



**Sauk Valley
Community
College**

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

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 cursive script that reads "Marilyn Vinson".

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
William Simpson
Margaret Tyne
B. J. Wolf

Richard Groharing
Patricia Smith
William Yemm

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.

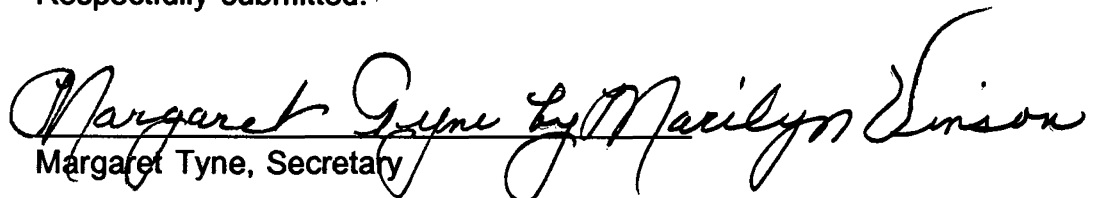
Foundation Liaison Margaret Tyne reported on the recent Foundation meeting, the new Executive Director Larry Lagow and newly appointed Foundation Directors.

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,

A handwritten signature in cursive script that reads "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 *JVB*

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 | (23,110.89) | (79,608.61) |
| – Fixed Costs | (10,832.50) | (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

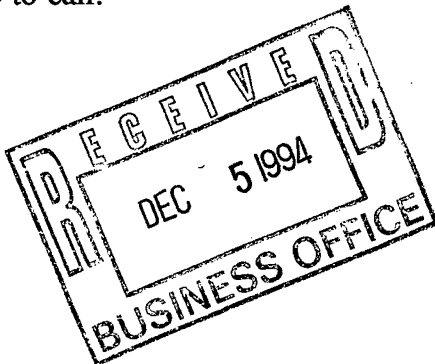
TO: STERLING AND HOPKINS TOWNSHIPS TAXING DISTRICTS
FROM: ROBERT A. KOHN
RE: NORTHWESTERN STEEL & WIRE
DATE: NOVEMBER 29, 1994

=====

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

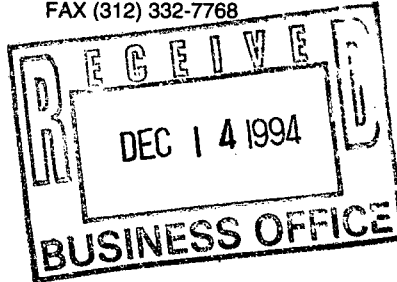
420 MILLIKIN COURT
DECATUR, ILLINOIS 62523
(217) 428-2100
FAX (217) 428-2186

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.

 x 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

REC

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 Mulléry'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.



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 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

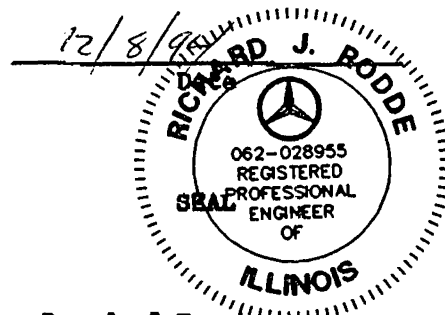
PROTECTION, HEALTH, AND SAFETY PROJECTPage 1 of 1

Statement of Final Construction Compliance

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

CLARK ENGINEERS MW, INC.
3425 N. DAIES LANE
PEORIA, IL 61604Final 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 J. Rodde
Architect/Engineer's Signature62-028955
Illinois Registration or License NumberApproved 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.



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 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 PROJECT

Page 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

Architect/Engineer's Signature

Date _____

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 PROJECTPage 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
FCM, Inc.
1211 West 22nd Street
Oak Brook, IL 60521

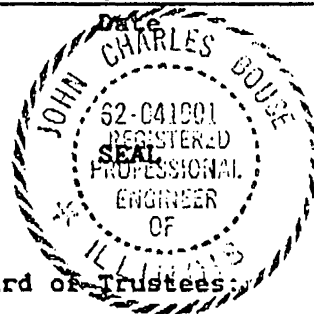
Final cost of the project: Gym Bleacher Repair/Replacement Project
ICCB #506-T-458-1191

Approved Budget \$ 152,686.00Actual 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 Signature062-041901

Illinois Registration or License Number

December 12, 1994Approved 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-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

FAX (815) 625-8363

MILLEDGEVILLE OFFICE

323 NORTH MAIN STREET

MILLEDGEVILLE, ILLINOIS 61051

(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
by**

**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,

A handwritten signature in black ink, appearing to read 'John E. Sagnoe', written over a printed name and title.

