

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

**March 24, 1997**

**7:00 p.m.**

## **H. Personnel**

- 1. Director of Grants, Planning and Institutional Research Appointment (Full-time Administrative)**
- 2. Coordinator of Community Services Appointment (Part-time Administrative)**
- 3. Support Services Counselor Appointment (Full-time Contractual)**
- 4. Administrative Reappointments**
- 5. Contractual Reappointments**
- 6. Sabbatical Leave Request**

## **I. Other**

- 1. Donation**
- 2. May Meeting Date Change Request**
- 3. Title IX Tuition Waivers**
- 4. Proposed Revisions - Student Loan Policy 512.01 (First Reading)**
- 5. Proposed Revisions - Financial Aid Tuition Hold Program Policy 513.01 (First Reading)**

## **J. Reports**

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

## **K. Adjournment**

### **Board of Trustees Meetings**

**April 22, 1997**

**May 27, 1997 ?  
(Tuesday)**

**June 23, 1997**

### **ICCTA Monthly Meetings**

**Nothing Scheduled**

**May 6 - 7, 1997, Renaissance  
Springfield, also Lobby Day**

**June 21, 1997  
Oak Brook Hills Resort  
Oak Brook**

## **SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES**

March 24, 1997

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on March 24, 1997 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Edward Andersen	Richard Groharing
Thomas Jensen	William Simpson
William Yemm	B.J. Wolf
Thomas Densmore	Carlos Garcia

**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

**Consent Agenda:** It was moved by Member Andersen and seconded by Member Groharing that the Board remove the item on Parking Regulations and approve the remainder of the Consent Agenda. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

**Parking Regulations:** Discussion was held on the revised parking regulations (Board Policy 615.01). It was moved by Member Andersen and seconded by Member Groharing that the Board approve (for first reading) Board Policy 615.01 - Student Motor Vehicle Parking Regulations, as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: nay.

**President's Report:** President Behrendt reported on the Marketing Workshop held on-campus facilitated by Dr. Rick Pappas, the Career Fair with 75 presenters and over 2,000 participants, the Paul Simon ICCTA Contest Winner (Jodi Bruce), the status of the Banner project, that to date 17 students have utilized their Illinois State Scholarship waivers, that the balance in the Endowment Challenge Grant I was \$900,786 (+\$2,399) and the balance in the Endowment Challenge Grant II Fund was \$887,782 (+\$5,219).

Investment Policy Revisions: It was moved by Member Simpson and seconded by Member Groharing that the Board approve for first reading the revisions to Board Policy 309.01 - Investments. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

Bookstore POS Request: It was moved by Member Wolf and seconded by Member Yemm that the Board approve the purchase of a point-of-sale system for the SVCC Bookstore in the amount of \$51,515 to be paid for from accumulated Bookstore profits. 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 Yemm that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees, purchase or lease of real property, the setting of a price for sale or lease of property owned by the public body. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

Regular Session: The Board returned to regular session at 8:40 p.m.

Director of Grants, Planning and Institutional Research: It was moved by Member Yemm and seconded by Member Groharing that the Board approve the appointment of Harry Cottrell as Director of Grants, Planning and Institutional Research at a 12-month salary of \$49,000, effective July 1, 1997. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

Coordinator of Community Services: It was moved by Member Andersen and seconded by Member Garcia that the Board approve the appointment of Robertus van der Wege to the half-time administrative position of Coordinator of Community Services, at a 12 month salary of \$17,760 (to be pro-rated), effective March 3, 1997. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

Student Support Services Counselor: It was moved by Member Simpson and seconded by Member Garcia that the Board approve the temporary contractual appointment of Allison Poore as Student Support Services Counselor at a 10-month salary of \$23,882, (to be pro-rated) effective April 1, 1997. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

**Administrative Reappointments:** It was moved by Member Andersen and seconded by Member Simpson that the Board approve the reappointment of the administrators as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

**Contractual Reappointments:** It was moved by Member Groharing and seconded by Member Wolf that the Board approve the reappointment of the contractual staff members as presented, with all appointments contingent upon satisfactory evaluations and the continuation/renewal of their grants/contracts. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

**Sabbatical Leave Request:** Discussion was held on the sabbatical leave request from Cindy Alfano. It was moved by Member Wolf and seconded by Member Simpson that the Board approve her request for sabbatical leave. In a roll call vote, the following was recorded: Ayes -0 Nays - Members Andersen, Groharing, Jensen, Simpson, Yemm, Wolf and Densmore. Motion denied. Student Trustee Garcia advisory vote: Nay.

**Donation:** It was moved by Member Groharing and seconded by Member Garcia that the Board accept the donation of a Beckman electrophoresis system and a Beckman densitometer to be used in our CLS Program. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

**May Board Meeting Date:** It was moved by Member Wolf and seconded by Member Groharing that the May Board meeting date be changed from May 26 to May 27 due to the Memorial Day holiday. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

**Title IX Athletic Tuition Waivers:** It was moved by Member Groharing and seconded by Member Jensen that the Board increase the total number of athletic tuition waivers from 80 to 84, and allocate 40 for men and 44 for women. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

**Student Loan Policy Revisions:** It was moved by Member Yemm and seconded by Member Groharing that the Board approve for first reading the revisions to Board Policy 512.01 - Student Loans. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

Financial Aid Tuition Hold Policy Revisions: It was moved by Member Andersen and seconded by Member Yemm that the Board approve for first reading the revisions to Board Policy 513.01 - Financial Aid Tuition Hold Program. In a roll call vote, all voted aye. Motion carried. Student Trustee Garcia advisory vote: aye.

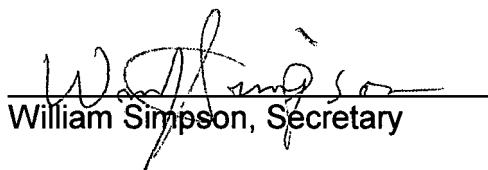
Reports: Student Trustee Garcia reported on the success of Prairie Quest-Fest held in March, the play (The Boys Next Door) to be held in the Little Theater on April 3, 4, 5 and 6, the mock accident to be staged on the College grounds, and Earth Week scheduled for the last week in April.

ICCTA Representative Groharing reminded the Board of the northwest regional ICCTA meeting to be held at Highland on April 30, and reported on MAP Grants, and SB1050. In regard to SB1050, Member Groharing suggested (with Board consensus) that Chair Densmore write a letter to area representatives indicating the Board's opposition to this bill. Chair Densmore agreed to do this.

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

The Board adjourned at 9:05 p.m.

Respectfully submitted:

  
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William Simpson, Secretary



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

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

**MEMORANDUM**

**TO:** Dr. Richard Behrendt

**FROM:** Jami V. Bradley

**DATE:** February 18, 1997

**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 Jan 1997</u>	<u>Plan Year To Date</u>
Revenue	\$47,149.99	\$312,927.72
Expenses:		
Medical claims	(62,026.50)	(214,098.01)
Fixed Costs	(11,538.98)	(88,344.43)
Revenue in excess of expenses	(26,415.49)	10,485.28
Beginning Accumulated Medical Insurance Pool at July 1, 1996		<u>498,230.98</u>
Ending Accumulated Medical Insurance Pool at January 31, 1997		<u>\$508,716.26</u>

n

cc: Insurance Advisory Committee  
Beverly Kiele

For Board Meeting  
of March 24, 1997

Agenda Item D-7

BOARD POLICY 615.01  
STUDENT MOTOR VEHICLE PARKING REGULATIONS  
FIRST READING

At the February meeting, the Trustees voted to eliminate the \$1 parking sticker fee for all students, effective with the 1997 Summer Session. Therefore, we now need to officially change Board Policy 615.01 Parking Regulations.

RECOMMENDATION: Board approval (first reading) of the attached changes in Board Policy 615.01 - Student Motor Vehicle Parking Regulations.

**615.01 STUDENT MOTOR VEHICLE REGISTRATION PARKING REGULATIONS****A. Registration and Parking Decals**

- A parking decal is required to park in all parking areas owned and maintained by the College.
- All student-operated motor vehicles including those vehicles operated by part-time and evening students must be registered with the Business Office.
- For the purpose of definition, a motor vehicle includes motor bikes, motor scooters, motorcycles, trucks, vans and automobiles.
- 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.
- Students must report any changes of address or ownership on the registered automobile.
- *jan* 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**

- 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.
- 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.
- 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**.

- 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.
- **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.**
- 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.
- ~~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).~~
- All vehicles should park head-on with the front of the car facing the curb.
- All accidents involving a motor vehicle on campus shall be reported to Campus Security (Rom 1C14).

**C. Parking Violations**

- 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 (Room 1K13).
- 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 and 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

516.01 Alcoholic Beverages

No alcoholic Beverages shall be sold or served on the premises of Sauk Valley Community College, unless there is specific permission granted by the Board of Trustees for the specific event or occasion.

8/27/84

3/23/87

517.01 Computer Software Program Policy

No one may make or use unauthorized copies of computer software at the College.

The original license agreement for proprietary computer software used at the College shall be on file in the Office of Information Systems.

Prior to installation or use of any software in the computer lab facility, proof of a license agreement covering usage, number of units and installation type will be required for proprietary software purchased by the College.

The College will not knowingly allow anyone to duplicate or replicate copyrighted software in any manner, unless the written permission of the copyright holder is first obtained and filed in the Office of Information Systems.

5/28/87

3/23/87

4/27/92

518.01 Drug-Free Workplace Policy

In accordance with P.L. 100-690, the Drug-Free Workplace Act of 1988, it is the policy of Sauk Valley Community College that its workplace be drug-free.

1. A Notice to Employees complying with the provisions of the Drug-Free Workplace Act of 1988 shall be distributed to each employee of the college.

NOTICE TO EMPLOYEES REGARDING  
DRUG-FREE WORKPLACE

A. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in campus buildings, on campus grounds, or in any other workplace designated for college employees.

B. Within thirty (30) days of receiving notice of a violation of paragraph 1 (above) the college shall institute appropriate disciplinary action. This action could include, but is not limited to, dismissal. The college may also require an employee who violated this policy to participate satisfactorily in an employee assistance program or a substance abuse assistance or rehabilitation program.

C. As a condition of his or her employment, each employee shall abide by the terms contained in this Notice.

Drug-Free Workplace Policy (cont'd)

D. Employees, as a condition of employment, are required to notify the College of any criminal drug conviction resulting from a violation occurring at the workplace no later than five (5) days after each conviction.

E. The College shall notify the appropriate federal agency from which it receives grant monies of an employee conviction within ten (10) days after receiving notice of such a conviction.

F. For the purpose of this Notice, the following definitions shall apply:

1) A "controlled" substance: is one (1) which is not legally obtainable; (2) which is being used in a manner different from that prescribed; or (3) which is legally obtainable but has not been legally obtained.

2) A "conviction" is defined as a finding of guilt (including plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal drug statutes.

2. A drug-free awareness program shall be developed which will inform its employees of the following:

A. The dangers of drug abuse in the workplace;

B. The College's policy of maintaining a drug-free workplace;

Drug-Free Workplace Policy

C. Any health or drug abuse agency which provides drug counseling, rehabilitation, and assistance programs; and

D. The penalties that may be imposed for drug abuse violations occurring in the workplace.

3. The College shall continue to maintain a drug-free workplace through the continued implementation of both this policy and the provisions of the Notice to Employees.

5/22/89

**SAUK VALLEY COMMUNITY COLLEGE  
INSTRUCTIONAL SERVICES**

**MEMORANDUM**

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**DATE:** March 17, 1997

**TO:** Dr. Behrendt

**FROM:** Phil Gover *(P.M.)*

**SUBJECT:** Paul Simon Student Essay Contest Winners

Attached are copies of the winning essays for the ICCTA contest. First place was won by Jodi Bruce and second place went to Nancy Poling.

js

attachments

Jodi Bruce

## How My Community College Has Changed My Life

My life changed dramatically the moment I entered the doors of Sauk Valley Community College. SVCC has provided me with the self-assurance and knowledge I need to succeed in life.

Approximately 3 years ago, I reached a standstill, with no destination in life. I was trapped in a monotonous routine, no longer stimulated by my career as a hairstylist. I didn't have any personal or career goals in mind, nor did I have the self-esteem or courage needed to achieve such goals.

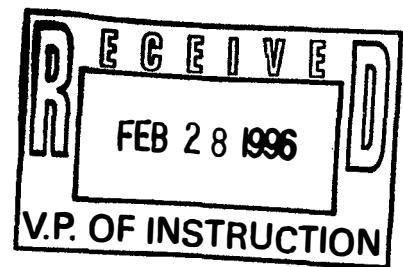
I realized I needed a change-- a word I used to fear tremendously. However, at the age of 21, I decided to further my education at SVCC, searching for my "true identity."

I wasn't positive I could handle going to school part-time while working full-time, but I have discovered that I am capable of accomplishing anything I set my mind to.

I used to be a "couch potato"; now, as a result of attending college, I am more active and outgoing. I have met a lot of amazing people at SVCC and I have learned a lot from them. I am also more comfortable communicating with others, because I now have valuable information to share.

My teachers have inspired me to do the best I possibly can, and to trust my own judgement. They have helped me discover what my strengths and weaknesses are. Because of the intelligence of the teachers, I have obtained an abundance of knowledge that I utilize everyday.

As a result of the praise and inspiration I have received, I now have the self-confidence in myself to acquire a B.S. degree, majoring in Marketing. I am determined to accomplish this long-term goal, no matter what the obstacles may be.



SVCC has also helped me through the most devastating period in my life. Approximately 2 years ago, my mother lost her battle with cancer. I became very depressed and lonely, not caring whether I lived or died. My compassionate teacher, Don Burton, called me and offered his condolences, encouraging me to return to class.

After our inspiring conversation, I knew I did not want to be a failure in life, disappointing both my mom and myself. Although I will never completely recover from my mother's death, SVCC has helped me through this painful time by enabling me to focus on my short and long term goals, contemplating on the positive aspects in life.

I am thankful to Sauk Valley Community College for the self-esteem, confidence, knowledge, and encouragement I have acquired. If it weren't for Sauk's convenient location and financial aid, I would not have been able to enroll to begin with. I would still be a "couch potato," living a repetitious pattern in life, unaware of my "true identity" and potential.

## HOW MY COMMUNITY COLLEGE HAS CHANGED MY LIFE

The building looked overwhelming as I approached that first day in the summer of 1994. Although I had attended a few classes here before, this time was different. Those classes were for fun, not really academic. And that was years ago. This was the real thing.

As a kid, I did well in school, getting mostly A's and B's, but I was not very popular. Other kids got better grades, had nicer clothes, were more athletic or prettier. I envied them. They appeared so confident; it seemed they could do anything. I, however, was not so sure.

Years passed. I married and soon had five children. When the kids were small, family life automatically revolved around them. Just keeping up with cooking, cleaning, and laundry while working full-time and attending their sports and music activities left little time for anything else. Time went by quickly, and suddenly they were grown and gone. I was still a mother, but those jobs that had constantly vied for my attention and took so much of my time were no longer there. I felt unneeded. After a difficult time my marriage ended, and I was alone for the very first time.

"Passive motherhood" often requires something to fill the void. It was the perfect opportunity to investigate those activities that I had no time for before. READING! I loved books. But I hated to read. Contemplating the paradox, I wondered if there was something wrong with my reading ability. Maybe if I read better, I would enjoy it more. Little did I know that this simple thought would begin my journey through Sauk Valley Community College.

Dr. Karen Pinter, the instructor in my first class--Reading Efficiency, was wonderful. Her classroom was a safe environment in which to explore the academic world and begin discovering my potential. My fear was that I would not keep up, that younger students would do well and I would not. I did not want to fail again. But Dr. Pinter gently pushed me in the right direction. Following classes in Math, Biology, Psychology, Sociology, Philosophy, English, Speech, Concert Band, and others, I am now seven credit hours away from an Associate in Science degree.

February marked my fiftieth birthday. Such an occasion calls for reflection on one's life and accomplishments, or so it would seem. I am still not the most confident person; I would still rather not cope with failure. But when I step inside the Sauk building, I feel a rush of self-confidence (though you might not notice after I've climbed forty-six steps to the library with a twelve-pound book bag on my shoulder). Twenty-four completed classes and a 3.55 GPA on my transcript never cease to amaze me. I will always have a special place in my heart for the instructors and staff at Sauk who make me feel like I belong here.

**SAUK VALLEY COMMUNITY COLLEGE****MEMORANDUM**

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**TO:** Dr. Joan Kerber**FROM:** Steve Ullrick *SL***DATE:** March 18, 1997**SUBJECT:** Illinois State Scholarships

The students listed below have received the Illinois State Scholarship Waiver for the 1996-97 academic year. A total number of 110 students were selected for this award and to date 17 students have utilized it. This is a 4.5% increase over the previous year. It is possible that more students will still take advantage of these waivers during the summer 1997 semester.

	NAME	SS#	CREDITS
1.	Dan Armitage	349-66-0454	3
2.	Laura Burch	355-74-6575	3
3.	Jolivia Jackson	349-70-2147	3
4.	Daniel Neiweem	350-72-6593	3
5.	Katherine Paladino	320-74-9725	3
6.	Gabriel Billiet	351-80-7173	3
7.	Laura Temple	350-78-0525	3
8.	Michelle Cain	342-66-3108	3
9.	Robert Jones	322-80-2178	3
10.	Liz Scriven	338-80-1756	3
11.	Timothy Voelker	355-66-9822	3
12.	Kelly Malach	339-70-9169	3
13.	Kenda Olsen	356-76-2984	3
14.	Jeremy Toms	361-74-7544	3
15.	Judith Knuth	347-66-9021	3
16.	Lynette Miller	356-72-5106	3
17.	Justin Smith	350-78-5389	3

For Board Meeting  
of March 24, 1997

Agenda Item F-1

**BOARD POLICY 309.01 - INVESTMENT POLICY**

**FIRST READING**

The Board-approved Insurance Reserve Fund Bonds require a different type of investment than do other College funds. In order that the College Treasurer, Jami Bradley, not be required to come to the Board numerous times each year when investments in municipal bonds mature, it is recommended that our Investment Policy be modified to authorize her to make these investments.

**RECOMMENDATION:** Board approval for first reading of the attached revision to our current Investment Policy (309.01).

**PROPOSED** (Only change is adding the paragraph indicated.)

### **309.01 INVESTMENT POLICY**

Responsibility - The investment of College funds shall be the responsibility of the College Treasurer in accordance with this policy and with the laws of the State of Illinois. The report of the status of investments shall be presented to the Board of Trustees on a monthly basis.

Standards and Process - The primary concern for the investments for Sauk Valley Community College shall be the strength of the security for the investment. After the sufficiency of the security has been evaluated and deemed satisfactory, then the liquidity and the rate of return shall be considered.

#### **ADD THE FOLLOWING PARAGRAPH**

The Treasurer is authorized to purchase or sell, assign and endorse for transfer, certificates representing tax-exempt municipal bonds rated AAA or better by a nationally recognized bond rating company, which are purchased or sold solely for purposes of the Insurance Reserve Fund Bond now registered or hereafter registered in the name of the College.

Security - Investments will be limited to those permitted by law. All Certificates of Deposit in excess of \$100,000.00 and all Repurchase Agreements must be adequately collateralized. Collateral must be held by a third party. No one institution shall have more than 50% of the College's invested funds at any one time.

Only sound financial institutions within the Sauk Valley Community College District shall be used as a depository of investment funds. The institution must be federally insured.

Liquidity - Maturity should be staggered to assure the availability of cash when needed and to facilitate interfund borrowing.

Return - The College should maximize its investment return, subject to the foregoing restrictions.

Other Investments - Investments other than the foregoing may be made with only the specific authorization of the Board of Trustees of the College.

3/23/87

5/24/93

For Board Meeting  
of March 24, 1997

**Agenda Item F-2**

**BOOKSTORE POS REQUEST**

As the attached memo from Jami Bradley details, we would like to use accumulated Bookstore profits to purchase a computerized point-of-sale system for use in the Bookstore.

**RECOMMENDATION:**      **Board approval to spend \$51,515 from accumulated Bookstore surplus to purchase a point-of-sale system for the Bookstore.**



**To:** Dr. Richard L. Behrendt  
**From:** Jami V. Bradley *MS*  
**Date:** March 18, 1997  
**Subject:** Bookstore POS

**WHAT IS POS?**: POS is a complete inventory management and point-of-sale (bar codes) system, integrated to handle textbooks and general merchandise while automating and managing all phases of inventory, ordering, receiving, invoicing, returns, buy backs and special orders. POS systems have become less expensive, more versatile and easier to use, which has made them more and more common in smaller stores in order to save time and money.

**WHY DO WE NEED POS?**: POS will improve procedures in the Bookstore in several ways: (1) provide faster service to students, (2) provide better inventory controls, (3) gain greater efficiency in the workforce, and (4) have the ability to integrate technology with the Banner system.

During a survey conducted last year during the Program Review of the Bookstore, the most common complaint of students was the length of time it took to check out at the register--especially for grants. This system would speed up this process greatly with the scanning feature and the ability to process financial aid through all of the registers. The system would also significantly reduce the length of time to process credit card charges by approximately a minute and a half each.

Inventory procedures would also be enhanced with this system. The reporting capabilities will provide information regarding what is available for sale at any time and will identify areas where shrinkage has occurred. Physical inventory could be complete within 2 to 3 days instead of the 3 to 4 weeks that it currently takes. Also, problems and extra tasks associated with price tags would be eliminated and would improve efficiency of the staff.

**THE COMPANY:** The industry has become very competitive, therefore it is important to invest a great deal of time researching the different systems available before choosing a system. We began researching this product approximately four years ago, including checking references with other state institutions and with managers at national conventions and we have selected Nebraska Book Company, Inc. Nebraska Book Company has consistently been ranked among the top six systems in the nation during the last four years. The Company has three divisions: wholesale,

retail and College Bookstore Management Systems. The Management System division has 75 sites besides the 42 bookstores that they manage for a total of 117 locations. The company added 35 of those locations during the previous one year period.

**THE SYSTEM:** The name of the software is PRISM and PRISM POS. PRISM has three modules: inventory control, POS, and accounting and can be interfaced with the Banner system. Several strengths of this system include:

- User friendly and ease of training (they can train most cashiers in about an hour)
- Ability to process financial aid through all registers
- Managerial reports that allow the manager to see what is there at a glance
- Speed of the system
- PUBNET capabilities (a rapid electronic ordering process)

The entire installation will take about one year and will begin with the inventory control module.

**COST:** Nebraska Book Company offers a turn key solution including hardware, software and training. The software will operate on IBM hardware including administrative and POS servers, two back office workstations, and three POS terminals. The Company provides specialized courses for the manager and purchaser in Lincoln, Nebraska, and three days of POS training for cashiers onsite. The complete system will cost \$51,515 (see Summary of Costs attached.)

**SOURCE OF FUNDS:** The POS system will be paid for out of Bookstore profits. Over the last five years the Bookstore's average net income was \$78,000 per year. On June 30, 1996, the Bookstore's audited cash and investments totaled \$220,469.

**RECOMMENDATION:** I recommend the purchase of the PRISM software system for the Bookstore at a total cost of \$51,515, to be paid from Bookstore profits. Purchases and contracts for the purchase of data processing equipment, software and services do not require bidding according to the Illinois Public Community College Act.

