

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

**Third Floor Board Room
August 23, 2004 – 7:00 p.m.**

A. Call to Order

B. Roll Call

C. Communications from Visitors

D. Consent Agenda

1. Approval of Minutes

2. Treasurer's Report

3. Bills Payable

4. Payrolls	July 31, 2004	\$224,830.50
	Aug 15, 2004	\$186,882.18

5. Budget Report

6. Protection, Health and Safety Projects Completion

E. President's Report

1. Board Policies Review – 101.01; 102.01; 103.01; 103.02; 103.03

2. Enrollment Update

F. Financial Reports and Actions

1. Public Hearing on 2004-2005 Budget

2. Approval of 2004-2005 Budget (Second Reading)

3. Bookstore and Cafeteria Financial Reports

G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, collective negotiating matters, pending litigation, and closed session minutes consideration)

H. Closed Session Minutes

Closed Session Minutes of July 26, 2004

I. Personnel

Full-time SVCC Faculty Association Contract

None

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

September 23, 2004 (9:00 a.m.)
(Board Retreat)

September 27, 2004

October 25, 2004

November 22, 2004

ICCTA Monthly Meetings

September 10, 2004
Crowne Plaza Hotel, Springfield

October 6-9, 2004
ACCT Annual Congress
New Orleans Hilton, New Orleans

November 12-13, 2004
Holiday Inn City Centre, Chicago

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
MINUTES
July 26, 2004**

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

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

Edward Andersen	Ed Cox
Robert Thompson	Pennie von Bergen Wessels
Karol Teal	

Absent:	Henry Dixon	William Simpson
	Nancy Varga	

SVCC Staff:

President Richard L. Behrendt
Attorney Ole Bly Pace III
Attorney David Murray
Vice President Ruth Bittner
Dean of Student Services Pamela Clodfelter
Dean of Information Services Alan Pfeifer
Director of Athletics Russ Damhoff
Faculty Association President David Breen
Secretary to the Board Nancy Breed

Secretary	Member von Bergen Wessels volunteered to serve as Secretary
Pro-Tem:	Pro-Tem.

Consent Agenda: It was moved by Member Andersen and seconded by Member von Bergen Wessels that the Board approve the Consent Agenda, with Item D-5, Budget Report, removed. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal advisory vote: aye. After discussion of the Budget Report, it was moved by Member von Bergen Wessels and seconded by Member Cox to approve Item D-5, Budget Report. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal advisory vote: aye.

President's Report: Dr. Behrendt reported that the review of the Board Policy Manual is now complete and will begin again at the August meeting; that the College served 6,920 non-credit and credit students during 2004; that enrollment for Summer 2004 was up 5.4% and Fall 2004 is up 6.7%; that SVCC transfer students have, again, maintained higher average GPA's than all other students at NIU

(3.13 vs. 2.81) and UI (3.31 vs. 3.03); that a telephone audit conducted by an independent auditing firm resulted in a savings of \$18,503 per year and a reduction in the telephone budget for FY 05; and invited the Board members to the Fall in-service scheduled on August 20, 2004 from 8:30 to 10:00 a.m. in Room 1K4.

Closed Session: At 7:23 p.m., it was moved by Member Andersen and seconded by Member von Bergen Wessels that the Board adjourn to closed session to discuss collective negotiating matters and closed session minutes consideration. In a roll call vote, all voted aye. Motion carried. Student Trustee Teal advisory vote: aye.

Regular Session: The Board returned to regular session at 7:58 p.m.

Closed Session Minutes: It was moved by Member Andersen and seconded by Member Teal to approve the minutes of the June 28, 2004, closed session meeting. In a roll call vote, the following voted aye: Chair Thompson, Member von Bergen Wessels, Member Andersen. Member Cox abstained. Motion carried. Student Trustee Teal advisory vote: aye.

Reports: *Student Trustee:* Member Teal reported that the new Coordinator of Student Activities and Retention Services Nichole McCaffrey will begin her duties on August 1, 2004; that the Speaking Freely Theatre production has been postponed until Fall 2004; that a New Student/Family Welcome Night was being held in Room 1K4; that the AmeriCorps Program will hold graduation ceremonies for 13 students on July 29, 2004, and that the number of students eligible to participate in the AmeriCorps program will increase to 52 and allow more Sauk students to participate.

ICCTA Representative: Chair Thompson reported that there are no meetings scheduled until September.

Foundation Liaison: None

Board Chair: Chair Thompson reminded the members to submit possible agenda items for the September retreat and to bring their calendars to the August Board meeting to begin scheduling work dates for the presidential search process.

Board Members Comments: Member von Bergen Wessels suggested bringing in a facilitator for the September retreat to discuss goal setting and to discuss the presidential search process.

Adjournment:

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

The meeting adjourned at 8:10 p.m.

Next Meeting:

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

Respectfully submitted,

Pennie von Bergen Wessels, Secretary Pro-Tem

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

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

General Account - Sterling Federal Bank

Illinois Funds - Firstar Bank, Springfield

INTEREST

RATE

AMOUNT

0.79

\$2,876,411.72

1.15

2,027,272.67

SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS

4,903,684.39

SAUK VALLEY COMMUNITY COLLEGE

NON-INT. BEARING ACCOUNT APPROVED BY

Restricted - Sterling Federal Bank

0.00

MONEY MARKET

ABN-AMRO Investment Services, Inc.

0.55

266,825.02

TOTAL CHECKING ACCOUNTS

\$5,170,509.41

DATE _____

INVESTMENTS

FINANCIAL INSTITUTION

MATURITY

DATE

First National Bank in Amboy

02-09-05

1.69

\$1,000,000

First National Bank in Amboy

02-26-05

1.74

1,000,000

The National Bank, Sterling

02-26-05

2.00

1,000,000

Union Bank, Tampico

03-28-05

1.79

1,000,000

SUBTOTAL INVESTMENTS

4,000,000

BOND INVESTMENTS - Liability, Protection & Settlement

YIELD

PRICE

Federal Home Loan Bank

12-15-04

2.00

611,496.84

GA Mun Elec Auth

01-01-05

4.75

381,108.54

Fed Natl Mtg Assn Benchmark

03-15-05

1.50

479,164.06

Federal Home Ln Mtg Corp Refrnce NT

09-15-05

1.60

200,699.17

Federal Home Ln Mtg Corp Refrnce NT

09-15-05

2.13

424,373.27

Miami Dade Cnty Fla Solid Waste Sys

10-01-05

2.60

107,157.33

Houston Tex Water & Sewer System

12-01-05

1.40

53,259.22

Federal Home Loan Bank Bonds

12-15-05

1.90

599,105.46

NC Mun Elec Auth

01-01-06

4.90

315,100.33

Fed Natl Mtg Assn

04-15-06

1.50

551,675.36

Fed Natl Mtg Assn

07-15-06

2.67

504,439.27

Milwaukee Cnty Wis

09-01-06

2.50

218,744.28

Benton Cnty Wash Sch Dist No 52

12-01-06

1.50

266,538.06

Las Cruces NM

12-01-06

4.85

204,265.00

Houston TX Wtr & Swr System

12-01-06

4.30

50,988.83

Mokena IL Go Bonds 2004

12-15-06

1.25

395,048.75

Carol Stream IL Tax

01-15-07

5.07

202,570.89

Anch AL Tel Util

03-01-07

4.90

158,619.08

SUBTOTAL BONDS

\$5,724,353.74

TOTAL INVESTMENTS

\$9,724,353.74

Sauk Valley Community College
Board of Trustees
August 23, 2004

<u>Summary of Bills Payable</u>	<u>Amount</u>
General Operating Funds	\$ 330,362.02

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY



PRESIDENT



SECRETARY

DATE _____

REPORT SVRCHK
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 07/22/04 To 08/23/04

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Southern Illinois University	01		JTPA Whiteside	Exam Fee	100.00
BEST, INC	01		JTPA Lee	Refund-K Schauf	219.20
Benedict, Timothy	01		Foundation Expense	Supplies-Vital	71.93
Octostop	01		Foundation Expense	Small Filter Kit	326.73
Southern Illinois University	01		Dislocated Worker Expense	Exam Fee	100.00
State Universities Retirement	01		SURS Payable		26,419.21
State Universities Retirement	01		SURS Payable		21,788.47
Select Employees Credit Union	01		Credit Union Payable		8,262.68
Select Employees Credit Union	01		Credit Union Payable		8,262.68
Americash Loans	01		Wage Garnishment Payable	GARNISHMENT	106.79
Americash Loans	01		Wage Garnishment Payable	GARNISHMENT	83.85
Cash Advance Centers of Illinois	01		Wage Garnishment Payable	GARNISHMENT	237.46
RCCA-Management	01		Wage Garnishment Payable	GARNISHMENT	132.90
RCCA-Management	01		Wage Garnishment Payable	GARNISHMENT	132.90
State Disbursement Unit	01		Wage Garnishment Payable	GARNISHMENT	162.50
State Disbursement Unit	01		Wage Garnishment Payable	GARNISHMENT	162.50
Community Health Charities of	01		United Way Payable	ACCURED W/H -Community Health	4.00
Community Health Charities of	01		United Way Payable		4.00
United Way of Lee County	01		United Way Payable		15.00
United Way of Lee County	01		United Way Payable		15.00
United Way of Sterling-Rock Fa	01		United Way Payable		25.35
United Way of Sterling-Rock Fa	01		United Way Payable		25.35
Illinois Mutual	01		Optional Disability Insurance		3.89
Illinois Mutual	01		Optional Disability Insurance		3.89
SVCC Foundation	01		Foundation Payable		109.00

REPORT SVRCHKR
FISCAL YEAR 2004

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SVCC Foundation	01		Foundation Payable		109.00
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		250.00
Franklin Financial Services Co	01		Franklin Life		187.50
Franklin Financial Services Co	01		Franklin Life		187.50
New York Life Insurance & Annu	01		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	ACCURED ANNUITIES-Fidelity Investments	60.00
Waddell & Reed, Inc	01		Waddell & Reed		85.00
Waddell & Reed, Inc	01		Waddell & Reed		85.00
Allison, Nathaniel D.	01		Accounts Payable	Online Refund	198.00
Apple, Jessica L.	01		Accounts Payable	Online Refund	66.00
Armour, Robert J.	01		Accounts Payable	Online Refund	122.00
Armstrong, Jackie S.	01		Accounts Payable	Online Refund	33.00
Barnum, Ashley J.	01		Accounts Payable	PELL-Spr 04-corrected	545.08
Bonnell, Jennifer L.	01		Accounts Payable	Online Refund	487.00
Britten, Adam R.	01		Accounts Payable	Online Refund	1,152.00
Britten, Adam R.	01		Accounts Payable	Online Refund	1,152.00
Brooks, Jennifer A.	01		Accounts Payable	Online Refund	462.00
Cantu, Trenida J.	01		Accounts Payable	Online Refund	264.00
Carlson, Douglas J.	01		Accounts Payable	Online Refund	213.00
Celaya, Angela M.	01		Accounts Payable	Online Refund	69.00

REPORT SVRCHKE
FISCAL YEAR 2004

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Chiu, Koon Hang	01		Accounts Payable	Online Refund	1,122.00
Conner, Allison J.	01		Accounts Payable	Online Refund	7.00
Deskeere, Lavern P.	01		Accounts Payable	Online Refund	274.00
Dewitt, Lance M.	01		Accounts Payable	Online Refund	71.00
Dickson, Crystal L.	01		Accounts Payable	Online Refund	264.00
Farrington, James D.	01		Accounts Payable	Refund-Fin Assistance Only	122.35
Ferger, Kyle R.	01		Accounts Payable	Online Refund	7.00
Ferguson, Crystal A.	01		Accounts Payable	Online Refund	33.00
Flynn, Derrick L.	01		Accounts Payable	Online Refund	76.00
Frey, Tamara J.	01		Accounts Payable	Online Refund	25.00
Garnica, Irais Y.	01		Accounts Payable	Online Refund	50.00
Gorman, Meegan S.	01		Accounts Payable	Online Refund	231.00
Hopper, Kelly L.	01		Accounts Payable	Online Refund	66.00
Hull, Tracie L.	01		Accounts Payable	Online Refund	274.00
Johannsen, Jared R.	01		Accounts Payable	Online Refund	45.00
Johnson, Ashley M.	01		Accounts Payable	Online Refund	71.00
Knapp, Kent M.	01		Accounts Payable	Online Refund	533.00
Kovach, Jennifer L.	01		Accounts Payable	Online Refund	71.00
LeMay, Amber L.	01		Accounts Payable	Fndtn	200.00
McBride, Colin W.	01		Accounts Payable	Online Refund	198.00
McCue, Kelly E.	01		Accounts Payable	Online Refund	1,076.00
McGinn, Diane R.	01		Accounts Payable	Fndtn	2.00
Mimini, Mond B.	01		Accounts Payable	Online Refund	289.00
Moore, Michael	01		Accounts Payable	Online Refund	1,122.00
Nyboer, Rachel A.	01		Accounts Payable	Online Refund	198.00

REPORT SURCHER
FISCAL YEAR 2004

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Oltmanns, Shirley A.	01		Accounts Payable	Online Refund	274.00
Peach, Cory L.	01		Accounts Payable	Online Refund	99.00
Pilgrim, Morgan M.	01		Accounts Payable	Online Refund	101.20
Rider, Kenneth B.	01		Accounts Payable	Online Refund	132.00
Ruzicka, Lindsey A.	01		Accounts Payable	Online Refund	66.00
Sandrock, Lucas	01		Accounts Payable	Online Refund	198.00
Schmidt, Karen E.	01		Accounts Payable	Online Refund	207.00
Schrock, Erin E.	01		Accounts Payable	Online Refund	10.00
Slick, Jun R.	01		Accounts Payable	PELL Gt	137.00
Slothower, Dora	01		Accounts Payable	Online Refund	426.00
Stevens, DeWayne G.	01		Accounts Payable	Online Refund	81.00
Stewart, Sarah	01		Accounts Payable	Online Refund	198.00
Strick, Jeffrey K.	01		Accounts Payable	Online Refund	39.00
Ulferts, Harry A.	01		Accounts Payable	rec'd IING Gt	396.00
Vandyke, Janice M.	01		Accounts Payable	Online Refund	30.00
Vanzuiden, Scott	01		Accounts Payable	Online Refund	198.00
Vasquez, Antony M.	01		Accounts Payable	PELL Gt	243.00
Vega, Elizabeth G.	01		Accounts Payable	Refund-Fin Assistance Only	636.32
Weir, Stephen J.	01		Accounts Payable	Online Refund	132.00
Williamson, Michael E.	01		Accounts Payable	Online Refund	12.00
Zell, Anastasia	01		Accounts Payable	Online Refund	21.20
Forman, Eric D.	01		Other Payables	Replace Voided Check	239.40
SBM Business Equipment Center	01	Board of Trustees	Office Supplies	Name Plate-Secretary Breed	12.00
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order Publication/Legal Notices & Ad	40.00
SBM Business Equipment Center	01	President	Office Supplies	Copier Cleaning Cloths	21.18

REPORT SVRCHGR
FISCAL YEAR 2004

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Chronicle of Higher Education	01	President	Publications and Dues	Renew Chronicle of Higher Education for 2004-05	82.50
Illinois Community College Pre	01	President	Publications and Dues	Annual Dues FY 05	500.00
Bureau County Republican	01	College Relations	Publications and Dues	Subscription Renewal	80.00
Chronicle of Philanthropy	01	College Relations	Publications and Dues	1 Year subscription Renewal	69.50
Sauk Valley Newspapers	01	College Relations	Publications and Dues	Subscription Renewal	171.50
WNS Pub. News-Sentinel/The Rev	01	College Relations	Publications and Dues	Subscription	34.00
Creative Design & Publishing C	01	College Relations	Advertising	Fall Registration Ad	120.00
Sauk Valley Newspapers	01	College Relations	Advertising	Fall Registration Ad	226.50
School Datebooks, Inc	01	College Relations	Advertising	Student Activities Handbooks	7,555.13
Withers Broadcasting	01	College Relations	Advertising	July Commercials	742.67
Xerox Corporation	01	Printshop	Maintenance Services		1,309.79
Xerox Corporation	01	Printshop	Maintenance Services		213.62
Xerox Corporation	01	Printshop	Maintenance Services		3,773.17
Xerox Corporation	01	Printshop	Maintenance Services	Lease Charge Copier 5818	24.07
ABDICK Multigraphics	01	Printshop	Purchases for Resale	62209 VR Plates	222.20
Xerox Corporation	01	Printshop	Purchases for Resale	003R00721 PMP 4024 8.5x11 Paper (quant. 80)	2,248.00
Xerox Corporation	01	Printshop	Debt Principal Retirement		426.66
Xerox Corporation	01	Printshop	Debt Principal Retirement		447.53
Xerox Corporation	01	Printshop	Debt Principal Retirement		227.55
Xerox Corporation	01	Printshop	Interest		298.24
Xerox Corporation	01	Printshop	Interest		185.74
Xerox Corporation	01	Printshop	Interest		116.75
Xerox Corporation	01	Printshop	Lease Installment Payments	Lease Charge Copier 5818	49.83
SEM Business Equipment Center	01	Grant, Planning, & Research	Office Supplies	Copier Cleaning Cloths	6.58
Chronicle of Higher Education	01	VP-Learning Services	Publications and Dues	1 Year Subscription	82.50

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Dixon Rotary Club	01	VP-Learning Services	Publications and Dues	Rotary Dues	164.25
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance for FY05	37.10
Iwaasa, Juel	01	Other Instructional	Conference/Meeting Expense	Cello/Percussion	39.64
Kerber, Joan E.	01	Other Instructional	Other Conference & Meeting	Travel-Conference New Orleans 7/29/04	2,618.69
Lundgren's Inc	01	Art	Instructional Supplies	Finishing For Art Classes	150.64
People En Espanol	01	Foreign Language	Instructional Supplies	FY 05 Renewal	14.90
Newsweek	01	Reading	Instructional Supplies	Subscription	134.52
Top Dog Music Inc	01	Music	Instructional Supplies	Speakers	399.98
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Towels/Laundry	134.25
NILRC	01	History	Other Contractual Services	Summer Enrollment Fees-America in Perspective	345.10
NILRC	01	Sociology	Other Contractual Services	Final Installment for Exploring Society	1,642.67
Creative Printing	01	Dean of Business,Tech & Natural	Office Supplies	500 SVCC Business Cards For Linley White	40.00
Rock Falls Rotary Club	01	Dean of Business,Tech & Natural	Publications and Dues	July-Sept 04 Dues	91.00
White, Linley V.	01	Dean of Business,Tech & Natural	Conference/Meeting Expense	Travel thru 7/12/04 Area Sites	55.82
White, Linley V.	01	Dean of Business,Tech & Natural	Conference/Meeting Expense	Shipping-Conference Book	25.00
American Institute of CPAs	01	Accounting	Publications and Dues	AICPA Yearly Dues	170.00
Illinois CPA Society	01	Accounting	Publications and Dues	Illinois Annual Dues FY 05	230.00
Institute of Management Account	01	Accounting	Publications and Dues	Annual FY 05 Dues	88.00
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	OAS Copy Charges	29.82
Airgas North Central	01	HVAC	Instructional Supplies	Acetylene Cylinders Refill	48.34
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	21.08
Goodman Midwest Dist	01	HVAC	Instructional Supplies	Sheets 28 Gage Metal 4'x8' Sheets	400.00
Johnstone Supply	01	HVAC	Instructional Supplies	Aluminum Snips H25-347	753.00
Fountain, William B.	01	Machine Tool	Instructional Supplies	Machine Tool Supplies	70.56
Unique Computer	01	Dean of Health Careers and Scien	Maintenance Services	Printer Repair	44.95