John E. Sagnoe
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,

A handwritten signature in cursive script that reads "Leona".

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,

A handwritten signature in cursive script, appearing to read "Joan Melvin".

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.

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 responsibility of the Vice President of ^{Admin. Serv.} 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 ^{Admin. Serv.} 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 para-~~ ^{or} ~~professional~~ position.

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 the Vice President of ^{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 - ^{Support + Prof./Tech. Staff} classified personnel, administrators, and 12-month counselors, will 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.

sent of Tech →
ADMINISTRATORS AND COUNSELORS *& Librarian*

and the librarian
Administrators, ~~and~~ 12 month counselors, 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.~~

Delet

8/27/84

2/17/87

3/23/87

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.) *College Relations*

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

eg. relations
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 ^{Admin.} 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 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

min. 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 for formal approval consistent with the Building Utilization Policy. College

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

| <u>Item</u> | <u>Page</u> |
|--|-------------|
| Personnel - Definition of Terms | 401 |
| Academic Freedom | 406 |
| Affirmative Action | 407 |
| College Staff, Appointment of | 408 |
| Instructional and Administrative Staff | |
| Appointment of | 409 |
| Oral English Proficiency | 410 |
| Tenure Definition | 413 |
| Tenure for Instructional Faculty, Approval | |
| Procedure for | 414 |
| Administrative Staff Performance and | |
| Compensation of | 415 |
| Contract Continuation | 416 |
| Tenure for Administrative Staff Positions, | |
| Transitional Policy Relating to | 417 |
| Group Contracts | 418 |
| Instructional Faculty, Responsibilities of | 419 |
| Attendance | 420 |
| Personnel Disciplinary Policy | 421 |
| Administrators and Instructional Faculty, | |
| Dismissal for cause for | 422 |
| Termination, Other reasons for | 423 |
| <u>Classified Staff, Responsibilities of</u> | 424 |
| <u>Classified Staff, Termination of</u> | 425 |
| Fringe Benefits | 426 |
| Hospitalization | 426 |
| Tuition Free Enrollment | 426 |
| Academic Robe Expense | 426 |
| Tuition Reimbursement | 426 |
| Retirement Program | 427 |

port
session
cal
of

| | |
|---|-----|
| Supplemental Regulations | |
| Security..... | 521 |
| Smoking Areas..... | 523 |
| Allowed..... | 523 |
| Forbidden..... | 523 |
| Space, Assignment of..... | 520 |
| Special Events, Calendar of..... | 520 |
| Telephone Service..... | 524 |
| Traffic..... | 521 |
| Support Staff + Professional/Technical Staff | |
| Appointment of..... | 408 |
| Fringe Benefits..... | 426 |
| Responsibilities of..... | 424 |
| Termination of..... | 425 |

(T)

| | |
|---------------------------------------|-----|
| Tax Abatement (General)..... | 317 |
| Tax Abatement (Lee County)..... | 319 |
| Tenure..... | 413 |
| Definition of..... | 413 |
| Transitional Policy, Relating to..... | 417 |
| Termination | |
| Classified..... | 425 |
| Other Reasons for..... | 423 |
| Travel..... | 510 |
| Tuition Free Enrollment..... | 426 |
| Tuition Reimbursement..... | 426 |
| Tuition Hold Program Policy..... | 528 |
| Tutoring..... | 439 |

(V)

| | |
|----------------|-----|
| Vacations..... | 427 |
|----------------|-----|

(W)

| | |
|-----------------------------------|-----|
| Written Communications..... | 128 |
| Written Instructions (Board)..... | 108 |

TREASURER'S REPORT
November 30, 1994

I. INVESTMENTS

| FUND ---- | LOCATION ----- | RATE ---- | DUE 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 Flls) | 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 |
|----|-----------------|-----------|

Pages 40-43
Bookstore

| | | |
|--|--|-----------|
| | | 29,337.17 |
|--|--|-----------|

TOTAL

| | | |
|--|--|---------------------|
| | | <u>\$793,114.43</u> |
|--|--|---------------------|

