

**SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
AGENDA**

**Third Floor Board Room  
Dixon, IL**

**August 27, 2007  
7:00 p.m.**

- 1.0 Call to Order/Roll Call**
- 2.0 Consent Agenda**
  - 2.1 Approval of Agenda**
  - 2.2 Approval of Minutes, July 23, 2007**
  - 2.3 Treasurer's Report**
  - 2.4 Bills Payable**
  - 2.5 Payrolls**

|                 |              |
|-----------------|--------------|
| July 31, 2007   | \$206,106.16 |
| August 15, 2007 | \$174,138.31 |
  - 2.6 Budget Report**
- 3.0 Reports/Information**
  - 3.1 President's Report**
  - 3.2 Reports/Comments from Board Members**
  - 3.3 Communication from Visitors:**
  - 3.4 Board Policy Review – 405.01 Appointment of Instructional and Administrative Staff and 405.02 Oral English Proficiency Policy**
- 4.0 Action Items**
  - 4.1 Board Policy 403.01 Affirmative Action (First Reading)**
  - 4.2 Board Policy 404.01 Appointment of College Staff (First Reading)**
  - 4.3 Funding Bonds – Issuance of Bonds and Levy of Tax**
  - 4.4 Recommendation of Dean of Student Services**
  - 4.5 Recommendation of Director of Academic Development**
  - 4.6 Recommendation of Librarian**
  - 4.7 Administrative Calendar**
  - 4.8 Director of the Foundation and Grants**
- 5.0 Closed Session – (Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College; collective bargaining; closed session minutes consideration; pending litigation probable or imminent)**
- 6.0 Approval of Closed Session Minutes of July 23, 2007**
- 7.0 Adjournment**

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING  
MINUTES  
August 23, 2007**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on August 23, 2007 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 | Andrew Bollman            |
| Robert Thompson | Edson Cox                 |
| Joan Padilla    | William Simpson           |
| Nancy Varga     | Student Trustee Sean Bond |

Absent: None

SVCC Staff:

President Dr. George J. Mihel  
Attorney Pace  
Academic Vice President Dr. Don Pearl  
Dean of Instructional Services Linley White  
Dean of Business Services Paula Meyer  
Dean of Information Services Alan Pfeifer  
Director of Human Resources Kathryn Snow  
Faculty Charles Atchley  
Faculty Jeanine Tufty  
Faculty Mary Ann Hurd  
Faculty Paul Edelmann  
Faculty Diana Brevitt  
Faculty Robert Denny  
Faculty Jim Wright  
Faculty Deanna Seeley  
Faculty Charles West  
Faculty Colleen Klein  
Faculty David Edelbach  
Faculty David Breen  
Faculty Pam Cunningham  
Faculty Ernie Etter  
Faculty Steve Nunez  
Counselor/Faculty Janet Matheney  
Administrative Assistant Debra Dillow

Consent Agenda:

It was moved by Member Padilla and seconded by Member Andersen to approve the Consent Agenda with Agenda Items 2.3 and 2.4 pulled for clarification. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.

Following clarification of payments listed on Agenda Items 2.3 and 2.4, it was moved by Member Simpson and seconded by Member Bollman that the Board approves the agenda items. In a roll call vote, all voted aye. Motion carried, Student Trustee Bond advisory vote: aye

President's Report:

Dr. Mihel reported that former Board Member Dick Groharing passed away. He was a Sauk Valley Community College Board of Trustee from 1981-1999. Member Cox reported that one of our adjunct faculty members, Bert Hagemann passed away also.

Alan Pfeifer reported to the Board that a MET Test Tower would be placed on campus for one year to see if it is feasible to place Wind Turbines at Sauk.

Dr. Mihel reported on enrollment. He distributed enrollment figures indicating that currently we are down around 3% for fall 2007 but he feels optimistic that this will increase as the semester continues.

Dr. Mihel reported to the Board on our transfer students to Northern Illinois University and Illinois State University. Based on the reports, Dr. Mihel told the Board our students continue to do very well when they transfer and it is a direct result of the many faculty sitting in the Board Meeting this evening.

Dr. Mihel reported to the Board that currently Student Housing has 110 occupants and attributes this increase to our coaches for referring students and also the marketing efforts of Brian Olmsted and Michelle Mendoza. Dr. Mihel indicated that his prediction for this time next year is to have a waiting list.

Dr. Mihel reported that the Jewel Grocer in Dixon is closing and there will be displaced workers. Linley White reported to the Board that he, Sarah Partington and Gerry Harrington met with the employees as a rapid response team and will be working with the individuals with some late starting classes.

Steve Nunez, President of the Faculty Association spoke on behalf of the faculty and said that the faculty appreciates the work and input of the Board. They are hopeful that mediation will move quickly with a positive outcome for both sides so the college can provide the community and students with our services.

Reports:

*Student Trustee:* Trustee Bond reported that Student Government will have a booth at the Free-For-Fall.

*Foundation:* No report.

*ICCTA:* Member Bollman will attend the ICCTA meeting on September 14 and 15 on behalf of the Trustees.

Board Policy Review:

Dr. Mihel reviewed with the Board Policies 405.01 Appointment of Instructional and Administrative Personnel and 405.02 Oral English Proficiency Policy and will recommend changes.

Board Policy  
403.01 Affirmative Action  
(First Reading):

It was moved by Member Simpson and seconded by Member Bollman that the Board approve the Board Policy 403.10 Affirmative Action for first reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.

Board Policy  
404.01 Appointment of  
College Staff  
(First Reading):

It was moved by Member Andersen and seconded by Member Cox that that the Board approve the Board Policy 404.01 Appointment of College Staff for first reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.

Funding Bonds Issuance of  
Bonds and Levy of Tax:

It was moved by Member Simpson and seconded by Member Cox that the Board approve the resolution providing for the issue Of \$3,705,000 Series 2007 General Obligation Community College Bonds, of Community College District 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois, and the levy of a direct annual tax sufficient to pay the principal and interest on said bonds. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.

Recommendation of  
Dean of Student Services:

It was moved by Member Andersen and seconded by Member Padilla that the Board approve the hire of Luis Moreno as the Dean of Student Services, starting date of September 1, 2007, at an annual, pro-rated for 2007-2008 salary of \$70,000. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.

Recommendation of  
Director of Academic  
Development:

It was moved by Member Cox and seconded by Member Bollman that the Board approve the hire of Virginia Johnson as the Director of Academic Development, starting date of September 1, 2007, at an annual pro-rated for 2007-2008 salary of \$57,500. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.

Recommendation of  
Librarian:

It was moved by Member Andersen and seconded by Member Cox that the Board approve the hire of Wayne Finley as Librarian, twelve month contract starting date of September 28, 2007, at an annual, pro-rated for 2007-2008 salary of \$36,089. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.

Administrative Calendar:

It was moved by Member Cox and seconded by Member Andersen that the Board approve the Administrative Calendar for 2007-2008 as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.

Director of Foundation  
and Grants:

It was moved by Member Cox and seconded by Member Bollman that the Board approve the position for Director of the Foundation and Grants as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.

Closed Session:

No need for Closed Session

Approval of Closed  
Session Minutes of  
August 23, 2007:

It was moved by Member Bollman and seconded by Member Cox that the Board approve the Closed Session Minutes of August 23, 2007. In a roll call vote, all voted aye. Member Varga abstained. Motion carried. Student Trustee Bond advisory vote: aye.

Adjournment:

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

August 23, 2007

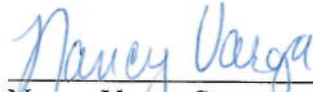
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The meeting adjourned at 7:26 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on September 24, 2007 in the Board Room.

Respectfully Submitted,

  
\_\_\_\_\_  
Nancy Varga, Secretary

BOARD CHAIR

BOARD SECRETARY

DATE 8/23/07

SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES - TREASURER'S REPORT  
As of July 31, 2007CHECKING ACCOUNTSINTEREST BEARING ACCOUNTS

|                                              | INTEREST<br>RATE | AMOUNT         |
|----------------------------------------------|------------------|----------------|
| General Account - Sterling Federal Bank      | 4.240            | \$1,328,102.52 |
| Illinois Funds - Firststar Bank, Springfield | 5.066            | 1,180,020.58   |
| SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS  |                  | 2,508,123.10   |

MONEY MARKET

|                                    |       |              |
|------------------------------------|-------|--------------|
| ABN-AMRO Investment Services, Inc. | 4.640 | 13,062.18    |
| Citizens Financial Advisors        | 4.753 | 1,184.52     |
| SFB Investment Center              | 4.380 | 3,998,706.03 |

## TOTAL CHECKING ACCOUNTS

\$6,521,075.83

INVESTMENTS

## MATURITY

FINANCIAL INSTITUTIONDATE

|                        |          |       |             |
|------------------------|----------|-------|-------------|
| Freedom Bank, Sterling | 01-10-08 | 5.260 | \$1,000,000 |
| Sauk Valley Bank       | 02-08-08 | 5.260 | 1,000,000   |
| Sauk Valley Bank       | 02-23-08 | 5.260 | 500,000     |
| Sterling Federal Bank  | 04-04-08 | 5.080 | 1,000,000   |
| SUBTOTAL INVESTMENTS   |          |       | 3,500,000   |

BOND INVESTMENTS - Liability, Protection & SettlementYIELDPRICE

|                                  |          |       |                |
|----------------------------------|----------|-------|----------------|
| Federal Home Ln Bks Cons Bd      | 12-14-07 | 4.000 | 646,951.50     |
| Federal Home Ln Bks Cons Bd      | 02-12-08 | 5.125 | 249,687.50     |
| Federal Home Ln Mtg Corp         | 04-01-08 | 3.500 | 479,393.40     |
| Fed Home Ln Bks Cons Bd          | 07-30-08 | 4.000 | 578,600.10     |
| Federal Natl Mtg. Assn Benchmark | 11-17-08 | 3.875 | 610,892.20     |
| Federal Home Ln Mtg Crp Notes    | 02-17-09 | 4.875 | 544,487.70     |
| Federal Natl Mtg. Assn.          | 04-15-09 | 4.875 | 574,459.50     |
| Federal Home Ln Bks Gbl Bd       | 07-17-09 | 5.375 | 529,268.50     |
| Federal Home Ln Bks Cons Bd      | 11-13-09 | 6.500 | 413,000.00     |
| Federal Farm Cr Bks Cons.        | 03-24-10 | 3.680 | 401,773.95     |
| Federal Home Ln Bks Call Step    | 07-14-10 | 3.000 | 400,000.00     |
| Federal Home Ln Bks Call Step    | 12-10-10 | 3.000 | 386,833.20     |
| SUBTOTAL BONDS                   |          |       | \$5,815,347.55 |

## TOTAL INVESTMENTS

\$9,315,347.55

Sauk Valley Community College  
Board of Trustees  
August 27, 2007

Summary of Bills Payable

Amount

General Operating Funds

\$ 587,932.94

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY

  
\_\_\_\_\_  
BOARD CHAIR  
  
\_\_\_\_\_  
BOARD SECRETARY  
DATE 8/23/07

REPORT SVRCHK  
FISCAL YEAR 2007

Sauk Valley Community College  
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| <u>PAYEE/VENDOR</u>                | <u>FUND</u> | <u>ORGANIZATION</u> | <u>ACCOUNT</u>                | <u>COMMODITY</u>                            | <u>ITEM AMOUNT</u> |
|------------------------------------|-------------|---------------------|-------------------------------|---------------------------------------------|--------------------|
| Benedict, Timothy                  | 01          |                     | Foundation Expense            | Posters Office                              | 75.00              |
| Delta Systems Co, Inc              | 01          |                     | Foundation Expense            | True Stories                                | 121.83             |
| Northwestern Center for Independ   | 01          |                     | Foundation Expense            | Entry Fee NICIL Walk                        | 50.00              |
| Whiteside County ROE               | 01          |                     | Foundation Expense            | Scholarship A Hintz                         | 35.00              |
| State Universities Retirement Sy01 | 01          |                     | SURS Payable                  | Accrued Surs                                | 25,958.06          |
| State Universities Retirement Sy01 | 01          |                     | SURS Payable                  | Accrued Surs                                | 21,491.28          |
| Select Employees Credit Union      | 01          |                     | Credit Union Payable          | ACCURED W/H Select Employees Credit Union   | 7,907.59           |
| Select Employees Credit Union      | 01          |                     | Credit Union Payable          | ACCURED W/H Select Employees Credit Union   | 8,157.59           |
| Clearinghouse                      | 01          |                     | Wage Garnishment Payable      | GARNISHMENT                                 | 390.72             |
| Clearinghouse                      | 01          |                     | Wage Garnishment Payable      | GARNISHMENT                                 | 390.72             |
| Community Health Charities of IL01 | 01          |                     | United Way Payable            | ACCURED W/H-Community Health Charities      | 29.00              |
| Community Health Charities of IL01 | 01          |                     | United Way Payable            | ACCURED W/H-Community Health Charities      | 29.00              |
| United Way of Lee County           | 01          |                     | United Way Payable            | Accrued United Way Dixon                    | 17.00              |
| United Way of Lee County           | 01          |                     | United Way Payable            | Accrued United Way Dixon                    | 17.00              |
| United Way of Whiteside County     | 01          |                     | United Way Payable            | Accrued United Way Sterling/Rock Falls      | 32.60              |
| United Way of Whiteside County     | 01          |                     | United Way Payable            | Accrued United Way Sterling/Rock Falls      | 32.60              |
| Gallagher Benefit Services, Inc 01 | 01          |                     | Optional Life Insurance       | Optional Life                               | 403.40             |
| Illinois Mutual                    | 01          |                     | Optional Disability Insurance | Accrued Optional Disability-Illinois Mutual | 3.89               |
| Illinois Mutual                    | 01          |                     | Optional Disability Insurance | Accrued Optional Disability-Illinois Mutual | 3.89               |
| SVCC Foundation                    | 01          |                     | Foundation Payable            | Accrued W/H SVCC Foundation                 | 22.50              |
| SVCC Foundation                    | 01          |                     | Foundation Payable            | Accrued W/H SVCC Foundation                 | 22.50              |
| Ameriprise Financial Services, I01 | 01          |                     | American Express              | Accrued Annuities-American Express          | 95.00              |
| Ameriprise Financial Services, I01 | 01          |                     | American Express              | Accrued Annuities-American Express          | 95.00              |
| Equitable Life Assurance           | 01          |                     | Equitable                     | Accrued Annuities-Equitable                 | 250.00             |
| Equitable Life Assurance           | 01          |                     | Equitable                     | Accrued Annuities-Equitable                 | 250.00             |
| Franklin Financial Services Corp01 | 01          |                     | Franklin Life                 | Accrued Annuities-Franklin Life             | 187.50             |

REPORT SVRCHKR  
FISCAL YEAR 2007

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|------------------------------------|-------------|---------------------|----------------------|----------------------------------------|--------------------|
| Franklin Financial Services Corp01 |             |                     | Franklin Life        | Accrued Annuities-Franklin Life        | 187.50             |
| Fidelity Investments               | 01          |                     | Fidelity Investments | ACCURED ANNUITIES-Fidelity Investments | 1,105.00           |
| Fidelity Investments               | 01          |                     | Fidelity Investments | ACCURED ANNUITIES-Fidelity Investments | 105.00             |
| Waddell & Reed, Inc                | 01          |                     | Waddell & Reed       | Accrued Annuities-Waddell & Reed       | 100.00             |
| Waddell & Reed, Inc                | 01          |                     | Waddell & Reed       | Accrued Annuities-Waddell & Reed       | 100.00             |
| Akiti, Adnan                       | 01          |                     | Accounts Payable     | Online Refund                          | 97.00              |
| Andrews, Shannon D.                | 01          |                     | Accounts Payable     | Fndtn Bal                              | 441.33             |
| Bauer, Brienne M.                  | 01          |                     | Accounts Payable     | Online Refund                          | 492.00             |
| Bond, Sean M.                      | 01          |                     | Accounts Payable     | Online Refund                          | 628.00             |
| Campos, Alicia D.                  | 01          |                     | Accounts Payable     | Online Refund                          | 97.00              |
| Chavez, Dawn M.                    | 01          |                     | Accounts Payable     | Stafford Bal                           | 249.98             |
| Clayton, Ashley R.                 | 01          |                     | Accounts Payable     | Online Refund                          | 10.00              |
| Danbury, Leah M.                   | 01          |                     | Accounts Payable     | Online Refund-per Paula                | 245.33             |
| Drought, Jeremiah A.               | 01          |                     | Accounts Payable     | Online Refund                          | 232.80             |
| Ekin, Christine K.                 | 01          |                     | Accounts Payable     | Stafford Bal                           | 17.70              |
| Galor, Michael P.                  | 01          |                     | Accounts Payable     | Online Refund                          | 618.00             |
| Habben, Logan                      | 01          |                     | Accounts Payable     | Online Refund                          | 12.00              |
| Heckman, Martin A.                 | 01          |                     | Accounts Payable     | Online Refund                          | 176.00             |
| Jackson, Kimberly F.               | 01          |                     | Accounts Payable     | Alt Lon                                | 4,500.00           |
| Kjos, Deborah A.                   | 01          |                     | Accounts Payable     | Stafford Bal                           | 134.48             |
| McCoy, Christina L.                | 01          |                     | Accounts Payable     | Online Refund                          | 20.00              |
| Mills, Lauren A.                   | 01          |                     | Accounts Payable     | Online Refund                          | 97.00              |
| Mills, Lauren A.                   | 01          |                     | Accounts Payable     | Online Refund                          | 1,066.00           |
| Otto, Kelly J.                     | 01          |                     | Accounts Payable     | Stafford Bal                           | 97.23              |
| Price, Jennifer E.                 | 01          |                     | Accounts Payable     | PELL Bal                               | 146.00             |
| Rodriguez, Andrea                  | 01          |                     | Accounts Payable     | Online Refund                          | 174.00             |

