		85.00
Stoakes, Jim	050600	Women's Basketball	Other Contractual Services		85.00
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

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Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		15.00
Follett Bookstore	050600	Women's Basketball	Instructional Supplies	Bookstore Charges	79.84
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel-Games 1/17/04	169.00
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel-WBB thru 1/31/04	291.00
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel-2/7/04 Basketball games	196.65
Scenic Stage Line, Inc.	050600	Women's Basketball	Other Conference & Meeting	Basketball to Blackhawk	250.00
Scenic Stage Line, Inc.	050600	Women's Basketball	Other Conference & Meeting	Basketball to Kishwaukee	250.00
Wiersema Charter Service	050600	Women's Basketball	Other Conference & Meeting	Travel-Highland BB Game 1/8/04	245.00
Wiersema Charter Service	050600	Women's Basketball	Other Conference & Meeting	Bus Service Carl Sandburg 1/20/04	250.00
Sterling Rock Falls Clinic	050600	Women's Softball	Other Supplies	Insurance - N Dettman	75.00
Leseman, Jolene K.	050600	Women's Softball	Other Conference & Meeting	Travel-Softball thru 2/1/04	177.75
Gold, Christina	050600	General Athletics	Other Contractual Services	Trainer Men's BB 1/22/04	80.00
Gold, Christina	050600	General Athletics	Other Contractual Services	Trainer Men's BB game 2/3/04	80.00
Gold, Christina	050600	General Athletics	Other Contractual Services	Trainer MBB 2/7/04	50.00
Gold, Christina	050600	General Athletics	Other Contractual Services	Trainer Men's & Women's BB 2/12/04	80.00
Damhoff, Russ K.	050600	General Athletics	Other Materials and Supplies	Basketball Supplies	40.74
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Bookstore Charges	2.40
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Bookstore Charges	7.62
Follett Bookstore	050600	General Athletics	Other Materials and Supplies	Department Charges thru 11/30/03	6.30
Dahlke, Rhonda	050600	Student Activities	Other Contractual Services	Presentation 2/11/04	150.00
Downtown Sports	050600	Student Activities	Other Materials and Supplies	Ambassador's Shirts	235.20
Follett Bookstore	050600	Student Activities	Other Materials and Supplies	Department Charges	2.00
Follett Bookstore	050600	Student Activities	Other Materials and Supplies	Bookstore Charges	2.00
Follett Bookstore	050600	Student Activities	Other Materials and Supplies	Department Charges thru 11/30/03	13.82

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Derby, Dustin C.	050600	Student Activities	Conference/Meeting Expense	Travel- Area Schools Recruitment & Retention	89.45
Noel-Levitz	050600	Student Activities	Conference/Meeting Expense	Workshop Registration	285.00
Derby, Dustin C.	050600	Student Activities	Other Conference & Meeting	Travel-Area schools thru 1/28/04	31.88
Follett Bookstore	050600	Student Government	Other Materials and Supplies	Bookstore Charges	1.11
Follett Bookstore	050600	Student Government	Other Materials and Supplies	Department Charges thru 11/30/03	19.96
Follett Bookstore	050600	Student Government	Other Materials and Supplies	Department Charges thru 1/30/2004	1.59
Fitzsimmons, Lindsey N.	050600	Student Government	Other Conference & Meeting	Travel NCSS Conference 8/8/03	106.70
Penwarden, Morgan M.	050600	Student Government	Other Conference & Meeting	Travel - NCSS Conference 8/8/03	106.70
Auto Glass Specialists	050800	Transportation	Maintenance Services	Repair Cracked Windshield in College Van	289.42
Dixon Tire Center	050800	Transportation	Maintenance Services	Tire Rotation for College Vans	28.00
Don Mullery's World of Cars	050800	Transportation	Maintenance Services	Oil Change	20.99
Don Mullery's World of Cars	050800	Transportation	Maintenance Services	Oil Change	22.56
Don Mullery's World of Cars	050800	Transportation	Maintenance Services	Oil Change	22.39
Don Mullery's World of Cars	050800	Transportation	Maintenance Services	Oil Change	23.23
Don Mullery's World of Cars	050800	Transportation	Vehicle Supplies	Gas for College Van	31.50
Amoco Oil Company	050800	Transportation	Vehicle Supplies	Gas for College Van	260.03
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas Charges for College Van	43.76
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas Charges for College Van	43.76
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss		10,232.72
Professional Benefit Administr	051000	Medical Insurance	Dependent Stop Loss		7,846.47
Professional Benefit Administr	051000	Medical Insurance	Recertification		370.00
Professional Benefit Administr	051000	Medical Insurance	Cobra Conversion		5.00
Professional Benefit Administr	051000	Medical Insurance	Administrative Costs		2,715.50
Professional Benefit Administr	051000	Medical Insurance	Group Stop Loss		1,869.53
Professional Benefit Administr	051000	Medical Insurance	Office Supplies	Forms Storeroom Purchases	165.00
Shawver Press Inc	051100	Storeroom	Office Supplies	QUA-S0562 Quality Park Kraft Coin & Small Part Env	50.37
SBM Business Equipment Center	051200	Parking	Office Supplies		

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Barnum, Ashley J.	051400		Student Loans	Student Loan Due 5/7/04	300.00
Bergstrom, Rebecca L.	051400		Student Loans	Student Loan Due 5/7/04	300.00
Bushman, Debra J.	051400		Student Loans	Student Loan due 5/7/04	300.00
Deacon, Nina M.	051400		Student Loans	Student Loan Due 5/7/04	300.00
Finkle, Shireen E.	051400		Student Loans	Student Loan due 5/7/04	300.00
Lozano, Julie A.	051400		Student Loans	Student Loan Due 5/7/04	300.00
Ortgiesen, Sheri R.	051400		Student Loans	Student Loan Due 5/7/04	300.00
Wyre, Tiffany L.	051400		Student Loans	Student Loan due 5/7/04	300.00
Consolidated Management Co	062024	WFP- Welfare to Work	Office Supplies	Workstudy Orientation	69.00
Consolidated Management Co	062024	WFP- Welfare to Work	Office Supplies	Workstudy Orientation	28.50
Dixon Chamber Ambassadors	062024	WFP- Welfare to Work	Office Supplies	Dixon Chamber Ambassador Dues	50.00
Follett Bookstore	062024	WFP- Welfare to Work	Office Supplies	Department Charges thru 1/16/04	31.99
Careers Conference '04	062024	WFP- Welfare to Work	Conference/Meeting Expense	Careers Conf- 2/01/04	518.00
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds 1/31/04 Payroll	152.57
State Universities Retirement	062050	SBDC Grant	SURS		152.57
Business Resource Services Inc.	062050	SBDC Grant	Consultants	SBDC Counselor-Led Training Program	2,950.00
Mueller Audio Visual	062050	SBDC Grant	Office Supplies	Sony Projector	2,195.00
Quill Corporation	062050	SBDC Grant	Office Supplies	Reams of White Copy Paper 038-10500-7	180.40
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Maintenance Contract FY04	57.07
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Maintenance Contract FY04	52.84
Miller-McKinstra, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel- Area Sites thru 1/28/04	177.00
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly telephone charges	31.60
Consolidated Management Co	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Area Plan Council Breakfast	60.00
Deem, Craig A	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Jan Cleaning-Adult Ed Classes	25.00
Marruffo, Kerrie M.	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Supplies Wallace Educational Center	22.83

