

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING
Third Floor Board Room

January 27, 1992

7:00 p.m.

- A. Call to Order
- B. Roll Call
- C. Communication from Visitors
- D. Approval of Minutes
- E. President's Report
 - 1. Enrollment - Fall up 7.4%; FY up 8.7%
 - 2. 1987 President's Address
 - 3. Consumer Report to the Public (attached)
 - 4. Strategic Planning Schedule (attached)
 - 5. 800/755-SAUK
 - 6. LPN Results - 100%
 - 7. Morrison Center
 - 8. State Appropriations Cut
 - 9. Basketball
 - 10. Endow. Challenge Grnt.\$624,178.67 (up \$41,339.98):
1991 increase - net \$105,177 (16.85%)
- F. Financial Reports and Actions
 - 1. Treasurer's Report
 - 2. Bills Payable
 - 3. Payroll - December 31 - \$251,556.59
January 15 - \$215,146.55
 - 4. Budget Report
 - 5. Pledging of Securities Resolutions
 - 6. Demonstration Electric Beds Bid - Title III
 - 7. Lee County Tax Appeal Resolution - 1991
- G. Executive Session
- H. Personnel Recommendations
 - 1. Part-time Faculty
 - 2. DCC Faculty Appointment
 - 3. Early Retirements
 - 4. Faculty Seniority List
- I. Other Actions
 - 1. Donation
 - 2. Assessment and Placement Policy (Second Reading)
 - 3. Academic Calendar Change

J. Reports

1. Student Trustee
2. ICCTA Representative-
Northwest ICCTA - Feb. 5 - Ill. Valley
3. Foundation Liaison
4. Board Chair

K. Time of Next Meetings

Thursday, January 30, 1992 - 12 Noon
Annual Retreat - Brandywine Lodge (Presidential Suite)

Monday, February 24, 1992 - 7:00 p.m.
Third Floor Board Room

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

January 27, 1992

The Board of Trustees of Sauk Valley Community College met in regular meeting at 7 p.m. on Monday, January 27, 1992 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

Call to Order: Chair Yemm called the meeting to order and the following members answered roll call:

Thomas Densmore	Richard Groharing
William Simpson	Patricia Smith
Margaret Tyne	William Yemm
Laura Heuck	

Absent: B.J. Wolf

SVCC Staff: President Richard L. Behrendt
Vice President Ron Appuhn
Vice President Karen Kylan
Vice President John Sagmoe
Vice President Virginia Thompson
Director Bobbi McBride
Board Attorney Ole Bly Pace III
Secretary to the Board Marilyn Vinson

Minutes: It was moved by Member Simpson and seconded by Member Densmore that the Board approve the minutes of the December 16 meeting as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Heuck advisory vote: aye.

President's Report: President Behrendt reported on fall enrollment which was up 7.4% and spring enrollment which is up 6% at this time, the Antique Show sponsored by the SVCC Athletic Booster Club which netted \$3,043 for athletics, the 3% cut in Sauk's state funding which will amount to about \$70,000, the girls basketball team which is 19-1 and ranked 17th nationally, the 100% state exam pass rate for 1991 LPN graduates, the number of classes now being offered in Morrison, and the Endowment Challenge Grant which now totals \$624,178.67, up \$41,339.98 from last month, and has shown a net increase of 16.85% or \$105,177 for the 1991 year.

Treasurer's Report: It was moved by Member Simpson and seconded by Member Groharing that the Board approve the Treasurer's Report as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Heuck advisory vote: aye.

Bills Payable: It was moved by Member Densmore and seconded by Member Smith that the Board approve bills in the following amounts:

Educational Fund	\$803,359.35
Liability/Protection	9,194.59
Operations/Maintenance	66,897.92

In a roll call vote, all voted aye. Motion carried. Student Trustee Heuck advisory vote: aye.

Payroll: It was moved by Member Simpson and seconded by Member Tyne that the Board approve the payroll of December 31 in the amount of \$251,556.59 and the January 15 payroll in the amount of \$215,146.55. In a roll call vote, all voted aye. Motion carried. Student Trustee Heuck advisory vote: aye.

Pledging of Securities: It was moved by Member Densmore and seconded by Member Groharing that the Board adopt the attached two resolutions to consolidate the college bank accounts and obtain pledged securities. In a roll call vote, all voted aye. Motion carried. Student Trustee Heuck advisory vote: aye.

Demonstration Electric Hospital Beds: It was moved by Member Groharing and seconded by Member Tyne that the Board approve the bid of \$5,570 by Hil-Rom of Batesville, Indiana to purchase two demonstration electric beds with money to come from budgeted Title III funds. In a roll call vote, all voted aye. Motion carried. Student Trustee Heuck advisory vote: aye.

Lee County Tax Appeal Resolution: It was moved by Member Densmore and seconded by Member Simpson that the Board adopt the attached resolution to authorize the firm of Kohn, Hodges, Liozzi, Eisenhammer, Rodick & Kohn to file as legal representatives on the college's behalf a Request to Intervene in

four Property Tax Appeal Board cases as listed. In a roll call vote, all voted aye. Motion carried. Student Trustee Heuck advisory vote: aye.

Executive
Session:

At 7:20 p.m. it was moved by Member Simpson and seconded by Member Densmore that the Board adjourn to executive session to discuss the employment, appointment or dismissal of an employee. In a roll call vote, all voted aye. Motion carried. Student Trustee Heuck advisory vote: aye.

Regular
Session:

The Board returned to regular session at 7:50 p.m.

Part-time
Faculty:

It was moved by Member Densmore and seconded by Member Groharing that the Board approve the list of part-time faculty as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Heuck advisory vote: aye.

DCC Faculty
Appointment:

It was moved by Member Groharing and seconded by Member Densmore that the Board appoint Shirley A. Anderson to the position of culinary arts instructor in the SVCC educational program at the Dixon Correctional Center, effective February 3, 1992. In a roll call vote, all voted aye. Motion carried. Student Trustee Heuck advisory vote: aye.

Early
Retirements:

It was moved by member Tyne and seconded by Member Groharing that the Board approve the early retirement applications of Charles Paterson and Robert Logemann, effective at the conclusion of the 1991-92 academic year. In a roll call vote, all voted aye. Motion carried. Student Trustee Heuck advisory vote: aye.

Faculty
Seniority
List:

It was moved by Member Smith and seconded by member Densmore that the Board approve the attached faculty seniority list as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Heuck advisory vote: aye.

Donation: It was moved by Member Densmore and seconded by Member Smith that the Board accept the donation of test equipment for the Machine Tool area from Donaldson Company, Inc. of Dixon. In a roll call vote, all voted aye. Motion carried. Student Trustee Heuck advisory vote: aye.

Assessment and Placement Policy: It was moved by Member Groharing and seconded by Member Simpson that the Board approve the Assessment and Placement Policy for second reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Heuck advisory vote: aye.

Academic Calendar Changes: It was moved by Member Densmore and seconded by Member Smith that the Board approve the changes as outlined in the 1992-94 academic calendar. In a roll call vote, all voted aye. Motion carried. Student Trustee Heuck advisory vote: aye.

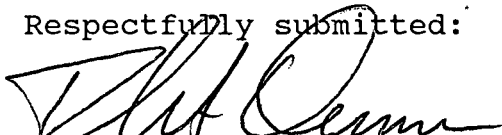
Reports: Student Trustee Heuck reported that the Homecoming Dance would be held at the college on February 8th.

ICCTA Representative Groharing told the Board of a reorganization proposal submitted by the ICCTA Executive Committee and the Northwest Region's opposition to this governance proposal.

Adjournment: Since the scheduled business was completed, it was moved by Member Groharing and seconded by Member Densmore that the Board adjourn. The annual Board Retreat will be held at the Brandywine Lodge at 12 noon on Thursday, January 30, 1992 and the regular Board meeting is scheduled for Monday, February 24 in the third floor Board Room of the college.

The Board adjourned at 8:15 p.m.

Respectfully submitted:


Thomas Densmore, Secretary

SAUK VALLEY COMMUNITY COLLEGE

CONSUMER REPORT TO THE PUBLIC

1991

Goals and Characteristics of the College

Sauk Valley Community College is a public, comprehensive community college which offers baccalaureate transfer, career, developmental, adult education, and community service programs. Academic support services include a Learning Resource Center and a Learning Assistance Center. In addition, the College provides a full range of student services such as admissions, counseling, testing, placement, financial aid, and special assistance for disadvantaged students.

Founded in 1965, the College is accredited by the North Central Association of Colleges and Schools, Sauk is governed by an eight-member Board of Trustees, including seven who are locally elected and eighth who is a student. The College is funded primarily by tuition, state grants, and local property tax revenue.

The College district includes parts of six counties – Lee, Ogle, Carroll, Whiteside, Bureau, and Henry – in Northwestern Illinois. It encompasses 1,693 square miles with a population of 104,745. The main campus lies on the banks of the Rock River midway between Dixon and Sterling near the boundary of Lee and Whiteside counties. Credit and non-credit classes are offered at the main campus, at several locations in other towns in the district, and at the Dixon Correctional Center.

(Note: The statistics in the report do not include the Dixon Correctional Center. Student profile information is for fall 1991 unless otherwise noted.)

Each semester, about 2,900 students enroll in credit courses. The student body is very diverse in terms of age, preparation, and goals. Sixty percent of the students are female while 40 percent are male. Sixty-one percent attend part-time while 39 percent attend full-time. Forty-eight percent of the

students fall into the traditional student age group of 17 to 24. Another 24 percent are between 25 and 34 and 28 percent are age 35 and over. The average student age is 28.7

Fifty-two percent of the students enroll in transfer degree programs, 25 percent enroll in career degree programs, The remaining 13 percent enroll in general and developmental programs.

Educational opportunities

Sauk Valley Community College Award Associate in Arts, Associate in Science, Associate in Applied Science (18 major fields), and Associate in Liberal Studies degrees, each of which requires a minimum of 64 semester hours of approved coursework. The College also offers 40 shorter career Certificate programs.

The 62 full-time faculty members are well qualified in terms of education and experience with seven holding doctoral degrees, 49 with master's degrees, five with bachelor's degrees, and on with a associate's degree. Sixty-four percent of the faculty have been teaching at the college for ten or more years.

Thirty-one percent of the full-time faculty, about 125 part-time faculty members teach credit courses each semester. Individuals who teach part-time for the College must have the same academic qualifications as full-time faculty members.

Classes at Sauk Valley are small allowing for more personal attention. The average class size is 16. Almost 70 percent of classes have 20 or fewer students.