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY



PRESIDENT



SECRETARY

DATE 12-19-94

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 1

| VENDOR NAME | ACCOUNT | DESCRIPTION | INVOICE NUMBER | ACCOUNT AMOUNT | CHECK NUMBER |
|--------------------------------|---------------|--------------------------|----------------|----------------|--------------|
| PARKS ANTHONY L | 0500000013905 | STUDENT LOAN DUE 12-15-- | | 95.00 | 17624 |
| VENDOR TOTAL | | | | 95.00 | |
| ***VOID CHECKS***17625 - 17635 | | | | | |
| BERGSTROM, RALPH | 056400053011 | GAME OFFICIAL | | 65.00 | 17636 |
| VENDOR TOTAL | | | | 65.00 | |
| BLAIR, STEVEN | 056400053010 | GAME OFFICIAL | | 65.00 | 17637 |
| VENDOR TOTAL | | | | 65.00 | |
| BOYENGA SHARON L | 0500000013905 | STUDENT LOAN DUE 2-22-9 | | 150.00 | 17638 |
| VENDOR TOTAL | | | | 150.00 | |
| BRADY, DON | 056400053010 | GAME OFFICIAL | | 65.00 | 17639 |
| VENDOR TOTAL | | | | 65.00 | |
| C H WORLDWIDE | 011210054112 | SUPPLIES | | 85.00 | 17640 |
| VENDOR TOTAL | | | | 85.00 | |
| CENDEL TELEPHONE COMPANY | 017600057500 | MONTHLY TELEPHONE CHG | | 2023.21 | 17641 |
| VENDOR TOTAL | | | | 2023.21 | |
| DAMHOFF, RUSS | 056400053010 | GAME WORKERS | | 62.30 | 17642 |
| VENDOR TOTAL | | | | 62.30 | |
| ELECTRONIC GOLDMINE | 011230054102 | SUPPLIES | | 81.80 | 17643 |
| VENDOR TOTAL | | | | 81.80 | |
| FEROLO, JAMES | | | | | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 2

| DATE | VENDOR NAME | 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

| DATE | VENDOR NAME 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 | |
| | NAVAKAS, FRANCINE G. | | | |
| 2394 | 056900154300 HONORARIUM | | 202.20 | 17655 |
| | VENDOR TOTAL | | 202.20 | |
| | NOVAK JOSEPH L. | | | |
| 2394 | 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 | |
| 005 | SEXTON, BERNIE | | | |
| 2394 | 056904153000 SAUK SAGE | | 180.00 | 17661 |
| | VENDOR TOTAL | | 180.00 | |
| | SHAPEWARE CORP | | | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 4

| VENDOR NAME | 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 | |
| ***VOID CHECKS***17667 - 17677 | | | | | |
| 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 | |
| 616 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 | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 5

| VENDOR NAME | 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 | | | | | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 6

| VENDOR NAME | ACCOUNT | DESCRIPTION | INVOICE NUMBER | ACCOUNT AMOUNT | CHECK 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 | |
| 515 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 | | | | | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 7

| NDOR | VENDOR NAME | INVOICE | ACCOUNT | CHECK |
|------|------------------------------------|-------------------|--------------|--------|
| ATE | ACCOUNT DESCRIPTION | 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 | |
| | | ***VOID CHECKS*** | 17703 - 1771 | |
| 435 | ALFANO, CINDY | | | |
| 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 | 17.40 | 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 |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 8

| VENDOR NAME | ACCOUNT | DESCRIPTION | INVOICE NUMBER | ACCOUNT AMOUNT | CHECK NUMBER |
|--------------|-----------------------------|------------------------|----------------|----------------|--------------|
| 0294 | 056400055010 | TRAVEL | | 24.31 | 17721 |
| 0294 | 056400053010 | GAME WORKERS | | 55.00 | 17721 |
| VENDOR TOTAL | | | | 141.01 | |
| 804 | DRANE, PAULA | | | | |
| 0294 | 056600054300 | SUPPLIES | | 78.46 | 17722 |
| VENDOR TOTAL | | | | 78.46 | |
| 021 | DUFFY, EDWARD F. | | | | |
| 0294 | 011900053000 | AIRLINE FEE | | 3055.00 | 17723 |
| VENDOR TOTAL | | | | 3055.00 | |
| 050 | ECONOMY TROPHY COMPANY | | | | |
| 0294 | 056400055041 | AWARDS FOR VOLLEYBALL | 28461 | 36.00 | 17724 |
| VENDOR TOTAL | | | | 36.00 | |
| 255 | FANNIN, SHARON | | | | |
| 0294 | 056904153000 | OIL PAINTING | | 640.00 | 17725 |
| VENDOR TOTAL | | | | 640.00 | |
| 613 | FEDERAL EXPRESS CORPORATION | | | | |
| 0294 | 019200054402 | POSTAGE | | 98.50 | 17726 |
| VENDOR TOTAL | | | | 98.50 | |
| | FRANA | JERRY L | | | |
| 0294 | 011230055000 | TRAVEL | | 138.32 | 17727 |
| VENDOR TOTAL | | | | 138.32 | |
| 858 | GENGELBACH, GESCHE | | | | |
| 0294 | 018100055000 | DIXON IND. COUNCIL MTG | | 10.86 | 17728 |
| VENDOR TOTAL | | | | 10.86 | |
| 954 | HENNINGSSEN NANCY | | | | |
| 0294 | 056904153000 | CEL 371 | | 810.00 | 17729 |
| VENDOR TOTAL | | | | 810.00 | |
| 369 | HERREN, ROSS | | | | |
| 0294 | 027800055000 | TRAVEL | | 106.74 | 17730 |
| VENDOR TOTAL | | | | 106.74 | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 9

