

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

February 23, 1998

7:00 p.m.

- A. Call to Order**
- B. Roll Call**
- C. Communication from Visitors/Faculty Association**
- D. Consent Agenda**
 - 1. Approval of Minutes**
 - 2. Treasurer's Report**
 - 3. Bills Payable**
 - 4. Payrolls** **January 31, 1998** **\$152,103.15**
 February 15, 1998 **\$167,008.63**
 - 5. Budget Report**
 - 6. Health/Life Insurance Report**
 - 7. Workforce Councils**
 - 8. Obsolete Equipment**
 - 9. Request to Intervene**
- E. President's Report**
 - 1. Monthly Policy Reviews - 101.01, 102.01, 103.01**
 - 2. American High School Mathematics Association (attached)**
 - 3. Faculty Publication (attached)**
 - 4. Illinois Workplace Skills Test Results (attached)**
 - 5. Region IV Basketball Tournament**
 - 6. National-Louis University**
 - 7. Outstanding Faculty Member Award**
 - 8. Endowment Challenge Grant I** **\$990,440** **(-\$33,813)**
Endowment Challenge Grant II **\$976,347** **(-\$32,150)**
- F. Financial Reports and Actions**
 - 1. Tuition Increase**
 - 2. Internet Tuition**
 - 3. Tuition Installment Payment Processing Fee**

G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective negotiating matters)

H. Personnel

- 1. Faculty Term Appointments**
- 2. Faculty Continuing Appointments**
- 3. Faculty Promotions**
- 4. Faculty New Continuing Appointments (tenure)**
- 5. Part-time Instructors**
- 6. Collective Bargaining Team**
- 7. Fringe Benefits Policy Revision (419.01- I Sick Leave) First Reading**
- 8. Sabbatical Leave Request**

I. Reports

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

J. Adjournment

Board of Trustees Meetings

March 23, 1998

April 27, 1998

ICCTA Monthly Meetings

**March 13 and 14, 1998 Hilton Suites
at Oakbrook Terrace**

No meeting in April

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

February 23, 1998

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on February 23, 1998 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Edward Andersen	William Simpson
Robert Thompson	William Yemm
B.J. Wolf	Richard Groharing
Jennifer Leake	

Absent: Tom Jensen

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

Secretary Pro-tem: Due to the absence of Secretary Tom Jensen, Chair Groharing appointed Ed Andersen Secretary Pro-tem.

Consent Agenda: It was moved by Member Yemm and seconded by Member Andersen that the Board approve the Consent Agenda with the exception of Items 1 and 6. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Consent Agenda Items 1 and 6: It was moved by Member Yemm and seconded by Member Andersen that the January minutes (Item 1) indicate that the attorney present for that meeting was David Murray. After discussion on Item 6 - Health/Life Insurance Report it was moved by Member Wolf and seconded by Member Yemm that the Board approve the Health/Life Insurance Report as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

President's Report: President Behrendt reported that he had been asked by Gary Davis to make a presentation at a technology forum at the AACC Annual Meeting on April 27, the results of the American High School Mathematics Exam, the results of the Illinois Workplace Skills Test, that Associate Professor Edward Beatty will have his poems published in seven different publications this spring, that the Region IV Men's and Women's Basketball Tournament will be held at the College during the first week of March, that Judith Williamson has been chosen as Outstanding Faculty Member of the Year at Sauk, that National-Louis University has started classes on the Sauk campus, and that the balance in the Endowment Challenge Grant I Fund was \$990,440 (-\$33,813) and the balance in the Endowment Challenge Grant II Fund was \$976,347 (-\$32,150).

Tuition Installment Payment Processing Fee: Student Trustee Leake asked the Board to take action on Item F-3 before Item F-1. The Board then discussed Item F-3 in regard to a proposed tuition installment payment processing fee. It was moved by Member Yemm and seconded by Member Leake that the Board approve a tuition installment payment processing fee of \$10. In a roll call vote, the following was recorded: Ayes - Members Andersen, Simpson, Yemm, Wolf, and Groharing. Nays - Member Thompson. Student Trustee Leake advisory vote: aye.

Tuition Increase: It was moved by Member Simpson and seconded by Member Andersen that the Board approve a \$2 increase in tuition for FY99, effective with the 1998 summer session. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Internet Tuition: It was moved by Member Andersen and seconded by Member Yemm that the Board approve in-state Internet tuition for 1998-99 in the amount of \$46 per credit hour and out-of-state Internet tuition for 1998-99 in the amount of \$46 per credit hour plus the 1998-99 average ICCB reimbursement. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Closed Session: At 7:33 p.m. It was moved by Member Andersen and seconded by Member Thompson 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 8:25 p.m.

Faculty Term Appointments: It was moved by Member Andersen and seconded by Member Yemm that the Board approve the faculty term appointments as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Faculty Continuing Appointments: It was moved by Member Andersen and seconded by Member Wolf that the Board approve the list of faculty continuing appointments as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Faculty Promotions: It was moved by Member Wolf and seconded by Member Leake that the Board approve the following promotions:

Cindy Alfano	Assistant Professor to Associate Professor
Randall Bradshaw	Associate Professor to Professor
David Breen	Associate Professor to Professor
David Edelbach	Assistant Professor to Associate Professor
Ernie Etter	Assistant Professor to Associate Professor
Charla Minson	Instructor to Assistant Professor
Kris Murray	Instructor to Assistant Professor
Steve Nunez	Instructor to Assistant Professor
Stephanie Schreiner	Instructor to Assistant Professor

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

New Continuing Appointments (Tenure): It was moved by Member Yemm and seconded by Member Leake that the Board approve the new continuing appointments (tenure) as presented for the 1998-99 year. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

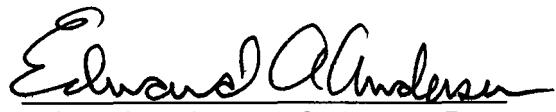
Part-time Instructors:	It was moved by Member Simpson and seconded by Member Thompson that the Board approve the part-time instructors as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.
Collective Bargaining Team:	It was moved by Member Simpson and seconded by Member Thompson that the Board appoint Vice Presidents Bradley, Gover, and Kerber, along with Attorney David Murray, as the Board Collective Bargaining team. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.
Fringe Benefit Policy Revision (419.01-I Sick Leave) First Reading	It was moved by Member Yemm and seconded by Member Andersen that the Board approve the attached revisions to the Fringe Benefit Policy 419.01 (I-Sick Leave) for first reading. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.
Sabbatical Leave Request:	It was moved by Member Andersen and seconded by Member Simpson that the Board approve a Sabbatical Leave for Associate Professor of Psychology, Ralph Pifer, for the 1998 fall semester. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.
Reports:	Student Trustee Leake reported on the recent play entitled "Greater Tuna", that she had attended a seminar dealing with the African influence on Latino culture, and that the Student Government had cooked a meal at the Pads Shelter and plans to do this monthly.
	ICCTA Representative Wolf reminded the Board of the ICCTA monthly meeting to be held at Oak Brook on March 13 and 14.
	Foundation Liaison Yemm reported the next Foundation meeting would be held on February 24, 1998.
Board Member Comments:	Member Wolf suggested the Board have a summer retreat which would be used for self examination.

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February 23, 1998

Adjournment: Since the scheduled business was completed, it was moved by Member Andersen and seconded by Member Thompson that the Board adjourn. The next regular meeting will be held on March 23, 1998 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 8:40 p.m.

Respectfully submitted:



Edward Andersen
Edward Andersen Secretary Pro-tem



**SAUK VALLEY
COMMUNITY
COLLEGE**

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

MEMORANDUM

TO: Dr. Richard Behrendt

FROM: Jami V. Bradley

DATE: February 16, 1998

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 Jan 1998</u>	<u>Plan Year To Date</u>
Revenue	\$40,622.31	\$299,783.61
Expenses:		
Medical claims	(56,043.70)	(308,496.70)
Fixed Costs	(19,452.40)	(81,048.13)
Revenue in excess of expenses	(34,873.79)	(89,761.22)
Beginning Accumulated Medical Insurance Pool at July 1, 1997		<u>459,880.38</u>
Ending Accumulated Medical Insurance Pool at January 31, 1998		<u>\$370,119.16</u>

n

cc: Insurance Advisory Committee
Kris Murray

For Board Meeting of
February 23, 1998

Agenda Item D-7

WORK FORCE COUNCIL

The attached Work Force Council listing is submitted for Board approval.

RECOMMENDATION: Board approval of the Work Force Council listing as presented.

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES**

MEMORANDUM

DATE: February 18, 1998

TO: Dr. Behrendt

FROM: Phil Gover 

SUBJECT: Workforce Councils

Attached are the updated Workforce Council lists. I recommend approval by the SVCC Board of Trustees.

js

attachments

SAUK VALLEY COMMUNITY COLLEGE
HUMAN SERVICES
WORKFORCE COUNCIL 1998-2000

Linda Delimata.....	Kreider Services, Inc. 500 Anchor Road Dixon, IL 61021 Term Expires: December 1998
Paula Drane.....	Director, SVCC Child Care Center Term Expires: December 1999
Sandra Julifs.....	Director, Tri-County Opportunities Council 405 Emmons Avenue Rock Falls, IL 61071 Term Expires: December 1998
Jean McKeough Mlsna.....	American Health Enterprises 501 West Sixth Street Lyndon, IL 61261 Term Expires: December 2000
John L. Stern.....	Self Help Enterprises 2300 W. LeFevre Road Sterling, IL 61081 Term Expires: December 1999
Connie Swanson.....	Director, Helping Hands Day Care 1813 Second Avenue Sterling, IL 61081 Term Expires: December 1999

Spring 1998

**SAUK VALLEY COMMUNITY COLLEGE
CRIMINAL JUSTICE
WORKFORCE COUNCIL 1998-2000**

Tim Bivens	Lee County Sheriff 122 West 3rd Dixon, IL 61021 Term Expires: December 1998
Teresa Douglas-Brown	U.S. Probation and Parole Officer 982 Etnyre Terrace Oregon, IL 61061 Term Expires: December 1999
Rolfe Ehrmann.....	Attorney 215 East First Street Dixon, IL 61021 Term Expires: December 1998
Terry Holbrook	Part-time Instructor, SVCC 401 North Division Avenue Polo, IL 61064 Continuing Appointment
Ronald Potthoff.....	Chief Sterling Police Department 212 Third Avenue Sterling, IL 61081 Term Expires: December 1999
Roger Schipper	Whiteside County Sheriff 400 North Cherry Morrison, IL 61270 Term Expires: December 2000
Dennis Schumacher.....	Attorney 111 East Hitt Street Mt. Morris, IL 61054 Term Expires: December 1999
Gary L. Spencer.....	Whiteside State's Attorney 200 East Knox Morrison, IL 61270 Term Expires: December 2000
Larry Thoren	Chief Rock Falls Police Department Part-time Instructor, SVCC 1107 West Fifth Street Rock Falls, IL 61071 Continuing Appointment

**CRIMINAL JUSTICE
WORKFORCE COUNCIL 1998-2000**

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Harry Ulferts..... Part-time Instructor, SVCC
Palmyra Road
Dixon, IL 61021
Continuing Appointment

Spring 98

SAUK VALLEY COMMUNITY COLLEGE
ADN - LPN - CNA
WORKFORCE COUNCIL 1998-2000

Kathy Bubbers, R.N.....	Director of Public Health Nursing Whiteside County Health Dept. 18925 Lincoln Road Morrison, IL 61270 Term Expires: December 1998
Nancy Granberry, R.N.....	Vice President of Nursing Services CGH Medical Center 100 East LeFevre Sterling, IL 61081 Term Expires: December 1999
Marilyn Devine, R.N.....	KSB Hospital 403 East First Street Dixon, IL 61021 Term Expires: December 1999
Sylvia E. Montavon.....	Administrator Heritage Square 620 North Ottawa Dixon, IL 61021 Term Expires: December 2000
Lana Pogliano, R.N.....	Director of Nursing Prairie View Nursing Home Princeton, IL 61356 Term Expires: December 1998
Betty Redmond, R.N.....	Administrator Greenfield 508 Park Avenue East Princeton, IL 61356 Term Expires: December 1999
Judy Repass, R.N.....	SVCC Graduate 805 Regan Road Rock Falls, IL 61071 Term Expires: December 2000
Martha Smith, L.P.N.....	SVCC Graduate 404 Portland Avenue Morrison, IL 61270 Term Expires: December 1999
Eileen Tempel, R.N.....	Whiteside Area Vocational Center 1608 Fourth Avenue Sterling, IL 61081 Term Expires: December 2000

SAUK VALLEY COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY
WORKFORCE COUNCIL 1998-2000

Beverly Bromenschenkel, R.T.	Chief Technologist Mendota Community Hospital Mendota, IL 61342 Term Expires: December 1999
Margy Frey, R.T.	Chief Technologist Illinois Valley Community Hospital 925 West Street Peru, IL 61354 Term Expires: December 1999
Lisa Hatten, R.T. (R)	Perry Memorial Hospital Princeton, IL 61356 Term Expires: December 1999
Richard Kerley, R.T.	Administrative Technologist CGH Medical Center 100 East LeFevre Sterling, IL 61081 Term Expires: December 2000
Ed McKenney, R.T.	St. Margaret's Hospital 600 East First Street Spring Valley, IL 61342 Term Expires: December 2000
Danell Mertes, R.T. (R)	St. Mary's Hospital 111 East Spring Street Streator, IL 61364 Term Expires: December 2000
Dorothy Peare, R.T. (R)	Community Hospital of Ottawa 1100 East Norris Drive Ottawa, IL 61350 Term Expires: December 2000
Ben Wilson, R.T.	Chief Technologist Perry Memorial Hospital Princeton, IL 61356 Term Expires: December 1999

Spring 1998

**SAUK VALLEY COMMUNITY COLLEGE
CLINICAL LABORATORY SCIENCE
WORKFORCE COUNCIL 1998-2000**

Dr. Salvatore Borja	Pathologist Samaritan Health Systems 1410 North Fourth Street Clinton, IA 52732 Continuous Appointment
Frank Cahill	Medical Biology Instructor Dixon High School Dixon, IL 61021 Term Expires: December 1998
Dr. D. N. Dolleton.....	Pathologist CGH Medical Center 100 East LeFevre Sterling, IL 61081 Term Expires: December 1999
Ann Marquis	Medical Lab Technology Graduate 603 West 19th Street Rock Falls, IL 61071 Term Expires: December 1998
Dr. Reda Salama	Pathologist CGH Medical Center Sterling, IL 61081 Continuous Appointment
Louise Schafer, M.T.....	Medical Technologist KSB Hospital Dixon, IL 61021 Term Expires: December 1999
Dick Schultz	Lab Director Medical Arts Clinic 102 South Hennepin Dixon, IL 61021 Term Expires: December 1999

Spring 1998

**SAUK VALLEY COMMUNITY COLLEGE
BUSINESS AND TECHNOLOGY
WORKFORCE COUNCILS 1998-2000**

ACCOUNTING

James Boesen.....	Northwestern Steel and Wire 121 Wallace Sterling, IL 61081 Term Expires: December 2000
Janis C. Card, CPA	Janis C. Card, CPA P.O. Box 193 501 East 4th Street Sterling, IL 61081 Term Expires: December 1999
Joe Rosengren, CPA	Lindgren, Callihan, Van Osdol and Company 403 East Third Street Sterling, IL 61081 Term Expires: December 1998

COMPUTER INFORMATION SYSTEMS

Tom Britton	Wahl Clipper Corp. 2900 Locust Road Sterling, IL 61081 Term Expires: December 1998
Robert Logsdon	Raynor Manufacturing Co. East River Road Dixon, IL 61021 Term Expires: December 1999
Roland Salas	National Manufacturing Company 1 First Avenue Sterling, IL 61081 Term Expires: December 2000

MARKETING, MANAGEMENT, RETAILING

David Knie	Knie Appliance and TV, Inc. 115 West Third Sterling, IL 61081 Term Expires: December 1999
Phil Mattox	American Family Insurance 208 East 3rd Street Sterling, IL 61081 Term Expires: December 1999

**BUSINESS AND TECHNOLOGY
WORKFORCE COUNCILS 1998-2000**

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Kathy Velazquez	Wal-Mart Super Center 4115 East Lincolnway Sterling, IL 61081 Term Expires: December 2000
Curt Wittrock	J. C. Penney 2900 East Lincolnway Sterling, IL 61081 Term Expires: December 1998

OFFICE AND ADMINISTRATIVE SERVICES

Karin Hermann Floto	Illinois Department of Corrections 2600 North Brinton Avenue Dixon, IL 61021 Term Expires: December 1998
Robert Gemeny	Rock Falls Township High School 101 12th Avenue Rock Falls, IL 61071 Term Expires: December 2000
Mary Ann Hurd	Whiteside Area Vocational Center 1608 Fifth Avenue Sterling, IL 61081 Term Expires: December 1999
Rebecca S. Schmidt.....	Secretary, Sauk Valley Community College Term Expires: December 1998

ELECTRONICS

Chris Davis	Motorola 716 North Galena Avenue Dixon, IL 61021 Term Expires: December 1999
Richard Linville	Sauk Valley Systems, Inc. P.O. Box 1013 318 1st Avenue Sterling, IL 61081 Term Expires: December 1998

**BUSINESS AND TECHNOLOGY
WORKFORCE COUNCILS 1998-2000**

page 3

Ruben Moreno Northwestern Steel & Wire
121 Wallace
Sterling, IL 61081
Term Expires: December 2000

HEATING/AIR CONDITIONING/REFRIGERATION/QUALITY CONTROL

Mike Choiniere Mike's Electric
Box 75
Walnut, IL 61376
Term Expires: December 2000

Robert Hollaway Illinois Forge, Inc.
2900 East Rock Falls Road
Sterling, IL 61081
Term Expires: December 1999

Mike Hosler Hosler's Appliance Repair
212 Sixth Avenue
Rock Falls, IL 61071
Term Expires: December 1998

David Schonfelder Beautiful Fields
1019 Chestnut
Dixon, IL 61021
Term Expires: December 1998

Al Segneri United Electric
1412 East Fourth
Sterling, IL 61081
Term Expires: December 1999

MACHINE TOOL

John Martin Products Unlimited Corporation
2804 West LeFevre Road
Sterling, IL 61081
Term Expires: December 1998

Russell Spencer Spencer Design Machine & Gear
1207 East Fourth
Sterling, IL 61081
Term Expires: December 1999

**BUSINESS AND TECHNOLOGY
WORKFORCE COUNCILS 1998-2000**

page 4

MECHANICAL DESIGN/CAD

Randy Boonstra	National Manufacturing Co. 1 First Avenue Sterling, IL 61081 Term Expires: December 2000
Foster Fike	Reliant Fasteners 201 East 2nd Street Rock Falls, IL 61071 Term Expires: December 1999
Mike Getzendanner	G.E. Controls Products 709 West Wall Street Morrison, IL 61270 Term Expires: December 1998
Tom Rich	Borg Warner 1700 Franklin Grove Road Dixon, IL 61021 Term Expires: December 1999
Greg Wahl	Wahl Clipper Corporation 2900 Locust Road Sterling, IL 61081 Term Expires: December 2000

Spring 1998

For Board Meeting of
February 23, 1998

Agenda Item D-8

OBSOLETE EQUIPMENT

In order for the College to be able to dispose of the old IBM computer system, it is necessary for the Board to declare it obsolete equipment. In addition to the computer, we would also like two microscopes--SVCC Inventory #01332 and 01344--declared obsolete.

RECOMMENDATION: Board declaration of these items as obsolete equipment for disposition.

obsol.equip

Sauk Valley Community College
IBM Mainframe Equipment For Sale

The following equipment has been maintained by IBM on a time and material basis.
The buyer assumes all the de-installation and shipping charges. The equipment will be
available February 24, 1998.

Serial #	Type	Description	Manufacturer
23-M2598	SUBSYSTEM CTL UNIT	IBM 3174-11L	IBM
23-AA777	SUBSYSTEM CTL UNIT	IBM 3174-11L	IBM
23-H4308	SUBSYSTEM CTL UNIT	IBM 3274-41D	IBM
18525	DIRECT ACC STORAGE	IBM 3380-AAO4	IBM
21228	DIRECT ACC STORAGE	IBM 3380-AAO4	IBM
17147	DIRECT ACC STORAGE	IBM 3380-AAO4	IBM
76931	DIRECT ACC STORAGE	IBM 3380-BO4	IBM
78390	DIRECT ACC STORAGE	IBM 3380-BO4	IBM
45303	DIRECT ACC STORAGE	IBM 3380-BO4	IBM
61042	MAGNETIC TAPE UNIT	IBM 3411	IBM
12407	STORAGE CONTROL	IBM 3880	IBM
21731	STORAGE CONTROL	IBM 3880	IBM
011749	PROCESSOR	IBM 4381-P13	IBM
53514	LINE PRINTER	IBM 4245-12	IBM
03003	GRAPHICS CHANNEL CTL	IBM 5088	IBM
100062	MAGNETIC TAPE UNIT	MEMOREX 5450	MEMOREX
000241	MAGNETIC TAPE UNIT	MEMOREX 5451	MEMOREX
A4680	OPERATORS CONSOLE	IBM 3279-2C	IBM

If you are interested in acquiring the above equipment, please send your quote to:

Sauk Valley Community College
173 Rural Route 2
Dixon, IL. 61021

Attention: Walter Clevenger
815-288-5511 x 348 clevew@svcc.edu

All quotes due by February 16, 1998

SAUK VALLEY COMMUNITY COLLEGE INFORMATION SYSTEMS

MEMORANDUM

To: Jami Bradley, Dr. Phil Gover

From: Walt Clevenger 

Date: February 16, 1998

Subject: Disposal of Mainframe Equipment

The College sent out 5 bids to the following vendors:

Hartford Computer Group
Frank Orlando Jr. & Co., Inc.
Reliable Computer
Computer Parts & Services
NIE

To date the College has received replies from Hartford Computer Group and Frank Orlando Jr., Inc. The reply from Frank Orlando was a no bid. The bid from Hartford was for \$926.

