

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

September 30, 1996

7:00 p.m.

- A. Call to Order**
- B. Roll Call**
- C. Communication from Visitors/Faculty Association**
- D. Consent Agenda**

- 1. **Approval of Minutes**
- 2. **Treasurer's Report**
- 3. **Bills Payable**
- 4. **Payrolls - August 31, 1996 - \$141,347.37**
September 15, 1996 - \$150,067.49
- 5. **Budget Report**
- 6. **Health/Life Insurance Report**
- 7. **Closed Session Minutes**

- E. President's Report**

- 1. **Monthly Policy Reviews - 423.01, 424.01, 424.02, 425.01**
- 2. **NCMPR Newcomer's Award**
- 3. **Textbook Reviews**
- 4. **Percentage of High School Graduates Served (Attached)**
- 5. **Health Career Graduates Success**
- 6. **Student Housing**
- 7. **Endowment Challenge Grant I - \$843,335 (+\$12,993)**
Endowment Challenge Grant II - \$812,322 (+\$12,660)

- F. Financial Reports and Actions**

Tractor Bid Award

- G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees)**

H. Personnel

- 1. Faculty Retirement**
- 2. Part-time Instructors**

I. Other

- 1. Strategic Plan**
- 2. Little Theatre Resolution**
- 3. Appointment of Voting Delegate - ACCT Convention**
- 4. Board Policies - 600 Series - First Reading**

J. Reports

- 1. Student Trustee**
- 2. ICCTA Representative**
- 3. Foundation Liaison**
- 4. Board Chair**

K. Adjournment

Board of Trustees Meetings

October 28, 1996

ICCTA Monthly Meetings

None

November 25, 1996

November 7-8, 1996
Courtyard Marriott, Chicago

December 16, 1996

None

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

September 30, 1996

The Board of Trustees of Sauk Valley Community College met in regular meeting at 7 p.m. on September 30, 1996 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

| | |
|-----------------|-------------------|
| Edward Andersen | Richard Groharing |
| Thomas Jensen | B. J. Wolf |
| Carlos Garcia | |

Absent: Thomas Densmore William Simpson
William Yemm

SVCC Staff: President Richard L. Behrendt
Attorney Jim Bergman
Vice President Jami Bradley
Vice President Joan Kerber
Secretary to the Board Marilyn Vinson
Director of College Relations Larry Lagow

Secretary: Due to the absence of William Simpson, Vice-Chair Groharing appointed Edward Andersen Secretary Pro-tem.

Consent Agenda: It was moved by Member Andersen and seconded by Member Jensen that the Board approve the Consent Agenda as presented. In a roll call vote, all voted aye. Motion carried.
Student Trustee Garcia advisory vote: aye.

President's Report: President Behrendt reported that Brian Olmsted had won the Newcomer's Award from Region III of the National Council for Marketing and Public Relations, that Karen Pinter and Judy Williamson had served as book reviewers for Masterplots II: Short Story Series Supplement, that Ralph Pifer had reviewed John W. Santrock's psychology text, Psychology, that the College had enrolled 46% of the district high school graduates that have matriculated to higher education institutions, that all 13 graduates of the Rad Tech Program passed the American Registry of Radiologic Technologist Exam, that all graduates of the Associate

Degree Nursing Program that took the NCLEX-RN Exam had passed, that the Foundation was advertising an Invitation to Developers to determine the interest they might have in the construction of student housing, that the balance in the Endowment Challenge Grant I Fund was \$843,335 (+\$12,993), and the balance in the Endowment Challenge Grant II Fund was \$812,322 (+\$12,660).

Tractor Bid Award: It was moved by Member Wolf and seconded by Member Andersen that the Board approve the low bid from Polo Equipment Company in the amount of \$12,990 for the purchase of a new Case C-IH 3220 tractor with loader and 15 foot turf mower. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

Closed Session: At 7:15 p.m. it was moved by Member Andersen and seconded by Member Jensen that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees. In a roll call vote, all voted aye. Student Trustee Garcia advisory vote: aye.

Regular Session: The Board returned to regular session at 7:20 p.m.

Faculty Retirement: It was moved by Member Wolf and seconded by Member Jensen that the Board accept with regret the resignation (effective May 21, 1997) of Charles Oster, Professor of Machine Design, who has been with the College for 27 years. In a roll call vote, all voted aye. Student Trustee Garcia advisory vote: aye.

Part-time Instructors: It was moved by Member Andersen and seconded by Member Jensen that the Board approve the following instructors for the 1996 fall semester: Theresa Hooper, John McNeil, Pat Smith, Norma Wolens, and Daryl Smiley. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

Strategic Plan: It was moved by Member Jensen and seconded by Member Garcia that the Board approve the Strategic Plan (1996 through 2000) as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

Little Theatre: It was moved by Member Wolf and seconded by Member Garcia that the Board approve the attached resolution re-naming the Little Theatre the **DR. JERRY WESTON MATHIS THEATRE**, effective immediately. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

Voting Delegate ACCT Annual Convention: It was moved by Member Andersen and seconded by Member Jensen that the Board appoint B.J. Wolf as SVCC's voting delegate to the annual ACCT Convention. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

Board Policies- 600 Series First Reading: It was moved by Member Andersen and seconded by Member Jensen that the Board approve for first reading the 600 Series (revised Student Regulations) of the Board Policy Manual. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

Reports: Student Trustee Garcia reported on the success of Free-for-Fall, the program "Star Trek Physics" scheduled for October 2, the Bloodmobile scheduled for October 21, and Red Ribbon Week.

ICCTA Representative Groharing reported on the September meeting and the seminar on policy-governance.

Foundation Liaison Jensen and Board Chair Densmore reported on the student housing project and the Foundation meeting scheduled for October 22.

Since the scheduled business was completed, it was moved by Member Andersen and seconded by Member Jensen that the Board adjourn. The next regular meeting will be at 7 p.m. on October 28, 1996 in the third floor Board Room. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

The meeting adjourned at 7:50 p.m.

Respectfully submitted:


Edward Andersen, Secretary Pro-tem



**SAUK VALLEY
COMMUNITY
COLLEGE**

13 IL Rte. 2, Dixon, IL 61021 • 815/288-5511

MEMORANDUM

8-6

TO: Dr. Richard Behrendt
FROM: Jami V. Bradley
DATE: September 23, 1996
SUBJECT: Medical Insurance Report

The revenue and expenses for the Colleges medical insurance plan year ending June 30, 1997, are listed below. Please be advised that these amounts include retirees, COBRA participants and grant employees:

| | <u>Month of Aug 1996</u> | <u>Plan Year To Date</u> |
|--|------------------------------|------------------------------|
| Revenue | \$56,149.92 | \$118,451.99 |
| Expenses: | | |
| Medical claims | (15,329.39) | (46,593.41) |
| Fixed Costs | (11,537.46) | (32,523.72) |
| Revenue in excess of expenses | 29,283.07 | 39,334.86 |
| Beginning Accumulated Medical Insurance Pool at July 1, 1996 | | <u>498,230.98</u> |
| Ending Accumulated Medical Insurance Pool at August 31, 1996 | | <u>\$537,565.84</u> |

n

cc: Insurance Advisory Committee
Beverly Kiele

For Board Meeting of
September 30, 1996

Agenda Item D-7

Closed Session Minutes

Since the Board has once again reviewed the closed session minutes, a resolution containing the dates of closed sessions that should remain closed should now be presented for approval. The remaining minutes (some of which were closed before) can now be opened to the public and will be placed in the notebook maintained in the office of the Secretary to the Board of Trustees.

| <u>Date of Closed Session</u> | <u>Reason to be kept confidential</u> |
|------------------------------------|---|
| January 28, 1991 | Appointment, Employment or Dismissal of an Employee |
| May 29, 1991 | Appointment, Employment or Dismissal of an Employee |
| May 26, 1992 (second session) | Collective Bargaining |
| June 22, 1992 (second session) | Collective Bargaining |
| August 24, 1992 (first session) | Appointment, Employment or Dismissal of an Employee |
| (second session) | Collective Bargaining |
| December 21, 1992 | Appointment, Employment or Dismissal of an Employee |
| February 22, 1993 | Appointment, Employment or Dismissal of an Employee |

| <u>Date of Closed Session</u> | <u>Reason to be kept Confidential</u> |
|-------------------------------------|--|
| March 22, 1993 | Appointment, Employment or Dismissal of an Employee |
| May 24, 1993 | Collective Bargaining |
| June 28, 1993 | Appointment, Employment or Dismissal of an Employee |
| July 26, 1993 (first session) | Appointment, Employment or Dismissal of an Employee |
| (second session) | Appointment, Employment or Dismissal of an Employee |
| August 23, 1993 (second session) | Appointment, Employment or Dismissal of an Employee |
| January 24, 1994 | Appointment, Employment or Dismissal of an Employee; also Acquisition of real estate |
| February 4, 1994 | Appointment, Employment or Dismissal of an Employee |
| March 28, 1994 | Appointment, Employment or Dismissal of an Employee; also Collective Bargaining |
| April 24, 1994 | Appointment, Employment or Dismissal of an Employee |
| May 23, 1994 | Appointment, Employment or Dismissal of an Employee |
| June 27, 1994 | Appointment, Employment or Dismissal of an Employee; also Acquisition of Real Estate |

| <u>Date of Closed Session</u> | <u>Reason to be kept Confidential</u> |
|-------------------------------|---|
| November 28, 1994 | Board Self-Evaluation |
| December 19, 1994 | Litigation When an Action has Been Filed |
| January 23, 1995 | Litigation When an Action has Been Filed or is Probable |
| February 1, 1995 | Appointment, Employment or Dismissal of an Employee |
| March 27, 1995 | Collective Bargaining |
| April 27, 1995 | Collective Bargaining; also Litigation When an Action has been Filed or is Probable |
| May 22, 1995 | Collective Bargaining |
| June 26, 1995 | Litigation When an Action has been Filed or is Probable; also Collective Bargaining |
| July 24, 1995 | Collective Bargaining; also Appointment, Employment or Dismissal of an Employee |
| August 28, 1995 | Collective Bargaining |
| September 29, 1995 | Collective Bargaining |
| October 3, 1995 | Collective Bargaining |
| October 18, 1995 | Collective Bargaining |

| <u>Date of Closed Session</u> | <u>Reason to be kept confidential</u> |
|-------------------------------|--|
| October 23, 1995 | Appointment, Employment or Dismissal of an Employee |
| November 27, 1995 | Appointment, Employment or Dismissal of an Employee |
| November 18, 1995 | Appointment, Employment or Dismissal of an Employee |
| January 22, 1996 | Appointment, Employment or Dismissal of an Employee |
| February 26, 1996 | Appointment, Employment or Dismissal of an Employee |
| March 25, 1996 | Appointment, Employment or Dismissal of an Employee |
| April 22, 1996 | Appointment, Employment or Dismissal of an Employee |
| May 28, 1996 | Appointment, Employment or Dismissal of an Employee; Collective Bargaining |
| June 17, 1996 | Appointment, Employment or Dismissal of an Employee |
| July 22, 1996 | Appointment, Employment or Dismissal of an Employee |

RECOMMENDATION: Board approval to keep confidential the Closed Session minutes listed above.

423.01 Policy for Substitute Instruction of Regularly Scheduled Classes

A. Philosophy - In the assignment of substitute instructors, the primary consideration shall be to provide the best instruction available for each class and to ensure coverage of instructional material without appreciable loss to the students involved.

B. Responsibility for Securing Substitutes - As soon as the Dean or Vice President of Instructional Services is notified of a faculty member's absence, the Dean will determine the best mechanism for ensuring that instructional objectives are met. The Dean may cover the classes personally, assign another staff member, extend subsequent class meetings, or schedule an additional session. If these are not possible, the Dean may secure an outside substitute.

When a faculty member submits a travel request which will make it necessary for him/her to miss his/her classes, it is the responsibility of the Dean to make sure that all arrangements have been made for meeting instructional objectives before the approval for travel is granted.

C. Payment for Substitution - Regular Staff Substitutes: When the Dean has determined the staff member's absence will extend beyond three consecutive days, he/she may assign another regular staff member or secure an outside substitute to cover classes at the approved rate of pay.

Part-time Faculty: When there is no viable alternative to meet instructional objectives, the Dean may secure an outside substitute for a part-time instructor for one class session during a semester without penalty to the part-time instructor. If a substitute is required for additional sessions, the salary of the part-time instructor will be pro-rated.

3/23/81, 3/23/87, 9/25/89

424.01 Tutoring Policy

Tutorial classes may be offered with the approval of the appropriate Vice President. The rate of compensation for tutorial courses at Sauk Valley Community College shall be established at 70% of the average combined total of tuition and ICCB apportionment as calculated in the annual college budget. The rate, once determined, will then be applied for the subsequent fall semester through the following summer session. Tutorial assignments shall be voluntary on the part of the faculty.

424.02 Summer School Policy

Summer school shall be held at the discretion of the Board of Trustees. The final decision for the continuation or cancellation of each class will rest with the instructional Vice President.

1/14/80

3/23/87

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 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% |

Early Retirement (cont'd)

The lump sum payment will, at the retiree's option, be paid either as of the effective date of the retirement or as of January 31 following the effective date of retirement.

2 Base contractual salary is further defined:

for instructional staff - base remuneration for academic year.

for administration and support staff - computation for early retirement incentive is based upon fiscal year (12 month) contracts or other pro-rated contracts as appropriate.

An employee may not participate in the College's early retirement plan and also participate in any state early retirement incentive plan. If any state early retirement incentive plan is elected the College plan shall not be available. For the purpose of this paragraph, a state early retirement "incentive plan" is defined as any state retirement plan which requires the College to pay more dollar benefits on behalf of an individual employee than is required under the normal SURS early retirement plan without discount.

Grandfather Clause Any currently eligible employee shall remain eligible to participate in the College's early retirement plan under the terms of the previous early retirement policy until January 1, 1995 (for those retiring on June 30, 1995) despite the intended retiree's exceeding the 59 years of age limit prior to that date.



**SAUK VALLEY
COMMUNITY
COLLEGE**

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Agenda Item E-4

MEMORANDUM

DATE: September 25, 1996
TO: Dr. Behrendt and Dr. Kerber
FROM: Steve Ullrick
SUBJECT: Percentages of High School Graduates

Sauk Valley Community College had another outstanding year recruiting students from our area high schools. We ended up enrolling 29% of our district high school graduates. Over the past five years, we have been able to hold close to the 30% mark which is outstanding considering the increased competition and the drop in total graduates.

Even more impressive is the fact that we enrolled 46% of district high school graduates that matriculated to higher educational institutions. We believe that our reputation for providing quality education and our efforts in recruiting have accounted for this success.

We definitely have a strong hold on our district market and we will continue to increase our efforts in the coming year to make Sauk the choice for an even higher percentage of high school students.

cb

'96 High School Graduates Applied Fall '96

| <u>High School</u> | <u>1996</u> | <u>Applied</u> | <u>Enrolled</u> | <u>Hours</u> | <u>Number of Graduates Going on</u> | <u>Percent at SVCC</u> |
|--------------------|-------------|----------------|-----------------|--------------|-------------------------------------|------------------------|
| Abby | 63 | 18 | 15 | 190 | | |
| hton | 29 | 11 | 6 | 68 | | |
| reau Valley* | 46 | 28 | 21 | 312 | 36 | 58% |
| kon | 207 | 102 | 74 | 977 | 135 | 55% |
| anklin Center | 30 | 8 | 4 | 44 | 21 | 19% |
| ton | 79 | 2 | 1 | 16 | 47 | 2% |
| ledgeville | 46 | 22 | 13 | 185 | 29 | 45% |
| rrison | 81 | 35 | 20 | 277 | 69 | 29% |
| wman | 50 | 24 | 16 | 235 | 42 | 38% |
| lio | 18 | 9 | 7 | 96 | 11 | 64% |
| o | 54 | 33 | 18 | 253 | 42 | 43% |
| phetstown | 54 | 30 | 20 | 309 | 30 | 67% |
| ck Falls | 114 | 60 | 42 | 582 | 83 | 51% |
| rling | 266 | 120 | 79 | 1072 | 170 | 46% |
| npico | 18 | 9 | 5 | 69 | 9 | 56% |
| omson | 18 | 2 | 0 | 0 | 11 | 0% |
| TAL | 1,173 | 513 | 341 | 4,685 | 735 | 46% |

*in-district

6/96

For Board Meeting of
September 30, 1996

Agenda Item F

TRACTOR BID AWARD

The College recently advertised for a new 53 gross horsepower utility tractor with loader and 15 foot turf mower. Three bids were received and Polo Equipment Company submitted the low bid.

RECOMMENDATION: Board approval to purchase a Case C-IH 3220 Tractor with a Case C-IH 225 Loader and Woods 9180 15 foot Turf Mower for the low bid of \$12,990 (less trade-in) from Polo Equipment Company of Polo, IL.



**SAUK VALLEY
COMMUNITY
COLLEGE**

73 IL Rte. 2, Dixon, IL 61021 • 815/288-5511

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Jami V. Bradley *JVB*
DATE: September 24, 1996
SUBJECT: Tractor Bid

After due advertisement, the College received three sealed bids for a new 53 gross horsepower utility tractor with loader and 15 foot turf mower. The bid opening information sheet is attached.

The low bid of \$12,990 for a Case C-IH 3220 Tractor, with a Case C-IH 225 Loader and Woods 9180 15 foot turf Mower, less trade-in, from Polo Equipment Company (Polo, Illinois) meets bid specifications.

I recommend acceptance of the bid of \$12,990 by Polo Equipment Company for a Case C-IH 3220 tractor, loader and turf mower .

n
att

SAUK VALLEY COMMUNITY COLLEGE

BID OPENING - TRACTOR

SEPTEMBER 24, 1996

10:00 a.m. - Board Room

Present for Bid Opening: Jami Bradley, Jim Frederick, Nancy Breed,
Ross Herren, Gary Drew and a representative of
Peabudy's

| <u>Name of Bidder</u> | <u>Bid</u> | <u>Trade-In</u> | <u>Total Bid</u> |
|--|------------|-----------------|------------------|
| Polo Equipment Company Polo, Illinois | \$38,663 | (\$25,673) | \$12,990 |
| W.G. Leffelman & Sons Amboy, Illinois | 37,321 | (21,398) | 15,923 |
| Peabudy's, Inc. Sterling, Illinois | 40,511 | (20,531) | 19,980 |

For Board Meeting of
September 30, 1996

Agenda Item H-1

FACULTY RETIREMENT

We have received the attached letter from Charles Oster, Professor of Machine Design, indicating his desire to retire at the end of this academic year. Mr. Oster signed his first contract in 1970 and will be leaving Sauk Valley after 27 years of service.

RECOMMENDATION: Board approval to grant the request of Charles Oster to retire at the end of the academic year (May 21, 1997).



Sauk Valley
Community
College

September 13, 1996

Mr. Zollie W. Hall
Dean of Business, Technology and
Natural Sciences
Sauk Valley Community College
173 Illinois Route 2
Dixon, IL 61021

Dear Zollie:

This is to notify you of my intention to retire at the end of the 1997 spring semester, near the end of May 1997.

I hope the remaining school year for me is as enjoyable as all the preceding ones have been.

Sincerely yours,

A handwritten signature in black ink that reads "Charles Oster".

Charles Oster
Professor of Mechanical
Design and CAD

For Board Meeting of
September 30, 1996

Agenda Item H-2

PART-TIME INSTRUCTORS

The following instructors are presented for Board approval for the 1996 fall semester:

| | |
|----------------|--------------------|
| Theresa Hooper | General Studies |
| John McNeill | English |
| Pat Smith | Industrial Studies |
| Norma Wolens | General Studies |
| Daryl Smiley | Business |

RECOMMENDATION: Board approval of the part-time instructors as listed above.

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES**

MEMORANDUM

DATE: September 18, 1996

TO: Dr. Behrendt

FROM: Phil Gover *(Signature)*

SUBJECT: Part-time Instructors for Board Approval

The following new part-time instructors have been added to the fall schedule:

Corporate and Community Services

| | |
|----------------|-----|
| Theresa Hooper | GSP |
| John McNeill | ENG |
| Pat Smith | PPP |

Arts, Social Science and P.E.

| | |
|--------------|-----|
| Norma Wolens | GSP |
|--------------|-----|

Business, Technology and Natural Science

| | |
|---------------|-----|
| Smiley, Daryl | BUS |
|---------------|-----|

js

For Board Meeting of
September 30, 1996

Agenda Item I-1

STRATEGIC PLAN

Copies of the Strategic Plan were distributed to every staff member of the College for their input. Their comments and suggestions were incorporated into the final draft which is presented here for Board consideration.

RECOMMENDATION: Board approval of the attached Strategic Plan.

**SAUK VALLEY
COMMUNITY COLLEGE**
Dixon, Illinois

**STRATEGIC PLAN
1996-2000**

Dr. Richard L. Behrendt, President

**Prepared by
SVCC Faculty, Staff, and Administration**

**Coordinated by
Dr. Philip E. Gover, Vice President of Instructional Services**

September 18, 1996

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INTRODUCTION

Sauk Valley Community College, located on the Rock River between Dixon and Sterling, Illinois, was established by and for the citizens of Public Community College District #506 of the State of Illinois. The district was established in June of 1965 and includes parts of Lee, Ogle, Whiteside, Bureau, Henry, and Carroll counties, with a population of approximately 100,000. The College is a comprehensive, public community college governed by a seven-member Board of Trustees elected by residents of the district. A student trustee, representing student interests, serves as a non-voting member. The College has grown to the point where over 4,663 credit students and 6,000 non-credit participants register for classes or participate in other College activities each year.

It is vital that a strategic plan reflect the mission of the College, describe the basic assumptions dictating the future of the district and the College, articulate the vision, and list the strategic goals to be addressed in order to fulfill the College's mission. These strategic goals provide the necessary foundation upon which to develop short-to-medium-range operational plans which have specific, measurable objectives.

As a consequence, this document contains a review of the College's mission, assumptions about internal and external factors which will affect the College during the next few years, and then presents broad strategic goals which need to be accomplished to assure a stable, optimistic future for 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. At Sauk Valley Community College we believe that education contributes significantly to 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; and
- The pursuit of excellence in all endeavors is fundamental to the operation of the College.

VISION

The vision for Sauk Valley Community College is embodied in the slogan "SAUK MAKES IT POSSIBLE; YOU MAKE IT HAPPEN." All residents of Community College District 506 should think of the possibilities at Sauk Valley Community College--whether they are considering transfer education, career programs, developmental studies, counseling, adult/continuing education, business/industry training, intercollegiate athletics, cultural activities, or other special interest training programs..

In order to realize that vision, the College has made a commitment to excellence and has set three general goals. The first and most important of these is to cultivate the excellence that already exists at Sauk by continuing to recruit the best qualified personnel. This is a quality community college, operated by dedicated people providing college-level educational services and opportunities that meet the needs and interests of our students and our community. Sauk is recognized in its community as a caring institution committed to high standards in all its educational programs and services.

Our second goal is to market that excellence through a comprehensive marketing plan which involves all College personnel. We must make marketing a goal to be assured that all of our residents are informed of the services available through SVCC.

Our third goal is to expand the financial base for Sauk Valley Community College so that we may continue to be an excellent community college. Since enhanced state funding remains questionable and increasing tuition could have a negative effect on enrollment, it is obligatory that the College become more entrepreneurial in an attempt to expand its financial base.

PLANNING ASSUMPTIONS

Sauk Valley Community College will move toward the 21st Century with multiple challenges. The environment has changed considerably since the College was founded and continues to change rapidly. The analysis of internal and external factors which are likely to influence the course and direction of the College for at least four years form the basis for a set of fundamental assumptions to be considered in strategic planning. These assumptions define the scope of Sauk's planned activities.

ENROLLMENT

1. Workforce Development--General

There is a major emphasis at national, state, and local levels on workforce development. Employers are asking for quality high school and college graduates with skills which go beyond basic and technical skills. Team approaches, quality control, interpersonal skills, and problem-solving skills will be expected of every worker.

2. Workforce Development--Special Groups

Older workers, women, and the disabled will be among the special groups entering or re-entering the workforce in increasing numbers. To acquire needed training and make a successful transition to new or modified occupations, vocations, and careers will require special educational and support programs.

3. District Population

The district's population is likely to remain stable or decline slightly for the remainder of the century, according to U.S. Census and Illinois Bureau of the Budget projections. However, the eastern portion of our service area is experiencing limited population growth.

4. Age of Population

The traditional college age group (18 to 24 year olds) will continue to decline through the end of the century (Illinois Bureau of the Budget projections). The College will need to attract and enroll an increasing percentage of this population in order to maintain or increase its enrollment. The fastest growing age segment of the population is the 65 and over group. This population will continue to need educational programming to cope with expanding technological changes and the increased body of knowledge affecting the lives of everyone.

5. Market Penetration

The market for postsecondary education for all age groups may not yet be saturated; greater market penetration can be achieved in all age groups. This conclusion is based on comparative data for Illinois community colleges with similar characteristics, data which show Sauk's market penetration of 29.94 per 1000 population to be lower than the state average of 34.30 per 1000 population. Focused, intensive marketing may represent an opportunity to enroll new populations.

6. Student Characteristics

The student population will continue to be extremely diverse in age, goals, and academic preparation. Many entering students will be underprepared for college and will need specially designed support services. Many will need developmental or remedial training. A large percentage of students (85 percent) will be first generation college students, and at least one-third of all students will need substantial financial aid.

OPPORTUNITIES

7. Illinois Degree Requirements

The Illinois Board of Higher Education, through the Illinois Articulation Initiative, is adopting revised minimum general education course requirements for admission to upper division baccalaureate degree programs which become effective in 1998. This initiative creates opportunities for community colleges to provide the required coursework for students.

8. Senior Institution Recruitment Priorities

Senior institutions will attempt to admit increased numbers of freshmen and transfer students because of the shrinking traditional age populations at their institutions. This trend which will create challenges for our community college to maintain and increase enrollments. Collectively, community colleges are currently serving 63.6 percent of the students enrolled in higher education in Illinois.

9. Business

Employers are responding to market globalization and increased competitiveness by downsizing, and by increasing the skills of the remaining workforce. Companies will be recruiting new employees with higher skill levels and providing training to existing employees in technical areas specific to the firms goals. Corporate analysts suggest a greater need for graduates with strong preparations of interpersonal communication, managerial effectiveness, and problem-solving skills. Some employers have been slow to realize the need to update and upgrade employee skills. SVCC must actively market the availability of programs to train and retrain workers for all segments of business and industry.

10. Technology

Technology will have a pervasive impact on personal life as well as all occupations. Computer applications will continue to change, become more sophisticated, and be the basis for virtually all diagnostic and operating equipment and machinery. The demand for computer training in specific applications will continue to expand. These technologies will have a direct affect on the need for staff training, equipment acquisition, and delivery of instruction. An integrated, networked environment that provides access to information technology resources in support of teaching and learning, student-centered administrative systems, and a support infrastructure designed to help students, faculty, and staff effectively use the power of information technology will be the norm. Hardware, software, and information equipment is expensive. Costs, demands, and burdens placed on the College's human and financial resources will expand dramatically.

11. State Priorities

The Priorities, Quality, and Productivity (PQP) theme of IBHE has set the tone and parameters for higher education. Postsecondary institutions continue to focus on documenting effectiveness, productivity, and goal achievement. All post-secondary institutions will need to focus on student retention and performance outcomes. Systems for monitoring and reporting the successes in training and placement must be established. State priorities will also focus on cooperation among educational institutions to complement, not duplicate, programs and services.

FINANCIAL RESOURCES

12. Assessed Valuation

Assessed valuation, on which local tax revenue is based, has been increasing for the past several years, making up for many years of decline. Small increases are anticipated in future years, barring the loss of a major in-district employer. (It should be noted that the increases have actually produced fewer operating dollars since state equalization funding declines when assessed value increases. If tax caps on local assessments become reality, the College budget may be seriously affected.) A factor which may further aggravate the total operating fund is the movement by industries to request reassessment to decrease their assessed valuation. Additionally, Tax Increment Financing (TIF) districts and enterprise zones have reduced growth in tax revenues.

13. State Financial Priorities

The state budget picture is reasonably healthy, but there are many competing state priorities. Community colleges are currently positioned well among state priorities. However, there appears to be a very negative climate regarding new taxes to fund state programs. Public pressure continues for legislators to reposition revenues by increasing state income taxes and being less reliant on property taxes.

14. Revenue Projections

It is projected that public sector sources of funding from local taxes and state reimbursement will not be adequate to support the timely upgrading and development of programs, support services, and technology needed to serve the increasingly diverse student population.

15. **External Funding**

The role of grants and private sector fund raising will become even more important since traditional public sector funding sources are very limited. To accomplish such fund raising successfully, the College must maintain an image and reputation for quality and responsiveness in all of its programs. Designated staff will focus on potentially available grants and other funding sources.

16. **Tuition Revenue**

Tuition increases are possible within state regulations. However, tuition increases will need to be implemented in moderation. Smaller increases on a more frequent basis rather than larger tuition increases on an infrequent basis will help to avoid a negative effect on enrollment.

17. **State Reimbursement**

Reimbursement rates per credit hour declined for FY 1995 and FY 1996. No increases are anticipated for FY 1997 and FY 1998. Thus, increased enrollment will not necessarily result in increased funding from the state. Block grants administered through the state for targeted activities will increase. The FY 1997 budget included three new block grants for Education to Careers, Student Support Services, and Technology Support which are focused to help address identified educational needs.

18. **Other Revenue Sources**

Other revenue sources such as earned interest on investments will improve slightly.

19. **Funding Maintenance**

Although facilities have been well-maintained, the aging of the building and its furnishings are resulting in increased maintenance needs which are a time and money resource drain. Limited funding has been available, but there appears to be no new money to fund these needs. Sources must be located to maintain existing facilities.

20. **Health Care Costs**

Increases in health care costs have slowed down due to increasing public pressures. However, trends will need to be closely monitored. Considerations are being directed to enhance current insurance coverage and reduce direct costs.

21. **Expenditures**

With the exception of technology, most expenditures will be level or increase at a moderate but fairly predictable rate.

HUMAN RESOURCES

22. **Staff Development**

Changing technology, new developments in disciplines, changing educational delivery systems, and the pressure for outcomes assessment all require a focused and sustained staff development effort in order to maintain staff proficiency and effectiveness.

23. **Federal and State Requirements**

Federal and state legislation and attendant regulations, accountability, and reporting requirements will continue to increase, thereby increasing the burden and drain on human resources.

24. **Cultural Diversity**

The College district is not ethnically or culturally diverse. The College affirms its commitment to diversity, but recognizes the difficulty of attracting a diverse workforce and student body. Nonetheless, efforts to recruit and retain ethnically or culturally diverse students the College does attract need to be redoubled.

GOALS

The goals of the Strategic Plan are broad in nature. They represent vision and direction for the College to achieve its mission during the next five years. The Goals are cross-functional. They are not necessarily the responsibility of any one administrative area. They are grouped into eight concentrations: Students, Instruction, Human Resources, Governance, Marketing, Outreach, Finance, and Facilities.

The next five years will bring many challenges and opportunities to Sauk Valley Community College. It will be imperative for the College to maintain high quality programming while becoming more flexible to meet the growing list of services that will be needed by residents of the district over these five years. Personnel and positions must be developed with effectiveness, cross training, and flexibility becoming more important than in the past. The College will continue the tradition of serving students' needs as completely and thoroughly as possible.

STUDENTS

1. Integrate global and multicultural perspectives into academic and student services programs.
2. Provide a diverse and comprehensive program of cultural events, athletics, special programs, and community service activities.
3. Expand and refine student orientation and pre-enrollment assessment systems for accurate placement of students in courses and academic programs.
4. Utilize institutional research to enhance student retention, achievement, and satisfaction as well as overall institutional effectiveness.
5. Strengthen the quality of student advising in all areas.
6. Review the various student populations served by the College and strengthen support systems for special populations, e.g., returning adults, physically challenged, learning disabled, minority groups, and gifted.

7. Expand student financial aid services to serve additional students and to integrate the Student Financial Aid Program into the overall College recruiting program..
8. Strengthen extra-curricular experiences which support the personal development of all students.
9. Develop tracking and follow-up methods as well as intervention systems to monitor and improve retention, student satisfaction, and desired outcomes.
10. Increase efforts in career/vocational areas which includes a career advising and job placement office for graduates, students seeking employment, and employers seeking trained personnel. Encourage information sharing and suggestions for curricular innovations and modifications based upon analysis of the training needs expressed by area employers.

INSTRUCTION

11. Continue regular meetings and systematic involvement with discipline colleagues in area high schools, other community colleges, four-year colleges and universities, area businesses and industries, and other organizations within the district.
12. Develop comprehensive models designed to identify and assess learning outcomes at the course, program, and institutional levels.
13. Strengthen the program review process in order to insure continued quality in all instructional programs.
14. Increase efforts in career/vocational areas, including workforce initiatives and new career programs based upon analysis of the training needs expressed by area employers.
15. Tailor and customize instructional programs to meet area manpower needs, both in-plant and on-campus, through credit and non-credit courses, workshops, and seminars.
16. Fully develop the Tech-Prep concept for promoting cooperation and articulation among secondary schools and the College.
17. Cultivate teaching which includes critical thinking, cultural literacy, writing across the curriculum, collaborative learning, and other programs, such as humanities, which promote academic excellence.
18. Explore and encourage collaboration and team approaches to classroom teaching in order to bring together different teaching styles and expertise for the purpose of accommodating multiple student learning styles.

19. Explore work-based learning and instruction that integrates practical applications and interdisciplinary approaches.
20. Integrate global and multicultural perspectives into instructional programs.
21. Insure that the College continues to meet the North Central Association revised General Institutional Requirements and the five revised criteria for accreditation.
22. Encourage faculty development and curricular innovations consistent with the College's mission and goals.
23. Design non-traditional formats and scheduling of specific courses and programs so that learners with special interests and diverse learning needs may be better served.
24. Encourage and integrate the use of contemporary technology into programs where appropriate, relevant, and cost effective.
25. Explore and develop appropriate and cost effective uses of telecommunications (including, but not limited to, distance learning and the Internet).
26. Increase services to the disadvantaged population through literacy and adult education programs.
27. Encourage expanded use of the resources of instructional support services (LAC and LRC) to enhance academic success and strengthen development of personal and career goals.

HUMAN RESOURCES

28. Develop a five-year plan for staff development (faculty, administration, and support staff) on topics which are timely and in support of the College's mission and goals.
29. Continue to strengthen the orientation program for all College personnel including a faculty mentoring program, follow through with supervisors, an up-to-date employee handbook, and continuing in-service training on College policies and procedures.
30. Create innovative approaches to expand the College's total compensation package in order to be competitive in attracting and retaining well-qualified staff.
31. Continue to identify and implement adjustments in accordance with the Americans With Disabilities Act to all staff and students.
32. Promote wellness within the College for the purpose of creating healthy personnel.

33. Develop a five-year plan for anticipated personnel needs which support the College's mission and goals.
34. Implement the human resources module of the institutional software system.

GOVERNANCE

35. Strengthen the systems planning process by developing, through cooperative efforts, strategic, operational, and budget plans for each area of the College.
36. Strengthen the committee structure and committee roles in College governance
 - reviewing, possibly redefining, and reinforcing the structure
 - reviewing and defining the mission, purpose and scope of each standing or ad hoc committee with particular reference to the Strategic Plan
 - disseminating information regarding committee activity, and
 - providing feedback to committees and other staff members regarding action on recommendations.
37. Improve the effectiveness of cooperatively developing, implementing and communicating policies, procedures and information.
38. Strengthen decision making by developing and disseminating research about students, external trends, and financial resources.
39. Encourage the integration of contemporary technology to improve College operations where appropriate, relevant, and cost effective.
40. Sensitize local leaders and state legislators to the increasing need for adequate community college funding.
41. Evaluate the effectiveness and efficiency of the institution's organizational structure in an effort to achieve improved communications, coordination, and cooperation among all employees.
42. Encourage all College staff members to assist in creating and maintaining a positive climate for student success and academic development.
43. Strengthen ties between instructional services and student services to enhance overall institutional effectiveness and success.

MARKETING

44. Implement a centrally organized comprehensive marketing plan that accurately portrays the College and informs the public of the College's values, programs, courses, and services.
45. Continue to evaluate the effectiveness of campus-wide efforts to enhance enrollment and develop creative strategies that aggressively seek to enhance enrollment.
46. Promote an image of quality and excellence, and define the scope of the College's programs, services, and personnel.

OUTREACH

47. Enhance networking with community-based agencies to promote regional development, shared programs, and quality of life for community members.
48. Extend the programs and services of the College to all segments of the district by expanding offerings and creating flexible delivery systems.

FINANCE

49. Implement a new institutional software system to improve financial management practices and continue to develop electronic integration among college departments.
50. Analyze economic trends regularly to ensure a reasonable ability to compensate for shortfalls.
51. Coordinate activities with the Insurance Advisory Committee to examine medical coverages, usage, and trends on a continuing basis to enhance benefits while controlling health care costs.
52. Maximize and effectively use the income realized from revenue services such as leases of College facilities, bookstore, and food service operations.
53. Explore the feasibility and timing of future referenda for tax increases in the operating funds to insure financial stability.
54. Work with the Sauk Valley Community College Foundation to provide financial support for the College, with a major emphasis on building a permanent endowment.

55. Seek external resources and alternative sources of funding outside normal revenue sources to implement the College's goals and objectives.
56. Manage cash flows to maximize investment revenue.
57. Continually evaluate operating efficiencies to improve service and to discover cost savings.
58. Review and evaluate allocations of the College's financial resources.
59. Review approaches to tuition chargebacks and tuition increases as needed for financial stability.

FACILITIES

60. Develop a master plan for effective space utilization of the campus, including maintenance of grounds, pavement, sports facilities, and buildings.
61. Establish and begin funding a long-range capital development plan including equipment and furniture replacement; accounting for obsolescence, wear, and new technology.
62. Maximize productive uses of all campus facilities.
63. Investigate funding and implementation of cost effective energy conservation measures.
64. Develop a comprehensive outdoor land and facilities plan, including prairie plot development and use.
65. Identify, assess, and correct deficiencies in the facility which may be potential hazards to the safety and well-being of the occupants.
66. Strengthen the college-wide safety and security program to ensure a safe and secure environment.
67. Update campus signage both inside and outside buildings.

For Board Meeting of
September 30, 1996

Agenda Item I-2

LITTLE THEATRE RESOLUTION

The attached resolution for the Little Theatre is submitted for Board consideration.

RECOMMENDATION: Board approval of the attached resolution

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SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES

RESOLUTION

September 30, 1996

DR. JERRY WESTON MATHIS

WHEREAS, Dr. Jerry Weston Mathis was one of the original faculty members at Sauk Valley Community College; and

WHEREAS, Dr. Mathis was an outstanding Professor of Speech, Theatre, and Performing Arts who earned a national reputation for the College and its students; and

WHEREAS, Dr. Mathis' physical presence and instructional leadership became synonymous with the Little Theatre at Sauk Valley Community College; and

WHEREAS, Dr. Mathis' untimely passing shocked and saddened the College;

NOW that, effective immediately, the College's Little Theatre be re-named the Dr. Jerry Weston Mathis Theatre.

THEREFORE BE IT

RESOLVED

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES, DISTRICT #506

Secretary

Chair

For Board Meeting of
September 30, 1996

Agenda Item I-3

APPOINTMENT OF VOTING DELEGATE - ACCT CONVENTION

Sauk Valley Community College is entitled to one voting delegate (for the ACCT Board of Directors) during the ACCT 27th Annual Convention to be held in October.

RECOMMENDATION: Board approval of the appointment of B.J. Wolf as Sauk's voting delegate during the ACCT 27th Annual Convention to be held on October 10 through 12, 1996.

September 10, 1996

Association of Community College Trustees
1740 "N" Street, NW
Washington, DC 20036
202.775.4667



TO: Mr. Thomas Densmore
ACCT Voting Member Board Chair

FROM: Ray Taylor
President

RE: Voting Notification as per ACCT Bylaws

ACCT 27th Annual Convention
October 9-12, 1996
Fontainebleau Hilton
Miami Beach, Florida

According to our records, the board of Sauk Valley CC is entitled to 01 voting delegate(s) during the ACCT 27th Annual Convention. **If you are no longer the board chair, please forward this information to the correct person.**

Each board should decide who will be its voting delegate(s) and alternate. The ACCT office does not have to be notified. Only voting members of governing boards may serve as voting delegates (i.e. most student trustees and "trustee emeritus" members do not vote, and therefore cannot serve as voting delegates).

Please note that voting delegate credentials will NOT be placed in registration packets. After completing ACCT Registration, delegates must sign in and receive a voting delegate sticker at the ACCT Information Desk at the Fontainebleau Hilton. The information desk will be open on Wednesday, October 9, from 7:30 a.m. to 5:00 p.m. Therefore, notify your voting delegate(s) to sign in during that time. Your delegate(s) may also sign in Thursday morning before the Regional Caucus, which is scheduled for 10:15 a.m. following the Opening General Session Breakfast. Ballots will be distributed during the Regional Caucus and Senate Meeting to registered voting delegates.