REPORT SVRCHGR
FISCAL YEAR 2004

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Quill Corporation	01	Dean of Health Careers and Scien	Office Supplies	Open P.O. For Office Supplies	26.73
Quill Corporation	01	Dean of Health Careers and Scien	Office Supplies	Open P.O. For Office Supplies	69.98
SBM Business Equipment Center	01	Dean of Health Careers and Scien	Office Supplies	Monthly Copy Charge	31.21
Wallcur, Inc	01	Dean of Health Careers and Scien	Office Supplies	Instructor Magnet Sign	81.70
SLACK Incorporated	01	Dean of Health Careers and Scien	Publications and Dues	Subscription	139.00
Lynch, Janet L.	01	Dean of Health Careers and Scien	Conference/Meeting Expense	New Orleans-Assessment Conf-7/24/04	71.25
Dekroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	454.23
Dekroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	17.23
Dekroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	181.35
Northern Illinois Home Medical	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	408.70
Dekroft-Metz and Co, Inc.	01	Nurse Assistant	Instructional Supplies	Ansell-Perry X-am Gloves XL #5750804	11.70
Dekroft-Metz and Co, Inc.	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	384.74
Dekroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	79.91
Northern Illinois Home Medical	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	84.60
Wallcur, Inc	01	Licensed Practical Nursing	Instructional Supplies	Practi-Powder Vial	187.47
SourceOne Healthcare Technolog	01	Radiologic Technology	Maintenance Services	Labor & Replace Ion Chamber	1,505.17
Creative Printing	01	Radiologic Technology	Instructional Supplies	SVCC Business Cards for Stan Shippert	40.00
Brevitt, Dianna H.	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site	120.38
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits 7/7/04	120.00
Licensed Practical Nurse Assoc	01	Other Health Careers	Instructional Supplies	IV Therapy Application Review	50.00
Coastline Learning Systems	01	Biology	Other Contractual Services	Enrollment Fee: Cycle of Life/10@845 each	450.00
BIOPAC Systems Inc	01	Biology	Instructional Supplies	EL503 General Purpose Electrodes pkg of 100	185.00
Carolina Biological supply Co	01	Biology	Instructional Supplies	Biology Supplies	661.24
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies	60.00
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies	7.84

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Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies	397.20
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies	142.20
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies	8.50
Fisher Scientific	01	Biology	Instructional Supplies	Biology Supplies See Attached	994.88
Fisher Scientific	01	Biology	Instructional Supplies	Biology Supplies See Attached	49.11
Flinn Scientific	01	Biology	Instructional Supplies	Biology Supplies	937.87
NASCO	01	Biology	Instructional Supplies	Biology Supplies See Attached Quote	2,386.00
Triarch Incorporated	01	Biology	Instructional Supplies	Biology Supplies	235.85
Ward's-Biology	01	Biology	Instructional Supplies	Open P.O. for Biology Supplies	208.69
Ward's-Biology	01	Biology	Instructional Supplies	Open P.O. for Biology Supplies	19.80
Wood, Therese L.	01	Biology	Instructional Supplies	Biology Supplies	136.50
Wood, Therese L.	01	Biology	Instructional Supplies	Biology Supplies	90.91
Fisher Scientific	01	Chemistry	Instructional Supplies	Chemistry Supplies See Attached	1,456.08
Fisher Scientific	01	Chemistry	Instructional Supplies	Chemistry Supplies See Attached	106.92
EduTech Report	01	Dean of Information Systems	Publications and Dues	12 Month Subscription Renewal	129.00
Beinhoff, Lisa A.	01	Learning Resource Center	Library Supplies	Books	6.00
Brodart	01	Learning Resource Center	Library Supplies	40415004 Brodart Acid-Free Bind-Art Adhesive (qt)	25.78
Demco Inc	01	Learning Resource Center	Library Supplies	P122-0066 9" H Budget Book Jacket Covers	5.50
Demco Inc	01	Learning Resource Center	Library Supplies	P122-0071 16" H Budget Book Jacket Covers	11.74
Demco Inc	01	Learning Resource Center	Library Supplies	P122-2080 8" H Paperfold Book Jacket Covers	7.91
Demco Inc	01	Learning Resource Center	Library Supplies	P128-1735 Labels 3/4"H x 2-1/4"W 1690/roll	25.47
Demco Inc	01	Learning Resource Center	Library Supplies	P128-1734 Repl. Ribbon 2-1/4" x 244'L	10.91
Gaylord Brothers	01	Learning Resource Center	Library Supplies	ER-CD56 Vlsi-Clear CD Case-Single	338.00
University of Illinois	01	Learning Resource Center	Library Supplies	ILSCO EDX	4.58
NILRC	01	Learning Resource Center	Computer Software	Academic Renewal	5,695.50

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Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books For Library	1,724.96
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books	15.18
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	63.10
Beinhoff, Lisa A.	01	Learning Resource Center	Books and Binding Costs	Books	108.67
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	36.00
Gale Group	01	Learning Resource Center	Books and Binding Costs	books	208.28
ArtStor	01	Learning Resource Center	Publications and Dues	Annual Fees	1,210.00
MLNC	01	Learning Resource Center	Publications and Dues	Subscription	200.00
NILRC	01	Learning Resource Center	Publications and Dues	Membership Renewal	750.00
Northern Illinois University	01	Learning Resource Center	Publications and Dues	Subscription Renewal Lexis-Nexis	1,433.12
McCormick, Corinne	01	Learning Resource Center	Conference/Meeting Expense	Travel-ILCSO Conference	13.66
Munson, Jeffrey T.	01	Learning Resource Center	Conference/Meeting Expense	Travel-ILCSO Conference 7/20/04	17.41
Hewlett-Packard	01	Academic Computing	Maintenance Services	Instructional Hardware Support FY 05	105.00
Unique Computer	01	Academic Computing	Instructional Supplies	Printer	375.00
Global Gov/Ed Solutions	01	Academic Computing	Instructional Technology Materia	L301-2018 Eagle 100pack 48X CDR	57.38
Unique Computer	01	Academic Computing	Instructional Technology Materia	Scanner/Headphones	60.00
Unique Computer	01	Academic Computing	Instructional Technology Materia	5 ZIP Drives & Firewall Cable	578.00
Unique Computer	01	Academic Computing	Instructional Technology Materia	IT Supplies	42.90
CDW-G	01	Academic Computing	Computer Software	Macromedia Coldfusion MX Std. (V.6.1) CFP061D400	752.18
Hewlett-Packard	01	Academic Computing	Computer Software	Instructional Software Support FY 05	50.65
Shelley, Chris	01	Academic Computing	Conference/Meeting Expense	Tapes -Seminar	225.23
Shelley, Chris	01	Academic Computing	Conference/Meeting Expense	Seminar-Rockford 7/28/04	45.00
Hewlett-Packard	01	Administrative Computing	Maintenance Services	Administrative Hardware Support FY 05	2,435.00
Kumar, Sanjay	01	Administrative Computing	Office Supplies	Pen Drives	475.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink Cartridge	293.00

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Unique Computer	01	Administrative Computing	Office Supplies	CATS/RJ45	48.00
Hewlett-Packard	01	Administrative Computing	Computer Software	Administrative Software Support FY 05	755.30
IssueTrak, Inc	01	Administrative Computing	Computer Software	FY 05 Software Agreement	2,180.00
Quill Corporation	01	Dean of Student Services	Office Supplies	White 2" D-Ring Binders 040-7-58413	173.20
LRP Publications	01	Dean of Student Services	Publications and Dues	Renewal	220.00
Hoyie, Christine	01	Other Student Services	Conference/Meeting Expense	Travel-8/6/04 Conference	109.40
Kooshesh, Cyrus	01	Other Student Services	Conference/Meeting Expense	Travel- 7/27/04 Grant Writing Workshop	339.95
Unique Computer	01	Special Needs- ADA	Instructional Supplies	NEC LCD2060NXB 20" LCD Monitor	1,085.00
Quill Corporation	01	Admissions, Records & Placement	Office Supplies	Papermate Flexgrip Ultra Blue Ink Pens	217.62
Quill Corporation	01	Admissions, Records & Placement	Office Supplies	Inkjet Labels	56.97
Illinois Assoc for College Adm	01	Admissions, Records & Placement	Publications and Dues	FY 05 Dues	75.00
National Assoc of Student Fina	01	Financial Aid & Veterans Affairs	Publications and Dues	FY 05 Annual Dues	587.00
Wells, Marcia M.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-NASFAA Conference 7/18/04	457.55
Xerox Corporation	01	Counseling	Maintenance Services	Xerox Charges	147.41
CMS Communications	01	Counseling	Office Supplies	Refurbished 8410 Telephone Black	186.18
Creative Printing	01	Counseling	Office Supplies	SVCC Business Cards for Kristi Irving	60.00
Reighter, Patrice L.	01	Counseling	Office Supplies	Supplies-Counseling	33.97
Fiorini, Anthony D.	01	Counseling	Conference/Meeting Expense	Travel-Wallace thru 7/28/04	42.00
SEM Business Equipment Center	01	VP- College Services	Office Supplies	Copier Cleaning Cloths	61.90
SEM Business Equipment Center	01	VP- College Services	Office Supplies	Copier Cleaning Cloths	196.99
SEM Business Equipment Center	01	VP- College Services	Office Supplies	Copier Cleaning Cloths	7.68
Federal Express Corp	01	Other Institutional	Postage	Shipping Charges	15.76
Pitney Bowes	01	Other Institutional	Postage	Monthly meter Rental	467.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refil	3,500.00
United Parcel Service	01	Other Institutional	Postage	Monthly Shipping Charges	81.59

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United Parcel Service	01	Other Institutional	Postage	Monthly Charges	123.48
CASE Membership	01	Other Institutional	Publications and Dues	Membership Renewal	1,025.00
Best Western Reagan	01	Other Institutional	Recruitment	Room Charge-Yolanda Shelton	42.18
Chronicle of Higher Education	01	Other Institutional	Recruitment	Music Instructor Vacancy Ad	960.00
Daily Chronicle	01	Other Institutional	Recruitment	Recruitment-Music	637.00
Rockford Register Star	01	Other Institutional	Recruitment	Recruitment Open P.O.	486.46
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment Open P.O.	57.40
Shelton, Yolanda	01	Other Institutional	Recruitment	Recruitment/Student Activities	292.50
Credit Management Services	01	Other Institutional	Financial Charges & Adjustments	Payment S Gawlowski	115.58
SBM Business Equipment Center	01	Business Office	Maintenance Services	Open Purchase Order/Maint. Contract-Copier 2004-05	26.70
Staples	01	Business Office	Office Supplies	Office Supplies	150.00
College of DuPage	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Summer	2,580.13
Illinois Central Community Col	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Summer 2004	1,233.00
Joliet Junior College	01	Tuition Chargeback	Tuition Chargeback	Chargeback for Summer 2004	820.98
Illinois CUPA	01	Personnel Office	Publications and Dues	Annual Dues FY 05	50.00
Devan, Curtis	01	Personnel Office	Conference/Meeting Expense	Travel-NIN Meeting 7/22/04	109.58
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Winner's Birthday Party for July	80.00
Creative Printing	01	Dean of Adult Education	Office Supplies	SVCC Business Cards for Tom Gospodarczyk	40.00
Center for Adult Learning Lead	01	Dean of Adult Education	Conference/Meeting Expense	Summer Retreat Administrators 8/10/04	90.00
Gospodarczyk, Thomas J.	01	Dean of Adult Education	Conference/Meeting Expense	Travel-Area Sites	126.38
SBM Business Equipment Center	01	Information Center	Maintenance Services	Copier Charges	36.00
SBM Business Equipment Center	01	Information Center	Office Supplies	Sharp Imaging Film FO-15CR	41.63
Frerichs, Nancy M.	01	Phi Theta Kappa	Conference/Meeting Expense	Travel-PTK Conference 7/15/04	69.00
Kerber, Joan E.	01	Phi Theta Kappa	Conference/Meeting Expense	Conference Phi Theta	194.10
DRO Associates Inc	010100	CCS Contract Training	Consultants	CCS Class-Training Mgmt	1,875.00

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Education To Go	010100	CCS Contract Training	Consultants	Ed200 Class for July 2005	401.00
Honold, Donna	010100	CCS Contract Training	Consultants	CCS Class Rayovac-7/23/04	4,870.00
Quill Corporation	010100	CCS Contract Training	Office Supplies	Office Paper/Ring Binders	79.15
Quill Corporation	010100	CCS Contract Training	Office Supplies	Office Supplies	2.23
Quill Corporation	010100	CCS Contract Training	Office Supplies	Office Supplies	75.45
Beggerow, Alan	010100	CCS Contract Training	Instructional Supplies	Supplies for CEMEX Class	63.90
KSH Hospital	010100	CCS Contract Training	Instructional Supplies	Instructional Materials for First Aid/CPR at DCC	51.25
SBM Business Equipment Center	010100	CCS Contract Training	Instructional Supplies	Open P.O. for Copier	84.51
World Point ECC	010100	CCS Contract Training	Instructional Supplies	TMan Adult Lungs (100/pk)	96.65
Gericke, Thomas H.	010100	CCS Contract Training	Conference/Meeting Expense	Travel-Area Business	43.50
Starved Rock Lodge & Conferenc	010100	CCS Public Workshops	Other Contractual Services	Trolley Tour Trip 10/2/04	275.00
Quill Corporation	010100	CCS Public Workshops	Office Supplies	Office Paper/Ring Binders	79.15
Quill Corporation	010100	CCS Public Workshops	Office Supplies	Office Supplies	14.53
Brown, Miakka L.	010100	CCS Public Workshops	Instructional Supplies	Kiln Rental	75.00
Dick Blick	010100	CCS Public Workshops	Instructional Supplies	30408-1000 Natural Clear Glaze	34.43
Handy, Carolyn	010100	CCS Public Workshops	Instructional Supplies	Supplies-CCS Class	20.00
Wilkinson, Madeleine	010100	CCS Public Workshops	Instructional Supplies	T-Shirt Refund	11.00
SBM Business Equipment Center	010100	CCS Public Workshops	Instructional Supplies	Open P.O. for Copier	84.53
Illinois Council on Continuing	010100	CCS Public Workshops	Publications and Dues	Membership Dues L White/K Seguin	50.00
Setchell, Linda S.	010100	CCS Public Workshops	Conference/Meeting Expense	Travel-Sanitation Seminar 7/16/04	191.10
O'Leary, Sheila	010110	Corp Serv Professional Developme	Consultants	CCS Class-Team Building Wahl	720.00
Creative Printing	010110	Corporate Services Admin.	Advertising	Thomas Gericke/Business Cards	50.00
ECOLAB	02	Maintenance	Maintenance Services	Monthly Extenuation Fee	192.50
Getz Industrial Cleaning, Inc.	02	Maintenance	Maintenance Services	Clean Cafeteria Hoods	1,100.00
Honeywell	02	Maintenance	Maintenance Services	311855 8-12V6 Spring From P943 Valve	1,442.67

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Kone, Inc	02	Maintenance	Maintenance Services	Quarterly Service	2,014.56
Nalco Company	02	Maintenance	Maintenance Services	Chemical Services FY05	3,750.00
PDC Laboratories, Inc	02	Maintenance	Maintenance Services	Water Testing	93.50
S & S Hardware & Millwork	02	Maintenance	Maintenance Services	#050112 LH Lever Arm Assembly	2,088.00
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY 04	169.43
Grainger	02	Maintenance	Maintenance Supplies	Lamps	58.32
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	21.10
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	38.04
Grunmerts Do It Best Hardware	02	Maintenance	Maintenance Supplies	Bleach	67.68
Honeywell	02	Maintenance	Maintenance Supplies	#315911/0021 Cup	837.86
Lab Safety Supply	02	Maintenance	Maintenance Supplies	Valve Lockouts	148.41
Leslie's Swimming Pool Supplie	02	Maintenance	Maintenance Supplies	Bromide Tablets	159.99
Menards	02	Maintenance	Maintenance Supplies	Yellow Parking Lot Paint	92.81
Menards	02	Maintenance	Maintenance Supplies	Ceiling Fans, Dehumidifier	209.93
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	63.61
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	7.56
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	69.47
Menards	02	Maintenance	Maintenance Supplies	Painting Supplies	136.13
Schimberg Company	02	Maintenance	Maintenance Supplies	Plug Valve	240.44
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Paint	222.81
Viking Chemical Company	02	Maintenance	Maintenance Supplies	Caustic Soda	355.88
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	118.83
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	120.97
Morgan Services Inc.	02	Custodial	Maintenance Services	Towel Service	120.97
Blackboard Maintenance Co Inc	02	Custodial	Maintenance Supplies	Cloth Refills (12/pk)	343.00

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Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 05	1,942.53
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 05	57.26
Vonachen Service & Supply	02	Custodial	Maintenance Supplies	Custodial Supplies Fiscal Year 05	465.63
Vonachen Service & Supply	02	Custodial	Conference/Meeting Expense	Conference Fee Paulsen/Smith 8/24/04	40.00
Sisson Lawn & Landscape	02	Grounds	Maintenance Services	Tree Spraying for Japanese Beetles	1,205.00
Sterling Ford-Lincoln-Mercury	02	Grounds	Maintenance Services	Oil Change 03 Pickup	51.19
Blain's Farm & Fleet	02	Grounds	Maintenance Supplies	Bldg & Ground Supplies	67.03
Blain's Farm & Fleet	02	Grounds	Maintenance Supplies	Bldg & Grounds Supplies	27.16
Menards	02	Grounds	Maintenance Supplies	Yellow Parking Lot Paint	178.39
Menards	02	Grounds	Maintenance Supplies	Lumber	56.04
Menards	02	Grounds	Maintenance Supplies	Breaker	7.81
Menards	02	Grounds	Maintenance Supplies	Grounds Supplies	89.86
Menards	02	Grounds	Maintenance Supplies	Adhesive & Electrical Tape	27.23
Mike's Repair Service	02	Grounds	Maintenance Supplies	Parts	96.80
Mike's Repair Service	02	Grounds	Maintenance Supplies	Tractor Parts	133.14
Mike's Repair Service	02	Grounds	Maintenance Supplies	Chain Loop	37.98
Mike's Repair Service	02	Grounds	Maintenance Supplies	Rapid Micro	27.99
Van Bourgondien	02	Grounds	Maintenance Supplies	Fall Planting Bulbs	179.72
Wisconsin Turf Equipment Corpo	02	Grounds	Maintenance Supplies	Pulley, Belt	54.44
Nicor Gas	02	Utilities	Gas	Monthly Charges	1.35
Nicor Gas	02	Utilities	Gas	Monthly Charges	28.00
Nicor Gas	02	Utilities	Gas	Monthly Charges	17.52
Nicor Gas	02	Utilities	Gas	Monthly Charges	159.39
Commonwealth Edison	02	Utilities	Electricity		19.31
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	10,119.00

