

BOARD RETREAT
Thursday, November 6, 2008
12:00 p.m. – 4:30 p.m.
SVCC Board Room

AGENDA

12:00 Lunch

1.0 Closed Session

(Appointment, employment, compensation, discipline, performance or dismissal of specific employees of the college; pending litigation probable or imminent)

- 1.1 Foundation/Housing - Amy Viering and Paula Meyer
- 1.2 Personnel Issues (Report) – Dr. George Mihel

2.0 Open Session

- 2.1 Financial Projections – Paula Meyer
- 2.2 On-Line Classes (2:00 p.m.) – John Nelson
- 2.3 End of Year Reports
- 2.4 One Stop/Lab Remodel
- 2.5 Dual Credit (Report)
- 2.6 New Programs
- 2.7 Goal Setting

4:30 Adjourn

1.1 Foundation/Housing

Amy and Paula will do a presentation on occupancy projections, current occupancy, issues, and finances.

Because of possible litigation information may be limited and your confidentiality is requested.

1.2 Personnel Issues

You will be provided with an update on three employees; Steve Shaff, Lisa Beinhoff, and Jolene Leseman.

Early Retirements

Although it has not been widely used, we do have a rather liberal early retirement policy. (only requires 10 years of full-time service to be eligible).

The following pages show eligibility under the current policy and the effect of changing the eligibility requirements to 20 years.

EARLY RETIREMENT CANDIDATES

2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Murray, Kris	Murray, Kris			
Pfeifer, Alan	Pfeifer, Alan	Pfeifer, Alan		
Paulsen, Carmel	Paulsen, Carmel	Paulsen, Carmel		
Cunningham, Pamela	Cunningham, Pamela	Cunningham, Pamela	Cunningham, Pamela	
Danhoff, Russ	Danhoff, Russ	Danhoff, Russ	Danhoff, Russ	
Kidder, Mary Lou	Kidder, Mary Lou	Kidder, Mary Lou	Kidder, Mary Lou	
Hill, Debi	Hill, Debi	Hill, Debi	Hill, Debi	
Brown, John	Brown, John	Brown, John	Brown, John	
Gehlbach, Christyna				
Stiefel, Debra				
Hunter, Michael				
West, Charles				
Day, Dennis				
Gospodarczyk, Tom				
Shelley, Chris				
	Anderson, Sandra	Anderson, Sandra	Anderson, Sandra	Anderson, Sandra
		Poci, Shirley	Poci, Shirley	Poci, Shirley
		Lynch, Janet	Lynch, Janet	Lynch, Janet
		Medina, Rachel	Medina, Rachel	Medina, Rachel
		Olmsted, Brian	Olmsted, Brian	Olmsted, Brian
		Verbout, Jane	Verbout, Jane	Verbout, Jane
		Happ, Judy	Happ, Judy	Happ, Judy

15
20

EARLY RETIREMENT CANDIDATES - 20 years of Service

2.1 Financing Projections

Attached are Paula's assumptions and projections.

Paula will attend, elaborate, and answer questions.

Sauk Valley Community College
Financial Projection
FY2009 to FY2015

As shown by the attached projections, SVCC will be able to maintain its fund balance through FY2011. After that time, the expected increases to salaries, medical benefits and utilities exceeds increases in tuition rates and EAV. The projections used the assumptions outlined below.

The FY2009 projection is expected to match budget with the following exceptions:

- Higher Property Tax due to farmland EAV increases
- Tuition decrease due to a 2% drop in enrollment caused by stricter adherence to Dual Credit guidelines.
- Utility costs increased due to higher costs to run the chillers.

The FY2010 projection uses the following assumptions:

- 3% EAV increase
- No increase in ICCB funding
- \$3 tuition increase. Each dollar increase generates approximately \$50,000.
- 1% decrease in tuition and fees due to stricter adherence to Dual Credit guidelines.
- 5% salary increase for administration, staff, and full time faculty. A 3% increase for adjunct faculty. Each % increase costs approximately \$68,000.
- 5% increase in medical benefits
- 1% CPI increase
- 5% utility increase
- Increase to transfers due to the sale of working cash bonds.

The FY2011 through FY2015 projection uses the following assumptions:

- 3% EAV increase
- No increase in ICCB funding for FY2011 and FY2012; with a 1% increase thereafter.
- \$3 tuition increase. Each dollar increase generates approximately \$50,000.
- No enrollment increase.
- 3% salary increase for administration, faculty and staff. Each % increase costs approximately \$68,000.
- 10% increase in medical benefits
- 1% CPI increase
- A 7% utility decrease in FY2011 due to chiller replacement; a 5% increase thereafter.

Sauk Valley Community College
Operating Funds Budget Projection
As of October 24, 2008

	FY 09 Proj	FY 10 Proj	FY 11 Proj	FY 12 Proj	FY 13 Proj	FY 14 Proj	FY 15 Proj
Revenues							
Property Tax	3,979,000	4,098,370	3.0%	4,221,321	3.0%	4,478,400	3.0%
State Funding	3,460,503	3,465,914	0.2%	3,471,379	0.2%	3,511,668	1.0%
Tuition & Fees	4,146,000	4,521,083	2.4%	4,670,325	3.3%	4,968,811	3.1%
PPD, Interest and Other	339,000	340,800	0.5%	342,858	0.6%	344,936	0.6%
Total Income	12,194,503	12,426,167		12,705,883		12,989,364	
Expenditures							
Salaries	6,856,782	7,121,220	3.9%	7,239,550	1.7%	7,456,736	3.0%
Benefits	1,809,888	1,900,382	5.0%	2,090,421	10.0%	2,299,463	10.0%
Contractual	621,233	627,445	1.0%	633,720	1.0%	640,057	1.0%
Supplies	908,943	918,032	1.0%	927,213	1.0%	936,485	1.0%
Travel	162,086	163,707	1.0%	165,344	1.0%	166,997	1.0%
Fixed & Capital	70,000	70,700	1.0%	71,408	1.0%	72,122	1.0%
Utilities	765,000	803,250	5.0%	743,413	-7.4%	780,584	5.0%
Waivers	675,000	700,373	3.8%	726,574	3.7%	752,836	3.6%
Bad debt, Chargeback, Other	110,000	110,000	0.0%	111,100	1.0%	112,211	1.0%
Transfers	7,000	-43,000	-714.3%	-43,000	0.0%	-43,000	0.0%
Total Expenditures	11,985,932	12,372,050		12,665,743		13,174,491	
Net Increase/(decrease)	208,571	54,117		40,140		-185,127	
Fund Balance, End of Year	1,502,270	1,556,387		1,596,527		1,411,400	
						1,004,604	348,572
							-586,744
							-935,316
							-656,032
							14,887,299
							14,282,779

South Valley Community College
Six Year Budget Projection - FY 2010 through 2015

As of October 24, 2008

<u>Description</u>	<u>FY 09 Proj</u>	<u>FY 10 Proj</u>	<u>FY 11 Proj</u>	<u>FY 12 Proj</u>	<u>FY 13 Proj</u>	<u>FY 14 Proj</u>	<u>FY 15 Proj</u>
Property Tax	3,979,000	4,098,370	4,221,321	4,347,961	4,478,400	4,612,752	4,751,136
State Government:							
ICCB Credit Hour Grant	1,541,387	1,541,387	1,541,387	1,541,387	1,556,801	1,572,369	1,588,093
ICCB Equalization Grant	1,212,216	1,212,216	1,212,216	1,212,216	1,224,338	1,236,581	1,248,947
Other	90,800	90,800	90,800	90,800	91,708	92,625	93,551
ICCB Career & Tech Ed	75,000	75,000	75,000	75,000	75,750	76,508	77,273
Corp Pers Prop Replace Tax	541,100	546,511	551,976	557,996	563,071	568,702	574,389
Total State Government	3,460,503	3,465,914	3,471,379	3,476,899	3,511,688	3,546,785	3,582,253
Federal Government	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Student Tuition & Fees:							
Tuition	4,020,000	4,129,043	4,278,285	4,427,528	4,576,771	4,726,014	4,875,257
Fees	396,000	392,040	392,040	392,040	392,040	392,040	392,040
Total Tuition & Fees	4,416,000	4,521,083	4,670,325	4,819,568	4,968,811	5,118,054	5,267,297
Other:							
Sales & Service Fees	200,000	201,800	203,818	205,856	207,915	209,994	212,094
Facilities Revenue	4,000	4,000	4,040	4,080	4,121	4,162	4,204
Investment Income	101,000	101,000	101,000	101,000	101,000	101,000	101,000
Other	29,000	29,000	29,000	29,000	29,000	29,000	29,000
SURS Revenue on Behalf	430,000	430,000	434,300	438,643	443,029	447,459	451,934
Total Other	764,000	765,800	772,158	778,579	785,065	791,615	798,232
TOTAL REVENUE	12,624,503	12,856,167	13,140,183	13,428,007	13,748,944	14,074,206	14,403,917
Salaries	6,856,782	7,121,220	7,239,550	7,456,736	7,680,438	7,910,851	8,148,177
Employee Benefits	1,809,888	1,900,382	2,090,421	2,299,463	2,529,409	2,782,350	3,060,585
Contractual Services	621,233	627,445	633,720	640,057	646,458	652,923	659,452
Materials & Supplies	908,943	918,032	927,213	936,485	945,850	955,309	964,862
Conferences & Meetings	162,086	163,707	165,344	166,997	168,667	170,354	172,058
Fixed Charges	55,000	55,550	56,106	56,667	57,234	57,806	58,384
Utilities	765,000	803,250	743,413	780,584	819,613	860,594	903,624
Capital Outlay	15,000	15,150	15,302	15,455	15,610	15,766	15,924
Waivers	675,000	700,313	726,574	752,836	779,098	805,360	831,622
Other	110,000	110,000	111,100	112,211	113,333	114,466	115,611
SURS Expenditure on Behalf	430,000	430,000	434,300	438,643	443,029	447,459	451,934
TOTAL EXPENDITURES	12,408,932	12,845,050	13,143,043	13,656,134	14,198,739	14,773,238	15,382,233
TRANSFERS	-7,000	43,000	43,000	43,000	43,000	43,000	43,000
NET GAIN/(LOSS)	208,571	54,117	40,140	-185,127	-406,795	-656,032	-935,316
FUND BALANCE, BEGINNING	1,293,699	1,502,270	1,556,387	1,595,527	1,411,400	1,004,604	348,572
FUND BALANCE, ENDING	1,502,270	1,556,387	1,596,527	1,411,400	1,004,604	348,572	-586,744

Description	Total Operating Funds			Educational Fund			Operations and Maintenance Fund		
	FY 08 Actual	FY 09 Bud	FY 09 Proj	FY 08 Actual	FY 09 Bud	FY 09 Proj	FY 08 Actual	FY 09 Bud	FY 09 Proj
Property Tax	3,776,490	3,940,000	3,979,000	4,098,370	3,364,181	3,510,000	3,545,000	3,651,350	412,309
ICCB Credit Hour Grant	1,442,944	1,541,387	1,541,387	1,284,220	1,371,834	1,371,834	1,371,834	169,553	169,553
ICCB Equalization Grant	1,085,148	1,212,216	1,212,216	965,782	1,078,872	1,078,872	1,078,872	133,344	133,344
Other ICCB Grants	90,844	90,800	90,800	53,400	53,400	53,400	53,400	37,400	37,400
ICCB Career & Tech Ed	73,013	75,000	75,000	73,013	75,000	75,000	75,000	0	0
Corp Pers Prop Replace Tax	529,573	541,100	541,100	471,320	481,600	481,600	486,416	59,500	59,500
Total State Government	3,221,522	3,460,503	3,465,914	2,847,735	3,060,706	3,060,706	3,065,522	373,787	399,797
Federal Government	4,480	5,000	5,000	4,480	5,000	5,000	5,000	0	0
Tuition Fees	3,947,355	4,059,000	4,020,000	4,129,043	3,519,503	3,623,000	3,685,000	427,862	436,000
Total Tuition & Fees	4,344,084	4,455,000	4,416,000	4,521,083	3,916,232	4,019,000	3,981,000	4,074,283	427,852
Sales & Service Fees	176,241	200,000	201,800	168,785	180,000	181,800	181,800	7,456	20,000
Facilities Revenue	2,325	4,000	4,000	4,000	101,000	100,000	100,000	2,325	4,000
Investment Income	139,591	101,000	101,000	138,309	396,729	396,000	396,000	1,282	1,000
Other Revenue	29,736	29,000	29,000	23,466	25,000	25,000	25,000	6,270	4,000
SURS Revenue on Behalf	674,597	430,000	430,000	622,452	400,000	400,000	400,000	52,145	30,000
Total Other Revenue	1,022,490	764,000	764,000	953,012	705,000	705,000	706,800	69,478	59,000
TOTAL REVENUE	12,369,066	12,624,503	12,624,503	12,856,167	11,085,640	11,299,706	11,502,955	1,283,426	1,324,797
Salaries	6,677,029	6,856,782	6,885,782	7,121,220	6,324,125	6,324,125	6,561,930	515,815	532,657
Employee Benefits	1,726,241	1,809,888	1,809,888	1,900,382	1,581,751	1,603,599	1,603,599	1,683,779	194,490
Contractual Services	591,445	621,233	621,233	627,445	514,697	511,733	511,733	516,850	76,748
Materials & Supplies	745,615	908,943	908,943	918,032	663,947	813,943	813,943	822,082	81,668
Conferences & Meetings	128,192	162,086	162,086	163,707	124,491	158,886	158,886	160,475	3,701
Fixed Charges	54,038	55,000	55,000	55,550	14,679	15,000	15,000	15,150	39,359
Utilities	677,205	691,500	765,000	803,250	0	0	0	677,205	691,500
Capital Outlay	38,057	15,000	15,000	15,150	28,220	0	0	9,837	15,000
Waivers	704,930	675,000	700,313	704,930	675,000	700,313	700,313	0	0
Other	2,623	110,000	110,000	2,623	110,000	110,000	110,000	0	0
SURS Expenditure on Behalf	674,597	430,000	430,000	622,452	400,000	400,000	400,000	52,145	30,000
TOTAL EXPENDITURES	12,019,972	12,335,432	12,408,932	12,845,050	10,369,004	10,612,286	10,970,580	1,650,988	1,723,146
TRANSFERS	70,848	-7,000	-7,000	43,000	-300,000	-445,000	-445,000	370,848	438,000
NET GAIN/(LOSS)	419,942	282,071	208,571	54,117	416,636	242,420	239,420	87,376	3,306
FUND BALANCE, BEGINNING	873,757	1,293,699	1,293,699	1,502,270	868,920	1,285,556	1,285,556	4,837	8,143
FUND BALANCE, ENDING	1,293,699	1,575,770	1,502,270	1,556,387	1,285,556	1,527,976	1,524,976	8,143	47,794

2.2 On-line Classes

John Nelson, faculty in business will discuss on-line and hybrid classes from a faculty member perspective.

Attached is a memo from John Nelson to Bob Thompson, following his attendance at a conference on distance learning.

From: "Deb Dillow" <dillowd@svcc.edu>
To: dillowd@svcc.edu
Date: 10/31/2008 02:06 PM
Subject: Fwd: Retreat - Online Learning Presentation

-----Original Message-----

From: "John Nelson" <nelsonj@svcc.edu>
To: "Bob Thompson" <rjt@essex1.com>
Date: Mon, 25 Aug 2008 11:09:00 -0500
Subject: Fwd: Online Learning

Hi Bob,

What an impressive campaign you are running. Keep up the strong effort!

Below is the email/memo we discussed regarding online learning.

As always, thank you for your hard work and the leadership you have provided to Sauk.

John

-----Original Message-----

From: "John Nelson" <nelsonj@svcc.edu>
To: "George Mihel" <mihelq@svcc.edu>, "Dr. Donald M. Pearl" <pearld@svcc.edu>, "Alan Pfeifer" <pfeifer@svcc.edu>
Date: Wed, 28 May 2008 14:41:42 -0500
Subject: Online Learning

At the end of this spring semester, I attended the Faculty Summer Institute (FSI) at the University of Illinois at Urbana-Champaign. The three-day conference dealt with online learning issues and featured over 50 workshops, presentations and discussions.

During my stay, I also sought information regarding the status of online programs at other Illinois community colleges and universities. More specifically, I was searching for ideas regarding how Sauk could grow our online enrollment. Given our relatively small size and stagnant demographics, I believe it is crucial for Sauk to be a leader in the growing field of online learning.

Parkland Community College (Champaign) is a recognized leader in online learning. Parkland's President, Tom Ramage, arranged a campus visit and introduced me to their Director of Online Learning, Brett Coup.

Observations from my May 14 meetings at Parkland follow:

- aggressive marketing plans (such as use of Google) have been postponed due to current lack of additional server and faculty capacity
- Coup believes their independent online website has been the key to rapid increases in enrollment (see Parkland Online link below)
- cost (\$122 per credit hour for out of district students) is a powerful "closing" tool for prospective students (see Parkland cost link below that compares Parkland to for-profit institutions)
- for the first time this summer semester, online enrollment has exceeded those in traditional face-to-face (f2f) classes
- website visitors (potential students) will soon be able to chat live (or via phone) with a Parkland representative

During the conference, I also had many discussions regarding the much-heralded University of Illinois World Campus. To be blunt, it is off to a very slow and disappointing start (current enrollment just over 100).

U of I faculty and staff members voiced a great deal of resentment regarding the number of "outsiders" that were brought in to develop and administer the program.

None-the-less, the U. of I. is a well-recognized and highly regarded university. As Parkland has already done (see first page of Parkland's online website), I believe we should explore a possible relationship with the U of I. Perhaps such discussions should take place with other Illinois universities as well.

Lastly, I would like to share some thoughts presented by keynote speakers and others at the conference regarding the debate about online vs. classroom learning. Each has positives and negatives. As educators, we should strive to utilize the best that each method has to offer. Hybrids (the blending of both) are perhaps most ideal. However, in terms of growth, the movement towards online is powerful.

Community colleges such as Sauk have outstanding teaching abilities and cost advantages over for-profit educational institutions. Let us put them both to work for our constituents and for the long-term success and independence of our college.

Link to Parkland CC Online website: <http://online.parkland.edu/>

Link to Parkland cost: <http://online.parkland.edu/why.html>

John Nelson

2.3 End of Year Reports

The end-of- year reports were given to the Board at the September meeting.