| VENDOR NAME | 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 | | ACCREDITATION FEES | | 1400.00 | 17735 |
| VENDOR TOTAL | | | | 1400.00 | |
| KREPS | | | | | |
| 0294 010000044106 | | WILLIAM R 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 | |
| 221 LIFESONG AUDIO | | | | | |
| 0294 039900058414 | | BLEACHER PROJECT | | 889.50 | 17739 |
| VENDOR TOTAL | | | | 889.50 | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 10

| DOR TE | VENDOR NAME ACCOUNT | DESCRIPTION | INVOICE NUMBER | ACCOUNT AMOUNT | CHECK NUMBER |
|-----------|------------------------|--------------------------|-------------------|-------------------|-----------------|
| | MARLIER | MICHAEL A | | | |
| 294 | 050000013905 | STUDENT LOAN DUE 1-29-9 | | 75.00 | 17740 |
| | VENDOR TOTAL | | | 75.00 | |
| 69 | MURRAY KRIS | | | | |
| 294 | 011151255000 | CONFERENCE | | 242.62 | 17741 |
| | VENDOR TOTAL | | | 242.62 | |
| 25 | OLMSTED, BRIAN | | | | |
| 294 | 056910254300 | FILM PROCESSING | | 35.00 | 17742 |
| 294 | 018300054101 | FILM PROCESSING | | 27.72 | 17742 |
| | VENDOR TOTAL | | | 62.72 | |
| | PEARSON | BETTY L | | | |
| 294 | 050000013905 | STUDENT LOAN DUE 3-2-95 | | 150.00 | 17743 |
| | VENDOR TOTAL | | | 150.00 | |
| 65 | PROFESSIONAL | BENEFIT ADMINISTRATORS I | | | |
| 294 | 056900752100 | MEDICAL CLAIMS 11-28-94 | | 5717.43 | 17744 |
| | VENDOR TOTAL | | | 5717.43 | |
| | REHA, LYNN | | | | |
| 294 | 011881153000 | FEE FOR STORYTELLING | | 95.00 | 17745 |
| | VENDOR TOTAL | | | 95.00 | |
| 84 | ROUGAS, DEAN | | | | |
| 294 | 056400053010 | GAME OFFICIAL | | 65.00 | 17746 |
| | VENDOR TOTAL | | | 65.00 | |
| 25 | SEGUIN, MICHAEL | | | | |
| 294 | 011881155000 | ICCA FALL CONFERENCE | | 34.41 | 17747 |
| | VENDOR TOTAL | | | 34.41 | |
| 20 | SHELL OIL COMPANY | | | | |
| 294 | 056900354300 | GAS FOR COLLEGE VANS | | 286.18 | 17748 |
| | VENDOR TOTAL | | | 286.18 | |
| 35 | SHIPPERT, STANLEY | | | | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 11

| VENDOR NAME | ACCOUNT | DESCRIPTION | INVOICE NUMBER | ACCOUNT AMOUNT | CHECK 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 | |
| TYNE, MARGARET | | | | | |
| 0294 | 019100055000 | ACCT CONVENTION | | 438.82 | 17752 |
| VENDOR TOTAL | | | | 438.82 | |
| VROMAN, KAREN | | | | | |
| 0294 | 056904153000 | WATERCOLOR PAINTING | | 270.00 | 17753 |
| VENDOR TOTAL | | | | 270.00 | |
| WALKER, SHIRLEY | | | | | |
| 0294 | 018300055000 | NAEIR PICKUP | | 19.55 | 17754 |
| VENDOR TOTAL | | | | 19.55 | |
| 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 | |
| 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 | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 12

