

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

**October 27, 1997**

**7:00 p.m.**

**H. Personnel**

- 1. Coordinator of Community Services (Half-time)**
- 2. Faculty Early Retirement Request**

**I. Other**

**Special Board Meeting Date - November 10 (?)**

**J. Reports**

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

**K. Adjournment**

**Board of Trustees Meetings**

**November 10, 1997 (?)**

**November 24, 1997**

**December 22, 1997**

**January 26, 1998**

**ICCTA Monthly Meetings**

**November 14 and 15, 1997**  
**Hilton Hotel, Lisle**

**December 10, 1997**  
**Northwest ICCTA Meeting**  
**Kishwaukee College**

**January 9 and 10, 1998**  
**Nordic Hills Resort, Itasca**

**January 28, 1998 (tentative)**  
**Northwest ICCTA Meeting**  
**Sauk Valley Community College**

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

October 27, 1997

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on October 27, 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:

Richard Groharing	Thomas Jensen
William Simpson	William Yemm
B.J. Wolf	Thomas Densmore
Jennifer Leake	

**Absent:** Edward Andersen

**SVCC Staff:** President Richard L. Behrendt  
Board Attorney Ole Bly Pace  
Vice President Jami Bradley  
Vice President Phil Gover  
Vice President Joan Kerber  
Secretary to the Board Marilyn Vinson  
Director of College Relations Larry Lagow

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

**President's  
Report:** Heard President Behrendt report on enrollment which is up 1.2% from last year at this time, Sauk students who transferred to Northern Illinois University had a mean GPA of 3.16 and students who transferred to the University of Illinois had a mean GPA of 3.54 (in both cases higher than other transfers and native students), a fall profile of "Students Who Attend", community college Board election changes for 1997, a fall sports update showing the women's cross-country team 8th in national rankings and SVCC golfer Jeff Gabrick and the women's tennis team who have qualified for nationals again this year, that the student housing project was moving according to schedule, and that the balance in the Endowment Challenge Grant I Fund was \$1,032,879 (+\$42,439) and the balance in the Endowment Challenge Grant II Fund was \$1,020,022 (+\$43,675).

Protection,  
Health and  
Safety  
Projects:

It was moved by Member Simpson and seconded by Member Yemm that the Board approve the attached resolutions, engineer budgets, and certification statements for the following Protection, Health and Safety Projects:

Cooling Towers Repairs	\$ 54,048
Walkway Lighting Repairs	\$ 26,861
Building Perimeter Cracks	\$226,584
Well House Roof Membrane	\$ 36,222
Retaining Wall Repairs	\$ 30,180

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

Fringe Benefit  
Policy 419.01  
Changes (First  
Reading):

It was moved by Member Simpson and seconded by Member Groharing that the Board approve the attached revisions to Board Policy 419.01 Fringe Benefits for first reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Closed  
Session:

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

Regular  
Session:

The Board returned to regular session at 7:30 p.m.

Coordinator of  
Community  
Services:

It was moved by Member Jensen and seconded by Member Leake that the Board approve the appointment of Ms. Karen Castelein to the half-time position of Coordinator of Community Services at an annual salary of \$18,205 (to be prorated) effective October 1, 1997. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Faculty  
Early  
Retirement  
Request:

It was moved by Member Yemm and seconded by Member Jensen that the Board approve the early retirement request of Edward Beatty, Associate Professor of English, effective December 31, 1999. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Special Board Meeting Date: It was moved by Member Groharing and seconded by Member Jensen that the Board set the date of November 10 at 7 p.m. to hold a special meeting to canvass the November 4 Non-Partisan election results and re-organize the Board. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Reports: Student Trustee Leake reported on the success of the recent Bloodmobile visit held at the College on September 27, that over 20 students worked two days on the Habitat for Humanity house, and that a group of students from ALAS attended the United States Hispanic Leadership Conference held recently in Chicago.

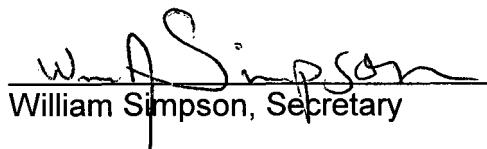
ICCTA Representative Groharing reminded the Board of the November 14th meeting at the Hilton Hotel at Lisle. Trustees Jensen and Yemm reported on the Northwest ICCTA meeting held at Highland with Dave Pierce (Executive Director of the AACC) as the speaker.

Since this was Chair Densmore's final regular meeting, he read the attached statement to the Board.

Adjournment: Since the scheduled business was completed, it was moved by Member Groharing and seconded by Member Simpson that the Board adjourn. The next regular meeting will be held on November 24, 1997 at 7 p.m. in the third floor Board Room. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

The Board adjourned at 7:40 p.m.

Respectfully submitted:

  
\_\_\_\_\_  
William Simpson, Secretary



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

73 IL Rte. 2, Dixon, IL 61021 • 815/289-5511

**MEMORANDUM**

TO: Dr. Richard Behrendt

FROM: Jami V. Bradley

DATE: October 20, 1997

SUBJECT: Medical Insurance Report

The revenue and expenses for the Colleges medical insurance plan year ending June 30, 1998, are listed below. Please be advised that these amounts include retirees, COBRA participants and grant employees.

	<u>Month of</u> <u>Sep 1997</u>	<u>Plan Year</u> <u>To Date</u>
Revenue	\$42,249.08	\$123,040.79
Expenses:		
Medical claims	(25,602.31)	(109,580.91)
Fixed Costs	<u>(9,865.09)</u>	<u>(42,087.28)</u>
Revenue in excess of expenses	6,781.68	(28,627.40)
Beginning Accumulated Medical Insurance Pool at July 1, 1997		<u>459,880.38</u>
Ending Accumulated Medical Insurance Pool at September 30, 1997		<u>\$431,252.98</u>

n

cc: Insurance Advisory Committee  
Kris Murray

For Board Meeting of  
October 27, 1997

**Agenda Item D-7**

**ACADEMIC CALENDAR**

The attached two-year academic calendar (Fall 1998 - Summer 2000) is submitted to the Board for approval. Upon approval, this will then be included in our new college catalog.

**RECOMMENDATION:** Board approval of the attached 1998 - 2000 academic calendar as presented.

**SAUK VALLEY COMMUNITY COLLEGE  
DIXON, ILLINOIS**

**ACADEMIC CALENDAR**

**FALL SEMESTER 1998**

Early registration . . . . .	Tuesday, April 14
Last day for early registered students to pay . . . . .	Thursday, August 6
Regular registration: 9:00 AM - 7:00 PM . . . . .	Wednesday, August 19
9:00 AM - 4:30 PM . . . . .	Thursday, August 20
Fall In-Service . . . . .	Friday, August 21
Fall classes begin . . . . .	Monday, August 24
Late registration . . . . .	Monday, August 24 - Friday, August 28
Last day for course change . . . . .	Friday, August 28
Labor Day - No classes - Offices closed . . . . .	Monday, September 7
Free-For-Fall Day - No classes 12 Noon to 2:30 PM . . . . .	Wednesday, September 16
Evening classes will be held as scheduled	
Deficiency notices mailed (5th week) . . . . .	Friday, October 2
Constitution Examination . . . . .	Thursday, October 8
Columbus Day - No classes - Offices closed . . . . .	Monday, October 12
Mid-semester date . . . . .	Friday, October 16
Veteran's Day - No Classes - Offices closed . . . . .	Wednesday, November 11
Thanksgiving vacation begins at 4:30 PM . . . . .	Wednesday, November 25
Last day for student-initiated withdrawal . . . . .	Wednesday, November 25
Classes resume . . . . .	Monday, November 30
Final examinations . . . . .	Monday, December 14 - Thursday, December 17
All grades due in Office of Admissions and Records by <b>8:30 AM</b> . . . . .	Monday, December 21
College closed for Christmas break at 4:30 PM . . . . .	Wednesday, December 23
College offices open at 8:00 AM . . . . .	Monday, January 4

**SAUK VALLEY COMMUNITY COLLEGE**  
**CALENDAR**  
**SPRING SEMESTER 1999**

Early registration and fee payment begins . . . . .	Tuesday, November 3
Last day for early registered students to pay . . . . .	Friday, December 11
Regular registration: 9:00 AM - 7:00 PM . . . . .	Wednesday, January 6
9:00 AM - 4:30 PM . . . . .	Thursday, January 7
Spring In-Service . . . . .	Friday, January 8
Classes begin . . . . .	Monday, January 11
Late registration . . . . .	Monday, January 11 - Friday January 15
Last day for course change . . . . .	Friday, January 15
Martin Luther King Day - No classes - Offices closed . . . . .	Monday, January 18
Lincoln's Birthday - No classes - Offices closed . . . . .	Friday, February 12
■Deficiency notices mailed (5th week) . . . . .	Friday, February 19
Constitution Examination . . . . .	Thursday, March 4
Spring Workshop (No classes until 4:00 PM) . . . . .	Thursday, March 11
Mid-semester date . . . . .	Friday, March 12
Spring vacation begins at 4:30 p.m. . . . . .	Friday, March 19
■Classes resume . . . . .	Monday, March 29
Holiday - Offices closed . . . . .	Friday, April 2
Final examinations . . . . .	Monday, May 10 - Thursday, May 13
Final grades for prospective graduates due in Office of Admissions and Records by <b>12 NOON</b> . . . . .	Thursday, May 13
All grades due in Office of Admissions and Records by <b>8:30 AM</b> . . . . .	Monday, May 17
■Commencement . . . . .	Wednesday, May 19
■Memorial Day - Offices closed . . . . .	Monday, May 31

**CALENDAR**  
**INTERSESSION 1999**

Early registration and fee payment begins . . . . .	Tuesday, April 6
Classes begin . . . . .	Monday, May 17
Late registration: 8:00 AM - 12:00 Noon . . . . .	Monday, May 17
Memorial Day - No classes - Offices closed . . . . .	Monday, May 31
Mid-semester date . . . . .	Thursday, May 27
Final examinations . . . . .	Thursday, June 3
All grades due in the Office of Admissions and Records by <b>8:30 AM</b> . . . . .	Monday, June 7

**SUMMER SESSION 1999**

Early registration and fee payment begins . . . . .	Tuesday, April 6
Last day for early-registered students to pay . . . . .	Thursday, May 20
Registration Day: 9:00 AM - 7:00 PM . . . . .	Wednesday, June 2
Classes begin . . . . .	Monday, June 7
Late registration: 7:00 AM - 7:00 PM . . . . .	Monday, June 7
7:00 AM - 7:00 PM . . . . .	Tuesday, June 8
Mid-semester date . . . . .	Thursday, July 1
Final examinations . . . . .	Wednesday, July 28 - Thursday, July 29
All grades due in the Office of Admissions and Records by <b>8:30 AM</b> . . . . .	Monday, August 2

**CALENDAR**  
**FALL SEMESTER 1999**

Early registration and fee payment begins . . . . .	Tuesday, April 6
Last day for early registered students to pay . . . . .	Thursday, August 5
Regular registration: 9:00 AM - 7:00 PM . . . . .	Wednesday, August 18
9:00 AM - 4:30 PM . . . . .	Thursday, August 19
Fall In-Service . . . . .	Friday, August 20
Fall classes begin . . . . .	Monday, August 23
Late registration . . . . .	Monday, August 23 - Friday, August 27
Last day for course change . . . . .	Friday, August 27
Labor Day - No classes - Offices closed . . . . .	Monday, September 6
Free-For-Fall Day - ( No classes 12 Noon to 2:30 PM) . . . . .	Wednesday, September 15
Evening classes will be held as scheduled	
Deficiency notices mailed (5th week) . . . . .	Friday, October 1
Constitution Exam . . . . .	Thursday, October 7
Columbus Day - No classes - Offices closed . . . . .	Monday, October 11
Mid-semester date . . . . .	Friday, October 15
College Night . . . . .	Tuesday, November 9
Veteran's Day - No Classes - Offices closed . . . . .	Thursday, November 11
Thanksgiving Vacation begins at 4:30 PM . . . . .	Wednesday, November 24
Last day for student-initiated withdrawal . . . . .	Wednesday, November 24
Classes resume . . . . .	Monday, November 29
Final examinations . . . . .	Monday, December 13 - Thursday, December 16
All grades due in Office of Admissions and Records by <b>8:30 AM</b> . . . . .	Monday, December 20
College closed for Christmas break at 4:30 PM . . . . .	Wednesday, December 22
College offices open at 8:00 AM . . . . .	Monday, January 3

ACADEMIC CALENDAR  
**SPRING SEMESTER 2000**

Early registration and fee payment begins . . . . .	Monday, November 1
Last day for early registered students to pay . . . . .	Friday, December 10
Regular registration: 9:00 AM - 7:00 PM . . . . .	Wednesday, January 5
9:00 AM - 4:30 PM . . . . .	Thursday, January 6
Spring In-Service . . . . .	Friday, January 7
Classes begin . . . . .	Monday, January 10
Late registration . . . . .	Monday, January 10 - Friday, January 14
Martin Luther King Day - No classes - Offices closed . . . . .	Monday, January 17
Last day for course change . . . . .	Friday, January 14
President's Day - No classes - Offices closed . . . . .	Monday, February 21
Deficiency notices mailed (5th week) . . . . .	Friday, February 18
Constitution Examination . . . . .	Thursday, March 2
Spring Workshop (No classes until 4:00 PM) . . . . .	Thursday, March 16
Mid-semester date . . . . .	Friday, March 10
Spring vacation begins at 4:30 PM . . . . .	Friday, March 24
Classes resume . . . . .	Monday, April 3
Holiday - Offices closed . . . . .	Friday, April 21
Final examinations . . . . .	Monday, May 8 - Thursday, May 11
Final grades for prospective graduates due in Office of Admissions and Records by <b>12 Noon</b> . . . . .	Thursday, May 11
All grades due in Office of Admissions and Records by <b>8:30 AM</b> . . . . .	Monday, May 15
Commencement . . . . .	Wednesday, May 17
Memorial Day - Offices closed . . . . .	Monday, May 29

## ACADEMIC CALENDAR

### INTERSESSION 2000

Early registration and fee payment begins . . . . .	Tuesday, April 4
Classes begin . . . . .	Monday, May 15
Late registration: 8:00 AM - 12:00 Noon . . . . .	Monday, May 15
Memorial Day - No classes - Offices closed . . . . .	Monday, May 29
Mid-semester date . . . . .	Thursday, May 25
Final examinations . . . . .	Thursday, June 1
All grades due in the Office of Admissions and Records by <b>8:30 AM</b> . . . . .	Monday, June 5

### SUMMER SESSION 2000

Early registration and fee payment begins . . . . .	Tuesday, April 4
Registration Day: 9:00 AM - 7:00 PM . . . . .	Wednesday, May 31
Classes begin . . . . .	Monday, June 5
Late registration: 7:00 AM - 7:00 PM . . . . .	Monday, June 5
7:00 AM - 7:00 PM . . . . .	Tuesday, June 6
Mid-semester date . . . . .	Thursday, June 29
Holiday - No Classes - Offices Closed . . . . .	Tuesday, July 4
Final examinations . . . . .	Wednesday, July 26 - Thursday, July 27
All grades due in Office of Admissions and Records by <b>8:30 AM</b> . . . . .	Monday, July 31

-Office of the President

-October, 1997

CALENDAR

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

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

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

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

1. Receive notice of the alleged violation.

The notice will include:

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

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

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

**I. Proscribed Conduct**

**A. Jurisdiction of the College**

The **Code of Student Conduct** applies and discipline may be imposed for conduct

which occurs on College premises, at off campus recreational or instructional sites, at any College-sponsored event, or at any College supervised or provided activity, transportation or facility.

B. Conduct--Rules and Regulations

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

1. Acts of dishonesty, including, but not limited to:
  - a. cheating which includes, but is not limited to:
    - 1) use of any unauthorized assistance, resources or materials in taking quizzes, tests or examinations;
    - 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
    - 3) the acquisition, without permission, of a test or other academic material belonging to Sauk Valley Community College, to any department, or to any staff.
  - b. plagiarism which includes, but is not limited to:
    - 1) use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment;
    - 2) unacknowledged use of materials prepared by another person;
    - 3) use of any agency engaged in the selling of term papers or other academic materials.
  - c. furnishing false information to any College official, faculty member or office.
  - d. forgery, alteration or misuse of any College document, record, form, or instrument of identification.
  - e. alteration or sabotage of another student's work, such as tampering with laboratory experiments.

- f. tampering with the election of any College-recognized student organization or the student trustee election.
2. Disruption or obstruction of any operation of the College, including , but not limited to, teaching, disciplinary proceedings, College activities, public services functions on or off campus, or other authorized non-College activities when the act occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, hazing coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Sexual harassment which includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
  - a. such conduct has the purpose or effect of interfering with an individual's educational performance or extracurricular activities; or creating an intimidating, hostile or offensive educational environment.
  - b. such conduct has the purpose or effect of interfering with an individual's work performance; or creating an intimidating, hostile or offensive working environment.
5. Attempted or actual theft of or damage to property of the College or other property of a member of the College community or other personal or public property.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises; or unauthorized entry to, occupancy of, or use of College premises.
8. Violation of published College policies, rules, regulations, or procedures.
9. Violation of federal, state, local law or Board policy.

10. Gambling in any form.
11. Use, possession or distribution of a narcotic or other chemical substance except as expressly permitted by law.
12. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations, as well as public intoxication.
13. Illegal or unauthorized possession of firearms, fireworks, explosives, other weapons, or dangerous chemicals on College premises, off-campus instructional sites, or at College-sponsored or supervised functions.
14. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicle, on campus.
15. Obstruction of the free flow of pedestrian or vehicular traffic on College premises, or at College-sponsored or supervised functions.
16. Conduct performed in such unreasonable manner as to alarm another and which is disorderly; aiding, abetting, or procuring another person to breach the peace.
17. Theft or other abuse of computer time, including but not limited to:
  - a. unauthorized entry into a file to use, read or change the contents, or for any other purpose;
  - b. unauthorized transfer of a file;
  - c. unauthorized use of an individual's identification and password;
  - d. use of computing facilities to interfere with the work of a student, faculty member or College official;
  - e. use of computing facilities to interfere with operation of the College and other computing systems;
  - f. unauthorized use or copying of copyrighted software;

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

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

- 1. College disciplinary proceedings may be instituted against a student charged with violation of a federal, state or local law which is also a violation of this Code; that

is, if both violations result from the same factual situation without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

2. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Review Board, however, the College may advise off-campus authorities of the existence of the Code and of how such matters will be handled within the College community. The College will cooperate fully the law enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students.

## **II. Vice President of Student Services Authority**

- A. The Vice President of Student Services is responsible for administration of the **Code of Student Conduct**.
- B. The Vice President of Student Services has the authority, in the Vice President's discretion, to impose discipline as provided herein Sections 4 A (1), (2), (3), (4), (5), (6), (7), (8), (9), and (10). The Vice President of Student Services has the authority and discretion to recommend College suspension or College expulsion. The Vice President of Student Services may, in her discretion, refer any disciplinary matter to the Student Conduct Review Board.
- C. The Vice President may delegate her authority to one or more other administrators. All references to the "Vice President of Student Services" or to "the Vice President" in this **Code of Student Conduct** includes such designees, unless specifically stated to the contrary.

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

### **III. Procedures in Cases Involving Possible Discipline**

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

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

#### **B. Investigation**

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

#### **C. Notice to Student**

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

#### **D. Hearing**

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

**E. Imposition of Discipline, and Decision After Hearing**

If on informal resolution there is agreement as to discipline, the Vice President shall impose the disciplinary action agreed upon. If the Vice President conducts a hearing and determines that a violation of the Code of Student Conduct occurred, the Vice President may impose discipline as authorized in Section II, or, in her discretion, she may refer the matter to the Student Conduct Review Board for hearing. In the event that the Vice President of Student Services believes after hearing that the violation warrants College suspension or College expulsion, the Vice President shall refer the matter to the Student Conduct Review Board for hearing and disposition. If, after the hearing, the Vice President determines no violation of the Code occurred, she shall render such decision.

**F. Appeals**

Rights to appeal are as provided in Section VI.

**IV. Disciplinary Actions**

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

1. **Warning** - Verbal or written notice to the student that the student is violating or has violated institutional rules, policies and/or regulations and that the continuation of such conduct or actions may result in further disciplinary action.
2. **Reprimand** - A formal letter of reprimand sent to the student stating the violations of the **Code of Student Conduct**. Repetition of conduct resulting in reprimand may result in further disciplinary action described below in paragraphs 3, 4, 5, 6, 8, 9, 10, 11, or 12.
3. **Disciplinary Probation** - A specified period of observation and review of conduct during which the student must demonstrate compliance with College rules and regulations. Terms of probation and the probationary period will be

determined at the time the sanction is imposed. A student on disciplinary probation is subject to suspension for any further disciplinary referrals.

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

B. When the student violation is deemed severe enough by the Vice President of Student Services to warrant possible College expulsion or College suspension, the Vice President of Student Services will file with the President of the College and the Co-chairs of the Student Conduct Review Board a notice of the necessity to convene for disciplinary action. Written notice to the student involved shall be served by certified mail, addressed

to his/her usual place of abode or hand delivered. The notice shall include or contain the following:

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

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

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

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

1. Those sanctions listed in Section A Paragraphs 1, 2, 3, 4, 5, 6, 7, and 8.

**Deactivation** - loss of all privileges, including College recognition, for a specified period of time.

## **V. Temporary Suspensions**

### **A. Class Suspension**

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

1. **Communication of Suspension of Student** - The temporary suspension of the student will be promptly communicated to the student.
  - a) If prompt action dictates that the temporary suspension be only communicated orally due to the urgency of the situation, the student will be given oral notification and then receive written notification of the reasons for the temporary

suspension within three administrative work days from the removal.

(b) Except as provided in sub (a) above, the temporary suspension of a student must be communicated to the student in writing, and the written notice shall state the reasons for the temporary suspension.

(c) All temporary suspensions from the classroom initiated by the instructor shall be reported to the appropriate academic administrator or supervisor, and to the Vice President of Instruction and the Vice President of Student Services within one administrative work day of the temporary suspension from the classroom.

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

**B. College Suspension**

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

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

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

**VI. Appeals**

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

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

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

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

1. Time and Manner of Appeal - Appeal to the President shall be in writing containing the materials described in subsection 2 below, and must be presented to the Office of the President within five administrative work days from the date of issuance of the decision of the Student Conduct Review Board, or the Vice President of Student Services, as appropriate.
2. Content of Written Appeal - The written appeal shall include such information as the person bringing the appeal deems necessary to show that the decision reached was erroneous.
3. Record on Appeal - In considering the appeal, the President shall have available the report from the Student Conduct Review Board, or the Vice President of Student Services as appropriate along with any written documentation submitted at the hearing.
4. Time for President's Decision - The President shall render a decision on the appeal within ten administrative work days after receipt of the last to be received report and written documentation.
5. Referral to Board of Trustees - Upon review of the materials, if the College President deems it necessary, the President may defer the responsibility for decision on the appeal to the Board of Trustees of the College. In the event of such deferral, the President shall notify the accused student, and the Vice President of Student Services, and the

matter shall be presented to the Board for its consideration at the next regularly scheduled Board meeting. The Board shall render a decision on the appeal after due consideration.

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

## **II. Definitions**

- A. The term "College" means Sauk Valley Community College.
- B. The term "student" for the purposes of this code, includes all persons applying for admission or taking credit or non-credit courses provided by the College both full-time and part-time.
- C. The term "faculty member" means all full- or part-time teachers, counselors and librarians, excluding interns and student teachers.
- D. The term "official" includes any person employed by the College performing assigned administrative or professional staff responsibilities.
- E. The term "member of the College Community" includes any person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular situation will be determined by the Vice President of Student Services.

- F. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
- G. The term "organization" means any number of persons who have complied with the formal requirements for College recognition.
- H. The term "will" is used in the imperative sense.
- I. The term "may" is used in the permissive sense.