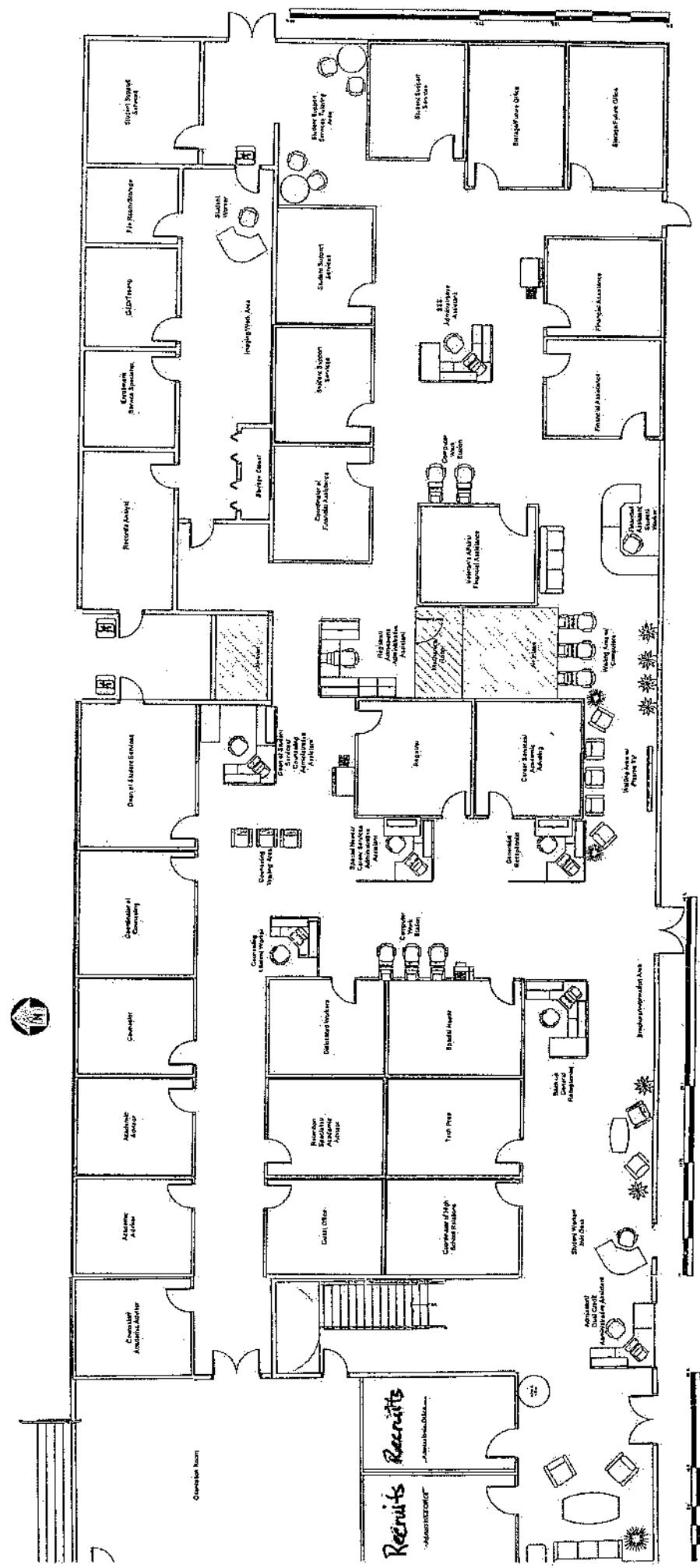
As you requested at that meeting, those of you that gave your reports to Deb Dillow will have your reports available at the retreat. Otherwise please bring them to the retreat.

2.4 One Stop/Lab Remodel

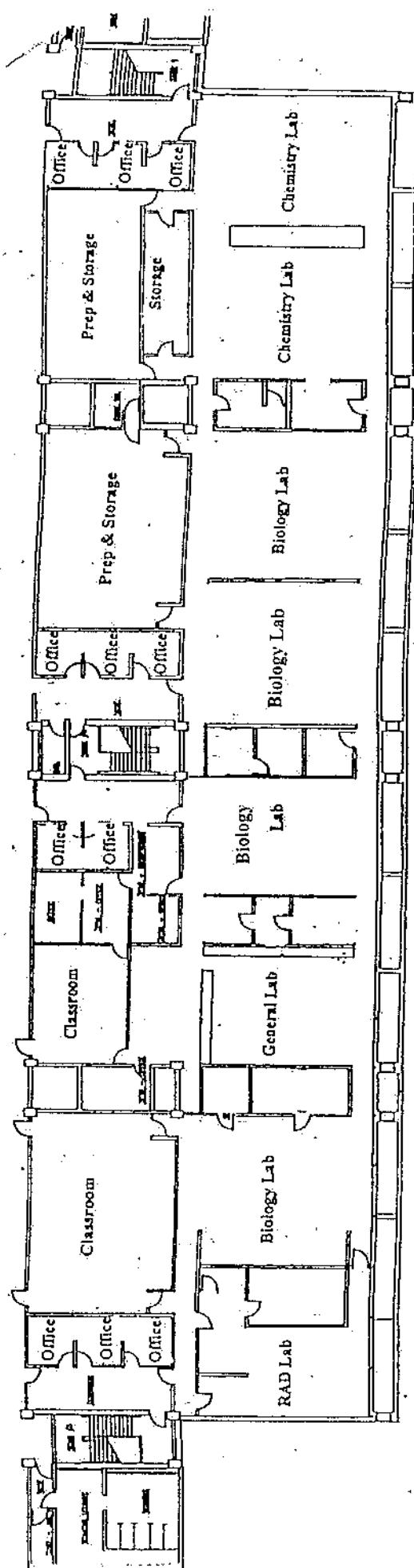
Attached are the drawings of the possible “One Stop” design and an earlier proposed lab remodel.

We should discuss the feasibility of taking on such facilities changes.

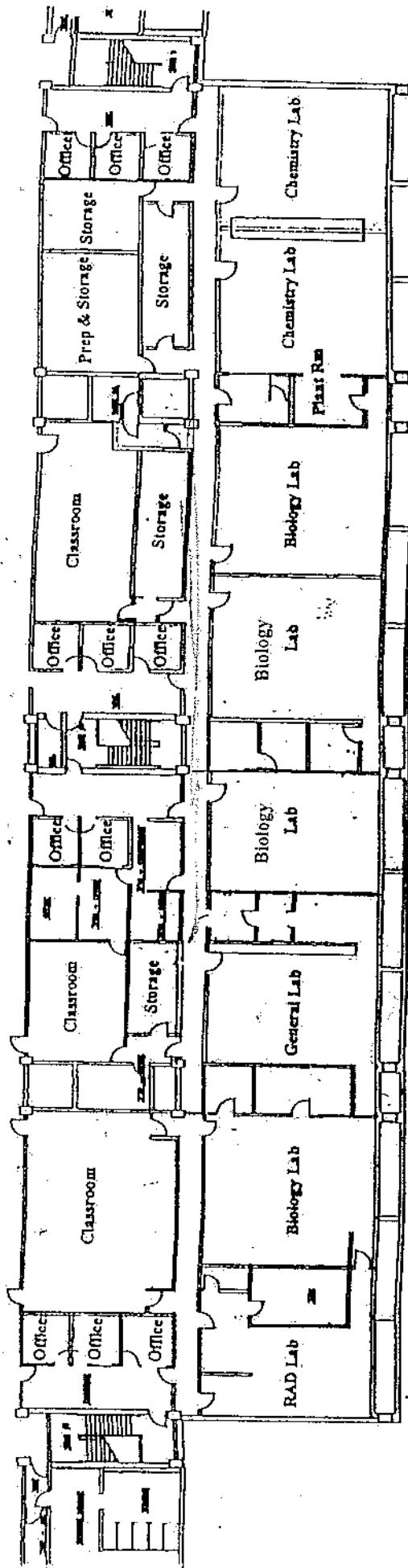
There are numerous changes need in the physical plant that need some initial discussion with the Board.



RENOVATE NATURAL SCIENCE LABS



CURRENT FLOOR PLAN



PROPOSED FLOOR PLAN

SAUK VALLEY COMMUNITY COLLEGE
Buildings & Grounds
Date: 6-7-08
Drawn by: JEP

2.5 Dual Credit

Our dual credit program has been highly successful and advantageous for students, the college, and the area high schools.

The College has provided a 50% tuition waiver, which has undoubtedly helped expand the program, but has been costly for the college.

We need to consider having the school districts/students pay a greater share of the costs; perhaps phasing in increases.

Attached is some data on dual credit and associated costs.

Sauk Valley Community College
Dual Credit Waiver

Since its inception in 1999, the dual credit program has benefited area high school students. This program allows academically qualified students currently enrolled in high school to enroll in college-level courses to earn both college and high school credit simultaneously.

Reasons for retaining the 50% waiver

- It appears to create goodwill with the high schools, students and parents.

Reasons for eliminating the 50% waiver

- Recent high school graduate enrollment has not changed appreciably since the inception of dual credit.
- SVCC would realize additional revenue. The College continues to increase tuition costs for our regular college students, while the high school students receive a reduced rate for the same services. Because the high school students only pay 50% of the tuition cost, the burden of providing funding for the College's overhead expenses falls on the college students. In addition, because the high school students need to be manipulated through the system, Admissions, Counseling and the Business Office have to spend more time processing these students than college students.
- Our peer institutions do not waive tuition for high schools students. A survey of our peer institutions indicates that the Colleges charge full tuition to the students, unless the instructional costs are paid by a third party. In those cases, the College registers the student and collects only the apportionment.

SVCC

Dual Credit Financial Projections

There is no reliable way to determine if dual credit cannibalizes or encourages post high school enrollment.

	FY2007	FY2008	FY2009	FY2010	Projection
Tuition and fees	415,230	206,318	214,356	182,203	154,872
Apportionment	183,973	239,474	203,553	173,020	147,067
P-16 Grant	29,129	30,064	-	-	-
Waived Tuition	(238,901)	(141,376)	(146,884)	(68,668)	-
Total Revenue	389,431	334,480	271,025	286,555	301,939
 Instructor costs	 340,529	 154,780	 154,781	 131,564	 111,829
H.S. Relations office	51,447	68,724	87,804	92,194	96,804
Total Expenses	391,976	223,504	242,585	223,758	208,633
 Net gain	 (2,545)	 110,976	 28,440	 62,796	 93,306
 Apportionment Credit hours	 4,999	 5800			

FY2008 shows a reduction in both revenues and expenses due the agreement with WACC stating that SVCC will receive only apportionment income and will not incur any costs.

FY2009 apportionment reflects a 15 % reduction in enrollment due to enforcement of SVCC testing policies at WACC. The P-16 Grant has been cut from state funding.

FY2010 reflects a 15% loss in enrollment due to the reduction of the waiver to 25% from 50%.

FY2011 reflects another 15% enrollment reduction due to the elimination of the waiver.

2.6 New Programs

Attached is a listing of recently started, soon to start, and potential new programs.

Board of Trustees Retreat
New Program Development Updates
November 6, 2008

- 1) The courses and certificates associated with the **Wind Energy Technician Certificate** have now been approved and the first set of classes for the program will be offered this spring. The classes have been broken up into 8 week sections so student can take pre-requisite classes in the first half and more later, increasing the number of classes taken in the term. We will look to add an AAS degree next year as we build this program
- 2) We are waiting for approval from ICCB of the **Digital Media Arts Certificate**.
- 3) The **Welding** program has been very popular with all classes having full enrollment. Starting this spring, we are moving from an open lab concept for instruction to set classes. It is felt that the students will have a better experience in this format. The College is fortunate that several local companies have provided the College is Also, there is an opportunity for the College to expand into pipe welding, which is in high demand and provides the students with better paying jobs. Further, the physical setting for this program is a concern for several reasons:
 - a. The machines are receiving heavy use and are beginning to break down. Replacement of the welders will soon be necessary.
 - b. The lab space is cramp and prevents us from expanding this program.
 - c. The ventilation of the lab space is not sufficient for the area. Dust is building up on the walls and migrating into other areas creating a serious situation.
 - d. Lighting is insufficient for the area.
- 4) Five new certificates have been started in the **Personal Development** area. These are EKG technician (5 students), Pharmacy Technician (8 students), Dental Assisting (5 students), Ophthalmologic Technician (Lasik procedures, spring), and Wedding Planner (7 students).
- 5) The **NION** program will accept students this fall and the classes will begin in January. All spots should be filled.
- 6) **Agriculture AS degrees** will begin in the fall with Agribusiness and Agriculture. The U. of Illinois has already prepared the way for approval of these programs with IBHE so a speedy approval is expected. Classes will begin this fall with U of Illinois teaching the agriculture classes via on line delivery. We will bring this program to the board for approval soon.

- 7) We have developed **English as a Second Language** classes and these will be brought to the curriculum committee this year.
- 8) We are beginning to think of opportunities to offer classes at a site near the Thompson facilities to meet the needs of the people moving into the area to work at the prison.
- 9) We anticipate our **HVAC** instructor, Larry Sileven, retiring this year, which may create an opportunity to hire someone with some skill in green energy.
- 10) We are looking at opportunities to provide continuing education credit in law, education, insurance and other such types of professional fields.

2.7 Goal Setting

Attached are Board determined goals for the past year.

The Board should review the goals and determine new directions or continuing the existing goals.

The Board may wish to also consider goals for the President in addition to instructional goals.

FY07 STRATEGIC DIRECTIONS

Mission

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

Vision

Sauk Valley Community College will be recognized as a benchmark institution of higher education that provides exceptional learning opportunities in response to the diverse needs of its students and community.

Strategic Goal #1: The College will provide learning opportunities of exceptional quality

- Strategic Initiative 1.1: Use data and findings to improve and refine the quality of learning opportunities.
- Strategic Initiative 1.2: Develop and expand programs.

Strategic Goal #2: The College will offer the highest value of educational services while being fiscally responsible.

- Strategic Initiative 2.1: Financially manage the College so an operating surplus occurs on an annual basis.
- Strategic Initiative 2.2: Increase student enrollment.
- Strategic Initiative 2.3: Increase resource development.
- Strategic Initiative 2.4: Position the College to pursue a referendum

Strategic Goal #3: The College will be responsive to the learning needs of our students and the economic development needs of the community

- Strategic Initiative 3.1: Participate in area economic development.
- Strategic Initiative 3.2: Develop a comprehensive community survey plan.
- Strategic Initiative 3.3: Expand learning opportunities and support services.

Strategic Goal #4: The College, at all levels, will use data to make decisions and plans.

- Strategic Initiative 4.1: Create a system to collect, store, analyze and share data.
- Strategic Initiative 4.2: Use data for decision making.

Potential Goals

1. Science lab development
2. One-Stop development
3. Chiller replacement
4. On-campus wind turbine
5. Expansion of on-line/hybrid courses
6. Explore new course formats
7. Foundation
8. Expanded Security

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA

Third Floor Board Room
Dixon, IL

November 24, 2008
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, October 27, 2008

2.3 Treasurer's Report

2.4 Bills Payable

2.5 Payrolls

October 31, 2008	\$254,332.56
November 14, 2008	\$253,376.23

2.6 Budget Report

2.7 Group Health Insurance Plan Amendment

2.8 Faculty Retirement

2.9 Faculty Retirement

2.10 Board Meeting Date Change - December

3.0 Reports/Information

3.1 President's Report

3.2 Reports/Comments from Board Members

3.3 Communication from Visitors:

3.4 Metro Design Chiller Presentation

**3.5 Board Policy Review 503.01 Information Systems and
504.01 Foreign Students**

4.0 Action Items

4.1 2008 Tax Levy Hearing

4.2 2008 Tax Levy

**4.3 Board Policy 501.01 Academic Programs and Requirements
(First Reading)**

4.4 403b Retirement Benefit Plan

- 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 October 27, 2008**
- 7.0 **Adjournment**

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
MINUTES
November 24, 2008**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on November 24, 2008, 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:

Robert Thompson	William Simpson
Edward Andersen	Nancy Varga
Edson Cox	Student Trustee Jesse Huseman
Joan Padilla	

Absent: Andrew Bollman

SVCC Staff: President Dr. George J. Mihel
Attorney Ole Pace
Academic Vice President Don Pearl
Dean of Business Services Paula Meyer
Dean of Information Services Alan Pfeifer
Director of Building and Grounds John Ditto
Director of Human Resources Kathryn Snow
Director of Foundation Amy Viering
Coordinator of Public Relations Brian Olmsted
Administrative Assistant Debra Dillow

Consent Agenda: It was moved by Member Andersen and seconded by Member Varga to approve the Consent Agenda with Item 2.7 pulled for clarification. In a roll call vote, all voted aye. Motion carried. Student Trustee advisory vote: aye.

After clarification of Item 2.7 Group Health Insurance Plan Amendment, no support to take action on this item was displayed. No action resulted on Consent Agenda Item 2.7.

President's Report: Dr. Mihel reported to the Board that two faculty will retire this year, Peggy Gaumer after 34 years and Larry Sileven after 9 years. Dr. Mihel offered thanks to both of them for their years of service. Dr. Mihel distributed a summary of Dual Credit students attending this fall. Dr. Mihel distributed to the Board an updated list of HLC information and indicated that he would continue to keep the Board informed each month until the visit in the fall of 2011.

He also distributed the Campus Crime Report that indicated no reportable crimes during the last three years. The Board received a copy of the new Viewbook designed by Brian Olmsted and Michelle Mendoza. Dr. Mihel thanked them for their hard work and indicated that the college has not had an updated Viewbook for many years. Paula Meyer discussed with the Board the economic stimulus and that the Illinois Community Colleges will propose an Illinois Community College Green Job Initiative as part of that stimulus.

Reports:

Student Trustee: Student Trustee Huseman indicated that she will no longer be the Student Trustee. She has accepted a position at Sauk as the Administrative Assistant to the Coordinator of Special Needs. Student Government is working on a replacement for the Student Trustee position.

Foundation: Member Cox reported that the Foundation met on October 28, 2008. He reported that appointments were made and Dan Hawkins will be the Foundation Board President.

ICCTA: Chair Thompson reported to the Board highlights from the recent ICCTA meeting on behalf of Member Bollman.

Metro Design provided a presentation to the Board on their proposal for replacing our current Chiller system

Dr. Mihel reviewed with the Board Policy 503.01 Information Systems and Board Policy 504.01 Foreign Students with the Board and will recommend no changes.

2008 Tax Levy
Public Hearing:

It was moved by Member Simpson and seconded by Member Varga that the Board have a public hearing for the 2008 Tax Levy. Chair Thompson stated that a Public Hearing would now be held on the 2008 Tax Levy and that the Board would receive comments from any citizens present. The Board received no comments.

2008 Tax Levy:

It was moved by Member Andersen and seconded by Member Cox that the Board approve the 2008 Tax Levy as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Huseman advisory vote: aye.

November 24, 2008

Page 3

Board Policy
501.01 Academic
Programs and
Requirements
(First Reading):

It was moved by Member Varga and seconded by Member Cox that the Board approve Board Policy 501.01 Academic Programs and Requirements for first reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Huseman advisory vote: aye.

403b Retirement
Benefit Plan:

It was moved by Member Simpson and seconded by Member Andersen that the Board approve the Sauk Valley Community College 403b Retirement Plan as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Huseman advisory vote: aye.

Closed Session:

At 8:12 p.m. it was moved by Member Andersen and seconded by Member Cox that the Board go into closed session for the purpose of appointment, employment, compensation, discipline, performance or dismissal of specific employees of the College; collective bargaining; closed session minutes consideration; pending litigation probable or imminent.

The Board returned to regular session at 8:17 p.m.

Closed Session Minutes
of October 27, 2008:

It was moved by Member Andersen and seconded by Member Varga that the Board approve the closed session minutes of October 27, 2008. In a roll call vote, all voted aye. Motion carried. Student Trustee Huseman advisory vote: aye.