Enclosed you will find a pamphlet with information on agendas, openings on the ACCT Board of Directors, background information on candidates, and information on proposed bylaws changes. If you will not be the voting delegate, please pass this pamphlet along to the correct person. Extra copies will be available at the convention.

RT/mm
/membshp/voting/notice

For Board Meeting of
September 30, 1996

Agenda Item I-4

BOARD POLICIES - 600 SERIES - FIRST READING

Attached is the revised Student Regulations (600 Series), part of which were approved by the Board in June as the Code of Student Conduct. The appropriate College officials and Attorney Pace have reviewed this final draft and it is submitted to the Board for first reading.

RECOMMENDATION: Board approval for first reading of the attached Student Regulations (600 Series of the Board Policy Manual).

601.01 Rights and Responsibilities of Students

The philosophy of Sauk Valley Community College is based on the premise that education is the cornerstone of a literate, democratic society; that learning is a lifelong process; and that the pursuit of knowledge must be supported by institutional policies that demonstrate accessibility, flexibility, equity and equality. Consistent with this mission is an expectation that students will govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. It is the practice of Sauk Valley to respect the properly exercised rights of its students. The college recognizes a student's right within the institution to freedom of speech, inquiry and assembly; to the peaceful pursuit of an education; and to the reasonable use of services and facilities of the college.

In consideration of these rights, it is implicit that students should also accept those responsibilities that are inherent with attendance at a public community college. These include such basic responsibilities as:

- Respect for public and private property;
- Respect for the rights and privileges of others;
- Adherence to recognized standards of scholarship; and
- Respect for duly constituted authority

Students should recognize that the primary education function of Sauk Valley Community College must be maintained at all times and that ultimate authority rests with the Board of Trustees as elected representatives of the College constituency.

602.01 Student Admissions, Retention, and Academic Standing

The College policies related to student admissions, retention and academic standing are outlined in the college catalog and/or student handbook include policy statements and guidelines in the following areas:

- Admissions Policy
- Residency Policy
- Refund Policy
- Proficiency and Credit by Evaluation Policy
- Attendance Policy
- Grading Policy
- Repeat Policy
- Academic Probational and Dismissal Policy
- Graduation Policy
- Financial Aid Policy

In the event of a student-faculty academic grievance, excluding disciplinary cases, the student or instructor has the right to request a formal hearing according to established procedure as outlined in the "Student Handbook." Student appeal of academic matters is available by petition to the Academic Review Board.

602.02 College Assessment and Placement Policy

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

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

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

Students who score below the specified level on the reading section of the placement tests will be required to take reading course(s) designated by the College during the first 12 credit hours following testing. Such courses may offer no academic credit and may be remedial in nature. The course(s) must be completed with a grade of C (2.0) or higher and shall be repeated as long as the student is enrolled in College until a grade of C (2.0) or higher is achieved.

Students' scores on the language usage section of the placement tests will determine their placement into composition courses. Such courses may offer no academic credit and may be remedial in nature.

603.01 Student Records

Sauk Valley Community College policy on student records complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. The Family Rights and Privacy Act is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of students' educational records.

Sauk Valley Community College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' educational records without the written consent of students except to:

1. personnel within the institutions in which students seek to enroll,
2. persons or organizations determining the eligibility, amount, or conditions of students financial aid,
3. accrediting agencies carrying out their accreditation function,
4. persons in compliance with a judicial order,
5. persons in an emergency in order to protect the health or safety of students or other persons, and/or
6. parents of an eligible student who claim the student as a dependent for income tax purposes.

All these exceptions are permitted under the Act.

Within the College community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student educational records. These members include professional members of the faculty, staff of the college, or other staff members acting on their behalf.

At its discretion, the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

Students may withhold Directory Information by notifying the Office of Admissions and Records in writing. Once a student has requested the withholding of directory information, the request is honored continuously while enrolled. Students who do not re-enroll at the College for a period of one year must file a new request to reinstate the withholding of directory information.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Office of Admissions, and Records at Sauk Valley Community College has been designated by the institution to coordinate the

inspection and review procedures for student educational records. Students educational records at the College which the students may request to review are: 1) official college transcript filed in the Office of Admissions, and Records, and 2) official student file in the Office of Admissions and Records.

Students wishing to review their educational records must make a written request to the Office of Admissions and Records listing the item or items of interest. Only records covered by the Act will be made available within 15 administrative work days of the request. Students may have copies made of their records with these exceptions: 1) a copy of the academic record for which a financial "hold" exists, or 2) a transcript of an original or source document which exists elsewhere. Copies will be made at the student's expense at prevailing rates listed in the current catalog. Educational records do not include records of instruction, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the student's choosing.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part

of the record which pertains to the inquiring students. The institution will not permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Office of Admissions, and Records. If the decisions are in agreement with the students' request, the appropriate records will be amended, and the student will be notified in writing. If not, the students will be notified within 15 administrative work days that the records will not be amended; and they will be informed by the Office of Admissions, and Records of their right to a formal hearing. Student's request for a formal hearing must be made in writing to the Vice President of Student Services, who, within 15 administrative days after receiving such requests, will inform students of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panels which will adjudicate such challenges will be the Student Conduct Review Board, an official Sauk Valley Community College Committee, whose membership is outlined in the Sauk Valley Community College Faculty Handbook and Student Handbook. A written decision will be prepared by the college based solely on the evidence presented at the hearing.

The decision will include a summary of the evidence presented and the reasons for the decision.

The educational records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the educational records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the educational records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, may request in writing, assistance from the President of the institution. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education and Welfare, Washington, D.C. 20201, concerning the alleged failures of Sauk Valley Community College to comply with the Act.

Revisions and clarifications will be published as experience with the law and institution's policy warrants.

2/12/79

3/23/87

604.01 Policies Related to Student Rights and Responsibilities

- Publications Policy - Magazine
- Publication Policy - Newspaper
- Posting Material - Policy
- Student Activity Policy on Assembly, Rally, or Demonstration
- Motor Vehicle Registration and Parking Policy
- Student Code of Conduct
- Student Government, Clubs, and Organizations Policies

2/12/79

605.01 Objectives of Recognized Magazine of Sauk Valley

Community College

The objectives of the Sauk Valley Community College magazine are:

1. To display college creative works of art, literature, and photography;
2. To illustrate college scholarship in scientific and technical articles;
3. To serve as a college forum in opinion and feature articles;
4. To stimulate enjoyment, interest, and provocative thought;
5. To promote a clearer understanding of the ideas and ideals of students; and
6. To provide students with a learning experience which complements their educational program and provide an outlet for creative talents in art, literature, and photography.

606.01 Policy for Recognized Magazine of Sauk Valley

Community College

1. All materials in the magazine will be contributed by people affiliated with Sauk Valley Community College.
2. All printed materials shall contain the quality appropriate to standards of good taste as determined by a majority vote of the editorial board members.
3. Final responsibility for all matters pertaining to the magazine shall rest with the editorial board members.
4. All articles containing references to outside sources must contain proper documentation.
5. The magazine will accept controversial contributions from people affiliated with Sauk Valley Community College at the discretion of the editorial board.
6. No defamatory material shall be published. In the event of the publication of defamatory material, the author of the defamatory material, the editor-in-chief, and the editorial board shall hold it harmless for any damage which the college may sustain, and for any and all attorneys' fees or other expenses and cost incurred in the college, and the payment of any judgments or settlements.

607.01 Student Staffing Policy for Magazine

1. The editorial board of the magazine is that board which shall decide, on the basis of a majority vote, all matters relating to the content of the magazine and which shall also be responsible for assisting the editor-in-chief in matters dealing with the layout of the magazine.

2. The staff shall consist of an editor-in-chief, assistant editor, art editor, photography editor, copy editor, publicity committee, and typists.

3. Each spring, five students shall be elected to the editorial board at a regularly scheduled meeting of students who have formally filed with the faculty advisor an intent to participate on the student magazine. Only students who have submitted to the faculty advisor a written letter of application for an editorial board position shall be allowed to run for an editorial board position.

4. Each spring, the newly elected editorial board will select by majority vote one of the five newly elected student members as the new editor-in-chief.

5. All vacancies on the editorial board will be filled by a majority vote of the editorial board.

6. Each fall, the editorial board, by a majority vote, shall approve staff appointments.

7. Each staff and editorial board member must attend at least one meeting each month.

8. Each editorial board member must make continuing significant contributions to the magazine.

9. Each staff member is responsible for the prompt, accurate, and thorough completion of the assignments given him/her.

10. If a staff member or editorial board member fails to meet responsibilities, the editor-in-chief may take a recommendation to the editorial board for consideration of retention. The decision of the editorial board may be appealed by the concerned student member to the Student Review Board, and the individual will be accorded those rights of due process as outlined in Article V as approved in the disciplinary policy procedures for Sauk Valley Community College.

2/12/79

3/23/87

608.01 Responsibilities of Student Magazine Faculty Advisor

The advisor has the following responsibilities:

1. To provide advice and assistance in the planning of activities and the decision-making of the editorial board;
2. To serve as a member of the editorial board with full voting power;
3. To approve budgeting and expenditure of funds in conjunction with the Coordinator of Student Activities; and
4. To coordinate all financial matters with the Coordinator of Student Activities.

609.01 Publication Policy For Recognized Student Newspaper

The first responsibility of the officially recognized student press of Sauk Valley Community College is an honest, accurate, and thorough reporting of the news relating to Sauk Valley Community College and the community it serves.

The paper 1) shall provide leadership in reporting controversial and problem areas and 2) shall provide an interpretation of news and timely issues of interest to its readers and 3) shall provide students with a learning experience which complements their educational program, and provides awareness, understanding, and experience in applied journalism endeavors. The ultimate responsibility for meeting these objectives shall rest with the editor-in-chief and the editorial board.

1. All printed articles shall achieve the caliber of a quality college newspaper and shall maintain a degree of professional journalism.
2. Editorials will be unsigned and will reflect a majority opinion of the editorial board. Features which express individual opinions will receive bylines at the discretion of the editorial board. Outside sources will be identified.
3. News related to the college will be reported; features of relevance to its readers will be provided.
4. Any outstanding achievements performed outside the college by students, staff, alumni, and former staff shall be recognized by the paper.

5. Any stand on controversial issues shall be determined by a majority vote of the editorial board members.
6. The paper will accept controversial unsolicited contributions to be used at the discretion of the editorial board.
7. If a staff member or editorial board member fails to meet responsibilities, the editor-in-chief may take a recommendation to the editorial board for consideration of retention. The decision of the editorial board may be appealed by the concerned student member to the Student Review Board, and the individual will be accorded those rights of due process.

610.01 Student Staffing Policy for Newspaper

1. The editorial board will be responsible for the overall management of the student newspaper, and the chief executive of that board will be the editor-in-chief.
2. Each spring, five students shall be elected to the editorial board at a regularly scheduled meeting of students who have formally filed with the faculty advisor an intent to participate on the student newspaper. Only students who have submitted to the faculty advisor a written letter of application for an editorial position shall be allowed to run for an editorial board position.
3. Each spring the newly-elected editorial board will select by majority vote one of the five newly-elected student members as the new editor-in-chief.
4. The editorial board shall approve all staff appointments, and all vacancies on the editorial board will be filled by majority vote of the editorial board.
5. Each staff member must attend a minimum of two staff meetings per month. It is the responsibility of the staff members to notify the editorial board if he/she cannot attend.
6. Each staff member must make continuing significant contributions to the paper.
7. Each staff member is responsible for the prompt, accurate, and thorough completion of his assignments meeting the deadlines set by the editorial board.

8. Bylines will be given at the discretion of the editor-in-chief.
9. A listing of the entire staff will be printed in each issue of the paper.
10. Awards for outstanding newspaper work will be presented at the end of each semester as applicable.

§11.01 Responsibilities of Newspaper Faculty Advisor

The advisor has the following responsibilities:

1. To provide advice and assistance in the planning of activities and the decision-making of the editorial board;
2. To serve as ex-officio member of the editorial board;
3. To approve budgeting and expenditure of funds in conjunction with the Vice President of Student Services;
4. To approve all contracts with outside sources (i.e., advertising and printing contracts) in conjunction with the Director of College Relations and Business Office.
5. To manage all newspaper facilities and equipment used by the newspaper staff. All repairs and renovations to facilities and equipment must be approved by the advisor and the Vice President of Student Services.
6. To check the academic status of staff members at least once a semester to ensure staff members' eligibility; the advisor shall secure an actual transcript from the Office of Admissions in order to check this academic status.

612.01 Advertising Policy

1. Each advertisement sold will be formalized in written form on an advertising contract (a copy of which is attached to this list).
2. All advertising will be sold and solicited by student members of the newspaper staff.
3. Only companies within Sauk Valley Community College district will be solicited for advertising. Any other advertising will be accepted only with approval of the editorial board of the newspaper.
4. Advertising contracts may be made on a weekly, monthly, or semester basis.
5. Advertising will be billed no later than thirty days after the ad appears in the newspaper.
6. Advertising, illustrations, layout, or copy shall be compatible with the editorial policy of the college newspaper and the overall objectives and policies of Sauk Valley Community College.
7. Any ad may be rejected by the editorial board.
8. The specific objectives of the advertising program for the Sauk Valley Community College newspaper are as follows:
 - a. To provide an opportunity for journalism and marketing students to gain exposure and experience in the field of advertising;

- b. To give businesses an opportunity to promote their business or products within the confines of the college market;
- c. To provide revenue to increase the budgetary boundaries of the newspaper; and
- d. To expand its present journalistic efforts.

02/12/79
03/23/87

613.01 Policy for Posting Materials

A. Unapproved Areas for Posting Materials

No material shall be posted in entrances, this includes any doors or glass surfaced doors throughout the building.

Unapproved areas include brick or wood surfaces and all glass surfaces except those areas that have been designated as appropriate for student announcements. No materials shall be posted on vehicles under windshield wipers or outside fixtures.

B. Area Restricted to Instructional and Official School Announcements

Bulletin boards in classroom areas and adjacent to faculty offices are intended for announcements of instructional importance. Permission need not be granted by the Coordinator of Student Activities to post instructional materials on the boards. However, students should secure permission to post materials on these instructional bulletin boards from the person in charge of the office area or the instructor assigned to that particular bulletin board area.

C. Areas Requiring Coordinator of Student Activities Approval

All materials to be posted should be submitted to the Coordinator of Student Activities for approval. The Office of Student Activities will post all materials in predesignated

areas. Materials posted without approval may be removed. Sauk Valley Community College assumes no responsibility for damage or removal of posted materials.

The Office of Student Activities will also be responsible for keeping all posted materials up-to-date. The permanent bulletin boards located in the first floor mall, the west end of the second floor and in the stairwells on the second floor are primarily intended for general college publicity materials.

Moveable bulletin boards located throughout the building are primarily intended for official school announcements, general information, and student activity publicity. All materials posted on the bulletin boards other than official school announcements must be approved by the Coordinator of Student Activities.

614.01 Student Activities Including Assembly, Rally, or Demonstration

A. Responsibility

Establishment of these policies is the legal responsibility of the governing Board of Sauk Valley Community College in accordance with provisions of House Bill 1719 74th Illinois General Assembly. Nothing contained in these policies shall be construed to restrict the power of the Board to alter, amend, revise, or repeal these policies in whole or in part from time to time.

B. Freedom of Speech

In the democracy in which we live, every person has the right of freedom of speech and assembly and the right to exercise these freedoms freely, if he/she does not interfere with the rights of others.

In the pursuit of these freedoms; the Board, the administration, and the Student Government of Sauk Valley Community College pledge equal emphasis to its responsibilities in three areas: 1) Vigorous protection of the rights of all students and encouragement of the free expression of ideas; 2) Unceasing efforts to keep the channels of communication open to all suggestions for change; and 3) A guarantee to the people of the community and to the great majority of the students that the educational process will not be disrupted.

the Constitution, to freedom of speech, peaceful assembly, petition, and association. Students and student organizations as well as other members of the college community (faculty, other staff, board members, and alumni), may examine and discuss all questions of interest to them, and express opinions publicly as well as privately. The college community may support causes by lawful means which do not disrupt the operation of the college or interfere with the normal use of the college's facilities.

C. Procedures

The following steps must be carried out before any student activity, including assembly, demonstration, or rally, may occur on the Sauk Valley Community College campus.

1. Any student or group of students desiring to hold an activity must contact the President or the Secretary of the Student Government.
2. A form in duplicate requesting the time, date, desired location, and purpose of the activity must be completed and submitted to the Office of the Student Government at least seven administrative work days prior to the activity.
3. The Student Government may then approve or disapprove any request within four days after receiving the request, after consultation with the Coordinator of Student Activities who is responsible for the approval and coordinating of the Activity Calendar.

4. In the event the request for an activity is disapproved, the group has the right to appeal the decision to the Vice President of Student Services.
5. In the event an activity is held without approval, the group will be subject to disciplinary procedures.

D. Problems

In the event that a student group interferes with normal operations of the College's functions and services, the following procedures shall be invoked.

1. The group involved shall be informed of the following channels for the discussion and resolution of complaints:
 - 1) Student Government;
 - 2) Vice President of Student Services;
 - 3) Student Conduct Review Board
 - 4) College President; and
 - 5) Board of Trustees, in that order.
2. Every attempt should be made to discuss issues rationally and to avoid violence or the use of force, but no attempt shall be made to discuss issues under situation of duress (forcible restraint or restriction, compulsion by threat, or unlawful restraint).
3. The judgement in determining whether the action taken by the group is disruptive shall be made by the College President or his/her duly appointed representative,

after discussion with representatives of the Student Government.

4. If the action is determined to be disruptive, a written dispersal signed by the President, or a duly assigned representative, will be issued to the group or organization leader. If compliance is refused, each student involved shall be suspended from status as a student along with the rights and privileges of a student.
5. Those students suspended from the College may petition for readmission to the College to the Student Conduct Review Board. This board shall meet within ten administrative work days after any suspension following procedures outlined in 621.01 and decision submission outlined in 621.02.
6. The administration shall reserve the right to request law enforcement authorities to restore the College to its normal operations by whatever means are appropriate and necessary, and at any time when violence, vandalism or personal injury occurs, or is threatened.
7. Any student group making use of the College facilities without prior approval of the Student Government will subject themselves to charges of trespass.

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.
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, vans and automobiles.
4. Student registration will be valid from **AUGUST 1** to **JULY 31** of the following year. Upon registration and payment of an established fee the student shall receive a parking decal. The fee established by the board will be charged to all vehicles registered. No refunds will be given. 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. Special handicap permits will be issued to physically disabled or hardship cases upon request to Campus Security and upon presentation of a doctor's statement indicating the medical necessity for the special parking permit (Room 1C14) .

B. Parking Regulations

1. The responsibility of finding a legal parking space rests with the vehicle registrant. Lack of immediate space or inclement weather is not considered a valid excuse for violation of parking regulations.
2. Students may park in all areas except those areas that are designated as **STAFF, SERVICE, VISITORS or LOADING ZONES**. The east, west (Lots C and D) and south (Lot A) parking areas are reserved for student vehicles.
3. Parking is not permitted on the roadway, next to the curbing on the roadway, in or about the entrance to the building, or any other areas designated as **NO PARKING**. All yellow marks on curbing indicate **NO PARKING ZONES**.
4. Parking is prohibited at all times on grass plots, or tree plots, or any other place where parking would mar the landscape of the campus, create a safety hazard or interfere with the use of the college facility.
5. **ANY VEHICLE PARKED IN A NO PARKING AREA, BLOCKING AN ENTRANCE TO A BUILDING, EXCEEDING**

**THE 15 MINUTE LIMIT IN THE LOADING ZONES, OR
IN SUCH A MANNER AS TO OBSTRUCT THE FLOW OF
TRAFFIC, MAY BE TOWED AWAY AT THE EXPENSE OF
THE OWNER.**

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 and obtain a temporary permit from Campus Security (Room 1C14) .
8. All vehicles should 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 Campus Security (Room 1C14) .

C. Parking Violations

1. Upon receipt of a parking violation, the student has five days in which to pay the \$5 parking penalty. Payment should be placed in the parking violation envelope, sealed and returned to the Business Office (Room 3K10) or dropped off in the Information Center (Rm 1K13) .

2. After five days have elapsed from the time of the violation, all fines will be assessed according to a graduated scale as follows:

After five days have elapsed from the time of the violation, the fine will increase to \$15.

All tickets not paid within ten days of the violation will be charged \$30.

2/12/79
3/23/87
6/22/92
11/28/94

616.01 Code of Student Conduct and Disciplinary Procedures for
Sauk Valley Community College

The **Code of Student Conduct** has been established to control action going beyond the exercise of such rights, to maintain order on campus and to guarantee the broadest range of freedom for all who come to learn at Sauk Valley Community College.

Each student is responsible for knowledge of and compliance with this **Code of Student Conduct**, which is available through the Student Activities Office (1M4), the Counseling Office (1H2) or from the Office of the Vice President of Student Services (3L10).

The College further recognizes each student's right to procedural due process, including notice, an opportunity to respond to the allegations, and an appeal process. Any student cited for violation of the **Code of Student Conduct** will:

1. Receive notice of the alleged violation.

The notice will include:

- a) the specific code violations; and
- b) reference to the process and rights of students as indicated in the **Code of Student Conduct**.

2. Be provided an opportunity to respond to the charges.
3. If necessary, appeal the decision.
4. Not be permitted to withdraw from the College with a clear record until such charges have been resolved.

Students wishing to discuss the alleged violation before the hearing occurs should contact the Vice President of Student services.

I. Proscribed Conduct

A. Jurisdiction of the College

The **Code of Student Conduct** applies and discipline may be imposed for conduct which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility.

B. Conduct--Rules and Regulations

Students at Sauk Valley Community College are expected to demonstrate qualities of morality, honesty, civility, honor, and respect. Behavior which violates these standards for which discipline may be imposed includes, but is not limited to, the following:

1. Acts of dishonesty, including, but not limited to:
 - a. cheating which includes, but is not limited to:
 - (1) use of any unauthorized assistance, resources or materials in taking quizzes, tests or examinations;
 - (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
 - (3) the acquisition, without permission, of a test or other academic material belonging to Sauk Valley Community College, to any department, or to any staff.

b. plagiarism which includes, but is not limited to:

- (1) use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment;
- (2) unacknowledged use of materials prepared by another person;
- (3) use of any agency engaged in the selling of term papers or other academic materials.

c. furnishing false information to any College official, faculty member or office.

d. forgery, alteration or misuse of any College document, record, form, or instrument of identification.

e. alteration or sabotage of another student's work, such as tampering with laboratory experiments.

f. tampering with the election of any College-recognized student organization or the student trustee election.

2. Disruption or obstruction of any operation of the College, including, but not limited to, teaching, disciplinary proceedings, College activities, public services functions on or off campus, or other authorized non-College activities when the act occurs on College premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, hazing coercion, and/or other conduct which threatens or endangers the health or safety of any person.

4. Sexual harassment which includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
 - a. such conduct has the purpose or effect of interfering with an individual's educational performance or extracurricular activities; or creating an intimidating, hostile or offensive educational environment.
 - b. such conduct has the purpose or effect of interfering with an individual's work performance; or creating an intimidating, hostile or offensive working environment.
5. Attempted or actual theft of or damage to property of the College or other property of a member of the College community or other personal or public property.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises; or unauthorized entry to, occupancy of, or use of College premises.
8. Violation of published College policies, rules, regulations, or procedures.

9. Violation of federal, state, local law or Board policy.
10. Gambling in any form.
11. Use, possession or distribution of a narcotic or other chemical substance except as expressly permitted by law.
12. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations, as well as public intoxication.
13. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on College premises, off-campus instructional sites, or at College-sponsored or supervised functions.
14. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

15. Obstruction of the free flow of pedestrian or vehicular traffic on College premises, or at College-sponsored or supervised functions.
16. Conduct performed in such unreasonable manner as to alarm another and which is disorderly; aiding, abetting, or procuring another person to breach the peace.
17. Theft or other abuse of computer time, including but not limited to:
 - a. unauthorized entry into a file to use, read or change the contents, or for any other purpose;
 - b. unauthorized transfer of a file;
 - c. unauthorized use of an individual's identification and password;
 - d. use of computing facilities to interfere with the work of a student, faculty member or College official;
 - e. use of computing facilities to interfere with operation of the College and other computing systems;
 - f. unauthorized use or copying of copyrighted software;
 - g. the installation or use of a program whose effect is to damage the media or files;
 - h. unauthorized use of computer time for personal, business or illegal purposes;
18. Unauthorized use of College telephones or facsimile (fax) machines.

19. Abuse of the student conduct review procedure, including, but not limited to:
 - a. failure to obey the summons of a Student Conduct Review Board or College official;
 - b. falsification, distortion or misrepresentation of information before a Student Conduct Review Board.
 - c. disruption or interference with the orderly conduct of a proceeding;
 - d. bringing about charges without cause;
 - e. attempting to discourage an individual's proper participation in or use of the procedure;
 - f. attempting to influence the impartiality of a member of the Student Conduct Review board prior to and/or during the course of the proceeding;
 - g. harassment (verbal or physical) and/or intimidation of a member of the Student Conduct Review Board to, during and/or after a proceeding;
 - h. failure to comply with the sanction(s) imposed under the **Code of Student Conduct**;
 - i. influencing or attempting to influence another person to commit an abuse of the process.
20. Children are not to accompany students to classes unless special instructor permission is given and they are not to be left unattended.

C. Violation of Federal, State or Local Laws and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with violation of a federal, state or local law which is also a violation of this Code; that is, if both violations result from the same factual situation without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
2. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Review Board, however, the College may advise off-campus authorities of the existence of the Code and of how such matters will be handled within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students.

II. Vice President of Student Services Authority

A. The Vice President of Student Services is responsible for administration of the **Code of Student Conduct**.

B. The Vice president of Student Services has the authority, in the Vice President's discretion, to impose discipline as provided herein Sections 4 A. (1), (2), (3), (4), (5), (6), (7), (8), (9) and (10). The Vice President of Student

Services has the authority and discretion to recommend College suspension or College expulsion. The Vice President of Student Services may, in her discretion, refer any disciplinary matter to the Student Conduct Review Board.

C. The Vice President may delegate her authority to one or more other administrators. All reference to the "Vice President of Student Services" or to "the Vice President" in this **Code of Student Conduct** includes such designees, unless specifically stated to the contrary.

D. Confidential files should be maintained by the Vice President of Student Services for the purpose of recording actions taken incident to Article 616.01.

III. Procedures in Cases Involving Possible Discipline

A. Charges or Claims of Violation of Code of Student Conduct

Any member of the College community may file charges against any student for misconduct. Charges will be prepared in writing and directed to the Vice President of Student Services. Any charge should be submitted within five administrative work days after the event takes place.

B. Investigation

The Vice President of Student Services will conduct an investigation to determine if the charges should proceed. Following the investigation, the Vice President of Student Services shall make a determination of whether there are sufficient facts to warrant a belief that a violation of the **Code of Student Conduct** could have occurred.

C. Notice to Student

Any student against whom charges of misconduct have been filed shall be notified of the accusation of violation of the **Code of Student Conduct**, as provided in this Policy.

D. Hearing

In the event the Vice President of Student Services determines there is cause to believe there may have been a violation of the **Code of Student Conduct**, the Vice President shall determine whether the matter may be resolved informally, without a hearing. If the problem is not resolved informally, in her discretion the Vice President will either: (1) conduct a hearing, at which time the accused student shall have the opportunity to respond to the charge; or (2) refer the matter to the Student Conduct Review Board for a hearing. The Vice President shall be responsible for the conduct of the hearings he/she holds, and for establishing the rules which shall apply for the particular hearing. The Vice President shall inform the student of the rules which shall be applied.

E. Imposition of Discipline, and Decision After Hearing

If an informal resolution there is agreement as to discipline, the Vice President shall impose the disciplinary action agreed upon. If the Vice President conducts a hearing and determines that a violation of the **Code of Student Conduct** occurred, the Vice President may impose discipline as authorized in Section II, or, in her discretion, she may refer the matter to the Student Conduct Review Board for hearing. In the event that the Vice President of Student Services believes after hearing

that the violation warrants College suspension or College expulsion, the Vice President shall refer the matter to the Student Conduct Review Board for hearing and disposition. If, after the hearing, the Vice President determines no violation of the Code occurred, she shall render such decision.

F. Appeals

Rights to appeal are as provided in Section VI.

IV. Disciplinary Actions

A. The following are types of disciplinary action which may be imposed, singly or in combination:

1. **Warning** - Verbal or written notice to the student that the student is violating or has violated institutional rules, policies and/or regulations and that the continuation of such conduct or actions may result in further disciplinary action.
2. **Reprimand** - A formal letter of reprimand sent to the student stating the violations of the **Code of Student Conduct**. Repetition of conduct resulting in reprimand may result in further disciplinary action described below in paragraphs 3, 4, 5, 6, 8, 9, 10, 11, or 12.
3. **Disciplinary Probation** - A specified period of observation and review of conduct during which the student must demonstrate compliance with College rules and regulations. Terms of probation and the probationary period will be determined at the time the sanction is imposed. A student on disciplinary probation is subject to suspension for any further disciplinary referrals.
4. **Limitation to Participate in a Selective Admission Program** - Suspension or denied access to the opportunity to participate in a selective admission program.

5. **Suspension of Privileges or College Services** - Suspension of loss of right to specified privileges and College services for a specific period of time.
6. **Restitution** - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
7. **Discretionary Sanctions** - Work assignments, service to the College or neighboring communities, or other related discretionary assignments.
8. **Limited Access** - Administrative restriction to selected parts/locations of campus sites.
9. **Withdrawal from Class** - Administrative withdrawal with consequent loss of tuition and fees from a class or classes.
10. **Temporary Suspension from Class** - Temporary suspension of the opportunity to participate in a class.
11. **College Suspension** - Separation of the student, with consequent loss of tuition and fees, from the College for a definite period of time, after which the student may be eligible to return. Conditions for re-admission may be specified.
12. **College Expulsion** - Permanent separation, with consequent loss of tuition and fees, of the student from the College.

B. When the student violation is deemed severe enough by the Vice President of Student Services to warrant possible College expulsion or College suspension, the Vice President of Student Services will file with the President of the College and the Co-chairs of the

Student Conduct Review Board a notice of the necessity to convene for disciplinary action. Written notice to the student involved shall be served by certified mail, addressed to his/her usual place of abode or hand delivered. The notice shall include or contain the following:

1. a copy of these policies;
2. specific factual allegations of misconduct and reference to any specific rules which the facts, as alleged, violate;
3. notification of the Student Conduct Review Board convening time.

C. Students may be directed to participate in counseling or educational seminars in lieu of, or in addition to, the imposition of disciplinary actions described in A above.

D. Other than College expulsion, disciplinary sanctions will not be made part of the student's permanent academic record, but will become part of the student's confidential record maintained by the Vice President of Student Services.

E. The following sanctions may be imposed upon clubs, groups or organizations:

1. Those sanctions listed in Section A Paragraphs 1, 2, 3, 4, 5, 6, 7, and 8.
2. **Deactivation** - loss of all privileges, including College recognition, for a specified period of time.

V. Temporary Suspensions

A. Class Suspension

An instructor or the Vice President of Student Services may temporarily suspend the opportunity of a student to participate in a class, if either determines that the continued presence of the student would disrupt the educational process, or endanger the physical well-being of others in the classroom or immediate area.

1. Communication of Suspension of Student - The temporary suspension of the student will be promptly communicated to the student.
 - (a) If prompt action dictates that the temporary suspension be only communicated orally due to the urgency of the situation, the student will be given oral notification and then receive written notification of the reasons for the temporary suspension within three administrative work days from the removal.
 - (b) Except as provided in sub (a) above, the temporary suspension of a student must be communicated to the student in writing, and the written notice shall state the reasons for the temporary suspension.
 - (c) All temporary suspensions from the classroom initiated by the instructor shall be reported to the appropriate academic administrator or supervisor, and to the Vice President of Instruction and the Vice President of Student Services within one administrative work day of the temporary suspension from the classroom.

2. Any student temporarily suspended from a class by an instructor may be readmitted to that class only by the appropriate academic administrator or the Vice President of Student Services, following a conference with student.

B. College Suspension

In her discretion, the Vice President of Student Services may impose a College suspension prior to the hearing before the Student Conduct Review Board.

Interim suspension may be imposed only:

1. To insure the safety and well-being of members of the College community or preservation of College property; or
2. To insure the student's own physical or emotional safety and well-being; or
3. To avoid a threat of disruption of or interference with the normal operations of the College.

A. During the interim suspension, students will be denied access to the campus(including classes), to off-campus instructional sites, and/or to all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Services determines appropriate.

VI. APPEALS

A. Disciplinary Action by Designees of Vice President of Student Services

A decision reached, or discipline imposed by a designee of the Vice President of Student Services may be appealed in writing within five administrative days to the Vice President of Student Services. The Vice President of Student Services shall render a decision on the appeal within five administrative days after receipt of the appeal.

B. Decision by Vice President of Student Services or Student Conduct Review Board

A decision reached or discipline imposed by the Vice President of Student Services herself, or by the Student Conduct Review Board may be appealed to the President of the College.

1. Time and Manner of Appeal - Appeal to the President shall be in writing containing the materials described in subsection 2 below, and must be presented to the Office of the President within five administrative work days from the date of issuance of the decision of the Student Conduct Review Board, or the Vice President of Student Services, as appropriate.

2. Content of Written Appeal - The written appeal shall include such information as the person bringing the appeal deems necessary to show that the decision reached was erroneous.

3. Record on Appeal - In considering the appeal, the President shall have available the report from the Student Conduct Review Board, or the Vice President of Student Services as appropriate,

along with any written documentation submitted at the hearing.

4. Time for President's Decision - The President shall render a decision on the appeal within ten administrative work days after receipt of the last to be received report and written documentation.

5. Referral to Board of Trustees - Upon review of the materials, if the College President deems it necessary, the President may defer the responsibility for decision on the appeal to the Board of Trustees of the College. In the event of such deferral, the President shall notify the accused student, and the Vice President of Student Services, and the matter shall be presented to the Board for its consideration at the next regularly scheduled Board meeting.

The Board shall render a decision on the appeal after due consideration.

- C. Rehearing - The right to appeal does not entitle a student to a full rehearing of his/her case.
- D. Scope of Appeal - An appeal will be limited to review of the initial process except when appropriate new evidence is presented.
- E. Change of Disciplinary Action on Appeal - If discipline is imposed, the Vice President of Student Services, the President or the Board of Trustees (as appropriate), who hears the appeal, may not impose a more severe disciplinary action than the original disciplinary action imposed. A disciplinary action may be reduced on appeal.
- F. Finality of Decision. The decision on appeal of the Vice President of Student Services under paragraph A above shall be final. The decision of the President on appeal pursuant to paragraph B shall be final, unless the President shall defer the decision to the Board of Trustees of the College, in which case the decision of the Board of Trustees shall be final.

VII. DEFINITIONS

- A. The term "College" means Sauk Valley Community College.
- B. The term "student," for the purposes of this code, includes all persons applying for admission or taking credit or non-credit courses provided by the College both full-time and part-time.
- C. The term "faculty member" means all full- or part-time teachers, counselors and librarians, excluding interns and student teachers.
- D. The term "official" includes any person employed by the College performing assigned administrative or professional staff responsibilities.
- E. The term "member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular situation will be determined by the Vice President of Student Services.
- F. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
- G. The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
- H. The term "will" is used in the imperative sense.
- I. The term "may" is used in the permissive sense.

VIII. INTERPRETATION AND REVISION

- A. Any question of the interpretation regarding the **Code of Student Conduct** will be referred to the Vice President of Student Services or a designee for final determination.
- B. The Code will be reviewed periodically and amended as necessary under the direction of the Vice President of Student Services.

621.01 Proceedings by the Student Conduct Review Board

The hearing before the Student Conduct Review Board includes an inquiry into the question of whether the alleged act giving rise to the recommended disciplinary action did in fact occur, and if so, what disciplinary action shall be imposed.

Proceedings and hearings before the Student Conduct Review Board will be conducted with the following guidelines:

1. Notice - The accused student shall be given not less than five administrative work day's advance written notice of the hearing. The notice shall be provided by the Student Conduct Review Board. The notice shall indicate the time, date and place of the hearing.
2. Non-public Hearing - The hearing shall not be public. For all stages of presentation of evidence, and argument to the Student Conduct Review Board, the Vice President of Student Services, an advisor to the Vice President of Student Services, counsel to the College, the accused student, the accused student's advisor, and, if the accused student is a minor, the accused student's parents or legal guardian, may be present. Admission of any other person to the proceedings, other than for purposes of testimony as a witness, shall be at the discretion of the Student Conduct Review Board.
3. Advisors and Attorneys - Any party or witness may be accompanied by such single advisor as such party or witness may chose. The advisor may be an attorney. The cost of any advisor to the witness or party shall be borne by that witness or party. An advisor is not permitted to speak or to

participate directly in the proceeding before the Student Conduct Review Board, and is not permitted to examine or cross examine witnesses.

4. Challenge of Members of Board - The accused student and the Vice President of Student Services may each request the removal of any member of the Student Conduct Review Board from hearing the cause for legitimate reason. Issues of removal shall be decided by the Student Conduct Review Board.
5. Multiple Accused Students - In hearings involving more than one accused student, the chairs of the Student Conduct Review Board, at their discretion, may require that the proceedings concerning each student be conducted separately.
6. Right to Present Evidence - The Vice President of Student Services, the accused student, and the Student Conduct Review Board may present witnesses or other evidence relating to the matter before the Student Conduct Review Board.
7. Order of Proceeding - The order of proceeding shall be as follows: the Vice President of Student Services shall first make an explanation of the charge or charges involved, and summarize the evidence to be presented by the Vice President of Student Services. The Vice President shall then present such evidence and witnesses as she deems appropriate relevant to the issues before the Student Conduct Review Board. Upon conclusion of the presentation, the accused student may summarize any evidence the accused student intends

to produce to the Board, and shall then proceed to offer testimony of any witnesses, and any documentary evidence the accused student may desire, relevant to the issues before the Student Conduct Review Board. After the accused student has concluded the presentation of witnesses and documentary evidence, the Vice President of Student Services may offer any additional witnesses or evidence desired. Thereafter, the Student Conduct Review Board may call any different witnesses and any additional evidence not previously presented.

8. Receipt of Documentary Evidence - Pertinent records, exhibits and written statements may be accepted by the Student Conduct Review Board in the discretion of the chairs.
9. Argument - After submission of all evidence, the Chairs shall call for any final remarks. The Vice President of Student Services may address any arguments to the Board. At the conclusion of the Vice President of Student Services' remarks, the accused student may address the Board regarding the matter being considered by the Board.
10. Deliberation - After the conclusion of the arguments, the Student Conduct Review Board shall enter into deliberations to reach its decision.
11. Absence of the Accused Student - In all cases, the facts and support of any charges will be presented and considered whether or not the accused student attends the hearing. Except in the event the student is charged with failing to obey the summons of the Student Conduct Review Board, or

summons of College official, no student may be found to have violated the Code of Student Conduct simply because the student failed to appear before the Student Conduct Review Board.

12. Continuances - The Student Conduct Review Board, in its sole discretion, may grant a continuance of proceedings when specifically requested by the accused student.
13. Miscellaneous - Matters relating to recess of proceedings, adjournment, relevance of matters submitted, limitation on time of argument, and orderly conduct of proceedings are in the discretion of the Chairs.

621.02 Decision of the Student Conduct Review Board

The Student Conduct Review Board shall render its written decision within ten administrative work days of the hearing. It shall send its decision to the Vice President of Student Services, to the President of the College, and to the accused student. Any minority opinions of the Student Conduct Review Board shall be transmitted, along with the decision of the Student Conduct Review Board.

1. When a student is found not guilty of violating the **Code of Student Conduct**, a written statement to the student will be issued that no violation of the **Code of Student Conduct** has been determined, and all records will be expunged.
2. When the Student Conduct Review Board determines that a student has violated the **Code of Student Conduct**, the Student Conduct Review Board will collectively determine the disciplinary action to be imposed, as provided in Section IV.
3. In the event the Student Conduct Review Board is unable to agree upon a decision, the Student Conduct Review Board shall so advise the President of the College and the Vice President of Student Services within the time provided above. The Vice President of Student Services shall forward the materials required by Policy 623.01 to the Board of Trustees at its next regularly scheduled meeting. The Board shall then set a time for disposition of the matter. The Board will establish such procedures as are appropriate under the specific circumstances to permit resolution of the matter.

622.01 Action by the College President

When the decision of the Student Conduct Review Board is final, the College President shall direct such actions as are necessary to carry out the decision.

All Student Conduct Review Board decisions are effective upon notification to the student by certified mail or hand delivery.

623.01 Action by the Board of Trustees

A full record of all Student Conduct Review Board proceedings which are referred to the Board of Trustees for decision shall be presented to the Board in advance thereof. The decision of the Board shall be based upon the record and evidence presented by the Student Conduct Review Board. The decision of the Board shall be final, and any discipline imposed shall take effect from and after the date of said decision.