### **VIII. Interpretation and Revision**

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

6/17/96

10/28/96

TERM: SUMMER 1997

DATE: 09/17/97

NORTHERN ILLINOIS UNIVERSITY  
COMMUNITY COLLEGE RELATIONSILLINOIS COMMUNITY COLLEGE TRANSFER STUDENTS  
GPA REPORT - UNDERGRADUATE STUDENTS ATTENDING NIU  
FROM: SAUK VALLEY COMM COLL

PAGE: 91

REPORT: SIR481B

TRANSFERS FROM  
YOUR INSTITUTION:

FRESHMEN      SOPHOMORES      JUNIORS      SENIORS      TOTAL

NUMBER OF STUDENTS	0	0	8	32	40
MEAN CUM NIU GPA	0.00	0.00	3.15	3.16	3.16

ALL ILLINOIS PUBLIC COMMUNITY  
COLLEGE TRANSFERS:

NUMBER OF STUDENTS	6	32	281	1161	1480
MEAN CUM NIU GPA	3.38	2.23	2.61	2.86	2.83

## ALL OTHER TRANSFERS:

NUMBER OF STUDENTS	34	24	82	381	521
MEAN CUM NIU GPA	3.59	2.61	2.91	2.88	2.88

## ALL NATIVE UNDERGRADUATES:

NUMBER OF STUDENTS	65	181	384	1045	1675
MEAN CUM NIU GPA	2.41	2.57	2.64	2.80	2.75

## TOTAL UNDERGRADUATES:

NUMBER OF STUDENTS	105	237	747	2587	3676
MEAN CUM NIU GPA	2.47	2.54	2.65	2.83	2.79

08/27/97

COMMUNITY COLLEGE TRANSFER STUDENT SUMMARY PROGRESS REPORT  
 UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN  
 OFFICE OF ADMISSIONS AND RECORDS  
 URBANA-CHAMPAIGN CAMPUS

SENIORS

SPNG 1997 DATA FOR STUDENTS ENTERING FALL 1996

ALL	10	ALL	641	ALL	376	ALL	4484
COMMUNITY COLLEGE	COMMUNITY COLLEGE	TRANSFERS FROM	TRANSFERS AT	FOUR-YEAR COLLEGE	CONTINUOUS	JUNIORS AT	
SAUK VALLEY COMMUNITY COLLEGE	URBANA-CHAMPAIGN	URBANA-CHAMPAIGN	URBANA-CHAMPAIGN	URBANA-CHAMPAIGN			
COMMUNITY COLLEGE	COMMUNITY COLLEGE	FOUR-YEAR COLLEGE	UIUC				
TRANSFER GPA	TRANSFER GPA	TRANSFER GPA	LOWER DIV GPA				
MEDIAN 3.60	MEDIAN 3.33	MEDIAN 3.22	MEAN 3.09				
MEAN 3.54	MEAN 3.30	MEAN 3.24	MEAN 3.07				

09/30/97

COMMUNITY COLLEGE TRANSFER STUDENT SUMMARY PROGRESS REPORT  
 UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN  
 OFFICE OF ADMISSIONS AND RECORDS  
 URBANA-CHAMPAIGN CAMPUS

JUNIORS

SPNG 1997 DATA FOR STUDENTS ENTERING FALL 1995

ALL	7	ALL	579	ALL	296	ALL	3814
COMMUNITY COLLEGE	COMMUNITY COLLEGE	TRANSFERS FROM	TRANSFERS AT	FOUR-YEAR COLLEGE	CONTINUOUS	JUNIORS AT	
SAUK VALLEY COMMUNITY COLLEGE	URBANA-CHAMPAIGN	URBANA-CHAMPAIGN	URBANA-CHAMPAIGN	URBANA-CHAMPAIGN			
COMMUNITY COLLEGE	COMMUNITY COLLEGE	FOUR-YEAR COLLEGE	UIUC				
TRANSFER GPA	TRANSFER GPA	TRANSFER GPA	LOWER DIV GPA				
MEDIAN 3.47	MEDIAN 3.37	MEDIAN 3.24	MEAN 3.13				
MEAN 3.40	MEAN 3.34	MEAN 3.24	MEAN 3.11				

**PROFILE OF STUDENTS WHO ATTEND**  
**SAUK VALLEY COMMUNITY COLLEGE FALL 1997 10TH DAY**

<b><u>STAT 30:</u></b>	<b><u>1997</u></b>	<b><u>1996</u></b>
Total Student Head Count	2,627	2,706
Total Student Credit Hours	21,657	21,977
Full-Time Equivalency (FTE) 15 hours	1,444	1,465
Average Student Credit Hour Load	8.2	8.1
Full-Time Head Count (12 hours or more)	968	1,006
Part-Time Head Count	1,659	1,700

	<b><u>1997</u></b>		<b><u>1996</u></b>		<b><u>TOTAL</u></b>	<b><u>TOTAL</u></b>
	<b><u>F-time</u></b>	<b><u>P-time</u></b>	<b><u>F-time</u></b>	<b><u>P-time</u></b>	<b><u>1997</u></b>	<b><u>1996</u></b>
Male	433	609	448	669	1,042	1,117
Female	535	1,050	558	1,031	1,585	1,589

<b><u>STAT 25:</u></b>	<b><u>1997</u></b>	<b><u>1996</u></b>	<b><u>STAT 15:</u></b>	<b><u>1997</u></b>	<b><u>1996</u></b>
Day Students	1,094	1,316	Freshman Head Count	N/A	1,522
Night Students	704	671	Sophomore Head Count	N/A	654
Both	829	719	Adult Education Head Count	N/A	472
			High School Head Count	N/A	58

<u>STAT 25:</u>	<u>1997</u>			TOTAL	<u>1996</u>			TOTAL
	MALE	FEMALE			MALE	FEMALE		
Associate in Arts	174	276		450	84	181		265
Associate in Science	459	554		1,013	576	641		1,217
Associate in Applied Science	141	384		525	247	494		741
Certificate - Vocational	158	243		401	210	273		483

STAT 42: Ethnic Distribution

<u>Ethnic Group</u>	<u>1997</u>	<u>1996</u>
Black	27	27
White	2,396	2,485
Hispanic	159	160
Indian	9	10
Asian	19	24
Other	17	0

<u>STAT 93:</u>	<u>1997</u>	PERCENT OF TOTAL	<u>1996</u>	PERCENT OF TOTAL
<u>AGE</u>				
16 OR LESS	14	5		
17	121	43		
18	354	289		
19	324	378		
20	209	251		
21	129	157		
22	100	101		
	SUB-TOTAL	1,251	48%	1,224
				45%
23-39	SUB-TOTAL	848	32%	944
				35%
40-54	SUB-TOTAL	433	16%	432
				16%
55+	SUB-TOTAL	95	4%	106
				4%
	TOTAL	2,627	100%	2,706
				100%
Mean age		28.5		28.9

<u>STAT 15:</u>	<u>1997</u>		<u>1996</u>		<u>1997</u>		<u>1996</u>		<u>1997</u>		<u>1996</u>		<u>TOTAL</u>
	<u>Male</u>	<u>Hours</u>	<u>Male</u>	<u>Hours</u>	<u>Female</u>	<u>Hours</u>	<u>Female</u>	<u>Hours</u>	<u>Heads</u>	<u>Hours</u>	<u>Heads</u>	<u>Hours</u>	
Freshman(0-29)	N/A	N/A	658	6,555	N/A	N/A	864	8,250	N/A	N/A	1,522	14,805	
Sophomore(30-64)	N/A	N/A	224	1,984	N/A	N/A	430	3,436	N/A	N/A	654	5,420	
Adult Education	N/A	N/A	208	718	N/A	N/A	264	830	N/A	N/A	472	1,548	
High School	N/A	N/A	27	83	N/A	N/A	31	120	N/A	N/A	58	203	

<u>STAT 30:</u>	<u>1997</u>		<u>1996</u>		<u>1997</u>		<u>1996</u>		<u>1997</u>		<u>1996</u>		<u>TOTAL</u>
	<u>Male</u>	<u>Hours</u>	<u>Male</u>	<u>Hours</u>	<u>Female</u>	<u>Hours</u>	<u>Female</u>	<u>Hours</u>	<u>Heads</u>	<u>Hours</u>	<u>Heads</u>	<u>Hours</u>	
0-11 Credit Hours	580	2,576	669	2,870	1,006	4,785	1,031	4,777	1,875	10,311	1,700	7,647	
12 Hours & Above	425	6,118	448	6,470	527	7,605	558	7,859	752	11,346	1,006	14,329	

Agenda Item E-5

**COMMUNITY COLLEGE ELECTION CHANGES**

October 21, 1997

November, 1997      Elect three candidates to serve from November of 1997 until November of 2003

April, 1999      Elect candidates for terms that expire in November of 1999 -  
Candidates elected in April will not be seated until November, 1999  
Richard Groharing and Bill Yemm  
(will serve until November, 2005)

April, 2001      Elect candidates for terms that expire in November of 2001 -  
Candidates elected in April will not be seated until November, 2001  
Bill Simpson and Tom Jensen  
(will serve until November, 2007)

April, 2003      Elect candidates for terms that expire in November of 2003 -  
Candidates elected in April will not be seated until November, 2003  
Densmore, Wolf and Andersen  
(will serve until November, 2009)

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April, 2005      From here on - candidates will be elected for six years that begin and end in April. Groharing and Yemm

April, 2007      Simpson and Jensen

April, 2009      Densmore, Wolf and Andersen

# SPORTS FLASH!

The Official Newsletter of the Sauk Valley Community College Athletic Booster Club

Spring 1998

## Skyhawk Golfer Qualifies for Nationals

For the fourth straight year, a Skyhawk golfer will go to the NJCAA nationals. This year it will be sophomore **Jeff Gabrick**, who shot a two-day score of 159 at the Region IV Tournament. Gabrick also earned All-Region II honors along with freshman **Nick Hubbard**.

## Skyhawk Runners Earn National Ranking

This year's women's cross-country team was the second in two consecutive years to earn national ranking earning 8<sup>th</sup> in the year's first poll. The Skyhawks, 1996 Region IV champs, look to repeat this accomplishment again and send the entire team to the nationals.

## Skyhawk Netters Earn Spot at Nationals Again

For the second straight year, the women's tennis team has qualified for the national tournament to be held in May in Arizona. Finishing second in the Region IV championships, the Skyhawks were led by **Tiffani Moore** and **Tera Kuhfus**. Moore won the No. 6 singles championship and then teamed with Kuhfus to win the No. 2 doubles championship. Kuhfus also finished second at No. 5 singles and teammate **Andrea Staats** placed second in the No. 2 singles match.

## SVCC Booster Club Membership Drive 1997-98

Yes, I would like to become a member of the Sauk Valley Community College Athletic Booster Club. Please include me in the membership category I have checked.

 \$5 Student \$15 Individual \$30 Family\* \$60 Business

Name \_\_\_\_\_

Membership includes

\* **FREE** admission to **ALL** regular season SVCC home games!

\* First chance at Region IV Tournament Tickets!

Address \_\_\_\_\_

Business/Firm \_\_\_\_\_

\*Includes three membership cards/\$5 for additional membership card.

For more information, contact Booster Club Director Russ Damhoff at 815-288-5511, ext. 234; the Office of Student Services, ext. 271 or write: SVCC Booster Club, Attn: Russ Damhoff, 173 IL Route 2, Dixon, IL 61021

For Board Meeting of  
October 27, 1997

Agenda Item F-1

**PROTECTION, HEALTH, AND SAFETY PROJECTS**

We have five projects which have been identified for funding though the Protection, Health and Safety Tax Levy:

Cooling Towers Repairs	Projected Budget \$ 54,048
Walkway Lighting Repairs	Projected Budget \$ 26,861
Building Perimeter Cracks	Projected Budget \$226,584
Well House Roof Membrane	Projected Budget \$ 36,222
Retaining Wall Repairs	Projected Budget \$ 30,180

**RECOMMENDATION:** Board approval of the attached resolutions, engineer budgets, and certification statements for the projects listed above in the total amount of \$373,895.



**TO:** Dr. Richard Behrendt  
**FROM:** Jami V. Bradley *JB*  
**DATE:** October 22, 1997  
**SUBJECT:** Protection, Health & Safety Projects

The following five projects have been identified for funding through the Protection, Health and Safety Tax Levy.

1. **Cooling Tower Repairs** - The three cooling towers that serve the main air conditioning system have components constructed of plywood. Due to their age and exposure to weather, these components have begun to deteriorate. Small pieces of wood are finding their way into the nozzles that regulate the flow, blocking the effectiveness of the towers. This project would replace the wood flooring, seal strips, splash boxes and nozzles within each of the three towers. Projected Budget - \$54,048.
2. **Walkway Lighting Repairs** - Each pole mounted lighting fixture along the exterior walkways is connected to a junction box that is recessed into the ground adjacent to the fixture. These boxes are located in areas with poor drainage or standing water. This water eventually seeps into the wire connectors and causes a short circuit. The scope of this project is to make the wire connections within the junction boxes waterproof. Projected Budget - \$26,861.
3. **Building Perimeter Cracks** - Structural cracks have developed over the past several years, with exposed concrete framework in numerous locations. The Dryvit exterior system has also developed cracks and fallen away in certain areas. The current edge flashing system is not adequate to prevent further water damage to exterior walls or infiltration into interior perimeter offices. This project would entail replacing the entire roof edge flashing, repairing the concrete beam cracks with epoxy sealant and repairing the damaged areas of Dryvit exterior. Projected Budget - \$226,584.
4. **Well House Roof Membrane** - The existing roof of the well house leaks into the drinking storage room, pump rooms and emergency generator room creating a potential health and safety hazard. The exterior brick walls have also deteriorated greatly. The scope of this work is to install a single-ply roof membrane and to repair/modify the existing brick parapet walls. Projected Budget - \$36,222.

5. **Retaining Wall Repairs** - The retaining walls located along the sidewalks are composed of clay, brick, and concrete masonry units with a slate coping. The brick is failing due to freeze/thaw deterioration. There is evidence of uncontrolled water movement through the walls and the slate coping stones are not properly anchored to the wall, with caulking joints deteriorating. This project would entail resetting the coping stones, replacing and sealing all brick. Projected Budget - \$30,180.

The 1997 Protection, Health and Safety Fund levy, payable in 1998, will yield approximately \$510,000. (The College has levied the maximum five cents for this fund for several years.) The approximate total of these projects is \$373,895 and we will recommend additional project(s) for the remainder of the funds at the November Board meeting. Protection, Health and Safety Projects must be at least \$25,000 and require ICCB approval. A copy of the most recent proposed project listing is attached.

I recommend that we seek Board approval of the attached resolutions, budgets, and certification statements regarding this project.

n  
att

**RESOLUTION TO APPROVE PROTECTION,  
HEALTH AND SAFETY PROJECT**

**WHEREAS**, pursuant to the provisions of the statutes of the State of Illinois, Community College District No. 506, is authorized to complete necessary projects dealing with health or safety of students, employees or visitors; and,

**WHEREAS**, the Board has received reports from a licensed professional architect/engineer that there are five projects at SVCC which require repairs and alterations, as defined in 23 Illinois Administrative Code, Sec. 1501.601; and

**WHEREAS**, the projects recommended for repair and alteration are:

Cooling Tower Repairs	\$ 54,048
Walkway Lighting Repairs	26,861
Building Perimeter Cracks	226,584
Well House Roof Membrane	36,222
Retaining Wall Repairs	<u>30,180</u>
	\$373,895

**WHEREAS**, all facilities described by the projects set forth are owned by SVCC.

**NOW, BE IT RESOLVED** by the Board of Trustees of Sauk Valley Community College District 506, as follows:

1. The recitals set forth above are incorporated herein and made a part hereof.
2. The physical facilities described in the projects set forth above require alteration or repair and are necessary to remove a health or safety hazard to the students, employees or visitors of SVCC.
3. There are not sufficient funds available in the Operations and Maintenance Fund of SVCC to complete the project set forth above.
4. The Board approves the completion of the Protection, Health, and Safety projects described below:

Cooling Tower Repairs  
Walkway Lighting Repairs  
Building Perimeter Cracks  
Well House Roof Membrane  
Retaining Wall Repairs

5. The Administration is authorized to execute all documents, and to take all actions necessary, for approval and completion of these projects consistent with Ill. Rev. Stat. Ch. 122 Paragraph 103-20.3.01 (and all other applicable statutes) and 23 Illinois Administrative Code Section 1501.608 (and all other applicable regulations).

Adopted October 27, 1997

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Chairman  
Community College District 506

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Secretary  
Community College District 506

## Illinois Community College Board

APPLICATION FOR APPROVAL OF A CAPITAL PROJECT FUNDED  
PURSUANT TO SECTION 3-20.3.01  
(PROTECTION, HEALTH, AND SAFETY)District/College Sauk Valley Community College District Number 506Contact Person Jami V. Bradley Phone Number (815) 288-5511, ext 256Project Title Cooling Tower RepairsProject Budget \$54,048 ICCB Project Number \_\_\_\_\_

Protection, health, and safety projects require that special criteria be met in order to be approved by the ICCB. By providing the information requested on the following forms, an applicant should satisfy these requirements. The information necessary to complete this application is summarized by the following checklist. Please mark each box indicating that the information is attached to this application.

- Board of trustees action--a copy of the board resolution and minutes is required
- Identify the appropriate categories (page 2)
- Certificate stating that the project's budget was estimated by a licensed architect/engineer (page 3)
- A detailed description identifying the scope of the project (page 4)
- Detailed cost breakdown identifying the cost of major components
- Certification for the project's justification--this should be signed by the proper authority, as applicable
  - Energy conservation--estimated payback period
  - Legal order by building inspector, fire marshal, etc.
  - Structural integrity
  - Feasibility study identifying the need
- Narration supporting the justification of the project
- Other documentation which may support the justification of this project

PROTECTION, HEALTH, AND SAFETY PROJECT

Page 2 of \_\_\_\_

## General Information

## 1. Project Category:

Handicapped accessibility  
 Energy conservation (estimated payback period \_\_\_\_\_)\*  
 Environmental protection  
 Protection, health, and safety

\*Attach architect or engineer certification.

## 2. Type of Facility:

Owned  
 Leased for more than five years with intent to acquire, and the district has assumed the obligation to make alterations or repairs (attach verification of intent to acquire)

## 3. Justification of the Project:

Lawful order of an agency (attach dated copy)  
 Architect/engineer certification of need (attach appropriate ICCB form)  
 Attach copy of minutes/resolution including board of trustees determination

## 4. Financing of the Project:

Tax levy  
 Bond sales (to be repaid in \_\_\_\_\_ years)

## 5. Tax Rate:

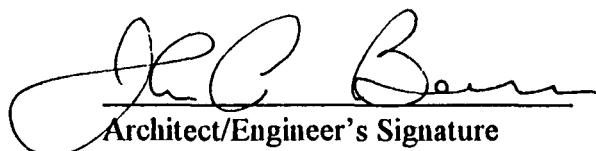
\$ .005 Estimated tax rate for this project. If for more than one year, indicate the rates associated with each year.

Budget and Certification

Name and address of architect/engineer providing the estimate:

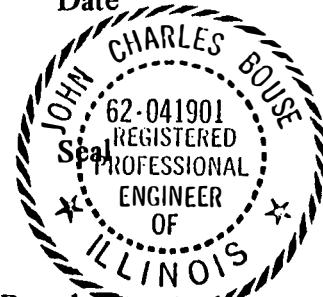
John C. Bouse P.E.  
Gage Consulting Engineers, Inc.  
1100 Jorie Boulevard  
Oak Brook, IL 60523

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost estimates are true and accurate statements of the work to be performed as funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603.

  
Architect/Engineer's Signature

10/16/97

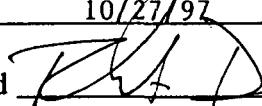
Date

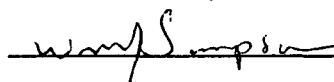


062-041901  
Illinois Registration or License Number

Approved by the Sauk Valley Community College Board of Trustees.

Date 10/27/97

Signed , Chairperson

, Secretary

Proposed budget: ( may be provided on additional forms if necessary)

SEE ATTACHED

**PROTECTION, HEALTH, AND SAFETY PROJECT**

Page 4 of \_\_\_\_

**Scope**

Provide a detailed description identifying the scope of the project.

There are three cooling towers that serve the main building air conditioning system. The towers were original equipment to the building. These towers have components that were constructed of plywood. Due to their age, and to being in contact with water throughout the cooling season, these wooden pieces have begun to delaminate. Small pieces of wood are finding their way into the nozzles that regulate flow through the towers. The blocking of those nozzles reduces the effectiveness of the towers.

The scope of this project is to replace the wood flooring, seal strips, splash boxes and nozzles within each of the three towers.

**PROPOSED BUDGET**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATE</u>
A	Replace portions of existing cooling towers.	\$ 46,000.
	10% Contingency	4,600.
	<u>Engineering Fee ( 8% of construction cost)</u>	<u>4,048.</u>
	Total Project Cost	\$ 54,048.

## Illinois Community College Board

**APPLICATION FOR APPROVAL OF A CAPITAL PROJECT FUNDED  
PURSUANT TO SECTION 3-20.3.01  
(PROTECTION, HEALTH, AND SAFETY)**District/College Sauk Valley Community College District Number 506Contact Person Jami V. Bradley Phone Number (815) 288-5511, ext 256Project Title Walkway Lighting RepairsProject Budget \$26,861 ICCB Project Number \_\_\_\_\_

Protection, health, and safety projects require that special criteria be met in order to be approved by the ICCB. By providing the information requested on the following forms, an applicant should satisfy these requirements. The information necessary to complete this application is summarized by the following checklist. Please mark each box indicating that the information is attached to this application.

- Board of trustees action--a copy of the board resolution and minutes is required
- Identify the appropriate categories (page 2)
- Certificate stating that the project's budget was estimated by a licensed architect/engineer (page 3)
- A detailed description identifying the scope of the project (page 4)
- Detailed cost breakdown identifying the cost of major components
- Certification for the project's justification--this should be signed by the proper authority, as applicable
  - Energy conservation--estimated payback period
  - Legal order by building inspector, fire marshal, etc.
  - Structural integrity
  - Feasibility study identifying the need
- Narration supporting the justification of the project
- Other documentation which may support the justification of this project

PROTECTION, HEALTH, AND SAFETY PROJECT

Page 2 of \_\_\_\_\_

## General Information

## 1. Project Category:

Handicapped accessibility  
 Energy conservation (estimated payback period \_\_\_\_\_)\*  
 Environmental protection  
 Protection, health, and safety

\*Attach architect or engineer certification.

## 2. Type of Facility:

Owned  
 Leased for more than five years with intent to acquire, and the district has assumed the obligation to make alterations or repairs (attach verification of intent to acquire)

## 3. Justification of the Project:

Lawful order of an agency (attach dated copy)  
 Architect/engineer certification of need (attach appropriate ICCB form)  
 Attach copy of minutes/resolution including board of trustees determination

## 4. Financing of the Project:

Tax levy  
 Bond sales (to be repaid in \_\_\_\_\_ years)

## 5. Tax Rate:

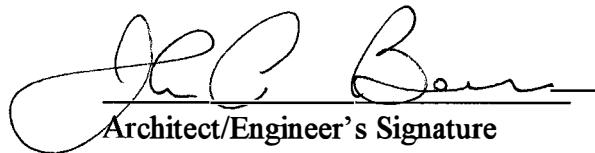
\$ .003 Estimated tax rate for this project. If for more than one year, indicate the rates associated with each year.

Budget and Certification

Name and address of architect/engineer providing the estimate:

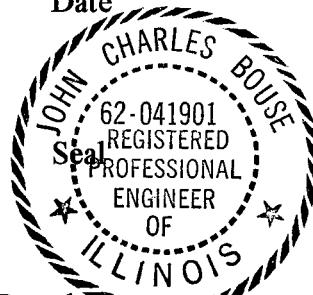
John C. Bouse P.E.  
Gage Consulting Engineers, Inc.  
1100 Jorie Boulevard  
Oak Brook, IL 60523

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost estimates are true and accurate statements of the work to be performed as funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603.

  
\_\_\_\_\_  
Architect/Engineer's Signature

10/16/97

Date



062-041901  
Illinois Registration or License Number

Approved by the Sauk Valley Community College Board of Trustees.

Date 10/27/97

Signed J. C. Bouse, Chairperson

Wm. Sampson, Secretary

Proposed budget: ( may be provided on additional forms if necessary)

SEE ATTACHED

**PROTECTION, HEALTH, AND SAFETY PROJECT**

Page 4 of \_\_\_\_

**Scope**

Provide a detailed description identifying the scope of the project.

Each of the pole mounted lighting fixtures along the exterior walkways is connected to a junction box located adjacent to the fixture recessed into the ground. Within that junction box are wire connections that connect each fixture to those circuits coming out of the building.

