



Office of the Assistant to the
SVCC Board of Trustees

February 24, 2005

PUBLIC NOTICE OF MEETING

This is to provide public notice of the following meeting associated with the Sauk Valley Community College Board of Trustees:

WHO: Board of Trustees, District #506

WHEN: Thursday, March 3, 2005

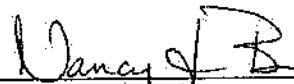
TIME 8:00 a.m. - Noon

WHERE: SVCC Board Room

TYPE: Open and Closed

PURPOSE: Spring Board Retreat
Open Session
Closed Session

AGENDA: Discussion Items Only; No Action Taken



Nancy J. Breed, Administrative Assistant
to the Board of Trustees, District #506

**SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES**

SPRING RETREAT

Board Room

Thursday, March 3, 2005

AGENDA

8:00 A.M.

OPEN SESSION

Budget Workshop

CLOSED SESSION

**(Appointment, employment, compensation, discipline, dismissal of specific employees of
the College)**

FY 06 Changes Recommended

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES RETREAT
MINUTES
March 3, 2005**

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

Call to Order: Chair Thompson called the meeting to order at 8:03 a.m. and the following members answered roll call:

Edward Andersen	Edson Cox
William Simpson	Robert Thompson
Mary Ellen Wilkinson	
Student Trustee Carri Anderson	

SVCC Staff: President Richard L. Behrendt
Vice President Ruth Bittner
Vice President Joan Kerber
Dean of Art, Social Sciences, Math and Physical Education Patrick Kennedy
Dean of Business, Technology and Workforce Development Linley White
Dean of Information Services Alan Pfeifer
Director of College Relations Cal Lyons
Administrative Assistant to the Board Nancy Breed

Absent: Nancy Varga
Pennie von Bergen Wessels

Budget Workshop: Vice President of College Services Ruth Bittner presented the budget process timeline followed by the College. She explained the different funds utilized by the College and explained that the Education and Operations and Maintenance Fund are the operating funds of the College, while all other funds are restricted for specific purposes (Operations and Maintenance Fund-Restricted, Audit Fund, Working Cash Fund, etc.).

Member von Bergen Wessels joined the meeting 8:25 a.m.

Vice President Bittner stated that salaries (70%) and benefits (10%) are the largest portion of the operating budget. Discussion was held on the current health insurance coverage utilized by the College and questions were raised about possible alternatives. Member Andersen stated that health care is age dependent, with older individuals utilizing health care facilities more than younger individuals. The Board was assured that the administration

reviews the health insurance options available every year with the assistance of the local insurance representative.

Vice President Bittner summarized all other expense items of the College, including capital outlay and the need for funding bonds to pay for these purchases. The Board asked questions of Dean of Information Services Alan Pfeifer about possible grants through businesses and organizations to assist in purchases of equipment for instructional technology. Dean Pfeifer stated that when investigating these grants, the administration has to determine if it will increase costs over the long-run and if yes, then the College will not apply for the grant.

Vice President Bittner concluded her presentation on the budget methodology and shared a list of 27 recent cuts and revenue generators that the College has instituted over the last several years. Two tables were presented--the first showing Operating Funds Budget Projections through 2007, and the second showing the decrease expected in for FY 06 based on the proposed ICCB recommendations to the Governor.

Vice President Bittner and Vice President of Learning Services Joan Ketber pointed out that the current enrollment projection is at 0% for as the economy improves, the College loses non-traditional adult students offsetting any increased enrollment of high school students.

Member von Bergen Wessels stated that she had been contacted by Fred Turk, former adjunct faculty member of the College, regarding offering students the opportunity to register to vote at the College. Discussion was held and it was determined that Chair Thompson would contact Attorney Pace as to the legality of performing this function.

Dr. Behrendt stated with the downward slope of State funding, the decline of the fund balance, and the continuing need to raise tuition the College may need to consider a referendum within the next couple of years. It has been 21 years since the last referendum. The Board discussed the best time to request a referendum from the public and suggested it may be at the conclusion of the funding bonds so the public would see little or no increase to their current tax rate. It was determined that more research is needed and that the College administration may want to contact representatives from Highland Community College that recently passed a referendum.

Closed Session:

At 10:30 a.m., it was moved by Member von Bergen Wessels 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. 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 11:14 a.m.

Budget Workshop:

The Board discussed 40th Anniversary Celebration options and suggested that Director of College Relations Cal Lyons form a committee of employees and community members to research the celebration that would incorporate the anniversary celebration, the installation of the new president and the opening of the student housing. The Board would be willing to provide the initial investment, with the Committee to develop fund-raising options that will help offset the cost of the celebration while putting on a quality event. Chair Thompson and Member Wilkinson offered their time to be on the Committee.

Chair Thompson informed everyone that Dr. Behrendt's retirement reception is scheduled for the evening of May 20, 2005 from 7:00 – 10:00 p.m. at the Rock River Country Club, with presentations to be held at 8:00 p.m.

Adjournment:

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

The meeting adjourned at 11:26 a.m.

Next Meeting:

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

Respectfully submitted,


Nancy J. Breed, Administrative Assistant to the Board

SVCC Board of Trustees
Budget Workshop
March 2005

1. Forecasts vs. budget process
2. The total budget – all funds
3. Focus on expenditures
 - a. Preparing a department budget
 - b. Salaries by employee group
 - c. Employee benefits
 - d. Travel
 - e. Utilities
 - f. Miscellaneous expenditures
 - g. Capital outlay
 - h. SURS On-Behalf
 - i. Non-operating funds
 - (1) Operations and Maintenance – Restricted
 - (2) Bond and Interest
 - (3) Auxiliary
 - (4) Restricted
 - (5) Working Cash
 - (6) Audit
 - (7) Liability Protection and Settlement
4. Considering changes
 - a. From mission to functions to methodology
 - b. Recent cuts and revenue generators
5. A look ahead to FY 06 (under separate cover)

1. Forecasts vs. budget process

Sauk's budgeting process begins with preparation of two early high level forecasts, followed a few months later by a detailed line item budget.

In November the Vice President of College Services contacts the six county assessors' offices to obtain early estimates of EAV (equalized assessed valuation) so that we can estimate the following year's property tax revenue. A very rough estimate of the next year's budget for each tax-supported fund is prepared for use in making a tax levy recommendation to the Board.

In January the Vice President of College Services prepares a somewhat more refined estimate of the next year's operating budget, along with several years of long range projections. This new projection is used for making a recommendation to the Board for changes in the tuition rate.

In early Spring we begin preparation of the official budget proposal for the next year. Around March 1 the Business Manager distributes to department managers a report that lists itemized expense lines for each department, information about the current and prior years' budgets and expenditures, and blanks to be filled in for the next year's budget. Department managers fill in their requests for each line in consultation with their supervisors. The Business Manager prepares analytical reports for the overall budget and forwards the information to the President and Vice Presidents. After fine-tuning this Tentative Budget, they present it to the Board of Trustees for approval, usually in June. The Final Budget must be approved by the Board and submitted to the ICCB by October 15.

2. The total budget – all funds

Sauk's revenues carry directives for their use. For example, we receive ICCB Credit Hour grants to be used for educational purposes, and we levy property tax for specific functions, such as Liability Protection and Settlement. Fund accounting is the mechanism used to tie sources to their related uses.

Sauk uses the following funds:

Education – For general educational expenditures.

Operations and Maintenance – For routine buildings and grounds costs.

Operations and Maintenance-Restricted – For specific major facilities projects.

Bond and Interest – For repayment of borrowing through bonds.

Auxiliary Enterprises – For self-supporting, non-tax supported activities.

Restricted Purposes – For grants and similar sources that stipulate specific uses.

Working Cash – An internal savings account to cover periods of low cash flow.

Audit – For annual independent audit costs.

Liability Protection and Settlement – For protection against potential tort claims, risk management, and employee Social Security tax.

The Education and Operations and Maintenance Funds together are often referred to as the operating funds.

We are able to pay for some routine costs from non-operating funds. The Child Care Center, Student Activities and Athletics are accounted for in self-balancing sets of accounts in the Auxiliary Enterprises Fund. The Audit Fund contains annual audit costs – it's a separate fund simply because we levy a tax specifically to pay for the audit. We pay for Security and Risk Management costs from the Liability Protection and Settlement Fund. The Restricted Purposes Fund contains accounting for grant programs that vary from year to year. Examples include funding bonds, which is our current revenue source for capital expenditures, the Student Support Services department, Americorps, Adult Education, and a number of other student service functions. Some grant-supported functions would be eliminated from Sauk's operation if grant funding were to cease, while others relieve the operating funds budget during the term of the grant but would be restored to the operating funds if the grant ended.

3. Focus on expenditures

Budgeting for revenues is accomplished by the Business Manager and Vice President of College Services, based on internal and external trends. However, the heart of the budget is developed by department managers when they submit requests for expenditure line items. Therefore, the rest of this document will focus on expenditures.

3a. Preparing a department budget

Since salaries and benefits make up 80% of the operating funds budget, department managers have just a handful of line items under their control. Salaries and benefits are budgeted separately from other expenditures. Full-time faculty salaries are set by a collective bargaining contract, and salaries for other full-time and regular part-time staff are set by the Board of Trustees. The Business Manager maintains a spreadsheet that lists all regular employees, the accounts where their salaries are tracked, their current and projected salaries, and their benefits. Budgets for faculty overloads and part-time employees are submitted by department managers based on operating needs.

Other line items proposed by department managers include supplies, repairs, travel, and contractual services. Usually the budgeting method employed by a manager is to review the prior and current years' actual expenditures in a line item, determine if an operational change is planned for the new year, and then determine the new year's proposed budget.

3b. Salaries by employee group

The salaries budget is based on specific people for full-time positions and according to the department manager's request for part-time and overtime line items. The following chart shows salaries by employee group for the FY 05 budget:

	FUND				
	Operating	Auxiliary	Restricted	Liability	TOTAL
Full-Time Faculty	2,954,553		69,635	27,427	3,051,615
Part-Time Faculty	574,920				574,920

Total Faculty	3,529,473	0	69,635	27,427	3,626,535
Professional- Technical	795,040	20,582	324,106	38,072	1,177,800
Support Staff	1,160,960	52,100	151,229	115,603	1,479,892
Total Support Staff	1,956,000	72,682	475,335	153,675	2,657,692
Administrators	1,316,655		52,983	101,235	1,470,873
Student/Other	33,450		542,709		576,159
Total	6,835,578	72,682	1,140,662	282,337	8,331,259

3c. Employee benefits

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

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

Following is a breakdown of the last several years of health insurance costs, by far the largest component of the benefits budget:

	Actual							Budget FY 05
	FY 98	FY 99	FY 00	FY 01	FY 02	FY 03	FY 04	
Medical Claims	613,672	542,859	812,361	907,343	1,095,064	950,711	1,364,797	1,200,000
Individual Stop Loss	59,719	80,414	73,753	91,317	134,838	212,378	219,469	245,000
Aggregate Stop Loss	13,027	8,489	8,000	10,000	13,500	16,695	15,870	18,000
Administration	27,699	33,777	33,530	31,774	34,034	36,321	39,941	40,200
Total Cost	714,117	665,539	927,644	1,040,434	1,277,436	1,216,105	1,640,077	1,503,200
% Change		-6.8%	39.4%	12.2%	22.8%	-4.8%	34.9%	-8.3%

3d. Travel

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

The FY 05 operating funds travel budget includes the following components:

Description	FY 05 Budget
Local faculty travel	10,250
Faculty professional development	33,000
Administrative, support staff and Board local and state meetings	25,800
Administrative, support staff and Board professional development	32,700
Winner's/Birthday and other recognition and retirement programs	4,200
Student development	4,000
Corporate and Community Services local and state meetings and reimbursable client catering	2,000
Employee recruitment	30,000
Total	141,950

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

The remainder of the budget, for training and recognition - \$33,000 for faculty development, \$32,700 for other professional development, \$4,200 for employee recognition, and \$4,000 for student development -- is somewhat discretionary. However, cutting these costs negatively impacts employee morale and the ability to attract and retain high quality employees. While a one-year hold can work for immediate budget needs, in the long run such cuts harm the institution by limiting opportunities to develop staff skills and infuse the institution with new ideas.

3e. Utilities

Natural gas costs (\$140,000 FY 05 budget) depend on two factors, usage and rates. Usage is heavily dependent on the weather. Rates for natural gas are set by the marketplace. Each year we can choose to sign a contract for a pre-set quantity of gas at a pre-set fixed rate, or pay the variable market rate.

Like natural gas, electricity costs (\$130,000 FY 05 budget) are also subject to usage and rates. Sauk benefits from an arrangement with Commonwealth Edison which in effect pays us not to run our generator, so we'll buy from them instead. In exchange for the resulting low rate, we also agree to run the generator on peak days in the summer when requested by Com Ed. The budget for electricity, like gas, is based on recent experience and expectations of rate changes.

The College's telephone costs run around \$70,000 per year. The telephone budget is based on recent experience. Refuse disposal costs are minimal, at about \$5,000 per year. Since Sauk operates its own water plant, the costs (\$5,000 per year) cover supplies and testing rather than payments to a water and sewer company.

3f. Miscellaneous expenditures

Other expenditures, with a total FY 05 budget of \$2,214,564, include Contractual Services, Fixed Charges, Supplies, and Other. Tuition waivers and chargebacks make up \$478,000 of Other, and \$263,000 of those waivers and chargebacks are mandated by the State, mostly for Adult Education and Senior Citizens. The largest expenditures for the rest of this category are for Maintenance Services and Supplies (\$196,000), computer software maintenance and license fees (\$445,310), library materials (\$116,743), postage (\$75,000), instructional supplies (\$150,000), advertising and class schedules/catalogs (\$110,000), photocopying costs (\$132,000), office supplies (\$60,000), property insurance (\$40,000), and reimbursable Corporate and Community Services contract trainers and supplies (\$280,000). The remaining \$131,511 is spread throughout the budget.

3g. Capital outlay

For FY 05 we have budgeted just \$15,000, for small building improvements, as Capital Outlay. All equipment is being purchased through funding bonds and grants, for an average total of about \$700,000 per year.

3h. SURS On-Behalf

A very large budget item is SURS On-Behalf, for \$602,000 of expenditures and an equal amount of revenue. This is a mandated book entry for accounting purposes only and has no net effect on our budget. It represents the amount paid by the State into the SURS retirement fund on behalf of Sauk employees.

3i. Non-operating funds

(1) Operations and Maintenance – Restricted. This fund tracks revenues and expenditures for major buildings and grounds projects. We plan for major projects by maintaining a list of potential jobs. As each year's budgeting season arrives we review the list and select the highest priority projects for which funding is available. Most of the activity in this fund for Sauk has come from Protection, Health and Safety projects. According to the ICCB Capital Projects Manual, the goal of PHS projects is to alter and repair facilities in ways that protect the health and safety of occupants, conserve energy, improve handicapped accessibility, preserve the plant's structural integrity, or correct environmental hazards.

Other types of projects that might appear in this fund include those funded by State Capital Renewal grants or State bond-funded RAMP (Resource Allocation and Management Plan) projects. In addition, locally-funded major projects would also be accounted for here.

(2) Bond and Interest. When Sauk issues bonds, a part of the bond agreement establishes repayment and property tax levy schedules. The Bond and Interest Fund is used to account for these payments and levies.

(3) Auxiliary. This fund accounts for non-property tax, self-supporting activities. We also use it to account for some "pass through" activities, such as medical insurance claims payments and the related chargebacks to employee benefit accounts. The budgets are based on

experience. It contains a number of self-balancing sub-funds: Bookstore, Child Care Center, Student Activities, Student Special Projects, Transportation, Storeroom, Parking, Lockers, Student Loan, Summer Camps, and Wellness Club.

(4) **Restricted.** This fund accounts for grants that have restrictive use requirements. Many of the line item budgets are not approved by the grantors until after our fiscal year begins, so we budget in the interim for each grant using estimated totals. In addition, some grants are awarded during the year, so the total fund budget might change. The largest are for student financial aid (\$2,100,000), funding bonds (\$700,000), adult education (\$212,000), Americorps (\$350,000), and Student Support Services (\$250,000).

(5) **Working Cash.** This fund holds the principal generated from sales of Working Cash Fund bonds, in the amount of \$1,330,000. That principal must remain intact – if liquidated, we would have to wait ten years before attempting to sell new Working Cash bonds. The fund also contains accumulated interest earnings on those funds, in the amount of \$940,784 at June 30, 2004. Use of the interest is unrestricted. The purpose of the fund is to serve as an internal savings account, to help the other funds survive periods of low cash flow. No expenditures or other revenues occur in this fund, only interest earnings and transfers out.

(6) **Audit.** This fund is used for recording audit expenses and the property tax levy that supports them. The annual audit costs around \$25,000.

(7) **Liability Protection and Settlement.** This fund includes revenue from the tort liability and Medicare/FICA property tax levies. The money can be spent only for expenses related to tort liability, unemployment tax, worker's compensation insurance or claims, risk management, and Medicare and Social Security taxes. In 1996 we issued Insurance Reserve Fund bonds whose proceeds and investment earnings can be used for risk management and tort expenses. At the end of FY 04, the tort and Medicare/Social Security functions had a fund balance of \$82,500 (15% of average annual expenditures), while the insurance reserve fund balance was \$5,716,078 (\$5,000,000 principal and \$716,078 investment earnings). The risk management costs charged to this fund include Security department expenses, Affirmative Action, liability insurance premiums, salary allocations of employees who perform risk management services, tort-related legal fees, 9-1-1 line charges and computer security firewall fees. Total expenditures in the fund are about \$700,000 per year. The budget is based on experience.

4. Considering changes

4a. From mission to functions to methodology

The budget system described up to this point in this document is predominantly an incremental system. Structural changes in operations become a part of it as well when opportunities arise or when individual programs or offices develop a significant need. However, at Sauk we don't routinely conduct a zero-based budgeting type analysis of operations because it is an extraordinarily burdensome and time-consuming process. In fact, in the world of budgeting in

general, the zero-based approach has fallen out of favor; despite its accountability benefits, the process is so overwhelming that its cost often outweighs the benefit.

The FY 06 fiscal year looks to be a challenging one for the budget because of reductions in state and federal grants to education. Therefore, we have a compelling need to examine our operational needs more closely than an incremental budget system does.

To approach such an examination, we first need to define our mission clearly and then decide what operational functions are needed to support it. With functions assigned, we can then budget for appropriate methodologies to carry out those functions.