REPORT SVRCHWR  
FISCAL YEAR 2007

Sauk Valley Community College  
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|----------------------------------|-------------|---------------------|----------------------------|-------------------------------------|--------------------|
| Romero, Melanie G.               | 01          |                     | Accounts Payable           | Online Refund                       | 97.00              |
| Sanders, Tracey J.               | 01          |                     | Accounts Payable           | Online Refund                       | 328.00             |
| Sedig, John D.                   | 01          |                     | Accounts Payable           | Online Refund                       | 246.00             |
| Silva, Sabrina A.                | 01          |                     | Accounts Payable           | Online Refund                       | 438.00             |
| Smith, Jacob E.                  | 01          |                     | Accounts Payable           | Online Refund                       | 388.00             |
| Spratt, Tyler J.                 | 01          |                     | Accounts Payable           | FALL 07 Foundation                  | 1,000.00           |
| Staranko, John L.                | 01          |                     | Accounts Payable           | Online Refund                       | 1,148.00           |
| Steinberg, Brandi S.             | 01          |                     | Accounts Payable           | Online Refund                       | 100.00             |
| Stevens, Reese E.                | 01          |                     | Accounts Payable           | Online Refund                       | 7.00               |
| Tapia, Gabriel L.                | 01          |                     | Accounts Payable           | Online Refund                       | 1.00               |
| Vock, Zully A.                   | 01          |                     | Accounts Payable           | Online Refund                       | 840.00             |
| Consolidated Management Co       | 01          |                     | Cafeteria Payable          | PNLU July 07                        | 100.00             |
| Consolidated Management Co       | 01          | Board of Trustees   | Conference/Meeting Expense | July Board Meeting                  | 22.80              |
| Baldwin Cooke Company            | 01          | President           | Office Supplies            | FY 08 Calendar Refills              | 14.20              |
| Tilini Trophy                    | 01          | President           | Office Supplies            | Door Signs                          | 33.26              |
| Illinois Community College Trust | 01          | President           | Publications and Dues      | IPCCA Publication 2007              | 120.00             |
| Dixon Park District              | 01          | President           | Conference/Meeting Expense | 7/07 Woodcote Admin Retreat         | 100.00             |
| Calumet Photographic             | 01          | College Relations   | Office Supplies            | Dig Rebel                           | 737.40             |
| Staples                          | 01          | College Relations   | Office Supplies            | Supplies                            | 409.88             |
| Sauk Valley Newspapers           | 01          | College Relations   | Publications and Dues      | FY 08 Renewal                       | 171.50             |
| Insight Media Advertising        | 01          | College Relations   | Advertising                | Gross Advertising Fee-On Site Media | 600.00             |
| Quad-City Times                  | 01          | College Relations   | Advertising                | Fall 2007 Schedule                  | 8,388.00           |
| Sauk Valley Newspapers           | 01          | College Relations   | Advertising                | Newspaper Advertising               | 2,132.80           |
| WIXN FM - WIXN AM                | 01          | College Relations   | Advertising                | June 07 Advertising                 | 197.50             |
| WIXN FM - WIXN AM                | 01          | College Relations   | Advertising                | Monthly Radio Advertising           | 197.50             |
| Walnut Leader                    | 01          | College Relations   | Advertising                | Fall Registration                   | 27.50              |

| <u>PAYER/VENDOR</u>                | <u>FUND</u> | <u>ORGANIZATION</u>             | <u>ACCOUNT</u>                  | <u>COMMODITY</u>                  | <u>ITEM AMOUNT</u> |
|------------------------------------|-------------|---------------------------------|---------------------------------|-----------------------------------|--------------------|
| Gordon Flesch Company, Inc         | 01          | Printshop                       | Maintenance Services            | Copier-Maintenance & Supplies     | 554.56             |
| Gordon Flesch Company, Inc         | 01          | Printshop                       | Maintenance Services            | Copier-Maintenance & Supplies     | 34.93              |
| Xerox Corporation                  | 01          | Printshop                       | Maintenance Services            | Copier-Maintenance & Supplies     | 1,942.57           |
| Xerox Corporation                  | 01          | Printshop                       | Maintenance Services            | Copier-Maintenance & Supplies     | 201.75             |
| Xerox Corporation                  | 01          | Printshop                       | Maintenance Services            | Copier-Maintenance & Supplies     | 170.00             |
| Mendoza, Michelle                  | 01          | Printshop                       | Purchases for Resale            | Frame                             | 28.98              |
| GFC Leasing Company                | 01          | Printshop                       | Debt Principal Retirement       | Copier Lease Payment -Principal   | 478.99             |
| GFC Leasing Company                | 01          | Printshop                       | Debt Principal Retirement       | Copier Lease Payment -Principal   | 482.43             |
| Xerox Corporation                  | 01          | Printshop                       | Debt Principal Retirement       | Copier Lease Payment -Principal   | 599.14             |
| GFC Leasing Company                | 01          | Printshop                       | Interest                        | Copier Lease Payment-Interest     | 54.32              |
| GFC Leasing Company                | 01          | Printshop                       | Interest                        | Copier Lease Payment-Interest     | 50.88              |
| Xerox Corporation                  | 01          | Printshop                       | Interest                        | Copier Lease Payment-Interest     | 34.13              |
| Baldwin Cooke Company              | 01          | Grant, Planning, & Research     | Office Supplies                 | FY 08 Calendar Refills            | 14.20              |
| Creative Printing                  | 01          | Grant, Planning, & Research     | Office Supplies                 | Business Cards-J Leseman          | 45.00              |
| Illini Trophy                      | 01          | Grant, Planning, & Research     | Office Supplies                 | Door Signs                        | 35.02              |
| Illini Trophy                      | 01          | VP-Academics                    | Office Supplies                 | Door Signs                        | 17.83              |
| Johnson, Virginia                  | 01          | High School Relations           | Office Supplies                 | Office Supplies                   | 113.75             |
| Johnson, Virginia                  | 01          | High School Relations           | Office Supplies                 | Planner 08                        | 27.79              |
| Newsweek                           | 01          | Reading                         | Instructional Supplies          | Summer 07 Subscription            | 94.40              |
| Aramark Uniform Services Inc       | 01          | Physical Education              | Other Contractual Services      | PE Towels                         | 80.00              |
| Baldwin Cooke Company              | 01          | Dean of Business,Tech & Natural | Office Supplies                 | FY 08 Calendar Refills            | 32.07              |
| Illini Trophy                      | 01          | Dean of Business,Tech & Natural | Office Supplies                 | Door Signs                        | 18.73              |
| White, Linley V.                   | 01          | Dean of Business,Tech & Natural | Conference/Meeting Expense      | Travel-Adult Ed Conference 8/3/07 | 273.94             |
| Whiteside Area Career Center       | 01          | Technical Occupational          | Instructional Service Contracts | DFT 210 Summer 07                 | 152.08             |
| American Institute of CPA's        | 01          | Accounting                      | Publications and Dues           | FY 08 membership Dues-West        | 190.00             |
| Institute of Management Accounta01 | 01          | Accounting                      | Publications and Dues           | FY 08 Dues West                   | 93.00              |

REPORT SUMMARY  
FISCAL YEAR 2007

Sauk Valley Community College  
Check Register  
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| PAYEE/VENDOR                       | FUND | ORGANIZATION                     | ACCOUNT                         | COMMODITY                                | ITEM AMOUNT |
|------------------------------------|------|----------------------------------|---------------------------------|------------------------------------------|-------------|
| GenevaLogic, Inc                   | 01   | Computer Information Systems     | Instructional Supplies          | Annual License Fee                       | 1,194.00    |
| SBM Business Equipment Center      | 01   | Office & Administrative Services | Instructional Supplies          | June 07 Maintenance Charge               | 32.70       |
| Kelvin Electronics                 | 01   | Electronics                      | Instructional Supplies          | Electronic Supplies                      | 26.86       |
| Columbia Pipe & Supply Co          | 01   | HVAC                             | Instructional Supplies          | Supplies                                 | 262.00      |
| CDW-G                              | 01   | Mechanical Design                | Computer Software               | Adobe Capitive                           | 137.74      |
| Rockford Industrial Welding Supp01 | 01   | Welding                          | Instructional Supplies          | Welding Supplies                         | 259.15      |
| Rockford Industrial Welding Supp01 | 01   | Welding                          | Instructional Supplies          | Acetylene & Aragon                       | 111.61      |
| Illini Trophy                      | 01   | Director Developmental Learning  | Office Supplies                 | Door Signs                               | 35.17       |
| SBM Business Equipment Center      | 01   | Dean of Health Careers and Scien | Maintenance Services            | Monthly Meter Charge June 07             | 37.67       |
| SBM Business Equipment Center      | 01   | Dean of Health Careers and Scien | Maintenance Services            | Monthly Meter Charge                     | 31.05       |
| Lynch, Janet L.                    | 01   | Dean of Health Careers and Scien | Conference/Meeting Expense      | Travel-Chicago 7/10/07                   | 336.08      |
| CGH Medical Center                 | 01   | Associate Degree Nursing         | Instructional Supplies          | Supplies                                 | 716.80      |
| Wallour, Inc                       | 01   | Associate Degree Nursing         | Instructional Supplies          | Supplies                                 | 325.87      |
| CGH Medical Center                 | 01   | Licensed Practical Nursing       | Instructional Supplies          | Saline Fluid & Blood Tubing              | 426.84      |
| DeKroft-Metz and Co, Inc           | 01   | Licensed Practical Nursing       | Instructional Supplies          | Multi Vials                              | 85.80       |
| Baldwin Cooke Company              | 01   | Radiologic Technology            | Instructional Supplies          | PY 06 Calendar Refills                   | 28.40       |
| Brevitt, Dianna H.                 | 01   | Radiologic Technology            | Conference/Meeting Expense      | Travel-Clinical Sites thru 6/28/07       | 364.72      |
| Brevitt, Dianna H.                 | 01   | Radiologic Technology            | Conference/Meeting Expense      | Travel-Clinical Sites Visits thru 7/5/07 | 74.69       |
| Shippert, Stanley                  | 01   | Radiologic Technology            | Conference/Meeting Expense      | Travel-Clinical Site Visits thru 7/10/07 | 70.33       |
| KSB Hospital                       | 01   | Paramedic Program                | Instructional Service Contracts | BMS 101 Summer 07                        | 3,819.20    |
| Morley Signs                       | 01   | Paramedic Program                | Instructional Supplies          | Letter Logo BMS Ambulance                | 110.00      |
| Carolina Biological Supply Co      | 01   | Biology                          | Instructional Supplies          | SHEEP BLOOD                              | 28.75       |
| Carolina Biological Supply Co      | 01   | Biology                          | Instructional Supplies          | Supplies                                 | 1,918.35    |
| Triarch Inc                        | 01   | Biology                          | Instructional Supplies          | Supplies                                 | 164.94      |
| Ward's-Biology                     | 01   | Biology                          | Instructional Supplies          | Biology Supplies                         | 186.53      |
| Sigma-Aldrich Chemical Company     | 01   | Chemistry                        | Instructional Supplies          | Chemistry Supplies                       | 85.74       |

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|----------------------------------|-------------|----------------------------------|----------------------------------|----------------------------------------------|--------------------|
| Southwestern Illinois College    | 01          | Dean of Information Systems      | Publications and Dues            | FY 2008 Membership Dues                      | 100.00             |
| Illinois State Library           | 01          | Learning Resource Center         | Computer Software                | FY 08 Annual Fee                             | 1,016.00           |
| University of Illinois           | 01          | Learning Resource Center         | Computer Software                | I-Share Catalog                              | 6,000.00           |
| Amazon.com                       | 01          | Learning Resource Center         | Books and Binding Costs          | Books for Library                            | 139.72             |
| Amazon.com                       | 01          | Learning Resource Center         | Books and Binding Costs          | Books for Library                            | 398.58             |
| EBSCO                            | 01          | Learning Resource Center         | Publications and Dues            | Alcohol Research Standing Order              | 38.55              |
| Illinois Library Association     | 01          | Learning Resource Center         | Publications and Dues            | FY 07 Dues                                   | 140.00             |
| MLNC (Missouri Library Network)  | 01          | Learning Resource Center         | Publications and Dues            | Access Science                               | 325.00             |
| University of Illinois           | 01          | Learning Resource Center         | Publications and Dues            | CARLI Dues                                   | 675.00             |
| University of Illinois           | 01          | Learning Resource Center         | Conference/Meeting Expense       | Workshop 4/25/07                             | 30.00              |
| CDW-G                            | 01          | Academic Computing               | Instructional Technology Materia | Adobe Premium Pro                            | 25.00              |
| Royal Imaging Supplies           | 01          | Academic Computing               | Instructional Technology Materia | Laminating Film                              | 295.50             |
| SEM Business Equipment Center    | 01          | Academic Computing               | Instructional Technology Materia | Panels in IT                                 | 78.00              |
| RMS Technology Solutions, Inc    | 01          | Administrative Computing         | Maintenance Services             | SmartNet Renewal Agreement                   | 26,427.67          |
| RMS Technology Solutions, Inc    | 01          | Administrative Computing         | Maintenance Services             | SmartNet Renewal Agreement                   | 17,527.00          |
| Office Depot                     | 01          | Administrative Computing         | Office Supplies                  | White Labels                                 | 140.37             |
| Acronis Software Inc             | 01          | Administrative Computing         | Computer Software                | Renewal Maintenance                          | 257.00             |
| RMS Technology Solutions, Inc    | 01          | Administrative Computing         | Computer Software                | SmartNet Renewal Agreement                   | 14,539.11          |
| Swiftview Inc.                   | 01          | Administrative Computing         | Computer Software                | Annual Updates/Support Coverage              | 358.00             |
| SVCC Foundation                  | 01          | Special Needs- ADA               | Consultants                      | Return Unspent Spec Needs Assist Grant Funds | 9,948.00           |
| Kerne, Deborah K.                | 01          | Special Needs- ADA               | Conference/Meeting Expense       | Travel-Winning Wheels                        | 33.95              |
| Baldwin Cooke Company            | 01          | Admissions, Records & Placement  | Office Supplies                  | FY 08 Calendar Refills                       | 71.00              |
| Higher Education Publication Inc | 01          | Admissions, Records & Placement  | Office Supplies                  | 2008 Higher Education Directory              | 67.45              |
| Striefel, Debra                  | 01          | Financial Aid & Veterans Affairs | Office Supplies                  | Fax Machine & Catridges for Office           | 163.49             |
| Kreutzer, Mark A.                | 01          | Financial Aid & Veterans Affairs | Conference/Meeting Expense       | Travel- AVECO Conference 7/26/07             | 464.33             |
| Lee Wayne                        | 01          | Counseling                       | Instructional Supplies           | Stress Balls                                 | 328.09             |

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| Quill Corporation                | 01          | Counseling           | Instructional Supplies     | Supplies                                        | 317.51             |
| American Counseling Association  | 01          | Counseling           | Publications and Dues      | FY 08 Dues                                      | 151.00             |
| Fiorini, Anthony D.              | 01          | Counseling           | Conference/Meeting Expense | GED Travel thru 7/31/07                         | 42.68              |
| Federal Express Corp             | 01          | Other Institutional  | Postage                    | Federal Express Charges                         | 26.63              |
| Federal Express Corp             | 01          | Other Institutional  | Postage                    | Shipping                                        | 16.59              |
| Patney Boves                     | 01          | Other Institutional  | Postage                    | Monthly Meter Rental                            | 467.00             |
| US Postmaster                    | 01          | Other Institutional  | Postage                    | Business Reply Refill 8/07                      | 500.00             |
| United Parcel Service            | 01          | Other Institutional  | Postage                    | Monthly Charge thru 6/26/07                     | 125.70             |
| United Parcel Service            | 01          | Other Institutional  | Postage                    | Monthly Shipping                                | 96.34              |
| Sauk Valley Newspapers           | 01          | Other Institutional  | Recruitment                | Employment Ads                                  | 1,965.28           |
| Shaw, Kathryn C.                 | 01          | Other Institutional  | Recruitment                | Supplies for Interview                          | 20.32              |
| Baldwin Cooke Company            | 01          | Business Office      | Office Supplies            | FY 08 Calendar Refills                          | 28.41              |
| Illini Trophy                    | 01          | Business Office      | Office Supplies            | Door Signs                                      | 17.98              |
| Illini Trophy                    | 01          | Business Office      | Office Supplies            | Door Signs                                      | 17.68              |
| Black Hawk College               | 01          | Tuition Chargeback   | Tuition Chargeback         | Chargeback Spring 2007                          | 518.00             |
| Federal Wage & Labor Institute   | 01          | Personnel Office     | Office Supplies            | Federal Labor Law Posters                       | 35.37              |
| Illini Trophy                    | 01          | Personnel Office     | Office Supplies            | Name Badges                                     | 13.00              |
| Illini Trophy                    | 01          | Personnel Office     | Office Supplies            | Door Signs                                      | 18.28              |
| Illinois CUPA                    | 01          | Personnel Office     | Publications and Dues      | FY 08 Dues                                      | 50.00              |
| Progressive Business Publication | 01          | Personnel Office     | Publications and Dues      | What's Working in HR Renewal                    | 299.00             |
| Arthur's Garden Deli             | 01          | Personnel Office     | Recruitment                | Luncheon For Dear of Student Services Candidate | 69.95              |
| Pearl, Donald M.                 | 01          | Personnel Office     | Recruitment                | Moving Expense                                  | 4,000.00           |
| White, Linley V.                 | 01          | Personnel Office     | Recruitment                | Travel- 7/21 & 7/23/07 Recruitment              | 159.19             |
| Breed, Nancy J.                  | 01          | Personnel Office     | Other Conference & Meeting | Supplies-Winner Birthday July 07                | 37.55              |
| Burpee Museum of Natural History | 010100      | CCS Public Workshops | Consultants                | College For Kids                                | 401.40             |
| Burpee Museum of Natural History | 010100      | CCS Public Workshops | Consultants                | Staff Time Programming                          | 600.00             |