624.01 Publication of the Code of Student Conduct

Copies of the Code of Student Conduct, along with the policies concerning the Student Conduct Review Board, shall be public knowledge. The Vice President of Student Services shall take further steps to make certain that the Code of Student Conduct is information known to the students and faculty. A copy of this policy shall appear in the student handbook and the college catalog.

625.01 Clubs and Organizations Policies

A. Student Government

The name of the governing organization of the Sauk Valley Community College student body is the Student Government. It is the responsibility of the Student Government to formalize and maintain approved policies and procedures for all recognized activities as outlined in the approved constitution.

B. Recognition of Clubs and Organizations

Student organizations must be fully recognized by the Student Government and officially recognized by the College President and the Board of Trustees. College recognition provides certain privileges, which include:

1. College sponsorship of the organization in College publications.
2. Use of College facilities and services.
3. The possible assignment of monies from the Comprehensive Fee Fund.

C. Establishment of a Student Organization

To be formally recognized as a club or organization, a group must complete two steps.

First, the group must present the following information in writing to the Office of Student Activities:

1. A proposed constitution or operating rules, including the aims and requirements of membership, objectives, and organizational structure; and
2. A list of 1) members, 2) temporary chair or officers, 3) source of funds and financial obligations, and 4) the College advisor.

Second, the group shall send a representative to the Student Government meeting at which the recognition of the proposed club shall be voted on by the Student Government. The group will be notified of the appropriate Student Government meeting date by communication from the Student Activities Office to the College advisor. The purpose of representation at this meeting is to clarify any questions relating to the establishment of the club and its purpose. Club representation at this time also serves to familiarize the club with Student Government procedures and facilities.

D. Criteria for Approval of Student Groups

Student groups will normally be approved if they follow the preceding procedures (Establishment of a Student Organization) and are in accord with the following criteria.

1. If the proposed organization is to be an affiliate of a national organization, the policies of the College take precedence over any policies or conditions of the national or parent organization. Copies of the constitution and other materials of the parent

organization must be filed with the application.

Official recognition is given by the College President and the Board of Trustees.

2. Affiliation of any student organization with any non-College group or organization must be fully recognized by the College President and the Board of Trustees.
3. Each student organization will continue to enjoy full freedom to recruit and select members from among the student body as stated in its constitution or operating rules. The practice of excluding individuals from membership in a recognized organization on the basis of race, color, religion, gender, age, or national origin will be subject to a warning, probation, or withdrawal of the organization's official recognition. At the present time, Illinois State Law forbids any fraternities or sororities on a community college campus whose criteria for membership selection is limited to closed secret selection procedures based upon the vote of the group. Therefore, all student social organizations must be open to all students showing an active interest.
4. Active membership in recognized student organizations is limited to registered and continuing students and to members of the College faculty and staff.

5. A major office holder (editor, vice-president, secretary, committee chair, etc.) must be at least a part-time (six credit hours or more) student and clear of academic probation as defined by the College. A student may only hold one major office unless approval is given by the Vice President of Student Services.

E. Maintaining Active Status

Student groups must adhere to the following guidelines and procedures to maintain their status as active organizations:

1. Keep a current constitution on file in the Student Activities Office;
2. File each semester a list of current officers in the Student Activities Office;
3. Maintain all funds in the Business Office and follow the financial procedures established by the College;
4. Maintain at least one College advisor to advise the organization;
5. Register all fund-raising drives with the Student Activities Office;
6. Adhere to the Student Government Constitution and By-laws, particularly regarding club representation on the Student Government; and

7. Adhere to College regulations, including the scheduling and conduct of activities and membership.

F. The College Advisor

Each club and organization is required to have at least one College advisor. The advisor may be a member of the faculty, administration or support staff. The advisor, will, as a part of his/her duties:

1. Attend meetings as much as possible;
2. Be active with the group in advising the formulation and execution of its policies and program;
3. Supervise club activities or designate an appropriate substitute, and sign all Reservation of Facilities forms;
4. Supervise financial transactions and sign all requisitions; and
5. Help the group evaluate its program in relation to its purpose and objectives.

Considerable responsibility is placed on the College advisor to be knowledgeable of all aspects of the club or organization's activities. Advisors are instruments in assisting the clubs in becoming an integral part of the educational process at Sauk Valley Community College. A spirit of mutual cooperation and an understanding attitude on the part of both students and advisors will help the organization to grow, develop, and realize its objectives.

G. Operations

1. Club Meetings

Clubs and organizations are permitted use of Sauk facilities on a first-come, reservation basis, consistent with the Facilities Utilization Policy.

2. Facilities Usage

The Facilities Utilization 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.

3. Publicity

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

The variety of on-campus publicity is limited only by originality and common policy. For example, an overload of paper in the building tends to reduce general student 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 displayed or issued on the Sauk Valley Community College campus. Publicity in off-campus locations must also be approved prior to posting by the Director of College Relations.
- b. The maximum size for individual student, club, and election posters for indoor display shall be 24" x 16" unless otherwise determined by the Student Activities Coordinator.
- c. No materials will be placed over or obstruct the view of previously posted materials.
- d. No materials will be placed on any entrance, brick or wood surfaces, or painted wall and surfaces.
- e. Materials to be posted will be thumbtacked on bulletin boards; masking taped on specified windows; or tied by string other binding materials for previously approved areas.
- f. All posted materials must be removed by the organization or individual concerned within one (1) regular school day following the advertised event.
- g. Defacing of posters or property will be looked upon as a serious violation and will be dealt with accordingly.
- h. Generally, publicity for school activities may be posted two (2) weeks prior to the event.
- i. Materials not approved will be removed.

H. Business Procedures

Each club and organization is required to maintain any and all funds belonging to that group in a special account maintained in the Business Office. This special account lends itself to greater fiscal continuity within the club from one year to the next, and requires adherence to the accounting procedures of the College. These procedures assure that funds are spent for legitimate purposes, consistent with the objectives of the club and within the guidelines of College policy.

1. Club Accounts

When the club or organization is officially recognized by the College, the Office of the Vice President of Student Services will open and maintain a financial record for that club. This record will indicate each club's share of the money maintained in the club agency account in the Business Office. Each club advisor and treasurer will also maintain a financial record of the club activity. Funds of disestablished clubs will revert to the Student Activities Restricted Fund Account.

2. Deposits

All clubs income from dues and other sources is deposited in the Business Office, through the Office of the Vice President of Student Services. The receipt is maintained in the Business Office where it is posted to the

Club's record. Grants from the Student Government will be automatically transferred at the written request of the Student Activities Coordinator into the club agency account.

3. Disbursements

A Club Disbursement Request must be completed and signed by the responsible club member and the club advisor. When approved by the Student Activities Coordinator or the Vice President of Student Services, this form will be filed in the Student Activities Office and is the basis for all club disbursements. This form must be signed by the Student Activities Coordinator or the Vice President of Student Services before its presentation to the Business Office.

Expenditures (\$25.00 or more) for equipment, supplies, and services should be processed on a purchase order, according to institutional policy. All requests for student travel funds must be submitted on the appropriate form, Student Activity Travel.

College services such as copying and duplicating services will be charged directly against the club account in the Business Office.

I. Disestablishment of the Club or Organization

Recognized student organizations will be considered eligible for disestablishment when one of the following criteria is met:

1. When an organization submits a written request for inactivity;
2. When all of the following conditions are fulfilled:
 - a. There is no record of any financial activity for the previous year;
 - b. No lists of officers or members have been submitted to the Student Activities Office for a period of one year; and
 - c. Any of the last listed officers or advisors verify the inactivity of a group;
3. When an organization is no longer represented on the Student Government as described in the Student Government Constitution and the By-Laws; and/or
4. When a club or organization indicates its inability to function within the policies of Sauk Valley Community College.

626.01 Illicit Use of Drugs, Abuse of Alcohol by Students and Prohibition of Tobacco

1. Statement of Goals - Sauk Valley Community College shall be a tobacco and drug free college, and shall avoid abuse of alcohol by its students.

2. Standards of Conduct - The manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in and on Sauk Valley Community College's owned and controlled property. This prohibition applies to all Sauk Valley Community College students. Except as is otherwise provided herein, the manufacture, distribution, dispensation, possession or use of alcohol is prohibited in and on Sauk Valley Community College's owned and controlled property. This prohibition applies to all Sauk Valley Community College students and staff.

3. Exceptions - Students of lawful drinking age may consume alcoholic beverages in reasonable amounts at College sponsored functions at which alcoholic beverages are served pursuant to the authority of the Board of Trustees of the College, and in accordance with Illinois law. College students, of lawful age, may dispense alcoholic beverages at College sponsored functions which alcoholic beverages are served pursuant to the authority of the Board of Trustees of the College, and in accordance with Illinois law.

4. Penalties for Violations of Policy - Any student determined to have violated this policy is subject to disciplinary action up to and including suspension or expulsion. In addition a student receiving financial aid may lose that aid. Imposition of the discipline shall be in accordance with the Disciplinary Procedures for Sauk Valley Community College.

627.01 Sauk Valley Community College Policy for Residency Verification

Students enrolling at Sauk Valley Community College shall be classified as In-District, Out-of-District, or Out-of-State for tuition and fee purposes:

1. In-District - An in-district student is one whose legal residence is within the boundaries of the Sauk Valley Community College District. All students applying for admission to Sauk Valley Community College are required to certify on the application that the address given is correct. New students to the district must reside in the district at least 30 days prior to registration to be eligible for in-district tuition.

Students who move into the district for reasons other than attending Sauk Valley Community College shall be exempt from the 30-day requirement if they demonstrate a verifiable interest in establishing permanent residency. Verification will consist of employment documentation, home purchase document and/or other legal documents.

Individuals who show proof of full-time employment in the College district will be considered an in-district student. Special cases regarding legal residency of students shall be considered individually.

Office of Admissions personnel will record the residency classification and initial it on the application form.

Returned mail to the college will be cause for the Admissions and Records Office to question residency. If unable to contact the student, records will be flagged and prior to any further registration the student will be required to display residency. Proof of residency will include: drivers license, voter's registration card, or an apartment lease. This will be verified by the Director of Admission and Records, and an appropriate residency classification will be assigned the student's records.

2. Out-of-District - Students who reside out-of-district, but are attending Sauk Valley Community College on an authorized chargeback are classified as out-of-district and will be charged in-district fees.

Students who reside out-of-district who are not part of a shared program will be charged out-of-district fees.

3. Out-of-State - Anyone who is a resident of another state at the time of the application will be considered an out-of-state applicant and charged out-of-state fees.

September 15, 1996

To: Board of Trustees
From: Dick Groharing
Subject: September ICCTA Meeting and Seminar

Both Tom Jenson and I attended the seminar on "Policy Governance" presented by Tom Grerory. He is a proponent of the model of governance developed by John Carver for "not for profit" entities. Since I have heard Carver speak, and have read a little on the subject, I fear I didn't learn much new information, but certainly had my enthusiasm for the model reinforced. Though our own board "flirts" with policy governance in the way we operate, it is something that we should seriously consider formalizing. Several community colleges here in Illinois have already adopted the model, and are excited about it. Adoption requires re-writing a portion of our policy manual, and is best done with a facilitator. I've included the handouts from the seminar for you to read and think about.

As I have been asked to serve on the Finance Committee, I attended that meeting where the auditors discussed the ICCTA's FY96 Audit. The report showed that we finished the year with an increase in membership equity of approximately \$27,000. We also discussed a possible change in how membership dues are calculated. The essential change would be an increase in the "flat fee" portion of the dues formula from \$1200 to \$2500. This change is not proposed to raise the total amount of dues income, but to "soften" the portion of the formula driven by semester hours. The original intent (10 years ago) was that the flat fee portion would represent approximately 20% of the total, and this is an attempt to bring that back into line. The issue was then presented to the Board of Reps on Saturday morning where it was voted to bring it for formal ratification at the November meeting. I've included a copy of the proposal which shows that SVCC's dues would increase \$810. Unless the board directs differently, I will vote for the change.

As you may recall, I was also asked by ICCTA President Mike Monteleone to attend Executive committee meetings as an observer, and to contribute when called upon. The following items were discussed:

- 1) The lease for the ICCTA office is up in January, and it may be necessary to change locations. The association officers were empowered to finalize any negotiations required.
- 2) New dues formula. (See above.)
- 3) Dr. Joe Cipfl (Pres. at BACC and pres. of the President's Council) came to ask if a dialog could begin between their group and the ICCTA's executive committee on issues of common concern. The first meeting will be in November.

- 4) The process of the evaluation of association director Dr. Gary Davis was begun. This will also take place at the November meeting.
- 5) On the recommendation of the Finance committee, the auditor's report was accepted.
- 6) A change in how the Nominating committee is selected was reviewed.

The Board of Representatives meeting on Saturday morning was essentially an outline and plans for the coming year as seen by the various committees. Of course, federal and state legislative issues are uppermost in everyone's mind.

Plans for the October ACCT National Convention in Miami Beach were discussed. As chair of the Federal Relations committee, B. J. will be heading up our Illinois delegation at that meeting.

Dr. Ivan Lach (ICCB) reported that their board hoped to have a new executive director in place by the end of January.

What is Policy Governance?

by Tom Gregory

For ages too few persons questioned that the earth was basically flat. Similarly, for decades few persons questioned the traditional flawed ways in which boards and CEOs (and staff) have coexisted. At last, someone looked at the inadequate situation, decided that there had to be a better way, and found a better way. Thank you John Carver (see preceding tribute).

Each of us has at least a vague idea of what a board does and how a board and CEO operate. These unchallenged concepts, passed down from others, frequently have led to undefined overlapping roles of the board and of the CEO. Conflict, misunderstanding, frustration, and inefficiency have been common and sadly have been accepted as natural and inevitable.

Policy Governance is a way for a board and CEO to lead and to manage an organization in partnership. Policy Governance is a method, a conceptual model for governing, that works in the real world and which deals with real world problems and situations. Policy Governance was born and bred in public and non-profit organizations, but Policy Governance can be used and is used in the corporate sector. Policy Governance is a tested well-thought-out workable system that stands in contrast to the flawed combination of problem fixes which comprises traditional organizational governance.

Policy Governance recognizes the huge responsibilities which board members have, recognizes the number and size of board-realm decisions which need to be made, and recognizes the importance that board members understand and act on the values held by the public (or those who morally own the organization). Policy Governance provides a way for a board to carry out its fiduciary responsibility which to many persons is awesome.

Policy Governance recognizes that board members normally are not working within the organization 50 or 60 hours a week, and therefore should not be trying to manage operations, staff, or facilities. The CEO and supervisory staff are selected and paid to carry out that management role. The board can better spend its time

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A CHECKLIST

*How do you know
that you have*

POLICY GOVERNANCE

DO YOU HAVE

Clear Written Board Governance Policies

- Executive Boundaries
- Governance Process
- Board-Staff Relationship/Linkage
- Organizational Outcomes
with priorities or other value guidelines (Ends)

Systematic Board Monitoring to Assure Performance

- Of the Organization
- Outcomes (Ends)
- Executive Boundaries
(unacceptable practices, situations)
- Of the Board itself

Intentional Definite Linkage of Board with Community (or other Moral Ownership of the Organization)

Clear natural delineation between the board and CEO (staff) roles, based on the distinction between Organizational Outcomes (Ends) and Staff Means

**Board Agenda and focus primarily on the big picture
and on the future, i.e., on major board-realm issues.
The board is not involved in management of staff,
programs, or facilities.**

— Tom Gregory

truly leading the organization while responsibly delegating what can be responsibly delegated. Policy Governance leads to an economy of board operation, to a minimum waste and the best use of valuable board member time. Policy Governance addresses board job design and enables strategic leadership by governing boards.

Policy Governance is a way of enabling a board to be efficient and effective.

Policy Governance is a relationship, a partnership between the board and management with clear roles for each. Board members, officers, CEO, and senior staff know what their jobs are and are not. The core ideas of Policy Governance are simple.

Policy Governance is a coherent collection of guidelines, roles, and protections, which fit together to produce the long desired governance results. This collection enables the board and staff to focus attention on their appropriate work and not have to focus attention on the common problems caused by traditional ill-defined and vaguely-defined governance. A common reaction to Policy Governance is "This makes so much sense. I do not understand why we were not doing this sooner."

Policy Governance defines a board/staff division of labor, a division of primary focus. Policy Governance has found a natural and useful boundary line, a line which has flexibility and which can be adjusted by the board.

Policy Governance encourages having a strong, competent, knowledgeable board and a strong, competent, knowledgeable CEO. With clear separate roles, the board and CEO need not compete with each other. Each benefits from a powerful and fully functioning partner.

Policy Governance is an expression of the values of the owners of the organization, values about why the organization exists, and values about how the organization accomplishes its outcomes. Policy Governance directs that the board be effectively linked to its ownership.

Policy Governance is a way of elevating deliberations by the board and by the public to the more significant and longer-range than is traditional. Board time is spent on matters that can not or should not be delegated to anyone else.

Policy Governance is a framework that enables a board to benefit from diversity of opinion and to function as a unit rather than as disparate parts. Diversity is even invited and encouraged and used.

Policy Governance directs the board to create an explicit vision of the intended outcomes of the organization, i.e., policies (called Ends) describing exactly why the organization exists, with priorities or other value guidelines related to the outcomes intended. Such a clear vision becomes a powerful leading beacon and is a natural leadership instrument.

Policy Governance assures that the board creates policies regarding delegation of authority, governance of the organization, and operational behavior boundaries. Board members become

Policy Governance is a way of elevating deliberations by the board and by the public to the more significant and longer-range than is traditional. Board time is spent on matters that can not or should not be delegated to anyone else.

grounded in a workable philosophy of governance. New board members, having the board policies, are able to quickly function effectively on the board.

Policy Governance establishes a clear set of boundaries within which the executive may operate and establishes clear direction and priorities for the executive to pursue. Policy Governance leads to the best use of the executive's abilities and offers a fair and natural way of evaluating the executive's performance.

Policy Governance is so named from the board's establishment and use of a set of policies which give direction and guidance to the organization. Instead of having to make the same decisions repeatedly, the board translates its values into policies which give direction to and set boundaries on decisions. This prethinking allows decisions to be made at a wise level and gives the organization and its management the ability to react quickly to changing situations. This system frees the board from much wasted time.

Policy Governance directs that the board assure executive and organizational performance through systematic monitoring, i.e., assures that the intended organizational outcomes are reached

and assures that the operational boundaries, set by the board, are not violated.

Policy Governance eliminates many unnecessary conflicts, gaming, posturing, nonacceptance of appropriate responsibility, and meddling. Policy Governance allows a board not to give inordinate time to attention seekers. Board member renegades are not allowed to meddle and interfere with the work of the staff. These improvements are accomplished through setting up a very workable system which is guided through carefully thought-out policies.

Policy Governance is not a panacea. With Policy Governance, a board still has to deal with differences of information, opinion, and values. Hard decisions still must be made, but an intelligent system is in place to deal with the differences. Roles and responsibilities are much clearer and make sense. The organization has clearly defined intended outcomes, and organizational behavior and progress is monitored and is known. With governance much less a problem, full attention and resources can be directed toward the reason the organization exists.

The above paragraphs are an attempt to explain what Policy Governance is and does, not so much how Policy Governance works or what steps are needed to accomplish the results of Policy Governance. Continue to page five for information on Policy Governance implementation.

How to Implement Policy Governance

by Tom Gregory

Since Policy Governance is a coherent collection of practical procedures, relationships, policies, and methods, almost all organizations already have some beginnings in place. Also, since most board members and senior staff are aware that improvement in these areas is possible and is needed, the motivation to implement Policy Governance commonly exists.

Usually one or more board members and/or senior staff of an organization hear about Policy Governance from a colleague, which leads the person to get an introduction to Policy Governance through a book or through a presentation. The ideas make a lot of sense and seem directly applicable to that organization. The person(s) encourage the CEO and board chair to learn enough about Policy Governance to ask the board to bring a specialist to spend a day or half-day with the board and senior staff to introduce and train them in Policy Governance. That introduction/training day is referred to below as Day 1 of the implementation process.

The introduction to and training in Policy Governance almost always has a lasting impression on the participants. The specialist points out problems inherent in the traditional governance system and shows what can be accomplished with Policy Governance. Participants understand what is realistically available for their organization and begin to understand the potential for their organization of a higher level of functioning of the board. The participants will never see governance in the same way again. They will never be satisfied to put up with the needless problems of traditional organizational governance.

The most frequent way to implement Policy Governance is described below. The grouping of Day 1 and Day 2 on consecutive days is desirable. Day 1 and Day 2 can be separated, but with loss of efficiency. Days 3 and 4 usually are grouped on consecutive days. Other variations are mentioned later in this article.

Normal Sequence for Policy Governance Implementation

Day 1—Introduction and Training of Board and Senior Staff

This day includes a full introduction to Policy Governance, questions and answers, initial training, discussion, and often the decision of whether or not to implement

Policy Governance. All of these activities take approximately six hours for most boards. Pre-learning (through articles, books, tapes) is desirable. By beginning the next step, policy development, in the remaining hours of Day 1, then Day 2 (which is a very full day) can be eased.

Day 2—Policy Development

(Development of Three of the Four Policy Sections)
Grouping Days 1 and 2 on consecutive days is highly advantageous.

This day is spent in developing the policy sections which (1) guide the operations of the organization, (2) set up the governance process, and (3) define the relationship between board and staff, delegate authority, and establish accountability. The use of sample generic policies greatly speeds this process; months of work are completed in one day.

Day 3—Outcomes Policy Development

On this day the board, normally with the participation of senior staff, clearly define exactly why the organization exists, including who are the intended beneficiaries and what benefits are intended. Regardless of previous good work on mission statements, this day is intense and fulfilling. Boards begin to experience the power and value of real board work.

Sample Outcomes (i.e., intended organizational results, usually called Ends) policies, if not from a similar organization, can be very helpful in understanding Outcomes. However, the board should not easily accept as its own any Outcomes policy of another organization, even a very similar organization. If the Outcomes policies of a similar organization are used as starting points, Days 3 and 4 can be squeezed into one long day, but at the loss of valuable deliberation on vital issues. Such usage and squeezing is not recommended, but is mentioned here as a possibility, if absolutely necessary.

Day 4—Outcomes Policy Development (Continued)

Priorities/Values and Outcomes Monitoring

This day is best held immediately following Day 3, i.e., the very next day.

On this day, the board, normally with participation of senior staff, consider the relative value of the desired outcomes intended for the organization. Priorities or cost limits are set to guide the relationship between the resources used by the organization and the outcomes intended. An outcomes monitoring system is established so that the effectiveness of the organization can be determined in terms of real impact, not activity.

Day 5—Fine Tuning

Best performed months later, i.e., several board meetings later

Sometimes called mid-course adjustments, this activity is almost always needed. The elimination of assistance at this point is almost never cost-effective for a board. Normally included in this day are dialogues with the CEO and senior staff, the board chair, and the board as a whole; as well as observing and evaluating a board meeting. Discussions look at what is going well and what needs attention. Policies are modified as the situations require.

Instead of the regular sequence listed above, some boards prefer to work on the organizational outcomes policies (normally Days 3 and 4) before working on the other policies (normally Day 2). The regular sequence allows the board to have confidence that it is not losing control of the organization and gives the board the option to begin operating with Policy Governance at the end of Day 2.

In the implementation of Policy Governance, the process can be stopped at any time, should the board decide that the governance system is not to be used with their organization. However, once a board gets involved in developing its governance policies, rarely does a board not continue.

Similarly, once a board adopts Policy Governance, the board always can decide to go back to its old traditional system of governance. There have been boards who have adopted parts of Policy Governance who did not get all of the results which the board members had hoped for. This writer knows of no board which has implemented full Policy Governance which has decided to revert to its former governance system. Once the advantages of full Policy Governance are realized, going back to the earlier situations seems ridiculous.

Once the policies of Day 2 are completed, the board can flip the switch and begin operating under Policy Governance. No transition phase is really needed. There will be a time of adjustment. There will be times of back-sliding. The board does not need a

period of trying to operate simultaneously under its old and new governance systems. Many boards do wait until after Day 4 when all policy sections are completed before switching over.

The cost of the use of a trained, experienced specialist to lead a board in the implementation of Policy Governance varies with his/her expertise, experience, and name recognition. For the five days of work plus review of bylaws, minutes, documents of formation, critique of interim steps, and telephone consultations, the cost is expenses (travel, food, lodging) plus from US\$ 5,000 to US\$ 40,000, depending on the specialist chosen.

Implementation of Policy Governance without the facilitation, training, and guidance of an experienced specialist is possible. There seems to be broad agreement that such implementation without specialized help is not cost-effective. There seems to be broad agreement that the use of an outside experienced specialist saves the board considerable time and significantly lessens the likelihood of mistakes and problems.

To learn more about how to implement Policy Governance, call the Board Services Department at ACCT, 202-775-4667.

*Some Community College Boards
Who Are Implementing*

POLICY GOVERNANCE

Assisted by an ACCT Facilitator

Pratt Community College, Kansas

Southern State Community College, Ohio

Maricopa County Community College District, Arizona

Iliagvik College, Alaska

Northern Lights College, British Columbia

Bunker Hill Community College, Massachusetts

Salem Community College, New Jersey

Southeast Community College, Nebraska

Austin Community College, Texas

Iowa Western Community College

Kansas City Kansas Community College

Lakeland Community College, Ohio

Lakeshore Technical College, Wisconsin

Fox Valley Technical College, Wisconsin

Rockland Community College, New York

Wisconsin Indianhead Technical College

Suffolk County Community College, New York

Robeson Community College, North Carolina

Colorado Mountain College

Grande Prairie Regional College, Alberta

GREGORY ASSOCIATES

300 MASS AV NW #229
WASHINGTON DC 20016
(202) 363-9696

WELCOME

TO AN INTRODUCTORY WORKSHOP ON THE POLICY GOVERNANCE MODEL

This workshop is intended to change forever the way you see the governing board job and the board-staff relationship.

Of all the elements in the management of enterprise, none is less studied and less developed than the governing board. Because it has rarely been the subject of rational design, boards persistently fall into trivia, short-term myopia, meddling in the staff work and other failings. They do so even when composed of intelligent, experienced, caring members. In North America we have far beyond 5 million governing boards (including the political, elected ones), each relying on the inadequate job design we have all inherited.

Nowhere is the problem more chronic than in our public and nonprofit organizations. Without a clear market judgment to keep them honest, they are forced to rely on their boards to determine what products or services are needed and at what cost. Even as schools, city governments, social agencies, health organizations, and a multitude of public and nonprofit pursuits make strides toward being better managed, their governance is in sad disrepair.

The message in today's workshop is not intended for boards in trouble, though they can benefit. It is intended for boards which simply want to reach for a new level of excellence. Our topic is not how your board can solve the problems which keep it from the ideal. *It is the ideal itself that is flawed.* And no less than a true paradigm shift is required to set us on a more powerful, more sensible, more responsible track.

Today we will question many of your cherished beliefs about boards and chief executives. Financial oversight, committee work, policy making, planning, accountability, monitoring, board-staff relationships and other important aspects of organization will acquire refreshingly new meaning.

Consider this an adventure in exploring an old topic with new eyes. Welcome to Policy Governance, a new design for leadership of nonprofit and public boards!

BOARD GOVERNANCE EFFECTIVENESS

Presentation and Discussion Topics

- Issues facing the board now and in the coming years
- The responsibilities of being on the board
- Determining the value of the board's time
- Organization realities and board impossibilities
- Board-staff collaboration and partnership
- Board and staff intrusions into the work of the other
- Importance of role clarity
- Models of board operation
- Being proactive and less reactive
- Just what is governance and board leadership
- How board leadership differs from executive leadership
- Distinguishing where you are going from how you'll get there
- Guiding the organization while staying safely out of details
- Being explicit about values
- Visioning in contrast to planning
- Becoming result oriented
- Fulfilling the responsibility of being a board member
- Getting a policy handle on the organization
- A way of having a unified voice for a board
- Benefiting from the diversity of opinions and values
- Making the most of a chief executive officer
- Responsible delegation
- Linkage between the board and the organization ownership
- Assurance of organizational performance
- Staying informed
- Board control of budgets
- Satisfying legal mandates
- Making sense of committees
- Evaluating the chief executive and organizational progress
- Evaluating the board itself
- How to maintain board discipline
- Proactive annual agendas
- Meaningful board meeting agendas
- Pros and Cons of various board governance approaches
- Meeting the needs of the board

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POLICY GOVERNANCE

Policy Governance is a conceptual model created by John Carver which enables strategic leadership by governing boards. The model addresses board job design and board-management partnership. It allows a board to be proactive, explicit about its values, and long range in the majority of its concerns. At the same time the model prompts a board to ensure that the management of the organization acts responsibly.

POLICY GOVERNANCE OBJECTIVES

An organization whose products and actions conform to the values of its ownership.

A board that is efficient and effective.

A board that has as its predominant focus the visioning and creating of the future.

A board that represents the ownership and defines the values of the organization.

A board that benefits from diversity of opinion and that functions as a unit rather than as disparate parts.

A board structure and a board member selection process which are conducive to board-ownership linkage.

A board that is effectively linked with the ownership.

Board members grounded in a workable philosophy of governance.

New board members having board governance policies which allow the new members quickly to function effectively on the board.

Definite role differences between board members, officers, and staff; each person knowing what his/her job is and is not.

An ability to gather broad input resulting in board members who are well informed on relevant issues.

An ability to react quickly to changing situations.

An economy of board operation; minimum waste of valuable board member time; best use of board member time.

Best use of the executive's abilities.

Clear direction and priorities for the executive to pursue.

A clear set of boundaries within which the executive may operate.

A fair and natural way of evaluating the executive's performance.

Assurance of executive performance.

Regular self-evaluation of the performance of the board.

POLICY GOVERNANCE™

Policy Governance is a conceptual model meant to enable strategic leadership by governing boards. It addresses board job design and the board-management partnership. The board governs on behalf of some identifiable "ownership," deciding the values and perspectives which will characterize the organization.

Written values and perspectives are called policies and occur in four categories: ENDS policies prescribe what benefits will occur for which needs at what cost; mission and priorities are included. EXECUTIVE LIMITATIONS policies describe the prudence and ethics boundaries on acceptable staff acts, practices and circumstances. GOVERNANCE PROCESS policies clarify the board's own job and rules, including how it connects to its "ownership." BOARD-STAFF RELATIONSHIP policies describe the delegation and accountability linkage through the CEO. In practice, the last three categories remain relatively stable once in place, enabling the board to spend virtually all its time with issues of long term ENDS.

These categories cover all pronouncements the board will legitimately make. The CEO is empowered by the board *toward* ENDS and *within* EXECUTIVE LIMITATIONS. This peculiar constraint approach to staff "means" makes it possible for the board to stay out of internal operation, yet control its range of acceptability. Fiscal administration, budgeting, personnel, risk, compensation and all other methods and practices are thus controllable with little board time and paper. Periodic monitoring of organizational performance with respect to the criteria contained in these two policy categories constitutes the board's evaluation of its CEO.

In policy governance the board is proactive, explicit about its values and long range in the majority of its concerns. It avoids both meddling and rubber stamping. The board is at all times mindful of keeping board and CEO jobs separate. Accordingly, board committees stay out of staff work and the staff rarely recommends what board decisions should be. Because roles are very clear, free communication among board and staff causes no confusion. Board-staff interactions can be enriching for board and staff alike without leading either to meddling or to loss of board prerogatives. Board agendas are usually shorter, the deliberation usually on long term ENDS and the mindset one of strategic leadership.

A complete explication of this new governance theory can be found in John Carver's book, *Boards That Make a Difference: A New Design for Leadership in Nonprofit and Public Organizations*, available postpaid in the U.S. from Jossey-Bass [350 Sansome St., San Francisco 94104] and in Canada from Maxwell MacMillan [1200 Eglinton Ave. E., Ste 200, Don Mills, Ontario M3C 3N1]. Also available from Jossey-Bass are audiotapes entitled *Empowering Boards for Leadership*, a videotape entitled *John Carver on Board Governance*, and a newsletter entitled *Board Leadership: A Bimonthly Workshop with John Carver*. Audiotapes entitled *Strategic Leadership* can be purchased from Carver Governance Design.

Budgets

Personnel

Goals

Contracts

Objectives

Financials

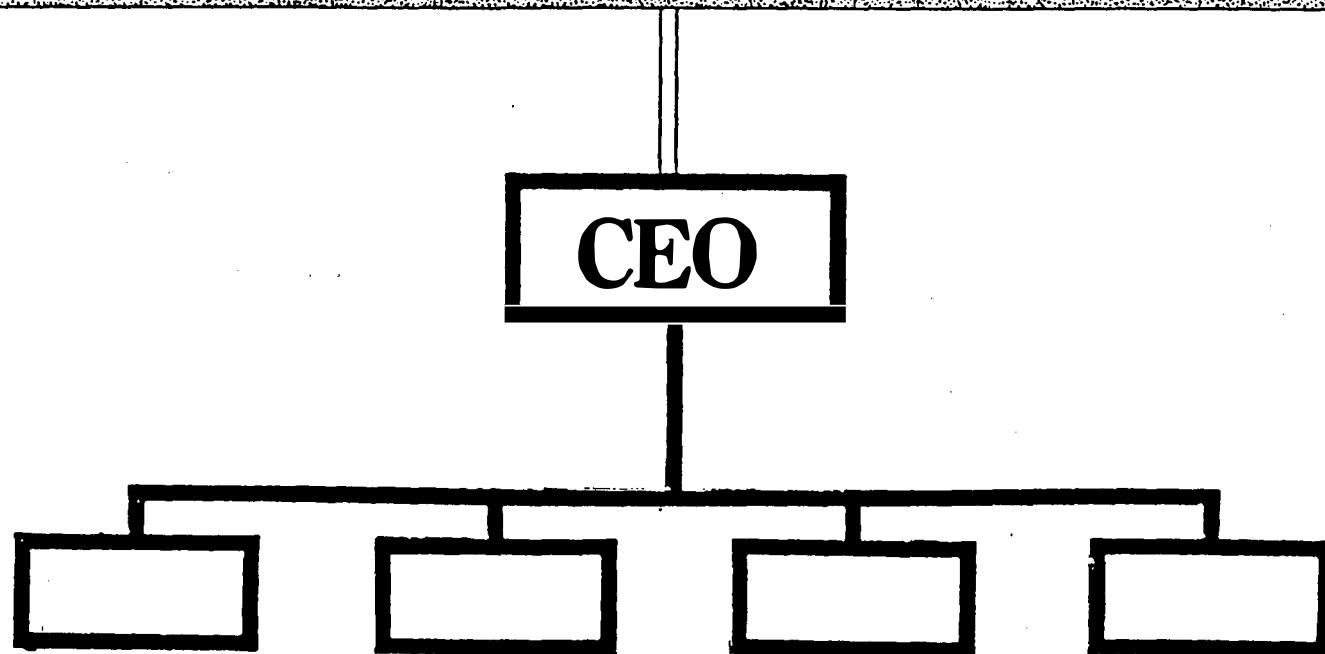
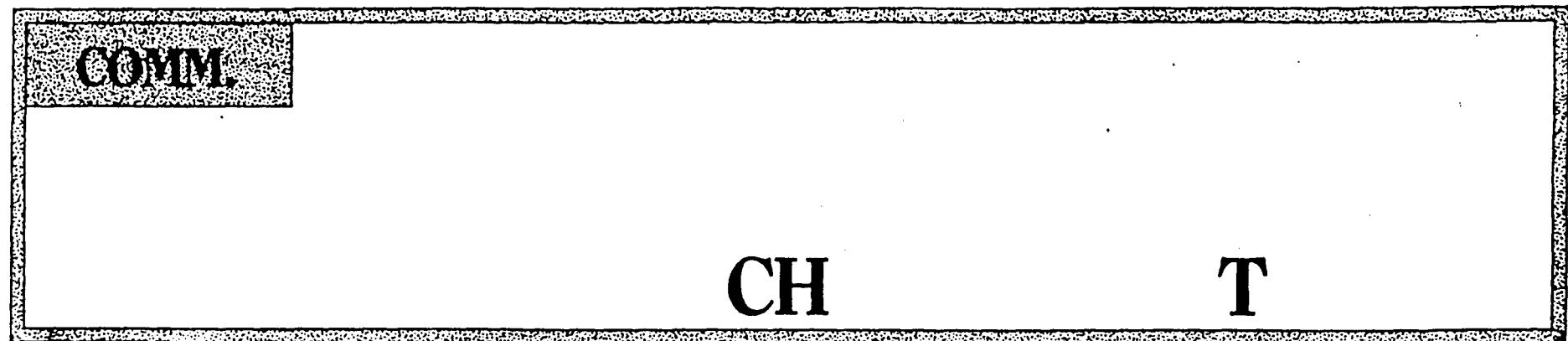
Leases

Policies

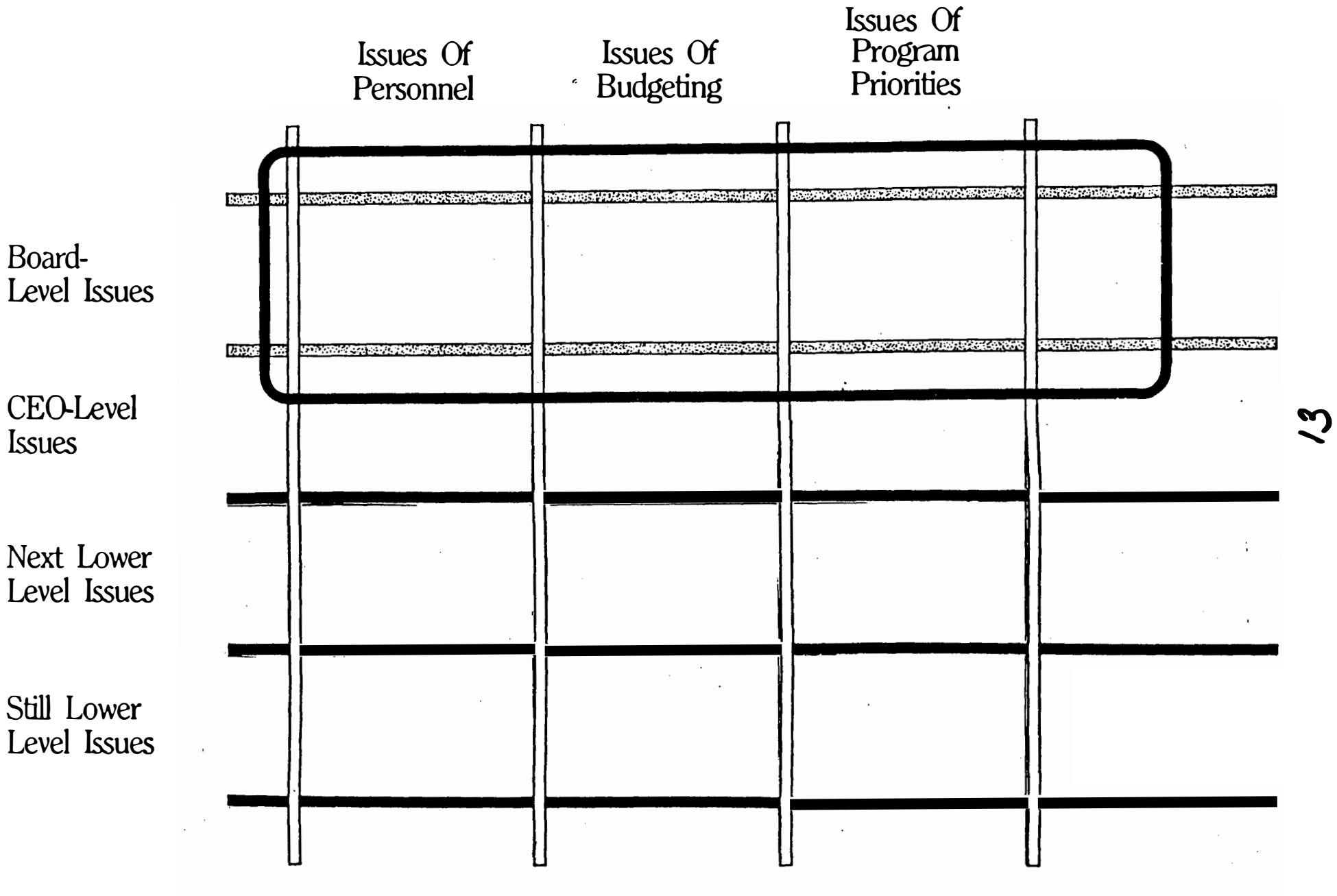
Plans

Salaries

Procedures



12



“ENDS”

WITH OUR ORGANIZATION
EXISTS

14

- What Good BENEFIT / OUTCOME
- Which People FOR WHICH PRIORITY
- What Cost

“MEANS”

- Practices
- Methods
- Activities
- Circumstances
- Programs
- Services

ENDS - MEANS EXERCISE

One of the new board skills is the ability to distinguish between organizational ends and means. A few means issues will be retained by the board, though most will be consigned to the staff's domain. Before a board can deal with ends and means differently, however, it must be able to make the distinction.

This exercise gives you experience in distinguishing organizational ends from means. Though this may seem cut-and-dried, in practice it is one of the most difficult distinctions the board must make. Following are six questions; for each, choose whether it is an issue of ends or means.

