SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA
Third Floor Board Room
January 24, 2005
7:00 p.m.

A. Call to Order

B. Roll Call

C. Communications from Visitors

D. Consent Agenda

1. Approval of Minutes
2. Treasurer's Report
3. Bills Payable
4. Payrolls — December 22, 2004 $226,618.77; January 15, 2005 $203,145.35
5. Budget Report
6. Faculty Seniority List
7. Board Policy 601.01 Rights and Responsibilities of Students (Second Reading)

E. President's Report

1. Board Policies Review – 301.01; 302.01; 302.02; 303.01; 304.01; 305.01
2. Enrollment Update

F. Financial Reports and Actions

1. Financial Projections
2. Tuition Increase Recommendation
3. Amended Roadway Easement Agreement

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

H. Closed Session Minutes

1. Closed Session Minutes of December 20, 2004
2. Closed Session Minutes Review

I. Personnel

1. Faculty Resignation – Deborah Okey
2. Part-time Faculty – Spring 2005

J. Other

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	**ICCTA Monthly Meetings**
February 28, 2005	**February 10-11, 2005** **Crowne Plaza Hotel, Springfield**
March 28, 2005	**March 11, 2005** **Hilton Hotel, Lisle/Naperville**
April 25, 2005	**TBA** **Springfield**
May 23, 2005	**May 3-4, 2005 Lobby Day** **Springfield**
June 27, 2005	**TBA** **Chicago**

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES
January 24, 2005

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on January 24, 2005 in the third floor Board Room at Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

Call to Order:	Vice Chair Andersen called the meeting to order at 7:00 p.m. and the following members answered roll call: Edward Andersen — Ed Cox William Simpson — Nancy Varga Pennie von Bergen Wessels Student Trustee Carri Anderson
SVCC Staff:	President Richard L. Behrendt Attorney Ole Bly Pace III Vice President Ruth Bittner Vice President Joan Kerber Dean of Student Services Pam Clodfelter Dean of Arts, Social Sciences, Math, and Physical Education Patrick Kennedy Dean of Business, Technology, and Workforce Development Linley White Dean of Health and Sciences Janet Lynch Dean of Information Services Alan Pfeifer Director of Athletics Russ Damhoff Business Manager Paula Meyer SVCC Faculty Association Representative Terry Lyn Funston Administrative Assistant to the Board Nancy Breed
Absent:	Robert Thompson
Consent Agenda:	It was moved by Member Varga and seconded by Member Cox that the Board approve the Consent Agenda, with Item D-7, Board Policy 601.01 Rights and Responsibilities of Students (Second Reading) removed. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye. After discussion on Agenda Item D-7, it was moved by Member von Bergen Wessels and seconded by Member Simpson to approve the second reading Board Policy 601.01 as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

President's Report:

Dr. Behrendt presented a report showing the history of profits received by the Booster Club for the College athletic programs from the Antiques Fair over the past 17 years and stated that this year the College Booster Club made $1,900 in profits from the Show. He also stated that enrollment for Spring 2005 was currently down 1.2% in credit hours.

Financial Projections:

Vice President Bittner then summarized the Financial Projections information in the Board packet and stated that the College had received information earlier in the afternoon indicating that the Illinois Community College Board would be recommending a 3.8% reduction in funding to the State for Sauk Valley Community College for the 2005-06 fiscal year. This will result in a $108,094 reduction in operating funds. In addition, the College has been informed that ICCB is requesting a reduction in restricted grant funds by $44,324.

Vice President Bittner presented a graph showing the change in the funding formula for the College over the past 10 years and stated that the original intent of the State of Illinois to fund community colleges was an even 1/3 split or 33% among State funds, property tax, and tuition. With the State currently funding approximately 28% and property tax 30% of the total revenue, the College is forced to raise tuition to meet normal operating expenses and maintain a fund balance of approximately $700,000. All colleges within Sauk's peer group are proposing increases in tuition, and based on information received, Sauk's proposed tuition increase would be in line with the other colleges.

Member von Bergen Wessels requested additional information on the total costs of salaries, health insurance, other benefits and operating expenses for the past 10 years to compare expenditures to revenues. Member Cox and Member von Bergen Wessels asked Dr. Behrendt if the College had any projects and/or expenditures that could be cut for the 2005-06 fiscal year. Dr. Behrendt stated that the College has no major projects or additional expenditures to cut. Member Cox reminded the Board that any cuts in expenditures can result in a deterioration of the quality of education offered by the College.

Tuition Increase:

It was moved by Member Simpson and seconded Member Varga to approve an increase in the tuition and fees rate of $8 per credit hour beginning with the Summer 2005 semester. After discussion, it was moved by Member von Bergen Wessels to amend the original motion to approve an increase in the tuition and fees rate to $6 per credit hour beginning with the Summer 2005 semester.

Motion died for lack of support. The Board then voted on the original motion to increase tuition and fees rate to $8 per credit hour beginning with the Summer 2005 semester. In a roll call vote, the following was recorded: aye – Members Andersen, Cox, Simpson, Varga; nay – Member von Bergen Wessels. Motion carried. Student Trustee Anderson Advisory vote: aye.

Amended Roadway Easement:

It was moved by Member Varga and seconded by Member Cox to approve the amended easement agreement granting additional parking spaces for student housing residents. In a roll call vote, the following was recorded: aye – Members Andersen, Cox, Simpson, Varga; nay – Member von Bergen Wessels. Motion carried. Student Trustee Anderson Advisory vote: aye.

Closed Session:

At 7:47 p.m., it was moved by Member Varga and seconded by Member Cox that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College, including hearing testimony on a complaint lodged against an employee to determine its validity, closed session minutes review, and closed session minutes consideration. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Regular Session:

The Board returned to regular session at 8:20 p.m.

Closed Session Minutes:

It was moved by Member Varga and seconded by Member von Bergen Wessels to approve the minutes of the December 20, 2004, closed session meeting. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson Advisory vote: aye.

Closed Session Minutes Review:

It was moved by Member Andersen and seconded by Member Varga that all closed session minutes and portions of closed session minutes which are currently closed, remain closed. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Faculty Resignation:

It was moved by Member Simpson and seconded by Member von Bergen Wessels to approve the resignation of Ms. Deborah Okey, effective May 19, 2005. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Part-Time Faculty Spring 2005:

It was moved by Member von Bergen Wessels and seconded by Member Simpson to approve the additional part-time instructors for the Spring 2005 semester as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Reports:

Student Trustee: Student Trustee Anderson informed the Board of upcoming events including the Student Activities Fair on January 26, 2005; Spirit Week to be held February 21-25, 2005; Banner Night on February 24, 2005; and auditions for the Spring theater performance on February 16-17, 2005.

ICCTA Representative: No report.

Foundation Liaison: No report.

Board Chair: Vice Chair Andersen discussed possible dates for a Board retreat in March. It was the consensus of the Board to hold the Board retreat on March 3, 2005 from 8:00 a.m. to noon in the Board room of the College.

Board Member Comments: None.

Adjournment:

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

The meeting adjourned at 8:29 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on February 28, 2005 in the Board Room.

Respectfully submitted,

Nancy Varga

Nancy Varga, Secretary

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

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS	INTEREST RATE	AMOUNT
General Account - Sterling Federal Bank	1.53	$121,078.94
Illinois Funds - Firstar Bank, Springfield	1.90	1,228,066.11
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS		1,349,145.05
MONEY MARKET		
ABN-AMRO Investment Services, Inc.	1.46	945,190.63
TOTAL CHECKING ACCOUNTS		$2,294,335.68

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY
PRESIDENT
SECRETARY
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
US Bank, Sterling	02-27-05	1.88	1,000,000
Union Bank, Tampico	03-28-05	1.79	1,000,000
Sterling Federal Bank	08-04-05	2.48	1,000,000
Sterling Federal Bank	08-04-05	2.48	1,000,000
SUBTOTAL INVESTMENTS			7,000,000

BOND INVESTMENTS - Liability, Protection & Settlement		YIELD	PRICE
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 Mgt 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			$5,112,856.90

TOTAL INVESTMENTS	$12,112,856.90

Sauk Valley Community College
Board of Trustees
January 24, 2005

Summary of Bills Payable	Amount
General Operating Funds	$ 426,590.63

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY Edward O'Neal

PRESIDENT

Nancy J. Varga

SECRETARY

DATE 1/24/05

REPORT SVRCHKR
FISCAL YEAR 2005

Sauk Valley Community College
Check Register
From 12/16/04 To 01/24/05

RUN DATE: 01/13/05
TIME: 9:59 AM
PAGE: 1

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Sauk Valley Community College	01		Petty Cash	Petty Cash for Intern Drawer	300.00
Blackbaud	01		Foundation Expense	Raiser's Edge Maintenance 2/14/05-2/13/06	1,612.80
Consolidated Management Co	01		Foundation Expense	Prospective Director's Meeting	57.50
Consolidated Management Co	01		Foundation Expense	Single Parents Reception	75.00
Consolidated Management Co	01		Foundation Expense	12/14 Breakfast Meeting	137.50
Delta Systems Co, Inc	01		Foundation Expense	Books	421.69
Lyons, Calvin W.	01		Foundation Expense	Supplies for Groundbreaking	57.18
Thomson Learning	01		Foundation Expense	World Link Books	109.73
Fifth Third Bank	01		Due from Computer Purchase Plan	Books	1,426.95
State Universities Retirement	01		SURS Payable		25,190.69
Select Employees Credit Union	01		Credit Union Payable		11,410.32
SVCC Faculty Association	01		Faculty Association Payable		1,059.99
Minnesota Child Support Paymen	01		Wage Garnishment Payable		316.80
State Disbursement Unit	01		Wage Garnishment Payable		162.50
Community Health Charities of	01		United Way Payable		24.00
United Way of Lee County	01		United Way Payable		30.00
United Way of Sterling-Rock Fa	01		United Way Payable		33.46
Illinois Mutual	01		Optional Disability Insurance		3.89
SVCC Foundation	01		Foundation Payable		99.50
American Express Financial Adv	01		American Express		420.00
Equitable Life Assurance	01		Equitable		250.00
Franklin Financial Services Co	01		Franklin Life		297.50
New York Life Insurance & Annu	01		New York Life		300.00
Fidelity Investments	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	60.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00

Sauk Valley Community College
Check Register
From 12/16/04 To 01/24/05

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Adams, Thomas J.	01		Accounts Payable	PELL Gt	525.00
Alimoski, Mendim	01		Accounts Payable	PELL Gt	2,000.00
Anderson, Kaci D.	01		Accounts Payable	Fndtn Gt	250.00
Baker, Jessica L.	01		Accounts Payable	Stafford Loan	1,697.50
Balsley, Ryan	01		Accounts Payable	Stafford Ln	1,261.00
Bantrup, Christopher	01		Accounts Payable	Online Refund	198.00
Barnett, Kimberly S.	01		Accounts Payable	Stdnt Support	460.00
Berry, Shawn R.	01		Accounts Payable	Athletic Schol	382.00
Beveroth, Nicole L.	01		Accounts Payable	Online Refund	198.00
Bohms, Erin M.	01		Accounts Payable	Athl Schol	250.00
Borgmann, Wendy J.	01		Accounts Payable	Online Refund	198.00
Bramm, Valerie M.	01		Accounts Payable	Online Refund	274.00
Brooks, Redric W.	01		Accounts Payable	PELL Bal	365.00
Bubrick, Jennifer C.	01		Accounts Payable	Online Refund	198.00
Bulfer, Jeanette	01		Accounts Payable	MAP- Additl	98.54
Camacho, Erica S.	01		Accounts Payable	Online Refund	154.00
Carbaugh, Casey R.	01		Accounts Payable	Men Athl Schol	75.00
Christoffersen, Lindsay	01		Accounts Payable	PELL	875.00
Clark, Randall T.	01		Accounts Payable	Online Refund	274.00
Cole, Brett G.	01		Accounts Payable	Athletic Schol	937.50
Coleman, Jamie	01		Accounts Payable	Athl Schol Bal	207.00
Conley, Brandi A.	01		Accounts Payable	PELL Gt	507.00
Coward, Joshua D.	01		Accounts Payable	Athletic Schol	75.00
Diaz, Sabino I.	01		Accounts Payable	PELL	507.00
Dixon, Shane	01		Accounts Payable	Online Refund	7.00

Sauk Valley Community College
Check Register
From 12/16/04 To 01/24/05

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Drew, Jesse P.	01		Accounts Payable	Online Refund	132.00
Dunn, Joseph W.	01		Accounts Payable	Online Refund	1,137.00
Durband, Paula K.	01		Accounts Payable	Online Refund	198.00
Eads, Jessica L.	01		Accounts Payable	Stafford Ln	1,273.61
Eckel, Donald W.	01		Accounts Payable	Prof test reimb	30.00
Fane, Katelin V.	01		Accounts Payable	Athl Schol	750.00
Farley, Carole	01		Accounts Payable	MAP - Additl	147.80
Fassler, Margaret S.	01		Accounts Payable	Online Refund	10.00
Fitzsimmons, Stefanie L.	01		Accounts Payable	Stdnt Support	460.00
Fleetwood, Katie L.	01		Accounts Payable	Athl Schol	507.00
Fleming, Tiffany	01		Accounts Payable	Online Refund	264.00
Fowler, Heather L.	01		Accounts Payable	Online Refund	138.00
Francque, Michelle	01		Accounts Payable	PELL	2,025.00
Garcia, Vanessa L.	01		Accounts Payable	Stdnt Support	460.00
George, Catherine L.	01		Accounts Payable	Stafford Ln	970.00
Giberson, Scott S.	01		Accounts Payable	Stafford Loan	1,273.61
Gomez, Javier L.	01		Accounts Payable	Online Refund	198.00
Grace, Stephanie L.	01		Accounts Payable	Online Refund	132.00
Grove, Douglas	01		Accounts Payable	Online Refund	15.00
Hammond, Kimberly D.	01		Accounts Payable	Online Refund	132.00
Hauck, Ken	01		Accounts Payable	Online Refund	15.00
Hill, Kirk L.	01		Accounts Payable	Online Refund	25.00
House, Christie M.	01		Accounts Payable	Online Refund	868.00
Hughes, Kelsey J.	01		Accounts Payable	Rec'd Sauk Scholar	1,056.00
Hvarre, Jake P.	01		Accounts Payable	PELL Gt	2,025.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Jones, Laini C.	01		Accounts Payable	Online Refund	33.00
Kennedy, Susan F.	01		Accounts Payable	Online Refund	198.00
Koenig, Danielle M.	01		Accounts Payable	PELL Bal	1,224.00
Koster, David W.	01		Accounts Payable	Online Refund	198.00
Krager, Amber J.	01		Accounts Payable	Stafford Ln	1,061.18
Kullerstrand, Chana M.	01		Accounts Payable	Online Refund	20.00
Lansford, Nathan C.	01		Accounts Payable	PELL Gt	438.00
Linkowski, Daniel P.	01		Accounts Payable	Online Refund	198.00
Little, Lisa L.	01		Accounts Payable	Online Refund	132.00
Lozano, Julie A.	01		Accounts Payable	Stdnt Support	460.00
McCormick, Karrie L.	01		Accounts Payable	Athl Schol	2,185.00
McCullough, Angela A.	01		Accounts Payable	Online Refund	132.00
McFadden, Tyler J.	01		Accounts Payable	Online Refund	363.67
Meiners, Cassandra	01		Accounts Payable	Online Refund	132.00
Meiners, Gaven J.	01		Accounts Payable	Online Refund	1,165.00
Melton, Michael A.	01		Accounts Payable	Online Refund	898.00
Meyer, Paula S.	01		Accounts Payable	Online Refund	24.26
Moen, Grace A.	01		Accounts Payable	Fndtn Gt	1,111.00
Moore, Jonathan	01		Accounts Payable	athl schol	304.50
Mossholder, Diane M.	01		Accounts Payable	PELL Bal	168.34
Nelson, Amber M.	01		Accounts Payable	Online Refund	198.00
O'Connell, Dan E.	01		Accounts Payable	Athletic Schol	75.00
O'Neal, Garry D.	01		Accounts Payable	PELL Gt.	1,350.00
O'Neal, Garry D.	01		Accounts Payable	MAP Gt	630.00
Olds, Stephanie	01		Accounts Payable	Stafford Loan	1,273.61

Sauk Valley Community College
Check Register
From 12/16/04 To 01/24/05

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Oltmanns, Shirley A.	01		Accounts Payable	Online Refund	274.00
Porter, Sarah E.	01		Accounts Payable	Online Refund	76.00
Reid, Garth A.	01		Accounts Payable	Athletic Schol	222.00
Reiss, Eric M.	01		Accounts Payable	Online Refund	198.00
Robbins, Kendra E.	01		Accounts Payable	Online Refund	20.00
Rogers, Jennifer M.	01		Accounts Payable	Online Refund	76.33
Ruggeberg, Cheryl L.	01		Accounts Payable	Online Refund	274.00
Salas, Kelsi S.	01		Accounts Payable	Athl Schol	525.00
Sippel, Landen J.	01		Accounts Payable	Online Refund	289.67
Stadel, Ryan J.	01		Accounts Payable	Athletic Schol	50.00
Stevens, Rachel E.	01		Accounts Payable	Online Refund	132.00
Sutton, Brittanie K.	01		Accounts Payable	Online Refund	198.00
Sutton, Brittanie K.	01		Accounts Payable	Online Refund	198.00
Taour, Hayat	01		Accounts Payable	Online Refund	807.00
Thompson, Isabell I.	01		Accounts Payable	Stdnt Support	460.00
Vasquez, Diana	01		Accounts Payable	Stdnt Support	200.00
Wessels, Josette L.	01		Accounts Payable	Stdnt Support	460.00
Wiersema, Lisa L.	01		Accounts Payable	Online Refund	10.00
Willingham, Justin D.	01		Accounts Payable	Athl Schol	425.00
Wohrley, Elizabeth L.	01		Accounts Payable	Online Refund	10.00
SVCC Foundation	01		Foundation Payable	Donation	500.00
Consolidated Management Co	01		Cafeteria payable	Punch-A-Lunch Sales	460.00
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services	310.50
Assn of Community College Trus	01	Board of Trustees	Conference/Meeting Expense	Registration Fee 2/13/05	670.00
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Open P. O./Refreshments-Board Meetings 04-05	128.75