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|-----------------------------------|-------------|----------------------|---------------------------------|-------------------------------------|--------------------|
| Education To Go                   | 010100      | CCS Public Workshops | Consultants                     | Classes June 2007                   | 156.00             |
| Illinois Valley Community College | 010100      | CCS Public Workshops | Instructional Service Contracts | Truck Driving Class 6/30/07         | 8,700.00           |
| Quill Corporation                 | 010100      | CCS Public Workshops | Office Supplies                 | Header Enclosed Sign                | 62.99              |
| RK Dixon Company                  | 010100      | CCS Public Workshops | Office Supplies                 | Maintenance Copy Charge             | 74.39              |
| DePuy, Jeanne A.                  | 010100      | CCS Public Workshops | Instructional Supplies          | Supplies Field Trip CPK             | 13.00              |
| Gericke, Thomas H.                | 010100      | CCS Public Workshops | Conference/Meeting Expense      | Travel Area Sites thru 6/27/07      | 15.52              |
| Setchell, Linda S.                | 010100      | CCS Public Workshops | Conference/Meeting Expense      | Travel-St. Charles Sanitation Class | 87.30              |
| C-B Kramer Sales & Service        | 02          | Maintenance          | Maintenance Services            | Service Boiler                      | 720.00             |
| ECOLAB                            | 02          | Maintenance          | Maintenance Services            | Monthly Pest Control                | 224.00             |
| Fyr-Fyter Inc                     | 02          | Maintenance          | Maintenance Services            | Service Kitchen                     | 265.00             |
| H-O-H Chemicals Inc               | 02          | Maintenance          | Maintenance Services            | Water Treatment                     | 1,374.00           |
| Power Technical Services Inc      | 02          | Maintenance          | Maintenance Services            | Check/Repair Generator              | 750.00             |
| S J Carlson Fire Protection, Inc  | 02          | Maintenance          | Maintenance Services            | Inspection Fire Protection          | 350.00             |
| Simplex-Grinnell                  | 02          | Maintenance          | Maintenance Services            | Service Alarm                       | 255.40             |
| Wilvar Enterprises Inc.           | 02          | Maintenance          | Maintenance Services            | Repair Walkways                     | 625.00             |
| Floor Mart                        | 02          | Maintenance          | Maintenance Supplies            | Grout & Stretchers                  | 28.97              |
| Harris Equipment                  | 02          | Maintenance          | Maintenance Supplies            | V-Belts, Oil                        | 160.09             |
| Honeywell                         | 02          | Maintenance          | Maintenance Supplies            | Transformer                         | 57.46              |
| Schimberg Company                 | 02          | Maintenance          | Maintenance Supplies            | Steam Trap Chiller #3               | 588.08             |
| Thuenling Industrial Products Inc | 02          | Maintenance          | Maintenance Supplies            | Cage Unit                           | 63.95              |
| Western Michigan University       | 02          | Maintenance          | Conference/Meeting Expense      | Registration 2007 MAPPA Conference  | 275.00             |
| Aramark Uniform Services Inc      | 02          | Custodial            | Maintenance Services            | Maintenance Towel Service           | 55.00              |
| Aramark Uniform Services Inc      | 02          | Custodial            | Maintenance Services            | Towel Service                       | 55.00              |
| Aramark Uniform Services Inc      | 02          | Custodial            | Maintenance Services            | Towel Service                       | 55.00              |
| Paulsen, Darryl D.                | 02          | Custodial            | Conference/Meeting Expense      | Travel-Peoria 7/20/07               | 72.27              |
| Moore Tires, Inc                  | 02          | Grounds              | Maintenance Services            | Tire Repair                         | 79.50              |

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| Sisson Lawn & Landscape            | 02          | Grounds             | Maintenance Services | Spray Tree                   | 1,325.00           |
| Ace Hardware                       | 02          | Grounds             | Maintenance Supplies | Bushings & Plumbing Supplies | 22.61              |
| Blain's Farm & Fleet               | 02          | Grounds             | Maintenance Supplies | Plumbing Supplies-Grounds    | 161.12             |
| Bonnell Industries                 | 02          | Grounds             | Maintenance Supplies | PTO Cable                    | 42.85              |
| Grainger                           | 02          | Grounds             | Maintenance Supplies | Grease Gun                   | 68.00              |
| Menards                            | 02          | Grounds             | Maintenance Supplies | Grounds Supplies             | 108.47             |
| Menards                            | 02          | Grounds             | Maintenance Supplies | Chemicals                    | 45.39              |
| Napa Auto Parts                    | 02          | Grounds             | Maintenance Supplies | Air Filters                  | 45.06              |
| Wisconsin Turf Equipment Corpora02 | 02          | Grounds             | Maintenance Supplies | Bushing                      | 90.70              |
| Blackhawk Energy Services LLC      | 02          | Utilities           | Gas                  | Gas Purchase July 07         | 37,214.40          |
| Nicor Gas                          | 02          | Utilities           | Gas                  | Gas Services                 | 120.61             |
| Nicor Gas                          | 02          | Utilities           | Gas                  | Gas Services                 | 2,009.34           |
| Nicor Gas                          | 02          | Utilities           | Gas                  | Gas Services                 | 2,067.82           |
| Commonwealth Edison                | 02          | Utilities           | Electricity          | Electricity                  | 8.53               |
| Commonwealth Edison                | 02          | Utilities           | Electricity          | Electricity                  | 8.55               |
| Commonwealth Edison                | 02          | Utilities           | Electricity          | Electricity                  | 37.35              |
| Peoples Energy Services Corp       | 02          | Utilities           | Electricity          | Electric Service             | 40,699.58          |
| Peoples Energy Services Corp       | 02          | Utilities           | Electricity          | Electric Service             | 23,614.14          |
| City Of Dixon                      | 02          | Utilities           | Water, Sewer         | Testing 7/07                 | 51.00              |
| M & S Wastewater                   | 02          | Utilities           | Water, Sewer         | Monthly Water Treatment      | 425.00             |
| USA Bluebook                       | 02          | Utilities           | Water, Sewer         | Dechlorination Tabs          | 138.47             |
| Central Management Service/ICN     | 02          | Utilities           | Telephone            | Monthly Charge               | 340.00             |
| Gallatin River Communications      | 02          | Utilities           | Telephone            | Telephone Bill               | 1,853.39           |
| Insight                            | 02          | Utilities           | Telephone            | Monthly Charge June 07       | 4,750.00           |
| Insight                            | 02          | Utilities           | Telephone            | August 07 Monthly Charges    | 4,750.00           |
| United States Cellular             | 02          | Utilities           | Telephone            | Van Cell Phone Charges       | 48.59              |

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|-----------------------------------|-------------|----------------------------------|----------------------------|-------------------------------------------------|--------------------|
| Verizon Wireless                  | 02          | Utilities                        | Telephone                  | College Cell Phone-Dr. Mihel                    | 89.01              |
| Moring Disposal Inc               | 02          | Utilities                        | Refuse Disposal            | Monthly Trash Removal                           | 110.00             |
| Western Michigan University       | 02          | Building and Grounds Administrat | Conference/Meeting Expense | Registration 2007 MAPPA Conference              | 275.00             |
| Brown Construction Company        | 03          | Operations & Maintenance- Restri | Building Remodeling        | Application No 1-Electrical Improvement Project | 24,750.00          |
| Viking Builders                   | 03          | Operations & Maintenance- Restri | Building Remodeling        | Safety Railing Project App #1                   | 3,443.40           |
| Leseman, Jolene K.                | 050600      |                                  | Petty Cash                 | FY 08 Petty Cash Volleyball & W.BB              | 200.00             |
| Black Hawk College                | 050600      | Golf                             | Other Conference & Meeting | Golf Entry Fee 8/31/07                          | 140.00             |
| Highland Community College        | 050600      | Golf                             | Other Conference & Meeting | Highland Golf Invite 8/24/07                    | 200.00             |
| Illinois Valley Community College | 050600      | Golf                             | Other Conference & Meeting | Golf Invite 9/21/07                             | 250.00             |
| Temple's Sporting Goods           | 050600      | Men's Baseball                   | Other Supplies             | Pinstripe Pants & Ball Buckets                  | 43.05              |
| Kipping, Sara M.                  | 050600      | Women's Tennis                   | Other Supplies             | Uniforms 7/07                                   | 108.70             |
| Morrison Blacktop, Inc.           | 050600      | Women's Softball                 | Other Supplies             | Hauling Charge                                  | 60.00              |
| Pruis, Mark                       | 050600      | Women's Softball                 | Other Supplies             | Supplies-Batting Cages                          | 20.78              |
| Pruis, Mark                       | 050600      | Women's Softball                 | Other Supplies             | Supplies.Batting Cages                          | 51.32              |
| Temple's Sporting Goods           | 050600      | Women's Softball                 | Other Supplies             | Softball Catcher's Mitt                         | 226.34             |
| Chapman, Michael                  | 050600      | Women's Volleyball               | Other Contractual Services | Scheduling Fee FY 08                            | 135.00             |
| Menards                           | 050600      | Women's Volleyball               | Other Supplies             | Shelves                                         | 55.16              |
| Arrowhead Conference              | 050600      | General Athletics                | Publications and Dues      | FY 08 Conference Dues                           | 625.00             |
| NJCAA                             | 050600      | General Athletics                | Publications and Dues      | FY 08 Publications                              | 74.00              |
| NJCAA                             | 050600      | General Athletics                | Publications and Dues      | FY 08 Membership Women's Division               | 822.00             |
| NJCAA                             | 050600      | General Athletics                | Publications and Dues      | FY 08 Membership Men's Division                 | 957.00             |
| NJCAA Region IV Treasurer         | 050600      | General Athletics                | Publications and Dues      | FY 08 Region IV Men's                           | 1,845.00           |
| NJCAA Region IV Women             | 050600      | General Athletics                | Publications and Dues      | FY 08 Region IV Women's                         | 1,550.00           |
| Temple's Sporting Goods           | 050600      | Intramurals                      | Other Supplies             | Basketballs                                     | 256.27             |
| Rock River Provision Co           | 050600      | Student Activities               | Office Supplies            | Popcorn                                         | 25.20              |
| Breedlove's Sporting Goods Inc    | 050600      | Men's Basketball Camp            | Other Supplies             | Sleeveless Tees                                 | 214.00             |

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|-----------------------------------|-------------|----------------------------|----------------------------|----------------------------------|--------------------|
| Damhoff, Russ K.                  | 050600      | Men's Basketball Camp      | Other Supplies             | BB Camp Supplies                 | 41.92              |
| Economy Trophy Co                 | 050600      | Men's Basketball Camp      | Other Supplies             | Trophies, Summer BB Camp         | 63.00              |
| Ehrich, Devin J.                  | 050600      | Men's Basketball Camp      | Other Supplies             | BB Camp 7/07                     | 144.00             |
| Rayhorn, Benjamin A.              | 050600      | Men's Basketball Camp      | Other Supplies             | BB Camp 07/07                    | 54.00              |
| Ken Nelson Auto Plaza             | 050800      | Transportation             | Maintenance Services       | Key Programmed for t ha Mini-Van | 90.40              |
| Pete Harkness Ford Inc.           | 050800      | Transportation             | Maintenance Services       | New Battery -2003 TT             | 341.18             |
| BP Amoco                          | 050800      | Transportation             | Vehicle Supplies           | Gas-Van Fleet                    | 77.96              |
| Butler Benefit Service Inc        | 051000      | Medical Insurance          | Individual Stop Loss       | Individual Stop Loss             | 8,568.34           |
| Butler Benefit Service Inc        | 051000      | Medical Insurance          | Individual Stop Loss       | Individual Stop Loss             | 8,516.06           |
| Butler Benefit Service Inc        | 051000      | Medical Insurance          | Dependent Stop Loss        | Dependent Stop Loss              | 5,852.64           |
| Butler Benefit Service Inc        | 051000      | Medical Insurance          | Dependent Stop Loss        | Dependent Stop Loss              | 5,187.45           |
| Butler Benefit Service Inc        | 051000      | Medical Insurance          | Precertification           | Precertification                 | 594.00             |
| Butler Benefit Service Inc        | 051000      | Medical Insurance          | Precertification           | Precertification                 | 540.45             |
| Butler Benefit Service Inc        | 051000      | Medical Insurance          | Cobra Conversion           | Cobra Conversion                 | 68.50              |
| Butler Benefit Service Inc        | 051000      | Medical Insurance          | Cobra Conversion           | Cobra Conversion                 | 61.75              |
| Butler Benefit Service Inc        | 051000      | Medical Insurance          | Administrative Costs       | Administrative                   | 3,946.05           |
| Butler Benefit Service Inc        | 051000      | Medical Insurance          | Administrative Costs       | Administrative                   | 3,567.35           |
| Butler Benefit Service Inc        | 051000      | Medical Insurance          | Group Stop Loss            | Aggregate Stop Loss              | 1,261.92           |
| Butler Benefit Service Inc.       | 051000      | Medical Insurance          | Group Stop Loss            | Aggregate Stop Loss              | 1,149.45           |
| Gallagher Benefit Services, Inc   | 051000      | Medical Insurance          | Life & AD&D                | Life Billing                     | 1,307.46           |
| International Center for Leaders  | 062010      | ICCB Student Success Grant | Instructional Supplies     | DVD & Handbooks                  | 2,388.00           |
| National Center for Developmenta  | 062010      | ICCB Student Success Grant | Instructional Supplies     | Guide Research                   | 659.80             |
| State Universities Retirement Sys | 062050      | SBDC Grant                 | SURS                       | Matching Funds                   | 171.81             |
| State Universities Retirement Sys | 062050      | SBDC Grant                 | SURS                       | Matching Funds                   | 171.81             |
| RK Dixon Company                  | 062050      | SBDC Grant                 | Office Supplies            | Maintenance Copy Charge          | 37.20              |
| Miller, Michele                   | 062050      | SBDC Grant                 | Conference/Meeting Expense | Travel-Area Visits thru 7/31/07  | 64.02              |

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| Staples                                | 062058      | ICCB Adult Ed-State Basic-Instru | Instructional Supplies       | Supplies-                               | 86.43              |
| Illinois State University              | 062058      | ICCB Adult Ed-State Basic-Instru | Conference/Meeting Expense   | Registration Fee White 8/2/07           | 90.00              |
| White, Linley V.                       | 062058      | ICCB Adult Ed-State Basic-Instru | Conference/Meeting Expense   | Travel-Adult Ed Conference 8/3/07       | 259.93             |
| Illinois Student Assistance Comm062150 |             | ISAC                             | ISAC                         | FY 07 MAP Per Letter                    | 900.00             |
| State Universities Retirement Sy063011 |             | Student Support Services Grant   | SURS                         | Matching Funds                          | 576.02             |
| State Universities Retirement Sy063011 |             | Student Support Services Grant   | SURS                         | Matching Funds                          | 571.32             |
| Kooshesh, Cyrus                        | 063011      | Student Support Services Grant   | Conference/Meeting Expense   | Travel-Campus Visit Aurora University   | 33.05              |
| State Universities Retirement Sy063020 |             | Perkins- Learning Assistance Cen | SURS                         | Matching Funds                          | 22.75              |
| State Universities Retirement Sy063020 |             | Perkins- Learning Assistance Cen | SURS                         | Matching Funds                          | 38.21              |
| B & H Photo Video                      | 063020      | Perkins LLC                      | Instructional Supplies       | Graphic Tablets & Pens                  | 6,314.50           |
| Journey Education Marketing            | 063020      | Perkins LLC                      | Instructional Supplies       | Corel Painter X Mac Wins                | 1,020.00           |
| Bound Tree Medical                     | 063020      | Perkins LLC                      | Other Materials and Supplies | CRAP Starter Kit                        | 1,002.99           |
| Habben, David A.                       | 063020      | Perkins LLC                      | Conference/Meeting Expense   | Travel-Moraine Valley CC 6/25-6/29/07   | 593.82             |
| ICSPS (111 Center for Specialize063020 |             | Perkins LLC                      | Conference/Meeting Expense   | Conference Fee 9/17/07                  | 80.00              |
| State Universities Retirement Sy063020 |             | Perkins LLC -Special Populations | SURS                         | Matching Funds                          | 28.54              |
| State Universities Retirement Sy063020 |             | Perkins LLC -Special Populations | SURS                         | Matching Funds                          | 28.54              |
| Pratt Audio-Visual & Video Corp 063030 |             | Perkins IIE Tech Prep            | Office Supplies              | Samsung 40" LCD Monitor                 | 3,341.26           |
| Sun Wind Solar Industries, Inc 063030  |             | Perkins IIE Tech Prep            | Office Supplies              | Sol-Run Classroom Kit                   | 532.00             |
| State Universities Retirement Sy063075 |             | IDHS AmeriCorps- Nonmember Activ | SURS                         | Matching Funds                          | 243.46             |
| State Universities Retirement Sy063075 |             | IDHS AmeriCorps- Nonmember Activ | SURS                         | Matching Funds                          | 266.30             |
| Accurate Biometrics, Inc 063075        |             | IDHS AmeriCorps- Nonmember Activ | Office Supplies              | Background Check Fingerprinting/Members | 240.00             |
| Sauk Valley Newspapers                 | 063075      | IDHS AmeriCorps- Nonmember Activ | Office Supplies              | FY 07 Menver Recruitment Ads            | 2,084.56           |
| White, Rebecca                         | 063075      | IDHS AmeriCorps- Nonmember Activ | Office Supplies              | QC Online Ad                            | 289.00             |
| Rock Falls Rotary Club                 | 063075      | IDHS AmeriCorps- Nonmember Activ | Conference/Meeting Expense   | 1/2 Qrtly Dues R White                  | 65.50              |
| White, Rebecca                         | 063075      | IDHS AmeriCorps- Nonmember Activ | Other Conference & Meeting   | Sharing a Vision Conf 7/26              | 126.59             |
| Unique Computer                        | 064030      | Restricted Fund-GOD Certificates | Capital Supplies             | Computer N VanderVinn                   | 923.00             |

| <u>PAYEE/VENDOR</u>            | <u>FUND</u> | <u>ORGANIZATION</u>              | <u>ACCOUNT</u>            | <u>COMMODITY</u>             | <u>ITEM AMOUNT</u> |
|--------------------------------|-------------|----------------------------------|---------------------------|------------------------------|--------------------|
| GFC Leasing Company            | 064030      | Restricted Fund-GOD Certificates | Debt Principal Retirement | Bond Lease Payment-Principal | 634.94             |
| GFC Leasing Company            | 064030      | Restricted Fund-GOD Certificates | Debt Principal Retirement | Bond Lease Payment-Principal | 639.50             |
| GFC Leasing Company            | 064030      | Restricted Fund-GOD Certificates | Interest                  | Bond Lease Payment-Interest  | 72.01              |
| GFC Leasing Company            | 064030      | Restricted Fund-GOD Certificates | Interest                  | Bond Lease Payment-Interest  | 67.45              |
| Floor Mart                     | 064030      | Restricted Fund-GOD Certificates | Building Remodeling       | Carpet Installation          | 8,460.00           |
| Unique Computer                | 064030      | Restricted Fund-GOD Certificates | Office Equipment          | Design Jet Printer           | 3,500.00           |
| Krueger International, Inc (KI | 064030      | Restricted Fund-GOD Certificates | Instructional Equipment   | Chairs                       | 63,069.73          |
| Hamilton, Jane E.              | 101060      | Magic Club                       | Other                     | 2 Boxes Home Edition         | 200.00             |
| Ingram, Amy L.                 | 101070      | Single Parents Club              | Other                     | Single Parents Kids Day      | 43.00              |
| Calence, LLC                   | 12          | Risk Management                  | Maintenance Services      | NAO Installation             | 9,715.00           |
| RMS Technology Solutions, Inc  | 12          | Risk Management                  | Maintenance Services      | SmartNet Renewal Agreement   | 12,334.00          |
| Brooks Insurance               | 12          | Risk Management                  | General Insurance         | Bond Policy Renewal FY 08    | 668.00             |
| Gallatin River Communications  | 12          | Risk Management                  | Telephone                 | 911 Cama Trunk Lines         | 89.59              |
| Thompson Publishing Group      | 12          | Affirmative Action               | Publications and Dues     | ADA Compliance Guide         | 428.50             |
| Radio Ranch Inc                | 12          | Public Safety                    | Maintenance Services      | Repair Security Radio        | 93.70              |
| Verizon Wireless               | 12          | Public Safety                    | Maintenance Services      | Security Cell Phones         | 71.47              |
| BANK ACCOUNT 1 TOTAL:          |             |                                  |                           |                              | 567,932.94         |
| ALL ACCOUNTS TOTAL:            |             |                                  |                           |                              | 587,932.94         |

