
815 / 288-5511
1-800 / 843-7430



**Sauk Valley
Community
College**

173 IL ROUTE 2
DIXON, IL 61021-9112

Office of the President

**Office of the Secretary to the
Board of Trustees**

Date: December 12, 1994

PUBLIC NOTICE OF MEETING

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

WHO: Board of Trustees, District #506

* **WHEN:** Monday, December 19, 1994

TIME: 7:00 p.m.

WHERE: Third Floor Board Room

TYPE: Open

PURPOSE: Regular Monthly Meeting

AGENDA: TBA

A handwritten signature in black ink that reads "Marilyn Vinson". The signature is fluid and cursive, with "Marilyn" on top and "Vinson" on the line below it.

Marilyn Vinson, Secretary to the
Board of Trustees, District #506

* Regular meeting scheduled for
December 26, 1994 has been cancelled.

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

December 19, 1994

7:00 p.m.

A. Call to Order

B. Roll Call

C. Communication from Visitors

D. Consent Agenda

1. Approval of Minutes
2. Treasurer's Report
3. Bills Payable
4. Payrolls - November 30, 1994 - \$140,028.42
December 15, 1994 - \$141,679.77
5. Budget Report
6. Health/Life Insurance Report
7. Real Property Assessment Appeals
8. College Van Bids
9. Statement of Final Completion
Fire Safety Valve Project
10. Statement of Final Completion
Gymnasium Lighting Repair Project
11. Statement of Final Completion
Gymnasium Bleacher Repair/Replacement Project
12. Policy 117.02 Board Self-Evaluation
First Reading

E. President's Report

1. Mission Statement
2. Monthly Policy Reviews
3. January 6 Workshop
4. Open Meetings Act (Enclosed)
5. Endowment Challenge Grant I - \$693,407 (-\$19,739)
Endowment Challenge Grant II - Not Available

F. Financial Reports and Actions

None

G. Closed Session (Appointment, employment or dismissal of an employee, attorney-client discussion)

H. Personnel

1. Administrative Retirement
2. Part-time Faculty
3. Faculty Retirements

I. Other

Board Policy Revisions (Second Reading)

J. Reports

1. Student Trustee
2. ICCTA Representative
3. Foundation Liaison
4. Board Chair - (February 3, 1995 - Colonial Rose Inn at Grand Detour)

K. Time of Next Meeting

7 p.m. Monday, January 23, 1994
Third Floor Board Room

L. Adjournment

Board of Trustees

January 23, 1994
Regular Meeting

February 27, 1994
Regular Meeting

ICCTA Monthly Meetings

January 13-14, 1995
Marriott Pavilion, St. Louis

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

December 19, 1994

The Board of Trustees of Sauk Valley Community College met in regular meeting at 7 p.m. on December 19, 1994 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Thomas Densmore	Richard Groharing
William Simpson	Patricia Smith
Margaret Tyne	William Yemm
B. J. Wolf	

Absent: Linda Von Holten

SVCC Staff: President Richard L. Behrendt
Vice President Phil Gover
Vice President John Sagmoe
Business Manager Jami Bradley
Attorney Jim Bergman
Secretary to the Board Marilyn Vinson

Consent Agenda: It was moved by Member Simpson and seconded by Member Groharing that the Board approve the Consent Agenda, Items 1 through 11 as presented. In a roll call vote, all voted aye.
Motion carried.

**Policy 117.01
Board Self-
Evaluation:** It was moved by Member Groharing and seconded by Member Yemm that the Board approve for first reading Board Policy 117.01 Board Self-Evaluation as presented. In a roll call vote, all voted aye. Motion carried.

**President's
Report:** President Behrendt introduced Dr. Larry Lagow, Director of College Relations, reported that the SVCC Redmen basketball team had won the Highland Community College Tournament for the second year in a row, that the Lady Redmen placed second in the Blackhawk East

Tournament, that the College Mission Statement would be included with every Board packet, that the Trustees will again review two or three Board policies every month, that the staff spring in-service workshop had been scheduled for January 6th, that the new Open Meetings Act will become effective January 1, 1995, that the balance in the Endowment Challenge Grant I is \$690,407 (-\$19,739), and that the balance of the Endowment Challenge Grant II Fund was not available at this time.

Closed Session: At 7:15 p.m. it was moved by Member Tyne and seconded by Member Groharing that the Board adjourn to closed session to discuss the appointment, employment, or dismissal of an employee and to consult with their attorney. In a roll call vote, all voted aye. Motion carried.

Regular Session: At 7:45 p.m. the Board returned to regular session.

Administrative Retirement: It was moved by Member Tyne and seconded by Member Simpson that the Board accept with regret the early retirement request from John Sagmoe, Vice President of Student Services, effective June 30, 1995. In a roll call vote, all voted aye. Motion carried.

Faculty Retirements: It was moved by Member Densmore and seconded by Member Tyne that the Board accept with regret the early retirement requests of Leona Grossman, Assistant Professor of Nursing, and Joan Melvin, Assistant Professor of Nursing, effective at the end of the spring semester. In a roll call vote, all voted aye. Motion carried.

Part-time Instructors: It was moved by Member Yemm and seconded by Member Simpson that the Board approve the attached list of part-time instructors for Spring 1995. In a roll call vote, all voted aye. Motion carried.

Board Policy Revisions (Second Reading): It was moved by Member Simpson and seconded by Member Groharing that the Board approve for second reading the attached revised Board policies as presented. In a roll call vote, all aye. Motion carried.

Reports: ICCTA Representative Groharing reported that the Northwest Regional ICCTA scheduled at Kishwaukee College had been canceled and that the January ICCTA meeting would be held in St. Louis.

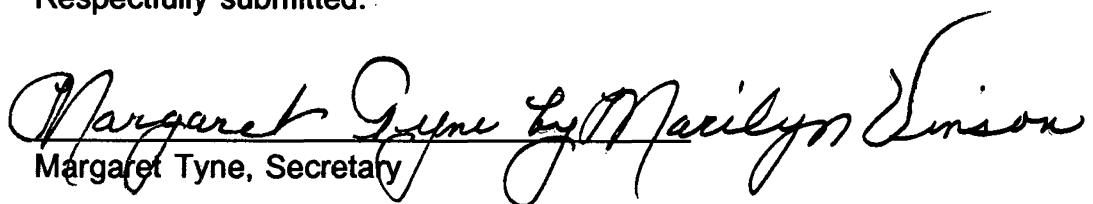
Foundation Liaison Margaret Tyne reported on the recent Foundation meeting, the new Executive Director Larry Lagow and newly appointed Foundation Directors.

Board Chair Wolf reminded the Board of the Board Retreat scheduled for the Colonial Rose Inn Restaurant in Grand Detour on February 3rd at Noon.

Adjournment: Since the scheduled business was completed, it was moved by Member Tyne and seconded by Member Densmore that the Board adjourn. The next regular meeting of the Board of Trustees will be at 7:00 p.m. on Monday, January 23, 1995 in the third floor Board Room. In a roll call vote, all voted aye. Motion carried.

The meeting adjourned at 7:50 p.m.

Respectfully submitted:


Margaret Tyne, Secretary

December 20, 1994

Margaret A. Tyne

Dixon, IL 61021

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

Dear Dr. Behrendt:

This letter is to inform you and the Sauk Valley Community College Board of Trustees that I am resigning as trustee, Secretary of the Board of Trustees, and liaison to the Foundation Board. This is effective immediately.

As a trustee I gained new appreciation for the role of administration and the trustees in the quality education Sauk has provided in the past and present. I know that this dedication will continue. I consider myself fortunate to be part of the process for a short time. I learned much during the past three years. Thank you and the board for the opportunity.

Very truly yours,

Margaret A. Tyne

Margaret A. Tyne

MAT:bp
cc: B. J. Wolfe



**SAUK VALLEY
COMMUNITY
COLLEGE**

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

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Jami V. Bradley *MB*
DATE: December 19, 1994
SUBJECT: Medical Insurance Report for December Board Meeting

The figures listed below summarize our medical plan's year-to-date financial data through November 30, 1994. Please be advised that these numbers include retirees, COBRA participants and grant employees.

	Month of November 1994	Plan Year To Date
Beginning Balance, Medical Insurance Pool	\$292,569.86	\$235,883.21
Revenues	113,489.89	273,841.06
Expenditures – Claims Paid – Fixed Costs	(23,110.89) (10,832.50)	(79,608.61) (57,999.30)
Ending Balance, Medical Insurance Pool	\$372,116.36	\$372,116.36

n

cc: Insurance Advisory Committee
Ross Dill

For Board Meeting of
December 19, 1994

Agenda Item D-7

REAL PROPERTY ASSESSMENT APPEAL

We have received notice of a real property assessment reduction appeal for North - western Steel and Wire Company for 1993. The attached resolutions, if approved by the Board, will authorize the legal representatives noted below to intervene on our behalf.

RECOMMENDATION: Board approval to adopt the attached resolutions to authorize the firm of Hodges, Loizzi, Eisenhammer, Rodick & Kohn and the firm of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. to file as legal representatives on its behalf, a Request to Intervene in the Property Tax Appeal Board case (93-1328-I-3 through 93-1409-I-3) regarding the assessed valuation of Northwestern Steel & Wire Company for 1993.

LAW OFFICES OF
HODGES, LOIZZI, EISENHAMMER, RODICK & KOHN
3030 SALT CREEK LANE
SUITE 202
ARLINGTON HEIGHTS, ILLINOIS 60005

TELEPHONE: (708) 670-9000

FACSIMILE: (708) 670-7334

MEMORANDUM

TO: STERLING AND HOPKINS TOWNSHIPS TAXING DISTRICTS

FROM: ROBERT A. KOHN

RE: NORTHWESTERN STEEL & WIRE

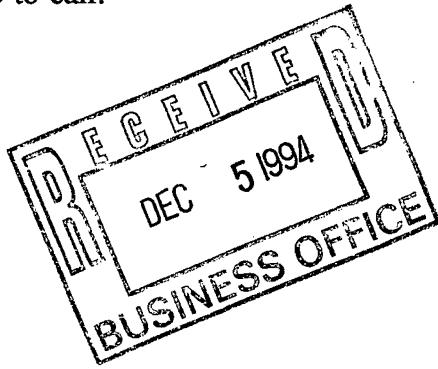
DATE: NOVEMBER 29, 1994

=====

Northwestern Steel & Wire has filed an appeal of its assessed valuation for the 1993 tax year with the Property Tax Appeal Board. I have enclosed for your information a copy of the Request to Intervene filed on your behalf in the 1993 appeal.

I have also enclosed a Resolution Authorizing Request to Intervene in Northwestern's 1993 appeal. **PLEASE HAVE YOUR TAXING DISTRICT APPROVE THE ENCLOSED RESOLUTION AND RETURN THE EXECUTED ORIGINAL TO ME.**

We are currently in the process of preparing our documentation for the 1993 case. If you have any questions regarding the status of the Northwestern Steel and Wire appeals, please do not hesitate to call.



Sincerely,

HODGES, LOIZZI, EISENHAMMER,
RODICK & KOHN

Robert A. Kohn

RAK/dm

Enclosures

cc: Gary Spencer
Daryl Drennen
Heidi Katz

RESOLUTION AUTHORIZING REQUEST TO INTERVENE

WHEREAS, the Sauk Valley Community College ("Taxing District"), has received notice from the Board of Review of Whiteside County that Northwestern Steel & Wire Co. has appealed to the Property Tax Appeal Board the 1993 assessed valuation for its property located in Whiteside 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 appeals and finds that intervention as a party in the assessed valuation proceedings 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 case regarding the assessed valuation of Northwestern Steel & Wire Co.

93-1328-I-3 through 93-1409-I-3

Section Two: That this Resolution shall take effect immediately upon its passage.

Adopted this ____ day of _____, 1994, by the following vote:

AYES:

NAYES:

ABSENT:

ATTEST:

President

Secretary

ROBBINS, SCHWARTZ, NICHOLAS, LIFTON & TAYLOR, LTD.
LAWYERS

420 MILLIKIN COURT
DECATUR, ILLINOIS 62523
(217) 428-2100
FAX (217) 428-2186

105 EMERALD
CARBONDALE, ILLINOIS 62901
(618) 549-5582

HEIDI A. KATZ
Chicago Office

December 12, 1994

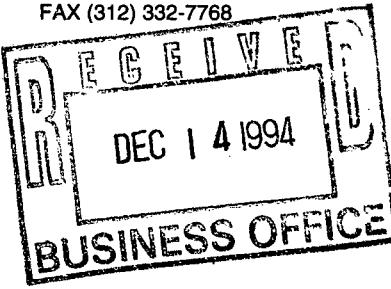
29 SOUTH LA SALLE STREET
CHICAGO, ILLINOIS 60603
(312) 332-7760
FAX (312) 332-7768

116 NORTH CHICAGO STREET
JOLIET, ILLINOIS 60431
(815) 722-6560
Fax (815) 726-2605

205 SOUTH RANDOLPH STREET
MACOMB, ILLINOIS 61455
(309) 837-5055

FILE NUMBER:

2331.890003



**TO: Representatives of Coloma Township taxing districts
(Service list, attached)**

FROM: Heidi A. Katz *HAK*

**RE: 1993 assessed valuation appeals --
Northwestern Steel & Wire**

As per the enclosed copy of last week's filing, Robert Kohn and I have requested the PTAB to permit the affected taxing bodies to intervene in Northwestern Steel & Wire Company's appeal for the 1993 assessment year. Bob's office is in the process of preparing documentation for the 1993 case.

Also enclosed is a suggested form of resolution for adoption by your governing bodies, authorizing this intervention. Please present the resolution to them for adoption as soon as practicable, and return an executed copy to me for the record in this matter. (The resolutions name both attorneys as representatives, because we co-signed the requests to intervene and attached one list which identifies the intervenors from all three townships involved.)

**HAK/me
Enclosures
cc: Robert Kohn**

RESOLUTION AUTHORIZING REQUEST TO INTERVENE

WHEREAS, the Board of Trustees, Sauk Valley Community College District No. 506 ("Taxing District") has received notice from the Board of Review of Whiteside County that Northwestern Steel & Wire Co. has appealed to the Property Tax Appeal Board regarding the 1993 assessed valuation for its property located in Sterling, Hopkins and Coloma Townships, Whiteside 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 appeals and finds that intervention as a party in the assessed valuation proceedings is in the best interests of the Taxing District;

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

Section 1. That Heidi A. Katz of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. and Robert A. Kohn of Hodges, Loizzi, Eisenhammer, Rodick & Kohn be authorized, as of the postmark date of the aforementioned Board of Review notice, to file as legal representatives on its behalf a Request To Intervene in PTAB Docket Nos. 93-1328-I-3 through 93-1409-I-3 relating to the 1993 assessed valuation appeal of Northwestern Steel & Wire Co.

Section 2. That this resolution shall take effect immediately upon its passage.

Adopted this ____ day of ____ , 199____ , by the following vote:

AYES:

NAYES:

ABSENT:

President, Board of Trustees
Sauk Valley Community
College District No. 506

ATTEST:

Secretary, Board of Trustees
Sauk Valley Community
College District No. 506

NOTE: To be filed in quadruplicate

STATE OF ILLINOIS
PROPERTY TAX APPEAL BOARD
404 Stratton Building
P.O. Box 19278
Springfield, Illinois 62794-9278

RECEIVED

DEC 06 1994

Property Tax Appeal Board

REQUEST TO INTERVENE IN APPEAL PROCEEDING

NOW COMES See Exhibit A attached hereto and made a part hereof
an applies to the State Property Tax Appeal Board for leave to intervene in an
appeal proceeding before the Board. The appeal concerns a decision of the
Board of Review of Whiteside County pertaining to the property
appealed by Northwestern Steel & Wire Company and described as follows.

See Exhibit B attached hereto and made a part hereof

The appeal is identified in the Property Tax Appeal Board's records as Docket
Number

The Intervenor's interest in this appeal is as:

The taxpayer or owner of the subject property.
 A taxing district which has a revenue interest in the subject property.

DATED this 29th day of November, 1994

ROBBINS, SCHWARTZ, NICHOLAS,
LIFTON & TAYLOR, LTD.

Heidi A. Katz
Signature of Attorney

Heidi A. Katz
Robbins, Schwartz, Nicholas, Lifton & Taylor
PTAB-9A (11/87) 29 S. LaSalle St. - Ste. 860
Chicago, IL 60603

Robert A. Kohn
Signature of Intervenor or Attorney

Robert A. Kohn - Hodges, Loizzi, Eisenhammer,
Rodick & Kohn
3030 Salt Creek Lane - Ste. 202
Arlington Heights, IL 60005

(Printed by the Authority of the State of Illinois. This Form is promulgated
pursuant to Ill. Rev. Stat., c. 120, par. 592.1, et. seq. and §1910.60 of the
Official Rules of the Property Tax Appeal Board. Failure to properly complete
and timely file this Form shall result in the dismissal of any party seeking
to intervene.)

EXHIBIT A

TO
REQUEST TO INTERVENE

RECEIVED
DEC 06 1994
Property Tax Appeal Board

NORTHWESTERN STEEL AND WIRE CO.