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Illinois Community College Tru	01	Board of Trustees	Conference/Meeting Expense	Luncheon -Travel- 2/16/05	50.00
Illini Trophy	01	President	Office Supplies	Name Badges	6.00
American Assn of Community Col	01	President	Conference/Meeting Expense	Convention-April 2005	635.00
Consolidated Management Co	01	President	Conference/Meeting Expense	Lunch with Dr. Novak 12/01	8.43
Fifth Third Bank	01	President	Conference/Meeting Expense	Books	471.49
Sauk Valley Newspapers	01	College Relations	Publications and Dues	Renewal Subscription	147.00
Amboy News	01	College Relations	Advertising	Spring Registration	110.70
Carroll County Review	01	College Relations	Advertising	Spring Registration	105.00
Creative Design & Publishing C	01	College Relations	Advertising	Ad-Spring Registration	82.50
Creative Design & Publishing C	01	College Relations	Advertising	Spring Registration	82.50
Dixon Area Chamber of Commerce	01	College Relations	Advertising	Radio Day	220.00
Echo	01	College Relations	Advertising	College Night Ad	33.00
Echo	01	College Relations	Advertising	Spring Registration	49.50
Hometown Productions	01	College Relations	Advertising	Advertisement	199.50
Insight Media Advertising	01	College Relations	Advertising	Spring Registration-Young Adult	132.00
Insight Media Advertising	01	College Relations	Advertising	Spring Registration-Adult	552.00
Insight Media Advertising	01	College Relations	Advertising	Spring Registration-Young Adult	145.00
Insight Media Advertising	01	College Relations	Advertising	Dec Add On-Wizard	124.00
Insight Media Advertising	01	College Relations	Advertising	Hallmark Promo-Wizard	35.00
Mt. Carroll Mirro-Democrat	01	College Relations	Advertising	Spring Registration	150.00
Ogle County Life	01	College Relations	Advertising	Spring Registration	97.50
Ogle County Newspapers	01	College Relations	Advertising	Spring Registration	117.00
Sauk Valley Newspapers	01	College Relations	Advertising	Spring Registration	713.25
Sauk Valley Newspapers	01	College Relations	Advertising	Spring Registration	86.25
WIFR/WBR	01	College Relations	Advertising	Spring Registration	400.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
WIXN FM - WIXN AM	01	College Relations	Advertising	Spring Registration	550.00
WLLT	01	College Relations	Advertising	Spring Registration	210.00
WLLT	01	College Relations	Advertising	Spring Registration	252.00
WNS Pub. News-Sentinel/The Rev	01	College Relations	Advertising	Spring Registration	131.25
WQAD TV, A New York Times Comp	01	College Relations	Advertising	Spring Registration	650.00
WQRF TV	01	College Relations	Advertising	Dubs	25.00
Walnut Leader	01	College Relations	Advertising	Spring Registration	53.00
Withers Broadcasting	01	College Relations	Advertising	Spring Registration	1,200.00
Lyons, Calvin W.	01	College Relations	Conference/Meeting Expense	Travel-12/04/04 CRD Conference	757.77
Gordon Flesch Company	01	Printshop	Maintenance Services	Maint & Supplies	874.70
Gordon Flesch Company	01	Printshop	Maintenance Services		877.97
Xerox Corporation	01	Printshop	Maintenance Services		170.00
Xerox Corporation	01	Printshop	Maintenance Services		6.24
Xerox Corporation	01	Printshop	Maintenance Services		53.00
Xerox Corporation	01	Printshop	Maintenance Services		206.42
Xerox Corporation	01	Printshop	Maintenance Services		170.00
Xerox Corporation	01	Printshop	Maintenance Services		2,067.62
Enterprise Group	01	Printshop	Other Supplies	851001 8-1/2x11 Cut Sheet Paper (Quant. 120)	2,880.00
Gordon Flesch Company	01	Printshop	Purchases for Resale	Staple Refills	106.53
Gordon Flesch Company	01	Printshop	Purchases for Resale	Staple Refills Box #2	106.53
Gordon Flesch Company	01	Printshop	Purchases for Resale	Freight Charge	6.92
Staples	01	Printshop	Purchases for Resale	800,000 Art Explosion	89.99
Thrifty Nickel	01	Printshop	Purchases for Resale	Corp & Comm Service Spring 2005	6,769.00
GFC Leasing Company	01	Printshop	Debt Principal Retirement		770.60
GFC Leasing Company	01	Printshop	Debt Principal Retirement		776.03

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Xerox Corporation	01	Printshop	Debt Principal Retirement		465.52
Xerox Corporation	01	Printshop	Debt Principal Retirement		710.66
Xerox Corporation	01	Printshop	Debt Principal Retirement		241.07
Xerox Corporation	01	Printshop	Debt Principal Retirement		426.85
Xerox Corporation	01	Printshop	Debt Principal Retirement		241.07
GFC Leasing Company	01	Printshop	Interest		394.93
GFC Leasing Company	01	Printshop	Interest		389.50
Xerox Corporation	01	Printshop	Interest		167.75
Xerox Corporation	01	Printshop	Interest		8.00
Xerox Corporation	01	Printshop	Interest		103.23
Xerox Corporation	01	Printshop	Interest		103.23
SBM Business Equipment Center	01	Grant, Planning, & Research	Office Supplies	Perforated Sheets-Two Color dated monthly calendar	18.28
Kerber, Joan E.	01	VP-Learning Services	Conference/Meeting Expense	Travel-Springfield 12/9/04	142.72
Kerber, Joan E.	01	VP-Learning Services	Conference/Meeting Expense	Travel-Kishwaukee College 12/21/04	40.75
National Collegiate Honors Cou	01	Honors	Publications and Dues	1 yr Membership Fee	500.00
Klein, Colleen J.	01	Other Instructional	Tuition Reimbursement	Tuition Reimbursement Fall 04	345.00
Nelson, John D.	01	Other Instructional	Tuition Reimbursement	Summer 04 Tuition Reimbursement	345.00
SBM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance for FY05	37.34
Consolidated Management Co	01	Other Instructional	Other Conference & Meeting	Adjunct Faculty Workshops	342.10
Pfeifer, Alan	01	Curriculum Development/ IAI	Conference/Meeting Expense	Travel-Phone System 12/16/04	74.40
Apple Computer Inc	01	Art	Instructional Supplies	M9227LL/A Mac OS X Panther	1,035.00
CDW-G	01	Art	Instructional Supplies	544268 Photoshop CS MAC Media CD	122.61
Lundgren's Inc	01	Art	Instructional Supplies	Finishing for Art Dept	24.72
Lundgren's Inc	01	Art	Instructional Supplies	Finishing for Art Dept.	24.72
inBronze	01	Art	Instructional Supplies	Foundry Work for Art Classes	340.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Bureau Valley High School	01	English	Instructional Service Contracts	ENG 101 Class Fall 04	1,455.00
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	PE Towels	596.96
Kellie's Upholstery	01	Fitness Center	Instructional Supplies	Materials & Labor for 6 Pads	60.00
Whiteside Area Career Center	01	Criminal Justice	Instructional Service Contracts	CJS 299 Class F 04	1,362.00
Braddock, Samuel L.	01	Criminal Justice	Conference/Meeting Expense	Travel-Highland CC thru 12/16/04	196.88
Hagemann, Herbert A.	01	Human Services	Conference/Meeting Expense	Travel-12/10/04 Springfield	123.75
Loveland Community Building	01	Sociology	Other Contractual Services	Program Review Meeting 1/5/05	56.00
Schmidt, Rebecca S.	01	Dean of Business,Tech & Natural	Office Supplies	Dean's Supplies	19.04
Whiteside Area Career Center	01	Computer Information Systems	Instructional Service Contracts	CIS Class 122 Fall 2004	1,455.00
Whiteside Area Career Center	01	Computer Information Systems	Instructional Service Contracts	CIS 152 F 04	1,746.00
Fifth Third Bank	01	Computer Information Systems	Instructional Supplies	Books	394.86
Kidder, Mary L.	01	Computer Information Systems	Instructional Supplies	Supplies	34.38
Hurd, Mary Ann	01	Office & Administrative Services	Instructional Supplies	OAS Supplies	71.84
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Service Contract for Sharp Copier	26.70
Mouser Electronics	01	Electronics	Instructional Supplies	140-CC502B104K 0.1uF Ceramic Disk Capacitor	64.94
Newark Electronics	01	Electronics	Instructional Supplies	20J4670 PICkit Bundled W/AC163021 PIC10F Sample &	45.26
Staples	01	Electronics	Instructional Supplies	Supplies	104.57
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	21.08
Sileven, Larry L.	01	HVAC	Instructional Supplies	HVAC Supplies	201.77
Data Print	01	Mechanical Design	Instructional Supplies	Filter Flo Absorbers #2301000	73.45
SBM Business Equipment Center	01	Dean of Health Careers and Scien	Office Supplies	Open P.O. for Copy Count	34.37
Illinois Coalition for Nursing	01	Dean of Health Careers and Scien	Publications and Dues	FY 05 Membership	50.00
Poci, Shirley A.	01	Dean of Health Careers and Scien	Conference/Meeting Expense	Travel-Pick Up Supplies thru 12/10/04	18.75
KSB Hospital	01	Associate Degree Nursing	Consultants	NRS 230/237 F 04	5,820.00
American I.V.	01	Associate Degree Nursing	Instructional Supplies	Baxter Flogard Pump Repair	328.38

Sauk Valley Community College
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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Northern Illinois Home Medical	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	250.00
NCLEX Program Reports	01	Associate Degree Nursing	Publications and Dues	FY 05 Renewal	300.00
Klein, Colleen J.	01	Associate Degree Nursing	Conference/Meeting Expense	Clinical Visits thru 12/15/04	36.75
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	91.60
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	4.68
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	78.51
NCLEX Program Reports	01	Licensed Practical Nursing	Publications and Dues	FY 05 Renewal	200.00
Cunningham, Pamela S.	01	Licensed Practical Nursing	Conference/Meeting Expense	Clinical Visits thru 12/2/04	115.50
Diagnostic Imaging Inc (Source	01	Radiologic Technology	Maintenance Services	Open P.O. Rad Tech Maintenance	80.00
Diagnostic Imaging Inc (Source	01	Radiologic Technology	Maintenance Services	Open P.O. Rad Tech Maintenance	80.00
Brevitt, Dianna H.	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Visits thry 12/16/04	200.25
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel 12/01/04 RSNA Conference 12/01/04	61.25
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Visits thru 11/29/04	160.13
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Evaluations thru 12/16/04	212.63
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Sites	435.00
KSB Hospital	01	Paramedic Program	Consultants	EMS 101 Spring/Fall 04	6,429.60
KSB Hospital	01	Paramedic Program	Consultants	EMS 106 F 04	3,450.40
Carolina Biological Supply Co	01	Biology	Instructional Supplies	828950 Sheep Blood Citrated 50ml	30.70
Wood, Therese L.	01	Biology	Instructional Supplies	Biology Supplies 12/20/04	87.75
U S Filter Corporation	01	Chemistry	Instructional Supplies	4 Service Visits See Attached Paperwork	138.00
Pfeifer, Alan	01	Dean of Information Systems	Conference/Meeting Expense	Travel-Black Hawk College	34.64
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Books	91.40
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Open P.O. for Library Books	444.81
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	109.26
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	587.75

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	790.34
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	453.66
Beinhoff, Lisa A.	01	Learning Resource Center	Books and Binding Costs	Books	52.50
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	Books	2,328.32
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	208.09
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	208.09
Fifth Third Bank	01	Learning Resource Center	Publications and Dues	Books	32.45
Oxford University Press	01	Learning Resource Center	Publications and Dues	Dictionary of Art	1,630.00
Fifth Third Bank	01	Learning Resource Center	Other Materials and Supplies	Books	46.41
Anderson, Judy	01	Learning Resource Center	Conference/Meeting Expense	Travel-ILCSO Meeting 12/8/04	144.75
NILRC	01	Learning Resource Center	Conference/Meeting Expense	Registration for NILRC Retreat	175.00
Hewlett-Packard	01	Academic Computing	Maintenance Services	Instructional Hardware Support FY 05	105.00
Mueller Audio Visual	01	Academic Computing	Maintenance Services	Overhead Projector Repair	57.25
Unique Computer	01	Academic Computing	Instructional Supplies	Laptop Repair	238.00
Unique Computer	01	Academic Computing	Instructional Supplies	2 Hard Drives	138.00
Unique Computer	01	Academic Computing	Instructional Supplies	Monitor	410.00
Unique Computer	01	Academic Computing	Instructional Supplies	NRS Printer Repair	297.00
Unique Computer	01	Academic Computing	Instructional Supplies	Printer	139.00
Unique Computer	01	Academic Computing	Instructional Supplies	UPS	1,185.00
Unique Computer	01	Academic Computing	Instructional Supplies	Printer	210.00
Mueller Audio Visual	01	Academic Computing	Instructional Technology Materia	1" Core	3.00
Mueller Audio Visual	01	Academic Computing	Instructional Technology Materia	9 Volt Battery 12/pk	60.00
Mueller Audio Visual	01	Academic Computing	Instructional Technology Materia	JVC VHS Video Tapes	867.00
Hewlett-Packard	01	Academic Computing	Computer Software	Instructional Software Support FY 05	50.65
Hewlett-Packard	01	Administrative Computing	Maintenance Services	Administrative Hardware Support FY 05	2,425.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
SBM Business Equipment Center	01	Administrative Computing	Office Supplies	AAGSK2400 Desk Pad Calendar	16.77
SBM Business Equipment Center	01	Administrative Computing	Office Supplies	Appt Book	19.35
SBM Business Equipment Center	01	Administrative Computing	Office Supplies	Appt Book Returned	-19.35
Unique Computer	01	Administrative Computing	Office Supplies	Ink	458.00
Unique Computer	01	Administrative Computing	Office Supplies	Flash Pens	232.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink	62.00
Unique Computer	01	Administrative Computing	Office Supplies	AIT Cartridge	320.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink Cartridge	175.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink	27.00
Unique Computer	01	Administrative Computing	Office Supplies	Pen Drives	288.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink	419.00
Hewlett-Packard	01	Administrative Computing	Computer Software	Administrative Software Support FY 05	755.30
Consolidated Management Co	01	Student Recruitment	Other Supplies	Discover Sauk Pop & Lunch	109.90
Quill Corporation	01	Admissions, Records & Placement	Office Supplies	Hammermill White Card Stock	64.20
Quill Corporation	01	Admissions, Records & Placement	Office Supplies	Stamp-IMPORTANT	21.72
Quill Corporation	01	Admissions, Records & Placement	Office Supplies	Engraved Sign Alicia Garrett	15.45
Wells, Marcia M.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-EAC Conference 12/10/04	562.90
Xerox Corporation	01	Counseling	Maintenance Services	November Xerox Charges	7.73
Creative Printing	01	Counseling	Office Supplies	SVCC Business Cards for Janet Matheney 2-sided	60.00
Fiorini, Anthony D.	01	Counseling	Conference/Meeting Expense	Travel-Adult Ed thru 12/15/04	26.25
Illinois Association of School	01	VP- College Services	Publications and Dues	Membership Dues 2005-06	225.00
Pitney Bowes	01	Other Institutional	Postage	Monthly Meter Rental	467.00
US Postmaster	01	Other Institutional	Postage	Annual Fees/Renewals 243 & 254	925.00
US Postmaster	01	Other Institutional	Postage	Meter Refill	3,500.00
United Parcel Service	01	Other Institutional	Postage	Monthly Charge	85.43

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Fifth Third Bank	01	Other Institutional	Recruitment	Books	155.30
Hispanic Outlook in Higher Edu	01	Other Institutional	Recruitment	Advertisement for President Position	690.00
Novak, Charles R.	01	Other Institutional	Recruitment	Consultant Fee 12/1/04	1,500.00
Novak, Charles R.	01	Other Institutional	Recruitment	Travel Expense 12/1/04	282.39
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment Open P.O.	94.51
SBM Business Equipment Center	01	Business Office	Maintenance Services	Open Purchase Order/Maint. Contract-Copier 2004-05	26.70
Classic Graphics Industies, In	01	Business Office	Office Supplies	2005 W-4 Forms	50.00
SBM Business Equipment Center	01	Business Office	Office Supplies	Sharp Calculator Model 2635	115.00
Staples	01	Business Office	Office Supplies	Office Supplies	6.88
Illini Trophy	01	Personnel Office	Office Supplies	Name Badges	6.00
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Open P.O. for B-day Parties, Ceremonies, & Meeting	40.00
Gospodarczyk, Thomas J.	01	Dean of Adult Education	Conference/Meeting Expense	FY 05 Kiwanis Dues	80.00
Gospodarczyk, Thomas J.	01	Dean of Adult Education	Conference/Meeting Expense	Travel-Area Sites thru 12/13/04	112.23
Marruffo, Kerrie M.	01	Adult Basic & Secondary Ed	Conference/Meeting Expense	Travel-Fall Conference 11/19/04	70.58
SBM Business Equipment Center	01	Information Center	Maintenance Services	Open P.O. for Copier Maintenance	36.00
SBM Business Equipment Center	01	Information Center	Office Supplies	Daily Appointment Calendars Refills Only	56.96
CMS Communications	01	Information Center	Other Supplies	4 Phones Refurbished	193.68
CMS Communications	01	Information Center	Other Supplies	Switchboard Console 302B1-A-03	410.49
Knott, Matthew	010100	CCS Contract Training	Consultants	CCS Class-F 04 HAZMAT	3,200.00
SBM Business Equipment Center	010100	CCS Contract Training	Office Supplies	Open P.O. for Copier	37.43
KSB Hospital	010100	CCS Contract Training	Instructional Supplies	Instructional Materials for First Aid/CPR at DCC	283.75
KSB Hospital	010100	CCS Contract Training	Instructional Supplies	Instructional Mat. for 1st Aid/CPR at DCC	108.75
Dixon Area Chamber of Commerce	010100	CCS Contract Training	Publications and Dues	Annual Chamber Dues	100.00
Rock Falls Chamber of Commerce	010100	CCS Contract Training	Publications and Dues	Annual Chamber Dues	155.00
Lee Wayne	010100	CCS Contract Training	Advertising	Calendars for Business/Industry	439.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Gericke, Thomas H.	010100	CCS Contract Training	Conference/Meeting Expense	Travel- Area Site Visits	38.25
Anzelmo, John R.	010100	CCS Public Workshops	Consultants	Lighting for Wizard of OZ F 04	100.00
Dale, Julie	010100	CCS Public Workshops	Consultants	CCS Class-Beginning Ballroom Fall 2004	210.00
Dale, Julie	010100	CCS Public Workshops	Consultants	Wizard of OZ Production-F 04	1,675.50
Dale, Julie	010100	CCS Public Workshops	Consultants	Wizard of OZ Fall 04	1,479.00
Education To Go	010100	CCS Public Workshops	Consultants	Ed2Go Classes Dec 04	235.00
Theodore, Steve	010100	CCS Public Workshops	Instructional Service Contracts	Fall 2004 Polygraph	800.00
Peoria Charter Coach Company	010100	CCS Public Workshops	Other Contractual Services	Chicago Bus Trip 12/4/04	981.50
SBM Business Equipment Center	010100	CCS Public Workshops	Office Supplies	Open P.O. for Copier	37.43
Sauk Valley Newspapers	010100	CCS Public Workshops	Advertising	Wizard of Oz Ad	151.00
Sauk Valley Newspapers	010100	CCS Public Workshops	Advertising	Wizard of Oz Ad	79.13
Benedict, Timothy	010100	CCS Public Workshops	Conference/Meeting Expense	Supplies-Wizard of Oz	7.01
Consolidated Management Co	010100	CCS Public Workshops	Conference/Meeting Expense	Refreshments for CDL	67.90
Consolidated Management Co	010100	CCS Public Workshops	Conference/Meeting Expense	Dinner For Wizard of Oz	1,254.00
Consolidated Management Co	010100	CCS Public Workshops	Conference/Meeting Expense	Cast Party Wizard of Oz	187.25
Air Cycle Corp.	02	Maintenance	Maintenance Services	Bulb Shredding	288.00
Data Guard, Inc.	02	Maintenance	Maintenance Services	Paper Shredding	234.00
ECOLAB	02	Maintenance	Maintenance Services	Monthly Pest Elimination Services 12/12/04	192.50
John A Loos Sons Inc	02	Maintenance	Maintenance Services	Material & Labor; Switch Two Heating Pipes	1,001.72
State of Illinois	02	Maintenance	Maintenance Services	Inspection of Boiler	420.00
Youngren's Refrigeration Inc	02	Maintenance	Maintenance Services	Repair Cooler in Cafeteria & Labor for it	540.50
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	8.85
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	411.38
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	3.06
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	27.76

