

SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
AGENDA

Board Room  
Dixon, IL

July 27, 2009  
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, June 22, 2009**
- 2.3 Treasurer's Report**
- 2.4 Bills Payable**
- 2.5 Payrolls**

June 30, 2009	\$193,115.13
July 15, 2009	\$243,563.23

- 2.6 Budget Report**
- 2.7 PHS Project Completions**
- 2.8 Bid Award Chiller Replacement Project**
- 2.9 Working Cash Fund Borrowing**
- 2.10 Working Cash Fund Interest**
- 2.11 Obsolete Equipment**

**3.0 Reports/Information**

- 3.1 President's Report**
- 3.2 Communication from Visitors**
- 3.3 Reports/Comments from Board Members**
- 3.4 Board Policies Review – Board Policy 601.01 Rights and Responsibilities of Students and 602.01 Student Admission, Retention, and Academic Standing**

**4.0 Action Items**

- 4.1 Public Hearing - 2009-2010 Tentative Budget**
- 4.2 2009-2010 Budget (Final Reading)**
- 4.3 Board Policy 428.01 Pre-employment Investigations and Pre-employment and Employee Testing (Second Reading)**
- 4.4 Board Policy 429.01 Identity Theft Prevention (Second Reading)**
- 4.5 Board Policy 517.01 Campus Security (First Reading)**
- 4.6 Sauk Valley Community College 403b Retirement Plan Revision**
- 4.7 Sauk Valley Community College 403b Plan - Third Party Administrator**

- 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 June 22, 2009**
- 7.0 **Adjournment**

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING**  
**MINUTES**  
**July 27, 2009**

The Board of Trustees of Sauk Valley Community College met in regular session at 7:00 p.m. on July 27, 2009, in the Board Room at Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Edward Andersen	Andrew Bollman
Joan Padilla	Lisa Wiersema
William Simpson	
Scott Stoller	

**Absent:** Robert Thompson  
Student Trustee Emilio Fischer

**SVCC Staff:** President Dr. George J. Mihel  
Attorney Ole Pace  
Academic Vice President Dr. Donald Pearl  
Dean of Business Services Paula Meyer  
Dean of Information Services Alan Pfeifer  
Dean of Instructional Services Dr. Mary Lou Kidder  
Director of Building and Grounds John Ditto  
Administrative Assistant Debra Dillow

**Consent Agenda:** It was moved by Member Bollman and seconded by Member Padilla to approve the Consent Agenda. In a roll call vote, all voted aye. Motion carried.

**President's Report:** Dr. Mihel reported to the Board that the College has responded to the closing of Johnson Controls. Sarah Partington will meet with them this week. Dr. Mihel reported on enrollment and stated that summer credit hours are up 15% and for the fall up about 13% in credit hours as compared to last year. Dr. Mihel distributed a list of new faculty association officers. Dr. Mihel discussed with the Board the current status of funding of grants. Dr. Mihel indicated that the fall in-service will be held on Friday, August 14, and he will host an open house from 4:30-6:30 p.m.

**Reports:** *ICCTA Report:* Member Bollman indicated that there is still no final word on the amount of funding community colleges will receive but there will be definite cuts at the state level.

*Student Trustee:* Member Fischer provided a written report to be given in his absence. The report indicated that Student Government held a retreat with the Dean of Student Services on July 1st. SGA President Shane Celestino, Vice President Ryan Hubbel and Trustee Fischer all attended. He also reported that Student Ambassadors assisted with New Student Information Night.

*Foundation:* None

Dr. Mihel reviewed with the Board, Policy 601.01 Rights and Responsibilities of Students and 602.01 Student Admission, Retention, and Academic Standing and will not recommend changes.

Public Hearing  
2009-2010 Budget:

Chair Andersen stated that a public hearing would now be held on the 2009-2010 budget and the Board would receive comments or inquiries from any citizens present. Receiving no comments, Member Andersen closed the public hearing.

2009-2010 Budget  
Final Reading:

It was moved by Member Simpson and seconded by Member Stoller that the Board approve the 2009-2010 Budget for final reading. In a roll call vote, all voted aye. Motion carried.

Board Policy 428.01  
Pre-employment  
Investigations  
and Pre-employment  
and Employee Testing  
(Second Reading):

It was moved by Member Bollman and seconded by Member Padilla that the Board approve the Board Policy 428.01 Pre-Investigations and Pre-employment and Employee Testing for second reading. In a roll call vote, all voted aye. Motion carried.

Board Policy 429.01  
Identity Theft Prevention  
(Second Reading):

It was moved by Member Simpson and seconded by Member Bollman that the Board approve the Board Policy 429.01 Identity Theft Prevention for second reading. In a roll call vote, all voted aye. Motion carried.

Board Policy 517.01  
Campus Security  
(First Reading):

It was moved by Member Stoller and seconded by Member Wiersema that the Board approve Board Policy 517.01 Campus Security for first reading. In a roll call vote, all voted aye. Motion carried.

July 27, 2009

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Sauk Valley Community College 403b Retirement Plan Revision:

It was moved by Member Bollman and seconded by Member Stoller that the Board approve the Sauk Valley Community College 403b Retirement Plan, as stated and amended. In a roll call vote, all voted aye. Motion carried.

Sauk Valley Community College 403b Plan Third Party Administrator:

It was moved by Member Simpson and seconded by Member Padilla that the Board approve the JEM Resource Partners as the third party administrator of the Sauk Valley Community College Voluntary 403b Retirement Plan. In a roll call vote, all voted aye. Motion carried.

Closed Session Minutes of June 22, 2009:

It was moved by Member Bollman and seconded by Member Stoller that the Board approve the Closed Session Minutes of June 22, 2009. In a roll call vote, all voted aye. Motion carried.

Adjournment:

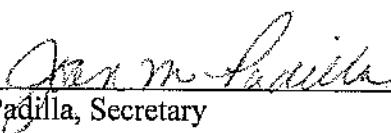
Since the scheduled business was completed, it was moved by Member Simpson and seconded by Member Bollman that the Board adjourn. In a roll call vote, all voted aye. Motion carried.

The meeting adjourned at 7:22 p.m.

Next Meeting:

The next regular meeting of the Board will be at 7:00 p.m. on August 24, 2009 in the Board Room.

Respectfully Submitted,

  
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Joan Padilla, Secretary

SAUK VALLEY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES - TREASURER'S REPORT  
 As of June 30, 2009

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

*Edward O. Clark*  
 BOARD CHAIR

*Jean M. Padilla*  
 BOARD SECRETARY

DATE 7/21/09

CHECKING ACCOUNTS

INTEREST BEARING ACCOUNTS

General Account - Sterling Federal Bank

Illinois Funds - Firststar Bank, Springfield

SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS

INTEREST

RATE	AMOUNT
0.150	\$1,392,591.35
0.182	1,569,811.95
	<u>2,962,403.30</u>

MONEY MARKET

ABN-AMRO Investment Services, Inc.	1.330	<u>83,712.00</u>
TOTAL CHECKING ACCOUNTS		<u>\$3,046,115.30</u>

INVESTMENTS

FINANCIAL INSTITUTION	MATURITY	DATE	
Peoples National Bank, Tampico	07-16-09	1.500	1,000,000
First National Bank, Amboy	11-11-09	1.740	1,000,000
First National Bank, Amboy	01-24-10	2.580	1,000,000
Farmers State Bank, Sublette	02-13-10	2.350	1,000,000
Farmers State Bank, Sublette	02-17-10	2.950	1,000,000
First National Bank, Amboy	03-11-10	2.380	1,000,000
SUBTOTAL INVESTMENTS			<u>6,000,000</u>

BOND INVESTMENTS - Liability, Protection & Settlement

	YIELD	PRICE
Federal Home Ln Bks Glbl Bd	5.375	526,149.75
Federal Home Ln Bks Cons Bd	6.500	409,124.00
Federal Farm Cr Bks Cons.	3.680	424,727.60
Federal Home Ln Bks Call Step	3.000	751,953.60
Federal Home Ln Bks Call Step	3.000	418,376.00
Federal Home Ln Bks Call Step	3.000	412,791.60
Federal Home Ln Mtg Crp Refrnce	2.600	618,665.50
Federal Home Ln Bks Cons Bd	3.450	697,125.00
Federal Home Ln Bks Cons Bd	2.709	680,673.50
Federal Farm Cr Bks Cons Bd	1.740	613,529.80
Federal Farm Cr Bks Global Cons Bd	2.147	633,936.00
SUBTOTAL BONDS		<u>\$6,187,052.35</u>

TOTAL INVESTMENTS

\$12,187,052.35

Sauk Valley Community College  
Board of Trustees  
July 27, 2009

Summary of Bills Payable

General Operating Funds      \$ 931,562.67

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY  
Edward M. O'Brien  
BOARD CHAIR  
Jeanne Padilla  
BOARD SECRETARY  
DATE 7/27/09

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Wood, Therese	01		Petty Cash	Petty Cash FY 10	100.00
Wahl Clipper Inc	01		Tuition Billed to Employer	Credit Balance Dropped Students 6/30/09	255.00
Cengage Learning	01		Foundation Expense	Books	455.61
Quill Corporation	01		Dislocated Worker Expense	Ink & Folders	102.02
CCjobNet.Com Partnership	01		Prepaid Expense	FY 10 Membership Fees	200.00
RMS Technology Solutions, Inc.	01		Prepaid Expense	Annual SmartNet Support FY 10	18,289.00
Reliance Standard Life Insuran	01		Prepaid Expense	Optional Life	311.60
Reliance Standard Life Insuran	01		Prepaid Expense	LTD Billing	726.85
State Universities Retirement	01		SURS Payable	Accrued Surs	29,600.13
State Universities Retirement	01		SURS Payable	Accrued Surs	27,556.37
Select Employees Credit Union	01		Credit Union Payable	ACCRUED W/H Select Employees Credit Un	6,115.17
Select Employees Credit Union	01		Credit Union Payable	ACCRUED W/H Select Employees Credit Un	5,415.17
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charities	34.33
Community Health Charities of	01		United Way Payable	ACCRUED W/H-Community Health Charities	34.33
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	10.42
United Way of Lee County	01		United Way Payable	Accrued United Way Dixon	10.42
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	30.67
United Way of Whiteside County	01		United Way Payable	Accrued United Way Sterling/Rock Falls	30.67
Reliance Standard Life Insuran	01		Optional Life Insurance	Optional Life	312.74
Illinois Mutual	01		Optional Disability Insurance	Accrued Optional Disability-Illinois M	3.89
Illinois Mutual	01		Optional Disability Insurance	Accrued Optional Disability-Illinois M	3.89
Reliance Standard Life Insuran	01		Optional Disability Insurance	LTD Billing	730.40
SVCC Foundation	01		Foundation Payable	Accrued W/H SVCC Foundation	20.00
SVCC Foundation	01		Foundation Payable	Accrued W/H SVCC Foundation	10.00
Arnezola, Lydia	01		Accounts Payable	PELL	25.00
Andersson, Cory	01		Accounts Payable	Online Refund	255.00

<u>PAYEE/ VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Bell, Judith	01		Accounts Payable	Online Refund	43.00
Belows, Cheyanne	01		Accounts Payable	Direct Ln Bal	857.00
Bland, Connor	01		Accounts Payable	Online Refund	75.00
Boehle, Carrie	01		Accounts Payable	Online Refund	118.33
Bresley, Kerri	01		Accounts Payable	Online Refund	193.00
Brevitt, Breanna	01		Accounts Payable	Online Refund	9.00
Buckingham, Kortney	01		Accounts Payable	Pell/Bal(reverified)	122.00
Cervantes, Debra	01		Accounts Payable	PELL	295.00
Chapa, Brian	01		Accounts Payable	PELL	544.85
Chaffield, Justin	01		Accounts Payable	Online Refund	15.00
Chaffield, Justin	01		Accounts Payable	PELL	362.25
Chism, Melissa	01		Accounts Payable	PELL/EOG	199.29
Coleman, Jack-Lynn	01		Accounts Payable	PELL/EOG	246.00
Cornelius, Heidi	01		Accounts Payable	Stafford Loan	429.24
Cornelius, Heidi	01		Accounts Payable	Stafford Ln	428.26
Davis, Angela	01		Accounts Payable	Online Refund	103.00
DeBord, Jami	01		Accounts Payable	PELL Bal	52.00
Donley El, Earlene	01		Accounts Payable	PELL	384.00
Ehliert, Paul	01		Accounts Payable	PELL	186.00
Erickson, Gary	01		Accounts Payable	Online Refund	212.50
Erickson, Lynnette	01		Accounts Payable	PELL	295.00
Feeary, William	01		Accounts Payable	PELL Gt	48.00
Foss, Destinee	01		Accounts Payable	PELL	130.00
Frank, Timothy	01		Accounts Payable	PELL	25.00
Fritz, Emily	01		Accounts Payable	Online Refund	7.20
Garcia, Michelle	01		Accounts Payable	PELL Bal	243.33

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Garriott, Jon	01		Accounts Payable	Online Refund	729.00
Gilkey, Eugene	01		Accounts Payable	Online Refund	255.00
Godare, Donald	01		Accounts Payable	PELL/EOG	19.73
Hackbarth, Julie	01		Accounts Payable	Foundation	1,000.00
Haenisch, Cody	01		Accounts Payable	Stafford Bal	4.84
Hagenbuch, Anne	01		Accounts Payable	Online Refund	216.00
Hilton, Audra	01		Accounts Payable	Online Refund	204.00
Hohmeier, Anneliese	01		Accounts Payable	Online Refund	371.00
Holloway, Justin	01		Accounts Payable	Online Refund	46.67
Jager, Michelle	01		Accounts Payable	PELL	118.00
Jibben, Cassandra	01		Accounts Payable	PELL	66.00
Jones, Terry	01		Accounts Payable	Online Refund-IVG	86.00
Karrow, Jena	01		Accounts Payable	Online Refund	288.00
King, Corey	01		Accounts Payable	Direct Ln Bal	58.46
Kobler, Andrea	01		Accounts Payable	Stafford Bal	337.50
Kranov, Lisa	01		Accounts Payable	PELL	40.00
Krueger, Sandra	01		Accounts Payable	Online Refund	85.00
Lane, Amanda	01		Accounts Payable	PELL	66.00
Lata, Amber	01		Accounts Payable	PELL/EOG	37.10
Lillie, Jennifer	01		Accounts Payable	Online Refund	204.00
Linder, Amber	01		Accounts Payable	PELL	130.00
Loyola, Jessinia	01		Accounts Payable	PELL	47.00
Mahaffey, Kirsten	01		Accounts Payable	Online Refund	267.00
Mahaffey, Megan	01		Accounts Payable	PELL	70.00
Maloney, James	01		Accounts Payable	PELL	296.00
McCarthy, Roger	01		Accounts Payable	PELL	

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
McKinnon, Becky	01		Accounts Payable	PELL	41.00
Medina Gomez, Maria	01		Accounts Payable	PELL	92.00
Meredith, Jeffery	01		Accounts Payable	PELL Bal	208.33
Metcalf, Leah	01		Accounts Payable	Stafford Bal	370.00
Metz, Terry	01		Accounts Payable	PELL/EOG	179.40
Meyer, Christopher	01		Accounts Payable	Online Refund	272.00
Michel, Amanda	01		Accounts Payable	Online Refund	250.00
Middleman, Margaret	01		Accounts Payable	Online Refund	7.20
Monterastelli, Jessie	01		Accounts Payable	PELL	296.00
Murray, Audra	01		Accounts Payable	PELL	1.56
Peacock, Antwan	01		Accounts Payable	Online Refund	25.00
Peltorini, Eric	01		Accounts Payable	PELL	295.00
Pilling, Jena	01		Accounts Payable	PELL	40.00
Porter, Tauna	01		Accounts Payable	PELL	40.00
Prozoris, Ronald	01		Accounts Payable	Online Refund	73.00
Reese, Kimberly	01		Accounts Payable	Refund-Fin Assistance Only	759.50
Renkes, Angela	01		Accounts Payable	PELL	255.00
Riley, Elizabeth	01		Accounts Payable	Direct Ln Bal	576.38
Rood, Patricia	01		Accounts Payable	PELL/EOG	841.00
Rowe, Courtney	01		Accounts Payable	PELL	7.00
Sanchez, Pablo	01		Accounts Payable	PELL	315.00
Schaver, Nolan	01		Accounts Payable	Replacement ck	80.00
Schaver, Nolan	01		Accounts Payable	Replacement ck	85.00
Scott, Sean	01		Accounts Payable	PELL	248.00
Sergeant, Jessica	01		Accounts Payable	Stafford Bal	347.50
Seydel, Tara	01		Accounts Payable	Direct Ln	871.00

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Sharp, Jennifer	01		Accounts Payable	PELL	81.00
Sliger, Samantha	01		Accounts Payable	PELL	196.72
Smith, Amber	01		Accounts Payable	PELL	591.00
Snodgrass, Lora	01		Accounts Payable	Direct Ln Bal	472.34
Stanley, Ashley	01		Accounts Payable	Online Refund	120.00
Stark, Teresa	01		Accounts Payable	Online Refund	107.00
Steagall, Robin	01		Accounts Payable	PELL	466.00
Stoker, Julia	01		Accounts Payable	PELL	296.00
Theisinger, Cassandra	01		Accounts Payable	PELL	130.00
Tschozik, Evan	01		Accounts Payable	Online Refund	75.00
Tyner, Sheila	01		Accounts Payable	Stafford Loan	429.24
Tyner, Sheila	01		Accounts Payable	Stafford	428.26
Tyner, Sheila	01		Accounts Payable	PELL Bal	61.00
Vaessen, Rebecca	01		Accounts Payable	Online Refund	57.50
VonHoltan, Alyssa	01		Accounts Payable	PELL	50.00
Wagenknecht, Krista	01		Accounts Payable	Online Refund	204.00
Wallace, Amber	01		Accounts Payable	PELL	192.00
Wescott, Shaylyn	01		Accounts Payable	Foundation	46.50
Wescott, Shaylyn	01		Accounts Payable	Online Refund	100.00
Winters, Kathleen	01		Accounts Payable	Foundation	500.00
Yaney, Darien	01		Accounts Payable	PELL	40.00
Yancy, Veronica	01		Accounts Payable	Stafford Bal	319.02
Kidder, Mary	01		Other Payables	Replacement Check 18376	10.00
Poci, Shirley	01		Other Payables	Replacement Check #26606	40.00
Sameza, Lawrence	01		Other Payables	Replacement Check 23027 Insurance Fund	48.00
Follett Bookstore	01		PELL EOG BT	Student Book Charges thru 6/4/09	1,186.81

