

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA
Third Floor Board Room
March 22, 2004
7:00 p.m.

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

February 27, 2004	\$377,965.25
March 15, 2004	\$233,924.01
 - 5. Budget Report**
 - 6. Disposal of Obsolete Equipment**
 - 7. New Mission Statement**
 - 8. Protection, Health and Safety Project Completion**
 - 9. Course Fee Recommendations**
 - 10. Workforce Councils Approval**
 - E. President's Report**
 - 1. Board Policies 609.01, 610.01, 611.01, 612.01**
 - 2. Transfer GPA Comparisons – NIU (attached)**
 - 3. Americorps Final Progress Report 2000-2003 (attached)**
 - 4. Analysis of Student Satisfaction Inventory (attached)**
 - 5. Commencement – Thursday, May 20, 7:30 p.m.**
 - F. Financial Reports and Actions**

Funding Bonds – Installment Purchase Agreement and Debt Certificate Resolution
 - G. Closed Session (Appointment, employment, compensation, discipline, dismissal of specific employees of the College, collective negotiating matters, attorney/client consultation, and closed session minutes consideration)**
 - H. Closed Session Minutes of February 19, 2004 and February 23, 2004**
 - I. Personnel**
 - 1. Administrative Reorganization**
 - 2. Administrative Reappointments**
-

3. Contractual Reappointment
4. Faculty Resignation - Kay Turk

J. Other

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

April 26, 2004

May 20, 2004

May 24, 2004

June 24, 2004

July 26, 2004

ICCTA Monthly Meetings

April 27, 2004
Renaissance Hotel, Springfield

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

Commencement – 7:30 p.m.

May, 2004 (Subject to Call)

June 27, 2004
Renaissance Hotel, Springfield

No Meetings Posted

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

March 22, 2004

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on March 22, 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	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
Athletic Director Russ Damhoff
Secretary to the Board Carmel Paulsen

Consent Agenda: It was moved by Member Varga and seconded by Member Dixon that the Board approve the Consent Agenda, with the minutes of the February 19, 2004 meeting and Item D9, Course Fee Recommendations, removed. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye. After discussion of the February 19 minutes and Course Fee Recommendations, in a roll call vote to approve the items, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

President's Report: Dr. Behrendt reported that SVCC transfer students have, again, maintained higher average GPA's than all other students at NIU (3.09 vs 2.79); presented the AmeriCorps Final Progress Report for 2000-2003; highlighted the Noel-Levitz Student Satisfaction Inventory for Winter 2004; and reminded the Board that Sauk's commencement is May 20, 2004.

Funding Bonds —
Installment Purchase
Agreement and Debt
Certificate Resolution:

It was moved by Member Varga and seconded by Member Andersen that the Board approve the resolution providing for an Installment Purchase Agreement and authorizing and providing for the issuance of General Obligation Debt Certificates in the amount of \$2,195,000. In a roll call vote, the following was recorded: aye: Members Andersen, Cox, Dixon, Simpson, Varga, Thompson; nay: Member von Bergen Wessels. Motion carried. Student Trustee Engleking advisory vote: aye.

Closed Session:

At 7:32 p.m., it was moved by Member von Bergen Wessels and seconded by Member Varga to adjourn to closed session. Member Dixon moved and Member Varga seconded the motion that the Board amend the agenda to include "pending litigation" as a closed session exception. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye. It was then moved by Member Dixon and seconded by Member von Bergen Wessels that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, collective negotiating matters, attorney/client consultation, pending litigation, and closed session minutes consideration. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Regular Session:

The Board returned to regular session at 8:16 p.m.

Closed Session Minutes:

It was moved by Member von Bergen Wessels and seconded by Member Varga that the Board approve the February 19 and February 23, 2004 closed session minutes. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Administrative
Reorganization:

It was moved by Member Andersen and seconded by Member Dixon that the Board approve the administrative reorganization as presented, effective July 1, 2004. In a roll call vote, the following was recorded: aye: Members Andersen, Cox, Dixon, Simpson, Varga, Thompson; nay: Member von Bergen Wessels. Motion carried. Student Trustee Engleking advisory vote: aye.

Administrative
Reappointments:

It was moved by Member Varga and seconded by Member Dixon that the Board approve the reappointment of the administrators as presented. In a roll call vote, all voted

aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Contractual Reappointment: It was moved by Member Varga and seconded by Member Andersen that the Board approve the contractual reappointment of Cyrus Kooshesh, pending the continuation/renewal of his grant. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Faculty Resignation: It was moved by Member Dixon and seconded by Member von Bergen Wessels that the Board accept the resignation of Kay Turk, Coordinator of the Learning Assistance Center, effective August 5, 2004. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

Reports: *Student Trustee:* Philip Engleking informed the Board of his intent to resign from the Board, due to personal time constraints. He reported that summer registration will begin April 5; that the *Shakespeare on Film* series begins March 30 and runs weekly through May 4; that the campus is presenting *The Campus Shakespeare Hike* April 1-4, 7, 8; the PTK Awards Banquet is April 20; Student Lobby Day is April 21, 2004 in Springfield.

ICCTA Representative: Bob Thompson reported that he attended the March meeting last week in Springfield. Next month's meeting is on Lobby Day (April 28). He reported that the governor's budget has decreased education funding by \$277,000,000 since 2002. He urged Board members to participate. Member Simpson will also attend. Dr. Behrendt will prepare a packet of information indicating how reduced funding has impacted SVCC.

Foundation Liaison: Member Dixon reported that the Foundation met on February 24, 2004 and discussed the Draw Down Dinner, which had a net profit of approximately \$8,700; housing and the Lee County zoning; and that the Foundation appointed an auditor for the next three years.

Board Chair: Member Thompson requested that the April Board meeting agenda include an action item to revisit the Board's January decision that changed the Academic Appeals Procedure. He also mentioned that Sauk is

hosting the Northwest Region ICCTA Meeting on May 6 and encouraged the Board's attendance. Agenda items include Tech Prep, AmeriCorps, and dual enrollment.

Faculty Association: No Report

Adjournment:

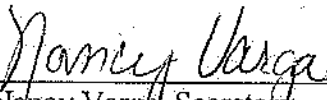
Since the scheduled business was completed, it was moved by Member Andersen and seconded by Member Varga that the Board adjourn. In a roll call vote, all voted aye. Motion carried. Student Trustee Engleking advisory vote: aye.

The meeting adjourned at 8:30 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on April 26, 2004 in the Board Room.

Respectfully submitted:


Nancy Varga, Secretary

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

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

General Account - Sterling Federal Bank
Illinois Funds - Firststar Bank, Springfield

SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS

PRESIDENT
Nancy Vargas
SECRETARY
DATE

INTEREST
RATE
0.35
0.96

AMOUNT
\$288,574.91
2,195,581.34
2,484,156.25

NON-INT. BEARING ACCOUNT

Restricted - Sterling Federal Bank

MONEY MARKET

ABN-AMRO Investment Services, Inc.

0.33

398,436.28

238,636.27

TOTAL CHECKING ACCOUNTS

\$3,121,228.80

INVESTMENTS

FINANCIAL INSTITUTION

MATURITY
DATE

Union Bank, Tampico
First National Bank, Amboy
Sterling Federal Bank
Union Bank, Tampico

03-06-04
03-07-04
04-25-04
04-28-04

1.45
1.30
1.69
1.50

\$1,000,000
1,000,000
1,000,000
1,000,000
4,000,000

SUBTOTAL INVESTMENTS

BOND INVESTMENTS - Liability, Protection & Settlement

YIELD

PRICE

Federal Natl Mtg. Assn.
Federal Home Loan Mtg Corp
Federal Home Loan Bank
GA Mun Elec Auth
Fed Natl Mtg Assn Benchmark
Federal Home Ln Mtg Corp Refrnce NT
Federal Home Ln Mtg Corp Refrnce NT
Miami Dade Cnty Fla Solid Waste Sys
Houston Tex Water & Sewer System
Federal Home Loan Bank Bonds
NC Mun Elec Auth
Sun Prairie Wis Sch
Milwaukee Cnty Wis
Benton Cnty Wash Sch Dist No 52
Las Cruces NM
Houston TX Wtr & Swr System
Carol Stream IL Tax
Anch AL Tel Util

03-15-04
07-15-04
12-15-04
01-01-05
03-15-05
09-15-05
09-15-05
10-01-05
12-01-05
12-15-05
01-01-06
04-01-06
09-01-06
12-01-06
12-01-06
12-01-06
01-15-07
03-01-07

3.51
1.75
2.00
4.75
1.50
1.60
2.13
2.60
1.40
1.90
4.90
5.05
2.50
1.50
4.85
4.30
5.07
4.90

\$559,224.08
515,214.95
611,496.84
381,108.54
479,164.06
200,699.17
424,373.27
107,157.33
53,259.22
599,105.46
315,100.33
338,364.14
218,744.28
266,538.06
204,265.00
50,988.83
202,570.89
158,619.08

SUBTOTAL BONDS

\$5,685,993.53

TOTAL INVESTMENTS

\$9,685,993.53

Sauk Valley Community College
Board of Trustees
March 22, 2004

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY



PRESIDENT



SECRETARY

DATE _____

Summary of Bills Payable

Amount

General Operating Funds

\$ 550,957.51

REPORT SVRCHK
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 02/19/04 To 03/22/04

RUN DATE: 03/15/0
TIME: 3:55 PM
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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Illinois Community College Boa	01		DCFS	Accounts Receivable-DCFS	1,815.00
Alta Books	01		Foundation Expense	Book-Safe Workplace	29.45
Consolidated Management Co	01		Foundation Expense	Foundation February Breakfast Meeting	115.00
Consolidated Management Co	01		Foundation Expense	Draw Down Dinner	2,688.04
Delta Systems Co, Inc	01		Foundation Expense	Easy True Stories	106.72
Hands-on English	01		Foundation Expense	Subscription Renewal	29.00
Lyons, Calvin W.	01		Foundation Expense	Travel-AGE Conference 1/27/04	1,406.72
New Readers Press	01		Foundation Expense	Writing Books	67.76
Pearson Education	01		Foundation Expense	Workplace Books	45.89
Stevens, Shirley A.	01		Foundation Expense	Supplies/Tutors	26.56
Pollett Bookstore	01		Dislocated Worker Expense	Bookstore Charges	3.99
Quill Corporation	01		Dislocated Worker Expense	Return Address Stamp #039-N100-313	21.99
Stevens, Shirley A.	01		Dislocated Worker Expense	Supplies for Tutors	15.94
State Universities Retirement	01		SURS Payable		48,678.62
State Universities Retirement	01		SURS Payable		29,051.92
Select Employees Credit Union	01		Credit Union Payable		11,836.09
Select Employees Credit Union	01		Credit Union Payable		11,836.09
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		316.80
State Disbursement Unit	01		Wage Garnishment Payable	GARNISHMENT	130.00
State Disbursement Unit	01		Wage Garnishment Payable		172.09
Community Health Charities of	01		United Way Payable	ACCURED W/H-Community Health Charities	21.00
Community Health Charities of	01		United Way Payable		21.00

REPORT SVRCHK
FISCAL YEAR 2004

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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 Fa	01		United Way Payable		42.35
United Way of Sterling-Rock Fa	01		United Way Payable		42.35
Trustmark Insurance	01		Optional Life Insurance		392.51
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		139.00
SVCC Foundation	01		Foundation Payable		119.00
American Express Financial Adv	01		American Express		370.00
American Express Financial Adv	01		American Express		370.00
Equitable Life Assurance	01		Equitable		132.00
Equitable Life Assurance	01		Equitable		132.00
Federal Life Insurance Company	01		Federal Life		20.00
Federal Life Insurance Company	01		Federal Life		20.00
Franklin Financial Services Co	01		Franklin Life		277.50
Franklin Financial Services Co	01		Franklin Life		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		300.00
Fidelity Investments	01		Fidelity Investments	ACCURED ANNUITIES-Fidelity Investments	60.00
Fidelity Investments	01		Fidelity Investments		60.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Anderson, Kaci D.	01		Accounts Payable	Fndtn	232.60

REPORT SVRCHKE
FISCAL YEAR 2004

Sauk Valley Community College
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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Anello, Iorna A.	01		Accounts Payable	Online Refund	52.00
Angell, Alex R.	01		Accounts Payable	PELL Gt	800.00
Balzarine, James L.	01		Accounts Payable	Stafford Ln-Fall	1,698.47
Balzarine, James L.	01		Accounts Payable	Stafford Ln-Spr	1,696.53
Baratta, Lori A	01		Accounts Payable	Online Refund	108.00
Barton, Megan M.	01		Accounts Payable	Fndtn Bal	291.57
Baumwell, Stephanie N.	01		Accounts Payable	Activity Waiver	360.00
Bender, Kari A.	01		Accounts Payable	Fndtn Bal	10.00
Bergstrom, Rebecca L.	01		Accounts Payable	Stafford Ln	727.50
Beyer, Chad W.	01		Accounts Payable	MAP Gt	692.50
Bonnell, Jennifer L.	01		Accounts Payable	Fndtn Bal	210.05
Bowlin, Angela C.	01		Accounts Payable	Stafford Ln	727.50
Burnell, Ken R.	01		Accounts Payable	Online Refund	45.00
Burnell, Laura E.	01		Accounts Payable	Fndtn Bal	316.37
Byrd, Amy M.	01		Accounts Payable	Online Refund	250.00
Byrd, Amy M.	01		Accounts Payable	Online Refund	260.00
Callison, Judith	01		Accounts Payable	Online Refund	170.00
Carmichael, Joyce E.	01		Accounts Payable	Online Refund	204.00
Carswell, Tara M.	01		Accounts Payable	Online Refund	439.32
Castaldo, Kitty S.	01		Accounts Payable	Online Refund	500.00
Catron, Chastity L.	01		Accounts Payable	Fndtn	424.86
Caudillo, Manuel L.	01		Accounts Payable	Stafford Ln	338.59
Chaffee, Linda L.	01		Accounts Payable	Online Refund	52.00
Cobb, Sharon P.	01		Accounts Payable	Fndtn Bal	40.34
Colmark, Cheryle A.	01		Accounts Payable	Online Refund	97.00

REPORT SVRCHKR
FISCAL YEAR 2004

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Colmark, Cheryle A.	01		Accounts Payable	Online Refund	87.00
Coas, Barbara L.	01		Accounts Payable	Online Refund	87.00
Cozart, William	01		Accounts Payable	Online Refund	765.00
Cunningham, Holly A.	01		Accounts Payable	Online Refund	170.00
Dickey, Rebecca A.	01		Accounts Payable	Fndtn	500.00
Diehl, Andrea L.	01		Accounts Payable	Fndtn Bal	239.00
Dillon, Nadya	01		Accounts Payable	Fndtn	70.50
DuBois, Andrew T.	01		Accounts Payable	Stafford Ln	637.29
Ebersole, Gregg M.	01		Accounts Payable	Fndtn Bal	785.20
Eizenga, Maisie R.	01		Accounts Payable	Fndtn Bal	210.00
Fortener, Alisha J.	01		Accounts Payable	Online Refund	275.17
Foss, Dawn E.	01		Accounts Payable	PELL Gt	507.00
Frerichs, Nancy M.	01		Accounts Payable	Fndtn Bal	768.46
Geary, Lindsey M.	01		Accounts Payable	Stafford Ln	485.00
Geer, Nicholas	01		Accounts Payable	Online Refund	41.00
Ginger, Patty K.	01		Accounts Payable	SEOG	250.00
Gipson, Jessica M.	01		Accounts Payable	Fndtn Bal	41.80
Glubczynski, Paul	01		Accounts Payable	Fndtn	250.00
Gordon, Shawna R.	01		Accounts Payable	Stafford Ln	637.29
Gould, Trudy L.	01		Accounts Payable	Stafford Ln	637.29
Kaenitsch, Sara E.	01		Accounts Payable	Online Refund	128.50
Hagen, Lindsey T.	01		Accounts Payable	Fndtn Bal	17.75
Harrison, Dylan T.	01		Accounts Payable	Stafford Bal	33.75
Harrison, Pam R.	01		Accounts Payable	Fndtn Bal	97.07
Harrison, Taylor	01		Accounts Payable	Stafford Ln	637.29