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Fastenal Company	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	47.42
Fifth Third Bank	02	Maintenance	Maintenance Supplies	Books	129.60
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	573.96
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	36.98
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	37.05
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	37.83
Grainger	02	Maintenance	Maintenance Supplies	Return Fan	-37.05
Grainger	02	Maintenance	Maintenance Supplies	Return Fan	-37.83
Honeywell	02	Maintenance	Maintenance Supplies	Maintenance Supplies	48.90
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	71.78
Menards	02	Maintenance	Maintenance Supplies	Fiberglass Lampholder	7.96
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	82.03
Sexauer Inc	02	Maintenance	Maintenance Supplies	Plumbing Supplies	304.34
Sexauer Inc	02	Maintenance	Maintenance Supplies	Plumbing Supplies	38.14
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	37.50
Dixon Tire Center	02	Grounds	Maintenance Services	Repair Mower Tire	12.34
Dixon Tire Center	02	Grounds	Maintenance Services	Repair Tire	12.50
Blain's Farm & Fleet	02	Grounds	Maintenance Supplies	Supplies	56.55
Fifth Third Bank	02	Grounds	Maintenance Supplies	Books	124.55
Napa Auto Parts	02	Grounds	Maintenance Supplies	Switch	7.07
Napa Auto Parts	02	Grounds	Maintenance Supplies	Hose, Bypass	2.69
S J Smith Welding Supply	02	Grounds	Maintenance Supplies	Oxygen Tanks	41.35
Blain's Farm & Fleet	02	Grounds	Vehicle Supplies	Supplies	19.77
Nicor Gas	02	Utilities	Gas	Monthly Charges	134.32
Nicor Gas	02	Utilities	Gas	Monthly Charges	137.86

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Nicor Gas	02	Utilities	Gas	Monthly Charges	604.49
Nicor Gas	02	Utilities	Gas	Monthly Charges	16.02
Nicor Gas	02	Utilities	Gas	Monthly Charges	123.08
ProLiance Energy, LLC	02	Utilities	Gas	Monthly Gas Puchase Therms	14,866.62
Commonwealth Edison	02	Utilities	Electricity		19.12
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	36.03
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	126.81
PDC Laboratories, Inc	02	Utilities	Water, Sewer	Water Testing	81.00
PDC Laboratories, Inc	02	Utilities	Water, Sewer	Water Testing	66.00
Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Charges	3,140.89
Gallatin River Communications	02	Utilities	Telephone	Phone Repair	79.00
Illinois Century Network (ICN)	02	Utilities	Telephone	Monthly Charges Nov 04	1,508.00
United States Cellular	02	Utilities	Telephone	College Cell Phone for Vans	49.17
Verizon Wireless	02	Utilities	Telephone	Monthly Charge	23.13
Verizon Wireless	02	Utilities	Telephone	Open Purchaxe Order for Cellular Charges 2004-05	42.88
Rock Valley Disposal	02	Utilities	Refuse Disposal	Monthly Trash Removal	439.85
Rock Valley Disposal	02	Utilities	Refuse Disposal	Delivery of Dumpster	10.95
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing Dec 04	452.68
Wilkins-Lowe and Company	02	Building and Grounds Administrat	Consultants	Asbestos Fiber Sampling	85.60
Fifth Third Bank	02	Building and Grounds Administrat	Publications and Dues	Books	120.93
Youngren's Refrigeration Inc	02	Building and Grounds Administrat	Other Materials and Supplies	Repair Cooler in Cafeteria & Labor for it	585.00
Interior Building Systems	02	Building and Grounds Administrat	Building Remodeling	Install Soundproofing Room 3G12 Per Attached Quote	1,835.00
Sjostrom & Sons, Inc	03	Operations & Maintenance- Restri	Building Remodeling	Final Application / Outfall Structure Project	68,761.70
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Outfall Structures Project	3,872.70
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Roof Replacement Project	1,917.50

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restri	Building Remodeling	Farmhouse Renovation	850.00
Baker, Jessica M.	050500	Child Care Center	Other Sales & Service	Chikd Care Refund F 04	106.69
Jacobs-Madison, Juli A.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 04	72.67
Larson, Angela C.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 04	48.38
Lewis, Davia L.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 04	56.81
Phommavong, Khankham	050500	Child Care Center	Other Sales & Service	Child Care Refund F 04	126.00
Reyes, Priscella R.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 04	37.12
Shelley, Jennifer L.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 04	22.31
Teich, Mia L.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 04	69.19
Thompson, Caprice L.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 04	31.00
Torres, Golden C.	050500	Child Care Center	Other Sales & Service	Child Care Refund F 04	189.31
Community Coordinated Child Ca	050500	Child Care Center	Other Supplies	FY 05 Membership Dues	30.00
Drane, Paula E.	050500	Child Care Center	Other Supplies	Supplies & Photos	21.14
Anderson, Rod	050600	Men's Basketball	Other Contractual Services	Practice 12/13/04	15.00
Bennett, Charles J	050600	Men's Basketball	Other Contractual Services	Practice 12/13/04	15.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services		15.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services		15.00
Boyle, Dayle	050600	Men's Basketball	Other Contractual Services	Trainer 1/8/05 Vincennes Game	40.00
Boyle, Dayle	050600	Men's Basketball	Other Contractual Services	Trainer-MBB Game 1/14/05	40.00
Damhoff, Russ K.	050600	Men's Basketball	Other Contractual Services	Travel Basketball 1/08/05	15.00
Firebaugh, Rich	050600	Men's Basketball	Other Contractual Services		85.00
Glassburn, Arthur J.	050600	Men's Basketball	Other Contractual Services	Filming of BB Games 11/13/04	40.00
Hainline, Charlie	050600	Men's Basketball	Other Contractual Services		85.00
Henderson, Chad A.	050600	Men's Basketball	Other Contractual Services	Filming of Basketball Games 12/18/04	70.00
Hill, Rod	050600	Men's Basketball	Other Contractual Services		85.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Langhauser, Steve	050600	Men's Basketball	Other Contractual Services		85.00
Morgan, Reece	050600	Men's Basketball	Other Contractual Services		85.00
Spivey, Steve	050600	Men's Basketball	Other Contractual Services		85.00
Strating, James A	050600	Men's Basketball	Other Contractual Services		15.00
Strating, James A	050600	Men's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services		15.00
Country Inn & Suites	050600	Men's Basketball	Other Conference & Meeting	Christmas Tournament 12/17/04	532.80
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel-Men's Basketball thru 12/13/04	119.17
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel-Basketball thru 12/18/04	273.76
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel-Basketball 1/8/05	179.40
Highland Community College	050600	Men's Basketball	Other Conference & Meeting	Entry Fees 12/20/04	100.00
Johnson, Kenneth P	050600	Cross Country	Other Conference & Meeting	Travel-Airport 11/7/04	50.00
Sullivan, Michael D.	050600	Cross Country	Other Conference & Meeting	Cross Country Nationals	5,271.88
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	Nike Air Diamond Trainers (Turf Shoes)	298.50
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	309410 Nike Air Zoom Clippers (Cleats)	144.50
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	309405 Nike Air Zoom Diamond Fury 3/4 (Cleats)	158.50
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	0512 Under Armor Cold Gear-Black	88.98
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	Pair Louisville TPX Batting Gloves	23.50
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	Gold Glove	90.11
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	Return of Gold Glove	-85.00
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	Nikew Air Diamond Trainer (Turf Shoes)	49.75
Adamowich, Dan	050600	Women's Basketball	Other Contractual Services		85.00
Bennett, Charles J	050600	Women's Basketball	Other Contractual Services		85.00
Bennett, Charles J	050600	Women's Basketball	Other Contractual Services		85.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services		15.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services		15.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services		15.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services		15.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services		15.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services		15.00
Boyle, Dayle	050600	Women's Basketball	Other Contractual Services	Trainer BB 12/18/04	50.00
Boyle, Dayle	050600	Women's Basketball	Other Contractual Services	Trainer Basketball 12/21/04	50.00
Boyle, Dayle	050600	Women's Basketball	Other Contractual Services	Trainer 1/8/05 Kankakee Game	40.00
Boyle, Dayle	050600	Women's Basketball	Other Contractual Services		40.00
Boyle, Dayle	050600	Women's Basketball	Other Contractual Services		50.00
Clark, Randy	050600	Women's Basketball	Other Contractual Services		85.00
George, Jill	050600	Women's Basketball	Other Contractual Services		85.00
Gerlach, Wayne	050600	Women's Basketball	Other Contractual Services		85.00
Guse, David	050600	Women's Basketball	Other Contractual Services		85.00
Hansen, Jack	050600	Women's Basketball	Other Contractual Services		85.00
Johnson, Karl	050600	Women's Basketball	Other Contractual Services		85.00
Johnson, Karl	050600	Women's Basketball	Other Contractual Services		85.00
Justice, Daniel L.	050600	Women's Basketball	Other Contractual Services		85.00
Kennedy, Kari K.	050600	Women's Basketball	Other Contractual Services		15.00
Kennedy, Kari K.	050600	Women's Basketball	Other Contractual Services		15.00
Kennedy, Kari K.	050600	Women's Basketball	Other Contractual Services		15.00
Kennedy, Kari K.	050600	Women's Basketball	Other Contractual Services		15.00
Kennedy, Kari K.	050600	Women's Basketball	Other Contractual Services		15.00
Kennedy, Kari K.	050600	Women's Basketball	Other Contractual Services		15.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Kennedy, Kari K.	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Kyle A	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services		15.00
Lancaster, Merri	050600	Women's Basketball	Other Contractual Services		15.00
Lien, Chester	050600	Women's Basketball	Other Contractual Services		85.00
Luckey, Rich	050600	Women's Basketball	Other Contractual Services		85.00
Morris, Wade	050600	Women's Basketball	Other Contractual Services		85.00
Peyton, Jeff	050600	Women's Basketball	Other Contractual Services		85.00
Peyton, Jeff	050600	Women's Basketball	Other Contractual Services		85.00
Stoakes, Jim	050600	Women's Basketball	Other Contractual Services		85.00
Stoakes, Jim	050600	Women's Basketball	Other Contractual Services		85.00
Strating, James A	050600	Women's Basketball	Other Contractual Services		15.00
Strating, James A	050600	Women's Basketball	Other Contractual Services		15.00
Strating, James A	050600	Women's Basketball	Other Contractual Services		15.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Strating, James A	050600	Women's Basketball	Other Contractual Services		15.00
Strating, James A	050600	Women's Basketball	Other Contractual Services		15.00
Strating, James A	050600	Women's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Women's Basketball	Other Contractual Services		15.00
Fifth Third Bank	050600	Women's Basketball	Other Conference & Meeting	Books	277.45
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel-Women's Basketball	119.30
Pruis, Mark	050600	Women's Softball	Other Conference & Meeting	Travel-Softball Clinic 12/10/04	85.88
Illini Trophy	050600	Student Activities	Office Supplies	Name Badges	6.00
Amazon.com	050600	Global Awareness	Other Supplies	Masters of Animation Vol 2 Gr Brit France Ita VHS	99.80
BP Amoco	050800	Transportation	Vehicle Supplies	Gas Purchase for College Van	228.06
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas-College Vans	436.34
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas Purchase for College Vans	333.81
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss		9,887.02
Professional Benefit Administr	051000	Medical Insurance	Dependent Stop Loss		7,943.34
Professional Benefit Administr	051000	Medical Insurance	Precertification		357.50
Professional Benefit Administr	051000	Medical Insurance	Adminstrative Costs		2,988.50
Gallagher Benefit Services, In	051000	Medical Insurance	Life & AD&D	Life & AD&D Insurance	1,624.86
Professional Benefit Administr	051000	Medical Insurance	Life & AD&D *		-155.25
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	157.04
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	157.04
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Open P.O. for Copier	37.44

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Freeport Lincoln-Douglas Kiwan	062050	SBDC Grant	Conference/Meeting Expense	Quarterly Dues	80.00
Miller, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel-Springfield 12/4/04	243.16
Miller, Michele	062050	SBDC Grant	Conference/Meeting Expense	Travel-Client Visits thru 12/10/04	60.75
SPRINT	062050	SBDC Grant	Telephone	SBDC Long Distance	19.99
Custom Monogram	062051	ISU Non Traditional Nursing Gran	Other Supplies	Scrub Tops	46.20
State Universities Retirement	062058	ICCB Adult Ed-State Basic-Instru	SURS	Matching Funds	282.95
State Universities Retirement	062058	ICCB Adult Ed-State Basic-Instru	SURS	Matching Funds	231.56
Benedict, Timothy	062060	SOS VITAL Grant	Office Supplies	Supplies	60.95
Benedict, Timothy	062060	SOS VITAL Grant	Conference/Meeting Expense	Travel-Area Libraries thru 12/14/04	55.50
Department of Commerce & Econo	062063		Other Payables	Refund	7,351.00
State Universities Retirement	062074	ICCB Comm Coll Tech Prep Support	SURS	Matching Funds	36.22
State Universities Retirement	062074	ICCB Comm Coll Tech Prep Support	SURS	Matching Funds	36.22
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	429.33
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	429.33
Xerox Corporation	063011	Student Support Services Grant	Maintenance Services	November Xerox Charges	7.72
Kooshesh, Cyrus	063011	Student Support Services Grant	Office Supplies	Supplies Jump Drive	21.47
Kooshesh, Cyrus	063011	Student Support Services Grant	Conference/Meeting Expense	Travel-COE Seminar 12/2-12/5/04	458.03
Entas, Amber L.	063011	Student Support Services Grant	Other Conference & Meeting	Gift Cards-SSS	60.00
Jackson, Lawrence E.	063011	Student Support Services Grant	Other Conference & Meeting	Travel-WIU Campus Visit 12/03/04	26.91
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	91.20
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	9.69
State Universities Retirement	063020	Perkins IIc	SURS	Matching Funds	102.99
State Universities Retirement	063020	Perkins IIc	SURS	Matching Funds	74.60
KSB Hospital	063020	Perkins IIc	Instructional Supplies	Books & Videos for 1st Aid/CPR Class at DCC	162.50
Springfield Ele[illegible]ic Supply	063020	Perkins IIc	Instructi[illegible]l Supplies	Furnace Brand Reversing Relays FUR22DSD32AA [illegible] 1	4,520.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
World Point ECC	063020	Perkins IIc	Instructional Supplies	TMAN2T Infant Manikin	140.00
Harcourt Brace & Company	063020	Perkins IIc	Other Materials and Supplies	Examination Kit 015-4184-209	316.63
Harcourt Brace & Company	063020	Perkins IIc	Other Materials and Supplies	Supplies	127.88
State Universities Retirement	063020	Perkins IIc -Special Populations	SURS	Matching Funds	100.23
State Universities Retirement	063020	Perkins IIc -Special Populations	SURS	Matching Funds	100.23
Bos, Keith A.	063020	Perkins IIc -Special Populations	Conference/Meeting Expense	Travel- Area Schools thru 1/04/05	67.80
Donmeyer, Sheila J	063030	Perkins IIIE Tech Prep	Consultants		250.00
Hahne, Connie	063030	Perkins IIIE Tech Prep	Consultants	Stipend F 04	250.00
Johannsen, Patrice	063030	Perkins IIIE Tech Prep	Consultants		250.00
Lindahl, Sharon	063030	Perkins IIIE Tech Prep	Consultants		250.00
Lipscomb, Lyle	063030	Perkins IIIE Tech Prep	Consultants		250.00
Longfellow, Richard	063030	Perkins IIIE Tech Prep	Consultants		250.00
Luker, Neal	063030	Perkins IIIE Tech Prep	Consultants		250.00
Mathey, Barbara	063030	Perkins IIIE Tech Prep	Consultants		250.00
McFadden, Donna S.	063030	Perkins IIIE Tech Prep	Consultants		250.00
Nelson, Carolyn J.	063030	Perkins IIIE Tech Prep	Consultants		250.00
Purvis, Kim	063030	Perkins IIIE Tech Prep	Consultants		250.00
Ross, Kathy J	063030	Perkins IIIE Tech Prep	Consultants		250.00
Silvius, Candace S	063030	Perkins IIIE Tech Prep	Consultants		250.00
Wilkin, Richard	063030	Perkins IIIE Tech Prep	Consultants		250.00
Donmeyer, Sheila J	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense		28.80
Hahne, Connie	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Mileage Tech Prep Fall 04	86.40
Johannsen, Patrice	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense	Travel-Mileage Fall Tech Prep	79.92
Lindahl, Sharon	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense		58.32
Longfellow, Richard	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense		15.12

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Luker, Neal	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense		71.28
Mathey, Barbara	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense		86.40
McFadden, Donna S.	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense		21.60
Nelson, Carolyn J.	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense		75.60
Purvis, Kim	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense		5.76
Ross, Kathy J	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense		12.96
Silvius, Candace S	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense		54.00
Wilkin, Richard	063030	Perkins IIIE Tech Prep	Conference/Meeting Expense		65.40
Ashton High School	063030	Perkins IIIE Tech Prep	Other	Transit 1-Tech Prep Travel	600.00
Fulton High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Supplies Fall 04	225.00
Thomson High School	063030	Perkins IIIE Tech Prep	Other	Tech Prep Transit 1-6	3,007.96
CDW-G	063050	ICCB Performance Enhancement	Computer Software	718092 Macromedia Academic Licensing ColdFusion MX	800.19
JRCERT (Joint Review Committee	063060	ICCB Cont. Quality Imp. Grant	Conference/Meeting Expense	Conference Fee 3/17/05	250.00
Wells Fargo	063071	Federal Student Loan	Dept. of Education	Fall 04 Refund A Surratt	751.98
Wells Fargo	063071	Federal Student Loan	Dept. of Education	Fall 2004 Refund I Sandoval	318.94
Wells Fargo	063071	Federal Student Loan	Dept. of Education	Refund Fall 2004 F Cunningham	424.86
Wells Fargo	063071	Federal Student Loan	Dept. of Education	Return of Stafford Loan M Adams	403.77
Fiserv Health Tennessee	063075	IDHS AmeriCorps - Member Activit	Medical Insurance	Health Insurance for Members	958.72
Hansen, Michele J.	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Monthly Travel-12/04	78.75
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	303.34
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	303.34
Brinkmeier, Tamara L.	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Textbooks for Class	110.71
Illini Trophy	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Name Badge	6.00
Misener, Angela L.	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Supplies	20.00
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Class Supplies	26.19