REPORT SVCS-HKR  
FISCAL YEAR 2009

Sauk Valley Community College  
Check Register

From 05/18/09 To 07/27/09

RUN DATE: 07/16/09  
TIME: 2:28 PM  
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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Follett Bookstore	01		PELL EOG BT	Student Charges June 09	-430.59
Follett Bookstore	01		Stafford Loans BT	Student Book Charges thru 6/4/09	291.44
Follett Bookstore	01		JTPA Whiteside B	Student Book Charges thru 6/4/09	742.77
Follett Bookstore	01		JTPA Whiteside B	Student Books thru May 2009	158.90
Follett Bookstore	01		JTPA Whiteside B	Student Chagies June 09	116.14
Follett Bookstore	01		JTPA Lee B	Student Book Charges thru 6/4/09	321.70
Follett Bookstore	01		JTPA Lee B	Student Books thru May 2009	305.75
Follett Bookstore	01		JTPA Lee B	Student Charges June 09	109.00
Follett Bookstore	01		Vets Rehab B	Student Book Charges thru 6/4/09	194.57
Follett Bookstore	01		Vets Rehab B	Student Charges June 09	22.61
Follett Bookstore	01		Trade Act TAA Sterling B	Student Book Charges thru 6/4/09	531.05
Follett Bookstore	01		Trade Act TAA Sterling B	Student Book Charges thru 6/4/09	790.73
Follett Bookstore	01		Trade Act TAA Sterling B	Student Books thru May 2009	113.25
Follett Bookstore	01		AmeriCorps	Student Books thru May 2009	2,082.64
Follett Bookstore	01		AmeriCorps	Student Charges June 09	66.11
Follett Bookstore	01		AmeriCorps	Student Charges June 09	2,689.79
Follett Bookstore	01		Miscellaneous Books BT	Student Books thru May 2009	149.42
Consolidated Management Co	01		Cafeteria payable	PNLJ June 09	40.00
Ward Murray Pace & Johnson P.C	01	Board of Trustees	Legal Services	March 09 Legal Fees	7,760.50
Ward Murray Pace & Johnson P.C	01	Board of Trustees	Legal Services	June 09 Legal Fees	884.00
Oak Hall Industries	01	Board of Trustees	Office Supplies	Rental of Commencement Regalia	293.13
Higher Learning Commission	01	Board of Trustees	Publications and Dues	FY 10 Dues	3,263.00
Brinkmeier, Tamara	01	Board of Trustees	Conference/Meeting Expense	Payment Hotel for E Fischer 6/6/09	499.14
Fifth Third Bank	01	Board of Trustees	Conference/Meeting Expense	Travel-Bolman Washington DC	150.00
Illinois Community College Tru	01	Board of Trustees	Conference/Meeting Expense	ICCTA Registration	325.00
Thompson, Robert	01	Board of Trustees	Conference/Meeting Expense	Travel-ICCTA Conference 6/6/09	327.40

From 06/18/09 To 07/27/09

RUN DATE: 07/16/09  
TIME: 2:28 PM  
PAGE: 7

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Baldwin Cooke Company	01	President's Office	Office Supplies	Calendar Refills	18.40
CDW-G	01	President's Office	Office Supplies	Wireless Mouse	63.46
Follett Bookstore	01	President's Office	Office Supplies	Department Charges June 09	9.56
Quill Corporation	01	President's Office	Office Supplies	Office Supplies	328.16
Sauk Valley Area Chamber of Co.	01	President's Office	Publications and Dues	FY 10 Annual Membership	200.00
Carroll County Review	01	College Relations's Office	Publications and Dues	FY 10 Subscription Renewal	32.00
ComCast Spotlight Inc	01	College Relations's Office	Advertising	Advertising 5/09	200.00
Dixon Pettunia Festival Inc	01	College Relations's Office	Advertising	Corporate Sponsorship FY 10	2,000.00
Sauk Valley Newspapers	01	College Relations's Office	Advertising	Advertisement for Bids	27.30
Sauk Valley Newspapers	01	College Relations's Office	Advertising	Legal Notice 6/23/09	131.95
Sauk Valley Newspapers	01	College Relations's Office	Advertising	Internet/Weather Advertising	500.00
Sauk Valley Newspapers	01	College Relations's Office	Advertising	Advertising Welcome Ad	1,225.00
WIXN FM - WIXN AM-WRCV-FM	01	College Relations's Office	Advertising	May 09 Advertising	322.50
WIXN FM - WIXN AM-WRCV-FM	01	College Relations's Office	Advertising	June 09 Advertising	197.50
Withers Broadcasting	01	College Relations's Office	Advertising	June 09 Advertising	863.45
Gordon Flesch Company, Inc.	01	Printshop	Maintenance Services	Copier-Maint & Sply	12.09
Gordon Flesch Company, Inc	01	Printshop	Maintenance Services	Copier-Maint & Sply	72.41
Gordon Flesch Company, Inc	01	Printshop	Maintenance Services	Copier-Maint & Sply	388.00
Xerox Corporation	01	Printshop	Maintenance Services	Copier-Maint & Sply	580.66
Follett Bookstore	01	Printshop	Other Supplies	Department Charges June 09	58.61
Menards	01	Printshop	Purchases for Resale	Small Hooks	29.40
Midland Paper	01	Printshop	Purchases for Resale	Colored Paper	704.00
Midland Paper	01	Printshop	Purchases for Resale	Colored Paper	226.23
Midland Paper	01	Printshop	Purchases for Resale	Matte Roll	134.60
Pinney Printing Company	01	Printshop	Purchases for Resale	Brochures Course Offeringa	1,992.00
Professional Binding Inc	01	Printshop	Purchases for Resale	Spiral Combs	88.80

REPORT SVU-JHKR  
FISCAL YEAR 2009

Sauk Valley Community College  
Check Register  
From 06/18/09 To 07/27/09

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
GFC Leasing Company	01	Printshop		Debt Principal Retirement	518.25
GFC Leasing Company	01	Printshop		Interest	15.06
Baldwin Cooke Company	01	Institutional Research & Planning	Office Supplies	Calendar Refills	18.40
Gospodarczyk, Thomas	01	Institutional Research & Planning	Conference/Meeting Expense	Travel-Area Visits/Palatine/Freepoint t	190.00
CDW-G	01	Foundation	Office Supplies	Wireless Mouse	31.73
Quill Corporation	01	Foundation	Office Supplies	Pop Up Notes	21.57
Viering, Amy.	01	Foundation	Conference/Meeting Expense	Travel-Des Plaines 6/23/09	141.28
SVGC Foundation	01	Foundation	Student Grants & Scholarships	Single Parent Emergency Fund	500.00
Quill Corporation	01	VP-Academics	Office Supplies	Flash Drive	21.58
Quill Corporation	01	VP-Academics	Office Supplies	Office Supplies	61.99
Chronicle of Higher Education	01	VP-Academics	Publications and Dues	FY 10 Renewal	82.50
Pearl, Donald	01	VP-Academics	Conference/Meeting Expense	Travel-PASCAL Meeting 6/29/09	136.40
Cunningham, Pamela	01	Professional Development	Maintenance Services	Travel-AWHONN Convention	2,254.35
SBM Business Equipment Center	01	High School Relations	Office Supplies	Copier Contract	46.80
Follett Bookstore	01	English	Instructional Supplies	Department Bookstore Charges Spring 09	855.07
Follett Bookstore	01	English	Maintenance Services	Department Charges thru 6/09	121.00
Follett Bookstore	01	Fitness Center	Office Supplies	Repair of Equipment	-121.00
Professional Fitness Concepts	01	Fitness Center	Instructional Supplies	Repair	95.00
Professional Fitness Concepts	01	Fitness Center	Maintenance Services	Department Charges thru 6/09	488.75
Follett Bookstore	01	Fitness Center	Instructional Supplies	Department Charges thru 6/09	2.15
Follett Bookstore	01	Human Services	Instructional Supplies	Department Charges June 09	16.36
Follett Bookstore	01	Psychology	Instructional Supplies	Department Charges August 08	126.50
Follett Bookstore	01	Mathematics	Instructional Supplies	Department Charges June 09	84.25
Baldwin Cooke Company	01	Business and Tech Office	Office Supplies	Department Charges thru 6/09	5.17
American Institute of CPA's	01	Accounting	Publications and Dues	Calendar Refills	18.40
				FY 10 Membership Dues	200.00

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Institute of Management Account	01	Accounting	Publications and Dues	FY Membership Dues	128.00
Cox, Edison	01	Business	Publications and Dues	FY 09 Real Estate License	550.00
Intuit Inc	01	Office & Administrative Services	Instructional Supplies	Quickbooks Premier	879.80
SBM Business Equipment Center	01	Office & Administrative Services	Instructional Supplies	Copier Contract	46.80
Xerox Corporation	01	Office & Administrative Services	Instructional Supplies	Xerox Meter Usage	73.40
Creative Printing	01	Electronics	Instructional Supplies	Business Cards McPherson	45.00
Rockford Industrial Welding Su	01	Welding	Instructional Supplies	Aragon & Welding Supplies	617.02
Florini, Anthony	01	General Education Degree	Conference/Meeting Expense	Travel-ROE/Wallace thru 6/30/09	23.10
Tufty, Jeanine	01	Dean of Health Professions	Consultants	TB Immunization	10.00
Baldwin Cooke Company	01	Dean of Health Professions	Office Supplies	Calendar Refills	178.02
Creative Printing	01	Dean of Health Professions	Office Supplies	Business Cards McPherson	40.00
Kenberma Products, Inc	01	Dean of Health Professions	Instructional Supplies	Nursing Badges	1,517.32
CGH Medical Center	01	Associate Degree Nursing	Instructional Supplies	Linen Services May 09	28.00
Laerdal Medical Corporation	01	Associate Degree Nursing	Instructional Supplies	IV/Arm & Hand	150.23
Poci, Shirley	01	Associate Degree Nursing	Instructional Supplies	Nursing Lab Supplies	65.01
Peoria Production Shop	01	Nurse Assistant	Instructional Supplies	Gait Belts	265.44
Eisenberg, Diana	01	Nurse Assistant	Conference/Meeting Expense	FY 09 Dues CNAE Educator	20.00
Eisenberg, Diana	01	Nurse Assistant	Conference/Meeting Expense	Travel-CNA Conference 6/17/09	278.22
DekKroft-Metz and Co. Inc	01	Licensed Practical Nursing	Instructional Supplies	Insulin Syringe	239.07
HESI Division of Elsevier Inc	01	Licensed Practical Nursing	Instructional Supplies	NCLEX-PN Exit Exams	666.00
SourceOne Healthcare Technology	01	Radiologic Technology	Maintenance Services	Labor	95.00
America's Software Corporation	01	Radiologic Technology	Computer Software	Web Based Radiography Software	1,995.00
JRCERT (Joint Review Committee	01	Radiologic Technology	Publications and Dues	Site Visit Expense	1,000.00
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 6/30/	464.20
Jakubczak, Kerri	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 6/24/	603.90
Jakubczak, Kerri	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 7/9/0	165.55

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Shippert, Stanley ,	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 6/30/	178.75
Brevitt, Dianna	01	Radiologic Technology	Conference/Meeting Expense	Travel-Clinical Site Visits thru 6/23/	104.50
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Biology Supplies	432.20
Ward's Natural Science Est. LL	01	Biology	Instructional Supplies	Biology Supplies	97.73
Wood, Therese	01	Biology	Instructional Supplies	Biology Supplies	97.61
S J Smith Welding Supply	01	Chemistry	Instructional Supplies	Chemistry Supplies	9.92
Siemens Water Technologies Cor	01	Chemistry	Instructional Supplies	Chemistry Supplies	206.20
Pfeifer, Alan ,	01	Dean of Information Systems	Conference/Meeting Expense	Travel-AET Springfield 5/29/09	198.00
Amazon.com	01	Learning Resource Center	Books and Binding Costs	Books for Library	1,890.67
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Books for Library	612.05
Fifth Third Bank	01	Learning Resource Center	Books and Binding Costs	Books for Library	1,161.80
NILRC	01	Learning Resource Center	Publications and Dues	FY 10 Subscriptions	6,345.92
Lifesong Engineering	01	Academic Computing	Maintenance Services	Equipment for Gym Sound System	800.00
CDW-G	01	Academic Computing	Instructional Technology Materi	Wireless Mouse	31.73
CDW-G	01	Academic Computing	Instructional Technology Materi	Mic Clip	30.00
Lifesong Engineering	01	Academic Computing	Instructional Technology Materi	Equipment for Gym Sound System	1,386.50
Lifesong Engineering	01	Academic Computing	Instructional Technology Materi	Wireless Microphone System	2,538.99
Pratt Audio-Visual & Video Cor	01	Academic Computing	Instructional Technology Materi	Document Presenter Repair Invoice	363.69
Premiere Data Cables, Inc.	01	Academic Computing	Computer Software	Patch Cable	265.64
Unique Computer	01	Academic Computing	Computer Software	Symantec Annual Renewal	7,105.00
Unique Computer	01	Academic Computing	Computer Software	Microsoft Annual Campus License	18,910.80
Unique Computer	01	Academic Computing	Computer Software	Acronis Licensing & Copies	6,493.20
Shelley, Chris	01	Academic Computing	Conference/Meeting Expense	Travel-ILCCO Retreat	334.24
CDW-G	01	Administrative Computing	Maintenance Services	USB Adapter	81.57
Unique Computer	01	Administrative Computing	Maintenance Services	LCD Panels	300.00
Unique Computer	01	Administrative Computing	Maintenance Services	Maintenance for Laptop	941.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Toner Tech Plus	01	Administrative Computing	Office Supplies	Ink	553.60
Unique Computer	01	Administrative Computing	Office Supplies	UPS Battery	870.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink	276.00
Unique Computer	01	Administrative Computing	Office Supplies	Ink	68.00
IssueTrak, Inc	01	Administrative Computing	Computer Software	FY 10 Membership Dues	2,200.00
Priton Group, LLC	01	Administrative Computing	Computer Software	June Hosting Fees	1,376.00
Priton Group, LLC	01	Administrative Computing	Computer Software	Kodak Software & Maintenance	3,562.00
Priton Group, LLC	01	Administrative Computing	Computer Software	Annual Maintenance Fees	795.00
Educause	01	Administrative Computing	Publications and Dues	FY 10 Domain	40.00
ITC (Instructional Technology	01	Administrative Computing	Publications and Dues	Annual Dues	450.00
Brinkmeier, Tamara	01	Dean of Student Services	Other Supplies	Supplies	441.69
Moreno, Luis	01	Dean of Student Services	Conference/Meeting Expense	Travel ICCSO Meeting 6/17/09	105.50
Quill Corporation	01	Special Needs- ADA	Instructional Supplies	Ink Combo Paks	120.58
Josten's Inc	01	Commencement	Other Supplies	Gowns & Alpha Pack	561.70
Creative Printing	01	Student Recruitment	Office Supplies	Business Cards McPherson	55.00
Imprint Inc.	01	Student Recruitment	Other Supplies	Key Lights	1,143.01
Imprint Inc.	01	Student Recruitment	Other Supplies	Hex Pens	1,383.29
ACT INC	01	Student Recruitment	Conference/Meeting Expense	Conference Fee G Winger	470.00
Salgado, Ana	01	Student Recruitment	Conference/Meeting Expense	Food for St Ambassadors 7/8/09	58.93
Baldwin Cooke Company	01	Admissions, Records & Placement	Office Supplies	Calendar Refills	92.00
Priton Group, LLC	01	Admissions, Records & Placement	Office Supplies	Kodak Color Scanner	1,055.77
III Assoc of Collegiate Regist	01	Admissions, Records & Placement	Publications and Dues	FY 10 Membership Dues	140.00
Medema, Pamela	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel-Area HS & Elk Grove Village	104.50
Medema, Pamela	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-Rockford Teambuilding Seminar 6	79.75
Priton Group, LLC	01	Financial Aid & Veterans Affairs	Office Supplies	Kodak Color Scanner	1,055.77
Fordyce, Kristina	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel- Conf Dept VA 6/9/09	162.20