| DATE | VENDOR NAME ACCOUNT DESCRIPTION | INVOICE NUMBER | ACCOUNT AMOUNT | CHECK NUMBER |
|------|--------------------------------------|-------------------|-------------------|-----------------|
| 0340 | US POSTMASTER - DIXON | | | |
| 0194 | 019200054402 ADMISSIONS MAILING | | 258.09 | 17759 |
| | VENDOR TOTAL | | 258.09 | |
| | LAGOW, LARRY | | | |
| 0594 | 019200055400 TRAVEL | | 630.26 | 17760 |
| | VENDOR TOTAL | | 630.26 | |
| | TAMPICO NATIONAL BANK | | | |
| 0794 | 070000012000 INVESTMENTS | | 500000.00 | 17761 |
| | VENDOR TOTAL | | 500000.00 | |
| | ***VOID CHECKS***17762 - 17772 | | | |
| 0328 | AMERICAN EXPRESS | | | |
| 0994 | 018100055000 PRESIDENT CONFERENCE | | 450.58 | 17773 |
| 0994 | 019100055000 BOARD CONFERENCE | | 379.21 | 17773 |
| | VENDOR TOTAL | | 829.79 | |
| | AMOCO OIL COMPANY | | | |
| 0994 | 056900354300 GAS FOR COLLEGE VANS | | 81.77 | 17774 |
| | VENDOR TOTAL | | 81.77 | |
| | ASSOC. OF PHYSICAL PLANT ADMIN. | | | |
| 0994 | 027100054104 SUPPLIES | | 38.00 | 17775 |
| | VENDOR TOTAL | | 38.00 | |
| | BEST WESTERN BRANDYWINE LODGE | | | |
| 0994 | 056900154300 LUNCHEON FOR WILL ROGER | | 164.80 | 17776 |
| | VENDOR TOTAL | | 164.80 | |
| | BRADLEY, JAMI | | | |
| 0994 | 018200055000 TRAVEL | | 65.79 | 17777 |
| | VENDOR TOTAL | | 65.79 | |
| | BREED, NANCY J. | | | |
| 0994 | 018200055000 TRAVEL | | 83.38 | 17778 |
| | VENDOR TOTAL | | 83.38 | |
| | BURGESS, KENDRA | | | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 13

| NDOR | VENDOR NAME | INVOICE | ACCOUNT | CHECK |
|------|-------------------------------------|---------|---------|--------|
| ATE | ACCOUNT DESCRIPTION | NUMBER | AMOUNT | 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 | | | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 14

| NDOR ATE | VENDOR NAME ACCOUNT DESCRIPTION | INVOICE NUMBER | ACCOUNT AMOUNT | CHECK NUMBER |
|-------------|---------------------------------------|-------------------|-------------------|-----------------|
| 0994 | 013800055000 TRAVEL | | 21.75 | 17788 |
| | VENDOR TOTAL | | 21.75 | |
| 804 | DRANE, PAULA | | | |
| 0994 | 056600054300 SUPPLIES | | 86.41 | 17789 |
| | 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 | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 15

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

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 16

| VENDOR NAME | INVOICE NUMBER | ACCOUNT AMOUNT | CHECK NUMBER |
|---|----------------|----------------|--------------|
| 0994 103914159900 SUPPLIES | | 288.25 | 17806 |
| VENDOR TOTAL | | 288.25 | |
| 0994 011271254102 SUPPLIES | | 33.44 | 17807 |
| VENDOR TOTAL | | 33.44 | |
| 0994 010000044103 REF OVERCHARGE-SPR TUIT | | 15.00 | 17808 |
| VENDOR TOTAL | | 15.00 | |
| 0994 056904153000 ACT PREPERATION | | 210.00 | 17809 |
| VENDOR TOTAL | | 210.00 | |
| 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 | |
| 0994 056400055011 VAN RENTAL | | 114.95 | 17811 |
| VENDOR TOTAL | | 114.95 | |
| 0994 056904154300 SUPPLIES | | 20.00 | 17812 |
| VENDOR TOTAL | | 20.00 | |
| 0994 011271455000 TRAVEL | | 102.70 | 17813 |
| VENDOR TOTAL | | 102.70 | |
| 0994 056900154300 REGISTRATION FEES | | 20.00 | 17814 |
| VENDOR TOTAL | | 20.00 | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 17