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Sterling Community Unit School	062058	ICCB Adult Ed-State Basic-Instru	Rental- Facilities	Wallace School Rental	5,205.64
Alta Books	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Side-By Side Student Book Level I 0-13-026744-95B1	127.27
McGraw-Hill Companies	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Pre-GED Complete 0-07-286356-0	320.14
Stack-Vaughn Company	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Lang Arts, Rdg: Literary Txt 10pk 07398-56626-CA3	2,446.07
Unique Computer	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Printer-Adult Education	120.00
Western Illinois University	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	20 Pack BEST Test B & B Scoring Sheets	77.00
Benedict, Timothy	062059	ICCB Adult Ed-Performance-Libera	Instructional Supplies	Supplies Vital Workshop	53.75
Creative Printing	062059	ICCB Adult Ed-Performance-Libera	Instructional Supplies	Business Cards-Tim Benedict 500/Box	40.00
Crowson, Carla	062059	ICCB Adult Ed-Performance-Libera	Instructional Supplies	Supplies for Vital Workshop	24.44
IACEA	062059	ICCB Adult Ed-Performance-Libera	Conference/Meeting Expense	Conference 3/9/04 T Benedict	180.00
Pollett Bookstore	062060	SOS VITAL Grant	Office Supplies	Department Charges thru 11/30/03	4.45
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds 1/31/04 Payroll	593.20
State Universities Retirement	063011	Student Support Services Grant	SURS	Copy Charges	593.20
Xerox Corporation	063011	Student Support Services Grant	Maintenance Services	Maintenance Fee	118.82
Xerox Corporation	063011	Student Support Services Grant	Maintenance Services	Department Charges thru 11/30/03	7.50
Pollett Bookstore	063011	Student Support Services Grant	Office Supplies	Department Charges thru 11/30/03	25.59
Pollett Bookstore	063011	Student Support Services Grant	Office Supplies	Department Charges thru 1/30/2004	17.13
Pollett Bookstore	063011	Student Support Services Grant	Office Supplies	Department Charges thru 1/16/04	29.56
CDW-G	063011	Student Support Services Grant	Capital Supplies	Sony Mavica CD500 Digital Camera	615.35
Dell	063011	Student Support Services Grant	Capital Supplies	Inspiron 5150 Mobile Intel Pentium 4 Processor	2,318.25
Dell	063011	Student Support Services Grant	Capital Supplies	Inspiron 5150 Mobile Intel Pentium 4 Processor	103.00
Dell	063011	Student Support Services Grant	Capital Supplies	Inspiron 5100 Intel Pentium 4 Processor 2.66GHz	67.45
Dell	063011	Student Support Services Grant	Capital Supplies	Inspiron 5100 Intel Pentium 4 Processor 2.66GHz	1,941.00
Dell	063011	Student Support Services Grant	Capital Supplies	Inspiron 5100 Intel Pentium 4 Processor 2.66GHz	83.00
Koosheh, Cyrus	063011	Student Support Services Grant	Other Conference & Meeting	Supplies for SSS Orientation 1/20/04	170.47

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Quill Corporation	063020	Perkins- Learning Assistance Cen	Instructional Supplies	Calendar Refills #038-E210-50	7.49
Laboratory Safety Institute	063020	Perkins IIC	Conference/Meeting Expense	Conference Fee 4/21/04	495.00
Silvein, Larry L.	063020	Perkins IIC	Conference/Meeting Expense	Travel-College Visits HVAC Program 1/06/04	182.63
Consolidated Management Co	063020	Perkins IIC	Conference/Meeting Expense	SIFE Meeting 12/3/03	69.00
White, Linley V.	063020	Perkins IIC	Conference/Meeting Expense	Travel-Area Sites thru 1/27/04	90.38
Consolidated Management Co	063020	Perkins IIC	Conference/Meeting Expense	Math Meeting 1/14/2004	22.50
Unique Computer	063020	Perkins- Technology	Capital Supplies	IBM Netvista M42 as Quoted 12/08/03	15,052.50
Unique Computer	063020	Perkins- Technology	Capital Supplies	IBM Netvista M42 as Quoted 12/08/03	15,052.50
Pollett Bookstore	063020	Perkins IIC -Special Populations	Instructional Supplies	Department Charges thru 11/30/03	2.06
Bos, Keith A.	063020	Perkins IIC -Special Populations	Conference/Meeting Expense	Travel-Class Registration BPS Class 1/08/04	20.25
Illinois State University	063030	Perkins IIE Tech Prep	Consultants	Conference Fee 3/24/04 V Johnson	175.00
4 Imprint	063030	Perkins IIE Tech Prep	Printing	Ridge Pens	399.14
Creative Printing	063030	Perkins IIE Tech Prep	Printing	500 Business Cards for Virginia Johnson	40.00
Shawyer Press Inc	063030	Perkins IIE Tech Prep	Printing	Preparing Kids for College Booklets-1500	650.00
Consolidated Management Co	063030	Perkins IIE Tech Prep	Conference/Meeting Expense	Food for Consortium	30.95
Consolidated Management Co	063030	Perkins IIE Tech Prep	Conference/Meeting Expense	Food for Meeting	135.00
Consolidated Management Co	063030	Perkins IIE Tech Prep	Conference/Meeting Expense	Tech Prep Consortium	30.95
Prophetstown High School	063030	Perkins IIE Tech Prep	Other	Reimbursement Life Skills Books	247.86
Prophetstown High School	063030	Perkins IIE Tech Prep	Other	Science Supplies	2,186.33
Wells Fargo	063071	Federal Student Loan	Dept. of Education	Return of Funds / B Regalado	33.00
Piserv Health Tennessee	063075	IDHS AmeriCorps - Member Activit	Medical Insurance	Members Health Insurance	823.12
Illinois Department of Natural	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Shelter Deposit 7/17/04	40.00
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds 1/31/04 Payroll	268.56
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS		268.56
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Supplies for Retreat	67.06

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	Travel Training 1/28/04	137.20
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel-Area Sites 1/23/04	29.25
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Other Conference & Meeting	Travel-Area Sites thru 1/21/04	92.35
Interior Building Systems	064030	Restricted Fund-GOD Certificates	Maintenance Supplies	LRC Conf Rm-New Ceiling Installation	1,580.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Other Supplies	Computer - Print Server for Labs	1,065.00
University of Illinois	064030	Restricted Fund-GOD Certificates	Computer Software	Membership Assessment	15,834.00
Apple Computer Inc	064030	Restricted Fund-GOD Certificates	Capital Supplies	T7229LL/A Kensington Slim Xevlar Lock-Graphite	39.95
Apple Computer Inc	064030	Restricted Fund-GOD Certificates	Capital Supplies	M9035G/A Mouse	44.00
Mueller Audio Visual	064030	Restricted Fund-GOD Certificates	Capital Supplies	3109-461-3170 Bogen Tripod + 3126 Micro Fluid Head	366.30
Pratt Audio-Visual & Video Cor	064030	Restricted Fund-GOD Certificates	Capital Supplies	TOA MB25B	6,771.00
Pratt Audio-Visual & Video Cor	064030	Restricted Fund-GOD Certificates	Capital Supplies	Kramer PT-102V Video Amp	9,313.00
Wytec Co.	064030	Restricted Fund-GOD Certificates	Capital Supplies	EP2711E9 EVS Plus 2 Board	1,446.00
Pratt Audio-Visual & Video Cor	064030	Restricted Fund-GOD Certificates	Capital Supplies	Kramer PT-102V Video Amp	4,657.00
School Specialty	064030	Restricted Fund-GOD Certificates	Capital Supplies	Installation	2,677.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Workspace multi-use stool-no arms-	865.92
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Printers-Cables	240.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Printer (Enhanced Classrooms)	120.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Monitors	555.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Computer-Admin(Replacement)	935.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	IBM Netvista & LCD Panel	1,495.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	IBM Netvista (2)	2,560.00
Al J Dieterle	064030	Restricted Fund-GOD Certificates	Capital Supplies	Refinish 29 Library Tables Per 9/24 Proposal	4,460.35
Blockhouse	064030	Restricted Fund-GOD Certificates	Capital Supplies	Sedona Lounge Chair L120121 (See Attached Quote)	11,570.38
Mueller Audio Visual	064030	Restricted Fund-GOD Certificates	Capital Supplies	Sanyo XP21N Projector	1,065.50
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	ZIP 250 USB Drives	250.00