REPORT SVRCHKR
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Hedgecock, Chi	01		Accounts Payable	Endtn Gt	500.00
Hedrick, Melissa M.	01		Accounts Payable	Endtn	375.00
Heitzler, Kelly K.	01		Accounts Payable	Endtn Bal	342.89
Heifrich, Russell C.	01		Accounts Payable	Stafford Ln	637.29
Heller, Gary	01		Accounts Payable	Online Refund	95.00
Herr, Lynnette	01		Accounts Payable	Endtn	100.00
Hill, Meghan R.	01		Accounts Payable	Online Refund	63.00
Hill, Shannon A.	01		Accounts Payable	Stafford Ln	637.29
Hoefler, Jennesse M.	01		Accounts Payable	Endtn Bal	1.32
Hopper, Kelly L.	01		Accounts Payable	Endtn Refund	1,000.00
Hughes, Lacy M.	01		Accounts Payable	Endtn Bal	135.00
Hughes, Whitney M.	01		Accounts Payable	Endtn Bal	155.28
Jamison, Andrea D.	01		Accounts Payable	Endtn	250.00
Jones, Aaron C.	01		Accounts Payable	Stafford Ln	637.29
Kavanaugh, Kirsten D.	01		Accounts Payable	Online Refund	10.00
Kennedy, Kari K.	01		Accounts Payable	Endtn	350.00
Kesler, Erica L.	01		Accounts Payable	Endtn Bal	132.87
Kiesel, June M.	01		Accounts Payable	MAP Gt	27.00
Kitson, Megan L.	01		Accounts Payable	Online Refund	87.00
Klein, Olivia M.	01		Accounts Payable	Online Refund	95.00
Knight, Donavon L	01		Accounts Payable	Online Refund	765.00
Lewis, Erica N.	01		Accounts Payable	Endtn	250.00
Lindsey, Cynthia K.	01		Accounts Payable	PELL Gt	1,519.00
Marciniak, Kathryn L.	01		Accounts Payable	Online Refund	60.00
Marciniak, Theodore	01		Accounts Payable	Online Refund	60.00

REPORT SVRCHKR
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May, Nicholas R.	01		Accounts Payable	Il Natl Guard	757.00
McCullough, Heather M.	01		Accounts Payable	Fndtn	882.81
Meinsma, Elizabeth F.	01		Accounts Payable	Fndtn Bal	45.00
Meintzer, Sierra K.	01		Accounts Payable	Stafford Bal	321.54
Miller, Brian K.	01		Accounts Payable	Fndtn Bal	194.25
Miller, Stacie M.	01		Accounts Payable	Fndtn Bal	470.00
Mooré, Karen M.	01		Accounts Payable	PELL Bal	78.48
Moore, Sarah M.	01		Accounts Payable	Fndtn	200.00
Morales Flores, Kochilh	01		Accounts Payable	Online Refund	170.00
Mosher, Barrén R.	01		Accounts Payable	Online Refund	10.00
Perce, Janice A.	01		Accounts Payable	Fndtn Bal	637.05
Prate, Joseph L.	01		Accounts Payable	Online Refund	60.00
Przyauchá, Kimberly A.	01		Accounts Payable	Fndtn Bal	575.40
Raines, Rebecca J.	01		Accounts Payable	Fndtn Bal	320.00
Reaver, Margo	01		Accounts Payable	Online Refund	87.00
Reaver, Margo	01		Accounts Payable	Online Refund	87.00
Ridyard, Christine M.	01		Accounts Payable	Online Refund	230.00
Ruch, Valarie A.	01		Accounts Payable	Online Refund	75.00
Ruiz, Amanda R.	01		Accounts Payable	Fndtn Bal	369.50
Salas, Kelsi S.	01		Accounts Payable	Fndtn Bal	279.00
Salentine, KaryAnna	01		Accounts Payable	Online Refund	90.00
Salisbury, Sherri M.	01		Accounts Payable	Online Refund	87.00
Sanford, Sara J.	01		Accounts Payable	Stafford In	637.29
Schoonover, Debbie L.	01		Accounts Payable	Online Refund	140.00
Schultz, Martin D.	01		Accounts Payable	Fndtn	300.00

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Shippert, Eric F.	01		Accounts Payable	Stafford Ln	637.29
Sleck, Cynthia L.	01		Accounts Payable	Stafford Ln	438.44
Slifer, Amy J.	01		Accounts Payable	Stafford Ln	637.29
Smith, Alison B.	01		Accounts Payable	Fdnth Bal	102.05
Smith, Rick L.	01		Accounts Payable	Online Refund	59.00
Squire, Peggy J.	01		Accounts Payable	Stafford Bal	132.82
Stenzel, Alan R.	01		Accounts Payable	Online Refund	765.00
Stiefel, Jennifer L.	01		Accounts Payable	Fdnth Bal	465.26
Stoller, Joanna R.	01		Accounts Payable	Fdnth	250.00
Stone, Anne E.	01		Accounts Payable	Fdnth Bal	20.00
Szafranski, Nicole A.	01		Accounts Payable	PELL	1,500.00
Taylor, Virginia L.	01		Accounts Payable	Online Refund	10.00
Thibado, Terri A.	01		Accounts Payable	Stafford Ln	637.29
Van Zuiden, Justin R.	01		Accounts Payable	Fdnth Bal	30.50
VanLanduit, Ryan D.	01		Accounts Payable	Stafford Bal	97.87
Vos, Amber R.	01		Accounts Payable	Fdnth Bal	465.00
Wagner, Sean K.	01		Accounts Payable	Stafford Bal - Spring	209.64
Wagner, Sean K.	01		Accounts Payable	Stafford Bal - Fall	655.61
Wagner, Sean K.	01		Accounts Payable	Online Refund	1,020.00
Wakeley, Crystal D.	01		Accounts Payable	Fdnth	500.00
Westho, Michael R.	01		Accounts Payable	Fdnth Bal	5.25
Whiting, Steve G.	01		Accounts Payable	Online Refund	765.00
Whitmore, Christina A.	01		Accounts Payable	Stafford Ln	637.29
Williams, Paige J.	01		Accounts Payable	Fdnth Bal	118.47
Williamson, Jillean M.	01		Accounts Payable	Stafford Ln	637.29

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Wolf, David T.	01		Accounts Payable	Fndtn Gt	250.00
Wolf, Michael J.	01		Accounts Payable	Fndtn Bal	46.50
Wolfley, Natalie M.	01		Accounts Payable	Stafford Bal	446.02
Wooden, Denise N.	01		Accounts Payable	Fndtn Gt	500.00
Wright, Christa A.	01		Accounts Payable	Online Refund	13.00
Wyre, Tiffany L.	01		Accounts Payable	Stafford Ln	637.29
Young, Christina M.	01		Accounts Payable	Online Refund	15.00
Yount, Annette L.	01		Accounts Payable	Online Refund	510.00
Follett Bookstore	01		PELL EOG BT	Books	3,106.23
Follett Bookstore	01		PELL EOG BT	Books	2,966.80
Follett Bookstore	01		PELL EOG BT	Student Books thru 3/5/04	1,839.87
Follett Bookstore	01		PELL EOG BT	Student Books thru 2/27/04	4,008.90
Follett Bookstore	01		Foundation B	Books	75.90
Follett Bookstore	01		Foundation B	Books	49.90
Follett Bookstore	01		Foundation B	Books	40.00
Follett Bookstore	01		Foundation B	Student Books thru 2/27/04	42.20
Follett Bookstore	01		Stafford Loans BT	Books	27.57
Follett Bookstore	01		Stafford Loans BT	Books	164.32
Follett Bookstore	01		Stafford Loans BT	Student Books thru 3/5/04	39.26
Follett Bookstore	01		JTPA Whiteside B	Books	119.83
Follett Bookstore	01		JTPA Whiteside B	Books	351.47
Follett Bookstore	01		JTPA Whiteside B	Student Books thru 3/5/04	65.48
Follett Bookstore	01		JTPA Whiteside B	Student Books thru 2/27/04	200.78
Follett Bookstore	01		JTPA Lee B	Books	7.98
Follett Bookstore	01		JTPA Lee B	Books	139.20

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Follett Bookstore	01		JTEA Lee B	Student Books thru 2/27/04	19.95
Follett Bookstore	01		DORS B	Books	314.50
Follett Bookstore	01		Trade Act TAA Sterling B	Books	69.50
Follett Bookstore	01		Trade Act TAA Sterling B	Student Books thru 2/27/04	28.00
Follett Bookstore	01		Short Term Book Loan due Booksto	Student Books thru 3/5/04	13.00
Follett Bookstore	01		Bookstore payable-Trade act -Ott	Student Books thru 2/27/04	56.00
SVCC Foundation	01		Foundation Payable	Foundation Donations-Dinner 2/04	300.00
Consolidated Management Co	01		Cafeteria payable	Punch-A-Lunch Ticket Sales	7,700.00
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Refreshments for Monthly Board Meeting	40.00
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Refreshments for Monthly Board Meeting	155.90
Follett Bookstore	01	President	Office Supplies	Bookstore Charges	2.55
Formstart Inc	01	President	Office Supplies	#10 Printed Envelopes-Vice Pres. of Inst. Ser.	31.50
Behrendt, Richard	01	President	Conference/Meeting Expense	Travel-Comm College Futures Assembly 1/31/04	652.57
Fifth Third Bank	01	President	Conference/Meeting Expense	Travel-ICOTA Meeting	86.40
Hillcrest Floral & Garden	01	President	Other Conference & Meeting	Flowers--Jade Ewald	30.00
Lundstrom Florist	01	President	Other Conference & Meeting	Flowers for Tony Drane	34.00
McCormick's	01	President	Other Conference & Meeting	Flowers For Jim Frederick	43.45
Follett Bookstore	01	College Relations	Office Supplies	Bookstore Charges	5.57
Follett Bookstore	01	College Relations	Office Supplies	Bookstore Charges	2.00
American Marketing & Publishin	01	College Relations	Advertising	Oregon 2004 Home Pages	210.80
Andrew Bollman Photography	01	College Relations	Advertising	Catalog Photo of Cyrus Kooresh	40.00
Carroll County Review	01	College Relations	Advertising	Spring Registration Ads 12/03	270.00
Insight Media Advertising	01	College Relations	Advertising	Advertising Fee	165.00
Insight Media Advertising	01	College Relations	Advertising	Advertising Fee	144.00
Insight Media Advertising	01	College Relations	Advertising	Advertising Fee	552.00

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Insight Media Advertising	01	College Relations	Advertising	Advertising Fee	132.00
Insight Media Advertising	01	College Relations	Advertising	Advertising	210.00
Sauk Valley Newspapers	01	College Relations	Advertising	February Advertising	597.75
Withers Broadcasting	01	College Relations	Advertising	February Advertising	1,604.17
Xerox Corporation	01	Printshop	Maintenance Services	DC 2240 Copier Lease Pymt & Int/Supplies	53.00
Xerox Corporation	01	Printshop	Maintenance Services	Leasing Charge & Meter Usage Contract 5818	33.55
Xerox Corporation	01	Printshop	Maintenance Services	DC 555 Copier Lease Pymt. & Int/Supplies	170.00
Illini Trophy	01	Printshop	Other Supplies	Name Badge	6.00
Follett Bookstore	01	Printshop	Purchases for Resale	Bookstore Charges	11.99
Follett Bookstore	01	Printshop	Purchases for Resale	Bookstore Charges	24.97
Printing & Business Solutions	01	Printshop	Purchases for Resale	1118-PB Clean Up Sheets	26.24
Printing & Business Solutions	01	Printshop	Purchases for Resale	4-1080 Electrostatic	24.16
Printing & Business Solutions	01	Printshop	Purchases for Resale	83-4-104416 Electro Disp	30.11
Printing & Business Solutions	01	Printshop	Purchases for Resale	83-1-10124 Liquid Master Dev	64.72
Printing & Business Solutions	01	Printshop	Purchases for Resale	CS-174-5 Black Ink	37.19
Printing & Business Solutions	01	Printshop	Purchases for Resale	83-9-105533 Deglaze	40.60
Xerox Corporation	01	Printshop	Purchases for Resale	Xerox Staples #8R7809	68.00
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 2240 Copier Lease Pymt & Int/Supplies	216.86
Xerox Corporation	01	Printshop	Debt Principal Retirement	DC 555 Copier Lease Pymt & Int/Supplies	430.22
Xerox Corporation	01	Printshop	Debt Principal Retirement	5995 Copier Lease Pymt. & Int.	402.79
Xerox Corporation	01	Printshop	Interest	DC 2240 Copier Lease Pymt & Int/Supplies	127.44
Xerox Corporation	01	Printshop	Interest	DC 555 Copier Lease Pymt & Int/Supplies	203.05
Xerox Corporation	01	Printshop	Interest	5995 Copier Lease Pymt. & Int.	322.11
Xerox Corporation	01	Printshop	Lease Installment Payments	Leasing Charge & Meter Usage Contract 5818	49.83
SBM Business Equipment Center	01	Information Center	Maintenance Services	Minimum Copy Count Charge Info Center	30.20

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SBM Business Equipment Center	01	Information Center	Office Supplies	Boston Rapid Deluxe Staples #90208	70.80
Avaya Inc	01	Information Center	Other Supplies	Maintenance-Phone System	200.00
Follett Bookstore	01	Grant, Planning, & Research	Office Supplies	Bookstore Charges	20.74
Formstart Inc	01	VP-Instructional Services	Office Supplies	#10 Printed Envelopes-Off. of Pres.	21.00
An, Sung S.	01	Other Instructional	Consultants		98.07
Bailey, Glenn	01	Other Instructional	Consultants		532.23
Balfantz, Gary	01	Other Instructional	Consultants		279.03
Beatty, Edward	01	Other Instructional	Consultants		11.79
Beck, Gail L.	01	Other Instructional	Consultants		31.58
Bourland, Richard D.	01	Other Instructional	Consultants		7.65
Bradshaw, Randall G.	01	Other Instructional	Consultants		32.35
Brozovich, William C.	01	Other Instructional	Consultants		40.14
Chamberlain, Karen	01	Other Instructional	Consultants		117.60
Clevenger, Walter	01	Other Instructional	Consultants		11.79
Clydesdale, David T.	01	Other Instructional	Consultants		153.27
Cogdall, Jean L.	01	Other Instructional	Consultants		86.25
Dill, Ross A.	01	Other Instructional	Consultants		11.79
Dixon, Marjorie S.	01	Other Instructional	Consultants		22.95
Eilders, Gary P.	01	Other Instructional	Consultants		240.36
Folsom, Gene L.	01	Other Instructional	Consultants		12.75
Fountain, Marcy	01	Other Instructional	Consultants		8.92
Garcia-Macko, Isaura J.	01	Other Instructional	Consultants		176.85
Gates, Carl	01	Other Instructional	Consultants		7.65
Gates, Nancy E.	01	Other Instructional	Consultants		58.95
Hackerson, Paul E.	01	Other Instructional	Consultants		7.65

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Hamlin, Albert L.	01	Other Instructional	Consultants		436.95
Recht, Loren B.	01	Other Instructional	Consultants		11.75
Holbrook, Terry A.	01	Other Instructional	Consultants		69.48
Hungerman, Christopher J.	01	Other Instructional	Consultants		47.16
Kleinmayer, Bruce J.	01	Other Instructional	Consultants		7.65
Koehler, Jack E.	01	Other Instructional	Consultants		120.33
Krusinski, Ronald R.	01	Other Instructional	Consultants		82.53
Land, Patrick K.	01	Other Instructional	Consultants		133.62
Lewis-Barr, Laura J.	01	Other Instructional	Consultants		141.45
Martens, Kandie S.	01	Other Instructional	Consultants		119.13
Martinez, Frank S.	01	Other Instructional	Consultants		82.53
Meyer, Ronald	01	Other Instructional	Consultants		43.23
Morris, Rene E.	01	Other Instructional	Consultants		40.14
Munson, Kimberly A.	01	Other Instructional	Consultants		11.79
Peterson, David A.	01	Other Instructional	Consultants		38.25
Picchi, Joseph R.	01	Other Instructional	Consultants		108.75
Schaefer, Kelly S.	01	Other Instructional	Consultants		11.79
Scholl, Kathy L.	01	Other Instructional	Consultants		116.88
Schreiner, Stephanie L.	01	Other Instructional	Consultants		15.40
Seguin, Michael	01	Other Instructional	Consultants		105.45
Suppan, Heinz D.	01	Other Instructional	Consultants		327.99
Taylor, Kevin	01	Other Instructional	Consultants		30.60
Turk, Frederick G.	01	Other Instructional	Consultants		70.74
Vandercreek, M C.	01	Other Instructional	Consultants		73.07
Vrhele, George	01	Other Instructional	Consultants		59.27