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Class Supplies	90.77
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Event Supplies	17.00
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	Travel-Area Visits 11/2/-11/17/04	270.13
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	Travel-Area Visits thru 12/1/04	49.85
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Conference/Meeting Expense	Travel-DEC Conference 12/7/04	602.89
Flinn Scientific	064030	Restricted Fund-GOD Certificates	Capital Supplies	Lab Stools 24"	1,190.16
Viking Builders	064030	Restricted Fund-GOD Certificates	Building Remodeling	Application #3 Fitness Center Remodel	32,533.20
Willett, Hofmann & Associates,	064030	Restricted Fund-GOD Certificates	Building Remodeling	Engineering Services for Fitness Center	1,540.11
Floor Mart	064030	Restricted Fund-GOD Certificates	Service Equipment	Carpeting Installation	26,989.00
Dillow, Debra D.	101010		Petty Cash	Petty Cash Antique Show 1/05	200.00
Upbeat, Inc.	101010	Booster Club	Other	Banners for Banner Night	447.59
Consolidated Management Co	101060	Magic Club	Other	Food for Unhinged Booster Draft	42.00
Hamilton, Jane E.	101060	Magic Club	Other	Cards Unhinged Draft	40.60
Consolidated Management Co	101070	Single Parents Club	Other	Punch-A-Lunch Card Aids Day Promo	20.00
Gallatin River Communications	12	Risk Management	Telephone	911 Cama Trunk Lines	89.52
Medtronic	12	Public Safety	Maintenance Services	Repair AED	500.00
Tri-City Electric Co.	12	Public Safety	Maintenance Services	Security Camera Repair	1,360.40
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	48.39
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 11/27, 12/4, 12/11	983.76
Stewart & Associates	12	Public Safety	Other Contractual Services	Contract Security w/e 12/18, 12/25 Holidays	1,762.40
Fyr-Fyter Inc	12	Public Safety	Other Supplies	Fire Extinguishers	1,520.00
				BANK ACCOUNT 1 TOTAL:	426,590.63
				ALL ACCOUNTS TOTAL:	426,590.63

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

EDUCATION FUND	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Revenues					
Local Governmental Sources	3,138,004	1,549,952	3,166,000	1,570,365	49.6%
State Governmental Sources	3,049,616	1,521,404	2,741,078	1,372,420	50.0%
Federal Governmental Sources	1,000	4,240	5,000	4,725	94.5%
Student Tuition and Fees	3,012,300	2,607,340	3,106,000	2,966,223	95.4%
Sales and Service	341,818	123,238	400,000	135,395	33.8%
Investment Revenue	80,000	12,299	35,000	9,242	26.4%
Other Revenues	526,000	847,830	580,000	14,711	2.5%
TOTALS	148,738	6,666,306	10,033,078	6,073,084	60.5%
Expenditures					
Salaries	6,316,729	2,895,235	6,382,172	2,938,151	46.0%
Employee Benefits	1,581,447	569,251	1,760,032	620,356	35.2%
Contractual Services	499,472	165,391	567,345	213,009	37.5%
General Materials and Supplies	921,962	473,302	880,069	382,327	43.4%
Travel and Conference Meeting Exp.	141,725	47,951	137,850	74,108	53.7%
Fixed Charges	22,955	9,233	23,050	10,970	47.5%
Capital Outlay	111,840	23,402		3,901	
Other Expenditures	487,000	336,164	503,000	350,250	69.6%
TOTALS	83,130	4,519,932	10,253,518	4,593,076	44.7%
Transfers					
Transfers to Other Funds	47,500		85,000		0.0%
Transfers From Other Funds	-189,000	-8,780	-133,500		0.0%
TOTALS	-141,500	-8,780	-48,500		0.0%
NET INCREASE/DECREASE IN NET ASSETS	207,107	2,155,154	-171,940	1,480,007	
FUND BALANCE		2,892,199		2,170,701	

OPERATION AND MAINTENANCE FUND	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Revenues					
Local Governmental Sources	384,123	218,489	387,000	192,487	49.7%
State Governmental Sources	432,632	215,865	360,474	180,752	50.1%
Student Tuition and Fees	328,500	289,496	347,500	334,734	96.3%
Sales and Service	6,500	1,690	4,000	2,311	57.7%
Facilities Revenue	4,000	1,496	2,000	485	24.2%
Investment Revenue	2,000	11	200	46	23.2%
Other Revenues	37,500		42,000	143	.3%
TOTALS	1,195,255	727,049	1,143,174	710,959	62.1%
Expenditures					
Salaries	461,850	230,401	453,406	237,505	52.3%
Employee Benefits	152,131	68,236	188,149	79,944	42.4%
Contractual Services	69,500	47,938	114,500	50,585	44.1%
General Materials and Supplies	121,300	52,353	86,600	35,319	40.7%
Travel and Conference Meeting Exp.	3,500	1,262	2,600	1,179	45.3%
Fixed Charges	55,362	55,612	40,000	50,091	125.2%
Utilities	386,700	155,154	355,500	170,769	48.0%
Capital Outlay	15,000		15,000	5,543	36.9%
TOTALS	1,265,343	610,958	1,255,755	630,938	50.2%
Transfers					
Transfers From Other Funds	-70,500		-113,500		0.0%
TOTALS	-70,500		-113,500		0.0%
NET INCREASE/DECREASE IN NET ASSETS	411	116,091	919	80,020	
FUND BALANCE		116,064		85,918	

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

OPERATION & MAINTENANCE- RESTRICTED	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Revenues					
Local Governmental Sources	632,938	312,713	574,000	284,911	49.6%
State Governmental Sources	3,382,000		3,305,100		0.0%
Investment Revenue	10,000	-8,658	10,000	-3,318	-33.1%
Other Revenues	250,000		250,000		0.0%
TOTALS	4,274,938	304,055	4,139,100	281,592	6.8%
Expenditures					
Contractual Services		6,400			
General Materials and Supplies					
Capital Outlay	5,361,936	277,353	5,175,310	587,487	11.3%
TOTALS	5,361,936	283,753	5,175,310	587,487	11.3%
NET INCREASE/DECREASE IN NET ASSETS	-1,086,998	20,302	-1,036,210	-305,894	
FUND BALANCE		2,622,559		2,277,971	

BOND AND INTEREST FUND	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Revenues					
Local Governmental Sources	1,413,519	669,049	1,393,000	691,814	49.6%
Investment Revenue	10,000	3,048	5,000	5,428	108.5%
TOTALS	1,423,519	672,097	1,398,000	697,242	49.8%
Expenditures					
Contractual Services	5,000	600	5,000	3,600	72.0%
Fixed Charges	1,402,763	1,321,843	1,381,000	1,349,058	97.6%
TOTALS	1,407,763	1,322,443	1,386,000	1,352,658	97.5%
NET INCREASE/DECREASE IN NET ASSETS	15,756	-650,346	12,000	-655,415	
FUND BALANCE		103,354		101,506	

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REVENUES, EXPENDITURES, AND TRANSFERS
AS OF DECEMBER 31

AUXILIARY ENTERPRISES FUND	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Revenues					
Student Tuition and Fees	160,500	143,527	156,000	148,062	94.9%
Sales and Service	51,490	19,341	48,500	15,825	32.6%
Facilities Revenue	75,000	35,000	85,000	29,167	34.3%
Investment Revenue	900	608	900	384	42.7%
Other Revenues	1,301,549	716,551	1,561,700	981,055	62.8%
TOTALS	1,589,439	915,028	1,852,100	1,174,495	63.4%
Expenditures					
Salaries	72,279	33,748	72,682	31,537	43.3%
Employee Benefits	11,481	3,564	12,820	4,653	36.2%
Contractual Services	1,334,654	719,801	1,595,605	716,997	44.9%
General Materials and Supplies	72,490	91,492	72,990	32,162	44.0%
Travel and Conference Meeting Exp.	62,655	26,730	57,655	25,666	44.5%
Fixed Charges	9,450	16,424	9,450	19,229	203.4%
Capital Outlay		29,868			
Other Expenditures	5,800	802	5,750	150	2.6%
TOTALS	1,568,809	922,431	1,826,952	830,397	45.4%
Transfers					
Transfers to Other Funds	75,000	8,780	85,000		0.0%
Transfers From Other Funds	-63,000		-73,000		0.0%
TOTALS	12,000	8,780	12,000		0.0%
NET INCREASE/DECREASE IN NET ASSETS	8,629	-16,184	13,148	344,098	
FUND BALANCE		252,346		586,813	

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

RESTRICTED PURPOSES FUND	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Revenues					
Local Governmental Sources			2,195,000	2,195,000	100.0%
State Governmental Sources	1,107,936	536,384	960,544	481,047	50.0%
Federal Governmental Sources	2,827,496	1,636,233	3,542,823	1,845,452	52.0%
Sales and Service				2,971	
Investment Revenue	6,000	7,834	40,000	369	.9%
Other Revenues	60,619	31,540		89,050	
TOTALS	4,002,051	2,211,992	6,738,367	4,613,891	68.4%
Expenditures					
Salaries	1,205,514	477,316	1,119,489	534,712	47.7%
Employee Benefits	188,199	81,203	199,779	87,474	43.7%
Contractual Services	45,609	20,889	4,800	16,257	338.6%
General Materials and Supplies	730,022	243,777	87,758	216,946	247.2%
Travel and Conference Meeting Exp.	54,623	17,393	52,342	24,613	47.0%
Fixed Charges	10,412	5,311	10,500	2,195,000	20904.7%
Utilities	300	272	300	306	102.3%
Capital Outlay	198,200	73,368	731,667	249,918	34.1%
Other Expenditures	2,378,441	1,557,326	3,026,750	1,705,915	56.3%
TOTALS	4,811,320	2,476,860	5,233,385	5,031,145	96.1%
Transfers					
Transfers to Other Funds					
Transfers From Other Funds	-1				
TOTALS	-1				
NET INCREASE/DECREASE IN NET ASSETS	-809,268	-264,867	1,504,982	-417,254	
FUND BALANCE		772,750		1,771,483	

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

WORKING CASH FUND	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Revenues					
Investment Revenue	100,000	-10,028	50,000	-3,293	-6.5%
TOTALS	100,000	-10,028	50,000	-3,293	-6.5%
Expenditures					
Investment Revenue					
TOTALS					
Transfers					
Transfers to Other Funds	200,000		150,000		0.0%
TOTALS	200,000		150,000		0.0%
NET INCREASE/DECREASE IN NET ASSETS	-100,000	-10,028	-100,000	-3,293	
FUND BALANCE		2,360,755		2,267,490	

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

TRUST AND AGENCY FUND	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Revenues					
Sales and Service					
Other Revenues		10,339		8,996	
TOTALS		10,339		8,996	
Expenditures					
Contractual Services					
Capital Outlay		6,000			
Other Expenditures		7,938		5,140	
TOTALS		13,938		5,140	
NET INCREASE/DECREASE IN NET ASSETS		-3,598		3,855	
FUND BALANCE		17,944		17,613	

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

AUDIT FUND	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Revenues					
Local Governmental Sources	30,710	15,159	30,000	15,111	50.3%
Investment Revenue	1,000	-8	100	-20	-20.2%
TOTALS	31,710	15,151	30,100	15,090	50.1%
Expenditures					
Contractual Services	24,000	22,950	24,000	22,000	91.6%
TOTALS	24,000	22,950	24,000	22,000	91.6%
NET INCREASE/DECREASE IN NET ASSETS	7,710	-7,798	6,100	-6,909	
FUND BALANCE		24,846		33,312	

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

LIABILITY, PROTECTION & SETTLEMENT	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Revenues					
Local Governmental Sources	295,275	145,845	357,000	177,390	49.6%
Investment Revenue	200,000	-16,621	200,000	28,478	14.2%
Other Revenues	22,000		9,000		0.0%
TOTALS	517,275	129,223	566,000	205,868	36.3%
Expenditures					
Salaries	297,291	136,221	282,337	82,973	29.3%
Employee Benefits	205,564	117,543	222,103	130,357	58.6%
Contractual Services	64,300	37,277	70,500	20,005	28.3%
General Materials and Supplies	6,500	1,451	9,400	5,331	56.7%
Travel and Conference Meeting Exp.	2,250	130	2,000	597	29.8%
Fixed Charges	85,000	57,954	63,000	40,814	64.7%
Utilities	1,100	447	1,300	447	34.4%
Capital Outlay	50,000	57,498			
TOTALS	712,005	408,524	650,640	280,526	43.1%
NET INCREASE/DECREASE IN NET ASSETS	-194,730	-279,300	-84,640	-74,657	
FUND BALANCE		5,817,257		5,723,918	

For the Board Meeting of
January 24, 2005

Agenda Item D-6

FACULTY SENIORITY LIST

Each January the College is required to establish a list of faculty by seniority in the event there would be a reduction in force. Following Board approval, this list will be sent to the SVCC Faculty Association before the deadline of February 1, 2005.

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

SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES

MEMORANDUM

DATE: January 9, 2005

TO: Dr. Richard Behrendt

FROM: Dr. Joan Kerber JEK

SUBJECT: **Faculty Seniority List**

Attached is a copy of the updated Faculty Seniority List. We have deleted Fred Nesbit, Tom Breed, Judy Williamson, Kay Turk, and Juel Iwaasa. We have added Kristi Irving, Robert Duncan, and Kevin Sommerfield.

js

attachment

FACULTY SENIORITY LIST

	NAME	BOARD APPROVAL	CONTRACT SIGNED	TEACHING AREA(S)
1.	Pinter, Karen	5-10-67		English/Reading
2.	Shippert, Stanley	7-11-77		Rad Tech
3.	White, Peggy	5-16-78		Chemistry
4.	West, Charles	8-14-79		Accounting
5.	Pifer, Ralph	8-4-81		Psychology/ Sociology
6.	Leseman, Jolene	4-28-86	5-9-86	Physical Education
7.	Day, Dennis	7-27-87	7-2-87	Accounting
8.	Gehlbach, Chris	7-27-87	7-13-87	Nursing
9.	Etter, Ernie	7-26-88		Math
10.	Shaff, Steven	5-22-89		Math
11.	Hill, Debi	7-31-89	8-3-89	Speech/English
12.	Tufty, Jeanine	8-27-90	9-1-90	Nursing
13.	Berkey, Noel	7-29-91	8-7-91	English
14.	Smith, Bradley	6-22-92	7-7-92	Biology
15.	David Edelbach	8-24-92	10-8-92	Chemistry
16.	Kidder, Mary Lou	5-23-94	5-30-94	Computer Information Systems
17.	Cunningham, Pam	4-27-95	5-30-95	Nursing
18.	Murray, Kris	6-26-95	6-30-95	Humanities

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

	NAME	BOARD APPROVAL	CONTRACT SIGNED	TEACHING AREA(S)
39.	Nelson, John	12-18-00	1-5-01	Business
40.	Funston, Terry Lyn	12-18-00	1-19-01	Counseling/Psychology
41.	Youel, Kenneth	5-21-01	6-12-01	Mathematics
42.	Hedrick, Jason	7-30-01	8-9-01	Speech/Theatre
43.	Hurd, Mary Ann	4-23-01	9-10-01	Office/Administrative Services
44.	Heitmann, Mary	8-27-01	9-12-01	Nursing
45.	Wittman, Valarie	6-24-02	7-12-02	Computer Information Systems
46.	Vos, Amanda	11-25-02	12-13-02	English/Education
47.	Hamilton, Jane	4-28-03	5-9-03	Reading/English
48.	Brevitt, Dianna	6-24-03	6-28-03	Radiologic Technology
49.	McPherson, Steven	6-24-03	7-1-03	Technology/Electronics
50.	Seeley, Deana	8-25-03	8-19-03	Nursing
51.	Irving, Kristi	7-1-04	8-26-04	Counseling
52.	Duncan, Robert	8-20-04	8-25-04	Mathematics
53.	Sommerfield, Kevin	8-20-04	8-26-04	Mathematics

js

1-4-05

For Board Meeting of
January 24, 2005

Agenda Item D-7

BOARD POLICY 601.01 RIGHTS AND RESPONSIBILITIES OF STUDENTS
(SECOND READING)

Attached for Second Reading is Board Policy 601.01 Rights and Responsibilities of Students.

RECOMMENDATION: Approval of Board Policy 601.01 Rights and Responsibilities of Students.

601.01 Rights and Responsibilities of Students

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

-Respect for public and private property;

-Respect for the rights and privileges of others;

-Adherence to recognized standards of scholarship; and

-Respect for duly constituted authority

Students should recognize that the primary educational function of Sauk Valley Community College must be maintained at all times and that ultimate authority rests with the Board of Trustees as elected representatives of the College constituency. *The Board also serves as the place of final appeal for grievances in any matter concerning the College provided that the student shall have first exhausted all relevant procedures and appeals provided by College policy or procedure.*

2/12/79
3/23/87
10/28/96
1/24/05

301.01 Budgeting, Purchasing, Accounting, and Auditing Procedures

Budgeting, purchasing, accounting, and auditing procedures shall be conducted according to generally accepted accounting practices as prescribed by the Illinois Community College Board, by other cognizant government agencies, and by such statutes as may be applicable to the expenditure of public funds.

2/12/79

302.01 Budget Control Policy

The budget is a tool used in implementing the philosophies and objectives of the College. It is prepared by the administration of the College and submitted to the Board of Trustees for their approval. The College budget requires that institutional resources be allocated on an organizational unit basis by function and object so that appropriations and expenditures may be controlled and reported by the person directly responsible for the financial management of the budget.

The financial integrity and responsibility of the College requires that College personnel shall underwrite expenditures only in those functions or objects specifically assigned to them by the budget. Obligations should be incurred only as a result of legal requirements, Board of Trustees policies, and specific Board approval. The Board approves the budget on an annual basis and budget changes must be approved on a specific individual change basis.

Any expenditure committed for an object and/or a function by College personnel not directly responsible for that function and not cleared in advance by a budget transfer, shall be considered a personal expenditure of that individual and shall not be considered as an obligation of Sauk Valley Community College.

2/12/79
3/23/87

302.02 Payment of Bills

A. Responsibility of Treasurer – The College Treasurer is responsible for the receipt of tax revenue, all certifications and claims of taxes, investments of College funds, providing a monthly financial report to the Board of Trustees, and for all disbursements of College funds.