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SBM Business Equipment Center	064030	Restricted Fund-GOD Certificates	Capital Supplies	HON P-26 Locks	520.00
Graybar Electric Company Inc.	064030	Restricted Fund-GOD Certificates	Capital Supplies	108-232 7/8 Module MPS100E-318 Blue	284.36
Lincoln Office Supplies	064030	Restricted Fund-GOD Certificates	Capital Supplies	Steelcase Criterion mid-back chair blk shell	549.34
Bradshaw	064030	Restricted Fund-GOD Certificates	Office Equipment	1 Year Next Business Day Maintenance	672.00
CDW-G	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Credit for Replacements Camcorder	-2,654.72
CDW-G	064030	Restricted Fund-GOD Certificates	Instructional Equipment	557175 Sony DCR VX2100 Camcorder	2,613.41
CDW-G	064030	Restricted Fund-GOD Certificates	Instructional Equipment	158565 Lenmar Camcorder Bag Full Size	19.06
CDW-G	064030	Restricted Fund-GOD Certificates	Instructional Equipment	158565 Lenmar Camcorder Bag Full Size	19.06
CDW-G	064030	Restricted Fund-GOD Certificates	Instructional Equipment	557175 Sony DCR VX2100 Camcorder	2,613.41
Pratt Audio-Visual & Video Cor	064030	Restricted Fund-GOD Certificates	Instructional Equipment	TOA MB25B	10,461.00
Pratt Audio-Visual & Video Cor	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Kramer PT-102V Video Amp	23,120.00
Pratt Audio-Visual & Video Cor	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Sharp XG-C50XLCD Projector 3000 ANSI Lumens	5,242.00
Thermo Electron Scientific Ins	064030	Restricted Fund-GOD Certificates	Instructional Equipment	IR 100 Spectrometer	11,116.59
SBC DataComm	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Credit Memo-Returned Items	-9,377.22
SBC DataComm	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Cisco Network Upgrades (See Attached)	3,933.78
SBC DataComm	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Cisco Network Upgrades (See Attached)	3,466.16
SBC DataComm	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Cisco Network Upgrades (See Attached)	15,595.64
SBC DataComm	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Cisco Network Upgrades (See Attached)	8,084.72
SBC DataComm	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Cisco Network Upgrades (See Attached)	1,073.80
Pratt Audio-Visual & Video Cor	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Kramer PT-102V Video Amp	11,560.00
Pratt Audio-Visual & Video Cor	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Installation	4,000.00
Pratt Audio-Visual & Video Cor	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Sharp SG-C55X Projector for room 2L7	5,295.43
Highsmith Inc	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Open Cabinet L51-39470	636.70
Highsmith Inc	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Closed Cabinet-Doors & 2 Drawers	967.57
Highsmith Inc	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Computer Center-Horizontal Pedestal L51-39480	1,189.41

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Highsmith Inc	064030	Restricted Fund-GOD Certificates	Instructional Equipment	ADA Front Access Desk L51-39477	486.18
Highsmith Inc	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Book Return L51-39473	622.52
Highsmith Inc	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Depressible Book Cart 29-1/4" High L51-65430	630.28
Highsmith Inc	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Single Faced Shelving-Stater 72" High L51-50613	401.50
Highsmith Inc	064030	Restricted Fund-GOD Certificates	Instructional Equipment	End Panels-38" High L51-39482	99.67
Highsmith Inc	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Grommets 60150	37.56
Highsmith Inc	064030	Restricted Fund-GOD Certificates	Instructional Equipment	End Panels-38" High L51-39482	99.67
Mueller Audio Visual	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Sanyo XP21N Projector	3,095.00
Pratt Audio-Visual & Video Cor	064030	Restricted Fund-GOD Certificates	Instructional Equipment	Sharp XG-C50XLCD Projector 3000 ANSI Lumens	9,590.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Instructional Equipment	IBM 345x Server	3,975.00
Arch Vending Inc	101010	Booster Club	Other	Pop for Antique Show 2004	50.05
Consolidated Management Co	101010	Booster Club	Other	Food for Antique Show	174.73
Sauk Valley Newspapers	101010	Booster Club	Other	Advertising- Antique Show	82.40
Sauk Valley Newspapers	101010	Booster Club	Other	Advertising-Antique Show	88.38
Sauk Valley Newspapers	101010	Booster Club	Other	Advertising -Antique Show	117.84
Championship Productions	101020	Cheerleading Club	Other	CHV-870-CH11 (Hip-Hop I) 30 minutes	61.85
Follett Bookstore	101020	Cheerleading Club	Other	Department Charges	89.62
Nunez, Steve C.	101140	Phi Theta Kappa Club	Other Contractual Services	Phi Theta Kappa Supplies	16.60
Illinois Department Employment	12	Risk Management	Unemployment Insurance	4th Quarter Unemployment Taxes 2003	1,489.59
Ward, Murray, Pace, & Johnson,	12	Risk Management	Legal Services	Person & Property Legal 1/04	324.00
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Line	90.86
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	65.14
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 1/3,1/10 Hollidays OF	2,932.85
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 1/17, 1/24, Holiday	1,254.06
Radio Ranch Inc	12	Public Safety	Other Supplies	Security Radio Antennas	52.50

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PAYEE/VENDOR

FUND

ORGANIZATION

ACCOUNT

COMMODITY

ITEM AMOUNT

BANK ACCOUNT 1 TOTAL:
BANK ACCOUNT 2 TOTAL:
ALL ACCOUNTS TOTAL:

586,471.76
224,595.03
811,066.79

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

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EDUCATION FUND	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Revenues					
Local Governmental Sources	3,021,500	1,519,222	3,138,004	1,550,127	49.3%
State Governmental Sources	2,407,922	1,271,612	3,049,616	1,564,943	51.3%
Federal Governmental Sources	30,700	855	1,000	4,240	424.0%
Student Tuition and Fees	2,604,821	2,626,011	3,012,300	2,809,516	93.2%
Sales and Service	212,500	183,015	341,818	169,949	49.7%
Investment Revenue	80,000	24,337	80,000	13,975	17.4%
Other Revenues	446,000	26,239	526,000	911	.1%
TOTALS	8,803,443	5,651,294	10,148,738	6,113,664	60.2%
Expenditures					
Salaries	6,053,764	3,246,655	6,316,729	3,388,661	53.6%
Employee Benefits	1,458,859	650,752	1,581,447	672,359	42.5%
Contractual Services	328,162	250,126	499,472	207,016	41.4%
General Materials and Supplies	653,216	412,351	921,962	518,225	56.2%
Travel and Conference Meeting Exp.	121,420	51,333	141,725	54,014	38.1%
Fixed Charges	56,212	14,514	22,955	12,688	55.2%
Capital Outlay			111,840	23,402	20.9%
Other Expenditures	476,000	359,635	487,000	367,798	75.5%
TOTALS	9,147,633	4,985,369	10,083,130	5,244,166	52.0%
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 FUND BALANCE	-166,190	605,925 1,472,358	207,107	878,278 1,615,324	