Evidence of Student Success and Learning

About 440 students graduate from Sauk each year. One year after graduation, according to the 100- Graduate Follow-up

Study, 25.2 percent had transferred to other education institutions, 7.2 percent continued their education at Sauk, 59.3 percent are employed, 3 percent are unemployed. 9 percent are special circumstances and not seeking employment, and there is not information on 4.4 percent. Of the 59.3 percent who are employed, 82 percent are employed in occupations directly related to their major field of study at Sauk.

Sauk students who transfer to other educational institutions generally do very well academically. Research data show that the mean grade point average of Sauk transfers to Illinois public universities is as good or better than "native" students who began their education at the university.

Graduates from the Associate Degree Nursing, Medical Laboratory Technology, and Radiologic Technology programs take certification test at the state or national level. Sauk students do exceptionally well on these tests as illustrated below.

Pass Rates (%) on Certification Tests

	Associate Degree Nursing State Boards	Medical Laboratory Technology	Radiologic Technology
1991	100%	83%	100%
1990	100%	100%	100%
1989	92%	63%	93%
1988	81%	80%	100%
1987	100%	100%	100%

Evidence of Student Satisfaction

The annual Graduate Follow-up Study asks students to rate the quality of instruction and asks if they would recommend the college. The results for 1990 graduates are:

Quality of Instruction

Excellent	38%
Good	53%
Satisfactory	7%
Needs Improvement	2%

A total of 96 percent of the students said they would recommend Sauk Valley while 4 percent said they would not.

Price to Attend

Student Tuition and Fees

1991-92 Academic Year

In-district resident	\$29 per credit hour
Out-of-district resident	\$72.36 per credit hour
Out-of-state resident	\$108.17 per credit hour

In addition, laboratory fees are charged for some courses. These range from \$2 to \$20 per course.

Sauk Valley is a commuter college so there are no room and board charges.

This document has been prepared to meet requirements set forth by the State of Illinois Board of Higher Education.

SAUK VALLEY COMMUNITY COLLEGE
173 IL Rte. 2, Dixon, IL 61021
800/755-SAUK (800/755-7285)
815/288-5511

President

Richard L. Behrendt. Ph.D.

Board of Trustees

Thomas Densmore, Sterling, Secretary
 Richard Groharing, Morrison
 Laura Heuck, Student Trustee, Sterling
 Patricia Smith, Franklin Grove
 Dr. William Simpson, Morrison
 Margaret Tyne, Dixon
 B.J. Wolf, Sterling, Vice Chair
 William Yemm, Sterling, Chair

SAUK VALLEY COMMUNITY COLLEGE

STRATEGIC AND OPERATIONAL PLANNING PROCESS

1991-92

The recently completed NCA self-study process provided for broad input into a wide range of issues affecting the college. It is now time to take the next step in planning, namely the development of both strategic and operational plans.

The Strategic Plan is by definition broad in nature and articulates the "vision" of the college for the next five years. It is based on a set of planning assumptions regarding the environment in which the college operates. It provides a goal-oriented framework for development of operational objectives by each college division/area and for specific strategies for shorter periods of time.

The following process incorporates a number of good planning practices. The greatest benefits are broad participation, and linking the operational plan to the budget.

1. Develop planning assumptions and draft Strategic Plan based on the NCA findings, state priorities and constraints, district demographics and other factors.

October 15, 1991

2. Circulate draft plan for review. Hold division/area meetings for discussion and revision.

January - April 1992

3. Present Strategic Plan to Board of Trustees for acceptance.

May 1992

4. Develop two-year Operational Plan (FY 1993 and FY 1994) subject to review after the first year. This plan will attempt to realistically outline what is to be accomplished. Specific resource requirements for FY 1993 will also be identified. The focus of this activity is at the division/area level.

Partial development by April 1992

Full development by December 1992

5. Develop the college budget with specific reference to identified objectives for FY 1993.

May 1992

6. As a corollary to the strategic and operational planning discussions, it is recommended that every area in the college develop a strategic plan for the area which incorporates the following elements:

A clear statement of mission

Identification of the major environmental factors which impinge on the work of that area.

Identification of the major priorities of the division/area.

Preliminary identification of resource requirements needed to achieve those priorities.

This level of discussion is intended to make explicit new developments in educational practice, delivery systems and technology. Faculty have expressed a wish, through the NCA self-study, to have a vehicle to incorporate the latest educational thinking into the planning process.

December 1992

7. Review the Strategic Plan and Operational Plan for FY 1994

Fall 1992

For Board Meeting
of January 27, 1992

Agenda Item F-5

PLEDGING OF SECURITIES RESOLUTIONS

As we continue the process of consolidating our bank accounts and obtaining pledged securities, it is necessary for the Board of Trustees to adopt two resolutions. These resolutions and an explanation from Mr. Appuhn are attached.

RECOMMENDATION: Board approval of the two attached resolutions.



SAUK VALLEY
COMMUNITY
COLLEGE

173 IL Rt. 2, Dixon, IL 61021 * 815/288-5511

MEMORANDUM

TO: Dr. Richard Behrendt

FROM: Ron Appuhn *Ron*

DATE: January 15, 1992

SUBJECT: Board Resolutions Regarding Pledging of Securities

As part of the process for consolidating accounts and obtaining pledged securities, the Board needs to adopt two resolutions as attached.

The first resolution authorizes the Treasurer, Ronald E. Appuhn, to enter into agreements permitting the pledging of securities through the Federal Reserve Bank of Chicago or other responsible parties. This resolution, as prepared by legal counsel, is necessary to cover pledging arrangements for our checking accounts and investments with all financial institutions.

The second resolution authorizes the Treasurer to release securities from custody to First Bank South. Although the second resolution replicates part of the first resolution, the Federal Reserve Bank of Chicago mandates this specific resolution as part of its paperwork requirements. This resolution has been reviewed by legal counsel.

n

RESOLUTION REGARDING THE PLEDGING OF
GOVERNMENTAL SECURITIES TO SECURE DEPOSITS
OF SAUK VALLEY COMMUNITY COLLEGE

WHEREAS, public funds deposited in time, savings or demand deposits in an insured bank are insured by the Federal Deposit Insurance Company ("FDIC") up to \$100,000.00 as to such deposits; and

WHEREAS, the Board of Trustees of Sauk Valley Community College believes that deposits of College funds should be insured by the FDIC or secured by a pledge of obligations of the United States Government or its agencies; and

WHEREAS, depository banks will enter into agreements whereby the depository bank collateralizes deposits of the College by pledging U.S. Government securities; and

WHEREAS, the Board of Trustees desires to utilize the services of the Federal Reserve Bank for the custody of securities pledged to the College upon terms and conditions prescribed by the Federal Reserve Bank of Chicago.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Sauk Valley Community College, that the College Treasurer be and he is hereby authorized to enter into such agreements permitting the pledging of securities through the Federal Reserve Bank of Chicago or such other third-party bailee which would be responsible for the holding of U.S. Government obligations to secure deposits of the College in excess of FDIC insurance levels.

BE IT FURTHER RESOLVED that such securities deposited for custody with the Federal Reserve Bank of Chicago or other

third-party bailee may be released from custody upon the signature of the following:

Ronald E. Appuhn, Treasurer

BE IT FURTHER RESOLVED that the Board of Trustees of Sauk Valley Community College hereby agrees that the trust department of any bank may act as a "third-party bailee" to hold pledged securities and it acknowledges that the Federal Reserve Bank will hold the pledged securities in accordance with Federal Reserve Bank's Operating Circular Number 13-A which arrangement is acceptable to the Board of Trustees.

This resolution read and approved this 27th day of January, 1992.



Chairman

ATTEST: 

Secretary

RESOLUTION

RESOLVED, that the First Bank South utilize the services of Federal Reserve Bank of Chicago for the custody of securities pledged to the Sauk Valley Community College or to any of its agencies or departments, upon terms and conditions prescribed by the Federal Reserve Bank of Chicago.


RESOLVED, that such securities deposited for custody with Federal Reserve Bank of Chicago may be released from custody to First Bank South upon the signature of the Treasurer.

RESOLVED, that the Sauk Valley Community College Secretary forward a certified copy of this resolution to Federal Reserve Bank of Chicago together with a certificate attesting to the names and signatures of the present incumbents of the offices described above, and that the Sauk Valley Community College Secretary further certify to the bank from time to time the signatures of any successors in office of any of the present incumbents.


RESOLVED, that Federal Reserve Bank of Chicago shall be fully discharged from all liabilities or responsibility for any action carried out in accordance with this resolution and it shall be entitled to rely on this resolution until it receives express written notice to the contrary in the form of a certified copy of a subsequently enacted resolution.

RESOLVED, that this resolution shall supersede and cancel all previous resolutions relating to the custody of securities at Federal Reserve Bank of Chicago.

Adopted the 27th day of January, 1992.



Secretary, Board of Trustees



Chairman, Board of Trustees

For Board Meeting
of January 27, 1992

Agenda Item F-6

DEMONSTRATION ELECTRIC BEDS BID - TITLE III

As part of the Title III grant, funds were provided for us to obtain two demonstration electric beds for use in the nursing area. The relevant information is attached.

RECOMMENDATION: Board approval of the bid of \$5,570 by Hil-Rom of Batesville, Indiana to purchase two demonstration electric beds with money to come from budgeted Title III funds.



SAUK VALLEY
COMMUNITY
COLLEGE

173 IL Rt. 2, Dixon, IL 61021 * 815/288-5511

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Ron Appuhn *RA*
DATE: January 15, 1992
SUBJECT: Bids for Demonstration Electric Beds

After due advertisement, the College received one sealed bid for two demonstration electric beds. The bid opening information sheet is attached.

The bid of \$5,570 by Hill-Rom (Batesville, Indiana) meets bid specifications.

I recommend acceptance of the bid of \$5,570 by Hill-Rom for two demonstration electric beds. The equipment will be purchased with budgeted Title III funds.

n
att

SAUK VALLEY COMMUNITY COLLEGE
BID OPENING - DEMONSTRATION ELECTRIC BEDS

January 15, 1992

1:30 p.m. - Business Office

Present for Bid opening: Ron Appuhn, Karen Kylen, Nancy Breed

<u>Name of Bidder</u>	<u>Bid</u>
Hill-Rom Batesville, Indiana	\$5,570

For Board Meeting
of January 27, 1992

Agenda Item F-7

LEE COUNTY TAX APPEAL RESOLUTION - 1991

If you will recall, the Board authorized the administration to participate on a committee comprised of taxing bodies in Lee County to file as an intervener with the Property Tax Appeal Board. In order for the committee's legal counsel to formally file, he needs the authorization to do so from each of the taxing bodies on the committee. We passed such a resolution for the 1990 taxes but we now need a similar authorization for the 1991 tax appeals.