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Walker, Wayne P.	01	Other Instructional	Consultants		26.76
Wardell, John	01	Other Instructional	Consultants		172.06
Waters, Teri A.	01	Other Instructional	Consultants		13.38
Williams, Keith W.	01	Other Instructional	Consultants		47.16
Zaheen, Asaf	01	Other Instructional	Consultants		258.73
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance for FY 04	62.10
Norris, Randall	01	Other Instructional	Conference/Meeting Expense	Conference-3/25/04 Associated Writing Program	155.00
Lynch, Janet L.	01	Curriculum Development/ IAI	Conference/Meeting Expense	Travel-IAI Nursing Panel Meeting 2/20/04	86.70
Foust, Emily J.	01	Art	Consultants	Art 213 2/24/04	37.50
Foust, Emily J.	01	Art	Consultants	ART 213/214 3/02/04	37.50
Gaspax, Charles	01	Art	Consultants	Art Class 2/12/04	37.50
McGinn, Rory J.	01	Art	Consultants	Art Class 2/10/04	30.00
McGinn, Rory J.	01	Art	Consultants	Art Class 2/13-2/19/04	30.00
Moreno, Natalie L.	01	Art	Consultants	Art 213 2/17/04	37.50
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges	-43.94
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges	168.57
Lundgren's Inc	01	Art	Instructional Supplies	Supplies for Photo Classes	37.56
Lundgren's Inc	01	Art	Instructional Supplies	Art Class Supplies	46.20
Popp, Joseph S.	01	Art	Instructional Supplies	Photography Class Supplies	78.90
Taylor & Francis	01	Art	Instructional Supplies	Books for Art Class	21.06
Green River Lines Inc	01	Art	Other Conference & Meeting	Art Trip Chicago 3/16/04	325.00
Follett Bookstore	01	English	Instructional Supplies	Bookstore Charges	6.99
Follett Bookstore	01	Foreign Language	Instructional Supplies	Bookstore Charges	4.34
Newsweek	01	Reading	Instructional Supplies	Subscription for Reading Classes	896.80
Follett Bookstore	01	Humanities	Instructional Supplies	Bookstore Charges	15.74

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Follett Bookstore	01	Music	Instructional Supplies	Bookstore Charges	1.58
Murray, Kris A.	01	Music	Instructional Supplies	Travel- Lyric Opera-3/04/04	30.30
Aramark Uniform Services Inc.	01	Physical Education	Other Contractual Services	Towels/Laundry	571.66
Certified Balance & Scale Corp	01	Fitness Center	Maintenance Services	Cleaning & Calibration of Healthometer	109.00
Men's Health Magazine	01	Fitness Center	Instructional Supplies	Subscription 2/ 04	27.97
Self	01	Fitness Center	Instructional Supplies	Subscription	24.97
Follett Bookstore	01	Criminal Justice	Instructional Supplies	Bookstore Charges	1.26
Insight Media	01	Criminal Justice	Instructional Supplies	GAG1957 Ideological Terrorism	510.30
Insight Media	01	Criminal Justice	Instructional Supplies	GAG2604 Inside The Terror Network	124.92
Braddock, Samuel L.	01	Criminal Justice	Conference/Meeting Expense	Travel-Highland CC	225.00
Nelson, John D.	01	Economics	Instructional Supplies	Supplies-Economics	68.61
Follett Bookstore	01	Human Services	Instructional Supplies	Bookstore Charges	-6.40
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges	23.79
Follett Bookstore	01	Psychology	Instructional Supplies	Bookstore Charges	20.50
White, Linley V.	01	Dean of Business,Tech & Natural	Office Supplies	Supplies	67.64
White, Linley V.	01	Dean of Business,Tech & Natural	Office Supplies	Books 3/4/04	82.42
Niemeyer, Loren	01	Dean of Business,Tech & Natural	Other Conference & Meeting	Travel-Leaf River 2/27/04	37.50
William Rainey Harper College	01	Business	Consultants	SVCC Portion of Real Estate Instructor Salary	206.77
Follett Bookstore	01	Business	Instructional Supplies	Bookstore Charges	3.49
SEM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Monthly Service Contract-Sharp Copier OAS Lab	33.89
Staples	01	Electronics	Instructional Supplies	Ink Cartridges for Color & Black and White	54.87
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	20.92
Follett Bookstore	01	HVAC	Instructional Supplies	Bookstore Charges	3.18
Johnstone Supply	01	HVAC	Instructional Supplies	B92-085 R22 30# Refrigerant	464.13
Johnstone Supply	01	HVAC	Instructional Supplies	B11-426 Solenoid Valves	64.64

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Silvein, Larry L.	01	HVAC	Instructional Supplies	HVAC Supplies	87.16
American Technical Education A	01	HVAC	Publications and Dues	R Educators & Trainers Annual Dues	75.00
C & N Supply	01	Machine Tool	Instructional Supplies	FE50 B&C2 Threading Tool	27.00
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies-See Attached	22.75
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies-See Attached	99.60
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies-See Attached	190.43
Follett Bookstore	01	Biology	Instructional Supplies	Bookstore Charges	7.32
Wood, Therese L.	01	Biology	Instructional Supplies	Supplies Biology	105.87
Wood, Therese L.	01	Biology	Instructional Supplies	Biology Supplies 3/10/04	153.81
Aldrich Chemical Company	01	Chemistry	Instructional Supplies	241147-2 Oxalic Acid 50g	34.99
Aldrich Chemical Company	01	Chemistry	Instructional Supplies	10917-7 Thiamine Hydrochloride 5g	18.07
Quill Corporation	01	Chemistry	Instructional Supplies	038-7-20500 Binder Clips 12/box	104.08
Follett Bookstore	01	Mathematics	Instructional Supplies	Bookstore Charges	7.98
KSB Hospital	01	Health Occupational	Instructional Supplies	CPR Cards 2/12/04	72.50
KSB Hospital	01	Health Occupational	Instructional Supplies	Instructional Supplies for First Aid/CPR at DCC	28.75
SBM Business Equipment Center	01	Director of Health Careers Ed	Maintenance Services	Monthly Maintenance Agreement	51.51
Poci, Shirley A.	01	Director of Health Careers Ed	Office Supplies	Computer Cart Nursing Lab	79.98
Quill Corporation	01	Director of Health Careers Ed	Office Supplies	Office Supplies Open P.O.	53.40
Illini Trophy	01	Director of Health Careers Ed	Instructional Supplies	Name Badge	12.00
Lynch, Janet L.	01	Director of Health Careers Ed	Conference/Meeting Expense	Travel-2/13/04 Area Meetings	14.25
Poci, Shirley A.	01	Director of Health Careers Ed	Conference/Meeting Expense	Travel-2/24/04 KSB Hospital	5.25
Briggs Servicing Home Health	01	Associate Degree Nursing	Instructional Supplies	Premium Plastics-Triangular Dis. Graduate #89-4739	11.74
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	280.73
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	ADN Supplies Open P.O.	148.99
KSB Hospital	01	Associate Degree Nursing	Instructional Supplies	Infusion Set	205.00

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Insight Media	01	01	Associate Degree Nursing	Computer Software	Nursing Supplies	418.00
Southern Illinois University	01	01	Nurse Assistant	Consultants	CNA Criminal Background Check 2/19/04	180.00
Southern Illinois University	01	01	Nurse Assistant	Consultants	CNA Background Check 3/1/04	120.00
Wallingford, Lori S	01	01	Nurse Assistant	Consultants	CPR Class Spring 2004	270.00
Dekroft-Metz and Co, Inc	01	01	Licensed Practical Nursing	Instructional Supplies	LPN Supplies Open P.O.	149.32
Dekroft-Metz and Co, Inc	01	01	Licensed Practical Nursing	Instructional Supplies	LPN Supplies Open P.O.	89.70
Dekroft-Metz and Co, Inc	01	01	Licensed Practical Nursing	Instructional Supplies	LPN Supplies Open P.O.	25.50
Follett Bookstore	01	01	Licensed Practical Nursing	Instructional Supplies	Bookstore Charges	56.95
Freeport Memorial Hospital	01	01	Radiologic Technology	Consultants	Clinicals-RAD 184/284 Fall 2004	2,392.50
Diagnostic Imaging Inc	01	01	Radiologic Technology	Maintenance Services	Maintenance	70.00
Creative Printing	01	01	Radiologic Technology	Office Supplies	Business Cards for Dianna Brevitt (See Attached)	40.00
Dekroft-Metz and Co, Inc	01	01	Radiologic Technology	Instructional Supplies	Abbott 10cc 0.9 NaCl Multi-Dose Vials AHM01966-04	120.88
Dekroft-Metz and Co, Inc	01	01	Radiologic Technology	Instructional Supplies	Thermometer Probe Cover	162.50
Diagnostic Imaging Inc	01	01	Radiologic Technology	Instructional Supplies	Rad Tech Supplies Open P.O.	281.78
Follett Bookstore	01	01	Radiologic Technology	Instructional Supplies	Bookstore Charges	1.17
Brevitt, Dianna H.	01	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Sites thru 2/27/04	235.13
Francisco, Cassandra	01	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 2/12/04	279.00
Dekroft-Metz and Co, Inc	01	01	Paramedic Program	Instructional Supplies	J&J 20G 1-1/4" Protective Plus IV Cath #3066	282.79
Unique Computer	01	01	Dean of Information Systems	Office Supplies	ZIP Gig-O-Pack	90.00
Brodart	01	01	Learning Resource Center	Library Supplies	Custom Imprinted Book Pockets-Tall (see sample)	291.50
Follett Bookstore	01	01	Learning Resource Center	Library Supplies	Bookstore Charges	1.86
Illini Trophy	01	01	Learning Resource Center	Computer Software	Name Badge	54.00
Amazon.com	01	01	Learning Resource Center	Books and Binding Costs	Books For Library	1,137.89
Baker & Taylor	01	01	Learning Resource Center	Books and Binding Costs	Books For Library	253.87
Baker & Taylor	01	01	Learning Resource Center	Books and Binding Costs	Books For Library	369.09

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Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	155.39
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	798.91
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books For Library	591.37
Daedalus Books	01	Learning Resource Center	Books and Binding Costs		94.98
Daedalus Books	01	Learning Resource Center	Books and Binding Costs		629.50
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	Travel-ICCTA Meeting	2,199.85
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	208.28
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	208.28
ARCC (American Assoc. of Commu	01	Learning Resource Center	Publications and Dues	Books	53.00
Fifth Third Bank	01	Learning Resource Center	Publications and Dues	Travel-ICCTA Meeting	29.95
H. W. Wilson Company	01	Learning Resource Center	Publications and Dues	Books	3,025.00
Illinois OCLC Users Group Inc/	01	Learning Resource Center	Publications and Dues	Membership Renewal	15.00
Anderson, Judy	01	Learning Resource Center	Conference/Meeting Expense	Travel-ILCSO Training 2/13/04	103.12
Hewlett-Packard	01	Academic Computing	Maintenance Services	HP rp2470 Hardware & Software Support	105.00
Unique Computer	01	Academic Computing	Instructional Supplies	CDRW/DVD Drive	110.00
Unique Computer	01	Academic Computing	Instructional Supplies	Replacement HD	170.00
Unique Computer	01	Academic Computing	Instructional Supplies	Video Cord	69.00
Unique Computer	01	Academic Computing	Instructional Supplies	DVD Combo Drive	240.00
Unique Computer	01	Academic Computing	Instructional Supplies	Ext. USB CD-RW	190.00
Hewlett-Packard	01	Academic Computing	Computer Software	HP rp2470 Hardware & Software Support	58.00
RMS Informational Technology I	01	Academic Computing	Computer Software	License Upgrade on Mdaemon from 500-1000	4,610.00
Unique Computer	01	Academic Computing	Computer Software	CD Creator	252.00
Unique Computer	01	Academic Computing	Computer Software	Symantec Go-Back	48.00
Illini Trophy	01	Instructional Technology Center	Instructional Technology Materia	Name Badge	6.00
Mueller Audio Visual	01	Instructional Technology Center	Instructional Technology Materia	Overhead Repair	37.25

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Parkervision	01	Instructional Technology Center	Instructional Technology Materla	Remote for Cameraman Digital RE 900 System-II	452.74
Pratt Audio-Visual & Video Cor	01	Instructional Technology Center	Instructional Technology Materla	Projector Repair	222.32
Pratt Audio-Visual & Video Cor	01	Instructional Technology Center	Instructional Technology Materla	Cabinet Shelf	61.50
Pratt Audio-Visual & Video Cor	01	Instructional Technology Center	Instructional Technology Materla	Projector Lamp	483.93
Spectrum Industries	01	Instructional Technology Center	Instructional Technology Materla	Rack Mount Cantilever Shelf 97502	23.88
Unique Computer	01	Instructional Technology Center	Instructional Technology Materla	OmniPro	278.00
Hewlett-Packard	01	Administrative Computing	Maintenance Services	HP rp5470 Hardware & Software Support	1,568.00
Follatt Bookstore	01	Administrative Computing	Office Supplies	Bookstore Charges	35.40
Global Gov/Ed Solutions	01	Administrative Computing	Office Supplies	94610 Systemax 52x 80 Min CD-R shiny silver 100-pk	92.85
Graybar Electric Company Inc.	01	Administrative Computing	Office Supplies	15' Patch Cables	111.15
Graybar Electric Company Inc.	01	Administrative Computing	Office Supplies	Avaya Systimax SCS Gigspeed Cable 1000' White	526.96
Toner Tech Plus	01	Administrative Computing	Office Supplies	Refurbish Toner Cartridge	1,034.85
Unique Computer	01	Administrative Computing	Office Supplies	IBM e335 Server1 GB Ram 2-120 GB Hard Drive	500.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink Cartridges	314.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink Cartridges	66.00
Unique Computer	01	Administrative Computing	Office Supplies	Belkin Parts	39.85
Unique Computer	01	Administrative Computing	Office Supplies	D Link Switch	59.95
Unique Computer	01	Administrative Computing	Office Supplies	KVM Cables	40.00
Hewlett-Packard	01	Administrative Computing	Computer Software	HP rp5470 Hardware & Software Support	769.30
Formatart Inc	01	VP- Student Services	Office Supplies	#10 Printed Envelopes-Vice Pres. of Stud. Ser.	42.00
Formatart Inc	01	VP- Student Services	Office Supplies	#9 Business Reply Envelopes	23.65
Higher Learning Commission	01	VP- Student Services	Conference/Meeting Expense	NC A Conference 3/28/04	210.00
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel ICCSSO Conference 2/27/04	320.64
PHI THETA KAPPA Society	01	Other Student Services	Conference/Meeting Expense	Conference 4/20/04	105.00
CD Advantage, Inc	01	Student Recruitment	Other Contractual Services	CD Design & 500 Mini CD's	5,460.00

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Consolidated Management Co	01	Student Recruitment	Other Supplies	Discover Sauk! Pop & Lunch	201.50
Creative Printing	01	Student Recruitment	Other Supplies	10000 SOAR Brochures	515.00
Clodfelter, Pamela J.	01	Student Recruitment	Conference/Meeting Expense	Travel-Area High School	126.38
Formstart Inc	01	Admissions, Records & Placement	Office Supplies	#10 Printed Envelopes-Vice Pres. of Inst. Ser.	420.00
National Business Systems	01	Admissions, Records & Placement	Office Supplies	Imaging and Indexing of Files to be Archived	1,364.23
Clodfelter, Pamela J.	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel-ICCARGO Conf	135.00
Xerox Corporation	01	Counseling	Maintenance Services	Copier Fees	7.50
Creative Printing	01	Counseling	Office Supplies	500 Business Cards 2-sided See Attached	240.00
Follett Bookstore	01	Counseling	Office Supplies	Bookstore Charges	55.00
Follett Bookstore	01	Counseling	Instructional Supplies	Bookstore Charges	13.86
Quill Corporation	01	Counseling	Instructional Supplies	Printer Cartridges	197.03
Breed, Thomas	01	Counseling	Conference/Meeting Expense	Travel- ICCCA Meeting 2/27/04	110.63
Daly, Ann C.	01	Counseling	Conference/Meeting Expense	Travel-2/25/04 Bureau Valley HS	30.00
Reighter, Patrice L.	01	Counseling	Conference/Meeting Expense	Travel-HS Testing 2/26/04	37.50
Reighter, Patrice L.	01	Counseling	Conference/Meeting Expense	Travel-Testing Milledgeville 3/4/04	20.83
Formstart Inc	01	VP- Administrative Services	Office Supplies	3500#10 Printed Envelopes	3.74
Formstart Inc	01	VP- Administrative Services	Office Supplies	#10 Left Window Envelopes-Adm. & Rec.	21.00
Daly, Ann C.	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement-Summer 03	920.00
Williamson, Michael E.	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement F 2003	345.00
SBM Business Equipment Center	01	Other Institutional	Office Supplies	DEF-67001 17x11 Deflecto Cl. Image Wall Sign Holde	55.80
Seguin, Kandy M.	01	Other Institutional	Office Supplies	Replace Broken Window	251.40
Federal Express Corp	01	Other Institutional	Postage	Shipping Charges	33.68
US Postmaster	01	Other Institutional	Postage	Summer/Fall 2004 Schedule	630.00
US Postmaster	01	Other Institutional	Postage	Summer/Fall 2004 Schedule	1,290.00
US Postmaster	01	Other Institutional	Postage	Summer/Fall 2004 Schedule	1,665.00