Adjournment:

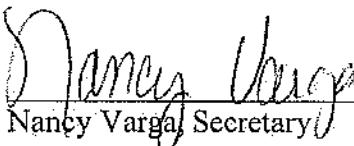
Since the scheduled business was completed, it was moved by Member Varga and seconded by Member Cox that the Board adjourn. In a roll call vote, all voted aye. Motion carried. Student Trustee Huseman advisory vote: aye.

The meeting adjourned at 8:19 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on December 15, 2008 in the Board Room.

Respectfully Submitted,



Nancy Varga, Secretary

SAUK VALLEY COMMUNITY COLLEGE
 BOARD OF TRUSTEES - TREASURER'S REPORT
 As of October 31, 2008

SAUK VALLEY COMMUNITY COLLEGE
 APPROVED BY

 BOARD CHAIR

 BOARD SECRETARY
 DATE 11/24/08

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

General Account - Sterling Federal Bank	0.920	\$2,680,230.33
Illinois Funds - Firststar Bank, Springfield	1.176	1,871,182.25
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS		4,551,412.58

MONEY MARKET

ABN-AMRO Investment Services, Inc.	0.740	56,522.96
TOTAL CHECKING ACCOUNTS		\$4,607,935.54

INVESTMENTS

<u>FINANCIAL INSTITUTION</u>	<u>MATURITY</u>	
	<u>DATE</u>	
People's Bank, Tampico	11-12-08	2.630
Community State Bank	01-10-09	4.500
Freedom Bank, Sterling	01-11-09	3.110
First National Bank, Amboy	02-14-09	3.940
Sterling Federal Bank	02-24-09	3.640
Sauk Valley Bank	03-11-09	3.050
Sterling Federal Bank	04-04-09	3.060
Sauk Valley Bank	05-13-09	3.600
SUBTOTAL INVESTMENTS		7,500,000

BOND INVESTMENTS - Liability, Protection & Settlement

	<u>YIELD</u>	<u>PRICE</u>
Federal Natl Mtg. Assn Benchmark	3.875	620,192.20
Federal Home Ln Mtg Crp Notes	4.875	548,406.25
Federal Natl Mtg. Assn.	4.875	580,750.00
Federal Home Ln Bks Glbl Bd	5.375	534,518.25
Federal Home Ln Bks Cons Bd	6.500	413,376.00
Federal Farm Cr Bks Cons.	3.680	417,465.10
Federal Home Ln Bks Call Step	3.000	739,576.80
Federal Home Ln Bks Call Step	3.000	411,252.00
Federal Home Ln Bks Call Step	3.000	403,041.60
Federal Home Ln Mtg Crp Refrnce	2.600	607,884.25
Federal Home Ln Bks Cons Bd	3.450	679,861.00
SUBTOTAL BONDS		\$5,956,323.45

TOTAL INVESTMENTS

\$13,456,323.45

Sauk Valley Community College
Board of Trustees
November 24, 2008

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

John J. Ulrich
BOARD CHAIR
BOARD SECRETARY
DATE 11/24/08

Summary of Bills Payable

General Operating Funds

\$ 1,948,473.92

REPORT SV-C-HKR
FISCAL YEAR 2008

Sauk Valley Community College
Check Register
From 10/23/08 To 11/24/08

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
First National Bank in Amboy	00		Time Deposits	6 Month CD	1,500,000.00
Partners for Employment	01		Trade Act-TAA	TAA Fail 08	756.10
Arnold, Candy	01		Foundation Expense	Library Card-Vital Tutor	50.00
Consolidated Management Co	01		Foundation Expense	Annual Foundation Breakfast Meeting 10	172.86
Economy Trophy Co	01		Foundation Expense	Wall Plaque-J Thompson	32.50
Lippincott Williams & Wilkins	01		Foundation Expense	Text Book for Nursing Student	67.93
Secretary of State	01		Foundation Expense	Registered Agent Change	5.00
Secretary of State	01		Foundation Expense	Foundation Annual Report	13.00
Sterling Public Library	01		Foundation Expense	Library Card-K Myoung	50.00
Sterling Rock Falls Community	01		Foundation Expense	08-09 Scholarship Refund	625.00
Whiteside County ROE	01		Foundation Expense	GED Test Fee	35.00
Quill Corporation	01		Dislocated Worker Expense	Printer Ink & Office Supplies	110.16
Fifth Third Bank	01		Due from Computer Purchase Plan	Computer Purchase Plan-H Dowd	2,714.59
State Universities Retirement	01		SURS Payable	Accrued Surs	31,318.98
State Universities Retirement	01		SURS Payable	Accrued Surs	29,002.85
Select Employees Credit Union	01		Credit Union Payable	ACCURED W/H Select Employees Credit Un	8,351.32
Select Employees Credit Union	01		Credit Union Payable	ACCURED W/H Select Employees Credit Un	8,351.32
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	879.67
SVCC Faculty Association	01		Faculty Association Payable	Accrued SVCC Faculty Assoc. Dues	879.67
Community Health Charities of	01		United Way Payable	ACCURED W/H-Community Health Charities	47.83
Community Health Charities of	01		United Way Payable	ACCURED W/H-Community Health Charities	47.83
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	41.67
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	41.67
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	30.42
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	30.42
Gallagher Benefit Services, In	01		Optional Life Insurance	Optional Life Nov 2008	388.70

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FISCAL YEAR 2008

Sauk Valley Community College
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PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Gallagher Benefit Services, Inc	01		Optional Disability Insurance	LTD Billing November 2008	608.86
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	157.04
SVCC Foundation	01		Foundation Payable	Accrued W/H SVCC Foundation	157.04
Ameriprise Financial Services, Inc	01		American Express	Accrued Annuities-American Express	95.00
Ameriprise Financial Services, Inc	01		American Express	Accrued Annuities-American Express	95.00
Franklin Financial Services Co	01		Franklin Life	Accrued Annuities-Franklin Life	250.00
Franklin Financial Services Co	01		Franklin Life	Accrued Annuities-Franklin Life	250.00
Fidelity Investments	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	1,539.48
Fidelity Investments	01		Fidelity Investments	ACCRUED ANNUITIES-Fidelity Investments	1,539.48
Waddell & Reed, Inc	01		Waddell & Reed	Accrued Annuities-Waddell & Reed	225.00
Waddell & Reed, Inc	01		Waddell & Reed	Accrued Annuities-Waddell & Reed	225.00
Ahng, Linette	01		Accounts Payable	PELL	1,369.49
Allen, Rebecca	01		Accounts Payable	Stafford Bal	42.00
Alston, Shaquita	01		Accounts Payable	MAP/IA	745.00
Barcai, Nikki	01		Accounts Payable	Fndtn	250.00
Barker, Dustin	01		Accounts Payable	Stafford Loan	2,205.00
Bender, Justin	01		Accounts Payable	Stafford Bal	267.74
Bielaema, Marge	01		Accounts Payable	Online Refund	44.00
Blackburn, Purdue	01		Accounts Payable	Stafford Bal	1,170.00
Blackburn, Purdue	01		Accounts Payable	Stafford - correction	50.00
Bonebright, Jody	01		Accounts Payable	Fndtn	250.00
Brimm, Amanda	01		Accounts Payable	Stafford Loan	209.88
Celestino, Deborah	01		Accounts Payable	PELL Bal	168.34
Chattic, Leonard	01		Accounts Payable	Online Refund	656.00

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FISCAL YEAR 2008

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Ciskowski, Heather	01		Accounts Payable	Stafford Loan	2,227.50
Cook, Larry	01		Accounts Payable	Stafford Loan	866.25
Cornelius, Heidi	01		Accounts Payable	PELL-replacement ck	831.49
Cornelius, Heidi	01		Accounts Payable	Stafford Loan	1,732.50
Cowan, Tina	01		Accounts Payable	Stafford Loan	1,715.00
Daligas-Frey, Aracely	01		Accounts Payable	Fndtn	250.00
Davis, Leslie	01		Accounts Payable	Online Refund	205.00
Davis, Roxanna	01		Accounts Payable	Stafford Bal	743.01
DeBord, Jami	01		Accounts Payable	PELL	189.69
Dejesus, Ivory	01		Accounts Payable	PELL	624.17
Dejesus, Ivory	01		Accounts Payable	MAP	495.00
Delgado, Michaela	01		Accounts Payable	Fndtn	250.00
Ellis, Cassia	01		Accounts Payable	Stafford Loan	1,732.50
Ellis, Cassia	01		Accounts Payable	Stafford Bal	276.37
Ellis, Jessica	01		Accounts Payable	Stafford Bal	37.01
Engling, Stacey	01		Accounts Payable	Stafford Loan	866.25
Figueroa, Sinda	01		Accounts Payable	PELL-corrected amount	653.06
Florini, Brenda	01		Accounts Payable	Online Refund	35.00
Florini, Dan	01		Accounts Payable	Online Refund	35.00
Fleming, Tiffany	01		Accounts Payable	Stafford	1,378.86
Foster, Michael	01		Accounts Payable	Fndtn	300.00
Fox, Michael	01		Accounts Payable	Online Refund	35.00
Freeman, Jennifer	01		Accounts Payable	Fndtn	250.00
Ganschow, Angela	01		Accounts Payable	Fndtn	250.00
Garnica, Irais	01		Accounts Payable	Online Refund	35.00
Garnica, Mario	01		Accounts Payable	Online Refund	35.00

PAYEE/ VENDOR	FLIND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Garza, Connie	01		Accounts Payable	Fndtn	250.00
Geer, Dana	01		Accounts Payable	Stafford Bal	92.65
Gilbert, Lauren	01		Accounts Payable	Stafford Loan	1,732.50
Gillman, Rachel	01		Accounts Payable	Foundation	250.00
Gould, Heather	01		Accounts Payable	Stafford Loan	1,732.50
Griswold, Jennifer	01		Accounts Payable	Fndtn	250.00
Halfacre, Tyler	01		Accounts Payable	Fndtn	100.00
Hall, Brandi	01		Accounts Payable	Fndtn	250.00
Hamilton, Jessica	01		Accounts Payable	MAP	256.00
Hamilton, Jessica	01		Accounts Payable	PELL	310.00
Haskell, Joseph	01		Accounts Payable	Online Refund	270.00
Heller, Hannah	01		Accounts Payable	Fndtn	250.00
Hilton, Keegan	01		Accounts Payable	PELL	2,366.00
Hinds, Margaret	01		Accounts Payable	Stafford Loan	328.31
Hippen, Justin	01		Accounts Payable	Online Refund	270.00
Huizenga, Tracie	01		Accounts Payable	PELL	592.00
Huizenga, Tracie	01		Accounts Payable	Online Refund	100.00
Huizenga, Tracie	01		Accounts Payable	Fndtn	250.00
Huseman, Jessie	01		Accounts Payable	Online Refund	250.00
Janssen, Cari	01		Accounts Payable	Foundation	250.00
Johnson, Brendon	01		Accounts Payable	PELL	2,291.00
Johnson, Joshua	01		Accounts Payable	MAP	540.00
King, Jeannie	01		Accounts Payable	Stafford	742.50
King, Jeannie	01		Accounts Payable	MAP	715.00
Kinnaman, Melissa	01		Accounts Payable	Fndtn	250.00
Kjos, Deborah	01		Accounts Payable	Stafford	1,102.50

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Klein, Alison	01		Accounts Payable	Online Refund	35.00
Knapp, Jennifer	01		Accounts Payable	Stafford Loan	2,205.00
Koester, Candy	01		Accounts Payable	Correction of fall bkst chges	13.01
Krieger, Thomas	01		Accounts Payable	MAP Bal	129.00
Krull, Brandi	01		Accounts Payable	Frndn	250.00
Lackland, Glynis	01		Accounts Payable	Stafford	1,102.50
Lackland, Glynis	01		Accounts Payable	Frndn	250.00
Lahey, Tammy	01		Accounts Payable	Online Refund	180.00
Laskowski, Jason	01		Accounts Payable	Stafford Bal	52.25
Lee, David	01		Accounts Payable	Online Refund	35.00
Lee, Elaine.	01		Accounts Payable	Online Refund	35.00
Lemmer, Jessica	01		Accounts Payable	Stafford	378.25
Lilly, Justin	01		Accounts Payable	Frndn	200.00
Long, Aimee	01		Accounts Payable	Stafford Bal	808.12
Long, Amanda	01		Accounts Payable	MAP Bal	71.00
Long, Carrie	01		Accounts Payable	Frndn	250.00
Lopez, Jane.	01		Accounts Payable	Online Refund	170.00
Lybarger, Felicia	01		Accounts Payable	Stafford	1,102.50
Markel, Diane	01		Accounts Payable	Online Refund	35.00
Martinez, Luis	01		Accounts Payable	Online Refund	270.00
McKinney, LaDonie	01		Accounts Payable	Frndn	250.00
McKnight, Devon	01		Accounts Payable	Frndn	250.00
Michel, Amanda	01		Accounts Payable	Frndn	250.00
Michel, Amanda	01		Accounts Payable	Frndn	250.00
Miller, Brittany.	01		Accounts Payable	Stafford	791.36
Moore, Sarah	01		Accounts Payable	Stafford Loan	1,113.75

REPORT SVRCHKR
FISCAL YEAR 2008

Sauk Valley Community College
Check Register
From 10/23/08 To 11/24/08

PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Moine, Nathan	01		Accounts Payable	Online Refund	100.00
Munson, Amber.	01		Accounts Payable	PELL	463.00
Mussche, Tiffany	01		Accounts Payable	Stafford Bal	108.94
Norup, Amanda	01		Accounts Payable	Stafford Ln - replacement	1,715.00
Ordean, Tara	01		Accounts Payable	Fndtn	250.00
Ottens, Katherine	01		Accounts Payable	Stafford Loan	2,227.50
Otto, Kelly	01		Accounts Payable	Online Refund	100.00
Pearson, Clinton	01		Accounts Payable	Fndtn	500.00
Peck, Sean	01		Accounts Payable	Online Refund	100.00
Peterson, Katherine	01		Accounts Payable	Fndtn	250.00
Peterson, Katherine	01		Accounts Payable	Online Refund	100.00
Pitts, Thomas	01		Accounts Payable	Fndtn	500.00
Quijada, Jose	01		Accounts Payable	PELL	1,096.00
Peterson, Katherine	01		Accounts Payable	Stafford Bal	192.82
Romero, Marcy	01		Accounts Payable	Stafford	757.54
Russell, Shiavahn	01		Accounts Payable	Foundation	250.00
Schott, Melissa	01		Accounts Payable	Fndtn	250.00
Schultz, Erin	01		Accounts Payable	Stafford Loan	866.25
Sels, Victoria.	01		Accounts Payable	Online Refund	270.00
Serrano, Nyssa	01		Accounts Payable	Stafford Loan	101.93
Shipman, Leann	01		Accounts Payable	Fndtn	250.00
Sleck, Alyshia	01		Accounts Payable	Stafford	116.93
Snow, Mary	01		Accounts Payable	Fndtn	250.00
Spencef, Laura	01		Accounts Payable	MAP-addtl	55.00
Thompson, James.	01		Accounts Payable	Online Refund	100.00
Torres, Corrine	01		Accounts Payable	Fndtn	250.00
Torres, Corrine	01		Accounts Payable	Online Refund	450.00

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REPORT SVRCHKR
FISCAL YEAR 2008Sauk Valley Community College
Check Register
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PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Vilitoro, Roberto	01		Accounts Payable	PELL	702.00
Walters, Jessica	01		Accounts Payable	PELL	337.00
Ward, Patrick	01		Accounts Payable	Stafford Bal	225.00
Weidel, Melissa	01		Accounts Payable	Online Refund	100.00
Wellman, Mary	01		Accounts Payable	Frithn	250.00
Wescott, Lewis	01		Accounts Payable	Online Refund	60.00
Wetter, Shane	01		Accounts Payable	Online Refund	270.00
Wetzel, Laura	01		Accounts Payable	Stafford	275.58
Wildman, Wesley	01		Accounts Payable	PELL	1,841.00
Williams, Brian	01		Accounts Payable	MAP	223.08
Wood, Colleen	01		Accounts Payable	MAP	512.00
Young, Ann	01		Accounts Payable	Stafford	396.00
Blackburn, Randall	01		Other Payables	Parent Plus Loan	2,400.00
Murphy, Susan	01		Other Payables	Parent Plus Loan Fall 08 (Lucas)	360.00
Follett Bookstore	01		PELL EOG BT	Student Book Charges thru 10/9/08	628.06
Follett Bookstore	01		JTPA Lee B	Student Book Charges thru 10/9/08	79.21
Follett Bookstore	01		AmeriCorps	Student Book Charges thru 10/9/08	664.44
Consolidated Management Co	01		Catereteria payable	October 08: PNLU	1,995.00
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	ICCTA Meeting	707.73
Fifth Third Bank	01	Board of Trustees	Conference/Meeting Expense	Lunch W/Board Chair	20.74
Fifth Third Bank	01	Board of Trustees	Conference/Meeting Expense	Board Travel-A Bollman	286.42
ComCast Spotlight Inc	01	College Relations's Office	Conference/Meeting Expense	Conference Fee/ACCT	650.00
Consolidated Management Co	01	College Relations's Office	Advertising	Advertising Oct 08	525.00
Creative Printing	01	College Relations's Office	Advertising	Meeting 10/7/08	13.74
Grand River Printing, Inc	01	College Relations's Office	Advertising	Business Cards-Masters	500.00
				Fall 08 Career Focus	19,310.66

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Sauk Valley Newspapers	01	College Relations's Office	Advertising	Board of Trustees Election	172.10
Sauk Valley Newspapers	01	College Relations's Office	Advertising	SVCC Classic Tournament Ad	512.10
Sauk Valley Newspapers	01	College Relations's Office	Advertising	October Internet & Website Advertising	327.00
WIXN FM - WIXN AM	01	College Relations's Office	Advertising	Advertising 10/08	747.50
Withers Broadcasting	01	College Relations's Office	Advertising	Advertising October 08	863.45
Gordan Flesch Company, Inc	01	Printshop	Maintenance Services	Copier-Maint & Spy	6.45
Gordon Flesch Company, Inc	01	Printshop	Maintenance Services	Copier-Maint & Spy	803.00
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Spy	159.01
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Spy	35.00
Xerox Corporation	01	Printshop	Rental- Equipment	Rental Equipment	803.27
GFC Leasing Company	01	Printshop	Debt Principal Retirement	Copier Lease Payment -Principal	492.91
GFC Leasing Company	01	Printshop	Interest	Copier Lease Payment-Interest	40.40
Gospodarczyk, Thomas	01	Institutional Research & Plannin	Conference/Meeting Expense	Travel-Area Sites & SCUP Meeting thru	369.63
SCUP (Society for College Univ	01	Institutional Research & Plannin	Conference/Meeting Expense	Additional travel 10/18/08 Hotel Room	136.26
SBM Business Equipment Center	01	VP-Academics	Maintenance Services	Conference Fee	1,195.00
American Assn. of Community Col	01	VP-Academics	Publications and Dues	Monthly Copy Charge	52.21
Berkey, Noel	01	Professional Development	Conference/Meeting Expense	FY 09 Membership Dues	100.00
Edelbach, David	01	Professional Development	Conference/Meeting Expense	2009 CCCC Conference Plane Tickets/Hot	642.99
Hamilton, Jane	01	Professional Development	Conference/Meeting Expense	Travel-IAI Panel Meeting 10/17/08	135.72
Hurd, Mary Ann	01	Professional Development	Conference/Meeting Expense	Travel-ECCFA Conference 10/10/08	365.36
Nashville Airport Marriott	01	Professional Development	Conference/Meeting Expense	Conference Fee 11/12/08	140.00
Niermeyer, Loren	01	Professional Development	Conference/Meeting Expense	Hotel-Conference 11/18/08	512.49
Shaff, Steven	01	Professional Development	Conference/Meeting Expense	NAIT Conference 11/18/08	365.00
Smith, Brad	01	Professional Development	Conference/Meeting Expense	Travel-ICTM Conference 10/17/08	208.64
SBM Business Equipment Center	01	High School Relations	Maintenance Services	Travel-IAI Meeting 10/17/08	133.38
				Monthly Copier Maintenance	39.00