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

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OPERATION AND MAINTENANCE FUND		2002-2003	2002-2003	2003-2004	2003-2004	Budget
		Budget	Actual	Budget	Actual	Percent
Revenues						
Local Governmental Sources		370,000	187,058	384,123	218,511	56.8%
State Governmental Sources		321,520	155,288	432,632	221,246	51.1%
Federal Governmental Sources						
Student Tuition and Fees		271,586	287,099	328,500	310,293	94.4%
Sales and Service		5,500	6,036	6,500	2,262	34.8%
Facilities Revenue		6,000	886	4,000	1,496	37.4%
Investment Revenue		9,000	818	2,000	7	.3%
Other Revenues		39,500	231	37,500		0.0%
TOTALS		1,023,106	637,418	1,195,255	753,817	63.0%
Expenditures						
Salaries		443,944	262,867	461,850	271,869	58.8%
Employee Benefits		153,329	77,985	152,131	80,296	52.7%
Contractual Services		69,500	53,716	69,500	52,849	76.0%
General Materials and Supplies		91,400	53,704	121,300	56,894	46.9%
Travel and Conference Meeting Exp.		2,400	1,423	3,500	1,292	36.9%
Fixed Charges			58,247	55,362	55,612	100.4%
Utilities		337,000	158,126	386,700	187,016	48.3%
Capital Outlay		15,000	12,181	15,000	6,483	43.2%
Other Expenditures						
TOTALS		1,112,573	678,252	1,265,343	712,315	56.2%
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	-40,833	411	41,502	
			8,994		41,475	

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

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OPERATION & MAINTENANCE- RESTRICTED

Revenues

Local Governmental Sources
State Governmental Sources
Investment Revenue
Other Revenues

TOTALS

Expenditures

Contractual Services
General Materials and Supplies
Capital Outlay

TOTALS

Transfers

Transfers From Other Funds

TOTALS

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Local Governmental Sources	613,000	309,784	632,938	312,748	49.4%
State Governmental Sources	3,204,922	44,922	3,382,000		0.0%
Investment Revenue	30,000	2,535	10,000	-8,751	-87.5%
Other Revenues	250,000		250,000		0.0%
TOTALS	4,097,922	357,242	4,274,938	303,997	7.1%
Expenditures					
Contractual Services		13,419		6,400	
General Materials and Supplies					
Capital Outlay	4,441,152	250,582	5,361,936	302,047	5.6%
TOTALS	4,441,152	264,001	5,361,936	308,447	5.7%
Transfers					
Transfers From Other Funds	-570,000	-1,282,769			
TOTALS	-570,000	-1,282,769			
NET INCREASE/DECREASE IN NET ASSETS	226,770	1,376,010	-1,086,998	-4,450	
FUND BALANCE		2,354,966		2,597,807	

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

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<u>BOND AND INTEREST FUND</u>	<u>2002-2003</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2003-2004</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Percent</u>
Revenues									
Local Governmental Sources	1,385,000	706,532	1,413,519	669,127					47.3%
Investment Revenue	5,000	6,708	10,000	3,044					30.4%
TOTALS	1,390,000	713,241	1,423,519	672,171					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	2,992	-557,330	15,756	-650,271					
FUND BALANCE		96,117		103,428					

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SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
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AUXILIARY ENTERPRISES FUNDRevenues

Student Tuition and Fees	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Sales and Service	153,000	159,105	160,500	154,402	96.2%
Facilities Revenue	44,400	23,628	51,490	22,027	42.7%
Investment Revenue	75,000	32,500	75,000	40,833	54.4%
Other Revenues	1,800	584	900	796	88.4%
	1,329,250	823,220	1,301,549	847,239	65.0%
	-----	-----	-----	-----	-----
TOTALS	1,603,450	1,039,039	1,589,439	1,065,298	67.0%

Expenditures

Salaries	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Employee Benefits	72,253	38,709	72,279	38,590	53.3%
Contractual Services	11,710	4,234	11,481	4,424	38.5%
General Materials and Supplies	38,455	21,369	1,334,654	918,582	68.8%
Travel and Conference Meeting Exp.	1,392,405	760,813	72,490	43,745	60.3%
Fixed Charges	68,340	39,320	62,655	28,367	45.2%
Capital Outlay	2,450	4,503	9,450	16,424	173.7%
Other Expenditures	5,300	12,015	5,800	29,868	13.8%
	-----	-----	-----	-----	-----
TOTALS	1,590,913	882,598	1,568,809	1,080,804	68.8%

Transfers

Transfers to Other Funds	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Transfers From Other Funds	75,820		75,000	8,780	11.7%
	-63,820		-63,000		0.0%
	-----	-----	-----	-----	-----
TOTALS	12,000		12,000	8,780	73.1%

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual
	156,440	8,629	-24,287
	478,674		244,243

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

RESTRICTED PURPOSES FUND

Revenues

State Governmental Sources	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Federal Governmental Sources	1,366,393	800,966	1,107,936	582,873	52.6%
Investment Revenue	2,460,775	1,589,120	2,827,496	1,863,316	65.8%
Other Revenues	20,000		6,000	7,834	130.5%
	99,860	89,484	60,619	33,840	55.8%
TOTALS	3,947,028	2,479,570	4,002,051	2,487,864	62.1%

Expenditures

Salaries	1,216,810	689,811	1,207,514	549,296	45.4%
Employee Benefits	216,159	126,294	188,199	95,441	50.7%
Contractual Services	149,566	19,456	45,609	18,963	41.5%
General Materials and Supplies	724,928	404,839	730,022	367,988	50.4%
Travel and Conference Meeting Exp.	68,506	17,243	54,623	19,198	35.1%
Fixed Charges	13,107	10,207	10,412	10,517	101.0%
Utilities	16,200	5,944	300	321	107.2%
Capital Outlay	194,500	133,282	198,200	180,416	91.0%
Other Expenditures	2,002,689	1,585,718	2,376,441	1,823,191	76.7%
TOTALS	4,602,465	2,992,798	4,811,320	3,065,333	63.7%

Transfers

Transfers to Other Funds					0.0%
Transfers From Other Funds	50,847		-1		
TOTALS	50,847		-1		0.0%

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	-513,227	-809,268	-577,469
	1,003,208		460,148

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

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WORKING CASH FUND

Revenues					
Investment Revenue	100,000	-2,308	100,000	-10,112	-10.1%
TOTALS	100,000	-2,308	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	-100,000	-2,308	-100,000	-10,112	
FUND BALANCE		2,468,475		2,360,671	

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

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TRUST AND AGENCY FUND

Revenues

Sales and Service
Other Revenues

TOTALS

1,652
9,071
10,723

12,526
12,526

Expenditures

Contractual Services
Capital Outlay
Other Expenditures

2,000
4,784
6,784

16
6,000
7,938
13,955

TOTALS

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

3,938
22,293

-1,428
20,114

Budget
Percent2003-2004
Actual2003-2004
Budget2002-2003
Actual2002-2003
Budget

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

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AUDIT FUND

Revenues

Local Governmental Sources
Investment Revenue

TOTALS

Expenditures

Contractual Services

TOTALS

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
	30,700	15,554	30,710	15,160	49.3%
	1,000	62	1,000	-9	-.9%
	---	---	---	---	---
TOTALS	31,700	15,617	31,710	15,151	47.7%
	30,000	27,035	24,000	22,950	95.6%
	---	---	---	---	---
TOTALS	30,000	27,035	24,000	22,950	95.6%
	1,700	-11,417	7,710	-7,798	
		18,071		24,847	