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Commonwealth Edison	02	Utilities	Electricity	Monthly Service	39.05
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	13.33
PDC Laboratories, Inc	02	Utilities	Water, Sewer	Water Testing	81.00
AT & T	02	Utilities	Telephone	Telephone Charge	12.45
Gallatin River Communications	02	Utilities	Telephone	Monthly Charge	10.67
Gallatin River Communications	02	Utilities	Telephone	Pay Phone	65.83
Gallatin River Communications	02	Utilities	Telephone	Monthly Phone Charges	3,061.09
Illinois Century Network (ICN)	02	Utilities	Telephone	Monthly Charges	1,508.00
United States Cellular	02	Utilities	Telephone	College Cellphone (Van)	48.25
Verizon Wireless	02	Utilities	Telephone	Monthly Charge	24.35
Verizon Wireless	02	Utilities	Telephone	Open Purchase Order for Cellular Charges 2004-05	43.32
Rock Valley Disposal	02	Utilities	Refuse Disposal	Monthly Trash Removal	439.85
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	452.68
Creative Printing	02	Building and Grounds Administrat	Office Supplies	500 SVCC Business Cards for John Ditto	40.00
Staples	02	Building and Grounds Administrat	Office Supplies	Office Supplies	89.94
Wilkins-Lowe and Company	02	Building and Grounds Administrat	Property & Casualty Insurance	Service Fee Insurance Coverage FY 05	1,000.00
C & E Glass	02	Building and Grounds Administrat	Building Remodeling	Install Window 1 B8	2,684.00
Clark Engineers MW Inc.	03	Operations & Maintenance- Restri	Building Remodeling	LUST Charges June 2004	4,827.25
John D Martin Electrical Contr	03	Operations & Maintenance- Restri	Building Remodeling	Electrical Improvement Project	6,820.00
Sjostrom & Sons, Inc	03	Operations & Maintenance- Restri	Building Remodeling	App 2 Outfall Structures Project	39,226.50
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Outfall Structures	2,918.35
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Roof Replacement Project	549.00
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Fitness Center Addition	1,159.28
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Engineering Services -Electrical Project	1,981.15
Chapman and Cutler	04	Bond & Interest Fund	Consultants	Legal Services for Funding Bond Issues	3,000.00

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Wilkins-Lowe and Company	050500	Child Care Center	General Insurance	Child Care Insurance FY 05	307.50
Damhoff, Lindsay A.	050600	Men's Basketball	Other Contractual Services	Replacement Voided Check	10.00
Adcraft Printwear Co.	050600	Men's Basketball	Other Supplies	Basketball Shirts	120.00
Adcraft Printwear Co.	050600	Men's Basketball	Other Supplies	Camp Shirts	52.50
Johnson, Michael L.	050600	Men's Basketball	Other Supplies	NJCAA Membership Renewal	100.00
Iowa Com College Athletic Conf	050600	Men's Basketball	Other Conference & Meeting	Fall Jamboree	100.00
Pruis, Mark	050600	Men's Baseball	Other Supplies	Paint for Dugout	169.41
Highland Community College	050600	Men's Baseball	Other Conference & Meeting	Entry Fee-Golf	40.00
Park Hills Golf Course	050600	Men's Baseball	Other Conference & Meeting	Entry Fee-Golf Invite 8/27/04	125.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services	Replacement Voided Check	15.00
Arrowhead Conference	050600	General Athletics	Other Contractual Services	Athletic Dues FY 05	350.00
Blue Book of College Athletics	050600	General Athletics	Publications and Dues	Blue Book of College Athletics	42.46
Collegiate Directories, Inc	050600	General Athletics	Publications and Dues	National Directory-Athletes FY 05	67.90
NJCAA	050600	General Athletics	Publications and Dues	Men's Membership Dues	785.00
NJCAA	050600	General Athletics	Publications and Dues	Women's Membership Dues FY 05	750.00
NJCAA	050600	General Athletics	Publications and Dues	Publications	77.50
NJCAA Region IV Treasurer	050600	General Athletics	Publications and Dues	Region IV Entry Fee FY 05	1,225.00
NJCAA Region IV Women	050600	General Athletics	Publications and Dues	Annual Region IV Dues	1,250.00
First Agency Inc	050600	General Athletics	General Insurance	Sports Accident Insurance	2,273.00
First Agency Inc	050600	General Athletics	General Insurance	Catastrophic Sports Accident Insurance	2,877.00
Triplette Competition Arms	050600	Speech & Readers Theater	Other Materials and Supplies	Fencing Equipment	89.31
Heintzelman, James A	050600	Men's Basketball Camp	Other Sales & Service	Refund BB Camp	30.00
Adcraft Printwear Co.	050600	Men's Basketball Camp	Other Supplies	Camp Shirts	247.50
Economy Trophy Co	050600	Men's Basketball Camp	Other Supplies	Basketball Camp	52.50
Economy Trophy Co	050600	Men's Basketball Camp	Other Supplies	BB Camp Trophies	11.25

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BP Amoco	050800	Transportation	Vehicle Supplies	Gas-College Van	27.00
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas College Van	25.07
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas-College Van	166.40
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas Purchases-College Van	111.86
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss		9,817.88
Professional Benefit Administr	051000	Medical Insurance	Dependent Stop Loss		8,040.21
Professional Benefit Administr	051000	Medical Insurance	Precertification		355.00
Professional Benefit Administr	051000	Medical Insurance	Cobra Conversion		10.00
Professional Benefit Administr	051000	Medical Insurance	Administrative Costs		2,696.50
Professional Benefit Administr	051000	Medical Insurance	Life & AD&D		1,685.00
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	157.04
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	157.04
Miller, Michele	062050	SBDC Grant	Office Supplies	Print Cartridge	29.95
Quill Corporation	062050	SBDC Grant	Office Supplies	Office Supplies	59.87
SBM Business Equipment Center	062050	SBDC Grant	Instructional Supplies	Open P.O. for Copier	84.51
Miller, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel-Area Visits/Springfield 7/22/04	283.00
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Telephone Charges	33.29
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance Charge	16.10
Marruffo, Kerrie M.	062058	ICCB Adult Ed-State Basic-Instru	Instructional Supplies	Supplies for Wallace Edu	78.30
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	424.70
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	424.70
Xerox Corporation	063011	Student Support Services Grant	Maintenance Services	Xerox Charges	147.41
White, Lanley V.	063020	Perkins IIC	Conference/Meeting Expense	Travel Oregon Econ Devel	22.88
White, Lanley V.	063020	Perkins IIC	Conference/Meeting Expense	Travel-NORCA Mtg 7/15/04	57.70
White, Lanley V.	063020	Perkins IIC	Conference/Meeting Expense	Travel-Area Visits-ICSPS Conference	237.56

REPORT SVRCHKR
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 07/22/04 To 08/23/04

RUN DATE: 08/12/04
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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Bos, Keith A.	063020	Perkins IIC -Special Populations	Conference/Meeting Expense	Travel-7/14/04 NIU	46.88
Bos, Keith A.	063020	Perkins IIC -Special Populations	Conference/Meeting Expense	Travel-7/21/04 Winning Wheels	15.75
CMS Communications	063030	Perkins IIE Tech Prep	Office Supplies	Refurbished 8410 Black Telephone	186.18
Amboy News	063075	IDHS AmeriCorps - Member Activit	Advertising	Advertising	73.50
Sauk Valley Newspapers	063075	IDHS AmeriCorps - Member Activit	Advertising	Advertising	410.83
Savanna Times Journal	063075	IDHS AmeriCorps - Member Activit	Advertising	Advertising	60.00
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	Travel- Conf 5/6/04 & Area Sites	158.63
Fiserv Health Tennessee	063075	IDHS AmeriCorps - Member Activit	Medical Insurance	Members Insurance	933.60
Fiserv Health Tennessee	063075	IDHS AmeriCorps - Member Activit	Medical Insurance	Member's Health Insurance-August	933.60
State Universities Retirement	063075	IDHS AmeriCorps - Member Activit	SURS	Matching Funds	303.34
State Universities Retirement	063075	IDHS AmeriCorps - Member Activit	SURS	Matching Funds	75.59
Brinkmeier, Tamara L.	063075	IDHS AmeriCorps- Member Activit	Conference/Meeting Expense	Retreat Supplies	250.00
Stichter, Stephanie	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Member Training	110.00
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Year End 7/21/04	312.00
White, Rebecca	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	MEMBERS DINNER	57.50
Consolidated Management Co	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Advisory Committee Luncheon	625.00
SBM Business Equipment Center	064030	Restricted Fund-GOD Certificates	Maintenance Supplies	Keyboard/Panels/Connectors	380.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	Scanner/Headphones	2,745.00
Unique Computer	064030	Restricted Fund-GOD Certificates	Instructional Equipment	IBM xServer 335 1U Rack Xeon 3.2Ghz 1.0G RAM 80G	6,346.57
Illinois Department Employment	12	Risk Management	Unemployment Insurance	Second Quarter Unemployment 2004	668.00
Brooke Insurance	12	Risk Management	General Insurance	Bond Insurance	89.52
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	202.50
Fyr-Fyter Inc	12	Public Safety	Maintenance Services	Check Kitchen Fire Systems	78.00
Radio Ranch Inc	12	Public Safety	Maintenance Services	Repair Radios	415.50
Simplex-Grinnell	12	Public Safety	Maintenance Services	Simplex Monitoring Service	

REPORT SVRCHK
FISCAL YEAR 2004

Sauk Valley Community College
Check Register
From 07/22/04 To 08/23/04

RUN DATE: 08/12/04
TIME: 2:54 PM
PAGE: 19

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	66.03
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 7/3, 7/10 Holiday	1,524.34
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 7/17/04, 7/24/04	1,135.06
Best Access Systems	12	Public Safety	Other Supplies	Lock Sets, Supplies	1,740.04
Best Access Systems	12	Public Safety	Other Supplies	Lagocks & Supplies Per Attached Quote	2,844.99
BANK ACCOUNT 1 TOTAL:					330,362.02
ALL ACCOUNTS TOTAL:					330,362.02

08/12/2004

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

Page 1

EDUCATION FUND	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Revenues					
Local Governmental Sources	3,138,004	-519,103	* This column will be filled in next month, after the budget is approved.	132,905	
State Governmental Sources	3,049,616				
Federal Governmental Sources	1,000	4,105			
Student Tuition and Fees	3,012,300	1,237,281		1,494,856	
Sales and Service	341,818	15,277		1,136	
Investment Revenue	80,000	1,644		-1,584	
Other Revenues	526,000	75		258	
TOTALS	148,738	739,280		1,627,570	
Expenditures					
Salaries	6,316,729	363,625		368,730	
Employee Benefits	1,581,447	96,899		105,873	
Contractual Services	499,472	40,737		26,255	
General Materials and Supplies	921,962	57,929		55,580	
Travel and Conference Meeting Exp.	141,725	2,380		8,781	
Fixed Charges	22,955	2,174		2,625	
Capital Outlay	111,840				
Other Expenditures	487,000	117,076		84,321	
TOTALS	83,130	680,822		652,169	
Transfers					
Transfers to Other Funds	47,500				
Transfers From Other Funds	-189,000	-8,780			
TOTALS	-141,500	-8,780			
NET INCREASE/DECREASE IN NET ASSETS	207,107	67,239		975,401	
FUND BALANCE		804,284		1,768,627	

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

Page 2

OPERATION AND MAINTENANCE FUND

Revenues

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

TOTALS

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Local Governmental Sources	384,123	-34,812		16,273	
State Governmental Sources	432,632				
Student Tuition and Fees	328,500	139,096		170,940	
Sales and Service	6,500	67		418	
Facilities Revenue	4,000			25	
Investment Revenue	2,000				
Other Revenues	37,500				
TOTALS	1,195,255	104,351		187,657	

Expenditures

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

TOTALS

Salaries	461,850	41,204		40,136	
Employee Benefits	152,131	11,122		13,341	
Contractual Services	69,500	21,728		10,918	
General Materials and Supplies	121,300	3,777		2,671	
Travel and Conference Meeting Exp.	3,500	127			
Fixed Charges	55,362	54,362		50,091	
Utilities	386,700	5,467		5,619	
Capital Outlay	15,000				
TOTALS	1,265,343	137,790		122,776	

Transfers

Transfers From Other Funds

TOTALS

Transfers From Other Funds	-70,500				
TOTALS	-70,500				

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

NET INCREASE/DECREASE IN NET ASSETS	411	-33,439		64,880	
FUND BALANCE		-33,466		70,777	

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

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OPERATION & MAINTENANCE- RESTRICTED

Revenues

Local Governmental Sources
State Governmental Sources
Investment Revenue
Other Revenues

TOTALS

Expenditures

Contractual Services
General Materials and Supplies
Capital Outlay

TOTALS

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
	632,938	-104,584		24,084	
	3,382,000	1,746		-4,913	
	10,000				
	250,000				
	4,274,938	-102,837		19,171	
	5,361,936	6,445		28,080	
	5,361,936	6,445		28,080	
	-1,086,998	-109,282		-8,908	
		2,492,974		2,606,157	

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

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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

	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	2004-2005 <u>Actual</u>	Budget <u>Percent</u>
1,413,519	-263,360	58,490			
10,000	477	5,034			
1,423,519	-262,883	63,525			
5,000		2,371			
1,402,763					
1,407,763		2,371			
15,756	-262,883	61,154			
	490,817	818,076			

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

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AUXILIARY ENTERPRISES FUND

Revenues

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
Capital Outlay
Other Expenditures

TOTALS

Transfers

Transfers to Other Funds
Transfers From Other Funds

TOTALS

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Student Tuition and Fees	160,500	68,503		75,379	
Sales and Service	51,490	2,103		1,711	
Facilities Revenue	75,000	5,417		5,833	
Investment Revenue	900	29		-9	
Other Revenues	1,301,549	103,314		119,390	
TOTALS	1,589,439	179,368		202,306	
Expenditures					
Salaries	72,279	319		367	
Employee Benefits	11,481				
Contractual Services	1,334,654	74,818		159,650	
General Materials and Supplies	72,490	52,004		771	
Travel and Conference Meeting Exp.	62,655	2,436		100	
Fixed Charges	9,450	4,851		5,150	
Capital Outlay	5,800			150	
Other Expenditures					
TOTALS	1,568,809	134,431		166,189	
Transfers					
Transfers to Other Funds	75,000	8,780			
Transfers From Other Funds	-63,000				
TOTALS	12,000	8,780			
NET INCREASE/DECREASE IN NET ASSETS	8,629	36,155		36,116	
FUND BALANCE		304,687		278,832	

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

Page 6

RESTRICTED PURPOSES FUND

Revenues

Local Governmental Sources
State Governmental Sources
Federal Governmental Sources
Sales and Service
Investment Revenue
Other Revenues

TOTALS

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Local Governmental Sources	1,107,936	2,715		2,195,000	
State Governmental Sources	2,827,496	49,879		-5,000	
Federal Governmental Sources				-18	
Sales and Service	6,000			369	
Investment Revenue	60,619				
Other Revenues					
TOTALS	4,002,051	52,594		2,190,351	

Expenditures

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

TOTALS

Salaries	1,205,514	73,852		62,650	
Employee Benefits	188,199	14,260		13,433	
Contractual Services	45,609	932			
General Materials and Supplies	730,022	6,336		841	
Travel and Conference Meeting Exp.	54,623	2,024		645	
Fixed Charges	10,412			2,195,000	
Utilities	300	49		54	
Capital Outlay	198,200				
Other Expenditures	2,378,441	12,629		17,682	
TOTALS	4,811,320	110,086		2,290,307	

Transfers

Transfers to Other Funds
Transfers From Other Funds

TOTALS

Transfers to Other Funds	-1				
Transfers From Other Funds	-1				
TOTALS	-1				

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

NET INCREASE/DECREASE IN NET ASSETS	-809,268	-57,491		-99,956	
FUND BALANCE		980,126		2,088,781	

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

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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

	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	2004-2005 <u>Actual</u>	Budget Percent
Revenues					
Investment Revenue	100,000	1,608		-4,728	
TOTALS	100,000	1,608		-4,728	
Expenditures					
Investment Revenue					
TOTALS					
Transfers					
Transfers to Other Funds	200,000				
TOTALS	200,000				
NET INCREASE/DECREASE IN NET ASSETS	-100,000	1,608		-4,728	
FUND BALANCE		2,372,391		2,266,055	

08/12/2004

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

Page 8

TRUST AND AGENCY FUND

Revenues

Sales and Service
Other Revenues

TOTALS

Expenditures

Contractual Services
Capital Outlay
Other Expenditures

TOTALS

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

2003-2004 2003-2004 2004-2005 2004-2005 Budget
Budget Actual Budget Actual Percent

150

150

21,542

150
13,908

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

Page 9

AUDIT FUND

Revenues

Local Governmental Sources
Investment Revenue

TOTALS

Expenditures

Contractual Services

TOTALS

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	2004-2005 <u>Actual</u>	Budget Percent
	30,710	-5,082		1,280	
	1,000	20		-49	
	-----	-----	-----	-----	-----
	31,710	-5,062		1,230	
	-----	-----	-----	-----	-----
	24,000	1,550			
	-----	-----	-----	-----	-----
	24,000	1,550			
	-----	-----	-----	-----	-----
	7,710	-6,612		1,230	
		26,033		41,452	

08/12/2004

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

Page 10

LIABILITY, PROTECTION & SETTLEMENT

Revenues

Local Governmental Sources
Investment Revenue
Other Revenues

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
	295,275	-48,912		15,002	
	200,000	29,922			
	22,000				
TOTALS	517,275	-18,989		15,002	

Expenditures

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

	297,291	6,689		6,679	
	205,564	51,306		54,045	
	64,300	13,377		8,456	
	6,500			99	
	2,250				
	85,000	32,785		43,762	
	1,100	89		89	
	50,000				
TOTALS	712,005	104,248		113,131	

NET INCREASE/DECREASE IN NET ASSETS
FUND BALANCE

-194,730	-123,237		-98,129	
	5,973,320		5,700,446	

For the Board Meeting of
August 23, 2004

Agenda Item D-6

PROTECTION, HEALTH AND SAFETY PROJECTS COMPLETION

Attached is a memo regarding two Protection, Health and Safety Projects that the architect/engineer has certified as complete.

RECOMMENDATION: Board approval of the attached Protection, Health and Safety Project Statements of Final Construction Compliance as presented.



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

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

Correct Safety Deficiencies - This project installed ladders, safety rails and work platforms around the cooling towers, sewer plant, boiler room and roof access to provide a safe work environment. Existing Protection, Health and Safety funds leftover from other projects were utilized on this project. Total cost for this project was \$166,186.20 or \$813.80 under the approved budget.

Electrical Improvement Project - This project increased the electrical capacity and power supply at several locations in the main building, including the Financial Aid Office, the LRC, the Student Activities Office, and the Fitness Center. Total cost for this project was \$37,396.57 or \$21,103.43 under budget. The cost was below budget because of efficiencies discovered in the detail design process and because contractor familiarity with Sauk's facility eliminated the need for contingency expenses.