Our mission

The following is a statement of Sauk's mission and goals:

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

1. *We will provide quality learning opportunities.*
2. *We will be fiscally responsible.*
3. *We will represent SVCC positively.*
4. *We will respect all SVCC stakeholders.*

Traditionally the five missions of a community college (or "learning opportunities" as phrased in Sauk's mission statement) are:

1. *transfer education*
2. *career education*
3. *adult/remedial education*
4. *community service/personal enrichment programs*
5. *counseling*

Supporting functions

Sauk's organizational chart lists the following functions, and how they match up with the traditional community college missions:

<u>Department/Function Name</u>	<u>Mission Category</u>
Transfer Instructional programs	Transfer Education
Career instructional programs	Career Education
Corporate Services	Career Education
Small Business Development Center	Career Education
Tech Prep	Career Education

Adult Education	Adult/Remedial Education
VITAL	Adult/Remedial Education
AmeriCorps	Community Service/Personal Enrichment Programs
Community Services	Community Service/Personal Enrichment Programs
Admissions	Counseling
Career Services	Counseling
Counseling	Counseling
Cross-Cultural Activities	Counseling
Dislocated Workers	Counseling
Financial Assistance	Counseling
Retention	Counseling
Student Activities	Counseling
Student Needs	Counseling
Student Support Services	Counseling
Information Services	Instructional support (learning)
Instructional Technology	Instructional support (learning)
Learning Resources Center	Instructional support (learning)
Athletics	Student support (learning)
Bookstore	Student support (learning)
Child Care Center	Student support (respect)
Food Service	Student support (fiscal)
Information Center	Student support (represent)
Learning Assistance Center	Student support (learning)
Records	Student support (learning)
Buildings and Grounds	General administration (fiscal)
Business Office	General administration (fiscal)
College Relations	General administration (represent)
College Services	General administration (fiscal)
Enrollment Services	General administration (represent)
Foundation	General administration (fiscal)
Grants	General administration (fiscal)
Institutional Research	General administration (fiscal)
Learning Services	General administration (learning)
Personnel Services	General administration (respect)
Planning	General administration (fiscal)
President's Office	General administration (all)
Recruitment	General administration (represent)

The additional categories of Instructional Support, Student Support, and General Administration have been added to reflect functions that either don't tie directly to one of the missions or that are administrative support functions for the mission. The sub-categories shown in parentheses indicate the primary Sauk goal supported by the function.

Methodologies

In FY 06 our close examination of the budget is driven by two main factors. First, operating fund revenues from the State and property taxes will decrease, with the loss being picked up by an increased tuition rate. We need to reduce the need to rely so heavily on tuition to produce a balanced budget. Second, it is highly likely that both State and Federal grants in the restricted fund will also experience major decreases. We need to decide if the functions supported by those grants are integral enough to our mission and goals that we should continue to support them, but from the already-strained operating funds budget.

This analysis requires strategic decisions to be made by Sauk's administration, and for department managers to determine more efficient means to achieve the set goals. Because of their sensitivity with respect to staffing, a summary of discussions being conducted for this process will be presented in a separate document.

4b. Recent cuts and revenue generators

The following is a partial list of a number of actions taken in the last several years to improve our budget. The actions either reduced costs or generated additional revenues.

1. Collapsed several like courses to increase average class size.
2. Increased sharing of secretarial support staff during cyclical peaks and valleys of workload.
3. Use inter-library loan delivery system for distribution of materials to area schools.
4. Rewrote class schedule to accommodate more efficient room usage.
5. Quadrupled dual credit enrollment and expanded offerings at the Whiteside Area Career Center.
6. Encouraged additional student scholarship support from the Workforce Investment Boards, the townships, service organizations, and employers.
7. Expanded use of internet and distance learning.
8. Encouraged equipment donations from businesses.
9. Limited Corporate and Community Services offerings to those that at least break even.
10. Pursued new grants.
11. Continuously review instructional programs for continued relevance.
12. Continuously watch for potential new instructional programs.
13. Revised curricula and adjusted instructional staffing to enhance instructional effectiveness.
14. Increased course fees.
15. Technology faculty have built their own training equipment for student use instead of purchasing it.
16. Eliminated positions: Vice President of Instructional Services; Secretary to the President; Secretary to College Relations and Grants, Planning and Institutional Research Directors; Assistant Business Manager; night Security Officer; Adult Education Instructor; half VITAL Coordinator; Dean of Corporate and Community Services; Admissions Assistant; Financial Aid Assistant; full-time faculty positions as needed for shifts in programs.
17. Outsourced bookstore operation.

18. Eliminated all but the most essential catering.
19. Eliminated professional and faculty development travel one year.
20. Adopted on-line tuition deferred payment plan to improve collections rate.
21. Installed computerized HVAC control system.
22. Negotiate favorable rates for gas and electric service.
23. Audited telephone costs and negotiated more favorable contract.
24. Issued funding bonds to pay for capital expenditures.
25. Raised tuition.
26. Offered tuition waivers to attract enrollment of targeted groups, i.e. dual enrollment high school students and displaced Northwestern Steel and Wire employees.
27. Added focus on recruitment and retention of students with special needs or first generation college.

6. A look ahead to FY 06

(to be found under separate cover)

Operating Funds Budget Projections, As Presented to Board of Trustees
January 25, 2005

		Projected Changes						
	Amount	State Grants	EAV	Tuition Increase	Inflation	Raises	Benefits	Enrollment
Fund balance, 7/1/03	685,626							
Net gain/(loss)	(188,538)							
Transfers in/(out)	199,503							
Actual Fund balance, 6/30/04	696,591							
Projected Net gain/(loss)	(146,107)							
Projected Transfers in/(out)	162,000							
Projected Fund balance, 6/30/05	712,484							
Projected Net gain/(loss)	(281,968)	-3.8%	-3.5%	\$8	2.2%	3.0%	5.0%	0.0%
Projected Transfers in/(out)	162,000	includes \$100,000 from Working Cash Fund						
Projected Fund balance, 6/30/06	592,516							
Projected Net gain/(loss)	(220,132)	0.0%	1.0%	\$8	3.0%	3.0%	7.5%	0.0%
Projected Transfers in/(out)	162,000	includes \$100,000 from Working Cash Fund						
Projected Fund balance, 6/30/07	534,384							
Projected Net gain/(loss)	(118,680)	2.0%	1.0%	\$8	3.0%	3.0%	7.5%	0.0%
Projected Transfers in/(out)	162,000	includes \$100,000 from Working Cash Fund						
Projected Fund balance, 6/30/08	577,704							
Projected Net gain/(loss)	2,270	2.0%	2.0%	\$8	3.0%	3.0%	7.5%	0.0%
Projected Transfers in/(out)	162,000	includes \$100,000 from Working Cash Fund						
Projected Fund balance, 6/30/09	741,974							
Projected Net gain/(loss)	(43,910)	2.0%	2.0%	\$5	3.0%	3.0%	7.5%	0.0%
Projected Transfers in/(out)	112,000	includes \$50,000 from Working Cash Fund						
Projected Fund balance, 6/30/10	810,064							
Projected Net gain/(loss)	(106,286)	2.0%	2.0%	\$5	3.0%	3.0%	7.5%	0.0%
Projected Transfers in/(out)	112,000	includes \$50,000 from Working Cash Fund						
Projected Fund balance, 6/30/11	815,778							

SVCC						
ICCB Grants						
FY 05 Final and FY 06 ICCB Recommendation						
As of 2/23/05						
	ICCB	Governor	Governor	FY 05 to		
	Actual	1/25/05	2/17/05	2/23/05	Governor	
	FY 05	FY 06	FY 06	FY 06	Change	% Change
Credit Hour Grant	1,528,708	1,436,099	1,432,838	1,432,838	-95,870	-6.3%
Square Footage Grant	30,440	29,943	29,943	29,943	-497	-1.6%
Small College Grant	60,000	60,000	60,000	60,000	0	0.0%
Equalization Grant	1,152,535	1,126,893	977,398	1,036,354	-116,181	-10.1%
Funding Formula Impact Grant	40,869	51,523	53,375	53,375	12,506	30.6%
Total unrestricted grants	2,812,552	2,704,458	2,553,554	2,612,510	-200,042	-7.1%
Workforce Development Business & Industry Grant	51,485	0	51,237	51,237	-248	-0.5%
P-16 Initiative Grant	15,000	0	15,000	15,000	0	0.0%
Disadvantaged Student Success Grant	0	22,161	0	0	0	100.0%
Total restricted grants	66,485	22,161	66,237	66,237	-248	-0.4%
Total grants	2,879,037	2,726,619	2,619,791	2,678,747	-200,290	-7.0%
		-152,418				
		-5.3%				

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

Third Floor Board Room

March 28, 2005

7:00 p.m.

A. Call to Order

B. Roll Call

C. Communication from Visitors

D. Consent Agenda

1. Approval of February 28, 2005 Minutes

2. Approval of March 3, 2005 Minutes

3. Treasurer's Report

4. Bills Payable

5. Payrolls	February 28, 2005	\$414,004.48
	March 15, 2005	\$245,372.65

6. Budget Report

7. Bid Award – PHS – Roof Replacement for Admissions

8. Bid Award – PHS – Elevator Improvements, Phase 2

9. Bid Award – PHS – Electrical Improvements

10. Bid Award – PHS – Parking Lot and Sidewalk Improvements

11. Bid Award – PHS – Window Replacement

12. Bid Award – Tablet Arm Chairs

E. President's Report

1. Board Policies 401.01; 402.01; 403.01; 404.01; 405.01; 405.02; 406.01; 407.01

2. Enrollment Update

3. Commencement – Thursday, May 19, 7:30 p.m.

4. BOSS Project Presentation – Michele Miller, Small Business Development Center Coordinator

F. Financial Reports and Actions

None

G. Closed Session (Appointment, employment, compensation, discipline, dismissal of specific employees of the College, collective negotiating matters, attorney/client consultation, and closed session minutes consideration)

H. Closed Session Minutes of February 28, 2005 and March 3, 2005

I. Personnel

1. **Administration Resignation – Director of Grants, Planning & Institutional Research**
2. **Administrative Reappointments**
3. **Contractual Reappointments**

J. Other

1. **Resolution – Pennie von Bergen Wessels**
2. **President Emeritus Resolution**
3. **Board Policy 403.02 – Non-Discrimination in Employment and Student Relations (First Reading)**

K. Reports

1. **Student Trustee**
2. **ICCTA Representative**
3. **Foundation Liaison**
4. **Faculty Association**
5. **Board Chair**
6. **Board Members Comments**

L. Adjournment

Board of Trustees Meetings

April 25, 2005

May 19, 2005

May 20, 2005

May 23, 2005

June 27, 2005

ICCTA Monthly Meetings

April, 2005
TBA, Springfield

May 3-4, 2005 ICCTA Lobby Day
Springfield

Commencement – 7:30 p.m.

Dr. Behrendt's Retirement Reception
Rock River Country Club, 7-10 p.m.
Presentations at 8 p.m.

June 16, 2005
Hyatt Regency McCormick Place
Chicago

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
MINUTES
March 28, 2005**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on March 28, 2005 in the third floor Board Room at Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Edward Andersen	Edson Cox
Robert J. Thompson	Pennie von Bergen Wessels
Student Trustee Carri Anderson	Mary Ellen Wilkinson

SVCC Staff: Attorney Ole Bly Pace III
Vice President Ruth Bittner
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
Director of Human Resources Kathryn Snow
Director of College Relations Cal Lyons
Small Business Development Center Coordinator Michele Miller
Administrative Assistant to the Board Nancy Breed

Absent: William Simpson
Nancy Varga

Consent Agenda: It was moved by Member Wilkinson and seconded by Member von Bergen Wessels that Consent Agenda Item D-11, Bid Award-PHS-Window Replacement be removed from the Consent Agenda, due to concerns about the scope of the project. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye. It was then moved by Member von Bergen Wessels and seconded by Member Cox that the Board approve the Consent Agenda with item D-11 removed. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Following discussion, it was then moved by Member Wilkinson to table Item D-11 until further options can be researched. Motion

denied for lack of second. It was then moved by Member von Bergen Wessels and seconded by Member Cox that the Board approve agenda item D-11. In a roll call vote, the following was recorded: ayes - Members Andersen, Cox, Thompson and von Bergen Wessels; nays - Member Wilkinson. Motion carried. Student Trustee Anderson advisory vote: aye.

President's Report:

Vice President Bittner reported that the Student Support Services Grant had been approved through the Fall 2010; that construction has begun on the student housing project; that enrollment is currently up .01% in headcount and down .04% in credit hours; and reminded everyone that commencement is May 19, 2005 and the Board will meet in Room 2K2 at 7:00 p.m. to prepare for the ceremony.

Vice President Bittner then introduced Michele Miller, Small Business Development Center Coordinator, who gave a presentation on the history of the Small Business Development Center and the Northern Illinois Business Opportunities for Self Success (B.O.S.S.) Project. The B.O.S.S. Project was developed for veterans and disabled persons to obtain the necessary tools to become successful business owners or to return to the workforce. This program was developed in conjunction with Highland Community College and the Department of Rehabilitation Services. Ms. Miller informed the Board that the Department of Commerce and Economic Opportunity has adopted this program to be offered statewide in October 2005 and that she has been appointed administrator of the project for the State.

Closed Session:

At 7:25 p.m., it was moved by Member von Bergen Wessels 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, 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 7:50 p.m.

Chair Thompson appointed Member Cox to act as Secretary Pro-Tem for the meeting.

Closed Session Minutes:

It was moved by Member von Bergen Wessels and seconded by Member Cox to approve the minutes of the February 28, 2005 and March 3, 2005 closed session meetings. In a roll call vote, all

voted aye. Motion carried. Student Trustee Anderson Advisory vote: aye.

Administrative Resignation – Director of Grants, Planning & Institutional Research:

It was moved by Member von Bergen Wessels and seconded by Member Andersen to accept the resignation of Dr. Linda Little, Director of Grants, Planning and Institutional Research, effective March 4, 2005. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Administrative Reappointments:

It was moved by Member Cox and seconded by Member von Bergen Wessels that the Board approve the reappointment of the administrators as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Contractual Reappointment:

It was moved by Member Cox and seconded by Member von Bergen Wessels that the Board approve the contractual reappointment of Cyrus Kooshesh, pending the continuation/renewal of his grant. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Resolution – Pennie von Bergen Wessels:

It was moved by Member Andersen and seconded by Member Cox that the Board approve the attached resolution expressing the Board's appreciation to Board Member Pennie von Bergen Wessels for her years of service on the Board. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Resolution – President Emeritus

It was moved by Member Andersen and seconded by Member von Bergen Wessels that the Board approve the attached resolution expressing the Board's appreciation to President Richard L. Behrendt for his devotion to the betterment of the College and in recognition of his presidential leadership during his nineteen years of service at the College. In a roll call vote, all voted aye. Motion carried. Student Trustee Advisory vote: aye.

Board Policy 403.02 - Non-Discrimination in Employment and Student Relations (First Reading):

It was moved by Member von Bergen Wessels and seconded by Member Cox that the Board approve the First Reading of Board Policy 403.02 – Non-Discrimination in Employment and Student Relations that changes the language about sexual orientation as defined by the Illinois Human Rights Act. In a roll call vote, all voted aye. Motion carried. Student Trustee Anderson advisory vote: aye.

Reports:

Student Trustee: Member Anderson stated that she would be attending Student Lobby Day on April 5-6, 2005 in Springfield,

Illinois, and that Student Government elections will be held April 20-21, 2005.

ICCTA Representative: Chair Thompson stated that he will be unable to attend the Lobby Day on May 3-4 and encouraged other Board members to attend. He will be attending the meeting in June in Chicago.

Foundation Liaison: No report.

Board Chair: No report.

Board Member Comments: No report.

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

The meeting adjourned at 7:58 p.m.

Next Meeting: The next regular meeting of the Board will be at 7:00 p.m. on April 25, 2005 in the Board Room.

Respectfully submitted,



Edson Cox, Secretary Pro-Tem

SAUK VALLEY COMMUNITY COLLEGE
 BOARD OF TRUSTEES - TREASURER'S REPORT
 As of February 28, 2005

CHECKING ACCOUNTS

<u>INTEREST BEARING ACCOUNTS</u>	<u>INTEREST</u>	
	<u>RATE</u>	<u>AMOUNT</u>
General Account - Sterling Federal Bank	1.55	\$2,944,328.69
Illinois Funds - Firststar Bank, Springfield	2.50	1,048,742.26
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS		3,993,070.95
MONEY MARKET		
ABN-AMRO Investment Services, Inc.	1.77	30,831.81
TOTAL CHECKING ACCOUNTS		\$4,023,902.76

SAUK VALLEY COMMUNITY COLLEGE
 APPROVED BY

 PRESIDENT

 SECRETARY

INVESTMENTS

<u>FINANCIAL INSTITUTION</u>	<u>MATURITY</u>	<u>DATE</u>	<u>3-28-05</u>	
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
Sauk Valley Bank, Sterling	02-01-06	3.40		1,000,000
Union Bank, Tampico	03-01-06	3.40		1,000,000
SUBTOTAL INVESTMENTS				4,000,000

<u>BOND INVESTMENTS</u> - Liability, Protection & Settlement	<u>YIELD</u>	<u>PRICE</u>
Fed Natl Mtg Assn Benchmark	03-15-05	1.50
Federal Home Ln Mtg Corp Refrnce NT	09-15-05	1.60
Federal Home Ln Mtg Corp Refrnce NT	09-15-05	2.13
Miami Dade Cnty Fla Solid Waste Sys	10-01-05	2.60
Houston Tex Water & Sewer System	12-01-05	1.40
Federal Home Loan Bank Bonds	12-15-05	1.90
Nevada State Hwy Impt Rev Improv Rev Bds	12-01-05	1.80
NC Mun Elec Auth	01-01-06	4.90
Fed Natl Mtg Assn	04-15-06	1.50
Fed Natl Mgt Assn	07-15-06	2.67
Milwaukee Cnty Wis.	09-01-06	2.50
Federal Natl Mtg. Assn	11-15-06	3.10
Benton Cnty Wash Sch Dist No 52	12-01-06	1.50
Las Cruces NM	12-01-06	4.85
Houston TX Wtr & Swr System	12-01-06	4.30
Mokena IL Go Bonds 2004	12-15-06	1.25
Carol Stream IL Tax	01-15-07	5.07
Federal Home Ln Mtg Corp	02-15-07	3.15
Anch AL Tel Util	03-01-07	4.90
SUBTOTAL BONDS		\$5,760,918.35
TOTAL INVESTMENTS		\$9,760,918.35