RECOMMENDATION: Board approval to adopt the attached resolution to authorize the firm of Robert A. Kohn, of Hodges, Loizzi, Eisenhammer, Rodick & Kohn to file as legal representative on our behalf a Request to Intervene in the following Property Tax Appeal Board cases:

Daubert Industries, Inc.
Dixonweb Printing Company
Donaldson Company, Inc.
Raynor Manufacturing Company

for the 1991 tax year.

Dixon Public Schools

Phone 815-284-7722

1335 Franklin Grove Rd.
Dixon, Illinois 61021

Dr. Wayne P. Johnson, Superintendent
Robert J. Aubry, Assistant to the Superintendent
Jerry Mitchell, Director of Evaluation & Educational Services
Howard D. Bonnell, Property Services Director

December 20, 1991

Joint Committee Members:

Tax objections have now been filed for the 1991 tax year on the same seven parcels of land that 1990 tax year objections were filed. Although we hope to reach a settlement that will address both the 1990 and 1991 tax years, the next step for our committee in this process is to file as an intervener with the Property Tax Appeal Board on the 1991 tax year objections. Bob Kohn is prepared to do this, but before he can formally file, he needs the authorization to do so from each of the taxing bodies involved. This is the same authorization we gave him for the 1990 objections.

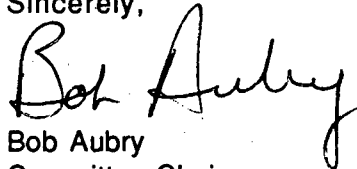
Bob has prepared, and I have attached, a model resolution authorizing him to file on our behalf. Please have your board adopt this resolution at your earliest convenience. In order to speed up the return time, please send a signed copy of the resolution directly to Bob. His address is:

Bob Kohn
Hodges, Loizzi, Eisenhammer, Rodick and Kohn
3030 Salt Creek Lane
Suite 202
Arlington Heights, IL 60005

I realize that many of the taxing bodies are anxious for a settlement due to the time and expense involved with this process. I also share those feelings. However, I hope all taxing bodies will adopt the attached resolution. I believe it is important at this time to demonstrate our resolve to continue this process. If the representatives for the tax objectors see our group starting to fall apart, I am afraid it will discourage them from seriously considering a settlement at this time.

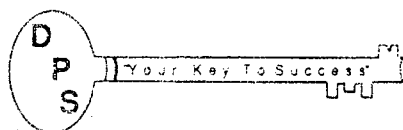
Please feel free to contact me if you have any questions.

Sincerely,



Bob Aubry
Committee Chairman

cc: Bob Kohn



RESOLUTION AUTHORIZING REQUEST TO INTERVENE

District #506

WHEREAS, Sauk Valley Community College ("Taxing District") has received notice from the Board of Review of Lee County that various companies have appealed to the Property Tax Appeal Board the 1991 assessed valuation for their property located in Lee County, Illinois, which property comprises part of the assessed valuation of the Taxing District; and

WHEREAS, the Taxing District has a revenue interest in the assessed valuation appeal and finds that intervention as a party in the assessed valuation proceeding is in the best interests of the Taxing District;

NOW THEREFORE, BE IT RESOLVED by the Taxing District as follows:

SECTION ONE: That Robert A. Kohn, of Hodges, Loizzi, Eisenhammer, Rodick & Kohn, is authorized by the Taxing District, to file as legal representative on its behalf, a Request to Intervene in the following Property Tax Appeal Board cases:

- | | | |
|----|---------------------------|------------|
| 1. | Daubert Industries, Inc. | 91-129-I-3 |
| 2. | Dixonweb Printing Company | 91-131-I-3 |
| 3. | Donaldson Company Inc. | 91-132-I-3 |
| 4. | Raynor Manufacturing Co. | 91-133-I-3 |

SECTION TWO: That this Resolution shall take effect immediately upon its passage.

Adopted this 27 day of January, 1992, by the following vote:

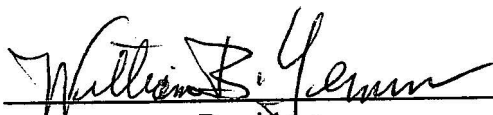
AYES: 6

NAYES: 0


ABSENT: Member B.J. Wolf

Motion carried.

ATTEST: Sauk Valley Community College
Board of Trustees



President
William Yenm



Secretary
Thomas Densmore

For Board Meeting of
January 27, 1992

Agenda Item H-1

PART-TIME FACULTY

The attached list of part-time instructors is submitted for Board approval.

RECOMMENDATION: Board approval of the attached list of part-time faculty.

SAUK VALLEY COMMUNITY COLLEGE
MEMORANDUM

DATE: January 17, 1992
TO: Dr. Behrendt
FROM: Virginia Thompson *js*
SUBJECT: Part-time Faculty for Board Approval

The following part-time faculty need approval by the Board of Trustees:

Daleo, Karen	Business
Garland, Julia	Human Services
Greer, Barb	Nursing
Janssen, Ed	Biology
Joynt, Cathy	Academic Skills
Lee, Charles	Chemistry
Licocci, Don	Math
Morris, John	Data Processing
Naffziger, Elizabeth	Business
Washington, Odie	Criminal Justice

js

For Board Meeting
of January 27, 1992

Agenda Item H-2

DCC FACULTY APPOINTMENT

As the Board will recall, Linda Werkheiser resigned her position as culinary arts instructor at the Dixon Correctional Center last summer. The Department of Corrections has given approval for us to fill this vacancy and the relevant information is attached.

RECOMMENDATION: Board approval to appoint Shirley A. Anderson to the position of culinary arts instructor in the SVCC educational program at the Dixon Correctional Center at an annual (prorated) salary of \$28,553, effective February 3, 1992.

SAUK VALLEY COMMUNITY COLLEGE
MEMORANDUM

DATE: January 17, 1992

TO: Dr. Virginia Thompson, Vice President of Instruction

FROM: Terry M. Simmons, Director, SVCC Educational Program
at Dixon Correctional Center

SUBJECT: Recommendation for Staff Appointment

It is my recommendation that Mrs. Shirley Anderson be appointed to the position of Food Service Instructor for Sauk Valley Community College at Dixon Correctional Center.

Announcement Process

The food service instructor's position was advertised in the following manner:

1. Internal announcement of the vacancy was distributed throughout the institution at both Sauk Valley Community College and the Dixon Correctional Center.
2. An announcement of the vacancy was distributed to all community colleges in the state of Illinois.
3. An announcement of the vacancy was distributed to all correctional centers in the state of Illinois.
4. An announcement of the vacancy was listed with the placement offices of all state universities.
5. The vacancy was also advertised in the Dixon Telegraph, Sterling Daily Gazette, Rockford Register Star, and the Chronicle of Higher Education.

Application Process

Three applications were received by the December 15, 1991 deadline.

Screening Process

A committee composed of William Bencini, automotive technology instructor, Judy Bodmer, business and information systems instructor, Joseph Rush, small engine technology instructor, and Christine Heckman, career counselor, reviewed the applications along with the director. Two of the three candidates were invited to the correctional center for interviews with the committee and the director. One candidate was selected to interview with the vice president of instruction and the president of the College.

Qualifications

1. Academic Background - Mrs. Anderson holds a B.S. degree in home economics education from Northern Illinois University.
2. Professional Background - Mrs. Anderson has taught home economics since 1956 at various high schools in the Lee and Whiteside county areas. These schools include: Rock Falls, Tampico, Bradford, Sterling, and Newman High Schools. Mrs. Anderson is currently the department head at Newman High School and has taught there on a part-time basis for the past sixteen years.

References

Mrs. Anderson's references were consistently positive. All three references, two former supervisors and one teaching colleague, highlighted her organizational skills, empathy for students and her dedication to teaching. All references praised her ability, her knowledge of the subject matter, and her personal and professional conduct. Statements regarding Mrs. Anderson, both personal and professional, were exemplary.

Personal Qualifications

Mrs. Anderson presents herself as a first rate vocational educator. She appeared prepared, knowledgeable, in control, and genuinely concerned for the student and the learning process. Mrs. Anderson brings with her over sixteen years of educational experience, enthusiasm and a personal goal to be successful. It is the opinion and recommendation of both the search committee and myself that Mrs. Anderson be appointed to the position of Food Service Instructor for Sauk Valley Community College at Dixon Correctional Center.

For Board Meeting
of January 27, 1992

Agenda Item H-3

EARLY RETIREMENTS

With the elimination of the Automotive Technology and Diesel Technology programs at the conclusion of the current academic year, the two full-time instructors in those programs have chosen to take early retirement.

RECOMMENDATION: Board approval to accept the early retirement applications of Charles Paterson and Robert Logemann, effective at the conclusion of the 1991-92 academic year.



815 / 288-5511

Sauk Valley Community College

173 IL ROUTE 2
DIXON, IL 61021-9110

Office of the President

Dec 18, 91

To Dr. Behrendt,
I would like to
apply for early retirement
under Policy 425.

Charles W. Paterson

To: Dr. Richard Behrendt
Sauk Valley Community College
173 IL. Route 2
Dixon, IL. 61021

Re: "Funded Early Retirement"

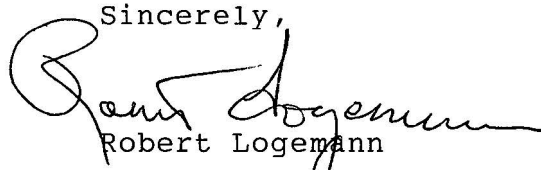
Date: January 8, 1992

Dear Sir:

This is to inform you of my formal request for "Funded Early Retirement" as per SVCC board policy 425.0 .

As you know, after serving at SVCC for twenty years, it is with deep regret that I must make this request. I will be 58 years old, April 24, 1992, and request that this early retirement begin at the end of this contract year.

I would also appreciate receiving any information that is available regarding my options for medical insurance under "COBRA" or any other method.

Sincerely,

Robert Logemann

Automotive & Diesel Instructor
Sauk Valley Community College

For Board Meeting
of January 27, 1992

Agenda Item H-4

FACULTY SENIORITY LIST

As the Board is aware, a recent law requires that we establish a list of faculty by seniority each year in the event there would be a reduction in force. Following Board approval, this will be sent to the faculty association before the deadline of February 1 this year.