DOCKET NUMBERS: 93-1328-I-3 through 93-1409-I-3

Sterling & Hopkins Townships	COUNTY OF WHITESIDE WHITESIDE COUNTY BOARD OF REVIEW CITY OF STERLING STERLING UNIT SCHOOL DISTRICT NO. 5 STERLING TOWNSHIP SAUK VALLEY COMMUNITY COLLEGE STERLING PARK DISTRICT STERLING RURAL FIRE AND PROTECTION DISTRICT WHITESIDE COUNTY SPECIAL SERVICE AREA NO. 1 HOPKINS TOWNSHIP
Coloma Township	ROCK FALLS ELEMENTARY SCHOOL DISTRICT NO. 13 ROCK FALLS TOWNSHIP HIGH SCHOOL DISTRICT NO. 301 CITY OF ROCK FALLS COLOMA TOWNSHIP COLOMA TOWNSHIP PARK DISTRICT

EXHIBIT B

TO
REQUEST TO INTERVENE

RECEIVED
 DEC 06 1994
 Property Tax Appeal Board

DOCKET NOS: 93-1328-I-3 through 93-1409-I-3

RECI
 DEC 1

COUNTY IDENTIFICATION PARCEL NUMBERS

Property Tax

Sterling Township

Northwestern Steel & Wire Co. 121 Wallace Street Sterling, IL 61801	329.01	495.00	2639.00	2701.00
	331.00	500.00	2662.01	2711.00
	333.00	501.00	2686.00	2713.00
	333.01	502.00	2687.00	2716.01
	334.00	502.01	2689.00	2717.00
	334.01	504.00	2690.00	2718.00
	334.06	505.00	2693.00	2720.00
	394.01		2694.00	2721.00
	493.00		2695.00	2722.00
	494.00			

2723.00	2730.00	4234.00	4251.00
2724.00	2731.00	4235.00	4252.00
2725.00	2976.00	4236.00	4480.00
2726.00	2978.01	4237.00	4530.00
2727.00	2979.00	4238.00	
2728.00	2982.00	4239.00	
2729.00	4228.00	4241.00	
		4250.00	

Hopkins Township

279.0
291.00
292.00
295.00
297.00
297.11
454.00
456.00
457.00

Coloma Township

70.00
109.00
638.00
638.02
638.03
639.00
759.00
760.00
761.00
762.00
764.00
1082.00

RECEIVED

DEC 06 1994

Property Tax Appeal Board

For Board Meeting of
December 19, 1994

Agenda Item D-8

COLLEGE VAN BIDS

The Board received three sealed bids for a new 15-passenger College van. The low bid of \$17,787 was submitted by Don Mullery's World of Cars, Inc. for a 1995 Ford Club Wagon with a trade-in of the College's 1986 Dodge van.

RECOMMENDATION: Board acceptance of the bid of \$17,787 by Don Mullery's World of Cars, Inc. for a 1995 Ford Club Wagon with the trade-in of the College's 1986 Dodge van, to be purchased with Student Services Special Project Auxiliary funds.

Goal 24: Strengthen co-curricular experiences for students which support the development of the total person.

Goal 51: Conduct a diverse and comprehensive program for cultural events, sports, special programs and community service activities.



**SAUK VALLEY
COMMUNITY
COLLEGE**

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

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Jami V. Bradley *JB*
DATE: December 13, 1994
SUBJECT: College Van Bids

After due advertisement, the College received three sealed bids for a new 15-passenger College van. The bid document sheet is attached.

The low bid of 17,787 by Don Mullery's World of Cars, Inc. (Dixon, Illinois) for a 1995 Ford Club Wagon (with trade-in of the College's 1986 Dodge Van) meets bid specifications. The van will be purchased with Student Services Special Project Auxiliary Funds.

I recommend acceptance of the bid of \$17,787 by Don Mullery World of Cars, Inc. for a 1995 Ford Club Wagon with trade-in of the College's 1986 Dodge Van.

n
att

SAUK VALLEY COMMUNITY COLLEGE

BID OPENING - COLLEGE VAN

December 12, 1994

1:00 p.m. - Business Office

Present for Bid Opening: Jami V. Bradley, John Sagmoe, Nancy Breed, and representative of a bidder

<u>Name</u>	<u>Bid without Trade-In</u>	<u>Bid With Trade-In</u>
Don Mullery's World of Cars, Inc. Dixon, Illinois	\$20,487	\$17,787
S&K Chevrolet Geo Peoria, Illinois	20,822.71	17,822.71
Sterling Ford Lincoln Mercury Sterling, Illinois	22,459.30	18,709.30

For Board Meeting of
December 19, 1994

Agenda Item D-9

**STATEMENT OF FINAL COMPLETION
FIRE SAFETY VALVE PROJECT**

The Statement of Final Completion for the Fire Safety Valve Project is attached for Board approval. This project came in under budget by \$17,000 and was certified for final completion (including the sewage treatment plant cover) by Clark Engineers MW, Inc. of Peoria.

RECOMMENDATION: Board approval of the attached Statement of Final Construction for the Fire Safety Valve Project.

Goal 46: Identify, assess and correct deficiencies in the facility which may be potential hazards to the safety and well-being of the occupants. Such deficiencies may include fire safety, asbestos and hazardous materials.



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

**SAUK VALLEY
COMMUNITY
COLLEGE**

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Jami V. Bradley *JVB*
DATE: December 13, 1994
SUBJECT: Completion of a Protection, Health and Safety Project

Final completion of the Fire Safety Valve Project has been certified by our engineers, Clark Engineers MW, Inc. of Peoria. The Statement of Final Construction Compliance for this protection, health and safety project is attached.

The project provided for installation of five sectionalizing valves with post indicators, one emergency pump hydrant, and one drain valve on the existing fire protection system to allow for isolation of any part of the fire protection system without shutting down the entire fire loop and sprinkler system.

The scope of this project was also expanded at the November 30, 1994 Board meeting to cover the cost of a sewage treatment plant cover which was overlooked during the original project back in 1992. This portion of the project is also complete.

I recommend Board approval of the Statement of Final Construction Compliance for this project as attached.

n
att

PROTECTION, HEALTH, AND SAFETY PROJECTPage 1 of 11

Statement of Final Construction Compliance

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

CLARK ENGINEERS MW, INC.
 3425 N. DATES LANE
 PEORIA, IL 61604

Final cost of the project: Fire Safety Valve Project
 ICCB #506-T-630-0494Approved Budget \$ 41,303 Actual Cost \$ 24,223.92

I have reviewed the original 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.

Richard Rodde
 Architect/Engineer's Signature

62-028955
 Illinois Registration or License Number

Approved by the Sauk Valley Community College Board of TrusteesDate 12/19/94

Signed _____, Chairperson

_____, Secretary

For Board Meeting of
December 19, 1994

Agenda Item D-10

**STATEMENT OF FINAL COMPLETION
GYMNASIUM LIGHTING REPAIR PROJECT**

The Statement of Final Construction Compliance for our gymnasium lighting repair project is attached for Board approval. This Protection, Health and Safety Project came in under budget by \$18,728.35.

RECOMMENDATION: Board approval of the attached Statement of Final Construction Compliance for the Gymnasium Lighting Repair Project.

Goal 46: Identify, assess and correct deficiencies in the facility which may be potential hazards to the safety and well-being of the occupants. Such deficiencies may include fire safety, asbestos and hazardous materials.



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

SAUK VALLEY
COMMUNITY
COLLEGE

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Jami V. Bradley JVB
DATE: December 9, 1994
SUBJECT: Gymnasium Lighting Repair Project

Attached is a Statement of Final Completion on the Gymnasium Lighting Repair Project. The project involved the replacement of the existing gymnasium lighting fixtures with metal halide fixtures.

Although we met the original cost estimate required by ICCB for capital projects, the actual cost came in at less than the \$25,000 minimum needed. Therefore, no architect/engineer was needed in order to complete this project.

The project was funded by the protection, health and safety tax levy and completed under budget by \$18,728.35.

I recommend Board approval of the Statement of Final Completion for the Gymnasium Lighting Repair Project as Attached.

n
att

PROTECTION, HEALTH, AND SAFETY PROJECTPage 1 of 1

Statement of Final Construction Compliance

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

Architect/Engineer was not used on this project

Final cost of the project: Gymnasium Lighting Repair Project
ICCB #506-T-627-0394

Approved Budget \$ 37,012.14 Actual Cost \$ 18,283.79

I have reviewed the original 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.

Not used on this project _____ Date _____
Architect/Engineer's Signature _____

Illinois Registration or License Number _____ SEAL _____

Approved by the SAUK VALLEY COMMUNITY COLLEGE Board of Trustees:

Date 12/19/94

Signed _____, Chairperson

_____, Secretary

For Board Meeting of
December 19, 1994

Agenda Item D-11

**STATEMENT OF FINAL COMPLETION
GYM BLEACHER REPAIR/REPLACEMENT PROJECT**

The Statement of Final Construction Compliance for our gymnasium bleacher repair/replacement project is attached for Board approval at a final cost of \$160,362.

RECOMMENDATION: Board approval of the attached Statement of Final Construction Compliance for the Gymnasium Bleacher Repair/Replacement.

Goal 46: Identify, assess and correct deficiencies in the facility which may be potential hazards to the safety and well-being of the occupants. Such deficiencies may include fire safety, asbestos and hazardous materials.



**SAUK VALLEY
COMMUNITY
COLLEGE**

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

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Jami V. Bradley *JVB*
DATE: December 13, 1994
SUBJECT: Completion of a Protection, Health and Safety Project

Final completion of the Gym Bleacher Repair/Replacement Project has been certified by the architect, FGM/c, Inc. of Oak Brook. The Statement of Final Construction Compliance is attached.

The Gym Bleacher Repair/Replacement Project included the installation of motorized telescoping bleachers with guard rails, with a section to be provided for disabled spectators. This installation required the relocation of existing drinking fountains and communication equipment as well as the purchase of bleacher tables and basket chain catches.

I recommend Board approval of the Statement of Final Construction Compliance for this project as attached.

n
att

PROTECTION, HEALTH, AND SAFETY PROJECT

Page 1 of 1

Statement of Final Construction Compliance

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

John C. Bouse, PE
FGM, Inc.
1211 West 22nd Street
Oak Brook, IL 60521

Final cost of the project: Gym Bleacher Repair/Replacement Project
ICCB #506-T-458-1191

Approved Budget \$ 152,686.00 Actual Cost \$ 160,361.83

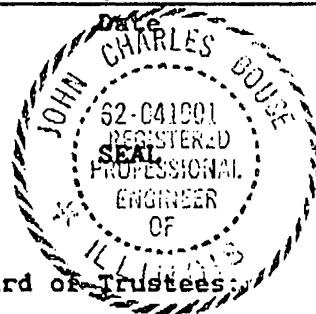
I have reviewed the original recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes,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

Architect/Engineer's Signature

December 12, 1994

062-041901

Illinois Registration or License Number



Approved by the Sauk Valley Community College

Board of Trustees:

Date 12/19/94

Signed _____, Chairperson

, Secretary

For Board Meeting of
December 19, 1994

Agenda Item D-12

**POLICY 117.02 BOARD SELF-EVALUATION
FIRST READING**

The attached Board Policy 117.02 Board Self-Evaluation is submitted for first reading.

RECOMMENDATION: Board approval for first reading of Board Policy 117.02 Board Self-Evaluation.

117.01 Board Orientation

1. Within a month of seating, the new board member will be provided with a policy manual. The Chairperson will designate discussion of same in a regularly scheduled board meeting or in a workshop.
2. The new board member shall be provided with a glossary of terms and associations.
3. The administration will provide the new member with the opportunity of a tour of the facilities and staff introductions. Previously seated members are to be included if they so desire.
4. Minutes of meetings for the prior six meetings shall be provided by the administration.

117.02 Board Self-Evaluation

- At least once each year, the Board shall conduct a self-evaluation.

SAUK VALLEY COMMUNITY COLLEGE MISSION

Education is the best single means of improving the quality of people's lives. In order to be educated, a person must not only acquire knowledge but must also learn to think independently and creatively, value logical and tested conclusions, develop problem solving abilities, apply learning, and function effectively with other people. We believe that education contributes significantly to the individual health and happiness and also benefits the organizations and communities in which individuals work and live.

Education is also a cornerstone in a free democratic society and the public community college is the most accessible avenue of opportunity for all citizens to reach their potential. SVCC is committed to quality education and academic excellence and to providing opportunity by admitting all persons who can benefit from its programs. This commitment is realized by offering a broad range of educational programs that meet the different needs, abilities, backgrounds, and goals of the community, by providing a strong counseling program and student support services, and by maintaining a low tuition cost.

Accordingly, the College affirms the following fundamental beliefs about education:

--Learning is a lifelong process and all individuals should have opportunities for lifelong education.

--Education should help individuals develop to their maximum capacity through academic excellence and occupational proficiency.

--No person should be deprived of educational opportunities because of race, age, sex, religion, national origin, ethnic background, or disability.

--Education should provide for personal enrichment.

--The college is an integral part of the community it serves and must be a community leader by initiating programs and services in response to identified needs, interests, and trends.

--The pursuit of excellence in all endeavors is fundamental to the operation of the College.

LAW OFFICES

WARD, MURRAY, PACE & JOHNSON, P.C.

A PROFESSIONAL CORPORATION

202 EAST FIFTH STREET

P.O. BOX 400

STERLING, ILLINOIS 61081

TELEPHONE (815) 625-8200

(DIXON) (815) 284-8200

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MILLEDGEVILLE OFFICE

323 NORTH MAIN STREET

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(815) 225-7300

PHILIP H. WARD

(1891-1977)

HENRY M. WARD

(1908-1982)

PHILIP H. WARD, JR.

DAVID E. MURRAY

OLE BLY PACE III

LAURENCE F. JOHNSON

ROBERT E. BRANSON

MARK E. ZUMDAHL

RICHARD A. PALMER

JOSEPH E. HEATON, JR.

PAUL A. OSBORN

THOMAS L. SANDERS

JOHN A. GUZZARDO

JAMES N. BERGMAN

LISA A. TREVIRANUS

DANIEL C. HAWKINS

TIMOTHY B. ZOLLINGER

BRIAN P. MARTIN

M E M O R A N D U M

TO: School Districts & other Public Boards

FROM: Ward, Murray, Pace & Johnson, P.C.

DATE: November 30, 1994

RE: Amendments to the Open Meetings Act - Effective 1/1/95

Effective January 1, 1995, new amendments for the Open Meetings Act will require public boards to make a few but significant changes in meeting procedures and notices.

In general the amendments are reasonable and reflect the procedures taken by prudent public bodies now. The bill provides that the closed meeting exceptions will be strictly construed against closed meetings. The bill lists specific closed meeting exceptions in more detail than the old statute and requires the specific exception for the closing of a meeting to be publicly disclosed at the time the vote to close is taken. Final action for closed meeting discussions must be taken in open session and must be preceded by enough information that the public is informed as to the business being acted upon.

An agenda for each regular meeting must be posted at least 48 hours in advance of the regular meeting and also the notice of a special meeting must be given 48 (now 24) hours before such meeting. The period for initiating a civil action, by the State's Attorney or other person for non-compliance, is extended from 40 days to 60 days after the meeting, or within 60 days after discovery, if the facts concerning the meeting are not discovered within 60 day period.

A summary of the new amendments presented by Dave Murray at the recent IASB meeting in Chicago is enclosed for your reference. If you have any questions or wish to have a copy of the amended statute please communicate with us.

HOT TOPICS BREAKFAST
IASB*IASA*IASBO
62nd Joint Annual Meeting
Hyatt Regency Hotel
November 19, 1994

NEW AMENDMENTS TO OPEN MEETINGS ACT

presented
bv

DAVID E. MURRAY
Ward, Murray, Pace & Johnson, P.C.
202 E. Fifth Street
Sterling, Illinois 61081
815/625-8200

**AMENDMENTS TO OPEN MEETING ACT
(HB 1332 - PUBLIC ACT 88-621)**

Amends 5 ILCS 120/1,2,2a, 2.01,2.02,2.06, and
3. Also repeals Section 2b. Effective Jan. 1,
1995.

I. AMENDMENTS CHANGE THE FORMER ACT AS FOLLOWS:

A. Broadens public policy statement to declare that citizens would be given advance notice of and the right to attend all meetings at which public business is discussed or acted upon. Further provides exceptions are limited to where public interest is clearly endangered or personal privacy or guaranteed rights of individuals in danger of unwarranted invasion. The policy declares the provisions for exceptions to the Open Meeting Requirement shall be strictly construed against closed meetings.

B. Twenty one specific exceptions replace the old listed exceptions. (Old exceptions from (a)-(k) and Paragraph B are deleted.)

- (1) Appointment, employment, compensation, discipline, performance or dismissal of specific employees.
(broader)
- (2) Collective negotiating matters.
(same)
- (3) The selection of a person to fill public office. (clarifies)
- (4) Discipline, performance or removal.
- (5) Evidence or testimony where specifically authorized.
- (6) Purchase or lease of real property.
(broadens old act)
- (7) The setting of a price for sale or lease of property owned by the public body. (new)
- (8) Emergency security procedures - requires a description of the actual danger. Must be part of the motion.
- (9) Student disciplinary cases.

- (10) The placement of individual students in special ed programs and other related matters.
- (11) Litigation when an action has been filed or when the action is probable or imminent, in which case the basis must be entered into the minutes of the closed meeting.
- (12) Reserves and settlement of claims under local government if the claim may be prejudice, etc.
- (13) Conciliation of discrimination complains in housing.
- (14) Undercover information for criminal investigations.
- (15) Ethics discussions of an advisory board for licensing.
- (16) Self evaluation, practices or professional ethics when meeting with a representative of a statewide association of which the public body is a member (IASB).
- (17) Recruitment, discipline, etc. peer review of physicians or health care professions.
- (18) Prison Review Board deliberations.
- (19) Review of organ transplant procedures.
- (20) Discussion of matters considered confidential by State Employees Suggestion Award Board.
- (21) Discussion of minutes of closed session minutes.

C. Adds definitions of Employee, Public Office, and Final Action. Excludes independent contractors and requires that final action must be at an open meeting preceded by public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.

D. Amended Sections:

- (1) 2(a). Requires that the citation to this specific exception authorizing and closing now this shall be publicly disclosed at the time of the vote (added).
- (2) 2.02. Requires an agenda for each regular meeting to be posted in accordance with the posting procedures at least 48 hours in advance of the meeting (but will not preclude the consideration of items not specifically set forth in agenda).
- (3) 2.06. Requires a summary of discussion on all matters proposed (deletes general description of all matters proposed).
- (4) 3(a). Extends period from time civil action may be brought from 45 to 60 days and adds "if facts concerning the meeting are not discovered within the 60-day period, within 60 days thereafter by the State's Attorney.