Recommendation: The College accept the bid from Hartford Computer Group for \$926. In addition to the monies for the equipment, the Hartford Computer Group will deinstall the equipment and pay for freight out.

If you have any questions, please contact me.

For Board Meeting of
February 23, 1998

Agenda Item D-9

REQUEST TO INTERVENE

Lawrence Bros. has filed a tax appeal for 1997 on its Sterling property only. Although we do not yet have the necessary resolution, time constraints make it necessary for Board action now. Therefore, we are requesting Board authorization for President Behrendt to sign the appropriate resolution on behalf of the College.

RECOMMENDATION: Board approval to authorize President Richard L. Behrendt to sign on behalf of the College the notice to intervene in this 1997 Lawrence Bros. Tax Appeal.

req.inter



**SAUK VALLEY
COMMUNITY
COLLEGE**

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

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Jami V. Bradley *JVB*
DATE: February 17, 1998
SUBJECT: Lawrence Bros. Tax Appeal

We have been informed by our attorneys, Hodges, Loizzi, Eisenhammer, Rodick and Kohn, that Lawrence Bros. filed a tax appeal for 1997 on January 14, 1998 on its Sterling property only. As one of the taxing districts who receive revenues from the Sterling facility, we only have until March 7, 1998 to intervene in this appeal.

I request Board approval to authorize Dr. Richard Behrendt, President, to sign on behalf of Sauk Valley Community College the notice to intervene in the Lawrence Bros. 1997 Tax Appeal.

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101.01 Legal Authority of the Board of Trustees

The Board of Trustees of Community College Trustees District #506, Sauk Valley Community College, comprising all or parts of Bureau, Henry, Lee, Ogle, Carroll and Whiteside Counties in the State of Illinois (hereinafter referred to as the Board) derives its authority from the Illinois Public Community College Act (H. B. 1710) as approved by the 74th Illinois General Assembly on July 15, 1965, and as subsequently amended.

3/23/81

3/23/87

102.01 Board Philosophy and Objectives

The following statements pertain to the philosophy and objectives which guide the deliberations and decisions of the Board of Trustees.

Sauk Valley Community College is an integral part of the Illinois System of Higher Education, and is organized to provide education and training to the citizens of the district and to participate as a partner in the Illinois Community College System.

The Board of Trustees of Community College District No. 506 assumes a full commitment to the objectives and philosophy of the Illinois Community College Act and to the standards and criteria as may from time to time be set forth by the Illinois Community College Board and the Illinois Board of Higher Education. It is therefore committed to meeting the needs for undergraduate college level education leading to employment, and to develop and experiment with programs to aid all district residents of post high school age through:

1. Baccalaureate-oriented curricula
2. Occupation-oriented curricula
3. Adult and continuing education
4. General studies programs designed as preparatory or developmental to help prepare individuals for admission to occupation-oriented curricula, or for their intrinsic value which may lead to a degree or certificate in other than the above areas.

The Board considers its primary responsibility to be to residents of the district it serves and secondly, insofar as it is practical, to residents of areas which are not included in the community college districts, and to residents of the State of Illinois who seek education in fields unavailable elsewhere; and lastly, to residents outside of Illinois and the continental limits of the United States.

Therefore, the Board of Trustees commits itself to a comprehensive program offering a variety of educational opportunities designed to meet a diversity of interests and abilities of its student body. Central to all of these programs and vital to the realization of their educational

aims is a strong counseling service to direct and aid students in the selection of educational programs for which they are most qualified and show the greatest potential for individual achievement.

The college Board of Trustees is committed to the concept that the quality of the administrative staff and instructional faculty is central to the quality of the educational experience of the students, and therefore, seeks to employ and retain persons with the highest professional qualifications and continuously demonstrated ability.

2/12/79

103.01 Trustee Election and Vacancies

The election of the members of the Board shall be held at the time and in the manner provided by law and each member shall be elected for a term of six years unless otherwise provided herein. Each member must, on the date of the election, be a citizen of the United States, eighteen years of age or over, and a resident of the State and the Territory which, on the date of the election, is included in the college district, for at least one year immediately preceding the election. Removal of residence from the district by any member constitutes a resignation from and creates a vacancy on the board.

A vacancy on the college Board occurs upon the happening of any event which creates a vacancy on the Board of Trustees under the relevant provision of law. Whenever a vacancy occurs, the remaining members of the Board of Trustees shall appoint a person to fill the vacancy, and the successor shall have the same type of qualifications as his or her predecessor. The person receiving the appointment shall serve until the successor is elected and certified in accordance with the Election Code. If the vacancy occurs with less than four months remaining before the next scheduled nonpartisan election, and if the term of office of the Board member vacating the position is not scheduled to expire at that election, then the term of the person appointed to fill the vacancy shall extend through that election and until the succeeding nonpartisan election. If the term of office of the Board member vacating the position is scheduled to expire at the upcoming nonpartisan election, the appointed member shall serve only until the successor is elected and qualified at that election. If the remaining members of the Board fail to appoint a person to fill the vacancy within 60 days after the vacancy occurs, then the Chairman of the Illinois Community College Board will fill the vacancy until that vacancy shall be filled by election as provided by law.

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES**

MEMORANDUM

DATE: February 11, 1998

TO: Dr. Behrendt

FROM: Phil Gover 

RE: 1998 American High School Mathematics Examination

Attached is information on the math examination held at SVCC on February 10th. The first and second place winners are as follows:

First Place Alex Hanson
 158 Riverview Drive
 P.O. Box 425
 Albany, IL 61230
 (Senior at Fulton High School)

Second Place Will Engel
 511 North Congress
 Polo, IL 61064
 (Junior at Polo High School)

The first place winner will receive a waiver for six credit hours and the second place winner will receive a waiver for three credit hours.

js



**SAUK VALLEY
COMMUNITY
COLLEGE**

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

February



MEMORANDUM

TO: Phil Gover

FROM: Zollie W. Hall Zollie

DATE: February 10, 1998

SUBJECT: High School Mathematics Examination

Phil, attached is a listing of the top scorers in each grade level for this examination. Please note the following were the highest and second highest overall:

HIGHEST

Alex Hanson
158 Riverview Drive
PO Box 425
Albany, IL 61230

SECOND HIGHEST

Will Engel
511 N. Congress
Polo, IL 61064

There were 246 participants representing the following high schools: Amboy, Ashton, Dixon, Fulton, Morrison, Newman Central, Polo, Rock Falls, Sterling and Thomson.

c: Steve Shaff

TOP SCORING STUDENTS - 1998 AHSME (UNOFFICIAL)

Seniors

		Score
1st	Alex Hanson (Fulton H. S.)**	105
2nd	Terry Fuger (Dixon H. S.)	97
3rd	Matt Kleinmaier (Dixon H. S.)	94

Juniors

		Score
1st	William Engel (Polo H. S.)*	101
2nd	Tom Gilbert (Rock Falls H. S.)	90
2nd	Dan Beissel (Dixon H. S.)	90
3rd	Rachel Hermes (Newman Central H. S.)	88

Sophomores

		Score
1st	Barry Marks (Sterling H. S.)	85
2nd	Sean Tedrick (Sterling H. S.)	84
3rd	Elizabeth Shear (Fulton H. S.)	82

Freshmen

		Score
1st	Lindsay Howell (Newman Central H. S.)	77
2nd	Winn Wasson (Dixon H. S.)	76
3rd	Laura Han (Fulton H. S.)	75
3rd	Joni Hamilton (Fulton H. S.)	75

** indicates overall top scorer

* indicates 2nd place overall scorer

TO: Dr. Richard Behrendt
FROM: Edward Beatty
DATE: February 9, 1998

The other day you said you'd like to know about my recent publications so that you might mention them to the Sauk Valley Community College School Board. The last two months have been good!

A poem appears in the current issue of *Mayfly*, a small biannual magazine published for many years by Brooks Books in Decatur, Illinois. The publication is unique in that out of approximately eighteen hundred submissions a year, it uses only thirty-two, giving an entire page to each poem. Another poem will appear in the spring issue of *Outerbridge*, a well-respected journal published by The College of Staten Island in New York. *Pegasus Review* will print one poem in their October issue. The small, bimonthly magazine is from Maryland and is done entirely in calligraphy. Five poems will be used in the next four issues of *Heron Quarterly of Haiku and Zen Poetry*. It is published in California. James Applewhite, distinguished poet and critic at Duke University, prints and discusses one of my poems in his "Poet to Poet" article in the March issue of *The Writer*. He also quotes from another. This national journal is available in our LRC. Finally, this weekend I learned *Mind in Motion*, also published in California, will include two of my poems in their next issue.

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES**

MEMORANDUM

DATE: 2-18-98

TO: Richard Behrendt

FROM: Phil Gover 

SUBJECT: Fall 1997 Illinois Workplace Skills Test

The Illinois Workplace Skills Test measures students' knowledge of essential skills related to success in the workplace. The Fall 1997 test was administered statewide to community college students who are in a course approximately two-thirds of the way through a program.

Attached are the results of the Fall 1997 Illinois Workplace Skills Test. SVCC STUDENTS RANKED SIGNIFICANTLY HIGHER THAN THE STATE MEAN IN ALL AREAS. This is another example of the quality of Sauk's faculty and students.

FALL 1997 ILLINOIS WORKPLACE SKILLS TEST

BUILDING SUMMARY REPORT

Name: SAUK VALLEY COMM COL

BACKGROUND

The Illinois Workplace Skills Test measures students' knowledge of essential skills related to success in the workplace. The Fall 1997 test was administered to senior (12th grade) training-level course takers in the Family and Consumer Sciences Occupations Classification of Instructional Program (CIP) Codes that begin with 12, 13, 20, 44, 50, or 51. The test was also administered to community college students who are in a course approximately two-thirds of the way through a program in CIP Codes that begin with 08, 12, 13, 20, 44, or 51.

The Fall 1997 test assessed knowledge and skills in six areas: (1) communication, (2) adapting and coping with change, (3) problem solving and critical thinking, (4) work ethics, (5) technological literacy, and (6) teamwork. The test was administered between November 3 and November 14.

NOTE: The quality of the data in the report and the usefulness of the report for program evaluation purposes depend partly on the number of students assessed. Although reports are sent to each site that tested, if your report is based on fewer than 30 students, please be cautious in interpreting these results.

TOTAL TEST SCORE

Workplace Skills Test results are reported as a standard score. The Fall 1997 average for all participating Illinois postsecondary students was 55, and the standard deviation was 10.

The following table compares the performance of students in your college to that of all participating students in the State.

	Your College	State
Average Score	61	55
Standard Deviation	6	10
Lowest Score	40	7
Highest Score	77	89
Number Tested	74	2,409

All measurements are subject to random fluctuations that affect comparisons between measurements. A "comparison score band" helps show how big a difference is important. Scores within the band are not significantly different. Usually the larger the number of students on which a score is based, the smaller the band. When results are based on large numbers of student scores, statistically significant differences may occur with very small scale score differences.

For your college, the comparison band associated with the Total Test Score ranges from 60 to 62. This means that your college average is significantly higher than the state mean.

DUTY AREA SCORES

The next three pages describe how your students scored with respect to the duty areas assessed by the Fall 1997 test. The report presents a brief summary of the knowledge assessed and a table of results. Appropriate comparison bands have been calculated for each Area Score in order to determine if any statistically significant differences exist between your students and students in the rest of the state.

Duty Area D: COMMUNICATION ON THE JOB

This duty area deals with students' understanding of oral and written communication skills, knowledge of telephone etiquette, ability to interpret and use body language, and ability to follow written directions. The performance of your students and all participating students is compared in the following table.

	Your College	State
Average Score	60	55
Standard Deviation	9	13
Lowest Score	34	4
Highest Score	70	70
Number Tested	74	2,409

The comparison band for the Area D score ranges from 58 to 62. Consequently, your average Area D score is significantly higher than the state mean.

Duty Area G: ADAPTING AND COPING WITH CHANGE

This duty area deals with students' ability to identify elements of job transition, to formulate a transition plan and procedures for evaluating and implementing that plan, to understand the impact of stress on job performance and how to handle stress in the workplace, and to recognize the need to change jobs. The performance of your students and all participating students is compared in the following table.

	Your College	State
Average Score	64	57
Standard Deviation	10	13
Lowest Score	29	7
Highest Score	84	84
Number Tested	74	2,409

The comparison band for the Area G score ranges from 62 to 66. Consequently, your average Area G score is significantly higher than the state mean.

Duty Area H: SOLVING PROBLEMS AND CRITICAL THINKING

This duty area deals with students' ability to identify problem elements, to identify solutions to a problem, to recognize the impact of solutions to problems, to evaluate options and outcomes, to set priorities, to select and implement solutions to problems, and to organize workloads. The performance of your students and all participating students is compared in the following table.

	Your College	State
Average Score	59	55
Standard Deviation	7	11
Lowest Score	42	10
Highest Score	74 ← → 74	
Number Tested	74	2,409

The comparison band for the Area H score ranges from 57 to 61. Consequently, your average Area H score is significantly higher than the state mean.

Duty Area J: WORK ETHICS

This duty area deals with students' ability to identify established policies and regulations, to understand time management techniques, and to recognize the importance of initiative and willingness to learn in the workplace. The performance of your students and all participating students is compared in the following table.

	Your College	State
Average Score	63	56
Standard Deviation	9	13
Lowest Score	42	9
Highest Score	79 ← → 79	
Number Tested	74	2,409

The comparison band for the Area J score ranges from 61 to 65. Consequently, your average Area J score is significantly higher than the state mean.

Duty Area K: TECHNOLOGICAL LITERACY

This duty area deals with students' basic knowledge of computing and ability to recognize the impact of technological changes on tasks and people. The performance of your students and all participating students is compared in the following table.

	Your College	State
Average Score	59	56
Standard Deviation	9	12
Lowest Score	41	12
Highest Score	78 ← → 78	
Number Tested	74	2,409

The comparison band for the Area K score ranges from 57 to 61. Consequently, your average Area K score is significantly higher than the state mean.

Duty Area M: TEAMWORK

Test items used to assess this duty area dealt with students' understanding of the role of teams in the workplace, knowledge of working productively in teams, and understanding of planning and evaluating team activities in the workplace. The performance of your students and all participating students is compared in the following table.

	Your College	State
Average Score	65	58
Standard Deviation	9	14
Lowest Score	39	9
Highest Score	76 ← → 76	
Number Tested	74	2,409

The comparison band for the Area M score ranges from 63 to 67. Consequently, your average Area M score is significantly higher than the state mean.

STUDENT-LEVEL RESULTS

The following page(s) summarizes the performance of each student in your college who participated in the Fall 1997 assessment. Summary statistics are printed separately for each CIP code.

For Board Meeting of
February 23, 1998

Agenda Item F-1

TUITION INCREASE

Due to increased costs in salaries and fringe benefits and the need to stay current with technology, the administration is recommending a \$2 increase in tuition, effective with the 1998 summer session.

RECOMMENDATION: Board approval of a \$2 increase in tuition for FY99, effective with the 1998 summer session.

SAUK VALLEY COMMUNITY COLLEGE

MEMORANDUM

DATE: February 17, 1998

TO: Dr. Richard Behrendt

FROM: Jami V. Bradley JKS

SUBJECT: Tuition Increase

Nobody likes to increase tuition; unfortunately, it is an inevitable part of long term financial planning. The College is seeking to increase tuition gradually in order to prevent hitting the students with large increases all at once, and therefore, we are recommending a \$2 increase in tuition for FY 99.

The need to increase tuition is primarily due to two reasons: the cost of staying current with technology, and the cost of increasing salaries and fringe benefits.

Technology requires an extensive initial investment in capital and a continued level of funding for replacement due to the rapid rate of obsolescence. The College is currently in the middle of a four-year plan to put computers on the desks of every faculty member and to bring more technology into the classroom. Along with these instructional technology initiatives, the College needs to continue funding institutional technology upgrades as well. (The current two dollar technology fee helps but does not cover all technology related expenditures.) The ultimate goal is for our students to benefit from attending an institution that is on the cutting edge of technology.

Secondly, Colleges are highly labor intensive, and Sauk is reflective of this with salaries and fringe benefits representing 77% of our Operating budget. Since FY 94, salaries and fringe benefits have increased 12.3% while the tuition rate has only increased by 10%. (**Our Tuition and Fee Revenue has only increased by 1.2% due to declining enrollments, State Revenue has declined by 1.1%, Local Tax Revenue has increased by 31.3%, for a Total Revenue increase of 10.1% during this four year period.**) We are heading into a negotiating year, and recent studies have shown that SVCC's total compensation package has been falling behind that of other community colleges in the state. To stay competitive it is imperative that the College provide a compensation package that will attract highly qualified faculty and staff members and this will obviously cost more.

It would be desirable to never have to increase tuition; however, it is part of a long term plan of gradual increases to meet current and long term financial needs. The national, state, and peer group comparisons presented last month demonstrated that SVCC's tuition and the rate of recent increases are lower than the average, thus demonstrating our efforts to keep tuition rates as low as possible.

We are recommending for Board approval a \$2 tuition increase for FY 99 which will begin with the Summer Session 98.

For Board Meeting of
February 23, 1998

Agenda Item F-2

INTERNET TUITION

After extensive study, the administration is recommending that the College establish the following tuition rates for all internet-based courses:

In-state Tuition for 1998-99	\$46 per credit hour
Out-of-state Tuition for 1998-99	\$46 per credit hour - plus the 1998-99 average ICCB reimbursement

RECOMMENDATION: Board approval of in-state internet tuition for 1998-99 in the amount of \$46 per credit hour and out-of-state internet tuition for 1998-99 in the amount of \$46 per credit hour plus the 1998-99 average ICCB reimbursement.

SAUK VALLEY COMMUNITY COLLEGE

INFORMATION SYSTEMS

MEMORANDUM

To: Richard Behrendt

From: Jami Bradley, Phil Gover, Joan Kerber, Walt Clevenger, Alan Pfeifer

Date: February 18, 1998

Subject: Recommendation for Tuition-- Internet-Based Courses

Background:

An Internet-based course uses the Internet as a means of delivering the course to the student. Internet-based courses are asynchronous in nature, which means they allow the student to take the course at any time and at any place there is Internet access. The College is presently offering the following Internet-based courses:

Fall 97	Enrollment	Spring 98	Enrollment
Hum 210 Kris Murray		Eng 111 Deb Okey	13
		Eng 101 Karen Pinter	8
		Hum 210 Kris Murray	15

One of the factors that precipitated this memo is that there are seven people in Connecticut that are interested in taking Sauk's Eng 111 (Technical Writing Class--Deb Okey) through the Internet. Since these people are out-of-state, the College would normally charge out-of-state tuition. But we are concerned that this tuition rate could price the College out of the market. Cost is one of the factors that determines where a student takes course, and the Internet-based course market will become even more competitive in the future.

Colleges are offering complete degrees via the Internet-- not just courses. One of SVCC's goals is to be able to offer a degree (criminal justice) delivered through the Internet by the year 2001.

The College's tuition rates are based on residency status and are as follows:

Residency Status Per Credit Hour

In-district	\$ 44.00
Out-of-district	\$128.17
Out-of-state	\$166.64

According to ICCB, the Board of Trustees does have the ability to waive or alter tuition rates. Presently, the College does not charge an additional fee to cover costs associated with providing distance learning capability (i.e., compressed video, and telecourses).

Recommendation:

We recommend that the College establish the following tuition rates for all Internet-based courses:

1. In-state students would be charged the current in-district rate (\$44.00 for 97-98; \$46 for 98-99)
2. Out-of-state students would be charged the same current in-district rate + the current average ICCB reimbursement (for a current total of \$76.00)*

While the College receives state reimbursement for in-district and out-of-district students, the College does not receive any state reimbursement for out-of-state students. Therefore, the College needs to apply an additional tuition amount for out-of-state students. The average ICCB reimbursement applied to out-of-state students seems a fair method to equalize the College revenue rates.

Since the offering of Internet-based courses are in their infancy, we recommend that the above Internet tuition rates be viewed as a one-year pilot and that the Board of Trustees review Internet tuition rates at their February 1999 meeting.

Rationale:

The rationale for waiving the out-of-district and the out-of-state tuition rates for Internet-based courses are as follows:

SVCC will be taking a very aggressive posture in the development and the marketing of Internet-based courses. The Internet-based course arena will become more competitive given that the student can attend many universities and colleges without leaving home. Anytime the College can enroll an out-of-

state student or an out-of-district student for Internet-based courses and the College can cover the instructional costs, it helps to offset the fixed costs. Adopting an aggressive Internet-based course tuition structure will assist the College in the recruitment of distance learners and distance learners will not be availing themselves of all the local service costs provided by the College. (i.e., utilities, classroom space, etc.)

* Each course that the College teaches for credit is categorized into one of six funding categories. The average state reimbursement is determined by taking the total state reimbursement and dividing by the College hours. In effect, the College's reimbursement is a weighted average.

For Board Meeting of
February 23, 1998

Agenda Item F-3

TUITION INSTALLMENT PAYMENT PROCESSING FEE

We plan on implementing the attached Tuition Installment Payment option as another method of tuition payment for our students. Since there is a \$10 service fee with this option, the Board must approve that fee.

RECOMMENDATION: Board approval of a \$10 processing fee for those students opting for the Tuition Payment Plan, effective summer 1998.

**SAUK VALLEY COMMUNITY COLLEGE
VICE PRESIDENT OF STUDENT SERVICES**

MEMORANDUM

TO: Richard Behrendt

FROM: Joan E. Kerber *JK*

DATE: February 18, 1998

SUBJECT: Tuition Pre-payment

The following is a suggested policy to be considered for tuition payment. Please note that the intent of the policy is to help students plan their payment through installment periods and to allow students to have more up-front time to pay for their tuition without being subject to the purge date.