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Fordyce, Kristina	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel-Blackhawk College 6/16/09	58.30
ACT INC	01	Counseling	Consultants	FY 10 Discover License Fee	950.00
Pitney Bowes	01	Other Institutional	Postage	Rate Change Software	229.00
Pitney Bowes	01	Other Institutional	Postage	Equipment Contract	89.00
Pitney Bowes	01	Other Institutional	Postage	Maintenance Contract thru 6/30/09	820.49
Pitney Bowes	01	Other Institutional	Postage	Postage July 09	11,000.00
Quill Corporation	01	Other Institutional	Postage	Mailing Labels	26.99
United Parcel Service	01	Other Institutional	Postage	Monthly Shipping Charges	136.78
United Parcel Service	01	Other Institutional	Postage	Monthly Charge	72.00
Fifth Third Bank	01	Other Institutional	Books and Binding Costs	Fundraising Meeting/Site Planners	44.18
Fifth Third Bank	01	Other Institutional	Conference/Meeting Expense	Progressive Business Conference	199.00
Fifth Third Bank	01	Other Institutional	Other Conference & Meeting	Parking Fees/Dinner Chicago	168.12
Swartleys Florist, Inc.	01	Other Institutional	Other Conference & Meeting	Flowers	65.00
Transworld Systems, Inc.	01	Other Institutional	Financial Charges & Adjustments	Net Balance of Payments	861.99
Baldwin Cooke Company	01	Business Office	Office Supplies	Calendar Refills	36.80
Moore Wallace Company	01	Business Office	Office Supplies	Blue Check Stock	339.08
Community College Business Off	01	Business Office	Publications and Dues	FY 10 Membership Dues	400.00
Kiplinger Letter	01	Business Office	Publications and Dues	FY 10 Renewal	89.00
Joliet Junior College	01	Tuition Chargeback	Tuition Chargeback	Chargeback Summer 09	1,650.96
College & Univ Prof Assoc for	01	Personnel Office	Publications and Dues	FY 10 Membership Dues	50.00
Meyer, Paula	01	Personnel Office	Conference/Meeting Expense	Travel- Collective Bargaining Seminar	106.10
Sauk Valley Newspapers	01	Personnel Office	Recruitment	Recruitment Advertising June 09	1,091.73
Education To Go	010100	CCS Public Workshops	Consultants	May 09 Ed2Go Classes	275.00
KSB Hospital	010100	CCS Public Workshops	Consultants	Drug Screening CDL Accident	90.00
Ramirez, Kim L.	010100	CCS Public Workshops	Consultants	Advanced Medical Coding	5,390.00
Follett Bookstore	010100	CCS Public Workshops	Institutional Supplies	Department Charges August 08	2,407.80

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KSB Hospital	010100	CCS Public Workshops	Instructional Supplies	Materials for First Aid/CPR	36.75
KSB Hospital	010100	CCS Public Workshops	Instructional Supplies	Materials for First Aid/CPR	185.50
KSB Hospital	010100	CCS Public Workshops	Instructional Supplies	Materials for First Aid/CPR	14.00
KSB Hospital	010100	CCS Public Workshops	Instructional Supplies	Heartsaver AED Cards	12.25
KSB Hospital	010100	CCS Public Workshops	Instructional Supplies	HS Cards for Correctional Center CPR C	28.00
DePuy, Jeanne	010100	CCS Public Workshops	Conference/Meeting Expense	Travel-Dekalb 6/10/09	53.90
C-B Kramer Sales & Service	02	Maintenance	Maintenance Services	Labor-Boilermaker	3,588.00
ECOLAB	02	Maintenance	Maintenance Services	Monthly Pest Elimination	200.00
Frischkorn, Inc #2079	02	Maintenance	Maintenance Services	Flange Assembly	102.46
H-O-H Water Technology Inc	02	Maintenance	Maintenance Services	Water Treatment Contract 6/09	1,374.00
Schimberg Company	02	Maintenance	Maintenance Services	Freight	14.72
State of Illinois	02	Maintenance	Maintenance Services	Boiler Inspection	70.00
Altforer Inc	02	Maintenance	Maintenance Services	Circuit Board & Scissor Lift	155.24
C-B Kramer Sales & Service	02	Maintenance	Maintenance Services	O rings	80.30
Columbia Pipe & Supply Co	02	Maintenance	Maintenance Supplies	O'Rings	35.66
Complete Electrical Contractor	02	Maintenance	Maintenance Supplies	Cap-Blade Crimper	89.74
Crescent Electric Supply Co	02	Maintenance	Maintenance Supplies	Purchase & Install Variable Speed Driv	1,350.00
Fastenal Company	02	Maintenance	Maintenance Supplies	Circuit Breakers	147.59
Fifth Third Bank	02	Maintenance	Maintenance Supplies	Shop Plumbing Inventory Supplies	1,025.28
Grainger	02	Maintenance	Maintenance Supplies	Blaines Farm & Fleet	58.41
Grainger	02	Maintenance	Maintenance Supplies	Hardware Cloth	334.79
Grainger	02	Maintenance	Maintenance Supplies	Tape & Supplies	35.68
Grainger	02	Maintenance	Maintenance Supplies	Grout Removal Tools	15.62
Harris Equipment	02	Maintenance	Maintenance Supplies	Oil Vacuum Pump	118.20
Honeywell Inc	02	Maintenance	Maintenance Supplies	Ventilation Fans	277.42
			Maintenance Supplies	Thermowell Adaptor	67.76

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McMaster Carr Supply Company	02	Maintenance	Maintenance Supplies	Rope Cleats Oval Loop	31.75
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	132.49
Menards	02	Maintenance	Maintenance Supplies	Maintenance Supplies	32.31
Menards	02	Maintenance	Maintenance Supplies	Padlock, Panel Drywall	18.17
Menards	02	Maintenance	Maintenance Supplies	Electrical Parts	33.13
Rockford Industrial Welding Su	02	Maintenance	Maintenance Supplies	Welder	577.20
Sexauer Inc	02	Maintenance	Maintenance Supplies	Plumbing Supplies	156.33
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Paint	705.00
Sherwin-Williams	02	Maintenance	Maintenance Supplies	Paint	318.00
Sterling Napa Auto Parts	02	Maintenance	Maintenance Supplies	Oil Filter-Scissor Lift	8.74
Aramark Uniform Services Inc.	02	Custodial	Maintenance Services	Towel Service	70.59
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	87.07
Aramark Uniform Services Inc	02	Custodial	Maintenance Services	Towel Service	80.12
AmSan LLC	02	Custodial	Maintenance Supplies	Carpet Extractor & Vacuum Cleaner	4,535.00
AmSan LLC	02	Custodial	Maintenance Supplies	Custodial Paper Supplies	5,055.41
Menards	02	Custodial	Maintenance Supplies	Custodial Supplies	133.46
Menards	02	Custodial	Maintenance Supplies	Patio Blocks	21.52
Harden's Auto & Truck Repair	02	Grounds	Maintenance Services	Repair F 350	524.60
SISSON INC.	02	Grounds	Maintenance Services	Spray Trees-Japanese Beetles	984.00
Ace Hardware	02	Grounds	Maintenance Supplies	Wrench Comb/Clamp Hoses & Hardware	42.58
Ekquist Trailer Sales	02	Grounds	Maintenance Supplies	Tail Light-Trailer	4.53
Napa Auto Parts	02	Grounds	Maintenance Supplies	Fuses & Air Filters	16.73
North's Oil Company, Inc	02	Grounds	Maintenance Supplies	Unleaded Fuel	1,136.40
Fifth Third Bank	02	Grounds	Vehicle Supplies	Blaines Farm & Fleet	13.71
Constellation New Energy (CNE	02	Utilities	Gas Services	Gas Services	21,760.46
Constellation New Energy (CNE	02	Utilities	Gas Purchases	Gas Purchases	21,899.51

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Nicor Gas	02	Utilities	Gas	Gas Services	347.69
Nicor Gas	02	Utilities	Gas	Gas Services	1,724.44
Commonwealth Edison	02	Utilities	Electricity	Electricity	23.28
Commonwealth Edison	02	Utilities	Electricity	Electricity	34.96
Exelon Energy	02	Utilities	Electricity	Electricity	26,026.78
City Of Dixon	02	Utilities	Water, Sewer	Testing Services, Jun 09	51.00
M & S Wastewater	02	Utilities	Water, Sewer	Monthly Water Treatment, June 09	425.00
Central Management Service/ICN	02	Utilities	Telephone	Services	340.00
Central Management Service/ICN	02	Utilities	Telephone	May 09 Services	340.00
CenturyTel	02	Utilities	Telephone	Telephone Services	1,914.83
Comcast	02	Utilities	Telephone	Services, June 09	4,750.00
Essex Telecom Inc	02	Utilities	Telephone	May 09 Phone Services	2,409.14
Essex Telecom Inc	02	Utilities	Telephone	Telephone Services	2,339.37
United States Cellular	02	Utilities	Telephone	Van Cell Phone Charges	47.55
Verizon Wireless	02	Utilities	Telephone	President's Cell Phone	70.30
Moring Disposal Inc	02	Utilities	Refuse Disposal	Monthly Trash Removal, June 09	110.00
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Time Clock Replacement Ribbon	17.99
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Office Supplies	113.54
Quill Corporation	02	Building and Grounds Administrat	Office Supplies	Office Supplies	118.59
Illinois Community College Ris	02	Building and Grounds Administrat	Property & Casualty Insurance	Property Insurance Renewal 2009-10	34,616.00
Trissel Graham & Tool Inc	02	Building and Grounds Administrat	Property & Casualty Insurance	Annual Agency Service Fee	1,500.00
Döme Rite Steam Cleaning	02	Cafeteria	Maintenance Services	Clean Cafeteria Hoods/Ducts	700.00
Brown Construction Company	03	Operations & Maintenance- Restri	Building Remodeling	App #1 Electrical Project	28,183.50
McDemand Roofing and Insulati	03	Operations & Maintenance- Restri	Building Remodeling	App #1 Roof Replacement Project	103,500.00
Metro Design Associates, Inc	03	Operations & Maintenance- Restri	Building Remodeling	Architect/Engineer Fees Chiller Replac	42,075.00
Metro Design Associates, Inc	03	Operations & Maintenance- Restri	Building Remodeling	Chiller Replacement Project	1,821.73

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<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM AMOUNT</u>
Metro Design Associates, Inc.	03	Operations & Maintenance- Restr	Building Remodeling	Chiller Replacement Project	19,800.00
Morse Electric Inc	03	Operations & Maintenance- Restr	Building Remodeling	Retention Balance Due	4,950.00
Northwest Mechanical Inc.	03	Operations & Maintenance- Restr	Building Remodeling	Final Payment AHU Performance Project	28,816.80
S J Carlson Fire Protection, I	03	Operations & Maintenance- Restr	Building Remodeling	Final Application Fire Protection Proj	10,987.00
T D Kurtz Glass	03	Operations & Maintenance- Restr	Building Remodeling	Window Replacement Project	34,896.69
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restr	Building Remodeling	Engineering Fees/Window Replacement Pr	402.80
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restr	Building Remodeling	Electrical Project	1,692.60
Willett, Hofmann & Associates,	03	Operations & Maintenance- Restr	Building Remodeling	Services for Roof Replacement	2,896.80
McM Electronics	030200	Fund Bond- Instruc & Computer	Instructional Equipment	Scopemeter	2,869.23
Gordon Flesch Company, Inc	030200	Fund Bond- Copiers	Capital Supplies	Image Runner	3,829.00
Gordon Flesch Company, Inc	030200	Fund Bond- Copiers	Capital Supplies	Copier	2,286.00
GFC Leasing Company	030200	Fund Bond- Copiers	Debt Principal Retirement	Bond Lease Payment-Principal	686.98
GFC Leasing Company	030200	Fund Bond- Copiers	Interest	Bond Lease Payment-Interest	19.97
Iowa Com College Athletic Conf	050600	Lobby and Other Activities	Prepaid Expense	Jamboree 10/10/09	100.00
Ward Murray Pace & Johnson P.C	050600	Lobby and Other Activities	Consultants	March 09 Legal Fees	3,513.56
Illinois Community College Tru	050600	Lobby and Other Activities	Publications and Dues	Membership	1,000.00
Williams, David	050600	Golf	Other Supplies	Golf Banquet 5/14/09	56.09
Elgin Community College	050600	Men's Baseball	Other Contractual Services	Men's Baseball Sectionals	412.50
Weets & Son Septic Service	050600	Men's Baseball	Other Supplies	Portable Restrooms	42.50
Valdez, Rene	050600	Men's Baseball	Other Conference & Meeting	All Star Game 5/26/09	66.00
Kipping, Sara	050600	Men's Tennis	Other Supplies	Tennis Shorts	133.21
Kipping, Sara	050600	Men's Tennis	Other Supplies	Shirts-Tennis	119.78
Temple's Sporting Goods	050600	Women's Softball	Other Supplies	Supplies	337.34
Temple's Sporting Goods	050600	Women's Softball	Other Supplies	Custom Hitting Net	98.00
Weets & Son Septic Service	050600	Women's Softball	Other Supplies	Portable Restrooms	42.50
Augustana College	050600	Women's Volleyball	Other Contractual Services	VB Entry Fee 9/19/09	150.00

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Black Hawk College	050600	Women's Volleyball		Other Contractual Services	275.00
South Suburban College	050600	Women's Volleyball		Other Contractual Services	195.00
St Ambrose University	050600	Women's Volleyball		Other Contractual Services	150.00
Naylor, Dawn	050600	Women's Volleyball		Other Supplies	369.98
Temple's Sporting Goods	050600	Women's Volleyball		Other Supplies	1,507.41
Aramark Uniform Services Inc.	050600	General Athletics		Other Contractual Services	217.50
Follett Bookstore	050600	General Athletics		Other Materials and Supplies	8.50
Lifesong Engineering	050600	General Athletics		Other Materials and Supplies	350.00
Trans Lux Company	050600	General Athletics		Other Materials and Supplies	477.73
Follett Bookstore	050600	Intramurals		Other Supplies	100.00
Follett Bookstore	050600	Music		Other Materials and Supplies	96.50
Murray, Kris	050600	Musical Shows		Other Materials and Supplies	31.51
Fifth Third Bank	050800	Transportation		Vehicle Supplies	11.50
Fifth Third Bank	050800	Transportation		Vehicle Supplies	40.00
Fifth Third Bank	050800	Transportation		Vehicle Supplies	146.94
Fifth Third Bank	050800	Transportation		Vehicle Supplies	946.86
Butler Benefit Service Inc	051000			Prepaid Expense	25,442.46
Chubb & Son (Division of Feder	051000			Prepaid Expense	2,100.00
Reliance Standard Life Insuran	051000			Prepaid Expense	1,003.88
Butler Benefit Service Inc	051000	Medical Insurance		Individual Stop Loss	10,695.88
Butler Benefit Service Inc	051000	Medical Insurance		Dependent Stop Loss	8,872.96
Butler Benefit Service Inc	051000	Medical Insurance		Precertification	584.25
Butler Benefit Service Inc	051000	Medical Insurance		COBRA	40.00
Butler Benefit Service Inc	051000	Medical Insurance		Administrative	3,920.10
Butler Benefit Service Inc	051000	Medical Insurance		Aggregate Stop Loss	1,290.27
Reliance Standard Life Insuran	051000	Medical Insurance		Life Insurance Billing	1,021.99

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
				VB Entry Fee 8/29/09	275.00
				Volleyball Entry Fee 9/5/09	195.00
				VB Entry Fee 9/12/09	150.00
				Palm Handheld/Volleyball Software	369.98
				Volleyball Shorts	1,507.41
				Towel Service	217.50
				Department Charges thru 6/09	8.50
				CD Player Rack Mounted	350.00
				Control/Repair Scoreboard	477.73
				Department Charges June 09	100.00
				Department Charges thru 6/09	96.50
				Exceptional Classics	31.51
				Blaines Farm & Fleet	11.50
				I-PASS	40.00
				Gas For College Vans	146.94
				Jeff's Automotive	946.86
				July 09 Insurance Charges	25,442.46
				Pederman Stop/Loss Accident Policy	2,100.00
				Life Insurance Billing	1,003.88
				Individual Stop Loss	10,695.88
				Dependent Stop Loss	8,872.96
				Precertification	584.25
				COBRA	40.00
				Administrative	3,920.10
				Aggregate Stop Loss	1,290.27
				Life Insurance Billing	1,021.99

PAYEE/ENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Palmer, Shanna	051400		Student Loans	Student Loan Due 10-9-09	109.00
Wiemken, Gwen	051400		Student Loans	Student Loan Due 10/9/09	150.00
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	186.11
State Universities Retirement	062050	SBDC Grant	SURS	Matching Funds	187.64
Borger, Brian .	062050	SBDC Grant	Other Contractual Services	Ink Jet	41.82
Highland Community College	062050	SBDC Grant	Other Contractual Services	Contractual Services May 09	3,168.85
Illinois Valley Community Coll	062050	SBDC Grant	Other Contractual Services	Contractual Services May 09	4,496.58
Miller, Michele .	062050	SBDC Grant	Office Supplies	Supplies for Closing SBDC Office	143.98
Borger, Brian .	062050	SBDC Grant	Conference/Meeting Expense	Travel-Client Site Visits thru 5/21/09	194.15
Borger, Brian .	062050	SBDC Grant	Conference/Meeting Expense	Travel-Area Client Visits thru 6/30/09	90.20
Miller, Michele .	062050	SBDC Grant	Conference/Meeting Expense	Travel-Area Site Visits thru 4/30/09	220.00
Johnson, Virginia	062055	ICCB Adult Ed-Federal Basic	Office Supplies	Office Supplies	166.11
Whiteside County ROE	062058	ICCB Adult Ed-State Basic-Instru	Instructional Service Contracts	Summer 09 Contract	1,040.40
Follett Bookstore	062059	ICCB Adult Ed-Performance-Instrc	Instructional Supplies	Department Charges August 08	5.58
Benedict, Timothy .	062060	SOS VITAL Grant	Office Supplies	Supplies	38.00
Benedict, Timothy .	062060	SOS VITAL Grant	Other Materials and Supplies	Supplies for Vital Students & Tutors	66.42
Vock, Zully	062060	SOS VITAL Grant	Conference/Meeting Expense	Travel-Area Site Visits thru 6/17/09	67.10
Hahne, Connie .	062073	Local Tech Prep Grant	Consultants	Stipend Tech Prep	100.00
Hesse, Amy	062073	Local Tech Prep Grant	Consultants	Stipend Tech Prep	100.00
Vance, Susan	062073	Local Tech Prep Grant	Consultants	Stipend Tech Prep	100.00
Imprint Inc.	062073	Local Tech Prep Grant	Office Supplies	Liquid Timer BallPaint Pens	405.13
Imprint Inc.	062073	Local Tech Prep Grant	Office Supplies	Golf Umbrellas	2,030.04
Memory Suppliers, Inc	062073	Local Tech Prep Grant	Office Supplies	USB Pen Drives	238.67
Hahne, Connie .	062073	Local Tech Prep Grant	Conference/Meeting Expense	Mileage for Meeting on 5/14/09	44.00
Hesse, Amy	062073	Local Tech Prep Grant	Conference/Meeting Expense	Mileage for 5/14/09 Meeting	27.50
Vance, Susan	062073	Local Tech Prep Grant	Conference/Meeting Expense	Mileage Meeting 5/14/09	11.00