I. To what extent should we serve the needs of behaviorally disordered children at the expense of resources for less expensive service to "normal" children in our public school system?

ENDS

MEANS

II. Will it be best (a) to pay higher salaries for more skilled staff or (b) to pay lower salaries for less skilled staff but have to invest more in staff development and training?

ENDS

MEANS

III. A three percent cost-of-living adjustment has already been decided. Now the issue is whether to raise all staff or only those who have been employed most of the past year since they are the only ones whose initial salaries have "fallen behind" general cost increases?

ENDS

MEANS

IV. Should we insure office equipment and furnishings at full replacement value or a lesser amount, say, 80 percent?

ENDS

MEANS

V. Our mission is the elimination of poverty. Within that broad mandate, what relative emphasis should be put on adequate housing, job skills, and diversified employment base?

ENDS

MEANS

VI. Should idle funds be invested short-term in investments that are (a) high return but risky versus (b) lower return but less risky?

ENDS

MEANS

This exercise is intended to be used as part of a guided discussion, not as "stand-alone" instructive material.

“ENDS” — “MEANS” PRINCIPLE

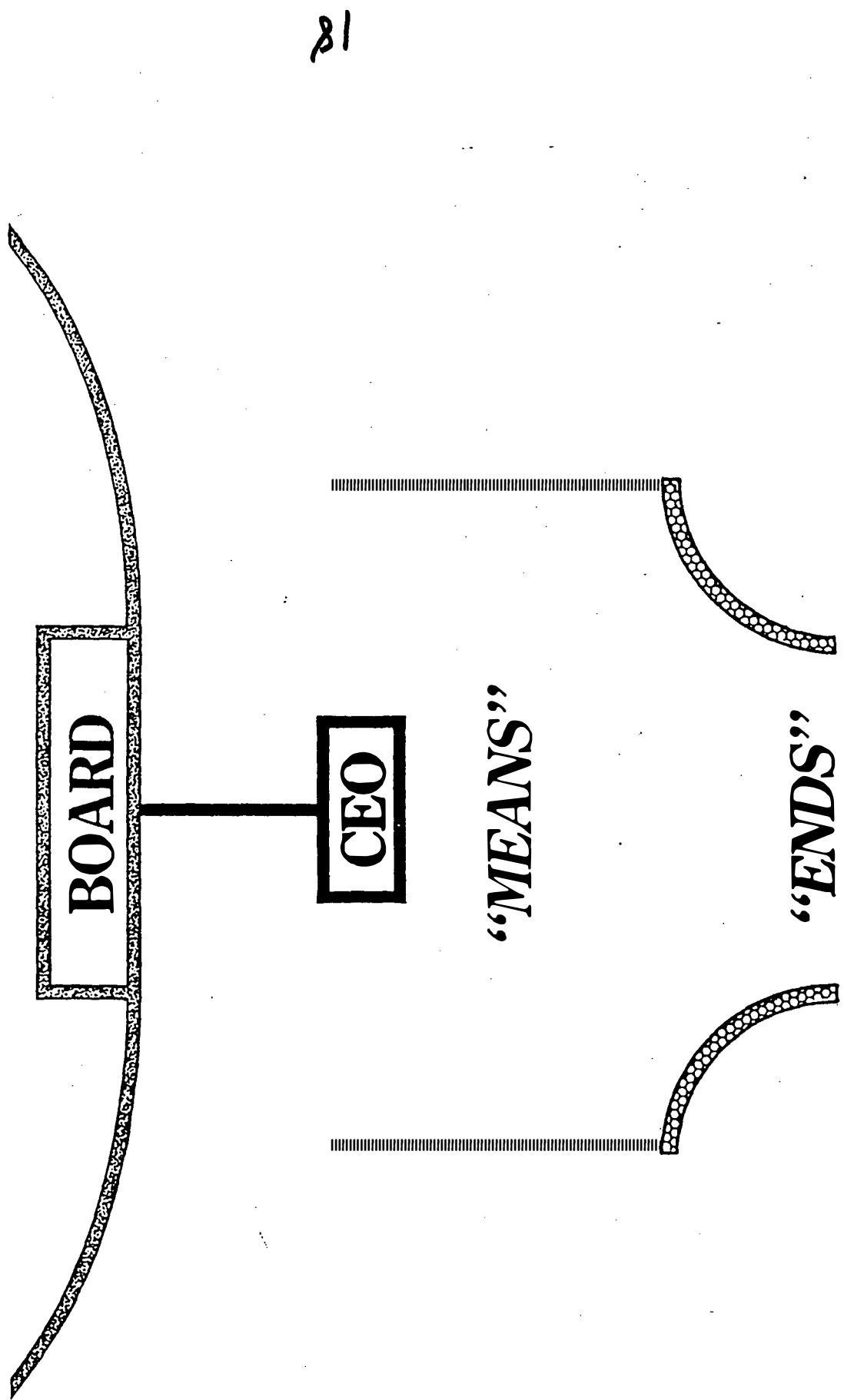
PREScribe THE “ENDS”

BUT

STAY OUT OF THE “MEANS”

EXCEPT TO SAY WHAT YOU WON’T PUT UP WITH

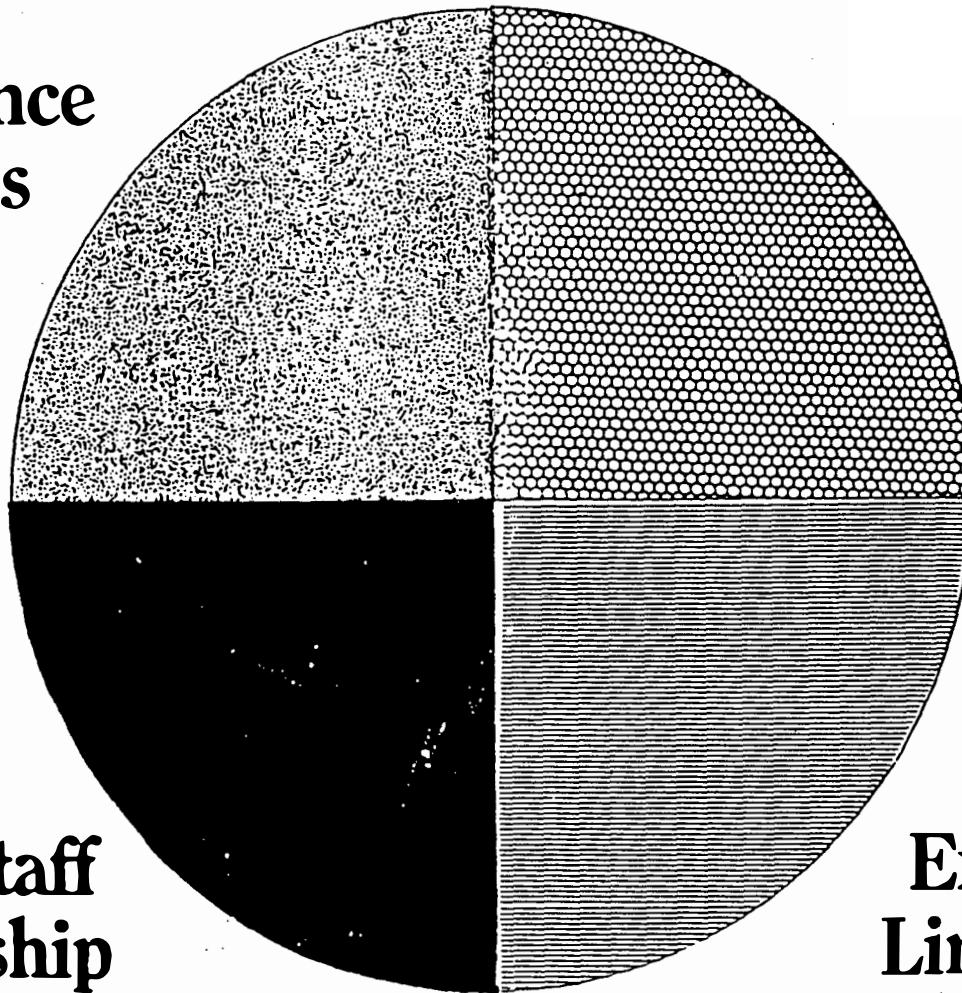
OWNERSHIP



BOARD POLICY CATEGORIES

- “*ENDS*”
- EXECUTIVE LIMITATIONS
- GOVERNANCE PROCESS
- BOARD-STAFF RELATIONSHIP

**Governance
Process**



Ends

**Board-Staff
Relationship**

**Executive
Limitations**

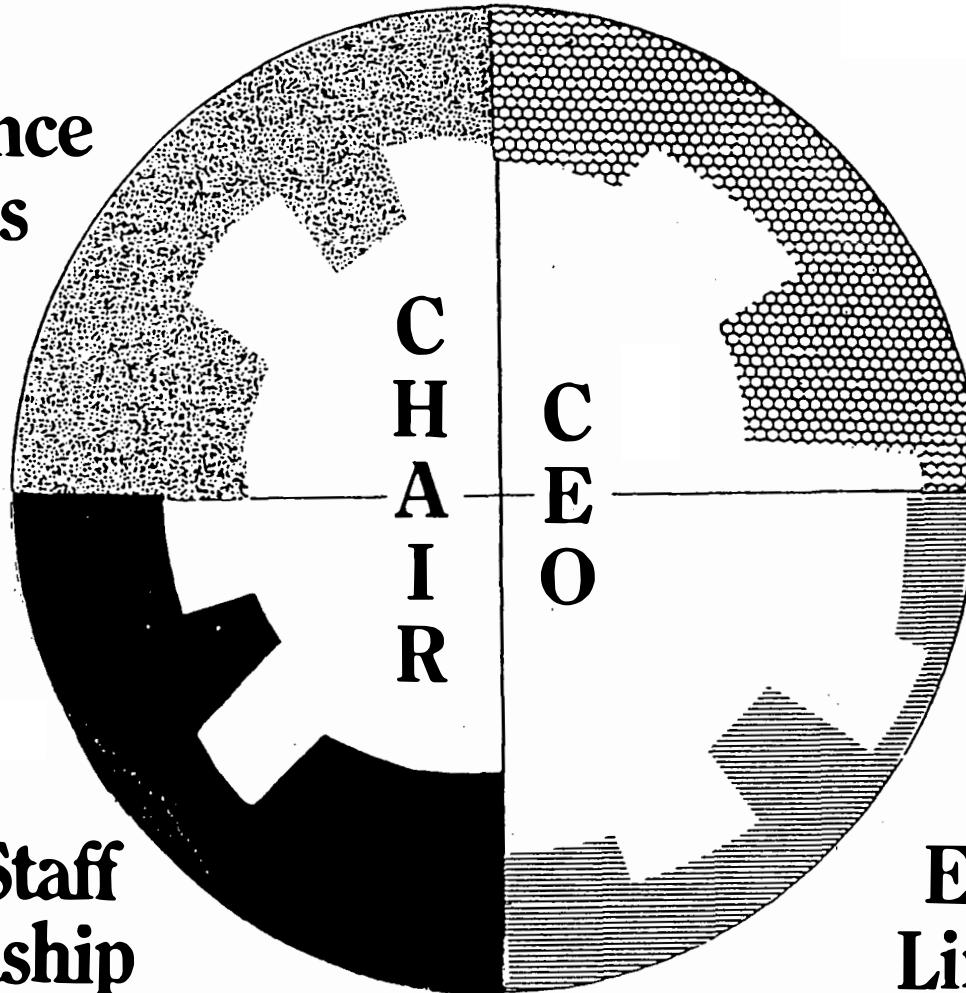
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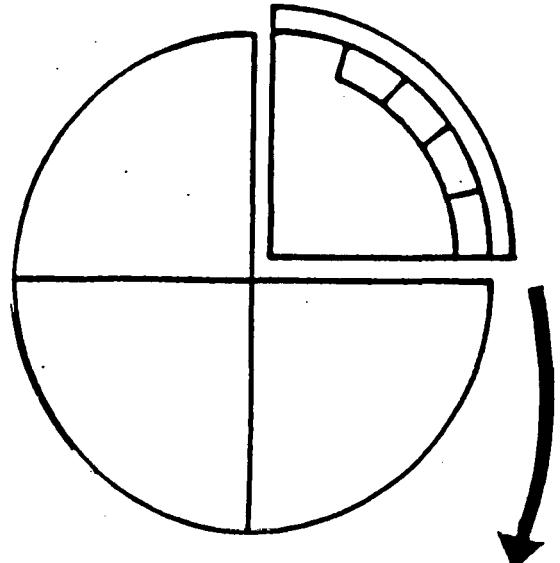
**Governance
Process**

Ends

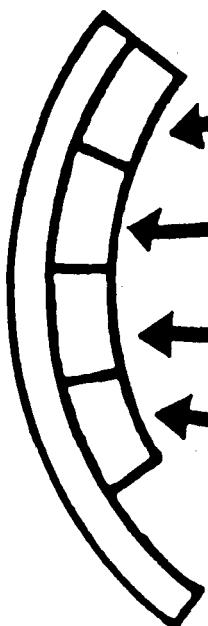
**Board-Staff
Relationship**

**Executive
Limitations**



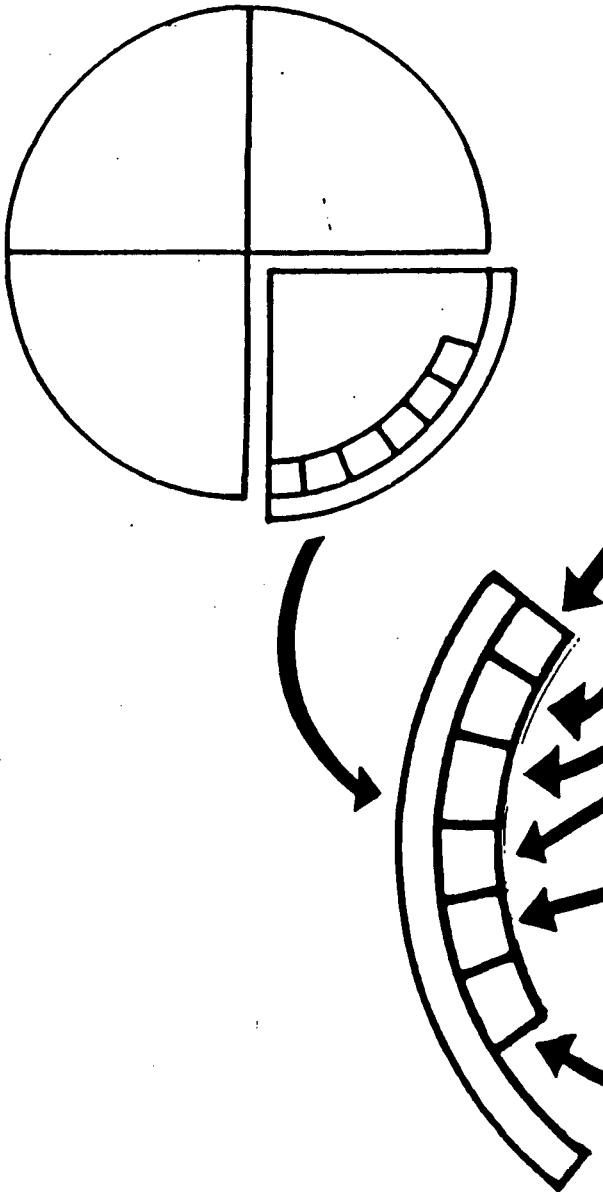


The mission of the Municipal Symphony Orchestra is greater acquaintance and involvement with symphonic music throughout the community's affairs and institutions.



1. High levels of attendance at performances of the classics.
2. Extensive role of classical music in religion, sports, civic events and entertainment.
3. Inclusion of symphonic performances in public and private education.
4. Community love for symphonic music sufficient to bear its full cost.

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The CEO shall not cause or allow any practice, activity, decision or organizational circumstance which is either imprudent or in violation of commonly accepted business and professional ethics.

1. Dealings with paid and volunteer staff shall not be inhumane, unfair or undignified.
2. Assets may not be unprotected, inadequately maintained or exposed to unnecessary risk.
3. Information and advice to the board will have no significant gaps in either timeliness, completeness or accuracy.
4. Compensation and benefits for staff and consultants shall not deviate materially from market.
5. Budgeting any fiscal period or the remaining part of any fiscal period shall not deviate materially from board priorities (in ENDS policies), risk fiscal jeopardy nor fail to be derived from a multipal year plan.
6. Actual operating condition at any time shall not be one of fiscal jeopardy or one in which board priorities have been compromised.

A SAMPLE BOARD POLICY REGISTRY

When board policies are created with the Policy Governance approach, a very few board pronouncements are able to govern even large and complex organizations. Added to the Articles of Incorporation [Letters Patent in Canada] (for nonprofit groups) and Bylaws, these few policies form virtually the entirety of board decisions. Because board policies in this model are expressions of a specific board's values and perspectives, they differ from one board to another. Only the categories are constant and even they may be named in other ways. Budgets, short and long range plans, personnel practices, program design and all other administrative and programmatic decisions and activities are created by staff from these brief policies. Here is an example of typical board policy topics:

Category I: ENDS

- A. Mission
- B. Client Priorities
- C. Product Priorities
- D. Service Subsidy Priorities
- E. Service Accessibility

Category II: GOVERNANCE PROCESS

- A. Governing Style
- B. Board Job Products
- C. Civic Trusteeship
- D. Planning Cycle and Agenda Control
- E. Officer Authority/Responsibility
- F. Code of Conduct

Category III: BOARD-STAFF RELATIONSHIP

- A. Delegation to the Chief Executive
- B. Executive Job Products
- C. Monitoring CEO Performance

Category IV: EXECUTIVE LIMITATIONS

- A. Financial Planning
- B. Financial Condition
- C. Treatment of Staff
- D. Asset Protection
- E. Communication and Counsel to the Board
- F. Compensation and Benefits
- G. Emergency Executive Succession

CEO “PRODUCTS”

- “ENDS” ACHIEVED
- CONSTRAINTS ON “MEANS”
NOT VIOLATED

BOARD JOB CONTRIBUTIONS

1. Linkage To The Ownership

2. Explicit Governing Values

...About “Ends”

...About “Executive Limitations”

...About “Governance Process”

...About “Board-Staff Relationship”

3. Assurance Of Executive Performance

Types Of INFORMATION The Board Receives

- INFORMATION FOR MONITORING EXECUTIVE PERFORMANCE:
Directly Related To CEO Job; Retrospective; Judgmental; Against Criteria; Targeted; Minimal
- INFORMATION FOR MAKING BOARD DECISIONS:
Directly Related To Board Job; Prospective; Non-judgmental
- INCIDENTAL INFORMATION
(Neither Good Monitoring Nor Good For Board Decisions): Serves To Make Board Members Feel “Connected” To Organization; May Masquerade As Monitoring

[THIS POLICY IS A SAMPLE, NOT A RECOMMENDATION]

POLICY SAMPLE (a):

The Hope Cancer Fund exists for the elimination of cancer as a cause of human suffering and death. Major components of this mission are:

1. Basic knowledge of the chemical, molecular, and cellular biology of cancer.
2. Methods by which laboratory findings can be clinically applicable to the treatment and prevention of cancer.
3. Delivery technology capable of mitigating the social and psychological effect of cancer on patients and their families.

[THIS POLICY IS A SAMPLE, NOT A RECOMMENDATION]

POLICY SAMPLE (c):

The board's governing style will emphasize outward vision, encouragement of diversity, strategic leadership, clear distinction of board and staff roles, and proactivity. The board will:

1. Focus chiefly on intended long term impacts (*ends*), not on the administrative or programmatic means of attaining those effects.
2. Enforce upon itself whatever discipline is needed to govern with excellence. The board, not the staff, will be responsible for board performance.
3. Be an initiator of policy, not merely a reactor to staff initiatives.
4. Monitor and regularly discuss the board's own process and performance.

[THIS POLICY IS A SAMPLE, NOT A RECOMMENDATION]

POLICY SAMPLE (b):

The chief executive may not allow conditions which are inhumane, unfair or undignified treatment of staff. He or she may not:

1. Discriminate on other than clearly job-related, individual performance or qualifications.
2. Allow staff to be exposed to unsafe or unhealthy conditions.
3. Withhold from staff a due-process grievance procedure.
4. Prevent staff from grieving to the board when (A) internal procedures have been exhausted and (B) the employee alleges either that (i) board policy has been violated to his or her detriment or (ii) board policy inadequately protects his or her human rights.
5. Fail to acquaint staff with their rights under this policy.

[THIS POLICY IS A SAMPLE, NOT A RECOMMENDATION]

POLICY SAMPLE (d):

While the Board establishes the broadest policies, further decisions belong to the chief executive.

1. Only the board speaking as a body has authority over the chief executive.
2. Board authority delegated to staff is delegated through the chief executive. He or she is accountable to the board for all staff performance.
3. Chief executive decisions which are consistent with any reasonable interpretation of board policies on ends and executive limitations are acceptable.

THE POLICY GOVERNANCE MODEL

A Summary

Board leadership requires, above all, that the board provide vision. To do so, the board must first have an adequate vision of its own job. The Policy Governance approach provides a powerful framework for structuring this task. Following this approach, boards can free themselves from unnecessary, time-consuming involvements and focus on the real business of governance: creating, sustaining, and fulfilling a vision.

The Policy Governance model is explained fully in *Boards That Make a Difference* (Jossey-Bass, 1990). In brief, it reduces or eliminates meaningless board and committee work, trivia, board interference in administration, staff manipulation of the board, unclear evaluation criteria, and role confusion.

Policy Governance emphasizes vision and values, the empowerment of both board and staff, and the strategic ability to lead leaders. Because policies permeate and dominate all organizational life, they present the most powerful lever for exercising board leadership. Using the Policy Governance approach, boards lead by setting policy in four areas, described below. Designed as a total system to encompass all expressions of board wisdom, the policy categories are: Ends, Executive Limitations, Board-Executive Relations, and Board Process.

■ ENDS

The board's most important job is to devise a mission and mission-related statements which clearly set out what the desired *results* — the Ends — of the organization's actions are to be. What human needs are to be met, for whom, and at what cost? How will the world be different as a result of the organization's actions? Including, but not limited in the mission statement, board-generated ends are further defined at all levels of organization. They comprise the organizational vision. The board leaves it up to the staff to decide on the means by which to achieve these ends, and evaluates staff performance based on how well the *results* of the organization's actions match the desired ends.

■ BOARD-EXECUTIVE RELATIONSHIP

In addition to providing the organization with a vision and defining what constitutes inappropriate staff practices, the board must set policies about how it relates to staff -- for example, the board's approach to delegation, its view of the chief executive (CEO) role, and how it will assess staff performance. The Policy Governance model envisions the CEO as the link between the board and the staff. In essence, the CEO is the board's sole employee. The only specified duty of the CEO is to be accountable to the entire board for the performance of the organization — on how well the board's ends are being met and the limitations not violated. This maintains accountability while allowing CEOs a great deal of latitude to act and to empower others to act. Only a slight modification of these policies is necessary for an organization too small to have a CEO.

■ EXECUTIVE LIMITATIONS

While the board prescribes what ends (what results for whom at what cost) it wants to achieve, it only sets limits on the means with which the staff operates. These limits are principles of prudence and ethics that form a boundary on staff practices, activities, circumstances and methods. In Executive Limitations policies, the board states clearly what the board will *not* allow, but it is otherwise silent regarding staff actions. This empowers the staff to use their full creative powers while at the same time safeguarding against potential abuses, enabling the board to concentrate its energies on ends issues.

■ BOARD PROCESS

The board must also set policies for its own internal workings – how meetings will be conducted, what topics will be addressed, the role of officers and committees, how the board will discipline itself. An effective design of board process ensures that the board fulfill its three primary responsibilities: 1) Maintain links to the ownership, that is, a grouping that is equivalent to stockholders in an equity corporation. For a community board, for example, community members are the owners. For a federation board, member organizations are the owners. 2) Establishing the four categories of written policies as defined by the Policy Governance approach, so that everything the board has to say is included in their encompassing framework. 3) Assuring executive performance. These are areas in which the board, and only the board, must assume full responsibility. By setting clear Board Process policies the board develops a consistent plan for how it will operate -- compelling it to remain focused on the critical challenges of providing vision and leadership.

Except for what belongs in bylaws or enabling statutes, these categories of board policy are exhaustive, that is, they contain everything the board has to say about values and perspectives that underlie all organizational decisions, activities, practices, budgets and goals. These policies are succinct and few. Most boards can capture all such policies - all their governing documents -- in thirty to forty-five pages.

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TOM W. GREGORY

Tom Gregory has over twenty years experience in organizational development and in management development. He equips groups to reach their mission effectively and efficiently. He works with corporations, government agencies, colleges and universities, and non-profit organizations.

Sometimes he uses new paradigms to enable groups to make quantum advances so that many of their present problems no longer exist. For example, he teaches and installs Policy Governance to enable boards of directors to use their best capabilities to create an intentional and highly desirable future for their organization while assuring full ongoing performance. Boards gain a new and clear concept of their optimum role in governance and learn to use an improved methodology. He is recommended by board governance guru John Carver, author of the highly acclaimed *BOARDS THAT MAKE A DIFFERENCE* (San Francisco: Jossey-Bass, 1990).

In his consulting engagements Gregory helps groups to narrow the gap between their current achievements and their potential. He finds that this gap often is the result not of the lack of technical capabilities, but the result of inadequate cooperation. He assists groups to learn to pull together. He has extensive experience as a team builder.

He is co-author of the KBG Diversity Instrument which assesses diversity in the workplace.

He is certified by the Mid-Atlantic Association for Training and Consulting and served for seven years on its Board of Directors. He has worked with employees of well known companies including GTE, Rockwell International, Motorola, Intel, Honeywell, Williams, Bellcore, and US West.

While working with industry and with non-profit and government agencies, he continues to teach communication and relationship skills at the graduate and undergraduate levels at Trinity College, and sometimes at American University and George Washington University. Some of the topics in the training are problem solving, negotiation, conflict resolution, productive relationship building, stress management, supervision, vocational fulfillment, and value identification.

He is able to relate well with technical organizations. He has a scientific background and is skilled in the use of computers. As an engineering physicist he worked in the Advanced Components and Techniques section of NASA. He is published in the field of atmospheric ionization and its effects on pollution.

He has a Master of Divinity degree, and has served as the minister of four churches. He has been an assistant to a U.S. Congressman and to a U.S. Senator. He worked for eight years in CIA, and has traveled widely around the world.

In the past twelve years he has completed six full marathons. He likes science fiction, tennis, cave exploring, white water rafting, progress, and good jokes. He finds fulfillment in enhancing organizations, groups, and individuals.

Unit Cost = 147.68
 Total Budget = 567,634.00
 Flat Fee = 2,500.00

This table shows the effect that proposed changes in ICCTA's dues formula would have had if they had been used to compute dues for the current year. The last column shows dues as they will be paid this year. The next to the last column shows dues as they would have been if the changes had been in effect for the current year. Staff recommends that the changes be adopted now and implemented with the billing for 1997-98 that will begin next summer.

FY 98 POSSIBLE DUES STATEMENT

| College | Semester Hours | Unit Cost @ N\$147.68 | WEIGHT 0.0006249311 | Flat Fee | POSSIBLE Total Dues | FY97 Total Dues |
|------------------|------------------|-----------------------|---------------------|------------------|---------------------|-------------------|
| Belleville | 216,714 | 32,004,324 | 20,000.50 | 2,500 | 22,500.50 | 23,508.77 |
| Black Hawk | 154,570 | 22,826,898 | 14,265.24 | 2,500 | 16,765.24 | 17,111.60 |
| Chicago | 550,000 | 81,224,000 | 50,759.40 | 2,500 | 53,259.40 | 52,670.53 |
| Danville | 55,218 | 8,154,594 | 5,096.06 | 2,500 | 7,596.06 | 6,884.20 |
| DuPage | 461,118 | 68,097,906 | 42,556.50 | 2,500 | 45,056.50 | 48,667.98 |
| Elgin | 140,624 | 20,767,352 | 12,978.16 | 2,500 | 15,478.16 | 15,675.98 |
| Harper | 288,625 | 42,624,140 | 26,637.15 | 2,500 | 29,137.15 | 30,911.36 |
| Heartland | 41,005 | 6,055,618 | 3,784.34 | 2,500 | 6,284.34 | 5,421.10 |
| Highland | 51,641 | 7,626,343 | 4,765.94 | 2,500 | 7,265.94 | 6,515.98 |
| Illinois Central | 188,537 | 27,843,144 | 17,400.05 | 2,500 | 19,900.05 | 20,608.20 |
| Illinois Eastern | 137,116 | 20,249,291 | 12,654.41 | 2,500 | 15,154.41 | 15,314.87 |
| Illinois Valley | 74,499 | 11,002,012 | 6,875.50 | 2,500 | 9,375.50 | 8,869.01 |
| Joliet | 166,755 | 24,626,378 | 15,389.79 | 2,500 | 17,889.79 | 18,365.94 |
| Kankakee | 92,776 | 13,701,160 | 8,562.28 | 2,500 | 11,062.28 | 10,750.46 |
| Kaskaskia | 75,038 | 11,081,612 | 6,925.24 | 2,500 | 9,425.24 | 8,924.49 |
| Kishwaukee | 56,041 | 8,276,135 | 5,172.01 | 2,500 | 7,672.01 | 6,968.92 |
| Lake County | 180,758 | 26,694,341 | 16,682.12 | 2,500 | 19,182.12 | 19,807.42 |
| Lake Land | 105,624 | 15,598,552 | 9,748.02 | 2,500 | 12,248.02 | 12,073.05 |
| Lewis and Clark | 93,925 | 13,870,844 | 8,668.32 | 2,500 | 11,168.32 | 10,868.74 |
| Lincoln Land | 137,441 | 20,297,287 | 12,684.41 | 2,500 | 15,184.41 | 15,348.32 |
| Logan | 111,241 | 16,428,071 | 10,266.41 | 2,500 | 12,766.41 | 12,651.27 |
| McHenry | 80,026 | 11,818,240 | 7,385.59 | 2,500 | 9,885.59 | 9,437.96 |
| Moraine Valley | 227,926 | 33,660,112 | 21,035.25 | 2,500 | 23,535.25 | 24,662.94 |
| Morton | 64,259 | 9,489,769 | 5,930.45 | 2,500 | 8,430.45 | 7,814.89 |
| Oakton | 194,915 | 28,785,047 | 17,988.67 | 2,500 | 20,488.67 | 21,264.76 |
| Parkland | 158,001 | 23,333,588 | 14,581.88 | 2,500 | 17,081.88 | 17,464.79 |
| Prairie State | 83,380 | 12,313,558 | 7,695.13 | 2,500 | 10,195.13 | 9,783.23 |
| Rend Lake | 76,632 | 11,317,014 | 7,072.35 | 2,500 | 9,572.35 | 9,088.58 |
| Richland | 56,689 | 8,371,832 | 5,231.82 | 2,500 | 7,731.82 | 7,035.63 |
| Rock Valley | 128,901 | 19,036,100 | 11,896.25 | 2,500 | 14,396.25 | 14,469.21 |
| Sandburg | 52,890 | 7,810,795 | 4,881.21 | 2,500 | 7,381.21 | 6,644.55 |
| Sauk Valley | 45,966 | 6,788,259 | 4,242.19 | 2,500 | 6,742.19 | 5,931.79 |
| Shawnee | 44,501 | 6,571,908 | 4,106.99 | 2,500 | 6,606.99 | 5,780.98 |
| South Suburban | 150,350 | 22,203,688 | 13,875.78 | 2,500 | 16,375.78 | 16,677.19 |
| Southeastern | 71,456 | 10,552,622 | 6,594.66 | 2,500 | 9,094.66 | 8,555.76 |
| Spoon River | 34,208 | 5,051,837 | 3,157.05 | 2,500 | 5,657.05 | 4,721.41 |
| State C.C. | 0 | 0 | 0.00 | 0 | 0.00 | |
| Triton | 234,345 | 34,608,070 | 21,627.66 | 2,500 | 24,127.66 | 25,323.72 |
| Waubonsee | 0 | 0 | 0.00 | 0 | 0.00 | |
| John Wood | 37,482 | 5,535,342 | 3,459.21 | 2,500 | 5,959.21 | 5,058.44 |
| TOTALS | 5,121,193 | 756,297,782 | 472,634.00 | 95,000.00 | 567,634.00 | 567,634.02 |



ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION

What do we get for our ICCTA membership?

Legislative advocacy

Tracking and monitoring of state and federal legislation ■ Continual contact with legislators on needs and pending bills ■ Testimony at legislative and congressional hearings ■ Drafting of bills and amendments ■ Networking and coalition-building with other education and grassroots organizations ■ Regular legislative updates to trustees and colleges ■ Lobby Day in Springfield ■ National Legislative Seminar in Washington, D.C. ■ Toll-free legislative hotline

Representation

Before the Governor's Office ■ Illinois Board of Higher Education ■ Illinois Community College Board ■ Illinois Student Assistance Commission ■ State Board of Elections ■ U.S. Department of Education ■ Other state and federal agencies ■ State and national organizations ■ Business community ■ Labor groups

Trustee growth

Educational seminars ■ Regional meetings ■ Annual convention ■ College of Board Mentors ■ Special workshops for new board chairs ■ *Welcome to the Board* packets for new trustees ■ Trustee orientation video ■ Student trustee briefing ■ Resource library ■ Trustee achievement awards

Public relations

Quarterly *Illinois Trustee* newsletter ■ News releases ■ Recognition of outstanding faculty, alumni and legislators ■ Customized award certificates ■ Co-sponsorship of statewide Community College Bowl tournament ■ Public Relations Committee ■ Paul Simon Student Essay Contest ■ Cooperative efforts with college PR personnel

Consultation

Direct access to ICCTA staff on board policy and performance, referenda campaigns, and related topics ■ Access to information stored in ICCTA reference library ■ Board self-evaluation program ■ Referrals to outside consultants ■ College of Board Mentors ■ Retreat leadership

Local board input

Via the ICCTA Board of Representatives ■ ICCTA committees on State Relations, Federal Relations, Excellence/Trusteeship, Minority Affairs, and Public Relations ■ Regional trustee meetings and programs ■ Task forces ■ Coalitions ■ Member surveys ■ College visits by ICCTA staff ■ Toll-free number

Information and research services

Illinois Trustee newsletter ■ *Executive Director's Letter* ■ Legislative bulletins and reports ■ Membership and legislative directories ■ Resource materials for newly elected or appointed trustees ■ *Voting Record* on state legislators ■ Compilation of community college laws ■ 24-hour fax-on-demand service

Other services

Legal seminars for board attorneys ■ Amicus curiae briefs filed at appellate-court level ■ Consortia of districts formed to pursue litigation ■ Policy handbook development ■ Professional development seminar for presidential secretaries and assistants ■ ICCTA staff support for Presidents Council and Illinois Community College Attorneys Association

Illinois Community College Trustees Association ■ 1-800-45-ICCTA
509 S. 6th St., Suite 426 ■ Springfield, IL 62701 ■ 217/528-2858 ■ 217/528-8662 (FAX)

Board Self-Assessment

A little evaluation goes a long way toward improving the effectiveness of your entire organization.

A new study of board effectiveness, "The Effective Board of Trustees," funded by the Lilly Endowment and the U.S. Department of Education, finds that one key quality that distinguishes effective nonprofit governance is the capacity of the board to regularly evaluate its own performance. Board self-assessment can be a valuable learning tool that leads to greater achievement of an organization's mission. It can take a variety of formats—from soliciting feedback from individual board members about the board's performance as a body to evaluating the effectiveness of time spent together during board meetings.

Asking questions

One technique that seems particularly suitable for board meetings is a simple questionnaire that members can complete quickly at the end of each meeting while the experience is still fresh in mind. Here is a sample of the kinds of questions you can ask:

- How effectively did we function as a body during this board meeting?
- Using a scale of 5 (high) to 1 (low), circle your response to these items:
 1. Overall board meeting was effective.
 2. Agenda items were appropriate.
 3. Agenda items encouraged reflection and inquiry.
 4. Agenda focused on key policy issues.
- 5. Agenda focused on key strategic areas.
- 6. Rate each key strategic area with regard to the quality of the board's discussion (*on your evaluation, list each of the key strategic areas discussed*). A rating of 5 indicates that we

focused on the policy dimension of issues or had a very strong discussion.

7. Rate each key strategic area with regard to outcomes (*list the same key strategic areas*). A rating of 5 indicates that specific and favorable outcomes were achieved from our discussion.

In addition to leaving space for general comments, ask these questions:

- What works best with regard to how we currently operate during our board meetings?
- What is your best suggestion for further improving the efficiency of our meeting time?

Positive results can be achieved with regular use of this kind of self-assessment—if feedback is shared and if it is treated as an opportunity to learn and improve. Evaluation will become an important tool for the board if

- it is incorporated into the board's regular activities and
- it encourages the board's collective spirit and enthusiasm for continued excellence in mission achievement.

Setting an example

By engaging in regular self-assessment, the board not only contributes toward its own effectiveness but also serves as an important stimulus for promoting and encouraging others throughout the organization to embrace processes that lead to improvement.

For example, evaluation encourages staff members to

- provide learning reports from functional areas that give "why" explanations instead of simple progress reports that tell "what";
- look for opportunities to collaborate across units to maximize efficiencies in the association's activities; and
- celebrate team achievement when noticeable improvements are realized.



Sandra Trice Gray, CAE, is vice president, Independent Sector, Washington, D.C.



DRAFT

CONCEPTUAL FRAMEWORK FOR THE ELIMINATION OF INTERDISTRICT CHARGEBACK

Illinois Community College Board
Finance Advisory Committee
August 5, 1996

Inter-district chargebacks would be eliminated over a three year period and replaced by limiting the out-of-district tuition charge for Illinois residents for statewide/regional programs to 133% of the in-district tuition rate of the receiving district and providing colleges with additional state funding for statewide/regional courses through credit hour grants. Community colleges would reserve the right to charge out-of-district tuition at rates above the 133% of the in-district rate for all of its programs that are not statewide or regional. Community colleges would be encouraged to expand their cooperative agreements for instruction with neighboring districts for any or all of their programs to provide increased access to their students at in-district tuition rates.

The following provisions would apply:

1. **Out-of-District Tuition Rates for Statewide/Regional Programs:** Out-of-district tuition rates would be established, to be paid by a student who seeks enrollment in a statewide/regional program not available in that student's resident district. The out-of-district charge for Illinois residents would be established at 133% of the receiving local district's in-district tuition rate for all hours taken.
2. **Out-of-District Tuition Rates for Other Programs:** The out-of-district charge for Illinois residents enrolling in programs not available in that student's resident district and not designated as statewide or regional programs will be at a level of at least 133% of the receiving district's in-district tuition rate and no more than the out-of-district rate as currently calculated.
3. **Statewide/Regional Programs:** Statewide/regional programs shall be those designated as statewide or regional by the ICCB. Current statewide/regional programs will be grandfathered in and will remain statewide/regional programs as long as program demand criteria are met.
4. **Supplemental Costs for Statewide/Regional Courses:** The ICCB would provide additional state funding for major field courses provided in programs designated as statewide or regional. The supplemental funding would be provided for courses within the designated CIP code that is appropriate for that given program through the ICCB credit hour grant funding. Additional funding at a differential rate (a range of 50-150%) above the credit hour grant rate for the given category is proposed for the first year of implementation. This rate would be reviewed annually by the ICCB Finance Advisory Committee to ensure that it is adequate.
5. **Acceptance into Statewide/Regional Programs:** Programs identified as statewide/regional programs would be available for program acceptance to students from in-district or out-of-district without priority. (All interested students would be eligible for admittance into the



college and for acceptance into a statewide or regional program based upon selection criteria for acceptance into its program and then as per an established waiting list.)

6. **Cooperative Agreements:** Cooperative agreements would continue to exist and community colleges would be encouraged to expand their cooperative agreements for instruction with neighboring districts for any or all of their programs to provide increased access to their students at in-district tuition rates.
7. **Local Choice for Statewide/Regional Programs:** Community colleges would continue to retain the authority to continue or discontinue, at its discretion, any of its programs including those designated by the ICCB as statewide/regional, taking into consideration, for example, the costs associated with a particular program and program demand.
8. **Transition from the Current Chargeback Funding Mechanism:** A three year hold harmless provision beginning in fiscal year 1999 would be established to allow for the transition from the current chargeback funding mechanism and to be granted to those identified community colleges with severe financial impact owing to the elimination of chargeback for statewide/regional programs.

It is recommended that for fiscal year 1998 no changes be made to the current chargeback funding arrangements. Beginning in fiscal year 1999, the additional out-of-district tuition rate would be implemented along with a percentage reduction in chargeback revenues and equalization funding for chargeback hours. This would reduce chargeback revenues generated by chargeback rates to 66% in fiscal year 1999, 33% in fiscal year 2000, and zero in fiscal year 2001. Equalization funding for chargeback hours would be reduced by the same percentages over the three year period. The state funding differential to compensate districts for the additional costs of offering statewide/regional programs would begin in fiscal year 1999.

Equalization funding would be calculated based upon in-district and cooperative agreement hours only beginning in fiscal year 2001.