Tuition Installment Payment

Sauk Valley Community College will offer students the option of retaining preregistered classes by making a down payment of at least 40% of their account balance at the time of registration for Fall and Spring semesters. Students utilizing this option must be registered for six or more semester credit hours and be in good standing with the Business Office and have no outstanding administrative holds on their account. There will be a non-refundable \$10 service fee at the time of registration for use of this option. This fee is an additional cost and will not be applied toward the cost of tuition and course fees. No additional interest will be charged. Students participating in the installment payment plan will not be dropped from their classes at the College's usual purge date. In order to exercise this option, students must notify the Business Office at the time of the initial down payment and sign a promissory note. Students may make periodic payments in any amount, but the entire balance must be paid no later than the due date. All due dates will be scheduled no later than the last business day prior to the beginning of the semester.

Students not paying their remaining bill by the date due will be administratively dropped from their classes. Any tuition/fees paid towards their bill, except for the non-refundable \$10 service fee, will be refunded.

For Board Meeting of
February 23, 1998

Agenda Item H-1

FACULTY TERM APPOINTMENTS

The following faculty members have completed a year of satisfactory service as term appointees and are eligible for reappointment to another year of the same designation:

Judy Anderson
Gary Balfantz
David Breen
Patrick Land
Kevin Megill
Steve Nunez
Robertus van der Wege

As of January and February of 1998, the following faculty members will have completed another year of satisfactory service as term appointees and are eligible for appointment to another year of the same designation:

Judy Hill	(Hired January of 1996)
Janet Matheney	(Hired February of 1996)
Debra Okey	(Hired January of 1996)

RECOMMENDATION: It is recommended that the faculty indicated above be offered a new term appointment for the 1998-99 year.

For Board Meeting of
February 23, 1998

Agenda Item H-2

FACULTY CONTINUING APPOINTMENTS

TENURE

The following faculty have completed another year of instructional service as continuing (tenured) appointees and are recommended for an appointment renewal:

Cindy Alfano	Dick Holtam
Glenn Bailey	Mary Lou Kidder
Ed Beatty	Bev Kiele
Noel Berkey	Jolene Leseman
Tom Breed	Janet Lynch
David Clydesdale	Fred Nesbit
Jean Cogdall	Ralph Pifer
Doris Cox	Karen Pinter
Dennis Day	Steve Shaff
Ross Dill	Stan Shippert
David Edelbach	Bradley Smith
Ernie Etter	Robert Thomas
Jerry Frana	Jeanine Tufty
Carl Gates	Kay Turk
Chris Gelbach	George Vrhel
Betty Halgren	John Wardell
Leon Hamlin	Charles West
Ron Happach	Robert Wharton
Ruth Hedstrom	Peggy White
Dale Heuck	Mary Willett
Debi Hill	Judy Williamson

RECOMMENDATION: It is recommended that the faculty indicated above be offered a continuing appointment for the 1998-99 academic year.

For Board Meeting of
February 23, 1998

Agenda Item H-3

FACULTY PROMOTIONS

The following faculty are presented as having successfully completed the requirements outlined in the Faculty Contract for promotion to a higher rank. Their record has been carefully reviewed and evaluated for each of these criteria:

1. Mastery of subject matter
2. Teaching capability
3. Interest in students as individuals
4. Understanding of comprehensive community college
5. Evidence of personal growth
6. Meritorious service
7. Years in present rank

PROMOTIONS RECOMMENDED

Cindy Alfano	Assistant Professor to Associate Professor
Randall Bradshaw	Associate Professor to Professor
David Breen	Associate Professor to Professor
David Edelbach	Assistant Professor to Associate Professor
Ernie Etter	Assistant Professor to Associate Professor
Charla Minson	Instructor to Assistant Professor
Kris Murray	Instructor to Assistant Professor
Steve Nunez	Instructor to Assistant Professor
Stephanie Schreiner	Instructor to Assistant Professor

RECOMMENDATION: It is recommended that the faculty nominated above be promoted as outlined, effective the fall of 1998.

SAUK VALLEY COMMUNITY COLLEGE

173 IL Route 2, Dixon, IL 61021
(815) 288-5511

MEMORANDUM

TO: Dr. Richard Behrendt

FROM: Dr. Joan Kerber *JK*

DATE: November 26, 1997

SUBJECT: Recommendation to promote Cindy Alfano to the rank of Associate Professor

This memorandum will serve as a formal recommendation to appoint Cindy Alfano to the position of Associate Professor. The following information as well as her annual evaluations are offered in support of this recommendation.

1. **Mastery of Subject Matter**

Ms. Alfano graduated from the University of Wisconsin, Milwaukee with a Master of Science Degree in Educational Psychology and from the University of Wisconsin, OshKosh, with a Bachelor of Science Degree in Human Services. She has completed 30 hours beyond her masters.

2. **Demonstrated Counseling Ability**

Ms. Alfano joined the counseling faculty in 1988 in the Student Support Services program with the ranking of Instructor. Her performance and growth within the Student Services Division have been outstanding as have been indicated in her annual evaluations. Cindy is an outstanding student oriented counselor who always goes beyond expectations.

3. **Interest in Students as Individuals**

Ms. Alfano is one of Sauk's most sought-after counselors because of her student-oriented attitude and her diligence to attention. Even though she attends to many other projects in her role as Coordinator of Retention and Articulation, she always maintains the attitude of "students first."

4. **Understanding of the Comprehensive Community College Program**

Ms. Alfano demonstrates an understanding of the Community College mission. She is active within SVCC and has served on various college committees during her tenure. She is an outstanding faculty member who believes that community colleges add value to peoples lives.

5. **Potential for Continued Professional Growth**

Ms. Alfano attends professional conferences and staff development on a regular basis. She is always anxious to share her acquired knowledge with the other faculty and staff members. I would anticipate that she would continue to be active in her professional growth activities.

6. **Meritorious Service**

Ms. Alfano has served the College in an excellent manner as an instructor and a counselor. She has always been ready to assist with any new activities that will enhance students success and the overall betterment of the College.

7. **Number of Years in Present Rank**

Cindy Alfano was employed as an Instructor with the College in 1990 and promoted to Assistant Professor in 1993, therefore, this is her second promotion at SVCC.



November



MEMORANDUM

To: Dr. Philip Gover
From: Zollie W. Hall
Date: November 12, 1997
Subject: Recommendation to promote Randall Bradshaw to the rank of Professor

This memorandum will serve as a formal recommendation to appoint Randall Bradshaw to the position of Professor. The following information is offered in support of this recommendation.

1. **Mastery of Subject Matter**

Dr. Bradshaw graduated in 1991 from Purdue University with a Ph.D. in Physics. He also completed a Master of Science in Physics from Purdue in 1986 and a Bachelor of Science in Physics and Math from Hardin-Simmons University in 1984.

2. **Demonstrated Teaching Ability**

Randall joined the faculty in 1995 as an Associate Professor of Physics. Mr. Bradshaw's annual evaluations are indicative of his quality performance in the classroom. Randall goes beyond that which is expected to meet the needs of students.

3. **Interest in Students as Individuals**

Dr. Bradshaw has good rapport with his students. His approach to instruction is relaxed and friendly and he spends additional time working with individuals in his area.

4. **Understanding of the Comprehensive Community College Program**

Randall demonstrates an understanding of the Community College mission. Dr. Bradshaw has served on various college committees during his tenure.

5. Potential for Continued Professional Growth

Dr. Bradshaw attends professional conferences ~~each year~~ ^{as appropriate}. I would expect that Randall would continue to be active in professional growth activities.

6. Meritorious Service

Dr. Bradshaw has served the college well as an instructor. He has assisted with advisement activities and curriculum development.

7. Number of Years in Present Rank

Randall Bradshaw was employed as an Associate Professor of Physics in 1995, therefore, this is his first promotion at Sauk Valley Community College. Dr. Bradshaw has three years teaching experience with Sauk Valley Community College and four years teaching experience with Trenton State College.

ZWH/bs

c: Randall Bradshaw



To: Dr. Philip Gover
From: Zollie W. Hall
Date: November 17, 1997
Subject: Recommendation to promote David Breen to the rank of Professor

This memorandum will serve as a formal recommendation to appoint David Breen to the position of Professor. The following information is offered in support of this recommendation.

1. **Mastery of Subject Matter**

Mr. Breen graduated from Eastern Illinois University with a Master of Science in Biology degree and a Bachelor of Science in Botany and Environmental Biology Degree. He has completed 63.0 hours beyond his masters.

2. **Demonstrated Teaching Ability**

David joined the faculty in 1996 as an Associate Professor of Biology. Mr. Breen's annual evaluations are indicative of his quality performance in the classroom. David goes beyond that which is expected to meet the needs of students.

3. **Interest in Students as Individuals**

Mr. Breen has good rapport with his students. His approach to instruction is relaxed and friendly and he spends additional time working with individuals in his area.

4. **Understanding of the Comprehensive Community College Program**

David demonstrates an understanding of the Community College mission. He has taught at Mississippi County Community College and was a teaching assistant at Eastern Illinois University and Southern Illinois University. Mr. Breen has served on the Environmental Concerns and Staff & Professional Development college committees during his tenure.

5. **Potential for Continued Professional Growth**

Mr. Breen attends professional conferences each year. David is currently working on a Ph.D. at Southern Illinois University.

6. **Meritorious Service**

Mr. Breen has served the college well as an instructor. He has assisted with advisement activities, curriculum development the Honors program, and advisor for the Biology Club.

7. **Number of Years in Present Rank**

David Breen was employed as an Associate Professor of Biology in 1996, therefore, this is his first promotion at Sauk Valley Community College. Mr. Breen has two years teaching experience with Sauk Valley Community College and four years teaching experience with Mississippi County Community College.

ZWH/bs

c: David Breen



November



MEMORANDUM

TO: Dr. Philip Gover
FROM: Zollie W. Hall
DATE: November 12, 1997
SUBJECT: Recommendation to promote David Edelbach to the rank of Associate Professor

This memorandum will serve as a formal recommendation to appoint David Edelbach to the position of Associate Professor. The following information is offered in support of this recommendation.

1. **Mastery of Subject Matter**

Mr. Edelbach graduated from the University of Minnesota, Duluth with a Master of Science in Chemistry Degree and graduated from St. Cloud State University with a Bachelor of Science in Chemistry Degree. He has completed 36.68 hours beyond his masters. In addition, he has attended a geochemistry workshop, several chemistry conferences, and completed various research projects.

2. **Demonstrated Teaching Ability**

David joined the faculty in 1992 as an Instructor of Chemistry. Mr. Edelbach's annual evaluations are indicative of his quality performance in the classroom. David goes beyond that which is expected to meet the needs of students. In addition to teaching chemistry classes, Mr. Edelbach also teaches astronomy.

3. **Interest in Students as Individuals**

Mr. Edelbach has good rapport with his students. His approach to instruction is relaxed and friendly and he spends additional time working with individuals in his area. Mr. Edelbach has sponsored student honors projects, in the area of chemistry and in astronomy. He has also co-hosted several astronomy open houses.

4. Understanding of the Comprehensive Community College Program

David demonstrates an understanding of the Community College mission. He feels that quality instruction is vital for the success of community college students and he works to keep the quality high. Mr. Edelbach is currently serving on the Instructional Standards Committee and has attended other committee meetings.

5. Potential for Continued Professional Growth

Mr. Edelbach has developed a plan to attend professional conferences each year and to take additional approved graduate level courses in chemistry, teaching methodology and other approved areas of study.

6. Meritorious Service

Mr. Edelbach has served the college well as an instructor. He has assisted with advisement activities and curriculum development.

7. Number of Years in Present Rank

David Edelbach was employed as an Instructor of Chemistry in 1992, promoted to Assistant Professor in 1995, therefore, this is his second promotion at SVCC.

ZWH/bs

cc: David Edelbach



November



MEMORANDUM

TO: Dr. Philip Gover
FROM: Zollie W. Hall
DATE: November 17, 1997
SUBJECT: Recommendation to promote Ernie Etter to the rank of Associate Professor

This memorandum will serve as a formal recommendation to appoint Ernie Etter to the position of Associate Professor. The following information is offered in support of this recommendation.

1. **Mastery of Subject Matter**

Mr. Etter graduated from Western Illinois University with a Master of Science and a Bachelor of Science degrees. In both the masters and bachelors he majored in mathematics and his minor for the bachelors was physics. He has completed 30.2 hours beyond his masters effective December, 1997.

2. **Demonstrated Teaching Ability**

Ernie joined the faculty in 1988 as an Assistant Professor of Math & Physics. Mr. Etter's annual evaluations are indicative of his quality performance in the classroom. Ernie goes beyond that which is expected to meet the needs of students. In addition to teaching mathematics classes, Mr. Etter also taught physics.

3. **Interest in Students as Individuals**

Mr. Etter has good rapport with his students. His approach to instruction is relaxed and friendly and he spends additional time working with individuals in his area. Mr. Etter has worked with the Learning Assistance Center staff to provide study materials for various classes.

4. Understanding of the Comprehensive Community College Program

Ernie demonstrates an understanding of the Community College mission. He feels that quality instruction is vital for the success of community college students and he works to keep the quality high. Mr. Etter has served on the Student Services Committee and has attended other committee meetings. Mr. Etter also graduated from Spoon River College.

5. Potential for Continued Professional Growth

I would expect Mr. Etter will continue to participate in professional development activities. He is currently planning to continue the University of Illinois Internet courses.

6. Meritorious Service

Mr. Etter has served the college well as an instructor. He has assisted with advisement activities and curriculum development.

7. Number of Years in Present Rank

Ernie Etter was employed as an Assistant Professor of Mathematics & Physics in 1988, therefore, this is his first promotion at SVCC.

ZWH/bs

cc: Ernie Etter

SAUK VALLEY COMMUNITY COLLEGE

173 IL Route 2, Dixon, IL 61021
(815) 288-5511

MEMORANDUM

TO: Dr. Richard Behrendt

FROM: Dr. Joan Kerber *JEK*

DATE: November 26, 1997

SUBJECT: Recommendation to promote Charla Minson to the rank of Assistant Professor

This memorandum will serve as a formal recommendation to appoint Charla Minson to the position of Assistant Professor. The following information as well as her annual evaluations are offered in support of this recommendation.

1. **Mastery of Subject Matter**

Ms. Minson graduated from Northern Illinois University with a Master of Science Degree in Counseling and from Millikin University with a Bachelor of Science in Biology. She has completed four years at Sauk Valley Community College.

2. **Demonstrated Counseling Ability**

Charla joined the counseling faculty in 1993 in the Student Support Services program with the ranking of Instructor. Ms. Minson's annual evaluations are indicative of her quality performance both in counseling and in the classroom. Charla goes beyond that which is expected to meet the needs of students.

3. **Interest in Students as Individuals**

Ms. Minson has a good rapport with students and is well liked by those she counsels. Her approach to counseling is friendly and relaxed, with the students knowing that she is indeed interested in their success.

4. **Understanding of the Comprehensive Community College Program**

Charla demonstrates an understanding of the Community College mission. She serves on various College committees and serves as the advisor to the student organization ALAS. Her efforts prove that she understand that Sauk Valley Community College is a Partner in Learning with our community.

5 **Potential for Continue Professional Growth**

Ms. Minson has attended professional conferences on an annual basis and has a plan to continue her education in approved graduate level courses. I would anticipate her professional growth to continue on a regular basis.

6. **Meritorious Service**

Charla Minson has served the College well as an instructor and a counselor. She is in high demand with her students and her extra activities with the Latino Students is commendable.

7. **Number of Years in Present Rank**

Ms. Minson was employed as in Instructor in 1993, therefore, this is her first promotion at Sauk Valley Community College.



TO: Dr. Phil Gover
FROM: Michael Seguin *MS*
DATE: December 16, 1997
SUBJECT: Recommendation In Support Of Promotion Of Kris Murray
To The Rank of Assistant Professor

This memorandum will serve as a formal recommendation to award tenure and promote Kris Murray to the rank of assistant professor.

1. Mastery of Subject Matter

Ms. Murray holds an associate of arts degree from Sauk, a bachelor in liberal studies from Western Illinois University and a master of arts degree from North Central College. Her academic background includes a heavy emphasis in music and humanities. Ms. Murray is an outstanding student.

2. Demonstrated Teaching Ability

Ms. Murray is a superior teacher as reflected in her outstanding classroom evaluations. She emphasizes student participation in classes and takes appropriate advantage of the latest developments in instructional technology. She is the college's first faculty member to offer a course on the Internet.

3. Interest in Students as Individuals

Ms. Murray goes more than the extra mile for her students. In addition to her outstanding work in the classroom and generous provision of office hours, she takes students to senior institutions and encourages them to continue their studies through the completion of bachelor's and master's degrees.

4. Understanding of the Comprehensive Community College Program

A Sauk graduate, Ms. Murray demonstrates an understanding of the community college philosophy by her teaching methods and encouragement she provides. In addition, and of vital importance to her students and the college program, she participates in a variety of student activities such as the madrigal dinner, small group for guitars and the choir.

5. Potential for Continued Growth

Ms. Murray demonstrates great potential for continued growth. She has taken courses in humanities from Northwestern University and attended workshops in computer-assisted instruction to supplement her program of self-study in the techniques of computer assisted instruction. Ms. Murray's work in computer-assisted instruction is at the cutting edge level. Often, courses have yet to be developed in this area.

6. Meritorious Service

Ms. Murray is meritorious in many ways. She is an outstanding teacher and coach of students, an instructional innovator who has developed new courses and instructional techniques for fellow faculty to learn from. She is a conscientious participant on college committees. She cooperates with administrative efforts to make Sauk a state-of-the-art institution. She has provided strong leadership on the Global Awareness Committee.

7. Number of Years at Present Rank

Ms. Murray taught part-time for the college in the 1970's and again in the 1990's when she was hired as choir director, to succeed Max Guinnup. In fall 1994 she replaced Mr. Guinnup as a humanities teacher on a term appointment. In fall of 1995 she was appointed to the tenure track position she currently occupies. Ms. Murray will have taught three years in her tenure track position by fall 1998.



November



MEMORANDUM

To: Dr. Philip Gover
From: Zollie W. Hall
Date: November 12, 1997
Subject: Recommendation to promote Steve Nunez to the rank of Assistant Professor

This memorandum will serve as a formal recommendation to appoint Steve Nunez to the position of Assistant Professor. The following information is offered in support of this recommendation.

1. Mastery of Subject Matter

Mr. Nunez graduated from Virginia Tech with a Master of Science degree in Biology and a Bachelor of Science Degree in Biology with a minor in History. He has completed 49.0 hours beyond his masters.

2. Demonstrated Teaching Ability

Steve joined the faculty in 1996 as an Instructor of Biology. Mr. Nunez's annual evaluations are indicative of his quality performance in the classroom. Steve goes beyond that which is expected to meet the needs of students.

3. Interest in Students as Individuals

Mr. Nunez has good rapport with his students. His approach to instruction is relaxed and friendly and he spends additional time working with individuals in his area.

4. Understanding of the Comprehensive Community College Program

Steve demonstrates an understanding of the Community College mission. He has taught at New River Community College and was a graduate assistant at the Virginia Tech. Mr. Nunez has served on various college committees during his tenure.

5. **Potential for Continued Professional Growth**

Mr. Nunez attends professional conferences each year. I would expect that Steve would continue to be active in professional growth activities.

6. **Meritorious Service**

Mr. Nunez has served the college well as an instructor. He has assisted with advisement activities, curriculum development and Honors program.

7. **Number of Years in Present Rank**

Steve Nunez was employed as an Instructor of Biology in 1996, therefore, this is his first promotion at Sauk Valley Community College. Mr. Nunez has two years teaching experience with Sauk Valley Community College and two years teaching experience with Virginia Tech and New River Community College.

ZWH/bs

c: Steve Nunez

I N T E R

O F F I C E

MEMO

To: Dr. Philip Gover
From: Rosemary Johnson *RF*
Subject: Recommendation to promote Stephanie Schreiner to the rank of Assistant Professor and to grant continuing appointment (tenure)
Date: December 3, 1997

I recommend Stephanie Schreiner for promotion to Assistant Professor and continuing appointment (tenure). The following information is offered to support this recommendation:

1. Mastery of Subject Matter

Ms. Schreiner holds a Bachelor of Science in Nursing from Pittsburgh State University and a Master of Science in Nursing from Northern Illinois University. She has experience as a registered professional nurse in a variety of settings. She maintains current certification in Advanced Cardiac Life Support, Trauma Nurse Specialist and Emergency Communications (ECRN).

2. Demonstrated Teaching Capability

Classroom observation and student evaluations reflect the quality of Ms. Schreiner's instruction. Her classroom presentations are organized and interesting. She creates a learning environment that encourages student participation. Ms. Schreiner uses instructional technology in the classroom, when appropriate.

3. Interest in Students as Individuals

Ms. Schreiner projects a positive attitude about students' ability to learn. She is available to students and spends considerable time counseling and advising them. Ms. Schreiner provides prompt corrective feedback to students in the classroom and clinical area.

4. Understanding of Comprehensive Community College Program

Ms. Schreiner demonstrates an understanding of the Community College mission. She has served on college committees. She contributes to community activities. She recognizes the demands placed on adult learners yet maintains high academic and performance standards.

Dr. Philip Gover.
Page 2
December 3, 1997

5. Potential for Continued Professional Growth

Ms. Schreiner attends professional conferences and maintains numerous professional certifications. She evaluates her instructional method and materials to identify alternative learning approaches. She is an active participant in curriculum planning, development and revision within the program.

6. Meritorious Service

Ms. Schreiner has served the college well as an instructor. Last year she volunteered to be secretary for the nursing faculty meetings. She has completed her assignments for outcome based evaluation statements in a timely manner. She accepts summer assignments.

7. Years at Present Rank

Ms. Schreiner joined the faculty as an instructor in May, 1995.

We are fortunate to have Ms. Schreiner as a member of the faculty.

pre

For Board Meeting of
February 23, 1998

Agenda Item H-4

FACULTY NEW CONTINUING APPOINTMENT

TENURE

The following faculty members have satisfactorily completed the period of instructional service as term appointees and are eligible for a continuing appointment (tenure).

Randall Bradshaw
Pamela Cunningham
Kris Murray
Stephanie Schreiner

RECOMMENDATION: It is recommended that faculty indicated above be offered a continuing appointment (tenure) for the 1998-99 year.