| VENDOR NAME | ACCOUNT | DESCRIPTION | INVOICE NUMBER | ACCOUNT AMOUNT | CHECK NUMBER |
|---------------------------------------|--------------|-------------------------|----------------|----------------|--------------|
| SPRINT | 017600057500 | MONTHLY TELEPHONE CHARG | | 1208.97 | 17815 |
| VENDOR TOTAL | | | | 1208.97 | |
| TIGER DIRECT | 011210054112 | SUPPLIES | | 47.90 | 17816 |
| VENDOR TOTAL | | | | 47.90 | |
| ULLRICK, STEVE | 013100055000 | TRAVEL | | 69.02 | 17817 |
| VENDOR TOTAL | | | | 69.02 | |
| WIDENER, ANDY | 103913454900 | ADN SECOND PLACE WINNER | | 50.00 | 17818 |
| VENDOR TOTAL | | | | 50.00 | |
| ***VOID CHECKS***17819 - 17832 | | | | | |
| ACE HARDWARE | 039900058413 | AUGER RENTAL | 27056 | 50.00 | 17833 |
| | 011230054132 | PLASTER OF PARIS | 26353 | 27.00 | 17833 |
| | 056400054320 | PAINT-BALL FIELD | 26755 | 25.96 | 17833 |
| | 027100054104 | ANTIFREEZE | 43820 | 41.70 | 17833 |
| | 039900058413 | PAINT; HAMMER | 27243 | 23.71 | 17833 |
| VENDOR TOTAL | | | | 168.37 | |
| ACTIVISION ELECTRIC, INC. | 012100054401 | PROJECTOR LAMPS | 15404 | 419.54 | 17834 |
| VENDOR TOTAL | | | | 419.54 | |
| AM MULTIGRAPHICS | 056700054300 | SUPPLIES | 16509 | 108.30 | 17835 |
| | 120000017300 | SERVICE | T2035 | 256.00 | 17835 |
| VENDOR TOTAL | | | | 364.30 | |
| AMERICAN ASSOCIATION OF COMM. COLLEGE | 018100055000 | CONVENTION REG | | 340.00 | 17836 |
| VENDOR TOTAL | | | | 340.00 | |
| AMERICAN INSTITUTE OF | | | | | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 18

| VENDOR NAME | ACCOUNT | DESCRIPTION | INVOICE NUMBER | ACCOUNT AMOUNT | CHECK NUMBER |
|--------------------------------------|---------------------|-------------|----------------|----------------|--------------|
| 1994 011230054132 | FILM RENTALS | 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 | |
| 740 BRING GAS SERVICES CORP. | | | | | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 19

| VENDOR DATE | VENDOR NAME ACCOUNT DESCRIPTION | INVOICE NUMBER | ACCOUNT AMOUNT | CHECK NUMBER |
|----------------|------------------------------------|-------------------|-------------------|-----------------|
| 1994 | 027600057100 GAS SERVICE | 11199 | 5640.00 | 17846 |
| | VENDOR TOTAL | | 5640.00 | |
| 1994 | 027100053000 GMC REPAIRS | 62997 | 386.05 | 17847 |
| | VENDOR TOTAL | | 386.05 | |
| 1994 | 027100054104 GLASS REPAIRS | 59230 | 67.08 | 17848 |
| | VENDOR TOTAL | | 67.08 | |
| 1994 | 011230054132 GRINDER; COLLETS | 11410 | 40.95 | 17849 |
| | VENDOR TOTAL | | 40.95 | |
| 1994 | 019200054700 AD | | 88.40 | 17850 |
| | VENDOR TOTAL | | 88.40 | |
| 1994 | 027600053000 MAINT CONTR | 10325 | 1407.85 | 17851 |
| | VENDOR TOTAL | | 1407.85 | |
| 1994 | 011271354102 E TANKS | 17855 | 20.00 | 17852 |
| | VENDOR TOTAL | | 20.00 | |
| 1994 | 011271254102 LINEN SERVICE | | 84.00 | 17853 |
| | VENDOR TOTAL | | 84.00 | |
| 1994 | 056400054361 CHEERLEADER UNIFORM | 94578 | 143.90 | 17854 |
| | VENDOR TOTAL | | 143.90 | |
| 1994 | 011160054112 SOFTWARE | 40747 | 176.50 | 17855 |
| | VENDOR TOTAL | | 176.50 | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 20

| VENDOR NAME | 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 | |
| | | | | VOID CHECK | 17860 |
| 720 CONSOLIDATED MANAGEMENT CO. | | | | | |
| 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 | |
| 785 COUNC OF NORTH CENT TWO-YEAR COLLEGS | | | | | |
| 1994 019200054600 | | DUES | | 130.00 | 17862 |
| VENDOR TOTAL | | | | 130.00 | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 21