RECOMMENDATION: Board approval of the attached faculty seniority list.

SAUK VALLEY COMMUNITY COLLEGE
MEMORANDUM

DATE: January 22, 1992
TO: Dr. Behrendt
FROM: Virginia Thompson *js*
SUBJECT: Faculty Seniority List

Attached is a copy of the faculty seniority list for approval by the SVCC Board of Trustees.

js

attachment

FACULTY SENIORITY LIST

	NAME	BOARD APPROVAL	CONTRACT SIGNED	TEACHING AREA(S)
1.	Youker, David	6-20-66	6-2-66	Biology
2.	Weller, Mary	6-20-66	6-10-66	Biology
3.	Guinnup, Max	6-27-66	6-22-66	Music
4.	Palumbo, Frank	6-27-66	6-24-66	Physical Education
5.	Mathis, Jerry	7-7-66		Speech
6.	Vrhel, George	8-9-66		Sociology/ Psychology
7.	Heuck, Dale	3-27-67		Chemistry
8.	Pinter, Karen	5-10-67		Academic Skills/English
9.	Matter, Robert	6-26-67	5-27-67	Art
10.	Lillyman, Kathryn	6-26-67	6-12-67	Language/ English
11.	Nesbit, Fred	7-24-67		Psychology
12.	Wharton, Robert	8-14-67	8-5-67	Social Science
13.	Burton, Donald	8-14-67	8-14-67	Business
14.	Melvin, Joan	8-28-67		Nursing
15.	Harding, Thomas	5-27-68	4-29-68	Physics/Math
16.	Hartje, Ronald	5-27-68	5-5-68	Accounting
17.	Beatty, Edward	5-27-68	5-24-68	English
18.	Paulsen, Duane	5-27-68	5-26-68	Learning Resource Center
19.	Grossman, Leona	8-25-69		Nursing
20.	Barber, James	5-11-70	5-5-70	Speech/English

	NAME	BOARD APPROVAL	CONTRACT SIGNED	TEACHING AREA(S)
40.	McNeal, Norman	7-17-85		Data Processing/ Physics
41.	Breed, Thomas	9-23-85		Counselor
42.	Leseman, Jolene	4-28-86	5-9-86	Physical Education
43.	Kerber, Joan	4-28-86	5-11-86	Counselor
44.	Giesen, Linda	8-25-86		Criminal Justice
45.	Wardell, John	6-22-87		Electronics
46.	Day, Dennis	7-27-87	7-2-87	Data Processing
47.	Gehlbach, Chris	7-27-87	7-13-87	Nursing
48.	Etter, Ernie	7-26-88		Math
49.	Shaff, Steven	5-22-89		Math
50.	Williamson, Judy	6-26-89		English
51.	Turk, Kay	7-31-89	8-2-89	Learning Assistance Center
52.	Hill, Debi	7-31-89	8-3-89	Speech/English
53.	Tufty, Jeanine	8-27-90		Nursing
54.	Kiele, Beverly	3-25-91		Rad Tech
55.	Coffman, D. Frank	7-29-91	8-4-91	English
56.	Berkey, Noel	7-29-91	8-7-91	English

1-92

C:Senority.lst

	NAME	BOARD APPROVAL	CONTRACT SIGNED	TEACHING AREA(S)
21.	Thomas, Robert	6-22-70		Learning Resource Center
22.	Dill, Ross	8-10-70	8-1-70	English
22.	Oster, Charles	8-10-70	8-1-70	Drafting
24.	Logemann, Robert	7-19-72		Diesel/ Automotive
25.	Hedstrom, Ruth	5-8-73		Music
26.	Happach, Ronald	7-22-74	7-28-74	Heating, Air Conditioning, Quality Control
27.	Gates, Carl	8-13-74		Business
28.	Bailey, Glenn	5-27-75		Office and Administrative Services
29.	Halgren, Betty	8-23-76		Audio Visual
30.	Shippert, Stanley	7-11-77		Rad Tech
31.	Frana, Jerry	8-22-77		Machine Tool
32.	White, Peggy	5-16-78		Med Lab
33.	Paterson, Charles	8-14-78		Automotive
34.	West, Charles	8-14-79		Accounting
35.	Cox, Doris	8-21-80		Academic Skills
36.	Ralph Pifer	8-4-81		Psychology/ Sociology
37.	Willett, Mary	11-22-82		Nursing
38.	Clydesdale, David	8-29-83		Math
39.	Cogdall, Jean	7-23-84		Electronics

For Board Meeting
of January 27, 1992

Agenda Item I-1

DONATION

We have received an assortment of test equipment from Kay Walters of Donaldson Company, Inc. in Dixon, IL. This equipment will be used in our Machine Tool area.

RECOMMENDATION: Board approval to accept this donation and send a letter of appreciation to Donaldson Company, Inc.



SAUK VALLEY
COMMUNITY
COLLEGE

173 IL Rt. 2, Dixon, IL 61021 * 815/288-5511

MEMORANDUM

To: Dr. Thompson
From: Zollie W. Hall *ZWH*
Date: December 20, 1991
Subject: Donation

We have received an assortment of test equipment from Kay Walters of Donaldson Company, Inc. in Dixon, IL.

The donated equipment will be used in our Machine Tool area.

I recommend the board approve this donation and send an appropriate

For Board Meeting of
January 27, 1992

Agenda Item I-2

ASSESSMENT AND PLACEMENT POLICY

(SECOND READING)

The attached Assessment and Placement Policy was approved by the Instructional Standards Committee in December and for first reading at the December 16 Board meeting (with suggested changes). Attorney Pace has made revisions and we are now presenting it to the Board for second reading.

RECOMMENDATION: Board approval of the attached Assessment and Placement Policy for second reading.

602.02 College Assessment and Placement Policy

The College shall maintain an academic assessment program, with appropriate educational placement following the assessment. Placement may recognize the necessity to remediate academic skills in reading, mathematics, and composition.

The academic assessment program at Sauk Valley Community College shall provide information for the academic advisement and placement of students in courses commensurate with their abilities. All students are required to take placement tests in language usage, reading skills, and mathematics prior to registering for classes if they are:

- A. Enrolling in an English composition class for the first time in college; or
- B. Enrolling in a mathematics class for the first time in college; or
- C. Enrolling in 12 or more semester hours of coursework.
- D. Students who have attempted 12 or more semester hours of coursework, unless they have previously completed ENG 101 or equivalent and a mathematics course at the 100 level with a grade of C (2.0) or higher in each area.

Students who score below the specified level on the reading section of the placement tests will be required to take reading course(s) designated by the College during the first semester following testing. Such courses may be courses for which no academic credit is given, and may be remedial in nature. The course(s) must be completed with a grade of C (2.0) or higher and shall be repeated as long as the student is enrolled in the College until a grade of C (2.0) or higher is achieved.

For Board Meeting
of January 27, 1992

Agenda Item I-3

ACADEMIC CALENDAR CHANGE

In November 1991, the Board approved a two-year academic calendar for Fall 1992 through Spring 1994. When that calendar was prepared, none of the local public schools had completed their calendars so we were forced to guess when they would have their spring breaks. Their calendars have now been set and we guessed wrong.

Whenever possible, Sauk Valley has always tried to parallel local school district calendars for the convenience of both staff and students. Therefore, we would like to recommend that our spring break dates for 1993 and 1994 be changed as attached. If the Board takes action now, it would be possible to get these new dates into our 1992-94 Catalog.

RECOMMENDATION: Board approval to amend the 1992-94 Academic Calendar spring break dates as attached.

SPRING SEMESTER 1993

Early registration and fee payment begins.....Monday, November 9

Last day for early registered students to pay..... Monday, December 21

Regular registration: 9:00 AM - 7:00 PM.....Wednesday, January 6
9:00 AM - 4:30 PM.....Thursday, January 7

Faculty Orientation.....Friday, January 8

Classes begin.....Monday, January 11

Late registration.....Monday, January 11
thru Friday, January 15

Last day for course change.....Friday, January 15

Martin Luther King Day - No classes - Offices closed.....Monday, January 18

Lincoln's Birthday - No classes - Offices Closed.....Friday, February 12

Deficiency notices mailed (5th week).....Friday, February 19

Mid-semester date.....Friday, March 5

Constitution Examination.....Thursday, March 11

Spring vacation begins at 4:30 PM.....*Thursday, April 8*
Friday, April 2

Good Friday - Offices closed.....Friday, April 9

Classes resume.....Monday, April ~~12~~ ¹⁹

Final examinations.....Monday, May 10
thru Thursday, May 13

Final grades for prospective graduates due in
Office of Admissions and Records by 4:00 PM.....Friday, May 14

All grades due in Office of Admissions and
Records by 9:00 AM.....Monday, May 17

Commencement.....Wednesday, May 19

Memorial Day - Offices closed.....Monday, May 31

SPRING SEMESTER 1994

Early registration and fee payment begins.....Monday, November 8

Last day for early registered students to pay.....Tuesday, December 21

Regular registration: 9:00 AM - 7:00 PM.....Wednesday, January 5
9:00 AM - 4:30 PMThursday, January 6

Faculty Orientation.....Friday, January 7

Classes begin.....Monday, January 10

Late registration.....Monday, January 10
thru Friday, January 14

Last day for course change.....Friday January 14

Martin Luther King Day - No classes - Offices closed.....Monday, January 17

Deficiency notices mailed (5th week).....Friday, February 11

President's Day - No classes - Offices closed.....Monday, February 21

Mid-semester date.....Friday, March 4

Constitution Examination..... Thursday, March 10
Thursday, March 31

Spring vacation begins at 4:30 PM.....Friday, March 25

Good Friday - Offices closed.....Friday, April 1

Classes resume.....Monday, April ¹¹~~4~~

Final examinations.....Monday, May 9
thru Thursday, May 12

Final grades for prospective graduates due in
Office of Admissions and Records by 4:00 PM.....Friday, May 13