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US Postmaster	01	Other Institutional	Postage	Bulk Refill Permit 143 3/04	600.00
US Postmaster	01	Other Institutional	Postage	Annual Fee 243- 3/10/04	150.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,500.00
United Parcel Service	01	Other Institutional	Postage	Monthly Shipping Charges	110.99
Chronicle of Higher Education	01	Other Institutional	Recruitment	Recruitment FY04	644.80
Daily Chronicle	01	Other Institutional	Recruitment	Recruitment FY04	931.80
Hispanic Outlook in Higher Edu	01	Other Institutional	Recruitment	Math-2 Faculty Tenure-Track Positions	675.00
Quad-City Times	01	Other Institutional	Recruitment	Recruitment FY04	481.55
Rockford Register Star	01	Other Institutional	Recruitment	Recruitment FY04	885.36
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY04 Open P.O.	201.81
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment FY04 Open P.O.	172.40
SBM Business Equipment Center	01	Business Office	Maintenance Services	Open Purchase Order/Maintenance-Sharp Copier: 03-04	32.50
Classic Graphics Industries, In	01	Business Office	Office Supplies	1098T Forms Copy A	43.62
Transworld Systems, Inc	01	Business Office	Office Supplies	Collection Agency	1,195.00
Black Hawk College	01	Tuition Chargeback	Tuition Chargeback	Tuition Chargeback for Spring	774.00
College of Dupage	01	Tuition Chargeback	Tuition Chargeback	Tuition Chargeback for Spring 2004	1,690.43
Triton College	01	Tuition Chargeback	Tuition Chargeback	Tuition Chargeback for Spring 2004	1,066.91
Follett Bookstore	01	Personnel Office	Office Supplies	Bookstore Charges	36.45
Devan, Curtis	01	Personnel Office	Conference/Meeting Expense	Plaques-Service Award Program 3/18/04	31.86
Oakton Community College	01	Personnel Office	Conference/Meeting Expense	Staff Exchange Conf 4/2/04-Dirks, Wood, & Preston	45.00
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Winners Birthday Party And Cards For February	58.15
John Gray Awards Co, Inc.	01	Personnel Office	Other Conference & Meeting	5-Years of Service Pins	646.02
Nunez, Steve C.	01	Phi Theta Kappa	Conference/Meeting Expense	Phi Theta Kappa Convention Fees 4/1/04	1,140.00
Honold, Donna	010110	Corp Serv Professional Developme	Consultants	Training-Rayovac 2/4/04	7,200.00
O'Leary, Sheila	010110	Corp Serv Professional Developme	Consultants	Training-Verifacts 2/19/04	270.00

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Throop, John	010110	Corp Serv Professional Developme	Consultants	Training TCOC 2/18/04	270.00
Follett Bookstore	010110	Corp Serv Professional Developme	Instructional Supplies	Bookstore Charges	2.75
Follett Bookstore	010110	Corp Serv Professional Developme	Instructional Supplies	Bookstore Charges	33.00
Honold, Donna	010110	Corp Serv Professional Developme	Instructional Supplies	MBTI - Rayovac Training 2/04	1,487.50
Quill Corporation	010110	Corp Serv Professional Developme	Instructional Supplies	3 Ring Binders 1/2" Burgundy 7-39206	79
Consolidated Management Co	010110	Corp Serv Professional Developme	Conference/Meeting Expense	Meeting Expense for VeriFacts Training	37.90
Quill Corporation	010110	Corporate Services Admin.	Office Supplies	White Copy Paper 7-10222	31.90
Quill Corporation	010110	Corporate Services Admin.	Office Supplies	White Envelopes 038-WW-10ES	4.89
Quill Corporation	010110	Corporate Services Admin.	Office Supplies	Bright Blue Paper 038-7-22321	8.69
Quill Corporation	010110	Corporate Services Admin.	Office Supplies	Goldenrod Paper 038-083200	5.99
Quill Corporation	010110	Corporate Services Admin.	Office Supplies	Desk Calendar 038-SK700-00	2.99
Formstart Inc	010110	Corporate Services Admin.	Office Supplies	#10 Printed Envelopes-Vice Pres. of Admin. Ser.	52.50
SEM Business Equipment Center	010110	Corporate Services Admin.	Office Supplies	Maintenance Contract FY04	60.52
Amboy Area Chamber of Commerce	010110	Corporate Services Admin.	Publications and Dues	Annual Chamber Dues FY 04	25.00
Gericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Area Travel thru 2/20/04	73.50
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel - Area Business/Conf thru 2/25/04	265.34
Bond, Chuck	010120	Leisure	Consultants	CCS Class- 3/9/04	330.00
Dale, Julie	010120	Leisure	Consultants	Beginning Ballroom Dance Spr 04	367.50
Dale, Julie	010120	Leisure	Consultants	CCS Class-Advanced Ballroom 2/04	140.00
Deckro, Stephanie	010120	Leisure	Consultants	CCS Class - 2/24/04	140.00
Deckro, Stephanie	010120	Leisure	Consultants	CCS Class-Space Planning 2/26/04	140.00
Deckro, Stephanie	010120	Leisure	Consultants	CCS Class 3/2/04	140.00
Deckro, Stephanie	010120	Leisure	Consultants	CCS Class-3/04/04	140.00
Eades, John E.	010120	Leisure	Consultants	CCS Class 3/3/04	80.00
Pheasant Run Box Office	010120	Tours & Events	Conference/Meeting Expense	Balance Due - Performance 3/6/04	242.00

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Dixon YMCA	010120	Senior Programs	Consultants	Cardio Mix 1/s/04	210.00
On Stage	010120	Youth Programs	Instructional Supplies	Performance Cinderella	100.00
Formstart Inc	010120	Community Service Administration	Office Supplies	#10 Printed Envelopes-Corp. & Comm. Ser.	52.50
SEM Business Equipment Center	010120	Community Service Administration	Office Supplies	Maintenance Contract #Y04	60.53
VanHuizen, Sherry A.	010120	Computers	Pub. Srv, Comm Ed, & Cust Trng Re	Refund Ed2go Class	20.00
Education To Go	010120	Computers	Consultants	Jan 2004 Ed2go Classes	811.00
Education To Go	010120	Computers	Consultants	EdTo Go Add-On for January 2004	59.00
Labyrinth Publications	010120	Computers	Instructional Supplies	Basics of Computer Book-Student ISBN 1-59136-017-X	256.41
Khuntangta, Tritrong	010120	Health & Personal Development	Consultants	CCS Class- Tai Chi 3/04	240.00
ECOLAB	02	Maintenance	Maintenance Services	Monthly Exterminator Service	186.50
Honeywell	02	Maintenance	Maintenance Services	Repair Sensor	435.00
PDC Laboratories, Inc	02	Maintenance	Maintenance Services	Water Testing	93.50
C & E Glass	02	Maintenance	Maintenance Supplies	Repair Window VP Area	1,668.00
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	QOB230 Square D	35.40
Davenport Trane	02	Maintenance	Maintenance Supplies	Gaskets for Boiler	1,426.94
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 04	39.16
Fifth Third Bank	02	Maintenance	Maintenance Supplies	Travel-IOCTA Meeting	133.00
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	336.80
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	34.29
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	31.50
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	336.80
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	85.29
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies Fiscal Year 2004	594.70
Grainger	02	Maintenance	Maintenance Supplies	Return-Ballast Recycling Kit	-53.99
Grainger	02	Maintenance	Maintenance Supplies	Return- Ballast Lamp	-336.80

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Grumwerts Do It Best Hardware		02	Maintenance	Maintenance Supplies	Pliers	9.97
Menards		02	Maintenance	Maintenance Supplies	Tape, Patching, and Custodial Supplies	36.96
Menards		02	Maintenance	Maintenance Supplies	Electrical Supplies	55.56
Menards		02	Maintenance	Maintenance Supplies	Maintenance Supplies	7.77
Menards		02	Maintenance	Maintenance Supplies	Aluminum Angle	17.02
Menards		02	Maintenance	Maintenance Supplies	Electrical Supplies	153.56
Menards		02	Maintenance	Maintenance Supplies	Ceiling Fan, Maintenance Supplies	93.12
Menards		02	Maintenance	Maintenance Supplies	Conduit, hangers/Misc Supplies	57.06
Schimberg Company		02	Maintenance	Maintenance Supplies	Gaskets	73.00
Sherwin-Williams		02	Maintenance	Maintenance Supplies	Paint	18.24
Viking Chemical Company		02	Maintenance	Maintenance Supplies	Caustic Soda	332.96
Paxton, Carl M.		02	Maintenance	Conference/Meeting Expense	Travel-Conference Mc Cormick Place	52.71
Morgan Services Inc.		02	Custodial	Maintenance Services	Towel Service	118.83
Morgan Services Inc.		02	Custodial	Maintenance Services	Towel Service	118.83
Cleaning Management Institute		02	Custodial	Maintenance Supplies	Renewal	129.00
Ferguson Enterprises		02	Custodial	Maintenance Supplies	Lochinvar Storage Tank 24"x72" Glass Lined Per Quo	3,133.87
Grainger		02	Custodial	Maintenance Supplies	Towels	207.64
Illinois Material Handling		02	Custodial	Maintenance Supplies	Repair Forklift Truck	975.52
Menards		02	Custodial	Maintenance Supplies	Tape, Patching, and Custodial Supplies	52.61
Vonachen Service & Supply		02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 2004	171.55
Harden's Auto & Truck Repair		02	Grounds	Maintenance Services	Stake Truck Repair	395.80
Sterling Ford-Lincoln-Mercury		02	Grounds	Maintenance Services	Oil Change 03 Pickup	24.49
Wisconsin Turf Equipment Corpo		02	Grounds	Maintenance Services	Repair Turfcat	223.89
Ace Hardware		02	Grounds	Maintenance Supplies	Grounds Supplies	34.65
Blain's Farm & Fleet		02	Grounds	Maintenance Supplies	Grounds Supplies	33.95

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Bonnell Industries	02	Grounds	Maintenance Supplies	HSI 5" Alum White Center	19.36
Bonnell Industries	02	Grounds	Maintenance Supplies	Spring Snow Plow Trip/Installation	260.98
Bonnell Industries	02	Grounds	Maintenance Supplies	Shoe Post inner Housing	67.35
Menards	02	Grounds	Maintenance Supplies	Hose Reel Creeper	33.84
Menards	02	Grounds	Maintenance Supplies	Shovels Rakes Grounds Supplies	141.57
Menards	02	Grounds	Maintenance Supplies	Grounds Supplies	68.92
Napa Auto Parts	02	Grounds	Maintenance Supplies	Tail Light, Electrical Supplies	11.98
North Oil	02	Grounds	Maintenance Supplies	300 Gal Unleaded	483.30
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Supplies	Repair Parts	184.38
Fifth Third Bank	02	Grounds	Conference/Meeting Expense	Travel-ICCTA Meeting	7.00
LaSalle County Farm Supply	02	Grounds	Conference/Meeting Expense	Turf Solutions Conference Fees	60.00
CenterPoint Energy Gas Service	02	Utilities	Gas	Monthly Service	19,520.86
Nicor Gas	02	Utilities	Gas	Monthly Charges	121.29
Nicor Gas	02	Utilities	Gas	Monthly Service	235.39
Nicor Gas	02	Utilities	Gas	Monthly Charges	889.66
Nicor Gas	02	Utilities	Gas	Monthly Charges	1.50
Commonwealth Edison	02	Utilities	Electricity	Monthly Charges	114.74
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	19.12
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	10,587.96
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	87.11
AT & T	02	Utilities	Telephone	Telephone Charges	36.03
Gallatin River Communications	02	Utilities	Telephone	Monthly Charges	23.58
Illinois Century Network (ICN)	02	Utilities	Telephone	Monthly Charges	2,931.15
United States Cellular	02	Utilities	Telephone	Monthly Charges	1,508.00
				Cell Phones for College Van	48.22

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Verizon Wireless	02	Utilities	Telephone	Monthly Charge	23.13
Verizon Wireless	02	Utilities	Telephone	Dr. Behrendt Cell Phone Services 2003-2004	42.87
Anamax Grease Services	02	Utilities	Refuse Disposal	Cafeteria Grease Disposal	30.30
Rock Valley Disposal	02	Utilities	Refuse Disposal	Monthly Trash Removal	438.90
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Paper, Fax, Copy & Computer Supplies	242.11
Clark Engineers MW Inc	03	Operations & Maintenance- Restri	Building Remodeling	Engineering Services on LUST Project	1,008.00
D R Gilbert & Sons, Inc	03	Operations & Maintenance- Restri	Building Remodeling	Application 4-Waterworks Project	35,604.92
Superior Design & Construction	03	Operations & Maintenance- Restri	Building Remodeling	Safety Improvements Project Including Alternate	20,610.00
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Waterworks Project	2,477.10
Brown Construction Company	03	ICCB ADA Access Grant	Building Remodeling	Installation of ADA Accessible Entrance for LRC &	14,225.55
D. J. Sickley Construction Co.	03	ICCB ADA Access Grant	Building Remodeling	Final Payment ADA Project	5,101.63
Drané, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies 2/17/04	69.30
Drané, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	33.92
Drané, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	21.46
Drané, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	56.10
Drané, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies 3/3/04	17.26
Drané, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies 3/6/04	38.13
Follett Bookstore	050500	Child Care Center	Other Supplies	Bookstore Charges	18.64
Oriental Trading Company	050500	Child Care Center	Other Supplies	Chocolate Gold Coins	32.80
Adcraft Printwear Co.	050600	Peer Recruitment	Other Supplies	T-Shirts for Ambassador Game Show	625.00
Anderson, Rod	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
Brady, Dale	050600	Men's Basketball	Other Contractual Services		85.00
Baum, Ben	050600	Men's Basketball	Other Contractual Services		85.00

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Hinton, Cliff	050600	Men's Basketball	Other Contractual Services		85.00
Mottor, Kevin	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
Weeber, Mike	050600	Men's Basketball	Other Contractual Services		15.00
Worthington, Patrick	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
Santo Sport Store	050600	Men's Basketball	Other Contractual Services	4 cases Athletic Tape & Can of QDA	15.00
Dambhoff, Russ K.	050600	Men's Basketball	Other Supplies		164.40
Dambhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Tavel-Basketball Illinois Valley 2/17/04	112.00
Scenic Stage Line, Inc.	050600	Men's Basketball	Other Conference & Meeting	Travel-Game Highland 2/29/04	105.00
Gilmore, Todd	050600	Men's Baseball	Other Conference & Meeting	Bus-Kewanee Game 2/10/04	250.00
Miller, Forrest	050600	Men's Baseball	Other Contractual Services		105.00
Temple's Sporting Goods	050600	Men's Baseball	Other Contractual Services	Umpire Baseball 3/15/04	105.00
Waubensee Community College	050600	Men's Baseball	Other Supplies	Buck Belts Black (15) Red (15)	234.00
Adamowich, Dan	050600	Women's Basketball	Other Supplies	Baseball Stats 3/04	35.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services		85.00
Blackburn, Jan	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		15.00
Johnson, Millege	050600	Women's Basketball	Other Contractual Services		85.00
Justice, Daniel L.	050600	Women's Basketball	Other Contractual Services		85.00
	050600	Women's Basketball	Other Contractual Services		85.00