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Staples	01	High School Relations	Office Supplies	Supplies	39.67
Popp, Joseph	01	Art	Instructional Supplies	Supplies for Art Class	127.85
Red Canyon Systems Inc	01	Fitness Center	Instructional Supplies	License & Maint Support	355.00
Williams, David	01	Fitness Center	Conference/Meeting Expense	Travel-Health Professionals Conference	219.03
Brown, Debbie	01	Human Services	Instructional Supplies	Presentation 10/14/08 ECE 115	25.00
Eichman, Amanda	01	Education	Conference/Meeting Expense	Travel-AAT Conference 10/24/08	153.27
National-Louis University	01	Learning Assistance Center	Conference/Meeting Expense	Conference Fee	50.00
Kidder, Mary	01	Business and Tech Office	Conference/Meeting Expense	BHE FAC Meeting	71.18
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Monthly Copier Charges	39.00
Illinois Business Education As	01	HVAC	Publications and Dues	FY 09 Membership Dues	155.00
Aargas North Central	01	Welding	Instructional Supplies	Acetylene	75.68
Rockford Industrial Welding Su	01	Welding	Instructional Supplies	Welding Supplies	610.22
Rockford Industrial Welding Su	01	Welding	Instructional Supplies	Argon & Acetylene	901.94
Sterling Steel Warehouse Inc	01	Welding	Instructional Supplies	Pipe Schedule 40	168.00
Fiorini, Anthony	01	General Education Degree	Conference/Meeting Expense	Travel-Area Sites & Springfield thru 1	202.41
SBM Business Equipment Center	01	Dean of Health Professions	Maintenance Services	Monthly Copy Charge	74.96
Consolidated Management Co	01	Dean of Health Professions	Instructional Supplies	Refreshments Mtg 10/3/08	38.29
Consolidated Management Co	01	Dean of Health Professions	Conference/Meeting Expense	HERV Meeting	26.82
Lynch, Janet	01	Dean of Health Professions	Conference/Meeting Expense	Travel-Kankakee & Springfield thru 10/	433.52
CGH Medical Center	01	Associate Degree Nursing	Instructional Supplies	Primary Tubing	204.60
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Supplies	122.43
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Dressing & PADS	104.75
Northern Illinois Home Medical	01	Associate Degree Nursing	Instructional Supplies	Oxygen E-Cylinder	19.80
KSB Hospital	01	Nurse Assistant	Consultants	10/08 CNA Classes	475.00
Southern Illinois University	01	Nurse Assistant	Consultants	CNA F 08 Criminal Background Check	285.00
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Trach Care Kit	613.54

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KSB Hospital	01	Licensed Practical Nursing	Instructional Supplies	Medicine Bottles	10.00
SourceOne Healthcare Technolog	01	Radiologic Technology	Maintenance Services	Labor	90.00
Jim Coleman, Ltd	01	Radiologic Technology	Instructional Supplies	Click Pens	124.83
Brevitt, Diana	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Site Visits thru	390.78
Consolidated Management Co	01	Radiologic Technology	Conference/Meeting Expense	Clinical Instructor's Meeting 10/10/08	184.24
Francisco, Cassandira	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Sites thru 10/16/	634.14
Jakubczak, Kerri	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Visits thru 10/08	407.75
Shippeit, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Travel-Area Clinical Site Visits thru	555.75
Shippeit, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Travel Chicago 11/8/08	447.23
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Earthworms & Leeches	77.30
Flinn Scientific	01	Biology	Instructional Supplies	Biology Supplies	154.29
Ward's Natural Science Est. LL	01	Biology	Instructional Supplies	Multipolar Motor Neurons	39.12
Wood, Therese	01	Biology	Instructional Supplies	Biology Supplies	58.20
Flinn Scientific	01	Chemistry	Instructional Supplies	Chemistry Supplies	547.10
S J Smith Welding Supply	01	Chemistry	Instructional Supplies	Chemistry Supplies & AA Gases	9.60
Wood, Therese	01	Chemistry	Instructional Supplies	Chemistry Supplies	69.31
Sargent-Welch Scientific	01	Physics	Instructional Supplies	Physics Supplies	428.68
Pfeifer, Alan	01	Dean of Information Systems	Conference/Meeting Expense	Travel- AET Meeting 10/24/08	131.04
Menards	01	Learning Resource Center	Maintenance Services	Wiring Supplies	522.40
Fifth Third Bank	01	Learning Resource Center	Instructional Supplies	Wal-Mart	58.25
ABC-CLIO LLC	01	Learning Resource Center	Books and Binding Costs	Books for Library	47.52
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library	1,950.36
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books for Library	634.68
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books for Library	1,428.04
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books for Library	547.61
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	Insight, A1 Overstock	3,968.16

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American Library Assn	01	Learning Resource Center	Publications and Dues	FY 09 Membership Dues	285.00
EBSCO	01	Learning Resource Center	Publications and Dues	Books for Library	25.01
Fifth Third Bank	01	Learning Resource Center	Publications and Dues	USA Today & Chicago Tribune	664.71
Beinhoff, Lisa	01	Learning Resource Center	Conference/Meeting Expense	Travel-CARL Meeting	146.25
Beinhoff, Lisa	01	Learning Resource Center	Conference/Meeting Expense	Travel- CIROBE Conference 10/25/08	414.00
Fifth Third Bank	01	Learning Resource Center	Conference/Meeting Expense	Comfort Inn	71.03
Unique Computer	01	Academic Computing	Instructional Supplies	Replacement Laptop	3,198.00
Unique Computer	01	Academic Computing	Instructional Supplies	CMos Battery	1,451.25
Unique Computer	01	Academic Computing	Instructional Supplies	AIT 5 Tape Drives	2,150.00
CDW-G	01	Academic Computing	Instructional Technology Material	VHS-C to VHS Adapter	9.71
Fifth Third Bank	01	Academic Computing	Instructional Technology Material	Agent 18/Staples	127.86
Menards	01	Academic Computing	Instructional Technology Material	Install Fans	108.94
Menards	01	Academic Computing	Instructional Technology Material	Supplies for Fan Installation	106.21
Menards	01	Academic Computing	Instructional Technology Material	Wiring Supplies	113.63
Pratt Audio-Visual & Video Cor	01	Academic Computing	Instructional Technology Material	LCD Projector Lamp	511.00
Shelley, Chris ,	01	Academic Computing	Instructional Technology Material	Travel-HLCCO & ICCFA Conference 10/10/08	317.30
Toner Tech Plus	01	Administrative Computing	Office Supplies	Refurbished Toner	99.95
Unique Computer	01	Administrative Computing	Office Supplies	Toner	593.00
Unique Computer	01	Administrative Computing	Office Supplies	400G Tape Cartridges	915.00
Edwards, Jessica	01	Special Needs- ADA	Conference/Meeting Expense	Travel-Area Site Visits thru 10/21/08	27.21
Consolidated Management Co	01	Student Recruitment	Conference/Meeting Expense	Discover Sauk 10/31/08	287.80
Consolidated Management Co	01	Student Recruitment	Conference/Meeting Expense	Discover Sauk 10/24/08	278.55
Winger, Gerald	01	Student Recruitment	Conference/Meeting Expense	Supplies for Adult Information Meeting	71.99
Winger, Gerald	01	Student Recruitment	Conference/Meeting Expense	Discover Sauk Supplies 10/31/08	24.02
Winger, Gerald	01	Student Recruitment	Conference/Meeting Expense	Travel-Area Sites thru 11/6/08	402.48
Medema, Pamela	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel- IACRAO Conference 10/22/08	466.65

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Winger, Gerald	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel- IACRAO Conference 10/22/08	156.20
Creative Printing	01	Financial Aid & Veterans Affairs	Office Supplies	Business Cards-J Schulz	45.00
Illinois Valley Community Coll	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Conference Fee ICCO Meeting 10/24/08	25.00
Seagren, Catherine	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-Conference 10/24/08	37.73
Quill Corporation	01	Counseling	Office Supplies	Ring Binders & File Folders	308.94
Breed, Thomas	01	Counseling	Conference/Meeting Expense	Travel-U of I Articulation Meeting 10/1	207.68
Matheney, Janet	01	Counseling	Conference/Meeting Expense	Travel- NIU Conference 10/24/08	5.00
Breed, Nancy	01	Education Fund	Other Revenues	Awards for Big Sauk Walk	121.10
US Postmaster	01	Other Institutional	Postage	Refill Permit #243	500.00
United Parcel Service	01	Other Institutional	Postage	Monthly Shipping Charges	92.11
Consolidated Management Co	01	Other Institutional	Conference/Meeting Expense	SIMS Refreshments 10/08	22.55
Fifth Third Bank	01	Other Institutional	Conference/Meeting Expense	Progressive Business Audio Conference	199.00
Walker, Shirley	01	Other Institutional	Conference/Meeting Expense	Travel NIN Meeting 11/7/08	98.28
Fifth Third Bank	01	Other Institutional	Other Conference & Meeting	President Meeting Meals & Hotel	136.38
Classic Graphics Industries, I	01	Business Office	Office Supplies	1098 T Forms	185.15
Moore Wallace Company	01	Business Office	Office Supplies	W-2 & Envelopes	185.45
SBM Business Equipment Center	01	Business Office	Office Supplies	Toner	67.98
Fifth Third Bank	01	Business Office	Conference/Meeting Expense	Skillpath Seminar-R Tompkins	99.00
Seagren, Catherine	01	Business Office	Conference/Meeting Expense	Travel-Conference 10/24/08	37.74
Illinois Central Community Col	01	Business Office	Tuition Chargeback	Chargeback Fall 08 Semester	1,716.00
Joliet Junior College	01	Tuition Chargeback	Tuition Chargeback	Fall 08 Chargeback	4,608.93
Parkland College	01	Tuition Chargeback	Tuition Chargeback	Chargeback Fall 08	2,571.84
Quill Corporation	01	Personnel Office	Office Supplies	Paper & Correction Tape	63.47
Rock River Human Resources Pro	01	Personnel Office	Publications and Dues	FY 09 Dues K Snow	30.00
Sauk Valley Newspapers	01	Personnel Office	Recruitment	Recruitment Ads for October 08	1,755.26
Consolidated Management Co	01	Personnel Office	Other Conference & Meeting	October Birthday Party	84.80

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Gordon Flesch Company, Inc	.01	Information Center	Office Supplies	Staples	129.60
B Safe Inc	010100	CCS Public Workshops	Consultants	PPD-OSHA 10/14/08	400.00
Condensed Curriculum Internati	010100	CCS Public Workshops	Consultants	Pharmacy Tech, Dental & EKG Programs	15,735.10
DRO Associates Inc	010100	CCS Public Workshops	Consultants	PPD Class F 08 Leadership	500.00
Education To Go	010100	CCS Public Workshops	Consultants	Sept 08 Ed2Go Classes	220.00
Education To Go	010100	CCS Public Workshops	Consultants	October Ed2Go Classes	220.00
Haynes, David	010100	CCS Public Workshops	Consultants	PPD Class Instant Piano	240.00
Hood, Kay A.	010100	CCS Public Workshops	Consultants	PPD Class Pumpkins Floral Arrangements	250.00
Hughes, Karen K.	010100	CCS Public Workshops	Consultants	PPD Class F 08 Crisis Intervention CGH	500.00
Jacobs, Debra	010100	CCS Public Workshops	Consultants	PPD F 08 Conversational Spanish	320.00
Khuntangta, Trithong	010100	CCS Public Workshops	Consultants	Kids Kickboxing	860.00
Owens, David	010100	CCS Public Workshops	Consultants	PPD Class Radical Forgiveness	160.00
Treend, Gayle	010100	CCS Public Workshops	Consultants	PPD Class F 08 Ebay	660.00
Mandernach, Patricia	010100	CCS Public Workshops	Maintenance Services	Dog Just Wanna Have Fun	1,195.00
Harrington, Gerry	010100	CCS Public Workshops	Instructional Supplies	Materials for First Aid/CPR	11.92
Innovations By West	010100	CCS Public Workshops	Instructional Supplies	Welding Testing 10/20/08	463.70
KSB Hospital	010100	CCS Public Workshops	Instructional Supplies	First Aid/CPR	164.50
KSB Hospital	010100	CCS Public Workshops	Instructional Supplies	Materials for First Aid/CPR	124.25
Owens, David	010100	CCS Public Workshops	Instructional Supplies	Books for Radical Forgiveness	105.00
Rock River Human Resources Pro	010100	CCS Public Workshops	Publications and Dues	FY 09 Dues G Harrington	30.00
Consolidated Management Co	010100	CCS Public Workshops	Conference/Meeting Expense	Travel Night	40.15
Harrington, Gerry	010100	CCS Public Workshops	Conference/Meeting Expense	Travel- Area Visits thru 10/10/08	50.31
Accurate Tank Technologies Inc	02	Maintenance	Maintenance Services	Line & LID Test & Repairs	1,155.00
ECOLAB	02	Maintenance	Maintenance Services	Monthly Pest Elimination	237.00
Enercon Engineering, Inc	02	Maintenance	Maintenance Services	Replace, Power Measurement	4,583.73
H-O-H Water Technology Inc	02	Maintenance	Maintenance Services	Monthly Water Treatment 10/08	1,374.00

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Northwest Mechanical Inc	02	Maintenance	Maintenance Services	Absorption Chiller #1, Repair	744.00
Turnroth Sign Co., Inc	02	Maintenance	Maintenance Services	Repair Roadside Marquee	120.00
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Electrical Supplies	143.00
Fastenal Company	02	Maintenance	Maintenance Supplies	Combo Kit	363.18
Fifth Third Bank	02	Maintenance	Maintenance Supplies	Master Distributors	158.29
Grainger	02	Maintenance	Maintenance Supplies	Thermal Photo Control	513.78
Grainger	02	Maintenance	Maintenance Supplies	Control Fan	110.47
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	50.84
Menards	02	Maintenance	Maintenance Supplies	Cable, Drum & Clog Buster	192.25
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	46.05
Menards	02	Maintenance	Maintenance Supplies	Batteries	94.91
Security Builders Supply Compa	02	Maintenance	Maintenance Supplies	Door Motion Sensor	375.00
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Paint	67.86
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Paint	197.88
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Paint	97.43
Paxton, Carl	02	Maintenance	Maintenance Supplies	Travel-Facilities Meeting 10/17/08	78.39
AmSan LLC	02	Custodial	Maintenance Services	Repair Burnisher	186.41
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	41.31
Moore Tires, Inc	02	Grounds	Maintenance Services	Towel Service	68.81
Cargill Salt Division	02	Grounds	Maintenance Services	Tire Repair-Mower	28.00
Fifth Third Bank	02	Grounds	Maintenance Supplies	Ice Melt	6,094.16
Grainger	02	Grounds	Maintenance Supplies	Birkley's/Blains Farm & Fleet	138.07
Menards	02	Grounds	Maintenance Supplies	Grinder Bench	201.83
Napa Auto Parts	02	Grounds	Maintenance Supplies	Grounds Supplies	76.71
North's Oil Company, Inc	02	Grounds	Maintenance Supplies	Spark Plugs	6.27
			Maintenance Supplies	Unleaded Gas 200 Gal	1,711.20

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Peabody's Inc	02	Grounds	Maintenance Supplies	battery for Tractor	158.88
Nicor Gas	02	Utilities	Gas	Gas Services	407.08
Nicor Gas	02	Utilities	Gas	Gas Services	807.72
Commonwealth Edison	02	Utilities	Electricity	Electricity	39.14
Integry's Energy Services Inc	02	Utilities	Electricity	Electricity	26,892.85
Frary Lumber & Supply	02	Utilities	Water, Sewer	Salt-Water Softener	336.75
M & S Wastewater	02	Utilities	Water, Sewer	Monthly Water Treatment October 08	425.00
Schmitt Plumbing & Heating, In	02	Utilities	Water, Sewer	Tested Four Backflow Preventers	410.80
Central Management Services/ICN	02	Utilities	Telephone	Monthly Charges	340.00
CenturyTel	02	Utilities	Telephone	Telephone Bill	1,916.42
Comcast	02	Utilities	Telephone	Monthly Charges	4,750.00
Essex Telecom Inc	02	Utilities	Telephone	Monthly Telephone Charges	1,840.88
Essex Telecom Inc	02	Utilities	Telephone	Monthly Charges	2,811.51
United States Cellular	02	Utilities	Telephone	Van Cell Phone Charges	48.20
Verizon Wireless	02	Utilities	Telephone	Dr. Mihel cell Phone	76.28
Moring Disposal Inc	02	Utilities	Refuse Disposal	Monthly Trash Removal Service 10/08	226.00
Ditto, John	02	Building and Grounds Administration	Conference/Meeting Expense	Travel-Champaign IL 10/10/08	207.68
Schmitt Plumbing & Heating, In	03	Operations & Maintenance- Restr	Building Remodeling	Final Application UV Disinfection Proj	11,428.70
Willert, Hoffmann & Associates,	03	Operations & Maintenance- Restr	Building Remodeling	Engineering Services UV Disinfection P	723.75
Allied Healthcare Products, In	030200	Fund Bond- Instruc & Computer	Capital Supplies	Aspirator	1,396.07
DeKroft-Metz and Co, Inc	030200	Fund Bond- Instruc & Computer	Capital Supplies	Enteral Nutrition	130.90
DeKroft-Metz and Co, Inc	030200	Fund Bond- Instruc & Computer	Capital Supplies	Enteral Nutrition	325.00
GFC Leasing Company	030200	Fund Bond- Instruc & Computer	Debt Principal Retirement	Bond Lease Payment-Principal	653.39
GFC Leasing Company	030200	Fund Bond- Instruc & Computer	Interest	Bond Lease Payment-Interest	53.56
Sexauer Inc	030200	Fund Bond- Facilities	Capital Supplies	E-Z Flush & Adapters	6,031.32
Blackbaud	030200	Fund Bond- Other	Office Equipment	Financial Edge Consult Fee	6,997.50