All grades due in Office of Admissions
and Records by 9:00 AM.....Monday, May 16

Commencement.....Wednesday, May 18

Memorial Day - Offices closed.....Monday, May 30

TREASURER'S REPORT
December 31, 1991

I. INVESTMENTS

FUND ----	LOCATION -----	RATE ----	DUE DATE -----	AMOUNT -----
Education	Ashton Bank & Trust Co.	6.30	8-15-92	\$100,000.00
Education	Farmers Bank of Sublette	6.30	8-15-92	100,000.00
Education	Smith Trust & Savings	6.30	8-16-92	100,000.00
Education	First National Bank, Sterling	6.10	9-20-92	100,000.00
Operations & Maintenance	First National Bank, Amboy	6.85	8-15-92	100,000.00
Operations & Maintenance	Tampico National Bank	6.25	10-12-92	100,000.00
Operations & Maintenance	Milledgeville State Bank	6.00	10-12-92	100,000.00
Working Cash	Sterling Federal Bank	7.45	2-1-92	100,000.00
Working Cash	Community State Bank	7.14	2-6-92	100,000.00
Working Cash	Dixon National Bank	6.80	7-5-92	223,380.53
Working Cash	Dixon National Bank	5.10	12-29-92	350,000.00
Building Bond Proceeds	First Bank/Dixon	6.60	5-6-92	100,000.00
Building Bond Proceeds	First National Bank, Sterling	6.80	5-10-92	100,000.00
Building Bond Proceeds	Farmers National Bank, Prophetstown	6.50	5-18-92	100,000.00
Building Bond Proceeds	Dixon National Bank	6.60	5-27-92	225,511.38
Building Bond Proceeds	First National Bank, Sterling	6.80	6-26-92	150,000.00
Building Bond Proceeds	First National Bank, Sterling	6.10	9-25-92	100,000.00
Auxiliary (Student Activities)	Citizens First State Bank, Walnut	6.65	5-15-92	100,000.00

				<u>\$2,348,891.91</u>

II. INTEREST BEARING ACCOUNTS

ACCOUNT/FUND -----	LOCATION -----	RATE ----	AMOUNT -----
Investment (Pool)			
Education	First National Bank, Sterling	3.75	\$42,100.21
Building	First National Bank, Sterling	3.75	463,678.03
Working Cash	First National Bank, Sterling	3.75	357,467.71
Operations and Maintenance			
Trust Account	First National Bank, Sterling	3.75	92,319.67
Retiree Health Insurance			
Restricted	First National Bank, Sterling	3.50	1,052.02
Audit	First National Bank, Sterling	3.75	24,338.84
Insurance - Liability,			
Protection & Settlement	First National Bank, Sterling	3.75	471,932.15
Investment - Working Cash	Amcore (Sterling)	4.05	1,022,994.25
Protection, Health &	First National Bank, Sterling	3.75	247,773.75
Safety - Operations			-----
& Maintenance (Restricted)			<u>\$2,723,656.63</u>

III. CHECKING ACCOUNTS - NONINTEREST BEARING

ACCOUNT/FUND -----	LOCATION -----	AMOUNT -----
Education	First National Bank, Sterling	\$9,099.80
Payroll - Education	First Bank/Dixon	0.00
Imprest - Education	First National Bank, Sterling	3,024.00
Building - Operations &		
Maintenance	First National Bank, Sterling	18,060.67
Student Activity - Restricted	Amcore (Sterling)	650,721.00
Federal Funds/Workstudy		
Restricted	First Bank/Dixon	708.64
Insurance - Liability,		
Protection & Settlement	First National Bank, Sterling	205.96
Site & Construction - Building		
Bond Proceeds	Dixon National Bank	125,438.96
Student Loan - Auxiliary	Amcore (Sterling)	8,486.89
Bookstore - Auxiliary	First National Bank, Sterling	101,976.93

		<u>\$917,722.85</u>

SAUK VALLEY COMMUNITY COLLEGE
STUDENT LOAN FUND
Period Ending 12/31/91
B A L A N C E S H E E T

ASSETS:		
Cash in Bank		\$8,486.89
Notes Receivable		3,547.00

		\$12,033.89
		=====

LIABILITIES & NET WORTH:		
Fund Equity	\$11,995.01	
Net Profit	38.88	

		\$12,033.89
		=====

P R O F I T A N D L O S S

INCOME:		
Interest Income	\$260.88	
Bad Debts Repaid	110.00	

		\$370.88

EXPENSES:		
Bad Debts		\$332.00

NET PROFIT		\$38.88
		=====

SAUK VALLEY COMMUNITY COLLEGE
E.O.G. WORKSTUDY FUND
Period Ending December 31, 1991
B A L A N C E S H E E T

on Hand	\$708.64	
Grant Awards Receivable from Fed. Gov. 1989-90		\$758,261.00
Grant Awards Paid 1989-90	758,261.00	
study Awards Receivable from Fed. Gov. 1990-91	0.00	
study Awards Capital 1990-91		172,198.00
study Awards Paid 1990-91	172,198.00	
Awards Receivable from Fed. Gov. 1990-91	0.00	
Awards Capital 1990-91		62,034.00
Awards Paid 1990-91	62,034.00	
Grant Awards Receivable from Fed. Gov. 1990-91	0.00	
Grant Awards Capital 1990-91		936,871.00
Grant Awards Paid 1990-91	936,871.00	
study Awards Receivable from Fed. Gov. 1991-92	46,151.00	
study Awards Capital 1991-92		171,837.00
study Awards Paid 1991-92	125,686.83	
Awards Receivable from Fed. Gov. 1992-92	6,527.58	
Awards Capital 1991-92		64,459.00
Awards Paid 1991-92	57,931.42	
Grant Awards Receivable from Fed. Gov. 1991-92	29,095.78	
Grant Awards Capital 1991-92		500,140.00
Grant Awards Paid 1991-92	444,034.54	
Transfer Account	16,654.00	
Active Federal Grants	9,646.21	
	-----	-----
	\$2,665,800.00	\$2,665,800.00
	=====	=====

SAUK VALLEY COMMUNITY COLLEGE BOOKSTORE

Period Ending 12-31-91

B A L A N C E S H E E T

ASSETS:

Cash in Bank	\$102,099.50
Petty Cash	2,900.00
Investments	0.00
Accounts Receivable-Educational Fund	1,447.89
Inventory 6-30-91	154,713.47

	\$261,160.86
	=====

LIABILITIES & NET WORTH:

Accounts Payable-Student Activity Fund	\$22,033.93
Fund Equity	\$330,010.27
Fund Transfer	0.00
Net Loss	(90,883.34)

	239,126.93

	\$261,160.86
	=====

P R O F I T A N D L O S S

INCOME:

Textbook Sales	\$273,007.06	
Supply Sales	25,645.96	
Miscellaneous Sales	17,968.96	
Paperback Sales	7,570.68	
Used Book Sales	38,155.35	
Sales Tax Collected	21,010.95	
Other Income	473.04	
Investment Income	0.00	\$383,832.00

EXPENSES:

Textbooks Purchased	\$308,169.89	
Supplies Purchased	26,266.84	
Miscellaneous Purchased	14,807.76	
Paperbacks Purchased	5,153.08	
Used Books Purchased	60,039.76	
Sales Tax Paid	19,358.00	
Salaries & Wages	28,647.08	
Employee Benefits	0.00	
Transportation Charges	6,579.85	
Supply Expenses	2,850.37	
Equipment	390.11	
Travel	684.76	
Telephone	135.35	
Dues & Subscriptions	45.00	
Other Expense	1,374.04	
Over & Under	52.48	
Bad Debts	160.97	\$474,715.34
	-----	-----

NET LOSS on a cash basis without regard to inventory
or accounts payable

(\$90,883.34)
=====

SAUK VALLEY COMMUNITY COLLEGE
RESTRICTED PURPOSES FUND
December 31, 1991

Balance on Hand - December 1, 1991	\$477,322.38
Cash Over December 10 Deposit	10.00
Cash Under December 11 Deposit	(10.00)
Cash Under December 18 Deposit	(5.00)
Cash Under December 19 Deposit	(20.00)
Cash Over December 20 Deposit	20.00
7/89 - Void Check #24875	28.68
December Receipts 1991	361,389.17

TOTAL FUNDS AVAILABLE DURING DECEMBER	\$838,735.23
Cash Disbursements - December, 1991	188,014.23

Balance on Hand - December 31, 1991	\$650,721.00
	=====

STATEMENT OF INCOME & EXPENSE
STUDENT ACTIVITY FUND

ACTIVITIES	

Student Activity Assessments	\$5,241.80
Athletic Income	260.00
Drama Income	813.25
Student Activity Income	813.25
Student Activity Income-Restricted Purp. Source	0.00
Student Activity Income - Bookstore Source	0.00
Book Talk Income	347.15
Cash Over & Under	(2.83)
Other Student Activity Income	12.02

TOTAL INCOME	\$7,484.64

	BUDGET	EXPENSE	
Athletic Expense	50,787.	\$16,788.53	
Peerleader & Pom Pon Squad	4,500.	3,185.51	
Speech Act. & Readers Theatre	5,500.	1,370.14	
Drama Expense	6,000.	3,181.06	
Music Expense	3,750.	1,355.89	
Student Act. Expense	15,500.	5,553.36	
Student Senate Expense	2,000.	362.43	
Women's Intercollegiate Exp.	40,000.	20,444.58	
VCC Clubs	300.	0.00	
Book Talk	7,000.	2,275.12	
Extramurals	500.	110.00	
Contingencies/Non-Budgeted	0.	0.00	
	-----	-----	
	\$135,850.	TOTAL EXPENSE	\$54,626.62
Excess of Expenditures over Revenues as of			(\$47,141.98)
December 31, 1991			=====

STATEMENT OF ASSETS AND LIABILITIES

ASSETS		REVOLVING AGENCY FUND LIABILITIES	AMOUNT
Cash in Bank	650,721.00	Due to Educational Fund	\$5,646.76
Petty Cash	1,597.50	Due to Oper. & Maint. Fund	40.40
		Due to Bookstore	0.00
		Due Insurance Fund	0.00
Accts. Rec.	403,779.44	Due to Student Loan Fund	592.73
Investments	100,000.00	Resident Student Tuition	1,094,343.00
		Resident Tuition Refunds	(34,591.20)
		Out of District Tuition	3,195.27
		Lab Fees	33,379.50
		Lab Fees Refunds	(1,214.80)
		Accounts Payable	0.00
			----- \$1,101,391.66