**Sauk Valley Community College  
Summary of Costs for Bookstore System**

**Inventory and Accounting System**

Hardware	\$13,535.00
Software	7,195.00

**POS**

Hardware	16,390.00
Software	8,300.00

**Other**

Training	5,575.00
Wiring and Installation	<u>520.00</u>

**Total**

**\$51,515.00**

For Board Meeting  
of March 24, 1997

Agenda Item H-1

**DIRECTOR OF GRANTS, PLANNING AND INSTITUTIONAL RESEARCH  
APPOINTMENT**

After three national searches and on-campus interviews, the administration is recommending the appointment of Harry Cottrell of Olympia, WA. to the position of Director of Grants, Planning and Institutional Research.

**RECOMMENDATION:** Board approval of the appointment of Harry Cottrell as Director of Grants, Planning and Institutional Research, at a 12-month salary of \$49,000, effective July 1, 1997

**Instructions:** This Recommendation for Appointment form is designed to provide authorization for all new employees and for changes affecting current employees. It can be obtained from the Coordinator of Personnel Services and is to be completed by the department Supervisor/Dean.

1. For new employees complete parts 1, 2 and 3:

**Note:** Special instructions may include conditions for new employees such as a 90 to 120 day probationary period.

The packet of information accompanying this form should contain at the minimum:

- A) Resume and/or application for employment.
- B) Reference checking documents.
- C) Interview evaluation.
- D) Memo indicating that the data compiled by AA/EEO was examined prior to final selection.
- E) Salary justification memo if the proposed salary is higher than the minimum band for that scale.
- F) Copy of the current job description.
- G) Demographics Form.

Once complete, the packet will be reviewed by the Affirmative Action Officer and the Coordinator of Personnel Services.

**Authorizations:**

- A) Applicants signature is required after the candidate has accepted the position. This confirms that the applicant understands and agrees to the terms and salary of the position.
- B) The packet is then reviewed and signed by the appropriate Supervisor/Dean and Vice President acknowledging the recommendation.
- C) Final approving authority will be the President's or the Board of Trustees depending on the position to be filled.

Once approved, the original packet will be forwarded to the Coordinator of Personnel Services.

2. For changes in biographical information complete parts 1, 2 and 3 as instructed above for new employees except, only packet items E), F) and G) are required.
3. For Temporary changes of employment such as department or account number changes, complete part 1 and Supervisor/Dean's signature of part 3 only. No other information is required to accompany this form.

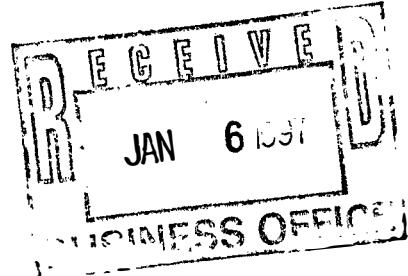
# Harry S. Cottrell

Olympia, WA 98502  
360-705-8815

January 2, 1997

Curt Devan, Coordinator of Personnel Services  
Sauk Valley Community College  
173 IL. Route 2  
Dixon IL 61021

753-3433  
X 450



Dear Mr. Devan:

This letter, and enclosed materials, are my application for the Director of Grants, Planning, and Institutional Research position with Sauk Valley Community College.

In August of 1996 I was laid off as the Registrar of Nicolet Area Technical College in Rhinelander, Wisconsin. The layoff was due to two years of significant decreases in enrollments, with the Fall of 1996 continuing the trend, combined with a college wide reorganization. I had the least seniority of the student services administrative team. In addition to my layoff, three vacant administrative position, along with two full time faculty vacancies, have not been refilled. Before leaving Nicolet College, I streamlined and reorganized the Registrar's Office sufficiently to allow for the elimination of the Registrar's position through combining the Registrar's Office with Academic Advising. If you should have any questions concerning my lay off, please contact Dr. Tom Eckert, Vice President of Student Services at Nicolet College, 715-365-4466.

After receiving word of my layoff, my wife and I decided it would be a good opportunity to return to the West Coast to resolve if we wanted to live here. We had been gone for over twelve years. After four months, we realize that we are now Midwesterners and wish to return. While in Washington I have been working as a grant writing consultant for a health organization.

I have nearly twenty years of management/administrative experience in the public, private, and not-for-profit sectors. Much of this work experience has included research, planning, and grant writing. At both Inver Hills Community College and Nicolet Area Technical College I developed Research and Development Offices. Through starting these offices I was not only able to fulfill the research requests of the presidents, and other staff, but more often I was able to articulate to them what research was needed to enhance the decision making process. Hence, most of my projects were self initiated. At Inver Hills I developed a program evaluation system and while at Nicolet College I expanded and refined the program evaluation system. Furthermore, as the Director of Program Planning and Evaluation with the Humboldt County CETA Department, I established a research office and program evaluation process. All three of the above positions required extensive grant writing as well as leadership in strategic planning.

I believe my experience has prepared me for the position of Director of Grants, Planning, and Institutional Research with Sauk Valley Community College.

The following details my experience as it relates to this position:

### **College Education**

My academic background includes an A.A. degree, a B.A. in Political Science, and a M.A. in Social Science, with a major emphasis in Political Science. My programs were research oriented and included courses in statistics, quantitative methods, policy analysis, budgetary process, public administration, state government, intergovernmental relations, economic and urban geography, and computer science. I have participated in professional development activities in leadership, supervision, program planning and evaluation, program monitoring, financial management, grant writing, multiculturalism, TQM, and Benchmarking.

### **Grant Writing Experience**

I have extensive and successful grant writing experience. With the Humboldt County CETA Department, I prepared the Annual Grant Proposal for the \$10 million a year program, as well as the Summer Youth Employment Program with a budget of \$250,000. At Minnesota COACT I prepared successful grant proposals to church foundation for \$150,000. While at Inver Hills, I raised over \$250,000 through grant proposals to private and public agencies to support the West Side Hispanic Project, as well as \$20,000 for a summer College Prep Program for Hmong Students. I was the Grants Coordinator/Writer, at Nicolet College, for a \$1 million federal and state grants program which included VEA, AEA, and JTPA funding. In addition, I prepared successful state grant proposals for \$150,000 in new program start-up funds. Also I prepared a successful state grant proposal for \$10,000 for an ITV network, and a successful \$325,000 grant proposal to the federal Rural Electrification Administration for the ITV network. This ITV network included twelve school districts and the technical college. While I have been in Washington, I have been working as a grant writing consultant for CHOICE Regional Health Network.

### **Planning/Evaluation Experience**

I led two successful strategic planning efforts at Inver Hills and prepared all related planning documents and evaluation reports. I also facilitated the development of the Enrollment Management Plan for Inver Hills. I developed an evaluation process for departments and programs. At Nicolet College I prepared the strategic plan document and provided leadership in the implementation of the plan and design of the evaluation process. In addition I facilitated the development of Nicolet's preliminary Recruitment and Retention Plan, and prepared the draft Assessment Plan. As part of the planning process at Nicolet College, I prepared an environmental scan to help the college better understand the training and educational needs of the local area. Furthermore, I revised the occupational program evaluation system at Nicolet College. As the Director of Planning and Evaluation at the Humboldt County CETA Department, I prepared the annual plan/budget document.

### **Research Design and Analysis**

My work at Nicolet College, Inver Hills, Minnesota COACT, and the Humboldt County CETA Department has given me significant experience in the design of research projects and the analysis of the information. My projects include: Weekend College Feasibility Study, West Side Hispanic Project Plan/Cost Study, Economic Impact Report, Demographic and Socioeconomic Studies, Longitudinal Enrollment Study, Service Area Market Analysis, Agency Reorganization and Downsizing Study, Concept Paper on Distance Learning, and Towards a More Equitable Performance Indicator for CETA programs.

## **Computer Skills**

I have worked in both IBM and Mac environments. I have extensive experience in the use of both Excel and Lotus 1-2-3 spreadsheets for budget development, monitoring, and the creation of financial reports, as well as using Excel for reporting, research, and statistical studies. I have experience with both Word and WordPerfect, and I have substantial experience using data base systems on both a mainframe and an AS400. Because of my conceptual understanding of relational data bases, I was able to work directly with DP staff for needed program modifications, as well as being an intermediary to DP for other end users. I have used E-mail and the Internet.

## **Financial Management/Budgeting**

At Nicolet College I was the Grants Coordinator/Writer for a \$1 million state and federal grants program. My responsibilities included preparing, implementing, monitoring, and reporting on budgetary matters, as well as ensuring that all expenditures met state and federal guidelines. As a review of grant funded positions, I prepared a study on personnel cost funded through grants and a plan to bring the positions onto "hard" money. I prepared a successful \$325,000 grant proposal to the federal Rural Electrification Administration (REA) for an Interactive TV network connecting the college and twelve local school districts. I had to prepare the budget under REA guidelines to ensure acceptability of expenditures of REA funds as well as matching funds. As Assistant to the President for Institutional Research at Inver Hills Community College, I prepared many cost efficiency studies on departments, programs, and different methods of instruction. I also prepared studies on college-wide efficiency in relation to state funding formulas. In addition, I prepared grant proposals for private and public funding of programs and corresponding financial reports to the funding sources. As the Assistant to the President, I worked with the President on budget projections based on various enrollment scenarios. At Minnesota COACT, I prepared the organization's budget and quarterly financial reports. After only three months on the job, I prepared an analysis of the organization's financial situation that included cash flow projections, and a reorganization and downsizing plan which was carried out. This allowed the organization to survive both an immediate cash shortage along with long-term diminishing income. As the Director of Program Planning and Evaluation with the Humboldt County CETA Department, I prepared the annual budget and quarterly financial reports. I also supervised the monitoring of contracted service providers budgets to ensure compliance with federal CETA regulations.

## **College Teaching**

My college teaching experience includes an eight-year span as an adjunct faculty member at College of the Redwoods. I taught political science and geography, coached both men's and women's cross country and track & field, and was the temporary coordinator for the Cooperative Work Experience Program. While at Inver Hills I taught some political science classes and was the Cooperative Work Experience Coordinator for two years. At Nicolet College, I taught Introduction to Philosophy classes.

## **Community Relations**

I have extensive involvement with a variety of collaborative and cooperative efforts. While at Inver Hills I represented the college on many community organizations including the Inver Grove Heights Development Corporation, Star Cities Task Force, South St. Paul/Inver Grove Heights Chamber of Commerce, Lafayette Freeway Design Task Force, Leadership South St. Paul/Inver Grove Heights, the Inver Grove Heights Schools Community Education Advisory Council and the Inver Grove Heights School Foundation. At Nicolet College, I was the college's

representative on the Local Collaborative Planning Team for the development of local Job Centers, as well as the high school's Community Activities Center Task Force.

### **Oral, Written, and Interpersonal Communications**

Throughout my professional career I have prepared many reports and made presentations to colleagues, boards, governing bodies, and other outside groups. I have substantial experience preparing correspondence, grant reports, plans, surveys, and other documents including: strategic plans, enrollment management reports, cost efficiency studies, financial reports, enrollment reports, economic impact studies, and applications for state, federal, and private grants. By providing team leadership in enrollment management, retention planning, and strategic planning I have significant experience communicating both orally and in writing to the whole organization, for input into plans, as well as reports on the progress and success of plans.

### **Leadership Style**

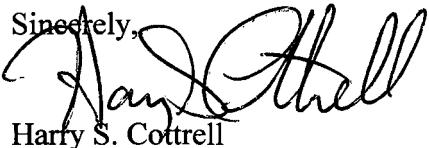
My style of leadership can be characterized as servant leadership. A leader is a servant first to those around him and the institution; a leader is goal oriented, developing a vision by always searching, listening, and expecting a better way; a leader asks if those who are served grow, become healthier, wiser? My style of leadership is one of inclusion in the decision making process, in particular the inclusion of support staff, not just administrators. On-line staff need to be part of the decision making process, since often they must carry out the decisions. As a leader I must serve my co-workers, they do not serve me. However, the most important question I always must ask is, "How will this help the student?"

### **Demonstrated ability to work with diverse groups**

I believe I have a sensitivity to, and appreciation for, people with diverse cultural backgrounds. While at Inver Hills, I developed the concept paper, raised the funds, hired and supervised Hispanic staff members, and opened the West Side Hispanic Center, an outreach and class room center within the twin Cities largest Hispanic community. In addition, I secured funding for a Summer College Prep Program for Hmong students. I also represented Inver Hills on the No-Name committee. This committee consisted of representatives from various community colleges, technical colleges, private colleges, and public universities, who worked cooperatively to increase minority adult enrollment throughout the Twin Cities colleges. As a college instructor I have taught a diverse student population, including African-Americans, Hispanics, Native Americans, as well as Hmong and Vietnamese refugees. In graduate courses I studied the Southwest prehistoric Native American cultures, as well as the Lakota culture of the Dakotas. In my Introduction to Philosophy courses at Nicolet College, I included American Indian philosophy and religion. Also at Nicolet College I was the Vice Chair of the Minority Planning and Participation Committee, and worked with the Director of the Native American Center on grant proposals, program development, and program evaluation. While in the Air Force I lived and worked with people of various cultural backgrounds and served in both Vietnam and Korea.

If after reviewing my experience and qualifications you believe that there is a fit between by background and the needs of Sauk Valley Community College, I would be happy to meet with you at your convenience.

Sincerely,



Harry S. Cottrell

# HARRY S. COTTRELL

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Olympia, WA 98502 • (360) 705-8815

## OBJECTIVE

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A position in research/planning/development/budget management for an educational, governmental, or not-for-profit organization.

## EXPERIENCE

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### NICOLET AREA TECHNICAL COLLEGE, P.O. BOX 518, RHINELANDER, WI 54501

#### *Registrar, January 1995 to August 1996*

- ▶ Oversaw: Management of records; collection and distribution of grades; certification, preparation, and issuing of transcripts, certificates, diplomas, and degrees; registration; state reporting; and supervised staff.
- ▶ Moved toward a "less paper" records office; developed new policies on records retention which significantly reduced records storage needs; automated and simplified the Continuing Education and Basic Education registration processes; and prepared study on an expanded electronic records system.
- ▶ Developed surveys for present and potential students, and follow-up studies.
- ▶ Instituted enrollment tracking and reporting systems.
- ▶ Member of the campus wide Assessment Planning task Force.
- ▶ Assisted with a golf tournament fundraiser which netted \$8,000 for scholarships.
- ▶ Worked with the Director of Evaluation on a computerized testing center lab and prepared a \$55,000 grant proposal for a Testing Center Computer Lab.
- ▶ Presented Grant Writing Workshop.
- ▶ Member of the college's Recruitment and Retention Committee. Determined computer capabilities and needs for implementation of plan.
- ▶ Vice Chair, the Minority Participation and Planning Committee.
- ▶ Member of the ITV and Internet committee.
- ▶ Taught Philosophy classes.

#### *Director of Research, Planning, and Development, August 1993 to December 1994*

- ▶ Grants Coordinator/Writer for a \$1 million state and federal grants program, worked with a team of directors from Guidance and Development, Equity Resource Bureau, Native American Center, Special Needs, and Basic Education to ensure an effective delivery of services with diminishing funding.
- ▶ Prepared a successful \$325,000 federal grant proposal for an ITV network with local school districts, as well as a successful \$10,000 state ITV grant proposal.
- ▶ Secured \$150,000 in grant funding for new program start up costs.
- ▶ Prepared the learner-centered strategic plan document and provided leadership in implementation.
- ▶ Prepared a socioeconomic and demographic study for environmental scanning.
- ▶ Provided leadership for organizational changes which incorporated strategic planning, governance, institutional effectiveness, student outcomes assessment, and self study into one institutional structure and process.
- ▶ Provided leadership and prepared the preliminary college Assessment Plan.
- ▶ Facilitated development of the initial Recruitment and Retention Plan with directors and staff from the student services division.
- ▶ Supervised staff.

NETWORK CHIROPRACTIC, PRESCOTT, AZ 86301

*Business Manager, September 1992 to July 1993*

I handled the business and financial aspects of my wife's practice.

INVER HILLS COMMUNITY COLLEGE, INVER GROVE HEIGHTS, MN 55076

*Assistant to the President for Institutional Research, July 1987 to September 1992*

- ▶ Prepared the concept paper and grant proposals, secured a site, hired staff, raised over \$250,000, implemented programming, and supervised the West Side Hispanic Center which provided classes and instructional support services.
- ▶ Facilitated campus-wide input and prepared two Strategic Plan documents.
- ▶ Chair for a successful self-study focused visit, wrote report.
- ▶ Prepared two successful proposals for a \$20,000 summer College Prep Program for Hmong students.
- ▶ Prepared numerous reports, surveys, plans, statistical studies, and cost analysis reports to assist the President and cabinet in decision making.
- ▶ Advised the president on various campus, local governmental, state, and federal issues, and represented the president on numerous community groups.
- ▶ Chair, Enrollment Management Team.
- ▶ Prepared college catalog.
- ▶ Prepared a study which was used for the creation and implementation of a Recreational Sports Program.
- ▶ Member of the planning committee which created the Returning Adult Center.
- ▶ Taught Political Science classes.
- ▶ Coordinated the Cooperative Work Experience Program.
- ▶ Participated in the hiring, supervision, and evaluation of faculty, professional, and support staff.

*Director of Continuing Education, September 1985 to July 1987*

- ▶ Scheduled courses and hired instructors for the college's non credit program and off-campus credit program.
- ▶ Developed customized training for private and public organizations.
- ▶ Prepared the College-wide Quarterly Class Schedule and other outreach publications.
- ▶ Conducted information/orientation/registration sessions for off campus students.
- ▶ Co-Founder of the Inver Grove Heights Schools' Foundation.
- ▶ As Director of the College Foundation, I organized a silent auction and dinner, which raised \$3,500.
- ▶ Secured \$15,000 in office and computer equipment from a local utility company.
- ▶ College representative on the Inver Grove Heights Star City Task Force which developed the city's first economic development plan.
- ▶ Chair, Enrollment Management Team, facilitated process and prepared Enrollment Management Plans which produced successful strategies for increasing full time student enrollments.
- ▶ Participated in the hiring, supervision, and evaluation of faculty, professional, and support staff.

MINNESOTA COACT, ST. PAUL, MN 55114

*Budget Director, April 1984 to September 1985*

- ▶ Prepared a \$750,000 budget and accompanying financial reports.
- ▶ Prepared successful grant proposals to church related foundations for \$200,000.
- ▶ Prepared and implemented a reorganization and downsizing plan.
- ▶ Supervised professional and support staff.

COLLEGE OF THE REDWOODS, EUREKA, CA 95501

*Adjunct Faculty, January 1976 to March 1984*

- ▶ Taught Political Science and Geography classes.
- ▶ Interim Coordinator, Cooperative Work Experience Program.
- ▶ Coached men's and women's track & field and cross country.

THE JOGG'N SHOPPE, EUREKA, CA 95501

*Assistant Store Manager, June 1980 to March 1984*

- ▶ I assisted the owners in all aspects of the retail store operations, including marketing and advertising.
- ▶ Co-founder and board member of the Eureka Business Improvement District.

HUMBOLDT COUNTY CETA DEPARTMENT, EUREKA, CA 95501

*Director of Program Planning and Evaluation, September 1977 to April 1980*

- ▶ Member of the department management team.
- ▶ Prepared \$10 million annual plan and grant proposal.
- ▶ Prepared \$250,000 Summer Youth Employment grant proposal and plan.
- ▶ Supervised the MIS unit.
- ▶ Presented grant writing workshops.
- ▶ Initiated a program evaluation and follow-up processes.
- ▶ Supervised professional and support staff.

U.S. AIR FORCE,

*Sergeant, 1964-1968*

- ▶ I worked as an aerial photo interpreter and cartographer.
- ▶ I served one year in Vietnam and four months in Korea during the Pueblo Incident.
- ▶ Received an Honorable Discharge.

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## EDUCATION

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HUMBOLDT STATE UNIVERSITY, ARCATA, CA 95521

*M.A., Social Science, 1977*

HUMBOLDT STATE UNIVERSITY, ARCATA, CA 95521

*A.B., Political Science, 1974*

Graduated cum laude

COLLEGE OF THE REDWOODS, EUREKA, CA 95501

*A.A., Liberal Arts, 1972*

Graduated with high honors.

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## HONORS

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Graduated with High Honors, College of the Redwoods

Graduated Cum Laude, Humboldt State University

Represented the West, in the Marathon, Olympic Sports Festival

First Inductee, Six Rivers Running Club Hall of Fame

Minnesota Age Group Runner of the Year

National Master's 25K Champion

## CIVIC ACTIVITIES (PAST AND PRESENT)

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Member, Rhinelander High School Community Activities Center Task Force  
Member, Rhinelander Job Center, Local Collaborative Planning Team  
Board Member, Rhinelander Youth Futures  
Member, College of the Redwoods Alumni Association  
Co-Founder Eureka Business Improvement District  
Board Member, Inver Grove Heights Development Corporation  
Member, Inver Grove Heights Star City Task Force  
Member, South St. Paul/Inver Grove Heights Chamber of Commerce  
Board Member, Leadership South St. Paul/Inver Grove Heights  
Board Member, Inver Grove Heights Community Education Advisory Council  
Co-Founder and Treasurer, Inver Grove Heights School's Foundation

## SELECTED REPORTS

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- ▶ College Strategic Plans (Nicolet College and Inver Hills)
- ▶ Preliminary Student Outcomes Assessment Plan (Nicolet College)
- ▶ Preliminary Retention Plan (Nicolet College)
- ▶ Annual Vocational Program Evaluation Report (Nicolet College)
- ▶ Concept Paper on Distance Learning (Nicolet College)
- ▶ Analysis of Personnel Supported Through Grant Funding (Nicolet College)
- ▶ Demographic and socioeconomic Study of District (Nicolet College)
- ▶ Academic Department Cost Studies (Inver Hills)
- ▶ Service Area Market Analysis (Inver Hills)
- ▶ Longitudinal Enrollment Study (Inver Hills)
- ▶ North Central Focused Visit Report (Inver Hills)
- ▶ Thoughts on a Student Tracking System (Inver Hills)
- ▶ West Side Hispanic Project Plan/Cost Study (Inver Hills)
- ▶ Weekend College Feasibility Study (Inver Hills)
- ▶ Recreational Sports Study and Implementation Plan (Inver Hills)
- ▶ Transferability of Occupational Programs Study (Inver Hills)
- ▶ Cost Analysis of Internship Program and Independent Study (Inver Hills)

## SELECTED PRESENTATIONS

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- ▶ "The Distance Learning Grant Program: A First Hand Look at Writing the Grant", Nicolet Area Technical College Distance Learning Day, 1995
- ▶ "Benchmarking: Adaptation to Nicolet College Strategic Planning", Nicolet Area Technical College Governance Council, 1994
- ▶ "Parliamentary Procedure Made Easy", Inver Hills' Student Senate Training Workshop, 1992
- ▶ "Politics and Ethics: Is it an Oxymoron?", Leadership South St. Paul/Inver Grove Heights, 1991
- ▶ "Political Cultures of the United States", Leadership South St. Paul/Inver Grove Heights, 1989 & 1990
- ▶ "The Minnesota Legislature: The Formal and Informal Structure", Minnesota Department of Revenue Staff Development Day, 1988
- ▶ "Core Curriculum or Distribution Requirements: What is the Choice of Minnesota Colleges?", Inver Hills Faculty Development Day, 1987

# **The Role of the Community College, The Nature of its Students**

**Harry S. Cottrell**

The community college has the most diverse role of any educational sector, as well as the most diverse student body. I believe the term "community" best sums up the role of the community college. The community college must serve the varied educational and training needs of the local community. Among those needs are: developmental education, basic education, college prep courses, liberal arts and vocational courses and programs, non-credit continuing education, re-licensing classes, contract training, as well as student support services such as guidance and development, academic counseling, special needs services, financial aid, diversity programs, and student activities. Not only must these needs be met, they must be met through morning, afternoon, evening, weekend, on-campus, and off-campus classes and programs. In addition the community college should be the cultural center of the community, as well as the intellectual center.