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

Page 1

| EDUCATION FUND                 | 2007-2008<br>YTD | 2007-2008<br>Budget | YTD /<br>Budget % | 2006-2007<br>YTD | YTD % Chng<br>fm Prev Yr | 2006-2007<br>Total |
|--------------------------------|------------------|---------------------|-------------------|------------------|--------------------------|--------------------|
| Revenues                       |                  |                     |                   |                  |                          |                    |
| Local Governmental Sources     | -109,893         | 3,300,100           | -3.3%             | -152,317         | -27.8%                   | 3,193,681          |
| State Governmental Sources     | 1,442            | 2,668,491           | %                 |                  |                          | 2,680,344          |
| Federal Governmental Sources   |                  | 5,000               | 0.0%              |                  |                          | 4,795              |
| Student Tuition and Fees       | 1,924,278        | 4,108,000           | 46.8%             | 1,817,305        | 5.8%                     | 4,098,763          |
| Sales and Service              | -3,080           | 205,000             | -1.5%             | 332              | -1027.8%                 | 194,683            |
| Investment Revenue             | -1,494           | 140,000             | -1.0%             | 4,374            | -134.1%                  | 161,249            |
| Other Revenues                 | 2,137            | 375,000             | .5%               | 318              | 572.1%                   | 489,084            |
| TOTALS                         | 1,813,390        | 10,801,591          | 16.7%             | 1,670,011        | 8.5%                     | 10,822,602         |
| Expenditures                   |                  |                     |                   |                  |                          |                    |
| Salaries                       | 343,411          | 6,349,977           | 5.4%              | 337,991          | 1.6%                     | 6,148,963          |
| Employee Benefits              | 116,555          | 1,836,568           | 6.3%              | 122,008          | -4.4%                    | 1,963,108          |
| Contractual Services           | 4,107            | 519,470             | .7%               | 16,574           | -75.2%                   | 521,096            |
| General Materials and Supplies | 38,057           | 771,628             | 4.9%              | 52,486           | -27.4%                   | 775,757            |
| Conference & Meeting           | 5,965            | 151,905             | 3.9%              | 4,209            | 41.7%                    | 103,399            |
| Fixed Charges                  | 1,699            | 14,000              | 12.1%             | 1,066            | 59.3%                    | 18,234             |
| Capital Outlay                 |                  |                     |                   |                  |                          | 6,917              |
| Other Expenditures             | 175,687          | 824,000             | 21.3%             | 148,814          | 18.0%                    | 804,088            |
| TOTALS                         | 685,484          | 10,467,548          | 6.5%              | 683,151          | .3%                      | 10,441,565         |
| Transfers                      |                  |                     |                   |                  |                          |                    |
| Transfers to Other Funds       |                  | 300,000             |                   |                  |                          | 133,000            |
| CHANGE IN NET ASSETS           | 1,127,905        | 34,043              |                   | 986,860          |                          | 248,036            |
| FUND BALANCE                   | 1,996,826        |                     |                   |                  |                          | 868,920            |

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

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| OPERATION AND MAINTENANCE FUND |                  |                     |                   |                  | 2006-2007<br>Total       |
|--------------------------------|------------------|---------------------|-------------------|------------------|--------------------------|
|                                | 2007-2008<br>YTD | 2007-2008<br>Budget | YTD /<br>Budget % | 2006-2007<br>YTD | YTD % Chng<br>fm Prev Yr |
| Revenues                       |                  |                     |                   |                  |                          |
| Local Governmental Sources     | -13,780          | 403,000             | -3.4%             | -18,493          | -25.4%                   |
| State Governmental Sources     |                  | 352,570             | 0.0%              |                  |                          |
| Student Tuition and Fees       | 218,665          | 451,100             | 48.4%             | 205,006          | 6.6%                     |
| Sales and Service              |                  | 6,000               | 0.0%              | 256              |                          |
| Facilities Revenue             | -436             | 5,000               | -8.7%             |                  | -8.7%                    |
| Investment Revenue             | 100              | 1,000               | 10.0%             |                  | 10.0%                    |
| Other Revenues                 |                  | 25,100              | 0.0%              |                  |                          |
| TOTALS                         | 204,548          | 1,243,770           | 16.4%             | 186,769          | 9.5%                     |
| Expenditures                   |                  |                     |                   |                  |                          |
| Salaries                       | 39,402           | 519,404             | 7.5%              | 38,991           | 1.0%                     |
| Employee Benefits              | 14,771           | 208,935             | 7.0%              | 13,922           | 6.1%                     |
| Contractual Services           | 1,973            | 109,500             | 1.8%              | 1,620            | 21.7%                    |
| General Materials and Supplies | -259             | 93,000              | -2%               | 898              | -128.9%                  |
| Conference & Meeting           | 72               | 4,200               | 1.7%              |                  | 1.7%                     |
| Fixed Charges                  | 41,249           | 55,000              | 75.0%             | 49,989           | -17.4%                   |
| Utilities                      | 39,116           | 628,500             | 6.2%              | 55,061           | -28.9%                   |
| Capital Outlay                 |                  | 15,000              | 0.0%              |                  |                          |
| TOTALS                         | 136,325          | 1,633,539           | 8.3%              | 160,482          | -15.0%                   |
| Transfers                      |                  |                     |                   |                  |                          |
| Transfers From Other Funds     |                  | -390,000            |                   |                  | -279,221                 |
| CHANGE IN NET ASSETS           | 68,223           | 231                 |                   | 26,286           | -20,837                  |
| FUND BALANCE                   | 73,060           |                     |                   |                  | 4,836                    |

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

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| OPERATION & MAINTENANCE - RESTRICTED | 2007-2008<br>YTD | 2007-2008<br>Budget | YTD /<br>Budget % | 2006-2007<br>YTD | YTD % Chng<br>fm Prev Yr | 2006-2007<br>Total |
|--------------------------------------|------------------|---------------------|-------------------|------------------|--------------------------|--------------------|
| Revenues                             |                  |                     |                   |                  |                          |                    |
| Local Governmental Sources           | -22,221          | 650,000             | -3.4%             | -36,025          | -38.3%                   | 612,869            |
| Investment Revenue                   | -14,450          | 50,000              | -28.9%            | -7,441           | 94.1%                    | 87,612             |
| TOTALS                               | -36,672          | 700,000             | -5.2%             | -43,467          | -15.6%                   | 700,482            |
| Expenditures                         |                  |                     |                   |                  |                          |                    |
| General Materials and Supplies       |                  |                     |                   |                  |                          | 447                |
| Fixed Charges                        |                  | 947,600             | 0.0%              |                  |                          | 538,956            |
| Capital Outlay                       |                  | 947,600             | 0.0%              |                  |                          | 539,403            |
| TOTALS                               |                  |                     |                   |                  |                          |                    |
| Transfers                            |                  |                     |                   |                  |                          |                    |
| Transfers From Other Funds           |                  |                     |                   |                  |                          | -79,748            |
| CHANGE IN NET ASSETS                 | -36,672          | -247,600            |                   | -43,467          |                          | 240,827            |
| FUND BALANCE                         | 2,407,007        |                     |                   |                  |                          | 2,443,680          |

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

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| BOND AND INTEREST FUND     | 2007-2008<br>YTD | 2007-2008<br>Budget | YTD /<br>Budget % | 2006-2007<br>YTD | YTD % Chng<br>fm Prev Yr | 2006-2007<br>Total |
|----------------------------|------------------|---------------------|-------------------|------------------|--------------------------|--------------------|
| Revenues                   |                  |                     |                   |                  |                          |                    |
| Local Governmental Sources | -43,903          | 1,285,000           | -3.4%             | -49,415          | -11.1%                   | 1,300,814          |
| Investment Revenue         | 227              | 2,000               | 11.3%             | -3,182           | -107.1%                  |                    |
| TOTALS                     | -43,675          | 1,287,000           | -3.3%             | -52,598          | -16.9%                   | 1,300,814          |
| Expenditures               |                  |                     |                   |                  |                          |                    |
| Contractual Services       |                  | 7,000               | 0.0%              |                  |                          | 1,000              |
| Fixed Charges              |                  | 1,283,000           | 0.0%              |                  |                          | 1,277,503          |
| TOTALS                     |                  | 1,290,000           | 0.0%              |                  |                          | 1,278,503          |
| CHANGE IN NET ASSETS       | -43,675          | -3,000              |                   | -52,598          |                          | 22,311             |
| FUND BALANCE               | 680,260          |                     |                   |                  |                          | 723,936            |

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

| AUXILIARY ENTERPRISES FUND     | 2007-2008<br>YTD | 2007-2008<br>Budget | YTD /<br>Budget % | 2006-2007<br>YTD | YTD & Chng<br>fm Prev Yr | 2006-2007<br>Total |
|--------------------------------|------------------|---------------------|-------------------|------------------|--------------------------|--------------------|
| <b>Revenues</b>                |                  |                     |                   |                  |                          |                    |
| Federal Governmental Sources   |                  |                     |                   |                  |                          |                    |
| Student Tuition and Fees       | 76,126           | 161,000             | 47.2%             | 73,084           | 4.1%                     | 160,472            |
| Sales and Service              | 1,070            | 53,840              | 1.9%              | 1,885            | -43.2%                   | 75,349             |
| Facilities Revenue             |                  | 110,000             | 0.0%              | 4,931            |                          | 105,974            |
| Investment Revenue             |                  | 900                 | 0.0%              |                  |                          | 901                |
| Other Revenues                 | 124,773          | 1,775,500           | 7.0%              | 122,958          | 1.4%                     | 1,822,681          |
| <b>TOTALS</b>                  | 201,970          | 2,101,240           | 9.6%              | 202,860          | -4%                      | 2,165,378          |
| <b>Expenditures</b>            |                  |                     |                   |                  |                          |                    |
| Salaries                       |                  | 77,743              | 0.0%              | 3,643            |                          | 121,602            |
| Employee Benefits              |                  | 13,154              | 0.0%              | 1,063            |                          | 29,921             |
| Contractual Services           | 97,879           | 1,800,555           | 5.4%              | 76,009           | 28.7%                    | 1,822,793          |
| General Materials and Supplies | 6,605            | 71,305              | 9.2%              | 621              | 962.5%                   | 75,864             |
| Conference & Meeting           | 475              | 77,941              | .6%               | 880              | -46.0%                   | 68,883             |
| Fixed Charges                  | 6,595            | 22,275              | 29.6%             | 6,351            | 3.8%                     | 20,722             |
| Capital Outlay                 |                  |                     |                   |                  |                          |                    |
| Other Expenditures             |                  | 950                 | 0.0%              | 13               |                          | 5,845              |
| <b>TOTALS</b>                  | 111,555          | 2,063,923           | 5.4%              | 88,584           | 25.9%                    | 2,145,633          |
| <b>Transfers</b>               |                  |                     |                   |                  |                          |                    |
| Transfers to Other Funds       |                  | 97,616              |                   |                  |                          | 102,284            |
| Transfers From Other Funds     |                  | -97,616             |                   |                  |                          | -140,284           |
| <b>CHANGE IN NET ASSETS</b>    | 90,414           | 37,317              |                   | 114,275          |                          | 57,745             |
| <b>FUND BALANCE</b>            | 214,039          |                     |                   |                  |                          | 123,624            |

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

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| RESTRICTED PURPOSES FUND       | 2007-2008<br>YTD | 2007-2008<br>Budget | YTD /<br>Budget % | 2006-2007<br>YTD | YTD % Chng<br>fm Prev Yr | 2006-2007<br>Total |
|--------------------------------|------------------|---------------------|-------------------|------------------|--------------------------|--------------------|
| Revenues                       |                  |                     |                   |                  |                          |                    |
| Local Governmental Sources     | 3,586,408        |                     |                   |                  |                          |                    |
| State Governmental Sources     | -48,056          |                     |                   | -38,912          | 0.0%                     | 1,358,206          |
| Federal Governmental Sources   | 2,070            | 497,675             | .4%               | -8,118           | -125.5%                  | 3,697,513          |
| Investment Revenue             |                  |                     |                   |                  |                          | 2,461              |
| Other Revenues                 | -1,832           |                     |                   | 20,350           | -109.0%                  | 239,115            |
| TOTALS                         | 3,538,589        | 497,675             | 711.0%            | -26,681          | -13362.5%                | 5,297,296          |
| Expenditures                   |                  |                     |                   |                  |                          |                    |
| Salaries                       | 49,553           | 511,648             | 9.6%              | 58,202           | -14.8%                   | 1,061,624          |
| Employee Benefits              | 9,067            | 103,042             | 8.8%              | 9,747            | -6.9%                    | 114,693            |
| Contractual Services           |                  | 500                 | 0.0%              |                  |                          | 34,941             |
| General Materials and Supplies | 2,621            | 5,450               | 48.1%             | 14,989           | -82.5%                   | 283,019            |
| Conference & Meeting           | 1,264            | 7,666               | 16.4%             | 2,952            | -57.1%                   | 75,857             |
| Fixed Charges                  | 1,413            |                     |                   | 1,413            | 0.0%                     | 8,483              |
| Utilities                      |                  |                     |                   | 21               |                          |                    |
| Capital Outlay                 |                  |                     |                   | -12,707          |                          | 315,330            |
| Other Expenditures             | 35,496           | 87,975              | 40.3%             | 44,093           | -19.5%                   | 3,879,016          |
| TOTALS                         | 99,418           | 716,281             | 13.8%             | 118,712          | -16.2%                   | 5,772,966          |
| Transfers                      |                  |                     |                   |                  |                          |                    |
| Transfers to Other Funds       |                  |                     |                   |                  |                          | 103,672            |
| Transfers From Other Funds     |                  |                     |                   |                  |                          | -23,924            |
| CHANGE IN NET ASSETS           | 3,439,170        | -218,606            |                   | -145,393         |                          | -555,418           |
| FUND BALANCE                   | 3,690,998        |                     |                   |                  |                          | 251,827            |

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

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## WORKING CASH FUND

## Revenues

Investment Revenue

TOTALS

## Expenditures

Investment Revenue

TOTALS

## Transfers

Transfers to Other Funds

CHANGE IN NET ASSETS  
FUND BALANCE

|                          | 2007-2008<br>YTD | 2007-2008<br>Budget | YTD /<br>Budget % | 2006-2007<br>YTD | YTD % Chng<br>fm Prev Yr | 2006-2007<br>Total |
|--------------------------|------------------|---------------------|-------------------|------------------|--------------------------|--------------------|
| Investment Revenue       | -14,976          | 90,000              | -16.6%            | -6,978           | 114.5%                   | 84,221             |
| TOTALS                   | -14,976          | 90,000              | -16.6%            | -6,978           | 114.5%                   | 84,221             |
| Expenditures             |                  |                     |                   |                  |                          |                    |
| Investment Revenue       |                  |                     |                   |                  |                          |                    |
| TOTALS                   |                  |                     |                   |                  |                          |                    |
| Transfers                |                  |                     |                   |                  |                          |                    |
| Transfers to Other Funds |                  | 90,000              |                   |                  |                          | 184,221            |
| CHANGE IN NET ASSETS     | -14,976          |                     |                   | -6,978           |                          | -100,000           |
| FUND BALANCE             | 1,955,807        |                     |                   |                  |                          | 1,970,783          |