RESTRICTED AGENCY FUND LIABILITIES

Child Care Operations	(\$4,694.20)
Parking	11,139.86
Recreation Room Fund	3,525.52
Student Locker Fund	1,002.51
Building Fairness Grant	0.00
Community Services	41,446.33
Collegiate Choir	346.04
Spec. Serv. for Disadv. St-Exp	(77,483.56)
Spec. Serv. for Disadv. St-Inc	77,483.56
Sp. Serv. for Disadv. Exp-FY 89	87,953.11
Sp. Serv. for Disadv. Inc-FY 89	(87,953.11)
Sp. Serv. for Disadv. Inc-FY 90	84,595.63
Sp. Serv. for Disadv. Exp-FY 90	(84,595.63)
Spec Serv For Disadv. Inc-FY 91	88,618.07
Spec Serv For Disadv. Exp-FY 91	(88,618.07)
Spec Serv for Disadv. Inc-FY 92	8,000.00
Spec Serv for Disadv. Exp-FY 92	(42,402.12)
HITS Grant - Clear Creek Frnture	1,428.00
Special Population Gt. FY 91	(365.59)
Special Population Gt. FY 92	(8,094.23)
Perkins Gt. FY 92	40,363.25
Northwest Passage	981.20
Econ. Dev. Gt. II FY 92	6,251.74
Econ. Dev. Gt. Inc. FY 92	15,034.50
Econ. Dev. Gt. Exp. FY 92	(32,337.19)
Student Clubs	2,687.09
Adult Learning Book Charges	2,217.23
College Van	5,419.18
VIP/CPP	(427.90)
Student Serv/Special Projects	106,491.23
SVCC Athletic Booster Club	4,888.64
DCC/Income/FY 92	176,801.50
DCC/Expense/FY 92	(198,830.62)
Voc. Educ. Adult Training	0.00
Ill. Interp. Workshop	248.25
SVCC Foundation	(275.00)

Sauk Area Arts Council	0.00	
Sm. Bus. Dev. Gt./Inc./FY 91	(10.00)	
Sm. Bus. Dev. Gt./Inc./FY 92	11,750.00	
Sm. Bus. Dev. Gt./Exp./FY 92	(11,187.16)	
VITAL - Secy of State FY 92	7,936.54	
Anna Johnson Estate	270.68	
Nursing Uniforms	0.00	
LPN Supplies	527.11	
Miscellaneous Account	0.00	
IL Personal Serv. Withholding	0.00	
LRC Gt. Dept. of Educ. FY 90	3,423.90	
DCC/Sales	1,562.00	
Advanced Tech Gt. FY 92	12,131.75	
Title III - MIS/FY 88	(95,417.10)	
Title III - Curr. Dev./FY 88	(60,309.72)	
Title III - Fund Raising/FY 88	(15,806.49)	
Title III - Proj. Admin./FY 88	(23,831.77)	
Title III - Income - FY 88	195,365.08	
Title III - MIS/FY 89	(62,715.97)	
Title III - Curr. Imp./FY 89	(23,133.60)	
Title III - Fund Raising/FY 89	(31,903.38)	
Title III - Proj. Admin./FY 89	(29,895.30)	
Title III - Income/FY 89	147,648.25	
Title III - Income/FY 90	219,560.35	
Title III - MIS/Exp. FY 90	(107,392.33)	
Title III - Curr. Imp./FY 90	(80,304.76)	
Title III - Proj. Adm./Exp. FY90	(31,863.26)	
Title III - Income/FY 91	359,218.06	
Title III - St Serv Ret/Exp FY91	(103,295.94)	
Title III - Nrs. Cln Lab/Exp FY91	(117,899.77)	
Title III - Proj. Admin/Exp FY91	(45,098.30)	
Title III - Eng Comp Lab/Exp FY91	(92,924.05)	
Title III - Income/FY 92	64,000.00	
Title III - St Serv Ret/Exp FY92	(29,217.32)	
Title III - Nrs. Cln Lab/Exp FY92	(19,520.57)	
Title III - Proj. Admin/Exp FY92	(11,232.79)	
Title III - Eng Comp Lab/Exp FY92	(73,610.86)	
Tech-Prep Planning Gt.	1,739.98	\$99,408.48


FUND EQUITY

July 1, 1991	\$2,439.78	
Excess of Expenditures over Revenues as of December 31, 1991	(47,141.98)	(\$44,702.20)

TOTAL ASSETS	<u>\$1,156,097.94</u>	TOTAL LIABILITIES & NET WORTH	<u>\$1,156,097.94</u>
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BACK VALLEY COMMUNITY COLLEGE

APPROVED BY


WILLIAM B. GAMM

PRESIDENT


PHIL GAMM

SECRETARY

DATE _____

BILLS PAYABLE

January 27, 1992

EDUCATION FUND

110-716-541.02	VOID CHECK #18227 written November		\$ (11.05)
195-000-541.01	VOID CHECK #18011 written September		(78.00)
110-810-547	VOID CHECK #18467 written December		(17.50)
192-000-544.02	POSTMASTER Bulk mailing	18564	508.37
192-000-544.02	POSTMASTER Pathfinder mailing	18565	1,800.00
	SVCC PAYROLL FUND 12-15-91 Payroll	18566	197,212.23
110-400-541.02	UNIVERSITY OF ILLINOIS Supplies - 149.00		
110-500-541.02	x x x x x 71.50	18567	220.50
110-300-541.02	FARM AND FLEET Supplies	18568	75.48
192-000-544.02	POSTMASTER Mailing permits	18569	225.00
110-810-547	OREGON REPUBLICAN REPORTER Replaces #18467	18570	17.50
192-000-521	GLADYS GUNTLE Ins. reimbursement	18571	517.54
	SVCC PAYROLL FUND 12-20-91 Payroll	18572	208,172.71
176-000-575	CENTEL Service	18573	2,760.76
182-000-550	SEYFARTH, SHAW, FAIRWEATHER & GERALDSON Conf. Reg.	18574	90.00
192-000-544.02	POSTMASTER Grade mailing	18575	978.75
	VOID CHECK	18576	
181-000-556	THE IVY Christmas lunches	18577	85.96
192-000-544.02	POSTMASTER Bulk mailing	18578	500.00
192-000-544.02	POSTMASTER Bulk mailing	18579	70.76
192-000-544.02	POSTMASTER Postage meter	18580	3,000.00
176-000-575	CENTEL Service	18581	2,743.33
120-000-545	NILS Books	18582	958.40
110-300-541.02	JOHN WARDELL Supplies purchased	18583	89.94
138-000-550	JOHN SAGMOE Lunches	18584	211.79
176-000-575	CENTEL Service	18585	2,555.25
	SVCC PAYROLL FUND 1-15-92 Payroll	18586	174,227.71
100-000-159	SVCC PAYROLL FUND Ins. Fund Salaries	18587	2,768.21
100-000-159	DIXON NATIONAL BANK Medicare & FICA-1/15 P.R.	18588	1,260.78
110-810-547	IMAGE DESIGNS Pub. Rela.	18589	976.50
			<hr/>
			\$601,920.92
195,000,541.01	ACE HARDWARE	SUPPLIES	18,590 32.64
196,000,541.01	AMERICAN DEMOGRAPHICS	SUBSCR	18,591 58.00
110,810,547.00	AMERICAN IMAGES	PUB RELA	18,592 654.00
102,000,541.01	ANNMARC	SUPPLIES	18,593 532.92
110,300,541.02	ARATEX SERVICES	SUPPLIES	18,594 50.67
120,000,544.01	AZTEC SECURITY PRODUCTS	SUPPLIES	18,595 160.62
181,000,559.00	RICHARD BEHRENDT	EXPENSES	18,596 400.00
181,000,559.00	BEHRENS FLOWER SHED	FLOWERS	18,597 33.00
110,810,550.00	BESTWESTERN BRANDYWINE LODGE	XMAS BREAKFAST	18,598 87.37
195,000,541.01	BLACK BOX CORPORATION	SUPPLIES	18,599 193.21
110,512,541.02	BLOCK MUSIC CO	SUPPLIES	18,600 138.15

196,000,550.00	BRANDYWINE RESTAURANT	MEETING	18,601	37.36
110,712,541.02	BRIGGS CORPORATION	SUPPLIES	18,602	24.02
110,300,541.02	BRODHEAD GARRETT CO	SUPPLIES	18,603	48.20
110,800,542.00	BUTLER PAPER	SUPPLIES	18,604	55.57
110,300,541.02	C & N SUPPLY CO	SUPPLIES	18,605	184.37
192,000,547.00	THE CARROLL COUNTY REVIEW	ADS	18,606	72.00
110,712,541.02	CGH HOME HEALTH CENTER	SUPPLIES	18,607	31.32
110,712,541.02	CGH MEDICAL CENTER	SUPPLIES	18,608	240.76
192,000,585.00	CLARIDGE PRODUCTS & EQUIP	EQUIPMENT	18,609	826.78
195,000,550.00	W ALTER CLEVANGER	TRAVEL	18,610	85.10
192,000,529.00	DAVID CLYDESDALE	TUITION REIMB	18,611	700.00
120,000,541.03	COMMERCE CLEARING HOUSE	SUPPLIES	18,612	375.00
191,000,535.00	COMMUNITY UNIT DIST 5	LEGAL FEES	18,613	425.56
195,000,541.01	COMPUTER SHOPPER	SUBSCR	18,614	19.97
110,300,541.02	CONNEY SAFETY PRODUCTS	SUPPLIES	18,615	58.70
110,500,550.00	CONSOLIDATED MANAGEMENT CO	MEETINGS 27.37		
110,811,550.00	X X	40.37		
110,812,550.00	X X	210.75		
110,811,550.00	X X	56.25		
110,814,550.00	X X	56.25		
110,816,550.00	X X	82.74		
110,818,550.00	X X	19.58		
120,000,550.00	X X	19.50		
138,000,550.00	X X	143.50		
138,000,554.00	X X	113.79		
181,000,556.00	X X	400.00		
182,000,550.00	X X	60.00		
191,000,550.00	X X	39.95	18,616	1,270.05
192,000,529.00	DORIS COX	TUITION REIMB	18,617	300.00
110,300,541.02	CRESCENT ELECTRIC SUPPLY	SUPPLIES	18,618	48.70
110,711,541.02	CURTIN MATHESON SCIENTIFIC	SUPPLIES	18,619	25.39
110,810,547.00	THE DAILY GAZETTE	SUBSCR 91.00		
110,813,541.02	X X	ADS 80.10		
192,000,554.00	X X	32.04		
192,000,547.00	X X	413.61	18,620	616.75
192,000,529.00	DANVILLE AREA COMM COLLEGE	CHARGEBACK	18,621	556.32
192,000,529.00	DENNIS DAY	TUITION REIMB	18,622	600.00
120,000,534.00	DIXON PUBLIC LIBRARY	TELECOMM	18,623	306.03
191,000,535.00	DIXON PUBLIC SCHOOLS	LEGAL FEES	18,624	4.50
110,711,534.00	R K DIXON CO	MAINT CONTR 71.00		
110,712,534.01	X X	71.00		
110,714,534.00	X X	71.00	18,625	213.00
110,810,547.00	DIXON TELEGRAPH	PUB REL 4333.00		
120,000,541.03	X X	SUBSCR 95.55		
192,000,544.02	X X	PATHFINDER POSTAGE 2480.55		
192,000,547.00	X X	ADS 197.10	18,626	7,106.20
110,300,541.02	DOALL ROCKFORD CO	SUPPLIES	18,627	367.51
102,000,550.00	SANDRA DRANE	TRAVEL	18,628	20.44
104,000,541.02	FILM & VIDEO LIBRARY	SUPPLIES	18,629	31.15
81,000,556.00	FLOWERS ETC	FLOWERS	18,630	56.00
20,000,544.01	FRIENDS OF IOWA PUBLIC TV	SUBSCR	18,631	25.00
81,000,556.00	TIM FISCHBACH	XMAS PARTY	18,632	50.00