<u>PAYEE/VENDOR</u>	<u>FUND</u>	<u>ORGANIZATION</u>	<u>ACCOUNT</u>	<u>COMMODITY</u>	<u>ITEM/AMOUNT</u>
State of Illinois	062076	Job Preparedness	Other Illinois Gov Sources	Overpayment Grant Funds Spring 09	1,986.69
Illinois Student Assistance Co	062150	ISAC	ISAC	Return MAP Funds-FY 09 Excess Expenses	165.00
Illinois Student Assistance Co	062150	ISAC	ISAC	Return F 08 Natl Guard Grant Funds	255.00
Illinois Student Assistance Co	062150	ISAC	ISAC	MAP Refund Spring 09	40.00
Illinois Student Assistance Co	062150	ISAC	ISAC	Return Fall 08 ING	85.00
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	448.95
State Universities Retirement	063011	Student Support Services Grant	SURS	Matching Funds	460.22
Follett Bookstore	063011	Student Support Services Grant	Office Supplies	Department Charges June 09	76.25
Quill Corporation	063011	Student Support Services Grant	Office Supplies	Index Tabs	5.80
Quill Corporation	063011	Student Support Services Grant	Office Supplies	Office Supplies	995.10
Quill Corporation	063011	Student Support Services Grant	Office Supplies	Credit Copy Paper Returned	1,671.87
Unique Computer	063011	Student Support Services Grant	Office Supplies	LCD Panels	300.00
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	30.72
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	31.81
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	36.38
State Universities Retirement	063020	Perkins- Learning Assistance Cen	SURS	Matching Funds	29.58
Quad City Safety	063020	Perkins IIC	SURS	Turbo Lite / Ring Connections	2,759.37
Unique Computer	063020	Perkins IIC	SURS	Computers (5)	1,664.19
Kidder, Mary	063020	Perkins IIC	Instructional Supplies	Travel-Lanark IL WIB Meeting	35.75
Unique Computer	063020	Perkins- Technology	Capital Supplies	Computers (5)	2,285.81
Aldex Corporation	063020	Perkins- Technology	Instructional Equipment	Basic Hydraulics & CD Rom	12,200.00
State Universities Retirement	063020	Perkins IIC -Special Populations	SURS	Matching Funds	69.40
State Universities Retirement	063020	Perkins IIC -Special Populations	SURS	Matching Funds	55.85
Kobler, Andrea	063020	Perkins IIC -Special Populations	Consultants	Note Taker thru 6/09	127.88
Illinois/Iowa AHEAD	063020	Perkins IIC -Special Populations	Publications and Dues	FY 10 Membership Dues	20.00
John Wiley & Sons, Inc.	063020	Perkins IIC -Special Populations	Publications and Dues	Subscription Disability Compliance	168.75

REPORT SVRCHKR  
FISCAL YEAR 2009

Sauk Valley Community College  
Check Register  
From 06/18/09 To 07/27/09

PAYEE/ VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Autism Society of America	063020	Perkins IIC -Special Populations	Conference/Meeting Expense	Conference Fee 7/22/09	635.00
Bureau Valley High School	063030	Perkins IIE Tech Prep	Other	Tech Prep Claim #8 Spring 09	115.34
Whiteside Area Career Center	063030	Perkins IIE Tech Prep	Other	Computer Supplies Tech Prep Claim	892.18
Whiteside Area Career Center	063030	Perkins IIE Tech Prep	Other	First Student-Health Occ Field Trip	531.54
American Red Cross	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	First Aid	10.00
Miranda, Monique	063075	IDHS AmeriCorps - Member Activit	Conference/Meeting Expense	Travel-Leaders Conference	45.22
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	268.51
State Universities Retirement	063075	IDHS AmeriCorps- Nonmember Activ	SURS	Matching Funds	232.35
Accurate Biometrics, Inc	063075	IDHS AmeriCorps- Nonmember Activ	Other Contractual Services	Background Checks	175.00
ChoicePoint Services, Inc	063075	IDHS AmeriCorps- Nonmember Activ	Other Contractual Services	Fingerprinting	2.00
Crestline Specialties Co. Inc	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Supplies	600.56
Unique Computer	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Computers	2,197.00
Earl, Sabrina	063075	IDHS AmeriCorps- Nonmember Activ	Office Supplies	Travel-Area Sites & Natl Conference th	369.97
Marriott	063075	IDHS AmeriCorps- Nonmember Activ	Other	Hotel Conf 6/21/09	861.84
Sauk Valley Newspapers	063075	IDHS AmeriCorps- Nonmember Activ	Other	Recruitment Americorp June	384.57
Memory Suppliers, Inc	063080	Regional Collaboration Grant	Office Supplies	USB Pen Drives	409.28
Mertens, Diana	064010	Online Nursing Program	Consultants	Family Health Nursing 6/09 2.5 Credits	1,500.00
ATI (Assessment Technologies I	064010	Online Nursing Program	Printing	RN Comprehensive Assessment	106.64
Sterling Rock Falls Family YMCA	064040	United Way Single Parent Collab.	Student Grants & Scholarships	Single Parent Grant	411.13
Follett Bookstore	101060	Magic Club	Other	Department Charges June 09	1.27
Follett Bookstore	101070	Single Parents Club	Other	Department Charges June 09	91.50
Irish, Thothas	101140	Phi Theta Kappa Club	Other	Travel-PTK Convention	12.00
McGladrey & Pullen LLP	11	Audit	Audit Services	2009 Audit Services	12,000.00
RMS Technology Solutions, Inc	12			Annual SmartNet Support FY 10	1,636.00
RMS Technology Solutions, Inc	12			Annual SmartNet ASA FY 10	3,499.00
RMS Technology Solutions, Inc	12			Annual SmartNet NAC Renewal FY 10	6,860.00

REPORT SVRCHKR  
FISCAL YEAR 2009

Sauk Valley Community College  
Check Register  
From 06/18/09 To 07/27/09

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	ITEM AMOUNT
Illinois Community College Ris	12	Risk Management	Worker's Compensation	Worker's Compensation Renewal 2009-10	55,707.00
Illinois Department Employment	12	Risk Management	Unemployment Insurance	Second Quarter Unemployment Tax	7,312.41
Unique Computer	12	Risk Management	Computer Software	Symantec Encryption	4,600.00
Illinois Community College Ris	12	Risk Management	General Insurance	Board Legal Liability Renewal 2009-10	4,653.00
Illinois Community College Ris	12	Risk Management	General Insurance	Student Malpractice Renewal 2009-10	8,471.00
Illinois Community College Ris	12	Risk Management	General Insurance	Liability Insurance Renewal 2009-10	9,208.00
Trissel Graham & Toole Inc	12	Risk Management	General Insurance	Treasurers Bond	5,499.00
Wickert Insurance & Financial	12	Risk Management	General Insurance	Premium on Treasurer's Bond 2/09-7/09	393.00
CenturyTel	12	Risk Management	Telephone	911 Cama. Trunk Lines	89.56
J & K Locksmith	12	Public Safety	Maintenance Services	Duplicate Keys	24.00
Verizon Wireless	12	Public Safety	Maintenance Services	Security Cell Phones	65.27
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Security Contract	1,650.80
Stewart & Associates Inc	12	Public Safety	Other Contractual Services	Security Contract	1,212.75
Fifth Third Bank	12	Public Safety	Other Supplies	Carrot-Top	193.00
Radio Ranch Inc	12	Public Safety	Other Supplies	Replacement Batteries for Security Rad	192.00

BANK ACCOUNT 1 TOTAL: 931,562.67  
ALL ACCOUNTS TOTAL: 931,562.67

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**SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF JUNE 30**

**SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF JUNE 30**

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OPERATION AND MAINTENANCE FUND	2008-2009		2007-2008		2007-2008	
	YTD	Budget	YTD	Budget %	YTD	% Chng fm Prev Yr
<b>Revenues</b>						
Local Governmental Sources	432,139	430,000	100.5%		412,308	4.8%
State Governmental Sources	387,420	399,797	96.9%		373,787	3.6%
Student Tuition and Fees	443,703	436,000	101.7%		427,852	3.7%
Sales and Service	15,493	20,000	77.4%		7,456	107.7%
Facilities Revenue	6,662	4,000	166.5%		2,325	186.5%
Investment Revenue	405	1,000	40.5%		1,281	-68.3%
Other Revenues	176	34,000	.5%		58,415	-99.7%
<b>TOTALS</b>	<b>1,286,002</b>	<b>1,324,797</b>	<b>97.0%</b>		<b>1,283,426</b>	<b>.2%</b>
<b>Expenditures</b>						
Salaries	546,737	532,657	102.6%		515,815	5.9%
Employee Benefits	202,896	236,289	85.8%		246,634	-17.7%
Contractual Services	58,134	109,500	53.0%		76,748	-24.2%
General Materials and Supplies	91,759	95,000	96.5%		81,668	12.3%
Conference & Meeting	2,288	3,200	71.5%		3,700	-38.1%
Fixed Charges	40,156	40,000	100.3%		39,358	2.0%
Utilities	688,316	691,500	99.5%		677,204	1.6%
Capital Outlay	8,875	15,000	59.1%		9,837	-9.7%
<b>TOTALS</b>	<b>1,639,165</b>	<b>1,723,146</b>	<b>95.1%</b>		<b>1,650,967</b>	<b>-.7%</b>
<b>Transfers</b>						
Transfers From Other Funds	-47,945	-438,000	10.9		-370,847	10.9
<b>CHANGE IN NET ASSETS</b>	<b>-305,217</b>	<b>39,651</b>	<b>10.9</b>		<b>3,306</b>	<b>10.9</b>
<b>FUND BALANCE</b>	<b>-334,495</b>					

**SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF JUNE 30**

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SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF JUNE 30

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<u>BOND AND INTEREST FUND</u>	2008-2009 <u>YTD</u>	2008-2009 <u>Budget</u>	YTD / <u>Budget %</u>	2007-2008 <u>YTD</u>	2007-2008 <u>YTD % Chng fm Prev Yr</u>	2007-2008 <u>Total</u>
<b>Revenues</b>						
Local Governmental Sources						
Investment Revenue	1,317,611 3,425	1,265,518 3,000	104.1% 114.1%	1,320,581 9,239	-.2% -62.9%	1,320,581 9,239
<b>TOTALS</b>	<b>1,321,036</b>	<b>1,268,518</b>	<b>104.1%</b>	<b>1,329,820</b>	<b>-.6%</b>	<b>1,329,820</b>
<b>Expenditures</b>						
Contractual Services	350	1,000	35.0%	500	-30.0%	500
Fixed Charges	1,311,945	1,311,946	100.0%	1,392,051	-5.7%	1,392,051
<b>TOTALS</b>	<b>1,312,295</b>	<b>1,312,946</b>	<b>99.9%</b>	<b>1,392,551</b>	<b>-5.7%</b>	<b>1,392,551</b>
<b>CHANGE IN NET ASSETS</b>	<b>8,741</b>	<b>-44,428</b>	<b>99.9%</b>	<b>-62,731</b>	<b>-5.7%</b>	<b>-62,731</b>
<b>FUND BALANCE</b>	<b>669,946</b>					<b>661,204</b>

**SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF JUNE 30**

**SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF JUNE 30**

SAUK VALLEY COMMUNITY COLLEGE  
 REVENUES, EXPENDITURES, AND TRANSFERS  
 AS OF JUNE 30

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	2008-2009 <u>YTD</u>	2008-2009 <u>Budget</u>	YTD / <u>Budget %</u>	2007-2008 <u>YTD</u>	2007-2008 <u>YTD</u>	YTD % Chng fm Prev Yr	2007-2008 <u>Total</u>
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WORKING CASH FUND

## Revenues

Local Governmental Sources  
 Investment Revenue

<b>TOTALS</b>	<b>47,945</b>	<b>70,000</b>	<b>68.4%</b>	<b>70,847</b>	<b>70,847</b>	<b>-32.3%</b>	<b>70,847</b>
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## Expenditures

## Investment Revenue

<b>TOTALS</b>	<b>-----</b>						
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## Transfers

Transfers to Other Funds  
 CHANGE IN NET ASSETS  
 FUND BALANCE

47,945	70,000	68.4	70,847	68.4	70,847
<b>2,018,728</b>		<b>68.4</b>		<b>68.4</b>	<b>1,970,783</b>

SAUK VALLEY COMMUNITY COLLEGE  
 REVENUES, EXPENDITURES, AND TRANSFERS  
 AS OF JUNE 30

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<u>TRUST AND AGENCY FUND</u>	2008-2009 <u>YTD</u>	2008-2009 <u>Budget</u>	YTD / <u>Budget %</u>	2007-2008 <u>YTD</u>	YTD % Chng fm <u>Prev Yr</u>	2007-2008 <u>Total</u>
<b>Revenues</b>						
Other Revenues	219,109	-----	-----	21,487	919.6%	21,487
<b>TOTALS</b>	<b>219,109</b>	-----	-----	<b>21,487</b>	<b>919.6%</b>	<b>21,487</b>
<b>Expenditures</b>						
General Materials and Supplies	150	-----	-----	150	574.6%	150
Conference & Meeting	-332	70	-----	70	70	70
Other Expenditures	59,596	23,328	-----	155.4%	155.4%	23,328
<b>TOTALS</b>	<b>59,264</b>	-----	-----	<b>23,549</b>	<b>151.6%</b>	<b>23,549</b>
CHANGE IN NET ASSETS	159,845	-2,061	151.6%	151.6%	-2,061	159,845
FUND BALANCE	185,744	25,899	-----	25,899	-----	25,899

SAUK VALLEY COMMUNITY COLLEGE  
 REVENUES, EXPENDITURES, AND TRANSFERS  
 AS OF JUNE 30

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<u>AUDIT FUND</u>	2008-2009 <u>YTD</u>	2008-2009 <u>Budget</u>	YTD / <u>Budget %</u>	2007-2008 <u>YTD</u>	2007-2008 <u>YTD</u>	YTD % Chng fm <u>Prev Yr</u>	2007-2008 <u>Total</u>
<b>Revenues</b>							
Local Governmental Sources							
Investment Revenue	38,433	34,000	113.0%	30,944	30,944	24.2%	30,944
<b>TOTALS</b>	778	900	86.5%	5,077	5,077	-84.6%	5,077
	<b>TOTALS</b>	<b>39,212</b>	<b>34,900</b>	<b>112.3%</b>	<b>36,021</b>	<b>8.8%</b>	<b>36,021</b>
<b>Expenditures</b>							
Salaries	5,262	5,263	100.0%	4,676	4,676	12.5%	4,676
Employee Benefits	1,453	1,453	100.0%			100.0%	
Contractual Services	36,000	36,000	100.0%	30,000	30,000	20.0%	30,000
<b>TOTALS</b>	42,716	42,716	100.0%	34,676	34,676	23.1%	34,676
CHANGE IN NET ASSETS	-3,504	-7,816	100.0%	1,345	1,345	23.1%	1,345
<b>FUND BALANCE</b>	<b>47,664</b>						<b>51,169</b>

SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF JUNE 30

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<u>LIABILITY, PROTECTION &amp; SETTLEMENT</u>	<u>2008-2009 YTD</u>	<u>2008-2009 Budget</u>	<u>YTD / Budget %</u>	<u>2007-2008 YTD</u>	<u>2007-2008 YTD</u>	<u>YTD % Chng fm Prev Yr</u>	<u>2007-2008 Total</u>
				<u>YTD</u>	<u>%</u>		
<b>Revenues</b>							
Local Governmental Sources	355,932	361,000	98.6%	421,431	-15.5%	421,431	
Investment Revenue	318,079	251,000	126.7%	403,503	-21.1%	403,503	
Other Revenues	10,000	0	0.0%	13,300		13,300	
<b>TOTALS</b>	<b>674,012</b>	<b>622,000</b>	<b>108.3%</b>	<b>838,235</b>	<b>-19.5%</b>	<b>838,235</b>	
<b>Expenditures</b>							
Salaries	145,013	160,297	90.4%	131,557	10.2%	131,557	
Employee Benefits	287,723	301,158	95.5%	269,100	6.9%	269,100	
Contractual Services	55,011	79,100	69.5%	79,985	-31.2%	79,985	
General Materials and Supplies	17,932	7,100	252.5%	16,458	8.9%	16,458	
Conference & Meeting	1,818	2,250	80.8%	1,346	35.1%	1,346	
Fixed Charges	32,753	35,000	93.5%	31,199	4.9%	31,199	
Utilities	1,074	4,000	26.8%	985	9.0%	985	
Capital Outlay							
<b>TOTALS</b>	<b>541,327</b>	<b>588,905</b>	<b>91.9%</b>	<b>530,634</b>	<b>2.0%</b>	<b>530,634</b>	
<b>CHANGE IN NET ASSETS</b>							
FUND BALANCE	132,684	33,095	91.9%	307,600	2.0%	307,600	
	<b>6,523,914</b>					<b>6,383,917</b>	

07/16/2009

SAUK VALLEY COMMUNITY COLLEGE  
REVENUES, EXPENDITURES, AND TRANSFERS  
AS OF JUNE 30

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	2008-2009 <u>YTD</u>	2008-2009 <u>Budget</u>	YTD / <u>Budget %</u>	2007-2008 <u>YTD</u>	YTD % <u>fm Prev Yr</u>	Chng <u>2007-2008</u>	2007-2008 <u>Total</u>
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Revenues

Capital Outlay

**TOTALS**

Expenditures

Capital Outlay

**TOTALS**

CHANGE IN NET ASSETS  
FUND BALANCE

6,523,914

6,383,917

**Sauk Valley Community College**  
**July 27, 2009**

**Agenda Item 2.7**

**Topic:** **Protection, Health and Safety Project Completions**

**Presented By:** **Dr. George Mihel and John Ditto**

**Presentation:**

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

**2007 AHU Performance Improvements** - This project involved the upgrade of the College's existing air handling units including the installation of new dampers within existing ductwork to provide for energy efficiency. Total cost for this Project was \$145,736 or \$3,764 under the approved budget.