Those junction boxes that are located in areas with poor drainage, or standing water have begun to collect water. That water eventually seeps into the wire connectors and causes a short circuit. The scope of this project is to make the wire connections within those boxes waterproof.

**PROPOSED BUDGET**

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATE</u>
A	Waterproof 325 wire connections.	\$ 22,611.
	10% Contingency	2,261.
	<u>Engineering Fee ( 8% of construction)</u>	<u>1,989.</u>
	Total Project Cost	\$ 26,861.

## Illinois Community College Board

**APPLICATION FOR APPROVAL OF A CAPITAL PROJECT FUNDED  
PURSUANT TO SECTION 3-20.3.01  
(PROTECTION, HEALTH, AND SAFETY)**

District/College Sauk Valley Community College District Number 506

**Contact Person** Jami V. Bradley      **Phone Number** (815) 288-5511, ext 256

Project Title Building Perimeter Cracks

Protection, health, and safety projects require that special criteria be met in order to be approved by the ICCB. By providing the information requested on the following forms, an applicant should satisfy these requirements. The information necessary to complete this application is summarized by the following checklist. Please mark each box indicating that the information is attached to this application.

- Board of trustees action--a copy of the board resolution and minutes is required
- Identify the appropriate categories (page 2)
- Certificate stating that the project's budget was estimated by a licensed architect/engineer (page 3)
- A detailed description identifying the scope of the project (page 4)
- Detailed cost breakdown identifying the cost of major components
- Certification for the project's justification--this should be signed by the proper authority, as applicable
  - Energy conservation--estimated payback period
  - Legal order by building inspector, fire marshal, etc.
  - Structural integrity
  - Feasibility study identifying the need
  - Narration supporting the justification of the project
  - Other documentation which may support the justification of this project

PROTECTION, HEALTH, AND SAFETY PROJECT

Page 2 of \_\_\_\_

## General Information

## 1. Project Category:

- Handicapped accessibility
- Energy conservation (estimated payback period \_\_\_\_\_)\*
- Environmental protection
- Protection, health, and safety

\*Attach architect or engineer certification.

## 2. Type of Facility:

- Owned
- Leased for more than five years with intent to acquire, and the district has assumed the obligation to make alterations or repairs (attach verification of intent to acquire)

## 3. Justification of the Project:

- Lawful order of an agency (attach dated copy)
- Architect/engineer certification of need (attach appropriate ICCB form)
- Attach copy of minutes/resolution including board of trustees determination

## 4. Financing of the Project:

- Tax levy
- Bond sales (to be repaid in \_\_\_\_\_ years)

## 5. Tax Rate:

\$ .022 Estimated tax rate for this project. If for more than one year, indicate the rates associated with each year.

**PROTECTION, HEALTH, AND SAFETY PROJECT****Budget and Certification**

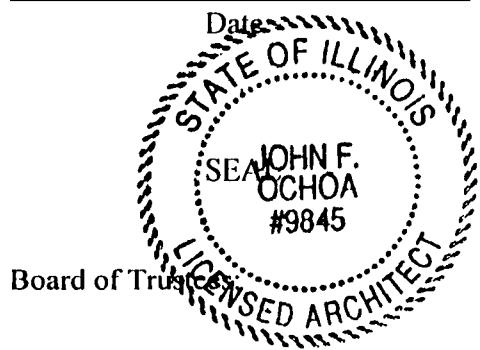
Name and address of architect/engineer providing the estimate:

FGM, INC.  
1211 West 22<sup>nd</sup> Street, Suite 209  
Oak Brook, IL 60521

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost estimates are true and accurate statements of the work to be performed as funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603.

  
Architect/Engineer's Signature

10.22.97



001-009845

Illinois Registration or License Number

Approved by the Sauk Valley Community College

Board of Trustees

Date 10/27/97

Signed R. F. Dunn,

Chairperson

Wendy Sampson,

Secretary

Proposed budget: (may be provided on additional forms if necessary)

1. Base Cost	\$23,900.00
2. Escalation	1,740.00
3. Contingency	2,564.00
4. A/E Fees	<u>1,975.00</u>
Total	\$30,180.00

## PROTECTION, HEALTH, AND SAFETY PROJECT

### Scope

Provide a detailed description identifying the scope of the project.

The existing campus building structure has developed over the past several years structural cracks at numerous locations of the perimeter exposed concrete beam framework. The dryvit exterior system has also developed cracks, scaling and in some locations has fallen away. The edge flashing system now in place is not adequate in preventing water infiltrating the exterior walls and migrating into the interior perimeter offices.

The scope of work would entail replacing the entire length of perimeter roof edge flashing (3800 L.F.), repair of approximately 130 concrete beam cracks with epoxy sealant and the repair of damaged areas of dryvit exterior.

## Illinois Community College Board

**APPLICATION FOR APPROVAL OF A CAPITAL PROJECT FUNDED  
PURSUANT TO SECTION 3-20.3.01  
(PROTECTION, HEALTH, AND SAFETY)**District/College Sauk Valley Community College District Number 506Contact Person Jami V. Bradley Phone Number (815) 288-5511, ext 256Project Title Well House Roof MembraneProject Budget \$36,222 ICCB Project Number \_\_\_\_\_

Protection, health, and safety projects require that special criteria be met in order to be approved by the ICCB. By providing the information requested on the following forms, an applicant should satisfy these requirements. The information necessary to complete this application is summarized by the following checklist. Please mark each box indicating that the information is attached to this application.

- Board of trustees action--a copy of the board resolution and minutes is required
- Identify the appropriate categories (page 2)
- Certificate stating that the project's budget was estimated by a licensed architect/engineer (page 3)
- A detailed description identifying the scope of the project (page 4)
- Detailed cost breakdown identifying the cost of major components
- Certification for the project's justification--this should be signed by the proper authority, as applicable
  - Energy conservation--estimated payback period
  - Legal order by building inspector, fire marshal, etc.
  - Structural integrity
  - Feasibility study identifying the need
- Narration supporting the justification of the project
- Other documentation which may support the justification of this project

PROTECTION, HEALTH, AND SAFETY PROJECT

Page 2 of \_\_\_\_\_

## General Information

## 1. Project Category:

Handicapped accessibility  
 Energy conservation (estimated payback period \_\_\_\_\_)\*  
 Environmental protection  
 Protection, health, and safety

\*Attach architect or engineer certification.

## 2. Type of Facility:

Owned  
 Leased for more than five years with intent to acquire, and the district has assumed the obligation to make alterations or repairs (attach verification of intent to acquire)

## 3. Justification of the Project:

Lawful order of an agency (attach dated copy)  
 Architect/engineer certification of need (attach appropriate ICCB form)  
 Attach copy of minutes/resolution including board of trustees determination

## 4. Financing of the Project:

Tax levy  
 Bond sales (to be repaid in \_\_\_\_\_ years)

## 5. Tax Rate:

\$ .004 Estimated tax rate for this project. If for more than one year, indicate the rates associated with each year.

PROTECTION, HEALTH, AND SAFETY PROJECT

## Budget and Certification

Name and address of architect/engineer providing the estimate:

FGM, INC.  
1211 West 22<sup>nd</sup> Street, Suite 209  
Oak Brook, IL 60521

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost estimates are true and accurate statements of the work to be performed as funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603.



Architect/Engineer's Signature

10.22.97



001-009845

Illinois Registration or License Number

Approved by the Sauk Valley Community CollegeDate 10/27/97Signed John F. Ochoa,Mark J. Simpson,

Chairperson

Secretary

Proposed budget: (may be provided on additional forms if necessary)

1. Base Cost	\$178,350.00
2. Escalation	12,485.00
3. Contingency	18,965.00
4. A/E Fees	<u>16,784.00</u>
Total	\$226,584.00

## PROTECTION, HEALTH, AND SAFETY PROJECT

### Scope

Provide a detailed description identifying the scope of the project.

The Well House is an existing detached building on campus which contains below grade water (drinking) storage, pump rooms and an emergency generator. The existing roof (concrete planks - 5' x 5') currently leaks into the above rooms creating both a potential health and safety problem.

The exterior brick walls of this building (top of wall 4'-0" above grade) which acts as a parapet also have deteriorated greatly.

The scope of work for this project would be to install a single-ply roof membrane and to repair/modify the existing brick parapet walls.

## Illinois Community College Board

**APPLICATION FOR APPROVAL OF A CAPITAL PROJECT FUNDED  
PURSUANT TO SECTION 3-20.3.01  
(PROTECTION, HEALTH, AND SAFETY)**District/College Sauk Valley Community College District Number 506Contact Person Jami V. Bradley Phone Number (815) 288-5511, ext 256Project Title Retaining Wall RepairsProject Budget \$30,180 ICCB Project Number \_\_\_\_\_

Protection, health, and safety projects require that special criteria be met in order to be approved by the ICCB. By providing the information requested on the following forms, an applicant should satisfy these requirements. The information necessary to complete this application is summarized by the following checklist. Please mark each box indicating that the information is attached to this application.

- Board of trustees action--a copy of the board resolution and minutes is required
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- Detailed cost breakdown identifying the cost of major components
- Certification for the project's justification--this should be signed by the proper authority, as applicable
  - Energy conservation--estimated payback period
  - Legal order by building inspector, fire marshal, etc.
  - Structural integrity
  - Feasibility study identifying the need
- Narration supporting the justification of the project
- Other documentation which may support the justification of this project

PROTECTION, HEALTH, AND SAFETY PROJECT

Page 2 of \_\_\_\_

## General Information

## 1. Project Category:

- Handicapped accessibility
- Energy conservation (estimated payback period \_\_\_\_\_)\*
- Environmental protection
- Protection, health, and safety

\*Attach architect or engineer certification.

## 2. Type of Facility:

- Owned
- Leased for more than five years with intent to acquire, and the district has assumed the obligation to make alterations or repairs (attach verification of intent to acquire)

## 3. Justification of the Project:

- Lawful order of an agency (attach dated copy)
- Architect/engineer certification of need (attach appropriate ICCB form)
- Attach copy of minutes/resolution including board of trustees determination

## 4. Financing of the Project:

- Tax levy
- Bond sales (to be repaid in \_\_\_\_\_ years)

## 5. Tax Rate:

\$ .003 Estimated tax rate for this project. If for more than one year, indicate the rates associated with each year.

## PROTECTION, HEALTH, AND SAFETY PROJECT

## Budget and Certification

**Name and address of architect/engineer providing the estimate:**

**FGM, INC.**  
1211 West 22<sup>nd</sup> Street, Suite 209  
Oak Brook, IL 60521

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost estimates are true and accurate statements of the work to be performed as funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603.

**Architect/Engineer's Signature**

10.22.97

001-009845

**Illinois Registration or License Number**

Approved by the Sauk Valley Community College

Date 10/27/97

## Board of Trustees

Signed

### **Chairperson**

## Secretary

Proposed budget: (may be provided on additional forms if necessary)

1.	Base Cost	\$23,900.00
2.	Escalation	1,740.00
3.	Contingency	2,564.00
4.	A/E Fees	<u>1,975.00</u>
	<b>Total</b>	<b>\$30,180.00</b>

## PROTECTION, HEALTH, AND SAFETY PROJECT

### Scope

Provide a detailed description identifying the scope of the project.

Approximately 1900 lineal feet of short masonry retaining walls are used to contain eight areas around the perimeter of the College along pedestrian sidewalks. The walls are composed of clay brick and concrete masonry units with a slate coping.

The brick used on the exterior retaining wall exterior is failing due to freeze-thaw deterioration. There is evidence of uncontrolled water movement through the walls. Also the slate coping stones are not anchored to the wall properly and caulking joints have deteriorated.

The scope of work would entail the necessary repairs to these walls such as the resetting of coping stones, tuckpointing, sealing of brick and brick replacement.

**SAUK VALLEY COMMUNITY COLLEGE  
PROTECTION, HEALTH AND SAFETY PROJECTS (TAX LEVY)  
October 21, 1997**

<u>PROJECT</u>	<u>Budget</u>	<u>Projected Completion- Calendar Year</u>
1 ADA Accessibility Modifications	226,900	1998 (A)
2 Door Hardware (safety)	98,300	1998 (A)
3 Energy Efficiency Lighting	375,200	1997 (A)
4 Chiller Rooms and Theater Asbestos Removal, and Replace Curtain	200,000	1997 (A)
5 Repair Cooling Towers	54,100	1998 (B)
6 Walkway Lighting Repairs	26,900	1998 (B)
7 Repair Building Perimeter Cracks	226,600	1998 (B)
8 Well House Roof Membrane	36,200	1998 (B)
9 Retaining Wall Repair	30,200	1998 (B)
10 Life Safety Egress Corrections	40,000	1998
11 T-3 Roof Repair	35,000	1998
12 HVAC Improvement-(Basement Kitch., Bio., Chem., Prnt Shop)	150,000	1999
13 Asbestos Abatement, Fire Partitions/Corridors	254,000	1999
14 Repair Sidewalk Heating System	25,000	1999
15 Asbestos Encapsulation-(1K4,theater,gym)	85,000	1999
16 Replace HVAC Controls	275,000	2000
17 Upgrade Domestic Water System	50,000	2000
18 Chilled Water Loop	250,000	2000

(A) Project has been approved by the SVCC Board, ICCB and IBHE - In Progress.  
 (B) SVCC Board approval will be sought at October Board meeting.

For Board Meeting of  
October 27, 1997

Agenda Item F-2

**FRINGE BENEFIT POLICY 419.01 CHANGES  
(FIRST READING)**

Attorney Murray and the SVCC administration have updated Board Policy 419.01 Fringe Benefits and we are presenting it to the Board at this time for First Reading.

**RECOMMENDATION:** Board approval of the attached revised policy, 419.01 Fringe Benefits, for First Reading.

fringe.benefits

#### 419.01 Fringe Benefits

A. Group Health Plan Coverage and Life Insurance - details of hospitalization/major medical and life insurance for all full-time faculty members may be found in the Faculty Contract.

The College shall make available group health plan coverage and life insurance coverage for all full-time employees and their eligible dependents. Such coverages may be through third party carriers, offered on a self-insured basis by the College, or other health care options, at the discretion of the Board. The types and extent of coverage shall be determined by the Board from time to time. The Board shall determine that portion of premium or other cost which will be paid by the College. To the extent the cost is not paid by the College, the employee shall pay the balance of the cost attributable to coverage for that employee and to any dependent coverage taken by the employee. Such costs shall be deducted, pro-rata, from the employee's pay unless otherwise authorized by the employee. In the event of termination of employment of the employee prior to the time that the employee has paid the necessary portion of the coverage cost, any balance shall be deducted from the final pay of the employee.

B. Group Health Plan Coverage for Retired Employees - Retirees may continue their eligibility in the group health plan until June 30, 1999, if the retiree qualifies for retirement under SURS and has five (5) or more years of service at Sauk Valley Community College. A retiree must request participation at least 30 days before the effective date of retirement. A retiree, and eligible dependents, must have been covered under the group health plan immediately prior to retirement. Retirees will not be eligible for continued coverage under the group health plan if the retired person is eligible for coverage under any other group health program because of his or her employment after retirement from the College. Once a retired employee goes off the group health plan, he or she may not be reinstated to the group health plan. The retiree's continuing eligibility is contingent upon payment of the entire premium or other cost to the College on a timely basis. The Retiree's coverage costs are set at the established Medicare rate. Upon reaching 65 years of age the College's group health plan becomes secondary to Medicare.

Effective July 1, 1999, all former and current full-time employees who are fully vested in SURS shall be enrolled in the state's health insurance plan established for community college

retirees and will be terminated from the College's group health plan. (On August 18, 1997, the Governor approved Senate Bill 423 which established a program of health, dental and vision benefits for retired employees of community college districts. This plan will be administered by the Illinois Department of Central Management Services and is similar to the benefits provided to state university retirees.)

C. Section 125 - details of Section 125 for all full-time faculty members may be found in the Faculty Contract.

The Board shall establish a Section 125 plan in accordance with the requirements of Section 125 of the Internal Revenue Code through salary reduction that will allow employees to elect to designate a portion of their salary for the payment of group insurance premiums.

D. Tuition Free Enrollment - details of tuition free enrollment for all full-time faculty members may be found in the Faculty Contract.

The college offers tuition free enrollment at Sauk Valley Community College for all full-time employees, their spouses, and their children under 23 years of age. Part-time employees working at least 20 hours per week and having completed 1 year of service are eligible for tuition waivers on a prorated basis. If an employee dies while working for the College, this tuition waiver will remain in effect for his/her surviving dependents under 23 years of age. It is the obligation of the employee to pay the student activity fee.

E. Academic Robe Expenses - the College will pay regular expenses for academic robes and regalia required for any Sauk Valley Function.

F. Tuition Reimbursement - details of tuition reimbursement for all full-time faculty members may be found in the Faculty Contract.

The Board will pay tuition and mandatory fees at the rate of not more than \$115 per credit hour up to a maximum of \$1,380 per year for those courses taken by the administrators, and for support and professional/technical staff, providing these courses are related to their work at the College. All courses must be approved in advance by the respective Vice President/President and reimbursement will be limited to 12 credit hours per year. Any exceptions are to be made by the appropriate Vice President/President with the approval of a developmental plan.

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

G. Retirement Program - SURS provides retirement, disability, death, and survivors benefits to all eligible participants. Generally, SURS covers all employees, including part-time employees, that work for the College for at least one continuous academic term.

Details concerning retirement allowances, disability benefits, reciprocity and refunds allowances, are contained in the SURS handbook which is issued to every member at the beginning of his/her employment.

H. Vacations - details of annual vacation for the 12-month counselors and librarians may be found in the Faculty Contract.

Support and professional/technical staff, and administrators will earn annual vacation at the following rates per month:

#### SUPPORT STAFF

First and second years of employment	1.000 days
Third and fourth years of employment	1.083 days
Fifth and sixth years of employment	1.250 days
Seventh and eighth years of employment	1.330 days
Ninth and tenth years of employment	1.420 days
Eleventh and twelfth years of employment	1.500 days
Thirteenth and fourteenth years of employment	1.580 days
Fifteenth and all subsequent years of employment	1.670 days

PROFESSIONAL TECHNICAL STAFF

First and second years of employment	1.170 days
Third and fourth years of employment	1.250 days
Fifth and sixth years of employment	1.420 days
Seventh and eighth years of employment	1.500 days
Ninth and tenth years of employment	1.580 days
Eleventh and twelfth years of employment	1.670 days
Thirteenth and fourteenth years of employment	1.750 days
Fifteenth and all subsequent years of employment	1.830 days

ADMINISTRATORS

Administrators will earn annual vacation at the rate of two days per month.

The above rates are effective with the first day of the first full month of employment. All vacations must be taken by the employee within 18 months (December 31st) following the close of the fiscal years during which the vacation time will have accrued or any excess accumulation shall be lost. It is the policy of the College to encourage employees to use vacation days rather than allow them to accumulate.

IT IS INTENDED THAT NO VACATION TIME WILL BE USED BEFORE BEING EARNED. However, should any employee seek to take vacation in advance of or for greater extent than earned, it may be allowed only with the prior written approval of a supervisor or a Vice President. Should their employment with the College be later severed before all used vacation days have become earned, any excess vacation days taken will be deducted from their final salary payment. Earned, but unused vacation upon separation from employment will be paid to the employee at the pay rate in effect at the time of separation.

Regular part-time employees that have a date of hire of 09/01/92 or earlier will earn comparable vacation time on a pro-rata basis. This pro-ration will be earned at the same ratio as their regular employment bears to a comparable full-time work schedule. Employees working less than full-time and hired after 09/01/92 will not be authorized vacation time.

I. Sick Leave - details of sick leave for all full-time faculty members may be found in the Faculty Contract.

All full-time administrators, support, and professional/ technical staff shall accrue sick leave at the rate of 17 days the first year and 12 days per year thereafter. (*Ten-month employees will have prorated sick leave--15 days the first year and 10 days thereafter.*) Employees working less than full-time will not be authorized sick time.

Sick leave may be accumulated without limit. Sick leave shall be credited to each employee at the beginning of each fiscal year so that the accumulated unused sick leave from prior periods plus the credit for the current year, will be the total amount of sick leave benefits available to that employee through the end of the fiscal year (June 30th). This procedure has the effect of crediting the employee with a sick leave advance which must be repaid to the College through full-time employment during the fiscal year.

**IT IS INTENDED THAT NO SICK TIME WILL BE USED BEFORE BEING EARNED.** However, should any employee seek to take sick leave in advance of or for a greater extent than earned, it shall be allowed only with the prior written approval of a supervisor and Vice President. Should employment terminate after an employee has used unearned sick leave in advance, the unearned portion of the sick leave used will be considered as a debt to be repaid to the College by deduction from the final salary payment at the pay rate in effect at the time of separation. An employee will not be paid for unused sick leave when termination or resignation from the College occurs.

An employee who must be absent from duty because of illness shall notify his/her supervisor at the earliest possible time. Every day of absence for sickness should be indicated on the employee's time sheet. Any absence for reasons which qualify under the Family and Medical Leave Act must be counted towards the 12 workweeks of leave allowed under that policy.

Eligible employees are entitled to take sick leave as a result of personal illness or injury, serious health condition or death in the immediate family or household, or exposure to a contagious disease. Conditions relating to pregnancy shall be treated as any other serious health condition.

As a condition to such sick leave, the staff member may be required to furnish a written statement from the member's physician describing the condition of the ill-being and physical

reasons for the staff member's inability to work. In the event of sick leave taken because of a sickness of a member of the employee's immediate family, as a condition to sick leave, the staff member may be required to furnish a statement from the treating physician describing the condition of the ill-being and physical reasons for the necessity for the staff member to be with the family member.

In its discretion, and at its own expense, the College may require a second independent physical examination, and in the event the staff member is found physically able to return to work and fails or refuses to do so, his/her employment shall be terminated.

J. Personal Leave - details of personal leave for all full-time faculty members may be found in the Faculty Contract.

All full-time administrators, support, and professional/technical staff shall accrue two personal leave days annually that may be taken for personal reasons. In addition, a third personal leave day may be taken annually, and if taken, will be charged against the sick leave credit of the individual. Any unused personal leave time remaining at the end of the fiscal year will automatically roll over into the accumulated sick leave account of the individual.

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

K. Family and Medical Leave of Absence Policy - The College will grant Family and Medical Leave of absence for eligible employees for up to 12 weeks per year (defined as a 52 consecutive week period).

1. Employees are entitled to take leave for the purposes stated below:
  - a. upon birth of an employee's child and in order to care for the child within the first 12-months after birth;
  - b. upon the placement of a child with the employee for adoption or foster care within the first 12-months after placement;
  - c. in order to care for a spouse, child or parent of the employee who suffers from a serious health condition ("child" is defined as a son or daughter either under 18 years of age, or 18 years of age or older but incapable of self-care. "serious health condition" is an illness, injury, impairment or physical or mental

condition that involves in-patient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider); or

d. because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

2. Eligibility for absence under the Family and Medical Leave Act - To be eligible for a leave of absence under this policy, an employee must have been employed by the College for at least 12 months (not required to be consecutive) and must have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave of absence. Thus, new employees and part-time or seasonal employees working fewer than 1,250 hours a year are not entitled to family or medical leave of absence. The annual Family and Medical Leave Act allotment is a "rolling" 12-month period. Each time an employee takes leave, the balance of the employee's 12 week entitlement which has not been used during the immediately preceding 12-month period may be used, however, there is no carryover or accrual of unused family and medical leave, except as otherwise provided in these policies.

3. Request for Leave/Notice by Employee - Any employee who desires a leave of absence pursuant to this policy must complete, sign, and submit a Request for Leave to his/her immediate supervisor. When the need for leave of absence is foreseeable or anticipated, such as planned medical treatment or the birth of a child, the employee must make his/her best efforts to schedule leave so as not to disrupt the College's operations and must submit the Request for Leave not less than 30 days before the date the leave is to begin.

If the need for leave was not foreseeable, the employee must submit a Request for Leave as far in advance of the date of leave is to begin as is practicable. Intermittent or reduced scheduled leave.

A leave of absence pursuant to this policy may be taken by the employee on an intermittent (rather than on an uninterrupted) basis or on a reduced schedule if medically necessary as a result of an employee's serious health condition or that of his or her spouse, child, or parent. Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave

schedule only if approved by his/her immediate supervisor. The smallest increment of leave allowed to be taken in this category is one hour.