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
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
Lawson, Mark	050600	Women's Basketball	Other Contractual Services		15.00
Simpson, Michael	050600	Women's Basketball	Other Contractual Services		15.00
Strating, James A	050600	Women's Basketball	Other Contractual Services		85.00
Strating, James A	050600	Women's Basketball	Other Contractual Services		85.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		15.00
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel Basketball IVCC 2/17/04	15.00
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel-Regional Game 2/28/04	84.50
Scenic Stage Line, Inc	050600	Women's Basketball	Other Conference & Meeting	Bus-Kewanee Game 2/10/04	77.00
Fifth Third Bank	050600	Women's Tennis	Other Conference & Meeting	Travel-ICCTA Meeting	250.00
Follett Bookstore	050600	Women's Softball	Instructional Supplies	Bookstore Charges	1,709.60
Leseman, Jolene K.	050600	Women's Softball	Other Conference & Meeting	Travel-Softball thru 2/23/04	8.43
Leseman, Jolene K.	050600	Women's Softball	Other Conference & Meeting	Travel-Softball thru 2/29/04	169.88
Boyle, Dayle	050600	General Athletics	Other Contractual Services	Trainer BB Game 2/19/04	316.50
Gold, Christina	050600	General Athletics	Other Contractual Services	Trainer BB Game 2/21/04	80.00
J.W Turf, Inc	050600	General Athletics	Other Materials and Supplies	Parts to Repair Baseball Cart	80.00
Sterling Rock Falls Clinic	050600	General Athletics	Other Materials and Supplies	Fall Drug Testing	454.47
Poston, Jamie L.	050600	Intramurals	Other Supplies	Men's Basketball	1,170.00
					20.00

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Garb, Michelle	050600	Student Activities	Consultants	Performance Student Activities 3/11/04	1,400.00
Greenspan, Stuart	050600	Student Activities	Consultants	Performance 2/20/04	1,600.00
Healy, Brian J.	050600	Student Activities	Consultants	Honorarium/Waterhouse Event 2/20/04	50.00
Penwarden, Morgan M.	050600	Student Activities	Consultants	Waterhouse Event-Honorarium 2/20/04	90.00
Consolidated Management Co	050600	Student Activities	Other Contractual Services	Lunch Cards & Bottled Water	114.69
Film for the Humanities & Scie	050600	Student Activities	Other Contractual Services	Films for Humanity	83.00
Rock River Provision Co	050600	Student Activities	Office Supplies	Popcorn Supplies	86.50
Rock River Provision Co	050600	Student Activities	Office Supplies	Popcorn Supplies	79.86
Flaghouse Physical Ed & Recrea	050600	Student Activities	Other Materials and Supplies	T T Balls	42.00
Follett Bookstore	050600	Student Activities	Other Materials and Supplies	Bookstore Charges	5.56
Follett Bookstore	050600	Student Activities	Other Materials and Supplies	Bookstore Charges	3.09
Darby, Dustin C.	050600	Student Activities	Other Materials and Supplies	Travel - Area Schools thru 2/24/04	70.50
Follett Bookstore	050600	Student Government	Conference/Meeting Expense	Bookstore Charges	59.98
Follett Bookstore	050600	Drama	Other Materials and Supplies	Bookstore Charges	2.39
Sesac	050600	Music	Other Materials and Supplies	Music License Fee	82.23
Sauk Valley Newspapers	050600	Voyager	Other Contractual Services	Voyager Printing	435.95
Don Mullery's World of Cars	050800	Transportation	Other Materials and Supplies	Repair for College Vans	108.00
Amoco Oil Company	050800	Transportation	Maintenance Services	Gas-College Van	155.34
Daly, Ann C.	050800	Transportation	Vehicle Supplies	Gas for College Van 2/15/04	77.96
Paxton, Carl M.	050800	Transportation	Vehicle Supplies	Travel-Conference Mc Cormick Place	19.31
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas for College Van	170.18
White, Rebecca	050800	Transportation	Vehicle Supplies	Gas for College Van	17.25
Welch Systems	050900	ATM	Consultants	ATM Maintenance Fee	800.00
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss		10,440.14
Professional Benefit Administr	051000	Medical Insurance	Dependent Stop Loss		8,137.08

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Professional Benefit Administr		051000	Medical Insurance	Pre certification		377.50
Professional Benefit Administr		051000	Medical Insurance	Cobra Conversion		10.00
Professional Benefit Administr		051000	Medical Insurance	Administrative Costs		2,696.25
Professional Benefit Administr		051000	Medical Insurance	Life & AD&D		1,869.03
Rydin Decal		051200	Parking	Office Supplies	Parking Decals	430.00
Maldonado, Michele L.		051400		Student Loans	Student Loan due 5/7/04	300.00
Marks, Pam S.		051400		Student Loans	Student Loan due 5/20/04	300.00
Van Horn, Kayla R.		051400		Student Loans	Student Loan due 5/7/04	376.25
Consolidated Management Co		062022	WFP- Education to Careers Grant	Other Contractual Services	Graduate Classes	1,606.53
Illinois State University		062022	WFP- Education to Careers Grant	Other Contractual Services	Studies in Career Clusters	232.17
Quill Corporation		062024	WFP- Welfare to Work	Office Supplies	Radiant White Laser Paper 039-10452-0	12.99
Quill Corporation		062024	WFP- Welfare to Work	Office Supplies	Self-Inking Stamp "Career Center" #039-1S115	219.99
Quill Corporation		062024	WFP- Welfare to Work	Office Supplies	Aluminum Frame Corkboard 48x144 039-AK412	30.48
Shoplet.com		062024	WFP- Welfare to Work	Office Supplies	Post-it Flags #039-683-4	726.74
Williamson, Michael E.		062024	WFP- Welfare to Work	Office Supplies	Printer Toners	177.25
State Universities Retirement		062050	SBDC Grant	Conference/Meeting Expense	Travel-Careers Conference 2004 -2/4/04	152.57
State Universities Retirement		062050	SBDC Grant	SURS	Matching Funds 2/29/04 Payroll	152.57
SBM Business Equipment Center		062050	SBDC Grant	SURS	Matching Funds 3/15/04 Payroll	60.52
Shawver Press Inc		062050	SBDC Grant	Office Supplies	Maintenance Contract FY04	115.00
Miller-Mckinstra, Michele		062050	SBDC Grant	Advertising	M Miller Business Cards	369.82
Gallatin River Communications		062050	SBDC Grant	Conference/Meeting Expense	Travel-Area Sites thru 2/25/04	35.99
SPRINT		062050	SBDC Grant	Telephone	Telephone Charges	19.87
Consolidated Management Co		062051	ISU Non Traditional Nursing Gran	Telephone	Monthly Long Distance	388.00
Deam, Craig A		062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Men in Nursing Refreshments	25.00
				Instructional Supplies	Cleaning-Adult GED Classes Feb 04	

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Staples	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Supplies - Adult Education	57.03
Illini Trophy	062059	ICCB Adult Ed-Performance-Litera	Instructional Supplies	Name Badge	6.00
Benedict, Timothy	062059	ICCB Adult Ed-Performance-Litera	Conference/Meeting Expense	Travel 2/26/04 Grant Meeting	30.00
Fiorini, Anthony D.	062059	ICCB Adult Ed-Performance-Litera	Conference/Meeting Expense	Travel thru 2/25/04 Wallace Education	42.00
Stevens, Shirley A.	062059	ICCB Adult Ed-Performance-Litera	Conference/Meeting Expense	Travel-8/6/03-10/16/03 Area Visits	62.64
Stevens, Shirley A.	062059	ICCB Adult Ed-Performance-Litera	Conference/Meeting Expense	Travel-10/15-12/17/03 Area Visits	85.32
Follett Bookstore	062053	DCEO Community Technology Center	Instructional Supplies	Bookstore Charges	12.75
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds 2/29/04 Payroll	593.20
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds 3/15/04 Payroll	593.20
Xerox Corporation	063011	Student Support Services Grant	Maintenance Services	Copier Fees	7.50
Follett Bookstore	063011	Student Support Services Grant	Office Supplies	Bookstore Charges	177.83
Illini Trophy	063011	Student Support Services Grant	Office Supplies	Name Badge	6.00
Kooshesh, Cyrus	063011	Student Support Services Grant	Office Supplies	Recordable CD's	7.41
Staples	063011	Student Support Services Grant	Office Supplies	038-6551-L 36" wide Shelf Files 600 Series Lateral	849.99
ILAEOPP	063011	Student Support Services Grant	Other Conference & Meeting	Conf 3/19/04 SSS Students	800.00
Jackson, Lawrence E.	063011	Student Support Services Grant	Other Conference & Meeting	Travel- Dekalb NIU 2/16/04	83.22
Kooshesh, Cyrus	063011	Student Support Services Grant	Other Conference & Meeting	Travel-2/21/04 State University	49.25
White, Linley V.	063020	Perkins IIC	Conference/Meeting Expense	Travel-Area Visits thru 2/27/04	148.21
Quill Corporation	063020	Perkins IIC -Acad Staff Developm	Office Supplies	Post-it Pop Up Notes 038-R335	182.27
White, Linley V.	063020	Perkins IIC -Acad Staff Developm	Conference/Meeting Expense	Travel- 2/11/04 WIA Meeting	42.00
Follett Bookstore	063020	Perkins IIC -Special Populations	Instructional Supplies	Bookstore Charges	4.88
Bos, Keith A.	063020	Perkins IIC -Special Populations	Conference/Meeting Expense	Travel-Area High Schools	42.00
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Printing	Supplies	78.91
Shawver Press Inc	063030	Perkins IIIE Tech Prep	Printing	Printing Compass Brochures for Online Practice Test	437.00
Shawver Press Inc	063030	Perkins IIIE Tech Prep	Printing	Compass Booklets 2000 & Prep Kids for College 1500	890.00

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Consolidated Management Co	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Food for T-Prep Meeting	34.95
Johnson, Virginia	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Travel-Area Schoold thru 2/27/04	139.88
Amboy High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claims 2 & 3 2/2004	957.92
Ashton High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep/ACT Plan	80.00
Ashton High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claims 1-4 2/2004	1,694.14
Dixon High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claims 2 & 3-2/2004	3,320.00
Morrison High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claims 1-6 2/2004	1,650.29
Rock Falls High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Claims 1 & 2 2/2004	1,760.00
Wells Fargo	063071	Federal Student Loan	Dept. of Education	Reimbursement B Regalado 2/04	44.00
Wells Fargo	063071	Federal Student Loan	Dept. of Education	Return Spring 04 Funds R Perkins	320.64
Best Western Reagan	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	February Retreat Americorps	159.80
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds 2/25/04 Payroll	268.56
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds 3/15/04 Payroll	268.56
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Supplies for Retreat	17.75
Goodway Technologies Corporati	064030	Restricted Fund-GOD Certificates	Maintenance Supplies	CTV-1500 Colling Tower Vacuum per Quote	3,138.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Other Supplies	LCD Monitors	5,000.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Other Supplies	IBM TC A50P	1,150.00
SBM Business Equipment Center	064030	Restricted Fund-GOD Certificates	Capital Supplies	Hon Furniture per Bid Approved by Board 1/26/04	22,261.00
RMS Informational Technology I	064030	Restricted Fund-GOD Certificates	Office Equipment	Matrix 5000 XR UPS for new Disk Drives (3 yr Warr)	6,098.00
RMS Informational Technology I	064030	Restricted Fund-GOD Certificates	Office Equipment	Installation & Configuration	6,231.00
RMS Informational Technology I	064030	Restricted Fund-GOD Certificates	Office Equipment	Cisco WLSE Solution	24,859.00
RMS Informational Technology I	064030	Restricted Fund-GOD Certificates	Office Equipment	Return of Casters	-78.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Office Equipment	IBM e335 Server1 GB Ram 2-120 GB Hard Drive	2,700.00
Vonachen Service & Supply	064030	Restricted Fund-GOD Certificates	Service Equipment	TOM3300 Tomcat 3300 Walk behind Sweeper Incl	9,358.25
Danhoff, Russ K.	101010	Booster Club	Other	Sophmore Night 2/21/04	413.19

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Follett Bookstore	101020	Cheerleading Club	Other	Bookstore Charges	33.33
Northern Illinois University	101120	ALAS Club	Other	Conference 2/20/04	267.60
VALE	101120	ALAS Club	Other	Conference 2/20/04	100.00
Consolidated Management Co	101140	Phi Theta Kappa Club	Other	Refreshments-Phi Theta Kappa	82.00
Frerichs, Nancy M.	101140	Phi Theta Kappa Club	Other	Supplies for Phi Theta Kappa	81.38
Frerichs, Nancy M.	101140	Phi Theta Kappa Club	Other	Phi Theta Kappa Daffodils	62.50
Nunez, Steve C.	101140	Phi Theta Kappa Club	Other	Membership Fee	43.00
Mu Alpha Theta	101258	Math Club	Other	Membership Certificates	15.00
Daly, Ann C.	101260	P.R.I.D.E. Club	Other	Travel- IA Meeting PRIDE 2/13/04	461.94
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.52
Cabeza, Ramon L.	12	Affirmative Action	Consultants	Spanish Translation	25.00
Federal Wage & Labor Institute	12	Affirmative Action	Publications and Dues	Labor Law Posters	181.86
Fyr-Fyter Inc.	12	Public Safety	Maintenance Services	Check Duct & Fire System	367.95
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	65.14
Wellington Environmental	12	Public Safety	Maintenance Services	Remove Asbestos Pipe & Tank Insulation Chiller #3	1,780.00
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 1/31, 2/07/04	864.80
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security	1,254.08
				BANK ACCOUNT 1 TOTAL:	550,957.51
				ALL ACCOUNTS TOTAL:	550,957.51

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
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EDUCATION FUND

Revenues

	<u>2002-2003</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2003-2004</u>	<u>Budget</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Percent</u>
Local Governmental Sources	3,021,500	1,520,378	3,138,004	1,550,127	49.3%
State Governmental Sources	2,407,922	1,224,739	3,049,616	2,270,519	74.4%
Federal Governmental Sources	30,700	855	1,000	4,240	424.0%
Student Tuition and Fees	2,604,821	2,642,825	3,012,300	2,832,544	94.0%
Sales and Service	212,500	194,791	341,818	167,190	48.9%
Investment Revenue	80,000	25,767	80,000	17,980	22.4%
Other Revenues	446,000	30,593	526,000	2,928	.5%
TOTALS	8,803,443	5,639,950	10,148,738	6,845,530	67.4%

Expenditures

	<u>2002-2003</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2003-2004</u>	<u>Budget</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Percent</u>
Salaries	6,053,764	3,952,692	6,316,729	4,143,447	65.5%
Employee Benefits	1,458,859	741,188	1,581,447	773,170	48.8%
Contractual Services	328,162	271,833	499,472	237,993	47.6%
General Materials and Supplies	653,216	442,122	921,962	580,492	62.9%
Travel and Conference Meeting Exp.	121,420	61,310	141,725	62,955	44.4%
Fixed Charges	56,212	15,033	22,955	13,238	57.6%
Capital Outlay			111,840	23,402	20.9%
Other Expenditures	476,000	377,377	487,000	378,699	77.7%
TOTALS	9,147,633	5,861,559	10,083,130	6,213,401	61.6%

Transfers

	<u>2002-2003</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2003-2004</u>	<u>Budget</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Percent</u>
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

640,910
1,377,955

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REVENUES, EXPENDITURES, AND TRANSFERS
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OPERATION AND MAINTENANCE FUND

Revenues

Local Governmental Sources
State Governmental Sources
Federal Governmental Sources
Student Tuition and Fees
Sales and Service
Facilities Revenue
Investment Revenue
Other Revenues

TOTALS

Expenditures

Salaries
Employee Benefits
Contractual Services
General Materials and Supplies
Travel and Conference Meeting Exp.
Fixed Charges
Utilities
Capital Outlay
Other Expenditures