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SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
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	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
<u>LIABILITY, PROTECTION & SETTLEMENT</u>					
<u>Revenues</u>					
Local Governmental Sources	291,000	146,235	295,275	145,861	49.3%
Investment Revenue	200,000	-119,665	200,000	-16,626	-8.3%
Other Revenues	29,000	-	22,000	-	0.0%
TOTALS	520,000	26,570	517,275	129,235	24.9%
<u>Expenditures</u>					
Salaries	273,621	137,934	297,291	143,281	48.1%
Employee Benefits	203,794	107,697	205,564	131,426	63.9%
Contractual Services	66,200	33,302	64,300	41,034	63.8%
General Materials and Supplies	12,600	824	6,500	1,451	22.3%
Travel and Conference Meeting Exp.	2,000	550	2,250	130	5.7%
Fixed Charges	45,000	72,702	85,000	57,954	68.1%
Utilities	1,000	626	1,100	627	57.0%
Capital Outlay	50,000	18,055	50,000	57,498	114.9%
TOTALS	654,215	371,694	712,005	433,404	60.8%
NET INCREASE/DECREASE IN NET ASSETS	-134,215	-345,123	-194,730	-304,168	
FUND BALANCE		5,843,808		5,792,388	

For Board Meeting of
February 23, 2004

Agenda Item D-6

PROTECTION, HEALTH AND SAFETY PROJECTS

The following Protection, Health and Safety Projects have been certified as completed by their respective architect/engineers: Egress Corrections – West Wing, Second Floor, and Theater Renovation Project. Statements of Final Construction Compliance are attached.

RECOMMENDATION: Board approval of the statements of Final Construction Compliance for these projects as attached.



TO: Dr. Richard Behrendt
FROM: Ruth C. Bittner *RLB*
DATE: February 12, 2004
SUBJECT: Protection, Health and Safety Projects

The following Protection, Health and Safety Projects have been certified as complete by their respective architect/engineers. Statements of Final Construction Compliance are attached.

1. Egress Corrections – West Wing, Second Floor - This was a two-part project that upgraded the computer end of the second floor to meet ADA/egress specifications, and installed a new electrical distribution system to handle increased computer loads. Total cost for this project was \$128,538.95, or \$79,836.05 under the approved budget.

This project finished well under budget because delays resulted in significant redesign. The project was initiated and approved in 1998; the next year saw turnover of two vice presidents and a dean, along with a change in engineers. The project was, therefore, temporarily set aside. When we revisited the design in 2001, a concern arose that the required work would exceed budget. Further consultations resulted in a revamped design that achieved our major goals but also dropped the cost below budget. Work was completed in 2002.

2. Theater Renovation Project – This project involved the removal, replacement and re-wiring of the ceiling, stage lighting and electrical systems in the Mathis Theatre as well as repairing and replacing the stage floor and improving accessibility of the stage entrances. Total cost for this project was \$262,543, or \$175,202.33 under the approved budget.

This project finished well under budget because the original plan to remove asbestos containing material (ACM) from the theatre ceiling was not required. During design the asbestos consultant determined that the ACM above the ceiling panels had been encapsulated and was in good condition and so did not require removal. Instead, he recommended having the top of the ceiling panels cleaned by a certified ACM cleaner prior to completing the electrical work. This changed the scope significantly.

I recommend Board approval of the Statements of Final Construction Compliance for these projects as attached.

n
att

Protection, Health, and Safety Project**Statement of Final Construction Compliance**

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Regarding: ICCB # 506-T-1455-1102 PHS Project - Theater Renovation

Architects: Burnidge Cassell Associates
2425 Royal Boulevard
Elgin, IL 60123

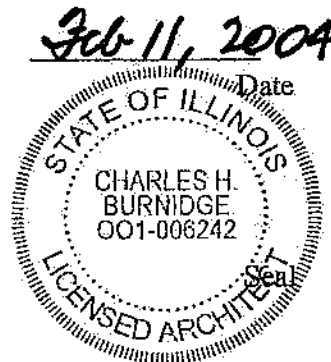
Final cost of the project:

Approved Budget \$ 262,543.00 Actual Cost \$ 87,340.67

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Charles H. Burnidge
Architect/Engineer's Signature

001-006242
Illinois Registration or License Number

Approved by the Sauk Valley Community College Board of TrusteesDate February 23, 2004Signed [Signature], ChairpersonNancy L. Unger, Secretary

Protection, Health, and Safety ProjectStatement of Final Construction Compliance

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

Regarding: ICCB # 506-T-1121-1198 PHS Project - Egress Corrections - West Wing, Second Floor

Architects: Burnidge Cassell Associates
2425 Royal Boulevard
Elgin, IL 60123

Final cost of the project:

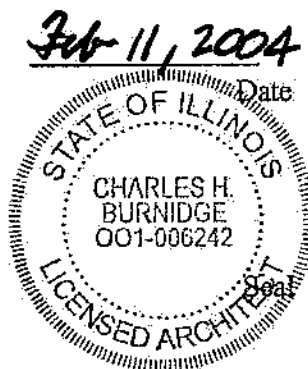
Approved Budget \$ 208,375.00 Actual Cost \$ 128,538.95

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Charles H. Burnidge
Architect/Engineer's Signature

001-006242

Illinois Registration or License Number

Approved by the Sauk Valley Community College Board of TrusteesDate February 23, 2004Signed *[Signature]*, Chairperson*Nancy L. Unger*, Secretary

For Board Meeting of
February 23, 2004

Agenda Item D-7

DISPOSITION OF EQUIPMENT

The College has been approached by the Oregon School District about the possibility of donating used computer equipment to them to replace items lost in last week's fire at Rahn Elementary School in Mt. Morris.

Due to the urgency of Rahn's need, we would like to act quickly instead of waiting until next month's Board meeting.

RECOMMENDATION: Board approval to waive the requirement of Board Policy 304.01, Disposition of Equipment for public advertisement and approve the donation of computer equipment (specific pieces to be determined) to the Oregon School District.



TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: February 17, 2004
SUBJECT: Disposition of Equipment

We have been approached by the Oregon School District about the possibility of donating used computer equipment to them to replace items lost in last week's fire at Rahn Elementary School in Mt. Morris. We do, indeed, have some equipment in storage which we had planned to dispose of sometime this year.

Dean Alan Pfeifer is in the process of working out details with Rahn's technical staff, so we don't know yet exactly which pieces of equipment they would like. However, we would like to offer them whatever equipment we have that has been awaiting disposal and that would help fill their needs. Due to the urgency of Rahn's need, we would like to act quickly instead of waiting until next month's Board meeting.

Therefore, we recommend that the Board approve a waiver from the requirement of Board Policy 304.01 Disposition of Equipment for public advertisement and approve the donation of computer equipment (specific pieces to be determined) to the Oregon School District.

604.01 Policies Related to Student Rights and Responsibilities

- Publications Policy - Magazine
- Publications Policy - Newspaper
- Posting Materials - Policy
- Student Activity Policy on Assembly, Rally, or Demonstration
- Motor Vehicle Registration and Parking Policy
- Student Code of Conduct
- Student Government, Clubs, and Organizations Policies

2/12/79

10/28/96

605.01 Objectives of Recognized Magazine of the College

The objectives of the Sauk Valley Community College magazine are:

- To display college creative works of art, literature, and photography;
- To illustrate college scholarship in scientific and technical articles;
- To serve as a college forum in opinion and feature articles;
- To stimulate enjoyment, interest, and provocative thought;
- To promote a clearer understanding of the ideas and ideals of students; and
- To provide students with a learning experience which complements their educational program and provide an outlet for creative talents in art, literature, and photography.