B. Board Approval - All disbursements made by the Treasurer shall be submitted to the Board of Trustees for its approval.

C. Time of Disbursements

1. The Treasurer may, in his or her discretion, disburse funds for payment of the following items prior to receipt of Board approval:

a. Regular payroll checks and related withholding payments;
b. Investments permitted by law;
c. Approved travel advances;
d. Travel reimbursements consistent with policy;
e. Student aid and stipends provided pursuant to recognized student aid programs;
f. Refunds to students, staff or retirees consistent with policy;
g. Charges, expenses, or honoraria for personal incidental services to the College by third parties rendered consistently with prior authorization or contract;
h. Bills eligible for discount;
i. Bills subject to penalty if not paid before the next Board of Trustee's meeting;
j. Interfund transfers consistent with policy;
k. Auxiliary fund transfers consistent with policy;
l. Agency fund transfers consistent with policy; and
m. Other urgent bills which in the discretion of the Treasurer must be paid to protect the College.

All disbursements of funds authorized by this clause shall be submitted for Board ratification at the Board meeting immediately following the disbursements. Any payments made pursuant to clause (m) hereof shall be disclosed to the recipient as being subject to Board ratification and being conditional thereon.

B. All other disbursements shall be made by the Treasurer only after obtaining prior Board approval therefor.

12/16/91
12/21/98

303.01 Contracts

The Vice President of College Services and the President are authorized by the Board to sign contracts and agreements subject to prior approval of the Board.

This policy shall apply except in cases specified by the State law which requires the signature of the Chairman or the Secretary of the Board, their designate, or the President of the College.

2/12/79
11/28/94
6/28/04

304.01 Disposition of Equipment

Disposal of obsolete equipment shall be accomplished by public advertisement upon recommendation of the President and approval of the Board.

2/12/79

305.01 Purchasing Policy

A. Introduction

The administration of the purchasing policies and guidelines as set forth herein shall be the responsibility of the Vice President of College Services. This document shall serve to enable responsible parties to act in the best interests of Sauk Valley Community College. An efficient, well-planned, and organized program of purchasing policies is imperative to protect the public trust relative to the expenditures of public tax monies. Because the success of the purchasing program depends on the ways and means of implementation, management, and administration, it is apparent that this written policy shall govern the purchasing program and its use.

B. Ethics

All administrators acting as purchasing agents for Sauk Valley Community College shall ever be mindful of and practice the following ethics:

1. To regard public service as a sacred trust giving primary consideration to the interest of the school district;
2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended;
3. To strive for knowledge of school equipment and supplies in order to recommend items that may either reduce costs or increase the efficiency of the means of education;
4. To insist on and expect honesty in sales representation whether offered verbally or in the sample of product submitted;
5. To give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their product meets specifications and the educational needs of the district;
6. To discourage the offer of, and to decline, gifts which in any way might influence the purchase of school equipment and supplies;
7. To accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions; and

8. To cooperate with educational, governmental, and trade associations in the promotion and development of sound business methods in the procurement of school equipment and supplies.

C. Procedures

The Vice President of College Services shall have the responsibility of securing for the district its requirements for services, materials, supplies, and equipment at the lowest possible cost consistent with satisfactory standards for quality and service.

Supervision and control of all purchases shall be the responsibility of the Vice President of College Services, or his/her responsible officer.

The departmental budgets will be charged by journal entry for the value of the merchandise received. All purchases are to be initiated by requisition and shall be approved by the requisitioner's immediate supervisor and/or Vice President as required by the Vice President of College Services.

D. Policies

Budgeted Expenditures - All expenditures for items of services, materials, supplies and equipment which have been budgeted for all College funds of the College shall be bid and purchased within the following guidelines and policies:

a. Purchases involving and expenditure of less than $10,000 may be authorized by the Vice President of College Services without advertising for bids, or requiring formal competitive bidding. The Vice President of College Services shall determine the type of bidding necessary, the procedure being dependent upon the circumstances pertaining to each particular purchase.

b. Purchases involving an expenditure in excess of $10,000 shall be let to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability, after due advertisement, except contracts which by their nature are not adaptable to competitive bidding such as contracts for:

1) services for individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;

2) printing of finance committee reports and departmental reports;

3) printing or engraving of bonds, tax warrants, and other evidences of indebtedness;

4) materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;

5) maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;

6) use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services;

7) duplicating machines and supplies;

8) purchase of natural gas when the cost is less than that offered by a public utility and purchases of equipment previously owned by some entity other than the district itself;

9) purchases of equipment previously owned by some entity other than the district itself;

10) repair, maintenance, remodeling, renovation, or construction or a single project involving an expenditure not to exceed $15,000 and not involving a change or increase in the size, type, or extent of an existing facility;

11) goods or services procured from another governmental agency;

12) goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph;

13) where funds are expended in an emergency and such emergency expenditure is approved by 75% of the members of the Board.

c. All competitive bids for contracts involving an expenditure in excess of $10,000 (15,000 for contracts listed in b(9) above) must be sealed by the bidder and must be opened by a member or employee of the Board, and witnessed, at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least three days notice of the time and place of such bid opening.

d. Due advertisement includes, but is not limited to, at least one public notice at least ten days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district.

e. All request for competitive bids shall be issued through the Office of the Vice President of College Services.

Non-Budgeted Expenditures - Purchases of services, materials, supplies, and equipment which have not been specifically budgeted for in any of the College funds or which ultimately shall be funded through the Site and Construction Fund, shall be purchased according to the policies and guidelines as set forth in Section A, with the exception that responsibility for approval to purchase under this Section B, rests with the Board of Trustees.

Cooperative Purchasing Arrangements - The College purchasing officer may pursue the cooperative purchasing arrangements with other public institutions and the State of Illinois Department of General Services, in accordance with Paragraph 3-27.2 Joint Purchases, of the Illinois Public Community College Act. The Board Secretary is authorized to sign the appropriate resolution for the State of Illinois Department of General Services.

Non-Collusion Affidavit - All bids shall be submitted with a completed and original signed Non-Collusion Affidavit. Bids submitted without the completed form will be removed from consideration.

Miscellaneous – The Vice President of College Services will exercise discretion in determining the responsibility of each bidder. The lowest responsible bidder will be awarded the contract, provided he/she meets the specific requirements set forth in the bidding document. Preference will be given to persons or firms located in the college district so long as they provide the needed service on substantially equal basis with the persons or firms located outside the district.

AMENDMENT

RESOLVED, That the purchasing policy of Community College District Number 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, commonly known as Sauk Valley Community College, be amended by adding to the Miscellaneous Section the following language: All contracts to which Sauk Valley Community College is a party shall be conditioned upon the requirement that the supplier of materials or services of the contractor and his/her subcontractor, and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services, as the case may be, shall not commit an unfair employment practice in this State as defined in Section 853 of Chap. 48, IL. Rev. Stats., and all such contracts shall have incorporated therein the "Equal Employment Opportunity Clause" required under the Rules and Regulations of the Illinois Fair Employment Practices Commission, a copy of which is attached hereto and incorporated herein by reference. The said Clause may be incorporated in the College's contracts by reference to this purchasing policy.

"EQUAL EMPLOYMENT OPPORTUNITY CLAUSE"

In the event of the contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act of the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the contractor may be declared non-responsible and therefore ineligible for future contracts or sub-contracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of this contract, the contractor agrees as follows:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

2. That, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Commission's Rules

and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

3. That in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, age, national origin or ancestry.

4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement of understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Fair Employment Act and the Commission's Rule and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5. That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

6. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

7. That it will include verbatim or by reference the provisions of paragraph 1 through 7 of this clause in every performance subcontract as defined in Section 2.10 (b) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor; and that it will also so include the provisions of paragraphs 1, 5, 6 and 7 in every supply subcontract as defined in Section 2.10 (a) of the

Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

With respect to the two types of subcontracts referred to under paragraph 7 of the Equal Employment Opportunity Clause above, following is an excerpt of Section 2 of the FEPC's Rules and Regulation for Public Contracts:

Section 2.10 - The term "Subcontract" means any agreement, arrangement or understanding, written or otherwise, between a contractor and any person (in which the parties do not stand in the relationship of an employer and an employee):

A. For the furnishing of supplies or services or for the use of real or personal property, including lease arrangements, which, in whole or in part, is utilized in the performance of any one or more contracts; or

B. Under which any portion of the contractor's obligations under any one or more contracts is performed, undertaken or assumed.

Sexual Harassment Clause - Each party submitting a proposal must certify that they have complied with the requirement of section 2-105 of the Illinois Human Rights Act (PA 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of the law as applicable are hereby incorporated into this contract.

2/12/79
11/23/92
11/28/94
1/25/99
3/27/00
6/28/04

SAUK VALLEY COMMUNITY COLLEGE ATHLETIC BOOSTER

CLUB ANNUAL ANTIQUE SHOW PROFITS

Date	Profit
September, 1989	$1,134
January, 1990	1,528
January, 1991	1,678
January, 1992	2,846
January, 1993	3,275
January, 1994	2,589
January, 1995	3,423
January, 1996	3,599
January, 1997	2,881
January, 1998	3,074
January, 1999	2,120
January, 2000	2,805
January, 2001	2,164
January, 2002	2,099
January, 2003	2,012
January, 2004	1,530
January, 2005	1,901

For Board Meeting of
January 24, 2005

Agenda Item F-1

FINANCIAL PROJECTIONS

Attached are Financial Projections for fiscal year 05 through fiscal year 11 for review.

RECOMMENDATION: Information only.

Sauk Valley Community College — **Memorandum**

TO: Richard Behrendt

FROM: Ruth Bittner RLB

DATE: January 10, 2005

SUBJECT: Financial projections for FY 06

During the fiscal year that ends June 30, 2006, we expect to see no increase in revenue from the State, falling revenue from property taxes, flat enrollment, and routine inflationary increases in expenditures. This set of economic factors creates pressure to cover the resulting operating funds financial gap through our only controllable revenue source, an increased tuition rate.

FY 05 Projection

At this point we anticipate a handful of differences between the FY 05 budget and actual results, mostly based on bringing the projection more into line with last year's actual results than with the budget. On the revenue side we expect three sources to be similar to last year: Corporate Personal Property Replacement Tax (a $74,000 increase over budget); Fees (a $45,000 increase over budget); and Sales and Service Fees (a $100,000 decrease from budget). In expenditures, we expect Contractual Services and Materials and Supplies to be a total of $167,000 under budget, similar to last year. Overall, we project that the operating funds should finish in approximately a breakeven position, leaving the fund balance at $712,000.

FY 06 Projections

For FY 06, we assume a general inflation rate of 2.2%, equal to the November 2004 Consumer Price Index. We expect property tax revenue to decrease by about 3.5% because of exemptions required by a new State law, according to early information from the county assessors. We assume that overall State funding will be flat. We expect enrollment to be level with FY 05 and have used a tuition rate increase of $8 per credit hour starting with Summer 2005.

On the expenditures side, the largest cost, salaries, includes a 3% increase, based on last fall's collective bargaining agreement with the faculty association. So far this year, health insurance costs appear to have moderated; we have applied a 5% increase for FY 06. Salaries and benefits make up over 70% of operating expenses. Other expenses reflect an inflation rate of 2.2%. It should be noted that we continue to use funding bonds to pay for capital outlay expenditures, and we also are continuing the annual transfers of $100,000 from the Working Cash fund balance to operating funds.

These assumptions produce a projected FY 06 operating loss of $10,620 and a June 30, 2006 fund balance of $701,864.

Tuition Rate

The projection assumes a tuition increase of $8 per credit hour starting with Summer 2005. This raises our tuition and fees rate to $74. We also raised tuition $6 per credit hour in each of the last two years. With the drop in property tax revenue and no end in sight to tight State budgets, we again must fall back upon tuition as the only factor we have that is subject to local control and is of a size to raise significant enough funds to balance the budget.

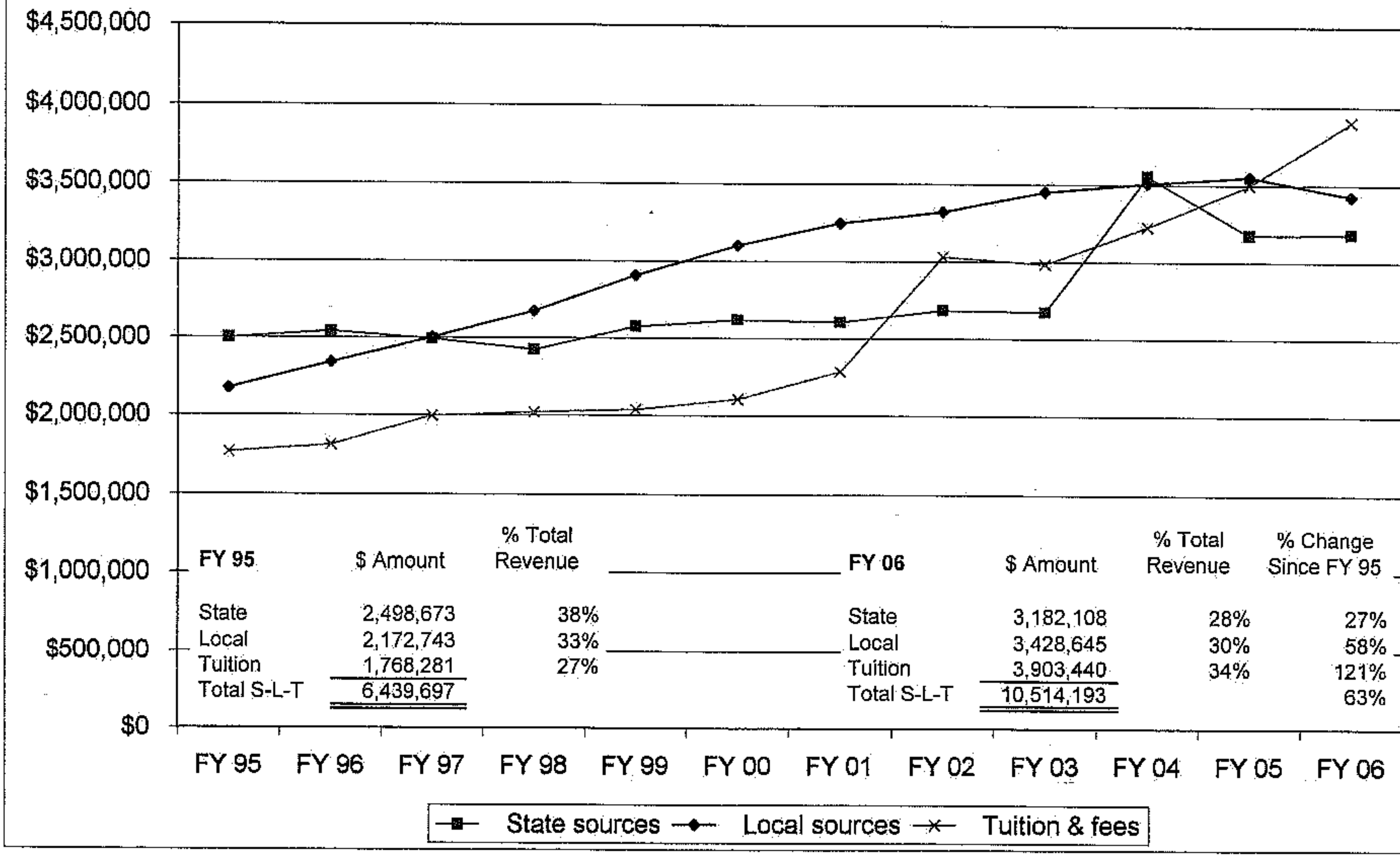
The Board in the past has expressed a desire to maintain an operating fund balance of $1 million. Given annual expenditures of about $12 million, $1 million represents one month's operating costs. A general business rule of thumb is that 15% of the annual budget, or slightly less than two month's expenditures, is a reasonable amount of reserves. Since Illinois community colleges are allowed to hold a Working Cash Fund to tide us through cyclical periods of low cash flow, a somewhat lower operating reserve becomes acceptable. The operating reserve then serves as a buffer that enables us to absorb unanticipated losses. Therefore, $1 million is a reasonable amount. I believe that $500,000, the equivalent of one month's payroll or enough to cover most unanticipated losses, is a bare minimum.

With just a $6 tuition increase, the same as the last two years, we would end up with unacceptable annual deficits in the operating funds that would drive the fund balance below $500,000 in two years and down to zero within five years. A $7 increase in FY 06 followed by $6 per year thereafter would make the fund balance fall below $500,000 in three years and to zero in seven years. An $8 increase for FY 06 followed by $6 in the following years allows us to maintain the minimally acceptable $500,000. Either an $8 increase in FY 06 followed by $7 in FY 07 and $6 after that, or $9 in FY 06 followed by $6 each succeeding year would keep the fund balance around a more comfortable $700,000 level.

Conclusion

We expect FY 05 to break even, with another breakeven year in FY 06 if we approve an $8 tuition increase. A $7 increase in FY 07, followed by $6 in succeeding years, would maintain the fund balance at its current level of $700,000.