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Jurgens, Amy	030200	Fund Bond- Other	Office Equipment	Financial Edge Consultant Fee	1,650.00
Blackbaud	030200	Fund Bond- Other	Office Equipment	Credit Due	260.00
Damhoff, Russ	050600		Petty Cash	BB Ticket Sales Petty Cash	100.00
Leseman, Jolene	050600		Petty Cash	FY 09 Petty Cash Women's Basketball	300.00
Anderson, Rod .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
Anderson, Rod .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	100.00
Berlage, Mike .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
Berlage, Mike .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	100.00
Blackburn, Jan .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Blackburn, Jan .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Blackburn, Jan .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Blackburn, Jan .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Brady, Don .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
Bruns, Lenny .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
Burch, Timothy	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	100.00
Buum, Ben .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
Buum, Ben .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	100.00
Dixon-Meyers Bus Transportatio	050600	Men's Basketball	Other Contractual Services	Deposit Bus/Basketball 1/24/09	300.00
Draper III, Edward	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	100.00
Firebaugh, Rich .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	100.00
Gehach, Jeremy .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
Gilmore, Todd .	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
Hubbell, Jacob	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Hubbell, Jacob	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Hubbell, Jacob	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Hubbell, Jacob	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Jrhliln, Doug	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
King, Don	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
King, Don	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	100.00
King, Ron	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	100.00
Larsen, Fritz	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
Leitner, Randy	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	100.00
Massarolo, Randy	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
Motor, Kevin	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	50.00
Motor, Kevin	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	100.00
Reyes, Eduardo	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	15.00
Reyes, Eduardo	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	15.00
Strating, James A.	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Strating, James A.	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Strating, James A.	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Trone, Chris	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	100.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	20.00
Yoder, Mark	050600	Men's Basketball	Other Contractual Services	Men's Basketball Game	100.00

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PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Breedlove's Sporting Goods Inc	050600	Men's Basketball	Other Supplies	Black Tees Sauk Logo	338.00
Damhoff, Russ	050600	Men's Basketball	Other Supplies	Supplies for Jamboree 10/25/08	29.70
Downtown Sports	050600	Men's Basketball	Other Supplies	Black Knit Caps	150.00
Johnson, Michael	050600	Men's Basketball	Other Supplies	FY 09 Scouting Service	100.00
Damhoff, Russ	050600	Men's Basketball	Other Conference & Meeting	Travel-CC Jamboree 10/20/08	115.61
Damhoff, Russ	050600	Men's Basketball	Other Conference & Meeting	Travel-Clinton CC 11/4/08	146.57
Damhoff, Russ	050600	Men's Basketball	Other Conference & Meeting	Pizza w/Ashford	56.00
Henkel, Anna	050600	Cross Country	Other Contractual Services	Cross Country Invite	50.00
Henkel, Rita	050600	Cross Country	Other Contractual Services	Cross County Invite	25.00
Johnson, Kenneth	050600	Cross Country	Other Contractual Services	Cross Country Invite	25.00
Moore, Jan	050600	Cross Country	Other Contractual Services	Cross Country	75.00
Breedlove's Sporting Goods Inc	050600	Cross Country	Other Supplies	Oxford Tees	427.50
Sullivan, Michael	050600	Cross Country	Other Supplies	Invite 10/11/08 Expense	72.96
Sullivan, Michael	050600	Cross Country	Other Conference & Meeting	5 K Race Practice	75.00
Sullivan, Michael	050600	Cross Country	Other Conference & Meeting	Travel-Cross Country Betcit Wi 9/27/08	80.41
Sullivan, Michael	050600	Cross Country	Other Conference & Meeting	Travel-CC 10/24/08	77.95
Sullivan, Michael	050600	Cross Country	Other Conference & Meeting	Travel- Cross Country Nationals	3,938.03
Acushnet Company	050600	Golf	Other Supplies	Golf Balls	332.00
Williams, David	050600	Golf	Other Conference & Meeting	Golf Team Scrimage	92.45
SISSON INC.	050600	Men's Baseball	Other Contractual Services	Winterize/Blow Out Irrigation	90.00
Temple's Sporting Goods	050600	Men's Baseball	Other Supplies	Baseball Dug Out Jackets	1,766.58
Valdez, Rene	050600	Men's Baseball	Other Conference & Meeting	Travel-Baseball 9/30/08	125.00
Blackburn, Jan.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Blackburn, Jan.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	20.00
Corwin, Maurice A.	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	100.00
Deatherage, Stanley	050600	Women's Basketball	Other Contractual Services	Womens Basketball Game	100.00

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Dixon-Meyers Bus Transportatio	050500	Women's Basketball		Other Contractual Services	100.00
Durbin, David .	050500	Women's Basketball		Other Contractual Services	100.00
Hubbell, Jacob	050500	Women's Basketball		Other Contractual Services	20.00
Hubbell, Jacob	050500	Women's Basketball		Other Contractual Services	20.00
Johnson, Kari .	050500	Women's Basketball		Other Contractual Services	100.00
Lopez, Joe .	050500	Women's Basketball		Other Contractual Services	100.00
Mercer, Mike .	050500	Women's Basketball		Other Contractual Services	100.00
Strating, James A .	050500	Women's Basketball		Other Contractual Services	20.00
Strating, James A .	050500	Women's Basketball		Other Contractual Services	20.00
Worthington, Patrick .	050500	Women's Basketball		Other Contractual Services	20.00
Worthington, Patrick .	050500	Women's Basketball		Other Contractual Services	20.00
Girls Got Game .	050500	Women's Basketball		Other Supplies	727.50
Comfort Suites Vincennes	050500	Women's Basketball		Other Conference & Meeting	380.50
Leseman, Jolene	050500	Women's Basketball		Other Conference & Meeting	163.50
Scenic Stage Line, Inc	050500	Women's Basketball		Other Conference & Meeting	114.50
Vincennes University	050500	Women's Basketball		Other Conference & Meeting	50.00
Moraine Valley Community Colle	050500	Women's Tennis		Other Conference & Meeting	56.25
Wieneke, LuAnn .	050500	Women's Softball		Other Supplies	405.00
Leseman, Jolene	050500	Women's Softball		Other Conference & Meeting	170.00
A-SISU Group Corporation	050500	Women's Volleyball		Other Contractual Services	90.00
Bennett, Jessica	050500	Women's Volleyball		Other Contractual Services	15.00
Lewis, Tashiana	050500	Women's Volleyball		Other Contractual Services	15.00
Lewis, Tashiana	050500	Women's Volleyball		Other Contractual Services	15.00
Pheips, Rachel	050500	Women's Volleyball		Other Contractual Services	15.00
Schach, Steve .	050500	Women's Volleyball		Other Contractual Services	90.00
Worthington, Patrick .	050500	Women's Volleyball		Other Contractual Services	20.00

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Unlimited Lifestyle	050500	Women's Volleyball	Other Supplies	Calf Master	270.00
Leseman, Jolene	050500	Women's Volleyball	Other Conference & Meeting	Travel-Volleyball 10/15/08	58.85
Sanders, Richard	050500	Women's Volleyball	Other Conference & Meeting	Volleyball 10/30/08	15.00
Aramark Uniform Services Inc.	050500	General Athletics	Other Contractual Services	Towel Service	435.00
Habben, Sarah	050500	General Athletics	Other Contractual Services	Women's Volleyball Game	50.00
Habben, Sarah	050500	General Athletics	Other Contractual Services	Men's Basketball Game	90.00
Peterson, Erik	050500	General Athletics	Other Contractual Services	Cross Country invite	50.00
Van Drew, Shannon	050500	General Athletics	Other Contractual Services	Womens Basketball Game	50.00
Van Drew, Shannon	050500	General Athletics	Other Contractual Services	Men's Basketball Game	90.00
Van Drew, Shannon	050500	General Athletics	Other Contractual Services	Men's Basketball Game	50.00
Bowman, Kathleen	050500	Tournaments	Other Contractual Services	Cross Country invite	25.00
Henkel, Anna	050500	Tournaments	Other Contractual Services	Cross Country invite	50.00
Henkel, Rita	050500	Tournaments	Other Contractual Services	Cross Country invite	25.00
Moore, Jan	050500	Tournaments	Other Contractual Services	Cross Country invite	75.00
Peterson, Erik	050500	Tournaments	Other Contractual Services	Cross Country invite	50.00
Wescott, Kelley	050500	Tournaments	Other Contractual Services	Cross Country invite	25.00
Wilden Jr, Ray	050500	Tournaments	Other Contractual Services	Cross Country invite	75.00
Winger, Brinda S.	050500	Tournaments	Other Contractual Services	Cross Country invite	25.00
Sullivan, Michael	050500	Student Activities	Other Materials and Supplies	Regional 10/25/08 Expenses	127.76
Penguin's Entertainment Manage	050500	Student Activities	Consultants	Deposit for 11/6/08 performance	500.00
Penguin's Entertainment Manage	050500	Student Activities	Consultants	Performance 11/6/08	1,400.00
Fifth Third Bank	050500	Student Activities	Conference/Meeting Expense	Holiday Inn-Free for Fall	66.60
Fifth Third Bank	050500	Student Activities	Conference/Meeting Expense	Fred Pryor Seminar-L Peck	249.00
Hedrick, Jason	050500	Drama	Other Materials and Supplies	Production Supplies-Catch 22 F 08	273.35
Hedrick, Jason	050500	Drama	Other Materials and Supplies	Supplies F 08 Production	232.02
Kida, Andrew	050500	Drama	Other Materials and Supplies	Lighting Design F Production	500.00

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Menards	050500	Drama	Other Materials and Supplies	Supplies/F 08 Production	184.56
American Society of Composers, Authors and Publishers	050600	Music	Other Contractual Services	Music License Fees FY 09	488.00
Daimhoff, Russ	050800	Transportation	Maintenance Services	Gas Reimbursement Iowa City 10/11/08	156.50
Pete Harkness Ford Inc.	050800	Transportation	Maintenance Services	Oil Change/Filter Mini Van	148.07
Fifth Third Bank	050800	Transportation	Vehicle Supplies	I-PASS	80.00
Fifth Third Bank	050800	Transportation	Vehicle Supplies	Fleet Gas Purchases	1,163.11
Menards	050800	Transportation	Vehicle Supplies	Van Supplies	15.82
Butler Benefit Service Inc	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	10,019.05
Butler Benefit Service Inc	051000	Medical Insurance	Dependent Stop Loss	Dependent Stop Loss	7,881.41
Butler Benefit Service Inc	051000	Medical Insurance	Precertification	Precertification	585.00
Butler Benefit Service Inc	051000	Medical Insurance	Cobra Conversion	COBRA	41.75
Butler Benefit Service Inc	051000	Medical Insurance	Administrative Costs	Administrative	3,887.00
Butler Benefit Service Inc	051000	Medical Insurance	Group Stop Loss	Aggregate Stop Loss	1,310.40
Gallagher Benefit Services, Inc.	051000	Medical Insurance	Life & AD&D	Life Billing 11/08	1,432.63
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	224.97
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	253.43
Sun Wind Solar Industries, Inc	062051	ISU Non Traditional Career Grant	Instructional Supplies	Solar Care Kits	559.00
Consolidated Management Co	062053	U of I Health Careers Club	Conference/Meeting Expense	Health Career Pizza Buffet 10/1/08	185.00
Consolidated Management Co	062053	U of I Health Careers Club	Conference/Meeting Expense	Health Career Luncheon 10/8/08	241.25
The Center	062056	ICCB Adult Ed-Federal Basic	Conference/Meeting Expense	Conference Fee 12/5/08	1,195.00
Meyers, Kim	062058	ICCB Adult Ed-State Basic-Instru	Conference/Meeting Expense	Travel-Rock Valley College	102.96
Whiteside County ROE	062059	ICCB Adult Ed-Performance-Instru	Instructional Service Contracts	First Half of FY 09 Grant	3,750.00
Winn, Korah	062060	SOS VITAL Grant	Consultants	ESL Training 10/14/08	120.00
The Center	062060	SOS VITAL Grant	Conference/Meeting Expense	Conference Fee 12/5/08 Benedict & Coom	180.00
Benedict, Timothy	062060	SOS VITAL Grant	Other Conference & Meeting	Vital Workshop 10/14/08	43.25
Murray, Kris	062061	IL Humanities Council	Office Supplies	Supplies	157.95

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PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Lindahl, Sharon	062073	Local Tech Prep Grant	Conference/Meeting Expense	Deliver Career books thru 10/27/08	107.64
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	433.30
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	433.30
Kooshesh, Cyrus	063011	Student Support Services Grant	Office Supplies	Supplies	72.36
Quill Corporation	063011	Student Support Services Grant	Office Supplies	Telephone Shoulder Rest	375.41
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	39.01
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	33.19
State Universities Retirement	063020	Perkins Ilc	SURS	Matching Funds	36.38
State Universities Retirement	063020	Perkins Ilc	SURS	Matching Funds	36.38
Illinois Valley Community Coll	063020	Perkins Ilc	Instructional Service Contracts	Truck Driving Training Fall 08	17,400.00
ACT, INC	063020	Perkins Ilc	Other Materials and Supplies	WorkKeys License Fee	5,000.00
Consolidated Management Co	063020	Perkins Ilc	Conference/Meeting Expense	Workforce Council Pasta Lunch 10/22/08	164.45
Consolidated Management Co	063020	Perkins Ilc	Conference/Meeting Expense	Meeting "Work in the Real World"	928.20
Kidder, Mary	063020	Perkins Ilc	Conference/Meeting Expense	Travel-HCCB Springfield 10/07	427.40
State Universities Retirement	063020	Perkins Ilc -Special Populations	SURS	Matching Funds	56.91
State Universities Retirement	063020	Perkins Ilc -Special Populations	SURS	Matching Funds	56.91
Auvinen, Pia	063020	Perkins Ilc -Special Populations	Consultants	Notetaker 10/22/08	100.75
Doner, Kilian	063020	Perkins Ilc -Special Populations	Consultants	Notetaker thru 10/21/08	50.38
Froeter, Erin	063020	Perkins Ilc -Special Populations	Consultants	Notetaker thru 10/13/08	58.13
Grilli, Monica	063020	Perkins Ilc -Special Populations	Consultants	Notetaker thru 10/16/08	174.38
Huizenaga, Tracie	063020	Perkins Ilc -Special Populations	Consultants	Notetaker thru 10/21/08	145.31
Marshall, Hanna	063020	Perkins Ilc -Special Populations	Consultants	Notetaker thru 10/16/08	81.38
Martin, Omica	063020	Perkins Ilc -Special Populations	Consultants	Notetaker thru 10/15/08	67.81
Payne, Nathaniel	063020	Perkins Ilc -Special Populations	Consultants	Notetaker thru 10/16/08	108.50
Redell, Julie	063020	Perkins Ilc -Special Populations	Consultants	Notetaker thru 10/15/08	81.38
Shugars, Amy	063020	Perkins Ilc -Special Populations	Consultants	Notetaker thru 10/30/08	116.25

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Lindahl, Sharon	063030	Perkins IIE Tech Prep	Office Supplies	Supplies/Tech Prep Facilitators & Wom	213.56
Consolidated Management Co	063030	Perkins IIE Tech Prep	Conference/Meeting Expense	Tech Prep Meeting 10/14/08	43.45
Dorothy, Catherine	063030	Perkins IIE Tech Prep	Conference/Meeting Expense	Travel-NCPN Conference 10/21/08	99.52
Lindahl, Sharon	063030	Perkins IIE Tech Prep	Conference/Meeting Expense	Travel- NCPN Conference 10/21/08	1,259.83
Dixon High School	063030	Perkins IIE Tech Prep	Other	Claims 1 & 2 Fall 08	1,054.16
Durband, Paula	063030	Perkins IIE Tech Prep	Other	NCIPC Conference Travel 10/25/08	1,122.73
Hodson, Steve	063030	Perkins IIE Tech Prep	Other	Travel-Conference 10/25/08	1,143.91
Rock Falls High School	063030	Perkins IIE Tech Prep	Other	Claim #1 FY 09	262.09
Consolidated Management Co	063075	IDHS AmeriCorps - Member Activit	Other Revenues	Illinois Public Health	350.00
Scott, Amy	063075	IDHS AmeriCorps - Member Activit	Consultants	Orientation Training 8/13/08	200.00
University of Illinois	063075	IDHS AmeriCorps - Member Activit	Consultants	Services for Difficult Behaviors	180.00
Earl, Sabrina	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Meeting 10/3/08	24.72
McGath, Wendy	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-AmeriCorps Training	43.29
McGath, Wendy	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel-Meeting 10/16/08	43.29
Sands, Mary	063075	IDHS AmeriCorps - Member Activit	Other Conference & Meeting	Travel- Meeting 10/03/08	50.19
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	264.41
Downtown Sports	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	270.42
Earl, Sabrina	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Member Service Gear	1,052.37
Earl, Sabrina	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Regional Meeting	46.44
Quintana, Camilo	063076	ISU FUSE	Consultants	Travel-Area Sites thru 10/30/08	361.58
Salgado, Ana	063076	ISU FUSE	Conference/Meeting Expense	Music Performance 10/27/08	100.00
Johnson, Kathleen	064010	Online Nursing Program	Conference/Meeting Expense	Supplies-FUSE Meeting 10/27/08	145.81
Campus Teamwear	101020	Cheerleading Club	Other	Travel-NION Travel thru 10/15/08	382.01
Hamilton, Jane	101060	Magic Club	Other	Poms	152.10
Hamilton, Jane	101060	Magic Club	Other	Magic Booster Drafts	316.63
			Other	Supplies	124.95

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Nunez, Steve	101140	Phi Theta Kappa Club	Other	Trees-mcMcCormicks	83.27
PHI THETA KAPPA Society	101140	Phi Theta Kappa Club	Other	Regional Fees	850.00
Downtown Sports	103103	Baseball Booster	Other	Logo on Pants	418.23
Temple's Sporting Goods	103103	Baseball Booster	Other	Batting Helmets	98.18
Temple's Sporting Goods	103103	Baseball Booster	Other	Baseball & Supplies	1,043.67
Bushel Basket Candle Co	103104	Softball Booster	Other	Candles for Softball Fundraiser	947.00
Breedlove's Sporting Goods Inc	103107	Cross County Booster	Other	Jersey Tees	241.50
CenturyTel	12	Risk Management	Telephone	911 Cama Trunk Lines	89.56
Radio Ranch Inc.	12	Public Safety	Maintenance Services	Repair Security Radio	93.78
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	75.56
Stewart & Associates, Inc	12	Public Safety	Other Contractual Services	Security Contract	1,047.40
Stewart & Associates, Inc	12	Public Safety	Other Contractual Services	Security Contract	967.76
Spivey Group LLC	12	Public Safety	Other Supplies	Intranet "Shots Fired On Campus"	1,520.00