120,000,545.00	GALE RESEARCH INC	BOOKS	18,633	199.02
110,512,534.00	VINCENT GILBERT	PIANO TUNING	18,634	200.00
110,300,541.02	GREAT LAKES AIRGAS INC	SUPPLIES 3.10		
110,711,541.02	X X	5.10	18,635	8.20
120,000,545.00	GUILFORD PUBLICATIONS INC	BOOKS	18,636	195.95
120,000,550.00	BETTY HALGREN	TRAVEL	18,637	8.80
110,812,550.00	ZOLLIE HALL	TRAVEL	18,638	45.63
120,000,541.03	THE HECKMAN BINDERY	SUPPLIES	18,639	93.25
120,000,544.01	THE HIGHSMITH CO INC	SUPPLIES	18,640	50.14
110,810,547.00	W H HOHENADEL PRINTING CO	PUB RELA 295.64		
138,000,541.01	X X	SUPPLIES 625.86	18,641	921.50
110,810,541.02	HONORS COUNCIL OF ILL REGION	DUES	18,642	35.00
176,000,575.00	HUGHES BUSINESS TELEPHONES	SERVICE	18,643	695.99
192,000,529.00	MICHAEL HUSTAD	TUITION REIMB	18,644	300.00
110,100,541.02	IBM CORPORATION	SUPPLIES 21.00		
192,000,585.00	X X	EQUIP 241.00		
195,000,534.01	X X	SERVICE 2788.33		
195,000,541.01	X X	SUPPLIES 954.00	18,645	4,004.33
110,810,550.00	I C C T A	MEETING 18.50		
192,000,548.00	X X	DUES 2512.16	18,646	2,530.66
110,810,547.00	IDGC-P	SUPPLIES	18,647	42.95
110,810,547.00	IMAGE DESIGNS	PUB RELA	18,648	530.00
110,300,541.02	INDUSTRIAL ENGINEERING EQUIP CO	SUPPLIES 409.99		
192,000,585.00	X X	EQUIP 411.15	18,649	821.14
110,300,541.02	INDUSTRIAL PRESS INC	SUPPLIES	18,650	18.47
110,600,541.02	INTERLAKE CONTINENTAL WATER SYS	SUPPLIES 70.00		
110,711,541.02	X X	35.00	18,651	105.00
192,000,585.00	... CORPORATION	EQUIPMENT	18,652	1,357.35
110,300,541.02	JAMECO ELECTRONIC COMPONENTS	SUPPLIES	18,653	108.67
110,300,541.02	MARLIN P JONES & ASSOC	SUPPLIES	18,654	30.89
138,000,549.00	JOSTENS INC	DIPLOMAS	18,655	5.46
192,000,585.00	K LOG	EQUIPMENT	18,656	1,910.34
138,000,550.00	JOAN KERBER	TRAVEL	18,657	44.50
110,714,550.00	BEVERLY KIELE	TRAVEL	18,658	74.10
182,000,541.01	KIPLINGER WASHINGTON LETTER	SUBSCR	18,659	63.00
110,712,550.00	COLLEEN KLEIN	TRAVEL	18,660	42.94
120,000,534.00	KNIE APPLIANCE & TV	SERVICE	18,661	88.95
110,712,550.00	NANCY KREPS	TRAVEL	18,662	116.70
196,000,550.00	KAREN KYLEN	TRAVEL	18,663	670.90
120,000,541.03	LIBRARY OF CONGRESS	SUPPLIES	18,664	21.00
120,000,545.00	J B LIPPINCOTT CO	BOOKS	18,665	1,510.00
110,713,550.00	JANET LYNCH	TRAVEL	18,666	39.88
110,810,550.00	ROBERTA MCBRIDE	TRAVEL	18,667	38.00
110,812,550.00	MCCASLINS BAKERY	MEETING SUPPLIES	18,668	10.27
195,000,541.02	MCGILL UNIVERSITY SYSTEMS	SUPPLIES	18,669	1,995.00
120,000,534.00	MCPHERSON ELECTRONICS	REPAIRS	18,670	127.28
195,000,541.02	M & T BOOKS	SUPPLIES	18,671	39.45
138,000,550.00	RONALD MARLIER	TRAVEL	18,672	138.68
196,000,541.01	MAXWELL MACMILLAN	SUPPLIES	18,673	325.63
110,400,541.02	UNIVERSITY OF MINNESOTA	FILMS	18,674	25.50
110,100,534.00	MUELLER AUDIO VISUAL	REPAIRS 35.75		
120,000,544.01	X X	176.04		
120,000,534.00	X X	149.26	18,675	361.05

110,800,542.00	A M MULTIGRAPHICS	SUPPLIES	18,676	247.66
181,000,556.00	KRIS MURRAY	XMAS PARTY	18,677	50.00
182,000,534.00	NCR CORPORATION	SERVICE CONTR	18,678	1,120.10
192,000,546.00	N A E I R	SUPPLIES	18,679	54.50
192,000,546.00	NORTH CENTRAL ASSN	EVALUATION	18,680	5,780.00
120,000,545.00	N I L R C	BOOKS	18,681	1,033.60
120,000,541.03	N I L R C	SUPPLIES	18,682	50.00
120,000,534.00	NORTHERN ILL LIBRARY SYS	MAINT	18,683	554.74
110,712,541.02	NURSING OUTLOOK	SUBSCR	18,684	25.00
131,000,541.01	OASIS LASER SUPPLY INC	SUPPLIES 160.00		
138,000,541.01	X X	20.00		
195,000,541.01	X X	60.00		
192,000,547.00	OGLE COUNTY NEWSPAPERS	ADS	18,685	240.00
110,810,547.00	PATRICIA O'NEILL	PUB RELA	18,686	60.00
120,000,550.00	DUANE PAULSEN	TRAVEL	18,687	1,194.50
110,712,541.02	PEORIA PRODUCTION SHOP	SUPPLIES	18,688	29.75
192,000,537.00	PETERSON OFFICE SERVICE	SERVICE 67.75	18,689	243.64
192,000,585.00	X X	EQUIPMENT 578.00	18,690	645.75
195,000,550.00	ALAN PFEIFER	TRAVEL	18,691	20.00
192,000,554.00	QUAD CITY TIMES	RECRUITMENT	18,692	96.56
181,000,541.01	ROBBINS SCHWARTZ NICHOLAS....	SUPPLIES	18,693	125.00
110,810,547.00	ROCK RIVER PRINTERS INC	PUB RELA 1639.00		
192,000,554.00	X X	RECRUITMENT 333.00	18,694	1,972.00
110,117,550.00	SVCC RESTRICTED PURPOSES FUND	USE OF VAN 13.75		
110,300,550.00	X X	3.50		
110,418,550.00	X X	55.25		
110,713,550.00	X X	19.25		
110,813,550.00	X X	75.50		
110,100,541.02	SVCC BOOKSTORE	SUPPLIES 45.95	18,695	167.25
110,300,541.02	X X	29.44		
110,316,541.02	X X	23.38		
110,400,541.02	X X	112.89		
110,500,541.02	X X	40.66		
110,511,541.02	X X	21.87		
110,512,541.02	X X	8.54		
110,600,541.02	X X	20.31		
110,712,541.02	X X	7.40		
110,800,541.02	X X	27.53		
110,810,547.00	X X	17.60		
110,811,541.01	X X	5.88		
110,812,541.01	X X	2.01		
110,818,541.01	X X	1.12		
131,000,541.01	X X	7.66		
138,000,541.01	X X	108.32		
138,000,554.00	X X	6.23		
182,000,541.01	X X	1.97		
192,000,589.00	S & S BUILDERS HARDWARE	NEW LOCKSETS	18,696	4,481.92
138,000,550.00	JOHN SAGMOE	TRAVEL	18,698	256.60
120,000,545.00	ST JAMES PRESS	BOOKS	18,699	117.30
182,000,534.00	SALUDOS HISPANOS INC	AD	18,700	387.10
110,811,550.00	MICHAEL SEGUIN	TRAVEL	18,701	61.60