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

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| TRUST AND AGENCY FUND          | 2007-2008<br>YTD | 2007-2008<br>Budget | YTD /<br>Budget % | 2006-2007<br>YTD | YTD % Chng<br>fm Prev Yr | 2005-2007<br>Total |
|--------------------------------|------------------|---------------------|-------------------|------------------|--------------------------|--------------------|
| Revenues                       |                  |                     |                   |                  |                          |                    |
| Other Revenues                 | 208              |                     |                   | 307              | -32.3%                   | 23,945             |
| TOTALS                         | 208              |                     |                   | 307              | -32.3%                   | 23,945             |
| Expenditures                   |                  |                     |                   |                  |                          |                    |
| General Materials and Supplies |                  |                     |                   |                  |                          | 100                |
| Other Expenditures             | 252              |                     |                   |                  | 0.0%                     | 18,413             |
| TOTALS                         | 252              |                     |                   |                  | 0.0%                     | 18,513             |
| CHANGE IN NET ASSETS           | -44              |                     |                   | 307              |                          | 5,432              |
| FUND BALANCE                   | 27,916           |                     |                   |                  |                          | 27,960             |

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

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| AUDIT FUND                 | 2007-2008<br>YTD | 2007-2008<br>Budget | YTD /<br>Budget % | 2006-2007<br>YTD | YTD % Chng<br>fm Prev Yr | 2006-2007<br>Total |
|----------------------------|------------------|---------------------|-------------------|------------------|--------------------------|--------------------|
| Revenues                   |                  |                     |                   |                  |                          |                    |
| Local Governmental Sources | -781             | 27,000              | -2.8%             | -1,285           | -39.2%                   | 25,795             |
| Investment Revenue         | -231             | 700                 | -33.1%            | -171             | 35.1%                    | 1,313              |
| TOTALS                     | -1,013           | 27,700              | -3.6%             | -1,457           | -30.4%                   | 27,108             |
| Expenditures               |                  |                     |                   |                  |                          |                    |
| Contractual Services       |                  | 30,000              | 0.0%              |                  |                          | 26,550             |
| TOTALS                     |                  | 30,000              | 0.0%              |                  |                          | 26,550             |
| CHANGE IN NET ASSETS       | -1,013           | -2,300              |                   | -1,457           |                          | 558                |
| FUND BALANCE               | 48,810           |                     |                   |                  |                          | 49,823             |

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

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| LIABILITY, PROTECTION & SETTLEMENT | 2007-2008<br>YTD | 2007-2008<br>Budget | YTD /<br>Budget % | 2006-2007<br>YTD | YTD % Chng<br>fm Prev Yr | 2006-2007<br>Total |
|------------------------------------|------------------|---------------------|-------------------|------------------|--------------------------|--------------------|
| Revenues                           |                  |                     |                   |                  |                          |                    |
| Local Governmental Sources         | -16,717          | 495,000             | -3.3%             | -1,350           | 1138.1%                  | 518,290            |
| Investment Revenue                 | -336             | 150,000             | -.2%              | 32,006           | -101.0%                  | 246,325            |
| Other Revenues                     |                  | 20,000              | 0.0%              |                  |                          | 9,118              |
| TOTALS                             | -17,054          | 665,000             | -2.5%             | 30,656           | -155.6%                  | 773,734            |
| Expenditures                       |                  |                     |                   |                  |                          |                    |
| Salaries                           | 6,851            | 133,995             | 5.1%              | 6,470            | 5.8%                     | 124,422            |
| Employee Benefits                  | 61,165           | 306,858             | 19.9%             | 57,399           | 6.5%                     | 254,563            |
| Contractual Services               | 71               | 58,100              | .1%               | 4,503            | -98.4%                   | 39,174             |
| General Materials and Supplies     |                  | 6,600               | 0.0%              | -139             |                          | 5,231              |
| Conference & Meeting               |                  | 1,750               | 0.0%              |                  |                          | 1,457              |
| Fixed Charges                      | 24,652           | 35,000              | 70.4%             | 29,579           | -16.6%                   | 33,140             |
| Utilities                          | 89               | 4,000               | 2.2%              | 89               | %                        | 2,918              |
| Capital Outlay                     |                  | 175,000             | 0.0%              |                  |                          | 56,992             |
| TOTALS                             | 92,830           | 721,303             | 12.8%             | 97,901           | -5.1%                    | 517,901            |
| CHANGE IN NET ASSETS               | -109,884         | -56,303             |                   | -67,245          |                          | 255,833            |
| FUND BALANCE                       | 5,966,432        |                     |                   |                  |                          | 6,076,317          |

**Sauk Valley Community College**  
**August 27, 2007**

**Agenda Item 4.7**

**Topic:**                **Administrative Calendar**

**Presented By:**       **Dr. George Mihel**

**Presentation:**

Each year the administration presents the Administrative Calendar for each academic year to the Board for approval.

**Recommendation:**

The administration recommends the Board approve the Administrative Calendar for 2007-2008 as presented.

# Sauk Valley Community College

## Administrative Calendar

### 2007-2008

**2007**

**July**

- 1 RAMP due at ICCB
- 4 Independence Day – No classes – College closed
- 6 Fall 2007 Class Schedule on campus and in mail
- 5 Mid-semester date, 8-week summer session
- 12 Last day for student initiated withdrawal, 8-week summer session
- 23 Fall 2007 Corporate and Community Services Class Schedule to Academic Vice President
- 23 Board Meeting
- 23 Fall 2007 Corporate and Community Services Calls Schedule to Information Center
- 24 Administrative Council Meeting – Whole Group
- 30 Annual Reports due in President's Office

**2007**

**August**

- 1 Program Review due at ICCB
- 6 Last day for early registered students to pay for Fall 2007
- 1-2 Final Exams, 8-week Summer Session
- 6 Final grades, 8-week Summer Session, due to Office of Admissions by 8:30 a.m.
- 9 8-week Summer Sessions Grades available online via SOAR for Students
- 10 End of Last Four-day Week for College Offices
- 10 Performance Report due at ICCB

- 17 Fall In-Service
- 20 Fall 2007 classes begin
- 21 Administrative Council – Whole Group
- 20-24 Registration Change Period – 8:00 a.m. to 7:00 p.m.  
(Monday through Thursday) 8:00 a.m. to 4:30 p.m. (Friday)
- 27 Board Meeting
- 31 Final FY08 departmental Operational Plans due

**2007**

**September**

- 1 Unit Cost due at ICCB
- 1 Facilities Data due to ICCB
- 3 Labor Day – No Classes - College Closed
- 10 Spring 2008 Class Schedule to Information Center
- 12 Free-For-Fall (12 noon -1:30 p.m.)
- 14 Last Day to File Intent to Graduate
- 18 Administrative Council Meeting – Whole Group
- 21 5<sup>th</sup> week deficiency report due for Fall 2007
- 24 Board Meeting
- 24 Corporate and Community Service classes begin for Fall 2007

**2007**  
**October**

- 1 All photos and fillers must be in to Michelle M. (Catalog 2008-2010)
- 12 Fall 2007 Semester Midterm
- 15 Audit Report due to ICCB
- 15 Spring 2008 Class Schedule on campus and in mail
- 16 Administrative Council Meeting – Whole Group
- 22 Board Meeting
- 26 Last day for student initiated withdrawal for Fall 2007
- 29 Web Registration for Spring 2008 begins

**2007**  
**November**

- 5 Catalog 2008-2010, pages 1-74 due to Jen H. in Information Center
- 5 Spring 2008 Corporate and Community Services Class Schedule to Information Center
- 5 Walk-in registration for Spring 2008 begins
- 6 College Night
- 7 Spring 2008 Corporate and Community Services Class Schedule to Academic Vice President
- 12 Telephone, Fax and Mail Registration for Spring 2008 begins
- 13 College Workshop – No Classes
- 19 Administrative Council Meeting – Whole Group
- 21-23 Thanksgiving Break – No Classes – College Closed
- 26 Fall 2007 Classes Resume
- 26 Board Meeting

**2007**

**December**

- 4 Last day for early registered students to pay for Spring 2008 Classes
- 10 Catalog 2008-2010, pages 75-end due to Jen H. in Information Center
- 10-13 Final exams for Fall 2007 classes
- 10 Recommendation from Vice President to President for tenured Personnel appointments
- 15 Spring 2008 Corporate and Community Services Class Schedule on campus and in mail
- 17 Administrative Council Meeting - Whole Group
- 17 All grades due in the Office Admissions and Records
- 17 Board Meeting
- 20 Fall 2007 grades available via SOAR for students
- 20 College Closes for Holiday Break at 4:30 p.m.

**2008**

**January**

- 2 Official deadline for notice of reappointed for tenured Personnel from President
- 2 College offices open at 8:00 a.m.
- 4 Spring 2008 In-Service
- 7 Spring 2008 classes begin
- 7-11 Registration Change Period – 8:00 a.m. to 7:00 p.m. (Monday through Thursday) 8:00 a.m. to 4:30 p.m. (Friday)
- 13 Administrative Council Meeting – Whole Group
- 21 Martin Luther King Day – No Classes – College Closed
- 27 Board Meeting
- 28 Personal and Professional Development classes begin for Spring 2008

**2008**

**February**

- 1 Last day to file intent to graduate
- 1 Summer/Fall 2008 Class Schedules to Office of College Relations
- 4-11 Final Administrative Proofing of 2008-2010 Catalog before going to printer
- 8 5<sup>th</sup> week deficiency report due for Spring 2008
- 11 All catalog proofs due to Michelle M. by noon
- 13 Administrative evaluations due to President
- 14 Deadline for official notice of reappointment of non-tenured Personnel by the president
- 18 Catalog 2008-2010 sent to printer
- 25 Board Meeting
- 25 Board action on non-tenured personnel recommendations
- 29 Spring 2008 Semester mid-term

**2008**

**March**

- 6 Spring Workshop Day – No Classes
- 7 Spring Break begins at 4:30 p.m.
- 10 Summer/Fall 2008 Class Schedule on campus and in mail
- 14 Spring Break for College Staff - No Classes – College Closed
- 17 Spring 2008 classes resume, offices open at 8:00 a.m.
- 17 Administrative Council Meeting – Whole Group
- 21 College Holiday - No Classes – College Closed
- 24 Last day for student initiated withdrawal for Spring 2008

- 24 Board Meeting
- 31 Web Registration for Summer 2008 and Fall 2008 begins

**2008**  
**April**

- 1 HLC Institutional Update due April 1
- 1 2008-2010 Catalog on campus
- 7 Walk-in Registration for Summer 2008 and Fall 2008 begins
- 4 Commencement Program copy due to Information Center
- 14 Telephone, Fax and Mail Registration for Summer 2008 and Fall 2008 begins
- 28 Board Meeting
- 29 Annual Reports: Departmental narrative report due
- 30 Operational Plans: FY08 departmental reports and draft of FY09 departmental plans due

**2008**  
**May**

- 2 Last day of Spring 2008 classes
- 5-8 Final exams for Spring 2008 classes
- 9 Commencement Ceremony
- 9 Health Career Pinning Ceremony
- 12 Four-day Week begins
- 12 All-grades for Spring 2008 due in Admissions Office by 8:30 a.m.
- 12 4-Week Summer Session begins
- 12-13 Registration Change period – 7:00 a.m. to 7 p.m.
- 15 Spring 2008 grades available online via SOAR for students
- 19 Administrative Council Meeting – Whole group
- 20 Board Meeting

- 22 4-Week Summer Session mid-term
- 26 Memorial Day – No Classes – College closed
- 26 Updated Fall 2008 Class Schedule to Information Center
- 27 Last day for early registered students to pay, 8-week Summer Session
- 28 Last day for student initiated withdrawal, 4-week Summer Session
- 30 Occupational Follow-up Study: data due to ICCB

**2008**  
**June**

- 5 Final exams for 4-week Summer Session
- 9 Final grades due in Admissions by 8:30 a.m. for 4-week Summer Session
- 9 8-Week Summer Session begins
- 9 Corporate and Community Services and College for kids Summer Classes begin
- 9-10 Registration Change Period – 7:30 a.m. to 7:00 p.m.
- 16 All support and professional/technical staff evaluations to President's office
- 23 Board Meeting
- 26 Last day to file intent to graduate

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**Sauk Valley Community College**  
**August 27, 2007**

**Action Item 4.1**

**Topic:**                    **Board Policy 403.01 Affirmative Action (First Reading)**

**Presented By:**        **Dr. George Mihel**

**Presentation:**

In accordance with the directive from the Board, the administration has rewritten Board Policy 403.01, Affirmative Action, to update, remove unnecessary procedural language, and to clarify policies.

The recommended revision is on the following page.

**Recommendation:**

The administration recommends the Board approve policy 403.01, Affirmative Action, for first reading.

#### 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, *the office of the Dean of Student Services* ~~the Counseling Center,~~ and in the office of *Human Resources* ~~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 *Director of Human Resources* ~~Affirmative Action Officer.~~

2/12/79

3/23/87

8/26/91

8/23/93

1/26/98

**Sauk Valley Community College**  
**August 27, 2007**

**Action Item 4.2**

**Topic:**                    **Board Policy 404.01 Appointment of College Staff (First Reading)**

**Presented By:**        **Dr. George Mihel**

**Presentation:**

In accordance with the directive from the Board, the administration has rewritten Board Policy 404.01, Appointment of College Staff, to update, remove unnecessary procedural language, and to clarify policies.

The recommended revision is on the following page.

**Recommendation:**

The administration recommends the Board approve policy 404.01, Appointment of College Staff, for first reading.

#### 404.01 Appointment of College Staff

A. Administrative staff and instructional faculty shall be *recommended* 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 *Director of Human Resources* ~~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

**Sauk Valley Community College**  
**August 27, 2007**

**Action Item 4.3**

**Topic:**                   **Funding Bonds – Issuance of Bonds and Levy of Tax**

**Presented by:**       **Dr. George Mihel, Paula Meyer**

**Presentation:**

This month is the final step in the bonds process, in which the Board votes on a resolution to issue funding bonds and levy the tax needed to repay them over three years. The bond closing will take place September 12, 2007, at which time the funds will be available for spending.

The resolution will be available on the night of the Board meeting for approval. That resolution will include the lender, interest rate and related information which will be determined at the bid opening at 10:00 a.m. on August 27, 2007.

**Recommendation:**

The administration recommends that the Board approve the resolution providing for the issue of \$3,705,000 Series 2007 General Obligation Community College Bonds, of Community College District 506, Counties of Whiteside, Lee, Carroll, Ogle, Bureau and Henry and State of Illinois, and the levy of a direct annual tax sufficient to pay the principal and interest on said bonds.

## Sauk Valley Community College 2007 Funding Bond Issue

### Why do we need funding bonds?

Funding bonds provide money for SVCC's capital expenditures. In the past, we have purchased needed equipment, current technology, classroom and office furniture, carpet and copiers. Exhibit A lists the purchases from the 2005-2007 bond issue.

Exhibit B lists SVCC's current and future capital needs, totaling \$17,640,000. These projects and equipment are vital for the operation of the College. Other funding sources will difficult, if not impossible, to find. Without these bonds, we would be unable to replace even the most critical broken equipment or to buy the bare minimum of technology required to maintain network operations and security. Prioritizing this list and finalizing the projects to be completed with this round of bonds will take place in September.

### How many bonds should be issued?

Since 2001, SVCC has levied between \$.1133 and \$.0991 per 100 of EAV annually to repay between \$1,388,531 and \$1,285,379 in principal and interest. This is a cost to the \$100,000 homeowner of approximately \$35 per year. Based on a 2% EAV growth assumption and holding the Bond and Interest levy at \$.0975, SVCC could issue \$3,710,000 worth of debt without increasing the taxpayer's burden. This debt would be repaid from February 2009 to February 2011, with payments of approximately \$1,392,000. Exhibit C is the proposed debt schedule.

### What is the process to issue funding bonds?

The first step is to issue debt certificates to generate approximately \$3.6 million in proceeds. Debt certificates create the "outstanding obligation" necessary to issue the 2007 funding bonds. The debt certificates are held for an "interest only" period (less than 75 days) and are structured to be "currently callable".

The Board then adopts a resolution stating its intent to issue funding bonds. This notice of intent is published in the newspaper and a public hearing is held. If no petition, signed by at least 10% of the registered voters in the district, is filed with the Board secretary within 30 days of publication, the bonds may be issued.

After the notification period, the Board will authorize the issuance of the 2007 bonds. Upon completion of the sale of these bonds, the debt certificates will be repaid.