BANK ACCOUNT 1 TOTAL:
1,948,473.92

ALL ACCOUNTS TOTAL:
1,948,473.92

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

EDUCATION FUND	2008-2009 YTD	2008-2009 Budget	YTD / Budget %	2007-2008		YTD % Chng fm Prev Yr	2007-2008 Total
				YTD	YTD		
Revenues							
Local Governmental Sources	1,516,158	3,510,000	43.2%	1,411,756	7.4%	3,364,180	
State Governmental Sources	768,416	3,060,706	25.1%	758,760	1.2%	2,847,734	
Federal Governmental Sources	295	5,000	5.9%	1,95	51.2%	4,480	
Student Tuition and Fees	2,315,339	4,019,000	57.6%	2,738,157	-15.4%	3,916,232	
Sales and Service	87,811	180,000	48.7%	32,036	174.1%	168,784	
Investment Revenue	16,804	100,000	16.8%	21,993	-23.5%	138,308	
Other Revenues	10,051	425,000	2.3%	11,317	-11.1%	645,918	
TOTALS	4,714,876	11,299,706	41.7%	4,974,217	-5.2%	11,085,639	
Expenditures							
Salaries	1,847,163	6,324,125	29.2%	1,778,197	3.8%	6,161,213	
Employee Benefits	532,195	2,003,599	26.5%	458,405	16.1%	2,154,203	
Contractual Services	133,630	511,733	26.1%	91,295	46.3%	514,696	
General Materials and Supplies	255,817	813,943	31.4%	195,474	30.8%	663,946	
Conference & Meeting	31,352	158,886	19.7%	47,156	-33.5%	124,491	
Fixed Charges	3,469	15,000	23.1%	4,566	-24.0%	14,679	
Capital Outlay						28,220	
Other Expenditures	1,258,553	785,000	32.9%	261,095	-9.9%	707,553	
TOTALS	3,062,183	10,612,286	28.8%	2,836,192	7.9%	10,369,004	
Transfers							
Transfers to Other Funds		445,000				300,000	
CHANGE IN NET ASSETS	1,652,692	242,420		2,138,025		416,634	
FUND BALANCE	2,938,248					1,285,555	

**SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
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SAUK VALLEY COMMUNITY COLLEGE
 REVENUES, EXPENDITURES, AND TRANSFERS
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BOND AND INTEREST FUND	2008-2009 <u>YTD</u>	2008-2009 <u>Budget</u>	YTD / <u>Budget</u> %	2007-2008 <u>YTD</u>	YTD / <u>YTD</u>	% CHNG f/m PREV YR	2007-2008 <u>Total</u>
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Revenues

Local Governmental Sources	560,233	1,265,518	44.2%	600,157		-6.6%	1,320,581
Investment Revenue	2,656	3,000	88.5%	2,617		-1.4%	9,239
TOTALS	562,889	1,268,518	44.3%	602,774		-6.6%	1,329,820

Expenditures

Contractual Services	1,000	0.0%				9.6%	500
Fixed Charges	1,311,946	9.6%					1,392,051
TOTALS	1,312,946	9.5%				9.5%	1,392,551
CHANGE IN NET ASSETS	436,986	-44,428		602,774			-62,731
FUND BALANCE	1,098,191						661,204

SAUK VALLEY COMMUNITY COLLEGE
REVENUES, EXPENDITURES, AND TRANSFERS
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AUXILIARY ENTERPRISES FUND		2008-2009 YTD	2008-2009 Budget	YTD / Budget %	2007-2008 YTD	2007-2008 YTD	YTD % Chng Fr. Prev. Yr.	2007-2008 Total
Revenues								
Student Tuition and Fees	88,536	148,500	59.6%	107,920	-17.9%	-	150,865	
Sales and Service	11,277	44,285	25.4%	16,205	-30.4%	-	68,325	
Facilities Revenue	49,819	105,000	47.4%	48,511	2.7%	-	100,450	
Investment Revenue	908	900	100.8%	672	35.1%	-	901	
Other Revenues	643,787	1,913,000	33.6%	555,621	15.8%	-	1,638,625	
TOTALS	794,329	2,211,685	35.9%	728,931	8.9%	-	2,159,168	
Expenditures								
Salaries	36,087	123,745	29.1%	16,415	119.8%	-	94,219	
Employee Benefits	6,216	17,956	34.6%	3,194	94.6%	-	17,915	
Contractual Services	440,980	1,957,324	22.5%	562,631	-21.6%	-	1,876,106	
General Materials and Supplies	31,251	73,830	42.3%	20,573	51.9%	-	68,528	
Conference & Meeting	18,898	74,170	25.4%	22,240	-15.0%	-	78,890	
Fixed Charges	21,469	21,750	98.7%	19,640	9.3%	-	20,787	
Other Expenditures	500	0.0%	-	-	-	-	-	
TOTALS	554,903	2,269,275	24.4%	644,696	-13.9%	-	2,156,448	
Transfers								
Transfers to Other Funds	105,000	-	-	-	-	-	109,760	
Transfers From Other Funds	-182,000	-	-	-	-	-	-109,760	
CHANGE IN NET ASSETS	239,425	19,410	-	84,234	-	-	2,719	
FUND BALANCE	414,388	-	-	-	-	-	174,962	

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

WORKING CASH FUND	YTD	2008-2009 Budget	YTD / Budget %	2008-2009		2007-2008		YTD % Chng Fm Prev Yr	2007-2008 Total
				YTD	Budget	YTD	YTD		
Revenues									
Local Governmental Sources									
Investment Revenue	8,465	70,000	12.0%			-9,867		-185.7%	70,847
TOTALS	8,465	70,000	12.0%			-9,867		-185.7%	70,847
Expenditures									
Investment Revenue									
TOTALS	-----	-----	-----			-----		-----	-----
Transfers									
Transfers to Other Funds									
CHANGE IN NET ASSETS	8,465					-9,867			
FUND BALANCE	1,979,248								1,970,783

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

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SAUK VALLEY COMMUNITY COLLEGE
 REVENUES, EXPENDITURES, AND TRANSFERS
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AUDIT FUND	2008-2009 <u>YTD</u>	2008-2009 <u>Budget</u>	YTD / <u>Budget</u> %	2007-2008 <u>YTD</u>	2007-2008 <u>YTD</u> %	Chng fr. Prev Yr	2007-2008 <u>Total</u>
Revenues							
Local Governmental Sources							
Investment Revenue	14,361	34,000	42.2%	12,164	18.0%	30,944	
	183	900	20.3%	-120	-252.2%	5,077	
TOTALS	14,544	34,900	41.6%	12,043	20.7%		36,021
Expenditures							
Salaries	1,754	5,263	33.3%		33.3%		
Employee Benefits	491	1,453	33.8%		33.8%		
Contractual Services	28,500	36,000	79.1%	21,500	32.5%	30,000	
TOTALS	30,745	42,716	71.9%	21,500	43.0%		34,676
CHANGE IN NET ASSETS							
FUND BALANCE	-16,200	-7,816		-9,456	1,345		
	34,968						51,169

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

LIABILITY, PROTECTION & SETTLEMENT	2008-2009		2008-2009		YTD / Budget %	2007-2008		YTD % Chng from Prev Yr	2007-2008 Total
	YTD	Budget	YTD	Budget		YTD	YTD		
Revenues									
Local Governmental Sources	155,495	361,000	43.0%	209,621	-25.8%	421,431			
Investment Revenue	38,266	251,000	15.2%	155,755	-75.4%	403,503			
Other Revenues		10,000	0.0%			13,300			
TOTALS	193,761	622,000	31.1%	365,376	-46.9%	838,235			
Expenditures									
Salaries	47,686	160,297	29.7%	38,128	25.0%	131,557			
Employee Benefits	120,166	301,158	39.9%	108,610	10.6%	269,100			
Contractual Services	9,179	79,100	11.6%	29,389	-68.7%	79,985			
General Materials and Supplies	6,177	7,100	87.0%	1,151	43.6%	16,458			
Conference & Meeting	279	2,250	12.4%		12.4%	1,346			
Fixed Charges	30,037	35,000	85.8%	26,674	12.6%	31,199			
Utilities	358	4,000	8.9%	358	0.0%	985			
Capital Outlay									
TOTALS	213,883	588,905	36.3%	204,311	4.6%	530,634			
CHANGE IN NET ASSETS									
FUND BALANCE	-20,121	33,095		161,065		307,600			
	6,363,795					6,383,917			

Sauk Valley Community College
November 24, 2008

Agenda Item 2.7

Topic: **Sauk Valley Community College Group Health Plan Amendment**

Presented By: **Dr. George Mihel, Kathryn Snow**

Presentation:

The Sauk Valley Community College Group Health Plan provides coverage for dependent children between the ages of 19 (nineteen) to 25 (twenty-five) years of age, if the dependent is enrolled as a full-time student in an accredited institution. Currently, students who do not return to school after a semester/quarter break are not covered during the break.

Our proposal is to amend the Sauk Valley Community College Group Health Plan so eligible dependents would continue coverage until the end of the inter-break during which the dependent child attended an accredited school as a full-time student. If the dependent child does not attend an accredited school as a full-time student at the next subsequent regular semester/quarter, coverage will terminate at the end of the inter-term break.

Recommendation:

The administration recommends the Board approve Plan Amendment #4 to the Sauk Valley Community College Group Health Plan.

**Sauk Valley Community College
November 24, 2008**

Agenda Item 2.8

Topic: **Faculty Retirement**

Presented By: **Dr. George Mihel, Dr. Donald Pearl**

Presentation:

Peg Gaumer has indicated her intent to retire effective July 30, 2009. Peg has contributed 34 years of outstanding instruction to Sauk and we are very thankful for her hardwork and dedication.

Robert Duncan, who has a Master Degree in Chemistry will teach the chemistry classes taught by Peg Gaumer.

Recommendation:

The administration recommends the Board accept the retirement request of Peg Gaumer effective July 30, 2009. The administration also recommends the Board approve the search for a full-time math faculty member.

November 3, 2008

Dr. Pearl,

I am retiring July 30, 2009.

Sincerely,

A handwritten signature in black ink that reads "Peg Gruener". The signature is fluid and cursive, with "Peg" on the left and "Gruener" on the right, connected by a loop.

Sauk Valley Community College
November 24, 2008

Agenda Item 2.9

Topic: **Faculty Retirement**

Presented By: **Dr. George Mihel, Dr. Donald Pearl**

Presentation:

Larry Sileven has indicated his intent to retire effective August 31, 2009. Larry has done an excellent job with the HVAC program. We thank Larry for his 9 years of dedication and numerous contributions to Sauk.

We are currently reviewing opportunities to modify the HVAC Program before seeking a replacement faculty.

Recommendation:

The administration recommends the Board accept the retirement request of Larry Sileven effective August 31, 2009.

November 12, 2008

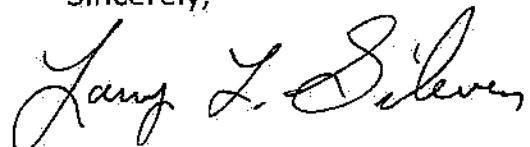
Dear Dr. George Mihel and Dr. Donald Pearl,

Today I met with SURS and officially signed my retirement papers for August 31, 2009. I will not be teaching in the summer.

Please accept this as my official notice of my intent to retire effective August 31, 2009.

Sauk Valley Community College has been the best work experience of my life. Thanks to all of you for your part in making my experience the best.

Sincerely,



Larry Sileven

Sauk Valley Community College
November 24, 2008

Agenda Item 2.10

Topic: **Change December Board Meeting Date**

Presented By: **Dr. George Mihel**

Presentation:

As approved by the Board, all regular meetings of the Board will be held on the 4th Monday of each month.

Since the College will be closed at the time of the regular Board meeting in December, the administration is requesting that the Board approve changing the date of the meeting from December 22, 2008 to December 15, 2008.

Recommendation:

The administration recommends the Board approve changing the date of the December Board meeting from December 22, 2008 to December 15, 2008.

Sauk Valley Community College
November 24, 2008

Action Item 4.2

Topic: **2008 Tax Levy**

Presented By: **Dr. George Mihel, Paula S. Meyer**

Presentation:

State law requires us to file a tax levy with the county clerks by the fourth Tuesday of December. Attached is SVCC's proposed Certificate of Tax Levy for 2008. If approved, the estimated tax rate for 2008 will be approximately 44.23 cents per hundred dollars of equalized assessed valuation (EAV), up .8% from 43.88 cents in 2007. The following table compares the two years' levies and tax rates:

Fund	2007 Extension	2008 Levy Proposed	% Change	2007 Rate	2008 Rate Proposed
Education	\$3,458,571	\$3,775,000	9.15%	.2450	.2450
Operations & Maintenance	423,499	465,000	9.80%	.0300	.0300
Protection, Health, Safety	653,599	724,550	10.86%	.0463	.0489
Liability, Protection, Settlement	215,984	215,000	-.46%	.0153	.0145
Social Security/Medicare	141,166	140,000	-.83%	.0100	.0095
Audit	33,880	43,000	26.92%	.0024	.0029
TOTAL	\$4,926,699	\$5,362,550	8.85%	\$.3490	\$.3508
Bond & Interest	1,265,518	1,354,715	7.05%	.0898	.0915
TOTAL	\$6,192,217	\$6,717,265	8.48%	\$.4388	\$.4423

Early information from the district's six county assessors indicates that the 2008 EAV will increase about 4.9% from 2007, from \$1,411,661,725 to \$1,481,091,760. The actual tax base upon which our tax revenue is collected will not be determined until May 2009. Therefore, the request for tax revenue in the Education and Operations and Maintenance Funds needs to be set slightly higher than the anticipated actual base in order to provide the College with all of the tax revenue previously authorized by the public.

The Protection, Health and Safety levy equals the cost of the capital projects that the Board approved in October. The Bond and Interest levy is the amount needed to meet annual principal and interest payments on our funding bonds. The Social Security/Medicare and Audit Fund levies are set at estimates of costs for those functions next fiscal year. The Liability, Protection and Settlement Fund levy represents estimated expenditures for affirmative action, risk management and public safety functions for next fiscal year; less expected investment earnings from the insurance reserve fund.

The total tax rate for 2007 was \$.4388 per \$100 of EAV. A house valued at \$100,000 has an EAV of \$33,333, so its SVCC tax in 2007 was \$146.26. The SVCC tax for the same value of house at the estimated proposed 2008 rate of \$.4423 will be \$147.43, a \$1.17 or .80% increase.

In addition to the statements made on the accompanying Certificate of Tax Levy, by approving this resolution the Board of Trustees also approves the following statement for GASB accounting purposes:

That the property tax levy adopted by the Board of Trustees for the calendar year 2008 to be collected in the calendar year 2009 be allocated 50% for fiscal year 2009 and 50% for fiscal year 2010.

Recommendation:

The administration recommends the Board of Trustees approve the 2008 tax levy as presented.

On November 24, 2008, the Board of Trustees of Illinois Community College District 506 (Sauk Valley Community College) formally adopted the 2008 payable 2009 Tax Levy as follows:

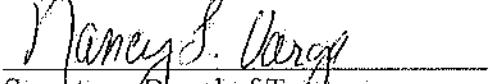
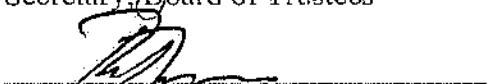
Member Andersen made a motion to adopt the 2008 payable 2009 Tax Levy as presented.

Member Cox seconded the motion.

The roll call vote was as follows:

Audersen	<u>Y</u>
Bollman	<u>Absent</u>
Cox	<u>Y</u>
Padilla	<u>Y</u>
Simpson	<u>Y</u>
Thompson	<u>Y</u>
Varga	<u>Y</u>
Huseman, Student Trustee	<u>Y</u>

A copy of the adopted tax levy is enclosed.


Nancy S. Varga
Secretary, Board of Trustees

Chairman, Board of Trustees

Sauk Valley Community College
November 24, 2008

Action Item 4.3

Topic: **Board Policy 501.01 Academic Programs and Requirements (First Reading)**

Presented By: **Dr. George Mihel**

Presentation:

In accordance with the directive from the Board, the administration has rewritten Board Policy 501.01 Academic Programs and Requirements, 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 501.01 Academic Programs and Requirements for first reading.

501.01 Academic Programs and Requirements

The academic programs and requirements *for the addition or deletion* of any certificate or degree shall be authorized by vote of the Board of Trustees upon recommendation from the President and will be subject to additional approval procedures required by the Illinois Community College Board, the Board of Higher Education and other cognizant regulatory agencies.

2/12/79

Sauk Valley Community College
November 24, 2008

Action Item 4.4

Topic: **Sauk Valley Community College 403b Retirement Plan**

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

Presentation:

As presented at the October Board of Trustees meeting, SVCC has had a 403b retirement plan for many years. 403b plans are the public educational institution's equivalent of a 401k. Contributions are tax deferred and are funded through payroll deductions. The funds are held in individual accounts, so the employee controls the investment mix. The accumulated contributions and income are taxed when withdrawn for retirement. Participation does not affect the contribution amount for SURS.

The IRS has issued new regulations that are effective January 1, 2009. These new regulations require the College to have a written plan document that outlines the responsibilities between the Employer, the investment providers and the employees.

ADMIn Solutions, our third party administrator, has provided us with the attached plan document, which is formatted differently than the draft plan document presented in October. In addition to the format changes and upon the recommendation of ADMIn Solutions, two changes have been made to the plan provisions that were outlined in October. The "15 years of service" catch up contributions (which allows employees with greater than 15 years of service to contribute an additional \$15,000, if they did not take advantage of the plan in their early years) will not be offered. This difficult calculation has been the cause for many IRS audit findings. The second change is the inclusion of rollovers into the plan from another employer's 403b plan. This has been mandated by the regulations. All other plan provisions stayed the same.

Recommendation:

The administration recommends the Board approve the accompanying Sauk Valley Community College 403b Retirement Plan.

**403(b) Plan Document
For
Sauk Valley Community College**

This plan document includes the IRS model language set forth in Rev. Proc. 2007-71 and has been modified to delete certain optional features and include provisions that were not included in the IRS model language. It is expected that school districts will, with the assistance of counsel, modify this plan document by selecting certain options as provided in the Adoption Agreement, the terms of which are incorporated into this plan document.

Section 1 - Definitions

The following words and terms, when used in the Plan, have the meaning set forth below.

- 1.1 **Account** means the account or accumulation maintained for the benefit of any Participant or Beneficiary under an Annuity Contract or a Custodial Account.
- 1.2 **Account Balance** means the value of the aggregate amount credited to each Participant's Account under all Accounts, including the Participant's Elective Deferrals, the earnings or loss of each Annuity Contract or a Custodial Account (net of expenses) allocable to the Participant, any transfers for the Participant's benefit, and any distribution made to the Participant or the Participant's Beneficiary. If a Participant has more than one Beneficiary at the time of the Participant's death, then a separate Account Balance shall be maintained for each Beneficiary. The Account Balance includes any account established under Section 6 for rollover contributions and plan-to-plan transfers made for a Participant, if such contributions are authorized under the Adoption Agreement, the account established for a Beneficiary after a Participant's death, and any account or accounts established for an alternate payee (as defined in section 414(p)(8) of the Code).
- 1.3 **Administrator** means, unless otherwise indicated in the Adoption Agreement, ADMIN Solutions, LLC. Notwithstanding this appointment, the Employer may delegate, by separate agreement, any administrative responsibilities hereunder to one or more persons, committees, Vendor, or other organization.
- 1.4 **Annuity Contract** means a nontransferable contract as defined in section 403(b)(1) of the Code, established for each Participant by the Employer, or by each Participant individually, that is issued by an insurance company qualified to issue annuities in the state in which the Employer or Participant, as applicable, resides and that includes payment in the form of an annuity.
- 1.5 **Beneficiary** means the designated person who is entitled to receive benefits under the Plan after the death of a Participant, subject to such additional rules as may be set forth in the Individual Agreements.
- 1.6 **Custodial Account** means the group or individual custodial account or accounts, as defined in section 403(b)(7) of the Code, established for each Participant by the Employer, or by each Participant individually, to hold assets of the Plan.
- 1.7 **Code** means the Internal Revenue Code of 1986, as now in effect or as hereafter amended. All citations to sections of the Code are to such sections as they may from time to time be amended or renumbered.