SVCC Operating Revenues



FY 95	$ Amount	% Total Revenue
State	2,498,673	38%
Local	2,172,743	33%
Tuition	1,768,281	27%
Total S-L-T	6,439,697	

FY 06	$ Amount	% Total Revenue	% Change Since FY 95
State	3,182,108	28%	27%
Local	3,428,645	30%	58%
Tuition	3,903,440	34%	121%
Total S-L-T	10,514,193		63%

$6 FY 06 to 11

Sauk Valley Community College
Operating Funds Budget Projection
As of January 10, 2005

	FY 04 Actual	FY 05 Proj	FY 06 Proj	FY 07 Proj	FY 08 Proj	FY 09 Proj	FY10 Proj	FY 11 Proj
Revenues								
Property Tax	3,509,846	3,553,000	3,428,645	3,462,931	3,497,560	3,567,511	3,638,861	3,711,638
Tuition & Fees	3,227,608	3,498,500	3,802,045	4,105,701	4,409,357	4,713,013	5,016,669	5,320,325
State Funding	3,554,121	3,175,552	3,182,108	3,191,245	3,258,208	3,326,603	3,396,464	3,467,822
Other	4,255,374	968,700	996,944	1,024,581	1,053,048	1,082,368	1,112,569	1,143,676
Total Revenue	14,546,949	11,195,752	11,409,742	11,784,458	12,218,173	12,689,495	13,164,563	13,643,461
Expenditures								
Salaries & Benefits	8,199,347	8,181,759	8,454,135	8,771,366	9,102,885	9,449,478	9,811,981	10,191,285
Other	6,536,140	3,160,100	3,229,622	3,326,510	3,426,306	3,529,094	3,634,966	3,744,017
Total Expenditures	14,735,487	11,341,859	11,683,757	12,097,876	12,529,191	12,978,572	13,446,947	13,935,302
Net gain/(loss)	-188,538	-146,107	-274,015	-313,418	-311,018	-289,077	-282,384	-291,841
Transfers in & out	199,503	162,000	162,000	162,000	162,000	162,000	112,000	112,000
Net increase/(decrease)	10,965	15,893	-112,015	-151,418	-149,018	-127,077	-170,384	-179,841
Fund Balance, End of Year	696,591	712,484	600,469	449,051	300,033	172,956	2,572	-177,269

Tuition rate: +$6 per credit hour
Enrollment: flat each year
ICCB grants: flat through FY 07; then +2%
Inflation rate: FY 06 2.2%, then 3%
Benefits: FY 06 +5%; then +7.5%
EAV: FY 06 -3.5%; FY 07-08 +1%; then +2%
Raises: +3%

$7 FY 06; $6 FY 07 to 11

Sauk Valley Community College
Operating Funds Budget Projection
As of January 10, 2005

	FY 04 Actual	FY 05 Proj	FY 06 Proj	FY 07 Proj	FY 08 Proj	FY 09 Proj	FY10 Proj	FY 11 Proj
Revenues								
Property Tax	3,509,846	3,553,000	3,428,645	3,462,931	3,497,560	3,567,511	3,638,861	3,711,638
Tuition & Fees	3,227,608	3,498,500	3,852,742	4,156,406	4,460,070	4,763,734	5,067,398	5,371,062
State Funding	3,554,121	3,175,552	3,182,108	3,191,245	3,258,208	3,326,603	3,396,464	3,467,822
Other	4,255,374	968,700	996,944	1,024,581	1,053,048	1,082,368	1,112,569	1,143,676
Total Revenue	14,546,949	11,195,752	11,460,439	11,835,163	12,268,886	12,740,216	13,215,292	13,694,198
Expenditures								
Salaries & Benefits	8,199,347	8,181,759	8,454,135	8,771,366	9,102,885	9,449,478	9,811,981	10,191,285
Other	6,536,140	3,160,100	3,229,622	3,326,510	3,426,306	3,529,094	3,634,966	3,744,017
Total Expenditures	14,735,487	11,341,859	11,683,757	12,097,876	12,529,191	12,978,572	13,446,947	13,935,302
Net gain/(loss)	-188,538	-146,107	-223,318	-262,713	-260,305	-238,356	-231,655	-241,104
Transfers in & out	199,503	162,000	162,000	162,000	162,000	162,000	112,000	112,000
Net increase/(decrease)	10,965	15,893	-61,318	-100,713	-98,305	-76,356	-119,655	-129,104
Fund Balance, End of Year	696,591	712,484	651,166	550,453	452,148	375,792	256,137	127,033

Tuition rate: FY 06 +$7 per credit hour; + $6 after that
Enrollment: flat each year
ICCB grants: flat through FY 07; then +2%
Inflation rate: FY 06 2.2%, then 3%
Benefits: FY 06 +5%; then +7.5%
EAV: FY 06 -3.5%; FY 07-08 +1%; then +2%
Raises: +3%

$8 FY 06; $6 FY 07 to 11

Sauk Valley Community College
Operating Funds Budget Projection
As of January 10, 2005

	FY 04 Actual	FY 05 Proj	FY 06 Proj	FY 07 Proj	FY 08 Proj	FY 09 Proj	FY10 Proj	FY 11 Proj
Revenues								
Property Tax	3,509,846	3,553,000	3,428,645	3,462,931	3,497,560	3,567,511	3,638,861	3,711,638
Tuition & Fees	3,227,608	3,498,500	3,903,440	4,207,111	4,510,782	4,814,453	5,118,124	5,421,795
State Funding	3,554,121	3,175,552	3,182,108	3,191,245	3,258,208	3,326,603	3,396,464	3,467,822
Other	4,255,374	968,700	996,944	1,024,581	1,053,048	1,082,368	1,112,569	1,143,676
Total Revenue	14,546,949	11,195,752	11,511,137	11,885,868	12,319,598	12,790,935	13,266,018	13,744,931
Expenditures								
Salaries & Benefits	8,199,347	8,181,759	8,454,135	8,771,366	9,102,885	9,449,478	9,811,981	10,191,285
Other	6,536,140	3,160,100	3,229,622	3,326,510	3,426,306	3,529,094	3,634,966	3,744,017
Total Expenditures	14,735,487	11,341,859	11,683,757	12,097,876	12,529,191	12,978,572	13,446,947	13,935,302
Net gain/(loss)	-188,538	-146,107	-172,620	-212,008	-209,593	-187,637	-180,929	-190,371
Transfers in & out	199,503	162,000	162,000	162,000	162,000	162,000	112,000	112,000
Net increase/(decrease)	10,965	15,893	-10,620	-50,008	-47,593	-25,637	-68,929	-78,371
Fund Balance, End of Year	696,591	712,484	701,864	651,856	604,263	578,626	509,697	431,326

Tuition rate: FY 06 +$8; then +$6 per credit hour
Enrollment: flat each year
ICCB grants: flat through FY 07; then +2%
Inflation rate: FY 06 2.2%, then 3%
Benefits: FY 06 +5%; then +7.5%
EAV: FY 06 -3.5%; FY 07-08 +1%; then +2%
Raises: +3%

$8 FY 06; $7 FY 07; $6 FY 08 to 11
(RECOMMENDED)

Sauk Valley Community College
Operating Funds Budget Projection
As of January 10, 2005

	FY 04 Actual	FY 05 Proj	FY 06 Proj	FY 07 Proj	FY 08 Proj	FY 09 Proj	FY10 Proj	FY 11 Proj
Revenues								
Property Tax	3,509,846	3,553,000	3,428,645	3,462,931	3,497,560	3,567,511	3,638,861	3,711,638
Tuition & Fees	3,227,608	3,498,500	3,903,440	4,257,723	4,561,394	4,865,065	5,168,736	5,472,407
State Funding	3,554,121	3,175,552	3,182,108	3,191,245	3,258,208	3,326,603	3,396,464	3,467,822
Other	4,255,374	968,700	996,944	1,024,581	1,053,048	1,082,368	1,112,569	1,143,676
Total Revenue	14,546,949	11,195,752	11,511,137	11,936,480	12,370,210	12,841,547	13,316,630	13,795,543
Expenditures								
Salaries & Benefits	8,199,347	8,181,759	8,454,135	8,771,366	9,102,885	9,449,478	9,811,981	10,191,285
Other	6,536,140	3,160,100	3,229,622	3,326,510	3,426,306	3,529,094	3,634,966	3,744,017
Total Expenditures	14,735,487	11,341,859	11,683,757	12,097,876	12,529,191	12,978,572	13,446,947	13,935,302
Net gain/(loss)	-188,538	-146,107	-172,620	-161,396	-158,981	-137,025	-130,317	-139,759
Transfers in & out	199,503	162,000	162,000	162,000	162,000	162,000	112,000	112,000
Net increase/(decrease)	10,965	15,893	-10,620	604	3,019	24,975	-18,317	-27,759
Fund Balance, End of Year	696,591	712,484	701,864	702,468	705,487	730,462	712,145	684,386

Tuition rate: FY 06 +$8 per credit hour; FY 07 + $7; + $6 after that
Enrollment: flat each year
ICCB grants: flat through FY 07; then +2%
Inflation rate: FY 06 2.2%, then 3%
Benefits: FY 06 +5%; then +7.5%
EAV: FY 06 -3.5%; FY 07-08 +1%; then +2%
Raises: +3%

Sauk Valley Community College
Budget Projections 2005 and 2006
As of January 10, 2005

$8 FY 06; $7 FY 07; $ 08 to 11
(RECOMMENDED)

EAV = 3.5% | ICCB Pie% = 0 | Tuition = $8
Raise = 3.0% | CPI = 2.2% | Bens = 5.0% | ICCB = 0.0% | Tuit Rate = 12.70% | Enrollmt = 0.00%

Description	Total Operating Funds FY 04 Actual	FY 05 Bud	FY 05 Proj	FY 06 Proj	Educational Fund FY 04 Actual	FY 05 Bud	FY 05 Proj	FY 06 Proj	Operations and Maintenance Fund FY 04 Actual	FY 05 Bud	FY 05 Proj	FY 06 Proj
Property Tax	3,509,846	3,553,000	3,553,000	3,428,645	3,126,954	3,166,000	3,166,000	3,055,190	382,892	387,000	387,000	373,456
State Government:												
ICCB Credit Hour Grant	1,675,036	1,569,577	1,569,577	1,569,577	1,490,783	1,396,922	1,396,922	1,396,922	184,253	172,655	172,655	172,655
ICCB Equalization Grant	1,434,785	1,152,535	1,152,535	1,152,535	1,246,957	1,025,756	1,025,756	1,025,756	187,828	126,779	126,779	126,779
Other	89,326	90,440	90,440	90,440	53,400	53,400	53,400	53,400	35,926	37,040	37,040	37,040
ICCB Career & Tech Ed	59,019	65,000	65,000	65,000	59,019	65,000	65,000	65,000	0	0	0	0
Corp Pers Prop Replace Tax	295,955	224,000	298,000	304,555	263,400	200,000	265,000	270,830	32,555	24,000	33,000	33,726
Total State Government	3,554,121	3,101,552	3,175,552	3,182,108	3,113,559	2,741,078	2,806,078	2,811,908	440,562	360,474	369,474	370,200
Federal Government	4,240	5,000	5,000	5,000	4,240	5,000	5,000	5,000	0	0	0	0
Student Tuition & Fees:												
Tuition	2,919,170	3,188,500	3,188,500	3,593,440	2,601,409	2,841,000	2,841,000	3,201,807	317,761	347,500	347,500	391,633
Fees	308,438	265,000	310,000	310,000	308,438	265,000	310,000	310,000	0	0	0	0
Total Tuition & Fees	3,227,608	3,453,500	3,498,500	3,903,440	2,909,847	3,106,000	3,151,000	3,511,807	317,761	347,500	347,500	391,633
Other:												
Sales & Service Fees	279,078	404,000	304,000	304,000	272,265	400,000	300,000	300,000	6,813	4,000	4,000	4,000
Facilities Revenue	2,531	2,000	2,000	2,000	0	0	0	0	2,531	2,000	2,000	2,000
Investment Income	31,607	35,200	35,200	50,200	31,556	35,000	35,000	50,000	51	200	200	200
Other	10,633	20,500	20,500	20,500	10,276	20,000	20,000	20,000	357	500	500	500
SURS Revenue on Behalf	3,927,285	602,000	602,000	615,244	3,660,984	560,000	560,000	572,320	266,301	42,000	42,000	42,924
Total Other	4,251,134	1,063,700	963,700	991,944	3,975,081	1,015,000	915,000	942,320	276,053	48,700	48,700	49,624
TOTAL REVENUE	14,546,949	11,176,752	11,195,752	11,511,137	13,129,681	10,033,078	10,043,078	10,326,225	1,417,268	1,143,674	1,152,674	1,184,912
Salaries	6,751,934	6,835,578	6,835,578	7,040,645	6,294,351	6,382,172	6,382,172	6,503,637	457,583	453,406	453,406	467,008
Employee Benefits	1,447,413	1,346,181	1,346,181	1,413,490	1,307,975	1,200,032	1,200,032	1,260,034	139,438	146,149	146,149	153,456
Contractual Services	505,283	681,845	574,500	587,139	421,528	567,345	460,000	490,120	83,755	114,500	114,500	117,019
Materials & Supplies	903,627	966,669	906,600	926,545	792,218	880,069	820,000	888,040	111,409	86,600	86,600	88,505
Conferences & Meetings	138,006	140,450	140,450	143,540	136,299	137,850	137,850	140,883	1,707	2,600	2,600	2,657
Fixed Charges	84,145	63,050	63,050	64,437	24,977	23,050	23,050	23,557	59,168	40,000	40,000	40,880
Utilities	391,281	355,500	355,500	363,321	0	0	0	0	391,281	355,500	355,500	363,821
Capital Outlay	42,736	15,000	15,000	15,330	13,895	0	0	0	28,841	15,000	15,000	15,330
Other	543,777	503,000	503,000	514,066	543,777	503,000	503,000	514,066	0	0	0	0
SURS Expenditure on Behalf	3,927,285	602,000	602,000	615,244	3,660,984	560,000	560,000	572,320	266,301	42,000	42,000	42,924
TOTAL EXPENDITURES	14,735,487	11,509,273	11,341,859	11,683,757	13,196,004	10,253,518	10,086,104	10,392,657	1,539,483	1,255,755	1,255,755	1,291,100
TRANSFERS	199,503	162,000	162,000	162,000	71,364	48,500	48,500	48,500	128,139	113,500	113,500	113,500
NET GAIN/(LOSS)	10,965	-170,521	15,893	-10,620	5,041	-171,940	5,474	-17,932	5,924	1,419	10,419	7,312
FUND BALANCE, BEGINNING	685,626	696,591	696,591	712,484	685,653	690,694	690,694	696,168	-27	5,897	5,897	16,316
FUND BALANCE, ENDING	696,591	526,070	712,484	701,864	690,694	518,754	696,168	678,236	5,897	7,316	16,316	23,628

Sauk Valley C unity College
Six Year Budget Projection - Total C, ng Funds - FY 2006 through 2011
As of January 10, 2005

$8 FY 06; $7 FY 07; $6 F to 11
(RECOMMENDED)

Raise 7/9/11 = 3%	CPI = 3%	ICCB 07 = 0%	Tuit 7 = $7	Enroll = 0%
Raise 8/10 = 3%	Bens = 7.5%	ICCB 8-11 = 2%	Tuit 8-11 = $6	EAV 7-8 = 1%
				EAV 9-11 = 2%

Description	FY 06 Proj	FY 07 Proj	FY 08 Proj	FY 09 Proj	FY10 Proj	FY 11 Proj
Property Tax	3,428,645	3,462,931	3,497,560	3,567,511	3,638,861	3,711,638
State Government:						
ICCB Credit Hour Grant	1,569,577	1,569,577	1,600,969	1,632,988	1,665,648	1,698,961
ICCB Equalization Grant	1,152,535	1,152,535	1,175,586	1,199,098	1,223,080	1,247,542
Other	90,440	90,440	92,249	94,094	95,976	97,896
ICCB Career & Tech Ed	65,000	65,000	66,300	67,626	68,979	70,359
Corp Pers Prop Replace Tax	304,556	313,693	323,104	332,797	342,781	353,064
Total State Government	3,182,108	3,191,245	3,258,208	3,326,603	3,396,464	3,467,822
Federal Government	5,000	5,000	5,000	5,000	5,000	5,000
Student Tuition & Fees:						
Tuition	3,593,440	3,947,723	4,251,394	4,555,065	4,858,736	5,162,407
Fees	310,000	310,000	310,000	310,000	310,000	310,000
Total Tuition & Fees	3,903,440	4,257,723	4,561,394	4,865,065	5,168,736	5,472,407
Other:						
Sales & Service Fees	304,000	313,120	322,514	332,189	342,155	352,420
Facilities Revenue	2,000	2,060	2,122	2,186	2,252	2,320
Investment Income	50,200	50,200	50,200	50,200	50,200	50,200
Other	20,500	20,500	20,500	20,500	20,500	20,500
SURS Revenue on Behalf	615,244	633,701	652,712	672,293	692,462	713,236
Total Other	991,944	1,019,581	1,048,048	1,077,368	1,107,569	1,138,676
TOTAL REVENUE	11,511,137	11,936,480	12,370,210	12,841,547	13,316,630	13,795,543
Salaries	7,040,645	7,251,864	7,469,420	7,693,503	7,924,308	8,162,037
Employee Benefits	1,413,490	1,519,502	1,633,465	1,755,975	1,887,673	2,029,248
Contractual Services	587,139	604,753	622,896	641,583	660,830	680,655
Materials & Supplies	926,545	954,341	982,971	1,012,460	1,042,834	1,074,119
Conferences & Meetings	143,540	147,846	152,281	156,849	161,554	166,401
Fixed Charges	64,437	66,370	68,361	70,412	72,524	74,700
Utilities	363,321	374,221	385,448	397,011	408,921	421,189
Capital Outlay	15,330	15,790	16,264	16,752	17,255	17,773
Other	514,066	529,488	545,373	561,734	578,586	595,944
SURS Expenditure on Behalf	615,244	633,701	652,712	672,293	692,462	713,236
TOTAL EXPENDITURES	11,683,757	12,097,876	12,529,191	12,978,572	13,446,947	13,935,302
TRANSFERS	162,000	162,000	162,000	162,000	112,000	112,000
NET GAIN/(LOSS)	-10,620	604	3,019	24,975	-18,317	-27,759
FUND BALANCE, BEGINNING	712,484	701,864	702,468	705,487	730,462	712,145
FUND BALANCE, ENDING	701,864	702,468	705,487	730,462	712,145	684,386

$9 FY 06; $6 FY 07 to 11

Sauk Valley Community College
Operating Funds Budget Projection
As of January 10, 2005

	FY 04 Actual	FY 05 Proj	FY 06 Proj	FY 07 Proj	FY 08 Proj	FY 09 Proj	FY10 Proj	FY 11 Proj
Revenues								
Property Tax	3,509,846	3,553,000	3,428,645	3,462,931	3,497,560	3,567,511	3,638,861	3,711,638
Tuition & Fees	3,227,608	3,498,500	3,954,137	4,257,815	4,561,493	4,865,171	5,168,849	5,472,527
State Funding	3,554,121	3,175,552	3,182,108	3,191,245	3,258,208	3,326,603	3,396,464	3,467,822
Other	4,255,374	968,700	996,944	1,024,581	1,053,048	1,082,368	1,112,569	1,143,676
Total Revenue	14,546,949	11,195,752	11,561,834	11,936,572	12,370,309	12,841,653	13,316,743	13,795,663
Expenditures								
Salaries & Benefits	8,199,347	8,181,759	8,454,135	8,771,366	9,102,885	9,449,478	9,811,981	10,191,285
Other	6,536,140	3,160,100	3,229,622	3,326,510	3,426,306	3,529,094	3,634,966	3,744,017
Total Expenditures	14,735,487	11,341,859	11,683,757	12,097,876	12,529,191	12,978,572	13,446,947	13,935,302
Net gain/(loss)	-188,538	-146,107	-121,923	-161,304	-158,882	-136,919	-130,204	-139,639
Transfers in & out	199,503	162,000	162,000	162,000	162,000	162,000	112,000	112,000
Net increase/(decrease)	10,965	15,893	40,077	696	3,118	25,081	-18,204	-27,639
Fund Balance, End of Year	696,591	712,484	752,561	753,257	756,375	781,456	763,252	735,613

Tuition rate: FY 06 +$9 per credit hour; + $6 after that
Enrollment: flat each year
ICCB grants: flat through FY 07; then +2%
Inflation rate: FY 06 2.2%, then 3%
Benefits: FY 06 +5%; then +7.5%
EAV: FY 06 -3.5%; FY 07-08 +1%; then +2%
Raises: +3%