BOARD OF TRUSTEES
CLOSED SESSIONS

1. Appointment, employment, compensation, discipline, performance or dismissal of specific employees. (broader)
2. Collective negotiating matters. (same)
3. The selection of a person to fill public office. (clarifies)
4. Discipline, performance or removal.
5. Evidence or testimony where specifically authorized.
6. Purchase or lease of real property. (broadens old act)
7. The setting of a price for sale or lease of property owned by the public body. (new)
8. Emergency security procedures - requires a description of the actual danger. Must be part of the motion.
9. Student disciplinary cases.
10. The placement of individual students in special ed programs and other related matters.
11. Litigation when an action has been filed or when the action is probable or imminent, in which case the basis must be entered into the minutes of the closed meeting.
12. Reserves and settlement of claims under local government if the claim may be prejudice, etc.
13. Conciliation of discrimination complaints in housing.
14. Undercover information for criminal investigations.
15. Ethics discussions of an advisory board for licensing.

16. Self evaluation, practices or professional ethics when meeting with a representative of a statewide association of which the public body is a member (IASB).
17. Recruitment, discipline, etc. peer review of physicians or health care professions.
18. Prison Review Board deliberations.
19. Review of organ transplant procedures.
20. Discussion of matters considered confidential by State Employees Suggestion Award Board.
21. Discussion of minutes of closed session minutes.

**For Board Meeting of
December 19, 1994**

Agenda Item H-1

ADMINISTRATIVE RETIREMENT

We have received the attached letter from John Sagmoe, Vice President of Student Services, requesting early retirement.

RECOMMENDATION: Board approval, with regret, of Vice President Sagmoe's request for early retirement, effective June 30, 1995.



Sauk Valley
Community
College

December 12, 1994

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

Dear Richard:

This is to advise you of my request to exercise the early retirement option as provided by the State University Retirement System (SURS) and the Sauk Valley Community College Board Policy 425.01. It is my intention to retire from my position as Vice President of Student Services at Sauk Valley Community College effective June 30, 1995. Over the past twenty-eight years, I have had the opportunity to develop, implement and provide leadership to a wide variety of programs and services that have contributed to the growth and development of Sauk Valley Community College. I have also had the privilege of working with an outstanding staff. Sauk is a great institution and a vital resource to this area. I leave with a continued commitment to Sauk's mission, a pride in its accomplishments and optimism for its future.

Sincerely,

John E. Sagmoe
Vice President of Student Services

JES/dd

For Board Meeting of
December 19, 1994

Agenda Item H-2

PART-TIME INSTRUCTORS

Attached is the part-time instructor list for the 1995 spring semester.

RECOMMENDATION: **Board approval of the attached part-time instructor list for spring semester.**

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES**

MEMORANDUM

DATE: December 13, 1994

TO: Dr. Behrendt

FROM: Phil Gover *PJ*

SUBJECT: Part-time Instructors for Board Approval - Spring 95

Corporate and Community Services

Clark, Rodger - ENG
Koehler, Jack - PHL
Maloney, Greg - PSY
Russell, Dnita - EMT Training
Wadsworth, Tom - SPE

Arts, Social Science and P.E.

Flanagan, Irl - PSY
Hackerson, Paul - CJS
Holbrook, Terry - CJS
Miota, Randy - PSY

Business, Technology and Natural Science

Johnson, Jim - MAT
Lane, Charles - BIO
Munson - Jeff - BUS

Health Careers

Bakkestuen, Cheryl - CLS

js

For Board Meeting of
December 19, 1994

Agenda Item H-3

FACULTY RETIREMENTS

Joan Melvin and Leona Grossman have indicated their desire to retire at the end of the academic year, and are requesting early retirement under Board Policy 425.01.

RECOMMENDATION: Board approval with regret of the early retirement requests of Joan Melvin and Leona Grossman, effective May 31, 1995.

111 Patrick Court
Dixon, IL 61021
December 13, 1994

Dr. Richard L. Behrendt
Sauk Valley Community College
173 Illinois Route 2
Dixon, IL 61021

Dear Dr. Behrendt:

I wish to request early retirement under Board Policy 425.01 Early Retirement which continues to be grandfathered through this year.

Thanking you in advance for your consideration.

Sincerely yours,



Leona Grossman

2004 East 38th Street
Sterling, IL 61081
December 13, 1994

Dr. Richard L. Behrendt
Sauk Valley Community College
173 Illinois Route 2
Dixon, IL 61021

Dear Dr. Behrendt:

As a part of my annual evaluation process I stated my intent to retire from Sauk Valley Community College on May 31, 1995. This letter will confirm this retirement date.

I wish to request early retirement under Board Policy 425.01 Early Retirement which continues to be grandfathered through this year.

Although I am leaving as a full time employee, I shall continue to maintain my interest in, and loyalty to, Sauk Valley Community College in the future.

Sincerely yours,



Joan Melvin

For the Board Meeting of
December 19, 1994

Agenda Item I

BOARD POLICY REVISIONS
(SECOND READING)

The attached Board policies have been revised and are now presented to the Board for second reading.

RECOMMENDATION: Board approval of the attached revised Board policies for second reading.

108.01 Duties and Responsibilities of Board Officers

A. Chair: The Chair shall preside at all meetings and shall perform such duties as are imposed upon that office by law or by action of the Board.

B. Vice Chair: The Vice Chair shall serve in the Chair's absence.

C. Secretary: The Secretary of the Board shall perform the usual duties pertaining to his/her office. If he/she is absent from any meeting or refuses to perform his/her duties, a member of the Board shall be appointed secretary pro tempore.

fr. J. Tech.
Clerical duties for the Board are performed by a support staff person employed at the college, who is called Secretary to the Board. This person attends all meetings and records all official business of the Board, as well as represents the Board in working with local election officials in all Board elections and referenda.

D. Treasurer: The Board shall appoint a Treasurer for the District who shall not be a member of the Board. The Board shall determine the compensation of the Treasurer and require that a bond be executed as required by the Illinois Public Community College Act.

3/23/81
10/24/83

303.01 Contracts

Administrative Services

The Vice President of Business Services and the President are authorized by the Board to sign contracts and agreements subject to prior approval of the Board.

This policy shall apply except in cases specified by the State law which requires the signature of the Chairman or the Secretary of the Board, their designate, or the President of the College.

2/12/79

305.01 Purchasing Policy**A. Introduction**

The administration of the purchasing policies and guidelines as set forth herein shall be the responsibility of the Vice President of ^{Admin. Serv.} Business Services. This document shall serve to enable responsible parties to act in the best interests of Sauk Valley Community College. An efficient, well-planned, and organized program of purchasing policies is imperative to protect the public trust relative to the expenditures of public tax monies. Because the success of the purchasing program depends on the ways and means of implementation, management, and administration, it is apparent that this written policy shall govern the purchasing program and its use.

B. Ethics

All administrators acting as purchasing agents for Sauk Valley Community College shall ever be mindful of and practice the following ethics:

1. To regard public service as a sacred trust giving primary consideration to the interest of the school district;
2. To purchase without prejudice, seeking to obtain the maximum benefit for each tax dollar expended;
3. To strive for knowledge of school equipment and supplies in order to recommend items that may either reduce costs or increase the efficiency of the means of education;
4. To insist on and expect honesty in sales representation whether offered verbally or in the sample of product submitted;
5. To give all responsible bidders equal consideration and the assurance of unbiased judgement

Purchasing (cont'd)

in determining whether their product meets specifications and the educational needs of the district;

6. To discourage the offer of, and to decline, gifts which in any way might influence the purchase of school equipment and supplies;

7. To accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions; and

8. To cooperate with educational, governmental, and trade associations in the promotion and development of sound business methods in the procurement of school equipment and supplies.

C. Procedures

Admin. Serv.

The Vice President of Business Services shall have the responsibility of securing for the district its requirements for services, materials, supplies, and equipment at the lowest possible cost consistent with satisfactory standards for quality and service.

Supervision and control of all purchases shall be the *Admin. Serv.* responsibility of the Vice President of Business Services, or his/her responsible officer.

Supply items common to all departments and which are generally used throughout the college shall be purchased by the Vice President of Business Services. Such items shall be of good quality and shall be purchased in sufficient and adequate quantities so as to assure the lowest possible cost. These supply items shall be located in a central storage room and controlled by dispensing through the Business Office.

The departmental budgets will be charged by journal entry for the value of the merchandise received. All

Purchasing (cont'd)

purchases are to be initiated by requisition and shall be approved by the requisitioner's immediate supervisor and/or Vice President as required by the Vice President of Admin. Serv. Business Services.

D. Policies

Budgeted Expenditures - All expenditures for items of services, materials, supplies and equipment which have been budgeted within the operational funds of the College shall be bid and purchased within the following guidelines and policies:

Admin
Admin

a. Purchases involving an expenditure of less than \$10,000 may be authorized by the Vice President of Business Services without advertising for bids, or requiring formal competitive bidding. The Vice President of Business Services shall determine the type of bidding necessary, the procedure being dependent upon the circumstances pertaining to each particular purchase.

b. Purchases involving an expenditure in excess of \$10,000 shall be let to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability, after due advertisement, except contracts which by their nature are not adaptable to competitive bidding such as contracts for:

- 1) services for individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
- 2) printing of finance committee reports and departmental reports;
- 3) printing or engraving of bonds, tax warrants, and other evidences of indebtedness;

Purchasing (cont'd)

12) where funds are expended in an emergency and such emergency expenditure is approved by 75% of the members of the Board.

c. All competitive bids for contracts involving an expenditure in excess of \$10,000 (\$15,000 for contracts listed in b(9) above) must be sealed by the bidder and must be opened by a member or employee of the Board, and witnessed, at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least three days notice of the time and place of such bid opening.

d. Due advertisement includes, but is not limited to, at least one public notice at least ten days before the bid date in a newspaper published in the district, or if no newspaper is published in the district, in a newspaper of general circulation in the area of the district.

e. All request for competitive bids shall be issued through the Office of the Vice President of Business Admin. Services.

Non-Budgeted Expenditures - Purchases of services, materials, supplies, and equipment which have not been specifically budgeted for in the operational funds of the College or which ultimately shall be funded through the Site and Construction Fund, shall be purchased according to the policies and guidelines as set forth in Section A, with the exception that responsibility for approval to purchase under this section B, rests with the Board of Trustees.

Purchasing (cont'd)

Admin.

Miscellaneous - The Vice President of Business Services will exercise discretion in determining the responsibility of each bidder. The lowest responsible bidder will be awarded the contract, provided he/she meets the specific requirements set forth in the bidding document. Preference will be given to persons or firms located in the college district so long as they provide the needed service on substantially equal basis with the persons or firms located outside the district.

AMENDMENT

RESOLVED, That the purchasing policy of Community College District Number 506, Counties of Whiteside, Lee, Ogle, Henry, Bureau and Carroll, State of Illinois, commonly known as Sauk Valley Community College, be amended by adding to the Miscellaneous Section the following language: All contracts to which Sauk Valley Community College is a party shall be conditioned upon the requirement that the supplier of materials or services of the contractor and his subcontractor, and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services, as the case may be, shall not commit an unfair employment practice in this State as defined in Section 853 of Chap. 48, ILL. Rev. Stats., and all such contracts shall have incorporated therein the "Equal Employment Opportunity Clause" required under the Rules and Regulations of the Illinois Fair Employment Practices Commission, a copy of which is attached hereto and incorporated herein by reference. The said Clause may be incorporated in the College's contracts by reference to this purchasing policy.

Support and Prof./Tech Staff

2. Full-time Employees - Employees who work a full 40 hour week as in the case of classified personnel or full load as defined by a given administrative ~~or instructional~~ or ~~para~~ professional position. *or*

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

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

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

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

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

Support Staff

2. Classified Personnel - Classified personnel include all clerical and maintenance personnel. Some classified personnel are confidential employees as defined by 401.01 (B) (1).

201.01

3. Instructional Faculty - All staff members whose primary duties are instructional and instructional support. Such persons are professional employees as defined in 401.01 (B) (4).

Professional/Technical Staff

4. Para-professional Personnel - Para-professional personnel are those who work under the supervision of a professional staff member or an administrator. Such persons may be a confidential employee, depending upon the responsibility of the position.

2/12/79

12/19/83

3/23/87

404.01 Appointment of College Staff

A. Administrative staff and instructional faculty shall be appointed by the President subject to the approval of the Board of Trustees.

Support & Prof./Tech. Staff

B. Classified staff shall be interviewed and recommended for appointment by their appropriate supervisors. Salary recommendations shall be reviewed by ^{Admin} ~~Business Services~~ and all ^{Support & prof/tech} classified staff appointments shall be subject to the approval of the President.

C. All appointments shall be within prescribed budgetary provisions and in accordance with classifications, wage rates, and schedules approved by the Board of Trustees. Exceptions to the above shall require specific Board action.

2/12/79

12/19/83

Support + Prof./Tech Staff

417.01 Responsibilities of Classified Staff

Support + prof/Tech.

The responsibilities of classified staff shall be defined by their respective supervisors within the scope of the rules and regulations governing their responsibilities and in a manner consistent with Affirmative Action guidelines and the Classified Staff Handbook, with the approval of the President.

Support and Professional/Technical Staff Handbook.

2/12/79

8/17/84

Support & Prof/Tech

418.01 Termination of Classified Staff

Support & prof/tech.

A member of the classified staff may be terminated immediately with cause or upon advance notice of two weeks without cause, with entitlement to unused vacation leave at his/her current rate of compensation.

2/12/79

D. Tuition Reimbursement - the Board will pay tuition and official fees at the rate of not more than \$100 per credit hour for those courses taken by the professional staff (instructional and administrative staff), and for classified personnel, ^{Support & prof/tech.} providing these courses are related to their work at the college. All courses must be approved by the respective Vice President/President and reimbursement will be limited to nine credit hours per year. Any exceptions are to be made by the appropriate Vice President/President with the approval of a developmental plan.

Reimbursement may be used for graduate or undergraduate credit, for workshops, seminars, or symposiums as equated by the appropriate Vice President/President. Reimbursement shall be made upon the presentation of the receipt from the institution where the staff member was enrolled to the Vice President of ^{Admin.} Business Services and should bear the endorsement of the appropriate Vice President/President approving such reimbursement and upon completion of the course and receipt of the transcript.

E. Retirement Program - all employees, including part-time employees, whose employment is considered as permanent at Sauk Valley Community College, may participate in the State Universities Retirement System, in accordance with the regulations governing that system. Details concerning retirement allowances, disability benefits, reciprocity and refunds allowances, are contained in the system's handbook which is issued to every member at the beginning of his/her employment.

F. Vacations - classified personnel, ^{Support & Prof. Tech. Staff} administrators, and 12-month counselors, ¹will receive annual vacation at the rates on the following page:

And the librarian

Support Staff
CLASSIFIED PERSONNEL

1.000 day per month during the first and second years of employment.

1.083 days per month during the third and fourth years of employment.

1.250 days per month during the fifth and sixth years of employment.

1.330 days per month during the seventh and eighth years of employment.

1.420 days per month during the ninth and tenth years of employment.

1.500 days per month during the eleventh and twelfth years of employment.

1.580 days per month during the thirteenth and fourteenth years of employment.

1.670 days per month during the fifteenth and all subsequent years of employment.

ADMINISTRATORS AND COUNSELORS & Librarian

Administrators and 12 month counselors, ^{and the librarian} will receive annual vacation at the rate of two days per month.

The above rates are effective with the first day of the first full month of employment, which becomes the official employment anniversary date for all vacation computations.

3/23/87

5/21/90

Fringe Benefits (cont'd)

As a condition to such sick leave, the staff member may be required to furnish a written statement from the member's physician describing the condition of the ill-being and physical reasons for the staff member's inability to work. In the event of sick leave taken because of a sickness of a member of the staff member's immediate family, as a condition to sick leave, the staff member may be required to furnish a statement from the treating physician describing the condition of the ill-being and physical reasons for the necessity for the staff member to be with the family member. The Board may require an independent physical examination, by a physician of its choice, at its expense, and in the event the staff member is found physically able to return to work and fails or refuses to do so, their employment shall be terminated.

Support & prof. /tech. Staff

All full-time administrators and classified staff may take three personal leave days annually for personal reasons. Each day so taken will be charged against the employee's accumulated sick leave credit.

Staff members shall make reasonable effort to provide adequate notice to their supervisors when they are to be on a personal leave of absence.

425.01 Early Retirement

The College provides for an early retirement incentive program as follows:

Eligibility - This program shall be open to all full-time College employees a) who are at least fifty-five (55) years of age but who have not reached sixty (60) years of age, b) who have ten (10) or more years of service at Sauk Valley Community College, and c) who have been employed by the College on a full-time basis during each of the two (2) years preceding the date which their early retirement shall commence.

Application Procedures - A written request for "funded early retirement" must be submitted in writing and received by the President of the College no later than January 1st of the year of intended retirement.

Provisions - A leave of absence will not be considered as years of service for the purpose of determining eligibility for early retirement.

In the event of death of the early retiree prior to the effective date of retirement, the College has no obligation to make any remuneration under this plan.

Incentive - The College will make a payment to the retiree calculated on the retiree's contractual salary as of the effective date of retirement, based upon the participant's age at retirement. The contribution percentage shall be calculated under the following provision:

A lump sum payment, based upon age and a percentage of retiree's base contractual salary, as listed below:

<u>Age</u>	<u>Percentage</u>
55	45%
56	40%
57	35%
58	30%
59	25%

Personal Leave - Three personal days may be taken annually, and these days will be charged against sick leave.

Vacation Leave - Contractual employees will earn vacation at the same rate as the regular employment bears to a comparable college position. All vacations must be taken within the time span of the designated grant.