4. Certification Procedure - Every Request for Leave pursuant to this policy must include a written medical certification from the applicant's licensed medical care provider (except when the reason for the requested leave of absence is the birth of a child or the placement of a child for adoption or foster care). The written medical certification must be submitted within 15 calender days, or as soon as possible. It is the responsibility of the employee to submit the written medical certification. It shall be attached to the Request for Leave. The written medical certification must state the following:

- a. The date of which the serious medical condition commenced.
- b. The probable duration of the condition.
- c. The appropriate medical facts regarding the condition and its duration.

If the basis for a proposed leave of absence is an employee's own serious health condition, the written medical certification must also include a statement that the employee is unable to perform the functions of his or her position. If the basis for a proposed leave of absence is the serious health condition of the spouse, child, or parent, the written medical certification must also include a statement that the employee is needed to care for the spouse, child, or parent, as well as an estimate of the amount of time the employee is needed to provide the care.

In its discretion, and at its own expense, the College may require a second medical opinion after an employee submits a medical certification. If the second medical opinion differs from the original medical certification, the College may require the employee to submit to examination by a third physician, the identity of whom will be agreed upon by the College and the employee requesting the leave of absence. The College may require periodic recertification by an employee's medical care provider when the College in its discretion deems recertification is warranted.

5. Conditions of absence under the Family and Medical Leave Act - The following conditions apply to a leave of absence pursuant to this policy:

- a. In its discretion, the College may require an employee taking an

approved leave of absence to periodically report on his or her status and intention to return to work.

b. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the College may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.

c. When applicable, spouses that are both employed by the College are entitled to 12 weeks of leave in total, rather than 12 weeks leave of absence each.

d. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after completion of the leave of absence, the employee will be liable to and required to reimburse the College for the cost of payments made to maintain the employee's benefits during the leave of absence.

6. Compensation and Benefits During absence under the Family and Medical Leave Act - Employees must use accrued paid vacation time or paid sick/personal time (if available and applicable), or both, (including time off for job related injuries) toward all or part the maximum 12-week period allowed for an approved leave of absence pursuant to this policy. Employees on Family and Medical Leave shall maintain health benefits under the College's self-funded plan at the same rate and coverage prior to illness. Employees must arrange with the College's Personnel Office to pay any contributions due for continuation of the coverage, if applicable.

*Employees on Family and Medical Leave which is unpaid, shall not accrue sick/personal leave or vacation, and shall not be eligible for any other benefits (i.e. holiday pay, tuition reimbursement, tuition waiver) which existed when working.*

Responsibility for payment of any obligations previously deducted from regular biweekly paychecks, such as payroll deductions, rests with the employee.

7. Return from an approved Family and Medical Leave of Absence - Upon returning from an approved leave of absence granted as a result of an employee's own serious health condition, an employee must present written medical certification from his

or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. At that time, the College will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits. The College can deny reinstatement if the employee would otherwise not have been employed at the time reinstatement is requested, such as if the employee would have been laid off.

If an employee does not return to work on the agreed upon date, the employee will be considered to have voluntarily terminated his or her employment. Under no circumstances will a leave of absence be approved for longer than a period of 12 weeks.

With respect to “highly paid” or “key” employees, there may be circumstances where no positions are available upon the expiration of his or her leave of absence. In such circumstances, the employee will be terminated from the College. A “key” or “highly paid” employee is a salaried employee who is among the highest paid 10 percent of those employees working for the College.

L. Discretionary Leave of Absence Without Pay - details of leave of absence for all full-time faculty members may be found in the Faculty Contract.

In its discretion, the College may grant leave of absence without pay to an employee if, in the opinion of the College, such leave would serve the best interest of the College and the employee. This Section is applicable only after any leave available and applicable under Family and Medical Leave as provided in Policy 419.01K is exhausted. No leave of absence without pay shall be granted to any employee who has accrued paid vacation time or who is eligible for paid sick/personal time, or both, (to the extent that accrued paid leave is available and applicable).

An employee seeking leave of absence without pay shall request leave by giving written notice to the College at least 30 days in advance of the date of the proposed start of the leave of absence without pay. Leave of absence without pay must be approved in advance by the employee’s supervisor. Leave of absence without pay for more than one calendar month in any fiscal year must be approved in advance by the President.

An employee on leave of absence without pay under this leave provision shall maintain

health benefits under the College's health plan at the same rate and coverage prior to leave, but shall pay all premiums for such coverage. During the period of leave of absence without pay under this policy, an employee must arrange with the College's Personnel Office to pay all contributions due for continuation of coverage. Failure to make such payment shall constitute resignation from employment.

Employees on leave of absence without pay under this Section shall not accrue sick/personal leave or vacation, and shall not be eligible for any other benefits which existed or accrued when working.

An employee concurrently on SURS disability leave and on leave of absence without pay under this Section shall have his or her leave of absence without pay terminated after six months.

Grant of leave of absence without pay under this Section does not guarantee the employee will return to the same or a similar job at the end of the leave. The College may deny reinstatement if the employee would not otherwise have been employed at the time reinstatement is requested.

Failure to return to work at the end of an approved leave of absence will be considered to be a resignation.

3/23/87

5/21/90

2/25/91

7/27/92

11/23/92

10/31/94

11/28/94

10/27/97

# *Old Policy*

p. 424

## 419.01 Fringe Benefits

A. Hospitalization/Major Medical and Life Insurance - the college shall provide group hospitalization/major medical and life insurance coverages for all full-time employees and their eligible dependents. Such insurance coverages may be through third party carriers, or offered on a self-insured basis by the college, at the discretion of the Board. The types and extent of coverage shall be determined by the Board from time to time. The Board shall determine that portion of premium cost which will be paid by the college. To the extent the cost of such premium is not paid by the college, the employee shall pay the balance of the premium attributable to coverage for that employee and to any dependent coverage taken by the employee. Such insurance costs shall be deducted, pro-rata, from the employee's pay. In the event of termination of employment of the employee prior to the time that employee has paid the necessary portion of insurance premium for coverage, the balance shall be deducted from the final pay of the employee. Retired employees may continue their eligibility for this group program as dictated by the terms of the policy, provided that the retiree pays the entire premium cost to the college on a timely basis.

B. Tuition Free Enrollment - the college offers tuition free enrollment at Sauk Valley Community College for all full-time employees, their spouses, and their children under 23 years of age. It is the obligation of the employee to pay the student activity fee.

C. Academic Robe Expenses - the college will pay regular expenses for academic robes and regalia required for any Sauk Valley function.

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

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

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

F. Vacations - support and professional/technical staff, administrators, 12-month counselors, and the librarian will receive annual vacation at the rates on the following pages:

SUPPORT STAFF

- 1.000 day per month during the first and second years of employment.
- 1.083 days per month during the third and fourth years of employment.
- 1.250 days per month during the fifth and sixth years of employment.
- 1.330 days per month during the seventh and eighth years of employment.
- 1.420 days per month during the ninth and tenth years of employment.
- 1.500 days per month during the eleventh and twelfth years of employment.
- 1.580 days per month during the thirteenth and fourteenth years of employment.
- 1.670 days per month during the fifteenth and all subsequent years of employment.

PROFESSIONAL TECHNICAL STAFF

- 1.17 day per month during the first and second years of employment.
- 1.25 days per month during the third and fourth years of employment.
- 1.42 days per month during the fifth and sixth years of employment.
- 1.50 days per month during the seventh and eighth years of employment.
- 1.58 days per month during the ninth and tenth years of employment.
- 1.67 days per month during the eleventh and twelfth years of employment.
- 1.75 days per month during the thirteenth and fourteenth years of employment.
- 1.83 days per month during the fifteenth and all subsequent years of employment.

ADMINISTRATORS, COUNSELORS AND LIBRARIAN

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

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

All vacations must be taken by the employee within 18 months (December 31st) following the close of the fiscal years during which the vacation time will have accrued.

Regular employees that have a date of hire of 09/01/92 or earlier and working less than full-time will earn comparable vacation time on a pro-rata basis. This pro-ration will be earned on the same ratio as their regular employment bears to a comparable full-time work schedule. Employees working less than full-time and hired after 09/01/92 will not be authorized vacation time.

IT IS INTENDED THAT NO VACATION TIME WILL BE USED BEFORE BEING EARNED. However, should any employee find it necessary to take vacation in advance of the time earned, it should be allowed only with prior written approval by a supervisor or Vice President. Should their employment with the college be later severed, any excess time will be deducted from their final salary payment. Earned vacation upon separation from employment will be paid the employee at the pay rate then in effect. The fiscal year will become the anniversary date of this policy for all employees. It is the policy of the college to encourage employees to use vacation days rather than allow them to accumulate. Upon separation from employment at the college, staff members will be paid for their accumulated vacation time.

**G. Sick and Personal Leave** - Sick leave shall accrue to all full-time staff members at the rate of 15 days after the first year and 10 days per year thereafter. Sick leave for the full contract year shall accrue as of the first duty day of employment. Sick leave for those on twelve-month contracts shall accrue at the rate of 17 days the first year and 12 days per year thereafter. In addition, two unused personal leave days per year may be transferred into the total sick leave accumulation of twelve-month staff members.

Sick leave shall be credited to each employee at the beginning of each contract year so that the accumulated unused sick leave from prior periods plus the credit for the current year, will be the total amount of sick leave benefits available to that employee through the end of the fiscal year (June 30th).

This procedure has the effect of crediting the employee with a sick leave advance which must be repaid to the College through full-time employment during the contract year. Should service terminate after this banked credit has been used by the employee, the unearned portion of the sick leave used will be considered as a debt to be repaid to the College by deduction from the final salary payment.

Sick leave may be accumulated without limit. Sick leave will be deemed to be the result of the personal sickness of the employee involved, including conditions relating to pregnancy as described in these policies. The employee may use up to 10 days of sick leave in any one contract year for sickness in the immediate family which creates the necessity for the employee to remain away from the place of employment, or for personal bereavement related to a member of the immediate family. As a condition to such sick leave, the staff member may be required to furnish a written statement from the member's physician describing the condition of the ill-being and physical reasons for the staff member's inability to work. In the event of sick leave taken because of a sickness of a member of the staff member's immediate family, as a condition to sick leave, the staff member may be required to furnish a statement from the treating physician describing the condition of the ill-being and physical reasons for the necessity for the staff member to be with the family member. The Board may require an independent physical examination, by a physician of its choice, at its expense, and in the event the staff member is found physically able to return to work and fails or refuses to do so, their employment shall be terminated.

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

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

H. Disability Leave - A full-time employee who has completed at least two years full time service, prior to the disability, (or who is disabled as provided herein by an accident any time) shall be entitled to a disability leave for up to 60 days on the terms provided herein. This

leave is without pay, except that health and hospitalization insurance coverage for the employee shall be paid by the College for the period of the disability or 60 days, whichever is the lesser. "Disability" means physical or mental condition of such severity or nature that the employee is unable to work as a result of such condition. The employee shall be eligible for disability leave only when the employee has used all of his/her eligible vacation and sick leave. Such disability leave shall be granted upon receipt by the College of a physician's statement, disclosing the condition of ill-being giving rise to the disability, and giving the physician's opinion as to the probable length of such disability. The College may require an examination of the employee, at its expense, by a physician or other medical professional of its choosing. In the event the College's physician or the employee's physician states that the employee is able to return to work within the sixty day period, and if the employee shall fail to return to work, or in the event the employee fails to return to work after the sixty day disability leave period, the employment shall be terminated. Anything to the contrary herein notwithstanding, under no circumstances shall an employee be entitled to more than sixty days disability leave in any 30 month period.

3/23/87

5/21/90

2/25/91

7/27/92

11/23/92

10/31/94

11/28/94

For Board Meeting of  
October 27, 1997

**Agenda Item H-1**

**COORDINATOR OF COMMUNITY SERVICES**

The search committee (Community and Corporate Services staff) and the administration are recommending the appointment of Karen Castelein of Lyndon, IL to the half-time position of Coordinator of Community Services.

**RECOMMENDATION:** Board approval of the appointment of Ms. Karen Castelein to the half-time position of Coordinator of Community Services at an annual salary of \$18,205 (to be pro-rated) effective October 1, 1997.

castelein

**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.

## RECOMMENDATION FOR APPOINTMENT

Employee: Karen Castelein  
Position: Coordinator of Community Services

Prepared by: Thomas Gospodarczyk, Dean of Corporate and Community Services  
Date: September 22, 1997

A. RESUME. See attached.

B. REFERENCE CHECK. I personally checked references for Karen Castelein. I spoke with six references, which included the three references she provided as well as three additional references. Two of the references were former supervisors. All of the comments were very similar and highly positive. Among the strengths they identified were her organizational skills, creativity, and her ability to get things done. All of which are vitally important to this position. All the references believed that Karen would be an outstanding community service coordinator.

C. INTERVIEW. The interview process is summarized as follows:

- Private meeting with the Dean.
- Private meeting with the President.
- Private meeting with the Vice-President of Instruction.
- Group meeting with the CCS staff.
- Closing meeting with the Dean.

Everyone involved with the interviewing process had similar comments and believed that Karen would do a fine job as the coordinator. Karen appeared to be reserved and cautious at first, but relaxed and presented a professional and competent impression as the interview went on. Karen described successes in past jobs to discuss her organizational skills and her ability to accomplish tasks, and she used her work as a musician to illustrate her creativity. She presented a professional image.

D. AA/EEO. It is college policy not to complete AA/EEO on part-time employees.

F. CURRENT JOB DESCRIPTION. Attached.

G. DEMOGRAPHICS FORM. Attached.

September 2, 1997

Thomas Gospodarczyk  
Dean, Corporate & Community Services  
Sauk Valley Community College  
173 IL Rte 2  
Dixon, IL 61021

Dear Mr. Gospodarczyk:

I am interested in the Community Services Coordinator position you currently have open at Sauk Valley Community College. As we discussed on the telephone, I think that this is a job that I could do very well and would enjoy.

Currently, I have accepted a position as a media aide at Prophetstown High School. I am involved in coordinating the Star Net satellite classes. Although the work is interesting, I would like to find something more challenging.

Thank you for accepting my resume, and I look forward to an interview.

Sincerely,

*Karen Castelein*

Karen Castelein  
P.O. Box 51  
Lyndon, IL 61261  
815/778-3387

**Karen Castelein**

**Lyndon, IL 61261**  
**815/778-3387**

**Education**

**B.S. in Agriculture Communications. Major Emphasis  
Journalism. Univcrsity of Illinois. 1980.**

**Work Experience**

**Whiteside County School Districts. Substitute Teacher.**  
Certified to substitute K-12. Typically I substitute for the sciences: biology, chemistry, physics, and general science for grades 6-12. I also have a strong music background, as an accomplished pianist, and sub for music teachers, at all grade levels.

I'm skilled at quickly and accurately accessing/creating lesson plans. I am able to think on my feet, remain focused and poised, maintain discipline, and come across as a fair and helpful person to the students. I also have a sense of humor which helps in any situation.

**Northwest Illinois Job Training Partnership Act**

**Whiteside and Carroll Counties. Marketing Specialist.**  
Developed jobs in the private sector for the economically disadvantaged, displaced workers, youth and others with serious barriers to employment. Tested and advised clients on resume writing, interviewing techniques and job readiness. Developed on-the-job training opportunities for clients. Implemented training contracts with private sector employers and, awarded monetary reimbursement for the extra cost of training a JTPA client. Designed training curriculums detailing the skills the client needed to master on the job, to continue unsubsidized employment with the business.

Served as a liaison for JTPA & other agencies involved with training, job placement, economic development and job retention. Represented the agency at meetings, tradeshows and other outside events. Stayed abreast of federal and state policies & local operational procedures of the JTPA program.

### **Work History**

#### **1994-1996 Karen's, Morrison, IL. Owner, small boutique.**

Owned and managed small retail boutique. Responsibilities included negotiating financing, purchasing, bookkeeping, advertising, sales, customer service, displays, and supervising part-time help.

#### **1993-1994 George S. May International Co.**

##### **Park Ridge, IL.-- Marketing Representative.**

Marketed management consulting services to all types of businesses. Encouraged business owners to have an analyst survey their operation and isolate areas that were affecting their sales volume, costs, profitability or anything that was below standard in their industry.

#### **1991-1993 Reliable Engineering Sales & Services**

##### **Savanna, IL.--Sales Assoc.**

Marketed screw machined parts and general machining to manufacturers in a 150 mile radius of Savanna, IL. Developed all leads, set-up appointments, gave presentations, and performed follow-up calls to businesses. Negotiated pricing, delivery dates and other factors to close the sale. Obtained blueprints and other parts specifications from customers. Gathered and maintained information about customers, to best address their current and future needs. Wrote and designed company history and sales brochures, flow charts, etc. for sales tools.

#### **1984-1991 Northwest Illinois JTPA**

**Whiteside and Carroll Counties in Illinois.**

##### **Marketing Specialist.**

(Duties outlined under Work Experience)

#### **1982-1984 Petrie Corporation, Stuarts, Northland Mall, Sterling, IL.-- Window Trimmer/Supervisor.**

#### **1980-1982 G.W.K. Enterprises, Prophecy Bridal Boutique Geneseo, IL.-- Sales Clerk and Alterations.**

### **Seminars and Additional Training**

Certified in Valpar Career testing. S.T.A.R. - Customer Orientated Sales Techniques offered by DCCA in cooperation with Xerox. DACUM - Designing curriculum based training programs and evaluations. Trained in IBM Personal Computers, Windows, Window Works and MicroSoft Works software.

**Karen Castelein**

Lyndon, IL 61261  
815/778-3387

**References**

**Kathy Janicek**

Morrison, IL 61270  
Home: 815/772-2874

Kathy is a choral director at Erie High School. I have accompanied her school and church choirs and have worked under her directorship of several Morrison Music Theater Association productions.

**Myron Hofmeister**

Prophetstown, IL 61277  
Home: 815/537-2267  
Business: 815/537-2301

Myron was my science teacher in grade school and my high school guidance counselor at Prophetstown High School. He is a partner at Schuneman Insurance Agency.

**Lornell Grayson**  
Reliable Engineering

Savanna, IL 61074  
815/273-7862

Lornell is the owner of Reliable Engineering Sales & Services.

For Board Meeting of  
October 27, 1997

Agenda Item H-2

### **FACULTY EARLY RETIREMENT REQUEST**

We have received an early retirement request from Edward Beatty, Associate Professor of English. Ed joined the Sauk faculty in 1968 and is requesting early retirement to be effective December 31, 1999.

**RECOMMENDATION:** Board approval to grant Edward Beatty, Associate Professor of English, early retirement to be effective December 31, 1999.

beatty

Edward Beatty

Franklin Grove, IL 61031  
September 12, 1997

Dr. Richard Behrendt, President  
Sauk Valley Community College  
173 IL Rte. 2  
Dixon, IL 61021

Dear Dr. Behrendt,

This is my written request to participate in Sauk Valley Community College's "early retirement incentive program." I think I am eligible, and if the college agrees, I will be retiring December 31, 1999. I am making this request so soon because of the recent possibility that participants may be limited by the College Board for budgetary reasons.

I also have created a proposal for the "Senior Services Option" that you will find attached to this letter. I talked briefly with Dr. Gover about some of my ideas this afternoon and he said he is willing to help me if the proposal needs more work. Any comments you might have are also quite welcome. I believe my proposal will benefit the college considerably, but if it is not acceptable and cannot be made so, I still want to participate in the "early retirement incentive program" as requested above.

If there are any difficulties, more information is needed, or the proposal needs modification, please let me know and I will do my best to take care of anything as soon as possible.

Sincerely,



Edward Beatty

For Board Meeting of  
October 27, 1997

Agenda Item I

SPECIAL BOARD MEETING DATE

NOVEMBER 10TH?

The Board is required to canvass the November 4 Non-Partisan Trustee Election results before Tuesday, November 11 and re-organize before November 18. To meet these requirements, we are suggesting a meeting date of November 10 at 7 p.m. and the tentative agenda is attached.

RECOMMENDATION: Appropriate action.

canvass

**SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES SPECIAL  
MEETING**

Third Floor Board Room

November 10, 1997

7 p.m.

- A. Call to Order
- B. Roll Call
- C. Vote Canvass Certification
- D. Adjournment of Old Board
- E. Call to Order of New Board by President Behrendt
- F. Roll Call
- G. Organization of New Board
  - 1. Election of Officers:
    - a. Board Chair
    - b. Board Vice Chair
    - c. Board Secretary
  - 2. Appointment of College Treasurer
  - 3. Appointment of Legal Counsel
  - 4. Appointment of Auditing Firm
  - 5. Appointment of ICCTA Representative
  - 6. Appointment of Foundation Liaison
- H. Designation of Depositories for Funds
- I. Determination of Date and Time of Meetings
- J. Confirmation of Board Policies
- K. Adjournment

SAUK VALLEY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES - TREASURER'S REPORT  
 October 20, 1997

CHECKING ACCOUNTS

<u>INTEREST BEARING ACCOUNTS</u>		<u>FINANCIAL INSTITUTION</u>	<u>INTEREST RATE</u>	<u>AMOUNT</u>
General Account		Sterling Federal, Sterling	4.59	\$1,749,559.22
Bookstore Account		Sterling Federal, Sterling	4.67	133,977.23
Illinois Public Treasurers		First of America Bank,		
Investment Pool		Springfield	5.45	<u>558,496.79</u>
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS				2,442,033.24
<u>NON-INT. BEARING ACCOUNTS</u>		<u>FINANCIAL INSTITUTION</u>		
Restricted		Sterling Federal, Sterling		64,294.33
Insurance Account		Sterling Federal, Sterling		0.00
SUBTOTAL NON-INTEREST BEARING CHECKING ACCOUNTS				64,294.33
<u>MONEY MARKET</u>				
ABN-AMRO Investment Services, Inc.			5.05	<u>7.12</u>
SUBTOTAL MONEY MARKET FUNDS				7.12
TOTAL CHECKING ACCOUNTS				<u>\$2,506,334.69</u>

INVESTMENTS

<u>FUND</u>	<u>FINANCIAL INSTITUTION</u>	<u>INTEREST RATE</u>	<u>RENEWAL DATE</u>	<u>AMOUNT</u>
Education	Mercantile Bank, Sterling	5.43	10-13-97	200,000.00
Education	Mercantile Bank, Sterling	5.61	02-20-98	300,000.00
Operations & Maintenance	Milledgeville State Bank	5.65	10-12-97	100,000.00
Operations & Maintenance	Sterling Federal Bank	5.65	10-15-97	100,000.00
Protection, Health & Safety	Tampico National Bank	5.45	11-13-97	200,000.00
Protection, Health & Safety	Sterling Federal Bank	5.52	03-24-98	200,000.00
Protection, Health & Safety	HomeBanc, Dixon	5.91	06-30-98	200,000.00
Bond & Interest	Mercantile Bank, Sterling	5.53	10-24-97	100,000.00
Bond & Interest	Mercantile Bank, Sterling	5.53	10-28-97	100,000.00
Bond & Interest	Grand National Bank, Sterling	5.65	10-28-97	200,000.00
Auxiliary	Sterling Federal Bank	5.65	10-22-97	100,000.00
Auxiliary	Amcore Bank, Sterling	5.70	12-02-97	300,000.00
Bookstore	Mercantile Bank, Sterling	5.61	02-20-98	100,000.00
Working Cash	Grand National Bank, Sterling	5.46	10-03-97	200,000.00
Working Cash	Grand National Bank, Sterling	5.60	10-03-97	700,000.00
Working Cash	HomeBanc, Dixon	5.50	10-03-97	300,000.00
Working Cash	Sterling Federal Bank	5.55	12-10-97	500,000.00
Working Cash	HomeBanc, Dixon	5.65	03-10-98	200,000.00
Liab., Prot. & Settlement	Mercantile Bank, Sterling	5.70	04-29-98	300,000.00
Building Bond Proceeds	Mercantile Bank, Sterling	5.72	01-30-98	200,000.00
Building Bond Proceeds	HomeBanc, Dixon	5.65	02-16-98	300,000.00
Building Bond Proceeds	HomeBanc, Dixon	5.65	02-17-98	200,000.00
Building Bond Proceeds	Amcore Bank, Sterling	6.06	02-19-98	200,000.00
Building Bond Proceeds	Mercantile Bank, Sterling	5.69	02-19-98	200,000.00
SUBTOTAL INVESTMENTS				<u>\$4,700,000.00</u>