| VENDOR NAME | 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 | HOOBS | 013-2 | 8.40 | 17863 | |
| 1994 027100054104 | CONNECTORS | 013-2 | 152.88 | 17863 | |
| VENDOR TOTAL | | | | 311.70 | |
| 960 DESIGN FURNITURE + SYTEMS | | | | | |
| 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 | |
| 670 FYR-FYTER INC. | | | | | |
| 1994 027100053000 | SERVICE FIRE EXTINGUISH | 4589 | 172.50 | 17871 | |
| VENDOR TOTAL | | | | 172.50 | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 22

| VENDOR NAME | ACCOUNT | DESCRIPTION | INVOICE NUMBER | ACCOUNT AMOUNT | CHECK 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 GRUMMERTS 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. | 1994 027300054104 | SNOW PLOW PARTS | | 23.15 | 17879 |
| VENDOR TOTAL | | | | 23.15 | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 23

| VENDOR NAME | 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 | 14148 | 62.71 | 17885 |
| 1994 011151254102 | MUSIC | 14148 | 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 |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 24

| VENDOR NAME | 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 | |
| 018 | 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 | |
| 015 | MAC ZONE | | | | |
| 994 | 056910254300 | PL1 INFINITY | 51070 | 572.98 | 17891 |
| VENDOR TOTAL | | | | 572.98 | |
| 014 | 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 | |
| 072 | MARCRAFT INTERNATIONAL CORP. | | | | |
| 994 | 056904154300 | POWER SUPPLY | 34638 | 230.48 | 17894 |
| VENDOR TOTAL | | | | 230.48 | |
| 097 | MAYES, DAVID J. | | | | |
| 994 | 027100053000 | SEWAGE TESTING | | 400.00 | 17895 |
| VENDOR TOTAL | | | | 400.00 | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 25

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

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 26

| VENDOR NAME | 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 | |
| 010 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 | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 27

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

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 28

| NDOR | VENDOR NAME | INVOICE | ACCOUNT | CHECK |
|------|-------------------------------------|---------|---------|--------|
| ATE | ACCOUNT DESCRIPTION | NUMBER | AMOUNT | NUMBER |
| 1994 | 056400054351 T SHIRTS; SKIRT | 16966 | 64.15 | 17923 |
| 1994 | 056400054351 T SHIRTS | 17046 | 38.35 | 17923 |
| | VENDOR TOTAL | | 102.50 | |
| 665 | STEWART SECURITY | | | |
| 1994 | 129200053900 SECURITY SERVICE | 7132 | 2432.00 | 17924 |
| | VENDOR TOTAL | | 2432.00 | |
| 934 | TCI ILLINOIS CABLE ADVERTISING | | | |
| 1994 | 018300054700 ADVERTISING FEE | | 25.00 | 17925 |
| | VENDOR TOTAL | | 25.00 | |
| 615 | TECHNO-AID/STUMB METAL PRODUCTS CO. | | | |
| 1994 | 011271454102 RAD TECH SUPPLIES | 11732 | 72.80 | 17926 |
| | VENDOR TOTAL | | 72.80 | |
| | THE HALCYON GROUP | | | |
| 1994 | 011230054102 KIT DESCRAMBLER ETC | 2454 | 129.90 | 17927 |
| | VENDOR TOTAL | | 129.90 | |
| 935 | TRI-COUNTY PRESS | | | |
| 1994 | 018300054101 SUBSCRIPTION | | 17.50 | 17928 |
| | VENDOR TOTAL | | 17.50 | |
| 270 | UARCO, INCORPORATED | | | |
| 1994 | 013100054101 GRADE REPORTS | 71272 | 1846.53 | 17929 |
| 1994 | 019500054101 MONTHLY DESK PADS | 78341 | 17.96 | 17929 |
| | VENDOR TOTAL | | 1864.49 | |
| 335 | UNIQUE COMPUTER | | | |
| 1994 | 120000017300 PRINTER REPAIR | 31340 | 48.00 | 17930 |
| 1994 | 120000017300 REPLACEMENT MONITORS | 31264 | 1900.00 | 17930 |
| 1994 | 018300054101 PAGEMAKER UPGRADE | 31263 | 150.00 | 17930 |
| | VENDOR TOTAL | | 2098.00 | |
| 338 | UNISOURCE | | | |
| 1994 | 056700054300 PAPER | 10567 | 195.67 | 17931 |
| | VENDOR TOTAL | | 195.67 | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 29