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

n
att

Protection, Health, and Safety Project

Statement of Final Construction Compliance

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

Willetts, Hofmann & Associates, Inc.
809 East Second Street
Dixon, Illinois 61021
Thomas W. Houck, AIA, PE

Final cost of the project:

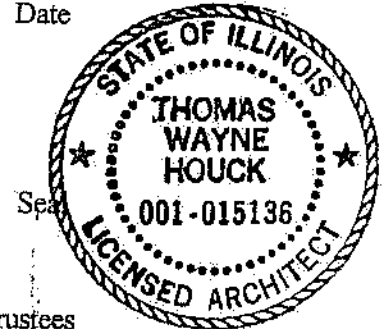
Approved Budget \$ 167,000.00 Actual Cost \$ 166,186.20

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.

Thomas W. Houck
Architect/Engineer's Signature

August 10, 2004
Date

001-015136
Illinois Registration or License Number



Approved by the Sauk Valley Community College Board of Trustees

Date August 23, 2004

Signed _____, Chairperson

_____, Secretary

Protection, Health, and Safety Project

Statement of Final Construction Compliance

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

Willetts, Hofmann & Associates, Inc.
809 East Second Street
Dixon, Illinois 61021
Thomas W. Houck, AIA, PE

Final cost of the project:

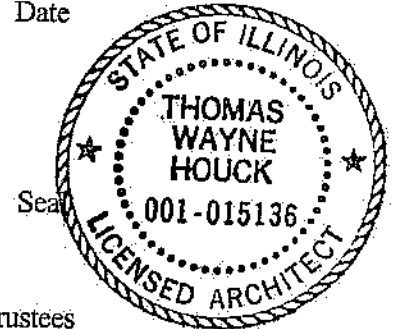
Approved Budget \$ 58,500.00 Actual Cost \$ 37,396.57

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.

Thomas W. Houck
Architect/Engineer's Signature

August 10, 2004
Date

001-015136
Illinois Registration or License Number



Approved by the Sauk Valley Community College Board of Trustees

Date August 23, 2004

Signed _____, Chairperson

_____, Secretary

101.01 Legal Authority of the Board of Trustees

The Board of Trustees of Community College Trustees District #506, Sauk Valley Community College, comprising all or parts of Bureau, Henry, Lee, Ogle, Carroll, and Whiteside Counties in the State of Illinois (hereinafter referred to as the Board) derives its authority from the Illinois Public Community College Act (H. B. 1710) as approved by the 74th Illinois General Assembly on July 15, 1965, and as subsequently amended.

3/23/81

3/23/87

102.01 Board Philosophy and Objectives

The following statements pertain to the philosophy and objectives which guide the deliberations and decisions of the Board of Trustees.

Sauk Valley Community College is an integral part of the Illinois System of Higher Education, and is organized to provide education and training to the citizens of the district and to participate as a partner in the Illinois Community College System.

The Board of Trustees of Community College District No. 506 assumes a full commitment to the objectives and philosophy of the Illinois Community College Act and to the standards and criteria as may from time to time be set forth by the Illinois Community College Board and the Illinois Board of Higher Education. It is therefore committed to meeting the needs for undergraduate college level education leading to employment, and to develop and experiment with programs to aid all district residents of post high school age through:

1. Baccalaureate-oriented curricula;
2. Occupation-oriented curricula;
3. Adult and continuing education; and
4. General studies programs designed as preparatory or developmental to help prepare individuals for admission to occupation-oriented curricula, or for their intrinsic value which may lead to a degree or certificate in other than the above areas.

The Board considers its primary responsibility to be to residents of the district it serves and secondly, insofar as it is practical, to residents of areas which are not included in the community college districts, and to residents of the State of Illinois who seek education in fields unavailable elsewhere; and lastly, to residents outside of Illinois and the continental limits of the United States.

Therefore, the Board of Trustees commits itself to a comprehensive program offering a variety of educational opportunities designed to meet a diversity of interests and abilities of its student body. Central to all of these programs and vital to the realization of their educational

aims is a strong counseling service to direct and aid students in the selection of educational programs for which they are most qualified and show the greatest potential for individual achievement.

The College Board of Trustees is committed to the concept that the quality of the administrative staff and instructional faculty is central to the quality of the educational experience of the students, and therefore, seeks to employ and retain persons with the highest professional qualifications and continuously demonstrated ability.

2/12/79

103.01 Trustee Election and Vacancies

The election of the members of the Board shall be held at the time and in the manner provided by law and each member shall be elected for a term of six years unless otherwise provided herein. Each member must, on the date of the election, be a citizen of the United States, eighteen years of age or over, and a resident of the State and the Territory which, on the date of the election, is included in the college district, for at least one year immediately preceding the election. Removal of residence from the district by any member constitutes a resignation from and creates a vacancy on the board.

A vacancy on the College Board occurs upon the happening of any event which creates a vacancy on the Board of Trustees under the relevant provision of law. Whenever a vacancy occurs, the remaining members of the Board of Trustees shall appoint a person to fill the vacancy, and the successor shall have the same type of qualifications as his or her predecessor. The person receiving the appointment shall serve until the successor is elected and certified in accordance with the Election Code. If the vacancy occurs with less than four months remaining before the next scheduled nonpartisan election, and if the term of office of the Board member vacating the position is not scheduled to expire at that election, then the term of the person appointed to fill the vacancy shall extend through that election and until the succeeding nonpartisan election. If the term of office of the Board member vacating the position is scheduled to expire at the upcoming nonpartisan election, the appointed member shall serve only until the successor is elected and qualified at that election. If the remaining members of the Board fail to appoint a person to fill the vacancy within 60 days after the vacancy occurs, then the Chairman of the Illinois Community College Board will fill the vacancy until that vacancy shall be filled by election as provided by law.

103.02 Trustee Compensation and Expenses

Members of the Board shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service as members.

103.03 Trustee Workshops and Seminars

A written or oral summary of workshops and seminars attended will be presented to the full Board by the Board member participating in the workshop.

3/23/81
10/24/83
3/27/89
3/26/90
2/25/02

For Board Meeting of
August 23, 2004

Agenda Item F-2

2004-2005 BUDGET – SECOND READING

Attached is the 2004-2005 Budget (and appropriate supplemental information) for Board consideration and second reading.

RECOMMENDATION: Board approval of the 2004-2005 Budget for the second reading.



TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: August 10, 2004
SUBJECT: FY 2005 Budget

Accompanying this memo is Sauk Valley Community College's FY 2005 Budget. The budget is directly linked to our strategic, technology, facilities, and marketing plans.

The expenditures budget of \$11,509,273 in the operating funds represents a 1.4% increase over the FY 2004 budget of \$11,348,473. (Without the arbitrary SURS On Behalf item, the budget increased by just \$91,800 or .8%, from \$10,815,473 to \$10,907,273.)

With budgeted revenue and transfers in of \$11,338,252, we project a decrease in fund balance of \$171,021 for the year. Recent operating fund balance history and projections:

6/30/00 actual	\$1,417,990
6/30/01 actual	\$1,008,869
6/30/02 actual	\$ 916,261
6/30/03 actual	\$ 737,018
6/30/04 projected	\$ 850,000
6/30/05 budgeted	\$ 678,979

Process

After soliciting input from staff and conducting extensive discussions, the FY 2005 Tentative Budget was prepared and presented to the Board of Trustees in June. The document was then made available for a 30-day public review period.

As a part of its regularly scheduled August 23 meeting, the Board holds a Budget Hearing at which the public is invited to comment. Following this, the Board is asked to approve the FY 2005 Final Budget. Any changes made between the Tentative and Final budgets are presented at that time. The new fiscal year started July 1, 2004.

Assumptions

We based property tax revenue on May estimates from the county clerks, an increase of about .9% from the FY 04 budget. Investment Income is expected to hold steady with the FY 2004 actual results due to continued low interest rates. Credit enrollment is expected to be even with FY 04 levels. We have incorporated State grants at the amounts approved by the legislature and Governor, along with the \$66 per credit hour tuition rate approved by the Board of Trustees. All salaries are budgeted at a 2% increase, but with a contingency of \$59,000 to cover final negotiated costs. We estimate net medical insurance costs will increase by about 10%. FY 05 is the fourth of six planned years of transferring an additional \$100,000 of Working Cash Fund accumulated interest into the operating funds. (At the end of the six years the Working Cash Fund will still retain approximately \$600,000 of accumulated interest, plus the \$1,330,000 principal.)

Reduction in State Funding

By far the biggest change in the budget is in State grant revenue. ICCB operating grants are expected to decrease by \$382,510, or 12.0%, while ICCB restricted grants should decrease by \$94,102, or 58.6%. Most of the drop in operating grants was expected – our 20% enrollment increase in FY 02 led to a jump in State funding in FY 04 that falls back in FY 05 as the rest of the Illinois community colleges catch up with Sauk's growth rate. Therefore, Sauk's share of the "pie" is returning to its pre-FY 04 level. However, for the second year in a row the State is also making drastic cuts in restricted grants. We absorbed most of the cut grant expenses in the operating funds in FY 04. However, for FY 05 we have tried to eliminate some grant expenses and reallocate other grant revenue, while absorbing only a small amount (about \$10,000) in the operating funds.

Analysis of Changes from FY 04 Budget

This section explains major changes from the FY 04 to FY 05 operating budget.

The \$382,510 drop in State revenue is somewhat tempered by a \$112,700 (3.4%) increase in tuition due to the \$6 increase in the tuition rate. Property tax revenue is budgeted to increase by \$30,873, or .9%.

Salaries are increasing by \$57,000. Raises account for a \$180,000 increase, while position reductions and new hires cause a decrease of \$170,000. Faculty part time, overload and summer staffing is increasing by \$33,000, and other part-time and temporary staffing adjustments make up the rest. Benefits increase by \$145,000 because of a 10% net increase in health insurance costs. The estimate for SURS expenditures on behalf is increasing by \$69,000 (offset by revenue).

Miscellaneous expenses (Contractual Services, Materials and Supplies, Conferences and Meetings, Fixed Charges, Utilities, and Other) combine for a flat budget.

Capital Outlay is going down by \$111,000 because we will cover all equipment purchases with grants and funding bonds.

Beyond FY 05

Because of the State's continuing fiscal dilemma, at best we should expect to see level State funding during the next year or two. However, with the cyclical nature of State financial support for higher education, we expect to see small increases in the future as the economy recovers.

We expect that our other two major operating funds revenues, tuition and property tax, should vary in ways that cancel each other out. These two sources are impacted most by the economy. As our regional economy begins to strengthen over the next few years, property tax revenues should improve. However, the improvements could be tempered by legislative tax relief initiatives. Enrollment tends to decrease (or at least not rise as fast) in a stronger economy. So, without regular tuition increases this revenue stream will not keep pace with inflation.

To summarize, we expect State funding to be flat or increasing only slightly and enrollment and EAV to be a wash during the next few years. Therefore, in order to keep up with normal inflationary trends, we expect to continue to rely on annual increases in the tuition rate (requests for which will be brought to the Board each year at the appropriate times) and the cushion of a rebuilding fund balance.

Changes from the Tentative Budget

Since the Tentative Budget was prepared, the State budget for community college grants has been finalized, and we have tentative agreement with the Faculty Association for FY 05 salaries. The ICCB Credit Hour grant for Sauk increased by \$6,892 due to shifts in reported credit hours from other schools. The Tentative Budget incorporated a raise of 2% for all employees. However, given the progress made in negotiations, we have added another \$59,000 to fully cover our expected settlement amount. (This amount will provide equal raises for all staff; if all of it is not needed, it will not be spent.) In addition, we have recorded \$40,000 of funding bonds investment revenue in the Restricted Fund that was omitted from the Tentative Budget.

Recommendation

It is recommended that the Board of Trustees approve the FY 2005 Budget.

Sauk Valley Community College
Budget Highlights
FY 2005

The following are highlights of the FY 2005 budget.

- **Decrease in ICCB Grants** **\$476,612**

ICCB operating grants will decrease by \$382,510, while restricted grants will fall by \$94,102.

- **Increase in Tuition Rate** **\$112,700**

Last spring the Board of Trustees approved increasing the tuition rate by \$6 per credit hour, to \$66 (including the student activities and technology fees). Credit enrollment is expected to be level with FY 04.

- **Transfer from Working Cash Fund** **\$100,000**

This is the fourth of six planned years of transferring \$100,000 of previously accumulated interest earnings from Working Cash to Operating Funds.

- **Annual Raises for Continuing Employees** **\$180,000**

The budget includes a tentative 2% raise for all employees, plus an additional reserve pending the successful conclusion of collective bargaining.

- **Increased Health Insurance Benefit Cost** **\$145,000**

We expect the trend of 10% inflation for health care to continue for another year.

- **Adult Education** **\$86,000**

As part of the institution's reorganization, we created the position of Dean of Adult Education. We expect the change to result in improved coordination of Adult Education programs, operational efficiencies and enhancements, increased articulation with credit programs, and new grant initiatives.

- **Equipment Supported by Funding Bonds** **\$625,000**

All capital equipment spending that normally would have been charged to the operating funds will be supported instead by funding bonds. This is the first year of our second three-year bond issue.

Sauk Valley Community College
Budget Impact of Strategic Goals and Objectives
For FY 2005

The following lists budgeted activities that accomplish the College's strategic goals and objectives. Some objectives will be accomplished through routine operations, and some strategies speak to more than one objective; this document lists only selected highlights. (The goals and objectives come from a working copy of the final document, which is still under development.)

Goal 1:

We will provide quality learning opportunities.

Objectives:

1. Advance the culture of a Learning College that supports continual improvement in learning and services.
2. Maintain academic integrity and standards.
3. Offer programs and services that are responsive to learners.
4. Expand access to learning opportunities.
5. Recruit, develop and retain qualified and dedicated people.
6. Utilize emerging technologies appropriate for supporting a learning institution.
7. Maintain a physical and social environment that is conducive to learning.

Strategies:

#	Strategy	Continuing Resources	New Resources
1	Collect and analyze information and make improvements based on academic and service assessments		
1	Develop and implement a Learning College philosophy		
1	Implement Wednesday activity period faculty discussions regarding assessment		
1	Join ILCSO (statewide library service)	7,000	
2	Monitor exit and certification exam pass rates		
2	Redesign course/curricular structures as needed		
3	Evaluate and refine Adult Education delivery methods		
3	Create new degree and certificate programs		
3	Develop a peer mentor program		
4	Develop more internet or blended courses		
4	Use distance learning methods for secondary classes		15,000
4	Implement wireless access to computer network	2,000	10,000
4	Explore alternate Adult Education class sites		
5	Provide appropriate professional development opportunities	62,000	10,000
5	Offer training/orientation session for Work/Study employees	700	
5	Recruit and train student leaders to assist with campus programs		
6	Update electronics lab technology		20,000

7	Monitor the currency and applicability of instructional equipment		
7	Offer student development and activities programs	10,000	
7	Complete Protection, Health & Safety projects		712,800
7	Expand Fitness Center facility		250,000
7	Remodel Chemistry labs		3,035,900
7	Begin T-1/West Wing renovation		4,275,000
7	Remodel Adult Education & Learning Centers	10,000	

Goal 2:

We will be fiscally responsible.

Objectives:

1. Budget strategically incorporating a data-driven decision-making system.
2. Examine processes and systems to apply the best ways to meet the College's goals.
3. Improve student enrollment and retention.
4. Seek additional funding sources aggressively that are consistent with the College's goals.
5. Maintain an awareness of peer institutions, trends and benchmarks.
6. Be fiscally accountable while considering educational quality.

Strategies:

#	Strategy	Continuing Resources	New Resources
1	Apply revenue/cost analysis to identify & improve cost effectiveness of under-performing programs		
1	Incorporate results of program reviews, institutional assessment, and external performance indicators into annual budgets		
1	Monitor lab expenses as related to student use		
1	Use instructional year schedule to create budget		
2	Implement administrative structure reorganization		
2	Implement more favorable telephone contract	(20,000)	
2	Fully implement on-line payment system		
2	Implement comprehensive copier solution		150,000
2	Maintain SOAR (Sauk Online Access to Records)	20,000	
2	Enable online transcript requests		
3	Implement early alert system to encourage retention		5,000
3	Implement peer recruiting system		
3	Facilitate Latino support activities through FUSE (Families United for a Strong Education)		
3	Increase Counseling availability to students		
3	Increase Student Support Services graduation, retention and transfer rates		
3	Focus attention on student recruitment	7,800	
3	Establish nursing mentoring program and "significant other" support group		
3	Expand dual credit program and Regional Academy		
3	Continue 8 th grade project	2,000	
3	Continue Sauk Scholar program	70,000	

4	Secure donations to fund T-1/West Wing project		
4	Apply for additional Adult Education grants		
4	Pursue grants to support health professions education		
5	Examine comparative studies		
5	Attend statewide professional meetings	11,000	
6	Earn a clean audit opinion		
6	Submit reports in a timely and accurate manner		

Goal 3:

We will represent SVCC positively.

Objectives:

1. Provide a welcoming environment for learners.
2. Recognize that all employees are ambassadors for the College.
3. Foster a supportive environment that encourages creativity and innovation.
4. Promote an inclusive environment that fosters respect for diverse populations.
5. Maintain involvement with professional organizations, legislators and governing bodies.
6. Practice effective marketing strategies.

Strategies:

#	Strategy	Continuing Resources	New Resources
1	Provide environment conducive to learning in the LRC, classrooms and computer labs		25,000
1	Refine office spaces to create a more welcoming environment		20,000
2	Offer staff development opportunities	70,000	
2	Promote forward-looking attitudes		
2	Model professional behaviors that represent the College to the community in a positive light		
3	Involve all levels of staff in decision making		
3	Provide human and textual resources in the LRC, IT and IS areas to enable exploration by employees and students		
4	Offer cultural sensitivity training		
4	Increase enrollment of men and Latinos in health care offerings and of women in Manufacturing programs		
5	Maintain memberships in professional organizations	20,000	
6	Update comprehensive marketing plan		
6	Promote news stories about services the College provides		

Goal 4:

We will respect all SVCC stakeholders.

Objectives:

1. Collaborate with our stakeholders in alliances that are mutually beneficial.
2. Promote shared governance within the institution.

3. Communicate decisions and resolutions of issues to those affected.
4. Recognize efforts and celebrate achievements.
5. Encourage wellness practices that promote a healthy lifestyle.
6. Respond to local, regional, national and world needs for educational and training competencies.
7. Offer services to lessen barriers and foster increased accessibility.