For Board Meeting of
February 23, 1998

Agenda Item H-5

PART-TIME FACULTY

The following part-time faculty will be teaching in the Corporate and Community Services division during the spring semester:

Bruce Colmark - Aviation

Jenny Garcia Macko - Language

Monica Fane - Emergency Medical Technician

Gail Beck - Food/Nutrition

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

For Board Meeting of
February 23, 1998

Agenda Item H-6

COLLECTIVE BARGAINING TEAM

At this meeting the Board of Trustees should appoint a collective bargaining team in order to begin negotiations for a new contract with the SVCC Faculty Association.

RECOMMENDATION: Appropriate action.

For Board Meeting of
February 23, 1998

Agenda Item H-7

FRINGE BENEFITS POLICY REVISIONS (419.01 - I SICK LEAVE)

(FIRST READING)

Instead of establishing a sick leave bank, the administration is proposing the attached sick leave policy revision which has been drafted by Attorney Pace.

RECOMMENDATION: Board approval of the attached revisions to the Fringe Benefit Policy 419.01 - I Sick Leave for first reading.

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. **However, in extraordinary circumstances, sick leave in advance of being earned or for a greater extent than earned may be allowed as provided in this paragraph on the prior written request of the employee's supervisor, and the prior written approval of the President. Additional sick leave may be granted in the sole discretion of the President, and will only be available to the extent of sick leave to which the employee would be entitled and credited at the beginning of the next fiscal year. In exercising his or her discretion, the President shall consider the likelihood of the employee's return to full time employment, the probable date for return, and the best interests of the College.** 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.

For Board Meeting of
February 23, 1998

Agenda Item H-8

SABBATICAL LEAVE REQUEST

The Sabbatical Leave Committee is recommending that Ralph Pifer be granted a Sabbatical Leave for fall of 1998.

RECOMMENDATION: Board approval of a Sabbatical Leave for Ralph Pifer for the 1998 fall semester.

SAUK VALLEY COMMUNITY COLLEGE

MEMORANDUM

To: Dr. Richard Behrendt

From: Sabbatical Leave Committee

Cindy Alfano Tom Breed Walt Clevenger Curt Devan
Tom Gospodarczyk Bev Kiele Charles West

Date: February 18, 1998

Subject: Recommendation for Sabbatical Leave

On February 16, 1998, the Sabbatical Leave Committee met in the Library Conference Room at 3:00 p.m.

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

If you have any questions, please contact me.

cc Dr. Phil Gover
 Michael Seguin
 Kris Murray, President, SVCC Faculty Association

sab98#5
d/Sabbatical

TO : PRESIDENT BEHRENDT AND THE SAUK SABBATICAL COMMITTEE
FROM : *R. Pifer* - PSYCHOLOGY AND SOCIAL SCIENCE
RE : REQUEST FOR SABBATICAL LEAVE FOR RALPH PIFER
DATE : July 22, 1997

SUMMARY REQUEST

For the purpose of improving the quality of instructional services in Psychology 103 at Sauk Valley Community College, I am requesting a sabbatical leave for the Fall of 1998. I plan to improve instruction by preparing a study guide for PSY 103--Introduction To Psychology that will be available to students in traditional paper and IBM floppy disc format *if* possible. The latter will offer students one more way to move into the computer age. It will also help explore the possibilities of putting complex class materials into a computerized format that is *equal to*, or superior to traditional paper formats. The latter goal is more exploratory than certain, given the technology as of the writing of this proposal. I have explored putting my PSY 200-Human Growth and Development study guide in computer disc format this year, but the availability of services is not present as of yet. I am hoping it will be available in a year, given the rapid evolution in the field. Additionally, I plan to explore the possibilities of using the internet for augmenting PSY 103 instruction.

The study guide will also aim at sharpening the study skills of the freshmen using it. Increasingly, our students lack language and reading skills needed to deal with complex survey courses. They feel overwhelmed by the breadth and complexity of the course material and the amount of vocabulary. Many also lack basic reading and study skills to successfully attack the material. Over the last six years, I have developed a paperback study guide for PSY 200--Human Growth And Development. Students tell me that it is the "skeleton key" to this complex course. It guides them through the complexities of the psychological, social, and biological aspects of human growth. I also should note that it appears to have aided in Sauk maintaining the best pass rate in the state of Illinois on The Nursing Boards. Feedback in students' evaluations has been uniformly positive. I would like to extend what I have learned with PSY 200 to the more challenging problem of teaching PSY 103--Introduction To Psychology.

NEED AND RATIONAL FOR PROJECT

For three years, I have been asking students to complete a one page reaction paper after their first week with me in PSY 103. The topic and title of the paper is : **HOW PSYCHOLOGY IS DIFFERENT FROM WHAT I THOUGHT IT WOULD BE ?** The essays have been enlightening. Both my colleague Dr. Fred Nesbit and I have had students tell us how hard psychology was and how it was not what they had expected over the years. Why was it hard ? What had they expected ? We had only fragmentary clues. With the study efforts of the last few years, answers have begun to emerge. Why was it hard; how did we fail to meet their expectancies ? The following student quotes give some clues :

1. It teaches much more than you could ever imagine could be taught----
2. Freud was just a small fragment in the study of psychology.
3. I found this class much harder than I thought it would be.
4. How do crazies get to be crazy ?-----I remember the day I went to get my psychology book to see when I got to learn about everything I hoped to learn about. When I finally got time to look at my psychology book what a disappointment. I saw pictures of the brain and ear and other things I didn't expect to see. What is this I'm taking a health class ?
5. After taking psychology classes, I have found that there is a lot more of scientific research involved in studying human behavior----I was amazed we had to learn the parts of the brain.
6. Well, when I studied it in high school it was a big blow off class !! ----There are so many things that

are studied in this class, that you really need to stay tuned with the way to study them---That if I were to say what was different for me, it would be the underestimation by me of what all is involved in the human psyche !

7. When I got to Sauk and took psychology, it was more than I had expected. It was also more difficult. You really have to open the book and study---I never realized there was so much biology in the field of psychology---Psychology is VERY different than I had expected.
8. I expected PSYCH 103 to be a review of what they tried to teach us in high school. I am astonished to find that there is so much more to psychology than high school teaches.
9. Psychology has always been interesting to me, but I never knew it involved so much.
10. Psychology is a much more complex science than I had first been led to believe---my first class was an open discussion type classroom full of personal opinions. It was a post Vietnam era with peace and equality rallying beside establishment opposition. Discussions were based upon the best sellers : ***I'M OK, YOU'RE OK, I'M MY OWN BEST FRIEND***, and ***BODY LANGUAGE***. My biggest surprise now is the amount of biology that is intertwined with the study of the mind.
11. Psychology is a lot different than what I expected. I expected psychology to be something on the line of figuring out why people kill, how do we move, and other things that deserve a lot of mental figuring out.---When I signed up for the course my first thought was--" How hard could this be ? " And boy was I wrong.---I thought it was going to be an easy A---I didn't think that the study guide would be all that much of a help. Again I was wrong. It helps.
12. I did not expect psychology to be what I found it is, a science.
13. Psychology is totally different from what I thought it was. Psychology is much more complex than most people think. I took a psychology class in high school, but it was nothing close to what this class is like.
14. This brings me to my first misconception : Psychology would be an easy class that I could breeze right through.
15. How is psychology different than what I thought it was ? When I registered, they told me it was the study of how the mind of a maniac works---I thought they would tell us what makes a person insane.
16. Psychology is different in many ways than I ever thought it would be. I feel I have learned more in the past two and half months than I ever thought I would----There is so much more detail to every area that we have covered than I had ever imagined.
17. ---it was going to be an easy class I was going to take at Sauk. I would learn all about psychotic individuals and their reactions. Psychology was going to be an opinion class--no right or wrong answers. Every situation could be explained by a simple reason as shown on television or in the movies. I wondered how we could possibly make a class out of this---This course became a " challenge " instead of easy. The subject matter was entirely different and even "foreign" to me, but definitely interesting.

The above answers are from seventeen essays from one class I surveyed. The data reveals a great deal about the expectancies and realities the students encountered in Introductory Psychology. First, there is clearly more to psychology than most students imagine there to be. There are more topics and far more details. Second, most students have a poor conception of what psychology studies. Crazy people, human relations, feelings, and similar material make up what many students feel to be the subject matter of psychology. Thirdly, many students are very surprised by the biological content of the field. Students seem unaware that their brain and neurochemistry equal who they are, what they feel, and what they do. They also do not seem to understand the importance of knowing how their senses work as a key to understanding how they know they world.

Outside of studying mental illness, there also seems to be a confusion of the science of psychology with what students watch in television talk shows, read in pop psychology texts, and just generally believe to be true about human behavior and the mind. Their opinion would be as good as anyone else's in a psychology class. The discovery that psychology is a science, with objective methods, and established facts and theories seems to take many students by surprise.

Finally, the methods of teaching and the general difficulty level of the class surprised many students. Many thought we would sit around and simply talk and express our opinions. They were surprised that the class actually had structure, content, and clear demands for learning. Many also thought the class would

be an easy grade.

Psychology is both harder and broader than most students think. It also is made up of content they are not prepared for.

Better students make the adjustments . They study harder,use supplemental materials and resources such as the L.A.C.,and alter their expectancies. Increasingly, the students we are seeing at Sauk are not always first drawer. Older,less prepared,longer out of school,working several jobs,of uncertain motivation, and other variables make the adjustment less certain. Furthermore, most students do not understand that introductory survey courses are among the hardest of all courses. There is more language to acquire and. There are new theories and people. Never again will the student have so much to learn that is completely new as during most initial survey courses,whether it is in psychology,biology,or astronomy. In subsequent courses,for which the survey course is a prerequisite,the number of new ideas,people, and theories will generally be smaller. Not only will the number generally be smaller, but it will also be easier to learn and remember. The psychology of memory tells us that it is easier to learn and remember a topic,the more we know about it.

Psychology is a language intensive subject. In math ,one must pay attention to each operation,decimal point, and sequence of steps. Any lapse,results in an error. In psychology,reading skills are critical. Increasingly, Sauk students arrive at college reading at less than a college level. Inspecting the first half of the text currently used in introductory psychology,about 81 terms,theories, and people are introduced in each chapter. The text is not one of extraordinary difficulty. It is a midline text in terms of difficulty,just as the courses we offer at Sauk are of midline content. They are highly representative of the core of the field and transfer well.

Introductory Psychology is not an " uniform subject," with each chapter building upon the previous one,as one might find in some subjects. Introductory Psychology is a broad survey of major topics within the field loosely tied together by the methods and science of psychology. In one semester,we cover : 1. methods and history; 2. the brain; 3. child development; 4. life-span development; 5. sensation and reality; 6. perceiving the world; 7. conditioning and learning; 8. memory; 9. cognition,intelligence, and creativity; 10. motivation and emotion; 11. personality; 12.abnormal psychology; 13. therapies; 14. gender and sexuality; and 15. social behavior. In many of my classes,I see myself as telling a story. In Human Growth and Development, I tell the story of conception,the infant's growth,early childhood development,development through the school years,adjustment to a changing body in adolescence, young adult adjustment,middle age, and finally aging and death. Finding a similar story in Introductory Psychology is much harder. Most psychologists attempt to link these wide ranging topics through applying them to the student's daily life. The breadth of the students entering our classrooms makes this both harder and easier, as one searches for common experiential events most students can relate to.

There is a need for an instrument that would help the students sort through the many terms,people, and theories of each chapter,acquire them, and be able to apply them. Acquisition should not be of a simple rote nature. Students need to be able to go beyond this to application in daily life .

BENEFITS TO SVCC AND THE STUDENTS

The project I am proposing will hopefully accomplish the following goals :

1. Students will have a variety of study skills sharpened through the use of the study guide;
2. Grades in the course will be improved along with retention--since students will do better and be less frustrated in this complex survey course;
3. Understanding of psychology as a discipline will be enhanced;
4. Students will be exposed to more content and in a variety of ways not possible in the present course;
5. Students will be able to apply a great deal more of the course to their daily lives;they will not see it as simply a collection of terms,theories and people's names;
6. Reading skills will be enhanced through the addition of supplemental readings with objectives,self-

quizzes and other teaching mechanisms;

7. Student computer literacy will be encouraged through the provision of an IBM compatible version of the study guide, if this is possible as an option;
8. My computer abilities will be enhanced through the design of this computer compatible curricular device or at the very least through researching its development; and
9. Applications utilizing the internet will also be attempted. There is a growing number of net resources that would be useful for psychology students.

PLAN FOR SABBATICAL LEAVE *

1. I will survey the Introductory Psychology texts available to find a text with good coverage of the classic core topics--as well as a text that has a record of being in print for some years to base the study guide loosely upon. It may be the text we are presently using will be suitable, but it would be prudent to survey the field;
2. I will scan the core chapters I select for critical vocabulary, terms, theories, and men the students need to know. I would like to attempt to do this in such a way as to make the study guide universal in its coverage and applicability to the degree that it is pragmatically possible. At this time, the production of a truly universal study guide applicable to all texts in the field may not be possible;
3. The chapters should have a list of learning objectives prepared for each one;
4. Simple factual questions and more complex application questions should be prepared to cover the vocabulary and learning objectives for each chapter;
5. Essay and short answer questions should be prepared for each chapter. These should encourage the student to summarize large amounts of the information in the text, analyze and apply theories, and extend this material to daily life, particularly their own. It would also encourage writing-across the-curriculum, which is a Saukwide goal;
6. Readings should be secured that extend or in some way illuminate the chapters being covered. These should have factual quizzes as well as short answer and essay questions prepared to accompany them.
7. Quarterly, midterm, and final exams should be prepared to accompany the text. A sample cumulative final examination might also be prepared for the student and/or instructor's use for measuring overall retention and competence at the close of the course;
8. Artwork needs to be secured or prepared to accompany chapters on the brain, senses, perception, and other relevant chapters.
9. Tables, graphs, and other figures need to be prepared as needed for the text, or secured;
10. Copyright clearance for the use of articles, artwork, tables, and graphs borrowed from other sources will need to be cleared through the publisher;
11. A publisher needs to be secured early in this project to help with copyright clearance, cost planning, research, and preparation of the computer materials;
12. Periodic drafts of material need to be read by proofreaders for accuracy, content, flow, mechanics, etc. Selected students samples might also be asked to read sections for their reactions;
13. Camera/print ready final copy needs to be secured and sent off to the publisher; and
14. Pricing, number printed, due dates, etc., need to be negotiated with Sauk's bookstore through the publisher. **

* I have offered to help my dean arrange for coverage during the semester I have proposed to be on sabbatical.

** I have discussed the possibilities of this project already with a publisher and been assured that it is possible, and that the price to the students will be reasonable. I intend the pricing to be at cost of publishing, with no profit. The purpose is to improve teaching, not to make money.

Sincerely,

Ralph G. Pifer
Associate Professor of Psychology
And Social Science
July 27, 1997

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
FEBRUARY 23, 1998

<u>SUMMARY OF BILLS PAYABLE</u>	<u>AMOUNT</u>
Pages 1-49 General Operating Funds	\$606,636.68
Pages 50-54 Restricted Fund	73,925.43
Pages 55-57 Bookstore	<u>114,728.20</u>
TOTAL	<u>\$795,290.31</u>

[Handwritten signatures of Helmer Johnson, Edward Andre, and a signature that appears to be a stylized 'E' or 'A']

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY
Helmer Johnson Edward Andre
PRESIDENT
SECRETARY
DATE 2-23-98

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT	
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G0009274	01/23/98	ACAP	Association of College Adminis	CAMPUS FIRE	I0014374	12	514000	540190	8060		55.00
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YEAR 1998

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Sauk Valley Community College
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 PAGE: 2

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00009286	01/23/98	526696741 Bradley, Jami V.		10014375	01	511000	550100	8010	196.99
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00009290	01/23/98	360446063 Cisketti, Teresa J.		50001254	01		230000		113.00
00009291	01/23/98	341603237 Coleman, Christine M.		50001253	01		230000		132.00
00009292	01/23/98	483908003 Cox, Terry J.		10014376	01	430100	550100	3040	78.75
00009293	01/23/98	339541938 Damhoff, Bill	2/3/98 GAME	10014399	050600	460201	530900	6050	15.00
00009294	01/23/98	346488543 Damhoff, Russ K.		10014403	050600	460201	540120	6050	19.20
				10014407	050600	460201	550900	6050	68.35
CHECK TOTAL									87.55
00009295	01/23/98	342802696 Damhoff, Tom	2/3/98 GAME	10014389	050600	460201	530900	6050	10.00
00009296	01/23/98	353683965 Densmore, Danielle D.		50001252	01		230000		3.00

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				VENDOR'S NUMBER	INTERNAL						
00009297	01/23/98	328806747	Dodd, Kasie A.	50001251	01			230000		228.00	
00009298	01/23/98	341347652	Doherty, Georgiana	50001263	01			230000		105.60	
00009299	01/23/98	324509115	Drane, Paula	10014406	050500	414000	540190	6030		83.21	
00009300	01/23/98	332682762	DuBeis, Julie L.	50001250	01			230000		140.80	
00009301	01/23/98	324509704	Dysart, Shari L.	50001249	01			230000		578.00	
00009302	01/23/98	349725161	Eizenga, Matthew R.	50001262	01			230000		132.00	
00009303	01/23/98	354729153	Esquivel, Lucie	50001248	01			230000		44.00	
00009304	01/23/98	352728373	Fischbach, Amy L.	50001247	01			230000		731.00	
00009305	01/23/98	324469922	Ferren, Rebba	TKT SALE JAN 98		10014402	050600	460201	530900	6050	95.00
00009306	01/23/98	GLEUPH	Glenn's Upholstery	01-15-98		10014385	01	513000	580520	8060	1,368.10
00009307	01/23/98	345307106	Greharing, Richard B.			10014378	01	110000	550100	8050	67.45
00009308	01/23/98	361707204	Guerrero, Lorena			50001261	01		230000		75.20
00009309	01/23/98	360340503	Hainline, Charlie	REFEREE 2/3/98		10014394	050600	460201	530900	6050	65.00
00009310	01/23/98	340520861	Hansen, Steve	REFEREE 2/3/98		10014393	050600	460201	530900	6050	65.00
00009311	01/23/98	348604627	Hillison, D. Sue			50001245	01		230000		132.00
00009312	01/23/98	339828572	Hopkins, Joshua J.			50001244	01		230000		105.60

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			VENDOR'S	INTERNAL					
00009313	01/23/98	360445676 Houck, Phyllis A.		S0001260	01		230000		132.00
00009314	01/23/98	324809556 Hoyle, Scott M.		S0001243	01		230000		10.00
00009315	01/23/98	321707468 Huizenga, Christopher A.		S0001242	01		230000		105.60
00009316	01/23/98	332808279 Hayett, Timothy R.		S0001241	01		230000		140.80
00009317	01/23/98	IDES - Illinois Department Employment 4TH Q UNEMP		I0014411	12	512120	520400 8020		749.73
00009318	01/23/98	357666177 Jackley, Tara M.		S0001240	01		230000		196.00
00009319	01/23/98	325522953 Johannsen, Rick	2/3/98 GAME	I0014391	050600	460201	530900 6050		15.00
00009320	01/23/98	320807058 Johnson, Jill L.		S0001239	01		230000		98.00
00009321	01/23/98	361667913 Johnson, Shawna M.		S0001238	01		230000		675.00
00009322	01/23/98	352566339 Kessel, Ramona R.		S0001237	01		230000		44.00
00009323	01/23/98	321629003 Koenck, Melissa L.		S0001236	01		230000		54.00
00009324	01/23/98	342646295 Lawson, Olivia M.		S0001235	01		230000		3.00
00009325	01/23/98	354487012 Leseman, Jelene K.	2/10/98 GAMES	I0014388	050600	460301	530900 6050		30.00
			GAME WRK 2/3/98	I0014395	050600	460301	530900 6050		70.00
				I0014408	050600	460301	550900 6050		281.79
CHECK TOTAL									381.79

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				VENDOR'S NUMBER	INTERNAL					
60009326	01/23/98	335569644	Lilly, Crystal L.	S0001234	01			230000		132.00
60009327	01/23/98	360700713	Lutyens, Katherine	S0001233	01			230000		44.00
60009328	01/23/98	711032739	Marlier, Ronald	I0014377	01	430100	550100	3040		13.86
60009329	01/23/98	569632663	McCoy, Anne	S0001232	01			230000		196.00
60009330	01/23/98	MCHCCOU	McHenry County College	REGISTRATION	I0014401	01	341000	550100	2080	150.00
60009331	01/23/98	345707290	Miller, Celby L.	S0001259	01			230000		176.00
60009332	01/23/98	338780154	Miller, Susan M.	S0001231	01			230000		15.00
60009333	01/23/98	324544448	Montaven, Peter	S0001230	01			230000		132.00
60009334	01/23/98	327424810	Moroney, Eileen M.	S0001229	01			230000		132.00
60009335	01/23/98	050641630	Morrisset, Vladimir D.	S0001258	01			230000		279.00
60009336	01/23/98	352789963	Morse, Stacy L.	S0001228	01			230000		105.60
60009337	01/23/98	348505356	Murphy, Glenna M.	S0001227	01			230000		326.40
60009338	01/23/98	342641699	Newman, April L.	S0001226	01			230000		105.60
60009339	01/23/98	NILRC	NILRC	SPRING 98 TC	I0014410	01	342100	540120	1010	660.80
60009340	01/23/98	319761258	Noble, Kristi R.	S0001225	01			230000		88.00
60009341	01/23/98	320749725	Paladino, Katherine M.	S0001224	01			230000		103.00