### What specific steps will take place?

Exhibit D is a complete schedule of events. Here are the highlights:

- Develop a list of possible bank purchasers – through May 29
- PMA review legal "offering documents" with Administration – through May 28
- PMA distribute "offering documents" to banks – May 29
- PMA/Administration holds conference call with possible bank purchasers – June 7
- Bids due from banks – 10:00am June 14

- **BOARD ADOPTS DEBT CERTIFICATE RESOLUTION – June 18**
- Debt Certificates are closed July 2, 2007
- President calls for BINA (Bond Information Notification Act) Hearing – between July 9 and July 12
- PMA/Administration publish “Notice of BINA Hearing” in local paper of general circulation – July 13
- **BOARD holds BINA Hearing – July 23**
- **BOARD ADOPTS RESOLUTION OF NOTICE OF INTENT TO ISSUE 2007 FUNDING BONDS – July 23**
- PMA/Administration publishes “Notice of Intent” in local paper of general circulation – July 24
- (Thirty day “clock” starts)
- Administration and PMA work on offering documents for Series 2007 Funding Bonds
- Bids are sent – August 19
- Bids are due – August 27 (10:00AM)
- **BOARD ADOPTS RESOLUTION ISSUING SERIES 2007 FUNDING BONDS- August 27**
- Series 2007 Funding Bonds are closed- September 12

# Exhibit A

| Sauk Valley Community College<br>Funding Bonds: Budget vs. Actual<br>FY 2005-2007 |                |                   |                |                   |                |                   |                  |                     |                   |                   |                  |              |  |
|-----------------------------------------------------------------------------------|----------------|-------------------|----------------|-------------------|----------------|-------------------|------------------|---------------------|-------------------|-------------------|------------------|--------------|--|
|                                                                                   | FY 05          |                   | FY 06          |                   | FY 07          |                   | Total            |                     | Remaining         | Committed         | Total            | Expenditures |  |
|                                                                                   | Budget         | Actual            | Budget         | Actual            | Budget         | Actual            | Budget           | Actual              |                   |                   |                  |              |  |
| Instructional & computer equipment                                                | 480,000        | 469,672.42        | 480,000        | 475,717.74        | 480,000        | 286,344.26        | 1,440,000        | 1,231,734.42        | 208,265.58        | 221,959.00        | -13,693.42       |              |  |
| Building & grounds equipment                                                      | 25,000         | 38,962.00         | 25,000         | 15,500.00         | 25,000         | 24,080.56         | 75,000           | 78,542.56           | -3,542.56         | 92,400.00         | -95,942.56       |              |  |
| Furniture & office equipment                                                      | 85,000         | 123,677.81        | 85,000         | 38,101.90         | 80,000         | 16,894.82         | 250,000          | 178,674.53          | 71,325.47         | 70,930.76         | 394.71           |              |  |
| Carpentry                                                                         | 30,000         | 26,989.00         | 10,000         | 5,226.91          | 10,000         | 1,242.01          | 50,000           | 33,457.92           | 16,542.08         | 9,000.00          | 7,542.08         |              |  |
| Photocopy equipment                                                               | 45,000         | 5,314.81          | 45,000         | 18,291.38         | 40,000         | 7,778.43          | 130,000          | 31,382.62           | 98,617.38         | 33,906.95         | 64,710.43        |              |  |
| Fitness Center remodeling                                                         | 250,000        | 218,081.87        | 0              | 5,526.20          | 0              | -5,026.20         | 250,000          | 218,581.87          | 31,418.13         | 0.00              | 31,418.13        |              |  |
| <b>Total</b>                                                                      | <b>915,000</b> | <b>882,697.91</b> | <b>645,000</b> | <b>558,364.13</b> | <b>635,000</b> | <b>331,311.88</b> | <b>2,195,000</b> | <b>1,772,373.92</b> | <b>422,626.08</b> | <b>428,196.71</b> | <b>-5,570.63</b> |              |  |
|                                                                                   |                |                   |                |                   |                |                   |                  |                     | Beg bal           |                   |                  | 13,575.60    |  |
|                                                                                   |                |                   |                |                   |                |                   |                  |                     | Int inc           |                   |                  | 369.95       |  |
|                                                                                   |                |                   |                |                   |                |                   |                  |                     | Fund balance      |                   |                  | 8,374.92     |  |

| Sauk Valley Community College |                               |                                      |            |           |
|-------------------------------|-------------------------------|--------------------------------------|------------|-----------|
| Funding Bonds Expenditures    |                               |                                      |            |           |
| 7/01/04 - 6/30/07             |                               |                                      |            |           |
|                               |                               |                                      |            | 4/23/2007 |
| Acquisition                   |                               |                                      |            |           |
| Date                          | Vendor                        | Item                                 | Cost       | Category  |
| <b>FY 05</b>                  |                               |                                      |            |           |
| 11/9/2004                     | Reynolds Motor Co.            | 2001 Ford F dump/plow truck          | 26,262.00  | B&G       |
| 4/12/2005                     | New Holland Credit            | tractor                              | 12,700.00  | B&G       |
|                               | Category Total                |                                      | 38,962.00  |           |
| 8/9/2004                      | SBM Business Equipment Center | partitions                           | 625.00     | Furn      |
| 8/30/2004                     | SBM Business Equipment Center | partitions                           | 2,973.00   | Furn      |
| 9/1/2004                      | SBM Business Equipment Center | Maxon partitions                     | 257.00     | Furn      |
| 9/1/2004                      | SBM Business Equipment Center | Community Strata chairs              | 310.00     | Furn      |
| 9/1/2004                      | SBM Business Equipment Center | Hon office furniture                 | 9,901.00   | Furn      |
| 9/14/2004                     | Calumet Photographic          | Canon digital Rebel camera           | 1,485.94   | Furn      |
| 9/14/2004                     | Numbers Automation            | paper shredder                       | 1,400.00   | Furn      |
| 9/23/2004                     | Calumet Photographic          | digital camera filter                | 27.60      | Furn      |
| 9/23/2004                     | Universal Color Slide Co.     | 5-drawer slide cabinet               | 908.05     | Furn      |
| 9/28/2004                     | Demco                         | 3 5-drawer flat file cabinets        | 2,079.15   | Furn      |
| 9/28/2004                     | School Specialty              | Workspace stool                      | 115.60     | Furn      |
| 10/5/2004                     | KI Companies                  | 10 Workzone tables                   | 3,801.80   | Furn      |
| 11/2/2004                     | KI Companies                  | 27 Portico tables & 108 Perry chairs | 18,868.61  | Furn      |
| 11/15/2004                    | SBM Business Equipment Center | 4-drawer legal file cabinet          | 294.00     | Furn      |
| 11/22/2004                    | Demco                         | classroom bulletin boards            | 284.37     | Furn      |
| 1/3/2005                      | Flinn Scientific              | 32 lab stools                        | 1,190.16   | Furn      |
| 1/25/2005                     | KI Companies                  | 6 tables & 20 Rapture chairs         | 5,416.18   | Furn      |
| 2/8/2005                      | SBM Business Equipment Center | partitions                           | 4,719.00   | Furn      |
| 3/23/2005                     | Baum Sign                     | goal light strips                    | 3,385.00   | Furn      |
| 3/30/2005                     | SBM Business Equipment Center | Hon chair                            | 249.00     | Furn      |
| 6/9/2005                      | Henricksen                    | tablet arm chairs                    | 65,387.55  | Furn      |
|                               | Category Total                |                                      | 123,677.81 |           |
| 7/28/2004                     | Unique Computer               | scanner/headphones                   | 380.00     | I&C       |
| 8/11/2004                     | Unique Computer               | IBM server rack                      | 2,745.00   | I&C       |
| 8/24/2004                     | Unique Computer               | 14 IBM Thinkpads/cases/docks         | 25,585.00  | I&C       |
| 8/25/2004                     | Unique Computer               | computers & mice                     | 4,841.00   | I&C       |
| 8/25/2004                     | Unique Computer               | computers                            | 2,232.00   | I&C       |
| 8/26/2004                     | Unique Computer               | tablet PC                            | 2,264.00   | I&C       |
| 8/31/2004                     | Unique Computer               | computers                            | 25,046.00  | I&C       |
| 8/31/2004                     | Unique Computer               | monitors                             | 28,854.00  | I&C       |
| 9/8/2004                      | Unique Computer               | computer                             | 744.00     | I&C       |
| 9/14/2004                     | Turn-Key Solutions            | optical scanner                      | 4,145.00   | I&C       |
| 9/14/2004                     | Unique Computer               | flash pens                           | 812.00     | I&C       |
| 9/16/2004                     | Unique Computer               | laptop computer                      | 1,779.00   | I&C       |
| 9/21/2004                     | Fifth Third (CDW)             | wireless routers for faculty comps   | 568.26     | I&C       |
| 10/5/2004                     | Unique Computer               | 2 zip drives & mini-dock             | 910.00     | I&C       |
| 10/11/2004                    | RMS Informational Technology  | Cisco Sup 720 replacement            | 33,163.00  | I&C       |
| 11/5/2004                     | GE Healthcare                 | computed radiograph system           | 115,383.42 | I&C       |
| 11/24/2004                    | Unique Computer               | computer & RAM                       | 1,235.00   | I&C       |
| 11/24/2004                    | Unique Computer               | LaserJet 2300N                       | 1,075.00   | I&C       |
| 11/30/2004                    | Fisher Scientific             | steambath                            | 1,100.00   | I&C       |
| 2/10/2005                     | Unique Computer               | HP Laserjet 4250N printer            | 1,325.00   | I&C       |
| 3/1/2005                      | Pratt Audio-Visual            | Sharp LCD projectors                 | 14,017.48  | I&C       |

| Sauk Valley Community College |                               |                                |            |           |
|-------------------------------|-------------------------------|--------------------------------|------------|-----------|
| Funding Bonds Expenditures    |                               |                                |            |           |
| 7/01/04 - 6/30/07             |                               |                                |            |           |
|                               |                               |                                |            | 4/23/2007 |
| Acquisition                   |                               |                                |            |           |
| Date                          | Vendor                        | Item                           | Cost       | Category  |
| 3/1/2005                      | Pratt Audio-Visual            | Sharp data video projector     | 4,965.00   | I&C       |
| 3/1/2005                      | Pratt Audio-Visual            | enhanced classroom equipment   | 6,232.52   | I&C       |
| 3/7/2005                      | Unique Computer               | equipment racks                | 3,550.00   | I&C       |
| 3/24/2005                     | Newark InOne                  | B&K scopes                     | 2,415.48   | I&C       |
| 3/29/2005                     | Unique Computer               | printer                        | 1,550.00   | I&C       |
| 4/13/2005                     | Unique Computer               | NEC monitors                   | 4,335.00   | I&C       |
| 4/14/2005                     | Gordon Flesch                 | copiers                        | 9,116.00   | I&C       |
| 5/3/2005                      | SBC DataComm                  | LC Connector SX transceivers   | 7,481.92   | I&C       |
| 5/4/2005                      | Unique Computer               | monitors                       | 1,156.00   | I&C       |
| 5/10/2005                     | RMS Informational Technology  | telephone project              | 78,222.00  | I&C       |
| 5/23/2005                     | Newark InOne                  | B&K scopes                     | 16,867.55  | I&C       |
| 6/1/2005                      | Unique Computer               | computers                      | 8,950.00   | I&C       |
| 6/1/2005                      | Unique Computer               | servers                        | 18,150.00  | I&C       |
| 6/6/2005                      | RMS Informational Technology  | Cisco Smartnet                 | 1,187.00   | I&C       |
| 6/6/2005                      | RMS Informational Technology  | Cisco 3825 solution            | 5,900.00   | I&C       |
| 6/30/2005                     | Allison Associates            | pneumatics/hydraulics software | 28,720.00  | I&C       |
| 6/30/2005                     | Hardwood Connection           | Powermatic table saw for Art   | 2,669.79   | I&C       |
|                               | Category Total                |                                | 469,672.42 |           |
| 1/4/2005                      | Floor Mart                    | carpet                         | 26,989.00  | Carpet    |
|                               | Category Total                |                                | 26,989.00  |           |
| 11/5/2004                     | GFC Leasing                   | printshop copier               | 664.35     | Photo     |
| 12/5/2004                     | GFC Leasing                   | printshop copier               | 664.35     | Photo     |
| 1/5/2005                      | GFC Leasing                   | printshop copier               | 664.35     | Photo     |
| 2/5/2005                      | GFC Leasing                   | printshop copier               | 664.35     | Photo     |
| 3/5/2005                      | GFC Leasing                   | printshop copier               | 664.35     | Photo     |
| 4/5/2005                      | GFC Leasing                   | printshop copier               | 664.35     | Photo     |
| 5/5/2005                      | GFC Leasing                   | printshop copier               | 664.36     | Photo     |
| 6/5/2005                      | GFC Leasing                   | printshop copier               | 664.35     | Photo     |
|                               | Category Total                |                                | 5,314.81   |           |
| 11/4/2004                     | Lab Safety Supply             | convex mirror                  | 207.98     | FC        |
| 2/8/2005                      | Audio Visual Connection       | CD player system               | 2,453.34   | FC        |
| 2/9/2005                      | Professional Fitness Concepts | weight equipment               | 29,840.00  | FC        |
| 6/22/2005                     | Viking Builders               | construction                   | 151,145.38 | FC        |
| 6/22/2005                     | Willett Hofmann               | architectural services         | 31,134.47  | FC        |
| 3/14/2005                     | Professional Fitness Concepts | weight equipment               | 3,300.70   | FC        |
|                               | Category Total                |                                | 218,081.87 |           |
|                               | Total for the Year            |                                | 882,697.91 |           |
| FY 06                         |                               |                                |            |           |
| 12/6/2005                     | High Lift                     | electric boom truck            | 12,500.00  | B&G       |
| 6/8/2006                      | Sherwin Williams              | Parking lot striper            | 3,000.00   | B&G       |
|                               |                               |                                | 0.00       | B&G       |
|                               | Category Total                |                                | 15,500.00  |           |

| Sauk Valley Community College<br>Funding Bonds Expenditures<br>7/01/04 - 6/30/07 |                               |                                   |            |           |
|----------------------------------------------------------------------------------|-------------------------------|-----------------------------------|------------|-----------|
|                                                                                  |                               |                                   |            | 4/23/2007 |
| Acquisition<br>Date                                                              | Vendor                        | Item                              | Cost       | Category  |
| 11/15/2005                                                                       | SBM Business Equipment Center | file cabinet                      | 925.00     | Furn      |
| 9/29/2005                                                                        | SBM Business Equipment Center | President's office chairs         | 1,395.00   | Furn      |
| 11/9/2005                                                                        | Turnroth Sign Co.             | marquee sign                      | 22,850.00  | Furn      |
| 2/16/2006                                                                        | School Specialty              | gray stools                       | 417.78     | Furn      |
| 2/13/2006                                                                        | SBM Business Equipment Center | swivel chairs                     | 436.00     | Furn      |
| 2/14/2006                                                                        | Highsmith                     | LRC shelving                      | 9,734.82   | Furn      |
|                                                                                  | SBM Business Equipment Center | file cabinet                      | 221.00     | Furn      |
| 5/18/2006                                                                        | SBM Business Equipment Center | Room divider panels               | 2,122.30   | Furn      |
|                                                                                  |                               |                                   | 0.00       | Furn      |
|                                                                                  |                               |                                   | 0.00       | Furn      |
|                                                                                  |                               |                                   | 0.00       | Furn      |
|                                                                                  |                               |                                   | 0.00       | Furn      |
|                                                                                  | Category Total                |                                   | 38,101.90  |           |
| 8/29/2005                                                                        | Unique Computer               | IBM Thinkpad notebook computers   | 20,985.00  | I&C       |
| 8/31/2005                                                                        | Unique Computer               | UPS battery                       | 1,870.00   | I&C       |
| 9/1/2005                                                                         | Unique Computer               | HP DesignJet, hard drives         | 2,100.00   | I&C       |
| 11/2/2005                                                                        | Unique Computer               | NEC LCD panels                    | 2,198.00   | I&C       |
| 9/6/2005                                                                         | Apple Computer                | G5 computers                      | 23,748.00  | I&C       |
| 1/12/2006                                                                        | Unique Computer               | IBM Thinkcentres                  | 3,520.00   | I&C       |
| 9/14/2005                                                                        | Unique Computer               | HP DeskJet 5650 printers          | 873.00     | I&C       |
| 9/14/2005                                                                        | Unique Computer               | NEC LCD panels                    | 5,652.00   | I&C       |
| 11/2/2005                                                                        | CDW-G                         | Sony RA 840                       | 1,350.78   | I&C       |
| 10/25/2005                                                                       | CDW-G                         | Sony RA 840                       | 236.41     | I&C       |
| 7/1/2005                                                                         | NACR                          | telephone system                  | 279,665.59 | I&C       |
| 9/12/2005                                                                        | Grainger                      | telephone system                  | 498.40     | I&C       |
| 10/25/2005                                                                       | RMS Informational Technology  | Cisco switches                    | 5,514.00   | I&C       |
| 1/4/2006                                                                         | Pratt Audio-Visual            | DVD/VCR unit                      | 4,829.00   | I&C       |
| 12/8/2005                                                                        | Pratt Audio-Visual            | Samsung document camera           | 1,661.00   | I&C       |
| 11/9/2005                                                                        | Unique Computer               | IBM 346 server                    | 5,100.00   | I&C       |
| 12/19/2005                                                                       | GE Medical Systems            | LT maintenance on comp rad eqp    | 50,599.68  | I&C       |
| 2/13/2006                                                                        | Unique Computer               | computer combo                    | 6,615.00   | I&C       |
| 1/12/2006                                                                        | RMS Technology Solutions      | HP blade server                   | 33,613.00  | I&C       |
| 5/3/2006                                                                         | Flinn Scientific              | 4 Spectrophotometers              | 3,860.00   | I&C       |
| 4/7/2006                                                                         | Unique Computer               | IBM x345                          | 6,680.00   | I&C       |
| 5/11/2006                                                                        | RMS Technology Solutions      | Server Blade                      | 4,900.00   | I&C       |
| 3/3/2006                                                                         | Unique Computer               | IBM X series computer             | 1,575.00   | I&C       |
| 4/25/2006                                                                        | Acom Solutions                | Xerox Phaser 4500 Printer         | 1,923.15   | I&C       |
| 6/29/2006                                                                        | SBC DataCom                   | V SX 7400S Presenter w/accessorie | 6,150.73   | I&C       |
|                                                                                  |                               |                                   | 0.00       | I&C       |
|                                                                                  |                               |                                   | 0.00       | I&C       |
|                                                                                  |                               |                                   | 0.00       | I&C       |
|                                                                                  |                               |                                   | 0.00       | I&C       |
|                                                                                  |                               |                                   | 0.00       | I&C       |
|                                                                                  |                               |                                   | 0.00       | I&C       |
|                                                                                  |                               |                                   | 0.00       | I&C       |
|                                                                                  |                               |                                   | 0.00       | I&C       |
|                                                                                  | Category Total                |                                   | 475,717.74 |           |
| 1/12/2006                                                                        | Floor Mart                    | carpet                            | 2,091.00   | Carpet    |