**BOND INVESTMENTS**

Liability, Protection & Settlement	Hanover Park, IL	5.00	12-01-98	\$461,113.53
Liability, Protection & Settlement	District Columbia	4.60	06-01-99	50,405.63
Liability, Protection & Settlement	St. Louis, MO Mun Fin	4.65	02-15-00	466,674.88
Liability, Protection & Settlement	Hawaii St.	4.00	11-01-00	494,691.33
Liability, Protection & Settlement	St. Louis, MO Mun Fin	4.90	02-15-02	555,552.47
Liability, Protection & Settlement	Naperville, IL	4.20	12-01-02	543,529.61
Liability, Protection & Settlement	Alachua Cnty Fal Sch	4.20	07-01-02	49,338.66
Liability, Protection & Settlement	Cook County II Twp	5.00	12-01-03	581,130.82
Liability, Protection & Settlement	Seattle WA L&P	4.70	11-01-04	229,056.41
Liability, Protection & Settlement	GA Mun Elec Auth	4.70	01-01-05	378,813.47
Liability, Protection & Settlement	NC Mun Elec Auth	5.25	01-01-06	312,193.83
Liability, Protection & Settlement	Sun Prairie Wis Sch	5.20	04-01-06	337,842.97
Liability, Protection & Settlement	Las Cruces NM	5.10	12-01-06	203,378.40
Liability, Protection & Settlement	Carol Stream IL Tax	5.20	01-15-07	201,854.92
Liability, Protection & Settlement	Anch AL Tel Util	5.30	03-01-07	154,487.91
SUBTOTAL BONDS				\$5,020,064.84
TOTAL INVESTMENTS				<u>\$9,720,064.84</u>

**SAUK VALLEY COMMUNITY COLLEGE**  
**APPROVED BY**

  
**PRESIDENT**

  
**SECRETARY**

**DATE** October 27, 1997

SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
OCTOBER 27, 1997

<u>SUMMARY OF BILLS PAYABLE</u>	<u>AMOUNT</u>
Pages 1-48 General Operating Funds	\$3,030,731.68
Pages 49-52 Restricted Fund	20,516.50
Pages 53-58 Bookstore	<u>90,034.55</u>
<b>TOTAL</b>	<u><b>\$3,141,282.73</b></u>

SAUK VALLEY COMMUNITY COLLEGE

APPROVED BY

John Dunn  
**PRESIDENT**

Wendy Simpson  
**SECRETARY**

DATE:

October 27, 1997

VOID #6601-6604

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	--- INVOICE NUMBER --->			FUND	ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL	CONF					
G0006605	09/19/97	AMEHEAI	American Healthcare Institute	REG	I0011779	01	352400	550100	1040	409.00	
						01	352200	550100	1040	409.00	
							INVOICE TOTAL				818.00
G0006606	09/19/97	ARTALL	Arts Alliance of Ogle County	REGIST 9/21/97	I0011746	01	322100	550100	8010	35.00	
G0006607	09/19/97	349745729	Barnes, Kris		I0011769	050600	460305	550900	6050	120.58	
G0006608	09/19/97	205329509	Behrendt, Richard		I0011743	01	211000	550100	8010	17.00	
G0006609	09/19/97	BLAHAW ICCEDA	Black Hawk College Illinois Community College Eco	CONF FEE 10/2	I0011756	050130	345400	550100	4090	85.00	
G0006610	09/19/97	526696741	Bradley, Jami V.	REIMBURSEMENT	I0011759	01	511000	540600	8010	176.95	
G0006611	09/19/97	345345801	Clevenger, Walter		I0011762	01	361000	550100	2080	135.85	
G0006612	09/19/97	483908003	Cox, Terry J.	PHONE - AUG	I0011735	02	545000	570500	7060	43.22	
					I0011771	050600	460204	550900	6050	203.71	
							CHECK TOTAL				246.93
G0006613	09/19/97	DAYTI	Daytimers, Inc	306914193	I0011749	01	511000	540110	8010	28.65	
G0006614	09/19/97	331467617	Dixon, Marjorie	SANTA FE 2	I0011784	050120	343200	590900	4040	1,398.00	
G0006615	09/19/97	324509115	Drane, Paula		I0011765	050500	414000	540190	6030	28.83	
					I0011772	050500	414000	540190	6030	60.90	
							CHECK TOTAL				89.73

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CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL					
G0006616	09/19/97	FAXILL	Faxon Illinois Service Center	695790	I0011781	01	362100	540600	2010	974.75
				697584	I0011782	01	362100	540600	2010	114.00
										CHECK TOTAL 1,088.75
G0006617	09/19/97	355283868	Halgren, Betty	TRAVEL	I0011758	01	363200	550100	2020	22.05
G0006618	09/19/97	343664523	Highland, Sarah	9/23/97 VB	I0011736	050600	460305	530900	6050	15.00
G0006619	09/19/97		Holiday Inn Mart Plaza	ROOM DEPOSIT	I0011780	01	352200	550100	1040	120.00
G0006620	09/19/97	ILLCEN ICCCFO	Illinois Central Community Col Illinois Community College Chie	CONF/BRADLEY	I0011757	01	511000	550100	8010	125.00
G0006621	09/19/97		Illinois Community College Fac	CONF FEE KERBER	I0011755	01	411000	550100	8010	75.00
G0006622	09/19/97	ILRDC	Illinois Literacy Resource Dev	CONFERENCE FEE	I0011754	01	411000	550100	8010	95.00
G0006623	09/19/97	331281232	Lagow, Larry		I0011760	01	212100	550100	8030	28.04
G0006624	09/19/97	343665996	Leopard, Brandy L.	9/23/97 VB	I0011738	050600	460305	530900	6050	15.00
G0006625	09/19/97	354487012	Leseman, Jolene K.	9/23/97 VB	I0011740	050600	460305	530900	6050	15.00
G0006626	09/19/97	354487012	Leseman, Jolene K.		I0011770	050600	460301	550900	6050	106.47
G0006627	09/19/97		Matched Pair Music	DJ 9/17/97	I0011788	050600	460500	540900	6050	150.00
G0006628	09/19/97	340684680	Naylor, E Dawn	9/23/97 VB	I0011741	050600	460305	530900	6050	15.00
G0006629	09/19/97	NCCET	NCCET	FALL CONF	I0011753	01	341000	550100	2080	425.00

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER		<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
		NAME		VENDOR'S INTERNAL	INTERNAL					
G0006630	09/19/97	333301865	Nesbit, Fred	SUPERVISOR	I0011789	050130	345100	530200	4020	315.00
G0006631	09/19/97	479985950	Park, Lyndsay M.	9/23/97 VB	I0011737	050600	460305	530900	6050	15.00
G0006632	09/19/97	354425235	Pfeifer, Alan		I0011791	01	363100	550100	2040	112.91
G0006633	09/19/97	455601611	Post, Jim	PERFORMANCE	I0011787	050600	460500	540900	6050	1,250.00
						050110	343600	530200	4040	1,250.00
										INVOICE TOTAL
										2,500.00
G0006634	09/19/97	339805274	Rentz, Christopher	9/23/97 VB REF	I0011739	050600	460305	530900	6050	130.00
G0006635	09/19/97	ROCFAL	Rock Falls Chamber of Commerce	QRTLY LUNCH	I0011745	050130	345400	550100	4090	10.00
G0006636	09/19/97	SHEOIL	Shell Oil Company	0924798	I0011774	050800	415000	540150	6050	30.85
G0006637	09/19/97	348506270	Shelley, Chris	TUITION REIMB	I0011783	01	363100	520720	2040	510.00
G0006638	09/19/97	SOUSUB	South Suburban College	ENTRY FEE VB	I0011751	050600	460305	550900	6050	100.00
G0006639	09/19/97	357408108	Stewart, James		I0011766	050600	460203	550900	6050	421.44
					I0011767	050600	460203	550900	6050	400.39
										CHECK TOTAL
										821.83
G0006640	09/19/97	COLBOAT	The College Board	REG-GOVER	I0011748	01	311000	550100	8010	395.00
G0006641	09/19/97	318401202	Thomas, Robert		I0011744	01	362100	550100	2010	79.22
G0006642	09/19/97	USPOS	US Postmaster		I0011768	01	513000	540430	8060	500.00

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		NUMBER	NAME	VENDOR'S	INTERNAL					
G0006651	09/26/97	AACC	AACC	EMBRACING TIGER	I0011860	01	214000	540600	8070	20.00
G0006652	09/26/97	AAWCC		CONFERENCE	I0011880	01	411000	550100	8010	95.00
G0006653	09/26/97	AAWCC Illinois State Section			I0011875	01	511000	550100	8010	95.00
G0006654	09/26/97	AMEEXP1	American Express Financial Adv	9/30/97 PR	I0011887	01		212010		340.00
G0006655	09/26/97	348788283	Andersen, Tyler R.		50000375	01		230000		704.00
G0006656	09/26/97	335689080	Ausmus, Alice	TRIP EXPENSES	I0011935	050600	460500	540900	6050	255.00
G0006657	09/26/97	349745729	Barnes, Kris		I0011920	050600	460305	550900	6050	340.77
					I0011927	050600	460305	550900	6050	110.92
								CHECK TOTAL		451.69
G0006658	09/26/97	319680081	Bushman, Mandy J		50000360	01		230000		422.40
G0006659	09/26/97	CAPGUA	Capital Guardian Trust Company	9/30/97 P/R	I0011888	01		212180		375.00
G0006660	09/26/97	337768718	Chesna, David		I0011929	050600	460305	530900	6050	65.00
G0006661	09/26/97	COLLAK	College of Lake County	ENTRY FEE	I0011855	050600	460305	550900	6050	125.00
G0006662	09/26/97	567648349	Cottrell, Harry		I0011842	01	214000	550100	8070	219.66
G0006663	09/26/97	483908003	Cox, Terry J.		I0011926	050600	460204	550900	6050	128.50
G0006664	09/26/97	333609678	Dalton, Lisa		50000361	01		230000		105.60

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CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
			VENDOR'S	INTERNAL					
G0006665	09/26/97	351524642 Doyle, Jeff A.		S0000362	01		230000		191.00
G0006666	09/26/97	320804712 Drane, Kara M.		S0000363	01		230000		39.00
G0006667	09/26/97	324509115 Drane, Paula		I0011922	050500	414000	540190	6030	61.99
G0006668	09/26/97	ECOTRÖ Economy Trophy Co	33752	I0011845	050600	460301	540120	6050	63.50
G0006669	09/26/97	EQULIF Equitable Life Assurance	9/30/97 P/R	I0011889	01		212020		132.00
G0006670	09/26/97	FARNEW Farmers New World Life Insuran	9/30/97 P/R	I0011890	01		212040		25.00
G0006671	09/26/97	FEDLIF Federal Life Insurance Company	9/30/97 P/R	I0011891	01		212050		12.50
G0006672	09/26/97	353722975 Fisher, Jeffrey L.		S0000364	01		230000		132.00
G0006673	09/26/97	463374349 Flores, Augustine	STDNT LOAN 9/25	I0011839	051400		130905		150.00
G0006674	09/26/97	347766450 Forbes, Michael S		S0000365	01		230000		82.40
G0006675	09/26/97	324469922 Forren, Rebba	VB GAMES/TICKET	I0011851	050600	460305	530900	6050	55.00
G0006676	09/26/97	FRALIF Franklin Life Insurance Compan	9/30/97 P/R	I0011892	01		212060		512.50
G0006677	09/26/97	347748422 Galassi, Barbara A.		S0000366	01		230000		509.00
G0006678	09/26/97	322360994 Harrington, Gerry		I0011876	050130	345400	550100	4090	22.05
G0006679	09/26/97	328684136 Hartman, Brian A.		S0000367	01		230000		44.00
G0006680	09/26/97	335307591 Heckman, Patsy J.		I0011924	050120	343200	450420	4040	87.00

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
			VENDOR'S	INTERNAL					
G0006681	09/26/97	326783018 Henkel, Matt P.		50000368	01		230000		1,200.00
G0006682	09/26/97	343664523 Highland, Sarah	VB 9/30/97	I0011915	050600	460305	530900	6050	15.00
G0006683	09/26/97	343664523 Highland, Sarah		50000378	01		230000		500.00
G0006684	09/26/97	HÖRMAN	Horace Mann Insurance Company	9/30/97 P/R	I0011893	01		212080	132.50
G0006685	09/26/97	IAEEE	Illinois Association of Electr	REGISTRATION	I0011930	01	333100	550100	1030
G0006686	09/26/97	IALAP	ILLINOIS Association of Learni	MEMBERSHIP	I0011852	01	328100	550100	1050
G0006687	09/26/97	ILLDEP	Illinois Department of Revenue	9/30/97 P/R	I0011900	01		210200	6,822.92
G0006688	09/26/97	ILLDEP	Illinois Department of Revenue	IL941 972422370	I0011847	01	520100	590400	8020
G0006689	09/26/97	ILLMUT	Illinois Mutual	9/30/97 P/R	I0011904	01		211550	27.26
G0006690	09/26/97		Illinois State Historical Soci	RENEWAL	I0011921	01	362100	540600	2010
G0006691	09/26/97	ILLVAL	Illinois Valley Community Hosp	CLS210 6/9-9/26	I0011844	01	352100	530200	1040
G0006692	09/26/97	KAGJOE	Joel A. Kagann, Circuit Court	9/30/97 P/R	I0011906	01		210900	216.67
G0006693	09/26/97	341348515	Johnson, Rosemary		I0011866	01	351000	550100	1040
G0006694	09/26/97	326440053	Kerber, Joan E.		I0011872	01	314000	530200	1090
					I0011919	01	411000	550100	8010
								CHECK TOTAL	224.96

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				VENDOR'S	INTERNAL					
G0006695	09/26/97	359468988	Kidder, Mary Lou		I0011931	01	332300	550100	1020	85.05
G0006696	09/26/97	341664328	Kipping, Sara M.		I0011918	050600	460302	550900	6050	79.34
G0006697	09/26/97	KISCOL	Kishwaukee College	COLLEGE NIGHT	I0011858	01	419000	540190	3090	9.50
G0006698	09/26/97	KSBHOS	KSB Hospital	CLS210 6/9-9/26	I0011843	01	352100	530200	1040	210.00
G0006699	09/26/97	321802267	Kuhfus, Tera M.		S0000376	01		230000		350.00
G0006700	09/26/97	331281232	Lagow, Larry		I0011917	01	212100	550100	8030	268.21
G0006701	09/26/97	LEECOU	Lee County Clerk of the Circuit	9/30/97 P/R	I0011907	01		210900		400.00
G0006702	09/26/97	343665996	Leopard, Brandy L.	VB 9/30/97	I0011882	050600	460305	530900	6050	15.00
G0006703	09/26/97	343665996	Leopard, Brandy L.	VB AWAY GAMES	I0011884	050600	460305	530900	6050	75.00
G0006704	09/26/97	354487012	Leseman, Jolene K.		I0011878	050600	460303	550900	6050	205.93
G0006705	09/26/97	354487012	Leseman, Jolene K.	VB 9/30/97	I0011879	050600	460305	530900	6050	15.00
G0006706	09/26/97	MEYLYD	Lydia S. Meyer, Trustee	9/30/97 P/R	I0011908	01		210900		125.00
G0006707	09/26/97	MAISTA	Main Stay Funds	9/30/97 P/R	I0011894	01		212170		75.00
G0006708	09/26/97	711032739	Marlier, Ronald		I0011840	01	430100	550100	3040	49.37
G0006709	09/26/97	355743622	Mazzarisi, Shelley	STDNT LOAN 9/24	I0011856	051400		130905		150.00
G0006710	09/26/97	MEDART	Medical Arts Center of Dixon	TOM SHORE	I0011838	050600	460201	530900	6050	100.00

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				VENDOR'S	INTERNAL					
G0006711	09/26/97		Medical Associated	FAIR 10/11/97	I0011854	01	419000	540190	3090	10.00
G0006712	09/26/97	340684680	Naylon, E Dawn	VB 9/30/97	I0011912	050600	460305	530900	6050	15.00
G0006713	09/26/97	361326875	Nichols, Stephen G		I0011923	01	352100	530200	1040	50.00
G0006714	09/26/97	NORLIF	Northern Life Insurance Compan	9/30/97 P/R	I0011895	01		212120		85.00
G0006715	09/26/97	NORMUT	Northwestern Mutual Life Insur	9/30/97 P/R	I0011896	01		212130		400.00
G0006716	09/26/97		Oak Brook Hills		I0011928	01	411000	550100	8010	107.42
G0006717	09/26/97	479985950	Park, Lyndsay M.	VB 9/30/97	I0011883	050600	460305	530900	6050	15.00
G0006718	09/26/97	479985950	Park, Lyndsay M.	VB GAMES AWAY	I0011885	050600	460305	530900	6050	40.00
G0006719	09/26/97	324544435	Poci, Shirley		I0011862	01	352500	540120	1040	32.00
G0006720	09/26/97	PRUMUT	Prudential Mutual Funds	9/30/97 P/R	I0011897	01		212140		100.00
G0006721	09/26/97	PUTRET	Putnam Retirement Plan Service	9/30/97 P/R	I0011909	01		212030		500.00
G0006722	09/26/97	339805274	Rentz, Christopher	VB 9/26/97	I0011913	050600	460305	530900	6050	65.00
G0006723	09/26/97	326748274	Reuter, Jamie		S0000380	01		230000		300.00
G0006724	09/26/97	RICCOM	Richland Community College	COPIES	I0011863	01	411000	550100	8010	14.95
G0006725	09/26/97	482138856	Riecke, Joe C		S0000369	01		230000		528.00
G0006726	09/26/97	318782694	Rodefer, Joy M		S0000377	01		230000		500.00

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				VENDOR'S	INTERNAL					
G0006727	09/26/97	326682101	Schaefer, Janda S.		50000379	01		230000		400.00
G0006728	09/26/97	SCHEMP	School Employees Credit Union	9/30/97 P/R	I0011902	01		210700		22,531.02
G0006729	09/26/97	398402869	Seguin, Michael		I0011871	01	321000	550100	2080	153.32
G0006730	09/26/97	482789669	Shadle, Brent R.		50000370	01		230000		147.00
G0006731	09/26/97	348506270	Shelley, Chris		I0011933	01	369000	550100	8080	49.61
G0006732	09/26/97	318341794	Shippert, Stanley		I0011841	050600	460500	540900	6050	44.50
					I0011849	01	314000	550100	1090	43.60
					I0011877	01	352500	550100	1040	105.84
								CHECK TOTAL		193.94
G0006733	09/26/97		Cancelled Check							
G0006734	09/26/97	STAUNI	State Universities Retirement	9/30/97 P/R	I0011903	01		210500		19,904.16
G0006735	09/26/97	SAUFOU	SVCC Foundation	9/30/97 P/R	I0011901	01		211600		5.00
G0006736	09/26/97	345403751	Thinnes, Roger	VB 9/30/97	I0011914	050600	460305	530900	6050	65.00
G0006737	09/26/97	TIACRE	TIAA/CREF	9/30/97 P/R	I0011898	01		212150		6,640.15
G0006738	09/26/97	378782889	Truitt, Carrie A.		50000371	01		230000		279.00
G0006739	09/26/97	TRUMAR	Trustmark Insurance	9/30/97 P/R	I0011905	01		211500		806.51
G0006740	09/26/97	375442519	VanderWege, Robertus J.		I0011853	01	322100	540120	1010	74.25

//

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL					
G0006740	09/26/97	375442519	VanderWege, Robertus J.		I0011861	01	322100	540120	1010	63.72
CHECK TOTAL										
G0006741	09/26/97	VANFID	Vanguard Fiduciary Trust Compa	9/30/97 P/R	I0011911	01		212190		500.00
G0006742	09/26/97	VARANN	Variable Annuity Life Insuranc	9/30/97 P/R	I0011910	01		212200		75.00
G0006743	09/26/97	WADREE	Waddell & Reed, Inc	9/30/97 P/R	I0011899	01		212160		175.00
G0006744	09/26/97	318720857	Welty, Scott		S0000372	01		230000		140.80
G0006745	09/26/97	318785420	Wilkinson, Christopher		I0011925	050600	460202	550900	6050	600.35
G0006746	09/26/97	346789233	Winge, Neddie M.		S0000373	01		230000		44.00
G0006747	09/26/97	350766805	Zell, Richard L.		S0000374	01		230000		83.00
G0006748	09/30/97	ROCPAR	Rockford Park District	GOLF TOUR 10/2	I0011972	050600	460203	550900	6050	72.50
G0006749	09/30/97	ROCPAR	Rockford Park District	GOLF TOUR 10/3	I0011973	050600	460203	550900	6050	72.50
Void # 6750-6753										
G0006754	10/03/97		1997 Midwest Banner Users Conf	CONF FEE X 5	I0012062	01	430100	550100	3040	45.00
						01	369000	550100	8080	45.00
						01	520100	550100	8020	45.00
						01	420000	550100	3010	90.00
INVOICE TOTAL										
G0006755	10/03/97		Adams, Deanna	STD LN	I0012091	051400		130905		150.00
G0006756	10/03/97	AMOOIL	Amoco Oil Company	9/25/97	I0012070	050800	415000	540150	6050	108.38

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		VENDOR'S	INTERNAL							
G0006756	10/03/97	AMOOIL	Amoco Oil Company	9/24/97	I0012071	050800	415000	540150	6050	175.56
										CHECK TOTAL 283.94
G0006757	10/03/97	ATT	AT & T	7392188983	I0012057	02	545000	570500	7060	623.46
G0006758	10/03/97	ATTCRE	AT&T Credit Corporation	10/19/97	I0012059	01	513000	560300	8060	2,576.88
					01	513000	560400	8060		568.33
										INVOICE TOTAL 3,145.21
G0006759	10/03/97	349745729	Barnes, Kris		I0012077	050600	460305	550900	6050	230.96
G0006760	10/03/97	205329509	Behrendt, Richard	SEPT ROTARY	I0012055	01	211000	520920	8010	22.00
G0006761	10/03/97		Best Western Four Seasons		I0012087	050600	460302	550900	6050	174.60
G0006762	10/03/97	526696741	Bradley, Jami V.		I0012067	01	511000	550100	8010	114.74
G0006763	10/03/97	360588539	Breen, David A.	REG FEE ECO	I0012048	01	335100	550100	1010	30.00
G0006764	10/03/97	337768718	Chesna, David		I0012085	050600	460305	530900	6050	65.00
G0006765	10/03/97		Chicago Sheraton Hotel & Tower	USHLC CONF	I0012054	101120	461412	590900	6090	806.60
G0006766	10/03/97	CUPA	College & University Personnel	FALL CONF 97-98	I0012068	01	530010	550100	8040	25.00
G0006767	10/03/97	324544598	Collins, Stuart C.	STDN LN 9/25/97	I0012038	051400				150.00
G0006768	10/03/97	CONMAN	Consolidated Management Co	FOD 105 9/30	I0012027	01	342200	530200	1020	350.00
G0006769	10/03/97	483908003	Cox, Terry J.		I0012075	050600	460204	550900	6050	493.96

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				VENDOR'S	INTERNAL								
G0006769	10/03/97	483908003	Cox, Terry J.		I0012088	050600	460204	550900	6050	328.81			
				CHECK TOTAL									
											822.77		
G0006770	10/03/97		Dixon Pharmacy Inc	IV THERAPY	I0012028	01	343500	530200	4080	100.00			
G0006771	10/03/97	324509115	Drane, Paula		I0012069	050500	414000	540190	6030	65.68			
G0006772	10/03/97	344801458	Duncan, Faith A.		S0000384	01				20.00			
G0006773	10/03/97		Enterprise Rent A Car	VAN RENTAL	I0012072	101120	461412	590900	6090	329.97			
G0006774	10/03/97	349540889	Etter, Ernie A.	TUIT REIMB 3CR	I0012029	01	335400	520720	1010	345.00			
G0006775	10/03/97	374446204	Frederick, Jim	MAPPA CONF ADV	I0012051	02	546000	550100	7080	568.54			
G0006776	10/03/97	354340409	Gover, Phil		I0012030	01	311000	550100	8010	71.51			
G0006777	10/03/97	352786202	Gross, Jenenna L.		S0000381	01				2.00			
G0006778	10/03/97	GTEM08	GTE-Mobilnet	42609982-0997	I0012033	02	545000	570500	7060	83.54			
G0006779	10/03/97	HEACOM IACRAO	Heartland Community College Ill Assoc of Collegiate Regist	CONF FEE	I0012034	01	420000	550100	3010	290.00			
G0006780	10/03/97	343664523	Highland, Sarah		I0012080	050600	460305	530900	6050	15.00			
G0006781	10/03/97	HIGCOL	Highland Community College	ASTD CONFERENCE	I0012074	050130	345400	550100	4090	50.00			
G0006782	10/03/97	ICCAR00	Illinois Comm Coll Admission &	MEMBERSHIP FEE	I0012032	01	420000	540110	3010	20.00			
G0006783	10/03/97	336744942	James, Jeffrey D.		S0000385	01				294.00			