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		NAME	VENDOR'S NUMBER	INTERNAL							
60009342	01/23/98	354425235 Pfeifer, Alan		REIMB 6 CR HR	10014373	01	363100	520720	2040		690.00
60009343	01/23/98	321706873 Pilgrim, David			50001257	01			230000		37.60
60009344	01/23/98	339524111 Pribble, Jill E.			50001223	01			230000		132.00
60009345	01/23/98	344700571 Raab, Renee S.			50001222	01			230000		105.60
60009346	01/23/98	321787099 Ramirez, Maricela			50001221	01			230000		132.00
60009347	01/23/98	340807685 Redfield, Ross R.			50001220	01			230000		108.20
60009348	01/23/98	355762019 Rezhen, Sandra-K.			50001256	01			230000		105.60
60009349	01/23/98	356682839 Schilling, Mark I.			50001219	01			230000		105.60
60009350	01/23/98	397861437 Schumacher, Mike J.			50001218	01			230000		192.00
60009351	01/23/98	SHEOIL Shell Oil Company		0124514	10014409	050800	415000	540150	6050		169.00
60009352	01/23/98	344441384 Snow, Teresa			50001217	01			230000		148.80
60009353	01/23/98	SOVILL Southern Illinois University		CRIMINAL GK	10014380	01	352300	530200	1040		180.00
60009354	01/23/98	348667578 Spencer, Kimberly S.			50001216	01			230000		103.00
60009355	01/23/98	332804078 Spickler, Craig M.			50001215	01			230000		5.80
60009356	01/23/98	340800610 Leitzen, Amanda N.			50001214	01			230000		44.00
60009357	01/23/98	355789459 Tedrow, Stephanie D.			50001213	01			230000		15.00

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			VENDOR'S	INTERNAL					
90009358	01/23/98	TIMEW TIMEWise	LAGOW-PLANNER	I0014381	01	212100	540110	8030	12.95
			COTTRELL-PLANNE	I0014382	01	214000	540110	8070	12.95
								CHECK TOTAL	25.90
60009359	01/23/98	483138237 Treacy, James R.		S0001212	01				132.00
60009360	01/23/98	326767549 Wade, Angela J.		S0001246	01				148.80
60009361	01/23/98	351283928 Walker, Donald R.		S0001211	01				44.00
60009362	01/23/98	WALENT Walrus Enterprises	I0110	I0014405	050600	460201	540120	6050	121.25
60009363	01/23/98	359686896 Ward, Wesley D.		S0001210	01				105.60
60009364	01/23/98	328423343 Warrenfeltz, Roger	JAN 1998	I0014386	02	541000	530400	7010	400.00
60009365	01/23/98	392869882 Welch, Elisabeth E.		S0001209	01				148.80
60009366	01/23/98	337808291 Welker, Jason A.		S0001255	01				70.50
60009367	01/23/98	337465353 Williams, Brad	REFEREE 2/3/98	I0014392	050600	460201	530900	6050	65.00

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				VENDOR'S	INTERNAL					
G0009372	01/30/98	355520910	Alderson, Mark		S0001274	01		230000		328.80
G0009373	01/30/98	AMEEXP1	American Express Financial Adv	1/31/98 P/R	I0014444	01		212010		340.00
G0009374	01/30/98	ASTD	American Society for Training	RENEWAL 98	I0014487	050130	345400	540600	4090	79.00
G0009375	01/30/98	361380524	Anderson, Judy	4 CR HR REIMB	I0014496	01	362100	520720	2010	460.00
G0009376	01/30/98	339541358	Anderson, Kevin	2/7/98 GAME	I0014522	050600	460201	530900	6050	10.00
G0009377	01/30/98	342581867	Anderson, Kyle	REFEREE 2/7/98	I0014516	050600	460201	530900	6050	65.00
G0009378	01/30/98	342582889	Anderson, Rod	REFEREE 2/7/98	I0014514	050600	460201	530900	6050	65.00
G0009379	01/30/98	ATT	AT & T	7392207884	I0014485	02	545000	570500	7060	305.34
G0009380	01/30/98	359607647	Babbitt, Heather L.		S0001297	01		230000		882.00
G0009381	01/30/98	281523674	Balfantz, Gary		I0014515	050600	460701	540900	6050	48.35
G0009382	01/30/98	331469307	Blackburn, Jan	2/7/98 GAME	I0014520	050600	460201	530900	6050	15.00
G0009383	01/30/98	344723590	Burks, Christopher M.		S0001339	01		230000		105.60
					S0001343	01		230000		26.40
									CHECK TOTAL	132.00
G0009384	01/30/98	CAPGUA	Capital Guardian Trust Company	1/31/98 P/R	I0014445	01		212180		375.00
G0009385	01/30/98	342808668	Carl, Eric J.		S0001298	01		230000		244.00

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				VENDOR'S INTERNAL									
G0009386	01/30/98	359605964	Collins, Rae L.	50001299	01				230000				300.00
G0009387	01/30/98	324544598	Collins, Stuart C.	STD-LN 1/26/98	10014478	051400			130905				150.00
G0009388	01/30/98	478967877	Coots, Allen R.	50001275	01				230000				103.00
G0009389	01/30/98	339541360	Dalles, Tiffany	50001300	01				230000				250.00
G0009390	01/30/98	360601700	Dalton, Belinda A.	INTERVIEW EXP	10014489	01			513000	550400	8060		795.52
G0009391	01/30/98	339541938	Damhoff, Bill	2/7/98 GAME	10014521	050600	460201	530900	6050				15.00
G0009392	01/30/98	342802696	Damhoff, Tom	2/7/98 GAME	10014519	050600	460201	530900	6050				10.00
G0009393	01/30/98	333805585	Devine, Chris E.	50001276	01			230000					105.60
G0009394	01/30/98	341466182	Douglas, Reginald D.	50001301	01			230000					300.00
G0009395	01/30/98	324509115	Drane, Paula	10014498	050500	414000	540190	6030					19.06
G0009396	01/30/98	345385894	Drew, Gary	VAN SUPPLIES	10014484	050800	415000	540150	6050				134.07
				10014488	02	543000	540140	7030					264.99
												CHECK TOTAL	399.06
G0009397	01/30/98	572553284	Dunbar-Harts, Yassminda B.	50001302	01			230000					100.00
G0009398	01/30/98	332788714	Edwards, April L.	50001303	01			230000					875.00
G0009399	01/30/98	EQULIF	Equitable Life Assurance	1/31/98 P/R	10014446	01		212020					132.00

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				VENDOR'S	INTERNAL					
00009400	01/30/98	FARNEW	Farmers New World Life Insuran	1/31/98 P/R	I0014447	01		212040		25.00
00009401	01/30/98	FEDLIF	Federal Life Insurance Company	1/31/98 P/R	I0014448	01		212050		12.50
00009402	01/30/98	463374349	Flores, Augustine	ST LN 1/28/98	I0014480	051400		130905		150.00
00009403	01/30/98	333741217	Forbes, Brenda L.		S0001315	01		230000		1,316.50
00009404	01/30/98	FRALIF	Franklin Life Insurance Compan	1/31/98 P/R	I0014449	01		212060		512.50
00009405	01/30/98	328765254	French, Stephanie J.		S0001304	01		230000		200.00
00009406	01/30/98	355761638	Gilbert, Wendy A.		S0001305	01		230000		675.00
00009407	01/30/98	338403931	Godsil, Greg	REFEREE 2/14/98	I0014507	050600	460301	530900	6050	65.00
00009408	01/30/98	351689728	Gerzny, Kari S.	AEROBIC (2)	I0014481	050110	343300	530200	4040	202.50
00009409	01/30/98	329428902	Gospodarczyk, Thomas J.		I0014491	050130	345400	550100	4090	196.47
00009410	01/30/98	351665064	Goving, Jared F.		S0001277	01		230000		660.00
					S0001306	01		230000		660.00
								CHECK TOTAL		1,320.00
00009411	01/30/98	356601259	Gruchow, Jenny M.		S0001278	01		230000		105.60
00009412	01/30/98	GTEMOB	GTE-Mobilnet	42609982-0198	I0014518	02	545000	570500	7060	59.38
00009413	01/30/98	348507287	Hansen, Vickie L.		S0001307	01		230000		244.00

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				VENDOR'S	INTERNAL					
60009414	01/30/98	359668985	Hawkins, Helen M.	S0001340	01			230000		148.80
60009415	01/30/98	358703779	Helfrich, Jeremy J.	S0001308	01			230000		1,350.00
60009416	01/30/98	328424603	Hilbert Taylor, Alice A.	MODELING	I0014502	01	322100	530200	1010	90.00
60009417	01/30/98	468545470	Hemuth, Mel	REF 2/17/98	I0014501	050600	460301	530900	6050	65.00
60009418	01/30/98	HORMAN	Horace Mann Insurance Company	1/31/98 P/R	I0014450	01		212080		157.50
60009419	01/30/98	349701686	Hese, Jeri A.	S0001279	01			230000		32.00
60009420	01/30/98	318522386	Hoyle, Christine	SPRINGFIELD TRA	I0014508	101150	461415	590900	6090	130.27
60009421	01/30/98	ICCCA	ICCCA	REG BREED/ALFAN	I0014497	01	441100	550100	3020	50.00
60009422	01/30/98	ICCCA	ICCCA	REG FEES	I0014492	01	441100	550100	3020	40.00
60009423	01/30/98	ILLDEP	Illinois Department of Revenue	1/31/98 P/R	I0014461	01		210200		6,494.08
60009424	01/30/98	ILLMUT	Illinois Mutual	1/31/98 P/R	I0014459	01		211550		27.26
60009425	01/30/98	IMACC	IMACC	1997-98 MEMBER	I0014500	01	335400	540120	1010	115.00
60009426	01/30/98	KAGJOE	Joel A. Kagann, Circuit Court	1/31/98 P/R	I0014470	01		210900		216.67
60009427	01/30/98	325522953	Johannsen, Rick	2/7/98 GAME	I0014517	050600	460201	530900	6050	15.00
60009428	01/30/98	357440163	Johnson, Gary W.	REFEREE 2/14/98	I0014509	050600	460301	530900	6050	65.00
60009429	01/30/98	334704128	Johnson, Karl	REF 2/17/98	I0014503	050600	460301	530900	6050	65.00

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			VENDOR'S	INTERNAL					
00009430	01/30/98	526991555 Jonaway, Kole R.		S0001309	01		230000		799.60
00009431	01/30/98	321747631 Jurechka, Julie K.	ST LN	1/28/98	I0014479	051400		130905	150.00
00009432	01/30/98	327789761 Karrow, Keith A.		S0001310	01		230000		300.00
00009433	01/30/98	361589864 Kenney, James P.		S0001311	01		230000		200.00
00009434	01/30/98	326440053 Kerber, Joan E.		I0014475	01	411000	550100	8010	12.57
			STATUE-THOMPSON	I0014476	01	211000	550900	8010	183.44
								CHECK TOTAL	196.01
00009435	01/30/98	331666757 Kinney, Mary J.		S0001280	01		230000		148.80
00009436	01/30/98	324543012 Klockenga, Kelly		S0001281	01		230000		105.60
00009437	01/30/98	341429223 Kostecki, Roger		S0001282	01		230000		113.60
00009438	01/30/98	323684456 Krok, Sheri L.		S0001312	01		230000		200.00
00009439	01/30/98	357724799 Kruse, Matthew R.		S0001283	01		230000		140.80
00009440	01/30/98	339523646 Lafever, Jane A.		S0001284	01		230000		105.60
00009441	01/30/98	344647592 Lasek, Tony	REFEREE 2/7/98	I0014512	050600	460201	530900	6050	65.00
00009442	01/30/98	358722010 Leesman, Jennifer A.		S0001285	01		230000		227.20
00009443	01/30/98	361627586 Lefler, Darcelle M.		S0001313	01		230000		150.00

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				VENDOR'S	INTERNAL					
G0009444	01/30/98	354487012	Leseman, Jolene K.	I0014494	050600	460301	550900	6050		350.36
				GM WRKS 2/17/98	I0014505	050600	460301	530900	6050	70.00
				GM WRKS 2/14/98	I0014510	050600	460301	530900	6050	70.00
									CHECK TOTAL	490.36
G0009445	01/30/98	322608408	Limond, Linda S.	S0001314	01		230000			100.00
G0009446	01/30/98	MEYLYD	Lydia S. Meyer, Trustee	1/31/98 P/R	I0014471	01		210900		125.00
G0009447	01/30/98	MAISTA	Main Stay Funds	1/31/98 P/R	I0014451	01		212170		75.00
G0009448	01/30/98	481962529	Mathiesen, Kenneth J.	S0001341	01		230000			528.00
G0009449	01/30/98	355743622	Mazzarisi, Shelley	STD LN 1/28/98	I0014477	051400		130905		150.00
G0009450	01/30/98	360741484	McBride, Patrick E.	S0001316	01		230000			792.00
				S0001342	01		230000			748.00
									CHECK TOTAL	1,540.00
G0009451	01/30/98	339465079	McElhiney, Susan L.	S0001286	01		230000			105.60
G0009452	01/30/98	353725936	Medina, Arthur G.	S0001317	01		230000			300.00
G0009453	01/30/98	346766753	Melton, Heather L.	S0001318	01		230000			1,075.00
G0009454	01/30/98	361689013	Miller, Brenda K.	S0001319	01		230000			300.00
G0009455	01/30/98	NCMPR	Nat'l Council for Marketing	OLMSTED-CONF	I0014483	01	212100	550100	8030	290.00

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				VENDOR'S	INTERNAL					
G0009456	01/30/98	357625377	Neahring, Derek R.		S0001320	01		230000		1,350.00
G0009457	01/30/98	348647177	Newman, Peggy A.		S0001321	01		230000		300.00
G0009458	01/30/98	NORLIF	Northern Life Insurance Compan	1/31/98 P/R	I0014452	01		212120		85.00
G0009459	01/30/98	351488687	O'Connell, Patricia L.		S0001322	01		230000		300.00
G0009460	01/30/98	OSCDRU	Osce Drug Store	651811	I0014490	01	363200	540410 2020		4.69
G0009461	01/30/98	319722299	Pack, Mark		S0001323	01		230000		300.00
G0009462	01/30/98	360446117	Pearson, Betty		S0001324	01		230000		300.00
G0009463	01/30/98	334729876	Prater, Danielle E.		S0001287	01		230000		148.80
G0009464	01/30/98	PROBEN	Professional Benefit Administr	1-21-98	I0014474	051000	520300	540830 6090		3,088.63
						051000	520300	540840 6090		2,407.34
						051000	520300	540850 6090		344.00
						051000	520300	540870 6090		1,720.00
						051000	520300	540880 6090		629.52
						051000	520300	540890 6090		1,612.23
								INVOICE TOTAL		9,801.72
G0009465	01/30/98	PRUMUT	Prudential Mutual Funds	1/31/98 P/R	I0014453	01		212140		100.00
G0009466	01/30/98	PUTRET	Putnam Retirement Plan Service	1/31/98 P/R	I0014454	01		212030		500.00
G0009467	01/30/98		Raddison Suite Hotel	02/26	I0014495	01	441100	550100 3020		275.28
G0009468	01/30/98	323649577	Ramos, Fred		S0001325	01		230000		150.00

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				VENDOR'S	INTERNAL						
60009469	01/30/98	RAMCOU	Ramsey County Child Support	1/31/98 P/R	I0014472	01		210900		269.80	
60009470	01/30/98	348684916	Razo, Mark S		S0001326	01		230000		300.00	
60009471	01/30/98	337708077	Regalado, Anthony		HONORARIUM	I0014513	050600	460701	540900	6050	75.00
60009472	01/30/98	334705101	Reynolds, Jessica L		S0001327	01		230000		1,350.00	
60009473	01/30/98	361787930	Rhodes, Sandra L		S0001328	01		230000		352.00	
60009474	01/30/98	583758212	Rodriguez, Angel L		S0001329	01		230000		1,350.00	
60009475	01/30/98	356601720	Satterfield, Trace L		S0001330	01		230000		675.00	
60009476	01/30/98	SCHEMP	School Employees Credit Union	1/31/98 P/R	I0014464	01		210700		24,286.47	
60009477	01/30/98	336821424	Schultz, Nick J		S0001288	01		230000		258.40	
60009478	01/30/98	330663561	Sator, Siu L		S0001331	01		230000		507.00	
60009479	01/30/98	325807795	Shehorn, Kristen L		S0001289	01		230000		105.60	
60009480	01/30/98	328743394	Shoemaker, Jennifer L		80001290	01		230000		262.40	
60009481	01/30/98	352688636	Shuda, Stephen A		60001291	01		230000		147.00	
60009482	01/30/98	346684956	Silva, Lydia		60001332	01		230000		1,506.01	
60009483	01/30/98	SPRIN	SPRINT	1/16/98 A	I0014473	02	545000	570500	7060	2,382.13	
60009484	01/30/98	STAUNI	State Universities Retirement	1/31/98 P/R	I0014465	01		210500		18,490.77	

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		NAME	VENDOR'S	INTERNAL	FUND	ORGN	ACCT				
00009485	01/30/98	321664830	Steder, Amy L.		S0001292	01			230000		117.60
00009486	01/30/98	349785032	Stephenitch, Brooke M.		S0001293	01			230000		1,153.00
00009487	01/30/98	354486184	Stephenitch, Karen M.		S0001294	01			230000		190.40
00009488	01/30/98	SAUFAC	SVCC Faculty Association	1/31/98 P/R	I0014462	01			210800		1,317.92
00009489	01/30/98	SAUFOU	SVCC Foundation	1/31/98 P/R	I0014463	01			211600		5.00
00009490	01/30/98	SYLPRE	Syllabus Press	HAMILIN	I0014499	01	311000	550100	8010		445.00
00009491	01/30/98	328423058	Taylor, Dianne L.		S0001333	01			230000		387.00
					S0001334	01			230000		-387.00
					S0001335	01			230000		387.00
										CHECK TOTAL	387.00
00009492	01/30/98	354485145	Thrasher, Rebecca M.		S0001336	01			230000		100.00
00009493	01/30/98	TIACRE	TIAA/CREF	1/31/98 P/R	I0014455	01			212150		7,059.56
00009494	01/30/98	TRUMAR	Trustmark Insurance	1/31/98 P/R	I0014460	01			211500		817.53
00009495	01/30/98	255555270	Tugwell, Frank		S0001295	01			230000		105.60
00009496	01/30/98	TWICIT	Twin City Travel	24107	I0014482	01	212100	550100	8030		226.00
00009497	01/30/98	UNIWAYA	United Way of Amboy	1/30/98 P/R	I0014469	01			211100		7.50

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		NAME	VENDOR'S INTERNAL	1/31/98 P/R	I0014468					
G0009498	01/30/98	UNIWAY1	United Way of Dixon	1/31/98 P/R	I0014466	01	211100		75.60	
G0009499	01/30/98	UNIWAY	United Way of Sterling-Rock Fa	1/31/98 P/R	I0014466	01	211100		26.26	
G0009500	01/30/98	375442519	VanderWege, Robertus J.	ART 250 SUPP	I0014504	01	322100	540120 1010	1.40	
				1/23/98 TRAVE	I0014506	01	322100	550100 1010		
								CHECK TOTAL	27.66	
G0009501	01/30/98	VANGU	Vanguard Fiduciary Trust Compa	1/31/98 P/R	I0014457	01	212190		500.00	
G0009502	01/30/98	VALIC	Variable Annuity Life Insuranc	1/31/98 P/R	I0014456	01	212200		75.00	
G0009503	01/30/98	337624413	VonHolten, Gerard K.	HONORARIUM	I0014511	050600	460701	540900 6050	75.00	
G0009504	01/30/98	WADREE	Waddell & Reed, Inc	1/31/98 P/R	I0014458	01	212160		175.00	
G0009505	01/30/98	345743113	Wade, Anthony N.		S0001296	01	230000		117.60	
G0009506	01/30/98	357605563	White, Dawn M.		S0001337	01	230000		300.00	
G0009507	01/30/98	318769656	Winters, Veronica S.		S0001338	01	230000		994.00	
G0009508	01/30/98	XEROX	Xerox Corporation	059952366	I0014486	050200	362200	530400 6090	260.00	
G0009511	02/06/98	325423837	Alhorn, Ron	REFEREE 2/19	I0014637	050600	460301	530900 6050	65.00	
G0009512	02/06/98	AMEEXP	American Express		I0014612	01	211000	550100 8010	684.00	
						01	110000	550100 8050	175.39	
								INVOICE TOTAL	859.39	

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				VENDOR'S INTERNAL	INTERNAL					
00009513	02/06/98	AMOOIL	Amoco Oil Company	JAN	I0014609	050800	415000	540150	6050	28.00
00009514	02/06/98	339541358	Anderson, Kevin	GM WRKR 2/17	I0014618	050600	460201	530900	6050	10.00
00009515	02/06/98	339541358	Anderson, Kevin	GM WRKR 2/19	I0014635	050600	460201	530900	6050	10.00
00009516	02/06/98		Angie Thompson		I0014607	050110	343100	450420	4010	35.00
00009517	02/06/98	346369056	Antolik, Norm	REFEREE 2/17	I0014627	050600	460201	530900	6050	65.00
00009518	02/06/98	ASHGАЗ	Ashton Gazette		I0014598	01	212100	540600	8030	15.00
00009519	02/06/98	ATTGRE	AT&T Credit Corporation	FEB 98	I0014614	01	513000	560300	8060	2,628.75
						01	513000	560400	8060	516.46

										INVOICE TOTAL
										3,145.21
00009520	02/06/98	340608559	Bardo, Renate D.		S0001347	01				28.00
00009521	02/06/98	205329509	Behrendt, Richard		I0014592	01	211000	520920	8010	11.00
00009522	02/06/98	331469307	Blackburn, Jan	GM WRKR 2/17	I0014621	050600	460201	530900	6050	15.00
00009523	02/06/98	331469307	Blackburn, Jan	GM WRKR 2/19	I0014633	050600	460201	530900	6050	15.00
00009524	02/06/98	371760774	Breed, Thomas	CRYSTAL LAKE	I0014617	01	441100	550100	3020	70.00
00009525	02/06/98	CENCON	Center for Conferences and Ins		I0014601	01	511000	550100	8010	115.00
00009526	02/06/98	567648349	Cottrell, Harry S.		I0014599	01	214000	550100	8070	311.58
00009527	02/06/98	483908003	Cox, Terry J.		I0014647	02	545000	570500	7060	99.28