The community college has been criticized for trying to be all things to all people, however to fulfill its mission the community college, at a minimum, must be many things to many people. To serve the community, the community college must be aware of local needs and create programs to meet those needs. Our challenge is to design programs and processes that can meet those local community needs in the most efficient and effective manner. This involves the development of cooperative and collaborative partnerships wherever possible, as the relationship with the local community must be a two-way street. The role of the community college is a big one which requires a lot of hard work, a lot of hard work with a declining revenue base. Partnerships are needed with business, other educational institutions, and other concerned groups to enable the community college to continue to play their vital role within the local community.

In addition to the array of programs and services that the community college provides, the community college must provide those programs and services to a very diverse student body. This diversity is more than cultural and ethnic, it is also a diversity of age, experience, family, occupation, goal, skill, ability, and ambition. The community college must meet the needs of the emerging workforce, the current workforce, the transitional workforce, the entrepreneurial workforce, and the retired workforce. Each of these categories contains a varied mix of the diverse student body mentioned above.

The above delineated mix of programs and services combined with the diversity of the student body begins to paint a picture of the "Role of the Community College and the Nature of its Students." A short statement on the community college cannot do justice in describing the community college, while the multitude of books written on the subject fall short of a full understanding of the role of the community college. However a class I taught some years ago best typifies to me the community college. Within this one class were a 16-year-old high school student and an 84-year-old World War I veteran, both white, Afro-American athletes whom I coached, the student body president, a Vietnamese refugee, along with the usual mix of "traditional" and "non-traditional" students, college transfer and technical program students, high ability and low ability students, all preparing for the future and reflecting on the past. That one class best demonstrated to me the role of the community college and the nature of its students.

For Board Meeting  
of March 24, 1997

Agenda Item H-2

#### COORDINATOR OF COMMUNITY SERVICES APPOINTMENT

Eight applications were received for the half-time administrative position of Coordinator of Community Services. After two on-campus interviews, the administration is recommending the appointment of Robertus van der Wege of Oregon, Illinois.

**RECOMMENDATION:** Board approval of the appointment of Robertus van der Wege to the half-time administrative position of Coordinator of Community Services, at a 12-month salary of \$17,760, effective March 3, 1997.

Instructions: This Recommendation for Appointment form is designed to provide authorization for all new employees and for changes affecting current employees. It can be obtained from the Coordinator of Personnel Services and is to be completed by the department Supervisor/Dean.

1. For new employees complete parts 1, 2 and 3:

Note: Special instructions may include conditions for new employees such as a 90 to 120 day probationary period.

The packet of information accompanying this form should contain at the minimum:

- A) Resume and/or application for employment.
- B) Reference checking documents.
- C) Interview evaluation.
- D) Memo indicating that the data compiled by AA/EEO was examined prior to final selection.
- E) Salary justification memo if the proposed salary is higher than the minimum band for that scale.
- F) Copy of the current job description.
- G) Demographics Form.

Once complete, the packet will be reviewed by the Affirmative Action Officer and the Coordinator of Personnel Services.

Authorizations:

- A) Applicants signature is required after the candidate has accepted the position. This confirms that the applicant understands and agrees to the terms and salary of the position.
- B) The packet is then reviewed and signed by the appropriate Supervisor/Dean and Vice President acknowledging the recommendation.
- C) Final approving authority will be the President's or the Board of Trustees depending on the position to be filled.

Once approved, the original packet will be forwarded to the Coordinator of Personnel Services

- 2. For changes in biographical information complete parts 1, 2 and 3 as instructed above for new employees except, only packet items E), F) and G) are required.
- 3 For Temporary changes of current employees such as department or account number changes, complete part 1 and Supervisor/Dean's signature of part 3 only. No other information is required to accompany this form.

**CORPORATE AND COMMUNITY SERVICES  
RECOMMENDATION FOR APPOINTMENT**

**DATE:** February 28, 1997

**TITLE:** Coordinator of Community Services

**APPOINTEE:** Robertus van der Wege.

**RESUME.** Attached.

**REFERENCES.** Three letters of reference were provided by Mr. van der Wege by a former employer and two former colleagues. Telephone calls were made to two references which he provided and two additional individuals who he had not identified as references.

Everyone contacted believed that he would do a good job as the Coordinator and gave similar positive comments which included...

- Nice personality; charming; friendly; not confrontational; people skills.
- Hard working; good colleague; does not demand things his own way; always prepared.
- Good organizer; clear thinker; results oriented; tenacious; good communication skills.
- Energetic; motivated; extremely intelligent.

**INTERVIEW EVALUATION.** Mr. van der Wege visited Sau for an employment interview on Tuesday, February 25, 1997. He met with the CCS Dean, Dr. Behrendt, Dr. Gover, and finally the CCS staff.

**The Dean's impressions.** Mr. van der Wege was able to efficiently discuss his background and qualifications, and demonstrate his detailed knowledge of coordinating credit and non-credit programming. He has over 20 years of direct educational coordinating experience, mostly in the arts, and 15+ years of management experience being self-employed. Mr. van der Wege described how his experience has prepared him for the position and has prepared him to easily step into a coordinator's position. He was able to make several practical and insightful suggestions for improving our program and the marketing of the program.

**The President's impressions.** Dr. Behrendt reported that Mr. van der Wege appeared to be a well qualified candidate who could possibly help the program make great strides forward.

**The Vice President of Instruction's impressions.** Dr. Gover concurred with Dr. Behrendt and also believed that Mr. van der Wege would be an impressive coordinator.

**The CCS Staff's impressions.** The staff was unanimous in believing that he was qualified and could do a fine job in the position. His experience and warm personality were seen as strengths that would make him credible and effective in community services.

**AA/EEO.** Not completed.

**SALARY JUSTIFICATION.** Mr. van der Wege's starting compensation is being recommended at \$17,760. Since this is a half time position, his salary is half of the \$35,521 starting salary for an administrative position.

**JOB DESCRIPTION.** Attached.

**DEMOGRAPHICS FORM.** Attached.

## *Robertus Joost van der Wege*

---

914 North Daysville Road, Oregon, Illinois 61061 (815) 732-2885

January 7, 1997

Curt Devan, Coordinator of Personnel Services  
Sauk Valley College  
173 Illinois Rt. #2  
Dixon, Illinois 61021

Dear Mr. Devan:

I am applying for the position of Coordinator of Community Services. You will find materials in support of my application attached.

In addition to being a part-time instructor at Sauk, I have extensive experience developing on and off-campus courses and programs. I have a master's degree in Asian and Pacific Art History and an arts administration certification from the Harvard Institute in Arts Administration. I am also familiar with WordPerfect.

My experience began in Hawaii over 25 years ago when I began working for the Almquist & Tremainn Theatrical Co. (ATTCo). I was involved in the production of the film *Tora, Tora, Tora* and in manufacturing props and creating special effects for the television series *Hawaii-50*. I also did supporting work for large touring productions such as the Bayanihan (National Dance Theater of the Philippines) and the Ice Capades.

While attending graduate school part-time, I spent three years worked as the Curator of Extension Services for the Honolulu Academy of Arts (HAA). I was responsible for all of the institution's off-site programing throughout the state. Programing included annual traveling exhibitions, film series, workshops, seminars, lectures and other special events. My work in this area led me to identify and improve a variety of spaces on neighboring islands which were suitable to house such exhibitions and programs. It also led me to establish the Interim Arts Week Festival at Hawaii Preparatory Academy on the Big Island.

While working for the H.A.A., I was invited to join the staff of the University of Hawaii at Hilo Center for continuing Education and Community Service (UHH-CCECS). Leaving Oahu, I moved to the Big Island and took over as Culture and Arts Coordinator for that office. This was my first experience working with a small liberal arts college and I found it to be very challenging. With only a small arts faculty, I began by supplementing credit offering with non-credit arts classes and offering credit art classes in outlying areas such as Kona. I also took charge of the Hilo College Theater, which had no staff. This entailed scheduling as well as being the box office manager, house manager and stage manager. After training students to fill these positions, I encouraged the University of Hawaii at Manoa to schedule touring programs in that facility. These included the National Dance Theater of Burma, the National Masked Dance Theater of Korea, the Gigaku Chamber Ensemble of Japan, the National Noh Theater of Japan, the Yass Hakoshima Mime Theater, Alvin Ailey Dance Company, the Canadian Brass Ensemble of Canada and the Honolulu Symphony, to name a few. In addition to these programs, supplementary workshops, master's classes and exhibitions were also under my purview.

After three years on the Big Island, I returned to the mainland to become the Assistant Director at the University of Minnesota Gallery. I scheduled and ran special events for them until the budget cuts of the early 1980s.

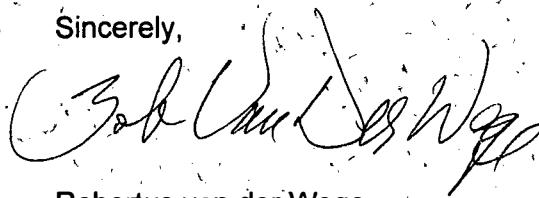
With the national economy in a downslide, I found part-time work as a fund raiser with the Student Project for Amity Among Nations (SPAN). As the oldest study abroad program in Minnesota, SPAN permitted me to gain additional development experience and work with students on special fund raising projects. During this period, I also began a small business of my own, teaching kids to fence.

As time passed, my business grew in size and competitive ability. I built my business into one of the largest fencing clubs in the country, offering services to athletes of all ages from beginner to elite. This gave me considerable experience in financial management and marketing. I also offered classes six times per year and staged tournaments in-house and in shopping malls throughout the Minneapolis/St. Paul area. In 1986, I coordinated the first national fencing championship ever held in Minnesota.

In 1990, I sold my business and, in 1993, my wife and I moved to Illinois where she took over the operation of a new research institute at Northern Illinois University. Since that time, I have worked part-time as the Executive Director for the Oregon Illinois Chamber of Commerce and as a fencing and sculpture instructor at Sauk Valley College. At present, I am also the Arts Link Coordinator between Sauk and the Illinois State Arts Council.

My experience with Sauk has been very positive and I welcome the opportunity to expand my commitment to your institution. Please feel free to contact me if you require additional information.

Sincerely,



Robertus van der Wege

Enclosures

# Robertus Joost van der Wege

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Oregon, Illinois 61061 (815) 732-2885

## WORK EXPERIENCE

1996-Pres. **Fencing/Sculpture Instructor (Part Time)**

SAUK VALLEY COLLEGE, Dixon, Illinois

Develop curriculum and instruct college freshmen and sophomores.

1993-Pres. **Artist/Craftsman/Proprietor**

STAG'S POINT DESIGN, Oregon, Illinois

Design and manufacture original jewelry, furniture, lamps and works of art.

1993 **Executive Director (Part Time)**

OREGON CHAMBER OF COMMERCE, Oregon, Illinois

Supervise all day to day operations of a city chamber of commerce.

- administer public information service and public relations campaign
- coordinate and train volunteers
- supervise membership campaign
- administer community development initiative

1979-1991 **Chief Executive Officer**

MINNESOTA EXCALIBUR, St. Paul, Minnesota

Supervise all aspects of a specialty athletic club.

- instruct and coach fencing
- supervise program and sales staff
- coordinate special events, tournaments, programs and classes
- coordinate marketing and public relations

1981-1983 **Fund Director (Part Time)**

MINNESOTA SPAN ASSOCIATION, Minneapolis, Minnesota

Raise funds and manage alumni relations for a study-abroad consortium of 14 public and private colleges and universities in Minnesota.

1979-1981 **Program Consultant**

UNIVERSITY OF MINNESOTA - DEPARTMENT OF CONFERENCES, Minneapolis, Minnesota

Plan and coordinate conferences in museum security and private collection management.

1978-1980 **Assistant Director**

UNIVERSITY OF MINNESOTA GALLERY, Minneapolis, Minnesota

Schedule and supervise many of the day-to-day, in-house operations of a university art museum.

- coordinate museum security and handicap access
- supervise labor relations
- schedule exhibitions
- train and supervise interns

**Robertus van der Wege**

Resume -- page two

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**1975-1978 Culture and Arts Coordinator**

UNIVERSITY OF HAWAII -- CENTER FOR CONTINUING EDUCATION AND COMMUNITY SERVICE, Hilo, Hawaii

Coordinate and develop a self-supporting culture and arts program for the UHH and Big Island community. Serve as liaison between the university and community arts organizations.

- coordinate public relations and advertising
- supervise fund raising and grants administration
- monitor arts budgeting and accounting
- develop liaisons with dance, music, theater, environmental, literary and visual arts programs

**1972-1975 Curator of Extension Services**

HONOLULU ACADEMY OF ARTS, Honolulu, Hawaii

Coordinate and develop a statewide visual arts program. Serve as liaison between HAA and neighbor island arts organizations.

- research and develop educational materials
- train docents and volunteers
- assemble and coordinate traveling exhibitions, audio visual lending library, lecture and arts workshop series, organize culture tours (Artrek) to Oahu and the mainland

**1970-1971 Craft Shop Manager**

HAWAII STATE PRISON, Honolulu, Hawaii

Establish, coordinate and develop a "leisure time" arts program for prison inmates.

- purchase and inventory supplies and materials
- monitor department budgets
- teach woodcarving
- develop internal security and tool-control systems

**1969-1970 Graphic Artist and Graphics Technician**

ATTCO, INC., Honolulu, Hawaii

Design and manufacture displays, construct theatrical scenery and properties, and manufacture special effects for state and film.

- design and produce displays
- execute graphic design productions
- assist with theater lighting, props and special effects

**1968-1969 Industrial Arts Instructor**

BLOOMINGDALE HIGH SCHOOL, Bloomingdale, Michigan

Develop curriculum and instruct general shop, wood shop and metal shop for students grade 8 through 12. Advise senior class.

**Robertus van der Wege**  
Resume -- page three

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**EDUCATION**

1993-1994 DYNAMIC HORIZONS COMPUTER CENTER, Oregon, Illinois  
Computer Science

1993 SAUK VALLEY COLLEGE, Dixon, Illinois  
Community Planning and Economic Development

1993 ROCK VALLEY COLLEGE, Oregon, Illinois  
Computer Science

1993,1987 NATIONAL COACHES COLLEGE/U.S. OLYMPIC TRAINING CENTER, Colorado Springs, Colorado  
1985 Fencing and Athletic Training

1979-1981 UNIVERSITY OF MINNESOTA, Minneapolis, Minnesota  
Writing Skills, Art Security and Physical Education

1979 UNIVERSITY OF DELAWARE, Newark, Delaware  
Art Security

1978 M.A., UNIVERSITY OF HAWAII, Honolulu, Hawaii  
Asian and Pacific Art History

1977 Certificate, HARVARD UNIVERSITY, Cambridge, Massachusetts  
Harvard Institute in Arts Administration

1977-1978 UHH-HILO COLLEGE, Hilo, Hawaii  
Philosophy and French

1975-1976 UH COLLEGE OF CONTINUING EDUCATION & COMMUNITY SERVICE, Honolulu, Hawaii  
French, Enology, and Continuing Education Administration

1973-1978 HAWAII MUSEUMS ASSOCIATION  
Spring and Fall Meetings and 1977 Legal Seminar

1973-1978 AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY, Hilo and Volcano, Hawaii  
Historic Sites Interpretation Workshop

1973 STATE OF HAWAII, Honolulu, Hawaii  
First Historic Preservation Workshop

1967 MICHIGAN STATE UNIVERSITY, East Lansing, Michigan  
Art History

**Robertus van der Wege**  
Resume -- page four

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1963-1968 **B.A., WESTERN MICHIGAN UNIVERSITY, Kalamazoo, Michigan**  
Sculpture and Art History

**HONORS AND AWARDS**

1995-Pres. **Elected Commissioner**  
**OREGON PARKS DISTRICT**  
Oregon Department of Parks & Recreation, Oregon, Illinois

1985-1991 **Top Ten Junior Fencing Clubs in the United States**  
**MINNESOTA EXCALIBUR FENCING CLUB**  
U.S. Fencing Association, Colorado Springs, Colorado

1980 **Tuition**  
**ART SECURITY INSTITUTE**  
University of Minnesota, Minneapolis, Minnesota

1979-1980 **Regents Scholarship**  
**WRITING SKILLS CLASSES**  
University of Minnesota, Minneapolis, Minnesota

1977 **Appointment by Governor George Ariyoshi**  
**WAILOA CENTER ADVISORY BOARD**  
State Department of Land and Natural Resources, Hilo, Hawaii

1976 **Tuition**  
**PACIFIC REGIONAL HISTORIC SITES INTERPRETATION WORKSHOP**  
American Association for State and Local History, Hilo and Volcano, Hawaii

1974 **Partial Tuition**  
**PACIFIC REGIONAL MUSEUMS WORKSHOP**  
American Association for State and Local History, Honolulu, Hawaii

1974 **Partial Tuition**  
**THEATER PRACTICE WORKSHOP**  
Hilo Foundation for the Performing Arts, Hilo, Hawaii

1967 **Student Exchange Program -- Participating Student**  
**MICHIGAN HIGHER EDUCATION SYSTEM**  
Michigan State University, East Lansing, Michigan

1967 **Student Delegate**  
**27th INTERNATIONAL CONGRESS OF ORIENTALISTS**  
University of Michigan, Ann Arbor, Michigan

**PROFESSIONAL ORGANIZATIONS & RELATED EXPERIENCE**

1996-Pres.     **ROCKFORD AREA ARTS COUNCIL**  
                    Grant Review Committee

1995-Pres.     **OREGON PARKS AND RECREATION DISTRICT**  
                    Commissioner, Finance Committee, Parks Committee, Program Committee, Staff Committee

1994-Pres.     **OGLE COUNTY ARTS ALLIANCE**  
                    Board Member, Program Committee Chair

1986-1991 &  
1978-1981     **MINNEAPOLIS INSTITUTE OF ART**

1986-1990     **AMERICAN ASSOCIATION OF MUSEUMS**

1984-1991     **SCIENCE MUSEUM OF MINNESOTA**

1981-1983     **MINNESOTA STUDENT PROJECT FOR AMITY AMONG NATIONS (SPAN)**  
                    Fund Director

1980-1982     **ART SECURITY INSTITUTE**  
                    Program Coordinator

1978-1980     **FRIENDS OF THE JOHN NELSON BERGSTROM MUSEUM OF ART**

1977-1978     **WESTERN ALLIANCE OF ARTS ADMINISTRATORS**

1976-1977     **BIG ISLAND DANCE COUNCIL**  
                    Board Member

1976-1978     **KONA COMMUNITY ARTS COUNCIL**  
                    Board Member

1976-1977     **PACIFIC REGIONAL CONSERVATION CENTER**  
                    Ex-Officio Board Member to the Advisory Committee representing the Hawaii Museums  
                    Association

1976-1978     **EAST HAWAII CULTURAL COUNCIL**  
                    Board Member

1976     **HILO FOUNDATION FOR THE PERFORMING ARTS**  
                    Board Member

1976-1977     **AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY**  
                    Delegate for: Honolulu Academy of Arts and Hawaii Museum Association, Coordinator for  
                    the 1976 Historic Sites Interpretation Workshop

**Robertus van der Wege**

Resume -- page six

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1974-1981     **AMERICAN ASSOCIATION OF MUSEUMS**  
Delegate for: Honolulu Academy of Arts and the University of Minnesota Gallery,  
Coordinator for the 1975 Post-Convention Tour to Hawaii

1973-1979     **HAWAII MUSEUMS ASSOCIATION**  
Oahu Board Member; Vice President; President; member of: Legislative Committee,  
Education Committee, Public Relations and Information Committee, and Standards  
Committee; Legislative Lobbyist; and Standards Committee Chairman

1973-1974     **UNIVERSITY OF HAWAII CAMPUS CENTER BOARD**  
Advisor to the Art and Culture Committee

1972-1978     **HONOLULU ACADEMY OF ARTS**  
Curator of Extension Services

1969-1971     **BISHOP MUSEUM ASSOCIATION**

1967-1968     **WESTERN MICHIGAN UNIVERSITY ART STUDENTS UNION**  
Charter member and President

**FAMILY**

Wife

Dr. A. Ann Sorensen

Sons

Kees T. van der Wege, Born: August 10, 1979  
Tijl O. van der Wege, Born: September 5, 1983  
Haan J. O. van der Wege, Born: December 19, 1986

For Board Meeting  
of March 24, 1997

**Agenda Item H-3**

**SUPPORT SERVICES COUNSELOR APPOINTMENT**

Fifteen applications were received for the temporary position of Support Services Counselor. Two candidates were interviewed on-campus by the Search Committee and the administration is recommending the appointment of Allison Poore of Sycamore, IL.

**RECOMMENDATION:** Board approval of the temporary appointment of Allison Poore as Student Support Services Counselor at a 10-month pro-rated salary of \$23,882 (plus 20% - summer), effective April 1, 1997.



**TO:** Dr. Richard Behrendt  
*OK* *KC*  
**FROM:** Joan Kerber & Kelly Conrad

**DATE:** March 14, 1997

**RE:** Recommendation for appointment of Allison Poore as Student Support Services Project Counselor (Temporary)

**ANALYSIS OF QUALIFICATIONS**

Academic: Allison Poore holds a Master of Science in Education with her concentration in Student Development in Higher Education from Northern Illinois University. She has a Bachelor of Arts degree in English from Northern Illinois University.

Professional Background: Currently Allison is working at Taking Control, a private agency, where she is providing therapy for clients with issues such as substance abuse, domestic violence, and anger. For her counseling internship, she worked as a counselor in the Counseling and Student Development Center at Northern. Allison was one of only two MS. Ed students to have an opportunity to take on a counseling internship at CSDC. Typically the center does not utilize counseling master degree candidates. She also worked for two years in the Office of Orientation at NIU, where she was highly-regarded by the staff and worked well with diverse clientele.

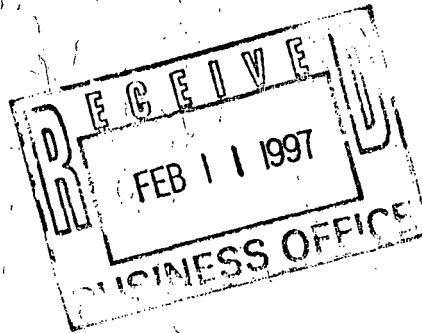
Personal Qualifications: Allison is a first generation college student whose roots are in rural, central Illinois, which makes her a good fit for a project counselor at Sauk. She has special interest in working with adult students and people with eating disorders. One of her instructors from NIU described Allison as a "team player" and as a "good, supportive listener." Although her recent experience in clinical counseling has been very beneficial for her, Allison is excited to officially enter her original field of interest - student development counseling.