**Domestic Hot Water System Improvements** - This project replaced the existing energy inefficient, over-sized steam domestic hot water heaters with new, higher efficiency steam coils and electric hot water tanks and associated piping modifications. The new configuration allows for use of steam when the boiler is running, and electric water heaters when the boiler is off. Total cost for this Project was \$71,201 or \$4,799 under the approved budget.

**2007 Fire Protection System Improvements** - This project replaced the existing 40-year old fire pump control system and improved the system's backflow prevention. Total cost for this Project was \$97,919 or \$6,156 under the approved budget.

**Emergency Generator Replacement Project** - This project replaced the existing 40-year old 175kw emergency lighting generator with a new generator and upgraded associated conduit and conductors in order to provide quicker, reliable emergency power in the event of a power outage. Total cost for this Project was \$176,608 or \$392 under the approved budget.

**2008 Emergency Lighting Improvements** - This project replaced the existing emergency light fixtures in all enclosed stairwells, gymnasium and theater to provide greater light levels and improve general safety. Total cost of this Project was \$96,245 or \$3,755 under the approved budget.

**Recommendation:**

The administration recommends the Board approve the attached Statements of Final Construction Compliance regarding these projects for submission to ICCB for action.

Protection, Health, and Safety Project

**Statement of Final Construction Compliance  
Domestic Hot Water Improvements**

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

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

Final cost of the project:

Approved Budget \$ 76,000.00      Actual Cost \$ 71,200.75

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

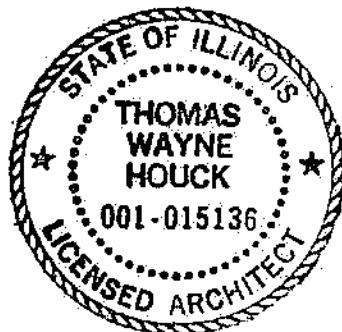
Thomas W. Houck  
Architect/Engineer's Signature

April 27, 2009

Date

001-015136  
Illinois Registration or License Number

Seal



Approved by the Sauk Valley Community College Board of Trustees

Date July 27, 2009

Signed Edward M. Kline, Chairperson

Joan M. Radcliffe, Secretary

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

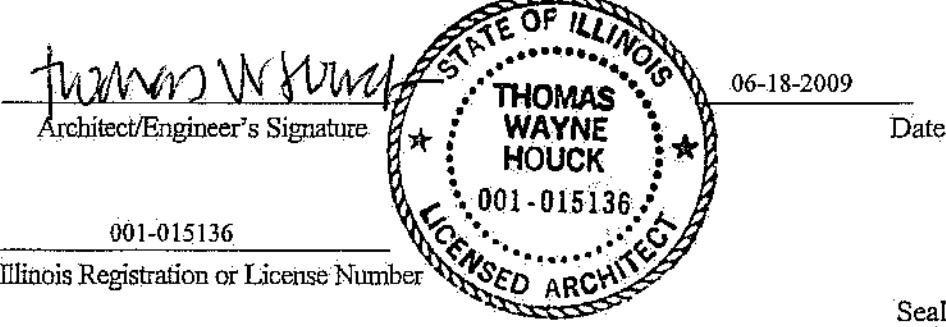
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

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

Final cost of the project:

Approved Budget \$ 177,000.00      Actual Cost \$ 176,607.65

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.



Approved by the Sauk Valley Community College Board of Trustees

Date July 27, 2009

Signed Edward Aylless, Chairperson  
Joan N. Hadella, Secretary

Protection, Health, and Safety Project

**Statement of Final Construction Compliance**

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

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

Final cost of the project:

Approved Budget \$ 149,500.00      Actual Cost \$ 145,735.62

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

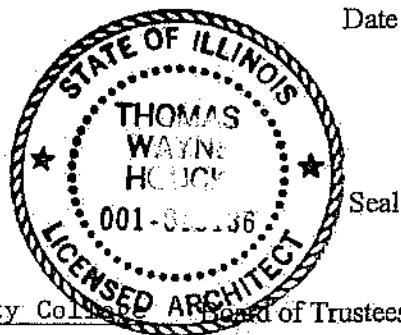
*Thomas W. Houck*

Architect/Engineer's Signature

07-08-09

Date

001-015136  
Illinois Registration or License Number



Approved by the Sauk Valley Community College Board of Trustees

Date July 27, 2009

Signed Edward O'Gara, Chairperson

*Edward O'Gara*  
Jean M. Padilla, Secretary

**Protection, Health, and Safety Project**

**Statement of Final Construction Compliance**

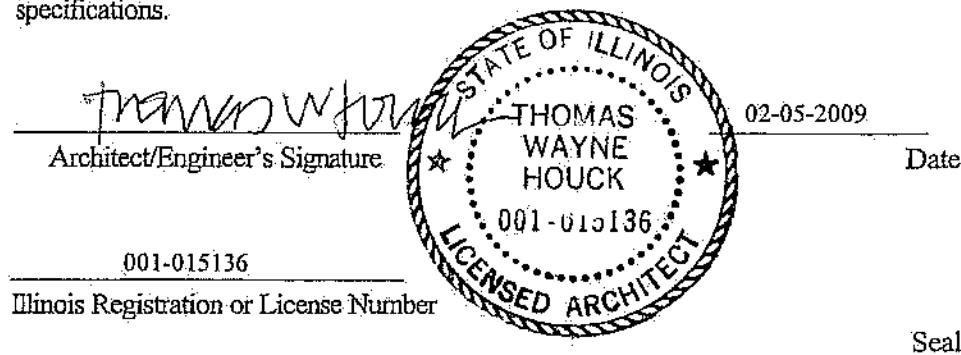
Name and address of architect/engineer providing the Statement of Final Construction Compliance:

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

Final cost of the project:

Approved Budget \$ 100,000.00      Actual Cost \$ 96,245.11

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.



Approved by the Sauk Valley Community College Board of Trustees

Date July 27, 2009

Signed Edward Charles, Chairperson

Jean M. Padel, Secretary

Protection, Health, and Safety Project

**Statement of Final Construction Compliance**

**Fire Protection System**

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

Willett, Hofmann & Associates, Inc.  
809 East Second Street  
Dixon, Illinois 61021  
Matthew L. Wagner, PE

Final cost of the project:

Approved Budget \$ 104,075.00 Actual Cost \$ 97,919.40

I have reviewed the originally recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

Matthew L. Wagner

Architect/Engineer's Signature

06/17/09

Date

062-059360

Illinois Registration or License Number

Seal



Approved by the Sauk Valley Community College Board of Trustees

Date July 27, 2009

Signed Edward Gundersen, Chairperson

Joan M. Fadella, Secretary

**Sauk Valley Community College**  
**July 27, 2009**

**Agenda Item 2.8**

**Topic:** **Bid Award – Chiller Replacement Project**

**Presented By:** **Dr. George Mihel and John Ditto**

**Presentation:**

This project was approved by the Board at its regular meeting on February 23, 2009. The project involves total replacement of the existing independent operating chillers, with new electric high-efficiency chillers. These new chillers will provide a single chilled water system utilizing the existing air handler units and cooling towers, with modifications, to provide flexibility of operation and energy efficiency. Alternate Bid M-3 includes the installation of a Trane Tracer summit Optimized chiller Plant Control to provide enhanced control of the chillers.

The College received four bids for this project. The cost for this project will be paid by excess Protection, Health and Safety Funds and from 2009 tax levy funds payable in 2010.

<b>Company Name</b>	<b>Location</b>	<b>Base</b>	<b>Alternate Bid M-3</b>	<b>Total Bid</b>
Mechanical, Inc.	Freeport	1,325,000	\$5,500	\$1,330,500
Northwest Mechanical	Davenport	1,346,108	\$33,866	\$1,379,974
JB Contracting Corporation	LaSalle	1,399,517	\$16,300	\$1,415,817
Oak Brook Mechanical Services	Elmhurst	1,642,000	\$31,400	\$1,673,400

**Recommendation:**

The administration recommends the Board approve the bid for the Chiller Replacement project from Mechanical, Inc. in the amount of \$1,330,500.



MECHANICAL / ELECTRICAL / CIVIL

## DESIGN ASSOCIATES, INC.

1707 N. Randall Road, Suite 390 / Elgin, Illinois 60123-7820

ENGINEERS

July 20, 2009

Mr. John Ditto  
Director of Building & Grounds  
Sauk Valley Community College  
173 IL Route 2  
Dixon, Illinois 61021

Re: 2009 Chiller Replacement Project  
Job #: 877-A-12

Dear Mr. Ditto:

On July 14, 2009 bids were publicly opened for the 2009 Chiller Replacement Project at Sauk Valley Community College. We received and opened four (4) bids for this project from the following Mechanical contracting firms:

Mechanical Inc.	Base Bid	\$ 1,325,000.00
Northwest Mechanical Inc.	Base Bid	\$ 1,346,108.00
JB Contracting Corp.	Base Bid	\$ 1,399,517.00
Oakbrook Mechanical Services, Inc.	Base Bid	\$ 1,642,000.00

As indicated above, Mechanical Incorporated was the low bid contractor. I have had an opportunity to discuss the bid with Mr. John Pickering, of Mechanical Inc. We discussed the project scope in detail and Mr. Pickering indicated that his firm had covered the entire scope for the project within their bid. I am confident after our conversation to recommend to Sauk Valley Community College, to award the bid for the 2009 Chiller Replacement Project to Mechanical Incorporated in the amount for One Million, Three Hundred and Twenty Five Thousand Dollars (\$1,325,000.00).

In addition, three alternate prices were requested from the contractors bidding the project. Based on our conversations alternates number 1 and 2 will not be accepted. Alternate 3 requested a price to have the chiller manufacturer (Trane Company) provide optimized chiller plant control. Mechanical Incorporated indicated on their bid form that the price associated with this alternate was as an add price of Five Thousand Five Hundred Dollars (\$5,500.00). As we discussed this is an extremely good price for this added feature that I would highly recommend that the College consider accepting. This will allow for the manufacture of the chiller to control all aspects of the chiller plant and report back to the existing Honeywell building automation system currently in place. In comparison, the other three bidders listed prices ranging from \$16,300.00 to \$33,866.00 for this alternate.

Sank Valley Community College

Page 2

July 20, 2009

877-A-12

If you have any additional questions regarding the bids received, or the recommendation provided please feel free to contact our office

Sincerely,

METRO DESIGN ASSOCIATES, INC.



Robert N. St. Mary  
Chief Mechanical Engineer

K:\PROJECTS\877-A-12\Letters\recommendation.doc

**Sauk Valley Community College**  
**July 27, 2009**

**Agenda Item 2.9**

**Topic:** **Working Cash Fund Borrowing**

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

**Presentation:**

The Public Community College Act allows for the borrowing of funds from the Working Cash Fund to the Educational and Operations/Maintenance Funds if needed. A separate board resolution is required authorizing an optional loan of \$1,970,784 from the Working Cash Fund to the Educational Fund and the Operations and Maintenance Fund, and indicating the taxes or other funds anticipated to be received by the College to reimburse the Working Cash Fund. The attached resolution meets these statutory requirements.

**Recommendation:**

The administration recommends the Board approve the accompanying resolution for the borrowing of \$1,970,784 from the Working Cash Fund to the Educational and Operation and Maintenance Funds if needed.

## RESOLUTION AUTHORIZING TRANSFER OF WORKING CASH FUNDS

WHEREAS, the Board of Trustees of Community College District No. 506 has issued and sold working cash funds, and the proceeds thereof have been deposited in a Working Cash Fund; and

WHEREAS, the Public Community College Act (Illinois Compiled Statutes, Chapter 110, Section 805/3-33.6) authorizes the transfer of monies from said Working Cash Fund to the Educational Fund and the Operations and Maintenance Fund; and

WHEREAS, the Board further states:

- A) That the taxes or other funds in anticipation of the collection or receipt of which the Working Cash Fund is to be reimbursed are approximately \$12,688,100.
- B) The entire amount of taxes extended, or which the Board estimates will be extended or received for the year, in anticipation of the collection of all or a part of which this transfer is to be made is \$4,065,000.
- C) The aggregate amount of warrants or notes heretofore issued under the Community College Act in anticipation of the collection of such taxes, together with the amount of interest accrued and which the Board estimates will accrue thereon is 0.
- D) The amount of monies which the Board estimates will be derived for the year from state, federal, government and other sources in anticipation of the receipt of all or part of which the transfer herein below is to be made is approximately \$3,301,400.
- E) The aggregate amount of monies heretofore transferred from the Working Cash Fund to the Educational Fund or Operations and Maintenance Fund in anticipation of the collection of such taxes or the receipt of such other monies from other sources is 0.

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of the District be and is hereby directed to transfer from the Working Cash Fund up to \$1,970,784 to the Educational Fund or to the Operations and Maintenance Fund.

Adopted: July 27, 2009



Edward Anderson

Chairman, Board of Trustees



Joan M. Padilla

Secretary, Board of Trustees

**Sauk Valley Community College**  
**July 27, 2009**

**Agenda Item 2.10**

**Topic:** **Working Cash Fund Interest**

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

**Presentation:**

The Public Community College Act allows for the permanent transfer of interest earned in the Working Cash Fund to the Operating Funds. The law indicates that this can be a permanent transfer, that a separate board resolution is required for each transfer, and that the specific dollars and purpose of the transfer must be reflected in the resolution. The attached resolution meets these statutory requirements.

Interest of \$47,945.02 is available now for transfer to meet ordinary and necessary expenditures.

**Recommendation:**

The administration recommends the Board approve the accompanying resolution for permanent transfer of \$47,945.02 from the Working Cash Fund.

**RESOLUTION AUTHORIZING TRANSFER OF  
WORKING CASH FUND INTEREST**

WHEREAS, the Board of Trustees of Community College District No. 506 has issued and sold working cash funds and the proceeds thereof have been deposited in a Working Cash Fund; and

WHEREAS, the Public Community College Act (Illinois Compiled Statutes, Chapter 110, Section 805/3-33.6) authorizes the transfer of interest earned on monies in said Working Cash Fund to the Operations and Maintenance Fund; and

WHEREAS, it is proposed to permanently transfer the interest earned in the Working Cash Fund of said District to the Operations and Maintenance Fund of this District to be used in meeting the ordinary and necessary expenditures of the District.

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of the District be and is hereby directed to permanently transfer the interest earned in the Working Cash Fund in the amount of \$47,945.02 to the Operations and Maintenance Fund, to be used in meeting the ordinary and necessary expenditures of the District.

Adopted: July 27, 2009

  
\_\_\_\_\_  
Chairman, Board of Trustees

  
\_\_\_\_\_  
Secretary, Board of Trustees

**Sauk Valley Community College**  
**July 27, 2009**

**Agenda Item 2.11**

**Topic:** **Disposal of Obsolete Equipment**

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

**Presentation:**

The items on the attached list have been collected by the Buildings and Grounds staff and are available for disposal. The list of equipment includes items that are worn, outdated, damaged or too costly to repair or no longer needed.

**Recommendation:**

The administration recommends the Board approve the equipment listed on the attachment as obsolete to be disposed of in a manner appropriate to the condition of the equipment.

**OBSOLETE EQUIPMENT LIST**  
**July 27, 2009**

Quantity	Equipment Description	Sauk Tag	Old Tags	Serial No.
1	Fetal Monitor Input Simulator	4321		JAA0965233
1	Coremetrics Fetal Monitor	4320		30506300578
1	Data Entry Scanner	4322		21150762606
1	Large Aquarium w/Wood Cabinet 48Wx18Dx56H			
1	Small Aquarium 20Wx10Dx12H			
1	2-drawer metal desk w/veneer top missing	578		
1	2-drawer metal desk w/attached table	307		
1	2-drawer metal desk w/attached 3-drawer table	951		
2	Computer Peanut workstations			
1	Computer table on wheels 46Wx24Dx26H			
	Assorted Typewriters and Calculators			
	Assorted Task and Desk Chairs			
1	Typewriter Stand on Wheels			
1	Quasar 23" Television			MD70560581
1	NEC 2740 Television 24"	2439		1200593A
1	TMK Small Television Monitor 12"			
1	Casio Cash Register			288108
1	Copier	3637		
46	Picture Frames (Large)			
1	AFP MiniMed 90 Imaging Machine	2646		6771-?
1	Blodgett Convection Oven	1398		
9	Oscilliscopes			
	Graphing Calculators			
2	Square Checkerboard tables 36"x36"			
1	CD Tower			
1	Laserjet 6L HP Printer			
1	Canon FAX-630 Machine			2276990

1	Linkbuilder FMSII Switch			0100-7TAB011923
1	4-shelf Wooden shelving unit			
1	Small Computer Workstation 36Wx20D			
1	ScanmakerX6 Scanner			S849762724
1	4-drawer Desk	596		
1	5-drawer Desk w/keyboard drawer	589		
1	Medical Bassinet			
1	Heat Pump Service Trainer	2005	41881	
1	Heat Pump Service Trainer	1999	38588	
1	Lennox A/C Service Trainer	2006	38587	
1	Electric Heat Service Trainer	770	41884	
1	Lennox Direct Spark Ignition Trainer	2000	41882	
1	Lennox Gas Heat Service Trainer	2007	38579	
1	Solar Heat Service Trainer	2004	41886	
1	Lennox Power Saver Trainer	2002	38583	
1	Lennox 3-Phase Compressor Trainer	203	41883	
1	Commercial Gas Heat Service Trainer	2001	38580	
1	AC-3 Electronic Air Cleaner Trainer	3426	VD6200	BT-1D177
1	Lennox Education Equipment	768		AP1D096
1	Lennox Service Trainer	3427		AP5F178
1	Carrier Compressor Simulator	806	2612	
1	Brodhead-Garret Gas Fired Training Board	1997	2610	
1	Brodhead-Garret Oil Fired Training Board	1983	2608	
1	WT-2 Ware Truck		935	
1	Hydronics Principle Trainer		VE6208	
1	Lennox BT-1 Metal Trainer		VE6191	
1	Lennox AP-1 Direct System Trainer	769	VE6192	AP1D063
1	Brodhead-Garret Service Trainer	805		

	All items pertaining to the Child Care Center including but not limited to:			
	games, toys, puzzles, decorations; assorted activity			
	stations (i.e. kitchen workstation, space station);			
	transportation toys (i.e. bicycles, tricycles, Little Tike vehicles), stuffed animals and dolls; and assorted			
	outside activity toys (swing sets, climbing dinosaurs, kiddie kopter, treehouse and playhouse)			

**Sauk Valley Community College**  
**July 27, 2009**

**Action Item 4.2**

**Topic:** **2009-2010 Budget - Final Reading**

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

**Presentation:**

During the past month the state approved a 2% increase in operational funds to community colleges. Below are updates:

Changes to the operating funds are as follows:

	<u>Education</u>	<u>Operations &amp; Maintenance</u>
ICCB Credit Hour Grant	\$ 86,118	\$10,970
ICCB Equalization Grant	102,510	14,917
ICCB Other Grants	8,400	176
ICCB CTE Funding	(50,000)	
Illinois Veterans Grant	(90,000)	
ICCB Business Industry Grant	53,916	
Total	<u>\$ 110,944</u>	<u>\$26,063</u>

The projected operating fund balances are as follows:

	<u>Education</u>	<u>Operations and Maintenance</u>
Projected FY09 fund balance	\$1,800,000	\$10,000
Budgeted FY10 net income	\$119,512	\$29,869
Projected FY10 fund balance	<u>\$1,919,512</u>	<u>\$39,869</u>

Changes to the restricted fund are as follows:

- Elimination of the \$60,000 Small Business Development grant- This program was closed on June 30, 2009.
- Increase of \$23,916 to the ICCB Business and Industry Grant- This funding will be used to support the corporate training office.
- Decrease of \$90,000 in student aid funding for Illinois Veterans- This cost will be absorbed by the state mandated waivers in the Education fund.