Strategies:

#	Strategy	Continuing Resources	New Resources
1	Strengthen ties with K-12 districts		
1	Have representation on community planning groups		
1	Consult with economic development officials and Workforce Council in planning T-1/West Wing project		
1	Sponsor representation in local service organizations	3,000	
1	Maintain regular meetings of Tech Prep, counselors and Workforce Council groups	3,000	
1	Encourage employee involvement in communities		
1	Continue Nursing Community Collaborative with KSB and CGH		
1	Host annual Job Fest		
1	Host a Career Fair for 8 th -12 th graders		
1	Collaborate with peer institutions in consortia that benefit costs and/or services		
1	Share access and resources with area schools		8,000
2	Encourage participation on college-wide committees		
3	Pilot a new committee structure		
3	Share minutes of committee meetings		
4	Recognize students and employees during health care weeks		
4	Promote recognition of faculty achievements through the newspaper and Sauk Scout		
4	Communicate College and employee successes		
4	Host student leadership banquets	1,000	
5	Model good health practices		
6	Expand recruiting efforts at workplaces		
6	Enhance Career Center operations		
6	Operate Polygraph Institute		
7	Prepare for expected increase in special needs students		
7	Procure assistive instructional tools to aid people with special needs	5,000	
7	Offer tuition deferred payment plan	10,000	

Sauk Valley Community College
Changes from Tentative to Final Budget
For FY 2005

Description	Tentative	Final	Change
Education Fund – ICCB Credit Hour Grant	1,390,789	1,396,922	+ 6,133
Operations & Maintenance Fund – ICCB Credit Hour Grant (To reflect final FY 05 State budget agreement.)	171,896	172,655	+ 759
Education Fund –Salaries (To reflect tentative agreement in faculty contract collective bargaining.)	6,323,172	6,382,172	+ 59,000
Restricted Purposes Fund – Investment Revenue (To correct omission from Tentative Budget.)	0	40,000	+ 40,000

Sauk Valley Community College
Summary of Operating Funds Budget
FY 2005

Changes in Fund Balance:	Educational Fund	Operations & Maintenance Fund	Total Operating Funds
Revenues	10,033,078	1,143,174	11,176,252
Expenditures	10,253,518	1,255,755	11,509,273
Transfers In *	48,500	113,500	162,000
Transfer from Fund Balance	-171,940	919	-171,021

* Transfers come from bookstore utilities and Working Cash Fund interest.

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<u>EDUCATION FUND</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	Percent Budgeted <u>Variance</u>
Education Fund				
Local Taxes	3,137,004	3,126,953	3,165,000	0.8%
Chargeback Revenue	1,000		1,000	0.0%
ICCB Credit Hour Grants	1,472,267	1,490,782	1,396,922	(5.1%)
ICCB Equalization Grants	1,246,949	1,246,957	1,025,756	(17.7%)
ICCB Career & Tech Ed	54,000	59,019	65,000	20.3%
Other ICCB Grants	53,400	53,400	53,400	0.0%
CPPRT	223,000	221,314	200,000	(10.3%)
Dept. of Education	1,000	4,240	5,000	400.0%
Resident Tuition	2,662,000	2,554,068	2,825,000	6.1%
Out of District Tuition	6,000	15,530	15,000	150.0%
Out State Tuition	1,000	1,377	1,000	0.0%
Course Fees	150,000	130,430	140,000	(6.6%)
Other Fees	2,200	1,878	2,000	(9.0%)
Technology Fee	109,000	105,772	104,000	(4.5%)
Installment Plan Fee	9,500	16,505	13,000	36.8%
Other Student Tuition & Fees	7,000	8,541	6,000	(14.2%)
Investment Revenue	80,000	31,555	35,000	(56.2%)
Other Revenues	30,000	10,275	20,000	(33.3%)
State on behalf SURS Revenue	496,000		560,000	12.9%
Totals	9,741,320	9,078,602	9,633,078	(1.1%)
CCS Contract Training				
Course Fees		4,742		0.0%
Public Serv, Comm Ed, & Custom Trng			200,000	0.0%
Totals		4,742	200,000	0.0%
CCS Public Workshops				
Public Serv, Comm Ed, & Custom Trng		1,192	200,000	0.0%
Totals		1,192	200,000	0.0%
Business Occupational				
Resident Tuition	1,000			(100.0%)
Totals	1,000			(100.0%)
Technical Occupational-Corporate				
Resident Tuition	7,000	6,056		(100.0%)
Course Fees	3,000	371		(100.0%)
Totals	10,000	6,427		(100.0%)

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<u>EDUCATION FUND</u>	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>Percent</u> <u>Budgeted</u> <u>Variance</u>
Technical Occupational-Community				
Resident Tuition	16,800	24,377	see	(100.0%)
Course Fees	37,800	40,197	pg 1	(100.0%)
Totals	54,600	64,574	↓	(100.0%)
Leisure				
Pub Srv, Comm Ed, & Cust Trng Rev	17,000	17,120		(100.0%)
Totals	17,000	17,120		(100.0%)
Tours & Events				
Pub Srv, Comm Ed, & Cust Trng Rev	5,000	5,464		(100.0%)
Totals	5,000	5,464		(100.0%)
Senior Programs				
Pub Srv, Comm Ed, & Cust Trng Rev	1,400	1,475		(100.0%)
Totals	1,400	1,475		(100.0%)
Youth Programs				
Pub Srv, Comm Ed, & Cust Trng Rev	4,000	30,049		(100.0%)
Totals	4,000	30,049		(100.0%)
Concert/ Lecture Series				
Pub Srv, Comm Ed, & Cust Trng Rev	200			(100.0%)
Totals	200			(100.0%)
Computers				
Pub Srv, Comm Ed, & Cust Trng Rev	18,000	8,610		(100.0%)
Totals	18,000	8,610		(100.0%)
Health & Personal Development				
Pub Srv, Comm Ed, & Cust Trng Rev	9,000	10,755		(100.0%)
Totals	9,000	10,755		(100.0%)

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<u>EDUCATION FUND</u>	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>Percent</u> <u>Budgeted</u> <u>Variance</u>
Professional Development				
Pub Srv, Comm Ed, & Cust Trng Rev	18,000	19,060	see pg 1 ↓	(100.0%)
Totals	18,000	19,060		(100.0%)
Polygraph Institute				
Pub Srv, Comm Ed, & Cust Trng Rev	16,000	82,400		(100.0%)
Totals	16,000	82,400		(100.0%)
Corp Serv Professional Development				
Pub Srv, Comm Ed, & Cust Trng Rev	252,218	46,055		(100.0%)
Totals	252,218	46,055		(100.0%)
Corp Serv Computer Training				
Pub Srv, Comm Ed, & Cust Trng Rev	1,000	11,600		(100.0%)
Totals	1,000	11,600		(100.0%)
Total Revenue	10,148,738	9,388,127	10,033,078	(1.1%)

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	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	Percent Budgeted <u>Variance</u>
<u>EDUCATION FUND</u>				
Board of Trustees				
Consultants		1,500		0.0%
Legal Services	25,000	29,322	25,000	0.0%
Office Supplies	1,600	1,875	1,400	(12.5%)
Publications and Dues	8,500	9,766	8,900	4.7%
Advertising	1,300	1,188	1,100	(15.3%)
Conference/Meeting Expense	2,500	5,595	2,500	0.0%
Totals	38,900	49,248	38,900	0.0%
President				
Administrative Staff- Full-Time	143,311	143,311	150,478	5.0%
Clerical-Full-time	3,523	10,469	20,255	474.9%
Medical Insurance	22,641	11,684	13,958	(38.3%)
Life Insurance	686	663	834	21.5%
Retirement Hlth Ins Emp Match	897	924	845	(5.7%)
Other Employee Benefits	31,000	30,120	32,350	4.3%
Office Supplies	1,000	640	800	(20.0%)
Publications and Dues	1,000	870	1,000	0.0%
Conference/Meeting Expense	3,100	4,189	3,100	0.0%
Other Conference & Meeting	500	588	500	0.0%
Totals	207,658	203,464	224,120	7.9%
College Relations				
Administrative Staff- Full-Time	64,449	64,449	65,738	2.0%
Prof/Tech- Full-time	34,701	34,701	35,395	1.9%
Clerical-Full-time	32,906	32,904	33,564	1.9%
Medical Insurance	25,318	29,770	34,819	37.5%
Life Insurance	523	560	647	23.7%
Retirement Hlth Ins Emp Match	660	680	673	1.9%
Maintenance Services	1,500	95		(100.0%)
Office Supplies	1,700	1,402	1,200	(29.4%)
Publications and Dues	1,000	866	1,000	0.0%
Advertising	100,000	105,484	110,000	10.0%
Conference/Meeting Expense	1,500	1,269	2,000	33.3%
Totals	264,257	272,185	285,036	7.8%
Printshop				
Prof/Tech- Full-time	33,088	33,086	34,113	3.0%
Clerical- Part-time	12,600	11,532	12,600	0.0%
Medical Insurance	8,967	9,480	9,777	9.0%
Life Insurance	131	161	172	31.2%
Retirement Hlth Ins Emp Match	165	177	171	3.6%
Maintenance Services	20,000	21,575	20,000	0.0%
Other Supplies	(62,000)	(66,676)	(62,000)	0.0%

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<u>EDUCATION FUND</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	Percent Budgeted <u>Variance</u>
Purchases for Resale	32,000	18,806	30,000	(6.2%)
Debt Principal Retirement	15,200	13,227	14,000	(7.8%)
Interest	5,155	8,652	6,450	25.1%
Lease Installment Payments	600	597	600	0.0%
Totals	65,906	50,621	65,883	(0.0%)
Information Center				
Clerical-Full-time	85,881	89,676		(100.0%)
Clerical-Overtime	1,100	340		(100.0%)
Clerical- Part-time	10,500	8,639		(100.0%)
Clerical-Temporary		1,208		0.0%
Medical Insurance	25,766	20,245		(99.9%)
Life Insurance	372	386		(100.0%)
Retirement Hlth Ins Emp Match	469	458		(100.0%)
Maintenance Services	9,900	9,483		(100.0%)
Office Supplies	3,000	2,186		(100.0%)
Instructional Supplies	300	82		(100.0%)
Other Supplies	2,000	694		(100.0%)
Totals	139,288	133,402		(99.9%)
Grant, Planning, & Research				
Administrative Staff- Full-Time	66,710	66,329	67,657	1.4%
Other Salaries		768	800	0.0%
Medical Insurance	6,262	6,516	7,113	13.5%
Life Insurance	264	294	341	29.1%
Retirement Hlth Ins Emp Match	334	349	338	1.1%
Office Supplies	1,300	577	1,100	(15.3%)
Publications and Dues	600	64	400	(33.3%)
Conference/Meeting Expense	1,500	1,324	1,500	0.0%
Totals	76,970	76,222	79,249	2.9%
VP-Learning Services				
Administrative Staff- Full-Time	95,096	102,125	96,820	1.8%
Clerical-Full-time	41,296	41,295	42,122	2.0%
Medical Insurance	12,789	13,032	17,514	36.9%
Life Insurance	540	604	661	22.4%
Retirement Hlth Ins Emp Match	682	748	695	1.9%
Office Supplies	2,000	1,588	2,000	0.0%
Publications and Dues	700	785	700	0.0%
Conference/Meeting Expense	3,000	3,207	4,000	33.3%
Totals	156,103	163,388	164,512	5.3%

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	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	Percent Budgeted Variance
<u>EDUCATION FUND</u>				
Honors				
Faculty-Part-time	2,520	2,087	1,500	(40.4%)
Faculty-Overload	6,000	12,302	6,000	0.0%
Medical Insurance		1,677		0.0%
Life Insurance				0.0%
Retirement Hlth Ins Emp Match		61		0.0%
Instructional Supplies	100	270	200	100.0%
Publications and Dues	300	300	300	0.0%
Conference/Meeting Expense	300	250	300	0.0%
Totals	9,220	16,951	8,300	(9.9%)
Other Instructional				
Faculty-Full-time			12,000	0.0%
Other Salaries		2,030	5,000	0.0%
Medical Insurance		286		0.0%
Life Insurance		8		0.0%
Tuition Reimbursement	5,000	8,589	5,000	0.0%
Retirement Hlth Ins Emp Match		8		0.0%
Consultants	10,000	15,855	14,000	40.0%
Maintenance Services	1,500	595	1,000	(33.3%)
Instructional Supplies	100	97	100	0.0%
Capital Supplies	94,631	722		(100.0%)
Conference/Meeting Expense	20,000	16,859	20,000	0.0%
Other Conference & Meeting	3,000	3,880	13,000	333.3%
Instructional Equipment	111,840			(100.0%)
Totals	246,071	48,932	70,100	(71.5%)
Curriculum Development/ IAI				
Conference/Meeting Expense	750	362	750	0.0%
Totals	750	362	750	0.0%
Dean of Arts, Social Sciences & P.E.				
Administrative Staff- Full-Time	65,504	65,504	66,814	1.9%
Clerical-Full-time	24,785	24,785	25,281	2.0%
Medical Insurance	18,858	20,080	21,037	11.5%
Life Insurance	358	397	440	22.9%
Retirement Hlth Ins Emp Match	451	468	460	1.9%
Office Supplies	1,500	1,179	1,500	0.0%
Publications and Dues	500		500	0.0%
Conference/Meeting Expense	1,000	1,242	1,500	50.0%
Totals	112,956	113,658	117,532	4.0%

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<u>EDUCATION FUND</u>	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>Percent</u> <u>Budgeted</u> <u>Variance</u>
Art				
Faculty-Full-time	43,023	44,562	45,645	6.0%
Faculty-Part-time	38,000	26,785	23,800	(37.3%)
Faculty-Overload	2,500	773	2,500	0.0%
Medical Insurance	9,642	7,119	7,113	(26.2%)
Life Insurance	170	198	230	35.2%
Retirement Hlth Ins Emp Match	215	226	228	6.0%
Consultants	1,200	827	800	(33.3%)
Maintenance Services	800	799	900	12.5%
Instructional Supplies	4,000	3,692	4,000	0.0%
Capital Supplies		1,398		0.0%
Other Conference & Meeting	300	(932)	300	0.0%
Totals	99,850	85,448	85,516	(14.3%)
English				
Faculty-Full-time	190,198	190,943	195,889	2.9%
Faculty-Part-time	33,000	34,779	38,000	15.1%
Faculty-Overload	5,000	3,906	4,000	(20.0%)
Faculty-Summer	3,600	159		(100.0%)
Medical Insurance	34,892	39,686	42,457	21.6%
Life Insurance	753	844	987	31.0%
Retirement Hlth Ins Emp Match	545	1,005	979	79.6%
Other Contractual Services	1,000			(100.0%)
Instructional Supplies	6,500	3,451	4,000	(38.4%)
Computer Software		215	500	0.0%
Totals	275,488	274,992	286,812	4.1%
English- Developmental				
Faculty-Full-time	36,394	36,518	37,341	2.6%
Faculty-Part-time	6,930	19,200	21,300	207.3%
Faculty-Overload	5,000	110	1,800	(64.0%)
Faculty-Summer	2,875			(100.0%)
Medical Insurance	6,608	9,674	11,241	70.0%
Life Insurance	144	149	188	30.5%
Retirement Hlth Ins Emp Match	67	174	187	179.1%
Instructional Supplies	3,000	465	1,000	(66.6%)
Totals	61,018	66,293	73,057	19.7%
Foreign Language				
Faculty-Part-time	28,000	21,885	24,000	(14.2%)
Instructional Supplies	750	608	1,000	33.3%
Totals	28,750	22,493	25,000	(13.0%)

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	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	Percent Budgeted <u>Variance</u>
<u>EDUCATION FUND</u>				
Reading				
Faculty-Full-time	68,209	70,294	71,749	5.1%
Faculty-Part-time	6,930	16,469	19,000	174.1%
Faculty-Temporary		275		0.0%
Faculty-Overload	5,000	77	800	(84.0%)
Faculty-Summer	2,875			(100.0%)
Medical Insurance	11,011	11,550	13,287	20.6%
Life Insurance	278	305	362	30.2%
Retirement Hlth Ins Emp Match	158	350	359	127.2%
Instructional Supplies	3,000	4,527	5,000	66.6%
Totals	97,461	103,850	110,557	13.4%
Humanities				
Faculty-Full-time	48,909	49,332	50,767	3.7%
Faculty-Part-time	2,670	2,820		(100.0%)
Faculty-Overload	2,250	3,208	4,000	77.7%
Faculty-Summer	2,875	1,199	2,000	(30.4%)
Medical Insurance	7,580	7,107	8,180	7.9%
Life Insurance	194	199	256	31.9%
Retirement Hlth Ins Emp Match	151	263	254	68.2%
Other Contractual Services	1,000		1,000	0.0%
Instructional Supplies	600	483	600	0.0%
Totals	66,229	64,613	67,057	1.2%
Music				
Faculty-Full-time	42,693	42,907	43,795	2.5%
Faculty-Part-time	15,000	18,253	15,000	0.0%
Faculty-Overload	17,850	8,112	9,000	(49.5%)
Faculty-Summer	4,000	4,359	4,000	0.0%
Medical Insurance	14,560	14,356	15,702	7.8%
Life Insurance	169	190	221	30.7%
Retirement Hlth Ins Emp Match	175	276	219	25.1%
Consultants	2,000	520	1,000	(50.0%)
Instructional Supplies	2,700	2,703	2,300	(14.8%)
Computer Software	2,000		2,000	0.0%
Capital Supplies		4,106		0.0%
Conference/Meeting Expense		55		0.0%
Rental- Equipment	2,000	2,500	2,000	0.0%
Totals	103,147	98,342	95,237	(7.6%)
Philosophy				
Faculty-Part-time	14,000	11,068	14,000	0.0%
Faculty-Summer	2,670			(100.0%)
Instructional Supplies	300	717	500	66.6%

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<u>EDUCATION FUND</u>	<u>2003-2004 Budget</u>	<u>2003-2004 Actual</u>	<u>2004-2005 Budget</u>	<u>Percent Budgeted Variance</u>
Totals	16,970	11,786	14,500	(14.5%)
Speech				
Faculty-Full-time	72,155	72,582	73,999	2.5%
Faculty-Part-time	15,700	11,280	13,700	(12.7%)
Faculty-Overload	3,225	5,718	6,500	101.5%
Faculty-Summer	4,005	3,600	4,200	4.8%
Medical Insurance	13,052	13,706	14,084	7.8%
Life Insurance	286	331	373	30.4%
Retirement Hlth Ins Emp Match	258	426	370	43.4%
Instructional Supplies	1,500	1,680	1,500	0.0%
Totals	110,181	109,326	114,726	4.1%
Physical Education				
Administrative Staff- Full-Time	27,374	20,804		(100.0%)
Faculty-Full-time	39,032	39,109	39,660	1.6%
Faculty-Part-time	8,820	7,986	8,820	0.0%
Faculty-Overload	4,375	4,000	4,000	(8.5%)
Faculty-Summer	1,335			(100.0%)
Medical Insurance	11,018	10,050	6,615	(39.9%)
Life Insurance	258	267	200	(22.4%)
Retirement Hlth Ins Emp Match	320	330	198	(38.1%)
Consultants		112		0.0%
Other Contractual Services	5,000	5,486	5,000	0.0%
Instructional Supplies	1,000	349	500	(50.0%)
Publications and Dues		20		0.0%
Totals	98,532	88,518	64,993	(34.0%)
Fitness Center				
Prof/Tech- Full-time	31,462	31,464	31,726	0.8%
Prof/Tech- Part-time	29,300	24,695	32,500	10.9%
Faculty-Overload	5,994	469		(100.0%)
Faculty-Summer	1,150			(100.0%)
Custodial/Maintenance-Overtime		350	300	0.0%
Medical Insurance		157		0.0%
Life Insurance	125	151	160	28.0%
Retirement Hlth Ins Emp Match	157	182	159	1.2%
Maintenance Services	1,500	665	950	(36.6%)
Instructional Supplies	2,000	1,614	2,250	12.5%
Publications and Dues	100	39	100	0.0%
Advertising			500	0.0%
Conference/Meeting Expense	300	221	300	0.0%
Instructional Equipment		12,685		0.0%