Tuition Reimbursement - Full-time contractual employees will be eligible for tuition reimbursement only if funds are specifically provided in the grant for such reimbursement.

Tuition Waiver - Full-time contractual employees shall be granted tuition waivers for Sauk Valley Community College courses in the same manner as for other full-time employees.

Dixon Correctional Center Staff - Dixon Correctional Center employees are covered by these policies only insofar as they do not contradict the Supplemental Conditions of the Sauk Valley Community College-Dixon Correctional Center contract.

8/27/84
2/17/87
3/23/87

Delete

Sexual Harassment Policy (cont'd)

2. Implementation - All levels of administration shall be responsible to implement practices for persons under their supervision which shall avoid sexual harassment. All members of administration shall correct any sexual harassment which occurs under their supervision and shall report any sexual harassment which they observe in other areas of the College to the Affirmative Action Officer or the Vice President of College Advancement. *appointed alternate.*

3. Violations of Policy - It shall be a violation of this policy for any person employed by the College who is authorized to recommend or to take personnel actions affecting an employee, or who is otherwise authorized to transact business or to perform acts or services on behalf of the College to do any of the following:

A. To sexually harass any student or employee of the College;

B. To make sexual advances or to request sexual favors when submission to or rejection of such conduct is, either explicitly or implicitly, the basis for recommending, imposing, granting, withholding, or refusing terms and conditions that either favor or adversely affect an employee's condition of employment or a student's status;

C. To recommend, impose, grant withhold or refuse to take any personnel action consistent with his or her duties and responsibilities either because of sexual favors, or as a reprisal against an employee or student who has rejected or reported sexual advances or sexual harassment;

D. To fail to take immediate corrective action in the event sexual harassment has occurred; and/or

Sexual Harassment Policy (cont'd)

E. To create an intimidating, hostile, or offensive working environment by continuing to make unwelcome sexual remarks, unwelcome advances, unwelcome requests for sexual favors, or exposure of sexual organs, regardless of whether the person committing such conduct is in a position to adversely affect an employee's position of employment with the College.

4. Effect of Violation - Violation of this policy may result in the discipline of the employee or employees who have committed the act or acts of sexual harassment. Discipline may include discharge.

5. Responsibility of the College and of the Person Allegedly Affected by Sexual Harassment - An employee, student, or other individual who is an aggrieved person shall take the following steps:

A. An aggrieved person who feels comfortable in doing so should immediately inform the person engaging in sexual harassment that such conduct or communication is offensive unless stopped.

B. If an aggrieved individual does not wish to communicate directly with the person whose conduct is offensive, or if an aggrieved individual has had direct communication with the offending party but that communication has been unavailing, then such aggrieved party should contact the Sauk Valley Community College Affirmative Action Officer or the Vice President of College Advancement.* An aggrieved person alleging sexual harassment by the Affirmative Action Officer or the Vice President of College Advancement* or a failure of the Affirmative Action Officer or the Vice President of College Advancement* to take immediate action on the aggrieved person's complaint, shall contact the President of the College. In the event that the aggrieved person alleges that the President of the College is the person committing acts of sexual harassment, the aggrieved party shall contact the Chairman of the Board of Trustees.

* or appointed alternate

Sexual Harassment Policy (cont'd)

C. Complaints of sexual harassment made to the Affirmative Action Officer or the ~~Vice President of College Advancement~~* to the President of the College, or to the Chairman of the Board of Trustees shall be handled in accordance with the grievance procedures provided under the Affirmative Action Policy of Sauk Valley Community College.

D. Within ten (10) days of the date that any complaint of sexual harassment is first filed with or made to the Affirmative Action Officer or the ~~Vice President of College Advancement~~, the Affirmative Action Officer or the ~~Vice President of College Advancement~~* shall furnish a report to the President of the College. Such report shall contain, at minimum:

- The date of the receipt of the complaint;
- Identification of the complainant;
- Identification of the party or parties and the action complained of including relevant background facts and circumstances;
- A statement detailing the scope of the investigation that has been undertaken and the result thereof;
- In the event the investigation reveals that corrective measures need to be taken, a statement of the corrective measures pursued, the date such measures were undertaken and the results achieved; and

* or appointed alternate

PRIORITY #3: EDUCATIONAL INSTITUTIONS

Cooperative activities on an occasional basis with other educational institutions including local public schools and other colleges and universities. (No rental fees assessed, but non-college groups are expected to pay the actual direct* costs incurred by college instituting the cooperative activity. These costs will be determined by the Director of Marketing and Public Relations and/or the Vice President of Business Admin Services.)

PRIORITY #4: NOT-FOR-PROFIT GROUP ACTIVITIES

Cooperative activities on an occasional basis with local groups and organizations that may be of general interest to the Sauk Valley Community College student body, college staff, or community. Such organizations include churches, community service clubs, political action groups, hobby-leisure time organizations, and other governmental bodies. (Rental fees assessed based on the college's approval rental rate schedule for non-commercial groups.)

*Direct costs are those associated with the activity such as equipment, supplies, insurance, electrical hookups, or personnel (custodial, security, lighting equipment, operators, etc.)

PRIORITY #5: COMMERCIAL

Commercial ventures that are profit-making for private gain, but by virtue of the events they sponsor may also provide a service to the college, its students, and/or the community. (Rental fees assessed based on the approved rental rate schedule for commercial groups.)

Any problems regarding interpretation of the above priorities or implementation of this policy shall be resolved administratively by the Director of Marketing and Public Relations ~~in consultation with the Vice President of College Advancement.~~

College Relations

POLICY GUIDELINES

College Relations

The Director of Marketing and Public Relations is delegated the authority to determine the priority classification and commercial aspect of a particular event and to be responsible for requiring:

1. adequate insurance
2. personnel, and a security force necessary to successfully supervise the event

Groups using college facilities must abide by the requirements of the laws of the State of Illinois, as well as the Building Regulations of Sauk Valley Community College. Specifically, the use of alcoholic beverages or controlled substance is prohibited on college property or in college facilities. Any group using college facilities must be under the supervision of an adult at least 21 years of age.

IMPLEMENTATION PROCEDURES

Community Groups. Outside organizations wanting to use college facilities may contact the Director of Marketing and Public Relations to initiate a room reservation process. All outside groups (whether they are assessed a fee or not) are expected to complete the college form entitled "Agreement Granting Use of College Facilities".

Student Groups. Any student group whose meeting or activity is designed primarily for participation by its members only, shall be granted rent-free use of college facilities with the approval of the Coordinator of Student Activities. Any student group whose activity is designed primarily for the participation of Sauk Valley students at large or the general public, must receive the approval of both the Student Senate and the Coordinator of Student Activities.

Policy Guidelines

Faculty Groups - Faculty groups wishing to use college facilities for meetings of an academic or professional nature may schedule college facilities rent-free by contacting the Director of Marketing and Public Relations.

College Relations

Co-Sponsorship - Co-sponsorship can occur through the cooperative efforts of the Student Activities Office or a Sauk Valley Community College student or faculty group and at least one of the following:

- a. A non-Sauk Valley Community College student group;
- b. A commercial group;
- c. A civic or governmental organization; and/or
- d. A group from another educational institution.

Any Sauk Valley Community College party intending to become involved with co-sponsoring an activity must request in writing and receive written approval for their activity from the Director of Marketing and Public Relations. All non-college groups co-sponsoring an event must sign the college form entitled "Agreement Granting Use of College Facilities".

College Relations

SUPPLEMENTAL REGULATIONS

Assignment of Space - The assignment of all space, with the exception of instructional and office space, has been delegated to the Director of Marketing and Public Relations. ^{College} The Director of Admissions, Records, and Placement, in consultation with the Instructional Vice President, will assign all instructional spaces. He/she is also responsible for any room changes and none can be affected without his/her written authority. Office spaces will be assigned by the Vice President of Instructional Services.

Calendar of Special Events - All events which are not on the published college calendars must be scheduled in the office of the Director of Marketing and Public Relations, which ^{College} maintains a calendar of special events. This calendar is issued before noon on Friday of every week when school is in session. If special custodial and engineering services or audio-visual equipment are needed, they must be requested at this time. Request forms for space and special services must be completed at least one week prior to the event, but the events to be calendared should be cleared as soon as dates and times are firm. This is stressed so that no two major events should be scheduled in the same facility at the same time.

Custodial and Engineering Services - In the interest of coordination so that the best services may be rendered, it is necessary that direct requests for services to the janitorial staff or plant engineers be avoided. Requests for services incidental to the normal program of the college should be directed to the Vice President of Business Services. If services are required for calendared special events, requests for these services must be made through the Director of Marketing and Public Relations who will make arrangements with the Vice President of Business Services. Admin.

Traffic and Parking - Sauk Valley Community College is a commuter college which necessitates the use of private automobiles by students, faculty, and employees. Therefore, it is incumbent upon each individual to make judicious use of campus drives and parking spaces. "Motor Vehicle Registration and Parking Regulations" have been approved by the Board of Trustees. Copies of these regulations may be obtained from the Office of the Vice President of Student Services.

Key and Clearance - Appropriate keys may be obtained from the Director of Building and Grounds. Proper approval must be obtained from the Vice President of Business Services. Admin Security of the buildings and equipment of the college are in part dependent on the careful handling of keys. Upon completion of employment each faculty or staff member is expected, prior to the receipt of his last paycheck, to obtain appropriate signatures on a clearance form indicating that all keys, supplies, library books, audio-visual equipment, etc., have been returned.

Safety and Security - Safety and security are the Admin responsibilities of the Vice President of Business Services in consultation with the Vice President of Student Services.

Emergencies and First Aid - In the event of an emergency, call the office of the Vice President of Student Services at ext. 271. If you have an injury or emergency after 4:30 p.m. dial the switchboard operator at ext. 0.

Lost and Found - The Information Center maintains a lost and found service on the first floor. Articles which are found or turned in to the offices should be sent to the Information Center as soon as possible.

Telephone Service - Telephones are a vital part of the college operation. Their primary use is for college business. Their proper care is the responsibility of the staff. The college must be reimbursed for any personal toll calls. Public phones are placed strategically throughout the facility. Their use by students and the public is encouraged.

College Grounds - Certain parts of the college grounds may be utilized by college and non-college organizations or groups if the activity in no way interferes with the educational program of the college. Application for the use of those areas such as tennis courts, baseball field, etc., must be made to the Director of Athletics who will notify the College Director of Marketing and Public Relations concerning such approvals. Non-college groups are required to sign the "Agreement Granting Use of College Facilities" as adopted by the Board of Trustees before using college grounds. Attention is invited to previous sections of these regulations. All persons utilizing college grounds are required to obey college regulations. Failure to do so may subject the person to ejection from the premises or even prosecution by civil authorities.

519.01 Campus Security

mu
1. Federal law obligates the college to provide certain information relating to campus security. The Vice President of Business 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 beginning September 1, 1991, on the following crimes or offenses:

- A. Murder
- B. Sex Offenses; forcible or non-forcible
- C. Robbery
- D. Aggravated Assault
- E. Burglary
- F. Motor Vehicle Theft
- G. Liquor Law Violations
- H. Drug Abuse Violations
- I. Weapons Possession

For items A through F, the statistics shall include the most recent school year and the two preceding school years for which data is available for offenses alleged to have occurred on campus and reported to the college security authorities or the local police agencies. As to items G through I, statistics shall be kept for arrests made for offenses alleged to have occurred on campus.

3. Each September 1, thereafter, the administration shall prepare, publish and distribute "an annual security report" to all current students and employees, and to any applicant for enrollment or employment who request the report. The annual security report shall contain the following information with respect to the college:

6. Traffic and parking signs should be obeyed at all times. Posted campus speed limits should be strictly adhered to especially when approaching congested areas. All vehicles shall be parked in such a manner so as not to occupy more than one regular parking stall.

7. If a student's registered car is being repaired and an unregistered vehicle is being used, students should park in the student parking area and obtain a temporary permit from the Building and Grounds Department (Room 1C12).

8. All vehicles shall park head-on with the front of the car facing the curb.

9. All accidents involving a motor vehicle on campus shall be reported to the Buildings and Grounds Department.

C. Parking Violations

1. Upon receipt of a parking violation, the student has five days in which to pay the parking penalty. Payment should be placed in the parking violation envelope, sealed and returned to the Business Office (Room 3K10). Or drop off in the Information Center (Rm 1K13).

2. After five days have elapsed from the time of the violation, all fines will be assessed a \$1 a week penalty.

2/12/79

3/23/87

6/22/92

615.01 Student Motor Vehicle Registration Parking Regulations

A. Registration and Parking Decals

1. A parking decal is required to park in all parking areas owned and maintained by the college. ~~The decal must be permanently attached to the left of the rear bumper in plain sight. Delete~~
2. All student-operated motor vehicles including those vehicles operated by part-time and evening students must be registered with the Business Office.
3. For the purpose of definition, a motor vehicle includes motor bikes, motor scooters, motorcycles, trucks and automobiles.
4. Student registration will be valid from AUGUST 1 to JULY 31 of the following year. Upon registration and payment of a \$1 fee, the student shall receive a parking decal. The \$1 fee will be charged for each vehicle registered. All vehicles must be registered at the time of semester class registration or no later than the end of the first week of classes of each semester. Information on the vehicle license will be required to complete vehicle registration.
5. Students must report any change of address or ownership on the registered automobile.
6. Decals are ~~not~~ transferable, nor can refunds be given. Decals which are defaced may be replaced by contacting the Business Office (Room 3K10).

Temporary suspension shall be imposed when deemed necessary for the protection of the safety and welfare of the college or the students thereof. Action leading to a temporary suspension may be initiated by any staff or faculty member authorized by the President of the college. The person invoking a temporary suspension must file a written complaint with the Vice President of Student Services. Upon filing with the Vice President of Student Services of the written complaint, the Vice President of Student Services shall promptly file a notice of disciplinary action. A preliminary hearing shall be held within two school days by the Student Review Board. Purpose of the preliminary hearing shall be to determine whether the immediate suspension shall remain in force until the conclusion of the investigation and the presentation of charges under Policy 619.01.

Disciplinary suspension - Disciplinary suspension consists of the removal of the student from his enrollment in college for both academic and extra-curricular activity purposes for not less than five school days. Special provisions may be made by the Vice President of Student Services shall notify all appropriate college personnel whenever a suspension takes place.

Expulsion - Expulsion consists of the permanent and unconditional removal of the student from the college. The term "Expelled by the action of the Board of Trustees" and the date shall be entered on the student's permanent record.

2. Club Activities

Reservations for any activity open to the student body or community, including assembly, demonstration, or rally, must be made on a Request Form for Student Activities, prior to reserving any facilities. This form must be returned to the Student Activities Office at least seven (7) school days prior to the activity.

Upon the request of either the club or the Student Activities Coordinator, the Student Government will be asked to approve or disapprove the request within (4) school days after the request is received in the Student Activities Office. Student Government action on this request shall be made after consultation with the Student Activities Coordinator, who is responsible for the Activity Calendar. In the event the request for an activity is disapproved, the group has the right to appeal the decision to the Student Review Board. If an activity is held without approval, the group will be subject to disciplinary procedures.

Upon approval of the activity, the Student Activities Coordinator in consultation with the club, will prepare and forward a Reservation of Facilities form to the Director of Marketing and Public Relations *College* for formal approval consistent with the Building Utilization Policy.

3. Formal Contracts

All formal contracts for a student activity must be submitted to the Student Activities Office to assure that Sauk Valley can meet the terms of the agreement. The contract is then forwarded to the Vice President of Business Services for signature.

Admin.

4. Building Utilization Policy

This policy establishes the priorities for college functions, rental rates for non-college functions, and supplemental regulations for building use. It is particularly pertinent to the planning of events with large attendance.

5. Office Space for Clubs

Clubs seeking space for storage of materials and small group meetings should contact the Student Activities Office.

6. Publicity

The quality of publicity often determines the success of the activity. For events open to the community, assistance with publicity in local newspaper, radio stations, etc., may be requested from the Marketing and Public Relations Office.

College Relations office.

The variety of on-campus publicity is limited only by originality and common sense. For example, an overload of paper in the building tends to reduce the general student's awareness of what is publicized. Certain policies have been established to guarantee that all groups have equal opportunity to publicize events within the confines of the building.

a. All posters, notices, and bulletins, including off-campus advertising, must be approved and stamped by the Student Activities Office before being displayed or issued on the Sauk Valley Community College campus. Publicity in off-campus locations must also be approved prior to posting.