- Decrease of \$350,000 in student financial aid funding from Illinois Student Assistance Commission- This will slow the increasing enrollment, but not to the extent of an overall enrollment decrease. Tuition was budgeted without enrollment growth; therefore this funding loss should not negatively impact the operating budget.
- Decrease of \$60,000 in Adult Education- This state appropriation is 50% of past funding levels. The federal adult education grant of \$75,000 is at 100% of past levels, but is in jeopardy due to the state not matching past funding levels.
- Decrease of \$25,000 in VITAL- Assumed 50% of past funding level as no information has been available from the Secretary of State's office.
- Decrease of \$25,000 in Career and Technical Education (CTE) funds from Whiteside Area Career Center- This state appropriation is 50% of past funding levels. The federal CTE grants of \$230,000 are at 100% of past levels, but are in jeopardy due to the state not matching past funding levels.

For additional details of the budget, please refer to the Tentative Budget packet distributed in June.

**Recommendation:**

The administration recommends the Board of Trustees approve the FY 2010 Budget as presented.

**Sauk Valley Community College**  
**July 27, 2009**

**Action Item 4.3**

**Topic:** **Board Policy 428.01 Pre-employment Investigations and Pre-employment and Employee Testing (Second Reading)**

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

**Presentation:**

By August 1, 2009, the Federal Trade Commission will require all colleges to put into place an identity theft prevention policy. The college brought in a consultant to advise the College on how to comply with the new regulation. As a part of the new regulation they have advised the College to implement a policy for Pre-employment Investigations and Pre-employment and Employee Testing. This policy was drafted by counsel prior to the consultant visit.

**Recommendation:**

The administration recommends the Board approve policy 428.01 Pre-employment Investigations and Pre-employment and Employee Testing for second reading.

## 428.01 Pre-employment Investigations and Pre-employment and Employee Testing

To help protect the security and safety of the College's students and staff, and to comply with any relevant state or federal requirements, appropriate background checks and testing shall be conducted for potential employees of the College, employees of the College who undertake certain specific responsibility, and persons who regularly serve as compensated or uncompensated volunteers of the College. The background checks and testing may include:

- (a) Criminal background checks
- (b) Fingerprinting and submission of fingerprints to appropriate law enforcement agencies
- (c) Drug testing

### (a) Criminal Background Checks:

(1) Application for Employment- all applicants for full or part time employment at Sauk Valley Community College shall execute appropriate authorizations for criminal background investigations at the time of interview. No prospective employee whose criminal background investigation discloses a conviction for any crime involving moral turpitude, a felony, or which in any way relates to the responsibilities of the employees of the College, shall be employed by the College (exemptions require Board approval).

(2) Volunteers. All persons who regularly serve as either paid or unpaid volunteers of the College shall be subject to criminal background checks and shall consent to appropriate criminal background checks before being permitted to undertake any responsibilities as a volunteer.

(3) The Director of Human Resources shall maintain appropriate procedures for the conduct of criminal background investigations for applicants for employment or volunteers, and the results of the outcome of such investigation shall be used in making relevant decisions regarding employment or services of a volunteer.

(b) Fingerprinting: All applicants for positions as an employee and all regular volunteers in either dual credit situations or those working with vulnerable populations shall consent to be and shall be fingerprinted, and the fingerprints shall be sent to the appropriate law enforcement agency. The Director of Human Resources shall maintain appropriate procedures for obtaining and forwarding fingerprints, and identification of positions subject to this requirement.

(c) Drug Testing:

(1) Applicants for Campus Security Employment. All applicants for positions in Campus Security shall submit to drug testing as a condition to employment. All Campus Security employees shall execute an appropriate consent to random drug tests which may be required anytime the employee is on duty.

(2) Drug testing shall be conducted on all applicants for employment for positions in which the applicant shall have a responsibility to transport College students or staff to any College sponsored or related event by operating a motor vehicle. Any employee or volunteer whose regular responsibilities include operating a motor vehicle to transport College students or College staff to College sponsored or College related activities shall execute appropriate consent to submit to random drug tests at any time they are on duty.

(3) The Director of Human Resources shall maintain appropriate procedures to secure consents to drug tests as required, and for appropriate collection and delivery of samples to appropriate testing facilities.

**Sauk Valley Community College**  
**July 27, 2009**

**Action Item 4.4**

**Topic:** **Board Policy 429.01 Identity Theft Prevention (Second Reading)**

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

**Presentation:**

By August 1, 2009, the Federal Trade Commission will require all colleges to put in place a policy that attempts to protect and red flag any breaches of the confidential and sensitive information of students and staff. The College brought in a consultant to provide advisement on how to comply with the new regulation. Based on their recommendations, a College policy has been developed and will be implemented over the next few months.

After consultation with counsel, administration recommends the addition of the attached Board Policy. (A copy of the College procedure follows the proposed Board policy)

**Recommendation:**

The administration recommends the Board approve policy 429.01 Identity Theft Prevention for second reading.

429.01 Identity Theft Prevention

The College will develop, implement and maintain an Identity Theft Prevention Program as an administrative procedure to reduce the risk of data loss and identity theft to the College, to students and to employees. The Program developed, implemented and maintained shall follow the relevant requirements provided in the Federal Fair and Accurate Credit Transaction Act (FACTA) of 2003 and the Fair Credit Reporting Act (FCRA), along with the applicable implementing regulations for both FACTA and FCRA. The Board will name a Compliance Officer for the Program, who shall have the duty to oversee the Program. The President shall review the Program with the Board upon its initial implementation and thereafter, shall review the Program with the Board not less frequently than annually. Violation of the Program may be grounds for discipline.

7/27/09

**Sauk Valley Community College**  
**July 27, 2009**

**Action Item 4.5**

**Topic:** **Board Policy 517.01 Campus Security – First Reading**

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

**Presentation:**

In accordance with the directive from the Board, the administration has rewritten Board Policy 517.01 Campus Security, 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 517.01 Campus Security for first reading.

## 517.01 Campus Security

1. Part 668 of Title 34 of the Code of Federal Regulations, "Student Assistance General Provision" obligates the College to provide certain information relating to campus security. The *Dean of Institutional Research Vice-President of College Services* or his/her designee is assigned the principal responsibility to assure the College remains in compliance with federal law.

2. The College shall collect the information described below with respect to campus crime statistics for each calendar year, on the following crimes or offenses:

- a. Criminal Homicide: murder, non-negligent or negligent manslaughter
- b. Sex Offenses; forcible or non-forcible
- c. Robbery
- d. Aggravated Assault
- e. Burglary
- f. Motor Vehicle Theft
- g. Arson
- h. Liquor Law Violations
- i. Drug Law Violations
- j. Illegal Weapons Possession

The statistics will be reported for the three most recent calendar years, for the years in which the crimes were reported to a campus security authority. The College will report any crimes included in items A through G and any other reported crime involving bodily injury that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

3. By October 1 of each year, the administration shall prepare, "an annual security report" and distribute either the report or a notice of its availability to all current students and employees, and to any applicant for enrollment or employment who requests the report. The annual security report shall contain the following information with respect to the College:

- a. A statement of current College policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus and the policies concerning the College's response to such reports.

- b. A statement of current policies concerning security of and access to campus facilities, and security considerations used in the maintenance of campus facilities.
- c. A statement of current policies concerning campus law enforcement, including:
  - (1) The enforcement authority of any security personnel at the College, with the working relationship between the College and state and local police agencies; (2) Any College policies which encourage accurate and prompt reporting of all crimes to appropriate police agencies and to any campus security personnel; and (3) any procedures that encourage professional counseling, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.
- d. A description of the type and frequency of programs designed to inform students and employees about campus security practices and procedures and to encourage students and employees to be responsible for their own security and the security of others.
- e. A description of any program designed to inform students and employees about the prevention of crimes.
- f. The statistics regarding crimes or offenses described in Clause 2 above.
- g. The statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off campus locations of student organizations which are recognized by the institution, and that are engaged in by students attending the College.
- h. A statement of College policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws.

- i. A statement of the College policy regarding the possession, use and sale of illegal drugs and enforcement of Federal and State drug laws.
  - j. A description of any drug or alcohol abuse education programs that exist as otherwise required by federal law.
  - k. A copy of the College's policy regarding sexual assault programs aimed at the prevention of sexual offenses, and the procedures to be followed once a sex offense has occurred.
4. The administration shall make timely reports to students and employees regarding crimes described in Clause 2 above that are considered to be a threat to other students and employees. The reports will be given in a manner that will aid in the prevention of similar occurrences.
5. The statistics required in Clause 2 above shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Department of Justice, and the Federal Bureau of Investigation and the modifications in such definitions as is done pursuant to the Federal Hate Crimes Statistics Act.
6. The College will maintain a written, easily understood daily crime log that records the date a crime was reported; the nature, date, time and general location of each crime; and the disposition of the complaint, if known. Disclosure of certain portions of this information may be restricted under the Freedom of Information Act.

7/27/92  
11/22/93  
11/28/94  
10/23/00  
6/28/04

**Sauk Valley Community College**  
**July 27, 2009**

**Agenda Item 4.6**

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

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

**Presentation:**

In November 2008, The Board of Trustees approved an amended 403b plan document. 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.

JEM Resource Partners, a third party administrator, has provided a revised plan document. The attached plan allows:

- Participation of all employees except students
- Loans
- Hardship withdrawals
- Rollover distributions
- Approved investment provider exchanges
- Transfers to purchase prior service credit with SURS
- "Age 50" catch up contributions- allows employees over the age of 50 to contribute an additional amount annually.
- Rollovers and plan-to-plan transfers into the plan from another employer's 403b plan.

The enclosed proposed plan excludes:

- Employer contributions
- Roth contributions
- Elective contributions to non-approved investment providers
- Transfers to non-approved investment providers

After getting input from employees who participate in the plan, the investment providers will be Vanguard, Fidelity Investments, Waddell & Reed and VALIC.

**Recommendation:**

The administration recommends the Board approve the Sauk Valley Community College 403b Retirement Plan, as restated and amended.

**WRITTEN 403(b) PLAN  
ADOPTION AGREEMENT  
FOR PUBLIC EDUCATION ENTITIES**

The Employer designated in Section 1.01 below hereby adopts the Executive 403(b) Plan for the benefit of its eligible Employees and their Beneficiaries.

**I.  
EMPLOYER AND PLAN INFORMATION**

1.01 NAME OF EMPLOYER: Sauk Valley Community College

1.02 ADDRESS: 173 IL RT. 2

Dixon, IL 61021

1.03 TYPE OF ORGANIZATION.

The Employer acknowledges that it is a public education organization under the Internal Revenue Code and that the Employer is the type of public education agency indicated below:

- a.  Public School District or Division
- b.  Public College or University
- c.  Other: (specify type): \_\_\_\_\_

1.04 PLAN NAME.

"The Sauk Valley Community College Voluntary 403(B) Plan"

1.05 PLAN ADMINISTRATOR.

- a.  The Plan Administrator shall be the Third Party Administrator, JNT Resource Partners, LP dba JEM Resource Partners, and the Employer
- b.  The Plan Administrator shall be the Employer.
- c.  The Plan Administrator shall be the person(s), position or committee named as follows:

1.06 PLAN EFFECTIVE DATE.

This Adoption Agreement of the Written Plan shall:

- a.  Establish a Written Plan (for a previously established Plan) effective as of January 1, 2009
- b.  Establish a new Plan effective as of \_\_\_\_\_
- c.  Constitute an Amendment and Restatement in its entirety of a previously established 403(b) Written Plan of the Employer, which restatement shall be effective \_\_\_\_\_

II.  
**ELECTIVE PLAN PROVISIONS**

**2.01 ELIGIBLE CLASSES.**

Unless any Employee classes are excluded below, all Employees are eligible to make Elective Deferral and Roth 403(b) Contributions (if the latter is applicable) to the Plan:

- a.  NA - All Employees are included
- b.  Employees who are students and regularly attending classes at the Employer institution during the calendar year (limited to Employers that are educational institutions)
- c.  Employees who normally work fewer than \_\_\_\_\_ hours per week (must be 20 or less; equivalent to 1,000 hours or less in a year except as otherwise provided under applicable 403(b) regulations effective January 1, 2009) during the calendar year
- d.  Non-resident aliens who have earned no income from U.S. sources
- e.  Employees who do not contribute at least \_\_\_\_\_ (maximum \$200) per year
- f.  Participants in a Section 457(b) Deferred Compensation Plan
- g.  Other (specify; must be in compliance with the Written Plan and applicable Code and regulations): \_\_\_\_\_

**2.02 ROTH 403(b) CONTRIBUTIONS.**

- a. The Plan [ ] shall [X] shall not allow Employees to make Roth 403(b) Contributions to the Plan
- b. If Roth 403(b) Contributions are permitted and a Participant is required to withdraw an Excess Deferral, Excess Deferrals shall be corrected by:
  - (i)  First distributing Roth 403(b) Contributions (plus earnings thereon) made during the Plan Year and then by distributing a Participant's Elective Deferrals (plus earnings thereon), or

(ii) [ ] Distributing a Participant's Roth 403(b) Contributions (plus earnings thereon) and/or a Participant's Elective Deferrals (plus earnings thereon) in the order directed by the Participant to the Administrator

## 2.03 AUTOMATIC ENROLLMENT.

The Plan [ ] shall  shall not follow the Automatic Enrollment procedures for New Employees as provided in the Written Plan (Note: May only be elected if allowed under state laws applicable to the Employer and Employee)

## 2.04 INVESTMENTS.

- a. Contributions. Any Annuity Contracts and/or Custodial Accounts provided by Vendors authorized in Appendix I, which may be revised from time to time, are authorized to accept contributions under the Plan.
- b. Exchanges Within the Plan.

The Plan  shall [ ] shall not permit Participants to make Exchanges If permitted, Exchanges may occur between (choose one):

- (i)  Those organizations listed in Appendix I only
- (ii) [ ] Those organizations listed on Appendix I and Appendix II. Appendix II shall designate those organizations offering Annuity Contracts and/or Custodial Accounts that satisfy the requirements of Section 403(b) of the Code and who execute an Information Sharing Agreement with Employer or its appointee for purposes of satisfying applicable compliance requirements, which may be revised from time to time
- c. Frozen Accounts. A list of former Vendors that are no longer allowed to receive contributions, rollovers, transfers and/or exchanges shall be maintained in Appendix III and revised from time to time.

## 2.05 BENEFICIARY DESIGNATIONS.

- a. [ ] A Participant shall designate his or her Beneficiary(ies) in the Participant election and the Plan Administrator shall maintain a record of such designation.
- b.  A Participant's Beneficiary(ies) shall be designated in the application or other form provided by each Vendor, and the record of the Beneficiary shall be maintained by the Vendor

## 2.06 TRANSFERS AND ROLLOVERS.

- a. Transfers Into the Plan. The Plan  shall [ ] shall not accept Transfers from another employer's 403(b) plan.

b. Transfers From the Plan. The Plan   shall not allow Transfers from the Plan into another employer's 403(b) plan, if requested by a former Participant.

NOTE: A Transfer occurs when a Participant moves his or her account with a Vendor from one plan to another. In this event, the Participant's account does not change; the account simply moves from one plan to another. This is NOT the same as a rollover. A rollover occurs when a Participant has the right under his or her plan rules and federal tax law to move the funds in the account from one plan to another, and the funds remain tax-deferred. Rollovers of tax-deferred funds other than Roth 403(b) accounts are permitted under the Plan. There is no election option in the Written Plan to prohibit tax-deferred rollovers, other than Roth 403(b) accounts.

c. Roth 403(b) Contributions.