Announcement Process: The Project Counselor position was announced through the local, Rockford, Quad Cities, and LaSalle newspapers.

Selection Process: Approximately 15 applications were received for this position. Applicants were narrowed to two individuals and those two people were interviewed. Each met with the search committee consisting of Kelly Conrad, Coordinator of Student Support Services, Tom Breed, Coordinator of Counseling, Charla Minson, SSS Transfer Counselor, and Pat Dohse, SSS Secretary. They also met with Curt Devan, Coordinator of Personnel Services, Joan Kerber, Vice President of Student Services and SVCC President, Richard Behrendt.

February 3, 1997

Kurt DeVan  
Coordinator Personnel Services  
173 Illinois R.R. 2  
Sauk Valley Community College  
Dixon, Illinois 61021



Dear Mr. DeVan:

I recently learned there may be a position available in the counseling center at your school. Please accept this as my formal application for the counseling position at Sauk Valley Community College.

I received my education from a program accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). This accreditation, in part, has given me a quality background in student development in higher education. My degree places me in a unique position to approach students from a therapeutic and developmental perspective. Experiences with clients of all ages and backgrounds, as well as student development and clinical work, only add to this approach.

Currently, I am working part time for Taking Control, a private agency in Aurora, IL. This position is allowing me to work with different populations, expand my clinical skills, and work toward licensure. At this time, however, I am hoping to move back into a higher educational setting to continue pursuing my career goals.

In addition to my formal education and professional experiences, I have gained additional experience as a counselor during my internship at the Counseling & Student Development Center at Northern Illinois University. My counseling role at this agency required me to be a therapist, group facilitator, treatment coordinator, programmer, and an educator to students in and out of the residence halls and classrooms. It also required me to have working knowledge in areas including eating disorders, sexual abuse, depression, assertiveness, and adjustment. It taught me to work interactively with other helpers from diverse educational and theoretical backgrounds, instructors from various academic disciplines, and different student support services. This position also expanded my understanding of the interplay between a higher educational institution and the community.

My experience in working with individuals and groups, coupled with my academic emphasis and work in higher education, may prove assets to Sauk Valley Community College. I look forward to hearing from you soon.

Sincerely,

  
Allison G. Poore, M.S.Ed.

# ALLISON POORE

## EDUCATION

### MASTER OF SCIENCE IN EDUCATION, August 1996

Northern Illinois University, DeKalb, Illinois

Concentration: Student Development in Higher Education

Current G.P.A. 3.89/4.0

### BACHELOR OF ARTS, May 1991

Northern Illinois University, DeKalb, Illinois

Major: English English G.P.A. 3.8/4.0

## WORK EXPERIENCE

### COUNSELOR, Taking Control, Private Practice, Aurora, Illinois, June 1996-present.

- Provide therapy for individual adult clients dealing with substance abuse, domestic violence, anger, and assertiveness issues.
- Provide therapy for children dealing with divorce, grief, anger, and conduct disorders.
- Conduct bond assessments for families referred by the Department of Children and Family Services.
- Coordinate treatment plans with DCFS case managers and other helping professionals.
- Create reports, assessments, and supportive documents for use in court proceedings.

### NORTHERN ILLINOIS UNIVERSITY, DeKalb, Illinois

### COUNSELOR, Counseling & Student Development Center, August 1995-May 1996.

- Provided therapy for individual clients dealing with depression, anxiety, sexual orientation, assertiveness, and communication skills.
- Provided therapy for one individual client within a brief model framework and two long term individual clients as part of a comprehensive treatment program for persons with eating disorders.
- Co-facilitated *ANAD*, eating disorder support group & *Women with Bulimia*, psychoeducational group.
- Process observed *Adult Survivors of Child Sexual Abuse*; maintained notes.
- Participated in bi-weekly eating disorder staffings to provide holistic care to clients with eating disorders with psychiatrist, therapists, medical doctor, nutritionist, and athletic trainer.
- Co-coordinated Eating Disorder Screening Day, project for students, faculty, and staff.
- Trained clinicians from psychology and human and family resource departments to perform individual eating disorder screening sessions.
- Created summary reports and follow ups for the Harvard Eating Disorder Clinic.
- Organized campus-wide programming activities with Eating Disorder Task Force.
- Gave in-class presentations about eating disorders as requested by faculty, staff, or student organizations focusing on body image, societal norms for healthy weight, and eating disorders.
- Created advertising letters, brochures, fliers, and posters for groups and programs.

### COUNSELOR, Counseling Laboratory, January-May 1995.

- Provided individual short-term therapy to undergraduate students dealing with career goals, anger management, and assertiveness.
- Participated in weekly case conferences with four counseling staff members.
- Managed case loads including progress notes and referrals.

# ALLISON POORE

page 2

**CO-FACILITATOR, *Women: Finding the Balance*, University Resources for Women, January-May 1995.**

- ◆ Developed and proposed concept for women's support group.
- ◆ Created all advertising materials.
- ◆ Worked with student affairs offices, student support services, and community agencies to recruit members.

## ADDITIONAL EXPERIENCE

**GRADUATE ASSISTANT, Office of Orientation & Campus Information, June 1994-August 1996.**

- ◆ Assisted with 8 week summer orientation program for new students.
- ◆ Administered and scored the Myers-Brigg Type Indicator.
- ◆ Planned student and staff activities.
- ◆ Conducted class registration presentations.
- ◆ Processed student and family evaluations; responded to orientation hotline.
- ◆ Recruited, interviewed, and hired undergraduate student orientation leaders; co-facilitated eight-week training program.
- ◆ Collaborated with student affairs and academic offices to write, edit, and design all Orientation publications including recruitment brochures, newsletter, university-wide-circulated student and family handbooks, and freshman focused magazine.

**JUNIOR ASSISTANT MANAGER, Sycamore Shop, DeKalb, Illinois, May 1991-January 1996.**

- ◆ Managed all financial transactions including bank deposits, bookkeeping, and sales.
- ◆ Supervised employees and coordinated work schedules.

## PROFESSIONAL ACTIVITIES

- ◆ Member, Eating Disorders Task Force, Advertising Committee, January-May 1995.
- ◆ Presentor, "Counseling Women with Eating Disorders", Northern Illinois University Counseling Association Conference, March 1996.
- ◆ Presentor, "Professionalism and Dealing with Confrontation", workshop for undergraduate student employees, Office of Campus Recreation, NIU, January 1995.
- ◆ Presentor, "Identifying Children of Alcoholics in the Classroom", in-class, 70-minute workshop. Seminar in Secondary Education, October 1992.
- ◆ Counselor, Camp Maple Leaf, summer camp for children in special education, summer 1991, DeKalb Sycamore Association of Special Recreation, DeKalb, Illinois.

## PROFESSIONAL MEMBERSHIPS

American Counseling Association

American College Counseling Association

## VOLUNTEER EXPERIENCE

Habitat for Humanity, August 1994-August 1995

Hope Haven Homeless Shelter, May-August 1993

For Board Meeting of  
March 24, 1997

Agenda Item H-4

## ADMINISTRATIVE REAPPOINTMENTS

Each year, we act on administrative reappointments. The following personnel are recommended for reappointment for the positions shown for 1997-98:

### Continuing Appointments Per Policy 401.01

Clevenger, Walt	Dean of Information Systems
Marlier, Ron	Director of Financial Aid
Pfeifer, Alan	Director of Computing and Instructional Technology
Seguin, Michael	Dean of Arts, Social Sciences, and Physical Education

### Two Year Contracts Per Policy 409.01

Bradley, Jami	Vice President of Administrative Services
Damhoff, Russ	Director of Athletics, Head Men's Basketball Coach, and Director of Sports Information, Athletic Booster Club and Intramurals
Devan, Curt	Coordinator of Personnel Services
Gospodarczyk, Tom	Dean of Corporate and Community Services
Gover, Phil	Vice President of Instructional Services
Hall, Zollie	Dean of Business, Technology and Natural Sciences
Johnson, Rose	Director of Health Careers Education
Ullrick, Steve	Director of Admissions, Records and Placement

### One Year Contract Per Policy 409.01

Frederick, Jim	Director of Buildings and Grounds
Kerber, Joan	Vice President of Student Services
Lagow, Larry	Director of College Relations
Meyer, Paula	Business Manager
Woodhouse, Jan	Coordinator of Student Activities (half-time)

RECOMMENDATION: Reappointment of the administrators as indicated.

For Board Meeting of  
March 24, 1997

Agenda Item H-5

CONTRACTUAL REAPPOINTMENTS

The following contractual employees have been recommended for reappointment for the 1997-98 year pending continuation/renewal of their grants/contracts, and for the time periods specified:

<u>Name</u>	<u>Grants</u>	<u>Grant/Contract Fiscal year</u>
<b><u>Administrators</u></b>		
Conrad, Kelly	Student Support Services Title IV	September 1 - August 31
Kim, Linda	VITAL	July 1 - June 30
Nelson, John	SBDC (half-time)	July 1 - June 30
<b><u>Faculty</u></b>		
Minson, Charla	Student Support Services Title IV	September 1 - August 31

**RECOMMENDATION:** Reappointment of the contractual staff as listed, pending satisfactory evaluation and supervisory recommendation with all appointments contingent upon the continuation/renewal of their grants/contracts.

For Board Meeting  
of March 24, 1997

Agenda Item H-6

### **SABBATICAL LEAVE REQUEST**

We have a faculty sabbatical leave request which we will discuss in closed session.

**RECOMMENDATION:** Appropriate action.

**SAUK VALLEY  
INFORM**

Post-It™ brand fax transmittal memo 7671		# of pages ▶
To <i>Jim Bergman</i>	From <i>R. P. B.</i>	
Co.	Co.	
Dept. <i>3-18-97</i>	Phone #	
Fax #	Fax #	

**MEMORANDUM**

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**To:** Dr. Richard Behrendt  
**From:** Walt Clevenger *W/C*  
**Date:** February 17, 1997  
**Subject:** Recommendation for Sabbatical Leave

On February 11, 1997, the Sabbatical Leave Committee reconvened in the Library Conference Room at 3:30 p.m. to examine the eligibility issue. The Committee felt that there was nothing in the language of the faculty contract that precluded a staff member from being eligible for a sabbatical leave based on the source of funds from which they were paid.

The applicant was hired on August 29, 1988, as a full-time counselor under the Special Service Grant. The Committee felt that for all intent and purposes, employees that are paid for by grants are considered employees of the College.

In accordance with the sabbatical leave procedure as outlined in the faculty contract, the Sabbatical Leave Committee recommends that Cindy Alfano be granted a sabbatical.

If you have any questions, please contact me.

## Sidebar and Employment History

As a sidebar the committee interpreted the following clause from the faculty contract

"a minimum of six (6) consecutive contractual academic years"

to mean 6 consecutive contractual academic years from the employee's anniversary date of employment. To interpret otherwise would discriminate against those staff member that did not begin employment at the start of the fall term.

Cindy Alfano History

1. 08-29-88 Board Action to hire Student Support Counselor -- Grant--soft money
2. 12-17-90 Board Action to hire Counselor-- hard money--faculty seniority list
3. 12-13-97 Made application for sabbatical

cc: Noel Berkey  
Curt Devan  
Chris Gehlbach  
Tom Gospodarczyk  
Dale Heuck  
Kris Murray

Dr. Phil Gover  
Dr. Joan Kerber  
Bev Kiele

sab97#3  
d/97

# **SAUK VALLEY COMMUNITY COLLEGE**

## **INFORMATION SYSTEMS**

### **MEMORANDUM**

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**To:** Noel Berkey, Curt Devan, Chris Gehlbach, Tom Gospodarczyk, Dale Heuck, Kris Murray

**From:** Walt Clevenger *WN/*

**Date:** February 6, 1997

**Subject:** **Sabbatical Leave Meeting**

The President of the College and the President of the Faculty Association have asked me to reconvene the Sabbatical Leave Committee. We will meet on Tuesday, February 11, at 3:30 p.m. in the Library Conference Room. The purpose of the meeting is to determine if the candidate for sabbatical leave meets the eligibility requirement as listed in the Faculty contract on page 33. I have attached documentation for your review. If you have any questions, please contact Curt Devan or me\*.

Thank you.

Attachments

cc

Dr. Behrendt  
Bev Kiele

\* I will be out of the office on 2-10-97

sab97#5  
d/fy97

14.3 Sabbatical Leaves:

A. Governing Principles:

1. Sabbatical Leaves may be granted for the purpose of improving the quality of services provided to the constituents of Sauk Valley Community College. A member of the faculty who is granted such leave may improve services by:
  - a. Engaging in projects or activities that will result in the development of tangible materials which will improve or enhance the faculty member's assignment at the College or
  - b. Informal or formal advanced study selected to improve the faculty member's competence in his/her assignments at the College or which expands his/her capabilities to serve the College in a designated area of need.
2. Sabbatical Leaves are not intended to provide opportunities for financial gains. Therefore, applications for Sabbatical Leaves shall include a description of any salaries, grants, or fellowships expected to be received during the leave period. Following conclusion of the leave, the faculty member shall file a report with the President or designee of all salaries, grants, or fellowships actually received during the leave period.
3. Individuals on Sabbatical Leave will receive all rights and privileges of faculty. These include full fringe benefits and normal progression on the salary schedule. Subject to Paragraph C below, the salary shall be computed as though the individual were performing usual duties at the College.

B. Eligibility

Application for Sabbatical Leave may be made by any faculty member who has been employed by the College in a full-time professional capacity for a minimum of six (6) consecutive contractual academic years.

C. Leave Plans

An eligible employee shall have the option of requesting either of the following plans of sabbatical leaves:

1. One full academic semester on full salary for the semester or
2. One full academic year of two (2) semesters at one-half of the individual's contract salary for the full year.

401.01 Personnel Classifications and Definitions

Definitions

1. Contractual Employee - Contractual employees are hired by the Board of Trustees for a specific period of time to carry out the objectives of the special projects funded in whole or in part by an external agency for a specific and restricted purpose without obligation on the part of the college or expectations that the college will continue the employment beyond the terms of the contract. These employees will not have academic rank, but shall be entitled to salaries and benefits as specified by the Board of Trustees in a salary plan developed for use in their special circumstance. Contractual employees may include personnel in any classification: Administrative, Professional, Instructional Faculty, Para-professional, Classified, or any other classifications used at the College.

Continued employment shall be subject to a positive annual evaluation and the continued funding of the position in the project or program for which they were hired. Said employees shall not be eligible for tenure.

If the Board and/or the external agency shall determine that it is necessary to discontinue a project or program, written notice of termination of employment shall be given to all affected employees. Such termination shall be effective at the close of the project or program as determined by the Board of Trustees and/or the external agency.

For Board Meeting of  
March 24, 1997

**Agenda Item I-1**

**DONATION**

The laboratory at CGH Medical Center has donated a Beckman electrophoresis system and a Beckman densitometer to our CLS program. This donation will replace the old Beckman system that CGH Medical Center donated several years ago.

**RECOMMENDATION:** Board approval to accept this donation with letters of appreciation to be sent to Susan Frost, Administration Director and Denise Norman, Chemistry Supervisor.

**SAUK VALLEY COMMUNITY COLLEGE  
INSTRUCTIONAL SERVICES**

**MEMORANDUM**

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**DATE:** **March 5, 1997**

**TO:** **Dr. Behrendt**

**FROM:** **Phil Gover** 

**RE:** **Donation for Board Approval**

**CGHMC laboratory has donated a Beckman electrophoresis system and Beckman densitometer to the CLS program. It will replace the old Beckman system that CGHMC donated several years ago.**

**Please address letters of thanks to Susan Frost, Administration Director and Denise Norman, Chemistry Supervisor.**

**js**

For Board Meeting  
of March 24, 1997

Agenda Item I-2

**MAY BOARD MEETING DATE**

Since the fourth Monday in May will fall on Memorial Day, we are suggesting that the May meeting be moved to Tuesday, May 27, 1997.

**RECOMMENDATION:** Appropriate action.

For Board Meeting  
of March 24, 1997

Agenda Item I-3

### **TITLE IX ATHLETIC TUITION WAIVERS**

In order for us to remain in compliance with Title IX of the Education Amendments Act of 1972, it is necessary that we offer athletic tuition waivers substantially proportionate to enrollment for male and female students at the College. The attached memo provides a more detailed rationale for this request.

**RECOMMENDATION:** Board approval to increase the total number of athletic tuition waivers from 80 to 84, with the allocation of 40 for men and 44 for women.



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

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

**MEMORANDUM**

DATE: March 14, 1997  
TO: Dr. Behrendt  
FROM: Joan E. Kerber  
SUBJECT: Title IX Scholarship Compliance

Title IX is a federal civil rights statute enacted in 1972 as part of the Education Amendments Act that prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. In September 1995, the U.S. Department of Education's Office for Civil Rights sent colleges "Clarification of Intercollegiate Athletics Policy Guidance: The Three-Part Test" and a guideline on how to interpret and enforce Title IX.

Our goal must be to provide opportunities for male and female students in numbers substantially proportionate to their respective enrollments. However, the law recognizes that Colleges must have an opportunity of time in order to meet that goal. Therefore, as long as a College continually strives to reach proportionate equity, they are considered to be in compliance.

Without going into great detail, Sauk Valley Community College thus far complies with Title IX regulations because of our history and continuing practice of program expansion for the underrepresented intercollegiate athletes. This is demonstrated through our program expansion in Cross Country, Softball, and increased budget commitments for females. In 1994-95, Sauk Valley Community College offered 5 men's programs (4 of which were active), and 3 women's programs. In 1995-96, we offered 5 men's programs (4 active) and 5 women's programs.

The College has been able to meet Title IX compliance partially due to the fact that during the two fiscal years of 1995 and 1996, we had private anonymous donations of \$42,500 to begin softball and cross country for women athletes. Since these donations were intended as

start-up money only, they have ceased during FY 97.

In order to continue to meet the Title IX regulations, the College needs to be committed to continuing the women's newly formed programs. We also need to continue to attempt to expand to proportionate enrollment figures, which for women runs approximately 55-59%, in athletic numbers, tuition waivers and budget figures. It is with this goal in mind that a recommendation to increase the female tuition waivers by four is being made. Currently, we have an equal figure of 40 tuition waivers allotted to both male and female athletes. Offering 44 female waivers would move us towards the 55% proportionate figure.

Therefore, we ask Board approval to increase the total number of athletic tuition waivers from 80 to 84, with an allocation of 40 for men and 44 for women.

For Board Meeting  
of March 24, 1997

Agenda Item I-4

PROPOSED REVISIONS  
BOARD POLICY 512.01 - STUDENT LOAN POLICY  
(FIRST READING)

After a study of the Board Policies in the Financial Aid area, the administration is proposing changes (for first reading) in the Student Loan Policy as outlined in the attached material.

RECOMMENDATION: Board approval (for first reading) of the revisions to Board Policy 512.01 - Student Loans.

**512.01 STUDENT LOAN POLICY**Policy

1. The duration of short term loans will be made at the discretion of the Director of Financial Aid, but in no case will the duration exceed 90 days in length.
2. The maximum loan that a student may receive will be ~~\$150~~ \$300
3. Loans may be made to part-time students up to a maximum of ~~\$75~~ at the \$150 discretion of the Director of Financial Aid.

**ADD\***

5. ~~f.~~ Loans will be made only on the basis of the Director of Financial Aid's scrutiny of the individual's ability to pay. For example, students on CWS, EOG, IGLP, Veterans and students with jobs will be given preference. Loans will not be issued solely on the basis of the fact that the student is attending Sauk Valley Community College. FWS - FS EOG - FELP - PELL
6. ~~f.~~ **A poor performance on previous loan agreements will automatically disqualify the student from receiving future loans.**
7. ~~f.~~ Any outstanding student loan agreements may be collected from any monies due the student from College sources.
8. ~~f.~~ Any student financial obligation that is due Sauk Valley Community College will result in a "freeze" being placed on the transmittal of any student records.

\* 4. At the discretion of the Vice President of Student Services and the Vice President of Administrative Services, the Loan Agreement may exceed the policy loan limits if, in their professional judgement, a situation exists that would merit such exception, even if an outstanding loan remains unpaid

Issuing Loans

Before any cash loan is made to a student, the Office of Financial Aid should make a thorough investigation of the following factors:

1. A student must be currently enrolled ~~for a minimum of 6 semester hours~~.
2. Loans may be granted to full-time students during their first semester up to the

delete

3. A student must be in good academic and disciplinary standing with the College. Any “hold” on his/her records or any past debts with the College will disqualify the student (**add**) unless there is a means of recovery. However, a history of poor performance on previous loan agreements will automatically disqualify the student from receiving future loans.
4. The Director of Financial Aid is the sole representative authorized to approve student loan agreements (**add**) with the exception of Item 4 under Policy.

### Collection of Loans

1. A letter from the Director of Financial Aid will be sent approximately two weeks before the due date of the loan.
2. Subsequent to the due date of the student loan the Business Office will notify the student of their obligation to the College.
3. If a student does not respond to the collection notices sent by the Business, Office the loan, when considered a bad debt, will be forwarded to a collection agency for disposition.

For Board Meeting  
of March 24, 1997

**Agenda Item I-5**

**PROPOSED REVISIONS  
BOARD POLICY 513.01 - FINANCIAL AID TUITION HOLD PROGRAM  
(FIRST READING)**

The administration is also proposing changes (for first reading) in the Financial Aid Tuition Hold Program as outlined in the attached material.

**RECOMMENDATION:**      Board approval (for first reading) of the revisions to Board Policy 513.01 - Financial Aid Tuition Hold Program.

## 513.01 FINANCIAL AID TUITION HOLD PROGRAM POLICY

Students at Sauk Valley Community College are responsible for payment of tuition at the time of registration. New students who are in the process of registering and who have applied for approved federal, state and local financial aid programs, and who, because of time or processing factors have not yet received their financial aid award, may be eligible to participate ~~on a one time only basis in a Financial Aid Tuition Hold Program~~. This eligibility will be determined by the Director of Financial Aid after evaluation and analysis of supporting data that anticipates a future financial aid award to the student.

### Policy Guidelines

*Delete*

1. Only new students, or returning students, who ~~have not previously received financial aid will be eligible to be considered for the Financial Aid Tuition Hold Program. Exceptions to this policy are subject to the discretion of the Director of Financial Aid, but exceptions will be limited to those students with extenuating circumstances beyond their control.~~
1. ~~2.~~ Student requests for the Financial Aid Tuition Hold Program must be made in person at the Financial Aid Office, ~~and students must submit a copy of their (or their parents) federal tax return and other supporting documentation as requested by the Director of Financial Aid. Reward:~~ Students must provide required documentation.
2. ~~3.~~ All federal, state and local financial aid applications must be completed, reviewed and mailed from the Sauk Valley Community College Financial Aid Office.
3. ~~4.~~ A student must meet eligibility (federal, state and local) requirements for participation in financial aid programs. Some of these requirements include approved programs, GED and/or high school diploma, minimum registration of 6 credit hours, satisfactory academic progress, etc.
4. ~~5.~~ Students permitted to participate in the Financial Aid tuition Hold Program are expected to have all tuition paid prior to the mid-term date of the semester in which they are enrolled.
5. ~~6.~~ Any student financial obligation that is due to Sauk Valley Community College will result in a "freeze" being placed on the transmittal of any student records. Should the Director of Financial Aid and/or the Business Office be unable to collect the amount due the College the "bad debt" will be forwarded to a collection agency for disposition.