| NDOR ATE | VENDOR NAME ACCOUNT | DESCRIPTION | INVOICE NUMBER | ACCOUNT AMOUNT | CHECK NUMBER |
|-------------|--|-------------------------|-------------------|-------------------|-----------------|
| 345 1994 | UNITED PARCEL SERVICE 019200054402 | SERVICE WEEK ENDED NOV | | 247.56 | 17932 |
| | VENDOR TOTAL | | | 247.56 | |
| 340 1994 | US POSTMASTER - DIXON 019200054402 | POSTAGE METER REFILL | | 2000.00 | 17933 |
| | VENDOR TOTAL | | | 2000.00 | |
| 855 1994 | VERNON COMPANY 013100054101 | KEY CHAINS | | 360.95 | 17934 |
| | VENDOR TOTAL | | | 360.95 | |
| 855 1994 | VONACHEN INDUSTRIAL SUPPLY 027200054104 | VACUUM BAGS | 08384 | 110.70 | 17935 |
| | VENDOR TOTAL | | | 110.70 | |
| 803 1994 | W.W. GRAINGER, INC. 027100054104 | FILM; CONDUIT CUTTER | 15063 | 74.94 | 17936 |
| | VENDOR TOTAL | | | 74.94 | |
| 145 1994 | WAL-MART STORES, INC. 056910554300 | CHRISTMAS TREES & DECOR | 62574 | 276.79 | 17937 |
| | VENDOR TOTAL | | | 276.79 | |
| 155 1994 | WALNUT LEADER 019200054700 | LEGAL AD | | 48.26 | 17938 |
| | VENDOR TOTAL | | | 48.26 | |
| | WCB COMMUNICATIONS | | | | |
| 1994 | 011140054102 | VIDEO | | 37.35 | 17939 |
| | VENDOR TOTAL | | | 37.35 | |
| 860 1994 | WERMERS FLOOR COVERINGS 027100054104 | YELLOW PAINT | 1804 | 23.75 | 17940 |
| | VENDOR TOTAL | | | 23.75 | |
| 870 | WESCO | | | | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 30

| VENDOR | VENDOR NAME | INVOICE | ACCOUNT | CHECK | |
|--------|--------------|---------------------|---------|---------|--------|
| DATE | ACCOUNT | DESCRIPTION | 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

| | | | | | |
|------|-------------------|---------|-------|---------|-------|
| 970 | 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

/12/94

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 31

| VENDOR | 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 | | | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 32

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

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 33

| VENDOR | 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 | |
| | R. C. SMITH TRANSPORTATION | | | |
| 2394 | 063984255001 VAN RENTAL | | 90.60 | 12192 |
| | VENDOR TOTAL | | 90.60 | |
| | ROCK FALLS TOWNSHIP HIGH SCHOOL | | | |
| 2394 | 061289159000 SUBSTITUTE REIMB | | 35.85 | 12193 |
| 2394 | 061289259000 TRAVEL REIMB | | 52.48 | 12193 |
| | VENDOR TOTAL | | 88.33 | |
| | SAUK VALLEY COMMUNITY COLLEGE | | | |
| 2394 | 063483459900 FALL 94 BOOKS-PELL GT | | 23.07 | 12194 |
| | VENDOR TOTAL | | 23.07 | |
| | 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 | | | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 34

| 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 | | | | | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 35

| 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 | |
| | | | ***VOID CHECKS***12224 - 12234 | |
| 461 | ASP, DOLORES | | | |
| 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 | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 36

| 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 | FRIEDRICHS, 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. | | | | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 37

| VENDOR | 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 | |
| 0994 | KIDDER | MARY LOU | 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 | | | | | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 38

| VENDOR | 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 | |

SAUK VALLEY COMMUNITY COLLEGE
CHECK REGISTER
12-31-94

PAGE 39

| VENDOR | VENDOR NAME | INVOICE | ACCOUNT | CHECK |
|---------|------------------------------------|---------|----------|--------|
| ACCOUNT | DESCRIPTION | NUMBER | AMOUNT | 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 | |

/12/94

Nov 30, 1994
10:35 am

SVCC Bookstore
Journal Detail Report
(Report period: November 1, 1994 to November 30, 1994)

Page 40

| 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 PUBLICATIO 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 |

Nov 30, 1994
10:35 am

SVCC Bookstore
Journal Detail Report
(Report period: November 1, 1994 to November 30, 1994)

Page 41

| 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 |

ov 30, 1994
0:35 am

SVCC Bookstore
Journal Detail Report
(Report period: November 1, 1994 to November 30, 1994)

Page 42

| Date | Jnl | Ref. No | Description / Accounts | Debits | Credits |
|----------|-----|---------|-------------------------------------|----------|----------|
| 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 |

Nov 30, 1994
10:35 am

SVCC Bookstore
Journal Detail Report
(Report period: November 1, 1994 to November 30, 1994)

Page 43

| 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 |