Sauk Valley Community College
Board of Trustees
March 28, 2005

Summary of Bills Payable Amount

General Operating Funds \$ 2,423,980.10

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY


PRESIDENT


SECRETARY

DATE 3-28-05

REPORT SVRCHER
FISCAL YEAR 2005

Sauk Valley Community College
Check Register
From 02/24/05 To 03/28/05

RUN DATE: 03/15/05
TIME: 3:02 PM
PAGE: 1

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Sauk Valley Bank & Trust Co	00		Time Deposits	Certificate of Deposit 11 months	1,000,000.00
Union Bank Tampico	00		Time Deposits	Certificate of Deposit for 11 months	1,000,000.00
Amazon.com	01		Foundation Expense	Books	21.02
Amazon.com	01		Foundation Expense	Books	37.14
Amazon.com	01		Foundation Expense	Books	19.77
Best Western	01		Foundation Expense	Accomodations Spring Trip 3/12/05	360.00
Consolidated Management Co	01		Foundation Expense	Breakfast for February Meeting	137.50
Fifth Third Bank	01		Foundation Expense	Travel-Conference	70.00
Hampton Inn	01		Foundation Expense	Accomodations Spring Trip 3/05	2,100.00
Hedrick, Jason J.	01		Foundation Expense	Advance for Travel on 3/24/05	1,215.90
Hobby Lobby	01		Foundation Expense	Framing & mounting	216.18
Ready, Alan J.	01		Foundation Expense	Advance Meal Money -Spring 05 Trip	332.00
State Universities Retirement	01		SURS Payable		51,934.43
Select Employees Retirement	01		SURS Payable		28,428.79
SVCC Faculty Association	01		Credit Union Payable		11,465.79
SVCC Faculty Association	01		Credit Union Payable		11,465.79
H & R Accounts Inc	01		Faculty Association Payable		1,059.99
Minnesota Child Support Paymen	01		Wage Garnishment Payable		1,059.99
Minnesota Child Support Paymen	01		Wage Garnishment Payable		316.80
State Disbursement Unit	01		Wage Garnishment Payable		316.80
Community Health Charities of	01		Wage Garnishment Payable		162.50
Community Health Charities of	01		United Way Payable		162.50
			United Way Payable		19.00
			United Way Payable		19.00

REPORT SVRCHKR
FISCAL YEAR 2005

Sauk Valley Community College
Check Register
From 02/24/05 To 03/28/05

RUN DATE: 03/16/05
TIME: 3:02 PM
PAGE: 2

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
United Way of Lee County	01		United Way Payable		30.00
United Way of Lee County	01		United Way Payable		30.00
United Way of Sterling-Rock Fa	01		United Way Payable		33.46
United Way of Sterling-Rock Fa	01		United Way Payable		33.46
Gallagher Benefit Services, In	01		Optional Disability Insurance	LTD Billing for March	695.61
Illinois Mutual	01		Optional Disability Insurance		3.89
Illinois Mutual	01		Optional Disability Insurance		3.89
SVCC Foundation	01		Foundation Payable		114.50
SVCC Foundation	01		Foundation Payable		114.50
American Express Financial Adv	01		American Express		420.00
American Express Financial Adv	01		American Express		420.00
Equitable Life Assurance	01		Equitable		250.00
Equitable Life Assurance	01		Equitable		250.00
Franklin Financial Services Co	01		Franklin Life		297.50
Franklin Financial Services Co	01		Franklin Life		297.50
New York Life Insurance & Annu	01		New York Life		300.00
New York Life Insurance & Annu	01		New York Life		300.00
Fidelity Investments	01		Fidelity Investments		504.00
Fidelity Investments	01		Fidelity Investments		504.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Waddell & Reed, Inc	01		Waddell & Reed		285.00
Adams, Bryan J.	01		Accounts Payable		187.99
Adams, Shawn J.	01		Accounts Payable		147.00
Anderson, Kaci D.	01		Accounts Payable		388.05
Avelar, Felipe D.	01		Accounts Payable		462.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM	AMOUNT
Baker, Teresa J.	01		Accounts Payable	Online Refund		55.00
Balzarine, James L.	01		Accounts Payable	Stafford Ln		848.75
Barnum, Nancy J.	01		Accounts Payable	Online Refund		75.00
Baylor, Karen A.	01		Accounts Payable	Online Refund		198.00
Beard, Jeanette K.	01		Accounts Payable	Online Refund		80.55
Beightol, Kristi K.	01		Accounts Payable	Stafford Ln		490.82
Bender, Kari A.	01		Accounts Payable	Frtn. Schol		500.00
Boken, Ronda G.	01		Accounts Payable	Frtn. Bal		95.26
Boken, Ronda G.	01		Accounts Payable	Stafford Ln		848.75
Brackemeyer, Katie L.	01		Accounts Payable	Frtn. Bal		132.00
Brennig, Karen J.	01		Accounts Payable	Stafford Ln		637.29
Brennig, Karen J.	01		Accounts Payable	Stafford Ln		636.32
Bufer, Bridgette A.	01		Accounts Payable	Frtn. Bal		113.85
Callahan, Michael J.	01		Accounts Payable	Online Refund		15.00
Capola, Nicolle A.	01		Accounts Payable	Online Refund		558.00
Carmona, Elliseo	01		Accounts Payable	Stafford Bal		482.23
Cavazos, Kimberly R.	01		Accounts Payable	Frtn. Bal		85.31
Christen, Deanna L.	01		Accounts Payable	Stafford Bal		13.22
Clayton, Tonya A.	01		Accounts Payable	Frtn. Bal		185.38
Clow, Maria A.	01		Accounts Payable	Online Refund		2.00
Clow, Nathan D.	01		Accounts Payable	PEIL Gt		275.00
Colvin, Donna E.	01		Accounts Payable	Stafford Ln		636.32
Conner, Courtney K.	01		Accounts Payable	Stafford Bal		319.16
Coppotelli, Rick L.	01		Accounts Payable	Online Refund		558.00
Cornstubble, Gina M.	01		Accounts Payable	Stafford Bal		4.59

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Cox, Santana L.	01		Accounts Payable	Stafford Ln	636.32
Crytser, Gary H.	01		Accounts Payable	Stafford Ln	636.32
Davis, Pamela K.	01		Accounts Payable	Stafford Bal	619.91
Dennis, Stephanie D.	01		Accounts Payable	Fndtn School	70.00
Deter, Tricia	01		Accounts Payable	Fndtn Bal	201.25
Dillon, Nadejda V.	01		Accounts Payable	Fndtn Bal	119.37
Drew, Amy S.	01		Accounts Payable	Online Refund	15.00
Duffy, Kimberly A.	01		Accounts Payable	Stafford Ln	636.32
Fair, Verna M.	01		Accounts Payable	Online Refund	15.00
Finkle, Dacia M.	01		Accounts Payable	Stafford Ln	637.29
Finkle, Dacia M.	01		Accounts Payable	Stafford Ln	636.32
Fisher, Jeannine C.	01		Accounts Payable	Stafford Ln	582.61
Flannery, Derek M.	01		Accounts Payable	Stafford Ln	95.00
Francis, Corrine M.	01		Accounts Payable	Fndtn Bal	421.10
Frederick, Emily	01		Accounts Payable	Fndtn Bal	158.00
Freedman, Helga	01		Accounts Payable	Online Refund	75.00
Frint, Leevi	01		Accounts Payable	Online Refund	15.00
Gilbert, Shannon M.	01		Accounts Payable	Fndtn Bal	44.50
Gipson, Danielle	01		Accounts Payable	Fndtn Bal	377.00
Gonzalez, Deana M.	01		Accounts Payable	Online Refund	66.00
Gordon, Shawna R.	01		Accounts Payable	Stafford Ln	1,272.64
Greenwald, Kerry M.	01		Accounts Payable	Online Refund	45.00
Hager, Denise M.	01		Accounts Payable	Fndtn bal	286.00
Hall, Dana J.	01		Accounts Payable	Stafford Ln	469.13
Hall, Dana J.	01		Accounts Payable	Stafford Bal	583.28

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	
				ITEM	AMOUNT
Halverson, Amber L.	01		Accounts Payable	Stafford Bal	343.97
Hammond, Kimberly D.	01		Accounts Payable	Stafford In	848.75
Handel, Kenneth T.	01		Accounts Payable	Stafford In	630.50
Harris, Natasha N.	01		Accounts Payable	Stafford In	636.32
Hedeen, Lori A.	01		Accounts Payable	Stafford In	9.14
Henert, Brian Burn	01		Accounts Payable	Fndtn Bal	25.00
Hepker, Angela K.	01		Accounts Payable	Online Refund	51.58
Hibbard, Nicole M.	01		Accounts Payable	Stafford Bal	848.75
Hodge, Jenny C.	01		Accounts Payable	Stafford In	69.78
Hogan, Jennifer F.	01		Accounts Payable	Stafford In	318.16
House, Jessica R.	01		Accounts Payable	Online Refund	12.50
Hughes, Kelsay J.	01		Accounts Payable	Fndtn Bal	3.00
Hughes, Lacy M.	01		Accounts Payable	Fndtn Bal	112.90
Hull-Rocha, Lolita M.	01		Accounts Payable	PBLI Gt	450.00
Hultseen, Ronald G.	01		Accounts Payable	Online Refund	198.00
Hunter, Veronica L.	01		Accounts Payable	Stafford Bal	15.21
Hvarre, Jake P.	01		Accounts Payable	Stafford In	636.32
Jaber, Ziad Z.	01		Accounts Payable	Online Refund	200.00
Jacobs, Franz R.	01		Accounts Payable	Refund-Fin Assistance Only	668.39
Jacobs, Shawn M.	01		Accounts Payable	Fndtn Scol	350.00
Keen, Teesha S.	01		Accounts Payable	Fndtn Schol	77.50
King, Katrina L.	01		Accounts Payable	Stafford In	636.32
Lange, Patricia A.	01		Accounts Payable	Online Refund	75.00
LeMay, Amber L.	01		Accounts Payable	Fndtn Bal	16.00
Liego, Shirley A.	01		Accounts Payable	Online Refund	558.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Logan, Tara E.	01		Accounts Payable	Stafford Bal	92.37
Mackey, Tresa C.	01		Accounts Payable	Fndtn Bal	232.00
Marshall, Damon K.	01		Accounts Payable	Refund-Fin Assistance Only	281.01
McCarthy, Joseph L.	01		Accounts Payable	Online Refund	350.00
Meusel, Christina L.	01		Accounts Payable	Stafford Ln	848.75
Meusel, Christina L.	01		Accounts Payable	Stafford Ln	848.75
Miller, Debra A.	01		Accounts Payable	Fndtn Bal	411.10
Mills, Kelly J.	01		Accounts Payable	Stafford Ln	636.32
Milnes, Anthony T.	01		Accounts Payable	Stafford Ln	485.00
Moen, Grace A.	01		Accounts Payable	Fndtn Bal	198.00
Monk, Bryan O.	01		Accounts Payable	Stafford Ln	635.32
Monk, Bryan O.	01		Accounts Payable	Stafford Ln	636.32
Monteith, Sara J.	01		Accounts Payable	Online Refund	25.00
Moore, Michael	01		Accounts Payable	Fndtn School	300.00
Moore, Sarah M.	01		Accounts Payable	Fndtn School	250.00
Nelson, Jason T.	01		Accounts Payable	Online Refund	15.00
Nelson, Todd	01		Accounts Payable	Online Refund	15.00
Nester, Angel	01		Accounts Payable	Online Refund	69.00
Olinger, Nicole L.	01		Accounts Payable	Online Refund	198.00
Olson, Janice A.	01		Accounts Payable	Online Refund	75.00
Paone, Haley M.	01		Accounts Payable	Online Refund	15.00
Pease, Heaven M.	01		Accounts Payable	Online Refund	33.00
Perce, Janice A.	01		Accounts Payable	Fndtn School	1,000.00
Polhill, Connie J.	01		Accounts Payable	Stafford Bal	358.60
Przysucha, Kimberly A.	01		Accounts Payable	Fndtn Bal	32.67

REPORT SEARCHER
FISCAL YEAR 2005

Sauk Valley Community College
Check Register
From 02/24/05 To 03/28/05

RUN DATE: 03/16/05
TIME: 3:02 PM
PAGE: 7

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Przyysucha, Kimberly A.	01		Accounts Payable	Refund 1/2 webpayment	145.34
Pryse, Dustin E.	01		Accounts Payable	Stafford Bal	454.08
Raines, Rebecca J.	01		Accounts Payable	Stafford In	353.08
Rennier, Brett P.	01		Accounts Payable	Stafford In	485.00
Reubin, Lori M.	01		Accounts Payable	Fndtn Bal	2.00
Reuter, Jamie L.	01		Accounts Payable	Online Refund	75.00
Rieck, Candi K.	01		Accounts Payable	Stafford Bal	233.53
Rodriguez, Jamie L.	01		Accounts Payable	Endtn Bal	554.43
Roen, Jonathan M.	01		Accounts Payable	Online Refund	792.00
Rumfelt, Virginia	01		Accounts Payable	Fndtn Bal	10.60
Salas, Kelsi S.	01		Accounts Payable	Endtn Bal	350.00
Schamberger, Donald H.	01		Accounts Payable	Online Refund	63.00
Schamberger, Sandra	01		Accounts Payable	Fndtn School	75.00
Schmaling, Sue A.	01		Accounts Payable	Online Refund	256.78
Sharboneau, Emily C.	01		Accounts Payable	Endtn Bal	47.50
Shaw, Cassandra	01		Accounts Payable	Online Refund	100.00
Shepardson, Jorie K.	01		Accounts Payable	Endtn Bal	198.00
Sierra, Roberto A.	01		Accounts Payable	Stafford In	848.75
Simpson, Maureen D.	01		Accounts Payable	Online Refund	15.00
Smith, Ashley	01		Accounts Payable	Online Refund	132.00
Smith, Jerry D.	01		Accounts Payable	Endtn School	750.00
Smith, Keith G.	01		Accounts Payable	Stafford Bal	546.83
Sodergren, Missa M.	01		Accounts Payable	Fndtn School	500.00
Sondgeroth, Benjamin R.	01		Accounts Payable	Stafford Bal	275.51
Summers, Joshua A.	01		Accounts Payable	Stafford Bal	

REPORT SVRCHKR
FISCAL YEAR 2005

Sauk Valley Community College
Check Register
From 02/24/05 To 03/28/05

RUN DATE: 03/16/05
TIME: 3:02 PM
PAGE: 8

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Swegle, Katie L.	01		Accounts Payable	Online Refund	15.00
Szafranski, Nicole A.	01		Accounts Payable	Fndtn Schol	250.00
Taets, Bernadette A.	01		Accounts Payable	Online Refund	75.00
Taylor, Kevin D.	01		Accounts Payable	Stafford Ln	848.75
Trumpinski, Nathan T.	01		Accounts Payable	Online Refund	792.00
VanDyke, Janice M.	01		Accounts Payable	Fndtn Schol	500.00
Vanderlin, Cara V.	01		Accounts Payable	Fndtn Bal	198.00
Vega, Elizabeth G.	01		Accounts Payable	Stafford Ln	242.50
Washington, William B.	01		Accounts Payable	Stafford Ln	848.75
Weems, Diana	01		Accounts Payable	Stafford Bal	105.98
Weigle, Kristi L.	01		Accounts Payable	Stafford Bal	42.96
Welch, Destiny S.	01		Accounts Payable	Stafford Ln	636.32
White, Octavia R.	01		Accounts Payable	Online Refund	15.00
Wooden, Denise N.	01		Accounts Payable	Fndtn Schol	350.00
Yeoward, Jessica L.	01		Accounts Payable	Fndtn Bal	127.00
Zigler, Whitney A.	01		Other Payables	Parent Plus Loan	1,455.00
Mekeel, Amy J.	01		Other Payables	Refund-D Golden-Smith	76.00
Reynoldswood Camp	01		Other Payables	Proceeds from Comedy Show 3/4/05	656.40
Sauk Valley Food Bank	01		Other Payables	3,185.36	
Follett Bookstore	01		PELL EOG BT	Books	
Follett Bookstore	01		Foundation B	Books	
Follett Bookstore	01		JTPA Lee B	Books	
Follett Bookstore	01		Vets Rehab B	Books	
Follett Bookstore	01		Trade Act TAA Sterling B	Books	
Consolidated Management Co	01		Cafeteria Payable	Punch-A-Lunch Tickets	29.99
					7,960.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	
				ITEM	AMOUNT
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General legal services for February	702.00
Heckman Bindery, Inc.	01	Board of Trustees	Office Supplies	binding of board minutes	51.20
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order Publication/Legal Notices & Ad	32.96
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Open Purchase Order Publication/Legal Notices & Ad	32.96
Consolidated Management Co	01	Board of Trustees	Advertising	Open Purchase Order Publication/Legal Notices & Ad	12.36
Dixon, Henry S.	01	Board of Trustees	Conference/Meeting Expense	Open P. O./Refreshments-Board Meetings 04-05	37.00
Simpson, William	01	Board of Trustees	Conference/Meeting Expense	Board Meeting Travel thru 12/04	47.25
Thompson, Robert J.	01	Board of Trustees	Conference/Meeting Expense	Travel-Board Meetings 12/20/04	180.00
ICCCA	01	President	Office Supplies	Board Travel-thru 12/20/04	48.75
Behrendt, Richard	01	President	Conference/Meeting Expense	ICCCA Directories	126.10
Fifth Third Bank	01	President	Conference/Meeting Expense	Travel-President's Meeting 3/10/05	21.20
Fifth Third Bank	01	President	Conference/Meeting Expense	Travel-Conference	936.24
Thompson, Robert J.	01	President	Conference/Meeting Expense	Socks-Travel	140.74
Country Lane Floral	01	President	Conference/Meeting Expense	Travel-ICCTA Meeting 2/16/05	1,082.52
Enling Florist	01	President	Other Conference & Meeting	Flowers-J. Boonstra	32.00
Floral Magic	01	President	Other Conference & Meeting	Flowers-D. Breen's Mother	35.00
Amboy News	01	College Relations	Publications and Dues	planter for John Brown	36.00
American Marketing & Publishing	01	College Relations	Advertising	1 yr. sub 5/11/05 to 5/10/06	23.00
Sauk Valley Newspapers	01	College Relations	Advertising	Oregon 2005 Home Pages Ad	250.00
Screenvision Direct	01	College Relations	Advertising	IV Therapy & Rotary	516.20
Withers Broadcasting	01	College Relations	Advertising	Space for Four Screens at 28 Weeks	400.00
Gordon Flesch Company	01	Printshop	Advertising	Academic Bowl Sponsorship	433.34
Gordon Flesch Company	01	Printshop	Advertising	Maintenance Services	925.50
Xerox Corporation	01	Printshop	Maintenance Services	Canon Image Maint & Supplies	756.02
			Maintenance Services	Maintenance Services	170.00