SVCC				
ICCB Grants				
FY 05 Final and FY 06 ICCB Recommendation				
As of 1/25/05				
	FY 05	FY 06	Change	% Change
Credit Hour Grant	1,528,708	1,436,099	-92,609	-6.1%
Square Footage Grant	30,440	29,943	-497	-1.6%
Small College Grant	60,000	60,000	0	0.0%
Equalization Grant	1,152,535	1,126,893	-25,642	-2.2%
Funding Formula Impact Grant	40,869	51,523	10,654	26.1%
Total unrestricted grants	2,812,552	2,704,458	-108,094	-3.8%
Workforce Development Business & Industry Grant	51,485	0	-51,485	-100.0%
P-16 Initiative Grant	15,000	0	-15,000	-100.0%
Disadvantaged Student Success Grant	0	22,161	22,161	100.0%
Total restricted grants	66,485	22,161	-44,324	-66.7%
Total grants	2,879,037	2,726,619	-152,418	-5.3%

Sauk Valley Community College
Budget Projections With 1/25/05 State Grant Information and Varying Tuition Rates
As of 1/25/05

	FY 04 Actual	FY 05 Projected	FY 06 Projected	FY 07 Projected	FY 08 Projected	FY 09 Projected	FY 10 Projected	FY 11 Projected
RECOMMENDED IN BOARD PACKET ($8 TUITION INCREASE):								
State grants		-10.7%	0.0%	0.0%	2.0%	2.0%	2.0%	2.0%
Tuition Increase		$6	$8	$7	$6	$6	$6	$6
Ending Fund Balance	$696,591	$712,484	$701,864	$702,468	$705,487	$730,462	$712,145	$684,386
WITH NEW STATE INFORMATION & $8 TUITION INCREASE:								
State grants		-10.7%	-3.8%	0.0%	2.0%	2.0%	2.0%	2.0%
Tuition Increase		$6	$8	$7	$6	$6	$6	$6
Ending Fund Balance	$696,591	$712,484	$592,516	$483,772	$375,256	$286,466	$152,108	$5,986
WITH NEW STATE INFORMATION & $10 TUITION INCREASE:								
State grants		-10.7%	-3.8%	0.0%	2.0%	2.0%	2.0%	2.0%
Tuition Increase		$6	$10	$7	$6	$6	$7	$6
Ending Fund Balance	$696,591	$712,484	$693,591	$685,908	$678,441	$690,688	$707,965	$713,466
WITH NEW STATE INFORMATION & SEVERAL $8 TUITION INCREASES:								
State grants		-10.7%	-3.8%	0.0%	2.0%	2.0%	2.0%	2.0%
Tuition Increase		$6	$8	$8	$8	$8	$5	$5
Ending Fund Balance	$696,591	$712,484	$592,516	$534,384	$577,704	$741,974	$810,064	$815,778

For Board Meeting of
January 24, 2005

Agenda Item F-2

TUITION INCREASE RECOMMENDATION

Attached is a memo from Ruth Bittner recommending that tuition and fees be increased by a rate of $8 per credit hour, starting with Summer 2005. The total tuition and fees rate will become $74 per credit hour.

RECOMMENDATION: Board approval to increase the tuition and fees rate in the amount of $8 per credit hour, starting with the Summer 2005 term. The total tuition fees rate will then be $74 per credit hour.

Sauk Valley Community College

Memorandum

TO: Richard Behrendt

FROM: Ruth Bittner RB

DATE: January 10, 2005

SUBJECT: Tuition and Fees Recommendation for Fiscal Year 2006

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

I recommend that we increase the tuition and fees rate by $8 per credit hour, starting with Summer 2005.

Attached are three tables. Table 1 projects operating funds financial results for FY 2005, estimates the budget for FY 2006, and projects five additional years of budget. It is important to note that this projection was prepared on a macro level without input from College departments. It is not intended to be the official budget for future years; instead, it is a tool to use in analyzing the tuition rate. Table 2 compares Sauk's tuition rate to rates at other colleges. Table 3 is a history of tuition rates and enrollment at Sauk.

(Additional analysis and illustrative projections that use different FY 06 tuition rates are included as attachments to the "Financial projections" memo, also a part of this month's Board packet.)

<u>Rationale</u>

The Board in the past has expressed a desire to maintain an operating fund balance of $1 million. Given annual expenditures of about $12 million, $1 million represents one month's operating costs. A general business rule of thumb is that 15% of the annual budget, or slightly less than two month's expenditures, is a reasonable amount of reserves. Since Illinois community colleges are allowed to hold a Working Cash Fund to tide us through cyclical periods of low cash flow, a somewhat lower operating reserve becomes acceptable. The operating reserve then serves as a buffer that enables us to absorb unanticipated losses. Therefore, $1 million is a reasonable amount. I believe that $500,000, the equivalent of one month's payroll or enough to cover most unanticipated losses, is a bare minimum.

With just a $6 tuition increase, the same as the last two years, we would end up with unacceptable annual deficits in the operating funds that would drive the fund balance below $500,000 in two years and down to zero within five years. A $7 increase in FY 06 followed by $6 per year thereafter would make the fund balance fall below $500,000 in three years and to zero in seven years. An $8 increase for FY 06 followed by $6 in the following years allows us to maintain the minimally acceptable $500,000. Either an $8 increase in FY 06 followed by $7 in FY 07 and $6 after that, or $9 in FY 06 followed by $6 each succeeding year would keep the fund balance around a more comfortable $700,000 level.

The cause of our continued need to raise tuition at this pace is the College's continued budget squeeze. During the fiscal year that ends June 30, 2006, we expect to see no increase in revenue from the State, falling revenue from property taxes, flat enrollment, and routine inflationary increases in expenditures. This set of economic factors creates pressure to cover the resulting operating funds financial gap through our only controllable revenue source, an increased tuition rate.

<u>Tuition Rate Comparisons</u>

Sauk's current tuition and fees rate is $66.00 per credit hour. The current average for Sauk's peer group is $66.06. Sauk ranks third out of the eight colleges, with a range from $55.50 to $80.50. The statewide average this year is $63.98, with rates ranging from $48 to $85.17; Sauk ranks 13th out of 39. It's too early to know what next year's rates will be for other colleges, but it is likely that many will increase. Compared with estimated (<u>not</u> approved) increases from Sauk's peer group, Sauk's new proposed rate would again rank third out of the eight, at $74 vs. an average of $70.19.

<u>Tuition Rate History</u>

Sauk raised its rate last year by $6.00 per hour (10.0%). For all but a fifteen-year period starting in 1981 in which we had infrequent but large increases, the rate has gone up in small, steady amounts. It appears that tuition is not the prime driver behind enrollment, since some years with large tuition increases also had large enrollment increases, while other years produced the opposite result.

<u>Recommendation</u>

It is recommended that the Board of Trustees approve an increase in the tuition and fees rate of $8 per credit hour, starting with the Summer 2005 term. The total tuition and fees rate will then be $74 per credit hour. (This is a recommendation for FY 06 only – although projections for future years are discussed above, it is best to approve only one year at a time so that we always work with current information.)

Table 1

$8 FY 06; $7 FY 07; $6 FY 08 to 11 (RECOMMENDED)

Sauk Valley Community College
Operating Funds Budget Projection
As of January 10, 2005

	FY 04 Actual	FY 05 Proj	FY 06 Proj	FY 07 Proj	FY 08 Proj	FY 09 Proj	FY10 Proj	FY 11 Proj
Revenues								
Property Tax	3,509,846	3,553,000	3,428,645	3,462,931	3,497,560	3,567,511	3,638,861	3,711,638
Tuition & Fees	3,227,608	3,498,500	3,903,440	4,257,723	4,561,394	4,865,065	5,168,736	5,472,407
State Funding	3,554,121	3,175,552	3,182,108	3,191,245	3,258,208	3,326,603	3,396,464	3,467,822
Other	4,255,374	968,700	996,944	1,024,581	1,053,048	1,082,368	1,112,569	1,143,676
Total Revenue	14,546,949	11,195,752	11,511,137	11,936,480	12,370,210	12,841,547	13,316,630	13,795,543
Expenditures								
Salaries & Benefits	8,199,347	8,181,759	8,454,135	8,771,366	9,102,885	9,449,478	9,811,981	10,191,285
Other	6,536,140	3,160,100	3,229,622	3,326,510	3,426,306	3,529,094	3,634,966	3,744,017
Total Expenditures	14,735,487	11,341,859	11,683,757	12,097,876	12,529,191	12,978,572	13,446,947	13,935,302
Net gain/(loss)	-188,538	-146,107	-172,620	-161,396	-158,981	-137,025	-130,317	-139,759
Transfers in & out	199,503	162,000	162,000	162,000	162,000	162,000	112,000	112,000
Net increase/(decrease)	10,965	15,893	-10,620	604	3,019	24,975	-18,317	-27,759
Fund Balance, End of Year	696,591	712,484	701,864	702,468	705,487	730,462	712,145	684,386

Tuition rate: FY 06 +$8 per credit hour; FY 07 + $7; + $6 after that
Enrollment: flat each year
ICCB grants: flat through FY 07; then +2%
Inflation rate: FY 06 2.2%, then 3%
Benefits: FY 06 +5%; then +7.5%
EAV: FY 06 -3.5%; FY 07-08 +1%; then +2%
Raises: +3%

Table 2

Comparison of Community College Tax and Tuition Rates
As of January 2005

College	Location	FY 04 Tuition & Fees	Increase	FY 05 Tuition & Fees	**** *Tentative* Increase	FY 06 *Tentative* Tuit/Fees
Sauk Valley	**Dixon**	**60.00**	**6.00**	**66.00**	***8.00***	***74.00***
Danville	Danville	54.00	4.00	58.00	*4.00*	*62.00*
Highland	Freeport	59.00	5.00	64.00	*3.00*	*67.00*
Kishwaukee	Malta	61.00	1.00	62.00	*2.00*	*64.00*
Richland (est. $2 to $5)	Decatur	55.50	0.00	55.50	*3.50*	*59.00*
Carl Sandburg	Galesburg	75.00	5.50	80.50	*6.00*	*86.50*
Spoon River (est. $2 to $3)	Canton	62.00	3.50	65.50	*2.50*	*68.00*
John Wood (average of the group - they decide in April or May)	Quincy	71.00	6.00	77.00	*4.00*	*81.00*
Peer group average		**62.19**	**3.88**	**66.06**	***4.13***	***70.19***
State average		**59.45**	**4.53**	**63.98**		

TENTATIVE FIGURES - DO NOT QUOTE AS FACT!!!

Table 3

Sauk Valley Community College
Tuition, Fees and Enrollment History
January 2005

FY	Tuition	Fees	Total	Increase	% Increase	Credit Hour Enrollment	% Increase
1967	8.50	1.50	10.00			12,359	
1968	8.50	1.50	10.00			25,378	105.3%
1969	8.50	1.50	10.00			28,228	11.2%
1970	10.00	1.50	11.50	1.50	15.0%	33,260	17.8%
1971	11.00	1.50	12.50	1.00	8.7%	34,472	3.6%
1972	11.00	1.50	12.50			36,141	4.8%
1973	12.00	1.00	13.00	0.50	4.0%	37,573	4.0%
1974	13.00	1.00	14.00	1.00	7.7%	39,993	6.4%
1975	13.00	1.00	14.00			46,073	15.2%
1976	14.00	1.00	15.00	1.00	7.1%	62,707	36.1%
1977	14.00	1.00	15.00			58,489	-6.7%
1978	15.00	1.00	16.00	1.00	6.7%	53,087	-9.2%
1979	17.00	1.00	18.00	2.00	12.5%	49,628	-6.5%
1980	19.00	1.00	20.00	2.00	11.1%	49,681	0.1%
1981	19.00	1.00	20.00			57,153	15.0%
1982	19.00	1.00	20.00			53,709	-6.0%
1983	24.00	1.00	25.00	5.00	25.0%	59,087	10.0%
1984	24.00	1.00	25.00			54,592	-7.6%
1985	26.00	1.00	27.00	2.00	8.0%	46,940	-14.0%
1986	26.00	1.00	27.00			47,750	1.7%
1987	28.00	1.00	29.00	2.00	7.4%	48,847	2.3%
1988	28.00	1.00	29.00			50,305	3.0%
1989	28.00	1.00	29.00			49,601	-1.4%
1990	28.00	1.00	29.00			49,375	-0.5%
1991	28.00	1.00	29.00			53,754	8.9%
1992	28.00	1.00	29.00			56,191	4.5%
1993	35.00	2.00	37.00	8.00	27.6%	52,314	-6.9%
1994	37.00	3.00	40.00	3.00	8.1%	47,021	-10.1%
1995	37.00	3.00	40.00			45,104	-4.1%
1996	38.00	3.00	41.00	1.00	2.5%	44,595	-1.1%
1997	40.00	3.00	43.00	2.00	4.9%	44,566	-0.1%
1998	41.00	3.00	44.00	1.00	2.3%	43,623	-2.1%
1999	43.00	3.00	46.00	2.00	4.5%	41,880	-4.0%
2000	43.00	3.00	46.00			43,040	2.8%
2001	45.00	3.00	48.00	2.00	4.3%	42,686	-0.8%
2002	48.00	3.00	51.00	3.00	6.3%	51,124	19.8%
2003	51.00	3.00	54.00	3.00	5.9%	49,968	-2.3%
2004	57.00	3.00	60.00	6.00	11.1%	48,021	-3.9%
2005*	63.00	3.00	66.00	6.00	10.0%	48,500	1.0%
2006#	71.00	3.00	74.00	8.00	12.1%		

* FY 2004 enrollment is estimated. # FY 2005 tuition is tentative.

For Board Meeting of
January 24, 2005

Agenda Item F-3

AMENDED ROADWAY EASEMENT AGREEMENT

Due to required changes made by the Lee County Fire Marshal for fire truck and hydrant access, the space for on-site parking for residents has been greatly reduced. Attorneys Gehlbach and Shirk have prepared an amended agreement allowing for the 25' strip of land previously approved by the Board to be used as ingress and egress on to the site, to now be used to construct 11 additional parking spaces for the student housing project (see attached diagram).

RECOMMENDATION: Board approval of the proposed amended easement agreement granting additional parking spaces for student housing residents.

Sauk Valley
Community College
Foundation

173 IL Route 2, Dixon, IL 61021
815/288-5511, ext. 294 - FAX: 815/288-5958

Memorandum

Date: January 18, 2004

To: Dr. Richard Behrendt / SVCC Board of Trustees

From: Cal Lyons

Subject: Amended Roadway Easement Agreement Request

The Sauk Foundation and Sauk Valley Student Housing L.L.C. have been notified by Century Development and Clark Engineers that recent required changes due to safety issues in the site plan for the student housing project have sharply reduced the space for on-site parking for residents. These parking spaces cannot be recaptured on the current site due to the terrain and the requirement for keeping the construction all above the one hundred year flood plain mark.

After consultation with the Lee County Fire Marshal seven original parking spots were removed to allow sufficient clearance for a fire truck turn around area. Also, four original parking spots were removed to allow for sufficient fire hydrant clearance and access. Lastly, another handicap parking space was added, reducing the regular parking by one more spot. The total number of parking spaces lost is 12.

The attached proposed amendment would allow for 11 parking spaces to be added back into the site plan. If the amendment is granted, that will bring the total number of parking spaces available up to about 125 (this number could still fluctuate by one or two depending upon final footing placements for the buildings). The housing project will have the capacity to house 140 students.

Attorneys Gary Gehlbach and William Shirk, who drafted the original easement documents, have prepared the amended agreement which is attached. Therefore, on behalf of Sauk Valley Student Housing L.L.C. and the Sauk Foundation, I respectfully reques that the SVCC Board of Trustees approve the proposed easement amendment.

AMENDED ROADWAY
EASEMENT AGREEMENT

This Amended Roadway Easement Agreement supercedes and replaces that certain Roadway Easement agreement dated October 12, 2004, and recorded October 20, 2004, as Document 2004008170, and is made and entered into as of the 24th day of January, 2005, by and between the Board of Trustees of Community College District No. 506, commonly known as SAUK VALLEY COMMUNITY COLLEGE, consisting of all or part of Lee, Whiteside, Carroll, Ogle, and Bureau counties in the State of (the "College"), and SAUK VALLEY STUDENT HOUSING, L.L.C., an Illinois limited liability company (the "Student Housing Company"), and is based on the following:

RECITALS

A. The College is a public college organized and existing as a public community college under the Illinois Public Community College Act, 110 ILCS 805/1 *et seq.*, an organization described in Internal Revenue Code ("IRC") Sections 501(c)(3) and 170(b)(1)(A)(ii), and neither a private foundation within the meaning of IRC Section 509 nor a for-profit school.

B. SAUK VALLEY COLLEGE FOUNDATION is a corporation organized and existing under the Illinois Not for Profit Corporation Act and is also known as SAUK VALLEY COMMUNITY COLLEGE FOUNDATION ("the Foundation"). The Foundation is an organization described in IRC Section 501(c)(3) and operated exclusively for the benefit of the College under IRC Section 509(a)(3).

C. The Student Housing Company is organized and existing as an Illinois limited liability company the sole member (owner) of which is the Foundation, and by virtue thereof (and consistent with IRS Private Letter Ruling 200150027[1]) is also deemed to be a charitable organization under IRC Section 501(c)(3).

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[1] This Private Letter Ruling was not issued to the Foundation or the Student Housing Company and is therefore not binding on or of precedential effect for either the Foundation or the Student housing Company.

D. The College's campus is located on 144 acres in the Southeast Quarter of Section 8, Township 21 North, Range 8 East of the 4th Principal Meridian, Palmyra Township, Lee County, IL, between Dixon and Sterling, IL, the legal description of which is attached hereto and made a part hereof as Exhibit "A," and is commonly known as 173 Illinois Route 2, Dixon, IL 61021 (the "Campus").

E. The Student Housing Company owns the 5-acre tract of real property in Lee County, IL, legally described on Exhibit "B" attached hereto and made a part hereof commonly known as 1608 Sauk Road, Dixon, IL 61021 (the "Site"). The Site is immediately southeast of the Campus and lies southeasterly of the College's east parking lot and immediately south of and adjacent to a 66-foot wide (north by south) easement tract that lies immediately south of and adjacent to the real property improved with an ambulatory surgical center (the "ASC"); that part of the Site north of the 100-year flood plain is presently zoned R-4 Multiple Dwelling District.

F. The Student Housing Company has proposed to develop a student housing project (the "Project") on the Site to provide affordable and convenient housing for students, faculty, and/or staff of or affiliated with the College.

G. Public access to the College's east parking lot is, *inter alia, via* Sauk Road. Sauk Road consists of: (a) the southerly right-of-way and access to Illinois Route 2 that is owned and maintained by the Illinois Department of Transportation; (b) the roadway that extends 700 feet southerly from the south edge of Illinois Route 2 that is a township road of Palmyra Township, Lee County, IL (the "Township Road"); and (c) the southerly extension of the Township Road to a point south of the College's southeast entrance to its east parking lot and the entrance to the ASC (the "College's Sauk Road").