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G0006784	10/03/97	341664328	Kipping, Sara M.		10012078	050600	460302	550900	6050	128.70
G0006785	10/03/97	343665996	Leopard, Brandy L.		10012086	050600	460305	530900	6050	15.00
G0006786	10/03/97	354487012	Leseman, Jolene K.	VB 10/7/97	10012092	050600	460305	530900	6050	15.00
G0006787	10/03/97	354487012	Leseman, Jolene K.		10012076	050600	460301	550900	6050	133.80
G0006788	10/03/97	388883912	Levetzow, Brenda L.		50000383	01		230000		44.00
G0006789	10/03/97	343422979	Macdonald, Joseph M.		50000382	01		230000		70.40
G0006790	10/03/97	341602549	Mickelson, Linda	STD LN	10012041	051400		130905		300.00
G0006791	10/03/97	MICRO	Microsoft Corporation	PO 1488	10012066	01	363200	540410	2020	75.00
G0006792	10/03/97	NAEYC	NAEYC	DUES 97-98	10012036	01	324600	540120	1020	53.00
G0006793	10/03/97	340684680	Naylon, E Dawn		10012082	050600	460305	530900	6050	20.00
G0006794	10/03/97	479985950	Park, Lyndsay M.		10012081	050600	460305	530900	6050	15.00
G0006795	10/03/97	PROBEN	Professional Benefit Administr	10/1/97	10012093	051000	520300	540830	6090	3,041.34
						051000	520300	540840	6090	2,458.56
						051000	520300	540850	6090	346.00
						051000	520300	540870	6090	1,736.00
						051000	520300	540880	6090	633.18
						051000	520300	540890	6090	1,617.42
INVOICE TOTAL										9,832.50
G0006796	10/03/97	339805274	Rentz, Christopher		10012084	050600	460305	530900	6050	65.00



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				VENDOR'S	INTERNAL					
G0006815	10/10/97		Cancelled Check							
G0006816	10/10/97	AACRAO	American Assn of Collegiate Re	I0012199	01	420000	550100	3010		85.00
G0006817	10/10/97	AMEEXP	American Express	I0012194	01	211000	550100	8010		444.17
G0006818	10/10/97	AMEEXP1	American Express Financial Adv	10/15 PR	I0012201	01		212010		340.00
G0006819	10/10/97	343583884	Ayala, Karen		I0012254	050130	345100	530200	4020	270.00
G0006820	10/10/97	349745729	Barnes, Kris		I0012251	050600	460305	550900	6050	275.00
				10/28/97	I0012260	050600	460305	550900	6050	127.21
								CHECK TOTAL		402.21
G0006821	10/10/97	391783635	Bodmer, Melissa L.		S0000387	01		230000		55.20
G0006822	10/10/97	371760774	Breed, Thomas		I0012241	01	441100	550100	3020	122.38
G0006823	10/10/97	321529164	Brewer, Tracy R.		I0012253	050130	345400	540110	4090	32.96
G0006824	10/10/97	348505150	Buis, Christine E.		S0000386	01		230000		308.00
G0006825	10/10/97	CAPGUA	Capital Guardian Trust Company	10/15 PR	I0012202	01		212180		375.00
G0006826	10/10/97	COLDUP	College of DuPage		I0012193	050600	460305	550900	6050	175.00
G0006827	10/10/97	483908003	Cox, Terry J.		I0012252	050600 02	460204 545000	550900 570500	6050 7060	316.82 43.51
								INVOICE TOTAL		360.33
				10/4-5/97	I0012261	050600	460204	550900	6050	519.83
								CHECK TOTAL		880.16

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				VENDOR'S	INTERNAL					
G0006828	10/10/97	346488543	Damhoff, Russ K.	I0012195	050600		113040			300.00
G0006829	10/10/97	322386775	Dew, Steven J	I0012240	01		130903			379.16
G0006830	10/10/97	324509115	Drane, Paula	I0012259	050500	414000	540190	6030		18.70
G0006831	10/10/97		Education Commision of the Sta	I0012248	01	214000	540110	8070		13.00
G0006832	10/10/97	EQULIF	Equitable Life Assurance	10/15 PR	I0012203	01		212020		132.00
G0006833	10/10/97	FARNEW	Farmers New World Life Insuran	10/15 PR	I0012204	01		212040		25.00
G0006834	10/10/97	FEDLIF	Federal Life Insurance Company	10/15 PR	I0012205	01		212050		12.50
G0006835	10/10/97	FRALIF	Franklin Life Insurance Compan	10/15 PR	I0012206	01		212060		512.50
G0006836	10/10/97	FULPRE	Fulton Press Inc		I0012196	01	212100	540600	8030	18.00
G0006837	10/10/97	355283868	Halgren, Betty		I0012184	01	363200	540410	2020	48.66
G0006838	10/10/97	328424603	Hilbert Taylor, Alice A.		I0012187	01	322100	530200	1010	72.00
G0006839	10/10/97	HORMAN	Horace Mann Insurance Company	10/15 PR	I0012207	01		212080		132.50
G0006840	10/10/97	340640914	Hughey, Mark		I0012262	050600	460500	540900	6050	150.00
G0006841	10/10/97	ILLCOA	Illinois Coaches Directory	4207	I0012185	050600	460401	540900	6050	9.50
G0006842	10/10/97	ICCB	Illinois Community College Boa		I0012190	01	314000	550100	1090	75.00
G0006843	10/10/97		Illinois Community College Fac		I0012191	01	328100	550100	1050	75.00

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CHECK NUMBER	DATE	PAVEE/VENDOR NUMBER	NAME	INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL					
G0006844	10/10/97	IDES	Illinois Department Employment		I0012186	12	512120	520400	8020	929.24
G0006845	10/10/97	ILLDEP	Illinois Department of Revenue	10/15 PR	I0012214	01		210200		7,158.65
G0006846	10/10/97	ILLMUT	Illinois Mutual	10/15 PR	I0012218	01		211550		27.26
G0006847	10/10/97	INTREV	Internal Revenue Service	MEDICARE	I0012192	12	512120	520500	8020	0.85
G0006848	10/10/97		ISAC/IDAPP Fall Seminars		I0012200	01	430100	550100	3040	50.00
G0006849	10/10/97	KAGJOE	Joel A. Ragann, Circuit Court	10/15 PR	I0012220	01		210900		216.67
G0006850	10/10/97	359468988	Kidder, Mary Lou		I0012238	01	314000	550100	1090	116.34
G0006851	10/10/97	331281232	Lagow, Larry		I0012239	01		130903		519.22
G0006852	10/10/97	LEECOU	Lee County Clerk of the Circui	10/15 PR	I0012221	01		210900		400.00
G0006853	10/10/97	354487012	Leseman, Jolene K.	10/1,2,4,5,7/97	I0012263	050600	460301	550900	6050	203.41
G0006854	10/10/97	LUTBRO	Lutheran Brotherhood	10/15 PR	I0012208	01		212100		85.00
G0006855	10/10/97	MEVLYD	Lydia S. Meyer, Trustee	10/15 PR	I0012222	01		210900		125.00
G0006856	10/10/97	MAISTA	Main Stay Funds	10/15 PR	I0012209	01		212170		75.00
G0006857	10/10/97		Mark Twain Hotel		I0012189	01	511000	550100	8010	70.00
G0006858	10/10/97	328423927	McBride, Christine		I0012258	050500	414000	540190	6030	99.79
G0006859	10/10/97	332700014	Miranda, Juana M.		S0000388	01		230000		174.15

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					INTERNAL						
G0006860	10/10/97	NORMUT		Northwestern Mutual Life Insur	10/15 PR	I0012210	01		212130		400.00
G0006861	10/10/97	PARCOL		Parkland College		I0012264	01	411000	540600	8010	20.00
G0006862	10/10/97	496568603	Patterson, Jim			I0012198	050130	345100	530200	4020	1,500.00
G0006863	10/10/97	PRUMUT		Prudential Mutual Funds	10/15 PR	I0012211	01		212140		100.00
G0006864	10/10/97	PUTRET		Putnam Retirement Plan Service	10/15 PR	I0012223	01		212030		500.00
G0006865	10/10/97	ROCRIVG		Rock River Guidance		I0012256	01	412000	540600	3060	45.00
G0006866	10/10/97	322808735	Rogers, Natalie M.		SUPPLIES	I0012257	050600	460701	540900	6050	34.20
G0006867	10/10/97	SCHEMP		School Employees Credit Union	10/15 PR	I0012216	01		210700		23,653.99
G0006868	10/10/97	STAUNI		State Universities Retirement	10/15 PR	I0012217	01		210500		20,686.70
G0006869	10/10/97	357408108	Stewart, James			I0012242	050600	460203	550900	6050	72.50
						I0012243	050600	460203	550900	6050	478.00
						I0012255	050600	460203	550900	6050	75.13
									CHECK TOTAL		625.63
G0006870	10/10/97	SAUFOU		SVCC Foundation	10/15 PR	I0012215	01		211600		5.00
G0006871	10/10/97	318401202	Thomas, Robert			I0012245	01	362100	550100	2010	41.50
						I0012246	01	362100	550100	2010	51.17
									CHECK TOTAL		92.67

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G0006872	10/10/97	TIACRE	TIAA/CREF	I0012264	01	211000	520920	8010	1,000.00
G0006873	10/10/97	TIACRE	TIAA/CREF	10/15 PR	I0012212	01	212150		6,640.15
G0006874	10/10/97	TRUMAR	Trustmark Insurance	10/15 PR	I0012219	01	211500		806.51
G0006875	10/10/97	VANFID	Vanguard Fiduciary Trust Compa	10/15 PR	I0012225	01	212190		500.00
G0006876	10/10/97	VARANN	Variable Annuity Life Insurance	10/15 PR	I0012224	01	212200		75.00
G0006877	10/10/97	WADREE	Waddell & Reed, Inc	10/15 PR	I0012213	01	212160		175.00
G0006878	10/10/97	357403375	Wardell, John		I0012250	01	333100	540120	1030
G0006879	10/10/97	318720857	Welty, Scott		S0000389	01	230000		35.20
G0006880	10/10/97	318402940	White, Peggy		I0012247	01	352100	550100	1040
G0006881	10/10/97	WHICOU	Whiteside County Circuit Clerk	10/15 PR	I0012233	01	210900		125.68
G0006882	10/10/97	WNSPUB	WNS Pub. News-Sentinel/The Rev		I0012197	01	212100	540600	8030
G0006883	10/14/97	MERBAN	Mercantile Bank of Sterling	CD	I0012290	01	120200		200,000.00
Void # 6884-6887									
G0006888	10/17/97	387847907	Alfano, Cindy		I0012412	01	441100	550100	3020
G0006889	10/17/97		AMA/Keye Productivity Center	0111937700	I0012244	01	520100	550100	8020
G0006890	10/17/97	ATTCRE	AT&T Credit Corporation	10-28-97	I0012344	13	512130	560300	8020
						13	512130	560400	8020
						01	513000	560300	8060
						01	513000	560400	8060
INVOICE TOTAL									4,224.22

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				VENDOR'S	INTERNAL	FUND					
G0006891	10/17/97	343583884	Ayala, Karen	TEAM BLDG 10-7	I0012348	050130	345100	530200	4020		165.00
				TEAM BLDG 10-14	I0012349	050130	345100	530200	4020		365.00
										CHECK TOTAL	530.00
G0006892	10/17/97	349745729	Barnes, Kris		I0012409	050600	460305	550900	6050		227.63
G0006893	10/17/97	BESWES	Best Western Brandywine Lodge	24685	I0012394	050600	460500	540900	6050		54.50
					050110	343600	590900	4040			54.50
										INVOICE TOTAL	109.00
G0006894	10/17/97	318408245	Boone, Nicholas A	10-7-97	I0012347	01	513000	580903	8060		2,876.40
G0006895	10/17/97		Cole, Jennifer	REFUND	I0012417	050110	343100	450410	4010		40.00
G0006896	10/17/97	483908003	Cox, Terry J.	TRAVEL 10/12-14	I0012403	050600	460204	550900	6050		183.93
G0006897	10/17/97	CREMAN	Credit Management Services	JULIE LAWSON	I0012352	01	520100	590420	8020		384.41
G0006898	10/17/97	346488543	Damhoff, Russ K.	I0012404	050600	460201	550900	6050		304.39	
				GAS REIMB	I0012405	050800	415000	540150	6050		41.73
										CHECK TOTAL	346.12
G0006899	10/17/97	324509115	Drane, Paula	SUPPLIES 10/17	I0012406	050500	414000	540190	6030		47.69
G0006900	10/17/97	329428902	Gospodarczyk, Thomas J.	TRVEL 9-10/10-9	I0012407	050130	345400	550100	4090		120.33
G0006901	10/17/97	354340409	Gover, Phil		I0012408	01	311000	550100	8010		114.97

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			VENDOR'S	INTERNAL						
G0006902	10/17/97	343664523 Highland, Sarah	10/18/97 VB	I0012427	050600	460305	530900	6050	15.00	
G0006903	10/17/97	343664523 Highland, Sarah	10/21/97 VB	I0012433	050600	460305	530900	6050	15.00	
G0006904	10/17/97	343664523 Highland, Sarah	10/23/97 VB	I0012440	050600	460305	530900	6050	15.00	
G0006905	10/17/97	Holiday Inn Terre Haute	3157, 3158, 3160	I0012345	01	369000	550100	8080	35.17	
					01	420000	550100	3010	105.51	
					01	430100	550100	3040	35.17	
					01	520100	550100	8020	35.17	
								INVOICE TOTAL	211.02	
G0006906	10/17/97	ICEA	Illinois Community Educators A	97-98 DUES	I0012421	01	341000	540600	2080	100.00
G0006907	10/17/97	326440053 Kerber, Joan E.			I0012399	01	411000	550100	8010	31.50
G0006908	10/17/97	341664328 Kipping, Sara M.			I0012410	050600	460302	550900	6050	29.94
G0006909	10/17/97	348184439 Lawrence, Edwin F	TRAVEL 9/28/97	I0012397	01			130903		513.63
G0006910	10/17/97	354487012 Leseman, Jolene K.	10/18/97 VB	I0012424	050600	460305	530900	6050		15.00
G0006911	10/17/97	354487012 Leseman, Jolene K.	10/21/97 VB	I0012430	050600	460305	530900	6050		15.00
G0006912	10/17/97	354487012 Leseman, Jolene K.	10/23/97 VB	I0012436	050600	460305	530900	6050		15.00
G0006913	10/17/97	354487012 Leseman, Jolene K.		I0012401	050600	460301	550900	6050		439.16
			10/12/ GAME	I0012422	050600	460301	530900	6050		50.00
								CHECK TOTAL	489.16	

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		NAME	VENDOR'S NUMBER	INTERNAL						
G0006914	10/17/97	339449344	Lucas, Deborah	ARTS IN PROCESS	I0012384	050600	460500	540900	6050	100.00
G0006915	10/17/97	315646413	Matheney, Janet I.		I0012411	01	441100	550100	3020	7.00
G0006916	10/17/97		McLaughlin, Kathleen	REFUND	I0012420	050110	343100	450410	4010	10.00
G0006917	10/17/97	NCMPR	Nat'l Council for Marketing	VIDEOTAPE	I0012398	01	212300	540110	2090	25.00
G0006918	10/17/97	340684680	Naylor, E Dawn	10-18-97 VB	I0012423	050600	460305	530900	6050	15.00
G0006919	10/17/97	340684680	Naylor, E Dawn	10/21/97 VB	I0012429	050600	460305	530900	6050	15.00
G0006920	10/17/97	340684680	Naylor, E Dawn	10/23/97 VB	I0012435	050600	460305	530900	6050	15.00
G0006921	10/17/97		Onken, Arlene T.	REFUND-GENEALOG	I0012395	01	512010	410400	8020	45.00
G0006922	10/17/97	479985950	Park, Lyndsay M.	10/18/97 VB	I0012428	050600	460305	530900	6050	15.00
G0006923	10/17/97	479985950	Park, Lyndsay M.	10/21/97 VB	I0012434	050600	460305	530900	6050	15.00
G0006924	10/17/97	479985950	Park, Lyndsay M.	10/23/97 VB	I0012439	050600	460305	530900	6050	15.00
G0006925	10/17/97	345429346	Pettiway, Ruth	10/21/97 VB	I0012431	050600	460305	530900	6050	65.00
G0006926	10/17/97	PLATEC	Plantinum Technology Inc	10/10/97	I0012346	01	369000	540110	8080	250.00
G0006927	10/17/97	POLCOR	Polaroid Corporation	BATTERY	I0012396	02	541000	540140	7010	5.60
G0006928	10/17/97	394763335	Rein, Mark	10/23/97 VB REF	I0012438	050600	460305	530900	6050	65.00
G0006929	10/17/97	339805274	Rentz, Christopher	10/18/97 VB REF	I0012426	050600	460305	530900	6050	65.00

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				VENDOR'S	INTERNAL					
G0006930	10/17/97		Russian Tea Time	50 DINNERS	I0012413	050120	343200	590900	4040	1,360.04
G0006931	10/17/97	326385876	Schack, Steve	10/23/97 VB REF	I0012437	050600	460305	530900	6050	65.00
G0006932	10/17/97	333500790	Shedosky-Appar, Sue	ARTS IN PROCESS	I0012380	050600	460500	540900	6050	50.00
G0006933	10/17/97	155407239	Steel, Robert S.	PRIZE WINNER	I0012415	050600	460500	540900	6050	50.00
G0006934	10/17/97		Steinbarger, Sharon	REFUND	I0012416	050110	343100	450410	4010	40.00
G0006935	10/17/97	482189449	Swarbrick, Fran	ARTS IN PROCESS	I0012391	050600	460500	540900	6050	100.00
G0006936	10/17/97	345403751	Thinnes, Roger	10/21/97 VB REF	I0012432	050600	460305	530900	6050	65.00
G0006937	10/17/97	357504566	Throop, Dr. John	10-15/10-16-97	I0012414	050110	343100	530200	4010	560.00
G0006938	10/17/97	576085063	Tiatia, Malafu	10/18/97 VB REF	I0012425	050600	460305	530900	6050	65.00
G0006939	10/17/97		Vogel, Melissa	REFUND	I0012441	050110	343100	450410	4010	10.00
G0006940	10/17/97	345387464	Walker, Shirley A.	INTER WP 10-4-	I0012350	050110	343100	530200	4010	140.00
G0006941	10/17/97	337406982	Weathers, Linda A	ARTS IN PROCESS	I0012381	050600	460500	540900	6050	100.00
G0006942	10/17/97		Wheeler, Judy	REFUND	I0012418	050110	343100	450410	4010	10.00
G0006943	10/17/97	318785420	Wilkinson, Christopher	GAS REIMB	I0012400	050800	415000	540150	6050	17.44
				TRAVEL 10/10	I0012402	050600	460202	550900	6050	238.90
									CHECK TOTAL	256.34

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				VENDOR'S	INTERNAL					
G0006959	10/27/97	ARAUNI	Aramark Uniform Services Inc	10-3-97	I0012488	01	323100	530200	1010	184.97
G0006960	10/27/97	AZTSEC	Aztec Security Products	15022	I0012116	01	363200	540410	2020	177.95
G0006961	10/27/97	BWTV	B&W TV and Appliance Center, I	DISH REPAIR	I0012289	12		130907		515.00
G0006962	10/27/97	BAKTAY	Baker & Taylor	J09 5655	I0012339	01	362100	540500	2010	37.72
				J23 0816	I0012340	01	362100	540500	2010	11.16
								CHECK TOTAL		48.88
G0006963	10/27/97	BESWES	Best Western Brandywine Lodge	25582	I0011795	050600	460204	550900	6050	54.50
				965142	I0011850	01	314000	550100	1090	157.50
								CHECK TOTAL		212.00
G0006964	10/27/97	BIODI	Biodisc	7271	I0011830	01	335100	540120	1010	200.00
G0006965	10/27/97	BLAHAW	Black Hawk College	3246 F 97	I0011979	01	521000	590300	9030	2,156.00
G0006966	10/27/97	BLAFS	Blackhawk FS Inc	27276	I0012443	02	543000	540140	7030	791.70
G0006967	10/27/97	BRAELE	Branson Electric Co	20110	I0012282	02	546000	580400	7080	622.76
G0006968	10/27/97	BRISER	Briggs Servicing Home Health	32123036	I0012123	01	352200	540120	1040	15.03
G0006969	10/27/97	BROFER	Browning-Ferris Industries	970900-0005868	I0012314	02	545000	570700	7060	268.00
G0006970	10/27/97	BURCOU	Bureau County Republican	8/7/97	I0011835	01	212100	540700	8030	76.00

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		VENDOR'S NUMBER	NAME	VENDOR'S INTERNAL	INTERNAL						
G0006971	10/27/97	CARSAL	Cargill Salt Division	97357689	I0012164	02	543000	540140	7030		2,237.40
G0006972	10/27/97	CARBIO	Carolina Biological Supply Co	OE 920215	I0011956	01	335100	540120	1010		25.45
				OE 918819	I0011960	01	335100	540120	1010		33.86
				OE 924744	I0012010	01	335100	540120	1010		191.21
				OE 952414	I0012480	01	335100	540120	1010		193.30
				OE 951868	I0012481	01	335100	540120	1010		57.56
										CHECK TOTAL	501.38
G0006973	10/27/97	CARPE	Carpetland USA	031368	I0011966	02	546000	580400	7080		735.00
G0006974	10/27/97	CATENG	Caterpillar-Engine Protection	101808	I0011832	02	545000	570900	7060		405.00
G0006975	10/27/97	CGHHOM	CGH Home Health Center	22131A	I0012098	01	352200	540120	1040		200.00
				22131	I0012099	01	352200	540120	1040		90.00
				22227	I0012309	01	352400	540120	1040		299.00
				22226	I0012310	01	352200	540120	1040		299.00
										CHECK TOTAL	888.00
G0006976	10/27/97	CGHMED	CGH Medical Center	LINEN SERVICE	I0011818	01	352200	540120	1040		56.52
G0006977	10/27/97	CHAPRO	Championship Productions	146121-1	I0012298	050600	460201	540120	6050		45.45
G0006978	10/27/97	CHRHIG	Chronicle of Higher Education	49760	I0012462	01	513000	550400	8060		598.00
G0006979	10/27/97	CINAHL	CINAHL Information Systems	RN98-1985	I0012328	01	362100	540600	2010		342.50

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		VENDOR'S	INTERNAL								
G0006980	10/27/97	CLAENG	Clark Engineers MW Inc	14256A	I0012151	03	512030	580400	8020		339.00
G0006981	10/27/97	COLENÉ	Columbia Energy Services	081997.090572	I0011970	02	545000	570100	7060		3,565.00
G0006982	10/27/97	COMEDÍ	Commonwealth Edison	13655-9-9-97	I0011963	02	545000	570300	7060		12,989.55
				3088-9-26-97	I0012104	02	545000	570300	7060		25.02
				9/30/97	I0012304	02	545000	570300	7060		14.66
										CHECK TOTAL	13,029.23
G0006983	10/27/97	Voided Check									
G0006984	10/27/97	CONMAN	Consolidated Management Co	86831A	12379	01	311000	550100	8010		0.50
				86803	I0011794	01	412000	550100	3060		24.60
				86804	I0011800	01	361000	550100	2080		24.60
				86805	I0011802	01	321000	530200	2080		43.00
				86807	I0011804	01	321000	530200	2080		82.00
				86811	I0011817	01	511000	550100	8010		46.00
				86813	I0011980	02	546000	540900	7080		80.02
				86819	I0011981	01	520100	550100	8020		20.95
				86815	I0011982	01	530010	550900	8040		102.00
				86809	I0011984	01	411000	550100	8010		40.50
				86810	I0011991	050600	460204	550900	6050		84.00
				86808	I0011996	050130	345300	550100	4020		21.75
				86817	I0012144	01	110000	550100	8050		40.00
				86817A	I0012145	01	211000	550900	8010		57.75