- (i) If Roth 403(b) Contributions are permitted into the Plan, direct rollovers from other Roth 403(b) or Roth 401(k) plans   shall not be accepted into the Plan, or
- (ii)  Not applicable because Roth Contributions are not permitted into the Plan

2.07 DISABILITY.

The definition of Disability under the Plan shall be:

- a.  As defined in the Individual Agreement of the Participant;
- b.  As defined in the public retirement system in which the Employee is a Participant in the state in which the Employer's administrative offices are located;
- c.  As defined below:

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2.09 15 YEAR CATCH-UP CONTRIBUTIONS.

The Plan   shall not allow Employees that satisfy the conditions for the Special Section 403(b) Catch-up Limitation for Employees With 15 Years of Service to increase their Elective Deferrals limitation

2.10 HARDSHIP DISTRIBUTIONS.

- a. Financial Hardship distributions   shall not be permitted.
- b. If Financial Hardship distributions are permitted, Financial Hardship distributions   shall not be permitted only if the hardship request meets the definition of a hardship withdrawal this is automatically deemed to be necessary to satisfy the financial need (pursuant to § 1.401(k)-1(d)(3)(iii)(B) of the Income Tax Regulations)

## 2.11 LOANS.

Participant loans   shall not be permitted, subject to availability and any additional conditions that may apply under a Participant's 403(b) Individual Agreement(s)

## 2.12 AUTOMATIC DISTRIBUTIONS.

Automatic distributions of small amounts   shall not be required as provided in the Written Plan (Note: May only be elected if allowed under state laws applicable to the Employer and Employee and will not apply to Individual Agreements that do not permit such automatic distributions)

## 2.13 INDEMNIFICATION.

If the Employer appoints an Employee or committee of Employees to represent the Employer in the administration of the Plan, the Employer   shall not, to the extent permitted by applicable law, indemnify any such Employee acting on its behalf in this capacity.

## 2.14 OTHER PROVISIONS.

Other provisions of the Plan (must be consistent with the Written Plan, applicable Governing Law and as provided by the Plan Administrator):

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**IN WITNESS WHEREOF**, this Plan having been authorized by the appropriate Board or other authority by the Employer, the undersigned hereby execute this Plan.

EMPLOYER:

Sauk Valley Community College

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## Appendix I

The following vendors:

1. Vanguard
2. Fidelity Investments
3. Waddell & Reed
4. VALIC

## **Appendix II**

**None**

### **Appendix III**

The following vendors:

1. TIAA-CREF
2. American Funds
3. AXA Equitable
4. AIG American General
5. Ameriprise

## **403(b) Written Plan**

### **Provided by JEM Resource Partners**

This 403(b) Written Plan ("Written Plan") includes the model language provided in Revenue Proclamation 2007-71 by the Internal Revenue Service ("IRS") and has been modified to include certain optional provisions that were not included in the IRS model language. The Adoption Agreement that accompanies this Written Plan must be completed to indicate the specific provisions elected by each Employer using this Plan. This Written Plan is intended for use only by public educational organizations and only provides for Employee Voluntary contributions.

#### **Section 1 - Definition of Terms Used**

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

**1.1 "Account":** 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":** The bookkeeping account maintained for each Participant which reflects the aggregate amount credited to the Participant's Account under all Accounts, including the Participant's Elective Deferrals, Roth 403(b) Contributions, 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 transfers are authorized in 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":** The Employer and its designated Third Party Administrator ("TPA"), if any, as indicated in the Adoption Agreement. Notwithstanding this appointment, the Administrator may delegate, by separate agreement, any administrative responsibilities hereunder to one or more persons, committees, Vendors, or other organizations.

**1.4 "Annuity Contract":** 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 under Governing Law and that includes payment in the form of an annuity.

**1.5 "Beneficiary":** 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": 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": 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": 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 made to reduce Compensation in order to have Elective Deferrals under the Plan).

1.9 "Disabled": The definition of Disability provided in the applicable Individual Agreement, unless otherwise defined in the Adoption Agreement.

1.10 "Elective Deferral": 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.

1.11 "Employee": 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": The organization designated as the Employer in the Adoption Agreement.

1.13 "Funding Vehicles": The Annuity Contracts or Custodial Accounts issued for funding amounts held under the Plan and specifically approved by the Employer for use under the Plan.

1.14 "Includible Compensation": 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 \$200,000 (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.

1.15 "Individual Agreement": The agreements between a Vendor and the Employer or a Participant that constitute or govern a Custodial Account or an Annuity Contract.

1.16 "Participant": An individual for whom Elective Deferrals or other contributions permitted herein 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.

1.17 "Plan": The Plan Name as indicated in the Adoption Agreement.

1.18 "Plan Year": The calendar year.

1.19 "Related Employer": 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.

1.20 "Roth 403(b) Contribution": 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 contribution under section 402A of the Code.

1.21 "Severance from Employment": For purpose of the Plan, 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).

1.22 "Vendor": The provider of an Annuity Contract or Custodial Account.

1.23 "Valuation Date": Each business day.

## **Section 2 - Participation and Contributions**

2.1 Eligibility. 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 aide on a temporary basis while attending a school, college or university) is not eligible to participate in the Plan. If authorized in the Adoption Agreement, an Employee who normally works fewer than 20 hours per week is not eligible to participate in the Plan. An Employee normally works fewer than 20 hours per week if, for the 12-month period beginning on the date the Employee's employment commenced, the Employer reasonably expects the Employee to work fewer than 1,000 hours of service (as defined under section 410(a)(3)(C) of the Code) and, for each Plan Year ending after the close of that 12-month period, the Employee has worked fewer than 1,000 hours of service.

### **2.2 Contributions:**

a. Elective Deferrals. An Employee elects to become a Participant by executing an election to reduce his or her Compensation (and have that amount contributed as an Elective Deferral on his or her behalf) and filing it with the 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, as specified in the Adoption Agreement. The participation election shall also include designation of the Funding Vehicles and Accounts therein to which Elective Deferrals are to be made. If authorized in the Adoption Agreement, a Beneficiary shall be designated in the participant election. 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. All Elective Deferrals shall be made on a pre-tax basis, unless other types of elective contributions are authorized in the Adoption Agreement. An Employee shall become a Participant as soon as administratively practical following the date applicable under the Employee's election.

b. Roth 403(b) Contributions. If authorized in the Adoption Agreement and if permitted under an Employee's Individual Agreement(s), an Employee may elect to make Roth 403(b) Contributions to the Plan in accordance with Section 10 of the Plan. The Participant's election to make Roth 403(b) Contributions shall be made on the agreement provided by the Administrator and shall also include designation of the Funding Vehicles and Accounts therein to which Elective Deferrals are to be made. Any such election shall remain in effect until a new election is filed. The Administrator may establish an annual minimum Roth 403(b) Contribution amount no higher than \$200, and may change such minimum to a lower amount from time to time.

c. Special Rule for New Employees. If authorized in the Adoption Agreement:

(1) Automatic Enrollment for New Employees. For purposes of applying this Section 2.2, a new Employee is deemed to have elected to become a Participant and to have his or her Compensation reduced by a percentage of base Compensation designated in the Adoption Agreement (and have that amount contributed as an Elective Deferral on his or her behalf), at the time the Employee is hired, and to have agreed to be bound by all the terms and conditions of the Plan. Contributions made under this automatic participation provision shall be made to the Funding Vehicle or Vehicles selected for this purpose for all new Employees by the Administrator. Any Employee who automatically becomes a Participant under this Section 2.2 b. shall file a designation of Beneficiary with the Funding Vehicle or Vehicles to which contributions are made.

(2) Right to File a Different Election; Notice to Employee. This Section 2.2 c. shall not apply to the extent an Employee files an election for a different

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 § 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. Notwithstanding the foregoing, if Roth 403(b) Contributions are authorized in the Adoption Agreement, the correction of excess amounts shall be made pursuant to Section 10.

(Note: Corrective distributions are generally required to be made within 2½ months after the end of the calendar year, but can be made within 6 months after the end of the calendar year if the Plan uses the optional provision at Section 2.2 b. and otherwise constitutes an eligible automatic contribution arrangement. See §§ 414(w)(3) and 4979(f) of the Code.)

**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 years following the resumption of employment (or, if sooner, for a period equal to three times the period of the interruption or leave).

## **Section 4 - Loans**

**4.1 Loans.** Loans shall be permitted under the Plan (a) if such provision is authorized in the Adoption Agreement and (b) to the extent permitted by the Individual Agreements controlling the Account assets from which the loan is made and by which the loan will be secured.

**4.2 Information Coordination Concerning Loans.** Each Vendor is responsible for all information reporting and tax withholding required by applicable federal and state laws 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 Section 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 timely repay 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. \$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); or
- 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 Participants in Military Service.** Notwithstanding any other provision of the Plan or any Annuity Contract or Custodial Account, loan repayments by eligible uniformed services personnel may be 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.

(Note: Loans are included in taxable income under certain conditions, including: if the loan, when combined with the balance of all other loans from plans of the Employer, exceeds the limitations described in Section 4.3; or if there is a failure to repay the loan in accordance with the repayment schedule. Because the tax treatment of a loan depends on information concerning aggregate loan balances under all Annuity Contracts and Custodial Accounts within the Plan (and under all plans of the Employer), information about loan balances under the contracts and accounts of other Vendors is needed before making a loan.)

## **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 5.4 (relating to withdrawals of amounts rolled over into the Plan), Section 5.5 (relating to hardship), Section 8.3 (relating to termination of the Plan), or Section 10.7 (relating to excess Roth 403(b) Contributions and/or excess Elective Deferrals) 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. Notwithstanding the foregoing and in accordance with the terms of the Individual Agreements, the withdrawal restrictions described above do not apply to Elective Deferrals made to an Annuity Contract and attributable earnings as of December 31, 1988. Distributions shall otherwise be made in accordance with the terms of the Individual Agreements.

**5.2 Small Account Balances.** If authorized in the Adoption Agreement, the Plan will permit distributions to be made in the form of a lump-sum payment, without the consent of the Participant or Beneficiary, if allowed in the terms of the Individual Agreements, but no such payment may be made without the consent of the Participant or Beneficiary unless the Account Balance does not exceed \$5,000 (determined without regard to any separate account that holds rollover contributions under Section 6.1) and any such distribution shall comply with the requirements of section 401(a)(31)(B) of the Code (relating to automatic distribution as a direct rollover to an individual retirement plan for distributions in excess of \$1,000).

**5.3 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 § 1.408-8 of the Income Tax Regulations, except as provided in § 1.403(b)-6(e) of the Income Tax Regulations.

**5.4 In-Service Distributions From Rollover Account.** If a Participant has a separate account attributable to rollover contributions to the Plan, the Participant may at any time elect to receive a distribution of all or any portion of the amount held in the rollover account.

**5.5 Hardship Withdrawals.** If authorized in the Adoption Agreement:

a. Hardship withdrawals shall be permitted 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 shall be allowed under the Plan during the 6-month period beginning on the date the Participant receives a distribution on account of hardship.

b. The Individual Agreements shall provide for the exchange of information among the Employer (or the Administrator, if designated for this purpose by the Employer) and the Vendors to the extent necessary to implement the Individual Agreements, including, in the case of a hardship withdrawal that is automatically deemed to be necessary to satisfy the Participant's financial need (pursuant to § 1.401(k)-1(d)(3)(iv)(E) of the Income Tax Regulations), the Vendor notifying the Employer (or the Administrator, if designated by the Employer for this purpose) of the withdrawal in order for the Employer to implement the resulting 6-month suspension of the Participant's right to make Elective Deferrals under the Plan.

c. If authorized in the Adoption Agreement, hardship withdrawals will be permitted under the Plan that do not meet definition of a hardship withdrawal this is automatically deemed

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. Because the Employer is a qualified organization (within the meaning of § 1.403(b)-4(c)(3)(ii) of the Income Tax Regulations), if authorized in the Adoption Agreement, the applicable dollar amount under Section 3.1 a. for any "qualified Employee" is increased (to the extent provided in the Individual Agreements) by the *least of*:

- a. \$3,000;
- b. The excess of:
  - (1) \$15,000, over
  - (2) The total special 403(b) catch-up Elective Deferrals made for the qualified Employee by the qualified organization for prior years; *or*
- c. The excess of:
  - (1) \$5,000 multiplied by the number of years of service of the Employee with the qualified organization, over
  - (2) The total Elective Deferrals and, if applicable, Roth 403(b) Contributions made for the Employee by the qualified organization for prior years.

For purposes of this Section 3.2, a "qualified Employee" means an Employee who has completed at least 15 years of service taking into account only employment with the Employer.

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 calendar year is permitted to elect an additional amount of Elective Deferrals, and, if applicable, Roth 403(b) Contributions, 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 and, if applicable, Roth 403(b) Contributions, 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. 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 and, if applicable, Roth 403(b) Contributions, for a year be more than the Participant's 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 foregoing 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

to be necessary to satisfy the financial need (pursuant to § 1.401(k)-1(d)(3)(iii)(B) of the Income Tax Regulations). In the case of a hardship withdrawal that is not automatically deemed to be necessary to satisfy the financial need, the Vendor shall obtain information from the Employer (or the Administrator, if designated by the Employer for this purpose) to determine the amount of any plan loans and rollover accounts that are available to the Participant under the Plan to satisfy the financial need. If such a hardship withdrawal that is not automatically deemed to be necessary to satisfy the financial need is authorized by the Administrator, the Vendor shall accept such authorization.

#### 5.6 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 of the Participant nor the spouse or former spouse of the participant who is an 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 in a manner that complies with Section 402(f) of the Code.

### Section 6 - Rollovers to the Plan and Transfers

#### 6.1 Eligible Rollover Contributions to the Plan.

The Plan shall permit Employees who are Participants to rollover funds from another qualified plan or account as specified below.

- a. Eligible Rollover Contributions. 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 in 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.

b. Eligible Rollover Distribution. For purposes of Section 6.1 a., 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 (1) any installment payment for a period of 10 years or more, (2) any distribution made as a result of an unforeseeable emergency or other distribution which is made upon hardship of the employee, (3) 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 or corrective distribution of excess amounts in accordance with the Plan. In addition, 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 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 accepts the eligible rollover distribution.

c. Separate Accounts. The Vendor shall establish and maintain for the Participant a separate account for any eligible rollover distribution paid to the Plan.

6.2 Plan-to-Plan Transfers to the Plan. If authorized in the Adoption Agreement, for Employees who are participants or beneficiaries in another plan under section 403(b) of the Code, the Plan shall permit a transfer of assets to the Plan as provided in this Section 6.2.

a. Such a transfer is permitted only if the other plan provides for the direct transfer of each person's entire interest therein to the Plan and the Participant is an Employee or former Employee of the Employer. The Administrator and any Vendor accepting such transferred amounts may require that the transfer be in cash or other property acceptable to it. The Administrator or any Vendor accepting such transferred amounts may require such documentation from the other plan as it deems necessary to effectuate the transfer in accordance with § 1.403(b)-10(b)(3) of the Income Tax Regulations and to confirm that the other plan is a plan that satisfies section 403(b) of the Code.

b. The amount so transferred shall be credited to the Participant's Account Balance, so that the Participant or Beneficiary whose assets are being transferred has an accumulated benefit immediately after the transfer at least equal to the accumulated benefit with respect to that Participant or Beneficiary immediately before the transfer, as this provision is described in § 1.403(b) of the Income Tax Regulations. This provision does not preclude the deduction of any usual and customary distribution fees, surrender charges or other costs associated with the transfer of the accumulated benefit from one Account to another Account with the same or a different Vendor.

c. To the extent provided in the Individual Agreements holding such transferred amounts, the amount transferred shall be held, accounted for, administered and otherwise treated in the same manner as an Elective Deferral or, if applicable, Roth 403(b) Contribution, by the Participant under the Plan, except that (1) the Individual Agreement which holds any amount transferred to the Plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under section 403(b) of the Code, the

Individual Agreement must impose restrictions on distributions to the Participant or Beneficiary whose assets are being transferred that are not less stringent than those imposed on the transferor plan and (2) the transferred amount shall not be considered an Elective Deferral under the Plan in determining the maximum deferral under Section 3.

**6.3 Plan-to-Plan Transfers from the Plan.** If authorized in the Adoption Agreement, the Plan shall permit Participants and Beneficiaries to 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 § 1.403(b)-10(b)(3) of the Income Tax Regulations, as provided in this Section 6.3.

- a. A transfer is permitted under this Section 6.3 a. only if the Participants or Beneficiaries are Employees or former Employees of the Employer (or the business of the Employer) under the receiving Plan and the other plan provides for the acceptance of plan-to-plan transfers with respect to the Participants and Beneficiaries and for each Participant and Beneficiary to have an amount deferred under the other plan immediately after the transfer at least equal to the amount transferred, as this provision is described in § 1.403(b) of the Income Tax Regulations. This provision does not preclude the deduction of any usual and customary distribution fees, surrender charges or other costs associated with the transfer of the accumulated benefit from one Account to another Account with the same or a different Vendor.
- b. The other plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under section 403(b) of the Code, the other plan 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 6.3, 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 6.3 (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 § 1.403(b)-10(b)(3) of the Income Tax Regulations.

**6.4 Contract and Custodial Account Exchanges.** If authorized in the Adoption Agreement, the Plan shall permit a Participant or Beneficiary to change the investment of his or her Account Balance among the Vendors under the Plan, subject to the terms of the Individual Agreements.

- a. However, unless authorized in the Adoption Agreement, exchanges are not permitted to Vendors that are not eligible to receive contributions under Section 2. If exchanges to

Vendors not eligible to receive contributions are authorized in the Adoption Agreement, the conditions in paragraphs b. through d. of this Section 6.4 must also 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), as this provision is described in § 1.403(b) of the Income Tax Regulations. This provision does not preclude the deduction of any usual and customary distribution fees, surrender charges or other costs associated with the transfer of the accumulated benefit from one Account to another Account with the same or a different Vendor.