2/12/79
10/28/96

606.01 Policy for Recognized Magazine of the College

- All materials in the magazine will be contributed by people affiliated with Sauk Valley Community College.
- All printed materials shall contain the quality appropriate to standards of good taste as determined by a majority vote of the editorial board members.
- Final responsibility for all matters pertaining to the magazine shall rest with the editorial board members.
- All articles containing references to outside sources must contain proper documentation.
- The magazine will accept controversial contributions from people affiliated with Sauk Valley Community College at the discretion of the editorial board.
- No defamatory material shall be published. In the event of the publication of defamatory material, the author of the defamatory material, the editor-in-chief, and the editorial board shall hold it harmless for any damage which the college may sustain, and for any and all attorneys' fees or other expenses and cost incurred in the college, and the payment of any judgments or settlements.

607.01 Student Staffing Policy for Magazine

- The editorial board of the magazine is that board which shall decide, on the basis of a majority vote, all matters relating to the content of the magazine and which shall also be responsible for assisting the editor-in-chief in matters dealing with the layout of the magazine.
- The staff shall consist of an editor-in-chief, assistant editor, art editor, photography editor, copy editor, publicity committee, and typists.
- Each spring, five students shall be elected to the editorial board at a regularly scheduled meeting of students who have formally filed with the faculty advisor an intent to participate on the student magazine. Only students who have submitted to the faculty advisor a written letter of application for an editorial board position shall be allowed to run for an editorial board position.
- Each spring, the newly elected editorial board will select by majority vote one of the five newly elected student members as the new editor-in-chief.
- All vacancies on the editorial board will be filled by a majority vote of the editorial board.
- Each fall, the editorial board, by majority vote, shall approve staff appointments.
- Each staff and editorial board member must attend at least one meeting each month.
- Each editorial board member must make continuing significant contributions to the magazine.
- Each staff member is responsible for the prompt, accurate, and thorough completion of the assignments given him/her.
- If a staff member or editorial board member fails to meet responsibilities, the editor-in-chief may take a recommendation to the editorial board for consideration of retention. The decision of the editorial board may be appealed by the concerned student member to the Student Review Board, and the individual will be accorded those rights due process as outlined in Article V as approved in the disciplinary policy procedures for the College.

2/12/79

3/23/87

608.01 Responsibilities of the Student Magazine Faculty Advisor

The advisor has the following responsibilities:

- To provide advice and assistance in the planning of activities and the decision-making of the editorial board;
- To serve as a member of the editorial board with full voting power;
- To approve budgeting and expenditure of funds in conjunction with the Coordinator of Student Activities; and
- To coordinate all financial matters with the Coordinator of Student Activities.

3/23/81

ELIMINATE THE DIGITAL DIVIDE PROGRAM GRANTS

SVCC's Adult Education Department has been awarded a \$24,330 grant from the Illinois Department of Commerce and Economic Opportunity (DCEO) through its Eliminate the Digital Divide Program. This is the second year SVCC has competed successfully for a grant under this program which was created to provide computer instruction at no charge to people who do not have access to computer technology and instruction. The funds will be used to continue and expand computer training capabilities at Sauk's Community Technology Center (CTC) housed in Wallace Educational Center in Sterling. This training includes Keyboarding, Mouse Basics, Internet, Word Processing, Spreadsheets, Presentation Tools and Data Base.

Two prior grants from SBC and DCEO, respectively, funded the initial purchase of computers, software, books and supplies, and provided salaries for computer instruction. The current grant will allow for the purchase of five additional computers and for the continuation of computer instruction. Sauk's CTC offers 19 hrs/week of open lab/instruction. Although the grant specifically targets adults below the poverty level who need computer skills to get and/or keep a job, as well as those who speak English as their second language, the CTC is open to the general public at no charge.

There were a total of 115 applicants and 79 grants (69%) were awarded.

For Board Meeting of
February 23, 2004

Agenda Item F-1

ACCELERATED COLLEGE ENROLLMENT TUITION WAIVERS

In February 2003, the Board of Trustees approved granting a 50% tuition waiver for Accelerated College Enrollment Program students for Fall 2003 and Spring 2004. It is recommended that the Board of Trustees continue the 50% tuition waiver for dual enrollment students, to be in effect until amended or revoked by the Board at some time in the future.

RECOMMENDATION: Approval to extend the 50% tuition waiver for Accelerated College Enrollment Program students until amended or revoked by the Board at some time in the future.

TO: Richard Behrendt
FROM: Joan Kerber, Deborah Hecht & Ruth Bittner
DATE: February 9, 2004
SUBJECT: Accelerated College Enrollment Program

In FY 01 the ICCB initiated an Accelerated College Enrollment Program (ACE) to encourage community colleges to expand their service to high school students who wish to take college-level classes prior to receiving their high school diploma. This dual enrollment program has proven to be very popular among high school students and beneficial for Sauk – it has increased both the number of high school students taking classes at Sauk and the number of those students who then matriculate to Sauk after high school graduation.

During the three years prior to the ACE program, Sauk enrolled an average of 126 high school students per year in 699 credits. Of these 126 students, an average of 25 enrolled full-time at Sauk after high school graduation, in 712 credit hours, and another 17 enrolled in 109 credits as part-timers. Since the ACE program began, Sauk has averaged 180 high school students per year enrolling in 1,089 credits. Of these students, an average of 42 enrolled in 1,105 credits as full-time students following high school graduation, and 20 have enrolled in 110 credits as part-timers. See the attached schedule for details.

Fiscal information indicates that the College comes out ahead financially on the ACE program, despite granting tuition waivers:

Revenue Source	FY 01	FY 02	FY 03	FY 04
ACE/P-16 grant	15,000	15,000	15,000	15,000
Student payments	0	15,404	17,978	25,140
SVCC Tuition waivers *	14,616	18,505	2,977	10,140
Total tuition payments	29,616	48,909	35,955	50,280
Credit Hour grant	19,645	33,891	24,287	18,916
Less tuition waivers	-14,616	-18,505	-2,977	-10,140
Net Revenue	34,645	64,295	57,265	59,056

- SVCC waived 100% of the tuition from Fall 2000 through Fall 2001, and then 50% from Spring 2002 to the present.

ACE has proven to be a successful program in three major ways:

1. It encourages high school students to earn college credit while still in high school.
2. It encourages those students to attend Sauk full-time following high school graduation.
3. It earns money for Sauk through increased enrollment.