196,000,541.01	SHEPARDS MCGRAW HILL INC	SUPPLIES	18,702	51.26
110,714,550.00	STANLEY SHIPPET	TRAVEL	18,703	201.20
101,000,556.00	SWARTLEYS	FLOWERS	18,704	509.00
110,100,534.00	SBM EQUIPMENT CENTER	SERVICE 186.90		
138,000,541.01	X X	4.98		
102,000,534.00	X X	304.70		
102,000,541.01	X X	SUPPLIES 340.00		
192,000,585.00	X X	EQUIP 932.28	18,705	1,765.86
101,000,559.00	T.I.A.A.	PRES INS	18,706	151.75
120,000,550.00	ROBERT THOMAS	TRAVEL	18,707	33.40
110,810,550.00	VIRGINIA THOMPSON	TRAVEL	18,708	37.23
110,300,541.02	TED THORSEN	SUPPLIES	18,709	126.49
110,814,541.02	TUFTS UNIVERSITY DIET & NUTRITION LETTER	SUBSCR	18,710	20.00
195,000,541.01	UARCO INC	SUPPLIES	18,711	803.00
192,000,554.00	STEVE ULLRICK	MOVING & INTERVIEW	18,712	411.47
110,100,534.00	UNIQUE COMPUTER	SERVICE 45.00		
110,100,541.03	X X	SUPPLIES 385.00		
120,000,544.01	X X	12.00		
192,000,585.00	X X	EQUIP 695.00		
195,000,541.01	X X	SUPPLIES 874.00	18,713	2,011.00
110,810,547.00	W C C I	PUB RELA	18,714	214.50
110,810,547.00	W I X N	PUB RELA	18,715	750.00
110,810,547.00	W L L T	PUB RELA	18,716	225.00
110,810,547.00	W S D R	PUB RELA	18,717	500.00
110,810,547.00	WALGREENS	PUB RELA 4.19		
110,712,541.02	X X	SUPPLIES 113.86	18,718	118.05
192,000,547.00	THE WALNUT LEADER	ADS	18,719	41.37
100,000,159.00	WARD MURRAY PACE & JOHNSON	SERVICES	18,720	701.00
110,600,541.02	WARDS NATURAL SCIENCE ESTAB	SUPPLIES	18,721	6.36
110,100,550.00	CHARLES WEST	TRAVEL	18,722	40.70
120,000,545.00	WEST PUBLISHING CO	BOOKS	18,723	143.00
110,713,550.00	PEGGY WHITE	TRAVEL	18,724	30.25
100,000,159.00	WILKINS LOWE & CO	ADDED INS	18,725	169.00
110,712,541.02	MARY WILLETT	SUPPLIES 8.71		
110,712,550.00	X X	19.25	18,726	27.96
192,000,529.00	JUDY WILLIAMSON	TUITION REIMB	18,727	300.00
120,000,541.01	XEROX CORPORATION	SUPPLIES	18,728	1,713.87
192,000,521.00	PRUDENTIAL	JAN PREMIUM	18,729	5,250.74
110,810,547.00	THE AMBOY NEWS	PUB RELA	18,730	13.00
120,000,545.00	BAKER & TAYLOR	BOOKS	18,731	2,697.82
120,000,545.00	BAKER & TAYLOR	BOOKS	18,732	599.58
101,000,556.00	BEHRENS FLOWER SHED	FLOWERS	18,733	30.50
195,000,534.01	BELL ATLANTIC	SERVICE	18,734	9,186.29
107,125,410.01	HASKELLS	SUPPLIES 134.40		
102,000,541.01	X X	212.31		
192,000,585.00	X X	EQUIP 3904.00	18,735	4,250.71
192,000,529.00	JOAN KERBER	TUITION REIMB	18,736	600.00
110,800,542.00	A M MULTIGRAPHICS	SUPPLIES	18,737	93.60
110,715,541.02	PALOS SPORTS INC	SUPPLIES	18,738	338.69

192,000.554.00	THE REGISTER STAR	ADS	18,739	104.04
192,000.521.00	PRUDENTIAL	FEB PREMIUMS	18,740	59,250.74
	SVCC IMPREST FUND	MISC EXPENSES	18,741	339.83

201,438.43

CKS #18564 - 18589 and void checks

601,920.92

TOTAL EDUCATION FUND FOR JANUARY

\$803,359.35

LIABILITY, PROTECTION & SETTLEMENT FUND

1200-000-159	LINDGREN, CALLIHAN, VAN OSDOL & CO.	Services	193	\$ 350.00
1292-000-529	DIXON NATIONAL BANK	FICA - 12/15	194	234.57
1292-000-529	DIXON NATIONAL BANK	FICA - 12/31	195	50.65
1292-000-517	SVCC PAYROLL FUND	12/15 payroll	313	2,768.21
1292-000-527	DIXON NATIONAL BANK	Medicare 12/15	314	1,491.84
1292-000-517	SVCC PAYROLL FUND	12/31 payroll	315	2,768.21
1292-000-527	DIXON NATIONAL BANK	Medicare 12/31	316	<u>1,531.11</u>
TOTAL LIABILITY, PROTECTION & SETTLEMENT FOR JANUARY				\$9,194.59

OPERATIONS, BUILDING & MAINTENANCE

270-000-550	SAN ANTONIO MARRIOTT RIVER CENTER	Conference	3311	\$ 644.10
270-000-550	TECHNICAL SEMINARS & CONSULTING	Seminar	3312	125.00
271-000-571	AMGAS	Service	3313	4,588.16
7 0.0005 41.04	ACE HARDWARE	SUPPLIES	3,314	29.94
7 0.0005 34.01	BROWNING FERRIS INDUSTRIES	SERVICE	3,315	447.00
7 0.0005 41.04	A M BRUNING	SUPPLIES	3,316	76.11
7 0.0005 34.01	C & E GLASS CO	REPAIRS 1032.00		
7 0.0005 41.04	X X	SUPPLIES 33.91	3,317	1,065.91
7 6.0005 73.00	COMMONWEALTH EDISON	SERVICE	3,318	24.74
7 6.0005 73.00	COMMONWEALTH EDISON	SERVICE	3,319	37531.58
7 0.0005 41.04	CRE SCENT ELECTRIC CO	SUPPLIES	3,320	171.50
7 0.0005 34.01	CUTTER ELECTRIC	REPAIRS	3,321	6199.37
7 0.0005 41.04	BOB DIXON SERVICE CENTER	SUPPLIES	3,322	100.00
7 0.0005 34.00	ECOLAB PEST ELIMINATION DIV	SERVICE	3,323	84.00
7 0.0005 41.04	ELLER & WILLEY BLOCK CO	SUPPLIES	3,324	3.66
7 0.0005 41.04	GLAFKAS TIRE CITY INC	SUPPLIES	3,325	188.82
7 0.0005 41.04	GRUMMERTS TRUE VALUE	SUPPLIES	3,326	17.80
7 0.0005 50.00	DANIEL HENSON	TRAVEL	3,327	111.10
7 0.0005 50.00	ROSS HERREN	TRAVEL	3,328	12.00
7 0.0005 34.01	HONEYWELL INC	SERVICE	3,329	6,095.25
7 6.0005 87.00	I B M CORPORATION	EQUIP	3,330	2,648.00
7 0.0005 41.04	ILLINI TROPHY	SUPPLIES	3,331	4.15
7 0.0005 41.04	KEY SERVICES & EQUIP	SUPPLIES	3,332	313.75
7 0.0005 41.04	LEE FS INC	SUPPLIES	3,333	810.10
7 0.0005 41.04	MCMASTER CARR SUPPLY CO	SUPPLIES	3,334	109.77
7 0.0005 41.04	THE MAILERS GUIDE CO	SUPPLIES	3,335	47.50
7 0.0005 34.01	DAVID MAYES	SEWAGE TESTING	3,336	200.00
7 0.0005 34.01	MONTGOMERY ELEVATOR CO	SERVICE	3,337	582.53
7 0.0005 41.04	MORGAN SERVICES INC	SUPPLIES	3,338	324.12
7 0.0005 41.04	NATIONAL TRADE PUBLICATIONS	INC SUBSCR	3,339	63.00
7 0.0005 41.04	NORTH AMERICAN PAPER CO	SUPPLIES	3,340	62.74
7 1.0005 71.00	NORTHERN ILL GAS	SERVICE	3,341	2075.87

270,000,534.01	O'RORKE TRUCK & WRECKER SERVICE	SERVICE	3,342	123.86
270,000,534.01	PETERSON OFFICE SERVICE	REPAIRS	3,343	63.25
270,000,541.04	PITNEY BOWES	SUPPLIES	3,344	169.40
270,000,534.01	P & W SUPPLY	REPAIRS	3,345	173.59
270,000,541.04	P & W SUPPLY	SUPPLIES	3,346	13.80
270,000,541.04	SVCC BOOKSTORE	SUPPLIES	3,347	27.63
270,000,541.04	SVCC EDUCATION FUND	SUPPLIES	3,348	39.06
270,000,550.00	SVCC RESTRICTED PURP FUND	USE OF VAN	3,349	89.00
270,000,541.04	SBM EQUIPMENT CENTER	SUPPLIES 7.45		
276,000,587.00	X X	295.00	3,350	302.45
270,000,550.00	REX SCHMALL	TRAVEL	3,351	12.00
270,000,541.04	SORENSEN JANITORIAL SUPPLY	SUPPLIES	3,352	3.00
270,000,550.00	SUNNY TRAVEL CENTER	TRAVEL-REYNOLDS	3,353	268.00
270,000,541.04	WOLOHAN LUMBER	SUPPLIES	3,354	37.73
	SVCC IMPREST FUND	MISC EXPENSES	3,355	15.50
270,000,541.04	SVCC PETTY CASH FUND	SUPPLIES	3,356	2.08

TOTAL OPERATIONS, BUILDING & MAINTENANCE FOR JANUARY

\$66,897.92

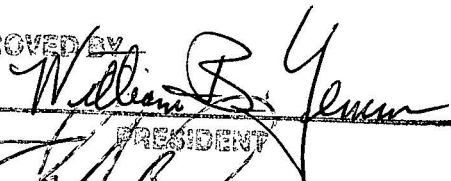
IMPREST FUND


110-714-550	VOID CHECK #9399 written November			\$ (50.00
110-813-534	HOLLY HOFREITER	Honorarium	9402	15.00
191-000-549	MARILYN VINSON	Plants - Board Room	9403	10.00
181-000-559	RICHARD L. BEHRENDT	Rotary lunches	9404	13.50
192-000-544.02	UNITED PARCEL SERVICE	Service	9405	12.36
110-800-542	PROFESSIONAL BINDING PRODUCTS	Supplies	9406	21.87
270-000-550	ROSS HERREN	Gas purchased	9407	15.50
192-000-544.02	UNITED PARCEL SERVICE	Service	9408	10.90
110-600-541.02	AMERICAN MATHEMATICS COMPETITIONS	Tests	9409	52.50
192-000-544.02	POSTMASTER	Postage	9410	29.00
181-000-550	RICHARD L. BEHRENDT	Pres. Council - 18.00		
181-000-559	x x	Rotary lunches - 13.50	9411	31.50
110-812-550	KAREN JOHNSON	Retirement lunch	9412	12.00
192-000-544.02	UNITED PARCEL SERVICE	Service	9413	29.34
110-300-541.02	MEI/MICRO CENTER	Supplies	9414	21.59
110-810-547	NATIONAL INFORMATION DATA CENTER	Supplies	9415	34.90
192-000-544.02	UNITED PARCEL SERVICE	Service	9416	66.57
192-000-544.02	UNITED PARCEL SERVICE	Service	9417	16.15
192-000-544.02	UNITED PARCEL SERVICE	Service	9418	12.65
				<u>\$355.33</u>

EDUCATION FUND - 339.83
BUILDING FUND - 15.50

Balance in fund - 2668.67
Disbursements - 355.33
Total in fund - 3024.00

SAGA VALLEY COMMUNITY COLLEGE

APPROVED BY


PRESIDENT


SECRETARY

DATE _____