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		NAME								
00009528	02/06/98	CREMAN	Credit Management Services	S RIVERA	I0014611	01	520100	590400	8020	135.50
00009529	02/06/98	350660833	Dambman, Chad A.		S0001356	01		230000		37.60
00009530	02/06/98	339541938	Damhoff, Bill	GM WRKR 2/17	I0014620	050600	460201	530900	6050	15.00
00009531	02/06/98	339541938	Damhoff, Bill	GM WRKR 2/19	I0014634	050600	460201	530900	6050	15.00
00009532	02/06/98	346488543	Damhoff, Russ K.	JAN TRAVEL	I0014642	050600	460201	550900	6050	379.40
00009533	02/06/98	342802696	Damhoff, Tom	GM WRKR 2/17	I0014622	050600	460201	530900	6050	10.00
00009534	02/06/98	342802696	Damhoff, Tom	GM WRKR 2/19	I0014632	050600	460201	530900	6050	10.00
00009535	02/06/98	341807688	Day, Andrea J.		S0001348	01		230000		626.00
00009536	02/06/98	326726715	Devers, Jennifer M.		S0001350	01		230000		39.20
00009537	02/06/98	324509115	Drane, Paula		I0014608	050500	414000	540190	6030	97.92
00009538	02/06/98	339746662	Dunphy, Dawn S.		S0001349	01		230000		15.00
00009539	02/06/98	393349175	Farrey, Raymond	REFEREE 2/19	I0014636	050600	460301	530900	6050	65.00
00009540	02/06/98	415396156	Fertener, Michelle F.		S0001359	01		230000		200.00
00009541	02/06/98	354340409	Gover, Phil	INDSTRICT TRAV	I0014645	01	311000	550100	8010	48.21
00009542	02/06/98	GRADIM	Graphik Dimensions Ltd		I0014644	01		130903		75.80
00009543	02/06/98	340520861	Hansen, Steve	REFEREE 2/17	I0014626	050600	460201	530900	6050	65.00

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00009544	02/06/98	343664523	Highland, Sarah	S0001360	01		230000		400.00	
00009545	02/06/98	328424603	Hilbert Taylor, Alice A.	I0014604	01	322100	530200	1010	90.00	
			2/4/98	I0014610	01	322100	530200	1010	90.00	
								CHECK TOTAL	180.00	
G0009546	02/06/98	349701686	Hose, Jeri A.	S0001346	01		230000		100.00	
G0009547	02/06/98	333805314	Hummel, Ranae E.	S0001345	01		230000		15.00	
G0009548	02/06/98	ICCHE	ICCHE	I0014603	01	341000	550100	2080	100.00	
G0009549	02/06/98	ILLENE	Illinova Energy Partners	1/30/98	I0014641	03	512030	580400	8020	182,147.14
G0009550	02/06/98	325522953	Johannsen, Rick	GM WRKR 2/17	I0014623	050600	460201	530900	6050	15.00
G0009551	02/06/98	325522953	Johannsen, Rick	GM WRKR 2/19	I0014631	050600	460201	530900	6050	15.00
G0009552	02/06/98	341348515	Johnson, Rosemary		I0014600	01	351000	550100	1040	144.75
G0009553	02/06/98	339769533	Kerber, Angela J.	S0001366	01		230000		88.00	
G0009554	02/06/98	326440053	Kerber, Joan E.		I0014639	01	411000	550100	8010	116.55
G0009555	02/06/98	329421352	King, Don	REFEREE 2/19	I0014630	050600	460201	530900	6050	65.00
G0009556	02/06/98	321802267	Kuhfus, Tera M.		S0001361	01		230000		325.00
G0009557	02/06/98	330304023	Lamps, Darryl	REFEREE 2/17	I0014625	050600	460201	530900	6050	65.00

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		NUMBER	NAME	VENDOR'S	INTERNAL	FUND	ORGN	ACCT			
G0009558	02/06/98	354487012	Leseman, Jolene K.	GM WRKR 2/2	I0014616	050600	460301	530900	6050		30.00
				GM WRKR 2/19	I0014638	050600	460301	530900	6050		70.00
				1/11-15 TRAV	I0014640	050600	460303	550900	6050		136.71
				RECRUITING	I0014643	050600	460301	550900	6050		247.51
										CHECK TOTAL	484.22
G0009559	02/06/98	351780358	Loos, Suzanne M.		S0001362	01					200.00
G0009560	02/06/98	341602549	Mickelson, Linda	ST LN	I0014615	051400					300.00
G0009561	02/06/98	329447971	Mengen, Connie		I0014591	050130	345100	530200	4020		275.00
					I0014596	050130	345100	540120	4020		48.00
										CHECK TOTAL	323.00
G0009562	02/06/98	065544852	Nafziger, Jane L.		S0001355	01					47.20
G0009563	02/06/98	NILS	Northern Illinois Library Syst	JAN	I0014605	01	362100	540600	2010		255.00
G0009564	02/06/98	344569937	Olmsted, Brian T.		S0001354	01					9.00
G0009565	02/06/98	319747273	Pollock, Kristy A.		S0001363	01					325.00
G0009566	02/06/98	PRAEAR	Prairie Earth Collectors & Fra		I0014646	01					248.82
G0009567	02/06/98	324267321	Raley, Joan		S0001353	01					20.50
G0009568	02/06/98	326748274	Reuter, Jamie		S0001358	01					200.00

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00009569	02/06/98	341467225	Riggen, Lynne A			S0001352	01		230000		132.00
00009570	02/06/98	396841070	Roath, Lynda K.			I0014613	051400		130905		300.00
00009571	02/06/98	318782694	Rodefer, Joy M.			S0001364	01		230000		700.00
00009572	02/06/98	326682101	Schaefer, Janda S.			S0001365	01		230000		300.00
00009573	02/06/98	357408100	Seagren, Catherine	2/7 TICKETS		I0014590	050600	460201	530900	6050	15.00
00009574	02/06/98	398402869	Seguin, Michael			I0014593	01	321000	550100	2080	25.00
				2/3/98 TRAV		I0014624	01	321000	550100	2080	99.57
									CHECK TOTAL		124.57
00009575	02/06/98	345563027	Smith, Brad W.			I0014594	01	311000	550100	8010	144.48
00009576	02/06/98	321485091	Smith, William	REFEREE 2/19		I0014629	050600	460201	530900	6050	65.00
00009577	02/06/98	341784961	Smither, Renae A.			S0001357	01		230000		105.60
00009578	02/06/98	347409969	Street, Jim	REFEREE 2/19		I0014628	050600	460201	530900	6050	65.00
00009579	02/06/98	318401202	Thomas, Robert			I0014606	01	362100	540500	2010	99.46
00009580	02/06/98	484705603	Ullrick, Steve	JAN RECRUIT		I0014619	01	420000	550100	3010	107.42
00009581	02/06/98	VALCOM	Valencia Community College			I0014648	01	411000	550100	8010	524.00
00009582	02/06/98	355243095	Vinson, Marilyn			I0014595	01	110000	550100	8050	22.05

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60009583	02/06/98	357403375	Wardell, John	I0014602	01	333100	540120	1030		39.95
60009584	02/06/98	357344585	Weaver, William E.	S0001351	01		230000			2.20
60009585	02/06/98	318402940	White, Peggy	I0014597	01	352100	550100	1040		35.60
60009586	02/06/98	334688409	Wiersema, Aaron D.	S0001344	01		230000			15.00
60009587	02/06/98	SAUB90	SVCC Bookstore	INTERFUND	I0014649	01		130906		25,000.00
										Mac II 9588-9591
60009592	02/13/98	AMEEXP1	American Express Financial Adv	2/15/98 P/R	I0014819	01		212010		340.00
60009593	02/13/98	BESWES	Best Western Brandywine Lodge	6816	I0014811	050600	460900	540900	6050	7,760.79
60009594	02/13/98	318503847	Blanchard, Teresa K.		S0001370	01		230000		36.59
60009595	02/13/98	361286139	Boatwright, Frank		S0001373	01		230000		88.00
60009596	02/13/98	371760774	Breed, Thomas		I0014803	01	441100	550100	3020	108.05
60009597	02/13/98	CAPGUA	Capital Guardian Trust Company	2/15/98 P/R	I0014820	01		212180		375.00
60009598	02/13/98	339540690	Castelein, Karen J.		I0014848	050120	343200	590900	4040	50.00
60009599	02/13/98	345345801	Clevenger, Walter		I0014796	01	361000	550100	2080	5.00
60009600	02/13/98	324544598	Collins, Stuart C.	STD LN 2/11/98	I0014814	051400		130905		205.00
60009601	02/13/98	324509115	Drane, Paula		I0014804	050500	414000	540190	6030	75.93
60009602	02/13/98	EMPASS	Employers' Association of Illi	WAGE/SALARY RE	I0014799	01	511000	540600	8010	75.00

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				VENDOR'S	INTERNAL					
00009603	02/13/98	EQULIF	Equitable Life Assurance	2/15/98 P/R	I0014821	01		212020		132.00
00009604	02/13/98	FACCON	Fact Conference	CONF/NAYLON	I0014815	01	323200	550100	1010	299.00
00009605	02/13/98	FARNEW	Farmers New World Life Insuran	2/15/98 P/R	I0014822	01		212040		25.00
00009606	02/13/98	FEDEXP	Federal Express Corp	4-405-06357	I0014793	01	513000	540430	8060	30.25
00009607	02/13/98	FEDLIF	Federal Life Insurance Company	2/15/98 P/R	I0014823	01		212050		12.30
00009608	02/13/98	FRALIF	Franklin Life Insurance Compan	2/15/98 P/R	I0014824	01		212060		512.50
00009609	02/13/98	GRERIV	Green River Lines Inc	5246	I0014787	01	322600	550100	1010	435.00
00009610	02/13/98	349244872	Hall, Zollie W.		I0014795	01	331000	550100	2080	179.82
00009611	02/13/98	325782625	Herren, Michael D.	PAINTING	I0014813	050600	460401	540900	6050	500.00
						101010	461401	590900	6090	500.00
										INVOICE TOTAL
										1,000.00
00009612	02/13/98	484502613	Heltam, Richard		I0014786	01	420000	540110	3010	14.66
00009613	02/13/98	HORMAN	Horace Mann Insurance Company	2/15/98 P/R	I0014825	01		212080		157.50
00009614	02/13/98	318522386	Hoyle, Christine		I0014802	101150	461415	590900	6090	144.10
00009615	02/13/98	340640914	Hughey, Mark	OPEN STAGE 2/11	I0014818	050600	460500	540900	6050	150.00
00009616	02/13/98	ILASFA	Illinois Association of Studen	98 MEMBERSHIP	I0014806	01	430100	540120	3040	35.00
00009617	02/13/98	ILLDEP	Illinois Department of Revenue	2/15/98 P/R	I0014836	01		210200		6,801.35

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT	
			VENDOR'S	INTERNAL						
G0009618	02/13/98	ILLMUT	Illinois Mutual	2/15/98 P/R	I0014834	01		211550	27.26	
G0009619	02/13/98	INTREV	Internal Revenue Service	2/15/98 P/R	I0014845	01		210900	68.77	
G0009620	02/13/98	KAGJOE	Joel A. Kagann, Circuit Court	2/15/98 P/R	I0014844	01		210900	216.67	
G0009621	02/13/98	331722848	Johnson, Kerri A.		S0001372	01		230000	176.00	
G0009622	02/13/98	326440053	Kerber, Joan E.		I0014800	01	314000	530200	1090	23.70
					I0014805	01	411000	550100	8010	15.64
									CHECK TOTAL	39.34
G0009623	02/13/98	354487012	Leseman, Jolene K.		I0014816	050600	460303	550900	6050	183.64
					I0014817	050600	460301	550900	6050	213.61
									CHECK TOTAL	397.25
G0009624	02/13/98	MEYLYD	Lydia S. Meyer, Trustee	2/15/98 P/R	I0014846	01		210900		125.00
G0009625	02/13/98	MAISTA	Main Stay Funds	2/15/98 P/R	I0014826	01		212170		75.00
G0009626	02/13/98	711032739	Marlier, Ronald		I0014801	01	430100	550100	3040	75.25
G0009627	02/13/98	413295930	Martin, Kerry	OPEN STAGE 2/11	I0014852	050600	460500	540900	6050	75.00
G0009628	02/13/98	356684397	McGuire, Earl M.		S0001371	01		230000		59.00
G0009629	02/13/98	MICBUL	Michigan Bulb Company		I0014797	02	543000	540140	7030	98.10

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				VENDOR'S	INTERNAL					
00009630	02/13/98	357625377	Neahring, Derek R.		50001368	01		230000		20.00
00009631	02/13/98	NORLIF	Northern Life Insurance Compan	2/15/98 P/R	I0014827	01		212120		85.00
00009632	02/13/98	354425235	Pfeifer, Alan		I0014790	01	361000	550100	2080	5.00
00009633	02/13/98	322745567	Podkulski, Kevin		50001369	01		230000		144.60
00009634	02/13/98	PRUMUT	Prudential Mutual Funds	2/15/98 P/R	I0014828	01		212140		100.00
00009635	02/13/98	PUTRET	Putnam Retirement Plan Service	2/15/98 P/R	I0014829	01		212030		500.00
00009636	02/13/98	352645532	Rampenthal, Ben	OPEN STAGE 1/11	I0014851	050600	460500	540900	6050	50.00
00009637	02/13/98	RAMCOU	Ramsey County Child Support	2/15/98 P/R	I0014849	01		210900		267.80
00009638	02/13/98	RCPRI	RC Printing of Northwestern IL	9669	I0014792	050600	460201	540120	6050	26.00
						050600	460301	540120	6050	20.00
										46.00
00009639	02/13/98	SCHEMP	School Employees Credit Union	2/15/98 P/R	I0014839	01		210700		23,926.47
00009640	02/13/98	348506270	Shelley, Chris	5-TUIT-REIMB	I0014853	01	363100	520720	2040	489.00
00009641	02/13/98	356789098	Smith, Kory A.		50001367	01		230000		66.00
00009642	02/13/98	STAUNI	State Universities Retirement	2/15/98 P/R	I0014840	01		210500		20,143.92
00009643	02/13/98	SUMGRO	Summit Group	SEVEN STEPS	I0014798	050130	345100	530200	4020	225.00
00009644	02/13/98	SAUFAC	SVCC Faculty Association	2/15/98 P/R	I0014837	01		210800		1,317.92

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				VENDOR'S NUMBER	INTERNAL NUMBER	FUND					
G0009645	02/13/98	SAUFOU	SVCC Foundation	2/15/98 P/R	I0014838	01		211600			5.00
G0009646	02/13/98	354567590	Swarthout, Rhonda L.	STDT LN 2/10/98	I0014791	051400		130905			150.00
					I0014812	01	520100	550100	8020		13.32
										CHECK TOTAL	163.32
G0009647	02/13/98	343285833	Sweeney, Marcia L.	SKIRTING SPLY	I0014788	02	542000	540140	7020		106.56
				LABOR/SKIRTING	I0014789	02	542000	540140	7020		40.00
										CHECK TOTAL	146.56
G0009648	02/13/98	333626251	Thompson, Robert J.		I0014794	01	110000	550100	8050		68.73
G0009649	02/13/98	TIACRE	TIAA/CREF	2/15/98 P/R	I0014830	01		212150			7,059.56
G0009650	02/13/98	TRUMAR	Trustmark Insurance	2/15/98 P/R	I0014835	01		211500			817.54
G0009651	02/13/98	UNIWAYA	United Way of Amboy	2/15/98 P/R	I0014843	01		211100			7.50
G0009652	02/13/98	UNIWAY1	United Way of Dixon	2/15/98 P/R	I0014842	01		211100			51.50
G0009653	02/13/98	UNIWAY	United Way of Sterling-Rock Fa	2/15/98 P/R	I0014841	01		211100			75.60
G0009654	02/13/98	VANGU	Vanguard Fiduciary Trust Compa	2/15/98 P/R	I0014832	01		212190			500.00
G0009655	02/13/98	VALIC	Variable Annuity Life Insuranc	2/15/98 P/R	I0014831	01		212200			75.00
G0009656	02/13/98	WADREE	Waddell & Reed, Inc	2/15/98 P/R	I0014833	01		212160			175.00

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		NUMBER	NAME	VENDOR'S	INTERNAL						
G0009657	02/13/98	WHICOUS	Whiteside County Schools	CHALLENGE VIII	I0014850	01	321000	530200	2080		500.00
G0009658	02/11/98	329461846	Paulsen, Carmel	FAX REPAIR A	I0014855	02	546000	530200	7080		215.70
G0009659	02/13/98	USPOS	US Postmaster	PERMIT 254 2/13	I0014856	01	513000	540430	8060		500.00
<i>Mc #4660-96/1</i>											
G0009672	02/23/98	ABCCLI	ABC-GLIO Inc	E82694	I0014935	01	362100	540500	2010		31.60
				E83399	I0014936	01	362100	540500	2010		31.60
				E83939	I0014937	01	362100	540500	2010		31.60
										CHECK TOTAL	94.80
G0009673	02/23/98	ACCCON	Access Control Solutions	185456	I0014946	12	544000	540190	7040		29.21
G0009674	02/23/98	ACEHAR	Ace Hardware	00334879	I0014538	02	543000	540140	7030		30.01
				00334877	I0014580	050800	415000	540150	6050		5.61
				00334878	I0014668	02	543000	540140	7030		32.08
				00346980	I0014904	02	543000	540140	7030		40.94
				00344000	I0014906	02	543000	540140	7030		10.36
										CHECK TOTAL	119.00
G0009675	02/23/98	ADGPRI	Adcraft Printwear Co.	5961	I0014582	01	419000	540190	3090		943.09
G0009676	02/23/98	AIRCON	Airtite Contractors Inc.	D37224	I0014907	02	541000	580400	7010		10,415.00
G0009677	02/23/98	ALADET	Alarm Detection Systems Inc	15470	I0014657	12	544000	530400	7040		252.00
G0009678	02/23/98	AMMUL	AM Multigraphics	I534170	I0014767	12		130907			379.10

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				VENDOR'S	INTERNAL						
00009678	02/23/98	AMMUL	AM Multigraphics	1531817	I0014771	12		130907		184.00	
				2514058	I0014783	12		130907		54.20	
								CHECK TOTAL		617.30	
00009679	02/23/98	AAUW	American Association of Univer	1998	I0014666	01	511000	540600	8010	35.00	
00009680	02/23/98	ASTD	American Society for Training	00201852	1262	I0014664	050130	345400	540600	4090	150.00
00009681	02/23/98	AMETIM	American Time & Signal Co	11240133	I0014990	02	541000	530400	7010	178.30	
00009682	02/23/98	ANDBOL	Andrew Bollman Photography	72	I0014895	01	212100	540700	8030	233.10	
00009683	02/23/98	ARAUNI	Aramark Uniform Services Inc.	1/30/98	I0014975	01	323100	530200	1010	75.12	
00009684	02/23/98	ARTDRA	Art Drapery Studios	11686	I0014419	03	512030	580400	8020	13,976.00	
00009685	02/23/98	ASHGAZ	Ashton Gazette	1/08/98	I0014749	01	212100	540700	8030	18.30	
00009686	02/23/98	ATTCRE	AT&T Credit Corporation	2/28/98	I0014908	13	512130	560300	8020	2,407.89	
						13	512130	560400	8020	531.76	
						01	513000	560300	8060	1,052.15	
						01	513000	560400	8060	232.42	
							CHECK TOTAL			4,224.22	
00009687	02/23/98	AUGFOR	Augsburg Fortress	87714469	I0014650	01	322600	540120	1010	20.00	
				87888807	I0014651	01	322600	540120	1010	20.00	
							CHECK TOTAL			40.00	
00009688	02/23/98	BAKTAY	Baker & Taylor	L25 6527	I0014859	01	362100	540500	2010	97.00	

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		NUMBER	NAME	VENDOR'S	INTERNAL							
G0009688	02/23/98	BAKTAY	Baker & Taylor	M09 0936	I0014860	01		362100	540500	2010		37.72
				M23 5156	I0014861	01		362100	540500	2010		381.92
				2002359718	I0014940	01		362100	540500	2010		52.76
											CHECK TOTAL	569.40
G0009689	02/23/98	BAUSIG	Baum Sign, Inc	B2776	I0014858	050600	460401	530900	6050			858.00
G0009690	02/23/98	BESWES	Best Western Brandywine Lodge	051576	I0014560	01	411000	550100	8010			164.60
				22448/22440	I0014864	050600	463030	550900	6050			638.57
												CHECK TOTAL
G0009691	02/23/98	BLACK	Blackbaud	122788	I0014581	01	212100	530400	8030			2,400.00
G0009692	02/23/98	BLAMAI	Blackboard Maintenance Co. Inc	98003	I0014915	02	542000	540140	7020			217.18
G0009693	02/23/98	BLAFS	Blackhawk FS Inc	87820	I0015003	02	543000	540140	7030			328.20
G0009694	02/23/98	BROMUS	Broadcast Music, Inc	0306010	I0014576	050600	460800	540900	6050			446.94
G0009695	02/23/98	BROFER	Browning-Ferris Industries	980100-0005868	I0014997	02	545000	570700	7060			335.00
G0009696	02/23/98	BURGOU	Bureau County Republican	12/31/97	I0014747	01	212100	540700	8030			66.60
				11/30/97	I0014752	01	212100	540700	8030			60.80
				A5251710	I0014954	101010	461401	590900	6090			17.80
											CHECK TOTAL	145.20