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		NAME		VENDOR'S INTERNAL		FUND				
G0006984	10/27/97	CONMAN	Consolidated Management Co	86820	I0012147	01	352100	550100	1040	9.44
				86823	I0012148	01	314000	550100	1090	26.92
				86830	I0012273	01	211000	550900	8010	51.25
				86812	I0012276	050600	460500	540900	6050	1,409.09
				86828	I0012278	01	311000	550100	8010	44.65
				86818	I0012279	01	419000	540190	3090	47.70
				86836	I0012323	01	352200	540120	1040	3.20
				86824	I0012333	050130	345300	550100	4020	45.00
						050130	345100	550100	4020	5.43
							INVOICE TOTAL			50.43
				86829	I0012336	01	420000	540110	3010	18.00
				OCT 8	I0012382	01	311000	550100	8010	40.00
				86841	I0012383	01	212100	550100	8030	6.61
				86840	I0012386	02	541000	550100	7010	29.63
				86834	I0012456	050130	345100	550100	4020	256.10
				86806A	I0012460	01	411000	550100	8010	75.65
							CHECK TOTAL			2,736.34
G0006985	10/27/97	CONPSY	Consulting Psychologists Press	149515	I0012302	01	441100	540110	3020	87.50
G0006986	10/27/97	COPLET	Coppins Letter Shop	325	I0012149	01	420000	540110	3010	396.00
G0006987	10/27/97	CREELE	Crescent Electric Supply Co	013-289579-00	I0012448	13	512130	580400	8020	667.24
G0006988	10/27/97	DAYTI	Daytimers, Inc	24285233A	I0011807	050600	460500	540900	6050	37.95

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			VENDOR'S	INTERNAL						
G0006988	10/27/97	DAYTI	Daytimers, Inc	27190971	I0012173	01	351000	540110	1040	369.05
										CHECK TOTAL 407.00
G0006989	10/27/97	DEKMET	DeKroft-Metz and Co, Inc	84070	I0012312	01	352400	540120	1040	32.56
G0006990	10/27/97	DESPUB	Desktop Publishers Warehouse	A7782030	I0012492	050300	212200	540810	6090	177.90
G0006991	10/27/97	DIAIMA	Diagnostic Imaging Inc	S30369	I0011989	12				60.00
				124894	I0012150	12				670.00
										CHECK TOTAL 730.00
G0006992	10/27/97	DPS	Diamond Petroleum Systems	7239	I0011796	02	541000	530400	7010	176.64
G0006993	10/27/97	DONMUL	Don Mullery's World of Cars	F0CS26992	I0012459	050800	415000	530400	6050	25.24
G0006994	10/27/97	ECOLAB	ECOLAB	4952389	I0012014	02	541000	530400	7010	169.00
G0006995	10/27/97	ESSCOM	Essex Computers	27223	I0011833	01	333100	540120	1030	149.95
G0006996	10/27/97	FASFOT	Fast Foto Finish	9/15, 19, 18, 10/2	I0012342	01	212300	540110	2090	47.40
G0006997	10/27/97	FISSCI	Fisher Scientific	8585031	I0011938	01	352100	540120	1040	48.49
				8509215	I0011940	01	352100	540120	1040	120.14
				8529811	I0011943	01	352100	540120	1040	163.24
				8755749	I0012009	01	352100	540120	1040	131.60
				8731095	I0012122	01	335200	540120	1010	85.05
				8585030	I0012124	01	335200	540120	1010	90.64

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		NUMBER	NAME	VENDOR'S	INTERNAL						
G0006997	10/27/97	FISSCI	Fisher Scientific	8706270	I0012131	01	335200	540120	1010		127.60
										CHECK TOTAL	766.76
G0006998	10/27/97	FLISCI	Flinn Scientific	355678	I0012172	01	335200	580620	1010		767.45
G0006999	10/27/97	FLOFLO	Floralcrest Florist & Greenhou	81703	I0011811	01	334000	540120	1020		57.00
				81701	I0011812	01	334000	540120	1020		7.25
										CHECK TOTAL	64.25
G0007000	10/27/97	FRALUM	Frary Lumber & Supply	246180	I0011967	13	512130	580200	8020		1,660.46
G0007001	10/27/97	FRIIOW	Friends-Iowa Public Television	RENEWAL	I0012341	01	363200	540410	2020		40.00
G0007002	10/27/97	FULPRE	Fulton Press Inc	8/06/97	I0011945	01	212100	540700	8030		60.00
G0007003	10/27/97	GMIND	G & M Industrial Supplies	14319	I0012001	02	542000	540140	7020		502.26
G0007004	10/27/97	GALRES	Gale Research	145.07	I0012363	01	362100	540500	2010		145.07
				7338188	I0012364	01	362100	540500	2010		144.66
				7342784	I0012365	01	362100	540500	2010		101.19
				7416167	I0012367	01	362100	540500	2010		99.70
				7416606	I0012368	01	362100	540500	2010		78.39
				7444671	I0012369	01	362100	540500	2010		130.00
				7448628	I0012370	01	362100	540500	2010		139.21
				7450927	I0012371	01	362100	540500	2010		139.21
				7454103	I0012372	01	362100	540500	2010		145.07

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			VENDOR'S	INTERNAL						
G0007004	10/27/97	GALRES	Gale Research	7458993	I0012373	01	362100	540500	2010	381.46
				7462534	I0012374	01	362100	540500	2010	139.21
				7463539	I0012375	01	362100	540500	2010	160.15
				7466838	I0012376	01	362100	540500	2010	80.83
									CHECK TOTAL	1,884.15
G0007005	10/27/97	355266831	Garber, Harold	SEPTIC TANK	I0012334	02	541000	530400	7010	150.00
G0007006	10/27/97	GAYBRO	Gaylord Brothers	0172082000	I0011999	01	362100	540130	2010	65.39
G0007007	10/27/97	GLOCOM	Global Computer Supplies	37277135	I0012307	01	369000	540110	8080	179.35
G0007008	10/27/97	GRAIN	Grainger	970-561082-3	I0012155	02	541000	540140	7010	63.04
G0007009	10/27/97	GRELAK	Great Lakes Airgas Inc	897188	I0012311	01	352100	530400	1040	8.70
				897187	I0012484	01	333200	540120	1030	4.45
									CHECK TOTAL	13.15
G0007010	10/27/97	GRUTRU	Grummert's True Value	092301-0012	I0011975	101010	461401	590900	6090	18.03
				092601-0022	I0012141	02	541000	540140	7010	34.86
				093002-0025	I0012152	02	541000	540140	7010	50.34
									CHECK TOTAL	103.23
G0007011	10/27/97	HARCOMM	Harris Communications	9724735	I0012113	050110	343100	540120	4010	138.75
G0007012	10/27/97	HASOFF1	Haskells Office City	C006948	I0011946	01	430100	540110	3040	8.49

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			NAME	VENDOR'S	INTERNAL						
G0007012	10/27/97	HASOFFI	Haskells Office City	A010472	I0011948	01	430100	540110	3040	330.00	
				C006950	I0011949	01	311000	540110	8010	124.09	
				316065	I0012126	01	520100	540110	8020	169.00	
				316477	I0012296	01	352400	540110	1040	145.30	
				315948	I0012301	01	326000	540120	1050	369.00	
				B005798	I0012465	01	352400	540110	1040	69.25	
										CHECK TOTAL	1,215.13
G0007013	10/27/97	HECBIN	Heckman Bindery, Inc	1035266	I0011825	01	110000	540110	8050	44.60	
G0007014	10/27/97	HERMUS	Heritage Music Center Inc	2766	I0012303	050600	460701	540900	6050	64.16	
G0007015	10/27/97	HEWPAC	Hewlett-Packard	2648-06707-00B	I0011797	12	130907			1,935.96	
				80V3Y49	I0011947	01	369000	540420	8080	253.00	
				93H3Y45	I0011964	01	369000	540420	8080	647.00	
				55E3A95	I0012306	01	369000	540420	8080	253.00	
				66Q3A08	I0012445	01	369000	540420	8080	647.00	
G0007016	10/27/97	ICISP	ICISP Program	EXCHANGE PROG	I0012158	01	314000	550100	1090	50.00	
G0007017	10/27/97	ILLTRO	Illini Trophy	9-12-97	I0012020	01	369000	540110	8080	18.00	
				9/24/97	I0012457	050130	345400	540600	4090	94.20	
										CHECK TOTAL	112.20

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				VENDOR'S	INTERNAL					
G0007018	10/27/97	ICCET	Illinois Council on Continuing	DUES	I0011986	01	341000	540600	2080	100.00
G0007019	10/27/97	ILLRES	Illinois Resource Development	007	I0012127	01	212100	550100	8030	110.00
G0007020	10/27/97	IMAGE	Imageware	2091001	I0012107	01	363200	540410	2020	450.00
G0007021	10/27/97	IMAOFF	Imaging Office Systems of Illi	111393	I0012165	01	420000	540110	3010	1,181.11
G0007022	10/27/97	IMC	Interactive Media Communicatio	EQUIP USAGE	I0011978	050130	345100	540120	4020	880.00
G0007023	10/27/97	INTERG	Intergraph Corporation	222056	I0012137	01	369000	540110	8080	127.00
G0007024	10/27/97	INTBUS	International Business Machine	014231A	I0012003	12		130907		2,594.48
				01364A	I0012004	12		130907		807.80
				0705093	I0012468	01	369000	540420	8080	4,086.00
								CHECK TOTAL		7,488.28
G0007025	10/27/97	IEHA	International Exec Housekeeper	1375	I0012160	050130	345300	540120	4020	392.00
G0007026	10/27/97	INTPUB	Intertec Publishing Corporatio	2 YR SUBSCR	I0011814	01	212100	540600	8030	130.00
G0007027	10/27/97	JNODOE	JNO V. Doehren	123493	I0011941	01	352500	540120	1040	361.24
				121712	I0011942	01	352500	540120	1040	102.52
								CHECK TOTAL		463.76
G0007028	10/27/97	JOHSUP	Johnstone Supply	555077	I0012134	12	544000	540190	7040	236.35
				554205	I0012136	12	544000	540190	7040	47.27
								CHECK TOTAL		283.62

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		NAME	VENDOR'S INTERNAL								
G0007029	10/27/97	JOSTE	Josten's Inc	504033	I0012006	01	418000	540190	3090		278.47
G0007030	10/27/97	KAHLO	Kahlon Inc	11558	I0011944	12			130907		112.00
				11659	I0012018	12			130907		209.00
				11586	I0012117	01	322200	540120	1010		214.00
				11660	I0012163	12			130907		509.00
				11800-A	I0012170	12			130907		580.00
									CHECK TOTAL		1,624.00
G0007031	10/27/97	KENSTA	Kent State University	062551A	I0012483	01	322800	540120	1010		86.64
G0007032	10/27/97	KLARAD	Klaus Radio Inc	70720	I0012288	12			130907		5,014.32
				REPAIRS	I0012335	01	363200	530400	2020		149.93
				73407	I0012490	01	335400	540120	1010		383.67
									CHECK TOTAL		5,547.92
G0007033	10/27/97	KMART	Kmart	9-11-97	I0011806	02	542000	540140	7020		121.71
				9/24/97	I0011985	02	542000	540140	7020		23.97
									CHECK TOTAL		145.68
G0007034	10/27/97	LIBCOR	Library Corporation	97110050	I0012357	01	362100	540600	2010		1,690.00
G0007035	10/27/97	LIFCOR	Lifecare Corporate Headquarter	170561	I0012313	01	352200	540120	1040		42.25
G0007036	10/27/97	LIPRAV	Lippincott-Raven Publishers	RENEWAL	I0011815	01	351000	540600	1040		61.95

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		VENDOR'S	INTERNAL							
G0007037	10/27/97	LUCTEC	Lucent Technologies	31350110	I0011827	01	520100	540900	8020	7.00
G0007038	10/27/97	LUCTEC	Lucent Technologies	31378983	I0011961	01	520100	540900	8020	33.00
G0007039	10/27/97	LUNDG	Lundgren's Inc	9/16 & 24	I0012377	01	212300	540110	2090	66.56
				321255	I0012393	050600	461200	540900	6050	114.38
									CHECK TOTAL	180.94
G0007040	10/27/97	MACPUB	Macmillan Publishing	18496764	I0012008	050110	343100	540120	4010	113.86
						050130	345100	540120	4020	113.86
									INVOICE TOTAL	227.72
				18481919	I0012011	050110	343100	540120	4010	265.27
				18-55-5837	I0012477	050130	345100	540120	4020	448.49
				18-56-3649	I0012482	050130	345100	540120	4020	262.48
						050110	343100	540120	4010	262.49
									INVOICE TOTAL	524.97
									CHECK TOTAL	1,466.45
G0007041	10/27/97	MAIPRO	Maintenance Products, Inc	00242012	I0012153	02	541000	540140	7010	494.69
G0007042	10/27/97	MAULOC	Mautino's Locker Room	42330	I0012476	050600	460201	540120	6050	1,020.00
G0007043	10/27/97	MCMCAR	McMaster Carr Supply Company	1986826	I0012142	02	541000	540140	7010	36.32
				1945498	I0012143	02	541000	540140	7010	111.74
									CHECK TOTAL	148.06

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		NAME	VENDOR'S INTERNAL	INTERNAL						
G0007044	10/27/97	MEDPLA	Medical Plastics Lab, Inc	69753	I0011939	12		130907		119.92
G0007045	10/27/97		Voided Check							
G0007046	10/27/97	MENAR	Menards	5703	I0011805	02	542000	540140	7020	107.96
				1959	I0011820	02	541000	540140	7010	60.00
				7525	I0011936	050600	460701	540900	6050	134.70
				7523	I0011937	050600	460701	540900	6050	212.69
				5684	I0011974	101010	461401	590900	6090	38.26
				7793	I0011987	02	542000	540140	7020	87.61
				7626	I0011988	02	543000	540140	7030	6.96
				7850	I0012017	050600	460701	540900	6050	13.90
				7718	I0012019	050600	460701	540900	6050	7.40
				7549	I0012120	050600	460701	540900	6050	204.61
				10304	I0012291	050600	460701	540900	6050	93.70
				9997	I0012293	050600	460701	540900	6050	84.64
				10152	I0012295	050600	460701	540900	6050	8.21
				9962	I0012356	02	541000	540140	7010	87.80
						050600	460204	540120	6050	7.36
									INVOICE TOTAL	95.16
				10312	I0012378	12	544000	540190	7040	83.51
				9326	I0012485	050600	460701	540900	6050	121.60
				7896	I0012487	050600	460701	540900	6050	36.19
				9833/9830CM	I0012489	050600	460701	540900	6050	294.45
				11167	I0012491	050600	460701	540900	6050	43.72
									CHECK TOTAL	1,735.27

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		NUMBER	NAME	VENDOR'S	INTERNAL					
G0007047	10/27/97	MERBAN	Mercantile Bank of Sterling	11/1/97	I0011994	04	512040	560300	8020	264,637.00
						04	512040	560400	8020	5,941.10
										INVOICE TOTAL
										270,578.10
G0007048	10/27/97	MINIT	MINITAB, Inc	55399	I0012446	01	369000	540420	8080	1,050.00
G0007049	10/27/97	MONIND	Monarch Industrial Inc	37134	I0012154	02	541000	540140	7010	15.14
G0007050	10/27/97	MONKON	Montgomery Kone Inc	557071	I0012452	02	541000	530400	7010	585.91
G0007051	10/27/97	MORSER	Morgan Services Inc.	16755	I0012114	02	542000	530400	7020	110.60
				20751	I0012135	02	542000	530400	7020	110.60
										CHECK TOTAL
										221.20
G0007052	10/27/97	MOTBRO	Mott Bros Company	4096780	I0012447	03	548000	540410	7090	537.37
G0007053	10/27/97	MOUELE	ouser Electronics	22921669	I0011955	01	333100	540120	1030	11.83
				22921620	I0011957	01	333100	540120	1030	55.91
										CHECK TOTAL
										67.74
G0007054	10/27/97	MYRON	Myron L Company	8392	I0011816	02	541000	530400	7010	116.33
G0007055	10/27/97	NALCHE	Nalco Chemical Company	IK671	I0012166	02	541000	540140	7010	779.52
				I2871	I0012453	02	541000	540140	7010	1,860.86
										CHECK TOTAL
										2,640.38
G0007056	10/27/97	NAPAUT	Napa Auto Parts -	10/8	I0012385	02	543000	540140	7030	47.84

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		NUMBER	NAME	VENDOR'S	INTERNAL					
G0007057	10/27/97	NCMPR	Nat'l Council for Marketing	MR9798-223	I0011864	01	212100	540600	8030	250.00
G0007058	10/27/97	NATCOM	National Computer Systems, Inc	300045	I0011799	01	430100	540110	3040	26.06
G0007059	10/27/97	NCRD	National Council for Resource	9/29/97	I0012472	01	212100	550100	8030	75.00
						01	212100	550100	8030	300.00
						01	212100	540600	8030	140.00
										INVOICE TOTAL
										515.00
G0007060	10/27/97	NEWTRI	News-Tri Tribune	136149-1	I0012159	01	513000	550400	8060	108.85
G0007061	10/27/97	NEWSW	Newsweek	SUBSCRIPTIONS	I0012287	01	326000	540120	1050	877.80
G0007062	10/27/97	NEXOFF	Nexus Office Systems, Inc	KB1706	I0011803	12				110.00
G0007063	10/27/97	NORILL	Northern Illinois Gas Company	1297-9-24-97	I0012105	02	545000	570100	7060	72.94
				9500 9/24/97	I0012171	02	545000	570100	7060	1,609.60
				9/24/97	I0012316	02	545000	570100	7060	13.77
				9500-10/6/97	I0012449	02	545000	570100	7060	1,592.20
										CHECK TOTAL
										3,288.51
G0007064	10/27/97	OREASS	O'Reilly & Associates, Inc	979757	I0012178	01	363200	540410	2020	281.89
G0007065	10/27/97	PAPDIR	Paper Direct Inc	30957539	I0012112	01	341000	540110	2080	93.85
G0007066	10/27/97	PARCOL	Parkland College	FALL CHARGEBACK	I0011992	01	521000	590300	9030	8,705.58
G0007067	10/27/97	PEOPRO	Peoria Production Shop	0013073-IN	I0012294	01	352300	540120	1040	229.83

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				VENDOR'S	INTERNAL					
G0007068	10/27/97	PETOFF	Peterson Office Service Inc	1786	I0011990	01	212100	530200	8030	62.56
					74569		I0011995	01	369000	540110
									CHECK TOTAL	125.12
G0007069	10/27/97	PLSBOO	PLS Bookstore	10649	I0012100	01	342100	540120	1010	85.32
G0007070	10/27/97	POPELE	Popular Electronics	2 YR SUBSCR	I0011824	01	333100	540600	1030	37.90
G0007071	10/27/97	PORCAM	Porter's Camera Store, Inc	97-0915644	I0012022	01	363200	540410	2020	139.30
G0007072	10/27/97	PRYRES	Pryor Resources, Inc	12/5 REG	I0012285	050130	345400	550100	4090	195.00
G0007073	10/27/97	PUBBRO	Public Broadcasting Service	9/25/97	I0012095	01	212100	530400	8030	400.00
G0007074	10/27/97	QUACIT	Quad-City Times	88012-7	I0012128	01	513000	550400	8060	153.14
				181986-1	I0012130	01	513000	550400	8060	
									CHECK TOTAL	274.04
G0007075	10/27/97	QUILL	Quill Corporation	4336901	I0011822	050130	345100	540120	4020	2.50
				4294398	I0011826	02	546000	540110	7080	
						02	543000	540140	7030	85.56
									INVOICE TOTAL	131.15
				4507803	I0011828	050130	345100	540120	4020	194.42
				4641686	I0012007	050130	345100	540120	4020	6.49
				4599335	I0012125	01	341000	540110	2080	103.75
						050130	345400	540110	4090	103.74
									INVOICE TOTAL	207.49

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				VENDOR'S	INTERNAL						
G0007075	10/27/97	QUILL	Quill Corporation	4694972	I0012132	02	546000	540110	7080	3010	144.58
				4693229	I0012176	01					63.76
										CHECK TOTAL	750.39
G0007076	10/27/97	RCSMI	R C Smith Transportation	5308	I0012157	050600	460204	550900	6050		84.62
G0007077	10/27/97	RGRA	R-Graphics	317629	I0012097	050300	212200	540810	6090		433.18
				315182	I0012473	050300	212200	540810	6090		433.18
										CHECK TOTAL	866.36
G0007078	10/27/97	RADRAN	Radio Ranch Inc	11369	I0012156	12	544000	530400	7040		65.00
G0007079	10/27/97	REEREF	Reed Reference Publishing	671478	I0012361	01	362100	540500	2010		533.66
				013441	I0012362	01	362100	540500	2010		376.05
										CHECK TOTAL	909.71
G0007080	10/27/97	RELIA	Reliable	RVB50400	I0012101	01	441100	540110	3020		58.65
G0007081	10/27/97	ROCNEW	Rochelle Newspaper	13911	I0012355	01	513000	550400	8060		66.25
G0007082	10/27/97	ROCFAL	Rock Falls Chamber of Commerce	SUPPER TICKETS	I0011823	050130	345400	550100	4090		20.00
G0007083	10/27/97	ROCRIV	Rock River Business Supplies I	69990-0	I0012106	01	352500	540120	1040		284.40
G0007084	10/27/97	ROCRIVG	Rock River Guidance	ULLRICK DUES	I0012275	01	420000	540110	3010		5.00
G0007085	10/27/97	ROCRIVO	Rock River Office City	70797-0	I0012280	12				130907	358.82

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		NUMBER	NAME	VENDOR'S	INTERNAL					
G0007086	10/27/97	ROCRIV2	Rock River Provision Co	2-26-086	I0012177	050600	460500	540900	6050	74.35
G0007087	10/27/97	ROCREG	Rockford Register Star	711311	I0012129	01	513000	550400	8060	215.00
G0007088	10/27/97	SANSPO	Santo Sport Store	14649	I0012179	050600	460305	540120	6050	103.82
				14650	I0012467	050600	460303	540120	6050	74.84
									CHECK TOTAL	178.66
G0007089	10/27/97	SAUVALN	Sauk Valley Newspapers	9/2/97	I0011836	01	110000	540700	8050	31.60
				LEGAL 8/28	I0011950	01	110000	540700	8050	44.24
				8/30/97 RECRUIT	I0012023	01	513000	550400	8060	119.35
				8/31/97	I0012167	01	212100	540700	8030	5,039.67
				9/30/97	I0012318	01	212100	540700	8030	119.30
				FLIGHT SCHOOL A	I0012330	050110	343100	540700	4010	143.16
									CHECK TOTAL	5,497.32
G0007090	10/27/97	SBMBUS	SBM Business Equipment Center	104135	I0012267	12		130907		127.05
G0007091	10/27/97	SCTSOF	SCT Software & Resource Mgmt C	01-016491000-22	I0012353	01	513000	580903	8060	1,386.35
G0007092	10/27/97	SHAPRE	Shawver Press Inc	257	I0012119	01	322100	540120	1010	41.45
				268	I0012175	01	420000	540110	3010	41.33
				9/11/97	I0012305	050300	212200	540810	6090	104.00
									CHECK TOTAL	186.78

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		NUMBER	NAME	VENDOR'S	INTERNAL						
G0007093	10/27/97	SIMSCH	Simon & Schuster	8441364	10011998	01	362100	540500	2010		310.00
G0007094	10/27/97	SPRPUB	Sprint Publishing Co	3592	10011829	01	520100	540900	8020		53.58
G0007095	10/27/97	STASTR	State Street Bank & Trust Comp	INTEREST	10011993	04	512040	560400	8020		357,718.76
G0007096	10/27/97	STEDEV	Stewart Beverage Corp	3528	10012331	050600	460500	540900	6050		170.00
G0007097	10/27/97	STESEC	Stewart Security	32732	10011962	12	544000	530900	7040		760.00
				32803	10012168	12	544000	530900	7040		1,063.00
				32919	10012454	12	544000	530900	7040		760.00
										CHECK TOTAL	2,583.00
G0007098	10/27/97	SWAFLO	Swartleys Florist	1105	10012281	01	211000	550900	8010		35.00
G0007099	10/27/97	TSSPO	T's Sports	4851	10011951	050600	460305	540120	6050		76.00
				4867	10012475	050600	460301	540120	6050		1,014.00
										CHECK TOTAL	1,090.00
G0007100	10/27/97	TECAID	Techno-Aide Mfg Co, Inc	196961	10012174	01	352500	540110	1040		188.23
G0007101	10/27/97	TEMSP0	Temple's Sporting Goods	60267	10011997	050600	460204	540120	6050		136.00
				S 60266	10012121	050600	460204	540120	6050		158.75
				60292	10012286	050600	460204	540120	6050		1,615.00
				S60429	10012474	050600	460204	540120	6050		571.27
										CHECK TOTAL	2,481.02