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	370,000	187,058	384,123	189,810	49.4%
State Governmental Sources	321,520	155,288	432,632	320,628	74.1%
Federal Governmental Sources					
Student Tuition and Fees	271,586	288,461	328,500	312,449	95.1%
Sales and Service	5,500	6,036	6,500	2,262	34.8%
Facilities Revenue	6,000	1,521	4,000	1,991	49.7%
Investment Revenue	9,000	816	2,000	74	3.7%
Other Revenues	39,500	231	37,500		0.0%
TOTALS	1,023,106	639,413	1,195,255	827,217	69.2%
Expenditures					
Salaries	443,944	304,790	461,850	313,031	67.7%
Employee Benefits	153,329	89,031	152,131	91,577	60.1%
Contractual Services	69,500	55,119	69,500	64,507	92.8%
General Materials and Supplies	91,400	59,256	121,300	71,604	59.0%
Travel and Conference Meeting Exp.	2,400	1,462	3,500	1,412	40.3%
Fixed Charges		58,247	55,362	55,612	100.4%
Utilities	337,000	179,301	386,700	237,258	61.3%
Capital Outlay	15,000	12,181	15,000	6,483	43.2%
Other Expenditures					
TOTALS	1,112,573	759,390	1,265,343	841,486	66.5%
Transfers					
Transfers From Other Funds	-34,000		-70,500		0.0%
TOTALS	-34,000		-70,500		0.0%
NET INCREASE/DECREASE IN NET ASSETS	-55,467	-119,977	411	-14,269	
FUND BALANCE		-70,148		-14,296	

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REVENUES, EXPENDITURES, AND TRANSFERS
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OPERATION & MAINTENANCE- RESTRICTED

Revenues

Local Governmental Sources	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
State Governmental Sources	613,000	309,784	632,938	312,748	49.4%
Investment Revenue	3,204,922	140,563	3,382,000	-4,609	0.0%
Other Revenues	30,000	2,659	10,000		-46.0%
	250,000		250,000		0.0%
TOTALS	4,097,922	453,007	4,274,938	308,139	7.2%

Expenditures

Contractual Services
General Materials and Supplies
Capital Outlay

	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
	4,441,152	13,419	5,361,936	6,400	6.1%
TOTALS	4,441,152	274,401	5,361,936	334,961	6.2%

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
	-570,000	-1,282,769		
	-570,000	-1,282,769		
	226,770	1,461,375	-1,086,998	-26,822
		2,440,330		2,575,434

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SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
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BOND AND INTEREST FUND

Revenues

Local Governmental Sources
Investment Revenue

TOTALS

Expenditures

Contractual Services
Fixed Charges

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
	1,385,000	706,532	1,413,519	697,827	49.3%
	5,000	6,711	10,000	3,210	32.1%
	---	---	---	---	---
	1,390,000	713,244	1,423,519	701,037	49.2%
	5,000	853	5,000	600	12.0%
	1,382,008	1,269,718	1,402,763	1,321,843	94.2%
	---	---	---	---	---
	1,387,008	1,270,572	1,407,763	1,322,443	93.9%
	2,992	-557,327	15,756	-621,405	
		96,120		132,294	

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SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
AS OF FEBRUARY 28

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AUXILIARY ENTERPRISES FUND

	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
Revenues					
Student Tuition and Fees	153,000	160,015	160,500	155,582	96.9%
Sales and Service	44,400	27,351	51,490	24,219	47.0%
Facilities Revenue	75,000	37,916	75,000	46,667	62.2%
Investment Revenue	1,800	596	900	821	91.2%
Other Revenues	1,329,250	955,990	1,301,549	980,942	75.3%
TOTALS	1,603,450	1,181,869	1,589,439	1,208,232	76.0%
Expenditures					
Salaries	72,253	44,780	72,279	44,271	61.2%
Employee Benefits	11,710	4,982	11,481	5,273	45.9%
Contractual Services	38,455	27,358	1,334,654	1,129,949	84.6%
General Materials and Supplies	1,392,405	875,767	72,490	50,017	68.9%
Travel and Conference Meeting Exp.	68,340	45,035	62,655	33,839	54.0%
Fixed Charges	2,450	4,503	9,450	16,703	176.7%
Capital Outlay		12,015		29,868	
Other Expenditures	5,300	1,632	5,800	1,102	19.0%
TOTALS	1,590,913	1,016,074	1,568,809	1,311,025	83.5%
Transfers					
Transfers to Other Funds	75,820	12,366	75,000	8,780	11.7%
Transfers From Other Funds	-63,820		-63,000		0.0%
TOTALS	12,000	12,366	12,000	8,780	73.1%
NET INCREASE/DECREASE IN NET ASSETS	537	153,427	8,629	-111,573	
FUND BALANCE		475,661		156,957	

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SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
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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	810,968	1,107,936	883,051	79.7%
Investment Revenue	2,460,775	1,781,527	2,827,496	2,055,423	72.6%
Other Revenues	20,000		6,000	7,834	130.5%
	99,860	91,465	60,619	33,840	55.8%
TOTALS	3,947,028	2,683,960	4,002,051	2,980,149	74.4%

Expenditures

Salaries	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Employee Benefits	1,216,810	797,122	1,207,514	636,303	52.6%
Contractual Services	216,159	145,225	188,199	110,334	58.6%
General Materials and Supplies	149,566	21,691	45,609	17,768	38.9%
Travel and Conference Meeting Exp.	724,928	423,238	730,022	379,577	51.9%
Fixed Charges	68,506	21,404	54,623	20,852	38.1%
Utilities	13,107	10,317	10,412	10,517	101.0%
Capital Outlay	16,200	5,989	300	373	124.3%
Other Expenditures	194,500	128,589	198,200	218,884	110.4%
	2,002,689	1,854,474	2,376,441	2,086,329	87.7%
TOTALS	4,602,465	3,408,052	4,811,320	3,480,940	72.3%

Transfers

Transfers to Other Funds	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual	Budget Percent
Transfers From Other Funds	50,847		-1		0.0%
TOTALS	50,847		-1		0.0%

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	2002-2003 Budget	2002-2003 Actual	2003-2004 Budget	2003-2004 Actual
	-706,284	-724,091	-809,268	-500,790
		792,345		536,827

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SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
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WORKING CASH FUND

Revenues

Investment Revenue

TOTALS

Expenditures

Investment Revenue

TOTALS

Transfers

Transfers to Other Funds

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
Investment Revenue	100,000	-2,233	100,000	-6,348	-6.3%
TOTALS	100,000	-2,233	100,000	-6,348	-6.3%
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	-2,233	-100,000	-6,348	
FUND BALANCE		2,468,550		2,364,435	

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REVENUES, EXPENDITURES, AND TRANSFERS
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<u>TRUST AND AGENCY FUND</u>	<u>2002-2003</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2003-2004</u>	<u>Budget</u>
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Percent</u>
Revenues					
Sales and Service		1,652			
Other Revenues		11,216		15,328	
TOTALS					
		12,868		15,328	
Expenditures					
Contractual Services		63		16	
Capital Outlay		2,000		6,000	
Other Expenditures		6,277		9,520	
TOTALS					
		8,340		15,537	
NET INCREASE/DECREASE IN NET ASSETS		4,527		-208	
FUND BALANCE		22,882		21,334	

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SAUK VALLEY COMMUNITY COLLEGE
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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	63	1,000	30	3.0%
	---	---	---	---	---
	31,700	15,617	31,710	15,191	47.9%
	---	---	---	---	---
	30,000	28,010	24,000	22,950	95.6%
	---	---	---	---	---
	30,000	28,010	24,000	22,950	95.6%
	1,700	-12,392	7,710	-7,758	
		17,096		24,887	

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SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
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<u>LIABILITY, PROTECTION & SETTLEMENT</u>	2002-2003 <u>Budget</u>	2002-2003 <u>Actual</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	Budget Percent
Revenues					
Local Governmental Sources					
Investment Revenue	291,000	146,235	295,275	145,861	49.3%
Other Revenues	200,000	-89,800	200,000	13,479	6.7%
	29,000		22,000		0.0%
TOTALS	520,000	56,435	517,275	159,341	30.8%
Expenditures					
Salaries	273,621	144,696	297,291	150,030	50.4%
Employee Benefits	203,794	120,245	205,564	147,296	71.6%
Contractual Services	66,200	34,622	64,300	46,500	72.3%
General Materials and Supplies	12,600	1,468	6,500	1,501	23.1%
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	715	1,100	717	65.2%
Capital Outlay	50,000	18,055	50,000	57,498	114.9%
TOTALS	654,215	393,056	712,005	461,630	64.8%
NET INCREASE/DECREASE IN NET ASSETS	-134,215	-336,620	-194,730	-302,288	
FUND BALANCE		5,852,311		5,794,268	

Agenda Item D-6

DISPOSAL OF OBSOLETE EQUIPMENT

Due to recent purchases of new office furniture and other equipment, the following items are available for disposal (subject to change, as SVCC offices claim selected pieces for continued internal use):

- 2 theater lighting systems
- 20 desks
- 4 typewriter stands
- 3 tables
- 22 storage cabinets, file cabinets and bookcases
- 10 chairs

We will advertise the equipment internally and in the *Gazette* and *Telegraph*. A reasonable price will be set for each item and will be sold on a first come-first served basis.

RECOMMENDATION: Board approval to declare the equipment as obsolete and to dispose of it through sale to the public, as presented.



TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: March 12, 2004
SUBJECT: Disposal of Obsolete Equipment

Due to recent purchases of new office furniture and other equipment, we now have the following old equipment available for disposal (the details of this list are subject to change, as SVCC offices claim selected pieces for continued internal use this week):

- 2 theater lighting systems
- 20 desks
- 4 typewriter stands
- 3 tables
- 22 storage cabinets, file cabinets and bookcases
- 10 chairs

I recommend Board approval to declare the equipment as obsolete and to dispose of it through sale to the public. Assuming Board approval, we plan to advertise the equipment internally and in the *Gazette* and *Telegraph*. We plan to dispose of the equipment by setting a reasonable price for each item and then selling on a first come-first served basis. This method is preferable to an auction because it avoids the labor cost, space problems and deterioration involved with long-term storage and allows us to dispose of the items in a timely and cost-effective manner.

Thank you.

For the Board Meeting of
March 22, 2004

Agenda Item D-7

NEW MISSION STATEMENT

As we start another revision/update of our strategic plan to comply with the 2005-06 NCA focus visit, we had an ad hoc Mission Committee composed of faculty and administrators who revised our Mission Statement to be more concise and comply with NCA requirements. Below we have listed the current statement and the committee's suggested revision.

Current statement:

Sauk Valley Community College is committed to offering a broad range of quality educational programs and services that meet the different needs, abilities, backgrounds, and goals of the community it serves.

Revised statement:

Sauk Valley Community College is an institution of higher education that provides quality learning opportunities to meet the diverse needs of its students and communities.

RECOMMENDATION: Board approval of the revised Mission Statement as presented.

For the Board Meeting of
March 22, 2004

Agenda Item D-8.

PROTECTION, HEALTH AND SAFETY PROJECT COMPLETION

Attached is the Statement of Final Construction Compliance for repair of the Domestic Water System.

RECOMMENDATION: Board approval of the Statement of Final Construction Compliance for repair of the Domestic Water System project as presented.



TO: Dr. Richard Behrendt
FROM: Ruth C. Bittner *RCB*
DATE: March 11, 2004
SUBJECT: Closeout of Protection, Health and Safety Project

The following Protection, Health and Safety Project has been certified as complete by the architect/engineer. A statement of Final Construction Compliance is attached.

Repair Domestic Water System - This project replaced approximately 1,000 linear feet of water main, rehabilitated the original well, installed pressure storage tanks, replaced two water softeners and repiped Air Handlers #5 and #5A. Total cost for this project was \$324,378.32 or \$378.32 over the approved budget.

I recommend Board approval of the Statement of Final Construction Compliance for this project as attached.

n
att

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

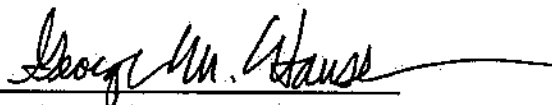
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

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

Final cost of the project:

Approved Budget \$ 324,000.00 Actual Cost \$ 324,378.32

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.



Architect/Engineer's Signature
GEORGE M. HANSEN, P.E.

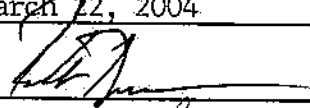
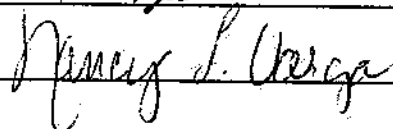
2/18/04

Date

062-050717

Illinois Registration or License Number

Seal

Approved by the Sauk Valley Community College Board of TrusteesDate March 22, 2004Signed , Chairperson, Secretary

For the Board Meeting of
March 22, 2004

Agenda Item D-9

COURSE FEE RECOMMENDATIONS

The Instructional Services Council is recommending revisions in course fees effective for the Fall 2004 semester, per the attached.

RECOMMENDATION: Board approval of the course fee recommendations, effective Fall 2004, as presented.

SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

MEMORANDUM

DATE: March 15, 2004.

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht *Deborah*

RE: Course Fee Recommendation

The Instructional Services Council is recommending the following revisions in course fees effective for the Fall 2004 semester:

Health and Physical Education

EMS 121 – Paramedic IV is a new course being offered for the first time and a fee is being attached to pay for additional supplies and equipment needed for this course. NRS 130, 133 and NRS 200 have an added supply item provided for students. NRS 230 and 235 have added blood tubing, primary IV tubing and tubing from pump used at KSB hospital. These increasing instructional costs should be shared with students.

Physical Education activity courses offered at Westwood Sports Center need to have a \$29 course fee attached. Westwood is charging this fee and we need to pass it along to our students.

Course	Current Fee	Requested Fee
EMS 121 – Paramedic IV	None	\$10.00
NRS 130 – Nursing Fundamentals	\$35.00	40.00
NRS 133 – Medical-Surgical Nursing I	35.00	40.00
NRS 200 – Nursing Concepts for Role Transition	20.00	25.00
NRS 230 – Medical-Surgical Nursing II	35.00	50.00
NRS 235 – Medical-Surgical Nursing III	35.00	50.00
PED Activity Courses offered at Westwood Sports Center	None	29.00

Business, Technology and Natural Science

The Business, Technology and Natural Science division requests revisions in the course fee schedule to more closely represent the actual cost of instruction per student. The following revisions are recommended:

CIS 117, 119, 135, 185, 234, and OAS 110 are being offered for the first time and fees are being attached to cover supplies and software purchased for instruction of these courses.

CIS 143 and CIS 243 are being deleted and course content has been broken down into smaller credit modules with new courses numbered CIS 137, 138, 139, 244, 245, and 246. Course fees per credit hour have not changed.

OAS 101, 102, 201 and 231 are being deleted and course content has been broken down into smaller credit modules with new courses numbered OAS 103, 104, 105, 106, 107, 108, 202, 203, 204, 205, 233, 234, 235. Course fees per credit hour have not changed.

CIS 146, 150, 180, 210, 214, DFT 104, 106, 242, all of the Electrical courses, HRS 112, 130, 220, 222, 236, all of the Mechanical Design courses, and PHY 221 have experienced rising costs for supplies and software. These increasing instructional costs should be shared with students.