Series 400 Personnel Policies

Sauk Valley Community College

Board of Trustees

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TREASURER'S REPORT
November 30, 1994

I. INVESTMENTS

FUND	LOCATION	RATE	DU DATE	AMOUNT
Education	Citizens First Bank, Walnut	4.50	1-30-95	\$200,000
Education	First Bank, Sterling	4.32	12-24-94	200,000
Education	First Bank, Sterling	4.32	12-28-94	200,000
Education	First National Bank, Sterling	4.67	2-15-95	200,000
Operations & Maintenance	Tampico National Bank	4.75	10-12-95	100,000
Operations & Maintenance	Milledgeville State Bank	5.00	10-12-95	100,000
Operations & Maintenance	Citizens First Bank, Walnut	4.45	12-30-94	200,000
Operations & Maintenance	First National Bank, Amboy	6.25	2-15-96	100,000
Working Cash	Ashton Bank & Trust Co.	4.75	8-15-95	100,000
Working Cash	First Bank/Sterling	4.30	12-6-94	500,000
Working Cash	Community State Bank (Rck Fls)	3.46	2-6-95	100,000
Working Cash	Home Banc (Dixon)	4.90	3-15-95	100,000
Working Cash	River Valley Savings Bank (RF)	5.00	3-15-95	100,000
Working Cash	Sterling Federal Bank	4.68	4-1-95	700,000
Working Cash	First National Bank, Sterling	4.57	6-29-95	350,000
Working Cash	Citizens First Bank, Walnut	5.15	6-30-95	100,000
Working Cash	Citizens First Bank, Walnut	5.15	6-30-95	300,000
Working Cash	Citizens First Bank, Walnut	4.71	12-29-95	250,000
Working Cash	Sterling Federal Bank	4.30	2-1-96	100,000
Working Cash	Tampico National Bank	4.68	8-16-95	100,000
Working Cash	First Bank/South	5.30	8-16-95	100,000
Working Cash	Fulton State Bank	5.05	9-8-95	100,000
Building Bond Proceeds	First National Bank, Sterling	4.25	5-10-95	100,000
Building Bond Proceeds	Farmers National Bank, Prophetstown	3.70	5-18-95	100,000
Building Bond Proceeds	Sterling Federal Bank	4.53	7-20-95	400,000
				\$4,900,000

II. INTEREST BEARING ACCOUNTS

November 30, 1994

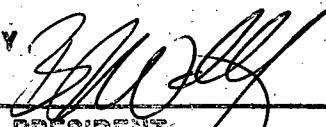
ACCOUNT/FUND	LOCATION	RATE	AMOUNT
General Fund	Sterling Federal, Sterling	4.51	1,102,075.85
Bookstore Fund	Sterling Federal, Sterling	4.51	280,293.31
Illinois Public Treasurers Investment Pool	First of America Bank, Springfield	4.17	3,697.24
			\$1,386,066.40

III. CHECKING ACCOUNTS - NONINTEREST BEARING

ACCOUNT/FUND	LOCATION	AMOUNT
Restricted and Federal Funds	Sterling Federal, Sterling	213,164.25
		\$213,164.25

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY



PRESIDENT



SECRETARY

DATE 12-19-94

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
DECEMBER 19, 1994

SUMMARY OF BILLS PAYABLE

Pages 1-30

01	Education Fund	\$123,973.78
02	Operations and Maintenance Fund	15,582.77
03	Operations and Maintenance (Restricted) Fund	15,956.21
04	Bond Issue Fund	0.00
05	Auxiliary Fund	44,102.14
07	Working Cash Fund	500,000.00
10	Agency Fund	513.25
11	Audit Fund	9,100.00
12	Liability, Protection and Settlement Fund	9,041.67
13	Building Bond Proceeds Fund	0.00

Pages 31-39

06	Restricted Fund	45,507.44
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Pages 40-43

Bookstore	29,337.17
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TOTAL

\$793,114.43

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

PRESIDENT

Margaret A. Tye

SECRETARY

DATE 12-19-94

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 1

NDOR ATE	VENDOR NAME ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
	PARKS 1894	ANTHONY L 050000013905 STUDENT LOAN DUE 12-15-		95.00	17624
	VENDOR TOTAL			95.00	
	371	BERGSTROM, RALPH	***VOID CHECKS***	17625 - 17635	
	2394	056400053011 GAME OFFICIAL		65.00	17636
	VENDOR TOTAL			65.00	
	430	BLAIR, STEVEN			
	2394	056400053010 GAME OFFICIAL		65.00	17637
	VENDOR TOTAL			65.00	
	2394	BOYENGA 050000013905 STUDENT LOAN DUE 2-22-9		150.00	17638
	VENDOR TOTAL			150.00	
	302	BRADY, DON			
	2394	056400053010 GAME OFFICIAL		65.00	17639
	VENDOR TOTAL			65.00	
	2394	C H WORLDWIDE 011210054112 SUPPLIES		85.00	17640
	VENDOR TOTAL			85.00	
	340	CENTEL TELEPHONE COMPANY			
	2394	017600057500 MONTHLY TELEPHONE CHG		2023.21	17641
	VENDOR TOTAL			2023.21	
	250	DAMHOFF, RUSS			
	2394	056400053010 GAME WORKERS		62.30	17642
	VENDOR TOTAL			62.30	
	2394	ELECTRONIC GOLDMINE 011230054102 SUPPLIES		81.80	17643
	VENDOR TOTAL			81.80	
	368	FEROLO, JAMES			

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 2

NDOR	VENDOR NAME	DATE	ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
2394	056904153000			STRESS REDUCTION CLASS		275.00	17644
	VENDOR TOTAL					275.00	
058	GROHARING RICHARD						
2394	019100055000			TRAVEL-ICCTA		65.42	17645
	VENDOR TOTAL					65.42	
152	HALL, ZOLLIE W.						
2394	011881255000			TRAVEL-ICCCA		353.90	17646
	VENDOR TOTAL					353.90	
260	HANSEN, STEVE						
2394	056400053010			GAME OFFICIAL		65.00	17647
	VENDOR TOTAL					65.00	
	HARRISON			TONY G			
2394	010000013956			FALL 94 MERIT SCHOLARSH		352.38	17648
	VENDOR TOTAL					352.38	
351	HOMUTH, MELVIN						
2394	056400053011			GAME OFFICIAL		65.00	17649
	VENDOR TOTAL					65.00	
464	KIPPING, SARA						
2394	056400055051			TENNIS BANQUET		89.74	17650
	VENDOR TOTAL					89.74	
370	LESEMAN, JOLENE						
2394	056400055011			BASKETBALL RECRUITMENT		220.02	17651
2394	056400053011			GAME WORKERS		40.00	17651
2394	056400055041			VB BANQUET		201.00	17651
2394	056400055011			BASKETBALL SCOUTING		40.00	17651
2394	017600057500			GAME WORKERS		36.60	17651
	VENDOR TOTAL					537.62	
	LOTUS DEVELOPMENT						
2394	011210054112			SUPPLIES		70.00	17652
	VENDOR TOTAL					70.00	

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 3

NDOR VENDOR NAME ATE ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
374 MATHIESEN, CINDY 2394 056904154300	VOID ENTRY	VOID	.00	17653
VENDOR TOTAL			.00	
316 MICROSOFT CORPORATION 2394 011210054112	SUPPLIES		109.95	17654
VENDOR TOTAL			109.95	
394 NAVAKAS, FRANCINE G. 2394 056900154300	HONORARIUM		202.20	17655
VENDOR TOTAL			202.20	
394 NOVAK, JOSEPH L. 010000013956	FALL 94 MERIT SCHOLARSH		262.65	17656
VENDOR TOTAL			262.65	
265 PROFESSIONAL BENEFIT ADMINISTRATORS I 2394 056900752100	MEDICAL CLAIMS 11-21-94		7568.08	17657
VENDOR TOTAL			7568.08	
375 R. C. SMITH TRANSPORTATION 2394 056400055011	VAN RENTAL		57.85	17658
VENDOR TOTAL			57.85	
130 SAGMOE, JOHN 2394 013800055000	TRAVEL-ICCCA CONFERENCE		267.18	17659
VENDOR TOTAL			267.18	
265 SANTO SPORT STORE 2394 056400054311	BASKETBALL UNIFORMS		2466.10	17660
VENDOR TOTAL			2466.10	
205 SEXTON, BERNIE 2394 056904153000	SAUK SAGE		180.00	17661
VENDOR TOTAL			180.00	
SHAREWARE CORP				

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 4

NDOR VENDOR NAME	ATE ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
	2394 011210054112	BOOK		36. 50	17662
VENDOR TOTAL				36. 50	
133	SPIVEY, STEVE				
2394	056400053010	GAME OFFICIAL		65. 00	17663
VENDOR TOTAL				65. 00	
818	THOMAS, ROBERT SR.				
2394	010000011300	PETTY CASH-NEWSPAPER		50. 00	17664
2394	012100055000	TRAVEL-NILRC		175. 48	17664
VENDOR TOTAL				225. 48	
340	US POSTMASTER - DIXON				
2394	019200054402	ANNUAL PERMIT FEES		260. 00	17665
VENDOR TOTAL				260. 00	
884	WESTERN ILLINOIS UNIVERSITY				
2394	012100054401	COPY OF VIDEOTAPES		10. 00	17666
VENDOR TOTAL				10. 00	
200	AID ASSN. FOR LUTHERANS				
2994	010000021402	11-30-94 PAYROLL		50. 00	17678
VENDOR TOTAL				50. 00	
420	ALEXANDER HAMILTON LIFE INS. CO.				
2994	010000021933	11-30-94 PAYROLL		1046. 81	17679
VENDOR TOTAL				1046. 81	
516	FEDERAL LIFE INSURANCE COMPANY				
2994	010000021417	11-30-94 PAYROLL		12. 50	17680
VENDOR TOTAL				12. 50	
304	FRANKLIN LIFE INSURANCE COMPANY				
2994	010000021404	11-30-94 PAYROLL		462. 50	17681
VENDOR TOTAL				462. 50	
315	GREAT AMERICAN INSURANCE COMPANY				
2994	010000021422	11-30-94 PAYROLL		100. 00	17682
VENDOR TOTAL				100. 00	
VOID CHECKS17667. - 17677					

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NDOR VENDOR NAME ATE ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
870 HORACE MANN INSURANCE COMPANY 2994 010000021420	11-30-94 PAYROLL		320.00	17683
VENDOR TOTAL			320.00	
400 IDS LIFE INSURANCE COMPANY 2994 010000021405	11-30-94 PAYROLL		570.00	17684
VENDOR TOTAL			570.00	
399 ILLINOIS DEPARTMENT OF REVENUE 2994 010000021300	11-30-94 PAYROLL		5815.76	17685
VENDOR TOTAL			5815.76	
574 INTERNAL REVENUE SERVICE 2994 010000021910	11-30-94 PAYROLL		125.00	17686
VENDOR TOTAL			125.00	
002 JACKSON NATIONAL LIFE INSURANCE COMP. 2994 010000021425	11-30-94 PAYROLL		200.00	17687
VENDOR TOTAL			200.00	
300 LASALLE CO. - CLERK OF CIRCUIT COURT 2994 010000021907	11-30-94 PAYROLL		195.00	17688
VENDOR TOTAL			195.00	
378 LUTHERAN BROTHERHOOD 2994 010000021416	11-30-94 PAYROLL		526.32	17689
VENDOR TOTAL			526.32	
887 NORTHERN LIFE INSURANCE COMPANY 2994 010000021414	11-30-94 PAYROLL		110.00	17690
VENDOR TOTAL			110.00	
900 NORTHWESTERN MUTUAL INSURANCE COMP. 2994 010000021407	11-30-94 PAYROLL		405.00	17691
VENDOR TOTAL			405.00	
115 PRUDENTIAL INSURANCE COMPANY				

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NDOR	VENDOR NAME	ATE	ACCOUNT	DESCRIPTION	INVOICE	ACCOUNT	CHECK
					NUMBER	AMOUNT	NUMBER
2994	010000021411	11-30-94		PAYROLL		100.00	17692
	VENDOR TOTAL					100.00	
370	SAUK VALLEY COMMUNITY COLLEGE						
2994	010000021907	11-30-94		PAYROLL		2.50	17693
2994	010000021933	VOID ENTRY			VOID	.00	17693
	VENDOR TOTAL					2.50	
742	SCHOOL EMPLOYEES CREDIT UNION						
2994	010000021600	11-30-94		PAYROLL		25260.09	17694
	VENDOR TOTAL					25260.09	
115	STATE UNIVERSITIES RETIREMENT SYSTEM						
2994	010000021100	11-30-94		PAYROLL		16880.33	17695
	VENDOR TOTAL					16880.33	
328	STERLING FEDERAL BANK						
2994	010000021200	11-30-94		PAYROLL		25532.07	17696
2994	010000021701	11-30-94		PAYROLL		129.60	17696
2994	010000021700	11-30-94		PAYROLL		1454.43	17696
	VENDOR TOTAL					27116.10	
368	SVCC FACULTY ASSOCIATION						
2994	010000021800	11-30-94		PAYROLL		1209.71	17697
	VENDOR TOTAL					1209.71	
501	TEACHERS INSURANCE						
2994	010000021410	11-30-94		PAYROLL		4739.31	17698
	VENDOR TOTAL					4739.31	
849	UNITED WAY OF DIXON						
2994	010000021903	11-30-94		PAYROLL		64.00	17699
	VENDOR TOTAL					64.00	
850	UNITED WAY OF STERLING-ROCK FALLS						
2994	010000021902	11-30-94		PAYROLL		67.09	17700
	VENDOR TOTAL					67.09	
00	WADDELL AND REED						

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NDOR	VENDOR NAME	INVOICE	ACCOUNT	CHECK
ATE	ACCOUNT	NUMBER	AMOUNT	NUMBER
2994	010000021419	11-30-94 PAYROLL	700. 00	17701
VENDOR TOTAL			700. 00	
628	STERLING FEDERAL BANK			
3094	129200052800	11-30-94 PAYROLL	129. 50	17702
3094	129200052700	11-30-94 PAYROLL	1454. 33	17702
VENDOR TOTAL			1583. 83	
435	ALFANO, CINDY	***VOID CHECKS***	17703 - 1771	
0294	056910954300	SUPPLIES	29. 61	17714
VENDOR TOTAL			29. 61	
ALMASSY	JOSEFINA			
0294	056300054300	SUPPLIES FOR MADRIGAL	69. 43	17715
VENDOR TOTAL			69. 43	
ASSOC. FOR CHALLENGE				
0294	056900154300	SEMINAR	275. 00	17716
VENDOR TOTAL			275. 00	
471	ASSOCIATED COLLEGE PRESS			
0294	056910254300	ANNUAL MEMBERSHIP	59. 00	17717
VENDOR TOTAL			59. 00	
729	BEHRENDT, RICHARD L.			
0294	018100052900	ROTARY CLUB MEETING	25. 00	17718
VENDOR TOTAL			25. 00	
267	CAROLINA BIOLOGICAL SUPPLY COMPANY			
0294	011160054102	SUPPLIES	99216	17719
VENDOR TOTAL			17. 40	
-144	DALE JULIE			
0294	056904153000	SOCIAL DANCE I & II	371. 00	17720
VENDOR TOTAL			371. 00	
250	DAMHOFF, RUSS			
0294	056400053010	GAME WORKERS	61. 70	17721

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INFOR	VENDOR NAME	ATE	ACCOUNT	DESCRIPTION	INVOICE	ACCOUNT	CHECK
					NUMBER	AMOUNT	NUMBER
0294	056400055010	TRAVEL				24.31	17721
0294	056400053010	GAME WORKERS				55.00	17721
VENDOR TOTAL						141.01	
804	DRANE, PAULA					78.46	17722
0294	056600054300	SUPPLIES					
VENDOR TOTAL						78.46	
021	DUFFY, EDWARD F.					3055.00	17723
0294	011900053000	AIRLINE FEE					
VENDOR TOTAL						3055.00	
050	ECONOMY TROPHY COMPANY					36.00	17724
0294	056400055041	AWARDS FOR VOLLEYBALL	28461				
VENDOR TOTAL						36.00	
255	FANNIN, SHARON					640.00	17725
0294	056904153000	OIL PAINTING					
VENDOR TOTAL						640.00	
613	FEDERAL EXPRESS CORPORATION					98.50	17726
0294	019200054402	POSTAGE					
VENDOR TOTAL						98.50	
0294	FRANA, JERRY L					138.32	17727
011230055000	TRAVEL						
VENDOR TOTAL						138.32	
858	GENGELBACH, GESCHE					10.86	17728
0294	018100055000	DIXON IND. COUNCIL MTG					
VENDOR TOTAL						10.86	
354	HENNINGSEN NANCY					810.00	17729
0294	056904153000	CEL 371					
VENDOR TOTAL						810.00	
369	HERREN, ROSS					106.74	17730
0294	027800055000	TRAVEL					
VENDOR TOTAL						106.74	

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NDOR VENDOR NAME	ATE ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
450 HINES, MIKE	0294 056400053011	GAME OFFICIAL		65.00	17731
VENDOR TOTAL				65.00	
HORN, KATHY	0294 011881153000	WORKSHOP FEE FOR KITES		76.76	17732
VENDOR TOTAL				76.76	
IOADN/HRNS PROJECT	0294 011270055000	REGISTRATION		120.00	17733
VENDOR TOTAL				120.00	
734 JOHNSON, ERIC	0294 056400053011	GAME OFFICIAL		65.00	17734
VENDOR TOTAL				65.00	
760 JOINT REVIEW COMMITTEE ON EDUCATION	0294 011271453000	ACCREDIDATION FEES		1400.00	17735
VENDOR TOTAL				1400.00	
KREPS WILLIAM R	0294 010000044106	TUITION REFUND-SPRING		160.00	17736
VENDOR TOTAL				160.00	
LARRY LAGOW	0294 019200055400	CANDIDATE REIMBURSEMENT		789.29	17737
VENDOR TOTAL				789.29	
370 LESEMAN, JOLENE	0294 056400053011	GAME WORKERS		60.00	17738
0294 056400055011	SCOUTING			60.00	17738
0294 056400053011	GAME WORKERS			90.00	17738
VENDOR TOTAL				210.00	
321 LIFESONG AUDIO	0294 039900058414	BLEACHER PROJECT		889.50	17739
VENDOR TOTAL				889.50	

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DO	VENDOR NAME TE	ACCOUNT DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
294	MARLIER MICHAEL A	050000013905 STUDENT LOAN DUE 1-29-9		75.00	17740
	VENDOR TOTAL			75.00	
294	MURRAY KRIS CONFERENCE	011151255000		242.62	17741
	VENDOR TOTAL			242.62	
294	OLMSTED, BRIAN FILM PROCESSING	056910254300		35.00	17742
294	FILM PROCESSING	018300054101		27.72	17742
	VENDOR TOTAL			62.72	
294	PEARSON BETTY L	050000013905 STUDENT LOAN DUE 3-2-95		150.00	17743
	VENDOR TOTAL			150.00	
294	PROFESSIONAL BENEFIT ADMINISTRATORS I MEDICAL CLAIMS 11-28-94	056900752100		5717.43	17744
	VENDOR TOTAL			5717.43	
294	REHA, LYNN FEE FOR STORYTELLING	011881153000		95.00	17745
	VENDOR TOTAL			95.00	
294	ROUGAS, DEAN GAME OFFICIAL	056400053010		65.00	17746
	VENDOR TOTAL			65.00	
294	SEGUIN, MICHAEL ICCA FALL CONFERENCE	011881155000		34.41	17747
	VENDOR TOTAL			34.41	
294	SHELL OIL COMPANY GAS FOR COLLEGE VANS	056900354300		286.18	17748
	VENDOR TOTAL			286.18	
	SHIPPERT, STANLEY				