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<u>EDUCATION FUND</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	Percent Budgeted <u>Variance</u>
Totals	72,088	72,696	68,945	(4.3%)
College Success Skills				
Faculty-Part-time	2,700	4,957	3,000	11.1%
Faculty-Overload	7,000		1,200	(82.8%)
Medical Insurance		56		0.0%
Life Insurance				0.0%
Retirement Hlth Ins Emp Match		1		0.0%
Instructional Supplies	1,000	2	500	(50.0%)
Totals	10,700	5,017	4,700	(56.0%)
Criminal Justice				
Faculty-Full-time	64,604	68,987	68,839	6.5%
Faculty-Part-time	8,600	16,696	17,500	103.4%
Faculty-Overload	28,000	28,939	15,000	(46.4%)
Faculty-Summer	3,000	8,366	5,000	66.6%
Medical Insurance	10,768	8,976	11,824	9.7%
Life Insurance	256	236	347	35.5%
Retirement Hlth Ins Emp Match	279	482	344	23.2%
Consultants		1,320	1,500	0.0%
Instructional Supplies	2,000	1,333	2,000	0.0%
Conference/Meeting Expense	1,500	1,077	1,000	(33.3%)
Totals	119,007	136,416	123,354	3.6%
Economics				
Faculty-Full-time	13,244	13,298	13,589	2.6%
Faculty-Part-time	5,340	5,606	6,000	12.3%
Faculty-Temporary		100		0.0%
Faculty-Overload		1,043	1,000	0.0%
Medical Insurance	1,978	1,948	2,134	7.8%
Life Insurance	52	59	68	30.7%
Retirement Hlth Ins Emp Match	20	71	68	240.0%
Instructional Supplies	300	431	300	0.0%
Totals	20,934	22,559	23,159	10.6%
Geography				
Faculty-Part-time	2,670	1,319	1,960	(26.5%)
Instructional Supplies	100	64	100	0.0%
Totals	2,770	1,384	2,060	(25.6%)

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<u>EDUCATION FUND</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	Percent Budgeted Variance
History				
Faculty-Full-time	29,242	29,383	29,967	2.4%
Faculty-Part-time	7,560	10,676	9,000	19.0%
Faculty-Overload	1,500	2,100	2,100	40.0%
Faculty-Summer	1,725	159	1,800	4.3%
Medical Insurance	5,274	5,573	5,690	7.8%
Life Insurance	116	137	151	30.1%
Retirement Hlth Ins Emp Match	117	170	150	28.2%
Other Contractual Services	1,000	3,257	3,000	200.0%
Instructional Supplies	1,000	577	1,000	0.0%
Totals	47,534	52,036	52,858	11.1%
Human Services				
Faculty-Full-time	44,843	44,921	46,478	3.6%
Faculty-Part-time	11,340	16,357	16,000	41.0%
Faculty-Overload	500	193	600	20.0%
Other Salaries		500		0.0%
Medical Insurance	6,526	6,718	7,113	8.9%
Life Insurance	178	197	234	31.4%
Retirement Hlth Ins Emp Match	222	233	232	4.5%
Consultants	100			(100.0%)
Instructional Supplies	1,200	1,259	1,200	0.0%
Totals	64,909	70,379	71,857	10.7%
Political Science				
Faculty-Full-time	22,475	22,847	23,033	2.4%
Faculty-Part-time	1,335	1,433	1,480	10.8%
Faculty-Overload	4,119	1,060	1,800	(56.3%)
Faculty-Summer	1,884	1,959	2,000	6.1%
Medical Insurance	3,955	3,832	4,268	7.8%
Life Insurance	89	100	116	30.3%
Retirement Hlth Ins Emp Match	67	129	115	71.6%
Other Contractual Services	1,000	360	1,000	0.0%
Instructional Supplies	600	270	500	(16.6%)
Totals	35,524	31,994	34,312	(3.4%)
Psychology				
Faculty-Full-time	122,327	122,947	91,480	(25.2%)
Faculty-Part-time	14,000	16,440	21,000	50.0%
Faculty-Overload	10,500	13,350	12,000	14.2%
Faculty-Summer	10,350	10,800	11,340	9.5%
Medical Insurance	16,234	17,096	17,514	7.8%
Life Insurance	484	549	461	(4.7%)
Retirement Hlth Ins Emp Match	612	795	457	(25.3%)

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	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	Percent Budgeted <u>Variance</u>
<u>EDUCATION FUND</u>				
Other Contractual Services	1,000			(100.0%)
Instructional Supplies	2,500	2,672	2,500	0.0%
Totals	178,007	184,651	156,752	(11.9%)
Sociology				
Faculty-Full-time	38,154	38,263	39,088	2.4%
Faculty-Part-time	2,670	3,927	4,500	68.5%
Faculty-Overload	2,000			(100.0%)
Faculty-Summer	2,875	1,800	1,800	(37.3%)
Medical Insurance	5,207	5,371	5,619	7.8%
Life Insurance	151	167	197	30.4%
Retirement Hlth Ins Emp Match	151	206	195	29.1%
Other Contractual Services	1,000		1,000	0.0%
Instructional Supplies	3,000	697	1,000	(66.6%)
Totals	55,208	50,434	53,399	(3.2%)
Education				
Faculty-Full-time	29,489	29,541	30,117	2.1%
Faculty-Overload		353	600	0.0%
Medical Insurance	4,103	3,755	4,427	7.8%
Life Insurance	117	127	152	29.9%
Retirement Hlth Ins Emp Match	44	147	151	243.1%
Totals	33,753	33,926	35,447	5.0%
Mathematics				
Faculty-Full-time			124,881	0.0%
Faculty-Part-time			26,000	0.0%
Faculty-Overload			4,000	0.0%
Faculty-Summer			8,000	0.0%
Medical Insurance			27,905	0.0%
Life Insurance			638	0.0%
Retirement Hlth Ins Emp Match			633	0.0%
Instructional Supplies			5,000	0.0%
Computer Software			1,500	0.0%
Totals			198,557	0.0%
Mathematics- Developmental				
Faculty-Full-time			97,037	0.0%
Faculty-Part-time			49,000	0.0%
Faculty-Overload			8,000	0.0%
Faculty-Summer			4,000	0.0%
Medical Insurance			20,812	0.0%

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	2003-2004	2003-2004	2004-2005	Percent
<u>EDUCATION FUND</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budgeted</u> <u>Variance</u>
Life Insurance			495	0.0%
Retirement Hlth Ins Emp Match			491	0.0%
Other Contractual Services			500	0.0%
Totals			180,335	0.0%
Learning Assistance Center				
Prof/Tech- Full-time			17,500	0.0%
Prof/Tech- Part-time	18,500	12,689	17,000	(8.1%)
Academic Support-Full-time	47,724	47,724		(100.0%)
Academic Support-Summer	4,500	4,800	4,800	6.6%
Clerical-Full-time	22,264	22,263	22,709	1.9%
Other Salaries	8,500	10,640	10,000	17.6%
Medical Insurance	16,234	16,268	12,514	(22.9%)
Life Insurance	277	324	270	(2.5%)
Retirement Hlth Ins Emp Match	350	388	289	(17.4%)
Instructional Supplies	900	394	200	(77.7%)
Totals	119,249	115,493	85,282	(28.4%)
Adult Basic & Secondary Ed				
Faculty-Part-time	43,130	51,260		(100.0%)
Medical Insurance		1,458		0.0%
Life Insurance		19		0.0%
Retirement Hlth Ins Emp Match		46		0.0%
Totals	43,130	52,784		(100.0%)
Dean of Business, Tech & Natural Sci				
Administrative Staff- Full-Time	72,372	72,373	52,458	(27.5%)
Clerical-Full-time	27,687	27,687	27,958	0.9%
Clerical-Overtime		179		0.0%
Medical Insurance	15,752	15,996	13,803	(12.3%)
Life Insurance	396	461	379	(4.2%)
Retirement Hlth Ins Emp Match	500	520	402	(19.6%)
Office Supplies	1,000	1,704	1,000	0.0%
Instructional Supplies		41		0.0%
Publications and Dues	200	788	850	325.0%
Conference/Meeting Expense	1,500	621	1,500	0.0%
Other Conference & Meeting	1,000	919	1,000	0.0%
Totals	120,407	121,292	99,350	(17.4%)
Accounting				
Faculty-Full-time	80,855	82,684	82,914	2.5%
Faculty-Part-time	3,520	3,759	3,760	6.8%

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	2003-2004	2003-2004	2004-2005	Percent
<u>EDUCATION FUND</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budgeted</u> <u>Variance</u>
Faculty-Overload	22,116	25,555	21,000	(5.0%)
Faculty-Summer	9,600	7,359	9,600	0.0%
Medical Insurance	13,454	12,910	14,513	7.8%
Life Insurance	320	346	418	30.6%
Retirement Hlth Ins Emp Match	277	558	415	49.8%
Other Contractual Services	2,000		1,000	(50.0%)
Instructional Supplies	1,000	862	1,000	0.0%
Publications and Dues	600	463	500	(16.6%)
Totals	133,742	134,499	135,120	1.0%
Business				
Faculty-Full-time	70,140	71,099	71,950	2.5%
Faculty-Part-time	25,360	28,553	28,000	10.4%
Faculty-Temporary		62		0.0%
Faculty-Overload	12,102	14,792	12,500	3.2%
Faculty-Summer	9,000	8,168	9,000	0.0%
Medical Insurance	11,308	11,123	12,200	7.8%
Life Insurance	278	315	363	30.5%
Retirement Hlth Ins Emp Match	168	445	360	114.2%
Consultants		603	500	0.0%
Other Contractual Services	4,000			(100.0%)
Instructional Supplies	1,000	509	1,000	0.0%
Publications and Dues	100		200	100.0%
Totals	133,456	135,672	136,073	1.9%
Computer Information Systems				
Faculty-Full-time	124,624	125,871	129,288	3.7%
Faculty-Part-time	30,140	24,633	22,000	(27.0%)
Faculty-Temporary		137		0.0%
Faculty-Overload	13,150	21,282	14,500	10.2%
Faculty-Summer	10,800	6,799	10,000	(7.4%)
Medical Insurance	32,415	32,608	34,961	7.8%
Life Insurance	494	558	652	31.9%
Retirement Hlth Ins Emp Match	623	832	646	3.6%
Consultants		5,640		0.0%
Maintenance Services	10,000	7,934		(100.0%)
Other Contractual Services	14,000		4,000	(71.4%)
Instructional Supplies	6,000	3,996	6,000	0.0%
Computer Software		215		0.0%
Totals	242,246	230,510	222,047	(8.3%)
Office & Administrative Services				
Prof/Tech- Full-time	34,070	34,269	34,752	2.0%
Prof/Tech-Temporary	11,500	14,483	15,000	30.4%

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	2003-2004	2003-2004	2004-2005	Percent
<u>EDUCATION FUND</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budgeted</u> <u>Variance</u>
Faculty-Full-time	37,841	38,069	38,825	2.6%
Faculty-Part-time	500	426		(100.0%)
Faculty-Overload	10,000	13,098	13,500	35.0%
Faculty-Summer	4,000	5,400	5,400	35.0%
Medical Insurance	13,229	21,561	23,629	78.6%
Life Insurance	285	326	371	30.1%
Retirement Hlth Ins Emp Match	350	461	368	5.1%
Instructional Supplies	3,000	2,263	3,000	0.0%
Totals	114,775	130,362	134,845	17.4%
Electronics				
Faculty-Full-time	112,976	111,723	114,975	1.7%
Faculty-Overload	14,768	12,615	14,500	(1.8%)
Faculty-Summer	2,700	()	4,200	55.5%
Medical Insurance	21,326	23,058	27,070	26.9%
Life Insurance	420	481	579	37.8%
Retirement Hlth Ins Emp Match	407	604	575	41.2%
Instructional Supplies	10,000	8,403	10,000	0.0%
Conference/Meeting Expense		15		0.0%
Totals	162,597	156,901	171,899	5.7%
HVAC				
Faculty-Full-time	35,235	35,570	35,235	0.0%
Faculty-Part-time	7,040	5,740	6,000	(14.7%)
Faculty-Overload	6,738	2,158	2,500	(62.8%)
Faculty-Summer	2,100	2,100	1,800	(14.2%)
Medical Insurance	9,037	7,577	7,281	(19.4%)
Life Insurance	140	170	178	27.1%
Retirement Hlth Ins Emp Match	123	220	176	43.0%
Instructional Supplies	3,500	3,759	3,500	0.0%
Publications and Dues		75		0.0%
Totals	63,913	57,371	56,670	(11.3%)
Machine Tool				
Faculty-Full-time	51,863	53,683	20,386	(60.6%)
Faculty-Part-time			3,000	0.0%
Faculty-Overload	4,400	3,631		(100.0%)
Faculty-Summer				0.0%
Medical Insurance	9,525	11,627	5,561	(41.6%)
Life Insurance	205	263	103	(49.7%)
Retirement Hlth Ins Emp Match	116	323	102	(12.0%)
Instructional Supplies	3,500	3,327	3,500	0.0%

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<u>EDUCATION FUND</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	Percent Budgeted <u>Variance</u>
Totals	69,609	72,857	32,652	(53.0%)
Manufacturing Technology				
Faculty-Full-time	25,683	25,761	6,294	(75.4%)
Faculty-Part-time	3,300	2,088	10,000	203.0%
Faculty-Temporary		76		0.0%
Faculty-Overload	1,691	1,103		(100.0%)
Faculty-Summer	6,300	4,646	4,200	(33.3%)
Medical Insurance	4,669	5,963	1,396	(70.0%)
Life Insurance	102	143	32	(68.6%)
Retirement Hlth Ins Emp Match	37	179	31	(16.2%)
Instructional Supplies	2,000	557	2,000	0.0%
Totals	43,782	40,519	23,953	(45.2%)
Mechanical Design				
Faculty-Full-time	35,642	36,065	36,570	2.6%
Faculty-Temporary		65		0.0%
Faculty-Overload	5,376	2,358	3,500	(34.8%)
Faculty-Summer	2,100	579		(100.0%)
Medical Insurance	8,205	8,092	8,841	7.7%
Life Insurance	141	160	184	30.4%
Retirement Hlth Ins Emp Match	151	197	183	21.1%
Instructional Supplies	3,500	3,046	3,500	0.0%
Computer Software	6,000	5,811	7,000	16.6%
Totals	61,115	56,377	59,778	(2.1%)
CCS Contract Training				
Administrative Staff- Full-Time			12,106	0.0%
Prof/Tech- Part-time			12,813	0.0%
Clerical-Full-time			18,321	0.0%
Medical Insurance			5,615	0.0%
Life Insurance			136	0.0%
Retirement Hlth Ins Emp Match			152	0.0%
Consultants			100,000	0.0%
Other Contractual Services			20,000	0.0%
Office Supplies			2,500	0.0%
Instructional Supplies			20,000	0.0%
Publications and Dues			900	0.0%
Advertising			550	0.0%
Conference/Meeting Expense			1,000	0.0%
Totals			194,093	0.0%

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	2003-2004	2003-2004	2004-2005	Percent
<u>EDUCATION FUND</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budgeted</u> <u>Variance</u>
CCS Public Workshops				
Administrative Staff- Full-Time			12,106	0.0%
Prof/Tech- Part-time			10,852	0.0%
Clerical-Full-time			13,511	0.0%
Medical Insurance			9,497	0.0%
Life Insurance			116	0.0%
Retirement Hlth Ins Emp Match			128	0.0%
Consultants		303	100,000	0.0%
Other Contractual Services			20,000	0.0%
Office Supplies			1,500	0.0%
Instructional Supplies			20,000	0.0%
Publications and Dues			500	0.0%
Advertising		230	566	0.0%
Conference/Meeting Expense			1,000	0.0%
Totals		533	189,776	0.0%
Biology				
Prof/Tech- Full-time	16,722	15,654		(100.0%)
Faculty-Full-time	130,706	146,595		(100.0%)
Faculty-Part-time	16,500	16,229		(100.0%)
Faculty-Overload	20,302	17,981		(100.0%)
Faculty-Summer	17,400	15,450		(100.0%)
Medical Insurance	31,848	35,295		(99.9%)
Life Insurance	584	721		(100.0%)
Retirement Hlth Ins Emp Match	643	1,010		(100.0%)
Consultants		2,565		0.0%
Other Contractual Services	5,000	1,125		(100.0%)
Instructional Supplies	12,000	16,317		(100.0%)
Capital Supplies		3,548		0.0%
Totals	251,705	272,495		(99.9%)
Chemistry				
Prof/Tech- Full-time	16,722	17,788		(100.0%)
Faculty-Full-time	67,077	67,611		(100.0%)
Faculty-Part-time	8,140	8,795		(100.0%)
Faculty-Temporary		28		0.0%
Faculty-Overload	4,532	5,835		(100.0%)
Faculty-Summer	2,700	2,700		(100.0%)
Medical Insurance	15,692	16,564		(99.9%)
Life Insurance	332	388		(100.0%)
Retirement Hlth Ins Emp Match	335	502		(100.0%)
Maintenance Services	4,000	3,231		(100.0%)
Instructional Supplies	6,000	5,821		(100.0%)
Totals	125,530	129,269		(99.9%)

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<u>EDUCATION FUND</u>	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>Percent</u> <u>Budgeted</u> <u>Variance</u>
Mathematics				
Faculty-Full-time	124,133	127,621		(100.0%)
Faculty-Part-time	26,000	31,920		(100.0%)
Faculty-Temporary		1,206		0.0%
Faculty-Overload	12,034	4,121		(100.0%)
Faculty-Summer	5,000	7,520		(100.0%)
Medical Insurance	26,197	25,366		(99.9%)
Life Insurance	492	545		(100.0%)
Retirement Hlth Ins Emp Match	465	774		(100.0%)
Instructional Supplies	5,000	3,928		(100.0%)
Computer Software	1,500	2,683		(100.0%)
Totals	200,821	205,688		(99.9%)
Mathematics- Developmental				
Faculty-Full-time	99,518	120,916		(100.0%)
Faculty-Part-time	49,000	42,361		(100.0%)
Faculty-Temporary		231		0.0%
Faculty-Overload		8,425		0.0%
Faculty-Summer	4,000	4,200		(100.0%)
Medical Insurance	17,109	16,521		(99.9%)
Life Insurance	394	438		(100.0%)
Retirement Hlth Ins Emp Match	335	636		(100.0%)
Instructional Supplies		294		0.0%
Totals	170,356	194,026		(99.9%)
Physics				
Faculty-Full-time	68,553	58,108		(100.0%)
Faculty-Part-time	1,980	1,845		(100.0%)
Faculty-Overload	2,200	4,666		(100.0%)
Medical Insurance	8,570	6,677		(99.9%)
Life Insurance	271	238		(100.0%)
Retirement Hlth Ins Emp Match	290	299		(100.0%)
Instructional Supplies	2,000	2,070		(100.0%)
Totals	83,864	73,906		(99.9%)
Geology				
Faculty-Full-time	8,722	8,800		(100.0%)
Faculty-Overload		307		0.0%
Medical Insurance	1,252	1,219		(99.9%)
Life Insurance	35	38		(100.0%)
Retirement Hlth Ins Emp Match	4	45		(100.0%)
Totals	10,013	10,410		(99.9%)