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
SEPTEMBER 30, 1996

| <u>SUMMARY OF BILLS PAYABLE</u> | <u>AMOUNT</u> |
|---------------------------------------|----------------------------|
| Pages 1-57 General Operating Funds | \$589,987.98 |
| Pages 58-61 Restricted Fund | 82,596.81 |
| Pages 62-68 Bookstore | <u>153,156.76</u> |
| TOTAL | <u>\$825,741.55</u> |

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY
Delores B. Johnson
PRESIDENT
Edward J. Clark
SECRETARY
DATE 9/30/96

REPORT FARCHKR

FISCAL YEAR 1997

BANK: 1 Sterling Federal Bank- Ge

Sauk Valley Community College

Check Register

From 08/19/96 To 08/23/96

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PAGE: 1

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|-----------------------------|--------------------------|----------|--------|--------|--------|------|-----------------|
| | | | VENDOR'S | INTERNAL | | | | | |
| G0000596-597 | | VOID CHECKS | | | | | | | |
| G0000598 | 08/23/96 | 387847907 Alfano, Cindy | | I0001596 | 01 | 441100 | 520720 | 3020 | 345.00 |
| G0000599 | 08/23/96 | Anderson, Roxanne | | I0001574 | 01 | 512010 | 440235 | 8020 | 5.00 |
| G0000600 | 08/23/96 | APPA APPA | 618440 | I0001606 | 02 | 541000 | 550100 | 7010 | 650.00 |
| G0000601 | 08/23/96 | 205329509 Behrendt, Richard | | I0001591 | 01 | 211000 | 550100 | 8010 | 112.00 |
| G0000602 | 08/23/96 | Casalie, Debbie | | I0001612 | 01 | 512010 | 440900 | 8020 | 2.00 |
| G0000603 | 08/23/96 | COLHOU Columbia House | | I0001599 | 01 | 323200 | 540120 | 1010 | 70.45 |
| G0000604 | 08/23/96 | 359544890 Conrad, Kelly | | I0001595 | 01 | 513000 | 540430 | 8060 | 25.75 |
| G0000605 | 08/23/96 | 216764349 Darby, Alexa | | I0001588 | 01 | 314000 | 540120 | 1090 | 100.00 |
| G0000606 | 08/23/96 | 334621204 Dillow, Debra | | I0001598 | 01 | 411000 | 550100 | 8010 | 8.13 |
| G0000607 | 08/23/96 | Egan, Jessica | | I0001576 | 01 | 512010 | 440115 | 8020 | 129.00 |
| G0000608 | 08/23/96 | 349540889 Etter, Ernie | | I0001600 | 01 | 335400 | 520720 | 1010 | 345.00 |
| G0000609 | 08/23/96 | Everly, Amy Jo | | I0001589 | 051400 | | 130905 | | 75.00 |
| G0000610 | 08/23/96 | Friedrichs, Tracy | | I0001575 | 01 | 512010 | 440115 | 8020 | 129.00 |
| G0000611 | 08/23/96 | Heinrichs, Judith | | I0001613 | 01 | 512010 | 440900 | 8020 | 1.00 |

FISCAL YEAR 1997
BANK: 1 Sterling Federal Bank- Ge (cont.)

Check Register
From 08/19/96 To 08/23/96

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PAGE: 3

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------------|--------------------------|----------|--------|--------|--------|------|---------------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0000623 | 08/23/96 | PETBOO | Peterson-Book-Quigg & Ihboden | 3504 | I0001605 | 12 | 512120 | 560700 | 8020 | 4,120.00 |
| G0000624 | 08/23/96 | | Pineda, Randolph | | I0001582 | 01 | 512010 | 440235 | 8020 | 5.00 |
| G0000625 | 08/23/96 | | Rardin, Allyson | | I0001593 | 01 | 520100 | 550100 | 8020 | 4.34 |
| G0000626 | 08/23/96 | | Retirement Letter | | I0001608 | 01 | 212100 | 540600 | 8030 | 89.00 |
| G0000627 | 08/23/96 | | Schroeder, Jessica | | I0001583 | 01 | 512010 | 440115 | 8020 | 43.00 |
| G0000628 | 08/23/96 | STEARE | Sterling Area Chamber of Comme | | I0001601 | 01 | 211000 | 550100 | 8010 | 15.00 |
| G0000629 | 08/23/96 | 324486629 | Stiefel, Debra | | I0001592 | 01 | 430100 | 540110 | 3040 | 40.63 |
| G0000630 | 08/23/96 | | Stimac, Renae | | I0001584 | 01 | 512010 | 440235 | 8020 | 30.00 |
| G0000631 | 08/23/96 | | Suits, Bryan | | I0001585 | 01 | 512010 | 440115 | 8020 | 43.00 |
| | | | | | | 01 | 512010 | 440235 | 8020 | 5.00 |
| | | | | | | | | | | INVOICE TOTAL 48.00 |
| G0000632 | 08/23/96 | 354567590 | Swarthout, Rhonda L. | | I0001590 | 051400 | | 130905 | | 75.00 |
| G0000633 | 08/23/96 | SWAFL0 | Swartleys Florist | | I0001594 | 01 | 211000 | 550900 | 8010 | 36.50 |
| G0000634 | 08/23/96 | | Tessen, Korry | | I0001586 | 01 | 512010 | 440115 | 8020 | 43.00 |
| | | | | | | 01 | 512010 | 440235 | 8020 | 10.00 |
| | | | | | | | | | | INVOICE TOTAL 53.00 |
| G0000635 | 08/23/96 | 484705603 | Ullrick, Steve | | I0001611 | 01 | 420000 | 550100 | 3010 | 14.26 |
| G0000636 | 08/23/96 | 318402940 | White, Peg | | I0001597 | 01 | 352100 | 550100 | 1040 | 90.83 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | | INVOICE NUMBER | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|-------------------------------|--------------------------------|-----------------|----------|--------|--------|--------|---------------|--------------|
| | | NAME | VENDOR'S | INTERNAL | | | | | | |
| G0000612 | 08/23/96 | House, Shane | | I0001577 | 01 | 512010 | 440115 | 8020 | | 43.00 |
| G0000613 | 08/23/96 | Illinois Resource Development | | I0001607 | 01 | 212100 | 550100 | 8030 | | 75.00 |
| G0000614 | 08/23/96 | ISSRT | ISSRT | I0001602 | 01 | 352500 | 550100 | 1040 | | 150.00 |
| G0000615 | 08/23/96 | Kendrick, Nathan | | I0001578 | 01 | 512010 | 440115 | 8020 | | 129.00 |
| G0000616 | 08/23/96 | 533466182 | Kim, Linda A. | I0001609 | 01 | 321000 | 550100 | 2080 | | 38.75 |
| G0000617 | 08/23/96 | Kreutzer, Cynthia | | I0001579 | 01 | 512010 | 440115 | 8020 | | 172.00 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 10.00 |
| | | | | | | | | | INVOICE TOTAL | 182.00 |
| G0000618 | 08/23/96 | 354487012 | Leseman, Jolene | I0001610 | 050600 | 460303 | 550900 | 6050 | | 184.95 |
| | | | | | 050600 | 460301 | 550900 | 6050 | | 76.88 |
| | | | | | | | | | INVOICE TOTAL | 261.83 |
| G0000619 | 08/23/96 | Ludwig, Melinda | | I0001580 | 01 | 512010 | 440235 | 8020 | | 15.00 |
| G0000620 | 08/23/96 | McLaughlin, Rebecca | | I0001581 | 01 | 512010 | 440235 | 8020 | | 25.00 |
| G0000621 | 08/23/96 | NATPLA | National Planned Giving Instit | 1001479 | I0001603 | 01 | 212100 | 550100 | 8030 | 1,190.00 |
| G0000622 | 08/23/96 | NJCAA | NJCAA | NAT'L DUES | I0001614 | 050600 | 460401 | 540600 | 6050 | 545.00 |
| | | | | NATL DUES-WOMEN | I0001615 | 050600 | 460401 | 540600 | 6050 | 502.00 |
| | | | | RULE BOOKS | I0001616 | 050600 | 460401 | 540600 | 6050 | 50.00 |
| | | | | | | | | | CHECK TOTAL | 1,097.00 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | | INVOICE NUMBER | | FUND | ORGN | ACCT. | PROG | CHECK AMOUNT |
|-----------------------------|----------|------------------------|--------------------------|----------------|----|--------|--------|-------|------|-----------------|
| | | NAME | VENDOR'S INTERNAL | | | | | | | |
| G0000637 | 08/23/96 | WILLOW | Wilkins-Lowe and Company | I0001604 | 12 | 512120 | 560700 | 8020 | | 5,460.00 |
| G0000638 | 08/23/96 | | Wolfe, Emily | I0001587 | 01 | 512010 | 440115 | 8020 | | 258.00 |
| G0000639-640 VOID CHECKS | | | | | | | | | | |

REPORT FARMAR
FISCAL YEAR 1997

BANK: 1 Sterling Federal Bank- Ge

Greater Valley Community Utility
Check Register
From 08/27/96 To 09/30/96

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PAGE: 5

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------------|--------------------------|----------|--------|--------|--------|---------------|-----------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0000641 | 08/30/96 | 387847907 | Alfano, Cindy | | I0001731 | 01 | 441100 | 530200 | 3020 | 150.00 |
| G0000642 | 08/30/96 | | Allison, Heather | | I0001696 | 01 | 512010 | 440115 | 8020 | 258.00 |
| | | | | | | 01 | 512010 | 440235 | 8020 | 15.00 |
| | | | | | | | | | INVOICE TOTAL | 273.00 |
| G0000643 | 08/30/96 | | American Arbitration Associati | | I0001680 | 12 | 512180 | 530500 | 8020 | 404.28 |
| G0000644 | 08/30/96 | AMEEXP1 | American Express Financial Adv | | I0001632 | 01 | 212010 | | | 770.00 |
| G0000645 | 08/30/96 | | Anderson, Jodi | | I0001697 | 01 | 512010 | 440115 | 8020 | 129.00 |
| | | | | | | 01 | 512010 | 440235 | 8020 | 15.00 |
| | | | | | | | | | INVOICE TOTAL | 144.00 |
| G0000646 | 08/30/96 | ASSCOM | Assn of Community College-Trus | | I0001749 | 01 | 110000 | 550100 | 8050 | 391.00 |
| G0000647 | 08/30/96 | 343583884 | Ayala, Karen | | I0001706 | 050130 | 345100 | 530200 | 4020 | 905.00 |
| G0000648 | 08/30/96 | | Ballard, R Dean | | I0001641 | 01 | 512010 | 440115 | 8020 | 129.00 |
| | | | | | | 01 | 512010 | 440235 | 8020 | 15.00 |
| | | | | | | | | | INVOICE TOTAL | 144.00 |
| G0000649 | 08/30/96 | | Ballard, R Dean | | I0001642 | 01 | 512010 | 440115 | 8020 | 361.00 |
| | | | | | | 01 | 512010 | 440235 | 8020 | 30.00 |
| | | | | | | | | | INVOICE TOTAL | 331.00 |
| G0000650 | 08/30/96 | 205329509 | Behrendt, Richard | | I0001739 | 01 | 211000 | 520920 | 8010 | 10.00 |
| G0000651 | 08/30/96 | | Bergstrom, Angela | | I0001698 | 01 | 512010 | 440115 | 8020 | 43.00 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | | | | | | PROG | CHECK AMOUNT | |
|-----------------|----------|------------------------|--------------------------------|--------------------------|----------|--------|--------|--------|--------|--|------|--------------|-----------|
| | | | | VENDOR'S | INTERNAL | FUND | ORGN | ACCT | | | | | |
| G0000652 | 08/30/96 | | Beveroth, Amy | | I0001699 | 01 | 512010 | 440235 | 8020 | | | | 129.00 |
| G0000653 | 08/30/96 | | Burge, Kim | | I0001700 | 01 | 512010 | 440115 | 8020 | | | | 43.00 |
| G0000654 | 08/30/96 | 338625690 | Byar, Christine | | I0001709 | 01 | 419000 | 540190 | 3090 | | | | 30.79 |
| G0000655 | 08/30/96 | CAPGUA | Capital Guardian Trust Company | | I0001635 | 01 | | | 212180 | | | | 550.00 |
| G0000656 | 08/30/96 | CENILL | Centel-Illinois | 091096231 | I0001711 | 02 | 545000 | 570500 | 7060 | | | | 2,793.65 |
| G0000657 | 08/30/96 | | Clardie, Stacy | | I0001701 | 01 | 512010 | 440115 | 8020 | | | | 43.00 |
| | | | | | | 01 | 512010 | 440235 | 8020 | | | | 15.00 |
| | | | | | | | | | | | | | 58.00 |
| G0000658 | 08/30/96 | COMCOO | Community Coordinated Child Ca | | I0001728 | 050500 | 414000 | 540190 | 6030 | | | | 30.00 |
| G0000659 | 08/30/96 | | Cook, Karen | | I0001650 | 01 | 512010 | 440115 | 8020 | | | | 86.00 |
| G0000660 | 08/30/96 | | Corbitt, Melody | | I0001702 | 01 | 512010 | 440115 | 8020 | | | | 129.00 |
| G0000661 | 08/30/96 | | Dallas, Becky | | I0001636 | 01 | | | 130394 | | | | 129.00 |
| G0000662 | 08/30/96 | 216764349 | Darby, Alexa | | I0001683 | 01 | 314000 | 540120 | 1090 | | | | 195.44 |
| G0000663 | 08/30/96 | | Dees, Jeffrey | | I0001703 | 01 | 512010 | 440115 | 8020 | | | | 43.00 |
| | | | | | | 01 | 512010 | 440235 | 8020 | | | | 15.00 |
| | | | | | | | | | | | | | 58.00 |
| G0000664 | 08/30/96 | DEMCHE | Dempsey Chevrolet | | I0001712 | 02 | 543000 | 180322 | 7030 | | | | 13,864.00 |
| G0000665 | 08/30/96 | | Dixon Commercial Electric | | I0001684 | 01 | 512010 | 440115 | 8020 | | | | 103.20 |

FISCAL YEAR 1997

BANK: 1 Sterling Federal Bank- Ge (cont.)

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| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | --- INVOICE NUMBER --- | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------------|------------------------|----------|---------|--------|------|---------------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0000666 | 08/30/96 | 324509115 | Drane, Paula | I0001744 | 0505000 | 4140000 | 540190 | 6030 | | 47.97 |
| | | | | | 0505000 | | 113020 | | | 100.00 |
| | | | | | | | | | INVOICE TOTAL | 147.97 |
| G0000667 | 08/30/96 | | Duke, Carmen | I0001704 | 01 | 512010 | 440115 | 8020 | | 43.00 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 5.00 |
| | | | | | | | | | INVOICE TOTAL | 48.00 |
| G0000668 | 08/30/96 | | Duncan, Penny | I0001705 | 01 | 512010 | 440115 | 8020 | | 129.00 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 10.00 |
| | | | | | | | | | INVOICE TOTAL | 139.00 |
| G0000669 | 08/30/96 | | Ebersohl, Shane | I0001652 | 01 | 512010 | 440115 | 8020 | | 129.00 |
| G0000670 | 08/30/96 | | Edens, Kevin | I0001713 | 01 | 512010 | 440115 | 8020 | | 43.00 |
| G0000671 | 08/30/96 | EQLIF | Equitable Life Assurance | I0001630 | 01 | | 212020 | | | 232.00 |
| G0000672 | 08/30/96 | | Farster, Andrea | I0001714 | 01 | 512010 | 440115 | 8020 | | 10.00 |
| G0000673 | 08/30/96 | | Fassler, Kurt | I0001716 | 01 | 512010 | 440115 | 8020 | | 129.00 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 5.00 |
| | | | | | | | | | INVOICE TOTAL | 134.00 |
| G0000674 | 08/30/96 | FEDLIF | Federal Life Insurance Company | I0001644 | 01 | | 212050 | | | 25.00 |
| G0000675 | 08/30/96 | | Forbes, Terry | I0001718 | 01 | 512010 | 440115 | 8020 | | 43.00 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 3.00 |
| | | | | | | | | | INVOICE TOTAL | 46.00 |
| G0000676 | 08/30/96 | | Francis, Rebecca | I0001655 | 01 | 512010 | 440115 | 8020 | | 34.40 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | | | | | | |
|-----------------|----------|------------------------|--------------------------------|--------------------------|----------|--------|--------|--------|------|-------|----------------------|
| | | | | VENDOR'S | INTERNAL | FUND | ORGN | ACCT | PROG | CHECK | AMOUNT |
| G0000677 | 08/30/96 | FRALIF | Franklin Life Insurance Compan | I0001631 | 01 | | | 212060 | | | 512.50 |
| G0000678 | 08/30/96 | | Franklin, Raymond | I0001695 | 01 | 512010 | 440112 | 8020 | | | 86.00 |
| G0000679 | 08/30/96 | | Froelich, William | I0001719 | 01 | 512010 | 440115 | 8020 | | | 129.00 |
| G0000680 | 08/30/96 | 247788491 | Garcia, Carlos | I0001741 | 050600 | 460600 | 550900 | 6050 | | | 33.79 |
| | | | | 01 | 10000 | 550100 | 6050 | | | | 101.39 |
| | | | | | | | | | | | INVOICE TOTAL 135.18 |
| G0000681 | 08/30/96 | | Garland, Ryan | I0001720 | 01 | 512010 | 440115 | 8020 | | | 34.40 |
| G0000682 | 08/30/96 | | Hamilton, Jane | I0001721 | 01 | 512010 | 440235 | 8020 | | | 15.00 |
| G0000683 | 08/30/96 | | Hanrahan, David | I0001722 | 01 | 512010 | 440115 | 8020 | | | 34.40 |
| | | | | 01 | 512010 | 440235 | 8020 | | | | 20.00 |
| | | | | | | | | | | | INVOICE TOTAL 54.40 |
| G0000684 | 08/30/96 | 322265707 | Happach, Ronald H. | I0001707 | 050130 | 345100 | 530200 | 4020 | | | 365.00 |
| G0000685 | 08/30/96 | | Happach, Benjamin | I0001682 | 051400 | | | 130905 | | | 125.00 |
| G0000686 | 08/30/96 | | Hicks, Douglas | I0001657 | 01 | 512010 | 440235 | 8020 | | | 10.00 |
| G0000687 | 08/30/96 | | Hildebrand, Arlene | I0001659 | 01 | 512010 | 440115 | 8020 | | | 43.00 |
| | | | | 01 | 512010 | 440235 | 8020 | | | | 25.00 |
| | | | | | | | | | | | INVOICE TOTAL 68.00 |
| G0000688 | 08/30/96 | | Hilden, Kimberly | I0001723 | 01 | 512010 | 440115 | 8020 | | | 301.00 |
| | | | | 01 | 512010 | 440235 | 8020 | | | | 7.00 |
| | | | | | | | | | | | INVOICE TOTAL 308.00 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------------|--------------------------|----------|--------|--------|-------------|---------------|--------------|
| | | | | VENDOR'S | INTERNAL | FUND | | | | |
| G0000689 | 08/30/96 | HORMAN | Horace Mann Insurance Company | | I0001647 | 01 | | 212080 | | 32.50 |
| G0000690 | 08/30/96 | | Houck, Phyllis | | I0001661 | 01 | 512010 | 440115 8020 | | 129.00 |
| G0000691 | 08/30/96 | | Huizenga, Lydia | | I0001724 | 01 | 512010 | 440115 8020 | | 129.00 |
| G0000692 | 08/30/96 | | Huyett, Matt | | I0001725 | 01 | 512010 | 440115 8020 | | 34.40 |
| | | | | | | 01 | 512010 | 440235 8020 | | 20.00 |
| | | | | | | | | | INVOICE TOTAL | 54.40 |
| G0000693 | 08/30/96 | ILLDEP | Illinois Department of Revenue | | I0001629 | 01 | | 210200 | | 6,052.24 |
| G0000694 | 08/30/96 | ILLMUT | Illinois Mutual | | I0001658 | 01 | | 211550 | | 23.37 |
| G0000695 | 08/30/96 | | Karrow, James | | I0001727 | 01 | 512010 | 440115 8020 | | 34.40 |
| | | | | | | 01 | 512010 | 440235 8020 | | 20.00 |
| | | | | | | | | | INVOICE TOTAL | 54.40 |
| G0000696 | 08/30/96 | | Keenum, Robert | | I0001729 | 01 | 512010 | 440115 8020 | | 43.00 |
| | | | | | | 01 | 512010 | 440235 8020 | | 15.00 |
| | | | | | | | | | INVOICE TOTAL | 58.00 |
| G0000697 | 08/30/96 | | Keenum, Sandra | | I0001746 | 01 | 512010 | 440115 8020 | | 43.00 |
| | | | | | | 01 | 512010 | 440235 8020 | | 15.00 |
| | | | | | | | | | INVOICE TOTAL | 58.00 |
| G0000698 | 08/30/96 | 326440053 | Kerber, Joan E. | | I0001686 | 050600 | 460401 | 540900 6050 | | 37.69 |
| G0000699 | 08/30/96 | | Kessel, Tony | | I0001662 | 01 | 512010 | 440235 8020 | | 5.00 |
| G0000700 | 08/30/96 | 359468988 | Kidder, Mary Lou | | I0001710 | 01 | 332200 | 520720 1020 | | 345.00 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | VENDOR'S INTERNAL | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|----------------------|--------------------------|--|----------------------|--------|--------|--------|------|--|
| G0000701 | 08/30/96 | 341664328 | Kipping, Sara | | | I0001690 | 050600 | | 113040 | | 350.00 |
| G0000702 | 08/30/96 | | Kirin, Toni | | | I0001663 | 01 | 512010 | 440115 | 8020 | 129.00 |
| G0000703 | 08/30/96 | 346369022 | Lacina, Jerry | | | I0001687 | 050600 | 460203 | 530900 | 6050 | 100.00 |
| G0000704 | 08/30/96 | | Langholf, Joyce | | | I0001730 | 01 | 512010 | 440115 | 8020 | 68.80 |
| | | | | | | | 01 | 512010 | 440235 | 8020 | 12.00 |
| | | | | | | | | | | | INVOICE TOTAL 80.80 |
| G0000705 | 08/30/96 | | Lanning, Aaron | | | I0001664 | 01 | 512010 | 440115 | 8020 | 129.00 |
| G0000706 | 08/30/96 | | Lepianka, Serena | | | I0001733 | 01 | 512010 | 440115 | 8020 | 137.60 |
| G0000707 | 08/30/96 | 354487012 | Leseman, Jolene | | | I0001715 | 050600 | 460301 | 550900 | 6050 | 122.45 |
| | | | | | | | 050600 | 460305 | 550900 | 6050 | 26.35 |
| | | | | | | | | | | | INVOICE TOTAL 148.80 |
| | | | | | | | | | | | I0001717 050600 460305 530900 6050 80.00 |
| | | | | | | | | | | | 050600 460305 530900 6050 60.00 |
| | | | | | | | | | | | 050600 460305 530900 6050 60.00 |
| | | | | | | | | | | | INVOICE TOTAL 200.00 |
| | | | | | | | | | | | CHECK TOTAL 348.80 |
| G0000708 | 08/30/96 | LUTBRO | Lutheran Brotherhood | | | I0001643 | 01 | | 212100 | | 526.32 |
| G0000709 | 08/30/96 | MAISTA | Main Stay Funds | | | I0001633 | 01 | | 212170 | | 75.00 |
| G0000710 | 08/30/96 | | McBride, Donald | | | I0001734 | 01 | 512010 | 440115 | 8020 | 86.00 |
| | | | | | | | 01 | 512010 | 440235 | 8020 | 15.00 |
| | | | | | | | | | | | INVOICE TOTAL 101.00 |

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|-----------------|----------|------------------------|--------------------------------|----------|--------|--------|--------|---------------|-----------------|
| | | | VENDOR'S | INTERNAL | | | | | |
| G0000711 | 08/30/96 | Melville, Shawn | I0001665 | 01 | 512010 | 440115 | 8020 | | 129.00 |
| G0000712 | 08/30/96 | Metoyer, Helen | I0001667 | 01 | 512010 | 440115 | 8020 | | 43.00 |
| G0000713 | 08/30/96 | Montague, Heather | I0001669 | 01 | 512010 | 440115 | 8020 | | 129.00 |
| | | | | 01 | 512010 | 440235 | 8020 | | 10.00 |
| | | | | | | | | INVOICE TOTAL | 139.00 |
| G0000714 | 08/30/96 | 328422840 Murray, Kris | I0001735 | 01 | 322500 | 520720 | 1010 | | 345.00 |
| G0000715 | 08/30/96 | Nesemeier, Bonnie | I0001736 | 01 | 512010 | 440115 | 8020 | | 129.00 |
| | | | | 01 | 512010 | 440235 | 8020 | | 15.00 |
| | | | | | | | | INVOICE TOTAL | 144.00 |
| G0000716 | 08/30/96 | NORLIF | Northern Life Insurance Compan | I0001640 | 01 | | 212120 | | 85.00 |
| G0000717 | 08/30/96 | NORMUT | Northwestern Mutual Life Insur | I0001634 | 01 | | 212130 | | 75.00 |
| G0000718 | 08/30/96 | | Nunley, Jeremy | I0001670 | 01 | 512010 | 440115 | 8020 | 215.00 |
| | | | | 01 | 512010 | 440235 | 8020 | | 20.00 |
| | | | | | | | | INVOICE TOTAL | 235.00 |
| G0000719 | 08/30/96 | | Olson, LeAnne | I0001671 | 01 | 512010 | 440115 | 8020 | 172.00 |
| G0000720 | 08/30/96 | | Padilla, N Thomas | I0001738 | 01 | 512010 | 440115 | 8020 | 172.00 |
| G0000721 | 08/30/96 | | Page, Bradley | I0001646 | 01 | 512010 | 440115 | 8020 | 258.00 |
| G0000722 | 08/30/96 | | Partington, Clay | I0001740 | 01 | 512010 | 440235 | 8020 | 25.00 |
| G0000723 | 08/30/96 | | Peterson, Valerie | I0001673 | 01 | 512010 | 440115 | 8020 | 129.00 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | | INVOICE NUMBER | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------------|----------------|----------|--------|--------|--------|---------------|-----------------|
| | | NAME | VENDOR'S INTERNAL | | | | | | | |
| G0000724 | 08/30/96 | PRUMUT | Prudential Mutual Funds | | I0001638 | 01 | | 212140 | | 100.00 |
| G0000725 | 08/30/96 | PUTRET | Putnam Retirement Plan Service | | I0001660 | 01 | | 212030 | | 442.00 |
| G0000726 | 08/30/96 | | Rangel, Larin | | I0001674 | 01 | 512010 | 440115 | 8020 | 258.00 |
| | | | | | | 01 | 512010 | 440235 | 8020 | 15.00 |
| | | | | | | | | | INVOICE TOTAL | 273.00 |
| G0000727 | 08/30/96 | | Reiley, Kim | | I0001675 | 01 | 512010 | 440115 | 8020 | 103.20 |
| G0000728 | 08/30/96 | | Remrey, Toby | | I0001676 | 01 | 512010 | 440115 | 8020 | 129.00 |
| | | | | | | 01 | 512010 | 440235 | 8020 | 5.00 |
| | | | | | | | | | INVOICE TOTAL | 134.00 |
| G0000729 | 08/30/96 | ROCRIV3 | Rock River Human Resources Pro | | I0001726 | 050130 | 345400 | 540600 | 4090 | 20.00 |
| G0000730 | 08/30/96 | | Sakamoto, Takeshi | | I0001742 | 01 | 512010 | 440115 | 8020 | 559.00 |
| | | | | | | 01 | 512010 | 440235 | 8020 | 33.00 |
| | | | | | | | | | INVOICE TOTAL | 592.00 |
| G0000731 | 08/30/96 | | Sandberg, Luke | | I0001679 | 01 | 512010 | 440115 | 8020 | 43.00 |
| G0000732 | 08/30/96 | SCHEMP | School Employees Credit Union | | I0001648 | 01 | | 210700 | | 23,139.76 |
| G0000733 | 08/30/96 | | Selhost, Kay | | I0001692 | 01 | 512010 | 440112 | 8020 | 86.00 |
| G0000734 | 08/30/96 | SHEOIL | Shell Oil Company | | I0001732 | 050800 | 415000 | 540150 | 6050 | 63.19 |
| G0000735 | 08/30/96 | | Smith, Gregory | | I0001681 | 01 | 512010 | 440115 | 8020 | 43.00 |
| | | | | | | 01 | 512010 | 440235 | 8020 | 15.00 |
| | | | | | | | | | INVOICE TOTAL | 58.00 |

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|-----------------|----------|------------------------|-------------------------------|---------------------------|----------|------|--------|--------|------|---------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0000736 | 08/30/96 | | St. Clair, Brad | | I0001678 | 01 | 512010 | 440115 | 8020 | 645.00 |
| | | | | | | 01 | 512010 | 440235 | 8020 | 10.00 |
| | | | | | | | | | | INVOICE TOTAL |
| | | | | | | | | | | 655.00 |
| G0000737 | 08/30/96 | STAUNI | State Universities Retirement | | I0001627 | 01 | | 210500 | | 17,803.94 |
| G0000738 | 08/30/96 | STEFED | Sterling Federal Bank | | I0001628 | 01 | | 210100 | | 28,314.62 |
| | | | | | I0001649 | 01 | | 210400 | | 1,885.20 |
| | | | | | I0001651 | 01 | | 210300 | | 474.77 |
| | | | | | I0001668 | 12 | 512120 | 520500 | 8020 | 2,359.77 |
| | | | | | | | | | | CHECK TOTAL |
| | | | | | | | | | | 33,034.36 |
| G0000739 | 08/30/96 | SUNTRA | Sunny Travel Center | | I0001737 | 01 | 430100 | 550100 | 3040 | 174.00 |
| G0000740 | 08/30/96 | SAUFOU | SVCC Foundation | | I0001653 | 01 | | 211600 | | 10.00 |
| G0000741 | 08/30/96 | | Szuda, Spencer | | I0001685 | 01 | 512010 | 440115 | 8020 | 129.00 |
| G0000742 | 08/30/96 | TIACRE | TIAA/CREF | | I0001637 | 01 | | 212150 | | 5,140.27 |
| G0000743 | 08/30/96 | TRUMAR | Trustmark Insurance | | I0001656 | 01 | | 211500 | | 865.50 |
| G0000744 | 08/30/96 | | Vandermyde, Kelly | | I0001688 | 01 | 512010 | 440115 | 8020 | 68.80 |
| G0000745 | 08/30/96 | | Velazquez, Cory | | I0001743 | 01 | 512010 | 440235 | 8020 | 15.00 |
| G0000746 | 08/30/96 | WADREE | Waddell & Reed, Inc | | I0001645 | 01 | | 212160 | | 300.00 |
| G0000747 | 08/30/96 | | Walters, Kay | | I0001689 | 01 | 512010 | 440115 | 8020 | 344.00 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------------|--------------------------|----------|--------|--------|------|---------------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0000747 | 08/30/96 | | Walters, Kay | I0001689 | 01 | 512010 | 440235 | 8020 | | 15.00 |
| | | | | | | | | | INVOICE TOTAL | 359.00 |
| | | | | | | | | | CHECK TOTAL | 359.00 |
| G0000748 | 08/30/96 | 357403375 | Wardell, John | I0001708 | 01 | 511000 | 550100 | 8010 | | 60.80 |
| G0000749 | 08/30/96 | | Wendella Sightseeing Boat Tour | I0001672 | 050120 | 343200 | 590900 | 4040 | | 96.00 |
| G0000750 | 08/30/96 | WHICOU | Whiteside County Circuit Clerk | I0001654 | 01 | | 210900 | | | 173.33 |
| G0000751 | 08/30/96 | 319382987 | Willett, Mary | I0001666 | 01 | 352200 | 550100 | 1040 | | 104.40 |
| G0000752 | 08/30/96 | | Williams, Alicia | I0001693 | 01 | 512010 | 440115 | 8020 | | 43.00 |
| G0000753 | 08/30/96 | | Williams, Suzanne | I0001694 | 01 | 512010 | 440115 | 8020 | | 86.00 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 15.00 |
| | | | | | | | | | INVOICE TOTAL | 101.00 |
| G0000754 | 08/30/96 | | Yaklich, Eric | I0001639 | 01 | | 130388 | | | 731.00 |
| G0000755 | 08/30/96 | SCHEMP | School Employees Credit Union | I0001758 | 01 | | 210700 | | | 600.00 |
| G0000756-757 | | | VOID CHECKS | | | | | | | |
| G0000758 | 09/06/96 | AMECOU | American Council on Education | I0001858 | 01 | 412000 | 540120 | 3060 | | 29.25 |
| G0000759 | 09/06/96 | AUGCOL | Augustana College | I0001880 | 050600 | 460305 | 550900 | 6050 | | 100.00 |
| G0000760 | 09/06/96 | | Bahr, Annie | I0001802 | 01 | 512010 | 440115 | 8020 | | 129.00 |
| | | | | | 01 | 512010 | 440115 | 8020 | | 15.00 |
| | | | | | | | | | INVOICE TOTAL | 144.00 |

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|-----------------|----------|-------------------------|------|--------------------------|----------|--------|--------|--------|---------------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0000761 | 09/06/96 | Bailey, Tiffany | | I0001803 | 01 | 512010 | 440115 | 8020 | | 34.40 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 8.00 |
| | | | | | | | | | INVOICE TOTAL | 42.40 |
| G0000762 | 09/06/96 | Bennett, Marilyn | | I0001804 | 01 | 512010 | 440115 | 8020 | | 43.00 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 9.00 |
| | | | | | | | | | INVOICE TOTAL | 52.00 |
| G0000763 | 09/06/96 | Blanchard, Teresa | | I0001877 | 051400 | | | 130905 | | 150.00 |
| G0000764 | 09/06/96 | Bockman, Edward | | I0001805 | 01 | 512010 | 440115 | 8020 | | 43.00 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 160.00 |
| | | | | | | | | | INVOICE TOTAL | 203.00 |
| G0000765 | 09/06/96 | Boel, Brandt | | I0001806 | 01 | 512010 | 440115 | 8020 | | 129.00 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 15.00 |
| | | | | | | | | | INVOICE TOTAL | 144.00 |
| G0000766 | 09/06/96 | Boone, Ricky | | I0001799 | 01 | | | 130903 | | 150.00 |
| G0000767 | 09/06/96 | 371760774 Breed, Thomas | | I0001885 | 01 | 441100 | 550100 | 3020 | | 37.20 |
| G0000768 | 09/06/96 | Celletti, Lisa | | I0001807 | 01 | 512010 | 440235 | 8020 | | 10.00 |
| G0000769 | 09/06/96 | Chapman, John | | I0001808 | 01 | 512010 | 440115 | 8020 | | 34.40 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 20.00 |
| | | | | | | | | | INVOICE TOTAL | 54.40 |
| G0000770 | 09/06/96 | Cicchetti, Kelly | | I0001809 | 01 | 512010 | 440235 | 8020 | | 10.00 |
| G0000771 | 09/06/96 | Clark, Michael | | I0001810 | 01 | 512010 | 440115 | 8020 | | 129.00 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|-------------------|--------------------------|----------|--------|--------|------|---------------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0000771 | 09/06/96 | | Clark, Michael | I0001810 | 01 | 512010 | 440235 | 8020 | | 15.00 |
| | | | | | | | | | INVOICE TOTAL | 144.00 |
| | | | | | | | | | CHECK TOTAL | 144.00 |
| G0000772 | 09/06/96 | | Cooper, Coty | I0001811 | 01 | 512010 | 440115 | 8020 | | 103.20 |
| G0000773 | 09/06/96 | | Courtright, Sarah | I0001829 | 01 | 512010 | 440115 | 8020 | | 86.00 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 6.00 |
| | | | | | | | | | INVOICE TOTAL | 92.00 |
| G0000774 | 09/06/96 | | Cunningham, Holly | I0001812 | 01 | 512010 | 440115 | 8020 | | 43.00 |
| G0000775 | 09/06/96 | 346488543 | Damhoff, Russ | I0001860 | 050600 | 460401 | 540900 | 6050 | | 510.00 |
| G0000776 | 09/06/96 | | Dedey, Jevat | I0001813 | 01 | 512010 | 440115 | 8020 | | 86.00 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 15.00 |
| | | | | | | | | | INVOICE TOTAL | 101.00 |
| G0000777 | 09/06/96 | | Dever, Mandy | I0001814 | 01 | 512010 | 440235 | 8020 | | 12.00 |
| G0000778 | 09/06/96 | 324509115 | Drane, Paula | I0001886 | 050500 | 414000 | 540190 | 6030 | | 52.78 |
| | | | | | 050500 | 414000 | 540190 | 6030 | | 22.04 |
| | | | | | | | | | INVOICE TOTAL | 74.82 |
| G0000779 | 09/06/96 | | Duffy, JoAnna | I0001815 | 01 | 512010 | 440115 | 8020 | | 86.00 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 6.00 |
| | | | | | | | | | INVOICE TOTAL | 92.00 |
| G0000780 | 09/06/96 | 329489735 | Dunseth, Lora | I0001875 | 050600 | 460500 | 540900 | 6050 | | 9.44 |

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|-----------------|----------|------------------------|----------------------|--------------|----------|--------|--------|--------|-----------------|---------------|
| | | | VENDOR'S | INTERNAL | | | | | | |
| G0000781 | 09/06/96 | Edmonds, Ann | | I0001876 | 01 | 326000 | 520710 | 1050 | 20.00 | |
| G0000782 | 09/06/96 | ELMCOL | Elmhurst College | | I0001865 | 050600 | 460202 | 550900 | 6050 | 60.00 |
| G0000783 | 09/06/96 | FEDEXP | Federal Express Corp | 590021325 | I0001863 | 01 | 513000 | 540430 | 8060 | 16.00 |
| G0000784 | 09/06/96 | | Finney, Alicia | | I0001816 | 01 | 512010 | 440115 | 8020 | 34.40 |
| | | | | | 01 | 512010 | 440835 | 8020 | 4.00 | |
| | | | | | | | | | | INVOICE TOTAL |
| | | | | | | | | | | 38.40 |
| G0000785 | 09/06/96 | 343421464 | Franz, Jerry | | I0001870 | 01 | 333300 | 550100 | 1030 | 13.64 |
| G0000786 | 09/06/96 | | Gaffey, Kody | | I0001836 | 01 | 512010 | 440115 | 8020 | 86.00 |
| | | | | | 01 | 512010 | 440835 | 8020 | 10.00 | |
| | | | | | | | | | | INVOICE TOTAL |
| | | | | | | | | | | 96.00 |
| G0000787 | 09/06/96 | | Garland, Ryan | | I0001830 | 01 | 512010 | 440235 | 8020 | 15.00 |
| G0000788 | 09/06/96 | 329428902 | Gospodarczyk, Thomas | | I0001869 | 050130 | 345400 | 550100 | 4090 | 145.20 |
| G0000789 | 09/06/96 | 354340409 | Gover, Phil | | I0001862 | 01 | 311000 | 540600 | 8010 | 45.50 |
| G0000790 | 09/06/96 | | Hemminger, Ronda | | I0001824 | 01 | 512010 | 440235 | 8020 | 15.00 |
| G0000791 | 09/06/96 | 585188746 | Herren, Ross | | I0001859 | 02 | 541000 | 550100 | 7010 | 873.99 |
| G0000792 | 09/06/96 | HOTPER | Hotel Pere Marquette | CONF. #TERRY | I0001884 | 01 | 441100 | 550100 | 3020 | 69.13 |
| G0000793 | 09/06/96 | | Jenkins, Corey | | I0001800 | 01 | | 130903 | | 150.00 |
| G0000794 | 09/06/96 | | Kaecker, Amy | | I0001833 | 01 | 512010 | 440115 | 8020 | 103.20 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------|--------------------------|----------|--------|--------|------|---------------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0000794 | 09/06/96 | | Kaecker, Amy | I0001833 | 01 | 512010 | 440235 | 8020 | | 8.00 |
| | | | | | | | | | INVOICE TOTAL | 111.20 |
| | | | | | | | | | CHECK TOTAL | 111.20 |
| G0000795 | 09/06/96 | | Kaletka-Johnson, Rosanne | I0001817 | 01 | 512010 | 440115 | 8020 | | 137.60 |
| G0000796 | 09/06/96 | | Kavran, Robert | I0001834 | 01 | 512010 | 440235 | 8020 | | 15.00 |
| G0000797 | 09/06/96 | | Kersten, Jason | I0001835 | 01 | 512010 | 440235 | 8020 | | 10.00 |
| G0000798 | 09/06/96 | | Kidder, Merrill | I0001831 | 01 | 512010 | 440115 | 8020 | | 9.00 |
| | | | | I0001831 | 01 | 512010 | 440235 | 8020 | | 55.00 |
| | | | | | | | | | INVOICE TOTAL | 64.00 |
| G0000799 | 09/06/96 | 341664328 | Kipping, Sara | I0001868 | 050600 | 460302 | 550900 | 6050 | | 32.78 |
| G0000800 | 09/06/96 | | Koch, Gary | I0001832 | 01 | 512010 | 440235 | 8020 | | 5.00 |
| G0000801 | 09/06/96 | 331281232 | Lagow, Larry | I0001864 | 01 | 212100 | 540600 | 8030 | | 100.00 |
| | | | | I0001866 | 01 | 212100 | 550100 | 8030 | | 114.90 |
| | | | | | | | | | CHECK TOTAL | 1,244.90 |
| G0000802 | 09/06/96 | 354487012 | Leseman, Jolene | I0001867 | 050600 | 460305 | 550900 | 6050 | | 300.10 |
| | | | | I0001890 | 050600 | 460305 | 530900 | 6050 | | 70.00 |
| | | | | 050600 | 460305 | 530900 | 6050 | | | 105.00 |
| | | | | 050600 | 460305 | 530900 | 6050 | | | 60.00 |
| | | | | | | | | | INVOICE TOTAL | 235.00 |
| | | | | | | | | | CHECK TOTAL | 535.10 |