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NDOR	VENDOR NAME	ATE	ACCOUNT	DESCRIPTION	INVOICE	ACCOUNT	CHECK
					NUMBER	AMOUNT	NUMBER
0294	011271455000	IN-DISTRICT TRAVEL			238. 96		17749
	VENDOR TOTAL				238. 96		
	SPENCER, MABEL						
0294	056904145900	CLASS REFUND			22. 00		17750
	VENDOR TOTAL				22. 00		
	THOMPSON	PAMELLA E					
0294	050000013905	STUDENT LOAN DUE 3-12-9			150. 00		17751
	VENDOR TOTAL				150. 00		
654	TYNE, MARGARET						
0294	019100055000	ACCT CONVENTION			438. 82		17752
	VENDOR TOTAL				438. 82		
060	VROMAN, KAREN						
0294	056904153000	WATERCOLOR PAINTING			270. 00		17753
	VENDOR TOTAL				270. 00		
132	WALKER, SHIRLEY						
0294	018300055000	NAEIR PICKUP			19. 55		17754
	VENDOR TOTAL				19. 55		
276	WARDELL, LEAH						
0294	056910954300	SUPPLIES			13. 89		17755
	VENDOR TOTAL				13. 89		
	YATER	JARED D					
0294	050000013905	STUDENT LOAN DUE 2-22-9			150. 00		17756
	VENDOR TOTAL				150. 00		
429	ZAHNLE, SCOTT						
0294	056400053010	GAME OFFICIAL			65. 00		17757
	VENDOR TOTAL				65. 00		
	JASO	SARAH E					
0194	050000013905	STUDENT LOAN DUE 3-1-95			150. 00		17758
	VENDOR TOTAL				150. 00		

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NDOR VENDOR NAME ATE ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
340 US POSTMASTER - DIXON 0194 019200054402	ADMISSIONS MAILING		258.09	17759
VENDOR TOTAL			258.09	
594 LAGOW, LARRY 019200055400	TRAVEL		630.26	17760
VENDOR TOTAL			630.26	
794 TAMPICO NATIONAL BANK 070000012000	INVESTMENTS		500000.00	17761
VENDOR TOTAL			500000.00	
28 AMERICAN EXPRESS 0994 018100055000	PRESIDENT CONFERENCE	***VOID CHECKS***	17762 - 17772	
0994 019100055000	BOARD CONFERENCE		450.58	17773
VENDOR TOTAL			379.21	17773
VENDOR TOTAL			829.79	
58 AMOCO OIL COMPANY 0994 056900354300	GAS FOR COLLEGE VANS		81.77	17774
VENDOR TOTAL			81.77	
85 ASSOC. OF PHYSICAL PLANT ADMIN. 0994 027100054104	SUPPLIES		38.00	17775
VENDOR TOTAL			38.00	
75 BEST WESTERN BRANDYWINE LODGE 0994 056900154300	LUNCHEON FOR WILL ROGER		164.80	17776
VENDOR TOTAL			164.80	
85 BRADLEY, JAMI 0994 018200055000	TRAVEL		65.79	17777
VENDOR TOTAL			65.79	
17 BREED, NANCY J. 0994 018200055000	TRAVEL		83.38	17778
VENDOR TOTAL			83.38	
BURGESS, KENDRA				

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NDOR	VENDOR NAME	ATE	ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
			0994	103913454900 ADN THIRD PLACE WINNER		25.00	17779
	VENDOR TOTAL					25.00	
501	BYAR, CHRISTINE						
0994	056400055061 TRAVEL					71.01	17780
0994	056400054361 SUPPLIES					15.96	17780
	VENDOR TOTAL					86.97	
	CAREY, WILLIAM						
0994	019200055400 TRAVEL-RECRUITMENT					567.87	17781
	VENDOR TOTAL					567.87	
	CHAPMAN	JODI L					
0994	010000044103 CHECK FOR CHANGE					85.00	17782
	VENDOR TOTAL					85.00	
920	CONSOLIDATED MANAGEMENT CO.						
0994	011881351302 FOD 105					550.00	17783
	VENDOR TOTAL					550.00	
250	DAMHOFF, RUSS						
0994	056400055010 TRAVEL					366.43	17784
	VENDOR TOTAL					366.43	
374	DATA CAL CORPORATION						
0994	011210054112 SUPPLIES					55.95	17785
	VENDOR TOTAL					55.95	
383	DAVE HERZOG'S MARIONETTES						
0994	056904153000 MARIONETTE CONCERT					900.00	17786
0994	056900154300 MARIONETTE CONCERT					900.00	17786
	VENDOR TOTAL					1800.00	
399	DAYTIMERS INC						
0994	056900154300 SUPPLIES					7.75	17787
	VENDOR TOTAL					7.75	
347	DILLOW, DEB						

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NDOR	VENDOR NAME	INVOICE	ACCOUNT	CHECK
ATE	ACCOUNT	NUMBER	AMOUNT	NUMBER
0994	013800055000 TRAVEL		21.75	17788
	VENDOR TOTAL		21.75	
804	DRANE, PAULA		86.41	17789
0994	056600054300 SUPPLIES			
	VENDOR TOTAL		86.41	
021	DUFFY, EDWARD F.			
0994	011900053000 EXPENSE REIMBURSEMENT		224.76	17790
	VENDOR TOTAL		224.76	
585	EDUCATIONAL VIDEO NETWORK, INC.			
0994	056900154300 VIDEOS		225.80	17791
	VENDOR TOTAL		225.80	
345	FILMS FOR THE HUMANITIES & SCIENCES I			
0994	056900154300 FILMS FOR GLOBAL AWARE		393.40	17792
0994	011881153000 FILMS FOR GLOBAL AWARE		100.00	17792
	VENDOR TOTAL		493.40	
302	FRANCISCO, CASSANDRA			
0994	011271455000 TRAVEL		92.22	17793
	VENDOR TOTAL		92.22	
935	FRIENDS OF IOWA PUBLIC TELEVISION			
0994	012100054401 MAGAZINE SUBSCRIPTION		30.00	17794
	VENDOR TOTAL		30.00	
345	GILBERT VINCENT AND CHERYL R. T.T.			
0994	056900154300 PIANO TUNING		40.00	17795
	VENDOR TOTAL		40.00	
144	HALGREN, BETTY L.			
0994	012100055000 TRAVEL-CONFERENCE		282.94	17796
	VENDOR TOTAL		282.94	
583	IBM FULFILLMENT HEADQUARTERS			
0994	011210054112 SUPPLIES		89.00	17797
	VENDOR TOTAL		89.00	

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NDOR ATE	VENDOR NAME ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
	JOHNSON 0994	THOMAS R 010000013931 FALL REF/REC'D MIL. GT		640.00	17798
	VENDOR TOTAL			640.00	
217	KIELE, BEVERLY 0994	TRAVEL 011271455000		494.39	17799
	VENDOR TOTAL			494.39	
	KOHL 0994	JOLENE W 050000013905 STUDENT LOAN DUE 3-1-95		150.00	17800
	VENDOR TOTAL			150.00	
370	LESEMAN, JOLENE 0994	SCOUTING BASKETBALL 056400055011		30.00	17801
	0994	TRAVEL 056400055041		91.96	17801
	0994	TRAVEL 056400055011		275.13	17801
	0994	GAME WORKERS 056400053011		90.00	17801
	0994	TRAVEL 056400055011		209.75	17801
	0994	GAME WORKERS 056400053011		30.00	17801
	VENDOR TOTAL			726.84	
	MARTIN, SUZI 0994	ADN FIRST PLACE WINNER 103913454900		150.00	17802
	VENDOR TOTAL			150.00	
374	MATHIESEN, CINDY 0994	LEARNING TO LEARN 056904153000		140.74	17803
	VENDOR TOTAL			140.74	
380	MATHIS, JERRY 0994	JESTER AT MADRIGAL 056300054300		225.00	17804
	VENDOR TOTAL			225.00	
	MCCORMICK 0994	LESLIE 056904154300 SUPPLIES		312.00	17805
	VENDOR TOTAL			312.00	
	NAMES PROJECT				

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NDOR VENDOR NAME	ATE ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
	0994 103914159900	SUPPLIES		288. 25	17806
VENDOR TOTAL				288. 25	
610	POCI, SHIRLEY				
0994	011271254102	SUPPLIES		33. 44	17807
VENDOR TOTAL				33. 44	
POLING		NANCY M.			
0994	010000044103	REF OVERCHARGE-SPR TUIT		15. 00	17808
VENDOR TOTAL				15. 00	
324	PRESTLEY RICK				
0994	056904153000	ACT PREPERATION		210. 00	17809
VENDOR TOTAL				210. 00	
065	PROFESSIONAL BENEFIT ADMINISTRATORS I				
0994	056900752192	DEPENDENT -STOP LOSS		3792. 60	17810
0994	056900752193	PRECERTIFICATION		344. 25	17810
0994	056900752194	COBRA CONVERSION		76. 50	17810
0994	056900752195	ADMINISTRATION		1377. 00	17810
0994	056900752197	LIFE INSURANCE		1703. 41	17810
0994	056900752191	INDIVIDUAL-STOP LOSS		4089. 69	17810
0994	056900752100	WEEKLY CLAIMS		1771. 15	17810
VENDOR TOTAL				13154. 60	
075	R. C. SMITH TRANSPORTATION				
0994	056400055011	VAN RENTAL		114. 95	17811
VENDOR TOTAL				114. 95	
SHELTER, SANDY					
0994	056904154300	SUPPLIES		20. 00	17812
VENDOR TOTAL				20. 00	
935	SHIPPERT, STANLEY				
0994	011271455000	TRAVEL		102. 70	17813
VENDOR TOTAL				102. 70	
SPRINGFIELD AREA ARTS COUNCIL					
0994	056900154300	REGISTRATION FEES		20. 00	17814
VENDOR TOTAL				20. 00	

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NDOR	VENDOR NAME	INVOICE	ACCOUNT	CHECK
ATE	ACCOUNT	NUMBER	AMOUNT	NUMBER
470	SPRINT			
0994	017600057500	1208. 97		17815
	VENDOR TOTAL	1208. 97		
	TIGER DIRECT			
0994	011210054112	47. 90		17816
	VENDOR TOTAL	47. 90		
545	ULLRICK, STEVE			
0994	013100055000	69. 02		17817
	VENDOR TOTAL	69. 02		
	WIDENER, ANDY			
0994	103913454900	50. 00		17818
	VENDOR TOTAL	50. 00		
	VOID CHECKS17819 - 17832			
318	ACE HARDWARE			
0994	039900058413	27056	50. 00	17833
0994	011230054132	26353	27. 00	17833
0994	056400054320	26755	25. 96	17833
0994	027100054104	43820	41. 70	17833
0994	039900058413	27243	23. 71	17833
	VENDOR TOTAL	168. 37		
81	ACTIVISION ELECTRIC, INC.			
0994	012100054401	15404	419. 54	17834
	VENDOR TOTAL	419. 54		
300	AM MULTIGRAPHICS			
0994	056700054300	16509	108. 30	17835
0994	120000017300	T2035	256. 00	17835
	VENDOR TOTAL	364. 30		
317	AMERICAN ASSOCIATION OF COMM. COLLEGE			
0994	018100055000	340. 00		17836
	VENDOR TOTAL	340. 00		
	AMERICAN INSTITUTE OF			

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NDOR VENDOR NAME	ATE ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
			12970	40.00	17837
VENDOR TOTAL				40.00	
301	ARAMARK UNIFORM SERVICES				
1994	011171653000	TOWEL SERVICE		118.07	17838
VENDOR TOTAL				118.07	
261	B. F. PRODUCTS INC				
1994	027100054104	SNOW FENCE	06523	179.18	17839
VENDOR TOTAL				179.18	
141	BAKER & TAYLOR				
1994	012100054500	BOOKS	L1757	425.94	17840
1994	012100054500	BOOKS	K2848	398.15	17840
1994	012100054500	BOOKS	K2848	498.94	17840
VENDOR TOTAL				1323.03	
142	BAKER & TAYLOR				
1994	012100054500	BOOKS		169.69	17841
VENDOR TOTAL				169.69	
380	BAUDVILLE				
1994	011230054102	AWARD MAKER UPGRADE	10431	81.00	17842
VENDOR TOTAL				81.00	
375	BEST WESTERN BRANDYWINE LODGE				
1994	019200055400	LODGING -RHODE		358.20	17843
VENDOR TOTAL				358.20	
401	BLACK HAWK COLLEGE				
1994	019700059300	FALL CHARGEBACK		183.00	17844
VENDOR TOTAL				183.00	
305	BRANDYWINE RESTAURANT AND LOUNGE				
1994	056400055030	GOLF BANQUET	5349	196.25	17845
1994	018100055600	ADMIN COUNCILLUNCH	24403	78.25	17845
VENDOR TOTAL				274.50	
940	BRING GAS SERVICES CORP.				

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ENDOR	VENDOR NAME	DATE	ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
21994	027600057100	GAS SERVICE	11199		5640. 00	17846	
VENDOR TOTAL					5640. 00		
2253	BUN AUSTIN CHEVROLET COMPANY		62997		386. 05	17847	
21994	027100053000	GMC REPAIRS					
VENDOR TOTAL					386. 05		
2254	C & E GLASS CO.		59230		67. 08	17848	
21994	027100054104	GLASS REPAIRS					
VENDOR TOTAL					67. 08		
2005	C & N SUPPLY		11410		40. 95	17849	
21994	011230054132	GRINDER; COLLETS					
VENDOR TOTAL					40. 95		
2269	CARROLL COUNTY REVIEW						
21994	019200054700	AD			88. 40	17850	
VENDOR TOTAL					88. 40		
2380	CATERPILLAR-ENGINE PROTECTION PLAN						
21994	027600053000	MAINT CONTR	10325		1407. 85	17851	
VENDOR TOTAL					1407. 85		
2529	CGH HOME HEALTH CENTER						
21994	011271354102	E TANKS	17855		20. 00	17852	
VENDOR TOTAL					20. 00		
2531	CGH MEDICAL CENTER						
21994	011271254102	LINEN SERVICE			84. 00	17853	
VENDOR TOTAL					84. 00		
2817	CHEERLEADER TEAM MATES						
21994	056400054361	CHEERLEADER UNIFORM	94578		143. 90	17854	
VENDOR TOTAL					143. 90		
CHEMINNOVATION SOFTWARE							
21994	011160054112	SOFTWARE	40747		176. 50	17855	
VENDOR TOTAL					176. 50		

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NDOR VENDOR NAME	ATE ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
755 COLOR WEB PRINTERS					
1994 018300054102	PATHFINDER		CW-12	3963.72	17856
VENDOR TOTAL				3963.72	
860 COMM ON CHEM. IN THE TWO-YEAR COLLEGE					
1994 011160054112	SPONSORSHIP RENEWAL		95-10	25.00	17857
VENDOR TOTAL				25.00	
862 COMMONWEALTH EDISON					
1994 027600057300	SERVICE			37.19	17858
VENDOR TOTAL				37.19	
868 COMMUNITY UNIT SCHOOL DISTRICT #5					
1994 019100053500	LEGAL FEES			264.13	17859
VENDOR TOTAL				264.13	
920 CONSOLIDATED MANAGEMENT CO.			VOID CHECK		17860
1994 056900154300	GUESTS-WILL ROGERS	64694	97.50		17861
1994 013800055400	T G I F	71738	189.75		17861
1994 011999055000	HONORS COMM. MEETING	71741	12.00		17861
1994 056900154300	GLOBAL AWARENESS		289.75		17861
1994 056904155000	COFFEE FOR MEETING	71746	6.00		17861
1994 056904155000	BRIDGE CLASS; CHILD FAR	71735	31.50		17861
1994 056900154300	REFRESHMENTS-BLOODMOBIL	71716	22.50		17861
1994 011881255000	TITLE 3 MEETING	71740	29.25		17861
1994 056900154300	WELLNESS NETWORK		25.00		17861
1994 056910554300	REFRESHMENTS-BLOODMOBIL	71716	118.50		17861
1994 011881455000	TITLE 3 MEETINGS	71751	78.75		17861
1994 011881955000	PRESENTATIONS-COMPUTERS	71749	49.50		17861
1994 019100055000	BOARD MEETING	71750	92.50		17861
1994 018100055600	RECRUITMENT-RHODE	71750	113.92		17861
1994 011881255000	TITLE 3 MEETING	71748	21.25		17861
1994 011881455000	MEETINGS	71731	99.50		17861
1994 011881955000	MEETINGS	71734	161.25		17861
1994 019200055400	OPEN FORUMS		124.00		17861
1994 011881955000	MEETINGS	71742	69.00		17861
1994 018100055600	BIRTHDAY/WINNERS PARTY	71744	63.75		17861
VENDOR TOTAL				1695.17	
985 COUNC OF NORTH CENT TWO-YEAR COLLEGES					
1994 019200054600	DUES			130.00	17862
VENDOR TOTAL				130.00	