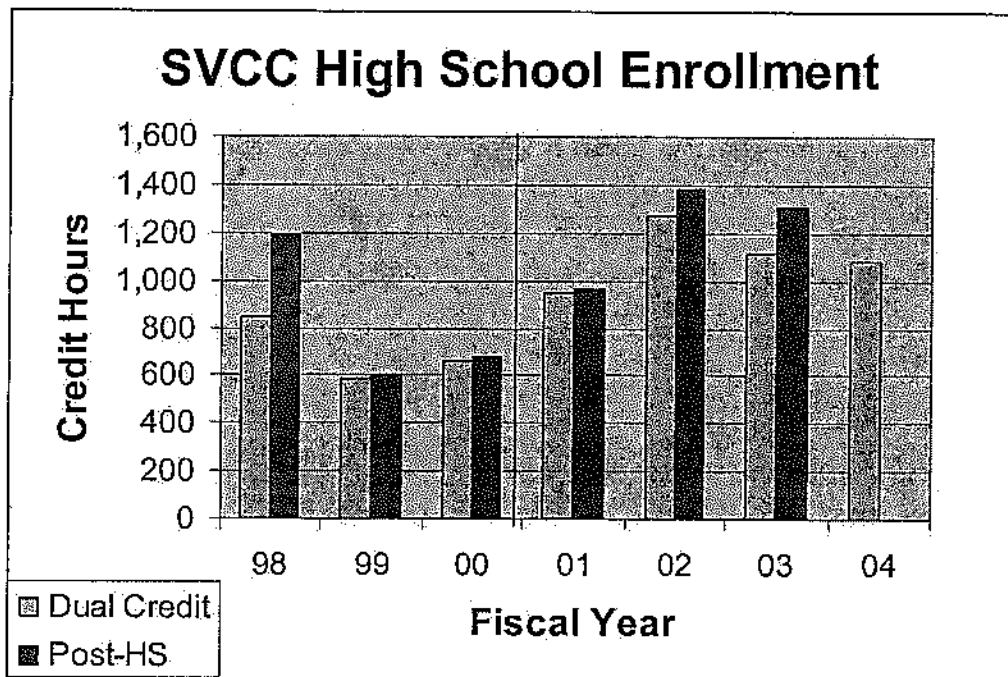
The numbers indicate that ACE participation leads to higher post-high school enrollment at Sauk. Sauk's tuition waiver stimulates enrollment of ACE students. The program's initial 100% waiver helped attract 218 students in just its second year. Dropping back to 50% contributed to an enrollment decline to 176 students the next year, but even that level far exceeds the average pre-ACE high school student enrollment of 126. So, the evidence shows that ACE waivers lead to increased overall enrollment.

Therefore, we recommend that the Board of Trustees grant a 50% tuition waiver for dual enrollment students, to be in effect until amended or revoked by the Board at some time in the future.

Thank you.

Sauk Valley Community College
Dual Enrollment High School Students Statistics
FY 98 to FY 04

Year	HS Students Enrolled at SVCC		Students Matriculated from Year's Cohort to SVCC					
	Students	Hours	Full-Time		Part-Time		Total	
			Students	Hours	Students	Hours	Students	Hours
FY 98	152	849.5	35	1,042.0	23	146.0	58	1,188.0
FY 99	105	590.5	19	519.0	14	82.0	33	601.0
FY 00	122	658.0	21	575.0	14	101.0	35	676.0
FY 01	155	945.0	35	893.0	17	70.0	52	963.0
FY 02	218	1,271.0	46	1,230.0	23	151.0	69	1,381.0
FY 03	176	1,110.0	44	1,194.0	17	109.0	61	1,303.0
FY 04	187	1,080.0						



For Board Meeting of
February 23, 2004

Agenda Item F-2

**FUNDING BONDS
APPOINTMENT OF UNDERWRITERS AND BOND COUNSEL**

The Board is required to approve a resolution to appoint First Midstate Incorporated (Bloomington, IL) as underwriters and Chapman and Cutler (Chicago) as bond counsel for the issuance of \$1,875,000 more or less of General Obligation Community College Bonds.

RECOMMENDATION: Approval of the two attached resolutions to appoint First Midstate Incorporated (Bloomington, IL) as underwriters and Chapman and Cutler (Chicago) as bond counsel for the issuance of \$1,875,000 more or less of General Obligation Community College Bonds as presented.



TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: February 17, 2004
SUBJECT: Funding Bonds – Appointment of Underwriters and Bond Counsel

On June 30, 2004 we will finalize expenditures from the funding bonds we issued in the summer of 2001. The money from those bonds has proven to be of tremendous benefit to Sauk during a time of tight budgets; they have enabled us to maintain currency of technology and to update aging furniture and fixtures.

As described in the memo presented to you at the February 19 Board retreat, we would like to issue a new round of funding bonds this summer. The new issue would be similar to the first, with an expenditure and payback period of three years and in approximately the same dollar amount (a total of \$1,875,000 to \$2,395,000 – to be determined in March). This new issue will not increase property taxes.

As shown in the attached timeline, we need to appoint underwriters and bond counsel this month to start the bond issuance process in time to obtain the money in July. We would like to continue to work with the same team that shepherded our 2001 issue.

Therefore, we recommend approval of the two attached resolutions to appoint First Midstate Incorporated (Bloomington, IL) as underwriters and Chapman and Cutler (Chicago) as bond counsel for the issuance of \$1,875,000 more or less of General Obligation Community College Bonds.

Thank you.

TENTATIVE TIME LINE
SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506
Whiteside County, et al., Illinois

Monday	02/23/04	Regular Board Meeting—Board retains Chapman and Cutler as Bond Counsel and First Midstate Inc. as underwriters.
Monday	03/22/04	Regular Board Meeting—Board approves Debt Certificate Resolution.
Monday	04/26/04	Regular Board Meeting—Debt Certificate issue must be closed on or before this date. Board adopts Resolution of Intent to issue Funding Bonds to pay off Debt Certificates. Publish the Notice of Intent to issue Funding Bonds once in the legal/classified section of the <i>Sauk Valley Newspapers</i> . (Petition period ends 30 days after publication.)
		Board President calls for Public Hearing on the issuance of Funding Bonds for the regular meeting on May 24, 2004.
Between 04/27/04 and 05/17/04		Notice of Public Hearing is published once in the legal/classified section of the <i>Sauk Valley Newspapers</i> .
Monday	05/24/04	Regular Board Meeting—Board conducts Public Hearing on the issuance of Funding Bonds.
Monday	06/28/04	Regular Board Meeting—Board approves Bond Resolution.
2 – 3 Weeks later		Bond closing—Funds available to the District.

Regular Board meetings are on the fourth Monday of each month.



306 N. MAIN ST., SUITE 3
P.O. BOX 3367
BLOOMINGTON, IL 61702-3367
TEL: 309-829-3311
FAX: 309-827-2171

816 W. CHILDS STREET
WHEATON, IL 60187
TEL: 630-682-3304
FAX: 630-682-3392

INVESTMENT BANKERS

AGREEMENT by and between Community College District No. 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois, and First Midstate Incorporated of Bloomington, Illinois: The said First Midstate Incorporated to act as UNDERWRITERS with respect to the issuance of \$ _____ more or less G.O. COMMUNITY COLLEGE BONDS (the "Bonds").

I. Undertakings on the part of the Investment Banker. The Investment Banker agrees to perform the following services:

- (A) Make complete debt analysis of all general obligation debt presently outstanding within the area and complete analysis of rates required to service both principal and interest payments of the proposed bonds. Recommend maturity schedules and other resolution requirements of the Bonds to be issued.
- (B) Prepare the preliminary and final Official Statement; including summary of financial, industrial and factual information of the Community.
- (C) Make recommendations as to the best possible issuance date in line with market conditions.
- (D) Cooperate wherever possible with the architect, your attorney, and recognized bond counsel. Supervise the disclosure requirements of the State of Illinois, Securities and Exchange Commission, and National Association of Security Dealers.
- (E) Recommend a profitable and proper reinvestment schedule for bond money after consulting with the architect and after delivery of the Bonds.
- (F) Coordinate bond printing, document distribution, establishment of necessary accounts, and bond closing.
- (G) Act as Underwriters for the District in the marketing of the Bonds.

II. Undertakings on the part of the District. The District agrees to the following:

- (A) The officers and employees of the District will make available to the Investment Banker any data necessary to perform its services hereunder and to market the Bonds.
- (B) The Board will consider financing plans submitted by the Investment Banker and assist in the selection of the best plan.