| Sauk Valley Community College |                           |                                  |            |           |
|-------------------------------|---------------------------|----------------------------------|------------|-----------|
| Funding Bonds Expenditures    |                           |                                  |            |           |
| 7/01/04 - 6/30/07             |                           |                                  |            |           |
|                               |                           |                                  |            | 5/6/2007  |
| Acquisition Date              | Vendor                    | Item                             | Cost       | Category  |
| 1/12/2006                     | Vonachen Service & Supply | carpet runners for cafeteria     | 487.75     | Carpet    |
| 12/19/2005                    | Floor Covering Express    | carpet squares for cafeteria     | 2,247.72   | Carpet    |
|                               | Floor Covering Express    | carpet for art area              | 400.44     | Carpet    |
|                               |                           |                                  | 0.00       | Carpet    |
|                               |                           |                                  | 0.00       | Carpet    |
|                               | Category Total            |                                  | 5,226.91   |           |
| 7/5/2005                      | GFC Leasing               | printshop copier                 | 664.35     | Photo     |
| 8/5/2005                      | GFC Leasing               | printshop copier                 | 664.35     | Photo     |
| 9/5/2005                      | GFC Leasing               | printshop copier                 | 792.15     | Photo     |
| 10/5/2005                     | GFC Leasing               | printshop copier                 | 706.94     | Photo     |
| 11/29/2005                    | GFC Leasing               | printshop copier                 | 706.95     | Photo     |
| 1/10/2006                     | GFC Leasing               | printshop copier                 | 706.95     | Photo     |
| 2/1/2006                      | GFC Leasing               | printshop copier                 | 706.95     | Photo     |
| 2/21/2006                     | GFC Leasing               | printshop copier                 | 706.95     | Photo     |
| 3/5/2006                      | GFC Leasing               | printshop copier                 | 706.95     | Photo     |
| 4/5/2006                      | GFC Leasing               | printshop copier                 | 706.94     | Photo     |
| 5/5/2006                      | GFC Leasing               | printshop copier                 | 706.94     | Photo     |
| 3/3/2006                      | Gordon Flesch             | Canon 5070 Copy Machine          | 9,850.00   | Photo     |
| 6/5/2006                      | GFC Leasing               | printshop copier                 | 664.96     | Photo     |
|                               | Category Total            |                                  | 18,291.38  |           |
| 1/25/2006                     | Viking Builders           | final payment on Fit Ctr constr. | 500.00     | FC        |
|                               | Wilett Hoffman            | 2006 elevator project            | 5,026.20   | FC        |
|                               |                           |                                  | 0.00       | FC        |
|                               |                           |                                  | 0.00       | FC        |
|                               |                           |                                  | 0.00       | FC        |
|                               |                           |                                  | 0.00       | FC        |
|                               | Category Total            |                                  | 5,526.20   |           |
|                               | Total for the Year        |                                  | 558,364.13 |           |
| <b>FY 07</b>                  |                           |                                  |            | Committed |
|                               | High lift                 | Scissor lift                     | 4,000.00   | B&G       |
|                               | Bonnell                   | Salt spreader                    | 4,015.56   | B&G       |
| 4/24/2007                     | Keri Nelson               | Mini van                         | 16,065.00  | B&G       |
|                               |                           | Skid loader etc.                 |            | B&G       |
|                               |                           | Trailer                          |            | B&G       |
|                               |                           | Liebert air conditioner          |            | B&G       |
|                               |                           |                                  | 0.00       | B&G       |
|                               | Category Total            |                                  | 24,080.56  | 92,400.00 |
| 2/16/2007                     | SBM                       | Instructors stools               | 1,531.98   | Furn      |
| 3/14/2007                     | Mity life                 | folding banquet tables           | 3,604.00   | Furn      |
|                               | KI                        | 2M3 tables/ chairs               | 4,680.84   | Furn      |
|                               | KI                        | 1M24 tables and chairs           |            | Furn      |
|                               | KI                        | 1K4 furniture                    |            | Furn      |
| 3/8/2007                      | Pitney Bowes              | Postal automation                | 7,078.00   | Furn      |
|                               | Category Total            |                                  | 16,894.82  | 70,930.76 |

| Sauk Valley Community College |                      |                                     |            |            |
|-------------------------------|----------------------|-------------------------------------|------------|------------|
| Funding Bonds Expenditures    |                      |                                     |            |            |
| 7/01/04 - 6/30/07             |                      |                                     |            |            |
|                               |                      |                                     |            | 5/6/2007   |
| Acquisition Date              | Vendor               | Item                                | Cost       | Category   |
| 7/7/2006                      | Unique Computer      | IBM computers                       | 7,540.00   | I&C        |
| 7/19/2006                     | Unique Computer      | Travelpower notebook                | 1,065.00   | I&C        |
| 7/19/2006                     | Unique Computer      | IBM computers                       | 9,048.00   | I&C        |
| 7/6/2006                      | SBC Datacom          | 2-VSX 7400S presenter w/accessor    | 260.43     | I&C        |
| 9/6/2006                      | Unique Computer      | IBM laptop computers                | 9,618.00   | I&C        |
| 9/12/2006                     | Fisher Scientific    | Sterilizer                          | 6,702.95   | I&C        |
| 9/30/2006                     | JV 0609057           | Reclassify eqpt to smart classrooms | 79,748.85  | I&C        |
| 1/3/2007                      | GE Equipment         | High Frequency Generator- Rad Te    | 39,903.60  | I&C        |
| 11/17/2006                    | Unique Computer      | HP 4250-Printer                     | 1,850.00   | I&C        |
| 11/17/2006                    | Unique Computer      | 75 Desktop printers                 | 44,450.00  | I&C        |
| 11/18/2006                    | Unique Computer      | laptops                             | 949.00     | I&C        |
| 12/8/2006                     | Unique Computer      | laptops                             | 900.00     | I&C        |
| 1/5/2007                      | Calumet Photographic | WACC graphis arts- photography      | 549.31     | I&C        |
| 1/5/2007                      | B&H Photo Video      | WACC graphis arts- photography      | 2,241.35   | I&C        |
| 1/11/2007                     | Pratt                | 2 Document camera                   | 4,990.00   | I&C        |
| 1/11/2007                     | Complete Electrical  | Rad Tech Wiring                     | 11,900.00  | I&C        |
| 1/29/2007                     | B&H Photo Video      | WACC graphis arts                   | 3,428.75   | I&C        |
| 1/30/2007                     | Calumet Photographic | WACC graphis arts- photography      | 299.98     | I&C        |
| 2/16/2007                     | Pratt                | 2 Document camera                   | 4,390.00   | I&C        |
| 2/16/2007                     | Unique Computer      | Web CT Server                       | 6,750.00   | I&C        |
| 2/16/2007                     | Unique Computer      | Domain Controller                   | 4,600.00   | I&C        |
| 2/16/2007                     | Pratt                | 2L1A                                | 1,200.00   | I&C        |
| 2/16/2007                     | Pasco Scientific     | modulated laser                     | 1,590.00   | I&C        |
| 2/16/2007                     | Seargent Welch       | Motor driven rotator                | 2,935.04   | I&C        |
| 2/27/2007                     | Flinn Scientific     | Chemistry cabinets                  | 696.00     | I&C        |
| 2/16/2007                     | RMS Technology       | HP blade                            | 4,687.00   | I&C        |
| 3/8/2007                      | Pasco Scientific     | Laser comm kit                      | 1,940.00   | I&C        |
| 3/8/2007                      | Flinn Scientific     | Chemistry cabinets                  | 5,463.00   | I&C        |
| 3/24/2007                     | CGH Medical center   | Alaris Pumps and software           | 13,304.00  | I&C        |
| 3/24/2007                     | Buck Scientific      | Chemistry spectrometer              | 9,744.00   | I&C        |
| 4/18/2007                     |                      | Cadaver                             | 3,600.00   | I&C        |
|                               |                      | Fitness Center Bikes                |            | I&C        |
|                               |                      | 3F12                                |            | I&C        |
|                               |                      | 3F22                                |            | I&C        |
|                               |                      | 3E10                                |            | I&C        |
|                               |                      | 2K2                                 |            | I&C        |
|                               |                      | 1M24                                |            | I&C        |
|                               |                      | 2M3                                 |            | I&C        |
|                               |                      | Physics                             |            | I&C        |
|                               |                      | Switch replacement                  |            | I&C        |
|                               |                      | Banner server                       |            | I&C        |
|                               | Category Total       |                                     | 286,344.26 | 221,959.00 |
| 1/31/2007                     | Floormart            | Rad Tech Room                       | 1,242.01   | Carpet     |
|                               | Floormart            | 1K4 carpet                          |            | Carpet     |
|                               | Category Total       |                                     | 1,242.01   | 9,000.00   |
| 7/5/2006                      | GFC Leasing          | printshop copier                    | 706.95     | Photo      |
| 8/5/2006                      | GFC Leasing          | printshop copier                    | 706.95     | Photo      |
| 9/5/2006                      | GFC Leasing          | printshop copier                    | 706.94     | Photo      |
| 10/5/2006                     | GFC Leasing          | printshop copier                    | 706.94     | Photo      |

| Sauk Valley Community College |                    |                                  |              |           |
|-------------------------------|--------------------|----------------------------------|--------------|-----------|
| Funding Bonds Expenditures    |                    |                                  |              |           |
| 7/01/04 - 6/30/07             |                    |                                  |              |           |
|                               |                    |                                  |              | 5/6/2007  |
| Acquisition Date              | Vendor             | Item                             | Cost         | Category  |
| 11/5/2006                     | GFC Leasing        | printshop copier                 | 706.95       | Photo     |
| 12/5/2006                     | GFC Leasing        | printshop copier                 | 706.95       | Photo     |
| 1/5/2007                      | GFC Leasing        | printshop copier                 | 706.95       | Photo     |
| 2/5/2007                      | GFC Leasing        | printshop copier                 | 706.95       | Photo     |
| 3/5/2007                      | GFC Leasing        | printshop copier                 | 706.95       | Photo     |
| 4/5/2007                      | GFC Leasing        | printshop copier                 | 706.95       | Photo     |
| 5/5/2007                      | GFC Leasing        | printshop copier                 | 706.95       | Photo     |
| 6/5/2007                      | GFC Leasing        | printshop copier                 |              | Photo     |
|                               |                    | 2 copiers                        |              | 706.95    |
|                               |                    |                                  |              | 33,200.00 |
|                               |                    |                                  |              |           |
|                               |                    |                                  |              |           |
|                               | Category Total     |                                  | 7,776.43     | 33,906.95 |
| 9/5/2006                      | JV 0609002         | Remove items from Other Projects | -5,026.20    | FC        |
|                               |                    |                                  | 0.00         | FC        |
|                               | Category Total     |                                  | -5,026.20    | 0.00      |
|                               |                    |                                  |              |           |
|                               | Total for the Year |                                  | 331,311.88   |           |
|                               |                    |                                  |              |           |
|                               | Three-year Total   |                                  | 1,772,373.92 |           |
|                               |                    |                                  |              |           |

# Exhibit B

## Sauk Valley Community College Capital Expenditure Needs May 6, 2007

| <u>Project</u>                      | <u>Description</u>                                                                                                                                                                                                  | <u>Rationale</u>                                                 | <u>Potential Funding Sources</u>                     | <u>Cost</u>                                        |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------|----------------------------------------------------|
| Computers & instructional equipment | Document management system, campus card system, data warehouse, reporting tools, server replacement, data storage, infrastructure, four-year computer replacement cycle, and other computer and instructional needs | To keep equipment and technology current.                        |                                                      | \$1,475,000                                        |
| Furniture & office equipment        | Public space seating, classroom and library furniture, and office furniture and equipment                                                                                                                           | To replace worn and damaged furnishings                          |                                                      | \$180,000                                          |
| Facilities equipment upgrades       | Routine replacements of large equipment such as mowers, forklifts, and maintenance vehicles.                                                                                                                        | To replace worn and damaged equipment                            |                                                      | \$150,000                                          |
| Carpet                              | Continue our multi-year program of replacement                                                                                                                                                                      | To replace worn and damaged carpet.                              |                                                      | \$60,000                                           |
| Photocopy equipment                 | Continue our multi-year program of replacement                                                                                                                                                                      | To keep equipment current.                                       |                                                      | \$45,000                                           |
| Resurface Sauk Road                 | Tear out and replace asphalt                                                                                                                                                                                        | To repair large potholes and correct significant deterioration   | Funding bonds                                        | \$250,000                                          |
| Window replacement                  | Replace all single pane windows with double panes and repair curbs that the windows sit upon.                                                                                                                       | Energy conservation and leak repair                              | PHS, Funding bonds, Performance contract (O&M funds) | \$3,000 per 5 feet (1 panel),<br>\$1,650,000 total |
| One stop student center             | Remodel the Financial Aid and Counseling offices to create a                                                                                                                                                        | To enhance customer service to the student and create efficiency | Funding bonds                                        | \$800,000                                          |

|                                      | functional floor plan to accommodate the registration process, from initial advising to payment, in one location | of workflow                                                                                     |                                      |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------|
| Railing improvements                 | Refurbish interior railings by removing temporary wire mesh and chicken wire                                     | To comply with building safety codes                                                            | PHS, Funding bonds                   |
| Science labs                         | Close in the open walled labs, reorient stations toward the instructor, replace cabinetry                        | To reduce noise, contain hazards and update aging equipment                                     | RAMP, CDB, Funding bonds             |
| Repair concrete sidewalks and steps  | Tear out and replace concrete                                                                                    | The current surface is crumbling and cracking                                                   | Funding bonds, PHS                   |
| ADA door upgrades and Braille signs  | Automatic door openers for student access and placement of Braille signs throughout building                     | To assist students with physical challenges                                                     | Funding bonds                        |
| Replace emergency lighting generator | All original equipment is past its intended lifespan                                                             | We are living on borrowed time                                                                  | Funding bonds, PHS, Tort             |
| Asbestos Material Removal            | Remove asbestos containment material from material from exposed ceilings throughout the building                 | This material breaks down over time and is a health hazard                                      | PHS, Funding bonds                   |
| Resurface parking lots               | Tear out and replace asphalt                                                                                     | The current surface is crumbling and cracking                                                   | Funding bonds                        |
| Replace chillers etc.                | All original equipment is past its intended lifespan                                                             | We are living on borrowed time                                                                  | PHS, Funding bonds                   |
| Replace sump pumps etc.              | All original equipment is past its intended lifespan                                                             | We are living on borrowed time                                                                  | Funding bonds, O&M fund              |
| Replace expansion tanks              | All original equipment is past its intended lifespan                                                             | We are living on borrowed time                                                                  | Funding bonds, O&M fund              |
| Energy independence                  | Install a wind turbine to provide electricity.                                                                   | Reduce or eliminate the need to purchase electricity. May be able to sell to the electric grid. | Funding bonds, Performance contracts |
| Parking lot lighting                 | Installing fuse circuits                                                                                         | To prevent major lighting                                                                       | Funding bonds,                       |
|                                      |                                                                                                                  |                                                                                                 | \$100,000                            |

|                                     |                                                                                                 | outages                                                                              | O&M fund                |                                         |
|-------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------|-----------------------------------------|
| Repair sewer plant aeration tank    | Paint tank to prevent corrosion                                                                 | Maintain the tank properly to prevent costly replacement                             | Funding bonds, O&M fund | \$15,000                                |
| 2F10 classroom conversion to lab    | Add equipment to create an additional lab                                                       | As we have increased the nursing students we need an additional nursing lab          | Funding bonds           | \$400,000                               |
| Electrical grounding project        | Providing proper ground connections to major distribution panels. This has 5 remaining phases.  | Protect people and equipment from electric shocks.                                   | PHS, Funding bonds      | \$100,000 per phase;<br>\$500,000 total |
| Repair frontage road                | Repair the cracking along the edges                                                             | Will continue to deteriorate unless it is addressed                                  | Funding bonds           | \$100,000                               |
| Variable volume air handling system | Install frequency drive motor on the air handlers with iris damper for each supply branch       | Better temperature control throughout the building and increase in energy efficiency | Funding bonds, PHS      | \$1,400,000                             |
| Locker room renovation              | Reconfigure the men's and women's locker rooms to 4 lockers to separate home and visiting teams | They are very outdated for current standards.                                        | Funding bonds           | \$200,000                               |
| Refurbish track                     | Overlay new asphalt                                                                             | Current track has grass growing through cracks and holes                             | Funding bonds           | \$20,000                                |
| Theater lighting                    | Upgrade stage and house lights                                                                  | The current set up is not meeting current needs                                      | Funding bonds           | \$75,000                                |