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NDOR VENDOR NAME ATE ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
315 CRESCENT ELECTRIC SUPPLY COMPANY 1994 027100054104	CONDUIT; CONNECTORS	013-2	123.79	17863
1994 027100054104	LAMP	013-2	26.63	17863
1994 027100054104	HOOKS	013-2	8.40	17863
1994 027100054104	CONNECTORS	013-2	152.88	17863
VENDOR TOTAL			311.70	
960 DESIGN FURNITURE + SYSTEMS 1994 018100054101	2 DISPLAY CASES	20909	372.00	17864
VENDOR TOTAL			372.00	
515 DIXON PUBLIC SCHOOLS 1994 019100053500	ATTORNEY FEES		2.07	17865
VENDOR TOTAL			2.07	
520 DIXON TELEGRAPH 1994 019200054700	LEGAL AD		155.54	17866
VENDOR TOTAL			155.54	
DON TECH DIRECTORY 1994 017600057500	PHONE BOOKS	52582	54.80	17867
VENDOR TOTAL			54.80	
030 ECOLAB PEST ELIMINATION DIVISION 1994 027100053000	PEST ELIMINATION	30157	154.00	17868
VENDOR TOTAL			154.00	
ELECTRONIC RAINBOW IND. INC 1994 011230054102	NOTCH FILTERS; MANUAL	6057	44.85	17869
VENDOR TOTAL			44.85	
474 ESSEX COMPUTERS 1994 120000017300	REPAIRS OF HARD DRIVE	5971	178.00	17870
1994 018300054101	COMPUTER ADD-ON	5903	169.00	17870
VENDOR TOTAL			347.00	
570 FYR-FYTER INC. 1994 027100053000	SERVICE FIRE EXTINGUISH	4589	172.50	17871
VENDOR TOTAL			172.50	

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NDOR	VENDOR NAME	INVOICE	ACCOUNT	CHECK
ATE	ACCOUNT	NUMBER	AMOUNT	NUMBER
45	GALE RESEARCH INC.			
994	012100054500 BOOKS		353. 40	17872
	VENDOR TOTAL		353. 40	
804	GRAND STAGE LIGHTING			
994	056910154300 LIGHTING REPAIRS	89965	868. 37	17873
	VENDOR TOTAL		868. 37	
82	GRUMMERT'S TRUE VALUE-STERLING			
994	056400054320 ROPE	10250	6. 00	17874
994	056910154300 PAINT	10170	12. 14	17874
994	056910154300 PAINT	10240	42. 91	17874
	VENDOR TOTAL		61. 05	
81	GRUMMERT'S TRUE VALUE-DIXON			
994	027100054104 FAUCETS-FARMHOUSE	11220	39. 99	17875
	VENDOR TOTAL		39. 99	
263	HARBOR FREIGHT TOOLS			
994	011230054102 TOOLS	05400	81. 03	17876
	VENDOR TOTAL		81. 03	
267	HARCOURT BRACE & COMP.			
994	011210054112 SOFTWARE	90957	29. 67	17877
	VENDOR TOTAL		29. 67	
275	HASKELLS			
994	120000017300 COPIER REPAIRS	4056	440. 82	17878
994	018200054101 SUPPLIES	45912	40. 78	17878
994	013100054101 X STAMPERS	18704	53. 20	17878
994	027100054104 IMAGING POWDER	65599	54. 00	17878
994	027100054104 DESK PAD	65718	4. 20	17878
994	027100054104 PRINTER STAND	26518	240. 80	17878
	VENDOR TOTAL		833. 80	
996	HOYLE ROAD EQUIPMENT CO.			
994	027300054104 SNOW PLOW PARTS		23. 15	17879
	VENDOR TOTAL		23. 15	

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NDOR VENDOR NAME	ATE ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
125 HUGHES BUSINESS TELEPHONE, INC.	1994 120000017300	PHONE REPAIRS		600.00	17880
VENDOR TOTAL				600.00	
252 HUMMEL FLAG CENTER	1994 027100054104	FLAGS	A6895	99.90	17881
VENDOR TOTAL				99.90	
345 ILLINI TROPHY					
1994 011210054112	NAME BADGE			4.25	17882
1994 011160054112	NAME BADGE			4.25	17882
1994 011271254102	NAME BADGES			12.75	17882
1994 011881454101	NAME BADGE			4.25	17882
1994 011151254102	NAME BADGE			4.25	17882
1994 011881154101	NAME BADGE			4.25	17882
VENDOR TOTAL				34.00	
224 INFO-TEC INC	1994 012100054500	BOOKS	94335	81.90	17883
VENDOR TOTAL				81.90	
003 J & K LOCKSMITH SERVICE					
1994 027100054104	DUPLICATE KEYS			10.00	17884
VENDOR TOTAL				10.00	
340 J. W. PEPPER OF MINNEAPOLIS					
1994 011151254102	MUSIC		I4148	62.71	17885
1994 011151254102	MUSIC		I4148	121.09	17885
VENDOR TOTAL				183.80	
750 JOHNSTONE SUPPLY OF ROCKFORD					
1994 011230054112	TOOLS		09846	281.29	17886
1994 011230054112	SWAGING TOOL		10057	11.95	17886
1994 011230054112	SUPPLIES		09142	288.02	17886
1994 011230054112	RELAYS		09995	144.54	17886
VENDOR TOTAL				725.80	
355 KENT STATE UNIVERSITY					
1994 011231154102	FILM RENTAL		05124	29.10	17887

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NDOR VENDOR NAME	DATE ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
	994 011150054102	FILM RENTAL	05124	29.46	17887
	994 011881354101	FILM RENTAL	05081	33.48	17887
	994 011220054102	FILM RENTAL	05081	14.24	17887
	994 011220054102	FILM RENTAL	05081	28.48	17887
	994 011150054102	FILM RENTALS	05081	17.22	17887
	994 011150054102	FILM RENTALS	05081	153.02	17887
		VENDOR TOTAL		305.00	
253	L&L X-RAY				
994	011271453000	ANNUAL INSPECTION	42123	1250.00	17888
		VENDOR TOTAL		1250.00	
18	LEE FS. INC.				
994	027100054104	GAS & FUEL		770.40	17889
		VENDOR TOTAL		770.40	
60	LINDGREN, CALLIHAN, VAN OSDOL				
994	119200053100	FINAL AUDIT BILLING		9100.00	17890
		VENDOR TOTAL		9100.00	
15	MAC ZONE				
994	056910254300	PL1 INFINITY	51070	572.98	17891
		VENDOR TOTAL		572.98	
14	MACWAREHOUSE				
994	056910254300	PERSUASION 3.0 UPGRADE	B2549	152.00	17892
		VENDOR TOTAL		152.00	
	MARCO PUBLISHING CO				
994	018300054700	ADS	18270	50.00	17893
		VENDOR TOTAL		50.00	
272	MARCRAFT INTERNATIONAL CORP.				
994	056904154300	POWER SUPPLY	34638	230.48	17894
		VENDOR TOTAL		230.48	
897	MAYES, DAVID J.				
994	027100053000	SEWAGE TESTING		400.00	17895
		VENDOR TOTAL		400.00	

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NDOR ATE	VENDOR NAME ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
314	MC CORMICK'S 1994 027300054104	SUPPLIES	23374	57.34	17896
	VENDOR TOTAL			57.34	
050	MC MASTER-CARR SUPPLY COMPANY 1994 027100054104	SEAL	78124	5.75	17897
1994 027100054104	PLUNGERS		76562	30.87	17897
	VENDOR TOTAL			36.62	
880	MORGAN SERVICES, INC. 1994 027100053000	TOWEL SERVICE	28490	97.00	17898
1994 027100053000	TOWEL SERVICE		32980	114.45	17898
	VENDOR TOTAL			211.45	
018	MUELLER AUDIO VISUAL 1994 012100053000	OVERHEAD REPAIR	2920	30.00	17899
	VENDOR TOTAL			30.00	
NAE Y.C					
1994 011231154102	SHIPPING CHARGES		00345	2.83	17900
	VENDOR TOTAL			2.83	
017	NAEIR 1994 019200054600	CATALOG HANDLING	F2479	61.50	17901
	VENDOR TOTAL			61.50	
977	NET ILLINOIS 1994 019500053401	LINE CHARGES	1497	23.67	17902
	VENDOR TOTAL			23.67	
371	NORTHERN HYDRAULICS INC 1994 011230054132	SUPPLIES	43360	137.28	17903
	VENDOR TOTAL			137.28	
375	NORTHERN ILLINOIS GAS 1994 027600057100	SERVICE		481.02	17904
	VENDOR TOTAL			481.02	

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NDOR VENDOR NAME ATE ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
275 OASIS LASER SUPPLY, INC. 1994 019500054101	RECHARGE LASER CART	7807	245.00	17905
VENDOR TOTAL			245.00	
B17 OREGON REPUBLICAN REPORTER 1994 018300054101	SUBSCRIPTION RENWAL		17.50	17906
VENDOR TOTAL			17.50	
263 PARALLAX, INC. 1994 011230054102	STAMP DEVEL. KIT	01179	257.50	17907
VENDOR TOTAL			257.50	
605 PEAK TECHNOLOGY 1994 018200054101	PRINTER RIBBONS	N1201	113.76	17908
VENDOR TOTAL			113.76	
310 QUAD-CITY TIMES 1994 056400054310	SUBSCRIPTION		109.90	17909
VENDOR TOTAL			109.90	
150 QUILL CORPORATION 1994 011881354101	SUPPLIES	28558	69.07	17910
VENDOR TOTAL			69.07	
013 RADIO RANCH, INC. 1994 027100053000	MONTHLY REPEATER FEE	4821	249.00	17911
1994 027100053000	RADIO REPAIRS	8128	60.00	17911
VENDOR TOTAL			309.00	
396 RAY O'HERRON CO. INC. 1994 011241854102	TRAINING PISTOLS	94391	228.03	17912
1994 011241854102	TRAINING GUNS	94407	163.81	17912
1994 011241854102	TRAINING PISTOLS	94387	67.47	17912
VENDOR TOTAL			459.31	
585 RIVER VALLEY HEALTH CARE COUNCIL 1994 019200054600	MEMBERSHIP DUES		50.00	17913
VENDOR TOTAL			50.00	

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NDOR VENDOR NAME ATE ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
650 ROCK RIVER PROVISION 1994 056900154300	POPCORN BAGS & POPCORN	25633	31.90	17914
VENDOR TOTAL			31.90	
450 SALEM PRESS, INC. 1994 012100054500	BOOKS	20530	49.00	17915
VENDOR TOTAL			49.00	
399 SAX ARTS & CRAFTS 1994 056900154300	CRAFT PAPER	06448	71.58	17916
VENDOR TOTAL			71.58	
650 SBM 1994 120000017300	COPIER REPAIRS		465.45	17917
VENDOR TOTAL			465.45	
900 SCHAUB SYSTEM SERVICE 1994 027100054104	CORROSION INHIBITOR	24728	127.93	17918
VENDOR TOTAL			127.93	
943 SCHMITT PLUMBING & HEATING, INC. 1994 039900058413	FIRE HYDRANT PROJECT	2908	14993.00	17919
VENDOR TOTAL			14993.00	
775 SCIENTIFIC PRODUCTS DIVISION 1994 011271154102	LAB SUPPLIES	14358	563.14	17920
VENDOR TOTAL			563.14	
356 SENTRY POOL & CHEMICAL SUPPLY 1994 027100054104	CHLORINE	12524	28.70	17921
VENDOR TOTAL			28.70	
310 SHAWVER PRESS, INC. 1994 011210054112	BUSINESS CARDS-KIDDER		34.15	17922
VENDOR TOTAL			34.15	
265 SPORTING LOOK				

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INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
16966	64.15	17923
17046	38.35	17923
VENDOR TOTAL		102.50
7132	2432.00	17924
VENDOR TOTAL		2432.00
25.00		17925
VENDOR TOTAL		25.00
11732	72.80	17926
VENDOR TOTAL		72.80
2454	129.90	17927
VENDOR TOTAL		129.90
17.50		17928
VENDOR TOTAL		17.50
71272	1846.53	17929
78341	17.96	17929
VENDOR TOTAL		1864.49
31340	48.00	17930
31264	1900.00	17930
31263	150.00	17930
VENDOR TOTAL		2098.00
10567	195.67	17931
VENDOR TOTAL		195.67

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NDOR VENDOR NAME ATE ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
345 UNITED PARCEL SERVICE 1994 019200054402	SERVICE WEEK ENDED NOV		247. 56	17932
VENDOR TOTAL			247. 56	
340 US POSTMASTER - DIXON 1994 019200054402	POSTAGE METER REFILL		2000. 00	17933
VENDOR TOTAL			2000. 00	
855 VERNON COMPANY 1994 013100054101	KEY CHAINS		360. 95	17934
VENDOR TOTAL			360. 95	
855 VONACHEN INDUSTRIAL SUPPLY 1994 027200054104	VACUUM BAGS	08384	110. 70	17935
VENDOR TOTAL			110. 70	
803 W. W. GRAINGER, INC. 1994 027100054104	FILM; CONDUIT CUTTER	15063	74. 94	17936
VENDOR TOTAL			74. 94	
145 WAL-MART STORES, INC. 1994 056910554300	CHRISTMAS TREES & DECOR	62574	276. 79	17937
VENDOR TOTAL			276. 79	
155 WALNUT LEADER 1994 019200054700	LEGAL AD		48. 26	17938
VENDOR TOTAL			48. 26	
WCB COMMUNICATIONS 1994 011140054102	VIDEO		37. 35	17939
VENDOR TOTAL			37. 35	
860 WERMERS FLOOR COVERINGS 1994 027100054104	YELLOW PAINT	1804	23. 75	17940
VENDOR TOTAL			23. 75	
870 WESCO				

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NDOR	VENDOR NAME	DATE	ACCOUNT	DESCRIPTION	INVOICE	ACCOUNT	CHECK
					NUMBER	AMOUNT	NUMBER
		1994	027100054104	LIGHT BULBS	08916	15.29	17941
		1994	027100054104	ELECTRICAL SUPPLIES	05320	120.22	17941
		1994	027100054104	ELECTRICAL SUPPLIES	05320	155.52	17941
		1994	027100054104	LIGHT BULBS	08280	3314.36	17941
	VENDOR TOTAL					3605.39	
390	WILSON PAPER COMPANY						
1994	027200054104	DRINKING CUPS			17195	331.50	17942
	VENDOR TOTAL					331.50	
770	XEROX CORPORATION						
1994	120000017300	SERVICE			15411	1137.57	17943
	VENDOR TOTAL					1137.57	
	RUN TOTAL					718269.82	
FUND				DESCRIPTION		AMOUNT	
001				EDUCATION FUND		123973.78	
002				OPERATIONS & MAINTENANCE FUND		15582.77	
003				OPER & MAINT FUND (RESTRICTED)		15956.21	
005				AUXILIARY ENTERPRISES FUND		44102.14	
007				WORKING CASH FUND		500000.00	
010				TRUST AND AGENCY FUND		513.25	
011				AUDIT FUND		9100.00	
012				LIABILITY, PROTECTION & SETTLE		9041.67	
	RUN TOTAL					718269.82	

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NDOR	VENDOR NAME	ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
	BEATTIE		CHANDA K		***VOID CHECKS***	12161 - 12171
2394	063483459900	FALL 94 GRANT			225.00	12172
	VENDOR TOTAL				225.00	
840	CENTEL TELEPHONE COMPANY					
2394	064912657500	MONTHLY SERVICE			35.30	12173
	VENDOR TOTAL				35.30	
	CHATTIC		LYNN B			
2394	063483459900	FALL 94 GRANT			997.75	12174
	VENDOR TOTAL				997.75	
	COOK		DARLA R			
2394	063483459900	FALL 94 GRANT			200.00	12175
	VENDOR TOTAL				200.00	
	COOK		LESLEY M			
2394	063483459900	FALL 94 GRANT			230.80	12176
	VENDOR TOTAL				230.80	
	CORBIN		MIKE W			
2394	063483459900	FALL 94 GT			1150.00	12177
	VENDOR TOTAL				1150.00	
876	GOSPODARCZYK, THOMAS					
2394	064912555000	11/16-17/94 TRAV REIMB			195.38	12178
	VENDOR TOTAL				195.38	
	GUSSE		SUSAN K			
2394	063483459900	FALL 94 GT			392.67	12179
	VENDOR TOTAL				392.67	
275	HASKELLS					
2394	061525054000	SUPPLIES			47.75	12180
	VENDOR TOTAL				47.75	
	HICKS		TRACY J			

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NDOR	VENDOR NAME	ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
2394	063483459900		FALL 94 GRANT		1150.00	12181
	VENDOR TOTAL				1150.00	
2394	HILDEN		KIMBERLY M		575.00	12182
2394	063483459900		FALL 94 GRANT			
	VENDOR TOTAL				575.00	
2394	LATTA		CAM R		200.00	12183
2394	063483459900		FALL 94 GRANT			
	VENDOR TOTAL				200.00	
2394	LEMMER		ROBERT K		394.00	12184
2394	063483459900		FALL 94 GRANT			
	VENDOR TOTAL				394.00	
2394	LITTLE, BROWN & COMPANY				19.45	12185
2394	061289254000		SUPPLIES			
	VENDOR TOTAL				19.45	
2394	LOVEKIN, CAROL				32.00	12186
2394	061585355000		11/14/94 TRAVEL REIMB			
	VENDOR TOTAL				32.00	
2394	MILBY		MATTHEW A		1150.00	12187
2394	063483459900		FALL 94 GRANT			
	VENDOR TOTAL				1150.00	
2394	MINSON, CHARLA				9.09	12188
2394	063984255001		11/17 TRAVEL REIMB			
	VENDOR TOTAL				9.09	
2394	NCTLA				49.00	12189
2394	061289254000		SUPPLIES			
	VENDOR TOTAL				49.00	
2394	NONAME, INC.				2051.80	12190
2394	061288058000		EQUIPMENT			
	VENDOR TOTAL				2051.80	