March 16, 1997

To: Board of Trustees  
From: Dick Groharing *Dek*  
Re: March 14/15 ICCTA Meeting, Urbana, IL

The Finance Committee met Friday to review the final draft of the ICCTA FY '98 budget. The budget reflects a modest 1.91% increase over FY '97 with no increase in dues. The Reserve fund, which currently has a healthy \$293,125 balance, will be tapped for about \$11,000 to cover the deficit. The committee voted to bring the Budget to the Board of Reps for their approval. (See attached copies of Budget and Reserves Statement.)

A considerable part of the Board of Reps. meeting on Saturday focused on legislative matters, both State and Federal. The actions taken by the Board will be discussed in the "Board Letter" that will be sent out by the ICCTA staff. However, the issue of SB 1050 which provides for MAP Grants in the amount of \$3.5 million for proprietary schools was the "hot button" item. After much debate over how to proceed in opposition against this bill, it was voted to oppose in committee only and then give up (my and BJ's opinion) if it reached the floor. This is an extremely threatening bill for community colleges, and should be fought to the bitter end. If passed it will benefit two very large and profitable companies - DeVry and Mid States.

As Federal Relations committee chair, BJ spoke about the ramifications to community colleges of welfare reform. He also went through a list of questions for Trustees to consider regarding federal issues. (See attachment.)

	FY 96 CATEGORY BUDGET	FY96 TOTAL BUDGET	FY 97 CATEGORY BUDGET	FY97 TOTAL BUDGET	PROPOSED CATEGORY BUDGET	PROPOSED TOTAL BUDGET
<b>ADMINISTRATION</b>						
Salaries		\$236,513.00		\$258,630.00		\$274,071.00
<b>EMPLOYEE INSURANCE:</b>						
Health, Dental, Life	\$24,850.00		\$26,093.00		\$24,570.00	
Unemployment Compensation	\$368.00		\$386.00		\$402.00	
Medicaid	\$3,072.00		\$3,573.00		\$3,716.00	
Worker's Compensation	\$2,200.00		\$2,310.00		\$2,310.00	
<b>TOTAL EMPLOYEE INSURANCE</b>		\$30,490.00		\$32,362.00		\$30,998.00
Sick Leave Payout		\$1,158.00		\$1,216.00		\$1,216.00
SURS (Employer's share)		\$21,710.00		\$23,892.00		\$24,667.00
SURS (Employee Pickup)		\$14,160.00		\$20,690.00		\$16,444.00
Counsel for Legislation		\$37,163.00		\$39,021.00		\$29,511.00
<b>STAFF ACTIVITIES</b>						
<b>MEETINGS</b>						
ICCTA	\$4,725.00		\$4,961.00		\$5,000.00	
Presidents' Council	\$764.00		\$802.00		\$900.00	
III. Comm. College Board Meetings	\$268.00		\$281.00		\$290.00	
III. Board of Higher Ed. Meetings	\$1,173.00		\$1,232.00		\$1,250.00	
Regional Meetings	\$3,150.00		\$3,308.00		\$3,800.00	
Local Campus Visits	\$1,169.00		\$1,227.00		\$2,500.00	
Miscellaneous Meeting Expenses	\$1,439.00		\$1,511.00		\$2,500.00	
ACCT National Convention	\$5,700.00		\$5,985.00		\$4,500.00	
ACCT Legislative Seminar	\$2,920.00		\$3,066.00		\$4,000.00	
ACCT Central Region	\$1,580.00		\$1,659.00		\$1,700.00	
AACC National Convention	\$3,189.00		\$3,348.00		\$3,360.00	
Other Conferences and Training	\$6,024.00		\$6,325.00		\$6,325.00	
<b>TOTAL MEETINGS</b>	\$32,101.00		\$33,705.00		\$36,125.00	
<b>AUTOMOBILE</b>						
Maintenance	\$1,050.00		\$1,103.00		\$1,000.00	
License	\$50.00		\$52.00		\$48.00	
Insurance	\$992.00		\$1,040.00		\$1,036.00	
Fuel	\$2,619.00		\$2,750.00		\$3,600.00	
<b>TOTAL AUTOMOBILE</b>	\$4,711.00		\$4,945.00		\$5,684.00	
<b>HOSPITALITY</b>						
Agency, Trustees, etc.	\$1,158.00		\$1,216.00		\$1,225.00	
Lobbying Registration	\$150.00		\$157.00		\$150.00	
<b>TOTAL HOSPITALITY</b>	\$1,308.00		\$1,373.00		\$1,375.00	
<b>TOTAL STAFF ACTIVITIES</b>		\$38,120.00		\$40,023.00		\$43,184.00
<b>TOTAL ADMINISTRATION</b>		\$379,314.00		\$415,834.00		\$420,091.00

BOTH SIDES





# ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION

Executive Director

■ Dr. Gary W. Davis

509 South Sixth Street

Suite 426

Springfield, Illinois 62701

Telephone: 217/528-2858

Fax: 217/528-8662

## RESERVES STATEMENT

February 28, 1997

<b>Fund</b>	<b>Balance</b> <b>June 30</b>	<b>Balance</b> <b>December 31</b>	<b>+/-Jan/Feb</b>	<b>Balance</b> <b>February 28</b>
Working Cash	23,123.24	21,843.81	+793.64	22,637.16
Contingency	88,466.10	92,163.81	+4,124.16	96,287.97
Capitol Equipment	25,777.23	24,542.23	.0	24,542.23
Executive Director	5,000.00	5,000.00	0	5,000.00
Vacation Sick/Leave	24,500.00	25,658.00	0	25,658.00
Dues Reserve	<u>120,000.00</u>	<u>120,000.00</u>	.0	<u>120,000.00</u>
<u>Totals</u>	286,866.57	289,207.56	+4,917.80	293,125.36

## **MARCH 14 QUESTIONS FOR TRUSTEES ON FEDERAL ISSUES**

- 1. Average tuition in American community colleges is about \$1,300 per year. Colleges should push tuition up in order to benefit more from price-sensitive state financial aid programs.**
- 2. Trustees should oppose efforts to make the Pell Grant worth more to students who go to expensive institutions.**
- 3. Trustees should push the maximum Pell up from its current \$2,700.**
- 4. Part-time (up to 5 hours per semester) students should be eligible for federal Pell Grants. (They now are.)**
- 5. Colleges should have the right to exclude students from the federal loan program based on their classification, e.g., no loans for freshmen.**
- 6. Colleges that have just a few students with loans should not be thrown out of federal financial aid just because the default rate goes over 25%.**
- 7. Independent students deserve more federal help.**
- 8. Students studying for less than an associate degree should be eligible for a Pell Grant.**
- 9. Vocational students should be eligible for Pell Grants.**
- 10. Remedial students who lack the GED or high school diploma should be eligible for Pell Grants.**
- 11. Colleges should not have to check to see that Pell Grant recipients have registered for the draft.**
- 12. Title III-A “Strengthening Developing Institutions” grants should be maintained.**
- 13. Federally supported vocational programs (Perkins program) should be required to show results, viz., that graduates get high-paying jobs.**

regarding: Higher Ed. Act and Carl D Perkins E. Act reauthorizations

SAUK VALLEY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES - TREASURER'S REPORT  
 March 18, 1997

CHECKING ACCOUNTS

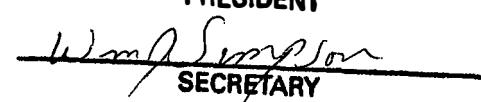
<u>INTEREST BEARING ACCOUNTS</u>	<u>FINANCIAL INSTITUTION</u>	<u>INTEREST RATE</u>	<u>AMOUNT</u>
General Account	Sterling Federal, Sterling	4.66	\$368,129.76
Bookstore Account	Sterling Federal, Sterling	4.65	32,475.95
Illinois Public Treasurers	First of America Bank, Springfield	5.17	<u>63,550.95</u>
Investment Pool			
<b>SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS</b>			<b>464,156.66</b>
<b>NON-INT. BEARING ACCOUNTS</b>	<b>FINANCIAL INSTITUTION</b>		
Restricted	Sterling Federal, Sterling		236,161.02
Insurance Account	Sterling Federal, Sterling		0.00
<b>SUBTOTAL NON-INTEREST BEARING CHECKING ACCOUNTS</b>			<b>236,161.02</b>
<b>TOTAL CHECKING ACCOUNTS</b>			<b>\$700,317.68</b>

INVESTMENTS

<u>FUND</u>	<u>FINANCIAL INSTITUTION</u>	<u>INTEREST RATE</u>	<u>RENEWAL DATE</u>	<u>AMOUNT</u>
Education	HomeBanc, Dixon	5.86	07-24-97	500,000
ducation	Mercantile Bank, Sterling	5.61	02-20-98	300,000
Operations & Maintenance	First National Bank, Amboy	5.25	08-15-97	100,000
Operations & Maintenance	Milledgeville State Bank	5.65	10-12-97	100,000
Operations & Maintenance	Sterling Federal Bank	5.65	10-15-97	100,000
Protection, Health & Safety	Amcore Bank, Sterling	5.70	05-16-97	200,000
Auxiliary	Amcore Bank, Sterling	5.70	05-16-97	100,000
Auxiliary	Sterling Federal Bank	5.65	10-22-97	100,000
Auxiliary	Amcore Bank, Sterling	5.70	12-02-97	300,000
Bookstore	Amcore Bank, Sterling	5.60	07-19-97	150,000
Bookstore	Mercantile Bank, Sterling	5.61	02-20-98	100,000
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	Sterling Federal Bank	5.40	04-22-97	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
Working Cash	Fulton State Bank	5.80	09-09-97	200,000
Working Cash	First Bank, South	5.60	10-03-97	700,000
Working Cash	Sterling Federal Bank	5.55	12-10-97	500,000
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
Building Bond Proceeds	Amcore Bank, Sterling	6.06	02-19-98	200,000

TOTAL INVESTMENTS

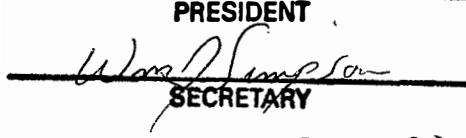
\$5,550,000

SAUK VALLEY COMMUNITY COLLEGE  
 APPROVED BY  
  
 PRESIDENT  
  
 SECRETARY

DATE 3-24-97

SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MARCH 18, 1997

<u>SUMMARY OF BILLS PAYABLE</u>	<u>AMOUNT</u>
Pages 1-36 General Operating Funds	\$834,359.32
Pages 37-41 Restricted Fund	172,448.54
Pages 42-49 Bookstore	<u>151,133.83</u>
<b>TOTAL</b>	<u><b>\$1,157,941.69</b></u>

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY  
  
PRESIDENT  
  
SECRETARY  
DATE 3-24-97

REPORT FARCHKR  
FISCAL YEAR 1997  
BANK: 1 Sterling Federal Bank- Ge

Sauk Valley Community College  
Check Register  
From 02/20/97 To 02/21/97

RUN DATE: 03/17/97  
TIME: 03:59 PM  
PAGE: 1

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER		<--- INVOICE NUMBER --->			FUND	ORGN	ACCT	PROG	CHECK AMOUNT
		NAME		VENDOR'S INTERNAL							
G0003571	02/20/97	MERBAN	Mercantile Bank of Sterling VOID CHECKS	INVESTMENT	10006671	01		120200			300,000.00
G0003572-3574											
G0003575	02/21/97	AACC	AACC	1354	10006703	01	311000	540110	8010		23.00
G0003576	02/21/97	355522414	Anderson, Sandra	NWSW TEST	10006701	050130	345100	530200	4020		93.00
					10006705	050110	343100	550100	4010		31.00
										CHECK TOTAL	124.00
G0003577	02/21/97		Blum, Marilyn	CK FOR CHANGE	10006690	01	512010	440113	8020		40.00
G0003578			VOID CHECK								
G0003579	02/21/97	455490548	Byers, Dennis	MODEL FEE	10006708	01	322100	530200	1010		30.00
G0003580	02/21/97	324509115	Drane, Paula		10006702	050500	414000	540190	6030		67.01
G0003581	02/21/97		Early Childhood Conference	CONFERENCE	10006704	050500	414000	550100	6030		80.00
G0003582	02/21/97		Fassler, Sarah DVM		10006710	050110	343100	450420	4010		35.00
G0003583	02/21/97		Foltz, Shawn P	ALCOA	10006678	01		130310			326.00
G0003584	02/21/97	354340409	Gover, Phil	ROTARY DUES	10006674	01	311000	540600	8010		100.00
				IAI MTG	10006686	01	311000	550100	8010		105.18
										CHECK TOTAL	205.18
G0003585	02/21/97		Halfman, Diane	CK FOR CHANGE	10006692	01	512010	440113	8020		2.00
G0003586	02/21/97	322360994	Harrington, Gerry	NWSW TEST	10006700	050130	345100	530200	4020		210.00

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER		INVOICE NUMBER		FUND	0001	A	B	C	D	E	F	G	
		NUMBER	NAME	VENDOR'S	INTERNAL										
G0003586	02/21/97	322360994	Harrington, Gerry		I0006712	050130	340000	100000	100000	100000	100000	100000	100000	100000	4.00
														CHECK TOTAL	234.80
G0003587	02/21/97	HOLINN	Holiday Inn Rock Falls/Sterlin	021497	I0006675	01	411000	550100	8010						73.37
G0003588	02/21/97	329421352	King, Don	2/22/97 REFEREE	I0006714	050600	460201	530900	6050						65.00
G0003589	02/21/97	KROCOM	Kroger Company		I0006683	01	419000	540190	3090						9.12
G0003590	02/21/97	330304023	Lamps, Darryl	2/22/97 REFEREE	I0006715	050600	460201	530900	6050						65.00
G0003591	02/21/97	594285744	Land, Patrick K.		I0006716	01	333300	550100	1030						81.84
G0003592	02/21/97	354487012	Leseman, Jolene K.		I0006718	050600	460301	550900	6050						460.52
G0003593	02/21/97	323764506	McNeill, John	INTERNET	I0006696	050130	345300	530200	4020						315.00
G0003594	02/21/97		Meiners, Julie	CK FOR CHANGE	I0006691	01	512010	440113	8020						2.00
G0003595	02/21/97	MORJR	Morrison Juinor High School	PHONE CALLS	I0006719	050120	343200	540120	4040						25.00
G0003596	02/21/97	358209975	Myhre, Janet		I0006676	01	430100	550100	3040						15.35
						01	513000	580903	8060						8.48
														INVOICE TOTAL	23.83
G0003597	02/21/97	344569937	Olmsted, Brian T.		I0006695	050600	461200	540900	6050						98.08
G0003598	02/21/97	PROBUS	Progressive Business Publicati	0699057	I0006681	01	212100	540600	8030						249.00
G0003599	02/21/97	SHEDIL	Shell Oil Company		I0006694	050800	415000	540150	6050						73.47

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

Sauk Valley Community College  
Check Register  
From 02/20/97 To 02/21/97

RUN DATE: 03/17/97  
TIME: 03: 59 PM  
PAGE: 3

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER		<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
		NAME	VENDOR'S	INTERNAL						
G0003600	02/21/97	SKISEM	Skillpath Seminars	WARDELL	I0006720	01	441100	550100	3020	69.00
G0003601	02/21/97	354567590	Swarthout, Rhonda L.		I0006721	050600	460201	530900	6050	90.00
G0003602	02/21/97	318401202	Thomas, Sr., Robert		I0006684	01	362100	540500	2010	21.36
					I0006722	01	362100	550100	2010	151.69
									CHECK TOTAL	173.05
G0003603	02/21/97	355243095	Vinson, Marilyn		I0006723	01	110000	550100	8050	24.18
G0003604	02/21/97	357403375	Wardell, John	WINDOWS 2/8 AM	I0006698	050130	345300	530200	4020	140.00
				WINDOWS 2/08 PM	I0006699	050130	345300	530200	4020	140.00
									CHECK TOTAL	280.00
G0003605	02/21/97	WILLOW	Wilkins-Lowe and Company	7439/7438	I0006693	12	512120	560700	8020	77.00
G0003606	02/21/97	343423667	Wolf, B.J.	ICCTA	I0006724	01	110000	550100	8050	133.15
G0003607	02/21/97		Worrell, Sandra	CK FOR CHANGE	I0006689	01	512010	440113	8020	12.00
G0003608-3611			VOID CHECKS							

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		NAME		VENDOR'S	INTERNAL					
G0003612	02/26/97	AMEEXP1	American Express Financial Adv	2/28/97 P/R	I0006742	01		212010		770.00
G0003613	02/26/97	CAPGUA	Capital Guardian Trust Company	2/28/97 P/R	I0006745	01		212180		550.00
G0003614	02/26/97	EQULIF	Equitable Life Assurance	2/28/97 P/R	I0006740	01		212020		232.00
G0003615	02/26/97	FEDLIF	Federal Life Insurance Company	2/28/97 P/R	I0006750	01		212050		12.50
G0003616	02/26/97	FRALIF	Franklin Life Insurance Compan	2/28/97 P/R	I0006741	01		212060		512.50
G0003617	02/26/97	HORMAN	Horace Mann Insurance Company	2/28/97 P/R	I0006752	01		212080		57.50
G0003618	02/26/97	ILLDEP	Illinois Department of Revenue	2/28/97 P/R	I0006739	01		210200		10,849.76
G0003619	02/26/97	ILLMUT	Illinois Mutual	2/28/97 P/R	I0006763	01		211550		27.26
G0003620	02/26/97	LEECOU	Lee County Clerk of the Circui	2/28/97 P/R	I0006764	01		210900		400.00
G0003621	02/26/97	LUTBRO	Lutheran Brotherhood	2/28/97 P/R	I0006749	01		212100		526.32
G0003622	02/26/97	MEYLYD	Lydia S. Meyer, Trustee	2/28/97 P/R	I0006765	01		210900		125.00
G0003623	02/26/97	MAISTA	Main Stay Funds	2/28/97 P/R	I0006743	01		212170		75.00
G0003624	02/26/97	NORLIF	Northern Life Insurance Compan	2/28/97 P/R	I0006748	01		212120		85.00
G0003625	02/26/97	NORMUT	Northwestern Mutual Life Insur	2/28/97 P/R	I0006744	01		212130		75.00
G0003626	02/26/97	PRUMUT	Prudential Mutual Funds	2/28/97 P/R	I0006747	01		212140		100.00

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			NAME	VENDOR'S	INTERNAL					
G0003627	02/26/97	PUTRET	Putnam Retirement Plan Service	2/28/97 P/R	I0006762	01		212030		442.00
G0003628	02/26/97	SCHEMP	School Employees Credit Union	2/28/97 P/R	I0006753	01		210700		24,642.85
G0003629	02/26/97	STAUNI	State Universities Retirement	2/28/97 P/R	I0006738	01		210500		31,937.00
G0003630	02/26/97	STEFED	Sterling Federal Bank	2/28/97 P/R	I0006736	12 12	512120 512120	520500 520600	8020 8020	3,023.43 337.52
									INVOICE TOTAL	3,360.95
				2/28/97 P/RA	I0006737	01		210100		66,696.50
				2/28/97 P/RB	I0006754	01		210400		3,023.53
				2/28/97 P/RC	I0006755	01		210300		337.62
									CHECK TOTAL	73,418.60
G0003631	02/26/97	SAUFAC	SVCC Faculty Association	2/28/97 P/R	I0006756	01		210800		1,119.93
G0003632	02/26/97	SAUFOU	SVCC Foundation	2/28/97 P/R	I0006759	01		211600		40.00
G0003633	02/26/97	TIACRE	TIAA/CREF	2/28/97 P/R	I0006746	01		212150		5,301.10
G0003634	02/26/97	TRUMAR	Trustmark Insurance	2/28/97 P/R	I0006761	01		211500		938.15
G0003635	02/26/97	UNIWAY1	United Way of Dixon	2/28/97 P/R	I0006758	01		211100		70.41
G0003636	02/26/97	UNIWAY	United Way of Sterling-Rock Fa	2/28/97 P/R	I0006757	01		211100		61.50
G0003637	02/26/97	WADREE	Waddell & Reed, Inc	2/28/97 P/R	I0006751	01		212160		275.00
G0003638	02/26/97	WHICOU	Whiteside County Circuit Clerk	2/28/97 P/R	I0006760	01		210900		173.33
G0003639-3642			VOID CHECKS							

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		NAME	VENDOR'S	INTERNAL						
G0003643	02/28/97	AACC Convention	DR. BEHRENDT	I0006824	01	211000	550100	8010		350.00
G0003644	02/28/97	Adams, Jeffrey	REFUND	I0006802	01	512010	440116	8020		129.00
G0003645	02/28/97	ALLEQU	ALL Equipment	68741	I0005318	02	545000	570400	7060	70.62
G0003646	02/28/97	ASCD	Assocation for Supervision & C	645737	I0006123	01	311000	540600	8010	49.00
G0003647	02/28/97	ATT	AT & T		I0006837	02	545000	570500	7060	832.25
G0003648	02/28/97	281523674	Balfantz, Gary		I0006842	050600	460702	550900	6050	13.32
G0003649	02/28/97	BARNOB	Barnes & Nobel	24238	I0006833	050130	345300	540120	4020	654.97
G0003650	02/28/97		Bechdolt, Rebecca	REFUND	I0006728	01	512010	440116	8020	21.50
G0003651	02/28/97	205329509	Behrendt, Richard		I0006817	01	211000	520920	8010	16.50
G0003652	02/28/97		Blomain, Karen		I0006858	01		130903		600.00
G0003653	02/28/97	496783942	Boone, Ricky	ATHL SCHOLAR	I0006732	01		130903		100.00
G0003654	02/28/97	526061759	Brown, John W		I0006808	01	430100	550100	3040	65.72
G0003655	02/28/97	455490548	Byers, Dennis		I0006845	01	322100	530200	1010	40.00
G0003656	02/28/97	CCI	CCI		I0006825	01	352500	530200	1040	51.40
					I0006826	01	352100	530200	1040	43.90
								CHECK TOTAL		95.30