# Proposed & Existing Debt Service

## General Obligation Bonds Debt Service

| Levy Year            | Fiscal Year | \$5,000,000<br>Community<br>College Bonds, Series 1996 | \$1,875,000<br>Community<br>College Bonds, Series 2001 | \$2,195,000<br>Community<br>College Bonds, Series 2004 | Preliminary<br>\$3,710,000<br>Community<br>College Bonds,<br>Series 2007 (1) | Total        | Total General<br>Obligation<br>Bonds Debt<br>Service | EAV              | Growth<br>Rate | B&I Tax<br>Rate |
|----------------------|-------------|--------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------------------------------|--------------|------------------------------------------------------|------------------|----------------|-----------------|
| 2003                 | 2005        | \$ 688,674                                             | \$ 692,213                                             | \$ -                                                   | \$ -                                                                         | \$ 1,380,886 | \$ 1,380,886                                         | \$ 1,285,532,896 | -              | 0.1074          |
| 2004                 | 2006        | 694,918                                                | -                                                      | 594,366                                                | -                                                                            | 1,286,284    | 1,286,284                                            | 1,254,342,376    | -2.43%         | 0.1025          |
| 2005                 | 2007        | 692,719                                                | -                                                      | 592,660                                                | -                                                                            | 1,285,379    | 1,285,379                                            | 1,297,141,825    | 3.41%          | 0.0991          |
| 2006                 | 2008        | -                                                      | -                                                      | 1,282,924                                              | -                                                                            | 1,282,924    | 1,282,924                                            | 1,349,027,498    | 4.00%          | 0.0951          |
| 2007                 | 2009        | -                                                      | -                                                      | -                                                      | 1,342,854                                                                    | 1,342,854    | 1,342,854                                            | 1,376,008,048    | 2.00%          | 0.0976          |
| 2008                 | 2010        | -                                                      | -                                                      | -                                                      | 1,367,281                                                                    | 1,367,281    | 1,367,281                                            | 1,403,528,209    | 2.00%          | 0.0974          |
| 2009                 | 2011        | -                                                      | -                                                      | -                                                      | 1,392,939                                                                    | 1,392,939    | 1,392,939                                            | 1,431,598,773    | 2.00%          | 0.0973          |
| 2010                 | 2012        | -                                                      | -                                                      | -                                                      | -                                                                            | -            | -                                                    | 1,460,230,749    | 2.00%          | 0.0000          |
| 2011                 | 2013        | -                                                      | -                                                      | -                                                      | -                                                                            | -            | -                                                    | 1,489,435,364    | 2.00%          | 0.0000          |
| 2012                 | 2014        | -                                                      | -                                                      | -                                                      | -                                                                            | -            | -                                                    | 1,519,224,071    | 2.00%          | 0.0000          |
| 2013                 | 2015        | -                                                      | -                                                      | -                                                      | -                                                                            | -            | -                                                    | 1,549,608,552    | 2.00%          | 0.0000          |
| 2014                 | 2016        | -                                                      | -                                                      | -                                                      | -                                                                            | -            | -                                                    | 1,580,600,723    | 2.00%          | 0.0000          |
| 2015                 | 2017        | -                                                      | -                                                      | -                                                      | -                                                                            | -            | -                                                    | 1,612,212,738    | 2.00%          | 0.0000          |
| 2016                 | 2018        | -                                                      | -                                                      | -                                                      | -                                                                            | -            | -                                                    | 1,644,456,992    | 2.00%          | 0.0000          |
| 2017                 | 2019        | -                                                      | -                                                      | -                                                      | -                                                                            | -            | -                                                    | 1,677,346,132    | 2.00%          | 0.0000          |
| 2018                 | 2020        | -                                                      | -                                                      | -                                                      | -                                                                            | -            | -                                                    | 1,710,893,055    | 2.00%          | 0.0000          |
| 2019                 | 2021        | -                                                      | -                                                      | -                                                      | -                                                                            | -            | -                                                    | 1,745,110,916    | 2.00%          | 0.0000          |
| 2020                 | 2022        | -                                                      | -                                                      | -                                                      | -                                                                            | -            | -                                                    | 1,780,013,134    | 2.00%          | 0.0000          |
| 2021                 | 2023        | -                                                      | -                                                      | -                                                      | -                                                                            | -            | -                                                    | 1,815,613,397    | 2.00%          | 0.0000          |
| 2022                 | 2024        | -                                                      | -                                                      | -                                                      | -                                                                            | -            | -                                                    | 1,851,925,665    | 2.00%          | 0.0000          |
| 2023                 | 2025        | -                                                      | -                                                      | -                                                      | -                                                                            | -            | -                                                    | 1,888,964,178    | 2.00%          | 0.0000          |
| 2024                 | 2026        | -                                                      | -                                                      | -                                                      | -                                                                            | -            | -                                                    | 1,926,743,462    | 2.00%          | 0.0000          |
| <b>Total DS From</b> |             |                                                        |                                                        |                                                        |                                                                              |              |                                                      |                  |                |                 |
| <b>Current FY:</b>   |             | \$ 692,719                                             | \$ -                                                   | \$ 1,875,584                                           | \$ 4,103,074                                                                 | \$ 6,671,376 | \$ 6,671,376                                         |                  |                |                 |

(1) Rates based upon the MMD AAA Composite Index for April 11, 2007 and recent bond sales PMA believes to be accurate and reliable plus 0.50%.



# Exhibit D

## Community College District No. 506 Debt Certificates, Series 2007 General Obligation Community College Bonds, Series 2007

### Preliminary Schedule of Events (as of April 26, 2007)

| Role                    | Participant                           | Abbreviation |
|-------------------------|---------------------------------------|--------------|
| Issuer                  | Community College District Number 506 | College      |
| Financial Advisor       | PMA Securities, Inc.                  | PMA          |
| Bond/Disclosure Counsel | Chapman and Cutler LLP                | CC           |

| May |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     |    |    | 1  | 2  | 3  | 4  |
| 5   | 6  | 7  | 8  | 9  | 10 | 11 |
| 12  | 13 | 14 | 15 | 16 | 17 | 18 |
| 19  | 20 | 21 | 22 | 23 | 24 | 25 |
| 26  | 27 | 28 | 29 | 30 | 31 |    |

| June |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      |    |    |    |    |    | 1  |
| 2    | 3  | 4  | 5  | 6  | 7  | 8  |
| 9    | 10 | 11 | 12 | 13 | 14 | 15 |
| 16   | 17 | 18 | 19 | 20 | 21 | 22 |
| 23   | 24 | 25 | 26 | 27 | 28 | 29 |
| 30   |    |    |    |    |    |    |

| July |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
| 1    | 2  | 3  | 4  | 5  | 6  | 7  |
| 8    | 9  | 10 | 11 | 12 | 13 | 14 |
| 15   | 16 | 17 | 18 | 19 | 20 | 21 |
| 22   | 23 | 24 | 25 | 26 | 27 | 28 |
| 29   | 30 | 31 |    |    |    |    |

| August |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
|        |    |    |    | 1  | 2  | 3  |
| 4      | 5  | 6  | 7  | 8  | 9  | 10 |
| 11     | 12 | 13 | 14 | 15 | 16 | 17 |
| 18     | 19 | 20 | 21 | 22 | 23 | 24 |
| 25     | 26 | 27 | 28 | 29 | 30 | 31 |

| September |    |    |    |    |    |    |
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| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

| October |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
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| 16      | 17 | 18 | 19 | 20 | 21 | 22 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 |
| 30      | 31 |    |    |    |    |    |

| Task                                                                                                                        | Date                               | Responsible Participant(s) |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------|
| Distribute Draft of Limited Private Placement Memorandum ("PPM") and Notice of Sale for 2007 Debt Certificates ("2007 DC"). | May 17, 2007                       | PMA                        |
| Comments Due on Draft of 2007 DC PPM.                                                                                       | May 24, 2007                       | All                        |
| Distribute PPM for 2007 DC.                                                                                                 | May 29, 2007                       | PMA                        |
| Conference Call with Potential Bidders                                                                                      | June 7, 2007                       | PMA                        |
| Distribute draft of 2007 DC Resolution.                                                                                     | June 7, 2007                       | CC                         |
| Bids Due on DC (10:00 a.m.)                                                                                                 | June 14, 2007                      | --                         |
| <b>Regular Board Meeting</b><br>✓ Resolution Authorizing Issuance of 2007 DC.                                               | June 18, 2007                      | All                        |
| Finalize PPM for 2007 DC.                                                                                                   | June 22, 2007                      | PMA                        |
| Close 2007 DC.                                                                                                              | July 2, 2007                       | All                        |
| President Calls for BINA Hearing                                                                                            | Two Weeks Prior to July 23 Meeting | College                    |
| Publish Notice of BINA Hearing                                                                                              | By July 13, 2007                   | College                    |

**Community College District No. 506**  
**Debt Certificates, Series 2007**  
**General Obligation Community College Bonds, Series 2007**

**Preliminary Schedule of Events**  
(as of April 26, 2007)

| Role                    | Participant                           | Abbreviation |
|-------------------------|---------------------------------------|--------------|
| Issuer                  | Community College District Number 506 | College      |
| Financial Advisor       | PMA Securities, Inc.                  | PMA          |
| Bond/Disclosure Counsel | Chapman and Cutler LLP                | CC           |

| May |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
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| 13  | 14 | 15 | 16 | 17 | 18 | 19 |
| 20  | 21 | 22 | 23 | 24 | 25 | 26 |
| 27  | 28 | 29 | 30 | 31 |    |    |

| June |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
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| 17   | 18 | 19 | 20 | 21 | 22 | 23 |
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| July |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
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| 22   | 23 | 24 | 25 | 26 | 27 | 28 |
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| August |    |    |    |    |    |    |
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| 12     | 13 | 14 | 15 | 16 | 17 | 18 |
| 19     | 20 | 21 | 22 | 23 | 24 | 25 |
| 26     | 27 | 28 | 29 | 30 | 31 |    |

| September |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
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| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
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| October |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
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| 14      | 15 | 16 | 17 | 18 | 19 | 20 |
| 21      | 22 | 23 | 24 | 25 | 26 | 27 |
| 28      | 29 | 30 | 31 |    |    |    |

| Task                                                                         | Date            | Responsible Participant(s) |
|------------------------------------------------------------------------------|-----------------|----------------------------|
| <b>Regular Board Meeting</b>                                                 |                 |                            |
| ✓ Resolution of Notice of Intent to issue 2007 Bonds.                        | July 23, 2007   | PMA/College                |
| ✓ BINA Hearing Date for 2007 Bonds.                                          |                 |                            |
| Publish Notice of Intent to Issue 2007 Bonds (Start 30-day Petition Period). | July 24, 2007   | College                    |
| Distribute First Draft of 2007 Bonds POS                                     | July 26, 2007   | All                        |
| Comments Due on the first draft of 2007 Bonds POS.                           | August 8, 2007  | All                        |
| Apply for Bond Rating for 2007 Bonds, if necessary.                          | August 9, 2007  | PMA                        |
| Distribute Second Draft of 2007 Bonds POS.                                   | August 12, 2007 | PMA                        |
| Comments Due on Second Draft of 2007 Bonds POS.                              | August 16, 2007 | All                        |
| Bond Rating Due for 2007 Bonds, if applicable.                               | August 19, 2007 | --                         |
| Print and Distribute 2007 Bonds Preliminary Official Statement.              | August 19, 2007 | PMA                        |
| Expiration of Back-Door Referendum Period for 2007 Bonds                     | August 23, 2007 | --                         |
| Bids for 2007 Bonds (10:00 a.m.).                                            | August 27, 2007 | PMA/College                |

**Community College District No. 506**  
**Debt Certificates, Series 2007**  
**General Obligation Community College Bonds, Series 2007**

**Preliminary Schedule of Events**  
(as of April 26, 2007)

| Role                    | Participant                           | Abbreviation |
|-------------------------|---------------------------------------|--------------|
| Issuer                  | Community College District Number 506 | College      |
| Financial Advisor       | PMA Securities, Inc.                  | PMA          |
| Bond/Disclosure Counsel | Chapman and Cutler LLP                | CC           |

| May |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
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| 12  | 13 | 14 | 15 | 16 | 17 | 18 |
| 19  | 20 | 21 | 22 | 23 | 24 | 25 |
| 26  | 27 | 28 | 29 | 30 | 31 |    |

| June |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
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| 23   | 24 | 25 | 26 | 27 | 28 | 29 |
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| July |    |    |    |    |    |    |
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| 15   | 16 | 17 | 18 | 19 | 20 | 21 |
| 22   | 23 | 24 | 25 | 26 | 27 | 28 |
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| August |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
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| 4      | 5  | 6  | 7  | 8  | 9  | 10 |
| 11     | 12 | 13 | 14 | 15 | 16 | 17 |
| 18     | 19 | 20 | 21 | 22 | 23 | 24 |
| 25     | 26 | 27 | 28 | 29 | 30 | 31 |

| September |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
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| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
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| October |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
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| 9       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 |
| 30      | 31 |    |    |    |    |    |

| Task                                                  | Date                               | Responsible Participant(s) |
|-------------------------------------------------------|------------------------------------|----------------------------|
| <b>Regular Board Meeting</b>                          |                                    |                            |
| Resolution Authorizing the Issuance of the 2007 Bonds | August 27, 2007                    | All                        |
| Print Final Official Statement for 2007 Bonds.        | August 30, 2007                    | PMA                        |
| Finalized and File Closing Documents                  | On or before<br>September 11, 2007 | All                        |
| Close 2007 Bonds                                      | September 12, 2007                 | All                        |

**Sauk Valley Community College**  
**August 27, 2007**

**Agenda Item 4.4**

**Topic:**                   **Recommendation of Dean of Student Services**

**Presented By:**       **Dr. George Mihel**

**Presentation:**

The administration has been in the process of filling the position of Dean of Student Services. The college advertised the position in the *Chronicle of Higher Education* and the *Sauk Valley Newspapers*. We received thirty applications, of which twenty met the minimum qualifications. A screening committee of Dr. Don Pearl, Paula Meyer, Russ Damhoff, Tammy Brinkneier, Steve Nunez, Chick West, Kimsa Brown (student) and I reviewed the applications that met the minimum qualifications and invited three candidates on campus for interviews. Two accepted the invitation and were interviewed by the committee and met with other college staff.

Based on the references and input from the selection committee, a final candidate was determined to be the best fit for the position of Dean of Student Services.

**Recommendation:**

The administration recommends the Board approve the hire of Luis Moreno as the Dean of Student Services, starting date of September 1, 2007, at an annual, pro-rated for 2007-2008 salary of \$70,000.

Sauk Valley Community College  
August 27, 2007

Agenda Item 4.5

**Topic:** Recommendation of Director of Academic Development

**Presented By:** Dr. George Mihel

**Presentation:**

The administration has been in the process of filling the position of Director of Academic Development. The college advertised the position on the Sauk website, the *Telegraph*, and the *Daily Gazette*. We received twenty applications. A screening committee of Linley White, Laura Peterson, Jane Hamilton, Tom Gospodarzyk, Jane Verbout and Cheryl Faber reviewed all applications and selected five candidates for interviews. Four candidates were ultimately interviewed by the committee and met with other college staff.

Based on the references and input from the selection committee, a final candidate was determined to be the best fit for the position of Director of Academic Development.

**Recommendation:**

The administration recommends the Board approve the hire of Virginia Johnson as the Director of Academic Development, starting date of September 1, 2007, at an annual pro-rated for 2007-2008 salary of \$57,500.

**Sauk Valley Community College**  
**August 27, 2007**

**Agenda Item 4.6**

**Topic:**                   **Recommendation of Librarian**

**Presented By:**       **Dr. George Mihel**

**Presentation:**

The administration has been in the process of filling the position of Librarian. The college advertised the position on the Sauk website, the *Telegraph*, the *Daily Gazette, Chronicle of Higher Education* and the American Library Association's website. We received twelve applications. A screening committee of Alan Pfeifer, Lisa Beinhoff, Ralph Pifer, John Tate III (student representative) Steve Nunez, and Jennifer Patterson reviewed all applications. Two candidates were interviewed by the committee and met with other college staff.

Based on the references and input from the selection committee, a final candidate was determined to be the best fit for the position of Librarian.

**Recommendation:**

The administration recommends the Board approve the hire of Wayne Finley as Librarian, twelve month contract starting date of September 28, 2007, at an annual, pro-rated for 2007-2008 salary of \$36,089. Salary is based on current faculty contract salary will be adjusted when a new faculty contract is completed.

**Sauk Valley Community College**  
**August 27, 2007**

**Agenda Item 4.8**

**Topic:**                   **Director of the Foundation and Grants**

**Presented By:**       **Dr. George Mihel**

**Presentation:**

This past year our Director of Foundation and College Relations resigned. At that time, I temporarily assumed the responsibility of Foundation Director and the responsibilities of College Relations were assumed by Brian Olmsted.

During this year, it is my intention to revitalize the Foundation with more donors and marketing efforts. To fully accomplish these goals, it is in our best interest to hire a Foundation Director. It makes sense to tie this position with that of grant writer that was ended a few years earlier. This position will assume all the responsibilities of Executive Director of the Foundation and also identify and disseminate grant funding source information as well as plan, write and ensure timely submission of grant proposals for the college. With continued lack of funding from the state, it is imperative that the college look for other sources of funding. Attached is the job description for this position.

**Recommendation:**

The administration recommends the Board approve the position for Director of the Foundation and Grants as presented.

## **JOB DESCRIPTION**

**TITLE:** Director of the Foundation and Grants

**SUPERVISED BY:** College President/Foundation President

**DEPARTMENT:** President's Office

**GRADE:** Director

**CATEGORY:** Full-time Administrator

**STATUS:** Exempt

**FUNCTION OF THE JOB:** Serves as the Executive Director of the Sauk Valley Community College Foundation. Coordinates grant opportunities for the College and Foundation.

### **DUTIES AND RESPONSIBILITIES:**

1. Serve as Executive Director to the Foundation.
2. Manage all day-to-day operations of the Foundation, assuring especially the relationship between the College Strategic Plan and Foundation support priorities.
3. Develop and maintain a comprehensive program of giving to include annual fund campaigns, capital campaigns, matching gift programs, and deferred giving programs.
4. Develop and coordinate a donor relations program including research, recognition, campus visits, and personal contact with donors.
5. Receive, record, and acknowledge all gifts to the Foundation and maintain all records needed to satisfy IRS and Illinois Not-for-Profit Organization requirements.
6. Represent the Foundation to individuals and community groups.
7. Responsible for alumni relations.
8. Identify and disseminate grants funding source information.
9. Facilitate and coordinate faculty/administrative staff efforts in preparing grant proposals.
10. Plan, write, and ensure timely submission of grant proposals.
11. Coordinate grant activities with other College offices.
12. Assume all other reasonable professional duties and responsibilities as assigned by the College President or Foundation President.

### **ESSENTIAL FUNCTIONS:**

1. Must be able to communicate by telephone on a daily basis.
2. Must be able to provide verbal/visual presentations to local community areas, institutions, and the general public.
3. Must be able to operate computers.

### **PERSONAL INTERACTION:**

Maintain regular contact with various departments, divisions and appropriate persons to ensure timely submission of grants proposals. Frequent interaction and personal contact with community leaders, the general public, and outside organization to promote the College.

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## **SUPERVISION EXERCISED:**

Administrative and functional supervision is exercised over Administrative Assistant.

## **REQUIREMENTS:**

Bachelors degree required (Masters preferred) with emphasis in public relations preferred;  
demonstrated success in public relations and fund-raising, preferably in a college setting;  
demonstrated outstanding interpersonal and public relations skills; excellent writing/editing skills.

**TORT LIABILITY STATEMENT:** Coordinates the College Risk Management Program in a capacity appropriate to this position. This includes, but is not limited to, monitoring conditions, events and circumstances present through daily College operations, and communicating observations to the appropriate supervisor or taking necessary actions to correct, prevent or limit safety problems. May serve as a member of a committee that supports the health, safety and/or legal rights of visitors, students and staff. Such committees may include the AA/EEO, Sexual Harassment, and Safety/Loss Control committees. (Risk Management Categories I, II, III, IX. See Tort file.)

Last Revised 6/20/07; 8/23/07

This description is intended to indicate the kinds and levels of work difficulty that will be required of the position that will be given the title and shall not be construed as declaring what specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

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