REPORT SVRCHKR
FISCAL YEAR 2005

Sauk Valley Community College
Check Register
From 02/24/05 To 03/28/05

RUN DATE: 03/16/05
TIME: 3:02 PM
PAGE: 10

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Xerox Corporation	01	Printshop	Maintenance Services		53.00
Xerox Corporation	01	Printshop	Maintenance Services		170.00
Xerox Corporation	01	Printshop	Maintenance Services		53.00
Xerox Corporation	01	Printshop	Maintenance Services	Leasing & Meter Usage Charges-Contract 5818	40.84
Bandall	01	Printshop	Purchases for Resale	8-1/2x11 Wh 20# Relay MP	1,011.70
Unique Computer	01	Printshop	Purchases for Resale	8-1/2x11 Wh 20# Relay MP	920.00
GFC Leasing Company	01	Printshop	Purchases for Resale	computer eqmnt. for Michelle Mendoza	615.00
Xerox Corporation	01	Printshop	Debt Principal Retirement		336.04
Xerox Corporation	01	Printshop	Debt Principal Retirement		338.40
Xerox Corporation	01	Printshop	Debt Principal Retirement		472.92
Xerox Corporation	01	Printshop	Debt Principal Retirement		243.40
Xerox Corporation	01	Printshop	Debt Principal Retirement		476.67
GFC Leasing Company	01	Printshop	Debt Principal Retirement		245.75
Xerox Corporation	01	Printshop	Interest		165.14
Xerox Corporation	01	Printshop	Interest		162.78
Xerox Corporation	01	Printshop	Interest		160.35
Xerox Corporation	01	Printshop	Interest		100.90
Xerox Corporation	01	Printshop	Interest		156.60
Xerox Corporation	01	Printshop	Interest		98.55
Xerox Corporation	01	Printshop	Lease Installment Payments	Leasing & Meter Usage Charges-Contract 5818	49.83
Higher Learning Commission	01	Grant, Planning, & Research	Conference/Meeting Expense	Conference Fee - of Kosher	215.00
Higher Education Publication I	01	VP-Learning Services	Publications and Dues	2005 Higher Education Directory	72.00
Higher Learning Commission	01	VP-Learning Services	Conference/Meeting Expense	Conference Fee - of Kosher	405.00
Kerber, Joan E.	01	VP-Learning Services	Conference/Meeting Expense	Travel-Task Force Meeting 3/1/05	116.35
Nagel Ph. D., George	01	Other Instructional	Other Salaries	Presentation 3/10/05 Workshop	500.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Smith, Donna	01	Other Instructional	Other Salaries	Presentation Workshop Day 3/10/05	500.00
National Center for Development	01	Other Instructional	Consultants	"What Works" Guides	395.88
SEM Business Equipment Center	01	Other Instructional	Maintenance Services	Copier Monthly Maintenance for FY05	56.64
Finston, Terry L.	01	Other Instructional	Conference/Meeting Expense	Travel-College of DuPage 3/5/05	274.46
Higher Learning Commission	01	Other Instructional	Conference/Meeting Expense	Conference Fee- Tlharbar	645.00
Klein, Colleen J.	01	Other Instructional	Conference/Meeting Expense	Conference Fee 4/11/05 Nursing Care	370.00
Consolidated Management Co	01	Other Instructional	Other Conference & Meeting	Assessment Meeting	25.00
Higher Learning Commission	01	Dean of Arts, Social Sciences & P	Conference/Meeting Expense	Conference Fee- Tlharbar	215.00
Gaspar, Charles	01	Art	Consultants	Art Class 2/16/05	37.50
Gaspar, Charles	01	Art	Consultants	Art Class 3/5/05	37.50
Gaspar, Charles	01	Art	Consultants	Art Class 3/7/05	37.50
Heffrich, Joseph A.	01	Art	Consultants	Art Class 2/23/05	30.00
Heffrich, Joseph A.	01	Art	Consultants	Art Class 3/9/05	30.00
Meyocks, Danielle J.	01	Art	Consultants	Art Class 2/21/05	30.00
Meyocks, Danielle J.	01	Art	Consultants	Art 2/28/05	30.00
Follett Bookstore	01	Art	Instructional Supplies	Bookstore Charges	429.97
Grainger	01	Art	Instructional Supplies	Disposal Cans for Art Waste-Art Department	161.20
Lundgren's Inc	01	Art	Instructional Supplies	Supplies for Art Classes	53.97
Manards	01	Art	Instructional Supplies	Open Purchase Order for Art Supplies	230.48
Cheeseman Coaches	01	Art	Other Conference & Meeting	Art Trip 3/1/2005	1,200.00
Newsweek	01	Reading	Instructional Supplies	Subscription for Reading Class Books	660.80
Fifth Third Bank	01	Music	Instructional Supplies	Books	150.00
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	PE Towels	535.87
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	PE Towels	639.47
Braddock, Samuel L.	01	Criminal Justice	Conference/Meeting Expense	Highland Travel thru 2/23/05	273.38

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Hagemann, Herbert A.	01	Human Services	Conference/Meeting Expense	Travel-Meeting Canton 3/11/05	86.67
McPherson, Steven P.	01	Mathematics	Publications and Dues	IEEE & AMS Dues 2005	57.00
Consolidated Management Co	01	Dean of Business,Tech & Natural	Conference/Meeting Expense	CCS Meeting on March 2, 2005	14.69
Higher Learning Commission	01	Dean of Business,Tech & Natural	Conference/Meeting Expense	Conference Fee- J Kerber	215.00
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Service Contract for Sharp Copier	28.50
McPherson, Steven P.	01	Electronics	Publications and Dues	IEEE & AMS Dues 2005	152.00
Airgas North Central	01	HVAC	Instructional Supplies	HVAC Supplies	22.04
SBM Business Equipment Center	01	Dean of Health Careers and Scien	Maintenance Services	Open P.O. for Copy Count	52.16
Follett Bookstore	01	Dean of Health Careers and Scien	Office Supplies	Bookstore Charges	15.96
Anderson, Sandra	01	Dean of Health Careers and Scien	Office Supplies	ShareOutlook Software	69.90
Creative Printing	01	Dean of Health Careers and Scien	Office Supplies	SVCC Business Cards-500/box S.Nunez	40.00
Fisher Scientific	01	Dean of Health Careers and Scien	Instructional Supplies	Return Petri Dish	-155.00
Higher Learning Commission	01	Dean of Health Careers and Scien	Conference/Meeting Expense	Conference Fee- J.Kerber	215.00
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	125.84
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	188.96
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	2.56
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	118.63
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	40.00
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	33.42
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Open P.O. for ADN Program	226.51
HESI	01	Associate Degree Nursing	Instructional Supplies	HESI Exit Exams 3/05	840.00
HSB Hospital	01	Associate Degree Nursing	Instructional Supplies	ALARIS Primary Tubing	205.00
Northern Illinois Home Medical	01	Associate Degree Nursing	Instructional Supplies	Oxygen Cylinder & Walker Tips	42.00
Insight Media	01	Associate Degree Nursing	Computer Software	Retrun-Calculating Drugs	-199.00
Insight Media	01	Associate Degree Nursing	Computer Software	Videos-Calculating Drugs	199.00

<u>PAYER/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Southern Illinois University	01	Nurse Assistant	Consultants	CNA Background check	210.00
DeKroft-Metz and Co., Inc.	01	Licensed Practical Nursing	Instructional Supplies	Open P.O. for LPN Program	57.33
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	200.00
Diagnostic Imaging Inc (Source	01	Radiologic Technology	Maintenance Services	Open P.O. Rad Tech Maintenance	675.00
Diagnostic Imaging Inc (Source	01	Radiologic Technology	Instructional Supplies	Open P.O. for Rad Tech Supplies	111.25
Brevitt, Diana H.	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Visits thru 2/28/05	228.42
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 2/15/05	317.12
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 2/16/05	174.56
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Sites thru 3/3/05	281.89
DeKroft-Metz and Co., Inc.	01	Paramedic Program	Instructional Supplies	2 Boxes Catheter, IV	282.79
DeKroft-Metz and Co., Inc.	01	Paramedic Program	Instructional Supplies	J & J Hypo-Allergenic Cloth Tape 1" x10' #5144	9.88
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies	88.50
Consolidated Management Co	01	Biology	Instructional Supplies	Milk, Onions	15.00
Fisher Scientific	01	Biology	Instructional Supplies	08-757-13A Petri Dishes	205.56
Fisher Scientific	01	Biology	Instructional Supplies	08-757-13A Petri Dishes	155.33
Richardson Electronics, Ltd.	01	Chemistry	Instructional Supplies	CEASDRX Phototubes	489.85
Sargent-Welch Scientific	01	Physics	Instructional Supplies	CP74470-00 EA Precision Centripetal Force	1,479.98
Demco Inc	01	Learning Resource Center	Library Supplies	SC807767 Translucent Cut-Corner File Case (Clear)	377.45
Fifth Third Bank	01	Learning Resource Center	Library Supplies		21.62
Fifth Third Bank	01	Learning Resource Center	Library Supplies		64.39
Hughsmith Inc	01	Learning Resource Center	Library Supplies	J62-12757 DCD-2 Security Overlays	617.90
SBM Business Equipment Center	01	Learning Resource Center	Library Supplies	NU-KOTE BM-337 Citizen DP-600 Ribbon Carton of 6	70.76
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Open P.O. for Library Books	699.47
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	158.83

Sauk Valley Community College
Check Register
From 02/24/05 To 03/28/05

RUN DATE: 03/16/05
TIME: 3:02 PM
PAGE: 14

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	72.70
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Open P.O. Library Books	174.91
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs		2,391.20
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	Books	933.44
Gale Group	01	Learning Resource Center	Books and Binding Costs	Books	219.02
Insight Media	01	Learning Resource Center	Books and Binding Costs	Nursing Video's	606.90
Insight Media	01	Learning Resource Center	Books and Binding Costs	Return Nursing Video's	-957.00
Insight Media	01	Learning Resource Center	Books and Binding Costs	Return Nursing Video's	-238.00
Insight Media	01	Learning Resource Center	Books and Binding Costs	Nursing Video's	2,182.00
Shopware	01	Learning Resource Center	Books and Binding Costs	HVAC Videos	320.76
CQ Press	01	Learning Resource Center	Publications and Dues	CQ Researcher Online	1,327.00
H. W. Wilson Company	01	Learning Resource Center	Other Materials and Supplies	FT Mega Web	3,115.00
Beinhoff, Lisa A.	01	Learning Resource Center	Conference/Meeting Expense	Travel-NIIRC Meeting 2/16/05	165.24
Fifth Third Bank	01	Learning Resource Center	Conference/Meeting Expense	Books	61.05
Hewlett-Packard	01	Academic Computing	Maintenance Services	Instructional Hardware Support FY 05	105.00
Hewlett-Packard	01	Academic Computing	Maintenance Services	Instructional Hardware Support FY 05	105.00
Pratt Audio-Visual & Video Cor	01	Academic Computing	Maintenance Services	Repair Zenith DVD/VCR Combo	151.41
Mueller Audio Visual	01	Academic Computing	Instructional Supplies	replacement for counseling monitor	399.00
Unique Computer	01	Academic Computing	Instructional Supplies	printers and speakers	352.85
Unique Computer	01	Academic Computing	Instructional Supplies	Speakers	20.00
CDW-G	01	Academic Computing	Instructional Technology Materia	100 Pack Verbatim DVD-R 62155	278.25
Fifth Third Bank	01	Academic Computing	Instructional Technology Materia	701908 Sony Infolithium L NPF570 Battery	178.99
Mueller Audio Visual	01	Academic Computing	Instructional Technology Materia	2000 Sony repair	123.00
Unique Computer	01	Academic Computing	Instructional Technology Materia	27" Toshiba Flat Screen TV	798.00
			Instructional Technology Materia		520.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM/AMOUNT
Unique Computer	01	Academic Computing	Instructional Technology Material	UPC: Batteries	56.00
Unique Computer	01	Academic Computing	Instructional Technology Material	printers and speakers	150.00
Hewlett-Packard	01	Academic Computing	Computer Software	Instructional Software Support FY 05	50.65
Hewlett-Packard	01	Academic Computing	Computer Software	Instructional Software Support FY 05	50.65
NCS Pearson, Inc	01	Academic Computing	Computer Software	8902 Software Support for EXAMSYSN II Single Use	144.00
ICC Professional Development, I	01	Academic Computing	Conference/Meeting Expense	Conference Fee 3/30/05	75.00
Pfeifer, Alan	01	Academic Computing	Conference/Meeting Expense	Travel-Springfield 2/4/05	13.00
Hewlett-Packard	01	Administrative Computing	Maintenance Services	Administrative Hardware Support FY 05	2,425.00
Hewlett-Packard	01	Administrative Computing	Maintenance Services	Administrative Hardware Support FY 05	2,425.00
Fifth Third Bank	01	Administrative Computing	Office Supplies	Travel-Conference	34.47
Graybar Electric Company Inc.	01	Administrative Computing	Office Supplies	108 232 778 Module MPS 100e-318 Blue	287.05
Toner Tech Plus	01	Administrative Computing	Office Supplies	refurbish toner cartridges	1,437.50
Unique Computer	01	Administrative Computing	Office Supplies	Ink	92.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink	75.00
Unique Computer	01	Administrative Computing	Office Supplies	Flashdisk	200.00
Unique Computer	01	Administrative Computing	Office Supplies	UPC Batteries	92.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink	413.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink	53.50
Fifth Third Bank	01	Administrative Computing	Office Supplies	Inv. #70000-Ink	172.00
Hewlett-Packard	01	Administrative Computing	Computer Software	Ink	85.00
Clodfelter, Pamela J.	01	Dean of Student Services	Computer Software	Books- Brown Bear Software	95.00
Medema, Pamela S.	01	Dean of Student Services	Computer Software	Administrative Software Support FY 05	755.30
Hewlett-Packard	01	Administrative Computing	Computer Software	Administrative Software Support FY 05	755.30
Clodfelter, Pamela J.	01	Dean of Student Services	Conference/Meeting Expense	Travel-ICSSO Conference 2/17/05	194.14
Medema, Pamela S.	01	Dean of Student Services	Conference/Meeting Expense	Travel-Illinois State University	101.25

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
PHI THETA KAPPA Society	01	Dean of Student Services	Conference/Meeting Expense	Lobby Day 4/5/05	175.00
Consolidated Management Co	01	Student Recruitment	Other Supplies	Discover Sauk pop and lunch	52.80
Quill Corporation	01	Admissions, Records & Placement	Office Supplies	Steel Letter Frames	78.23
Breed, Thomas	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel-Area High School Visits thru 2/16/05	170.10
Breed, Thomas	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel-ICCAROO Meeting 3/11/05	132.03
ILASFAA	01	Financial Aid & Veterans Affairs	Publications and Dues	Membership Dues-Dawn Nardini	35.00
Wells, Marcia M.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	High School Visits	81.81
Quill Corporation	01	Counseling	Instructional Supplies	Office Supplies (See Attached)	68.88
Quill Corporation	01	Counseling	Instructional Supplies	Office Supplies (See Attached)	350.20
Quill Corporation	01	Counseling	Instructional Supplies	Office Supplies (See Attached)	119.90
Florini, Anthony D.	01	Counseling	Conference/Meeting Expense	Travel-Wallace Adult Ed Ctr thru 2/23/05	45.36
Irving, Kristi A.	01	Counseling	Conference/Meeting Expense	Travel-2/23-2/25/05 HS Placement-ICCC Conf	143.27
Matheney, Janet I.	01	Counseling	Conference/Meeting Expense	Prophetown Testing 2/24/05	22.28
Matheney, Janet I.	01	Counseling	Conference/Meeting Expense	Travel-Franklin Center High School	33.21
Reighter, Patrice L.	01	Counseling	Conference/Meeting Expense	Travel-Placement Testing 2/24/05 Oregon HS	14.58
Chronicle of Higher Education	01	VP- College Services	Publications and Dues	Renewal of Subscription	82.50
Follett Bookstore	01	Education Fund	Other Revenues	Vendor Payment to Bookstore	84.50
Mayer, Paula S.	01	Education Fund	Other Revenues	E-Bay Listing Fees	35.21
Federal Express Corp	01	Other Institutional	Postage	Weekly Charges	16.34
Pitney Bowes	01	Other Institutional	Postage	Monthly Meter Rental	467.00
US Postmaster	01	Other Institutional	Postage	Summer/Fall Schedule 2005	650.00
US Postmaster	01	Other Institutional	Postage	Summer/Fall Schedule 2005	1,330.00
US Postmaster	01	Other Institutional	Postage	Summer/Fall Schedule 2005	1,340.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,500.00
United Parcel Service	01	Other Institutional	Postage	Monthly Shipping Charge	148.68