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		VENDOR'S	INTERNAL							
G0003657	02/28/97	CENILL	Centel-Illinois		I0006835	02	545000	570500	7060	2,986.25
G0003658	02/28/97	328504060	Clark, Jeff	REFEREE 3/1/97	I0006848	050600	460301	530900	6050	65.00
G0003659	02/28/97	352322584	Coffey, Roger L.	ISO9000 1/31/97	I0006811	050130	345100	530200	4020	1,480.00
G0003660	02/28/97	430398440	Coleman, Gerald	STUDENT LOAN	I0006822	051400		130905		75.00
G0003661	02/28/97		Cancelled Check							
G0003662	02/28/97	346488543	Damhoff, Russ K.	PIZZA'S	I0006832	101040	461404	590900	6090	315.00
					I0006851	050600	460201	550900	6050	223.87
								CHECK TOTAL		538.87
G0003663	02/28/97		Dillard, Scott		I0006859	01		130903		600.00
G0003664	02/28/97	DIXARE	Dixon Area Chamber of Commerce		I0006839	01	211000	550100	8010	17.50
G0003665	02/28/97		Dr. Linda Park-Fuller		I0006857	050600	460500	540900	6050	250.00
					050110	343600	530200	4040		250.00
					050600	460702	550900	6050		250.00
					050600	442200	540900	6050		250.00
					01		130903			1,000.00
								INVOICE TOTAL		2,000.00
G0003666	02/28/97	324509115	Drane, Paula		I0006855	050500	414000	540190	6030	59.55
G0003667	02/28/97	329428902	Gospodarczyk, Thomas J.		I0006820	050130	345400	550100	4090	355.71
G0003668	02/28/97		IACEA	C. JOYNT	I0006827	01	311000	550100	8010	135.00

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		NAME	NUMBER	VENDOR'S	INTERNAL					
G0003669	02/28/97	IACEA		D. COX	I0006828	01	386000	550100	1040	100.00
G0003670	02/28/97	388883821 Jenkins, Corey		ATHL SCHOLAR	I0006731	01		130903		100.00
G0003671	02/28/97	341348515 Johnson, Rosemary			I0006809	01	351000	550100	1040	69.04
G0003672	02/28/97	333362591 Karnezis, George		HONORARIUM	I0006846	01		130903		300.00
G0003673	02/28/97	KSBHOS	KSB Hospital	ALICE DROBNA	I0006847	050600	460305	530900	6050	100.00
G0003674	02/28/97	354487012 Leseman, Jolene K.		GAME WRKRS 3/1	I0006850	050600	460301	530900	6050	85.00
					I0006852	050600	460301	550900	6050	263.86
								CHECK TOTAL		348.86
G0003675	02/28/97	326549353 Long, Mary		2/15/97	I0006815	01	513000	580903	8060	250.00
				MILEAGEA	I0006816	01	513000	580903	8060	134.85
								CHECK TOTAL		384.85
G0003676	02/28/97	MAYFIL	Maysles Films		I0006863	01	362100	540500	2010	42.95
G0003677	02/28/97		Melts, Sandra		I0006862	01		130903		600.00
G0003678	02/28/97	329447971 Mongan, Connie		MANGMT TRNG	I0006813	050130	345100	530200	4020	1,100.00
G0003679	02/28/97		Northern Illinois University		I0006830	101120	461412	590900	6090	128.76
G0003680	02/28/97	353604683 Nunn, Terry		ATHLETIC SCHOL	I0006729	01		130903		100.00

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			VENDOR'S	INTERNAL						
G0003681	02/28/97	275529954 Pappas, Richard		I0006838	01	212100	530200	8030	4,000.00	
G0003682	02/28/97	Philadelphia Marriott		I0006834	01	430100	550100	3040	1,365.04	
G0003683	02/28/97	Remarkable Products	LAW POSTER	I0006814	01	530010	540600	8040	18.45	
G0003684	02/28/97	SBMBUS	SBM Business Equipment Center	127919	I0006587	01	362100	540130	2010	26.28
G0003685	02/28/97	357408100 Seagren, Catherine		I0006840	01	520100	550100	8020	90.00	
G0003686	02/28/97	398402869 Seguin, Michael		I0006843	01	321000	550100	2080	79.79	
G0003687	02/28/97	347409969 Street, Jim	REFEREE 3/1/97	I0006849	050600	460301	530900	6050	65.00	
G0003688	02/28/97	318401202 Thomas, Sr., Robert		I0006831	106000	362400	590900	2010	55.79	
G0003689	02/28/97	TRUMAR	Trustmark Insurance	I0006836	01		211500		947.97	
G0003690	02/28/97	USPOS	US Postmaster	3RD CLASS BULK	I0006821	01	513000	540430	8060	85.00
G0003691	02/28/97	USEPRE	Useful Press		I0006864	01	362100	540500	2010	27.95
G0003692	02/28/97	357403375 Wardell, John	WINDOWS 3/1/97	I0006818	050130	345300	530200	4020	140.00	
G0003693	02/28/97	357403375 Wardell, John	WINDOWS 2/22	I0006810	050130	345300	530200	4020	140.00	
			INT WINDOWS 3/1	I0006819	050130	345300	530200	4020	140.00	
								CHECK TOTAL	280.00	
G0003694	02/28/97	344440982 Welker, Maria		I0006812	01		211500		15.92	

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER		VENDOR'S NAME		<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
						INTERNAL						
G0003695	02/28/97	395906041	Whorton, Anthony			ATHLETIC SCHOL	I0006730	01		130903		100.00
G0003696	02/28/97	WILLOW	Wilkins-Lowe and Company			7639	I0006841	12	512120	560700	8020	47,704.00
G0003697	02/28/97	359381157	Woodhouse, Janice			ICISP MTG	I0006853	01	311000	550100	8010	95.20
							I0006856	050600	460500	540900	6050	175.90
-----												
G0003698-4701		VOID CHECKS										CHECK TOTAL 271.10
G0003702	03/12/97	AMEEXP1	American Express Financial Adv	3/15/97 P/R		I0006948	01			212010		770.00
G0003703	03/12/97	CAPQUA	Capital Guardian Trust Company	3/15/97 P/R		I0006951	01			212180		550.00
G0003704	03/12/97	EQULIF	Equitable Life Assurance	3/15/97 P/R		I0006946	01			212020		232.00
G0003705	03/12/97	FEDLIF	Federal Life Insurance Company	3/15/97 P/R		I0006956	01			212050		12.50
G0003706	03/12/97	FRALIF	Franklin Life Insurance Compan	3/15/97 P/R		I0006947	01			212060		512.50
G0003707	03/12/97	HORMAN	Horace Mann Insurance Company	3/15/97 P/R		I0006958	01			212080		132.50
G0003708	03/12/97	ILLDEP	Illinois Department of Revenue	3/15/97 P/R		I0006945	01			210200		6,860.49
G0003709	03/12/97	ILLMUT	Illinois Mutual	3/15/97 P/R		I0006970	01			211550		27.26
G0003710	03/12/97	LEECOU	Lee County Clerk of the Circui	3/15/97 P/R		I0006971	01			210900		400.00
G0003711	03/12/97	LUTBRO	Lutheran Brotherhood	3/15/97 P/R		I0006955	01			212100		526.32
G0003712	03/12/97	MEYLYD	Lydia S. Meyer, Trustee	3/15/97 P/R		I0006972	01			210900		125.00

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			VENDOR'S	INTERNAL						
G0003713	03/12/97	MAISTA	Main Stay Funds	3/15/97 P/R	I0006949	01		212170	75.00	
G0003714	03/12/97	NORLIF	Northern Life Insurance Compan	3/15/97 P/R	I0006954	01		212120	85.00	
G0003715	03/12/97	NORMUT	Northwestern Mutual Life Insur	3/15/97 P/R	I0006950	01		212130	75.00	
G0003716	03/12/97	PRUMUT	Prudential Mutual Funds	3/15/97 P/R	I0006953	01		212140	100.00	
G0003717	03/12/97	PUTRET	Putnam Retirement Plan Service	3/15/97 P/R	I0006969	01		212030	442.00	
G0003718	03/12/97	SCHEMP	School Employees Credit Union	3/15/97 P/R	I0006959	01		210700	24,567.85	
G0003719	03/12/97	SHEOIL	Shell Oil Company	3/15/97 P/R	I0006965	01		211200	64.49	
G0003720	03/12/97	STAUNI	State Universities Retirement	3/15/97 P/R	I0006943	01		210500	19,640.66	
G0003721	03/12/97	STEFED	Sterling Federal Bank	3/15/97 P/R	I0006942	12	512120	520500	8020	2,275.73
						12	512120	520600	8020	620.67
										INVOICE TOTAL
										2,896.40
				3/15/97 P/RA	I0006944	01		210100		29,841.21
				3/15/97 P/RB	I0006960	01		210400		2,275.83
				3/15/97C	I0006961	01		210300		620.77
										CHECK TOTAL
										35,634.21
G0003722	03/12/97	SAUFAC	SVCC Faculty Association	3/15/97 P/R	I0006962	01		210800		1,119.93
G0003723	03/12/97	SAUFOU	SVCC Foundation	3/15/97 P/R	I0006966	01		211600		45.00
G0003724	03/12/97	TIACRE	TIAA/CREF	3/15/97 P/R	I0006952	01		212150		5,301.10

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		NAME		VENDOR'S INTERNAL						
G0003725	03/12/97	TRUMAR	Trustmark Insurance	3/15/97 P/R	I0006968	01		211500		931.65
G0003726	03/12/97	UNIWAY1	United Way of Dixon	3/15/97 P/R	I0006964	01		211100		70.41
G0003727	03/12/97	UNIWAY	United Way of Sterling-Rock Fa	3/15/97 P/R	I0006963	01		211100		61.50
G0003728	03/12/97	WADREE	Waddell & Reed, Inc	3/15/97 P/R	I0006957	01		212160		325.00
G0003729	03/12/97	WHICOU	Whiteside County Circuit Clerk	3/15/97 P/R	I0006967	01		210900		173.33
G0003730-3733			VOID CHECKS							
G0003734	03/14/97	AMEEXP	American Express	2/28/97	I0007085	01	211000	550100	8010	93.09
						01	211000	550900	8010	103.70
						01	110000	550100	8050	77.60
						050600	460600	550900	6050	19.60
							INVOICE TOTAL			293.99
G0003735	03/14/97	AMOOIL	Amoco Oil Company		I0007040	050800	415000	540150	6050	14.75
					I0007041	050800	415000	540150	6050	18.85
							CHECK TOTAL			33.60
G0003736	03/14/97	ASBO	Association of School Business		I0007065	01	511000	550100	8010	323.00
G0003737	03/14/97	ATTCRE	AT&T Credit Corporation	2/28/97	I0007054	13	280200			2,268.01
						13	512130	560400	8020	671.64
						01	280200			991.03
						01	513000	560400	8060	293.54
							INVOICE TOTAL			4,224.22
				3/19/97	I0007055	01		280200		3,145.21
							CHECK TOTAL			7,369.43

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		NAME	VENDOR'S NUMBER	INTERNAL	AMOUNT					
G0003738	03/14/97	BECINS	Beckman Instruments	633509AN01	10007102	01	362100	440100	14	132.00
G0003739	03/14/97	371760774	Breed, Thomas		10007074	01	411000	550100	8010	226.43
G0003740	03/14/97	345345801	Clevenger, Walter		10007088	01	363100	550100	2040	855.01
G0003741	03/14/97		Conley, Bob	REFUND	10007035	01	512010	440236	8020	4.00
						01	512010	440116	8020	43.00
							INVOICE TOTAL			47.00
G0003742	03/14/97		Conley, Norene	REFUND	10007036	01	512010	440116	8020	43.00
						01	512010	440236	8020	4.00
							INVOICE TOTAL			47.00
G0003743	03/14/97	359544890	Conrad, Kelly M.		10007080	01	411000	550100	8010	110.22
G0003744	03/14/97	CONMAN	Consolidated Management Co	FOD 105	10007093	01	342200	530200	1020	350.00
G0003745	03/14/97	DALCHA	Dale's Charter Service		10007057	050600	460201	550900	6050	1,905.00
						050600	460301	550900	6050	2,320.00
							INVOICE TOTAL			4,225.00
G0003746	03/14/97	346488543	Damhoff, Russ K.		10007078	050600	460201	550900	6050	351.51
G0003747	03/14/97	324509115	Drane, Paula	SORTING CTR	10007034	050600	460401	540900	6050	15.93
					10007038	050500	414000	540190	6030	31.14
					10007099	050500	414000	540190	6030	14.16
							CHECK TOTAL			61.23

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		NAME	VENDOR'S	INTERNAL						
G0003748	03/14/97	FEDEXP	Federal Express Corp	406833501	I0007043	01	513000	540430	8060	119.76
G0003749	03/14/97	347788491	Garcia, Carlos		I0007064	050600 01	460600 110000	550900 550100	6050 8050	7.56 22.67
										INVOICE TOTAL 30.23
G0003750	03/14/97	GLATIR	Glafka's Tire City	SPRING TRIP	I0007033	050600	460204	550900	6050	134.55
G0003751	03/14/97		Great Lakes Center for Occupat	HERREN	I0007097	12	544000	550100	7040	648.00
G0003752	03/14/97	GTEMOB	GTE-Mobilnet	42609983-0297	I0007067	02	545000	570500	7060	46.99
G0003753	03/14/97	341467259	Herrera, Rebecca D		I0007071	01	512010	440900	8020	2.00
G0003754	03/14/97	330344793	Heuck, Dale		I0007095	01	335200	550100	1010	199.12
G0003755	03/14/97		ILASFAA	CONF. /MARLIER	I0007105	01	430100	550100	3040	190.00
G0003756	03/14/97	ICCJA	Illinois Community College Jou	MEMBERSHIP	I0007062	050600	461200	550900	6050	185.00
G0003757	03/14/97	INDLAK	Indian Lakes Resort	MARLIER	I0007107	01	430100	550100	3040	190.92
G0003758	03/14/97	507981145	Johnson, Dr. Deryl		I0007060	01		130903		600.00
G0003759	03/14/97		Jones, Robert	ACT ACH SPR	I0006909	01	430200	590143	9020	129.00
G0003760	03/14/97		Judd, Troy	NATL GUARD SPR	I0007019	01		130389		774.00
G0003761	03/14/97	326440053	Kerber, Joan E.		I0007063	01	411000	550100	8010	22.00
G0003762	03/14/97	354487012	Leseman, Jolene K.		I0007079	050600	460301	550900	6050	263.63

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			VENDOR'S	INTERNAL					
G0003763	03/14/97	711032739 Marlier, Ronald		I0007070	01	430100	550100	3040	112.44
				I0007075	01	430100	550100	3040	63.42
CHECK TOTAL									175.86
G0003764	03/14/97	332629105 Masengarb, Lisa		I0007087	01	363100	550100	2040	65.32
G0003765	03/14/97	348506622 McCormick, Leslie	FLORAL DESIGN	I0007058	050110	343100	530200	4010	90.00
G0003766	03/14/97	323764506 McNeill, John	INTERNET/IBM	I0007053	050130	345300	530200	4020	315.00
G0003767	03/14/97	352604018 Meyer, Paula		I0007084	01	520100	550100	8020	850.58
				01	363100	550100	2040	68.85	
				01	430100	550100	3040	45.90	
INVOICE TOTAL									965.33
G0003768	03/14/97	333301865 Nesbit, Fred		I0007086	050110	343100	530200	4010	148.75
G0003769	03/14/97	353409308 Nesti, Jr, Ned		I0007091	01	322100	550100	1010	20.80
G0003770	03/14/97	NWJTPA Northwest Illinois JTPA	REFUND-FALL	I0007050	01			130365	73.00
G0003771	03/14/97	275529954 Pappas, Richard		I0007090	01	212100	530200	8030	183.95
G0003772	03/14/97	354425235 Pfeifer, Alan		I0007094	01	363100	550100	2040	57.00
G0003773	03/14/97	PHITHE PHI THETA KAPPA Society		I0007049	101140	461414	590900	6090	450.00
G0003774	03/14/97	PROBEN Professional Benefit Administr	2/24/97	I0007056	051000	520300	540830	6090	4,362.96
					051000	520300	540840	6090	3,185.35
					051000	520300	540850	6090	336.00
					051000	520300	540860	6090	126.00

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		NUMBER	NAME	VENDOR'S	INTERNAL					
G0003774	03/14/97	PROBEN	Professional Benefit Administr	2/24/97	I0007056	051000 051000	520300 520300	540870 540890	6090 6090	1,596.00 1,711.85
										INVOICE TOTAL
										11,318.16
										CHECK TOTAL
										11,318.16
G0003775	03/14/97	Quinton, Sarah		REFUND WIN 95	I0007069	050130	345300	450420	4020	60.00
G0003776	03/14/97	RIVVAL	River Valley Health Care Counc	RENEWAL	I0007081	01	530010	540600	8040	50.00
G0003777	03/14/97	340621541	Schultz, Wilbert	MODELING	I0007073	01	322100	530200	1010	30.00
					I0007098	01	322100	530200	1010	30.00
										CHECK TOTAL
										60.00
G0003778	03/14/97	331767512	Siron, Mark W		I0007037	050600	460600	540900	6050	44.32
G0003779	03/14/97	STEARE	Sterling Area Chamber of Comme	TICKET 269	I0007031	050130	345400	550100	4090	20.00
G0003780	03/14/97	324486629	Stiefel, Debra		I0007068	01	430100	550100	3040	87.86
G0003781	03/14/97	354567590	Swarthout, Rhonda L.	3/1/97	I0007100	050600	460201	530900	6050	15.00
G0003782	03/14/97	318401202	Thomas, Sr., Robert		I0007083	01	362100	540130	2010	25.50
G0003783	03/14/97	357504566	Throop, Dr. John	CAREER MGMT	I0007052	050110	343100	530200	4010	420.00
G0003784	03/14/97		Toms, Jeremy	ACT ACH	I0006910	01	430200	590143	9020	129.00
G0003785	03/14/97	484705603	Ullrick, Steve		I0007066	01	420000	550100	3010	154.69

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				VENDOR'S	INTERNAL					
G0003786	03/14/97	UNIILL	University of Illinois	NRS ARTIC.	I0007046	01	352200	550100	1040	100.00
G0003787	03/14/97		USA Group Noel-Levitz	ALFANO/MATHENEY	I0007076	01 01	441100 420000	550100 550100	3020 3010	150.00 150.00
										INVOICE TOTAL 300.00
G0003788	03/14/97	339449956	Wardell, Leah		I0007092	01	441100	550100	3020	61.60
G0003789	03/14/97	318402940	White, Peggy		I0007072	01	335200	550100	1010	88.79
G0003790	03/14/97	WILWIL	Williams & Wilkins	29114777	I0007047	01	352400	540120	1040	362.00
G0003791	03/14/97	343423667	Wolf, B.J.		I0007089	01	110000	550100	8050	113.15
G0003792	03/14/97	321784371	Wolfe, Sarah H		I0007077	01	420000	550100	3010	8.68
G0003793	03/14/97	359381157	Woodhouse, Janice		I0007030	050600	460500	540900	6050	88.61
G0003794-3797			VOID CHECKS							
G0003798	03/24/97		Acada Books		I0007161	01	322800	540120	1010	4.50
G0003799	03/24/97	ACEHAR	Ace Hardware	00181395 11	I0007112	02	543000	540140	7030	31.40
				00190335 11	I0007137	02	543000	540140	7030	13.77
										CHECK TOTAL 45.17
G0003800	03/24/97	ACTELE	Activision Electric Inc.	165772	I0007192	01	363200	540410	2020	213.99
G0003801	03/24/97	ALLHEA	Allied Health Education Servic	PO 529	I0007187	01	351000	540120	1040	40.00
G0003802	03/24/97	AMMUL	AM Multigraphics	T241519	I0007209	12		130907		432.00

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		NAME	VENDOR'S	INTERNAL						
G0003802	03/24/97	AMMUL	AM Multigraphics	2316131	I0007216	050300	212100	540600	74000	641.08
										CHECK TOTAL
G0003803	03/24/97	AMBCHA	Amboy Chamber of Commerce	RENEWAL	I0006898	050130	345400	540600	4090	25.00
G0003804	03/24/97	ABWA	American Business Women's Asso	AD	I0007197	01	212100	540700	8030	100.00
G0003805	03/24/97	AMECOL	American College Testing Progr	10	I0007109	050110	343100	540120	4010	10.00
				274871	I0007228	050110	343100	540120	4010	65.00
										CHECK TOTAL
G0003806	03/24/97	AMEHE	American Health	1 YEAR	I0007160	01	323200	540120	1010	14.97
G0003807	03/24/97	AMELIB	American Library Assn	8204097	I0007141	01	362100	540500	2010	122.00
				8204094A	I0007142	01	362100	540130	2010	62.54
										CHECK TOTAL
G0003808	03/24/97	AMEMAN	American Management Associatio	931752	I0007101	050130	345100	540120	4020	1,960.00
G0003809	03/24/97	AMETEC	American Technical Publishing	372292	I0006890	01	333200	540120	1030	115.92
G0003810	03/24/97	AMERI	Ameritech	STERLING	I0007156	01	212100	540700	8030	14.34
G0003811	03/24/97	APPA	APPA	MD031928	I0007183	02	546000	540600	7080	500.50
G0003812	03/24/97	ARAUNI	Aramark Uniform Services Inc	02/21/97	I0006992	01	323100	530200	1010	167.06

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		NUMBER	NAME	VENDOR'S	INTERNAL					
G0003813	03/24/97	ARCVEN	Arch Vending Inc	2-26-97	I0006865	101010	461401	590900	6090	53.10
G0003814	03/24/97	ASHGAZ	Ashton Gazette	03/13	I0007223	01	212100	540700	8030	18.70
				3/13/97	I0007224	01	212100	540700	8030	21.09
CHECK TOTAL										39.79
G0003815	03/24/97	ATTCRE	AT&T Credit Corporation	03/97	I0006974	13		280200		2,279.35
						13	512130	560400	8020	660.30
G0003816	03/24/97	BWTV	B&W TV and Appliance Center, I	192	I0006925	01	363200	530400	2020	150.00
						01	352100	540120	1040	121.72
					I0007170	050600	460500	540900	6050	28.34
				17027		050110	343600	590900	4040	28.34
INVOICE TOTAL										56.68
G0003819	03/24/97	BLATRA	Blackburn Trane Parts Center	36638	I0007179	02	541000	540140	7010	578.69
G0003820	03/24/97	BROFER	Browning-Ferris Industries	970200-0005868	I0007247	02	545000	570700	7060	314.00
G0003821	03/24/97	CDCOM	C & D Computers	45630	I0007250	01	333100	540120	1030	110.67
G0003822	03/24/97	CADAL	Cadalyst		I0007242	01	333500	540120	1030	29.25
G0003823	03/24/97	CAR PUB	Career Publishing, Inc	20064	I0007118	101010	461401	590900	6090	48.00

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		NAME	VENDOR'S INTERNAL								
G0003824	03/24/97	CARBIO	Carolina Biological Supply Co	OE754970	I0006983	01	335100	540120	1010		5.10
				OE753746	I0006984	01	335100	540120	1010		67.98
				OE755527	I0006996	01	335100	540120	1010		20.51
				OE736558	I0007011	01	335100	540120	1010		20.11
				OE740500	I0007012	01	335100	540120	1010		20.10
				740157	I0007122	01	335100	540120	1010		1.38
										CHECK TOTAL	135.18
G0003825	03/24/97	CARPUB1	Carpac Publishing	19678	I0006885	101010	461401	590900	6090		48.00
G0003826	03/24/97	CARPE	Carpetland USA	76-030483	I0007108	02	542000	540140	7020		40.00
G0003827	03/24/97	CAUSE	Cause	32361	I0006894	01	361000	540600	2080		45.00
G0003828	03/24/97	CCPIND	CCP Industries, Inc	97164601	I0006933	02	542000	540140	7020		104.02
G0003829	03/24/97	CGHHOM	CGH Home Health Center	21417	I0006995	01	352400	540120	1040		88.50
				1/18/97	I0007227	01	342300	540120	1030		28.89
				21387	I0007243	01	352200	540120	1040		150.00
										CHECK TOTAL	267.39
G0003830	03/24/97	CHRHIG	Chronicle of Higher Education	RENEWAL	I0006795	01	511000	540600	8010		75.00
				34596	I0006973	01	513000	550400	8060		2,200.00
										CHECK TOTAL	2,275.00