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 Annuity 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 the resulting Annuity Contract or Custodial Account, or any other Annuity Contract or Custodial Accounts to which contributions have been made by the Employer, to satisfy section 403(b) of the Code, including the following:

(a) the Employer providing 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 5.1);

(b) the Vendor notifying the Employer of any hardship withdrawal under Section 5.5 if the withdrawal results in a 6-month suspension of the Participant's right to make Elective Deferrals under the Plan; and

(c) the Vendor providing information to the Employer or other Vendors concerning the Participant's or Beneficiary's section 403(b) 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 withdrawal rules of Section 5.5);

(2) Information necessary in order for the resulting Annuity Contract or Custodial Account and any other Annuity 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 deemed a distribution under section 72(p)(1); and

(b) information concerning the Participant's or Beneficiary's Roth Contributions and after-tax Employee contributions in order for a Vendor to determine the extent to which a distribution is includible in gross income.

e. If any Vendor ceases to be eligible to receive Elective Deferrals under the Plan, the Employer will enter into an information sharing agreement as described in Section 6.4(d) to the extent the Employer's contract with the Vendor does not provide for the exchange of information described in Section 6.4(d)(1) and (2).

## 6.5 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 the defined benefit governmental plan. A transfer under this Section 6.5 a. may be made before the Participant has had a Severance from Employment.

b. A transfer may be made under Section 6.5(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.) In addition, if a plan-to-plan transfer 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, 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

**Sauk Valley Community College**  
**July 27, 2009**

**Agenda Item 4.7**

**Topic:** **Sauk Valley Community College 403b Retirement Plan**  
**Third Party Administrator**

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

**Presentation:**

IRS regulations require intense monitoring of the 403b retirement plan activity. This monitoring includes verifying contribution limits, educating employees and tracking withdrawals, including loans and hardships. Non compliance of the IRS regulations could jeopardize the tax deferred status of the 403b plan. The loss of tax deferred status could create a tax liability for the employee's past contributions and the College could be assessed penalties for improper withholding of taxes.

To assist with the monitoring tasks, the administration would like to establish a two year contract with JEM Resource Partners to provide Third Party Administrator (TPA) services. JEM Resource Partners was selected because:

- Their seasoned staff has been able to handle the growth brought on the recent IRS regulatory changes.
- They have established agreements with our chosen investment providers.
- Their transaction processing is online.
- They have been very responsive in providing plan information.
- They have a secure website and are "Red Flag" compliant.
- Annual fees will be \$1,800.

SVCC had retained ADMIN Solutions in October 2008 to perform TPA services; however they have not been able to fulfill their obligation.

**Recommendation:**

The administration recommends the Board approve JEM Resource Partners as the Third Party Administrator of the Sauk Valley Community College Voluntary 403b Retirement Plan.

## THIRD PARTY ADMINISTRATION CONTRACT

This Third Party Administrator Agreement (the "Agreement") is entered into effective as of July 1, 2008 ("Effective Date"), by and between Sauk Valley Community College (the "Employer"), and JNT Resource Partners, LP dba JEM Resource Partners, LP (Third Party Administrator," "TPA").

For good and valuable consideration, the receipt and sufficiency of which is hereby expressly acknowledged, the parties agree as follows:

1. Contract Term. The Employer agrees to retain Third Party Administrator and Third Party Administrator agrees to provide services to the Employer for a period of two years, commencing on the Effective Date and terminating at the end of the twenty-fourth month thereafter, unless earlier terminated pursuant to the terms of this Agreement (the "Contract Term"). The contract shall be automatically renewed for successive periods of one year each, unless earlier terminated pursuant to the terms of this Agreement, or, either party gives notice of its intention to not automatically renew the contract for a successive period by providing written notice, pursuant to section 8, at least thirty days prior to the end of the then-current term.

2. Duties of the Third Party Administrator. Third Party Administrator shall provide services to the Employer. Such services will include the following regarding the Employer's Section 403(b) Retirement Plan (the "Plan"):

A. Services to be Provided Beginning with the Effective Date of this Agreement: (except as otherwise noted below):

(1) Provide for the organizational and administrative structure of the program, including the following 403(b) TPA Services:

(a) Assist Employer to develop written 403(b) Plan rules, including providing a Written Plan that meets the requirements of applicable 403(b) regulations under Section 403(b) of the Internal Revenue Code of 1986, as amended;

(b) Obtain agreements from vendors to comply with the Employer's Plan rules;

(c) Screen new vendors for compliance with federal and state laws and only allow contributions and exchanges to approved vendors and/or products;

(d) Provide 403(b) Plan website and Plan data base

(1) All Plan transaction requests from participants (enrollment, distributions, etc.) go through the TPA via a website;

(2) TPA monitors and implements processes for compliance with all Plan rules; all federal laws and regulations applicable to 403(b) plans; and State laws and regulations applicable to 403(b) plans, including the processes listed below:

i. Eligibility

ii. Enrollment

iii. Contributions

iv. Distributions

v. Loans

vi. Transfers and Rollovers

vii. Any other services mutually agreeable to the Employer and

(e) Transactions transmitted electronically to vendors where possible

- (f) Vendors process transactions and send electronic records to TPA
- (g) TPA (not vendors alone) maintains records of transactions to facilitate Plan audits
- (h) TPA website also used to educate employees on need for retirement savings
- (i) TPA provides common remitter of all payroll deduction contributions to vendors and ensures that contributions are remitted to employees' accounts timely and in accordance with federal and state regulations
- (j) TPA submits all employees' contributions received from Employer to all 403(b) vendors in a timely manner and in accordance with applicable state and federal regulations
- (k) TPA provides training for Employer staff and assists Employer in communicating aspects of the Plan to employees
- (l) TPA provides support for Employer in assuring that the Plan meets the "universal eligibility" requirements of Section 403(b) of the Internal Revenue Code and other applicable federal rules as may be amended from time to time
- (m) TPA provides any other services required by the final 403(b) regulations issued by the Internal Revenue Service
- (n) TPA provides reports to the Employer necessary for Plan compliance as needed and requested, including payroll and vendor account reports, distribution/account transaction reports, reports of who is participating in the 403(b) Plan and any other reports mutually agreeable to the Employer and the TPA.

B. Role of the Employer:

- (a) Designate a contact person for the cooperative.
- (b) Pay TPA and/or assure payment in a timely manner for all goods and services received.
- (c) Supply payroll data in good order to the TPA for distribution to the vendor(s) and forward participating employees' payroll deduction contributions to the TPA in a timely manner for distribution to the 403(b) vendors in the Employer's 403(b) Plan.
- (d) Provide electronic data exchanges to the TPA in accordance with the TPA's specifications to facilitate timely and efficient processing of Plan transactions.
- (e) Require the use of the 403(b) TPA's Internet Website by employees to conduct all 403(b) Plan transactions.

Third Party Administrator agrees not to accept any payments from vendors. The service will be provided on a fee-for-service basis to Employer. Employer may choose to pass all or part of the cost of the services to Participants. Third Party Administrator will assist the Employer in deducting these fees from Participants' payroll deductions.

Third Party Administrator agrees that they will provide services under this Agreement using the standards of care, skill, and diligence normally provided in the performance of the same or similar services.

The Employer agrees to provide all necessary data and support in the manner specified by the Third Party Administrator as needed to allow the Third Party Administrator to provide the services listed above.

3. Compensation. Subject to the terms and conditions hereof, in consideration of the

services to be rendered by the Third Party Administrator to Employer hereunder, Employer agrees to pay the Third Party Administrator, commencing on the Effective Date and continuing throughout the Contract Term, unless earlier terminated pursuant to the terms of this agreement, the fees listed in the attached Schedule of Fees.

Additional services not listed under Section 2 shall be provided at the rate of \$150 per hour. Hours shall be billable in minimum increments of fifteen (15) minutes. Any hourly fees shall be approved in advance by the Employer.

Once a month, Third Party Administrator will furnish the Employer with a statement setting forth the services rendered by Third Party Administrator under this Agreement for which they have not then been paid. Within 30 days after receiving Third Party Administrator's statement for services rendered, the Employer shall remit to Third Party Administrator the fee payment required by this Agreement. Failure of the Employer to remit complete and timely payment after one additional thirty (30) day notice of unpaid fees shall be considered a material breach of the Agreement and shall discharge Third Party Administrator from any obligation to provide additional services. However, such failure to pay the Third Party Administrator shall not relieve the Employer of the obligation to pay the Third Party Administrator all fees stipulated by this Agreement.

4. Reimbursement of Expenses. During the Contract Term, the Employer shall, within thirty (30) days after its receipt of appropriate documentation from Third Party Administrator, reimburse Third Party Administrator for all reasonable and necessary out-of-pocket expenses which are properly documented and which are incurred by Third Party Administrator in connection with the services rendered hereunder, if any. *Any expenses under this Agreement other than those provided in the attached Schedule of Fees must be approved in advance by the Employer.*

5. Independent Contractor. The parties acknowledge that Third Party Administrator is a skilled professional benefits administrator who will be rendering professional services pursuant to this Agreement. Third Party Administrator will use their professional judgment and expertise to accomplish the details of their work. Third Party Administrator is, and shall for all purposes be considered, an independent contractor, and nothing in this Agreement shall be deemed to create or imply an agency or employment relationship between Third Party Administrator and the Employer (or any affiliate of the Employer). In this respect, Third Party Administrator acknowledges and agrees that they shall have no right or authority to commit or obligate the Employer in any way to any third party or parties unless specifically authorized to do so by an authorized officer of the Employer.

The parties acknowledge that Third Party Administrator is free to perform services for other persons or entities and that this agreement is not an exclusive arrangement for the services of Third Party Administrator.

The parties also acknowledge that, at the time of entering this agreement and during the Contract Term, or any renewal period, Third Party Administrator is or may be engaged to perform services for any other employer, organization or individual without the permission of the Employer.

Further, Third Party Administrator acknowledges and agrees that they will not be entitled to any benefits generally provided by the Employer to its employees (including, without limitation, health

insurance, retirement, severance, vacation, and disability) or any compensation other than what is set forth in Section 3 above.

It is understood and agreed that Third Party Administrator shall pay all taxes, licenses, and fees levied or assessed on Third Party Administrator in connection with or incident to the performance of this Agreement by any governmental agency, including, without limitation, unemployment compensation insurance, old age benefits, social security, or any other taxes upon wages of Third Party Administrator, its agents, employees, and representatives. Third Party Administrator agrees to require the same agreements of their sub-contractors. Third Party Administrator agrees to furnish the Employer with the information required to enable it to make the necessary reports and pay taxes.

6. Confidentiality; Work Product.

(a) Subject to (b), without the prior written consent of the Employer, Third Party Administrator specifically agrees that they will not at any time during or after the term of this Agreement divulge any confidential information (information not available to the public or which would be generally known by knowledgeable individuals in the industry who do not work for the Employer) obtained by Third Party Administrator during the Contract Term, including, but not limited to, the Employer's methods of operation, designs, concepts, processes, new developments, cost data, price data, trade secrets, formulas, financial condition, or information which came to Third Party Administrator's attention by reason of their performance hereunder. In the event that the Employer takes any legal action against the Third Party Administrator, or if it is necessary for the Third Party Administrator to take any legal action against the Employer in order to enforce the provisions of this Contract, then this section (a) shall become void and the Third Party Administrator shall be free to disclose such information to the extent that it is necessary to provide for a defense against any legal action by the Employer or to pursue any legal action against the Employer.

(b) Any and all work product, inventions, discoveries, formulas, patterns, devices, compilations, codes, moral rights, developments, trade secrets, know-how, show-how, mask work right, patents, copyrights, trade or service marks, trade names, work made for hire, presentations, seminars, compliance material, position papers, contract forms, document forms, or intellectual property protection or intangible legal rights or interests, developed or acquired in the course of providing services pursuant to this Agreement, shall be the joint property of the Employer and the Third Party Administrator, and the Third Party Administrator shall have the right to use such information or rights freely without the permission of or compensation to the Employer. If any confidential information as defined in section (a) is included in such material, the material may be used by the Third Party Administrator if any confidential information is deleted before being used.

7. Employer Property. Other than property and rights covered by paragraph 6(b), the Employer and Third Party Administrator understand and agree that all Employer records, computer print-outs, and any other records, files, documents, drawings, specifications, equipment, books and other similar items relating, in any manner whatsoever, to the business of the Employer shall remain the exclusive property of the Employer. All such books, records, data, logs, programs and records in Third Party Administrator's possession or under Third Party Administrator's control belonging to the Employer shall be immediately returned by Third Party Administrator to the Employer upon any termination of this Agreement or upon any request for such documents and materials by the Employer. To the extent that such books, records, data, logs, programs and records in Third Party Administrator's possession or under Third Party Administrator's control

belonging to the Employer also represent a work product of the Third Party Administrator, as defined in section 6(b), the Third Party Administrator may keep a copy of such items, subject to the restrictions and rights of the Third Party Administrator and the Employer as provided in section 6.

8. Notice. Any notice provided or permitted to be given under this Agreement must be in writing, but may be served by deposit in the mail, addressed to the party to be notified, postage prepaid, and registered or certified, with a return receipt requested. Notice given by registered mail shall be deemed delivered and effective on the date of delivery shown on the return receipt. Notice may be served in any other manner, including telex, telecopy, telegram, etc., but shall be deemed delivered and effective as of the time of actual delivery. For purposes of notice the addresses of the parties shall be as follows:

If to the Employer, to:

Sauk Valley Community College  
173 IL Rt. 2.  
Dixon, IL 61021

If to Third Party Administrator, to:

Manager  
JEM Resource Partners, LP  
4201 Bee Caves Road, Suite C-101  
Austin, TX 78746

Such addresses may be changed from time to time, by written notice to the other party.

9. Indemnification. Third Party Administrator agrees to accept liability for any federal compliance violations that occur directly as the result of any administrative services, advice, actions, agreements or other activity provided under section 2 of this Agreement, provided that any actions that the Third Party Administrator has advised the Employer to take have been carried out by the Employer as advised or actions that the Employer has been advised by the Third Party Administrator not to take have not been taken as advised. In the event that the Third Party Administrator is liable for any federal compliance violations under the terms of this Agreement, the Third Party Administrator shall provide for correction of the violation(s) by the least expensive method, which alleviates all liability for the Employer in a reasonable time frame for the matter involved.

10. Entire Agreement. This Agreement sets forth the entire understanding of the parties with respect to the matters contemplated hereby and any previous agreements or understandings between the parties are superseded by this Agreement. This Agreement shall also replace any and all previous contracts, agreements or understandings between the Employer and the Third Party Administrator.

11. Assignability. Third Party Administrator shall have the right to assign, transfer or delegate its rights or obligations hereunder with prior notice to the Employer. This Agreement, with the Third Party Administrator's prior written consent, may be assigned or transferred to any

affiliate of the Employer or to any partnership or joint venture in which the Employer or any affiliate of the Employer participates. This Agreement shall be binding upon and shall inure to the benefit of, any of the Employer successors or assigns.

12. Amendment of Agreement; Waiver. This Agreement may only be amended or modified by written instrument duly executed by each of the parties hereto. The failure of a party to insist upon strict performance of any provision of this Agreement shall not constitute a waiver of, or estoppel against asserting, the right to require performance in the future. A waiver or estoppel in any one instance shall not constitute a waiver or estoppel with respect to a later breach.

13. Choice of Governing Law and Forum. This Agreement shall be construed and enforced in accordance with the laws of the state in which the Employer's primary administrative offices are located.

14. Headings. The headings contained herein are for convenience and reference only and are not intended to define, limit or describe the scope or intent of any provision of this Agreement.

15. Ambiguities. In the event that it shall be determined that there is any ambiguity contained herein, such ambiguity shall not be construed against either party hereto as a result of such party's preparation of this Agreement but shall be construed in light of all of the facts, circumstances and intentions of the parties at the time this Agreement is executed.

16. Severability. In the event any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

17. Counterparts. This Agreement may be executed in several counterparts, each of which is an original and any person may become a party hereto by executing a counterpart hereof. This Agreement and any counterpart so executed shall be deemed to be one and the same instrument. It shall not be necessary in making proof of this Agreement or any counterpart hereof to produce or account for any of the other counterparts.

18. Mediation. The parties may agree to resolve disagreements through voluntary, non-binding mediation. The costs of the mediation shall be shared equally by the parties.

19. Contract Termination. This Agreement may be terminated prior to the end of the Contract Term if the Third Party Administrator or the Employer is dissolved or otherwise ceases to continue doing business. This Agreement shall be terminable by Employer upon:

- (a) The failure by Third Party Administrator to cure the nonperformance of duties outlined in this Agreement or any breach of any provision hereof within 30 days after receiving written notice from Employer; or
- (b) This Agreement shall automatically terminate upon bankruptcy, insolvency, or upon the assignment for the benefit of creditors by Third Party Administrator; or
- (c) Conviction of Third Party Administrator of violation of any criminal law or statute; or
- (d) Conviction of Third Party Administrator of performing any fraud or dishonesty affecting Employer or the Plan.

Upon occurrence of any of the foregoing, this Agreement may be terminated by Employer by providing written notice to the Third Party Administrator. The date of termination specified in the notice may be any date thirty (30) days or more after the date of receipt of notice.

Upon termination of this Agreement, neither party shall have any further obligation to the other.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

**EMPLOYER:**

Sauk Valley Community College

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**THIRD PARTY ADMINISTRATOR:**

JEM Resource Partners, LP

By: JNT Resource Partners Management, LLC.

Its general partner \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Manager \_\_\_\_\_

## Schedule of Fees

### *403(b) Plan Administration*

#### **A. \$1.50 per participant in the 403(b) Plan per month, \$150.00 per month minimum**

(Does not include the cost of travel for onsite visits. The cost of travel to and from the Employer's location will be paid by the Employer at cost. Copies of travel receipts will be provided by the Third Party Administrator to the Employer upon request. If requested by the Employer, the Third Party Administrator will follow the regular travel guidelines of the Employer for its employees.)

*Fees may be paid by the Employer, the Plan participants or a combination of both.*