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<u>EDUCATION FUND</u>	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>Percent</u> <u>Budgeted</u> <u>Variance</u>
Business Occupational				
Consultants	600			(100.0%)
Instructional Supplies	400			(100.0%)
Totals	1,000			(100.0%)
Technical Occupational-Corporate				
Faculty-Part-time	4,000	8,065		(100.0%)
Faculty-Overload	500	2,035		(100.0%)
Medical Insurance		292		0.0%
Life Insurance		8		0.0%
Retirement Hlth Ins Emp Match		10		0.0%
Consultants	500			(100.0%)
Instructional Supplies	3,000	(2,343)		(100.0%)
Conference/Meeting Expense	100			(100.0%)
Totals	8,100	8,067		(100.0%)
Health Occupational				
Faculty-Part-time	13,000	10,170		(100.0%)
Consultants		125		0.0%
Instructional Supplies	4,300	1,518		(100.0%)
Totals	17,300	11,813		(100.0%)
Technical Occupational-Community				
Faculty-Part-time	3,540	4,497		(100.0%)
Consultants	25,500	41,525		(100.0%)
Instructional Supplies	1,525	678		(100.0%)
Advertising	400	9		(100.0%)
Conference/Meeting Expense	100	139		(100.0%)
Totals	31,065	46,850		(100.0%)
Leisure				
Other Salaries	500	150		(100.0%)
Medical Insurance		62		0.0%
Life Insurance		1		0.0%
Retirement Hlth Ins Emp Match				0.0%
Consultants	6,800	16,762		(100.0%)
Instructional Supplies	200	985		(100.0%)
Advertising	350	12		(100.0%)
Conference/Meeting Expense	50			(100.0%)
Totals	7,900	17,974		(100.0%)

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<u>EDUCATION FUND</u>	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>Percent</u> <u>Budgeted</u> <u>Variance</u>
Tours & Events				
Consultants	1,000	100	see pg 17 ↓	(100.0%)
Office Supplies		45		0.0%
Other Supplies	200	308		(100.0%)
Advertising	200	327		(100.0%)
Conference/Meeting Expense	2,500	3,798		(100.0%)
Totals	3,900	4,579		(100.0%)
Senior Programs				
Consultants	800	1,050		(100.0%)
Instructional Supplies	100			(100.0%)
Advertising	300			(100.0%)
Conference/Meeting Expense	150			(100.0%)
Totals	1,350	1,050		(100.0%)
Youth Programs				
Other Salaries	500	4,649		(100.0%)
Medical Insurance		131		0.0%
Life Insurance				0.0%
Retirement Hlth Ins Emp Match		1		0.0%
Consultants	1,500	6,585		(100.0%)
Instructional Supplies	500	5,562		(100.0%)
Advertising	1,000	764		(100.0%)
Conference/Meeting Expense		1,985		0.0%
Totals	3,500	19,679		(100.0%)
Community Service Administration				
Administrative Staff- Full-Time	13,405	13,406		(100.0%)
Prof/Tech- Part-time	18,957	19,451		(100.0%)
Clerical-Full-time	23,239	23,238		(100.0%)
Medical Insurance	15,235	15,840		(99.9%)
Life Insurance	145	192		(100.0%)
Retirement Hlth Ins Emp Match	183	209		(100.0%)
Consultants	200			(100.0%)
Office Supplies	4,000	2,254		(100.0%)
Instructional Supplies	100	26		(100.0%)
Publications and Dues	175	50		(100.0%)
Advertising	250	100		(100.0%)
Conference/Meeting Expense	1,000	823		(100.0%)
Totals	76,889	75,591		(99.9%)

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<u>EDUCATION FUND</u>	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>Percent</u> <u>Budgeted</u> <u>Variance</u>
Concert/ Lecture Series				
Consultants	150	100		(100.0%)
Advertising	250			(100.0%)
Conference/Meeting Expense	175			(100.0%)
Totals	575	100		(100.0%)
Computers				
Other Salaries	2,200	1,523		(100.0%)
Consultants	5,800	4,474		(100.0%)
Maintenance Services	500			(100.0%)
Instructional Supplies	1,200	400		(100.0%)
Advertising	150	15		(100.0%)
Conference/Meeting Expense	100			(100.0%)
Totals	9,950	6,414		(100.0%)
Health & Personal Development				
Other Salaries	500	750		(100.0%)
Medical Insurance		360		0.0%
Life Insurance		1		0.0%
Retirement Hlth Ins Emp Match		3		0.0%
Consultants	4,500	3,536		(100.0%)
Instructional Supplies	500			(100.0%)
Advertising	500	237		(100.0%)
Totals	6,000	4,888		(100.0%)
Professional Development				
Other Salaries	4,400	2,225		(100.0%)
Consultants	5,400	7,125		(100.0%)
Instructional Supplies	1,000	1,338		(100.0%)
Advertising	200	130		(100.0%)
Conference/Meeting Expense	150	153		(100.0%)
Totals	11,150	10,973		(100.0%)
Polygraph Institute				
Other Salaries	7,000	30,200		(100.0%)
Medical Insurance		492		0.0%
Life Insurance		29		0.0%
Retirement Hlth Ins Emp Match		116		0.0%
Consultants	1,500	4,600		(100.0%)
Instructional Supplies	1,400	2,236		(100.0%)
Publications and Dues		125		0.0%
Advertising	300	375		(100.0%)

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<u>EDUCATION FUND</u>	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>Percent</u> <u>Budgeted</u> <u>Variance</u>
Conference/Meeting Expense	2,000	12,397		(100.0%)
Totals	12,200	50,572		(100.0%)
Corp Serv Professional Development				
Other Salaries	5,000	3,890		(100.0%)
Medical Insurance		405		0.0%
Life Insurance		1		0.0%
Retirement Hlth Ins Emp Match		10		0.0%
Consultants	110,000	38,205		(100.0%)
Instructional Supplies	6,000	4,723		(100.0%)
Conference/Meeting Expense	2,000	401		(100.0%)
Totals	123,000	47,637		(100.0%)
Corp Serv Computer Training				
Other Salaries	250	4,440		(100.0%)
Medical Insurance		382		0.0%
Life Insurance		8		0.0%
Retirement Hlth Ins Emp Match		18		0.0%
Consultants	250			(100.0%)
Maintenance Services	50			(100.0%)
Instructional Supplies	250	409		(100.0%)
Conference/Meeting Expense	200	16		(100.0%)
Totals	1,000	5,275		(100.0%)
Corporate Services Admin.				
Administrative Staff- Full-Time	42,361	35,393		(100.0%)
Prof/Tech- Part-time	22,038	22,038		(100.0%)
Medical Insurance	7,618	8,344		(99.9%)
Life Insurance	174	191		(100.0%)
Retirement Hlth Ins Emp Match	220	219		(100.0%)
Maintenance Services	300			(100.0%)
Other Contractual Services	1,200			(100.0%)
Office Supplies	2,500	3,576		(100.0%)
Publications and Dues	900	670		(100.0%)
Advertising	900	576		(100.0%)
Conference/Meeting Expense	3,800	3,077		(100.0%)
Totals	82,011	74,087		(99.9%)
Dean of Health Careers and Science				
Administrative Staff- Full-Time	67,200	67,680	70,444	4.8%
Clerical-Full-time	30,697	30,697	31,312	2.0%
Medical Insurance	21,783	25,301	27,848	27.8%

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	2003-2004	2003-2004	2004-2005	Percent
<u>EDUCATION FUND</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budgeted</u> <u>Variance</u>
Life Insurance	334	450	484	44.9%
Retirement Hlth Ins Emp Match	422	513	509	20.6%
Consultants	350	221	350	0.0%
Maintenance Services	600	536	600	0.0%
Office Supplies	3,450	2,426	3,450	0.0%
Instructional Supplies	200	229	1,200	500.0%
Publications and Dues	600	384	600	0.0%
Conference/Meeting Expense	1,500	1,680	2,000	33.3%
Totals	127,136	130,123	138,797	9.1%
Phlebotomy				
Faculty-Full-time	4,798	4,802	4,922	2.5%
Faculty-Overload	2,000	420	2,000	0.0%
Medical Insurance	659	567	711	7.7%
Life Insurance	19	18	25	31.5%
Retirement Hlth Ins Emp Match	2	23	25	1150.0%
Instructional Supplies	300	333	500	66.6%
Conference/Meeting Expense	300	145	300	0.0%
Totals	8,078	6,311	8,483	5.0%
Associate Degree Nursing				
Faculty-Full-time	203,053	149,842	192,162	(5.3%)
Faculty-Part-time			32,000	0.0%
Faculty-Temporary		884		0.0%
Faculty-Overload	6,500	3,873	4,000	(38.4%)
Clerical- Part-time	7,000	5,322	6,000	(14.2%)
Medical Insurance	48,378	35,182	45,223	(6.5%)
Life Insurance	804	688	968	20.3%
Retirement Hlth Ins Emp Match	1,015	795	961	(5.3%)
Consultants	11,200	16,025	11,200	0.0%
Maintenance Services	900	405	900	0.0%
Office Supplies		3		0.0%
Instructional Supplies	9,500	9,398	12,000	26.3%
Computer Software	5,000	5,069	5,000	0.0%
Publications and Dues	300	300	300	0.0%
Conference/Meeting Expense	300	368	300	0.0%
Totals	293,950	228,160	311,014	5.8%
Nurse Assistant				
Faculty-Part-time	17,000	27,008	18,500	8.8%
Other Salaries		150		0.0%
Consultants	1,800	1,665	1,800	0.0%
Instructional Supplies	600	946	600	0.0%

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<u>EDUCATION FUND</u>	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>Percent</u> <u>Budgeted</u> <u>Variance</u>
Totals	19,400	29,769	20,900	7.7%
Licensed Practical Nursing				
Faculty-Full-time	95,632	130,896	96,349	0.7%
Faculty-Part-time	5,500	425	4,000	(27.2%)
Faculty-Temporary		318		0.0%
Faculty-Overload	2,000	2,782	3,000	50.0%
Faculty-Summer	2,400	3,089	4,500	87.5%
Medical Insurance	19,504	18,035	13,924	(28.6%)
Life Insurance	379	566	486	28.2%
Retirement Hlth Ins Emp Match	478	660	482	0.8%
Consultants		1,030		0.0%
Maintenance Services	300		1,300	333.3%
Instructional Supplies	5,500	4,551	5,500	0.0%
Publications and Dues	200	200	200	0.0%
Conference/Meeting Expense	300		300	0.0%
Totals	132,193	162,556	130,041	(1.6%)
Radiologic Technology				
Prof/Tech- Part-time	21,000	25,225	21,000	0.0%
Faculty-Full-time	98,129	98,750	100,736	2.6%
Faculty-Part-time		497		0.0%
Faculty-Overload	28,325	23,755	29,000	2.3%
Faculty-Summer	13,900	7,801	7,800	(43.8%)
Medical Insurance	16,234	18,410	21,037	29.5%
Life Insurance	435	438	508	16.7%
Retirement Hlth Ins Emp Match	549	659	504	(8.1%)
Consultants	5,125	4,702	5,125	0.0%
Maintenance Services	5,300	6,721	6,930	30.7%
Instructional Service Contracts	600	1,500	1,500	150.0%
Office Supplies		111	620	0.0%
Instructional Supplies	4,600	5,062	4,000	(13.0%)
Publications and Dues	100		100	0.0%
Conference/Meeting Expense	8,000	10,118	8,050	0.6%
Totals	202,297	203,754	206,910	2.2%
Other Health Careers				
Prof/Tech- Full-time	36,613	36,419	37,148	1.4%
Faculty-Part-time	5,500	4,773	5,500	0.0%
Medical Insurance	12,266	12,672	13,924	13.5%
Life Insurance	145	173	187	28.9%
Retirement Hlth Ins Emp Match	183	191	186	1.6%
Instructional Supplies	400	694	400	0.0%
Conference/Meeting Expense		5		0.0%

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<u>EDUCATION FUND</u>	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>Percent</u> <u>Budgeted</u> <u>Variance</u>
Totals	55,107	54,929	57,345	4.0%
Paramedic Program				
Consultants	13,200	13,715	18,000	36.3%
Instructional Supplies	1,000	513	1,000	0.0%
Conference/Meeting Expense		403		0.0%
Instructional Equipment		1,210		0.0%
Totals	14,200	15,841	19,000	33.8%
Biology				
Prof/Tech- Full-time			15,968	0.0%
Faculty-Full-time			134,969	0.0%
Faculty-Part-time		see pg 17	29,000	0.0%
Faculty-Overload			18,000	0.0%
Faculty-Summer			24,000	0.0%
Medical Insurance			33,865	0.0%
Life Insurance			761	0.0%
Retirement Hlth Ins Emp Match			755	0.0%
Consultants			5,000	0.0%
Other Contractual Services			5,000	0.0%
Instructional Supplies			12,000	0.0%
Totals			279,318	0.0%
Chemistry				
Prof/Tech- Full-time			18,145	0.0%
Faculty-Full-time			68,789	0.0%
Faculty-Part-time		see pg 17	13,000	0.0%
Faculty-Overload			6,000	0.0%
Faculty-Summer			6,000	0.0%
Medical Insurance			17,347	0.0%
Life Insurance			438	0.0%
Retirement Hlth Ins Emp Match			435	0.0%
Maintenance Services			4,000	0.0%
Instructional Supplies			6,000	0.0%
Totals			140,154	0.0%
Physics				
Faculty-Full-time			53,564	0.0%
Faculty-Part-time		see pg 18	2,600	0.0%
Faculty-Overload			3,000	0.0%
Faculty-Summer			2,600	0.0%
Medical Insurance			7,113	0.0%
Life Insurance			275	0.0%

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<u>EDUCATION FUND</u>	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>Percent</u> <u>Budgeted</u> <u>Variance</u>
Retirement Hlth Ins Emp Match			273	0.0%
Instructional Supplies			2,000	0.0%
Totals			71,425	0.0%
Geology				
Faculty-Full-time			8,938	0.0%
Faculty-Overload			500	0.0%
Faculty-Summer			3,600	0.0%
Medical Insurance			1,351	0.0%
Life Insurance			45	0.0%
Retirement Hlth Ins Emp Match		3	45	0.0%
Totals		3	14,479	0.0%
Dean of Information Systems				
Administrative Staff- Full-Time	36,972	37,196	37,711	1.9%
Clerical-Full-time	27,687	27,687	28,240	1.9%
Medical Insurance	13,982	13,977	15,081	7.8%
Life Insurance	256	302	306	19.5%
Retirement Hlth Ins Emp Match	323	345	330	2.1%
Consultants	11,500			(100.0%)
Office Supplies	500	525	500	0.0%
Instructional Supplies	1,444	1,093	1,800	24.6%
Publications and Dues	1,597	902	1,675	4.8%
Conference/Meeting Expense	12,850	1,073	3,000	(76.6%)
Totals	107,111	83,104	88,643	(17.2%)
Learning Resource Center				
Administrative Staff- Full-Time	56,937	54,337	58,075	1.9%
Academic Support-Full-time	49,224	49,224	50,513	2.6%
Clerical-Full-time	22,248	22,248	22,693	2.0%
Clerical- Part-time	11,000	11,676	11,000	0.0%
Medical Insurance	25,766	25,704	28,150	9.2%
Life Insurance	509	568	641	25.9%
Retirement Hlth Ins Emp Match	642	657	657	2.3%
Consultants	1,000			(100.0%)
Maintenance Services		410	1,000	0.0%
Library Supplies	5,370	5,082	5,370	0.0%
Computer Software	6,529	2,954	6,529	0.0%
Books and Binding Costs	54,600	57,436	55,000	0.7%
Publications and Dues	44,111	42,600	45,207	2.4%
Other Materials and Supplies	9,767	9,372	10,007	2.4%
Capital Supplies		1,272		0.0%
Conference/Meeting Expense	1,800	3,063	2,000	11.1%

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<u>EDUCATION FUND</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	Percent Budgeted Variance
Totals	289,503	286,607	296,842	2.5%
Academic Computing				
Administrative Staff- Full-Time	23,400	26,000	50,388	115.3%
Prof/Tech- Full-time	97,614	58,073	139,319	42.7%
Student Wages		1,412		0.0%
Other Salaries	6,150		6,150	0.0%
Medical Insurance	22,743	18,127	37,977	66.9%
Life Insurance	479	361	956	99.5%
Retirement Hlth Ins Emp Match	605	420	949	56.8%
Maintenance Services	4,775	3,057	9,425	97.3%
Instructional Supplies	10,000	10,546	20,000	100.0%
Instructional Technology Materials			19,250	0.0%
Computer Software	61,600	46,789	61,600	0.0%
Conference/Meeting Expense	1,000	325	4,000	300.0%
Totals	228,366	165,113	350,014	53.2%
Instructional Technology Center				
Administrative Staff- Full-Time	26,000	25,999		(100.0%)
Prof/Tech- Full-time	68,463	68,455		(100.0%)
Medical Insurance	18,719	19,100		(99.9%)
Life Insurance	374	415		(100.0%)
Retirement Hlth Ins Emp Match	472	490		(100.0%)
Maintenance Services	3,000	4,382		(100.0%)
Instructional Technology Materials	15,300	16,306		(100.0%)
Capital Supplies		2,107		0.0%
Conference/Meeting Expense	1,000	1,170		(100.0%)
Totals	133,328	138,427		(99.9%)
Administrative Computing				
Administrative Staff- Full-Time	41,080	41,303	41,902	2.0%
Prof/Tech- Full-time	132,160	89,662	180,830	36.8%
Prof/Tech- Part-time		16,309		0.0%
Medical Insurance	30,699	20,888	36,941	20.3%
Life Insurance	686	576	1,123	63.7%
Retirement Hlth Ins Emp Match	866	663	1,114	28.6%
Consultants	43,000	18,952	43,000	0.0%
Maintenance Services	66,222	66,213	86,990	31.3%
Office Supplies	12,000	12,071	13,075	8.9%
Computer Software	190,319	186,175	194,820	2.3%
Publications and Dues	250	250	250	0.0%
Conference/Meeting Expense	2,700	2,040	4,000	48.1%
Totals	519,982	455,108	604,045	16.1%

combined
with
"Academic
Computing"
(above)

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	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	Percent Budgeted <u>Variance</u>
<u>EDUCATION FUND</u>				
Dean of Student Services				
Administrative Staff- Full-Time	80,338	80,335	55,542	(30.8%)
Clerical-Full-time	32,194	32,194	32,838	2.0%
Medical Insurance	21,590	22,152	27,848	28.9%
Life Insurance	446	536	415	(6.9%)
Retirement Hlth Ins Emp Match	563	608	442	(21.4%)
Office Supplies	1,500	1,301	1,500	0.0%
Publications and Dues	800	951	800	0.0%
Conference/Meeting Expense	2,500	3,815	2,500	0.0%
Totals	139,931	141,895	121,885	(12.8%)
Other Student Services				
Administrative Staff- Full-Time	20,805	27,376	49,701	138.8%
Prof/Tech- Full-time	34,143	35,416	34,826	2.0%
Prof/Tech- Part-time			7,750	0.0%
Clerical- Part-time	12,500	11,394	12,700	1.6%
Medical Insurance	10,125	12,393	17,372	71.5%
Life Insurance	218	296	426	95.4%
Retirement Hlth Ins Emp Match	275	350	423	53.8%
Other Supplies	3,000	1,913	2,100	(30.0%)
Publications and Dues	300	560	500	66.6%
Conference/Meeting Expense	1,100	1,432	1,100	0.0%
Totals	82,466	91,132	126,898	53.8%
Special Needs- ADA				
Prof/Tech- Full-time	20,061	20,062	20,462	1.9%
Other Salaries	7,000	9,163	7,000	0.0%
Medical Insurance	4,531	4,786	4,888	7.8%
Life Insurance	79	96	103	30.3%
Retirement Hlth Ins Emp Match	100	107	102	2.0%
Other Contractual Services	4,000		4,000	0.0%
Instructional Supplies	1,750	2,209	1,750	0.0%
Conference/Meeting Expense	750		750	0.0%
Totals	38,271	36,425	39,055	2.0%
Commencement				
Other Salaries		24		0.0%
Consultants	200	149	200	0.0%
Other Supplies	10,000	8,421	11,000	10.0%
Totals	10,200	8,595	11,200	9.8%