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| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|----------------------------|----------|--------|--------|--------|---------------|-----------------|
| | | | VENDOR'S | INTERNAL | | | | | |
| G0000803 | 09/06/96 | Lewis, Sandra | I0001818 | 01 | 512010 | 440115 | 8020 | | 430.00 |
| G0000804 | 09/06/96 | Loescher, Jeremy | I0001837 | 01 | 512010 | 440115 | 8020 | | 137.60 |
| G0000805 | 09/06/96 | MacGrath, Zachary | I0001878 | 01 | | 130388 | | | 559.00 |
| G0000806 | 09/06/96 | MADTEC | Madison Technical College | I0001883 | 050600 | 460305 | 550900 | 6050 | 50.00 |
| G0000807 | 09/06/96 | | Manning, Tera | I0001838 | 01 | 512010 | 440115 | 8020 | 301.00 |
| | | | | 01 | 512010 | 440235 | 8020 | | 30.00 |
| | | | | | | | | INVOICE TOTAL | 331.00 |
| G0000808 | 09/06/96 | MARHIG | Marketing Higher Education | I0001879 | 01 | 212100 | 540600 | 8030 | 94.95 |
| G0000809 | 09/06/96 | | McCray, Heather | I0001839 | 01 | 512010 | 440235 | 8020 | 10.00 |
| G0000810 | 09/06/96 | | McFadden, John | I0001819 | 01 | 512010 | 440235 | 8020 | 10.00 |
| G0000811 | 09/06/96 | | Meeks, Denise | I0001840 | 01 | 512010 | 440235 | 8020 | 10.00 |
| G0000812 | 09/06/96 | | Miller, Ryan | I0001820 | 01 | 512010 | 440115 | 8020 | 43.00 |
| G0000813 | 09/06/96 | | Moore, Tiffani M | I0001841 | 01 | 512010 | 440235 | 8020 | 15.00 |
| G0000814 | 09/06/96 | | Moreno, Melissa | I0001821 | 01 | 512010 | 440115 | 8020 | 86.00 |
| | | | | 01 | 512010 | 440235 | 8020 | | 10.00 |
| | | | | | | | | INVOICE TOTAL | 96.00 |
| G0000815 | 09/06/96 | | Morrissey, Kathleen | I0001822 | 01 | 512010 | 440115 | 8020 | 34.40 |
| G0000816 | 09/06/96 | | Mullins, Candace | I0001823 | 01 | 512010 | 440115 | 8020 | 103.20 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | | ---- INVOICE NUMBER ----> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|----------------------|---------------------------|--------|--------|--------|------|---------------|--------------|
| | | NAME | VENDOR'S INTERNAL | | | | | | | |
| G0000817 | 09/06/96 | 339262294 | Myatt, Mary | I0001888 | 050500 | 414000 | 530900 | 6030 | | 171.69 |
| G0000818 | 09/06/96 | NCCSCE | NCCSCE Conference | I0001873 | 050130 | 345400 | 550100 | 4090 | | 315.00 |
| G0000819 | 09/06/96 | | Nunn, Terry | I0001798 | 01 | | 130903 | | | 150.00 |
| G0000820 | 09/06/96 | 325505364 | Okey, Deb | I0001871 | 01 | 513000 | 550400 | 8060 | | 9.32 |
| G0000821 | 09/06/96 | | Pierson, Andrew | I0001842 | 01 | 512010 | 440235 | 8020 | | 15.00 |
| G0000822 | 09/06/96 | | Pistole, Josh | I0001843 | 01 | 512010 | 440235 | 8020 | | 10.00 |
| G0000823 | 09/06/96 | 324544435 | Poci, Shirley | I0001887 | 01 | 352000 | 550100 | 1040 | | 4.65 |
| G0000824 | 09/06/96 | | Polzin, Steven | I0001844 | 01 | 512010 | 440115 | 8020 | | 103.20 |
| G0000825 | 09/06/96 | | Ragowski, Brad | I0001847 | 01 | 512010 | 440115 | 8020 | | 215.00 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 10.00 |
| | | | | | | | | | INVOICE TOTAL | 225.00 |
| G0000826 | 09/06/96 | | Rinehart, Beverly | I0001845 | 01 | 512010 | 440115 | 8020 | | 137.60 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 8.00 |
| | | | | | | | | | INVOICE TOTAL | 145.60 |
| G0000827 | 09/06/96 | | Rourke, Teresa | I0001846 | 01 | 512010 | 440115 | 8020 | | 172.00 |
| G0000828 | 09/06/96 | | Ruthart, Ricky | I0001881 | 01 | | 130388 | | | 559.00 |
| G0000829 | 09/06/96 | | Schwauburger, Thomas | I0001849 | 01 | 512010 | 440115 | 8020 | | 103.20 |
| G0000830 | 09/06/96 | | Senn, Robert | I0001848 | 01 | 512010 | 440115 | 8020 | | 206.40 |

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|-----------------|----------|------------------------|----------------------|--------------------------|----------|--------|--------|--------|------|--------------|--|--|--|---------------|--------|
| | | | | VENDOR'S | INTERNAL | | | | | | | | | | |
| G0000830 | 09/06/96 | | Senn, Robert | | I0001848 | 01 | 512010 | 440235 | 8020 | 12.00 | | | | | |
| | | | | | | | | | | | | | | INVOICE TOTAL | 218.40 |
| | | | | | | | | | | | | | | CHECK TOTAL | 218.40 |
| G0000831 | 09/06/96 | | Shippert, Shawn | | I0001850 | 01 | 512010 | 440115 | 8020 | 34.40 | | | | | |
| G0000832 | 09/06/96 | | Shore, Jessica | | I0001851 | 01 | 512010 | 440235 | 8020 | 15.00 | | | | | |
| G0000833 | 09/06/96 | | Shore, Tom | | I0001797 | 01 | | 130903 | | 100.00 | | | | | |
| G0000834 | 09/06/96 | | Stegbauer, Robert | | I0001852 | 01 | 512010 | 440235 | 8020 | 15.00 | | | | | |
| G0000835 | 09/06/96 | 357408108 | Stewart, James | | I0001889 | 050600 | 460203 | 550900 | 6050 | 168.80 | | | | | |
| G0000836 | 09/06/96 | | Sward, Kevin | | I0001853 | 01 | 512010 | 440115 | 8020 | 258.00 | | | | | |
| G0000837 | 09/06/96 | SWAFLO | Swartleys Florist | 48781 | I0001861 | 01 | 418000 | 540190 | 3090 | 36.00 | | | | | |
| G0000838 | 09/06/96 | | Thede, Rebecca J | | I0001854 | 01 | 512010 | 440115 | 8020 | 103.20 | | | | | |
| G0000839 | 09/06/96 | | Thrasher, Ben | | I0001856 | 01 | 512010 | 440115 | 8020 | 103.20 | | | | | |
| G0000840 | 09/06/96 | | Tilsy, Carrie | | I0001855 | 01 | 512010 | 440115 | 8020 | 103.20 | | | | | |
| G0000841 | 09/06/96 | | Vandermyde, Kelly | | I0001826 | 01 | 512010 | 440235 | 8020 | 12.00 | | | | | |
| G0000842 | 09/06/96 | | Vitale, Vincenzo | | I0001825 | 01 | 512010 | 440115 | 8020 | 103.20 | | | | | |
| G0000843 | 09/06/96 | | Wardell, Leah | | I0001857 | 01 | 512010 | 440115 | 8020 | 9.00 | | | | | |
| | | | | | | 01 | 512010 | 440235 | 8020 | 10.00 | | | | | |
| | | | | | | | | | | | | | | INVOICE TOTAL | 19.00 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | INVOICE NUMBER | | | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT | |
|-----------------|----------|------------------------|---------------------------------|----------------------|----------|--------|--------|--------|------|------|------|--------------|------------------------|
| | | | | VENDOR'S INTERNAL | | | | | | | | | |
| G0000844 | 09/06/96 | | Wermers, Rebecca | I0001827 | 01 | 512010 | 440115 | 8020 | | | | | 240.80 |
| G0000845 | 09/06/96 | 318402940 | White, Peg | I0001891 | 01 | 352100 | 550100 | 1040 | | | | | 89.90 |
| G0000846 | 09/06/96 | | Whorton, Anthony | I0001801 | 01 | | | 130903 | | | | | 150.00 |
| G0000847 | 09/06/96 | | Wilder, Andrew | I0001828 | 01 | 512010 | 440235 | 8020 | | | | | 10.00 |
| G0000848 | 09/06/96 | | Wittenauer, Joshua | I0001882 | 01 | | | 130388 | | | | | 516.00 |
| G0000849 | 09/06/96 | 359381157 | Woodhouse, Janice | I0001874 | 050600 | 460500 | 540900 | 6050 | | | | | 87.25 |
| G0000850 | 09/09/96 | FULSTA | Fulton State Bank | I0001892 | 07 | | | 120200 | | | | | 100,000.00 |
| G0000851-852 | | | VOID CHECKS | | | | | | | | | | |
| G0000853 | 09/13/96 | 387847907 | Alfano, Cindy | I0002062 | 101150 | 461415 | 590900 | 6090 | | | | | 28.51 |
| G0000854 | 09/13/96 | AMEEXP | American Express | 09309661006 | I0001964 | 01 | 211000 | 550100 | 8010 | | | | 19.22 |
| | | | | | 01 | | 110000 | 550100 | 8050 | | | | 505.00 |
| | | | | | | | | | | | | | INVOICE TOTAL 524.22 |
| G0000855 | 09/13/96 | AMEEXP1 | American Express Financial Adv. | I0001990 | 01 | | | 212010 | | | | | 770.00 |
| G0000856 | 09/13/96 | ATTCRE | AT&T Credit Corporation | I0002073 | 01 | | | 280200 | | | | | 2,415.25 |
| | | | | | 01 | | 513000 | 560400 | 8060 | | | | 729.96 |
| | | | | | | | | | | | | | INVOICE TOTAL 3,145.21 |
| G0000857 | 09/13/96 | 351703216 | Attig, Stacey | I0001893 | 01 | 512010 | 440235 | 8020 | | | | | 12.00 |
| G0000858 | 09/13/96 | 353543278 | Barajas, Jeannette | I0001894 | 01 | 512010 | 440115 | 8020 | | | | | 103.20 |
| G0000859 | 09/13/96 | 341349031 | Benson, Carole | I0001895 | 01 | 512010 | 440115 | 8020 | | | | | 103.20 |

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|-----------------|----------|------------------------|--------------------------------|--------------------------|----------|--------|--------|--------|------|----------------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0000860 | 09/13/96 | 356767324 | Bergstrom, Michele | | I0001896 | 01 | 512010 | 440115 | 8020 | 103.20 |
| G0000861 | 09/13/96 | 381648694 | Bosley, Tom | 9/17/96 GAME | I0002027 | 050600 | 460305 | 530900 | 6050 | 105.00 |
| G0000862 | 09/13/96 | 526696741 | Bradley, Jami V. | | I0002030 | 01 | 511000 | 550100 | 8010 | 149.49 |
| G0000863 | 09/13/96 | BRAELE | Branson Electric Co | REQUEST #1 | I0001965 | 03 | 512030 | 580400 | 8020 | 5,751.00 |
| G0000864 | 09/13/96 | 371760774 | Breed, Thomas | | I0001897 | 01 | 512010 | 440235 | 8020 | 25.00 |
| | | | | | 01 | | 512010 | 440115 | 8020 | 3.00 |
| | | | | | | | | | | INVOICE TOTAL 28.00 |
| G0000865 | 09/13/96 | CAPGUA | Capital Guardian Trust Company | | I0001993 | 01 | | 212180 | | 550.00 |
| G0000866 | 09/13/96 | 326722301 | Cavazos, Daniel | | I0001898 | 01 | 512010 | 440115 | 8020 | 129.00 |
| G0000867 | 09/13/96 | 329762232 | Charleston, Heather | | I0001904 | 01 | 512010 | 440235 | 8020 | 12.00 |
| | | | | | 01 | | 512010 | 440115 | 8020 | 240.80 |
| | | | | | | | | | | INVOICE TOTAL 252.80 |
| G0000868 | 09/13/96 | 351669371 | Charleston Jr, Ray | | I0001899 | 01 | 512010 | 440235 | 8020 | 15.00 |
| | | | | | 01 | | 512010 | 440115 | 8020 | 129.00 |
| | | | | | | | | | | INVOICE TOTAL 144.00 |
| G0000869 | 09/13/96 | 341722693 | Childers, Tina M. | | I0001906 | 01 | 512010 | 440235 | 8020 | 15.00 |
| | | | | | 01 | | 512010 | 440115 | 8020 | 86.00 |
| | | | | | | | | | | INVOICE TOTAL 101.00 |
| G0000870 | 09/13/96 | 332727269 | Chumacero, Talia | | I0001908 | 01 | 512010 | 440235 | 8020 | 15.00 |
| | | | | | 01 | | 512010 | 440115 | 8020 | 129.00 |
| | | | | | | | | | | INVOICE TOTAL 144.00 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------|--------------------------|----------|--------|--------|--------|---------------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0000871 | 09/13/96 | 330803206 | Clardie, Jeremy | I0001909 | 01 | 512010 | 440235 | 8020 | | 2.40 |
| | | | | | 01 | 512010 | 440115 | 8020 | | 103.20 |
| | | | | | | | | | INVOICE TOTAL | 105.60 |
| G0000872 | 09/13/96 | 479740604 | Claussen, Michael | GAME 9-12-96 | I0001962 | 050600 | 460305 | 530900 | 6050 | 65.00 |
| G0000873 | 09/13/96 | 356725688 | Coats, Jennifer | | I0001910 | 01 | 512010 | 440115 | 8020 | 103.20 |
| G0000874 | 09/13/96 | 479440041 | Cogdall, Jean | | I0002034 | 01 | 333100 | 550100 | 1030 | 69.00 |
| G0000875 | 09/13/96 | DUPCOL | College of DuPage | | I0002054 | 050600 | 460305 | 550900 | 6050 | 140.00 |
| G0000876 | 09/13/96 | 324544598 | Collins, Stuart C. | | I0002019 | 051400 | | 130905 | | 150.00 |
| G0000877 | 09/13/96 | 483908003 | Cox, Terry J. | | I0002016 | 02 | 545000 | 570500 | 7060 | 77.55 |
| | | | | | I0002059 | 050600 | 460204 | 550900 | 6050 | 196.20 |
| | | | | | I0002060 | 050600 | 460204 | 550900 | 6050 | 248.87 |
| | | | | | | | | | CHECK TOTAL | 522.62 |
| G0000878 | 09/13/96 | 346488543 | Damhoff, Russ | GATE MONEY | I0002076 | 050600 | | 113040 | | 100.00 |
| G0000879 | 09/13/96 | 346488543 | Damhoff, Russ | REFS 9/10/96 | I0002055 | 050600 | 460305 | 550900 | 6050 | 210.00 |
| G0000880 | 09/13/96 | 354707185 | Dennison, Stacy | | I0001918 | 01 | 512010 | 440115 | 8020 | 43.00 |
| G0000881 | 09/13/96 | 318663772 | Dill, Jason | | I0001912 | 01 | 512010 | 440235 | 8020 | 32.00 |
| | | | | | 01 | 512010 | 440115 | 8020 | | 28.80 |
| | | | | | | | | | INVOICE TOTAL | 60.80 |

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|-----------------|----------|---------------------------------------|----------------|----------|--------|--------|--------|--------|----------------------|
| | | | VENDOR'S | INTERNAL | | | | | |
| G0000882 | 09/13/96 | 324509115 Drane, Paula | | I0002053 | 050500 | 414000 | 540190 | 6030 | 42.10 |
| G0000883 | 09/13/96 | 358787605 Duke, Carmen | | I0001919 | 01 | 512010 | 440115 | 8020 | 103.20 |
| G0000884 | 09/13/96 | 327809848 Egan, Jessica | | I0001920 | 01 | 512010 | 440235 | 8020 | 15.00 |
| G0000885 | 09/13/96 | 330786952 Eisenberg, Michael | | I0001921 | 01 | 512010 | 440235 | 8020 | 4.00 |
| | | | | 01 | | 512010 | 440115 | 8020 | 103.20 |
| | | | | | | | | | INVOICE TOTAL 107.20 |
| G0000886 | 09/13/96 | 336669795 Emmert, Julie | | I0001922 | 01 | 512010 | 440235 | 8020 | 12.00 |
| | | | | 01 | | 512010 | 440115 | 8020 | 68.80 |
| | | | | | | | | | INVOICE TOTAL 80.80 |
| G0000887 | 09/13/96 | EQLIF Equitable Life Assurance | | I0001988 | 01 | | | 212020 | 232.00 |
| G0000888 | 09/13/96 | FARFLE Farm & Fleet | | I0002011 | 01 | 333100 | 540120 | 1030 | 64.55 |
| G0000889 | 09/13/96 | FEDLIF Federal Life Insurance Company | | I0001998 | 01 | | | 212050 | 25.00 |
| G0000890 | 09/13/96 | 331325305 Finn, Thomas | | I0001923 | 01 | 512010 | 440115 | 8020 | 68.80 |
| G0000891 | 09/13/96 | 335789933 Forbes, Terry | | I0001924 | 01 | 512010 | 440115 | 8020 | 137.60 |
| G0000892 | 09/13/96 | 324469922 Forren, Rebba | | I0002063 | 050600 | 460401 | 550900 | 6050 | 15.00 |
| G0000893 | 09/13/96 | 325805575 Frana, David | | I0001928 | 01 | 512010 | 440115 | 8020 | 3.00 |
| G0000894 | 09/13/96 | FRALIF Franklin Life Insurance Compan | | I0001989 | 01 | | | 212060 | 512.50 |
| G0000895 | 09/13/96 | 332707354 Freeman, Nikki | | I0001926 | 01 | 512010 | 440235 | 8020 | 16.00 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | | ---- INVOICE NUMBER ----> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------------|---------------------------|----------|------|--------|--------|--------|----------------------|
| | | NUMBER | NAME | VENDOR'S | INTERNAL | | | | | |
| G0000896 | 09/13/96 | 348323072 | Froelich, William | | I0001927 | 01 | 512010 | 440115 | 8020 | 103.20 |
| G0000897 | 09/13/96 | GAGCON | Gage Consulting Engineers | 218 | I0002069 | 03 | 512030 | 580400 | 8020 | 8,696.81 |
| G0000898 | 09/13/96 | 323783119 | Galvan, Melissa | | I0001929 | 01 | 512010 | 440235 | 8020 | 12.00 |
| | | | | | 01 | | 512010 | 440115 | 8020 | 172.00 |
| | | | | | | | | | | INVOICE TOTAL 184.00 |
| G0000899 | 09/13/96 | 358706428 | Garland, Ryan | | I0001930 | 01 | 512010 | 440115 | 8020 | 103.20 |
| G0000900 | 09/13/96 | 351689728 | Gorzny, Kari | | I0001932 | 01 | 512010 | 440115 | 8020 | 129.00 |
| G0000901 | 09/13/96 | 346663048 | Griffiths, Catrina | | I0001933 | 01 | 512010 | 440115 | 8020 | 129.00 |
| G0000902 | 09/13/96 | 340647829 | Grove, Bridget | | I0001935 | 01 | 512010 | 440235 | 8020 | 2.40 |
| | | | | | 01 | | 512010 | 440115 | 8020 | 34.40 |
| | | | | | | | | | | INVOICE TOTAL 36.80 |
| G0000903 | 09/13/96 | 322801140 | Guzman, Brissa | | I0001937 | 01 | 512010 | 440115 | 8020 | 34.40 |
| | | | | | 01 | | 512010 | 440235 | 8020 | 8.00 |
| | | | | | | | | | | INVOICE TOTAL 42.40 |
| G0000904 | 09/13/96 | 352264345 | Hartje, J M. | | I0001939 | 01 | 512010 | 440115 | 8020 | 3.00 |
| G0000905 | 09/13/96 | 353720549 | Hicks, - Douglas | | I0001944 | 01 | 512010 | 440115 | 8020 | 34.40 |
| | | | | | 01 | | 512010 | 440235 | 8020 | 4.00 |
| | | | | | | | | | | INVOICE TOTAL 38.40 |
| G0000906 | 09/13/96 | HORMAN | Horace Mann Insurance Company | | I0002000 | 01 | | | 212080 | 32.50 |
| G0000907 | 09/13/96 | | Illinois Community College Fac | | I0002065 | 01 | 441100 | 550100 | 3020 | 75.00 |

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|-----------------|----------|------------------------|--------------------------------|----------------|----------|--------|--------|------|---------------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0000907 | 09/13/96 | | Illinois Community College Fac | I0002065 | 01 | 412000 | 550100 | 3060 | | 75.00 |
| | | | | | | | | | INVOICE TOTAL | 150.00 |
| | | | | | | | | | CHECK TOTAL | 150.00 |
| G0000908 | 09/13/96 | ILLDEP | Illinois Department of Revenue | I0001987 | 01 | 210200 | | | | 6,310.67 |
| G0000909 | 09/13/96 | | Cancelled Check | | | | | | | |
| G0000910 | 09/13/96 | ILLSTU | Illinois Student Assistance Co | I0001969 | 01 | 130374 | | | | 7,803.50 |
| G0000911 | 09/13/96 | ISMAA | ISMAA | I0002012 | 01 | 323100 | 540120 | 1010 | | 50.00 |
| G0000912 | 09/13/96 | 333788785 | Kenney, Jacob | I0001945 | 01 | 512010 | 440235 | 8020 | | 10.00 |
| | | | | | 01 | 512010 | 440115 | 8020 | | 129.00 |
| | | | | | | | | | INVOICE TOTAL | 139.00 |
| G0000913 | 09/13/96 | 325709613 | King, Shawn | I0001946 | 01 | 512010 | 440235 | 8020 | | 3.00 |
| | | | | | 01 | 512010 | 440115 | 8020 | | 43.00 |
| | | | | | | | | | INVOICE TOTAL | 46.00 |
| G0000914 | 09/13/96 | 338644016 | Kinn, Robert | I0001947 | 01 | 512010 | 440235 | 8020 | | 16.00 |
| | | | | | 01 | 512010 | 440115 | 8020 | | 206.40 |
| | | | | | | | | | INVOICE TOTAL | 222.40 |
| G0000915 | 09/13/96 | | Cancelled Check | | | | | | | |
| G0000916 | 09/13/96 | KSBHOS | KSB Hospital | I0002046 | 01 | 352100 | 510320 | 1040 | | 105.00 |
| G0000917 | 09/13/96 | 594285744 | Land, Patrick | I0002067 | 01 | 333200 | 550100 | 1030 | | 13.64 |
| G0000918 | 09/13/96 | 333782365 | Lanning, Aaron | I0001949 | 01 | 512010 | 440235 | 8020 | | 8.00 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|----------------------|--------------------------|----------|--------|--------|--------|------|---------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0000918 | 09/13/96 | 333782365 | Lanning, Aaron | | I0001949 | 01 | 512010 | 440115 | 8020 | 34.40 |
| | | | | | | | | | | INVOICE TOTAL |
| | | | | | | | | | | 42.40 |
| | | | | | | | | | | CHECK TOTAL |
| | | | | | | | | | | 42.40 |
| G0000919 | 09/13/96 | 354487012 | Leseman, Jolene | 9/17 WORKERS | I0002020 | 050600 | 460305 | 530900 | 6050 | 75.00 |
| | | | | WORKERS 9/17/96 | I0002023 | 050600 | 460305 | 530900 | 6050 | 50.00 |
| | | | | WORKERS 9/14 | I0002051 | 050600 | 460305 | 530900 | 6050 | 60.00 |
| | | | | WORKERS 9/13/96 | I0002052 | 050600 | 460305 | 530900 | 6050 | 60.00 |
| | | | | | I0002058 | 050600 | 460305 | 550900 | 6050 | 370.23 |
| | | | | | | | | | | CHECK TOTAL |
| | | | | | | | | | | 615.23 |
| G0000920 | 09/13/96 | LUTBRO | Lutheran Brotherhood | | I0001997 | 01 | | 212100 | | 526.32 |
| G0000921 | 09/13/96 | 339522919 | Lynch, Janet | | I0002035 | 01 | 352200 | 550100 | 1040 | 101.40 |
| G0000922 | 09/13/96 | MAISTA | Main Stay Funds | | I0001991 | 01 | | 212170 | | 75.00 |
| G0000923 | 09/13/96 | | Maria's Pizza | | I0002066 | 050600 | 460600 | 540900 | 6050 | 150.00 |
| G0000924 | 09/13/96 | 339666283 | Mario, Salas | | I0001981 | 01 | 512010 | 440115 | 8020 | 68.80 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 24.00 |
| | | | | | | | | | | INVOICE TOTAL |
| | | | | | | | | | | 92.80 |
| G0000925 | 09/13/96 | 423276100 | Marruffo, Aaron | | I0001950 | 01 | 512010 | 440235 | 8020 | 15.00 |
| G0000926 | 09/13/96 | 345422186 | Matyka, Harold | | I0001951 | 01 | 512010 | 440235 | 8020 | 3.00 |

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| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | INVOICE NUMBER | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|----------------------------|----------------|----------|--------|--------|------|---------------|--------------|
| | | | VENDOR'S | INTERNAL | | | | | |
| G0000927 | 09/13/96 | 356769309 Maynard, Susan | I0002014 | 01 | 512010 | 440112 | 8020 | | 1.00 |
| G0000928 | 09/13/96 | 324708528 McBride, Keith | I0001952 | 01 | 512010 | 440235 | 8020 | | 20.00 |
| G0000929 | 09/13/96 | 324469587 McCannon, Andrew | I0001953 | 01 | 512010 | 440235 | 8020 | | 10.00 |
| | | | | 01 | 512010 | 440115 | 8020 | | 129.00 |
| | | | | | | | | INVOICE TOTAL | 139.00 |
| G0000930 | 09/13/96 | 351363739 McCoy, Don | I0001931 | 01 | 512010 | 440115 | 8020 | | 103.20 |
| | | | | 01 | 512010 | 440235 | 8020 | | 18.00 |
| | | | | | | | | INVOICE TOTAL | 115.20 |
| G0000931 | 09/13/96 | 344807564 McFalls, Alan | I0001934 | 01 | 512010 | 440115 | 8020 | | 43.00 |
| | | | | 01 | 512010 | 440235 | 8020 | | 3.00 |
| | | | | | | | | INVOICE TOTAL | 46.00 |
| G0000932 | 09/13/96 | 344806522 McNitt, Gwen | I0001936 | 01 | 512010 | 440115 | 8020 | | 137.60 |
| | | | | 01 | 512010 | 440235 | 8020 | | 9.60 |
| | | | | | | | | INVOICE TOTAL | 147.20 |
| G0000933 | 09/13/96 | 329624285 Merrill, Penny | I0001938 | 01 | 512010 | 440115 | 8020 | | 172.00 |
| | | | | 01 | 512010 | 440235 | 8020 | | 8.00 |
| | | | | | | | | INVOICE TOTAL | 180.00 |
| G0000934 | 09/13/96 | 337789868 Miller, David | I0001940 | 01 | 512010 | 440115 | 8020 | | 103.20 |
| | | | | 01 | 512010 | 440235 | 8020 | | 12.00 |
| | | | | | | | | INVOICE TOTAL | 115.20 |
| G0000935 | 09/13/96 | 332800651 Miller, Martin | I0001941 | 01 | 512010 | 440115 | 8020 | | 172.00 |
| G0000936 | 09/13/96 | 332441488 Miller, Ryan | I0001942 | 01 | 512010 | 440115 | 8020 | | 103.20 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | ---- INVOICE NUMBER ----> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------------|---------------------------|----------|------------------|------------------|--------------|------|----------------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0000937 | 09/13/96 | 339802063 | Mulnix, Jason | I0001943 | 01 01 | 512010 512010 | 440115 440235 | 8020 8020 | | 103.20 2.40 |
| | | | | | | | | | | INVOICE TOTAL 105.60 |
| G0000938 | 09/13/96 | 354486069 | Nagy, Debra L. | I0001954 | 01 01 | 512010 512010 | 440115 440235 | 8020 8020 | | 43.00 15.00 |
| | | | | | | | | | | INVOICE TOTAL 58.00 |
| G0000939 | 09/13/96 | 335686474 | Nave, Dave | I0001955 | 01 01 | 512010 512010 | 440115 440235 | 8020 8020 | | 103.20 12.00 |
| | | | | | | | | | | INVOICE TOTAL 115.20 |
| G0000940 | 09/13/96 | NCMPR | | I0002017 | 01 | 212100 | 550100 | 8030 | | 159.00 |
| G0000941 | 09/13/96 | Cancelled Check | | | | | | | | |
| G0000942 | 09/13/96 | 318803297 | Newcomer, Kim | I0001957 | 01 | 512010 | 440115 | 8020 | | 34.40 |
| | | | | I0001958 | 01 | 512010 | 440115 | 8020 | | 103.20 |
| | | | | | | | | | | CHECK TOTAL 137.60 |
| G0000943 | 09/13/96 | 328788300 | Nicklaus, Amy | I0001959 | 01 | 512010 | 440235 | 8020 | | 10.00 |
| G0000944 | 09/13/96 | NORPAR | North Park College | I0001970 | 050600 | 460202 | 550900 | 6050 | | 60.00 |
| G0000945 | 09/13/96 | NORLIF | Northern Life Insurance Compan | I0001996 | 01 | 212120 | | | | 85.00 |
| G0000946 | 09/13/96 | NORMUT | Northwestern Mutual Life Insur | I0001992 | 01 | 212130 | | | | 75.00 |
| G0000947 | 09/13/96 | 344569937 | Olmsted, Brian | I0002049 | 01 | 211550 | | | | 26.14 |

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| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | INVOICE NUMBER | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------------|-----------------|----------|--------|--------|--------|---------------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0000948 | 09/13/96 | 346742631 | Osbourn, Tammi | I0001960 | 01 | 512010 | 440235 | 8020 | | 15.00 |
| G0000949 | 09/13/96 | 345708279 | Parry, Michelle | I0001972 | 01 | 512010 | 440115 | 8020 | | 43.00 |
| G0000950 | 09/13/96 | 347781680 | Perkins, Sean | I0001973 | 01 | 512010 | 440115 | 8020 | | 206.40 |
| G0000951 | 09/13/96 | 292740718 | Peterson, Deborah | I0001974 | 01 | 512010 | 440115 | 8020 | | 103.20 |
| G0000952 | 09/13/96 | 322745567 | Podkulski, Kevin | I0001975 | 01 | 512010 | 440115 | 8020 | | 129.00 |
| G0000953 | 09/13/96 | PROBEN | Professional Benefit Administr | I0002039 | 051000 | 520300 | 540830 | 6090 | | 3,752.09 |
| | | | | | 051000 | 520300 | 540840 | 6090 | | 2,648.87 |
| | | | | | 051000 | 520300 | 540850 | 6090 | | 292.00 |
| | | | | | 051000 | 520300 | 540860 | 6090 | | 112.25 |
| | | | | | 051000 | 520300 | 540870 | 6090 | | 1,380.50 |
| | | | | | 051000 | 520300 | 540890 | 6090 | | 1,617.77 |
| | | | | | | | | | INVOICE TOTAL | 9,803.48 |
| G0000954 | 09/13/96 | PRUMUT | Prudential Mutual Funds | I0001995 | 01 | 512140 | | | | 100.00 |
| G0000955 | 09/13/96 | PUTRET | Putnam Retirement Plan Service | I0002009 | 01 | 512030 | | | | 442.00 |
| G0000956 | 09/13/96 | 318681226 | Qureshi, Jamal | I0001976 | 01 | 512010 | 440235 | 8020 | | 10.00 |
| G0000957 | 09/13/96 | 394763335 | Rein, Mark | 9-19-96 GAME | I0002022 | 050600 | 460305 | 530900 | 6050 | 65.00 |
| G0000958 | 09/13/96 | 339805274 | Rentz, Christopher | REFEREE 9/17/96 | I0002071 | 050600 | 460305 | 530900 | 6050 | 105.00 |
| G0000959 | 09/13/96 | 359548764 | Richards Pratt, Jenny | | I0001977 | 01 | 512010 | 440115 | 8020 | 103.20 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 12.00 |
| | | | | | | | | | INVOICE TOTAL | 115.20 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | | INVOICE NUMBER | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT | |
|-----------------|----------|------------------------|--------------------------------|----------------|----------|--------|--------|--------|---------------|--------------|-----------|
| | | NAME | VENDOR'S INTERNAL | INTERNAL | | | | | | | |
| G0000960 | 09/13/96 | ROCACA | Rockford Academy of Tae Kwon D | I0002075 | 01 | 323100 | 540120 | 1010 | | 439.50 | |
| G0000961 | 09/13/96 | 325582133 | Rude, Kathy | I0001978 | 01 | 512010 | 440115 | 8020 | | 137.60 | |
| | | | | | 01 | 512010 | 440235 | 8020 | | 8.00 | |
| | | | | | | | | | INVOICE TOTAL | 145.60 | |
| G0000962 | 09/13/96 | 330703936 | Saiyed, Samina | I0001979 | 01 | 512010 | 440115 | 8020 | | 129.00 | |
| | | | | I0001980 | 01 | 512010 | 440115 | 8020 | | 172.00 | |
| | | | | | | | | | CHECK TOTAL | 301.00 | |
| G0000963 | 09/13/96 | 326385876 | Schack, Steve | GAME 9/12/96 | I0001961 | 050600 | 460305 | 530900 | 6050 | | 65.00 |
| G0000964 | 09/13/96 | 326385876 | Schack, Steve | 9-19-96 GAME | I0002021 | 050600 | 460305 | 530900 | 6050 | | 65.00 |
| G0000965 | 09/13/96 | SCHEMP | School Employees Credit Union | | I0002001 | 01 | | 210700 | | | 24,247.85 |
| G0000966 | 09/13/96 | 353744033 | Schroeder, Erica | | I0001982 | 01 | 512010 | 440115 | 8020 | | 103.20 |
| | | | | | 01 | 512010 | 440235 | 8020 | | 7.20 | |
| | | | | | | | | | INVOICE TOTAL | 110.40 | |
| G0000967 | 09/13/96 | 356646152 | Schroeder, Jessica | | I0001983 | 01 | 512010 | 440115 | 8020 | | 2.40 |
| G0000968 | 09/13/96 | | Seaver, Rudolph & Associates | | I0001968 | 12 | 512120 | 560700 | 8020 | | 2,037.00 |
| G0000969 | 09/13/96 | 398402869 | Seguin, Michael | | I0002064 | 01 | 321000 | 550100 | 2080 | | 79.38 |
| G0000970 | 09/13/96 | 328801682 | Senn, Robert | | I0001984 | 01 | 512010 | 440115 | 8020 | | 103.20 |
| G0000971 | 09/13/96 | 479820545 | Shaff, Steve | | I0002068 | 01 | 335400 | 520720 | 1010 | | 690.00 |

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|-----------------|----------|----------------------------|-------------------------------|----------|----------|--------|--------|---------------|-----------------|
| | | | VENDOR'S | INTERNAL | | | | | |
| G0000972 | 09/13/96 | 244619230 Shaw, Cindy | | I0001985 | 01 | 512010 | 440115 | 8020 | 43.00 |
| G0000973 | 09/13/96 | SHEOIL | Shell Oil Company | | I0002004 | 01 | | 211200 | 53.68 |
| G0000974 | 09/13/96 | 334760505 Shoemaker, Dave | | I0002024 | 01 | 512010 | 440115 | 8020 | 34.40 |
| | | | | 01 | | 512010 | 440235 | 8020 | 20.00 |
| | | | | | | | | INVOICE TOTAL | 54.40 |
| G0000975 | 09/13/96 | 323807727 Shroyer, Kelly | | I0002025 | 01 | 512010 | 440115 | 8020 | 43.00 |
| G0000976 | 09/13/96 | 334729982 Sisson, Bradley | | I0002026 | 01 | 512010 | 440235 | 8020 | 24.00 |
| G0000977 | 09/13/96 | 347645437 Smith, Cassandra | | I0002028 | 01 | 512010 | 440115 | 8020 | 129.00 |
| G0000978 | 09/13/96 | SOUSUB | South Suburban College | I0002056 | 050600 | 460305 | 530900 | 6050 | 100.00 |
| G0000979 | 09/13/96 | 318801895 Staats, Andrea | | I0002029 | 01 | 512010 | 440235 | 8020 | 3.00 |
| G0000980 | 09/13/96 | STAUNI | State Universities Retirement | I0002074 | 01 | | 210500 | | 18,497.30 |
| G0000981 | 09/13/96 | STEFED | Sterling Federal Bank | I0001966 | 12 | 512120 | 520500 | 8020 | 1,835.36 |
| | | | | 12 | | 512120 | 520600 | 8020 | 199.94 |
| | | | | | | | | INVOICE TOTAL | 2,035.30 |
| | | | | I0001986 | 01 | | 210100 | | 28,612.08 |
| | | | | I0002002 | 01 | | 210400 | | 1,835.46 |
| | | | | I0002003 | 01 | | 210300 | | 200.04 |
| | | | | | | | | CHECK TOTAL | 32,682.88 |
| G0000982 | 09/13/96 | 357408108 Stewart, James | | I0002057 | 050600 | 460203 | 550900 | 6050 | 228.24 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|---------------------|--------------------------|----------|--------|--------|------|---------------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0000982 | 09/13/96 | 357408108 | Stewart, James | I0002057 | 050600 | 460203 | 550900 | 6050 | | 113.76 |
| | | | | | | | | | INVOICE TOTAL | 342.00 |
| | | | | | | | | | CHECK TOTAL | 342.00 |
| G0000983 | 09/13/96 | 398867958 | Stone, Richard | I0002031 | 01 | 512010 | 440115 | 8020 | | 103.20 |
| G0000984 | 09/13/96 | 358782497 | Summers, Jennifer | I0002032 | 01 | 512010 | 440115 | 8020 | | 103.20 |
| G0000985 | 09/13/96 | SAUFOU | SVCC Foundation | I0002006 | 01 | | 211600 | | | 10.00 |
| G0000986 | 09/13/96 | 392645996 | Teetzen, Michael | I0002033 | 01 | 512010 | 440115 | 8020 | | 172.00 |
| | | | | 01 | | 512010 | 440235 | 8020 | | 10.00 |
| | | | | | | | | | INVOICE TOTAL | 182.00 |
| G0000987 | 09/13/96 | TIACRE | TIAA/CREF | I0001994 | 01 | | 212150 | | | 5,140.27 |
| G0000988 | 09/13/96 | 345385108 | Treacy, Virginia | I0002036 | 01 | 512010 | 440115 | 8020 | | 129.00 |
| | | | | 01 | | 512010 | 440115 | 8020 | | 103.20 |
| | | | | | | | | | INVOICE TOTAL | 232.20 |
| G0000989 | 09/13/96 | TRUMAR | Trustmark Insurance | I0002077 | 01 | | 211500 | | | 255.22 |
| G0000990 | 09/13/96 | TRUMAR | Trustmark Insurance | I0002008 | 01 | | 211500 | | | 870.58 |
| G0000991 | 09/13/96 | 484705603 | Ullrick, Steve | I0002048 | 01 | 420000 | 550100 | 3010 | | 25.42 |
| G0000992 | 09/13/96 | 352541373 | Underhile, Nathan | I0002037 | 01 | 512010 | 440235 | 8020 | | 8.00 |
| G0000993 | 09/13/96 | UNIELE | United Electric | I0002018 | 01 | 323200 | 540120 | 1010 | | 400.00 |