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Chronicle of Higher Education	01	Other Institutional	Recruitment	Recruitment Open P.O.	500.00
Daily Chronicle	01	Other Institutional	Recruitment	Recruitment Open P.O.	209.50
Daily Chronicle	01	Other Institutional	Recruitment	Recruitment Open P.O.	256.16
Kennedy, Patrick	01	Other Institutional	Recruitment	Travel-LAC Candidates	229.40
Quad-City Times	01	Other Institutional	Recruitment	Recruitment Open P.O.	335.67
Rockford Register Star	01	Other Institutional	Recruitment	Recruitment Open P.O.	706.21
Rockford Register Star	01	Other Institutional	Recruitment	Recruitment Open P.O.	706.21
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment Open P.O.	66.04
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment Open P.O.	68.63
Sauk Valley Newspapers	01	Other Institutional	Recruitment	Recruitment Open P.O.	100.00
Scenic Stage Line, Inc	01	Other Institutional	Recruitment	Recruitment Open P.O.	69.22
SBM Business Equipment Center	01	Business Office	Maintenance Services	Open Purchase Order/Maint. Contract-Copier 2004-05	282.00
Fifth Third Bank	01	Business Office	Office Supplies	Travel-Conference	42.09
Staples	01	Business Office	Office Supplies	Office Supplies	319.20
Black Hawk College	01	Tuition Chargeback	Office Supplies	Office Supplies	38.78
Triton College	01	Tuition Chargeback	Tuition Chargeback	chargeback for spring 05 semester	31.95
Waubonsie Community College	01	Tuition Chargeback	Tuition Chargeback	chargeback for spring 05 semester	2,573.00
River Valley Health Care Counc	01	Personnel Office	Publications and Dues	FY 05 Dues	1,240.54
Fifth Third Bank	01	Personnel Office	Conference/Meeting Expense	Travel-Conference	50.00
Snow, Kathryn C.	01	Personnel Office	Conference/Meeting Expense	Travel-HR Meeting 2/4/05	115.00
Brinkmeyer, Tamara L.	01	Personnel Office	Other Conference & Meeting	Retreat 2005	69.70
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	Open P.O. for B-day Parties, Ceremonies, & Meeting	22.00
Dixon Park District	01	Personnel Office	Other Conference & Meeting	Retreat March 17, 05 Support Staff	153.25
					150.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Dixon Park District	01	Personnel Office	Other Conference & Meeting	Deposit for Retreat 3/17/05	50.00
Reighter, Patrice L.	01	Personnel Office	Other Conference & Meeting	Supplies for Retreat 2005	30.97
Gospodarczyk, Thomas J.	01	Dean of Adult Education	Conference/Meeting Expense	Travel-Area Sites thru 2/28/05	199.26
Illinois State University	01	Dean of Adult Education	Conference/Meeting Expense	Adult Education Administrators Conference Fee	90.00
Marruffo, Kerrie M.	01	Dean of Adult Education	Conference/Meeting Expense	Ink Cartridge for Wallace	30.98
SBM Business Equipment Center	01	Information Center	Maintenance Services	Open P.O. for Copier Maintenance	36.00
Follett Bookstore	01	Information Center	Office Supplies	Bookstore Charges	1.58
Avaya Inc	01	Information Center	Other Supplies	T&M	177.00
PHI THETA KAPPA Society	01	Phi Theta Kappa	Conference/Meeting Expense	Convention Registrations	975.00
KSB Hospital	010100	CCS Contract Training	Instructional Supplies	Instructional Materials-First Aid/CPR Classes DCC	33.75
World Point ECC	010100	CCS Contract Training	Instructional Supplies	#3140 Practi-Shields	96.75
Gericke, Thomas H.	010100	CCS Contract Training	Conference/Meeting Expense	Travel-Area Site Visits thru 2/24/05	120.28
Dale, Julie	010100	CCS Public Workshops	Consultants	Beginning Ballroom Spring 2005	355.84
Dale, Julie	010100	CCS Public Workshops	Consultants	Inter. Ballroom Spring 2005	170.00
Eades, John E.	010100	CCS Public Workshops	Consultants	Dreams-Spring 2005	200.00
Education To Go	010100	CCS Public Workshops	Consultants	Feb 2005 Ed2Go Classes	460.00
Khuntangta, Trirong	010100	CCS Public Workshops	Consultants	Self Defense-Kids Class Spring 2005	331.80
Lafayette Instruments	010100	CCS Public Workshops	Consultants	Self Defense-Adult Class Spring 05	140.00
Millhouse, Anna M	010100	CCS Public Workshops	Consultants	Spring 05 Polygraph	100.00
Owen, David W	010100	CCS Public Workshops	Consultants	Building Self Esteem Spring 2005	70.00
Theodore, Steve	010100	CCS Public Workshops	Consultants	CCS Class Forgive-Spring 2005	187.50
Follett Bookstore	010100	CCS Public Workshops	Instructional Supplies	Spring 2005 Polygraph Class	800.00
Labyrinth Publications	010100	CCS Public Workshops	Instructional Supplies	Bookstore Charges	948.60
Labyrinth Publications	010100	CCS Public Workshops	Instructional Supplies	Return of Shipping	-10.17
				Microsoft Excel Workbooks	111.87

<u>PAYER/ VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM</u>	<u>AMOUNT</u>
Labyrinth Publications	010100	CCS Public Workshops	Instructional Supplies	Silver Series-Excel Complete Workbooks	111.87	
On Stage	010100	CCS Public Workshops	Instructional Supplies	Copies of Alice in Wonderland	64.00	
Owen, David W	010100	CCS Public Workshops	Instructional Supplies	Books for CCS Class	320.00	
Stained Glass Shoppe	010100	CCS Public Workshops	Instructional Supplies	Materials for Class	250.00	
American Polygraph Association	010100	CCS Public Workshops	Publications and Dues	FY 05 Membership	175.00	
Anamax Grease Services	02	Maintenance	Maintenance Services	Grease Disposal	16.15	
Davenport Trane	02	Maintenance	Maintenance Services	Non-Destructive Eddy Current Tube Testing	8,839.55	
Fifth Third Bank	02	Maintenance	Maintenance Services	Tools Johnson Controls	789.82	
John A Loos Sons Inc	02	Maintenance	Maintenance Services	replace condenser fan motor-Trane	220.00	
Fifth Third Bank	02	Maintenance	Maintenance Services	ladder-Little Giant	428.80	
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	636.28	
Grainger	02	Maintenance	Maintenance Supplies	towels/flashlight bulbs	5.70	
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	193.86	
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	98.39	
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	486.92	
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	887.06	
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	193.86	
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	32.54	
Grainger	02	Maintenance	Maintenance Supplies	Maintenance Supplies FY05	243.36	
Hill's Electric Motor Service	02	Maintenance	Maintenance Supplies	Flange Block Bearing	77.91	
Honeywell	02	Maintenance	Maintenance Supplies	TP971A2003 Thermostats	724.42	
McMaster Carr Supply Company	02	Maintenance	Maintenance Supplies	Hooks Foundation Board	30.39	
Menards	02	Maintenance	Maintenance Supplies	Lumber, Casters-Foundation Board	49.63	
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	68.65	
Menards	02	Maintenance	Maintenance Supplies	Electrical Supplies	15.47	

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Menards	02	Maintenance	Maintenance Supplies	rags, electrical maint. supp.	82.64
Nalco Company	02	Maintenance	Maintenance Supplies	2833 Corr/Scale Inhib	958.44
Safety Supply Illinois	02	Maintenance	Maintenance Supplies	Oxygen Sensor	161.66
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Paint	218.88
Viking Chemical Company	02	Maintenance	Maintenance Supplies	50% caustic soda liquid (30 gal.poly drum)	378.80
Schmall, Rex G.	02	Maintenance	Conference/Meeting Expense	Travel-Plant Show	58.28
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	58.00
Quill Corporation	02	Custodial	Maintenance Supplies	dry markers	117.48
Fifth Third Bank	02	Grounds	Maintenance Supplies	Travel-Conference	200.00
Menards	02	Grounds	Maintenance Supplies	Lumber, Paint, Ground Supplies	319.25
Menards	02	Grounds	Maintenance Supplies	Grounds Supplies	163.51
Menards	02	Grounds	Maintenance Supplies	post driver, supplies	28.95
Peabody's Inc	02	Grounds	Maintenance Supplies	Pipes	25.34
Rockford Industrial Welding Su	02	Grounds	Maintenance Supplies	Noz Ser 4204 Sz 5	29.80
Wisconsin Turf Equipment Corp	02	Grounds	Maintenance Supplies	Spark Plugs	16.17
Grainger	02	Grounds	Vehicle Supplies	towels/flashlight bulbs	78.08
Nicor Gas	02	Utilities	Gas	Gas	109.23
Nicor Gas	02	Utilities	Gas	Gas	163.79
Nicor Gas	02	Utilities	Gas	Gas	652.26
Nicor Gas	02	Utilities	Gas	Gas	16.02
ProLiance Energy, LLC	02	Utilities	Gas	Gas	113.45
Commonwealth Edison	02	Utilities	Electricity	Electricity	8,379.20
Commonwealth Edison	02	Utilities	Electricity	Electricity	19.12
					10,817.30

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	98.44
Commonwealth Edison	02	Utilities	Electricity	Monthly Service	36.03
Central Management Service/ICN	02	Utilities	Telephone	Monthly Charges for January	1,508.00
Galatin River Communications	02	Utilities	Telephone	Monthly Telephone charges	3,209.89
MAAS Technologies, Inc.	02	Utilities	Telephone	repair phone line-gas meter	85.00
United States Cellular	02	Utilities	Telephone	Cell Phone for College Vanis	49.39
United States Cellular	02	Utilities	Telephone	College Cellphone	49.39
Verizon Wireless	02	Utilities	Telephone	Monthly Cell Phone Charge	24.77
Verizon Wireless	02	Utilities	Telephone	Open Purchase Order for Cellular Charges 2004-05	42.98
Rock Valley Disposal	02	Utilities	Refuse Disposal	monthly trash removal 3/1-3/31/05	439.85
Caterpillar Inc.	02	Utilities	Other Utilities	Monthly Engine Testing	467.44
Quill Corporation	02	Building and Grounds Administration	Office Supplies	dry markers	164.68
APPA	02	Building and Grounds Administration	Publications and Dues	annual memberships	632.50
Willett, Hofmann & Associates, Inc.	03	Operations & Maintenance- Restrictive	Building Remodeling	Fees for Window Project	8,953.92
Willett, Hofmann & Associates, Inc.	03	Operations & Maintenance- Restrictive	Building Remodeling	Fees for Electrical Project	4,079.72
Willett, Hofmann & Associates, Inc.	03	Operations & Maintenance- Restrictive	Building Remodeling	Fees for Elevator Project	1,189.50
Willett, Hofmann & Associates, Inc.	03	Operations & Maintenance- Restrictive	Building Remodeling	Fees for Roof Replacement Project	3,495.75
Willett, Hofmann & Associates, Inc.	03	Operations & Maintenance- Restrictive	Building Remodeling	Fees for Parking Lot Project	6,470.95
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	42.42
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies 2/21/05	37.13
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies thru 2/28/05	39.08
Drane, Paula E.	050500	Child Care Center	Other Supplies	Child Care Supplies	26.50
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Other Contractual Services	15.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Other Contractual Services	15.00
Danhoff, Lindsay A.	050600	Men's Basketball	Other Contractual Services	Other Contractual Services	15.00

REPORT SVRCHKR
FISCAL YEAR 2005

Sauk Valley Community College
Check Register
From 02/24/05 To 03/28/05

RUN DATE: 03/16/05
TIME: 3:02 PM
PAGE: 22

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Damhoff, Lindsay A.	050600	Men's Basketball	Other Contractual Services		15.00
Damhoff, Russ K.	050600	Men's Basketball	Other Contractual Services	Men's Basketball game practice/clocks	100.00
Firebaugh, Rich	050600	Men's Basketball	Other Contractual Services		85.00
Hainline, Charlie	050600	Men's Basketball	Other Contractual Services		85.00
Henderson, Chad A.	050600	Men's Basketball	Other Contractual Services		30.00
Henderson, Chad A.	050600	Men's Basketball	Other Contractual Services		15.00
Lasek, Tony	050600	Men's Basketball	Other Contractual Services		85.00
Motter, Kevin	050600	Men's Basketball	Other Contractual Services		85.00
Scenic Stage Line, Inc	050600	Men's Basketball	Other Contractual Services	IVCC Basketball Game 2/16/05	275.00
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
Wernentin, Tim	050600	Men's Basketball	Other Contractual Services		85.00
Wiersema Charter Service	050600	Men's Basketball	Other Contractual Services	Kishwaukee Basketball Game 2/22/05	282.50
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services		15.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services		15.00
Boyle, Dayle	050600	Men's Basketball	Other Supplies	Basketballs	39.00
Santo Sport Store	050600	Men's Basketball	Other Supplies	Basketballs	85.81
Consolidated Management Co	050600	Men's Basketball	Other Materials and Supplies	Breakfast for Basketball Team	37.99
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel-basketball 2/15/05	340.05
Ready, Alan J.	050600	Men's Baseball	Other Supplies	Automated Scorebook for Baseball	365.00
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	DeLong Baseball Jackets	559.16
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	Louisville C271 Wood Bats	178.45
Ready, Alan J.	050600	Men's Baseball	Other Conference & Meeting	Advance Meal Money - Spring 05 Trip	300.00
Blackburn, Jan	050600	Women's Basketball	Other Contractual Services		15.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Blackburn, Jan	050600	Women's Basketball		Other Contractual Services	15.00
Gansemer, Mike	050600	Women's Basketball		Other Contractual Services	85.00
Justice, Dan	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
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
Lawson, Mark	050600	Women's Basketball		Other Contractual Services	85.00
Luckey, Rich	050600	Women's Basketball		Other Contractual Services	85.00
Reiter, David	050600	Women's Basketball		Other Contractual Services	85.00
Scenic Stage Line, Inc	050600	Women's Basketball		Other Contractual Services	275.00
Sendt, David	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
Wiersma Charter Service	050600	Women's Basketball		Other Contractual Services	282.50
Worthington, Patrick	050600	Women's Basketball		Other Contractual Services	15.00
Worthington, Patrick	050600	Women's Basketball		Other Contractual Services	15.00
Boyle, Dayle	050600	Women's Basketball		Other Supplies	35.65
Lessman, Joileen K.	050600	Women's Basketball		other Conference & Meeting	Travel-Basketball thru 2/26/05

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Leseman, Jolene K.	050600	Women's Basketball		Other Conference & Meeting	73.45
Wiersema Charter Service	050600	Women's Basketball		Other Conference & Meeting	690.00
Gallantine, Scott	050600	Women's Softball		Other Contractual Services	80.00
Reap, Larry	050600	Women's Softball		Other Contractual Services	80.00
Baseball Tips	050600	Women's Softball		Other Supplies	220.00
Temple's Sporting Goods	050600	Women's Softball		Other Supplies	121501 xx Schutt Wire Face Mask
Temple's Sporting Goods	050600	Women's Softball		Other Supplies	159.77
Temple's Sporting Goods	050600	Women's Softball		N8671 Russell Athletic Mock Turtleneck Shirt	284.10
Highland Community College	050600	Women's Softball		Chin Straps for Helmets-RCS Rawlings Black	32.37
Pruis, Mark	050600	Women's Softball		Tournament Fees 4/9-10/2005	200.00
Pruis, Mark	050600	Women's Softball		Travel- Softball 2/17/05	89.39
Boyle, Dayle	050600	General Athletics		Travel-Dekalb 3/5/05	45.00
Boyle, Dayle	050600	General Athletics		Other Contractual Services	80.00
Boyle, Dayle	050600	General Athletics		Other Contractual Services	80.00
Boyle, Dayle	050600	General Athletics		Other Contractual Services	80.00
Damhoff, Russ K.	050600	General Athletics		Other Materials and Supplies	100.00
Consolidated Management Co	050600	General Athletics		Other Materials and Supplies	128.80
Sterling Rock Falls Clinic	050600	General Athletics		Other Materials and Supplies	1,110.00
Team Print	050600	General Athletics		Imprinted banners for banner night	296.79
Campbell, Travis	050600	Student Activities		Comedy Show Participant	150.00
Cook, Margaret M	050600	Student Activities		Safe Zone Training Workshop	300.00
Larson, Greg	050600	Student Activities		Comedy Show Participant	150.00
Lipski, Travis	050600	Student Activities		Comedy Showcase Participant	150.00
Record-a-Hit	050600	Student Activities		Balance due - Caricature Spirit Week	100.00
Stewart, Jason	050600	Student Activities		Comedy Showcase Participant	150.00
Vorhees, John	050600	Student Activities		Comedy Showcase Participant	150.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM</u>	<u>AMOUNT</u>
Englekirk, Rita F.	050600	Student Activities	Other Contractual Services	Light & Sound for Comedy Show 3/4/05		50.00
Amsterdam Printing & Litho	050600	Student Activities	Office Supplies	Student Activities Lollipops for Spirit Week ad.		97.04
Sauk Valley Newspapers	050600	Student Activities	Publications and Dues	Refreshment For Safe Zone Seminar		186.60
Consolidated Management Co	050600	Student Activities	Conference/Meeting Expense	Hotel for X-Box Workers		22.50
Reagan Hotel & Suites	050600	Student Activities	Conference/Meeting Expense	DJ for Spirit Week		66.05
Ed Wade & Associates	050600	Student Activities	Other Conference & Meeting	Supplies for Student Activities		300.00
Stenzel, Nichole T.	050600	Student Activities	Other	Books supplies		124.09
Fifth Third Bank	050600	Drama	Other Materials and Supplies	Bookstore Charges		205.49
Follett Bookstore	050600	Drama	Other Materials and Supplies	Supplies for Play		2.39
Hedrick, Jason J.	050600	Drama	Other Materials and Supplies	Supplies for Spring 05 Play		130.08
Hedrick, Jason J.	050600	Drama	Other Materials and Supplies	Conference 3/24/05		166.12
St. Cloud State University (SC	050600	Speech & Readers Theater	Other Conference & Meeting	Music License FY 05		330.00
Broadcast Music, Inc (BMI)	050600	Music	Other Contractual Services	Membership Dues FY 05		430.39
Illinois Community College Jou	050600	Voyager	Other Materials and Supplies	USSB Flash Card		50.00
Olmsted, Brian T.	050600	Voyager	Other Materials and Supplies	2 Copies of Tidwell: Media Law in Illinois		29.71
Stipes Publishing Inc	050600	Voyager	Other Materials and Supplies	Oil Change for College Van		32.72
Sterling Ford-Lincoln-Mercury	050800	Transportation	Maintenance Services	Gas for College Van		27.28
BP Amoco	050800	Transportation	Vehicle Supplies	Travel Conference supplies		315.83
Fifth Third Bank	050800	Transportation	Vehicle Supplies	Books I-PASS		150.00
Fifth Third Bank	050800	Transportation	Vehicle Supplies	Gas for College Van		50.00
Shell Oil Company	051000	Transportation	Vehicle Supplies	Individual Stop Loss		141.04
Professional Benefit Adminstr	051000	Medical Insurance		Dependent Stop Loss		9,817.88
Professional Benefit Adminstr	051000	Medical Insurance		Precertification		7,265.25
Professional Benefit Adminstr	051000	Medical Insurance		Administrative Costs		355.00
						2,702.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Gallagher Benefit Services, Inc	051000	Medical Insurance	Life & AD&D	Life Insurance	1,483.26
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	157.04
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	157.04
Miller, Michele	062050	SBDC Grant	Conference/Meeting Expense	Client Visits-thru 2/26/05	196.83
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Telephone Charge	73.16
Johnson, Virginia	062051	ISU Non Traditional Nursing Gran	Other Supplies	Supplies-Men in Nursing	14.97
State Universities Retirement	062056	ICCB Adult Ed-Federal Basic	SURS	Matching Funds	267.59
Creative Printing	062056	ICCB Adult Ed-Federal Basic	SURS	Matching Funds	254.01
Alta Books	062060	SOS VITAL Grant	Office Supplies	SVCC Business Cards-500/box	40.00
Delta Systems Co, Inc	062060	SOS VITAL Grant	Instructional Supplies	0-13-048462-8 SBI What A World Book 1	132.68
McGraw-Hill Companies	062060	SOS VITAL Grant	Instructional Supplies	0-201-35182-X Longman ESL Literacy Students	608.01
McGraw-Hill Companies	062060	SOS VITAL Grant	Instructional Supplies	CG7-831109-8 English Yes! Level Two	50.79
Thomson Learning	062060	SOS VITAL Grant	Instructional Supplies	0-07-285196-1 On The Edge-Out Of The Blue	63.12
Benedict, Timothy	062060	SOS VITAL Grant	Instructional Supplies	#0-8384-4400-8 The Heinle Pict. Dictionary	95.24
Benedict, Timothy	062060	SOS VITAL Grant	Conference/Meeting Expense	Travel-UIC Meeting 2/17/05	137.73
Coomes, Lana L.	062060	SOS VITAL Grant	Conference/Meeting Expense	Travel-IACEA Conference	620.40
Baker & Taylor	062065	SOS Weed and Feed Grant	Library Supplies	Travel-IACEA 3/8/05	154.71
Baker & Taylor	062065	SOS Weed and Feed Grant	Library Supplies	Books in the H, J, K, & L LC Subject Area	448.13
State Universities Retirement	062074	ICCB Comm Coll Tech Prep Support	SURS	Books in the H, J, K, & L LC Subject Area	2,024.86
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	36.22
Follett Bookstore	063011	Student Support Services Grant	Office Supplies	Bookstore Charges	429.33
Kooshesh, Cyrus	063011	Student Support Services Grant	Office Supplies	CD Disks	670.31
					2.07
					23.57