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			VENDOR'S	INTERNAL						
G0007102	10/27/97	HISOUT	The Hispanic Outlook in Higher	0919-2415	I0012024	01	513000	550400	8060	465.00
G0007103	10/27/97	TONTEC	Toner Tech Plus	432	I0011810	01	369000	540110	8080	490.60
				431	I0011971	051100	520400	540810	6090	519.00
				443	I0012277	01	369000	540110	8080	904.25
									CHECK TOTAL	1,913.85
G0007104	10/27/97	TRICOU	Tri-County Press	1 YR SUBSCR	I0011821	01	212100	540600	8030	21.00
G0007105	10/27/97	TRIC	Triple C, Inc	002179	I0011968	01	530010	550900	8040	1,271.15
G0007106	10/27/97	TURSIG	Turnroth Sign Co, Inc	97670	I0012162	13	512130	580200	8020	2,332.00
G0007107	10/27/97	USFIL	U S Filter Corporation	0936416	I0011819	01	352100	540120	1040	118.00
G0007108	10/27/97	UMI	UMI	97194245	I0012360	01	362100	540600	2010	2,392.59
G0007109	10/27/97		Voided Check							
G0007110	10/27/97	UNICOM	Unique Computer	41709	I0011801	12				38.00
				41672	I0011809	01	369000	540110	8080	144.95
				41656 S	I0011958	01	335200	540120	1010	49.95
				41655 S	I0011959	01	335100	540120	1010	149.85
				41682 S	I0011965	050130	345400	580510	4090	2,270.00
						050130	345400	580510	4090	748.00
									INVOICE TOTAL	3,018.00
				41832	I0012000	12				168.00
				41751 S	I0012021	01	363200	540410	2020	299.90

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK AMOUNT	
		NUMBER	NAME	VENDOR'S	INTERNAL						
G0007110	10/27/97	UNICOM	Unique Computer	41640 SA	10012094	050130 01	345400 341000	540110 540110	4090 2080	99.00 199.00	
										INVOICE TOTAL	298.00
				41752 S	I0012115	01		130904		99.00	
				41833 S	I0012118	01	322800	540120	1010	49.95	
				42019	I0012269	01	369000	540110	8080	75.00	
				42023	I0012270	12		130907		109.00	
				42020	I0012271	12		130907		249.00	
				42021	I0012272	12		130907		249.00	
				42022	I0012274	12		130907		109.00	
				42048 S	I0012308	01	369000	540110	8080	230.95	
				42143	I0012387	01	369000	540110	8080	178.00	
				42144	I0012388	01	369000	540110	8080	65.00	
				42069	I0012389	01	369000	540110	8080	89.00	
				42138	I0012390	01	369000	540110	8080	65.00	
				42070	I0012392	12		130907		129.00	
				41750 S	I0012444	01	513000	580903	8060	1,936.00	
				41747 S	I0012450	051500	368000	580610	6090	6,705.00	
				42068 S	I0012478	01	324800	540120	1010	49.95	
										CHECK TOTAL	14,554.50
G0007111	10/27/97	UNISO	Unisource	072583 00	I0012464	050300	212200	540810	6090	1,901.20	
				135146 00	I0012466	050300	212200	540810	6090	645.54	
										CHECK TOTAL	2,546.74

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CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL					
G0007112	10/27/97	UNIPAR	United Parcel Service	618479-367	I0012013	01	513000	540430	8060	60.24
				618479-407A	I0012366	01	513000	540430	8060	116.40
									CHECK TOTAL	176.64
G0007113	10/27/97	UNIILL	University of Illinois	VITAL STATS	I0011808	12	367000	540600	8060	40.00
G0007114	10/27/97	USPOS	US Postmaster	OCTOBER 97	I0012169	01	513000	540430	8060	3,000.00
G0007115	10/27/97	VONIND	Vonachen Industrial Supplies	093190	I0011831	02	542000	540140	7020	138.46
				094421	I0011954	02	542000	540140	7020	118.21
				099297	I0012103	02	542000	540140	7020	11.88
				099035	I0012108	02	542000	540140	7020	426.74
				002313	I0012133	02	542000	540140	7020	98.91
G0007116	10/27/97	WALLC	Wallcur, Inc	27747	I0012297	01	352200	540120	1040	68.69
G0007117	10/27/97	WARMUR	Ward, Murray, Pace, & Johnson,	648001	I0012138	01	110000	530500	8050	320.50
				614005	I0012139	12	512120	530500	8020	335.00
				614006	I0012140	12	512120	530500	8020	45.00
				662003	I0012326	01	110000	530500	8050	845.50
				662004	I0012327	12	512120	530500	8020	610.00
G0007118	10/27/97	328423343	Warrenfeltz, Roger	OCTOBER	I0012109	02	541000	530400	7010	400.00

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER		INVOICE NUMBER			FUND	ORGN	ACCT	PROG	CHECK AMOUNT
		NUMBER	NAME	VENDOR'S	INTERNAL						
G0007119	10/27/97	WESPUB	West Publishing Company	97136301	I0012337	01	362100	540500	2010		93.50
				97677295	I0012338	01	362100	540500	2010		128.50
										CHECK TOTAL	222.00
G0007120	10/27/97	WHOPER	Whole Person Associates	673893	I0012016	01	441100	540120	3020		28.95
G0007121	10/27/97	WILLOW	Wilkins-Lowe and Company	11954	I0012324	12	512120	520200	8020		8,553.00
				MISC PREMIUMS	I0012325	12	512120	560700	8020		11,578.00
										CHECK TOTAL	20,131.00
G0007122	10/27/97	WISTUR	Wisconsin Turf Equipment Corp	652650	I0011969	03	548000	540140	7090		864.00
				653030	I0012161	02	543000	530400	7030		1,125.51
										CHECK TOTAL	1,989.51
G0007123	10/27/97	WIXFM	WIXN FM - WIXN AM	90947	I0012486	01	212100	540700	8030		310.00
G0007124	10/27/97	WNSPUB	WNS Pub. News-Sentinel/The Rev	283	I0012268	050110	343100	540700	4010		114.45
G0007125	10/27/97	WOMBAS	Women's Basketball Coaches Ass	372	I0012015	050600	460301	540120	6050		75.00
G0007126	10/27/97	WSDAM	WSDR-AM	9/28/97 128	I0012471	01	212100	540700	8030		550.00
G0007127	10/27/97	WSSFM	WSSQ-FM	9/28/97 128	I0012469	01	212100	540700	8030		500.00
G0007128	10/27/97	WZZFM	WZZT-FM	9/28/97 826	I0012470	01	212100	540700	8030		750.00
G0007129	10/27/97	XEROX	Xerox Corporation	162750223	I0011798	12		130907			1,548.47

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		NAME	VENDOR'S INTERNAL	INTERNAL							
G0007129	10/27/97	XEROX	Xerox Corporation	NOV PAYMENT	I0012283	050200	280200			516.67	
						050200	362200	560400	6090		
									INVOICE TOTAL	594.11	
				NOVEMBER	I0012284	050200	280200			130.03	
						050200	362200	560400	6090		20.23
									INVOICE TOTAL	150.26	
				162827591	I0012359	050200	362200	540810	6090		2,465.00
									CHECK TOTAL	4,757.84	
G0007130	10/27/97	YOUREF	Youngren's Refrigeration Inc	14653	I0011983	02	541000	530400	7010		70.50
					14626	I0012146	01	352100	530400	1040	
									CHECK TOTAL	141.00	
									BANK TOTAL	3,030,731.68	

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CHECK NUMBER	DATE	NUMBER	PAYEE/VENDOR NAME	<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL					
Q0002840	09/19/97	ABBLAK	Abbey on Lake Geneva	MAEOPP CONF	I0011785	063011	451000	550100	3020	728.58
Q0002841	09/19/97	CARBIO	Carolina Biological Supply Co	OE 912259A	I0011734	062022	336102	580620	1090	672.32
Q0002842	09/19/97	CONMAN	Consolidated Management Co	85547A	I0011733	062010	328200	550100	1050	66.00
Q0002843	09/19/97	LANAME	LANTECH of America	PFEIFER/MEGILL	I0011786	062022	336102	550100	1090	1,390.00
Q0002844	09/19/97	MAEOPP	MAEOPP	CONF REG	I0011727	063011	451000	550100	3020	350.00
Q0002845	09/19/97	MAEOPP	MAEOPP	CONF REG JARROW	I0011728	063011	451000	550100	3020	270.00
Q0002846	09/19/97	337702074	Minson, Charla		I0011732	063011	451000	550100	3020	44.10
Q0002847	09/19/97	334664564	Poore, Allison		I0011730	063011	451000	550100	3020	301.30
Q0002848	09/19/97	351742138	Simpson, Tracey A.		I0011731	062023	417000	550100	3020	28.35
Q0002849	09/19/97	UNICOM	Unique Computer	41657 S	I0011729	062050	347200	540110	4090	128.79

===== BANK TOTAL =====

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CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER		NAME	VENDOR'S INTERNAL	INVOICE NUMBER INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
Q0002852	09/26/97	AACC	AACC			10011837	062073	336300	540120	1020	30.00
Q0002853	09/26/97	BLAHAW	Black Hawk College		9/10/97	10011868	062032	366000	570600	1030	2,136.44
Q0002854	09/26/97	CSSAL CESAL	C & S Sales C & E Sales		68180	10011869	062022	336102	580620	1090	530.00
Q0002855	09/26/97	331348325	Kelly, Gerald		UNIV OF IL	10011857	063011	451000	550900	3020	100.00
					U OF I	10011859	063011	451000	550900	3020	121.28
										CHECK TOTAL	221.28
Q0002856	09/26/97	LANAME	LANTECH of America		10-1/3-97	10011934	062022	336102	550100	1090	1,434.00
Q0002857	09/26/97	NTCCON	NTC/Contemporary Publishing Co	80345536		10011865	063041	329300	540120	1060	303.29
Q0002858	09/26/97	SPRIN	SPRINT		9/16/97	10011874	062050	347200	570500	4090	85.76
Q0002859	09/26/97	STAUNI	State Universities Retirement	9/30/97		10011873	063020	336400	529990	1030	101.61
							063011	451000	529990	3020	290.89
							062050	347200	529990	4090	66.73
										INVOICE TOTAL	459.23
Q0002860	09/26/97	345407966	West, Charles C. void # 2861-2864			10011932	062022	336102	550100	1090	329.21
Q0002865	10/03/97	ARMMED	Armstrong Medical		0596888	10012025	062022	336102	580620	1090	600.47
Q0002866	10/03/97	349244872	Hall, Zollie W.			10012045	062073	336300	550100	1020	186.00
Q0002867	10/03/97	331348325	Kelly, Gerald		STIPEND	10012056	063011	451000	550900	3020	75.00
						10012058	063011	451000	550900	3020	39.06
										CHECK TOTAL	114.06

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL					
Q0002868	10/03/97	337702074	Minson, Charla	I0012046	063011	451000	550900	3020		21.37
				I0012047	063011	451000	550900	3020		48.00
									CHECK TOTAL	69.37
Q0002869	10/03/97	342385802	Nelson, John D.	I0012049	062050	347200	550100	4090		375.79
Q0002870	10/03/97	PEOCIV	Peoria Civic Center	STOMP	I0012061	063011	451000	550900	3020	728.00
Q0002871	10/03/97	RCPRI	RC Printing of Northwestern Il	I0012053	063011	451000	540200	3020		110.00
Q0002872	10/03/97	RELIA	Reliable	RVB45600	I0012065	063011	451000	540110	3020	81.39
Q0002873	10/03/97	SENC0	SENCORE	311668	I0012026	062022	336102	580620	1090	895.00
Q0002874	10/03/97	351742138	Simpson, Tracey A.	I0012063	062023	417000	550100	3020		112.45
Q0002875	10/03/97	TRUCLU	The Trumpet Club	25920920	I0012064	062060	329100	540120	1060	19.00
Void # 2876 - 2879										
Q0002880	10/10/97	345386726	Armstrong, Carol	10/8 TRAVEL	I0012234	062073	336300	550100	1020	14.18
Q0002881	10/10/97	330361842	Bracken, Diane	10/8 TRAVEL	I0012232	062073	336300	550100	1020	6.30
Q0002882	10/10/97	482803780	Bumsted, Jeff	10/8 TRAVEL	I0012230	062073	336300	550100	1020	11.34
Q0002883	10/10/97	CICNET	CICNET	0001599	I0012181	062032	366000	570600	1030	5,985.00
Q0002884	10/10/97	323285487	Hall, Doris	10/3/97 TRAVEL	I0012249	063020	336400	550100	1030	15.75
Q0002885	10/10/97	532807714	Hammack, Jim	10/8 TRAVEL	I0012227	062073	336300	550100	1020	6.30

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				VENDOR'S	INTERNAL					
Q0002886	10/10/97	337604956	Hurd, Mary Ann	10/8 TRAVEL	I0012235	062073	336300	550100	1020	5.04
Q0002887	10/10/97	322409695	Lange, Marilyn	10/8 TRAVEL	I0012228	062073	336300	550100	1020	17.01
Q0002888	10/10/97	472507439	Lindahl, Sharon	10/8 TRAVEL	I0012231	062073	336300	550100	1020	21.42
Q0002889	10/10/97	387425717	Lipscomb, Lyle	10/8 TRAVEL	I0012236	062073	336300	550100	1020	13.67
Q0002890	10/10/97	333443764	Mathey, Barbara	10/8 TRAVEL	I0012229	062073	336300	550100	1020	24.57
Q0002891	10/10/97	354425235	Pfeifer, Alan	10/1-3 TRAVEL	I0012237	062022	336102	550100	1090	119.91
Q0002892	10/10/97	SHAPRE	Shawver Press Inc	09/19/97	I0012182	063011	451000	540110	3020	129.92
Q0002893	10/10/97	STAUNI	State Universities Retirement	10/15/97 PR	I0012226	063020 063011 062050	336400 451000 347200	529990 529990 529990	1030 3020 4090	101.61 290.89 66.73
									INVOICE TOTAL	459.23
Q0002894	10/10/97	322323721	Stevens, Shirley A.	7-9 INDIST TRAV	I0012180	063042	329400	540190	1060	32.10
			Void # 2895-2898							
Q0002899	10/17/97	DELSYS	Delta Systems Co, Inc	280693	I0012319	063042	329400	540120	1060	449.68
Q0002900	10/17/97	350466006	Hahne, Connie	10/8/97	I0012322	062073	336300	550100	1020	26.78
Q0002901	10/17/97	STEVAU	Steck-Vaughn Company	11875221	I0012320	063042	329400	540120	1060	85.56
Q0002902	10/17/97	THOCOM	Thomson Community Unit School	CLAIM 1	I0012343	063030	336500	590900	1030	267.92
Q0002903	10/17/97	UPSTA	Upstart	4750439-001A	I0012321	063042	329400	540120	1060	24.64
									BANK TOTAL	20,516.50

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
09/03/97	C/D	CHK5826	CONSOLIDATED FREIGHT 549.01 Textbook Transportation 111.00 Cash in Bank	43.43	43.43
09/03/97	C/D	CHK5827	CHAWVER PRESS 540.00 General Materials & Supplies 111.00 Cash in Bank	153.13	153.13
09/03/97	C/D	CHK5828	MAC WAREHOUSE 548.22 Discount Computer Purchases 111.00 Cash in Bank	256.20	256.20
09/03/97	C/D	CHK5829	VOID 111.00 Cash in Bank	0.00	
09/03/97	C/D	CHK5830	KIN LOUIE INT'L INC 548.03 Miscellaneous Purchases 111.00 Cash in Bank	144.00	144.00
09/05/97	C/D	CHK5831	ATLAS PEN & PENCIL 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	288.50 9.95 298.45	
09/11/97	C/D	CHK5832	CONSOLIDATED FREIGHTWAYS 549.01 Textbook Transportation 111.00 Cash in Bank	141.62	141.62
09/11/97	C/D	CHK5833	K & R EXPRESS SYSTEMS 549.01 Textbook Transportation 111.00 Cash in Bank	201.36	201.86
09/11/97	C/D	CHK5834	PRESTON TRUCKING CO 549.01 Textbook Transportation 111.00 Cash in Bank	47.94	47.94
09/16/97	C/D	CHK5835	ILL DEPART REVENUE 235.00 Accrued Sales Tax Payable 111.00 Cash in Bank	14,350.00	14,350.00
09/17/97	C/D	CHK5836	ADDISON WESLEY 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	2,057.30 6.32 2,064.12	
09/17/97	C/D	CHK5837	AMERICAN TECH 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	1,073.68 31.01 1,109.69	
09/17/97	C/D	CHK5838	ANDERSON PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	33.52 5.89 39.41	

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09/17/97	C/D	CHK5839	EDUCATIONAL FOUNDATION 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	16.00 10.75 26.75	
09/17/97	C/D	CHK5840	HARCOURT BRACE 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	210.00 4.59 214.59	
09/17/97	C/D	CHK5841	HARCOURT BRACE 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	1,279.50 32.15 1,311.65	
09/17/97	C/D	CHK5842	HARPER COLLINS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	2.79 3.64 6.43	
09/17/97	C/D	CHK5843	HOUGHTON MIFFLIN CO 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	4,105.92 93.76 4,199.68	
09/17/97	C/D	CHK5844	INGRAM BOOK CO 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	3.14 3.14	
09/17/97	C/D	CHK5845	ITP EDUCATION 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	19.59 5.50 25.09	
09/17/97	C/D	CHK5846	ITP EDUCATION 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	15,676.00 193.68 15,874.68	
09/17/97	C/D	CHK5847	LAB VOLT 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	912.00 28.97 940.97	
09/18/97	C/D	CHK5848	MAYFIELD 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	159.60 8.44 168.04	
09/18/97	C/D	CHK5849	MCGRAW HILL CO 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	11,219.70 31.28 11,250.98	

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09/18/97	C/D	CHK5850	MCGRAW HILL 543.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	3,273.73 82.14 3,355.87	
09/18/97	C/D	CHK5851	NACSCORP 548.01 Textbook Purchases 548.04 Paperback Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	1,042.86 27.16 32.51 1,100.53	
09/18/97	C/D	CHK5852	NEBRASKA BOOK 543.05 Used Book Purchases 549.05 Used Book Transportation 111.00 Cash in Bank	160.90 1.82 174.22	
09/18/97	C/D	CHK5853	PARKER HANNIFIN CORP 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	502.00 13.89 565.00	
09/18/97	C/D	CHK5854	FRACTICAL PSYCH PRESS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	178.50 42.50 221.00	
09/18/97	C/D	CHK5855	TECH DIRECTIONS BKS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	46.40 6.24 52.64	
09/18/97	C/D	CHK5856	PRENTICE HALL 548.01 Textbook Purchases 548.02 Supply Purchases 549.01 Textbook Transportation 549.02 Supply Transportation 111.00 Cash in Bank	10,171.20 334.30 162.32 5.53 10,673.85	
09/18/97	C/D	CHK5857	QUALITY COUNCIL INDIANA 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	800.00 32.00 832.00	
09/18/97	C/D	CHK5858	RANDOM HOUSE 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	183.75 5.28 189.03	
09/18/97	C/D	CHK5859	SCHROFF DEVELOP CORP 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	86.00 4.50 90.50	

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09/13/97	C/D	CHK5860	SPRINGHOUSE CORP 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	874.50 29.70 904.29	
09/18/97	C/D	CHK5860	CORRECTION 548.01 Textbook Purchases 543.04 Paperback Purchases 549.01 Textbook Transportation 549.04 Paperback Transportation	874.50 29.79	874.50 29.79
09/13/97	C/D	CHK5861	VRPS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	1,132.50 63.66 1,196.16	
09/18/97	C/D	CHK5862	WAVELAND PRESS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	93.56 4.60 98.16	
09/13/97	C/D	CHK5863	JOHN WILEY 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	2,330.00 65.24 2,395.24	
09/13/97	C/D	CHK5864	SVCC BOOKSTORE 113.06 Petty Cash -Buy Back 111.00 Cash in Bank	1,000.00 1,000.00	
09/13/97	C/D	CHK5865	CHANNEL BIND CORPORATION 548.02 Supply Purchases 549.02 Supply Transportation 111.00 Cash in Bank	512.50 29.49 541.99	
09/13/97	C/D	CHK5866	APPLE COMPUTER 548.22 Discount Computer Purchase 1,345.00 111.00 Cash in Bank	1,345.00 1,845.00	
09/13/97	C/D	CHK5867	CEREBELLUM 548.21 Computer Software Purchase 1,728.00 111.00 Cash in Bank	1,728.00 1,723.00	
09/18/97	C/D	CHK5868	COLLEGIATE STORES CORP 548.02 Supply Purchases 111.00 Cash in Bank	244.89 244.89	
09/18/97	C/D	CHK5869	COTE ASSOC 540.00 General Materials & Supplies 338.45 111.00 Cash in Bank	338.45 338.45	
09/18/97	C/D	CHK5870	SBM 540.00 General Materials & Supplies 150.00 111.00 Cash in Bank	150.00 150.00	

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
09/18/97	C/D	CHK5871	HASKELL'S		
			540.00 General Materials & Supplies	99.80	
			111.00 Cash in Bank		99.80
09/24/97	C/D	CHK5872	JOE RIECKE		
			452.01 Textbook Sales	214.65	
			452.07 Sales Tax Collected	13.41	
			111.00 Cash in Bank		228.06
09/24/97	C/D	CHK5873	PRESTON TRUCKING		
			549.01 Textbook Transportation	135.62	
			111.00 Cash in Bank		135.62
09/24/97	C/D	CHK5874	CONSOLIDATED FREIGHT		
			549.01 Textbook Transportation	210.00	
			111.00 Cash in Bank		210.00
09/24/97	C/D	CHK5875	FOR BARE FEET		
			548.03 Miscellaneous Purchases	326.55	
			549.03 Miscellaneous Transportation	6.95	
			111.00 Cash in Bank		333.50
09/24/97	C/D	CHK5876	DODGER INDUSTRIES		
			548.03 Miscellaneous Purchases	907.75	
			549.03 Miscellaneous Transportation	42.38	
			111.00 Cash in Bank		950.13
09/24/97	C/D	CHK5877	ENTEC		
			548.02 Supply Purchases	915.26	
			111.00 Cash in Bank		915.26
09/24/97	C/D	CHK5878	NACSCORP		
			540.00 General Materials & Supplies	10.53	
			111.00 Cash in Bank		10.53
09/24/97	C/D	CHK5879	DOUGLAS STEWART		
			548.02 Supply Purchases	202.31	
			548.21 Computer Software Purchase	2,257.98	
			111.00 Cash in Bank		3,250.29
09/24/97	C/D	CHK5880	PINE DECALS		
			590.00 Other Expenses	344.66	
			111.00 Cash in Bank		844.66
09/24/97	C/D	CHK5881	S A RICHARDS		
			548.02 Supply Purchases	82.80	
			549.02 Supply Transportation	11.76	
			111.00 Cash in Bank		94.56
09/24/97	C/D	CHK5882	U-TRAU		
			548.03 Miscellaneous Purchases	710.00	
			549.03 Miscellaneous Transportation	4.85	
			111.00 Cash in Bank		705.15

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
09/24/97	C/D	CHK5883	UPHILL/DOWN		
			548.02 Supply Purchases	54.90	
			548.03 Miscellaneous Purchases	906.10	
			549.02 Supply Transportation	2.20	
			549.03 Miscellaneous Transportation	34.83	
			111.00 Cash in Bank		998.08
09/24/97	C/D	CHK5884	WEINER'S LTD		
			548.03 Miscellaneous Purchases	58.60	
			111.00 Cash in Bank		58.60
09/24/97	C/D	CHK5885	WRITEK USA		
			548.02 Supply Purchases	33.75	
			111.00 Cash in Bank		33.75
			***** Report Total	\$90,034.55	\$90,034.55