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|-----------------|----------|---------------------------------------|----------------|----------|--------|--------|------|---------------|-----------------|
| | | | VENDOR'S | INTERNAL | | | | | |
| G0000994 | 09/13/96 | 348749527 Velazquez, Corey | I0002038 | 01 | 512010 | 440115 | 8020 | | 447.20 |
| | | | | 01 | 512010 | 440235 | 8020 | | 16.00 |
| | | | | | | | | INVOICE TOTAL | 463.20 |
| G0000995 | 09/13/96 | 319648180 Von Holten, Linda K. | I0002040 | 01 | 512010 | 440115 | 8020 | | 129.00 |
| G0000996 | 09/13/96 | WADREE Waddell & Reed, Inc | I0001999 | 01 | | 212160 | | | 300.00 |
| G0000997 | 09/13/96 | WHICOU Whiteside County Circuit Clerk | I0002007 | 01 | | 210900 | | | 173.33 |
| G0000998 | 09/13/96 | 351363770 Wikoff, Sharon | I0002041 | 01 | 512010 | 440115 | 8020 | | 43.00 |
| G0000999 | 09/13/96 | WILLOW Wilkins-Lowe and Company | I0002013 | 050500 | 414000 | 560500 | 6030 | | 200.00 |
| G0001000 | 09/13/96 | 318785420 Wilkinson, Chris | I0002061 | 050600 | 460202 | 550900 | 6050 | | 108.93 |
| G0001001 | 09/13/96 | 353788156 Willis, Jamie | I0002042 | 01 | 512010 | 440115 | 8020 | | 34.40 |
| G0001002 | 09/13/96 | 341920947 Woldegiorgis, Weinegenet | I0002043 | 01 | 512010 | 440115 | 8020 | | 129.00 |
| | | | | 01 | 512010 | 440235 | 8020 | | 10.00 |
| | | | | | | | | INVOICE TOTAL | 139.00 |
| | | | I0002044 | 01 | 512010 | 440235 | 8020 | | 8.00 |
| | | | | | | | | CHECK TOTAL | 147.00 |
| G0001003 | 09/13/96 | 344768747 Wolf, Sarah | I0002045 | 01 | 512010 | 440115 | 8020 | | 103.20 |
| G0001004 | 09/13/96 | XEROX Xerox Corporation | I0002015 | 12 | | 130907 | | | 306.15 |
| G0001005 | 09/13/96 | 335707428 Yang, Sharon | I0002047 | 01 | 512010 | 440235 | 8020 | | 8.00 |
| G0001006-1007 | | VOID CHECKS | | | | | | | |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------|--------------------------|----------|----------------------|--------------------------------------|--------------|---------------|--|
| | | NAME | VENDOR'S NUMBER | INTERNAL | | | | | | |
| G0001008 | 09/20/96 | AERS | AERS | I0002143 | 01 | 352500 | 550100 | 1040 | | 436.50 |
| G0001009 | 09/20/96 | ATTCRE | AT&T Credit Corporation | 092896341 | I0002149 | 13 13 01 01 | 280200 560400 280200 560400 | 8020 8060 | | 2,212.15 727.50 966.62 317.95 |
| | | | | | | | | | INVOICE TOTAL | 4,224.22 |
| G0001010 | 09/20/96 | 281523674 | Balfantz, Gary | I0002142 | 01 01 | 321000 513000 | 550100 550400 | 2080 8060 | | 243.00 255.55 |
| | | | | | | | | | INVOICE TOTAL | 498.55 |
| G0001011 | 09/20/96 | 339729014 | Barnes, Stephanie | I0002186 | 01 01 | 512010 512010 | 440235 440115 | 8020 8020 | | 9.60 137.60 |
| | | | | | | | | | INVOICE TOTAL | 147.20 |
| G0001012 | 09/20/96 | 346706650 | Becker, Gina | I0002188 | 01 01 | 512010 512010 | 440235 440115 | 8020 8020 | | 50.00 387.00 |
| | | | | | | | | | INVOICE TOTAL | 437.00 |
| G0001013 | 09/20/96 | BURRIS | Bureau for At-Risk Youth | I0002144 | 101150 | 461415 | 590900 | 6090 | | 87.74 |
| G0001014 | 09/20/96 | 360341079 | Cass, Margeret | I0002189 | 01 01 | 512010 512010 | 440235 440115 | 8020 8020 | | 8.00 103.20 |
| | | | | | | | | | INVOICE TOTAL | 111.20 |
| G0001015 | 09/20/96 | 360767772 | Coffey, Christinamercy | I0002190 | 01 | 512010 | 440235 | 8020 | | 12.00 |
| G0001016 | 09/20/96 | 335406509 | Cross, Sandra | I0002191 | 01 01 | 512010 512010 | 440235 440115 | 8020 8020 | | 12.00 103.20 |
| | | | | | | | | | INVOICE TOTAL | 115.20 |

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|-----------------|----------|------------------------|--------------------------------|-----------------|-----|----------|--------|--------|--------|--------------|----------------------|
| | | NAME | VENDOR'S NUMBER | INTERNAL | REF | | | | | | |
| G0001017 | 09/20/96 | 346488543 | Damhoff, Russ | 9/24/96 | REF | I0002150 | 050600 | 460305 | 530900 | 6050 | 65.00 |
| G0001018 | 09/20/96 | DIXARE | Dixon Area Chamber of Commerce | | | I0002145 | 01 | 530010 | 550100 | 8040 | 75.00 |
| G0001019 | 09/20/96 | 324509115 | Drane, Paula | | | I0002146 | 050500 | 414000 | 540190 | 6030 | 51.57 |
| G0001020 | 09/20/96 | ERM00 | E R Moore Company | 139645 & 139239 | | I0002151 | 01 | 418000 | 540190 | 3090 | 365.00 |
| G0001021 | 09/20/96 | | Eastern Illinois University | J. WILLIAMSON | | I0002147 | 01 | 322500 | 550100 | 1010 | 65.00 |
| G0001022 | 09/20/96 | | Eastern Illinois University | K. TURK | | I0002148 | 01 | 328100 | 550100 | 1050 | 65.00 |
| G0001023 | 09/20/96 | 329428902 | Gospodarczyk, Thomas | | | I0002152 | 050130 | 345400 | 550100 | 4090 | 37.07 |
| G0001024 | 09/20/96 | 345307106 | Groharing, Richard B. | | | I0002153 | 01 | 110000 | 550100 | 8050 | 121.12 |
| G0001025 | 09/20/96 | 343589958 | Hemminger, Daniel | | | I0002192 | 01 | 512010 | 440115 | 8020 | 103.20 |
| G0001026 | 09/20/96 | 585188746 | Herren, Ross | | | I0002156 | 02 | 541000 | 550100 | 7010 | 137.71 |
| G0001027 | 09/20/96 | HORMAN | Horace Mann Insurance Company | | | I0002154 | 01 | | 212080 | | 75.00 |
| G0001028 | 09/20/96 | 357540922 | Houzenga, Shane | | | I0002193 | 01 | 512010 | 440235 | 8020 | 32.00 |
| | | | | | | | 01 | 512010 | 440115 | 8020 | 412.80 |
| | | | | | | | | | | | INVOICE TOTAL 444.80 |
| G0001029 | 09/20/96 | IDEA | IDEA | | | I0002155 | 101150 | 461415 | 590900 | 6090 | 222.00 |
| G0001030 | 09/20/96 | | Illinois ASBO | | | I0002157 | 01 | 511000 | 550100 | 8010 | 125.00 |
| | | | | | | | 02 | 546000 | 550100 | 7080 | 125.00 |
| | | | | | | | | | | | INVOICE TOTAL 250.00 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|---------------------------|--------------------------|----------|--------|--------|--------|-------------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0001031 | 09/20/96 | ILLMUT | Illinois Mutual | | 10002158 | 01 | | 211550 | | 85.67 |
| G0001032 | 09/20/96 | ILLMUT | Illinois Mutual | | 10002159 | 01 | | 211550 | | 27.26 |
| G0001033 | 09/20/96 | 326440053 | Kerber, Joan E. | | 10002160 | 01 | 411000 | 550100 | 8010 | 4.09 |
| G0001034 | 09/20/96 | 341664328 | Kipping, Sara | | 10002161 | 050600 | 460302 | 550900 | 6050 | 36.34 |
| G0001035 | 09/20/96 | 359669263 | Lally, David | | 10002194 | 01 | 512010 | 440235 | 8020 | 96.00 |
| G0001036 | 09/20/96 | 354487012 | Leseman, Jolene | WORKERS 9/26/96 | 10002162 | 050600 | 460305 | 530900 | 6050 | 45.00 |
| | | | | WORKERS 9/21/96 | 10002163 | 050600 | 460305 | 530900 | 6050 | 60.00 |
| | | | | WORKERS 9/24/96 | 10002164 | 050600 | 460305 | 530900 | 6050 | 90.00 |
| | | | | | 10002165 | 050600 | 460305 | 550900 | 6050 | 463.26 |
| | | | | B/B PETTY CASH | 10002166 | 050600 | | 113040 | | 250.00 |
| | | | | | | | | | CHECK TOTAL | 908.26 |
| G0001037 | 09/20/96 | MAPPA '96 | | J. FREDERICK | 10002167 | 02 | 546000 | 550100 | 7080 | 150.00 |
| G0001038 | 09/20/96 | MEP Robotics | | 1205 | 10002168 | 01 | 333100 | 540120 | 1030 | 16.10 |
| G0001039 | 09/20/96 | 337702074 | Minson, Charla | PETTY CASH | 10002169 | 050600 | | 113020 | | 50.00 |
| G0001040 | 09/20/96 | 354781460 | Monroe, Jessie | | 10002195 | 01 | 512010 | 440115 | 8020 | 129.00 |
| G0001041 | 09/20/96 | 0STANT | O-Stick Antenna | | 10002171 | 101180 | 461418 | 590900 | 6090 | 45.00 |
| G0001042 | 09/20/96 | | PREP Educational Products | | 10002172 | 01 | 324800 | 540120 | 1010 | 136.35 |

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|-----------------|----------|------------------------|--------------------------------|----------------------|----------------------|--------|--------|--------|------|-------------------------|
| | | | | VENDOR'S ID CARDS | INTERNAL I0002173 | | | | | |
| G0001043 | 09/20/96 | PROBEN | Professional Benefit Administr | | I0002173 | 051000 | 520300 | 540870 | 6090 | 253.00 |
| G0001044 | 09/20/96 | | Publications | | I0002174 | 01 | 411000 | 540110 | 8010 | 15.00 |
| G0001045 | 09/20/96 | 339805274 | Rentz, Christopher | REF 9/24/96 | I0002175 | 050600 | 460305 | 530900 | 6050 | 65.00 |
| G0001046 | 09/20/96 | 325669211 | Rosales, Jessica | | I0002196 | 01 | 512010 | 440115 | 8020 | 206.40 |
| G0001047 | 09/20/96 | 346705069 | Rourke, Teresa | | I0002197 | 01 | 512010 | 440235 | 8020 | 20.00 |
| | | | | | 01 | | 512010 | 440115 | 8020 | 344.00 |
| | | | | | | | | | | INVOICE TOTAL 364.00 |
| G0001048 | 09/20/96 | 357408108 | Stewart, James | | I0002176 | 050600 | 460203 | 550900 | 6050 | 507.49 |
| G0001049 | 09/20/96 | 318401202 | Thomas, Sr., Robert | | I0002178 | 01 | 362100 | 550100 | 2010 | 85.24 |
| G0001050 | 09/20/96 | 357504566 | Throop, Dr. John | | I0002177 | 050130 | 345100 | 530200 | 4020 | 102.10 |
| G0001051 | 09/20/96 | UNICOM | Unique Computer | 368565 | I0002141 | 062022 | 336102 | 580610 | 4090 | 12,665.00 |
| | | | | | 062032 | 366000 | 580610 | 1030 | | 27,863.00 |
| | | | | | 062022 | 336102 | 580610 | 4090 | | 2,400.00 |
| | | | | | 062032 | 366000 | 580610 | 1030 | | 5,280.00 |
| | | | | | 062022 | 336102 | 580610 | 4090 | | 2,390.00 |
| | | | | | 062032 | 366000 | 580610 | 1030 | | 5,258.00 |
| | | | | | | | | | | INVOICE TOTAL 55,856.00 |
| G0001052 | 09/20/96 | 357403375 | Wardell, John | | I0002179 | 01 | 211000 | 550100 | 8010 | 62.80 |
| G0001053 | 09/20/96 | 318785420 | Wilkinson, Chris | | I0002180 | 050600 | 460202 | 550900 | 6050 | 85.47 |
| G0001054 | 09/20/96 | 343423667 | Wolf, B. J. | | I0002181 | 01 | 110000 | 550100 | 8050 | 23.00 |
| | | | | | I0002182 | 01 | 110000 | 550100 | 8050 | 135.85 |
| | | | | | | | | | | CHECK TOTAL 158.85 |
| G0001055-1056 | | | VOID CHECKS | | | | | | | |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | INVOICE NUMBER | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------------|----------------|----------|--------|--------|--------|-------------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0001057 | 09/30/96 | AAHPE | AAHPERD Publications | 26800A | I0002120 | 01 | 323100 | 540120 | 1010 | 384.78 |
| G0001058 | 09/30/96 | ACEHAR | Ace Hardware | 9747011 | I0002078 | 02 | 543000 | 540140 | 7030 | 5.80 |
| G0001059 | 09/30/96 | AMMUL | AM Multigraphics | 2150439A | I0002080 | 050300 | 212200 | 540810 | 6090 | 257.50 |
| | | | | 2127774 | I0002081 | 050300 | 212200 | 540810 | 6090 | 247.00 |
| | | | | T234618 | I0002082 | 12 | | 130907 | | 372.00 |
| | | | | T234619 | I0002083 | 12 | | 130907 | | 188.00 |
| | | | | 2171539 | I0002119 | 050300 | 212200 | 540810 | 6090 | 240.06 |
| | | | | | | | | | CHECK TOTAL | 1,304.56 |
| G0001060 | 09/30/96 | AMBNEW | Amboy News | 091396 | I0002324 | 01 | 212100 | 540700 | 8030 | 22.80 |
| G0001061 | 09/30/96 | AMEASS | American Assn of Community Col | | I0002323 | 01 | 110000 | 540600 | 8050 | 1,920.00 |
| G0001062 | 09/30/96 | AMEDEM | American Demographics | 273597 | I0001760 | 01 | 212100 | 540600 | 8030 | 62.00 |
| G0001063 | 09/30/96 | AMEMAN | American Management Associatio | 852138 | I0002121 | 050130 | 345100 | 540120 | 4020 | 1,791.34 |
| | | | | 858484 | I0002122 | 050130 | 345100 | 540120 | 4020 | 449.78 |
| | | | | | | | | | CHECK TOTAL | 2,241.12 |
| G0001064 | 09/30/96 | ARAUNI | Aramark Uniform Services Inc | 082396A | I0002084 | 01 | 323100 | 530200 | 1010 | 23.43 |
| G0001065 | 09/30/96 | ARRBUS | Arrow Business Systems | 15955 | I0001763 | 01 | 520100 | 540110 | 8020 | 824.30 |
| G0001066 | 09/30/96 | ASHGAZ | Ashton Gazette | 0815962X3 | I0002085 | 01 | 212100 | 540700 | 8030 | 15.90 |
| | | | | 0829962X5 | I0002123 | 01 | 212100 | 540700 | 8030 | 26.50 |
| | | | | | | | | | CHECK TOTAL | 42.40 |

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|-----------------|----------|------------------------|--------------------------------|--------------------------|----------|--------|--------|--------|-------------|-----------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0001067 | 09/30/96 | ASHWO | Ashworth, Inc | 164225 | I0002086 | 050600 | 460203 | 540120 | 6050 | 119.54 |
| | | | | 164258 | I0002124 | 050600 | 460203 | 540120 | 6050 | 464.72 |
| | | | | | | | | | CHECK TOTAL | 584.26 |
| G0001068 | 09/30/96 | ATTGLO | AT&T Global Information Soluti | 0170519526 | I0002247 | 01 | 520100 | 540900 | 8020 | 508.00 |
| G0001069 | 09/30/96 | AUTOD | Autodesk, Inc | 9002995526 | I0001793 | 01 | 333100 | 540120 | 1030 | 230.50 |
| G0001070 | 09/30/96 | BAKTAY | Baker & Taylor | 2000785204 | I0001773 | 01 | 362100 | 540500 | 2010 | 967.02 |
| G0001071 | 09/30/96 | BAXSCI | Baxter Scientific Products | 9658917 | I0001787 | 01 | 335100 | 540120 | 1010 | 53.52 |
| | | | | 9862953 | I0002088 | 01 | 335200 | 540120 | 1010 | 149.87 |
| | | | | 1211005 | I0002089 | 01 | 335100 | 540120 | 1010 | 86.26 |
| | | | | | | | | | CHECK TOTAL | 589.05 |
| G0001072 | 09/30/96 | BEHFLO | Behrens Flower Shed | | I0002090 | 01 | 211000 | 550900 | 8010 | 43.00 |
| G0001073 | 09/30/96 | BESWES | Best Western Brandywine Lodge | 630864 | I0002091 | 01 | 331000 | 550100 | 2080 | 66.35 |
| | | | | 6525 | I0002092 | 01 | 314000 | 540120 | 1090 | 61.70 |
| | | | | | | | | | CHECK TOTAL | 128.05 |
| G0001074 | 09/30/96 | BETTEC | Beta Technology | 5858 | I0002093 | 02 | 542000 | 540140 | 7020 | 178.00 |
| G0001075 | 09/30/96 | BIOCOR | BIO Corporation | 3569 | I0002095 | 01 | 335100 | 540120 | 1010 | 40.70 |
| G0001076 | 09/30/96 | BIOCOM | BioCam Communications | 29630 | I0002094 | 01 | 335100 | 540120 | 1010 | 70.18 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|-------------------------------|--------------------------|----------|------|--------|--------|-------------|--------------|
| | | NUMBER | NAME | VENDOR'S | INTERNAL | | | | | |
| G0001077 | 09/30/96 | BRAELE | Branson Electric Co | 12387 | I0002096 | 12 | 544000 | 580700 | 7040 | 2,350.00 |
| G0001078 | 09/30/96 | BROFER | Browning-Ferris Industries | 9608000005868 | I0002125 | 02 | 545000 | 570700 | 7060 | 259.71 |
| G0001079 | 09/30/96 | BURCOU | Bureau County Republican | 263 | I0002126 | 01 | 212100 | 540700 | 8030 | 117.60 |
| G0001080 | 09/30/96 | CARBIO | Carolina Biological Supply Co | OE591737 | I0001785 | 01 | 335100 | 540120 | 1010 | 81.32 |
| | | | | OE595793 | I0002097 | 01 | 335100 | 540120 | 1010 | 265.20 |
| | | | | OE595499 | I0002098 | 01 | 335100 | 540120 | 1010 | 23.07 |
| | | | | OE602439 | I0002099 | 01 | 335100 | 540120 | 1010 | 100.24 |
| | | | | OE610008 | I0002127 | 01 | 335100 | 540120 | 1010 | 12.25 |
| | | | | | | | | | CHECK TOTAL | 482.08 |
| G0001081 | 09/30/96 | CARCOU | Carroll County Review | 8-14-28-96 | I0002128 | 01 | 212100 | 540700 | 8030 | 80.00 |
| G0001082 | 09/30/96 | CATENG | Caterpillar-Engine Protection | 92540 | I0002325 | 02 | 545000 | 570900 | 7060 | 2,027.69 |
| G0001083 | 09/30/96 | CGHHOM | CGH Home Health Center | 20656 | I0002100 | 01 | 352400 | 540120 | 1040 | 236.00 |
| | | | | 20677 | I0002101 | 01 | 352400 | 540120 | 1040 | 126.30 |
| | | | | 20704 | I0002102 | 01 | 352400 | 540120 | 1040 | 195.00 |
| | | | | 11260 | I0002205 | 01 | 352200 | 540120 | 1040 | 300.00 |
| | | | | | | | | | CHECK TOTAL | 857.30 |
| G0001084 | 09/30/96 | CITANS | City Answer Phone | AUGUST | I0002244 | 02 | 541000 | 530400 | 7010 | 43.43 |
| G0001085 | 09/30/96 | CLEBRO | Cleaver Brooks | 855941 | I0002103 | 02 | 541000 | 540140 | 7010 | 111.52 |

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|-----------------|----------|------------------------|----------------------------|--------------------------|----------|--------|--------|--------|---------------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0001086 | 09/30/96 | COLHEA | Colonial Healthcare Supply | 1553627 | I0001789 | 01 | 352200 | 540120 | 1040 | 83.57 |
| G0001087 | 09/30/96 | COMEDI | Commonwealth Edison | 0827963088A | I0002104 | 02 | 545000 | 570300 | 7060 | 25.28 |
| | | | | 09039613655 | I0002129 | 02 | 545000 | 570300 | 7060 | 8,853.12 |
| | | | | | | | | | CHECK TOTAL | 8,878.40 |
| G0001088 | 09/30/96 | COMBRI | Communication Briefings | 3259635 | I0002130 | 01 | 212100 | 540600 | 8030 | 79.00 |
| G0001089 | 09/30/96 | CONMAN | Consolidated Management Co | 80045 | I0002105 | 01 | | 130903 | | 137.50 |
| | | | | 800-34, 40, 43 | I0002106 | 01 | 110000 | 550100 | 8050 | 135.00 |
| | | | | | 01 | | 211000 | 550900 | 8010 | 51.25 |
| | | | | | | | | | INVOICE TOTAL | 186.25 |
| | | | | 80036 | I0002107 | 01 | 530010 | 550900 | 8040 | 255.00 |
| | | | | 80041 | I0002108 | 01 | 314000 | 540120 | 1090 | 1,170.00 |
| | | | | 80037 | I0002109 | 050110 | 343400 | 550100 | 4010 | 245.00 |
| | | | | 80042 | I0002110 | 01 | 363100 | 550100 | 2040 | 97.50 |
| | | | | 800-35, 38, 46 | I0002111 | 050130 | 345100 | 550100 | 4020 | 531.35 |
| | | | | | 050130 | | 345300 | 550100 | 4020 | 85.50 |
| | | | | | | | | | INVOICE TOTAL | 616.85 |
| | | | | 80049 | I0002131 | 050130 | 345300 | 550100 | 4020 | 50.00 |
| | | | | 80047 | I0002132 | 01 | 361000 | 550100 | 2080 | 13.70 |
| | | | | 80048 | I0002133 | 050500 | 414000 | 540190 | 6030 | 54.30 |
| | | | | 80039 | I0002134 | 01 | 418000 | 540190 | 3090 | 121.25 |
| | | | | 80053 | I0002206 | 101010 | 461401 | 590900 | 6090 | 233.00 |
| | | | | 80054 | I0002207 | 01 | 411000 | 550100 | 8010 | 15.94 |
| | | | | | | | | | CHECK TOTAL | 7,194.29 |

| CHECK NUMBER | | PAYEE/VENDOR NUMBER | | INVOICE NUMBER VENDOR'S INTERNAL | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------------|--|----------|------|--------|--------|-------------|-----------------|
| G0001090 | 09/30/96 | CONPSY | Consulting Psychologists Press | IN772233 | I0002135 | 01 | 441100 | 540120 | 3020 | 52.50 |
| G0001091 | 09/30/96 | CREED | CREED | 071747 | I0002112 | 02 | 541000 | 540140 | 7010 | 36.63 |
| G0001092 | 09/30/96 | CREELE | Crescent Electric Supply Co | 01326944000 | I0002113 | 02 | 541000 | 540140 | 7010 | 246.80 |
| | | | | 013269440-01 | I0002115 | 02 | 541000 | 540140 | 7010 | 236.25 |
| | | | | | | | | | CHECK TOTAL | 483.05 |
| G0001093 | 09/30/96 | 385502110 | Cullum, Carol | | I0002208 | 01 | 420000 | 550100 | 3010 | 10.09 |
| G0001094 | 09/30/96 | DAIGAZ | Daily Gazette | 659 | I0002136 | 01 | 212100 | 540700 | 8030 | 265.05 |
| G0001095 | 09/30/96 | DAWSUB | Dawson Subscription Service | | I0001772 | 01 | 362100 | 540600 | 2010 | 7,491.90 |
| G0001096 | 09/30/96 | DAYTI | Daytimers, Inc | | I0001790 | 01 | 351000 | 540110 | 1040 | 95.80 |
| G0001097 | 09/30/96 | ECHO | Echo | 8-13/8-27 | I0002281 | 01 | 212100 | 540700 | 8030 | 48.00 |
| G0001098 | 09/30/96 | ECOLAB | ECOLAB | 3887240 | I0002116 | 02 | 541000 | 530400 | 7010 | 162.00 |
| G0001099 | 09/30/96 | ESSCOM | Essex Computers | 15971 | I0002118 | 01 | 333100 | 580620 | 1030 | 8,664.00 |
| | | | | 16730 | I0002139 | 01 | 333100 | 540120 | 1030 | 505.00 |
| | | | | 17249 | I0002326 | 12 | | | | 285.00 |
| | | | | | | | | | CHECK TOTAL | 9,454.00 |
| G0001100 | 09/30/96 | EUGERN | Eugene Ernst Products Co | 22665 | I0002138 | 02 | 541000 | 540140 | 7010 | 749.28 |
| G0001101 | 09/30/96 | FISSCI | Fisher Scientific | 2507931 | I0001794 | 01 | 335100 | 540120 | 1010 | 89.37 |

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|-----------------|----------|------------------------|--------------------------------|--------------------------|----------|------|--------|---------------|------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0001101 | 09/30/96 | FISSCI | Fisher Scientific | | I0002140 | 01 | 335200 | 540120 | 1010 | 309.40 |
| | | | | 2955114 | I0002210 | 01 | 352100 | 540110 | 1040 | 204.79 |
| | | | | 2932328 | I0002211 | 01 | 352100 | 540110 | 1040 | 137.12 |
| | | | | | | | | CHECK TOTAL | | 740.68 |
| G0001102 | 09/30/96 | FLISCI | Flinn Scientific | 291505 | I0002212 | 01 | 335200 | 540120 | 1010 | 59.89 |
| G0001103 | 09/30/96 | FLOFLO | Floralcrest Florist & Greenhou | 76894 | I0002213 | 01 | 334000 | 540120 | 1020 | 21.70 |
| G0001104 | 09/30/96 | FULPRE | Fulton Press Inc | 8-14/8-28 | I0002214 | 01 | 212100 | 540700 | 8030 | 68.00 |
| G0001105 | 09/30/96 | GRAIN | Grainger | | I0001786 | 01 | 333100 | 540120 | 1030 | 82.83 |
| | | | | 6644071851 | I0002328 | 02 | 541000 | 540140 | 7010 | 52.90 |
| | | | | 9708495560 | I0002329 | 02 | 541000 | 540140 | 7010 | 73.92 |
| | | | | | | | | CHECK TOTAL | | 209.65 |
| G0001106 | 09/30/96 | GRELAK | Great Lakes Airgas Inc | 837897 | I0002215 | 01 | 333200 | 540120 | 1030 | 2.18 |
| | | | | | 01 | | 333300 | 540120 | 1030 | 2.17 |
| | | | | 833243 | I0002217 | 01 | 352100 | 540120 | 1040 | 8.70 |
| | | | | 837898A | I0002218 | 01 | 352100 | 540120 | 1040 | 8.70 |
| | | | | 833242 | I0002219 | 01 | 333200 | 540120 | 1030 | 2.18 |
| | | | | | 01 | | 333300 | 540120 | 1030 | 2.17 |
| | | | | | | | | INVOICE TOTAL | | 4.35 |
| | | | | | | | | | | |
| | | | | | | | | CHECK TOTAL | | 26.10 |

| CHECK NUMBER | DATE | PAYEE/VENDOR | | INVOICE NUMBER | | | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|--------------|----------------------------|----------------|----------------|----------|--------|--------|--------|-------------|--------|--------------|
| | | NUMBER | NAME | VENDOR'S | INTERNAL | | | | | | | |
| G0001107 | 09/30/96 | GRUTRU | Grummert's True Value | 0816040055 | 10002331 | 02 | 541000 | 540140 | 7010 | | | 125.68 |
| | | | | 0816040055A | 10002332 | 02 | 542000 | 540140 | 7020 | | 72.33 | |
| | | | | | 10002333 | 02 | 541000 | 540140 | 7010 | | 272.00 | |
| | | | | | 0805010144-146 | 10002356 | 02 | 541000 | 540140 | 7010 | | 15.49 |
| | | | | | | | | | | CHECK TOTAL | 485.50 | |
| G0001108 | 09/30/96 | HASOFF | Haskell's Office Equipment | 52006C | 10002221 | 01 | 430100 | 540110 | 3040 | | | 16.14 |
| | | | | 301769 | 10002222 | 01 | 511000 | 540110 | 8010 | | 169.00 | |
| | | | | 23086D | 10002223 | 01 | 352200 | 540110 | 1040 | | 57.66 | |
| | | | | 51965C | 10002225 | 01 | 430100 | 540110 | 3040 | | 73.03 | |
| | | | | 51963C | 10002226 | 01 | 430100 | 540110 | 3040 | | 65.02 | |
| | | | | 51964C | 10002227 | 01 | 352400 | 540110 | 1040 | | 89.97 | |
| | | | | 51940C | 10002228 | 01 | 335100 | 540120 | 1010 | | 10.80 | |
| | | | | 23275D | 10002229 | 01 | 352200 | 540110 | 1040 | | 17.58 | |
| | | | | 51970C | 10002231 | 01 | 520100 | 540110 | 8020 | | 3.96 | |
| | | | | 51939C | 10002232 | 01 | 520100 | 540110 | 8020 | | 31.70 | |
| | | | | 24568CM/51827C | 10002233 | 01 | 420000 | 540110 | 3010 | | -7.55 | |
| | | | | | | | | | | | | |
| G0001109 | 09/30/96 | HEWPAC | Hewlett-Packard | 36V3P83 | 10001762 | 12 | | 130907 | | | | 1,635.00 |
| G0001110 | 09/30/96 | HONEY | Honeywell Inc | 331PT089 | 10002327 | 02 | 541000 | 540140 | 7010 | | | 69.58 |
| G0001111 | 09/30/96 | ILLTRO | Illini Trophy | | 10002234 | 01 | 530010 | 550900 | 8040 | | | 93.30 |

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|-----------------|----------|------------------------|--------------------------------|-----------------|----------|--------|--------|-------------|------|--------------|
| | | VENDOR'S | INTERNAL | | | | | | | |
| G0001112 | 09/30/96 | ILLASBO | Illinois ASBO | 1779 | I0001788 | 01 | 511000 | 550100 | 8010 | 75.00 |
| G0001113 | 09/30/96 | | Illinois Issues | | I0002235 | 01 | 212100 | 540600 | 8030 | 72.00 |
| G0001114 | 09/30/96 | INBIT | INBIT | FS006932 | I0002236 | 01 | 369000 | 540420 | 8080 | 55.95 |
| G0001115 | 09/30/96 | INTBUS | International Business Machine | 8602956 | I0001761 | 01 | 369000 | 540420 | 8080 | 4,086.00 |
| | | | | 463186F | I0002237 | 12 | | 130907 | | 2,256.80 |
| | | | | 9602768 | I0002238 | 01 | 369000 | 540420 | 8080 | 4,086.00 |
| | | | | | | | | CHECK TOTAL | | 10,428.80 |
| G0001116 | 09/30/96 | INTLAB | Interstate Label Company | 2204991A | I0002321 | 050130 | 345400 | 540700 | 4090 | 123.94 |
| G0001117 | 09/30/96 | JNODOE | JNO V. Doehren | 079917 | I0002209 | 01 | 352500 | 540120 | 1040 | 289.70 |
| | | | | S15935 | I0002240 | 12 | | 130907 | | 106.60 |
| | | | | | | | | CHECK TOTAL | | 396.30 |
| G0001118 | 09/30/96 | KLARAD | Klaus Radio Inc | 11893 | I0002241 | 01 | 335400 | 540120 | 1010 | 404.98 |
| G0001119 | 09/30/96 | KRACOM | Krames Communications | | I0002242 | 01 | 323200 | 540120 | 1010 | 271.35 |
| | | | | 1377213 | I0002243 | 01 | 323200 | 540120 | 1010 | 170.20 |
| | | | | | | | | CHECK TOTAL | | 441.55 |
| G0001120 | 09/30/96 | KROCOM | Kroger Company | 090436824000085 | I0001796 | 01 | 419000 | 540190 | 3090 | 5.00 |
| G0001121 | 09/30/96 | LAKLAN | Lake Land College | | I0001764 | 01 | 211000 | 540600 | 8010 | 500.00 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | | <--- INVOICE NUMBER ----> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|----------------------------|---------------------------|----------|--------|--------|--------|-------------|--------------|
| | | NAME | VENDOR'S | INTERNAL | | | | | | |
| G0001122 | 09/30/96 | LEEFS | Lee FS Inc | 20630 | I0002246 | 02 | 543000 | 540140 | 7030 | 749.70 |
| G0001123 | 09/30/96 | LEEWAY | Lee Wayne | | I0002245 | 01 | 323200 | 540120 | 1010 | 283.29 |
| G0001124 | 09/30/96 | LUCMUS | Luck's Music Library | 440970 | I0001776 | 01 | 322600 | 540120 | 1010 | 441.53 |
| | | | | 440971DI & C/M | I0002248 | 01 | 322600 | 540120 | 1010 | 45.70 |
| | | | | | | | | | CHECK TOTAL | 487.23 |
| G0001125 | 09/30/96 | LUNFLO | Lundstrom Florist | 43609 | I0002249 | 01 | 211000 | 550900 | 8010 | 47.00 |
| G0001126 | 09/30/96 | LYBCOM | Lyben Computer Systems | | I0002250 | 01 | 333100 | 540120 | 1030 | 82.60 |
| G0001127 | 09/30/96 | MACPRO | Mac Professional Book Club | 246103639594 | I0001781 | 01 | 363200 | 540410 | 2020 | 33.79 |
| G0001128 | 09/30/96 | MACWAR | Mac Warehouse | 3.84 | I0002251 | 01 | 326000 | 540120 | 1050 | 183.74 |
| | | | | R3239068 | I0002255 | 01 | 530010 | 540420 | 8040 | 92.95 |
| | | | | | | | | | CHECK TOTAL | 276.69 |
| G0001129 | 09/30/96 | MACPUB | Macmillan Publishing | 17159882 | I0002334 | 050110 | 343100 | 540120 | 4010 | 107.27 |
| G0001130 | 09/30/96 | MARJON | Marlin P. Jones | | I0002252 | 01 | 333100 | 540120 | 1030 | 86.06 |
| G0001131 | 09/30/96 | 332629105 | Masengarb, Lisa | | I0002253 | 01 | 513000 | 580903 | 8060 | 228.40 |
| G0001132 | 09/30/96 | MAYDAV | Mayes, David | SEPTEMBER | I0002254 | 02 | 541000 | 530400 | 7010 | 400.00 |
| G0001133 | 09/30/96 | MCCOR | McCormick's | 12669 | I0002256 | 01 | 314000 | 540120 | 1090 | 49.00 |

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|-----------------|----------|------------------------|------------------------------|----------|----------|--------|-------------|--------|------|----------------------|
| | | | VENDOR'S | INTERNAL | | | | | | |
| G0001134 | 09/30/96 | MCMCAR | McMaster Carr Supply Company | 7575153 | I0002337 | 02 | 541000 | 540140 | 7010 | 58.23 |
| | | | | 7612119 | I0002338 | 02 | 541000 | 540140 | 7010 | 18.69 |
| | | | | | | | | | | CHECK TOTAL 76.92 |
| G0001135 | 09/30/96 | | McPherson Electronics | 00448 | I0002339 | 12 | | 130907 | | 467.79 |
| G0001136 | 09/30/96 | MEDPLA | Medical Plastics Lab, Inc | 64237 | I0002257 | 12 | | 130907 | | 129.05 |
| G0001137 | 09/30/96 | MENAR | Menards | 59058 | I0001792 | 01 | 333100 | 540120 | 1030 | 39.99 |
| | | | | 61067 | I0002258 | 02 | 541000 | 540140 | 7010 | 12.55 |
| | | | | 60505 | I0002259 | 02 | 543000 | 540150 | 7030 | 11.77 |
| | | | | 58812 | I0002260 | 050600 | 460204 | 540120 | 6050 | 365.45 |
| | | | | 61137 | I0002340 | 02 | 541000 | 540140 | 7010 | 9.57 |
| | | | | | | | CHECK TOTAL | | | 439.33 |
| G0001138 | 09/30/96 | MONKON | Montgomery Kone Inc | 080196A | I0002262 | 02 | 541000 | 530400 | 7010 | 495.00 |
| | | | | 322306 | I0002336 | 02 | 541000 | 530400 | 7010 | 555.89 |
| | | | | | | | | | | CHECK TOTAL 1,050.89 |
| G0001139 | 09/30/96 | MORSER | Morgan Services Inc. | 54730 | I0002263 | 02 | 542000 | 530400 | 7020 | 109.95 |
| | | | | 50889 | I0002264 | 02 | 542000 | 530400 | 7020 | 142.77 |
| | | | | | | | | | | CHECK TOTAL 252.72 |
| G0001140 | 09/30/96 | MOUELE | Mouser Electronics | 22716820 | I0002265 | 01 | 333100 | 540120 | 1030 | 2.21 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | INVOICE NUMBER | | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT | | | |
|-----------------|----------|------------------------|---------------------------------|----------------|----------|----|--------|--------|------|-------------|--------------|--------|------|----------|
| | | | | VENDOR'S | INTERNAL | | | | | | | | | |
| G0001140 | 09/30/96 | MOULEL | Mouser Electronics | 22716663 | I0002266 | 01 | 333100 | 540120 | 1030 | | 26.70 | | | |
| | | | | 22716529 | I0002267 | 01 | | | | | 333100 | 540120 | 1030 | 224.85 |
| | | | | 22716504 | I0002268 | 01 | | | | | 333100 | 540120 | 1030 | 769.14 |
| | | | | | | | | | | CHECK TOTAL | 1,022.90 | | | |
| G0001141 | 09/30/96 | MUEAUD | Mueller Audio Visual | 2674 | I0002341 | 01 | 363200 | 530400 | 2020 | | 71.05 | | | |
| | | | | 6420 | I0002342 | 01 | | | | | 363200 | 530400 | 2020 | 100.00 |
| | | | | | | | | | | CHECK TOTAL | 171.05 | | | |
| G0001142 | 09/30/96 | NAEIR | NAEIR | F313631 | I0002269 | 01 | 513000 | 540600 | 8060 | | 99.00 | | | |
| G0001143 | 09/30/96 | NATCOM | National Computer Systems, Inc | 257425 | I0001795 | 01 | 411000 | 540110 | 8010 | | 12.40 | | | |
| G0001144 | 09/30/96 | NCIA | National Council of Instruction | | I0002343 | 01 | 311000 | 540600 | 8010 | | 120.00 | | | |
| G0001145 | 09/30/96 | NEWREA | New Readers Press | 10469 | I0002270 | 01 | 326000 | 540120 | 1050 | | 122.50 | | | |
| G0001146 | 09/30/96 | NEXOFF | Nexus Office Systems, Inc | KB5356 | I0002271 | 12 | | | | | 403.00 | | | |
| G0001147 | 09/30/96 | NORILL | Northern Illinois Gas Company | 0822969520 | I0002272 | 02 | 545000 | 570100 | 7060 | | 614.90 | | | |
| | | | | 0823961270 | I0002273 | 02 | | | | | 545000 | 570100 | 7060 | 69.67 |
| | | | | 0822969500 | I0002274 | 02 | | | | | 545000 | 570100 | 7060 | 1,416.98 |
| | | | | | | | | | | CHECK TOTAL | 2,101.49 | | | |
| G0001148 | 09/30/96 | | Nurse Educator | | I0002275 | 01 | 351000 | 540110 | 1040 | | 52.00 | | | |