Sauk Valley Community College
Check Register
From 02/24/05 To 03/28/05

RUN DATE: 03/16/05
TIME: 3:02 PM
PAGE: 27

PAYER/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Unique Computer	063011	Student Support Services Grant	Office Supplies	2 Wireless Internet Cards for Student Support	198.00
Koosheh, Cyrus	063011	Student Support Services Grant	Other Conference & Meeting	Travel-ESS Cultural Trip	194.80
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	92.67
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	69.69
State Universities Retirement	063020	Perkins LLC	SURS	Matching Funds	99.95
State Universities Retirement	063020	Perkins Inc	SURS	Matching Funds	89.81
Consolidated Management Co	063020	Perkins LLC	Conference/Meeting Expense	Workforce Council Meeting 2-16	74.50
Licensed Practical Nurse Assoc	063020	Perkins LLC	Conference/Meeting Expense	Registration-Student Day 4/28/05	140.00
White, Linley V.	063020	Perkins LLC	Conference/Meeting Expense	Travel- WIA Meeting 2/15/05	50.22
White, Linley V.	063020	Perkins LLC	Conference/Meeting Expense	Travel-2/18/05 NORCA Mtg	90.56
State Universities Retirement	063020	Perkins LLC -Special Populations	SURS	Matching Funds	100.23
State Universities Retirement	063020	Perkins LLC -Special Populations	SURS	Matching Funds	100.23
Consolidated Management Co	063030	Perkins IIE Tech Prep	Office Supplies	Printing of ICP Folders	55.25
Johnson, Virginia	063030	Perkins IIE Tech Prep	Office Supplies	Conf Fee 3/28/05-Johnson, Matheney, Lindahl	160.00
Whiteside Area Career Center	063030	Perkins IIE Tech Prep	Office Supplies	travel connections conference	216.46
Johnson, Virginia	063030	Perkins IIE Tech Prep	Office Supplies	Connections Conference	79.03
Matheney, Janet I.	063030	Perkins IIE Tech Prep	Conference/Meeting Expense	Tech Prep Claim 2 & 3	1,009.31
Ashton High School	063030	Perkins IIE Tech Prep	Other Conference & Meeting	Claims '05	280.93
Ashton High School	063030	Perkins IIE Tech Prep	Other Conference & Meeting	Claims '05	618.86
Proprietary High School	063030	Perkins IIE Tech Prep	Other	Tech Prep Claims '05	2,102.78
Rock Falls High School	063030	Perkins IIE Tech Prep	Other	Claims 1 & 2 Spring 05 Tech Prep	2,243.00
Educaid	063071	Federal Student Loan	Dept. of Education	Return of Spring Loan Funds-Arika Hartman	642.37
Wells Fargo	063071	Federal Student Loan	Dept. of Education	Return of Stafford Loan	649.79

REPORT SVRCHKR
FISCAL YEAR 2005

Sauk Valley Community College
Check Register
From 02/24/05 To 03/28/05

RUN DATE: 03/16/05
TIME: 3:02 PM
PAGE: 28

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Fiserv Health Tennessee	063075	IDHS AmeriCorps - Member Activit	Medical Insurance	Members Health Insurance	958.72
Scott, Amy	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Training 3/2/05	200.00
Zavada, Karen	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Travel-Members Meeting 3/1/05	75.33
Zavada, Karen	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	CPR Training 3/5/05	75.33
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
Illinois Valley Community Coll	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Job Fair 4/14/05	35.00
SBM Business Equipment Center	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	HEW C6578DN #78 Cartridge	194.94
Staples	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Electric Stapler #364408-C2	69.99
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Retreat Supplies 2/11/05	36.76
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	supplies for Living Challenges thru 3/14/05	50.80
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Travel-Area Site Visits	130.99
Sauk Valley Newspapers	063075	IDHS AmeriCorps- Nonmember Activ	Other	Job Fest 2005 ABC Americorp	100.00
Sauk Valley Newspapers	063075	IDHS AmeriCorps- Nonmember Activ	Other	Advertising for Members	86.71
White, Rebecca	063075	IDHS AmeriCorps- Nonmember Activ	Other	Advertising -Daily Times	239.84
Professional Fitness Concepts	064030	Restricted Fund-GOD Certificates	Capital Supplies	Weight Equipment, per bid 8/31/04	3,300.70
Pratt Audio-Visual & Video Cor	064030	Restricted Fund-GOD Certificates	Capital Supplies	Sharp XG-60X LCD Projector	6,232.52
Unique Computer	064030	Restricted Fund-GOD Certificates	Capital Supplies	APC equipment racks with shelf	1,500.00
GFC Leasing Company	064030	Restricted Fund-GOD Certificates	Debt Principal Retirement	445.45	
GFC Leasing Company	064030	Restricted Fund-GOD Certificates	Debt Principal Retirement	448.58	
GFC Leasing Company	064030	Restricted Fund-GOD Certificates	Interest	218.90	
Pratt Audio-Visual & Video Cor	064030	Restricted Fund-GOD Certificates	Instructional Equipment	215.77	
Pratt Audio-Visual & Video Cor	064030	Restricted Fund-GOD Certificates	Instructional Equipment	4,965.00	
SK Science Kit & Boreal Labora	064050	AAPT Bauder Grant	Instructional Supplies	14,017.48	
				Solar Power Explorer Kit #NW3053422	152.61

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Arch Vending Inc	101010	Booster Club		Other	54.60
Damhoff, Russ K.	101010	Booster Club		Other	399.60
Dillow, Debra D.	101010	Booster Club		Other	77.87
Jeff Steele Signs	101010	Booster Club		Other	35.00
Becker, Eric C.	101060	Magic Club		Other	77.50
Kathryn Beach Inc.	101080	Radi-Tech Senior		Other	900.00
PHI THETA KAPPA Society	101140	Phi Theta Kappa Club		Other	1,300.00
Follett Bookstore	101220	Campus Crusade		Other	32.39
Purpose Driven Ministries	101220	Campus Crusade		Other	63.98
Daly, Ann C.	101260	P.R.I.D.E. Club		Other	692.76
Galatin River Communications	12	Risk Management		Telephone	89.64
Tri-City Electric Co.	12	Public Safety		Maintenance Services	520.00
Verizon Wireless	12	Public Safety		Maintenance Services	48.51
Stewart & Associates	12	Public Safety		Security Cell Phones	3,068.11
Stewart & Associates	12	Public Safety		Security	1,224.33
Stewart & Associates	12	Public Safety		Other Contractual Services	854.00
Stewart & Associates	12	Public Safety		Other Contractual Services	919.00
Lab Safety Supply	12	Public Safety		Other Supplies	257.23
				BANK ACCOUNT 1 TOTAL:	2,423,980.10
				ALL ACCOUNTS TOTAL:	2,423,980.10

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

	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	2004-2005 <u>Actual</u>	Budget Percent
EDUCATION FUND					
Revenues					
Local Governmental Sources	3,138,004	1,550,127	3,166,000	1,568,580	49.5%
State Governmental Sources	3,049,616	2,270,519	2,741,078	1,418,716	51.7%
Federal Governmental Sources	1,000	4,240	5,000	4,725	94.5%
Student Tuition and Fees	3,012,300	2,832,544	3,106,000	3,143,987	101.2%
Sales and Service	341,818	167,190	400,000	151,084	37.7%
Investment Revenue	80,000	17,980	35,000	22,967	65.6%
Other Revenues	526,000	2,928	580,000	17,920	3.0%
TOTALS	148,738	6,845,530	10,033,078	6,327,980	63.0%
Expenditures					
Salaries	6,316,729	4,143,247	6,382,172	4,191,146	65.6%
Employee Benefits	1,581,447	773,170	1,760,032	829,571	47.1%
Contractual Services	499,472	237,993	567,345	261,763	46.1%
General Materials and Supplies	921,962	578,492	880,069	468,437	53.2%
Travel and Conference	141,725	62,955	137,850	92,907	67.3%
Meeting Exp.	22,955	13,238	23,050	12,542	54.4%
Fixed Charges	111,840	23,402	3,901	446,199	88.7%
Capital Outlay	487,000	378,699	503,000	6,306,470	61.5%
Other Expenditures	83,130	6,211,201	10,253,518		
TOTALS					
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					
FUND BALANCE	207,107	643,110	-171,940	21,509	
		1,380,155	712,203		

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

<u>OPERATION AND MAINTENANCE FUND</u>	<u>2003-2004 Budget</u>	<u>2003-2004 Actual</u>	<u>2004-2005 Budget</u>	<u>2004-2005 Actual</u>	<u>Budget Percent</u>
Revenues					
Local Governmental Sources	384,123	189,810	387,000	192,506	49.7%
State Governmental Sources	432,632	320,628	360,474	186,474	51.7%
Student Tuition and Fees	328,500	312,449	347,500	351,985	101.2%
Sales and Service	6,500	2,262	4,000	4,216	105.4%
Facilities Revenue	4,000	1,991	2,000	1,230	61.5%
Investment Revenue	2,000	74	200	61	30.7%
Other Revenues	37,500		42,000	146	.3%
TOTALS	1,195,255	827,217	1,143,174	736,619	64.4%
Expenditures					
Salaries	461,850	313,031	453,406	309,429	68.2%
Employee Benefits	152,131	91,577	188,149	106,628	56.6%
Contractual Services	69,500	64,507	114,500	60,769	53.0%
General Materials and Supplies	121,300	71,604	86,600	47,750	55.1%
Travel and Conference Meeting Exp.	3,500	1,412	2,600	1,254	48.2%
Fixed Charges	55,362	55,612	40,000	50,091	125.2%
Utilities	386,700	237,258	355,500	234,697	66.0%
Capital Outlay	15,000	6,483	15,000	18,587	123.9%
TOTALS	1,265,343	841,486	1,255,755	829,208	66.0%
Transfers					
Transfers From Other Funds	-70,500		-113,500		0.0%
TOTALS	-70,500		-113,500		0.0%
NET INCREASE/DECREASE IN NET ASSETS					
FUND BALANCE	411	-14,269	919	-92,588	
		-14,296		-86,691	

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

<u>OPERATION & MAINTENANCE- RESTRICTED</u>	<u>Budget</u>	<u>2003-2004</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>Budget</u>	<u>2004-2005</u>	<u>Actual</u>	<u>Budget</u>	<u>Percent</u>
								<u>2003-2004</u>	<u>2004-2005</u>
Revenues									
Local Governmental Sources	632,938	312,748		574,000		284,939		49.6%	
State Governmental Sources	3,382,000	3,305,100		3,305,100		0,000		0.0%	
Investment Revenue	10,000	-4,609		10,000		17,426		174.2%	
Other Revenues	250,000			250,000				0.0%	
TOTALS	4,274,938	3,08,139		4,139,100		302,366		7.3%	
Expenditures									
Contractual Services		6,400							
General Materials and Supplies									
Capital Outlay									
TOTALS	5,361,936	328,561		5,175,310		627,091		12.1%	
NET INCREASE/DECREASE IN NET ASSETS	-1,086,998	-26,822		-1,036,210		-324,725			
FUND BALANCE		2,575,434				2,259,141			

	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	2004-2005 <u>Actual</u>	Budget Percent
<u>BOND AND INTEREST FUND</u>					

Revenues

Local Governmental Sources	1,413,519	697,827	1,393,000	691,883	49.6%
Investment Revenue	10,000	3,210	5,000	6,355	127.1%
TOTALS	1,423,519	701,037	1,398,000	698,239	49.9%

Expenditures

Contractual Services	5,000	600	5,000	4,600	92.0%
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	1,353,658	97.6%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	15,756	-621,405	12,000	-655,419	
		132,294		101,502	

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

AUXILIARY ENTERPRISES FUND

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

Revenues

Student Tuition and Fees	160,500	155,582	156,000	155,765	99.4%
Sales and Service	51,490	24,219	48,500	19,331	39.8%
Facilities Revenue	75,000	46,667	85,000	46,668	54.9%
Investment Revenue	900	821	900	568	63.2%
Other Revenues	1,301,549	980,942	1,561,700	1,136,273	72.7%
TOTALS	1,589,439	1,208,232	1,852,100	1,358,608	73.3%

Expenditures

Salaries	72,279	44,271	72,682	43,110	59.3%
Employee Benefits	11,481	5,273	12,820	6,480	50.5%
Contractual Services	1,334,654	1,129,949	1,595,605	973,646	61.0%
General Materials and Supplies	72,490	50,017	72,990	41,059	56.2%
Travel and Conference Meeting Exp.	62,655	33,966	57,655	27,505	47.7%
Fixed Charges	9,450	16,703	9,450	19,229	203.4%
Capital Outlay		29,868			
Other Expenditures	5,800	1,102	5,750	1,972	34.3%
TOTALS	1,568,809	1,311,152	1,826,952	1,113,004	60.9%

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				
FUND BALANCE	8,629	-111,700	13,148	245,604
				488,319

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

<u>RESTRICTED PURPOSES FUND</u>	<u>2003-2004 Budget</u>	<u>2003-2004 Actual</u>	<u>2004-2005 Budget</u>	<u>2004-2005 Actual</u>	<u>Budget Percent</u>
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Revenues

Local Governmental Sources	1,107,936	883,181	2,195,000	2,195,000	100.0%
State Governmental Sources	2,827,496	2,047,821	3,542,823	2,250,124	55.2%
Federal Governmental Sources				2,971	63.5%
Sales and Service				369	.9%
Investment Revenue	6,000	7,834	40,000	89,074	
Other Revenues	60,619	33,840			
TOTALS	4,002,051	2,972,677	6,738,367	5,068,384	75.2%

Expenditures

Salaries	1,205,514	635,749	1,119,489	710,735	63.4%
Employee Benefits	188,199	110,494	199,779	115,628	57.8%
Contractual Services	45,609	17,768	4,800	13,510	281.4%
General Materials and Supplies	730,022	385,808	87,758	273,630	311.8%
Travel and Conference Meeting Exp.	54,623	20,852	52,342	34,348	65.6%
Fixed Charges	10,412	10,517	10,500	2,197,657	20930.0%
Utilities	300	373	300	420	140.2%
Capital Outlay	198,200	212,653	731,667	335,839	45.9%
Other Expenditures	2,378,441	2,085,492	3,026,750	2,309,807	76.3%
TOTALS	4,811,320	3,479,709	5,233,385	5,991,580	114.4%

Transfers

Transfers to Other Funds	-1				
Transfers From Other Funds		-1			
TOTALS					
NET INCREASE/DECREASE IN NET ASSETS					
FUND BALANCE					
TOTALS	-809,268	-507,032	1,504,982	-923,196	1,265,541

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

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
<u>WORKING CASH FUND</u>					
Revenues					
Investment Revenue	100,000	-6,348	50,000	17,603	35.2%
TOTALS	100,000	-6,348	50,000	17,603	35.2%
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 FUND BALANCE	-100,000	-6,348	-100,000	17,603	
	2,364,435		2,288,387		

TRUST AND AGENCY FUND

	2003-2004 <u>Budget</u>	2003-2004 <u>Actual</u>	2004-2005 <u>Budget</u>	2004-2005 <u>Actual</u>	Budget Percent
Revenues					
Sales and Service		15,328			-1,273
Other Revenues					16,103
TOTALS		15,328			14,830
Expenditures					
Contractual Services	16				7,771
Capital Outlay	6,000				
Other Expenditures	9,520				
TOTALS	15,537				7,771
NET INCREASE/DECREASE IN NET ASSETS					
FUND BALANCE			-208		7,058
			21,334		20,817

<u>AUDIT FUND</u>	2003-2004			2003-2004			2004-2005			2004-2005	
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u> Percent								
Revenues											
Local Government Sources	30,710	15,160	30,000	15,112	30,000	15,112	30,000	15,112	30,000	15,112	50.3%
Investment Revenue	1,000	30	100	89	100	89	100	89	100	89	289.8%
TOTALS	31,710	15,191	30,100	15,402	30,100	15,402	30,100	15,402	30,100	15,402	51.1%
Expenditures											
Contractual Services	24,000	22,950	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	91.6%
TOTALS	24,000	22,950	24,000	91.6%							
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	7,710	-7,758	6,100	-6,597	6,100	-6,597	6,100	-6,597	6,100	-6,597	33,624

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

LIABILITY, PROTECTION & SETTLEMENT

	2003-2004 Budget	2003-2004 Actual	2004-2005 Budget	2004-2005 Actual	Budget Percent
Revenues					
Local Governmental Sources	295,275	145,861	357,000	177,408	49.6%
Investment Revenue	200,000	13,479	200,000	61,422	30.7%
Other Revenues	22,000	9,000	9,000	0	0.0%
TOTALS	517,275	159,341	566,000	238,831	42.1%
Expenditures					
Salaries	297,291	150,030	282,337	140,092	49.6%
Employee Benefits	205,564	147,063	222,103	165,283	74.4%
Contractual Services	64,300	46,500	70,500	25,196	35.7%
General Materials and Supplies	6,500	1,501	9,400	6,926	73.6%
Travel and Conference Meeting Exp.	2,250	130	2,000	629	31.4%
Fixed Charges	85,000	57,954	63,000	40,814	64.7%
Utilities	1,100	717	1,300	626	48.2%
Capital Outlay	50,000	57,498	57,498	57,498	100.0%
TOTALS	712,005	461,397	650,640	379,569	58.3%
NET INCREASE/DECREASE IN NET ASSETS FUND BALANCE	-194,730	-302,055	-84,640	-140,737	
		5,794,502	5,657,838		

For Board Meeting
March 28, 2005

Agenda Item D-7

BID AWARD- PHS
ROOF REPLACEMENT FOR ADMISSIONS

The college received three bids for the Protection, Health and Safety project to replace the roof above Admissions.