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	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	Percent Budgeted <u>Variance</u>
<u>EDUCATION FUND</u>				
Student Recruitment				
Other Contractual Services	21,250	5,460		(100.0%)
Other Supplies	6,000	5,964	7,850	30.8%
Conference/Meeting Expense	200	198	500	150.0%
Totals	27,450	11,623	8,350	(69.5%)
Student Health Services				
Other Supplies	600			(100.0%)
Totals	600			(100.0%)
Admissions, Records & Placement				
Administrative Staff- Full-Time	50,385	50,473	29,202	(42.0%)
Prof/Tech- Full-time	31,751	31,751	32,386	1.9%
Clerical-Full-time	59,115	58,509	60,802	2.8%
Clerical-Overtime	1,250	175	750	(40.0%)
Clerical- Part-time	15,800	17,673	17,200	8.8%
Medical Insurance	44,736	51,219	50,250	12.3%
Life Insurance	559	659	560	0.1%
Retirement Hlth Ins Emp Match	706	717	612	(13.3%)
Office Supplies	10,000	8,616	10,000	0.0%
Other Supplies		164		0.0%
Publications and Dues	1,114	378	1,000	(10.2%)
Conference/Meeting Expense	1,200	998	2,000	66.6%
Totals	216,616	221,337	204,762	(5.4%)
Financial Aid & Veterans Affairs				
Administrative Staff- Full-Time	44,007	44,219	45,104	2.4%
Clerical-Full-time	76,690	76,691	78,224	2.0%
Clerical-Overtime	3,500	3,462	3,500	0.0%
Medical Insurance	32,358	40,081	45,362	40.1%
Life Insurance	495	559	548	10.7%
Retirement Hlth Ins Emp Match	625	633	617	(1.2%)
Maintenance Services	400	349	400	0.0%
Office Supplies	4,000	4,416	4,000	0.0%
Publications and Dues	1,000	938	1,000	0.0%
Conference/Meeting Expense	4,100	3,672	4,100	0.0%
Totals	167,175	175,022	182,855	9.3%
Counseling				
Administrative Staff- Full-Time			29,202	0.0%
Prof/Tech- Part-time	12,000	14,003	12,000	0.0%
Academic Support-Full-time	157,587	156,152	161,668	2.5%

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	2003-2004	2003-2004	2004-2005	Percent
<u>EDUCATION FUND</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budgeted</u> <u>Variance</u>
Academic Support-Overload	8,354	8,355	3,779	(54.7%)
Academic Support-Summer	31,517	31,361	32,333	2.5%
Clerical-Full-time	25,589	25,589	26,101	2.0%
Clerical-Temporary		120		0.0%
Other Salaries	6,000	4,943	4,500	(25.0%)
Medical Insurance	48,392	47,686	61,916	27.9%
Life Insurance	725	782	993	36.9%
Retirement Hlth Ins Emp Match	912	1,113	1,010	10.7%
Maintenance Services	700	540	700	0.0%
Office Supplies	3,000	5,101	3,000	0.0%
Instructional Supplies	7,000	4,565	7,000	0.0%
Computer Software			6,150	0.0%
Publications and Dues	500	580	500	0.0%
Conference/Meeting Expense	3,000	2,895	3,000	0.0%
Totals	305,276	303,789	353,852	15.9%
VP- College Services				
Administrative Staff- Full-Time	71,620	71,621	77,410	8.0%
Clerical-Full-time	34,463	27,516	18,455	(46.4%)
Medical Insurance	12,063	11,469	10,670	(11.5%)
Life Insurance	420	489	466	10.9%
Retirement Hlth Ins Emp Match	530	569	479	(9.6%)
Office Supplies	1,500	1,256	1,500	0.0%
Publications and Dues	780	720	750	(3.8%)
Conference/Meeting Expense	2,500	1,940	2,500	0.0%
Totals	123,876	115,582	112,230	(9.4%)
Education Fund				
State on behalf SURS Expense	496,000		560,000	12.9%
Totals	496,000		560,000	12.9%
Other Institutional				
Administrative Staff- Full-Time			28,000	0.0%
Clerical-Full-time			19,000	0.0%
Medical Insurance	(50,588)	102,524	(50,000)	(1.1%)
Tuition Reimbursement	4,000	7,181	4,000	0.0%
Other Employee Benefits		(2,608)		0.0%
Maintenance Services	1,000	709	1,000	0.0%
Office Supplies		669	1,000	0.0%
Postage	75,000	69,068	75,000	0.0%
Publications and Dues	6,500	6,570	7,000	7.6%
Conference/Meeting Expense		130		0.0%
Recruitment	32,500	29,001	30,000	(7.6%)
Financial Charges & Adjustments	20,000	60,127	20,000	0.0%

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<u>EDUCATION FUND</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	Percent Budgeted Variance
Tuition Bad Debt		8,693	5,000	0.0%
Totals	88,412	282,067	140,000	58.3%
Waivers				
SVCC Waivers	30,000	32,116	35,000	16.6%
Adult Basic & Sec. Ed. Waivers	200,000	158,215	200,000	0.0%
Other State Mandated Waivers	1,000	1,688	2,000	100.0%
Senior Citizens	15,000	16,052	16,000	6.6%
Academic Achievement	55,000	72,381	65,000	18.1%
Activity Achievement	21,000	17,396	20,000	(4.7%)
Athletic Achievement	130,000	127,101	130,000	0.0%
Totals	452,000	424,952	468,000	3.5%
Business Office				
Administrative Staff- Full-Time	55,404	54,236	56,717	2.3%
Clerical-Full-time	87,230	87,031	88,975	2.0%
Clerical-Overtime	500	383	750	50.0%
Clerical- Part-time	9,500	9,595	10,000	5.2%
Medical Insurance	44,682	44,426	48,885	9.4%
Life Insurance	565	651	651	15.2%
Retirement Hlth Ins Emp Match	713	729	728	2.1%
Consultants	11,000	15,118	13,000	18.1%
Maintenance Services	2,000	21,575	13,500	575.0%
Office Supplies	6,000	5,349	6,500	8.3%
Computer Software		21,560		0.0%
Publications and Dues	450	464	500	11.1%
Conference/Meeting Expense	850	776	1,500	76.4%
Financial Charges & Adjustments		5		0.0%
Totals	218,894	261,902	241,706	10.4%
Tuition Chargeback				
Tuition Chargeback	45,000	55,220	45,000	0.0%
Totals	45,000	55,220	45,000	0.0%
Personnel Office				
Administrative Staff- Full-Time	53,612	53,610	54,684	1.9%
Medical Insurance	11,749	9,750	10,401	(11.4%)
Life Insurance	212	257	276	30.1%
Retirement Hlth Ins Emp Match	268	294	273	1.8%
Office Supplies	600	703	650	8.3%
Publications and Dues	800	948	800	0.0%
Conference/Meeting Expense	1,000	808	1,500	50.0%

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<u>EDUCATION FUND</u>	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>Percent</u> <u>Budgeted</u> <u>Variance</u>
Other Conference & Meeting	4,200	2,941	4,200	0.0%
Totals	72,441	69,314	72,784	0.4%
Dean of Adult Education				
Administrative Staff- Full-Time			70,646	0.0%
Medical Insurance		<i>new</i>	13,924	0.0%
Life Insurance			356	0.0%
Retirement Hlth Ins Emp Match			353	0.0%
Office Supplies			300	0.0%
Conference/Meeting Expense			1,000	0.0%
Totals			86,579	0.0%
Adult Basic & Secondary Ed				
Faculty-Part-time		<i>see</i>	63,000	0.0%
Medical Insurance		<i>pg 13</i>	83	0.0%
Life Insurance			2	0.0%
Retirement Hlth Ins Emp Match			2	0.0%
Totals		87	63,000	0.0%
Information Center				
Clerical-Full-time			82,098	0.0%
Clerical-Overtime			1,100	0.0%
Clerical- Part-time		<i>see</i>	10,500	0.0%
Medical Insurance		<i>pg 5</i>	24,107	0.0%
Life Insurance			321	0.0%
Retirement Hlth Ins Emp Match			391	0.0%
Maintenance Services			10,275	0.0%
Office Supplies			3,000	0.0%
Instructional Supplies			300	0.0%
Other Supplies			2,000	0.0%
Totals			134,092	0.0%
Phi Theta Kappa				
Faculty-Overload		200		0.0%
Medical Insurance		28		0.0%
Life Insurance		1		0.0%
Retirement Hlth Ins Emp Match		1		0.0%
Office Supplies	500	463		(100.0%)
Other Supplies		265	750	0.0%
Conference/Meeting Expense	4,000	3,753	4,000	0.0%

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<u>EDUCATION FUND</u>	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	Percent Budgeted <u>Variance</u>
Totals	4,500	4,713	4,750	5.5%
Total Expenditure	10,083,130	9,455,607	10,253,518	1.6%

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	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	Percent Budgeted <u>Variance</u>
<u>EDUCATION FUND</u>				
Education Fund				
Transfers to Other Funds	47,500		85,000	78.9%
Transfers From Other Funds	(189,000)	(175,363)	(133,500)	(29.3%)
Totals	(141,500)	(175,363)	(48,500)	(65.7%)
Total Transfer	(141,500)	(175,363)	(48,500)	(65.7%)

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<u>OPERATIONS & MAINTENANCE FUND</u>	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>Percent</u> <u>Budgeted</u> <u>Variance</u>
Operations & Maintenance:				
Local Taxes	384,123	382,891	387,000	0.7%
ICCB Credit Hour Grants	181,966	184,252	172,655	(5.1%)
ICCB Equalization Grants	187,826	187,828	126,779	(32.5%)
Other ICCB Grants	35,840	35,926	37,040	3.3%
CPPRT	27,000	27,353	24,000	(11.1%)
Resident Tuition	326,000	315,670	345,000	5.8%
Out of District Tuition	2,000	1,919	2,000	0.0%
Out State Tuition	500	170	500	0.0%
Other Sales & Service	6,500	6,812	4,000	(38.4%)
Facilities Revenue	4,000	2,531	2,000	(50.0%)
Investment Revenue	2,000	50	200	(90.0%)
Other Revenues	500	357		(100.0%)
State on behalf SURS Revenue	37,000		42,000	13.5%
Totals	1,195,255	1,145,765	1,143,174	(4.3%)
Total Revenue	1,195,255	1,145,765	1,143,174	(4.3%)

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	2003-2004	2003-2004	2004-2005	Percent
<u>OPERATIONS & MAINTENANCE FUND</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budgeted</u> <u>Variance</u>
Other Employee Benefits	see pg 37	(205)		0.0%
State on behalf SURS Expense	*		42,000	0.0%
Totals		(205)	42,000	0.0%
Maintenance				
Prof/Tech- Full-time	33,324	33,323	33,555	0.6%
Custodial/Maintenance-Full-time	104,125	105,117	106,207	1.9%
Custodial/Maintenance-Overtime	2,000	786	2,000	0.0%
Medical Insurance	33,878	38,049	38,636	14.0%
Life Insurance	544	637	704	29.4%
Retirement Hlth Ins Emp Match	687	778	699	1.7%
Maintenance Services	55,000	66,606	95,000	72.7%
Maintenance Supplies	45,000	34,104	40,000	(11.1%)
Conference/Meeting Expense	1,200	302	800	(33.3%)
Totals	275,758	279,706	317,601	15.1%
Custodial				
Custodial/Maintenance-Full-time	149,702	154,576	149,098	(0.4%)
Custodial/Maintenance-Overtime	2,000	166	1,000	(50.0%)
Custodial/Maintenance- Part-time	35,000	33,500	35,000	0.0%
Medical Insurance	55,185	65,890	68,597	24.3%
Life Insurance	593	740	751	26.6%
Retirement Hlth Ins Emp Match	749	821	745	(0.5%)
Maintenance Services	3,500	2,904	3,500	0.0%
Maintenance Supplies	52,000	54,625	22,000	(57.6%)
Conference/Meeting Expense	500	165	500	0.0%
Totals	299,229	313,392	281,191	(6.0%)
Grounds				
Custodial/Maintenance-Full-time	44,867	44,867	45,765	2.0%
Custodial/Maintenance-Overtime	5,000	603	1,000	(80.0%)
Custodial/Maintenance- Part-time	12,000	10,809	12,000	0.0%
Medical Insurance	15,707	15,742	17,514	11.4%
Life Insurance	178	201	231	29.7%
Retirement Hlth Ins Emp Match	224	238	229	2.2%
Maintenance Services	10,000	13,848	15,000	50.0%
Maintenance Supplies	20,000	18,472	20,000	0.0%
Vehicle Supplies	1,000	161	500	(50.0%)
Publications and Dues	100		300	200.0%
Conference/Meeting Expense	300	228	300	0.0%
Rental- Equipment	1,000			(100.0%)
Totals	110,376	105,173	112,839	2.2%

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COMPARATIVE OPERATING BUDGET

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<u>OPERATIONS & MAINTENANCE FUND</u>	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>Percent</u> <u>Budgeted</u> <u>Variance</u>
Utilities				
Gas	145,000	162,713	140,000	(3.4%)
Electricity	140,000	130,585	130,000	(7.1%)
Water, Sewer			5,000	0.0%
Telephone	91,200	88,171	70,000	(23.2%)
Refuse Disposal	5,000	4,436	5,000	0.0%
Other Utilities	5,500	5,373	5,500	0.0%
Totals	386,700	391,281	355,500	(8.0%)
Building and Grounds Administration				
Administrative Staff- Full-Time	44,390	44,388	37,750	(14.9%)
Clerical-Full-time	29,442	29,443	30,031	2.0%
Medical Insurance	6,723	15,624	17,443	159.4%
Life Insurance	292	428	287	(1.7%)
Retirement Hlth Ins Emp Match	369	491	313	(15.1%)
State on behalf SURS Expense	* 37,000			(100.0%)
Consultants	1,000	395	1,000	0.0%
Office Supplies	2,000	1,818	2,000	0.0%
Other Supplies		59		0.0%
Publications and Dues	700	843	800	14.2%
Other Materials and Supplies	500	885	1,000	100.0%
Conference/Meeting Expense	1,500	1,009	1,000	(33.3%)
Lease Installment Payments		3,757		0.0%
Property & Casualty Insurance	54,362	55,411	40,000	(26.4%)
Site Improvements	10,000	12,843	10,000	0.0%
Building Remodeling	5,000	15,997	5,000	0.0%
Totals	193,278	183,396	146,624	(24.1%)
Total Expenditure	1,265,343	1,272,744	1,255,755	(0.7%)

budget
08/05/2004

SAUK VALLEY COMMUNITY COLLEGE
COMPARATIVE OPERATING BUDGET

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<u>OPERATIONS & MAINTENANCE FUND</u>	<u>2003-2004</u> <u>Budget</u>	<u>2003-2004</u> <u>Actual</u>	<u>2004-2005</u> <u>Budget</u>	<u>Percent</u> <u>Budgeted</u> <u>Variance</u>
Operations & Maintenance				
Transfers From Other Funds	(70,500)	(24,139)	(113,500)	60.9%
Totals	(70,500)	(24,139)	(113,500)	60.9%
Total Transfer	(70,500)	(24,139)	(113,500)	60.9%

For Board Meeting of
August 23, 2004

Agenda Item F-3

BOOKSTORE AND CAFETERIA FINANCIAL REPORTS

Attached are financial reports for the Bookstore and Cafeteria.

RECOMMENDATION: Information only.

Sauk Valley Community College
Bookstore Revenue History
SVCC (through FY 2000), Wallace's (FY 2001), and Follett (since FY 2002)

<u>Fiscal Year</u>	<u>SVCC Sales</u>	<u>Contractor Sales</u>	<u>Net Gain/ (Loss)</u>	<u>SVCC Commission</u>	<u>% of Sales</u>	<u>Transfers Out</u>
2004	na	1,125,607	na	92,122	na	62,000
2003	na	1,072,883	na	11,509	na	76,229
2002	na	988,040	na	79,584	na	51,860
2001	na	815,867	na	1,387	na	314,121
2000	882,422		-42,285		-5%	12,000
1999	854,266		66,851		8%	0
1998	787,523		37,821		5%	15,372
1997	763,582		93,646		12%	49,686
1996	735,683		149,701		20%	50,000
1995	690,644		76,136		11%	0
1994	720,030		82,660		11%	0
1993	768,691		89,546		12%	0
1992	706,986		74,831		11%	243,860
1991	667,021		76,504		11%	27,000
1990	568,064		69,218		12%	200,000

Fund Balance at 6/30/04: \$189,381

2001 commisssion is after writeoff of \$98,143 Wallace's loss.

2003 commission is after writeoff of \$70,000 Wallace's loss.

Contractor Sales year goes through 5/31 (11 months in 2001)

The commission rate is:

- 8.1% of gross revenue up to \$750,000, plus
- 8.6% of gross revenue between \$750,000 and \$1,000,000, plus
- 9.1% of gross revenue over \$1,000,000

The annual guaranteed minimum commission is:

- \$65,000 in FY 2002 and FY 2003
- \$70,000 in FY 2004 and FY 2005
- \$75,000 in FY 2006

Sauk Valley Community College
Cafeteria Revenue History
Consolidated Management Co. (CM Co.)

Fiscal Year	Contractor Sales	Contractor Gain/(Loss)	% of Sales	SVCC Commission
2004	235,473	3,554	1.5%	7,653
2003	226,573	3,721	1.6%	8,229
2002	211,298	4,564	2.2%	8,933
2001	194,919	6,641	3.4%	7,403
2000	184,315	9,336	5.1%	7,176
1999	179,704	7,733	4.3%	7,612

The commission rate is:

for FY 2005: flat 3% of net sales

for FY 2003 and FY 2004:

3% of net sales up to \$150,000, plus

4% of net sales between \$150,000 and \$180,000, plus

5% of net sales over \$180,000

for FY 1998 through FY 2002:

4% of net sales up to \$150,000, plus

5% of net sales between \$150,000 and \$180,000, plus

6% of net sales over \$180,000

For Board Meeting of
August 23, 2004

Agenda Item I

FULL-TIME SVCC FACULTY ASSOCIATION CONTRACT

Following Closed Session discussion, appropriate action may be taken on the Full-time SVCC Faculty Association Contract.

RECOMMENDATION: Appropriate action.