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NDOR	VENDOR NAME	ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
	PEARSON		BETTY L			
2394	063483459900		FALL 94 GRANT		475.00	12191
	VENDOR TOTAL				475.00	
275	R. C. SMITH TRANSPORTATION					
2394	063984255001		VAN RENTAL		90.60	12192
	VENDOR TOTAL				90.60	
330	ROCK FALLS TOWNSHIP HIGH SCHOOL					
2394	061289159000		SUBSTITUTE REIMB		35.85	12193
2394	061289259000		TRAVEL REIMB		52.48	12193
	VENDOR TOTAL				88.33	
360	SAUK VALLEY COMMUNITY COLLEGE					
2394	063483459900		FALL 94 BOOKS-PELL GT		23.07	12194
	VENDOR TOTAL				23.07	
370	SAUK VALLEY COMMUNITY COLLEGE					
2394	063483459900		LAB FEES-FALL 94		725.00	12195
	VENDOR TOTAL				725.00	
	SHETLER		RYAN J			
2394	063483459900		FALL 94 GRANT		200.00	12196
	VENDOR TOTAL				200.00	
	SKEFFINGTON		KELLY J			
2394	063483459900		FALL 94 GRANT		1125.00	12197
	VENDOR TOTAL				1125.00	
	SVCC AUXILIARY FUND					
2394	063483459900		LOANS - PELL 9 FALL 94		380.71	12198
	VENDOR TOTAL				380.71	
	WELCH		CYNTHIA J			
2394	063483459900		FALL 94 GRANT		87.00	12199
	VENDOR TOTAL				87.00	
	WELLS		MARY C			

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NDOR	VENDOR NAME	ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
		2394	063483459900 FALL 94 GRANT		200.00	12200
	VENDOR TOTAL				200.00	
615	STATE UNIVERSITIES RETIREMENT SYSTEM					
2994	061288552900 MATCHING FUNDS 11/30/94				101.04	12201
2994	063984252000 MATCHING FUNDS 11/30/94				417.86	12201
2994	064912652000 MATCHING FUNDS 11/30/94				65.27	12201
	VENDOR TOTAL				584.17	
					VOID CHECKS	12202-12213
920	CONSOLIDATED MANAGEMENT CO.					
0294	064912559008 SEMINAR REFRESHMENTS 11	71737			131.55	12214
	VENDOR TOTAL				131.55	
585	DIXON AREA CHAMBER OF COMMERCE					
0294	064912554600 ANNUAL CHAMBER INVESTME				72.00	12215
	VENDOR TOTAL				72.00	
275	HASKELLS					
0294	061525054000 SUPPLIES				10.16	12216
	VENDOR TOTAL				10.16	
250	MANLIUS CUSD #305					
0294	061289159000 REIMB TRAVEL & SUBSTITU				121.00	12217
	VENDOR TOTAL				121.00	
895	MORRISON HIGH SCHOOL					
0294	061289159000 REIMB FOR SUPPLIES				46.29	12218
0294	061289259000 REIMB FOR SUPPLIES				92.56	12218
	VENDOR TOTAL				138.85	
006	PUBLIC BROADCASTING SERVICE					
0294	064912559008 WORKING WOMEN LICENSE F				425.00	12219
	VENDOR TOTAL				425.00	
630	ROCK FALLS TOWNSHIP HIGH SCHOOL					
0294	061289159000 SUPPLIES REIMB				542.75	12220
	VENDOR TOTAL				542.75	
335	UNIQUE COMPUTER					

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NDOR	VENDOR NAME	ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
0294		061288558000	EQUIPMENT		15100.00	12221
	VENDOR TOTAL				15100.00	
150	WALNUT CHAMBER OF COMMERCE					
0294		064912554600	BUSINESS DUES		15.00	12222
	VENDOR TOTAL				15.00	
883	WESTERN ILLINOIS UNIVERSITY					
0294		064912559008	OSHA COURSE		1525.00	12223
	VENDOR TOTAL				1525.00	
461	ASP, DOLORES				***VOID CHECKS***	12224 - 12234
0994		069982059000	HEALTH INS 9/94 - 11/94		240.00	12235
	VENDOR TOTAL				240.00	
855	BONNER, DIXIE					
0994		069982059000	HEALTH INS 9/94-11/94		384.12	12236
	VENDOR TOTAL				384.12	
920	CONSOLIDATED MANAGEMENT CO.					
0994		064912559008	REFRESHMENTS 11/29/94		48.75	12237
	VENDOR TOTAL				48.75	
CORBITT	ERIN S					
0994		063483459900	FALL 94 PELL GT		1125.00	12238
	VENDOR TOTAL				1125.00	
386	DAVIS, DARREL					
0994		069982059000	HEALTH INS 9/94-11/94		384.12	12239
	VENDOR TOTAL				384.12	
615	DIXON PUBLIC SCHOOLS					
0994		061289159000	REIMB FOR SUPPLIES		35.00	12240
	VENDOR TOTAL				35.00	
329	EDISON, ROBERT					
0994		069982059000	HEALTH INS 9/94-11/94		384.12	12241
	VENDOR TOTAL				384.12	

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NDOR	VENDOR NAME	ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
	ESTATE OF					
0994	069982059000	HEALTH INS	9/94-11/94		384.12	12242
	VENDOR TOTAL				384.12	
933	FRIEDRICH, ALICE					
0994	069982059000	HEALTH INS	9/94-11/94		384.12	12243
	VENDOR TOTAL				384.12	
876	GOSPODARCZYK, THOMAS					
0994	064912555000	TRAVEL REIMB	11/28-MOLI		39.44	12244
	VENDOR TOTAL				39.44	
	GUINNUP	MAX				
0994	069982059000	HEALTH INS	9/94-11/94		640.20	12245
	VENDOR TOTAL				640.20	
254	GUNTLE, GLADYS					
0994	069982059000	HEALTH INS	9/94-11/94		384.12	12246
	VENDOR TOTAL				384.12	
133	HAIN, CAROL					
0994	069982059000	HEALTH INS	9/94-11/94		384.12	12247
	VENDOR TOTAL				384.12	
150	HALL, DORIS					
0994	061288555001	INDISTRICT TRAVEL REIMB			12.76	12248
	VENDOR TOTAL				12.76	
273	HARTJE, RON					
0994	069982059000	HEALTH INS	9/94-11/94		410.61	12249
	VENDOR TOTAL				410.61	
	HRD PRESS					
0994	064912554700	SUPPLIES			14.95	12250
	VENDOR TOTAL				14.95	
748	KELLER, STUART Y. SR.					

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INDOR	VENDOR NAME	ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
		0994	069982059000	HEALTH INS 9/94-11/94	410.61	12251
	VENDOR TOTAL				410.61	
	KIDDER		MARY LOU			
0994	064912559009		WORDPERFECT SEMINAR		62.50	12252
	VENDOR TOTAL				62.50	
271	LANGE, MARILYN					
0994	061289251000		LEAD FACILITATOR REPORT		150.00	12253
	VENDOR TOTAL				150.00	
725	LOGEMANN, ROBERT					
0994	069982059000		HEALTH INS 9/94-11/94		410.61	12254
	VENDOR TOTAL				410.61	
250	MANLIUS CUSD #305					
0994	061289259000		SUPPLIES REIMB		35.00	12255
	VENDOR TOTAL				35.00	
870	MERLO, LENA					
0994	069982059000		HEALTH INS 9/94-11/94		384.12	12256
	VENDOR TOTAL				384.12	
343	MILLEDGEVILLE HIGH SCHOOL					
0994	061289159000		REIMB FOR STIPENDS		35.00	12257
0994	061289259000		REIMB FOR STIPENDS		1350.00	12257
	VENDOR TOTAL				1385.00	
885	MORRIS RENE					
0994	061585154112		REIMB FOR SUPPLIES		64.20	12258
	VENDOR TOTAL				64.20	
895	MORRISON HIGH SCHOOL					
0994	061289159000		REIMB FOR TRAVEL		50.44	12259
0994	061289259000		REIMB FOR TRAVEL		100.86	12259
	VENDOR TOTAL				151.30	
745	NELSON, HAROLD					

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INQDR	VENDOR NAME	ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
0994	069982059000	HEALTH INS	9/94-11/94		384.12	12260
	VENDOR TOTAL				384.12	
150	PALUMBO, FRANK					
0994	069982059000	HEALTH INS	9/94-11/94		410.61	12261
	VENDOR TOTAL				410.61	
377	PATERSON, CHARLES					
0994	069982059000	HEALTH INS	9/94-11/94		410.61	12262
	VENDOR TOTAL				410.61	
764	POLO HIGH SCHOOL					
0994	061289159000	STIPEND REIMB			275.00	12263
0994	061289259000	STIPEND REIMB			600.00	12263
	VENDOR TOTAL				875.00	
PURTELL	RANDY M					
0994	063483459900	FALL 94 PELL			287.00	12264
	VENDOR TOTAL				287.00	
062	R. C. PRINTING					
0994	061585159001	SUPPLIES			200.00	12265
	VENDOR TOTAL				200.00	
610	ROCK FALLS CHAMBER OF COMMERCE					
0994	064912554600	1995 DUES			124.00	12266
	VENDOR TOTAL				124.00	
930	SCHEFFLER, GILBERT					
0994	069982059000	HEALTH INS	9/94-11/94		384.12	12267
	VENDOR TOTAL				384.12	
310	SHAWVER PRESS, INC.					
0994	061288554000	A EDMONDS-BSN CARDS			34.16	12268
	VENDOR TOTAL				34.16	
SOUNDVIEW EXECUTIVE						
0994	064912654900	SEMINAR SUPPLIES			28.00	12269
	VENDOR TOTAL				28.00	

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NDOR	VENDOR NAME	ACCOUNT	DESCRIPTION	INVOICE NUMBER	ACCOUNT AMOUNT	CHECK NUMBER
960	STOUDT, ARDELLA					
0994	069982059000	HEALTH INS	9/94-11/94		384.12	12270
	VENDOR TOTAL				384.12	
129	WALKER, VERNON					
0994	069982059000	HEALTH INS	9/94-11/94		401.78	12271
	VENDOR TOTAL				401.78	
630	WEIDMAN, BYRON					
0994	069982059000	HEALTH INS	9/94-11/94		384.12	12272
	VENDOR TOTAL				384.12	
745	WELCH, NORM					
0994	069982059000	HEALTH INS	9/94-11/94		384.12	12273
	VENDOR TOTAL				384.12	
372	WILLIAMS, FRANCIS					
0994	069982059000	HEALTH INS	9/94-11/94		410.61	12274
	VENDOR TOTAL				410.61	
WOODLEY	JEFFREY J					
0994	063483459900	FALL 94 PELL GT			431.00	12275
	VENDOR TOTAL				431.00	
870	YERLY, JOHN					
0994	064912559008	SEMINAR	12/8/94		500.00	12276
	VENDOR TOTAL				500.00	
	RUN TOTAL				45507.44	
FUND		DESCRIPTION			AMOUNT	
006		RESTRICTED PURPOSES FUND			45507.44	
	RUN TOTAL				45507.44	

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Date	Jnl	Ref. No.	Description / Accounts	Debits	Credits
11/10/94	C/D	CHK4250	REED REF PUBLISHING CO 590.00 Other Expenses 111.00 Cash in Bank	457.43	457.43
11/10/94	C/D	CHK4251	PROMARK 540.00 General Materials & Supplies 111.00 Cash in Bank	306.52	306.52
11/10/94	C/D	CHK4252	ROCK RIVER PRINTERS 540.00 General Materials & Supplies 111.00 Cash in Bank	467.50	467.50
11/10/94	C/D	CHK4253	AM BANKERS ASSOC. 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	157.00 16.10 173.10	
11/10/94	C/D	CHK4254	AM PSYCH PRESS 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	87.92 5.00 92.92	
11/10/94	C/D	CHK4255	WM C BROWN COMM INC 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	50.00 2.58 52.58	
11/10/94	C/D	CHK4256	CMS SOFTWARE 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	95.00 4.75 99.75	
11/10/94	C/D	CHK4257	COLLEGE BOARD PUBLICATI0 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	15.00 7.50 22.50	
11/10/94	C/D	CHK4258	CONTINENTAL BOOK CO 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	44.72 5.50 50.22	
11/10/94	C/D	CHK4259	DICTATION DISC CO 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	394.10 43.57 437.67	
11/10/94	C/D	CHK4260	DELMAR PUBLISHERS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	153.84 18.65 172.49	

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
11/10/94	C/D	CHK4261	HANSEN HOUSE		
			548.04 Paperback Purchases	53.70	
			549.04 Paperback Transportation	4.26	
			111.00 Cash in Bank		57.96
11/10/94	C/D	CHK4262	HARCOURT BRACE		
			548.01 Textbook Purchases	301.25	
			549.01 Textbook Transportation	6.64	
			111.00 Cash in Bank		307.89
11/10/94	C/D	CHK4263	HEALTH COMMUNICATIONS		
			548.04 Paperback Purchases	9.60	
			549.04 Paperback Transportation	3.35	
			111.00 Cash in Bank		12.95
11/10/94	C/D	CHK4264	ITP EDUCATION		
			548.01 Textbook Purchases	160.00	
			549.01 Textbook Transportation	3.62	
			111.00 Cash in Bank		163.62
11/10/94	C/D	CHK4265	LOGIN BROTHERS BOOK CO		
			548.04 Paperback Purchases	257.92	
			549.04 Paperback Transportation	7.86	
			111.00 Cash in Bank		265.78
11/10/94	C/D	CHK4266	MACMILLAN PUBLISHING		
			548.01 Textbook Purchases	172.80	
			549.01 Textbook Transportation	45.20	
			111.00 Cash in Bank		218.00
11/10/94	C/D	CHK4267	PROMETHEUS NEMESIS		
			548.04 Paperback Purchases	11.95	
			549.04 Paperback Transportation	3.00	
			111.00 Cash in Bank		14.95
11/16/94	C/D	CHK4267	VOID		
			548.04 Paperback Purchases		11.95
			549.04 Paperback Transportation		3.00
			111.00 Cash in Bank		14.95
11/10/94	C/D	CHK4268	NACSCORP		
			548.04 Paperback Purchases	241.53	
			549.04 Paperback Transportation	17.85	
			111.00 Cash in Bank		259.38
11/10/94	C/D	CHK4269	NAZARENE PUBLISHING HOUS		
			548.04 Paperback Purchases	16.74	
			549.04 Paperback Transportation	3.02	
			111.00 Cash in Bank		19.76
11/10/94	C/D	CHK4270	ORYX PRESS		
			548.04 Paperback Purchases	16.50	
			549.04 Paperback Transportation	3.84	
			111.00 Cash in Bank		20.34

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11/10/94	C/D	CHK4271	PRENTICE HALL		
			548.01 Textbook Purchases	15.45	
			549.01 Textbook Transportation	3.13	
			111.00 Cash in Bank		18.58
11/10/94	C/D	CHK4272	SIMON & SCHUSTER		
			548.04 Paperback Purchases	12.16	
			549.04 Paperback Transportation	3.13	
			111.00 Cash in Bank		15.29
11/10/94	C/D	CHK4273	WAVELAND PRESS INC		
			548.04 Paperback Purchases	11.96	
			549.04 Paperback Transportation	2.37	
			111.00 Cash in Bank		14.33
11/10/94	C/D	CHK4274	WEST PUBLISHING CO		
			548.01 Textbook Purchases	9,298.00	
			549.01 Textbook Transportation	101.24	
			111.00 Cash in Bank		9,399.24
11/10/94	C/D	CHK4275	HASKELL'S		
			540.00 General Materials & Supplies	374.12	
			111.00 Cash in Bank		374.12
11/10/94	C/D	CHK4276	ACTION WHOLESALE SERVICE		
			548.02 Supply Purchases	611.60	
			111.00 Cash in Bank		611.60
11/10/94	C/D	CHK4277	ANATOMICAL CHART CO		
			548.02 Supply Purchases	73.95	
			549.02 Supply Transportation	3.25	
			111.00 Cash in Bank		77.20
11/10/94	C/D	CHK4278	ENTEC INC		
			548.02 Supply Purchases	18.65	
			111.00 Cash in Bank		18.65
11/10/94	C/D	CHK4279	M. GRIBBLE & CO		
			548.03 Miscellaneous Purchases	545.40	
			549.03 Miscellaneous Transportation	8.65	
			111.00 Cash in Bank		554.05
11/10/94	C/D	CHK4280	HAMILTON BELL CO		
			548.02 Supply Purchases	225.00	
			549.02 Supply Transportation	4.30	
			111.00 Cash in Bank		229.30
11/10/94	C/D	CHK4281	LEEDS BUS ACCESSORIES		
			548.02 Supply Purchases	58.80	
			549.02 Supply Transportation	6.09	
			111.00 Cash in Bank		64.89

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
11/10/94	C/D	CHK4282	RUSSEL ATHLETIC		
			548.03 Miscellaneous Purchases	348.00	
			549.03 Miscellaneous Transportation	10.07	
			111.00 Cash in Bank		358.07
11/10/94	C/D	CHK4283	DOUGLAS STEWART CO		
			548.02 Supply Purchases	162.24	
			111.00 Cash in Bank		162.24
11/10/94	C/D	CHK4284	TRI COUNTY DISTRI		
			548.02 Supply Purchases	38.00	
			549.02 Supply Transportation	4.41	
			111.00 Cash in Bank		42.41
11/17/94	C/D	CHK4285	PROMETHEUS NEMESIS		
			548.04 Paperback Purchases	9.56	
			549.04 Paperback Transportation	3.00	
			111.00 Cash in Bank		12.56
11/17/94	C/D	CHK4286	CONSOLIDATED FREIGHT		
			549.01 Textbook Transportation	165.62	
			111.00 Cash in Bank		165.62
11/17/94	C/D	CHK4287	JOHN WILEY & SONS		
			548.01 Textbook Purchases	9,022.95	
			549.01 Textbook Transportation	52.71	
			111.00 Cash in Bank		9,075.66
11/17/94	C/D	CHK4288	ILL DEPART OF REVENUE		
			235.00 Accrued Sales Tax Payable	485.00	
			111.00 Cash in Bank		485.00
11/22/94	C/D	CHK4289	R D CECIL & CO		
			548.01 Textbook Purchases	4,000.00	
			111.00 Cash in Bank		4,000.00
			***** Report Total		\$ 29,337.17