Course	Current Fee	Requested Fee
CIS 117 – Introduction to Web Design	None	\$15.00
CIS 119 – Intro to Web Authoring Software	None	15.00
CIS 135 – Personal Information Management	None	15.00
CIS 137 – Intro to Desktop Publishing Level I	None	5.00
CIS 138 – Intro to Desktop Publishing Level II	None	5.00
CIS 139 – Intro to Desktop Publishing Level III	None	5.00
<i>CIS 143 – Intro to Desktop Publishing</i>	\$5-15.00	Course deleted
CIS 146 – Intro to MS-DOS for Computers	10.00	15.00
CIS 150 – Fund of Business Computer Programming	10.00	15.00
CIS 180 – Intro to Internet	10.00	15.00
CIS 185 – Intro to Multimedia	None	15.00
CIS 210 – System Analysis and Design	10.00	15.00
CIS 214 – Assembler Language Programming	10.00	15.00
CIS 234 – Intermediate Java Programming	None	15.00
<i>CIS 243 – Advanced Desktop Publishing</i>	\$5-15.00	Course deleted
CIS 244 – Advanced Desktop Publishing Level I	None	5.00
CIS 245 – Advanced Desktop Publishing Level II	None	5.00
CIS 246 – Advanced Desktop Publishing Level III	None	5.00
DFT 104 – Basic Technical Drawing	10.00	15.00
DFT 106 – Advanced Technical Drawing	10.00	15.00
DFT 242 – Architectural Drafting	10.00	15.00
ELT 101 – Electrical Wiring	10.00	15.00
ELT 102 – Small Appliance Repair	10.00	15.00

ELT 110 – Electrician – Entry	10.00	15.00
ELT 111 – Electrician – Intermediate	10.00	15.00
ELT 112 – Electrician – Advanced	10.00	15.00
ELT 160 – Fundamentals of Electricity	10.00	15.00
ELT 204 – Tools and Test Instruments	10.00	15.00
ELT 246 – Electrical Supply	5.00	10.00
ELT 260 – Farm Wiring	10.00	15.00
ELT 261 – National Electric Code	10.00	15.00
ELT 262 – Electrical Codes	10.00	15.00
HRS 112 – Design, Installation and Servicing	10.00	15.00
HRS 130 – Basic Heating	10.00	15.00
HRS 220 – Domestic Appliances	10.00	15.00
HRS 222 – Commercial Refrigeration	10.00	15.00
HRS 236 – Advanced Heating	10.00	15.00
MET 205 – Die Design	10.00	15.00
MET 206 – Jig and Fixture Design	10.00	15.00
MET 210 – Mechanisms	10.00	15.00
MET 212 – Strength of Materials	10.00	15.00
MET 222 – Industrial Hydraulics	10.00	15.00
MET 223 – Industrial Pneumatics	10.00	15.00
MET 230 – Metallurgy and Heat Treatment	10.00	15.00
MET 242 – Machine Design	10.00	15.00
<i>OAS 101 – Keyboarding/Document Processing Basic</i>	6.00-12.00	Course deleted
OAS 103 – Keyboarding/Document Processing Basic Lev I	None	6.00
OAS 104 – Keyboarding/Document Processing Basic Lev II	None	6.00
<i>OAS 102 – Document Processing Intermediate</i>	3.00-12.00	Course deleted
OAS 105 – Document Processing Intermediate Lev I	None	3.00
OAS 106 – Document Processing Intermediate Lev II	None	3.00
OAS 107 – Document Processing Intermediate Lev III	None	3.00
OAS 108 – Document Processing Intermediate Lev IV	None	3.00
OAS 110 – Proofreading and Editing	None	3.00
<i>OAS 201 – Document Processing – Advanced</i>	3.00-12.00	Course deleted
OAS 202 – Document Processing Advanced Lev I	None	3.00
OAS 203 – Document Processing Advanced Lev II	None	3.00
OAS 204 – Document Processing Advanced Lev III	None	3.00
OAS 205 – Document Processing Advanced Lev IV	None	3.00
<i>OAS 231 – Calculating Machines</i>	3.00-9.00	Course deleted

OAS 233 – Calculating Machines – Level I	None	3.00
OAS 234 – Calculating Machines – Level II	None	3.00
OAS 235 – Calculating Machines – Level III	None	3.00
PHY 221 – Mechanics I (Statics)	10.00	15.00

Arts, Social Science and Adult Education

HSV 110 is being deleted from the course fee list. There are no other changes.

Community Services

Students in FOD 105 – Food Sanitation are provided a packet of information with State guidelines and sample test materials. A \$5 course fee is requested to pay for the cost of duplicating this material.

js

SAUK VALLEY COMMUNITY COLLEGE

LABORATORY/COURSE FEE SCHEDULE

EFFECTIVE – FALL 2004

(Note revisions in italics)

<u>Department/Course</u>	<u>Current Fee</u>	<u>Revised Fee</u>
<u>Accounting</u>		
ACC 100 - Basic Accounting	10.00	
ACC 101 – Financial Accounting	10.00	
ACC 102 – Managerial Accounting	10.00	
ACC 201 - Intermediate Accounting I	10.00	
ACC 202 - Intermediate Accounting II	10.00	
ACC 203 - Cost Accounting	10.00	
ACC 204 - Tax Accounting	10.00	
ACC 205 - Accounting Information Systems	10.00	
ACC 207 - Accounting for Governmental and Not-for-Profit Organizations	10.00	
<u>Art</u>		
ART 101 - Beginning Design	15.00	
ART 106 – Intro to Computer Art	15.00	
ART 213 - Life Drawing I	15.00	
ART 214 - Life Drawing II	15.00	
ART 230 - Graphic Design	15.00	
ART 250 - Sculpture I	15.00	
ART 251 - Sculpture II	15.00	
<u>Biology</u>		
BIO 103 - Introductory Biology	3.00	
BIO 105 - Principles of Biology	15.00	
BIO 108 - Introduction to Human Anatomy and Physiology	10.00	
BIO 110 - Principles of Medical Science II	10.00	
BIO 111 - Introductory Microbiology	10.00	
BIO 123 - Introduction to Botany	35.00	
BIO 131 - General Zoology	35.00	
<u>Business</u>		
BUS 112 - Human Relations	10.00	
BUS 214 - Business Statistics	10.00	
<u>Chemistry</u>		
CHE 101 - Introduction to Chemistry for Non-Science Majors	10.00	
CHE 103 - Introduction to Chemistry	10.00	
CHE 105 - General Chemistry I	10.00	
CHE 106 - General Chemistry II	10.00	
CHE 110 - Introduction to Organic Chemistry	10.00	
CHE 201 - Organic Chemistry I	10.00	
CHE 202 - Organic Chemistry II	10.00	

<u>Department/Course</u>	<u>Current Fee</u>	<u>Revised Fee</u>
<u>Clinical Laboratory Science</u>		
CLS 203 - Phlebotomy	20.00	
<u>Commercial Drivers License/Truck Driving Program</u>	2950.00	
<u>Criminal Justice</u>		
CJS 105 - Institutional Behavior in Corrections	5.00	
<u>Computer Information Systems</u>		
CIS 101 - Fundamentals of Computer Information Systems	10.00	
CIS 105 - Introduction to Microsoft Windows	15.00	
CIS 106 - Microcomputer Spreadsheet Software	15.00	
CIS 108 - Windows Database Applications	15.00	
CIS 109 - Introduction to Microcomputers - Windows	15.00	
CIS 117 - Introduction to Web Design	15.00	New Course
CIS 119 - Introduction to Web Authoring Software	15.00	New Course
CIS 122 - Beginning Java Programming	15.00	
CIS 124 - Beginning Structured COBOL	15.00	
CIS 130 - Information Systems Management	15.00	
CIS 135 - Personal Information Management	15.00	New Course
CIS 137 - Introduction to Desktop Publishing Level I	5.00	Revised Course
CIS 138 - Introduction to Desktop Publishing Level II	5.00	Revised Course
CIS 139 - Introduction to Desktop Publishing Level III	5.00	Revised Course
CIS 146 - Introduction to MS-DOS for Microcomputers	10.00	15.00
CIS 147 - Microcomputer Graphics	15.00	
CIS 148 - Business Presentation Graphics	15.00	
CIS 150 - Fundamentals of Business Computer Programming	10.00	15.00
CIS 152 - Introduction to Internetworking	15.00	
CIS 154 - Introduction to Internetworking Operating System	15.00	
CIS 156 - Introduction to Local Area Networks	15.00	
CIS 158 - Introduction to Wide Area Networks	15.00	
CIS 160 - Intermediate Microcomputer Applications	15.00	
CIS 162 - Network Administration	15.00	
CIS 164 - Network Design and Installation	15.00	
CIS 180 - Introduction to Internet	10.00	15.00
CIS 185 - Introduction to Multimedia	15.00	New Course
CIS 201 - Technical Programming in Basic	15.00	
CIS 203 - Visual Basic Programming	15.00	
CIS 204 - Visual Basic Programming II	15.00	
CIS 205 - Pascal Programming	15.00	
CIS 206 - C Programming	15.00	
CIS 207 - C++ Programming	15.00	
CIS 208 - C++ Programming II	15.00	
CIS 210 - System Analysis and Design	10.00	15.00
CIS 212 - RPG Programming	15.00	
CIS 214 - Computer Operating Systems	10.00	15.00
CIS 222 - Assembler Language Programming	15.00	

<u>Department/Course</u>	<u>Current Fee</u>	<u>Revised Fee</u>
CIS 224 - Advanced Structured COBOL	15.00	
CIS 229 - Database Management Systems	15.00	
CIS 234 - <i>Intermediate Java Programming</i>	15.00 <i>New Course</i>	
CIS 244 - <i>Advanced Desktop Publishing Level I</i>	5.00 <i>Revised Course</i>	
CIS 245 - <i>Advanced Desktop Publishing Level II</i>	5.00 <i>Revised Course</i>	
CIS 246 - <i>Advanced Desktop Publishing Level III</i>	5.00 <i>Revised Course</i>	
CIS 252 - Advanced Routing	15.00	
CIS 254 - Remote Access	15.00	
CIS 260 - Advanced Microcomputer Applications	15.00	
CIS 299 - Current Topics in Computer Information Systems	15.00	
<u>Drafting</u>		
DFT 104 - Basic Technical Drawing	10.00	15.00
DFT 106 - Advanced Technical Drawing	10.00	15.00
DFT 121 - Geometric Dimensioning and Tolerancing	15.00	
DFT 208 - Basic Computer-Aided Drafting	15.00	
DFT 209 - Advanced Computer-Aided Drafting	15.00	
DFT 210 - Three Dimensional Drafting	15.00	
DFT 217 - Civil Engineering Drafting	15.00	
DFT 242 - Architectural Drafting	10.00	15.00
<u>Electrical</u>		
ELT 101 - Electrical Wiring	10.00	15.00
ELT 102 - Small Appliance Repair	10.00	15.00
ELT 110 - Electrician - Entry	10.00	15.00
ELT 111 - Electrician - Intermediate	10.00	15.00
ELT 112 - Electrician - Advanced	10.00	15.00
ELT 160 - Fundamentals of Electricity	10.00	15.00
ELT 204 - Tools and Test Instruments	10.00	15.00
ELT 246 - Electrical Supply	5.00	10.00
ELT 260 - Farm Wiring	10.00	15.00
ELT 261 - National Electric Code	10.00	15.00
ELT 262 - Electrical Controls	10.00	15.00
<u>Electronics</u>		
EET 102 - Exploring Electronics	15.00	
EET 105 - Electronics Direct Current Circuitry	15.00	
EET 106 - Electronics Alternating Current Circuitry	15.00	
EET 110 - Introduction to Digital Electronics	15.00	
EET 111 - Active Discrete Devices	15.00	
EET 201 - Communications I: Amplitude Modulation	15.00	
EET 215 - Microprocessor Architecture	15.00	
EET 217 - Microprocessor Applications	15.00	
EET 223 - Opto-Electronics	15.00	
EET 245 - Introduction to Programmable Controllers	15.00	
EET 247 - Microcomputer Repair	15.00	
EET 252 - Industrial Electronics	15.00	
EET 256 - Technical Problems	15.00	

<u>Department/Course</u>	<u>Current Fee</u>	<u>Revised Fee</u>
<u>English</u>		
ENG 091 - Developmental Composition	5.00	
ENG 099 - Writing Skills (computer sections only)	15.00	
ENG 101 - Composition I (computer sections only)	15.00	
ENG 103 - Composition II (computer sections only)	15.00	
<u>Engineering</u>		
EGR 103 - Engineering Graphics	15.00	
<u>Food Service</u>		
FOD 101 - Food Preparation and Service I	25.00	
FOD 102 - Food Preparation and Service II	25.00	
FOD 105 - Food Sanitation	-0-	5.00
<u>Health/Continuing Education</u>		
VOC 294 - Cross Sectional Anatomy	30.00	
<u>Heating, Refrigeration and Air Conditioning</u>		
HRS 100 - EPA Certification	40.00	
HRS 112 - Design, Installation and Servicing	10.00	15.00
HRS 114 - Sheet Metal Fabrication	35.00	
HRS 120 - Basic Refrigeration	20.00	
HRS 130 - Basic Heating	10.00	15.00
HRS 220 - Domestic Appliances	10.00	15.00
HRS 222 - Commercial Refrigeration	10.00	15.00
HRS 236 - Advanced Heating	10.00	15.00
<u>Industrial and Technical</u>		
IND 105 - Introduction to Computers for Technologists	15.00	
IND 125 - Machining and Manufacturing Processes	15.00	
IND 150 - Introduction to Pipe Fitting	15.00	
IND 151 - Intermediate Pipe Fitting	15.00	
IND 152 - Advanced Pipe Fitting	15.00	
IND 170 - Millwright - Entry	15.00	
IND 171 - Millwright - Intermediate	15.00	
IND 172 - Millwright - Advanced	15.00	
IND 203 - Advanced Machining and Manufacturing Processes	15.00	
IND 207 - Beginning Computer Numerical Control	15.00	
IND 208 - Advanced Computer Numerical Control	15.00	
<u>Mathematics</u>		
MAT 150 - FORTRAN for Science and Engineering	15.00	
MAT 203 - Calculus and Analytic Geometry I (off-campus)	10.00	
MAT 203 - Calculus and Analytic Geometry I (on-campus)	25.00	
MAT 204 - Calculus and Analytic Geometry II (off-campus)	10.00	
MAT 204 - Calculus and Analytic Geometry II (on-campus)	25.00	

<u>Department/Course</u>	<u>Current Fee</u>	<u>Revised Fee</u>
MAT 205 - Calculus and Analytic Geometry III (off-campus)	10.00	
MAT 205 - Calculus and Analytic Geometry III (on-campus)	25.00	
MAT 240 - Elementary Statistics	10.00	
<u>Mechanical Design</u>		
MET 205 - Die Design	10.00	15.00
MET 206 - Jig and Fixture Design	10.00	15.00
MET 210 - Mechanisms	10.00	15.00
MET 212 - Strength of Materials	10.00	15.00
MET 222 - Industrial Hydraulics	10.00	15.00
MET 223 - Industrial Pneumatics	10.00	15.00
MET 230 - Metallurgy and Heat Treatment	10.00	15.00
MET 242 - Machine Design	10.00	15.00
<u>Music</u>		
MUS 131, 133, 135, 137 - Applied Music	160.00	
	per credit hour	
<u>Nursing</u>		
<u>Associate Degree Nursing (ADN)</u>		
NRS 130 - Nursing Fundamentals	35.00	40.00
NRS 133 - Medical-Surgical Nursing I	35.00	40.00
NRS 200 - Nursing Concepts for Role Transition	20.00	25.00
NRS 230 - Medical-Surgical Nursing II	35.00	50.00
NRS 232 - Psychiatric/Mental Health Nursing	20.00	
NRS 234 - Nursing of Children	25.00	
NRS 235 - Medical-Surgical Nursing III	35.00	50.00
NRS 237 - Maternity Nursing	35.00	
<u>Certified Nurse Assistant (CNA)</u>		
NRS 101 - Basic Nursing Assistant	20.00	
NRS 103 - Advanced Nursing Assistant	10.00	
<u>Licensed Practical Nursing (LPN)</u>		
NRS 108 - Bedside Nursing: Concepts and Skills I	40.00	
NRS 109 - Bedside Nursing: Concepts and Skills II	20.00	
NRS 110 - Bedside Nursing: Concepts and Skills III	20.00	
NRS 111 - Bedside Nursing: Concepts and Skills IV	20.00	
NRS 115 - LPN Intravenous Therapy	35.00	
<u>Office and Administrative Services</u>		
(\$3.00 per credit hour for open lab courses)		
OAS 103 - Keyboarding and Document Processing Level I	6.00	Revised Course
OAS 104 - Keyboarding and Document Processing Level II	6.00	Revised Course
OAS 105 - Document Processing-Intermediate Level I	3.00	Revised Course
OAS 106 - Document Processing-Intermediate Level II	3.00	Revised Course
OAS 107 - Document Processing-Intermediate Level III	3.00	Revised Course
OAS 108 - Document Processing-Intermediate Level IV	3.00	Revised Course