1.8 **Compensation** means all cash compensation for services to the Employer, including salary, wages, fees, commissions, bonuses, and overtime pay, that is includable in the Employee's gross income for the calendar year, plus amounts that would be cash compensation for services to the Employer includable in the Employee's gross income for the calendar year but for a compensation reduction election under section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including an election under Section 2 of the Plan made to reduce compensation in order to have Elective Deferrals under the Plan).

1.9 **Disabled** means the definition of disability provided in the applicable Individual Agreement.

1.10 **Elective Deferral** means the Employer contributions made to the Plan at the election of the Participant in lieu of receiving cash compensation. Elective Deferrals are limited to pre-tax salary reduction contributions, unless the Plan permits Roth 403(b) Contributions under Section 10.

1.11 **Employee** means each individual, whether appointed or elected, who is a common law employee of the Employer performing services for a public school as an employee of the Employer. This definition is not applicable unless the Employee's compensation for performing services for a public school is paid by the Employer. Further, a person occupying an elective or appointive public office is not an Employee performing services for a public school unless such office is one to which an individual is elected or appointed only if the individual has received training, or is experienced, in the field of education. A public office includes any elective or appointive office of a state or local government.

1.12 **Employer** means the public education organization identified in the Adoption Agreement as the Employer.

1.13 **Employer Contributions** means any nonelective contributions made to the Plan by the Employer as provided in the Adoption Agreement.

1.14 **Funding Vehicles** means the Annuity Contracts or Custodial Accounts issued for funding amounts held under the Plan and authorized by Employer for use under the Plan.

1.15 **Includible Compensation** means an Employee's actual wages in box 1 of Form W-2 for a year for services to the Employer, but subject to a maximum of \$230,000 (or such higher maximum as may apply under section 401(a)(17) of the Code) and increased (up to the dollar maximum) by any compensation reduction election under section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including any Elective Deferral under the Plan). The amount of Includible Compensation is determined without regard to any community property laws.

1.16 **Individual Agreement** means an agreement between a Vendor and the Employer or a Vendor and a Participant that constitutes or governs a Custodial Account or an Annuity Contract.

1.17 **Participant** means an individual for whom Elective Deferrals or other contributions permitted under the Plan are currently being made, or for whom such contributions have previously been made, under the Plan and who has not received a distribution of his or her entire benefit under the Plan.

1.18 **Plan** means the name given to this Plan by the Employer in the Adoption Agreement.

1.19 **Plan Year** means the calendar year.

1.20 **Related Employer** means the Employer and any other entity which is under common control with the Employer under section 414(b) or (c) of the Code. For this purpose, the Employer shall determine which entities are Related Employers based on a reasonable,

good faith standard and taking into account the special rules applicable under Notice 89-23, 1989-1 C.B. 654.

1.21 **Roth 403(b) Contribution** means, if authorized in the Adoption Agreement, any contribution made by a Participant which is designated as a Roth 403(b) Contribution in accordance with Section 10 of the Plan that qualifies as a Roth 403(b) Contribution under section 402A of the Code.

1.22 **Severance from Employment** means severance from employment with the Employer and any Related Entity. However, a Severance from Employment also occurs on any date on which an Employee ceases to be an employee of a public school, even though the Employee may continue to be employed by a Related Employer that is another unit of the State or local government that is not a public school or in a capacity that is not employment with a public school (e.g., ceasing to be an employee performing services for a public school but continuing to work for the same State or local government employer).

1.23 **Vendor** means the provider of an Annuity Contract or Custodial Account, or any organization acting on their behalf under this Plan.

1.22 **Valuation Date** means each business day of the Plan Year.

Section 2 - Participation and Contributions

2.1 **Eligibility.** Unless otherwise provided in the Adoption Agreement, each Employee shall be eligible to participate in the Plan and elect to have Elective Deferrals made on his or her behalf hereunder immediately upon becoming employed by the Employer. However, an Employee who is a student-teacher (i.e., a person providing service as a teacher's aid on a temporary basis while attending a school, college or university) or a student-worker is not eligible to participate in the Plan.

2.2 **Contributions.** (a) Elective Deferral Contributions. An Employee elects to become a Participant by executing an election to reduce his or her Compensation (and have that amount contributed to the Plan as an Elective Deferral on his or her behalf) and filing it with the appropriate Administrator. This Compensation reduction election shall be made on the agreement provided by the Administrator under which the Employee agrees to be bound by all the terms and conditions of the Plan. The Administrator may establish an annual minimum deferral amount no higher than \$200, and may change such minimum to a lower amount from time to time. The participation election shall also include designation of the Funding Vehicles and Accounts therein to which Elective Deferrals are to be made. Unless otherwise provided in the Adoption Agreement, Employees may make an election at any time and any such election shall remain in effect until a new election is filed. Only an individual who performs services for the Employer as an Employee may reduce his or her Compensation under the Plan. Each Employee will become a Participant in accordance with the terms and conditions of the Individual Agreements. Unless otherwise provided in the Adoption Agreement, all Elective Deferrals shall be made on a pre-tax basis. An Employee shall become a Participant as soon as administratively practicable following the date applicable under the Employee's election.

(b) Roth 403(b) Contributions. Roth 403(b) contributions are not authorized for the plan in accordance with the Adoption Agreement.

(c) Employer Contributions. (i) Employer contributions are not authorized for the plan in accordance with the Adoption Agreement.

2.3 **Information Provided by the Employee.** Each Employee enrolling in the Plan should provide to the Administrator at the time of initial enrollment, and later if there are any changes, any information necessary or advisable for the Administrator to administer the Plan, including any information required under the Individual Agreements.

2.4 **Change in Elective Deferral Election.** Subject to the provisions of the applicable Individual Agreements and unless otherwise provided in the Adoption Agreement, an Employee may at any time revise his or her participation election, including a change of the amount of his or her Elective Deferrals, a change in the allocation of his or her Elective Deferrals to reflect pre-tax or Roth 403(b) Contributions (if permitted under the Plan), and/or a change to previous investment directions. A change in the investment direction shall take effect as of the date provided by the Administrator on a uniform basis for all Employees. A change in the Beneficiary designation shall take effect when the election is accepted by the Vendor.

2.5 **Contributions Made Promptly.** Elective Deferrals under the Plan shall be transferred to the applicable Funding Vehicle within 15 business days following the end of the month in which the amount would otherwise have been paid to the Participant, unless an earlier date is required by applicable state law. Employer contributions shall be transferred to the applicable Funding Vehicle within a reasonable period of time but in no event later than thirty (30) days after the end of the Employer's standard work year for which such contributions were owed.

2.6 **Leave of Absence.** Unless an election is otherwise revised, if an Employee is absent from work by leave of absence, Elective Deferrals under the Plan shall continue to the extent that Compensation continues.

Section 3 - Limitations on Amounts Deferred

3.1 **Basic Annual Limitation.** Except as provided in Sections 3.2 and 3.3, the maximum amount of the Elective Deferral under the Plan for any calendar year shall not exceed the lesser of (a) the "applicable dollar amount" or (b) the Participant's Includible Compensation. The "applicable dollar amount" is the amount established under section 402(g)(1)(B) of the Code, which is \$15,500 for 2008, and is adjusted for cost-of-living after 2008 to the extent provided under section 415(d) of the Code.

3.2 **Special Section 403(b) Catch-up Limitation for Employees With 15 Years of Service.** Special Section 403(b) Catch-Up Limitation for Employers With 15 Years of Service are not authorized in the Adoption Agreement.

3.3 **Age 50 Catch-up Elective Deferral Contributions.** An Employee who is a Participant who will attain age 50 or more by the end of the tax year is permitted to elect an additional amount of Elective Deferrals, up to the maximum age 50 catch-up Elective Deferrals for the year. The maximum dollar amount of the age 50 catch-up Elective Deferrals for a year is \$5,000 for 2008, and is adjusted for cost-of-living after 2008 to the extent provided under the Code.

3.4 **Coordination.** If the Adoption Agreement authorizes contributions under Section 3.2 of the Plan, amounts in excess of the limitation set forth in Section 3.1 shall be allocated first to the special 403(b) catch-up under Section 3.2 and next as an age 50 catch-up contribution under Section 3.3. However, in no event can the amount of the Elective Deferrals for a year be more than the Participant's Includible Compensation for the year.

3.5 **Special Rule for a Participant Covered by Another Section 403(b) Plan.** For purposes of this Section 3, if the Participant is or has been a participant in one or more other plans under section 403(b) of the Code (and any other plan that permits elective deferrals under section 402(g) of the Code), then this Plan and all such other plans shall be considered as one plan for purposes of applying the Elective Deferral limitations of this Section 3. For this purpose, the Administrator shall take into account any other such plan maintained by any Related Employer and shall also take into account any other such plan for which the Administrator receives from the Participant sufficient information concerning his or her participation in such other plan. Notwithstanding the foregoing, another plan maintained by a Related Entity shall be taken into account for purposes of Section 3.2 only if the other plan is a section 403(b) plan.

3.6 **Correction of Excess Elective Deferrals.** If the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above, or the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above when combined with other amounts deferred by the Participant under another plan of the Employer under section 403(b) of the Code (and any other plan that permits elective deferrals under section 402(g) of the Code for which the Participant provides information that is accepted by the Administrator), then the Elective Deferral, to the extent in excess of the applicable limitation (adjusted for any income or loss in value, if any, allocable thereto), shall be distributed to the Participant in accordance with applicable IRS guidance.

3.7 **Protection of Persons Who Serve in a Uniformed Service.** An Employee whose employment is interrupted by qualified military service under section 414(u) of the Code or who is on a leave of absence for qualified military service under section 414(u) of the Code may elect to make additional Elective Deferrals upon resumption of employment with the Employer equal to the maximum Elective Deferrals that the Employee could have elected during that period if the Employee's employment with the Employer had continued (at the same level of Compensation) without the interruption or leave, reduced by the Elective Deferrals, if any, actually made for the Employee during the period of the interruption or leave. Except to the extent provided under section 414(u) of the Code, this

right applies for five (5) years following the resumption of employment (or, if sooner, for a period equal to three (3) times the period of the interruption or leave).

3.8 **Annual Contribution Limits.** The aggregate annual amount contributed into a Participant's Account shall not exceed the amount permitted under section 415(c) of the Code. If any Employer Contributions cause a Participant's 403(b) Contract to exceed the annual contribution limitation of section 415(c)(1) of the Code, the excess contributions shall be segregated and treated in a manner consistent with applicable IRS guidance on excess "annual additions."

Section 4 - Loans

4.1 **Loans.** Loans are authorized in the Adoption Agreement, and shall be permitted under the Plan to the extent permitted by and in accordance with the Individual Agreements controlling the Account assets from which the loan is made and by which the loan will be secured. An Employee who has previously defaulted on a loan from any retirement plan or deferred compensation arrangement sponsored by the Employer and who has not repaid the loan, in full, shall not be permitted to take a loan from his Account under the Plan.

4.2 **Information Coordination Concerning Loans.** Each Vendor is responsible for all information reporting and tax withholding required by applicable federal and state law in connection with distributions and loans. To minimize the instances in which Participants have taxable income as a result of loans from the Plan, the Administrator shall take such steps as may be appropriate to coordinate the limitations on loans set forth in Sections 4.1 and 4.3, including the collection of information from Vendors, and transmission of information requested by any Vendor, concerning the outstanding balance of any loans made to a Participant under the Plan or any other plan of the Employer. The Administrator shall also take such steps as may be appropriate to collect information from Vendors and transmission of information to any Vendor, concerning any failure by a Participant to repay timely any loans made to a Participant under the Plan or any other plan of the Employer.

4.3 **Maximum Loan Amount.** No loan to a Participant under the Plan may exceed the lesser of (a) or (b) below:

(a) \$50,000, reduced by the greater of:

- (1) the outstanding balance on any loan from the Plan to the Participant on the date the loan is made or
- (2) the highest outstanding balance on loans from the Plan to the Participant during the one-year period ending on the day before the date the loan is approved by the Administrator (not taking into account any payments made during such one-year period).

(b) one half of the value of the Participant's vested Account Balance (as of the valuation date immediately preceding the date on which such loan is approved by the Administrator).

For purposes of this Section 4.3, any loan from any other plan maintained by the Employer and any Related Employer shall be treated as if it were a loan made from the Plan, and the Participant's vested interest under any such other plan shall be considered a vested interest under this Plan; provided, however, that the provisions of this paragraph shall not be applied so as to allow the amount of a loan to exceed the amount that would otherwise be permitted in the absence of this paragraph.

4.4 **Loan Repayments For Employees in Military Service.** Notwithstanding any other provision of the Plan or any Annuity Contract or Custodial Account, loan repayments by eligible uniformed services personnel maybe suspended as permitted under section 404(u)(4) of the Code and the terms of any loan shall be modified to conform to the requirements of the Uniformed Services Employment and Reemployment Rights Act.

Section 5 - Benefit Distributions

5.1 **Benefit Distributions At Severance from Employment or Other Distribution Event.** Except as permitted under Section 3.6 (relating to excess Elective Deferrals), Section 5.3 (relating to withdrawals of amounts rolled over into the Plan), or Section 5.4 (relating to Hardship Distributions), distributions from a Participant's Account may not be made earlier than the earliest of the date on which the Participation has a Severance from Employment, dies, becomes Disabled, or attains age 59½. Distributions shall otherwise be made in accordance with the terms of the Individual Agreements.

5.2 **Minimum Distributions.** Each Individual Agreement shall comply with the minimum distribution requirements of section 401(a)(9) of the Code and the regulations thereunder. For purposes of applying the distribution rules of section 401(a)(9) of the Code, each Individual Agreement is treated as an individual retirement account (IRA) and distributions shall be made in accordance with the provisions of Treas. Reg. §1.408-8, except as provided in Treas. Reg. § 1.403(b)-6(e).

5.3 **In-Service Distributions From Rollover Account.** If the Funding Vehicles in which a Participant's Account is invested has established and maintains a separate account attributable to rollover contributions to the Plan and if permitted by the applicable Individual Agreement, the Participant may at any time elect to receive a distribution of all or any portion of the amount held in such rollover account.

5.4 **Hardship Distributions.**

(a) Hardship distributions are authorized under the Plan to the extent permitted by the Individual Agreements controlling the Account assets to be withdrawn to satisfy the hardship. No Elective Deferrals to any retirement or deferred compensation plan sponsored by the Employer shall be allowed during the six (6) month period beginning on the date the Participant receives a distribution on account of hardship.

(b) No hardship distribution is permitted unless the Vendors agree to the exchange of information between the Administrator and the Vendors to the extent necessary to

implement the Individual Agreements. Notwithstanding any Individual Agreement, the Plan only permits hardship distributions that satisfy the “safe harbor” standards with respect to establishing an immediate and heavy financial need (under Treas. Reg. §1.401(k)-1(d)(3)(iii)(B)). For purposes of satisfying the lack of other resources requirement (under Treas. Reg. §1.401(k)-1(d)(3)(iv)(E)), including, the Plan shall follow the provisions of the applicable Individual Agreements, except that all Participants shall suspend Elective Deferrals for a period of six (6) months following the date of the hardship distribution. Vendor shall notify Employer of any hardship distributions in order for the Employer to implement the resulting 6-month suspension of the Participant’s right to make Elective Deferrals under the Plan.

5.5 **Rollover Distributions.** (a) A Participant or the Beneficiary of a deceased Participant (or a Participant’s spouse or former spouse who is an alternate payee under a domestic relations order, as defined in section 414(p) of the Code) who is entitled to an eligible rollover distribution may elect to have any portion of an eligible rollover distribution (as defined in section 402(c)(4) of the Code) from the Plan paid directly to an eligible retirement plan (as defined in section 402(c)(8)(B) of the Code) specified by the Participant in a direct rollover. In the case of a distribution to a Beneficiary who at the time of the Participant’s death was neither the spouse or former spouse of the Participant or alternate payee under a domestic relations order, a direct rollover is payable only to an individual retirement account or individual retirement annuity (IRA) that has been established on behalf of the Beneficiary as an inherited IRA (within the meaning of section 408(d)(3)(C) of the Code).

(b) Each Vendor shall be separately responsible for providing, within a reasonable time period before making an initial eligible rollover distribution, an explanation to the Participant of his or her right to elect a direct rollover and the income tax withholding consequences of not electing a direct rollover.

Section 6 – Rollovers, Exchanges and Transfers

6.1 **Eligible Rollover Contributions to the Plan.** To the extent provided in the Individual Agreements, an Employee who is a Participant who is entitled to receive an eligible rollover distribution from another eligible retirement plan may request to have all or a portion of the eligible rollover distribution paid to the Plan. Such rollover contributions shall be made in the form of cash only. The Vendor may require such documentation from the distributing plan as it deems necessary to effectuate the rollover in accordance with section 402 of the Code and to confirm that such plan is an eligible retirement plan within the meaning of section 402(c)(8)(B) of the Code. However, unless Roth 403(b) Contributions are authorized under the Adoption Agreement, in no event does the Plan accept a rollover contribution from a Roth elective deferral account under an applicable retirement plan described in section 402A(e)(1) of the Code or a Roth IRA described in section 408A of the Code.

6.2 **Eligible Rollover Distributions.** For purposes of Section 6.1, an eligible rollover distribution means any distribution of all or any portion of a Participant’s benefit under

another eligible retirement plan, except that an eligible rollover distribution does not include any installment payment payable over a period of ten (10) years or more, any distribution made as a result of a financial hardship or other distribution which is made upon hardship of the employee, or for any other distribution, the portion, if any, of the distribution that is a required minimum distribution under section 401(a)(9) of the Code. In addition, for purposes of Section 6.1, an eligible retirement plan means an individual retirement account described in section 408(a) of the Code, an individual retirement annuity described in section 408(b) of the Code, a qualified trust described in section 401(a) of the Code, an annuity plan described in section 403(a) or 403(b) of the Code, or an eligible governmental plan described in section 457(b) of the Code, that accept eligible rollover distributions.

6.3. **Separate Accounts.** Unless otherwise provided by the terms of applicable Individual Agreements, Vendors shall provide separate accounting for any eligible rollover distributions paid to the Plan.

6.4. **Plan-to-Plan Transfers to the Plan.** Plan to Plan Transfers into the Plan are not authorized under the Adoption Agreement.

6.5. **Plan-to-Plan Transfers from the Plan.**

(a) Plan to Plan Transfers from the Plan are authorized under the Adoption Agreement. Participants and Beneficiaries may elect to have all or any portion of their Account Balance transferred to another plan that satisfies section 403(b) of the Code in accordance with Treas. Reg. § 1.403(b)-10(b)(3). A transfer is permitted under this Section 6.5(a) only if the Participants or Beneficiaries are Employees or former Employees of the Employer under the receiving plan and the other 403(b) plan provides for the acceptance of plan-to-plan transfers with respect to the Participants and Beneficiaries and for the Account of each Participant and Beneficiary after the transfer to at least equal the Account value immediately prior to the transfer.

(b) The other 403(b) plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under section 403(b) of the Code, it shall impose restrictions on distributions to the Participant or Beneficiary whose assets are transferred that are not less stringent than those imposed under the Plan. In addition, if the transfer does not constitute a complete transfer of the Participant's or Beneficiary's interest in the Plan, the other plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax employee contributions).