The lowest bidder was McDermaid Roofing and Insulating, Rockford, Illinois. This bid is consistent with specifications and McDermaid Roofing and Insulating is a responsible bidder. The cost will be paid by Protection, Health and Safety funds and is within 10% of the construction budget of \$31,000.

RECOMMENDATION: Approval by the Board for the College to accept the bid of \$33,843 submitted by McDermaid Roofing and Insulating, Rockford, Illinois, for the replacement of the Admissions roof as presented, to be funded by Protection, Health and Safety funds.

TO: Richard Behrendt

FROM: Ruth Bittner *ell*

DATE: March 14, 2005

SUBJECT: Recommendation for Bid Award – Roof Replacement for Admissions

On Thursday, March 10, 2005, at 2:30 pm, bids for the Admissions roof replacement were opened in the Boardroom. Tom Houck and Mike Hielsberg of Willett, Hofmann, a representative from Carlson Roofing, John Ditto, Nancy Breed and I attended the bid opening.

A bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*, and five companies were contacted directly. Bids were received from three companies. The full project calls for replacing the roof and gutters on Building T-2 and replacing the roof above Admissions. This bid was for the Admissions portion only; a future bid will apply to T-2, which is a different style of roof. The project budget for the Admissions work is \$31,000.

The low bidder was McDermaid Roofing. Their bid price is within 10% of the budget. Mr. Houck interviewed them and is satisfied that their bid matches specifications and that they are a responsible bidder. The cost will be paid from Protection, Health and Safety funds.

Therefore, I recommend that the Board of Trustees award the bid for Admissions roof replacement to McDermaid Roofing for \$33,843. Thank you.

Bid Results – Roof Replacement

Company Name	Location	Total
McDermaid Roofing & Insulating	Rockford	33,843
Sterling Commercial Roofing	Sterling	34,700
Carlson Roofing Co.	Rockford	36,300

For Board Meeting
March 28, 2005

Agenda Item D-8

**BID AWARD - PHS
ELEVATOR IMPROVEMENTS PHASE 2**

The college received three bids for the Protection, Health and Safety project to repair the south four-story elevator and the west 3-story elevator, with pricing for contingency drilling costs to bring the elevators up to ANSI standards.

The lowest bidder was ThyssenKrupp Elevator, Peoria, IL. This bid is consistent with specifications and ThyssenKrupp Elevator is a responsible bidder. The cost will be paid by Protection, Health and Safety funds and is within the construction budget of \$105,000.

RECOMMENDATION: Approval by the Board for the College to accept the bid of \$39,800 submitted by ThyssenKrupp Elevator, Peoria, Illinois, for the repair of the south four-story elevator and west three-story elevator as presented, to be funded by Protection, Health and Safety funds.

TO: Richard Behrendt

FROM: Ruth Bittner *RB*

DATE: March 14, 2005

SUBJECT: Recommendation for Bid Award – Elevator Improvements Phase 2

On Thursday, March 10, 2005, at 2:30 pm, bids for elevator improvements were opened in the Boardroom. Tom Houck and Mike Hielsberg of Willett, Hofmann, a representative from KONE Elevators, John Ditto, Nancy Breed and I attended the bid opening.

Eleven companies were notified directly about the bid, and a bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*. Bids were received from three companies. The project includes a base bid to replace the hydraulic cylinders and casings for the south 4-story elevator and the west 3-story elevator; along with contingency pricing for drilling costs if needed. This will complete the project to bring our elevators up to code according to new ANSI standards that are likely to become law in Illinois; they have already been passed by a number of other states. The code requires an updated type of hydraulic cylinder that protects against failure and better contains potential oil spills.

The low bidder was ThyssenKrupp Elevator. The project construction budget was \$70,000 plus a contingency of \$35,000. After the budget was approved we learned that \$14,000 of materials left over from phase one of this project could be used for phase 2, so we then expected bids to be approximately \$56,000 plus contingency. Mr. Houck has confirmed with ThyssenKrupp that their bid is consistent with specifications and that they are a responsible bidder. He reviewed their pricing with them in depth and feels that they bid low because they acted aggressively to acquire our business, perhaps with an eye towards eventually winning the annual maintenance contract on our elevators away from the current contractor, KONE. The cost will be paid by Protection, Health and Safety funds.

Therefore, I recommend that the Board of Trustees award the bid for elevator improvements to ThyssenKrupp Elevator, at a price of \$39,800. Thank you.

Bid Results – Elevator Improvements

Company Name	Location	Total
ThyssenKrupp Elevator	Peoria	39,800
KONE Elevators	Moline	59,700
Otis Elevator	Madison, WI	66,161

For Board Meeting
March 28, 2005

Agenda Item D-9

**BID AWARD - PHS
ELECTRICAL IMPROVEMENTS**

The college received three bids for the Protection, Health and Safety project to install new grounded connections at the basement mechanical pumps and rooftop motorized fans.

The lowest bidder was John D. Martin Electrical Contractor, Sterling, IL. This bid is consistent with specifications and John D. Martin Electrical Contractor is a responsible bidder. The cost will be paid by Protection, Health and Safety funds and is above the construction budget of \$34,000. The overage will be covered by leftover funds from other Protection, Health and Safety projects.

RECOMMENDATION: Approval by the Board for the College to accept the bid of \$41,000 submitted by John D. Martin Electrical Contractor, Sterling, Illinois, for the installation of new grounded connections as presented, to be funded by the Protection, Health and Safety funds.

TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: March 14, 2005
SUBJECT: Recommendation for Bid Award – Electrical Improvements

On Thursday, March 10, 2005, at 2:30 pm, bids for electrical improvements were opened in the Boardroom. Tom Houck and Mike Hielsberg of Willett, Hofmann, a representative from CEC, John Ditto, Nancy Breed and I attended the bid opening.

Eight companies were notified directly about the bid, and a bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*. Bids were received from three companies. The project will install new grounded connections at the basement mechanical pumps and at rooftop motorized fans.

The low bidder was John D. Martin Electrical Contractor. Mr. Houck has confirmed with them that their bid is consistent with specifications and that they are a responsible bidder. Since all three bids exceeded the estimated construction budget of \$34,000, he reviewed the budget estimate in depth with his electrical engineer and with the low bidder. The high bids appear to be a result of a doubling in the cost of wiring and conduit since the budget was prepared (a difference of about \$2,000) plus the contractors' opinion that more work days could be needed than were budgeted, due to the unknowns of working on hidden wiring runs. The cost will be paid by Protection, Health and Safety funds. The overage will be covered by PHS funds left over from other projects.

Therefore, I recommend that the Board of Trustees award the bid for electrical improvements to John D. Martin Electrical Contractor, at a price of \$41,000. Thank you.

Bid Results – Electrical Improvements

Company Name	Location	Base
John D. Martin Electrical Contractor	Sterling	41,000
CEC Inc.	Rock Falls	47,509
Engel Electric	Sterling	61,130

For Board Meeting
March 28, 2005

Agenda Item D-10

BID AWARD - PHS
PARKING LOT AND SIDEWALK IMPROVEMENTS

The college received seven bids for the Protection, Health and Safety project to remove and replace deteriorated pavement, curbs and ramps in the visitor/handicap parking and walkway area near the flagpole and on the sidewalk leading from the building to the East lot.

The lowest bidder was Twin City Construction, Sterling, IL. This bid is consistent with specifications and Twin City Construction is a responsible bidder. The cost will be paid by Protection, Health and Safety funds and is within the construction budget of \$93,500.

RECOMMENDATION: Approval by the Board for the College to accept the bid of \$79,911.43 submitted by Twin City Construction, Sterling, Illinois, for the replacement of pavement, curbs, ramps and walkways as presented, to be funded by Protection, Health and Safety funds.

TO: Richard Behrendt
FROM: Ruth Bittner *elb*
DATE: March 14, 2005
SUBJECT: Recommendation for Bid Award – Parking Lot and Sidewalk Improvements

On Thursday, March 10, 2005, at 2:30 pm, bids for parking lot and sidewalk improvements were opened in the Boardroom. Tom Houck and Mike Hielsberg of Willett, Hofmann, representatives from Guerrieri Builders, Northwest Illinois Construction, Stichter Construction, and D.R. Gilbert, John Ditto, Nancy Breed and I attended the bid opening.

Seven companies were notified directly about the bid, and a bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*. Bids were received from seven companies. The project will remove and replace deteriorated pavement, curbs and ramps in the visitor/handicap parking and walkway area near the flagpole and on the sidewalk leading form the building to the east lot.

The low bidder was Twin City Construction. Mr. Houck has confirmed with them that their bid is consistent with specifications and that they are a responsible bidder. The cost will be paid by Protection, Health and Safety funds and is within the construction budget of \$93,500.

Therefore, I recommend that the Board of Trustees award the bid for parking lot and sidewalk improvements to Twin City Construction, at a price of \$79,911.43. Thank you.

Bid Results – Parking Lot and Sidewalk Improvements

Company Name	Location	Total
Twin City Construction	Sterling	79,911.43
Stichter Construction	Erie	94,038.78
Guerrieri Builders	Rock Falls	94,608.08
DR Gilbert & Sons	Rochelle	106,192.56
Northwest Illinois Construction	Sterling	115,913.30
Bob Propheter Construction	Sterling	124,095.16
Law Excavating	Mt. Carroll	128,563.50

For Board Meeting
March 28, 2005

Agenda Item D-11

**BID AWARD - PHS
WINDOW REPLACEMENT**

The college received one bid for the Protection, Health and Safety project to remove and replace exterior windows in the third floor east end offices and science labs in an effort to improve energy efficiency and eliminate leaks.

The only bidder was T.D. Kurtz Glass Co., Rock Falls, IL. This bid is consistent with specifications and T.D. Kurtz Glass Co. is a responsible bidder. The cost will be paid by Protection, Health and Safety funds and is within the construction budget of \$215,000.

RECOMMENDATION: Approval by the Board for the College to accept the bid of \$85,808 submitted by T.D. Kurtz Glass Co., Rock Falls, Illinois, for the replacement of exterior windows on the third floor of the College as presented, to be funded by Protection, Health and Safety funds.

TO: Richard Behrendt

FROM: Ruth Bittner *RB*

DATE: March 14, 2005

SUBJECT: Recommendation for Bid Award – Window Replacement

On Thursday, March 10, 2005, at 2:30 pm, bids for window replacement were opened in the Boardroom. Tom Houck and Mike Hielsberg of Willett, Hofmann, John Ditto, Nancy Breed and I attended the bid opening.

Three companies were notified directly about the bid, and a bid announcement was placed in the *Dixon Telegraph* and *Sterling Daily Gazette*. Bids were received from one company. The project will remove and replace exterior windows in the third floor east end offices and the third floor science labs, in an effort to improve energy efficiency and eliminate leaks. If this new system works well, we plan to continue the replacement project around the rest of the building as funding allows.

The bid included a base to replace the specified windows, along with three alternates: (1) insulated metal panels in lieu of glazing at the lower portions of the windows, (2) new vinyl base, and (3) a price per foot to repair additional concrete curbs as requested.

Only one bid was received, from TD Kurtz Glass Co. Their bid is significantly below the budget. We believe that we overestimated the complexity of the labor needed to install the new windows, thereby resulting in a high budget. However, it is our intention to continue the window replacement project around the building if this first phase succeeds in achieving the expected energy savings and water leak improvements; we will use leftover money from this project on future phases, along with a refined budgeting technique. Mr. Houck has confirmed with Kurtz that their bid is consistent with specifications and that they are a responsible bidder. The cost will be paid by Protection, Health and Safety funds and is within the construction budget of \$215,000.

Therefore, I recommend that the Board of Trustees award the bid for window replacement to TD Kurtz Glass for the base plus alternates 1 and 2 (\$85,808), plus alternate 3 for a quantity of linear footage to be determined. Thank you.

Bid Results – Window Replacement

Company Name	Location	Base	Alt 1	Alt 2	Alt 3	Total
TD Kurtz Glass Co.	Rock Falls	73,597	7,160	5,051	94 per ft	85,808

For Board Meeting of
March 28, 2005

Agenda Item D-12

RECOMMENDATION FOR BID AWARD – KI TABLET ARM CHAIRS

After due advertisement, the College received two bids for the purchase of 285 KI Piretti tablet arm chairs to replace those currently in use on campus. The low bid was from Henricksen and Co., Itasca, IL.

RECOMMENDATION: Board acceptance of the low bid of Henricksen and Co., Itasca, Illinois, at a price of \$65,387.55, to be paid from funding bonds.

Memorandum

TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: March 15, 2005
SUBJECT: Recommendation for Bid Award – KI Tablet Arm Chairs

On Tuesday, March 15, 2005, at 2:00 pm, bids for KI Tablet Arm Chairs were opened in the business office. Nancy Breed and I attended the bid opening.

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

The bid requests prices for 285 KI (Krueger International) Piretti tablet arm chairs to replace those currently in use on campus. The existing chairs are in deteriorating condition and are uncomfortable for many of our students. The new chairs use a traditional design but are built to be comfortable for most adult students. While we have switched to table-and-chair configurations in most classrooms, the remaining tablet arm chairs are located in rooms where the table-and-chair setup is impractical, because of either the need for high seating capacity or flexibility in arrangement.

The low bidder was Henricksen and Co., from Itasca. The cost falls under the estimated budget of \$70,000 and will be paid from funding bonds.

I recommend that the Board of Trustees award the bid for KI tablet arm chairs to Henricksen and Co., in the amount of \$65,387.55. Thank you.

Bid Results – KI Tablet Arm Chairs

Company Name	Location	Amount
Henricksen and Co.	Itasca	65,387.55
EGM Interiors	Rockford	65,491.63

401.01 Personnel Classifications and DefinitionsDefinitions

1. Contractual Employee - Contractual employees are hired by the Board of Trustees for a specific period of time to carry out the objectives of the special projects funded in whole or in part by an external agency for a specific and restricted purpose without obligation on the part of the college or expectations that the college will continue the employment beyond the terms of the contract. These employees will not have academic rank, but shall be entitled to salaries and benefits as specified by the Board of Trustees in a salary plan developed for use in their special circumstance. Contractual employees may include personnel in any classification: administrative, professional/technical, faculty, support, or any other classifications used at the College.

Continued employment shall be subject to a positive annual evaluation and the continued funding of the position in the project or program for which they were hired. Said employees shall not be eligible for tenure.

If the Board and/or the external agency shall determine that it is necessary to discontinue a project or program, written notice of termination of employment shall be given to all affected employees. Such termination shall be effective at the close of the project or program as determined by the Board of Trustees and/or the external agency.

2. Full-time Employees - Employees who work a full 40 hour week as in the case of support and professional/technical staff or full load as defined by a given administrative or instructional position.

3. Part-time Employees - Persons working less than a full workload as outlined in a written work agreement are considered part-time. Faculty who teach fewer than six (6) credit hours shall be considered part-time for the purposes of 401.01 (B) (3).

4. Permanent Employee - A permanent employee is a full-time or part-time employee who works on a continuing basis through the academic or calendar year.

5. Temporary (short-term) Employee - An employee appointed for a short period of time and may be terminated at any time. Temporary appointments are for periods of less than one year.

6. Term Employee - A term employee is appointed for a specific period of time, normally for one year. Such appointments automatically expire at the end of the agreed term.

7. Tenured Employee - A tenured employee is one who has been granted tenure. Tenure applies to all full-time faculty members employed by the institution when qualified as provided by the tenure provision of the Illinois Public Community College Act (Article IIIB) and is not related to a specific position.

However, any instructional faculty member having the status of tenure whose position is changed must be classified and paid for his/her new position at not less than the highest level of classification commensurate with his/her academic credentials and experience.

For purposes of the Illinois Collective Bargaining Act, the following definitions shall apply:

1. Confidential Employee - Any employee who, (a) in the regular course of his/her duties assists, and acts in a confidential capacity to persons who formulate, determine, and effectuate management policies with regard to labor relations or who, (b) in the regular course of his/her duties has access to information relating to the effectuation or review of the employer's collective bargaining policies.

2. Managerial Employee - An individual who is engaged predominantly in executive and management functions and is charged with the responsibility of directing and effectuation of such management policies and practices.

3. Part-Time Employee - Part-time academic employees shall be defined as those employees who provide fewer than six (6) credit hours of instruction per academic semester.

4. Professional Employee - An employee engaged in work (a) predominantly intellectual and varied in character as opposed to routine, mental, manual, mechanical, or physical; (b) involving consistent exercise of discretion and judgment in its performance; (c) of such a character that the output produced or the result accomplished, cannot be standardized in relation to a given period of time; and (d) requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study.

5. Temporary (short-term) Employee - An employee appointed for a short period of time and who may be terminated at any time. Temporary appointments are for periods of less than one year.

Classifications

The College staff is made up of the following personnel classifications or categories:

- 1. Administrative Personnel** - Administrators are 12 month full-time professional staff members whose primary duties are managerial and supervisory in nature. Administrators are managerial and confidential employees pursuant to Section 401.01 (B) (1) (2). Duties are those described, *inter alia*, in policy 203.01.
- 2. Support Staff** - Support staff include all clerical and maintenance personnel. Some support staff are confidential employees as defined by 201.01 (B) (1).
- 3. Instructional Faculty** - All staff members whose primary duties are instructional and instructional support. Such persons are professional employees as defined in 401.01 (B) (4).
- 4. Professional/Technical Staff** - Professional/technical staff are those who work under the supervision of a professional staff member or an administrator. Such persons may be a confidential employee, depending upon the responsibility of the position.

2/12/79
12/19/83
3/23/87
11/28/94

402.01 Academic Freedom

It is the policy of Sauk Valley Community College to maintain and encourage an atmosphere of freedom in teaching commensurate with the responsibility which each instructor must assume. The College believes that creative scholarship can thrive only in an atmosphere where there is freedom for examination of ideas. Such freedom includes the right to investigate problems, and to evaluate and question accepted theories. It carries with it the responsibility to offer alternative solutions in an unbiased manner and to develop in students the habit of independent investigation.

The protection of the prerogative of academic freedom requires a conscientious, responsible staff. Professional staff members should uphold the dignity of the College in all their activities; set an example of integrity, tolerance and decency for their students; and maintain high standards of scholarship and personal conduct.

3/23/81
3/23/87

403.01 Affirmative Action

Sauk Valley Community College shall utilize Affirmative Action as required by law. The College has adopted an Affirmative Action Plan. Copies of this document are available in the Learning Resource Center, in the Counseling Center, and in the office of the Affirmative Action Officer.

The Sauk Valley Community College Affirmative Action Plan contains a grievance procedure that any employee, employment applicant, student, or student applicant may obtain by contacting the Affirmative Action Officer.