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		NAME	VENDOR'S INTERNAL							
G0003831	03/24/97	CHUUPH	Chuck's Upholstery	I0007213	01	362100	530200	2010		715.00
G0003832	03/24/97	CITANS	City Answer Phone	077277	I0007211	02	541000	530400	7010	43.43
G0003833	03/24/97	CLEMAN	Cleaning Management Institute	003773	I0006785	02	542000	540140	7020	95.00
G0003834	03/24/97	COACOM	Coastline Community College	7924	I0006997	01	324800	540120	1010	22.50
G0003835	03/24/97	COMREF	Commercial Refrigeration Servi	051277	I0006934	02	541000	530400	7010	216.42
G0003836	03/24/97	COMEDI	Commonwealth Edison	02189713655	I0007232	02	545000	570300	7060	9,894.74
				0228973088A	I0007254	02	545000	570300	7060	24.43
									CHECK TOTAL	9,919.17
G0003837	03/24/97	COMUNI	Community Unit School District		I0006767	01	333400	560100	1030	3,235.00
G0003838	03/24/97	COMPUM	Complete Pump Service Co, Inc	30896	I0006930	12	544000	540190	7040	191.71
G0003839	03/24/97		Voided Check							
G0003840	03/24/97	CONMAN	Consolidated Management Co	82901	I0006769	01	331000	550100	2080	6.59
				82907	I0006770	01	321000	550100	2080	10.00
				82902	I0006866	050130	345100	550100	4020	271.25
				82909	I0006871	01		130903		125.00
				82903	I0006872	050600	460500	540900	6050	144.25
				82906	I0006881	01	311000	550100	8010	23.40
				82900	I0006883	01	419000	540190	3090	14.50
				82904	I0006886	050600	442200	540900	6050	199.00

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		NUMBER	NAME	VENDOR'S	INTERNAL	FUND					
G0003840	03/24/97	CONMAN	Consolidated Management Co	82908	I0006896	01	419000	540190	3090		16.30
				82917	I0006915	01	331000	550100	2080		25.50
				82911	I0006916	01	530010	550900	8040		71.75
				82918	I0006928	01	513000	580903	8060		53.41
				82912	I0006936	050130	345100	550100	4020		87.50
				82912A	I0006937	050130	345100	550100	4020		30.50
				82913	I0007120	01	441100	540120	3020		13.50
				82921	I0007123	01	511000	550100	8010		15.75
				82915A	I0007145	01	110000	550100	8050		127.00
				82923A	I0007146	01	110000	550100	8050		156.25
				82915	I0007147	01	211000	550900	8010		23.40
				82923	I0007148	01	211000	550900	8010		66.00
				82926	I0007182	01	212100	530200	8030		1,848.00
				82920	I0007199	050110	343100	550100	4010		74.10
				82914	I0007253	01	419000	540190	3090		176.55
										CHECK TOTAL	3,579.50
G0003841	03/24/97	CREED	CREED	10115042	I0007215	02	541000	540140	7010		54.43
G0003842	03/24/97	CREELE	Crescent Electric Supply Co	013-277731-00	I0006940	02	541000	540140	7010		200.25
G0003843	03/24/97	DALCOU	Dallas County Telecourses	7527	I0007001	01	342100	540120	1010		245.85
G0003844	03/24/97	DEMCHE	Dempsey Chevrolet	4827	I0007113	050800	415000	540150	6050		31.20

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				VENDOR'S	INTERNAL						
G0003845	03/24/97	DIXARE	Dixon Area Chamber of Commerce		I0006876	050130	415400	5301	4		11.50
G0003846	03/24/97	DIXTIR	Dixon Tire Center	075083	I0007138	050800	415000	530400	6050		12.00
				075084	I0007139	02	543000	540140	7030		5.00
							CHECK TOTAL				17.00
G0003847	03/24/97	DONMUL	Don Mullery's World of Cars	22512	I0006873	050800	415000	530400	6050		30.44
				22497	I0006874	050800	415000	530400	6050		23.99
							CHECK TOTAL				54.43
G0003848	03/24/97	ECOLAB	ECOLAB	4638522	I0007155	02	541000	530400	7010		162.00
				4590578	I0007186	02	541000	530400	7010		162.00
							CHECK TOTAL				324.00
G0003849	03/24/97	EDUVID	Educational Video Network, Inc	916-381	I0007143	01	362100	540500	2010		104.90
G0003850	03/24/97	FAXILL	Faxon Illinois Service Center	682651	I0006891	01	362100	540600	2010		62.00
				685022	I0007203	01	362100	540600	2010		374.36
							CHECK TOTAL				436.36
G0003851	03/24/97	FILHUM	Film for the Humanities & Scie	A52004	I0006893	01	362100	540500	2010		397.77
G0003852	03/24/97	FISSCI	Fisher Scientific	5554728	I0006989	01	335200	540120	1010		79.70
				5294451	I0007015	01	335200	540120	1010		50.90
				5162294	I0007016	01	335200	540120	1010		292.77
							CHECK TOTAL				423.37

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		NUMBER	NAME	VENDOR'S	INTERNAL						
G0003853	03/24/97	FITMAG	Fitness Magazine	1 YEAR	I0007157	01	323200	540120	1010		12.97
G0003854	03/24/97	FLISCI	Flinn Scientific	318119	I0006991	01	335200	540120	1010		45.45
G0003855	03/24/97	FLOWE	Flowers Etc	FLOWERS	I0007144	01	211000	550900	8010		108.75
G0003856	03/24/97	FRESCI	Frey Scientific	96486981	I0007005	01	335100	540120	1010		38.73
G0003857	03/24/97	GMIND	G & M Industrial Supplies	13740	I0007134	02	542000	540140	7020		172.65
				13670	I0007135	02	542000	540140	7020		14.98
										CHECK TOTAL	187.63
G0003858	03/24/97	GALRES	Gale Research	7073949	I0007151	01	362100	540500	2010		97.39
				7077559	I0007153	01	362100	540500	2010		133.34
				7080654	I0007154	01	362100	540500	2010		134.16
										CHECK TOTAL	364.89
G0003859	03/24/97	GLATIR	Glafka's Tire City	46722	I0007129	02	543000	540150	7030		370.00
G0003860	03/24/97	GLDENT	GLD Enterprises	5816	I0007212	101010	461401	590900	6090		825.00
G0003861	03/24/97	GRAIN	Grainger	464-929728-2	I0006772	02	545000	570400	7060		49.42
				464-928833-1	I0006797	02	541000	540140	7010		49.42
				368-341559-4	I0006899	02	541000	540140	7010		41.39
										CHECK TOTAL	140.23

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			VENDOR'S	INTERNAL						
G0003862	03/24/97	GRAART	Graphic Arts Technical Foundat	990528931	I0006931	01	212300	540110	8090	34.95
G0003863	03/24/97	GRELAK	Great Lakes Airgas Inc	865540	I0007244	01	333200	540120	1030	2.18
						01	333300	540120	1030	2.17
									INVOICE TOTAL	4.35
				865541A	I0007260	01	352100	540120	1040	8.70
									CHECK TOTAL	13.05
G0003864	03/24/97	GTEDIR	GTE Directories	LISTINGS	I0006921	01	212100	540700	8030	533.50
G0003865	03/24/97	HWWIL	H. W. Wilson Company	99210096	I0007198	01	362100	530200	2010	2,207.00
G0003866	03/24/97	HASOFF	Haskells Office City	B003326	I0007196	01	420000	540110	3010	6.39
G0003867	03/24/97	HASOFF1	Haskells Office City	B003480	I0006998	051100	520400	540810	6090	1,689.50
				30883	I0007004	01	321000	540110	2080	121.82
						01	331000	540110	2080	121.83
									INVOICE TOTAL	243.65
				B003393	I0007007	01	430100	540110	3040	31.59
				B003249	I0007008	01	411000	540110	8010	6.04
				64663-0	I0007200	12			130907	309.95
				309191	I0007219	01	513000	580520	8060	9,105.00
									CHECK TOTAL	11,385.73
G0003868	03/24/97	HERMUS	Heritage Music Center Inc	M718	I0006938	01	322600	540120	1010	14.40
G0003869	03/24/97	HEWPAC	Hewlett-Packard	24R343853001	I0007176	01	513000	580904	8060	4,282.00

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		NAME		VENDOR'S	INTERNAL						
G0003870	03/24/97	HIGHS	Highsmith Inc	4412104-001	I0007240	01	363200	540410	2020		316.62
G0003871	03/24/97	HOLINN	Holiday Inn Rock Falls/Sterlin	14872	I0007136	01	327000	550100	3060		80.00
G0003872	03/24/97	HOYROA	Hoyle Road Equipment Co	27290	I0006796	02	543000	540140	7030		46.20
G0003873	03/24/97	ILLHER	Illinois Heritage Association	4144	I0006919	01	362100	540600	2010		30.00
G0003874	03/24/97	ILLHIS	Illinois History	2 RENEWALS	I0006917	01	362100	540600	2010		34.00
G0003875	03/24/97	IMACC		MEMBERSHIP	I0007167	01	335400	550100	1010		115.00
G0003876	03/24/97	INBIT	INBIT	FS007876	I0006975	01	369000	540420	8080		519.00
G0003877	03/24/97	INTIMA	Interactive Image Technologies	68374	I0007185	01	333100	540120	1030		114.00
G0003878	03/24/97	INTBUS	International Business Machine	494613F	I0007103	12			130907		721.00
				3705227	I0007256	01	369000	540420	8080		4,086.00
									CHECK TOTAL		4,807.00
G0003879	03/24/97	INTREG	InterNIC Registration Services	970125.19383	I0006798	01	363200	540410	2020		100.00
G0003880	03/24/97	ITPEDU SHACHA	ITP Education Division S. Hawe, Chapman & Hall	BB3790298	I0007003	01	333500	540120	1030		17.19
G0003881	03/24/97	JNODOE	JNO V. Doehren	S21017	I0006794	12			130907		60.00
G0003882	03/24/97	JOSBAS	Jossey-Bass Inc Publishers	IVB42640	I0007119	01	361000	540110	2080		79.00
G0003883	03/24/97	355521330	Kemmerer, Marilyn L	SUPPLIES	I0007205	050110	343100	540120	4010		75.32

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				VENDOR'S	INTERNAL						
G0003884	03/24/97	KENSTA	Kent State University	LATE FEE	I0006788	01	363200	540410	2020		7.80
				060696A	I0007249	01	324800	540120	1010		40.26
				060695A	I0007251	01	322800	540120	1010		66.96
										CHECK TOTAL	115.02
G0003885	03/24/97	KMTREF	KMT Refrigeration	970550960N	I0007131	02	546000	540900	7080		104.23
G0003886	03/24/97	LEARES	Learning Resources Network	SUBSCRIPTION	I0007133	01	341000	540600	2080		95.00
G0003887	03/24/97	LIBCOR	Library Corporation	97050092	I0006939	01	362100	530200	2010		270.00
G0003888	03/24/97	LUCTEC	Lucent Technologies	01756407452	I0007006	01	520100	540900	8020		260.00
G0003889	03/24/97	LUNDG	Lundgren's Inc	308409	I0006977	01	363200	540410	2020		19.00
				308573	I0007168	01	212300	540110	2090		80.30
				308679	I0007169	050600	461200	540900	6050		80.29
										CHECK TOTAL	179.59
G0003890	03/24/97	MACWAR	Mac Warehouse	R64440143	I0006993	050600	461200	540900	6050		82.80
G0003891	03/24/97	MACPUB	Macmillan Publishing	17764130	I0006985	01	342200	540120	1020		258.04
				17774529	I0006990	050130	345300	540120	4020		129.52
				17-80-5419	I0007210	050110	343100	540120	4010		220.39
						050130	345300	540120	4020		160.58
						050130	345400	540120	4090		119.90
										INVOICE TOTAL	500.87
										CHECK TOTAL	888.43

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		NAME	VENDOR'S	INTERNAL							
G0003892	03/24/97	MAIL	Mailbox, The	SUBSCR	I0007115	050500	414.926	14.1	1		14.95
G0003893	03/24/97	MAYDAV	Mayes, David	MARCH	I0007158	02	541000	530400	7010		400.00
G0003894	03/24/97	MEDPLA	Medical Plastics Lab, Inc	66938	I0006994	01	352400	540120	1040		77.14
G0003895	03/24/97	MENAR	Menards	76493	I0006941	02	542000	540140	7020		62.58
				74690	I0007013	12	544000	540190	7040		396.70
										CHECK TOTAL	459.28
G0003896	03/24/97	MONKON	Montgomery Kone Inc	0062-0276	I0007173	02	541000	530400	7010		555.89
G0003897	03/24/97	MORSER	Morgan Services Inc.	14268	I0007241	02	542000	530400	7020		111.39
G0003898	03/24/97	MOSBY	Mosby	B-7052567	I0006912	01	362100	540500	2010		66.45
G0003899	03/24/97	MUEAUD	Mueller Audio Visual	6910	I0006867	01	363200	530400	2020		24.50
				2672	I0006868	01	363200	530400	2020		52.00
				2671	I0006869	01	363200	530400	2020		24.50
				6911	I0007126	01	363200	530400	2020		19.50
				2670	I0007127	01	363200	530400	2020		24.50
				2673	I0007128	01	363200	530400	2020		25.00
				09610	I0007245	01	335500	540120	1010		460.00
										CHECK TOTAL	630.00
G0003900	03/24/97	NAEYC	NAEYC	098285	I0006887	01	362100	540500	2010		237.86

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				VENDOR'S	INTERNAL					
G0003900	03/24/97	NAEYC	NAEYC	100320	I0006888	01	362100	540500	2010	42.03
					100996	I0006889	01	362100	540500	2010
									CHECK TOTAL	321.92
G0003901	03/24/97	NATAUD	National Audio Co, Inc	251104A	I0007237	01	363200	540410	2020	55.38.
G0003902	03/24/97	NATCOM	National Computer Systems, Inc	277003	I0006870	01	430100	540110	3040	12.75
G0003903	03/24/97	NATSAF	National Safety Council	34114008	I0006782	050130	345100	540120	4020	876.13
G0003904	03/24/97	NC CET	NC CET	MEMBERSHIP	I0006786	01	341000	540600	2080	45.00
G0003905	03/24/97	NEWREA	New Readers Press	37917	I0007208	01	326000	540120	1050	96.00
G0003906	03/24/97	NEWSW	Newsweek	2/13	I0006789	01	326000	540120	1050	410.40
G0003907	03/24/97	NEXOFF	Nexus Office Systems, Inc	KB4441	I0006882	12			130907	93.75
G0003908	03/24/97	NORTH	Northern	CAN RAM	I0007162	02	542000	540140	7020	25.38
G0003909	03/24/97	NORILL	Northern Illinois Gas Company	02269712703	I0006978	02	545000	570100	7060	74.35
				02269712927	I0006979	02	545000	570100	7060	270.86
				02269747709	I0006980	02	545000	570100	7060	128.98
				01309763904	I0007174	02	545000	570100	7060	502.02
				02269763904	I0007175	02	545000	570100	7060	10,523.73
				02049763904	I0007248	02	545000	570100	7060	285.03
									CHECK TOTAL	11,784.97

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		NUMBER	NAME	VENDOR'S	INTERNAL					
G0003910	03/24/97	OSCDRU	Osco Drug Store	654475	I0007114	01	363200	540410	2020	3.37
G0003911	03/24/97	PARCOL	Parkland College		I0006768	01	521000	590300	9030	7,589.48
G0003912	03/24/97	PEABU	Peabudy's Inc	010197	I0007252	02	543000	540140	7030	380.07
G0003913	03/24/97	PEATEC	Peak Technology	7022210082	I0006986	01	520100	540110	8020	67.14
G0003914	03/24/97	PENLOC	Pennunion Lock Box	011997.90572	I0007010	02	545000	570100	7060	9,995.70
				021997.90572	I0007181	02	545000	570100	7060	9,744.00
										CHECK TOTAL 19,739.70
G0003915	03/24/97	PERSTU	Persona Studio	15584	I0006918	01	212100	540700	8030	19.00
G0003916	03/24/97	PLATEC	Plantinum Technology Inc	PRD-001339	I0006878	01	369000	540420	8080	3,079.00
				PRD-001339A	I0007220	01	513000	580905	8060	12,316.00
										CHECK TOTAL 15,395.00
G0003917	03/24/97	PROBIN	Professional Binding Inc	362719	I0007193	050300	212200	540810	6090	76.40
G0003918	03/24/97	QUILL	Quill Corporation	2104272	I0006895	02	546000	540110	7080	126.04
				2287556	I0007225	01	420000	540110	3010	66.64
				1620033	I0007226	01	420000	540110	3010	88.06
										CHECK TOTAL 280.74
G0003919	03/24/97	QUIINS	Quinton Instrument Co.	97009564	I0006778	01	323200	530200	1010	660.00

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		NAME		VENDOR'S	INTERNAL									
G0003920	03/24/97	RADRAN	Radio Ranch Inc	6140	I0007255	02	541000	530400	7010		297.00			
G0003921	03/24/97	REGB00	Regent Book Company	183197	I0006783	01	362100	540500	2010		631.46			
G0003922	03/24/97	ROCRIV2	Rock River Provision Co	046124	I0007189	050600	442200	540900	6050		109.70			
G0003923	03/24/97	ROCRIVV	Rock River Valley Babershopper	AD FOR PROGRAM	I0006790	01	212100	540700	8030		75.00			
G0003924	03/24/97	RUSTOW	Russ' Towing & Service	TOWING	I0006892	02	543000	530400	7030		40.00			
G0003925	03/24/97	SANSPO	Santo Sport Store	10272	I0007002	050600	460201	540120	6050		76.58			
				10359	I0007218	050600	460303	540120	6050		203.34			
				10358	I0007235	050600	460305	540120	6050		19.13			
						050600	460301	540120	6050		19.13			
INVOICE TOTAL											38.26			
CHECK TOTAL											318.18			
G0003926	03/24/97	SBMBUS	SBM Business Equipment Center	093459	6926	12			130907		350.05			
				189019	I0006771	02	546000	540110	7080		30.03			
				138402	I0006927	12			130907		34.00			
				114157	I0007191	12			130907		38.00			
				140627	I0007194	12			130907		160.50			
				151335	I0007195	12			130907		8.60			
				189680A	I0007246	01	430100	540110	3040		16.30			
CHECK TOTAL											637.48			

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		NAME	NUMBER	VENDOR'S	INTERNAL					
G0003927	03/24/97	SCTSOF	SCT Software & Resource Mgmt C	01-016491000-12	I0007104	01	513000	580903	8060	1,024.04
				01-016491000-15	I0007180					1,622.21
										CHECK TOTAL 2,646.25
G0003928	03/24/97	SELF	Self	SUBSCRIPTION	I0006929	01	323200	540120	1010	12.00
G0003929	03/24/97	SESSTR	Sesame Street Magazine	RENEWAL	I0007132	050500	414000	540190	6030	29.97
G0003930	03/24/97	SEXAU	Sexauer Inc	1031W-01	I0007130	02	541000	540140	7010	111.14
G0003931	03/24/97	SHAPRE	Shawver Press Inc	031197	I0007231	01	430100	540110	3040	39.49
G0003932	03/24/97	STESEC	Stewart Security	31471	I0007171	12	544000	530900	7040	760.00
				31386	I0007234	12	544000	530900	7040	988.00
										CHECK TOTAL 1,748.00
G0003933	03/24/97	SWAASS	Swartz Associates Inc.	8132	I0007207	01	323200	540120	1010	300.00
G0003934	03/24/97	TELEG	Telegraph	MODEL AD	I0007121	01	322100	540120	1010	10.64
				1120	I0007124	01	212100	540700	8030	183.90
				2/6-2/8	I0007152	01	513000	550400	8060	94.24
				ADS	I0007188	050600	460500	540900	6050	183.90
				MR TAPS	I0007190	050600	460500	540900	6050	40.00
				SVN	I0007206	050110	343600	540700	4040	40.00
										CHECK TOTAL 552.68

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G0003935	03/24/97	TEM	TEM INC	11350	I0007178	12	5440000	540120	6050	614.57	
G0003936	03/24/97	TEMSP0	Temple's Sporting Goods	S56713	I0007221	050600	460204	540120	6050	227.75	
				S56726	I0007222	050600	460204	540120	6050	212.50	
				S57231	I0007230	050600	460204	540120	6050	84.12	
				S57103	I0007258	050600	460303	540120	6050	362.50	
				S57106	I0007259	050600	460303	540120	6050	166.43	
										CHECK TOTAL	1,053.30
G0003937	03/24/97	TONTEC	Toner Tech Plus	318	I0006879	01	361000	540110	2080	669.50	
				317	I0006999	051100	520400	540810	6090	519.00	
										CHECK TOTAL	1,188.50
G0003938	03/24/97		Toothman, Steve	EYEPIECE	I0007166	01	335300	540120	1010	75.00	
G0003939	03/24/97	TRICOL	Triton College	044829	I0007110	01	521000	590300	9030	227.19	
G0003940	03/24/97	TROEQU	Trotter Equipment	200797	I0007239	01	323200	540120	1010	77.52	
G0003941	03/24/97	USFIL	U S Filter Corporation	0739096	I0006913	01	352100	540110	1040	118.00	
G0003942	03/24/97	UARCO	UARCO, Incorporated	72525936	I0007238	01	369000	540110	8080	62.12	
G0003943	03/24/97	UNICOM	Unique Computer	39027S	I0006775	12				130907	289.00
				39028S	I0006776	01	369000	540110	8080	192.98	
				39021S	I0006779	12				130907	415.00

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G0003943	03/24/97	UNICOM	Unique Computer	39021S2	I0006780	01	513000	580903	8060		3,510.00
				38881S	I0006787	01	430100	540110	3040		48.00
				38954	I0006792	01	369000	540110	8080		128.00
				38955	I0006875	01	369000	540110	8080		128.00
				391000 S	I0006880	12			130907		2,354.00
				39092 S	I0006884	01	211000	540110	8010		49.95
				39136 S	I0006911	01	332400	540120	1020		69.00
				39137S	I0006987	01	513000	580905	8060		5,394.00
				39093 S	I0007125	01	411000	540110	8010		297.00
				39251 S	I0007204	01	352500	540110	1040		139.00
39094S	I0007217	01	412000	540120	3060		206.00				
						CHECK TOTAL	13,219.93				
G0003944	03/24/97	UNIPAR	United Parcel Service	618479-097	I0007257	01	513000	540430	8060		422.84
G0003945	03/24/97	USPOS	US Postmaster	MARCH	I0007177	01	513000	540430	8060		3,000.00
G0003946	03/24/97	VALLIN	Value Line Publishing	JA2900112	I0006784	01	362100	540600	2010		695.00
G0003947	03/24/97	VONIND	Vonachen Industrial Supplies	002766	I0006774	02	542000	540140	7020		11.30
				001227	I0006791	02	542000	540140	7020		15.75
						CHECK TOTAL	27.05				
G0003948	03/24/97	WALCHA	Walnut Chamber of Commerce	GOSPODARCZYK	I0007106	050130	345400	550100	4090		10.50