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	<--- INVOICE NUMBER --->				FUND	ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL							
00009697	02/23/98	CNSUP	C & N Supply	8737A	I0015008	01		333300	540120	1030		35.18
00009698	02/23/98	CBKRA	C-B Kramer Sales & Service	012390	I0014909	02		541000	530400	7010		419.00
00009699	02/23/98	CARBIO	Carolina Biological Supply Co	OE 1029420	I0014931	01		335100	540120	1010		25.95
				OE 1020055	I0014934	01		335100	540120	1010		91.76
				OE 1010470	I0014970	01		335100	540120	1010		95.32
											CHECK TOTAL	213.03
00009700	02/23/98	CARPUB1	Carpac Publishing	29269/29612	I0014955	101010	461401	570700	6090			100.80
00009701	02/23/98	CARCOU	Carroll County Review	12/31/97	I0014751	01		212100	540700	8030		33.00
00009702	02/23/98	CATDIS	Cataloging Distribution Servic	199968-001	I0014928	01		362100	540600	2010		25.00
00009703	02/23/98	CATENG	Caterpillar-Engine Protection	105414	I0014683	02		545000	570900	7060		412.41
00009704	02/23/98	CGHMED	CGH Medical Center	DEC 97	I0014561	01		352400	540120	1040		26.60
00009705	02/23/98	CHAKRI	Charles Kriston Enterprises	6783	I0014684	050600	460201	540120	6050			39.10
00009706	02/23/98	COACOM	Coastline Community College	9204	I0014780	01		324800	540120	1010		23.00
00009707	02/23/98	COLENE	Columbia Energy Services	199712-INV-0235	I0014425	02		545000	570100	7060		9,538.08
				101997.090572	I0014886	02		545000	570100	7060		7,611.12
											CHECK TOTAL	17,149.20
00009708	02/23/98	COMEDI	Commonwealth Edison	49345 1/2/98	I0014702	02		545000	570300	7060		14.62

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			VENDOR'S	INTERNAL						
00009708	02/23/98	COMEDI Commonwealth Edison	13655	1/9/98	I0014707	02	545000	570300	7060	8,205.46
			3088	12/31/97	I0014719	02	545000	570300	7060	24.88
								CHECK TOTAL	8,244.96	
G0009709	02/23/98	Voided Check								
G0009710	02/23/98	CONMAN Consolidated Management Co	87359		I0014423	050130	345100	550100	4020	116.45
			89051		I0014530	01	351000	550100	1040	17.90
			87365		I0014532	01	530010	550900	8040	73.00
			87364		I0014533	01	321000	550100	2080	72.50
			89052		I0014534	01	110000	550100	8050	287.50
			87371		I0014535	01	211000	550900	8010	97.55
			87351		I0014551	01	342200	540120	1020	58.00
			87350		I0014564	101010	461401	590900	6090	17.95
			87361		I0014578	01	314000	540120	1090	956.25
			87349		I0014663	050600	460201	540120	6050	20.25
			89054		I0014667	01	351000	550100	1040	27.00
			87310		I0014670	01	411000	550100	8010	41.30
			87321		I0014671	01	411000	550100	8010	90.83
			87368		I0014896	050600	460500	540900	6050	33.06
						050600	460500	540900	6050	29.88
						101010	461401	590900	6090	33.06
								INVOICE TOTAL	96.00	
			87367		I0014898	050600	460500	540900	6050	85.00
			87358		I0014921	01	211000	550900	8010	152.10

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				VENDOR'S NUMBER	INTERNAL NUMBER					
00009710	02/23/98	CONMAN	Consolidated Management Co	87375	I0014922	050130	345100	550100	4020	39.95
				87373	I0014923	050130	345300	550100	4020	23.75
				87372	I0014924	050130	345100	550100	4020	47.75
				89056	I0014945	01	311000	550100	8010	53.10
				87322	I0014947	101120	461412	590900	6090	9.00
				87369	I0014948	101010	461401	590900	6090	407.02
				87362	I0014951	050600	460500	540900	6050	8.59
				87344	I0014952	050600	460500	540900	6050	36.37
				87358A	I0014958	01	361000	550100	2080	53.10
									CHECK TOTAL	2,888.21
GU009711	02/23/98	CONPLA	Consolidated Plastics	3132567	I0014694	01	352400	540120	1040	46.35
GU009712	02/23/98	CUSMON	Custom Monogram	8121	I0014776	050600	460305	540120	6050	38.25
GU009713	02/23/98	DALCHA	Dale's Charter Service	978893	I0014925	050600	460201	550900	6050	450.00
				978900	I0014927	050600	460301	550900	6050	450.00
					I0014930	050600	460201	550900	6050	1,032.50
						050600	460301	550900	6050	1,032.50
									INVOICE TOTAL	2,065.00
									CHECK TOTAL	2,965.00
GU009714	02/23/98	DAYTI	Daytimers, Inc	27956269	I0014536	01	351000	540110	1040	5.95
				28532648	I0014999	050600	460500	540900	6050	35.90
									CHECK TOTAL	41.85

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				VENDOR'S	INTERNAL						
G0009715	02/23/98	DECMBR	Decor N More	31217	I0014537	02	541000	540140	7010		17.86
G0009716	02/23/98	DEKMET	DeKroft-Metz and Co, Inc	11124	I0014768	01	352200	540120	1040		58.12
				10658	I0014933	01	352400	540120	1040		71.88
										CHECK TOTAL	130.00
G0009717	02/23/98	DIAIMA	Diagnostic Imaging Inc	534421	I0014553	12					60.00
				135718	I0014718	01	352500	540120	1040		789.71
				136684	I0014772	01	352500	540120	1040		15.75
										CHECK TOTAL	865.46
G0009718	02/23/98	DIGMIC	Digital Microtest, Inc	1/12/98	I0014963	01	333100	540120	1030		160.00
G0009719	02/23/98	DOALL	De All Rockford	024087919	I0014695	01	333300	540120	1030		58.06
G0009720	02/23/98	DOVAL	Dovalco	012150	I0014976	02	541000	540140	7010		219.69
G0009721	02/23/98	ECHO	Echo	12/23/97	I0014681	01	212100	540700	8030		18.00
G0009722	02/23/98	ECOLAB	ECOLAB	5160495	I0014698	02	541000	530400	7010		169.00
				5211550	I0014996	02	541000	530400	7010		169.00
										CHECK TOTAL	338.00
G0009723	02/23/98	FAXILL	Faxon Illinois Service Center	608880	I0014941	01	362100	540600	2010		125.50
				610869	I0014942	01	362100	540600	2010		35.00
										CHECK TOTAL	160.50

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		NAME	VENDOR'S INTERNAL	FUND						
00009724	02/23/98	FISSCI	Fisher Scientific	0416656	I0014757	01	352100	540120	1040	109.74
00009725	02/23/98	FLOWE	Flowers Etc	5097	I0014548	01	211000	550900	8010	32.50
00009726	02/23/98	FLUAIR	Fluid Air Products	44710	I0014993	03	548000	540140	7090	406.36
00009727	02/23/98	FULPRE	Fulton Press Inc	12/31/97	I0014750	01	212100	540700	8030	30.00
00009728	02/23/98	GLPRO	G & L Professional Services, Inc	970811	I0014658	01	352100	530400	1040	332.38
00009729	02/23/98		Voided Check							
00009730	02/23/98	GALRES	Gale Research	7611489	I0014866	01	362100	540500	2010	81.24
				7616084	I0014867	01	362100	540500	2010	139.62
				7617585	I0014868	01	362100	540500	2010	24.81
				7667200	I0014869	01	362100	540500	2010	318.79
				7669814	I0014870	01	362100	540500	2010	139.21
				7672708	I0014871	01	362100	540500	2010	105.81
				7673892	I0014872	01	362100	540500	2010	99.70
				7674338	I0014873	01	362100	540500	2010	78.39
				7676976	I0014874	01	362100	540500	2010	139.21
				7680225	I0014875	01	362100	540500	2010	139.62
				7688957	I0014876	01	362100	540500	2010	145.07
				7717669	I0014877	01	362100	540500	2010	139.21
	7722850	I0014878	01	362100	540500	2010	139.21			
	7725121	I0014879	01	362100	540500	2010	139.21			
	7727949	I0014880	01	362100	540500	2010	139.62			

CHECK NUMBER		PAYEE/VENDOR NUMBER		INVOICE NUMBER VENDOR'S		INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
00009730	02/23/98	GALRES	Gale Research	7740471		I0014881	01	362100	540500	2010	588.55
				7758519		I0014882	01	362100	540500	2010	59.67
											CHECK TOTAL 2,616.94
G0009731	02/23/98	GOLMED	Gold Medal-Chicago	89173		I0014932	050600	460500	540900	6050	133.25
G0009732	02/23/98	GRAIN	Grainger	937-680471-3		I0014550	02	541000	540140	7010	30.46
				937-700491		I0014949	02	541000	540140	7010	55.52
											CHECK TOTAL 85.98
G0009733	02/23/98	GRAELE	Graybar Electric Company Inc.	116-435273		I0014883	051500	362100	540120	6090	723.94
G0009734	02/23/98	GRELAK	Great Lakes Airgas Inc	810535		I0014678	01	352100	530400	1040	8.70
G0009735	02/23/98	GRUTRU	Grummert's True Value	012002-0060		I0014579	02	541000	540140	7010	21.96
				020602		I0014900	02	541000	540140	7010	79.11
				020403		I0014957	02	542000	540140	7020	207.98
											CHECK TOTAL 309.05
G0009736	02/23/98	GTEDIR	GTE Directories			I0014545	01	212100	540700	8030	351.60
G0009737	02/23/98	HARCOMM	Harris Communications	098005896		I0014763	050110	343100	540120	4010	295.50
G0009738	02/23/98	HASOFF1	Haskells Office City	22013-0		I0014525	01	441100	540110	3020	39.95
				74653-0		I0014528	12		130907		179.12
				23429-1		I0014766	01	212300	540120	2090	15.68

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		NUMBER	NAME	VENDOR'S	INTERNAL						
G0009738	02/23/98	HASOFF1	Haskell's Office City	22977	I0014775	01	326000	540120	1050		29.25
				23415	I0014777	01	430100	540110	3040		95.71
				23043-0	I0014966	01	211000	540110	8010		60.27
				23429	I0014968	01	441100	540110	3020		5.64
				21626-0	I0015004	01		130904			15.60
									CHECK TOTAL		441.22
G0009739	02/23/98	HERMUS	Heritage Music Center Inc	2915	I0014570	01	322600	540120	1010		79.90
G0009740	02/23/98	HEWPAC	Hewlett-Packard	69G3C76	I0014687	01	369000	540420	8080		253.00
				62R3C95	I0014714	01	369000	540420	8080		564.00
									CHECK TOTAL		817.00
G0009741	02/23/98	HILELE	Hill's Electric Motor Service	12380	I0014549	02	541000	540140	7010		213.00
				F4507	I0014577	02	541000	530400	7010		646.30
				F4638	I0014914	02	541000	530400	7010		175.25
									CHECK TOTAL		1,034.55
G0009742	02/23/98	HONEY	Honeywell Inc	639PT579	I0014539	03	548000	540140	7090		249.79
				634PT688	I0014558	03	548000	540140	7090		76.77
									CHECK TOTAL		326.56
G0009743	02/23/98	IDNS	Illinois Department of Nuclear	9125261 A	I0014542	01	352500	530400	1040		30.00

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				VENDOR'S	INTERNAL						
00009744	02/23/98	ILLLIB	Illinois Library Association	100829		I0014944	01	362100	540600	2010	120.00
00009745	02/23/98	INTBUS	International Business Machine	270201S		I0014583	12		130907		532.44
				18K5193		I0014706	01	369000	540420	8080	1,232.00
									CHECK TOTAL		1,764.44
G0009746	02/23/98	INTTES	International Test and Balance	107657		I0014655	02	546000	530300	7080	2,000.00
G0009747	02/23/98	INTTHO COUTEC	Intl Thomson Publishing Course Technology Inc	21227844SO		I0014744	050110	343100	540120	4010	455.81
		COUTEC	Course Technology Inc	21106178SO		I0014764	050110	343100	540120	4010	304.59
									CHECK TOTAL		760.40
G0009748	02/23/98	LOOJOH	John A Loos Sons Inc	972592		I0014584	03	548000	530400	7090	4,333.86
G0009749	02/23/98	JOSTE	Josten's Inc	519735		I0014705	01	418000	540190	3090	540.08
				522707		I0014770	01	418000	540190	3090	3.74
				520007		I0014994	01	418000	540190	3090	188.38
				527311		I0014995	01	418000	540190	3090	29.71
				527614		I0015006	01	418000	540190	3090	10.11
									CHECK TOTAL		772.02
G0009750	02/23/98	KAHLO	Kahlon Inc	13084		I0014743	12		130907		289.00
				13277		I0014760	12		130907		120.00
				13093		I0014765	12		130907		105.00
				13121		I0014784	12		130907		104.00
									CHECK TOTAL		618.00

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				VENDOR'S	INTERNAL					
60009751	02/23/98	KIDMUS	Kidder Music	142372	I0014699	01	322600	540120	1010	39.75
				53425	I0014985	02	546000	580400	7080	28.72
									CHECK TOTAL	68.47
G0009752	02/23/98	KIPWAS	Kiplinger Washington Letter	1998	I0014669	01	511000	540600	8010	76.00
G0009753	02/23/98	LEARES	Learning Resources Network	20238	I0014556	01	341000	540600	2080	95.00
G0009754	02/23/98	LESCO	Lesco, Inc	96H812	I0014656	02	543000	540140	7030	100.94
G0009755	02/23/98	LUCTEC	Lucent Technologies	0184513101	I0014415	12			130907	1,802.00
G0009756	02/23/98	LUCTEC	Lucent Technologies	0183750628	I0014416	12			130907	125.00
G0009757	02/23/98	LUCTEC	Lucent Technologies	0184840955	I0014417	12			130907	4,061.00
G0009758	02/23/98	LUCTEC	Lucent Technologies	0184645383	I0014418	12			130907	792.00
G0009759	02/23/98	LUCTEC	Lucent Technologies	0184341582	I0014774	01	520100	540900	8020	397.00
G0009760	02/23/98	LUNDG	Lundgren's Inc	323884	I0014910	01	212300	540110	2090	10.99
				322876	I0014911	01	212300	540110	2090	69.80
				323333	I0014912	01	212300	540110	2090	35.56
									CHECK TOTAL	116.35
G0009761	02/23/98	MACWAR	Mac Warehouse	B3022506	I0014983	12			130907	89.94
G0009762	02/23/98	MACPUB	Macmillan Publishing	18-95-7013	I0014971	050110	343100	540120	4010	395.98

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				VENDOR'S	INTERNAL	FUND	ORGN	ACCT	PROG			
00009763	02/23/98	MAOPUB	Magna Publications	R0000177307	I0014543	01	420000	540110	3010			119.00
00009764	02/23/98	MAIPRO	Maintenance Products, Inc	00245002	I0014573	02	541000	540140	7010			128.18
00009765	02/23/98	MANNEW	Manufacturers News, Inc	740857	I0014939	01	362100	540500	2010			361.90
00009766	02/23/98	MCCDR	McCormick's	16696	I0014424	050600	460900	540900	6050			54.63
00009767	02/23/98	MEMCAR	McMaster Carr Supply Company	4297802	I0014559	02	541000	540140	7010			10.76
00009768	02/23/98	MENAR	Menards	26984	I0014531	02	541000	540140	7010			134.62
				25207	I0014557	02	541000	540140	7010			41.55
				25009	I0014568	02	541000	540140	7010			64.98
				24494	I0014569	02	541000	540140	7010			12.05
				26802	I0014661	02	543000	540140	7030			333.21
				25139	I0014686	050600	460701	540900	6050			59.40
				26242	I0014974	050600	460701	540900	6050			34.76
				26944	I0014984	050600	460701	540900	6050			73.85
										CHECK TOTAL		754.42
00009769	02/23/98	MONKON	Montgomery Kone Inc	629786	I0014905	02	541000	530400	7010			585.91
00009770	02/23/98	MORSER	Morgan Services Inc.	52425	I0014965	02	542000	530400	7020			110.60
				56277	I0015002	02	542000	530400	7020			110.60
										CHECK TOTAL		221.20

CHECK		PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL					
00009771	02/23/98	MOTBRO	Mott Bros Company	4190406	I0014903	03	548000	540140	7090	1,564.83
00009772	02/23/98	MUEAUD	Mueller Audio Visual	10104	I0014673	01	363200	540410	2020	348.96
				6550	I0014674	01	363200	530400	2020	94.00
				6580	I0014675	01	363200	530400	2020	43.55
				6569	I0014676	01	363200	530400	2020	145.00
				10103	I0014759	01	363200	540410	2020	159.00
										CHECK TOTAL 790.51
00009773	02/23/98	NAEIR	NAEIR	F384501	I0014554	01	513000	540600	8060	99.00
				F392165	I0014919	01	513000	540600	8060	30.00
										CHECK TOTAL 129.00
00009774	02/23/98	NALCHE	Nalco Chemical Company	AK336	I0014709	02	541000	540140	7010	855.00
				LL059	I0014713	02	541000	540140	7010	253.00
				AG358	I0014967	02	541000	540140	7010	147.97
										CHECK TOTAL 1,255.97
00009775	02/23/98	NAPAUT	Napa Auto Parts	180405	I0014586	02	543000	540150	7030	7.48
				180130	I0014587	02	543000	540150	7030	88.48
				180869	I0014913	02	543000	540140	7030	22.99
										CHECK TOTAL 118.95
00009776	02/23/98	NATGENH	National Center for Health Care	104531	I0014679	01	352200	540420	1040	414.40

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			VENDOR'S	INTERNAL						
00009777	02/23/98 NATCBM	National Computer Systems Inc	314917		I0014894	01	430100	540110	3040	14.96
00009778	02/23/98 NORILL	Northern Illinois Gas Company	1292	12/26/97	I0014697	02	545000	570100	7060	139.24
			6390	12/26/97	I0014701	02	545000	570100	7060	211.97
			1270	12/26/97	I0014715	02	545000	570100	7060	86.64
			1292	1/27/98	I0014991	02	545000	570100	7060	184.59
									CHECK TOTAL	622.44
00009779	02/23/98 PAPDIR	Paper Direct Inc	200862280101		I0014693	050130	345100	540120	4020	51.85
			313906590001		I0014769	01	420000	540110	3010	26.80
									CHECK TOTAL	78.65
00009780	02/23/98 PAPSHO	Paper Showcase	1546997		I0014421	01	322100	540120	1010	57.34
					050110		343100	540700	4910	57.36
									INVOICE TOTAL	114.70
00009781	02/23/98 PEABU	Peabody's Inc	015309		I0014659	02	543000	540140	7030	37.20
00009782	02/23/98 PERSTU	Persona Studio	16919		I0014956	01	212100	540700	8030	136.00
00009783	02/23/98 PETOFF	Peterson Office Service Inc	76135		I0014916	01	430100	540110	3040	152.75
00009784	02/23/98 PUBBRO	Public Broadcasting Service	A76114		I0014544	050130	345300	540120	4020	25.00
			A76570		I0014902	01	342100	540120	1010	200.00
									CHECK TOTAL	225.00

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				VENDOR'S	INTERNAL											
60009785	02/23/98	QUILL	Quill Corporation	6292479	I0014703	050130 01	345400 341000	540110 540110	4090 2080	15.38 15.39						
										INVOICE TOTAL						
										30.77						
										6323105	I0014989	050130 01	345400 341000	540110 540110	4090 2080	17.79 17.79
										INVOICE TOTAL				35.58		
										6260127	I0015005	050130 01	345400 341000	540110 540110	4090 2080	22.93 22.94
										INVOICE TOTAL				45.87		
										6201258	I0015007	050130	345400	540110	4090	63.16
														CHECK TOTAL		
														175.38		
60009786	02/23/98	RGRA	R-Graphics	324060		I0014977	050300	212200	540810	6090					427.48	
60009787	02/23/98	RADRAN	Radio Ranch Inc	11629		I0014566	12	544000	530400	7040					30.00	
60009788	02/23/98	RADSHA	Radio Shack	057788		I0014773	01	363200	540410	2020					98.78	
60009789	02/23/98	RCPRI	RC Printing of Northwestern Il	6526		I0014546	050600	460701	540900	6050					68.00	
60009790	02/23/98	REMEL	Remel L. P.	3516145		I0014746	01	352100	540120	1040					338.80	
						I0014756	01	352100	540120	1040					231.59	
														CHECK TOTAL		
														570.39		
60009791	02/23/98	ROCFAL	Rock Falls Chamber of Commerce	2/2 DINNER		I0014953	01	211000	550100	8010					25.00	
60009792	02/23/98	ROCISL	Rock Island Argus	1-15-98		I0014677	101010	461401	590900	6090					77.28	

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				VENDOR'S	INTERNAL					
00009793	02/23/98	ROCREG	Rockford Register Star	751187	I0014986	01	513000	550400	8060	294.38
00009794	02/23/98	SAUVALN	Sauk Valley Newspapers	1087	I0015001	01	110000	540700	8050	40.95
00009795	02/23/98	SAUVALN	Sauk Valley Newspapers	1180 12/7	I0014662	050110	343600	540700	4040	59.65
				12/31/97 RECRUI	I0014782	01	513000	550400	8060	20.35
				1239 HOLIDAYS	I0014897	050600	460500	540900	6050	101.50
				1239 GLOBAL	I0014899	050600	460500	540900	6050	170.00
						050600	463030	550900	6050	170.00
										INVOICE TOTAL
										340.00
				1180 12/03	I0014926	050600	461200	540900	6050	303.37
				1239 FOOTLOOSE	I0014950	050600	460500	540900	6050	128.00
				12/7 SNOW QUEEN	I0014960	050600	460500	540900	6050	59.65
				12/31/97	I0014978	01	212100	540700	8030	280.00
										CHECK TOTAL
										1,292.52
00009796	02/23/98	SBMBUS	SBM Business Equipment Center	142202	I0014552	12		130907		76.15
				222287	I0014700	01	322100	540120	1010	290.00
										CHECK TOTAL
										366.15
00009797	02/23/98	SCISUP	Scientific Supply Company	30012254-00-10	I0014887	01		130903		9,850.10
00009798	02/23/98	SEADOO	Sealeze Door	103794	I0014981	02	541000	540140	7010	148.70
00009799	02/23/98	SESAC	Sesac	3617	I0014785	050600	460800	540900	6050	116.48