H. The College owns and maintains the College's Sauk Road.

I. The College has agreed to grant the Student Housing Company the right to improve Sauk Road south of the proposed entrance to the Site, at the sole cost and expense of the Student Housing Company, and to grant the Student Housing Company the non-exclusive right to use: (a) the College's Sauk Road; (b) the area bordered on the north by the westerly extension of the northerly boundary of the Site, on the west by the westerly boundary of the College's Sauk Road, on the south by the westerly extension of the southerly boundary of the Site, and on the east by the westerly boundary of the Site (the area encompassed by this clause (b) being referred to as the "Adjacent Tract"); and (c) the extension of the College's Sauk Road south of the proposed entrance to the Site along the westerly boundary of the Adjacent Tract (the "Sauk Road Extension"), for ingress to and egress from the Site and parking for the Project.

J. The Student Housing Company has agreed to be solely liable for all costs and expenses involved in using and improving the Sauk Road Extension and the Adjacent Tract and to hold the College harmless and indemnify it from all costs and expenses related thereto.

K. The College has agreed to grant an easement to the Student Housing Company for its use of the College's Sauk Road, the Adjacent Tract, and the Sauk Road Extension for ingress to and egress from the Site and for parking in conjunction with the Project.

NOW, THEREFORE, in consideration on the foregoing understandings, agreements, and undertakings, the College and the Student Housing Company hereby agree as follows:

1. RECITALS. The foregoing Recitals are hereby incorporated herein as if fully set forth below as representations, warranties, commitments, and undertakings of the College, the Foundation, and the Student Housing Company.

2. GRANT OF EASEMENT. The College grants the Student Housing Company an easement (the "easement") over the College's Sauk Road, the Adjacent Tract, and the Sauk Road Extension for the purposes of: (i) ingress to the Site from the Township Road over the College's Sauk Road, the Sauk Road Extension, and the Adjacent Tract; (ii) egress from the Site over the Sauk Road Extension, the Adjacent Tract, and the College's Sauk Road to the Township Road; (iii) parking on and along the Sauk Road Extension and the Adjacent Tract; and (iv) constructing, maintaining, repairing, and utilizing a roadway to provide access to the Site from the Township Road and parking to service the Project. Such easement shall be non-exclusive over the College's Sauk Road and shall be exclusive over the Adjacent Tract and the Sauk Road Extension.

3. SOUTHERLY EXTENSION OF SAUK ROAD. The Student Housing Company shall design, develop, construct, maintain, repair and utilize the Sauk Road Extension to provide ingress to the Site from the Township Road and egress from the Site to the Township Road.

4. ROAD IMPROVEMENT. The construction, composition, width, surface, and sides of such improved roadway for the Sauk Road Extension shall be similar to the existing Township Road and the College's Sauk Road. Drainage shall be designed to flow away from the College's Campus by using the shoulders and other drainage control.

5. MAINTENANCE. So long as the sole use of the Sauk Road Extension and the Adjacent Tract is the Project (except for other use that is incidental), the Student Housing Company agrees to be solely liable and responsible for repairing and maintaining the Sauk Road Extension and the Adjacent Tract (including without limitation snow removal, maintaining, mowing, and controlling weeds on the shoulders of the road). In no event shall the College be responsible for any repairs to or maintenance of the Sauk Road Extension or the Adjacent Tract. So long as the Project is used exclusively for housing for students, faculty, and/or staff of or affiliated with the College, the College will continue to be solely responsible for maintaining the College's Sauk Road. If the Project should cease to be used exclusively for students, faculty, and/or staff of or affiliated with the College, the Student Housing Company agrees to pay the College its proportionate share of the costs and expenses of repairing and maintaining the College's Sauk Road, based on usage. The Project will be deemed to be used exclusively for housing for students, faculty, and/or staff of or affiliated with the College so long as at the time each lease for a unit in the Project is entered into, the tenant (i) is either a student or a member of the staff or faculty of or is otherwise affiliated with the College, or (ii) expresses an intent to become a student or a member of the staff or faculty of the College or to otherwise be affiliated with the College within a reasonable time thereafter.

6. INDEMNIFICATION BY THE STUDENT HOUSING COMPANY. The Student Housing Company agrees to hold the College harmless and indemnify it from all costs (including without limitation court costs) and expenses (including without limitation attorney

fees) arising out of or related to the design, development, construction, use, and maintenance of the Sauk Road Extension and its improvements to and use of the Adjacent Tract.

7. INDEMNIFICATION BY THE COLLEGE. So long as the Project is used for housing for students, faculty, and/or staff of or affiliated with the College, the College agrees to hold the Student Housing Company harmless and indemnify it from all costs (including without limitation court costs) and expenses (including without limitation attorney fees) arising out of or related to the failure of the College to reasonably maintain the College's Sauk Road.

8. MINIMIZATION OF INCONVENIENCE. The construction and maintenance of the Sauk Road Extension shall be done at such times and in such manner so as to minimize the interruption of the regular business and teaching at the College.

9. TERMINATION. This Roadway Easement Agreement may be terminated by the College in the event the Student Housing Company should violate any of the terms and conditions contained herein if such violation is not cured or if substantial effort has not been undertaken and is not being diligently pursued to cure such violation within thirty (30) days after receipt of a written notice of such failure from the College.

10. NOTICE. Any notice required or desired to be given under this Agreement shall be in writing and (i) personally served, (ii) given by certified mail, return receipt requested, (iii) given by overnight express delivery or (iv) given by facsimile transmission if a facsimile number is set forth below, with any such facsimile transmission confirmed by next business day overnight or messenger delivery. Any notice shall be addressed to the party to receive such notice at the following address or at such other address as the party may from time to time direct in writing or give by facsimile at the facsimile number listed below.

If to the College:	President, Sauk Valley Community College 173 IL Rt. 2 Dixon, IL 61021
With a copy to:	Chairman of the Board of Trustees Sauk Valley Community College 173 IL Rt. 2 Dixon, IL 61021
And a copy to:	Ward, Murray, Pace & Johnson, P.C. 202 E. 5th Street Sterling, IL 61081
And a copy to:	William R. Shirk, Esq. Weinstine, Shirk & Buckwalter-Schurman P.C. 301 E. Main St. Morrison, IL 61081

If to the Student Housing Company:	Executive Director, Sauk Valley College Foundation 173 IL Rt. 2 Dixon, IL 61021
With a copy to:	Gary R. Gehlbach, Esq. Ehrmann Gehlbach Badger & Lee 215 E. First Street, Suite 215 P.O. Box 447 Dixon, IL 61021 815-288-4949 815-288-3068 Fax
And a copy to:	Ward, Murray, Pace & Johnson, P.C. 202 E. 5th Street Sterling, IL 61081

11. BINDING EFFECT. The easement granted herein and the terms and conditions of this Roadway Easement Agreement shall be binding on the successors and assigns of the parties hereto and shall run with the land.

12. GOVERNING LAW. This Agreement shall be governed by an interpreted in accordance with the laws of the State of Illinois. Any action brought with respect to this Agreement shall be in the Circuit Court of the 15th Judicial Circuit, Lee County, Illinois.

13. INVALIDITY. The invalidity of any section or paragraph of this Agreement shall not impair the validity of any other section or paragraph. If any provision of this Agreement is determined to be unenforceable by a court with competent jurisdiction, such provision shall be deemed severable and this Agreement may be enforced with such provisions severed or as modified by such court.

14. INTERPRETATION. This Agreement has been negotiated at arms' length between the parties hereto, all parties being knowledgeable in the matters dealt with herein. Accordingly, any rule of law or any legal decision that would require interpretation of any ambiguity in this Agreement against the party that drafted it is of no application and is hereby expressly waived. The provisions of this Agreement shall be interpreted in a reasonable manner to give effect to the intentions of the parties.

The College and the Student Housing Company have entered into this Roadway Easement Agreement on the day and year first written above.

THE COLLEGE:

Community College District No. 506, commonly known as
Sauk Valley Community College

By: Edward Andersen

Ed Andersen, Acting Chairman

Attest: Nancy L. Varga
Nancy L. Varga, Board Secretary

STATE OF ILLINOIS)
) SS
COUNTY OF LEE)

The undersigned, a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that Ed Andersen, Acting Chairman of the Board of Trustees of Community College District No. 506, and Nancy L. Varga, Secretary of the Board of Trustees of Community College District No. 506, both of whom are personally known to me to be the same persons whose names are subscribed to the foregoing instrument as such officers, appeared before me this day in person and acknowledged that they signed and delivered the said Deed as their own free and voluntary act and as the free and voluntary act of said for the uses and purposes therein set forth;

GIVEN under my hand and notarial seal this 24th day of January, 2005.

OFFICIAL SEAL
NANCY J. BREED
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 1-6-2008

Nancy J. Breed
Notary Public

THE STUDENT HOUSING COMPANY:

Sauk Valley Student Housing, L.L.C.,
an Illinois limited liability company

By: Cal Lyons
Cal Lyons, Authorized Agent

STATE OF ILLINOIS)
) SS
COUNTY OF LEE)

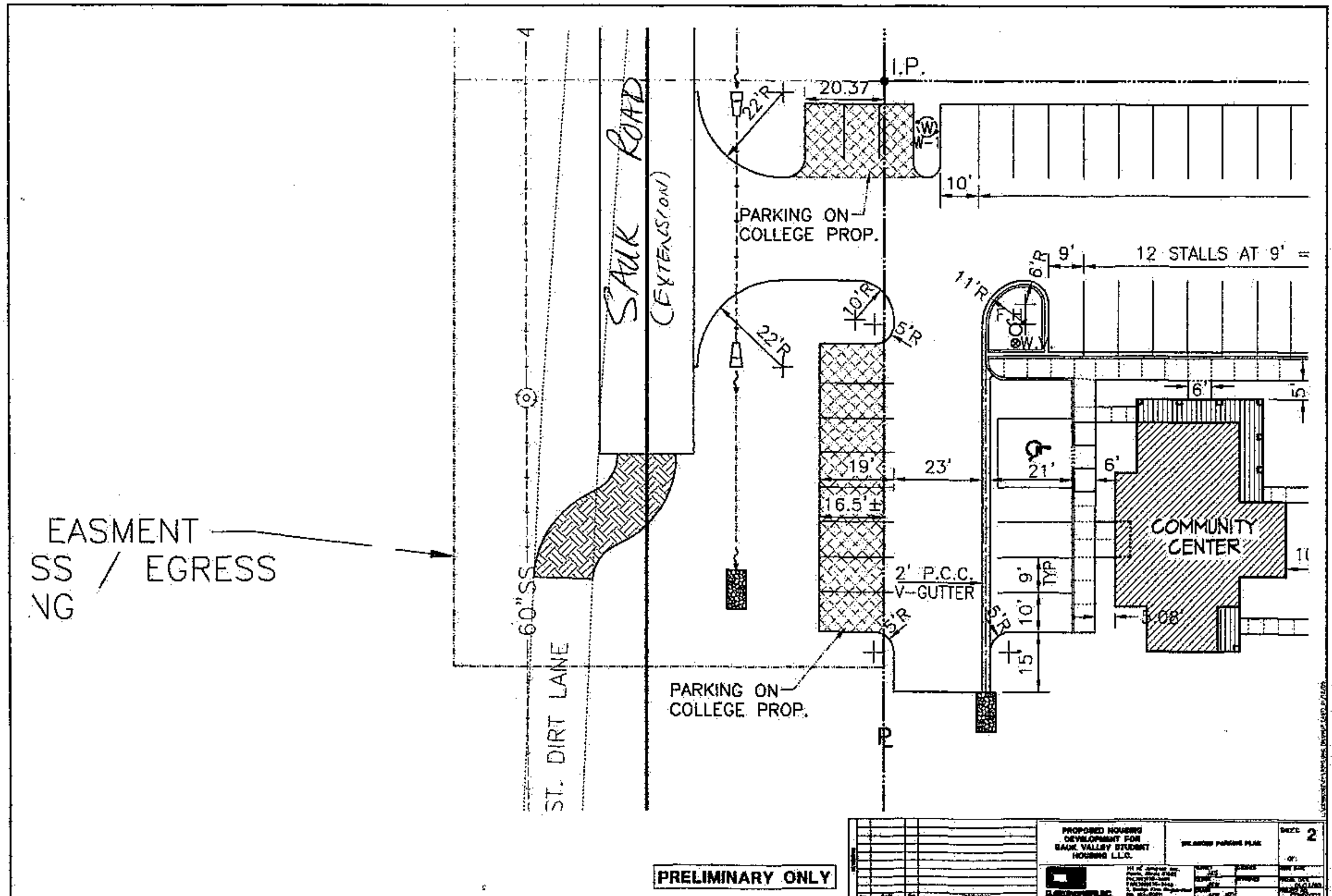
I, the undersigned, a Notary Public, in and for said County and State aforesaid, do hereby certify that Cal Lyons, personally known to me to be the same person whose name is subscribed to the foregoing instrument, as having executed the same, appeared before me this day in person and acknowledged that he signed, sealed and delivered the said instrument as his free and voluntary act for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and Notarial Seal this 26th day of January, 2005.

Nancy J. Breed
Notary Public

OFFICIAL SEAL
NANCY J. BREED
NOTARY PUBLIC, STATE OF ILLINOIS
MY COMMISSION EXPIRES 1-6-2008

Prepared by and Return to:
Gary R. Gehlbach
Ehrmann Gehlbach Badger & Lee
Attorneys for the Foundation and the Student
Housing Company
215 E. First Street, Suite 100
P.O. Box 447
Dixon, Illinois 61021
(815) 288-4949
(815) 288-3068 FAX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CENTER
PARKING ON
COLLEGE PROP.
PRELIMINARY ONLY
PROPOSED HOUSING
DEVELOPMENT FOR
SAUK VALLEY STUDENT
HOUSING L.L.C.
2

WEINSTINE, SHIRK & BUCKWALTER-SCHURMAN, P.C.
ATTORNEYS AT LAW
301 EAST MAIN STREET
MORRISON, ILLINOIS 61270

LESTER S. WEINSTINE
WILLIAM R. SHIRK
MICHELLE BUCKWALTER-SCHURMAN

Mailing Address:
P.O. Box 409
Morrison, IL 61270-0409

TELEPHONE (815) 772-7211
FAX (815) 772-4599

In Reply Refer to File No. 04-445B

January 18, 2005

Dr. Richard Behrendt
Sauk Valley Community College
173 Il. Rte 2
Dixon, IL 61021

Fax: 1 815 288-5958

Dear Dr. Behrendt:

This morning I received a telephone call from Attorney Gary Gehlbach on behalf of the Sauk Valley Student Housing indicating there was a need to amend the Roadway Easement. I have had an opportunity to speak with Attorney Gehlbach and also review the proposed Amended Roadway Easement Agreement.

It is my understanding that between Sauk Valley Road extended to the river and the five-acre parcel owned by Student Housing is a 25' wide strip owned by the College. The College had granted Student Housing the right of ingress and egress across that strip in order to access their site. My understanding is they are now asking for authority to construct and maintain a parking area on the 25' strip and also to expand their ingress and egress on the strip. In my opinion, the legal authority of the Board to approve the Amended Roadway Easement Agreement is the same as the original easement agreement. I have requested that the documents specifically state that Student Housing will maintain the 25' strip. That will relieve the College from the need to maintain that 25' strip in consideration for Student Housing using the strip for ingress and egress and for parking. All the other circumstances relating to the Roadway Easement Agreement outlined in my original opinion letter to the Board would apply to the amended agreement. If you have any further questions in regards to the agreement, please advise. Thank you.

Very truly yours,

WEINSTINE, SHIRK & BUCKWALTER-SCHURMAN, P.C.

By: ______________________
William R. Shirk

WRS:so

For Board Meeting of
January 24, 2005

Agenda Item H-2

CLOSED SESSION MINUTES REVIEW

Since the Board approved the list of closed session minutes through April 26, 2004 at its June 28, 2004 meeting, it is recommended that the closed session minutes from May 24, 2004 through November 22, 2004 remain closed except as otherwise noted by Attorney Pace.

RECOMMENDATION: Board approval to keep confidential the closed session minutes from May 24, 2004 through November 22, 2004, except as otherwise noted by Attorney Pace.

For the Board Meeting of
January 24, 2005

Agenda Item I-1

FACULTY RESIGNATION

The College has received a letter of resignation from Deborah M. Okey, effective at the end of her contract on May 19, 2005.

RECOMMENDATION: Board approval of Deborah M Okey's resignation, effective at the end of her contract on May 19, 2005.

Memorandum

Date: January 10, 2005
To: Dr. Richard Behrendt, Dr. Joan Kerber, Dr. Patrick Kennedy, Kathryn Snow
From: Deborah M. Okey
Subject: Resignation

I am hereby resigning from my position as assistant professor of English and journalism, effective at the end of the period for which I am currently contracted. My last day as an employee of Sauk Valley Community College will be May 19, 2005.

For Board Meeting of
January 24, 2005

Agenda Item I-2

PART-TIME FACULTY
SPRING 2005

The administration is recommending approval of the additional part-time instructors for the Spring 2005 semester as listed on the attached memorandum from Dr. Kerber.

RECOMMENDATION: Board approval of the additional part-time instructors for the Spring 2005 semester as presented.

SAUK VALLEY COMMUNITY COLLEGE
LEARNING SERVICES
MEMORANDUM

DATE: January 18, 2005

TO: Dr. Richard L. Behrendt

FROM: Dr. Joan Kerber

SUBJECT: Part-time Faculty

The following part-time faculty are being added for the Spring 2005 semester. These instructors need to be approved by the SVCC Board of Trustees.

Name	Highest Degree	Discipline	SVCC Course
Cheryl Allen	Master's	Educational Guidance and Psychology	ECE 208*
Julie Amstutz	Master's	Early Childhood Special Education	ECE 202*
Craig Bauling	Master's	Business Administration	BUS 103N*
Eric Bird	Passed Real Estate Certification Exam	Real Estate	BUS 240N*
Benett Bootz	Master's - May 2005**	Philosophy	PHL 101, 102*
Cate Conley	Master's	Nursing	NRS 232
Andrew Davis	Master's – May 2005**	Sculpture, Ceramics	ART 250, 251*
Monica Fane	EMS Lead Instructor State of Illinois Certified	Emergency Medical Tech	EMS 103
Elisa Gatz	Master's	Physical Science	PHY 175*
Suzanne Gorgas	Master's – May 2005**	Art – Painting	ART 203*
Halima Khan	Master's – May 2005**	American Government and Public Law	GOV 163*
Ortgiesen, Randy	Master's	Civil Engineering	MAT 074
Bear Wolf	Master's	English	ENG 103*

js

*transfer course
**30 hours of course work completed