2/12/79
3/23/87
8/26/91
8/23/93
1/26/98

403.02 Non-Discrimination in Employment and Student Relations

Sauk Valley Community College is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. No qualified employee or student shall be excluded from employment or educational opportunity, be denied benefits, or be subjected to discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, handicap, military status or unfavorable discharge from military service classified as Re-3 or the equivalent thereof, except to the extent and subject to the exemptions permitted by law.

1/26/98

404.01 Appointment of College Staff

- A. Administrative staff and instructional faculty shall be appointed by the President subject to the approval of the Board of Trustees.
- B. Support and professional/technical staff shall be interviewed and recommended for appointment by their appropriate supervisors. Salary recommendations shall be reviewed by the Vice President of College Services and all support and professional/technical staff appointments shall be subject to the approval of the President.
- C. All appointments shall be within prescribed budgetary provisions and in accordance with classifications, wage rates, and schedules approved by the Board of Trustees. Exceptions to the above shall require specific Board action.

2/12/79
12/19/83
11/28/94
6/28/04

405.01 Appointment of Instructional and Administrative Personnel

Normally, instructional and administrative personnel shall initially be appointed for no longer than one year. Such appointments must be reviewed annually.

Eligibility for tenure for instructional faculty is based upon completion of three years of full-time professional service at Sauk Valley Community College. Administrators are not eligible for tenure.

Notice of Non-reappointment

For instructional faculty not on tenure, if the employee is not to be re-employed at the end of the employee's contract, the employee shall be given written notice no later than March 1 of the contract year. Non-reappointment of administrative personnel is as defined in the policy pertaining to contract continuation for administrative personnel.

2/12/79

12/19/83

3/23/87

405.02. Oral English Proficiency Policy

The Sauk Valley Community College Board of Trustees recognizes that the ability to communicate effectively is an essential skill necessary for faculty. Therefore, to assure that all Sauk Valley Community College faculty are proficient in oral English, it is the policy of the Board of Trustees that the following guidelines be used in the evaluation of candidates for employment for teaching at the College:

Full-time Faculty

Effective July 1, 1987, all final candidates for full-time employment, in any position where a classroom teaching assignment may be a required component of the position applied for, will be required to make a fifteen minute, oral lesson presentation which will be evaluated for oral English proficiency by appropriate College administrators.

Part-time Faculty

Effective July 1, 1987, all new personnel hired for part-time teaching assignments at the College will be required to attend screening interviews with the Vice President of Learning Services or his/her designated representative, with such interviews being structured to insure appropriate evaluation of oral English proficiency.

All supervisor evaluations of current teaching faculty will include an assessment of oral English proficiency, and all positive recommendations made pursuant to such evaluations will be indicative of a satisfactory evaluation of oral English proficiency.

In the event of a negative recommendation related to oral English proficiency made pursuant to an evaluation of a current teaching faculty member, Sauk Valley Community College will favorably consider reasonable requests for Faculty Development fund resources to pay for such special assistance as may be necessary to improve the spoken English competency to an acceptable proficiency.

6/22/87
6/28/04

SAUK VALLEY COMMUNITY COLLEGE
173 ILLINOIS ROUTE 2
DIXON, ILLINOIS 61021-9110

TO: Vice President of Learning Services
FROM: Academic Departments and Programs
SUBJECT: Certification of Faculty in Oral English Language Proficiency

NAME:

ADDRESS:

The above named individual being recommended for employment as a
full-time faculty/part-time faculty member teaching _____
(circle one) _____ (department/program or course/discipline)
is in our professional judgment proficient in oral English Language as of _____.

Dean/Director

Vice President of Learning Services

Note: This certification is part of the Sauk Valley Community College Program to Assess Oral English Language Proficiency for Classroom Instruction which has been implemented in compliance with the Illinois Public Community College Act as amended by Section 3-29.2 (SB1516 of 1986).

406.01 Tenure Definition

Tenure means that status as defined by the Illinois School Code pertaining to community college employees.

2/12/79
3/23/87

407.01 Approval Procedure for Tenure for Instructional Faculty

Tenure will be granted upon recommendation of the President of the College with specific Board approval required in each individual case. A maximum of one additional probationary year may be approved by the President upon recommendation of the appropriate Vice President. In such cases, the President shall notify the Board and the individual concerned in writing of the specific reasons for the additional year of probation, as well as the requirements to be fulfilled during that year.

2/12/79

Serving the Residents of the
Following Counties:

Stephenson

JoDaviss

Carroll

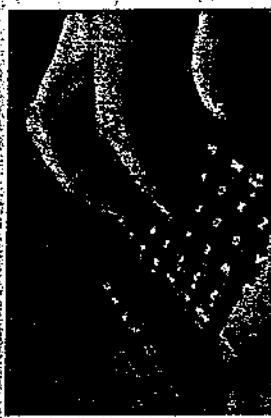
Ogle

Lee

Henry

Bureau

Whiteside



Email: millerm@wcc.edu

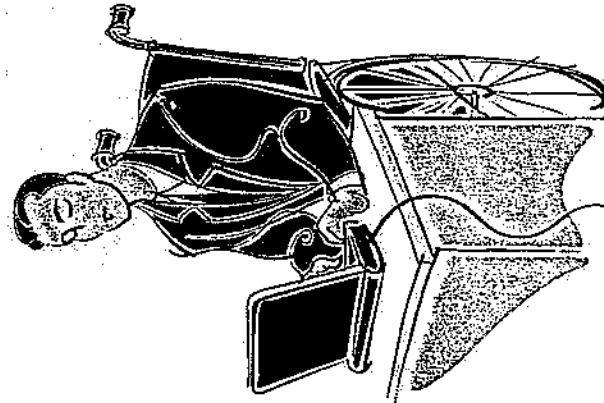
How do you know
if B.O.S.S.
is right for you?

- Have you thought about becoming your own boss?

- Are you thinking about joining the workforce?

- Do you need help, assistance or training to help you enter today's job market?

Northern Illinois
B.O.S.S.
Project



- Business
- Opportunities for
- Self
- Success

Explore the Opportunities Waiting for You!



Explore the Opportunities Waiting for You!

What is B.O.S.S.?

Workshops Offered:

For more information,
please call:



Small Business Development Center

Sauk Valley Community College
173 Illinois Route #2

Dixon, IL 61021

(815) 288-5511, ext. 320

TTY: 800-526-0844

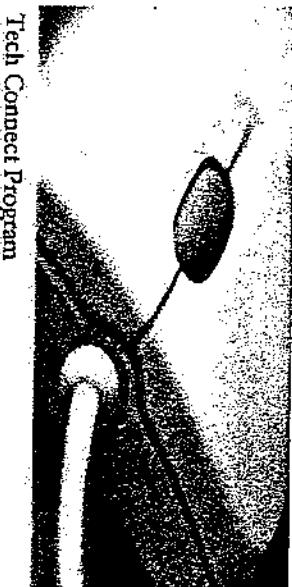
Email: millerm@svcc.edu



....and more

The B.O.S.S. Project offers many workshops. Work with highly skilled individuals that will help you with training programs, give you tips and organizational skills for starting a business and help you to write a business plan or a work plan. To become a participant of the B.O.S.S. project, you will need:

- Referral from a referring agency
- Proof of a documented disability
- Desire to return to work or own your own small business
- Ability to perform with due diligence



SVCC provides equal opportunity and affirmative action in education and employment for qualified persons regardless of race, color, national origin, ancestry, age, gender, marital status, disability, military status, or unfavorable discharge from military service. Complaints and inquiries related to this policy or any potential discriminatory concerns may be addressed to Coordinator of Personnel Services, Sauk Valley Community College, 173 IL Route 2, Dixon IL 61021, 815/288-5511.



FAQ

The B.O.S.S. Project

How do I become part of the B.O.S.S. Project?

Talk to your Vocational Rehabilitation Counselor or referring agency. They will have the information and qualifications that are needed to become part of this exciting project.

Why am I being referred to the B.O.S.S. Project?

The B.O.S.S. Project is designed to give an individual the tools needed to become a successful small business owner or return to the workforce. Each person is ready for this important step at different times. The level of commitment by a participant and the partners of this program is great. However, this program may not be for everyone. The desire and the ability to complete the work needed is a big responsibility that one must be ready to be dedicated to.

How long will the whole B.O.S.S. Project take to complete?

The time frame for completion will vary depending on the participants level or degree of commitment. Becoming a small business owner or returning to work requires planning and completing the necessary steps to become ready for your new role. It is expected that most participants will complete the B.O.S.S. Project within one year of starting.

FAQ Continued:



What if I don't want to become a business owner?

If you are not interested in becoming a small business owner but want to return to the workforce, you can still qualify for the B.O.S.S. Project. Those individuals who would want to return to work would need to complete a WPA (Work Plan of Action). The tools for this will be given to you at the individual workshops.

How much do the Workshops cost?

The Workshops are free to those who participate in the B.O.S.S. Project.

What is the loan information that is tied to this program?

The main loan program is TechConnect Low Interest Program from the Illinois Assistive Technology Project. This loan can range from \$500.00 to \$40,000 at a 3.5% interest rate. The repayment period is up to 20 years. Please note: Not all participants will be eligible for this program. For more information on this program please call: 1-800-852-5110.

What if I need additional funding for my business?

Additional funding opportunities may be available through other programs and partnering agencies. Once you have completed the first draft of your Business Plan or Work Plan, the SBDC will assist you in determining what other funding fits the needs of your Business Plan. This is determined on a one on one basis. Please note: Not all may be eligible for funding.

How do I know if the B.O.S.S. Project is right for me?

Only you, your family, and your referring agency can help you answer that question. Take your time to make this important decision. Owning your own business or going back to work takes a level of commitment not only of time but effort.

Small Business Development Center of Northwest Illinois

Statistic

Year	Number of Clients	Session Hours	Loans Secured	Equity	Business Starts	Business Expansions	Jobs Created	Jobs Retained	Acquisition	Success Stories
2001	141	354	\$1,515,000.00	\$5,000.00	6	1	29	20	\$0.00	6
2002	118	242	\$0.00	\$20,000.00	2	0	2	0	\$0.00	0
2003	193	640	\$155,000.00	\$65,000.00	8	1	10	10	\$50,000.00	10
2004	211	1039	\$783,000.00	\$784,500.00	4	2	50	32	\$0.00	6
2001-2002	259	596	\$1,515,000.00	\$25,000.00	8	1	31	20	0	6
2003-2004	404	1679	\$938,000.00	\$849,500.00	12	3	60	42	\$50,000.00	16
All years	663	2275	\$2,453,000.00	\$874,500.00	20	4	91	62	\$50,000.00	22

For Board Meeting of
March 28, 2005

Agenda Item I-1

**ADMINISTRATIVE RESIGNATION -
DIRECTOR OF GRANTS, PLANNING AND INSTITUTIONAL RESEARCH**

The College has received the resignation of Dr. Linda Little, Director of Grants, Planning and Institutional Research, effective March 4, 2005.

RECOMMENDATION: Board approval to accept the resignation of Dr. Linda Little, effective March 4, 2005.

February 28, 2005

Dr. Richard Behrendt, President
Sauk Valley Community College
173 IL Rt 2
Dixon, Illinois 61021

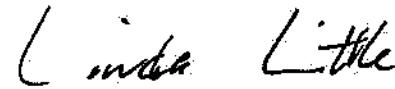
Dear Dr. Behrendt,

As you know, I will be leaving Sauk, effective after my last day, March 4, 2005, to take a position as Director of Sponsored Research and Programs at the University of North Carolina at Pembroke. This will be an opportunity for professional growth and challenge, much as the one that attracted me to Sauk five and a half years ago.

I have appreciated those challenges and opportunities. At the top of the list would be leading the ten-year re-accreditation effort, working with faculty and staff on grants, unraveling the labyrinthine "intricacies" of reports to external agencies, coordinating institutional planning, and shepherding the program review process. There are a lot of very good people who make students' experience at Sauk successful!

Thank you for your support throughout. I wish Sauk continued success, and you the very best,

Sincerely,



Linda Little, Ph.D.
Director of Grants, Planning and
Institutional Research

For the Board Meeting of
March 28, 2005

Agenda Item I-2

ADMINISTRATIVE REAPPOINTMENTS

Each year, we act on administrative reappointments. The following personnel have been evaluated by their supervisor as satisfactory or better and are recommended for reappointment for the positions shown for 2005-2006.

Continuing Appointments Per Policy 401.01

Pfeifer, Alan	Dean of Information Services
Two year Contracts Per Policy 409.01	
Bittner, Ruth	Vice President of College Services
Clodfelter, Pam	Dean of Student Services
Damhoff, Russ	Director of Athletics, Head Men's Basketball Coach and Director of Sports Information, Athletic Booster Club and Intramurals
Gospodarczyk, Tom	Dean of Adult Educational Services
Kerber, Joan	Vice President of Learning Services
Lyons, Cal	Director of College Relations and Executive Director of the SVCC Foundation
Meyer, Paula	Controller
White, Linley	Dean of Business, Technology and Workforce Development

One Year Contract Per Policy 409.01

Beinhoff, Lisa	Director of Learning Resources
Breed, Tom	Director of Admissions and Counseling
Kennedy, Patrick	Dean of Arts, Math, Social Sciences and Physical Education
Janet Lynch	Dean of Health and Science
Shelley, Chris	Director of Instructional Technology
John Ditto	Director of Buildings and Grounds
Kathryn Snow	Director of Human Resources

RECOMMENDATION: Reappointment of the administrators as indicated above.

For the Board Meeting of
March 28, 2005

Agenda Item I-3

CONTRACTUAL REAPPOINTMENT

The following contractual employee has been recommended for his reappointment for the 2005-2006 year pending continuation/renewal of his grant for the time period specified. He has been evaluated by his supervisor and rated satisfactory or better.

NAME	GRANT	FISCAL YEAR
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ADMINISTRATOR

Cyrus Kooshesh Student Support Services September 1 – August 31
(Director of Student Title IV

RECOMMENDATION: Reappointment of Cyrus Kooshesh to his contractual administrative position pending the continuation/renewal of his grant.

For Board Meeting
March 28, 2005

Agenda Item J-1

RESOLUTION

The attached resolution expresses the Board's appreciation to Board member Pennie von Bergen Wessels for her service as a Trustee.

RECOMMENDATION: Board approval of the attached resolution.

SAUK VALLEY COMMUNITY COLLEGE
RESOLUTION

Pennie von Bergen Wessels

March 28, 2005

WHEREAS,

Pennie von Bergen Wessels has served a full term as a Trustee in a manner that demonstrated outstanding individual commitment, perception, and responsibility to the taxpayers; and

WHEREAS,

Pennie von Bergen Wessels provoked discussions that resulted in open deliberations, sound decisions, and wise direction; and

WHEREAS,

Pennie von Bergen Wessels was an active participant representing the Trustees in many College activities;

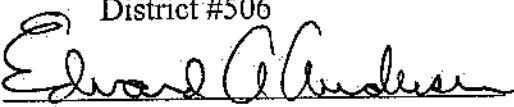
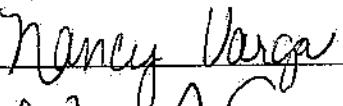
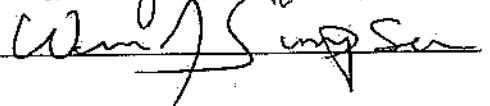
**THEREFORE
BE IT
RESOLVED**

That the Board of Trustees extends to Pennie von Bergen Wessels its sincere appreciation for her past service and best wishes for personal health and success in all her future endeavors.

Board of Trustees
Sauk Valley Community College
District #506


Mary Ellen Welsh

Karen Anderson


Edward Anderson

Nancy Varga

William J. Sung-Sen

For Board Meeting
March 28, 2005

Agenda Item J-2

RESOLUTION

The attached resolution expresses the Board's appreciation to Dr. Richard L. Behrendt for his 19 years of service as President of the College and confers upon him the honorary title of PRESIDENT EMERITUS.

RECOMMENDATION: Board approval of the attached resolution.

Sauk Valley Community College Resolution



With the retirement of Dr. Richard L. Behrendt on June 30, 2005, the Board of Trustees of Sauk Valley Community College wishes to formally recognize his service and accomplishments and states the following:

Whereas, Dr. Richard L. Behrendt has had a long and distinguished leadership career in higher education, beginning in August 1967;

Whereas, Dr. Richard L. Behrendt has served as the President of Sauk Valley Community College since October of 1986, making him the longest-serving President of the College;

Whereas, Dr. Richard L. Behrendt, through his leadership, has instilled a commitment to excellence in all College endeavors;

Whereas, Dr. Richard L. Behrendt, through his leadership, has strengthened the College's academic, technical, and athletic offerings, enhanced the College's visibility and private sector fund-raising, caused the College to be financially creative yet fiscally responsible, and improved the College's response to student needs—evidenced most dramatically by the construction of student housing;

Whereas, Sauk Valley Community College and all citizens of the College district have flourished educationally with the guidance of Dr. Richard L. Behrendt;

Now therefore be it resolved, that the Board of Trustees of Sauk Valley Community College extend to Dr. Richard L. Behrendt the sincere appreciation of the Board, administration, faculty, staff, and most importantly, the students of Sauk Valley Community College for his devotion to the betterment of the College; and

Re it further resolved, that, in recognition of his presidential leadership, the Board of Trustees of Sauk Valley Community College District #506 hereby confers the title and position of **PRESIDENT EMERITUS** upon Dr. Richard L. Behrendt with all the rights and privileges thereunto appertaining, effective July 1, 2005.

Robert Thompson

Nancy Varga

Pennie von Bergen Wessels

Carri Anderson

Edward Andersen

William Simpson

Edson Cox

Mary Ellen Wilkinson

For Board Meeting of
March 28, 2005

Agenda Item J-3

**BOARD POLICY 403.02 NON-DISCRIMINATION IN EMPLOYMENT
AND STUDENT RELATIONS (FIRST READING)**

Attached for First Reading is Board Policy 403.02 Non-Discrimination in Employment and Student Relations.

RECOMMENDATION: Approval of Board Policy 403.02 Non-Discrimination in Employment and Student Relations for First Reading.

403.02 Non-Discrimination in Employment and Student Relations

Sauk Valley Community College is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. *Except to the extent and subject to the exemptions permitted by law*, no qualified employee or student shall be excluded from employment or educational opportunity, be denied benefits, or be subjected to discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, *sexual orientation (as that term is defined in the Illinois Human Rights Act)*, marital status, handicap, military status or unfavorable discharge from military service classified as Re-3 or the equivalent thereof. ~~except to the extent and subject to the exemptions permitted by law~~.

1/26/98