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				VENDOR'S	INTERNAL						
60009800	02/23/98	SHAPRE	Shawver Press Inc	022	I0014992	01	110000	540110	8050		41.33
60009801	02/23/98	SIMSCH	Simon & Schuster	24-016-37029817	I0014529	01	420000	540110	3010		49.45
60009802	02/23/98	SPEFL0	Specialty Floors, Inc	497	I0014885	02	541000	530400	7010		9,755.00
60009803	02/23/98	SPORT	Sportsmith	19133	I0014748	01	323200	540120	1010		44.00
60009804	02/23/98	STESEG	Stewart Security	11121	I0014704	12	544000	530900	7040		760.00
				33784	I0014712	12	544000	530900	7040		1,976.00
				33983	I0014959	12	544000	530900	7040		1,232.00
										CHECK TOTAL	3,968.00
60009805	02/23/98	SWAFLO	Swartleys Florist	003628	I0014541	01	211000	550900	8010		270.00
60009806	02/23/98	TSSPO	T's Sports	9258	I0014778	050600	460305	540120	6050		139.00
60009807	02/23/98	TCIMED	TCI Media Services	12/97	I0014689	01	212100	540700	8030		1,396.00
				17538	I0014890	01	212100	540700	8030		880.00
										CHECK TOTAL	2,276.00
60009808	02/23/98	TEGAID	Techno-Aide Mfg Co, Inc	203651	I0014680	01	352500	540120	1040		29.48
60009809	02/23/98	TEMSP0	Temple's Sporting Goods	61400	I0014917	050600	460204	540120	6050		544.35
				61399	I0014918	050600	460204	540120	6050		210.00
				61614	I0014920	050600	460204	540120	6050		134.75
										CHECK TOTAL	889.10

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			VENDOR'S	INTERNAL								
60009810	02/23/98	TONTEC	Toner Tech Plus	00000517	I0014862	01	369000	540110	8080	634.55		
60009811	02/23/98	TOTLIN	Total Line Supply Company	74801	I0014692	02	542000	540140	7020	977.75		
60009812	02/23/98	TOWCOU	Towne & Country Graphics Ltd	22319	I0014420	01	212100	540700	8030	4,367.00		
60009813	02/23/98	TRICOU	Tri-County Press	1/31/98	I0014973	01	212100	540700	8030	36.60		
60009814	02/23/98	TRIAR	Triarch Inc	077559	I0014962	01	335100	540120	1010	161.13		
60009815	02/23/98	TURSIG	Turnroth Sign Co. Inc	971191	I0014982	02	541000	540140	7010	63.50		
60009816	02/23/98	USFIL	U S Filter Corporation	0195346	I0014563	01	352100	530400	1040	118.00		
60009817	02/23/98	UNICOM	Unique Computer	44418	I0014540	12		130907		45.00		
				44245	I0014547	01	331000	540110	2080	114.95		
				44307	I0014555	01	369000	540110	8080	44.00		
				44223	I0014565	01	311000	540110	8010	22.00		
				44225	I0014571	01	324900	540120	1010	149.95		
				44306	I0014574	12		130907		38.00		
				46308	I0014575	12		130907		119.00		
				44224	I0014665	01	369000	540110	8080	15.90		
				43489 S	I0014708	01		130903		2,415.00		
						01		130903		615.00		
						01		130903		1,625.00		
INVOICE TOTAL									4,655.00			
43524 S								130903	8,805.00			
43491 S								051500 362100 580610 6090	1,316.00			
CHECK TOTAL									15,324.80			

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL					
00009818	02/23/98	UNISO	Unisource	138016 00	I0014888	050300	212200	540810	6090	950.60
00009819	02/23/98	UNIPAR	United Parcel Service	000618470-068	I0014998 01		513000	540430	8060	211.48
00009820	02/23/98	UPBEAT	Upbeat Inc	225027	I0014685	101010	461401	590900	6090	388.68
00009821	02/23/98	USPOS	US Postmaster	FEBURARY 98	I0014710 01		513000	540430	8060	3,000.00
00009822	02/23/98	VISCOM	Visible Computer Supply	U11317	I0014688 01		520100	540110	8020	98.60
				F20429	I0014969 01		352400	540120	1040	32.16
									CHECK TOTAL	130.76
G0009823	02/23/98	VOLONE	Volleyball One Sales	46417	I0014779	050600	460305	540120	6050	429.23
G0009824	02/23/98	VONIND	Vonachen Industrial Supplies	039965	I0014691 02		542000	540140	7020	925.29
				051671	I0014745 02		542000	540140	7020	335.36
				051695	I0014761 02		542000	540140	7020	159.81
									CHECK TOTAL	1,420.46
G0009825	02/23/98	WALBOO	Walden Book Company, Inc	3669895 9	I0014884 01		362100	540500	2010	583.08
G0009826	02/23/98	WALLC	Wallcut, Inc	28241	I0014758 01		352400	540120	1040	59.04
G0009827	02/23/98	WALLEA	Walnut Leader	12/29/97	I0014753 01		212100	540700	8030	13.80
G0009828	02/23/98	WARMUR	Ward, Murray, Pace, & Johnson, Inc.	DEC 97	I0014422 01		110000	530500	8050	312.50
					12		512120	530500	8020	550.00
					12		512120	530500	8020	90.00
									INVOICE TOTAL	952.50

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CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	<--- INVOICE NUMBER --->				ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL	FUND					
G0009829	02/23/98	328423343	Warrenfeltz, Roger	FEBRUARY 98	I0014762	02	541000	530400	7010		400.00
G0009830	02/23/98	WESPUB	West Publishing Company	00231170	I0014652	01	324200	540120	1020		58.85
				00231063	I0014929	01	362100	540500	2010		58.85
										CHECK TOTAL	117.70
G0009831	02/23/98	WILLOW	Wilkins-Lowe and Company	14118	I0014690	12	512120	520200	8020		3,803.00
G0009832	02/23/98	WILHOF	Willett, Hofmann & Associates	1/8/98	I0014720	02	546000	530300	7080		793.80
G0009833	02/23/98	WISTUR	Wisconsin Turf Equipment Corpo	680930	I0014660	02	543000	540150	7030		32.90
G0009834	02/23/98	WIXFM	WIXN FM - WIXN AM	1/2/98	I0014980	01	212100	540700	8030		450.00
G0009835	02/23/98	WNSPUB	WNS Pub. News-Sentinel/The Rev	261	I0014682	01	212100	540700	8030		33.90
G0009836	02/23/98	WSDAM	WSDR-AM	12/28/97	I0014754	01	212100	540700	8030		550.00
				1/25/98	I0014892	01	212100	540700	8030		550.00
										CHECK TOTAL	1,100.00
G0009837	02/23/98	WSSFM	WSSQ-FM	12/28/97	I0014755	01	212100	540700	8030		500.00
				1/25/98	I0014891	01	212100	540700	8030		500.00
										CHECK TOTAL	1,000.00
G0009838	02/23/98	WXLFM	WXLP-FM-97X	126050	I0014889	01	212100	540700	8030		504.00
				16057	I0014972	01	212100	540700	8030		252.00
										CHECK TOTAL	756.00

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				VENDOR'S	INTERNAL						
00009839	02/23/98	WZOE	WZOE		12/31/97	10014979	01	212100	540700	8030	461.84
00009840	02/23/98	WZZFM	WZZT-FM		1/25/98	10014893	01	212100	540700	8030	1,500.00
					10/26/97	10014901	01	212100	540700	8030	750.00
									CHECK TOTAL	2,250.00	
00009841	02/23/98	XEROX	Xerox Corporation	579441870		10014653	050200	362200	280200		527.09
							050200	362200	560400	6090	67.02
				579441872		10014654	050200	362200	280200		132.65
							050200	362200	560400	6090	17.61
									INVOICE TOTAL	150.26	
				164025194		10014863	050200	362200	540810	6090	2,056.00
									CHECK TOTAL	2,800.37	
00009842	02/23/98	XEROX	Xerox Corporation	060231493		10014961	050200	362200	530400	6090	287.48
00009843	02/23/98	YOUNREF	Youngren's Refrigeration Inc	14903		10014585	02	541000	530400	7010	798.60
00009844	02/23/98	ZESPRO	Zesco Products	276042		10014696	02	546000	540900	7080	369.71
									BANK TOTAL	606,636.68	

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CHECK NUMBER	DATE	NUMBER	NAME	INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL					
00003125	01/23/98	DAHCOM	Dahlstrom and Company	74542	10014369	063030	336500	590900	1030	2,021.00
						063030	336500	540120	1030	564.00
										2,585.00
00003126	01/23/98	349244872	Hall, Zollie W.	FLORIDA	10014371	062073	336300	550100	1020	742.14
00003127	01/23/98	533466182	Kim, Linda A.	1/20/98 TRAVEL	10014404	062060	329100	550100	1060	57.92
00003128	01/23/98	ROBMOR	Robert Morris Associates	484109	10014390	062050	347200	540190	4090	125.00
00003129	01/23/98	SPRIN	SPRINT	1/16/98	10014387	062050	347200	570500	4090	77.70
00003130	01/23/98	TELTRA	Tel-A-Train	67494	10014370	062022	336102	580620	1090	5,795.00
00003131	01/23/98	THOCOM	Thomson Community Unit School	CLAIM 3	10014372	063030	336500	590900	1030	1,045.35

260000 473132 - 3185 -

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47	CHECK		PAYEE/VENDOR		INVOICE NUMBER									
	NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL	FUND	ORGN	ACCT	PROG	CHECK	AMOUNT		
		00003136	01/30/98	BURVAL	Bureau-Valley High School	CLAIM 2	I0014443	063030	336500	590900	1030	226.15		
		00003137	01/30/98	CENCO	CENCO	7338-002-0	I0014438	062022	336102	580620	1090	1,133.55		
		00003138	01/30/98	CONMAN	Consolidated Management Co	87360	I0014435	062073	336300	550100	1020	320.00		
						87343A	I0014436	062022	336102	550100	1090	63.75		
						87343B	I0014437	063020	336400	550100	1030	85.00		
										CHECK TOTAL		468.75		
		00003139	01/30/98	332260133	Cox, Doris	FLORIDA TRAVEL	I0014434	063044	329600	550100	1060	141.70		
		00003140	01/30/98	HASOFF1	Haskells Office City	22063-0A	I0014433	062073	336300	540120	1020	105.28		
		00003141	01/30/98	JOBFUT	Jobs for the Future	P01845	I0014442	063030	336500	540120	1030	50.00		
		00003142	01/30/98		Radisson Inn Madison	T SIMPSON	I0014429	062023	417000	550100	3020	83.99		
		00003143	01/30/98	351742138	Simpson, Tracey A.	1/22/98 TRAVEL	I0014427	062023	417000	550100	3020	49.10		
						TRAVEL-ADVANCE	I0014428	062023	417000	550100	3020	86.04		
										CHECK TOTAL		135.14		
		00003144	01/30/98	STAUNI	State Universities Retirement	01/31/98 PR	I0014426	063020	336400	529990	1030	101.59		
								063011	451000	529990	3020	290.89		
								062050	347200	529990	4090	66.72		
										INVOICE TOTAL		459.20		
		00003145	01/30/98	322323721	Stevens, Shirley A.	SPRINGFIELD	I0014430	063044	329600	550100	1060	183.30		

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Sauk Valley Community College

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CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL					
Q0003146	01/30/98	SAUEDU	SVCC Educational Fund	JAN INTERF	I0014467	062010	250001			3,553.35
						062022	250001			666.67
						062023	250001			991.45
						062060	250001			3,603.63
						062140	250001			7,051.85
						062160	250001			46.34
						063012	250001			4,666.77
						063041	250001			246.38
						063042	250001			604.21
						063043	250001			894.87
						063044	250001			3,237.18
										INVOICE TOTAL
										25,562.70
Q0003147	01/30/98	UNICOM	Unique Computer	431606	I0014439	062100	547000	580610	7020	6,075.00
				43488 S	I0014440	062031	336100	580620	1030	16,520.00
				43206 S	I0014441	062050	347200	540190	4090	95.87
										CHECK TOTAL
										22,690.87
Q0003150	02/06/98	CENCO	CENCO	7338-002-1	I0014526	062022	336102	580620	1090	403.93
Q0003151	02/06/98	GREEDU	Greystone Educational Material	19695	I0014572	063042	329400	540110	1060	405.00
Q0003152	02/06/98	JOBFUT	Jobs for the Future		I0014562	063030	336500	540120	1030	64.00
Q0003153	02/06/98	KMART	Kmart	9666-9666	I0014589	063030	336500	540120	1030	160.00
Q0003154	02/06/98	MORHIG	Morrison High School	CLAIM 3	I0014567	063030	336500	590900	1030	250.70
Q0003155	02/06/98	348547510	Petitt, Richard	TP LEAD FACIL	I0014527	062073	336300	530900	1020	75.00
Q0003156	02/06/98	322323721	Stevens, Shirley A.		I0014588	063042	329400	540190	1060	55.46

2036 3157-3161

CHECK NUMBER	DATE	NUMBER	PAYEE/VENDOR NAME	<--- INVOICE NUMBER --->				FUND	ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL							
Q0003162	02/13/98	345386726	Armstrong, Carol	2/10/98	I0014740	062073	336300	550100	1020			14.49
Q0003163	02/13/98	BESWES	Best Western Brandywine Lodge	12/10-11/97	I0014726	062220	329910	550100	4090			213.64
				11/22/97	I0014727	062220	329910	550100	4090			159.14
											CHECK TOTAL	372.78
Q0003164	02/13/98	482803780	Bumsted, Jeff	2/10/98	I0014732	062073	336300	550100	1020			11.34
Q0003165	02/13/98	FULHIG	Fulton High School	CLAIM 4	I0014721	063030	336500	590900	1030			745.15
Q0003166	02/13/98	350466006	Hahne, Connie	2/10/98	I0014734	062073	336300	550100	1020			28.35
Q0003167	02/13/98	532807714	Hammack, Jim	2/10/98	I0014725	062073	336300	550100	1020			5.36
Q0003168	02/13/98	344387179	Holland, Kevin	2/10/98	I0014730	062073	336300	550100	1020			15.12
Q0003169	02/13/98	337604956	Hurd, Mary Ann	2/10/98	I0014733	062073	336300	550100	1020			3.78
Q0003170	02/13/98	352487898	Hutchins, Diane	2/10/98	I0014737	062073	336300	550100	1020			4.41
Q0003171	02/13/98	342627521	Landherr, Mary E.	2/10/98	I0014735	062073	336300	550100	1020			15.75
Q0003172	02/13/98	472507439	Lindahl, Sharon	2/10/98	I0014738	062073	336300	550100	1020			17.96
Q0003173	02/13/98	387425717	Lipscomb, Lyle	2/10/98	I0014736	062073	336300	550100	1020			13.55
Q0003174	02/13/98	322381877	Longfellow, Richard	2/10/98	I0014739	062073	336300	550100	1020			4.73
Q0003175	02/13/98	480508581	Luker, Neal	2/10/98	I0014741	062073	336300	550100	1020			20.79

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CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	<--- INVOICE NUMBER --->							CHECK AMOUNT
				VENDOR'S NUMBER	INTERNAL	FUND	ORGN	ACCT	PROG		
00003176	02/13/98	333443764	Mathey, Barbara	2/10/98	10014729	062073	336300	550100	1020		12.60
00003177	02/13/98	NILRC	NILRC	1910	10014809	062032	366000	540420	1030		5,040.00
00003178	02/13/98	PEOCIV	Peoria Civic Center	06534	10014810	063011	451000	550900	3020		1,054.00
00003179	02/13/98	348547510	Petitt, Richard	2/10/98	10014731	062073	336300	550100	1020		12.60
00003180	02/13/98	PRATT	Pratt	805981	10014728	062240	315200	540110	2090		80.64
00003181	02/13/98	ROCLIG	Rockford Lightning	3541	10014807	063011	451000	550900	3020		285.00
00003182	02/13/98	SBMBUS	SBM Business Equipment Center	222285	10014808	062022	336102	580620	1090		2,625.00
00003183	02/13/98	STAUNI	State Universities Retirement	2/15/98 PR	10014742	063020	336400	529990	1030		101.59
						063011	451000	529990	3020		290.89
						062050	347200	529990	4090		66.72
										INVOICE TOTAL	459.20
										BANK TOTAL	73,925.4

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SVCC Bookstore
Journal Detail Report
(Report period: January 1, 1998 to January 31, 1998)

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
01/09/98	C/D	CHK6029	ACT CAREER PLANMING 548.01 Textbook Purchases 111.00 Cash in Bank	62.50	62.50
01/09/98	C/D	CHK6030	ADDISON WESLEY 548.01 Textbook Purchases 111.00 Cash in Bank	5,482.55	5,482.55
01/09/98	C/D	CHK6031	DEARBORN PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	250.40 18.99	269.39
01/09/98	C/D	CHK6032	HARCOURT BRACE 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	4,132.58 12.59	4,145.17
01/09/98	C/D	CHK6033	VOID 111.00 Cash in Bank	0.00	
01/09/98	C/D	CHK6034	HOUGHTON MIFFLIN 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	16,826.73 3.78	16,830.51
01/09/98	C/D	CHK6035	JBH TECHNOLOGIES 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	362.50 14.95	377.45
01/09/98	C/D	CHK6036	ITP EDUCATION 548.01 Textbook Purchases 548.21 Computer Software Purchases 549.01 Textbook Transportation 549.21 Computer Software Transport 111.00 Cash in Bank	23,052.50 55.00 9.42 3.02	23,119.94
01/09/98	C/D	CHK6037	LOGIN BROS 548.01 Textbook Purchases 548.04 Paperback Purchases 549.01 Textbook Transportation 549.04 Paperback Transportation 111.00 Cash in Bank	2,558.03 57.60 48.16 3.00	2,666.79
01/09/98	C/D	CHK6038	MACMILLAN 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	466.96 34.26	501.22
01/09/98	C/D	CHK6039	MCGRAW HILL 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	32,682.37 103.42	32,578.95

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credit
01/09/98	C/D	CHK6040	MCGRAW HILL 548.01 Textbook Purchases 111.00 Cash in Bank	3,836.81	3,836
01/09/98	C/D	CHK6041	MOSBY YEAR BOOK 548.01 Textbook Purchases 111.00 Cash in Bank	1,737.96	1,737
01/09/98	C/D	CHK6042	WW NORTON 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	360.00 9.63	369
01/09/98	C/D	CHK6043	PRENTICE HALL 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	14,879.26 71.91	14,951
01/09/98	C/D	CHK6044	SIMON & SCHUSTER 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	1,656.00 40.88	1,696
01/09/98	C/D	CHK6045	JOHN WILEY 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	4.25 34.43	38
01/09/98	C/D	CHK6046	AMER ACADEMY PED 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	71.95 8.95	80
01/09/98	C/D	CHK6047	NEBRASKA BOOK 585.00 Equipment Purchases 111.00 Cash in Bank	4,461.10	4,461
01/09/98	C/D	CHK6048	TOPPERS 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	89.40 6.28	95
01/09/98	C/D	CHK6049	SPRINGHOUSE 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	40.11 4.82	45
01/16/98	C/D	CHK6050	ILL DEPART OF REV 235.00 Accrued Sales Tax Payable 111.00 Cash in Bank	1,349.00	1,349
01/30/98	C/D	CHK6051	PRESTON TRUCKING 549.01 Textbook Transportation 111.00 Cash in Bank	46.65	

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
01/30/98	C/D	CHK6052	CONSOLIDATED FREIGHT		
			549.01 Textbook Transportation	87.76	
			111.00 Cash in Bank		87.76
			***** Report Total	\$114,728.20	\$114,728.20

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	<u>154,487.91</u>
SUBTOTAL BONDS				\$5,020,064.84

TOTAL INVESTMENTS\$11,020,064.84

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

PRESIDENT

SECRETARY

DATE 2-23-98

**SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES - TREASURER'S REPORT
February 16, 1998**

CHECKING ACCOUNTS

<u>INTEREST BEARING ACCOUNTS</u>	<u>FINANCIAL INSTITUTION</u>	<u>INTEREST RATE</u>	<u>AMOUNT</u>
General Account	Sterling Federal, Sterling	4.58	\$607,478.77
Bookstore Account	Sterling Federal, Sterling	4.63	107,463.63
Illinois Public Treasurers Investment Pool	First of America Bank, Springfield	5.53	689,148.72
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS			1,404,091.12
<u>NON-INT. BEARING ACCOUNTS</u>	<u>FINANCIAL INSTITUTION</u>		
Restricted	Sterling Federal, Sterling		148,813.46
Insurance Account	Sterling Federal, Sterling		0.00
SUBTOTAL NON-INTEREST BEARING CHECKING ACCOUNTS			148,813.46
<u>MONEY MARKET</u>			
ABN-AMRO Investment Services, Inc.		5.15	7.24
SUBTOTAL MONEY MARKET FUNDS			7.24
TOTAL CHECKING ACCOUNTS			\$1,552,911.82

INVESTMENTS

<u>FUND</u>	<u>FINANCIAL INSTITUTION</u>	<u>INTEREST RATE</u>	<u>RENEWAL DATE</u>	<u>AMOUNT</u>
Education	Mercantile Bank, Sterling	5.61	02-20-98	\$300,000.00
Education	Amcore Bank, Sterling	5.63	03-02-98	400,000.00
Operations & Maintenance	Sterling Federal Bank	5.66	03-15-98	100,000.00
Operations & Maintenance	Milledgeville State Bank	5.80	10-12-98	100,000.00
Protection, Health & Safety	Union Bank, Tampico	5.66	02-24-98	300,000.00
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	Milledgeville State Bank	5.91	04-24-98	100,000.00
Auxiliary	Amcore Bank, Sterling	5.80	06-02-98	400,000.00
Bookstore	Mercantile Bank, Sterling	5.61	02-20-98	100,000.00
Working Cash	Community State Bk, Rock Falls	6.00	03-03-98	800,000.00
Working Cash	HomeBanc, Dixon	5.65	03-10-98	200,000.00
Working Cash	HomeBanc, Dixon	5.65	06-10-98	500,000.00
Working Cash	First National Bank, Amboy	6.20	04-03-99	1,000,000.00
Liab., Prot. & Settlement	Mercantile Bank, Sterling	5.70	04-29-98	300,000.00
Liab., Prot. & Settlement	Union Bank, Tampico	5.72	10-24-98	100,000.00
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				\$6,000,000.00