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|-----------------|----------|------------------------|--------------------------------|--------------------------|----------|--------|--------|--------|---------------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0001149 | 09/30/96 | OSCDRU | Osco Drug Store | 553284 | I0002277 | 01 | 363200 | 540410 | 2020 | 3.73 |
| G0001150 | 09/30/96 | PWSUP | P & W Supply Co | 9512615 | I0002280 | 02 | 541000 | 540140 | 7010 | 6.20 |
| G0001151 | 09/30/96 | PAPDIR | Paper Direct Inc | 303158070101 | I0001777 | 050120 | 343200 | 540700 | 4040 | 29.90 |
| G0001152 | 09/30/96 | PEABU | Peabudy's Inc | 8727 | I0002278 | 02 | 543000 | 540150 | 7030 | 72.16 |
| G0001153 | 09/30/96 | PENLOC | Pennunion Lock Box | 081996000611 | I0002279 | 02 | 545000 | 570100 | 7060 | 19,880.30 |
| G0001154 | 09/30/96 | PREHAL | Prentice Hall-Simon Schuster | 24011353859846 | I0001759 | 01 | 212100 | 540110 | 8030 | 43.82 |
| G0001155 | 09/30/96 | QUILL | Quill Corporation | 0102828 | I0002282 | 01 | 341000 | 540110 | 2080 | 109.43 |
| G0001156 | 09/30/96 | RADRAN | Radio Ranch Inc | 1013 | I0002283 | 12 | 544000 | 530400 | 7040 | 201.52 |
| | | | | 5908 | I0002344 | 02 | 541000 | 530400 | 7010 | 249.00 |
| | | | | | | | | | CHECK TOTAL | 450.52 |
| G0001157 | 09/30/96 | RCPRI | RC Printing of Northwestern Il | 9006 | I0002345 | 101150 | 461415 | 590900 | 6090 | 179.32 |
| G0001158 | 09/30/96 | ROCRIV | Rock River Business Supplies I | 588400 | I0002284 | 01 | 352400 | 540110 | 1040 | 71.10 |
| | | | | | 01 | 352100 | 540110 | 1040 | 39.50 | |
| | | | | | 01 | 352500 | 540110 | 1040 | 67.15 | |
| | | | | | 01 | 352200 | 540110 | 1040 | 82.95 | |
| | | | | | | | | | INVOICE TOTAL | 260.70 |
| G0001159 | 09/30/96 | | Rock River Ready Mix | 73615 | I0002285 | 050600 | 460204 | 540120 | 6050 | 46.48 |
| G0001160 | 09/30/96 | ROCVAL | Rock Valley Computers Inc | 66896 | I0001769 | 12 | 130907 | | | 150.00 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------------|--------------------------|----------|--------|--------|--------|-------------|------|--------------|
| | | | | VENDOR'S | INTERNAL | FUND | | | | | |
| G0001161 | 09/30/96 | ROCREG | Rockford Register Star | 340212 | I0002286 | 01 | 513000 | 550400 | 8060 | | 137.63 |
| | | | | 329956 | I0002287 | 01 | 513000 | 550400 | 8060 | | 228.05 |
| | | | | 341522 | I0002346 | 01 | 513000 | 550400 | 8060 | | 170.51 |
| | | | | | | | | | CHECK TOTAL | | 536.19 |
| G0001162 | 09/30/96 | SSCHEMA | S&S Chemical Corporation | 40720 | I0002291 | 02 | 542000 | 540140 | 7020 | | 61.36 |
| G0001163 | 09/30/96 | SANSPO | Santo Sport Store | 0006461IN | I0002349 | 050600 | 460305 | 540120 | 6050 | | 1,037.45 |
| | | | | 0006478IN | I0002350 | 050600 | 460201 | 540120 | 6050 | | 368.00 |
| | | | | | | | | | CHECK TOTAL | | 1,405.45 |
| G0001164 | 09/30/96 | SBMBUS | SBM Business Equipment Center | 105027 | I0002288 | 12 | | | | | 133.30 |
| G0001165 | 09/30/96 | SCTSOF | SCT Software & Resource Mgmt C | 010164910005 | I0002289 | 01 | 513000 | 580903 | 8060 | | 198.76 |
| G0001166 | 09/30/96 | SENPOO | SENTRY POOL & CHEMICAL SUPPLIE | 152335 | I0002351 | 02 | 541000 | 540140 | 7010 | | 27.00 |
| G0001167 | 09/30/96 | SHAPRE | Shawver Press Inc | 251 | I0001791 | 01 | 331000 | 540110 | 2080 | | 41.22 |
| G0001168 | 09/30/96 | | Sprint-Illinois | RAH139600112 | I0002290 | 02 | 545000 | 570100 | 7060 | | 144.47 |
| G0001169 | 09/30/96 | STESEC | Stewart Security | 30240 | I0002292 | 12 | 544000 | 530900 | 7040 | | 760.00 |
| | | | | 30348 | I0002347 | 12 | 544000 | 530900 | 7040 | | 760.00 |
| | | | | 30404 | I0002348 | 12 | 544000 | 530900 | 7040 | | 1,059.25 |
| | | | | | | | | | CHECK TOTAL | | P,579.25 |

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|-----------------|----------|------------------------|------------------------------|---------------------------|----------|--------|--------|--------|---------------|-----------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0001170 | 09/30/96 | SWAFLO | Swartleys Florist | 48380 | I0001780 | 01 | 211000 | 550900 | 8010 | 41.95 |
| G0001171 | 09/30/96 | TSSPO | T's Sports | 0055 | I0002355 | 050600 | 460305 | 540120 | 6050 | 98.00 |
| G0001172 | 09/30/96 | TELEG | Telegraph | 809 | I0002294 | 01 | 212100 | 540700 | 8030 | 235.98 |
| | | | | 809A | I0002295 | 01 | 513000 | 550400 | 8030 | 100.30 |
| | | | LEGAL #9328 | | I0002296 | 01 | 110000 | 540700 | 8050 | 29.70 |
| | | | | | | | | | CHECK TOTAL | 365.98 |
| G0001173 | 09/30/96 | TEMSP0 | Temple's Sporting Goods | 553904 | I0002293 | 050600 | 460204 | 540120 | 6050 | 518.13 |
| G0001174 | 09/30/96 | THOPUB | Thompson Publishing Group | R3 | I0001767 | 01 | 530010 | 540600 | 8040 | 256.00 |
| G0001175 | 09/30/96 | TONTEC | Toner Tech Plus | 222 | I0002297 | 01 | 369000 | 540110 | 8080 | 69.95 |
| G0001176 | 09/30/96 | TOWCOU | Towne & Country Graphics Ltd | 21411 | I0002298 | 01 | 212100 | 540700 | 8030 | 3,791.00 |
| G0001177 | 09/30/96 | TRICOU | Tri-County Press | 455 | I0002276 | 01 | 212100 | 540700 | 8030 | 34.02 |
| G0001178 | 09/30/96 | TRIC | Triple C, Inc | 1850 | I0002354 | 01 | 530010 | 550900 | 8040 | 1,312.77 |
| G0001179 | 09/30/96 | USFIL | U S Filter Corporation | 0577598 | I0001782 | 01 | 352100 | 530400 | 1040 | 114.00 |
| G0001180 | 09/30/96 | | Voided Check | | | | | | | |
| G0001181 | 09/30/96 | | Voided Check | | | | | | | |
| G0001182 | 09/30/96 | UNICOM | Unique Computer | 369058 | I0001766 | 01 | 369000 | 540110 | 8080 | 13.00 |
| | | | | 368576-368536 | I0001768 | 01 | 369000 | 540110 | 8080 | 8.95 |
| | | | | | | 12 | 130907 | | | 225.00 |
| | | | | | | | | | INVOICE TOTAL | 233.95 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|-----------------|--------------------------|----------|--------|--------|--------|------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0001182 | 09/30/96 | UNICOM | Unique Computer | 36911S-36876S | I0001770 | 01 | 369000 | 540110 | 8080 | 111.85 |
| | | | | 36878S | I0001774 | 01 | 335100 | 540120 | 1010 | 119.00 |
| | | | | 36877S | I0001775 | 01 | 332300 | 540120 | 1020 | 99.00 |
| | | | | 36929S | I0001778 | 01 | 369000 | 540110 | 8080 | 495.00 |
| | | | | 36873S | I0001779 | 01 | 322200 | 540120 | 1010 | 170.00 |
| | | | | 36930S | I0001783 | 01 | 369000 | 540110 | 8080 | 29.75 |
| | | | | 36933S | I0001784 | 01 | 369000 | 540110 | 8080 | 84.55 |
| | | | | 36874S | I0002359 | 050300 | 212200 | 540810 | 6090 | 116.00 |
| | | | | 37068S | I0002360 | 01 | 362100 | 580620 | 2010 | 5,676.00 |
| | | | | 37060S | I0002362 | 01 | 430100 | 540110 | 3040 | 139.95 |
| | | | | 37195S | I0002363 | 01 | 335100 | 540120 | 1010 | 207.00 |
| | | | | 37040S | I0002364 | 01 | 322800 | 540120 | 1010 | 480.00 |
| | | | | 37140S | I0002365 | 01 | | 130903 | | 89.95 |
| | | | | 36928S | I0002366 | 01 | 430100 | 580510 | 3040 | 595.00 |
| | | | | 37063S | I0002367 | 01 | 411000 | 540110 | 8010 | 460.00 |
| | | | | 37142S | I0002368 | 01 | 520100 | 540900 | 8020 | 135.00 |
| | | | | 37141S | I0002369 | 01 | | 130903 | | 98.00 |
| | | | | 37144S | I0002370 | 12 | | 130907 | | 197.00 |
| | | | | 37143S | I0002371 | 01 | 369000 | 540110 | 8080 | 140.00 |
| | | | | 36931S | I0002372 | 01 | 430100 | 540110 | 3040 | 253.00 |
| | | | | 37170S | I0002373 | 01 | 369000 | 540110 | 8080 | 22.00 |
| | | | | 370368SA | I0002374 | 01 | 362100 | 580620 | 2010 | 150.00 |
| | | | | 36991S | I0002375 | 01 | 369000 | 540110 | 8080 | 18.95 |

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|-----------------|----------|------------------------|------------------------------|----------------------------|----------|--------|--------|--------|------|-----------------------|
| | | NAME | | INTERNAL | | | | | | |
| G0001182 | 09/30/96 | UNICOM | Unique Computer | 36989S | I0002376 | 01 | 369000 | 540420 | 8080 | 139.00 |
| | | | | 36984S | I0002377 | 01 | 369000 | 540120 | 8080 | 159.95 |
| | | | | 36733S | I0002378 | 050300 | 212200 | 540810 | 6090 | 275.00 |
| | | | | 37050S | I0002379 | 12 | | 130907 | | 69.00 |
| | | | | 37070S | I0002380 | 01 | 369000 | 540110 | 8080 | 285.00 |
| | | | | 37051S | I0002381 | 01 | 369000 | 530400 | 8080 | 460.00 |
| | | | | 36946S | I0002382 | 12 | | 130907 | | 147.95 |
| | | | | 37065SA | I0002383 | 050300 | 212200 | 540810 | 6090 | 165.95 |
| | | | | | | | | | | CHECK TOTAL 11,835.80 |
| G0001183 | 09/30/96 | UNISO | Unisource | 12598100 | I0002299 | 050300 | 212200 | 540810 | 6090 | 631.54 |
| | | | | 12480800 | I0002300 | 050300 | 212200 | 540810 | 6090 | 181.01 |
| | | | | 124819 | I0002301 | 050300 | 212200 | 540810 | 6090 | 999.60 |
| | | | | | | | | | | CHECK TOTAL 1,812.15 |
| G0001184 | 09/30/96 | UNIPAR | United Parcel Service | 0000618479366 | I0002302 | 01 | 513000 | 540430 | 8060 | 166.63 |
| G0001185 | 09/30/96 | USPOS | US Postmaster | SEPTEMBER | I0002303 | 01 | 513000 | 540430 | 8060 | 3,000.00 |
| G0001186 | 09/30/96 | | V.W. Eimicke Associates Inc | | I0002304 | 12 | 367000 | 540190 | 8060 | 72.25 |
| G0001187 | 09/30/96 | VONIND | Vonachen Industrial Supplies | 039335 | I0002305 | 02 | 542000 | 540140 | 7020 | 55.76 |
| | | | | 029327 | I0002306 | 02 | 542000 | 540140 | 7020 | 511.05 |
| | | | | 030169 | I0002307 | 02 | 542000 | 540140 | 7020 | 76.38 |
| | | | | | | | | | | CHECK TOTAL 643.13 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------------|--------------------------|----------|------|--------|--------|------|------|---------------|
| | | | | VENDOR'S | INTERNAL | FUND | | | | | |
| G0001188 | 09/30/96 | WACO | Waco | 261081 | I0002310 | 01 | 335200 | 540120 | 1010 | | 519.83 |
| G0001189 | 09/30/96 | WACO | Waco | 261082 | I0002311 | 01 | 335200 | 540120 | 1010 | | 108.60 |
| G0001190 | 09/30/96 | WALMAR | Wal-Mart Stores, Inc | 1279361 | I0001765 | 01 | 326000 | 540120 | 1050 | | 69.60 |
| G0001191 | 09/30/96 | WALLC | Wallcur, Inc | 3.62 | I0002312 | 01 | 352200 | 540120 | 1040 | | 50.57 |
| G0001192 | 09/30/96 | WALLEA | Walnut Leader | 082696 | I0002313 | 01 | 212100 | 540700 | 8030 | | 36.80 |
| G0001193 | 09/30/96 | WARMUR | Ward, Murray, Pace, & Johnson, | | I0002314 | 01 | 110000 | 530500 | 8050 | | 240.00 |
| | | | | | 12 | | 512120 | 530500 | 8020 | | 255.50 |
| | | | | | | | | | | | INVOICE TOTAL |
| | | | | | | | | | | | 495.50 |
| G0001194 | 09/30/96 | WESILL | Western Illinois University | ECONOMIC CONF. | I0001771 | 01 | 324300 | 550100 | 1010 | | 20.00 |
| G0001195 | 09/30/96 | WISTUR | Wisconsin Turf Equipment Corp | 554620 | I0002357 | 02 | 543000 | 530400 | 7030 | | 81.84 |
| | | | | 554460 | I0002358 | 02 | 543000 | 540140 | 7030 | | 2.40 |
| | | | | | | | | | | | CHECK TOTAL |
| | | | | | | | | | | | 84.24 |
| G0001196 | 09/30/96 | WIXFM | WIXN FM - WIXN AM | 083196 | I0002315 | 01 | 212100 | 540700 | 8030 | | 676.00 |
| G0001197 | 09/30/96 | WLLT | WLLT | 083096 | I0002316 | 01 | 212100 | 540700 | 8030 | | 1,254.00 |
| G0001198 | 09/30/96 | WNSPUB | WNS Pub. News-Sentinel/The Rev | 270 | I0002317 | 01 | 212100 | 540700 | 8030 | | 82.40 |
| G0001199 | 09/30/96 | WSDAM | WSDR-AM | AUGUST STMT | I0002318 | 01 | 212100 | 540700 | 8030 | | 956.66 |
| G0001200 | 09/30/96 | WSSFM | WSSQ-FM | 8118 | I0002319 | 01 | 212100 | 540700 | 8030 | | 200.00 |

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|-----------------|----------|------------------------|-------------------|----------------------------|----------|--------|--------|--------|------|-------------------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| G0001201 | 09/30/96 | XEROX | Xerox Corporation | I0002320 | | 050200 | 280200 | | | 111.15 |
| | | | | | | 050200 | 362200 | 560400 | 6090 | 39.11 |
| | | | | | | 050200 | | 280200 | | 442.56 |
| | | | | | | 050200 | 362200 | 560400 | 6090 | 151.55 |
| | | | | | | 050200 | 362200 | 530400 | 6090 | 700.81 |
| | | | | | | | | | | INVOICE TOTAL 1,445.18 |
| | | | | | | | | | | BANK TOTAL \$589,987.98 |

| CHECK NUMBER | DATE | NUMBER | PAYEE/VENDOR NAME | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT | |
|-----------------|----------|-----------|--------------------------------|--------------------------|----------|----------|--------|--------|--------|---------------|--------|
| | | | | VENDOR'S | INTERNAL | | | | | | |
| F0000133-134 | | | VOID CHECKS | | | I0001624 | 063020 | 336400 | 540110 | 1030 | 500.00 |
| F0000135 | 08/23/96 | AMECOL | American College Testing Progr | | | | | | | | |
| F0000136 | 08/23/96 | 359544890 | Conrad, Kelly | | | I0001623 | 063011 | 451000 | 550100 | 3020 | 43.18 |
| | | | | | | 063011 | 451000 | 550100 | 3020 | 112.00 | |
| | | | | | | 063011 | 451000 | 550100 | 3020 | 652.50 | |
| | | | | | | | | | | INVOICE TOTAL | |
| | | | | | | | | | | 807.68 | |
| F0000137 | 08/23/96 | FISSCI | Fisher Scientific | 2352581A | | I0001626 | 062031 | 336100 | 580620 | 1030 | 690.03 |
| F0000138 | 08/23/96 | 343421464 | Frana, Jerry | | | I0001618 | 062160 | 315000 | 530200 | 2090 | 250.00 |
| F0000139 | 08/23/96 | 328406399 | Hamlin, Leon | | | I0001620 | 062160 | 315000 | 530200 | 2090 | 350.00 |
| F0000140 | 08/23/96 | 322265707 | Happach, Ronald H. | | | I0001619 | 062160 | 315000 | 530200 | 2090 | 250.00 |
| F0000141 | 08/23/96 | KISCOL | Kishwaukee College | ICVA CONFERENCE | | I0001622 | 063020 | 336400 | 550100 | 1030 | 150.00 |
| F0000142 | 08/23/96 | RCPRI | RC Printing of Northwestern II | 8940 | | I0001625 | 062130 | 442400 | 540120 | 3020 | 550.00 |
| F0000143 | 08/23/96 | 343306801 | Williamson, Judy | | | I0001621 | 062160 | 315000 | 530200 | 2090 | 250.00 |
| F0000144-145 | | | VOID CHECKS | | | | | | | | |

| CHECK NUMBER | DATE | PAYEE/VENDOR | | INVOICE NUMBER | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|--------------|--------------------------------|----------------|----------|--------|--------|------|---------------|-----------------|
| | | NUMBER | NAME | VENDOR'S | INTERNAL | | | | | |
| F0000146 | 08/30/96 | ATTBUS | AT&T Business Service | I0001748 | 062050 | 347200 | 570500 | 4090 | | 13.17 |
| F0000147 | 08/30/96 | CENILL | Centel-Illinois | I0001745 | 062050 | 347200 | 570500 | 4090 | | 75.48 |
| F0000148 | 08/30/96 | | CIAESC | I0001747 | 062060 | 329100 | 550100 | 1060 | | 10.00 |
| F0000149 | 08/30/96 | | Conrad, Kelly | I0001750 | 063011 | | 170100 | | | 46.00 |
| F0000150 | 08/30/96 | HASOFF | Haskell's Office Equipment | I0001755 | 063011 | 451000 | 580520 | 3020 | | 183.00 |
| F0000151 | 08/30/96 | | Illinois Small Bus. Developmen | I0001757 | 062050 | 347200 | 550100 | 4090 | | 50.00 |
| | | | | | 062050 | 347200 | 550100 | 4090 | | 25.00 |
| | | | | | | | | | INVOICE TOTAL | 75.00 |
| F0000152 | 08/30/96 | RCPRI | RC Printing of Northwestern Il | I0001754 | 063011 | 451000 | 540200 | 3020 | | 84.00 |
| F0000153 | 08/30/96 | | Southern Illinois University | I0001751 | 063011 | | 170100 | | | 15.00 |
| F0000154 | 08/30/96 | STAUNI | State Universities Retirement | I0001752 | 063020 | 336400 | 529990 | 1030 | | 100.11 |
| | | | | 063030 | 336500 | 529990 | 1030 | | | 65.75 |
| | | | | 063011 | 451000 | 529990 | 3020 | | | 423.73 |
| | | | | 062050 | 347200 | 529990 | 4090 | | | 65.44 |
| | | | | | | | | | INVOICE TOTAL | 655.03 |
| F0000155 | 08/30/96 | UNICOM | Unique Computer | I0001756 | 063020 | 336400 | 580610 | 1030 | | 71,436.00 |
| F0000156-157 | | | VOID CHECKS | | | | | | | |
| F0000158 | 09/06/96 | | Central Illinois Adult Educati | I0001872 | 063020 | 336400 | 550100 | 1030 | | 20.00 |
| F0000159-160 | | | VOID CHECKS | | | | | | | |
| F0000161 | 09/13/96 | | Bartelt, Susan | I0001915 | 063014 | 520230 | 590201 | 9010 | | 7.00 |
| F0000162 | 09/13/96 | CONKEL | Conrad, Kelly | I0001903 | 063011 | 451000 | 540120 | 3020 | | 8.00 |

| CHECK NUMBER | DATE | PAYEE/VENDOR NUMBER | NAME | <--- INVOICE NUMBER ---> | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|------------------------|--------------------------------|--------------------------|----------|--------|--------|--------|---------------|--------------|
| | | | | VENDOR'S | INTERNAL | | | | | |
| F0000162 | 09/13/96 | CONKEL | Conrad, Kelly | I0001971 | 063011 | 451000 | 550100 | 3020 | | 64.65 |
| | | | | | | | | | CHECK TOTAL | 72.65 |
| F0000163 | 09/13/96 | CONMAN | Consolidated Management Co | I0001914 | 062010 | 328200 | 550100 | 1050 | | 103.50 |
| F0000164 | 09/13/96 | | Econo Lodge | I0001900 | 063011 | 451000 | 550100 | 3020 | | 49.95 |
| F0000165 | 09/13/96 | | Holiday Inn | I0001901 | 063011 | 451000 | 550100 | 3020 | | 121.00 |
| F0000166 | 09/13/96 | | Horn, Denise | I0001916 | 063014 | 520230 | 590201 | 9010 | | 7.00 |
| F0000167 | 09/13/96 | | Maloney, Cynthia | I0001917 | 063014 | 520230 | 590201 | 9010 | | 4.00 |
| F0000168 | 09/13/96 | PUBBRO | Public Broadcasting Service | I0001913 | 062022 | 336102 | 550100 | 4090 | | 195.00 |
| F0000169 | 09/13/96 | SCHWOR | School World Software | I0001907 | 063030 | 336500 | 540120 | 1030 | | 89.00 |
| F0000170 | 09/13/96 | | Southern Regional Education Bo | I0001905 | 063030 | 336500 | 540120 | 1030 | | 75.00 |
| F0000171 | 09/13/96 | STAUNI | State Universities Retirement | I0002070 | 063020 | 336400 | 529990 | 1030 | | 100.11 |
| | | | | 063030 | | 336500 | 529990 | 1030 | | 65.44 |
| | | | | 063011 | | 451000 | 529990 | 3020 | | 447.18 |
| | | | | 062050 | | 347200 | 529990 | 4090 | | 65.75 |
| F0000172-173 | | | VOID CHECKS | | | | | | INVOICE TOTAL | 678.48 |
| F0000174 | 09/20/96 | BESWES | Best Western Brandywine Lodge | 602398 | I0002198 | 063030 | 336500 | 550100 | 1030 | 34.30 |
| F0000175 | 09/20/96 | 349244872 | Hall, Zollie | | I0002199 | 063020 | 336400 | 550100 | 1030 | 51.82 |
| F0000176 | 09/20/96 | ISBE | Illinois State Board of Educat | | I0002200 | 062071 | | 230000 | | 102.00 |

REPORT FARCHKR
FISCAL YEAR 1997
BANK: 2 Sterling Federal Bank- Re (cont.)

Sauk Valley Community College
Check Register
From 08/27/96 To 09/30/96

RUN DATE: 09/24/96
TIME: 01:21 PM
PAGE: 61

| CHECK NUMBER | DATE | PAYEE/VENDOR | | INVOICE NUMBER | | FUND | ORGN | ACCT | PROG | CHECK AMOUNT |
|-----------------|----------|--------------|-----------------------------|----------------|----------|--------|--------|--------|------|------------------------|
| | | NUMBER | NAME | VENDOR'S | INTERNAL | | | | | |
| F0000177 | 09/20/96 | PUBBRO | Public Broadcasting Service | | I0002201 | 062022 | 336102 | 590900 | 4090 | 275.00 |
| F0000178 | 09/20/96 | 322323721 | Stevens, Shirley | | I0002202 | 063044 | 329600 | 550100 | 1060 | 161.72 |
| F0000179 | 09/20/96 | UNICOM | Unique Computer | 37069S | I0002203 | 062022 | 336102 | 580610 | 4090 | 3,740.00 |
| | | | | 37061S-37062S | I0002204 | 062022 | 336102 | 540120 | 4090 | 300.00 |
| | | | | | | 062022 | 336102 | 540120 | 4090 | 119.00 |
| | | | | | | | | | | INVOICE TOTAL 419.00 |
| | | | | | | | | | | CHECK TOTAL 4,159.00 |
| | | | | | | | | | | BANK TOTAL \$82,596.81 |

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| Date | Jnl | Ref. No | Description / Accounts | Debits | Credits |
|----------|-----|---------|--|----------------------|-------------------|
| 08/02/96 | C/D | CHK5180 | PRESTON TRUCKING 549.01 Textbook Transportation 111.00 Cash in Bank | 162.51 | 162. |
| 08/06/96 | C/D | CHK5181 | APS PACKAGING 590.00 Other Expenses 111.00 Cash in Bank | 61.00 | 61. |
| 08/06/96 | C/D | CHK5182 | NCR CORP 540.00 General Materials & Supplies 111.00 Cash in Bank | 209.39 | 209.3 |
| 08/06/96 | C/D | CHK5183 | CHARLOTTE INTERNATIONAL 548.02 Supply Purchases 549.02 Supply Transportation 111.00 Cash in Bank | 117.50 6.00 | 123. |
| 08/06/96 | C/D | CHK5184 | ADDISON WESLEY 548.01 Textbook Purchases 549.01 Textbook Transportation 548.21 Computer Software Purchases 111.00 Cash in Bank | 1,868.76 26.65 | 1,750.1 145. |
| 08/06/96 | C/D | CHK5185 | AM TECH PUBL 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 901.80 14.69 | 916. |
| 08/06/96 | C/D | CHK5186 | APPRAISAL INSTITUTE 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 82.50 5.50 | 88.0 |
| 08/06/96 | C/D | CHK5187 | WM C BROWN 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 186,317.70 283.11 | 186,600.8 |
| 08/06/96 | C/D | CHK5187 | CORRECTION 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | | 186,317. 283.1 |
| 08/06/96 | C/D | CHK5187 | WM C BROWN 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 18,642.30 283.11 | 18,925. 8 |
| 08/06/96 | C/D | CHK5188 | CAMBRIDGE UNIVER PRESS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 621.60 15.80 | 637. 4 |

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| Date | Jnl | Ref. No | Description / Accounts | Debits | Credits |
|---------|-----|---------|---------------------------------|-----------|-----------|
| 8/06/96 | C/D | CHK5189 | CAMPUS PUBLICATIONS | | |
| | | | 548.01 Textbook Purchases | 145.94 | |
| | | | 548.01 Textbook Purchases | 10.65 | |
| | | | 111.00 Cash in Bank | | 156.59 |
| 8/06/96 | C/D | CHK5190 | COLLEGE BK CO CALIFORNIA | | |
| | | | 548.05 Used Book Purchases | 115.00 | |
| | | | 549.01 Textbook Transportation | 7.59 | |
| | | | 111.00 Cash in Bank | | 122.59 |
| 8/06/96 | C/D | CHK5190 | CORRECTION | | |
| | | | 549.01 Textbook Transportation | | 7.59 |
| | | | 549.05 Used Book Transportation | | |
| 8/06/96 | C/D | CHK5191 | COURSE TECH | | |
| | | | 548.01 Textbook Purchases | 5,874.50 | |
| | | | 549.01 Textbook Transportation | 11.06 | |
| | | | 111.00 Cash in Bank | | 5,885.56 |
| 8/06/96 | C/D | CHK5192 | DOVER PUBL | | |
| | | | 548.04 Paperback Purchases | 3.96 | |
| | | | 111.00 Cash in Bank | | 3.96 |
| 8/06/96 | C/D | CHK5193 | ED FOUNDATION | | |
| | | | 548.01 Textbook Purchases | 870.00 | |
| | | | 549.01 Textbook Transportation | 19.38 | |
| | | | 111.00 Cash in Bank | | 889.38 |
| 8/06/96 | C/D | CHK5194 | GOSPEL PUBL | | |
| | | | 548.01 Textbook Purchases | 170.55 | |
| | | | 549.01 Textbook Transportation | 8.34 | |
| | | | 111.00 Cash in Bank | | 178.89 |
| 8/06/96 | C/D | CHK5195 | GRYPHON HOUSE | | |
| | | | 548.04 Paperback Purchases | 63.84 | |
| | | | 549.04 Paperback Transportation | 4.07 | |
| | | | 111.00 Cash in Bank | | 67.91 |
| 8/06/96 | C/D | CHK5196 | HARCOURT BRACE | | |
| | | | 548.01 Textbook Purchases | 5,700.12 | |
| | | | 549.01 Textbook Transportation | 23.22 | |
| | | | 111.00 Cash in Bank | | 5,723.34 |
| 8/06/96 | C/D | CHK5196 | CORRECTION | | |
| | | | 111.00 Cash in Bank | 200.00 | |
| | | | 548.01 Textbook Purchases | | 200.00 |
| 8/06/96 | C/D | CHK5197 | HARPER COLLINS | | |
| | | | 548.01 Textbook Purchases | 2,420.00 | |
| | | | 549.01 Textbook Transportation | 34.43 | |
| | | | 111.00 Cash in Bank | | 2,454.43 |
| 8/06/96 | C/D | CHK5198 | D C HEATH | | |
| | | | 548.01 Textbook Purchases | 19,552.40 | |
| | | | 111.00 Cash in Bank | | 19,552.40 |

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| Date | Jnl | Ref. No | Description / Accounts | Debits | Credits |
|----------|-----|---------|--|--------------------------------|---------|
| 08/06/96 | C/D | CHK5199 | HOUGHTON MIFFLIN 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 884.03 23.24 907.1 | |
| 08/06/96 | C/D | CHK5200 | ITP RF 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 19,209.47 86.64 19,296.1 | |
| 08/06/96 | C/D | CHK5201 | INDUSTRIAL PRESS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 60.00 4.48 64.4 | |
| 08/06/96 | C/D | CHK5202 | VOID 111.00 Cash in Bank | 0.00 | |
| 08/06/96 | C/D | CHK5203 | INGRAM BOOK 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank | 58.47 4.46 62.9 | |
| 08/06/96 | C/D | CHK5204 | RICHARD D IRWIN 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 944.86 17.05 961.9 | |
| 08/06/96 | C/D | CHK5205 | JBH TECH SALES 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 3,528.20 56.62 3,584.8 | |
| 08/06/96 | C/D | CHK5206 | KENDALL/HUNT 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 1,533.00 8.52 1,541.5 | |
| 08/06/96 | C/D | CHK5207 | LAB VOLT 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 392.00 19.55 411.5 | |
| 08/06/96 | C/D | CHK5208 | LIPPINCOTT-RAVEN 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 294.08 8.17 302.2 | |
| 08/06/96 | C/D | CHK5209 | LITTLE BROWN 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 99.60 4.68 104.2 | |

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| Date | Jnl | Ref. No | Description / Accounts | Debits | Credits |
|---------|-----|---------|--|--|---------|
| 8/06/96 | C/D | CHK5210 | LOGIN BROS 548.01 Textbook Purchases 549.01 Textbook Transportation 548.04 Paperback Purchases 111.00 Cash in Bank | 8,184.36 32.19 712.37 7,504.18 | |
| 8/06/96 | C/D | CHK5211 | MACMILLAN PUBL 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 1,404.47 63.56 1,468.03 | |
| 8/06/96 | C/D | CHK5212 | MAYFIELD PUBL 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 1,808.60 59.61 1,868.21 | |
| 8/06/96 | C/D | CHK5213 | MC GRAW HILL 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 11,264.25 72.95 11,191.30 | |
| 8/06/96 | C/D | CHK5214 | MC GRAW HILL 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 5,076.05 30.26 5,106.31 | |
| 8/06/96 | C/D | CHK5215 | VOID 111.00 Cash in Bank | 0.00 | |
| 8/06/96 | C/D | CHK5216 | WM MORROW 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 71.55 6.74 78.29 | |
| 8/06/96 | C/D | CHK5217 | MOSBY-YEAR BOOK 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 2,306.52 4.46 2,310.98 | |
| 8/06/96 | C/D | CHK5218 | NACSCORP 548.21 Computer Software Purchases 548.01 Textbook Purchases 549.21 Computer Software Transport 549.01 Textbook Transportation 111.00 Cash in Bank | 58.82 1,010.97 7.51 19.36 1,096.66 | |
| 8/06/96 | C/D | CHK5219 | NAT'L ASSOC ED YG CHILDR 548.01 Textbook Purchases 111.00 Cash in Bank | 15.00 15.00 | |
| 8/06/96 | C/D | CHK5220 | W W NORTON 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 662.94 20.42 683.36 | |

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| Date | Jnl | Ref. No | Description / Accounts | Debits | Credits |
|----------|-----|---------|--|---|---------|
| 08/06/96 | C/D | CHK5221 | PPCT MGT SYSTEMS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 112.50 7.97 120.4 | |
| 08/06/96 | C/D | CHK5222 | PRENTICE HALL 548.01 Textbook Purchases 548.04 Paperback Purchases 549.01 Textbook Transportation 549.04 Paperback Transportation 111.00 Cash in Bank | 9,329.05 14.81 63.65 3.55 9,411.6 | |
| 08/06/96 | C/D | CHK5223 | VOID 111.00 Cash in Bank | 0.00 | |
| 08/06/96 | C/D | CHK5224 | RANDOM HOUSE 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 150.70 5.19 155.8 | |
| 08/06/96 | C/D | CHK5225 | SCHOENHOF'S FOREIGN BKS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 215.40 7.19 222.5 | |
| 08/06/96 | C/D | CHK5226 | SCHROFF DEVELOP CORP 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 97.50 4.50 102.0 | |
| 08/06/96 | C/D | CHK5227 | SIMON & SCHUSTER 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 402.40 10.16 412.5 | |
| 08/06/96 | C/D | CHK5228 | TOWNSEND PRESS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 496.14 24.79 520.5 | |
| 08/06/96 | C/D | CHK5229 | U S FENCING 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 50.00 5.00 55.0 | |
| 08/06/96 | C/D | CHK5230 | UNIVERSITY PRINTS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 325.08 10.43 335.5 | |
| 08/06/96 | C/D | CHK5231 | VHPS PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank | 4,192.70 35.69 4,228.3 | |

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| Date | Jnl | Ref. No | Description / Accounts | Debits | Credits |
|----------|-----|---------|-------------------------------------|-----------|-----------|
| 08/06/96 | C/D | CHK5232 | WEST PUBL | | |
| | | | 548.01 Textbook Purchases | 12,972.65 | |
| | | | 549.01 Textbook Transportation | 142.96 | |
| | | | 111.00 Cash in Bank | | 13,115.61 |
| 08/06/96 | C/D | CHK5233 | JOHN WILEY & SONS | | |
| | | | 548.01 Textbook Purchases | 2,122.18 | |
| | | | 549.01 Textbook Transportation | 20.26 | |
| | | | 111.00 Cash in Bank | | 2,142.44 |
| 08/06/96 | C/D | CHK5234 | ENTEC | | |
| | | | 548.02 Supply Purchases | 3,228.78 | |
| | | | 548.04 Paperback Purchases | 101.77 | |
| | | | 549.02 Supply Transportation | 5.28 | |
| | | | 111.00 Cash in Bank | | 3,335.83 |
| 08/06/96 | C/D | CHK5235 | ROMA LEATHERS | | |
| | | | 548.03 Miscellaneous Purchases | 826.80 | |
| | | | 549.03 Miscellaneous Transportation | 21.45 | |
| | | | 111.00 Cash in Bank | | 848.25 |
| 08/06/96 | C/D | CHK5236 | ROARING SPRINGS | | |
| | | | 548.02 Supply Purchases | 1,171.96 | |
| | | | 111.00 Cash in Bank | | 1,171.96 |
| 08/06/96 | C/D | CHK5237 | OLDAWAN CO | | |
| | | | 548.02 Supply Purchases | 19.50 | |
| | | | 111.00 Cash in Bank | | 19.50 |
| 08/06/96 | C/D | CHK5238 | FIGUREOF SPEECH | | |
| | | | 548.02 Supply Purchases | 20.70 | |
| | | | 549.02 Supply Transportation | 6.62 | |
| | | | 111.00 Cash in Bank | | 27.32 |
| 08/06/96 | C/D | CHK5239 | LEEDS BUS ACCESSORIES | | |
| | | | 548.02 Supply Purchases | 466.80 | |
| | | | 111.00 Cash in Bank | | 466.80 |
| 08/19/96 | C/D | CHK5240 | ILL DEPART REVENUE | | |
| | | | 235.00 Accrued Sales Tax Payable | 1,785.00 | |
| | | | 111.00 Cash in Bank | | 1,785.00 |
| 08/28/96 | C/D | CHK5241 | MARBLE FALLS | | |
| | | | 548.01 Textbook Purchases | 5.03 | |
| | | | 111.00 Cash in Bank | | 5.03 |
| 08/28/96 | C/D | CHK5242 | REBECCA L GILBERT | | |
| | | | 452.02 Supply Sales | 4.49 | |
| | | | 452.07 Sales Tax Collected | 0.28 | |
| | | | 111.00 Cash in Bank | | 4.77 |
| 08/29/96 | C/D | CHK5243 | WM J SUTKAY | | |
| | | | 452.07 Sales Tax Collected | 6.25 | |
| | | | 111.00 Cash in Bank | | 6.25 |

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| Date | Jnl | Ref. No | Description / Accounts | Debits | Credits |
|----------|-----|---------|--------------------------------|--------------|-------------|
| 08/06/96 | C/D | CHK5487 | WM C BROWN | | |
| | | | 548.01 Textbook Purchases | 18,642.30 | |
| | | | 549.01 Textbook Transportation | 283.11 | |
| | | | 111.00 Cash in Bank | | 18,925. |
| 08/06/96 | C/D | CHK5487 | CORRECTION | | |
| | | | 548.01 Textbook Purchases | | 18,642. |
| | | | 549.01 Textbook Transportation | | 283. |
| | | | 111.00 Cash in Bank | 18,925.41 | |
| 08/06/96 | C/D | CHK5488 | CAMBRIDGE UNIV PRESS | | |
| | | | 548.01 Textbook Purchases | 621.60 | |
| | | | 549.01 Textbook Transportation | 15.80 | |
| | | | 111.00 Cash in Bank | | 637. |
| 08/06/96 | C/D | CHK5488 | CORRECTION | | |
| | | | 548.01 Textbook Purchases | | 621. |
| | | | 549.01 Textbook Transportation | | 15. |
| | | | 111.00 Cash in Bank | 637.40 | |
| | | | ***** Report Total | \$153,156.76 | \$153,156.7 |

SAUK VALLEY COMMUNITY COLLEGE
 BOARD OF TRUSTEES - TREASURER'S REPORT
 August 31, 1996

CHECKING ACCOUNTS

| <u>INTEREST BEARING ACCOUNTS</u> | | <u>FINANCIAL INSTITUTION</u> | <u>INTEREST RATE</u> | <u>AMOUNT</u> |
|--|--|------------------------------------|----------------------|-----------------------|
| General Account | | Sterling Federal, Sterling | 4.72 | \$1,222,987.07 |
| Bookstore Account | | Sterling Federal, Sterling | 4.42 | 322,676.63 |
| Illinois Public Treasurers | | First of America Bank, Springfield | | |
| Investment Pool | | | 5.18 | 541,871.53 |
| SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS | | | | 2,087,535.23 |
| <u>NON-INT. BEARING ACCOUNTS</u> | | <u>FINANCIAL INSTITUTION</u> | | |
| Restricted | | Sterling Federal, Sterling | | 26,327.45 |
| Insurance Account | | Sterling Federal, Sterling | | 0.00 |
| SUBTOTAL NON-INTEREST BEARING CHECKING ACCOUNTS | | | | 26,327.45 |
| TOTAL CHECKING ACCOUNTS | | | | \$2,113,862.68 |

INVESTMENTS

| <u>FUND</u> | <u>FINANCIAL INSTITUTION</u> | <u>INTEREST RATE</u> | <u>RENEWAL DATE</u> | <u>AMOUNT</u> |
|-----------------------------|------------------------------|----------------------|---------------------|---------------|
| Education | First Bank/South | 5.31 | 12-02-96 | \$400,000 |
| Education | HomeBanc, Dixon | 5.86 | 07-24-97 | 500,000 |
| Operations & Maintenance | Tampico National Bank | 5.65 | 10-12-96 | 100,000 |
| Operations & Maintenance | Milledgeville State Bank | 5.50 | 10-12-96 | 100,000 |
| Operations & Maintenance | First National Bank, Amboy | 5.25 | 08-15-97 | 100,000 |
| Protection, Health & Safety | HomeBanc, Dixon | 5.40 | 10-15-96 | 100,000 |
| Protection, Health & Safety | HomeBanc, Dixon | 5.40 | 10-15-96 | 100,000 |
| Protection, Health & Safety | Amcore Bank, Sterling | 5.70 | 05-16-97 | 200,000 |
| Auxiliary | Amcore Bank, Sterling | 5.40 | 12-01-96 | 300,000 |
| Auxiliary | Amcore Bank, Sterling | 5.70 | 05-16-97 | 100,000 |
| Working Cash | Fulton State Bank | 5.25 | 09-08-96 | 100,000 |
| Working Cash | Home Banc, Dixon | 5.75 | 10-03-96 | 700,000 |
| Working Cash | Tampico National Bank | 5.60 | 12-08-96 | 500,000 |
| Working Cash | Amcore Bank, Sterling | 5.60 | 03-16-97 | 300,000 |
| Working Cash | Amcore Bank, Sterling | 5.70 | 04-01-97 | 200,000 |
| Working Cash | Amcore Bank, Sterling | 5.80 | 06-30-97 | 200,000 |
| Working Cash | Amcore Bank, Sterling | 5.75 | 08-19-97 | 200,000 |
| Building Bond Proceeds | Amcore Bank, Sterling | 5.40 | 11-16-96 | 200,000 |
| Building Bond Proceeds | Amcore Bank, Sterling | 5.70 | 04-01-97 | 200,000 |
| Building Bond Proceeds | Amcore Bank, Sterling | 5.80 | 06-30-97 | 200,000 |
| Building Bond Proceeds | HomeBanc, Dixon | 5.86 | 07-17-97 | 200,000 |
| Building Bond Proceeds | Sterling Federal Bank | 5.50 | 08-23-97 | 200,000 |

TOTAL INVESTMENTS

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

Robert W. Schaefer
 PRESIDENT

Edward Ondrus
 SECRETARY

DATE 9/30/96

\$5,200,000