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G0003949	03/24/97	WARMUR	Ward, Murray, Pace, & Johnson,	JAN 97	I0007165	01 12 12	110000 512120 512120	530500 530500 530500	8050 8020 8020	412.00 427.25 605.00
INVOICE TOTAL										
										1,444.25
G0003950	03/24/97	WEIWAT	Weight Watchers	1 YEAR	I0007159	01	323200	540120	1010	9.99
G0003951	03/24/97	WESPUB	West Publishing Company	90-676-149	I0007202	01	362100	540500	2010	491.50
G0003952	03/24/97	WHICOUS	Whiteside County Schools	CHALLENGE VII	I0006920	01	321000	530200	2080	500.00
G0003953	03/24/97	WILLOW	Wilkins-Lowe and Company	7936 7934 7935	I0006922 I0006923 I0006924	12 12 12	512120 512120 512120	520200 560700 560700	8020 8020 8020	3,916.00 6,246.00 688.00
CHECK TOTAL										
										10,850.00
G0003954	03/24/97	WILIND	Willamette Industries Inc	26045687	I0006976	01	369000	540110	8080	453.00
G0003955	03/24/97	WISTUR	Wisconsin Turf Equipment Corpo	583090	I0007214	02	543000	540140	7030	4,300.51
G0003956	03/24/97	WIXFM	WIXN FM - WIXN AM	FEB ADS	I0007111	01	212100	540700	8030	72.00
G0003957	03/24/97	WLLT	WLLT	MR TAPS	I0006932	01	212100	540700	8030	69.00
G0003958	03/24/97	WNSPUB	WNS Pub. News-Sentinel/The Rev	239	I0007116	050110	343100	540700	4010	54.50
G0003959	03/24/97	WSDAM	WSDR-AM	02/23/97	I0007233	01	212100	540700	8030	1,164.00
G0003960	03/24/97	WSSFM	WSSQ-FM	2/23/97	I0006982	01	212100	540700	8030	572.00

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CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER		<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
		NAME	VENDOR'S	INTERNAL						
G0003961	03/24/97	WZZFM	WZZT-FM	2/23/97	I0006981	01	212100	540700	8030	750.00
G0003962	03/24/97	XEROX	Xerox Corporation	160805755	I0006781	050200	362200	540810	6090	1,852.00
				160937872	I0006877	12		130907		576.90
				PMT 24	I0007163	050200 050200	362200	280200 560400	6090	461.13 132.98
										594.11
				PMT 23	I0007164	050200 050200	362200	280200 560400	6090	115.82 34.44
										150.26
					161078892	I0007201	12	130907		35.10
									CHECK TOTAL	3,208.37
G0003963	03/24/97	YOUTREF	Youngren's Refrigeration Inc	13876	I0006773	02	541000	530400	7010	205.20
									BANK TOTAL	834,359.32

FISCAL YEAR 1997  
BANK: 2 Sterling Federal Bank- Re

Check Register  
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CHECK NUMBER	DATE	NUMBER	PAYEE/VENDOR NAME	<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL					
S0001345-1356			VOID CHECKS							
S0001357	02/21/97	CENILL	Centel-Illinois	2/16/97	I0006713	062050	347200	570500	4090	77.41
S0001358	02/21/97		Connections 97' Conference	6/11-13/97	I0006706	062073	336300	550100	1020	230.00
S0001359	02/21/97	CONMAN	Consolidated Management Co	82896	I0006680	062060	329100	550100	1060	117.25
				82899	I0006688	063011	451000	550900	3020	32.00
									CHECK TOTAL	149.25
S0001360	02/21/97	CONPSY	Consulting Psychologists Press		I0006717	063011	451000	540120	3020	362.60
S0001361	02/21/97	HASOFF	Haskells Office City	308217	I0006679	062022	336102	540120	1090	206.70
S0001362	02/21/97	SKISEM	Skillpath Seminars	2/28/97	I0006709	063011	451000	550100	3020	69.00
S0001363	02/21/97	SAUEDU	SVCC Educational Fund	2/20/97 BAL	I0006677	062060		250001		17,000.00
						062140		250001		559.00
						062150		250001		2,500.00
						063011		250001		600.00
						062160		250001		243.21
						063041		250001		30.72
						063044		250001		514.50
									INVOICE TOTAL	21,447.43
S0001364	02/21/97	UNICOM	Unique Computer	38451S	I0006669	062032	366000	530200	1030	1,486.00
				38469S	I0006670	062032	366000	530200	1030	1,000.00
				38666S	I0006672	062022	336102	580620	1090	8,550.00
				38268S	I0006673	062022	336102	580620	1090	8,550.00
									CHECK TOTAL	19,586.00

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

Check Register  
From 02/20/97 To 02/21/97

3/17/97  
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CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER		<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
		NAME	VENDOR'S	INTERNAL						
S0001365	02/21/97	UPSTA	Upstart	440558-001	I0006685	063042	329400	540120	1060	18.40
S0001366-1369			VOID CHECKS							

FISCAL YEAR 1997

BANK: 2 Sterling Federal Bank- Re

Check Register  
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CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL					
S0001370	02/28/97	BLAHAW	Black Hawk College	1115LC	I0006734	062032	366000	570600	1030	2,136.44
S0001371	02/28/97	COLDUP	College of DuPage	4/18/97 CONF	I0006803	062071	336200	550100	1020	20.00
S0001372	02/28/97	359544890	Conrad, Kelly M.	2/22/97 TRAVEL	I0006805	063011	451000	550100	3020	78.64
S0001373	02/28/97	COUCHA	Courage to Change	51090A	I0006733	063011	451000	540120	3020	57.30
S0001374	02/28/97		IACEA	3/18/96 CONF	I0006804	063044	329600	550100	1060	135.00
S0001375	02/28/97	342385802	Nelson, John D.	TRAV REIM	I0006806	062050	347200	550100	4090	196.10
S0001376	02/28/97	STAUNI	State Universities Retirement	2/28/96 P/R	I0006800	063020	336400	529990	1030	100.13
					063030	336500	529990	1030		65.46
					063011	451000	529990	3020		303.91
					062050	347200	529990	4090		65.76
									INVOICE TOTAL	535.26
S0001377	02/28/97	SAUEDU	SVCC Educational Fund		I0006799	062021	250001			467.00
					062022	250001				17,455.00
					062032	250001				48,148.88
					062040	250001				7.00
					062060	250001				800.00
					062110	250001				90.11
					063012	250001				9,757.69
					063011	250001				7,331.71
									INVOICE TOTAL	84,057.39
S0001378	02/28/97	UNIILL	University of Illinois	3/24-27/97 CONF	I0006807	062071	336200	550100	1020	550.00
S0001379-1382			VOID CHECKS							
S0001383	03/14/97		Ackert, Beth	PELL-FALL	I0007022	063014	520230	590202	9010	926.00
S0001384	03/14/97	529668954	Barker, Bruce		I0007059	062071	336200	530200	1020	750.00

BANK: Sterling Federal Bank- Re (cont.)

From 02/25/97 To 03/25/97

AGE: 40

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	FROM	TO/FK	AMOUNT
				VENDOR'S	INTERNAL						
S0001384	03/14/97	529668954	Barker, Bruce	TRAVEL	I0007061	062071	336200	550100	1030		70.52
CHECK TOTAL											840.52
S0001385	03/14/97	339662389	Dohse, Patricia	TRAVEL	I0007042	063011	451000	550100	3020		12.00
S0001386	03/14/97		Garcia, Mary	PELL-FALL	I0007024	063014	520230	590202	9010		455.00
S0001387	03/14/97		Gaumer, Julie	PELL-FALL	I0007020	063014	520230	590202	9010		309.00
S0001388	03/14/97	GRAELE	Graybar Electric Company Inc.	116-398914	I0006900	062032	366000	580610	1030		205.01
				116-398915	I0006902	062032	366000	580610	1030		464.55
				116-398916	I0006904	062032	366000	580610	1030		271.54
				116-399247	I0007018	062032	366000	580610	1030		590.86
CHECK TOTAL											1,531.96
S0001389	03/14/97	349244872	Hall, Zollie W.	TRAVEL	I0007048	063020	336400	550100	1030		61.18
S0001390	03/14/97		Hall-Norell, Lilah	PELL-FALL	I0007025	063014	520230	590202	9010		530.00
S0001391	03/14/97		Hartman, Jennifer	PELL-FALL	I0007026	063014	520230	590202	9010		617.00
S0001392	03/14/97		Lewis, Julie	PELL-FALL	I0007021	063014	520230	590202	9010		309.00
S0001393	03/14/97	477521619	Lynch, Faye	LEAD FACIL	I0006905	062073	336300	530900	1020		150.00
S0001394	03/14/97	333443764	Mathey, Barbara	LEAD FACIL	I0006903	062073	336300	530900	1020		150.00
S0001395	03/14/97		Miller, Ryan	PELL-FALL	I0007027	063014	520230	590202	9010		1,160.00

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

Sauk Valley Community College  
Check Register  
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CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT	
			VENDOR'S	INTERNAL						
S0001396	03/14/97	337702074 Minson, Charla	TRAVEL REIMB	I0007039	063011	451000	550900	3020	36.15	
S0001397	03/14/97	Mueller, Deborah	PELL-FALL	I0007028	063014	520230	590202	9010	926.00	
S0001398	03/14/97	348547510 Petitt, Richard	LEAD FACIL	I0006901	062073	336300	530900	1020	150.00	
S0001399	03/14/97	Potterff, Stephanie	PELL-2	I0007029	063014	520230	590202	9010	205.00	
S0001400	03/14/97	PROHIG	Prophetstown High School	CLAIM 2	I0006906	062073	336300	590900	1020	464.00
S0001401	03/14/97	RCPRI	RC Printing of Northwestern IL	9279	I0007045	063011	451000	540200	3020	63.00
S0001402	03/14/97	STAUNI	State Universities Retirement	3/15/97 PR	I0006907	063020	336400	529990	1030	100.13
					063011	451000	529990	3020		303.91
					062050	347200	529990	4090		65.76
					062073	336300	529990	1020		65.46
									INVOICE TOTAL	535.26
S0001403	03/14/97	STEVAU	Steck-Vaughn Company	11672929	I0007017	062060	329100	540120	1060	138.49
S0001404	03/14/97	322323721 Stevens, Shirley A.	TRAVEL	I0007044	063042	329400	540190	1060		54.19
S0001405	03/14/97	SAUEDU	SVCC Educational Fund	INTERFUND	I0007032	062140		250001		32,171.80
					063044		250001			335.93
					063041		250001			329.14
					063060		250001			75.00
									INVOICE TOTAL	32,911.87
									BANK TOTAL	172,448.54

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**Journal Detail Report**  
**(Report period: February 1, 1997 to February 28, 1997)**

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
02/03/97	C/D	CHK5493	ADDISON WESLEY 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	734.85 11.07 745.9	
02/03/97	C/D	CHK5494	AM BANKING ASSOC 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	553.00 32.20 585.2	
02/03/97	C/D	CHK5495	AMSCO PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	164.00 8.20 172.2	
02/03/97	C/D	CHK5496	AM TECH PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	28.24 9.35 37.5	
02/03/97	C/D	CHK5497	ASME 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	136.00 10.55 146.5	
02/03/97	C/D	CHK5498	WM C BROWN PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	3,570.00 84.03 3,654.0	
02/03/97	C/D	CHK5499	C2F INC 548.02 Supply Purchases 549.02 Supply Transportation 111.00 Cash in Bank	124.79 20.34 145.1	
02/03/97	C/D	CHK5500	COMP USA 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	199.90 17.00 216.90	
02/03/97	C/D	CHK5501	COURSE TECH 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	2,238.00 89.42 2,327.4	
02/03/97	C/D	CHK5502	GOODHEART WILLCOX 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	179.01 4.56 183.5	
02/03/97	C/D	CHK5503	HARCOURT BRACE 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	16.75 13.12 29.87	

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SVCC Bookstore  
Journal Detail Report  
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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
=====	=====	=====	=====	=====	=====
1/03/97	C/D	CHK5504	HARLAN DAVIDSON		
			548.01 Textbook Purchases	199.60	
			549.01 Textbook Transportation	3.94	
			111.00 Cash in Bank		203.54
1/03/97	C/D	CHK5505	HASKELLS OFFICE CITY		
			540.00 General Materials & Supplies	316.07	
			111.00 Cash in Bank		316.07
1/03/97	C/D	CHK5506	HOUGHTON MIFFLIN		
			548.01 Textbook Purchases	2,424.30	
			549.01 Textbook Transportation	28.42	
			111.00 Cash in Bank		2,452.72
1/03/97	C/D	CHK5507	ITP MEDIA		
			548.01 Textbook Purchases	4,661.90	
			549.01 Textbook Transportation	101.02	
			111.00 Cash in Bank		4,762.92
1/03/97	C/D	CHK5508	LOGIN BROS		
			548.01 Textbook Purchases	595.19	
			549.01 Textbook Transportation	16.32	
			548.04 Paperback Purchases	358.34	
			549.04 Paperback Transportation	11.40	
			111.00 Cash in Bank		981.25
1/03/97	C/D	CHK5509	MCGRAW HILL		
			548.01 Textbook Purchases	374.32	
			549.01 Textbook Transportation	8.56	
			111.00 Cash in Bank		382.88
1/03/97	C/D	CHK5510	MOSBY YEAR BOOK		
			548.01 Textbook Purchases	513.20	
			549.01 Textbook Transportation	42.72	
			111.00 Cash in Bank		555.92
1/03/97	C/D	CHK5511	NACSCORP INC		
			548.01 Textbook Purchases	299.26	
			549.01 Textbook Transportation	11.81	
			548.21 Computer Software Purchases	410.44	
			549.21 Computer Software Transport	12.81	
			540.00 General Materials & Supplies	3.90	
			111.00 Cash in Bank		738.22
1/03/97	C/D	CHK5512	NAT'L FOOD ENERGY COUNCI		
			548.01 Textbook Purchases	26.60	
			549.01 Textbook Transportation	3.04	
			111.00 Cash in Bank		29.64
1/03/97	C/D	CHK5513	NIDA CORP		
			548.01 Textbook Purchases	126.00	
			549.01 Textbook Transportation	10.30	
			111.00 Cash in Bank		136.30

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
02/03/97	C/D	CHK5514	NEBRASKA BOOK 548.05 Used Book Purchases 549.05 Used Book Transportation 111.00 Cash in Bank	14.48 2.72 17.2	
02/03/97	C/D	CHK5515	PPCT MGT SYSTEMS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	67.50 4.91 72.4	
02/03/97	C/D	CHK5516	PARADIGM PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	518.00 25.90 543.9	
02/03/97	C/D	CHK5517	PETERSON 590.00 Other Expenses 111.00 Cash in Bank	68.50 68.5	
02/03/97	C/D	CHK5517	CORRECTION 590.00 Other Expenses 111.00 Cash in Bank	1.00 1.0	
02/03/97	C/D	CHK5518	PRENTICE HALL 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	3,356.50 67.57 3,424.0	
02/03/97	C/D	CHK5519	QUALITY COUNCIL INDIANA 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	430.00 28.00 458.0	
02/03/97	C/D	CHK5520	SBM 585.00 Equipment Purchases 590.00 Other Expenses 111.00 Cash in Bank	895.00 69.00 964.0	
02/03/97	C/D	CHK5521	SIMON & SCHUSTER 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	1,104.00 28.07 1,132.0	
02/03/97	C/D	CHK5522	DOUGLAS STEWART CO 548.02 Supply Purchases 549.02 Supply Transportation 548.21 Computer Software Purchases 549.21 Computer Software Transport 111.00 Cash in Bank	185.20 7.59 214.63 7.90 415	
02/03/97	C/D	CHK5523	STROHM MFG 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	135.60 5.25 140.8	

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Date	Inv	Ref. No	Description / Accounts	Debits	Credits
/03/97	C/D	CHK5524	SYBEX INC		
			548.04 Paperback Purchases	39.99	
			549.04 Paperback Transportation	4.61	
			111.00 Cash in Bank		44.60
/03/97	C/D	CHK5525	UNIVERSITY PRINTS		
			548.01 Textbook Purchases	108.36	
			549.01 Textbook Transportation	4.68	
			111.00 Cash in Bank		113.04
/03/97	C/D	CHK5526	JOHN WILEY & SONS		
			548.01 Textbook Purchases	411.00	
			549.01 Textbook Transportation	10.96	
			111.00 Cash in Bank		421.96
/03/97	C/D	CHK5527	ZONDERVAN PUB		
			548.01 Textbook Purchases	17.96	
			549.01 Textbook Transportation	3.42	
			111.00 Cash in Bank		21.38
/03/97	C/D	CHK5528	ADCRAFT PRINTWEAR		
			548.03 Miscellaneous Purchases	1,264.30	
			111.00 Cash in Bank		1,264.30
/03/97	C/D	CHK5529	VOID		
			111.00 Cash in Bank		0.00
/03/97	C/D	CHK5530	JBH TECH SALES		
			548.01 Textbook Purchases	1,073.60	
			549.01 Textbook Transportation	23.98	
			111.00 Cash in Bank		1,097.58
/03/97	C/D	CHK5531	PPCT MAGT SYSTEMS		
			548.01 Textbook Purchases	255.00	
			549.01 Textbook Transportation	10.43	
			111.00 Cash in Bank		265.43
2/03/97	C/D	CHK5532	JANET CURFMAN		
			540.00 General Materials & Supplies	81.76	
			111.00 Cash in Bank		81.76
2/03/97	C/D	CHK5533	ASSOC IRON STEEL		
			548.01 Textbook Purchases	60.00	
			111.00 Cash in Bank		60.00
2/03/97	C/D	CHK5534	INGRAM BOOK CO		
			548.01 Textbook Purchases	237.60	
			549.01 Textbook Transportation	11.45	
			548.04 Paperback Purchases		42.94
			111.00 Cash in Bank		206.11
2/05/97	C/D	CHK5535	VON-WAY FREIGHT		
			549.01 Textbook Transportation	64.66	
			111.00 Cash in Bank		64.66

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
02/11/97	C/D	CHK5536	bennett travel 550.00 Conference & Meeting Expense 111.00 Cash in Bank	246.00	246.0
02/17/97	C/D	CHK5537	PETERSON 590.00 Other Expenses 111.00 Cash in Bank	95.50	95.5
02/17/97	C/D	CHK5538	NACS 550.00 Conference & Meeting Expense 111.00 Cash in Bank	734.00	734.0
02/17/97	C/D	CHK5539	ADDISON WESLEY 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	220.80 3.64	224.4
02/17/97	C/D	CHK5540	ALZHEIMER'S ASSOC 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	490.00 15.00	505.0
02/17/97	C/D	CHK5541	AM TECH 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	516.75 9.93	526.6
02/17/97	C/D	CHK5542	BAR CHARTS 548.02 Supply Purchases 549.02 Supply Transportation 111.00 Cash in Bank	98.06 6.00	104.0
02/17/97	C/D	CHK5543	BARRON'S ED SERIES 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	43.36 4.27	47.6
02/17/97	C/D	CHK5544	BONA CO 548.02 Supply Purchases 549.02 Supply Transportation 111.00 Cash in Bank	740.80 5.75	746.5
02/17/97	C/D	CHK5545	CMS SOFTWARE 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	53.75 5.50	59.2
02/17/97	C/D	CHK5546	COLLEGE BOARD 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	19.42 7.50	26.9
02/17/97	C/D	CHK5547	COMP USA 548.02 Supply Purchases 111.00 Cash in Bank	99.95	99.95

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
2/17/97	C/D	CHK5548	ENTEC 548.02 Supply Purchases 111.00 Cash in Bank	290.47	290.47
2/17/97	C/D	CHK5549	HARCOURT BRACE 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	134.63 42.28	176.91
2/17/97	C/D	CHK5550	HOUGHTON MIFFLIN 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	1,531.95 25.69	1,557.64
2/17/97	C/D	CHK5551	ITP EDUCATION 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	73.50 3.32	76.82
2/17/97	C/D	CHK5552	ITP MEDIA 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	22.50 2.89	25.39
7/97	C/D	CHK5553	INDUSTRIAL PRESS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	115.80 5.67	121.47
2/17/97	C/D	CHK5554	RICHARD D IRWIN 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	893.96 18.07	912.03
2/17/97	C/D	CHK5555	MACMILLAN PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	414.75 14.48	429.23
2/17/97	C/D	CHK5556	MCGRAW HILL CO 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	69.09 7.64	76.73
2/17/97	C/D	CHK5557	MOSBY YEAR BOOK 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	423.60 15.24	438.84
17/97	C/D	CHK5558	NACSCORP 548.21 Computer Software Purchases 548.04 Paperback Purchases 549.21 Computer Software Transport 549.04 Paperback Transportation 111.00 Cash in Bank	544.65 111.91 14.61 5.83	677.00

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Date	Jnl Ref. No	Description / Accounts	Debits	Credits
02/17/97	C/D CHK5559	NTC PUB 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	68.64 3.64 72.21	
02/17/97	C/D CHK5560	NAT'L FOOD ENERGY COUNCI 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	17.40 4.50 21.90	
02/17/97	C/D CHK5561	NEBRASKA BOOK 548.05 Used Book Purchases 549.05 Used Book Transportation 111.00 Cash in Bank	62.21 5.90 68.11	
02/17/97	C/D CHK5562	HARCOURT BRACE 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	729.75 18.44 748.19	
02/17/97	C/D CHK5563	SPRINGFIELD TABLET 548.02 Supply Purchases 111.00 Cash in Bank	978.55 978.55	
02/17/97	C/D CHK5564	DOUGLAS STEWART 548.02 Supply Purchases 548.21 Computer Software Purchases 549.21 Computer Software Transport 111.00 Cash in Bank	148.80 181.96 7.76 338.52	
02/17/97	C/D CHK5565	UNIVER ARIZONA PRESS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	71.19 4.83 76.02	
02/17/97	C/D CHK5566	WEST PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	480.99 13.93 494.92	
02/17/97	C/D CHK5567	JOHN WILEY & SONS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	196.50 8.33 204.83	
02/18/97	C/D CHK5568	ILL DEPART REVENUE 235.00 Accrued Sales Tax Payable 111.00 Cash in Bank	10,175.00 10,175.00	
02/20/97	C/D CHK5569	MERCANTILE BANK ST/RF 120.00 Investments 111.00 Cash in Bank	100,000.00 100,000.00	

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SVCC Bookstore  
Journal Detail Report  
(Report period: February 1, 1997 to February 28, 1997)

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date	Jnl	Ref. No	Description / Accounts	Debits	Credits
=====	====	=====	=====	=====	=====
2/25/97	C/D	CHK5570	shirley dewey		
			550.00 Conference & Meeting Expense	75.02	
			111.00 Cash in Bank		75.02
			***** Report Total	\$151,133.83	\$151,133.83
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