INVESTMENT BANKERS

III. General Provisions

- (A) In the event the Bonds are issued, the Investment Banker will act as Underwriter in connection with the sale of the Bonds and will deal in good faith based upon market conditions.
- (B) In the event for legal or other reasons it is impossible to carry forward the issuance of the Bonds or in the event the Board elects not to proceed with the issuance of Bonds, the Investment Banker agrees to be responsible for all expenses incurred in the preparation of the financing plan.

Respectfully submitted,
FIRST MIDSTATE INCORPORATED

BY _____
President

The foregoing Agreement is hereby accepted for and on behalf of Community College District No. 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois, pursuant to proper action by the Board of Trustees on this _____ day of _____, 2004.

ATTEST:


Secretary, Board of Trustees

BY _____
President, Board of Trustees

MOTION BY _____ SECONDED BY _____

that the law firm of Chapman and Cutler, of Chicago, Illinois, shall act as Bond Counsel, with regard to the proposed \$ _____ more or less G.O. Community College Bonds and hereby is authorized to prepare the necessary legal proceedings for the proposed bond issue.

AYES:

NAYS:

DATED this _____ day of _____, 2004.

Community College District No. 506,
Counties of Whiteside, Lee, Carroll, Ogle,
Bureau and Henry and State of Illinois

President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

For Board Meeting of
February 23, 2004

Agenda Item I-1

FACULTY TERM APPOINTMENTS

At the end of spring semester, the following faculty members will have completed a year of satisfactory service as term appointees and are eligible for reappointment to another year of the same designation:

Dianna Brevitt
Jane Hamilton
Steve McPherson
Deana Seeley

At the end of spring semester, the following faculty member will have completed two years of satisfactory service as term appointee and is eligible for reappointment to another year of the same designation:

Valarie Wittman

As of December 2004, the following faculty member will have completed two years of satisfactory service as a term appointee and will be eligible for appointment to another year of the same designation:

Amanda Vos

At the end of the spring semester, according to the Contractual Agreement and contingent upon the continuation/renewal of their grant, the following faculty members will be eligible for retention with normal salary increment:

Kristi Irving
Larry Jackson

RECOMMENDATION: It is recommended that the faculty indicated above be offered a new term appointment for the 2004-2005 year.

For Board Meeting of
February 23, 2004

Agenda Item I-2

FACULTY CONTINUING APPOINTMENTS

TENURE

Charles Atchley	Janet Matheney
Noel Berkey	Kevin Megill
Sam Braddock	Kris Murray
Tom Breed	Loren Neimeyer
David Breen	Deb Okey
Pamela Cunningham	Ralph Pifer
Ann Daly	Karen Pinter
Dennis Day	Steve Shaff
David Edelbach	Stan Shippert
Paul Edleman	Larry Sileven
Richard Eichman	Brad Smith
Ernie Etter	Jeanine Tufty
William Bryan Fountain	Kay Turk
Chris Gehlbach	Robertus van der Wege
Debi Hill	Charles West
Judy Hill	Peggy White
Juel Iwaasa	Judy Williamson
Colleen Klein	Jim Wright
Jolene Leseman	

RECOMMENDATION: It is recommended that the faculty indicated above be offered a continuing appointment for the 2004-2005 year.

For Board Meeting of
February 23, 2004.

Agenda Item I-3

FACULTY PROMOTIONS

The following faculty are presented as having successfully completed the requirements outlined in the Faculty Contract for promotion to a higher rank. Their record has been carefully reviewed and evaluated for each of these criteria:

1. Mastery of Subject matter
2. Teaching capability
3. Interest in students as individuals
4. Understanding of comprehensive community college
5. Evidence of personal growth
6. Meritorious service
7. Years in present rank

PROMOTIONS RECOMMENDED

Kristi Irving	Instructor to Assistant Professor
Mary Lou Kidder	Associate Professor to Professor
Paul McMahon	Instructor to Assistant Professor
Randy Norris	Associate Professor to Professor
Steve Nunez	Associate Professor to Professor

RECOMMENDATION: It is recommended that the faculty nominated above be promoted as outlined, effective the fall of 2004.

For Board Meeting of
February 23, 2004

Agenda Item I-4

FACULTY NEW CONTINUING APPOINTMENTS

TENURE

The following faculty members have satisfactorily completed the period of instructional service as term appointees and are eligible for continuing appointment (tenure).

Teri Lynn Funston
Jason Hedrick
Mary Heitmann
Mary Ann Hurd
John Nelson
Kenneth Youel

RECOMMENDATION: It is recommended that the above named faculty be offered continuing appointments (tenure) for the 2004-2005 year.

For the Board Meeting of
February 23, 2004

Agenda Item I-5

FACULTY RETIREMENT
DR. FRED NESBIT

The College has received Dr. Nesbit's letter of intent to retire, effective May 31, 2004.

RECOMMENDATION: Board approval of Dr. Nesbit's retirement, effective May 31, 2004.



815 / 288-5511
800 / 843-7430

Sauk Valley Community College

173 IL ROUTE 2
DIXON, IL 61021-9112

January 27, 2004

Dr. Richard L. Behrendt
President
Sauk Valley Community College

Dear Dr. Behrendt,

As we move into the spring semester, I will be completing my 37th year at S V C C. As the expression goes, this is the toughest job I have ever loved !

Combined with my previous teaching assignments at Illinois State University and Wabash Valley College, I have been harvesting in the groves of Academe for 42 years. It therefore seems the reasonable and proper time to respectfully request honorable retirement effective May 31, 2004. Please forward this request to the Board in the manner you deem appropriate.

I have known and worked with every president of this College. So I want to tell you that it has been a distinct and professionally rewarding experience working with you these past several years. I wish you and the entire College staff continued success in the good old Sauk tradition.

Cordially,

A handwritten signature in cursive script, reading "Fred Nesbit".

Fred L. Nesbit, Ed.D.
Professor
Psychology

cc: Dean Kennedy

For Board Meeting of
February 23, 2004

Agenda Item I-6

PART-TIME FACULTY
SPRING 2004

The administration is recommending approval of the additional part-time instructors for the Spring 2004 semester as listed on the attached memorandum from Dr. Hecht.

RECOMMENDATION: Board approval of the additional part-time instructors for the Spring 2004 semester as presented..

SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

MEMORANDUM

DATE: February 17, 2004
TO: Dr. Richard L. Behrendt
FROM: Dr. Deborah Hecht *Deborah*
SUBJECT: Part-time Faculty

The following part-time faculty are being added for the Spring 2004 semester. These instructors need to be approved by the SVCC Board of Trustees.

<u>Name</u>	<u>Highest Degree</u>	<u>Discipline</u>	<u>SVCC Course</u>
Fassler, Andrew	Licensed Certification	EMS	EMS 101
Gatz, Elisa	M.S.	Physics	PHY 175*
Geil, Kristie	R.N., B.S.N.	Nursing	NRS 102
Hartwig, William	M.B.A.	Business	BUS 213*
Masini, Dean	M.B.A.	Business	BUS 218*
Trygstad, Einar	B.S.	Electrical Engineer	MAT 074
West, Amy	R.N., M.S.N.	Nursing	NRS 101, 103

*transfer course

js

For Board Meeting of
February 23, 2004

Agenda Item J

APPOINTMENT OF COLLECTIVE BARGAINING TEAM

At this meeting the Board of Trustees should appoint a collective bargaining team in order to begin negotiations for a new contract with the SVCC Faculty Association.

RECOMMENDATION: Appropriate action.