<u>Department/Course</u>	<u>Current Fee</u>	<u>Revised Fee</u>
<i>OAS 110 – Proofreading and Editing</i>	3.00 <i>New Course</i>	
<i>OAS 111 - Machine Transcription</i>	3.00 to 9.00	
<i>OAS 112 - Legal Transcription</i>	9.00	
<i>OAS 113 - Medical Transcription</i>	9.00	
<i>OAS 141 - Word Processing with Microcomputer</i>	15.00	
<i>OAS 202 - Document Processing – Advanced Level I</i>	3.00 <i>Revised Course</i>	
<i>OAS 203 - Document Processing – Advanced Level II</i>	3.00 <i>Revised Course</i>	
<i>OAS 204 - Document Processing – Advanced Level III</i>	3.00 <i>Revised Course</i>	
<i>OAS 205 - Document Processing – Advanced Level IV</i>	3.00 <i>Revised Course</i>	
<i>OAS 213 - Advanced Medical Transcription</i>	9.00	
<i>OAS 233 - Calculating Machines Level I</i>	3.00 <i>Revised Course</i>	
<i>OAS 234 - Calculating Machines Level II</i>	3.00 <i>Revised Course</i>	
<i>OAS 235 - Calculating Machines Level II</i>	3.00 <i>Revised Course</i>	
<i>OAS 243 - Electronic Office Procedures</i>	10.00	
<u>Paramedic/EMT</u>		
<i>EMS 106 - Intermediate Paramedic I</i>	50.00	
<i>EMS 111 - Paramedic III</i>	10.00	
<i>EMS 121 – Paramedic IV</i>	10.00 <i>New Course</i>	
<u>Physical Education</u>		
<i>PED 121 - Basketball</i>	3.00	
<i>PED 123 - Conditioning</i>	3.00	
<i>PED 126 - Tennis</i>	3.00	
<i>PED 127 - Volleyball</i>	3.00	
<i>PED 129 - Weightlifting</i>	3.00	
<i>PED 134 - Beginning Golf</i>	3.00	
<i>PED 140 - Lifetime Fitness</i>	3.00	
<i>PED 143 - Karate</i>	3.00	
<i>PED 148 - Team Sports</i>	3.00	
<i>PED 150 - Super-Circuit Fitness I</i>	25.00	
<i>PED 151 - Super-Circuit Fitness II</i>	25.00	
<i>PED 152 - Super-Circuit Fitness II</i>	25.00	
<i>PED 153 - Super-Circuit Fitness IV</i>	25.00	
<i>PED 160 - Foil Fencing</i>	15.00	
<i>PED 163 - Epee and Sabre Fencing</i>	15.00	
<i>PED 220 - Rhythms and Games for Children</i>	3.00	
<i>PED 234 - Intermediate Golf</i>	3.00	
<i>PED Activity courses offered at Westwood Sports Center</i>	29.00 <i>Cooperative Agreement</i>	
<u>Physics</u>		
<i>PHY 175 - Introduction to Physics</i>	15.00	
<i>PHY 201 - General Physics I</i>	15.00	
<i>PHY 202 - General Physics II</i>	15.00	
<i>PHY 211 - Engineering Physics I</i>	15.00	
<i>PHY 212 - Engineering Physics II</i>	15.00	
<i>PHY 213 - Engineering Physics III</i>	15.00	
<i>PHY 221 - Mechanics I (Statics)</i>	10.00	15.00

<u>Department/Course</u>	<u>Current Fee</u>	<u>Revised Fee</u>
<u>Psychology</u>		
PSY 100 - Orientation	5.00	
<u>Radiologic Technology</u>		
RAD 184 - Radiologic Technology Clinical Experience I	30.00	
RAD 185 - Radiologic Technology Clinical Experience II	25.00	
RAD 186 - Radiologic Technology Clinical Experience III	25.00	
RAD 194 - Introduction to Radiologic Technology	30.00	
RAD 195 - Intermediate Radiologic Technology	30.00	
RAD 284 - Radiologic Technology Clinical Experience IV	25.00	
RAD 285 - Radiologic Technology Clinical Experience V	20.00	
RAD 286 - Radiologic Technology Clinical Experience VI	20.00	
<u>Reading</u>		
<i>RDG</i> 095 - Developmental Reading I (was ENG 095)	5.00	
<i>RDG</i> 098 - Efficient Reading (was ENG 105)	15.00	
Telecourses	45.00	

Office of the Vice President of Instructional Services
March 15, 2004

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For the Board Meeting of
March 22, 2004

Agenda Item D-10

WORKFORCE COUNCILS

Attached is the updated Workforce Council lists as presented by Dr. Deborah Hecht, Vice President of Instructional Services.

RECOMMENDATION: Board approval of the updated Workforce Council lists (attached).

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES
MEMORANDUM**

DATE: March 15, 2004
TO: Dr. Richard Behrendt
FROM: Dr. Deborah Hecht *Deborah*
RE: Workforce Councils

Attached are the updated Workforce Council lists. I recommend approval by the SVCC Board of Trustees.

js

attachment

**SAUK VALLEY COMMUNITY COLLEGE
BUSINESS AND TECHNOLOGY
WORKFORCE COUNCIL 2004-2005**

Tom Buck, Assistant Director..... Whiteside Area Career Center
1608 Fifth Avenue
Sterling, IL 61081
Continuing Appointment

Chris Davis Dixon/Ottawa Communication Center
1139 Franklin Grove Road
Dixon, IL 61021-3921
Continuing Appointment

Bill Dempsey, Director of Human Resources..... Wahl Clipper Corporation
2900 North Locust Street
Sterling, IL 61081
Continuing Appointment

Don Ebenezer, Tool Room Foreman Wahl Clipper Corporation
2900 North Locust Street
Sterling, IL 61081
Continuing Appointment

Foster Fike Unassociated
1711 Avenue E
Sterling, IL 61081
Continuing Appointment

Tom Gospodarczyk, Dean Corporate and Community Services
Sauk Valley Community College
Continuing Appointment

Sally Hanrahan.....BEST, Inc.
112 East Second Street
Dixon, IL 61021
Continuing Appointment

Willy Hewitt, Director Whiteside Area Career Center
1608 Fifth Avenue
Sterling, IL 61081
Continuing Appointment

**SAUK VALLEY COMMUNITY COLLEGE
BUSINESS AND TECHNOLOGY
WORKFORCE COUNCIL 2004-2005**

Rhonda Kliman, Bureau of Apprenticeship and Training U.S. Department of Labor
Stewart Square – Suite 403
308 West State Street
Rockford, IL 61101
Continuing Appointment

Oscar Navarro, Area Manager/JIT Coordinator National Manufacturing
1 First Avenue
Sterling, IL 61081
Continuing Appointment

Tom Rich, Manufacturing Quality Engineer Borg Warner Automotive
1350 Franklin Grove Road
Dixon, IL 61021
Continuing Appointment

Dennis Ruetten, Senior Vice President of Operations Raynor Manufacturing
1101 East River Road
Dixon, IL 61021
Continuing Appointment

Mike Williamson, Coordinator Career Services
Sauk Valley Community College
Continuing Appointment

March 2004

**SAUK VALLEY COMMUNITY COLLEGE
CRIMINAL JUSTICE
WORKFORCE COUNCIL 2004-2005**

Tim Bivins	Lee County Sheriff 122 West Third Dixon, IL 61021 Term Expires: 12/2004
Dan Fish	Fish and Jacobson Law Firm Adjunct Faculty, SVCC 302 South Galena Avenue Dixon, IL 61021 Continuing Appointment
Beto Perez	Rock Falls Chief of Police 1107 West Fifth Street Rock Falls, IL 61071 Term Expires: 12/2004
Ronald Pothoff	Sterling Chief of Police 212 Third Avenue Sterling, IL 61081 Term Expires: 12/2004
Roger Schipper	Whiteside County Sheriff 400 North Cherry Morrison, IL 61270 Term Expires: 12/2004
Dennis Schumacher	Attorney, Dennis Schumacher Law Offices 111 East Hitt Street Mt. Morris, IL 61054 Term Expires: 12/2004
Gary L. Spencer	Whiteside County State's Attorney 200 East Knox Morrison, IL 61270 Term Expires: 12/2004
Harry Ulferts	Adjunct Faculty, SVCC Palmyra Road Dixon, IL 61021 Continuing Appointment

**SAUK VALLEY COMMUNITY COLLEGE
CRIMINAL JUSTICE
WORKFORCE COUNCIL 2004-2005**

Chris Tennyson Whiteside Area Career Center
Adjunct Faculty, SVCC
1626 29th Place
Sterling, IL 61081
Continuing Appointment

James Williams Illinois Department of Children and Family Services
Adjunct Faculty, SVCC
255 Cambridge Court
Dixon, IL 61021
Continuing Appointment

Samuel Braddock Associate Professor of Criminal Justice
Sauk Valley Community College
Continuing Appointment

Patrick Kennedy Dean of Arts, Social Science, and Adult Education
Sauk Valley Community College
Continuing Appointment

March 2004

**SAUK VALLEY COMMUNITY COLLEGE
HUMAN SERVICES
WORKFORCE COUNCIL 2004-2005**

Bob Bartles.....Kreider Services, Inc.
500 Anchor Road
Dixon, IL 61021
Term Expires: 12/2004

Paula Drana.....Director, SVCC Child Care Center
Term Expires: 12/2004

Sandra Julifs.....Director, Tri-County Opportunities Council
405 Emmons Avenue
Rock Falls, IL 61071
Term Expires: 12/2004

Jean McKeough MlsnaAmerican Health Enterprises
501 West Sixth Street
Lyndon, IL 61261
Term Expires: 12/2004

Connie Swanson.....Director, Helping Hands Day Care
1813 Second Avenue
Sterling, IL 61081
Term Expires: 12/2004

Janet MatheneyAssistant Professor of Counseling
Sauk Valley Community College
Continuing Appointment

Ann Daly.....Assistant Professor of Counseling
Sauk Valley Community College
Continuing Appointment

Judith Hill.....Assistant Professor of Human Services
Sauk Valley Community College
Continuing Appointment

Patrick Kennedy.....Dean of Arts, Social Science, and Adult Education
Sauk Valley Community College
Continuing Appointment

March 2004

**SAUK VALLEY COMMUNITY COLLEGE
ADN – LPN – CNA
WORKFORCE COUNCIL 2004-2005**

Jill Adolph, R.N.	Sterling Rock Falls Clinic 101 East Miller Road Sterling, IL 61081 Term Expires: 12/2004
Carma Anthony, R.N.	Mercy Nursing Services HHC Representative 3917 East Lincolnway Sterling, IL 61081 Term Expires: 12/2006
Vicki Frohling, R.N.	Director of Nursing Whiteside County Health Department 18925 Lincoln Road Morrison, IL 61270 Term Expires: 12/2005
Nancy Granberry, R.N.	Vice President of Patient Care Services CGH Medical Center 100 East LeFevre Sterling, IL 61081 Term Expires: 12/2005
Carol Gugerty, R.N.	Vice President of Patient Care Nursing KSB Hospital 403 East First Street, Fourth Floor Dixon, IL 61021 Term Expires: 12/2005
Heather Johnson, L.P.N.	SVCC Graduate 3410 Woodlawn Road Sterling, IL 61081 Term Expires: 12/2004
Jeanine Leopold, R.N.	SVCC Graduate 623 East Chamberlin Dixon, IL 61021 Term Expires: 12/2004

**SAUK VALLEY COMMUNITY COLLEGE
ADN – LPN – CNA
WORKFORCE COUNCIL 2004-2005**

Bobbie Jo Majeski, R.N. Whiteside Area Career Center
1608 Fourth Avenue
Sterling, IL 61081
Term Expires: 12/2005

Bonnie O'Connell, R.N. Director of Nursing
Heritage Square
620 North Ottawa
Dixon, IL 61021
Term Expires: 12/2005

Kate Vos, R.N. SVCC Graduate
1512 Locust Street
Sterling, IL 61081
Term Expires: 12/2005

Alma Wood, R.N. Director of Nursing
Amboy Rehab and Nursing Center
15 West Wasson Road
Amboy, IL 61310
Term Expires: 12/2004

March 2004

**SAUK VALLEY COMMUNITY COLLEGE
PARAMEDIC
WORKFORCE COUNCIL 2004-2005**

Virginia Sheets, R.N. EMS System Coordinator
KSB Hospital
403 East First Street
Dixon, IL 61021
Term Expires: 12/2005

Dour Sears, Paramedic EMT Instructor
KSB Hospital
403 East First Street
Dixon, IL 61021
Term Expires: 12/2005

Steve Clark EMS Graduate
314 Slippery Rock
Dixon, IL 61021
Term Expires: 12/2005

Nathan Hartman EMS Graduate
407 Thorpe
Milledgeville, IL 61051
Term Expires: 12/2004

Pat Hilliker, Chief Franklin Grove Fire Department
128 Whitney Street
P.O. Box 416
Franklin Grove, IL 61031
Term Expires: 12/2005

Bob Johnson CGH Ambulance Service
100 East LeFevre Street
Sterling, IL 61081
Term Expires: 12/2005

Mike Pearson EMS Graduate
1508 Reno Road
Sterling, IL 61081
Term Expires: 12/2004

**SAUK VALLEY COMMUNITY COLLEGE
PARAMEDIC
WORKFORCE COUNCIL 2004-2005**

Dean Rhodes, Chief Dixon City Fire Department
113 West Second Street
Dixon, IL 61021
Term Expires: 12/2004

March 2004

**SAUK VALLEY COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY
WORKFORCE COUNCIL 2004-2005**

Al Corwin, B.S., R.T. (R) (CT)	Chief Technologist Perry Memorial Hospital Princeton, IL 61356 Term Expires: 12/2005
Margy Frey, B.S., R.T. (R)	Administrative Director Illinois Valley Community Hospital 925 West Street Peru, IL 61354 Term Expires: 12/2005
Richard Kerley, R.T. (R).....	Administrative Technologist CGH Medical Center 100 East LeFevre Sterling, IL 61081 Term Expires: 12/2004
Ed McKenney, R.T. (R).....	St. Margaret's Hospital 600 East First Street Spring Valley, IL 61342 Term Expires: 12/2006
Judy Bastian, R.T. (R).....	Assistant Director of Imaging Services Freeport Memorial Hospital Freeport, IL 61032 Term Expires: 12/2006
Dorothy Peare, R.T. (R).....	Community Hospital of Ottawa 1100 East Norris Drive Ottawa, IL 61350 Term Expires: 12/2004
Cindy Steilow, R.T. (R).....	Radiology Manager Mendota Community Hospital Rt. 51 and Memorial Drive Mendota, IL 61342 Term Expires: 12/2005

March 2004

609.01 Publication Policy for Recognized Student Newspaper

The first responsibility of the officially recognized student press of Sauk Valley Community College is an honest, accurate, and thorough reporting of the news relating to Sauk Valley Community College and the community it serves.

The paper 1) shall provide leadership in reporting controversial and problem areas and 2) shall provide an interpretation of news and timely issues of interest to its readers and 3) shall provide students with a learning experience which complements their educational program, and provides awareness, understanding, and experience in applied journalism endeavors. The ultimate responsibility for meeting these objectives shall rest with the editor-in-chief and the editorial board.

- All printed articles shall achieve the caliber of a quality college newspaper and shall maintain a degree of professional journalism.
- Editorials will be unsigned and will reflect a majority opinion of the editorial board. Features which express individual opinions will receive bylines at the discretion of the editorial board. Outside sources will be identified.
- News related to the college will be reported; features of relevance to its readers will be provided.
- Any outstanding achievements performed outside the college by students, staff, alumni, and former staff shall be recognized by the paper.
- Any stand on controversial issues shall be determined by a majority vote of the editorial board members.
- The paper will accept controversial unsolicited contributions to be used at the discretion of the editorial board.
- 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 of due process.

610.0 Student Staff Policy for Newspaper

- The editorial board will be responsible for the overall management of the student newspaper, and the chief executive of that board will be the editor-in-chief.
- Each spring, five students shall be elected to the editorial board at the regularly scheduled meeting of students who have formally filed with the faculty advisor an intent to participate on the student newspaper. Only students who have submitted to the faculty advisor a written letter of application for an editorial 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.
- The editorial board shall approve all staff appointments, and all vacancies on the editorial board will be filled by majority vote of the editorial board.
- Each staff member must attend a minimum of two staff meetings per month. It is the responsibility of the staff members to notify the editorial board if he/she cannot attend.
- Each staff member must make continuing significant contributions to the paper.
- Each staff member is responsible for the prompt, accurate, and thorough completion of his assignments meeting the deadlines set by the editorial board.
- Bylines will be given at the discretion of the editorial-in-chief.
- A listing of the entire staff will be printed in each issue of the paper.
- Awards for outstanding newspaper work will be presented at the end of each semester as applicable.

611.01 Responsibilities of Newspaper 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 ex-officio member of the editorial board;
- To approve budgeting and expenditure of funds in conjunction with the Vice President of Student Services;
- To approve all contracts with outside sources (i.e., advertising and printing contracts) in conjunction with the Director of College Relations and Business Office.
- To manage all newspaper facilities and equipment used by the newspaper staff. All repairs and renovations to facilities and equipment must be approved by the advisor and the Vice President of Student Services.
- To check the academic status of staff members at least once a semester to ensure staff members' eligibility; the advisor shall secure an actual transcript from the Office of Admissions in order to check this academic status.