(c) Upon the transfer of assets under this Section 6.5, the Plan's liability to pay benefits to the Participant or Beneficiary under this Plan shall be discharged to the extent of the amount so transferred for the Participant or Beneficiary. The Administrator may require such documentation from the receiving plan as it deems appropriate or necessary to comply with this Section 6.5 (for example, to confirm that the receiving plan satisfies

section 403(b) of the Code and to assure that the transfer is permitted under the receiving plan) or to effectuate the transfer pursuant to Treas. Reg. §1.403(b)-10(b)(3).

6.6 **Contract and Custodial Account Exchanges.** (a) If authorized in the Adoption Agreement, a Participant or Beneficiary is permitted to change the investment of his or her Account Balance among the Vendors under the Plan, subject to the terms of the Individual Agreements. However, unless otherwise indicated on the Adoption Agreement, exchanges are not permitted to Vendors that are not eligible to receive contributions under Section 2. If the Adoption Agreement authorizes exchanges to a Vendor that is not eligible to receive contributions under Section 2, the conditions in paragraphs (b) through (d) of this Section 6.6 must be satisfied.

(b) The Participant or Beneficiary must have an Account balance immediately after the exchange that is at least equal to the Account Balance of that Participant or Beneficiary immediately before the exchange (taking into account the Account Balance of that Participant or Beneficiary under both section 403(b) Annuity Contracts or Custodial Accounts immediately before the exchange).

(c) The Individual Agreement with the receiving Vendor has distribution restrictions with respect to the Participant that are not less stringent than those imposed on the investment being exchanged.

(d) The Employer enters into an agreement with the receiving Vendor for the other contract or custodial account under which the Employer and the Vendor will from time to time in the future provide each other with the following information:

(1) Information necessary for any current or former Vendor to which Plan contributions have been made in order to satisfy section 403(b) of the Code, including the following:

- A. Employer shall provide information as to whether the Participant's employment with the Employer is continuing, and notifying the Vendor when the Participant has had a Severance from Employment (for purposes of the distribution restrictions in Section 5);
- B. if hardship distributions are authorized in the Adoption Agreement, Vendor shall notify Employer of any hardship distribution under Section 5.4 of the Plan; and
- C. Vendor shall provide information to the Employer or other Vendors concerning the Participant's or Beneficiary's Annuity Contracts or Custodial Accounts or qualified employer plan benefits (to enable a Vendor to determine the amount of any plan loans and any rollover accounts that are available to the Participant under the Plan in order to satisfy the financial need under the hardship distribution rules of Section 5.4); and

(2) Information necessary for the resulting Annuity Contract or Custodial Account and any other 403(b) contract or custodial account to which contributions have been

made for the Participant by the Employer to satisfy other tax requirements, including the following:

- A. the amount of any plan loan that is outstanding to the Participant in order for a Vendor to determine whether an additional Plan loan satisfies the loan limitations of Section 4.3, so that any such additional loan is not a deemed distribution under section 72(p)(1) of the Code; and
- B. information concerning the Participant's or Beneficiary's Roth 403(b) Contributions and after-tax employee contributions in order for a Vendor to determine the extent to which a distribution is includable in gross income.

(e) If any Vendor ceases to be eligible to receive Elective Deferrals under the Plan, the Vendor shall enter into an information sharing agreement as described in Section 6.6(d) to the extent the Employer's relationship with the Vendor does not provide for the exchange of information described in Section 6.6(d)(1) and (2).

6.7 Permissive Service Credit Transfers. (a) If a Participant is also a participant in a tax-qualified defined benefit governmental plan (as defined in section 414(d) of the Code) that provides for the acceptance of plan-to-plan transfers with respect to the Participant, then the Participant may elect to have any portion of the Participant's Account balance transferred to such defined benefit governmental plan. A transfer under this Section 6.7(a) may be made before the Participant has had a Severance from Employment.

(b) A transfer may be made under this Section 6.7(a) only if the transfer is either for the purchase of permissive service credit (as defined in section 415(n)(3)(A) of the Code) under the receiving defined benefit governmental plan or a repayment to which section 415 of the Code does not apply by reason of section 415(k)(3) of the Code.

(c) If a plan-to-plan transfer under this Section 6.7 does not constitute a complete transfer of the Participant's or Beneficiary's interest in the transferor plan, the Plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax employee contributions).

Section 7 - Investment of Contributions

7.1 Manner of Investment. All Elective Deferrals, Roth 403(b) Contributions, Employer Contributions or other amounts contributed to the Plan, all property and rights purchased with such amounts under the Funding Vehicles, and all income attributable to such amounts, property, or rights shall be held and invested in one or more Annuity Contracts or Custodial Accounts. Each Custodial Account shall provide for it to be impossible, prior to the satisfaction of all liabilities with respect to Participants and their Beneficiaries, for any part of the assets and income of the Custodial Account to be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries.

7.2 **Investment of Contributions.** Each Participant or Beneficiary shall direct the investment of his or her Account among the investment options available under the Annuity Contract or Custodial Account in accordance with the terms of the Individual Agreements. Transfers and exchanges among Annuity Contracts and Custodial Accounts may be made under this Section 7.2 as authorized under the Adoption Agreement and to the extent provided in the Individual Agreements as permitted under applicable Income Tax Regulations.

7.3 **Current and Former Vendors.** The Administrator shall maintain a list of all Vendors under the Plan. Such list is hereby incorporated as part of the Plan. Each Vendor and the Administrator shall exchange such information as may be necessary to satisfy section 403(b) of the Code or other requirements of applicable law. If a Vendor is not eligible to receive Elective Deferrals, Roth 403(b) Contributions or Employer Contributions under the Plan (including a Vendor which has ceased to be a Vendor eligible to receive Elective Deferrals under the Plan and a Vendor holding assets under the Plan in accordance with Section 6.4 or 6.6), Employer shall keep Vendor informed of the name and contact information of the Administrator in order to coordinate information necessary to satisfy section 403(b) of the Code or other requirements of applicable law.

Section 8 - Amendments to the Plan

8.1 **Termination of Contributions.** The Employer has adopted the Plan with the intention and expectation that contributions will be continued indefinitely. However, the Employer has no obligation or liability whatsoever to maintain the Plan for any length of time and may discontinue contributions under the Plan at any time without any liability hereunder for any such discontinuance.

8.2 **Amendment.** The Employer reserves the authority to amend this Plan at any time, provided that any amendment which reduces the contractual rights or benefits under an Individual Agreement shall apply prospectively only except as required under the Code and applicable regulations.

Section 9 – Miscellaneous

9.1 **Non-Assignability.** Except as provided in Section 9.2 and 9.3, the interests of each Participant or Beneficiary under the Plan are not subject to the claims of the Participant's or Beneficiary's creditors; and neither the Participant nor any Beneficiary shall have any right to sell, assign, transfer, or otherwise convey the right to receive any payments hereunder or any interest under the Plan, which payments and interest are expressly declared to be non-assignable and non-transferable.

9.2 **Domestic Relation Orders.** Notwithstanding Section 9.1, if a judgment, decree or order (including approval of a property settlement agreement) that relates to the provision of child support, alimony payments, or the marital property rights of a spouse or former spouse, child, or other dependent of a Participant is made pursuant to the domestic relations law of any state ("domestic relations order"), then the amount of the

Participant's Account Balance shall be paid in the manner and to the person or persons so directed in the domestic relations order. Such payment shall be made without regard to whether the Participant is eligible for a distribution of benefits under the Plan. The Administrator shall establish reasonable procedures for determining the status of any such decree or order and for effectuating distribution pursuant to the domestic relations order.

9.3 **IRS Levy.** Notwithstanding Section 9.1, the Administrator may direct payment from a Participant's or Beneficiary's Account in the amount that the Administrator finds is lawfully demanded under a levy issued by the Internal Revenue Service with respect to that Participant or Beneficiary or is sought to be collected by the United States Government under a judgment resulting from an unpaid tax assessment against the Participant or Beneficiary.

9.4 **Tax Withholding.** Contributions to the Plan are subject to applicable employment taxes (including, if applicable, Federal Insurance Contributions Act (FICA) taxes with respect to Elective Deferrals and Roth 403(b) Contributions, which constitute wages under section 3121 of the Code). Any benefit payment made under the Plan is subject to applicable income tax withholding requirements (including section 3401 of the Code and the Employment Tax Regulations thereunder). A payee shall provide such information as the Administrator or Vendor may need to satisfy income tax withholding obligations, and any other information that may be required by guidance issued under the Code.

9.5 **Payments to Minors and Incompetents.** If a Participant or Beneficiary entitled to receive any benefits hereunder is a minor or is adjudged to be legally incapable of giving valid receipt and discharge for such benefits, or is deemed so by the Administrator, benefits will be paid in conformity with applicable Annuity Contracts or Custodial Accounts. If the applicable Annuity Contracts or Custodial Accounts do not address the issue of payments to minors and incompetents, then the Administrator shall direct payment of the benefit to such person as the Administrator may designate for the benefit of such Participant or Beneficiary. Such payments shall be considered a payment to such Participant or Beneficiary and shall, to the extent made, be deemed a complete discharge of any liability for such payments under the Plan.

9.6 **Mistaken Contributions.** If any contribution (or any portion of a contribution) is made to the Plan by a good faith mistake of fact, then within one (1) year after the payment of the contribution, and upon receipt in good order of a proper request approved by the Administrator, the amount of the mistaken contribution (adjusted for any income or loss in value, if any, allocable thereto) shall be returned to the party that made the contribution.

9.7 **Procedure When Distributee Cannot Be Located.** The Administrator shall make all reasonable attempts to determine the identity and address of a Participant or a Participant's Beneficiary entitled to benefits under the Plan. If, after sending the communication by certified mail to the last known address shown on the records of the Employer or the Administrator and not receiving a response within six (6) months, then

the terms of the Funding Vehicle holding the Accounts of the Participant that govern payment of benefits to Participants and Beneficiaries who cannot be located shall be followed.

- 9.8 **Incorporation of Individual Agreements.** The Plan, together with the Adoption Agreement and any Individual Agreements, is intended to satisfy the requirements of section 403(b) of the Code and the Income Tax Regulations thereunder. Terms and conditions of the Adoption Agreement and applicable Individual Agreements are hereby incorporated by reference into the Plan, excluding those terms that are inconsistent with the Plan or section 403(b) of the Code. In such event, the Individual Agreements shall be interpreted, to the extent possible, in a manner to conform to the Plan and applicable requirements.
- 9.9 **Expenses of the Plan.** As of any Valuation Date, each Participant Account shall reflect any contributions made by or on behalf of the Participant, less any distributions or withdrawals, and shall be adjusted in accordance with the terms of the Funding Vehicles selected by the Participant to reflect any appreciation or depreciation in the fair market value of the Participants' Accounts. The fair market value of each Participant's Account shall represent the fair market value of all property held for each Participant, plus cash and accrued earnings, less accrued expenses and proper charges against each Participant's Account as of each valuation. Participant Accounts shall be charged with the costs attributable to each Funding Vehicle in which his or her Account is invested and may be charged with administrative expenses that are directly attributable to a Participant's Account or are prorated and allocated to Participants Accounts under an administrative service agreement between the Administrator and the Employer, the Vendors and/or Funding Vehicles. Such administrative fees may also be withheld directly from Participant Contributions and used to offset administrative expenses in accordance with such administrative services agreement.
- 9.10 **Governing Law.** The Plan will be construed, administered and enforced according to the Code and the laws of the state in which the Employer has its principal place of business.
- 9.11 **Construction.** Headings of the Plan have been inserted for convenience of reference only and are to be ignored in any construction of the provisions hereof. Pronouns used in the Plan in the masculine or feminine gender include both genders unless the context clearly indicates otherwise.
- 9.12 **Indemnification.** If Employer appoints an Employee or a committee of Employees to act as the Administrator of the Plan, Employer shall indemnify any such Employee acting on its behalf in this capacity. Such individuals shall be indemnified from any and all liability that may arise by reason of his action or failure to act concerning this Plan, excepting any willful misconduct or criminal acts.
- 9.13 **No Employer Liability.** Employer shall have no liability for the payment of benefits under the Plan. Each Participant shall look solely to the providers of applicable Annuity Contracts and Custodial Accounts for receipt of payments or benefits under the Plan.

The Employer has evidenced its intent to adopt this Plan by executing the Adoption Agreement which is a part of this 403(b) Plan document. This Plan document, the Adoption Agreement, and any underlying Annuity Contracts and Custodial Accounts provided by the Vendors authorized by the Employer, as well as necessary forms, and administrative policies and procedures incorporated by the Employer, an Administrator or any Funding Vehicle shall constitute the entire Plan.

ADOPTION AGREEMENT

Employer hereby adopts the 403(b) Plan Document for Public Education Organizations plan document (the "Plan") as modified by this Adoption Agreement and agrees that the following provisions shall be incorporated as part of the Plan document.

EMPLOYER INFORMATION

Name of Employer: Sauk Valley Community College District 506

Federal Tax ID: 36-2588599

Employer's Address:

173 IL Route 2
Dixon, IL 61021

Telephone Number: 815-288-5511 Fax: 815-288-2038

Contact Person: Paula S. Meyer

Telephone/Extension: 815-835-6335 E-mail meyerp@svcc.edu

Type of Organization:

K-12 Public School Community College Public College/University

State Department of Education/Chartered by State Department of Education

Note: If Employer is not a public education organization, this document may not be used.

PLAN INFORMATION

1. Name of Plan: Sauk Valley Community College District 506 403(b) Plan

2. Effective Date: This Adoption Agreement:

establishes a Plan effective as of January 1, 2009 (the "Effective Date") and is the first 403(b) plan document established by the Employer.

amends and restates a previously established 403(b) Plan document of the Employer. The effective date of this amended Plan is _____ (the "Effective Date").

Default Construction Rule: If no box is checked, that feature is NOT included in the Plan.

3. Eligibility: Under the Plan document, ALL common law employees except student teachers are immediately eligible to make contributions under the Plan, unless an exception is indicated below. Eligibility for Employer Contributions is based on applicable employment agreements or collective bargaining agreements to which an employee is subject, or as determined by the Employer from year to year.

The following employees are excluded from participating in the Plan (**NOT RECOMMENDED**):

Employees who normally work fewer than _____ hours per week (must be 20 or less and generally equivalent to 1,000 hours or less in a working year except as otherwise provided under applicable 403(b) regulations)

Employees who are eligible to participate in another plan sponsored by the Employer that permits salary reduction contributions described under Section 403(b)(12)(A) of the Code.

Note: Excluding any employees will greatly increase the risk of violating the "universal availability" requirements of Section 403(b)(A)(ii) of the Code which may result in complete Plan failure.

4. Enrollment: The Plan permits participants to enroll in the plan by making Elective Deferral elections at any time after satisfying eligibility requirements, unless otherwise provide below. Similarly, under the Plan, employees may make changes to their prior elections and to their Vendor selection at any time unless otherwise indicated below. By marking a box below, the Employer restricts the timing of enrollments, changes to elections and investment directions as follows:

- Only on the first day of each month.
- Other (describe)
Contributions will begin with the next available pay period.

5. Contributions:

Employee Contributions (in addition to pre-tax Elective Deferrals):

- Roth 403(b) Contributions are NOT permitted under the Plan
- Roth 403(b) Contributions to the Plan are permitted beginning on _____. If Roth 403(b) Contributions are permitted to the Plan, direct rollovers from other Roth 403(b) or 401(k) plans are , are not accepted into the Plan

Employer Contributions, if any:

- No Employer Contributions will be made.
- Employer Contributions will be made in accordance with applicable employment agreements and collective bargaining agreements, or as may be determined from year to year by the Employer.

6. 15 Years of Service Catch Up Contributions: The Plan or permit employees with 15 years of service with the Employer that satisfy the conditions for the Special Section 403(b) Catch-up Limitation for Employees With 15 Years of Service (Section 3.2 of the Plan) to increase their Elective Deferrals limitation.

7. Investment Options: Any Annuity Contracts and/or Custodial Accounts that meet the requirements of Section 403(b) of the Code offered by the organizations listed on Appendix 1 are authorized as Vendors under the Plan.

8. Exchanges Within the Plan: The Plan or permit Participants to make Exchanges. If permitted, Exchanges may occur between:

- Those organizations listed on Appendix 1 only (organizations authorized to maintain current payroll slots).
- Those organizations listed on Appendix 1 and any other organization offering annuity contracts and/or custodial accounts that satisfy the requirements of Section 403(b) of the Code and execute the information sharing agreement provided by Employer for purposes of satisfying applicable compliance requirements. Administrator will maintain a list of organizations that have executed information sharing agreements and will make this list available to Vendors (Appendix 2).

9. Transfers Into the Plan : The Plan or accept Transfers from another employer's 403(b) plan.

10. Transfers From the Plan : The Plan or permit Transfers from the Plan to another employer's 403(b) plan, if requested by a former Participant.

11. Financial Hardship Distributions: Hardship Distributions *are* or *are not* available under the Plan.

12. Loans: Loans *are* or *are not* available under the Plan subject to availability and any additional conditions that may apply under a Participant's 403(b) Individual Agreement(s).

Note: The Plan prohibits loans to any Participant who has previously defaulted on a loan from any retirement or deferred compensation plan sponsored by the Employer.

13. Plan Administration: The Plan shall be administered:

- By a designated Administrator. The Employer has named **ADMIN Solutions, LLC.** to act in this capacity. (Default under the Plan).
- By the Employer
- Jointly by Employer and Vendors. Unless otherwise agreed to in writing by the parties, Employer and each Funding Vehicle shall jointly act as Administrator of the Plan. Employer shall be responsible for matters relating to the Plan document, eligibility (including providing notice of the Plan to Employees), enrollment opportunities, contributions, proper tax reporting on contributions, and payroll related issues. The Funding Vehicles are responsible for matters relating to investing Contributions as directed by Participants, beneficiary designations, distributions, exchanges, transfers, rollovers, loans, withdrawals and post-employment compliance matters, such as tax reporting, notice requirements and withholding on distributions.

The following section may be used to insert provisions for which there were no acceptable alternatives provided. It may be used to modify any portion of the Plan or Adoption Agreement.

NOTE: Any modifications should be carefully reviewed by Employer's legal counsel to ensure that changes do not adversely affect the Plan's qualification under Section 403(b) of the Code.

Other provisions of the Plan (Attach additional pages as necessary):

EMPLOYER ACKNOWLEDGEMENTS AND SIGNATURES

Employer acknowledges that it is an eligible public education organization under Section 170(b)(1)(A)(ii) of the Code and is authorized to offer a program qualified under Section 403(b) of the Internal Revenue Code.

EMPLOYER

Print Name of Employer: Sauk Valley Community College

By: _____

Print Name of Signer: George Mihel

Title: President

Dated: _____

APPENDIX 1

Authorized Vendors under the Plan Are:

Important Note:

As provided under the Plan, any authorized Vendor named above agrees to share information necessary for compliance purposes with Employer, an Administrator and/or with any other 403(b) provider as may be required or desirable to facilitate compliance with the Plan and all applicable laws and regulations.

This Appendix is dated: 11/5/2008